



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall*  
*12 Lower Fore Street*  
*Saltash*  
*PL12 6JX*  
*Telephone: 01752 844846*  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

28 October 2022

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 3rd November 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](mailto: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:

<b>Essa</b>	<b>Tamar</b>	<b>Trematon</b>
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. (Pages 6 - 7)
7. Report by Community Enterprises PL12.
8. Cornwall Gateway Community report for noting or matters arising. (Pages 8 - 15)
9. Cornwall Gateway Community Action Points for Reports. (Pages 16 - 17)
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. (Page 18)
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 Town Council. (Page 19)  
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 6th October 2022 as a true and correct record. (Pages 20 - 29)

17. Finance:

- a. To advise the receipts for September 2022; (Page 30)
  - b. To advise the payments for September 2022. (Pages 31 - 33)
  - c. Urgent and essential works actioned by the Town Clerk under Financial Regulations.
  - d. To note that bank reconciliations up to 30th September 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 4th October 2022; (Pages 34 - 43)
  - b. Services held on 13th October 2022; (Pages 44 - 58)
  - c. Planning and Licensing held on 18th October 2022; (Pages 59 - 66)
  - d. Joint Burial Board held on 25th October 2022; (Pages 67 - 72)
  - e. Burial Authority held on 1st November 2022.
19. To receive and note the minutes of the Property Maintenance Sub Committee held on 11th October 2022 and consider any recommendations. (Pages 73 - 81)
20. To receive an update on Town Council operational services and consider any actions and associated expenditure.
21. To receive a Mayor of Cornwall verbal update.
22. To receive and note the Saltash Town Vitality Funding extension. (Pages 82 - 83)
23. To receive the Town Vitality draft procurement documents and any actions and associated expenditure. (Pages 84 - 108)
24. To receive an update from the Shared Prosperity Working Group and consider any actions and associated expenditure.

25. To receive a report on the proposed plan for the Town Council to be a Dementia Friendly Community and consider any actions and associated expenditure.  
(Page 109)  
**(Pursuant to FTC held on 06.10.22 minute nr. 221/22/23)**
26. To receive the draft Town Council Precept leaflet for the year 2023/24 and consider any actions and associated expenditure.
27. Meet your Councillors: The next scheduled meeting date Saturday 12th November 2022 outside Bloom Hearing, Fore Street.
28. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.
29. To consider any items referred from the main part of the agenda.
30. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
31. To consider urgent non-financial items at the discretion of the Chairman.
32. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
33. Date of next meeting: Thursday 1st December 2022 at 7:00 p.m.
34. Common Seal:  
To Order that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.



## MAYOR'S REPORT TO SALTASH TOWN COUNCIL THURSDAY 3 NOVEMBER 2022

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

Friday 7 <sup>th</sup> October	1pm	HMS Raleigh visit, Torpoint
Friday 7 <sup>th</sup> October	6.00pm	Saltash Rotary Club phone box and Defibrillator unveiling, Isambard House
Saturday 8 <sup>th</sup> October	10.00am	Saltash Model Club exhibition opening, Ashtorre Rock, Saltash
Saturday 8 <sup>th</sup> October	10.30am	Beating the Bounds, Saltash
Thursday 20 <sup>th</sup> October	9.30am	St Stephen's School Harvest Festival St Stephens Church, Saltash
Friday 21 <sup>st</sup> October	7.30pm	Sue Hooper Charitable Foundation Choir Concert, Burraton Chapel, Saltash
Saturday 22 <sup>nd</sup> October	1.00pm	Saltash Rugby Club lunch and match
Saturday 29 <sup>th</sup> October	7.30pm	Saltash Festival of Remembrance Wesley Church, Saltash
Tuesday 1 <sup>st</sup> November	7.30pm	Saltash Floral Art Club event, Saltash Wesley Church

## DEPUTY MAYOR'S REPORT TO SALTASH TOWN COUNCIL THURSDAY 3 NOVEMBER 2022

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

Saturday 8 <sup>th</sup> October	10.30am	Beating the Bounds, Saltash
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## Devon & Cornwall Police

Building safer communities together

### Crimes Recorded - 01/10/2022 to 30/10/2022 - Saltash Town

Offence	Recorded Crime 01/10/2022 to 30/10/2022	Recorded Crime 01/10/2021 to 30/10/2021	Recorded Crime % Difference
Violence with Injury	10	8	25.0%
Violence without Injury	14	9	55.6%
Stalking and Harassment	6	9	-33.3%
Other Sexual Offences	3	1	200.0%
Burglary Non-Dwelling	3	0	-
Vehicle Offences	1	2	-50.0%
Shoplifting	4	3	33.3%
All Other Theft Offences	1	5	-80.0%
Arson	0	1	-100.0%
Criminal Damage	13	9	44.4%
Public Order Offences	4	0	-
Possession of Weapons	0	2	-100.0%
Trafficking of Drugs	1	1	0.0%
Possession of Drugs	1	0	-
Other Offences	1	1	0.0%
<b>Total</b>	<b>62</b>	<b>51</b>	<b>21.6%</b>

Non Notifiable Offences	7	2	250.0%
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**Devon & Cornwall Police**

Building safer communities together

**Incidents Recorded - 01/10/2022 to 30/10/2022 - Saltash Town**

Incident Closing Category	Incidents - 01/10/2022 to 30/10/2022	Incidents - 01/10/2021 to 30/10/2021	Incidents % Difference
Anti Social Behaviour	16	16	0.0%
Crime Not Recorded	2	0	-
Crime Recorded	29	15	93.3%
Public Safety	62	55	12.7%
Transport	27	40	-32.5%
<b>Total</b>	<b>136</b>	<b>126</b>	<b>7.9%</b>



## REPORT TO TOWN COUNCIL

Following the resignation of Jo Baskott, I was elected Chair at the AGM in September. I am delighted that Peter Ryland has, unanimously, been elected Vice Chair. As always, life is busy in CEPL12, below are just some of our many achievements over the last month.

Our Community Kitchen is truly becoming the heart of our community, we already have a growing number of regular visitors who enjoy the warm welcome they receive from our Kitchen Manager, Chris and his team of volunteers. Aside from our regular activities, we are gradually being used for a wider range of community events, including a community play, pumpkin carving and visits by therapy dogs. In the future we have an art exhibition, book reading and Christmas events to look forward to.

I am thrilled that we have accessed funding to become a 'warm space' throughout the winter months, this enables us to provide a safe, warm environment, including activities and refreshments, for our community. Currently our opening hours are based around Chris's working hours during the day time but, with volunteer support, hopefully we can consider opening later in the afternoon for school children who might benefit from a warm place to meet friends and complete homework.

The DV Café, that recently moved back into No 8, has grown so rapidly that it has already outgrown the space we can offer and so, sadly, the decision was made to return to the Wesley Church. However, we have managed to change the day to a Wednesday which means that we can continue to keep Tuesday mornings as a drop in café for people living with dementia.

We are delighted that our Town Council is discussing Dementia Friendly Communities, hopefully this will link in with our DV enterprise. For some time now we have wanted to appoint a Dementia Friendly Champion to work with local organisations and businesses in order for Saltash to become a Dementia Friendly Town, hopefully the links with the Town Council will enable this to happen.

Our community fridge is now settled in its new home at No 8, over the past weeks we have been concerned that the amount of food we receive had dropped as shops and businesses look to other options to reduce food waste. However the FareShare collections have now recommenced and, for a small fee, we receive an amazing quantity of food which benefits both the fridge and the kitchen.

Our Community Shop continues to prosper, despite the current economic situation we are maintaining sales. We have recently made contact with the Tamar Bridge Visitor's Center who are keen to work alongside us, promoting our range of Saltash products and,

hopefully, using us a starting / end point for their bridge tours.

No 4 is also a recycling collection point for, among others, ink cartridges and stamps.

We are also delighted that we can, once again, support the Ukrainian appeal by becoming a drop off point to collect resources that will be transported to Ukraine.

Our Eco crafters group is now well established at No 4, they meet on a Wednesday evening and have a wide range of activities planned throughout the autumn. To date they have made 151 morsbags!

Our Community Transport goes from strength to strength, I am delighted that we remain true to our ethos by only providing transport that enhances our community. Trips are growing in popularity and private hires are increasing as local schools and voluntary groups are making use of our vehicles. Once again, we are indebted to the small number of volunteer drivers who give freely of their time to make sure we can honour our commitments.

To the future ...

As a community organisation, we are keen to work with other groups and businesses in order to enhance the life of our community. To this end we are developing the role of Community Liaison Director. Although early days, we are already developing links with DWP, Tamar Visitors' Centre and the library, to name just a few.

As we lead up to Christmas we have a number of events planned to coincide with the Town celebrations, the shop will extend their opening hours and, once again, provide an electricity supply for the loudspeaker system during the switching on of the lights. We will also join in the Christmas Tree Festival at St Nicholas and St Faith's Church.

We know that Christmas can be a lonely time for many people, and so we hope to open No 8 as a 'warm space' and a social place between Christmas and New Year.

As you are aware, our organisation is totally reliant on volunteers, including Directors, all give freely and willingly of their time to ensure we can continue to grow and flourish. Currently we need a Director to oversee our Dementia Voice Enterprise as we are really keen to extend and develop our current provision, if you know of anyone please let us know.

All in all, these are exciting times for CEPL12 as we look forward to the future with great anticipation.

**Together we can, together we do**

Jo Grail  
Chair  
29.10.22



# Notes

<b>Meeting:</b>	Cornwall Gateway Community Network Panel Meeting
<b>Date and Time:</b>	Wednesday 5 October 2022 at 6.00pm
<b>Location:</b>	Belvedere Room, The Barrow Centre, Mount Edgcumbe Country Park

<b>Present:</b>	<b>Title/Representing:</b>
Chair - Cornwall Councillor Hilary Frank	Saltash Essa Division
Vice-Chair - Cllr Gary Davis	Deputy Mayor, Torpoint Town Council
<b>Cornwall Councillors:</b>	
Cornwall Councillor Kate Ewert	Rame Peninsula & St Germans Division
Cornwall Councillor Hilary Frank	Saltash Essa Division
Cornwall Councillor Sheila Lennox-Boyd	Saltash Tamar Division
Cornwall Councillor Martin Worth	Saltash Trematon & Landrake Division
Cornwall Councillor John Tivnan	Torpoint Division
<b>Town and Parish Councils:</b>	
Botus Fleming Parish Council	Chair, Cllr Dave Edwards
Landulph Parish Council	Vice-Chair, Cllr Libby Gawith
Maker with Rame Parish Council	Cllr Wendy Ferguson
Millbrook Parish Council	Chair, Cllr Nicky Roberts
Saltash Town Council	Cllr Steve Miller
St Germans Parish Council	Chair, Cllr Alan Hodge
St Germans Parish Council	Cllr Nigel Witton
Torpoint Town Council	Deputy Mayor, Cllr Gary Davis
Antony and St John Parish Councils	Clerk, Caroline Allen
<b>Members of the public:</b>	
1 member of the public was present.	
<b>Organisations and Cornwall Council officers:</b>	
Chris Burton	Manager, Mount Edgcumbe House & Country Park (for min no 2)
Jeremy	Ranger, Mount Edgcumbe House & Country Park (for min no 2)
Sector Inspector Arron Clarke	Devon & Cornwall Police (for min no 5)
Will Glassup	Highways Manager, CORMAC
Louise Wood	Service Director for Planning & Housing / CLT Representative, Cornwall Council
Catherine Thomson	Community Link Officer, Cornwall Council
Lisa Grigg	Communities Support Assistant, Cornwall Council
<b>Apologies for absence:</b>	
Cllr Peter Bulmer (Vice-Chair, Antony Parish Council), Cllr Graeme Francis (Vice-Chair, Landrake with St Erney Parish Council), Cllr Richard Bickford (Mayor, Saltash Town Council), Cllr Sarah Martin (Saltash Town Council), Cllr Diana Lester (Sheviocck Parish Council), Cllr Roy Hoskin (Vice-Chair, St John Parish Council), Alan Cousins (St Germans & Rame Area Public Transport Users Group), Derek Holley (SARS)	

No.	Key/Action Points	Action by:
1.	<b>Welcome, Introductions and Declarations of Interest</b> <ul style="list-style-type: none"> <li>The Chair, Cornwall Councillor Hilary Frank, welcomed all present and invited everyone to introduce themselves.</li> <li>Thanks were extended to Mount Edgcumbe for hosting the meeting.</li> <li>There were no declarations of interest.</li> </ul>	
2.	<b>Brief presentation/update into the operation of Mount Edgcumbe House and Country Park - Chris Burton (Manager) and Cllr Kate Ewert (Joint Chair of the Mount Edgcumbe Joint Committee)</b> <ul style="list-style-type: none"> <li>Please see attached presentation (to follow).</li> <li>The country park and gardens are set within 885 acres and are jointly managed by Cornwall Council and Plymouth City Council.</li> <li>Chris and the team were congratulated on their excellent achievements despite the particularly difficult and challenging circumstances over the last few years.</li> </ul>	
3.	<b>Notes of the last meeting (15 June 2022)</b> <ul style="list-style-type: none"> <li>Noted that the meeting date was incorrect.</li> </ul> <b>Matters Arising</b> <ul style="list-style-type: none"> <li>Potential links to the new National Marine Park – CT has initially discussed with the Interim Chief Executive who is happy to meet and engage with the panel. <b>ACTION:</b> Meeting date to be agreed.</li> <li>CN Highways Scheme – The Portfolio Holder for Transport has confirmed that schemes for years 2 and 3 can be considered together.</li> </ul>	CT/LG
4.	<b>Public Participation</b> <b>Traffic &amp; Transport - Hounster Hill, Millbrook</b> <ul style="list-style-type: none"> <li>A member of the public spoke in relation to the latest Feasibility Study commissioned by Millbrook Parish Council. He highlighted the number of previous studies undertaken and the significant costs involved, compared against the number of tangible improvements actually made.</li> <li>In response, it was explained that previous studies were taken into account but the latest Feasibility Study is specifically for Hounster Hill and requires up-to-date information to agree potential solutions and costs, and to meet funder's criteria etc.</li> <li>Recommendations will be discussed at the next Millbrook Parish Council Meeting on the 18<sup>th</sup> October.</li> </ul>	
5.	<b>Devon and Cornwall Police Update – Sector Inspector Arron Clarke</b> <ul style="list-style-type: none"> <li>Recorded crime - slight increase of 0.6% compared to the same period last year but overall no concerns.</li> <li>ASB - decreased by 28% and thanks given to the excellent proactive work of the Neighbourhood team and partners.</li> <li>Violence without Injury – increased but noted this can be attributed to a change in how reports are now recorded.</li> <li>Resources/Staffing – Inspector Clarke will shortly be moving to a new role within the force. Confirmation is awaited on his replacement. The Chair on behalf of the panel</li> </ul>	

[illegible]



	<ul style="list-style-type: none"> <li>Workshops sessions have been held with the Chairs and Vice-Chairs of Community Network Panels to help shape proposals.</li> <li>It is proposed there will be 12 CAPs (Community Area Partnerships) in place of the 19 Community Network Areas, and that the Cornwall Gateway CN area will be merged with the Liskeard &amp; Looe CN area.</li> <li>Proposals will be circulated to the Community Networks and feedback requested by the 18<sup>th</sup> November to help inform a final decision. It is proposed that the new CAPs will start meeting in May 2023.</li> <li><b>ACTION:</b> Agreed that an Extraordinary meeting of the Cornwall Gateway network will be held via Teams to discuss the panel's views on the proposals. Date to be confirmed. <i>Post meeting note: Date was later confirmed as Tuesday 1<sup>st</sup> November.</i></li> <li><b>ACTION:</b> The panel asked for clarification on whether there will be 12 CLOs for each of the 12 CAPs? A response was requested prior to the Extraordinary meeting.</li> </ul>	ALL  CT
8.	<p><b>Shared Prosperity Fund update</b></p> <ul style="list-style-type: none"> <li>As part of this programme, there are 2 proposals that will link into CNP's that are currently in development and subject to formal approvals under the Good Growth programme - <i>Community Levelling Up Programme and Community Capacity &amp; Facilitation Fund</i> (please see further details attached).</li> <li><b>Community Levelling Up Programme (CLUP)</b> is a £11.49m programme to help communities develop their place-shaping ambitions and empower them to drive the changes they need.</li> <li><b>Community Capacity &amp; Facilitation Fund (CCFF)</b> is a £2m programme to support and build the capacity of communities to develop project proposals for larger projects so they potentially secure larger-scale delivery funds (from any SPF programme and other sources), expanding on the existing Town Vitality funding programme.</li> <li>It was confirmed that the only town or parish in the Cornwall Gateway CNP to have submitted a bid for Shared Prosperity funding was Torpoint.</li> <li><b>ACTION:</b> Agreed the Shared Prosperity Fund will be a standing agenda item for future meetings.</li> </ul>	LG
9.	<p><b>Highways and Transport</b></p> <p><b>Community Network Highways Scheme</b></p> <p><u>Update on current schemes – Will Glassup</u></p> <ul style="list-style-type: none"> <li>Hoping to finalise outstanding schemes within the next few weeks. Resource issues with lining contractor but hope to resolve within the next 2 weeks. TRO's can then be signed off.</li> </ul> <p><u>Update on Community Network Highways Scheme 2.0 - Catherine Thomson</u></p> <ul style="list-style-type: none"> <li>Programme for year 1 circulated. Projects previously agreed by the panel outlined.</li> <li>Botus Fleming speed reduction – positive news as 20mph now proposed with a 30mph buffer zone.</li> <li><b>ACTION:</b> Could towns/parishes please inform CT if there are any offers of match funding towards schemes. This will then be recorded on the next spreadsheet.</li> <li>It was queried how the CNP Review might affect the Highways Schemes. In response, it was clarified that the panel were looking to allocate years 2 &amp; 3 for approval by the Portfolio Holder by next March prior to the introduction of the CAPs.</li> </ul>	ALL

	<p>CT clarified the current process;</p> <ul style="list-style-type: none"> <li>- For EOIs previously submitted and the scheme is still one that you want to be considered for support, a new form is not needed. Just inform CT that you want the scheme to be included.</li> <li>- For EOIs previously submitted and there has been a change to any of the information provided, a new form is not needed. Just outline the changes in an email to CT.</li> <li>- For new schemes, please submit an EOI.</li> <li>- An additional request relates to town/parish councils that have more than one EOI. In this instance, please could parish/town councils confirm their priority to CT.</li> </ul> <p><b>Saltash Area Road Safety (SARS) update – Derek Holley</b></p> <ul style="list-style-type: none"> <li>• A written update report from Derek Holley was circulated with the agenda.</li> <li>• Speedwatch – possible volunteers for Botus Fleming. Are volunteers expected to cover the wider area? <b>ACTION:</b> Cllr Frank to check at Speedwatch Briefing Session on the 20<sup>th</sup> October and will report back to Cllr Edwards.</li> </ul> <p><b>Tamar Crossings update – Cllr Martin Worth</b></p> <ul style="list-style-type: none"> <li>• Cash tolls to be increased from 1 January 2023 to £2.60. Tag cost to remain the same.</li> <li>• Concerns regarding future capital funding – working with consultants and instigated a review of future finance funding with report to be considered by the December meeting of the Joint Committee.</li> <li>• Traffic volumes still 10% down on pre-Covid levels.</li> <li>• Ferry refit about to start. <b>ACTION:</b> Cllr Worth to report back to Cllr Davis on the replacement of gantry query and timeframes?</li> </ul>	<p><b>HF</b></p> <p><b>MW</b></p>
10.	<p><b>Town and Parish Councils - An opportunity for Town and Parish Council representatives to raise issues of wider relevance to the CNA.</b></p> <p><u>Botus Fleming Parish Council - BOTHER walk/cycle routes project update – Cllr Dave Edwards</u></p> <ul style="list-style-type: none"> <li>• Exploring possible funding sources for active travel.</li> </ul> <p><u>Torpoint TC – Lower Fore Street update and seeking CNP support – Cllr Gary Davis</u></p> <ul style="list-style-type: none"> <li>• Cllr Davis outlined the proposed Integrated Travel Network Projects and circulated the attached paper.</li> <li>• Following a speed concern query, it was clarified that mitigation measures for identified accident hotspots will be looked at.</li> <li>• An Expression of Interest for 3 million has been submitted to the Shared Prosperity Fund. A funding requirement is the need to show evidence of wider support. <b>ACTION:</b> It was unanimously agreed that the panel fully supports and endorses the plan.</li> </ul> <p><u>Botus Fleming</u></p> <ul style="list-style-type: none"> <li>• Loss of bus service concessionary rides scheme for Landulph Primary School - Awaiting CORMAC to complete their assessment of the route. Cllr Worth and Cllr Desmonde, Portfolio Holder for Transport walked the route on 1<sup>st</sup> October. Potential march/demonstration with residents should the service not be reinstated.</li> </ul>	<p><b>ALL</b></p>

	<p><u>Millbrook</u></p> <ul style="list-style-type: none"> <li>Weekly 'Millbrook Meet-Up' established which provides a safe warm space for residents with a number of useful organisations at hand to offer advice. First session was very successful. The Peninsula Trust has applied for Warm Bank funding.</li> </ul> <p><u>Maker with Rame</u></p> <ul style="list-style-type: none"> <li>Shoreline Management Plan – <b><u>ACTION:</u></b> LW/CT to follow up with Cllr Ferguson on sea defences/land ownership issues.</li> <li>The Parish Council are currently exploring introducing a potential weight restriction following possible undermining of sewerage services.</li> </ul> <p><u>St Germans</u></p> <ul style="list-style-type: none"> <li>Frustrations at the recent bus cuts.</li> </ul> <p><u>Landulph</u></p> <ul style="list-style-type: none"> <li>Attended the recent 'Meet the CORMAC team' event – really good helpful session.</li> </ul> <p><u>Torpoint</u></p> <ul style="list-style-type: none"> <li>Warmth Hubs – Funding application submitted to Volunteer Cornwall to support the provision of community winter support at Torpoint Library and Community Hub.</li> </ul>	LW/ CT
11.	<p><b>Cornwall Councillors and CLT Representative - An opportunity for Cornwall Councillors and CLT Representative to update the panel regarding issues relevant to the whole (or a significant part) of the CNA.</b></p> <ul style="list-style-type: none"> <li>Louise highlighted the challenging budget setting process and significant pressures facing Cornwall Council including the acute housing need.</li> <li>Cornwall Councillor Martin Worth outlined plans for a Saltash Community Bus Network and proposed routes to surrounding villages.</li> </ul>	
12.	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>'Meet the Leader of Cornwall Council' event – 11 October – Torpoint Town Hall, 7pm.</li> </ul>	
13.	<p><b>Next Meeting Dates</b></p> <ul style="list-style-type: none"> <li><b>Tuesday 1 November 2022</b> – Extraordinary Meeting (CN Review) - Virtual</li> <li><b>Wednesday 7 December 2022</b></li> </ul> <p><u>The meeting closed at 8.44pm</u></p>	ALL

**Contact Officers:**

If you have any queries about the Community Network Panel, please contact:

Name	Role	Telephone	Email
Catherine Thomson	Community Link Officer	07769 724877	<a href="mailto:catherine.thomson@cornwall.gov.uk">catherine.thomson@cornwall.gov.uk</a>
Lisa Grigg	Communities Support Assistant	01872 322222	<a href="mailto:lisa.grigg@cornwall.gov.uk">lisa.grigg@cornwall.gov.uk</a>

**Website:** [Cornwall Gateway - Cornwall Council](#)

## Good Growth Shared Prosperity Fund Investment Plan for Cornwall and the IoS 2022-25

As part of this programme, there are 2 proposals that will link into CNP's that are currently in development and subject to formal approvals under the Good Growth programme -

### **Community Levelling Up Programme and Community Capacity & Facilitation Fund**

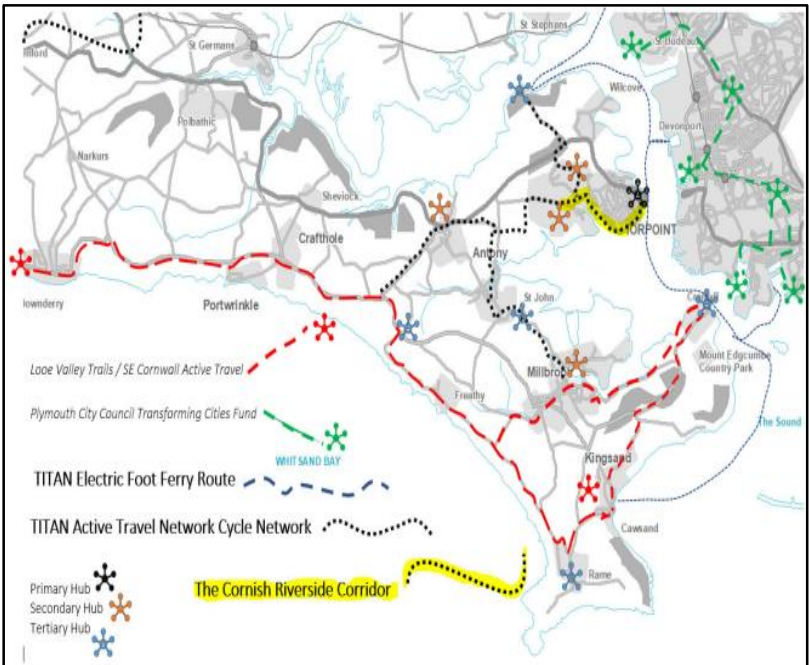
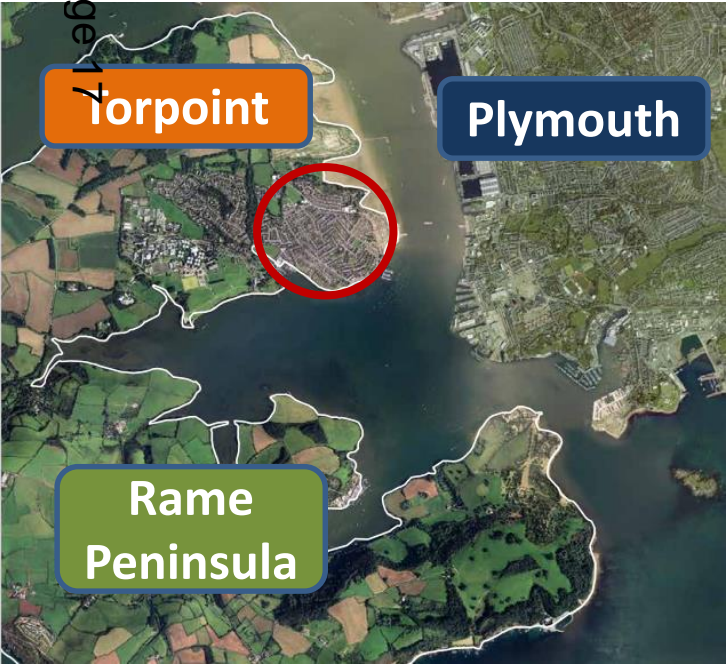
- Community Levelling Up Programme (CLUP)** is a £11.49m programme to help communities develop their place-shaping ambitions and empower them to drive the changes they need. In 2022/23 ("Year 1"), it is proposed the CNPs will input into the development of Local Good Growth Delivery Frameworks to underpin delivery of the programme in 2023-25 (Years 2&3). In Years 2&3, it is proposed the new Community Area Partnerships (CAP) will have a devolved budget to implement their Delivery Framework (*if there were 12 CAP areas, the current draft estimated budget for each CAP would be £400,000*). They will also be able to apply to a central "performance reserve" to bring forward more/larger projects; and draw on support from the CLUP facilitation and project development support team, which will assist applicants through the process and drive delivery of key strategic projects.
- Community Capacity & Facilitation Fund (CCFF)** is a £2m programme to support and build the capacity of communities to develop project proposals for larger projects so they potentially secure larger-scale delivery funds (from any SPF programme and other sources), expanding on the existing Town Vitality funding programme. CNPs/CAPs will be able to draw on support from the CCFF team, which will be in place by January 2023, funded from the programme budget. The team will focus on building capacity and directly supporting communities to bring forward project proposals. In Years 2/3, it is proposed that each CAP will have an allocated budget to support programme objectives (the total delegated budget for this period across Cornwall is £1.255m); this will be on the basis of assessing and prioritising applications for funding support from organisations within their areas (e.g. funding for feasibility studies, place-based economic strategies, training to strengthen community capacity).

For further details, please visit: [Home - Shared Prosperity Fund \(ciosgoodgrowth.com\)](https://ciosgoodgrowth.com)



# Torpoint and Rame Peninsula: Lower Fore Street and the Integrated Travel Network Projects

Securing the future of Torpoint as the vibrant and thriving centre for the local area through two linked projects: a) **the redevelopment of Lower Fore Street**, and b) **a new jetty and transport links** up and down the River Tamar, across the Rame Peninsula and to Plymouth connecting to the Free Port, The National Marine Park and providing access to the planned Marquee Cruise Liner Terminal.



## Strong foundations...

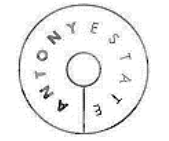
- Community led neighbourhood plan and economic plan for the area
- Community Project Board established
- Strategic Outline Case completed
- Feasibility study for the Jetty completed
- National Marine Park adopted

## Making a destination...

- Re-development of **Lower Fore Street** for:
- Public services including library and community hub
  - Educational, cultural and community facilities
  - Circa 50 homes and 1,000 sqm employment space
  - Creating a cultural and artistic centre
  - Creating a green travel hub

## Making connections...

- A **new jetty** for passenger services up down the River Tamar to Saltash, Plymouth and beyond
- Integrated with **cycle and bus routes** to and from the green heart of Antony Estate and the Rame Peninsula



## Funding and delivery

The local partners have successfully used national and Cornwall Council funds to inform the initial work. Cornwall Council has assembled key land holdings, the Town Council have demonstrated a track record of running the library, and the Town Team have established strong governance and project oversight.

2016 - 18	2019	2020	2021	2022	2023	2024	2025	2026
Local agencies rose to challenge of preparing initial local economic plan	Torpoint TC take over library and CC assemble land	NDP preparation	Town Team formed	Strategic Outline Case prepared	Further local studies and design development	Outline Business Cases (including options for delivery vehicle/ partners for Lower Fore St)	Full Business Cases (and confirmation of delivery vehicle/ partners for Lower Fore St)	Construction phases
The next steps include proportionate and controlled business case development for both projects, identification of capital funding for both projects and identification of delivery vehicles/partners and further private investment for Lower Fore Street					Initial SPF rev / cap ask	Future SPF revenue ask	Future SPF revenue ask	Future SPF capital ask, other grants and private investment
					£2,050k	£TBC	£TBC	

## CNP Actions: Meeting 5<sup>th</sup> October 2022

7.	<p><b>Community Network Panel Review</b></p> <ul style="list-style-type: none"> <li>Workshops sessions have been held with the Chairs and Vice-Chairs of Community Network Panels to help shape proposals.</li> <li>It is proposed there will be 12 CAPs (Community Area Partnerships) in place of the 19 Community Network Areas, and that the Cornwall Gateway CN area will be merged with the Liskeard &amp; Looe CN area.</li> <li>Proposals will be circulated to the Community Networks and feedback requested by the 18th November to help inform a final decision. It is proposed that the new CAPs will start meeting in May 2023.</li> <li><b>ACTION:</b> Agreed that an Extraordinary meeting of the Cornwall Gateway network will be held via Teams to discuss the panel's views on the proposals. Date to be confirmed. Post meeting note: Date was later confirmed as Tuesday 1st November.</li> </ul>	ALL
9.	<p><b>Highways and Transport</b>  <u>Update on Community Network Highways Scheme 2.0 - Catherine Thomson</u></p> <ul style="list-style-type: none"> <li>Programme for year 1 circulated. Projects previously agreed by the panel outlined.</li> <li>Botus Fleming speed reduction – positive news as 20mph now proposed with a 30mph buffer zone.</li> <li><b>ACTION:</b> Could towns/parishes please inform CT if there are any offers of match funding towards schemes. This will then be recorded on the next spreadsheet.</li> </ul>	ALL
10.	<p><b>Town and Parish Councils - An opportunity for Town and Parish Council representatives to raise issues of wider relevance to the CNA.</b></p> <p><u>Torpoint TC – Lower Fore Street update and seeking CNP support – Cllr Gary Davis</u></p> <p>Cllr Davis outlined the proposed Integrated Travel Network Projects and circulated the attached paper.          Following a speed concern query, it was clarified that mitigation measures for identified accident hotspots will be looked at.          An Expression of Interest for 3 million has been submitted to the Shared Prosperity Fund. A funding requirement is the need to show evidence of wider support.</p> <p><b>ACTION:</b> It was unanimously agreed that the panel fully supports and endorses the plan.</p>	ALL

13.	<b>Next Meeting Dates</b> • <b>Tuesday 1 November 2022</b> – Extraordinary Meeting (CN Review) - Virtual • <b>Wednesday 7 December 2022</b>	
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## **Saltash Town Council Climate Change & Environmental Working Group – 27 October**

- Feedback from Energy Presentation by Tim Jones Community Energy Plus Cornwall  
Lots of information provided with regard energy consumption in the home and advise to help individuals.

We propose a link with the Library Warm Space initiative to provide information to the residents who use the space to find economic solutions to their energy consumption. The Community Energy Plus are able to provide literature and practical information, in addition to the opportunity to benefit from a full home energy survey.

We would also like to promote this information through meet the councillor events.

- Council Carbon Survey – recognised the beginnings of the work by the Property Maintenance Sub Committee to establish current council energy usage and the request for the incoming surveyor to look at this. We look forward to receiving regular updates as this progresses.

The other major area for carbon usage is our fleet of vehicles and we acknowledge that this will require a complete understanding of the way in which our vehicles are used and the economic implications of reviewing the fleet.

We therefore request that a full survey is completed to review the current usage and options available for a more economic / environmentally friendly fleet of vehicles in the near to medium term.

- Tree Saltash – through Forest Cornwall and SEA we have fully funded trees for the autumn planting and will be looking to draw down the funds for SEA to purchase the required materials to complete the planting over the coming months.
- Own planting – please confirm that the Council use only peat free compost when it comes to planting of our hang baskets etc?

STC CC&E Working Group

Cllr S Gillies



## Cornwall Council Report



# CORNWALL DEVOLUTION DEAL IMPACT ASSESSMENT



2019



[www.cornwall.gov.uk/devolution](http://www.cornwall.gov.uk/devolution)

This link has been provided to deliver the latest public information on the Levelling Up deal for Cornwall:

<https://www.cornwall.gov.uk/people-and-communities/transferring-powers-from-london-to-cornwall/2022-cornwall-devolution-deal/>





## 1. EV Charging Points

The Drive EV2 Project, financed by the European Regional Development Fund, is funding 150 new charge points in car parks owned by Cornwall Council. Seven of these are in Saltash:

Location	Site	Charger type	Number	Estimated timescale for installation
Saltash	Belle Vue West Car Park	7kW	2	Oct-Dec 22
Saltash	Belle Vue West Car Park	50kW	1	Oct-Dec 22
Saltash	Culver Road Car Park	7kW	3	Jan-Mar 23
Saltash	Culver Road Car Park	50kW	1	Jan-Mar 23

Cornwall Council's public charging points are available via the GeniePoint application, and a detailed map of public and private charging points is available at [ZapMap.co.uk](https://www.zapmap.co.uk).

There is some talk of co-ordinating funding applications from town and parish councils for the installation of further charging points, so if Saltash is interested in collaborating on a joint application, I'd advise getting in touch with Catherine Thomson.

## 2. Review of Community Network Panels

Further work on the review has helped to clarify the roles that it is proposed will be taken on by the new Panels. There are four Priority Roles that are seen as essential, and then a 'shopping list' of other possible roles. It would be really good to have the input of Saltash Town Councillors on these roles, especially with suggestions as to how a CAP could support Saltash Town Council from a practical point of view.

Please send in your thoughts to Catherine Thomson by 17<sup>th</sup> November so they can be collated for presentation to the meeting of the Neighbourhoods Overview and Scrutiny meeting on 23<sup>rd</sup> November. From there, the shape of the new Panels will be debated at the Constitution and Governance Committee, then Cabinet then Full Council, with a view to the first CAP meetings being held in May 2023.

Proposed Priority Roles (Seen as essential)

**A1. NEW ROLE:** To engage on and deliver CAP Area Priorities & Action Plans ("CAP Plans")

- To progress priorities important to our communities
- Evidence-based, bringing together local and Cornwall-wide priorities
- Feed into policy and budget-setting, with escalation process for emerging issues
- Support from: Place Operating Groups, Council Leadership Team
- Resource alignment to agreed priorities: will be analysed, with potential to realign

**A2. NEW ROLE:** Specific role on two Shared Prosperity Fund programmes to March 2025

- **Community Levelling Up Programme**

- Place-Shaping: town centre improvements, community infrastructure projects, community engagement schemes on local regeneration
- Local Delivery Frameworks
- Approx. £400k devolved per partnership area

- **Community Capacity & Facilitation Fund**

- Developing pipeline of project proposals for larger-scale SPF funding
- £1.2m total devolved budget across the partnership areas

**A3. ENHANCED ROLE:** Community Engagement

- Engaging communities on CAP Plans (development/progress)
- Advising Council/partners on engagement they want to carry out within areas
- Promoting local community capacity building - overseeing relevant work by Place Operating Groups; working in closer partnership with VCSE

**A4. ENHANCED ROLE:** Championing and Supporting Town & Parish Councils

- T&PCs place at heart of area partnerships is critical
- Go to PLACE to get support, PLATFORM to share best practice, PATHWAY to progress and seek funding for projects and ideas

A 'shopping list' of additional roles.

**B1. NEW ROLE:** Oversee and advise on prioritisation of Devolution Programme for their areas, including associated capital funding.

**B2. NEW ROLE:** External Funding: Seek additional funding to support CAP Plans – activity to be carried out by officers within defined offer

**B3. NEW TOOL:** Participatory Budgeting/Democracy Ability to use to inform allocation of funding etc.

**B4. NEW TOOL:** Community Chest: Members would have discretion to align some of this to CAP Plan priorities.

**B5. ROLE CLARIFICATION:** Cornwall Council Budget: Defined role in being engaged on annual budget process (historically ad hoc).

**B6. NEW ROLE:** Business Plan & Budget: Assessing, challenging, advising on how Council is implementing its strategies and spending its budget at area level – supports Levelling Up

**B7. NEW ROLE:** Place-based services: Similar role in relation to service provision. Key Question: Which services do you want to focus on?

**B8. ENHANCED/CLARIFIED ROLE:** Planning. (i) To be engaged on development of statutory planning policy i.e. Local Plan, (ii) to be engaged on planning briefs of interest across area, (iii) to provide forum for parishes to engage on NDP development [to date, all ad hoc]

**B9. NEW ROLE:** Children & Young People. Defined engagement role including linking to Cornwall's Annual Conversation between children, young people and council leaders

**B10. REINTRODUCED MECHANISM:** "Portfolio Holder engagement" Cabinet Members assigned to each CAP (as in pandemic) to strengthen connectivity

**B11. ENHANCED/CLARIFIED ROLE:** Local issues/service changes: Right to be engaged, at Members' request, where impact on all or significant part of area.

**B12. NEW TOOL:** Scrutiny referral: Develop mechanism to request Overview & Scrutiny Committees to consider scrutiny when common concerns arise across several CAPs

Previously, Cabinet had proposed 9 new areas. After debate, this has now been increased to 12. I've attached a map showing the proposed areas, but under these arrangements, our existing network would 'merge' with the Liskeard, Looe area. Here is a table showing the details of the 12.

Community Area Partnership	Proposed area comprises (CN=Community Network)	Population	Electoral Divisions	Parishes
<b>A: Areas on which CN Chairs &amp; Vice-Chairs workshop reached consensus</b>				
1. Bude & Camelford	Bude AND Camelford CNs	32029	4.5	29
2. Launceston & Caradon	Launceston AND Caradon CNs	40515	5.5	24
3. Liskeard, Looe & Cornwall Gateway	Liskeard & Looe AND Cornwall Gateway CNs	65832	11	29
4. Bodmin, Wadebridge & Padstow	Bodmin AND Wadebridge & Padstow CNs <i>Question: St Wenn Parish – CAP 4 or 5?</i>	42259 incl. St Wenn	7	22
5. Newquay, St Columb, St Agnes & Perranporth	Newquay & St Columb AND St Agnes & Perranporth CNs <i>Question: St Wenn Parish – CAP 4 or 5?</i>	51281	7.5	10
6. Truro & Roseland	Truro & Roseland CN PLUS St Goran Parish, MINUS Grampound with Creed Parish	47808	8	18
7. Falmouth & Penryn	Falmouth & Penryn CN	47205	7	9
<b>B: Areas where CN Chairs &amp; Vice-Chairs put forward different options – “South Restormel”</b>				
<b>OPTION 1</b>	<b>OPTION 1 was the majority preferred option arising from the CN Chairs Workshop</b>			
8. St Austell Mevagissey St Blazey Fowey & Lostwithiel	St Austell & Mevagissey AND St Blazey Fowey & Lostwithiel CNs <i>MINUS St Goran Parish PLUS Grampound with Creed Parish. Should Luxulyan Parish be in CAP8 or 9?</i>	49749	7.5	18
9. China Clay	China Clay CN <i>Should Luxulyan Parish be in CAP 8 or 9</i>	30508 incl. Luxulyan	4	6
<b>OPTION 2</b>	<b>OPTION 2 was an alternative option arising from the workshop.</b>			
8. St Austell & Mevagissey	St Austell & Mevagissey CN <i>MINUS St Goran Parish PLUS Grampound with Creed Parish</i>	31986	5	8
9. China Clay and St Blazey Fowey & Lostwithiel	China Clay AND St Blazey Fowey & Lostwithiel CNs	48271	6.5	16
<b>B: Areas where CN Chairs/Vice-Chairs put forward options: “West Cornwall and Camborne Pool Illogan &amp; Redruth area”</b>				
<b>OPTION 1</b>				
10. Camborne Pool Illogan Redruth & Mining Villages	Camborne Pool Illogan Redruth & Mining Villages CN	65171	10	10
11. Hayle, Helston & South Kerrier	Helston & South Kerrier CN PLUS Hayle, St Erth and Gwinear-Gwithian Parishes	50718	7.5	21
12. West Penwith & St Ives	West Penwith CN PLUS St Ives and Towednack Parishes	51515	7.5	16
<b>OPTION 2</b>				
10. Camborne Pool Illogan Redruth, Mining Villages and Gwinear-Gwithian	Camborne Pool Illogan Redruth & Mining Villages CN PLUS Gwinear-Gwithian Parish	68858	10.5	11
11. Helston & South Kerrier	Helston & South Kerrier CN	35758	5	18
12. West Penwith, Hayle & St Ives	West Penwith CN AND Hayle & St Ives CN, MINUS Gwinear-Gwithian Parish	62788	9.5	18

**3. Cabinet proposes a Budget that will see a 2.99% increase in Council Tax**

Documents for the Cabinet meeting to be held on 9th November show that the Cabinet is going to propose a Budget that will see a 2.99% increase in the Cornwall Council portion of Council Tax next year. If approved at the Cabinet meeting, the plans will go out for public consultation and for review by Cornwall Council's Overview and Scrutiny Committees before coming back to the Cabinet in the New Year and then to Full Council for final approval.

The final three items are issues 'carried over' from my previous report:

**4. Double Yellow Lines on Station Road**

I was pleased to receive an email from the Surfacing Team saying they would be reinstating the lines on Station Road on 31<sup>st</sup> October. But on viewing Station Road, I see that the lines have not been reinstated in full. I've written to ask when they will be returning to finish the job. Hopefully it won't be too long...

**5. St Barnabas**

***No further update since October, when I wrote:***

I've enquired about when the engagement work in relation to the future of St Barnabas is likely to recommence. The NHS has responded with: *Despite us having regular conversations across the system about our need and wish to re-start the engagement asap we still do not have an agreed start date from the system.*

**6. Traffic schemes on Broadwalk and Long Park Road**

***No further update since October, when I wrote:***

The public consultation on the proposals to improve access and safety around St Stephens School and Saltash Community School ended in June, but we have heard nothing since. I have written to ask for an update and was told that the delay is partly due to a change in times for the loading bay being proposed for the junction of St Stephens Road and Cowdray Terrace. It is a legal requirement for this change to be advertised for a minimum of 21 days. I've been given assurances that once the legal process for this has been completed Cornwall Council will send letters to the residents who submitted their views during the public consultation to evidence how their concerns have been addressed.



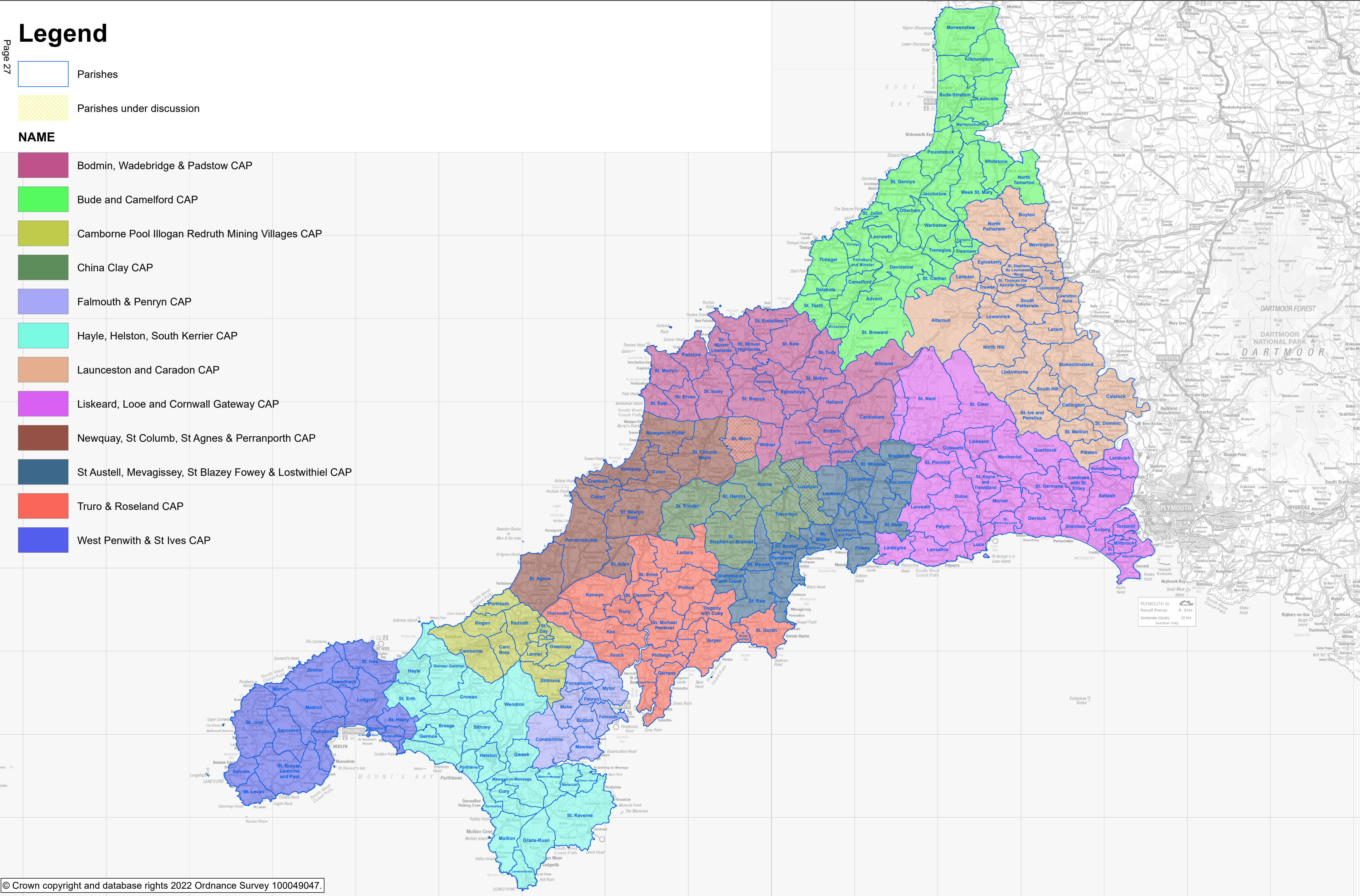


Legend

- Parishes
- Parishes under discussion

NAME

- Bodmin, Wadebridge & Padstow CAP
- Bude and Camelford CAP
- Camborne Pool Illogan Redruth Mining Villages CAP
- China Clay CAP
- Falmouth & Penryn CAP
- Hayle, Helston, South Kerrier CAP
- Launceston and Caradon CAP
- Liskeard, Looe and Cornwall Gateway CAP
- Newquay, St Columb, St Agnes & Perranporth CAP
- St Austell, Mevagissey, St Blazey Fowey & Lostwithiel CAP
- Truro & Roseland CAP
- West Penwith & St Ives CAP





Questions - A 15-minute period when members of the public may ask questions of Members of the Town 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.

<u>Date Received</u>	<u>Public Questions to the Town Council</u>	<u>Submitted By</u>
24.10.22	Will Council take more positive steps to remember properly the names of the fallen not recorded on our Borough War Memorials?	Barry Brooking
26.10.22	What steps are Saltash Town Council taking to keep any increase in the precept for year 23/24 below 5% rather than the 14/18% showing in the draft budgets?	John Brady



## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 6th October 2022 at 7.00 pm**

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

**ALSO PRESENT:** 1 Member of the Press, Reverend T Parkman, H Frank (Cornwall Council) and M Worth (Cornwall Council), S Burrows (Town Clerk), R Lumley (Assistant Town Clerk) and D Joyce (Administration Officer)

**APOLOGIES:** Councillors: G Challen, J Foster, S Lennox-Boyd and D Yates.

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

**201/22/23 PRAYERS.**

Reverend Tim Parkman led prayers.

**202/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

**203/22/23 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.

Councillor Miller arrived and joined the meeting.

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

None.

**204/22/23     CHAIRMAN'S REPORT.**

The Chairman thanked the Town Clerk and all staff who contributed to the proceedings for the passing of The Queen.

The Chairman informed Members there is a high volume of work taking place at the Town Council. Formal meetings are currently being organised with relevant external parties, such as, Cornwall Councillors, Portfolio Holders and our MP Sheryll Murray, to strengthen the Town Council's partnerships and improve working relationships for the future.

It was **RESOLVED** to note.

**205/22/23     MONTHLY CRIME FIGURES.**

Members discussed the figures presented in the reports pack.

Members expressed concern that acts of crime in some areas appeared not to be reported as they were not reflected in the crime figure report received.

Members discussed the necessity of reporting any act of crime through the correct channels to ensure provisions for resources are allocated in the future to assist in crime prevention.

It was **RESOLVED** to note.

**206/22/23     REPORT BY COMMUNITY ENTERPRISES PL12.**

The Chairman provided a brief verbal update informing Members that following the recently held AGM Jo Grail had been appointed Chair.

It was **RESOLVED** to note.

**207/22/23     CORNWALL GATEWAY COMMUNITY REPORT FOR NOTING OR MATTERS ARISING .**

Cornwall Councillor Frank provided a short verbal overview of the meeting including updates to the CNP priorities such as the A38, Air Quality and Water Transport:

The review of the network panel areas was still underway and discussions were being held with Cabinet on the size of each network area and each areas functionality. Positive consultations and workshops held between the Chairman and Vice Chairman of each network area.

The original proposal by Cabinet to reduce the network area map to ten separate areas is under negotiation with twelve areas being proposed for further consideration.

The timeline for feedback and resolution with the final Community Area Panels (CAPS) proposal to be received by Cornwall Council at a future Full Council meeting is to be in place by May 2023.

The Town Council would be consulted once the network panels had agreed the final proposal.

The proposal currently states at least one Community Link Officer (CLO) would be required for each CAP and asked if the Town Council would express support for this proposal.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** that Councillor Frank provides feedback to the CNP on behalf of Saltash Town Council that all Members agreed and support the view that at least one CLO is required for each CAP.

**208/22/23     CORNWALL GATEWAY COMMUNITY ACTION POINTS FOR REPORTS.**

No Actions.

**209/22/23     TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.**

No report.

**210/22/23     TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.**

No report.

211/22/23 TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

No report.

212/22/23 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.

It was **RESOLVED** to note.

213/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

214/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

215/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 1ST SEPTEMBER 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 1<sup>st</sup> September 2022 were confirmed as a true and correct record.

**216/22/23    FINANCE:**

a. To advise the following receipts:

i. August 2022

It was **RESOLVED** to note.

b. To advise the following payments:

ii. August 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 31<sup>st</sup> August 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.

**217/22/23    TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

- a. Services held on Thursday 8th September 2022;

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

- b. Planning and Licensing held on 27th September 2022;

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

The Chairman of Planning and Licensing Councillor B Samuels requested all Members attend the following scheduled Planning and Licensing meeting to be held on Tuesday 18<sup>th</sup> October 2022 as planning application PA22/07188 - land north of Broad Lane and west of Duck Lane, Trematon will be received for consideration.

Members were informed this meeting is due to be held in the Guildhall Long Room to allow for public attendance.

- c. Policy and Finance held on Wednesday 28th September 2022;

**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.

It was proposed by Councillor Miller, seconded by Councillor Griffiths and **RESOLVED** to approve the above recommendation.

- d. Personnel held on 29th September 2022

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

- e. Services held on 4th October 2022.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** to defer the Services Committee minutes to the next Full Town Council meeting to be held on Thursday 3<sup>rd</sup> November 2022.

**218/22/23     TO RECEIVE AND NOTE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON WEDNESDAY 7TH SEPTEMBER 2022 AND CONSIDER ANY RECOMMENDATIONS.**

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

**219/22/23     TO RECEIVE A MAYOR OF CORNWALL VERBAL UPDATE.**

The Chairman brought Members attention to recent correspondence received in the form of a written extract from the leader of Cornwall Council.

Once further definitive information was available it will be received and considered by the Town Council at a future meeting.

It was **RESOLVED** to note.

**220/22/23     TO RECEIVE NOTIFICATION OF A CONFERENCE - IN AND BEYOND NEIGHBOURHOOD PLANS FOR COMMUNITY, NATURE AND CLIMATE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**221/22/23     TO RECEIVE A PUBLICATION ON DEMENTIA-FRIENDLY COMMUNITIES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the publication on dementia-friendly communities.

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** to formally adopt a proposal and plan to work towards being a Dementia-Friendly Town Council.

**222/22/23     TO RECEIVE A VERBAL UPDATE ON THE SHARED PROSPERITY FUND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman spoke of the recent meetings held with the Shared Prosperity Working Group.

The Chairman advised that the information provided on how to apply and how successful funding bids will be awarded has been conflicting at times leading to confusion.

Cornwall Councillor Frank was invited to speak on the Shared Prosperity Funding scheme:

Councillor Frank encouraged the Town Council to put forward applications and advised that regular review points would be provided throughout the process.

Funding applications must show evidence for the drive for 'good growth', create more skilled jobs, deliver greener and more inclusive work opportunities and invest in communities and places.

There is also funding available within the Levelling Up pot.

Members discussed the necessity for professional support in order to assist with funding bid submissions.

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

1. To vire £10,000 from General Reserves to create a new P&F budget code - EMF Funding Bids;
2. To provide delegated authority to the Town Clerk working with the Shared Prosperity Working Group for the expenditure up to a maximum of £10,000 for professional fees to help develop funding bids;
3. That the Shared Prosperity Working Group provide regular notes and reports to Full Council.



**223/22/23     MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 8TH OCTOBER 2022 OUTSIDE BLOOM HEARING, FORE STREET.**

- a. The next scheduled meeting date Saturday 8<sup>th</sup> October 2022 outside Bloom Hearing, Fore Street.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** for Councillors Dent, Gillies and Griffiths to attend.

**224/22/23     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.

**225/22/23     TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**226/22/23     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.**

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

**227/22/23     TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

For Members information only.

Rotary Defib Opening

Rotary will be unveiling the red phone box and defibrillator at Isambard House on Friday 7<sup>th</sup> at 6pm.

Beating the Bounds

Event takes place on Saturday 8<sup>th</sup> at 10:30am meeting at Waitrose car park.

**228/22/23     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 Peggs and **RESOLVED** to issue the following Press and Social Media releases:

1. Reporting acts of crime;
2. Town Council pledge to becoming Dementia-Friendly.

**229/22/23     DATE OF NEXT MEETING: THURSDAY 3RD NOVEMBER 2022 AT 7P.M.**

Thursday 3<sup>rd</sup> November 2022 at 7.00pm

**230/22/23     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 3 November 2022 at 7.00 pm

Rising at: 8.03 pm

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

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

# Agenda Item 17a

## Bank Receipts

Saltash Town Council

For the period 1 September 2022 to 30 September 2022

Contact	Description	Net	VAT	Gross
Allotments rent income		£ 50.00	£ -	£ 50.00
Annual Mooring Fees Income		£ 750.00	£ 150.00	£ 900.00
Barclays	Barclays loyalty Reward	£ 3.04	£ -	£ 3.04
Beating the Bounds Income		£ 70.00	£ -	£ 70.00
Cornwall Council	Council Tax Support Grant - Sep 2022 - Saltash	£ 6,873.39	£ -	£ 6,873.39
Cornwall Council	Precept - Sep 2022 - Saltash	£ 627,845.00	£ -	£ 627,845.00
Craft Fair table bookings income		£ 20.00	£ -	£ 20.00
Daily Moorings Income		£ 166.67	£ 33.33	£ 200.00
Guildhall Bookings Income		£ 123.60	£ -	£ 123.60
Guildhall bookings refreshments Income		£ 40.83	£ 8.17	£ 49.00
Library Books Sales		£ 76.35	£ -	£ 76.35
Library Income	Library Fines income	£ 7.50	£ 1.50	£ 9.00
Library Income	Library Photocopying Fees income	£ 80.60	£ 16.12	£ 96.72
Lloyds	Charges	£ 50.00	£ -	£ 50.00
Maurice Huggins Room income		£ 315.00	£ -	£ 315.00
Pengelley Funeral Services	Overpayment on Burial invoice	£ 277.00	£ -	£ 277.00
Public Sector Deposit Fund	Public Sector Deposit Interest Received	£ 274.49	£ -	£ 274.49
Saltash Co-operative Funeralcare	Churchtown - Cemetery Income	£ 2,844.00	£ -	£ 2,844.00
Saltash Scrap store	Library Funding	£ 450.00	£ -	£ 450.00
Seagull Bags Income		£ 58.34	£ 11.66	£ 70.00
St Stephen Parish Church	St Stephens - Cemetery Income	£ 1,735.00	£ -	£ 1,735.00
Trusted Boat Scheme Income		£ 33.33	£ 6.67	£ 40.00

**Grand Total**

**£ 642,144.14   £ 227.45   £ 642,371.59**

# Agenda Item 17b

## Bank Payments

Saltash Town Council

For the period 1st September 2022 to 30st September 2022

Contact	Description	Net	VAT	Gross
Abalone Graphics Ltd	Staff Name Badges	£ 9.63	£ 1.92	£ 11.55
All Seasons Window Cleaning	Station Window Cleaning - August 2022	£ 35.00	£ -	£ 35.00
ASG Security	Annual fee for the maintenances & 24 hour monitoring of security alarms	£ 301.71	£ 60.34	£ 362.05
Bailey Partnership	Interim Fee for Library Refurbishment	£ 2,300.00	£ 460.00	£ 2,760.00
Barclays	Bank Charges	£ 18.63	£ -	£ 18.63
Barclays	Transfers to Barclays Active Saver	£ 99,885.00	£ -	£ 99,885.00
Barclays	Bank Transfer from Barclays Business Current Account to Cornwall Council Deposit Account	£ 30,000.00	£ -	£ 30,000.00
Bond Timber	Woodstain for Street Furniture	£ 86.88	£ 17.38	£ 104.26
Brandon Hire	July Cost For Hire Of Pedestrian Mower	£ 305.44	£ 61.09	£ 366.53
Clive Pig	Saltash Regatta story teller services - Library	£ 175.00	£ -	£ 175.00
Cornwall Council	Rent and Insurance for Garage and Depot at Longstone Park Glebe Avenue Saltash	£ 385.00	£ -	£ 385.00
Cornwall Council	Reserved Parking space 1 in Alexandra Square	£ 274.85	£ 54.97	£ 329.82
Cornwall Pension Fund	Pension Fund Payment - September 2022	£ 9,337.31	£ -	£ 9,337.31
Corserv Limited	Hedge-cutter - 1/2 day course (a.m.) 19.05.2022 for Service Delivery Staff & 1 Certificate	£ 375.00	£ 75.00	£ 450.00
Corserv Limited	Brush Cutter/Strimmer course - 1 day course - 6th May 2022 for Service Delivery Staff & 1 Certificate	£ 620.00	£ 124.00	£ 744.00
CPR Computer Recycling	Palette collection for the removal of disposed IT Assets	£ 55.00	£ 11.00	£ 66.00
Credit Card (Adobe)	Adobe Licence for Admin Staff	£ 150.92	£ -	£ 150.92
Credit Card (Amazon)	P&F Office equipment	£ 101.17	£ 20.23	£ 121.40
Credit Card (Amazon)	Guildhall repair Materials	£ 105.70	£ 21.13	£ 126.83
Credit Card (Amazon)	Service Delivery - Grounds Maintenance	£ 16.64	£ 3.34	£ 19.98
Credit Card (Amazon)	Service Delivery - Equipment	£ 142.86	£ 28.57	£ 171.43
Credit Card (Amazon)	Library Stationary	£ 24.13	£ 4.83	£ 28.96
Credit Card (Amazon)	Library Activities	£ 84.26	£ 13.28	£ 97.54
Credit Card (Amazon)	Longstone Office Equipment	£ 51.62	£ 10.33	£ 61.95
Credit Card (Executive retail)	Condolence book for Operation London Bridge	£ 24.95	£ 4.99	£ 29.94
Credit Card (Executive retail)	P&F Stationary	£ 87.38	£ 3.89	£ 91.27
Credit Card (High Street Vouchers)	Reward Voucher for staff recognition	£ 25.00	£ -	£ 25.00
Credit Card (Xero)	Xero Subscription - 01 Aug 22 - 31 Aug 22	£ 26.00	£ 5.20	£ 31.20
Dainton Group Services	Rent for Waterfront Cabin & Effluent Tank - 01/09/22 to 30/09/22	£ 321.42	£ 64.28	£ 385.70
Denmans	Components for Security Light Installations at Pontoon Cabin	£ 72.75	£ 14.55	£ 87.30
Devon Contract Waste Ltd	Longstone Depot recycling costs 03/08/2022	£ 12.19	£ 2.44	£ 14.63
EE	Staff Mobiles & Pontoon Broadband charges	£ 359.73	£ 71.95	£ 431.68
Efficient Comms Ltd	Telephone Call and Service Charges - August	£ 165.79	£ 33.16	£ 198.95
Festival of Remembrance	Saltash Festival of Remembrance - 2022 - Minute Number 42/22/23	£ 850.00	£ -	£ 850.00
Greenham	Cleaning supplies for Longstone	£ 56.42	£ 11.28	£ 67.70
Greenham	Service delivery clothing	£ 54.00	£ 10.80	£ 64.80
HMRC	PAYE Payment September 2022	£ 7,748.08	£ -	£ 7,748.08
Human Resources Support Consultancy	Recruitment Costs for Finance Officer & Finance Assistant	£ 1,850.91	£ 370.18	£ 2,221.09
Human Resources Support Consultancy	HR Consultancy Services for work carried out during the month of July 2022 (Outsource HR Work)	£ 400.00	£ 80.00	£ 480.00

Human Resources Support Consultancy	Recruitment Costs for Assistant Town Clerk	£ 1,010.00	£ 202.00	£ 1,212.00
Human Resources Support Consultancy	HR Consultancy Services for work carried out during the month of August 2022 (Outsource HR Work)	£ 535.00	£ 107.00	£ 642.00
Laser - Guildhall Gas	Guildhall Gas Supply for the period 30/06/2022 to 31/07/2022	£ 70.92	£ 3.55	£ 74.47
Laser - Library Gas	Library Gas for the period 30/06/2022 to 31/07/2022	£ 78.66	£ 3.93	£ 82.59
Laser - Unmetered supply - 1051655	Unmetered NHH consumption and standing charge - at Moorland View, Salt Mill Skate Park	£ 8.44	£ 0.42	£ 8.86
Lisa Schneidau	Library Activity Expenses	£ 202.00	£ -	£ 202.00
Livewire Youth Music Project	Library Activity Expenses	£ 50.00	£ -	£ 50.00
MK Callington Stores Ltd	Newspapers for Library from February to August 2022	£ 497.30	£ -	£ 497.30
Moorepay	HR Consultancy Fees	£ 418.30	£ 83.66	£ 501.96
Naomi Jones	Library Activity Expenses	£ 45.00	£ -	£ 45.00
Opayo	Card Machine Charges	£ 5.08	£ -	£ 5.08
Opayo (previously Sage)	Card Machine Charges	£ 15.60	£ 3.12	£ 18.72
PKF Littlejohns LLP	Annual Governance and Accountability Audit	£ 2,000.00	£ 400.00	£ 2,400.00
Print Copy Scan Ltd	Prints for new photocopiers - 27/07/2022 to 29/08/2022	£ 48.46	£ 9.70	£ 58.16
Rosevale Accountants Ltd	Professional Fees August and 1st Week September	£ 8,466.75	£ 1,693.35	£ 10,160.10
Rosevale Accountants Ltd	Monthly Payroll and Absence Management - August 2022	£ 512.50	£ 102.50	£ 615.00
Safe 38	Safe 38 Promotional Materials - Minute Number 42/22/23	£ 434.00	£ -	£ 434.00
Saltash Window Cleaning	Cleaning of Saltash Council Office 12/08/2022 and 09/09/2022	£ 90.00	£ -	£ 90.00
SOS Consultancy	Computer Equipment (Councillors)	£ 5,000.00	£ 1,000.00	£ 6,000.00
SOS Consultancy	Replacement UPS battery for the Server and Delivery Costs	£ 307.67	£ 61.53	£ 369.20
SOS Consultancy	Subject Access Request search	£ 60.00	£ 12.00	£ 72.00
SOS Consultancy	Monthly ICT Support and Maintenance Services	£ 1,014.90	£ 202.98	£ 1,217.88
South West Water	Water Charges and Sewerage charges for Longstone Depot - 02/06/2022 - 01/08/2022	£ 640.35	£ 50.32	£ 690.67
Spot-On-Supplies	Cleaning Supplies - Isambard House	£ 43.67	£ 8.74	£ 52.41
Spot-On-Supplies	Cleaning Supplies - Guildhall	£ 63.96	£ 12.79	£ 76.75
Spot-On-Supplies	Cleaning Supplies - Maurice Huggins	£ 37.50	£ 7.50	£ 45.00
Spot-On-Supplies	Cleaning Supplies - Library	£ 217.32	£ 43.46	£ 260.78
Spot-On-Supplies	Cleaning Supplies - Longstone	£ 39.20	£ 7.84	£ 47.04
Staff Expenses	Travelling Expenses	£ 49.50	£ -	£ 49.50
Staff Salaries	Staff Salaries - September 2022	£ 30,366.47	£ -	£ 30,366.47
Sumup	Card Machine Charges	£ 0.68	£ -	£ 0.68
Tartendown Nursery	Landscape Sales (hanging baskets) and Delivery	£ 3,090.00	£ 618.00	£ 3,708.00
Thrussells Cornwall	Fabrication of Heritage bench for Fore Street 10/09/2022 (£106 Funded)	£ 4,000.00	£ -	£ 4,000.00
TJ Electrical	Labour for Consumer Unit replacement at Waterside Toilets	£ 800.00	£ -	£ 800.00
Tudor Environmental	Materials for maintenance of grounds tools and equipment	£ 257.12	£ 51.43	£ 308.55
UK Fuels Ltd	Fuel and Maintenance for Vehicles	£ 505.47	£ 101.09	£ 606.56
Underhill Engineering	Skilled labour, plant, tools & equipment for repair work to the Pontoon	£ 6,982.10	£ 1,396.42	£ 8,378.52
Viking Direct	Cost of Paper supplies	£ 56.50	£ 11.30	£ 67.80
Westcountry Skip Hire	Green Waste Refuse Disposals 17th August to 15th September	£ 139.36	£ 27.87	£ 167.23
Westcountry Skip Hire	31/08/22, WTN26145, Large Builders Skip Enclosed, Exchange General 1	£ 297.00	£ 59.40	£ 356.40
Westcountry Skip Hire	07/09/22, WPS23223, General Mixed Waste, Processing, (Minimum Charge applied)	£ 16.90	£ 3.38	£ 20.28
WesternWeb Ltd	Costs for updating Website and information	£ 15.00	£ 3.00	£ 18.00

Wolseley	Materials Needed to Fix Fairmead Allotment Under Ground Water Leak.	£ 62.90	£ 12.58	£ 75.48
Grand Total		<u>£ 225,447.95</u>	<u>£ 7,940.99</u>	<u>£ 233,388.94</u>

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Services Committee held at the Guildhall on Tuesday 4th October 2022 at 6.30 pm**

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

**ALSO PRESENT:** 2 Members of the Public, S Burrows (Town Clerk), S Webber (Service Delivery Manager) and D Joyce (Administration Officer)

**APOLOGIES:** Councillors G Challen, L Challen, M Griffiths, S Martin and D Yates.

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#### **53/22/23      HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **54/22/23      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.

#### **55/22/23      QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

The Town Clerk informed the Chairman of two public questions with regard to Agenda Item 9.

The Chairman informed Members that the two questions would be received under Agenda Item 9:

To receive a request to commemorate the passing of our late Queen Elizabeth II and consider any actions and associated expenditure.

**56/22/23      TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON THURSDAY 8TH SEPTEMBER 2022 AS A TRUE AND CORRECT RECORD.**

The Town Clerk informed Members that the link which accompanied Agenda Item 5 was incorrect. The link displayed minutes to be received as the 16<sup>th</sup> June 2022 and 26<sup>th</sup> July 2022.

The error was brought to the attention of the Town Clerk late in the afternoon and due to short notice was unable to be amended.

The Town Clerk advised the Chairman to defer the minutes to the next Services Committee meeting.

It was **RESOLVED** to note.

**57/22/23      TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**58/22/23      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.



59/22/23

**TO RECEIVE AND NOTE THE SALTASH AREA ROAD SAFETY MEETING NOTES HELD ON MONDAY 25TH JULY 2022.**

Members discussed various areas which had been reported as problematic for speeding in Saltash, the areas included Callington Road and St Stephens Road.

Members expressed concern at the speeds in which cars are now traversing since the speed bumps have been retarmacked on the main high street. Concern was raised as the street is not deemed pedestrian friendly.

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

1. Note the minutes from the Saltash Area Road Safety and report areas of concern as dangerous to public safety due to excessive speed – Fore Street, St Stephens Road and Callington Road;
2. Delegate authority to the Town Clerk to report safety concerns in the Town to Cornwall Council Highways Department, including no speed signs on St Stephens Road and Callington Road.

60/22/23

**TO RECEIVE A REQUEST TO COMMEMORATE THE PASSING OF OUR LATE MAJESTY QUEEN ELIZABETH II AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman invited Mrs. Sue Hooper to speak in support of Agenda Item 9:

The whole world was in shock at the passing of The Late Queen Elizabeth II – who passed away so suddenly just a few weeks ago – particularly when only a few months before, the UK, Realms and Commonwealth were celebrating Her Majesty's Platinum Jubilee.

Virtually the whole of Saltash partook in the nation's celebrations from all corners of the town – North, East, South and West and in the middle through the whole of Fore Street.

Thousands of local people were joyous – from individuals, community groups, charities, organisations, businesses, shops and public houses – flags bedecked all the streets – the atmosphere was ecstatic and Saltash celebrated so enthusiastically and unforgettably which has been well documented and recorded.

My request as a local resident and not as part of any local organisation or committee to everlastingly remember Her Late Majesty is sincere and taking into account the success of the Saltash Memorial Peace Garden and the community's sincere love of this peaceful community space.

I believe this could be achievable and could include a free standing story board with a heading, photographs and script of when our late Monarch visited Saltash in 1949 (Princess Elizabeth) and 1962 (Queen Elizabeth II) – and photos of when Saltash celebrated her Platinum Jubilee.

The Peace Garden hosts many memorial features including silent soldiers which have the Royal British Legion emblems engraved and of which our late Monarch was patron of the RBL – in keeping with the Legion's royal patronage in 1971 during its 50th anniversary.

Our Late Queen as Head of State has placed a poppy wreath at the London Whitehall Cenotaph every year of her reign – together with many of the senior members of the royal family – and the senior uniformed royals saluted as the Queen's coffin passed the war memorial.

Therefore, it is well documented the love and respect that the monarchy has for fallen, remembrance and memorials.

It is also a remarkable coincidence that the opening of the Peace Garden was on the 70th anniversary of the end of the second world war – and this request follows the 70th anniversary of our late Majesty's reign!!

A statement at the opening of the Memorial Peace Garden on Sunday 22nd November 2015 read: "this memorial is not just about the past. It recognises the future and has an additional meaning as well as remembrance.

"It embraces a garden, dedicated to peace, where we can combine our sentiments of remembering with hopes and prayers for peace in the future."

Here I rest my case Councillors and once again that this lovely Peace Garden so beautifully cared for by the Saltash Town Council's Service Delivery Team is kindly renamed as 'Queen Elizabeth II Memorial Peace Garden' – together with the idea of the story board in her honour.

Thank you very much indeed

The Chairman read Mr. John Brady's email against Agenda Item 9:

Dear Chairman & Committee Members Services Committee,

I refer to Item 9 on your Agenda, and the request by Mrs. Sue Hooper asking you to support the renaming of the Memorial Peace Garden. The proposed name put forward is The Queen Elizabeth II Memorial Peace Garden. Though her reasoning is laudable, I would ask you seriously consider my and other person's thoughts on this subject.

I took the Queen's shilling when I joined the Navy in 1962 but, and this is very important, I did not join the Royal Navy because of the Queen, I joined because my oldest brother encouraged me to. I served for 23 years leaving October 1985.

During my Service time I met the Queen on 3 occasions, one of which was at a Royal Garden Party at Buckingham Palace in 1983.

I too was a founder member of the Peace Garden with Mrs. Hooper and with others, and our mission was to provide a space where people could rest and reflect away from the hurly-burly of life in peaceful surroundings.

This happened, and after the Silent Soldier unveiling 04/08/2018 (I was Mayor at the time) attention turned from a child's idea using Pebbles to turn it into a Memorial Peace Garden.

This very act, in my view as well as others, turned the Peace Garden into a sacred place in memory of those from the 2 Great Wars, who gave of their lives, for our Country, family and friends.

Many of those, named in the Pebble Memorial were conscripted/mobilised and sent off to War. They received the King's shilling.

They did not, I am sure, go off to War because of the King?

There is no doubt in anyone's mind Her Majesty Queen Elizabeth II, was adored and loved by her people and always will be. Sadly, those named on our Memorials died in the Service of their Country before Queen Elizabeth II ascended to the throne.

Mrs. Hooper has not in her request letter mentioned how the various Committees involved with the Memorial Peace Garden have inputted to this request? I would suggest not.

The death of Queen Elizabeth II, has brought a surge in popularity for the Monarchy, but, and if you keep abreast of the news, there are many who would wish the Monarchy done away with, for many reasons?

Do Councillors really feel supporting this request is the right decision?

Mrs. Hooper in her request letter states the 'Corporation' are planning the planting of a tree in our late Queen's name. What Corporation and where?

Would it not be more sensible and less sensitive to rename say Jubilee Green and Plant a tree/trees in her name there. After all the Platinum Jubilee organisers, including King Charles III as well as Her Late Majesty supported this project.

Saltash Town Council must not get involved in knee jerk reaction and must listen to the Public and not adopt headline seeking suggestions which look good for the Council but upset the community.

I trust you will read my letter at The Services Committee Meeting on 04/10/22 and if nothing else suspend any support until a proper conversation on this proposal has been undertaken.

Members discussed the proposal and the suggested location for a commemorative area with accompanying storyboard dedicated to our late Majesty Queen Elizabeth II.

The Chairman thanked Mrs. Sue Hooper and Mr. John Brady for their contribution.

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

1. To not rename the Memorial Peace Garden at this stage;
2. To investigate permission to use the term "Royal", "Queen Elizabeth II, and or "Queen";
3. That Members submit locations to the Town Clerk and to consider consulting with the public at the next Services Committee meeting to be held on Thursday 13<sup>th</sup> October 2022.

**61/22/23      TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Service Delivery Manager (SDM) further updated Members on the report received.

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

Members thanked the Service Delivery Team for their continued hard work.

Councillor Foster left the meeting.

**62/22/23      TO RECEIVE A REPORT ON WATER EFFICIENCIES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The SDM further updated Members on the report received.

Councillor Foster returned to the meeting.

It was **RESOLVED** to note.

**63/22/23      TO RECEIVE A REPORT ON ADOPTING A STREET AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE**

Members discussed the Litter Rangers scheme provided by Saltash Environmental Action (S.E.A).

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

1. To support and promote S.E.A initiative – Litter Rangers;
2. To advertise the Town Council litter picking provisions available to community organisations;
3. To request regular reports from S.E.A to be received at future Services Committee meetings;
4. That the Town Council considers the provisions of support for S.E.A subject to a report being received.

**64/22/23      TO RECEIVE A REPORT ON CHARGING OF PUBLIC TOILETS AND  
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE**

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

1. To note the report and to not pursue charging for use of the public conveniences;
2. To present details of the vandalism and reporting system to a future Services Committee meeting;
3. The SD Team continue to report vandalism to the Police and Safer Saltash.

**65/22/23      TO RECEIVE AN UPDATED REPORT ON A DOG FOULING  
COMPETITION AND CONSIDER ANY ACTIONS AND ASSOCIATED  
EXPENDITURE.**

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

1. To approve the competition poster and criteria subject to final proof reading;
2. To approve the Terms and Conditions for the competition subject to final proof reading;
3. To approve the 21 proposed Cornwall Council, Churchtown Nature Reserve and Rugby and Football pitch approved locations for the installation of signage;
4. To appoint Company C for the provisions of signs at a cost of £550.00+vat allocated to budget code 6511 Tourism and Signage;
5. To provide delegated authority to the Administration Officer to confirm suitable dates and timescales liaising with the local schools, youth organisation's and the competition judging panel;

Members thanked the Administration Officer for her hard work on this project.

**66/22/23      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.

**67/22/23      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**68/22/23      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**69/22/23      TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**70/22/23      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Lennox-Boyd, seconded by Councillor B Samuels and **RESOLVED** to issue the following Press and Social Media Releases:

1. Dog Fouling Competition;
2. Public Convenience vandalism;
3. Support for SEA's Initiative – Litter Rangers and the Town Council provisions for community groups use of litter picking equipment.

**DATE OF NEXT MEETING**

Thursday 13 October 2022 at 6.30 pm

Rising at: 8.21 pm

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

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



## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 13th October 2022 at 6.30 pm**

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

**ALSO PRESENT:** 3 Members of the Public, S Burrows (Town Clerk), S Webber (Service Delivery Manager), A Primmer (Finance Officer) and F Morris (Planning and General Administrator)

**APOLOGIES:** R Bullock, L Challen, S Martin and S Miller.

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The Chairman led the Town Council in a minute's silence to remember the Town Crier, Mr Brian Whipp, with respect and gratitude for his service to the community.

#### **71/22/23      HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **72/22/23      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.

#### **73/22/23      QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**74/22/23      TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON THURSDAY 8TH SEPTEMBER 2022 AND TUESDAY 4TH OCTOBER 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 Peggs and **RESOLVED** that the minutes of the Services Committee held on Thursday 8<sup>th</sup> September 2022 were confirmed as a true and correct record.

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Services Committee held on Tuesday 4<sup>th</sup> October 2022 were confirmed as a true and correct record.

**75/22/23      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

**76/22/23      TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**77/22/23      TO RECEIVE A REPORT ON THE TOWN COUNCIL MOBILE PHONE CONTRACT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. Cancellation of three contracts that are at the end of the term;
2. Transfer of four mobile contracts to sim only contracts;
3. Transfer of two sim only contracts due for renewal in March 2023;
4. Sim transfer from the phone with the broken screen to a spare phone, thus saving the cost of £95 for a replacement screen, subject to this being possible otherwise approval for the spend.

78/22/23

**TO SET THE SERVICES COMMITTEE BUDGETS FOR THE YEAR 2023/24 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

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

**Services Committee – Service Delivery Budget:**

Due to the difference in opinion for the Saltash Recreation Area budget code the Chairman asked a vote be taken.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and following a vote it was **RESOLVED** to allocate £20,000 to budget code EMF Saltash Recreation Areas for the year 2023/24.

It was proposed by Councillor Yates, seconded by Councillor Dent and resolved to **RECOMMEND** the Service Delivery Budget for the year 2023/24 to the Extraordinary Policy and Finance Committee meeting to be held on the 22<sup>nd</sup> November 2022 as attached.

The Chairman announced a break at 20:20

The Chairman reconvened the meeting at 20:25

**Services Committee – Guildhall Budget:**

It was proposed by Councillor P Samuels, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND** the Guildhall Budget for the year 2023-24 to the Extraordinary Policy and Finance Committee meeting to be held on the 22<sup>nd</sup> November 2022 as attached.

**Services Committee - Maurice Huggins:**

It was proposed by Councillor P Samuels, seconded by Councillor Foster and resolved to **RECOMMEND** the Maurice Huggins Budget for the year 2023-24 to the Extraordinary Policy and Finance Committee meeting to be held on the 22<sup>nd</sup> November 2022 as attached.

**Services Committee – Library:**

Members received the recommended Library budget statement for the year 2023/24 from the Library Sub Committee meeting held on the 7<sup>th</sup> September 2022.

It was proposed by Councillor Dent, seconded by Councillor Yates and resolved to **RECOMMEND** the Library Budget for the year 2023-24 to the Extraordinary Policy and Finance Committee meeting to be held on the 22<sup>nd</sup> November 2022 as attached.

Services Committee – Isambard House:

Members received the recommended Isambard House budget statement for the year 2023/24 from the Station Property Sub Committee meeting held on the 24<sup>th</sup> August 2022.

It was proposed by Councillor Bickford, seconded by Councillor Gillies and resolved to **RECOMMEND** the Isambard House Budget for the year 2023-24 to the Extraordinary Policy and Finance Committee meeting to be held on the 22<sup>nd</sup> November 2022 as attached.

It was **RESOLVED** to note that the Town Clerk and Finance Officer continues to monitor the utility cost for all Services budgets and updates accordingly.

It was **RESOLVED** to note that the Town Clerk continues to monitor staffing cost for all Services budgets and updates accordingly.

**79/22/23      TO SET THE SERVICES FEES AND CHARGES FOR THE YEAR 2023/24 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

Members discussed the Town Council Fees and Charges for the year 2023/24.

Room Hire:

It was proposed by Councillor P Samuels, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND** room hire costs should not be increased for the year 2023-24 to the Extraordinary Policy and Finance Committee meeting to be held on the 22nd November 2022 as attached.

Councillor Lennox Boyd left the meeting.

Councillor Lennox Boyd returned to the meeting.

Freedom of Information:

It was **RESOLVED** to note that the Freedom of Information charges remain the same for the year 2023/24 in line with the regulations.

Mooring Fees:

It was proposed by Councillor P Samuels seconded by Councillor G Challen and resolved to **RECOMMEND** an increase of 20% on all Mooring Fees and an increased fee of £80 for the Trusted Boater Scheme for the year 2023-24 to the Extraordinary Policy and Finance Committee meeting to be held on the 22nd November 2022 as attached.

Councillor Lennox-Boyd left the meeting.

Councillor Lennox-Boyd returned to the meeting.

The Chairman informed Members the meeting had arrived at 2.5hrs.

It was proposed by Councillor Foster, seconded by Councillor Dent and **RESOLVED** to suspend Standing Order t.x to allow the meeting to continue after 2.5hrs.

Councillor Gillies left the meeting at 21.02

Library:

The Town Clerk informed Members the fees and charges are set by Cornwall Council.

It was proposed by Councillor Stoyel, seconded by Councillor Yates and resolved to **RECOMMEND** the Library charges as set by Cornwall Council for the year 2023-24 to the Extraordinary Policy and Finance Committee meeting to be held on the 22nd November 2022 as attached.

Allotments:

It was proposed by Councillor Dent, seconded by Councillor B Samuels and resolved to **RECOMMEND** an increase of £10 in rent per annum across all sites and an increase in water charges to £30 per annum for the year 2024/25 to the Extraordinary Policy and Finance Committee meeting to be held on the 22nd November 2022 as attached.

80/22/23

**TO RECEIVE A REPORT TO COMMEMORATE THE PASSING OF OUR LATE MAJESTY QUEEN ELIZABETH II AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members that the Cabinet Office has confirmed that Saltash Town Council would need permission to use 'Royal', 'Queen Elizabeth II' or 'Queen' and subject to the usual strict criteria governing the use of the titles, guidance will be published in due course.

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** to delegate to the Assistant Town Clerk to keep moving this project forward, to find out about the criteria, guidance, permissions, possible locations and to bring back to the Services Committee when further information is available.

81/22/23

**TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman informed members of the comprehensive report received from Saltash Environmental Action (S.E.A).

**Community Energy Plus:**

It was **RESOLVED** to note and issue a Press and Social Media Release.

**Climate Literacy Training for Councillors:**

It was **RESOLVED** to note the training session at a cost of £140 and budget code 6213 Councillor Training.

**Victoria Gardens:**

It was **RESOLVED** to encourage pollinator plants at Victoria Gardens.

**Carkeel Roundabout Development and Community Allotment:**

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

1. Delegate authority to Councillor Bickford to liaise with Highways in connection with the Carkeel Roundabout Development reporting back;
2. Approve the work at the Grenfell Avenue Community Allotment - Accessible pathway; levelling the access and the existing path (parallel to the road) and a small seating area, ballast and 'Ecogrid' or similar paving grid;
3. Approve a raised bed.

**Tree Saltash:**

It was proposed by Councillor Peggs, seconded by Councillor Yates and **RESOLVED** that SEA report back to the next Services Meeting with full costings to accurately allocate the funds to budget code 6589 EMF Community Tree Planting Initiatives.

**82/22/23      TO RECEIVE A REPORT ON PURCHASING PLAQUES TO DISPLAY THE QUEEN'S JUBILEE MURALS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Forster, seconded by Councillor P Samuels and **RESOLVED** to delegate authority to the Assistant Town Clerk to purchase two plaques up to a maximum budget of £150 allocated to budget code 6511 Tourism and signage.

**83/22/23      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.

**84/22/23      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**85/22/23      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**86/22/23      TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

The Chairman requested that Members consider the following items:

1. Operational hours for the public toilets;
2. No mow May for the year 2023/24;
3. Operational hours for the Guildhall Reception.



87/22/23 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES  
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE  
OF THE MEETING.**

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Bickford and **RESOLVED** to issue the following Press and Social Media Release:

1. Dr. Tim Jones – Community Energy Plus.

**DATE OF NEXT MEETING**

Thursday 8 December 2022 at 6.30 pm

Rising at: 9.37 pm

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

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

Account	Actual Received/Sp end 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Sp end YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept 2023/24	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
<b>Service Delivery Operating Income</b>												
<b>Service Delivery Income</b>												
<b>Grounds &amp; Premises Income</b>												
4500 SE Allotment Rents	3,328	0	0	3,300	3,377	(77)	4,000	Churchtown - 50 plots = £50 + £10 water Grenfell - 15 plots - £30.00 Fairmead - 10 plots - £45 + £10 water	4,404	4,849	5,339	5,878
4510 SE Public Footpath Grant	1,526	0	0	1,564	1,573	(9)	1,722	Added 10.1% CPI	1,896	2,087	2,298	2,530
4511 SE Christmas Event income	0	0	0	0	0	0	150		165	182	200	220
4512 SE Misc Income Grounds & Premises	104	0	0	0	1,347	(1,347)	0	Monies charged to Saltash bowls club to pay water bill .	0	0	0	0
<b>4513 - Water Rates Income (Propose new code)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,560</b>	<b>New code for Saltash Bowls Water Rates income +10.1% CPI</b>				
4523 SE Service Delivery Income - Seagull Bags	1,332	0	0	1,753	640	1,113	2,003	Considering increased to £4 from next order	2,205	2,428	2,673	2,943
<b>Total Grounds &amp; Premises Income Town &amp; Waterfront Income</b>	<b>6,290</b>	<b>0</b>	<b>0</b>	<b>6,617</b>	<b>6,937</b>	<b>(320)</b>	<b>11,434</b>		<b>8,670</b>	<b>9,546</b>	<b>10,510</b>	<b>11,572</b>
4520 SE Waterfront Income - Trusted Boat Scheme	0	0	0	4,000	1,752	2,248	4,265		4,696	5,170	5,692	6,267
4521 SE Waterfront Income - Annual Mooring Fees	7,939	0	0	9,000	3,928	5,072	10,800		11,891	13,092	14,414	15,870
4522 SE Waterfront Income - Daily Mooring Fees	1,339	0	0	2,000	823	1,177	2,400		2,642	2,909	3,203	3,527
<b>Total Town &amp; Waterfront Income</b>	<b>9,277</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>6,503</b>	<b>8,497</b>	<b>17,465</b>		<b>19,229</b>	<b>21,171</b>	<b>23,309</b>	<b>25,664</b>
<b>Total Service Delivery Income</b>	<b>15,567</b>	<b>0</b>	<b>0</b>	<b>21,617</b>	<b>13,440</b>	<b>8,177</b>	<b>28,899</b>		<b>27,899</b>	<b>30,717</b>	<b>33,820</b>	<b>37,235</b>
<b>Total Service Delivery Operating Income</b>	<b>15,567</b>	<b>0</b>	<b>0</b>	<b>21,617</b>	<b>13,440</b>	<b>8,177</b>	<b>28,899</b>		<b>27,899</b>	<b>30,717</b>	<b>33,820</b>	<b>37,235</b>
<b>Service Delivery Operating Expenditure</b>												
<b>Service Delivery Expenditure</b>												
<b>Grounds &amp; Premises Expenditure</b>												
6209 PF Oyster Beds	0	0	0	1	0	1	1		1	1	1	2
6500 SE Tree Survey and Tree Maintenance	0	0	0	10,000	4,150	5,850	11,010	current budget +10.1%CPI	12,122	13,346	14,694	16,178
6503 SE Allotments	721	0	0	1,200	778	422	1,321	current budget +10.1%CPI	1,455	1,602	1,763	1,941
6506 SE Grounds Maintenance & Watering (6506)	7,529	0	0	12,000	4,493	7,507	10,000	Based on current expenditure	11,010	12,122	13,346	14,694
6508 SE Public Toilets (Operational Costs)	4,909	0	0	4,024	1,651	2,373	4,430	current budget +10.1%CPI	4,878	5,371	5,913	6,510
6517 SE Cross (Maintenance)	198	0	0	3,000	258	2,742	3,303	current budget +10.1%CPI	3,637	4,004	4,408	4,854
6525 GR Public Toilets (Repairs & Maintenance Costs)	3,019	0	0	2,500	876	1,624	2,753	current budget +10.1%CPI	3,031	3,337	3,674	4,045
6526 SE Tools, Equipment & Materials (Store & All Areas)	4,499	0	0	3,000	1,938	1,062	3,303	current budget +10.1%CPI	3,637	4,004	4,408	4,854
6529 G&P Refuse Disposal	5,076	0	0	5,500	2,255	3,245	6,056	current budget +10.1%CPI	6,667	7,340	8,082	8,898
6907 SE Seagulls Bags	1,089	0	0	1,818	303	1,515	2,002	current budget +10.1%CPI	2,204	2,426	2,671	2,941
<b>Grounds &amp; Premises Expenditure Total</b>							<b>44,178</b>		<b>48,640</b>	<b>53,553</b>	<b>58,962</b>	<b>64,917</b>
<b>Longstone Expenditure</b>												
7100 LO Rates - Longstone	2,104	0	0	2,157	(4,104)	6,261	2,375	current budget +10.1%CPI	2,615	2,879	3,170	3,490
7101 LO Water Rates - Longstone	547	0	0	411	1,310	(899)	4,012	Previous years budget + 10.1% CPI + Income from Water Rates figure (4513)	4,417	4,863	5,355	5,895
7103 LO Electricity - Longstone	1,262	0	0	2,461	(229)	2,690	6,153	Current Budget + 150% based on current expenditure and current economic factors	6,774	7,458	8,211	9,041
7104 LO Fire & Security Alarm - Longstone	409	0	0	917	357	561	1,010	current budget +10.1%CPI	1,112	1,224	1,347	1,484
<b>7105 LO Fire Extinguishers - Longstone (merge code with 7104)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>Merge with 7104</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
7107 LO Rent - Longstone	4,500	0	0	4,500	2,310	2,190	4,955	current budget +10.1%CPI	5,455	6,006	6,612	7,280
7108 LO Cleaning Materials & Equipment - Longstone	273	0	0	615	367	248	677		746	821	904	995
7110 LO General Repairs & Maintenance - Longstone	693	0	0	500	78	422	551	current budget +10.1%CPI	606	667	735	809
7114 LO Equipment - Longstone	690	0	0	1,025	52	973	1,129	current budget +10.1%CPI	1,243	1,368	1,506	1,658
7121 LO IT & Office Costs - Longstone	1,053	0	0	1,031	77	954	750	Based on current expenditure	826	909	1,001	1,102
<b>Total Longstone Expenditure</b>	<b>11,530</b>	<b>0</b>	<b>0</b>	<b>13,617</b>	<b>216</b>	<b>13,401</b>	<b>21,610</b>		<b>23,792</b>	<b>26,195</b>	<b>28,841</b>	<b>31,754</b>
<b>Total Grounds &amp; Premises Expenditure Town &amp; Waterfront Expenditure</b>	<b>38,569</b>	<b>0</b>	<b>0</b>	<b>56,660</b>	<b>16,919</b>	<b>39,741</b>	<b>65,788</b>		<b>72,433</b>	<b>79,748</b>	<b>87,803</b>	<b>96,671</b>
6504 SE Street Furniture (Maintenance)	923	0	0	1,500	315	1,185	2,000	Requested increase due to recent vandalism	2,202	2,424	2,669	2,939

6505 SE Street Lighting	630	0	0	300	144	156	750	Current Budget + 150% based on current expenditure and current economic factors	826	909	1,001	1,102
6511 SE Tourism & Signage	0	0	0	1,025	0	1,025	250	Based on current expenditure	275	303	334	367
6512 SE Bus Shelters (Maintenance)	0	0	0	513	0	513	565	current budget +10.1%CPI	622	685	754	830
6515 SE Festive Lights Maintenance & Electricity	756	0	0	1,400	(277)	1,677	3,500	Current Budget + 150% based on current expenditure and current economic factors	3,854	4,243	4,671	5,143
6519 SE Flags & Bunting	2,653	0	0	2,500	880	1,620	2,753	current budget +10.1%CPI	3,031	3,337	3,674	4,045
6522 SE Pontoon (Maintenance Costs) (6522)	2,800	0	0	6,000	7,173	(1,173)	6,606	current budget +10.1%CPI	7,273	8,008	8,817	9,707
6524 SE Vehicle Maintenance and Repair Costs	9,799	0	0	10,000	5,378	4,622	12,600	Prices have gone up by 26% relative to October 2021, have costed accordingly	13,873	15,274	16,816	18,515
6527 SE Salt Bins Refill	521	0	0	1,031	0	1,031	500	Based on usage	551	606	667	735
6528 SE Pontoon Accommodation	5,777	0	0	10,827	3,103	7,724	11,921	Hire of Pontoon hut £3,696	13,125	14,450	15,910	17,516
<b>Total Town &amp; Waterfront Expenditure</b>	<b>23,857</b>	<b>0</b>	<b>0</b>	<b>35,096</b>	<b>16,716</b>	<b>18,380</b>	<b>41,444</b>		<b>45,630</b>	<b>50,238</b>	<b>55,312</b>	<b>60,899</b>
<b>Total Service Delivery Expenditure</b>	<b>62,426</b>	<b>0</b>	<b>0</b>	<b>91,756</b>	<b>33,635</b>	<b>58,121</b>	<b>107,232</b>		<b>118,062</b>	<b>129,987</b>	<b>143,115</b>	<b>157,570</b>
<b>Service Delivery Staffing Expenditure</b>												
Service Delivery Staffing Expenses	6,125	0	0	4,999	2,011	2,988	5,504	current budget +10.1%CPI 6673 Clothing - £2,270 6674 - Mobiles £2,325 6675 Travel - £909	6,060	6,672	7,346	8,088
6676 ST Services Delivery Staff Training	6,340	0	0	10,000	4,709	5,291	11,010	current budget +10.1%CPI	12,122	13,346	14,694	16,178
Service Delivery Staffing Costs	192,423	0	0	292,859	89,032	203,827	295,257	Based on NJC Scale 2021-2022 + 10%	325,078	357,911	394,060	433,860
<b>Total Service Delivery Staffing Expenditure</b>	<b>204,888</b>	<b>0</b>	<b>0</b>	<b>307,858</b>	<b>95,752</b>	<b>212,106</b>	<b>311,771</b>		<b>343,260</b>	<b>377,929</b>	<b>416,100</b>	<b>458,126</b>
<b>Total Operating Expenditure</b>	<b>267,314</b>	<b>0</b>	<b>0</b>	<b>399,614</b>	<b>129,386</b>	<b>270,228</b>	<b>419,003</b>		<b>461,322</b>	<b>507,916</b>	<b>559,215</b>	<b>615,696</b>
<b>Total Service Delivery Operating Expenditure</b>	<b>267,314</b>	<b>0</b>	<b>0</b>	<b>399,614</b>	<b>129,386</b>	<b>270,228</b>	<b>419,003</b>		<b>461,322</b>	<b>507,916</b>	<b>559,215</b>	<b>615,696</b>
<b>Total Service Delivery Operating Surplus/ (Deficit)</b>	<b>(251,747)</b>	<b>0</b>	<b>0</b>	<b>(377,997)</b>	<b>(115,947)</b>	<b>(262,050)</b>	<b>(390,103)</b>		<b>(433,423)</b>	<b>(477,198)</b>	<b>(525,395)</b>	<b>(578,460)</b>
<b>Service Delivery EMF Expenditure</b>												
<b>Grounds &amp; Premises EMF Expenditure</b>												
6471 GH EMF Heritage Centre	96	4,960	0	5,000	2,071	7,889	0		0	0	0	0
6571 SE EMF Saltash Recreation Areas	1,249	29,560	0	10,000	0	39,560	20,000	Added by Property Maintenance on 11/10/2022	0	0	0	0
6580 SE EMF Public Toilets (Capital Works)	0	0	0	10,000	1,690	8,310	0		0	0	0	0
6588 EMF Victoria Gardens	0	10,000	0	0	0	10,000	0		0	0	0	0
6589 EMF Community Tree Planting Initiatives	0	0	0	2,000	0	2,000	2,000		2,000	2,000	2,000	2,000
<b>Total Grounds &amp; Premises EMF Expenditure</b>	<b>1,345</b>	<b>44,520</b>	<b>0</b>	<b>27,000</b>	<b>3,761</b>	<b>67,759</b>	<b>22,000</b>		<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>Longstone EMF Expenditure</b>												
7170 LO EMF Longstone Depot Capital Works	0	500	0	0	0	500	2,000	Added by Property Maintenance on 11/10/2022	0	0	0	0
<b>Total Longstone EMF Expenditure</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>2,000</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Grounds &amp; Premises EMF Expenditure</b>	<b>1,345</b>	<b>45,020</b>	<b>0</b>	<b>27,000</b>	<b>3,761</b>	<b>68,259</b>	<b>24,000</b>		<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>Town &amp; Waterfront EMF Expenditure</b>												
6570 SE EMF Notice Boards (Repair & Replace)	0	1,839	0	0	30	1,809	0		0	0	0	0
6572 SE EMF Festive Lights (6572)	9,263	1,319	0	10,000	0	11,319	10,000		10,000	10,000	10,000	10,000
6573 SE EMF Public Art & Maintenance	0	1,443	0	0	0	1,443	0		0	0	0	0
6574 SE EMF Salt Bins	264	2,464	0	0	0	2,464	0		0	0	0	0
6575 SE EMF Street Furniture (New & Replace)	301	2,448	0	0	398	2,050	0		0	0	0	0
6578 SE EMF Equipment and Vehicles (Capital Works)	15,038	4,749	0	20,000	0	24,749	0		5,000	5,000	5,000	5,000
6582 SE EMF Town War Memorial (6582)	0	1,978	0	0	0	1,978	0		0	0	0	0
6584 SE EMF Pontoon Maintenance Costs	4,566	6,131	0	0	73	6,058	0	Forecast Added by Property Maintenance on 11/10/2022	10,000	10,000	10,000	10,000
7000 EMF Staff Contingency (Service Delivery)	30,705	18,534	0	0	0	18,534	11,066	Increase to 10% of Staffing Costs (£29600)	0	0	0	0
<b>Total Town &amp; Waterfront EMF Expenditure</b>	<b>60,137</b>	<b>40,905</b>	<b>0</b>	<b>30,000</b>	<b>501</b>	<b>70,404</b>	<b>21,066</b>		<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
<b>Total Service Delivery EMF Expenditure</b>	<b>61,481</b>	<b>85,925</b>	<b>0</b>	<b>57,000</b>	<b>4,262</b>	<b>138,663</b>	<b>45,066</b>		<b>27,000</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>
<b>Total Service Delivery Expenditure (Operational &amp; EMF)</b>	<b>328,796</b>	<b>85,925</b>	<b>0</b>	<b>456,614</b>	<b>133,648</b>	<b>408,891</b>	<b>464,069</b>		<b>488,322</b>	<b>534,916</b>	<b>586,215</b>	<b>642,696</b>
<b>Total Service Delivery Budget Surplus/ (Deficit)</b>	<b>(313,228)</b>	<b>(85,925)</b>	<b>0</b>	<b>(434,997)</b>	<b>(120,209)</b>	<b>(400,713)</b>	<b>(435,169)</b>		<b>(460,423)</b>	<b>(504,198)</b>	<b>(552,395)</b>	<b>(605,460)</b>

Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds to Receive/ Available to Date 2022/23	Precept 2023/24	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Guildhall Operating Income												
Guildhall Income												
4200 GH Income - Guildhall Bookings	1,899	0	0	10,261	1,121	9,140	10,261	Guildhall has not been hired out as much as expected	11,297	12,438	13,695	15,078
4201 GH Income - Guildhall Refreshments	98	0	0	257	119	138	257	on budget, possibly slightly better	283	312	343	378
4206 GH Income - Guildhall Misc Property Income	1	0	0	232	0	232	232	nominal code used for grants	255	281	310	341
Total Guildhall Income	1,998	0	0	10,750	1,240	9,510	10,750		11,836	13,031	14,347	15,796
	1,998	0	0	10,750	1,240	9,510	10,750		11,836	13,031	14,347	15,796
Guildhall Operating Expenditure												
Guildhall Expenditure												
6400 GH Rates - Guildhall (6400)	8,608	0	0	8,908	8,608	300	9,808	last year budget + CPI 10.1%	10,798	11,889	13,090	14,412
6401 GH Water Rates - Guildhall (6401)	532	0	0	769	294	475	847	last year budget + CPI 10.1%	932	1,026	1,130	1,244
6402 GH Gas - Guildhall (6402)	1,812	0	0	2,600	457	2,143	6,500	Current Budget + 150% based on current expenditure and current economic factors	7,157	7,879	8,675	9,551
6403 GH Electricity - Guildhall (6403)	3,383	0	0	5,200	838	4,362	13,000	Current Budget + 150% based on current expenditure and current economic factors	14,313	15,759	17,350	19,103
6404 GH Fire & Security Alarm - Guildhall (6404)	1,024	0	0	1,268	703	565	1,396	last year budget + CPI 10.1%	1,537	1,692	1,863	2,051
6408 GH Cleaning Materials & Equipment - Guildhall (6408)	1,058	0	0	1,025	703	322	1,129	last year budget + CPI 10.1%	1,243	1,368	1,506	1,658
6409 GH Boiler Service & Maintenance	218	0	0	1,031	119	912	1,135	last year budget + CPI 10.1%	1,250	1,376	1,515	1,668
6410 GH General Repairs & Maintenance	2,509	0	0	2,578	1,258	1,320	2,838	last year budget + CPI 10.1%	3,125	3,441	3,788	4,171
6411 GH TV License & PRS	21	0	0	0	0	0	1,000	PRS needed for Town Speakers estimate added to budget - <b>Propose name change of GH Entertainment Licenses</b>	1,101	1,212	1,335	1,469
6412 GH Lift Service & Maintenance	2,301	0	0	3,000	2,295	705	3,303	last year budget + CPI 10.1%	3,637	4,004	4,408	4,854
6413 GH Refreshment Costs - Guildhall	271	0	0	376	49	327	414	last year budget + CPI 10.1%	456	502	553	608
6414 GH Equipment - Guildhall	951	0	0	1,006	99	907	1,108	last year budget + CPI 10.1%	1,219	1,343	1,478	1,628
6418 GH Professional Fees	960	0	0	1,052	0	1,052	10,000	Increased to £10,000 in Services meeting 13/10/22	11,010	12,122	13,346	14,694
6420 GH Legionella Risk Assessment (Guildhall)	420	0	0	454	140	314	500	last year budget + CPI 10.1%	550	606	667	735
Total Guildhall Expenditure	24,070	0	0	29,267	15,561	13,706	52,977		58,328	64,219	70,705	77,846
Guildhall Staffing Expenditure												
Guildhall Staffing Expenses	197	0	0	412	123	289	454	last year budget + CPI 10.1% - 6677 Travel & Mobiles £227. 6679 Clothing £227	499	550	605	667
6678 ST GH Staff Training (Guildhall)	391	0	0	513	16	497	565	last year budget + CPI 10.1%	622	685	754	830
Guildhall Staffing Costs	22,416	0	0	27,480	8,486	18,994	29,229	2021-2022 NJC Scale + 10%	32,181	35,431	39,010	42,950
Total Guildhall Staffing Expenditure	23,004	0	0	28,405	8,625	19,780	30,247		33,302	36,666	40,369	44,447
	47,074	0	0	57,672	24,186	33,486	83,224		91,630	100,885	111,074	122,292
Total Guildhall Operating Expenditure	47,074	0	0	57,672	24,186	33,486	83,224		91,630	100,885	111,074	122,292
Total Guildhall Operating Surplus/ Deficit	(45,076)	0	0	(46,922)	(22,946)	(23,976)	(72,474)		(79,794)	(87,853)	(96,727)	(106,496)
Guildhall EMF Expenditure												
6470 GH EMF Guildhall Maintenance	0	47,593	0	20,000	620	66,973	15,000	Minute 62/21/22 of Extraordinary Services meeting resolved to Precept £5,000 in 2023/24 to 6470 + £10,000 Proposed by Property Maintenance on 11/10/2022	0	0	0	0
6696 ST GH EMF Staff Contingency (Guildhall)	0	3,000	0	0	0	3,000	0		0	0	0	0
	0	50,593	0	20,000	620	69,973	15,000		0	0	0	0
Total Guildhall Expenditure (Operational & EMF)	47,074	50,593	0	77,672	24,806	103,459	98,224		91,630	100,885	111,074	122,292
Total Guildhall Budget Surplus/ (Deficit)	(45,076)	(50,593)	0	(66,922)	(23,566)	(93,949)	(87,474)		(79,794)	(87,853)	(96,727)	(106,496)

Services Committee - Maurice Huggins Budget 2022-23  
Saltash Town Council  
For the 5 months ended 31 August 2022

Account	Actual Received/Sp end 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/S pend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept 2023/24	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
<b>Maurice Huggins Operating Income</b>												
<b>Maurice Huggins Income</b>												
4207 GH Maurice Huggins Room Income	458	0	0	1,000	274	726	1,000		1,101	1,212	1,335	1,469
<b>Total Maurice Huggins Income</b>	<b>458</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>274</b>	<b>726</b>	<b>1,000</b>		<b>1,101</b>	<b>1,212</b>	<b>1,335</b>	<b>1,469</b>
<b>Total Maurice Huggins Operating Income</b>	<b>458</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>274</b>	<b>726</b>	<b>1,000</b>		<b>1,101</b>	<b>1,212</b>	<b>1,335</b>	<b>1,469</b>
<b>Maurice Huggins Operating Expenditure</b>												
<b>Maurice Huggins Expenditure</b>												
7000 MA Rates - Maurice Huggins	209	0	0	441	429	12	486	Last years budget + 10.1% CPI	535	589	648	713
7001 MA Water Rates - Maurice Huggins	115	0	0	359	63	296	395	Last years budget + 10.1% CPI	435	479	528	581
7003 MA Electricity - Maurice Huggins	472	0	0	1,025	124	901	2,563	Current Budget + 150% based on current expenditure and current economic factors	2,821	3,106	3,420	3,765
7004 MA Fire & Security Alarm - Maurice Huggins	281	0	0	162	162	0	178	Last years budget + 10.1% CPI	196	216	238	262
7008 MA Cleaning Materials & Equipment - Maurice Huggins	3	0	0	300	202	98	330	Last years budget + 10.1% CPI	364	400	441	485
7010 MA General Repairs & Maintenance - Maurice Huggins	251	0	0	513	15	498	565	Last years budget + 10.1% CPI	622	685	754	830
7018 MA Professional Costs - Maurice Huggins	0	0	0	513	0	513	565	Last years budget + 10.1% CPI	622	685	754	830
7020 MA Legionella Risk Assessment - Maurice Huggins	455	0	0	328	140	188	462	Annual cost + 10.1% CPI	509	561	617	679
<b>Total Maurice Huggins Expenditure</b>	<b>1,786</b>	<b>0</b>	<b>0</b>	<b>3,641</b>	<b>1,135</b>	<b>2,506</b>	<b>5,544</b>		<b>6,104</b>	<b>6,720</b>	<b>7,399</b>	<b>8,147</b>
<b>Total Maurice Huggins Operating Expenditure</b>	<b>1,786</b>	<b>0</b>	<b>0</b>	<b>3,641</b>	<b>1,135</b>	<b>2,506</b>	<b>5,544</b>		<b>6,104</b>	<b>6,720</b>	<b>7,399</b>	<b>8,147</b>
<b>Total Maurice Huggins Operating Surplus/ (Deficit)</b>	<b>(1,329)</b>	<b>0</b>	<b>0</b>	<b>(2,641)</b>	<b>(861)</b>	<b>(1,780)</b>	<b>(4,544)</b>		<b>(5,003)</b>	<b>(5,508)</b>	<b>(6,065)</b>	<b>(6,677)</b>
<b>Maurice Huggins EMF Expenditure</b>												
6472 EMF Maurice Huggins Room	0	214	0	0	0	214	0		0	0	0	0
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	606	0	0	0	606	0		0	0	0	0
<b>Total Maurice Huggins EMF Expenditure</b>	<b>0</b>	<b>820</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>820</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Maurice Huggins Expenditure (Operational &amp; EMF)</b>	<b>1,786</b>	<b>820</b>	<b>0</b>	<b>3,641</b>	<b>1,135</b>	<b>3,326</b>	<b>5,544</b>		<b>6,104</b>	<b>6,720</b>	<b>7,399</b>	<b>8,147</b>
<b>Total Maurice Huggins Budget Surplus/ (Deficit)</b>	<b>(1,329)</b>	<b>(820)</b>	<b>0</b>	<b>(2,641)</b>	<b>(861)</b>	<b>(2,600)</b>	<b>(4,544)</b>		<b>(5,003)</b>	<b>(5,508)</b>	<b>(6,065)</b>	<b>(6,677)</b>

**Services Committee - Library Budget 2022-23**  
Saltash Town Council  
For the 5 months ended 31 August 2022

Account	Actual Received/ Spend 2021/22	/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept 2023/2024	Notes	Budget 2024/25	Budget 2025/26	Budget 2027/28	Budget 2028/29
<b>Library Operating Income</b>												
<b>Library Income</b>												
4517 LI Library - Fines (Collected on behalf of CC)	260	0	0	650	589	61	48	Based on this years figures	53	58	64	71
4518 LI Library - Photocopying Fees	372	0	0	800	258	543	600		661	727	801	882
4524 LI Library Book Sales	339	0	0	300	227	74	320	£120 (Bookshelf Gift Vouchers)	352	388	427	470
4526 LI Library Activity Income	0	0	0	250	0	250	250		275	303	334	367
4527 LI Library Café Rental Income	0	0	0	750	0	750	50	Change to Library Vending Machines Income	55	61	67	73
4528 Library Merchandise Income	0	0	0	750	0	750	0	Propose to delete code	0	0	0	0
4529 Library Activities Sponsorship	0	0	0	600	0	600	600		661	727	801	882
<b>Total Library Income</b>	<b>970</b>	<b>0</b>	<b>0</b>	<b>4,100</b>	<b>1,073</b>	<b>3,027</b>	<b>1,868</b>		<b>2,057</b>	<b>2,264</b>	<b>2,493</b>	<b>2,745</b>
<b>Total Library Operating Income</b>	<b>970</b>	<b>0</b>	<b>0</b>	<b>4,100</b>	<b>1,073</b>	<b>3,027</b>	<b>1,868</b>		<b>2,057</b>	<b>2,264</b>	<b>2,493</b>	<b>2,745</b>
<b>Library Operating Expenditure</b>												
<b>Library Expenditure</b>												
6900 LI Rates - Library	13,473	0	0	14,354	13,473	881	15,804	Last years Budget + 10.1% CPI	17,400	19,157	21,092	23,223
6901 LI Water Rates - Library	0	0	0	331	0	331	364	Last years Budget + 10.1% CPI	401	442	486	536
6902 LI Gas - Library	1,864	0	0	2,249	329	1,920	5,623	Current Budget + 150% based on current expenditure and current economic factors	6,190	6,816	7,504	8,262
6903 LI Electricity - Library	2,055	0	0	2,000	357	1,643	5,000	Current Budget + 150% based on current expenditure and current economic factors	5,505	6,061	6,673	7,347
6904 LI Fire & Security Alarm - Library	550	0	0	938	490	448	1,033	Last years Budget + 10.1% CPI	1,137	1,252	1,378	1,518
6908 LI Cleaning Materials & Equipment - Library	965	0	0	1,684	183	1,501	1,854	Last years Budget + 10.1% CPI	2,041	2,248	2,475	2,724
6909 LI Boiler Service & Maintenance - Library	86	0	0	1,031	119	912	1,135	Last years Budget + 10.1% CPI	1,250	1,376	1,515	1,668
6910 LI General Repairs & Maintenance - Library	908	0	0	2,062	716	1,346	2,270	Last years Budget + 10.1% CPI	2,500	2,752	3,030	3,336
6911 LI TV License & PRS - Library	57	0	0	0	0	0	428	Last years Budget + 10.1% CPI	471	519	571	629
6913 LI Refreshment Costs - Library	0	0	0	258	0	258	284	Last years Budget + 10.1% CPI	313	344	379	417
6914 LI Equipment - Library	186	0	0	750	49	701	750	Last years Budget + 10.1% CPI	826	909	1,001	1,102
6918 LI Professional Fees (Private Contractors)	0	0	0	1,031	0	1,031	20,000	committee meeting 07/09/22 increase to £20,000	22,020	24,244	26,693	29,389
6920 LI Legionella Risk Assessment - Library	455	0	0	450	140	310	495	Last years Budget + 10.1% CPI	545	601	661	728
6921 LI IT & Office Costs - Library	5,127	0	0	1,500	811	689	1,652	Last years Budget + 10.1% CPI	1,818	2,002	2,204	2,427
6922 LI Library Activities	1,617	0	0	3,000	606	2,394	2,370	Library Sub Committee reduced budget on 07/09/2022	2,609	2,873	3,163	3,483
6923 LI PWLB Loan Repayment & Interest	0	0	21,500	1,500	0	23,000	23,000	£23,000 annually	23,000	23,000	23,000	23,000
<b>Total Library Expenditure</b>	<b>27,343</b>	<b>0</b>	<b>21,500</b>	<b>33,138</b>	<b>17,274</b>	<b>37,364</b>	<b>82,062</b>		<b>88,027</b>	<b>94,595</b>	<b>101,826</b>	<b>109,787</b>
<b>Library Staffing Expenditure</b>												
Library Staff Expenses	411	0	0	1,947	50	1,898	2,144	6681 Travelling Expenses £869 6680 Staff Clothing £1,275	1,996	2,198	2,420	2,664
6682 ST LI Staff Training (Library)	592	0	0	1,000	0	1,000	1,101	Last years Budget + 10.1% CPI	1,025	1,129	1,243	1,368
Library Staffing Costs	111,702	0	0	124,372	30,119	94,253	130,888	NJC Scale 2021-2022 + 10%	128,105	141,044	155,289	170,973
<b>Total Library Staffing Expenditure</b>	<b>112,705</b>	<b>0</b>	<b>0</b>	<b>127,319</b>	<b>30,169</b>	<b>97,150</b>	<b>134,133</b>		<b>131,126</b>	<b>144,370</b>	<b>158,951</b>	<b>175,005</b>
<b>Total Operating Expenditure</b>	<b>140,048</b>	<b>0</b>	<b>21,500</b>	<b>160,457</b>	<b>47,442</b>	<b>134,515</b>	<b>216,195</b>		<b>219,153</b>	<b>238,965</b>	<b>260,777</b>	<b>284,793</b>
<b>Total Library Operating Expenditure</b>	<b>140,048</b>	<b>0</b>	<b>21,500</b>	<b>160,457</b>	<b>47,442</b>	<b>134,515</b>	<b>216,195</b>		<b>219,153</b>	<b>238,965</b>	<b>260,777</b>	<b>284,793</b>
<b>Total Library Operating Surplus/ Deficit</b>	<b>(139,077)</b>	<b>0</b>	<b>(21,500)</b>	<b>(156,357)</b>	<b>(46,369)</b>	<b>(131,488)</b>	<b>(214,327)</b>		<b>(217,096)</b>	<b>(236,700)</b>	<b>(258,284)</b>	<b>(282,048)</b>
<b>Library EMF Expenditure</b>												
6971 LI EMF Saltash Library Property Refurbishmen	4,114	24,174	199,930	0	9,283	214,821	10,000		0	0	0	0
6972 LI EMF Library Equipment & Furniture	18,771	13,146	0	0	830	12,316	0		0	0	0	0
6973 LI EMF Loan Repayments	0	44,500	(21,500)	0	0	23,000	0		0	0	0	0
6974 LI EMF Tresorys Kernow Funding	0	0	1,215	0	965	250	0		0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	3,844	0	11,156	0	15,000	0		0	0	0	0
<b>Total Library EMF Expenditure</b>	<b>22,885</b>	<b>85,664</b>	<b>179,645</b>	<b>11,156</b>	<b>11,078</b>	<b>265,387</b>	<b>10,000</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Library Expenditure (Operational &amp; EMF)</b>	<b>162,933</b>	<b>85,664</b>	<b>201,145</b>	<b>171,613</b>	<b>58,521</b>	<b>399,901</b>	<b>226,195</b>		<b>219,153</b>	<b>238,965</b>	<b>260,777</b>	<b>284,793</b>
<b>Total Library Budget Surplus/ (Deficit)</b>	<b>(161,963)</b>	<b>(85,664)</b>	<b>(201,145)</b>	<b>(167,513)</b>	<b>(57,448)</b>	<b>(396,874)</b>	<b>(224,327)</b>		<b>(217,096)</b>	<b>(236,700)</b>	<b>(258,284)</b>	<b>(282,048)</b>

To/From Reserves & Budget Virements 2022/23

- £21,500 vired from 6973 EMF Loan Repayments to 6923 PWLB Loan Repayments/ Interests for 2022/23 Loan Repayment - Minute No 124/21/22
- £199,930 PWLB Loan received on 1st April for the Library Refurbishment Works
- £1,215 received from Tresorys Kernow Funding - Big Green Environment Show

Account	Actual Received/Sp end 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spe nd YTD 2022/23	Actual Funds To Receive/Availa ble to Date 2022/23	Precept 2023/24	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Isambard House Operating Income												
Isambard House Income												
4301 SA Isambard House - Bookings	1,962	0	0	5,000	3,477	1,523	10,000		11,010	12,122	13,346	14,694
4302 SA Isambard - Refreshment Income	22	0	0	1,000	0	1,000	500		551	606	667	735
4504 - SA Isambard - Café Rental (Propose New Code)							5,000	Based on full letting from 01/04/23 @£100PW	5,505	6,061	6,673	7,347
Total Isambard House Income	1,983	0	0	6,000	3,477	2,523	15,500		17066	18789	20687	22776
Total Isambard House Operating Income	1,983	0	0	6,000	3,477	2,523	15,500		17,066	18,789	20,687	22,776
Isambard House Operating Expenditure												
Isambard House Expenditure												
6800 SA Rates - Isambard House	3,543	0	0	3,750	3,543	207	4,129	Last Years Budget + 10.1% CPI added	4,546	5,005	5,510	6,067
6801 SA Water Rates - Isambard House	(53)	0	0	586	0	586	645	Last Years Budget + 10.1% CPI added	710	782	861	948
6802 SA Gas - Isambard House	902	0	0	2,430	(197)	2,627	6,075	Current Budget + 150% based on current expenditure and current economic factors	6,689	7,364	8,108	8,927
6803 SA Electricity - Isambard House	(159)	0	0	3,608	0	3,608	9,020	Current Budget + 150% based on current expenditure and current economic factors	9,931	10,934	12,038	13,254
6804 SA Fire & Security Alarm - Isambard House	774	0	0	978	644	334	1,000	Set by Station Sub Committee	1,101	1,212	1,335	1,469
6808 SA Cleaning Materials & Equipment - Isambard House	1,669	0	0	1,538	489	1,049	1,693	Last Years Budget + 10.1% CPI added	1,864	2,053	2,260	2,488
6810 SA General Repairs & Maintenance - Isambard House	445	0	0	750	181	569	1,000	Set by Station Sub Committee	1,101	1,212	1,335	1,469
6811 SA TV License & PRS - Isambard House	0	0	0	2,132	0	2,132	0	Vire 2022/23 budget to new code (6872)	0	0	0	0
6813 SA Refreshments Costs - Isambard House	552	0	0	210	0	210	210	No increase	231	255	280	309
6814 SA Equipment - Isambard House	954	0	0	989	0	989	989	No increase	1,089	1,199	1,320	1,453
6818 SA Professional Costs - Isambard House	250	0	2,000	1,052	0	3,052	2,000	Virement from minute 8/22/23 as of 24/08/22	2,202	2,424	2,669	2,939
6821 SA IT & Office Costs - Isambard House	0	0	(500)	1,000	0	500	1,000	Virement from minute 8/22/23 as of 24/08/22	1,101	1,212	1,335	1,469
6822 SA Activities & Events	0	0	(1,500)	2,000	0	500	1,000	Virement from minute 8/22/23 as of 24/08/22	1,101	1,212	1,335	1,469
Total Isambard House Expenditure	8,877	0	0	21,023	4,660	16,363	28,761		31,666	34,864	38,386	42,263
Isambard House Staffing Expenditure												
6671 Staff Expenses - Isambard House	0	0	0	256	0	256	282	Last Years Budget + 10.1% CPI added - Merge with 6671	310	342	376	414
6672 ST SA Staff Training - Isambard House	0	0	0	1,025	0	1,025	1,129	Last Years Budget + 10.1% CPI added - Merge with 6672	1,243	1,368	1,506	1,658
Station Staffing Expenses	0	0	0	6,814	0	6,814	7,464	Based on NJC Scale 2021-2022 + 10%	8,218	9,048	9,962	10,968
Total Isambard House Staffing Expenditure	0	0	0	8,095	0	8,095	8,874		9,771	10,758	11,844	12,815
Total Operating Expenditure	8,877	0	0	29,118	4,660	24,458	37,636		41,437	45,622	50,230	54,349
Total Isambard House Operating Expenditure	8,877	0	0	29,118	4,660	24,458	37,636		41,437	45,622	50,230	55,078
Total Isambard House Operating Surplus/ (Deficit)	(6,893)	0	0	(23,118)	(1,183)	(21,935)	(22,136)		(24,371)	(26,833)	(29,543)	(32,302)
Isambard House EMF Expenditure												
6473 SA EMF Station Building (Purchase & Capital Works)	40,967	92,745	0	0	35,000	57,745	0		0	0	0	0
6870 SA EMF Isambard House	6,508	18,492	0	0	0	18,492	0		0	0	0	0
6871 SA EMF Tresorys Kernow Funding	0	0	2,250	0	0	2,250	0		0	0	0	0
6872 SA Entertainment Licenses (propose new code)								Vire from 6811 (£2132)				
6695 ST SA EMF Staff Contingency - Isambard House	0	2,000	0	0	0	2,000	0		0	0	0	0
Total Isambard House EMF Expenditure	47,476	113,237	2,250	0	35,000	80,487	0		0	0	0	0
Total Isambard House Expenditure (Operational & EMF)	56,352	113,237	2,250	29,118	39,660	104,945	37,636		41,437	45,622	50,230	55,078
Total Isambard House Budget Surplus/ (Deficit)	(54,369)	(113,237)	(2,250)	(23,118)	(36,183)	(102,422)	(22,136)		(24,371)	(26,833)	(29,543)	(32,302)

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 18th October 2022 at 6.30 pm**

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

**ALSO PRESENT:** 50 Members of the Public, M Worth (Cornwall Council), S Burrows (Town Clerk), R Lumley (Assistant Town Clerk) and F Morris (Planning and General Administrator).

**APOLOGIES:** R Bickford, S Gillies, M Griffiths, S Martin and J Peggs.

#### **76/22/23 HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **77/22/23 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.

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>	<b>Left Meeting</b>
Lennox-Boyd	PA22/06876	Non-Pecuniary	Employing the same architect as the applicant.	Yes
Lennox-Boyd	PA22/07188	Non-Pecuniary	Private residence and personal friends in the community.	Yes
Lennox-Boyd	PA22/08406	Non-Pecuniary	Connection with owner of bottom half of Windy Ridge & a friend.	Yes



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

None.

**78/22/23      QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

The Chairman informed Members that two requests to speak had been received in relation to Agenda Item 7c – Applications for consideration.

PA22/07188 - in support of Land Adjoining Duck Lane, Trematon, Saltash, PL12 4RT.

PA22/07188 - in objection to Land Adjoining Duck Lane, Trematon, Saltash, PL12 4RT.

By a raise of hands, Members confirmed the public statements are to be received under Agenda item 7c – Applications for consideration.

**79/22/23      TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON TUESDAY 27TH SEPTEMBER 2022 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor B Samuels, seconded by Councillor Foster and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 27<sup>th</sup> September 2022 were confirmed as a true and correct record.

**80/22/23      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

**PLANNING:**

- a. To note that Councillor Lennox-Boyd will vote upon the information before her at the meeting but in the light of subsequent information received at Cornwall Council, Councillor Lennox-Boyd may vote differently at that meeting.
- b. To note that if Councillor Lennox-Boyd wishes to recommend opposite to the Town Council's view she will contact the Town Council by email. Considering time constraints, the Town Council will then hold an online poll of Councillors to determine whether to accept the Officer's view or to ask for the application to be called into committee. The results of these polls will be read into the record at the next Town Council meeting. Members of the public may request, via the Clerk, to be copied into any correspondence.
- c. Applications for consideration:

**PA22/05712**

Mr & Mrs Steven Cox house to home improvements – **46 Killigrew Avenue St Stephens PL12 4PR**

Two story side extension.

**Ward: Essa**

Date received: 15/09/22

Response date: 21/10/22

It was proposed by Councillor Challen, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND APPROVAL**.

Councillor Lennox-Boyd declared an interest in the next two planning applications and left the meeting.

**PA22/06876**

Mr & Mrs Simpson – **The Old Stables Farm Lane St Stephens Saltash PL12 4AR**

Conversion of agricultural barn to C3 residential dwelling with office/annex and garage.

**Ward: Essa**

Date received: 12/10/22

Response date: 02/11/22

It was proposed by Councillor Challen, seconded by Councillor Bullock and resolved to **RECOMMEND APPROVAL** subject to the extensive use of glazing to windows and doors adjacent from a Grade 1 listed building being St Stephen Church.

A representative of GRC Planning, Planning and Development Consultants spoke for three minutes in support of PA22/07188.

A member of the public spoke on behalf of the residents that attended the meeting for three minutes in objection to PA22/07188.

**PA22/07188**

Mr Dean Scantlebury DS Developments (SW) Ltd – **Land Adjoining Duck Lane Trematon Saltash PL12 4RT**

Hybrid application for rural exception site comprising detailed consent for eight bungalows, four double garages, parking, access road and open space area and outline consent for two self-build/custom build bungalows with access, scale and layout to be determined at the outline stage (appearance and landscaping for determination as reserved matters).

**Ward: Trematon**

Date received: 14/09/22

Response date: 21/10/22

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

1. Overdevelopment of the site;
2. Highway issues: traffic generation, vehicular access, highway safety;
3. Capacity of physical infrastructure in the public drainage, sewage, water and gas systems;
4. Deficiencies in social facilities, e.g., spaces in schools;
5. Does not meet the requirements of the exception site.

Councillor Lennox-Boyd was invited and returned to the meeting.

**PA22/07710**

Mark Watt Notter Bridge Cabins Ltd – **Land East of Notter Bridge Inn Notter Saltash PL12 4RW**

3 no. proposed holiday lodges.

**Ward: Trematon**

Date received: 14/09/22

Response date: 21/10/22

It was proposed by Councillor P Samuels, seconded by Councillor Miller and resolved to **RECOMMEND APPROVAL** subject to the recommendations of the Cornwall Council Forestry Officer being taken into account.

**PA22/08199**

Mr Stuart Dudley – **Saltmill Park 3G Pitch Salt Mill Saltash PL12 6LG**

Replace pitch fencing, construct new spectator area and siting of storage container.

**Ward: Tamar**

Date received: 27/09/22.

Response date: 21/10/22

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

**PA22/08243**

Mr Hart – **19 Pondfield Road Latchbrook Saltash PL12 4UA**

Single storey rear extension.

**Ward: Trematon**

Date received: 13/09/22

Response date: 21/10/22

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

Councillor Lennox-Boyd declared an interest in the next planning application and left the meeting.

**PA22/08406**

R Murrain – **Agricultural Building Longlands St Stephens Saltash PL12 4QH**

Change of use and conversion for barns to dwelling and studio and associated works.

**Ward: Trematon**

Date received: 04/10/22

Response date: 25/10/22

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

1. Outside of the development area;
2. Outside of Local and National Planning Policies, NPPF, CLP Policies 7, 23;
3. Highways issues: traffic generation, vehicular access, highway safety;
4. Environmental issues: Adverse impact on nature conservation interests and biodiversity opportunities.

Councillor Lennox-Boyd was invited and returned to the meeting.

**PA22/08483**

Miss Katherine Arroll – **313 New Road Saltash PL12 6HL**

Creation of vehicular parking area including new permeable drive, retaining walls and dropped curb.

**Ward: Tamar**

Date received: 05/10/22

Response date: 26/10/22

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

**PA22/08971**

Mr Wayne Greenidge – **31 Dartmoor View Saltash PL12 6WF**

Single-storey extension to rear elevation to form extended lounge and dining area. Extension over existing side store area to create enlarged bedroom on first floor.

**Ward: Tamar**

Date received: 10/10/22

Response date: 31/10/22

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

**Cornwall Council**, please note that a party wall agreement may be required prior to development.

d. Tree Applications:

**PA22/07754**

Steve Ball – **25 Grassmere Way Saltash PL12 6XE**

Works to trees subject to a TPO: T51 (Oak) – crown reduce lateral spread north over garden by maximum of 2m (20%) and reduce height of northern canopy by 1.5m (20%).

**Ward: Tamar**

Date received: 26/09/22.

Response date: 21/10/22

The Chairman informed Members of Saltash Town Council Voluntary Tree Wardens' and the Tree Surgeon's reports.

It was proposed by Councillor Dent, seconded by Councillor Miller and resolved to **RECOMMEND APPROVAL** subject to:

1. The work to be carried out on the mature oak T51 and not any works to T50;
2. The work to be in accordance with the Tree Surgeon's recommendation for T51 which is reasonable and as long as the pruning is restricted to the crown reducing of the north-only lateral spread by a maximum of 2 metres and reducing the height of the northern canopy by 1.5 m and keeping to the maximum size of pruning cut of 50 mm then the impact on wildlife and amenity value will not be severe and will be acceptable.

**82/22/23      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.

**83/22/23      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**84/22/23      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

85/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

86/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

**DATE OF NEXT MEETING**

Tuesday 15 November 2022 at 6.30 pm

Rising at: 7.40 pm

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

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

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Joint Burial Board Committee held at the St Stephens Church followed by a site visit on Tuesday 25th October 2022 at 3.00 pm**

**PRESENT:** Councillors: R Bullock, J Dent (Co-Chair), S Lennox-Boyd, D Yates, R Magrath (Co-Chair), L Maddock, S McKee and M Wills.

**ALSO PRESENT:** S Burrows (Town Clerk), R Lumley (Assistant Town Clerk), S Webber (Service Delivery Manager), A Primmer (Finance Officer) and D Joyce (Administration Officer)

**APOLOGIES:** None.

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Due to newly appointed staff attending, Saltash Town Council (STC) Co-Chairman Dent gave a brief introduction and welcomed those attending the meeting.

#### **19/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.**

The Joint Burial Board (JBB) Co-Chairman Reverend R Magrath informed those present of the actions required in the event of a fire or emergency.

#### **20/22/23 DECLARATIONS OF INTEREST:**

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

None.

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

None.

#### **21/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE JOINT BURIAL BOARD COMMITTEE.**

None.



**22/22/23      TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON TUESDAY 28TH JUNE 2022 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Joint Burial Board Committee held on Tuesday 28<sup>th</sup> June 2022 were confirmed as a true and correct record.

**23/22/23      TO RECEIVE THE JOINT BURIAL BOARD BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**24/22/23      TO SET THE JOINT BURIAL BOARD BUDGET FOR THE YEAR 2023/24 RECOMMENDING TO POLICY AND FINANCE COMMITTEE.**

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

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and following a vote of STC board Members **RESOLVED** to reduce the operating income from £19,800 to £11,000 against budget code 4600 BB Cemetery Fees (St Stephens) based on the previous 2022/23 income.

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Bullock and following a vote of STC board Members resolved to **RECOMMEND** the Joint Burial Board Budget Statement for the year 2023-24 to the Extraordinary Policy and Finance Committee meeting to be held on the 22<sup>nd</sup> November 2022 as attached.

The Town Clerk informed Members that the JBB Fees and Charges had not been included on the agenda due to a clerical error. The Town Clerk advised the JBB Fees and Charges are to be received at the Burial Authority Committee meeting to be held on Tuesday 1<sup>st</sup> November 2022. Members of the St Stephens Joint Burial Board were invited, as members of the public, to attend the Burial Authority Committee meeting where the forementioned will be agreed.

JBB Co-Chairman Rev R Magrath requested Town Council Members consider implementing a mechanism to support reduction of fees should a family of a deceased be experiencing financial hardship.

**25/22/23**     **TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

No report.

**26/22/23**     **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

**27/22/23**     **TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

The Service Delivery Manager (SDM) gave a brief verbal update on the report received.

It was **RESOLVED** to note.

**28/22/23**     **TO RECEIVE AN UPDATE ON THE PROVISION AND MAINTENANCE OF MEMORIAL BENCHES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

JBB Co-Chairman Rev R Magrath gave a verbal update following the P.C.C meeting held in September.

JBB Co-Chairman Rev R Magrath spoke of the Church wishing to keep the process of purchasing and installations of any requested memorial benches as simple as possible. The Church Faculty would provide the Town Council with necessary permissions and paperwork, inclusive of the approved location and reserving the right to remove any bench deemed hazardous due to lack of care and deterioration.

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

1. The Town Council offer a supply and install service for composite memorial benches within St Stephens Churchyard at a cost of £350 + VAT
2. The List B Faculty (received by email) provides the Town Council with assurance that St Stephens Church have approved the inscription and location for install.

**29/22/23      TO RECEIVE AN UPDATE ON THE P.C.C REGISTERING THE CHURCHYARD AS CLOSED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the 12 cremation plots available for purchase and the potential impact on the Church if the next section of the Churchyard was registered closed.

Members discussed the cost impact to the Town Council by continuing to maintain the Churchyard more than the agreed Service Level Agreement in place with Cornwall Council.

JBB Co-Chairman Rev R Magrath has requested advice from the Archdeacon of Bodmin on closing the churchyard, with the view taken that whilst cremation plots are available for burials of cremated remains, closing the Churchyard was not an option they wished to pursue at this time.

P.C.C acknowledge the resource and cost implications the maintenance of the Churchyard has on the Town Council and the requirement to review this item on a regular basis as the Churchyard is almost at capacity.

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED** to defer the item to the following Joint Burial Board Committee meeting scheduled to be held on Tuesday 28<sup>th</sup> February 2023.

**30/22/23      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**31/22/23      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**32/22/23      TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**33/22/23      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. (As required or if necessary).

**34/22/23      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

Due to the weather and no areas of concern the site visit was postponed.

**DATE OF NEXT MEETING**

Tuesday 28 February 2023 at 6.00 pm

Rising at: 4.12 pm

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

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

**Joint Burial Board Committee - Burial Board Budget 2022-23**  
Saltash Town Council  
For the 5 months ended 31 August 2022

Account	Actual Received/S pend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/S pend YTD 2022/23	Actual Funds to Receive/ Available to Date 2022/23	Precept 2023/24	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
<b>Burial Board Operating Income</b>												
<b>Burial Board Income</b>												
4600 BB Cemetery Fees (St. Stephens)	8,692	0	0	7,500	8,250	(750)	11,000	Based on current year income	12,111	13,334	14,681	16,164
4605 BB SLA Payment Grass Cutting	561	0	0	564	585	(21)	621	last years budget +10.1% CPI	578	636	701	771
<b>Total Burial Board Income</b>	<b>9,253</b>	<b>0</b>	<b>0</b>	<b>8,064</b>	<b>8,835</b>	<b>(771)</b>	<b>11,621</b>		<b>12,689</b>	<b>13,971</b>	<b>15,382</b>	<b>16,935</b>
<b>Total Burial Board Operating Income</b>	<b>9,253</b>	<b>0</b>	<b>0</b>	<b>8,064</b>	<b>8,835</b>	<b>(771)</b>	<b>11,621</b>		<b>12,689</b>	<b>13,971</b>	<b>15,382</b>	<b>16,935</b>
<b>Burial Board Operating Expenditure</b>												
<b>Burial Board Expenditure</b>												
6100 BB Petrol	279	0	0	400	202	198	504	Fuel has risen 26% relative to this time last year, so budgeted based on that increase	555	611	673	741
6101 BB Machinery Maintenance Costs	535	0	0	650	0	650	716	Increased by CPI 10.1%	788	868	955	1,052
6103 BB Health & Safety	0	0	0	100	0	100	110	Increased by CPI 10.1%	121	133	147	162
6104 BB General Site Maintenance	714	0	0	1,281	0	1,281	1,410	Increased by CPI 10.1%	1,553	1,710	1,882	2,072
6108 BB Tree Survey & Tree Maintenance	396	0	0	3,312	1,120	2,192	3,647	Increased by CPI 10.1%	4,015	4,420	4,867	5,358
<b>Total Burial Board Expenditure</b>	<b>1,923</b>	<b>0</b>	<b>0</b>	<b>5,743</b>	<b>1,322</b>	<b>4,421</b>	<b>6,387</b>		<b>7,032</b>	<b>7,742</b>	<b>8,524</b>	<b>9,385</b>
<b>Burial Board Staffing Expenditure</b>												
Burial Board Staff Expenses	304	0	0	628	108	520	218	Staff clothing £138 & Travelling expenses £80 - Increased by CPI 10.1%	240	264	291	320
6670 ST BB Staff Training (St. Stephens)	133	0	0	481	0	481	530	Increased by CPI 10.1%	583	642	707	778
Burial Board Staffing Costs	17,329	0	0	24,194	10,618	13,576	36,184	Based on NJC 2021/22 pay scale + 10% (BB - 70%)	39,839	43,862	48,292	53,170
<b>Total Burial Board Staffing Expenditure</b>	<b>17,767</b>	<b>0</b>	<b>0</b>	<b>25,303</b>	<b>10,726</b>	<b>14,577</b>	<b>36,932</b>		<b>40,662</b>	<b>44,768</b>	<b>49,290</b>	<b>54,268</b>
<b>Total Burial Board Operating Expenditure</b>	<b>19,691</b>	<b>0</b>	<b>0</b>	<b>31,046</b>	<b>12,049</b>	<b>18,997</b>	<b>43,318</b>		<b>47,693</b>	<b>52,510</b>	<b>57,814</b>	<b>63,653</b>
<b>Total Burial Board Operating Expenditure</b>	<b>19,691</b>	<b>0</b>	<b>0</b>	<b>31,046</b>	<b>12,049</b>	<b>18,997</b>	<b>43,318</b>		<b>47,693</b>	<b>52,510</b>	<b>57,814</b>	<b>63,653</b>
<b>Total Burial Board Operating Surplus/ (Deficit)</b>	<b>(10,438)</b>	<b>0</b>	<b>0</b>	<b>(22,982)</b>	<b>(3,214)</b>	<b>(19,768)</b>	<b>(31,697)</b>		<b>(35,004)</b>	<b>(38,540)</b>	<b>(42,432)</b>	<b>(46,718)</b>
<b>Burial Board EMF Expenditure</b>												
6170 BB EMF Repairs to Cemetery Wall	0	920	0	0	0	920	0		0	0	0	0
6693 ST BB EMF Staff Contingency (St Stephens)	0	2,800	0	0	0	2,800	820	Increase to 10% of staffing costs	0	0	0	0
<b>Total Burial Board EMF Expenditure</b>	<b>0</b>	<b>3,720</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,720</b>	<b>820</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Burial Board Expenditure (Operational &amp; EMF)</b>	<b>19,691</b>	<b>3,720</b>	<b>0</b>	<b>31,046</b>	<b>12,049</b>	<b>22,717</b>	<b>44,138</b>		<b>47,693</b>	<b>52,510</b>	<b>57,814</b>	<b>63,653</b>
<b>Total Burial Board Budget Surplus/Deficit</b>	<b>(10,438)</b>	<b>(3,720)</b>	<b>0</b>	<b>(22,982)</b>	<b>(3,214)</b>	<b>(23,488)</b>	<b>(32,517)</b>		<b>(35,004)</b>	<b>(38,540)</b>	<b>(42,432)</b>	<b>(46,718)</b>

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Property Maintenance Sub Committee held at the Guildhall on Tuesday 11th October 2022 at 6.00 pm**

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

**ALSO PRESENT:** S Burrows (Town Clerk), R Lumley (Assistant Town Clerk) and D Joyce (Administration Officer)

**APOLOGIES:** Councillors: R Bullock, J Peggs and B Stoyel.

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#### **18/22/23     HEALTH AND SAFETY ANNOUNCEMENTS.**

The Chairman informed 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      TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON TUESDAY 2ND 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 Dent, seconded by Councillor P Samuels and **RESOLVED** the minutes from the Property Maintenance Sub Committee held on Tuesday 2<sup>nd</sup> August 2022 were confirmed as a true and correct record.

**22/22/23      TO RECEIVE, REVIEW AND SET THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN RECOMMENDING TO THE SERVICES COMMITTEE.**

Councillor Miller arrived and joined the meeting.

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

It was proposed by Councillor Dent, seconded by Councillor Bickford and resolved to **RECOMMEND** the Property Maintenance Five-Year Repair and Maintenance Plan for the year 2023-24 to the Services Committee meeting to be held on the 13th October 2022 as attached.

Councillor Bickford left the meeting.

23/22/23

**TO RECEIVE QUOTES FOR THE APPOINTMENT OF A TOWN COUNCIL BUILDING SURVEYOR AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Bickford returned to the meeting.

The Town Clerk provided an overview on the three quotes received for various works that require specialist advice.

The Town Clerk added that Company C confirmed they were unable to quote due to current work load.

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to appoint Company B as the Town Councils Building Surveyor to be reviewed annually, subject to the Town Clerk seeking references from local Town and Parish Councils. See attached outline fee structure for costings.

Councillor Yates left the meeting.

Councillor Yates returned to the meeting.

The Town Clerk brought Members attention to the Services Committee Professional Fees budget code 6418 available funds.

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

1. To create a new budget code Professional Fees and vire £5,000 from General Reserves to the new budget code for the year 2022-23;

**Please note; a new budget code is not required as budget code 6418 Professional Fees already exists for this purpose)**

2. To provide continuation of the budget for Professional Fees for the year 2023/24 with a suggested available budget of £10,000 per annum.



**24/22/23      TO RECEIVE AN UPDATE ON THE GUILDHALL MAINTENANCE WORKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Following the sub committees delegated authority to the Town Clerk at the previous Property Maintenance Sub Committee held in August - minute nr 9/22/23, the Town Clerk updated Members on the investigation and appointment of relevant professionals to repair identified areas requiring maintenance works.

Areas requiring maintenance and repair work includes the Guildhall sash windows and repainting of identified areas internally and externally.

The Town Clerk advised Members the Guildhall Building is listed therefore planning permissions may be required and advised Members to seek advice from the newly appointed Building Surveyor prior to works commencing.

The Town Clerk added that the repainting of damaged areas internally and externally are to commence upon the sash windows being repaired.

It was **RESOLVED** to note.

**25/22/23      TO RECEIVE AN UPDATE ON THE TOWN COUNCIL PREMISES TO REDUCE ENERGY COSTS AND MOVE TOWARDS A NET ZERO POSITION.**

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to provide delegated authority to the Town Clerk to liaise with the appointed Building Surveyor to further investigate options for Members consideration to reduce the Town Council's energy costs and assist in moving towards a net zero position.

**26/22/23      TO RECEIVE AN ENERGY CONSUMPTION ANALYSIS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members requested future clarification and definition of the supply points detailed in the report.

It was **RESOLVED** to note.

**27/22/23      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.

**28/22/23      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

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

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

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

None.

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

None.

**DATE OF NEXT MEETING**

To be confirmed.

Rising at: 7.20 pm

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

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





Saltash Town Council -Services Property Maintenance 5 Year Plan - Major Works/Projects Only									
		2022/2023							
	Budget	Current Year	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	Approved	comments
Roof replacement and repair									£54,760.40 spent on Roof replacement and repair in year 2019/20
Replace curtain walling and windows including Mezzanine Windows	Public Works Loan Board & 6971 EMF Library Property Maintenance	£102,300.00	£10,000.00						Original Estimate £122,000 - £199,930 loan received 1st April - annual cost of £23,000
Refurbishment Works to include:	Public Works Loan Board & 6971 EMF Library Property Maintenance	£103,405.80							
Professional Fees for the above	Public Works Loan Board & 6971 EMF Library Property Maintenance	£14,399.41							£8,228.24 spent on professional fees to date
Other Costs	Public Works Loan Board & 6971 EMF Library Property Maintenance	£231.00							
Renew housings to extraction units	Public Works Loan Board & 6971 EMF Library Property Maintenance	incl							
Repairs to rainwater goods	Public Works Loan Board & 6971 EMF Library Property Maintenance	incl							
Planting areas to west elevation	Public Works Loan Board & 6971 EMF Library Property Maintenance	incl							Original Estimate £2500
Additional office Space and staff toilet	Public Works Loan Board & 6971 EMF Library Property Maintenance	incl							Original Estimate £34950
Internal and External decorations (making good from replacement of curtain walling)	Public Works Loan Board & 6971 EMF Library Property Maintenance	incl							Original Estimate £5000
Café Area	Public Works Loan Board & 6971 EMF Library Property Maintenance	incl							Original Estimate £12000
Mechanical Extract Fan to Kitchen and Toilets	Public Works Loan Board & 6971 EMF Library Property Maintenance	incl							Original Estimate £1500
Public disabled toilet	Public Works Loan Board & 6971 EMF Library Property Maintenance	incl							Original Estimate £8000
Refurbishment Works Shortfall Increase in Materials	6971 LI EMF Saltash Library Property Maintenance	£20,574.00							
	TOTAL	£240,910.21	£10,000.00	£0.00	£0.00	£0.00	£0.00		



Saltash Town Council -Services Property Maintenance 5 Year Plan - Major Works/Projects Only									
		2022/2023							
	Budget	Current Year	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	Approved	comments
Station									
Major works	EMFs								
Station refurbishment									Completed March 2020 - snags including crack across floor, stained chimney slates and tarnished door furniture still to be addressed
External & Internal repairs and decorations									
		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		
Saltash Town Council - Grounds & Premises/ Town & Waterfront									
Item		updated 1st August 2022							
Public Toilets - all blocks									It is more cost effective to maintain public toilets as a group, the current operational expenditure is £1,670, with a budget of £4,024
Capital works									
Waterside									
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£10,000.00							£10,000 capital works recommended by property maintenance sub-committee
Alexander Square									
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)								
Longstone									
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)		£2,000.00						
Belle Vue									
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)								
					</				

## Saltash Town Council -Services Property Maintenance 5 Year Plan - Major Works/Projects Only

[illegible]



Sinead Burrows  
Town Clerk  
Saltash Town Council  
The Guidhall  
12 Lower Fore Street  
Saltash  
Cornwall  
PL12 6JX

**Your ref:**  
**My ref:** Saltash/TVF/GOL3  
**Date:** 5 October 2022

Sent by e-mail: [sinead.burrows@saltash.gov.uk](mailto:sinead.burrows@saltash.gov.uk)

Dear Sinead

### **Saltash Town Vitality Funding from the Town Centre Revitalisation Fund - Extension**

Thank you for your letter dated 26 September 2022 requesting a six (6) month extension to the project deadline.

I can confirm that given the circumstances outlined in your letter, I have agreed to your request.

The '*Saltash Community Space – a new green realm in the retail heart of the town*' project has therefore been extended for a period of six months. As you signed the Grant Acceptance Letter (dated 25 March 2022) as accountable body on 7 April 2022 with the requirement to complete the project 'within twelve (12) months of the date of acceptance of the Grant Offer' (as detailed in the terms and conditions), this letter extends the project completion date to **7 October 2023**.

All other terms and conditions associated with the Town Vitality Funding remain unaltered and unaffected by this amendment. The project deliverables as specified in the grant offer letter of 25 March 2022 also remain unaffected by this project completion extension.

The principal contact within the Economic Growth Service is Stephen Facer (Town Renewal Officer) [stephen.facer@cornwall.gov.uk](mailto:stephen.facer@cornwall.gov.uk)

I wish you well with the forthcoming procurement/tender work later this year and the subsequent appointment of a suitable specialist/firm in early 2023.

Yours sincerely  
Dhywgh hwi yn hwir

A handwritten signature in black ink, appearing to be 'EK' or similar initials, written in a cursive style.

**Emily Kent**  
Head of Inclusive Growth & Skills  
Penn Tevyans Dalghus ha Sleyneth  
**Economy & Skills Service**





**CORNWALL  
COUNCIL**  
*one and all • onen hag oll*

**Funded through Cornwall  
Council's Town Vitality Funding**



## Invitation to Tender



### **Saltash Community Space**

*A vibrant green realm  
in the retail heart of the town*

### Optimal Location & Feasibility Study

**November 2022**




PREPARED BY:  
THE SALTASH TOWN TEAM  
WORKING IN PARTNERSHIP WITH  
SALTASH TOWN COUNCIL

## **SALTASH COMMUNITY SPACE**

### **OPTIMAL LOCATION & FEASIBILITY STUDY**

#### **Important Note**

**Companies intending to tender for this work need to email: [tenders@saltash.gov.uk](mailto:tenders@saltash.gov.uk) by 17.00 on Thursday 1<sup>st</sup> December 2022 to register interest in making a submission and receive a tender envelope.**

 <p>Funded through Cornwall Council's Town Vitality Funding</p>	  <p>Saltash Town Council are the accountable body for this project working with the Saltash Town Team</p>
<b><u>Town Team</u></b> <p>Representatives are from the following organisations - Saltash Chamber of Commerce, Cornwall Council, Saltash Town Council, Community Enterprises PL12</p>	
<b><u>Issue Date:</u></b> <p>Wednesday 9<sup>th</sup> November 2022</p> <b><u>Register Interest:</u></b> <p>By Thursday 1<sup>st</sup> December 2022 at 17.00 to receive tender envelope</p> <b><u>Closing Date:</u></b> <p>Thursday 15<sup>th</sup> December 2022 (12.00 noon)</p> <b><u>Interview Date for Shortlisted Consultants:</u></b> <p>Wednesday 25<sup>th</sup> January 2023 in Saltash</p>	<b><u>Project Value:</u></b> <p>Maximum Budget £75,000 plus VAT</p> <b><u>Clarification Questions:</u></b> <p>Questions of clarification – to be emailed to Mel Richardson (<a href="mailto:mrichardson6alv@gmail.com">mrichardson6alv@gmail.com</a>) by Friday 2<sup>nd</sup> December 2022 at 17.00</p> <p>Applicants are advised that where such enquiries have been made, and it is appropriate to do so, clarification enquiries will be shared with a copy of the written reply through Contracts Finder, anonymity preserved.</p>
<b><u>Council Authorised Representative for Tender Enquiries:</u></b> <p>Mel Richardson – <a href="mailto:mrichardson6alv@gmail.com">mrichardson6alv@gmail.com</a></p> <b><u>Postal Address For Final Tender Submission using the provided envelope:</u></b> <p>Sinead Burrows, Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, Cornwall, PL12 6JX</p> <b><u>Email Address for Final Tender Submission:</u></b> <p><a href="mailto:tenders@saltash.gov.uk">tenders@saltash.gov.uk</a> using the wording 'Saltash Community Space Tender' in the subject box</p>	

## **1 INTRODUCTION TO THE PROJECT AND THE SALTASH TOWN TEAM**

- 1.1 The Saltash Town Team is seeking the services of qualified and experienced landscape design/public realm consultancy to determine the optimal location(s) and feasibility of developing a green multi-use community space in the retail heart of the town centre.
- 1.2 Tenders are sought from companies with expertise and an excellent track record in designing public realm schemes in other towns, undertaking meaningful community consultation processes, providing creative and innovative solutions with clear costs and project timetables and where the final scheme has led to positive environmental, social and economic impacts.
- 1.3 This work will be overseen by the Saltash Town Team who provide the coordination of development activity within Saltash with the remit of helping to improve the economic, social and environmental revitalisation of the town – making Saltash a better place to live, work, visit and enjoy.
- 1.4 The accountable body for the project will be Saltash Town Council who are active members of the Town Team through Councillor and officer representation. A sub-group will steer this project led by the Chairman.
- 1.5 Members of the Town Team are also active within other community groups, including Saltash Rotary Club, youth organisations and the Saltash-Plougastel Twinning Association. Several members have been key figures in the organisation of town events including Saltash May Fair, the Saltash Christmas Festival and Saltash Regatta.
- 1.6 Amongst the projects that the Town Team have delivered is new street furniture on Fore Street paying tribute to the town's history and celebrating its links with the iconic Brunel Bridge.
- 1.7 The commissioning of this work presents an exciting and high-profile opportunity for the appointed company to be involved in a game changing project in Saltash which is not only bespoke to the needs of the town's community, providing a much needed amenity but also builds on the town's profile as the gateway to Cornwall. It is also intended that the project echoes the rich heritage of Saltash.
- 1.8 This work has been funded through a successful Vitality Funding award from Cornwall Council's Town Centre Revitalisation Fund enabling Saltash to advance this project with the aim of improving the economic, social and environmental revitalisation of the town.

## **2 BACKGROUND – ABOUT SALTASH AND THE NEED FOR THIS PROJECT**

- 2.1 Saltash has spread exponentially from its origins on the banks of the River Tamar and has a thriving community, retail centre and waterfront. Located at the 'Gateway to Cornwall', Saltash has a rich heritage and excellent transport links including the iconic Royal Albert Bridge, Brunel's masterpiece completed in 1859 and the town's most famous feature.

2.2 Many Saltash residents look to their neighbouring City of Plymouth as their retail and entertainment destination, a trend that it is feared will continue to grow as the population of Saltash expands with the proposed development of up to 1,000 houses on the outskirts of the town.

2.3 Unlike many other towns, the great majority of retail units in the town are occupied with a large percentage of units run by independent businesses including a cooperative run by local crafters. Even so, the town's retail provision does not reflect the fact that it is the largest town in South East Cornwall.

Whilst empty shops are not an issue to address, the lack of a town square or similar community space has meant that Saltash can't host events such as regular markets which its twin town of Plougastel is able to do.

2.4 Whilst many residents do support their local shops, the proximity to Plymouth providing employment for many Saltash residents does mean that the town needs to create a 'reason to visit' which in turn would support the traders. By creating a new attractive green community space in the town, more footfall would be generated for existing traders as well as raising the profile of Saltash as a place to invest.

2.5 Building on the Grimsey 1 and Grimsey 2 reviews, the 'Build Back Better' COVID 19 supplement report produced by retail guru, Bill Grimsey, recognises that there is a need to develop a new model for the High Street that is based on quality of life and experiences and allows local communities to develop their high streets as places where people live, work, play and visit. The proposal to develop a green community space captures and delivers the essence of the Grimsey recommendations.

2.6 Saltash is fortunate in that it has thriving music and drama groups, including the renowned Livewire Youth Project but the lack of an events space means there is no outdoor performance venue for these groups to use.

2.7 Providing a venue for residents to gather and perform would boost community cohesion and support mental well-being to support the community following COVID and provide access to affordable leisure opportunities giving them the resilience needed to adapt to current and future cost of living issues over the coming years.

Data generated pre-pandemic for Saltash illustrates the following; in 2018 data shows that 27% of children in South East Cornwall are living in poverty. Indices of deprivation published by Government in 2019 show that parts of Saltash are amongst the 30% most deprived neighbourhoods in the country.

2.8 Saltash has completed its Neighbourhood Plan (March 2022) which has the following vision:

*'By 2030 Saltash will be an envied riverside town, being greener, more inclusive and prosperous in all aspects, with a reinvigorated Town Centre and waterfront, award winning new housing, a diverse economy, with an excellent quality of life and lifestyle for all ages'*

This project fits within the Plan's objective to *'regenerate the town centre especially Fore Street and manage the growth of 'out of town' shopping'* and the objective *'to create and support sustainable neighbourhoods'*

The establishment of community space directly addresses 7 of the 11 priorities that were identified by respondents to the Neighbourhood Plan namely:

- Protecting and improving community spaces
- Helping businesses grow
- Building on the good sense of community in Saltash
- Helping provide better entertainment facilities
- Helping create variety and quality shops in Fore Street
- Improving the 'evening economy' of Saltash Town Centre through more restaurants and events
- Tackling climate change

2.9 Recent investment by Cornwall Council in the cycle route network in Saltash has seen the creation of new cycle routes leading into/out of the retail centre. The proposal to create a community space would promote greater use of these cycle routes

### **3 PROJECT DESCRIPTION**

#### **Brief Overview and Parameters**

- 3.1 The project is to determine the optimal location(s) and feasibility of developing a green multi-use community space in the retail heart of the town centre taking the project to concept RIBA Stage 2 with conceptual designs and a feasibility study being the final outcome to this project – see scope of project.
- 3.2 It is expected that the consultants will carry out an assessment of possible sites, interrogate data on a range of factors including location, size, land ownership, accessibility, viability and synergy with the town's retail centre. The Saltash Town Team have identified around 6 potential sites up to a maximum of 2,100 square metres.
- 3.3 Whilst it is expected that the best solution is likely to be the identification of one large community space, the Saltash Town Team are receptive to exploring options around a series of smaller spaces across the town linking the various areas of Saltash together and improving connectivity.
- 3.4 The purpose of the project is to create a community space(s) near the main retail area (see map for defined area); therefore the area near the riverside does not need to be considered for this project. Coastal Communities Fund has already been secured to explore the options for improved public realm at the riverside.
- 3.5 It is unlikely that **full** pedestrianisation of Fore Street would be an acceptable proposal associated with any potential scheme; however, it is expected that the consultants will review the access arrangements when considering the optimal location for a community space capable of hosting a series of activities and events throughout the year.
- 3.6 Whilst community consultation has taken place on the Neighbourhood Plan, there has been no recent consultation on creating a multi-use community space in the town hence the consultation taking place in association with this project would be entirely new.

Community consultation is an imperative part of the study to ensure that the community is actively engaged in the development of the scheme and that the designs are flexible to meet the current and future needs of the community allowing for a range of community uses.

**The green multi-use community space is expected to do the following:**

- Enable regular markets to be held, driving footfall into the town centre
- Enable events to be staged, promoting community cohesion and supporting wellbeing and civic pride
- Offer enhanced facilities for outdoor relaxation
- Help establish a critical mass of activity to ensure the retail heart of the town remains 'bustling'
- Enable 'pop-up' sale of local food and craft items, complementing the current offer and encouraging start-up businesses
- Give businesses in outlying industrial estates a central venue to showcase their offer
- Offer the opportunity for market stall units to be used on 'non-market' days as incubator units for businesses
- Support community cohesion with a central place to bring people together

**By creating a green multi community space in the retail heart of Saltash, it is expected that there will be the following outcomes:**

- Deliver a green space within the urban realm that will increase the town's tree canopy cover, turning grey to green
- Increase in footfall and increased dwell time
- Income generation boosted
- An event space for residents and visitors to enjoy and in addition a range of shops and cafés to visit
- Improve the viability of the centre as a thriving retail proposition
- Create a unique space to draw the community together assisting in recovery from COVID 19
- Showcase the dramatic vistas of the town to encourage users to extend dwell time in the town centre
- Ensure the town is gaining best value from available land
- Play a role in reducing the number of car trips to Plymouth
- Showcase Saltash as a vibrant town offering leisure, cultural, entertainment and community engagement opportunities reflecting its status as the Gateway to Cornwall

## **4 PROJECT SCOPE**

**The work of the consultants is expected to include:**

### **4.1 Liaison**

Inception meeting with the Town Team in February 2023 (physical meeting) and regular monitoring meetings to track progress (virtual or physical by mutual agreement). It is expected that the consultants will present their final report to the Town Team in person.

The appointed consultants would need to be in Saltash for the physical community consultation – see point 4.6

## **4.2 Options Analysis**

Investigation into each potential site with a SWOT analysis, risks assessed, landowners contacted, rough estimates of costs etc

## **4.3 Drawings, Visuals and Conceptual Designs (end of RIBA Stage 2)**

Preparation of appropriate drawings and visuals to aid the consultation process and conceptual designs to RIBA Stage 2 for the preferred option – it is expected that a landscape architect will be an integral part of the project team alongside other relevant professionals.

Preparation of documents needed towards submission of outline planning consent (optional under RIBA Stage 2) would be advantageous.

## **4.4 Environmental**

Environmental consultation and consideration of innovative green/energy efficient/energy generation ideas to enable carbon capture and to support a green bounce-back.

## **4.5 Equality**

Consideration of issues around inclusivity and accessibility so that the project is designed to be accessible to all.

## **4.6 Community Consultation**

Organisation of public consultation events and processes to gain meaningful engagement and feedback with all sections of the Saltash community.

Community consultation is expected to take place mid-way through the project's timeframe allowing time for the community feedback to be taken into account before reaching any firm conclusions on the best solution and also enabling changes to be made to potential designs.

It is expected that there will be at least one main public consultation in a venue sourced by the Saltash Town Team lasting for several days and covering a weekend.

Whilst the Saltash Town Team can support the process by sourcing rooms and linking consultants with potential community groups, the consultants would be expected to run this process taking into account the following:

- The need to give ample opportunity for the community of Saltash to engage both physically and virtually on the scheme
- The working patterns of the Saltash community with many of the working population being in Plymouth during the daytime for employment returning to Saltash during the evening and weekends

- The importance of involving the younger population in ways that are engaging to them e.g. via social media as well as consideration to up to three bespoke engagement sessions in educational premises or youth projects or similar settings
- The need to involve the business community through engagement via the Saltash Chamber of Commerce
- The need to work with the Saltash Town Team to ensure that community engagement opportunities publicise the Saltash Town Team as the lead body and recognise the financial support of Cornwall Council through the Town Vitality Fund – a brief but clear communications strategy would need to be agreed

#### **4.7 Funding for Final Scheme**

Full assessment of potential funding to deliver any capital works – the expectation is that the consultants will explore in detail the likely funding that can be accessed for the designed scheme and to have that in mind at the outset to ensure there is an opportunity to fund the community space once there is a preferred option.

The final designs and other documentation as an output of this work need to allow a funding bid to be submitted shortly after the final report has been published and expressions of interest submissions for relevant funding to be made during the contract period. Cornwall Council's Shared Prosperity Funding (SPF) is one potential funding scheme.

#### **4.8 Land Ownership and Service Issues**

The appointed consultants would be expected to make contact with the relevant professionals and statutory organisations to explore the following:

- Investigation of land ownership with regard to any preferred sites along with valuation advice on land/property to be acquired (leasehold/freehold) – NB. Some of the potential sites are in public sector ownership.
- Seek structural engineering advice on design to include capability to accommodate secure water, electricity connection points and any other service requirements that are deemed to be important to the final project
- Undertake ground level surveys to include mapping of underground services.
- Investigation into transport issues engaging with Cornwall Council's transport team with regard to surveys, traffic consultation, impacts on current public transport arrangements and mapping of current and proposed pedestrian/cycle links to the preferred site.
- Investigate any other key constraints or restrictive covenants.
- Upon determination of the suitable site, provide an assessment of the various options for long term public land ownership in order to create an effective basis for the continued maintenance/management of the site, and the activities taking place, to ensure long-term sustainability.



## 4.9 Scheme Costs and Timetable

Costing analysis by quantity surveyor with elements broken down with any suggested phases clearly outlined to allow decisions to be made dependent upon available funding.

Indicative timetable to take the project forward to include timings for securing planning consent and funding and a draft timeline to construct the community space.

## 5 PROJECT OUTPUTS

The output from this project will be a **final report with concept drawings** which takes into account the areas outlined in the scope of work and clearly outlines the following:

- Feasibility of all likely options – clear analysis on each option explored with a SWOT – recommended option outlined with rationale for this selection
- Analysis of community consultation and how the views of local people have been taken into account when working up the recommended option
- Concept drawings and visuals of the preferred scheme(s) and other documents expected at the end of RIBA Stage 2 including work towards submission of outline planning
- Full costings associated with taking the scheme forward to planning consent and final construction – any suggested phases clearly indicated
- Full analysis of likely funding to progress the project from the feasibility study to the final construction – considering the project's fit against appropriate funding opportunities
- Prospective timetable outlined with milestones and key performance indicators

## 6 PROJECT TIMETABLE

A sub-group of the Saltash Town Team will oversee the appointment of the successful consultant and steer the project led by the Chairman with oversight from the accountable body, Saltash Town Council.

The timetable that relates to this tender and completion of work is outlined below.

Ref	Task/Milestone	Date (by 17.00 unless otherwise stated)
1	Tender advertised via Contracts Finder and Saltash Town Council website	Wednesday 9 <sup>th</sup> November 2022
2	Final date for consultants to make notification of their intention to bid (to allow tender envelope to be sent)	Thursday 1st December 2022
3	Final date for submission of clarifications on Contracts Finder	Friday 2 <sup>nd</sup> December 2022

4	Final date for response to clarifications published on Contracts Finder	Wednesday 7 <sup>th</sup> December 2022
5	Deadline to return the tender to Saltash Town Council (two hard copies) and an email sent to the specified email address	Thursday 15 <sup>th</sup> December 2022 (12.00 noon)
6	Evaluation of tenders by the Saltash Town Team	w/c 9 <sup>th</sup> January 2023
7	Companies notified of shortlisting/unsuccessful companies notified	w/c 16 <sup>th</sup> January 2023
8	Shortlisted companies invited to interview in Saltash	Wednesday 25 <sup>th</sup> January 2023
9	Appointment made and contracts agreed and signed	By Monday 6 <sup>th</sup> February 2023
10	Project Inception Meeting in Saltash	w/c 13 <sup>th</sup> February 2023
11	Monitoring Meetings/Interim Reports	At agreed stages within the contract
12	Consultation with Saltash community	At agreed point within the contract
13	Final report and presentation to the Saltash Town Team for consideration	End July 2023
14	End of contract with final report agreed and published	w/c 4 <sup>th</sup> September 2023

## 7 ADDITIONAL INFORMATION/RESOURCES

### The appointed agency would be provided with:

- Access to relevant information relating to Saltash necessary to carry out the study
- Access to a key point of contact within the Saltash Town Team for information queries once the project starts
- Assistance in securing venues to hold consultation events including free use of Saltash Town Council public rooms
- Where known, introductions to appropriate officers within Cornwall Council or Saltash Town Council
- Information required to comply with the publicity terms of Cornwall Council's Vitality Funding

### Appendices/links provided alongside this brief:

- Map
- Neighbourhood Plan - <https://plan4saltash.co.uk/submission-draft-saltash-neighbourhood-development-plan-documents/>
- Saltash Town Council website - <https://www.saltash.gov.uk/index.php>
- The Saltash Town Team Terms of Reference and representative bodies

## **8 WHAT TO INCLUDE IN YOUR TENDER SUBMISSION**

**Please ensure that your submission is no more than 40 sides of A4 in total plus the quotation form and a file size of no larger than 20mb.**

Please provide the following with your tender, making sure the tender submission rules are followed by the deadlines outlined:

### **Governance Checks**

- Contact name and contact details for further correspondence;
- Confirmation that your company is in good financial health and a link to your companies house site where the last year's accounts can be downloaded;
- Confirmation that your company has appropriate insurances of minimum £10M cover for employers liability and public liability and a minimum of £1M for professional indemnity;
- Confirmation that your company has health and safety, equality and diversity and environmental policies in place and complies with all relevant UK legislation. For a full list see 10.7;
- Confirmation that your company complies with its obligations under Data Protection Legislation (DPL), being the UK Data Protection Legislation and the General Data Protection Regulation and has a privacy policy;
- Confirmation that your company has a safeguarding policy which reflects and complements the relevant statutory provisions relating to safeguarding children and/or vulnerable adults (relevant during the consultation period);
- Confirmation that your company has the resources available to meet the requirements outlined in this brief;
- Confirmation of your company's ability to deliver the final report by end of July 2023 and complete the project by the first week in September 2023

### **Specification:**

- Explanation of how your company will approach this project to meet the project requirements in this brief together with timescales for each stage of the process. Outline your relevant experience and expertise with appropriate evidence;
- Summary of the skills and experience of the people that would be working on the contract, including a breakdown of job roles and an indication of how much time each team member will contribute;
- Submission of an organisational chart showing your in-house team compared with the people you intend to use as sub-contractors on this project;
- Clarification on who in your company's project team will be the lead on this work;

- Confirmation that your company will facilitate and be in attendance at the community consultation sessions together with an outline of how you would carry out the community consultation element of the project;
- Identification of any performance risks associated with this project and how you would approach their mitigation;
- Up to **three** examples of other relevant commissions delivered by your organisation with contact details of referees, testimonials, approximate costs, outputs and outcomes. Provide details of how you approached the project together with what benefits the project has delivered since, if known, in terms of economic, environmental and social impacts. Provide details of the similarities between the examples given and the work being tendered for;
- Outline of the timescales and milestones that you would apply in order to meet the project timetable;
- Outline of your company's approach to environmentally friendly practices and methods and use of supplies containing material from sustainable sources. Outline briefly how you have incorporated good environmental or 'green' practices in the public realm work your company has carried out to date and what you might cover in terms of this commission;
- Details of positive action your company has taken to demonstrate commitment to equality and diversity such as training and commitment in your workforce or suppliers. Outline briefly how you have incorporated inclusivity and accessibility in the public realm work your company has carried out to date;

### **Price:**

Please note there is a maximum budget of £75K for this work including all expenses but exclusive of VAT. Payment will be made against an invoice linked to a purchase order at intervals to be agreed.

- A breakdown of costs in pounds sterling and exclusive of VAT;
- Please provide the breakdown of costs against suggested activities and apportion the time (hours or days) and costs given to each area of work for your project team including any sub-consultants on the project;
- Separate columns should be included to cover any incidental or additional expenses;
- Pricing must include and allow for everything associated with the delivery of this work;
- An indication of any preference with regard to payment intervals

## **9 HOW TO SUBMIT**

The **tender documents** including the **quotation form** should be submitted by **hard copy (two copies) and email** no later than **12.00 noon on Thursday 15<sup>th</sup> December 2022** to:

Sinead Burrows, Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, Cornwall, PL12 6JX

- **Use the pre-provided envelope provided for the two hard copies (available in advance by emailing [tenders@saltash.gov.uk](mailto:tenders@saltash.gov.uk) by Thursday 1<sup>st</sup> December 2022 at 17.00):**
- **Email one copy of the tender documents including the quotation form, putting 'Saltash Community Space Tender' in the email subject box to [tenders@saltash.gov.uk](mailto:tenders@saltash.gov.uk)**

The contents of the hard copy and email version should be identical; in the case of discrepancies, the email version will prevail.

Tenderers are advised to request an acknowledgement of receipt to their email.

**Saltash Town Council cannot consider any tenders that do not comply with the above. It is the tenderers' responsibility to ensure that the hard copies reach Saltash Town Council offices by the deadline. Please be aware of recent and proposed Royal Mail strike action.**

## **10 FURTHER INFORMATION ABOUT THE PROCUREMENT PROCESS & DISCLAIMER**

- 10.1 Saltash Town Council as the accountable body for this project are issuing the invitation to tender through Contracts Finder following an open procurement process for contracts of over £25,000 in line with Saltash Town Council's financial arrangements and to comply with the Public Contract Regulations 2015.
- 10.2 Saltash Town Council will not pay for any work or costs incurred as a result of the tender preparation or costs involved in attending the shortlisting interview (if applicable)
- 10.3 Saltash Town Council, as the accountable body working with the Saltash Town Team are not obliged to accept the lowest tender or indeed any tender. The issue of this documentation does not commit Saltash Town Council to award any contract following this tender process.
- 10.4 Information supplied to the tenderers in this document or associated appendices, is supplied for general guidance to assist consultants in preparing their tender response. It is incumbent on tenderers to satisfy themselves through their own research of the accuracy of any such information and no responsibility is accepted by Saltash Town Council for any loss or damage of whatever kind and howsoever caused arising from the use of information by tenderers.
- 10.5 Saltash Town Council reserve the right to vary or change all or any part of the procedures for the procurement process at any time or not to proceed with the proposed procurement. Cancellation of the procurement process will not render Saltash Town Council liable for any costs or expenses incurred by tenderers during the procurement process. No tenders will be considered if they arrive after the tender deadline.

10.6 The Bribery Act 2010 requires Public Bodies to ensure that they have procedures in place to prevent bribery by persons associated with them. As part of this responsibility all applicants should make themselves aware of the obligations set out at <http://www.justice.gov.uk/legislation/bribery>.

10.7 This is a Tender being conducted under the Public Contract Regulations 2015 following public sector procurement rules and Regulations. The applicant shall ensure that they are aware of their obligations and comply with all relevant legislation and regulatory matters, where applicable, plus the obligations placed on the Town Council. Particular reference should be taken to the following legislation:

Public Contracts Regulations

(2015); [\*\*https://www.legislation.gov.uk/ukxi/2015/102/contents\*\*](https://www.legislation.gov.uk/ukxi/2015/102/contents)

The Bribery Act

(2010); [\*\*https://www.legislation.gov.uk/ukpga/2010/23/contents\*\*](https://www.legislation.gov.uk/ukpga/2010/23/contents)

Public Services (Social Value) Act

2012; [\*\*https://www.legislation.gov.uk/ukpga/2012/3/contents\*\*](https://www.legislation.gov.uk/ukpga/2012/3/contents)

Freedom of Information Act

2000; [\*\*https://www.legislation.gov.uk/ukpga/2000/36/contents\*\*](https://www.legislation.gov.uk/ukpga/2000/36/contents)

Environmental Information Regulations

2004; [\*\*https://www.legislation.gov.uk/ukxi/2004/3391/contents\*\*](https://www.legislation.gov.uk/ukxi/2004/3391/contents)

Data Protection Act 2018

[\*\*https://www.legislation.gov.uk/ukpga/2018/12/contents\*\*](https://www.legislation.gov.uk/ukpga/2018/12/contents)

Transparency Code 2015

[\*\*https://www.gov.uk/government/publications/local-government-transparency-code-2015\*\*](https://www.gov.uk/government/publications/local-government-transparency-code-2015)

Counter Terrorism and Security Act 2015

[\*\*https://www.legislation.gov.uk/ukpga/2015/6/contents\*\*](https://www.legislation.gov.uk/ukpga/2015/6/contents)

Modern Slavery Act 2015

[\*\*https://www.legislation.gov.uk/ukpga/2015/30/contents\*\*](https://www.legislation.gov.uk/ukpga/2015/30/contents)

Late Payment Directive 2015

[\*\*https://www.gov.uk/government/publications/late-payment-directive-user-guide-to-the-recast-directive\*\*](https://www.gov.uk/government/publications/late-payment-directive-user-guide-to-the-recast-directive)

10.8 By submitting a tender, the appointed company acknowledges that the copyright produced during the project will be the property of the Saltash Town Team and can be widely disseminated to external audiences.

10.9 Tenderers must provide a clear statement with regard to any potential conflicts of interest for this procurement between their company and the Saltash Town Team whether directly or indirectly through financial, economic or other personal interests which might be perceived to compromise the impartiality of the procurement procedure.

## 11. SELECTION CRITERIA

- 11.1 All tenders will be checked initially to ensure that they comply with the rules of the tender process.
- 11.2 Saltash Town Council, on behalf of the Saltash Town Team reserve the right to seek clarification from any of the tenderers during the evaluation period.
- 11.3 Saltash Town Council, on behalf of the Saltash Town Team will award a contract based on the most economically advantageous tender (MEAT) and is not bound to accept the lowest price of any tender submitted.
- 11.4 The tenders will be judged by the Town Team sub-group on the basis of their quality relative to the guidance given in the brief using the following scoring criteria:

<b>EVALUATION CRITERIA</b>		
<b>Ref</b>	<b>Requirement</b>	<b>Score</b>
1	Confirmation that governance checks can be met	Pass/Fail
2	Methodology and approach to meet the requirements of the brief including understanding of the specification, clarity of tasks or stages proposed, identified milestones and timescales, deliverability and creativity.	20%
3	Approach to engaging the Saltash community through consultation to ensure the project is designed to meet the needs of local users	20%
4	Proposed team who will undertake/contribute towards the work assessing their relevant experience and expertise. Track record of undertaking similar work based on examples given	30%
5	Commitment to environmental sustainability	10%
6	Price including assessment of value for money, management and monitoring of the budget over the project timeframe	20%
		100%

11.5 Each of the above areas will be awarded using a marking system shown below:

<b>SCORING MATRIX FOR EVALUATION CRITERIA</b>		
<b>SCORE</b>	<b>JUDGEMENT</b>	<b>INTERPRETATION</b>
5	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
4	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
3	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
2	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
1	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

**Thank you for your interest in tendering for this work**





## **QUOTATION DOCUMENT**

### **Saltash Community Space Tender**

<b>Contact Name:</b>	
<b>Title/Position Of Person Applying On Behalf Of The Company:</b>	
<b>Company Name:</b>	
<b>Company Type (Limited Company Etc) And Number:</b>	
<b>Company Address:</b>	
<b>Vat Registration Number:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	



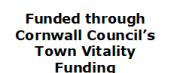
**Funded through  
Cornwall Council's  
Town Vitality  
Funding**

## **GOVERNANCE**

Having examined the Invitation to Quote and its accompanying documents (which I/we shall keep) I can confirm my/our abilities and experience in all respects to satisfy the requirements of the tender brief ☐

### **I/we confirm that:**

- 1 Our company is in good financial health and has provided a link to our last year's accounts ☐
- 2 We have employers' liability (note minimum £10M required), public liability (note minimum £10M required), and professional indemnity insurance (note minimum £1M required) ☐. Our levels of cover are as follows:  
  
Employers: £  
Public Liability: £  
Professional Indemnity Insurance: £
- 3 Our company complies with all relevant UK legislation and has the following policies in place:  
  
Health and Safety ☐  
Equality and Diversity ☐  
Environmental Policy ☐  
Safeguarding Policy (when working with young people/vulnerable adults) ☐
- 4 Our company complies with its obligations under Data Protection Legislation (DPL), being the UK Data Protection Legislation and the General Data Protection Regulation ☐
- 5 Our company has a privacy policy in place ☐



6 Our company has the resources available to meet the requirements outlined in this brief and has provided an organisational chart together with full details of the sub-contractors ☐

Our company can deliver the final report as per the specification by the end of July 2023 and complete the project by the first week in September 2023 ☐

**COSTS**

I/we agree to carry out the whole of the works required for the sum of £ (exclusive of VAT) ☐

Our breakdown of team costs is as follows:

Roles	Cost per day £
Director/Partner	
Senior Consultant	
Consultant	
Other	



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Page 11

Please provide a breakdown of identified activities in this workstream and complete the days required or proportion of days required by each role to complete the activity.									
	Director		Senior Consultant		Consultant		Other		Totals
	Days	Charge	Days	Charge	Days	Charge	Days	Charge	£
Activity/Workstream									£
1.									£
2.									£
3.									£
4.									£
5.									£
6.									£
7.									£
<b>Totals</b>									£

Please complete additional lines as is necessary



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Town Vitality  
Funding

**DECLARATION**

I/we agree to hold open this tender for ..... weeks from the date of tender ☐

I/we understand that Saltash Town Council as the accountable body for this project retain the right to accept or reject any or all the tenders received and does not accept any liability for the costs incurred in connection with the preparation of this tender ☐

I/we note that the work of the successful consultant will only proceed on the acceptance and signature by both parties of the final contract documents ☐

I/we understand that Saltash Town Council are not bound to accept the lowest quote received and will follow the selection criteria outlined in the tender brief ☐

I/we are aware of the tender process via hard copy and email and the tender deadlines as outlined in the brief ☐

I/we have provided a statement (if applicable) of any potential conflicts of interest that our company may have in relation to this procurement ☐

Signed (1): ..... Status: .....

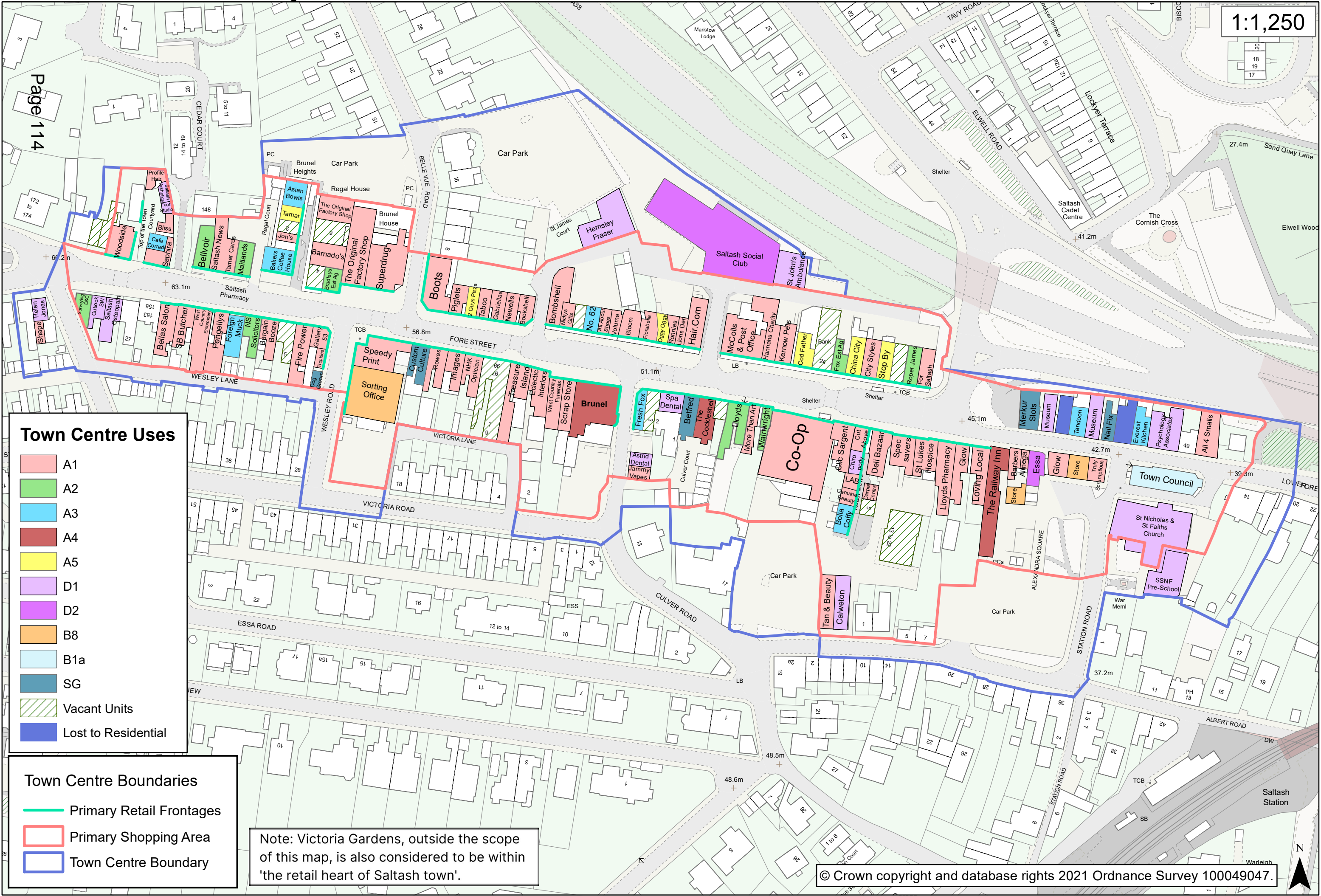
Signed (2): ..... Status: .....

For and on behalf of: ..... Date: .....



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Town Vitality  
Funding





Note: Victoria Gardens, outside the scope of this map, is also considered to be within 'the retail heart of Saltash town'.

# WORKING TOGETHER FOR OUR COMMUNITY



## TERMS OF REFERENCE & AIMS

### SALTASH TOWN TEAM COMMITTEE

The aim of the Saltash Town Team is to provide co-ordination of development activity within the town; In doing so helping improve the economic, social and environmental revitalisation of the Town – making Saltash a better place to live, work, visit and enjoy.

<b>Membership</b>	<p>This to be reviewed on an annual basis but with the first review being held earlier post May 2021 elections</p> <p>Four Saltash Town Councillors (one of which to be the Chair of Saltash Town Council Vision Committee)</p> <p>Four Cornwall Councillors (or one from each ward in Saltash)</p> <p>Two Saltash Chamber of Commerce members</p> <p>Two members CEPL12</p> <p>Advisory/non-voting member – STC Town Clerk and Cornwall Council Community Link Officer (when required)</p> <p>This is the current list but additional members/officers could be asked to attend if a wider range of advice on a certain project might be required</p>
<b>Quorum</b>	<p>Meetings will be postponed if more than 50% of members indicate, prior to the meeting, that they are unable to attend, also, if 2 or more of the participant organisations are unrepresented. If voting on matters, it is up to the discretion of the chair as to whether there is sufficient representation of the membership to progress. It is the responsibility of each participant organisation to have a reserve representative available, who is kept fully up to date with ongoing projects being actioned by the group. This will reduce the necessity to cancel meetings at short notice.</p>

<b>Chairmanship</b>	To be a rolling Chairmanship except where a project is being put forward for funding, then the same Chair should be in place to see the project reach its conclusion
<b>Frequency of Meetings</b>	The Town Teams will meet as agreed at the end of each meeting in line with the pace of progress being made, the volume of business to be discussed and the timing of key milestones.
<b>Venue</b>	Currently via Virtual Platform (Zoom)
<b>Secretarial</b>	Secretarial support for the group will be provided by a member of the group
<b>Reports to</b>	Saltash Town Council as and when projects are requiring confirmation and support.

### **Detailed Terms of Reference and Aims of the Saltash Town Teams**

1. To bring together stakeholders, private and public sectors in the town to work in partnership and to co-ordinate their activities towards a common goal.
2. To collate information to help inform decisions.
3. To formulate a shared understanding and prioritise a programme for carrying out improvements for the benefit of key stakeholders as appropriate. To also identify and prioritise projects to improve the economic, social and environmental revitalisation of the Town centre and for its long-term benefits.
4. To co-ordinate and implement the activities of all who provide services within the town
5. To seek and/or assist with funding with initiatives for the benefit of Saltash Town centre
6. To accept and acknowledge there is a partnership and actively strive for cohesion within all members of the team. Working together for the benefits of all the residents of Saltash
7. To offer a forum whereby community groups, residents and other private sector companies can seek advice/feedback on their emerging projects with Saltash. In addition to engage with the residents of Saltash for the benefit of the community.
8. To provide a forum whereby Members of the group can help to ensure co-ordination between existing and emerging projects.



9. To give time or resources towards particular projects and to establish task and finish groups, as appropriate, to progress priory projects.
- 10.To publicly support the Town Team in a positive way and support funding applications by members on behalf of the Town Team.
- 11.To help plan, review and refine activities based on their knowledge and expertise in any field that they have experience in.
- 12.To listen to others and their views in the Town Teams.
- 13.To agree to try something different, using an innovated and professional approach for the benefit of Saltash Town centre

**To receive a report on the proposed plan for the Town Council to be a Dementia Friendly Community and consider any actions and associated expenditure**

**Information:**

Members discussed the publication on dementia-friendly communities at Octobers FTC meeting.

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** to formally adopt a proposal and plan to work towards being a Dementia-Friendly Town Council.

**Proposed next steps for Members consideration:**

1. Full audit of all STC owned property/land actioned by Service Delivery with support from Dementia Voice Saltash (audit free of charge) to support those living with dementia. Audit to be received at a future FTC meeting.
2. To include Dementia Voice Saltash as the Town Council local Dementia partnership to the Annual Town Meeting with Parishioners of Saltash.
3. Yearly training session/seminar tailored for all Councillors, staff, local businesses and community groups held at the Guildhall, to update awareness on how we can all play our part in creating a dementia friendly town/shopping environment for the Community, led by Saltash Town Council working in partnership with Dementia Voice Saltash.
4. Recommend to the Personnel Committee to review the Town Council Employee Handbook to ensure policies reflect the Town Council being a Dementia Friendly Employer.
5. Identify a Councillor responsible for the promotion of the Dementia-Friendly Community approach.

**End of Report**  
**Assistant Town Clerk**



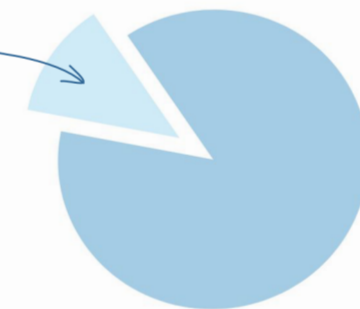




# Just so you know....

To be able to continue to maintain and improve services taken over from Cornwall Council for the community of Saltash it has been necessary to adjust the precept for 2023/24 accordingly.

XX% Increase  
on STC portion



Overall this will see an XXXXXX on the Saltash Town Council portion of your Council Tax for a typical Band D property of X%

equating to £X.XX per year  
which is just under XX pence per week.

The larger portion of your council tax will be set by Cornwall Council, Devon and Cornwall Police and Adult Social Care.

The majority of fixed costs across the different budget areas have been set using a cost-based approach and adding XX% increase based on the Consumer Price Index (CPI).

(Figures taken from the financial year 2022/2023)

Saltash Town Council  
XX.X%

XX.X%  
Cornwall Council,  
Devon & Cornwall Police  
& Adult Social Care

## Did You Know...

For the financial year 2023-24 Saltash Town Council has limited the town portion of your council tax bill to an XXX% based on a typical Band D property.

# TEXT TO BE PROVIDED

Your Council continues to strive to give a high level of service, whilst delivering value-for-money to residents.

## You can contact us on...

- @ enquiries@saltash.gov.uk
- 01752 844846
- www.saltash.gov.uk
- @SaltashTownCouncilOfficial
- @SaltashTC
- The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX

...we'd like to hear your  
views.

## SALTASH TOWN COUNCIL PRECEPT LEAFLET



2023/2024