



Saltash Town Council

Konsel An Dre Essa



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

26 May 2023

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 1st June 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.

Planning applications can be viewed by Members of the Council prior to the meeting on the Cornwall Council's website www.cornwall.gov.uk. Members of the public may view planning applications during normal working hours of 9:30 a.m. – 4:30 p.m. online at Saltash Library.

Yours sincerely,

S Burrows
Town Clerk

To:

Essa	Tamar	Trematon
R Bickford (Chairman)	J Dent	S Miller
J Brady	S Gillies	B Samuels
R Bullock	S Martin	B Stoyel
J Foster	L Mortimore	D Yates
M Griffiths	J Peggs (Vice-Chairman)	
S Lennox-Boyd	P Samuels	

Agenda

1. 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. (Pages 6 - 7)
6. Monthly Crime Figures.
7. Report by Community Enterprises PL12. (Pages 8 - 10)
8. Community Area Partnerships (CAP's) report for noting or matters arising.
9. Community Area Partnerships (CAP's) Action Points for Reports.
10. To further review the CAP Membership level and consider any actions. (Pages 11 - 17)
11. To receive a report on behalf of Safer Saltash.
12. To receive a report from Saltash Chamber of Commerce. (Page 18)
13. To receive a report from the Climate Change and Environmental Working Group.
14. To receive a report from Cornwall Councillors. (Pages 19 - 22)
15. To consider Risk Management reports as may be received.
16. 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.
17. To receive and approve the Minutes of the Annual Meeting of Saltash Town Council held on Thursday 4th May 2023 as a true and correct record. (Pages 23 - 40)

18. Finance:
 - a. To advise the receipts for April 2023; (Page 41)
 - b. To advise the payments for April 2023; (Pages 42 - 45)
 - c. Urgent and essential works actioned by the Town Clerk under Financial Regulations;
 - d. To note that bank reconciliations up to 30th April 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.
19. To receive Hudson Accounting Internal Auditors Year End Report dated 31st March 2023 and consider any actions. (Pages 46 - 49)
20. Annual Governance and Accountability Return 2022/23 (AGAR):
 - a. To review and note BDO LLP appointment as the External Auditor to Smaller Authorities Audit Appointments.
 - b. To review and confirm whether there is no conflict of interest or if a conflict arises with the appointment of BDO LLP (External Auditor). (Pages 50 - 51)
 - c. To receive and note the Annual Internal Audit Report. (Page 52)
 - d. To consider the Annual Governance Statement (Section 1). (Page 53)
 - e. To consider the Accounting Statements (Section 2). (Page 54)
 - f. To set the commencement date for the exercise of public rights. (Page 55)
21. To receive and note the minutes of the following Committees and consider any recommendations:
 - a. Policy and Finance held on 10th May 2023; (Pages 56 - 93)
 - b. Planning and Licensing held on 16th May 2023; (Pages 94 - 102)
 - c. Burial Authority held on 23rd May 2023; (Pages 103 - 115)

22. To receive and note the minutes of the following Sub Committees and consider any recommendations.
 - a. Devolution held on 11th May 2023; (Pages 116 - 123)
 - b. Station Property held on 17th May 2023. (Pages 124 - 130)
23. To receive an update on the Community Levelling Up Project and consider any actions and associated expenditure.
24. To receive an update on the future of the health care in Saltash and consider any actions. (Pages 131 - 132)
25. To receive a report and consider supporting the call for Government water companies to take action on sewage discharges. (Pages 133 - 136)
26. To receive Cornwall Councils dog related Public Spaces Protection Order Renewals and consider any actions. (Pages 137 - 141)
27. To receive a report from Peninsular Transport and consider any actions. (Page 142)
28. To receive a report on the Saltash Leisure Centre and consider any actions and associated expenditure.
29. Planning:
 - a. Application for consideration:

PA23/03663
Mr Danny Wilders Cornwall Housing – **29 Mulberry Road St Stephens Saltash PL12 4NW**
Rear Extension and Porch construction to provide adaptable means for disabled access.
Ward: Essa
Date received: 11/05/23
Response Date: 20/06/23
<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RU1CC8FGJON00>
30. Meet your Councillors: The next scheduled meeting date Saturday 10th June 2023 outside Bloom Hearing, Fore Street.
31. Public Bodies (Admission to Meetings) Act 1960:
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

32. To consider any items referred from the main part of the agenda.
33. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
34. To consider urgent non-financial items at the discretion of the Chairman.
35. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
36. Date of next meeting: Thursday 6th July 2023 at 7:00 p.m.
37. 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 1 JUNE 2023

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

Friday 5 th May	12/15pm	Coronation Lunch, Abbey Field Saltash
Friday 5 th May	7.30pm	Saltash Video Club Presentation Ashtorre Rock, Saltash
Saturday 6 th May	10.00am	May Fair Civic Parade, Saltash
Sunday 7 th May	10.00am	May Fair, Saltash
Sunday 7 th May	2.00pm	Resident Coronation Garden Party, Saltash
Thursday 11 th May	2.000pm	Launceston Mayor Choosing and Civic Reception, Launceston Town Hall
Monday 15 th May	7.00pm	Truro Annual Mayor Making Ceremony, Cathedral Church, Truro
Thursday 18 th May	2.00pm	Bodmin Mayor Choosing, St Petroc Church, Bodmin
Thursday 18 th May	7.00pm	Mayor Choosing, Torpoint Council Chamber, Torpoint
Friday 19 th May	10.20am	Lord Mayor's Choosing Ceremony, Plymouth Guildhall
Tuesday 23 rd May	7.00pm	Portreeve Choosing Ceremony, Callington Town Hall
Thursday 25 th May	2.00pm	Saltash at War presentation, Saltash Library Hub

DEPUTY MAYOR'S REPORT TO SALTASH TOWN COUNCIL
THURSDAY 1 JUNE 2023

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

Friday 5 th May	12/15pm	Coronation Lunch, Abbey Field Saltash
Saturday 6 th May	10.00am	May Fair Civic Parade, Saltash
Monday 15 th May	7.30pm	Saltash Camera Club Presentation Evening, AshTorre Rock, Saltash
Thursday 18 th May	7.00pm	Liskeard Mayor Choosing Ceremony Public Hall, Liskeard
Sunday 21 st May	10.00am	Plymouth Civic Service, Minster Church of St Andrew, Plymouth
Wednesday 31 st May	2.00pm	Newquay Mayor Making Ceremony, Atlantic Hotel, Newquay



REPORT TO TOWN COUNCIL

19.05.23

As the warmer weather and lighter evenings finally arrives, all of us at CEPL12 continue to be busy beavering away.

Our Community Fridge volunteers are particularly enjoying the sunshine as they hold their fridge outdoors on a Tuesday, Wednesday and Saturday. We continue to have a steady stream of customers who benefit from food that would otherwise have gone into landfill, last month we served 755 people, this included 45 to our mobile fridge.

We also use the food collected by our volunteer drivers to cook wholesome meals in our Community Kitchen, last month we served 543 customers from around the PL12 community. We are delighted that our collections from Waitrose, which were halted earlier this year, have now resumed bringing much needed additional foodstuffs. Thanks to our amazing team of volunteers we have home baked cakes available every day, this week you could tuck into boiled fruit cake (with grapefruit due to the huge tin of grapefruit we had donated) and chocolate and courgette cake. We try not to buy any extra ingredients and so our volunteers have become adept at creating tasty treats from whatever we are given.

The number of activities we have on offer continue to grow, on a regular basis we have a drop in café for those living and affected by dementia, chatter and natter run by Mandy our social prescriber, Your Voice (a mental health group for ladies), Man Down (a mental health group for men), and a newly formed, but rapidly growing, stroke group. All of these groups are sure of a warm welcome and home-made refreshments.

We have also been delighted to host our local Rotary group who we are hoping will continue to use our venue on a regular basis.

Jos, our fabulous volunteer chef who has the most amazing CV including cooking for royalty, is now leading cooking demonstrations on a regular basis, last month he taught us how to cook the perfect poached egg. The next demonstration is on, June 5th, when he will let us into the secret of making soups and sandwiches – a staple pairing on brunch menus, he will let you into the secret of making the ultimate croque monsieur toasted sandwich and how to make quick and easy Chinese soups.

Our latest play from Scrip in Hand Theatre: 'In Other words' was held on Monday 22nd May. This marks the CND protest held on 24th May 1983 in which a group of ladies held hands from end to end on the Tamar Bridge.

We are still working in conjunction with the Tamar Bridge Visitors Centre to promote our famous bridges, on 31st July we are hosting a Tamar Bridge Tea event for a group of interested people taking part in a tour of the bridge. We hope this will be the first of many as it will bring new visitors to Fore Street

Our Community shop and Hub at No 4 Fore Street has be quiet over the last few months, inevitably the cost of living crisis will have an impact on those goods seen as luxury items rather than essentials. To this end, we have been sourcing lower priced and Saltash themed goods to attract a wider customer base. We have some wonderful products from over 25 local traders that make ideal gifts, please pop in to see what we have on offer.

Our Shop Director, Cathy Jane, has made the decision to step down as Shop Director, this is because she has taken on many additional responsibilities as our Community Liaison Director, we are delighted that she is going to continue in this capacity. Our Lead Volunteers have stepped up admirably and are making a great job of making sure No 4 continues to thrive.

Last month we celebrated the ten year anniversary of opening No 4, two of our volunteers Lynda Burden and Sue Bishop have been volunteering with us since the very start, we marked this amazing achievement with flowers (and a cup of tea!) Things have changed considerably over the years, but the dedication of our volunteer team remains as strong as ever.

Along with the rest of Saltash, we celebrated the May Fair and Coronation with bunting, flags and a proper pasty lunch. As always we were happy to supply the power to the speaker system for the benefit of the crowds that enjoyed the celebrations together.

Our Community Transport continues to provide community hires and trips to a growing number of passengers. As well as driving for both our volunteer drivers also support other enterprises by making regular food collections and transporting people to our Dementia Café at Ashtorre every Thursday. Earlier this month was Dementia Action Week working with a range of organisations across the country to raise awareness of the disease, including our own DV group.

33 of our regular attendees took part in the launch event at the library. Led by Teresa, our singing group performed a number of songs, poems were also read. It was a brilliant event and a great showcase for how much fun those affected by dementia can have.

We were delighted to welcome Peter Wilson to our Board of Directors last month, he has taken up the much needed role of Health and Safety Director. All our Directors work tirelessly behind the scenes to make sure that we are compliant and viable, this is a time consuming job and often overlooked. Our Ops Manager, Al Marks does a sterling job supporting us behind the scenes. Our Board meets monthly, recently we have spent time in extremely constructive discussions around communication, responsibilities and accountability. Whilst we are all volunteers we all recognise the importance of running a CIC and take our responsibilities seriously. Making time for such discussions are crucial to make sure we all work together for the benefit of all. We have a fantastic team who deserve recognition for everything they do for the PL12 community.

We are a voluntary organisation and, as such, do not charge for our activities, rather we are dependent on donations and grant funding in order to survive. We are constantly looking for new ways to generate funding and so are especially thrilled that the Mayor has chosen us as one of his supported organisations this year, thank you for your recognition and support.

Hopefully, this report gives you a flavour of our little organisation, and the many activities we organise to enhance the lives of those whom live, work or visit in the PL12 community.

We are proud of all our efforts and achievements and so, on behalf of our Board, would like to formally invite you to visit our shop, hub and kitchen to find out for yourselves first-hand more about us.

I know you are all very busy people but I would be delighted if you could get in touch so that we can fix up a date.

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

To further review the CAP Membership level and consider any actions

Dear colleagues,

Cornwall's New Community Area Partnerships: Update

Further to my message at the end of March, please see below a brief update about the preparations for the new Community Area Partnerships.

As a brief recap, the 12 new Community Area Partnerships (CAPs) will replace the 19 Community Networks at the end of May. The briefing I previously circulated about the CAPs is attached for ease of reference.

Progress and next steps

- As explained in my previous message, the Cabinet has agreed a framework for the CAPs and I've been given delegated authority to agree the detailed governance arrangements.
- On 29 March, I held a workshop with Community Network Chairs & Vice-Chairs to engage them on governance issues, in order to inform the preparation of detailed terms of reference for the CAPs. I also sought their views on how we should shape the CAP's inaugural meetings. I am very grateful to the Chairs & Vice-Chairs for their time and hard work at this session, and the valuable feedback they provided. Work on governance is nearing completion, and terms of reference will be circulated before the inaugural meetings.
- Inaugural CAP meetings: The Localism team has been scheduling dates for these meetings, which will take place from the end of May and across June and July. Initial invitations are being circulated by the team. We had initially proposed that we only hold informal workshops at this stage, to provide CAPs time to build relationships and prepare for their new roles, before launching into "business" meetings. While Chairs & Vice-Chairs agreed there is a need to set aside some time for these activities, they were keen to make quicker progress. I have reflected on this feedback and, as they proposed, we will hold Annual General Meetings on these dates (including the election of the new Chairs & Vice-Chairs), with time set aside for workshop activities.
- We have commissioned portable technology to give CAPs the capability to be able to hold hybrid meetings. The aim is demonstrate this at the time of the inaugural sessions, and have this fully operational by the Autumn. As part of the roll-out, we will ensure you and other CAP partners are familiar and comfortable with how it works.
- The Localism team has allocated its staff to the CAPs. You will shortly receive a message setting out the lead Community Link Officer and Community Support Assistant for each area, and assuring you that the team will be working together to balance resources fairly across Cornwall.

If you have any queries, please let me know. I wish you a good break over the Bank Holiday weekend.

Kind regards

Carol

Cllr Carol Mould
Cabinet Member for Neighbourhoods
Cornwall Council

Dear Clerks and Councillors,

Following the update from Cllr Mould we have just sent to you, we would be grateful if you could send us your representative nomination for the Liskeard & Looe/Cornwall Gateway Community Area Partnership. The first inaugural meeting will be held on **6th June with a start time of 6 pm at Eliot Hall, St Germans** – you will have hopefully received a meeting request for the date and we can now confirm the venue.

However, we do recognise that it may be a challenge for your council to appoint someone without understanding more about what the Community Area Partnership is, and what it will do. The summary document attached should help – and there is a draft Roles and Responsibilities in the Nomination form attached. If you feel it would be better for more than one person to attend these meetings, then we would be able to accommodate that as well. Also if someone wants to attend, before committing to being a representative, that would be fine too.

I'd also like to let you know that, at the first meeting, we would like representatives to bring with them **the top 3 priorities of their parish/town council**, as a first step to creating the CAP Action Plan.

Please return the completed forms to me or Lisa Grigg at localism@cornwall.gov.uk. Any questions or queries on the CAP or the first meeting, do not hesitate to get in touch.

With kind regards
Catherine
Community Link Officer

Community Area Partnerships

Community Area Partnerships: Briefing

This paper summarises the proposals for the new Community Area Partnerships, agreed by Cornwall Council's Cabinet in February 2023.

A. Overview

- 12 new "Community Area Partnerships" (CAPs) will be introduced across Cornwall from May 2023. They will replace the 19 Community Networks.
- The vision for the CAPs is **"Bringing local organisations and people together to tackle the issues that matter to communities, so that everyone can start, live and age well."**
- Their main benefits will be:
 - They will be better able to take, drive and influence action on priority community issues
 - They will help strengthen connectivity and joint working with communities, being a space where all partners can better coordinate their work in place for the benefit of local people
 - They will have a more consistent approach, while tailoring their work to the community they serve
 - They will have more involvement in decisions about funding
- The CAPs will involve Cornwall Councillors and Town & Parish Councils in each area, working with other organisations that serve our communities, like the Police, health services and voluntary and community sector, and involving and engaging the public.
- Cabinet has agreed a broad framework for the CAPs; detailed arrangements will now be developed and implemented through a co-design process with CAP stakeholders.

B. Key Roles

- The key roles of each CAP are set out below and are designed to ensure they:
 - Are an influential voice for their communities ("Community Voice")
 - Can take effective action to progress community priorities and support communities to take action to help each other ("Community Action")
 - Can help prioritise the use of specific funding allocated to the CAP areas ("Community Funding")
- 1. Partnership Focus:** To provide a space for partners to collaborate and coordinate their work in place and get things done, sharing their skills, assets and learning and working together to build solutions.
 - 2. Town & Parish Councils:** To champion and facilitate their work, acting as the "go to": place to get mutual support, platform to share best practice, and pathway to progress and seek funding for projects and ideas.
 - 3. Community Action Plans:** To work with communities to agree the top priorities in their area, agree an action plan to progress these and keep communities up to date on progress. Cornwall Council will take CAP priorities into account in its own strategies and share them with partner agencies.
 - 4. Shared Prosperity Fund:** Cornwall and the Isles of Scilly have been awarded £132 million from the Government's Shared Prosperity Fund. This funding is being used to achieve good growth for communities and businesses. The CAPs will be closely involved in this work, with a particular role on two programmes:
 - The **Community Levelling Up Programme**. This [programme](#) aims to help communities develop their place-shaping ambitions. Communities can apply for funding for projects like town centre improvements and neighbourhood infrastructure projects.
 - The **Community Capacity Fund**. This [fund](#) aims to help communities develop plans for projects so they are in a good position to secure large scale funds to deliver those projects.

A share of these funds is being allocated to each CAP area. The CAPs will be asked to recommend which projects the funding should be spent on, to best promote good growth and address issues in their areas; Cornwall Council will then make a formal decision, taking this recommendation into account. CAPs will also be able to apply to a central "performance" reserve to bring forward more/larger projects in their areas.

Community Area Partnerships

5. Highway Scheme: The area-based highways scheme, with an annual budget of £1.05m, supports neighbourhood highway improvement schemes that improve highway safety and access. The CAPs will be asked to prioritise unallocated funds from the current scheme, which runs to March 2025, by submitting their views to their Cornwall Councillors who will make a final recommendation to Cornwall Council.

6. Local service delivery, plans and spending: Each CAP will have an opportunity to look at how Cornwall Council and other service providers are delivering services, implementing plans and spending budgets in their area. If a CAP wishes to look at a particular issue in this way, the Council will provide it with information about this, so that the CAP can feed back any comments, concerns and questions. This will help the CAPs support their communities with their priority issues and give the Council and its partners an opportunity to take community views into account when planning their services, budgets and projects.

7. Cornwall Council budget: The Council carries out an annual public consultation on its budget for the forthcoming year. CAPs will be a consultee and will be able to submit comments as part of this process.

8. Local service changes: CAPs will have the opportunity to comment where Cornwall Council is planning an important service change that affects all or a majority of their area. If other service providers are planning a change and the local CAP wishes to comment, the Council will help the CAP liaise with that provider.

9. Cornwall Local Plan: This is Cornwall Council's planning policy framework for the Duchy. It has to be reviewed every five years and contains a section on each community area. When it reviews the Local Plan or related statutory planning policies, the Council will give each CAP the opportunity to input its views.

C. Broad Governance Model

Cabinet has agreed a broad governance model for the CAPs, with key features highlighted below; detailed arrangements will now be developed through a co-design process with CAP stakeholders:

- CAPs will be local forums operating as partnerships
- Membership will comprise the Cornwall Councillors and representatives of Town & Parish Councils in each CAP area, working with other partners. Liaison is taking place with the Police, health and voluntary & community sector to ensure effective links with the CAPs. CAPs will be able to invite partners to be co-opted members, and/or invite them to participate according to the issues in question.
- It is envisaged each CAP will meet 6 times a year. Meetings will be open to the public, with special open forums for Community Action Plan priority setting and progress.
- Cabinet Members will be linked to the CAPs, to help strengthen connectivity between Cornwall Council and the CAPs. Council Leadership Team representatives will also be linked to each CAP.
- A mechanism will be developed for CAPs to jointly request Cornwall Council's Overview & Scrutiny Committees to consider carrying out scrutiny of common issues across several CAP areas.
- The CAPs will link in with Annual Conversations with specific client groups, including the Annual Conversation with Children and Young People, facilitating support for the children's rights agenda.
- A key part of the co-design process will be to ensure the detailed arrangements facilitate effective engagement with communities, and that business is manageable and sustainable for all partners.

D. Geography of the CAPs

These [maps](#) show the geography of the CAPs, and the Electoral Divisions and Parishes in each CAP.

For further information, please contact Localism Team via localism@cornwall.gov.uk

Liskeard & Looe/Cornwall Gateway Community Area Partnership

Town & Parish Council Representatives 2023/24

Community Area Partnerships have been established for 12 geographical areas across Cornwall, defined by parish boundaries. They will replace the Community Networks at the end of May 2023. The inaugural meeting of the Liskeard & Looe/Cornwall Gateway Community Area Partnership is scheduled for 6th June 2023.

The Community Area Partnership will include a named representative of each Town & Parish Council* within the boundaries of the Partnership area.

We are asking each Town & Parish Council to inform us of their named representative for the forthcoming year. **We would be grateful if you could return this form by 31st May 2023.**

Town & Parish Councils may nominate a substitute councillor to attend, where their named representative is unable to attend. In these circumstances, please advise us of the proposed substitution as soon as possible before the meeting, so we can advise the Chair.

The “roles and responsibilities of Partnership members” will be included in the Terms of Reference, which will be circulated with the inaugural meeting agenda. The draft role profile is at Appendix A. A briefing about the Partnerships is also attached for ease of reference.

We will send Community Area Partnership papers and correspondence to the Clerk and your named representative, unless you advise otherwise.

Your named representative on the Community Area Partnership for 2023/24

Name of Town/Parish Council: <i>(*Includes City/Town/Parish/Community Council or Parish Meeting)</i>	SALTASH TOWN COUNCIL
Named Representative	CHAIRMAN – CLLR RICHARD BICKFORD
Named Representative's email address	r.bickford@saltash.gov.uk
I declare that I have read the privacy notice (Appendix 2) and that the named representative is happy to be contacted about business relating to the Partnerships via the email address above	YES
Form completed by	SINEAD BURROWS – TOWN CLERK/RFO

If you have any queries, please contact us. Thank you.

Please return this form to Lisa Grigg and Catherine Thomson c/o localism@cornwall.gov.uk

Appendix 1**Roles & Responsibilities of Community Area Partnership Members**

- (i) To follow the “Code of Conduct for Members and Co-opted Members” (as agreed by the Cornwall Council Standards Committee). All Cornwall Councillors and Town & Parish Councillors are expected to follow this Code as part of their general obligation as councillors.
- (ii) To attend Partnership meetings on a regular basis and actively participate at those meetings in progressing its Community Priority Action Plan and other functions in line with the Vision. The overall Vision is “Bringing local organisations and people together to tackle the issues that matter to communities so that everyone can start, live and age well.”
- (iii) To act in the best interests of the Partnership as a whole
- (iv) To communicate the agreed view of the Partnership in discussions with partners. Town & Parish Council representatives and any co-opted members are asked to report back to their council/parent organisation on Partnership meetings.
- (v) To take account of views of other stakeholders and be mindful of different views and requirements
- (vi) To participate in Partnership Working Groups, where they are interested in the subject and their other commitments allow them to do so.
- (vii) To represent the Partnership in meetings with other bodies and partner organisations, where they are happy to accept any nomination to do so.

Community Area Partnership: Named Representatives - Privacy Notice

Who will control my data? The Data Controller for all the information you provide on this form is Cornwall Council, New County Hall, Treyew Road, Truro, TR1 3AY. Data Protection Registration Number: Z1745294.

There's something I don't understand If you need help in understanding or completing this form, please contact the Localism Team on telephone number 0300 1234 100 or by emailing localism@cornwall.gov.uk

How we will use the information about you The information you provide on this form will be used to ensure we know who your representative is on the Community Area Partnership, and to help ensure that we can liaise with you and them about the Partnership, including through the provision of meeting papers and other relevant information.

Why do you need my information? In order to carry out the tasks listed above, we need your representative's name and email address. Without them, we will not be able to provide this service.

Who else will we share your information with: We will not share this information outside the Localism team, except with your specific permission. Your data will be held within Cornwall Council's secure network and premises and will not be processed outside of the UK. Access to your information will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy notice. We will not share this information outside of Cornwall Council, except where we are legally obliged to share information e.g. to aid in the prevention and/or the detection of crime or under a court order. However, whenever your consent to share information is required, we will always ask you.

How long will you keep this information for? 1 year after the end of the current financial year

What are my data rights?

Your personal information belongs to **you** and you have the right to:

- be informed of how we will process it
- request a copy of what we hold about you and in a commonly used electronic format if you wish
- have it amended if it's incorrect or incomplete
- have it deleted (where we do not have a legal requirement to retain it)
- withdraw your consent if you no longer wish us to process it
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority

How do I exercise these rights?

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:

Data Protection Officer, Cornwall Council, New County Hall, Truro, TR1 3AY

Telephone: 01872 326424; Email: dpo@cornwall.gov.uk

I don't agree with something

We would prefer any complaints to be made to us initially so that we have the opportunity to see if we can put things right at localism@cornwall.gov.uk. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner's Office: Telephone: 0303 123 1113; Website: <https://ico.org.uk/make-a-complaint/>

CHAMBER REPORT

Saltash and District Chamber of Commerce and Industry met on the 2nd May 2023 (a day later than normal due to the Bank Holiday) and welcomed a potential new member, Neil Jeffrey.

Members were informed that the proposed CCTV system for Fore Street had been put on ice as there was some talk that the Tolvaddon Monitoring Centre may be closing. Saltash Town Council had therefore decided to look again at their proposals. Several members reiterated the benefits of providing shopkeepers with individual systems which could have the external cameras having a provision where they could be monitored independently by the police in the case of an incident. The correct positioning of 8/10 systems would not only cover the whole of Fore Street but also the rear areas of the shops and the interior thereby monitoring any shoplifting. After the meeting, the Chairman was asked to write to the Town Council on this basis, as there could well be cost saving benefits as well. Members were also told of the work of Saltash Traders Against Retail Crime (STARC) whereby shopkeepers get an alert if there is suspicious activity in Fore Street.

A brief update was given as to the result of Cornwall Council's consultation on car parking charges. Some of the members were of the opinion it might be beneficial to look again at a scheme whereby car parking costs could be subsidised for shoppers.

Sarah Martin gave an update on the Safe A38 Scheme and that funding was not available and plans had been pushed back for 5 years re. the upgrading of the road. She also mentioned that the Town Council was still seeking, at least, some minor amendments to be brought forward re. some of the dangerous spots along the existing road.

The Chairman also raised the work being carried out by consultants on behalf of the Town Team, of which he is Acting Chairman at the present time. Some of the members had been invited to meetings whereat the consultants put forward early ideas of the various areas in and around Fore Street which were being considered. The Chairman informed members that full public consultation would be taking place in June by which time the consultants would have more definitive ideas. However, a stand had been booked at May Fair to ascertain other initial comments.

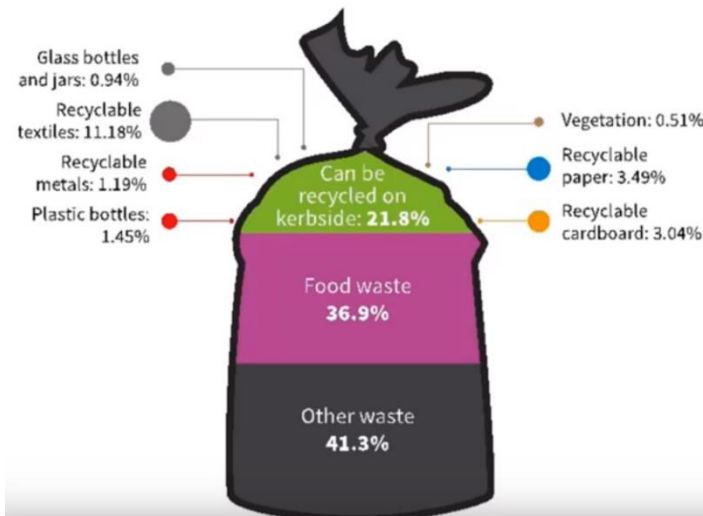
End of Report
Chairman of Saltash Chamber of Commerce

Report to STC June 2022

Cllr. Hilary Frank



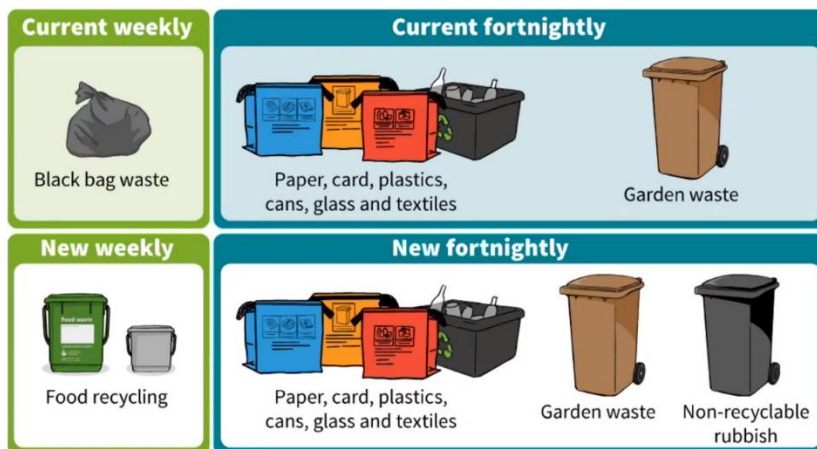
1. Changes to Waste Collection Service



An analysis of the black bags currently being collected by Cornwall Council’s waste collection teams reveals that over 20% of the contents includes items like plastic bottles, paper and glass that could have been recycled through the Council’s existing collection service. And astonishingly, nearly 37% is food waste.

Discarded food often ends up in landfills, where it decomposes and produces methane—a greenhouse gas with 80 times the warming power of carbon dioxide.

In an effort to reduce the amount sent to landfill and reduce Cornwall’s carbon footprint, a weekly food recycling service is due to be introduced across Cornwall:



Recycling will still be collected fortnightly, but ‘black bag’ rubbish collection will move to fortnightly and be collected from wheeled bins.

To support these changes, over 840,000 containers, including wheeled bins, food waste caddies and protective sacks, will be distributed to households throughout Cornwall. As well as food waste caddies, most households will also receive a 180-litre wheeled bin, which generally holds three to four black bags.

There are 282,000 households in Cornwall that will receive the new service, which will be rolled out in five phases with about 50,000 households per phase over an 18-month period starting in November this year. Residents in Saltash can expect their transition to occur in April 2024.

2. New Refugee and Asylum Seeker Outreach Team

Ahead of National Refugee Week from 19th to 25th June, a new team has been formed in Cornwall Council to support refugees and asylum seekers. Comprising five outreach and support workers, the Refugee and Asylum Seeker Outreach Team is part of Cornwall Council's wider resettlement service, which is funded by the Home Office.

3. Review of Homechoice Register

There are:

- 33,000 social homes across Cornwall, owned by a number of local and national social landlords
- 23,000 households (almost 50,000 people) registered and looking for an affordable home in Cornwall
- The top two reasons why people register are:
 - 1) family and friends can no longer provide them with a home
 - 2) they have been given a notice to quit from the private rented home
- 1,250-1,350 lettings per year – between 100 and 125 lettings per month on average
- At least 94% of lettings are made to people with a Cornwall connection
- Over 700 households in temporary or emergency accommodation

There are many varied and often contradicting layers/element/factors that have come together to influence how the Homechoice Register operates, leading to a situation where the scheme is almost unable to function in the way it was originally intended to. So Cornwall Council is working with stakeholders to review the Register, and is conducting a consultation that asks a series of questions around four main themes:

1. How We Let Homes
2. Common Assessment Framework
3. Applying for a Home
4. Cornwall Council's Allocations Policy

The public consultation will run until 5pm on 25th August, with a view to Cabinet taking a decision at their November meeting. www.cornwall.gov.uk/housing/homechoice-housing-register

3. Parking

The proposed Off-Street Parking Place Order 2023 was subject to public consultation in March. Within the feedback, there were a total of 1336 objections against the proposed changes, and 34 in support. 108 objections were raised over the introduction of Sunday charging in the 37 car parks where it is currently free to park on Sundays, but Cabinet has decided to stick with its original proposal of implementing Sunday charging in all car park throughout Cornwall. However, as a result of the consultation feedback, some changes have been made to the original proposal. Here are the ones that impact Saltash:

1. Not to proceed with proposed winter charges in car parks that are currently free in the winter.
2. Reduce the multi-use sessions in Zone A and B car parks:
 - Zone A from £5 to £2.50
 - Zone B from £3 to £2
3. Introduce Multi-use sessions in all Long stay Car Parks

	Summer 1 st April – 31 st Oct.	Winter 1 st Nov – 31 st March	Season Tickets etc.	Maximum Period of Waiting
Alexandra Square	<p>All Days (0900 - 1600) Up to 1 hour - £1.00 1 to 2 hours - £2.00 2 to 3 hours - £3.00 3 to 4 hours - £4.80 24 hours - £6.00 Weekly - £15.00</p> <p>Commercial Vehicles Per hour - £1.80 24 hours - £11.50</p> <p>(1600 - 0900) No charge</p>	<p>All Days (0900 - 1600) Up to 1 hour - £1.00 1 to 2 hours - £2.00 2 to 3 hours - £3.00 3 to 4 hours - £4.80 24 hours - £6.00 Weekly - £15.00</p> <p>Commercial Vehicles Per hour - £1.80 24 hours - £11.50</p> <p>(1600 - 0900) No charge</p>	<p>Season Tickets £57.00 - 1 Month £162.00 - 3 Months £306.00 - 6 Months £576.00 – Annual</p> <p>Multi-purchase Sessions £2.00 per 24-hour Session Minimum purchase £25.00</p> <p>Reserved Permits 1 reg. number - £324.54 2 reg. numbers - £365.11 5 reg. numbers - £405.67 No reg. numbers - £463.82</p> <p>Rover Ticket Accepted</p>	Unrestricted during the period of a valid parking ticket or permit.
Belle Vue East	<p>All Days (0900 - 1600) Up to 1 hour - £1.00 1 to 2 hours - £2.00 2 to 3 hours - £3.00 3 to 4 hours - £4.80 24 hours - £6.00 Weekly - £15.00</p> <p>(1600 - 0900) No charge</p>	<p>All Days (0900 - 1600) Up to 1 hour - £1.00 1 to 2 hours - £2.00 2 to 3 hours - £3.00 3 to 4 hours - £4.80 24 hours - £6.00 Weekly - £15.00</p> <p>(1600 - 0900) No charge</p>	<p>Season Tickets £57.00 - 1 Month £162.00 - 3 Months £306.00 - 6 Months £576.00 – Annual</p> <p>Multi-purchase Sessions £2.00 per 24-hour Session Minimum purchase £25.00</p> <p>Rover Ticket Accepted</p>	Unrestricted during the period of a valid parking ticket or permit
Belle Vue West	<p>All Days (0900 - 1600) Up to 30 mins - £0.60 Up to 1 hour - £1.00 1 to 2 hours - £2.00 2 to 3 hours - £3.00</p> <p>(1600 - 0900) No charge</p>	<p>All Days (0900 - 1600) Up to 30 mins - £0.60 Up to 1 hour - £1.00 1 to 2 hours - £2.00 2 to 3 hours - £3.00</p> <p>(1600 - 0900) No charge</p>	Not applicable	3 hours, with no return within 3 hours

Culver Road	<p>All Days (0900 - 1600) Up to 30 mins - £0.60 Up to 1 hour - £1.00 1 to 2 hours - £2.00 2 to 3 hours - £3.00</p> <p>(1600 - 0900) No charge</p>	<p>All Days (0900 - 1600) Up to 30 mins - £0.60 Up to 1 hour - £1.00 1 to 2 hours - £2.00 2 to 3 hours - £3.00</p> <p>(1600 - 0900) No charge</p>	Not applicable	<p>3 hours, with no return within 3 hours</p> <p>Unrestricted during the period of a valid parking ticket or permit</p>
Grenfell Avenue	Not applicable	Not applicable	Permits issued by Cornwall Council Housing Dept.	Unrestricted during the period of a valid parking ticket or permit
Jubilee Green	<p>All Days All Hours</p> <p>No charge</p>	<p>All Days All Hours</p> <p>No charge</p>	Not applicable	60 hours
Longstone Park	<p>All Days All Hours</p> <p>No charge</p>	<p>All Days All Hours</p> <p>No charge</p>	Not applicable	24 hours
Warfelton Leisure Park	<p>All Days All Hours</p> <p>No charge</p>	<p>All Days All Hours</p> <p>No charge</p>	Not applicable	24 hours

SALTASH TOWN COUNCIL

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

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

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

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

38/23/24 TO ELECT A CHAIRMAN.

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

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

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

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

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

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

40/23/24 TO CONFIRM AND NOTE THAT CHAIRMAN OF SALTASH TOWN COUNCIL HAS SIGNED THEIR DECLARATION OF ACCEPTANCE OF OFFICE IN THE PRESENCE OF THE TOWN CLERK.

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

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

It was **RESOLVED** to note.

41/23/24 TO ELECT A VICE CHAIRMAN.

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

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

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

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

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

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

43/23/24 **PRAYERS.**

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

Reverend Tim Parkman led prayers.

44/23/24 **DECLARATIONS OF INTEREST:**

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

None.

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

None.

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

None.

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

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

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

It was **RESOLVED** to note.

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

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

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

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

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

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

It was **RESOLVED** to note.

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

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

Saltash Police Force

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

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

Derriford Hospital Transport

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

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

Parking

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

A38

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

It was **RESOLVED** to note.

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

No Report.

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

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

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

None.

53/23/24 REPORT BY COMMUNITY ENTERPRISES PL12.

No Report.

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

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

No Report.

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

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

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

No Report.

57/23/24 **FINANCE:**

a. To advise the receipts for March 2023;

It was **RESOLVED** to note.

b. To advise the payments for March 2023;

It was **RESOLVED** to note.

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

None.

d. To note that bank reconciliations up to 31st March 2023 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk.

It was **RESOLVED** to note.

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

It was **RESOLVED** to note.

58/23/24

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

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

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

b. Extraordinary Personnel held on 17th April 2023;

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

RECOMMENDATION 1:

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

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

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

RECOMMENDATION 2:

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

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

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

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

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

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

RECOMMENDATION 3:

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

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

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

c. Services held on 27th April 2023.

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

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

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

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

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

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

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

60/23/24 **TO NOTE THAT THE FOLLOWING COMMITTEES REMAIN A COMPOSITION OF SIXTEEN MEMBERS THEREFORE APPOINTMENTS ARE NOT REQUIRED, ALL MEMBERS WILL BE SUMMONED TO THE SCHEDULED MEETINGS OF THIS TOWN COUNCIL.**

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

It was **RESOLVED** to note.

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

- a. Personnel;
(Composition of six Members.)

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

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

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

- b. Joint Burial Board;
(Membership established by separate constitution - composition of four STC Members inclusive of the Mayor and Deputy Mayor)

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

- c. Burial Authority;
(Composition of six)

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

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

- a. Devolution
(Composition of eight Members)

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

- b. Library
(Composition of eight Members)

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

- c. Property Maintenance
(Composition of eight Members)

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

Councillor Foster gave his apologies and left the meeting.

d. Station Property
(Composition of eight Members)

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

e. Town Vision
(Composition of eight Members)

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

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

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

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

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

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

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

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

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

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

g. IT;
(Composition of three Members)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Please note the following policies can be viewed on the website here:

<https://www.saltash.gov.uk/policies.php>

a. Employees;

- i. Employee Handbook 2022
- ii. NJC Green Book 2019
- iii. Data Protection – Criminal Records Information Policy
- iv. Data Protection Policy (Employees)
- v. Disability Employment Policy
- vi. Protocol for Members Officer Relations
- vii. Provision of IT and Acceptable Use Policy
- viii. Recruitment and Selection Policy

b. Finance;

- i. Accounts and Audit Regulations 2015
- ii. Annual Business Continuity Plan 2022-23
- iii. Annual Internal Audit Business Risk Assessment 2022-23
- iv. Annual Reserves Policy 2022-23
- v. Annual Statement on Internal Control 2022-23
- vi. Annual Treasury Management Strategy 2022-23
- vii. Anti-bribery Policy Statement & Anti-fraud & Corruption Strategy 2022-23
- viii. Finance Schedule and Precept Plan 2022-23
- ix. Local Government Pension Scheme Policy 2022-23
- x. Receipting of Income & Banking Procedures 2022-23
- xi. Risk Management Plan Statement 2022-23
- xii. Risk Management Strategy 2022-23
- xiii. Scheme of Delegation 2022-23
- xiv. STC Financial Regulations 2022-23 v2

c. General;

- i. Acquisition or Sale of Land and Property
- ii. Code of Practice for Handling Complaints
- iii. Communication Policy
- iv. Data Retention and Disposal Policy
- v. Equality and Diversity Policy
- vi. FOI Model Publication Scheme 2022
- vii. Freedom of Information Policy
- viii. Grants Policy 2022
- ix. Information & Data Protection Policy
- x. Management of Transferable Data Policy
- xi. Match Funding – Play Parks
- xii. Planning - A Guide for Councillors
- xiii. Receiving Public Questions, Representations & Evidence at Meetings
- xiv. Safeguarding Policy
- xv. Social Media Policy
- xvi. Standing Orders 2022-23
- xvii. STC Seals & Logo
- xviii. Terms of Reference - Committees & Sub Committees

- xix. Training and Development
- xx. Unreasonable Customer Behaviour and Persistent Complaints
- xxi. Zero Tolerance Policy

d. Health and Safety;

- i. Health and Safety Manual

e. Library;

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

f. Members;

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

g. Civic;

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

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

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

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

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

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

It was **RESOLVED** to note.

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

It was **RESOLVED** to note.

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

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

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

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

69/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

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

None.

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

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

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

Members Attendance at Saltash May Fair

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

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

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

73/23/24 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

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

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

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

75/23/24 **COMMON SEAL:**

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

Rising at: 8.44 pm

Signed: _____
Chairman

Dated: _____

Bank Receipts

Saltash Town Council

For the period 1 April 2023 to 30 April 2023

Contact	Description	Net	VAT	Gross
Annual Mooring Fees	Rent Income - 01/04/2023 - 31/03/2024	£ 5,003.76	£ 1,000.74	£ 6,004.50
Barclays Bank	Interest Received	£ 5.70	£ -	£ 5.70
Churchtown Allotments	Allotment Deposit	£ 50.00	£ -	£ 50.00
Churchtown Allotments	Allotment rent income 01/04/2023 to 31/03/2024	£ 2,390.00	£ -	£ 2,390.00
Churchtown Cemetery	Interments	£ 833.00	£ -	£ 833.00
Cornwall Council	Mileage reclaim for Library Volunteers	£ 81.90	£ -	£ 81.90
Cornwall Council	Precept - April 2023	£ 653,876.50	£ -	£ 653,876.50
Cornwall Council	Transfer of funds for CIL Parish Payments	£ 4,562.79	£ -	£ 4,562.79
Daily Mooring	Fee income	£ 75.00	£ 15.00	£ 90.00
Fairmead Allotment	Allotment Deposit	£ 50.00	£ -	£ 50.00
Fairmead Allotments	Allotment rent income 01/04/2023 to 31/03/2024	£ 486.25	£ -	£ 486.25
Grenfell Allotments	Allotment rent income 01/04/2023 to 31/03/2024	£ 330.00	£ -	£ 330.00
Guildhall income	Various Bookings	£ 435.98	£ -	£ 435.98
Guildhall income	Guildhall refreshment	£ 25.00	£ 5.00	£ 30.00
Isambard House	Various Bookings	£ 156.25	£ 31.25	£ 187.50
James Hallam Council Guard	Insurance claim for damage to Pontoon	£ 6,482.10	£ -	£ 6,482.10
Library Income	Fines	£ 1.25	£ 0.25	£ 1.50
Library Income	Library Photocopying Fees income	£ 82.12	£ 16.42	£ 98.54
Library Income	Book sales	£ 55.77	£ -	£ 55.77
Maurice Huggins Room Income	Various bookings	£ 82.50	£ -	£ 82.50
Murder Mystery Night	Ticket income	£ 424.55	£ -	£ 424.55
Public Sector Deposit Account	Interest Received	£ 676.61	£ -	£ 676.61
Seagull Bags	Seagull Bags Income	£ 67.08	£ 13.42	£ 80.50
Trusted Boat Scheme	Annual Scheme Charges	£ 933.38	£ 186.62	£ 1,120.00
Grand Total		£ 677,167.49	£ 1,268.70	£ 678,436.19

Bank Payments

Saltash Town Council

For the period 1 April 2023 to 30 April 2023

Contact	Description	Net	VAT	Gross
All Seasons Window Cleaning	Station Window Cleaning - March 2023	£ 35.00	£ -	£ 35.00
Architecture by Studio Hive	Consultancy charges for Town Vitality Open Space Project - First Stage payment	£ 11,478.33	£ 2,295.67	£ 13,774.00
ASG Security	Annual Maintenance fee - Fire Alarm System for the Guildhall	£ 258.14	£ 51.63	£ 309.77
Barclays Active Saver	Transfer of Precept funds to Active Saver Account	£ 500,000.00	£ -	£ 500,000.00
Barclays Bank	Bank Charges	£ 19.89	£ -	£ 19.89
Barclays Mayor's Charity Account	Transfer of Murder Mystery Income	£ 1,081.00	£ -	£ 1,081.00
Brandon Hire	Wet Vacuum Rental	£ 60.47	£ 12.09	£ 72.56
Budget Locksmiths Saltash	Maintenance costs for filling cabinets - Guildhall	£ 75.00	£ -	£ 75.00
Budget Locksmiths Saltash	Door Lock for public toilets	£ 195.00	£ -	£ 195.00
Budget Locksmiths Saltash	Repairs and Maintenance materials - Public toilets	£ 751.00	£ -	£ 751.00
Civica - Modern.Gov	Annual renewal Subscription 01/04/2023 - 31/03/2024	£ 8,916.08	£ 1,783.22	£ 10,699.30
Cornwall Association of Local Councils	Two way communication training course for Administration Staff	£ 30.00	£ 6.00	£ 36.00
Cornwall Association of Local Councils	Social media strategy training course for Administration Staff	£ 30.00	£ 6.00	£ 36.00
Cornwall Council	Rent for Licence of land rear of Grenfell Avenue commencing 01/04/2023	£ 120.00	£ -	£ 120.00
Cornwall Council	Rent for Longstone Garage and Depot - April 2023	£ 375.00	£ -	£ 375.00
Cornwall Council	Insurance for Longstone Garage and Depot - April 2023	£ 10.00	£ -	£ 10.00
Cornwall Pensions	Pension Fund Payment - April 2023	£ 9,621.03	£ -	£ 9,621.03
County Roadways	New Parking Line Markings at Churchtown Cemetary	£ 800.00	£ 160.00	£ 960.00
Credit Card Purchases (Amazon)	P&F - Stationary Costs	£ 7.32	£ 1.46	£ 8.78
Credit Card Purchases (Amazon)	P&F/Longstone - Stationary Costs	£ 81.94	£ 16.40	£ 98.34
Credit Card Purchases (Meta)	Social Media (Facebook) Geo Targeted advertising for Precept Leaflet	£ 36.50	£ -	£ 36.50
Credit Card Purchases (Vimeo)	Annual License for Video hosting platform to be used by STC on websites	£ 69.00	£ 13.80	£ 82.80
Credit Card Purchases (Xero)	Monthly Xero Subscription	£ 28.00	£ 5.60	£ 33.60
Dainton Group Services	Rent for Waterside Cabin and Effluent Tank	£ 321.42	£ 64.28	£ 385.70
DB Autos Ltd	MOT for Service Delivery Vehicle	£ 644.30	£ 118.06	£ 762.36
DB Autos Ltd	Cost of Van Hire	£ 180.00	£ 36.00	£ 216.00
Devon Contract Waste Ltd	08/03/2023 Recycling costs	£ 12.19	£ 2.44	£ 14.63
EE	Staff mobiles and Pontoon broadband charges	£ 126.54	£ 25.31	£ 151.85
Efficient Comms Ltd	Telephone Call and Service Charges - March 2023	£ 251.31	£ 50.26	£ 301.57
Efficient Comms Ltd	Fibre Activation for Guildhall	£ 41.67	£ 8.34	£ 50.01
HMRC	PAYE payment April 2023	£ 8,470.08	£ -	£ 8,470.08
Human Resources Support Consultancy	HR Consultancy Services - March 2023	£ 650.00	£ 130.00	£ 780.00
ICS Industrial Component Supplies	Cleaning supplies - Longstone Depot	£ 50.10	£ 10.02	£ 60.12
ICS Industrial Component Supplies	Oil/Fluid Extractor for Service Delivery equipment	£ 87.95	£ 17.59	£ 105.54

ICS Industrial Component Supplies	Health and Safety Gloves	£ 107.04	£ 21.41	£ 128.45
Jackman SW Limited	Annual gas safety inspections for Saltash Library, Guildhall and Isambard House	£ 425.50	£ 85.10	£ 510.60
Jackman SW Limited	Air-Con Unit Service costs - Guildhall	£ 148.50	£ 29.70	£ 178.20
Jackman SW Limited	Repair costs for boiler - Library	£ 721.22	£ 144.24	£ 865.46
James Hallam Council Guard	Renewal of Town Council Motor Vehicle insurance - 06/03/2023 - 05/03/2024	£ 2,902.28	£ -	£ 2,902.28
Judy Harrington	Stop Plastic Pollution Workshop - Library	£ 100.00	£ -	£ 100.00
Kennall Consulting Ltd	Consultancy Services provided from August 2022 to March 2023	£ 1,659.55	£ 331.91	£ 1,991.46
Laser - Belle Vue Toilets Electricity	Electricity Charges - 01/06/2022 to 31/08/2022	£ 64.10	£ 3.21	£ 67.31
Laser - Belle Vue Toilets Electricity	Electricity Charges - 01/09/2022 to 30/11/2022	£ 72.24	£ 3.61	£ 75.85
Laser - Belle Vue Toilets Electricity	Electricity Charges - 01/12/2022 to 28/02/2023	£ 80.99	£ 4.05	£ 85.04
Laser - Cemetary - 1051640	Electricity Charges - 01/12/2022 to 28/02/2023	£ 65.04	£ 3.25	£ 68.29
Laser - Christmas Light supply Point 1 - 1051642	Electricity Charges - 01/06/2022 to 31/08/2022	£ 42.71	£ 2.14	£ 44.85
Laser - Christmas Light supply Point 1 - 1051642	Electricity Charges - 01/09/2022 to 30/11/2022	£ 59.46	£ 2.97	£ 62.43
Laser - Christmas Light supply Point 2 - 1051643	Electricity Charges - 01/06/2022 to 31/08/2022	£ 47.56	£ 2.38	£ 49.94
Laser - Christmas Light supply Point 2 - 1051643	Electricity Charges - 01/09/2022 to 30/11/2022	£ 71.68	£ 3.58	£ 75.26
Laser - Christmas Light supply Point 3 - 1051644	Electricity Charges - 01/12/2022 to 28/02/2023	£ 64.82	£ 3.24	£ 68.06
Laser - Christmas Light supply Point 3 - 1051644	Electricity Charges - 01/06/2022 to 31/08/2022	£ 41.99	£ 2.10	£ 44.09
Laser - Christmas Light supply Point 3 - 1051644	Electricity Charges - 01/09/2022 to 30/11/2022	£ 57.62	£ 2.88	£ 60.50
Laser - Christmas Light supply Point 6 - 1051646	Electricity Charges - 01/12/2022 to 28/02/2023	£ 86.53	£ 4.33	£ 90.86
Laser - Guildhall Gas	Gas Charges - 30/11/2022 to 31/12/2022	£ 687.38	£ 137.48	£ 824.86
Laser - Library Electric	Electricity Charges - 01/06/2022 to 31/08/2022	£ 505.43	£ 25.27	£ 530.70
Laser - Library Gas	Gas Charges - 31/08/2022 to 30/09/2022	£ 92.07	£ 4.60	£ 96.67
Laser - Library Gas	Gas Charges - 31/01/2023 to 28/02/2023	£ 741.68	£ 148.34	£ 890.02
Laser - Library Gas	Gas Charges - 30/11/2022 to 31/12/2022	£ 790.06	£ 158.01	£ 948.07
Laser - Library Gas	Gas Charges - 31/12/2022 to 31/01/2023	£ 903.65	£ 180.73	£ 1,084.38
Laser - Longstone Park Depo	Electricity Charges - 01/03/2022 to 31/05/2022	£ 222.41	£ 11.12	£ 233.53
Laser - Longstone Park Depo	Electricity Charges - 01/06/2022 to 31/08/2022	£ 83.90	£ 4.20	£ 88.10
Laser - Longstone Park Depo	Electricity Charges - 01/12/2022 to 28/02/2023	£ 365.86	£ 18.29	£ 384.15
Laser - Longstone Park Depo	Electricity Charges - 01/09/2022 to 30/11/2022	£ 243.93	£ 12.20	£ 256.13
Laser - Station Gas	Gas Charges -31/12/2021 to 31/01/2022	£ 71.70	£ 3.59	£ 75.29

Laser - Station Gas	Gas Charges - 31/03/2022 to 30/04/2022	£ 58.18	£ 2.91	£ 61.09
Laser - Station Gas	Gas Charges - 28/02/2022 to 31/03/2022	£ 57.53	£ 2.88	£ 60.41
Laser - Station Gas	Gas Charges - 31/01/2022 to 28/02/2022	£ 62.22	£ 3.11	£ 65.33
Laser - Station Gas	Gas Charges - 30/04/2022 to 31/05/2022	£ 56.40	£ 2.82	£ 59.22
Laser - Station Gas	Gas Charges - 31/05/2022 to 30/06/2022	£ 52.09	£ 2.60	£ 54.69
Laser - Station Gas	Gas Charges - 30/06/2022 to 31/07/2022	£ 52.56	£ 2.63	£ 55.19
Laser - Station Gas	Gas Charges - 30/09/2022 to 31/10/2022	£ 49.33	£ 2.47	£ 51.80
Laser - Station Gas	Gas Charges - 31/10/2022 to 30/11/2022	£ 39.26	£ 1.96	£ 41.22
Laser - Station Gas	Gas Charges - 30/11/2022 to 31/12/2022	£ 54.28	£ 2.71	£ 56.99
Laser - Station Gas	Gas Charges - 31/12/2022 to 31/01/2023	£ 37.45	£ 1.87	£ 39.32
Laser - Station Gas	Gas Charges - 31/07/2022 to 31/08/2022	£ 52.34	£ 2.62	£ 54.96
Laser - Station Gas	Gas Charges - 31/08/2022 to 30/09/2022	£ 52.78	£ 2.64	£ 55.42
Laser - Unmetered supply - 1051655	Standing charges at Moorland View, Salt Mill Skate Park	£ 16.95	£ 0.85	£ 17.80
Laser- Haldo Pillar Park light 1051653	Electricity Charges - 01/12/2022 to 28/02/2023	£ 61.31	£ 3.07	£ 64.38
Notice Me	Notice board for Isambard House	£ 649.95	£ 129.99	£ 779.94
Opayo (previously Sage)	Card machine charges	£ 13.40	£ 2.68	£ 16.08
Opayo (previously Sage)	Card Machine Charges	£ 58.58	£ -	£ 58.58
Otis Ltd	Contractual Maintenance for Guildhall Lift	£ 599.13	£ 119.83	£ 718.96
PEAC Finance	Photocopier Lease 26/04/2023 - 25/07/2023	£ 699.28	£ 139.86	£ 839.14
Print Copy Scan Ltd	Photocopier print charge 24/02/2023 to 27/03/2023	£ 47.97	£ 9.60	£ 57.57
Public Works Loan Board	Repayment of public works loan	£ 12,299.00	£ -	£ 12,299.00
Pyramid Electrical Serv	Replace costs for lamps along Fore Street	£ 6,220.00	£ 1,244.00	£ 7,464.00
Rialtas Business Solutions Ltd	Cemeteries software renewal	£ 377.00	£ 75.40	£ 452.40
Robert Mcneil	Annual Tree Condition Surveys & recommendations for various council sites	£ 2,000.00	£ -	£ 2,000.00
Rosevale Accountants Ltd	Monthly payroll and absence management - March 2023	£ 563.50	£ 112.70	£ 676.20
Saltash & District Observer	Town Messenger - February 2023	£ 330.00	£ -	£ 330.00
Saltash Fair Committee	Mayfair (Festival Fund) Grant - Minute No. 168/22/23	£ 3,000.00	£ -	£ 3,000.00
Security Management South West Ltd	Keyholding Response Charge - 28/01/23	£ 45.00	£ 9.00	£ 54.00
Shaun T. Webber & Associates	Professional Fees - November 2022	£ 3,431.25	£ 686.25	£ 4,117.50
Shaun T. Webber & Associates	Professional Fees - December 2022	£ 1,650.00	£ 330.00	£ 1,980.00
Shaun T. Webber & Associates	Professional Fees - January 2023	£ 2,662.50	£ 532.50	£ 3,195.00
Shaun T. Webber & Associates	Professional Fees - February 2023	£ 3,534.38	£ 706.88	£ 4,241.26
Signet	Magnetic lock installation for Pontoon	£ 282.78	£ 56.55	£ 339.33
Sir Fix-a-Lock Ltd	Restricted keys cut for Guildhall access	£ 44.00	£ 8.80	£ 52.80
SLCC Enterprises Ltd	Event attendance Fees - Town Clerk	£ 30.00	£ 6.00	£ 36.00
SOS Consultancy	Monthly ICT Support and Maintenance Services	£ 942.70	£ 188.55	£ 1,131.25
SOS Consultancy	365 Backup Services - Monthly Fee	£ 85.50	£ 17.10	£ 102.60
South West Water - Fairmead Road	Water Charges 02/12/2022 - 07/03/2023	£ 12.87	£ -	£ 12.87
Sovereign Fire and Security Ltd	Access Control, Fire Alarm and Intruder alarm maintenance cost	£ 384.00	£ 76.80	£ 460.80
Spot-On-Supplies	Cleaning Materials - Library	£ 12.28	£ 2.46	£ 14.74
Spot-On-Supplies	Cleaning materials - Longstone Depot	£ 246.00	£ 49.20	£ 295.20

Staff Expenses - check Nominal & VAT	Mileage claim (February) - Assistant Service Delivery Manager	£ 77.40	£ -	£ 77.40
Staff Expenses - check Nominal & VAT	Mileage claim (March) - Assistant Service Delivery Manager	£ 94.95	£ -	£ 94.95
Staff Expenses - check Nominal & VAT	Mileage claim for Town Clerk 16/03/2023	£ 15.30	£ -	£ 15.30
Staff Salaries	Staff Salaries	£ 31,299.44	£ -	£ 31,299.44
Tartendown Nursery	Fore Street hanging baskets	£ 986.00	£ 197.20	£ 1,183.20
Tartendown Nursery	Buxus plants for hedging at Churchtown Cemetery	£ 104.00	£ 20.80	£ 124.80
The Focus Training Group	Electrical Installations 5-Day Course and Exam for Assistant Service Delivery Manager	£ 877.00	£ 175.40	£ 1,052.40
TJ Electrical	Remedial Works - EICR Certificate Recommendations.	£ 100.00	£ -	£ 100.00
UK Fuels Ltd	Fuel for vehicles	£ 216.05	£ 43.23	£ 259.28
Westcare Supply Zone	2023 diaries for STC employees	£ 59.34	£ 11.87	£ 71.21
Westcountry Skip Hire	28/03/2023 Disposal of skip waste	£ 94.64	£ 18.93	£ 113.57
Westcountry Skip Hire	30/03/2023 Disposal of skip waste	£ 297.00	£ 59.40	£ 356.40
WesternWeb Ltd	Town Council website annual renewal	£ 95.00	£ 19.00	£ 114.00
Grand Total		£ 631,681.03	£11,253.22	£ 642,934.25



HUDSON ACCOUNTING LTD.
INTERNAL AUDIT REPORT:
TO THE MEMBERS OF SALTASH TOWN COUNCIL
YEAR ENDED 31ST MARCH 2023.

ISSUE DATE: 24/05/2023
ISSUED TO: TOWN CLERK

INTRODUCTION:

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Scope:

The scope of the audit covers, as a minimum, the areas included in the Internal Audit Report contained in the Annual Governance & Accountability Return.

Approach:

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2022.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed.

GENERAL COMMENTS:

We would like to thank the staff for their assistance and co-operation during the audit.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

It should be noted that assurance can never be absolute. The most that the internal audit service can provide is a reasonable assurance that there are no major weaknesses in risk management, governance, and control processes. The audit does not guarantee that the accounting records are free from fraud or error.

The review undertaken obtained a level of assurance which has allowed us to complete the Internal Audit Report element of the Annual Governance & Accountability Return with no qualifications, thus in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

AUDIT COMMENTARY:

Items in **bold text** within the body of the report represent our findings in respect of the application of controls, text in *italics* represent suggested actions that fall short of being a formal recommendation or do not necessarily pertain to the application of internal controls.

Previous Recommendations

There are no previous recommendations requiring action.

Accounting Records

The accounts have been properly maintained throughout the year.

Payments

A sample of payments was tested to establish whether the spending decision, procurement process, certification and approval for payment were in line with Financial Regulations as well as ensuring that payments were supported by invoices, VAT was correctly accounted for, and payment controls were applied.

Payment

Further testing of payments made revealed no issues to report.

Grants

A sample of grants awarded was traced to Member approvals in the Minutes; all were found to be in agreement.

Risk

Insurance

The Fidelity Guarantee remains adequate at £5 million.

Risk

The Council reviewed its risk management policies and risk assessment in February 2023.

Budgets

Setting

The budget and precept were properly approved at full Council in December 2022 following a robust process.

Monitoring

Budget monitoring reports are provided to each Committee meeting.

Adequacy of Reserves

After allowing for earmarked reserves of £805,514 the general reserve stands at £1,121,147; equating to 98% of gross expenditure which is at the top end of generally accepted parameters.

Income

Systems were tested to ensure that suitable controls are in place to ensure that all income is received in a timely manner, that charges are correctly applied and that any cash received is promptly receipted and banked.

Interest

Interest on the Council's investments is accurately reflected in the ledger.

VAT

VAT claims for the year have been submitted and the year-end claim is in accordance with balances held in the accounts.

Petty Cash

Petty cash is sparingly used and adequately controlled.

Assets

The asset register is up to date; valuation methods are appropriate and the total value of assets held is accurately disclosed in the AGAR.

Payroll

The national pay award has been accurately implemented.

Testing of the March payroll revealed no issues to report.

Bank Reconciliation

Monthly bank reconciliations have been carried out in a timely manner throughout the year and have been reported to Members.

The year-end bank reconciliation was found to be accurate.

Accounting Statements

The accounts were produced on an income and expenditure basis and were in accord with underlying records.

Year-end adjustments were properly accounted for.

14.0 CONFLICT OF INTEREST

BDO LLP has been appointed by SAAA as the external auditor to smaller authorities in Avon, Cornwall, Dorset and Hampshire and the Isle of Wight. We are not aware of any potential conflicts of interest which would undermine our ability to provide this service to your smaller authority. However, it is essential that if you are aware of any potential conflicts of interest, that you inform us of this as soon as any issues arise.

We request that you annually review and minute our appointment and confirm to us whether there is no conflict or if a conflict arises. A document is available for you to complete on our extranet in Documents to Submit.

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	
---------------------------	--

I confirm that there are no conflicts of interest with BDO LLP.

I confirm the following conflicts of interest (please detail below:

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference

Signed (Clerk/RFO)

Print Name

Signed (Chair)

Print Name

Annual Internal Audit Report 2022/23

SALTASH TOWN COUNCIL

www.saltash.gov.uk/financeandprecept.php

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

11/11/2022 17/05/2023 24/05/2023

Name of person who carried out the internal audit

S P HUDSON C.P.F.A.

Signature of person who carried out the internal audit

S. P. Hudson

Date

24/05/2023

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

SALTASH TOWN COUNCIL

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

01/06/2023

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER WEBSITE ADDRESS www.saltash.gov.uk

Section 2 – Accounting Statements 2022/23 for

SALTASH TOWN COUNCIL


ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	1,245,863	1,419,386	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,171,123	1,255,690	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	172,372	399,823	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	650,512	630,668	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	21,385	33,805	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	498,075	483,765	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,419,386	1,926,661	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,471,060	1,970,440	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,689,292	2,697,766	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	70,033	240,855	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval


Date 25/03/2023

I confirm that these Accounting Statements were approved by this authority on this date:

01/06/2023

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

TO BE SUBMITTED TO BDO LLP WITH THE ANNUAL RETURN AND SUPPORTING INFORMATION

NAME OF SMALLER AUTHORITY:	SALTASH TOWN COUNCIL
DATE INSPECTION PERIOD COMMENCED:	12 TH JUNE 2023
DATE INSPECTION PERIOD ENDS:	21 ST JULY 2023

Please note this information must be provided to the auditor in accordance with the Accounts and Audit Regulations 2015.

IMPORTANT TIPS

DOs

- The inspection period must be for a period of 30 (thirty) working days.
- It must include the first 10 working days of July (3 - 14 July 2023).
- The earliest the inspection period can commence is Monday 5 June ending on Friday 14 July 2023
- The latest the inspection period can commence is Monday 3 July ending on Friday 11 August 2023
- The inspection period must start the day at least the day after the notice, approved section 1 and approved section 2 are published on your website (parish meetings must publish it somewhere conspicuous).

DONTs

- The inspection period should not be commencing before the annual governance statement and accounting statements are approved
- The inspection period should not be commencing on a date on or after 4 July 2023

Dates ranges are available on the extranet under Help Documents.

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Wednesday 10th May 2023 at 6.30 pm

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

ALSO PRESENT: 1 Member of the Press, 3 Members of the Public, S Burrows (Town Clerk) and D Joyce (Administration Officer).

APOLOGIES: S Gillies and S Lennox-Boyd.

1/23/24 TO ELECT A CHAIRMAN.

It was proposed by Councillor Brady, seconded by Councillor B Samuels to nominate Councillor P Samuels.

It was proposed by Councillor Bickford, seconded by Councillor Peggs to nominate Councillor Miller.

Following a vote it was **RESOLVED** to appoint Councillor Miller as Chairman.

Councillor Miller in the Chair.

2/23/24 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Brady, seconded by Councillor Stoyel to nominate Councillor P Samuels.

No further nominations received.

Following a vote it was **RESOLVED** to appoint Councillor P Samuels as Vice Chairman.

3/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

4/23/24 **DECLARATIONS OF INTEREST:**

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

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
Bickford	19b	Non-Pecuniary	Member of Regatta Committee	Yes

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

None.

5/23/24 **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

6/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 14TH MARCH 2023 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** that the minutes of the Policy and Finance Committee held on 14th March 2023 were confirmed as a true and correct record.

7/23/24 **ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31ST MARCH 2023.**

It was **RESOLVED** to note.

8/23/24 **PETTY CASH RECONCILED UP TO 31ST MARCH 2023.**

It was **RESOLVED** to note.

9/23/24 **TO RECEIVE A REPORT ON VAT.**

It was **RESOLVED** to note.

10/23/24 TO RECEIVE A REPORT ON INVESTMENTS.

Members considered a recommendation received from the Finance Consultant contained and circulated within the reports pack.

It was proposed by Councillor Brady, seconded by Councillor Dent and **RESOLVED** to note the report and to approve the transfer of £300,000 from the Barclays Active Saver to the Public Sector Deposit Fund with the current interest rate as of 9th May 2023 at 4.26%.

11/23/24 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.

12/23/24 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.

The Town Clerk informed Members that some budgets may look overspent due to accruals and prepayments not yet finalised at year-end, updated budget sheets are to be received at the next scheduled Policy and Finance meeting.

It was **RESOLVED** to note.

13/23/24 TO RECEIVE A REPORT FROM THE FINANCE OFFICER.

It was **RESOLVED** to note.

14/23/24 TO RECEIVE THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Brady, seconded by Councillor Martin and **RESOLVED** to ratify the Town Clerk's report on delegated authority to spend.

15/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

16/23/24 **TO RECEIVE AND NOTE A REPORT ON THE PRECEPT FACEBOOK ADVERT 2022-23.**

It was **RESOLVED** to note.

17/23/24 **TO RECEIVE AN IT REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

Members discussed the options for cloud based hosting of both Town Council data and Modern.Gov data.

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

1. To note the report and approve the virement of £4,974.72+vat (combination of Office 365, duo security and anti-virus costs - £1,595.52 + £3,379.20) from budget code 6370 PF EMF Computer Equipment Renewal to budget code 6306 IT Maintenance for IT provisions for Members for the year 2023/24;
2. To approve in principle Option 2 to budget for the year 2024/2025, at this stage, an estimated cost of £8,900.00+vat to budget code 6306 IT Maintenance to appoint SOS to transfer Town Council data to external cloud based hosting solutions (SharePoint) and Modern.Gov data transfer (GSL Media) subject to relevant compliance certification;
3. To appoint SOS at no cost to the Town Council at this stage, to copy all Town Council data onto the Office 365 Cloud (SharePoint) at their earliest opportunity to avoid potential data loss due to current server issues;
4. To note point 3 above is free of charge at this stage to the Town Council and that SOS are to receive payment upon the completion of Point 2 above taking place.

Councillor Brady gave his apologies and left the meeting.

Members thanked the Administration Officer for working up a comprehensive report for Members consideration.

18/23/24

TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:

a. Community Chest.

Application Number	Organisation	Amount Requested
CC268	Saltash Old Cornwall Society	£300.00

Chairman confirmed the correct name of the organisation is Saltash Old Cornwall Society.

Councillor Martin left the meeting.

Councillor Martin returned to the meeting.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** to award £300.00.

Application Number	Organisation	Amount Requested
CC269	Saltash United Football Club	£1,000.00

It was proposed by Councillor Miller, seconded by Councillor Mortimore and **RESOLVED** to award £1,000 subject to the incorporation of fully accessible toilets in line with the Disability Discrimination Act, if practicable.

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

b. Festival Funds

Application Number	Organisation	Amount Requested
FF115	Saltash Regatta	£3,000.00

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

Councillor Bickford was invited and returned to the meeting.

19/23/24 **TO RECEIVE THE HOME LIBRARY SERVICE POLICY OF THE SERVICES COMMITTEE AND CONSIDER RECOMMENDING TO FULL COUNCIL.**

The Town Clerk informed Members of the amendments contained within the policy received and circulated within the reports pack and additional amendments for consideration.

Councillor Martin left the meeting.

Councillor Martin returned to the meeting.

It was proposed by Councillor Dent, seconded by Councillor P Samuels and resolved to **RECOMMEND** the Home Library Service Policy (as attached) to Full Council to be held on 1st June 2023, subject to the additional amendments in the Risk Assessment.

20/23/24 **TO RECEIVE AND NOTE A REPORT ON THE TOWN COUNCIL DATA COMPLIANCE.**

The Town Clerk highlighted the important sections of the report to Members contained within the circulated reports pack.

It was **RESOLVED** to note.

21/23/24 **TO RECEIVE A REPORT ON THE DELIVERY OF PROFESSIONAL YOUTH WORK TENDERS IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Griffiths provided a brief verbal update on the report received and contained within the circulated reports pack.

Councillor Griffiths spoke of the increased need for detached professional youth work and therefore the Saltash Team for Youth working group felt it was vital to award the available budget to the two bids received.

It was proposed by Councillor Griffiths, seconded by Councillor Peggs and **RESOLVED** to note the report and that the Delivery of Professional Youth Work in Saltash be awarded to:

Livewire £29,938

The Core £29,938

subject to insurance renewals being received prior to releasing the 1st payment and the two bids accepting the increase in funding.

TO RECEIVE RECOMMENDATIONS OF THE FOLLOWING SUB COMMITTEES:

a. Station Property held on 27th March 2023;

RECOMMENDATION:

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.

It was proposed by Councillor Bullock, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to be held on 1st June 2023 to approve the above Station Property Sub Committee recommendation.

The Chairman announced the next item of business to be discussed is Agenda Item 24 – To receive a report to further revise Isambard House Fees and Charges and consider any actions and associated expenditure.

23/23/24

TO RECEIVE A REPORT TO FURTHER REVISE ISAMBARD HOUSE FEES AND CHARGES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Bullock, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Council to be held on 1st June 2023 to approve the additional Fees and Charges for art exhibitions outside Saltash held at Isambard House:

Art Exhibitions (Non Saltash Based)

£40 Monday to Friday
£60 Saturday and Sunday
Plus 10% commission per sale.
Based on a six hour day.

The Chairman announced the next item of business to be discussed is Agenda Item – 23b To receive recommendations from the following Sub Committees;

b. Property Maintenance held on 4th April 2023.

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.

The Town Clerk updated Members on further information received from Company C and the type of energy efficiency data that would be produced and received within the report should Members wish to proceed with the appointment.

The Town Clerk informed Members of a further cost of £450+vat for an evaluation of Saltash Heritage Centre as this was not requested at the time of seeking a quote.

The Town Clerk further informed Members that there are not sufficient funds in budget code 6224 Professional Costs to cover the quote due to last year's £10,000 virement returned to General Reserves.

Members discussed the information received.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Town Council to be held on 1st June 2023 to vire £10,000 from General Reserves to budget code 6224 Professional Costs to cover the cost of appointing Company C (£1,900) and to allow for future projects to be undertaken for the year 2023/2024.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED** to appoint Company C at a cost of £1,900+vat subject to the removal of the Saltash Heritage Centre allocated to budget code 6224 Professional Fees.

24/23/24 **TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

a. Neighbourhood Plan Steering Group

Nothing to report.

b. Section 106 Panel

Nothing to report.

25/23/24 **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.

26/23/24 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

27/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

28/23/24 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

29/23/24 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Delivery of Professional Youth Work 2023-24;
2. Community Chest and Festival Fund Awards.

DATE OF NEXT MEETING

Tuesday 11 July 2023 at 6.30 pm

Rising at: 7.57 pm

Signed: _____
Chairman

Dated: _____

Home Library Service

RESPONSIBLE COMMITTEE: SERVICES

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	April 2023	Date	
Responsible Officer	DO	Minute no.	
Next review date			

Version History			
Date	Version	Author/Editor	Notes
April 2023	1 DRAFT	DO/AJT	NEW policy. Rec to P&F 27.04.2023 Min 09/23/24 with amendments

Document Retention Period
Until superseded

Home Library Service

Background

Saltash Town Council (STC) has approved to continue the Saltash area Home Library Service (HLS) from the Saltash Community Library Hub following Cornwall Councils decision to no longer manage or stop providing the service across the county.

STC Council Library Hub will manage and co-ordinate the local HLS for Saltash as defined by the Saltash Town perimeter/border. It will be the responsibility of the Community Hub Team Leader and Library staff to manage the service.

The service is also defined as to allow community volunteers to deliver (and collect) Library books to borrowers who cannot access the Library Hub physically by definition of being 'housebound'.

Level of Service

January – March 2023 – Continuity of 2022 HLS as financially supported by Cornwall Council.

April 2023 – New Saltash Town Council managed Home Library Service as defined co-ordinated from the STC Library Hub and managed by the Community Hub Team Leader and Library Information Assistants.

It is intended to preserve the existing service of borrowers and volunteers as well as continue to market and build a wider number of community volunteers to deliver books for 'eligible borrowers' (Definition below).

Eligible Borrower definition

The Home Library Service is the provision of outreach library services to those who cannot access conventional library provision due to health, transport or caring duties.

These borrowers are defined by their physical and/or mental inability to access their local library and/or the mobile library and with no family, friends or neighbours nearby who could regularly support them to access books. Housebound borrower status can be temporary if they have just been discharged from hospital, have a temporary care package or are recovering from an operation.

Every referral should be considered with the above in mind and with site discretion on a case by case basis where someone is unable to:

- Travel to a static or mobile library

- Gain access to a static or mobile library due to mobility or other issues
- Carry materials to or from a static or mobile library

The service aims to ensure that people who may be isolated have access to a wide range of reading materials delivered to the place they reside based on their personal preferences and will also provide an important opportunity for social contact. The service also provides access to e-books, e-audio books and e-magazines.

Volunteers – Legal parameters, insurance and DBS checks

All volunteers will be asked to complete an application form and DBS checks will be mandatory. DBS checks will be paid for by STC with a full check every five years and an annual disclosure check.

STC will offer relevant training from time to time. Health and Safety training and induction will be provided.

Volunteers will be insured by Saltash Town Council during the act of collecting the books from Saltash Library Hub and delivering the books to the front door of the 'borrower'. Insurance will not be provided while in a mode of transport.

Mileage will be based on 45p per mile for volunteers by presenting a monthly mileage claim form. Limited to two visits per month.

Data base management

Library Excel database of spreadsheets of volunteers and borrowers is to be managed and accessed by Community Hub Team Leader and designated Library Information Assistant. The management of this data will be in line with Information and Data Protection Policy and Data Retention and Disposal Policy.

Risk Assessments

Risk Assessment Form : Home Library Service

This risk assessment consists of three sections.

Assessment Reference No.	BG/RA7/V1	Area or Activity Assessed	Home Library Service	Total no. of continuation sheets used:
Assessment Date	February 2023			
Persons who may be affected by the activity (i.e., are at risk)	Volunteers			6

SECTION 1: Hazard and Risk Controls

No	Hazard/Work Description	Existing controls in place to reduce risk <i>(you must check that these controls are actually working)</i>	Residual Risk			Further action needed to reduce risks	Reduced Risk		
			S	P	R		S	P	R
1.	General Hazards		3	2	6				

No	Hazard/Work Description	Existing controls in place to reduce risk <i>(you must check that these controls are actually working)</i>	Residual Risk			Further action needed to reduce risks	Reduced Risk		
			S	P	R		S	P	R
		<ul style="list-style-type: none"> This Risk Assessment should be read in conjunction with the Saltash Library Hub Home Library Service Management Procedure. Training will be provided to all volunteers on the findings of this Risk Assessment and home delivery procedure. Roles and responsibilities will be made clear to all volunteers. Arrangements for accessing Managers for support will be explained to all volunteers. General H&S Policy and Procedures will apply to volunteers. Volunteers will be required to wear sensible footwear with good grip. 							
2.	Violence and Aggression from the public when delivering books	<ul style="list-style-type: none"> All volunteers to record working location on daily schedule. Managers to be informed if there is a change to the scheduled plan. Specific information on visits and proposed sequence to be recorded on generic statements. Mobile phone carried by all volunteers If overdue,-volunteers will be contacted. Vehicle and contact details of all volunteers available to Manager. No confrontational visits to be carried out by volunteers, where there are ongoing problems or known potential issues. 	4	2	8				

No	Hazard/Work Description	Existing controls in place to reduce risk <i>(you must check that these controls are actually working)</i>	Residual Risk			Further action needed to reduce risks	Reduced Risk		
			S	P	R		S	P	R
		<ul style="list-style-type: none"> Volunteers will not be knowingly placed in compromising situations. Volunteers awareness and judgement to be used. Volunteers to have confidence in management support to leave when uncomfortable or to take whatever action appropriate. Code word to alert colleagues of a risky situation where assistance is required. (Alice). 							
3.	Risk posed to the General Public	<ul style="list-style-type: none"> All volunteers who undertake delivery and collection will have DBS checks carried out. Details of borrowers and volunteers will be securely kept. 	4	2	8				
4.	Accessing service uses premises.	<ul style="list-style-type: none"> Volunteers will not be required to enter service user's homes. For dangerous dogs etc., where there is a risk posed by aggressive dogs or other animals the site will not be entered. The condition of the entrance path etc., will be assessed by the visiting volunteer and if deemed hazardous the premise will not be entered and on return to the library this will be discussed with a Senior Manager to be followed up. Volunteers are aware of risks posed by pushing books through letterboxes whilst exercising care re highly sprung letterboxes and dogs. 	3	2	6				

No	Hazard/Work Description	Existing controls in place to reduce risk <i>(you must check that these controls are actually working)</i>	Residual Risk			Further action needed to reduce risks	Reduced Risk		
			S	P	R		S	P	R
5.	Welfare	<ul style="list-style-type: none"> Welfare facilities will be made available to volunteers at the library. Regular breaks will be taken. First Aid provision is available at the library. 	3	2	6				
6.	Use of Vehicles	<ul style="list-style-type: none"> Private vehicles will be used for the delivery service. Volunteers are responsible for all road regulations. The Town Council accepts no liability. Checks will be carried out confirming that volunteers have a valid driving licence and insurance. Volunteers are required to comply with the highway code. Regards should be had to risk assessment: BG/RA5/V1 Driving for Work Purposes 	4	2	8				
7.	Fire Safety	<ul style="list-style-type: none"> When working in the library, regards will be taken to the Fire Risk Assessment findings. 	5	1	5				
8.	Adverse weather conditions	<ul style="list-style-type: none"> Volunteers adverse weather conditions. Senior Managers will assess potential weather warnings and agree when services are suspended. 	3	2	6				
Name of Assessor(s)		Shaun T. Webber	Signed	<i>S. T. Webber</i>		Position	Service Delivery Manager	Review date	02/05/2023

I confirm that this risk assessment is an accurate reflection of the risks and controls in place and that the additional controls identified will be provided

YES

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SECTION 2: ASSESSEMENT REVIEW RECORD

If significant changes are made a new risk assessment form must be completed.

Date of review	Name of Reviewer	Signature	Comments	Next review date

SECTION 3: Tables

Severity

CATEGORY	Example – for guidance only	Score
INSIGNIFICANT	None or only insignificant injuries, health effects, damage or disruption to work.	1
MINOR	Minor injuries or health effects - cuts, bruises, mild skin irritation, mild aches and pains – requiring first aid only. Minor property damage or disruption to work.	2
MODERATE	More serious injuries or ill-health requiring time off work or a hospital visit, e.g., burns, sprains, strains and short-term musculoskeletal disorders, cuts requiring stitches, back injuries, fractures to fingers or toes. More serious property damage or disruption. Short-term stress-related absence.	3
MAJOR	Broken limbs, amputations, long-term health problems or absence resulting from work. Acute illness requiring medical treatment. Loss of consciousness, serious electric shock, loss of sight. Major property damage, major disruption to work.	4
FATAL/ CATASTROPHIC	Injury or ill-health which leads to death either at the time or soon after the incident, or eventually, as in the case of certain occupational diseases, such as asbestos-related cancers. Catastrophic business losses.	5

Probability

CATEGORY	Example – for guidance only	Score
VERY UNLIKELY	Good control measures are in place. Controls do not rely on a person using them (i.e., personal compliance with safety rules). Controls are very unlikely to break down. People are very rarely in this area or very rarely engage in this activity.	1
UNLIKELY	Reasonable control measures are in place but they do rely on a person using them (some room for human error). Controls unlikely to breakdown. People are not often in this area / do not often engage in this activity / this situation is unlikely.	2
POSSIBLE	Inadequate controls are in place, or likely to breakdown if not maintained. Controls rely on personal compliance. People are sometimes in this area or sometimes engage in this activity / this situation sometimes arises.	3
LIKELY	Poor controls in place. Heavy reliance on personal compliance (lots of room for human error). People are often in this area / engage in this activity on a regular basis / this situation often arises.	4
ALMOST CERTAIN	No controls in place. Exposure to the hazard is expected to occur in most circumstances.	5

RISK SCORE = Severity X Probability

Risk Level	Low (1-5)	Medium (6-10)	High (11-15)	Very High (16-25)
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Volunteer toolkit

This pack is based on the information that Saltash Town Council use as guidance in their work with volunteers.

The purpose of the pack is to provide guidance on effective ways in which to work with volunteers, in order to both get the best out of them and to treat them appropriately.

Contents of pack:

1. Volunteer Induction Checklist
2. Volunteer Training
3. Volunteer Needs Assessment
4. Volunteer Application Pack Templates
 - Application Pack Cover Letter
 - Library Volunteer Application Form
 - Volunteer Opportunity Role Profile
 - Volunteering Agreement
 - Volunteer Emergency Contact/Next of Kin Details
 - Volunteer Reference Request

1. Volunteer Induction Checklist

Name of volunteer	
Site	

Volunteering Information

	Done by:	Date:
Describe role and tasks		
Complete Emergency contact details		
Discuss acceptable behaviour/rules – Code of Conduct		
Line management and support e.g. named supervisor, allocated buddy, feedback, complaints, problems		
Discuss time commitments including days and hours and agree		
Discuss Volunteer Agreement and sign		
Reporting sickness and absence		
Out of pocket expenses		

Practical Details

Tour of building, toilets, what's kept where etc.		
Introduction to other staff and volunteers		
Work space and advise where to keep personal belongings		
Refreshments, breaks etc		
Health & Safety: fire routes, fire drills, first aid		
Security including door codes and swipes		

Volunteer Safety

Health & Safety Policy		
First Aid box		
Safeguarding Policy		
Data Protection and Confidentiality (especially in relation to IT support)		
Equal Opportunities Policy		
Complaints Procedure		

2. Volunteer Training

	Done by:	Date:
Training will be delivered as identified on the role profile		
List training delivered: <ul style="list-style-type: none"> - 'Look of the Book' - Display and promotional material - Etc. 		

Signed (Volunteer)
 Date

Signed (Supervisor)
 Date

3. Volunteer Needs Assessment

It is necessary to establish your needs in relation to how many volunteers you need and where you will place them, so that you recruit an appropriate number of volunteers in appropriate roles and avoid oversubscribing.

The best way to establish this is by considering the tasks that need to be covered and the time you anticipate it will take to carry out the tasks identified.

It is of benefit to recruit a bank of volunteers, rather than one volunteer for each task, as this creates a provision for things like sickness – or unreliability.

For example, if you work out that you need 30 hours a week covered by volunteers, you need to consider how many hours it is appropriate to ask each individual volunteer to carry out. If the answer is five, then you could consider that you need six volunteers. However, in this example, we would recommend recruiting ten volunteers, providing a contingency.

You must, however, remember that if you do this you will need to establish methods of keeping all volunteers engaged, giving them all fair opportunity to contribute.

How many volunteers do you need?	
List essential and desirable skills of potential volunteers:	
Have you worked with volunteers before?	

4. Volunteer Application Pack Templates

Application Pack Cover Letter

Dear _____

Thank you very much for expressing an interest in volunteering with

Please find attached/enclosed an Application Pack, which includes the following information:

- An Application Form
- A Role Profile
- Volunteer Agreement

In order to effectively recruit and coordinate our volunteers, we need individuals to complete an application form and further information at the induction stage (such as emergency contact details for example). We hope you appreciate the need for us to obtain such information. If you require support in completing your application, please do not hesitate to get in touch.

We very much look forward to hearing from you in due course.

Yours sincerely,

<insert name and job title>

Library Volunteer Application Form

Personal details	
First name:	Car registration number and description
Surname:	
Date of birth:	
Current address:	Do you have a valid driving licence and car insurance?
Postcode:	
Email address:	
Tel no:	
Mobile no:	

Your role as a volunteer

Please tell us what skills and knowledge you think you can bring to this opportunity and talk about any volunteering you have done before:

Please tell us what you would like to achieve through volunteering and how you would like to help us:

Availability

How much time can you offer each week and for how long:

Safeguarding

We are committed to the safeguarding of children and vulnerable adults and expect all volunteers to share this commitment. Certain volunteer opportunities where there is regular contact with vulnerable groups may require a DBS check to be carried out.

Have you ever been barred or restricted from working with children or vulnerable adults?

Yes/No

If yes, please give details:

This role is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions and cautions including those regarded as 'spent' must be declared.

Do you have any unspent convictions, cautions, reprimands or warnings or any charges pending?

Yes/No If Yes please give details:

Support for volunteers

We will make reasonable adjustments to help people with disabilities/medical conditions. If you have any specific requirements to enable you to volunteer with us, please let us know:

References

Please give details of two referees not related to you or partners and who have known you for two years or more. Referees must be able to comment on your skills and abilities in relation to being a volunteer. Please state how you are known to them.

Name:

Address:

Postcode:

Email:

Name:

Address:

Postcode:

Email:

Contact no:	Contact no:
Occupation/relationship:	Occupation/relationship:

I agree to my referees being approached for a reference before a volunteer placement can be confirmed.

I have read and understood the Volunteer Agreement and confirm that I am eligible to work in the UK.

I am in good health and do not have any medical condition that could affect my ability to undertake any activities described in the role profile.

I declare that the information given on this form is, to the best of my knowledge, correct and accurate.

From 1st January 2023 the expectation of being a Volunteer for Saltash Library Hub site is that books are delivered to the borrower and handed over on their doorstep. Saltash Library Hub will not be adopting the previous RVS befriending element and therefore there is no requirement or expectation for a volunteer to enter the home unless in an emergency.

Therefore – if a volunteer enters a borrower’s property, they must understand it will be of their own volition and not a requirement of Saltash Library Hub and there cannot be held responsible for the volunteer whilst in the property.

Signed:

Date:

Please return the completed form to

[.....]

Data Protection

Please refer to our [Privacy Notice](#) to see how we use your information.

Volunteer Opportunity Role Profile

Role: Library HLS Volunteer

Reports to: Saltash Library Hub Community Hub Team Leader

Role Purpose

The Home Library Service is the provision of outreach library services to those who cannot access conventional library provision due to health, transport or caring duties.

Responsibilities: (May include **some** or **all** of the following)

- Choosing of stock for one or more of the HLS customers – onsite or online
- Door-step delivery of books to a customer(s)
- Choosing and delivering to a customer (preferred option)

Opportunities:

- Helping people in the local community
- Personal development and work experience
- Make a difference in your local community

Aptitudes: (Some of the skills you may have)

- Friendly personality and an ability to get on with people of all ages and backgrounds
- A love of books and reading
- Good understanding of computers, computer skills and applications
- Good communications skills
- Be reliable to ensure a regular service
- A full driving licence

Responsibilities:

To be aware of all applicable legislation including:

- Safeguarding Policies
- Health and Safety
- Information governance
- Data Protection Act
- Freedom of Information Act

Time commitment:

Discuss and agree with Local Service Provider time and duty commitments. Give adequate notice if you are unable to meet these so that alternative arrangements can be made.

Volunteering Agreement

Thank you for volunteering with.....

We really do appreciate the valuable contribution and practical help our volunteers give across many of our services and teams.

This agreement summarises what you can expect from us and what we expect from you to ensure your volunteer experience with us is productive and rewarding.

What you can expect from us:

- A role profile with the tasks you will be asked to undertake as a volunteer
- A nominated person who will supervise your volunteering and with whom you can discuss your work and receive feedback
- Training and development opportunities relating to your responsibilities as a volunteer
- Health and safety policies and procedures in place, and provision of personal protective equipment where required

What we expect from you:

- Meet agreed time and duty commitments, or provide adequate notice so that alternate arrangements can be made
- Respect confidentiality and not use or disclose any confidential information for your own benefit
- Abide by Health and Safety, and Equality and Diversity, Data Protection and Safeguarding policies and procedures
- Discuss any complaints or problems you have when undertaking your duties with your Supervisor
- Discuss any changes you would like to make to your volunteering with your Supervisor
- Treat fellow volunteers and staff with courtesy and respect
- Remember that you are a representative of
- Act in accordance with this agreement at all times

From 1st January 2023 the expectation of being a Volunteer for Saltash Library Hub site is that books are delivered to the borrower and handed over on their doorstep. Saltash Library Hub will not be adopting the previous RVS befriending element and therefore there is no requirement or expectation for a volunteer to enter the home unless in an emergency.

Therefore – if a volunteer enters a borrower’s property, they must understand it will be of their own volition and not a requirement of Saltash Library Hub and STC cannot be held responsible for the volunteer whilst in the property.

Either you or may terminate this agreement with or without notice at any time.

The volunteer placement will be reviewed after 12 months.

Volunteer Emergency Contact/Next of Kin Details

Volunteer Name:

Emergency Contact/Next of Kin Details

Name

Relationship

Address
.....
.....
.....

Post code

Telephone numbers:

Home

Mobile

Work

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Volunteer Reference Request

Volunteer Applicant Name:

..... are recruiting volunteers to support

.....

We would appreciate your assistance in providing us with a written reference for the above individual. We thank you for your cooperation and time.

Name of Referee:

Address of Referee:

Telephone:

Email:

Position / Job Title / Occupation:

1. How long have you known the applicant?

2. What is your affiliation with the applicant?

3. Please evaluate the applicant in the following areas where 5 = Excellent and 1 = Poor

a. Reliability	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
b. Flexibility	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
c. Time Management	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
d. Communication Skills	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
e. Interpersonal Skills	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
f. Teamworking Skills	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
g. Trustworthiness / honesty	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
h. Ability to maintain confidentiality	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

4. Would you recommend that the applicant is suitable to volunteer with all members of the community, including adults and children? Y/N (Expand if applicable)

5. Please add any further comments that you believe are relevant to this applicant, including any particular strengths or weaknesses and any reasons why the applicant should not be a volunteer.

I understand that any misrepresentation made by me in connection with applicant will be just and sufficient cause of the dismissal of the application.

Signature (or name if from email):

Date:

Data Protection

Please refer to our [Privacy Notice](#) to see how we use your information.

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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 16th May 2023 at 6.30 pm

PRESENT: Councillors: R Bickford, J Brady (Vice-Chairman), R Bullock, J Foster, S Lennox-Boyd, J Peggs, B Samuels (Chairman), P Samuels, B Stoyel and D Yates.

ALSO PRESENT: 14 Members of the Public, S Burrows (Town Clerk), R Lumley (Assistant Town Clerk) and F Morris (Planning and General Administrator).

APOLOGIES: J Dent, M Griffiths, S Martin, S Miller and L Mortimore.

13/23/24 TO ELECT A CHAIRMAN.

It was proposed by Councillor Brady, seconded by Councillor Stoyel to nominate Councillor B Samuels.

No further nominations received.

Following a vote it was **RESOLVED** to elect Councillor B Samuels as Chairman.

Councillor B Samuels in the Chair.

14/23/24 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Brady, seconded by Councillor P Samuels to nominate Councillor Brady.

No further nominations received.

Following a vote it was **RESOLVED** to elect Councillor Brady as Vice Chairman.

The Town Clerk left the meeting.

15/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

16/23/24 **DECLARATIONS OF INTEREST:**

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

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
Lennox-Boyd	PA22/09800	Non-Pecuniary	Friend	Yes
Stoyel	PA23/02930	Non-Pecuniary	Neighbour	Yes
Samuels B	LI23_002214	Non-Pecuniary	Applicant is involved with premises adjoining residence.	Yes
Samuels P	LI23_002214	Non-Pecuniary	Applicant is involved with premises adjoining residence.	Yes
Stoyel	LI23_002214	Non-Pecuniary	Trustee of Scrapstore; neighbouring applicant premises.	Yes

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

None.

17/23/24 **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

The Chairman informed members that a request to speak had been received in relation to Agenda Item 9c – Applications for consideration:

PA23/03013 in objection of 127 Old Ferry Road, Saltash, Cornwall, PL12 6BL

By a raise of hands, members confirmed to receive the public statement under Agenda item 9c – Applications for consideration, taking application PA23/03013 as the first to be received.

18/23/24 **TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON 18TH APRIL 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 Foster and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 18th April 2023 were confirmed as a true and correct record.

19/23/24 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

20/23/24 **PLANNING:**

- a. To note that Councillor Lennox-Boyd will vote upon the information before her at the meeting but in the light of subsequent information received at Cornwall Council, Councillor Lennox-Boyd may vote differently at that meeting.
- b. To note that if Councillor Lennox-Boyd wishes to recommend opposite to the Town Council's view she will contact the Town Council by email. Considering time constraints, the Town Council will then hold an online poll of Councillors to determine whether to accept the Officer's view or to ask for the application to be called into committee. The results of these polls will be read into the record at the next Town Council meeting. Members of the public may request, via the Clerk, to be copied into any correspondence.

c. Applications for consideration:

PA23/03013

Mr & Mrs Harrison - **127 Old Ferry Road Saltash Cornwall PL12 6BL**

Reserved Matters application for appearance, landscaping, layout and scale following outline consent PA21/03568 dated 11.08.21.

Ward: Tamar

Date Received: 04/05/23

Response Date: 25/05/2023

A member of the public spoke in objection to PA23/03013.

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

1. Overdevelopment of the site.
2. Not in keeping with the street scene.
3. Drainage and sewage.
4. Overbearing.
5. Vehicle access.

Councillor Foster left the meeting.

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

Councillor Foster returned to the meeting.

PA22/09800

Mr D Bennetts – **Public Conveniences Callington Road Saltash PL12 6LW**

Erection of one detached dwelling.

Ward: Tamar

Date received: 28/04/23

Response date: 19/05/23

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

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

PA23/01454

Mr Keith Wildman – **1 Hessary View Saltash PL12 6HX**
Conservatory to front of property.

Ward: Tamar

Date received: 27/04/23

Response date: 18/05/23

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

PA23/02339

Mr Steven Haigh – **3 Love Lane Valley Road Saltash PL12 4BS**
Demolition of store and proposed front extension to existing dwelling.

Ward: Essa

Date received: 14/04/23

Response date: 19/05/23

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

PA23/02764

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

Listed Building Consent for conservatory and verandah on SE elevation and two roof dormers on NW elevation. (Revision to application PA22/06958).

Ward: Essa

Date received: 18/04/23

Response date: 19/05/23

The Chairman informed members of the comments of Historic Environment Planning.

It was proposed by Councillor Brady, seconded by Councillor Bullock and resolved to **RECOMMEND APPROVAL** subject to the conditions stated by Historic Environment Planning being met.

PA23/02883

Mr & Mrs Potts – **34 Hillside Road Saltash PL12 6EX**
Single storey side extension to provide a sitting room.

Ward: Tamar

Date received: 14/04/23

Response date: 19/05/23

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

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

PA23/02930

Mr Lee Graham – **184 St Stephens Road Saltash PL12 4NJ**

Proposed single-storey rear and side extension.

Ward: Essa

Date received: 19/04/23

Response date: 19/05/23

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

Councillor Stoyel was invited and returned to the meeting.

PA23/03159

Ms Teresa Lakeman – **311 New Road Saltash PL12 6HL**

Creation of vehicular parking area including new permeable drive, retaining walls and drop kerb.

Ward: Tamar

Date received: 24/04/23

Response date: 19/05/23

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

PA23/03224

Mrs Susan George – **The Vineyard Burr Hill Carkeel Saltash PL12 6NR**

Proposed 2 storey extension comprising entrance hall and boot room on ground floor with bedroom at first floor level.

Ward: Trematon

Date received: 03/05/23

Response date: 24/05/23

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

d. Tree Applications:

PA23/02956

Mrs Joanne Pascoe Cormac - **Grassmere Way Play Area
Grassmere Way Saltash Cornwall PL12 6XE**

Works to trees subject to a Tree Preservation Order, works include:
ELM Reference Number Oak tree T3 remove dead branches >25mm from the entire crown of the tree; prune to clear building 63 Grassmere Way, prune branches back to nearest suitable pruning points to achieve a clearance of 1.5 meters from the roof apex and gable end of the building, prune to achieve a 2.1-meter clearance over the footpath, prune branches to achieve a 0.5 meters clearance from light column and light head of lighting column number L169.;
ELM Reference Number G3 Ash Tree prune branches to achieve a 0.5 meters clearance from light column and light head of lighting column number L165. Additional works to fell to ground level twin stem dead elm tree, cut back by 0.5 meters fallen dead elm stem at the side of the footpath

Ward: Tamar

Date Received: 09/05/23

Response Date: 31/05/2023

The Chairman informed Members of the Saltash Town Council Voluntary Tree Wardens' Report.

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

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

Vice Chairman, Councillor Brady in the Chair.

21/23/24

CONSIDERATION OF LICENCE APPLICATIONS:

Premises Name and Address	The Brunel Inn, 92 Fore Street, Saltash, PL12 6AE
Applicant	Star Pubs & Bars Limited
Application Accepted	28.04.2023
Application Type	Variation
Licensable Activities	Amend sale by retail of alcohol, live music, recorded music, performance of dance and hours premises is open to the public hours. Add non-standard timings and remove conditions
Reference	LI23_002214
Representations Deadline	26.05.2023
Licensing Officer	Terianne Moody

The Vice Chairman, Councillor Brady informed members of the conditions with regard to the Premises Licence Application.

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

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

The Chairman, Councillor B Samuels in the Chair.

22/23/24

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

23/23/24

TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

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

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

25/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

The Chairman reminded members of the importance of responding to Planning Survey Polls as this provides additional evidence should applications need to be taken to Committee.

26/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 20 June 2023 at 6.30 pm

Rising at: 7.35 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Burial Authority Committee held at the Guildhall on Tuesday 23rd May 2023 at 6.30 pm

PRESENT: Councillors: R Bullock, J Dent (Chairman), S Lennox-Boyd and S Miller (Vice-Chairman).

ALSO PRESENT: R Lumley (Assistant Town Clerk) and F Morris (Planning and General Administrator).

APOLOGIES: J Foster and M Griffiths.

1/23/24 TO ELECT A CHAIRMAN.

It was proposed by Councillor Bullock, seconded by Councillor Lennox-Boyd to nominate Councillor Dent.

There were no other nominations.

Following a vote it was **RESOLVED** to elect Councillor Dent as Chairman.

Councillor Dent in the Chair.

2/23/24 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Dent seconded by Councillor Bullock to nominate Councillor Miller.

There were no other nominations.

Following a vote it was **RESOLVED** to elect Councillor Miller as Vice Chairman.

3/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

4/23/24 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.

5/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

6/23/24 TO RECEIVE AND APPROVE THE MINUTES FROM THE BURIAL AUTHORITY MEETING HELD ON 1ST 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, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Burial Authority Committee held on 1st November 2022 were confirmed as a true and correct record.

7/23/24 TO RECEIVE THE BURIAL AUTHORITY COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Assistant Town Clerk informed Members that some budgets may look overspent due to accruals and prepayments not yet finalised at year-end.

It was **RESOLVED** to note.

8/23/24 TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

9/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

10/23/24 TO NOTE THAT PENGELLY FUNERAL SERVICE APPROVED CHURCHTOWN CEMETERY QUOTE FOR WORKS.

It was **RESOLVED** to note.

11/23/24 TO RATIFY THE AMENDMENT TO CHURCHTOWN FEES AND CHARGES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Dent and resolved to **RECOMMEND** to the Policy and Finance Committee to ratify the Town Clerk's amendment to Churchtown Fees and Charges.

12/23/24

TO RECEIVE A REPORT ON CHURCHTOWN CEMETERY MANAGEMENT POLICY AND REGULATIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

1. It was proposed by Councillor Bullock, seconded by Councillor Lennox-Boyd and **RESOLVED** to defer the question of maintenance at Churchtown Cemetery to the next meeting of The Burial Authority Committee on 7th November 2023. Maintenance to be discussed in conjunction with the review of Fees and Charges for Churchtown Cemetery.
2. It was proposed by Councillor Dent, seconded by Councillor Bullock and resolved to **RECOMMEND** to Policy and Finance to approve the following additions to the Churchtown Cemetery Management Policy and Regulations in regard to grave markers as follows:

Additional sections 4.3.5., 4.3.6. and 4.3.7. Management Policy and Regulations:

4.3.5. Grave markers such as wooden crosses with plaques may be placed on a grave or cremation plot at the time of an interment at the discretion of the Town Council. Such markers are temporary and are allowed in the interval between the interment and the installation of a memorial, which would normally take place within 12 months.

4.3.6. If there are no family members remaining, the person arranging the interment may also organise for a marker to be placed on the grave or cremation plot. Thereafter however, only the Town Council or the owner of the EROB may authorise work in connection with markers. Only the owner of the EROB may authorize the installation of a permanent memorial.

4.3.7. Usually, the Town Council would not remove a marker after 12 months should there be no memorial stone. However, the Town Council may remove it if they so wish.

13/23/24

TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

14/23/24 **TO RECEIVE A REPORT ON A LETTERS TO HEAVEN CONCEPT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members considered the installation of a post box at Churchtown Cemetery to support loved ones coping with grief by writing letters to heaven.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and **RESOLVED** to:

1. Procure a post box mentioned in example three at a cost of up to £130 +VAT from budget code 6073 BA EMF Memorial Garden current available budget £4,200.
2. Promote the Service via social media, notice boards and the Town Council website.
3. The Service Delivery Department to empty the post box as required.
4. Letters to be shredded and included in the Town Council's green waste process for disposal.
5. Service Delivery Manager to include the Service in future Service Delivery reports to be received at future Burial Authority meetings.
6. Signage to be installed on the post box stating 'letters only in a sealed envelope to be placed in the letter box'.
7. The letter box to be installed on the Churchtown Cemetery hut located in the Cemetery car park.

15/23/24 **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. (As required or if necessary).

16/23/24 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

17/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

18/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

19/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Bullock, seconded by Councillor Lennox-Boyd and **RESOLVED** to issue the following Press and Social Media release:

1. A press release regarding Letters to Heaven to be released once installation has been completed and all promotional material available.

DATE OF NEXT MEETING

Tuesday 7 November 2023 at 6.30 pm

Rising at: 7.35 pm

Signed: _____
Chairman

Dated: _____

Burial Authority - Churchtown Cemetery

Fees and Charges

Description	2022/2023 (As of 1st April 2022)	2023/2024 (As of 1st April 2023)
<u>Interment Fees</u>		
Interment under the age of 18 years - (Saltash residents only)	No Charge	No Charge
1st Interment over the age of 18 years - (triple depth plot)	£700	£700
2nd & 3rd Interment over the age of 18 years - (ERB determined)	£700	£700
1st Interment of ashes in a casket - (double depth plot)	£333	£333
2nd Interment of ashes in a casket - (ERB determined)	£333	£333
1st Interment of loose ashes - (double depth plot)	£167	£167
2nd Interment of loose ashes - (ERB determined)	£167	£167
Interment of ashes in Garden of Remembrance	£333	£333
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	No Charge	No Charge
<u>Exclusive Right of Burial including Plot Deed (Exclusive Right of Burial must be purchased with 1st Interment) - Length of Exclusive Right of Burial - 10 Years</u>		
Exclusive Right of Burial under the age of 18 years	No Charge	No Charge
Exclusive Right of Burial 1st Interment over the age of 18 years	£333	£333
Exclusive Right of Burial 1st Interment of ashes in a casket	£111	£111
Exclusive Right of Burial 1st Interment of loose ashes	£111	£111
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	No Charge	No Charge
<u>Memorial Permissions - Length of Right to Erect a Memorial - 10 years</u>		
Permission to erect headstone including first inscription	£111	£111
Additional inscriptions	£56	£56
Permission to place cremated remains tablet	£56	£56
Renewal of Grant of Right to Erect a Memorial	£28	£28
Permission to erect/place monument CWG/MOD	No Charge	No Charge
Cremation foundation slab and tablet to be supplied by ERB owner		
Removal of Headstones & Cremation Tablets other than for an additional inscription		£56
<u>Renewal of Exclusive Rights of Burial - Length of Exclusive Right of Burial - 10 Years</u>		
Single grave for the interment under the age of 18 years - (Saltash resident only)	No Charge	No Charge
Second and third interment admin fee (ERB must be determined)	£28	£28
Renewal of Exclusive Rights of Burial	£28	£28
Renewal of Exclusive Rights of Cremated Remains	£28	£28
Issue & registration of duplicate deed of grant of grave space	£28	£28
Inspection of Burial Register	£28	£28
Transfer of ERB certificate up to a maximum of 2 hours, and then charged on an hourly basis at £25 per hour	£51	£51
Transfer of ERB certificate by Statutory Declaration up to a maximum of 2 hours, and then charged at an hourly basis at £25 per hour	£84	£84
Permission of right to CWG Commission or MOD	No Charge	No Charge
Permission to place a war grave marker	No Charge	No Charge
Exhumations of coffins or cremated remains casket/loose ashes	Price on Application	Price on Application
Search of Registers by our staff (per search)	£28	£28
Search of Registers by our staff (non resident)	£56	£56
Double standard fees apply to non Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the Chairman of the Burial Authority Committee)	All Fees Double	All Fees Double
<u>Benches & Other Memorials - 10 Years Lease (Residents & Non Residents) (VARIABLE)</u>		
Rose Bush - Permission to place a rose bush and memorial plaque at Churchtown Cemetery in the memorial garden	£100	£100
Memorial Plaque on a bench at Churchtown Cemetery	£350	£350

Saltash Town Council

CHURCHTOWN CEMETERY

MANAGEMENT POLICY & REGULATIONS

1. PURPOSE

- 1.1. To provide a management strategy for the safe and respectful management of the cemetery.
- 1.2. To provide clear information to elected members of the responsibilities of the Town Council and the implications thereof.
- 1.3. To provide clear information to cemetery users, be they the bereaved, visitors or attendees at a funeral, detailing their rights, responsibilities and what they may expect from the Town Council. This to take the form of Rules and Regulations and information presented in the form of leaflets and upon the Council website.
- 1.4. To provide clear information to those working in the cemetery, be they Memorial Masons, Funeral Directors, Grave Diggers or any other external contractor.

2. GUIDANCE AND STATUTORY OBLIGATIONS

- 2.1. The cemetery will be managed to comply with all Parliamentary Acts and Statutory Instruments and accepted guidance that may apply.
- 2.2. The main legislation is contained within the Local Authorities Cemetery Order 1977, as amended in the Local Authorities Cemeteries (Amendment) Order 1986. This is a Statutory Instrument made under the Local Government Act 1972, section 214(1).
- 2.3. Other legislation where compliance is Statutory includes the Health and Safety at Work Act 1974, enforced by the Health and Safety Regulations 1989.
- 2.4. Guidance issued by the Health and Safety Executive and the Institute of Cemetery and Crematorium Management includes:
 - 2.4.1. The Guide for Burial Ground Managers (HSE)
 - 2.4.2. Baby and Infant funerals (ICCM)
 - 2.4.3. Shallow graves policy (ICCM)
 - 2.4.4. Managing the safety of burial ground memorials (HSE)
 - 2.4.5. Management of Memorials policy (ICCM)
 - 2.4.6. Code of safe working practice (ICCM)

3. DEFINITIONS

- 3.1. For the purposes of legislation and registration of burials, the person identified by the Council shall be the Town Clerk.
- 3.2. The cemetery shall be deemed to be open during the hours of daylight – it is illegal to enter a cemetery when it is closed without the specific permission of the identified person.
- 3.3. As land owner, the Council is responsible for the health and safety of all who enter the cemetery.
- 3.4. No vehicles may enter the cemetery without the express permission of the Council.

4. ELEMENTS OF MANAGEMENT

- 4.1. **Burials – Undertakers to Note:** Please only book and pay for the Saltash Town Council's approved gravedigger, contact details attached.
 - 4.1.1. No interment may take place nor any ashes scattered without the written permission of the Council. In or on a grave where the Exclusive Rights of Burial (EROB) have been purchased, the Council will require the written permission of the owner of the Rights before they in turn may grant permission.
 - 4.1.2. In a case where no owner of the rights is available it is the responsibility of the funeral organisers to locate them or transfer rights as necessary.
 - 4.1.3. An Application for Interment must be made on the specified form and received by the Council three working days before the time of burial. It must be accompanied by a Certificate of Disposal issued either by the Registrar (green form) or by the Coroner (white form). In exceptional circumstances should this form be lost or unattainable, it may be possible to proceed with the burial if a Form 18 is supplied instead. The application should also be accompanied by payment in full.
 - 4.1.4. 'American Style' Caskets will not be permitted at Churchtown Cemetery. The maximum dimensions permitted for Wood and Wicker Coffins at Churchtown Cemetery are as follows: Maximum Length 7' 2", Maximum Width 32", Maximum Height 18". The exact dimensions, width, length and height, of the coffin which will be used for an interment must be given accurately on the application form.
 - 4.1.5. All first burials in a grave will take place in a grave identified by the Town Clerk.
 - 4.1.6. Burials may take place in an EROB purchased or non EROB plot; in the latter case the applicant will be informed that no memorial may be placed on the grave and that other, unrelated persons may also be buried in the grave. Prior to a second interment in an unpurchased grave the Council will attempt to contact the applicant to offer a last chance to purchase.
 - 4.1.7. All graves will be excavated and backfilled by the Council or its contractors in accordance with the ICCM Code of Safe Working Practice. Adequate grave shoring will always be used. Graves left open overnight will be securely covered. Should mourners wish to backfill some or all of the grave they must do so with the express, advanced permission of the Council and such an operation is at the

sole risk of the Funeral Director or organiser. Backfilling must take place as soon as the cortege has left the graveside; no open grave containing a coffin must be left unattended.

- 4.1.8. The Council or its contractors will make good any subsidence within the grave at any time after the funeral.
- 4.1.9. Burials may take place without a Funeral Director but organisers must satisfy the Council that they are competent to conduct a funeral. They must also assume all requirements that the Council would demand of a Funeral Director.
- 4.1.10. Funeral Directors must register with the Council showing evidence of public liability insurance. Funeral Directors are responsible for the behaviour and safety of the funeral cortege whilst in the cemetery.
- 4.1.11. Grave spaces will be three metres long and one and a half wide in order to comply with BS8415. The excavation will be central with respect to width with the head sixty centimeters from the top border.
- 4.1.12. Each grave has the capacity for two ashes caskets to be buried in the memorial strip on either side of the headstone, provided the headstone foundation is no wider than one metre (see diagram).

4.2. Exclusive Rights of Burial

- 4.2.1. In accordance with LACO (1977) the Council may issue Exclusive Rights of Burial (EROB) to the applicant for burial at the time of the first burial in a grave. The current term is a period of ten years, which may be renewed on expiry by payment of a further fee, for a period of ten years.
- 4.2.2. EROB does not confer ownership of the land but grants the purchaser the right to determine future burials and to apply to place a memorial. The owner of the rights may themselves be buried in the grave with no other permission needed.
- 4.2.3. At the end of the period of rights the Council will attempt to contact the owner but should they not be found or not wish to renew the rights, the Council may either sell the rights to another person or bury an unrelated person in the grave.
- 4.2.4. EROB may be assigned by the owner during their lifetime, or by their executor upon their death. The Council can advise how this must be done and will supply such forms as are needed for a small fee.
- 4.2.5. Under no circumstances may the EROB be exercised without the permission of the owner.

4.3. Memorials

- 4.3.1. The cemetery is laid out as a lawn cemetery, no trees, shrubs, plants, flowers, flower-holders, vases, flat stones, headstone, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grassed area, the headstone or the plinth of the headstone. Flower containers must be installed in and be integral to the plinth of the headstone.
- 4.3.2. Under no circumstances will a glass or any breakable receptacle be permitted to be placed on the grassed area, grave, headstone or the plinth of the headstone.

- 4.3.3. In accordance with BS8415 the Council will leave undug a 60cm strip, the width of the grave and at the head of the grave upon which the memorial must entirely be situated.
- 4.3.4. No permanent planting may take place anywhere in the cemetery without the express, written permission of the council.
- 4.3.5. Grave markers such as wooden crosses with plaques may be placed on a grave or cremation plot at the time of an interment at the discretion of the Town Council. Such markers are temporary and are allowed in the interval between the interment and the installation of a memorial which would normally take place within 12 months.
- 4.3.6. If there are no family members remaining, the person arranging the interment may also organise for a marker to be placed on the grave or cremation plot. Thereafter however, only the Town Council or the owner of the EROB may authorise work in connection with markers. Only the owner of the EROB may authorize the installation of a permanent memorial.
- 4.3.7. Usually, the Town Council would not remove a marker after 12 months should there be no memorial stone. However, the Town Council may remove it if they so wish.
- 4.3.8. Applications to place a memorial must bear the signature of the owner of the EROB.
- 4.3.9. All memorials must be fixed to BS8415 by a competent and registered stone mason. Membership of the British Register of Memorial Masons (BRAMM).
- 4.3.10. An approved application will indicate the dimensions and composition of the memorial; details of how it is to be fixed to conform to BS8415 and accurate details of the proposed inscription. Applications must be accompanied by fees and charges in full.
- 4.3.11. Size of Memorials. All new memorials to be erected in the cemetery must not exceed the following maximum sizes:
- Headstone Height (including all plinths and concrete foundations) 3'3" (991mm)
 - Width of memorial 2'8" (813mm)
 - Depth of base (front to back) 1'4" (410mm)
 - The overall size of the plinth to be 900mm.
- It should be acknowledged that all the above requirements must be conformed to. The Council will recall the stonemason to rectify any works as necessary.
- 4.3.12. Memorial Colour, Shape and Material. All memorials to be natural colourings such as grey, white and black with memorial shapes to not exceed the permitted Memorial sizes pursuant to 4.3.8. These can be in a range of natural stoned materials such as Portland, Granite, Marble, Limestone or Hoptonwood.
- 4.3.13. All burial memorials to be traditional upright headstones and fixed to the ground with a concrete base adhering to maximum measurements as outlined above.
- 4.3.14. Only tablets 18" x 18" (450mm x 450mm) and foundation slabs 24" x 24" (600mm x 600mm) may be fixed on cremation plots. Should a vase be required it must be installed in and be integral to the cremation tablet itself. No trees, shrubs, plants, flowers, flower-holders, vases, glass or other breakable items, flat stones,

headstones, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grass surrounding the tablet, or on the actual cremation tablet.

- 4.3.15. The stone mason must give three working days' notice of their intention to fix a memorial, to arrange an appointment and a qualified fixer must remain in the cemetery whilst the work is carried out. The Council may approach a working fixer at any time and demand that they demonstrate that the memorial matches the application.
- 4.3.16. The Council will mark the end of each burial row and all headstone plates must align to the markers. Should any be found fixed in the wrong position the Council will recall the fixer so that they be refixed in the proper position.
- 4.3.17. No cleaning or other work may be carried out on any memorial without application to the Council and must have the permission of the owner. Any chemical cleaning must be specifically approved.
- 4.3.18. Should the Rights expire and not be renewed, the Council will attempt to contact the owner to arrange removal. Should this not be forthcoming, the Council reserves the right to act as it sees fit, up to and including removal.
- 4.3.19. All new memorials should either be guaranteed for a period of not less than 10 years and/or a certificate of compliance to BS8415 must be issued.
- 4.3.20. The grave number and mason's name must be inscribed on the rear of the grave base in letters no greater than 15mm high.
- 4.3.21. The Town Council are to offer other Memorial Services such as a Memorial Garden Rose Bush with a plaque and inscription and Memorial Benches with a plaque and inscription. More information and Terms and Conditions of the Town Council Memorial Services can be located on the relevant application forms.

4.4. Fees and Charges

- 4.4.1. The Council will publish a table of fees and charges for its services which will be available at the cemetery, on the website and in paper form from the Council offices. Fees for any service must be paid in advance.
- 4.4.2. From time to time the Council will review the fees and charges.
- 4.4.3. Double standard fees apply to non-Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the Town Clerk and in the absence the Assistant Town Clerk).
- 4.4.4. The Administration Department to obtain available evidence with regard to Saltash Residency two years prior to the date of death. This being unavailable, to request that the Funeral Director gives written confirmation of residency

4.5. Rules and Regulations

- 4.5.1. The Council will publish such Rules and Regulations as it sees fit for the proper management of the cemetery. These will be available at the cemetery, on the website and in paper form at the Council offices.
- 4.5.2. The Rules and Regulations will be reviewed on a regular basis and any revisions will replace previous versions with immediate effect.

4.6. General provisions

- 4.6.1. The Council will provide a water supply subject to weather conditions.
- 4.6.2. The Council will maintain the cemetery to provide a suitable and presentable appearance.
- 4.6.3. The Council will conduct regular inspections of the cemetery and will inspect memorials as recommended by the Health and Safety Executive. Any memorial found to be in an unsafe condition will be made safe by the Council in a manner they see fit. Responsibility for repair remains that of the owner. Repairs not carried out in a timely manner may result in the withdrawal of memorial rights.
- 4.6.4. Statutory registers of interments, ownership and exhumations will be kept by the Council and may be viewed by reasonable request. Extended searches by Council staff may incur a fee.
- 4.6.5. Interments shall normally take place between 9:00am and 4:00pm, Monday to Friday excluding Bank Holidays. It may be possible to accommodate funerals outside of these times and at short notice but the Council reserves the right to charge an extra fee for this service.
- 4.6.6. New graves will be dug to accommodate 3 burials unless ground conditions do not allow.
- 4.6.7. Initially three rows of graves will be marked out to provide sufficient space should more than one grave be required at any one time. No fewer than three rows will exist at any time.
- 4.6.8. Burials will start at the gate end of the cemetery at the end of the row nearest to the driveway.

4.7. Future expansion

- 4.7.1 Land adjacent to the cemetery, temporarily used to provide allotments, will be used to extend the cemetery as required. Notice will be given to allotment tenants.

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Devolution Sub Committee held at the Guildhall on Thursday 11th May 2023 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock (Vice-Chairman), S Martin (Chairman), S Miller, B Samuels and P Samuels.

ALSO PRESENT: H Frank (Cornwall Council) and C Thomson (Cornwall Council), S Burrows (Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: S Gillies and J Peggs.

1/23/24 TO ELECT A CHAIRMAN.

It was proposed by Councillor Martin, seconded by Councillor Bickford to nominate Councillor Martin.

No further nominations received.

Following a vote it was **RESOLVED** to elect Councillor Martin as Chairman.

Councillor Martin in the Chair.

2/23/24 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Bullock, seconded by Councillor Bickford to nominate Councillor Bullock.

No further nominations received.

Following a vote it was **RESOLVED** to elect Councillor Bullock as Vice Chairman.

3/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

4/23/24 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.

5/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

6/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE DEVOLUTION SUB COMMITTEE HELD ON 17TH MARCH 2023 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Martin, seconded by Councillor B Samuels and **RESOLVED** that the minutes of the Devolution Sub Committee held on 17th March 2023 were confirmed as a true and correct record.

7/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

8/23/24

TO RECEIVE CORNWALL COUNCILS TREE CONDITION SURVEY AND MAINTENANCE REPORT ON VICTORIA GARDENS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk advised Members that the latest Cornwall Council tree condition survey (dated January 2022) identified tree recommendations and that the works were carried out in April 2022.

Further to that, the next Cornwall Council tree condition survey is to take place around July/August 2023.

The Community Link Officer confirmed that the Cormac maintenance schedule is not available at present.

Members asked if any further works are scheduled by Cormac to be undertaken this year. The Community Link Officer reported that no further works are scheduled, however, any updates would be reported to the Town Clerk.

Members discussed a redundant air quality monitor station and flag pole sited at Victoria Gardens that poses a potential Health and Safety issue.

It was **RESOLVED** to note and that the Town Clerk is to formally write to the Community Link Officer to further investigate.

9/23/24

TO RECEIVE THE TOWN COUNCIL BUILDING SURVEY REPORT ON VICTORIA GARDENS AND THE MAURICE HUGGINS ROOM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk briefed Members on the building and landscaping fabric report received and contained within the circulated reports pack.

The Town Clerk informed Members that there are no areas of immediate concern identified in the above report, however, there are a number of items that require work in the near future.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to delegate to the Town Clerk to prioritise the works required and obtain approximate costings from the Town Council's Building Surveyor with a report to be received and considered at a future Devolution Sub Committee meeting.

10/23/24 **TO RECEIVE AND CONSIDER CORNWALL COUNCILS REVISED HEADS OF TERMS FOR VICTORIA GARDENS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members of Cornwall Council's revised Heads of Terms to form a five-year Leasehold.

The Town Clerk confirmed the existing Town Council Public Liability insurance covers all areas that the Town Council is responsible for, there are no additional costs should Members wish to proceed with the five-year Leasehold.

The Community Link Officer advised that the Heads of Terms will be refined and formed as the basis of the Leasehold and the referral of the Maurice Huggins Room as Tea Rooms would be amended at the point of drafting the Leasehold.

It was proposed by Councillor Bullock, seconded by Councillor B Samuels and resolved to **RECOMMEND** to Full Council to be held on 1st June 2023;

1. To approve Cornwall Council's revised Heads of Terms to form a five-year Leasehold for the Maurice Huggins Room and Victoria Gardens, subject to the Personnel Committee identifying additional work levels to efficiently discharge works required by the Town Council;
2. To accept Cornwall Council's offer to provide the Town Council with a grant in the sum of £5,000 to undertake repair and maintenance works to the railings.

11/23/24 **TO RECEIVE AN UPDATE ON FRIENDS OF VICTORIA GARDENS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the requirement for a Constitution to be created for the Friends of Victoria Gardens to operate.

It was proposed by Councillor Martin, seconded by Councillor Bickford and **RESOLVED** to delegate to the Town Clerk together with the Chairman to liaise with Councillor Peggs to further progress a Constitution for Friends of Victoria Gardens reporting back at a future Devolution Sub Committee meeting.

12/23/24 **TO REVIEW THE TOWN COUNCIL LONG-TERM VISION FOR VICTORIA GARDENS AND THE MAURICE HUGGINS ROOM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the living document for the Town Council's long-term vision for Victoria Gardens and the Maurice Huggins Room contained within the circulated reports pack.

Members identified the priority remains to formulate the Friends of Victoria Gardens and to continue with the planned works under Cornwall Council's five month Licence to Occupy (as attached).

It was **RESOLVED** to note.

13/23/24 **TO REVIEW THE TOWN COUNCIL DEVOLUTION PROGRAMME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed STC Devolution Programme for Victoria Gardens and the Maurice Huggins Room contained within the circulated reports pack.

Further to that, Members requested the Town Clerk adds an additional column to specify expected and completed dates for work.

The Town Clerk is to update information relating to the current Agreement for the Memorial Peace Garden.

The Community Link Officer is to further investigate the progress of a Leasehold for Alexandra Square toilets.

The Town Clerk informed Members of the next onsite Waterside Working Group meeting led by Cornwall Council.

It was proposed by Councillor Martin, seconded by Councillor Bullock and **RESOLVED** to note the Programme and for the Town Clerk to further update the Programme to be received at a future Devolution Sub Committee meeting (as attached).

14/23/24 **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.

15/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

16/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

17/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

18/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Bullock, seconded by Councillor B Samuels and **RESOLVED** to issue the following Press and Social Media Releases:

1. Friends of Victoria Gardens – works to date and future meeting dates.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.14 pm

Signed: _____
Chairman

Dated: _____

STC Long-Term Vision for Victoria Gardens and the Maurice Huggins Room - Living Document

Page 422

The **priority** is the formation of 'Friends of Victoria Gardens' to be community led with support via Meet Your Councillors, flyers, notice boards, website page and the Town Council's social media platforms.
A Constitution is to be created to for the Friends of Victoria Gardens to operate.

Music in the park

To encourage people to use the area for picnics

Ensure the MHR is used to support the community

The area to be a welcoming and safe place for everyone to enjoy

Engage with the local residents

Create a 'Friends of Victoria Gardens'

Use the bandstand area

To make the space a community asset to the town

Memorial benches

Hold markets

Saltash Town Council - Devolution Programme - Living Document

Priority Order (most important to least important)	Site	Ownership	Saltash Town Council Current Agreement	Saltash Town Council Formal Responsibility	Short Term Aspirations	Expected and Renewal Dates	Medium Term Aspirations	Long Term Aspirations	Devolution Meeting date	Devolution Minute Number	FTC 01.06.23 Minute Number
1	Victoria Gardens The Maurice Huggins Room	Cornwall Council	Victoria Gardens - Licence to Occupy for five months MHR Implied Tenancy at Will	Victoria Gardens - N/A The Maurice Huggins Tea Room - hire facility to community groups / cleaning	Licence to work or SLA to tidy the lower lying areas (shrubs, grass, bedding plants) during the Spring/Summer 2023 and for the Coronation celebrations. Licence to Occupy to maintain the low lying areas (shrubs, and bedding plants) for a period of 5 months - signed and returned to Jo Keene at CC on 17.04.23.	Licence to Occupy - Start date 17th April 2023 - End date 17th September 2023 (5 month licence). Implied Tenancy at Will - no specific dates.	Cornwall Council to undertake the high risk works offering Saltash TC improved Heads of Term to form a Lease. Devolution Sub Committee to further consider the options of improved Heads of Terms to form a Lease at the 11th May 2023 meeting. Email sent to Catherine Thompson on 16.04.23 requesting a copy of CC recommended tree works and future tree condition survey, also a request for Cormac maintenance report. Revised Heads of Terms to form a Lease approved at the 11.05.23 Devolution Sub Cttee meeting, recommended to 01.06.23 FTC meeting.	Freehold. To view STC long-term vision for Victoria Gardens - please refer to the other spreadsheet.	11.05.23	43/23/24	
2	Memorial Peace Garden	Cornwall Council	Licence to Occupy	Grounds maintenance work to the site anything additional must seek CC approval.	Generic Grounds Maintenance Licence to undertake various maintenance works, bedding and tree planting, installations and social gatherings on site. Licence to Occupy to maintain the area and be responsible for any items installed at the MPG site - signed and returned to Jonny Alford at CC on 17.04.23. Future installations at the site require the permission of Cornwall Council.	Licence to Occupy - 31st March 2024 (annually renewable)	Lease 99 Years	Freehold - part of a package with Alexandra Square Toilet Block	11.05.23	26/22/23	420/23/24 - Recommendation 1
3	Alexandra Square Toilet Block	Cornwall Council	Tenancy at Will	General maintenance and operations	Lease for 99 Years - CLO to further investigate the progress of a Leasehold.	Tenancy at Will - 13th November 2017 (ongoing to form a Leasehold)	Lease 99 Years	Freehold - part of a package with the Memorial Peace Garden	11.05.23	46/23/24	N/A
4	Waterside - Pontoon Jubilee Green Boat Park, Car Park, Garages and Slipway Brunel Green	Cornwall Council	Pontoon - Tenancy at Will Jubilee / Brunel Green - No current agreement	General maintenance and operations of the Pontoon	Tenancy at Will for the Pontoon. Better understand the Pontoon and STC revenue data. Continue with the Saltash Waterside Partnership Working Group meetings on a quarterly basis.	Tenancy at Will - the year 2017 (ongoing, but to be considered prior to further Pontoon works needing to take place).	Tenancy at Will for the Pontoon, possible Lease. Continue with the Saltash Waterside Partnership Working Group meetings. Terms of Reference to be formed for Devolution sign off. Better understand from Cornwall Council Jubilee / Brunel areas overtime.	Freehold	11.05.23	N/A	N/A
5	Longstone Park	Cornwall Council	No current agreement	N/A	Defer to the Services Committee upon further information from Stuart Wallace regarding various work to the site. Essential safety works to be carried out to the west tennis court, CC have no plans to carry out further works.	N/A	Request options to work with Cornwall Council to further improve the park facilities - tennis courts, picnic benches, play equipment, if deemed appropriate.	Freehold	11.05.23	N/A	N/A

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Station Property Sub Committee held at the Isambard House on Wednesday 17th May 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: S Burrows (Town Clerk) and D Joyce (Administration Officer).

APOLOGIES: None.

1/23/24 TO ELECT A CHAIRMAN.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels to nominate Councillor Bullock.

No further nominations received.

Following a vote it was **RESOLVED** to elect Councillor Bullock as Chairman.

Councillor Bullock in the Chair.

2/23/24 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Bickford, seconded by Councillor Bullock to nominate Councillor Miller.

No further nominations received.

Following a vote it was **RESOLVED** to elect Councillor Miller as Vice Chairman.

3/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

Councillor Miller arrived at the meeting.

4/23/24 **DECLARATIONS OF INTEREST:**

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

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
Bullock	13	Non-Pecuniary	Friend	Yes

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

None.

5/23/24 **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

6/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE STATION PROPERTY SUB COMMITTEE MEETING HELD ON 27TH MARCH 2023 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Miller and seconded by Councillor Bullock and **RESOLVED** that the minutes of the Station Property Sub Committee held on 27th March 2023 were confirmed as a true and correct record.

7/23/24 **TO RECEIVE THE STATION PROPERTY BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members that some budgets may look overspent due to accruals and prepayments not yet finalised at year-end.

It was **RESOLVED** to note.

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

Nothing to report.

9/23/24

TO RECEIVE AN UPDATE ON ISAMBARD HOUSE CONCESSIONAIRE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bullock spoke of the progress for the concessionaire (Simon Zinn) to open the café and waiting room area.

Due to Simon's other commitments and the requirement to procure specialised catering equipment, the concessionaire is unable to commence trading until the 1st September 2023. Slight alterations to the design of the kitchen space have been proposed to start at the beginning of August.

Members discussed the necessity to open the waiting room and café and that an assurance must be received from the concessionaire should the Town Council allow for additional time until trading can commence.

Members discussed how the space could be utilised in the interim. Members agreed charitable community organisations should be approached to ascertain interest in running a pop up café in aid of fundraising, subject to managing the kitchen and waiting room area.

It was proposed by Councillor Bullock, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to be held on 1st June 2023:

1. To approve the amendments to the Agreement inclusive of a one off cover bond of £500 payable on Agreement date to Saltash Town Council, to be returned to Simon Zinn within 14 days of the Operational Commencement Date;
2. To include a further amendment to the Agreement, the concessionaire to reinstate the kitchen to its original design, if required;
3. To continue with the previously agreed offer with Simon Zinn of a six-month free trial period (rent and utilities only) reflective of the details contained within the existing tender pack to commence on 1st September 2023 with a three month review to be undertaken;
4. To provide the Town Clerk delegated authority to review and sign the written contract on behalf of the Town Council.

10/23/24 **TO RECEIVE AN UPDATE ON ISAMBARD HOUSE BUILDING SNAGS AND SURVEYOR REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Bickford updated Members regarding the on-site meeting held with Barron Surveying (Town Council Building Surveyor), Bailey Partnership (Architects) and Cormac (Contractor) in relation to the condition of the floor cracks.

Members discussed the report received and contained within the reports pack and the proposal from Cormac to repair the floor.

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

1. To note the report received from Barron Surveying, update from Bailey Partnership and Cormac;
2. To approve Cormac to repair the floor cracks to the main entrance room and waiting room areas;
3. To provide delegated authority to the Town Clerk working with the Chairman and Vice Chairman to revisit the site together with Bailey Partnership, to review how the repair is settled reporting back to a future Station Sub Committee meeting;
4. Point 3 is subject to a review after 8 weeks of the repair work taking place.

11/23/24 **TO REVIEW ISAMBARD HOUSE FEES AND CHARGES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the current Fees and Charges for Isambard House for community organisations.

Currently community organisations pay a community rate of £10.00 per hour for a weekday booking between 9a.m. and 5p.m. and £15.00 per hour on weekends and evening bookings.

It was proposed by Councillor Bullock, seconded by Councillor Peggs and resolved to **RECOMMEND** to the Policy and Finance Committee to amend the Fees and Charges for Isambard House for community organisations only to a flat rate of £10 per hour inclusive of vat.

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

Vice Chairman Councillor Miller in the Chair.

12/23/24

TO RECEIVE A BOOKING REQUEST FOR ISAMBARD HOUSE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk spoke of a request received from Foreign Muck to operate a pizza trailer within Isambard House car park from midday on Regatta weekend the 29th and 30th July 2023.

The request includes an offer to open Isambard House waiting room to the public from 10:30am selling refreshments and homemade cakes.

Members discussed the offer and invited Councillor Bullock back to the meeting to provide further clarity on the request.

Councillor Bullock offered to open and close the Station building subject to requirements.

Councillor Bullock left the meeting.

Members considered associated costs and operational requirements such as electricity supply and operating hours.

Councillor Bickford left the meeting.

Councillor Bickford returned to the meeting.

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

1. To approve Foreign Muck to hire Isambard House car park, café and waiting room on the 29th and 30th July 2023, subject to the waiting room and café area not being left unattended and all areas of hire to be left clean and tidy and free from waste;
2. To operate the kitchen and waiting room between the hours of 10:30am and 7pm or earlier by arrangement with Councillor Bullock (the premises must not be left unattended);
3. The above be offered at a total cost of £200+vat and the relevant certificates provided prior to the hire taking place.

Councillor Bullock was invited and returned to the meeting.

Councillor Bullock in the Chair.

TO RECEIVE THE FOLLOWING QUOTES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

a. Car park resurfacing;

The Town Clerk advised Members that only one quote has been received and due to the proposed value two further quotes must be attained prior to consideration to ensure Financial Regulations are met.

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** to defer to a future Station Property Sub Committee meeting.

b. Internal meter supply;

It was proposed by Councillor Bullock, seconded by Councillor Bickford and **RESOLVED** to delegate to the Town Clerk to further investigate options and report back at a future Station Property Sub Committee meeting.

c. Solar PV;

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to defer to a future Station Property Sub Committee meeting.

d. Kitchenette.

The Chairman advised Members that the concessionaire does not wish to share the kitchen with others due to specialised and costly equipment being installed.

Therefore, Members discussed various options to locate a small kitchenette inclusive of a sink and worktop for bookings.

Members explored areas available within Isambard House.

It was proposed by Councillor Peggs, seconded by Councillor Bickford and **RESOLVED** to delegate to the Town Clerk working with the Chairman and Vice Chairman to obtain three quotes to install a kitchenette in the store room and main space reporting back at a future Station Property Sub Committee meeting.

14/23/24 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.

15/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

16/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

17/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

18/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Date: To be confirmed.

Rising at: 8.25 pm

Signed: _____
Chairman

Dated: _____

Healthcare Action Group - Update

We reported to you in April that an Action Group was being formed to produce a plan for the future of health care services in the town, and to make a start on implementation. The Group met for the first time on April 19, and agreed an outline of short, medium and longer term actions. Individual members undertook to come back to a second meeting on June 7 with more detailed proposals after consultation with colleagues. It is hoped these will be the bedrock of the plan.

Topics being examined include: securing finance, team working, midwifery/school nursing, St Barnabas out-patient clinics and diagnostic services, dentistry, dressing of wounds, and analysis of demands on the Practices.

This felt like a really good start to all those involved, after years of neglect. However, we all know we are reliant on the continued support of Dr Andy Sant, the Director of Integrated Care on N/E Cornwall - the man who holds the purse strings.

Thanks to the Town Council for supporting us in this. Councillors may be interested to look at the attached information which we presented at the meeting to highlight not only the lack of investment by the NHS in Saltash in the last decade or so compared to other towns locally, but the effects of the actual disinvestment we have suffered with the loss of services from St Barnabas Hospital.

Peter Thistlethwaite and George Muirhead
PPG Chairs - Voice of Saltash Patients

Saltash Action Group

Some comparisons

Peter April 2023 All data taken this month from NHS web pages and ONS

Bodmin

Population 16900

- Community Hospital with 2 wards
- Anchor - 12 beds
- Community Assessment & Treatment - 22 beds
- Emphasis older people recovery and rehab, plus end of life
- MIU and X-Ray
- Community Diagnostic Centre



Saltash

Population 16300

- Community Hospital with 0 beds
- Base for community teams, and o/p clinics
- No MIU
- No X-Ray
- GP surgery next door - no formal partnership



Liskeard

Population 10900

- Community Hospital with 2 wards
- Oak - 25 beds
- Willow 19 beds
- Emphasis older people recovery and rehab, plus end of life
- MIU & X-Ray



Launceston

Population 10200

- Community Hospital with 2 wards
- 7 beds in each ward
- Emphasis older people recovery and rehab, plus end of life
- MIU & X-Ray



Torpoint

Population 7400

- No Hospital
- Modern building
- GP Practice
- Community Health base (CPFT)
- Minor procedures, ultrasound



To receive a report and consider supporting the call for Government water companies to take action on sewage discharges

Cornwall Council backs calls for Government water companies to take action on sewage discharges

https://www.cornwalllive.com/news/cornwall-news/cornwall-council-backs-calls-government-7877288?fbclid=IwAR0NfE_PjKPzQUOqZZ27mXzUvrBy_di1RPkwlclbnoLju-9GPxP9gfsb0M4

The leader of the council will now write to the Secretary of State, South West Water and Environment Agency urging them to do more to end the dumping of sewage into the sea

Cornwall Council has agreed to call on the Government and South West Water (SWW) to address the issue of sewage being discharged into water in Cornwall. The council debated the issue at its full meeting this morning following a number of reports and [a rise in concerns about sewage being discharged into the sea](#) and into rivers.

Liberal Democrat councillors Dominic Fairman and Leigh Frost put forward a motion for the council to take action and urge the Government and SWW to do more to address the problems. There has been an increase in concerns about the issue with [high-profile incidents in Cornwall](#) as show in the picture above and groups such as Surfers Against Sewage have been regularly calling for the Government to do more to take action against water companies when they allow raw sewage to be discharged into the sea.

Cllr Fairman said that he had tabled the motion to give councillors the chance to debate publicly an issue which was key for many people in [Cornwall](#). He said that the Government's response to recent issues had been "woefully inadequate" and said that timescales for improvements were "meaningless" for the public.

Read more: [Government being sued for allowing sewage to be discharged into sea](#)

Cllr Frost said that the council should use its voice to put pressure on water companies and the government to make improvements and "fulfil their obligations to the people of Cornwall".

Labour councillor Jayne Kirkham also supported the motion and said that the River Fal had been one of the most polluted areas with 7,500 hours of discharges being made. She said: "The Conservatives have presided over a doubling of water companies dumping sewage into our waters."

She said that whilst it would take time to fix "broken systems" it was likely that things might happen more quickly if the council put pressure on the Government and water companies.

Pete Mitchell, Cornwall councillor for St Agnes, said that [videos of sewage being discharged into the sea in the village](#) had gone worldwide last month. He said that he knew people who were contacted by people in New York who had seen the footage and were concerned.

He said that there should be concern that people who might have been thinking of coming to Cornwall on holiday might have second thoughts if they saw sewage being discharged into the sea.

The motion called on the government to end all untreated sewage discharges into bathing waters, high priority nature sites and shellfish harvesting waters by 2030. It also called for budgets to be restored to the Environment Agency so that it can carry out an effective testing and monitoring regime.

It was agreed on a vote of all councillors and requires council leader Linda Taylor to write to the Secretary of State, South West Water and the Environment Agency urging action on all the points raised.

A spokesperson for South West Water, said: "We know reducing the use of storm overflows is an important issue for customers, as is the health of our rivers and seas – and it is one of our key priorities too. We are underway with our largest environmental investment programme in 15 years and in April we launched WaterFit to go further and faster. We have been working hard to reduce the impact of storm overflows and in this year's bathing season across 860 miles of coastline, we have reduced spills by 50% on last year. Importantly the duration of those spills has reduced by 75%.

"However, we recognise there is more to do and through WaterFit, we will reduce our use of storm overflows and reduce our impact on rivers by one-third by 2025. WaterFit builds on the progress we have already made. Earlier this year, we achieved 100% coastal bathing water quality for the first time across 860 miles of coastline. Over the next three years to 2025, South West Water is investing over £330 million in its wastewater network, which includes upgrades and improvements to hundreds of overflows across the region.

"As the Council stated today, there is a wide range of influences which affect river and sea quality, including agricultural and urban pollution, and we recognise that to improve the quality of our rivers, we all need to play our part. We continue to work closely with partners across the region, including Cornwall Council, and look forward to hearing from them soon."

They added: "We know our customers were understandably concerned about the discharge on 30 October, but we want to reassure them that the discharge, which led to the discolouration of the bathing water, was not caused by our activity or one of our assets.

"Our teams were in St Agnes on the day and after to investigate the cause of the discharge, as well as to test the impact it had on the water quality. The pipe seen in the video is not a storm overflow, nor is it owned or managed by South West Water. This is an outlet pipe, likely owned by the landowner or the local river authority, that

pulls in multiple sources including from nearby waterways, run-off from agricultural land, as well as from the storm overflow.

“Our investigation showed that the discoloured water was caused by flows of muddy water from a nearby stream, which entered the pipework following a period of heavy rainfall that weekend. While there was a short period of storm overflow activity on 30 October, there was a significant flow of water from the stream, containing mud and dirt from surrounding fields, entering the system upstream of the South West Water pumping station. This resulted in the brown water discharge on 30 October and other discharges the week after at times when the storm overflow was not triggered. We took water quality samples on the day of the discharge and the day after, and the bathing water met its normal, ‘excellent’ quality.

“In St Agnes, we are already speaking with local partners, including the Parish Council, and wildlife trusts to look at potential solutions in the wider catchment to prevent run-off entering the system.”

End of Report

Cornwall Council



Sheryll Murray M.P.

Rebecca Pow MP
Parliamentary Under Secretary of State
(Minister for Environmental Quality and Resilience)
Department for Environment, Food & Rural Affairs
Seacole Building
2 Marsham Street
London SW1P 4DF

Wednesday, 16 November 2022

Rebecca

I recently met with Saltash Town Council who are concerned about the quality of their local water and are keen to see more testing to re-assure water users and to highlight any issues that do occur sooner.

Saltash is one of the largest towns in Cornwall which has considerable plans for more housing. It sits on the opposite bank of the river from Plymouth and HMNB Devonport, the largest naval base in Western Europe.

Saltash has many active water users along their part of the Tamar. Saltash has active sailing and canoe clubs. They also have a regatta which even includes a Cardboard Boat Race. I regularly see children jumping into the river during summer months.

I would welcome suggestions from the Department for Environment, Food & Rural Affairs on how more regular testing of the Tamar could take place and any assistance the department could give.

Best wishes

Sheryll

Sheryll Murray MP

Cc: Cllr Richard Bickford, Mayor of Saltash

Constituency (Main) Office: The Parade, Liskeard, Cornwall PL14 6AF
House of Commons: House of Commons, Westminster, London SW1A 0AA
Tel: 01579 344428 sheryll@sheryllmurray.com

Cornish Town and Parish Councils

Your ref:

My ref: PSPOcons

Date: May 2023

Dear Sir/Madam,

Public Spaces Protection Order renewals

We have a number of dog related Public Spaces Protection Orders which will expire on 15 October 2023. These were agreed in 2020 and have been in force for a period of 3 years, they now must be reviewed and if appropriate renewed.

We are now seeking views as part of the formal consultation process regarding the existing restrictions. This consultation is being made available to all our key stakeholders including Town and Parish Councils, major land owners, the police and other interested local and national bodies.

We have 4 orders for renewal:-

[Dog Fouling](#) – This order currently makes it an offence for a person in charge of a dog not to clear up after them in any public space. The detail and exemptions are set out in the order which can be seen by clicking on the hyperlink.

[Dog Exclusion Order](#) – This makes it an offence to take a dog into an excluded area. The detail, exemptions and list of areas included are set out in the order which can be seen by clicking on the hyperlink.

[Dogs on Leads](#) – This makes it an offence not to have a dog on a lead in certain prescribed areas. The detail, exemptions and list of areas included are set out in the order which can be seen by clicking on the hyperlink.

[Dogs on Leads by direction](#) – This gives the ability for an authorised officer to require a dog to be put on a lead should it be causing a nuisance. The detail and exemptions are set out in the order which can be seen by clicking on the hyperlink.

Breach of any of these orders may result in a £100 Fixed Penalty Notice or a maximum of a £1,000 fine.

The Council is proposing to renew these orders in their current format. We are however seeking your views on this and if you would like any changes. In particular Town and Parish Councils should consider if the areas set out in the schedule are still appropriate for the restrictions to be applied.

You can let us know your views by emailing or writing directly or completing the attached short questionnaire. **Please ensure all responses are received by 15 August 2023.** Emails to cep@cornwall.gov.uk

If you would like further information or would like to discuss the matter further, please do not hesitate to contact me.

Yours sincerely

Sarah-Jane Brown
Senior Environmental Protection officer
Public Protection
Cornwall Council
0300 1234 212
Sarah-jane.brown@cornwall.gov.uk

Renewal of PSPOs – Dogs on Leads, Dog Fouling, Dogs Prohibited and Dogs on Leads by Direction Stakeholders Questionnaire

Q1) Please provide the following details:

Name of organisation :

Your name:

Your role within the organisation :

Dog Fouling <https://www.cornwall.gov.uk/media/esadwlqa/pspo-for-dog-fouling.pdf>

Q2 – Are you happy for the current order to be renewed? YES / NO

Q3 – If ‘No’ what changes would you like?

Q4 - Any other comments?

Dog Exclusion Order <https://www.cornwall.gov.uk/media/bjpmam5t/pspo-dog-exclusion-order-2020.pdf>

Q5 – Are you happy for the current order to be renewed? YES / NO

Q6 – If ‘No’ what changes would you like?

Q7 - Any other comments?

Dogs on Leads <https://www.cornwall.gov.uk/media/wflgw44z/pspo-for-dogs-on-leads.pdf>

Q8 – Are you happy for the current order to be renewed? YES / NO

Q9 – If 'No' what changes would you like?

Q10 - Any other comments?

Dogs on Leads by Direction <https://www.cornwall.gov.uk/media/yzypdrlu/pspo-for-dogs-on-leads-by-direction.pdf>

Q11 – Are you happy for the current order to be renewed? YES / NO

Q12 – If 'No' what changes would you like?

Q13 - Any other comments?

Privacy Notice

We will use the information you provide to inform the Public Space Protection Orders for 2023 - 2025.

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Please return to

cep@cornwall.gov.uk titled 'Dogs PSPO consultation'

Or by post

Dogs on Beaches Consultation P O Box 676, Threemilestone, TRURO, TR1 9EQ

To receive a report from Peninsular Transport and consider any actions

Issued on behalf of Councillor Andrea Davis, Peninsula Transport Chairman

Dear stakeholder,

You may already be aware that National Highways have published a number of key documents in relation to the next Road Investment Strategy (RIS) period (2025-2030). The documents relate to the future of the strategic road network (SRN), which encompasses motorways and major A-roads.

The Department for Transport will now undertake an 8-week public consultation process on the SRN Initial Report. This will inform DfT's draft Road Investment Strategy and National Highway's draft strategic business plan.

Peninsula transport has been engaged in the development process to date. We are now reviewing the documentation and will set out our full responses in due course but we encourage those living, working and travelling within the peninsula to also have their say. We have placed the links below for those interested in responding. We recommend you respond directly to the consultation, but please also send any comments to us that you would like the STB to consider, you can do this by emailing info@peninsulatrtransport.org.uk.

Best wishes,

Councillor Andrea Davis
Peninsula Transport Chairman

Useful links

- Future roads (landing page): <https://nationalhighways.co.uk/futureroads>
- **SRN Initial Report:** <https://nationalhighways.co.uk/SRNIR>
- Connecting the Country: <https://nationalhighways.co.uk/connectingthecountry>
- Environmental Sustainability Strategy: <https://nationalhighways.co.uk/ESS>
- DfT's consultation page: <https://www.gov.uk/government/consultations/shaping-the-future-of-englands-strategic-roads>
- **South West Peninsula Route Strategy Initial Overview Report:** https://nationalhighways.co.uk/media/5flpixmap/r18-south-west-peninsula_acc.pdf
- **Birmingham to Exeter Route Strategy Initial Overview Report:** https://nationalhighways.co.uk/media/es1b5v5h/r19-birmingham-to-exeter_acc.pdf
- **London to Wales Route Strategy Initial Overview Report:** https://nationalhighways.co.uk/media/4uimxxgn/r20-london-to-wales_acc.pdf