



Saltash Town Council

Konsel An Dre Essa



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

28 April 2022

Dear Councillor,

I write to summon you to the **Annual Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 5th May 2022 at 7.00 pm.**

The meeting is open to members of the public and press. Any member of the public requiring to put a question to the Town Council must do so 24 hours prior to the meeting by email enquiries@saltash.gov.uk

Yours sincerely,

S Burrows
Acting Town Clerk

To:

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

Agenda

1. Health and Safety Announcements.
2. Prayers.
3. To elect a Chairman. (Page 9)
(Recorded vote)

(The outgoing Mayor to present the Mayors Chain to the incoming Mayor and the newly elected Chairman to make their Chairman's Declaration of Acceptance of Office and take the chair)
4. Incoming elected Chairman to present the Past Mayor's Badge to the outgoing Mayor.
5. To elect a Vice Chairman. (Page 10)
(Recorded vote)

(The Chairman to present the Vice Chairman's Chain to the incoming Vice Chairman)
6. To confirm and note that Mayor of Saltash Town Council has signed their Declaration of Acceptance of Office in the presence of the Acting Town Clerk.
7. Apologies.
8. 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 Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
9. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.

Please note: Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email.
10. To ratify minute 29/22/23 of the Saltash Town Council Meeting held on the 7th April 2022. (Page 11)
11. To receive and approve the Minutes of the Full Town Council Meeting held on 7th April 2022 as a true and correct record. (Pages 12 - 25)
12. Chairman's Report. (Page 26)

13. Monthly Crime Figures.
14. Report by Community Enterprises PL12. (Pages 27 - 28)
15. To receive a report on behalf of Safer Saltash.
16. To receive a report from Cornwall Councillors.
17. Finance:
 - a. To advise the following receipts in: (Page 29)
 - i. March 2022
 - b. To advise the following payments in: (Pages 30 - 31)
 - ii. March 2022
 - c. Urgent and essential works actioned by the Acting Town Clerk under Financial Regulations.
 - d. To note that bank reconciliations up to 31st March 2022 were reviewed as correct by the Chairman of Policy & Finance Committee and the Acting Town Clerk.
 - e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.
18. To receive and note the minutes of the following Committees and consider any recommendations:
 - a. Services held on Thursday 21st April 2022 (Pages 32 - 40)
 - b. Planning and Licensing held on Tuesday 26th April 2022 (Pages 41 - 53)
19. To appoint Members to the following committees: (Page 54)
(To note; Services, Policy and Finance, Planning and Licensing and Burial Authority Committees hold a composition of sixteen Members therefore appointments are not required, all Members will be summoned to the scheduled meetings of this Town Council.)
 - a. Personnel
(Composition of six Members)

The Town Council recognises that a stable membership of the Committee is desirable and as such membership of the Committee should be seen as a long-term commitment.

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

- b. Joint Burial Board
**(Membership established by separate constitution - composition of four
STC Members)**
20. To appoint Members to the following sub committees: (Page 55)
- a. Devolution
(Composition of eight Members)
 - b. Library
(Composition of eight Members)
 - c. Property Maintenance
(Composition of eight Members)
 - d. Station Property
(Composition of eight Members)
 - e. Town Vision
(Composition of eight Members)
21. To appoint Members to the following Working Groups: (Page 56)
- a. Waterfront Management
(Composition of seven Members)
 - b. Neighbourhood Plan Steering Group
(Composition of two Council Representatives)
 - c. Climate Change and Environmental
(Composition of five Members)
 - d. Saltash Team for Youth
(Composition of four Members)
 - e. A38 Working Group
(Composition of four Members)
 - f. Communications and Engagement
(Composition of five Members)
 - g. Water Transport
(Composition of six Members)
 - h. Grants Policy
(Composition of three Members)
 - i. Standing Orders - Public Questions at Meetings
(Composition of four Members)

- j. A38 Roundabout
(Composition of three Members)
 - k. Cornwall Transport Plan Response
(Composition of three Members)
22. To appoint Members to Outside Partnerships: (Page 57)
- a. Safer Saltash
(Composition of four representatives)
 - b. OPCC Councillor Advocate Scheme
(Composition of two representatives, the Mayor and one Member)
 - c. Cornwall Gateway CNP
(Composition of two Members, Mayor and Deputy Mayor)
 - d. Section S106 Panel
(Composition of three representatives, Mayor and Deputy Mayor and one Member)
 - e. Town Team
(Composition of three representatives, Chairman of Town Vision and two Members)
23. To review and consider adopting the Town Council's existing policies and procedures for the year 2022-23:
Please note the following policies can be viewed on the website here:
<https://www.saltash.gov.uk/policies.php>
- a. Employees:
 - i. Data Protection Criminal Records
 - ii. Data Protection Policy Employees
 - iii. Disability Employment
 - iv. Employee Handbook
 - v. Recruitment and Selection
 - vi. Staff Members Relations
 - vii. Training and Development
 - b. General: (Page 58)
 - i. Acquisition or Sale of Land and Property
 - ii. Customer Feedback
 - iii. Communications Policy
 - iv. Data Retention and Disposal
 - v. Data Retention and Disposal and Appendix
 - vi. Equality and Diversity
 - vii. FOI Model Publication Scheme
 - viii. Freedom of Information
 - ix. Grants Policy and Application
 - x. Health and Safety Manual
 - xi. Health and Safety Statement

- xii. Information and Data Protection
- xiii. Management of Transferable Data
- xiv. Model Publication Scheme
- xv. Planning – A Guide for Councillors
- xvi. Provision of IT and Acceptable Use
- xvii. Receiving Public Questions at Meetings
- xviii. Safeguarding
- xix. Saltash Town Council Evacuation Procedure
- xx. Social Media
- xxi. Standing Orders
- xxii. STC Seals and Logo
- xxiii. Terms of Reference – Committees and Sub Committees
- xxiv. Unreasonable Persistent Complaints
- xxv. Zero Tolerance

c. Library:

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

d. Members:

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

e. Civic:

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

f. Finance:

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

24. Town Council Schedule of Meetings Calendar for the year 2022-23: (Pages 59 - 60)

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

25. To note the Town Council insurance policies:
(Saltash Town Council are currently in a contract agreement with Zurich until October 2022)
 - a. Employers Liability (Pages 61 - 62)
(Limit of Indemnity £10M)
 - b. Public Liability (Page 63)
(Limit of Indemnity £15m)
26. Correspondence:
 - a. Citizen Advice Cornwall - community help. (Pages 64 - 73)
 - b. Saltash Lion's Club - request for invitations to all Civic and Town Council events be extended to Platinum Queen, King and Princess. (Page 74)
27. To receive, approve and consider publishing the final Annual Town Council Report for the year 2021-2022. (Pages 75 - 92)
28. To receive the revised Terms of Reference for the S106 Panel and consider any actions. (Pages 93 - 96)
29. To receive and note a report on the Town Council Queen's Platinum Jubilee Civic Event.
30. 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.
31. To consider any items referred from the main part of the agenda.
32. Public Bodies (Admission to Meetings) Act 1960
To resolve that the public and press be re-admitted to the meeting.
33. To consider urgent non-financial items at the discretion of the Chairman.
34. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
35. Date of next meeting: Full Town Council to be held on Thursday 9th June 2022
36. 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.