



# ***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 April 2023

Dear Councillor

I write to summon you to the **Annual Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 4th May 2023 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)	J Dent	S Miller
J Brady	S Gillies	B Samuels
R Bullock	S Martin	B Stoyel
J Foster	L Mortimore	D Yates
M Griffiths	J Peggs (Vice-Chairman)	
S Lennox-Boyd	P Samuels	

## Agenda

1. To elect a Chairman. (Page 9)  
**(Recorded vote)**

**(The outgoing Mayor to present the Mayors Chain to the incoming Mayor)**

2. Incoming elected Chairman to present the Past Mayor's Badge to the outgoing Mayor.
3. To confirm and note that Chairman of Saltash Town Council has signed their Declaration of Acceptance of Office in the presence of the Town Clerk.
4. To elect a Vice Chairman. (Page 10)  
**(Recorded vote)**

**(The Chairman to present the Vice Chairman's Chain to the incoming Vice Chairman).**

5. Health and Safety Announcements.
6. Prayers.
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. 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 Town Council must do so by 12 noon the day before the meeting.

10. To receive and approve the Minutes of the Full Town Council Meeting held on 13th April 2023 as a true and correct record. (Pages 11 - 30)
11. Chairman's Report. (Page 31)
12. Monthly Crime Figures.
13. To receive a report on behalf of Safer Saltash. (Pages 32 - 38)
14. To receive a report from Cornwall Councillors.

15. Cornwall Gateway Community report for noting or matters arising.
16. Cornwall Gateway Community Action Points for Reports.
17. Report by Community Enterprises PL12.
18. To receive a report from Saltash Chamber of Commerce.
19. To receive a report from the Climate Change and Environmental Working Group. (Pages 39 - 40)
20. To consider Risk Management reports as may be received.
21. Finance:
  - a. To advise the receipts for March 2023; (Page 41)
  - b. To advise the payments for March 2023; (Pages 42 - 43)
  - c. Urgent and essential works actioned by the Town Clerk under Financial Regulations.
  - d. To note that bank reconciliations up to 31st March 2023 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.
22. To receive and note the minutes of the following Committees and consider any recommendations:
  - a. Planning and Licensing held on 18th April 2023; (Pages 44 - 52)
  - b. Extraordinary Personnel held on 17th April 2023; (Pages 53 - 57)
  - c. Services held on 27th April 2023. (Pages 58 - 82)
23. To review the Committees and Sub Committees Terms of Reference and consider any actions and associated expenditure. (Pages 83 - 116)

24. To note that the following Committees remain a composition of sixteen Members therefore appointments are not required, all Members will be summoned to the scheduled meetings of this Town Council.

- a. Planning and Licensing;
- b. Policy and Finance;
- c. Services.

25. To appoint Members to the following committees: (Page 117)

- 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 inclusive of the Mayor and Deputy Mayor)**
- c. Burial Authority;  
**(Composition of six)**

26. To appoint Members to the following sub committees: (Page 118)

- 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)**

27. To review the Town Council Working Groups and appoint Members accordingly;  
(Page 119)
- a. Waterfront Management and Water Transport;  
**(Composition of seven Members)**
  - b. Neighbourhood Plan Steering Group;  
**(Composition of two Town 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. IT;  
**(Composition of three Members)**
  - h. Beating of the Bounds;  
**(Composition of four Members)**
  - i. Shared Prosperity Funding;  
**(Composition of four Members)**
  - j. Borough War Memorial;  
**(Composition of five Members and the Town Clerks attendance and support due to the important nature of the project)**

28. To appoint Members to Outside Partnerships: (Page 120)
- a. Safer Saltash;  
**(Composition of four representatives)**
  - b. OPCC Councillor Advocate Scheme;  
**(Composition of two representatives, the Mayor and one Member)**
  - c. Cornwall Area Panel CAP's formerly Cornwall Gateway CNP;  
**(Composition of two Members, Mayor and Deputy Mayor)**
  - d. Section 106 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)**
29. To review and consider adopting the Town Council's existing policies and procedures for the year 2023-24:  
**Please note the following policies can be viewed on the website here:**  
<https://www.saltash.gov.uk/policies.php>
- a. Employees;
    - i. Employee Handbook 2022
    - ii. NJC Green Book 2019
    - iii. Data Protection – Criminal Records Information Policy
    - iv. Data Protection Policy (Employees)
    - v. Disability Employment Policy
    - vi. Protocol for Members Officer Relations
    - vii. Provision of IT and Acceptable Use Policy
    - viii. Recruitment and Selection Policy
  - b. Finance; (Pages 121 - 146)
    - i. Accounts and Audit Regulations 2015
    - ii. Annual Business Continuity Plan 2022-23
    - iii. Annual Internal Audit Business Risk Assessment 2022-23
    - iv. Annual Reserves Policy 2022-23
    - v. Annual Statement on Internal Control 2022-23
    - vi. Annual Treasury Management Strategy 2022-23
    - vii. Anti-bribery Policy Statement & Anti-fraud & Corruption Strategy 2022-23
    - viii. Finance Schedule and Precept Plan 2022-23
    - ix. Local Government Pension Scheme Policy 2022-23
    - x. Receipting of Income & Banking Procedures 2022-23
    - xi. Risk Management Plan Statement 2022-23
    - xii. Risk Management Strategy 2022-23
    - xiii. Scheme of Delegation 2022-23
    - xiv. STC Financial Regulations 2022-23 v2

- c. General; (Pages 147 - 185)
  - i. Acquisition or Sale of Land and Property
  - ii. Code of Practice for Handling Complaints
  - iii. Communication Policy
  - iv. Data Retention and Disposal Policy
  - v. Equality and Diversity Policy
  - vi. FOI Model Publication Scheme 2022
  - vii. Freedom of Information Policy
  - viii. Grants Policy 2022
  - ix. Information & Data Protection Policy
  - x. Management of Transferable Data Policy
  - xi. Match Funding – Play Parks
  - xii. Planning - A Guide for Councillors
  - xiii. Receiving Public Questions, Representations & Evidence at Meetings
  - xiv. Safeguarding Policy
  - xv. Social Media Policy
  - xvi. Standing Orders 2022-23
  - xvii. STC Seals & Logo
  - xviii. Terms of Reference - Committees & Sub Committees
  - xix. Training and Development
  - xx. Unreasonable Customer Behaviour and Persistent Complaints
  - xxi. Zero Tolerance Policy
  
- d. Health and Safety;
  - i. Health and Safety Manual
  
- e. Library;
  - i. Library - Computer Access and Usage Policy
  - ii. Library - Information Security Policy
  - iii. Library - Information Storage Policy
  - iv. Library Stock Management Policy
  - v. Wi-Fi Acceptable Use Policy - Saltash Library
  
- f. Members;
  - i. Advisory Dress Code (Councillors)
  - ii. Co-option Policy
  - iii. Code of Conduct
  
- g. Civic;
  - i. Awarding the Honorary Freedom of Saltash
  - ii. Civic Awards
  - iii. Civic Handbook
  - iv. Election of Mayor and Deputy Mayor

30. To note the Town Council insurance policies:  
**(Saltash Town Council are currently in a contract agreement with Zurich until October 2023)**
  - a. Employers Liability; (Pages 186 - 187)  
**(Limit of Indemnity £10m)**
  - b. Public Liability; (Page 188)  
**(Limit of Indemnity £15m)**
31. To receive, approve and sign the Health and Safety Policy Statement. (Page 189)
32. To receive and adopt the schedule of meetings calendar for future meetings of the Town Council. (Pages 190 - 191)  
**(Pursuant to FTC held on 12.01.23 minute nr. 317/22/23)**
33. 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.
34. To consider any items referred from the main part of the agenda.
35. Public Bodies (Admission to Meetings) Act 1960  
To resolve that the public and press be re-admitted to the meeting.
36. To consider urgent non-financial items at the discretion of the Chairman.
37. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
38. Date of next meeting: 1st June 2023 at 7:00p.m.
39. 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.