



Saltash Town Council

Konsel An Dre Essa



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

30 June 2023

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 6th July 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. (Page 6)
6. Monthly Crime Figures. (Page 7)
7. Report by Community Enterprises PL12. (Pages 8 - 10)
8. Community Area Partnerships (CAP's) report for noting or matters arising. (Pages 11 - 18)
9. Community Area Partnerships (CAP's) Action Points for Reports. (Page 19)
10. To receive a report on behalf of Safer Saltash. (Pages 20 - 26)
11. To receive a report from Saltash Chamber of Commerce. (Page 27)
12. To receive a report from the Climate Change and Environmental Working Group.
13. To receive a report from Cornwall Councillors. (Pages 28 - 30)
14. To consider Risk Management reports as may be received.
15. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.

Please note: Any member of the public requiring to put a question to the Town Council must do so by 12 noon the day before the meeting.
16. To receive and approve the Minutes of the Full Town Council Meeting held on Thursday 1st June 2023 as a true and correct record. (Pages 31 - 46)

17. Finance:
 - a. To advise the receipts for May 2023; (Page 47)
 - b. To advise the payments for May 2023; (Pages 48 - 50)
 - c. Urgent and essential works actioned by the Town Clerk under Financial Regulations;
 - d. To note that bank reconciliations up to 31st May 2023 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk;
 - e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.
18. To receive and note the minutes of the following Committees and consider any recommendations:
 - a. Services held on 8th June 2023; (Pages 51 - 60)
 - b. Planning and Licensing held on 20th June 2023; (Pages 61 - 66)
 - c. Joint Burial Board held on 27th June 2023; (Pages 67 - 72)
 - d. Personnel held on 29th June 2023. (Pages 73 - 86)
19. To receive and note the minutes of the Library Sub Committee held on 13th June 2023 and consider any recommendations. (Pages 87 - 93)
20. To note the use of the Town Seals. (Page 94)
21. To receive and note a letter of thanks from the Saltash May Fair Committee. (Page 95)
22. To receive a report on the Town Vitality Public Consultation and consider any actions and associated expenditure. (Page 96)
23. To receive an update from the Shared Prosperity Working Group and consider any actions and associated expenditure.
24. To receive a report from the Town Team and consider any actions and associated expenditure. (Page 97)
25. To receive an update on the future of the health care in Saltash and consider any actions. (Pages 98 - 101)

26. To receive responses to Cornwall Councils dog related Public Spaces Protection Order Renewals and consider any actions and associated expenditure.
(Pursuant to FTC held on 1.6.23 minute nr. 62/23/24)
27. To receive a report on the Saltash Leisure Centre and consider any actions and associated expenditure. (Pages 102 - 103)
28. Planning:
 - a. Application for consideration:

PA23/04273
Mr William Trinick Antony Estate – **Wearde Farm Wearde Road St Stephens Saltash PL12 4AS**
Painting of previously unpainted cement render to lift the appearance of the building.
Ward: Essa
Date received: 19/06/23
Response date: 10/07/23
<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RV4DWRFGN3I00>
29. Meet your Councillors: The next scheduled meeting date Saturday 8th July 2023 outside Bloom Hearing, Fore Street.
30. 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.
31. To consider any items referred from the main part of the agenda.
32. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
33. To consider urgent non-financial items at the discretion of the Chairman.
34. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
35. Date of next meeting: Thursday 3rd August 2023 at 7:00 p.m.
36. 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 6 JULY 2023

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

| | | |
|---------------------------------|---------|--|
| Wednesday 6 th June | 11.00am | Federation of Plymouth & District Ex Services Associations D-Day Event, American War Memorial, Plymouth |
| Saturday 10 th June | 2.0ppm | Charity event for Cancer Research UK, Saltash Football Club, Saltash |
| Wednesday 14 th June | 6.30pm | St Austell Mayor Making, Holy Trinity Church, St Austell |
| Thursday 29 th June | 6.00pm | High Sheriff of Cornwall Garden Party, Crosswyn House, St Ewe |

DEPUTY MAYOR'S REPORT TO SALTASH TOWN COUNCIL THURSDAY 6 JULY 2023

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

| | | |
|-------------------------------|---------|---|
| Saturday 3 rd June | 11.30am | Saltash Pride, Jubilee Green Saltash |
|-------------------------------|---------|---|

Monthly Crime Figures

The Administration Department continues to liaise with the Town Councils Neighbourhood Beat Manager – PC Kim Lavers to obtain up to date crime analysis information. The below response has been received:

From: LAVERS Kim
Sent: 13 June 2023 17:00
To: Performance & Analysis
Subject: Local Meeting Report

Hi,

I've emailed a couple of times since Niche came in. My local town Council have been asking for a meeting report which I used to produce via performance portal, is there any news on when this function will be re available or is there anyone who has the time to produce a report

Thanks

Kim

[PC Lavers 12916](#)

Saltash Neighbourhood Beat Manager

From: Performance & Analysis
Sent: 13 June 2023 17:11
To: LAVERS Kim
Cc: Performance & Analysis
Subject: RE: Local Meeting Report

Hi Kim

Unfortunately we're still in the position we were, and cannot currently give a timeline for when reliable data will be available.

Apologies,

Kind Regards

Mark

Mark Symons

[Performance & Analysis Support Officer](#)

End of report.



REPORT TO TOWN COUNCIL

27.06.23

The Saltash Community have been making the most of the hot weather with trips to the park, beach and the Waterside, it's been great to see families spending time together and making the most of the sunshine. Unfortunately this also means that the number of customers visiting our Community Shop and Kitchen have been reduced – despite that, we continue to be there as usual for those that need us.

Earlier this year our Shop and Hub Director made the decision to step down from her post in order to concentrate on her other role, that of Community Liaison Director, this is a new role and one that clearly demonstrates our commitment to working with the local community in order to further develop our links with other organisations. Our aim is always to complement rather than compete with other local groups. We are delighted that our Lead Volunteer, Lisa Hamley, together with the support of other volunteers, has taken over managing No 4, she is doing a great job! Thanks to a successful marketing campaign by our Marketing Director, Melanie Cowie, we have made contact with a number of local craftspeople who are keen to use our facility to promote their goods, please pop in to have a look at the new selection we have on offer.

Our position at the bottom of Fore Street means that, despite every best effort, many people in Saltash are still unaware of our existence. We recently conducted a short survey with visitors to No 4 to try to gain some understanding as to how we are perceived and how we can attract more visitors. Many visitors thought we were a charity shop, but the majority were unaware of our purpose and ethos. As a result we are making some simple changes to No 4 with the aim of making it more user friendly, this includes rearranging the shelves and making more space for people to browse. We are also using No 8 to show off our produce and using social media to increase awareness of everything we have to offer.

No 4 is also our 'hub' that provides help and information about the local community, we're an unofficial tourist information centre for Saltash and promote other activities in the town alongside our own trips and activities. We have a number of regular customers who pop in for a chat and to find out what's going on.

We are delighted that the amount of food we receive from local shops has seen an increase over the last few weeks, our mission is to only use food destined for landfill and so our offerings can only reflect what we receive. With the increased variety, customers to our fridge and larder are able to have a wider choice. We regularly have 600 to 700 visitors a month, including many families who rely on this facility to supplement their food shopping. With the continued increase of people living in food poverty, this is a resource much needed in Saltash.

Over time we have developed strong links with the 'Gleaning Cornwall Network,' this is a network of volunteer gleaners (harvesters) and drivers who salvage produce that would otherwise be left to rot in fields for a number of reasons; sometimes it is uneconomic to harvest all the fruit and vegetables, there may be a glut, the market might change and some are just not up to supermarket standards being wonky, too big or too small. The team of volunteers harvest this produce and distribute it to local community groups, including our own Community Kitchen and Fridge. We have benefitted from tiny cauliflowers, wonky carrots and much, much more. All this

produce is perfectly edible and so we use a proportion to cook hearty meals in No 8 and to distribute via the fridge.

Whilst we are here to support the PL12 community, we also appreciate how much support we receive in return. This year we are thrilled to be the recipient of the Mayor's Charity and the Co-op membership scheme. We are also supported in other ways, one of our valued DV members recently passed away, his widow donated the proceeds from his funeral collection to our Veterans group in his memory, Ashetorre has a collection tin for our DV group and one regular to the kitchen often gives us vouchers to spend at Martin Dean Butchers.

Our ovens, donated when No 8 opened, have long been inefficient and costly to run so we were delighted when HBH Woolacott gave us a generous deduction which enabled us to purchase new ovens that are now working well.

All these tokens of thanks mean a lot to us and motivate us to continue with our work.

Carol Emmets, our amazing DV Lead Volunteer, has been out of action for some weeks with a knee injury, she has just returned home after having had a knee operation so we hope she will be back to her boisterous self before too much longer. As usual our team of volunteers stepped up to make sure that all our groups could continue to run as usual.

Earlier this month our Singing Group was visited by a representative from the Alzheimer's Society. She is helping to run a programme called Time for Dementia which is designed to educate undergraduate healthcare professionals to improve their knowledge, attitude and empathy towards people with dementia and their carers. Plymouth University has joined the programme and she is looking for families to work with them to give students first hand experience of dementia. As always we are happy to support and promote such initiatives as they can only help to increase awareness of the impact of living with dementia.

Behind the scenes we are putting in a lot of time and energy to considering the way we communicate with each other, both formally and informally. Our volunteer base continues to grow and we need to make sure that we keep everyone 'in the loop!' (A tricky task!) We are planning a number of social events where volunteers from different enterprises can meet up, get to know each other and share ideas. As a directorate we are also looking at different ways of becoming more efficient and utilising the limited time we have for Board Meetings effectively. Together we are making progress.

As we approach the summer holidays all our enterprises will continue to provide the service that everyone has come to expect, come rain, shine or even extreme heat, our volunteers continue to turn up with a cheery smile and a determination to do a good job. Sunday 2nd July is the third National Thank You Day, a chance to say thank you for everyone and everything that makes our communities great places to live in and get connected with the people they live alongside all year round.

Whilst this is a fabulous initiative, we say thank you every day to all our volunteers who give so much to our community. Maybe this is an opportunity for the local community to say thank you too?

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

Action Notes

| | |
|---------------------------------|--|
| Meeting | Liskeard, Looe and Cornwall Gateway Community Area Partnership (Inaugural Meeting) |
| Date and time | 6 June 2023 (6.00-8.40pm) |
| Location | Eliot Hall Community Centre, St Germans |
| Attendance and apologies | See attendance list attached |

| Item | Notes |
|--|---|
| INFORMAL WORKSHOP SESSION (6.00-7.30pm) | |
| 1. | <p>Tea, coffee and mingle</p> <p>Participants introduced themselves to each other over tea and coffee. An informal exercise was held in which participants were invited to record priorities for their organisation on a flipchart, focusing on those that the Community Area Partnership (CAP) could potentially work on together through its Community Priority Action Plan. The feedback from this session will be collated into a report and fed into the CAP’s Autumn workshop, where the CAP will commence the formal process of developing this Plan. The Localism team also demonstrated the hybrid meeting technology that will be introduced for CAP meetings in the Autumn.</p> <p>Action: Flipchart notes to be included in informal workshop report and circulated to CAP membership (Catherine Thomson)</p> |
| 2. | <p>Informal Plenary Session</p> <p>(i) Welcome. Simon Mould (Head of Resilient Communities) welcomed participants to the inaugural meeting. He gave a brief introduction about CAPs and the focus for the meeting. Sector Inspector Dave Ratcliff and PS Daniel Lewis (Devon and Cornwall Police) were also introduced to the meeting and were looking forward to working with the CAP.</p> <p>(ii) Health & Safety Announcement. Catherine Thomson (Community Link Officer) outlined the health and safety arrangements for the evening.</p> |
| 3. | <p>Informal Workshop Session</p> <p>Catherine Thomson introduced the workshop session. In workshop groups, participants were asked to: briefly introduce themselves and their organisation; share their top priorities (for their Division/organisation) and potential solutions; share what they could each bring to the table; and discuss how they could work together to make the CAP a success.</p> |
| 4. | <p>Informal Plenary Session: Workshop Feedback</p> <p>The workshop groups were asked to feed back the top three issues from their discussion, including potential actions and solutions. The headlines fed back from each table are summarised below; the detailed feedback will be collated into a report (see item 1 above).</p> |

Liskeard, Looe and Cornwall Gateway Community Area Partnership

Table 1:

- A38/safety improvements
- Connectivity (including walking/cycling/public transport/water transport)
- Environment/Climate (including telecom mast locations/air quality/water supply – quality/leakages/flood prevention)

Table 2

- CC communication issues. Adhere to response protocols/timelines.
- Parking/Toll charges (including resident car parking permits/hospital parking/Tamar toll charges and economic impacts)
- A38/safety improvements

Table 3

- Enforcement (including planning development/permitted development rights/parking/Illegal camping)
- A38 and Rural Road Network (including safety improvements and maintenance/links to economics, health & education)
- Public Transport (including suitability and accessibility/connections between villages/water transport)

Table 4

- Housing and Environment
- Connectivity (bringing services and opportunities closer to people, through enabling safe, reliable, affordable and accessible transport)
- Rural enforcement

Table 5

- Housing and Environment (including affordability, suitability, community trusts/climate action e.g. insulation, EV charging points/sewerage)
- Highways and Transport (including A38 safety improvements/Tamar tolls/economic barriers/community transport/water transport)
- Links and lobbying power (including united voice/sharing best practice/joint projects/measurable actions)

Table 6

- Highways and Transport (including A38 safety improvements, public transport, water transport)
- Health care system (reduce/remove administrative boundaries)
- Social Housing (including need for more community led developments)

Action: Feedback to be included in informal workshop report (Catherine Thomson).

Liskeard, Looe and Cornwall Gateway Community Area Partnership

| ANNUAL GENERAL MEETING | |
|-------------------------------|---|
| 1. | Apologies for absence and late arrival See attendance list attached |
| 2. | <p>Election of Chair and Vice-Chair</p> <p>(i) Election of Chair It was proposed by Councillor Kate Ewert, seconded by Councillor Colin Martin and AGREED that Councillor Jane Pascoe (Liskeard South and Dobwalls Electoral Division) be elected as Chair of the Community Area Partnership for the Annual General Meeting and 2023/24.</p> <p>(ii) Election of Vice-Chair It was proposed by Councillor Armand Toms, seconded by Councillor Gary Davis and AGREED that Councillor Hilary Frank (Saltash Essa Electoral Division) be elected as Vice-Chair of the Community Area Partnership for the Annual General Meeting and 2023/24.</p> <p>The CAP congratulated Councillors Pascoe and Frank on their election.</p> |
| 3. | <p>Terms of Reference The standard terms of reference for the CAPs were noted.</p> |
| 4. | <p>Name of Community Area Partnership The CAP's draft name was "Liskeard, Looe and Cornwall Gateway". A number of suggestions were received and tabled at the meeting. It was AGREED: Suggested names to be circulated to the CAP membership, who will be invited to respond by "voting" for their preferred name. The CAP will be asked to confirm the name at its next meeting. (Action by Catherine Thomson).</p> |
| 5. | <p>Appointment of Sub-Group/s The CAP noted a paper on this topic.</p> <p>(i) Highways Scheme Sub-Groups As the Highways budgets for both the former Liskeard and Looe and Cornwall Gateway Community Network Areas were fully committed, the CAP did not consider it necessary to form a sub-group. It was AGREED: In the event of any underspend from either of the former Liskeard and Looe and/or Cornwall Gateway Community Network Area Highways budgets, a meeting will be arranged with those relevant CNA members.</p> <p>(ii) Funding Panel</p> |

Liskeard, Looe and Cornwall Gateway Community Area Partnership

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| | <p>Nominees were sought to sit on the CAP's Funding Panel, which will consider applications for funding to the Community Levelling Up Programme and Community Capacity Fund.</p> <p>It was AGREED:</p> <p>(a) To establish a Funding Panel for the CAP</p> <p>(b) That its members will include:</p> <ul style="list-style-type: none"> • Councillor Kate Ewert (Rame Peninsula & St Germans Electoral Division) • Councillor Phil Seeva (St Cleer & Menheniot Electoral Division) • Councillor Gary Davis (Torpoint Town Council) • Councillor Christina Whitty (Liskeard Town Council) • Councillor Nicky Roberts (Millbrook Parish Council) • Councillor David Heard (Lanreath Parish Council) <p>(iii) Other Working Groups</p> <p>It was AGREED:</p> <p>(a) To establish the following working groups:</p> <ul style="list-style-type: none"> • Transport and Connectivity • Economic Growth and Development • Climate Action and Nature Recovery (as an extension of the Cornwall Gateway climate change and nature recovery network) <p>(b) To seek interested parties to join the working groups through correspondence with CAP representatives, and to confirm the membership at the next meeting (<i>Action by: Catherine Thomson</i>)</p> <p>(c) To ensure that any working groups (and consideration of co-opted members) link in with existing Cornwall-wide networks.</p> |
| 6. | <p>Appointment of co-opted members</p> <p>The CAP noted a paper on this topic.</p> <p>It was AGREED: To invite the following organisations to join the CAP as co-opted members (<i>Action by Catherine Thomson</i>):</p> <ul style="list-style-type: none"> • James Millidge, Chair of Safe38 • South-East Cornwall Tourism Association |
| 7. | <p>Schedule of partnership meetings</p> <p>It was AGREED:</p> <p>(a) That the CAP's next meeting will be held in September 2023 – provisional date noted as the 5 September.</p> <p>(b) Further consideration be given to a suitable venue with a hybrid option.</p> <p>(c) Future meetings to be a combination of Face to Face (summer months) and virtual (winter months).</p> <p>(d) A schedule of future dates to be agreed in consultation with the CAP Chair and Vice-Chair.</p> <p>(<i>Action by Catherine Thomson/Lisa Grigg</i>)</p> |

Liskeard, Looe and Cornwall Gateway Community Area Partnership

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| 8. | <p>Next steps</p> <p>The CAP noted that its next steps will include:</p> <ul style="list-style-type: none"> • A workshop on developing Community Priorities (next meeting) • Early engagement by Cornwall Council on the review of the Local Plan (Autumn 2023) |
| 9. | <p>Urgent Business</p> <p>A38 Carkeel to Trerulefoot Safety Package</p> <p>It was AGREED:</p> <p>(a) To support the following motion proposed by Councillor Graeme Francis, seconded by Councillor Colin Martin:</p> <p><i>The Liskeard, Looe and Cornwall Gateway CAP, representing communities in South-East Cornwall, urges the Department of Transport to reconsider the decision to postpone funding for the A38 Carkeel to Trerulefoot Safety Package. The Liskeard, Looe and Cornwall Gateway CAP believes that funding needs to be found to implement these safety measures as soon as possible to reduce the level of fatalities and other accidents on this dangerous road.</i></p> <p>(b) To formally write to the Minister for Transport, MP for South East Cornwall and Cabinet Portfolio Holder for Transport (Action by Catherine Thomson)</p> |

Liskeard, Looe and Cornwall Gateway Community Area Partnership

**Liskeard and Looe / Cornwall Gateway Community Area Partnership
Attendance List¹: 6 June 2023**

| Representatives | Record of Attendance |
|---|----------------------------------|
| Cornwall Councillors | |
| Nick Craker (Liskeard Central) | Apologies for absence |
| Sharon Daw (Lynher) | Not present |
| Kate Ewert (Rame Peninsula & St Germans) | Present |
| Edwina Hannaford (Looe West, Pelynt, Lansallos & Lanteglos) | Present |
| Hilary Frank (Saltash Essa) | Present |
| Sheila Lennox-Boyd (Saltash Tamar) | Present |
| Colin Martin (Lostwithiel & Lanreath) | Present |
| Jane Pascoe (Liskeard South & Dobwalls) | Present |
| Phil Seeva (St Cleer & Menheniot) | Present (Apologies for lateness) |
| John Tivnan (Torpoint) | Present |
| Armand Toms (Looe East & Deviock) | Present |
| Martin Worth (Saltash Trematon & Landrake) | Present |
| Town & Parish Councils (<i>Town & Parish Councils are in the process of appointing their single named voting representatives to the CAPs; where these have been confirmed by the Clerk, these are shown below</i>) | |
| Antony Parish Council: Councillor Peter Bulmer (named representative) Apologies received from Councillor John Murray | Present |
| Botus Fleming Parish Council: Councillor Dave Edwards (named representative), Chris Cook (Parish Clerk) | Present |
| Deviock Parish Council: Councillor Mark Gibbons (named representative) Apologies received from Councillor John Croft | Present |
| Dobwalls Parish Council: Councillor Tracey Kitto | Present |
| Duloe Parish Council: Councillor Phil Hallworth (named representative) | Present |
| Landrake-with-St Erney Parish Council: Councillor Graeme Francis (named representative), Councillor Mervyn Gingell | Present |
| Landulph Parish Council: Councillor Claire Tagg. Apologies received from Councillor Libby Gawith (named representative) | Present |
| Lanreath Parish Council: Councillor David Heard (named representative) | Present |
| Lanteglos-by-Fowey Parish Council: Councillor Rob Rooney (named representative) | Present |
| Liskeard Town Council: Councillor Christina Whitty (named representative) | Present |
| Looe Town Council | Apologies for absence |
| Maker with Rame Parish Council | Not present |
| Menheniot Parish Council: Councillor Adrian Cole, Councillor Eve Easterbrook (named representatives), John Hesketh (Clerk) | Present |
| Millbrook Parish Council: Councillor Nicky Roberts. Apologies received from Councillor Sharon Lewis | Present |
| Morval Parish Council: Councillor Andrew Jackson (named representative) | Present |
| Pelynt Parish Council: | Not present |
| Polperro Community Council: Councillor Tony Giddy (named representative) | Present |

¹ Attendance record based on register signed by representatives at meeting

Liskeard, Looe and Cornwall Gateway Community Area Partnership

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| Quethiock Parish Council: Councillor John Blatchford (named representative) | Present |
| Saltash Town Council: Councillor Richard Bickford, Councillor Julia Peggs, Councillor Steve Miller | Present |
| Sheviocck Parish Council: Councillor Lizzie Jenkins | Present |
| St Cleer Parish Council: | Not present |
| St Germans Parish Council: Councillor Alan Hodge, Councillor Steve Barnes, Apologies received from Councillor Nigel Witton | Present |
| St John Parish Council: Councillor Roy Hoskin, Councillor Ben Crane (named representatives) | Present |
| St Keyne & Trewidland Parish Council: Councillor Kevin Shovelton (named representative), John Hesketh (Parish Clerk) | Present |
| St Martin-by-Looe Parish Council: Councillor Roberta Powley, Councillor Barbara Reynolds | Present |
| St Neot Parish Council: Councillor Thomas Thrussell (named representative) | Present |
| St Pinnock Parish Council: | Not present |
| Torpoint Town Council: Councillor Gary Davis (named representative) | Present |
| Warleggan Parish Meeting: | Not present |
| Representatives of other organisations present at this meeting | |
| Devon & Cornwall Police: Sector Inspector Dave Ratcliff | |
| Devon & Cornwall Police: PS Daniel Lewis | |
| Cornwall Council: Stephen Foster (Localism Team Manager) | |
| Cornwall Council: Simon Mould (Head of Resilient Communities) | |
| Cornwall Council: Tom Pearce (Graduate, Community Services) | |
| Cornwall Council: Will Glassup (Highways & Environment Manager) | |
| Community Area Partnership officer team | |
| Catherine Thomson (Community Link Officer, Cornwall Council) | Present |
| Lisa Grigg (Community Support Assistant, Cornwall Council) | Present |
| Louise Wood (Cornwall Council Leadership Team Representative / Service Director – Planning & Housing, Cornwall Council) | Apologies |
| Carol Maclellan (Cornwall Council Leadership Team Representative / Service Director – Regulatory Services, Cornwall Council) | Apologies |

Devon & Cornwall Police – Sector Update

Torpoint

We have a spate of ASB in the area and a primary tasking has been in place. We have targeted a number of males (3) and are currently building an intel picture around them so that action against them can be taken very soon.

The Torpoint move the Rame Innovation Hub in Antony is now almost upon us. The move will start in July so we will be fully functional at Antony in August.

Looe

Op Seabird is a partnership operation designed to raise awareness of wildlife disturbance and marine related ASB. This took place 02/06/23.

A primary tasking will be placed in Looe ref the shoplifting. Crime prevention officer will attend and speak with shop owners.

Further police activity will be taking place in Looe very shortly and I will update you once it has been completed.

More officers will be working out of Looe very soon.

Liskeard

Traffic operations are still on going in Liskeard to try and educate road users.

3 people, 2 male and 1 female have been arrested and placed before the courts for shoplifting and ASB. All 3 have been custodial sentences and their tenancy with housing has been revoked. They will now be looking to live elsewhere.

Various public houses have been highlighted as a concern and the processes are in place to deal with those involved.

Saltash

Various public houses have been highlighted as a concern and the processes are in place to deal with those involved.

Various primary taskings have been in place and have had a positive impact on crime reduction and ASB.

The Roads Policing team have been targeting individuals for drug misuse and dealing. Op HORKEY is the disruption Operation which is targeting those that are here dealing with drugs.

Speed watch has been conducted in Saltash using school children as the ones giving advice to those found speeding in built up areas. It has been very effective and it will now role out to Looe, Torpoint and Liskeard.

Police Inspector 15502 Dave RATCLIFF

Sector Inspector

Community Area Partnerships (CAP's) Action Points for Reports

Thank you for attending the recent Liskeard & Looe and Cornwall Gateway CAP meeting. One of the actions from that was for the reps to consider the name for the new CAP and I would be grateful if you could advise me which of the following is your preference:

1. South East Cornwall CAP
2. Moor to Shore CAP
3. Caradon CAP
4. The Forgotten Corner CAP
5. An Ankevys Kil CAP (based on the Cornish for The Forgotten Corner)
6. Wivelshire CAP (as the area is in two of the old hundreds but both called Wivelshire East & West)
7. Ryslegh CAP (based on the Cornish for East)

If you have already advised me of your preferred name, I have recorded that and you do not need to reply to this email.

Please reply to catherine.thomson@cornwall.gov.uk or lisa.grigg@cornwall.gov.uk – we will keep a track of which option is voted on.

If you could reply by 31st July it would be much appreciated.

End of report.

Safer Saltash Notes

- Catalytic theft is still very relevant in Cornwall.

Police are giving information to garages to mark any that come into their business, so they will be easier to track.

- Community talks are going ahead about cold callers' scams, and thieves taking the elderly to cash points to pay for work that never gets done.
- Another visual audit will take place at the end of July to assess areas that need attention in the town i.e.- dumping in gardens overgrown areas etc.

The Core have offered to cut the bushes on the cinder path beside their building and St Stephens school.

- There will be a big campaign being advertised soon with reference to Violence against Women and Girls.
- Not many reports have been received with reference to anti-social behavior, mostly neighborhood disputes.

Customers of the Railway and Brunel pub gardens have been reported to be calling out and being abusive to passersby, the landlords will be notified.

- There will be later patrols by the enforcement teams as reports with reference of obstruction by vehicles after 6 pm especially Tavy Rd North Rd and Gilston Rd
- There is available Carbon footprint funding from the Climate Resilient Team
- The youth clubs report being busier than ever but are managing to cope with thank from our funding and dedicated volunteers.
- A new team has been set up to do one to one consultations with resettlement of any asylum seekers this includes Syrians, Ukrainians and Afghan people. They are looking for contacts in the area.

PL12 Community Enterprise was offered as a point of contact.

Please contact Lucy Alison if you have any further information you wish to report , or any of the Safer Saltash Team

End of report.

Cllr Peggs



SAFER CORNWALL

Kernow Salwa

Draft Minutes v0.1

| Meeting | Safer Saltash Meeting | |
|-----------|-----------------------------------|----------------------|
| Date | Friday 16 th June 2023 | |
| Time | 10.00-11.00am | |
| Location | Teams | |
| Chair | Lucy Allison | |
| Attendees | Mandy Smith | Children's Services |
| | Celia Davis | Complex Needs |
| | Jayne Roycroft | Volunteer Cornwall |
| | CLlr Hilary Frank | Cornwall Councillor |
| | Kat Kemp | ASB Officer |
| | Julie Rance | LiveWire |
| | Joe Lewis | Civil Enforcement |
| | Sam Reilly | Civil Enforcement |
| | Frankie Paul | Refugee Resettlement |
| | Dawn Tucker | Refugee Resettlement |
| | Kevin Sinfield | D&C Police |
| | Gary Smith | D&C Police |
| | Kim Lavers | D&C Police |
| | CLlr Julia Peggs | Saltash Town Council |
| Apologies | Chris Barber | Groundworks |
| | Charlotte Carpenter | The Core |
| | Catherine Thomson | Localism |
| | CLlr Sheila Lennox-Boyd | Saltash Town Council |
| | CLlr Martin Worth | Saltash Town Council |
| | Joanna Braybon | Safer Cornwall |
| | Sinead Burrows | Saltash Town Council |
| | Suzanne Hall | Adult Social Care |

| Item | Minutes | Action |
|------|--|--------|
| 1. | <p>Welcome and Introduction</p> <p>Lucy welcomed all to the meeting.</p> | |
| 2. | <p>Agency Updates</p> <p>2.1 Police</p> <p>Gary fed back that the Police team attended the recent Saltash Pride event, which</p> | |

was a huge success – a very positive day. The neighbourhood team are focusing on engagement with the primary schools and road safety, this is being promoted on social media using the hashtag #RUKidding. The young people from the schools have been using the ‘speed gun’ outside their schools.

There has been a spate of thefts from motor vehicles in Saltash, these crimes are not all being reported, however there are a high number of reports on social media. Gary stressed the importance of reporting to the police, reports cannot be picked up off social media, and will only be investigated if reported through official channels.

A number of catalytic converters have been stolen along with tools from vans. Kevin is working with car garages to promote security marking on catalytic converters.

Kevin added that a number of the thefts from motor vehicles has been linked to people leaving their vehicle windows open due to the hot weather, this has made stealing items from the vehicles less challenging. Kevin is also available to come to community groups to discuss crime prevention and offer advice on security, both at home and online.

Action: If any community groups are interested, please contact Lucy or Kevin to arrange. All

The next Environmental Visual Audit is scheduled for July and Kevin will circulate the details for this in due course. Kevin also mentioned that following the previous audit, The Core have started to cut the bushes back in the lane next to their building, this will increase visibility along the passageway.

2.2 ASB

Kat reported that she is currently working on a few neighbour disputes in the town, but ASB generally is very low in Saltash. Nothing has been reported from the waterside and Julie added that she hasn't seen any problem behaviour in that area. The Piano is a great addition to the Waterside and lots of young people are enjoying playing it. Joe reported that there has been some rowdy behaviour outside one of the pubs in town, Gary has made the police licencing officer aware. Julia mentioned the lock on the pontoon gate has been broken again.

2.3 Civil Enforcement

The team are doing some later patrols as they have recognised the need for parking enforcement later into the evenings.

2.4 Complex Needs

Celia did not have anything specific to raise for Saltash.

2.5 Volunteer Cornwall

Jayne fed back that she is working with a number of community groups in the rural areas, and some would be interested in having a crime prevention input.

Volunteer Cornwall are administering some funding for Community Hubs, please contact Jayne for more information.

2.6 Livewire

Julie did not have anything specific to raise. Livewire are very busy at present.

2.7 Refugee Resettlement Team

Frankie and Dawn provided an overview of their new roles in the Resettlement Team. They are predominantly working with Ukrainian, Syrian and Afghan families who have been granted refugee status in the UK. It was suggested PL12 Community Enterprises and Volunteer Cornwall would be useful organisations to contact regarding support.

2.8 Saltash Town Council

Cllr Julia Peggs fed back that there have not been any issues on the Waterside and no recent drug litter in town. The WAWY drop in at Maurice Huggins Room is working well.

3.0 AOB

No other business was raised.

4.0 Next meeting date and time

The next Safer Saltash meeting will be held on Wednesday 19th July at 11.00am – 12pm in person at The Core, Saltash.

Safer Cornwall Training Programme

Training Dates for July - September 2023

DAATevents@cornwall.gov.uk

Dear Colleague,

The Safer Cornwall Training Programme will be delivering the following courses between July and September 2023. More courses to come...

For more information please see below:

Alcohol Identification & Brief Advice (IBA) Training

- Wednesday 19th July 2023- Online
- Thursday 14th September 2023- St John's Hall, Penzance

This is a **free 3.5 hour** course (9:30am – 1pm), now delivered by Healthy Cornwall. There are options to attend this training in-person or virtually online (MS Teams). For further details and to book a place on one of the above courses please [click here](#)

Basic Drug Awareness Training

- [20th & 27th July 2023](#) -MS Teams (Online)
- [19th & 26th September 2023](#) – MS Teams (Online)

This is a **free 2x half-day** course (9:30am – 1:30pm). For further details and to book a place on one of the above courses click on the links above.

Cocaine, Crack & other Stimulants Training

- [Friday 14th July 2023](#) – Zoom (Online)
- [Friday 29th September 2023](#)- Zoom (Online)

This is a **free 1 day** online course (10am – 3:45pm), delivered by Kevin Flemen from Kfx. For further details and to book a place on one of the above courses click on the links above.

Dual Diagnosis Training

- [10th & 17th July 2023](#)- Zoom (Online)
- [7th & 14th September 2023](#)- Zoom (Online)

This is a free **2 day** online course (9:30am – 4pm), delivered by Phil Harris from Freespace Training. For further details and to book a place on one of the above courses click on the links above.

Motivational Interviewing Training

- [20th & 27th July 2023](#)- Zoom (Online)
- [19th & 26th September 2023](#)- Zoom (Online)

This is a **free 2 day** online course (9:30am – 4pm), delivered by Phil Harris from Freespace Training. For further details and to book a place on one of the above courses click on the links above.

Young People’s Substance Awareness & Screening Training (SUST)

- [Tuesday 4th July 2023](#)- MS Teams
- [Wednesday 12th July 2023](#)- St John’s Hall, Penzance
- [Tuesday 19th September 2023](#)- MS Teams

This is a **free 1 day** course, delivered by YZUP the Young People’s Drug & Alcohol Treatment Service. There are options to attend this training in-person or virtually online (MS Teams). For further details and to book a place on one of the above courses please click on the links above.

After booking, you will receive confirmation via Eventbrite. Please ensure the booked date is added to your diary. The joining instructions and training link/details will be circulated to all delegates in the week leading up to the training date.

Please share with your staff/service.

CANCELLATION POLICY

Places are limited so please ensure you are able to attend before booking.

We are reintroducing the ‘No Show’ charge which was suspended through the pandemic. This is to ensure that people in need don’t miss out when staff book training but then don’t appear, or who show minimal attendance. As before, timely cancellation on Eventbrite (link can be found in your confirmation email) or a substitute from your organisation will ensure your service is not charged, and discretion will be used for extreme situations.

Failure to do so will result in your organisation being charged a £50 per person cancellation fee.

If you have any queries please contact us via email - DAATevents@cornwall.gov.uk

Good morning all

The Safer Cornwall annual **Have Your Say survey launches today** on social media! The survey will be open for 6 weeks, closing on Friday 11th August, and we will be sending out weekly messages – please support and promote the survey through your own social media, contacts and networks. The link below takes you to the Safer Cornwall survey page where you can **access the survey** and also link to our **Report and Support help pages**.

The survey is also being promoted at all of the **pop-up and engagement events** that are going on across Cornwall through the summer months (which started with all the Pride events).

Safer Cornwall



Many thanks

Erika

Erika Sorensen

Amethyst Strategic Intelligence Manager

My pronouns are her/ she.

I work flexibly and if I email you outside of normal office hours, please be assured that I don't expect an immediate response.

Amethyst Community Safety Intelligence Team
Communities and Public Protection Service, Neighbourhoods Directorate
Cornwall Council

Mobile: 07701 296356

Email: erika.sorensen@cornwall.gov.uk

www.safercornwall.co.uk

Working together to make Cornwall safer

Like us on [Facebook](#)

Follow us on [Twitter](#)

Please let us know if you need any particular assistance from us, such as facilities to help with mobility, vision or hearing, or information in a different format.

Please consider the environment. Do you really need to print this email?

REPORT OF SALTASH CHAMBER OF COMMERCE MEETING 5TH JUNE 2023

The Chairman opened the meeting and spoke of the late Jo Ellison, his dealings with him and the debt the town owes to him for the achievements made by him as a Town Councillor. The Chamber sadly noted his passing.

Much discussion took place as to work of the Town Team and in particular the imminent consultation under the Vitality Fund. The Chairman urged members to attend the consultation and participate in the process as opinions counted and for many members the impact of some of the proposals could be beneficial to their business.

The issue of the uplift in car parking charges was again discussed and members were asked to monitor any comments made by customers. Members were also asked to review how trade in Fore Street was being affected.

Several matters were then raised under Any Other Business.

Firstly, the Chairman said that he had been contacted by Window Wanderland to ask if the Chamber wanted to organise such again this year. The feedback from those that organised it previously was that they didn't have the time capacity to do so again and the Chair was asked to write to Saltash Town Council to ask if they would like to take it on.

Secondly, it was explained that the Christmas Festival had been run by the Chamber and members were asked to consider whether to continue with it. It was agreed to discuss more fully at the next meeting.

Thirdly, one member reported that the Waterside Bus Service had been cut back to terminate at Daws Court. It was agreed to look into this further to find out why.

Fourthly, it was agreed to invite representatives from Childrens Hospice South West to a future meeting to discuss fund raising. It was noted that Tamar Toll Action Group and the Mayor have also been invited to speak at future meetings. Finally, the Chairman reminded members that he had retaken the role as Chairman for one year only and that this would mean that he was proposing to stand down at the AGM in October and, hopefully, pass on the Collar of Office to A. N. Other.

Report to STC July 2023

Cllr. Hilary Frank



1. 50 Victoria Road

At long last, we are moving towards a positive outcome at 50 Victoria Road.

The property has been empty for many years, following the death of the owner. Cornwall Council has made persistent and regular attempts to locate the inheritor so that substantial council tax debt can be repaid and the home can be brought back into use. All these efforts proved fruitless, and eventually Cornwall Council was granted a Court Order, giving the inheritor 21 days to make contact and repay significant council tax debt or else be deemed to have given up possession. No contact or payment was made by 16.00 on the 13.3.23 and Cornwall Council took responsibility for the property from that date.

Cornwall Council's Empty Homes Team has conducted a full inventory and the property will soon be put on the market. Any proceedings after the Council Tax has been paid will be held by Cornwall Council for any owner who subsequently makes themselves known.

This has set a precedent for other similar properties in Cornwall.

2. Resurfacing of Alexandra Square Car Park

CORMAC have been to site and carried out the necessary surveying work. The resurfacing is currently in the design phase and a review is being carried out of the white lining to ensure the space is being used as efficiently as possible and meets design regulations.

The layout designs are expected by the end of next week for approval. The works can then go to detailed pricing, and once prices are accepted it'll go in to the CORMAC work programme to provide construction dates.

3. EV Points in Culver Road Car Park

Installation of the EV charging points has now been completed in Culver Road. Cornwall Council is chasing EDF for a meter date, but is hoping that the charge points will be ready by the end of July. On behalf of several residents, I've enquired whether parking is permissible there until the charging points go live. I've been advised that: "Any site that is not live and does not have the required signage will be unenforceable until all relevant signs are in place. Whilst I wouldn't advise parking in these bays, no PCNs could be issued."

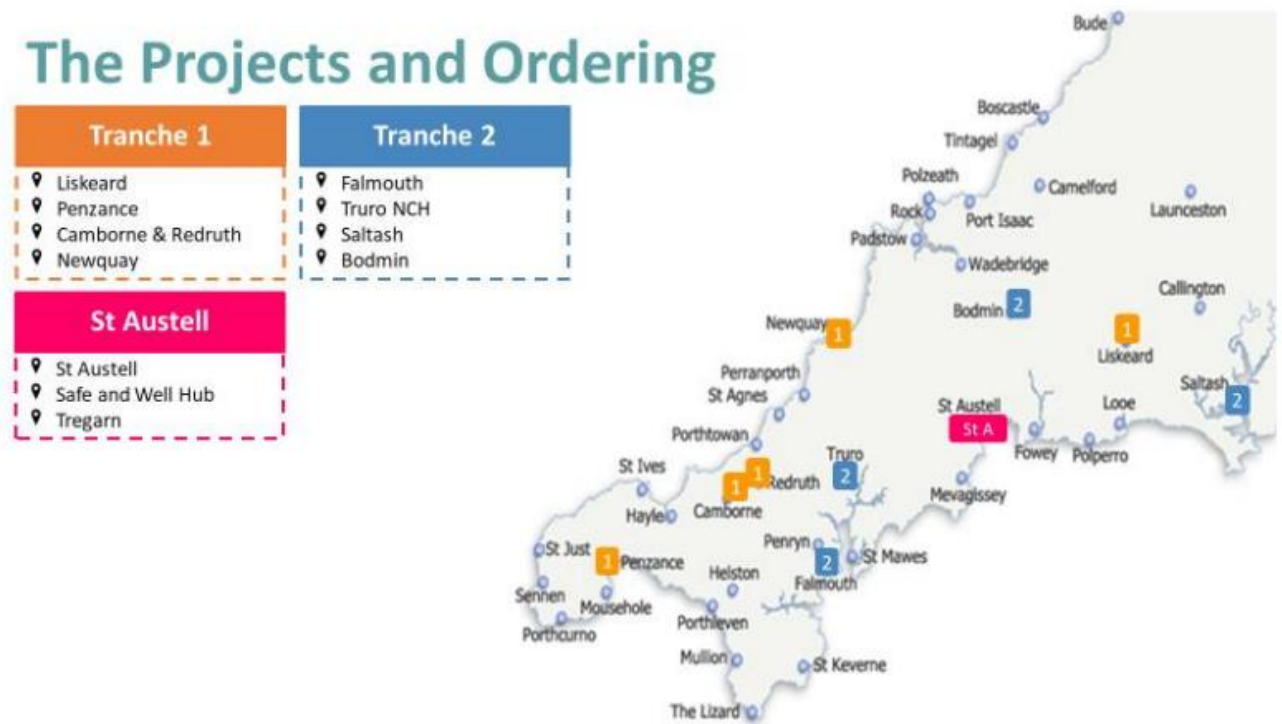
4. Walking and Cycling – Phase 2

Roadworks have started on Phase 2 of the Cycling and Walking Improvement Works, designed to make it easier for residents and visitors to enjoy Saltash on their bikes and on foot, and to ease congestion around St Stephens Primary School and the Broadwalk exit of Saltash Community School. I've attached the design documents.

5. Investment in Leisure Centre

An Extraordinary Meeting of Cornwall Council's Customer and Support Services Overview and Scrutiny Committee was held on 30th June to review the 'Estates Transformation Programme', which is a programme looking to transform Cornwall Council's operational estate to one that is fit for purpose to support future service delivery as well as being financially and environmentally sustainable.

There are nine sites. Saltash is in Tranche 2:



Projects include a new build at the cattle market in Liskeard and refurbishment of St John's Hall in Penzance. In Saltash, the proposal is that Cornwall Council will invest £1.88 million in a partial refurbishment of the Leisure Centre. Here is an extract from the documents presented to the Overview and Scrutiny Committee:



Partial refurbishment of Saltash Leisure Centre to support viability of leisure centre operations and create an Integrated Services Hub. On hold pending agreement with leisure centre operator (GLL) re their intentions and maintenance programme.

- 

We are saving...
 £5k pa in operational costs (revenue)
 £29k in backlog maintenance liability removed
- 

We are investing...
 £1.88 m into this hub, including new innovative technology, collaboration spaces and touchdown areas.
- 

We are reducing our carbon footprint...
 by 14tCO₂ pa¹
- 

We are providing...
 Core spaces for service delivery with spaces for teams to come together and collaborate

Schedule of Accommodation

| Service | Current Location | Proposed Location |
|-------------|------------------|-------------------|
| Offices | No provision | Saltash ISH |
| Registrars | TBC | Saltash ISH |
| Safe & Well | No provision | Saltash ISH |

Of the nine sites, Saltash is the only one that does not have a projected opening date. It is also the only project where money is being invested in a Leisure Centre. We have been advised that the delay is due to the extra time necessary to understand GLL's involvement, but we have been given assurances that the project has the backing of GLL, who is apparently hoping to use this model as a case study in how joint management of a leisure facility can benefit all stakeholders.

The full report can be found here: [Operational Estate Transformation Programme Update June 2023 - Additional Information requested by C.pdf \(cornwall.gov.uk\)](#)

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 1st June 2023 at 7.00 pm

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

ALSO PRESENT: 1 Member of the Public, 1 Member of the Press, H Frank (Cornwall Council), R Lumley (Assistant Town Clerk), M Thomas (Senior Policy and Data Compliance Officer) and D Joyce (Administration Officer)

APOLOGIES: J Brady, J Dent, S Martin and S Miller, M Worth (Cornwall Council).

38/23/24 PRAYERS.

The Chairman led Members into a minute's silence as a mark of respect for the passing of a former Mayor – Joe Ellison.

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

39/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

40/23/24 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.

41/23/24 **CHAIRMAN'S REPORT.**

The Chairman thanked everyone for attending the recently held Mayor Making event.

The Chairman was pleased to inform Members that £2,000 was raised in the year 2022-2023 for the Mayor's chosen charities Saltash Sailing Club Cadets and Saltash Environmental Action (S.E.A). The Chairman informed Members for the year 2023-2024 the Mayors charities are Saltash Food Bank, PL12's Community Kitchen and Christians Against Poverty (C.A.P).

It was **RESOLVED** to note.

42/23/24 **MONTHLY CRIME FIGURES.**

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

43/23/24 **REPORT BY COMMUNITY ENTERPRISES PL12.**

The Chairman drew Members attention to an invitation received from PL12 to visit the shop, hub and kitchen. The Chairman requested Members to contact him to arrange a suitable date for a visit if they wish accept the invitation.

It was **RESOLVED** to note.

44/23/24 **COMMUNITY AREA PARTNERSHIPS (CAP'S) REPORT FOR NOTING OR MATTERS ARISING.**

Nothing to report.

45/23/24 **COMMUNITY AREA PARTNERSHIPS (CAP'S) ACTION POINTS FOR REPORTS.**

No actions.

46/23/24 **TO FURTHER REVIEW THE CAP MEMBERSHIP LEVEL AND CONSIDER ANY ACTIONS.**

The Chairman informed Members of his and the Deputy Mayor's planned attendance to the scheduled Community Area Partnership (CAP) meeting to be held at 6pm on Tuesday 6th June 2023 at Eliot Hall, St Germans.

The Chairman informed Members can attend CAP meetings with no voting rights as there is only one vote per parish/town council.

It was proposed by Councillor Bickford, seconded by Councillor Foster and **RESOLVED** to appoint Councillor Peggs as the nominated substitute representative for Saltash Town Council at CAP meetings.

The Chairman brought Members attention to the request to identify the top three priorities of each parish / town council received and contained within the circulated reports pack.

It was proposed by Councillor Bickford, seconded by Councillor Foster and **RESOLVED** that the Town Council's top priorities are a Safer A38, Connectivity, Air Quality, Climate Change and Water Transport.

47/23/24 **TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.**

Councillor Lennox-Boyd confirmed that Safer Saltash had not yet met but spoke of recently held meetings with Shop Watch and of their progress to date.

Cornwall Councillor (CC) Frank and Councillor Lennox-Boyd had undertaken a recent Environmental Audit and inspected the estate at Babis Farm, identifying issues with guttering as well as revisiting Warfelton.

It was **RESOLVED** to note.

48/23/24 **TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.**

It was **RESOLVED** to note.

49/23/24 **TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP.**

Councillor Gillies provided a brief verbal report on planned activities throughout the Big Green Week commencing on Saturday 10th June 2023.

Activities include a tree walk with Friends of Tincombe at Tincombe Park, community litter picks at Saltmill with S.E.A, single use plastic free picnic with Friends of Victoria Gardens and many more activities scheduled throughout the month of June at Saltash Library Hub.

It was **RESOLVED** to note.

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

Changes to Waste Collection Service

CC Frank spoke of the changes to waste collection services advising Members that Saltash would not expect to receive changes to the services until April 2024.

CC Frank advised that the food waste collection is a central government directive with many councils now looking at alternative food waste disposal to avoid it going to landfill.

Parking

CC Frank spoke of the public consultation held in March and of some of the negative responses received in relation to various aspects of the proposals. CC Frank stated that some of the proposals had been revised following objections, however, Sunday parking charges throughout Cornwall were to be implemented from today.

Members discussed discounted multi-use sessions available via the Just Park app use across Cornwall Council car parks .

It was **RESOLVED** to note.

51/23/24 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

52/23/24 **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

53/23/24 **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.**

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

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Annual Meeting of Saltash Town Council held on Thursday 4th May 2023 were confirmed as a true and correct record.

54/23/24 **FINANCE:**

- a. To advise the receipts for April 2023;

It was **RESOLVED** to note.

- b. To advise the payments for April 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 30th April 2023 were reviewed as correct by the Chairman of the 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.

55/23/24 **TO RECEIVE HUDSON ACCOUNTING INTERNAL AUDITORS YEAR END REPORT DATED 31ST MARCH 2023 AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** to note the report and that there are no suggested actions.

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.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to note the appointment of BDO LLP as the External Auditors to SAAA.

- 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).

The Assistant Town Clerk (ATC) read out the conflict of interest statement received and contained within the circulated reports pack.

It was proposed by Councillor Bickford, seconded by Councillor Foster and **RESOLVED** to confirm that at this stage there are no conflicts of interest with BDO LLP.

- c. To receive and note the Annual Internal Audit Report.

It was proposed by Councillor Bickford, seconded by Councillor Griffiths and **RESOLVED** to note the Annual Internal Audit report 2022-23 carried out by Hudson Accounting Ltd.

- d. To consider the Annual Governance Statement (Section 1).

It was proposed by Councillor Bickford, seconded by Councillor Lennox-Boyd and **RESOLVED** to approve the Annual Governance Statement 2022-23 (Section 1).

- e. To consider the Accounting Statements (Section 2).

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** to approve the Accounting Statements 2022-23 (Section 2).

- f. To set the commencement date for the exercise of public rights.

It was proposed by Councillor Bickford, seconded by Councillor Yates and **RESOLVED** to set the commencement date for the exercise of public rights on the 12th June 2023 for a period of 30 working days.

Members wished it to be noted their thanks to staff and the Town Clerk / Responsible Finance Officer for their continued hard work to obtain a clean audit.

57/23/24

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

- a. Policy and Finance held on 10th May 2023;

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

RECOMMENDATION 1:

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.

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

RECOMMENDATION 2:

22/23/24 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.

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

RECOMMENDATION 3:

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.

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

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.

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 P Samuels, seconded by Councillor Yates and **RESOLVED** to approve the above recommendation.

b. Planning and Licensing held on 16th May 2023;

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

c. Burial Authority held on 23rd May 2023;

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

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

a. Devolution held on 11th May 2023;

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

RECOMMENDATION:

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.

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

b. Station Property held on 17th May 2023.

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

RECOMMENDATION:

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.

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

59/23/24 **TO RECEIVE AN UPDATE ON THE COMMUNITY LEVELLING UP PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided a verbal update on the recently awarded funding bid.

The offer letter has now been received and in the interim period the Town Clerk, working in conjunction with the members of the Shared Prosperity Working Group, has obtained quotes in relation to the project management.

The working group met last week along with Town Clerk and are pleased to have appointed a consultant. Due to the extremely tight timescales in delivering the project Members discussed the necessity to continue with the works required to progress the tender process at the earliest opportunity.

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** to provide delegated authority to the Town Clerk working with the Shared Prosperity Working Group to progress the tender specification and issue of the tender with support from the appointed consultant in accordance with the Town Council's procurement regulations reporting back to a future Full Town Council meeting.

60/23/24 **TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS.**

Members discussed the report and the need for better health care provisions within the Saltash community.

It was **RESOLVED** to note.

61/23/24 **TO RECEIVE A REPORT AND CONSIDER SUPPORTING THE CALL FOR GOVERNMENT WATER COMPANIES TO TAKE ACTION ON SEWAGE DISCHARGES.**

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

Members spoke of the requirement to look at why these issues are happening and how they can be prevented to offer solutions with further pressure to be put on relevant water companies to address issues immediately.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** to provide delegated authority to the Town Clerk working with the Chairman and Vice Chairman to create a response to Cornwall Council, Southwest Water, Sheryl Murray MP for South East Cornwall as well as any suitable body regarding improving sewage discharge, water quality and sewage systems.

62/23/24 **TO RECEIVE CORNWALL COUNCILS DOG RELATED PUBLIC SPACES PROTECTION ORDER RENEWALS AND CONSIDER ANY ACTIONS.**

The Chairman spoke of the request received from CC in regard to renewing dog related public space protection orders.

The ATC informed Members of the closing date for a response as 15th August 2023.

It was proposed by Councillor Bullock, seconded by Councillor Peggs and **RESOLVED** for Members to review the information provided and feedback comments to the ATC to correlate, with the ATC reporting back submitted comments to the following Full Council meeting to be held on 6th July 2023, to formally complete the questionnaire included in the circulated reports pack.

63/23/24 **TO RECEIVE A REPORT FROM PENINSULAR TRANSPORT AND CONSIDER ANY ACTIONS.**

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

The ATC informed Members of the closing date for a response to the consultation as 13th July 2023.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to provide delegated authority to the ATC working with the A38 Working Group to formulate and submit a response on behalf of the Town Council to the Department for Transport, shaping the future of England's strategic roads consultation.

64/23/24 **TO RECEIVE A REPORT ON THE SALTASH LEISURE CENTRE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided a brief verbal update on recent meetings held with GLL and other parties. The Chairman spoke of additional funding awarded to GLL for swimming pool improvements.

The Chairman went on to speak of membership levels not having improved as forecasted. With the energy costs of operating the pool continuing to be substantially high.

It was **RESOLVED** to note.

65/23/24 **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

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

66/23/24 **MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 10TH JUNE 2023 OUTSIDE BLOOM HEARING, FORE STREET.**

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** for Councillors Gillies, Bullock, Peggs, P Samuels and Yates to attend.

67/23/24 **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.

68/23/24 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

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

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

70/23/24 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

The Chairman wished to raise attention to correspondence received from Landrake with St Erney Parish Council regarding an objection to the placement of a proposed 5g mast at the entrance to Landrake village, off the A38.

The Chairman raised the three points Landrake with St Erney Parish Council requested within the correspondence with the view to receive and consider point one of the requests at the following Planning and Licensing meeting to be held on Tuesday 20th June 2023 for discussion pending the approval of the committee Chairman.

The Chairman advised, that if members wished, they could respond to points two and three raised by the Parish Council as an individual.

71/23/24 **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 Stoyel and **RESOLVED** to issue the following Press and Social Media releases:

1. Department of Transport Strategic Road Consultation;
2. Big Green Week;
3. Victoria Gardens and Heads of Terms;
4. Home Library Service;
5. Station Café Concessionaire;
6. Energy review of Town Council owned buildings;
7. CC Parking Charges and Just Park App;
8. Exercise of Public Rights;
9. Pursuing better water quality;
10. Meet Your Councillors.

72/23/24 **DATE OF NEXT MEETING: THURSDAY 6TH JULY 2023 AT 7:00 P.M.**

Thursday 6th July 2023 at 7.00pm

73/23/24 **COMMON SEAL:**

It was **RESOLVED** that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

Rising at: 8.37 pm

Signed: _____
Chairman

Dated: _____

Bank Receipts

Saltash Town Council

For the period 1 May 2023 to 31 May 2023

| Contact | Description | Net | VAT | Gross |
|-----------------------------|--|---------------------|-----------------|---------------------|
| Annual Mooring Fees | Rent Income - 01/04/2023 - 31/03/2024 | £ 1,291.67 | £ 258.33 | £ 1,550.00 |
| Barclays | Interest Received | £ 1.48 | £ - | £ 1.48 |
| Barclays Bank | Transfer to cover expenditure | £ 85,000.00 | £ - | £ 85,000.00 |
| Churchtown Cemetery | Interments | £ 167.00 | £ - | £ 167.00 |
| Daily Moorings | Income from 1 nights stay at Saltash Pontoon | £ 25.00 | £ 5.00 | £ 30.00 |
| Guildhall income | Various Bookings | £ 303.30 | £ - | £ 303.30 |
| Guildhall income | Guildhall refreshments | £ 29.17 | £ 5.83 | £ 35.00 |
| HMRC | VAT Refund | £ 19,478.80 | £ - | £ 19,478.80 |
| Isambard House | Various Bookings | £ 221.87 | £ 44.38 | £ 266.25 |
| Maurice Huggins Room Income | Various bookings | £ 90.00 | £ - | £ 90.00 |
| Murder Mystery Night | Ticket Income | £ 171.08 | £ 34.22 | £ 205.29 |
| Public Sector Deposit | Interest Received | £ 641.50 | £ - | £ 641.50 |
| Seagull Bags | Seagull Bags Income | £ 33.32 | £ 6.68 | £ 40.00 |
| St Stephen Parish Church | Interments | £ 1,035.00 | £ - | £ 1,035.00 |
| Trusted Boat Scheme | Annual Scheme Charges | £ 626.69 | £ 93.31 | £ 720.00 |
| Grand Total | | £ 109,115.88 | £ 447.75 | £ 109,563.62 |

Bank Payments

Saltash Town Council

For the period 1 May 2023 to 31 May 2023

| Contact | Description | Net | VAT | Gross |
|--|---|-------------|------------|-------------|
| Abalone Graphics Ltd | Name Badge fixing for Councillor | £ 10.70 | £ 2.14 | £ 12.84 |
| All Seasons Window Cleaning | Station Window Cleaning - April 2023 | £ 35.00 | £ - | £ 35.00 |
| Aquastorage System Cleaning Ltd | Legionella Risk Assessments - All Town Council premises | £ 175.00 | £ 35.00 | £ 210.00 |
| Architecture By Studio Hive Limited | Consultancy charges for Town Vitality Open Space Project - Second Stage payment | £ 11,603.97 | £ 2,320.79 | £ 13,924.76 |
| ASG Security | Replacement part for Guildhall Security System | £ 30.49 | £ 6.10 | £ 36.59 |
| ASG Security | Call Out To The Fire Alarm At Saltash Library. | £ 89.00 | £ 17.80 | £ 106.80 |
| ASG Security | Maintenance to Guildhall Security System | £ 335.06 | £ 67.01 | £ 402.07 |
| Barclays | Bank Charges | £ 13.41 | £ - | £ 13.41 |
| Barclays Mayor's Charity Account | Transfer to cover Bank Charges | £ 48.78 | £ - | £ 48.78 |
| Barron Surveying Services Ltd | Site Survey at Victoria Gardens | £ 1,450.00 | £ 290.00 | £ 1,740.00 |
| Barron Surveying Services Ltd | Organising and overseeing the wall reconstruction - St Stephen's Churchyard | £ 1,436.67 | £ 287.33 | £ 1,724.00 |
| Barron Surveying Services Ltd | Surveying fees for floor issue at Isambard House | £ 300.00 | £ 60.00 | £ 360.00 |
| Budget Locksmiths Saltash | Maintenance materials for Maurice Huggins Door | £ 60.00 | £ - | £ 60.00 |
| Cleansing Service Group Ltd | Waterside Cabin - cleaning and disposal costs | £ 160.00 | £ - | £ 160.00 |
| Cornwall Association of Local Councils | Annual Membership Subscription 2023/24 | £ 3,041.04 | £ 412.64 | £ 3,453.68 |
| Cornwall Council | Rent for Longstone Garage and Depot - May 2023 | £ 375.00 | £ - | £ 375.00 |
| Cornwall Council | Insurance for Longstone Garage and Depot - May 2023 | £ 10.00 | £ - | £ 10.00 |
| Cornwall Council | Election Recharges - 20th April 2023 | £ 11,485.20 | £ - | £ 11,485.20 |
| Cornwall Pensions | Pension Fund Payment - May 2023 | £ 9,729.08 | £ - | £ 9,729.08 |
| Credit Card Purchases (Amazon) | Library Activities Costs | £ 45.34 | £ 9.10 | £ 54.44 |
| Credit Card Purchases (Amazon) | Push pins for noticeboards | £ 8.21 | £ 1.64 | £ 9.85 |
| Credit Card Purchases (Amazon) | Straps for councillor pull up banner | £ 7.16 | £ 1.43 | £ 8.59 |
| Credit Card Purchases (Enamel Pin Factory) | 100 pin badges and backing cards for civic awards | £ 273.75 | £ 54.75 | £ 328.50 |
| Credit Card Purchases (HM Land Registry) | Title register and Title plan | £ 6.00 | £ - | £ 6.00 |
| Credit Card Purchases (Labelsonline) | Service Delivery equipment costs | £ 75.80 | £ 15.16 | £ 90.96 |
| Credit Card Purchases (Love2shop) | Two Love2shop giftvouchers for Staff Recognition Award | £ 50.00 | £ - | £ 50.00 |
| Credit Card Purchases (Meta) | Social Media (Facebook) Geo Targeted advertising for Precept Leaflet | £ 13.50 | £ - | £ 13.50 |
| Credit Card Purchases (Nuts Group Ltd) | General repairs materials - Isambard House | £ 30.82 | £ 6.16 | £ 36.98 |

| | | | | |
|-------------------------------------|---|------------|----------|------------|
| Credit Card Purchases (Xero) | Monthly Xero Subscription | £ 28.00 | £ 5.60 | £ 33.60 |
| Dainton Group Services | Rent for Waterside Cabin and Effluent Tank | £ 332.13 | £ 66.43 | £ 398.56 |
| DB Autos Ltd | Repair costs to Service Delivery vehicle | £ 173.32 | £ 34.66 | £ 207.98 |
| DB Autos Ltd | Repair costs to Service Delivery vehicle | £ 45.00 | £ 9.00 | £ 54.00 |
| Devon Contract Waste Ltd | 19/04/2023 Recycling Costs | £ 12.98 | £ 2.60 | £ 15.58 |
| Door Care South West | Engineer visit to fix Library door | £ 117.00 | £ 23.40 | £ 140.40 |
| E.Pascoe & Son | Signage cost for Memorial Rose Garden | £ 250.00 | £ 50.00 | £ 300.00 |
| EE | Staff mobiles and Pontoon broadband charges | £ 140.52 | £ 28.10 | £ 168.62 |
| Efficient Comms | Telephone Call and Service Charges - April 2023 | £ 232.46 | £ 46.49 | £ 278.95 |
| EON | Electricity Charges - 7th Mar 2023 - 29th Mar 2023 | £ 99.85 | £ 4.99 | £ 104.84 |
| EON | Electricity Charges - 1st April 2023 - 30th April 2023 | £ 257.29 | £ 12.86 | £ 270.15 |
| HMRC | PAYE payment May 2023 | £ 8,791.53 | £ - | £ 8,791.53 |
| ICS Industrial Component Supplies | Maintenance materails - Pontoon | £ 62.18 | £ 12.44 | £ 74.62 |
| Institute of Cemetary & Crematorium | Renewal of Corporate Membership for Institute of Cemetery and Crematorium Management. | £ 95.00 | £ - | £ 95.00 |
| JEB Supplies Ltd | Keys cut for Guildhall | £ 41.50 | £ 8.30 | £ 49.80 |
| Key Clamps Ltd | Fittings for Dog Fouling signs | £ 24.11 | £ 4.82 | £ 28.93 |
| Key Clamps Ltd | Additional Fittings for Dog Fouling signs | £ 82.11 | £ 16.42 | £ 98.53 |
| Laser - Station Gas | Gas Charges - 31/01/2023 to 28/02/2023 | £ 35.29 | £ 1.76 | £ 37.05 |
| Laser - Unmetered supply - 1051655 | Standing charges at Moorland View, Salt Mill Skate Park | £ 18.69 | £ 0.93 | £ 19.62 |
| Living Wage Foundation | Employer Accreditation/Recognition 2023 | £ 132.00 | £ 26.40 | £ 158.40 |
| Opayo (previously Sage) | Card machine charges | £ 15.80 | £ 3.16 | £ 18.96 |
| Opayo (previously Sage) | Card Machine Charges | £ 154.16 | £ - | £ 154.16 |
| Paul Mattock | Inscription into Book of Oaths for 23/24 Mayor of Saltash | £ 150.00 | £ - | £ 150.00 |
| Print Copy Scan Ltd | Photocopier print charge 27/03/2023 to 21/04/2023 | £ 58.99 | £ 11.79 | £ 70.78 |
| Rosevale Accountants Ltd | Finance Consultancy Fees - Week Ending 02/04/2023 | £ 841.00 | £ 168.20 | £ 1,009.20 |
| Rosevale Accountants Ltd | Finance Consultancy Fees - Week Ending 09/04/2023 | £ 870.00 | £ 174.00 | £ 1,044.00 |
| Rosevale Accountants Ltd | Finance Consultancy Fees - Week Ending 16/04/2023 | £ 1,044.00 | £ 208.80 | £ 1,252.80 |
| Rosevale Accountants Ltd | Finance Consultancy Fees - Week Ending 23/04/2023 | £ 928.00 | £ 185.60 | £ 1,113.60 |
| Rosevale Accountants Ltd | Monthly payroll and absence management - May 2023 | £ 512.50 | £ 102.50 | £ 615.00 |
| Rosevale Accountants Ltd | Finance Consultancy Fees - Week Ending 30/04/2023 | £ 986.00 | £ 197.20 | £ 1,183.20 |
| Rosevale Accountants Ltd | Finance Consultancy Fees - Week Ending 07/05/2023 | £ 841.00 | £ 168.20 | £ 1,009.20 |
| RosPA Playsafety Ltd | Annual inspection of 3 plays areas in Saltash - Grassmere Way, Honeysuckle Close and Ashton Way | £ 267.00 | £ 53.40 | £ 320.40 |
| RosPA Playsafety Ltd | Operational Inspection Course for Assistant Service Delivery Manager | £ 825.00 | £ 165.00 | £ 990.00 |
| Salt Arts CIC | Festival Fund grant for Pop up Piano Project - minute number 16/23/24 | £ 900.00 | £ - | £ 900.00 |
| Saltash & District Observer | Town Messenger - March 2023 | £ 330.00 | £ - | £ 330.00 |
| Saltash Window Cleaning | Cleaning of Guildhall - April 2023 and May 2023 | £ 90.00 | £ - | £ 90.00 |
| Seadream Education | Seadream Education workshop - Library Hub | £ 200.00 | £ - | £ 200.00 |
| Shaun T. Webber & Associates | Professional Fees - March 2023 | £ 2,906.25 | £ 581.25 | £ 3,487.50 |
| SOS Consultancy | Monthly ICT Support and Maintenance Services | £ 1,028.20 | £ 205.65 | £ 1,233.85 |

| | | | | |
|---|--|---------------------|-------------------|---------------------|
| South West Surfacing Specialists Ltd | Commencement of footpath surfacing works at St Stephens church | £ 2,000.00 | £ 400.00 | £ 2,400.00 |
| South West Water - Belle Vue Toilets | Water and Sewerage Charges 03/12/2022 - 30/03/2023 | £ 320.13 | £ - | £ 320.13 |
| South West Water - Guildhall | Water and Sewerage Charges - 07/12/2022 - 30/03/2023 | £ 161.76 | £ - | £ 161.76 |
| South West Water - Library | Water and Sewerage Charges 02/03/2023 - 02/04/2023 | £ 27.92 | £ - | £ 27.92 |
| South West Water - Library | Water and Sewerage Charges 03/04/2023 - 03/05/2023 | £ 28.74 | £ - | £ 28.74 |
| South West Water - Longstone Depot - Connection to Bowling Green | Water and Sewerage Charges 02/03/2023 - 02/04/2023 | £ 22.76 | £ 1.91 | £ 24.67 |
| South West Water - Longstone Depot - Connection to Bowling Green | Water and Sewerage Charges 03/04/2023 - 03/05/2023 | £ 23.42 | £ 1.99 | £ 25.41 |
| South West Water - Longstone Toilets - Connection to Bowling Pavilion | Water and Sewerage Charges 02/03/2023 - 02/04/2023 | £ 43.32 | £ 3.52 | £ 46.84 |
| South West Water - Maurice Huggins Room | Victoria Park Water and Sewerage Charges 02/03/2023 - 02/04/2023 | £ 12.49 | £ 1.11 | £ 13.60 |
| South West Water - Maurice Huggins Room | Victoria Park Water and Sewerage Charges 03/04/2023 - 03/05/2023 | £ 18.10 | £ 1.59 | £ 19.69 |
| Specsavers Corporate Eyecare | Employee benefit voucher scheme | £ 85.00 | £ - | £ 85.00 |
| Spot-On-Supplies | Cleaning gloves for Longstone Depot | £ 6.16 | £ 1.23 | £ 7.39 |
| Spot-On-Supplies | Cleaning supplies - Public Toilets | £ 289.83 | £ 57.97 | £ 347.80 |
| Staff Expenses | Expense claim for Staff Clothing | £ 16.00 | £ - | £ 16.00 |
| Staff Expenses | Expense claim for Staff Clothing | £ 49.00 | £ - | £ 49.00 |
| Staff Expenses | Staff Expense claim for Specsavers Glasses Contribution | £ 25.00 | £ - | £ 25.00 |
| Staff Expenses | Mileage claim for Assistant Service Delivery Manager April 2023 | £ 79.65 | £ - | £ 79.65 |
| Staff Salary | Staff Salary | £ 32,777.47 | £ - | £ 32,777.47 |
| Tamar Tree Care | Tree Survey costs | £ 400.00 | £ 80.00 | £ 480.00 |
| The Bullers Arms | Buffet Lunch to be supplied for Personnel Committee training session | £ 49.00 | £ - | £ 49.00 |
| Trade UK Account | Materials for Station Building Project Works | £ 62.39 | £ 12.48 | £ 74.87 |
| Trade UK Account | Replacement plug sockets for Guildhall | £ 31.65 | £ 6.33 | £ 37.98 |
| Trade UK Account | Brackets for lamp posts for Fore Street hanging baskets | £ 17.79 | £ 3.56 | £ 21.35 |
| UK Fuels Ltd | Fuel for vehicles | £ 306.37 | £ 61.29 | £ 367.66 |
| Viking Direct | Stationary for Guildhall | £ 30.03 | £ 6.01 | £ 36.04 |
| Viking Direct | Stationary for Library | £ 30.03 | £ 6.00 | £ 36.03 |
| West Country Embroidery | Embroidery cost for Service Delivery Staff uniform | £ 156.50 | £ 31.30 | £ 187.80 |
| Westcountry Skip Hire | 13/04/2023 Disposal of skip waste | £ 60.80 | £ 12.16 | £ 72.96 |
| Westcountry Skip Hire | 25/04/2023 Disposal of skip waste | £ 312.00 | £ 62.40 | £ 374.40 |
| Westcountry Skip Hire | 09/05/2023 Disposal of skip waste | £ 53.76 | £ 10.75 | £ 64.51 |
| WesternWeb Ltd | STC Website maintenance cost | £ 90.00 | £ 18.00 | £ 108.00 |
| Wolseley | Materials for plumbing maintenance - Maurice Huggins | £ 44.86 | £ 8.98 | £ 53.84 |
| Grand Total | | £ 102,449.77 | £ 6,955.58 | £ 109,405.35 |

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 8th June 2023 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, J Dent, S Gillies, S Martin, S Miller, L Mortimore, J Peggs, B Samuels, P Samuels and D Yates.

ALSO PRESENT: R Lumley (Assistant Town Clerk), S Webber (Service Delivery Manager), M Thomas (Senior Policy and Data Compliance Officer) and D Joyce (Administration Officer)

APOLOGIES: J Brady, J Foster, M Griffiths and B Stoyel.

23/23/24 TO ELECT A CHAIRMAN.

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

No further nominations received.

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

Councillor Peggs in the Chair.

24/23/24 TO ELECT A VICE CHAIRMAN.

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

No further nominations received.

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

25/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

26/23/24 **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 |
|-------------------|--------------------|--------------------------------|-------------------------------|---------------------|
| Mortimore | 19 | Non-Pecuniary | Chairman of Summerfields Play | Yes |

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

None.

27/23/24 **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

28/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 27TH 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 Peggs, seconded by Councillor P Samuels and **RESOLVED** that the minutes of the Services Committee held on 27th April 2023 were confirmed as a true and correct record.

29/23/24 **TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

30/23/24 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

31/23/24 **TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

32/23/24 **TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

Members asked the Service Delivery Manager (SDM) questions and for clarification on areas detailed within the circulated report.

Service Delivery Team

Members asked if further recruitment was to be undertaken in the near future.

The SDM answered that he is currently establishing how many man hours are required to complete the annual work schedules by monitoring what is required of the team and the time allocations for each task.

Once further assessments have been conducted the SDM will be able to assess the man hours required, reporting back to the Personnel Committee for further consideration.

Autumn and Winter Bedding

Members requested sustainable bedding be investigated for future planting seasons. The SDM spoke of recent conversations held with the Chairman with the possibility of shrubs to be planted in suitable areas offering sustainability and requiring less maintenance.

Grass Cutting & Grounds Maintenance Works

Members spoke of the No Mow May initiative which allowed open spaces to continue growing throughout the month of May, encouraging the natural environment and wildlife to flourish.

Members requested a review be progressed and further considered as some recreational areas became unusable and pathways inaccessible.

Land Management Program (Service Level Agreement)

The SDM spoke of the works undertaken in the land management program that included grass cutting and cuts to public rights of way.

Members asked if the cost provided under the Local Maintenance Program from Cornwall Council was sufficient for the time allocated to the Service Delivery Team. The SDM is continuing to collate studies such as the time taken by the team to undertake the works comparative to monies received from CC and will report back at a future Services Committee meeting.

Pontoon

Members are concerned some of the berths are still vacant and not all payments have been received to date.

The SDM is working with the Finance Department to ensure all payments are received and working through the waiting list to secure tenants for the available berths.

Town Speakers

The SDM reported that the speakers have been set to 75 decibels with a further test scheduled next week to ensure they remain at the decibel level agreed following the May Fair event.

Members queried the decibel level and sound quality with the SDM and asked that the amplifier be assessed.

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** to note the report and for the SDM:

1. To review and report back on sustainable bedding options for future planting programs at the next scheduled Services Committee meeting to be held on 12th October 2023;
2. To review and provide a report for Members consideration on areas to be included in the No Mow May initiative with suitable promotion and publicity plans at the next scheduled Services Committee meeting to be held on 12th October 2023;
3. To provide a report on the Town Speakers inclusive of service and maintenance costs for Members further consideration and potential impact to the 2023-24 budget at the next scheduled Services Committee meeting to be held on 12th October 2023.

33/23/24 **TO RECEIVE A REPORT ON THE TOWN COUNCIL WORKING VEHICLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The SDM spoke of a report currently being compiled, correlating a cost benefit analysis on running a diesel fleet comparative to running an EV fleet inclusive of options to install EV charging points.

It was proposed by Councillor Gillies, seconded by Councillor Mortimore and **RESOLVED** to defer to the item to the next scheduled Services Committee meeting to be held on 12th October 2023.

34/23/24 **TO RECEIVE A REPORT ON SUITABLE TOWN COUNCIL PERMITTED LOCATIONS FOR ADDITIONAL PREVENTIVE DOG FOULING SIGNS AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

Members discussed the Town Council permitted areas detailed in the circulated reports pack.

Members discussed additional signs to be installed at St Stephens Church, North Road Bus Stop and Brunel Bust.

The Assistant Town Clerk advised Members of the procurement cost for 9 additional signs at £27.50+vat each would utilise the majority of the budget 6511 SE Tourism and Signage for the year 2023-2024.

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

1. To procure and install preventative dog fouling signs at the 7 proposed permitted Town Council locations detailed within the report;
2. Subject to permissions being received, procure and install 2 additional signs for St Stephens Church and North Road Bus Stop;
3. To allocate the total cost of £247.50+vat for 9 additional signs to budget code 6511 SE Tourism and Signage.

35/23/24 **TO RECEIVE A REPORT ON GRIT BINS LOCATED WITHIN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

36/23/24 **TO RECEIVE A REPORT ON TOWN COUNCIL CHRISTMAS LIGHTS DESIGNS AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

The SDM provided a brief verbal update on the one quote received to date with the anticipation of two further quotes being received by the end of June.

Members are concerned of timescales for procuring and installation and requested a report detailing the quotes be presented at the earliest opportunity.

It was proposed by Councillor P Samuels, seconded by Councillor Mortimore and **RESOLVED** to defer to a future Services Committee meeting.

37/23/24 **TO RECEIVE A CONSULTATION ON SIX FORMER PLAY AREAS IN THE LATCHBROOK AREA AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members considered and discussed in length the offer received from Cornwall Council.

Members discussed retaining the areas as public open spaces and the cost impact to the Town Council should they wish to procure the land.

It was proposed by Councillor B Samuels, seconded by Councillor Martin and **RESOLVED** to delegate the Assistant Town Clerk:

1. To respond to the correspondence in the circulated reports pack detailing the Town Council show an interest in acquiring the property at Latchbrook;
2. To state the likely use of asset would be to meet the detail within the Town Council Neighbourhood Plan LE114:

Dilapidated Play Spaces - Any children's play area where equipment has been removed due to safety or economic reasons should be preserved for future reinstatement or retained as Public Open Space. In the event of the decision being taken to abandon the use, tree planting and landscaping would be the required alternative use.

38/23/24

TO RECEIVE A REPORT ON PENTREATH MENTAL HEALTH CHARITY QR PLAQUES FOR PUBLIC PLACES AND CONSIDER AND ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Martin left the meeting.

The Chairman gave a brief overview of the proposal to obtain free plaques from Pentreath, a mental health charity with the aim of the plaques to signpost users to Pentreath mental health and wellbeing services.

Councillor Martin returned to the meeting.

Members discussed the plaques and the lack of recognisable factors of the signs proposed.

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

1. To thank Pentreath for contacting Saltash Town Council providing vital information;
2. The Assistant Town Clerk further reviews alternative options for mental health organisations to provide signage reporting at the next scheduled Services Committee meeting to be held on 12th October 2023

39/23/24

TO RECEIVE THE PLAY PARKS EXPRESSION OF INTEREST FORM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor B Samuels gave a brief overview of the works undertaken by the Play Park Working Group in completing the Community Infrastructure Levy (CIL) fund application.

Members discussed the contribution level being offered as a Town Council.

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

1. For the Town Clerk to submit the expression of interest on behalf of the Town Council, inclusive of the proposed £20,000 contribution allocated to budget code 6571 SE EMF Saltash Recreation Area available budget £59,054.
2. To provide delegated authority to the Town Clerk working with the Play Park Working Group to further progress the next phase of application subject to a response being received from the expression of interest, at the next scheduled Services Committee meeting to be held on 12th October 2023 or earlier if required.

40/23/24 **TO CONSIDER PLAY PARK MATCH FUNDING APPLICATIONS:**

| Application Number | Organisation | Amount Requested |
|---------------------------|---------------------|-------------------------|
| PPMF001 | Summerfields Play | £10,000 |

Councillor Mortimore declared an interest in the agenda item.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** for Councillor Mortimore to remain in the room to answer questions on the application only.

Members asked questions and discussed the application received and circulated within the reports pack.

Councillor Mortimore left the meeting.

Members further discussed the application and the funding that had been raised to date.

It was proposed by Councillor B Samuels, seconded by Councillor Miller and resolved to **RECOMMEND** to the Policy and Finance Committee to be held on 11th July 2023 to award match funding up to £10,000 subject to Summerfields Play Park confirming funds raised and available five days prior to the above Policy and Finance Committee meeting taking place.

Councillor Mortimore was invited and returned to the meeting.

41/23/24 **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.

42/23/24 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

43/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

44/23/24 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

45/23/24 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Hanging Baskets, Planters and Borders;
2. Grass Cutting Schedules following No Mow May;
3. Additional Dog Fouling preventative signage;
4. Rare Orchid Growth in Pillmere (SEA);
5. Submission of the CIL Expression of Interest.

DATE OF NEXT MEETING

Thursday 12 October 2023 at 6.30 pm

Rising at: 8:38p.m.

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 20th June 2023 at 6.30 pm

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

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

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

27/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

28/23/24 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 | PA23/03709 | Non-Pecuniary | Knows the Architect | No |
| Lennox-Boyd | PA23/03710 | Non-Pecuniary | Knows the Architect | No |
| Lennox-Boyd | PA23/03720 | Non-Pecuniary | Friend | Yes |

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

None.

29/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

30/23/24 **TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON TUESDAY 16TH MAY 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 Brady and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 16th May 2023 were confirmed as a true and correct record.

31/23/24 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

32/23/24 **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:

PA23/03277

Sue Cook Clear Channel – **Bus Shelter 7001-0052 Callington Road Saltash PL12 6LA**

Advertisement consent to replace existing double-sided 6-sheet bus shelter advertising displays with double-sided digital displays.

Ward: Tamar

Date received: 07/06/23

Response date: 28/06/23

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

PA23/03352

Mr A Conway – **31 Trelawney Road Saltash PL12 4DB**

Provision of a sunroom to replace existing Conservatory.

Ward: Essa

Date received: 12/05/23

Response date: 23/06/23

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

PA23/03363

Mr Michael Homer – **Notter Farm House Notter Saltash PL12 4RN**

Installation of a number of solar panels and a small 7kw wind generator with associated works.

Ward: Trematon

Date received: 10/05/23

Response date: 21/06/23

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

Councillor Lennox-Boyd declared an interest during the hearing of planning application PA23/03709, remained in the room but did not partake in the discussion and abstained when voting took place.

PA23/03709

Mr William Simpson – **The Old Stables Farm Lane St Stephens Saltash PL12 4AR**

Conversion of agricultural barn to C3 residential dwelling with office/annex and garage with variation of condition 2 (approved plans) in respect of decision PA22/06876.

Ward: Essa

Date received: 23/05/23

Response date: 23/06/23

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

Councillor Lennox-Boyd declared an interest during the hearing of planning application PA23/03710, remained in the room but did not partake in the discussion and abstained when voting took place.

PA23/03710

Mr William Simpson – **18 Churchtown Drive St Stephens Saltash PL12 4FB**

Enlargement of approved dwelling house.

Ward: Essa

Date received: 31/05/23

Response date: 23/06/23

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

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

PA23/03720

Mr Charles Henwood – **Eastwood Carkeel Saltash PL12 6NP**

Application for a Lawful Development Certificate for an Existing use and occupation of the property by a person not solely or mainly employed or last employed in the Caradon District in agriculture in breach of condition 3 of planning permission granted on 07/0801984 by Caradon District Council under reference 5/02/84/00547/0

Ward: Trematon

Date received: 22/05/23

Response date: 23/06/23

It was proposed by Councillor Yates, seconded by Councillor P Samuels and resolved to **RECOMMEND** that due to there being no evidence to contradict the Lawful Development Certificate Saltash Town Council do not object to the planning application.

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

PA23/04090

Mr Sutton PCH Ltd – **Old Churchtown Farm Farm Lane St Stephens Saltash PL12 4AR**

Non-material amendment in relation to decision notice PA18/08854 dated 16/11/2018 to: change layout of parking court, remove stone to elevation. White UPVC window rather than grey.

Ward: Essa

Date received: 06/06/23

Response date: 22/06/23

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

PA23/04114

Mr & Mrs D Wray – **43 Essa Road Saltash PL12 4EE**

Single storey rear extension to enlarge the kitchen/dining room.

Ward: Essa

Date received: 30/05/23

Response date: 23/06/23

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

PA23/04201

Mrs Margaret Franklin – **South Pill Barn 1 Jackson Way New Road Saltash PL12 6LR**

Proposed entrance porch extension to west elevation.

Ward: Tamar

Date received: 12/06/23

Response date: 03/07/23

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

33/23/24 **CORRESPONDENCE:**

- a. To receive and consider supporting the call to make changes to the planning system relating to the location of 5g radio masts.

It was **RESOLVED** to note with no further action.

34/23/24 **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.

35/23/24 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

36/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

37/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

38/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 18 July 2023 at 6.30 pm

Rising at: 7.08 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Joint Burial Board Committee held at the St Stephens Church followed by a site visit on Tuesday 27th June 2023 at 2.00 pm

PRESENT: Councillors: R Bickford (Deputy Chairman), R Bullock, J Dent, J Peggs, Reverend R Magrath (Ex-officio), L Maddock and B Jones.

ALSO PRESENT: R Lumley (Assistant Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: None

1/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

2/23/24 DECLARATIONS OF INTEREST:

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

None.

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

None.

3/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE JOINT BURIAL BOARD COMMITTEE.

None received.

4/23/24

TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON 28TH FEBRUARY 2023 AS A TRUE AND CORRECT RECORD.

Councillor Peggs arrived at the meeting.

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 Bullock, seconded by Councillor Dent and **RESOLVED** that the minutes of the Joint Burial Board Committee held on 28th February 2023 were confirmed as a true and correct record.

Reverend Magrath welcomed newly appointed Members from the Church B Jones (Church Warden) and L Maddock (Deputising until appointment of Church Warden) and the Mayor and Deputy Mayor of Saltash Town Council.

Members were informed of the reasons for the change in membership to ensure the Committee adheres to the St Stephen-by-Saltash Constitution.

Members wished for their thanks to be noted for previous Committee Members - S Mckee and M Wills.

5/23/24

TO RECEIVE THE JOINT BURIAL BOARD BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Assistant Town Clerk (ATC) explained the reason for the need to better present the budget statement to offer further clarity of the expenditure to date and the ability to track expenditure throughout the year highlighting any areas that may be close to an overspend. This also identifies areas that may require further consideration by Members when setting the budget for the following Precept year.

The ATC provided a brief overview of the colour coding system contained within the circulated reports pack:

- Green shows funds are on target as predicted at this point of the financial year;
- Yellow shows where the budget has been utilised more than expected at this point of the financial year;
- Red shows an overspend on the budget for what was expected to be utilised at this point of the financial year.

Town Council Members agreed to consider and approve the virements en bloc:

B Jones left the meeting.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and resolved to **RECOMMEND** the following virements to the next Services Committee meeting:

1. £16,422.22 from budget code 6624 ST BB Cemetery Staff Gross Pay (St Stephens) to 6618 ST SE Services Delivery Gross Pay;
2. £1,387.21 from budget code 6625 ST BB Cemetery – Employers NI to 6619 ST SE Services Delivery Employers NI;
3. £3,201.96 from budget code 6626 ST BB Cemetery Staff – Employers Pension (St. Stephens) to 6620 ST SE Services Delivery Employers Pension;
4. £138.00 from budget code 6667 ST BB Cemetery Staff – Clothing (St. Stephens) to 6673 ST SE Services Delivery – Clothing;
5. £473.00 from budget code 6668 ST BB Cemetery Staff – Mobiles (St. Stephens) to 6674 ST SE Services Delivery – Mobiles;

6. £80.00 from budget code 6669 ST BB Staff Travelling Expenses (St. Stephens) to 6675 ST SE Services Delivery Staff Travelling Expenses;
7. £530.00 from budget code 6670 ST BB Staff Training (St. Stephens) to 6676 ST SE Services Delivery Staff Training;
8. £8,830.00 from budget code 6693 ST BB EMF Staff Contingency (St. Stephens) to 6700 ST SE Services Delivery Staff Contingency.

B Jones returned to the meeting.

6/23/24 **TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

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

Nothing to report.

8/23/24 **TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The ATC gave a brief verbal overview of the report received and contained within the circulated reports pack.

Members discussed the need for a review of the No Mow May initiative with better publicity required in future years.

It was **RESOLVED** to note.

9/23/24

TO RECEIVE AN UPDATE ON THE P.C.C REGISTERING THE CHURCHYARD AS CLOSED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Reverend Magrath spoke of conversations held with the Diocese solicitors and the Archdeacon of Bodmin.

P.C.C remain hesitant to close the churchyard for numerous reasons one of which is they are exploring the possibility to reuse land for new graves, should it be permitted, and if the churchyard were to be closed this would cease to be an option for consideration in the future.

Members discussed the cost and staffing impact to the Town Council by continuing to maintain the open sections of Churchyard.

Members debated the pros and cons of open and closed sections of the Churchyard and review of the current cutting schedule is necessary.

Members discussed the two areas highlighted on the map contained in the circulated reports pack, the red section labelled OSC and yellow section LC.

Members requested P.C.C to further review the position on closing the OSC section of the Churchyard due to there being no available plots. Members discussed the need for the yellow section to remain open as there are currently 10 available cremation plots.

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** that Rev Magrath together with the P.C.C review the decision to register the OSC section of the Churchyard as closed reporting back at the next Joint Burial Board meeting to be held on 31st October 2023.

10/23/24

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).

11/23/24

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

None.

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

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

13/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

14/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 31 October 2023 at 6.00 pm

Rising at: 2.45 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 29th June 2023 at 6.30 pm

PRESENT: Councillors: J Dent, J Foster, S Martin, S Miller and B Stoyel.

ALSO PRESENT: J Turton (HR Support Consultancy), S Burrows (Town Clerk).

APOLOGIES: J Peggs

13/23/24 TO ELECT A CHAIRMAN.

It was proposed by Councillor Dent, seconded by Councillor Foster 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.

14/23/24 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Martin, seconded by Councillor Dent to nominate Councillor Peggs.

No further nominations received.

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

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.

None.

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

None.

17/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 30TH MARCH 2023 AND THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON 17TH 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 Martin, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Personnel Meeting held on 30th March 2023 were confirmed as a true and correct record.

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** that the minutes of the Extraordinary Personnel Meeting held on 17th April 2023 were confirmed as a true and correct record.

The Chairman announced the next item to be received is Agenda Item 26 – Public Bodies (Admission to Meetings) Act 1960, followed by all Part Two Agenda Items.

18/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

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

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

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

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

Members in attendance noted the Chairman's statement.

19/23/24 **TO RECEIVE A MOTION STUDY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

20/23/24 **TO RECEIVE A REPORT FROM HUMAN RESOURCES SUPPORT CONSULTANCY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** there will be no change to employees annual leave entitlement (P&C letter retained for internal audit check).

Judy HR Support Consultancy left the meeting.

21/23/24 **TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members of a work experience request to assist with the Town Council's social media accounts and any PR work. They have just completed their degree in journalism at Marjons University and are looking for some experience.

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** to delegate to the Town Clerk to further investigate the work experience request and pursue if suitable, subject to relevant forms being in place.

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

22/23/24 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

The Town Clerk advised the Chairman to take Agenda Item 8 as the next item - To consider Health and Safety reports as may be received.

23/23/24 **TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

It was **RESOLVED** to note.

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

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

25/23/24 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

26/23/24 **TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk explained the reason for the need to better present the budget statement to offer further clarity of the expenditure to date and the ability to track expenditure throughout the year highlighting any areas that may be close to an overspend. This also identifies areas that may require further consideration by Members when setting the budget for the following Precept year.

The Town Clerk provided a brief overview of the colour coding system contained within the circulated reports pack:

- Green shows funds are on target as predicted at this point of the financial year;
- Yellow shows where the budget has been utilised more than expected at this point of the financial year;
- Red shows an overspend on the budget for what was expected to be utilised at this point of the financial year.

It was **RESOLVED** to note.

27/23/24 **TO RECEIVE THE TRAINING BUDGET, REPORT BACK ON TRAINING ATTENDED AND CONSIDER TRAINING REQUESTS AND ANY ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note the training budget and staff training to date.

It was proposed by Councillor Foster, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Services Committee meeting to approve for a Service Delivery General Assistant to undertake the Powered Pole Pruner training at a cost of £240 allocated to budget code 6676 Service Delivery Staff Training.

28/23/24 **TO RATIFY SERVICE DELIVERY TRAINING EXPENDITURE.**

It was proposed by Councillor Dent, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Services Committee meeting to ratify the below Service Delivery training of £695 allocated to budget code 6676 Service Delivery Staff Training:

1. Brushcutter/Trimmer LANTRA Certificate and card - £220.00
2. Hand Held Hedge Trimmers LANTRA Certificate and card - £220.00
3. Pedestrian and Ride-On Mower LANTRA Certificate and Card - £255.00

Councillor Foster gave his apologies and left the meeting.

29/23/24 **TO REVIEW EMPLOYMENT LAW TRAINING FOR MEMBERS OF THE PERSONNEL COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to approve Members of the Personnel Committee, the Chairman of the Town Council and the Town Clerk to attend Employment Law training on Wednesday 26th July 2023 delivered by HR Support Consultancy.

It was proposed by Councillor Martin, seconded by Councillor Miller and resolved to **RECOMMEND** at the next Policy and Finance Committee meeting approval for Employment Law training cost of £450 allocated to budget code 6213 Councillor Training and Expenses.

30/23/24 **TO REVIEW EMPLOYMENT LAW TRAINING FOR LINE MANAGERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to approve the Line Managers to attend Employment Law training delivered by HR Support Consultancy at a total cost of £450. The Town Clerk to arrange a suitable training date subject to the appointment of a Service Delivery Manager.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Policy and Finance Committee meeting approval for Employment Law training cost of £270 allocated to budget code P&F Staff Training;

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Services Committee meeting approval for Employment Law training cost of £90 allocated to budget code Service Delivery Staff Training;

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Library Sub Committee meeting approval for Employment Law training cost of £90 allocated to budget code Library Staff Training;

31/23/24 **TO NOTE THE APPOINTMENT OF A FINANCE OFFICER.**

It was **RESOLVED** to note the appointment of a Finance Officer.

32/23/24 **TO RATIFY RECRUITMENT AGENCY COST.**

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to ratify the recruitment agency and HR cost of £6,504.70.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** to the Policy and Finance Committee a virement of £6,000 from budget code P&F Staffing Contingency to 6701 Staff Recruitment to cover the above associated cost.

33/23/24 **TO NOTE THE DEPARTURE OF A SERVICE DELIVERY GENERAL ASSISTANT.**

It was **RESOLVED** to note the departure of a Service Delivery General Assistant and to wish them all the best for the future.

34/23/24 TO RECEIVE AN UPDATE ON THE RECRUITMENT OF A SERVICE DELIVERY GENERAL ASSISTANT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk updated Members on the recruitment process and closing date of 7th July 2023 at 5pm.

It was **RESOLVED** to note.

35/23/24 TO RECEIVE AN UPDATE ON THE RECRUITMENT OF A SERVICE DELIVERY MANAGER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed Members of the shortlisting process. Interviews are to be held on 7th July 2023.

It was **RESOLVED** to note.

36/23/24 TO FURTHER REVIEW THE CYCLE 2 WORK SCHEME REQUEST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to not pursue the Cycle 2 Work Scheme due to lack of interest but to direct staff to the Bike Space Devonport - <https://www.bikespace.org.uk/>

37/23/24 TO REVIEW PROVISION FOR FLU AND COVID JABS FOR ALL TOWN COUNCIL OFFICERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to approve provisions for flu and covid jabs, if appropriate, for all Officers allocated to budget code 6654 Staff Welfare.

38/23/24 TO RECEIVE A RECOMMENDATION FROM THE DEVOLUTION SUB COMMITTEE AND CONSIDER ANY ACTION OR ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note the Service Delivery Manager's report and areas of responsibility at Victoria Gardens under Cornwall Council's Leasehold within the existing staffing levels.

39/23/24

TO REVIEW ROSEVALE ACCOUNTANTS PAYROLL SERVICES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to continue with the temporary appointment of Rosevale Accountants to outsource processing payroll and to further review at the Personnel Committee meeting to be held on 29th February 2024 at a cost of £8.50 + VAT per employee per month.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Policy and Finance to vire £1,034 from Staff Contingency to 6305 Finance Software to cover the above associated cost.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to suspend Standing Order 2.V - A meeting shall not exceed a period of 2 ½ hours.

Councillor Martin left the meeting.

40/23/24

TO REVIEW ROSEVALE ACCOUNTANTS FINANCE SERVICE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Martin returned to the meeting.

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

1. To approve the training plan (12 month cycle) delivered by Rosevale Accountants to the Finance Officer up to and including w/c 25th March 2024, reporting to the Town Clerk / RFO, (as attached),
2. The Town Clerk to oversee and manage reduction in training hours in accordance with the training plan or earlier,
3. To approve Rosevale Accountants additional 68 hours worked at £29 + VAT per hour totalling £1,972 (as attached);

It was proposed by Councillor Martin, seconded by Councillor Dent and resolved to **RECOMMEND** to Policy and Finance:

4. To continue with the appointment of Rosevale Accountants up to 30hrs per week at a cost of £29 + VAT per hour up to 31st December 2023 and £33 + VAT from 1st January 2024, allocated to budget code 6661 P&F Finance Consultancy Fees,
5. To recommend a virement of £21,487 from P&F staff contingency to 6661 P&F Finance Consultancy fees to cover the work of Rosevale Accountants from 1st July to 31st March 2024 plus additional 68 hours worked.

41/23/24 **TO RECEIVE A REPORT ON THE BRIGHT HR CONTRACT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To approve a 5-year Bright HR contract for absence management, annual leave, and HR needs at a monthly fee of £3.00 + VAT per employee;
2. To allocate to budget code 6662 HR Professional Fees;

It was proposed by Councillor Stoyel, seconded by Councillor Dent and resolved to **RECOMMEND** to Policy and Finance:

3. To vire £2,700 from 6652 Staffing Contingency to 6662 HR Professional Fees, to cover the associated cost (HR Support Consultancy, Bright HR software and Rosevale Accountants processing data).

42/23/24 **TO REVIEW THE 'SALTASH DAY' FOR THE YEAR 2023 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. Half a day be awarded to all staff on Friday 22nd December 2023, finishing at 12:30;
2. The Christmas shutdown period commences on Friday 22nd December 2023 at 12:30 and re-opens on Tuesday 2nd January 2024 at 9am.

This will not apply to operational staff who are required to remain on duty during this period by an agreed on call rota system to carry out essential Services in the town.

43/23/24 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

44/23/24 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

DATE OF NEXT MEETING

Thursday 26 October 2023 at 6.30 pm

Rising at: 9.20 pm

Signed: _____
Chairman

Dated: _____

Training Plan - 12 month cycle

| <u>Month</u> | <u>Training subject</u> | <u>Period of training</u> | <u>Cost per hour</u> | <u>Total cost / budget allocation</u> |
|---------------------------|--|---|-----------------------------------|--|
| July – August 2023 | Ongoing Training covering the running and management of the Finance Department | 9 weeks from 1 st July 2023 – 30 hours a week on average | £29 + VAT | £7,830 6661 P&F Finance Consultancy Fees |
| September – December 2023 | Precept/Budget Setting – Internal Audit in October 2023 | 17 weeks from 1 st September 2023 – 15 hours a week on average | £29 + VAT | £7,395 6661 P&F Finance Consultancy Fees |
| Jan – March 2024 | Setting Up New Budgets/New Budget Sheets and Preparation for Year End | 13 weeks from 1 st January 2024 – 10 hours a week on average | £33 + VAT Hourly rate increase | £4,290 6661 P&F Finance Consultancy Fees |
| | <u>TOTAL COST FROM JULY 2023 TO 31ST MARCH 2024</u> | | | £19,515 2023/2024 Budget Needed |

Additional Services

Rosevale Accountants offer clients a monthly support service for Software they use (Xero/Zahara) and Complex Accountancy Queries within the software they may have, which in the future you may want to utilise for the Finance Officer. We can provide a quote at a later date if needed.

**To review Rosevale Accountants Finance Service and consider any actions
and associated expenditure**

Request for additional working hours:

The process of finalising the Year End Budget sheets and building the new 2023/2024 Budget Sheets has taken a lot longer than anticipated.

It is an extremely long process on Xero and it has taken a total of 80 hours between us to build ***(This does not include Finalising the Year End, producing the AGAR and Internal audit work, this is purely work on Budget Sheets so this is on top of all the Year End work we have carried out also).***

In this process, I have set up a new Action Sheet for the new Finance Officer to keep track of committee action points/virements etc. I have changed the STC Funds process and record keeping so Virements and Budget movements can be easily tracked. I have also spent time clearing out Xero and Zahara of all the old data that has been left unorganised for years, so Xero is very tidy and all the budget sheets are looking clearer and easier to understand, with nominal descriptions updated and old codes removed from Xero and Zahara.

We have also provided staff with new coding sheets with all the information they need and a new coding table to help them with department coding, which has only been possible because of the tidy up work we have done on Xero. It has been a massive job and I feel it will greatly benefit all members of staff with any Finance tasks they carry out.

With regard to fees, we have completed **68 hours overbudget** and would like to request that this is approved and added to the 6661 ST PF Finance Consultancy Fees budget in view of the amount of work we have carried out for the Town Council (80 hours) in sorting out all the issues above ready for the new Finance Officer. A lot of work has gone into set up for the New Finance Officer also, with a comprehensive training plan, which also has contributed to more hours being completed.

The total cost for this would be **£1,972**, which I would recommend be vired from P&F Staff Contingency.

For your consideration, we complete a full time job (at times 2 full time jobs in the last year) in part time hours for the Town Council and since our appointment in April 2022, we have never requested more than the hours that have been approved. We have had two clean Internal Audit Reports for the last financial year and Rosevale Accountants have helped Finance to be more organised and run more efficiently along with training the new Finance Officer & Finance Assistant

**End of Report
Abbie Browne FMAAT
Rosevale Accountants Ltd**

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Library Sub Committee held at the Guildhall on Tuesday 13th June 2023 at 6.30 pm

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

ALSO PRESENT: S Miller (Councillor) and I Newcombe (Bailey Partnership), S Burrows (Town Clerk), D Orton (Community Hub Team Leader) and D Joyce (Administration Officer)

APOLOGIES: J Peggs.

1/23/24 TO ELECT A CHAIRMAN.

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

There were no other nominations.

Following a vote it was **RESOLVED** to elect Councillor Yates 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 received.

6/23/24 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

7/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON THURSDAY 19TH JANUARY 2023 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Yates, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Library Sub Committee held on Thursday 19th January 2023 were confirmed as a true and correct record.

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

Nothing to report.

9/23/24

TO RECEIVE THE LIBRARY SUB COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk explained the reason for the need to better present the budget statement to offer further clarity of the expenditure to date and the ability to track expenditure throughout the year highlighting any areas that may be close to an overspend. This also identifies areas that may require further consideration by Members when setting the budget for the following Precept year.

The Town Clerk provided a brief overview of the colour coding system contained within the circulated reports pack:

- Green shows funds are on target as predicted at this point of the financial year;
- Yellow shows where the budget has been utilised more than expected at this point of the financial year;
- Red shows an overspend on the budget for what was expected to be utilised at this point of the financial year.

Members queried the current overspend under budget code 6923 LI PWLB Loan Repayment & Interest.

The Town Clerk advised that the first loan repayment for the year 2023/2024 was higher than expected due to a variable interest rate.

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED** to note the budget statement and delegate to the Town Clerk to further investigate the Public Works Loan Board interest rate reporting back at a future Library Sub Committee meeting.

The Chairman announced the next item to be received is Agenda Item 14 – To receive an update on the Library Planning Application and consider any actions and associated expenditure.

10/23/24 **TO RECEIVE AN UPDATE ON THE LIBRARY PLANNING APPLICATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman welcomed and thanked Ian Newcombe representative of Bailey Partnership for attending this evening's Library meeting.

Ian provided Members an up to date 'moving' planning indicative programme.

Ian confirmed the planning and listed building consent had been approved including the requirement to replace the curtain walling with the exact same colour as the existing units.

It was **RESOLVED** to note.

The Chairman announced the next item to be received is Agenda Item 15 – To receive the Library Tender Pack and consider any actions and associated expenditure.

11/23/24 **TO RECEIVE THE LIBRARY TENDER PACK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Ian provided a detailed review on the draft tender drawings including further updates to the original designs with a separate staff WC, inclusive of an accessible WC as previously requested, all contained within the circulated reports pack.

Members discussed the designs proposed and the works required including timescales and the potential impact to the Service provided throughout the Summer holidays.

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED** to approve the tender designs and provide delegated authority to the Town Clerk working with Bailey Partnership to produce, review and issue the tender pack in line with Financial Regulations.

Councillor Yates left the meeting.

Ian left the meeting.

Councillor Yates returned to the meeting.

The Chairman announced the next item to be received is Agenda Item 11 – To ratify the submission of the Neighbourhood Funding Application and consider any actions and associated expenditure.

12/23/24 **TO RATIFY THE SUBMISSION OF THE NEIGHBOURHOOD FUNDING APPLICATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Community Hub Team Leader provided a brief overview of the funding awarded (£500) and how the funding was used to support environmental activities.

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** to ratify the submission of the Neighbourhood Funding Application.

13/23/24 **TO RECEIVE QUOTES TO UNDERTAKE WORK TO THE MAIN ENTRANCE DOORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Community Hub Team Leader spoke of the issues being experienced by the main entrance door and the possible Health and Safety risks posed.

Members considered the three quotes received and contained within the circulated reports pack.

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

1. To appoint Company B to carry out the replacement battery backup works ensuring compliance tests have been completed;
2. Works approved are inclusive of labour, parts and roller finger protection guards at a total cost of £1,258.61+vat;
3. To be allocated to budget code 6910 LI General Repairs & Maintenance – Library.

14/23/24 **TO RECEIVE A REPORT FROM THE COMMUNITY HUB TEAM LEADER AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

The Community Hub Team Leader provided a brief verbal overview of the report received and contained within the circulated reports pack.

It was **RESOLVED** to note.

15/23/24 TO RECEIVE A REPORT ON THE LIBRARY MOVE AND REDUCED SERVICE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Community Hub Team Leader spoke on the report received and contained within the circulated reports pack and provided further clarification to Members on the operational impact on the library move and reduced Service.

It was **RESOLVED** to note.

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

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

17/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

18/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

It was resolved that the public and press be re-admitted to the meeting.

19/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

20/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 25 July 2023 at 6.30 pm

Rising at: 7.38 pm

Signed: _____
Chairman

Dated: _____

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| Date Requested | Contact Name | Organisation | Reason For Request | Authorised / Rejected By | Date Authorised |
|----------------|--------------|--------------|--------------------------------------|--|-----------------|
| 31/05/23 | Ricky Lumley | STC | Great Big Green Week Promotion Video | Authorised by Ricky Lumley, Assistant Town Clerk | 31/05/23 |



Saltash May Fair Committee

mayfairsaltash@gmail.com

29th June 2023

Dear Mr. Mayor,

We have delivered a report on the 2023 May Fair to the Policy and Finance Committee, but we wanted to follow it up with a letter of thanks to Saltash Town Council for the grant funding from the Festivals Fund.

As documented in the report, the May Fair cost approximately £20,500 this year. The increase over previous years is mainly due to the extra expense incurred in celebrating the Coronation of King Charles III, including hiring in outdoor screens, but it is also due to rising costs.

The need to raise more than £20,000 has been an extra burden on the volunteers in the committee, on top of planning and delivering the event, so we are particularly grateful to the Town Council for their generosity.

Finally, we are delighted to inform you that the Crowdfunder Appeal we launched together with the committees delivering the Regatta and Christmas Festival was successful in reaching its target of £15,000. We are absolutely thrilled with the response and support from local businesses and members of the public.

With grateful thanks,

Saltash May Fair Committee 2023

Hilary Frank, Tanya Hatch, Tracey Hayton and Adam Webb

TOWN TEAM – VITALITY FUND CONSULTATION

The Consultation which was open to all took place on the 16th/17th June and over 170 people attended over the two days. Many comments were made verbally both to the consultants and members of the Town Team and many visitors also filled out and submitted the questionnaire.

A full analysis of the outcome of the Consultation will be made once the Consultation is closed which, due to the interest from the public, we have extended to the 14th July. All the presentation is on-line and the display boards and paper copy questionnaires have been relocated to Saltash Library.

It is obvious from the cross-sector profile of those attending that there is not going to be one solution that suits the whole community, but there is a common theme that, everybody who attended wanted to see, which was the retail core of the town being improved. It was also interesting to hear comments regarding the display by the Coastal Community Team which was on display at the same time.

Another common theme from discussions was the strong community spirit that exists in the town. Indeed, one couple said that they had only popped into Saltash several years ago and ended up buying a house in the town because of what they heard and saw on their short initial visit.

Could I ask all councillors to give their views by way of the library display or on-line and encourage all friends/colleagues etc. to do the same. We are particularly keen to hear from the younger generation.

We will give a far more detailed report once the consultation is completed and the results analysed.

Peter Ryland
ACTING CHAIRMAN
TOWN TEAM

REPORT OF TOWN TEAM MEETING 7/6/2023

The meeting was convened to discuss matters, other than the consultation/report re. Vitality Fund which had been dealt with under separate meetings, which were outstanding from the last meeting.

1. Banners on lamp posts – Since our previous meeting further research had been carried out and the likely total cost for 12 would be £3,700 – £4,000. The Town Clerk had confirmed that there was money, still in a S.106 account, for this. It was agreed that, as there were only 6 members of the Town Team at the meeting, all members would be asked for their input. However, it was noted that previous banners which had muted colours were ineffective and the bold colours were necessary. It was also agreed that, as the lead time was 12 weeks, there was no rush as the team felt that installation could be left until Spring 2024.
2. Town Leaflet – A sub-committee had been found to discuss this and it was reported that a tri-fold pamphlet was the preferred option with the leaflet for Redruth being shown as a good modern basis.

It was agreed to get a costing.

3. Information Board by Brunel Bench – Originally it had been proposed to have a board adjacent to the bench so that visitors would know some of the history of Brunel and the bridge. Following discussion, it was felt that there was already a lot of street furniture etc. in this area of Fore Street and a notice board would add to the clutter. It was agreed to consider whether a link through a QR code might be a way to resolve.

Further research would be carried out.

4. Speakers on Fore Street – It was noted that there were still some issues re. volume levels and that the Town Council's Service Delivery Team were meeting with the installer to find a solution. It was also noted that the cost of the PRS License was high
5. Planters on Fore Street – It was decided to take no further action re. this pending the outcome of the Town Vitality Work. The Chairman reminded members that the consultation re. this would be taking place on the 16th/17th June and asked all members to participate. It was also agreed that display panels re. the Waterside project of the Coastal Communities Team could be displayed at the same time.

Report to Saltash Town Council

Healthcare Action Group - Update

The Action Group met again on June 7, and a clearer vision is beginning to emerge. Progress is summarised in the attached document. The NHS lead, Dr Andy Sant, also expressed the wish to write a personal report for publication in the Saltash Observer, and this will appear in the next Issue. Watch out for that!

The Group meets again on 12 July, and our joint wish is that a more developed vision can be outlined then, together with timescales and resource implications. We know this is ambitious, and that things can easily come off the rails, but we remain optimistic.

We want to thank the Council again for its support of this project.

George Muirhead
Peter Thistlethwaite

PPG Chairs

28 June 2023

Healthcare Action Group

Summary of discussions and Action List following meeting held June 7 2023

Key elements of emerging plan

1. Retain St Barnabas Hospital and develop a more comprehensive pattern of services there for local patients to use (Andy leading, Autumn 2023)

- obtain full data on clinic use currently
- check out whether option of attending clinics at St Barnabas is really being offered by Referral Management Services to patients
- expand diagnostics, eg is ultrasound feasible?

2. Re-establish bedded care in the town by planning to open a “short-term care centre” (Andy leading)

- Aim to appoint Project Manager, to report by end of 2023
- Reconsider Peninsula House
- Source and ring-fence capital, inc Treledan s106
- Data on NHS-funded beds

3. Develop a “collaboration agreement” by the end of 2023 to generate new model of primary care linked to community health care, with single point of access (Avril, Tina, Ann-Marie to lead, with input from Andy)

- work together now to get best use of available resources, inc easier access/?single point of contact
- identify patients attending regularly, and plan to meet their needs differently
- redesign dressings service (?LES)

Other Agreed Actions:

Communication with the public, inc promotion of principles to be followed - Andy/Peter

Letter to Kate Shields, chief executive of ICS, for help with data and support to our plan - Richard (done)

Expansion of social prescribing - to explore possible use of Citizens Advice premises - Peter/Andy

Continue with promotional video - Julia/Town Council

Continue to explore midwifery/school nursing etc - Andy/Hilary

Keep considering options for Dental Services - Andy

Invite Pharmacy rep to join Action Group in due course - George/Peter

Ideas needed on when and how to consult public on the draft Plan - all

Meet again on 12 July, 12 noon - Richard to book room (done), and SHC PPG to provide lunch. Possible to send a deputy if you cannot attend.



Konsel An Dre Essa

14 June 2023

Kate Shields
Chief Executive
Cornwall & IOS Integrated Care System

Dear Kate

I am writing on behalf of the Healthcare Action Group for Saltash in the hope that you can lend understanding and practical support to the initiative.

Our meetings are being hosted and co-chaired by the Town Council, and coordinated by the chairs of the PPGs of Port View Surgery and Saltash Health Centre. The group is dedicated to ensuring the best health outcomes for Saltash patients and is a patient-led and community based group. We know and understand the needs of the patients. Members include 4 local Councillors, the Managers of the GP Practices, the chair of the St Barnabas Hospital League of Friends, a senior manager of CPFT, and Dr Andy Sant.

We have been very encouraged by the proactive, positive encouragement and support Andy has provided to the Action Group. Andy most clearly understands the importance of the voice of patients and communities, and the consequent need to develop Health strategies based on local knowledge and understanding. We do feel that with this support we can improve health outcomes for the patients of Saltash.

However, progress is being frustrated because the group cannot obtain all the data necessary to create an evidence-based Healthcare plan for the town. So, it would be helpful if you could intervene from your position to facilitate the provision of information we have been trying for months to acquire:

1. The pattern of NHS-funded care in hospitals and nursing homes for Saltash area people who have been unable to have care and rehabilitation locally since St Barnabas Hospital beds and MIU were closed "temporarily" by the Trust in 2016 without warning. (This matter is a massive grievance in the town.)
2. The current use of St Barnabas Hospital for out-patients in terms of the availability of clinics, patients seen and, crucially, whether these local clinics are being considered after referral by GPs. Similarly, whether services like ultrasound could be made available locally?
3. Demands made on A&E at UHP and the Cumberland Centre since the loss of the MIU which could be met appropriately in the town itself - we have been told that this is a significant proportion.





We feel sure you would want to support us and Andy in achieving these aims and look forward to your response. You would, of course, be welcome to join us in the town to see first hand what we are trying to overcome and achieve.

Yours sincerely

Councillor Richard Bickford
Mayor of Saltash 2023 - 2024



To receive a report on the Saltash Leisure Centre and consider any actions and associated expenditure.

Further to the working group held earlier today please see below the notes I took:

CT informed the group of the recent appointment of Paul Lucock, which was welcomed by all. Paul is the new Leisure Business Development Manager and one of his roles will be to engage with GLL and Property to move the estate transformation element forward.

Paul will be invited to the future meetings.

Update from James Curry:

- 676 members
- Swim lessons – 482 heads. Pre covid this was at 550. The number has plateaued which reflects a national picture. Effort going in to increase numbers.
- School swim – fully booked this year generating a revenue of £40k across the academic year; already fully booked autumn and summer 23/24.
- Income down in May – affected by the hot weather during half term. All providers in the SW have suffered as swimmers go to beaches – challenge for casual side of leisure centre business such as swimming and soft play.
- Positive news - made savings on cost expenditure due to reduction of electricity consumption, plus prices have come down a bit – 20% since April so pressure on the market has eased a bit; however gas consumption remains a challenge and is being worked on.
- Staffing – there have been few issues with turnover due to some staff performance issues. Recruitment going well though.
- GLL now focussing on junior and senior programmes. Main GLL competitors focus on the adult market, so GLL is trying to diversify and develop programmes for both. Saltash has successful junior gym sessions and with growing numbers.
- Healthwise scheme exercise on prescription – it has been challenging to get this going after covid but now starting to improve with social prescribers encouraging people to the centre. GLL is keen to build traction with local surgeries. ACTION – James to provide an overview/briefing paper on the Healthwise scheme for Hilary and Richard to share with the Health Action Group.
- Plougastel forum – last meeting held in the leisure centre and Sharon attended.
- GLL relaunched its corporate membership scheme.
- GLL GSF presentation evening held last week, which was a success. 84 athletes participating across Cornwall supported by GLL Sports Foundation. Saltash leisure centre caterer provided catering for the event. ACTION –

James to provide a list of the those who received an award and identify if any from Saltash.

- GLL 30 year anniversary celebrations to be held over the weekend of 21/23 July – there will be partnership events at each centre that local councillors and members will be invited to

HF advised that at the recent Mayfair, the second day was focussed on wellness which GLL sponsored and it worked well.

MW queried what the position was regarding the installation of a softplay facility – James to look into further.

To note – Saltash Library is due to close temporarily in September to enable refurbishment works to be undertaken.

End of report
Community Link Officer