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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Annual Meeting of Saltash Town Council held at the Guildhall on Thursday 4th May 2023 at 7.00 pm

PRESENT: Councillors: R Bickford (Chairman), J Brady, R Bullock, J Dent, J Foster, M Griffiths, S Martin, S Miller, L Mortimore, J Peggs (Vice-Chairman), B Samuels, P Samuels and D Yates.

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

APOLOGIES: S Gillies, S Lennox-Boyd and B Stoyel.

38/23/24 TO ELECT A CHAIRMAN.

The Town Clerk informed Members that at the Extraordinary Full Town Council meeting held on Thursday 16th March 2023 Councillor Bickford was nominated Mayor elect for the year 2023/2024.

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

| | |
|-------------|---------|
| Bickford | For |
| Brady | Against |
| Bullock | For |
| Dent | For |
| Foster | For |
| Gillies | Absent |
| Griffiths | For |
| Lennox-Boyd | Absent |
| Martin | For |
| Miller | For |
| Mortimore | For |
| Peggs | For |
| B Samuels | Abstain |
| P Samuels | Abstain |
| Stoyel | Absent |
| Yates | For |

It was **RESOLVED** that Councillor Bickford be elected Chairman for the year 2023/2024.

39/23/24 INCOMING ELECTED CHAIRMAN TO PRESENT THE PAST MAYOR'S BADGE TO THE OUTGOING MAYOR.

Councillor Yates presented the Past Mayor's badge to the re-elected Mayor Councillor Bickford.

40/23/24 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.

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

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

It was **RESOLVED** to note.

41/23/24 TO ELECT A VICE CHAIRMAN.

The Town Clerk informed Members that at the Extraordinary Full Town Council meeting held on Thursday 16th March 2023 Councillor Peggs was nominated as Deputy Mayor elect for the year 2023/2024.

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

| | |
|-------------|---------|
| Bickford | For |
| Brady | Against |
| Bullock | For |
| Dent | For |
| Foster | For |
| Gillies | Absent |
| Griffiths | For |
| Lennox-Boyd | Absent |
| Martin | For |
| Miller | For |
| Mortimore | For |
| Peggs | For |
| B Samuels | Abstain |
| P Samuels | Abstain |
| Stoyel | Absent |
| Yates | For |

It was **RESOLVED** that Councillor Peggs be elected Vice Chairman for the year 2023/2024.

42/23/24 **HEALTH AND SAFETY ANNOUNCEMENTS.**

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

43/23/24 **PRAYERS.**

The Chairman thanked the Mayors Chaplain Reverend Tim Parkman for his continued service to not only the Town Council for the year 2023-2024 but also his ten year service to the Baptist Church and the residents of Saltash.

Reverend Tim Parkman led prayers.

44/23/24 **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.

45/23/24 **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

46/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 13TH APRIL 2023 AS A TRUE AND CORRECT RECORD.**

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to approve the minutes of the Full Town Council meeting held on 13th April 2023 as a true and correct record.

47/23/24 **CHAIRMAN'S REPORT.**

It was **RESOLVED** to note.

48/23/24 **MONTHLY CRIME FIGURES.**

No report due to the transition of the new Police system.

49/23/24 **TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.**

Members discussed the report received and contained within the reports pack from Safer Saltash following the meeting held today 4th May 2023.

Cornwall Councillor Frank confirmed the data contained within the report was an overview of Cornwall as a whole with Safer Saltash looking to set their strategic priorities for Saltash for the following year 2023-2024 at their next meeting.

Councillor Frank confirmed that Saltash had a lower crime level than other areas.

It was **RESOLVED** to note.

50/23/24 **TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.**

Cornwall Councillor Worth gave a brief overview of the following areas:

Saltash Police Force

Following a meeting with Alison Hernandez, Police and Crime Commissioner for Devon, Cornwall and the Isles of Scilly, at the China Fleet Club on the 25th March 2023. Councillor Worth received confirmation that the force's Head of Blue Light Collaboration intends to recruit for a new Saltash Tri-Service Safety Officer [Tri-Service Safety Officer - Cornwall Council](#)

The Commissioner is also aware of Cornwall Council and the Town Councils view regarding Saltash Police Station front desk being reopened.

Derriford Hospital Transport

Councillor Worth has engaged in discussions between Senior Managers at Derriford Hospital and the Managing Director of Go Cornwall Bus to improve public bus services from South East Cornwall for patients, visitors and staff. All parties have agreed they are going to work together using anonymous data on who is traveling from, where and when, to reduce private car use and the need for onsite car parking.

Councillor Worth to provide updates on the progress as it is confirmed.

Parking

Members asked if the results had been published following the recent parking consultation. Councillors Worth and Frank confirmed they had been received and would circulate the link to the Town Clerk to be circulated.

A38

Members asked if progress to make the A38 safer was being made after recent events. Councillor Worth informed Members that recent conversations had been held with the Portfolio Holder for Transport and Sheryll Murray MP for South East Cornwall in respect of a cross party collaboration working through the CAP's. Councillor Worth to update Members on any further progress as it is confirmed.

It was **RESOLVED** to note.

51/23/24 **CORNWALL GATEWAY COMMUNITY REPORT FOR NOTING OR MATTERS ARISING.**

No Report.

The Chairman informed Members of the first scheduled meeting for the Community Area Partnerships (CAP's) is due to be held on Wednesday 6th June at 6pm at a location to be confirmed. The Town Clerk will circulate further information when available.

The Chairman thanked Councillor Frank as the current Chairman for Cornwall Gateway CNP for her hard work and dedication to the role for the past two years.

52/23/24 **CORNWALL GATEWAY COMMUNITY ACTION POINTS FOR REPORTS.**

None.

53/23/24 **REPORT BY COMMUNITY ENTERPRISES PL12.**

No Report.

The Chairman thanked CEPL12 for their partnership working at Isambard House for the Flying Scotsman event.

54/23/24 **TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.**

No Report.

55/23/24 **TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP.**

It was proposed by Councillor Bickford, seconded by Councillor Brady and **RESOLVED** to support the Big Green Week and for the Chairman to work with Councillor Gillies to further progress the recognition for participation.

56/23/24 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No Report.

57/23/24 **FINANCE:**

a. To advise the receipts for March 2023;

It was **RESOLVED** to note.

b. To advise the payments for March 2023;

It was **RESOLVED** to note.

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

None.

d. To note that bank reconciliations up to 31st March 2023 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 Council's Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

58/23/24

TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Planning and Licensing held on 18th April 2023;

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

b. Extraordinary Personnel held on 17th April 2023;

It was **RESOLVED** to note the minutes and consider the following recommendations;

RECOMMENDATION 1:

4/23/24 TO RECEIVE AN UPDATE ON THE FINANCE OFFICER VACANT POST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to uplift the Finance Officer scale to 29-32 to reflect the duties and responsibilities of the role.

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

RECOMMENDATION 2:

5/23/24 TO CONSIDER THE RECRUITMENT OF A SERVICE DELIVERY MANAGER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Foster, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Council:

1. To uplift the Service Delivery Manager scale to 29-32 to reflect the duties and responsibilities of the role;
2. To vire the 2022-23 surplus staffing available funds (approximately £176k) to be divided between Service Delivery, Burial Authority, Burial Board and Policy and Finance contingency budgets to cover staffing costs for the year 2023-24.

It was proposed by Councillor Peggs, seconded by Councillor Foster and following a recorded vote;

| | |
|-------------|---------|
| Bickford | For |
| Brady | Against |
| Bullock | For |
| Dent | For |
| Foster | For |
| Gillies | Absent |
| Griffiths | For |
| Lennox-Boyd | Absent |
| Martin | For |
| Miller | For |
| Mortimore | Abstain |
| Peggs | For |
| B Samuels | Against |
| P Samuels | Against |
| Stoyel | Absent |
| Yates | Abstain |

It was **RESOLVED** to approve the above recommendation.

RECOMMENDATION 3:

10/23/24 TO REVIEW THE TOWN CLERK / RESPONSIBLE FINANCE OFFICER ROLE AND SALARY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Council to uplift the Town Clerk / Responsible Finance Officer scale to reflect the duties and responsibilities of the post (P&C letter retained for internal auditor check).

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

c. Services held on 27th April 2023.

It was **RESOLVED** to note the minutes and consider the following recommendation;

5/23/24 TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members of an overspend against budget code EMF 6572 SE EMF Festive Lights.

It was proposed by Councillor Griffiths, seconded by Councillor Stoyel and resolved to note the budget statements and **RECOMMEND** to the Annual Meeting of Saltash Town Council to be held on Thursday 4th May 2023 to vire £3,400 from General Reserves to budget code EMF 6572 SE EMF Festive Lights to cover the overspend for the year 2022-2023.

It was proposed by Councillor Peggs, seconded by Councillor P Samuels and **RESOLVED** to approve the above recommendation.

59/23/24 **TO REVIEW THE COMMITTEES AND SUB COMMITTEES TERMS OF REFERENCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to approve the Committees and Sub Committee Terms of Reference subject to the amendments to the Joint Burial Board Committee Membership in line with the constitution (as attached).

60/23/24 **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.

It was **RESOLVED** to note.

61/23/24 **TO APPOINT MEMBERS TO THE FOLLOWING COMMITTEES:**

- 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.

Following a vote, it was proposed by Councillor Bickford, seconded by Councillor Miller 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 inclusive of the Mayor and Deputy Mayor)

It was proposed by Councillor Bickford, seconded by Councillor Griffiths and **RESOLVED** that Councillors Bickford (Mayor), Bullock, Dent and Peggs (Deputy Mayor) be appointed to the Joint Burial Board Committee in line with the constitution.

- c. Burial Authority;
(Composition of six)

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** that Councillors Bullock, Dent, Foster, Griffiths, Lennox-Boyd and Miller be appointed to the Burial Authority Committee.

62/23/24 TO APPOINT MEMBERS TO THE FOLLOWING SUB COMMITTEES:

- a. Devolution
(Composition of eight Members)

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

- b. Library
(Composition of eight Members)

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

Councillor Foster gave his apologies and left the meeting.

d. Station Property
(Composition of eight Members)

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

63/23/24 **TO REVIEW THE TOWN COUNCIL WORKING GROUPS AND APPOINT MEMBERS ACCORDINGLY;**

The Chairman requested the following membership for all working groups be taken as received en-bloc unless any Members wished to leave or join any working group.

Members confirmed they were content with the current membership. Councillor B Samuels requested consideration be given to an additional Member for the Neighbourhood Plan Steering Group.

a. Waterfront Management and Water Transport;
(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. IT;
(Composition of three Members)

h. Beating of the Bounds;
(Composition of four Members)

- i. Shared Prosperity Funding;
(Composition of five Members)
- j. Borough War Memorial;
(Composition of five Members and the Town Clerks attendance and support due to the important nature of the project)

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

1. To terminate the IT Working Group as it is no longer required;
2. To increase the Membership to the Neighbourhood Plan Steering Group to 3 with Councillor Brady to join;
3. That all other Working Group membership remains the same (as attached).

64/23/24 TO APPOINT MEMBERS TO OUTSIDE PARTNERSHIPS:

- a. Safer Saltash;
(Composition of four representatives)

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

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

The Town Clerk confirmed Membership had been checked with the OPCC and it is recommended that the Membership be at least two Town Council Members and that all other Members are welcome to attend OPCC meetings should they wish to.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to appoint Councillors Brady, Martin, Peggs and P Samuels as Town Council Representatives to the OPCC Councillor Advocate Scheme.

- c. Cornwall Area Panel CAP's formerly Cornwall Gateway CNP;
(Composition of two Members, Mayor and Deputy Mayor)

The Chairman confirmed the correct title for CAP is Community Area Partnership.

The Town Clerk advised that the CAP's Terms of Reference are still yet to be drafted, but that the nomination form has been received. As with the Cornwall Gateway CNP, the CAP is seeking one named representative from each of the Town and Parish Councils, though other Town Council Members can attend but will have no voting rights on the new CAP.

It was proposed by Councillor Bickford, seconded by Councillor Brady and **RESOLVED**;

1. To appoint the Chairman to attend the inaugural CAP meeting on behalf of the Town Council scheduled to be held on Wednesday 6th June 2023 at a location to be confirmed;
2. To further review the Membership level at a future meeting subject to confirmation of the CAP's Terms of Reference.

- d. Section 106 Panel;
(Composition of three representatives, Mayor and Deputy Mayor and one Member)

It was proposed by Councillor Bickford, seconded by Councillor Brady and **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 P Samuels and **RESOLVED** to appoint Councillors Bullock, B Samuels and the Chairman of the Town Vision Sub Committee as the Town Council Representatives with the Vice Chairman of the Town Vision Sub Committee to be the first reserve.

65/23/24 TO REVIEW AND CONSIDER ADOPTING THE TOWN COUNCIL'S EXISTING POLICIES AND PROCEDURES FOR THE YEAR 2023-24:

The Chairman requested the re-adoption of policies be taken en-bloc.

Members discussed the number of policies the Town Council currently has and the need for detailed review.

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;

- 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;

- 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

It was proposed by Councillor Miller, seconded by Councillor Bickford and **RESOLVED** to approve the Town Councils existing policies for the year 2023-2024, subject to the amendments to Standing Orders and Financial Regulations in line with the Public Contracts Regulations 2015 (policy amendments as attached).

The Town Clerk noted that the Town Council policies were in need of further review and a streamlined approach to reduce the number of policies in circulation. The Town Clerk to discuss further with the Chairman and Vice Chairman of the Policy and Finance Committee with assistance from Councillor Griffiths.

66/23/24 **TO NOTE THE TOWN COUNCIL INSURANCE POLICIES:**

(Saltash Town Council are currently in a contract agreement with Zurich until October 2023)

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

It was **RESOLVED** to note.

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

It was **RESOLVED** to note.

67/23/24 **TO RECEIVE, APPROVE AND SIGN THE HEALTH AND SAFETY POLICY STATEMENT.**

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to approve the Chairman to sign the Health and Safety General Policy Statement on behalf of the Town Council.

68/23/24 **TO RECEIVE AND ADOPT THE SCHEDULE OF MEETINGS CALENDAR FOR FUTURE MEETINGS OF THE TOWN COUNCIL.**

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to adopt the Town Council Schedule of Meetings Calendar for the year 2023-24.

69/23/24 **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.

70/23/24 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

71/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

72/23/24 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

Members Attendance at Saltash May Fair

Saltash Town Council have a May Fair stall for Saturday from 10am – 4pm.

The Chairman confirmed a rota was in place with suitable shelter having been obtained should the weather deteriorate. A table is being provided by the Town Council with information leaflets for Members to distribute on subjects such as Friends of Victoria Gardens, Saltash Red Bus 450 Service, and the recently published Annual Town Council Report.

The Town Clerk together with the Town Councils Consultant will be in attendance to discuss the public consultation regarding the Town Vitality – Green open Spaces, to be held on Friday 16th and Saturday 17th June 2023.

73/23/24 **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. Election of the Mayor and Deputy Mayor for the year 2023-24;
2. The next Meet Your Councillor session to be held in June;
3. Town Council Schedule of Meetings calendar for the year 2023-24;
4. The Big Green Week Promotions and Town Council support.

74/23/24 **DATE OF NEXT MEETING: 1ST JUNE 2023 AT 7:00P.M.**

Thursday 1st June 2023 at 7:00p.m.

75/23/24 **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: 8.44 pm

Signed: _____
Chairman

Dated: _____

50 P

D3-38

THIS AGREEMENT is made the *nineteenth* day of *August* One thousand nine hundred and eighty *two* BETWEEN THE REVEREND PHILIP VAUGHAN HILLS Justice of the Peace Incumbent of the Benefice of the Ecclesiastical Parish of Saint Stephen-by-Saltash in the County of Cornwall and Diocese of Truro and WARWICK JONES Bachelor of Arts of 18 Hillside Road Saltash aforesaid and JOHN TREFFRY HOSKING of 14 Stuart's Way Hatt Saltash aforesaid Churchwardens of the Parish Church of Saint Stephen-by-Saltash aforesaid (hereinafter called "the Incumbent and Churchwardens" which expression shall include their successors) of the first part THE PAROCHIAL CHURCH COUNCIL OF SAINT STEPHEN-by-SALTASH aforesaid (hereinafter called "the Parish Council") of the second part and SALTASH TOWN COUNCIL (hereinafter called "the Town Council") Saltash aforesaid of the third part

WHEREAS:-

- (1) The Incumbent and Churchwardens are responsible for the control and maintenance of the Churchyard and garden of rest surrounding and adjoining the Parish Church of Saint Stephen-by-Saltash situate in the County of Cornwall and Diocese of Truro which is for the purpose of identification shown on the plan annexed hereto and thereon verged pink and green
- (2) The part of the said Churchyard verged pink on the said plan was closed by Order in Council dated 28th May 1889
- (3) The Town Council is by virtue of the Local Government Act 1972 the municipal authority for the area in which the said Churchyard is situate
- (4) The Incumbent and Churchwardens at the request of the Parish Council and under the authority of a Faculty given under the seal of the Vicar General of the Diocese of Truro on 17th September 1980 have agreed with the Town Council to license to the Town Council as from the date hereof and subject as hereinafter mentioned that part of the said Churchyard as is verged green on the said plan (hereinafter called "the Churchyard") and the Town Council has agreed to take the Churchyard for the purpose of controlling and maintaining the same at the expense of the inhabitants at large of the said area

NOW IT IS HEREBY AGREED as follows:-

1. In pursuance of the said agreement and in consideration of the premises the Incumbent and Churchwardens at the request and with the approval of the Parish Council do hereby irrevocably license

the Town Council to take the Churchyard verged green on the said plan for the purpose of controlling and maintaining the same in good order and condition subject nevertheless to the stipulations and conditions set out in the Schedule hereto

2. A joint Burial Board shall be established by the Incumbent and Churchwardens and the Town Council of which the Incumbent or Priest-in-Charge for the time being shall be ex-officio Chairman and the Mayor Deputy Chairman provided that the Chairman shall be entitled to vote but shall not have a casting vote The Members of such Board shall be as follows:-

The Incumbent or Priest-in-Charge for the time being of the Parish of Saint Stephen-by-Saltash

The Mayor of Saltash for the time being

The Deputy Mayor of Saltash for the time being

Two members elected by the Town Council in such manner as the Town Council shall determine

The two Churchwardens for the time being of the Parish of Saint Stephen-by-Saltash

In addition the undertakers regularly using the Churchyard shall be entitled to appoint a representative to represent their views at meetings but he shall have no vote the Secretary to such Board shall be the Clerk to the Council such Board shall create standing

orders for the maintenance of the Churchyard and the day to day supervision thereof including employment and dismissal of staff or delegation of such tasks and provision of implements and machinery for use in the Churchyard Provided that the Incumbent will remain responsible for the organisation of funerals directly concerning Saint Stephens Church and it will be the undertaker's responsibility to ensure that a suitable Minister is appointed to conduct such funeral

3. The Incumbent and Churchwardens and the Parish Council shall pay to the Town Council all income received from existing or future trusts and investments of monies given or bequeathed for the upkeep of the Churchyard and the Town Council shall be free to seek donations from the local Churches who make use of the Churchyard and to receive contributions from the Commonwealth War Graves Commission

4. The Incumbent or Priest-in-Charge for the time being of the Parish of Saint Stephen-by-Saltash will have the right to determine the situation of all new graves in the Churchyard and the design and construction of all new monuments or memorial



stones and the nature and wording of inscriptions on new or existing memorials shall be subject to his approval
IN WITNESS whereof the Incumbent and Churchwardens have hereunto set their hands and seals the Chairman and two members of the Parish Council have hereunto set their hands and seals and the Common Seal of the Town Council has been hereunto affixed the day and year first before written

The Schedule referred to
Stipulations and Conditions

1. The Town Council will henceforth observe the following stipulations and conditions and keep the Incumbent and Churchwardens and the Parish Council indemnified against all actions claims and liability whatsoever in anywise appertaining to the Churchyard
2. The terms and conditions of the Faculty granted to the Parish of Saint Stephen-by-Saltash on 5th June 1956 shall continue to apply to the Churchyard including that part sometimes called "the Lawn Cemetery" and the Garden of Rest
3. To call the Churchyard "Saint Stephen-by-Saltash Cemetery" and by no other name
4. Not to permit any public body or person to be granted an easement of any description over under or affecting the Churchyard or any part thereof without a Faculty first obtained
5. Not to remove or interfere with any existing grave or monument or alter or add to the inscription thereon without the written approval and consent of the Incumbent and Churchwardens and also the authority of a Faculty if after consultation with the Diocesan Authorities a Faculty is deemed to be necessary
6. To bear the whole of the financial cost of maintaining the Churchyard (but not any building or erection thereon apart from the workers hut) subject to the Town Council having the right to impose and receive such charges as the Town Council may determine and as may be authorised by law or regulation
7. To require the Undertaker to pay the Minister officiating at each and every burial (including the burial of ashes) a fee of not less than that prescribed by the Ecclesiastical Fees Measure 1962 as varied by subsequent Fees Orders such fee being the fee indicated therein as payable to the Incumbent and to require the Monumental Mason to pay to the Incumbent a fee in respect of any monument or memorial stone as prescribed by the most recent Fees

and

Order

8. To provide to the Parish Council details of each burial such information as is required to complete in all respects the Parish Burial Register

9. Not to permit to be reserved any gravespace without the authority of a Faculty

SIGNED SEALED and DELIVERED)
by THE REVEREND PHILIP VAUGHAN
HILLS WARWICK JONES and JOHN
TREFRY HOSKING in the
presence of:-

Joseph M. Lobb.
22 FAIRFIELD
ST GERMAN'S SALTASH CORNWALL

STUDENT NURSE

SIGNED SEALED and DELIVERED)
by THE REVEREND PHILIP
VAUGHAN HILLS the Chairman
and DAVID EDWARD GILLARD

and
ANDREW WILLIAM FRANK LYNE
two members of the Parochial
Church Council of Saint
Stephen-by-Saltash in the
presence of:-

Joseph M. Lobb
22 FAIRFIELD
ST GERMAN'S SALTASH CORNWALL

STUDENT NURSE

THE SEAL of Saltash Town
Council was hereunto affixed
in the presence of:-

X K. R. Avery.
Mayor of Saltash.

Philip Vaughan Hills

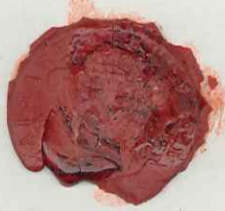
Warwick Jones.

John T. Hosking.

Philip Vaughan Hills

David Gillard.

Andrew W.F. Lyne



DATED 19/8/1982

ST. STEPHEN-BY-SALTASH
CEMETERY

A G R E E M E N T
concerning the upkeep
and maintenance thereof

500.

Sitwell Money,
2 Princes Street,
TRURO.

| Waterfront Management & Water Transport | Composition | Reports to | Date Formed | Minute Nr. |
|---|-------------|------------|-------------|------------|
| BICKFORD | 7 | Services | | |
| BULLOCK | | | | |
| GILLIES | | | | |
| LENNOX-BOYD | | | | |
| MARTIN | | | | |
| MILLER | | | | |
| YATES | | | | |

| Neighbourhood Plan Steering Group | Composition | Reports to | Date Formed | Minute Nr. |
|-----------------------------------|-------------|------------|---------------------------------|------------|
| BRADY | 3 | P&F | Amended Membership AFTC 4.05.23 | 26/23/24 |
| SAMUELS B | | | | |
| YATES | | | | |
| | | | | |

| Climate Change and Environment | Composition | Reports to | Date Formed | Minute Nr. |
|--------------------------------|-------------|------------|-------------|------------|
| BICKFORD | 7 | FTC | | |
| FOSTER | | | | |
| GILLIES | | | | |
| MARTIN | | | | |
| MILLER | | | | |
| PEGGS | | | | |
| YATES | | | | |

| Saltash Team for Youth | Composition | Reports to | Date Formed | Minute Nr. |
|------------------------|-------------|------------|-------------|------------|
| BULLOCK | 4 | P&F | | |
| GRIFFITHS | | | | |
| MARTIN | | | | |
| PEGGS | | | | |
| | | | | |

| A38 Working Group | Composition | Reports to | Date Formed | Minute Nr. |
|-------------------|-------------|------------|-------------|---------------|
| LENNOX-BOYD | 4 | FTC | 4.2.21 | FTC 320/20/21 |
| MARTIN | | | | |
| MILLER | | | | |
| YATES | | | | |
| | | | | |

| Communications & Engagement | Composition | Reports to | Date Formed | Minute Nr. |
|-----------------------------|-------------|------------|-------------|--------------|
| BICKFORD | 5 | P&F | 13.07.21 | P&F 55/21/22 |
| BULLOCK | | | | |
| MARTIN | | | | |
| MILLER | | | | |
| YATES | | | | |

| Borough War Memorial | Composition | Reports to | Date Formed | Minute Nr. |
|----------------------|---|------------|-------------|---------------|
| DENT | 5 (Town Clerk's attendance and support required due to the importance of the project) | FTC | 12.01.23 | FTC 320/22/23 |
| PEGGS | | | | |
| SAMUELS B | | | | |
| SAMUELS P | | | | |
| STOYEL | | | | |
| TOWN CLERK | | | | |

| Beating of the Bounds | Composition | Reports to | Date Formed | Minute Nr. |
|-----------------------|-------------|------------|-------------|--------------|
| BULLOCK | 4 | FTC | 9.7.22 | FTC 94/22/23 |
| PEGGS | | | | |
| P SAMUELS | | | | |
| STOYEL | | | | |

| Shared Prosperity Funding | Composition | Reports to | Date Formed | Minute Nr. |
|-------------------------------|-------------|------------|-------------|---------------|
| BICKFORD | 5 | FTC | 1.09.22 | FTC 183/22/23 |
| BULLOCK | | | | |
| GILLIES | | | | |
| PEGGS | | | | |
| SAMUELS B | | | | |
| CC Worth and Frank to support | | | | |

| CIL Application Play Areas | Composition | Reports to | Date Formed | Minute Nr. |
|----------------------------|-------------|------------|-------------------|------------|
| DENT | 5 | SERVICES | SERVICES 27.04.23 | 16/23/24 |
| MARTIN | | | | |
| MILLER | | | | |
| MORTIMORE | | | | |
| SAMUELS B | | | | |