



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk
30 September 2022

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 6th October 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 by **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 indicate if you will be present at the meeting.

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 .
9. Cornwall Gateway Community Action Points for Reports.
10. To receive a report on behalf of Safer Saltash.
11. To receive a report from Saltash Chamber of Commerce.
12. To receive a report from the Climate Change and Environmental Working Group and consider any actions and associated expenditure.
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 Town Council must do so by 12 noon the day before the meeting.
16. To receive and approve the Minutes of the Full Town Council Meeting held on Thursday 1st September 2022 as a true and correct record. (Pages 6 - 19)

17. Finance:

- a. To advise the following receipts: (Page 20)
 - i. August 2022
 - b. To advise the following payments: (Pages 21 - 22)
 - i. August 2022
 - c. Urgent and essential works actioned by the Town Clerk under Financial Regulations.
 - d. To note that bank reconciliations up to 31st August 2022 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk.
 - e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.
18. To receive and note the minutes of the following Committees and consider any recommendations:
- a. Services held on Thursday 8th September 2022; (Pages 23 - 24)
 - b. Planning and Licensing held on 27th September 2022; (Pages 25 - 31)
 - c. Policy and Finance held on Wednesday 28th September 2022;
 - d. Personnel held on 29th September 2022;
 - e. Services held on 4th October 2022.
19. To receive and note the minutes of the Library Sub Committee held on Wednesday 7th September 2022 and consider any recommendations. (Pages 32 - 38)
20. To receive a Mayor of Cornwall verbal update.
21. To receive notification of a conference - In and Beyond Neighbourhood Plans for Community, Nature and Climate and consider any actions and associated expenditure.
For further information please click on the link below.
- <https://www.eventbrite.co.uk/e/in-and-beyond-neighbourhood-plans-for-community-nature-and-climate-tickets-409561287837>
22. To receive a publication on dementia-friendly communities and consider any actions and associated expenditure. (Pages 39 - 62)

23. To receive a verbal update on the Shared Prosperity Fund and consider any actions and associated expenditure.
24. Meet your Councillors: The next scheduled meeting date Saturday 8th October 2022 outside Bloom Hearing, Fore Street.
25. 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.
26. To consider any items referred from the main part of the agenda.
27. Public Bodies (Admission to Meetings) Act 1960.
To resolve that the public and press be re-admitted to the meeting.
28. To consider urgent non-financial items at the discretion of the Chairman.
29. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
30. Date of next meeting: Thursday 3rd November 2022 at 7:00 p.m.
31. 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 6 OCTOBER 2022

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

Saturday 3 rd September	10.30am	Saltash Regatta, Saltash
Sunday 18 th September	3pm	Plymouth Commemorative Service for Her Majesty Queen Elizabeth II Minster Church of St Andrew, Plymouth
Sunday 18 th September	6.30pm	Saltash Commemorative Service for Her Majesty Queen Elizabeth II St Nicholas and St Faith Church, Saltash
Sunday 25 th September	2.30pm	Launceston Civic Service, Methodist Church, Launceston
Saturday 1 st October	11am	Pixieland Nursery garden opening, Saltash

DEPUTY MAYOR'S REPORT TO SALTASH TOWN COUNCIL THURSDAY 6 OCTOBER 2022

Sunday 18 th September	6.30pm	Saltash Commemorative Service for Her Majesty Queen Elizabeth II St Nicholas and St Faith Church, Saltash
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Devon & Cornwall Police

Building safer communities together

Crimes Recorded - 01/09/2022 to 04/10/2022 - Saltash Town

Offence	Recorded Crime 01/09/2022 to 04/10/2022	Recorded Crime 01/09/2021 to 04/10/2021	Recorded Crime % Difference
Violence with Injury	15	8	87.5%
Violence without Injury	12	6	100.0%
Stalking and Harassment	12	6	100.0%
Rape	3	1	200.0%
Other Sexual Offences	0	1	-100.0%
Burglary Dwelling	1	0	-
Vehicle Offences	12	0	-
Theft from the Person	1	0	-
Shoplifting	4	6	-33.3%
All Other Theft Offences	9	3	200.0%
Criminal Damage	12	10	20.0%
Public Order Offences	4	5	-20.0%
Possession of Weapons	2	0	-
Trafficking of Drugs	2	0	-
Possession of Drugs	3	2	50.0%
Other Offences	1	2	-50.0%
Total	93	50	86.0%

Non Notifiable Offences	5	1	400.0%
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**Devon & Cornwall Police**

Building safer communities together

Incidents Recorded - 01/09/2022 to 04/10/2022 - Saltash Town

Incident Closing Category	Incidents - 01/09/2022 to 04/10/2022	Incidents - 01/09/2021 to 04/10/2021	Incidents % Difference
Anti Social Behaviour	16	24	-33.3%
Crime Not Recorded	1	1	0.0%
Crime Recorded	33	21	57.1%
Public Safety	73	69	5.8%
Transport	39	39	0.0%
Total	162	154	5.2%

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 1st September 2022 at 7.00 pm

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

ALSO PRESENT: H Frank (Cornwall Council) and M Worth (Cornwall Council), S Burrows (Town Clerk) and M Thomas (Senior Policy and Data Compliance Officer)

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

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

167/22/23 PRAYERS.

Councillor Yates led prayers.

168/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

169/22/23 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.

170/22/23 CHAIRMAN'S REPORT.

It was **RESOLVED** to note.

171/22/23 MONTHLY CRIME FIGURES.

It was **RESOLVED** to note.

172/22/23 REPORT BY COMMUNITY ENTERPRISES PL12.

Councillor Bickford provided a verbal report on behalf of Community Enterprises PL12. There will be a Directors Meeting next week followed by the AGM later in the month.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to note and send a letter of thanks to Jo Baskott for her service to Community Enterprises PL12 as a volunteer, director and Chairman.

173/22/23 CORNWALL GATEWAY COMMUNITY REPORT FOR NOTING OR MATTERS ARISING - NO REPORT, NEXT MEETING SCHEDULED FOR 14TH SEPTEMBER 2022.

No report.

The next meeting of the Cornwall Gateway Community Network Panel will be held on 14th September 2022 at Mount Edgecumbe.

174/22/23 CORNWALL GATEWAY COMMUNITY ACTION POINTS FOR REPORTS - NO ACTIONS.

No Actions.

175/22/23 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.

No report.

176/22/23 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE - NO REPORT, NEXT MEETING TO BE HELD ON MONDAY 5TH SEPTEMBER 2022.

No report.

The next Saltash Chamber of Commerce meeting will be held on Tuesday 6th September 2022 .

177/22/23 TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP.

Councillor Gillies gave a verbal report requesting that the Climate Change and Environmental Working Group are granted free use of the facilities at Isambard House for meetings and activities.

It was proposed by Councillor Gillies, seconded by Councillor Bullock and **RESOLVED** to:

1. Approve the Climate Change and Environmental Working Group free use of Isambard House to stage public events to raise awareness around the issues of climate change;
2. All bookings to be managed by the Guildhall Receptionist.

178/22/23 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.

Councillors Frank and Worth updated Members on the following areas:

Shared Prosperity Fund Update:

As part of the UK Government's Levelling Up agenda, Cornwall and Isles of Scilly have been allocated £132 million to spend on local investment through the Shared Prosperity Fund. Details of the governance are still being finalised, and I've attached a draft of the Terms of Reference for the Economic Prosperity Board, which we will be debating at a meeting of the Constitution and Governance Committee next week.

Details of how to apply for SPF funding can be found on the Good Growth website: ciosgoodgrowth.com

Councillor Worth informed Members that Cornwall Councillors will be available to support bids to ensure the best chance of success. He stressed the importance of writing good and adequately priced bids to include sufficient allowance for inflation.

Community Capacity and Facilitation Programme Areas Update:

Details were provided on the programme it is envisaged will be in place to facilitate and support communities to create a pipeline of projects to feed into SPF funds.

A few key points for Saltash are:

- One of the key aims is that the delivery plan must expand on the existing programme of Town Vitality Funding;
- Priority will be given to development work contributing to regenerating neighbourhood shopping areas, and creating a cleaner, safer, greener Cornwall;
- Particularly strong encouragement will be given to places in North and South-East Cornwall where Town Vitality funding has been comparatively lower;
- A Local Good Growth Delivery Framework will need to be created for each area to underpin year 2 and 3 delivery. This Framework will be worked up over the next month between Cornwall Good Growth officers in consultation with the Chairs and Vice Chairs of the Community Network Areas .

Double Yellow Lines on Station Road:

The double yellow lines on Station Road were not reinstated after the road was resurfaced. The Surfacing Team have been for an update on when the lining works will be completed and the Town Council will be informed when a date has been set.

Relocation of bin to Callington Road:

The bin located near the entrance to The Core, by the gate to the cinder path has seen very little use since the gate was closed by Fountain Head House School. We have therefore agreed to relocate it to the bus stop on Callington Road, by the Burraton traffic lights, a spot which has witnessed an increase in litter since the opening of McDonalds.

Please note that each bin has a number, and there is a handy online form on the Cornwall Council website where anyone can report issues with emptying or repairing litter bins. Issues reported via the website are dealt with extremely quickly.

Councillor Frank advised Members that STC are able to apply for extra bins in the area but these will need to be funded with the cost depending on the location.

It was **RESOLVED** to note.

179/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

180/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

The Chairman informed Members a question had been received and actioned prior to this evening's meeting.

181/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 4TH AUGUST 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 Dent and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 4th August 2022 were confirmed as a true and correct record.

182/22/23 FINANCE:

a. To advise the following receipts:

i. July 2022

It was **RESOLVED** to note.

b. To advise the following payments:

ii. July 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 July 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.

183/22/23 TO RECEIVE AN UPDATE ON THE SHARED PROSPERITY FUNDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Foster left the meeting.

Councillor Foster rejoined the meeting.

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

1. Establish a working group comprising of Councillors Bickford, Bullock, Gillies, Peggs and B Samuels, supported by Cornwall Councillors Frank and Worth, to formulate bids for submission for year one (01.10.22 – 31.03.23);
2. Followed by bids for years two and three.
3. Task the working group with the organisation of an event for local organisations and the public to publicise the availability of funding;
4. Report to future Full Council meetings.

184/22/23 TO RECEIVE A SALTASH LEISURE CENTRE REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. Note the report;
2. Send a letter of thanks to Mark Sesnan at GLL for the continued partnership working and support;
3. Thank the rest of the working group members for their input and support;
4. Continue to promote the Leisure Centre.

185/22/23 TO RECEIVE A MAYOR OF CORNWALL VERBAL UPDATE.

Councillor Bickford reported that there was no update at this time but that the item would remain on the agenda.

It was **RESOLVED** to note.

186/22/23 TO RECEIVE A VERBAL TOWN TEAM UPDATE ON THE TOWN VITALITY FUNDING PROJECT.

Councillor Gillies reported that bids are currently being sought from consultants to write the procurement documents to move the project forward.

It was **RESOLVED** to note.

187/22/23 TO RECEIVE A CHRISTMAS FAIR REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. Note the report;
2. Hold indoor craft/Christmas fair on Saturday 3rd December 2022 at the Guildhall;
3. Delegate authority to the Mayor's Secretary working with Tresorys Kernow working group Members (Cllrs Bickford, Bullock, Gilles, Peggs), to plan the event working in partnership with other stakeholders;
4. Allocate advertising cost to the remaining balance of the Tresorys Kernow budget;
5. Grant permission for the Town Seals to be used on promotional material;
6. Report back at future Town Council meetings.

**188/22/23 TO RECEIVE A REPORT FROM THE BEATING OF THE BOUNDS
WORKING GROUP AND CONSIDER ANY ACTIONS AND
ASSOCIATED EXPENDITURE.**

Councillor Bickford thanked Councillor Bullock and the working group Members for their work and commitment in driving the event forward.

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

1. Grant permission for the use of the Town Seals on promotional material;
2. Note the ticket price (£5 per person) to be sold from the Guildhall and the Library from 2nd September;
3. Note that Councillors Bullock and B Samuels (who both hold Food Hygiene Certificates) to organise the provision of scones, including gluten free options if required;
4. Invite Claire Balding (who presents 'Ramblings' on BBC Radio 4) and Justin Leigh (presenter on BBC Radio Cornwall) to attend and report on the event;
5. Note charges are to be waived for the clergy attending to bless the stones and any other invited guests;
6. Note that if the event runs at a loss, STC will absorb the outstanding cost allocated to the remaining Tresorys Kernow budget.

189/22/23 TO CONSIDER PASSING A RESOLUTION TO SIGN UP TO THE 'CIVILITY AND RESPECT PLEDGE'.

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to pass a resolution for Saltash Town Council to sign up to the 'Civility and Respect Pledge':

1. Our Town Council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role;
2. Our Town Council has committed to training councillors and staff;
3. Our Town Council has signed up to Code of Conduct for councillors;
4. Our Town Council has good governance arrangements in place including, staff contracts, and a dignity at work policy;
5. Our Town Council will commit to seeking professional help in the early stages should civility and respect issues arise;
6. Our Town Council will commit to calling out bullying and harassment when it happens;
7. Our Town Council will continue to learn from best practice in the sector and aspire to being a role model/champion Town Council e.g., via the Local Council Award Scheme;
8. Our Town Council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.

Councillor Bickford encouraged Members to note the available training and attend available sessions.

It was further noted that the scheduling of the training sessions made it difficult for Members who work to attend in the day and this will be fed back to the provider.

190/22/23 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Planning and Licensing held on Tuesday 16th August 2022

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

b. Extraordinary Policy and Finance held on Tuesday 16th August 2022.

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

191/22/23 TO RECEIVE AND NOTE THE MINUTES OF THE STATION PROPERTY SUB COMMITTEE HELD ON WEDNESDAY 24TH AUGUST 2022 AND CONSIDER ANY RECOMMENDATIONS.

RECOMMENDATION 1:

18/22/23 TO REVIEW ISAMBARD HOUSE PROGRAMME OF EVENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members agreed Isambard House bookings have been successful. Moving forward it is unlikely that a reduction in cost for room hire would be approved.

Members discussed the possibility of an Officer together with selected Members be given delegated authority to discount local charitable events.

It was proposed by Councillor Bickford, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Council to give delegated authority to the Mayors Secretary / Receptionist in conjunction with Councillors Bickford, Bullock and Yates, to determine discounted / free of charge bookings for local charitable events.

It was proposed by Councillor Bullock, seconded by Councillor Bickford and **RESOLVED** to note the minutes and approve the above recommendation.

192/22/23 PLANNING:

a. Tree applications/notifications:

PA22/07588

John Beale – The Boat House Castle Hill Forder Saltash PL12 4QR
Works to trees in a conservation area: To remove the remains of the Hornbean hedge in conjunction with/following works carried out under Exception notice PA22/01410/PREAPP.

Ward: Trematon

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

193/22/23 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 10TH SEPTEMBER 2022 OUTSIDE BLOOM HEARING, FORE STREET.

Regatta Event:

Councillor Bickford reminded Members that there will be a stall run by the Library both Saturday and Sunday this weekend. All Members are welcome to help the Library staff and engage with the public.

Scheduled Meet your Councillors:

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** for Councillors Miller, B Samuels, P Samuels and Yates to attend the next scheduled Meet your Councillors to be held on Saturday 10th September 2022 outside Bloom Hearing, Fore Street.

194/22/23 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.

195/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

196/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

197/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

Merchant Navy Day:

The Town Clerk informed Members that the Naval Flag for Merchant Navy Day will be flown on Saturday 3rd September and promoted via social media.

198/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

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

1. Shared Prosperity Fund;
2. Saltash Leisure Centre;
3. Beating the Bounds Event;
4. Craft/Christmas Fair;
5. Civility and Respect Pledge;
6. Meet your Councillors.

199/22/23 DATE OF NEXT MEETING: THURSDAY 6TH OCTOBER 2022 AT 7:00 P.M.

Thursday 6th October 2022 at 7.00pm

200/22/23 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.

DATE OF NEXT MEETING

Thursday 6 October 2022 at 7.00 pm

Rising at: 8.38 pm

Signed: _____
Chairman

Dated: _____

Bank Receipts

Saltash Town Council

For the period 1 August 2022 to 31 August 2022

Contact	Description	Net	VAT	Gross
Allotment Deposit Returned		-£ 100.00	£ -	-£ 50.00
Allotment Income		£ 50.00	£ -	£ 50.00
Barclays	Transfers to Barcalys Active Saver	£ 55,000.00	£ -	£ 55,000.00
Barclays	Loyalty Reward	£ 1.14	£ -	£ 1.14
Churchtown - Cemetery Income		£ 3,434.00	£ -	£ 3,434.00
Daily Moorings Income		£ 270.83	£ 54.17	£ 325.00
Guildhall Bookings		£ 182.10	£ 2.00	£ 184.10
HMRC	VAT Refund - August	£ 13,365.56	£ -	£ 13,365.56
Isambard House - Booking Income		£ 2,935.59	£ 587.11	£ 3,522.70
Library Books Sales		£ 80.58	£ 16.12	£ 96.70
Maurice Huggins - Room income	Maurice Huggins - Room income	£ 41.25	£ -	£ 41.25
Memorial Bench Income		£ 291.67	£ 58.33	£ 350.00
Overpayment on Burial Income Returned		-£ 56.00	£ -	-£ 56.00
Public Sector Deposit Fund	Interest Received	£ 182.33	£ -	£ 182.33
Refund on Staff Training Course		£ 30.00	£ 6.00	£ 36.00
Refund on Staff Training Course		£ 600.00	£ 120.00	£ 720.00
Saltash Bowling Club	Longstone - Bowling Club Water Charges	£ 665.79	£ 51.07	£ 716.86
Seagull Bags Income		£ 154.58	£ 9.92	£ 164.50
St Stephen Parish Church	St Stephens - Cemetery Income	£ 670.00	£ -	£ 670.00
Trusted Boat Scheme Income		£ 116.66	£ 23.34	£ 140.00
Grand Total		£ 77,916.08	£ 928.06	£ 78,894.14

Bank Payments

Saltash Town Council

For the period 1 August 2022 to 31 August 2022

Contact	Description	Net	VAT	Gross
All Seasons Window Cleaning	July - Cleaning Station Windows	£ 35.00	£ -	£ 35.00
Aquastorage System Cleaning Ltd	The Guild Hall, Library and Maurice Huggins Room - Legionella Risk Assessments	£ 105.00	£ 21.00	£ 126.00
ASG Security	Annual Maintenance and Monitoring fee for Security alarm - Library	£ 163.84	£ 32.77	£ 196.61
ASG Security	The Replacement Of 2 Batteries For The Fire System At Saltash Library Building.	£ 55.00	£ 11.00	£ 66.00
ASG Security	Longstone Depot Emergency Call Out To Intruder Alarm Due To Contactor Fault On Garage Roller Shutter (Zone 1 wicket gate)	£ 104.58	£ 20.92	£ 125.50
Barclays	Bank Charges	£ 12.30	£ -	£ 12.30
Chubb Fire Ltd	Re Fill / Exchange Fire Extinguisher (Red 3 Litre Water With Additive) and call out charge for Longstone	£ 124.59	£ 24.92	£ 149.51
Cleansing Service Group Ltd	Pontoon Cleaning and Disposal costs - Cadet Car Park	£ 320.00	£ -	£ 320.00
Cornwall Council	Rent for Garage and Depot at Longstone Park Glebe Avenue	£ 375.00	£ -	£ 375.00
Cornwall Council	Insurance for Garage and Depot at Longstone Park Glebe	£ 10.00	£ -	£ 10.00
Cornwall Council	Seagull bags and Delivery	£ 303.00	£ -	£ 303.00
Cornwall Council Rates Only !!!!!!!!!!!!!!!	Non Domestic Rates 2022/23 - Guildhall	£ 8,607.75	£ -	£ 8,607.75
Cornwall Council Rates Only !!!!!!!!!!!!!!!	Non Domestic Rates 2022-2023 - Maurice Huggins Room	£ 429.14	£ -	£ 429.14
Cornwall Council Rates Only !!!!!!!!!!!!!!!	Non Domestic Rates 2022-2023 - Saltash Library	£ 13,473.00	£ -	£ 13,473.00
Cornwall Council Rates Only !!!!!!!!!!!!!!!	Non Domestic Rates 2022-2023 - Station Building	£ 3,542.90	£ -	£ 3,542.90
Cornwall Pensions Fund	Pension Fund Payment - August 2022	£ 8,489.02	£ -	£ 8,489.02
Credit Card (Amazon)	Stationary - Library	£ 30.82	£ 6.17	£ 36.99
Credit Card (Amazon)	Office and IT equipment	£ 58.93	£ 11.80	£ 70.73
Credit Card (Argos)	Activities Equipment - Libraries	£ 254.11	£ 50.83	£ 304.94
Credit Card (Xero)	Monthly Xero Subscription	£ 19.29	£ 3.86	£ 23.15
Dainton Group Services	28'x10' Anti Vandal Welfare Cabin - 01/08/2022 to 31/08/2022	£ 310.00	£ 62.00	£ 372.00
Dainton Group Services	Effluent Tank - From 01/08/2022 to 31/08/2022	£ 22.13	£ 4.43	£ 26.56
Denmans	Materials for Public Toilets maintenance	£ 709.81	£ 141.98	£ 851.79
Denmans	Materials for Public Toilets Maintenance	£ 48.64	£ 9.72	£ 58.36
Drain Care (South West) Ltd	CCTV survey of drainage system	£ 365.00	£ 73.00	£ 438.00
EE	Staff Mobiles	£ 365.93	£ 73.19	£ 439.12
Efficient Comms Ltd	Telephone Call and Service Charges	£ 172.05	£ 34.41	£ 206.46
Euro Car Parts	Lucas LLB207 12V SW (no plate bulbs for BX15 HWJ)	£ 0.25	£ 0.05	£ 0.30
Euro Car Parts	Lucas LLB207 12V SW (no plate bulbs for BX15 HWJ)	£ 2.25	£ 0.45	£ 2.70
HMRC	PAYE Payment - August 2022	£ 7,144.58	£ -	£ 7,144.58
Hockerill Engraving	Stainless Steel Bench Plaque and Delivery	£ 23.50	£ 4.70	£ 28.20
Institute of Cemetary & Crematorium Management	Annual Subscription	£ 95.00	£ -	£ 95.00
Laser - Guildhall Gas	Guildhall - Gas. Supply Period - 31/05/2022 - 30/06/2022	£ 111.57	£ 5.58	£ 117.15
Laser - Unmetered supply - 1051655	Unmetered Supply at Moorland View, Salt Mill Skate Park. Supply period: 01/06/2022 to 30/06/2022	£ 8.22	£ 0.41	£ 8.63
Moorepay	HR Consultancy Fees	£ 343.93	£ 68.79	£ 412.72
Moorepay	HR Consultancy Fees	£ 74.37	£ 14.87	£ 89.24
Moorepay	Finance Software	£ 4.51	£ 0.90	£ 5.41
Moorepay	Admin Fee	£ 25.00	£ 5.00	£ 30.00
More Than Art Gallery	Mayoral picture 2022-23	£ 46.97	£ -	£ 46.97
Opayo	Card Machine Charges	£ 44.48	£ -	£ 44.48
Opayo (previously Sage)	Credit Card Charges	£ 17.00	£ 3.40	£ 20.40
People Safe	People Safe Device Replacement	£ 110.00	£ 22.00	£ 132.00
Print Copy Scan Ltd	27/06/2022 - 27/07/2022 Prints for New Photocopiers	£ 40.15	£ 8.03	£ 48.18
Rosevale Accountants Ltd	Monthly Payroll (BrightPay) - July 2022 - 25 Employees	£ 212.50	£ 42.50	£ 255.00
Rosevale Accountants Ltd	Absence Management (BrightHR) - July 2022 - 25 Employees	£ 300.00	£ 60.00	£ 360.00
Rosevale Accountants Ltd	BrightHR Migration from Moorepay + Staff & Line Managers BrightHR Manual issued	£ 500.00	£ 100.00	£ 600.00
Rosevale Accountants Ltd	BrightPay Migration from Moorepay	£ 500.00	£ 100.00	£ 600.00
Rosevale Accountants Ltd	Finance Consultancy Fees	£ 1,378.00	£ 275.60	£ 1,653.60
Rosevale Accountants Ltd	Finance Consultancy Fees	£ 1,669.50	£ 333.90	£ 2,003.40
Saltash & District Observer	Town Messenger - July 2022	£ 300.00	£ -	£ 300.00
Saltash Sailing Club	Brief Description of Project: Boat Trollies	£ 1,000.00	£ -	£ 1,000.00
SLCC Enterprises Ltd	Staff Training	£ 30.00	£ 6.00	£ 36.00
SLCC Enterprises Ltd	Staff Training	£ 70.00	£ 14.00	£ 84.00
SLCC Enterprises Ltd	Membership Fee	£ 351.00	£ -	£ 351.00
SLCC Enterprises Ltd	Staff Training	£ 30.00	£ 6.00	£ 36.00
SLCC Enterprises Ltd	Staff Training	£ 30.00	£ 6.00	£ 36.00
SOS Consultancy	Monthly IT support Services	£ 1,014.90	£ 202.98	£ 1,217.88
South West Water - Alexandra Sq	For services at Alexandra Square - 19/03/2022 to 31/03/2022	£ 14.82	£ -	£ 14.82
South West Water - Alexandra Sq	For services at Alexandra Square - 01/04/2022 to 17/06/2022	£ 69.60	£ -	£ 69.60
South West Water - Fairmead Road	For services at Allotments Fairmead Rd Saltash - 05/03/2022 to 21/06/2022	£ 48.70	£ -	£ 48.70
South West Water - Guildhall	Water Rates and sewage charge - Guildhall -18/03/2022 - 17/06/2022	£ 145.84	£ -	£ 145.84
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water rates and Sewerage Charges Charges - 02/06/2022 - 04/07/2022	£ 84.78	£ 6.77	£ 91.55
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water Rates and Sewage Charges- 5th July 2022 - 1st August 2022 - Longstone Toilets	£ 72.55	£ 5.79	£ 78.34
South West Water - Maurice Huggins Room	Water Rates and Sewage Charges- 5th July 2022 - 1st August 2022 - Maurice Huggins	£ 10.89	£ 0.98	£ 11.87
Spaldings	Oregon Mesh Visor and Ear Defenders	£ 66.50	£ 13.30	£ 79.80
Spot-On-Supplies	Cleaning Supplies - public toilets	£ 306.15	£ 61.23	£ 367.38
Spot-On-Supplies	Cleaning Supplies	£ 17.28	£ 3.46	£ 20.74
Spot-On-Supplies	Cleaning Supplies	£ 9.02	£ 1.80	£ 10.82
Spot-On-Supplies	Cleaning Supplies	£ 9.02	£ 1.80	£ 10.82
Spot-On-Supplies	Cleaning Materials & Equipment - Isambard House	£ 312.23	£ 62.45	£ 374.68
Staff Salaries	Staff Salaries	£ 29,368.08	£ -	£ 29,368.08
SumUp	Card Machine Charges	£ 5.52	£ -	£ 5.52
Tartendown Nursery	Yellow Hybrid Potted Rose Bush and Delivery	£ 13.75	£ 2.75	£ 16.50
TDH Asbestos Surveying	Asbestos Refurbishment Survey - Library Refurbishment	£ 395.00	£ -	£ 395.00
The Silent Disco Company Group Limited	Booking Confirmation for silent disco for Virtual Fun Palace	£ 187.50	£ 37.50	£ 225.00
Trade UK Account	Tools & Equipment	£ 10.28	£ 2.06	£ 12.34
Trade UK Account	Materials for Street Furniture Maintenance	£ 208.00	£ 41.59	£ 249.59
Trade UK Account	Materials for Public Toilets maintenance	£ 131.63	£ 26.32	£ 157.95
Trade UK Account	Service Delivery Clothing	£ 74.98	£ 15.00	£ 89.98

Trade UK Account	Health & Safety Expenses	£ 49.96	£ 9.99	£ 59.95
Trade UK Account	Library - Equipment	£ 49.25	£ 9.85	£ 59.10
Trade UK Account	Tools & Equipment	£ 20.57	£ 4.11	£ 24.68
Trade UK Account	Tools & Equipment	£ 10.82	£ 2.16	£ 12.98
Trade UK Account	Materials for Public Toilets maintenance	£ 35.58	£ 7.12	£ 42.70
Trade UK Account	Materials for Public Toilets maintenance	£ 21.27	£ 4.25	£ 25.52
Travis Perkins Trading Company Ltd	Materials for Pontoon Accommodation Maintenance	£ 124.95	£ 24.98	£ 149.93
UK Fuels Ltd	Fuel and Account Service Charge	£ 176.24	£ 35.24	£ 211.48
UK Fuels Ltd Together - Vehicle Maintenance	Fuel and Maintenance for Vehicles	£ 331.88	£ 66.36	£ 398.24
UK Identity Ltd	ID Badge Staff and Postage	£ 10.43	£ 1.80	£ 12.23
Westcare Supply Zone	Library Activities Equipment	£ 21.31	£ 4.26	£ 25.57
Westcare Supply Zone	Library IT & Office Costs	£ 44.91	£ 8.98	£ 53.89
Westcountry Skip Hire	Green Waste Refuse Disposal 21/07/22	£ 14.56	£ 2.91	£ 17.47
Westcountry Skip Hire	11/08/22, WTN25470, Large Builders Skip Enclosed, Exchange General 1	£ 297.00	£ 59.40	£ 356.40
Westcountry Skip Hire	04/08/22, WPS22147, Green Waste, Processing	£ 8.32	£ 1.66	£ 9.98
WF Education Group Ltd	Zari Mid-Back Chair with Adjustable Arms - BLUE	£ 552.00	£ 110.40	£ 662.40
Wolseley	General Repairs and Maintenance Materials	£ 30.29	£ 6.06	£ 36.35
Xero (UK) Ltd	Xero Subscription - 01 Aug 22 - 31 Aug 22	£ 26.00	£ 5.20	£ 31.20
Grand Total		£ 87,351.41	£ 2,506.57	£ 89,857.98

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 8th September 2022 at 6.30 pm

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

ALSO PRESENT: S Burrows (Town Clerk), S Webber (Service Delivery Manager) and D Joyce (Administration Officer)

APOLOGIES: Councillors: R Bullock, G Challen, J Dent, S Gillies, M Griffiths and S Lennox-Boyd.

49/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

50/22/23 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. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

51/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

52/22/23

TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON THURSDAY 16TH JUNE 2022 AND THE EXTRAORDINARY SERVICES COMMITTEE MEETING HELD ON TUESDAY 26TH JULY 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 P Samuels, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Services Committee held on Thursday 16th June 2022 were confirmed as a correct record.

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and **RESOLVED** that the minutes of the Extraordinary Services Committee held on Tuesday 26th July 2022 were confirmed as a correct record.

The Town Clerk informed the Chairman of the passing of The Queen.

The Chairman immediately brought the meeting to a close, as a mark of respect.

DATE OF NEXT MEETING

Tuesday 4 October 2022 at 6.30 pm

Rising at: 6.34 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 27th September 2022 at 6.30 pm

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

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

APOLOGIES: G Challen, L Challen, J Dent (Vice-Chairman), M Griffiths, S Lennox-Boyd and S Martin.

62/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

63/22/23 TO APPOINT A VICE-CHAIRMAN

The Chairman informed Members that due to the absence of the Vice-Chairman, she wished to appoint a Vice-Chairman for the purpose of this meeting only.

It was proposed by Councillor B Samuels, seconded by Councillor Bullock and **RESOLVED** to appoint Councillor Yates as Vice-Chairman for this meeting only.

64/22/23 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.

65/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

66/22/23 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON TUESDAY 16TH AUGUST 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 Gillies and **RESOLVED** that the minutes of the Planning and Licensing Committee held on Tuesday 16th August 2022 were confirmed as a true and correct record.

67/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

68/22/23 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:

PA22/06558

Katrina Darby - **307 New Road Saltash Cornwall PL12 6HL**

Creation of vehicular parking area including new permeable drive, retaining walls and drop kerb

Ward: Tamar

Date received: 17/08/22

Response date: 04/10/22

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

PA22/07281

N/A Saltash United Assoc. Football Club - **Kimberley Stadium Callington Road Saltash Cornwall**

Application for installation of a three-sided covered stand to provide shelter for spectators watching football during inclement weather and increase covered standing facilities.

Ward: Essa

Date Received: 16/08/22

Response date: 04/10/22

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

PA22/07532

Miss Elise Wilkes-Brand – **Land North of 64 St Stephens Road Warfelton Crescent Saltash PL12 4BJ**

Construction of one new residential dwelling.

Ward: Essa

Date Received: 25/08/22

Response date: 04/10/22

It was proposed by Councillor Foster, seconded by Councillor Bullock and resolved to **RECOMMEND APPROVAL** subject to clarification of the plans being for Number 64 St Stephens Road and not Number 62 St Stephens Road as stated on the documents on Cornwall Council's Planning Portal.

PA22/07694

Mr Philip Jones – **Dunelm Longlands Lane Burraton Coombe PL12 4QD**

Non material amendment in relation to decision notice nos. PA19/03668 dated 18.07.2019 for roof to be amended to new grey stone tiles, all elevations off white render to first floor omitted and replaced with cladding in grey/brown, additional balcony section added to join existing balconies into one single balcony.

Ward: Trematon

Date received: 08/09/22

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

PA22/07916

Mr Rod Murrain – **Burrell Lodge Longlands St Stephens PL12 4QH**

Hedgerow removal notice to install new field gate access.

Ward: Trematon

Date received: 14/09/22

Response date: 05/10/22

It was proposed by Councillor Gillies, seconded by Councillor Miller and resolved to **RECOMMEND REFUSAL** on the basis of the loss of a hedgerow.

PA22/07919

Mr Philip Jones – **Dunelm Longlands Lane Burraton Coombe PL12 4QD**

Non material amendment in relation to decision notice PA19/08822 dated 04.03.2020 for roof tiles to new garage to be in grey stone tile, garage elevations to be finished in grey natural stone.

Ward: Trematon

Date received: 08/09/22

Response date: 04/10/22

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

PA22/08129

Mr & Mrs S Ball – **25 Grassmere Way Saltash PL12 6XE**

First floor side extension over existing garage.

Ward: Tamar

Date received: 08.09.22.

Response date: 04/10/22

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

d. Tree Applications:

PA22/07212

Operational Manager Alastair Spencer Cornwall Housing Ltd – **1-15 Babis Farm Close St Stephens Cornwall PL12 4TG**

Works to trees subject to a Tree Preservation Order (TPO), works to T7 Lawson Cypress, T9 Oak, T12 Ash, G2 Sycamore and Ash and G9 Sycamore as per attached tree works schedule.

Ward: Essa

Date received: 05/09/22

Response date: 04/10/22

The Chairman informed Members of Cornwall Council's and Saltash Town Council's Tree Wardens' Reports.

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

PA22/07351

Mr Matt Phillips Cormac - **Land Opposite 363 New Road Saltash Cornwall PL12 6HL**

Application for works to tree subject to Tree Preservation order namely fell one Ash Tree (T1)

Ward: Tamar

Date Received: 15/08/22

Response date: 04/10/22

The Chairman informed Members of Cornwall Council's and Saltash Town Council's Tree Wardens' Reports.

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

PA22/07700

Mr Jon Mackeen Westcountry Woodland and Tree Management Ltd - **219 Callington Road Saltash Cornwall PL12 6LN**

Works to trees subject to a Tree Preservation Order which includes T2 Magnolia, crown lift to a height of approx. 2.5m to allow access to property and parking area.

Ward: Tamar

Date received: 18/08/2022

Response date: 04/10/22

The Chairman informed Members of Cornwall Council's and Saltash Town Council's Tree Wardens' Reports.

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

PA22/08092

Miss Donna Jordan – **28 The Brook Saltash PL12 6UL**

G1, Ash, Previously pollarded/reduced around 4 to 5 years ago, signs of Ash Die back, requesting to reduce back to previous cuts, reduction of vertical height of 4m and lateral growth back over the fence line, up to 2m.

Ward: Tamar

Date received: 12/09/22

Response date: 04/10/22

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

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

e. Tree notifications:

PA22/08143

Pearce – **Castle Gardens Castle Hill Forder Cornwall PL12 4QW**

Works to trees within conservation area – Removal of T3, T4 (Ash), T5 (Sycamore) and T8 (Ash). G1 x 6 (Sycamore) – height reduction and T9 (Sycamore) height reduction.

Ward: Trematon

Date received: 06/09/22

Response date: 04/10/22

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

It was **RESOLVED** to note.

69/22/23 TO RECEIVE CORNWALL COUNCIL LICENSING AUTHORITY - DRAFT REVISED GAMBLING ACT STATEMENT STATEMENT OF PRINCIPLES AND CONSIDER ANY ACTIONS.

The Chairman informed Members of the Cornwall Council Licensing Authority – Draft Revised Gambling Act Statement – Statement of Principles.

It was **RESOLVED** to note.

70/22/23 TO RECEIVE A PRE-APPLICATION PRESENTATION FOR THE LAND NORTH OF BROAD LANE AND WEST OF DUCK LANE, TREMATON - GRC PLANNING LTD.

The Chairman informed Members that the developers GRC Planning Limited have declined to attend the meeting due to Cornwall Council raising a Planning Application for the development: PA22/07188 - Land north of Broad Lane and west of Duck Lane, Trematon, Saltash.

PA22/07188 should not have passed through the Cornwall Council Planning Process as there are required reports missing which the developers will now need to source.

PA22/07188 is to be received at the next meeting of The Planning and Licensing Committee on 18th October 2022, subject to Saltash Town Council receiving the Planning Application from Cornwall Council.

71/22/23 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.

72/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

73/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

74/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

75/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 18 October 2022 at 6.30 pm

Rising at: 7.03 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Wednesday 28th September 2022 at 6.30 pm

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

ALSO PRESENT: 2 Members of the Public, S Burrows (Town Clerk), M Thomas (Senior Policy and Data Compliance Officer) and A Primmer (Finance Officer).

APOLOGIES: Councillors: L Challen, J Dent, M Griffiths, S Martin, J Peggs, B Samuels and B Stoyel.

59/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

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
Miller	22 – CC263	Non-Pecuniary	Committee member	Yes
Bullock	22 – CC264	Non-Pecuniary	Attends meetings	Yes
Challen	22 – CC264	Non-Pecuniary	Member of Saltash Lions who have raised funds for the Friends of Summerfield Park appeal	Yes
Samuels P	25a	Non-Pecuniary	Member and current President of Saltash Rotary	Yes

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

The Town Clerk reported that a written request for a dispensation had been received from Councillor P Samuels in respect of agenda item 25a. Since receiving the request, Councillor P Samuels had revised the form to not partake in the vote and to confirm that he is a member of Saltash Rotary.

It was proposed by Councillor G Challen to reject the request for a dispensation and to allow Councillor P Samuels to remain in the meeting to take questions and leave the room prior to the vote.

The motion did not carry due to no seconder.

It was proposed by Councillor P Samuels, seconded by Councillor Miller and **RESOLVED** that a dispensation be granted to Councillor P Samuels for agenda item 25a allowing him to participate, or participate further, in any discussion of that business for this meeting only.

61/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

Councillor Bickford arrived and gave his apologies for late arrival and joined the meeting.

62/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 12TH JULY 2022 AND THE EXTRAORDINARY POLICY AND FINANCE COMMITTEE HELD ON 16TH AUGUST 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 Bullock and **RESOLVED** that the minutes of the Policy and Finance Committee held on 12th July 2022 were confirmed as a true and correct record.

It was proposed by Councillor Miller, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Extraordinary Policy and Finance Committee held on 16th August 2022 were confirmed as a true and correct record.

63/22/23 ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31ST JULY 2022.

It was **RESOLVED** to note.

64/22/23 PETTY CASH RECONCILED UP TO 31ST JULY 2022.

It was **RESOLVED** to note.

It was proposed by Councillor Gillies, seconded by Councillor Bullock and **RESOLVED** to approve the reduction of petty cash from £300.00 to £125.00.

65/22/23 TO RECEIVE A REPORT ON VAT.

It was **RESOLVED** to note.

66/22/23 TO RECEIVE A REPORT ON INVESTMENTS.

Councillor Foster left the meeting.
Councillor Foster returned to the meeting.

The Finance Officer reported that since the report on investments was published the second instalment of the precept has been received and the balances held are as follows:

- £200,000 with Public Sector Deposit Fund (Variable Interest Current Average 0.69%)
- £499,499.90 with Barclays Active Saver. (Interest Rate 0.01% rising to 0.15%)
- £500,650 with Nationwide on a 95 Days' Notice. (Interest Rate 0.4%)
- £998,935.62 with Cornwall Council instant Access Account. (Interest Rate Variable currently between 0.55% - 0.63%)

It was **RESOLVED** to note.

67/22/23 TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS. IT WAS NOTED THAT THERE ARE NO DISCREPANCIES TO REPORT.

It was **RESOLVED** to note.

68/22/23 TO RECEIVE AND NOTE THE TOWN COUNCIL CONCLUDED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDED 31ST MARCH 2022.

It was **RESOLVED** to note.

69/22/23 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.

It was **RESOLVED** to note.

**70/22/23 TO RECEIVE, CONSIDER AND APPROVE RECOMMENDATIONS
FROM THE PERSONNEL COMMITTEE HELD ON THURSDAY 26TH
MAY 2022 AND THE EXTRAORDINARY PERSONNEL COMMITTEE
MEETING HELD ON MONDAY 6TH JUNE 2022.**

RECOMMENDATION 1: Personnel Committee held on Thursday 26th May 2022:

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

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

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

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

RECOMMENDATION 2: Extraordinary Personnel Committee held on Monday 6th June 2022:

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

Finance Officer and Finance Assistant roles:

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

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

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

It was proposed by Councillor Miller, seconded by Councillor Foster and **RESOLVED** to vire £15,930 from budget code 6694 P&F Staffing Contingency to 6661 Finance Consultancy Fees.

71/22/23 TO RECEIVE A REPORT FROM THE FINANCE OFFICER.

It was **RESOLVED** to note.

72/22/23 TO RECEIVE A REPORT ON TOWN COUNCIL SAVING ACCOUNTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk and Finance Officer updated Members on the current and proposed Town Council saving accounts.

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

1. To open a Town Council saving account with RCI Bank at a variable rate of 1.67% instant access to transfer the remaining precept funds;
2. To transfer existing funds held in the Nationwide 95 day notice account to a Nationwide 12 Month Triple Access at a fixed rate of 1.75% instant access no penalty for up to 3 withdrawals a year to obtain a higher rate of interest;
3. That the Finance Officer continues to monitor saving options for the Town Council reporting back to a future meeting.

73/22/23 TO RECEIVE THE TOWN COUNCIL INSURANCE POLICY RENEWAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To approve the proposal from Zurich of a new 3 year insurance policy with the option of a 2 year extension at a cost of £10,455.72 (including all applicable taxes);
2. To allocate the cost to budget code 6205 P&F Insurance.

74/22/23 TO RECEIVE A REPORT ON THE GUILDHALL INTERNET PROVISION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Bullock, seconded by Councillor Lennox-Boyd and **RESOLVED** to:

1. Approve the upgrade of the Guildhall internet provision from FTTC to FTTP at a capital cost of £50.00 + VAT for the installation of the fibre line;
2. Approve the monthly cost of £45.95 + VAT for the internet provision;
3. Approve a new 12 month contract as above;
4. Allocate the above cost to budget code P&F IT/Office Cost.

It was **RESOLVED** to note an annual cost saving to the Town Council of £406.08.

75/22/23 TO RECEIVE A REPORT ON DELEGATED AUTHORITY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Gillies, seconded by Councillor G Challen and resolved to **RECOMMEND** to a future Full Town Council meeting to:

1. Update the existing policy on the use of the Town Seals to give delegated authority to the Town Clerk, or in their absence the Assistant Town Clerk to determine the use of the Town Seals;
2. Delegate authority to the Senior Policy and Data Compliance Monitoring Officer to work with Councillor Bickford to produce a draft policy for free/discounted premises hire;
3. The Town Clerk to report back at future Policy and Finance meetings the use of the Town Seals and free/discounted premises hire.

Councillor Yates left the room.

Councillor Yates returned to the room

76/22/23 THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.

No report.

77/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

78/22/23 TO RECEIVE A BRIEF OVERVIEW ON THE COMMUNITY INFRASTRUCTURE LEVY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk reminded Members of the £2,810.05 Town Council CIL funding and deadline date of 2024.

It was proposed by Councillor G Challen, seconded by Councillor Lennox-Boyd and **RESOLVED** that Councillor Yates circulates funding suggestions from the Neighbourhood Plan with Members also inputting their ideas for consideration at a future meeting of P&F.

TO CONSIDER COMMUNITY CHEST APPLICATIONS:

Application Number	Organisation	Amount Requested
CC262	Saltash Bowls Club	£650.00

It was proposed by Councillor P Samuels, seconded by Councillor Bickford and **RESOLVED** to award £650.00.

Councillor Miller declared an interest in the next item and left the room.

Vice-Chairman in the Chair.

Application Number	Organisation	Amount Requested
CC263	Tamar Tolls Action Group	£954.29

The application failed to meet the criteria and score sufficient points therefore rejected.

Councillor Miller was invited and returned to the meeting.

Chairman in the Chair.

Councillors Bullock and G Challen declared an interest in the next item and left the room.

Application Number	Organisation	Amount Requested
CC264	Friends of Summerfield Park	£1,000.00

It was proposed by Councillor Miller, seconded by Councillor Bickford and **RESOLVED** to award £1,000.00 subject to the funds being retained by the Town Council in an EMF until the project is ready to proceed.

Councillors Bullock and G Challen were invited and returned to the room.

80/22/23 TO CONSIDER A FESTIVAL FUND APPLICATION:

Application Number	Organisation	Amount Requested
FF112	Saltash Chamber of Commerce	£1,500.00

It was proposed by Councillor Lennox-Boyd, seconded by Councillor P Samuels and **RESOLVED** to award £1,500.00.

81/22/23 TO RECEIVE AND NOTE REPORTS ON FUNDING AWARDED:

a. Saltash Sailing Club

It was **RESOLVED** to note.

b. The Friends of Tincombe

It was **RESOLVED** to note.

82/22/23

**TO RECEIVE AND CONSIDER RECOMMENDING THE FOLLOWING
POLICY UPDATES TO FULL COUNCIL:**

a. Grants Policy

It was proposed by Councillor Yates, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Town Council to be held on 6th October 2022 to approve the amendments to the Grants Policy as attached.

b. Civic Awards Policy

Councillor Foster left the room.

Councillor Foster returned to the meeting.

Councillor P Samuels briefed Members on the background to the amendments to the policy, answered Members questions and then left the room.

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

1. Reject the amendments to the draft Civic Awards Policy;
2. Delegate authority to the Senior Policy and Data Monitoring Compliance Officer to work with Councillor Bickford to conduct a best practice draft policy and review in line with other Town Councils;
3. Present a draft policy for consideration at a future meeting of the P&F Committee.

Councillor P Samuels was invited and returned to the room.

83/22/23

**TO RECEIVE AND NOTE A REPORT FROM SALTASH YOUTH
ORGANISATIONS:**

a. Livewire

It was **RESOLVED** to note.

b. The Core

It was **RESOLVED** to note.

c. Junkyard Skatepark

It was **RESOLVED** to note.

Members thanked the Saltash Youth Organisations for their comprehensive reports and ongoing outstanding support and commitment to the community.

84/22/23 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

a. Neighbourhood Plan Steering Group

No Report.

b. Saltash Team for Youth

No Report.

c. Section 106 Panel

No Report.

85/22/23 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.

86/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

87/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

88/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

89/22/23

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

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

1. Community Chest awards;
2. Festival Fund award;
3. Reports received from organisations who have received grants;
4. Reports received from Saltash Youth Organisations.

DATE OF NEXT MEETING

Tuesday 8 November 2022 at 6.30 pm

Rising at: 8.47 pm

Signed: _____
Chairman

Dated: _____

Grants Policy DRAFT

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	2/2022	Approved by	
Date	August 2022 DRAFT	Date	
Responsible Officer	AJT	Minute no.	
Next review date	Annual or as required		

Version History			
Date	Version	Author/Editor	Notes
January 2019	1(final)	AJT	New policy - review one year Approved FTC 497/18/19d(i)
April 2021	1	AJT	Review for reapproval – new council
May 2022	1/2022	AJT	Reapproved ATM
August 2022	2/2022	AJT	Updated following review

Document Retention Period
Until superseded

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Saltash Town Council

Grants Policy

1. Policy/Procedure Background

This document sets out a clear and structured procedure for grant applications being submitted to Saltash Town Council.

This procedure is prepared in accordance with the Town Council's policy on grants in paragraph 2.

Saltash Town Council is committed to support a range of causes each year within a limited budget. It is therefore imperative that the Town Council has in place an established method of scrutinising grant applications to ensure it uses its budget to the best possible effect.

Applications will be considered providing sufficient funds remain in the budget and the criteria in the policy are met in full.

2. Policy Statement

A grant or subsidy is any payment made by Saltash Town Council to be used by an organisation in the furtherance of the well-being of the community, either generally, or for a specific purpose and which is not directly controlled or administered by Saltash Town Council. The purpose of any grant or subsidy given by Saltash Town Council is to support initiatives in the local community and to help create opportunities for the residents of Saltash that are not, as a matter of course, funded by Saltash Town Council or Cornwall Council.

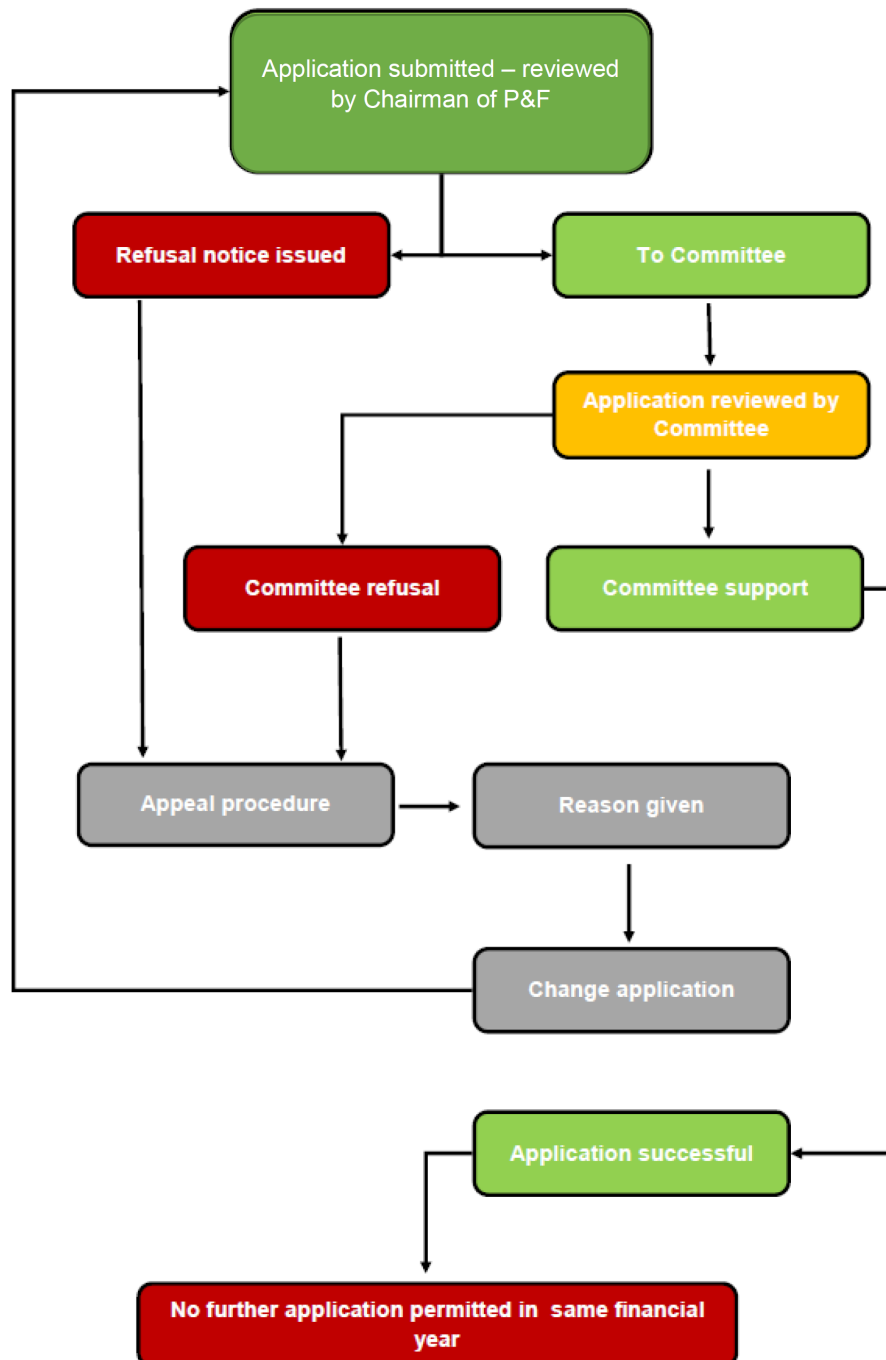
3. Application principles

1. Applications must be fully completed and assessed against a set of criteria laid down by members of Saltash Town Council.
2. If an application is refused by the Committee, then an appeal procedure can be implemented under certain circumstances and within a set deadline.
3. If an application is:
 - a. not called in by a relevant number of Town Councillors;
 - b. is refused on appeal;
 - c. is not appealed within the deadline set or
 - d. has been turned down by members at a previous Committee meeting;

then a new request/re-application or a request of a similar nature will automatically be turned down for a period of not less than 12 months' time

from the date the previous application was turned down without the ability to appeal.

4. Application process



Application Submitted

Applications should be made using the Grant application form (Appendix 1). Applicants should ensure that all relevant documents are included or there may be a delay to the application being considered. It is the responsibility of the applicant to ensure that the application is submitted a minimum of six weeks before the meeting of the Policy and Finance Committee. (The calendar of meetings can be found on the Town Council website.) Successful applicants will be expected to clearly acknowledge the support of the Town Council on publicity material and sufficient time to undertake this should be factored in when submitting the application.

Application reviewed by Chairman of Policy and Finance Committee¹

The application will be reviewed by the Chairman of Policy and Finance Committee against the eligibility criteria (listed in this document) and will either notify the applicant of refusal with details of the appeal procedure or submit it to the next available meeting of the Policy and Finance Committee.

Chairman of Policy and Finance Committee Refusal

When an application is refused by the Chairman of Policy and Finance Committee the applicant will be notified immediately and given 30 days to appeal. Members of the Policy and Finance Committee will also be notified who may choose to call in the application themselves.

Appeal procedure

Following notification of refusal, applicants have 30 days to appeal in writing. Within this period a member of the Policy and Finance Committee may request that the application is called in.

No appeal or appeal refused

Appeals will be considered by the Chairman of the Policy and Finance Committee. Where no appeal is received this will be noted on the application form.

Successful appeal or call in

Where an appeal is successful, or a member of the committee has called the application in, it will be submitted to the next available meeting of the Policy and Finance Committee.

Restrictions on re-applications

Applications that have been refused by the Chairman of the Policy and Finance Committee, the Policy and Finance Committee or that have not been appealed after 30 days will be closed. Applicants may not apply for a grant for the same or similar scheme until 12 months from the date of closure.

¹ If the Chairman is unavailable, the Vice Chairman will undertake all roles outlined in this document

Chairman of the Policy and Finance Committee Support

Where the Committee Chairman considers the application is valid and meets required criteria the application will be placed on the agenda for the next Policy and Finance meeting.

Application submitted to committee

The Policy and Finance Committee will consider applications at the next available meeting. The applicants will be invited to attend the meeting to answer questions and will be given at least five working days' notice. If an applicant is unable to attend the Committee Chairman may defer the application to a future meeting.

Application successful

Successful applicants will be advised in writing and given two months to apply for funding to be released. Any conditions placed on the funding will have to be met before funds are released. If the applicant wishes to extend this period, the request should be put in writing and this will be passed to the Committee Chairman for a decision.

Application refused

If an application has been heard by the Policy and Finance Committee and been refused, the applicant cannot reapply or submit a further grant request for the same or a similar project for a period of 12 months. Any application received will be automatically rejected without appeal or the option for a member to call in the application.

5. Types of grant and funding limits

Saltash Town Council has two separate funds available to the local community. To enable as many organisations as possible to benefit from the grants, there will only be one grant per organisation permitted in any financial year.

The Community Chest supports small scale community projects intended to improve the town environment to strengthen the community or the common economy of the town.

The Festivals Fund supports larger events that are free, 6 to 7-hour long events likely to attract several thousand people. Other festivals may be considered

Both funds have a cap on the amount which can be awarded:

The Community Chest grant will not exceed £1000.

The Festivals Fund grant will not exceed £1500 per day up to a maximum of two days per event.

6. Normal Eligibility Criteria

This section outlines the criteria which organisations are required to fulfil to qualify for grants.

a. Mandatory requirements

All of the following requirements must normally be met by applicants. Where they are not met a clear reason should be given in writing with the application.

- i. Copies of the most recent bank statements must be provided.
- ii. Public Liability Insurance Certificates are required for any events or projects.
- iii. If staff will be involved Employee Liability Insurance Certificates are required.
- iv. Buildings Insurance will be required if an application relates to funding towards this purpose.
- v. Full contact details for the applicant as well as any registered address for the organisation should be supplied.
- vi. A copy of the constitution for the organisation should be included.
- vii. Applicants may be required to attend a meeting to answer questions on the application or make a presentation.
- viii. Match funding is extremely important and the applicant needs to demonstrate that this is in the process of being sought or is already committed.
- ix. All successful applicants will be required to provide receipts and supporting documents after the event and return to the Town Council any unused grant awarded.

b. Key Priority Areas

Grants may be given for projects that fit into one or more of the following areas:

- i. The promotion of tourism and leisure for both residents and visitors to the area with a community focus.
- ii. Supporting local safety campaigns.
- iii. Benefit health and wellbeing.
- iv. Promote pride in the community.
- v. Highlight important local issues/history/culture to local residents and students.
- vi. Promote a sports -related initiative or event.
- vii. Increases visitors to Saltash and improves the local economy.
- viii. Promotes environmental issues which improve the local area.
- ix. Takes into account local residents when organising events.
- x. Takes the environment and waste management into consideration.

7. Applications that will not be eligible

The Town Council will not consider applications for or from the following except in exceptional circumstances:

- a. Statutory services.
- b. Expeditions or trips.
- c. Replacement for statutory funding.
- d. Bursaries or scholarships.
- e. Projects outside of Saltash.
- f. Individuals.
- g. Hospitality.
- h. National Charities.
- i. Salaries or routine administration costs.
- j. "Upward funders"- local groups who send fundraising to central headquarters for redistribution.
- k. Private organisations operating as a business to generate a profit or surplus.
- l. Projects with party political links.
- m. Organisations intending to support or oppose any particular political party or to discriminate on any grounds.
- n. Projects which discriminate on any grounds.
- o. Projects which do not benefit the Saltash community at large.
- p. "Branches" that could be funded by the main organisation.
- q. Buildings that are uninsured.
- r. A project that competes or conflicts with any service, project or event being supported, organised or funded by the Town Council.
- s. Applications from organisations with substantial and allocated resources will not be considered a priority for funding and will usually be unsuccessful.
- t. Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

8. Guidelines for Grant Applications and Further Information

- a. If an organisation (or a subgroup of the same organisation) is successful in obtaining a grant in one financial year, it is unlikely it will receive another grant in the same financial year.
- b. It is a condition of any grant application that the group or project must bring direct benefit to the residents of Saltash. All applications must clearly demonstrate how this will be achieved.
- c. Local suppliers should be used where possible.
- d. Application forms are available from the Guildhall or from the Town Council website. Application forms must be submitted along with the latest set of the group's accounts. It is important that all questions on the

application form are fully answered and that any appropriate additional information, which supports an application, is provided at the time of submission.

- e. Applications cannot be made retrospectively. Please allow three months before funds are required.
- f. The scheme provides start-up funding for new community groups as well as grants for existing organisations. Applications will not be considered for day-to-day running expenses.
- g. Saltash Town Council will only grant aid to churches for parish clocks and possibly for environmental purposes. Church Halls can also be grant aided if they are used by the community.
- h. Schools will only be grant aided for environmental purposes or if, in the opinion of Saltash Town Council, their application is for the benefit of the wider community. The project must also be in addition to statutory services.
- i. Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish. The project must also be in addition to statutory services.
- j. Grants will not be available for buildings owned by Cornwall Council.
- k. Grant applications will be considered against the following criteria:
 - i. meeting the priorities as set out above
 - ii. meeting an identified need
 - iii. viability of the project
 - iv. the majority of those benefiting our residents of the town
- l. A grant must only be used for the purpose for which it was awarded. Written approval must be obtained from the Town Council in advance for a change in use of grant money.
- m. Saltash Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
- n. **Grants will not be awarded retrospectively.**
- o. Any underspent portion of the grant must be returned to Saltash Town Council within six months of the award or the completion of the project, whichever is sooner..
- p. Where equipment has been purchased using grant funding and is going to be disposed of the Town Council should be given the opportunity to have the items returned to them so that they may be offered to other eligible organisations.
- q. Administration of and accounting for the grant is the responsibility of the recipient.
- r. The Town Council reserves the right to request any further information that it deems necessary to assist the decision-making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fundraising activities.

- s. In the case of the grant awarded for projects for which additional grant funding is to be sought to enable the project to proceed, the funds approved will only be available to the organisation when all other funding is in place/secured subject to a time limit of 12 months from date of approval. After this 12-month period the applicant should submit in writing a full update, reasons for the delay and a request to extend the period of the grant. Requests will be considered by the Policy and Finance Committee following a review by the Chairman.
- t. Organisations seeking funds for buildings must demonstrate a reasonable security of tenure in the relevant property.
- u. The amount of any grant awarded is at the discretion of the Policy and Finance Committee.
- v. All awards are made subject to any additional conditions and requirements as deemed appropriate by the Policy and Finance Committee.
- w. The Town Council reserves the right to refuse any application considered inappropriate or not meeting the objectives of the Council.
- x. The organisation awarded a grant must publicise the support of the Town Council.
- y. All successful projects will be used as evidence by the Town Council when promoting the Community Chest and Festival Fund award schemes.

9. Banking Arrangements

Organisations should have a bank account in the name of the organisation. If your organisation does not have a bank account, please contact the Administration team for advice before applying.

10. Chairman Refusal

This section provides details of possible reasons for the Chairman of the Policy and Finance Committee refusing an application. It is not an exhaustive list and attempts to provide clarity over some of the topics which are considered:

- a. Application does not meet the eligibility criteria
- b. Application is not complete
- c. Further information requested on an application has not been received in good time and no-communication has been achieved with the applicant
- d. Standard mandatory requirements are not in place/being met
- e. Does not fit in with the Key Priorities of the Town Council
- f. Similar applications have been rejected
- g. Following an established precedent
- h. Such an application would set an unfair or unsustainable precedent for future applications of a similar nature

- i. The project is considered too high risk for public funds to be contributed to it
- j. The business case is considered flawed or unsustainable (if appropriate)
- k. The Town Council does not hold any more funding for grants and there are no suitable reserves that could be utilised
- l. Any other relevant reason(s) which are considered important enough to warrant refusal to safeguard the Town Council and the local public funds.
- m. If an application has been submitted in the last 12 months it will be refused.

11. Automatic Refusal

An application will automatically be refused with no appeal rights if it is an application for the same or is similar to a previously refused application.

12. Appeals Procedure

- a. The Appeals Procedure is only available to applicants at the initial stages of the process whereby an Officer has issued an “Chairman Refusal Notice”. The applicant has 30 days from the date of the “Chairman Refusal Notice” to apply for an appeal to the decision, irrespective of when the applicant receives the Notice (which may be via email or in the post).
- b. To appeal, the applicant needs to do any of the following:
 - i. answer and justify any observations made to the satisfaction of the Chairman;
 - ii. provide information which is required by the Chairman ;
 - iii. put forward a strong case for an Chairman to re-view the decision taken;
 - iv. give further clarification on how the application meets the normal qualifying criteria.
- c. An Officer will take any appeal requests deemed valid to the committee Chairman/Vice Chairman to obtain approval to progress the application to committee or to refuse the appeal.
- d. Applicants, who are appealing under 12b, must make sure they correctly justify why their project does meet the normal criteria and does not conflict with any of the Town Council’s strategies.

Appendix 1: Sample Grant Application Form (separate document provided to applicants)

Appendix 2: Definition of a Voluntary Community Organisation

Appendix 3: Application scoring matrix

Appendix 1

Saltash Town Council – Grant Application Form (sample)

APPLYING FOR: Community Chest Grant ☐
(Tick one box)
 Festival Fund Grant ☐

DATE APPLICATION SUBMITTED:

Contact Name:	
Position:	
Organisation:	
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organisation:	
Charity/Company number (if applicable)	Charity No: Company No:
What geographical area does your organisation cover?	
How long has your organisation been in existence?	

Please note that you may be asked to attend a meeting of the Policy and Finance Committee to answer questions on your application.

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>? (Please list – continue on a separate sheet if necessary)				
Please list the aims and objectives of your organisation				
What are the main activities of your organisation?				

	Yes / No or N/A
Are you part of a religious group?	
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	
If application is from an education, health or social service establishment – do you work in partnership with other groups?	
If application is from an education, health or social service establishment – is project in addition to statutory services?	

2. Your project

Project	Start Date	/ /
	Finish Date	/ /
	Total Cost	£
	Grant Applied For	£

Project title:	
Description of project (please continue on a separate sheet if necessary):	

<p>Where will the project/activity take place?</p>	
<p>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</p>	
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	
<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation Consultation with Community)</p>	
<p>How will the project be managed and how will you measure its success?</p>	

<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	
<p>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)</p>	

3. How you will pay for your project.

<p>What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	
<p>How will you promote the contribution to your project from STC?</p>	

Saltash Town Council considers Match Funding is extremely important. Please list any applications you have made for funding from other organisations in the table below:

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)

Please confirm the bank account your project is using is in the project's name/organisation name

4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organisation's most recent bank statements (mandatory)	
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	
A letter head showing the organisation's address and contact details	
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status)	
A copy of your organisation's latest set of accounting statements (if any exist)	

Copies of any letters of support for your project		
If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council		
Other (please list)		

If any of the above documents have not been enclosed, please give reasons why in the box below:

5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/we confirm that a risk assessment will be completed prior to an event granted funding by the Town Council.

I/we accept the following:

- (i) that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
- (ii) that any grant offered will be used only for the purposes set out in this application;
- (iii) that we will provide reports on progress at the request of the Town Council;
- (iv) it is a condition of the grant that the support of the Town Council is clearly publicised.
- (v) that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.
- (vi) Saltash Town Council will use successful grant applications to publicise the Community Chest and Festival Fund.

I/we confirm that on completion of the project the following will be provided within one calendar month:

- a report to the Town Council demonstrating how the grant was used;
- evidence showing how the support of the Town Council was promoted;
- copies of all receipts.

NOTE: You will be notified whether your application has been successful shortly after the relevant Council meeting.

Signed:			
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Print Name(s):			
Position(s):			
Date:			

Applicants should refer to the Privacy Notice on the Town Council Website www.saltash.gov.uk for details on how we use your data.

COMPLETED FORMS SHOULD BE RETURNED TO:

The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street,
Saltash PL12 6JX Email: enquiries@saltash.gov.uk

OFFICE USE ONLY:	
Date received	
Received by:	
Application Reference:	
Date to P&F Chairman/Vice Chairman	
Approved to go to Committee	
Committee Date	
Decision/Minute number	
Amount awarded	
Application refused by P&F Chairman or refused by Committee	
Appeal notice issued	
Appeal received	
Approved for Committee	
Decision/Minute number	

Appendix 2

Definition of Voluntary / Community Organisation

For the purposes of Saltash Town Council's Community Grants Scheme, a voluntary or community organisation is:

1. **Formal.** It has a formally-constituted character (excludes informal groups, households, families and friends) and may be a company limited by guarantee, a housing association, an unincorporated association, a friendly society, etc.
2. **Private.** It is not a part of government, established by statute or royal charter, or under a substantial degree of executive control by government (excludes universities and non-department public bodies); it may include consortia composed of local authorities and others (e.g. local regeneration and development bodies), if the consortium is formally constituted and, at the very least, given a name
3. **Self-governing.** It has its own decision-making system and usually a formal constitution with procedures for accountability to independent trustees or its own members or constituents (e.g., excludes any so-called "self-help groups" which are in fact directly run by clinicians)
4. **Non-profit-making and distributing.** It does not distribute any surpluses to owners or members but spends them on serving its basic purpose (excludes commercial concerns but includes organisations which charge users or the public for services, undertake contracts for statutory bodies or operate commercial subsidiaries which trade and transfer profits to parent organisations)
5. **Non-political.** It is not engaged in supporting candidates for political office (excludes political parties but includes campaigning and pressure groups, even though they are not eligible for charitable status e.g. Greenpeace, Child Poverty Action Group)
6. **Voluntary.** It has an element of involvement of volunteers (some voluntary and community organisations appear to be entirely reliant on paid staff; however, their trustees or committee members are, in fact, their only volunteers).

While this definition applies to formal organisations (those with constitutions or rules and which probably are registered with the Charity Commission, local authority or intermediary bodies, etc.), less-formal groups based in neighbourhoods or local communities are not necessarily excluded.

Appendix 3

Application scoring matrix

Key Priority Areas

Grants may be given for projects that fit into one or more of the following areas:

1	The promotion of tourism and leisure for both residents and visitors to the area with a community focus	
2	Supporting local safety campaigns	
3	Benefit health and wellbeing	
4	Promote pride in the community	
5	Highlight important local issues/history/culture to local residents and students	
6	Promote a sport - related initiative or event	
7	Increases visitors to Saltash and improves the local economy	
8	Promotes environmental issues which improve the local area	
9	Financial management and attempts to generate matched funding	
Total		

Scoring:

0 Does not meet criteria

1 Partially meets criteria

2 Meets criteria

Applications must score a minimum of SIX to be eligible to receive grant funding.

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 29th September 2022 at 6.30 pm

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

ALSO PRESENT: S Burrows (Town Clerk), A Primmer (Finance Officer) and S Webber (Service Delivery Manager)

APOLOGIES: Councillors: J Dent and J Foster.

45/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

46/22/23 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.

47/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE AND PRIVATE AND CONFIDENTIAL MINUTES HELD ON THURSDAY 28TH JULY 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 Peggs and **RESOLVED** that the minutes of the Personnel Committee including the Private and Confidential minutes held on Thursday 28th July 2022 were confirmed as a true and correct record.

48/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

49/22/23 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

No report.

50/22/23 TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

51/22/23 TO RECEIVE A QUOTE TO BENCHMARK TOWN COUNCIL POSTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. Appoint HR Support Consultancy to undertake a benchmarking exercise on behalf of Saltash Town Council at a maximum cost of £600 + VAT;
2. Allocate the cost against budget code 6657 Staff Recruitment Advertising.

52/22/23 TO REVIEW THE HR CONSULTANCY AGREEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. Approve the amended Consultancy Agreement fees of £650 + VAT per month, to be reviewed after six months;
2. Note the service remains the same;
3. Allocate the cost against budget code 6662 Professional Fees.

**53/22/23 TO SET THE PERSONNEL BUDGET FOR THE YEAR 2023/24
RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

Members discussed the budget statement for the year 2023/24.

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and resolved to **RECOMMEND** the Personnel Committee budget statement for the year 2023/24 to the Extraordinary Policy and Finance Committee meeting to be held on 22nd November 2022 as attached.

The Finance Officer left the meeting.

**54/22/23 TO RECEIVE AN UPDATE ON THE NJC PAY CLAIM DEAL 2022-23
AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

It was **RESOLVED** to note.

**55/22/23 TO RECEIVE A REPORT ON THE PROVISION OF LONE WORKING
DEVICES AND CONSIDER ANY ACTIONS OR ASSOCIATED
EXPENDITURE.**

It was **RESOLVED** to note that sufficient Risk Assessments and Safety Systems across the Service Delivery Department are now in place and staff have been consulted throughout the process.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Policy and Finance to:

1. Terminate 10 devices with immediate effect;
2. Continue to utilise 3 devices that remain within contract and terminate at the end of the two year contract;
3. To note a cost saving of £2,100 against budget code 6214 P&F Health and Safety;
4. Not pursue with Health and Safety Mobile Applications.

56/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

The Chairman informed Members that the meeting is now in Part Two.

The Chairman reminded Members that items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

The Chairman asked Members to refrain from taking notes in part two confidential session, reports have been provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

The Chairman asked Members to individually note the statement - Members in attendance noted the Chairman's statement.

57/22/23 TO RECEIVE A REPORT FROM THE SERVICE DELIVERY MANAGER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Cllr Stoyel left the meeting.

Cllr Stoyel returned to the meeting.

It was **RESOLVED** to note.

The Service Delivery Manager left the meeting.

The Chairman called for a 5 minute break.

58/22/23 TO RECEIVE AN UPDATE ON ROSEVALE ACCOUNTANTS PAYROLL AGREEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To continue to outsource processing of payroll on a temporary basis to Rosevale Accountants to be reviewed at the January 2023 Personnel Committee Meeting;
2. To approve the cost for Rosevale Accountants and BrightPay of £8.50 + VAT per employee per month;
3. To approve the cost for Rosevale Accountants and BrightHR of £12.00 + VAT per employee per month;
4. To allocate the cost to budget code 6662 HR Professional Fees.

59/22/23 TO RECEIVE AN UPDATE ON ROSEVALE ACCOUNTANTS FINANCE SUPPORT AGREEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To continue with the appointment of Rosevale Accountants to undertake the finance handover/support for both the Finance Officer and Finance Assistant posts;
2. To reduce Rosevale Accountants weekly hours from a maximum of 60 hours to a maximum of 30 hours per week from 1st October to 31st December 2022 at a cost of £26.50 per hour;
3. That the Personnel Committee further review the status at Novembers Personnel Committee meeting.

It was proposed by Councillor Martin, seconded by Councillor Peggs and resolved to **RECOMMEND** to the next Policy and Finance Committee to vire £5,151 from budget code 6694 EMF Staff Contingency to 6661 Finance Consultancy Fees to cover the above cost.

60/22/23

**TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Training

The Town Clerk informed Members that the training report is currently being improved to assist Members of the Personnel Committee to identify training needs.

It was **RESOLVED** to note.

Appraisals

Appraisals are being prepared to be reinstated at the earliest opportunity, we hope all to be complete within the next 4 to 8 weeks reporting back at a future Personnel Committee meeting.

It was **RESOLVED** to note.

Resignation / Exit Interview

The Town Clerk reported that the Service Delivery Manager did not wish to partake in the Town Council exit interview.

It was **RESOLVED** to note.

The Town Clerk reported that three Service Delivery General Assistants resigned from the position and undertook the Town Council exit interview.

It was **RESOLVED** to note.

The Town Clerk reported that the Finance Officer completed the Town Council exit interview.

It was **RESOLVED** to note.

Town Council Uniform

It was **RESOLVED** to note the update and that the Town Clerk further investigates.

61/22/23

**TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF
THE AGENDA.**

None.

62/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

63/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

64/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Thursday 24 November 2022 at 6.30 pm

Rising at: 8:45pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Library Sub Committee held at the Library on Wednesday 7th September 2022 at 6.30 pm

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

ALSO PRESENT: 2 Representatives of Bailey Partnership, S Burrows (Town Clerk), D Orton (Community Hub Team Leader) and D Joyce (Administration Officer)

APOLOGIES: Councillors: R Bickford and P Samuels.

18/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

19/22/23 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.

20/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

21/22/23 HEALTH AND SAFETY.

No report.

22/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON MONDAY 16TH 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 Bullock, seconded by Councillor B Samuels and **RESOLVED** that the minutes of the Library Sub Committee held on Monday 16th May 2022 were confirmed as a true and correct record.

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

None.

24/22/23 TO RECEIVE A REPORT FROM BAILEY PARTNERSHIP ON THE LIBRARY REFURBISHMENT PROGRAMME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman welcomed and thanked the representatives of Bailey Partnership for attending this evenings Library meeting.

Bailey Partnership updated Members on the Library Refurbishment Program which included clarification on the response following the pre application made to Heritage England.

Bailey Partnership informed Members that an up to date Condition Report is required due to the recent listing. Members asked for estimated costs and timescales in relation to the condition survey being completed.

Bailey Partnership estimated approximately £1,200 and would expect the appointment of a Surveyor and final survey report to be completed by mid to end of October 2022.

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

1. To approve Bailey Partnership to proceed with a Condition Report due to the previous report being outdated;
2. To approve delegated authority to the Town Clerk in conjunction with the Chairman and Vice Chairman, subject to sufficient quotations being obtained, to appoint a contractor to carry out a Condition Report at a maximum cost of £2,000;

3. To allocate the cost to budget code 6971 EMF Saltash Library Property Refurbishment.

The Chairman thanked Bailey Partnership for their attendance at this evenings meeting.

Bailey Partnership representatives left the meeting.

25/22/23 TO RECEIVE THE SERVICES LIBRARY BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk provided an overview of the current budget statement for the year 2022/23.

It was **RESOLVED** to note.

26/22/23 TO SET THE SERVICES COMMITTEE - LIBRARY BUDGET FOR THE YEAR 2023/24 RECOMMENDING TO THE SERVICES COMMITTEE.

Members discussed the budget setting for the year 2023/24.

Due to the unknown increase in utility cost and fluctuation in CPI, where possible to avoid over budgeting, Members agreed the Finance Officer continues to review the cost.

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

1. Increase budget code 6918 LI Professional Fees to £20,000 for the year 2023/24;
2. Give delegated authority to the Town Clerk and the Finance Officer to continue to monitor the inflation rate and update the budget statement for the Services Committee meeting to be held on 13th October 2022.

It was proposed by Councillor Dent, seconded by Councillor Yates and resolved to **RECOMMEND** to the Services Committee – Library Budget Statement for the year 2023-24 to the Services Committee meeting to be held on 13th October 2022.

27/22/23 TO RECEIVE THE TOWN CLERK REPORT ON DELEGATED AUTHORITY TO SPEND.

It was proposed by Councillor Peggs, seconded by Councillor Yates and **RESOLVED** to ratify the Town Clerk's report on delegated authority to spend.

28/22/23 TO RECEIVE A REPORT ON THE TRESORYS KERNOW FUNDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members that written confirmation had been received from FEAST that the Town Council are permitted to keep the underspend of £30.00.

The £30.00 will be added to budget code 6922 LI Library Activities.

It was **RESOLVED** to note.

29/22/23 TO RECEIVE A REPORT ON THE WARM BANKS/SPACES INITIATIVE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received a report regarding the Warm Banks / Spaces Initiative and considered ways to support those struggling to keep warm due to increased living cost.

It was proposed by Councillor B Samuels, seconded by Councillor Martin and **RESOLVED**:

1. To continue with the existing Library operating hours;
2. To vire £242.00 from budget code 6922 Library Activities to budget code 6913 Refreshment Costs for the provision of hot drinks for those visiting the library to keep warm this winter;
3. To provide a Warm Space by offering a 'bring your own mug' service during Library opening hours for those wishing to access the Library to keep warm with use of the mezzanine floor as a place to relax;
4. The CHTL together with the staff to manage the Warm Space Initiative with a report to be received at a future Library Sub Committee meeting.

30/22/23

TO RECEIVE A REPORT FROM THE COMMUNITY HUB TEAM LEADER AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE

Film License

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

1. To vire £119.27+ VAT from budget code 6927 EMF Library equipment & furniture to budget code 6911 TV License and PRS to cover the provision of a Public Video Screening License to allow for screenings up to 249 people at one time.

Green Library Manifesto

It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** that the Library Hub signs the pledge with CILIP to adopt and maintain their Green Library Manifesto at no cost to the Town Council.

Library Tree Planting

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

1. To support a proposal to plant a tree within Saltash Town Council boundary, working in partnership with SEA to ascertain the type of tree to be planted;
2. At a cost of £100 to be allocated to budget code 6922 Library Activities.

It was **RESOLVED** to note the CHTL's report.

31/22/23

TO RECEIVE A REPORT ON THE TEMPORARY LIBRARY PREMISES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the pros and cons of both Isambard House and the Guildhall Long Room for relocation of the library services when renovation works commence.

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED** to provide delegated authority to the CHTL to further explore the requirements for set up and proposed relocation of the Library Service to the Guildhall Long Room when renovations works to the library building commence.

32/22/23 TO RECEIVE A REPORT ON REBRANDING THE LIBRARY NAME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members considered the proposal for the rebranding of the Library upon completion of refurbishment renovations.

Members agreed rebranding would require additional forethought and investigations at a later date.

It was **RESOLVED** to note the report.

33/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, it was resolved that the public and press leave the meeting because of the confidential nature of the business to be transacted.

34/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

35/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

36/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

37/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

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

1. Warm Space Initiative;
2. Tree Planting;
3. Green Library Manifesto Pledge;
4. Film Days.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 8.01 pm

Signed: _____
Chairman

Dated: _____

Publications
**Dementia-Friendly
Communities**

Published by
National Association of Local Councils
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FOREWORD

My father in law died in 2008 and for the last three years of his life suffered from ever worsening dementia. It was one of the hardest things that our family have ever had to deal with. These days, very few families do not have first or second-hand experience of the devastation that dementia can bring: confusion, memory loss, change of personality and more.

Fortunately, a great deal has been learned about coping with dementia in the past decade and many people have done excellent work in preparing our communities to better help those whom dementia strikes, often coming like a thief in the night. Although research into this condition continues and millions of pounds are rightly being invested into it, there are some steps we can all take to support those who are struggling with this condition and their loved ones and carers which are simple and affordable.

That is why I am delighted to welcome this guide. It has been forged through practical hands-on experience as well as the compilation of data from different parts of the country. It builds upon the excellent work that parish and town councils carry out every day throughout the realm and looks to provide down to earth and current advice. I am thrilled that in my constituency of South West Devon we have several Dementia-Friendly Communities and I have seen and heard first-hand what a positive difference this can make.

As technology surges forward and life becomes ever more frenetic, it is vital that we do not leave behind the elderly and frail who have made their vital contribution to our nation's social and economic prosperity. Demonstrating how all of us can better care for them in a practical way is what this guide is all about.

I salute those who have invested so much time effort and expertise in putting it together and hope that it will be of enormous benefit to every community of the United Kingdom.

Sir Gary Streeter MP

INTRODUCTION

This guide has been produced in response to NALC's 2020 Dementia Survey undertaken by local (parish and town) councils. NALC has worked collaboratively with Plymouth University Faculty of Medicine, Dentistry and Allied Health in its production. It acknowledges the contributions of Ian Sherriff, B.E.M.MA. DMS. CQSW. DipCII Faculty of Health: Medicine, Dentistry & Human Sciences, Prime Ministers Rural Dementia Challenge Group and Cllr Liz Hitchins MA, chairman of Brixton Parish Council and chairman of Dementia Friendly Parishes around the Yealm.

Throughout 2020 the effects of COVID-19 have challenged all statutory and voluntary agencies to examine how they offer support and guidance to people living with dementia and their families. Local councils, as the most local form of government, have a major role to play in interpreting government and local COVID-19 plans to ensure that people living with dementia and their families continue to be included in all aspects of community life. This guide should be read, interpreted and implemented using current government guidance and local COVID-19 management plans.

NALC signed a strategic commitment on 31 October 2017 with the Alzheimer's Society to promote Dementia-Friendly Communities across England. The key aims of that commitment are:

- To ensure that people living with dementia, their carers, families have a voice and can maintain and, where necessary, increase their social contacts within their local community.
- To develop or contribute to the development of suitable inclusive social activities and services locally for people living with dementia and their carers.
- To work in collaboration with local groups and organisations and to, recognise that local councils and county associations can and do have a key role to play in achieving this.

The 2020 Dementia Survey was issued between February and July to England's 10,000 parish and town councils to discover how many local councils are Dementia Friendly, or working towards becoming Dementia Friendly.

Research identifies the prevalence of dementia in our society and the effects it can have on a person and their family; such as increasing isolation and loneliness. These effects are some of the largest problems that our rural

INTRODUCTION

communities face. Dementia-Friendly Communities, as supported by local councils, can ensure that people living with dementia can live well in their community.

NALC and the University of Plymouth designed this survey to identify the work that local councils are already doing to assist those most vulnerable in their communities. This research provides evidence to NALC to monitor the progress of implementation of Dementia-Friendly Communities across England.

Local councils, given the leadership that they can provide, should be acting as catalysts in their communities to support other organisations to work collaboratively. Although some councils have a limited resources, all councils are in a unique position to gather people together and inspire other organisations to take this agenda forward.

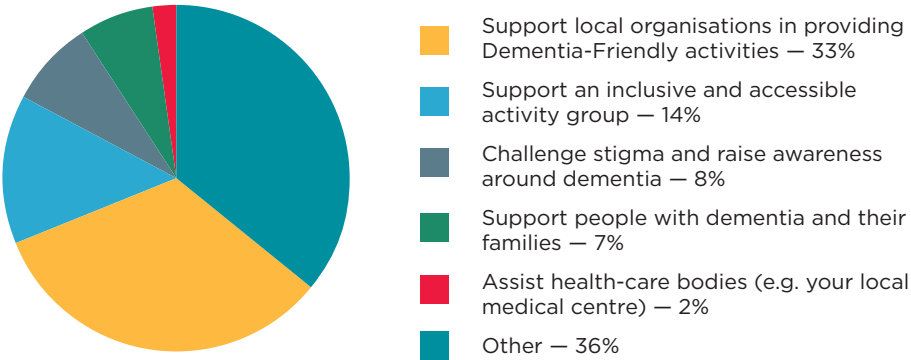
Is your local council Dementia-Friendly? A city, town or village where people with dementia are understood, respected and supported, and confident they can contribute to community life. In a dementia-friendly community, people will be aware of and understand dementia, and people with dementia will feel included and involved, and have choice and control over their day-to-day lives.¹



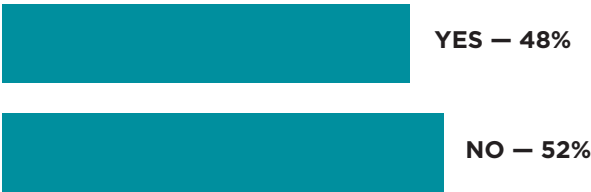
¹ Alzheimer's Society, 2020

INTRODUCTION

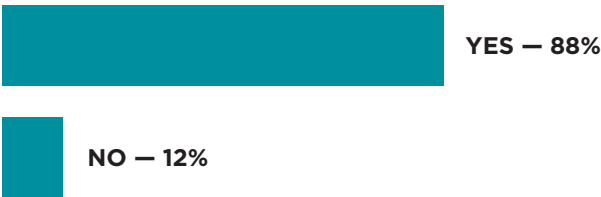
What Dementia-Friendly activities or involvement does your local council have?



Do you work with any Dementia-Friendly organisations?



Would your local council benefit from a Dementia-Friendly Community guide?



DEMENTIA-FRIENDLY COMMUNITIES

The Alzheimer's Society stated "it became evident that the "lives of people living with dementia and their carers in rural communities would be enhanced if their everyday living tasks were made easier. People living with dementia and their family carers stated that the vast majority of businesses, organisations, agencies and communities, had no perception of what life is like for people living with dementia and their carers. The challenge to all of us is how do local councils become Dementia-Friendly and, promote Dementia-Friendly Communities and how can these be sustained?".¹

Given the prevalence of dementia and the associated issues of isolation and loneliness, which have increased as a result of COVID-19, the reduction of services and the development of social prescribing schemes, rural communities are ideally placed to respond and meet the challenges to improve the quality of life for people living with dementia and their families. Research indicates that a diagnosis of dementia can result in the person withdrawing from an active lifestyle in their community. Rural Dementia-Friendly Communities ensure that people living with dementia can live well in their community.

What is a rural Dementia-Friendly Community?

An inclusive rural Dementia-Friendly Community creates an enabling environment engaging with people living with dementia, their families and carers. This makes it possible for people living with dementia to continue to be involved in all aspects of local rural life. In a Dementia-Friendly Community people with dementia have a sense of belonging and a valued part of a family, community and civic life. (Source: National Dementia Declaration 2012).

An inclusive rural Dementia-Friendly Community works to sustain and improve the quality of life for all people, particularly people living with dementia in their communities and reduce the impact of stigma, isolation and loneliness.

Rural Dementia-Friendly Communities need to be flexible, adaptable and responsive to change. It is important to ensure that people living with dementia can continue with previous activities and groups, and their involvement with local organisations, businesses, GP practices, schools, and churches, voluntary and statutory agencies.

¹ Alzheimer's Society, 2020

DEMENTIA FRIENDLY COMMUNITIES

Dementia-Friendly Community initiatives should reflect the needs of each community taking into account accessibility, affordability and acceptability. One size does not fit all!

Why do we need rural Dementia-Friendly Communities?

Dementia, as a hidden disability, is a significant health and social care challenge faced by our society. This challenge cannot be ignored. It can only be tackled through new approaches that draw on all parts of our communities. In March 2012, the then Prime Minister, David Cameron, set a challenge to deliver major improvements in dementia care and research. One of the key aims of the challenge is to raise public awareness about dementia and build inclusive Dementia-Friendly Communities.²

Furthermore, this has been exacerbated by the COVID-19 pandemic which has seen disastrous effects for people living with dementia such as a reduction in memory, change in routine which has caused high stress, panic around the use of face masks due to not being able to see people's faces, reduction in confidence, further mental and physical deterioration and a significant increase in stress for carers.

COVID-19 has prevented the usual way of communicating with people living with dementia and their families. Whilst there is no substitute for human contact, innovation and flair has dominated the way organisations and communities have had to change how they engage with people living with dementia and their families. The Alzheimer's Society and other organisations have introduced singing for memory, carers' support line, online memory café's, using various forms of technology; support telephone calls have seen a major increase. Examples of technology use include ZOOM, Facetime, Microsoft Teams, WhatsApp, telephone calls, conference calls and, Messenger. These are just some of the examples of the use of new technology in maintaining Dementia-Friendly Communities.

² Prime Minister's challenge on dementia, 2020

BUILDING INCLUSIVE DEMENTIA FRIENDLY COMMUNITIES

Rural local councils can build strong, vibrant, and resilient communities, which deliver an ever-growing, more ambitious and innovative range of activities, as well as supporting the devolution agenda and taking over more services, assets and facilities from principal (county, district and unitary) councils.

Local councils have been responding positively to the social, economic and environmental needs of communities despite limited capacity, growing demands and increasing fiscal challenges including:

- Responding to the challenge of COVID-19; such as setting up emergency response volunteer groups, using the community emergency plan to look after their communities and residents.
- Promoting the use of new technology to increase connectivity with the community.
- Supporting adult social care and the NHS through social prescribing, building inclusive Dementia-Friendly Communities and reducing loneliness and isolation through social networks and other community projects.
- Working with principal councils to provide and support discretionary and other services under threat from spending reductions such as libraries, public toilets, parks and open spaces and youth services.
- Championing their local place to influence and work in partnership with other organisations and agencies.
- Using neighbourhood planning and other tools to promote housing and sustainable communities.

ACTION PLANNING CHECKLIST

For local councils to promote inclusive Dementia-Friendly Communities the following actions should be considered:

- At a council meeting formally adopt a proposal and plan to work towards becoming a Dementia-Friendly Council.
- Identify a councillor responsible for the promotion of the Dementia-Friendly Community approach.
- Identify and put in place technology and training to increase the flexibility and connectivity to your community.
- Have the development of a Dementia-Friendly Community as a regular item on the council agenda.
- Ensure all public buildings are Dementia-Friendly — see Alzheimer's Society website or email communities@alzheimers.org.uk.
- Ensure that responses to planning applications demonstrate an awareness of dementia where appropriate.
- Engage with local organisations, businesses and schools to promote an inclusive Dementia-Friendly Community.
- As part of the council's work plan, an audit of current Dementia-Friendly activities in the area would identify gaps to promote awareness. This should be reviewed annually.
- Working groups, which include people living with dementia and their families, can be set up by the local councils to establish networks with all stakeholders to develop a Dementia-Friendly Communities and work with existing community alliances, and other councils. This can include the use of virtual technology.
- Promoting the Alzheimer's Dementia Friends programme — find out more at www.dementiafriends.org.uk.
- Ensure sustainability by considering all aspects of funding and support (in-kind) — for example, the use of council-owned buildings free of charge.
- Dementia-Friendly Community groups may vary and change over time responding to the needs and capacity of people with dementia and their families.
- It is important to consider succession planning; including where appropriate, how to build a pipeline of future volunteers.
- COVID-19 provides the opportunity for local councils to think differently in how they develop their Dementia-Friendly Communities in future by being innovative to respond to the needs of people living with dementia and their families in their community.

PROMOTING DEMENTIA FRIENDLY COMMUNITIES IN A COVID-19 ENVIRONMENT

Some issues you need to consider during your Dementia-Friendly Communities group meetings:

- What difficulties do people living with dementia and their carers face when wanting to participate and access services/activities in our local community?
- What changes can local councils and other community organisations make to resolve these difficulties to become dementia-friendly?
- What lessons can be learnt from Dementia-Friendly Communities already in place?
- How can my council develop the use of information technology to engage with its communities?
- Would a logo be helpful to identify your Dementia-Friendly Community? For example, the use of a logo in local community hotspots and on your website.
- No two communities are the same. Each Dementia-Friendly Community will be different reflecting the needs of their population.
- Small steps and changes make a big impact for people living with dementia and their families e.g. identifying someone to welcome people living with dementia and their carer to an established group.

This list will help you and your group grow to become a Dementia-Friendly Community.

CASE STUDIES

Holbeton Parish Council, Devon

Population: 600

Holbeton, is a picture-postcard South West Devon village, with 600 plus residents, many of them elderly. With two pubs, a church, local store, and primary school. It's one of five parish councils which are part of the ground-breaking community project, Dementia-Friendly Parishes around the Yealm (DFPY). This early group, now a charity, was amongst the first in the country to bring together five rural parish councils, Wembury Parish Council, Brixton Parish Council, Yealmpton Parish Council, Holbeton Parish Council and Newton & Noss Parish Council, to improve and change the lives of people with dementia, their carers and families.

Holbeton Parish Council has found it easy to become Dementia-Friendly. It didn't take a lot of money, or endless meetings, nor did they have to produce a new suite of policies, procedures and plans. All it took was a few small steps to make a big difference. Practical actions that would bring to life the DFPY mantra: "We can't change the person living with dementia but we can change the experience they have in their own community."

Most importantly, these practical steps were minuted by the parish council so that councillors could hold themselves to account.

Holbeton Parish Council's checklist:

- It already had a representative on the committee of Dementia-Friendly Parishes around the Yealm (DFPY).
- Feedback on dementia community initiatives was a regular topic at council meetings.
- Its website states a commitment to being Dementia-Friendly.
- Local businesses and organisations were already on board.
- An annual visit from DFPY to the parish council to support them moving forward

Plans for the coming year agreed and minuted by councillors (February 2020):

- To set up a dementia awareness session in the village.
- To sponsor the front page of "Holbeton News", the monthly magazine, to publicise the event.

CASE STUDIES

- DFPY Project Coordinator to attend the Holbeton Lunch & Social Club lunch in the village hall.
- To use DFPY guidance to audit the dementia friendliness of public buildings in the parish.
- To further promote Holbeton Parish as a Dementia Friendly Parish by encouraging local groups to be open, inclusive and dementia-aware

Find out more at www.dementiayealm.org.

East Peckham Parish Council, Kent

Population: 3,306

To mark the 125 anniversary, East Peckham Parish Council chose to become a Dementia-Friendly Community to support their residents and carers locally to celebrate. The parish council and our Kent County Council Community Warden investigated what we had in the village and what we needed to become dementia-friendly. We sought out people with the same thoughts and conducted some resident engagement to gain a better understanding of local needs.

To raise awareness of dementia, they have held Dementia-Friends awareness sessions and have over 190 Dementia-Friends, people of all ages and backgrounds, who can be identified by their special forget-me-not pin badges. The council-run these sessions on demand and is now looking to do these using ZOOM. Businesses too have become involved; all of the staff at the local garden centre is Dementia-Friends as is the staff at our local Village Stores, Chemist and Hair Salon.

The council has upcycled a redundant telephone kiosk by converting it into a Dementia-Friendly Information Hub and have upcycled a planter by turning into a Dementia-Friendly sensory garden with plans to install another shortly.

In October 2019, East Peckham was recognised by the Alzheimer's Society as a Dementia-Friendly Community and in November 2019, the council held an open day where the planter and information hub was officially opened by the Mayor of Tonbridge and Malling Borough Council. Representatives from the Alzheimer's Association and the chairman of the Kent Association of Local Councils also attended.

CASE STUDIES

Before COVID-19, East Peckham Parish Council was holding a monthly carers café. COVID-19 has been challenging but they have not stopped raising awareness. In June they held a socially distanced cake sale which raised £440 for the Alzheimer's Society. They also delivered 40 afternoon teas to people within their community who are carers or cared for, it was a way of the council saying that despite COVID-19 lockdown restrictions they were remembering and thinking of them. In August 2020, and to tie in with VE Day, the council held a Singing for Memories session with their local care home where the majority of residents are living with dementia. They also are delivered specially made forget-me-not biscuits to their carers and cared for residents

The strategy for the near future is having more events to keep raising awareness so that more within East Peckham are Dementia Aware.

Find out more at www.eastpeckham-pc.gov.uk.

Harpenden Town Council, Hertfordshire

Population: 30,000

Harpenden is located just north of London, in Hertfordshire. The town has a population of just over 30,000 people, with approximately 17% of the population over age 65.

In summer 2019, the council established a Dementia-Friendly Harpenden Working Party with the goal of ensuring that Harpenden is a town where those living with dementia are understood, respected and included. The overall approach included increasing dementia awareness for the general public and establishing a local dementia café.

The council launched the initiative by organising a series of Dementia-Friends talks hosted by the local Alzheimer's Society Dementia Champion. These free sessions gave participants the opportunity to find out more about dementia and ways to make a difference locally, becoming Dementia-Friends at the end of the talk. The sessions are regularly booked to capacity and within the first five months of talks, the council facilitated Dementia-Friends training for 170 residents.

CASE STUDIES

The Dementia-Friends talks were also attended by council officers. The skills and information obtained in the talks have come in use by officers as they interact in person and over the phone with members of the public who live with dementia. Additionally, the council now provides dementia information and leaflets in the Town Hall Information Point and added a dementia resources page to its website, which provides updated information about dementia resources and activities.

Perhaps the most impactful aspect of the Dementia-Friendly Harpenden initiative was the creation of a dementia café in town. Harpenden Memory Lane Café was organised by the council to give those living with dementia a safe and friendly setting in which to gather. A local church kindly offered their coffee shop as a setting for the café, which takes place every other week, and the council provides complimentary cakes and hot drinks for guests. Special activities and information sessions – including talks with local organisations, nature walks, and music sessions – are planned alongside the café gatherings to give guests an option to chat casually or participate in more structured activities.

With the success of the Café and the Dementia-Friends talks, the Council is working on an action plan to continue making Harpenden a more welcoming place for people living with dementia.

Find out more at www.harpenden.gov.uk.

CONCLUSION

This guide provides an overarching framework of knowledge, ideas and recommendations to enable local councils to engage and support people living with dementia and their families.

Research shows that where local councils, rural communities and community organisation proactively engage in providing support, isolation, loneliness, stigma and despair experienced by people living with dementia and their locations reduces. This impacts positively on their health and wellbeing. COVID-19 has further exacerbated these issues, however, the use of technology and government guidance, such as social distancing, provides an opportunity to think differently about engaging with the local community.

Where local councils and their communities can act on the advice and guidance provided in this guide there is opportunity to make a major impact on the quality of life and lived experience for people living with dementia and their families in your rural communities.

This guide goes some way to identifying what local councils can do to develop a rural Dementia-Friendly Community. This will require all members of local communities to understand the needs, aspirations and the voice of people living with dementia and their families on what makes them feel a valued member of their rural community. We wish you all every success in your endeavours to become dementia friendly communities in these particularly challenging times.

FACTS AND FIGURES

Below is a list of facts and figures that demonstrates the severity of the illness and the need for a long term approach to support people with dementia and their families:

- The Alzheimer's Society COVID-19 study 2020 who surveyed, 2,000 people living with dementia and their carers during lockdown and isolation; it found that 82% of those respondents reported deterioration in their symptoms. Of those 82%, around half reported increase memory loss and difficulty concentrating, more than one in four (27%) said reading and writing had become more difficult and one in three said they had difficulty speaking and understanding speech. More than a quarter (28%) had seen a loss in the ability to do daily tasks, such as cooking and dressing.¹
- There are approximately 850,000 people in the UK living with a form of dementia. This figure is predicted to rise to 2 million by 2051.
- 1 in 3 people over the age of 65 will develop dementia.
- An increasing number of younger people between the ages of 30 to 64 are being diagnosed with a dementia.²
- About 225,000 people will develop a dementia every year (that's one every three minutes).
- A third of people living with dementia live on their own in the community.
- The total cost of dementia to the UK economy, including costs to the NHS, paid social care and unpaid care, has risen to £34.7bn and will rise further to £94.1bn by 2040.
- One in four beds in the NHS is taken by a person living with dementia.
- People with living dementia stay five to seven times longer in hospital than other patients.³
- People aged 65 and over comprise 23% of the rural population, well above the 16% of the urban population.⁴ However, in many rural areas the percentage of older people can be as high as 56% of the total population for that area.⁵
- 24% of older people in rural communities are themselves carers. Projections indicate that the number of older people in need of care will grow faster than the number of their children who might help provide it.⁶
- Current research suggests that 44,000 people, between the ages of 30-64, in the UK have an early onset dementia. This represents around 5% of

¹ Alzheimer's Society, 2020

² Alzheimer's Society, 2020

³ Alzheimer's Society, 2020

⁴ SORS, 2016

⁵ CFAS II, 2011

⁶ SORS, 2016

FACTS AND FIGURES

the 850,000 people who have a diagnosis.⁷

- Lonely socially isolated people have a 64% increased chance of developing clinical dementia.⁸
- Researchers have put a financial price on an “epidemic of loneliness” - estimating it costs £6,000 per person in health costs and pressure on local services.⁹
- In rural areas the lack of public transport to access services can often result in social isolation.¹⁰

⁷ Alzheimer's Society, 2020

⁸ Holwerda et al, 2012

⁹ Age UK, 2019

¹⁰ SORS, 2016

FREQUENTLY ASKED QUESTIONS

Our village is of modest size, with a small population size, how can we help residents with dementia?

Your council could consider working in collaboration with local organisations, such as WI, local radio stations, schools, Faith Groups, Rural Agricultural Benevolent Institute (R.A.B.I), Community Farming Network (C.F.N), and neighbouring parishes.

How can I receive Dementia-Friendly awareness?

Contact your local Alzheimer's Society or the national Dementia-Friends session webpage to set up a dementia awareness session or a Dementia-Friends session.

Our council does not have the structure to provide a lot of direct services. How can my council help?

No matter how small your council is, every action can help. As a council you might establish a network with local stakeholders to develop your own dementia friendly community or work with existing community alliances and other councils.

We are a small council with limited funding, what practises can be put in place for our residents?

Look to work with other local community groups to become dementia Look to work with neighbouring parish councils and other local community groups to become Dementia - friendly. This collaborative approach could open up other funding opportunities. This may be an opportunity for your council to consider raising its precept

My council is considering become Dementia Friendly, how could this be integrated with other council work?

Councils work can cover a depth and breadth of subjects. People living with dementia and their families are affected by the council's policies on health and wellbeing, neighbourhood planning, isolation, and transport. Within your project planning you should include Dementia Friendly practises to ensure that future project planning is inclusive.

FREQUENTLY ASKED QUESTIONS

My council does not have any local volunteers, what should I do?

Work in partnership with existing community groups to create a network of volunteers who then can receive dementia-awareness sessions by the Alzheimer's Society. This will enable your council to help people living with dementia and their families to take an active role in their community.

