



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk
7 April 2023

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 13th April 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 Brady R Bullock J Foster M Griffiths S Lennox-Boyd	J Dent S Gillies S Martin J Peggs (Vice-Chairman) P Samuels	S Miller B Samuels B Stoyel D Yates

Agenda

1. Health and Safety Announcements.
2. Prayers.
3. Apologies.
4. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
5. Chairman's Report. (Page 6)
6. Monthly Crime Figures.
7. Report by Community Enterprises PL12. (Pages 7 - 8)
8. Cornwall Gateway Community report for noting or matters arising. (Pages 9 - 15)
9. Cornwall Gateway Community Action Points for Reports. (Page 16)
10. To receive a report on behalf of Safer Saltash.
11. To receive a report from Saltash Chamber of Commerce. (Page 17)
12. To receive a report from the Climate Change and Environmental Working Group. (Pages 18 - 21)
13. To receive a report from Cornwall Councillors.
14. To consider Risk Management reports as may be received.
15. 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.
16. 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. (Pages 22 - 40)

17. Finance:

- a. To advise the receipts for February 2023; (Page 41)
- b. To advise the payments for February 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 28th February 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.

18. To receive and note the minutes of the following Committees and consider any recommendations:

- a. Policy and Finance held on 14th March 2023 (Pages 44 - 59)
- b. Planning and Licensing held on 21st March 2023 (Pages 60 - 64)
- c. Personnel held on 30th March 2023 (Pages 65 - 73)

19. To receive and note the minutes of the following Sub Committees and consider any recommendations:

- a. Devolution held on 17th March 2023 (Pages 74 - 81)
- b. Station Property held on 27th March 2023 (Pages 82 - 88)
- c. Property Maintenance held on 4th April 2023 (Pages 89 - 94)

20. To receive and note the Town Clerks report on delegated approval to use the Modern Logo. (Page 95)

21. 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. (Pages 96 - 99)
22. To receive Cornwall Council Public Spaces Protection Order (Alcohol Consumption in Designated Public Spaces) 2023 and consider any actions. (Pages 100 - 143)
23. To receive an update on the future of the health care in Saltash and consider any actions. (Pages 144 - 145)
24. To receive an update on the Town Council Community Levelling Up Application and consider any actions and associated expenditure.
25. To receive a report from the Town Team and consider any actions and associated expenditure. (Page 146)
26. To receive the draft Annual Town Council Report 2022/23 and consider any actions and associated expenditure. (Pages 147 - 157)
27. To receive a request for a Civic Parade at Saltash Regatta and consider any actions and associated expenditure. (Page 158)
28. To receive a report on the Shop Your Town Event and consider any actions and associated expenditure. (Pages 159 - 161)
29. To receive an update on the Town Council CCTV S106 application and consider any actions and associated expenditure. (Pages 162 - 183)
30. To receive and consider a Festival Fund application; (Pages 184 - 243)

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

31. Meet your Councillors: The next scheduled meeting date Saturday 15th April 2023 outside Bloom Hearing, Fore Street.
32. 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.
33. To consider any items referred from the main part of the agenda.

34. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
35. To consider urgent non-financial items at the discretion of the Chairman.
36. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
37. Date of next meeting: Annual Meeting of Saltash Town Council to be held on Thursday 4th May 2023 at 7:00 p.m.
38. 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.

MAYOR'S REPORT TO SALTASH TOWN COUNCIL THURSDAY 13 APRIL 2023

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

Sunday 5 th March	2pm	Mayors Civic Service
Saturday 18 th March	2pm	Summerfields Spring Fete, Brunel Primary School
Monday 20 th March	3pm	Lord Mayor of Plymouth networking event, Elliot Terrace, Plymouth

DEPUTY MAYOR'S REPORT TO SALTASH TOWN COUNCIL THURSDAY 13 APRIL 2023

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

Sunday 5 th March	2pm	Mayors Civic Service
Monday 20 th March	3pm	Lord Mayor of Plymouth networking event, Elliot Terrace, Plymouth



REPORT TO TOWN COUNCIL

22.03.23

March continues to be a busy month for all of us at CEPL12, with events and activities growing on a weekly basis. The month started with a fabulous celebration of all things Cornish with a St Piran's Day pasty lunch followed by homemade scones, jam and cream (no arguments about jam first!) No 8 was packed out with visitors, our volunteers had to work hard to satisfy demand. Our thanks go to Rowes Pasties for their continued generosity, not just in donating pasties, but also for allowing them to be served at a time when their shop is open.

We were delighted to host our first cookery demonstration on Monday 10th March, Jos, one of our volunteer drivers and a regular helper in the kitchen, hosted an entertaining and informative talk demonstrating just what you can make with a simple tomato sauce! The audience not only learned a lot but were also able to enjoy tasting the fruits of his labour. We have received funding to put on these demonstrations and so planning is in place to host them on a monthly basis. The next one is planned for 24th April the theme is 'cooking with rice 'n eggs, ' including how to poach the perfect egg, if you have time, please come along to, what promises to be, an entertaining session.

We are now regularly receiving enquiries about hosting events in No 8, the Stroke Group is proving to be a success and will hopefully grow as word gets around, the therapy dogs join us on a regular basis and we have a number of community groups who make use of the space to hold their get togethers. Our Kitchen Manager, Chris, is leading a talk to SEA outlining how we repurpose / save food from going into landfill, we have also been approached to host a pain clinic and naming ceremony, over such a short space of time we really have become a community resource for all the PL12 community.

Our Eco-crafters, led by Jude, have now made over 400 Mors Bags, and continue to make more on a weekly basis. This group has become well established with regularly ten crafters attending the sessions that take place in No 4 on a Wednesday.

All these developments are welcomed and celebrated, but we recognise that they also bring increased pressures. The administrative burden is growing, as is keeping up to date with the latest legislation, the burden placed on our volunteers is immense, and is often not recognised as much of this is behind the scenes. Whilst all the team give as much time as is possible to support our organisation, we are still carrying two vacancies for Directors, we desperately need a DV and Shop Director in order to share the workload. We would really appreciate any advice or support in alleviating this situation as, increased capacity would mean we can further evolve the services we provide.

To the future:

As Easter, and the warmer weather, approaches we have a number of events planned. No 4 already has a wide range of Easter gifts made by local craftspeople and Pysanka Crafts, who fundraise for Outreach Paramedics, are holding a special Ukrainian Feast: 'Velykden' to celebrate Easter, this will include craft workshops and a free chocolate treat for every child.

Our DV café has successfully moved to its new venue at Ashetorre Rock, our community transport has proved to be invaluable in ensuring everyone can attend, as a result the numbers are beginning to increase. The café celebrates its seventh anniversary on 5th April, as it now takes place on a Thursday we will be celebrating (with cake) at Ashtorre on 6th April, we would like to invite you to attend to see first-hand what an amazing provision this is and how it benefits those living with dementia.

May will also be a major town celebration with the May Fair and Coronation, we are hoping that we will be able to contribute and look forward to hearing what events are being planned so that we can join in.

Finally, as this report illustrates, we are continuing to grow and thrive, the opportunities we provide to the PL12 community are immense, however this is not without challenges. Our team of directors and volunteers continue to work tirelessly to make sure we do the best we can for everyone, we often receive feedback about what a lovely supportive place Saltash is, frequently from outsiders, what a wonderful accolade for our town.

For more information about any of our activities please check out our facebook and Instagram pages, our website or pop into No 4 or 8 to find out more.

**‘Together we can, together we do.’
War-barth ‘gan gallos War-barth ‘gan gwul**

Jo Grail
Chair
CEPL12



Notes

Meeting:	Cornwall Gateway Community Network Panel Meeting
Date and Time:	Wednesday 15 March at 6.00pm
Location:	Isambard House, Saltash

Present:	Title/Representing:
Chair - Cornwall Councillor Hilary Frank	Saltash Essa Division
Cornwall Councillors:	
Cornwall Councillor Kate Ewert	Rame Peninsula & St Germans Division
Cornwall Councillor Hilary Frank	Saltash Essa Division
Cornwall Councillor Martin Worth	Saltash Trematon & Landrake Division
Cornwall Councillor John Tivnan BEM	Torpoint Division
Town and Parish Councils:	
Antony Parish Council	Vice-Chair, Cllr Peter Bulmer
Botus Fleming Parish Council	Vice-Chair, Cllr Dave Willey
Landrake-with-St Erney Parish Council	Vice-Chair, Cllr Graeme Francis
Landulph Parish Council	Vice-Chair, Cllr Libby Gawith
Millbrook Parish Council	Cllr Sarah Woffenden
Saltash Town Council	Mayor, Cllr Richard Bickford
Saltash Town Council	Deputy Mayor, Cllr Julia Peggs
Saltash Town Council	Cllr Sarah Martin
Sheviocck Parish Council	Cllr Diana Lester
St Germans Parish Council	Vice-Chair, Cllr Alan Hodge
St Germans Parish Council	Cllr Nigel Witton
St John Parish Council	Vice-Chair, Cllr Roy Hoskin
Members of the public:	
There was 1 member of the public present.	
Organisations and Cornwall Council officers:	
David Rodda	Economic Growth Manager, Cornwall Council (for min no 6) Via MS Teams
Vanessa Luckwell	Community Capacity Fund Lead Officer, Cornwall Council (for min no 6) Via MS Teams
Derek Holley	Saltash Area Road Safety (SARS)
James Millidge	Chair, Safe38
Dr Mel Priston	Chair, Tamar Toll Action Group (for min no 7)
Scott Slavin	Vice-Chair, Tamar Toll Action Group (for min no 7)
Lee Lidstone	Treasurer, Tamar Toll Action Group (for min no 7)
Steph Carter	Secretary, Tamar Toll Action Group (for min no 7)
Will Glassup	Highways Manager, CORMAC
Louise Wood	Service Director for Planning & Housing / CLT Representative, Cornwall Council
Catherine Thomson	Community Link Officer, Cornwall Council
Lisa Grigg	Communities Support Assistant, Cornwall Council

Apologies for absence:

Councillor Gary Davis (CNP Vice-Chair/Deputy Mayor, Torpoint Town Council), Cornwall
 Councillor Sheila Lennox-Boyd (Saltash Tamar Division), Cllr Nicky Roberts (Chair, Millbrook
 Parish Council), Sector Inspector Gregory Hodgkiss (Devon & Cornwall Police)

No.	Key/Action Points	Action by:
1.	Welcome, Introductions and Declarations of Interest <ul style="list-style-type: none"> The Chair, Cornwall Councillor Hilary Frank, welcomed all present and invited everyone to introduce themselves. There were no declarations of interest. 	
2.	Update from Devon and Cornwall Police <ul style="list-style-type: none"> Apologies received from Sector Inspector Gregory Hodgkiss. 	
3.	Community Area Partnership (CAP) Update <ul style="list-style-type: none"> Cabinet (8th February) resolved to replace the 19 Community Network Areas with 12 Community Area Partnerships (CAPs). Cornwall Gateway area to be merged with Liskeard & Looe (29 parishes in total). Representations were made at the Cabinet meeting regarding disparities between the CAPs in terms of population size and number of parishes (ranging from 6 to 29). An assurance was sought there would be 1 Community Link Officer and Support Assistant assigned to each CAP (there are currently 10.8 full time equivalent Community Link Officers). A Chairs & Vice-Chairs Workshop will be held on 29th March to consider the governance arrangements and Terms of Reference. Confirmation awaited as to which CAPs Community Link Officers and Support Assistants will be assigned to and if there will continue to be a designated Council Leadership Team Representative. Thanks were extended to Catherine and Lisa for all their support to the panel. 	
4.	Notes of the last meeting (7 December) <ul style="list-style-type: none"> The notes were agreed as an accurate record of the meeting. Matters Arising <ul style="list-style-type: none"> Speedwatch - possible volunteers for Botus Fleming. Are volunteers expected to cover the wider area? ACTION: Cllr Frank to check and report back to Cllr Edwards. Public Transport Connectivity - Working Group meeting arranged for the 6th April. 	HF
5.	Public Participation <ul style="list-style-type: none"> There were no public questions. 	
6.	Shared Prosperity Funding update – David Rodda, Economic Growth Manager and Vanessa Luckwell, Community Capacity Programme Lead, Cornwall Council <ul style="list-style-type: none"> Please see attached presentation. In May 2023, 60% of available budgets will be allocated to each CAP area and the IoS and 40% will be retained in a “performance reserve”. The budget to each CAP will vary and allocated proportionally to take into account the number of Cornwall Councillors. 	

- However, this allocation should be seen as a minimum as all areas can increase their allocation from the performance reserve if they can generate enough eligible projects.
- It was highlighted that this funding focuses on smaller communities where previous economic funds have had limited reach. The challenging timeframe is acknowledged but this was set by government. There will be support available to help groups where needed with the application process.
- The process for how CAPs will assess applications is currently being designed, in consultation with the Chairs and Vice-Chairs of the current CNAs.

7. Highways and Transport

Community Network Highways Scheme – Will Glassup & Catherine Thomson

Update on Community Network Highways Schemes 1.0

- Update circulated. Delay on lining works, contractor issue - hoping to finalise outstanding schemes within the next couple of weeks.

Update on Community Network Highways Schemes 2.0

- Update circulated. Progress noted:
 - TROs - package ready to submit to Cormac
 - Old Ferry Road - virtual footway - Complete
 - St Germans to Polbathic - pedestrian signing - Complete
 - Landrake (Yr 1 TRO) - Objections addressed. Progressing
 - Freathy and Tregonhawke - name plates - Complete

Consideration of remaining years 2 and 3 schemes

- A summary (below) was presented of the remaining six highways schemes. The schemes had been assessed and scored against the Local Transport Plan (LTP) criteria and costs reviewed.
- Concerns were raised at the cost increase in some of the proposed schemes, which had arisen following assessment by the Design Team.

Ref	Applicant	Scheme	Estimated cost £	LTP score (out of 20)	Contributions from applicant
CG45	Saltash TC	Albert Road	7.5k	16	½ up to £5k
CG48	Millbrook PC	Blindwell Hill	27.5k	13	£5k
CG56	Torpoint TC	St James Road	8.3k	15	
CG58	Landrake PC	West Lane	13.5k	11	
CG60	Antony PC	Wilcove	15k	15	
CG62	St Germans PC	Bethany	12k	12	

Vote:

- The recommendation was proposed by Cornwall Councillor Martin Worth and seconded by Councillor Nigel Witton:

	<p>That the schemes from Saltash, Torpoint, and Antony be supported. Saltash TC have offered to contribute half of the costs so that brings their schemes estimated cost of 3.75k.</p> <ul style="list-style-type: none"> • Upon voting, the recommendation was agreed. However, Councillors Ewert, Woffenden and Francis wished to note their disappointment at the significant cost increase in relation to the Millbrook and Landrake schemes. • Thanks were extended to Will Glassup for all his work and continued efforts in progressing the schemes. <p>Saltash Area Road Safety (SARS) update – Derek Holley</p> <ul style="list-style-type: none"> • Average speed cameras to be installed on 16 March between New Road and the Tamar bridge approach. • Thanks to the parish councils for their continued emphasis on road safety issues. • 20mph zones – <u>ACTION:</u> CT to circulate latest report which sets out some of the programming schedules. • Implications of proposed location for a 5G radio mast at Landrake. • Continuing to work with BOTHER on the proposed walk/cycle route. • Continued lobbying efforts for the Safe38 campaign. • Speedwatch – need to recruit and train new volunteers to resurrect this valuable service. • Temporary 20mph ‘advisory’ signs – <u>ACTION:</u> WG to seek further guidance. <p>Tamar Crossings</p> <p>Update by Councillor Martin Worth</p> <ul style="list-style-type: none"> • Workshop to be held on 31st March with local partnerships with aim of bringing together a future plan to present to the next Tamar Bridge and Joint Ferry Committee on the 23rd June. • Commitment secured for a meeting with the Transport Minister Mark Harper at the appropriate time. <p>Tamar Toll Action Group</p> <ul style="list-style-type: none"> • Please see attached presentation. • There was a proposal at the last meeting that: <i>‘The CNP support the aims of the Tamar Toll Action Group in removing the tolls for both the bridge and ferry and calls upon the Department for Transport and National Highways to make the appropriate contributions’</i> • At the last meeting it was agreed voting on the proposal would be deferred to the next meeting to allow Town and Parish Councils the opportunity to consider this. • A summary of their decisions/feedback was provided. • Noted that Saltash TC requested further evidence in relation to what the likely business and economic impacts will be on the local communities such as air quality, traffic volume, public transport etc. Following a query regarding the associated cost element, it was suggested the TTAG group could make a potential approach to Shared Prosperity Fund. <p>Vote</p> <ul style="list-style-type: none"> • Upon voting, the proposal was agreed with 3 abstentions. 	<p>CT</p> <p>WG</p>
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	<ul style="list-style-type: none"> It was highlighted that a key stumbling block was the necessary revision required to the Act of Parliament to change the existing law. ACTION: Agreed a single-issue virtual meeting will be held to further discuss. 	CT
8.	<p>Update on Cornwall Gateway Community Network Panel Priorities</p> <p>Public Transport Connectivity – Cllr Martin Worth</p> <ul style="list-style-type: none"> Cllr Worth updated on a new community bus for Saltash and surrounding parishes. Saltash Red Bus has partnered with Cornwall Council and Go Bus Cornwall to provide a local bus service focussing on villages that have recently lost services or not had one in recent years. The service will be launched on 1st April, operating Mon-Fri, for a 12-month trial period. Timetables were circulated. Thanks and congratulations were extended to Cllr Worth and Go Bus Cornwall. <p>A38 - Safe38 – update from James Millidge</p> <ul style="list-style-type: none"> Largescale infrastructure projects delayed by 2 years - this has resulted in limited headroom in the RIS for new enhancements. It was clarified that the Safe38 safety package is a pipeline scheme so will not be classed as new enhancement. Representations continue to be made at central government level. Thanks to parishes for their ongoing support. Plea for parishes to continue lobbying MPs, DfT etc for these much-needed improvements. Awaiting further communications from National Highways regarding the analysis of the non-statutory public consultation that took place last year and the subsequent feedback. Request for average speed cameras and other low-cost options to be brought forward sooner and continuing to press for this. Communications and campaign focussing on Tideford next month - the absence of a crossing remains a significant concern, particularly with the opening of the play area. Ongoing thanks were conveyed to the Safe38 team. It was hoped that the larger CAP area would help give a stronger voice to continue lobbying and that Safe38 updates would remain as a standing agenda item at future meetings. <p>Air quality – update from Cornwall Councillor Kate Ewert</p> <ul style="list-style-type: none"> Two new air quality sensors (AQmesh pods) were installed on a lamppost at Treliske roundabout, Truro in February. A 2-4 week comparison study will be undertaken between the data readings from these sensors and the data readings from the high accuracy reference monitor. Once satisfied with the relationship between the two sets of data, one sensor will be moved up to Tideford, and an additional sensor will be installed in an indoor environment in Tideford (approximately early April). Readings from the outdoor and indoor sensor will then be compared, as well as a traffic sensor at Tideford to understand if there is a relationship between the Nitrogen dioxide concentrations. The equipment is being rented and will be returned to the supplier in January 2024. Environmental Protection Officers have been in contact with the majority of the residents, and they spoke very positively of the purifiers. The date for the Cabinet Portfolio Holder visit was queried as the previous date was cancelled. ACTION: CT to follow up. 	CT

	<ul style="list-style-type: none"> Frustrations were expressed by St Germans Parish Council at the ongoing lack of statistical data. A date for the next meeting was also queried. <u>ACTION:</u> CT to follow up. <p>Water transport</p> <ul style="list-style-type: none"> Torpoint TC submitted an application to the Shared Prosperity Fund for £3.5million. Further information requested but application is progressing. <p>Climate change – update from Catherine Thomson</p> <ul style="list-style-type: none"> Cornwall Gateway Climate Change Network Meeting held on 2 March. Agreed the meetings provide a really useful opportunity to share information and discuss ideas and members were keen that the group should continue to meet. 	CT
9.	<p>Town and Parish Councils - An opportunity for Town and Parish Council representatives to raise issues of wider relevance to the CNA.</p> <p>St Germans Parish Council</p> <ul style="list-style-type: none"> New clerk starting on 1st April. Refurbished play park opening on 29th April. Plans to also promote Safe38. Traffic calming – waiting to see how 20's Plenty progresses. <p>Saltash Town Council</p> <ul style="list-style-type: none"> Consultants appointed for the new green community space project following funding secured from the Town Vitality Fund. Public consultation to be carried out to develop the Coastal Communities Teams connectivity bid. <p>Antony</p> <ul style="list-style-type: none"> Superfast Broadband – <u>ACTION:</u> CT to follow up/Cllr Francis to send contact information to CT. <p>St John</p> <ul style="list-style-type: none"> Signage – Freathy and Tregonhawke signs have been awaited and they are in liaison with WG. <p>Landrake with St Erney</p> <ul style="list-style-type: none"> 5G Radio Mast – petition with over 200 signatures presented to Cornwall Council against the proposed location. Ongoing concerns over the lack of enforcement action. LW requested issues to be reported via the Cornwall Council reporting channels in the first instance, However, should there be delays or problematic cases please forward to LW to investigate. <p>Shevioc</p> <ul style="list-style-type: none"> Issues with speed humps – WG is addressing. 	CT
10.	<p>Cornwall Councillors and CLT Representative - An opportunity for Cornwall Councillors and CLT Representative to update the panel regarding issues relevant to the whole (or a significant part) of the CNA.</p> <ul style="list-style-type: none"> There were no reports. 	

11.	Any Other Business <ul style="list-style-type: none">As this was the last formal meeting of the panel before the introduction of CAPs, thanks were extended to the Chairman, Cornwall Councillor Hilary Frank.	
12.	Next Meeting Dates <ul style="list-style-type: none">Single-issue meeting to discuss the Tamar tolls – date to be confirmed <p><u>The meeting closed at 8.37pm</u></p>	ALL

Contact Officers:
If you have any queries about the Community Network Panel, please contact:

Name	Role	Telephone	Email
Catherine Thomson	Community Link Officer	07769 724877	catherine.thomson@cornwall.gov.uk
Lisa Grigg	Communities Support Assistant	01872 322222	lisa.grigg@cornwall.gov.uk

Website: [Cornwall Gateway - Cornwall Council](#)

CNP Actions: Wednesday 15 March at 6.00pm

12.	Next Meeting Dates <ul style="list-style-type: none">• Single-issue meeting to discuss the Tamar tolls – date to be confirmed	ALL
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CHAMBER REPORT

At the Chamber meeting on the 3rd April members greeted Cornwall Councillor Martin Worth who gave a talk on his roles on the Scrutiny Panel and as Joint Chairman of the Tamar Bridge/Torpoint Ferry Committee. Members were particularly interested as to why the Tamar Bridge could not become a free crossing and the actions being taken to find a solution.

Councillor Worth was also able to impart some information as to the development of Treledan and, in particular how the traffic, pedestrian and cycleways were being dealt with. Discussion also took place as to the building of a new school and how money had been allocated but, due to numbers of children being down, work had not yet started. Members also noted that space had been allocated for a small retail development and employment use.

The Chairman thanked Councillor Worth for his time and the members then discussed other items including the progress of the Town Team and heard about how running the festivals in Saltash could be part of a Community Interest Company being set up which would then take the pressure off some of the members of the Chamber, who had run the Mayfair and Christmas Festival for the last few years. It would also allow different sources for funding.

The Chairman reported that representations had been made re. the increase in car parking charges as proposed by Cornwall Council and that he understood that a decision was due in the next few weeks.

Discussion also took place re. CCTV and members reiterated their concerns as to the costs involved. It was suggested that providing some of the shops with individual systems would give better coverage and be at a cheaper cost. It was noted that the matter is in abeyance at the present time.

Peter Ryland
Chairman

Climate Change Working Group – Meeting 16 March 2023

Tree Saltash –

SEA received a donation from a local business specifically for the trees requested by residents and therefore will not be looking to draw down the funding requested at the last Full Town Council, but thank the Council for their continued and ongoing support for the project. The planting season is now finished.

Great Big Green Week –

Plans were discussed for the Saltash Big Green Week to be part of the Great Big Green Week, 10 to 18 June schedule of activities attached separately.

End of report
Cllr Gilies

THE GREAT BIG GREEN WEEK

Between now and The Great Big Green Week, take part in the national Wildlife Trust campaign to “Bring Back our Beetles”

Download the [BRING BACK OUR BEETLES](#) free booklet , which is packed full of Beetle facts and how to help them thrive including Build a Beetle Home.

During Great Big Green Week, spend time in your garden, local park or woodland and report on how many and what type of beetles you can spot.

Take or draw pictures and share them to our Facebook Group Saltash Great Big Green Week 2023.

Supported by



THE GREAT BIG GREEN WEEK

SALTASH GREEN WEEK

10 June 2023 **Repair Café – 10–1pm**

St Nicholas Church Hall

10 June 2023 **Tree Walk with Jo Allen**
Tincombe 2pm

10 June –
18 June **Big Saltash Clean**
Community Litter Pick

Up to 18 June
2023 **Beetle Watch**

Up to 18 June
2023 **Become a Saltash Green Champion**

18 June 2023 **Community Gardening Party & Plastic**
Free Picnic – Victoria Gardens 2pm –
4pm

Supported by STC, SEA & Library Hub



THE GREAT BIG GREEN WEEK



Saltash Green Week

Be a Green Champion

10 -18 June 2023

Don't Travel by Car-	20 Points each day
Use Public Transport -	30 Points
Take part in a litter Pick -	20 Points
Become Litter Ranger -	50 Points
Build a Bug House -	50 Points
Joint the Beetle Watch -	20 Points
Visit Churchtown Farm-	10 Points
Visit Tincombe Woods -	10 Points
Visit Saltmill-	10 Points
Visit Elwell Wood -	10 Points
Draw a picture of a wildflower, beetle, bird seen at any of the above locations -	20 points

Earn 150 - 249 Points - Silver

Earn 250 - 399 Points - Gold

Earn 400+ Points - Champion



SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 2nd March 2023 at 7.00 pm

PRESENT: Councillors: R Bickford (Chairman), J Brady, R Bullock, J Dent, J Foster, 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: 3 Members of the Public, 1 Member of the Press, Reverend T Parkman, H Frank (Cornwall Council) and M Worth (Cornwall Council), M Finch (Saltash Red Bus), G Muirhead (Chair Saltash Health Centre PPG), P Thistlewaite (Chair Port View PPG), S Burrows (Town Clerk) and D Joyce (Administration Officer).

APOLOGIES: None.

366/22/23 PRAYERS.

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

Reverend Tim Parkman led prayers.

367/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

368/22/23 DECLARATIONS OF INTEREST:

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

None.

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

None.

369/22/23 CHAIRMAN'S REPORT.

It was **RESOLVED** to note.

370/22/23 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 will be no meaningful performance data for approximately 6 months whilst the new system and processes are embedded.

An update is to be received under agenda item 10 following the latest Safer Saltash meeting.

It was **RESOLVED** to note.

371/22/23 REPORT BY COMMUNITY ENTERPRISES PL12.

It was **RESOLVED** to note.

372/22/23 CORNWALL GATEWAY COMMUNITY REPORT FOR NOTING OR MATTERS ARISING.

It was **RESOLVED** to note.

373/22/23 CORNWALL GATEWAY COMMUNITY ACTION POINTS FOR REPORTS.

No Actions.

374/22/23 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.

Councillor Lennox-Boyd provided a brief verbal overview of the recently held Safer Saltash meeting which included information regarding an environmental audit of the neighbourhood. A meeting with relevant organisations is scheduled to be held next month in Saltash to review areas considered problematic within the neighbourhood.

Councillor Lennox-Boyd went on to speak of parking enforcement within the community with many options being explored to alleviate issues surrounding parking offences.

Councillor Lennox-Boyd informed Members that parking offences should be reported to the Parking Enforcement Officers, with the Police only able to resolve any disputes if a vehicle is causing a total obstruction.

Finally, Councillor Lennox-Boyd updated Members on the recently held Speed Watch on Liskeard Road which resulted in a prosecution.

The Chairman reminded Members of a proposed meeting with Cornwall Council's Enforcement Team and the local Policing Team to be held on 13th March 2023 to further look at resolutions for the parking issues being experienced.

It was **RESOLVED** to note.

Councillor Lennox-Boyd gave her apologies and left the meeting.

375/22/23 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.

It was **RESOLVED** to note.

376/22/23 TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to note the report and approve the request for Saltash Environmental Action group to plant a further two trees at a cost of £160.00 to be allocated to budget code 6589 Community Tree Planting Initiative.

377/22/23 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.

Revised Parking Tariff

The Chairman drew Members attention to the public consultation on the Traffic Regulation Order to replace the 120 different tariffs across Cornwall to commence on 3rd March 2023 and will be open for responses for 21 days.

As the Town Council only received the official consultation documents on 1st March 2023 it had not been possible to include the item for discussion and resolution at this evening's meeting.

Therefore, the Chairman requested the Policy and Finance Committee receive and consider a formulated response on behalf of the Town Council at the Policy and Finance Committee meeting to be held on Tuesday 14th March 2023.

It was **RESOLVED** to note the report and update.

378/22/23 TO RECEIVE A REPORT ON SALTASH BUS SERVICES AND CONSIDER ANY ACTIONS.

The Chairman introduced Mike Finch – Saltash Red Bus and invited him to speak regarding the East Cornwall Community Transport Project.

M Finch spoke of the demand and requests received by Saltash Red Bus for better services in various areas in Saltash. Although many areas did not require a daily local bus service there was still an identified need for residents to have an opportunity to access public transport.

Saltash Red Bus partnered with Go Cornwall Bus and Cornwall Council offering a handful of new bus journeys that will operate as a Local Bus Service focusing on the villages that have recently lost bus services or have not had one in recent years.

The trial period will last for an estimated 12 months with feedback to be encouraged to be received by Cornwall Councillor Worth and or Saltash Red Bus on routes and frequencies.

Councillor Worth confirmed the start date for the project is the beginning of April 2023.

It was **RESOLVED** to note.

379/22/23 TO RECEIVE A REPORT ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS.

P Thistlewaite - Chair of Port View Patient Participation Group (PPG) and George Muirhead – Chair of Saltash Health Centre PPG were in attendance and invited to speak on the future of the health care in Saltash.

P Thistlewaite spoke of the services lost within Saltash and the necessity for those health services to be reinstated in a modern way.

Members thanked the groups for the work that has gone into pursuing improved and locally accessible health care in Saltash.

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

1. To support Port View and Saltash Health Centre Patient Participation Groups pursuing Saltash health care for the betterment of the residents;
2. That Members of the Town Council that are available attend the scheduled meeting to be held at the Guildhall on Wednesday 15th March 2023 commencing at 1:30pm to 3:30pm together with Cornwall Councillors to meet Dr Sant (Managing Director of Cornwall NHS Integrated Care Area) to consider future health care options;
3. To note that the above meeting is not a public meeting.

380/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

381/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

382/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 2ND 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.

The Town Clerk advised that an amendment be made to the draft minutes.

It was proposed by Councillor Bickford, seconded by Councillor Griffiths and **RESOLVED** to amend the monetary value of minute number 352/22/23 point 2 from £189.17+vat to £236.17+vat.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Full Town Council Meeting held on 2nd February 2023 were confirmed as a true and correct record.

383/22/23 FINANCE:

- a. To advise the receipts for January 2023;

It was **RESOLVED** to note.

- b. To advise the payments for January 2023;

It was **RESOLVED** to note.

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

None.

- d. To note that bank reconciliations up to 31st January 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.

384/22/23 THE MAYOR TO ANNOUNCE THE CALL FOR WRITTEN NOMINATIONS FOR THE OFFICE OF MAYOR AND DEPUTY MAYOR FOR THE YEAR 2023/24.

It was proposed by Councillor Bickford, seconded by Councillor Yates and **RESOLVED** to note the call and approve the Extraordinary Full Council meeting of the Town Council to elect the Mayor elect and Deputy Mayor elect on Thursday 16th March 2023 at 6:30p.m.

385/22/23 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Services held on 9th February 2023;

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

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

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

c. Joint Burial Board held on 28th February 2023.

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

386/22/23 TO RECEIVE AND NOTE THE MINUTES OF THE DEVOLUTION SUB COMMITTEE HELD ON 16TH FEBRUARY 2023 AND CONSIDER ANY RECOMMENDATIONS.

It was **RESOLVED** to note the minutes. Members considered the following recommendations:

The Devolution Sub Committee Chairman Councillor Martin requested that the two recommendations under minute number 7/22/23a and 7/22/23b be received en bloc.

RECOMMENDATION 1:

7/22/23 TO RECEIVE AN UPDATE ON THE TOWN COUNCIL'S IDENTIFIED DEVOLUTION ASSETS AND LAND PROGRAMME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

- a. Saltash Waterside Partnership meeting notes and the future of the Waterside and Pontoon;

Councillor Bickford provided a verbal update since the report received at Full Council dated September 2016. This included improved waterside management, repairs and refurbishment of the pontoon with allocated monies and predicted financial forecasts on track to being achieved.

Councillor Bickford spoke of the strong partnership with Cornwall Council, Cornwall Council Maritime Department, the Town Council's Community Link Officer and the Coastal Communities Team.

The Town Clerk advised a future meeting with all relevant parties is scheduled to be held on site in March. Although partnership meetings were proposed to be held monthly, Members were asked to consider reducing to quarterly.

It was proposed by Councillor Martin, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Council;

1. To note the reports received and continue with the Saltash Waterside Partnership Working Group;
2. To reduce the meetings from monthly to quarterly;
3. To continue to work up the Terms of Reference for the Working Group;
4. To continue with Cornwall Council's Tenancy at Will relating to the Pontoon at Jubilee Green.

b. Cornwall Council Standard Heads of Terms for the Maurice Huggins Tea Room and Victoria Gardens;

The Town Clerk expressed concerns regarding items contained within Cornwall Council's Heads of Terms, such as, the use of the Maurice Huggins Room and the responsibility to repair Victoria Gardens in its current state (Grade II Listed monument, the walls, footpaths, railings, any gates and large trees).

The Town Clerk informed Members that the condition and health and safety aspect of the pine tree (photos provided) had been reported to Cornwall Council's Environment Team as this property falls under their management.

The Town Clerk brought Members attention to the Building Survey report conducted in 2018, five years on.

The report included concerns around the condition of the surrounding walls, railings, pathways and large trees situated in Victoria Gardens.

Members discussed in length their reasons for requesting to devolve as a Freehold Victoria Gardens and the Maurice Huggins Room (MHR) to the Town Council.

The Town Clerk advised Members that the Town Council has a responsibility to ensure due diligence has been met and advised Members to get an up to date Building Surveyors report together with full costing prior to committing the Town Council to a Lease or Freehold with Cornwall Council.

The Town Clerk further confirmed she understood Members frustration and that should they wish to undertake low maintenance works (bedding plants, grass cutting, shrub work) ready for the Spring/Summer months to request from Cornwall Council a Licence to work in Victoria Gardens for that period.

It was **RESOLVED** to note that Cormac are currently addressing uneven footpaths and trip hazards caused by tree roots in Victoria Gardens and that works will raise the paths with a special method that doesn't harm the trees and allow for future growth.

It was **RESOLVED** to note that Cornwall Council have given permission for Saltash Town Council to occupy the Maurice Huggins Room under an implied tenancy at will until such time as devolution is agreed.

It was proposed by Councillor Martin, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council;

1. To request a Licence or Service Level Agreement (SLA) from Cornwall Council to allow the Town Council to tidy the lower lying areas such as, the shrubs, grass cutting and bedding plants, during the months of Spring/Summer 2023;
2. The Climate Change and Environment Working Group to consider a short term vision to tidy Victoria Gardens working with the Town Council and relevant volunteer groups, reporting back at the next Devolution Sub Committee Meeting;
3. To appoint the Town Council's Building Surveyor to provide an updated Building Surveyors Report and associated cost for Victoria Gardens only to be received at a future Devolution Sub Committee meeting;
4. To request the latest Cornwall Council's tree condition survey and maintenance works for Victoria Gardens;
5. The Town Clerk to continue to liaise with Cornwall Council to undertake relevant work to the pine and monkey puzzle trees;
6. The Devolution Sub Committee to look at the long term vision of devolving Victoria Gardens and the Maurice Huggins Room to the Town Council;
7. Subject to better negotiations with Cornwall Council, to approve to devolve Victoria Gardens and the Maurice Huggins Room to Saltash Town Council as a Freehold site.

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

RECOMMENDATION 2:

Councillor Martin informed Members of a recent update received from Cornwall Council relating to recommendation 2 - minute number 8/22/23 as follows:

Further progress has been made regarding the Memorial Peace Garden Generic Grounds Maintenance Licence since the Devolution Sub Committee met two weeks ago.

Cornwall Council Officer Stuart Wallace appealed to the CC Property Department to get the matter fast tracked and it has jumped up a very large to do list.

The Town Clerk has agreed the boundary to be licensed to the Town Council and a licence to occupy is now with the Town Clerk to review and present to the Devolution Sub Committee. The proposed start date is 1st April 2023.

Cornwall Council also noted that in the past there has been confusion between Cornwall Council, Cormac and the Town Council regarding this site, but now they are aware of the situation, it is essential all involved resolve the matter.

Councillor Martin moved to the recommendation for consideration this evening:

8/22/23 **TO RECEIVE A REPORT ON THE MEMORIAL PEACE GARDEN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members of recent correspondence received from Cornwall Council regarding a request to plant a tree in memory of the Late Brad Hine.

Cornwall Council advised the Town Clerk that no Agreement, Licence to work, or Lease is in place between Cornwall Council and Saltash Town Council for the Memorial Peace Garden. The Town Clerk has been asked by Cornwall Council's Open Space Officer to refrain from making any alterations to the site, until there is an agreement in place.

The Chairman together with Members approval invited Mrs Sue Hooper to speak in relation to this matter due to her large involvement in the Memorial Peace Garden Project.

The Town Clerk thanked Mrs Sue Hooper for providing paperwork relating to the Memorial Peace Garden Project.

It was **RESOLVED** to note the Town Clerk's findings.

It was proposed by Councillor Peggs, seconded by Councillor B Samuels and resolved to **RECOMMEND** to Full Council;

1. To approve for Cornwall Council to urgently work up a Generic Grounds Maintenance Licence for Saltash Town Council to carry out various maintenance works, bedding and tree planting, installations, and social gatherings on the site;
2. To approve for Saltash Town Council to request a Freehold within Cornwall Council's Devolution Programme for the Memorial Peace Garden site.

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

RECOMMENDATION 3:

9/22/23 TO RECEIVE A REPORT ON ALEXANDRA SQUARE TOILETS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members that Saltash Town Council have a Tenancy at Will with Cornwall Council and asked Members to consider requesting a Lease for 99 years providing extra security to the Town Council.

The Town Clerk informed Members that Saltash Town Council has a 99 year Lease on Belle Vue and Longstone Park toilets.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Council to approve for Saltash Town Council to request a Freehold within Cornwall Council's Devolution Programme for Alexandra Square Toilets.

It was further requested that Cornwall Council consider the Memorial Peace Garden and Alexandra Square Toilets as a Freehold Package.

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

RECOMMENDATION 4:

12/22/23 **TO CONSIDER RECOMMENDING TO FULL TOWN COUNCIL A DEVOLUTION PRIORITISATION PROGRAMME.**

It was proposed by Councillor Martin, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Council:

1. Saltash Town Council's Devolution Prioritisation Programme as a living document and work in progress which will evolve as the Devolution Plan for Saltash evolves – as attached;
2. Submit Saltash Town Council's Devolution Prioritisation Programme to Cornwall Council's Devolution Department and Community Link Officer to further progress.

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

387/22/23 **TO RECEIVE AND NOTE THE TOWN CLERKS REPORT ON DELEGATED APPROVAL TO USE THE TOWN SEALS.**

It was **RESOLVED** to note.

388/22/23 **MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 11TH MARCH 2023 OUTSIDE BLOOM HEARING, FORE STREET.**

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** for Councillors Gillies, Dent, Miller and Yates to attend the next Meet Your Councillor Session to be held on 11th March 2023.

Due to April's Full Council meeting to be held after the Easter Bank Holidays (13th April 2023), Councillors discussed rescheduling April's Meet Your Councillor Session to be held in April.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to hold April's Meet Your Councillors session on Saturday 15th April 2023.

389/22/23 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

390/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

391/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

392/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

393/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

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

1. East Cornwall Community Transport Project - working with Cornwall Council;
2. Climate Change and Environmental Working Group – additional tree planting;
3. Councillor Gillies to provide further promotional material to advertise projects and events that the Climate Change and Environmental Working Group have signed up to be a part of.

394/22/23 DATE OF NEXT MEETING: THURSDAY 13TH APRIL 2023 AT 7:00 P.M.

Thursday 13th April 2023 at 7.00p.m.

395/22/23 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: 8.03 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Saltash Town Council held at the Guildhall on Thursday 16th March 2023 at 6.30 pm

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

ALSO PRESENT: S Burrows (Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: J Foster.

396/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

397/22/23 DECLARATIONS OF INTEREST:

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

None.

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

None.

398/22/23 TO ELECT THE MAYOR ELECT FOR THE YEAR 2023-24.

The Chairman informed Members of a slight variation to the Election of Mayor and Deputy Mayor Policy to ensure the nominations are correctly received and a fair process is undertaken.

It was proposed by Councillor Griffiths, seconded by Councillor Gillies and **RESOLVED** to put to the vote the candidate (Councillor R Bickford) who has completed the nomination process is eligible to stand for selection as the Mayor Elect for the year 2023/24.

The Chairman invited Councillor Peggs his proposer, to speak for up to three minutes.

The candidate Councillor Bickford spoke for up to three minutes.

There were no further nominations to be considered.

A recorded vote was taken.

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

The vote carried for Councillor Bickford to be elected Mayor Elect for the year 2023/2024.

399/22/23 TO ELECT THE DEPUTY MAYOR ELECT FOR THE YEAR 2023-24.

It was proposed by Councillor Griffiths, seconded by Councillor Bullock and **RESOLVED** to put to the vote the candidates (Councillor Peggs and Councillor B Samuels) who have completed the nomination process are eligible to stand for selection as Deputy Mayor Elect for the year 2023/24.

The Chairman confirmed the nominations are to be received in alphabetical order of candidate surname.

The Chairman, proposer for Councillor Peggs, spoke for up to three minutes.

The Chairman invited Councillor Peggs to speak for up to three minutes.

The Chairman referred to Councillor Stoyel, seconder for Councillor B Samuels, in the absence of the proposer Councillor Lennox-Boyd, to speak for up to three minutes.

The Chairman invited Councillor B Samuels to speak for up to three minutes.

A recorded vote was taken for Councillor Peggs' nomination.

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

The vote carried for Councillor Peggs to be elected Deputy Mayor Elect for the year 2023/2024.

No further votes were taken due to a majority vote reached.

400/22/23 **DATE OF NEXT MEETING: THURSDAY 13TH APRIL 2023 AT 7:00 P.M.**

Thursday 13th April 2023 at 7.00pm

401/22/23 **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: 6.51 pm

Signed: _____
Chairman

Dated: _____

Bank Receipts

Saltash Town Council

For the period 1 February 2023 to 28 February 2023

Contact	Description	Net	VAT	Gross
Annual Moorings	Fee income	£ 400.70	£80.14	£ 480.84
Barclays Active Saver	Transfer to cover expenditure	£47,057.45	£ -	£47,057.45
Beating the Bounds	Ticket income	£ 135.00	£ -	£ 135.00
Churchtown Cemetery	Interments	£ 700.00	£ -	£ 700.00
Guildhall Income	Various bookings	£ 218.00	£ -	£ 218.00
Guildhall Income	Guildhall refreshment	£ 10.83	£ 2.17	£ 13.00
Isambard House Income	Various bookings	£ 15.00	£ 3.00	£ 18.00
Library Income	Book sales	£ 64.95	£ -	£ 64.95
Maurice Huggins Room Income	Various bookings	£ 225.00	£ -	£ 225.00
Murder Mystery Night	Ticket income	£ 20.00	£ 4.00	£ 24.00
Public Sector Deposit	Interest recieved	£ 606.85	£ -	£ 606.85
Seagull Bags	Income received	£ 11.67	£ 2.33	£ 14.00
St Stephen Parish Church	Interments	£ 1,675.00	£ -	£ 1,675.00
Grand Total		£51,140.45	£91.64	£51,232.09

Bank Payments

Saltash Town Council

For the period 1 February 2023 to 28 February 2023

Contact	Description	Net	VAT	Gross
Abalone Graphics Ltd	Town Council name badge for Councillor Brady	£ 10.70	£ 2.14	£ 12.84
Alarmco Security Ltd	Installation and commissioning of Guildhall access control system	£ 2,395.00	£ 479.00	£ 2,874.00
All Seasons Window Cleaning	Station window cleaning - January 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	£ 8.50	£ -	£ 8.50
Barron Surveying Services Ltd	Professional fees for Guildhall building survey report	£ 1,950.00	£ 390.00	£ 2,340.00
Bond Timber	Materials to repair street furniture	£ 388.84	£ 77.76	£ 466.60
Boo to a Goose	Library activity	£ 35.00	£ -	£ 35.00
Bookshelf Cafe	Lunch for Town Vitality interviews	£ 42.00	£ -	£ 42.00
Brandon Hire	Hire of equipment for street furniture maintenance	£ 59.89	£ 11.98	£ 71.87
Budget Locksmiths Saltash	Keys cut for Service Delivery	£ 81.00	£ -	£ 81.00
Cleansing Service Group Ltd	Waterside Cabin - cleaning and disposal costs	£ 160.00	£ -	£ 160.00
Cornwall Council	Insurance for Longstone Garage and Depot - February 2023	£ 10.00	£ -	£ 10.00
Cornwall Council	Rent for Longstone Garage and Depot - February 2023	£ 375.00	£ -	£ 375.00
Cornwall Council	Town & Parish by-election Fees & Charges - Essa Ward	£ 265.03	£ -	£ 265.03
Cornwall Pensions	Pension Fund Payment - February 2023	£ 9,348.61	£ -	£ 9,348.61
Credit Card Purchases (Amazon)	P&F - stationary	£ 68.74	£ 13.75	£ 82.49
Credit Card Purchases (Amazon)	Equipment for library activities	£ 272.78	£ 54.58	£ 327.36
Credit Card Purchases (B&Q)	Materials for street furniture maintenance	£ 58.08	£ 11.62	£ 69.70
Credit Card Purchases (DVLA)	Road tax for Town Council vehicle	£ 292.50	£ -	£ 292.50
Credit Card Purchases (Fees)	Card fees	£ 32.00	£ -	£ 32.00
Credit Card Purchases (Ocean Safety Ltd)	Pontoon - Health and Safety Equipment	£ 32.22	£ 6.44	£ 38.66
Credit Card Purchases (Signet)	Lock for St Stephens Churchyard store	£ 56.47	£ 11.29	£ 67.76
Credit Card Purchases (Xero)	Monthly Xero Subscription	£ 28.00	£ 5.60	£ 33.60
Dainton Group Services	Rent for Waterside Cabin and Effluent Tank	£ 300.00	£ 60.00	£ 360.00
DB Autos Ltd	Repair cost to Service Delivery vehicle	£ 116.90	£ 23.38	£ 140.28
DB Autos Ltd	MOT for Service Delivery vehicle	£ 507.06	£ 90.61	£ 597.67
Denmans	Replacement light for Caretakers room	£ 85.01	£ 17.01	£ 102.02
Denmans	Lighting for public toilets	£ 43.50	£ 8.70	£ 52.20
Devon Contract Waste Ltd	18/01/2023 recycling costs	£ 12.19	£ 2.44	£ 14.63
Door Care South West	Maintenance cost - library entrance door	£ 117.00	£ 23.40	£ 140.40
EE	Staff mobiles and Pontoon broadband charges	£ 166.92	£ 33.38	£ 200.30
Efficient Comms Ltd	Telephone call and service charges - January 2023	£ 170.31	£ 34.06	£ 204.37
EON	Electricity charges - 24/06/21 - 22/12/22	£ 339.90	£ 16.99	£ 356.89
EON	Electricity charges - 01/12/2022 - 31/12/2022	£ 79.84	£ 3.99	£ 83.83
EON	Electricity charges - 01/01/2023 - 02/02/2023	£ 113.80	£ 5.69	£ 119.49
Healthy Cornwall	Councillor training - Applied Suicide Intervention Skills	£ 27.00	£ -	£ 27.00
HMRC	PAYE Payment February 2023	£ 8,366.76	£ -	£ 8,366.76
Howdens	Materials for repairs to public toilets	£ 99.72	£ 19.94	£ 119.66
Howdens	Materials for public toilets maintenance	£ 16.16	£ 3.23	£ 19.39
Human Resources Support Consultancy	HR Consultancy Services - December 2022	£ 650.00	£ 130.00	£ 780.00
Human Resources Support Consultancy	HR Consultancy Services - January 2023	£ 650.00	£ 130.00	£ 780.00
Hygiene 2 Health Ltd	Health and Safety Consultancy Fees	£ 555.10	£ 111.02	£ 666.12
Hygiene 2 Health Ltd	Health and Safety Consultancy Fees	£ 385.00	£ 77.00	£ 462.00
Laser - Guildhall Gas	Gas - 31/08/2022 to 30/09/2022	£ 63.62	£ 3.18	£ 66.80
Laser - Unmetered supply - 1051655	Standing charges at Moorland View, Salt Mill Skate Park	£ 55.82	£ 2.80	£ 58.62
Livewire Youth Music Project	Delivery of Professional Youth Work in Saltash - 3rd Payment	£ 5,877.33	£ -	£ 5,877.33
Mel Richardson Consultancy	Consultancy fees - Town Vitality	£ 2,100.00	£ -	£ 2,100.00
Mel Richardson Consultancy	Consultancy fees - Community Levelling Up Fund Shared Prosperity bid	£ 1,500.00	£ -	£ 1,500.00
Michaels Civic Robes	Dry cleaning of civic robes	£ 202.50	£ 40.50	£ 243.00
Opayo (previously Sage)	Card machine charges	£ 13.00	£ 2.60	£ 15.60
Opayo (previously Sage)	Card machine charges	£ 0.45	£ -	£ 0.45
Parc Signs Ltd	Replacement locks for notice boards	£ 207.72	£ 41.54	£ 249.26
PlanSupport	Renewal of Neighbourhood Plan Domain Name (13/02/2023 - 12/02/2024)	£ 9.54	£ -	£ 9.54
Print Copy Scan Ltd	Library printer ink	£ 55.00	£ 11.00	£ 66.00
Print Copy Scan Ltd	Photocopier print charge 22-Dec-2022 to 27-Jan-2023	£ 33.65	£ 6.73	£ 40.38
Rosevale Accountants Ltd	Monthly payroll and absence management - January 2023	£ 512.50	£ 102.50	£ 615.00
Royal Mail Group Ltd	Distribution cost of precept leaflets	£ 695.17	£ 138.62	£ 833.79
Saltash & District Observer	Town Messenger - January 2023	£ 300.00	£ -	£ 300.00
SOS Consultancy	Monthly ICT Support and Maintenance Services	£ 981.30	£ 196.26	£ 1,177.56
SOS Consultancy	Provisions for Councillor IT equipment	£ 755.00	£ 151.00	£ 906.00
South West Hygiene	Library - sanitary unit rental	£ 54.22	£ 10.84	£ 65.06
South West Hygiene	Isambard House - sanitary unit rental	£ 289.38	£ 57.88	£ 347.26
South West Water - Library	Water charges 05/10/2022 - 02/02/2022	£ 98.49	£ -	£ 98.49

South West Water - Longstone Depot Connection to Bowling Green	Water and Sewerage Charges 05/01/2023 - 02/02/2032	£ 26.72	£ 2.21	£ 28.93
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water and Sewerage Charges 05/01/2023 - 02/02/2023	£ 31.85	£ 2.62	£ 34.47
South West Water - Maurice Huggins Room	Victoria Gardens water and sewerage charges 01/12/2022 - 02/02/2023	£ 35.17	£ 3.03	£ 38.20
Spot-On-Supplies	Service Delivery - Health and Safety Equipment	£ 84.72	£ 16.94	£ 101.66
Spot-On-Supplies	Cleaning materials - Library	£ 43.74	£ 8.75	£ 52.49
Staff Expenses	Staff expenses - Library	£ 30.02	£ -	£ 30.02
Staff Salaries	Staff salaries	£31,366.20	£ -	£31,366.20
The Core	Delivery of Professional Youth Work in Saltash - 3rd Payment	£ 5,961.66	£ -	£ 5,961.66
Thrussells Cornwall	Installation of Heritage bench, Fore Street (S106 Funded)	£ 2,000.00	£ -	£ 2,000.00
Tool station	Materials for Guildhall reception shelving	£ 26.72	£ 5.35	£ 32.07
Tool station	Locks for Guildhall cabinets	£ 9.15	£ 1.83	£ 10.98
Total Reach Cherry Picker Hire	Cherry picker hire for street furniture maintenance	£ 360.00	£ -	£ 360.00
Trade UK Account	Respirator for Service Delivery use	£ 77.48	£ 15.49	£ 92.97
Trade UK Account	Materials for street furniture maintenance	£ 24.99	£ 5.00	£ 29.99
Trade UK Account	Street furniture maintenance and health and safety equipment	£ 92.46	£ 18.48	£ 110.94
Trade UK Account	Materials for repairs to street furniture	£ 42.08	£ 8.41	£ 50.49
Trade UK Account	Materials for repairs to street furniture	£ 25.54	£ 5.10	£ 30.64
Travis Perkins Trading Company Ltd	Materials for street furniture maintenance	£ 44.83	£ 8.97	£ 53.80
Travis Perkins Trading Company Ltd	Materials for maintenance works to public toilets	£ 56.08	£ 11.22	£ 67.30
Travis Perkins Trading Company Ltd	Equipment for installation of the new Brunel Bench	£ 188.08	£ 37.62	£ 225.70
Tudor Environmental	Service delivery equipment - maintenance cost	£ 98.34	£ 19.67	£ 118.01
UK Fuels Ltd	Fuel for vehicles	£ 355.72	£ 71.14	£ 426.86
UK Identity Ltd	ID Badge for Councillor Brady	£ 4.45	£ 0.70	£ 5.15
Viking Direct	Guildhall stationary cost	£ 58.77	£ 11.75	£ 70.52
West Country Embroidery	Staff uniform	£ 259.95	£ 51.99	£ 311.94
Westcountry Skip Hire	02/02/23 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	Puncture repair to Service Delivery Vehicle	£ 32.50	£ 6.50	£ 39.00
Grand Total		£84,443.94	£3,032.12	£87,476.06

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 14th March 2023 at 6.30 pm

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

ALSO PRESENT: 1 Member of the Public, S Burrows (Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: J Brady.

149/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

150/22/23 DECLARATIONS OF INTEREST:

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

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
Dent	16	Non-Pecuniary	Affiliation through being a Member of Heritage	Yes
Samuels B	18	Non-Pecuniary	Friends with neighbouring property	Yes
Samuels P	18	Non-Pecuniary	Friends with neighbouring property	Yes
Stoyel	18	Non-Pecuniary	Friends with neighbouring property	Yes

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

None.

151/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

152/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 10TH JANUARY 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 Miller, seconded by Councillor P Samuels and **RESOLVED** that the minutes of the Policy and Finance Committee held on 10th January 2023 were confirmed as a true and correct record.

153/22/23 ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31ST JANUARY 2023.

It was **RESOLVED** to note.

154/22/23 PETTY CASH RECONCILED UP TO 31ST JANUARY 2023.

It was **RESOLVED** to note.

155/22/23 TO RECEIVE A REPORT ON VAT.

It was **RESOLVED** to note.

156/22/23 TO RECEIVE A REPORT ON INVESTMENTS.

It was **RESOLVED** to note.

157/22/23 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.

It was **RESOLVED** to note.

158/22/23 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.

It was **RESOLVED** to note.

159/22/23 TO RECEIVE A REPORT FROM THE FINANCE OFFICER.

It was **RESOLVED** to note.

Members thanked the Town Clerk for her continued hard work due to the current vacancy of the Finance Officer and the Town Council's Finance Consultants being unavailable until the end of March 2023.

160/22/23 THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and **RESOLVED** to ratify the Town Clerk's delegated authority to spend.

161/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

162/22/23 TO RATIFY THE TOWN COUNCIL MOTOR VEHICLE INSURANCE POLICY FOR THE YEAR 2023-24.

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

1. Ratify the appointment of James Hallam Brooker for the year 2023/24 for ERS the underwriter to provide motor insurance cover at a cost of £2,902.28 including applicable taxes;
2. Allocate the cost to budget code 6205 Insurance.

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

163/22/23 TO RECEIVE A REPORT ON THE APPOINTMENT OF A TOWN COUNCIL SOLICITOR AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk provided a brief verbal overview of the report received and contained within the reports pack.

It was proposed by Councillor Griffiths, seconded by Councillor B Samuels and **RESOLVED** to appoint Coodes Solicitors as the Town Council default Solicitor subject to the nature of the work and timescales involved.

Councillor Dent was invited and returned to the meeting.

164/22/23 TO RECEIVE CORNWALL COUNCILS FORMAL OFF-STREET PARKING ORDER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed Cornwall Council's formal off-street parking order. Members expressed concern and objection to the details contained within the proposal.

Members concerns included:

- lack of flexibility for town and parishes;
- Sunday charging will cause additional inconvenience for residents by visitors displaced from free car parking, and carriageway obstruction due to more street parking on single yellow lines. Hopefully a fear of the overall effect of increased charges on deterring people from casual visits to the town centre, further reducing footfall, has also been incorporated;
- Sunday charging will have a negative impact on residents attending church;
- Plymouth as the neighbouring city could influence people to travel to Plymouth and park in many 'district' car parks for free on any day for up to two hours;
- lack of parking scheme for Saltash residents who utilise the car parks on a regular basis due to limited on street parking.

It was proposed by Councillor Stoyel, seconded by Councillor Bullock and **RESOLVED** to provide delegated authority to the Town Clerk working with Councillor Bickford to respond to the public consultation on behalf of the Town Council.

Members were encouraged to individually respond to the public consultation.

Councillors B Samuels, P Samuels and Stoyel declared an interest in the following agenda item and left the meeting.

165/22/23 TO RECEIVE A RECOMMENDATION FROM THE EXTRAORDINARY JOINT BURIAL BOARD COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

RECOMMENDATION:

38/22/23 TO RECEIVE A REPORT FROM THE TOWN COUNCIL BUILDING SURVEYOR TOGETHER WITH TENDER SUBMISSIONS RELATING TO THE CHURCH WALL OF ST STEPHENS AND TO CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the evaluation from the Town Council's Building Surveyor and discussed the three quotes received.

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** to appoint Company B to carry out works on the partially collapsed wall between St Stephens Courtyard and private residence 'Kellywyth', in accordance with the Specification of Works dated 2nd December 2022 at a total cost of £14,366.67+vat to be taken from budget code 6170 BB EMF Repairs to Cemetery Wall.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND** to Full Town Council to vire £14,366.67+vat to budget code 6170 BB EMF Repairs to Cemetery Wall from General Reserves.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND** to the Policy and Finance Committee to provide delegated authority to spend of £1,437.00+vat to the Town Clerk for the associated costs for the Town Council's Building Surveyor to be taken from budget code 6224 PF Professional Costs, relating to management of works to the partially collapsed wall between St Stephens Courtyard and private residence 'Kellywyth'.

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

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

**166/22/23 TO RECEIVE A RECOMMENDATION FROM THE DEVOLUTION
SUB COMMITTEE AND CONSIDER ANY ACTIONS AND
ASSOCIATED EXPENDITURE.**

**7/22/23 TO RECEIVE AN UPDATE ON THE TOWN COUNCIL'S
IDENTIFIED DEVOLUTION ASSETS AND LAND PROGRAMME AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

- b. Cornwall Council Standard Heads of Terms for the Maurice Huggins Tea Room and Victoria Gardens;

The Town Clerk expressed concerns regarding items contained within Cornwall Council's Heads of Terms, such as, the use of the Maurice Huggins Room and the responsibility to repair Victoria Gardens in its current state (Grade II Listed monument, the walls, footpaths, railings, any gates and large trees).

The Town Clerk informed Members that the condition and health and safety aspect of the pine tree (photos provided) had been reported to Cornwall Council's Environment Team as this property falls under their management.

The Town Clerk brought Members attention to the Building Survey report conducted in 2018, five years on.

The report included concerns around the condition of the surrounding walls, railings, pathways and large trees situated in Victoria Gardens.

Members discussed in length their reasons for requesting to devolve as a Freehold Victoria Gardens and the Maurice Huggins Room (MHR) to the Town Council.

The Town Clerk advised Members that the Town Council has a responsibility to ensure due diligence has been met and advised Members to get an up to date Building Surveyors report together with full costing prior to committing the Town Council to a Lease or Freehold with Cornwall Council.

The Town Clerk further confirmed she understood Members frustration and that should they wish to undertake low maintenance works (bedding plants, grass cutting, shrub work) ready for the Spring/Summer months to request from Cornwall Council a Licence to work in Victoria Gardens for that period.

It was **RESOLVED** to note that Cormac are currently addressing uneven footpaths and trip hazards caused by tree roots in Victoria Gardens and that works will raise the paths with a special method that doesn't harm the trees and allow for future growth.

It was **RESOLVED** to note that Cornwall Council have given permission for Saltash Town Council to occupy the Maurice Huggins Room under an implied tenancy at will until such time as devolution is agreed.

It was proposed by Councillor Martin, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council;

1. To request a Licence or Service Level Agreement (SLA) from Cornwall Council to allow the Town Council to tidy the lower lying areas such as, the shrubs, grass cutting and bedding plants, during the months of Spring/Summer 2023;
2. The Climate Change and Environment Working Group to consider a short term vision to tidy Victoria Gardens working with the Town Council and relevant volunteer groups, reporting back at the next Devolution Sub Committee Meeting;
3. To appoint the Town Council's Building Surveyor to provide an updated Building Surveyors Report and associated cost for Victoria Gardens only to be received at future Devolution Sub Committee meeting;
4. To request the latest Cornwall Council's tree condition survey and maintenance works for Victoria Gardens;
5. The Town Clerk to continue to liaise with Cornwall Council to undertake relevant work to the pine and monkey puzzle trees;
6. The Devolution Sub Committee to look at the long term vision of devolving Victoria Gardens and the Maurice Huggins Room to the Town Council;
7. Subject to better negotiations with Cornwall Council, to approve to devolve Victoria Gardens and the Maurice Huggins Room to Saltash Town Council as a Freehold site.

It was proposed by Councillor Martin, seconded by Councillor Peggs and resolved to **RECOMMEND** to Policy and Finance to allocate to budget code 6224 Professional Costs the Building Surveyors fees to undertake a Building Surveyors Report for Victoria Gardens only.

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

167/22/23 TO RECEIVE A REPORT ON THE SETUP OF THE MEET YOUR COUNCILLOR SESSION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor P Samuels, seconded by Councillor Martin and **RESOLVED** to approve the request for the Service Delivery Department to deliver and collect necessary items for Meet Your Councillors sessions outside Bloom Hearing Specialists on Fore Street.

168/22/23 TO CONSIDER A FESTIVAL FUND APPLICATION:

a. Festival Funds

Application Number	Organisation	Amount Requested
FF113	Saltash Fair Committee	£3,000

It was proposed by Councillor Gillies, seconded by Councillor Peggs and **RESOLVED** to award £3,000.

169/22/23 TO RECEIVE AND NOTE REPORTS ON FUNDING AWARDED:

a. FF112 – Saltash Christmas Festival

It was **RESOLVED** to note.

170/22/23 TO RECEIVE A REPORT ON THE CORONATION FROM THE MAY FAIR COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members considered a request received from the Saltash May Fair Committee contained within the reports pack, to provide a funding contribution to the Coronation event.

Members discussed the Coronation celebrations and spoke of the money previously budgeted by the Town Council for the event.

It was proposed by Councillor Bickford, seconded by Councillor B Samuels and **RESOLVED** to approve £1,500.00 to the May Fair Committee for the extra Coronation elements for the event allocated to budget code 6202 Civic Occassions, subject to the relevant receipts and Town Council funding agreements being met.

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.

Councillor Martin left the meeting.

- b. Hire of Public Loudspeakers
(Pursuant to Services Committee held on 9.2.23 minute nr. 118/22/23)

Councillor Martin returned to the meeting.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to defer to a future Policy and Finance meeting the Hire of Public Loudspeakers until the levels of sound have been further investigated and associated expenditure for PPL/PRS licensing has been explored and considered.

172/22/23 TO CONSIDER DELEGATING TO THE TOWN CLERK TO REVIEW THE FOLLOWING TOWN COUNCIL DOCUMENTS:

The Town Clerk requested an additional Town Council document – Receiving Public Questions, Representations and Evidences at Meetings be considered in the delegation for review due to its correlation to Standing Orders.

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to approve:

1. Delegated authority to the Town Clerk to review Standing Orders, Financial Regulations, Scheme of Delegation, Receiving Public Questions, Representations and Evidence at Meetings and Agenda templates, reporting back at a future Policy and Finance meeting;
2. To terminate the Standing Orders Working Group as it is no longer required.

173/22/23 TO RECEIVE A QUARTERLY REPORT FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:

a. Livewire

It was **RESOLVED** to note.

b. The Core

It was **RESOLVED** to note.

c. Junkyard Skatepark

It was **RESOLVED** to note.

174/22/23 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

a. Neighbourhood Plan Steering Group

No further updates at this time.

b. Saltash Team for Youth

It was **RESOLVED** to note.

c. Section 106 Panel

No report due to meeting not taking place.

175/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

176/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

177/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

178/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

179/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

Councillor Stoyel left the meeting.

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to issue the following Press and Social Media Releases;

1. Awarded Festival Fund Grant – Saltash Fair Committee;
2. Coronation funding liaising with the Saltash May Fair Committee;
3. Cornwall Council's Formal Off Street Parking Order.

DATE OF NEXT MEETING

Wednesday 10 May 2023 at 6.30 pm

Rising at: 8.17 pm

Signed: _____
Chairman

Dated: _____

Match Funding for Play Parks

RESPONSIBLE COMMITTEE: POLICY & FINANCE

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

Current Document Status			
Version	1 DRAFT	Approved by	
Date	January 2023	Date	
Responsible Officer	AJT	Minute no.	
Next review date			

Version History			
Date	Version	Author/Editor	Notes
January 2023	1 NEW	AJT	New policy (Ref Services 08.12.2022 Min no 98/22/23)

Document Retention Period
Until superseded

Match Funding for Play Parks

Background

Saltash Town Council is committed to investment in suitably equipped public play parks designed for children to play in, usually outside with suitable equipment, for the use of residents and visitors within the town. A fund has been established to offer up to £10,000 as match funding to enable local groups and organisations to enhance and improve play facilities in their area.

Eligibility

Applications should be submitted by Local Community Organisations with a formal constitution.

The play park should be within the Saltash Town Council boundary, open at no cost and accessible to all users.

Only one application per site will be permitted and match funding will not be provided retrospectively. Any unused funds must be returned to the Town Council on completion of the project.

Application criteria

An application form is available on the town council website or from the Guildhall or community library hub during opening hours.

The applicant should provide the following:

- A copy of the organisations constitution.
- Proof of bank account.
- Evidence of local consultation demonstrating local need and community support.
- Accurate project costs with a detailed project plan.
 - Full costs for equipment with ongoing maintenance¹ requirements included.
 - Materials and equipment to be from responsibly sourced materials.
 - Details of any planning requirements.
- Written confirmation of permission and support from the landowner for the scheme.
- Evidence of secured funds raised by the organisation and any confirmed partnership funding.

¹ Ongoing maintenance will fall with the owner of the land/specific play park.

Evaluation of applications

Applications fulfilling the criteria will be reviewed by the Town Clerk or a delegated Officer before being submitted for consideration by the Services Committee against the following benchmarks:

1. Accessibility and suitability of equipment.
2. Sustainability of equipment with long-term management and maintenance identified.
3. Filling strategic gaps in provision.
4. Deliverability of the project.
5. Local support for the project.
6. Funding requirements met.

There is no time limit for submitting applications but if the fund is oversubscribed, the council will look to award a higher number of projects requesting lower amounts of funding, rather than those requesting funds at the top of the limit. Once all the available funds have been allocated, no further applications will be accepted and the application form will be withdrawn from the website.

Post-application process

The project should be completed within 12 months with an interim report submitted to the Town Council after six months have elapsed. On completion of the project a final report should be submitted together with receipts.

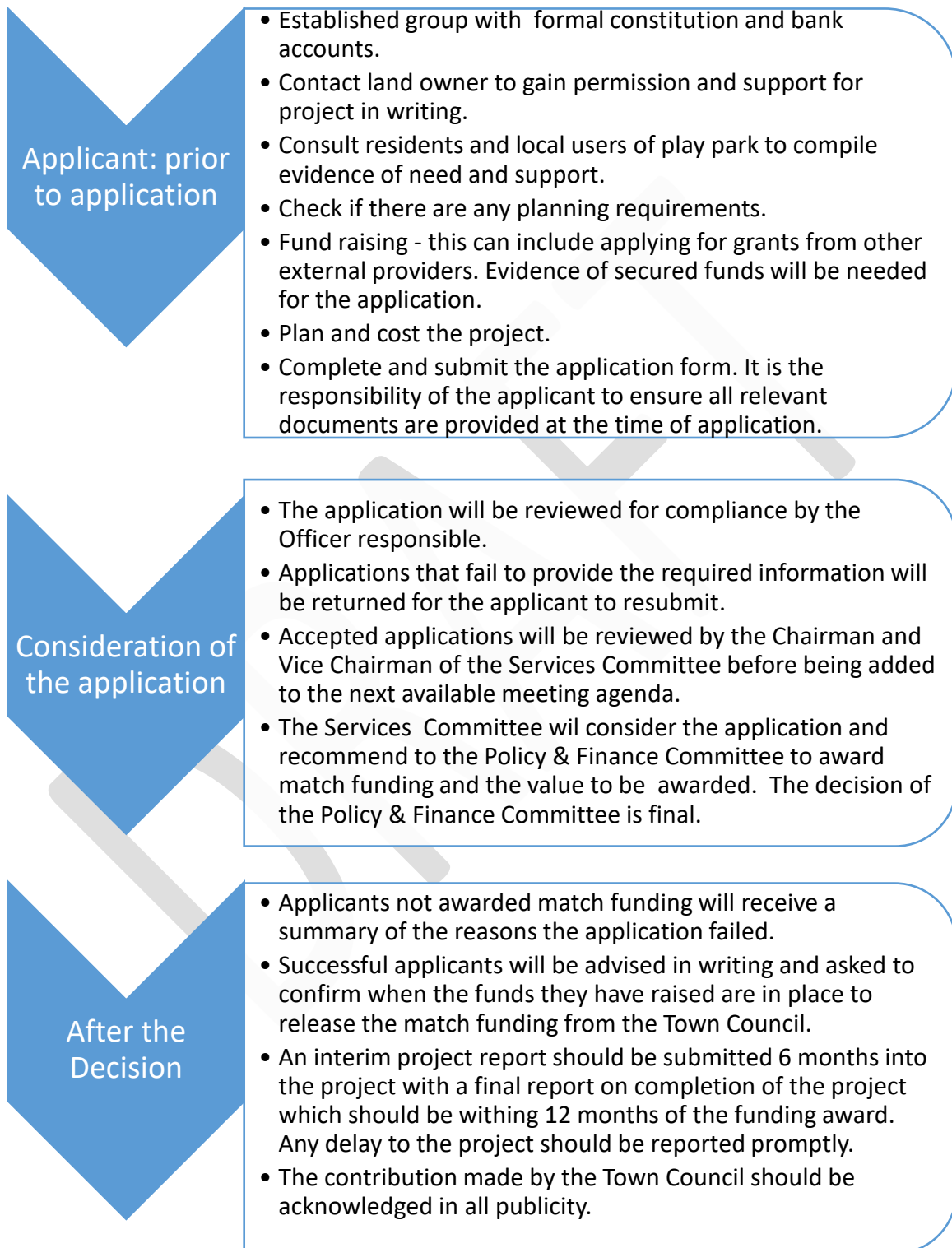
If there is a delay to the project this should be reported to the Town Council immediately in writing with details of the reason for the delay and the revised estimation for completion.

Any equipment or materials removed from a play park as part of the refurbishment should be recycled or disposed of in a sustainable manner or considered for use in other areas where still in a usable condition.

The installation of all equipment must be in line with the Royal Society for the Prevention of Accidents (RoSPA) regulations to ensure user safety. This will need to be signed off by the landowner and form part of ongoing risk assessments.

The contribution to the project by the Town Council should be acknowledged in any publicity.

Applying for Match Funding



SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 21st March 2023 at 6.30 pm

PRESENT: Councillors: R Bullock, J Dent (Vice-Chairman), J Foster, S Martin, S Miller, J Peggs, B Samuels (Chairman), P Samuels, B Stoyel and D Yates.

ALSO PRESENT: 3 Members of the Public, R Lumley (Assistant Town Clerk) and F Morris (Planning and General Administrator).

APOLOGIES: R Bickford, J Brady, S Gillies and M Griffiths.

135/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

Councillor Miller joined the meeting.

136/22/23 DECLARATIONS OF INTEREST:

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

Councillor	Agenda Item	Pecuniary/ Non-Pecuniary	Reason	Left Meeting
Peggs	PA23/01523	Non-Pecuniary	Friends	Yes

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

None.

137/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

The Chairman informed members that a request to speak had been received in relation to Agenda Item 7c – Applications for consideration:

PA23/01834 in support of 4 Callington Road, Saltash, PL12 6LA.

PA23/01835 in support of 4 Callington Road, Saltash, PL12 6LA.

The Chairman informed members that this would be received under Agenda item 7c - Applications for consideration.

138/22/23 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON TUESDAY 21ST 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 B Samuels seconded by Councillor Bullock and **RESOLVED** that the minutes of the Planning and Licensing Committee held on Tuesday 21st February 2023 were confirmed as a true and correct record.

139/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

140/22/23 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:

PA23/01292

Mr Peter Castell P C Wines Ltd – **Just Be Coffee And Wine Lounge 3 Old Ferry Road Saltash PL12 4EH**

Listed Building Consent to hack off existing render and apply with render using limelite NH1 3.5 mixed with washed sand, prozzolan.

Ward: Essa

Date received: 14/03/23

Response date: 04/04/23

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

PA23/01471

Mr & Mrs Steve & Ann Jameson – **7A Churchtown Drive St Stephens Saltash PL12 4FB**

Proposed addition of garden room and porch extension to dwelling.

Ward: Essa

Date received: 01/03/23

Response date: 24/03/23

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

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

PA23/01523

Mr Kevin Baskott – **Coombe Bay House Babis Lane St Stephens Saltash PL12 4ET**

Installation of PV solar array (maximum 16 panels) on existing flat roof.

Ward: Essa

Date received: 13/03/23

Response date: 03/04/23

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

Councillor Peggs was invited and returned to the meeting.

PA23/01773

Mr Barry Taylor – **2 Chapman Court Latchbrook Saltash PL12 4TT**
Garage conversion and rear extension to the garage.

Ward: Trematon

Date received: 06/03/23

Response date: 27/03/23

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

A member of the public spoke in support of PA23/01834 and PA23/01835.

PA23/01834

Mr Mike Goodman – **4 Callington Road Saltash PL12 6LA**

Proposed repair of Grade II listed townhouse. Single storey rear extension. Rear dormers.

Ward: Tamar

Date received: 09/03/23

Response date: 30/03/23

It was proposed by Councillor Peggs, seconded by Councillor P Samuels and resolved to **RECOMMEND APPROVAL**.

PA23/01835

Mr Mike Goodman – **4 Callington Road Saltash PL12 6LA**

Listed Building Consent for proposed repair of Grade II listed townhouse. Single storey rear extension. Rear dormers.

Ward: Tamar

Date received: 09/03/23

Response date: 30/03/23

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

141/22/23 TO RECEIVE A COMMUNITY HOUSING INFORMATION EVENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

142/22/23 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.

143/22/23 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

144/22/23 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

145/22/23 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

146/22/23 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

DATE OF NEXT MEETING

Tuesday 18 April 2023 at 6.30 pm

Rising at: 6.47 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 30th March 2023 at 6.30 pm

PRESENT: Councillors: J Dent, J Foster, S Miller, J Peggs (Vice-Chairman) and B Stoyel.

ALSO PRESENT: S Burrows (Town Clerk), J Turton HR Support Consultancy, Shaun Webber (Service Delivery Manager – part meeting).

APOLOGIES: S Martin (Chairman).

111/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

In the absence of the Chairman the Vice Chairman Councillor Peggs presided the meeting.

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

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

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

112/22/23 DECLARATIONS OF INTEREST:

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

None.

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

None.

113/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON TUESDAY 24TH JANUARY 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 Dent, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Personnel Meeting held on Tuesday 24th January 2023 were confirmed as a true and correct record.

114/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

115/22/23 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

No report.

116/22/23 TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

117/22/23 TO RECEIVE A REPORT ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Dent, seconded by Councillor Foster and **RESOLVED** to note the report and to:

1. Congratulate the Planning / General Administrator and Receptionist / Mayor's Secretary on passing the Introduction to Local Council Administration qualification and award £25 Love 2 Shop vouchers, allocated to budget code Staff Recognition 2023-24.
2. Ratify the Town Clerk spend of £79 due to the increase in cost for the Assistant Service Delivery Manager to attend the City and Guilds 2391 Level 3 Inspection and Testing of Electrical Installations Training.

Training is to commence on 6th June and runs one day a week which includes 13th, 20th, 27th June and 4th July 2023.

118/22/23 TO RECEIVE A REPORT ON STAFF END OF YEAR ANNUAL LEAVE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to note the report and approve the Senior Policy and Data Compliance Monitoring Officer to carry forward 4 days annual leave and 4hrs TOIL to the year 2023-24, subject to the carried days and hours being used before the end of April 2023.

119/22/23 TO RECEIVE A REPORT ON THE IMPORTANCE OF EYE HEALTH CARE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To sign up to Specsavers Corporate Eyecare Evoucher Scheme for visual display unit (VDU) only, circulating the workplace guide to relevant staff;
2. At a cost of £17 per evoucher;
3. To note the Terms and Conditions minimum order of five evouchers at a cost of £85 validated for 12 months and renewed for a further 12 months if not used within the period specified;
4. Allocate associated cost to budget code 6654 Staff Welfare 2023-24.

120/22/23 TO REVIEW THE TOWN COUNCIL UNIFORM RESPONSES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Peggs, seconded by Councillor Foster and **RESOLVED** to note the report and:

1. Discontinue Town Council staff uniform for the Administration and Library departments upon the issue of a None Uniform Policy;
2. To appoint HR Support Consultancy to work up a None Uniform policy;
3. The Town Clerk liaising with the Chairman and Vice Chairman to agree the policy to form part of the Employee Handbook;
4. The Administration and Library departments to wear a Town Council lanyard and ID badge at all times whilst working so that members of the public can easily identify Town Council staff.

121/22/23 TO RECEIVE A REPORT ON THE CYCLE 2 WORK SCHEME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Peggs, seconded by Councillor Foster and **RESOLVED** to note the report and that the Town Clerk further investigates other schemes, seek staff opinion, reporting back at a future Personnel Committee meeting.

122/22/23 TO RECEIVE A RECOMMENDATION FROM THE DEVOLUTION SUB COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members of recent updates received from Cornwall Council.

It was proposed by Councillor Peggs, seconded by Councillor Foster and **RESOLVED** to defer to a future Personnel Committee meeting upon further instruction from the Devolution Sub Committee.

123/22/23 TO REVIEW THE FINANCE OFFICER VACANT POST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To continue with the appointment of HR Support Consultancy to lead the recruitment process working with recruitment agencies that specialise in finance roles and any other relevant recruitment agency;
2. To continue with the appointment of Rosevale Accountants to work with the Town Clerk to carry out the role of the Finance Officer up to 30 hours per week at a cost of £29 + VAT per hour allocated to budget code Finance Officer Gross Pay;
3. That the Personnel Committee further reviews the position at the next Personnel Committee meeting.

124/22/23 TO RATIFY AND REVIEW THE SERVICE DELIVERY GENERAL ASSISTANT JOB ADVERT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To ratify the Service Delivery General Assistant job advert;
2. That three applications have been received and should the candidates meet the criteria, interviews be arranged with immediate effect due to the fast pace recruitment market;
3. To continue advertising the post until a candidate has been appointed.

125/22/23 TO REVIEW THE HR CONSULTANCY AGREEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to approve an increase of 5% to £682.50 per month for HR Services, allocated to budget code 6662 HR Professional Fees.

126/22/23 TO REVIEW ROSEVALE ACCOUNTANTS PAYROLL SERVICES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to continue with the temporary appointment of Rosevale Accountants to outsource processing of payroll and to further review at the next Personnel Committee meeting.

127/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor Foster, 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 noted the Chairman's statement.

128/22/23 TO RECEIVE A SERVICE DELIVERY WORKING REQUEST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Peggs, seconded by Councillor Foster and **RESOLVED** to note the report and that a time and motion study be undertaken for a period of two weeks reporting back at a future Personnel Committee meeting.

Service Delivery Manager left the meeting.

129/22/23 TO RECEIVE A REPORT FROM HUMAN RESOURCES SUPPORT CONSULTANCY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Foster gave his apologies and left the meeting.

It was proposed by Councillor Dent, seconded by Councillor Peggs and
RESOLVED:

1. To appoint HR Support Consultancy to undertake the agreed consultation (private and confidential report – option 1) working with the Town Clerk reporting back at a future Personnel Committee meeting;
2. To request the Town Clerk to obtain a copy of the 2022 Green Book and associated cost reporting back at a future Personnel Committee meeting.

HR Administrator left the meeting.

130/22/23 TO RECEIVE A LIBRARY WORKING REQUEST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Stoyel, seconded by Councillor Miller and
RESOLVED to note the requests and:

1. Approve the reduction of working hours for a Library member of staff from 21 hours per week to 19 hours per week to commence on 1st April 2023;
2. Approve the increase of working hours for a Library member of staff from 14 hours per week to 16 hours week to commence on 1st April 2023;
3. HR Support Consultancy to issue an addendum to the members of staff contracts of employment.

**131/22/23 TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note that the Finance Assistant and Assistant Town Clerk passed their 6 month probation review.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to update the Town Council Line Management Staff Structure and the Assistant Town Clerk job description.

It was **RESOLVED** to note that the Chairman and Vice Chairman approved two compassionate days leave for a member of staff.

It was proposed by Councillor Miller, seconded by Councillor Peggs and **RESOLVED** to pay £49 towards a member of staff glasses for VDU wear only allocated to budget code 6654 staff welfare 2023-24.

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

1. The Town Clerk reviews the Sub Contractor agreement reporting back at the next Personnel Committee meeting;
2. A remuneration of £950 per week is to commence upon the agreement being approved by the Personnel Committee and if required signed off by the Town Council solicitor.

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

The Town Clerk left the meeting.

**132/22/23 TO RECEIVE A VERBAL REPORT FROM THE STAFFING MEMBER
PANEL AND AGREE ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

The Town Clerk was invited to return to the meeting.

**133/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF
THE AGENDA.**

None.

134/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

135/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

136/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Thursday 29 June 2023 at 6.30 pm

Rising at: 8.51 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Devolution Sub Committee held at the Guildhall on Friday 17th March 2023 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock (Vice-Chairman), S Gillies, S Martin (Chairman), J Peggs, B Samuels, P Samuels and D Yates.

ALSO PRESENT: Councillor S Miller, S Burrows (Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: None.

19/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

20/22/23 TO ELECT A CHAIRMAN.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to elect Councillor Martin as Chairman of the Devolution Sub Committee.

Councillor Martin in the Chair.

21/22/23 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Martin, seconded by Councillor P Samuels and **RESOLVED** to elect Councillor Bullock as Vice Chairman of the Devolution Sub Committee.

22/22/23 DECLARATIONS OF INTEREST:

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

None.

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

None.

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

None.

24/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE DEVOLUTION SUB COMMITTEE MEETING HELD ON 16TH 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 Martin, seconded by Councillor Bullock and **RESOLVED** to amend minutes 7/22/23a.4 to state Jubilee Green and 9/22/23 to state Alexandra Square Toilets.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Devolution Sub Committee held on 16th February 2023 were confirmed as a true and correct record.

25/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

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 street light 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.

27/22/23 **TO RECEIVE CORNWALL COUNCILS SALTASH CAR PARK USAGE FOR THE YEAR 2021-22 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

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.

b. Victoria Gardens - Cornwall Council Tree Condition Survey and Maintenance Report;

Members discussed the report received and dated January 2021 and that an updated Tree Condition Survey and Maintenance report was due to be undertaken in the following months.

It was proposed by Councillor Martin, seconded by Councillor Bullock and **RESOLVED** to note Cornwall Council's Tree Condition Survey and Maintenance report dated January 2022 and to request a copy of Cornwall Council's future survey and maintenance report.

c. 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.

- d. 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 Environment 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.

Councillor Peggs gave her apologies and left the meeting.

- e. 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.

29/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

30/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

31/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

32/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

33/22/23 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE
OF THE MEETING.**

None.

Councillor Bickford left the meeting.

DATE OF NEXT MEETING

Thursday 11 May 2023 at 6.30 pm

Rising at: 7.51 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Station Property Sub Committee held at the Isambard House on Monday 27th March 2023 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock (Chairman), S Gillies, S Miller (Vice-Chairman), J Peggs, P Samuels and D Yates.

ALSO PRESENT: Cllrs J Brady and B Samuels, S Burrows (Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: None.

41/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

42/22/23 DECLARATIONS OF INTEREST:

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

None.

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

None.

43/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

44/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE STATION PROPERTY SUB COMMITTEE MEETING HELD ON 21ST NOVEMBER 2022 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Miller and seconded by Councillor Bullock and **RESOLVED** that the minutes of the Station Property Sub Committee held on 21st November 2022 were confirmed as a true and correct record.

45/22/23 TO RECEIVE THE STATION PROPERTY BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

46/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No Report.

47/22/23 TO REVIEW ISAMBARD HOUSE FEES AND CHARGES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed additional Fees and Charges for Isambard House to accommodate Saltash based art exhibitions. Currently art exhibitions pay commission rates only for the room hire.

It was proposed by Councillor Bullock, seconded by Councillor Miller and resolved to **RECOMMEND** to the Policy and Finance Committee meeting to be held on Wednesday 10th May 2023 to approve:

1. A charge of £30 Monday to Friday, £50 Saturday and Sunday, based on a six hour day and 10% commission, for Saltash based Art Exhibitions only;
2. The above additional cost plus VAT to be added to the Town Council Fees and Charges 2023/24;
3. Delegated authority to the Town Clerk working with the Chairman and Vice Chairman to manage any exceptional booking enquiries until the Town Council Room Hire policy has been approved.

48/22/23

TO RECEIVE A REPORT ON THE OUTSTANDING WORK AT ISAMBARD HOUSE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the report received contained within the reports pack and requested to resolve the decisions en-bloc.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to note the report and approve:

1. To purchase 2 car park signs sized 695mm x 600mm at a cost of £70, to state 'private parking by permission of Saltash Town Council only', located on the external car park wall and the wall of Isambard House, allocated to budget code 6810 General Repairs & Maintenance;
2. The Saltash Heritage sign be positioned centrally above the door frame leading to the waiting room area, subject to sufficient struts to support the sign;
3. Further investigations be made for a separate internal use only Town Council meter from the main supply in the extension;
4. Delegated authority be provided to the Town Clerk liaising with the Chairman to procure suitable shelving for the store room, allocated to budget code 6810 General Repairs & Maintenance.

49/22/23

**TO RECEIVE AN UPDATE ON ISAMBARD HOUSE BUILDING
SNAGS AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

Councillor Bickford updated Members on the recently held discussions with the contractor regarding the crack in the floor.

The crack has continued to grow since it was highlighted within the final snagging process. Councillor Bickford confirmed that the contractor has admitted liability and an offer to resolve the matter has been received.

Councillor Bickford left the meeting.

Members discussed the screed and possibilities of alternative options for a final finish.

Councillor Bickford returned to the meeting.

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

1. To appoint the Town Council Building Surveyor to undertake an independent survey of the floor in the main space of the building only;
2. To request the Town Council Building Surveyor to attend the scheduled site meeting with the contractor, Bailey Partnership, the Town Clerk and any Members that wish to attend on 11th April 2023, reporting back at a future Station Property meeting;
3. To allocate the cost of the survey to budget code 6818 Professional Costs.

50/22/23 TO RECEIVE AN UPDATE ON THE CAR PARK FEASIBILITY STUDY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members reviewed Bailey Partnership cost estimate for the car park and raised their concerns regarding the extensive work and associated cost, agreeing not to take the work any further.

Members further discussed the suitability of the space within the car park for a purpose built storage unit.

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

1. To not pursue the request for Bailey Partnership to undertake a car park feasibility study;
2. To not pursue storage within the car park area due to potential issues with the retaining wall;
3. Service Delivery Manager to obtain three quotes for the resurfacing and installation of suitable bollards within the car park area;
4. To note a commercial bin must be provided for the café and to consider a bike store.

51/22/23 TO RECEIVE AN UPDATE ON THE INSTALLATION OF SOLAR PV AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bickford provided a brief verbal update and asked Members give further thought into what is possible, what is the right solution, and what the Town Council requirements may be for Solar PV provisions at Isambard House.

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

1. To investigate the infrastructure and requirements of Solar PV;
2. To investigate the current electrical load of Isambard House;
3. That the Service Delivery Manager obtains three quotes from Solar PV providers to be received at a future Station Property Sub Committee meeting.

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.

53/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

54/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

55/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

56/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

57/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 8.25 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Property Maintenance Sub Committee held at the Guildhall on Tuesday 4th April 2023 at 6.30 pm

PRESENT: Councillors: R Bullock, J Dent (Chairman), S Miller (Vice-Chairman), B Stoyel and D Yates.

ALSO PRESENT: S Burrows (Town Clerk) and D Joyce (Administration Officer).

APOLOGIES: R Bickford, J Peggs and P Samuels.

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.

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 PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 11TH OCTOBER 2022 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** the minutes from the Property Maintenance Sub Committee held on 11th October 2022 were confirmed as a true and correct record.

5/23/24 TO RECEIVE AND REVIEW THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk advised Members the only changes to the five-year repair and maintenance plan are the budget figures having now been input in the relevant column for the year 2023/24.

It was **RESOLVED** to note.

6/23/24 TO RECEIVE A REPORT ON THE GUILDHALL MAINTENANCE WORKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed Barron Surveying Scope of Works for External Repair and Redecoration Works at the Guildhall.

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

1. To approve the specification of works for external repairs and decoration at the Guildhall;
2. To appoint Barron Surveying to submit a Tender for all works in line with the Town Council's Financial Regulations;
3. To revisit the draft priority list upon receipt of the bids (as attached);
4. To appoint Councillors Dent and Stoyel, with Councillor Bullock as reserve, to open Tenders received;
5. Barron Surveying to analyze the tenders reporting back at a future Property Maintenance Sub Committee meeting.

7/23/24 TO RECEIVE AN UPDATE ON THE ENERGY CONSUMPTION ANALYSIS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members that the report required is yet to be complete.

Members requested that the report detail must be the unit amount of gas and electricity shown in kwh.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to delegate to the Finance Department to work up a report relating to the Town Council's energy usage to understand individually and collectively the Town Council's energy consumption reporting back at a future Property Maintenance meeting.

8/23/24 TO RECEIVE QUOTES TO REDUCE THE TOWN COUNCIL ENERGY COSTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the three quotes received.

It was proposed by Councillor Bullock, seconded by Councillor Dent and **RESOLVED** to request Company C to clarify that the quote received is in line with the Town Council vision to firstly improve energy efficiencies across all Town Council premises/rentals.

It was proposed by Councillor Bullock, seconded by Councillor Dent and resolved to **RECOMMEND (subject to confirmation of the above):**

1. To the Policy and Finance Committee meeting to be held on Tuesday 10th May 2023 to appoint Company C to undertake an energy efficiency report to understand the Town Council's energy usage;
2. The report to include all Town Council properties/rentals – The Guildhall, Longstone Garage and Store, Maurice Huggins Room, Isambard House, Saltash Library Hub and Saltash Heritage Centre;
3. At a cost of £1,900+vat allocated to budget code 6224 PF Professional Costs.

9/23/24 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.

10/23/24 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

11/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

12/23/24 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

13/23/24 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.00 pm

Signed: _____
Chairman

Dated: _____

Scope of Works – Draft Priority List

Priority	Barron Surveying suggested works and comments
<div>Page 00</div> 1. Guttering	<p>Thoroughly clean out all gutters. Water test and seal all leaking joints with gutter sealant compound. Note gutter joints are dripping on the north side of the building.</p> <p>Prepare and paint all metal or other gutters, downpipes, brackets, hoppers etc. on all elevations. Ensure differently coloured date stamps are picked out. Remove all surface corrosion. Paint in accordance with the coatings specification and leave in good order.</p>
2. Windows	<p>All windows and doors have specific suggestions relating to the required works. These can be obtained by referencing the decoration scheme drawings document against each window number. Suggested window works will range from:</p> <ul style="list-style-type: none"> -installation of draught strips to all opening window sashes and casements at the building, -wood paintwork, -external render paintwork, -Repairs under the masonry and crack works to windowsills, -Scrape glass clean, -Removing corroded fixings, -changes to sashes, -increases to weights on, -sashes easement of sashes, -repairing window putty.
3. Masonry / Crack Works	<p>Rake out all cracks in render on walls and windowsills. Cut back to sound render. Fill crack with flexible exterior fillers or sand/cement. Feather over existing. Leave ready for decoration. Report any underlying cracks in the stone or brick to the employer and seek further instruction.</p>
4. Flag Pole	<p>North Elevation: Remove 2no. flagpole brackets. Hand to Employer. Purpose-make 2no. galvanised and powder coated black flagpole brackets to exactly match existing. Fix with stainless steel bolts and washers. Leave in good condition.</p> <p>West Elevation:</p>

Scope of Works – Draft Priority List

Page 94

	Remove and set aside large wooden flagpole. Remove 2no. brackets. Purpose-make matching galvanised, and powder coated brackets as above. Reinstate and leave in good condition.
Exterior Paint	Existing paint finishes appear to be generally in sound condition. Localised adhesion failures are evident in some areas. Organic growth contamination is evident in some areas. Paint to wall around the crest. Cleaning of external stone works with suggested methods and materials bringing back to a neat visual appearance. Painting behind signage removing and reinstalling. External timber and render to be cleaned / rust removed and repainted. All colours to match existing. All loose flaking or powdering material back to a sound surface. Metal work to be cleaned and re coated.
6. Interior Paint	Internal painting would reflect in windows and doors. There is no commentary relating to internal walls from review of the document.

*Some work would require scaffolding and other potential methods to work from height, costings would need to be factored in for this, and used wisely.

Request to use the Town Council Seals

<u>Date Requested</u>	<u>Reason For Request</u>	<u>Authorised / Rejected By</u>	<u>Date Authorised</u>
27/03/23	Leaflet – Victoria Gardens	Authorised by the Town Clerk	27/03/23

Sinead Burrows
Saltash Town Council
The Guildhall
Lower Fore Street
Saltash
Cornwall
PL12 6JX

David Corp
AmeyTPT
Chancery Exchange,
10 Furnival Street,
London, EC4A 1AB
Tel: 07708 479441
Email: david.corp@amey.co.uk

Our reference: GWR Saltash

By Email Only

Thursday, 30 March 2023

Occupation of the Premises; Land on which a former BT Phone Box (now decommissioned) currently sits at GWR Saltash Station, Albert Road, Saltash, Cornwall, PL12 4EB (the "Premises") following expiry of the Lease dated 08th March 2022 between (1) First Greater Western Limited and (2) Saltash Town Council (the "Lease")

Dear Sinead,

I am writing to confirm that following the expiry of the Lease on 30 March 2023, First Greater Western Limited are prepared to permit you to remain in occupation of the Premises as a Tenant at Will.

Save to the extent that they are varied below, or are inconsistent with a Tenancy at Will, the terms of the Lease will continue to apply during the period of the Tenancy at Will.

Either party will be entitled to terminate the Tenancy at Will immediately by notice in writing to the other.

Please confirm safe receipt. For the avoidance of doubt, your continued occupation of the Premises will constitute acceptance of the terms of this letter.

Yours sincerely

David Corp

David Corp
AmeyTPT
For and on behalf of Amey Consulting

Mobile: 07708 479441
Email: david.corp@amey.co.uk

HEADS OF TERMS (Mar 2023)**New Bi-Partite Lease Agreement WEF April 2023****Subject to Contract**

1. Landlord	First Greater Western Limited Milford House 1 Milford Street Swindon Wiltshire SN1 1HL Registered Company No: 05113733
2. Tenant	Saltash Town Council The Guildhall Lower Fore Street Saltash Cornwall PL12 6JX FAO: Sinead Burrows, Assistant Town Clerk E-mail: Sinead.burrows@saltash.gov.uk Tel: 01752 844846
3. Guarantor	None
4. Station	Saltash Station, Albert Road, Saltash, Cornwall, PL12 4EB
5. Details of Station Lease	New Multi Site Station Lease dated <TBC> made between (1) NRIL and (2) First Greater Western Limited commencing 01 st April 2023 and to expire 25 th June 2028.
6. Premises	Land at Saltash Station on which a former BT Phone Box (now decommissioned) currently sits, to be shown edged blue on a plan to be attached to the lease and which is to extend no further than the footprint of the former BT Phone Box.
7. Type of Premises	Freestanding; The premises comprise land only and are not subsurface to the station area (to which the Fire Precautions (Sub-Surface Railway Stations) Regulations apply
8. Void Between the False Ceiling and True Ceiling included in the demise.	No
9. Lease Term	From 01 st April 2023, the new lease will expire on 25 th June 2028 (ie. lease term 5 years, 3 months). The lease will exclude the security of tenure provisions of the 1954 Landlord & Tenant Act.
10. Lease Commencement Date	01 st April 2023
11. Lease Status	This is a new lease being granted to the tenant for these premises.
12. Termination Provisions	Standard railway industry terms shall apply. Landlord's right to determine on 6 months notice at any time and the Landlord or Superior Landlord may break the lease on 28 days' notice if the premises are urgently required for the proper operation of the railway undertaking or other operational reasons.

13. EPC Rating	Not applicable (demised premises comprise land only; the Tenant will have liability for the phone box situated on the land that is the subject of the lease).
14. Minimum Guaranteed Rent	Peppercorn rent. Interest Not Applicable.
15. Turnover Rent	Not Applicable.
16. Rent Commencement	The rent will commence on the Lease Commencement Date.
17. Rent Deposit	Not Applicable
18. Rent Review Period	Not Applicable.
19. Basis of Rent Review	Not Applicable.
20. Permitted Use	Land upon which is situated a former BT Phone Box that has been adopted by the Tenant from BT as part of a formal transfer process and which is intended to be used to house a community defibrillator, any other use to be agreed at the landlords sole discretion.
21. Alienation	Assignment or under letting of the whole or any part of the premises is prohibited as is any sharing or parting with possession. The Premises must be occupied solely by the Tenant.
22. Repairs	The Tenant will be fully responsible for the former BT Phone Box after adoption, including for all maintenance & repairs. The Landlord is to have no repairing or maintenance liability.
23. Alterations	No alterations are to be undertaken without the prior consent of the Landlord and (where required) the Superior Landlord, and the approval of all method statements and risk assessments as set out in more detail in the lease.
24. Insurance	The Tenant will insure the former BT Phone Box and contents. The Tenant shall also insure against third party and public liability.
25. Utilities	There are no utility services of water, waste, electricity etc provided by the Landlord. The Tenant will be responsible for the cost of any utilities used within the former BT Phone Box situated on the Premises during the Term, including any costs with connecting any new utility supplies.
26. Refuse Disposal and Sustainability	Not Applicable.
27. Minimum Trading Hours	Not Applicable.
28. Business Rates	The Tenant will be responsible for contacting the local Council to advise of their occupation and will be liable for the payment of any applicable business rates. If after the end of the Term the Landlord or Superior Landlord loses rating relief (or any similar relief or exemption) because it has been allowed to the Tenant, then the Tenant shall pay the Landlord or Superior Landlord an amount equal to the relief or exemption that the Landlord or Superior Landlord has lost.
29. Parking Spaces	No car parking rights are offered with this lease.

	Should the tenant require parking at GWR Saltash Station, a season ticket permit is to be purchased separately via the Landlord's car park managers, APCOA.
30. Service Charge	The Landlord does not currently charge a service charge but retains the right to introduce one during the lease term.
31. Tenants Works	Not Applicable
32. Licensing	Not Applicable
33. Statutory Compliance	The tenant is to comply with all laws affecting the Premises or their use and with any notice or order served by a Competent Authority. The Tenant will be responsible for ensuring compliance with all statutory fire and electrical safety legislation applicable to the Premises.
33. Landlord's Surveyor	Amey TPT Limited Chancery Exchange 10 Furnival Street London EC4A 1AB FAO David Corp DDI: 07708 479441 E-mail: david.corp@amey.co.uk
35. Landlord's Solicitor	Hill Dickinson No.1 St. Paul's Square Liverpool L3 9SJ FAO: David Ratcliffe Tel: 0151 600 8520 E-mail: david.ratcliffe@hilldickinson.com
36. Tenant's Solicitor	Tenant to confirm if appointing solicitor representation.
37. Legal Costs and Superior Landlord's Surveyors Costs	The tenant will make a contribution towards the Landlord's reasonable legal costs which are estimated to be £800 plus VAT. Should matters become protracted then the Landlord reserves the right to charge additional fees as appropriate.
39. Conditions	Subject to contract and completion of formally executed legal documentation Subject to First Greater Western Limited approval Subject to Superior Landlord Approval Subject to DfT Approval

Signed on behalf of the Tenant.....

Name.....

Date.....

These Heads of Terms are not intended to create any legally binding obligations and do not constitute a commitment by First Greater Western Limited and no liability will be accepted by them or their agents for any expenses incurred by any party.

These Heads of Terms are confidential to the intended parties to the proposed lease and to their professional advisors. It is recommended that the Tenant seek professional advice with respect to the Heads of Terms and refer to the RICS Code of Leasing Business Premises.



Town and Parish Council

Your ref:

My ref: PSPO/2023 CC/SR

Date: 27th March 2023

Dear Town/Parish Council,

Cornwall Council Public Spaces Protection Order (Alcohol Consumption in Designated Public Spaces): Renewal of the current order for October 2023.

Cornwall Council would like your views on the renewal of the county-wide Public Space Protection Order (PSPO) prohibiting street drinking associated with Anti-Social behaviour.

The current PSPO expires on 1st October 2023 and we are seeking to renew it for 3 years until 1st October 2026. The PSPO gives the police and authorised Officers of the Council powers to confiscate alcohol from a minority of drinkers whose excessive drinking causes problems for others in public spaces.

The county-wide Designated Public Place Order (DPPO) was first introduced in 2010. The purpose of the DPPO was to ensure that the consumption of alcohol in a public place did not cause disorder, nuisance or annoyance to members of the Public.

The 2014 Act automatically transitioned the existing DPPO into a Public Space Protection Order (PSPO) on 20th October 2017, and this is required to be reviewed every three years.

Background

The PSPO is designed to ensure the law-abiding majority can use and enjoy public spaces without experiencing Anti-Social behaviour. These powers are not intended to disrupt peaceful activities and are used explicitly for addressing nuisance or annoyance associated with the consumption of alcohol in a public place. It is not a criminal offence to consume alcohol within a designated area. An offence is only committed if the individual refuses to comply with an authorised officer's request to stop drinking.

A PSPO cannot be used to restrict the consumption of alcohol where premises are licensed for the supply of alcohol as licensing law already includes safeguards against premises becoming associated with nuisance and Anti-Social behaviour.

The current Order is effective across all locations to which the public have access across the county as per the attached (Annexe 1).

Alcohol related Anti-Social behaviour can quickly escalate and have a significant and lasting impact upon communities. Whilst most residents, visitors or people living and working in the county drink socially and behave responsibly, their right to enjoyment of our public spaces can be threatened by those who behave in Anti-Social manner, The PSPO will allow Police and authorised officers to ask individuals to stop drinking and have their alcoholic drinks confiscated, if they are deemed to be acting antisocially. It is an offence to fail to comply with a request to stop drinking or surrender alcohol including any opened or sealed containers in the area covered by the PSPO.

What about street parties and events in parks?

Events within a public place authorised by a premises license or a Temporary Event Notice (TEN) will be excluded from the Police and authorised council officers PSPO powers.

We are writing to you to seek your views regarding the current Public Spaces Protection Order (Alcohol Consumption in Designated Public Spaces) as we know that local Councils know the issues that affect their localities the most and are well placed to identify how best to respond to local needs.

Cornwall Council would like you to consider the attached questionnaire (Annexe 2) and share any comments that you may have with regard to the existing PSPO, any removal of identified locations or the addition of new locations based on community intelligence linked with Anti-Social behaviour.

Your views are important to us and can be recorded on the attached questionnaire or can be sent direct to: Antisocialbehaviour@cornwall.gov.uk The closing date for responses is **26th May 2023**.

Please ensure that you title your responses **PSPO 2023** so that our team can clearly identify them.

Cornwall Council are proposing to ***“Renew the PSPO under the existing terms”***

Proposals are still at a formative stage (a final decision has not yet been made).

Cornwall Council considers that there is sufficient information put forward in the proposals to allow ‘intelligent consideration’ and that there is adequate time for consideration and response. Conscientious consideration will be given to all the consultation responses before a decision is made, however, should you like further information or would like to discuss the matter further, please do not hesitate to contact me.

Yours sincerely

Steve Rowell
Preventing Extremism/Terrorism Lead Cornwall & Isles of Scilly
& Anti-Social Behaviour Team Manager

Communities & Public Protection
Cornwall Council
Tel: 07980 895 104
Email: steve.rowell@cornwall.gov.uk



Cornwall Council Public Space Protection Order (Alcohol Consumption in Designated Public Spaces) 2023 - Consultation Feedback Form

Cornwall Council and its partners welcome your feedback on the proposed renewal of the Public Space Protection Order (PSPO). Please use this form to submit your comments. Please email this form to Antisocialbehaviour@cornwall.gov.uk

The closing date for responses is 26th May 2023.

The details of the PSPO renewal proposal are outlined in The Cornwall Council Public Space Protection Order (Alcohol Consumption in Designated Public Spaces) 2020 which we recommend you read before completing this short survey.

Privacy Notice

The data is collected by Cornwall Council as data controller in accordance with the data protection principles contained within the Data Protection Act 2018 and General Data Protection Regulations.

The purpose for collecting the data is to improve the services that Cornwall Council and its partners provide to you. Any personal data collected will not be shared with any third parties. If you have any concerns regarding the processing of your data, then please email:

Antisocialbehaviour@cornwall.gov.uk

Q.1 To what extent do you agree or disagree that the PSPO is effective in managing anti-social behaviour linked to street drinking in your local area?

Very strongly agree	Agree	Neither	Disagree	Very strongly disagree

Q.2 To what extent do you agree or disagree that the areas currently included in the 2020 PSPO are the right areas to be included in the renewal PSPO?

Very strongly agree	Agree	Neither	Disagree	Very strongly disagree

ANNEXE 2

Consultation Response Form

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Q.3 Have you identified any areas that you would like to add to the proposed PSPO 2023?

Yes	No	Comments (Include new locations here)

Q.4 Have you identified any areas that you would like to remove from the proposed renewal of the PSPO?

Yes	No	Comments (Include the locations here)

Q.5 If you have requested any changes to the proposed PSPO, what impact do you think implementing these changes would have on your local community?

A very positive impact	
A fairly positive impact	
A slightly positive impact	
No impact	
A fairly negative impact	
A slightly negative impact	
A very negative impact	
Don't Know	

Q.6 How concerned are you about anti-social behaviour resulting from street drinking (i.e. drinking in public places) in the area that you live or work?

Very Concerned concerned		Neither		Not at all	
5	4	3	2	1	

Q.7 Have you witnessed anti-social behaviour that you believe was a result of street drinking (i.e. drinking in public places) in the area that you live or work over the last year?

Yes	No	Don't Know

Q.8 If you answered yes to Q7, how often have you witnessed this in the last year?

1-2 times	3-4 times	5 times or more	10 times or more

ANNEXE 2**Consultation Response Form**

Q.9 What types of anti-social behaviour have you witnessed in your local area in the last 12 months? (tick all that apply)

Anti-social parking or other vehicle related anti-social behaviour			
Being intimidated or attacked by a stranger			
Being intimidated or attacked by someone that you know			
Doorstep scams and/or illegal trading			
Drug use or dealing			
Groups of people hanging around in a public place			
Noisy neighbours or loud parties			
Harassment			
Verbal Abuse			
Vandalism/Graffiti, Flyposting and other deliberate damage to property or vehicles			
Arson			
People being drunk or rowdy in a public place			
Other		Please specify	

Q.10 Has the anti-social behaviour you have witnessed had a persistent or continuing detrimental effect on the quality of life of people in the local community?

Yes	No	N/A

About You

What is your sex? Female / Male / Prefer not to say

Is your gender identity the same as the sex you were assigned at birth? Yes / No / Prefer not to say .

Which of the following age bands do you fall into? 11-17 / 18-24 / 25-34 / 35-44 / 45-54 / 55-64 / 65-74 / 75-84 / 85-94 / 95+ / Prefer not to say 24.

Do you consider yourself to have disability? Yes / No / Prefer not to say

If you have answered 'yes', please select the definition/s from the list below that best describes your impairment:

Learning disability or difficulty / Mental health condition / Physical or mobility impairment / Sensory impairment / A long-standing illness or other health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy / Prefer not to say

ANNEXE 2**Consultation Response Form**

Do you look after, or give any help or support to family members, friends, neighbours or others because of either a long-term ill-health, disability or problems related to old age? (do not count anything you do as part of paid employment) Yes / No / Prefer not to say

Which of the following best describes your sexual orientation? Straight or heterosexual / Gay or lesbian / Bisexual / Prefer not to say / Other

How do you describe your religion or belief (if any)? Buddhist / Christian / Hindu / Humanist / Jewish / Pagan / Sikh / None / Prefer not to say

Which of these best describes your ethnic origin? White Cornish / White British / White other / Asian Cornish / Asian British / Asian other / Black Cornish / Black other / Mixed British / Mixed Other / Mixed Cornish

The person completing this response questionnaire is doing so in what capacity?

I am a resident of Cornwall	
I work in Cornwall but live out of the county	
I am responding on behalf of a community or voluntary group	
I am responding on behalf of a Town/Parish Council	
I represent or own a business in Cornwall	
Other (Please specify)	

Thank you for completing this questionnaire.

Please email this form to:

Antisocialbehaviour@cornwall.gov.uk and title the email **PSPO 2023**

Anti-Social Behaviour Crime & Policing Act 2014**Cornwall Council Public Spaces Protection (Alcohol Consumption in Designated Public Places) Order 2020**

Cornwall Council hereby makes the following order:

1. The Order comes into force on 1 October 2020 for a period of 3 years
2. This Order applies to the land specified in the Schedule

Offence

3. A person shall be guilty of an offence if, who without reasonable excuse, consumes alcohol or intends to consume alcohol in the area(s), at any given time, as outlined in the Schedule to this Order.

Penalty

4. Failure, without a reasonable excuse, to comply with the prohibitions imposed by this Order, as set out above would be a criminal offence.

A person found guilty of such an offence, under Section 63 of the Act, would be liable on summary conviction to a fine not exceeding level 2 (£500) on the standard scale.

A Police Officer, Police Community Support Officer or authorised person from Cornwall Council under Section 68 of the Act, at their discretion may issue a fixed penalty notice in the sum of £100, to a person believed to have committed an offence under this Order, this discharging liability for prosecution.

060083

Given the Common Seal of Cornwall Council

Executed as an Order by)

THE CORNWALL COUNCIL)

whose common seal was hereunto)

affixed in the presence of:)



Authorised Officer

This 30th day of September 2020

Vanessa Davis - Lawyer
Cornwall Legal Services
CORNWALL COUNCIL

SCHEDULE

Bugle

1. Fore Street
2. Molinnis Estate
3. Molinnis Road
4. New Molinnis Estate including the public walkways and childrens' playground
5. Parkventon
6. Roche Road
7. Skate Park at rear of Rosevear Road
8. Spar car Park
9. Stake Park at Beam Lane

Bodmin

1. Beacon Lanes to junction with Whitestone Road
2. Boundary Road till junction with Dunmere Road
3. Carminnow Road till junction with Respryn Road
4. Cooksland Road to road from Prior Road to Carminnow Road
5. Dunmere Road from the junction with Boundary Road to Midway Road
6. east from junction with Copshorn Road to Harmer Close
7. follow A30 until Cooksland Road
8. from Crabtree Lane west of Barrie Crescent north west to Beacon Lanes including Barrie Crescent and Valley View
9. from Scarletts Well Park east till Bodiniel Road
10. From the north end of Bodiniel View through field to the west of the primary school to Scarletts Well Road
11. Harmer Close to Helland Road (and land in between)
12. Islands Lanes till junction with access to Halgavor Farm
13. junction with A30 slipway east to A30
14. Midway Road till junction with Bodiniel View
15. north up Bodiniel until junction with Higher Bodiniel Road and south to junction with Copshorn Road
16. north up Helland Road and then east to include the cemetery across to Roseland Road
17. north west from Lostwithiel Road to Crabtree Lane west of Barrie Crescent to include the college and Bodmin and Wenford Railway
18. Old Callywith Road to junction with A30 slipway
19. road from Priory Road to Carminnow Road to Carminnow roundabout
20. Roseland Road to junction with Old Callywith Road

21. Scarletts Well Road then going west to include all of Scarletts Well Park
22. South from junction with Treningle View to railway line
23. South west of junction with access to Halgavor Farm to Lostwithiel Road
24. west along railway line till Westheath Road
25. Westheath Avenue till junction with Boundary Road
26. Westheath Road till junction with Westheath Avenue
27. Whitestone Road till junction with Treningle View

Callington

1. The Town of Callington bounded by the A390 (Southern Road) between its junction with Liskeard Road and Tavistock Road, along Tavistock Road as far as the entrance to Pengelly Farm, then in a northerly direction along the track to include the Callington Community College grounds, then in a westerly direction to meet the A388 (Launceston Road) and then in a northerly direction to include the Recreation Ground and in a westerly direction to meet the South Hill Road and then in a generally southerly direction to include Broadmead, Zaggy Lane to Haye Road as far as the Health Centre and along Liskeard Road including the Cemetery and to the junction of Liskeard Road with the A390.

Camborne

1. Basset Road
2. Basset Road from junction with Basset Street to Church Street
3. Basset Street
4. Camborne Churchyard and Cemetery
5. Centenary Churchyard
6. Centenary Street
7. Chapel Street
8. Church Lane
9. Church Street
10. College Street from junction with Weeth Lane to Wellington Road
11. Commercial Square
12. Commercial Street
13. Crane Road
14. Cross Street
15. Fore Street
16. Gas Street
17. Gurneys Lane
18. Gurneys Mews
19. Hoopers Lane
20. Manor Road
21. Mitchell Lane

22. Moor Street
23. New Connexion Street
24. North Road
25. Pengwarras Road
26. Recreation Ground
27. Rectory Road
28. Rectory Road from junction with Manor Road to Church Street
29. Rosewarne Road and Car Park
30. South Terrace
31. The Cross
32. The Glebe
33. The Spinney
34. Tolcarne Street
35. Trelowarren Street
36. Trevenson Street
37. Trevithick Road
38. Union Street
39. Victoria Street
40. Vyvyan Row
41. Vyvyan Street
42. Wellington Road
43. William Street

Constantine

1. The Car Park situated in Constantine Village
2. The Cemetery
3. The Recreation Ground

Egloshayle

1. Egloshayle Road from the entrance to St Giles Drive down Gonvena Hill across Egloshayle Road including Egloshayle Playing Field and concluding at the end of same

Falmouth

1. Albany Place
2. Albany Road
3. Albert Cottages
4. Arwenack Avenue
5. Arwenack Street (including church steps and path)

6. Arwyn Place and Glyn Cottages
7. Avenue Road (from Marine Crescent to Arwenack Avenue)
8. Bank Place
9. Bar Road (from Marine Crescent to junction by Imperial Buildings)
10. Bar Terrace leads to the new complex of Student Accommodation at Falmouth Dock Train Station
11. Barberys Hill
12. Barracks Ope
13. Basset Place (including access between Basset Place and Greenbank)
14. Bassett Street
15. Beacon Road
16. Beacon Street
17. Bells Court
18. Belmont Road
19. Berkeley Cottages
20. Berkeley Hill (including steps to junction with Berkeley Vale)
21. Berkeley Vale (including forecourt fronting No 4 and between Nos 2 & 4)
22. Britons Yard
23. Brook Place
24. Brook Street
25. Budock Place
26. Budock Terrace
27. Cambridge Place
28. Car Park of Hulls Lane (opposite Myrtle Cottage)
29. Car Park rear of 48 Arwenack Street
30. Castle Beach
31. Chapel Terrace
32. Church Street
33. Church Street Car Park
34. Clare Terrace
35. Claremont Terrace
36. Cliff Road (including public shelters)
37. Clifton Cresecent
38. Clifton Place
39. Custom House Quay
40. Dracaena Park/Playing Fields
41. Dunstanville Terrace
42. Dunstanville Villas
43. Erisey Terrace
44. Fairview Place
45. Fish Strand Hill
46. Fish Strand Quay
47. Florence Terrace and Florence Place
48. Footpath linking Webber Street to Market Strand
49. Fountain Ope (leading to Market Street)

50. Fox Lane
51. Fox Rosehill Gardens
52. Free Steps Ope
53. Frobisher Terrace
54. Garden area at junction of Penwerris Terrace/Basset Street
55. Greenbank
56. Greenbank Gardens
57. Greenbank Quay
58. Grove Hill Drive
59. Grove Place
60. Grove Place Car Park
61. Grovehill Crescent
62. Gyllyndune Gardens
63. Gyllyng Street
64. Gyllyngvase Beach
65. Gyllyngvase Car Park
66. Harbour Cottages
67. Harbour Terrace
68. Harriet Place (off Symons Hill)
69. Hawkins Way
70. High Street
71. Hulls Lane
72. Jacketts Steps
73. Jacobs Ladder
74. Killigrew Street (from Brook Street/Trelawney Road to Market Street)
75. Kimberley Park
76. Kimberley Park Road (from Park Crescent to Berkeley Vale)
77. Kimberley Place
78. King Charles and the Martyr Churchyard
79. Lane to Old Chapel Yard
80. Lansdowne Road
81. Lawn Steps
82. Lister Street
83. Malins Hall access
84. Marine Crescent
85. Market Strand
86. Market Street
87. Marlborough Quay and Marlborough Courts
88. Melvill Crescent
89. Merrill Place
90. Mount Edgcumbe Terrace
91. Mount Zion Cottages
92. Mount Zion Shrubbery (Lawn Steps Garden)
93. Mulberry Court
94. Mulberry Passage

95. New Street
96. New Winsor Terrace
97. Norfolk Road
98. Old Chapel Yard and steps
99. Open spaces/disused burial ground and footpaths between Woodhouse Terrace/Gyllyng Street/New Street
100. Packet Quays
101. Park Crescent
102. Park Hill
103. Park Lane
104. Penwerris Terrace
105. Pikes Hill
106. Polwhaveral Terrace
107. Prince of Wales Pier and Approach
108. Prince Street (from Beacon Street to Symons Hill)
109. Prince Street Gardens
110. Prospect Close
111. Prospect Place
112. Quarry Hill
113. Quay Hill (including steps to Gyllyng Street from New Street)
114. Quay Street
115. Queen Mary Gardens
116. Rally Place
117. Restormel Terrace
118. Seaview Cottages
119. Smithick Hill
120. Snows Passage (leading to Summer Court)
121. Stratton Place
122. Summer (or Somer) Court
123. Swanpool Beach and car parking area
124. Swanpool Street
125. Symons Hill (from Penwerris Terrace to Greenbank)
126. Symons Place
127. The Beacon
128. The Bowling Green
129. The Dell Car Park
130. The Moor (including Parket Memorial)
131. The Moor Car Park
132. Thetis Place
133. Tregonnings Yard
134. Trelawney Avenue
135. Trelawney Road
136. Trelawney Road (from Wellington Terrace to Killigrew Street)
137. Trevethan Hill
138. Upton Slip

139. Vernon Place
140. Waterloo Road
141. Webber Hill (including steps to Erisey Terrace)
142. Webber Street (including footpath to Market Strand)
143. Well Lane
144. Well Lane Car Park
145. Wellington Place
146. Wellington Terrace
147. West Place
148. Whole of Kimberley Road leading down into Berkeley Vale
149. Whole of Marlborough Road
150. Whole Trevethan Road leading to Bassett Street
151. Winchester Gardens
152. Winsor Terrace
153. Wodehouse Terrace
154. Wood Lane (from Grovehill Crescent/Swanpool Street to Wodehouse Terrace/Foxs Lane Junction)
155. Woodlane Road leading to Swanpool Street

Foxhole

1. All of Foxhole AFC Ground, including childrens play area
2. Lane leading from Goverseth Road to Foxhole AFC
3. Village Green

Fowey

1. All of Fowey Town

Gorran Haven

1. Gorran Haven Beach
2. Gorran Haven car park down to Lime Kiln

Hayle

1. Albertus Gardens
2. Albertus Road
3. Amal-an-Avon
4. Baptist Hill
5. Bar View Lane

6. Bay View Terrace
7. Beatrice Terrace
8. Beverley Crescent
9. Black Road
10. Bodriggy Court
11. Bodriggy Crescent
12. Bodriggy Street
13. Bodriggy Villas
14. Bowling Green Court
15. Brookway
16. Burnthouse Lane
17. Carnsew Road (to junction with Foundry Lane, including the Plantation)
18. Caroline Row
19. Carwin Rise
20. Chapel Hill
21. Chapel Lane
22. Chapel Terrace
23. Chapel Terrace, access road at back
24. Church Street
25. Churchtown Road
26. Phillack
27. Chy Kensa Close
28. Chy-an-Dowr
29. Clifton Terrace
30. Col-Moor Close
31. Commercial Road including Car Park and Hayle Day Centre
32. Copper Hill
33. Copper Terrace
34. Copper Terrace – areas around supermarkets known as Co-Op Pioneer (18 Copper Terrace) and Daniels
35. Cornubia Close
36. Coronation Road
37. Crescent Close
38. Crescent Way
39. Cross Street
40. Crun Mellyn Park
41. Curnows Road
42. Dracaena Avenue
43. Dracaena Crescent
44. East Quay
45. East Terrace
46. Egloshayle Road
47. Ellis Close
48. Ellis Park
49. Ellis Way

50. Fore Street
51. Copperhouse
52. Forth an Tre
53. Forth an Trewennow
54. Forth an Ula
55. Forth-an-Streth
56. Foundry Farm
57. Foundry Hill
58. Foundry Square and Car Park and land in front of Lloyds Bank
59. Glebe Row
60. Guildford Industrial Estate
61. Guildford Road
62. Gwarth-an-Drea
63. Gweal Gollas
64. Gwel Tek
65. Hamilton Close
66. Harbour View
67. Harvey's Way
68. Haven Court
69. Hayle Foundry/Dowran House Offices
70. Hayle Terrace (to junction with Chapel Hill to include area around War Memorial and Gardeners' Mess Room)
71. High Lanes
72. Hillcrest Road
73. Hollows Terrace
74. Humphry Davy Lane
75. John Ellis Court
76. King George V Memorial Walk (including perimeter and area around open air swimming pool)
77. Lethlean Close
78. Lethlean Lane (to junction with Pentowan Road)
79. Little Lane
80. Loggans Road (up to junction with Pentowan Road)
81. Love Lane
82. Madison Terrace
83. Madison Vean
84. Market Square
85. Marsh Lane
86. Mellanear Close
87. Mellanear Road
88. Millpond Avenue
89. Millpond Gardens
90. Mount Pleasant
91. Nanpusker Close
92. Old Customs House Area (part North Quay)

93. Parc-an-Dix Lane
94. Penmare Close
95. Penmare Terrace
96. Penpol Avenue
97. Penpol Road and Scout Hut off Penpol Road
98. Penpol Terrace
99. Penpol Vean
100. Philgray Close
101. Phillack Hill
102. Piala Place
103. Plantation Stores, Foundry Lane
104. Polvelyn Parc
105. Pond Walk
106. Pottery Lane (footpath beside Bonaer Nursing Home – Station Hill to Penpol)
107. Prospect Place
108. Queensway
109. Railway Station , footpath 46
110. Recreation Ground and Toilets
111. Roma Court
112. Sea Lane
113. Springfield Close
114. St Georges' Road (to High Lanes)
115. St John's Street
116. St Michael's Close
117. Station Approac
118. Station Hill
119. Station Villas
120. The Pathway Fields
121. The Ropeway
122. Tolview Place
123. Tolview Terrace
124. Trehayes Parc
125. Trelawney Place
126. Trelawney Way
127. Trelee Close
128. Tremeadow Terrace and open space and Hayle Tennis Club
129. Tremorva
130. Trevassack Hill
131. Trevassack Parc
132. Treveglos, including open space at Treveglos
133. Trevethick Crescent
134. Trevoarn, Undercliff
135. Ventonleague
136. Ventonleague Hill
137. Ventonleague Row

- 138. Viaduct Hill
- 139. Viaduct, land below and Isis Gardens
- 140. West Terrace

Heamoor

- 1. Alma Place
- 2. Barton Close
- 3. Bolitho Road
- 4. Boscathnoe Lane
- 5. Church Road
- 6. Hea Close
- 7. Hea Road
- 8. Josephs Lane
- 9. Madron Road
- 10. Main Street
- 11. Nevada Street
- 12. Poltair Close
- 13. Reens Crescent
- 14. Reens Road
- 15. Richmond Street
- 16. Sylverton Place
- 17. Treneere Lane
- 18. Wesley Street

Helston

- 1. Albion Road
- 2. Almshouse Hill
- 3. Bulwark Road
- 4. Castle Green Car Park
- 5. Charter Close
- 6. Church Street (from junction with Cross Street to Market Place)
- 7. Coinage Ope (Coinagehall Street to Tyacke Road Car Park)
- 8. Coinagehall Street
- 9. Coronation Lake and Park
- 10. Five Wells Lane
- 11. Gwelmeneth
- 12. Helston Cattle Market
- 13. Horse and Jockey Lane
- 14. Kind George V Playing Fields and Coronation Gardens
- 15. Lady Street
- 16. Market Place

17. Meneage Road
18. Meneage Street (from Market Place to The Furry on the A394)
19. Monument Road
20. Penrose Amenity Area
21. Penrose Road
22. Penzance Road (from River Cober Bridge on the Penzance Road to the junction with The Furry on the A394)
23. Steps from the Bowling Green to Castle Green Car Park
24. Sunken Garden and the seating area overlooking it
25. The Bowling Green and footpath surrounding it
26. The Fairground Car Park
27. The Parade
28. Tregrouse Amenity Garden
29. Tregrouse Way Car Park
30. Wendron Street (from Market Place to junction with Penrose Road)

Illogan

1. Alexandra Road from Basset Road to Mary's Well
2. Basset Road from junction with Penwartha Vean to Alexandra Road
3. Church Road
4. Churchtown
5. Clifton Road (part)
6. Illogan Downs
7. Illogan Park
8. Kennedy Close Recreation Area
9. Manningham Woods (part) St Illogan Churchyard
10. Mary's Well from junction with Alexandra Road to Churchtown
11. Paynters Lane from junction with Illogan Park to Alexandra Road
12. Penwartha Road
13. Penwartha Vean (from lane running from Paynters Lane) to Basset Road
14. Robartes Terrace
15. Treloweth Terrace
16. Trevelyan Road

Launceston

1. Area behind Tax Office/Band Room in Madford Lane
2. Blind Hole Alley from the Bell Inn to Orchard Youth Centre
3. Broad Street
4. Castle Grounds
5. Castle Street from St Mary's Church to Eagle House Hotel
6. Church Street

7. Coronation Park
8. Exeter Street
9. High Street
10. Madford Lane
11. Market Street
12. Northgate Street (all of the pedestrianised area)
13. Parade Ground
14. Race Hill
15. Southgate Place
16. Southgate Street
17. St Mary's Churchyard
18. The Dockey
19. The Peace Garden (Newport)
20. The Walk
21. The Walk/Parade Ground
22. Town Wall Car Park
23. Western Road
24. Westgate Street
25. White Hart Arcade
26. Windmill Lane

Liskeard

1. The Town of Liskeard bounded by Plymouth Road from its junction with Church Street South to the junction with Castle Street, along Castle Street to include Castle Park and Castle Pleasure Grounds to its junction with Pound Street, along Pound Street to its junction with Greenbank Road, across Greenbank Road and the northern end of The Parade in a westerly direction along West Street as far as Westbourne Car Park, and including the car park on the northern side of West Street, then in a southerly direction to include Westbourne Gardens, across Dean Street and along Varley Lane to include Thorn Park and the Liskerrett Centre site and then in an easterly direction to include the Cattle Market site to Market Approach then in a generally southerly direction along Windsor Place and Barn Street as far as the Liskeard Band Hall then east to Heathlands Road to include the length of Heathlands Road to its junction with Station Road as well as Rapson's Field the Multi Use Games Area and Car Park, and in a generally easterly direction to include Sun Girt Car Park, woodland north of the railway line and then northwards along Sun Girt Lane to its junction with Cannon Terrace and eastwards to and along Church Street South to its junction with Plymouth Road.

Looe

1. Part of East Looe comprising an area bounded on the west by the Harbour from East Looe Beach and the Banjo Pier to the southern boundary of the Police Station, including Looe Bridge, then along Station Road from its junction with Shutta Lane in a generally southerly direction along Fore Street, Castle Street and East Cliff then eastwards to include East Looe Beach and the sea defences
2. All alleyways and walkways (whether capable of vehicular access or not) bounded by Buller Street, Higher Market Street, East Looe Quay and Church End.
3. Buller Street
4. Church End
5. Church Street
6. Church Street
7. Downs Road
8. Fore Street
9. Higher Chapel Street
10. Higher Market Street
11. Length of Hannafore Road from its junction with West Looe Square to the steps to Pennyland.
12. Lower Chapel Street
13. Lower Market Street
14. Lower Street
15. Middle Market Street
16. Millpool Car Park
17. North Road
18. Princess Square
19. Princess Street
20. Quay Road
21. Quay Street
22. Sunnyside
23. The Bay
24. Tower Hill
25. West Looe Cemetery and area in front
26. West Looe Quay
27. West Looe Square
28. West Road

Lostwithial

1. Area around the Community Centre and Oasis Centre, including King George V Playing Field
2. Bottom of North Street including Lostwithiel Bridge
3. Church Street
4. Coulson Park including the Play Area and Shelter
5. Fore Street
6. Guildhall Lane
7. Memorial Garden

8. Pleyber Christ Way, including the grassed area/play area and car parks
9. Quay Street
10. The Guildhall and Steps
11. The Parade, including the Drill Hall and grass/picnic area by the river
12. Waiting Shelter on down platform at Lostwithiel Railway Station

Mevagissey

1. Bank Street
2. Battery Terrace including the footpath to the Battery
3. Beach Road
4. Car Park at Chapel Street
5. Chapel Street
6. Church Lane
7. Church Street
8. Cliff Street
9. Du Maurier Court
10. Fore Street
11. Fraizers Way
12. Harbour, including the Platt, Victoria Pier, West Warf, West Quay, The Slipway by the Aquarium, Middle Warf, The Jetty, Oliver Quay, East Warf, East Quay and North Pier
13. Hitlers Walk
14. Jetty Street
15. Kiers Court Car Park
16. Kiln Close
17. Meadow Street
18. Old Cemetery at Church Lane
19. Pentillie Recreation Ground
20. Pentillie Way
21. Polkirt Hill
22. Prospect Place
23. Public footpath from the Harbour to Little Polstreath, to include the Cliff
24. Recreation Ground at Valley Road
25. River Street
26. School Hill
27. St Peter's Church Grounds
28. The Battery
29. The Meadow
30. Tregoney Hill
31. Trewinney Cemetery
32. Valley Road
33. Valley Road Car Park
34. Vicarage Hill

35. Wesley Court

Millbrook

1. The Skateboard and Playing Field area bounded by Southdown Road to the north, the Football Ground to the east, Millbrook Lake to the south and Gordon Terrace to the west and including the bridge across the dam separating Millbrook Lake from the creek.

Newquay

1. All public space within the electoral boundary of Newquay Town

Nanpean

1. Fore Street
2. Nanpean Playing Fields

No Mans Land

1. All public land within the village boundary

Par/St Blazey/Tywardreath

1. Church Road Tywardreath
2. Chyandor Close
3. Deeble Drive
4. Duck Pond and adjoining field and footpath, Par
5. Eastcliffe Road, Par
6. Helleur Close, Par
7. King Edward Gardens
8. Landreath Place
9. Length of Lamellyn Road and Lesnewth
10. Middleway
11. Moorland Road, Par
12. Old Roselyn Road
13. Par Green, including Hambly's Corner
14. Par Sportsfield and running track, including the adjoining footpaths and open spaces
15. Playing field between Polgover Way and Old Roselyn Road

16. Poldrea Grass Area, Tywardreath
17. Polgover Way
18. St Andrew's Churchyard, Tywardreath
19. The Bunny Field, St Blazey
20. The Burrows Centre and adjoining recreation area and open spaces
21. The Cemetery, Rose Hill
22. The Cricket Ground
23. The Fountain Station Road (from 127, Station Road to Level Crossing entrance) and Roselyn Coaches on St. Blazey Road
24. Treryn Close
25. Trevarweneth Road

Pendeen

1. The Car Park situated opposite Boscaswell Stores
2. Pendeen School and its grounds

Penryn

1. Audierne (off the Terrace)
2. Bank Cottages (off Higher Market Street)
3. Bennetts Ope
4. Bohill
5. Broad Street
6. Broad Street
7. Chapel Lane
8. Charter Court
9. College Field
10. College Hill
11. College Ope
12. Commercial Road Car Park
13. Exchequer Quay
14. Glasney Playing Field
15. Glasney Terrace
16. Glasney Valley Footpath
17. Grays Yard
18. Helston Road
19. Higher Market Street
20. Hill Head (between St Thomas Street and Glasney Terrace)
21. Lower Market Street
22. Memorial Ground
23. Mill Lane
24. New Street

25. off Saracen Way
26. Penryn Surgery Car Park
27. Permarin Car Park
28. Permarin Playing Field
29. Permarin Road
30. Quay Hill
31. Saracen Close (including footpath to The Terrace)
32. Saracen Place
33. Saracen Place Car Park
34. Saracen Way (including footpaths to Brooke Place and Chapel Lane),
35. Shute Lane
36. Slades Lane
37. St Gluvias Street
38. St Thomas Street
39. Station Road (including footpath to West End and railway footbridge to Kernick Road)
40. Summercourt (off Bohill)
41. The Praze
42. The Terrace
43. Trelawney Park
44. Treliiever Road (east of railway bridge)
45. Trenarth
46. Tresooth Lane
47. Truro Lane
48. Unnamed garden area junction of Commercial Road/Quay Hill
49. West End
50. West Street

Penwithick

1. Hallaze Road Park
2. Penwithick Road Park
3. The Green, Rosehill Crescent

Penzance, Newlyn and Marazion

1. A30 between roundabout junction with Madron Road, Heamoor and roundabout junction with Treweath Road, Treneere, Penzance
2. Abbey Basin
3. Abbey Slip
4. Abbey Street
5. Adelaide Street
6. Albert Pier

7. Albert Street
8. Alexandra Road
9. Alexandra Road – Alexandra Grounds
10. Alexandra Road – play area and amusement arcade
11. Alexandra Road – Rugby Football Ground
12. Alverton Street
13. Andrewartha’s Arcade (Market Place)
14. Arcade Steps (Market Jew Street)
15. Barwis Hill
16. Battery Road
17. Bread Street
18. Bus Station – off Station Road
19. Castle Horneck Lane – Millennium Woodland
20. Castle Road
21. Causewayhead
22. Chapel Street
23. Cherry Gardens
24. Chyandour Square
25. Chywoone Avenue
26. Chywoone Crescent,(and linking roads to Gwavas Road) Newlyn
27. Clarence Street and car park and footpaths leading to Causewayhead
28. Coinagehall Street – land/parking area behind former Vospers Garage
29. Colinsey Road
30. Coombe Lane
31. Coombe Road
32. Cross Street
33. Custom House Lane
34. East Terrace
35. Greenmarket
36. Gwavas Road (in part) (and linking roads to Chywoone Crescent) Newlyn
37. High Street
38. Higher Lariggan and grassed area
39. Jennings Street – and car park, Jubilee Pool
40. Lansdowne Place
41. Lariggan – boating pool
42. Lescudjack Hill Fort
43. Love Lane - play area and allotments
44. Love Lane – Lower Mennaye rugby pitch and adjoining woodland
45. Lower Peverell Road
46. Manor Way
47. Marazion
48. Market Jew Street to Chyandour Cliff
49. Market Place
50. Mennaye Field
51. Morrab Gardens

52. Morrab Road
53. Nancealverne
54. New Street
55. Newlyn
56. Newlyn Green – and nearby Bedford-Bolitho Gardens/Foster-Bolitho Gardens
57. Newtown Lane
58. North Parade, North Peir
59. Parade Passage
60. Parade Street
61. Parc Mellan, Park Corner and car park
62. Penalverne Drive – and footpath leading to Tencreek Avenue
63. Penare Road
64. Penare Terrace
65. Penbrea Road
66. Pendarves Road
67. Pendennis Road
68. Penlee Bowling Club, Newlyn
69. Penlee Manor Drive
70. Penlee Park
71. Penmere Road
72. Penzance Harbour
73. Penzance Town Council offices
74. Polglaze Close
75. Polmeere Road
76. Polweath Close
77. Polweath Road
78. Princes Street
79. Princess May Recreation Ground
80. Provis Road and grassed area
81. Queen's Square
82. Railway Station Car Park
83. Redinnick Place – tennis courts
84. Saint Anthony's Gardens and car park
85. Saint Clare Cemetery
86. Saint Clare Leisure Centre playing field
87. Saint Clare Street
88. Saint Clare Street – Old Pig Market Car Park
89. Saint Erbyn's Car Park and footpath in front of Clarence Terrace
90. Saint John's Hall Car Park and Penalverne Car Park
91. Simpson's Arcade (Market Jew Street)
92. South Pier
93. St Mary's Churchyard
94. The Close
95. The Dollan
96. The Promenade (The Esplanade)

97. Tolver Place
98. Tolver Road
99. Tourist Information Centre and sea defence wall known as "White Wall" between Penzance Railway Station and sewage pumping station
100. Treneere Road
101. Treveneth Crescent, (and adjacent playing field) Newlyn
102. Treweath Road
103. Turnpike Road
104. Union Street
105. Union Street – Car Park
106. Victoria Square
107. Voundervour Lane
108. West Cornwall Hospital - Car Park
109. Wharf Road
110. Wharf Road – bus station
111. Wharf Road – Harbour Car Park
112. Wherrytown – Car Park.

Perranzabuloe

1. Boscawen Gardens
2. Inner Green adjacent to Beach and Promenade Car Park
3. The Clock Gardens

Polgooth

1. Polgooth Goffin
2. Polgooth Playing Field, between Woodgrove Park and Trelowth Road to include footpath access

Polzeath

1. All land west of access to Trenant Touring Park from Dunders Hill and junction for access to Pentireglaze. This includes OS numbered land packets: 1193, 2900, 4600, 0514, 2945, 4450.
2. All land west of Dunders Hill from junction with Daymer Lane until Zone 1/beach
3. Car park behind Anne's Cottage Surf Shop
4. Daymer Lane and all land North and North West of Daymer Lane to the cliffs
5. Dunders Hill from the junction at the Carters Public House till sharp left bend 100 metres out of Polzeath towards New Polzeath
6. First 50 yards of the lane from Anne's Cottage Surf Shop to camp site.

7. Francis Road from the Carters Public House looping round back to Dunders Hill
8. Grass verges joining Polzeath Beach and Dunders Hill
9. Land east of Dunders Hill from junction with Daymer Lane until the old quarry and north until Dunders Hill on the other side of Polzeath at the access to Portillock. Including the whole Valley View Caravan Site. This includes the following OS numbered land packets: 8620, 9328, 8830, 8837, 7840, 8142, 8739 (part), 8709, 9262, 9073, 0073, 1779, 3884
10. Land north of Dunders Hill from Zone 1 heading out of Polzeath towards New Polzeath, including all of New Polzeath North until Baby Beach Lane

Porthleven

1. Blue Buoy Steps
2. Fore Street up to the junction of Torleven Road and Wellington Road
3. Harbour Road
4. Harbourside and Slipway
5. Kitto's Field Car Park
6. Methleigh Bottoms from CCC lamp C425 to the Quays
7. Prospect Place, around Harbour Hotel to junctions with Salt Cellar Hill and Harbour Road
8. Shute Lane
9. The Boatyard
10. The Moors Recreation Ground, and path leading to The Square
11. The parking area owned by Porthleven Supermarket at Harbour Square
12. The Quays
13. The Square and access from it to Kitto's Field Car Park

Porthpean

1. Carricowle Point

Portreath

1. Beach Road between Tregea Hill and the junction with Chynance
2. Car Park in front of the Waterfront Inn
3. Kingsley Terrace
4. Seafront Car Park and Promenade
5. The area adjacent to and surrounding the Rescue Post
6. The Harbour
7. The Novelty Golf Course and adjacent area of sand
8. The Pier
9. The Surf Life Saving Club and Speranza

Portscatho

1. Amenity area and quay below The Lugger
2. Clifton Terrace
3. Heatherington's Ope
4. Highertown (from junction with Clifton Terrace to Memorial Hall Car Park)
5. Memorial Hall Car Park
6. North Parade
7. River Street
8. Slipways off The Quay and The Lugger
9. Sunnyside
10. The Lugger
11. The Quay
12. The Square
13. Wellington Terrace

Probus

1. Bos Noweth
2. Carne View Road
3. Carne View Road and Church View Road
4. Chapel Street
5. Childrens play area and car park
6. Church View Road
7. College Close
8. Footpath leading from Village Hall to Gwel-an-Nans
9. Fore Street (including bus shelters)
10. Forecourt and Grounds
11. King Georges playing field
12. Lewman Road
13. Open spaces off Ashleigh Way
14. Ridgeway
15. Rosparc
16. St Austell Road
17. St Probus and St Grace's Churchyard
18. Surgery Car Park and Grounds
19. The Bank
20. The Green
21. The Square
22. Tregony Road
23. Treviglas Lane
24. Treviglas Rise
25. Village Hall Car Park

26. Wagg Lane

Reawla

1. Cober Crescent
2. Henver Close
3. Henver Gardens
4. Lemin Parc
5. Menadue Court
6. Pen Tye
7. Playsite
8. Reawla Lane
9. Relistian Lane
10. Relistian Park
11. Rosewarne Lane
12. Shaft Downs Lane
13. Wall Gardens
14. Wall Road
15. Wall Vean

Redruth

1. Alma Place
2. Back Lane West
3. Brewery Leats
4. Chapel Street
5. Church Lane
6. Close Hill
7. Coach Lane
8. Cross Street
9. East End from Higher Fore Street to junction with School Lane
10. Falmouth Road
11. Fore Street
12. Green Lane
13. Harmony Close
14. Higher Fore Street,
15. Little Vauxhall
16. North Street
17. Plain-an-Gwarry
18. Plain-an-Gwarry Play Area, Roaches Row
19. School Lane
20. Station Hill
21. Station Road

22. Tolgus Hill from junction with Little Vauxhall
23. Trefusis Road Play Area/Playing Field
24. Treruffe Hill
25. Victoria Park
26. West End from junction with Coach Lane to Fore Street

Roche

1. Fore Street – from the Roundabout to the Rock Inn
2. Old Stenalees Institute on Stannary Road

Saltash

1. Alexandra Square
2. Fore Street
3. Long Park Road
4. Longstone Park
5. Parkesway and the southern end of Church Road between its junction with Long Park Road and St Stephen's Road.
6. St Stephen's Road from its junction with Fore Street to its junction with Church Road
7. Station Road between Lower Fore Street and Albert Road
8. The eastern end of Callington Road and western end of Glebe Avenue adjacent to Longstone Park
9. The western end of Albert Road as far as Alexandra Square
10. The western end of Culver Road between its junction with Fore Street to its junction with Albert Road
11. The western section of Lower Fore Street between its junction with Fore Street and the Guildhall
12. Victoria Gardens

Sennen

1. Ground of Sennen Primary School

St Agnes

1. British Road
2. Chegwyn Gardens
3. Churchtown
4. Churchtown (including opeway adj No 6 Churchtown)

5. Churchtown Square
6. Garden of rest and lychgate
7. Jubilee Gardens
8. Pengarth
9. Peterville (including forecourt fronting premises at junction with Quay Road)
10. Peterville Square
11. Polbreen Avenue (from Trelawney Road to the boundary between public conveniences and No 1 Polbreen Avenue)
12. Public seating area
13. Quay Road
14. Rocky Lane
15. Rosemundy, Town Hill
16. St Agnes Methodist Church Forecourt and Grounds, British Road
17. St Agnes Parish Church Grounds
18. The Green
19. Town Hill
20. Trelawney Road (from Polbreen Avenue to Vicarage Road)
21. Trelawney Road Car Park
22. Trevaunance Cove
23. Trevaunance Cove
24. Trevaunance Road Car Park
25. Vicarage Road
26. Vicarage Road (including bus shelter at junction with British Road and lane between Nos 25 and 26 Vicarage Road)

St Austell

1. Albert Road
2. Alexandra Road,
3. Alley between East Hill and Albert Road
4. Alymer Square
5. Amenity Area at Truro Road/Trinity Street junction
6. Aylmer Place
7. Beech Lane
8. Beech Road
9. Belmont Road
10. Bethel Park
11. Biddicks Court
12. Bodmin Road (from St Austell Parish Boundary)
13. Boldventure
14. Bramley Close
15. Bridge Road

16. Carlyon Road
17. Chandos Place
18. Chapel Fields Park
19. Charlestown Road Park
20. Church Street
21. Churchyard of Holy Trinity Church
22. Cosgarne Triangle at Truro Road
23. Courtney Road
24. Cross Lane
25. Cul de Sac at Old East Street adjoining Post Office Car Park
26. Duke Street
27. East Hill
28. Eastbourne Road and Cemetery
29. Eliot Road
30. Footpath from Co-op at West Hill to White River Bridge, Penwinnick Road
31. Footpath from East Hill to Eastborne Road (between Telephone Exchange and Vospers)
32. Footpath leading from the old bus stop at the top of Carlyon Road adjacent to the railway track
33. Fore Street
34. Garden area on former Congregational Chapel site adjoining Duke Street
35. Globe Yard
36. Grants Walk
37. High Cross Street
38. High Cross Street Park and Cemetery
39. Highfield Avenue
40. Holmbush Road
41. Kings Avenue
42. Lane from South Street to Old Vicarage Place
43. Linear Park
44. Lovering Fields including the footpath that links Treverbyn Road and Carclaze Road
45. Lower Alymer
46. Margaret Avenue
47. Market Hill
48. Market Street
49. Menear Road Park (also known as Sandy Hill Park)
50. Moorland Road
51. Mount Charles Park including access footpaths
52. Mount Charles Road
53. North Street (from Fore Street/Market Street junction to Market Hill junction)
54. North Street car park
55. Old Vicarage Place
56. Park behind Retallick Meadows (The Meadows Park)
57. Penmere Road and adjoining footpaths

58. Pentewan Beach, including toilets, café and slipway
59. Poltair Football Ground
60. Poltair Recreation Ground including the bowling green, playground and tennis courts
61. Prince Charles Park Lostwood Road, community garden and footpath access
62. Priory Road Car Park
63. River Walk from Truro Road to Ledrah Road and Pondhu Road
64. Sandy Hill, including Sandy Hill Park and Linear Park
65. Service Road Priory Road to Grants Walk
66. Service Yard at rear of Burton House, Trinity Street
67. South Street
68. South Street (from East Hill/Church Street junction to Trinity Street junction)
69. St Augustine Church, Woodland Road (Grounds)
70. Subway from Asda car park to Cromwell Road
71. The Urban Village, Carlyon Road
72. Train station car park, coach park and platforms
73. Trelevan Road
74. Trenowah Road, Bethel
75. Trevarthian Road
76. Trinity Street
77. Truro Road Park, including paths from Bridge Road, Park Road and Westhill
78. Truro Road Park
79. Vicarage Hill
80. Victoria Place
81. Victoria Road
82. Walkways at St Austell film centre
83. West Hill
84. Whieldon Road
85. Woodland Close Playing Field
86. Woodland Road

St Buryan

1. Boskennal Lane
2. Churchtown Road
3. Chyventon Close
4. Galligan Close
5. Galligan Lane
6. Kew Pendra
7. Kew Pendra Close
8. Land's End Road
9. Newlyn Road
10. Parc an Cady Estate
11. Parc-an-Peath

12. Penzance Road
13. Poor House Lane
14. Rectory Road
15. Tower Meadows
16. Trelyon Close

St Dennis

1. Car Park at Treviscoe Institute and Community Centre
2. Fore Street
3. St Dennis Playing Fields

St Erth

1. Battery Mill Lane Play Area
2. Boscarnek
3. Chyenhalls Road
4. Fore Street
5. Little Mill Lane
6. School Lane
7. Treloweth Close

St Erme

1. St Erme with Trispen CP School Playing Field
2. Trencreek Park

St Ives

1. Academy Place
2. Academy Terrace
3. approach road and 2 bathing sheds above Porthminster
4. Ayr Lane
5. Back Lane
6. Back Road East
7. Back Road West
8. Back Street
9. Bailey's Lane
10. Bamaluz
11. Barnoon Cemetery and Car Park
12. Barnoon Hill
13. Barnoon Terrace

14. Bedford Road
15. Bethesda Hill
16. Bethesda Place
17. Bunkers Hill
18. Burrow Road
19. Carncrows Road
20. Carncrows Street
21. Carnglaze Place
22. Carrack Dhu Terrace
23. Chapel Street
24. Church Place
25. Chy-an-Chy
26. Custom House Lane
27. Dove Street, including toilets
28. Drillfield Lane
29. Fernlea Terrace
30. Fish Street
31. Fore Street
32. Gabriel Street
33. Godrevy Terrace
34. Guildhall and Car Park
35. High Street
36. Island Car Park, open space at the Island and footpath linking the Island to Porthmeor Road
37. Island Road
38. Island Square
39. Kelly's Gardens
40. Lifeboat Hill
41. Lower Stennack
42. Man's Head and coastal footpath linking it to Porthmeor Bowling Green
43. Market Place
44. Market Strend
45. New Lifeguard Depot
46. North Terrace
47. Norway Lane
48. Norway Square
49. Old Lifeboat Slipway
50. Park Avenue Car Park
51. Pedn Olva Walk
52. Pendever Point
53. Porthmeor Bowling Club/Putting Green and Car Park
54. Porthmeor Hill
55. Porthmeor Road
56. Porthmeor Square
57. Porthminster Point

58. Post Office Lane
59. Primrose Valley
60. Putting Green and Gardens above Porthminster Beach
61. Quay Street
62. Richmond Place
63. Ropewalk
64. Rose Lane
65. Royal Square
66. Salubrious Place
67. Salubrious Terrace
68. Sea View Place
69. Skidden Hill
70. Sloop Car Park
71. Smeatons Pier
72. St Andrews Street
73. St Eia Street
74. St Ives Museum/Wheal Dream Car Park and coastal footpath linking it to Porthgwidden Car Park
75. St Peters Street
76. Station Car Park
77. Street An Pol
78. Street-an-Garrow
79. Teetotal Street
80. The Digey
81. The Malakoff
82. The Meadow
83. The Terrace
84. The Warren
85. The Wharf
86. Tregenna Hill
87. Tregenna Place
88. Trenwith Car Park
89. Trewyn Flats
90. Trewyn Gardens
91. Umfula Place
92. Victoria Place
93. Victoria Road
94. Virgin Street
95. War Memorial Gardens
96. Wesley Passage
97. Wesley Place
98. West Place
99. Westcotts Quay and Car Park
100. Western Pier

101. Wharf Road (excluding area of non-maintainable highway outside the Sloop Inn, ie cobbled area behind line from Corner of Dobles Wall to corner of Fish Street)
102. Wills Lane.

St Just

1. Cape Cornwall Junior and Infants School and its grounds, Cape Cornwall Road.
2. Cape Cornwall School (the senior school), its grounds and playing field
3. Football ground and recreation ground adjacent to Bosorne Terrace
4. Lafrowda Close and Lafrowda Car Park

St Stephen

1. Churchtown Cemetery
2. Churchtown Road
3. Fore Street
4. St Stephen churchyard
5. St Stephen Recreation Ground and car park adjacent
6. Trethosa Road
7. Village Green

Torpoint

1. Thanckes Park, including skateboard park

Trewoon

1. Recreation ground

Truro

1. Agar Court
2. Agar Road
3. Alverton Court
4. Alverton Terrace
5. Archbishop Benson School Grounds and Playing Field
6. Back Quay
7. Barrack Lane

8. Bodmin Road
9. Boscawen Bridge
10. Boscawen Street (including entrances to nos 19 and 22/23)
11. Bosvigo Road (from George St to Chapel Hill)
12. Broad Street
13. Bus Station
14. Calenick Street
15. Campfield Hill
16. Carclew Street
17. Carew Road
18. Carvoza Road
19. Castle Hill
20. Castle Street
21. Cathedral Lane
22. Chapel Hill (from Kenwyn Street to Redannick Lane)
23. Chapel Row
24. Charles Street
25. Church Walk
26. City Road
27. Claremont Terrace
28. Cooks Row
29. Coombes Lane
30. Courtney Road (including unnamed section to St Georges Road)
31. Daubutz Moor and paths
32. Daubuz Court
33. Dreadnought Playground
34. Duke Street
35. East Rosewin Row
36. Eastland Close
37. Edward Street
38. Edward Street Car Park
39. Elm Court
40. Elm Court Gardens
41. Fairmantle Street
42. Fairmantle Street Coach Park
43. Fairmantle Street Multi-Storey Car Park
44. Ferris Town
45. Festival Gardens
46. Footpath from Oakway to Rosedale Estate
47. Frances Street
48. Garras Wharf
49. Garras Wharf Car Park
50. George Street (from Bosvigo Road to John Street)
51. Grass areas either side of East Rosewin Row at junction with Rosewin Hill
52. Green Street

53. Green Street
54. Ground rear of club premises
55. Hendra Lane
56. Hendra Playground
57. Hendra Road
58. Hendra Road
59. High Cross (including entrance to Post Office)
60. High Cross Car Park
61. High Cross Square
62. Infirmary Hill
63. James Place
64. John Street
65. Kenwyn Street
66. King Street
67. Lemon Mews Road
68. Lemon Quay (including new pedestrian area)
69. Lemon Street
70. Lemon Street Indoor Market
71. Little Castle Street
72. Lower Rosewin Row
73. Malpas Road (from Trefalgar roundabout to Carew Pole Close)
74. Mansion House Arcade (and steps to Mansion House)
75. Middle Rosewin Row
76. Mill Race path
77. Millers Passageway (off Princes Street)
78. Mitchell Hill (up to Tremorvah Wood Lane)
79. Monterey Gardens
80. Moorfield Car Park
81. Moresk Car Park
82. Moresk Road (from Oakway to junction with Moresk Close)
83. Moresk Road (from St Clement Street to Oak Way)
84. Morlaix Avenue (between Tesco's and Trefalgar roundabouts) and Subways (linking Garras Wharf with Lemon Quay and Town Quay and Furniss Island Gardens)
85. Nalders Court
86. New Bridge Street
87. Newham Estate
88. Nursery Close
89. Oak Way
90. Oakway
91. Old Bridge Street
92. Old Bridge Street Car Park
93. Old Mill Pond (otherwise known as The Mill Pond)
94. Pannier Indoor Market (including adjoining yard area and access ways of Princes Street)

95. Pauls Row
96. Pauls Terrace
97. Pearsons Ope
98. Pendarves Road
99. Peoples Palace
100. Phoenix Wharf
101. Princes Street
102. Prospect Place
103. Pydar Mews
104. Pydar Street (from St Clements Street to Hendra Lane)
105. Quay Street
106. Recreation Ground between Rosedale Road and Riverside Walk
107. River Street
108. Riverside Walk (all sections)
109. Roberts Ope
110. Rosedale Road
111. Rosewin Hill
112. Rosewin Hill
113. Squeeze Gut Alley
114. St Aubyns Road
115. St Austell Street
116. St Clement Street
117. St Clement Street
118. St Clements Close
119. St Clements Close playground
120. St Clements Hill
121. St Clements Hill Cemetery
122. St Clements Parc
123. St Dominic Square
124. St Dominic Street
125. St Georges Road
126. St Georges Road, Furniss Island
127. St Mary's Burial Ground
128. St Marys Street
129. St Nicholas Street (including forecourt fronting Nos 2 – 4)
130. Strangways Terrace
131. Tabernacle Street
132. The Leats
133. Tippetts Backlett
134. Tonkins Ope
135. Town Quay
136. Tregear Gardens
137. Tregolls Road (from Trefalgar roundabout to Chellew/Trevithick Road)
138. Trelander East
139. Trelander East Playground

140. Trelander Highway
141. Trelander North
142. Trelander South
143. Tremayne Road
144. Tremorvah Playing Field
145. Tremorvah Wood Lane
146. Tremorvah Wood Lane
147. Treseder Gardens
148. Truro Cathedral Grounds and car parking areas
149. Union Place
150. Union Street
151. Viaduct Multi-Storey and surface Car Park
152. Victoria Gardens
153. Victoria Square
154. Waterfall Gardens
155. Waterloo Terrace
156. Wilkes Walk
157. Williams Court
158. Worths Quay

Summercourt/St Columb Major/St Columb Road/Indian Queens/Fraddon/St Mawgan

1. An area including all of Summercourt and Fraddon, from the southwesterly edge, to the Owl Sanctuary in the east, including Indian Queens and St Columb Road, all of St Columb Major to the northerly edge of the town, and all of St Mawgan

Wadebridge

1. Bethan Drive
2. Cleveland
3. Commissioners Road
4. co-op Car Park
5. Coronation Park
6. Dunveth Road
7. Eddystone Road until the roundabout
8. Fernleigh Road
9. Foundry Court
10. Guineaport Road until the end of Cliff Park Terrace
11. Jubilee Field
12. Jubilee Road
13. Meadowhead

14. Molesworth Court
15. Molesworth Street
16. Polmorla Road to the end of Coronation Park
17. Queens Park
18. Southern Way
19. the Bus Station
20. The John Betjemen Centre (surrounds)
21. the Library (surrounds)
22. The Platt
23. Tremarren Road
24. Trevanion Park
25. Trevenion Road.
26. Wadebridge – from the old bridge, including Town Quay
27. Wellington Place
28. West Hill to Tremarren Road
29. Whiterock Road until Higher Whiterock

Beaches

1. East Looe Beach
2. Millendreth
3. Par Beach
4. Pentireglaze Haven & Pentire Haven
5. Penzance Beach and foreshore, at points between the approximate positions of Queens's Rock and Crane Road, to the east to points south of Leys Lane, Marazion.
6. Polzeath beach and foreshore including Tristram cove
7. Porthgidden Beach and Car Park
8. Porthmeor Beach Slipway, Beach and Car Park
9. Porthminster Beach
10. Porthpean Beach
11. Readymoney Beach
12. St Ives Harbour
13. Whitehouse Beach

To receive an update on the future of the health care in Saltash and consider any actions

April update:

We were grateful of the support of the Council last month by hosting an initial exploratory meeting with the managing Director of the Integrated Care Area (N/E Cornwall), Dr Sant. The meeting was organised by the PPGs and very well attended. There was a frank exchange of views over two hours. Despite some downsides to parts of the discussion, the outcome was positive, and Dr Sant indicated that he was impressed by the “community energy” he had encountered, and was going to make Saltash his number one priority for action. He said he would come back within a month with his own thoughts and ideas.

There will be two elements in taking things forward, and the two Patient Groups in the town have been tasked to set these up:

1. A small **Action Group** to develop specific plans and to take them forward, and
2. A wide representative **Community Consultation Group** to give feedback to the Action Group.

As suggested by Dr Sant, the first meeting of the Action Group will take place on April 19 in the afternoon, and we ask if the Town Council would be willing to allow the meeting to be hosted in the Guildhall free of charge? We are proposing membership as follows:

Dr Sant and the Chairman of STC as joint chairs,
A Senior Manager from Cornwall NHS Partnership Trust,
2 PPG chairs,
A representative of St Barnabas League of Friends,
A Cornwall Councillor,
Two Town Councillors – Cllr Griffiths and Cllr Peggs and two substitutes Cllr B Samuels and Bullock,
Practice Managers from Port View and the Health Centre.

We are proposing that the terms of reference should be as follows: To produce an Action Plan based initially on the recommendations of the Joint PPG group (timescale tbc).

The two PPGs will also lead the setting up the Community Consultation Group, but we will wait until the Action Group has met before finalising this. It will be open to everyone, and will operate both online and via occasional meetings.

End of Report

Peter Thistlethwaite
Chair, Port View Surgery PPG

George Muirhead
Chair, Saltash Health Centre PPG

Joint Patient Participation Groups' recommendations for future health care in Saltash

Key strategic issues

Unprecedented demand on both the A&E and other services provided by Derriford, with which they are unable to cope. Both local GP Practices are struggling to provide cover and maintain the ease of access previously enjoyed by patients.

Lack of investment Saltash already has a population that exceeds Torpoint, Liskeard, Launceston and Bodmin, which have all had recent NHS investments - and Saltash lost St Barnabas hospital in the same period. Building developments like Treledan will now easily take our population to 20,000. This will have a major impact on NHS demand.

Inconvenience for patients Without a car, travelling to Derriford, Cumberland Centre, Liskeard, and elsewhere is an acute problem for local people.

Conclusions

Lack of comprehensive local provision is causing Saltash people to trek to Derriford - contrary to local NHS plans. We are aware of this through surveys and data. Therefore we believe these services should be provided within Saltash through the four sites which are available: St Barnabas Hospital, Saltash Health Centre, Port View Surgery and Peninsula House. Ideally, there would be a joined-up approach with a single point of contact for patients.

Recommendations

*** Restore Convalescent / Rehabilitation beds**

*** Set up an "access hub" shared by the 2 Practices and the Partnership Trust, providing for example:**

Triage - with instant advice, referral, or treatments by duty doctor/nurses
Blood Tests
Dressings

Backed up by:
Out-patient clinics/minor procedures
Dentistry (NHS)
Physiotherapy
Podiatry
Dialysis (currently provided by SHC)
Mental health support
IV infusions, and

More potent Diagnostics eg Ultrasound, X-ray

TOWN TEAM REPORT

Since our last report, Studio Hive have signed the contract and the work has started.

The consultants have now met the full Town Team and, at the time of writing this report, are making an analysis of the opportunities within the town which will be analysed by the Town Team with a view to deleting any which may not be achievable. In order to ensure that all sectors of the community are involved when public consultation takes place in June, Town Team is ensuring the stakeholder group is as diverse as possible and that representatives therefrom can be present at one of the three community focus events being held on 27th April. It will be based on the feedback from these events that more definitive proposals will be forthcoming for the June public consultation.

In order to maintain momentum on the main project above, Town Team meetings have now been divided into two with the Vitality Fund project being separated from other activities. As a result there was due to be a Vitality Fund and then a Town Team meeting on the 9th March but, due to the Chairman being unwell only the former took place. However, within the Town Team we have been looking at, following the installation of the Brunel Bench, a possible display board nearby which can give an abbreviated history of the Brunel bridge. Also we have been looking at the possibility of banners on lamp posts, town brochure and reinstating planters and putting trees therein. These activities are, however, progressing with less haste as the Vitality Fund work is regarded as the main item.

The town centre speaker system is being well received by the majority but integrity of the volume has had to be adjusted to allow balanced listening.

Peter Ryland
Acting Chairman

SALTASH TOWN COUNCIL

Annual Report 2022-2023





A warm welcome from the Mayor of Saltash



It has been my honour to serve as Mayor of Saltash for 2022-23. I have thoroughly enjoyed all the visits I have made, performances I have watched and events I have attended.

It has been a challenging year in many ways, the Town Council has supported, in whatever way we can those affected by the ongoing conflict in Ukraine, those close to home who have and continue to struggle in the current cost of living crisis and those still affected by the pandemic.

I would like to thank my wife Sarah who has supported me throughout the year as Mayoress, Deputy Mayor Councillor Julia Peggs and her husband Geoff Peggs as Deputy Mayor Consort and all my fellow Councillors for their support over the year. I would also like to thank the staff of Saltash Town Council who work hard to deliver services in challenging times.

My chosen local organisations to support for the year were Saltash Sailing Club Cadets and Saltash Environmental Action (SEA).

Saltash Sailing Club Cadets provide a friendly and accessible club for under 18s to learn to sail. It not only offers sailing tuition, but qualifications, coaching in racing and the chance to make new friends and learn lifelong skills.

SEA is a group of volunteers who run many environmentally friendly initiatives in the town. These include litter picking, the community allotment and free events open to the community.

There have been a lot of memorable events this year, the platinum Jubilee celebrations where a large number of people came to celebrate on Jubilee Green. My fellow Councillors organised the Beating of the Bounds event in honour of the Platinum Jubilee, which was a great success. The town also came together after the sad passing of HRH the Late Queen Elizabeth II and many residents and visitors came to the Guildhall and Library Hub to sign the books of condolence.

This year has had an emphasis on the environment, new trees have been planted in conjunction with SEA including the Darley Oak on Jubilee Green for the Platinum Jubilee and trees at Saltash Library Hub. We continue to plant and nurture wildflower areas across the town and encourage residents and visitors to be aware of the environment.



Saltash Regatta - Festival Fund

The Saltash Regatta Committee successfully applied for £2928.43 to run one of the largest regattas in Cornwall. Run over two days the team used the funds to pay for staging, insurance and entertainment.



Mary Newman’s Cottage - Community Chest Fund

The Committee applied for £500 to replace unsafe garden furniture used in the garden café. The new furniture enabled visitors to enjoy refreshments in the garden and raised vital funds for the cottage to remain open for generations to come.

YOUR MONEY MATTERS FOR YOUR COMMUNITY

How your council tax contributes to your community

Saltash Town Council hold budget and precept meetings annually to determine the amount that is necessary to maintain services that residents would rightly expect. The Town Council strives to continue to improve efficiencies in the way it operates. Saltash Town Council continues to work hard to deliver services under challenging financial times. The budget has increased by 4.15% which is 16 pence per week for an average band D property.

To summarise the Policy and Finance committee acts to manage the various policies used to control the activities of the Town Council and its finances. The terms of reference & matters delegated to the committee are listed on the Town Council website, together with copies of recent agendas, supporting documentation, minutes and detailed budget and expenditure information.

One of the major responsibilities of the committee is to prepare annual estimates and update a 5-year forecast of income and expenditure of the Town Council on continuing services and of payments on capital account for the next financial year and to make a recommendation to Full Council as to the council tax charges to the public (or precept as it is titled) in time for its annual budget meeting each year.

Another one of the important activities of the committee is managing the award of grants to local organisations for projects and activities via the “Community Chest” and “Festival Fund” respectively. This allows the Town Council to support organisations in locally important activities and public events. This is not to mention the continued support to Saltash Heritage and History Centre, by owning and maintaining the building they occupy.

The Town Council have awarded many projects and events in the year 2022-2023 including Mary Newman's Cottage £500 ~ Saltash Sailing Club Cadets £1,000 ~ Safe38 £434 ~ RBL Remembrance Festival £850 ~ Saltash Bowls Club £650 ~ Tincombe Tea Party £335 ~ Saltash Regatta £2,943 ~ May Fair / Christmas Festival £1,500 ~ Friends of Summerfields Park £1,000.

If you would like to apply for funding, or wish to find out more please contact us at enquiries@saltash.gov.uk

The importance of Professional Youth Work

Young people in Saltash, the next generation, are an energetic, creative asset to our town. They are increasingly, and rightly, raising important issues regarding the challenges, barriers and inequalities they face and it is important that we respond both positively and strategically to these concerns.

High quality, professional youth work provides safe, supportive and creative environments for young people to be themselves, make friends and develop their interests. It relies on the skills, experience and empathy of qualified youth workers and volunteers to guide and support them as they find their place in the world.

That’s why at Saltash Town Council we invest in Professional Youth Work and have worked hard to increase the budget for this over the last few years. For the year 2023-2024 the Town Council have budgeted £55,000 for the provision of professional youth work services in Saltash. This is an increase of 10% from the 2022-2023 budget.

Professional Youth Work will continue to be a high priority for us. Youth organisations in Saltash, like Livewire and The Core, do excellent work and are telling us that there is an increasing demand from young people, particularly to support their mental health and well-being in these challenging times.

We will keep doing all that we can to help meet this demand through our annual Professional Youth Work tendering process, supporting and funding Saltash Town Youth Council and leading the Saltash Team For Youth working group. If you’d like further information about this work, we would be delighted to hear from you. Please email enquiries@saltash.gov.uk.

YOUR TOWN COUNCIL WORKING FOR YOU

Page 6

Here at the Town Council we strive to offer events and secure available funding to benefit all in the Town. Below are some examples of events that have taken place over the past year, funding that has been applied for and improvements being made for those living in Saltash. If you would like to find out more or have any ideas for events, please get in contact via enquiries@saltash.gov.uk



SHARED PROSPERITY FUND



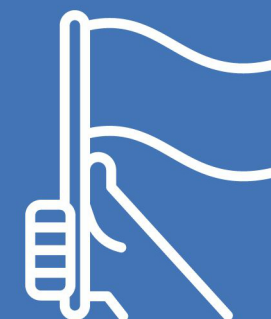
DEMENTIA VOICE



TOWN VITALITY BID



CHRISTMAS CRAFT FAYRE



TRESORY KERNOW



SHOP YOUR TOWN

Saltash Town Council, as part of the Good Growth Cornwall & Isles of Scilly Shared Prosperity Funding, have submitted a formal application under the Community Levelling Up funding opportunity. This application is for a feasibility study for the Saltash Town, Waterside and River Links Connectivity.

The intention of this feasibility study is to review potential links not only in the Town Centre but also to improve water connectivity with Saltash neighbouring areas for the future. The application is currently under review by the Good Growth team and if accepted, will be advertised accordingly.

To find out about this funding opportunity and others that may be applicable to yourself please visit;

www.ciosgoodgrowth.com/

At a Full Town Council Committee meeting held Thursday 6th October 2022. The Town Council formally adopted a proposal and plan to work towards being a Dementia-Friendly Town Council. As part of this the Town Council actioned a full review of all Town Council owned buildings in partnership with a team from Dementia Voice who are a part of Community Enterprises PL12, with recommendations on how to make Town Council buildings Dementia Friendly for the community and its users. Future projects for the Town Councils include, working in association with Dementia Voice conducting training for all Town Council staff focusing on how to support individuals living with Dementia in the Saltash area.

Saltash Town Council working on behalf of The Saltash Town Team have been successful in securing Town Vitality Funding from Cornwall Council to undertake a feasibility study into the optimal location(s) for developing a new green multi-use community space in the retail heart of the town centre. Working with Saltash Town Council, during November 2022, a brief was drawn up for the feasibility study. Tenders were sought from companies with relevant expertise and an excellent track record in designing public realm schemes in other towns. Following a thorough assessment of the tenders received and a shortlisting process, Architecture by Studio Hive have been contracted to carry out the feasibility work. The preferred scheme will be finalised by the end of September 2023.

On Saturday 3rd December 2022 Saltash Town Council held its first ever Christmas Craft and Gift Fayre. The event was well received with seventeen stall holders attending the Guildhall to sell their products between 10:30am and 4pm. Items for sale included skincare, plants, sweet treats and leather crafts. The Town Council were pleased to have welcomed over six hundred people through the Guildhall doors alone. The Christmas Craft and Gift Fayre coincided with the town's Christmas Festival organised by Saltash Chamber of Commerce. The popular Christmas Festival, held throughout Fore Street, encourages shoppers into the town from near and far and is one not to be missed.

Saltash Town Council was successfully awarded funding from Tresorys Kernow in 2021. Tresorys Kernow was a pilot project to breathe new life into towns and villages, with cultural events. Events held included art workshops for unemployed and inactive residents where participants created railway themed art work.

Saltash Heritage were invited to give talks on the history of the town. A green fashion show was held to showcase how to reuse and re-purpose clothes instead of buying new. Isambard House hosted the first Cornwall Comedy Awards which was a sell out event! Thirteen events were directly organised by Saltash Town Council and a further eleven organised by other organisations using the funding.

The Shop Your Town event was held on Thursday 2nd March alongside the Annual Parishioners meeting.

Seventeen local organisations attended the event with the aim to promote their services and encourage individuals to get involved. Members of the public and local Councillors were invited to attend the event to meet with local organisations and groups.

Feedback following the event was positive, with many organisations benefiting from the time to network with each other and several organisations and community groups reported successfully signing up new members! The Town Council were pleased with the results of the community led event and hope to hold a similar event in conjunction with the Annual Parishioners Meeting in the years to come.

SALTASH LIBRARY HUB

Page 151

Saltash Library Hub has had a wonderful 12 months of community events and activities as well as progressing the Library service. We will now be running the Home Library Service from the Hub with our amazing volunteers as well as offering our mezzanine landing as a space for the community to use and enjoy such as the new Writers Group and Yoga Group.

Over the year we have had key events such as the Spring, Summer and Autumn environment months where we have had workshops, craft activities and events, not to mention the British Science Fair. This year we had presentations from Spaceport Cornwall and Plymouth University talking about nanotechnology and climate change. Our Film Fridays were a great success and will be something we will continue to run at the end of the year again.

For this years Spring Environment Month we will be having keynote presentations from RSPB, Tamar Grow Valley and SEA as well as other activities running throughout the month. To top it off we will be having a Saturday morning workshop from the junk band 'Weapons of Sound'. The message for everyone is about re-cycling and what better way than to re-cycle anything that makes a noise! May will be Community History Month and we have a few surprises in store before our June Summer Environment Month.

Last October we had our first Literary Festival where authors for children and adults visited the Library throughout Octobers National Library Week. Again this is something we will look to do in 2023 as it was a fantastic success. We are instigating our own Book Club so watch out for news on that one.

The Summer Reading Challenge for children in the Summer holidays attracted even more young readers in 2022 who look to win the famous gold medal. This years theme will be 'Ready, Set, Read'. A challenge set on reading, sport and play. We are also running the South West Reading Challenge for 2023 for all ages. Prizes range from a Laptop to an Amazon Fire Tablet.

There are many, many more activities and events this year for all ages to look out for. We have also been preparing for the exciting next chapter of the Saltash Library Hub. Behind the scenes we have been busy planning for the refurbishment of the Library Hub which will secure the buildings future for community use. Currently the building is in need of not only TLC but also a refurbishment to offer better facilities and meeting spaces for all ages.

In the meantime pop into the Hub and meet the friendly staff and enjoy the wonderful space we have. There are so many things to come and get involved with and look forward to in 2023.

DID YOU KNOW ?

The community of Saltash and the Town Council believe libraries are important Community Hubs for Towns and Parishes. That's why, the invaluable, Saltash Library Hub was devolved from Cornwall Council with all associated costs to manage and maintain undertaken by the Town Council.

YOUR COMMUNITY SERVICES

Page 152



KEEP AN EYE OUT FOR COMMUNITY SURVEYS



Saltash Town Council run community surveys via Survey Monkey. In completing a short survey you are assisting Saltash Town Council in the decisions they make on behalf of the residents and community of Saltash.

Allotments



Allotments and community gardens are a great way to grow your own food and enjoy the fresh air whilst learning about cultivation, observing wildlife and improving your mental health and well-being.

Saltash Town Council oversees three allotment sites - Fairmead, Grenfell and Churchtown. We currently have waiting lists for all three sites. If you would like to be added to our waiting list please email enquiries@saltash.gov.uk.

Churchtown Cemetery

The Town Council is responsible for Churchtown Cemetery located at the top of Farm Lane opposite St Stephen's Church. The Service Delivery Department regularly maintain the cemetery grounds and supervise burials. The Town Council offer memorial services to the public such as memorial benches and the planting of memorial rose bushes.

For further information please contact the Guildhall or visit our website:
www.saltash.gov.uk/churchtowncemetery.php



Repairs and Maintenance



The Town Councils Service Delivery Department undertake a wide variety of tasks. The small team support with events, plant colourful flower displays around the town and, along with regular grass cutting, pathway maintenance and hedge trimming, work hard to ensure our town is full of colour and greenery all year. The team are responsible for a wide variety of maintenance on the Town Council buildings and public facilities. Sadly the public conveniences are often subject to vandalism and the team undertake the majority of repair work in house, working hard to get the facilities repaired and opened as quickly as possible.

Pontoon

Saltash Town Council manage and maintain the Pontoon just off of Jubilee Green.

The Pontoon allows for 10 permanent berths, one available berth for emergency services and a few public moorings which can be used for short stays.

We currently have no permanent mooring vacancies. To join our waiting list please email enquiries@saltash.gov.uk



GREAT SERVICES AND USEFUL INFORMATION

Page 153

Let's keep our Community clean

Are you apart of a Community Group or organisation?

Are you passionate about our environment?

Why not enquire to use the Town Council's FREE litter picking equipment?



To find out more call us on

01752 844846



Facilities to Hire

Saltash Town Council have facilities for hire to hold a variety of events. The rooms can be hired for meetings, dance classes, birthday parties, exhibitions, family celebrations, local fundraising events, and many more.

Check out our website to find out more: www.saltash.gov.uk/facilitiesforhire.php

Committee Organisational Structure

Saltash Town Council's website displays the Town Council Committee Organisational Structure including membership and an easy to follow flow chart of the parenting committees that oversee them. You can find the Organisational Structure here: www.saltash.gov.uk/council.php

Schedule of Meetings

Saltash Town Council recently approved the Town Council's Schedule of Meetings Calendar for the year 2023-2024.

The schedule can be found on the Town Council website www.saltash.gov.uk/council.php

Town Council meetings are held at The Guildhall and sometimes at other Town Council premises. Town Council meetings are open to the public and press. Agendas are published on the website, social media and noticeboards three clear working days before each meeting. Any member of the public requiring to put a question to the Town Council must do so 24 hours prior to the meeting by email to enquiries@saltash.gov.uk or by letter to the Town Clerk, The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

All residents are encouraged to attend and listen to the Town Council debate and decisions being made for the town.

CONNECT WITH US



@SaltashTownCouncilOfficial
@Saltashlibraryhub



@SaltashTC

Follow us on our Social Media networks to keep up to date with news and more!

Join us for
Town Council
Committee meetings



Meet Your Councillors

Every second Saturday of the month outside Bloom Hearing, Fore Street

Page 154

ESSA



Cllr Richard Bickford
R.Bickford@saltash.gov.uk



Cllr John Brady
J.Brady@saltash.gov.uk



Cllr Rachel Bullock
R.Bullock@saltash.gov.uk



Cllr Jon Foster
J.Foster@saltash.gov.uk



Cllr Matthew Griffiths
M.Griffiths@saltash.gov.uk



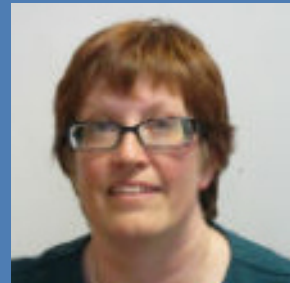
Cllr Sheila Lennox-Boyd
S.Lennox-Boyd@saltash.gov.uk



VACANCY



Cllr Jean Dent
J.Dent@saltash.gov.uk



Cllr Sarah Gillies
S.Gillies@saltash.gov.uk



Cllr Sarah Martin
S.Martin@saltash.gov.uk



Cllr Julia Peggs
J.Peggs@saltash.gov.uk



Cllr Pete Samuels
P.Samuels@saltash.gov.uk



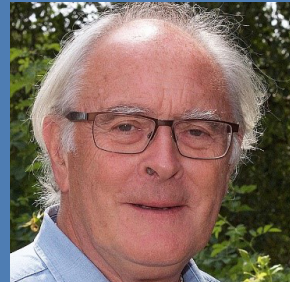
Cllr Steve Miller
S.Miller@saltash.gov.uk



Cllr Brenda Samuels
B.Samuels@saltash.gov.uk



Cllr David Yates
D.Yates@saltash.gov.uk



Cllr Brian Stoyel
B.Stoyel@saltash.gov.uk

TAMAR

TREMATON



Are you passionate about your local area?

Do you want to make a difference in your local community?

Would you like to offer your skills and experience?

Do you enjoy being apart of a team?

BECOME A COUNCILLOR

Interested?

Why not visit Saltash Town Councils website to learn more about how the Town Council operates, view agendas and, minutes and learn what the Town Council is responsible for delivering in Saltash.

Join 80,000 councillors across the country who are working to make their communities better for residents.

Be the change - be a Councillor.

Meet Your Cornwall Councillors

Page 155



Cornwall Councillor Hilary Frank

Essa Ward

Contact:
Cllr.hilary.frank@cornwall.gov.uk



Cornwall Councillor Sheila Lennox-Boyd

Tamar Ward

Contact:
Cllr.sheila.lennox-boyd@cornwall.gov.uk



Cornwall Councillor Martin Worth

Trematon and Landrake Ward

Contact:
Cllr.martin.worth@cornwall.gov.uk

Find out more and read council and cabinet minutes, agendas, and reports, view decisions, watch webcasts of council meetings and find dates of future meetings here:

www.cornwall.gov.uk/the-council-and-democracy/councillors-and-meetings/

DID YOU KNOW ?

It can often be confusing trying to work out which service falls under within the remit of each local authority, especially for residents who are unaware of the distinction. The table below provides a short guide to the different services provided at each level of local government. However, it should be stressed that Council's have some freedom to develop services to benefit the community which could be undertaken at either level of government.

Saltash Town Council

- Saltash Library Hub
- Saltash Public Toilets
- Allotments
- Planning and Licensing
- Play Parks
- Open Spaces
- Public Rights of Ways
- Jubilee Green Pontoon
- Seagull Proof Bags
- Burials and Memorials

Cornwall Council

- Rubbish and Recycling
- Highways and Transport
- Council Tax
- Schools
- Parking
- Play Parks
- Open Spaces
- Benefits
- Health and Social Care
- Housing
- Planning and Licensing

To identify the exact locations of the above services please refer to Saltash Town Councils Portfolios which can be found on our website here: www.saltash.gov.uk/town-council-portfolio.php

Meet the Team

Administration Department

Behind a great Town Council is a hardworking Administration Department. Comprised of the Town Clerk / RFO, Assistant Town Clerk, Senior Policy and Data Compliance Monitoring Officer, Administration Officer, Planning and General Administrator and the Mayor's Secretary / Receptionist.

This small but dedicated team are on hand to assist and support the Members of the the Town Council, residents of Saltash and the community. The Administration Department proudly supports and undertakes any work instructed by the Town Council following confirmed resolutions from committee meetings.



Service Delivery Department

The SD Department comprised of the Service Delivery Manager and the Assistant Service Delivery Manager, Service Delivery General Assistants, a Cleaner/ Caretaker and Casual Caretaker. The Team carry out works across the Town including, but not limited to, Pontoon Management, various Grounds Maintenance throughout the town and surrounding areas and General Maintenance on all Saltash Town Council premises and assets.



Saltash Library Hub

Saltash Library Hub has so much to offer to the community of Saltash. It is not possible to list the entire service here so what better way to learn about the library than seeing it for yourself.

The Community Hub Team Leader and the Team would be more than happy to tell you all about the services of Saltash Library including information regarding proposed plans for the building refurbishment and community hub. The Library are pleased to have reverted back to their original opening hours prior to the pandemic as follows: Monday, Tuesday, Thursday and Friday 10am until 5pm and Saturday 10am until 1pm.



Finance Department

The Finance Department is comprised of the Finance Officer and Finance Assistant. The Finance Department undertake various financial processes and regularly monitors the Town Council's income and expenditure against the approved budgets reporting at Town Council meetings. The Finance Department has a rigorous internal control system to ensure the Town Council's finances for all transactions are adequately and effectively in line with the Governance and Accountability Practitioners Guide, Financial Regulations, Standing Orders, and Town Council finance policies. The Town Council appoints an internal and external auditor throughout the year to undertake a thorough audit of its financial statements, ensuring the Town Council provides full and appropriate accountability, with the Town Council being effectively accountable to the people of Saltash for their spending decisions.



CONTACT US



enquiries@saltash.gov.uk



01752 844846



www.saltash.gov.uk



[@SaltashTownCouncilOfficial](https://www.facebook.com/SaltashTownCouncilOfficial)

[@SaltashLibraryHub](https://www.facebook.com/SaltashLibraryHub)



[@SaltashTC](https://twitter.com/SaltashTC)



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX



Scan me to contact the Town Council

To receive a request for a Civic Parade at Saltash Regatta and consider any actions and associated expenditure.

Good Afternoon Saltash Town Council,

Please may we ask, on behalf of Saltash Regatta, for a civic parade on Saturday 29th July 2023, meeting at Victoria Gardens from 10.00 am, in preparation for the parade which will leave at 10.30 am. We intend to travel down Fore Street, past the Guildhall and finish at the Waterfront, where we will request that the Mayor hands out an award to the best-dressed organisation please, giving a small speech to open the Regatta.

We will invite other organisations and issue a plan to ensure the order of the parade is in keeping with the requirements.

Please may we ask that this is brought to the attention of the council at the next meeting.

Kind Regards,

Karen Lilley
Chair, Saltash Regatta

To receive a report on the Shop Your Town Event and consider any actions and associated expenditure

On Thursday 2nd March 2023 in conjunction with the Annual Parishioners meeting from 17:00 – 20:00, an event was held in the Longroom at the Guildhall to promote local groups and organisations, open to the public and councillors to attend.

A extensive list was created by the Chairman of the council inviting numerous groups and organisation in the Town.

The following local organisations were in attendance at the event:

- Saltash Regatta
- Rotary Club of Saltash
- Safer Saltash
- Saltash Police
- Ashtore Rock
- Community Enterprises PL12 inclusive of Dementia Voice
- Saltash Heritage
- Saltash and District Royal British Legion
- Saltash Floral Club
- Saltash Bowls club
- Pysanka Club
- Saltash Environmental Action (SEA)
- Saltash Foodbank
- Age Uk Cornwall
- Joint Patient Participation Groups (Port View and Saltash Health Centre)
- Saltash Red Bus

All mentioned groups submitted a report to the Annual Town Meeting with Parishioners of Saltash held 18:30 Thursday 2nd March 2023.

The event was heavily publicised on Town Council social media and notice boards, those in attendance also were asked to promote, share and display posters.

Many STC councillors and Cornwall Councillors were in attendance prior to Annual Town Meeting with Parishioners of Saltash, with 22 members of the public also attending.

Below is an overview of feedback received from residents and organisations that attended the event.

Shop Your Town – Residents Feedback

Where did you hear about the event?

- Invitation sent to our secretary
- At Ashtorre Rock and on Facebook
- Word of mouth
- Facebook
- Word of mouth
- Friend – did not see any adverts

What made you come along to the event?

- Opportunity to network and speak to the public
- As a volunteer was interested in meeting other volunteer services
- Deputy Mayor
- Bowls club, flower arranging
- To see what it was about and to support Ashtorre Rock
- Community

What did we do well and what can we do to improve the event for next time?

- Whilst I understand it was arranged to coincide with the parishioners meeting there were only two members of the public visiting our stall. It might be worth considering running it on a Saturday morning when I would anticipate more would attend
- Perhaps advertise in advance a bit more
- More advertising a good idea
- Not well advertised on Town Council website
- Advertise more otherwise very interesting and engaging

Shop Your Town – Organisations Feedback

Do you think the event was worth attending?

- Not so much this time, but hopefully in the future
- Yes. It was a good chance to meet other associations and swap ideas
- Yes from a networking perspective
- Yes – first time for us
- Very quiet
- Yes

What did you achieve from the event?

- Networking
- We have attracted some potential members
- Networking, useful contacts and discussion
- Two volunteers signed up, conversations with interested parties about the idea of a social supermarket
- Networking
- Networking and awareness of our purpose

What did we do well and what can we do to improve the event for next time?

- More advertising required
- The event was an excellent idea, larger premises are needed to attract more organisations – cadet groups, scouts and guides
- Advertising needs improving – local press, Facebook, noticeboards. It would be good see more general public and possibly more space needed
- Perhaps advertising to draw in more general public?
- Nice space, more people
- More advertising. Have each stall/table open to view rather than enclosed

End of Report
Assistant Town Clerk

To receive an update on the Town Council CCTV S106 application and consider any actions and associated expenditure

Summary

Cornwall Fire and Rescue are undertaking an efficiency review of fire control. Whilst the original review and potential partnership approach did not include the CCTV function, the subsequent full business case has been required to review all activities within the control room including the delivery of the CCTV provision at Tolvaddon.

Unfortunately, the options that have been put forward within the business case recommend that going forward the critical control room focuses on the delivery of its statutory duty to call handle, mobilise and support fire and rescue functions.

As far as we are aware, the future of Tolvaddon remains in question.

S106 Application / Panel

Further to this, there have been several delays in the Town Council S106 application being considered due to the panel not being quorate on several occasions – attached S106 application for information.

The results of the consultation show support from the high street.

Options

1. Put the Town Council S106 CCTV application on hold until we understand the position of Tolvaddon;
2. Investigate alternative solutions to host the CCTV system, update the S106 application, and resubmit to the Panel;
3. Investigate CCTV options for Town Council premises only utilising the Town Council budget code – defer to a future Services Committee meeting for consideration.

**End of Report
Town Clerk**

Saltash Section 106 Funding Deployment Panel

Application Form

A. Overview

1. Name & Address of Organisation: Saltash Town Council,
The Guildhall, 12 Lower Fore Street, Saltash, Cornwall, PL12 6JX
2. Title of Project: Saltash Town Centre CCTV project.
3. Brief Description of Project:
The project seeks to ensure Saltash Town Centre is a safer place for all, by providing a high-quality CCTV installation with modern versatile equipment that is not only recorded but monitored for faster reaction to incidents. The majority of the project work planning has been undertaken by Lucy Allison (Cornwall Council - Community Safety Officer - East Cornwall) as part of Safer Saltash.
4. Total Funding Requested **£48,960.78**
5. Dates/instalments that funding is Required: ASAP – Saltash Town Council are working towards installation within 6 months of receiving the funding, subject to contractors availability.
6. Please tick to indicate that the following documents have been enclosed

Copy of Accounts (except for public bodies)	<input type="radio"/>
Copy of Standing Orders (except for public bodies)	<input type="radio"/>
Copy of Insurance for this project (if applicable)	<input type="radio"/>

B. Declaration

I confirm that all of the details on this form, including any attachments, are correct to the best of my knowledge, and understand that false or inaccurate information on the form may result in funding being refused or withdrawn

Project Contact Sinead Burrows – Town Clerk

Date 21.11.22

C. About the applicant organisation

1. Brief description of aims of organisation

Town Council supporting and delivering benefits to the people of Saltash through the provision of services, maintaining assets and supporting community based projects throughout the town.

2. Status of organisation

Charity ☐ Public Body ☒ Community Organisation ☐
CIC ☐ Other _____ ☐

3. Date founded

1974 as a Town Council, long before as a Borough Council.

4. Project Contact name Sinead Burrows
Position Town Clerk
Contact tel. 01752 844846
Email sinead.burrows@saltash.gov.uk

5. Senior Contact name Sinead Burrows
Position Town Clerk
Contact tel. 01752 844846
Email sinead.burrows@saltash.gov.uk

6. Please give a brief description of other projects delivered by the organisation; particularly those of a similar nature to the project you are bidding for:

Saltash Town Council have a track record of delivering large scale projects throughout Saltash. Recent projects led by Saltash Town Council are the refurbishment of the once derelict Saltash Station building, the devolution of Saltash Library from Cornwall Council and its ongoing refurbishment. In the town centre the Town Council have carried out extensive improvement works alongside other partners in recent years. Such projects include refurbishing benches, bins and bollards, town centre Christmas and Festival Lights provision and delivering the town centre speaker project. The Town Council continue to maintain some infrastructure on behalf of Cornwall Council. Public Toilet provision is provided by Saltash Town Council at Belle Vue, Alexandra Square and Longstone Park on a lease and tenancy at will basis from Cornwall Council, the Town Council continue to maintain and improve the toilet provision for the benefit of the community and those that visit.

7. In the event that your organisation ceased to exist, what would happen to its resources and assets?

Extremely unlikely possibility, but all assets would likely pass to other government organisation, that would take on similar responsibilities

D. About the Project / Project Element

1. Title of Project / Project Element: Saltash Town Centre CCTV project.

2. Description

Saltash Town Council, alongside key partner Safer Saltash seek funding to help support the installation of a Town Centre CCTV system that will ensure the town centre is a safer place for everyone in our community and those that visit.

The majority of the scheme is in direct relation to the Town Centre, with 8 cameras being situated in, or around Fore Street to provide excellent coverage.

Camera monitoring hours are 44 hours per week and recordings are 24 hours per day, 7 days a week, at a cost of £0.45 per camera per hour.

The attached map identifies the Town Centre boundary for Saltash, the below five cameras are situated within the boundary. Alexandra Square is the 'Cultural' centre of the Town Centre with historic buildings, a car park, toilets, as well as somewhere to relax and rest (Memorial Peace Garden). There are a number of businesses that have access onto the Square, it is a frequently used route to the Town Centre and Tamar Bridge access point, as well as being a key route from a mainline railway station.

Alexandra Square car park is not well-lit, CCTV would enhance the safety of the area, as well as the perceived safety, and all the benefits that brings. Being able to promote that one of the Town's four car parks is protected by CCTV potentially could be a reason for some to visit as they consider it safer to do so.

By situating the three listed cameras allows the police to identify criminals. They can both prevent crimes from happening and can quickly solve criminal cases with material evidence. In addition, CCTV protect against property theft, and vandalism.

Three cameras for s106 funding:

- Camera 1: on the existing Christmas lights pole, Top of Fore Street;
- Camera 2: on streetlight R013, Fore Street;
- Camera 3: on streetlight R006, bottom of Fore Street / top of Lower Fore Street.

Beyond the Town Centre there are five cameras which form a key part of the design and will allow individuals, or vehicles to be tracked once beyond, or, on the approach to the Town Centre, thus also helping to protect the wider town.

The Town Council acknowledge that the additional five cameras (below) are not eligible under s106 funding but form a vital part of the entire project:

- Camera 4: next to streetlight C050, top section of Lower Fore Street (entrance to Tamar bridge pedestrian walkway, key location);
- Camera 5 - adj. to streetlight A108, outside The Union Inn;
- Camera 6 - on streetlight B051, Old Ferry Road;
- Camera 7: Alexandra Square car park;
- Camera 8 – by the Leisure Centre – protecting the whole area from LC to Library.

The Town Council hope to achieve additional funding for the above five cameras via alternative funding streams:

- Police and Crime Commissioners Office;
- Safer Streets Fund;
- The National Lottery Community Funding;
- Cornwall Council.

Similar systems have now been installed and are operational in most Cornish Towns of a similar size, and many smaller ones. They link via internet connections back to a central control centre where footage is recorded and monitored. Saltash would be joining a well proven and developed network where we can provide a guaranteed level of operational capability alongside other Cornish Towns.

Panel members should refer to the accompanying CCTV Management report provided by Lucy Allison of Safer Saltash (as attached).

The Town Council will absorb ongoing maintenance and management costs for eight cameras. The current annual operational costs are predicted at around £14,680.40 and this will go on to form part of the STC budget to ensure the project is supported into the future.

3. Please tick to indicate which priorities your project (element) meets, and explain how it meets them:

- i) Town Centre Regeneration ☒
- The provision of a high quality CCTV provision has been highlighted by many over several years as an important feature of a safe and vibrant Town Centre. Working closely with other organisations the Town Council have developed a design that will help to ensure that a vast majority of the Town Centre would be covered. The aim is to ultimately ensure that those using the Town Centre not only feel safer, but are actually safer and can be better protected in the event of an incident.

Support has been abundant on Social Media over several years for CCTV, with support coming from the public and traders alike. Letters of support are attached.

- ii) Generation of Employment Space ☒
- Whilst the project does not seek to directly generate employment space, the intent is to ensure that Saltash Town Centre is a safer place, with the understanding that businesses and visitors alike will feel more inclined to visit or set up business here because we have helped to create a safer place for everyone.

iii) Other Community Benefit ☒

We do expect that the scheme will make the Town Centre safer and will have a direct impact on levels of crime and reported crime in and around the Town Centre. We hope that the Town Centre will avoid the mantle of being a 'no go' area, at any time and will help to make the entire Town Centre and wider Town feel like a better and safe place to live, visit and work.

The community benefit is extremely hard to quantify, but we are convinced that it is the community that stands to benefit most from the knowledge that the Town Centre is a welcoming and a safe place for all.

4. Details of volunteer time involved in project:

The project is a collaboration of a number of paid and volunteer organisations all have put in time to debate and work up the design. All Town Councillors are volunteers and continue to have a key role in delivering the project.

5. Details of other sources/amounts of funding secured:

Saltash Town Council are making a significant contribution to the project, and are committed to the ongoing maintenance and running costs in relation to this project.

6. Details of other sources/amounts of funding pending:

Saltash Town Council are also seeking alternative funding via a number of suitable funding bodies (as listed above). If these are successful then STC will look to reduce its liability, or look at ways to continue to improve the design. STC are however, committed to the project and will seek to progress without these additional funding sources.

7. Breakdown of costs

Item	Cost	Source of cost (including estimate)
Capital costs (8 cameras) (3 cameras s106 request)	£76,276.69 £42,216.75	Quotation attached
Year 1 - Operating costs (8 cameras) (3 cameras s106 request)	£14,680.40 £6,161.40	Quotation attached
Total Costs (8 cameras) Total Costs (3 Cameras s106)	£90,957.90 £48,378.15	

8. Total costs requested from Section 106 Funding: **£48,960.78**
9. If approved, when would the project begin? ASAP – Saltash Town Council are working towards installation within 6 months of receiving the funding, subject to contractors availability.
10. When would the project be complete? Contractor to confirm at the stage of appointment.
11. What ongoing maintenance would be required, and how would this be funded (including if it is part of the bid:
Annual operating costs will be factored into the Town Council budget setting process after Year 1. The bid requests support for Year 1 only, and only in relation to the Town Centre cameras.
12. Do you require insurance for this project? Yes ☒ No ☐
If yes, please give details:
The equipment will be insured by Saltash Town Council.
13. Does the project require work valued at £2,500 or above from any individual supplier? Yes ☒ No ☐

If yes, please note that submitting this form commits you to obtain three quotations for any such piece of work.

PLEASE NOTE: Due to the specialised nature of the work, Saltash Town Council do not require to adhere to the Town Council's Financial Regulations (three quotes) due to the provider being the sole supplier in Cornwall with direct connections to the Police and Fire Commissioners.

14. Does the project require work valued at £25,000 or above from any individual supplier? As above Yes ☒ No ☐

If yes, please note that submitting this form commits you to carry out a full tender process for any such piece of work.

15. Do you require any further permission(s) for this work, including planning permission? If so, please indicate the permissions required and current stage:

We are working closely with landowners, predominantly Cornwall Council to ensure the correct permissions and connections are in place prior to work commencing.

16. Please provide a brief summary of any project risks and how they will be mitigated:

Risk Item	Severity	Proposed Mitigation
Not receiving all the funding	High	Reduce scope of works to match budget
Not receiving all the required permissions	High	Continue to work with partners to find the right solution or reduce scope of project as a last resort.
Equipment prices rise during project development process	High	Some contingency is built in.
Equipment takes longer to arrive due to global shortages	Medium	This would result in a delay, but this is a long-term project

NOTE: A FURTHER SECTION D SHOULD BE SUBMITTED FOR EACH DISCRETE PROJECT OR PROJECT ELEMENT. Please number as D1, D2 etc.

E. Project Management

1. Project Manager name Sinead Burrows
 Position Town Clerk
 Contact tel. 01752 844846
 Email sinead.burrows@saltash.gov.uk

2. Breakdown of Project Management Costs:

Item	Cost	Source of cost (inc. estimate)	included in Section D estimates?
Project management costs per camera	£582.63	S106 Funding Quote attached	No
Total	£582.63		

F. Total Costs requested from Section 106 Funding

1. Costs from Section D1	£42,216.75
2. Costs from Section D2	£6,161.40
3. Costs from Section E	£582.63
TOTAL COSTS	£48,960.78

G. Treatment of Value Added Tax

Please note that the grants under this scheme are provided net of VAT.

Bill of Quantities

Scheme Title: Openspace CCTV system, Saltash

Date: 09/09/2021

Scheme ref: 680082/C002

Client ref:

Bill Item:	Description of Works:	Qty:	Measure :	Rate:	Total:
022OS12	Site assessment and survey - 6 to 10 cameras	1	No.	£1,838.88	£1,838.88
100X	BT RS1000D Fibre Link	1	No.	£11,550.00	£11,550.00
100X	Line rental for RS1000D CCTV Transmission Circuit (price is per year, 3 year minimum term)	3	No.	£1,320.00	£3,960.00
016OS06	Equipment familiarisation and handover instruction - on site per hour	8	No.	£53.71	£429.68
Camera 1	On the existing Christmas lights pole, Top of Fore Street.				
015OS20	Secure camera to column bracket - up to 7m	1	No.	£83.41	£83.41
015OS24	Fix and secure column bracket - up to 7m	1	No.	£83.41	£83.41
015OS28	Connect camera power supply on column/cabinet - from isolator to camera up to 7m	1	No.	£83.41	£83.41
015OS34	Fit wifi antenna with bracket - column up to 7m	1	No.	£83.41	£83.41
015OS38	Connect wifi power supply on column/cabinet - isolator to antenna up to 7m	1	No.	£83.41	£83.41
015OS42	Alignment and configuration of wifi - includes alignment across two locations	1	No.	£83.41	£83.41
015OS44	Terminate cat5 4 pair cable - fit cable termination connector	6	No.	£26.59	£159.54
015OS51	Install cat 5/co-axial/cable per meter - clipped to surface	10	No.	£5.56	£55.60
016OS01	Camera configuration on site - camera operational	1	No.	£53.16	£53.16
016OS03	Install privacy zones on IP camera - additional to configuration	1	No.	£26.59	£26.59
041PBB1	Unit Referencing - Street Light - wall/pole bracket: <7m	1	No.	£10.73	£10.73
015F3F6	Install Complete Unit or Support - Feeder Pillar (Three Phase):Ground Level	1	No.	£154.72	£154.72
CBB1509	Altron PMB1699H	1	No.	£138.21	£138.21
100X	Bosch NDP-5512-Z30L IR PTZ dome 2MP 30x IP66	1	No.	£1,421.20	£1,421.20
PSU102	NDP-6001B PoE	1	No.	£106.75	£106.75
100X	Silvernet Micro 95mbps PCP Radio Link	1	No.	£845.46	£845.46
CDC1001	Cat 5 Patch Lead	2	No.	£2.44	£4.88
087L	L4/25F/A1 Double Unit Double Pole Isolator	1	No.	£22.63	£22.63
098A	Two way IP55 consumer unit c/w 40a/30ma RCD with two 6a MCBs	1	No.	£41.78	£41.78
RCD001	Twin metal clad 30mA RCD protected socket outlet	3	No.	£18.61	£55.83
CBC301	Charles Endirect CCTV Cabinet - to Dan's Spec.	1	No.	£899.84	£899.84
CDSD2002	Orange smooth bore 50mm traffic signal duct per metre	4	No.	£1.00	£4.00
021A04	SSEC - Excavation & Reinstatement - New str/furn U/G conn. <=3m from service. Footpath	1	No.	£734.71	£734.71
Camera 2	On street light R013, Fore Street.				
015OS20	Secure camera to column bracket - up to 7m	1	No.	£83.41	£83.41
015OS24	Fix and secure column bracket - up to 7m	1	No.	£83.41	£83.41
015OS28	Connect camera power supply on column/cabinet - from isolator to camera up to 7m	1	No.	£83.41	£83.41
015OS34	Fit wifi antenna with bracket - column up to 7m	1	No.	£83.41	£83.41
015OS38	Connect wifi power supply on column/cabinet - isolator to antenna up to 7m	1	No.	£83.41	£83.41
015OS42	Alignment and configuration of wifi - includes alignment across two locations	1	No.	£83.41	£83.41
015OS44	Terminate cat5 4 pair cable - fit cable termination connector	6	No.	£26.59	£159.54
015OS51	Install cat 5/co-axial/cable per meter - clipped to surface	10	No.	£5.56	£55.60
015OS57	Fit 5 port network switch - new and replacement inc PSU	1	No.	£53.16	£53.16
016OS01	Camera configuration on site - camera operational	1	No.	£53.16	£53.16
016OS03	Install privacy zones on IP camera - additional to configuration	1	No.	£26.59	£26.59
041PBB1	Unit Referencing - Street Light - wall/pole bracket: <7m	1	No.	£10.73	£10.73
015F3F6	Install Complete Unit or Support - Feeder Pillar (Three Phase):Ground Level	1	No.	£154.72	£154.72
CBB1509	Altron PMB1699H	1	No.	£138.21	£138.21
100X	Bosch NDP-5512-Z30L IR PTZ dome 2MP 30x IP66	1	No.	£1,421.20	£1,421.20
PSU102	NDP-6001B PoE	1	No.	£106.75	£106.75
100X	5x 10/100/1000 industrial unmanaged gigabit switch	1	No.	£218.14	£218.14
100X	15vDC 24W din rail mount PSU	1	No.	£103.33	£103.33
100X	Silvernet Micro 95mbps PCP Radio Link	1	No.	£845.46	£845.46
CDC1001	Cat 5 Patch Lead	2	No.	£2.44	£4.88
087L	L4/25F/A1 Double Unit Double Pole Isolator	1	No.	£22.63	£22.63

098A	Two way IP55 consumer unit c/w 40a/30ma RCD with two 6a MCBs	1	No.	£41.78	£41.78
RCD001	Twin metal clad 30mA RCD protected socket outlet	3	No.	£18.61	£55.83
CBC301	Charles Endirect CCTV Cabinet - to Dan's Spec.	1	No.	£899.84	£899.84
CDSD2002	Orange smooth bore 50mm traffic signal duct per metre	4	No.	£1.00	£4.00
021A04	SSEC - Excavation & Reinstatement - New str/furn U/G conn. <=3m from service. Footpath	1	No.	£734.71	£734.71
Camera 3 On street light R006, Top of Lower Fore Street.					
015OS20	Secure camera to column bracket - up to 7m	1	No.	£83.41	£83.41
015OS24	Fix and secure column bracket - up to 7m	1	No.	£83.41	£83.41
015OS28	Connect camera power supply on column/cabinet - from isolator to camera up to 7m	1	No.	£83.41	£83.41
015OS34	Fit wifi antenna with bracket - column up to 7m	1	No.	£83.41	£83.41
015OS38	Connect wifi power supply on column/cabinet - isolator to antenna up to 7m	1	No.	£83.41	£83.41
015OS42	Alignment and configuration of wifi - includes alignment across two locations	1	No.	£83.41	£83.41
015OS44	Terminate cat5 4 pair cable - fit cable termination connector	6	No.	£26.59	£159.54
015OS51	Install cat 5/co-axial/cable per meter - clipped to surface	10	No.	£5.56	£55.60
015OS56	Install AMG rack switch - cables and links	1	No.	£26.59	£26.59
016OS01	Camera configuration on site - camera operational	1	No.	£53.16	£53.16
016OS03	Install privacy zones on IP camera - additional to configuration	1	No.	£26.59	£26.59
041PBB1	Unit Referencing - Street Light - wall/pole bracket: <7m	1	No.	£10.73	£10.73
015F3F6	Install Complete Unit or Support - Feeder Pillar (Three Phase):Ground Level	1	No.	£154.72	£154.72
CBB1509	Altron PMB1699H	1	No.	£138.21	£138.21
100X	Bosch NDP-5512-Z30L IR PTZ dome 2MP 30x IP66	1	No.	£1,421.20	£1,421.20
PSU102	NDP-6001B PoE	1	No.	£106.75	£106.75
100X	Silvernet Micro 95mbps PCP Radio Link	1	No.	£845.46	£845.46
100X	AMG Rack switch AMG9CLM-12G-4C	1	No.	£693.00	£693.00
CDC1001	Cat 5 Patch Lead	3	No.	£2.44	£7.32
087L	L4/25F/A1 Double Unit Double Pole Isolator	1	No.	£22.63	£22.63
098A	Two way IP55 consumer unit c/w 40a/30ma RCD with two 6a MCBs	1	No.	£41.78	£41.78
RCD001	Twin metal clad 30mA RCD protected socket outlet	3	No.	£18.61	£55.83
100X	Altron Street cab AEC-90-65/CF/A4P/BB	1	No.	£1,450.00	£1,450.00
CDSD2002	Orange smooth bore 50mm traffic signal duct per metre	4	No.	£1.00	£4.00
021A04	SSEC - Excavation & Reinstatement - New str/furn U/G conn. <=3m from service. Footpath	1	No.	£734.71	£734.71
100X	Bosch DIVAR 5000AIO	1	No.	£4,860.57	£4,860.57
100X	MBV sub system expansion	1	No.	£1,128.57	£1,128.57
100X	RS modem shelf	2	No.	£37.00	£74.00
016OS05	IP network design - allocate IP address to equipment on local sub net	1	No.	£265.78	£265.78
015OS62	Install and configure recording unit	1	No.	£514.96	£514.96
015OS56	Install AMG rack switch - cables and links	1	No.	£26.59	£26.59
015OS48	Install software licence - install on server	1	No.	£212.63	£212.63
Camera 4 Next to street light C050, Lower Fore Street					
015OS20	Secure camera to column bracket - up to 7m	1	No.	£83.41	£83.41
015OS24	Fix and secure column bracket - up to 7m	1	No.	£83.41	£83.41
015OS28	Connect camera power supply on column/cabinet - from isolator to camera up to 7m	1	No.	£83.41	£83.41
015OS34	Fit wifi antenna with bracket - column up to 7m	1	No.	£83.41	£83.41
015OS38	Connect wifi power supply on column/cabinet - isolator to antenna up to 7m	1	No.	£83.41	£83.41
015OS42	Alignment and configuration of wifi - includes alignment across two locations	1	No.	£83.41	£83.41
015OS44	Terminate cat5 4 pair cable - fit cable termination connector	6	No.	£26.59	£159.54
015OS51	Install cat 5/co-axial/cable per meter - clipped to surface	10	No.	£5.56	£55.60
015OS57	Fit 5 port network switch - new and replacement inc PSU	1	No.	£53.16	£53.16
016OS01	Camera configuration on site - camera operational	1	No.	£53.16	£53.16
016OS03	Install privacy zones on IP camera - additional to configuration	1	No.	£26.59	£26.59
041PBB1	Unit Referencing - Street Light - wall/pole bracket: <7m	1	No.	£10.73	£10.73
CBB1509	Altron PMB1699H	1	No.	£138.21	£138.21
100X	Bosch NDP-5512-Z30L IR PTZ dome 2MP 30x IP66	1	No.	£1,421.20	£1,421.20
PSU102	NDP-6001B PoE	1	No.	£106.75	£106.75
100X	5x 10/100/1000 industrial unmanaged gigabit switch	1	No.	£218.14	£218.14
100X	15vDC 24W din rail mount PSU	1	No.	£103.33	£103.33
100X	Silvernet Micro 95mbps PCP Radio Link	1	No.	£845.46	£845.46
CDC1001	Cat 5 Patch Lead	3	No.	£2.44	£7.32
100X	Silvernet Micro 95mbps PCP Radio Link	1	No.	£845.46	£845.46

087L	L4/25F/A1 Double Unit Double Pole Isolator	1	No.	£22.63	£22.63
098A	Two way IP55 consumer unit c/w 40a/30ma RCD with two 6a MCBs	1	No.	£41.78	£41.78
RCD001	Twin metal clad 30mA RCD protected socket outlet	3	No.	£18.61	£55.83
CBC301	Charles Endirect CCTV Cabinet - to Dan's Spec.	1	No.	£899.84	£899.84
CDS2002	Orange smooth bore 50mm traffic signal duct per metre	4	No.	£1.00	£4.00
021A04	SSEC - Excavation & Reinstatement - New str/furn U/G conn. <=3m from service. Footpath	1	No.	£734.71	£734.71
015CA6	Install Complete Unit or Support - Street Light - Column: >7m	1	No.	£157.87	£157.87
162C12	8 metre SINGLE Bracket 114mm Column Shaft	1	No.	£245.12	£245.12
021C01	New street furniture O/H connection on existing LV pole	1	No.	£269.62	£269.62
Relay 1	Link for cameras 5 & 6. Street light C054E, bottom of Lower Fore Street, Saltash				
015OS34	Fit wifi antenna with bracket - column up to 7m	1	No.	£83.41	£83.41
015OS38	Connect wifi power supply on column/cabinet - isolator to antenna up to 7m	1	No.	£83.41	£83.41
015OS42	Alignment and configuration of wifi - includes alignment across two locations	1	No.	£83.41	£83.41
015OS44	Terminate cat5 4 pair cable - fit cable termination connector	6	No.	£26.59	£159.54
015OS51	Install cat 5/co-axial/cable per meter - clipped to surface	10	No.	£5.56	£55.60
015OS57	Fit 5 port network switch - new and replacement inc PSU	1	No.	£53.16	£53.16
041PBB1	Unit Referencing - Street Light - wall/pole bracket: <7m	1	No.	£10.73	£10.73
015F3F6	Install Complete Unit or Support - Feeder Pillar (Three Phase):Ground Level	1	No.	£154.72	£154.72
100X	5x 10/100/1000 industrial unmanaged gigabit switch	1	No.	£218.14	£218.14
100X	15vDC 24W din rail mount PSU	1	No.	£103.33	£103.33
CDC1001	Cat 5 Patch Lead	3	No.	£2.44	£7.32
087L	L4/25F/A1 Double Unit Double Pole Isolator	1	No.	£22.63	£22.63
098A	Two way IP55 consumer unit c/w 40a/30ma RCD with two 6a MCBs	1	No.	£41.78	£41.78
RCD001	Twin metal clad 30mA RCD protected socket outlet	3	No.	£18.61	£55.83
CBC301	Charles Endirect CCTV Cabinet - to Dan's Spec.	1	No.	£899.84	£899.84
CDS2002	Orange smooth bore 50mm traffic signal duct per metre	4	No.	£1.00	£4.00
100X	Silvernet Micro 95mbps PCP Radio Link	1	No.	£845.46	£845.46
021A04	SSEC - Excavation & Reinstatement - New str/furn U/G conn. <=3m from service. Footpath	1	No.	£734.71	£734.71
Camera 5	Adj. to street light A108, outside The Union Inn.				
015OS20	Secure camera to column bracket - up to 7m	1	No.	£83.41	£83.41
015OS24	Fix and secure column bracket - up to 7m	1	No.	£83.41	£83.41
015OS28	Connect camera power supply on column/cabinet - from isolator to camera up to 7m	1	No.	£83.41	£83.41
015OS34	Fit wifi antenna with bracket - column up to 7m	1	No.	£83.41	£83.41
015OS38	Connect wifi power supply on column/cabinet - isolator to antenna up to 7m	1	No.	£83.41	£83.41
015OS42	Alignment and configuration of wifi - includes alignment across two locations	1	No.	£83.41	£83.41
015OS44	Terminate cat5 4 pair cable - fit cable termination connector	6	No.	£26.59	£159.54
015OS51	Install cat 5/co-axial/cable per meter - clipped to surface	10	No.	£5.56	£55.60
015OS57	Fit 5 port network switch - new and replacement inc PSU	1	No.	£53.16	£53.16
016OS01	Camera configuration on site - camera operational	1	No.	£53.16	£53.16
016OS03	Install privacy zones on IP camera - additional to configuration	1	No.	£26.59	£26.59
041PBB1	Unit Referencing - Street Light - wall/pole bracket: <7m	1	No.	£10.73	£10.73
015F3F6	Install Complete Unit or Support - Feeder Pillar (Three Phase):Ground Level	1	No.	£154.72	£154.72
CBB1509	Altron PMB1699H	1	No.	£138.21	£138.21
SSFC01	Altron 6 MTR CCTV folding Column	1	No.	£551.80	£551.80
100X	Bosch NDP-5512-Z30L IR PTZ dome 2MP 30x IP66	1	No.	£1,421.20	£1,421.20
PSU102	NDP-6001B PoE	1	No.	£106.75	£106.75
100X	5x 10/100/1000 industrial unmanaged gigabit switch	1	No.	£218.14	£218.14
100X	15vDC 24W din rail mount PSU	1	No.	£103.33	£103.33
CDC1001	Cat 5 Patch Lead	3	No.	£2.44	£7.32
087L	L4/25F/A1 Double Unit Double Pole Isolator	1	No.	£22.63	£22.63
098A	Two way IP55 consumer unit c/w 40a/30ma RCD with two 6a MCBs	1	No.	£41.78	£41.78
RCD001	Twin metal clad 30mA RCD protected socket outlet	3	No.	£18.61	£55.83
CBC301	Charles Endirect CCTV Cabinet - to Dan's Spec.	1	No.	£899.84	£899.84
CDS2002	Orange smooth bore 50mm traffic signal duct per metre	4	No.	£1.00	£4.00
100X	Silvernet Micro 95mbps PCP Radio Link	1	No.	£845.46	£845.46
021A04	SSEC - Excavation & Reinstatement - New str/furn U/G conn. <=3m from service. Footpath	1	No.	£734.71	£734.71
015CA6	Install Complete Unit or Support - Street Light - Column: >7m	1	No.	£157.87	£157.87
Camera 6	On street light B051, Old Ferry Road.				
015OS20	Secure camera to column bracket - up to 7m	1	No.	£83.41	£83.41
015OS24	Fix and secure column bracket - up to 7m	1	No.	£83.41	£83.41

015OS28	Connect camera power supply on column/cabinet - from isolator to camera up to 7m	1	No.	£83.41	£83.41
015OS34	Fit wifi antenna with bracket - column up to 7m	1	No.	£83.41	£83.41
015OS38	Connect wifi power supply on column/cabinet - isolator to antenna up to 7m	1	No.	£83.41	£83.41
015OS42	Alignment and configuration of wifi - includes alignment across two locations	1	No.	£83.41	£83.41
015OS44	Terminate cat5 4 pair cable - fit cable termination connector	6	No.	£26.59	£159.54
015OS51	Install cat 5/co-axial/cable per meter - clipped to surface	10	No.	£5.56	£55.60
015OS57	Fit 5 port network switch - new and replacement inc PSU	1	No.	£53.16	£53.16
016OS01	Camera configuration on site - camera operational	1	No.	£53.16	£53.16
016OS03	Install privacy zones on IP camera - additional to configuration	1	No.	£26.59	£26.59
041PBB1	Unit Referencing - Street Light - wall/pole bracket: <7m	1	No.	£10.73	£10.73
015F3F6	Install Complete Unit or Support - Feeder Pillar (Three Phase):Ground Level	1	No.	£154.72	£154.72
CBB1509	Altron PMB1699H	1	No.	£138.21	£138.21
100X	Bosch NDP-5512-Z30L IR PTZ dome 2MP 30x IP66	1	No.	£1,421.20	£1,421.20
PSU102	NDP-6001B PoE	1	No.	£106.75	£106.75
100X	5x 10/100/1000 industrial unmanaged gigabit switch	1	No.	£218.14	£218.14
100X	15vDC 24W din rail mount PSU	1	No.	£103.33	£103.33
CDC1001	Cat 5 Patch Lead	3	No.	£2.44	£7.32
087L	L4/25F/A1 Double Unit Double Pole Isolator	1	No.	£22.63	£22.63
098A	Two way IP55 consumer unit c/w 40a/30ma RCD with two 6a MCBs	1	No.	£41.78	£41.78
RCD001	Twin metal clad 30mA RCD protected socket outlet	3	No.	£18.61	£55.83
CBC301	Charles Endirect CCTV Cabinet - to Dan's Spec.	1	No.	£899.84	£899.84
CDS2002	Orange smooth bore 50mm traffic signal duct per metre	4	No.	£1.00	£4.00
100X	Silvernet Micro 95Mbps PCP Radio Link	1	No.	£845.46	£845.46
021A04	SSEC - Excavation & Reinstatement - New str/furn U/G conn. <=3m from service. Footpath	1	No.	£734.71	£734.71

Total excluding VAT:	£64,746.27
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Notes

- The town council are responsible for ensuring the necessary permissions are in place for fixing equipment to privately owned or listed buildings.
- Aborted visits to site previously requested by your representative (which are aborted due to reasons beyond our control) and waiting time will be chargeable at an additional amount to the quotation value.

Bill of Quantities

Scheme Title: CCTV - Saltash Leisure Centre

Date: 13/08/2021

Scheme ref: 684969_C001_BoQ

Client ref:

Bill Item:	Description of Works:	Qty:	Unit:	Rate:	Total:
	Dayworks to cover site survey				
60DW10	Dayworks Inside NWD - (Vehicles & Plant) Charged Per Hour - CCTV Camera Operative	3	No.	£36.85	£110.55
015CU03	Install Camera Unit or Support - Camera Control Cabinet (incl. Configuring and Commission)	1	No.	£1,465.43	£1,465.43
015F3F6	Install Complete Unit or Support - Feeder Pillar (Three Phase):Ground Level	1	No.	£154.72	£154.72
021A04	SSEC - Excavation & Reinstatement - New str/furn U/G conn. <=3m from service. Footpath	1	No.	£734.71	£734.71
CBB1509	ALTRON PMB 1699H	1	No.	£138.21	£138.21
100X	Bosch PTZ HDR30x lamps W125901715	1	No.	£1,787.50	£1,787.50
CDC1001	Cat 5 Patch Lead	2	No.	£2.44	£4.88
087L	L4/25F/A1 Double Unit Double Pole Isolator	1	No.	£22.63	£22.63
098A	Two way IP55 consumer unit c/w 40a/30ma RCD with two 6a MCBs	1	No.	£41.78	£41.78
RCD001	Twin metal clad 30mA RCD protected socket outlet	3	No.	£18.61	£55.83
CBC301	Charles Endirect CCTV Cabinet - to Dan's Spec.	1	No.	£899.84	£899.84
CECH2304	Draytek Vigor 2862 VDSL ADSL Router	1	No.	£336.36	£336.36
CH001	ADSL Filter	1	No.	£12.77	£12.77

Total excluding VAT:	£5,765.21
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Notes

- The camera will be mounted on Cornwall Council street light D150.
- The Town Council will need to order a BT super-fast broadband line. No allowance has been made for one within this offer.
- No line of sight is available to link the unit into the town system. The Bosch cloud system will need to be used.

Your Ref:
Our Ref : 684971/C001

Cornwall Council
Western Group Centre
Radnor Road
Scorrier
Cornwall
TR16 5EH

Unit 20
Walkham Business Park
Burrington Way
Plymouth
Devon
PL5 3LS

Tel : 07810 858071
Fax :

FAO: Amy Looker
Dear Mrs Looker

13/08/2021

Scheme title : CCTV - Saltash Skate Park

We thank you for your recent enquiry and have pleasure in submitting our quotation as follows:-

Supply and install CCTV equipment as detailed in the attached bill of quantities.

For the sum of £5,765.21
This price is exclusive of VAT.

The above quotation is subject to works being carried out through our existing contract with Cornwall Council.

Thank you for your enquiry and should you require any further details, please do not hesitate to contact me.

Yours sincerely



Matthew Williams
New Business Manager

SSE Contracting is a trading name of SSE Contracting Limited which is part of the Aurelius Group. The Registered Office of SSE Contracting Limited is No. 1 Forbury Place, Forbury Road, Reading, United Kingdom, RG1 3JH. Register in England & Wales No. 02317133.
www.ssecontracting.co.uk

2022-23 Open Space CCTV Service Offering

Information Classification: CONFIDENTIAL

Specification for Cornwall CCTV by Option						
Activity	A	B	C	E	F	I
Page 178	An annual Periodic inspection and lens cleans at 3 monthly intervals. Annual check incorporating a visual structural and electrical inspection. The structural integrity of the installation will be recorded on form SS02/5/CCTVCM-SIF.	Repair or removal of failed components, including the dismantling and refitting/reassembling other components as necessary. Replacement labour and Parts included * In normal working hours (0800 to 1700 Mon to Fri)	Repair or removal of failed components, including the dismantling and refitting/reassembling other components as necessary. Replacement labour included but Parts Chargeable - In normal working hours (0800 to 1700 Mon to Fri)	Notification of power supply faults to DNOs, enter on records, monitor and report performance of DNOs in restoring supplies	Response to reported faults and damage. All faults to be attended by the end of the next working day. Included in service (based on reports being made between 1800 and 0700)	Annual Net Price per camera
Option A	X	X		X	X	£ 595.05
Option B	X		X	X	X	£ 394.32

*Notes

1. Obsolete microwave equipment (ML16) is excluded from our offer.
2. Any underground equipment such as fibre cables is not covered under this offer.

Community based Open Space CCTV - CC Hosted

OPTION A - Cost inclusive

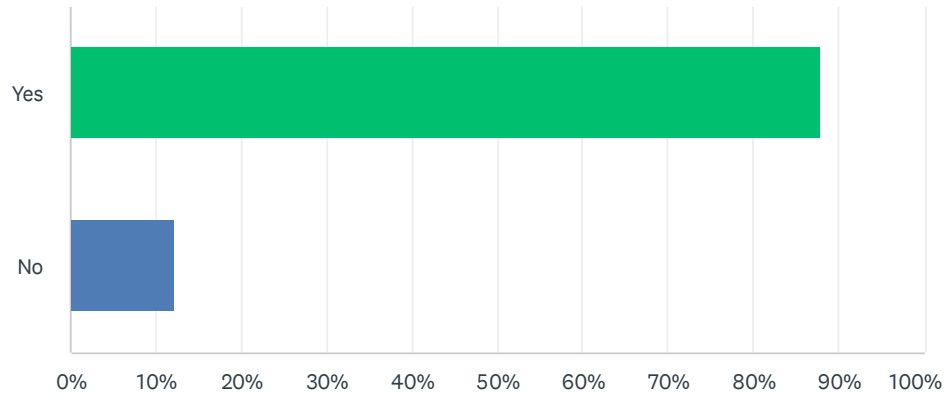
[a] CC Hosting Admin Charge	£35.00	(includes energy management, asset management, communications management & defect management)
[b] Option A Charge	£595.05	
[c] Un-metered Energy Camera Charge	£44.15	(CC un-metered energy account rate per unit per annum charge) 30w x 24 (hrs) x 365 (Year) x unit rate (kWh) - 0.03 x 8,760 x 16.8p
Total Option A Charge Maintenance	£674.20	8 £5,393.60

OPTION B - Cost Plus basis

[a] CC Hosting Admin Charge	£35.00	(includes energy management, asset management, communications management & defect management)
[b] Option B Charge	£394.32	
[c] Un-metered Energy Camera Charge	£44.15	(CC un-metered energy account rate per unit per annum charge) 30w x 24 (hrs) x 365 (Year) x unit rate (kWh) - 0.03 x 8,760 x 16.8p
Total Option B Charge Maintenance	£473.47	8 £3,787.76

Q1 Do you support the installation of CCTV in and around Saltash Town Centre?

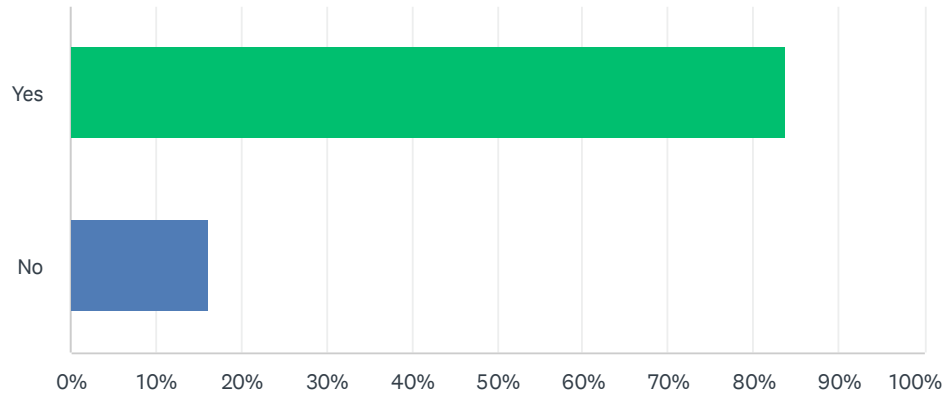
Answered: 499 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	87.78%	438
No	12.22%	61
TOTAL		499

Q2 Would you support the use of funding allocated for 'Town Centre regeneration and enhancements' being used for this?

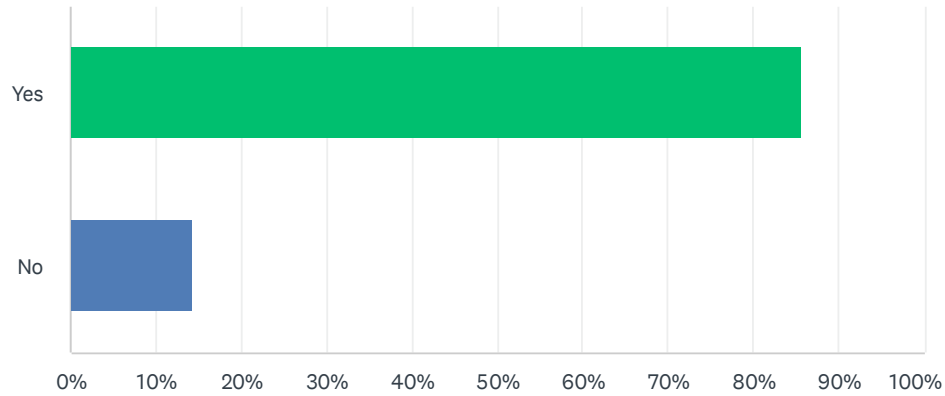
Answered: 498 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	83.73%	417
No	16.27%	81
TOTAL		498

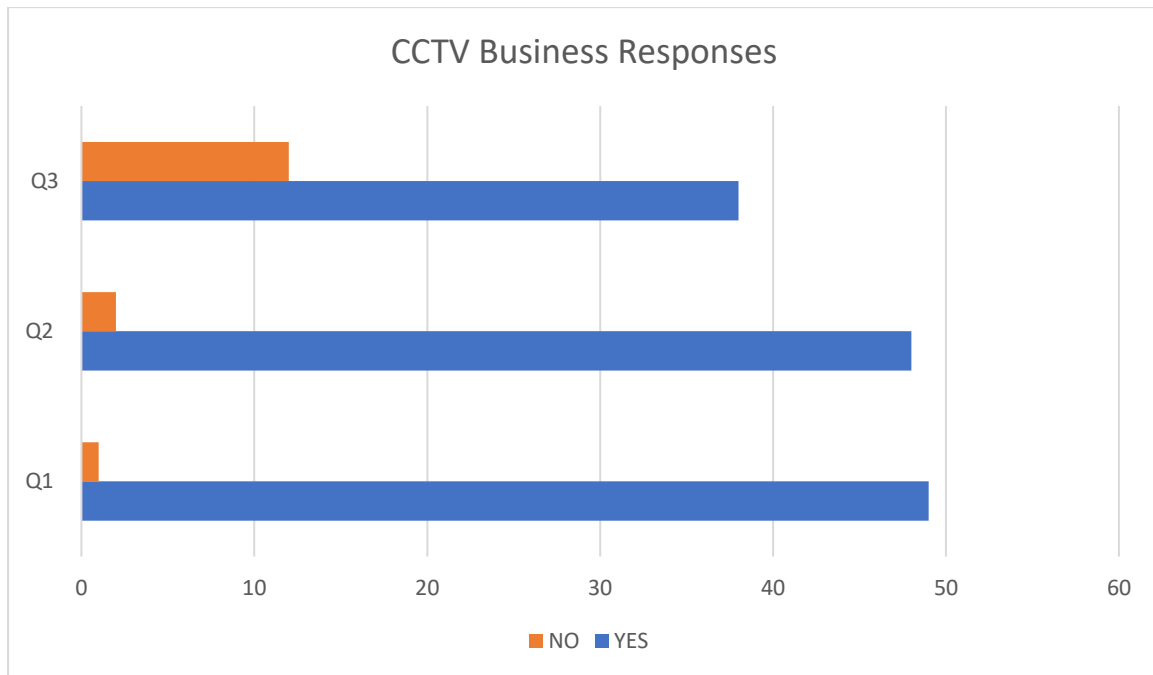
Q3 Do you support the installation of CCTV in other areas of Saltash, such as the Waterside or Leisure Centre?

Answered: 497 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes	85.71%	426
No	14.29%	71
TOTAL		497

Business Support:



84 Businesses visited

50 Businesses responded

34 combination of businesses not wishing to partake or shop closed at the time of visit



Saltash Town Council



Grant Application Form

APPLYING FOR:

(Tick one box)

Community Chest Grant

☐

Festival Fund Grant

☒

DATE APPLICATION SUBMITTED:

09/3/23

Contact Name:	[REDACTED]
Position:	Director
Organisation:	Salt Arts CIC
Contact Address:	[REDACTED]
Telephone Number:	[REDACTED]
E-mail:	[REDACTED]
Status of Organization:	Community Interest Company
Charity/Company number (if applicable)	<p>Charity No:</p> <p>Company No: 14682179</p>
What geographical area does your organization cover?	South West UK

How long has your organization been in existence?	<p>Salt Arts has been a CIC since February 2023. Director [REDACTED] has worked in this field under her own name as a freelancer since 2001.</p> <p>The Saltash Songs & Shanties Festival project (now produced by Salt Arts CIC) was founded by [REDACTED] in 2022.</p>
--	--

Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>? (Please list – continue on a separate sheet if necessary)				
Please list the aims and objectives of your organization	<p>The aims and objectives of Salt Arts CIC are to:</p> <ul style="list-style-type: none"> - Produce high-quality cultural events and projects that engage with local arts, heritage, education and environment. - Deliver cultural production and marketing services in partnership with creatives and non-profit organisations. - Make work in which the audience experience is a priority and which is accessible, entertaining and inspiring. 			

What are the main activities of your organization?	<p>Our work includes producing festivals, live events, installations, site-specific work, venue management and cultural programmes in the South West.</p> <p>Services include:</p> <p>Research & development for projects.</p> <p>Building partnerships.</p> <p>Project delivery.</p> <p>Marketing.</p> <p>Public engagement & participation.</p> <p>Evaluation and reporting</p> <p>More information: www.saltarts.org</p>
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	Yes / No or N/A
Are you part of a religious group?	No
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	NA
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	NA
If application is from an education, health or social service establishment – do you work in partnership with other groups?	NA
If application is from an education, health or social service establishment – is project in addition to statutory services?	NA

2. Your project

Project	Start Date	09 / 05 / 23
	Finish Date	25 / 6 / 23
	Total Cost	£ 1,225
	Grant Applied For	£900

Project title:	Saltash Songs & Shanties Festival: Pop-Up Piano
-----------------------	--

Description of project (please continue on a separate sheet if necessary):	Saltash Songs & Shanties Festival brings local people from all demographics together to enjoy music and arts. We aim to build on what was achieved in at the first event (June 2022) to establish an annual Festival that will be highly social, educational, entertaining and a source of local pride. Pop-Up Piano will be a major strand in this year's Festival, involving people from across Saltash. <i>Please see additional sheet for more information the project paragraph 1.</i>
Where will the project/activity take place?	Two potential sites have been identified: - Waterfront near to the Union Inn and Livewire Youth Music. - Victoria Gardens. The final site will be chosen after further consultation with Saltash Town Council, local residents and businesses.
Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	The target audience for Festival events is: - People of all demographics living in the PL12 district. - Visitors from the surrounding regions (c.15 mile radius/30 min travel). The Pop-Up piano project will be free and accessible to all.
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	The 2022 festival was extremely well received with 50% of ticketed events selling out and extensive feedback requesting that the event be repeated and further developed. The Pop-Up Piano project idea has been presented to a range of target audience members who were enthusiastic and supportive.
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)	<i>Please see separate sheet for expressions of support and positive feedback - paragraph 2.</i>

<p>How will the project be managed and how will you measure its success?</p>	<p>The project will be managed by [REDACTED] at Salt Arts CIC (saltarts.org). She will also work with an Events Manager, programmer and artist (to paint the piano).</p> <p>Success will be measured through:</p> <ul style="list-style-type: none"> - participant feedback collected in person and online. - social media data. - feedback from local residents and businesses.
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>Mar: Planning with STC supported by advice from Street Pianos (http://www.streetpianos.com/)</p> <p>April: Recruit artist to transfer designs to piano.</p> <p>May: Launch competition for local children to design artwork for piano.</p> <p>Identify suitable piano and book moving and disposal company.</p> <p>Piano painted, tuned and vandal-proofed.</p> <p>17 June: piano installed.</p> <p>26 June: piano removed and recycled.</p>
<p>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)</p>	<p>The piano will be available for young and vulnerable people to use with parents or carers present, as usually required in a public place.</p>

3. How you will pay for your project.

<p>What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	<p><i>Please see budget on attached sheet - paragraph 3.</i></p>
<p>How will you promote STC once application and project are complete?</p>	<p>Logo and credits will be included on all publicity material and on the piano. Credit will be given in press and social media announcements.</p>

Saltash Town Council considers Match Funding is extremely important. Please list any applications you have made for funding from other organisations in the table below:

Organization	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
FEAST Cornwall	Total grant of £1,000 of which £325 is allocated to this project.		✓
<i>See attached sheet for information on further funding received by Saltash Songs & Shanties Festival.</i>			

Please confirm the bank account your project is using is in the project's name/organization name	Yes
--	-----

4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organization's most recent bank statements (mandatory)	Yes
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	Yes

A letter head showing the organization's address and contact details		Yes
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)		Yes
A copy of your organization's latest set of accounting statements (if any exist)		No accounts filed yet.
Copies of any letters of support for your project		<i>See attached sheet for project support.</i>
If your organization has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council		NA
Other (please list)		

If any of the above documents have not been enclosed, please give reasons why in the box below:

<p>Salt Arts CIC is due to file its first set of accounts at the end of this financial year.</p>
--

5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.



I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/we confirm that a risk assessment will be completed prior to an event granted funding by the Town Council.

I/we accept the following:

- (i) that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
- (ii) that any grant offered will be used only for the purposes set out in this application;
- (iii) that we will provide reports on progress at the request of the Town Council;
- (iv) the support of the Town Council will be publicised;
- (v) that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.

Please be aware that the decision as to whether you have been successful in your application will be communicated to you shortly after the relevant Council meeting.

Signed:			
Print Name(s):			
Position(s):	Director		
Date:	9/3/2023		

The Companies Act 2006

Community Interest Company Limited by Guarantee ⁱ

Memorandum of Association

of

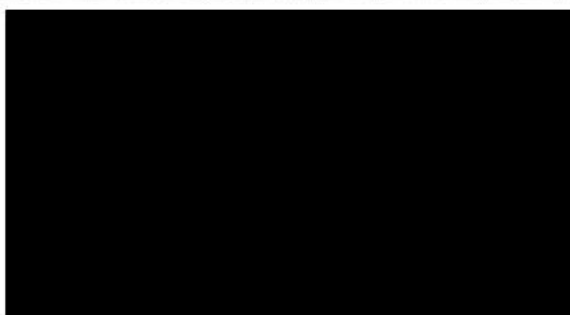
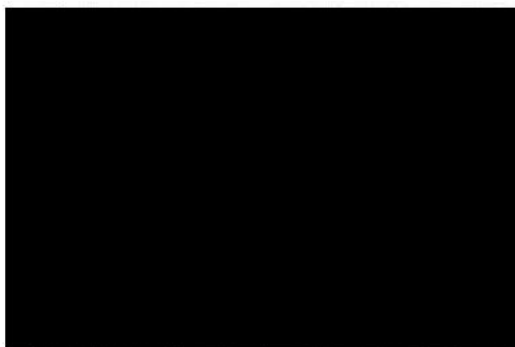
Salt Arts CIC

The Companies Act 2006
Community Interest Company Limited by Guarantee
Memorandum of Association ⁱⁱ
of
Salt Arts C.I.C

Each subscriber to this Memorandum of Association wishes to form a company under the Companies Act 2006 and agrees to become a member of the Company.

Name of each subscriberⁱⁱⁱ
subscriber

Authentication by each



Dated 8/2/23

ⁱ On the different limited company forms available to CICs, see [Part 3] of the Regulator's information and guidance notes.

ⁱⁱ For companies incorporated after 1 October 2009 the memorandum of association will consist only of the names of the subscribers of the company. If you are an existing company incorporated prior to 1 October 2009 and wishing to become a community interest company, you will need to incorporate the relevant provisions of your current memorandum into the articles of the community interest company.

ⁱⁱⁱ For illustration, space for one subscriber has been supplied here. There is no upper limit to the number of subscribers and further entries may be added as appropriate.

The Companies Act 2006

Community Interest Company Limited by Guarantee

Articles of Association¹

of

Salt Arts CIC

(CIC Limited by Guarantee, Schedule 1, Small Membership)

The Companies Act 2006
Community Interest Company Limited by Guarantee

INDEX TO THE ARTICLES

INTERPRETATION.....	1
1. Defined Terms	1
2. Community Interest Company	1
3. Asset Lock.....	1
4. Not for profit	2
OBJECTS, POWERS AND LIMITATION OF LIABILITY	2
5. Objects	2
6. Powers	2
7. Liability of members.....	2
DIRECTORS	2
DIRECTORS' POWERS AND RESPONSIBILITIES	2
8. Directors' general authority.....	2
9. Members' reserve power	2
10. Chair.....	3
11. Directors may delegate	3
DECISION-MAKING BY DIRECTORS	3
12. Directors to take decisions collectively.....	3
13. Calling a Directors' meeting	3
14. Participation in Directors' meetings	4
15. Quorum for Directors' meetings	4
16. Chairing of Directors' meetings	5
17. Decision-making at meetings	5
18. Decisions without a meeting.....	5
19. Conflicts of interest	5
20. Directors' power to authorise a conflict of interest	6
21. Register of Directors' interests	6
APPOINTMENT AND RETIREMENT OF DIRECTORS	7
22. Methods of appointing Directors.....	7
23. Termination of Director's appointment.....	7
24. Directors' remuneration.....	7
25. Directors' expenses	8
MEMBERS	8
BECOMING AND CEASING TO BE A MEMBER.....	8
26. Becoming a member	8
27. Termination of membership	8
DECISION MAKING BY MEMBERS	9
28. Members' meetings.....	9
29. Written resolutions	9
ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS	10
30. Means of communication to be used	10
31. Irregularities.....	10
32. Minutes.....	10
33. Records and accounts	11
34. Indemnity.....	11
35. Insurance	12

36. Exclusion of model articles.....	12
SCHEDULE.....	13

The Companies Act 2006

Articles of Association

of

Salt Arts CIC

INTERPRETATION

1. Defined Terms

1.1 The interpretation of these Articles is governed by the provisions set out in the Schedule at the end of the Articles.

COMMUNITY INTEREST COMPANY AND ASSET LOCK

2. Community Interest Company

The Company is to be a community interest company.

3. Asset Lock²

3.1 The Company shall not transfer any of its assets other than for full consideration.

3.2 Provided the conditions in Article 3.3 are satisfied, Article 3.1 shall not apply to:

- (a) the transfer of assets to any specified asset-locked body, or (with the consent of the Regulator) to any other asset-locked body; and
- (b) the transfer of assets made for the benefit of the community other than by way of a transfer of assets into an asset-locked body.

3.3 The conditions are that the transfer of assets must comply with any restrictions on the transfer of assets for less than full consideration which may be set out elsewhere in the memorandum or Articles of the Company.

3.4 If:

3.4.1 the Company is wound up under the Insolvency Act 1986; and

3.4.2 all its liabilities have been satisfied

any residual assets shall be given or transferred to the asset-locked body specified in Article 3.5 below.

3.5 For the purposes of this Article 3, the following asset-locked body is specified as a potential recipient of the Company's assets under Articles 3.2 and 3.4:

Name: Creative Kernow

(Please note that a community interest company cannot nominate itself as the asset locked body. It also cannot nominate a non-asset locked body. An asset locked body is defined as a CIC or charity, a permitted society or non-UK based equivalent.)

Charity Registration Number (if applicable): 292138

Company Registration Number (if applicable): 1727731

Registered Office: Creative Kernow, Krowji, West Park, Redruth, TR15 3GE

4. Not for profit

4.1 The Company is not established or conducted for private gain: any surplus or assets are used principally for the benefit of the community.

OBJECTS, POWERS AND LIMITATION OF LIABILITY

5. Objects³

The objects of the Company are to carry on activities which benefit the community and in particular (without limitation) to production and promotion of arts and cultural activities in the South West of England.

6. Powers

6.1 To further its objects the Company may do all such lawful things as may further the Company's objects and, in particular, but, without limitation, may borrow or raise and secure the payment of money for any purpose including for the purposes of investment or of raising funds.

7. Liability of members⁴

The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the Company in the event of its being wound up while he or she is a member or within one year after he or she ceases to be a member, for:

- 7.1 payment of the Company's debts and liabilities contracted before he or she ceases to be a member;
- 7.2 payment of the costs, charges and expenses of winding up; and
- 7.3 adjustment of the rights of the contributories among themselves.

DIRECTORS

DIRECTORS' POWERS AND RESPONSIBILITIES⁵

8. Directors' general authority

Subject to the Articles, the Directors are responsible for the management of the Company's business, for which purpose they may exercise all the powers of the Company.

9. Members' reserve power

- 9.1 The members may, by special resolution, direct the Directors to take, or refrain from taking, specific action.
- 9.2 No such special resolution invalidates anything which the Directors have done before the passing of the resolution.

10. Chair

The Directors may appoint one of their number to be the chair of the Directors for such term of office as they determine and may at any time remove him or her from office.

11. Directors may delegate⁶

- 11.1 Subject to the Articles, the Directors may delegate any of the powers which are conferred on them under the Articles or the implementation of their decisions or day to day management of the affairs of the Company:

11.1.1 to such person or committee;

11.1.2 by such means (including by power of attorney);

11.1.3 to such an extent;

11.1.4 in relation to such matters or territories; and

11.1.5 on such terms and conditions;

as they think fit.

- 11.2 If the Directors so specify, any such delegation of this power may authorise further delegation of the Directors' powers by any person to whom they are delegated.

- 11.3 The Directors may revoke any delegation in whole or part, or alter its terms and conditions.

DECISION-MAKING BY DIRECTORS

12. Directors to take decisions collectively⁷

Any decision of the Directors must be either a majority decision at a meeting or a decision taken in accordance with Article 18. [In the event of the Company having only one Director, a majority decision is made when that single Director makes a decision.]

13. Calling a Directors' meeting

- 13.1 Two Directors may (and the Secretary, if any, must at the request of two Directors) call a Directors' meeting.

- 13.2 A Directors' meeting must be called by at least seven Clear Days' notice unless either:

- 13.2.1 all the Directors agree; or
- 13.2.2 urgent circumstances require shorter notice.
- 13.3 Notice of Directors' meetings must be given to each Director.
- 13.4 Every notice calling a Directors' meeting must specify:
 - 13.4.1 the place, day and time of the meeting; and
 - 13.4.2 if it is anticipated that Directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.
- 13.5 Notice of Directors' meetings need not be in Writing.
- 13.6 Notice of Directors' meetings may be sent by Electronic Means to an Address provided by the Director for the purpose.
- 14. Participation in Directors' meetings**
 - 14.1 Subject to the Articles, Directors participate in a Directors' meeting, or part of a Directors' meeting, when:
 - 14.1.1 the meeting has been called and takes place in accordance with the Articles; and
 - 14.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.
 - 14.2 In determining whether Directors are participating in a Directors' meeting, it is irrelevant where any Director is or how they communicate with each other.⁸
 - 14.3 If all the Directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.
- 15. Quorum for Directors' meetings⁹**
 - 15.1 At a Directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
 - 15.2 The quorum for Directors' meetings may be fixed from time to time by a decision of the Directors, but it must never be less than two, and unless otherwise fixed it is [two].
 - 15.3 If the total number of Directors for the time being is less than the quorum required, the Directors must not take any decision other than a decision:
 - 15.3.1 to appoint further Directors; or
 - 15.3.2 to call a general meeting so as to enable the members to appoint further Directors.

16. Chairing of Directors' meetings

The Chair, if any, or in his or her absence another Director nominated by the Directors present shall preside as chair of each Directors' meeting.

17. Decision-making at meetings¹⁰

17.1 Questions arising at a Directors' meeting shall be decided by a majority of votes.

17.2 In all proceedings of Directors each Director must not have more than one vote.¹¹

17.3 In case of an equality of votes, the Chair shall have a second or casting vote.

18. Decisions without a meeting¹²

18.1 The Directors may take a unanimous decision without a Directors' meeting in accordance with this Article by indicating to each other by any means, including without limitation by Electronic Means, that they share a common view on a matter. Such a decision may, but need not, take the form of a resolution in Writing, copies of which have been signed by each Director or to which each Director has otherwise indicated agreement in Writing.

18.2 A decision which is made in accordance with Article 18.1 shall be as valid and effectual as if it had been passed at a meeting duly convened and held, provided the following conditions are complied with:

18.2.1 approval from each Director must be received by one person being either such person as all the Directors have nominated in advance for that purpose or such other person as volunteers if necessary ("the Recipient"), which person may, for the avoidance of doubt, be one of the Directors;

18.2.2 following receipt of responses from all of the Directors, the Recipient must communicate to all of the Directors by any means whether the resolution has been formally approved by the Directors in accordance with this Article 18.2;

18.2.3 the date of the decision shall be the date of the communication from the Recipient confirming formal approval;

18.2.4 the Recipient must prepare a minute of the decision in accordance with Article 32.

19. Conflicts of interest¹³

19.1 Whenever a Director finds himself or herself in a situation that is reasonably likely to give rise to a Conflict of Interest, he or she must declare his or her interest to the Directors unless, or except to the extent that, the other Directors are or ought reasonably to be aware of it already.

19.2 If any question arises as to whether a Director has a Conflict of Interest, the question shall be decided by a majority decision of the other Directors.

19.3 Whenever a matter is to be discussed at a meeting or decided in accordance with Article 18 and a Director has a Conflict of Interest in respect of that matter then, subject to Article 20, he or she must:

19.3.1 remain only for such part of the meeting as in the view of the other Directors is necessary to inform the debate;

19.3.2 not be counted in the quorum for that part of the meeting; and

19.3.3 withdraw during the vote and have no vote on the matter.

19.4 When a Director has a Conflict of Interest which he or she has declared to the Directors, he or she shall not be in breach of his or her duties to the Company by withholding confidential information from the Company if to disclose it would result in a breach of any other duty or obligation of confidence owed by him or her.

20. Directors' power to authorise a conflict of interest

20.1 The Directors have power to authorise a Director to be in a position of Conflict of Interest provided:

20.1.1 in relation to the decision to authorise a Conflict of Interest, the conflicted Director must comply with Article 19.3;

20.1.2 in authorising a Conflict of Interest, the Directors can decide the manner in which the Conflict of Interest may be dealt with and, for the avoidance of doubt, they can decide that the Director with a Conflict of Interest can participate in a vote on the matter and can be counted in the quorum;

20.1.3 the decision to authorise a Conflict of Interest can impose such terms as the Directors think fit and is subject always to their right to vary or terminate the authorisation.

20.2 If a matter, or office, employment or position, has been authorised by the Directors in accordance with Article 20.1 then, even if he or she has been authorised to remain at the meeting by the other Directors, the Director may absent himself or herself from meetings of the Directors at which anything relating to that matter, or that office, employment or position, will or may be discussed.

20.3 A Director shall not be accountable to the Company for any benefit which he or she derives from any matter, or from any office, employment or position, which has been authorised by the Directors in accordance with Article 20.1 (subject to any limits or conditions to which such approval was subject).

21. Register of Directors' interests

The Directors shall cause a register of Directors' interests to be kept. A Director must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Company or in any transaction or arrangement entered into by the Company which has not previously been declared.

APPOINTMENT AND RETIREMENT OF DIRECTORS¹⁴

22. Methods of appointing Directors

- 22.1 Those persons notified to the Registrar of Companies as the first Directors of the Company shall be the first Directors.
- 22.2 Any person who is willing to act as a Director, and is permitted by law to do so, may be appointed to be a Director by a decision of the Directors.

23. Termination of Director's appointment¹⁵

A person ceases to be a Director as soon as:

- (a) that person ceases to be a Director by virtue of any provision of the Companies Act 2006, or is prohibited from being a Director by law;
- (b) a bankruptcy order is made against that person, or an order is made against that person in individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
- (c) a composition is made with that person's creditors generally in satisfaction of that person's debts;
- (d) notification is received by the Company from the Director that the Director is resigning from office, and such resignation has taken effect in accordance with its terms (but only if at least two Directors will remain in office when such resignation has taken effect); or
- (e) the Director fails to attend three consecutive meetings of the Directors and the Directors resolve that the Director be removed for this reason.
- (f) the Director ceases to be a member.

24. Directors' remuneration¹⁶

- 24.1 Directors may undertake any services for the Company that the Directors decide.
- 24.2 Directors are entitled to such remuneration as the Directors determine:
- (a) for their services to the Company as Directors; and
 - (b) for any other service which they undertake for the Company.
- 24.3 Subject to the Articles, a Director's remuneration may:
- (a) take any form; and
 - (b) include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.

24.4 Unless the Directors decide otherwise, Directors' remuneration accrues from day to day.

24.5 Unless the Directors decide otherwise, Directors are not accountable to the Company for any remuneration which they receive as Directors or other officers or employees of the Company's subsidiaries or of any other body corporate in which the Company is interested.

25. Directors' expenses

25.1 The Company may pay any reasonable expenses which the Directors properly incur in connection with their attendance at:

- (a) meetings of Directors or committees of Directors;
- (b) general meetings; or
- (c) separate meetings of any class of members or of the holders of any debentures of the Company,

or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Company.

MEMBERS¹⁷

BECOMING AND CEASING TO BE A MEMBER¹⁸

26. Becoming a member¹⁹

26.1 The subscribers to the Memorandum are the first members of the Company.

26.2 Such other persons as are admitted to membership in accordance with the Articles shall be members of the Company.

26.3 Each member of the company shall be a Director.

26.4 No person shall be admitted a member of the Company unless he or she is approved by the Directors.

26.5 Every person who wishes to become a member shall deliver to the company an application for membership in such form (and containing such information) as the Directors require and executed by him or her.

27. Termination of membership²⁰

27.1 Membership is not transferable to anyone else.

27.2 Membership is terminated if:

27.2.1 the member dies or ceases to exist;

27.2.2 otherwise in accordance with the Articles; or

27.2.3 a member ceases to be a Director.

DECISION MAKING BY MEMBERS

28. Members' meetings²¹

- 28.1 The Directors may call a general meeting at any time.
- 28.2 General meetings must be held in accordance with the provisions regarding such meetings in the Companies Acts.²²
- 28.3 A person who is not a member of the Company shall not have any right to vote at a general meeting of the Company; but this is without prejudice to any right to vote on a resolution affecting the rights attached to a class of the Company's debentures.²³
- 28.4 Article 28.3 shall not prevent a person who is a proxy for a member or a duly authorised representative of a member from voting at a general meeting of the Company.

29. Written resolutions

- 29.1 Subject to Article 29.3, a written resolution of the Company passed in accordance with this Article 29 shall have effect as if passed by the Company in general meeting:
 - 29.1.1 A written resolution is passed as an ordinary resolution if it is passed by a simple majority of the total voting rights of eligible members.
 - 29.1.2 A written resolution is passed as a special resolution if it is passed by members representing not less than 75% of the total voting rights of eligible members. A written resolution is not a special resolution unless it states that it was proposed as a special resolution.
- 29.2 In relation to a resolution proposed as a written resolution of the Company the eligible members are the members who would have been entitled to vote on the resolution on the circulation date of the resolution.
- 29.3 A members' resolution under the Companies Acts removing a Director or an auditor before the expiration of his or her term of office may not be passed as a written resolution.
- 29.4 A copy of the written resolution must be sent to every member together with a statement informing the member how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse. Communications in relation to written notices shall be sent to the Company's auditors in accordance with the Companies Acts.
- 29.5 A member signifies their agreement to a proposed written resolution when the Company receives from him or her an authenticated Document identifying the resolution to which it relates and indicating his or her agreement to the resolution.
 - 29.5.1 If the Document is sent to the Company in Hard Copy Form, it is authenticated if it bears the member's signature.

- 29.5.2 If the Document is sent to the Company by Electronic Means, it is authenticated [if it bears the member's signature] or [if the identity of the member is confirmed in a manner agreed by the Directors] or [if it is accompanied by a statement of the identity of the member and the Company has no reason to doubt the truth of that statement] or [if it is from an email Address notified by the member to the Company for the purposes of receiving Documents or information by Electronic Means].
- 29.6 A written resolution is passed when the required majority of eligible members have signified their agreement to it.
- 29.7 A proposed written resolution lapses if it is not passed within 28 days beginning with the circulation date.

ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS

30. Means of communication to be used

- 30.1 Subject to the Articles, anything sent or supplied by or to the Company under the Articles may be sent or supplied in any way in which the Companies Act 2006 provides for Documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the Company.
- 30.2 Subject to the Articles, any notice or Document to be sent or supplied to a Director in connection with the taking of decisions by Directors may also be sent or supplied by the means by which that Director has asked to be sent or supplied with such notices or Documents for the time being.
- 30.3 A Director may agree with the Company that notices or Documents sent to that Director in a particular way are to be deemed to have been received within an agreed time of their being sent, and for the agreed time to be less than 48 hours.

31. Irregularities

The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not referred to in the notice unless a provision of the Companies Acts specifies that such informality, irregularity or want of qualification shall invalidate it.

32. Minutes

- 32.1 The Directors must cause minutes to be made in books kept for the purpose:
- 32.1.1 of all appointments of officers made by the Directors;
- 32.1.2 of all resolutions of the Company and of the Directors (including, without limitation, decisions of the Directors made without a meeting); and

32.1.3 of all proceedings at meetings of the Company and of the Directors, and of committees of Directors, including the names of the Directors present at each such meeting;

and any such minute, if purported to be signed (or in the case of minutes of Directors' meetings signed or authenticated) by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any member or Director of the Company, be sufficient evidence of the proceedings.

32.2 The minutes must be kept for at least ten years from the date of the meeting, resolution or decision.

33. Records and accounts²⁴

The Directors shall comply with the requirements of the Companies Acts as to maintaining a members' register, keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies and the Regulator of:

33.1 annual reports;

33.2 annual returns; and

33.3 annual statements of account.

33.4 Except as provided by law or authorised by the Directors or an ordinary resolution of the Company, no person is entitled to inspect any of the Company's accounting or other records or Documents merely by virtue of being a member.

34. Indemnity

34.1 Subject to Article 34.2, a relevant Director of the Company or an associated company may be indemnified out of the Company's assets against:

(a) any liability incurred by that Director in connection with any negligence, default, breach of duty or breach of trust in relation to the Company or an associated company;

(b) any liability incurred by that Director in connection with the activities of the Company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006); and

(c) any other liability incurred by that Director as an officer of the Company or an associated company.

34.2 This Article does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law.

34.3 In this Article:

- (a) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate; and
- (b) a “relevant Director” means any Director or former Director of the Company or an associated company.

35. Insurance

35.1 The Directors may decide to purchase and maintain insurance, at the expense of the Company, for the benefit of any relevant Director in respect of any relevant loss.

35.2 In this Article:

- (a) a “relevant Director” means any Director or former Director of the Company or an associated company;
- (b) a “relevant loss” means any loss or liability which has been or may be incurred by a relevant Director in connection with that Director’s duties or powers in relation to the Company, any associated company or any pension fund or employees’ share scheme of the company or associated company; and
- (c) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

36. Exclusion of model articles

The relevant model articles for a company limited by guarantee are hereby expressly excluded.

SCHEDULE

INTERPRETATION

Defined terms

1. In the Articles, unless the context requires otherwise, the following terms shall have the following meanings:

<u>Term</u>	Meaning
1.1 “Address”	includes a number or address used for the purposes of sending or receiving Documents by Electronic Means;
1.2 “Articles”	the Company’s articles of association;
1.3 “asset-locked body”	means (i) a community interest company, a charity ²⁵ or a Permitted Society; or (ii) a body established outside the United Kingdom that is equivalent to any of those;
1.4 “bankruptcy”	includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
1.5 “Chair”	has the meaning given in Article 10;
1.6 “Circulation Date”	in relation to a written resolution, has the meaning given to it in the Companies Acts;
1.7 “Clear Days”	in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;
1.8 “community”	is to be construed in accordance with accordance with Section 35(5) of the Company’s (Audit) Investigations and Community Enterprise) Act 2004;
1.9 “Companies Acts”	means the Companies Acts (as defined in Section 2 of the Companies Act 2006), in so far as they apply to the Company;
1.10 “Company”	[] [Community Interest Company/C.I.C.];
1.11 “Conflict of Interest”	any direct or indirect interest of a Director (whether personal, by virtue of a duty of loyalty to another organisation or otherwise) that conflicts, or might conflict with the interests of the Company;

1.12	“Director”	a director of the Company, and includes any person occupying the position of director, by whatever name called;
1.13	“Document”	includes, unless otherwise indicated, any document sent or supplied in Electronic Form;
1.14	“Electronic Form” and “Electronic Means”	have the meanings respectively given to them in Section 1168 of the Companies Act 2006;
1.15	“Hard Copy Form”	has the meaning given to it in the Companies Act 2006;
1.16	“Memorandum”	the Company’s memorandum of association;
1.17	“participate”	in relation to a Directors’ meeting, has the meaning given in Article 14;
1.18	“Permitted Registered Society”	<p>“Registered Society” means –</p> <ul style="list-style-type: none"> (a) a registered society within the meaning given by section 1(1) of the Co-operative and Community Benefit Societies Act 2014; or (b) a society registered or deemed to be registered under the Industrial and Provident Societies Act (Northern Ireland) 1969;”
1.19	“the Regulator”	means the Regulator of Community Interest Companies;
1.20	“Secretary”	the secretary of the Company (if any);
1.21	“specified”	means specified in the articles of association of the Company for the purposes of this paragraph;
1.22	“subsidiary”	has the meaning given in section 1159 of the Companies Act 2006;
1.23	“transfer”	includes every description of disposition, payment, release or distribution, and the creation or extinction of an estate or interest in, or right over, any property; and
1.24	“Writing”	the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in Electronic Form or otherwise.

2. **Subject to clause 3** of this Schedule, any reference in the Articles to an enactment includes a reference to that enactment as re-enacted or amended from time to time and to any subordinate legislation made under it.
3. Unless the context otherwise requires, other words or expressions contained in these Articles bear the same meaning as in the Companies Acts as in force on the date when these Articles become binding on the Company.

¹ On articles of association generally, see [Part 5] of the Regulator’s information and guidance notes. If you are an existing company wishing to become a community interest company, there is no need to adopt completely new articles, but you must comply with the requirements of the Community Interest Company Regulations 2005 (as amended) (“the Regulations”) by including the provisions set out in Schedule 1 to the Regulations in the articles of your company.

² See [Part 6] of the Regulator’s information and guidance notes. Inclusion of the provisions contained in article 3.1 to 3.3 is mandatory, reflecting sub-paragraphs (1) to (3) of paragraph 1 of Schedule 1 to the Regulations

³ On the specification of the company’s objects, see [Part 5] of the Regulator’s information and guidance notes

⁴ On limited liability, see [Part 3] of the Regulator’s information and guidance notes. On guarantees generally see [Chapter 3.2] of the Regulator’s information and guidance notes.

⁵ Note that although this model constitution assumes that all Directors are Members and all Members are Directors, and the Directors are given wide powers, under the Articles (and company law more generally) there are still some decisions which Members must make as Members (either in general meeting under the Companies Act 2006 (article 28.2), or by written resolution in accordance with article 29). [See in general the Companies House guidance booklet, “Resolutions” (available online at <http://www.companieshouse.gov.uk/about/gbhtml/gba7.shtml>).].

⁶ Article 11 permits the Directors to delegate any of their functions. Delegation may take the form of, for instance, the Directors giving a managing director general authority to run the company’s day to day business, or responsibility for specific matters being delegated to particular directors (e.g. financial matters to a finance director); or it may be equally appropriate to delegate matters to persons other than Directors. In all cases, it is important to remember that delegation does not absolve Directors of their general duties towards the company and their overall responsibility for its management. This means that, amongst other things, Directors must be satisfied that those to whom responsibilities are delegated are competent to carry them out.

⁷ Article 12 states that the Directors must make decisions by majority at a meeting in accordance with article 14; or unanimously if taken in accordance with article 18.

⁸ Article 14.2 is designed to facilitate the taking of decisions by the directors communicating via telephone or video conference calls. Note the requirement to keep a written record of meetings and decisions (article 32).

⁹ The quorum may be fixed in absolute terms (e.g. “two Directors”) or as a proportion of the total number of Directors (e.g. “one third of the total number of Directors”). You may even wish to stipulate that particular named Directors, or Directors representing particular stakeholder interests, must be present to constitute a quorum.

¹⁰ Article 17 reflects paragraph 4 of Schedule 1 to the Regulations, which is required to be included in the articles of all community interest companies.

¹¹ You may wish to include a provision which gives the chair of the board a casting vote. This will enable the directors to resolve any deadlock at board level.

¹² Article 18 is designed to facilitate the taking of decisions by directors following discussions in the form of, for example, email exchanges copied to all the directors. Note the requirements as to recording the decision in articles 18.2 and 32.

¹³ The provisions in articles 19 and 20 reflect the position under the Companies Act 2006. However, it is recommended that, as a matter of good practice, all actual and potential conflicts of interest are disclosed in writing or at a meeting, as the case may be.

¹⁴ Private companies are obliged to have at least one director. Provisions can be inserted into the articles providing for a minimum number of directors. Where the company has just one director, that director must be a natural person. Article 12 notes that, where there is only one director, a majority decision is reached when that director makes a decision. In the case of a single director, the quorum provisions (article 15) will need to be amended accordingly.

¹⁵ The board of directors cannot remove a director other than in accordance with the provisions in article 23 and the Companies Act 2006.

¹⁶ See the guidance on directors’ remuneration in [Part 9] of the Regulator’s information and guidance notes.

¹⁷ See section 112 of the Companies Act 2006. A company’s members are (i) the subscribers to its memorandum; and (ii) every other person who agrees to become a member of the company and whose name is entered in its register of members.

¹⁸ There is no need for all those who wish to become Members to subscribe to the Memorandum on incorporation; they can become Members and be entered in the register of Members after the company has been formed. However, since this model constitution assumes that all Members are also Directors, all Members will also have to be validly appointed as Directors under article 22.

¹⁹ Inclusion of the provisions in article 26 (other than 26.3) is mandatory and reflects paragraphs 2(1)-(4) of Schedule 1 to the Regulations. [Directors should ensure that the information to be included on an application

form includes all the information which will be required to fill in Companies House Form [288a] on the appointment of the new Member as a Director (see: <http://www.companieshouse.gov.uk/forms/generalForms/288A.pdf>).] Article 26.3 provides that the Directors are also members of the company.

²⁰ Inclusion of the provisions of article 27.1 and 27.2.1 – 27.2.2 (reflecting sub-paragraphs (5) and (6) of paragraph 2 of Schedule 1 to the Regulations), is mandatory.

²¹ The Companies Act 2006 has removed the need for private companies to hold annual general meetings and therefore these Articles follow suit; however, if you wish, you can insert an additional provision which obliges the company to hold annual general meetings.

²² Article 28.2 provides that general meetings must be held in accordance with the provisions of the Companies Act 2006. You may insert additional provisions that specify how many Members are required to be present to hold a valid general meeting. The quorum may be fixed in absolute terms (e.g. “four Members”) or as a proportion of the total number of Members (e.g. “three quarters of the Members from time to time”). You may even wish to stipulate that particular named Members, or Members representing particular stakeholder interests, must be present to constitute a quorum. In any event, it is recommended that the quorum should never be less than half of the total number of Members.

²³ Inclusion of the provisions of article 28.3 (reflecting paragraph 3(1) of Schedule 1 to the Regulations) is mandatory.

²⁴ See the Companies House guidance booklet, “Accounts and Accounting Reference Dates” (available online at <http://www.companies-house.gov.uk/about/gbhtml/gba3.shtml>).] On the annual community interest company report, see [Part 8] of the Regulator’s information and guidance notes.

²⁵ Section 1(1) of the Charities Act 2006 defines “charity” as an institution which “is established for charitable purposes only, and falls to be subject to the control of the High Court in the exercise of its jurisdiction with respect to charities.”.

Please ensure this form is placed at the top of your application, if posted to Companies House, and the Company Name is consistent throughout all documents

CIC 36

Declarations on Formation of a Community Interest Company¹

Please complete in typescript, or in bold black capitals.

Company Name in full

Salt Arts CIC

Community Interest

SECTION A: COMMUNITY INTEREST STATEMENT – beneficiaries

1. We/I, the undersigned, declare that the company will carry on its activities for the benefit of the community, or a section of the community². [Insert a short description of the community, or section of the community, which it is intended that the company will benefit below]³

The company's activities will provide benefit to ...

- People of South West England, who take part in arts and cultural activities, as audience members, amateur artists/performers or workshop participants.
- Creative professionals who make work in, or inspired by, the South West of England.
- Cultural organisations, local authorities and other agencies working with people in the South West.

These people and organisations will benefit from:

- High-quality cultural experiences that engage with local arts, heritage, education and environment.
- Experienced support with production, marketing and business management for cultural projects.

COMPANY NAME

Salt Arts CIC

SECTION B: Community Interest Statement – Activities & Related Benefit

Please indicate how it is proposed that the company's activities will benefit the community, or a section of the community. Please provide as much detail as possible to enable the CIC Regulator to make an informed decision about whether your proposed company is eligible to become a community interest company. It would be useful if you were to explain how you think your company will be different from a commercial company providing similar services or products for individual or personal gain.

Activities (Tell us here what the company is being set up to do)	How will the activity benefit the community? (The community will benefit by...)
<p>Production of non-profit cultural festivals and events programmes:</p> <ul style="list-style-type: none">- Research, planning and strategy development.- Programming events and installations.- Working with artists to develop new creative work.- Bringing diverse partners together for exciting and experimental collaborations.- Audience development and engagement.- Fundraising and financial management- Event management.- Marketing & ticketing.- Evaluation.- Supporting and promoting access and diversity within the cultural scene in the South West. <p>Production of one-off, non-profit cultural projects:</p> <ul style="list-style-type: none">- Conceiving and nurturing new projects with a diverse range of partners.- Setting up and managing new arts venues.- Research, planning and strategy development.- Collaborating with single or multiple partners	<p>Salt Arts festivals and events programmes will benefit the community through:</p> <ul style="list-style-type: none">- Working with people across the South West to create imaginative and unique non-profit events that explore the local heritage, culture and environment.- Bringing people of all ages and demographics together for entertaining, high-quality and memorable cultural experiences.- Making creative activities accessible to people who previously have been excluded for financial, physical or cultural reasons.- Bringing new events and projects to communities with limited access to and facilities for arts and culture.- Contributing to the rich and unique local cultural scene in the South West through making opportunities to create and present new, risk-taking and experimental work.- Creating opportunities for local people to join in and make with creative professionals.- Creating happiness, nurturing passions and benefiting mental and physical wellbeing.- Bringing additional cultural funding to the South West.- Bringing economic benefits to businesses located near events, venues and festivals.- Providing employment for professional creatives.- Recording data to improve sector understanding of cultural audiences and experiences.- Improving and expanding the support and provision of

<p>from arts, science, education and other sectors, to develop new creative work.</p> <ul style="list-style-type: none"> - Public engagement and audience development. - Fundraising and financial management. - Marketing and communications. - Evaluation. 	<p>cultural activity from local authorities and other agencies.</p>
<p>Business support for non-profit cultural organisations and individuals: Providing business services such as marketing, fundraising, project management, evaluation and training for other organisations and individuals working in the cultural sector.</p>	<p>Salt Arts business support will benefit the community through:</p> <ul style="list-style-type: none"> - Providing other local, non-profit arts and cultural organisations with support and business services based on 20+ years' experience in the arts and cultural sectors across the UK. - Being flexible and able to work on short or long-term basis with organisations. - Providing training, consultancy or assistance with professional development. - Providing work experience for arts management students in partnership with the Higher Education sector.
<p>If the company makes any surplus, it will be used for... (If donating or fundraising for charities, please include the wording 'with the consent of the CIC Regulator')</p> <p>Reinvesting in the company to benefit the community and the cultural ecology of the South West.</p>	

(Please continue on separate sheet if necessary.)

COMPANY NAME

Salt Arts CIC

SECTION C:

1. We/I, the undersigned, declare that the company in respect of which this application is made will not be:

- (a) a political party;
- (b) a political campaigning organisation; or
- (c) a subsidiary of a political party or of a political campaigning organisation.⁴

SECTION D:

If this section is not completed your application will be rejected.

TYPED NAMES ARE NOT ACCEPTABLE AND WILL BE REJECTED

Each person

who is a
director of the
company
must sign the
declarations.

[Signed or
scanned
signatures
are allowed.]

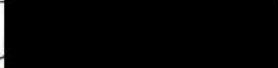
Signed



Date

8/2/23

Signed



Date

8/3/23

Signed

Date

Signed

Date

Signed

Date

Signed

Date

Signed

Date

Signed

Date

Signed

Date

Signed

Date

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Tel	
DX Number	DX Exchange

Welcome to The Co-operative Bank

Your accounts will be open after one business day(Monday-Friday, excluding bank holidays).

Please take a look at our welcome guide, located in the 'Actions' section below.

Account details

Current account

Name on account

Salt Arts CIC

Account number

[REDACTED]

Sort code

[REDACTED]

International Bank Account number(IBAN)

[REDACTED]

Bank Identifier Code(BIC)

[REDACTED]



Salt Arts CIC



info@saltarts.org
www.saltarts.org



Confirmation of Liability Insurance

This document may be useful to you when you are asked to provide evidence of insurance to one of your clients.

Policyholder	Salt Arts CIC
Policy Number	[REDACTED]
Policy Form	Insurance Policy for Charities and Community Groups
Insurer	Markel International Insurance Company Limited

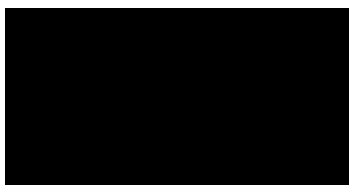
Professional Indemnity Insurance

Period of Insurance	14-Mar-2023 to 13-Mar-2024
Limit of Indemnity	£250,000
Basis of Cover	Total for all claims made during the period of Insurance

Public Liability Insurance

Period of Insurance	14-Mar-2023 to 13-Mar-2024
Limit of Indemnity	£5,000,000
Basis of Cover	Applies to each claim but in respect of Products Liability is the total for all claims made during the period of insurance

Signed for and on behalf of Markel (UK) Limited:



Date: 14-Mar-2023

Note: This confirmation of insurance is for information purposes only. You should refer to the actual policy document for the binding terms, conditions and exclusions of cover.

Certificate of Employers' Liability Insurance^(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the Assured employs persons covered by the Certificate)

1. Policyholder	Salt Arts CIC
2. Policy Number	[REDACTED]
3. Date of commencement of insurance	14-Mar-2023
4. Date of expiry of insurance	13-Mar-2024

We hereby certify that:

1. subject to paragraph 2, the insurance 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, or to offshore installations in any waters outside the United Kingdom to which the Employers' Liability (Compulsory Insurance) Act 1969 or any amending primary legislation applies^(b); and
2. the minimum amount of cover provided by this certificate is no less than £10,000,000

Signed on behalf of Markel International Insurance Company Limited (Authorised Insurers)

[REDACTED]
[REDACTED]

- 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 certificate covers the holding company and all its subsidiaries, or that the certificate covers the holding company and only the named subsidiaries.
- b) Specifically applicable law as provided for in regulation 4(6) of the Regulations.



Health and safety for small/medium sized businesses

How my insurer helps me manage my health and safety risk

Good health and safety standards help you to run your business successfully. Meeting the requirements of relevant regulation is a central factor in achieving this. Insurers recognise the wider benefits to society of encouraging businesses in following sensible, proportionate measures aimed at helping them to carry out their activities.

We are providing this information to help you take sensible steps to manage health and safety effectively.

Insurers will continue to settle legitimate claims. Insurers will also co-operate with businesses such as yours if you need to deal with the consequences of vexatious claims made against you.

Your insurer will always be willing to offer you guidance on what constitutes good practice in managing health and safety. This guidance should be aimed at improving the resilience of your business in dealing with civil law claims made against you, and will be proportionate to the level of risk involved.

Employers' liability vs public liability – what's the difference?

Insurers provide cover for businesses' legal liabilities by issuing:

- Employers' liability policies – this covers employers for injury or disease to people they employ; and
- Public liability policies – this covers businesses for injury, disease or damage to people they do not employ, for example visitors.

The law - the Health and Safety at Work etc. Act 1974

- This is the main law on health and safety and says that every employer is to ensure, so far as is reasonably practicable, the health and safety of employees and also persons not in their employment who may be affected by work activities.
- Your insurer expects you to take reasonable steps to comply with this requirement and other related regulations, using the guidance and tools provided by the Health and Safety Executive (or other competent organisations) to help with this aim. You can find more information at www.hse.gov.uk/index.htm.
- Your insurer will not refuse to pay a claim purely because of a breach of health and safety regulations.
- Your insurer will not withdraw cover mid-term purely because of a breach of health and safety regulations.

Who is an Employee?

There are various forms of employment. Often a working individual may not be engaged under a contract of employment. For this reason, insurers include, under an employers' liability policy, a definition of who is to be treated as an 'employee'. A typical definition would be:

- Any person employed under a contract of service or apprenticeship;
- people on work experience schemes, for example, students;
- any person hired or borrowed from another employer including drivers or operators



of hired in plant;

- labour only subcontractors; and
- home workers.

All these people are covered while working for and under your control in your business.

Some common concerns

Documentation	<p>Insurers do not generally need you to show any formal evidence that you are keeping to health and safety regulations nor do they ask to see health and safety documents as a condition of granting insurance cover.</p> <p><u>However</u>, although it is <u>not</u> a legal or insurance requirement to do so, good record keeping (for example, training records, written risk assessments etc.) may be useful if you need to defend a civil law claim.</p>
Written risk assessments	<p>If you employ fewer than five employees, there is no need for you to complete written risk assessments. <u>However</u>, although completing and recording risk assessments is <u>not</u> a legal or insurance requirement, it may help in defending any civil law claims made against you.</p>
The role of health and safety consultants	<p>You do not need to hire a health and safety consultant. The law says that you must have access to competent health and safety advice – often, this is available from your own staff.</p> <p>If, however, the complexity or nature of your business indicates that you do need external support, your insurer will normally recommend that you use a health and safety consultant who is listed on the Occupational Safety and Health Consultants Register. You can get more information at www.oshcr.org.</p>
Testing portable electrical appliances	<p>There is no specific legal requirement for every portable electrical appliance to be tested each year and your insurer will not insist upon this when offering you insurance.</p> <p>However, as you must maintain this equipment suitably to prevent danger, insurers recommend you follow the guidance published by the HSE, available at www.hse.gov.uk/electricity/index.htm.</p> <p>For specific guidance, read 'Maintaining portable electric equipment in low risk environments', available at www.hse.gov.uk/pubns/indg236.pdf</p>

More help

Insurers approve the principles set out in the Association of British Insurers' Key Principles document: Health and Safety for Businesses and the Voluntary Sector. This is available at www.abi.org.uk

You can also find more guidance on the HSE website available at www.hse.gov.uk.

Kay Roberts

to [REDACTED]

3:55 PM (1 hour ago)



Information Classification: CONTROLLED

Dear [REDACTED]

It was great to chat to you just now about the Pop Up Piano event. I am writing to say that in principal Victoria Gardens and the Waterfront can be used for the event.

Kay Roberts
Public Open Space Officer – Events and Filming
Environment Service
Cornwall Council

Tel: [REDACTED] and say my name Kay Roberts

This e-mail and attachments are intended for above named only and may be confidential. If they have come to you in error you must take no action based on them, nor must you copy or show them to anyone; please e-mail us immediately at enquiries@cornwall.gov.uk. Please note that this e-mail may be subject to recording and/or monitoring in accordance with the relevant legislation and may need to be disclosed under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. Security Warning: It is the responsibility of the recipient to ensure that this e-mail and any attachments are virus free. The Authority will not accept liability for any damage caused by a virus.

Saltash Songs & Shanties Festival

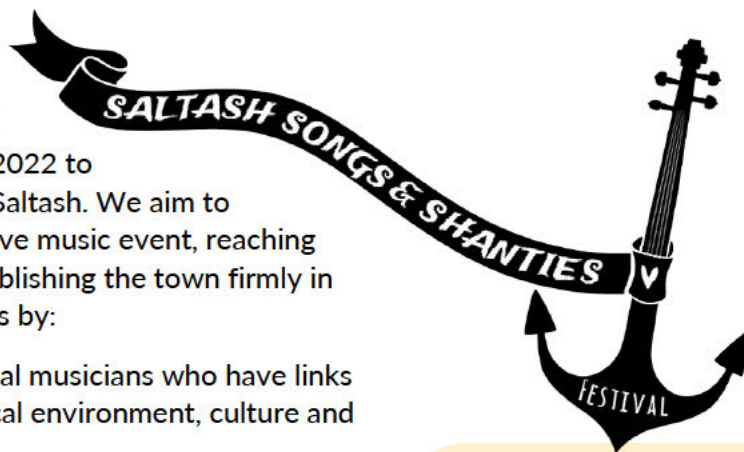
is a non-profit event that was launched in 2022 to bring live music to historic venues around Saltash. We aim to create a Festival that is a fantastic annual live music event, reaching people across Saltash and beyond and establishing the town firmly in the Cornish music scene. We are doing this by:

- Presenting performances by professional musicians who have links to, or perform music inspired by the local environment, culture and heritage.
- Establishing an inspiring platform to showcase the town's wealth of amateur music groups.
- Creating opportunities for everyone to make music through workshops and joining in sessions for all ages.
- Unleashing the potential of the town's many historic venues and bringing them into use as spaces for live arts.

22-25 June 2023:

This year we are delighted that Arts Council England and FEAST Cornwall have come on board to support the Festival, enabling us to grow and make even more great music in the town. We are planning to hold 4 days of events in 8 venues, featuring jazz, rock, folk and classical music alongside workshops for all.

We will be... getting loud in the library... playing piano in the park... rocking on the waterfront... singing shanties at the station... and much more!



"Gave a real sense of Cornish pride and great community spirit."

"Lovely event for adults and children to join in."

"A joyous evening. Wonderful!"

"Totally fabulous, inclusive and great fun!"

"Great fun – and proud to celebrate Cornwall!"

"It was fab – more please."



Photos from Saltash Songs & Shanties 2022.

Saltash Town Council - Festival Fund Grant Application

Additional information sheet:

Saltash Songs & Shanties Application – Pop-Up Piano

1. Description of project

The Pop-Up Piano project will involve an unwanted piano being brought back into use for the enjoyment of people from across Saltash. The aims of this project are to create a fun, sociable music experience which is accessible to everyone and brings members of the community together.

- The Festival will source a piano and run a competition for local schools to design artwork to decorate it.
- A local artist will be employed to transfer the winning artwork onto the piano and piano stool. Ideally this will be done in a publicly viewable space such as an empty shop window.
- The piano will be tuned, weather and vandal-proofed.
- It will then be installed in an outdoor public place for everyone to play.

Local composer/musician [REDACTED] will coordinate a schedule of volunteer pianists to play at set times. This will be advertised in Festival publicity material and anyone will be able to come and listen for free.

The piano will be unlocked from 9am-9pm for the public to play. Laminated music will be provided. Players will be encouraged to share photos and video of their performance via the Festival social media.

At the end of the Festival the piano will be removed and either donated or recycled.

This project is inspired by artist Luke Jerrom's *Play Me I'm Yours* programme which saw 2,000 pianos installed in 80 cities across the world. Luke has kindly shared his full project tool kit with Salt Arts CIC, including budgets, risk assessments and a wealth of experience and advice. Photos below are from *Play Me I'm Yours* pianos from around the world.



Video Highlights of *Play Me I'm Yours*: <http://www.streetpianos.com/highlights/#videos>

2. What support have you received for this project

Producer [REDACTED] has consulted with [REDACTED] and [REDACTED] both of whom were very positive about a piano potentially being situated by their premises on the waterfront:

- Participants from Livewire would enjoy playing it.
- It is a popular space for families who would enjoy using it.
- People sitting outside The Union would be entertained.

Hilary Frank (Cornwall County Council) also supports the project:

"An excellent idea that promotes community cohesion and civic pride. Also, a great source of fun and enjoyment for people from across the community"

3. What will the money be spent on?

£200 Piano delivery, removal and recycling.

£300 Project insurance (incorporated into Festival insurance policy).

£500 Painting piano and stool.

£100 Weather and vandal-proofing.

£125 Tuning

Total = £1,225

£900 is being applied for from the Town Council Festival Fund.

£325 will be paid from other grants from FEAST Cornwall.

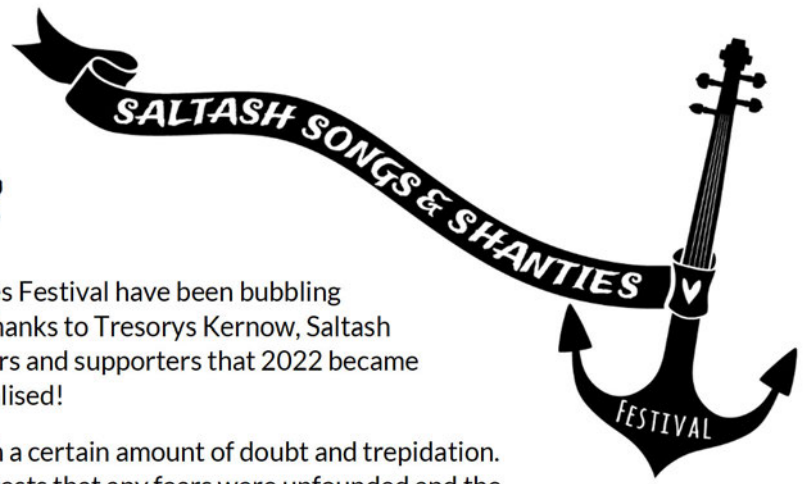
A number of free pianos have been identified for potential use in this project.

Additional notes on funding.

The Festival is being support by a grant of £14,000 from Arts Council England. This money is however ring-fenced for events in music venues (not outdoors).

Being able to demonstrate support for the Festival from local organisations such as Saltash Town Council will put Salt Arts in a strong position for future fundraising from organisations such as Arts Council England in the future.

EVALUATION 2022



The ideas behind Saltash Songs & Shanties Festival have been bubbling away for a few years and it is with huge thanks to Tresorys Kernow, Saltash Town Council and the many other partners and supporters that 2022 became the year when the Festival was finally realised!

Launching a brand-new event comes with a certain amount of doubt and trepidation. Fortunately, the extensive feedback suggests that any fears were unfounded and the event was extremely enthusiastically received by audiences, musicians and partners alike.

This report attempts to collate the huge amount of information and learning from the 3 days of the first Festival. I hope that this will help capture the joy and enthusiasm of the Saltash Songs & Shanties weekend and start shaping this into a programme to be enjoyed for years to come.

SUMMARY:

Saltash Songs & Shanties Festival was a 3-day music event held 10-12 June 2022 in historic venues around central Saltash. The programme focussed on music concerts and workshops that reflected the people, heritage and environment of Saltash. www.songsandshanties.co.uk

The event was funded by Tresorys Kernow, a pilot project to breathe new life into towns and villages, using culture and heritage to bring some joy in the context of Covid recovery and climate adaptation. <https://www.creativekernow.org.uk/tresorys-kernow/>



Audiences of all ages enjoy tea, cake, dressing up and music at Mary Newman's Cottage, with Matthew Spring.

OBJECTIVES:

- Trial arts events in historic, central venues which are not currently used for live music.
- Programme musicians with links to Saltash and the surrounding region to perform and run workshops in central venues.
- Create opportunities for local amateur music groups and young musicians to come together and perform alongside professional musicians.
- Create opportunities for local people to make music in public workshops.
- Collate feedback and contact details of participants and audiences in order to shape and promote a larger-scale festival and/or year-round live-arts programme in the future.

WHAT WE DID:

We held 8 public events which included:

- 1 workshop
- 2 performances with participation
- 5 concerts

These were held in partnership with 6 venues in Saltash town centre:

- Saltash Library
- Isambard House
- Saltash Guildhall
- Mary Newman's Cottage
- St Nicholas & St Faith Church
- Brunel Inn

These events featured a total of 34 performers including:

- 2 professional musicians from Cornwall
- 4 professional musicians with links to Saltash
- 29 local amateur musicians

3 venues were completely physically accessible.

1 venue had access issues due to a broken lift.

1 venue had access issues due to the historic nature of the venue.

These events also involved 6 events volunteers and 1 volunteer Producer.

"Gave a real sense of Cornish pride and great community spirit."



"A joyous evening. Wonderful!"



Audiences sing along with the Burraton Boys at Saltash Guildhall

WHO CAME TO THE FESTIVAL?

406 tickets sold.

50% of events completely sold out.

Ticket prices ranged from £1 to £10. We trialled an experimental mix of optional extra donation, fixed price and 'pay-what-you-can' ticket price bands.

For two events all the tickets were offered at 'pay-what-you-can' price. For the events where there was a choice of different price bands:

11% of customers opted to pay a bit extra to support live arts in Saltash.

67% of customers chose the fixed standard ticket price.

22% of customers chose the 'pay-what-you-can' tickets with a minimum spend of £1.

Where did the audience come from?

66% from Saltash

21% from Plymouth

9% from wider Cornwall

2% from wider Devon

2% from locations outside of Devon/Cornwall

*Totally fabulous,
inclusive and great fun!*

How did they find out about the Festival?

32% flyer

29% word of mouth

22% social media

7% press

5% poster

5% website



Online reach:

Facebook page reach 112,629

Facebook page visits 739

Instagram page reach 40,248

Instagram profile visits 217

*Lovely event for adults
and children to join in.*

www.songsandshanties.co.uk visits 1,400 (average engagement time 1m03s)



Shanty Singing Workshop, celebrating women of Cornwall at Isambard House with Claire Ingleheart

WHAT DID EVERYONE THINK OF THE FESTIVAL?

The following data is from 54 feedback forms designed by Tresorys Kernow returned by audience members.

100% felt that the quality of the event was good or very good

100% felt that the whole experience was good or very good

The following % of audience felt that these factors contributed to their experience:

33% quality of content

28% how the event was delivered

13% gaining new skills and knowledge

12% accessible locations

10% socialising and meeting new people

4% other

For 64% of audiences, attending the Festival was their main reason for visiting Saltash town centre on that day.

56% also visited a local business, shop or café.

47% of audiences would be encouraged to spend more time in the High Street by cultural centres (museums, theatres, galleries etc) or cultural activities.

This compares with the next highest figures of 17% for more independent retail or 15% for more cafes/restaurants.

The following % of audiences agreed or strongly agreed with these statements:

100% I would be keen to attend similar activities on the high street.

81% I feel more positive that the high street is a place where I can experience culture and arts.

77% I have a greater sense of pride of the high street, town or village.

69% I feel more positive that the high street is a place I can learn and discover new things.

66% I feel like I am more part of my community than before.

63% The high street town or village feels more welcoming.

56% I am more likely to visit the high street, town or village more often.



Pre-schoolers and parents enjoy 'Judes' Musical Menagerie' with Jude Whitlock and Saltash Library

A SELECTION OF THE MANY POSITIVE AUDIENCE COMMENTS:

It was really lovely - the children love it. Perfect for little ones and great music.
My 21month old sat mesmerised for the whole 30 min performance.
It was perfectly pitched for the age group.
In my opinion there's no substitute for real music played live with real instruments.
The boys loved it and were immersed in the whole session.
Lovely event for adults and children to join in.
Great enjoyment and uplifting. Great teacher and good pace.
Excellent audience engagement and good venue.
Very welcoming, relaxed, encouraging and informative.
Good inclusive fun for all.
Great fun and lively evening!
Totally fabulous, inclusive and great fun!
It was so well run. Claire was amazing. Really nice to do something a bit different.
Great fun, proud to celebrate Cornwall!
Beautiful voices and a journey of emotions.
Such fun! The standard of musicianship was so high!
Gave a real sense of pride (Cornish) and great community spirit.
Glorious to hear string music in the Guildhall!!
Performance and venue blended perfectly
Lovely atmosphere listening to Matthew's music outside in the garden. Love this Elizabethan music!
A joyous evening. Wonderful!
Very enjoyable experience.
It was fab - more please!
Lovely festival - attending several events - thank you!



Saltash Strings performing music by Cornish composers at Saltash Guildhall.

Feedback from Festival Partners and musicians:

"It was a special event... helped by lovely weather. Thank you for all your hard work in pulling it all together. Not only was the event financially successful, but the publicity gained for the cottage will prove to be very positive in the future." (Tamar Protection Society / Mary Newman's Cottage)

"Thank you – what a lovely evening. The church will always be keen to hold more events with the Festival in the future" (St Nicholas & St Faith Church)

"Such a successful weekend... it really has been amazing" (Judy Whitlock)

"We've had a lovely weekend – let's talk about next year" (Sirinu)

DID WE MEET OUR OBJECTIVES?

We successfully met all our objectives except the aim for young musicians to be specifically involved. This was made challenging by the short timescale and key people in this field being unwell with Covid.

CHALLENGES:

The short amount of time between confirming the funding and the event taking place gave significant challenges for booking artists. It was impossible to book more established shanty groups or local amateur groups whose schedules had been fixed months earlier.

The short amount of time also made it difficult to involve young people in the 5-18 years age group because local schools and LiveWire were already busy with activities.

LEARNING:

The five venues worked really well for the programmed events and audiences were keen to visit them and enjoy a range of music concerts and workshops.

Local performers were really enthusiastic about the opportunity to perform in Saltash and we were only able to programme a fraction of large number of concert ideas they suggested.

Amateur groups from wider Cornwall were harder to attract to the Festival. The main reasons being that they were already booked at other events, didn't want to perform at an unknown event or didn't want to perform in Saltash.

Audiences understood and appreciated the flexible ticket pricing. One audience member voluntarily paid £15 for tickets priced at £7 (in the 'pay extra' option) while at the other end of the scale audience members donated their small change (in the 'pay-what-you-can' option) and appreciated being able to pay less when buying tickets for large numbers of friends and family.



Half the events sold out which suggests we could look at using some larger venues in the future, such as more programming in local churches or Saltash Social Club.

With 56% of audiences visiting other local shops/cafes and a great deal of anecdotal feedback about combining concerts with trips to the pubs or a meal out, the Festival undoubtedly had a positive impact on local business. It would be useful to quantify this further if the event were to be held again.

The 33% of audience members who travelled to the event from outside of Saltash had a very positive experience in the town. Promotion outside of the town was limited to a small amount of paid social media and flyering through one school in St Budeaux. Possibly these visitor figures could be greatly increased with more investment in targeted marketing.

After each event the venues resounded with enthusiastic applause and requests to put the event on again next year!

BUDGET:

Income

Tresorys Kernow Grant	£3,500
Ticket income	£1,280
Refreshments	£45
Help-in-Kind (Producer)	£4,000
Total	£8,825

Expenditure

Artist fees & expenses	£2,360
Marketing	£1,499
Admin & insurance	£569
Refreshments	£198
Concert costs	£199
Help-in-kind (Producer)	£4,000
Total	£8,825

It was fab – more please.

Great fun – and proud to celebrate Cornwall!.

*It was so well run...
Really nice to do something a bit different.*



'Heaven's Thunder' film & music (left) at Isambard House and Sirinu (above) at St Nicholas & St Faith Church.

CONCLUSION & THE FUTURE:

Saltash Songs & Shanties Festival brought a new live cultural experience to the town and demonstrated that there is both excellent infrastructure to support similar events and strong demand from local and regional audiences.

As well as being appreciated for the positive impact of being fun and entertaining, the Festival also demonstrated how performing arts can bring social, economic and educational benefits to the town.

There is the potential in Saltash to develop a regular programme of high-quality live folk, jazz, rock/pop and classical performances and workshops, either as an annual festival or as a longer 'season'. This could also be expanded to encompass other genres including film, dance, visual art and theatre.

To be successful the programme would need to have:

- strong local links reflected in both the artistic work and performers' backgrounds.
- opportunities for complete beginners to participate and make new work.
- amateur and professional performances.

Benefits for the town would include:

- Enhancing and expanding the cultural scene for residents across Saltash.
- Creating professionally supported performance opportunities for local amateur music groups and individuals – growing audiences and encouraging participation across the town.
- Bringing professional performers into the town and positioning Saltash within the South West touring networks.
- Developing positive economic impacts from encouraging local people and regional visitors into the town centre.
- Creating positive social and educational impacts for local people through accessible events and opportunities to participate.



Approval in Principle from Cornwall Council

Dear [REDACTED]

It was great to chat to you just now about the Pop Up Piano event. I am writing to say that in principal Victoria Gardens and the Waterfront can be used for the event.

[REDACTED]

Public Open Space Officer – Events and Filming

Environment Service

Cornwall Council

Contract for FEAST

I am pleased to confirm FEAST's offer of a grant of £1000 towards the cost of **Saltash Songs and Shanties Festival** based on FEAST's terms and conditions as detailed in this letter.

Project Reference Number: [REDACTED]

(Please use the Project Number on all invoices and communication about this project)

This agreement is between Creative Kernow Ltd on behalf of the FEAST programme and [REDACTED] as the grant recipient.

1. Project Details

Project title: **Saltash Songs and Shanties Festival**

Project must start within a calendar year of receiving this grant, and must conclude by 29th February 2024. In exceptional circumstances changes to this timescale may be negotiated and agreed with FEAST.

2. Terms and conditions

Your FEAST grant is subject to the following terms and conditions. Failure to comply with these terms and conditions may result in the partial or full amount of the grant being repayable to FEAST.

- The grant may only be used for the project detailed in point 1 and in accordance with any submission or application which you may have made to the FEAST programme.
- Any unused part of the grant will be repayable immediately on demand.
- It is a condition of the funding offer that appropriate credit is given to FEAST on all publicity materials. We also ask you to display the logos of FEAST's funders - Cornwall Council and Arts Council England. Please see enclosed FEAST publicity guidelines.
- The FEAST project manager must sign off all publicity materials prior to publication *with no exception*.
- You agree to provide FEAST with publicity materials if requested.
- You agree to evaluate your project within 4 weeks of it finishing, and take part in FEAST's evaluation process if requested.
- You will get FEAST's written agreement before making any change to the project.
- You will consent to any publicity about the grant and the project as FEAST may require.
- You are legally responsible for your project. You agree that you will secure all necessary licences, copyright permissions, CRB checks as required by your project. You will send copies of these to FEAST if requested.
- You must provide at least one image and a short project description for our website before we will release the first payment. Please note that in line with new GDPR legislation, any images you send FEAST must have the written permission of any individual(s) who are featured.
- You must provide appropriate contact details for our website. Please refer to our publicity guidelines.
- You must inform us of the dates of your event

Creative Kernow Ltd
Registered in England

Charity No 292138, company no 1727731

Krowji, West Park, Redruth, Cornwall TR15 3GE
Tel 01209 312502 | feast@creativekernow.org.uk

www.feastcornwall.org

- You keep us updated at least quarterly on progress towards meeting any conditions attached to this contract.

3. Copyright

Copyright for all work produced during and in connection with the project shall remain with the practitioner.

In order to forward the aims of FEAST, Creative Kernow retains the rights to use any material in any medium including text, sound or images produced by the practitioner in connection with this project until 5 years from the date of this agreement. FEAST undertakes to identify the author of any work created during the project, whenever such work is reproduced, exhibited or published.

The practitioner agrees to co-operate with others who may be publicising, monitoring, evaluating and documenting the project. The practitioner agrees that they may be contacted to sit on future funding panels. The practitioner agrees to contribute a short article in photographs or words reflecting on the Project for publication on the FEAST website.

4. Payment of your grant

Your grant will be paid on the following basis:

1 – First instalment of £900 on receipt of this signed contract, an invoice and compliance with any extra requirements which will be discussed with you by the FEAST Project Manager and set out at the end of this agreement. You must also provide us with a short project description (approx 60 words) and at least one image for our website.

2 - Final instalment of £100 on receipt of your final evaluation and Vital Statistics (details on the website) and budget reports and an invoice (within 4 weeks of the end of your project)

Please address your invoice to: Creative Kernow, Krowji, West Park, Redruth, Cornwall TR15 3GE. Payment will be made by BACs. Please make sure your bank account number and sort code are on all invoices, along with the project number above.

Please read the declaration below. If you accept this offer from FEAST you must sign and date both copies of this letter, return one copy to us, and retain the other copy for your own records.

"I have read and understood the FEAST grant guidelines. The information I have given in my application is true and correct. Any material I have sent to support my application is also true and correct. I will tell you immediately if this information or the supporting information needs to be updated. I am happy for you to provide copies of this application form and any supporting material to any person or organization you wish to consult about my application. I will repay the grant in full to FEAST if this is requested in the event of any of the terms and conditions not being met."

FEAST is delighted to be offering you a grant. I look forward to your acceptance of this offer by signing and returning to me the attached duplicate letter within 7 days of the date of this letter.

Once we have received all the required documents and information, we will arrange the first payment of the grant.

Extra conditions to be met: that you achieve match funding as detailed in your application form;

Yours sincerely



Director of Creative Communities and FEAST

Date.....15th February 2023.....

Accepted by: Name:

Signature:

On behalf of (name of organisation):

Offer letter

02 February 2023

[REDACTED]
[REDACTED]
[REDACTED]

Dear [REDACTED]

Offer letter

Programme: National Lottery Project Grants

Applicant name: [REDACTED]

Reference: [REDACTED]

Name of activity: Saltash Songs & Shanties Festival

I am writing to offer you a grant of up to £14,000 towards the costs of Saltash Songs & Shanties Festival. Congratulations on your successful application.

You must accept our current standard conditions for grants and the payment conditions and requirements listed, or our offer is not valid. A copy of our 'Standard conditions for grants' is attached on the Attachments screen, and you can also download it from our website.

You must accept this offer within one month of the date at the top of this page to show that you accept the current conditions of our grant offer. The grant we are offering is the maximum amount available. You can only spend it on the activity we have agreed to fund.

The Monitoring schedule and payment conditions screen shows how we will structure the payments for your grant. Payments are conditional on us receiving and approving any additional monitoring information (or 'payment conditions') we have asked for. If any of the dates listed don't fit your project timeline, please contact us.

If any key elements of your activity (delivery plans, delivery partners, venues, timeline, etc) change before or during delivery, you agree that you will contact us as soon as possible to discuss your revised plans as per the Terms and Conditions.

You acknowledge that you must have appropriate plans in place to manage risk and to deliver your activity safely in line with any relevant guidance.

You must acknowledge your Arts Council England National Lottery funding in any marketing and publicity material, press release, interview, public statement or event speech that is related to the project we are funding. You must also use the Lottery grant award logo according to our guidelines.

1. Accepting your grant

Accepting your grant is done online by working through the 'offer letter acknowledgement' workflow. At the bottom of this screen you are asked to confirm that you have read the offer letter. On the following screens you will then view your Monitoring Schedule and Payment Conditions, our Terms and Conditions and bank details form. You will need to complete the declaration stating whether you accept this offer of a grant. Once you press 'submit' on the final screen, your acceptance will be sent to us to review, and will be your formal and legal acceptance of the grant and the terms and conditions that apply to it.

If you do not accept this offer within one month from the date we issued it, it will no longer be valid.

2. Receiving your first payment

Once you have accepted our offer and sent us your bank details, you will need to request your first payment. You will be able to view this payment request task in your 'Submissions' area once we have reviewed your acceptance.

To receive your first payment, you must:

- Submit your 'Payment request #1', which includes space to attach information to meet any other payment conditions we have set on your first payment (shown in the payment schedule on the next screen).

3. Managing your grant

Managing the rest of your grant is also done online. You will submit any payment conditions, complete activity reports and request payments using this online system. This process is outlined below. For full guidance on managing your grant using our online system, see the Post-decision support page on our website.

4. Reporting to us on your activity

Progress report form and payment

In your monitoring and payment schedule, you may be asked to complete a progress report form so we can review your activity's progress before we release a payment part way through your activity. Progress report forms are completed online, and the link to the report will appear in your 'Submissions' area four weeks before the due date shown in your payment schedule.

When you have submitted your progress report, you must then submit your payment request (including information to meet any other interim payment conditions we have set) to receive your payment.

Final activity report form and payment

After your project has finished, you must complete a final activity report form. The link to the report will appear in your 'Submissions' area four weeks before the end date of your project.

Your final activity report must be completed and submitted to us online within one month of finishing your activity. When you have submitted your report, you must then submit your final payment request (including information to meet any other final payment conditions we have set) so we can process your final payment.

Grantholders should be aware that Arts Council England conducts checks on a sample of applications every year to ensure that our funding is being used appropriately. We reserve the right to ask grantholders for access to all their documentation relating to their activity, and therefore you should keep clear financial and project management records for us to access when required.

5. Freedom of Information

Any information we receive from you throughout the course of your grant will be subject to the Freedom of Information Act. By law, we may have to provide your information to a member of the public if they ask for it under the Freedom of Information Act 2000. For further details, see the Freedom of Information section of our website.

If you have any concerns, let us know as some information may be covered by exemptions if it is sensitive or confidential.

6. Acknowledging our funding

You must download the grant award logo and read the guidelines on how to acknowledge our funding before you start using the logo. Please visit <http://www.artscouncil.org.uk/grantawardlogo>. For more information, you can email grantawardlogo@artscouncil.org.uk

This logo does not promote or advertise the National Lottery game and the National Lottery Commission has approved the use of the logo.

From time to time, Arts Council England makes media announcements to promote projects that we are funding. We will let you know if we plan to highlight your grant award.

We also ask that you support our work to campaign for the arts and culture sector, contributing upon request to key publicity activities during your funded period. We may also ask you to provide us with case studies, images and/or audio-visual materials that will help us promote the work we do.

Please use the reference given at the top of this letter when you communicate with us. If you have any questions, please contact us on enquiries@artscouncil.org.uk - we're always happy to help.

Congratulations on your successful application.

Yours sincerely,

[REDACTED]
Director, Investment Operations and Resources
Arts Council England

I have read the offer letter: Yes