

## **SALTASH TOWN COUNCIL**

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

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

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

**APOLOGIES:** Councillor L Challen.

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

#### **33/22/23 PRAYERS**

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

Reverend Tim Parkman led prayers.

#### **34/22/23 HEALTH AND SAFETY ANNOUNCEMENTS**

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

**35/22/23**      **TO ELECT A CHAIRMAN.**

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

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

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

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

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

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

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

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

37/22/23

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

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

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

It was **RESOLVED** to note.

38/22/23

**TO ELECT A VICE CHAIRMAN.**

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

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

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

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

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

**39/22/23**      **DECLARATIONS OF INTEREST:**

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

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
Foster	26b	Non-Pecuniary	Member of Lion's	Yes

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

None.

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

None.

**41/22/23**      **TO RATIFY MINUTE 29/22/23 OF THE SALTASH TOWN COUNCIL MEETING HELD ON THE 7TH APRIL 2022**

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

Annual Town Council Report

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

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

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

Saltash Town Council Stall at Mayfair

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

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

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

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

**42/22/23**      **TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 7TH APRIL 2022 AS A TRUE AND CORRECT RECORD**

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

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 7<sup>th</sup> April 2022 were confirmed as a true and correct record.

**43/22/23**      **CHAIRMAN'S REPORT**

It was **RESOLVED** to note.

**44/22/23**      **MONTHLY CRIME FIGURES**

It was **RESOLVED** to note.

**45/22/23**      **REPORT BY COMMUNITY ENTERPRISES PL12**

It was **RESOLVED** to note.

46/22/23

**TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH**

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

**Anti-Social Behaviour**

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

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

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

**Homeless**

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

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

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

It was **RESOLVED** to note.

47/22/23

**TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS**

Councillor Worth gave a verbal update to Members.

**Support for Energy Bills**

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

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

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

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

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

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

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

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

#### Discretionary Scheme

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

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

The scheme is to offer £150.00 grants to;

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

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

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

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

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

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

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

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

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

It was **RESOLVED** to note.

**48/22/23**

**FINANCE:**

a. To advise the following receipts in:

i. March 2022

It was **RESOLVED** to note.

b. To advise the following payments out:

ii. March 2022

It was **RESOLVED** to note.

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

None.

d. To note that bank reconciliations up to 31st March 2022 were reviewed as correct by the Chairman of Policy & Finance Committee and the Acting Town Clerk.

It was **RESOLVED** to note.



- e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Council's Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

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

- a. Services held on Thursday 21st April 2022

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

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

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

**50/22/23**      **TO APPOINT MEMBERS TO THE FOLLOWING COMMITTEES:**

**(To note; Services, Policy & Finance, Planning & Licensing and Burial Authority Committees hold a composition of sixteen Members therefore appointments are not required, all Members will be summoned to the scheduled meetings of this Town Council)**

- a. Personnel

**(Composition of six Members)**

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

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

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

b. Joint Burial Board

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

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

51/22/23

**TO APPOINT MEMBERS TO THE FOLLOWING SUB COMMITTEES:**

a. Devolution

**(Composition of eight Members)**

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

b. Library

**(Composition of eight Members)**

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

c. Property Maintenance

**(Composition of eight Members)**

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

d. Station Property

**(Composition of eight Members)**

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

e. Town Vision

**(Composition of eight Members)**

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

52/22/23

**TO APPOINT MEMBERS TO THE FOLLOWING WORKING GROUPS:**

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

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

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

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

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

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

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

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

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

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

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

f. Communications and Engagement  
**(Composition of five Members)**

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

g. Water Transport  
**(Composition of six Members)**

This item was resolved under agenda item 21a.

h. Grants Policy  
**(Composition of three Members)**

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

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

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

j. A38 Roundabout  
**(Composition of three Members)**

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

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

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

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

**TO APPOINT MEMBERS TO OUTSIDE PARTNERSHIPS:**

Councillor G Challen gave her apologies and left the meeting.

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

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

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

a. Safer Saltash  
**(Composition of four representatives)**

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

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

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

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

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

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

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

54/22/23

**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>

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

a. Employees:

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

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

b. General:

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

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

c. Library:

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

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

d. Members:

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

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

e. Civic:

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

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

f. Finance:

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

It was **RESOLVED** to note.

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

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

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

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

It was **RESOLVED** to note.

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

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

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

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

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

It was **RESOLVED** to note.

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

It was **RESOLVED** to note.

**57/22/23**      **CORRESPONDENCE:**

- a. Citizen Advice Cornwall - community help.

It was **RESOLVED** to note.

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

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



58/22/23

**TO RECEIVE, APPROVE AND CONSIDER PUBLISHING THE FINAL ANNUAL TOWN COUNCIL REPORT FOR THE YEAR 2021-2022.**

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

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

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

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

59/22/23

**TO RECEIVE THE REVISED TERMS OF REFERENCE FOR THE S106 PANEL AND CONSIDER ANY ACTIONS.**

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

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

60/22/23

**TO RECEIVE AND NOTE A REPORT ON THE TOWN COUNCIL QUEEN'S PLATINUM JUBILEE CIVIC EVENT.**

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

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

It was **RESOLVED** to note.

**61/22/23**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

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

None.

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

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

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

The Following items are for information only:

**Mayor's Charity Donation – 2021/2022**

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

**Members Attendance at Saltash Mayfair**

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

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

**65/22/23** **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

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

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

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

**67/22/23** **COMMON SEAL:**

To Order that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

Rising at: 8:51pm.

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

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