



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 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 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:

Essa	Tamar	Trematon
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

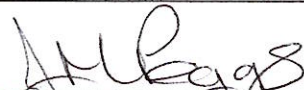


- g. Civic;
 - i. Awarding the Honorary Freedom of Saltash
 - ii. Civic Awards
 - iii. Civic Handbook
 - iv. Election of Mayor and Deputy Mayor

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.

Nomination form for the Office of Mayor of Saltash Town Council

ALL NOMINATIONS MUST BE RECEIVED BY 5.00PM ON THURSDAY 9TH MARCH 2023

Candidate's Details	
Surname:	SICKFORD
Forenames:	RICHARD EDWARD

	Print name	Signature
Proposer:	Julia Poggis	
Seconder:	R Bullock	
Candidate:	Richard Sickford	

Date: 020323

Nominations may be posted to the Town Clerk at the Guildhall or sent by email to sinead.burrows@saltash.gov.uk




Office use only:

Received by:	Sinead Burrows
Date:	6/3/23
Time:	10am
Nomination checked & circulated:	✓

Nomination form for the Office of Deputy Mayor of Saltash Town Council

ALL NOMINATIONS MUST BE RECEIVED BY 5.00PM ON THURSDAY 9TH MARCH 2023

Candidate's Details	
Surname:	PEGGS.
Forenames:	JULIA.

	Print name	Signature
Proposer:	Richard Bickford.	
Seconder:	Jean Dent.	
Candidate:	Julia Peggs.	

Date: 020323

Nominations may be posted to the Town Clerk at the Guildhall or sent by email to sinead.burrows@saltash.gov.uk

Office use only:

Received by:	Sinead Burrows
Date:	6/3/23
Time:	10am
Nomination checked & circulated:	✓

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 13th April 2023 at 7.00 pm

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

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

APOLOGIES: J Brady, R Bullock and J Foster.

1/23/24 PRAYERS.

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

Councillor Yates led prayers.

2/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

3/23/24 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.

4/23/24 CHAIRMAN'S REPORT.

It was **RESOLVED** to note.

5/23/24 **MONTHLY CRIME FIGURES.**

The Chairman reminded Members that due to the transition of the new Police system and associated changes to processes, policies and procedures there continues to be no meaningful performance data whilst the new system and processes are embedded.

The Chairman spoke of a recent discussion held with the Police and Crime Commissioner in which the question was posed for the reopening of the front office at the Saltash Police Station.

The Police do meet Members of the public upon request. The Chairman is to obtain further information on how an appointment is made reporting back at a future meeting.

Councillor Yates added that Officers do attend the Library for drop in sessions which seems to work well.

It was **RESOLVED** to note.

6/23/24 **REPORT BY COMMUNITY ENTERPRISES PL12.**

The Town Clerk drew Members attention to the information contained within the comprehensive report relating to volunteer positions within Community Enterprises PL12.

It was **RESOLVED** to note.

7/23/24

CORNWALL GATEWAY COMMUNITY REPORT FOR NOTING OR MATTERS ARISING.

The Town Clerk drew Members attention to the press release regarding the speed limit to be reduced to 20mph in more communities. The roll out will be carried out in phases – Saltash will follow in 2024.

The CNP support the aims of the Tamar Toll Action Group in removing the tolls for both the bridge and ferry.

The Town Clerk informed Members of the recently submitted Community Network Highways Scheme application which had been approved at an estimated reduced cost of £7,500.

It was proposed by Councillor Bickford seconded by Councillor Peggs and **RESOLVED** to note the report and that:

1. Saltash Town Council Highway Application has been successful at the estimated reduced cost of £7,500 therefore;
2. Saltash Town Council's contribution reduces to £3,750 to be allocated to General Reserves.

8/23/24

CORNWALL GATEWAY COMMUNITY ACTION POINTS FOR REPORTS.

It was **RESOLVED** to note.

9/23/24

TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.

Councillor Lennox-Boyd provided a verbal overview of a recent Environmental Visual Audit (EVA) at Warfelton in Saltash. The EVA meeting was advantageous and highlighted various issues such as insufficient lighting along the cinder path located by a youth club, dangerous signage and problematic areas for dog fouling and fly tipping offences.

Residents approached the EVA group and discussed issues that were occurring in the area. Councillor Lennox-Boyd added that she would share the Social Disorder paperwork with Members so they know what to look for when undertaking a street audit.

Councillor Lennox-Boyd spoke of various reports of shoplifting. Support is being offered by local authorities, Town Councillors and Cornwall Councillors with the shop keepers having now formed a community shop watch group called Saltash Traders Against Retail Theft (START).

A future meeting is being held by START on 27th April 2023 at the Factory Outlet store should Members wish to attend. START are looking at various ways to support each other with a Facebook group now being created and WhatsApp communications being utilised to raise the alarm of any repeat offenders being present on Fore Street.

Councillor Lennox-Boyd finished by stating that a recent site visit at Babis Farm had taken place with a Cornwall Council Housing Surveyor, Cornwall Councillors and Town Councillors, the site visit was positive and provided communication of various issues being experienced.

It was **RESOLVED** to note.

10/23/24

TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.

It was **RESOLVED** to note.

11/23/24 **TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP.**

Councillor Gillies provided an overview of the report received and contained within the reports pack.

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

1. To note the report and that the funds of £160 to plant further trees by Saltash Environmental Action (SEA) were no longer required due to funding being obtained elsewhere;
2. To approve the Climate Change and Environmental Working Group to continue to open a Facebook page and promote the Great Big Green Week activities as detailed and contained within the circulated reports pack.

12/23/24 **TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.**

Cornwall Councillor Worth provided a verbal update on the following subjects:

Saltash Red Bus

The Saltash Red Bus service has been launched and promotions well received. Councillor Worth requested Members raise awareness of the 450 bus service which circulates key areas such as Saltash Station, Fore Street and further afield, up to five times a day. The aim is to encourage residents that they can use the bus service the same as a Go Cornwall bus with concession passes accepted.

Torpoint Ferry Refurbishment Schedule

Councillor Worth spoke of the ferry refit under the five-year maintenance plan.

The Plym Ferry is the first to be taken out of action on the 29th April 2023 followed by the Tamar in 2024 and the Lynher in 2025. The refits are weather dependant and will impact the ferry service reducing to two ferries whilst the Plym Ferry work is undertaken.

Councillor Worth is unsure how long the ferry will be out of service but will ensure constant updates are provided.

It was **RESOLVED** to note.

13/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

14/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

15/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 2ND MARCH 2023 AND THE EXTRAORDINARY FULL TOWN COUNCIL MEETING HELD ON THURSDAY 16TH MARCH 2023 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 Griffiths and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 2nd March 2023 were confirmed as a true and correct record.

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** that the minutes of the Extraordinary Full Town Council Meeting held on Thursday 16th March 2023 were confirmed as a true and correct record.

The Chairman announced the next item of business to be discussed is Agenda Item 30 – To receive and consider a Festival Fund application.

16/23/24 TO RECEIVE AND CONSIDER A FESTIVAL FUND APPLICATION;

Application Number	Organisation	Amount Requested
FF114	Saltash Songs and Shanties Festival: Pop-Up Piano	£900.00

It was proposed by Councillor B Samuels, seconded by Councillor P Samuels and **RESOLVED** to award £900.00.

17/23/24 **FINANCE:**

- a. To advise the receipts for February 2023;

It was **RESOLVED** to note.

- b. To advise the payments for February 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 28th February 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.

18/23/24

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

a. Policy and Finance held on 14th March 2023;

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

RECOMMENDATION

171/22/23 TO RECEIVE THE FOLLOWING RECOMMENDED POLICIES FROM THE SERVICES COMMITTEE AND CONSIDER RECOMMENDING TO FULL COUNCIL:

a. Town Council Playpark Match Funding
(Pursuant to Services Committee held on 9.2.23 minute nr. 118/22/23)

It was proposed by Councillor Peggs, seconded by Councillor Martin and resolved to **RECOMMEND** to Full Council to be held on Thursday 13th April 2023.

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

b. Planning and Licensing held on 21st March 2023;

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

c. Personnel held on 30th March 2023.

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

19/23/24

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

a. Devolution held on 17th March 2023;

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

RECOMMENDATION 1

26/22/23 TO RECEIVE CORNWALL COUNCILS GENERIC GROUNDS MAINTENANCE LICENCE FOR THE MEMORIAL PEACE GARDEN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk briefed Members on Cornwall Council's Licence to Occupy to allow the Town Council to continue with grounds maintenance and planting works.

The Town Clerk advised that the Licence to Occupy does not allow for installations such as trees, benches etc without Cornwall Council's consent.

The Town Clerk added that the Town Council would remain responsible for the inspection and monitoring of any features that have either been installed or undertaken works to, over the years prior to the licence.

The Town Clerk confirmed that the supply of electricity within the boundary is Cornwall Council's responsibility due to it being a streetlight serving a wider purpose.

Councillor Miller arrived and confirmed his attendance as a Councillor and joined the meeting in the public gallery.

It was proposed by Councillor B Samuels, seconded by Councillor Martin and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th April 2023;

1. To approve the Licence to Occupy the MPG at an annual sum of £1, renewable annually;
2. To provide delegated authority to the Town Clerk to sign the Licence to Occupy on behalf of the Town Council;
3. To note that the Town Council's insurance cover remains in place.

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

RECOMMENDATION 2

28/22/23 TO RECEIVE AN UPDATE ON SALTASH TOWN COUNCILS DEVOLUTION PROGRAMME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Victoria Gardens - Cornwall Council Service Level Agreement;

The Town Clerk informed Members that Cornwall Council's Licence to Occupy is to permit the Town Council for a period of 5 months to tidy the lower lying areas (shrubs and bedding plants) at Victoria Gardens in time for Spring and the King's Coronation celebrations in May.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Council to be held on Thursday 13th April 2023;

1. To approve the Licence to Occupy at Victoria Gardens to allow the Town Council to tidy the lower lying areas (shrubs and bedding plants) for a period of 5 months;
2. At a sum of £1 if demanded;
3. To provide delegated authority to the Town Clerk to sign the Licence to Occupy on behalf of the Town Council.

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

RECOMMENDATION 3

b. Victoria Gardens - Cornwall Council revised Heads of Terms.

The Chairman informed Members that Cornwall Council are offering Saltash Town Council a leasehold or a freehold for Victoria Gardens and the Maurice Huggins Room by way of revised Heads of Terms.

The Chairman informed Members that the Town Council's Building Surveyor is due to undertake a Building Survey Report on Victoria Gardens only on the 20th April 2023.

The Town Clerk advised Members await the results of the Building Survey Report and Cornwall Council's Tree Condition Survey and Maintenance Report.

The Town Clerk informed Members that CC may take a view to add a covenant on the sale of MHG for it to be kept for community use only. Any such covenant may not permit commercial businesses to use the property.

The Town Clerk informed Members that if the Town Council wished to pursue with a freehold the general maintenance of the area could have an operational impact on the Service Delivery Team therefore the matter would need to be considered at a Personnel Committee meeting.

It was proposed by Councillor Peggs, seconded by Councillor Martin and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th April 2023;

1. To approve Cornwall Council's revised Heads of Terms for a freehold to Saltash Town Council at a price of £1 for the Maurice Huggins Room and Victoria Gardens;
2. To accept Cornwall Council's offer to provide Saltash Town Council a grant in the sum of £5,000 to undertake repairs and maintenance works to the railings;
3. Points 1 and 2 above are subject to;
 - i. The results of Cornwall Council's Tree Condition Survey and Maintenance Report;
 - ii. The Town Council's Building Survey Report;
 - iii. Confirmation of insurance cover and related cost;
 - iv. The Personnel Committee identifying additional work levels to efficiently discharge the work required by the Town Council.

Due to information being received from Catherine Thompson - Community Link Officer the above recommendation requires possible revision therefore it was proposed by Councillor Martin, seconded by Councillor B Samuels and **RESOLVED** to defer to the next Devolution Sub Committee for further consideration.

RECOMMENDATION 4

c. Climate Change and Environment Working Group short-term vision for Victoria Gardens;

Councillor Gilles provided a verbal update on the initial thoughts received from Saltash Environmental Action (SEA) which included planting lower levels of Victoria Gardens as low maintenance as possible, to ensure minimal maintenance works are required.

Councillor Gillies added that SEA had stated in the short-term the group would look to tidy up existing hedges and investigate the possibility of planting native hedges.

The Climate Change and Environmental Working Group had discussed the idea of incorporating the Big Green Week by holding a plastic free picnic in conjunction with a gardening party to assist with the tidying and planting of the lower levels within Victoria Gardens.

Members discussed the timescales and the requirement to commence planting as soon as possible with Spring upon us.

It was proposed by Councillor Martin, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th April 2023;

1. To note the update received from SEA;
2. To form a 'Friends of Victoria Gardens' working in conjunction with SEA;
3. To hold the next scheduled Meet Your Councillor Session on Saturday 15th April at Victoria Gardens followed by a site meeting with those who wish to be part of the 'Friends of Victoria Gardens' to discuss the way forward;
4. To provide refreshments at the Maurice Huggins Room;
5. Publicise the 'Friends of Victoria Gardens' meeting location, date and time at the earliest opportunity to provide sufficient notice.

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

RECOMMENDATION 5:

d. Saltash Town Council's long-term vision for Victoria Gardens and the Maurice Huggins Room.

It was proposed by Councillor Martin, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th April 2023;

1. To set the Town Council long-term vision as a living document:
 - i. Music in the park;
 - ii. To encourage people to use the area for picnics;
 - iii. Ensure the MHR is used to support the community;
 - iv. The area to be a welcoming and safe place for everyone to enjoy;
 - v. Engage with the local residents;
 - vi. Create a 'Friends of Victoria Gardens';
 - vii. Use the bandstand area;
 - viii. To make the space a community asset to the town;
 - ix. Memorial benches;
 - x. Hold markets.
2. The priority is the formation of 'Friends of Victoria Gardens' to be community led with progression via Meet Your Councillors, flyers, website page and the Town Council's social media platforms.

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

e. Station Property held on 27th March 2023;

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

Councillor Martin left the meeting.

RECOMMENDATION 1

52/22/23 TO RECEIVE AN UPDATE ON ISAMBARD HOUSE CAFE TENDER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bickford spoke of the Tender process. Members were informed that no viable bids had been received although extensive advertising and promotions had been achieved.

Due to the recent disruption on the rail network there is a possibility it has had an effect on the ability for lettings to take place in and around station platforms.

Members discussed the proposal received from Simon Zinn – Café Operator.

The Chairman informed Members of Simon's proven track record of delivering a takeaway and bite sized catering options in small café spaces with a current operation located in Torpoint.

The Chairman informed Members of a planned site meeting to be held on Tuesday 28th March 2023 at 2pm to further discuss the possibility of Simon operating from Isambard House.

Members all agreed that the necessity to open the waiting room and provide a café is paramount.

It was proposed by Councillor Miller, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to be held on Thursday 13th April 2023;

1. To offer Simon Zinn a six-month free trial period (rent and utilities) reflective of the details contained within the existing tender pack to commence on 30th April 2023, including a three-month review;
2. To appoint Kennall Consulting to draw up a written contract between Saltash Town Council and the Concessionaire at a maximum cost of £1,632.00+vat;
3. To provide the Town Clerk delegated authority to review and sign the written contract on behalf of the Town Council;
4. Associated cost to be allocated to budget code 6818 Professional Costs.

Councillor Martin returned to the meeting.

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

c. Property Maintenance held on 4th April 2023.

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

20/23/24

TO RECEIVE AND NOTE THE TOWN CLERKS REPORT ON DELEGATED APPROVAL TO USE THE MODERN LOGO.

It was **RESOLVED** to note.

21/23/24 **TO RECEIVE THE HEADS OF TERMS FOR THE LAND ON WHICH A FORMER BT PHONE BOX SITS AT ISAMBARD HOUSE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To approve the Heads of Terms to form a five-year lease agreement between Saltash Town Council and First Greater Western Limited;
2. To provide delegated authority to the Town Clerk to review and sign the lease agreement on behalf of the Town Council;

Points one and two above are subject to;

3. First Greater Western Limited covering all associated legal costs.

22/23/24 **TO RECEIVE CORNWALL COUNCIL PUBLIC SPACES PROTECTION ORDER (ALCOHOL CONSUMPTION IN DESIGNATED PUBLIC SPACES) 2023 AND CONSIDER ANY ACTIONS.**

The Chairman informed Members of the CC Public Spaces Protection Order received and contained within the reports pack is a renewal of the current order for October 2023.

The Chairman drew Members attention to the list of roads detailed within the document. Members confirmed there are no further areas to be included.

It was **RESOLVED** to note.

23/23/24 **TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS.**

The Chairman updated Members on the recently held meeting with the Managing Director of the Integrated Care Area (N/E Cornwall) Dr Sant.

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** to continue to support the Action Group and permit free use of the Guildhall for future meetings, inclusive of the scheduled meeting to be held on 19th April 2023.

24/23/24

TO RECEIVE AN UPDATE ON THE TOWN COUNCIL COMMUNITY LEVELLING UP APPLICATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman was delighted to inform Members that the Town Council's Community Levelling Up Application had been successful in securing an approval in principle for the grant funding for the project and that we await the finalised Grant Offer Letter.

The Chairman congratulated and thanked all those involved in the application.

As to not delay the progress made so far the Chairman requested Members consideration be given and resolved at this evening's meeting to continue to drive the project forward.

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

1. To confirm the membership of the Shared Prosperity Working Group consisting of Councillors Bickford, Bullock, Gillies, Peggs, B Samuels with support from Cornwall Councillors Worth and Frank;
2. To provide delegated authority to the Town Clerk to obtain three quotes in line with Financial Regulations for a Consultant to manage the project up to completion, inclusive of a contract;
3. The Town Clerk to liaise with the Working Group for the appointment of a Consultant subject to quotes being received;
4. To allocate the Consultant fees to the funding pot yet to be confirmed.

25/23/24

TO RECEIVE A REPORT FROM THE TOWN TEAM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

26/23/24 **TO RECEIVE THE DRAFT ANNUAL TOWN COUNCIL REPORT 2022/23 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To approve the Annual Town Council Report for 2022/23, subject to the Town Clerk's final sign off;
2. To advertise via a poster at Saltash May Fair, Town Council social media outlets, notice boards and email banner.

The Town Clerk and Members thanked the Administration Officer for her hard work in producing the Annual Town Council Report.

27/23/24 **TO RECEIVE A REQUEST FOR A CIVIC PARADE AT SALTASH REGATTA AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To approve the request for a Civic Parade at Saltash Regatta to be held on 29th July 2023 meeting at Victoria Gardens from 10am departing at 10:30am;
2. To note that the Mayor will award the best-dressed organisation and give a small speech to open the Regatta.

28/23/24 **TO RECEIVE A REPORT ON THE SHOP YOUR TOWN EVENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the Shop Your Town Event and made various suggestions to be considered for the following years event. Suggestions included the possibility of a weekend event in conjunction with Meet Your Councillors and for wider publicity to be considered.

Members requested the report be amended to reflect those missed from the attendees list. These included Saltash Rotary Club, Saltash Regatta and Inner Wheel.

It was **RESOLVED** to note and to continue to showcase community organisations in the year 2024-2025.

29/23/24

TO RECEIVE AN UPDATE ON THE TOWN COUNCIL CCTV S106 APPLICATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received a report outlining Cornwall Fire and Rescue Service efficiency review of fire control that now includes the CCTV provisions at Tolvaddon.

Due to the uncertain future of Tolvaddon Members discussed monitoring provisions as well as alternative CCTV options.

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

1. To put the Town Council S106 CCTV application on hold until the Town Council better understands the position of Tolvaddon CCTV monitoring centre;
2. That Councillors Martin, Peggs, Lennox-Boyd and Yates investigate alternative solutions to host a CCTV system reporting back at a future Services Committee meeting.

30/23/24

MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 15TH APRIL 2023 OUTSIDE BLOOM HEARING, FORE STREET.

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

1. To note the Meet Your Councillor Session is to be held at Victoria Gardens on Saturday 15th April 2023;
2. That Councillors Dent, Gillies, Lennox-Boyd, Miller, Peggs and Yates to attend the next Meet Your Councillor session to be held at Victoria Gardens on Saturday 15th April 2023;
3. To delegate to the Service Delivery Team to erect suitable signage to advertise the alternative location and to sufficiently promote on social media.

31/23/24

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.

32/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

33/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

34/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

35/23/24 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. Great Big Green Week;
2. Café Concessionaire;
3. Successful Community Levelling Up Funding Bid;
4. Annual Town Council Report 2022-23;
5. Awarded Festival Fund Grant;
6. Civic Parade Saltash Regatta;
7. Play Park Match Funding Policy;
8. Meet Your Councillors at Victoria Gardens;
9. The new town 450 bus service/timetable.

36/23/24 DATE OF NEXT MEETING: ANNUAL MEETING OF SALTASH TOWN COUNCIL TO BE HELD ON THURSDAY 4TH MAY 2023 AT 7:00 P.M.

Annual Meeting of Saltash Town Council to be held on Thursday 4th May 2023 at 7.00pm.

37/23/24 **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.

Rising at: 8.38 pm

Signed: _____
Chairman

Dated: _____

MAYOR'S REPORT TO SALTASH TOWN COUNCIL THURSDAY 4 MAY 2023

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

Saturday 1 st April	7.30pm	RWindband Concert, Burraton Community Centre
Tuesday 4 th April	4.00pm	Science Week Prizing Giving, Saltash Library Hub
Saturday 8 th April	10.30am	Saltash Exhibition Unveiling, Saltash Heritage
Saturday 15 th April	10.00am	Rotary Club of Saltash Model Railway Exhibition, Isambard House

DEPUTY MAYOR'S REPORT TO SALTASH TOWN COUNCIL THURSDAY 4 MAY 2023

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

Sunday 30 th April	10.30am	Lord Mayor of Plymouth Civic Service, St Jude's Church, Plymouth
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SAFER CORNWALL

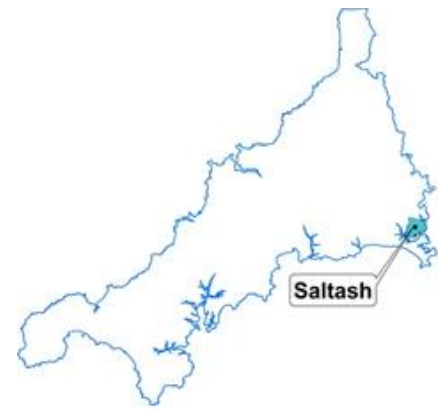
Kernow Salwa

Safer Saltash Town summary 2023



Introduction

This profile provides a **picture of crime and community safety issues** for this area. It compares Saltash with the average for other large towns in Cornwall (towns with a population of 10,000 or more), described within this profile as "urban". The profile also incorporates socio-economic, health¹ and community safety profiles that are available for this area.



key statistics

	Current population of Saltash town area is 16,543	18% are aged 0-15 17% Cornwall / 19% England
People		25% are aged over 65 25% Cornwall / 19% England
	1 in 5 live in the 20% most deprived neighbourhoods in England	
Vulnerable groups	14% of children are living in poverty (18% in Cornwall and 19% across England)	Education & skills
	2% of households lack central heating	
Housing	4% in Cornwall 2% across England	Economy
	21% of people have a limiting long-term illness	
Health & wellbeing	21% in Cornwall 17% across England	Access & transport
		16% of households do not have a car
		15% in Cornwall 24% across England

Except where stated this profile provides information for **the geographical area representing Saltash Town as defined by [Local Insight \(communityinsight.org\)](http://communityinsight.org)**; comparisons are drawn with the average for other large towns in Cornwall (with a population of 10k or more, also described as "urban") and Cornwall as a whole.

¹ Network area [Community Profiles](#) and [Health Profiles](#) are available from the Joint Strategic Needs Assessment (Public Health) website pages

Cornwall Overview

Overall **recorded crime has increased by 11%** with most types of crime having risen over the last 12 months. This was expected further to the lifting of COVID restrictions and local trends are generally in line with the national picture.

Cornwall's crime rate remains comparatively low, and we are ranked 3/15 in our national comparison group (Most Similar Group, MSG). The rate of crime is 53.6 per 1000 population which is 22% lower than the MSG average.

Rates of theft continue to be significantly lower than in other similar places in the UK, despite the increases over the last year as crime levels have re-established.

There were **8,930 incidents of anti-social behaviour (ASB)** reported to the police in the 12 months to 31st October 2022, equating to a rate of 15.6 incidents per 1000 population. The volume of reported ASB incidents is **27% lower than the same period last year** and has returned to around the same level as it was pre-COVID.

Reports of ASB to the police have **reduced across Cornwall over the last year** with substantial falls in rowdy nuisance neighbour incidents (down by 45%) and rowdy inconsiderate behaviour (down by 21%).

ASB continues to be a persistent headline issue in some of our larger towns. This requires ongoing multi-agency efforts to manage – ensuring that the people involved, who often have multiple vulnerabilities, receive **the right support, alongside appropriate enforcement action** to provide respite to local businesses and other residents.

What are the key trends for the Saltash town area?

Along with other large towns in Cornwall, the Saltash town focus area can have higher levels of crime due to the concentration of people living there. It has a population of just under 16,700. The **all-crime rate in Saltash is lower than the average** for other large towns in Cornwall.

- The crime rate in Saltash town has **remained fairly stable** over the last 12 months (October 2022). This opposes the increasing trend that we are seeing across Cornwall.
- There has been an increase in shoplifting offences and other sexual offences reported, but the numbers are low in comparison to other similar towns.



- We have also seen increase in alcohol related crimes as well as small increases in domestic abuse and crimes where the victim is aged under 18.
- The total number of Anti-Social Behaviour incidents has reduced by 24% which is similar to the reductions seen across Cornwall. The largest reductions can be seen in rowdy inconsiderate behaviour.

Crime / Incident type	Oct-22	Oct-21	Change n	Change %	Trend
Burglary Dwelling	8	18	-10	-56%	▼
Burglary Non-Dwelling	9	11	-2	-18%	▼
Criminal Damage	102	125	-23	-18%	▼
Other Offences	15	22	-7	-32%	▼
Other Sexual Offences	20	13	7	54%	▲
Other Theft	49	51	-2	-4%	▼
Possession of Drugs	20	21	-1	-5%	▶
Possession of Weapons	8	8	0	0%	▶
Public Order Offences	49	45	4	9%	▶
Rape	8	16	-8	-50%	▼
Robbery	2	3	-1	-33%	▼
Shoplifting	42	31	11	35%	▲
Stalking and Harassment	103	113	-10	-9%	▼
Trafficking of Drugs	7	10	-3	-30%	▼
Vehicle Offences	32	37	-5	-14%	▼
Violence with Injury	99	93	6	6%	▼
Violence without Injury	121	95	26	27%	▲
Victim under 18	97	91	6	7%	▲
Alcohol	132	97	35	36%	▲
Domestic Abuse	169	157	12	8%	▲
Hate crime	16	17	-1	-6%	▼
Grand Total	694	712	-18	-3%	▶
Rowdy/Inconsiderate Behaviour	140	184	-44	-24%	▼
Rowdy Nuisance Neighbours	61	63	-2	-3%	▶
Other	11	29	-18	-62%	▼
Street Drinking	14	20	-6	-30%	▼
Total ASB	226	296	-70	-24%	▼

Cost of living crisis and impact on crime and community safety

The pandemic left many households and businesses in Cornwall facing **financial difficulties**, as they struggled to manage increases in the costs of housing, energy, fuel and food. 3 key factors – energy prices, rising inflation and tax increases – are now contributing to a **cost of living crisis**, with Russia's invasion of Ukraine adding further uncertainty to global oil and gas prices and supplies.

We know from previous recessions, that **financial precarity drives a range of harms** related to crime and community safety and the impacts can be long lasting. How we manage these risks and support the most vulnerable in our communities will feature in the refresh of our Partnership Plan for 2023/24.

- **violence** (stranger violence is unlikely to be impacted). Wider **safeguarding concerns** around financial abuse and manipulation, diet and wellbeing issues. People fall through the gaps in services that are overstretched and cutting back – increasing **demand for crisis support** in increasingly complex cases;
- Anti-social behaviour may rise, with the increase in **rough sleeping** playing a small but visible part; **visible social disorder** drives wider feelings of unrest and **community tensions**; During a recession, people struggle with jobs and finances – scams and **frauds**, shoplifting, personal **thefts** and robberies increase, **black markets** and stealing to order escalates, and these markets are exploited by **organised crime**;
- **Drug and alcohol use increases** to cope with increased psychological distress, bringing with it all the associated **harms to health and family life and the costs to society**, and leaving communities vulnerable to exploitation by organised crime and violence;
- Based on previous recessions, interpersonal violence is likely to increase, specifically **domestic and acquaintance** potential increase in radicalisation, right-wing anti-immigrant narratives and **hate crimes**; increase in environment crime and nuisance occurrences;
- An **insecure home** is the most significant barrier to any successful or lasting engagement with services that could provide help and support and a **key factor in perpetuating reoffending**;
- Increase in **youth unemployment** rates has a long term impact. Young people who leave school during recessions are significantly more likely to become involved in crime than those who leave school while labour markets are more buoyant. The sense of a lack of future and loss of opportunities drive **risk taking behaviour**, including drug use and involvement in crime.

Safer Saltash Delivery 2022/23

Safer Saltash continues to meet virtually every 4 weeks to ensure that regular dynamic intelligence and updates about emerging community safety, crime and antisocial behaviour across the town is fed in and acted upon. This year we have:

- continued to address pockets of antisocial behaviour in the town through a balance of support and enforcement measures;
- targeted work at the Waterside to address specific concerns;
- supported the Police 'Have your Say' public engagement event in January;
- worked with civil enforcement partners to focus activity in hotspot locations;
- advocated for the implementation of a live monitored CCTV system in Saltash;
- worked in partnership with the 'Caradon Team Around the School' group to bring in improvements for young people and their families;
- facilitated the sharing of intelligence with organisations responsible for road safety.

Looking to 2023/24, Safer Saltash has planned an environmental visual audit in several areas in the town. This audit will involve a number of partners from a raft of different agencies, coming together to assess the physical space and agree actions to improve the area in line with situational crime prevention strategies. We will continue to work with the local youth provision organisations and the secondary school to support young people and address any concerns. We are planning a celebration of diversity and hope that the young people of Saltash will assist in coproducing the event/activity. We will be increasing face to face multi agency engagement at public events such as the Town Council led event 'Shop Your Town' on 2nd March and Saltash Pride celebration on 3rd June. #

What residents think

As part of the update of our new Partnership Plan, we invited local people to "Have Your Say" about the **community safety issues that matter** on a day-to-day basis in the local area and what could be done to improve things.

Our **on-line survey** was available via Cornwall Council's [Let's Talk Cornwall](#) in July and August 2022. We also held some **face-to-face engagement events** in the summer.

- Across Cornwall **83%** of people said they **feel safe during the day** in their local area; a **significant improvement** on last year's 61%. In Saltash this percentage was much higher although the sample size was small meaning percentage changes can be volatile;
- Of the 15 people who answered the survey only 1 felt unsafe after dark.

SAFER CORNWALL

Kernow Salwa

Agenda Item 19

Please see attached a copy of the Saltash Green Champion activity sheet. The CC&EWP would like to request whether the Town Council would be happy to provide some recognition of participation in the Green Champion activity by providing a certificate of participation or one from the Mayor for the highest points achieved.

End of report

Cllr Gillies

THE GREAT BIG GREEN WEEK



During Saltash Green Week – 10-18 June 2023 complete as many of these activities to earn points to become a Green Champion for Saltash.

Activity	Points Available	Date completed	Points Awarded
Don't travel by car	20 Points each day		
Use Public Transport	30 Points each day		
Organise a Community Litter Pick	30 Points		
Take part in a Community Litter Pick	20 Points		
Become a SEA Litter Ranger	50 Points		
Join the Beetle Watch	20 Points		
Build a Bug House	50 Points		
Visit Coombe Woods	10 Points		
Visit Churchtown Farm	10 Points		
Visit Tincombe Woods	10 Points		
Visit Elwell Woods	10 Points		
Visit Saltmill	10 Points		
Draw or take a picture of a Wildflower, beetle or birds seen at any of the above locations	20 Points Each		
Total Points			

Bank Receipts

Saltash Town Council

For the period 1 March 2023 to 31 March 2023

Contact	Description	Net	VAT	Gross
Barclays Bank	Transfer to cover expenditure	£50,000.00	£ -	£50,000.00
Barclays Bank	Interest recieved	£ 6.03	£ -	£ 6.03
Beating the Bounds	Beating of the Bounds Income	£ 29.17	£ 5.83	£ 35.00
Churchtown Allotments	Allotment rent income 01/04/2023 to 31/03/2024	£ 1,195.00	£ -	£ 1,195.00
Churchtown Cemetery	Internments	£ 636.00	£ -	£ 636.00
Fairmead Allotments	Allotment rent income 01/04/2023 to 31/03/2024	£ 275.00	£ -	£ 275.00
Grenfell Allotments	Allotment rent income 01/04/2023 to 31/03/2024	£ 120.00	£ -	£ 120.00
Guildhall Income	Murder Mystery Ticket income	£ 322.00	£ -	£ 322.00
Guildhall Income	Mayors Bash Ticket income	£ 75.00	£ -	£ 75.00
Guildhall income	Various Bookings	£ 188.55	£ -	£ 188.55
Guildhall Income	Guildhall refreshment	£ 50.01	£ 9.99	£ 60.00
Guildhall Income	Photocopying Income	£ 3.40	£ -	£ 3.40
Isambard House	Various Bookings	£ 229.17	£ 45.83	£ 275.00
Library Income	Library Activity Income - SWW Funding (Environment Week)	£ 500.00	£ -	£ 500.00
Library Income	Fines	£ 9.17	£ 1.83	£ 11.00
Library Income	Library Photocopying Fees income	£ 215.67	£ 43.13	£ 258.80
Library Income	Book sales	£ 9.37	£ -	£ 9.37
Maurice Huggins Room Income	Various bookings	£ 75.00	£ -	£ 75.00
Public Sector Deposit Account	Interest recieved	£ 590.37	£ -	£ 590.37
Saltash Bowling Club	Longstone - Bowling Club Water Charges	£ 61.99	£ 5.18	£ 67.17
Saltash Heritage	Annual Rent - 01/04/2023 - 31/03/2024	£ 1.00	£ -	£ 1.00
Seagull Bags	Seagull Bags Income	£ 186.65	£ 37.35	£ 224.00
St Stephen Parish Church	Internments	£ 1,705.00	£ -	£ 1,705.00
Grand Total		£56,483.55	£149.14	£56,632.69

Bank Payments

Saltash Town Council

For the period 1 March 2023 to 31 March 2023

Contact	Description	Net	VAT	Gross
All Seasons Window Cleaning	Station Window Cleaning - February 2023	£ 35.00	£ -	£ 35.00
Aquastorage System Cleaning Ltd	Legionella Risk Assessments - all Town Council premises	£ 175.00	£ 35.00	£ 210.00
Barclays Bank	Bank charges	£ 20.55	£ -	£ 20.55
Bond Timber	Materials to repair street furniture	£ 10.96	£ 2.19	£ 13.15
Cleansing Service Group Ltd	Waterside Cabin - cleaning and disposal costs	£ 160.00	£ -	£ 160.00
Cormac Contracting Limited	Labour and Parts for repairing Town Council mower	£ 373.76	£ 74.75	£ 448.51
Cornwall Council	Seagull Bags	£ 303.00	£ -	£ 303.00
Cornwall Council	Planning Application for Library Refurbishment Works	£ 257.83	£ 5.37	£ 263.20
Cornwall Council	Insurance for Longstone Garage and Depot - March 2023	£ 10.00	£ -	£ 10.00
Cornwall Pensions	Pension Fund Payment - March 2023	£ 9,274.60	£ -	£ 9,274.60
Credit Card Purchases (Amazon)	P&F - IT Equipment	£ 22.66	£ 4.53	£ 27.19
Credit Card Purchases (Amazon)	Provisions for Councillor IT equipment	£ 17.94	£ 3.59	£ 21.53
Credit Card Purchases (Amazon)	IT Costs - Library	£ 81.06	£ 16.23	£ 97.29
Credit Card Purchases (Amazon)	Equipment for library activities	£ 92.82	£ 18.68	£ 111.50
Credit Card Purchases (Canva)	Canva annual subscription	£ 83.33	£ 16.66	£ 99.99
Credit Card Purchases (Instant Print)	A pull up banner for meet your Councillor event	£ 36.16	£ 7.23	£ 43.39
Credit Card Purchases (RS Components)	Pontoon - maintenance costs	£ 27.68	£ 5.54	£ 33.22
Credit Card Purchases (Viking)	P&F - stationary	£ 69.41	£ 13.88	£ 83.29
Credit Card Purchases (Xero)	Saltash Town Council monthly subscription - 01 Feb 2023 to 28 Feb 2023.	£ 28.00	£ 5.60	£ 33.60
Dainton Group Services	Rent for Waterside Cabin and Effluent Tank	£ 332.13	£ 66.43	£ 398.56
DB Autos Ltd	Service Delivery vehicle maintenance costs	£ 361.98	£ 72.39	£ 434.37
Deltor Creative Design & Print	Printing and distribution of Precept Leaflets 2023/24	£ 1,065.00	£ -	£ 1,065.00
Denmans	Materials for Guildhall maintenance	£ 205.28	£ 41.06	£ 246.34
Denmans	Materials for Guildhall maintenance	£ 36.63	£ 7.33	£ 43.96
Denmans	PAT Tester Calibration costs	£ 105.00	£ 21.00	£ 126.00
Denmans	Materials for Guildhall maintenance	£ 107.84	£ 3.58	£ 111.42
EE	Staff mobiles and Pontoon broadband charges	£ 97.13	£ 19.43	£ 116.56
Efficient Comms Ltd	Telephone Call and Service Charges - February 2023	£ 164.63	£ 32.93	£ 197.56
EON	Electricity Charges - 2nd Feb 2023 - 6th Mar 2023	£ 190.16	£ 9.51	£ 199.67
Euro Car Parts	Cleaning materials for Service Delivery vehicles	£ 23.24	£ 4.65	£ 27.89
Euro Car Parts	Vehicle maintenance materials	£ 3.36	£ 0.67	£ 4.03
HMRC	PAYE payment March 2023	£ 8,487.77	£ -	£ 8,487.77
Human Resources Support Consultancy	HR Consultancy Services - February 2023	£ 650.00	£ 130.00	£ 780.00
Hygiene 2 Health Ltd	Health and Safety Consultancy Fees	£ 455.00	£ 91.00	£ 546.00
Laser - Cemetary - 1051640	Electricity Charges - 01/12/2022 to 28/02/2023	£ 65.04	£ 3.25	£ 68.29
Laser - Guildhall Gas	Gas Charges - 31/12/2022 to 31/01/2023	£ 681.18	£ 136.24	£ 817.42
Lloyds Bank	Transfer to cover bank charges	£ 100.00	£ -	£ 100.00
Opayo (previously Sage)	Card machine charges	£ 13.00	£ 2.60	£ 15.60
Opayo (previously Sage)	Card machine charges	£ 55.39	£ -	£ 55.39
People Safe	Annual subscription for health and safety devices	£ 168.00	£ 33.60	£ 201.60
PPL PRS Ltd.	License to play music in public	£ 3,062.34	£ 612.47	£ 3,674.81
Print Copy Scan Ltd	Photocopier print charge 27-Jan-2023 to 26/03/2023	£ 44.18	£ 8.84	£ 53.02
Pyramid Electrical Serv	Installation and take down of Christmas decorations in Saltash Fore Street	£ 3,470.00	£ 694.00	£ 4,164.00
Rosevale Accountants Ltd	Finance Consultancy Fees	£ 986.00	£ 197.20	£ 1,183.20
Rosevale Accountants Ltd	Finance Consultancy Fees	£ 580.00	£ 116.00	£ 696.00
Rosevale Accountants Ltd	Monthly payroll and absence management - February 2023	£ 512.50	£ 102.50	£ 615.00
Saltash Window Cleaning	Cleaning of Guildhall - 30/01/2023 and 03/03/2023	£ 90.00	£ -	£ 90.00
Sarah-Linda Johnson	Library activities costs	£ 120.00	£ -	£ 120.00
Security Management South West Ltd	First response key holding services for alarm call outs	£ 1,000.00	£ 200.00	£ 1,200.00
SOS Consultancy	Monthly ICT Support and Maintenance Services	£ 981.30	£ 196.26	£ 1,177.56
SOS Consultancy	Provisions for Guildhall IT equipment	£ 557.50	£ 111.50	£ 669.00
South Devon College	Entry fee for The South West Reading Challenge activity (March - June)	£ 40.00	£ -	£ 40.00

South West Signs	Signs for Dog fouling competition	£ 577.50	£ 115.50	£ 693.00
South West Signs	Fixtures for Dog fouling competition	£ 120.00	£ 24.00	£ 144.00
South West Water - Alexandra Sq	Water and Sewerage Charges 03/12/2022 -10/03/2023	£ 121.36	£ -	£ 121.36
South West Water - Library	Water and Sewerage Charges 03/02/2023 - 01/03/2023	£ 20.78	£ -	£ 20.78
South West Water - Longstone Depot - Connection to Bowling Green	Water and Sewerage Charges 03/02/2023 - 01/03/2023	£ 25.94	£ 2.14	£ 28.08
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water and Sewerage Charges 02/02/2023 - 01/03/2023	£ 87.60	£ 6.97	£ 94.57
South West Water - Maurice Huggins Room	Victoria Park Water Charges 03/02/2023 - 01/03/2023	£ 15.64	£ 1.34	£ 16.98
South West Water - Waterside	Waterside Toilets - Water and Sewerage Charges 24/12/2022 - 10/03/2023	£ 89.55	£ -	£ 89.55
Spot-On-Supplies	Cleaning materials - Library	£ 347.48	£ 69.49	£ 416.97
Staff Salaries	Staff salaries	£ 32,485.66	£ -	£ 32,485.66
Thirsty Work	Water Cooler Hire and Purchase of water bottles - November 2022	£ 97.20	£ 19.44	£ 116.64
Thirsty Work	Water Cooler Hire and Purchase of water bottles - December 2022	£ 44.75	£ 8.95	£ 53.70
Thirsty Work	Water Cooler Hire and Purchase of water bottles - January 2023	£ 182.10	£ 36.42	£ 218.52
Tool station	Repair costs to Isambard House	£ 161.45	£ 32.29	£ 193.74
Trade UK Account	Materials to repair Public toilets	£ 68.71	£ 13.74	£ 82.45
Trade UK Account	Materials to repair Public toilets	£ 44.15	£ 8.83	£ 52.98
Travis Perkins Trading Company Ltd	Paint for Maintenance - Isambard House	£ 88.50	£ 17.70	£ 106.20
UK Fuels Ltd	Fuel for vehicles	£ 240.97	£ 48.19	£ 289.16
Viking Direct	Stationary for Longstone Depot	£ 53.19	£ 10.64	£ 63.83
Viking Direct	Stationary for Library	£ 132.67	£ 26.53	£ 159.20
Westcountry Skip Hire	02/03/23 Disposal of skip waste	£ 297.00	£ 59.40	£ 356.40
WesternWeb Ltd	IT Maintenance for STC website	£ 22.50	£ 4.50	£ 27.00
Wilf Dawes Tyres & Batteries	Tyres for Service Delivery vehicle	£ 133.33	£ 26.67	£ 160.00
Xero (UK) Ltd	Monthly Xero Subscription	£ 28.00	£ 5.60	£ 33.60
Grand Total		£ 71,377.37	£ 3,662.03	£ 75,039.40

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 18th April 2023 at 6.30 pm

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

ALSO PRESENT: 62 Members of the Public, H Frank (Cornwall Council), R Lumley (Assistant Town Clerk) and F Morris (Planning and General Administrator).

APOLOGIES: J Brady, R Bickford, M Griffiths, S Martin, J Peggs and B Stoyel.

1/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

2/23/24 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.

Councillor	Agenda Item	Pecuniary/ Non- Pecuniary	Reason	Left Meeting
Bullock	PA23/01973	Non-Pecuniary	Friend of owner	Yes
Lennox-Boyd	PA23/02089	Non-Pecuniary	Friend	Yes
Lennox-Boyd	PA23/01616	Non-Pecuniary	Friend	Yes
Lennox-Boyd	PA23/02354	Non-Pecuniary	Friend	Yes
Samuels B	PA23/02470	Non-Pecuniary	Business neighbour	Yes
Samuels P	PA23/02470	Non-Pecuniary	Business neighbour	Yes

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

None.

Councillor Miller joined the meeting.

3/23/24 **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

The Chairman informed Members that there are 9 requests to speak in relation to Agenda Item 7c – Applications for consideration:

PA23/02089 in support of Land Adjoining Duck Lane Trematon Saltash PL12 4RT.

PA23/02089 in objection to Land Adjoining Duck Lane Trematon Saltash PL12 4RT.

PA23/01693 in objection to Rowan House 4 Lower Port View St Stephens PL12 4BY.

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

4/23/24 **TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON TUESDAY 21ST MARCH 2023 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 Dent and **RESOLVED** that the minutes of the Planning and Licensing Committee held on Tuesday 21st March 2023 were confirmed as a true and correct record.

5/23/24 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

6/23/24

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:

It was proposed by Councillor B Samuels, seconded by Councillor Foster and **RESOLVED** to suspend Standing Orders 2(f) and 2(g) with regard to PA23/02089 in order to allow an extended period of time for public questions. An equal amount of 18 minutes each in total to be allotted to those speaking in support and in objection to the application.

Councillor Lennox-Boyd declared an interest in the next two agenda items and left the meeting.

A representative of GRC Planning and Development Consultants spoke in support of PA23/02089.

Six members of the public spoke on behalf of residents in objection to PA23/02089.

PA23/02089

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

Application for Rural Exception Site comprising of four detached open market bungalows (1 x 4-bed with double garage, 3 x 3-bed with integral garage) and two detached affordable bungalows (2 x 3-bed, 1 x social rent and 1 x shared ownership) and two semi-detached bungalows (2 x 2-bed, 2 x social rent) along with parking spaces, access road, landscaping and open space area (re-submission of withdrawn Application No. PA22/07188).

Ward: Trematon

Date received: 23/03/23

Response date: 21/04/23

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND REFUSAL** due to:

1. STC should not be considering rural exception sites as the Town Council is an urban council.
2. Doesn't meet criteria of Rural Exception Site including aspects such as:
 - Market sales within Rural Exception Sites are to enable the site to be viable, but here it seems to be the major reason for the development in finance terms.
 - The valuations used in the proposal are about ten times the accepted values expected for Rural Exception Sites
 - Several justifications mentioned in the application which are not supported by evidence.
 - Not a good mix of affordable sizes. The affordable properties are smaller in nature, so therefore the development is not being led by a need for affordable housing.
 - The need for housing in this locality has not been demonstrated by the local community.
 - Defined as community led and councils and social housing association.
3. Other matters of concern:
 - Drainage issues – sewage/water.
 - Transport issues.
 - Highway issues: traffic generation, vehicular access, highway safety.
 - Layout and density of building design, visual appearance.
 - Noise and disturbance resulting from use.
 - Overlooking and loss of privacy.
 - Local Planning Policy and policies in the Development Plan.
 - Adverse impact on nature conservation interests & biodiversity opportunities.
 - Effect on trees.
 - Effect on listed buildings.

It was proposed by Councillor B Samuels, seconded by Councillor Foster and **RESOLVED** to reinstate Standing Orders 2(f) and 2(g).

The Chairman announced a 5 minute break at 7.20 p.m.

The Chairman reconvened the meeting at 7.25 p.m.

PA23/01616

Pearce Fine Homes Limited – **Land South of Luces Tenement Broad Lane Trematon PL12 4RU**

Reserved Matters application for appearance, layout and scale following outline consent PA20/00782 dated 19.06.20.

Ward: Trematon

Date received: 23/03/23

Response date: 21/04/23

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

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

PA23/01619

Mr M Pascoe – **Land West of The Ferns Carkeel PL12 6NR**

The construction of a single dwelling house.

Ward: Trematon

Date received: 06/04/23

Response date: 27/4/23

It was proposed by Councillor P Samuels, seconded by Councillor Bullock and resolved to **RECOMMEND REFUSAL** on the basis of:

1. Vehicular access
2. Overdevelopment of the area.

A member of the public spoke for three minutes in objection to PA23/01693.

PA23/01693

M&C Care Ltd – **Rowan House 4 Lower Port View St Stephens Saltash PL12 4BY**

Two storey extension to existing care home.

Ward: Essa

Date received: 17/03/23

Response date: 21/04/23

It was proposed by Councillor Bullock, seconded by Councillor Foster and resolved to **RECOMMEND REFUSAL** due to:

1. Overdevelopment of the site.
2. Not in keeping with the street scene.

Councillor Bullock declared an interest in the next agenda item and left the meeting.

PA23/01973

Miss Helen Lucas Saltash Bandits Ltd – **132-134 Fore Street Saltash PL12 6JR**

Retrospective application for the Change of Use of premises at 132-134 Fore Street Saltash, from Shop to Restaurant.

Ward: Tamar

Date received: 12/04/23

Response date: 03/05/23

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

1. A noise and ventilation assessment.
2. A necessary health and safety amelioration to take place.

Councillor Bullock was invited and returned to the meeting.

PA23/01989

Mr Adam E – **4 Jubilee Cottages St Stephens Hill St Stephens Saltash PL12 4AW**

Retrospective: Erection of obscure glazing and raising of parapet wall to allow for external balcony.

Ward: Essa

Date received: 31/03/23

Response date: 21/04/23

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

Councillor Lennox-Boyd declared an interest in the next agenda item and left the meeting.

PA23/02354

Mr & Mrs Ryan James – **32 Hobbs Crescent Saltash PL12 4JJ**

Upward extension to provide new first floor accommodation.

Ward: Tamar

Date received: 24/03/23

Response date: 21/04/23

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

1. Not in keeping with the street scene.
2. Overdevelopment of the plot.

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

PA23/02385

Saltash Town Council – **Saltash Library Callington Road Saltash PL12 6DX**

Replacement of existing curtain walling, windows and doors with new units, internal refurbishment to remove existing reception and office spaces to provide an open plan multi-use functional space, upgrade of existing WC facilities and provision of an accessible WC, associated works to replace finishes and renew internal decoration.

Ward: Essa

Date received: 04/04/23

Response date: 25/04/23

It was **RESOLVED** to note.

PA23/02386

Saltash Town Council – **Saltash Library Callington Road Saltash PL12 6DX**

Listed building consent for the replacement of existing curtain walling, windows and doors with new units, internal refurbishment to remove existing reception and office spaces to provide an open plan multi-use functional space, upgrade of existing WC facilities and provision of an accessible WC, associated works to replace finishes and renew internal decoration.

Ward: Essa

Date received: 04/04/23

Response date: 25/04/23

It was **RESOLVED** to note.

Councillors B Samuels and P Samuels both declared an interest in the next agenda item and left the meeting.

Vice-Chairman, Councillor Dent in the Chair.

PA23/02470

Mr Graeme Rose – **Unit 3 Burley Court Pillmere Drive Saltash PL12 6FH**

Advertisement consent for 4 no. fascia signs, 1 no. projecting sign and 1 no. LED digital display screen located internally within the store.

Ward: Tamar

Date received: 04/04/23

Response date: 25/04/23

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

Councillors B Samuels and P Samuels were invited and returned to the meeting.

The Chairman, Councillor B Samuels in the Chair.

PA23/02509

Mrs Anna Gibbs – **11 Castlemead Close Saltash PL12 4LF**
Proposed single storey front extension.

Ward: Essa

Date received: 29/03/23

Response date: 21/04/23

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

PA23/02534

Mr & Mrs Canham – **4 Tower Court Lower Burraton Saltash PL12 4SD**

Proposed two-storey rear extension and conversion of integral garage.

Ward: Trematon

Date received: 28/03/23

Response date: 21/04/23

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

PA23/02582

Lindsey East – **Wearde End Cottage 3 Wearde Quay Wearde Road St Stephens Saltash PL12 4AT**

Application for Non-Material Amendment to PA22/06957 namely 1) Roof dormers. 2) Conservatory plinth walls.

Ward: Essa

Date received: 12/04/23

Response date: 26/04/23

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

7/23/24

TO REVIEW THE PROCESS OF RECEIVING PLYMOUTH CITY COUNCIL PLANNING APPLICATIONS AND CONSIDER ANY ACTIONS.

It was proposed by Councillor B Samuels, seconded by Councillor Lennox-Boyd and **RESOLVED** to continue to circulate the Plymouth City Council Planning Applications, but there is no longer a requirement for the applications to be reviewed or comments passed by the Planning and General Administrator.

8/23/24

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.

9/23/24 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

10/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

11/23/24 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

12/23/24 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

DATE OF NEXT MEETING

Tuesday 16 May 2023 at 6.30 pm

Rising at: 8.20 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Personnel Committee held at the Guildhall on Monday 17th April 2023 at 6.30 pm

PRESENT: Councillors: J Dent, J Foster, S Martin (Chairman) and S Miller.

ALSO PRESENT: S Burrows (Town Clerk)

APOLOGIES: J Peggs (Vice-Chairman) and B Stoyel.

1/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

2/23/24 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.

The Chairman requested a Vice Chairman be appointed for this meeting only.

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** to appoint Councillor Dent as the Vice Chairman for this meeting only.

3/23/24 TO NOTE THE APPOINTMENT OF A SERVICE DELIVERY GENERAL ASSISTANT - GROUNDS MAINTENANCE.

It was **RESOLVED** to note the appointment of a Service Delivery General Assistant to Saltash Town Council to commence on 9th May 2023.

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 **RESOLVED** to note there are two candidates who meet the criteria of the role to be interviewed on Tuesday 25th April 2023.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to delegate to the Town Clerk liaising with the interview panel Councillors Martin and Miller to determine the correct scale point on the successful appointment of a candidate.

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 Foster, seconded by Councillor Miller and **RESOLVED:**

1. To advertise for a Service Delivery Manager at the earliest opportunity;
2. To delegate to the Town Clerk to update the job description, person specification and advert (recruitment pack);
3. To advertise the post internally;
4. That the post be advertised with CALC, Indeed, CV Library, Gum Tree, Town Council website, social media channels, all notice boards, and Plymouth City Council recruitment website (all free of charge);
5. To undertake the recruitment in-house.

6/23/24

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** 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 and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

The Chairman informed Members that the meeting is now in Part Two.

The Chairman reminded Members that items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

The Chairman asked Members to refrain from taking notes in part two confidential session, reports have been provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

Members in attendance noted the Chairman's statement.

7/23/24

TO REVIEW THE TEMPORARY SUB-CONTRACTOR AGREEMENT FOR THE ROLE OF THE SERVICE DELIVERY MANAGER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED**:

1. To delegate to the Town Clerk to sign the temporary Sub-Contractor Agreement on behalf of the Town Council upon HR Support Consultancy validation;
2. To approve a remuneration of £950 per week commencing on 1st April 2023 allocated to budget code – Service Delivery Staffing Cost;

8/23/24

TO RECEIVE AND NOTE AN UPDATE ON THE CONSULTATION PROCESS.

It was **RESOLVED** to note.

9/23/24 **TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To approve a request from a member of staff to bank TOIL up to a maximum of 4 hours per week;
2. To approve no more than a 10 hours balance at any time;
3. To record TOIL hours via BrightHR together with a full description of works undertaken;
4. To delegate to the line manager to oversee.

It was **RESOLVED** to note the remainder of the staffing report from the Town Clerk.

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).

11/23/24 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

12/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** that the public and press be re-admitted to the meeting.

DATE OF NEXT MEETING

Thursday 29 June 2023 at 6.30 pm

Rising at: 8.58 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 27th April 2023 at 6.30 pm

PRESENT: Councillors: J Dent, S Gillies, M Griffiths, S Martin, S Miller, L Mortimore, 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), R Lumley (Assistant Town Clerk), S Webber (Service Delivery Manager) and D Joyce (Administration Officer)

APOLOGIES: R Bickford, J Brady, R Bullock, J Foster and S Lennox-Boyd.

1/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

The Chairman welcomed newly elected Councillor Mortimore to the Town Council.

2/23/24 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.

3/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

4/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 9TH FEBRUARY 2023 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 Griffiths and **RESOLVED** that the minutes of the Services Committee held on 9th February 2023 were confirmed as a true and correct record.

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.

The Chairman announced the next item of business to be discussed is Agenda Item 18 - To receive a report on the Saltash Chronicles Embroidery Project and consider any actions and associated expenditure.

6/23/24

TO RECEIVE A REPORT ON THE SALTASH CHRONICLES EMBROIDERY PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Assistant Town Clerk (ATC) gave a brief overview of the report received and contained within the circulated reports pack.

Members agreed as custodians of the embroidery project, the offer to clean, repair and add sections on a voluntary basis was welcomed.

Cllr Miller arrived and joined the meeting,

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

1. To permit the removal of the embroidery from the Guildhall in October 2023 for approximately 3 months for the purpose of cleaning, restoration, repositing of panels and additional sections to be added;
2. Suitable pheromone traps be procured by the Town Council and located at strategic points around the embroidery at a maximum cost of £80 p.a. to be allocated to budget code 6414 GH Equipment - Guildhall.

Members thanked Andrew Tritton – Project Leader and Denise Watkins – Embroiderer for their continued hard work and support towards the Saltash Chronicles Embroidery Project.

TO RECEIVE THE NOTES OF THE BOROUGH WAR MEMORIAL WORKING GROUP MEETING HELD ON 17TH FEBRUARY 2023, 7TH MARCH 2023 AND 24TH APRIL 2023 AND CONSIDER ANY RECOMMENDATIONS.

Members noted the three sets of notes received and considered the following recommendations;

The Working Group reviewed the recommendations following the three Working Group meetings held on 17.02.23, 07.03.23 and 24.04.23 and agreed the recommendations to the Services Committee are as follows:

- Cllr Peggs provided an overview regarding planning consent on Geoff Peggs behalf, advising the Working Group to go straight to planning rather than submitting a pre planning application at extra cost, there is a strong possibility of approval due to the site being a war memorial site and installation of existing war memorials in place (precedent set).

Planning application cost £462.

Cost of Listed Building Application: Free

Discount to Town Councils: 50% £231 (**please note**, the Town Council must be the applicant to receive this discount.)

Allocated to budget code 6582 EMF Town War Memorial – Budget availability £1,978.

- Appoint Geoff Peggs to undertake the Planning Application on behalf of Saltash Town Council at no cost to the Town Council.
- The design of the additional two memorials – as attached sited at St Nicholas and St Faith war memorial.
- The material to be unpolished granite, the missing names to be inscribed into the stone highlighted in black to ensure the missing names are visible.
- The title to be displayed at the top on both sides of the additional memorial as follows:

TOWN SEAL

Lest We Forget

TOWN SEAL

- Missing names to be displayed on the inside only of the additional memorials underneath the title as follows:

TOWN SEAL

Lest We Forget

TOWN SEAL

DISPLAY MISSING NAMES

- To adopt the Roll of Honour list to display the missing names on the additional memorials - as attached.

- The consultation notice (as attached) and list of publication:
 Local newspaper;
 Social media sites;
 Notice boards;
 Library;
 Meet Your Cllr Session.
- To seek the Committees support to further investigate funding options, the gofundme site, and for the difference in the goal amount to be covered by the Town Council General Reserves, reporting back upon further information and accurate figures.

It was proposed by Councillor Dent seconded by Councillor Stoyel and **RESOLVED** to approve the recommendations en-bloc with the addition to promote the consultation notice via radio, television and other media.

8/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

9/23/24 TO RECEIVE AND CONSIDER RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE THE HOME LIBRARY SERVICE POLICY.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and resolved to **RECOMMEND** the Home Library Service Policy to the Policy and Finance Committee meeting to be held on 10th May 2023 subject to the amendment to remove any section relating to ‘staff’ in the Risk Assessment.

10/23/24

TO RECEIVE A REPORT ON THE DOG FOULING MATTERS COMPETITION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed areas that may benefit from additional signage that was not included in the suggested relocation options contained within the report.

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

1. To relocate the remaining sign to Isambard House – Car Park;
2. The Service Delivery Manager (SDM) to obtain costs for additional signs and suitable Town Council permitted locations to be further considered at the next scheduled Services Committee meeting to be held on 8th June 2023;
3. To publish the winning designs on the Town Council website for people to download and utilise on their own property.

11/23/24

TO RECEIVE A REPORT ON LITTER IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the problems with littering within the community and spoke of the importance of reporting areas of concern and effective promotion of prevention.

It was proposed by Councillor Peggs, seconded by Councillor B Samuels and **RESOLVED**;

1. To encourage everyone to report rubbish, recycling and waste via Cornwall Council's 'report something' link www.cornwall.gov.uk/report-something;
2. Further promote Town Council litter equipment available for community use;
3. Further promote Saltash Environment Action 'litter rangers' on Social Media.

12/23/24 **TO RECEIVE A REPORT FROM CORNWALL COUNCIL ON LOW LEVEL CRIME INITIATIVES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members have previously considered officers being trained as enforcement officers for low level crime reporting but felt it was not appropriate or safe for staff to undertake such duties.

It was **RESOLVED** to note.

13/23/24 **TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

Members thanked the SDM for the comprehensive report received.

Members discussed the report and asked various questions.

The SDM provided a brief verbal update on the following;

Spring/Summer Bedding - Hanging Baskets, Planters and Borders

Due to an expected cold snap coming up the hanging baskets are recommended to be installed early next week. Further to that, the preparing of bedding areas is to commence on 28th April 2023 for Spring and Summer planting and the King's Coronation Celebrations.

Bunting and Flags

The SDM informed Members that the Fore Street bunting had been installed today.

Loudspeakers

The volume levels are to be checked to ensure the decibel outage is correct. All speaker angles have been adjusted accordingly. Councillor Yates offered to assist with reading the manual and reviewing the balance of the sound transmitted. Members requested the SDM checks the sound levels prior to May Fair.

Plant and Equipment

The SDM spoke of the late report received which contained information for Members consideration of the equipment currently owned by the Town Council.

Contractors have offered to part exchange some Town Council equipment that is not required.

The Service Delivery General Assistants have given considerable input into the review of Town Council garden maintenance equipment proposed to Members for procurement at this evening's meeting.

Vandalism / Anti-Social Behaviour Incidents

The Chairman asked the SDM to obtain information on a CCTV system to protect against theft incidents at Town Council properties and to add the labour cost to the incident log so that the data reflects a true position.

Pontoon

The Chairman asked that the sentence relating to pontoon charges for the year 2023/2024 be updated to reflect the Fees and Charges.

It was proposed by Councillor B Samuels, seconded by Councillor Stoyel and **RESOLVED**;

1. To note the report;
2. The SDM continues to review CCTV options for Town Council properties;
3. The SDM checks the loudspeaker decibel settings prior to May Fair;
4. To part exchange Town Council grounds maintenance plant and equipment at a cost of £3,600 valued at best market rate (as attached);
5. To purchase new grounds maintenance plant and equipment at a cost of £11,175 (as attached) allocated to budget code 6578 EMF Equipment & Vehicles (Capital Works).

14/23/24

TO RECEIVE A REPORT ON THE TOWN COUNCILS CHRISTMAS LIGHTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

SDM provided a brief overview on the report received and contained within the reports pack.

Members discussed the life expectancy of the cross motifs and the need to budget for replacements in the near future and for years to come.

It was proposed by Councillor Stoyel, seconded by Councillor Gillies and **RESOLVED** to note the report and for the SDM to provide Christmas Light designs and costings to be received at the next scheduled Services Committee meeting to be held on Thursday 8th June 2023.

15/23/24 **TO RECEIVE A REPORT ON THE TOWN COUNCIL WORKING VEHICLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the report received and contained within the circulated reports pack.

It was **RESOLVED** to note.

16/23/24 **TO RECEIVE A REPORT ON THE TOWN COUNCIL PLAY PARKS AND FUNDING OPPORTUNITIES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The SDM advised Members of recent visits from three separate contractors for the refurbishment and redesign of Town Council owned play parks.

Only two proposals have been received to date with a third awaiting submission next week.

The SDM advised that the recent ROSPA audit completed last week showed no areas of concern with all play equipment fit for purpose.

Members discussed the funding opportunity through Community Infrastructure Levy (CIL).

It was proposed by Councillor B Samuels, seconded by Councillor Mortimore and **RESOLVED** to create a Working Group consisting of Councillors B Samuels, Martin, Dent, Miller and Mortimore to submit an expression of interest by 22nd June 2023.

17/23/24 **TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Gillies, seconded by Councillor Mortimore and **RESOLVED** to work in partnership with SEA to:

1. Provide 1-2 gallons of water once weekly during dry periods for the newly planted trees only situated around Brooking Way, Porter Way, Oaklands Close area, Warraton Close, Yellowtor Lane, Broad Walk, Prowse Drive and Frobisher Drive;
2. To note that the SEA wardens and volunteers will do the actual watering, Service Delivery department to only provide 1-2 gallons of water;
3. To delegate to the SDM to work in partnership with SEA to provide this service.

18/23/24 **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.

19/23/24 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

20/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

21/23/24 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

22/23/24

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

It was proposed by Councillor Gillies, seconded by Councillor Peggs and **RESOLVED** to issue the following Press and Social Media Releases:

1. Promote the reporting of rubbish, recycling and waste via Cornwall Council's 'report something' link www.cornwall.gov.uk/report-something/
2. Saltash Chronicles Embroidery Project;
3. Town Council Littering equipment available for community organisation use with advice to promote prevention;
4. Cornwall Council Low level Crime Option 2;
5. Town Council's continued partnership working with SEA.

DATE OF NEXT MEETING

Thursday 8 June 2023 at 6.30 pm

Rising at: 8.52 pm

Signed: _____
Chairman

Dated: _____

Roll of Honour
Borough of Saltash
and
St. Stephens-by-Saltash Parish



Borough of Saltash War Memorial

**Borough of SALTASH War Memorial
1914 – 1918**

Robert Azoff ALFORD
Harry Pine ANDREWS
Arthur BANCROFT
William Alpheoe Robert BAZLEY
Arthur Watson BEALES
William John BEER
Bernard Bennett BISHOP
Nicholas William J BLAKE
Charles BUCKINGHAM
John Bartlett BUCKINGHAM
Ebenezer CHARLESTON
Albert Edward CHIVERS
Joseph Victor ELLIOTT
Gilbert Edmund FREEMAN
Frederick GARD
Percy George GILBERT
Alfred St Aubyn Scoble GIBSON
Sidney Edward GOULD
William George HARDING
Henry Francis HARRIS
Horace Albert R. HARRIS
Frederick James HAYNE
Benjamin Pryor JAMES
Norman KELLY
James Henry Glenville LAMERTON
Theodore S. S. MARSHALL
Charles Keefe MASEY
Irving Brock MILES
Charles Henry MILLER
Cyril Wilfred NEWTON
Edward John NICHOLSON
Charles Robert Paul OLVER
Frederick Charles ORGAN
Edward Warwick PEARN
Harry George Stephen PEARN
Roger Philip Russell PORTER
Roderick Spicer Russell PORTER
Alban PREEDY
Robert Arthur PRESTON
William Reginald PRYN
Edgar Harry PRYOR

Joseph Stoneman PRYOR
John Scarlet PYM
Charles Sidney RALPH
Charles Edward REDMAN
George REEVES
Jonathan REMICK
Quinton Hume RICHARDSON
Benjamin SAMBELLS
William George SCREECH
Randolph Henry SEED
Edward (or Eddie or Eddy) SMALE
James Stanley SMITH
William Victor TABB
Benjamin Crapp THORN
James Bassett TRETHERWEY
Richard VEALE
Albert Ernest VOSPER
Albert WATTERS
George Albert Warren Forbes WHITE

**Borough of SALTASH War Memorial
1939-1945**

*Not including the twenty-nine names duplicated on the
St. Stephens-by-Saltash Church
WW2 War Memorial*

Eric Ralph ADAMS
Charles Henry ALLEN
Emma Amelia ALLEN
Wilfred BAILEY
Derek Neale BAKER
Victor Norman Arthur BALDWIN
John Giles BARNACLE
Norman Sydney Haworth BARRABALL
John Herbert BLOCKLEY
Ronald John BORDISS
Leonard John BRADY
James Allen BROWN
Harold Charles COCKING
Harold Stephen CORNISH
Herbert George DYMOTT
Arthur Henry EASTON
Alfred ERRINGTON

Dorothy GOAD
Joan GOAD
William Alexander GODFREY
Albert Henry HARDING
Kenneth John HARRIS
Stanley Alfred HART
Robert Nicholls J. HOOKWAY
Lawrence Leo HUGHES
Bernard JASPER
Claude Henry KINVER
Joseph Stephen F KNIGHT
Ronald George Henry MILLS
Frederick Marrack MITCHELL
John Astbury NICHOLSON
Alfred William OLVER
Timothy George O'NEILL
William PAISH
Robert Stuart PALMER
Evelyn Alberta PIECE
William John James Charles POPE
Thomas Edward Lionel REES
William Cyril RICHARDS
Christopher Arthur RICHARDSON
Eric ROGERS
Stella ROGERS
William ROGERS
Cyril Percy George RUSSELL
Ernest Roy Wright RUSSELL
Ronald John SCREECH
Terence Austin SCRIPPS
Edward Philip SELF
George Henry Charles SINGLETON
Ernest Edward Cooper SMALE
George William SMITH
Leslie George TIBBS
Rupert Frederick TUCKER
Edward Claude Frederick VOSPER
George WESTON
Garfield WHELL
Jack WIDDECOMBE
Ronald James WIDDECOMBE
Frank Fifield S. WILLIAMS
Harold Eric John WILLIAMS
Harold WILLIAMS

**PARISH of
St. Stephens - by - Saltash
War Memorial
1914-1919**

William John BLIGH
Frederick BOND
Armytage Percy BOSANQUET
William Henry BROCK
Arthur Francis CALLAGHAN
Sidney CALLAGHAN
William Henry CHERNEY
William A. CLAYDON
John COLES
Edwin J COOK
William Henry COOMBE
Samuel CROOK
Samuel Arthur George DAYMOND
Richard DEWDNEY
Herbert Henry DYER
Walter EDGCUMBE
Frederick GORMAN
William HARRIS
Robert HEATH (*alias* McILVEEN)
Collings Horace HODGE
Percy William HODGE
Edgar James HODDER
William George HODDER
Albert George JANE
Ernest Sydney Robert KEEN
James Martin KITT
Robert Francis KITT
William John KNIGHT
Ernest John MANNELL
Ernest George MARKS
Cyril Victor G MOORSHEAD
Edward Francis OUGH
John Thomas PAWLEY
Arthur Richard Carter RICKARD
William Charles TOULL
William Lewis WORDEN

**Parish of
St. Stephens – by – Saltash
War Memorial
1939 – 1945**

*Twenty nine are duplications of names on the
Borough of Saltash
WW2 War Memorial*

John Wallace ALLEN
Sidney ALLEN
Cecil Clifford AMOS
Gerald John ASHTON
Norman Sidney Haworth BARRABALL
Francis Joseph BROOKING
Stanley Richard CRABB
Lawson Terence CRABB
Alfred John CRAPP
Donald Noel CUMMINS
Arthur Collins DINGLE
Michael FANNING
Joseph FORSTER
Joseph Maurice FORSTER
Herbert Frank GLOVER
Lionel Edmund GREET
Lionel Frederick GUPPY
Richard James HARDS
Sidney John HARRIS
Arthur William HOLMAN
Charles Lawry LACEY
William Henry John MILLS
Robert MITCHELL
Thomas Eric MUSTO
John Robert Hoskins STANLAKE
Archie STONEMAN
Austin John (*aka* Jack) SUMMERFIELD
Edward John T. THOMSON
George Albert WILLIAMS
Leonard E. FURSE

**Saltash and St. Stephens War Casualties not named on the
St. Stephens-by-Saltash
or
Borough of Saltash
World War One Memorials**

AMBROSE Thomas Theodore
BALSDON Morley
BENNETT William George Stanley
BENNEY Edwin Charles
BILLING Frederick
CHAPMAN Lewis or Louis
CHUBB George Henry
COWARD Brandon Leslie
COWARD Charles Wilfrid Vivian
CROWLEY James (or Joseph?)
DAWE George Herbert
FLETCHER Jacob
FOGG Charles Edward Gladstone
GARLAND Roderick Charles 'Charlie'
HEARD Arthur Reginald
HOCKING Walter Norman
HOSKING William Alfred
LANGMAID William
LOVELL (Percy) Reginald
LUCAS John Henry
MARTIN Fairlie Russell
MOUNTFORD Joseph Henry
MUCKLER James
MUNRO Donald
NOBLE Joseph
NORMAN William Henry
PALMER Jack
PEARCE Charles Guy
PENGELLY John Roger
PENNA Richard John
RACKHAM Benjamin John
READ Harry Croad
RICHARDS Eli Lazarus Perran
ROBINSON Marshall Hale
ROSEVEARE Leonard
TAMBLYN Frederick Thomas
THOMAS Albert Edward

THOMPSON Arthur Stanley
TIDDY Richard James
TOFTS John Richard
WHITBURN Herbert Claude
WHITE William
WIDDICOMBE William Henry
WORDEN Frederick George

**Saltash and St. Stephens War Casualties
not named on the
St. Stephens-by-Saltash
or
Borough of Saltash
World War Two Memorials**

BATTERS Ernest Daniel
BENNETT William Arthur James
BLACKMAN Alfred William
BOND Arthur
BROOKING Aaron
COWLING W. John
CREWS Raymond Robert
CROFT Elsie Florence
DALE William J
DAVIS Sidney C
DEACON William John
EALES Walter
EDWARDS Alfred
FOOT Rodney Collom
JAMES Raymond F
LOCK Edward James
LONGHURST William George
MARKS Norman Harold
MASEY Alfred Vernon Samuel
MILLS Hedey Thomas
MOORMAN Leonard William
NETHERCOTT John James
POMERY Ellen Jane
SOBEY William Raby
STATTON Thomas
STONE George
TAMLIN John Edward
THORN Albert Edward
TRAYS Heber.
VINCENT Clifford Edward

Falklands Campaign 1982

Gary NELSON

Afghanistan 2009

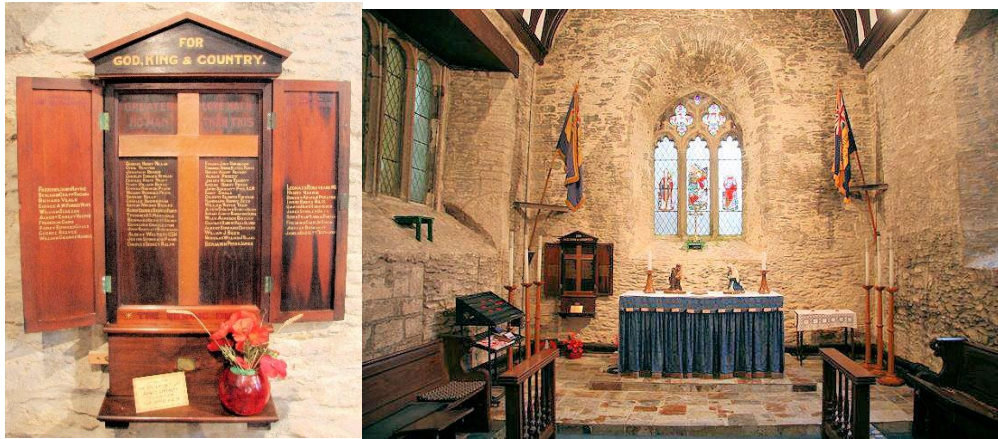
Richard ROBINSON

***“Ye that live on Mid English Pastures Green
remember us and think
what might have been”***

Inscription on St. Stephens-by-Saltash WW1 War Memorial



St. Stephen's Church War Memorial



Inside St Nicholas & St. Faith Church, Saltash, WW1 memorial



Saltash Burraton Methodist Chapel WW1 & WW2 memorials



Saltash County Grammar School and Saltash Fireman's WW2 memorials

List compiled from a variety of sources by Peter Clements
2nd November 2022



PUBLIC NOTICE

Public Consultation on an additional memorial

Saltash Town Council are moving towards an additional memorial sited at St Nicholas and St Faith War Memorial to remember those who lost their lives in war and conflict post 1946 and whose names are not recorded on any existing memorial in the town.

The existing role of honour is available by clicking on the following **ADD LINK**, in the Town Council Fore Street notice board, by contacting the Guildhall on 01752 844846 or at the Library. Any further names, or any that you do not wish to be included please contact Cllr Jean Dent on j.dent@saltash.gov.uk or 01752 844846.

Saltash Town Council are seeking to fund this initiative by public subscription and through the Town Council.

The consultation closes on

ADD DATE

MAIN GROUNDS OPERATIONAL ASSETS

Sheet 1

MAKE	MODEL	DESCRIPTION	CONDITION	MACHINE USAGE	EST. LIFE EXPECTANCY	PART EX	Part Ex Value
Hand Held Equipment							
Stihl	F591	Bike Handle Brushcutter/Strimmer	Tired	Daily	6 months	NO	N/A
Stihl	F591	Bike Handle Brushcutter/Strimmer	Tired	Daily	6 months	NO	N/A
Stihl	F591	Bike Handle Brushcutter/Strimmer	Tired	Daily	6 months	NO	N/A
Stihl	F5460	Large Bike Handle Brushcutter/Strimmer	Good	Weekly	12-24 months	N/A	N/A
Stihl	F5460	Large Bike Handle Brushcutter/Strimmer	Good	Weekly	12-24 months	N/A	N/A
Stihl	FR460TC	Back Pack Power unit with strimmer and brush attachments	Good	Qtrly	Yearly.	YES	£200
Stihl	BG86	Handheld Blower	Tired	Daily	6 months	YES	£30
Stihl	BG86	Handheld Blower	Tired	Daily	6 months	YES	£30
Stihl	BR350	Backpack Blower	Good	Daily	18-24 months	N/A	N/A
Stihl	HS56C	Handheld Hedge Trimmer	Good	Qtrly	18-24 months	N/A	N/A
Stihl	HS56C	Handheld Hedge Trimmer	Good	Qtrly	18-24 months	N/A	N/A
Stihl	KM94	Split Shaft Power Hedge Trimmer Attachment	Good	Qtrly	18-24 months	N/A	N/A
Stihl	KM94	Split Shaft Power Hedge Trimmer Attachment	Good	Qtrly	18-24 months	N/A	N/A
Stihl	HT133	Telescopic Pole Pruner	Good	Qtrly	18-24 months	N/A	N/A
Ride on Mowers							
Kubota	F3890	Kubota Power Unit with Trimax FX155 Flail	Good	Weekly	36 month	N/A	N/A
Westwood	V25-50HE	Lawn Tractor with 50" Read Exchange Deck	B/Down	Weekly	Obsolete	YES	£500
Wright	Stander	Stand on Mower with 48" Deck	B/Down	Weekly	Obsolete	YES	£200
Pedestrian Mowers							
Kersten	UBS HYDRO	Power Unit with Zanon Flail and sweeper	Good	Weekly	36-48 months	N/A	N/A
Viking	M8655G	4 Wheel Mower with collection	B/Down	Daily	Obsolete	YES	£10
Viking	M8655G	4 Wheel Mower with collection	B/Down	Daily	Obsolete	YES	£10
Stihl	RM655	4 wheel Lawn Mower with Roller	Good	Daily	NOT USABLE	YES	£500
Stihl		Small 4 Wheel Lawn Mower	B/Down	Daily	NOT USABLE	YES	£100
Equipment Surplus to Operational Requirements.							
Record		Band saw	Tired	Never	N/A	NO	TBC
Record		Table Planer	Tired	Never	N/A	NO	TBC
Record		Table Saw	Tired	Never	N/A	NO	TBC
Record		Duct Collector	Tired	Never	N/A	NO	TBC
Titan		Hedge Cutter	Tired	Never	N/A	NO	TBC
Mountfield		Leaf Blower	Tired	Never	N/A	NO	TBC
DR		TR4 Wheeled Trimmer	B/Down	Never	N/A	YES	£20
Boom		Boom Sprayer Unit for RTV	Good	Never	N/A	TBC	TBC
Brian James		Cargo Shifter Trailer	Good	Never	N/A	YES	£2,000
						TOTAL	£3,600

GROUNDS MAINTENANCE NEW EQUIPMENT REQUIREMENTS/PROPOSAL

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MACHINE TYPE	QTY REQ.	OPTION 1	PRICE	OPTION 2	PRICE	OPTION 3	PRICE	COST
Brushcutter/Strimmer	2	HUSQVARNA 525 RXT	£410	ECHO 5RM2621 TESU	£399	STIHL F591	£425	£850
Handheld Blower	1	HUSQVARNA 525 BX	£360	ECHO P82620	£215	STIHL BG86	£254	£254
Backpack Blower	1	HUSQVARNA 360 BT	£595	ECHO P8B2620	£399	STIHL BR350	£340	£340
Pedestrian Mower	3	GRIN MOWER PM46A	£1,310	TORO Proline PR053TC	£1,450	Cramer CR82LM61SX Electric	£1,125	£3,930
Cemetery Mower	1	Toro Granstand 36" Stand on Mower	£9,950	Wright Sport Stander 36" Stand on Mower	£7,600	N/A	N/A	£7,601
Trailer	1	Used Ifor Williams P8e Trailer	£1,800	N/A	N/A	N/A	N/A	£1,800

TOTAL £14,775

Less Part Exchange Value **£3,600**

TOTAL OVERALL SPEND £11,175

Preferred Option

All costs exclude Value added tax

Terms of Reference STC Committees and Sub Committees

*This is a policy/procedure document of Saltash
Town Council to be followed by both Council
Members and Employees.*

Current Document Status			
Version	01/2023	Approved by	
Date	May 2023	Date	
Responsible Officer	AJT	Minute no.	
Next review date	Annual or as required		

Version History			
Date	Version	Author/Editor	Notes
01.2022		AJT	Sub committee quorum reduced to four. Approved FTC 13.01.2022 Min. no 336/21/22
May 2022	1/2022	AJT	Readopted
June 2022	2/2022	AJT	Amendment to Burial Authority membership, quorum and meeting requirements
June 2022	3/2022	AJT	Page 4 – General re questions at P&L
Aug 2022	03/2022a	AJT	Property Maintenance S/C ToR added/quorum updated. Approved FTC 04.08.2022 Min no 151/22/23a(d)
May 2023	01/2023 DRAFT	AJT	Update to JBB to correspond with constitution.

Document Retention Period
Until superseded

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Terms of reference also available under each committee heading on website

Introduction

Saltash Town Council has appointed a number of Committees to undertake work for and on behalf of the Council. The specific responsibilities of each Committee are confirmed by Terms of Reference.

This policy sets out the Terms of Reference of each Committee of the Council and confirms the following:

- Membership and number of seats
- Role of the Mayor and Deputy Mayor
- Frequency of meetings
- Remit of the Committee and reporting structure
- Delegated Authority

In the absence of any policy, a Committee of the Council will abide by the criteria established for Full Council as prescribed by the Council's Standing Orders.

These terms of reference apply to Committees and Sub Committees.

Saltash Town Council has the General Power of Competence as a power of first resort. Where the Council becomes ineligible, it will refer to the Powers quoted in these Terms of Reference for the conduct of its business.

General

General Terms of Reference Applicable to all Committees, Sub Committees and Joint Burial Board:

The Terms of Reference of all Committees, Sub Committees and Joint Burial Board are subject to the following principles:

1. That powers be exercised in accordance with any policy adopted or directions given by the Town Council.
2. That powers be subject to the Council's Standing Orders and Financial Regulations.
3. That any unresolved differences between Committees shall be referred to Full Council for determination.
4. That any proposal which involves any change in the existing policies already approved by the Council shall be submitted to the Council for approval.
5. Day to day management of Council matters rests with the Town Clerk.
6. Urgent/emergency matters may be dealt with as they arise by the Town Clerk in consultation with the Chairman of Committee (or in his/her absence the Vice Chairman) and Mayor and reported to the next appropriate Committee or full Council meeting, whichever is first.
7. Committees and Sub Committees will bring to the attention of Council any matters being pursued by other local authority/statutory/voluntary or other bodies which have a beneficial or detrimental effect on the area of Saltash.
8. Guest speakers should normally be limited to one per meeting with the permission of the Council and shall not exceed 10 minutes unless directed by the Chairman of the meeting in accordance with Standing Order 6(6b.iii.f).
9. Public participation:
 - a. There will be, during each Committee meeting, a quarter of an hour public session with members of the public being able to speak and ask questions concerning the business of the Committee in accordance with the Standing Orders.
 - b. The period of time designated for public participation at a meeting in accordance with standing order 2(d) shall not exceed 15 minutes unless directed by the Chairman of the meeting.
 - c. Subject to Standing Order 2(e) above, a member of the public shall not speak for more than 3 minutes.
10. Committees will receive and approve their own minutes.
11. Committees will monitor/respond with critical appraisals to minutes, reports, documentation which from time to time are received from Cornwall Council or other bodies which have been brought to the Council's attention by the Town Clerk/individual Councillors or member of the public which may have an adverse or beneficial effect on the area of Saltash.

12. From time to time a Committee may appoint up to two (2) members of the public to serve on a Council Committee or Sub Committee as non-voting members. Appointed members will be required to abide by the Council's Code of Conduct.

13. All members of the Personnel and Planning and Licensing Committee will attend training relevant to the work of the Committee as identified and provided by the Council.

Delegation of Authority to Sub Committees:

Where a function within the Terms of Reference of a Committee has been further delegated to a Sub Committee that Sub Committee will report its findings and any recommendations back to the appropriate Committee or direct to the Council, as per the remit.

DRAFT

Burial Authority Committee

Composition:	Six members
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.
Quorum:	Four members
Meetings:	As required
Timing:	TBA
Venue:	Guildhall
Reports to:	Full Council
Remit:	Management and operation of Churchtown Cemetery and to work within the individual delegated authority budget.

Terms of Reference & Matters Delegated to the Committee:

1. The provision and management of a burial and cremated remains service.
2. The improvement, maintenance and management of the grounds in Churchtown Cemetery.
3. To consider such matters as may be delegated by the Council from time to time.
4. Reviewing the level of fees and charges of the Committee's functions and making appropriate recommendations to the P & F Committee.
5. To consider and submit to the P & F Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year and 5-year forecast.
6. Authorization of expenditure within the Committee budget, provided that the payment is made from a budget that is within the limits of the scheme of delegation or previously approved by the Council. The Committee cannot commit or spend from future budgets not confirmed or from future years.
7. The virement of funds within the Committee total budget must be authorized by the P & F Committee.
8. All aspects of Health and Safety that fall within the remit of the Committee.
9. Making recommendations to the Council on all matters not within existing policy.

10. Preparation and review of a plan for future requirements within the scope of the Committee regardless of feasibility.

Matters not delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated: 09.06.2022

DRAFT

Planning and Licensing Committee

Composition:	Sixteen members
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.
Training:	All members of the Committee are to undertake Planning training within 6 months of their appointment subject to course availability
Quorum:	Seven members
Meetings:	Every Third Tuesday of the month
Timing:	6:30 p.m.
Venue:	Guildhall
Reporting WP:	Saltash Neighbourhood Plan
Reports to:	Town Council
Remit:	To consider and make responses on behalf of Saltash Town Council for all Planning and Licensing related matters.

Terms of Reference & Matters Delegated to the Committee:

1. Full delegated authority to make responses on behalf of Saltash Town Council to all applications for licensing or development in and outside the Saltash Town Council area (including Listed Building, Conservation Area consents, consent for advertisement displays etc.) received from Cornwall Council.
2. To consider any request for pre-application discussions with any developer and make a response on behalf of the Council in accordance with the Town and Parish Councils in Cornwall Guiding Principles for Pre-Application discussions.
3. To review the Council planning policy and procedure and make recommendations to Council to ensure that the Council is able to meet any additional requirements of the planning process.
4. To respond to consultation documents regarding tree preservation and other matters regarding general land development.
5. To consider all appeals against planning refusal by Cornwall Council within Saltash Town Council area and to submit comments to the Planning Inspectorate.

6. To consider any proposals for new and reviews of the Core Strategy and any other consultation documents of a planning nature and to make resolutions to the Council.
7. During Planning Committee meetings members of the public who have registered to do so may speak at the discretion of the Chairman and with the approval of members of the Planning Committee.
8. The period of time designated for public participation at a meeting in accordance with standing order 2(d) shall not exceed 15 minutes unless directed by the Chairman of the meeting.
9. Consultation with other relevant bodies with similar interests, including other Local Councils and Cornwall Council.

Matters not Delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy including neighbourhood planning.

Terms of Reference last updated:

Policy and Finance Committee

Composition:	Sixteen members
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.
Quorum:	Seven members
Meetings:	Bi-Monthly
Timing:	6:30 p.m.
Venue:	Guildhall
Reports to:	Full Council
Remit:	Policy Administration and Finances of the Town Council and to work within the individual delegated authority budget.

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time.
2. To review, from time to time, policy objectives within the Committee's Terms of Reference for consideration by the Council.
3. To prepare annual estimates and update a 5-year forecast of income and expenditure of the Council on continuing services and of payments on capital account for the next financial year and to make a recommendation to the Council as to the precept in time for its annual budget meeting each year.
4. To regulate and control the finance of the Council and to have charge of the financial and accounting arrangements of the Council.
5. To consider matters arising from the report of the internal and external auditors and where considered necessary make changes to the Council's system of controls.
6. To receive and approve schedules of payments.
7. To agree virements between approved budget headings.
8. To make recommendations to the Council on the use of financial reserves.
9. To make recommendations to the Council on capital expenditure not already provided for in Council's estimates of expenditure for the current financial year.

10. To consider grants to local organisations in accordance with the Council's adopted grants policy.
11. To undertake annually the risk assessment in relation to the Council's insurance cover.
12. To insure against such risks as the Committee deems necessary to cover.
13. To make resolutions to the Council regarding the promotion and expenditure on tourism.
14. To make resolutions to the Council regarding the Crime and Disorder Act 1998, following consultation with the appropriate bodies.
15. To make resolutions to the Council regarding town twinning.
16. To make resolutions to the Council regarding the prosecution or defence of any legal proceedings.
17. To make resolutions to the Council for the use of powers to acquire by agreement, to appropriate, to dispose of land.
18. To make resolutions to the Council for the use of its powers to promote a lottery.
19. To make resolutions to the Council for the use of its powers to accept gifts, including land.
20. To make resolutions to the Council regarding the future provision of civic regalia.
21. To agree the use by any other organisation of the Town Crest.
22. To review the Standing Orders and Financial Regulations on a regular basis and make recommendations to the Council.
23. To make recommendations to the Council regarding the review of existing policy matters.
24. The delegated power to keep all procedures under active review.
25. The delegated power to maintain the Council's eligibility for General Power of Competence.
26. The delegated power to exercise the Town Council's powers to direct as to the custody of parish property and documents.
27. Authorisation of expenditure within the Committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The Committee cannot commit or spend from future budgets not

confirmed or from future years. The virement of funds within the P & F Committee's total budget must be authorised by the Council.

28. The negotiation of tenders which do not fall within the Terms of Reference of any other Committee and the acceptance of tenders and supervision of contracted projects (provided expenditure is within the budgetary provision) with the practical implementation of the contract devolved to the appropriate Committee.
29. All aspects of Health and Safety that fall within the remit of the Committee.
30. Making recommendations to the Council on all matters not within existing policy.
31. Preparation and review of a plan for future requirements within the scope of the Committee regardless of feasibility.
32. Monitoring the physical environment within the Council's area and carrying out improvements within budgetary provision. To recommend to the Council any matters outside this budgetary provision.
33. The consideration of recommendations of sub- Committees, working groups etc. under the control of the P & F Committee.
34. Consultation with other relevant bodies with similar interests, including other Town Council Committees and Sub Committees, and consideration of their recommendations.
35. Matters not already delegated to the Town Clerk which relate to the Town Council newsletter, websites, webcam, publicity and press and social media releases.
36. To consider such other matters of a general nature not clearly falling within the Terms of Reference of any other Committee referred either by the Council or the Town Clerk.
37. To draft, negotiate with the lessee/licensee terms and conditions of leases/licences for all Town Council property and land and submit resolution to Council.
38. To consider the renewal of leasing/licensing agreements and make proper resolution to Council if it is not felt appropriate to continue such an agreement.
39. To maintain the register of all Town Council property and ensure and maintain its registered title at the Land Registry.

Matters not Delegated to the Committee:

1. The consideration of new and reviews of consultation and policy documents of other bodies and any other consultation documents.
2. Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated:

Services Committee

Composition:	Sixteen members
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.
Quorum:	Seven members
Meetings:	Bi-monthly
Timing:	6:30 p.m.
Venue:	Guildhall
Reports to:	Full Council
Remit:	<p>The provision, maintenance, management, marketing and service function of all Town Council property, buildings, land and structures and to work within the individual delegated authority budget:</p> <ul style="list-style-type: none"> • Property • Allotments • Open Spaces • Cemetery • Waterfront • Structures • Footpaths • Grounds Maintenance • Public Toilets • Christmas Lights

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time.

2. To consider and submit to the P & F Committee for the annual budget estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year and 5-year forecast plan.

3. Authorization of expenditure within the Committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the Committees total budget must be authorised by the P & F Committee.
4. Acceptance of tenders and supervision of contracted projects – provided expenditure is within the budgetary provision and is for areas within the scope of the Committee.
5. All aspects of Health and Safety that fall within the remit of the Committee.
6. Making recommendations to the Council on all matters not within existing policy.
7. Monitoring the physical environment and property within the Council's area and carrying out improvements within budgetary provision. To recommend to the Council any matters outside this budgetary provision.
8. Preparation and review of a plan for future requirements within the scope of the Committee regardless of feasibility.
9. The consideration of recommendations of Sub Committees, working groups etc. under the control of the Committee.
10. Consultation with other relevant bodies with similar interests, including other Town Council Committees and Sub Committees, and consideration of their recommendations.
11. The implementation of agency agreements for the delegation of services from Cornwall Council which fall within the remit of the Committee and have been negotiated and agreed by Full Council.
12. To consider such matters as may be delegated by the Council from time to time.
13. To consider the securing and security of all Town Council property and land and make resolutions to the Council.
14. To maintain the exterior and structural fabric of all Council buildings/structures.
15. To review the level of fees and charges of the Committee's functions and making appropriate recommendations to the P & F Committee.
16. To consider and submit to the P & F Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year and 5-year forecast.
17. Authorization of expenditure within the Committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the Committee's total budget must be authorised by the P & F Committee.

18. Acceptance of tenders and supervision of contracted projects – provided expenditure is within the budgetary provision and is for areas within the scope of the Committee.
19. All aspects of Health and Safety that fall within the remit of the Committee.
20. Making recommendations to the Council on all matters not within existing policy.
21. Preparation and review of a plan for future requirements within the scope of the Committee regardless of feasibility.
22. Consultation with other relevant bodies with similar interests, including other Local Councils and Cornwall Council.

Matters not Delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated: Oct 2021

Composition:	Eight members
Chairmanship:	Chair and Vice-Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.
Quorum:	Four
Meetings:	As required
Timing:	6.30pm
Venue:	Guildhall
Reports to:	Full Council

Remit:

Terms of Reference & Matters Delegated to the Committee:

Finance delegated authority:

Expenditure up to £20,000 on any separate occasion within the budget

1. To investigate and potentially progress devolution of assets from Cornwall Council to Saltash Town Council working with the Community Link Officer.
2. To explore funding options for remedial works from Cornwall Council upon the transfer of assets.

Matters not delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated: Oct 2021

Library Sub Committee

Composition:	Eight members
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.
Quorum:	Four
Meetings:	As required
Timing:	TBA
Venue:	Guildhall
Reports to:	Services Committee
Remit:	

Terms of Reference & Matters Delegated to the Committee:

Finance delegated authority:

Expenditure up to £20,000 on any separate occasion within the budget.

1. To oversee the management and maintenance of the library premises working within budget.
2. To oversee the transformation programme of the library premises and services.
3. To act as liaison with Cornwall Council library service.
4. To monitor performance of the library service provided by the Town Council.
5. To undertake public consultations where required making appropriate recommendations to services.
6. To receive and consider tenders for works to the library premises making appropriate recommendations to Full Council.
7. To work with the appointed Building Surveyor to Project Manage and carry out Construction (Design and Management) Regulations (CDM) works on behalf of the Town Council making appropriate recommendations to Full Council.
8. To approve applications to the Public Works Loan Board (PWLB) for works to the library premises making appropriate recommendations to Full Council.

Matters not delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated: Nov 2021

DRAFT

Property Maintenance Sub Committee

Composition:	Eight members
Chairmanship:	Chair and Vice Chair to be elected from the Members of the Sub Committee at the first meeting in each Town Council year. The serving Mayor will not be eligible for either of these positions.
Quorum:	Four
Meetings:	As required
Timing:	6:30pm
Venue:	Guildhall
Reports to:	Services Committee
Remit:	To oversee the repair, maintenance and security programmes for all Town Council assets.

Terms of Reference & Matters Delegated to the Committee:

Finance delegated authority:

Expenditure up to £20,000 on any separate occasion within the budget

1. To oversee the repair and maintenance programmes for the following Town Council property:
 - The Guildhall
 - Library
 - Saltash Heritage building
 - Isambard House
 - Longstone depot
 - The Maurice Huggins Room
 - Pontoon and Cabin
 - Public toilets
 - Outdoor land and fences
2. To ensure council accommodation requirements are met.
3. To oversee procurement of property maintenance delivery.
4. To review the Town Council five-year repair and maintenance plan together with the Services Committee budget statements.

Matters not delegated to the Sub Committee:

Any matter falling within the remit of the Sub Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated: August 2022

Station Property Sub Committee

Composition:	Eight members
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.
Quorum:	Four
Meetings:	As required
Timing:	TBA
Venue:	Guildhall
Reports to:	Policy and Finance Committee
Remit:	

Terms of Reference & Matters Delegated to the Committee:

Finance delegated authority:

Expenditure up to £20,000 on any separate occasion within the budget

1. To oversee the station building development project.
2. To identify and apply for appropriate grant and funding opportunities.
3. To act as liaison with Network Rail and GWR and other agencies.
4. To manage the appointment of tenants to the building.
5. To encourage and develop uses and a programme of activities at Isambard House.

Matters not delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated: August 2021

Composition:	Eight members
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.
Quorum:	Four
Meetings:	As required
Timing:	6.30 p.m.
Venue:	Guildhall
Reports to:	Full Council
Remit:	

Terms of Reference & Matters Delegated to the Committee:

Finance delegated authority:

Expenditure up to £20,000 on any separate occasion within the budget

1. To establish and work towards a long term vision for Saltash.
2. To incorporate the goals of the declared Climate Emergency within decision making.
3. To establish clear engagement and consultation with the Town community.
4. To utilise the available advice and support of Cornwall Council for a shared vision for Saltash.
5. To establish an STC asset register (benches, bins, signage, buildings etc.) and ensure all STC assets are cleaned and maintained.
6. Recognise Saltash Fore Street as the central element to become a mixed use destination, shopping, leisure, residential and employment.
7. To recognise and support initiative throughout the Town.
8. Review traffic movement and usage of Fore Street to support a more welcoming pedestrian environment and improve air quality.
9. To seek funding and partnership opportunities for Town initiatives.
10. To recognise, celebrate and protect Saltash Heritage.
11. To consider the long term impact of Covid 19 on the local economy.

Matters not delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of reference last updated: Dec 2021

DRAFT

Joint Burial Board Committee

Composition:	<p>Membership as established by separate constitution: Four elected members.</p> <p>The Mayor, Deputy Mayor and two elected Members.</p> <p>The Incumbent or Priest in charge of the Parish St Stephen-by-Saltash.</p> <p>Two Churchwardens of the Parish of St Stephen-by-Saltash.</p> <p>Undertakers regularly using the Churchyard are entitled to appoint a representative to represent their views but not entitled to vote.</p> <p>The Town Clerk will be Secretary to the Board.</p>
Chairmanship:	<p>Two Co-Chairmen to be elected (one from STC and one from St Stephens Church) from the members of the Joint Burial Board at the first meeting in each Council year.</p> <p>The Incumbent or Priest in charge of the Parish of St Stephen-by-Saltash will be the ex-officio Chairman (entitled to vote but without a casting vote).</p> <p>The Mayor will be Deputy Chairman.</p>
Non-members:	Any member of the Council is able to attend and may participate at the discretion of the Chairman but may be asked to leave if the press and public are excluded.
Quorum:	Any 3 members for non-financial matters, 3 STC members for financial matters.
Meetings:	Quarterly
Timing:	6:00 p.m.
Venue:	Guildhall
Reports to:	Full Council
Remit:	Maintenance and operation of St Stephen's Cemetery and to work within the individual delegated authority budget.

Terms of Reference & Matters Delegated to the Committee:

1. The improvement, maintenance and management of the open section of cemetery grounds in St Stephen's Cemetery.
2. To consider such matters as may be delegated by the Council from time to time.
3. Reviewing the level of fees and charges of the Committee's functions and making appropriate recommendations to the P & F Committee.
4. To consider and submit to the P & F Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year and 5-year forecast.
5. Authorisation of expenditure within the Committee's budget, provided that the payment is made from a budget that is within the limits of the scheme of delegation or previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years.
6. The virement of funds within the Committee's total budget must be authorised by the P & F Committee.
7. All aspects of Health and Safety that fall within the remit of the Committee.
8. Making recommendations to the Council on all matters not within existing policy.
9. Preparation and review of a plan for future requirements within the scope of the Committee regardless of feasibility.

Matters not delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated: 05.2023

Personnel Committee

Councillors appointed to the Personnel Committee must be willing to commit to undertake employment law training as soon as they are elected to the Committee. The Town Council recognizes that a stable membership of the Committee is desirable and as such membership of the Committee should be seen as a long-term commitment.

Members of the Personnel Committee are advised to refrain from taking notes when in part two confidential session and to refer to the P&C reports.

Composition:	Six members There are no ex-officio members of the Personnel Committee. Note: A member will not be eligible for nomination to the Committee if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by or relating to a member of staff during the previous 12 months.
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.
Quorum:	Four members
Meetings:	Bi-monthly
Time:	6:30 p.m.
Venue:	Guildhall
Public attendance:	The meeting is open to members of the public and press up until the Public Bodies (Admission to Meetings) Act 1960.
Training:	All members of this Committee will undertake employment law training every 6 months provided by the Council subject to course availability.
Reports to:	Full Council
Remit:	Staff recruitment, grievance, appraisal, sickness, annual leave, maternity & paternity records, training, employment policies, health & safety and welfare matters and to work within the individual delegated authority budget.

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as delegated by Council or any Committee of the Council.
2. The overall performance and welfare of the staff, delegating the day to day line management to the Town Clerk.
3. To receive reports from the Town Clerk in respect of attendance, short- and long-term sickness, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, compassionate leave, and flexible leave requirements and with delegated powers to resolve any associated matters.
4. To review and recommend all employment policies to Council in consultation with members of staff.
5. To maintain the staffing levels necessary to efficiently discharge the work required by the Council and to review the workloads periodically and report any recommendations for change to the relevant Committee and or Full Council.
6. To oversee the recruitment process of all staff and where required, assist, when required, the Town Clerk in the recruitment of new staff.
7. To undertake the recruitment of the Town Clerk with any associated expenditure and making the appointment.
8. To review job descriptions, person specifications, staff establishment (including promotion, re-grading, redundancies and fixed term contracts) and to approve contracts of employment.
9. To maintain confidentiality over all staffing matters as required under the 2018 General Data Protection Regulations and the 2018 Data Protection Act as well as the Code of Conduct.
10. To deal with all matters relating to staff conduct.
11. Staff Appraisals:
 - a. To ensure that annual appraisals for all staff are carried out, agree and monitor any associated actions and outcomes.
 - b. The annual appraisal of the Town Clerk will be undertaken by the Mayor and Chairman of the Personnel Committee.
 - c. To oversee staff and member development including identify training opportunities and ensure that all training needs are met.
12. To consider and implement any changes which are required to comply with legislation and Terms and Conditions of Service as laid down by the National Joint Council (Green Book) and recommended by the National Association of Local Councils and Society of Local Council Clerks.
13. To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure referred by the Town Clerk.

14. Where appropriate, appoint a panel to hear complaints made under the Council's Grievance and Disciplinary Procedure and full delegated responsibility to take whatever action necessary. If felt necessary, it has the delegated approval (including financial) to seek outside professional assistance in order to conclude a disciplinary or grievance matter.
15. To prepare and submit to the P & F Committee budget proposals in respect of salaries and training - for all staff.
16. Authorisation of expenditure within the Committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the Committee's total budget must be authorised by the P & F Committee.
17. All aspects of Health and Safety that fall within the remit of the Committee.
18. Making resolutions to the Council on all matters not within existing policy.
19. Saltash Town Council recognises the Transfer of Undertakings Protection of Employment regulations 2006 known as TUPE.
20. Saltash Town Council is committed to working with accredited trade unions to promote a good working relationship with its staff.

Matters not Delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated: Feb 2022

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T H I S A G R E E M E N T 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

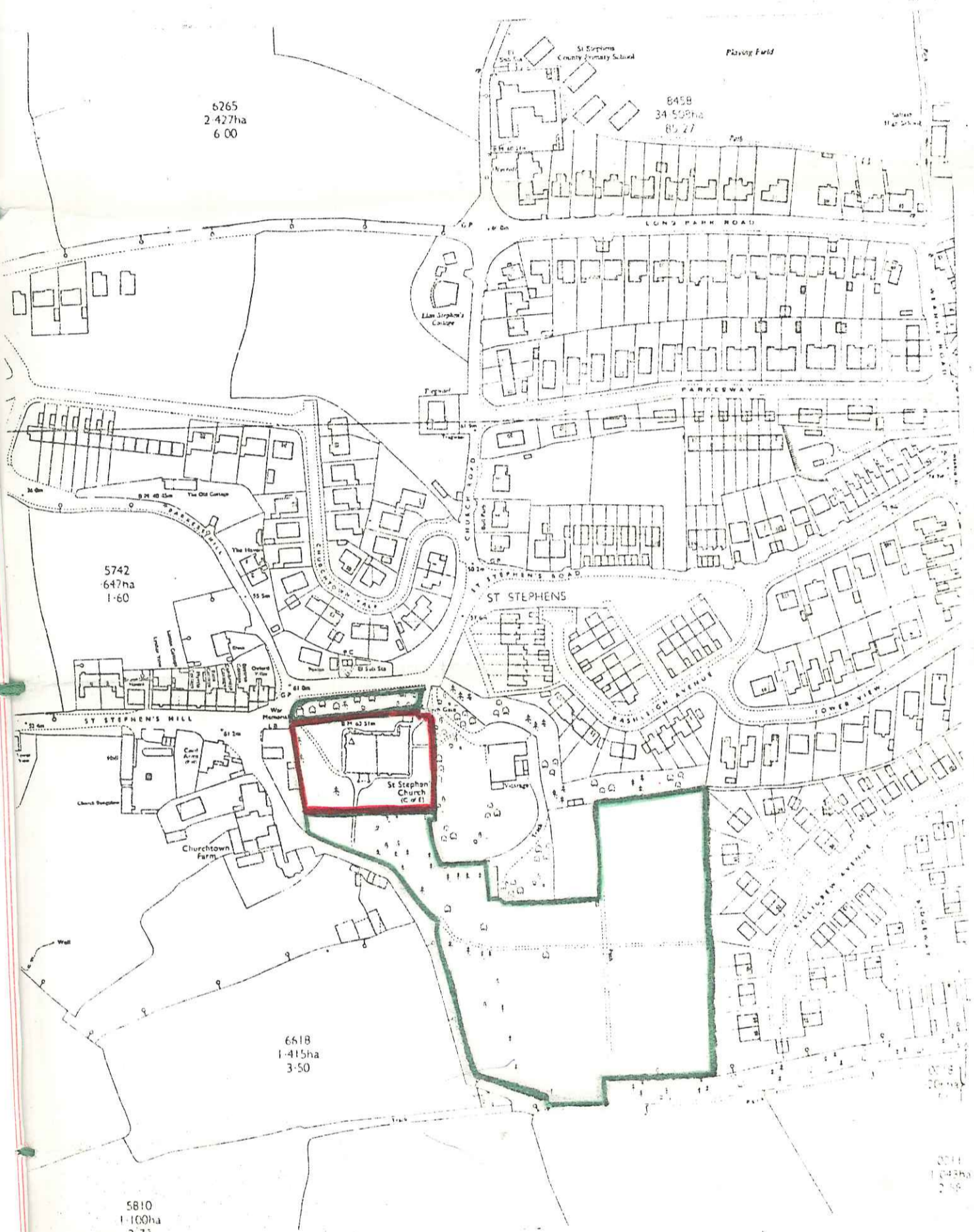
The two Churchwardens for the time being of the Parish of Saint Stephen-by-Saltash

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 GERMANS 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 GERMANS 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

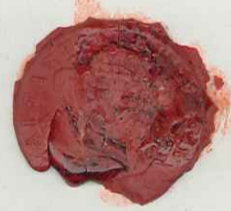
Warwick Jones.

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.

Councillor	Burial Authority	Chairman	Vice-Chairman	Joint Burial Board	Co Chairman	P&F	Chairman	Vice-Chairman	Planning & Licensing	Chairman	Vice-Chairman	Services	Chairman	Vice-Chairman	Personnel	Chairman	Vice-Chairman
Structure: 6 Members				Structure: 4 members		Structure: All members			Structure: All members			Structure: All members			Structure: 6 members		
BICKFORD																	
BRADY																	
BULLOCK																	
DENT																	
FOSTER																	
GILLIES																	
GRIFFITHS																	
LENNOX-BOYD																	
MARTIN																	
MILLER																	
MORTIMORE																	
PEGGS																	
SAMUELS B																	
SAMUELS P																	
STOYEL																	
YATES																	

Station Property	Chairman	Vice Chairman
Structure: 8 Members Quorum 4		
BICKFORD		
BULLOCK		
FOSTER		
GILLIES		
MILLER		
PEGGS		
SAMUELS P		
YATES		

REPORTS TO:	P&F / FTC
FINANCE DELEGATED AUTHORITY	Expenditure up to £20,000 on any separate occasion within the budget

Property Maintenance	Chairman	Vice Chairman
Structure: 8 Members Quorum 4		
BICKFORD		
BULLOCK		
DENT		
MILLER		
PEGGS		
SAMUELS P		
STOYEL		
YATES		

REPORTS TO:	Services
FINANCE DELEGATED AUTHORITY	Expenditure up to £20,000 on any separate occasion within

Library	Chairman	Vice Chairman
Structure: 8 Members Quorum 4		
BICKFORD		
BULLOCK		
DENT		
MARTIN		
PEGGS		
SAMUELS B		
SAMUELS P		
YATES		

REPORTS TO:	Services
FINANCE DELEGATED AUTHORITY	Expenditure up to £20,000 on any separate

Devolution	Chairman	Vice Chairman
Structure: 8 Members Quorum 4		
BICKFORD		
BULLOCK		
GILLIES		
MARTIN		
PEGGS		
SAMUELS B		
SAMUELS P		
YATES		

REPORTS TO:	FTC
FINANCE DELEGATED AUTHORITY	N/A

Town Vision	Chairman	Vice Chairman
Structure: 8 Members Quorum 4		
BICKFORD		
BULLOCK		
GILLIES		
GRIFFITHS		
MARTIN		
PEGGS		
SAMUELS P		
YATES		

REPORTS TO:	P&F / FTC
FINANCE DELEGATED AUTHORITY	N/A

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.
SAMUELS B	2	P&F		
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				

IT	Composition	Reports to	Date Formed	Minute Nr.
BICKFORD	3	P&F	P&F 9.11.21	107/21/22
MILLER				
YATES				

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				

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				

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				

External Partnership	Representative	Reserve	Notes
OPCC Councillor Advocate Scheme	The Mayor, Deputy Mayor, Cllr P Samuels and Cllr Lennox-Boyd	N/A	Reports to FTC
Safer Saltash	Councillors Bickford, Lennox-Boyd, Miller and Peggs		Reports to FTC
Cornwall Gateway CNP	The Mayor and Deputy Mayor	N/A	Reports to FTC
Section 106 Panel	The Mayor, Deputy Mayor and Cllr P Samuels	Dent (Annual Meeting of STC 05.05.22. Min No 52/22/23)	Reports to P&F
Town Team	Councillors Bullock, Gillies and B Samuels	Vice Chairman of Town Vision	Reports to Town Vision

Policy Group: Finance

Financial Regulations 2023-24

RESPONSIBLE COMMITTEE: P&F

Current Document Status			
Version	2023-24	Approved by	
Date	May 2023	Date	
Responsible Officer	RFO	Minute no.	
Next review date	May 2023		

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Date	Version	Author/Editor	Notes
June 2020	08/2019	SE	Update
August 2020 DRAFT	08/2020	SE	Update – approved 09/2020
February 2021	2021	SE	Update (see back page)
February 2022	2022-23	SE	Annual review
May 2022	2022-23	SB/AJT	Update – procurement/contracts (see back page)
Sept 2022	2022-23 v2	AJT	Petty cash amount reduced
May 2023	2023-24	AJT	Contract amount updated

Document Retention Period
Until superseded

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1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial Regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's Standing Orders and any individual Financial Regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council has established Financial Regulations for the governance and management of its finances and to meet the requirements of the audit and accountability regime in place at the time. These are attached as Part II of these Standing Orders.
- 1.4. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.
- 1.5. The Council's proper practices will be in accordance with the most recent JPAG guidance.
- 1.6. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.7. These Financial Regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.8. **At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.**
- 1.9. A breach of these Regulations may result in disciplinary action.
- 1.10. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.

- 1.11. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.
- 1.12. The RFO;
- acts under the policy direction of the Council;
 - administers the Council's Financial affairs in accordance with all Acts, Regulations and Proper Practices;
 - determines on behalf of the Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the Council up to date in accordance with proper practices;
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
- 1.13. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations¹.
- 1.14. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.15. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;

¹ In England - Accounts and Audit (England) Regulations 2011/817
In Wales - Accounts and Audit (Wales) Regulations 2005/368

- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.16. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular, any decision regarding:
- setting the final budget or the precept (Council Tax Requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors, shall be a matter for the full Council only.
- 1.17. In addition, the Council must:
- determine and keep under regular review the bank mandate for all Council bank accounts;
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its Terms of Reference.
- 1.18. In these Financial Regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.
- In these Financial Regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, the Chairman of Policy and Finance Committee and Town Clerk shall be appointed to verify bank reconciliations (for all accounts) produced by the FO. The Chairman and Town Clerk shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations by 30th June annually.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - appointed every 3 years;
 - be competent and independent of the financial operations of the Council and declare such by a written statement on an annual basis;
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.

- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.
- 2.11. The Council will periodically review its internal day to day controls and procedures.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee shall review its five-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Policy and Finance Committee not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than December prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by Policy and Finance Committee.
- 3.3. The Council shall consider annual budget proposals in relation to the Council’s five-year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The contingency budget shall be a minimum of 3 months and a maximum of 12 months operating costs.
- 3.5. The contingency budget of a minimum of 3 months operating costs and a maximum of twelve months operating costs of the Council shall be related and available from the contingency, EMF’s and capital works arising from devolved assets and services.

- 3.6. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.7. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the Committee approved budget. This authority is to be determined by:

- The Town Clerk shall have delegated authority and delegated authority to authorise members of staff to disperse other monies with the authority of Full Council or Committees under the following restrictions:
- Tenders typically over £25,000
- Three quotes typically over £3,000
- Three estimates typically over £500
- Best value – small day to day purchases.
- The Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for items up to £10,000.

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. The FO to conduct regular checks to ensure all expenditure is within the powers of the Council to undertake and comply with the EU Procurement Directive (**see section 10.1 procurement**)
- 4.4. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

- 4.5. The salary budgets are to be reviewed at least annually in September by the individual Committees in conjunction with the Personnel Committee for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.6. In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.
- 4.7. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.
- 4.8. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.9. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of 15% of the budget.
- 4.10. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a monthly schedule of payments made forming part of the Agenda for Full Council and present the schedule to Council. The Council shall review the schedule for compliance and having satisfied itself shall authorise by a resolution of the Council. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting. Personal payments (including salaries, wages, expenses and any payment made in

relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

- 5.3. All invoices for payment shall be examined, verified and certified by the RFO, Budget Line Manager, Finance Officer and two Councillors to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.4. The Finance Officer shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The Finance Officer shall take all steps to pay all invoices submitted, and which are in order.
- 5.5. The Clerk and Finance Officer shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and Finance Officer certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council or
 - c) fund transfers within the Councils banking arrangements provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 5.6. For each financial year the Finance Officer shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council or a duly authorised committee may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 5.7. On a monthly basis a record of regular payments made under 5.6 above shall be drawn up and be signed by FO, RFO and two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any Policy statement approved by Council.

- 5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the Chairman of Policy and Finance.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council shall be signed by two members of Council and countersigned by the line manager and Financial Officer in accordance with a resolution relating to that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall be reported to the Council at the next convenient meeting.
- 6.7. **If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.**
- 6.8. **If thought appropriate by the Council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided**

that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the Council at least every two years.

6.9. **If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.**

6.10. If thought appropriate by the Council payment for certain items may be made by the Council credit card or internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Any Credit/Debit Card issued for use will be specifically restricted to a limit of £4,000 to be paid off in full each month.

The card only be used for corporate procurement and no personal use.

The authorisation to use the card is delegated to the Chairman, Vice Chairman of Policy and Finance Committee, Finance Officer and the Clerk.

A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Council.

Any corporate credit card or trade card account opened by the Council will be specifically restricted to:

- A limit of £2,000 expenditure activity to be paid off in full each month.
- The accounts only be used for corporate procurement and no personal use.
- The authorisation to use the corporate credit card be delegated to the Chairman, Vice Chairman of Policy and Finance Committee, Finance Officer and the Clerk and in the absence of the Clerk the Assistant Town Clerk.

Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.12. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be retained in a sealed dated envelope in the safe. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any

circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.13. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.14. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.15. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.16. Where internet banking arrangements are made with any bank, the Finance Officer shall be appointed as the Service Administrator. The Bank Mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.17. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.18. Supplier bank details used for electronic payments are particularly vulnerable to fraud or error and it is therefore essential that the following procedure is followed to carry out any changes.

Any requests for change to supplier bank details for payments must be received by written hard copy notification from the supplier.

The written hard copy notification from the supplier must be authenticated and confirmed by further email communication with the supplier.

The written hard copy notification from the supplier and the email authentication and confirmation must be signed by a Councillor and the Town Clerk prior to any change being made to the supplier bank details.

The Chairman or Vice Chairman of Policy and Finance Committee will check and sign off standing data of all suppliers' bank details on a monthly basis when signing the bank reconciliations.

- 6.19. The Finance Officer may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the FO with a claim for reimbursement.
- a) The FO shall maintain a petty cash float of £215.00 (which includes Library float) for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.2. The Clerk and Chairman of Policy and Finance Committee will conduct regular checks to ensure that PAYE and VAT regulations have been followed.
- 7.3. Employee timesheets do not need to be signed by the Clerk as long as this is carried out by individual line managers.
- 7.4. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.
- 7.5. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.
- 7.6. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any Councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.7. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.8. An effective system of personal performance management should be maintained for the senior officers.
- 7.9. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.10. Before employing interim staff, the Council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full Council.
- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.4. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.5. All investments of money under the control of the Council shall be in the name of the Council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in

accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below).

Please refer to the Income and Banking Procedure which is augment to the above income regulations.

10. PROCUREMENT

- 10.1. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2015 and the Utilities Contracts Regulations 2015

including thresholds shall be followed. UK tendering thresholds are set by Parliament every two years (01.01.22) and aligned to the European Union (EU) and World Trade Organisation (WTO) agreements.

- Up to £30,000 (Including VAT) requirements in the Councils standing orders and financial standing orders.
- Over £30,000 (Including VAT) use of the Contract Finder website, Official Journal of the European Union (OJEU), Find a Tender (www.gov.uk/find-tender) and other light touch rules in the Public Contracts Regulations 2015. If the Council is inviting specific firms and not opening up to wider competition, the Council does not have to advertise the opportunity on Contracts Finder (Public Contracts Regulations 2015, Reg 110(5)(b))
- European Union requirements and the 'threshold' EU requirements apply to any contract the value of which exceeds the 'threshold'. The threshold is reviewed every two years. For contracts commencing on or after 1st January 2022 the threshold is:
 - Over £213,477 for goods or services, or £5,336,937 for public works (construction), must comply with the full requirements of the Public Contracts Regulations 2015. These include specific tendering methods and timescales, as well as a requirement to advertise on both the Contracts Finder website and Find-a-Tender (the UK e-notification service).

11. ORDERS FOR WORK, GOODS AND SERVICES

- 11.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 11.2. Order books shall be controlled by the Finance Officer.
- 11.3. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 13.1 below.
- 11.4. A member may not issue an official order or make any contract on behalf of the Council.
- 11.5. The Finance Officer shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the Finance Officer shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

12. CONTRACTS

12.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by legal professionals acting in disputes;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where it is intended to enter into a contract exceeding £30,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from an appropriate approved list.
- c. The Council must not spilt contracts to avoid the contract rules.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed or secure email address (which account has access restricted to the Assistant Town

Clerk and Administration Officer) until the prescribed date for opening tenders for that contract.

- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk or Assistant Town Clerk in the presence of at least one member of the Council. Tenders received in the secure email account will be opened by either the Assistant Town Clerk or Administration Officer in the presence of the Town Clerk.
- g. If less than three tenders are received for contracts above £30,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- h. **Any invitation to tender issued under this regulation shall refer to the Anti-Bribery Policy Statement and Anti-Fraud and Corruption Strategy.**
- i. When it is intended to enter into a contract of less than £30,000 and above £3,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or FO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 but over £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 12.1 (ii) above shall apply.
- j. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- k. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

13. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 13.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 13.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

- 13.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council or delegated committee and Clerk to the contractor in writing, the Council or delegated committee being informed where the final cost is likely to exceed the financial provision.

14. STORES AND EQUIPMENT

- 14.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 14.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 14.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 14.4. The FO in conjunction with Line Managers shall be responsible for periodic checks of stocks and stores at least annually.

15. ASSETS, PROPERTIES AND ESTATES

- 15.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 15.2. No tangible moveable property shall be purchased or otherwise acquired without the authority of the Council or delegated Committee, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1,000.
- 15.3. No tangible moveable property shall be sold, leased or otherwise disposed of, without the authority of the Council or delegated Committee, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 15.4. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 15.5. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including

matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 15.6. Subject only to the limit set in Reg.15.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council or delegated Committee. In each case a Report in writing shall be provided to Council with a full business case.
- 15.7. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16. INSURANCE

- 16.1. Following the annual risk assessment (Financial Regulation 18), the FO in conjunction with Line Managers shall effect all insurances and negotiate all claims on the Council's insurers in consultation with the Clerk.
- 16.2. Line Managers shall give prompt notification to the FO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 16.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 16.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.
- 16.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

17. CHARITIES

- 17.1. Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

18. RISK MANAGEMENT

- 18.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk with the FO and Senior Policy & Data Compliance Monitoring Officer shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

- 18.2. When considering any new activity, the Clerk with the FO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

19. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 19.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements with the FO and Senior Policy & Data Compliance Monitoring Officer to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 19.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

Notes to the Model

Stated dates or months may be changed to suit local circumstances.

[square brackets] This part may be deleted if not relevant. An alternative may have been provided.

Where the word “regularly” is used in the text it is for the individual Council to set the required interval, monthly, quarterly, or half-yearly. This period should never exceed 12 months.

The value inserted in square brackets in [...] any of the paragraphs (other than the EU Procurement thresholds referred to in 11.1(l)) may be varied by the Council and should be reviewed regularly and confirmed annually by the Council.

The appropriate approved list referred to in paragraph 13.1 shall be a list drawn up by the Clerk and approved by Council but, normally shall be based on the list maintained by the District Council for such works.

Every effort has been made to ensure that the contents of this document are correct at time of publication. The National Association of Local Councils (NALC) cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Saltash Town Council Financial Regulations Version History

Date	Summary of amendments
08.01.2015	Adopted FTC
07.04.2016	Revised Financial Regulations approved
April 2018	Updated P&R
August 2018	Updates recommended P&R Approved FTC September 2018
November 2018	7. Payment of salaries (timesheet signatories). Auditor advice.
January 2018	3.4/3.5 Statutory contingency (FTC 06.12.2018) 12e Tender opening, number of Councillors present increased to two. (Office Manager input.)
March 2019	NALC/CALC various recommendations.
August 2020	Amendments to sections 3;4;5;14;16 APPROVED 09/2020
March 2021	Amendments to 2.3; 6.4;6.11
June 2021	For readoption (new council)
February 2022	Annual review – amendments to job titles, precept setting timeline
May 2022	4. Budgetary Control and Authority to Spent p9 10. Procurement p 18

	12. Contracts p19
Sept 2022	Petty cash amount reduced p15

DRAFT

Standing Orders 2023

RESPONSIBLE COMMITTEE: P&F

This is a policy/procedure document of Saltash Town Council to be followed by both Council Members and Employees.

Current Document Status			
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May 2021	02/2021	AJT	Amendment 6a(i) p18 part not legally required (SB) Removal of front appendix re SI 2020 No.392
July 2021	07/2021	AJT	Deleted 2m
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May 2022	2022	AJT	Readopted
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May 2023	2023	AJT	Contract amount updated

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1. General principles

- a. These Standing Orders apply to the meetings and actions of Saltash Town Council, and to its Committees and Sub Committees and supersede as and when required any delegated authorities as required and as may be in place from time to time. over relevant legislation and in particular the relevant provisions of the Local Government Act, 1972 Schedule 12, Part IV.
- b. All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- c. A motion to add to, vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least six (6) Councillors to be given to the Proper Officer in accordance with Standing Order 10.
- d. Any variation or amendment to these Standing Orders, including their Appendices, will not come into force until they have been adopted by resolution passed by a two-thirds majority of the full Council, having given one month's notice of the agreed changes.
- e. A printed copy of these Standing Orders and their Appendices shall be kept by the Proper Officer and shall be available for inspection by any member of the Public and made available on the Council website. An electronic or printed copy of the Standing Orders shall be given to each member of the Council by the Clerk as soon as possible following the member's Declaration of Acceptance of Office, and a printed or electronic copy, as requested, of the Standing Orders and their Appendices be given to all Members by the Clerk on request.
- f. The decision of the Chairman of a meeting as to the application of standing orders at the meeting shall be final.

2. Meetings generally

- a. **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b. **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c. **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- d. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend at that point identified on the agenda for public participation.
- e. At the Chairman's discretion and with the agreement of the Council, a member of the public may be invited to speak in regard to the item under consideration by the Council at that point on the agenda where the matter is being discussed.
- f. The period of time designated for public participation at a meeting in accordance with standing order 2(d) above shall not exceed 15 minutes unless directed by the Chairman of the meeting and with the approval of Members of the Council.
- g. Subject to standing order 2(e) above, a member of the public shall not speak for more than 3 minutes.
- h. In accordance with standing order 2(d) above, a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.
- i. Any member of the public wanting to put a question, make a representation or give evidence to the Council must do so no later than 12 noon on the day before the meeting by writing or email to enquiries@saltash.gov.uk
- j. A person who speaks at a meeting shall direct their comments to the Chairman of the meeting.

- k. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman of the meeting shall direct the order of speaking.
- l. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- m. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor of the Council may in their absence be done by, to or before the Deputy Mayor of the Council.**
- n. **The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor, if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- o. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting.**
- p. **The Chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**
- q. **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving to the vote and will be taken in alphabetical order of those present at the meeting and eligible to vote.
- r. The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of Councillors present and absent;
 - iii. interests that have been declared by Councillors and non-Councillors with voting rights;
 - iv. the grant of dispensations (if any) to Councillors with voting rights;
 - v. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.

- s. **A Councillor (or a non-Councillor) with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in the matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- t. **No business may be transacted at a meeting unless at least 7 (seven) members of the Council are present.** The Terms of Reference for each standing committee will define its quorum which in no case be less than three (3).
- u. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- v. A meeting shall not exceed a period of 2 ½ hours.

3. Rules of debate at meetings

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairman of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the Chairman of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chairman of the meeting, is expressed in writing to the Chairman.

- h. A Councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairman.
- j. Subject to standing order 3(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman of the meeting.
- k. One or more amendments may be discussed together if the Chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l. A Councillor may not move more than one amendment to an original or substantive motion.
- m. The mover of an amendment has no right of reply at the end of debate on it.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o. Unless permitted by the Chairman of the meeting, a Councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another Councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.

- p. During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q. A point of order shall be decided by the Chairman of the meeting and their decision shall be final.
- r. When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s. Before an original or substantive motion is put to the vote, the Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t. Excluding motions moved under standing order 3(r) above, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chairman of the meeting.

4. Disorderly conduct at meetings

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard the request of the Chairman of the meeting to moderate or improve their conduct, any Councillor or the Chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

- c. If a resolution made under standing order 4(b) above is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

5. Committees and sub-committees

- a. **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the Committee.**
- b. **The members of a committee may include non-Councillors unless it is a committee which regulates and controls the finances of the Council.**
- c. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-Councillors.**
- d. The Council has established Terms of Reference for the governance of its Committees which are attached as an appendix to these Standing Orders. They confirm the membership, voting rights, delegated authority and training requirements, and may only be varied by resolution of a meeting of the Policy and Finance Committee.
- e. The Council may appoint committees as may be necessary, and:
 - i. shall determine their terms of reference including the scheme of delegation and the role of Chairman and Vice Chairman as ex officio members with or without voting rights;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next Annual Meeting of full Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 5(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. shall permit a committee to appoint its own Chairman at the first meeting of the committee;
 - vi. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - vii. shall determine if the public may participate at a meeting of a committee;
 - viii. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

- ix. shall determine if the public may participate at a meeting of a subcommittee that they are permitted to attend; and
 - x. may dissolve a committee.
- f. Members of the Town Council shall have the right to attend the Policy and Finance, Services, Planning and Licensing and Burial Authority Committees.

Six members of the Town Council will be appointed to the Personnel Committee and all members of the Committee must be willing to commit to undertake employment law training as soon as they are elected subject to course availability.

Members of the Town Council shall have the right to attend all Sub Committees and Working Parties as non-voting members. They may sit at the table at the discretion of the Committee and may speak at the invitation of the Chairman.

All members of the Planning and Licensing Committee are to undertake Planning training within six months of their appointment subject to course availability.

- g. Where the press and public are excluded from any part of a meeting, members of the Council not appointed to serve on the committee will also be excluded from that part of the meeting.

6. Meetings

The following shall be considered as full Council meetings:

- a. Annual Town Council meeting
- b. Ordinary meetings of the Council
- c. Extraordinary meetings of the Council

a. Annual Meetings

- i. **In an election year, the Annual Meeting of the Council shall be held on the third Thursday of May, or the first Thursday after the Elections if the date is varied and must in any case take place within 14 days following the day on which the new Councillors elected take office.**
- ii. **In a year which is not an election year, the Annual Meeting of a Council shall be held on the first Thursday in May at 7pm.**
- iii. **The first business conducted at the Annual Meeting of the Council shall be the election of the Mayor and Deputy Mayor of the Council.**
- iv. **The Mayor, unless they have resigned or become disqualified, shall continue in office and preside at the Annual Meeting until their successor is elected.**
- v. **The Deputy Mayor, unless they resign or become disqualified, shall hold office until immediately after the election of the Mayor of the Council at the next Annual Meeting of the Council.**
- vi. **In an election year, if the current Mayor of the Council has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Mayor of the Council has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor of the Council but must give a casting vote in the case of an equality of votes.**
- vii. **In an election year, if the current Mayor of the Council has been re-elected as a member of the Council, they shall preside at the meeting until a new Mayor of the Council has been elected. They may exercise an original vote in respect of the election of the new Mayor of the Council and must give a casting vote in the case of an equality of votes.**
- viii. **Following the election of the Mayor and Deputy Mayor of the Council at the Annual Meeting of the Council, the business of the Annual Meeting shall include:**

- a) **In an election year, delivery by the Mayor of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
- b) Confirmation of the accuracy of the minutes of the last meeting of the Council;
- c) Receipt of the minutes of the last meeting of a committee;
- d) Consideration of the recommendations made by a committee;
- e) Review of delegation arrangements to committees, subcommittees, staff and other local authorities;
- f) Review of the terms of reference for committees;
- g) Appointment of members to existing committees;
- h) Appointment of any new committees in accordance with standing order 5 above;
- i) In an election year, to confirm that the Council has met the eligibility criteria and is able to adopt and exercise the general power of competence;
- j) Determining the time and place of ordinary meetings of the full Council up to and including the next Annual Meeting of full Council.

b. Ordinary Meetings

- i. **Ordinary Full Council meetings shall be held on the first Thursday of each month excepting May, unless otherwise determined by resolution at the Annual Meeting of the Council.**
- ii. **In addition to the Annual Meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- iii. At Ordinary Full Council Meetings the order of business shall be:
 - a) Health and safety announcements.
 - b) To choose a person to preside if the Mayor and Deputy Mayor be absent.
 - c) Prayers, where permitted by Motion of the Council and desired by the Mayor/Chairman.
 - d) Apologies for absence.

- e) To receive Declarations of Interests as required by the Code of Conduct or by relevant legislation and consider written requests for dispensations.
- f) Guest speakers should normally be limited to one per meeting with the permission of the Council and shall not exceed 10 minutes unless directed by the Chairman.
- g) To receive reports from the Mayor, Police crime figures, Saltash Gateway CIC, Cornwall Gateway Community Network Area, and other bodies or Members at the discretion of the Mayor.
- h) To consider Written Questions from Members of the Public.
- i) To read and approve as a correct record the Minutes of Full Council.
- j) Meetings not yet approved but ready for approval.
- k) To consider Financial Matters.
- l) To consider Correspondence.
- m) To receive and note Minutes of Committees of the Council, and of Sub Committees reporting to Full Council, and consider any recommendations therein.
- n) To consider other matters placed on the agenda.
- o) To consider other matters submitted by motion.
- p) To consider Planning and Licensing Matters.
- q) To consider matters of public engagement and communication.
- r) To note the Dates of the Next Meetings.
- s) To move 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.

c. Extraordinary meetings of the Council and committees and sub committees

- i. **The Mayor of the Council may convene an extraordinary meeting of the Council at any time.**
- ii. **If the Mayor of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two Councillors.**

- iii. The Chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- iv. If the Chairman of a committee or a sub-committee does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee or the sub-committee, any two members of the committee or the subcommittee may convene an extraordinary meeting of a committee or a sub-committee.
- v. **At Extraordinary Full Council Meetings, the order of business shall be:**
 - a) Health and safety announcements.
 - b) To choose a person to preside if the Mayor and Deputy Mayor are absent.
 - c) Apologies for absence.
 - d) To receive Declarations of Interests as required by the Code of Conduct or by relevant legislation and consider written requests for dispensations.
 - e) To consider the matters specified when the meeting was called.
 - f) To note the Dates of the next meetings.
 - g) To move 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.

d. **Annual Town Meeting**

- i. The Annual Town Meeting shall be held between March 1st and June 1st, at a time fixed by resolution of the full Council.
- ii. At the Annual Town Meeting the order of business shall be:
 - a) Health and safety announcements.
 - b) To choose a person to preside if the Mayor and Deputy Mayor be absent.
 - c) Prayers, where permitted by Motion of the Meeting and desired by the Mayor/Chairman.
 - d) Apologies for absence.
 - e) To adopt the minutes of the last Annual Town Meeting of electors.

- f) To receive annual reports from the Mayor, Saltash Town Council, Cornwall Council, Police, Saltash Gateway, CIC and representatives of outside partners within the area of Saltash.
- g) To consider questions from members of the public.
- h) To note the date of the next Annual Town Meeting with electors.

7. Filming and recording meetings

a. Filming and Recording Council meetings

- i. **When a meeting of the Council, its committees or sub committees is open to the public, any person, if present, may:**
 - a) **film, photograph or make an audio recording of a meeting;**
 - b) **use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;**
 - c) **report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.**
- ii. **Oral reporting, commentary or broadcasting is not permitted during any part of a meeting of the Council, its committees and sub committees.**
- iii. An individual must be present and able to use their equipment in order to film, photograph or audio record a meeting. There will be no opportunity to report on any part of the meeting where the Council has resolved to exclude the press and public.

b. Disruptive behaviour whilst filming and recording

- i. No filming, photographing or audio recording of a meeting should be carried out in such a way as to disrupt the proceedings of the meeting.
- ii. If person(s) disregard the request of the Chairman of the meeting to moderate or improve their behaviour whilst filming or recording, any Councillor or the Chairman of the meeting may move that the person be instructed to cease filming, photographing or audio recording. The motion, if seconded, shall be put to the vote without discussion.
- iii. If a resolution under standing order 7 b(ii) above is ignored, the Chairman of the meeting may take further reasonable steps to

restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

- iv. Members of the Council recording meetings are reminded of their obligations under the Council's Code of Conduct in respect of confidential matters.

8. Previous resolutions and Rescission of minutes

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least six (6) Councillors to be given to the Proper Officer in accordance with standing order 10 below.
- b. The Mayor or Chairman of the relevant committee may call an Extraordinary meeting to consider a written notice to rescind a decision of that meeting when in receipt of a notice under standing order 10.
- c. When a motion moved pursuant to standing order 8 (a) above has been disposed of, no similar motion may be moved within a further six months.

9. Voting on appointments

a. Election of Officers

- i. Where two or more persons have been nominated for a position to be filled as an officer of the Council, election will take place by recorded ballot.

Where more than two persons have been nominated for a position to be filled by the Council, the vote will be taken by a written ballot of those members present and eligible to vote. The outcome of the vote will be reported by the Clerk.

- ii. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person.
- iii. A tie in votes may be settled by the casting vote of the Chairman of the meeting.

10. Motions for a meeting that require written notice to be given to the Proper Officer

- a. A motion shall relate to the responsibilities of the meeting to which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b. A written notice of motion received in accordance with these Standing Orders may be referred to any meeting of the Council or its committees or sub committees. The final decision as to where the motion will be considered will be made by the Proper Officer.
- c. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least ten (10) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- d. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10 (b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- e. If the Proper Officer considers the wording of a motion received in accordance with standing order 10 (b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least eight (8) clear days before the meeting.
- f. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the relevant Committee meeting or the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- g. A written notice of motion shall not relate to any matter which may be considered under the Council's Code of Conduct, Complaints Procedure or employment policies.
- h. Subject to standing order 10 (e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

11. Motions at a meeting that do not require written notice

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting.
 - ii. to move to a vote.
 - iii. to defer consideration of a motion.

- iv. to refer a motion to a particular committee or sub-committee.
- v. to appoint a person to preside at a meeting.
- vi. to change the order of business on the agenda.
- vii. to proceed to the next business on the agenda.
- viii. to require a written report.
- ix. to appoint a committee or sub-committee and their members.
- x. to extend the time limits for speaking.
- xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest.
- xii. to not hear further from a Councillor or a member of the public.
- xiii. to exclude a Councillor or member of the public for disorderly conduct.
- xiv. to temporarily suspend the meeting.
- xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements).
- xvi. to adjourn the meeting or
- xvii. to close a meeting.

12. Management of information

(see also standing order 20)

- a. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b. **The Council shall have in place, and keep under review, policy for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c. **The agenda, papers that support the agenda and the minutes of the meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d. **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

13. Minutes

- a. The Minutes of all Committees shall be reported to Full Council to consider any Recommendations and matters arising from them. If a copy has been circulated to each member of the Council not later than the date of issue of the summons to attend the Meeting, the minutes will be taken as read.
- b. Minutes of Sub Committees will be received and considered by the relevant Committee. Working Groups may keep notes but shall not be required to keep Minutes except by resolution of the Full Council.
- c. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 11 (a) i above.
- d. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- e. If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the

minutes and include a paragraph in the following terms or to the same effect:

“The Chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- f. Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

14. Code of Conduct and dispensations

General

- a. The Council has adopted the Cornwall Code of Conduct for City, Community, Parish and Town Councils which will apply to Councillors and members of the public co-opted to serve on Committees and sub Committees of the Council in respect of the entire meeting.

All interests arising from the Code of Conduct adopted by the Council will be recorded in the minutes giving the existence and nature of the interest.

- b. Members must have particular regard to their obligation to record and leave the room for matters in which they have an interest as defined by the Code of Conduct or by relevant legislation.
- c. The Council shall maintain for public inspection, a Register of Members' interests that is compliant with the Code of Conduct and with relevant legislation.

Members and the Code of Conduct

- a. All Councillors and members of the public co-opted to serve on Council committees and sub committees shall observe the Code of Conduct adopted by the Council.
- b. All Councillors and members of the public co-opted to serve on Council committees and sub committees shall maintain a Register of Disclosable Pecuniary Interests and must update their register by notifying the Monitoring Officer and the Clerk of any changes within 28 days.
- c. All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.
- d. Unless granted a dispensation, a Councillor or non-Councillor with voting rights who has registered a Disclosable Pecuniary Interest in relation to any item of business being transacted at a meeting, shall leave the room whenever the item is being discussed, including any part of the meeting where the public are entitled to speak.

- e. Unless granted a dispensation, a Councillor or non-Councillor with voting rights who has registered a non-registerable interest in relation to any item of business being transacted at a meeting, shall leave the room whenever the item is being discussed, including any part of the meeting where the public are entitled to speak.
- f. Where a non-registerable interest arises from membership of an outside body as defined in 3.5A of the Council's Code of Conduct, a Councillor may remain in the room to address the meeting, provide a short statement and answer questions for no more than three (3) minutes before leaving the room at the request of the Chairman.
- g. Members must record in a Register of Interests maintained by the Proper Officer any gifts or hospitality that you are offered or receive in connection with your official duties as a member and the source of the gift or hospitality worth £25 or over.
- h. A Member of the Council may, for the purposes of their duty as a member but not otherwise, inspect any document which has been considered by a Committee or by the Council. The Proper Officer or Solicitor to the Council may decline to allow inspection of any document which is protected by other legislation or in the event of legal proceedings would be protected by privilege arising from the relationship of solicitor and client. All Minutes kept for any Committee shall be open for the inspection of any member of the Council during office hours.

Code of Conduct Complaints

- i. Notification of any complaint shall remain confidential to the Proper Officer of the Council until such time as the matter has been concluded, when the outcome of the complaint shall be reported to a meeting of full Council.
- j. Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor or Deputy Mayor of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer as set out in this Standing Order, and who shall continue to act in respect of that matter as such until the complaint is resolved.
- k. Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
- l. The Council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.

- m. References to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the Code of Conduct by a Councillor.
- n. Upon notification by the Monitoring Officer of Cornwall Council that a Councillor or Non-Councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider any recommendations and what, if any, action to take against him. Such action excludes disqualification or suspension from Office and shall be limited to those sanctions recommended by the Monitoring Officer as part of the Decision Notice.
- o. **In the event of a complaint received by the Proper Officer or Administration Staff relating to a standing Council member (submitted by either a Council member or member of the public), the complainant shall be directed to the Chairman of the Council to resolve or referred to the Monitoring Officer.**

Dispensations

- a. The Council has adopted the Cornwall Association of Local Councils, A Guide To Awarding Dispensations 2012, for the issuing of dispensations which is in accordance with the Council's Code of Conduct. It is attached to these Standing Orders as an appendix.
- b. The Guide shall apply to all meetings of the Council, its Committees and Sub Committees.
- c. No dispensation will be awarded for any meeting where there are no minutes of the proceedings.
- d. Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e. A decision as to whether to grant a dispensation shall be made by meeting of the Council, or Committee or Sub Committee for which the dispensation is required that decision is final.
- f. A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest of other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g. A dispensation may be granted in accordance with Standing Order 14(a) above if having regard to all relevant circumstances the following applies:
 - i. without the dispensation the number of person prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or
 - ii. granting the dispensation is in the interests of persons living in the Council's area or
 - iii. it is otherwise appropriate to grant a dispensation

15. Proper Officer

- a. The Proper Officer shall be either (i) the Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Proper Officer shall put in place arrangements to:
 - i. **at least three clear days before a meeting of the Council, a committee and a sub-committee serve on Councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer;**
 - ii. **provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them);**
 - iii. **convene a meeting of full Council for the election of a new Mayor of the Council, occasioned by a casual vacancy in their office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. retain acceptance of office forms from Councillors;
 - vi. retain a copy of every Councillor's register of interests;
 - vii. prepare and make available all agendas and minutes in line with the provisions of these Standing Orders;
 - viii. To act as the exempting officer and respond to requests made under the Freedom of Information Act 2000 and Data Protection Act 2018, in accordance with and subject to the Council's policies and procedures relating to the same;
 - ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
 - x. manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form;
 - xi. arrange for legal deeds to be executed; (See also standing order 22 below);
 - xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;
 - xiii. refer a planning and or a licensing application received by the Council to the Mayor or the Chairman of the Planning and Licensing Committee within two working days of receipt to facilitate an

extraordinary meeting if the nature of a planning and or licensing application requires consideration before the next ordinary meeting of the Council or Planning and Licensing Committee;

- xiv. manage access to information about the Council via the publication scheme; and
- xv. retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect;
(See also standing order 21 below).
- xvi. receive and retain copies of byelaws made by other local authorities.

16. Responsible Financial Officer

- a. When the Responsible Finance Officer is absent, the Council will appoint a Member to an unpaid post to undertake the work of the Responsible Finance Officer if required.

17. Procurement

1.1. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2015 and the Utilities Contracts Regulations 2015 including thresholds shall be followed. UK tendering thresholds are set by Parliament every two years (01.01.22) and aligned to the European Union (EU) and World Trade Organisation (WTO) agreements.

- Up to £30,000 (including VAT) requirements in the Councils standing orders and financial standing orders.
- Over £30,000 (including VAT) use of the Contract Finder website, Official Journal of the European Union (OJEU), Find a Tender (www.gov.uk/find-tender) and other light touch rules in the Public Contracts Regulations 2015. If the Council is inviting specific firms and not opening up to wider competition, the Council does not have to advertise the opportunity on Contracts Finder (Public Contracts Regulations 2015, Reg 110(5)(b))
- European Union requirements and the 'threshold' EU requirements apply to any contract the value of which exceeds the 'threshold'. The threshold is reviewed every two years. For contracts commencing on or after 1st January 2022 the threshold is:
- Over £213,477 for goods or services, or £5,336.937 for public works (construction), must comply with the full requirements of the Public Contracts Regulations 2015. These include specific tendering methods and timescales, as well as a requirement to advertise on both the Contracts Finder website and Find-a-Tender (the UK e-notification service).

18. Orders for Work, Goods and Services

- a. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- b. Order books shall be controlled by the RFO.
- c. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 20.a below.
- d. A member may not issue an official order or make any contract on behalf of the Council.
- e. The Finance Officer shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the Finance Officer shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

19. Contracts

Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by legal professionals acting in disputes;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

- b. Where it is intended to enter into a contract exceeding £30,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from an appropriate approved list.
- c. The Town Council must not split contracts to avoid the contract rules.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed or secure email address (which account has access restricted to the Assistant Town Clerk and Administration Officer) until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk or Assistant Town Clerk in the presence of at least one member of the Council. Tenders received in the secure email account will be opened by either the Assistant Town Clerk or Administration Officer in the presence of the Town Clerk.
- g. If less than three tenders are received for contracts above £30,000 or if all the tenders are identical, the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- h. Any invitation to tender issued under this regulation shall refer to the Anti-Bribery Policy Statement and Anti-Fraud and Corruption Strategy.
- i. When it is intended to enter into a contract of less than £30,000 and above £3,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or FO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 but over £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 19.a (ii) above shall apply.
- j. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- k. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or

quote who was present when the original decision making process was being undertaken.

20. Payments Under Contracts for Building Or Other Construction Works

- a. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- b. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- c. Any variation to a contract or addition to or omission from a contract must be approved by the Council or delegated committee and Clerk to the contractor in writing, the Council or delegated committee being informed where the final cost is likely to exceed the financial provision.

21. Handling staff matters

- a. A matter personal to a member of staff that is being considered by a meeting of the Personnel Committee is subject to standing order 12 above.
- b. Subject to the Council's policies regarding the handling of performance, capability and disciplinary matters, the Council's most senior staff member (or other member of staff) shall contact the Chairman of Personnel Committee or in their absence the Vice Chairman of the Personnel Committee in respect of an informal or formal matter and this shall be reported back and progressed by resolution of the Personnel Committee in accordance with its terms of reference.
- c. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chairman of the Personnel Committee of absence occasioned by illness or other reason and that person shall report such absence to Personnel Committee at its next meeting.
- d. The Mayor and Chairman of the Personnel Committee shall conduct a review of the performance and annual appraisal of the work of Proper Officer. The review and appraisal shall be reported in writing and is subject to approval by resolution by the Personnel Committee.
- e. Subject to the Council's policy regarding the handling of grievance matters, the Proper Officer shall advise the Chairman of the Personnel Committee in respect of an informal or formal grievance matter, and this matter shall

be reported back and progressed by resolution of the Personnel Committee or its appointed representatives.

- f. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff and relates to the Mayor or Chairman of the Personnel Committee, this shall be communicated to another member of the Personnel Committee, which shall be reported back and progressed by resolution of the Personnel Committee.
- g. Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- h. The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- i. In accordance with Standing Order 18(b) the Council will identify two persons with line management responsibilities who may have access to staff records referred to in standing order 18(g) & (h).
- j. Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 18(f) and (g) above shall be provided only to the Proper Officer and the Chairman of the Personnel Committee.

22. Responsibilities to provide information

(See also standing order 19)

- a. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council**
- b. **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

23. Responsibilities under Data Protection Legislation

(See also standing order 12)

- a. **The Council may appoint a Data Protection Officer.**
- b. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c. **The Council shall have a written policy in place responding to and managing a personal data breach.**

- d. **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effect and the remedial action taken.**
- e. **The Council shall ensure that information communicated in its privacy notice (s) is in an easily accessible and available form and kept up-to-date.**
- f. **The Council shall maintain a written record of the processing activities.**

24. Relations with the press/media

- a. Requests from the press or other media for an oral or written comment of statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

25. Execution and sealing of legal deeds

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b. Where any document will be a necessary step in legal proceedings on behalf of the Council it shall be signed by the Clerk to the Council, unless any enactment otherwise requires or authorises, or the Council shall have given the necessary authority to some other person.

26. Communicating with Unitary Authority Councillors

- a. An invitation to attend a meeting of the Council shall be sent to the ward Councillor(s) of the Unitary Authority representing the area of the Council, together with the agenda for the meeting and other relevant papers.
- b. Unless the Council determines otherwise, a copy of relevant correspondence sent to the Unitary Authority shall be sent to the ward Councillor(s) representing the area of the Council.
- c. At the Chairman's discretion and with the approval of the Council, a divisional member may be invited to speak during any item on the agenda to make a short statement and answer any questions.

27. Restrictions on Councillor activities

- a. Unless authorised by a resolution, no Councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions;
 - iii. issue any order respecting any works which are being carried out by or on behalf of the Council;
 - iv. incur any expenditure on behalf of the Council or issue an instruction to incur expenditure.

Appendix



CORNWALL ASSOCIATION OF LOCAL COUNCILS

UNIT 1/1A,
1 RIVERSIDE HOUSE, HERON WAY, NEWHAM, TRURO, CORNWALL, TR1
2XN
Serving the parish and town councils of Cornwall

A GUIDE TO AWARDING DISPENSATIONS 2012

Introduction

Parish Councils are now responsible for determining requests for a dispensation by a parish councillor under Section 33 of Localism Act 2011. This is because they are a “relevant authority” under section 27(6) (d) of the Act.

This guide explains:-

- a. the purpose and effect of dispensations
- b. the procedure for requesting dispensations
- c. the criteria which are applied in determining dispensation requests
- d. the terms of dispensations

a. Purpose and effect of Dispensations

In certain circumstances Councillors may be granted a dispensation which enables them to take part in Council business where this would otherwise be prohibited because they have a Disclosable or Non Registerable Pecuniary Interest. Provided Councillors act within the terms of their dispensation there is deemed to be no breach of the Code of Conduct or the law.

Section 31(4) of the Localism Act 2011 states that dispensations may allow the Councillor:

- a. to participate, or participate further, in any discussion of the matter at the meeting(s); and/or
- b. to participate in any vote, or further vote, taken on the matter at the meeting(s).

If a dispensation is granted, the Councillor may remain in the room where the meeting considering the business is being held and if the dispensation allows may also vote.

Please note: If a parish councillor participates in a meeting where he/she has a Disclosable Pecuniary Interest and he/she does not have a dispensation, they may be committing a criminal offence under s34 Localism Act 2011.

b. Process for making requests

Any Councillor who wishes to apply for a dispensation must fully complete a Dispensation Request form and submit it to the Proper Officer of the council (ie. the Clerk) as soon as possible before the meeting at which the dispensation is required.

Applications may also be made at the parish council meeting itself (if parish councils have a standing item on the agenda to deal with dispensation requests) and the nature of the interest has only become apparent to a councillor at the meeting itself.

c. Consideration by the Parish Council

The Parish Council can either delegate to the parish clerk the authority to grant dispensations or reserve such decisions for the full parish council.

In either case, the decision must be based on one or more of the following criteria:

- a. so many members of the decision-making body have Non Disclosable or Non Registerable Pecuniary Interests that it would impede the transaction of the business (ie. the meeting would be inquorate); or
- b. the authority considers that the dispensation is in the interests of persons living in the authority's area; or
- c. it is otherwise appropriate to grant a dispensation.

The parish clerk or parish council should formally notify the Councillor and the Monitoring Officer of its decision and reasons in writing at the earliest opportunity and in any event within 5 working days of the decision. A copy of any dispensation should be held with the Member's Register of Interests.

d. Delegation to the Clerk

If the parish council decides to delegate this role to the parish clerk then it will need to make a formal resolution to this effect, on the lines of:

“RESOLVE that the Council delegates the power to grant dispensations to the Clerk. The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2).

e. Criteria for Determination of Requests

In reaching a decision on a request for a dispensation the parish council or the parish clerk (as appropriate) will take into account:

- a. the nature of the Councillor’s prejudicial interest
- b. the need to maintain public confidence in the conduct of the Council’s business
- c. the possible outcome of the proposed vote
- d. the need for efficient and effective conduct of the Council’s business
- e. any other relevant circumstances

f. Terms of Dispensations

Dispensations may be granted:

- for one or more meetings of the Council; or
- for a named period not exceeding 4 years (normally the annual meeting after the next elections)

g. Disclosure of Decision

Any Councillor who has been granted a dispensation must declare the nature and existence of the dispensation before the commencement of any business to which it relates.

A copy of the dispensation will be kept with the Register of Councillors’ Interests.

Terms of Reference of Committees

Please refer to the document on the Town Council website www.saltash.gov.uk or the individual committee pages.

Version History

Version History			
Date	Version	Author/Editor	Comments
14.02.2019	2019	AJT/SB	P&R Min193/18/19(d)
23.10.2019	10/2019	SB/AJT	Contracts & procurement (Sections 17-19)
14.05.2020	05/2020	AJT	Front appendix added re SI 2020 No. 392
June 2020	06/2020	AJT	P&F Min157/19/20 Pages 12,16,17,34
January 2021	01/2021	AJT	Removed 9b (appts to outside bodies)



Certificate of Employers' Liability Insurance(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 2008 (the Regulations), a copy of this certificate must be displayed at all places where you employ persons covered by the policy or an electronic copy of the certificate must be retained and be reasonably accessible to each employee to whom it relates).

Policy No. YLL-2720862183

1. Name of policyholder Saltash Town Council

2. Date of commencement of insurance policy 10/10/2022

3. Date of expiry of insurance policy 09/10/2023

We hereby certify that subject to paragraph 2:

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b)

2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c)

Signed on behalf of Zurich Insurance plc (Authorised Insurer).

Signature

Tim Bailey

Chief Executive Officer of Zurich Insurance plc, UK Branch

Notes

(a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.

(b) Specify applicable law as provided for in regulation 4(6) of the Regulations.

(c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Zurich Municipal is a trading name of Zurich Insurance plc. A public limited company incorporated in Ireland. Registration No. 13460. Registered Office: Zurich House, Ballsbridge Park, Dublin 4, Ireland. UK Branch registered in England and Wales Registration No. BR7985. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance plc is authorised and regulated by the Central Bank of Ireland. Authorised by the Prudential Regulation Authority and with deemed variation of permission. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details of the Temporary Permissions Regime, which allows EEA-based firms to operate in the UK for a limited period while seeking full authorisation, are available on the Financial Conduct Authority's website. Our FCA Firm Reference Number is 203093. Communications may be monitored or recorded to improve our service and for security and regulatory purposes

To Whom It May Concern

Name of Insured: Saltash Town Council

This is to confirm that Saltash Town Council have in force with this Company until the policy expiry on 9th October 2023 insurance incorporating the following essential features:

Policy Number:	YLL-2720862183										
Renewal Date:	10th October 2023										
Limits of Indemnity:	<table border="0"> <tr> <td>Public Liability:</td> <td>£10,000,000 minimum* any one event</td> </tr> <tr> <td>Products Liability:</td> <td>£10,000,000 minimum* for all claims in the aggregate during and one period of insurance</td> </tr> <tr> <td>Pollution Liability:</td> <td>As per Products Liability</td> </tr> <tr> <td>Employers' Liability:</td> <td>£10,000,000 any one event inclusive of costs</td> </tr> <tr> <td>Official's Indemnity:</td> <td>As below</td> </tr> </table>	Public Liability:	£10,000,000 minimum* any one event	Products Liability:	£10,000,000 minimum* for all claims in the aggregate during and one period of insurance	Pollution Liability:	As per Products Liability	Employers' Liability:	£10,000,000 any one event inclusive of costs	Official's Indemnity:	As below
Public Liability:	£10,000,000 minimum* any one event										
Products Liability:	£10,000,000 minimum* for all claims in the aggregate during and one period of insurance										
Pollution Liability:	As per Products Liability										
Employers' Liability:	£10,000,000 any one event inclusive of costs										
Official's Indemnity:	As below										

*Please refer to your Policy Schedule for your exact Limit of Indemnity

Zurich's Public Liability cover includes financial loss for your councillors. We indemnify them in respect of all sums which you may become legally liable to pay as damages and claimants costs and expenses for financial loss arising as a result of a negligent act or accidental error or omission, alleged or committed.

Whilst other insurers will offer separate officials indemnity; we feel our Public Liability cover offers a bespoke solution for the needs of Parish and Town Councils

Excess:	
Public Liability/Products Liability/Pollution Liability:	£100 each and every claim in respect of Third Party Property Damage
Employers' Liability:	Nil any one claim

Indemnity to Principals
Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

Full Policy
The policy documents should be referred to for details of full cover.

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SALTASH TOWN COUNCIL HEALTH & SAFETY GENERAL POLICY STATEMENT

At Saltash Town Council our policy is to ensure, so far as is reasonably practicable, the health and safety of our employees and anyone else who may be affected by our work activities. The minimum standard we will adopt will be compliance with legal requirements and appropriate codes of practice. However, our aim will be to fulfil the spirit of the law and not just comply with technical requirements. We will assess the risks from our work activities and will operate according to the procedures that best promote health and safety at work.

We accept our responsibilities for health and safety and are committed to giving health and safety equal importance with other business matters. We will ensure that the resources necessary to achieve the objectives of this policy are made available. Our employee's cooperation is critical to enable us to fulfil our statutory duties and the objectives of this policy. To promote co-operation, procedures for consulting with employees on matters of health, safety and welfare are part of the general policy of the company.

Work equipment will be provided and maintained to ensure its safe operation. If employees are required to operate any work equipment they will be provided with appropriate training. Where exposure to hazards cannot be prevented by any other means, appropriate personal protective equipment (PPE) will be provided as a last resort and instruction in its use and maintenance given.

All materials and work equipment will be stored in a safe manner. Safe access to and egress from our premises will be maintained, in order to protect employees and others.

Suitable facilities for welfare at work will be provided and maintained, as will arrangements to enable employees and others affected by our undertaking to obtain first aid.

The signatory below has ultimate responsibility for health and safety within Saltash Town Council and will nominate a competent person for health and safety. Other responsibilities for health and safety matters have been assigned as appropriate and are described in the relevant organisation and procedures sections of the policy.

The Policy Holder will oversee an annual review of this policy and associated procedures to ensure their continued effectiveness. Where necessary to ensure legal compliance and promote continuous improvement, the policy and procedures will be amended. Any amendments will be brought to the attention of all employees and other interested parties.

Policy Holder:

Signed Name:

Signed Title:

Date:

Review Date May 2023

**SALTASH TOWN COUNCIL
SCHEDULE OF MEETINGS 2023/24**

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	
Monday		1					Monday
Tuesday		2			1		Tuesday
Wednesday		3			2		Wednesday
Thursday		4	ANNUAL FTC MEETING	1	3		Thursday
Friday		5		2	4	1	Friday
Saturday	1	6	MAYFAIR	3	5	2	Saturday
Sunday	2	7		4	6	3	Sunday
Monday	3	8		5	7	4	Monday
Tuesday	4	9		6	8	5	Tuesday
Wednesday	5	10		7	9	6	Wednesday
Thursday	6	11		8	10	7	Thursday
Friday	7	12		9	11	8	Friday
Saturday	8	13		10	12	9	Saturday
Sunday	9	14		11	13	10	Sunday
Monday	10	15		12	14	11	Monday
Tuesday	11	16		13	15	12	Tuesday
Wednesday	12	17		14	16	13	Wednesday
Thursday	13	18		15	17	14	Thursday
Friday	14	19		16	18	15	Friday
Saturday	15	20		17	19	16	Saturday
Sunday	16	21		18	20	17	Sunday
Monday	17	22		19	21	18	Monday
Tuesday	18	23		20	22	19	Tuesday
Wednesday	19	24		21	23	20	Wednesday
Thursday	20	25		22	24	21	Thursday
Friday	21	26		23	25	22	Friday
Saturday	22	27		24	26	23	Saturday
Sunday	23	28		25	27	24	Sunday
Monday	24	29		26	28	25	Monday
Tuesday	25	30		27	29	26	Tuesday
Wednesday	26	31		28	30	27	Wednesday
Thursday	27			29	31	28	Thursday
Friday	28			30		29	Friday
Saturday	29			29	REGATTA	30	Saturday
Sunday	30			30			Sunday
Monday				31			Monday
Tuesday							
Annual FTC							
Town Council							
Planning and Licensing							
Policy & Finance							
Services							
Personnel							
Burial Authority							
Burial Board							
Bank Holiday							
				<u>Additional Meetings:</u>		<u>Attendance (by invitation) for Civic Parade:</u>	
				Annual Town Council		May Fair	6th May 2023
				4th May 2023 @7pm		Regatta	29th and 30th July 2023
				Annual Meeting with Parishioners		Remembrance Armistice Day (RBL) 11th November	
				7th March 2023 @ 6:30pm		Remembrance Civice Service 12th November 2023	
				<u>Civic Events:</u>			
				Mayor Choosing TBC			
				Civic Service 3rd March 2024			

**SALTASH TOWN COUNCIL
SCHEDULE OF MEETINGS 2023/24**

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	OCTOBER			NOVEMBER			DECEMBER			JANUARY			FEBRUARY			MARCH		
Monday										1								Monday
Tuesday										2								Tuesday
Wednesday				1						3								Wednesday
Thursday				2						4			1					Thursday
Friday				3				1		5			2				1	Friday
Saturday				4				2		6			3				2	Saturday
Sunday	1			5				3		7			4				3	Sunday
Monday	2			6				4		8			5				4	Monday
Tuesday	3			7				5		9			6				5	Tuesday
Wednesday	4			8				6		10			7				6	Wednesday
Thursday	5			9				7		11			8				7	Thursday
Friday	6			10				8		12			9				8	Friday
Saturday	7			11				9		13			10				9	Saturday
Sunday	8			12				10		14			11				10	Sunday
Monday	9			13				11		15			12				11	Monday
Tuesday	10			14				12		16			13				12	Tuesday
Wednesday	11			15				13		17			14				13	Wednesday
Thursday	12			16				14		18			15				14	Thursday
Friday	13			17				15		19			16				15	Friday
Saturday	14			18				16		20			17				16	Saturday
Sunday	15			19				17		21			18				17	Sunday
Monday	16			20				18		22			19				18	Monday
Tuesday	17			21				19		23			20				19	Tuesday
Wednesday	18			22				20		24			21				20	Wednesday
Thursday	19			23				21		25			22				21	Thursday
Friday	20			24				22		26			23				22	Friday
Saturday	21			25				23		27			24				23	Saturday
Sunday	22			26				24		28			25				24	Sunday
Monday	23			27				25		29			26				25	Monday
Tuesday	24			28				26		30			27				26	Tuesday
Wednesday	25			29				27		31			28				27	Wednesday
Thursday	26			30				28					29				28	Thursday
Friday	27							29									29	Friday
Saturday	28							30									30	Saturday
Sunday	29							31									31	Sunday
Monday	30																	Monday
Tuesday	31																	Tuesday

Annual FTC																		
Town Council																		
Planning and Licensing																		
Policy & Finance																		
Services																		
Personnel																		
Burial Authority																		
Burial Board																		
Bank Holiday																		

Additional Meetings:

Annual Meeting of Full Council 4th May 2023 @ 7 p.m.
Annual Meeting With Parisioners 7th March 2023 @ 6:30 p.m.

Attendance (by invitation) for Civic Parade:

May Fair 6th May 2023
Regatta 29th and 30th July 2023
Remembrance Armistice Day (RBL) 11th November 2023
Remembrance Civic Service 12th November 2023

Civic Events:

Mayor Choosing TBC
Civic Service 3rd March 2024