



Saltash Town Council

Konsel An Dre Essa



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

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 3rd August 2023 at 7.00 pm.**

The meeting is open to members of the public and press. Any member of the public requiring to put a question to the Town Council must do so by **12 noon the day before the meeting** either by email to enquiries@saltash.gov.uk or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and indicate if you will be present at the meeting.

Yours sincerely,

S Burrows
Town Clerk

To:

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

Agenda

1. Health and Safety Announcements.
2. Prayers.
3. Apologies.
4. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
5. Chairman's Report. (Page 5)
6. Monthly Crime Figures.
7. Report by Community Enterprises PL12. (Pages 6 - 7)
8. Community Area Partnerships (CAP's) report for noting or matters arising.
9. Community Area Partnerships (CAP's) Action Points for Reports.
 - a. A38 Carkeel to Trerulefoot Safety Package Letters - Secretary of State for Transport and National Highways; (Pages 8 - 18)
10. To receive a report on behalf of Safer Saltash. (Page 19)
11. To receive a report from Saltash Chamber of Commerce. (Page 20)
12. To receive a report from the Climate Change and Environmental Working Group.
13. To receive a report from Cornwall Councillors. (Page 21)
14. To receive an update on the future of the health care in Saltash and consider any actions. (Pages 22 - 24)
15. To consider Risk Management reports as may be received.
16. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.

Please note: Any member of the public requiring to put a question to the Town Council must do so by 12 noon the day before the meeting.

17. To receive and approve the Minutes of the Full Town Council Meeting held on Thursday 6th July 2023 as a true and correct record. (Pages 25 - 35)
18. Finance:
 - a. To advise the receipts for June 2023; (Page 36)
 - b. To advise the payments for June 2023; (Pages 37 - 38)
 - c. Urgent and essential works actioned by the Town Clerk under Financial Regulations;
 - d. To note that bank reconciliations up to 30th June 2023 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk;
 - e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.
19. To receive a report on the Town Council CCLA Account and consider any actions. (Pages 39 - 40)
20. To receive and note the minutes of the following Committees and consider any recommendations:
 - a. Policy and Finance held on 11th July 2023; (Pages 41 - 56)
 - b. Planning and Licensing held on 18th July 2023. (Pages 57 - 61)
21. To receive and note the minutes of the Property Maintenance Sub Committee held on 5th July 2023 and 1st August 2023 and consider any recommendations. (Pages 62 - 70)
22. To receive a report and protocol for the Town Council Remembrance Civic Service and consider any actions and associated expenditure. (Page 71)
23. To receive an update on the Town Vitality Project and consider any actions and associated expenditure.
24. To receive an update on the Community Levelling Up Project and consider any actions and associated expenditure.
25. To review the EMF Funding Bids Budget Code to help develop Town Council projects and consider any actions and associated expenditure. (Pages 72 - 73)
26. To receive a report from the Town Team and consider any actions and associated expenditure. (Page 74)

27. To receive Lloyds Bank Closing Saltash Branch Review (Part 1) and consider any actions. (Pages 75 - 81)
28. Meet your Councillors: The next scheduled meeting date Saturday 12th August 2023 outside Bloom Hearing, Fore Street.
29. Public Bodies (Admission to Meetings) Act 1960:
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.
30. To consider any items referred from the main part of the agenda.
31. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
32. To consider urgent non-financial items at the discretion of the Chairman.
33. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
34. Date of next meeting: Thursday 7th September at 7:00 p.m.
35. 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 3 AUGUST 2023

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

Monday 10 th July	6.30pm	Mayor's reception for Saltash Wesley Church guests from Zimbabwe, Guildhall
Sunday 16 th July	10.05am	Torpoint Mayor's Civic Service and Parade, St James Church, Torpoint
Friday 21 st July	2.15pm	Saltash Leisure Centre 30 th birthday event

DEPUTY MAYOR'S REPORT TO SALTASH TOWN COUNCIL THURSDAY 3 AUGUST 2023

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



REPORT TO BOARD MEETING

Report to the Town Council

The weeks seem to fly by and all of a sudden it's July, the schools have broken up and so Saltash takes on a holiday feeling with more families and youngsters enjoying all that our town has to offer. Hopefully the sun will shine and they will be able to take advantage of our community enterprises.

Life at CEPL12 continues to move forward at a pace, every enterprise is working hard to embed their practices and looking for opportunities to expand our activities. We couldn't do this without the tremendous hard work, enthusiasm and dedication of our board and team of volunteers.

Our Community Kitchen is continuing to benefit from a wide range of surplus foods donated by local businesses, thankfully supplies are not dwindling as much as we feared and we are able to keep both the fridge and kitchen well supplied. We are fortunate to also receive donations from the local foodbank, to date they have passed on over 1,000kg of food which, again, benefits our community. Chris and his team are incredibly inventive in turning surplus food into tasty meals, this is especially noticeable with our Wednesday team of cake makers, recently Rachel and Pat have dished up nectarine and lemon drizzle cake, blueberry and charry cake and blackberry flapjacks. The cakes are used to support our Eco Crafters and DV groups as well as visitors to No 8.

At the end of the month we are hosting our first joint event with the Tamar Bridge Visitors Centre, following a tour of the bridges the visitors will enjoy a talk and cream tea in our Community Kitchen, they will then have time to visit the station and, hopefully, spend time in Fore Street.

Our shop team have continued to work together to formulate a plan to try to attract more customers to no 4, these include a makeover of the shop to try to enhance the image. We have recently taken on new local traders and have been able to increase the range of goods on sale, mindful of the economic climate, we have tried to include many lower priced items. Although early days, it seems like their efforts are beginning to pay dividends and trade is showing signs of improving, hopefully this will continue!

'Derek the Dolphin', the aqua tap, is installed outside No 8, this seems to be well used and we are often kept entertained by various adornments that decorate him, especially after the weekend. New signage has been approved and a metal sign is ready to be drilled in the post above the tap.

Thanks to funding from the Co-op, our DV group enjoyed a day out to Tre, Pol & Pen earlier this month, their day ended with a delicious meal at Louis Tea Rooms. As always they were supported by our volunteer drivers who gave up their time to transport the group. Rose Edwards and Carol Emmet were the founder members of our DV group, for many years they were also directors but, due to the work load, made the decision to step down two years ago. However, they still work tirelessly to ensure that our different groups continue to flourish. Rose, especially, still takes much of the organisational burden on her shoulders, due to her time and dedication all our activities are well managed and compliant. This is no easy task, but her fierce passion to enhance the lives of people impacted by dementia is inspirational. We are now hoping to extend our activities further by developing a drop-in café for people living with dementia and cognitive impairment, although early days we are hoping that this will become an established event in No 8.

September sees our annual AGM; in line with our Mems and Arts a number of Directors will be asked to stand down and, if they wish, be re-elected, hopefully this will be a straight forward process as our team is just beginning to come together. We have spent a great deal of time over the past few months looking at roles, responsibilities, accountability and processes, the results of this hard work is a much more dynamic and efficient Board so hopefully the same team can continue to evolve over the next twelve months.

We were delighted to welcome Chris Bailey and Nicola Sulley to our last meeting, they have both expressed an interest in joining the Board, which is fantastic news. Currently they are both spending time getting to know our organisation in order to decide where their talents and expertise will best fit in. This means that, for the first time in many years, we will have a full complement of Directors – yet another positive result.

In the past, we haven't had a Board Meeting in August, but our work has evolved so much over the past twelve months that it seems unthinkable that we should not get together for two months as so much happens in any given month! We are thrilled that all our activities are now embedded, supported by our amazing team of volunteers we hope they will continue to run smoothly.

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

Jo Grail
24.07.23

The Rt Hon Mark Harper MP
Secretary of State for Transport
Department of Transport
Great Minster House
33 Horseferry Road
London
SW1P 4DR

My ref: LL&CP A38
Date: 12th July 2023

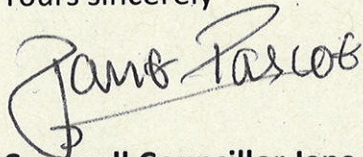
Dear Secretary of State

A38 Carkeel to Trerulefoot Safety Package

In Cornwall, there are 12 new community partnership areas (CAP's) that bring local organisations and people together, with one of the aims being to tackle the issues that matter to communities, so that everyone can start, live and age well. They involve Cornwall Councillors, town and parish councils in each area and other organisations that serve our communities such as the Police, health services and voluntary and community sector. The partnerships are an influential voice for their communities and the Liskeard, Looe and Cornwall Gateway CAP agreed the following:

The Liskeard, Looe and Cornwall Gateway Community Area Partnership, representing 29 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 Community Area Partnership believes that funding needs to be found to implement these safety measures as soon as possible to reduce the levels of fatalities and other accidents on this dangerous road.

Yours sincerely



Cornwall Councillor Jane Pascoe

Chair

Liskeard, Looe & Cornwall Gateway Community Area Partnership

Tel: 01579 348442

Email: cllr.jane.pascoe@cornwall.gov.uk

CC: Sheryll Murray MP; Cornwall Councillor Connor Donnithorne (Portfolio Holder for Transport); Vicky Fraser (Service Director – Connectivity & Environment); Liskeard, Looe and Cornwall Gateway CAP members; Safe38



Mr N Harris
CEO

Date: 23 May 2023

Via Email: Nick.harris@nationalhighways.co.uk

Dear Mr Harris

A38 Trerulefoot to Carkeel safety package

The A38 is a key strategic route for the South East of the county and the delivery of the proposed safety measures between Trerulefoot and Carkeel are an absolute priority for the council and its residents.

Whilst we were pleased to see the outcome of the consultation carried out last year, the Transport Secretary's statement in March, and the subsequent confirmation that the scheme has now moved to delivery within RIS4 rather than RIS3 has been met with major concern both from the council and residents alike. We recognise that there was already significant frustration from local communities and the 'Safe38' campaign that measures had not yet been delivered despite long standing concerns and requests and that the consultation had further identified 2028 as the earliest that any measures would be delivered. Therefore, the subsequent announcement delaying works until 2030 and beyond is unacceptable given the significant impact the A38 has upon both the daily lives of the communities along it and the wider safety of residents and visitors to Cornwall.

Collision data on this stretch of A38 between 01/12/2013 – 30/11/2018 showed that the Killed and Seriously Injured (KSI) injury rate exceeded the national average by 250%. The latest 5-year validated collision history (01/01/2017 – 31/12/2021) shows a further 75 injury collisions (4 fatal, 16 serious and 55 slight), resulting in 6 fatal injuries, 26 serious injuries and 108 slight injuries. When reviewing this data against DfT's statistics for the 'average value of prevention per reported casualty and per reported collision', the costs associated with prevention equate to (circa) £21m, so alongside the sheer devastation left with family and friends after these tragic incidents, there is also an economic case for change. Furthermore, there have been a spate of fatal and serious collisions across Devon and Cornwall in the past few weeks, which have tragically resulted in the deaths of 10 people and has left another 57 seriously injured. Vision Zero South West have issued a plea to urge everyone to use the roads responsibly, respect other road users and leave plenty of time for any journeys that are made.

We note that the A38 safety measures package has been included within the major schemes funding; however, following the consultation the nature of the measures that have been proposed are more a series of minor works including measures such as changes to speed limits, speed cameras, signing and improvements for pedestrian movements. Considering the importance of this scheme for the local community, road safety and Cornwall as a whole, and the need for this to be delivered as soon as possible I am writing to you to ask that you reconsider whether the scheme could now be delivered as a minor works package in the same way that the safety improvements between Bodmin and Dobwalls were delivered.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Connor Donnithorne', with a long horizontal stroke extending to the right.

Cllr C Donnithorne
Cabinet Member for Transport
Cornwall Council

Cllr.connor.donnithorne@cornwall.gov.uk

A38 Working Group Submission to the Public Consultation on Shaping the Future of England's Strategic Roads Network (SRN)

On Monday 10th July 2023 Cllr Lenox-Boyd and Cllr Yates members of the A38 working group met to complete the attached online consultation with support from the Assistant Town Clerk.

This relates to the below minute from the Full Town Council meeting held 1st June 2023.

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.

The overview of responses and feedback given to the online consultation are as follows.

- Better communication, information and alert systems to alert road users of any potential traffic and safety issues. This is to include better diversion awareness, taking diverted users away from small Towns and Villages that are impacted when traffic issues occur, reducing the impact and effect on these areas, with potential that SRN users are unaware of the areas relying on satellite navigation to re-direct away from traffic.
- A key example given for better communication was better utilisation of the electronic information signage located at the Tamar Bridge travelling to Cornwall to alert road users of potential traffic areas ahead.
- Improvement suggested to digital technology, to be more available and updated. Information to be accurate and live, better informing users.
- Suggestion of further electronic signage travelling to Devon on the A38 and connecting roads to better inform road users of impacts ahead, allowing users to make live informed decisions to re-direct.
- Impact of traffic occurrences to the A38 and the impact to supporting roads and communities as a safety and local user concern for access, also having an effect on a economic level to local business.

- Treulefoot roundabout and the issue of high sided vehicles crossing under the railway bridge having to divert via smaller Towns & Villages or pass through the center of the bridge not only a safety issue but one that can cause traffic, the impact this can have on areas for example St Germans, Tideford. Feedback was given also relating to the economic impact on transport for businesses on this particular area of the road.
- The safety of the A38 from Saltash to Liskeard. The impact recent speed schemes have had on this section of road.
- Recent maintenance and cutting of overhanging Trees and Shrubs has improved the safety of the A38 in areas and the impact of maintaining this work and including other areas in future.
- Feedback given for inclusion and funding of the Tamar Bridge to the Strategic Road Network and the potential for positive economic impact for local communities and all SRN users.
- Funding that has been promised to schemes and has never been delivered.
- Better support for SRN roads connectivity and the economic impact this can have on areas, supporting the linking roads and communities that utilise these.
- Better support, provisions and funding for electric vehicles to be able to access and use the SRN currently no real availability in this area of the SRN.
- Road surfaces and the roll out of surfaces suited to the area due to the climate and road users, improving safety and life-cycle of roads requiring less maintenance.
- The recognition of the SRN taking a targeted approach to enhancing the SRN. Continuing to invest in the network and only building when the problem cannot be fixed by other approaches delivering more, smaller value, £2 million - £25 million schemes.
- Support and improvement for further active travel schemes due to current safety concerns of the A38 and linking roads.
- Better support for communities that are currently poorly served by the SRN to improve access and to improve the local economy.
- The support of focused performance outcome measures suggested for the future to give clarity on the SRN performance for the future.

End of Report

Assistant Town clerk

Open consultation Shaping the future of England's strategic roads - Running from 5pm on 18 May 2023 to 11:45pm on 13 July 2023

How to respond

The consultation period began on 18 May 2023 and will run until 13 July 2023. Please ensure that your response reaches us before the closing date.

The easiest way to respond is via the online questionnaire. You can find a link to the questionnaire in the [Ways to respond section of the GOV.UK home page for this consultation \(https://www.gov.uk/government/consultations/shaping-the-future-of-englands-strategic-roads\)](https://www.gov.uk/government/consultations/shaping-the-future-of-englands-strategic-roads).

If you can't respond online, there is also a downloadable form plus an email and postal address.

When responding, please state whether you are responding as an individual or representing the views of an organisation. If responding on behalf of a larger organisation, please make it clear who the organisation represents and, where applicable, how the views of members were assembled.

What will happen next?

A summary of responses, including the next steps, will be published within 3 months of the consultation closing. Paper copies will be available on request.

If you have questions about this consultation, please contact the RIS3 Consultation Team at RIS3Consultation@dft.gov.uk.

Full list of consultation questions

These questions are listed here to give you an overview of what we are asking.

See the [Ways to respond section of the GOV.UK home page for this consultation](https://www.gov.uk/government/consultations/shaping-the-future-of-englands-strategic-roads) (<https://www.gov.uk/government/consultations/shaping-the-future-of-englands-strategic-roads>) for an online response form and other ways to respond.

Question 1. What importance, if any, would you give to the following strategic objectives:

- Improving safety for all (very important/important/neither important or unimportant/unimportant/very unimportant)
- Improved environmental outcomes (very important/important/neither important or unimportant/unimportant/very unimportant)
- Network performance to meet customer needs (very important/important/neither important or unimportant/unimportant/very unimportant)
- Growing the economy (very important/important/neither important or unimportant/unimportant/very unimportant)
- Managing and planning the SRN for the future (very important/important/neither important or unimportant/unimportant/very unimportant)
- A technology-enabled network (very important/important/neither important or unimportant/unimportant/very unimportant)

Question 2. What, if any, other specific roads do you think we should consider as:

- trunking candidates?
- de-trunking candidates?

Question 3. Do you think National Highways has identified the right focus areas?

(With reference to SRN Initial Report – see section: ‘working towards our long-term vision’).

Yes/No/Don’t know

If ‘no’, If no, what alternative focus areas would you propose?

Question 4. To what extent do you agree with National Highways’ approach to improving safety on its network?

If you “disagree” or “strongly disagree”, why do you disagree with the approach?

(With reference to SRN Initial Report – see section: ‘creating a step change in road safety’).

Question 5. To what extent do you agree with National Highways’ priorities for making the best use of the existing Strategic Road Network?

If you “disagree” or “strongly disagree”, which priorities and why?

(With reference to SRN Initial Report – see section: ‘making the most of our network’).

Question 6. To what extent do you agree that National Highways should evolve its:

- community offer (Strongly agree/agree/neither agree nor disagree/disagree/strongly disagree/don’t know)
- proposals for designated funds (Strongly agree/agree/neither agree nor disagree/disagree/strongly disagree/don’t know)

(With reference to SRN Initial Report – see section: ‘evolving our customer and community services’).

If you disagree or strongly disagree, why?

Question 7. To what extent do you agree with National Highways’ approach for driving decarbonisation and environmental sustainability on the SRN?

(Strongly agree/agree/neither agree nor disagree/disagree/strongly disagree/don’t know).

(With reference to SRN Initial Report – see section: ‘driving decarbonisation and environmental sustainability’).

If you don’t agree, what proposals do you disagree with and why?

Question 8. To what extent, do you agree with National Highways’ approach for its future enhancements programme?

(Strongly agree/agree/neither agree nor disagree/disagree/strongly disagree/don’t know).

Why?

Question 9. To what extent do you agree with the insights in the SRNIR on the most important performance outcomes to measure?

(Strongly agree/agree/neither agree nor disagree/disagree/strongly disagree/don’t know).

(With reference to SRN Initial Report – see section: ‘measuring our performance’).

If you disagree or strongly disagree, why?

Question 10. What, in your view, could be done differently to meet the needs of people affected by the:

- presence of the SRN?
- operation of the SRN?

(Referenced throughout the SRN Initial Report.)

Question 11. Do you think the approach to digital technology set out in the SRN Initial Report puts National Highways on the right track for meeting its vision for 2050?

(Referenced throughout the SRN Initial Report.)

If not, why not?

Question 12. What, if any, evidence or other insights can you supply towards the development of the RIS3 equality impact assessment?

Question 13. What, if any, other comments do you have on the analytical approach?

Question 14. Are there any other issues you think the government should consider as part of this consultation?

Consultation principles

The consultation is being conducted in line with the [government's key consultation principles](https://www.gov.uk/government/publications/consultation-principles-guidance) (<https://www.gov.uk/government/publications/consultation-principles-guidance>) .

If you have any comments about the consultation process, please contact:

Consultation Co-ordinator
Department for Transport
Zone 1/29 Great Minster House
London SW1P 4DR

Email consultation@dft.gov.uk

Freedom of Information

Information provided in response to this consultation, including personal information, may be subject to publication or disclosure in accordance with the Freedom of Information Act 2000 (FOIA) or the Environmental Information Regulations 2004.

If you want information that you provide to be treated as confidential, please be aware that, under the FOIA, there is a statutory Code of Practice with which public authorities must comply and which deals, amongst other things, with obligations of confidence.

In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information, we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Department.

The Department will process your personal data in accordance with the Data Protection Act (DPA) and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties.

Confidentiality and data protection

The Department for Transport (DfT) is carrying out this consultation to gather evidence on National Highways' Strategic Roads Network Initial Report publication. This consultation and the processing of personal data that it entails is necessary for the exercise of our functions as a government department. If your answers contain any information that allows you to be identified, DfT will, under data protection law, be the Controller for this information.



Defining the strategic road network

The principal purpose of the SRN is to enable safe, reliable, predictable, rapid, often long-distance, journeys of both people (whether as drivers or passengers) and freight in England. It:

As part of this consultation, we're asking for your name and email address. This is in case we need to ask you follow-up questions about any of your responses. You do not have to give us this personal information. If you do provide it, we will use it only for the purpose of asking follow-up questions.

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To receive a report on behalf of Safer Saltash.

Safer Saltash 27th JULY 2023 Meeting Notes

- Representatives of organisations supporting people with complex and vulnerable needs are looking to Saltash to set up a “Trauma Informed Community”.

There are already ones set up in Plymouth and Cornwall, however they are looking to set up in smaller towns and think Saltash would be a great start.

There will be basic awareness training in modules coming soon for those working in community spaces e.g. – Library.

- Street links have reported a man living in a van down on Salt Mill, to be investigated.
- There will be lots of information and advertising coming up with reference to Victims of crime including QR codes and support telephone numbers.
- Lots of concerns about drug dealing in Saltash. Two raids have happened in the last few weeks. Residents are asked to continue sending in Photographic evidence or knowledge to the police. There were no police representatives at this meeting.
- Concerns were raised that there is no communication with our secondary school. We understand they have dropped the services of Livewire. JP to contact the chair of governors to investigate further and report back.
- We know that most schools have a major issue with vaping. One school is now not allowing pupils to use the toilet during class time.

The next meeting is the Thursday 7th September at the Core.

End of Report

Councillor Julia Peggs – Tamar Ward



Saltash and District Chamber of Commerce and Industry



CHAIRMAN PETER RYLAND

At its meeting on the 3rd July the Chamber welcomed Dr. Mel Priston and Scott Slavin who are Chair and Vice Chair of Tamar Tag Action Group. Members have been concerned for some time as to the cost of crossing the bridge on their businesses. It was therefore useful to hear the action being taken to try and persuade the government to take over the running of the bridge and thereby allow it to become toll free.

For many businesses in South East Cornwall the cost of the toll makes their businesses uncompetitive with similar businesses in Plymouth/Devon when competing for business across the Tamar. Other businesses are able to charge direct to the customer and so, even if the toll is by way of the tag, this is having an impact on the local community. It was agreed that the Chamber would write a letter of support and ask all members to give their views on the tolls.

The Chairman, who is also the Acting Chairman of Town Team reported on the consultation to identify the best space within the town centre for an event/market space. He reminded members that the consultation had been extended to the 14th July and that now was the time to get their views heard. One member said that she understood that Sunday markets were being considered and asked the point of that if shops were closed. It was pointed out that some local traders already close on other days of the week and therefore Sunday trading could become the norm for local traders as most of the national retailers in the town were open 7 days a week.

The Chamber members also considered the future of the Christmas Festival. The Chairman explained that the organisation/running of the festival had for the last several years been carried out by the Chamber. This had put a strain on our limited resources both in terms of the financial cost and the human resource of those members prepared to help. It was agreed that the festival was an important event for the town and that we should continue with it but we needed to have more funding and that we would look at further opportunities for sponsorship, grant funding etc.

Although the Chamber is usually inactive in August, it was recognised that there would need to be some discussion within the committee to decide on a way forward for the Chamber and how to fund the Christmas Festival.

Report to STC August 2023

Cllr. Hilary Frank



1. Oaklands Community Centre

Since 1985, a committee of volunteers has managed the Oaklands Green Community Centre with the support of Cornwall Housing. At the end of last year, Diane Knight retired after 20 years of dedicated service as Chair, and the committee disbanded in January this year when there was no-one willing to take on the role. The building has not been used since then, but Cornwall Housing has been working with residents in the wider community to set up a new Association. This held its first meeting at the end of July, when James Jenkins was elected as Chair and Shane Gilbert elected as Vice Chair. The new Association is hatching plans to return the Centre to being a focal point for the community again.

2. EV Points in Culver Road Car Park

Cornwall Council has been chasing EDF for a meter date, and I received an email on 2nd August saying that everything is very nearly in place. Hopefully, at the next STC meeting I'll be able to finally report that they are actually in use!

3. Beryl Bikes

It looks like the application that Cornwall Council submitted for the delivery of a Beryl Bike scheme in Saltash and Torpoint as part of the Shared Prosperity Fund Active Travel call bid has been successful. There is still a remote chance that something will go wrong, but it is anticipated that Cornwall's Transport Planning Team will be picking up contact with stakeholders in September to assess the best locations for bays, with the scheme becoming operational in Saltash in spring 2024.

4. Speedwatch

A couple of new volunteers have come forward, and I am booked in to the October conference for Speedwatch co-ordinators,

Sites need to be approved once every two years, so all previous sites will need to be reviewed and approved, but sites that have been used in the past are:

New Road, Saltash	- Standing at New Rodney Chinese
Callington Road, Saltash	- Standing in Frith Rd
Callington Road, Saltash	- Standing on steps outside no 219 Callington Rd
Fairmead Road, Saltash	- Standing at path to entrance of Fairmead at Oaklands Drive
Yellow Tor Rd, Saltash	- Standing junction of Yellow Tor and Snell Drive
Oaklands Drive, Saltash	- Standing at top of high grass bank nr to Porter Way
Liskeard Road, Saltash	- Standing on raised footpath behind fencing o/s Janeva Court
A374 Polbathic	- Standing in entrance to car park by Parish Council noticeboard
Fore St, St Germans	- Standing in driveway of masonic lodge car par

Report to Saltash Town Council

Healthcare Action Group - Update

The Action Group met again on July 12, and we received interesting updates from members followed by discussions. There is no doubt that the views of patients and the community more generally are being put over strongly to the NHS in its various guises.

We were not able to complete the agenda, however, so fixed a follow-up meeting for August 23. If all goes to plan then, we hope that we will be able to organise a public consultation on our vision, options and choices.

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

George Muirhead
Peter Thistlethwaite

PPG Chairs

19 July 2023

11 July 2023

Cllr Richard Bickford
Mayor of Saltash 2023-2024
The Guildhall
12 Lower Fore Street
Saltash
Cornwall
PL12 6JX

Head office
Part 2S
Chy Trevail
Beacon Technology Park
Dunmere Road
Bodmin PL31 2FR

Email: kateshields@nhs.net

Dear Councillor Bickford

Thank you for your letter dated 14 June 2023.

I am heartened to see the excellent work the Healthcare Action Group is doing for the town of Saltash. It is a key principle of our integrated working to listen to the voices of the communities we serve and work with them to co design services for the future. Our integrated care areas (ICAs) are a key part of this process, each being led by a local clinician who is passionate about their communities, and I am delighted Dr Andy Sant is fully engaged with you.

Andy has briefed me on the group and the good work you are doing. As a result of this I have agreed with him this approach is to be encouraged and could be replicated in other areas within the county. Andy has also invited me to help set up a similar group in another part of the ICA.

In response to your specific queries, I have discussed them with Andy and agreed to support to try and find a way forward. Andy has told me he has briefed you on some of the challenges within the NHS, but particularly within our own organisation (the Integrated Care Board- ICB) and we must be realistic about the resources that are available to us. That being said:

- 1) I have agreed with Andy we will endeavour to break down the data we have for NHS funding to as local an area as is possible with the resource available. Initially we will try and get the data for each of our ICAs, but in the future work towards more local data where we can achieve it.

The ICAs are developing their own tools to help them understand their populations and Andy has briefed me that he has identified further data streams that he will hopefully be able to share with you at future meetings.

- 2) The services at St Barnabas are run by Cornwall Partnership NHS Foundation Trust (CFT). Andy has briefed me that he has requested this information and is optimistic it will be forthcoming. We will both use our influence with the board and executive team of CFT to continue to support their ICA management team in engaging with the group.
- 3) Information on the utilisation of the Minor Injury units at the Cumberland centre and the Emergency Department at Derriford hospital is just starting to be seen within the ICA. The ICB is currently doing a “deep dive” into all the services that provide “same day emergency care” including all of the minor injury units and the minor injury services provided by the majority of our GP surgeries (including those in Saltash). I am hopeful Andy will be able to share the outcomes of this deep dive with you when it is available.

I hope these answers give you some reassurance as to the importance I place on supporting the ICAs in developing their plans for their communities. Where possible I would be delighted to attend a meeting to see the value of your work. I will ask my Business Manager to try and find the opportunity to join you.

Again, many thanks for your approach and I am grateful for the work you are doing for the people of Saltash.

With best wishes

A handwritten signature in black ink that reads "Kate Shields". The signature is written in a cursive, flowing style.

Kate Shields
Chief Executive

Copied to: Dr Andy Sant

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 6th July 2023 at 7.00 pm

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

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

APOLOGIES: J Brady and J Peggs (Vice-Chairman).

74/23/24 PRAVERS.

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

Councillor B Samuels led prayers.

75/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

In the absence of the Vice Chairman, it was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** to appoint Councillor P Samuels as Vice Chairman for this meeting only.

76/23/24 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.

77/23/24 CHAIRMAN'S REPORT.

It was **RESOLVED** to note.

78/23/24 MONTHLY CRIME FIGURES.

The Chairman informed Members of the response received and contained within the circulated reports pack.

The Chairman expressed disappointment that crime figures for the area are still not available on the internal police system and requested the OPCC Councillor Advocates pursue a response with the Police and Crime Commissioner at their earliest opportunity.

It was **RESOLVED** to note.

79/23/24 REPORT BY COMMUNITY ENTERPRISES PL12.

It was **RESOLVED** to note.

80/23/24 COMMUNITY AREA PARTNERSHIPS (CAP'S) REPORT FOR NOTING OR MATTERS ARISING.

It was **RESOLVED** to note the report received and the next meeting date provisionally set for 5th September 2023. Location to be confirmed.

81/23/24 COMMUNITY AREA PARTNERSHIPS (CAP'S) ACTION POINTS FOR REPORTS.

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** that the preferred name for the new CAP is South East Cornwall CAP.

82/23/24 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.

It was **RESOLVED** to note.

83/23/24 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.

It was **RESOLVED** to note.

84/23/24 TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP.

Councillor Gillies wished to thank all those involved in the recent Big Green Week participation and events with a report to follow next month.

85/23/24 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.

Cornwall Councillor Worth provided a verbal update.

Digital Inclusion

Councillor Worth spoke of Cornwall Council's website having digital updates which end users should start to experience when making an online Cornwall Council account.

The information the end user inputs onto their online account now integrates with local information in their specific area, providing the end user with information such as who their local Councillor is, what date their refuse collection is on and what planning applications are currently live.

Cornwall Council are to integrate further useful information for the end user in the future.

Good Growth Fund

Councillor Worth spoke of the Good Growth Funds available (£137m) through application to Cornwall Council. The number of applications remain low for the South East Cornwall area and Councillor Worth encouraged everyone to promote and apply for funding where applicable.

Councillor Frank gave an overview of the report received and contained within the circulated reports pack.

Councillor Yates arrived and joined the meeting.

It was **RESOLVED** to note.

86/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

87/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

88/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 1ST JUNE 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 Mortimore and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 1st June 2023 were confirmed as a true and correct record.

It was proposed by Councillor Bickford, seconded by Councillor Mortimore and **RESOLVED** to note under minute 56/23/24f the announcement date was 12th June 2023 and the set commencement date was the 13th June 2023 for the exercise of public rights for a period of 30 working days.

89/23/24 FINANCE:

- a. To advise the receipts for May 2023;

It was **RESOLVED** to note.

- b. To advise the payments for May 2023;

It was **RESOLVED** to note.

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

Nothing to report.

- 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.

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.

90/23/24 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Services held on 8th June 2023;

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

b. Planning and Licensing held on 20th June 2023;

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

c. Joint Burial Board held on 27th June 2023;

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

d. Personnel held on 29th June 2023.

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

RECOMMENDATION:

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.

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

91/23/24 TO RECEIVE AND NOTE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 13TH JUNE 2023 AND CONSIDER ANY RECOMMENDATIONS.

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

92/23/24 TO NOTE THE USE OF THE TOWN SEALS.

It was **RESOLVED** to note.

93/23/24 TO RECEIVE AND NOTE A LETTER OF THANKS FROM THE SALTASH MAY FAIR COMMITTEE.

Members thanked the Saltash May Fair Committee and all those who contributed to the event.

The Chairman thanked the May Fair Committee for their continued commitment to events in the town and that Saltash Town Council was a main funder to the event.

It was **RESOLVED** to note.

94/23/24 TO RECEIVE A REPORT ON THE TOWN VITALITY PUBLIC CONSULTATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Acting Chairman of Town Team P Ryland encouraged Members to continue to promote and respond to the public consultation survey, closing date 14th July 2023.

It was **RESOLVED** to note.

95/23/24 TO RECEIVE AN UPDATE FROM THE SHARED PROSPERITY WORKING GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed Members that the tender is now live with a closing date of 21st July 2023.

All applications received are to be opened and scored on 4th August 2023.

The Town Clerk advised Members on the slightly different procurement process being taken due to Cornwall Council's funding parameters. This sees a slight change to appointing a consultant whereby instead of interviewing successful tender applicants prior to appointment, Cornwall Council wish for the Town Council to appoint following tenders being received. Therefore, the scoring system has been reviewed and refined to reflect this process.

The Town Clerk assured Members the process still adheres to the Public Contract Regulations 2015.

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** to provide delegated authority to the Town Clerk, working with the Shared Prosperity Working Group to receive, analyse and appoint a Consultant reporting back to Full Council at a future date.

96/23/24 TO RECEIVE A REPORT FROM THE TOWN TEAM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

97/23/24 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS.

Councillor Bickford spoke briefly on correspondence sent to Dr Sant advising of properties that may be suitable within the Saltash community for a health care centre. The next meeting is to be held on 12th July 2023.

It was **RESOLVED** to note.

98/23/24 TO RECEIVE RESPONSES TO CORNWALL COUNCILS DOG RELATED PUBLIC SPACES PROTECTION ORDER RENEWALS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** that Saltash Town Council are not proposing any changes to Cornwall Council's dog related Public Spaces Protection Order as it stands.

99/23/24 TO RECEIVE A REPORT ON THE SALTASH LEISURE CENTRE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

100/23/24 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:

PA23/04273

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

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

101/23/24 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 8TH JULY 2023 OUTSIDE BLOOM HEARING, FORE STREET.

- a. The next scheduled meeting date Saturday 8th July 2023 outside Bloom Hearing, Fore Street.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** for Councillors Stoyel, Griffiths, Lennox-Boyd and Bullock to attend.

102/23/24 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.

103/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

104/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

105/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

106/23/24 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 Miller and **RESOLVED** to issue the following Press and Social Media releases:

1. Safer Saltash – Have your say survey;
2. Community Levelling Up Funding – upon appointment of a Consultant and liaising with Cornwall Council.

107/23/24 **DATE OF NEXT MEETING: THURSDAY 3RD AUGUST 2023 AT 7:00 P.M.**

Thursday 3rd August 2023 at 7.00pm

108/23/24 **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.

s **DATE OF NEXT MEETING**

Thursday 3 August 2023 at 7.00 pm

Rising at: Time Not Specified

Signed: _____
Chairman

Dated: _____

Bank Receipts

Saltash Town Council

For the period 1 June 2023 to 30 June 2023

Contact	Description	Net	VAT	Gross
Annual Mooring Fees	Rent Income - 01/04/2023 - 31/03/2024	£ 1,695.50	£ 339.10	£ 2,034.60
Barclays	Interest Received	£ 6.68	£ -	£ 6.68
Barclays Bank	Transfer to cover expenditure	£ 100,000.00	£ -	£ 100,000.00
Beating the Bounds	Beating of the Bounds Income - 08/05/2023	£ 40.00	£ -	£ 40.00
Beating the Bounds	Refunds - Beating of the Bounds 08/05/2023 due to cancellation. Note: £15.00 difference due to receipt of cash in prior period	-£ 55.00	£ -	-£ 55.00
Churchtown Allotments	Refund for deposit on Allotment now vacated	-£ 50.00	£ -	-£ 50.00
Churchtown Allotments	Allotment rent income 01/04/2023 to 31/03/2024	£ 360.00	£ -	£ 360.00
Churchtown Cemetery	Interments	£ 2,621.00	£ -	£ 2,621.00
Daily Moorings	Fee income	£ 420.00	£ 60.00	£ 480.00
Guildhall income	Various Bookings	£ 334.40	£ -	£ 334.40
Isambard House	Various Bookings	£ 2,166.10	£ 433.22	£ 2,599.32
Library	Fines	£ 8.75	£ 1.75	£ 10.50
Library	Photocopying Fees income	£ 144.34	£ 28.86	£ 173.20
Library	Book Sales	£ 56.93	£ -	£ 56.93
Murder Mystery Night	Ticket income	£ 37.32	£ -	£ 37.32
Public Sector Deposit	Interest Received	£ 789.24	£ -	£ 789.24
Saltash Bowling Club	Longstone - Bowling Club Water Charges	£ 23.11	£ 1.92	£ 25.03
Saltash Probus	Guildhall refreshments	£ 36.68	£ 7.32	£ 44.00
Seagull Bags	Seagull Bags Income	£ 215.41	£ 43.09	£ 258.50
St Stephen Parish Church	Interments	£ 1,035.00	£ -	£ 1,035.00
Trusted Boat Scheme	Annual Scheme Charges	£ 400.02	£ 79.98	£ 480.00
Grand Total		£ 110,285.48	£ 995.24	£ 111,280.72

Bank Payments

Saltash Town Council

For the period 1 June 2023 to 30 June 2023

Contact	Description	Net	VAT	Gross
Adrian Chapman and Kate Gibbons	Actors for Murder Mystery Event - 21/04/2023	£450.00	£0.00	£450.00
All Seasons Window Cleaning	Station Window Cleaning - May 2023	£35.00	£0.00	£35.00
Aquastorage System Cleaning Ltd	Legionella Risk Assessments - All Town Council premises	£175.00	£35.00	£210.00
Architecture by Studio Hive Ltd	Consultancy charges for Town Vitality Open Space Project - Third Stage payment	£11,478.33	£2,295.67	£13,774.00
ASG Security	Call Out To The Fire Alarm At Saltash Library.	£96.20	£19.24	£115.44
Barclays	Bank Charges	£30.75	£0.00	£30.75
Brandon Hire	Hire of one petrol lawn mower and petrol used	£77.32	£15.46	£92.78
Cleansing Service Group	Waterside Cabin - cleaning and disposal costs	£160.00	£0.00	£160.00
Cornwall Association of Local Councils	Good Councillor Guide to Employment - 7 copies.	£35.00	£0.00	£35.00
Cornwall Council	Reserved Parking Space at Alexandra Square Car Park for 2023/24	£274.85	£54.97	£329.82
Cornwall Council	Insurance for Longstone Garage and Depot - June 2023	£10.00	£0.00	£10.00
Cornwall Council	Rent for Longstone Garage and Depot - June 2023	£375.00	£0.00	£375.00
Cornwall Council	Seagull Bags	£304.00	£0.00	£304.00
Cornwall Pensions	Pension Fund Payment - June 2023	£10,114.82	£0.00	£10,114.82
Credit Card Purchases (Amazon)	Provisions for Councillors IT equipment	£19.14	£3.83	£22.97
Credit Card Purchases (Amazon)	Library Activities Costs	£21.57	£4.32	£25.89
Credit Card Purchases (Barclaycard)	Card Fees	£32.00	£0.00	£32.00
Credit Card Purchases (Survey Monkey)	Yearly renewal of subscription	£384.00	£0.00	£384.00
Credit Card Purchases (Xero)	Monthly Xero Subscription	£28.00	£5.60	£33.60
Dainton Group Services	Rent for Waterside Cabin and Effluent Tank	£321.42	£64.28	£385.70
DB Autos Ltd	Repair costs to Service Delivery vehicle	£35.00	£7.00	£42.00
EE	Staff mobiles and Pontoon broadband charges	£142.11	£28.42	£170.53
Efficient Comms Ltd	Telephone Call and Service Charges - May 2023	£231.04	£46.21	£277.25
EON	Electricity Charges - 1st May 2023 - 31st May 2023	£276.69	£13.83	£290.52
HMRC	PAYE payment June 2023	£9,090.68	£0.00	£9,090.68
Hudson Accounting Ltd	2022/2023 Internal Audit	£600.00	£0.00	£600.00
Hygiene 2 Health Ltd	Two e-learning courses for Assistant Town Clerk	£35.00	£7.00	£42.00
Hygiene 2 Health Ltd	Various training courses for Town Clerk	£70.00	£14.00	£84.00
ICO	Annual Data Protection Renewal Fee	£55.00	£0.00	£55.00
ICS Industrial Component Supplies	Fore Street hanging baskets - Maintenance materials	£74.58	£14.92	£89.50
ICS Industrial Component Supplies	Grounds - Maintenance materials	£71.40	£14.28	£85.68
ICS Industrial Component Supplies	Pontoon - Maintenance materials	£55.55	£11.11	£66.66
Laser - Belle Vue Toilets Electricity	Electricity Charges - 01/03/2023 to 31/05/2023	£79.42	£3.97	£83.39
Laser - Cemetary - 1051640	Electricity Charges - 01/03/2023 to 31/05/2023	£66.21	£3.31	£69.52
Laser - Christmas Light supply Point 3 - 1051644	Electricity Charges - 01/03/2023 to 31/05/2023	£66.29	£3.31	£69.60
Laser - Guildhall Gas	Gas Charges - 31/01/2023 to 28/02/2023	£617.59	£123.52	£741.11
Laser - Guildhall Gas	Gas Charges - 28/02/2023 to 31/03/2023	£661.77	£132.35	£794.12
Laser - Guildhall Gas	Gas Charges - 31/03/2023 to 30/04/2023	£394.53	£19.73	£414.26
Laser - Guildhall Gas	Gas Charges - 30/04/2023 to 31/05/2023	£131.85	£6.59	£138.44
Laser - Longstone Park	Electricity Charges - 01/03/2023 to 31/05/2023	£288.36	£14.42	£302.78
Laser - Station Gas	Gas Charges - 28/02/2023 to 31/03/2023	£55.43	£2.77	£58.20
Laser - Station Gas	Gas Charges - 31/03/2023 to 30/04/2023	£26.70	£1.34	£28.04
Laser - Guildhall Electric	Electricity Charges - 01/12/2022 to 28/02/2023	£1,368.45	£273.69	£1,642.14
Laser - Guildhall Electric	Electricity Charges - 01/03/2023 to 31/05/2023	£1,230.28	£246.06	£1,476.34
Laser - Haldos Pillar Park light 1051653	Electricity Charges - 01/03/2023 to 31/05/2023	£58.31	£2.92	£61.23
Livewire Youth Music	Installment payment for delivery of youth work in Saltash	£9,979.34	£0.00	£9,979.34
Mole Valley Farmers Ltd	Grounds - Maintenance materials	£86.71	£17.34	£104.05
Obedair Ltd	St Stephens Church Stone wall re-building works	£15,762.67	£3,152.53	£18,915.20
Opayo (previously Sage)	Card machine charges	£14.20	£2.84	£17.04
Opayo (previously Sage)	Card machine charges	£58.51	£0.00	£58.51
Otis Ltd	Contractual Maintenance Guildhall for Guildhall Lift	£671.04	£134.21	£805.25
People Safe	Annual Subscription for Lone working devices	£210.00	£42.00	£252.00
Print Copy Scan Ltd	Prints for Photocopiers 26/04/2023 to 26/05/2023	£91.38	£18.28	£109.66
Rosevale Accountants Ltd	Finance Consultancy Fees - Week Ending 08/05/2023	£986.00	£197.20	£1,183.20
Rosevale Accountants Ltd	Finance Consultancy Fees - Week Ending 15/05/2023	£812.00	£162.40	£974.40
Rosevale Accountants Ltd	Monthly payroll and absence management - June 2023	£533.00	£106.60	£639.60

Rosevale Accountants Ltd	Finance Consultancy Fees - Week Ending 22/05/2023	£1,073.00	£214.60	£1,287.60
Rosevale Accountants Ltd	Finance Consultancy Fees - Week Ending 29/05/2023	£899.00	£179.80	£1,078.80
Rosevale Accountants Ltd	Finance Consultancy Fees - Week Ending 05/06/2023	£1,392.00	£278.40	£1,670.40
Royal British Legion	RBL poppy wreaths for D-Day and stock	£110.00	£0.00	£110.00
Royal Mail Group Ltd	Response Plus Licence - Neighbourhood Plan	£99.90	£19.98	£119.88
RS Components	General repair materials - Isambard House	£70.22	£14.04	£84.26
Saltash & District Observer	Town Messenger - May 2023	£330.00	£0.00	£330.00
Saltash & District Observer	Town Messenger - June 2023	£330.00	£0.00	£330.00
Saltash Regatta	Saltash Regatta - Festival Fund Project Grant - 18/23/24	£3,000.00	£0.00	£3,000.00
Saltash United Football Club	Community Chest Grant - 18/23/24	£1,000.00	£0.00	£1,000.00
Security Management South West Ltd	Security callout charge for Guildhall	£45.00	£9.00	£54.00
Shaun T. Webber & Associates	Professional Fees - April 2023	£3,515.00	£703.00	£4,218.00
Signet	Maintenace Materials - Pontoon	£150.34	£30.07	£180.41
SLCC Enterprises Ltd	ILCA Course for Assistant Town Clerk	£120.00	£24.00	£144.00
SLCC Enterprises Ltd	SLCC Membership Fee - Town Clerk	£416.00	£0.00	£416.00
SOS Consultancy	Monthly ICT Support and Maintenance Services	£1,260.86	£252.18	£1,513.04
SOS Consultancy	ICT provisions for newly elected councillor	£755.00	£151.00	£906.00
SOS Consultancy	ICT provisions for Library	£334.00	£66.80	£400.80
South West Hygiene	Guildhall - sanitary unit rental	£223.36	£44.67	£268.03
South West Hygiene	Longstone Depot - sanitary unit rental	£99.53	£19.91	£119.44
South West Hygiene	Maurice Huggins - sanitary unit rental	£146.06	£29.21	£175.27
South West Water - Library	Water Charges 04/05/2023 - 02/06/2023	£28.32	£0.00	£28.32
South West Water - Maurice Huggins Room	Water Charges 04/05/2023 - 02/06/2023	£17.68	£1.54	£19.22
Spot-On-Supplies	Cleaning supplies - Public Toilets	£101.87	£20.37	£122.24
Spot-On-Supplies	Cleaning supplies - Public Toilets	£40.80	£8.16	£48.96
Spot-On-Supplies	Cleaning supplies - Public Toilets	£218.54	£43.71	£262.25
Staff Expenses	Mileage - Service Delivery Administration Assistant	£40.50	£0.00	£40.50
Staff Expenses	Mileage - Assistant Service Delivery Manager	£184.75	£0.00	£184.75
Staff Expenses	Mileage - Town Clerk	£41.55	£0.00	£41.55
Staff Salary	Staff Salary	£34,711.70	£0.00	£34,711.70
Tartendown Nursery	Grounds - Maintenance materials	£1,860.00	£372.00	£2,232.00
The Core (THECORE)	Installment payment for delivery of youth work in Saltash	£9,979.34	£0.00	£9,979.34
Travis Perkins Trading Company Ltd	Maintenace Materials - Isambard House	£114.89	£22.98	£137.87
Travis Perkins Trading Company Ltd	Maintenace Materials - Isambard House	£317.27	£63.46	£380.73
UK Fuels Ltd	Fuel for vehicles	£506.95	£101.16	£608.11
Viking Direct	Office and IT equipment - P&F/ Library	£233.47	£46.69	£280.16
Vincent Tractors Ltd	Purchase of Stand on mower (including part-exchange)	£6,500.00	£1,300.00	£7,800.00
Weapons of Sound	Workshop for Library Activities	£350.00	£0.00	£350.00
Westcountry Skip Hire	18/05/2023 Disposal of skip waste	£312.00	£62.40	£374.40
Wolseley	Maurice Huggins - Plumbing materials	£21.11	£4.22	£25.33
Wolseley	Churchtown Cemetary - Maintenance materials	£24.66	£4.94	£29.60
Grand Total		£ 140,384.16	£ 11,410.81	£ 151,794.97

Agenda Item 19

To receive a report on the Town Council CCLA Account and consider any actions

The P&F committee approved an investment to the CCLA account <https://www.ccla.co.uk> but before we are able to process this we need to update the authorised signatories.

Current signatories

- Mr Peter Samuels
- Mr John Brady
- Mrs Gloria Challen
- Miss Sonia Emmett
- Mr William Phillips

It is therefore **recommended** Members consider removing and adding the following names:

To be removed

- Mrs Gloria Challen
- Miss Sonia Emmett
- Mr William Phillips

To be added

- Mrs Sinead Burrows
- Mr Steve Miller
- Mrs Wendy Peters

Relevant paperwork will need to be completed and signed for these changes to be made.

CCLA require a minute of a recent meeting to confirm the relationship of the authorising trustees to the investing organisation. Therefore it is **recommended** Members consider approving the following proposal:

- To remove signatories Mrs Gloria Challen, Miss Sonia Emmett and Mr William Phillips.
- To add signatories Mrs Sinead Burrows, Mr Steve Miller and Mrs Wendy Peters
- To confirm that Mrs Sinead Burrows and Mrs Wendy Peters are Saltash Town Council Officers and that Mr Steve Miller, Mr John Brady and Mr Peter Samuels are Saltash Town Councillors who have authority to act on behalf of Saltash Town Council, the investing organisation, for the purpose of investing with CCLA.

End of Report
Finance Officer

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 11th July 2023 at 6.30 pm

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

ALSO PRESENT: 1 Member of the Public, S Burrows (Town Clerk), W Peters (Finance Officer) and M Thomas (Senior Policy and Data Compliance Officer).

APOLOGIES: M Griffiths and J Peggs.

30/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

31/23/24 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
P Samuels	17a	Non-Pecuniary	Presenter on the radio station.	Yes
B Samuels	17a	Non-Pecuniary	Husband is presenter on the radio station.	Yes
L Mortimore	15b	Non-Pecuniary	Chair of Summerfields Play.	Yes

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

None.

32/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

33/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 10TH 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 Miller, seconded by Councillor P Samuels and **RESOLVED** that the minutes of the Policy and Finance Committee held on 10th May 2023 were confirmed as a true and correct record.

34/23/24 TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO 31ST MAY 2023.

It was **RESOLVED** to note.

35/23/24 TO NOTE THAT PETTY CASH IS RECONCILED UP TO 30TH JUNE 2023.

It was **RESOLVED** to note.

36/23/24 TO RECEIVE AND NOTE A REPORT ON VAT.

It was **RESOLVED** to note.

37/23/24 TO RECEIVE AND NOTE A REPORT ON INVESTMENTS.

It was **RESOLVED** to note.

38/23/24 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. THERE ARE NO DISCREPANCIES TO REPORT.

It was **RESOLVED** to note.

39/23/24 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note the Town Clerk update on budget reports.

It was proposed by Councillor Miller, seconded by Councillor Martin and resolved to **RECOMMEND** to the Burial Authority Committee, Services Committee and Library Sub Committee to consider the virement of funds to bring budgets back within the set expenditure at their next available meeting.

40/23/24 TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

41/23/24 TO RECEIVE THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Nothing to report.

42/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

**43/23/24 TO RECEIVE AND CONSIDER THE FOLLOWING COMMITTEES
RECOMMENDATIONS:**

a. Burial Authority held on 23rd May 2023

RECOMMENDATION 1

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

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

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

RECOMMENDATION 2

12/23/24 TO RECEIVE A REPORT ON CHURCHTOWN CEMETERY MANAGEMENT POLICY AND REGULATIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

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

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

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

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

It was proposed by Councillor Dent, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Council to be held on 3rd August 2023 to approve the above Burial Authority recommendation.

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

b. Services Committee held on 8th June 2023:

RECOMMENDATION 1

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.

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

Councillor Mortimore was invited and returned to the meeting.

c. Personnel Committee held on 29th June 2023:

RECOMMENDATION 1

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.

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

RECOMMENDATION 2

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 approve the above recommendation.

RECOMMENDATION 3

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.

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

RECOMMENDATION 4

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 Miller and **RESOLVED** to approve the above recommendation.

RECOMMENDATION 5

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.

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

RECOMMENDATION 6

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).

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

44/23/24 TO RECEIVE AND CONSIDER THE FOLLOWING SUB COMMITTEES RECOMMENDATIONS:

a. Station Property held on 17th May 2023:

RECOMMENDATION 1

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

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

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

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

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** to approve the above Station Property Sub Committee recommendation.

b. Property Maintenance held on 5th July 2023:

RECOMMENDATION 1

21/23/24 TO RECEIVE AN UPDATE ON THE GUILDHALL TENDER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members the tender closing date is Friday 7th July. No bids received as yet, however, many visits to the Guildhall have taken place and Barron Surveying mentioned to three of their known contractors who might be interested in pricing.

The Property Maintenance Sub Committee agreed for Cllrs Dent and Stoyel to open the received bids in the presence of the Town Clerk on 10th July. The Town Clerk will send the bids to Barron Surveying to analyse and provide a tender report and recommendation to the Property Maintenance Sub Committee.

The Chairman reminded Members that the Guildhall building is Grade II Listed therefore should Members wish to change the exterior colour Planning and Listed Building consent would be required. Planning at a cost and Listed exempt from any fee.

It was **RESOLVED** to note the above updates.

It was proposed by Councillor Brady, seconded by Councillor Dent and resolved to **RECOMMEND** to the next Policy and Finance Committee to appoint Barron Surveying at a cost of £100 + VAT per hour up to a maximum of five hours allocated to budget code 6224 Professional Fees.

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

TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:

a. Community Chest.

Councillor B Samuels declared an interest in the next item and left the meeting.

Councillor P Samuels declared an interest in the next item. He remained in the meeting to answer questions on the application and then left the meeting while the debate and vote on the application took place.

Application number Requested	Organisation	Amount
CC270	Saltash Radio	£500

It was proposed by Councillor Stoyel, seconded by Councillor Martin and **RESOLVED** to award £500.

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

b. Festival Funds

Application number Requested	Organisation	Amount
FF117	Saltash Music, Speech and Drama Festival	£1,000

It was proposed by Councillor Bickford, seconded by Councillor Brady and **RESOLVED** to award £1,000 allocated from the Community Chest budget not the Festival Fund budget due to the application not meeting the Festival Fund criteria. Applicant to be informed for future requests.

Application number Requested	Organisation	Amount
FF118	Friends of Tintcombe	£639.90

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to award £639.90.

Councillor Martin left the meeting.

46/23/24 TO RECEIVE AND NOTE A REPORT FROM MAY FAIR ON FUNDING AWARDED (FF113).

It was **RESOLVED** to note.

47/23/24 TO RECEIVE AND NOTE QUARTERLY REPORTS FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:

Councillor Martin returned to the meeting.

a. The Core

It was **RESOLVED** to note.

b. Livewire

It was **RESOLVED** to note.

48/23/24 TO RECEIVE AND NOTE A REPORT ON DATA COMPLIANCE.

It was **RESOLVED** to note.

49/23/24 TO RECEIVE AND NOTE A REPORT ON FREEDOM OF INFORMATION.

It was **RESOLVED** to note.

50/23/24 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

a. Neighbourhood Plan Steering Group

It was **RESOLVED** to note.

b. Saltash Team for Youth

It was **RESOLVED** to note.

c. Section 106 Panel

Nothing to report.

51/23/24 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.

52/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

53/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

54/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

55/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

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

1. Playpark Match Funding in collaboration with Friends of Summerfield;
2. Revised fees and charges at Isambard House subject to Full Council approval;
3. Community Chest and Festival Fund awards;
4. Saltash Team for Youth working in collaboration with The Core and Livewire delivering professional youth work.

DATE OF NEXT MEETING

Tuesday 12 September 2023 at 6.30 pm

Rising at: 8.03 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

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

PRESENT: Councillors: J Brady (Vice-Chairman), R Bullock, J Dent, J Foster, M Griffiths, S Miller, 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: R Bickford, S Gillies, S Lennox-Boyd, S Martin, L Mortimore and J Peggs.

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.

Councillor	Agenda Item	Pecuniary/ Non-Pecuniary	Reason	Left Meeting
Foster	PA23/04774	Non-Pecuniary	Knows the owner of 62A St Stephens Road.	Yes

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

None.

41/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

42/23/24 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON TUESDAY 20TH JUNE 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 Tuesday 20th June 2023 were confirmed as a true and correct record.

43/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

44/23/24 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:

PA23/04255

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

Reserved matters application for appearance, layout and scale, following outline consent PA20/00782 dated 19.06.2020.

Ward: Trematon

Date received: 28/06/23

Response date: 19/07/23

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

PA23/04660

Bloor Homes Ltd – **Phases 0B, 2, 3, The Employment/Commercial Land And The Primary School Land Broadmoor Farm Saltash Cornwall**

Deed of Variation to Section 106 Agreement attached to planning permission PA14/02447 dated 13.10.2017 relating to the affordable housing quantum, tenure, mix and development standards.

Ward: Trematon

Date received: 22/06/23

Response date: 23/07/23

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

PA23/04692

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

Proposed two-storey rear extension and conversion of garage.

Ward: Trematon

Date received: 15/06/23

Response date: 21/07/23

The Chairman informed members that the proposal regarding PA23/04692 has been changed to: 'Proposed single-storey extensions and conversion of garage' as detailed on Cornwall Council's website.

It was proposed by Councillor Stoyel, seconded by Councillor Miller and resolved to **RECOMMEND APPROVAL** subject to the proposal matching the recent change for a proposed single-storey extensions and conversion of garage.

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

PA23/04774

Mr D Bennetts – **62A St Stephens Road Saltash PL12 4BJ**

Erection of one detached dwelling.

Ward: Essa

Date received: 30/06/23

Response date: 21/07/23

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

Councillor Foster was invited and returned to the meeting.

PA23/04281

Mr Paul Aitken – **14 Holcroft Close Saltash PL12 4PU**

Demolition of detached garage and construction of a two-storey side extension.

Ward: Essa

Date received: 11/07/23

Response date: 01/08/23

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

45/23/24 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.

46/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

47/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

48/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

49/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 15 August 2023 at 6.30 pm

Rising at: 6.50 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Property Maintenance Sub Committee held at the Guildhall on Wednesday 5th July 2023 at 6.30 pm

PRESENT: Councillors: R Bickford, J Brady, R Bullock, J Dent, S Miller, B Stoyel and D Yates.

ALSO PRESENT: S Burrows (Town Clerk)

APOLOGIES: J Peggs.

14/23/24 TO ELECT A CHAIRMAN.

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

There were no further nominations.

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

Councillor Dent in the Chair.

15/23/24 TO ELECT A VICE CHAIRMAN.

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

There were no further nominations.

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

16/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

17/23/24 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.

18/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

19/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 4TH 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 Miller, seconded by Councillor Dent and **RESOLVED** the minutes from the Property Maintenance Sub Committee held on 4th April 2023 were confirmed as a true and correct record.

20/23/24 TO RECEIVE AND REVIEW THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman spoke on the five-year plan explaining the reason for little budgeting due to covid-19 and to be mindful to keep the Precept low for the year 2023-24. The Chairman advised Members to better budget for future years to come to ensure the assets of the town are taken care of and required works can be achieved.

The Chairman informed Members that the tender figures for the Guildhall and Library will be inserted upon a contractor being appointed.

Members discussed the need to improve the Waterside public toilets.

It was **RESOLVED** to note.

21/23/24 TO RECEIVE AN UPDATE ON THE GUILDHALL TENDER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members the tender closing date is Friday 7th July. No bids received as yet, however, many visits to the Guildhall have taken place and Barron Surveying mentioned to three of their known contractors who might be interested in pricing.

The Property Maintenance Sub Committee agreed for Cllrs Dent and Stoyel to open the received bids in the presence of the Town Clerk on 10th July. The Town Clerk will send the bids to Barron Surveying to analyse and provide a tender report and recommendation to the Property Maintenance Sub Committee.

The Chairman reminded Members that the Guildhall building is Grade II Listed therefore should Members wish to change the exterior colour, Planning and Listed Building consent would be required. Planning at a cost and Listed exempt from any fee.

It was **RESOLVED** to note the above updates.

It was proposed by Councillor Brady, seconded by Councillor Dent and resolved to **RECOMMEND** to the next Policy and Finance Committee to appoint Barron Surveying at a cost of £100 + VAT per hour up to a maximum of five hours allocated to budget code 6224 Professional Fees.

22/23/24 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.

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

None.

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

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

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

None.

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

None.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 6.55 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Property Maintenance Sub Committee held at the Guildhall on Tuesday 1st August 2023 at 6.30 pm

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

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

APOLOGIES: J Brady.

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
Dent	9	Non-Pecuniary	Chairman of the Heritage Committee	Yes
Bullock	9	Non-Pecuniary	Member of the Heritage Committee	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 received.

30/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 5TH JULY 2023 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** the minutes from the Property Maintenance Sub Committee held on 5th July 2023 were confirmed as a true and correct record.

31/23/24 TO RECEIVE AND REVIEW THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN TOGETHER WITH THE SERVICES COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk advised Members there are sufficient funds to undertake works to the Guildhall and Heritage Centre Buildings.

It was **RESOLVED** to note.

32/23/24

TO RECEIVE THE GUILDHALL TENDER REPORT FROM BARRON SURVEYING AND REVISIT THE SCOPE OF WORKS DRAFT PRIORITY LIST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman announced that Agenda Item 8 is to be received at the same time as Agenda Item 7.

The Chairman informed Members that four tenders were received and analysed by Barron Surveying for Members consideration.

The Chairman referred to the Scope of Works Draft Priority List and confirmed the associated cost is within the available budget.

Members agreed all works detailed in the Draft Priority List were to be undertaken with further discussions to be held regarding the window draft stripping.

Members asked the Town Clerk together with Barron Surveying to identify the windows that require draft stripping to be sure the budget is spent wisely.

The Town Clerk asked Members to consider the appointment of Barron Surveying to project manage the Guildhall works.

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

1. To appoint D R Jones to undertake the external repairs and redecoration works to the Guildhall Building at a maximum cost of £78,519+VAT to be allocated to budget code EMF 6470 Guildhall Maintenance;
2. To appoint Barron Surveying to arrange a site meeting with DR Jones to go through the works and tender return;
3. To delegate authority to the Town Clerk working with Barron Surveying to identify the windows that require draft stripping;
4. To appoint Barron Surveying to project manage including full contract administration with frequent site inspections and reports, progress meetings and programme review, dealing with day to day queries, variations, valuation and final account at a percentage fee of 12% of the project value allocated to budget code 6418 GH Professional Fees

The Chairman Cllr Dent and Cllr Bullock declared an interest in the next Agenda Item and left the room.

33/23/24 TO RECEIVE QUOTES TO UNDERTAKE WORKS TO THE HERITAGE BUILDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Prior to the Chairman leaving the room, Members asked if Cllr Dent would be willing to answer questions relating to the works required at the Heritage Centre.

The Chairman spoke of identified repair works to alleviate water ingress.

The Chairman Cllr Dent left the room.

Vice Chairman Councillor Miller in the Chair.

Members discussed the three quotes received.

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

1. To appoint Company A to undertake the scope of works to the missing section of the gutter at the rear of the building, subject to the Town Clerk seeking further information on the canopy;
2. At a maximum cost of £2,200+vat allocated to budget code 6471 SE EMF Heritage Centre;
3. To appoint Barron Surveying on their standard hourly rate of £100+vat to oversee the works onsite, allocated to budget code 6418 Guildhall Professional Fees.

Councillors Bullock and Dent were invited and returned to the meeting.

The Chairman in the Chair.

34/23/24 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.

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

To be confirmed.

Rising at: 19:15pm

Signed: _____
Chairman

Dated: _____

Saltash Remembrance 2023

Background

This year's Remembrance Sunday is being held on 12th November 2023. It is an event that is very important to residents and that many in the town wish to be involved in so they can pay their respects. Traditionally the event is held at 2pm so that it does not clash with other events in neighbouring towns held at 11am. The event includes a church service, parade to the war memorial and laying of wreaths at the war memorial located outside of the Church of St Nicholas and St Faith.

In addition the Mayor and Mayoress undertake wreath laying at the Waterside, Saltash Railway Station and St Stephen's war memorial in the morning prior to the service.

Proposed Plans for Remembrance 2023

Following reduced events in 2020 and 2021 due to the pandemic, the service in 2022 was held in the Wesley Church. All organisations and members of the public who wished to attend were seated and the church was at near capacity. The parade route enables residents and visitors to gather in Fore Street to watch and pay their respects.

To allow as many residents, servicing personnel and veterans as possible to attend the Saltash Remembrance service it is proposed that it is held at The Saltash Wesley Methodist Church.

It is proposed that once attendee numbers are confirmed, any remaining seats will be available to the community on the day, on a first come first seated basis. It is also hoped that the Church will live stream the event as has happened in previous years.

The parade will march from the Church to the war memorial where wreaths will be laid followed by the civic march past on Fore Street. Tea and coffee will be offered to everyone at the Guildhall afterwards.

In the morning of Remembrance Day the Mayor and Mayoress will attend the Waterside, Saltash Railway Station and St Stephens War Memorial to lay wreaths. Councillors and the public will be invited to join them if they wish.

In the case of extreme weather the wreaths will be laid at the altar of the Wesley Church and will be moved to the war memorial as soon as weather allows.

Costings

Saltash Town Band - £350

Road Closure management by Diverse Events – £480.08

Bugle Player - £200 (approximate costing)

Photographer – £110

Town Sergeant and Mace Bearer - £75

Total Cost: £1,215.08

Budget Code: 6202 – Civic Occasions

Budget Availability 2023-2024: £4,815

End of report

Receptionist / Mayors Secretary

To review the EMF Funding Bids Budget Code to help develop Town Council projects and consider any actions and associated expenditure

Full Town Council 6th October 2022 agreed as follows:

222/22/23 TO RECEIVE A VERBAL UPDATE ON THE SHARED PROSPERITY FUND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman spoke of the recent meetings held with the Shared Prosperity Working Group.

The Chairman advised that the information provided on how to apply and how successful funding bids will be awarded has been conflicting at times leading to confusion.

Cornwall Councillor Frank was invited to speak on the Shared Prosperity Funding scheme:

Councillor Frank encouraged the Town Council to put forward applications and advised that regular review points would be provided throughout the process.

Funding applications must show evidence for the drive for 'good growth', create more skilled jobs, deliver greener and more inclusive work opportunities and invest in communities and places.

There is also funding available within the Levelling Up pot.

Members discussed the necessity for professional support in order to assist with funding bid submissions.

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

1. To vire £10,000 from General Reserves to create a new P&F budget code - EMF Funding Bids;
2. To provide delegated authority to the Town Clerk working with the Shared Prosperity Working Group for the expenditure up to a maximum of £10,000 for professional fees to help develop funding bids;
3. That the Shared Prosperity Working Group provide regular notes and reports to Full Council.

To date budget code EMF Funding Bids has been utilised to support the following Town Council projects:

<u>Date</u>	<u>Budget Code</u>	<u>Description of Works</u>	<u>Cost</u>
01.02.23	6282 EMF Funding Bids	Mel Richardson Consultancy – Community Levelling Up Funding Bid	£1,500
TBC	6282 EMF Funding Bids	Mel Richardson – Community Infrastructure Levy Play Park Application	£5,000
Original Budget Availability			£10,000
Less Spend			£6,500
<u>Budget Availability</u>			<u>£3,500</u>

Members are asked to consider replenishment of budget code 6282 EMF Funding Bids by a further £6,500 to continue to support future Town Council funding bids to cover professional fees.

Virement of £6,500 to replenish to £10,000:

From - General Reserves availability: £297,047.96

To - 6282 EMF Funding Bids availability: £3,500

Further to this, the delegation sits with the Town Clerk working with the Shared Prosperity Working Group (minute 222/22/23). The Town Council Working Groups that are reviewing funding options is growing therefore Members are asked to consider delegation to the Town Clerk working with Town Council Funding Working Groups, Committees or Sub Committees providing regular updates at the appropriate Town Council meeting.

End of Report
Town Clerk / RFO

TOWN TEAM

The meeting on the 27th July was in two parts.

The early part of the meeting was to hear from the Vitality Fund Consultants as to the outcome of the public consultation and the progress towards the preparation of their final report which will be presented to STC on the 7th September. The Chairman of Town Team reminded members that, in 2009, the Scott Wilson report highlighted certain issues and that 14 years later these are still issues that the community are waiting to be resolved and he hopes that solutions can be found and progressed.

The second part was to ascertain updates on the various other matters that the Town Team had been dealing with:-

BANNERS ON LAMP POSTS	Ideas were still being formulated but it was hoped to have more definitive proposals by the next meeting.
LEAFLET	It was agreed that the fold away brochure as per an example from Redruth was the best solution and members would consider what information should be included thereon.
INFORMATION BOARD	It had been decided previously that a Board would only add
BY BRUNEL BENCH	to the abundance of street furniture in this area and a QR code would be the best solution. The wording was being put together and should be available by the next meeting.
SPEAKER SYSTEM	Further investigation was necessary as to the cost of the PRS licence and the outcome of discussions re. volume differences were awaited.

End of Report
Acting Chairman

Closing Branch Review (Part 1) – Saltash branch

LLOYDS BANK



Following an in-depth review, this branch will close on 10 April 2024

Background and decision - The world is becoming more digital than ever before and more of our customers are doing their everyday banking online. With more customers choosing to use digital ways to bank and manage their money, visits at this branch have fallen. As a result, we've made the difficult decision to close it.

What this means for you - We're still here to support you and there's a number of ways you can do your everyday banking with us - online, on your mobile, over the phone or at a Post Office®. You can use any of our branches and the nearest alternative is the Royal Parade Plymouth branch. And there's also a Banking Hub planned for this area. You can do your everyday banking there and customers from many other banks can use it. Read on to find out more, and for a summary of our review. Following engagement with the local community, an overview of the feedback we receive will be given in our Closing Branch Review Part 2.



Saltash branch

**67 Fore Street
Saltash
Cornwall
PL12 6AJ**

Monday	09:00 - 15:30
Tuesday	09:00 - 15:30
Wednesday	09:00 - 15:30
Thursday	Closed
Friday	09:00 - 15:30
Saturday	Closed
Sunday	Closed

Branch facilities:

Cashpoint® machine inside branch	Cashpoint® machine outside branch	Talking Cashpoint® machine
Level or ramp access to branch	Self Service Zone or machines	Counter service
Broadband is available in the postcode of the closing branch.		

Note: branch opening hours are subject to change - please check lloydsbank.com/branchfinder for up to date opening hours.

How we made our closure decision

When we close a branch, we complete a detailed impact analysis which includes:

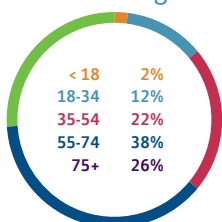
- How customers are choosing to bank with us
- How often customers use the branch and how that usage is changing. This includes looking at trends in the year to March 2023 and the four previous years
- Current services available in the branch and the branch opening hours
- Assessment and check of alternative ways to bank including their proximity and accessibility – this is confirmed by a visit
- Assessment of public transport, availability and frequency
- Assessment of Broadband availability
- Impact on our customers including those who are vulnerable or may need additional support
- We've shared the closure plans for this branch with LINK who on behalf of the Cash Action Group have independently assessed the access to cash needs of the local community

By regularly reviewing our branches we can make sure we respond to our customers' changing needs.



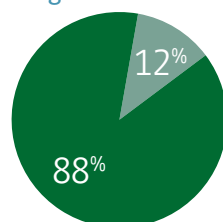
Saltash branch customers

Age of personal customers using branch



Figures have been rounded up or down to show as whole numbers

Type of customer using branch

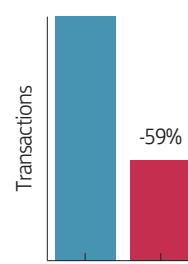


Personal Customers
Business Customers

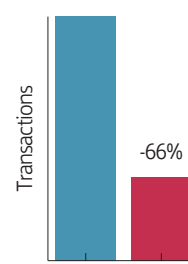


How customers are using this branch

Branch transaction changes over the past 5 years (based on March of each year)

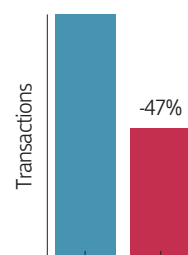


Personal Customers

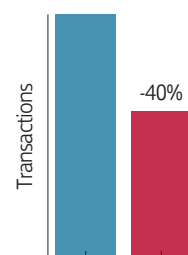


Business Customers

Cashpoint machine transaction changes over the past 5 years (based on March of each year)



Personal Customers



Business Customers



Saltash customers are already banking in other ways

- 38%** of personal customers using Saltash branch have also used other Lloyds Bank branches
- 78%** of customers using Saltash branch have also used other Lloyds Bank branches, Internet Banking or PhoneBank®
- 29%** of personal customers using Saltash branch have also used the Post Office®



Regular monthly branch usage

176 of our customers used the branch regularly in 12 months to March 2023

Other ways you can continue to bank with us


The nearest alternative branches to Saltash branch

To find your most convenient alternative branch and its opening hours please visit lloydsbank.com/branchfinder

Royal Parade Plymouth

8 Royal Parade
Plymouth
Devon
PL1 1DS

Monday	09:00 - 17:00
Tuesday	09:00 - 17:00
Wednesday	09:00 - 17:00
Thursday	09:00 - 17:00
Friday	09:00 - 17:00
Saturday	09:00 - 15:00
Sunday	Closed

 This branch is **4.39 miles away** from the Saltash branch.

 This branch can be reached by public transport

How you can get to this branch

There are regular direct buses to Plymouth city centre with a journey time of around 25 minutes.


Cashpoint®
machine
inside branch


Cashpoint®
machine
outside branch


Talking
Cashpoint®
machine


Level or
ramp access
to branch


Self Service Zone
or machines


Counter
service

Note: branch opening hours are subject to change – please check lloydsbank.com/branchfinder for up to date opening hours.

Plymstock

3-5 The Broadway
Plymstock
Plymouth
PL9 7AD

Monday	09:00 - 15:00
Tuesday	09:00 - 15:00
Wednesday	09:00 - 15:00
Thursday	09:00 - 15:00
Friday	09:00 - 15:00
Saturday	Closed
Sunday	Closed

 This branch is **6.34 miles away** from the Saltash branch.

 This branch can be reached by public transport

How you can get to this branch

There are regular indirect buses to Plymstock with a journey time of around 50 minutes.


Cashpoint®
machine
inside branch


Cashpoint®
machine
outside branch


Talking
Cashpoint®
machine


Level or
ramp access
to branch


Self Service Zone
or machines


Counter
service

Note: branch opening hours are subject to change – please check lloydsbank.com/branchfinder for up to date opening hours.



Internet Banking

Register for Internet Banking and manage your accounts 24/7, 365 days a year. To register, just go to lloydsbank.com, visit a branch or call us. If you need help using the internet, we've partnered with Digital Helpline to offer free one to one guidance over the phone. They can help you learn how to use the internet for banking and much more. Just call them on 01135 184 060 from Monday to Friday between 9am to 5pm. SignVideo services are available if you use British Sign Language. Visit digitalhelpline.signvideo.net

With Internet Banking, you can:

- Check your balance and review and download statements
- Transfer money and pay bills
- Open new accounts
- Business customers can make up to 25 payments in one batch with our secure bulk payments service, can grant delegate access to multiple users and set up Online Payment Control
- Register your mobile for text alerts.

We'll never get in touch to ask you to move money to another account, for your personal details - or to take control of a computer. Digital Helpline won't do this either.



Mobile Banking

Register for Mobile Banking, and do all your banking basics securely where and when it suits you, including paying in cheques using your device's camera. Find out more at lloydsbank.com

With Mobile Banking, you can also sign up for text alerts to let you know when your balance reaches a limit you set. You must be signed up for Internet Banking beforehand.

Other local banking services in your community



Post Office®



- **Make free cash withdrawals** using your debit card and PIN
Personal customers - up to £300 per day, limits may vary.
Business customers - up to £700 per day, limits may vary.
- **Check your account balance and pay bills**
- **Pay in cash**
Personal customers
 - using your debit card and PIN – up to £2,995 per calendar month for each account holder.
 - or a pre-printed paying in slip – up to £1,000 per calendar month. It'll take at least one extra day to clear in your account.**Business customers**
 - using your debit card and PIN - up to £4,995 per transaction.
 - or a pre-printed paying in slip. It'll take at least one extra day to clear in your account.
- **Pay cheques** - into your current and savings account using your pre-printed paying in slip and cheque envelope.

To order personalised pre-printed paying in slips or cheque deposit envelopes - both items can be ordered from us or found in any Lloyds Bank branch. Cheque envelopes are also available at the Post Office.

The Post Office also has a Change Giving service.

The nearest Post Office to Saltash branch is:

Saltash, 36-38 Fore Street, PL12 6JL

To find out more about Post Office services:

Personal customers visit lloydsbank.com/postoffice

Business customers visit lloydsbank.com/business/retail-business/banking-with-us/post-office You may be able to do some banking at your local Post Office however restrictions may apply.

To find your most convenient Post Office and its opening times, please visit postoffice.co.uk/branch-finder



PhoneBank®

Our automated service is available 24/7. If you need to speak to us in person our friendly advisers are just a phone call away.

To register for PhoneBank® call us:

0345 300 0000 – Personal advisers available 8am-8pm everyday.

0345 072 5555 – Business Managers available Monday to Friday 7am-8pm, and Saturday 9am-2pm.

With PhoneBank®, you can:

- Access all your accounts during the same call
- Check balances, recent transactions and order statements
- Transfer money and pay bills
- Open new accounts
- Order cards, PINs, cheque books or personalised pre-printed paying in books
- Cancel or hear details of your direct debits and amend standing orders
- Register for Internet Banking and Mobile Banking.



Banking Hub

There's a Banking Hub planned for this area which you'll be able to use for everyday banking, along with customers from other banks. We'll have a Community Banker at the Banking Hub one day a week so you can come and talk to us. Ask our branch staff about the location, opening times and the day of the week our Community Banker will be there. Or go to lloydsbank.com/bankinghub for up to date information. To give the Banking Hub time to get up and running, we may delay the closure and keep this branch open until July 2024.

You can do your everyday banking at a Banking Hub:

- Pay cash in or take money out – including coins.
- Pay in cheques and pay bills.
- Check balances.



Cash machines

We'll be closing the Cashpoint® machine at the Saltash branch, but nearby free-to-use cash machines are listed below:

McColl's, 36-38 Fore Street, PL12 6JL, 0.02 miles away

Co-operative Food, 51-59 Fore Street, PL12 6AL, 0.02 miles away

NatWest (old branch), 40 Fore Street, PL12 6JL, 0.03 miles away

To find your most convenient alternative free cash machine you can use the ATM Link Locator: www.link.co.uk/atm-locator



PayPoint

To find your most convenient PayPoint you can use the PayPoint Locator at www.paypoint.com



Engaging with the local community

As part of the closure announcement, we plan to contact the following key members of the community and organisations to help us further understand what the impact of the branch closure will be:

- Sheryl Murray MP for South East Cornwall
- Banking Team and Senior Representatives from the Post Office
- Post Office Area Manager responsible for nearest three Post Offices to our closing branch
- National Federation of Sub Postmasters
- Citizens Advice Bureau Cornwall (Saltash)
- Cornwall Chamber of Commerce



Details on the statistics in this document

The statistic	How we measured this
Customers using the branch on a regular monthly basis	The number of customers who transacted at the counter or Immediate Deposit Machine (IDM) in 11 out of 12 months ending March 2023.
Branch transactions	Total transactions undertaken at the counter or Immediate Deposit Machine.
Branch transaction changes over the past 5 years	The percentage change in Personal or Business customer branch transactions: -At year ending March 2018 compared to year ending March 2023.
Cashpoint® machine transaction changes over the past 5 years	The percentage change in Personal or Business customer Cashpoint® machine transactions: -At year ending March 2018 compared to year ending March 2023.
Percentage of customers who use this branch and other Lloyds Bank branches	The proportion of Personal customers who have used this branch and have also used a different branch in a 12 month period ending March 2023.
Percentage of customers who use this branch and have also used other Lloyds Bank branches and Internet Banking or Phonebank®	The proportion of customers who have used this branch and have also used other Lloyds Bank branches and Internet Banking or Phonebank® in a 6 month period ending March 2023.
Percentage of customers who use this branch and the Post Office®	The proportion of Personal customers who have used this branch and have also used the Post Office® in a 12 month period ending March 2023
Other branches nearby – distances	Based on the road distance between the closing and next closest branches. Source: Mapinfo – this software package measures distances between postcodes.
Cash machine distances	Measured on a straight line basis between the postcode of the closing branch and the postcode of the cash machines.
This branch is within walking distance	This is based on a walking distance of less than 0.4 miles or 10 minutes.
This branch can be reached by public transport	There is at least a bus or train every half an hour and has a journey time of 30 minutes or less.
Vulnerable customers	Someone who, due to their personal circumstances, is especially susceptible to detriment, particularly when a firm is not acting with appropriate levels of care.
Broadband availability	This shows broadband coverage is available in the location of the closing branch postcode.

We're here to help and support you before and after the branch closes



If you're a Personal customer
call us on **0345 300 0000**.
If you're a Business customer
call us on **0345 072 5555**.



Speak to one of
our branch staff.



If you're a Commercial
Banking customer,
you can talk to your
Relationship Manager.



If we can't resolve
your problems.
Contact us using the details
available in this document.

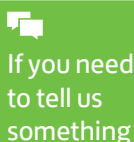


If you need extra help

If you need this communication in another format, such as large print, Braille or audio CD, please contact us.

You can call us using Relay UK if you have a hearing or speech impairment. There's more information on the Relay UK help pages www.relayuk.bt.com/ SignVideo services are also available if you're Deaf and use British Sign Language: lloydsbank.com/contact-us/sign-video

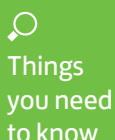
If you need support due to a disability please get in touch.



If you need to tell us something

If you want to make a complaint – you'll find helpful information at: lloydsbank.com/contact-us/how-to-complain To speak to us, call: 0800 072 3572 (+44 173 346 2267 outside the UK). Lines are open all day, every day. You can also visit us in branch.

When you call us – calls and online sessions may be monitored and recorded. Not all Telephone Banking services are available 24 hours a day, 7 days a week.



Things you need to know

We observe the requirements of the **Financial Conduct Authority Final Guidance 'FG22/6: Branch and ATM closures or conversions'** www.fca.org.uk/publication/finalised-guidance/fg22-6.pdf

Cashpoint® is a registered trademark of Lloyds Bank Plc.

Post Office and Post Office logo are registered trademarks of the Post Office Ltd.









Mobile Banking app – to use our Mobile Banking app you need to have a valid phone number registered to your account. Available to UK personal Internet Banking customers and Internet Banking customers with accounts held in Jersey, the Bailiwick of Guernsey or the Isle of Man or you can register for the first time in the app. Our app is available to iOS and Android users only and minimum operating systems apply, so check the App Store or Google Play for details. Device registration required. The app doesn't work on jailbroken or rooted devices. Terms and conditions apply: lloydsbank.com/legal/online-banking/internet-banking





























Keeping your money protected – eligible deposits with us are protected by the Financial Services Compensation Scheme. We are also covered by the Financial Ombudsman Service. Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered.



Protected

A quick guide to doing your banking for Personal customers

-  Internet Banking
-  Mobile Banking app
-  PhoneBank®
-  Any branch
-  Mobile Branch
-  Post Office
-  Cash machine
-  PayPoint

Activity in branch	How you can do this
I'd like to pay in cash	<ul style="list-style-type: none">  At any Lloyds Bank branch (except coins if there's no counter service).  Pay in up to £5,000 in cash a day. Find out more at lloydsbank.com/mobilebranches  Use your debit card and PIN or a personalised pre-printed paying-in slip which can be ordered in a Lloyds Bank branch or over the phone.
I'd like to pay in a cheque	<ul style="list-style-type: none">  Pay in a cheque securely using your phone's camera (cheque limits apply). Find out more at lloydsbank.com/mobileapp  At any Lloyds Bank branch.  Pay in unlimited cheques. Find out more at lloydsbank.com/mobilebranches  Use a cheque envelope from a Lloyds Bank branch or the Post Office, and a personalised paying-in slip, ordered in a Lloyds Bank branch or over the phone.
I'd like to take money out	<ul style="list-style-type: none">  Find one at link.co.uk/atm-locator  At any Lloyds Bank branch (except coins if there's no counter service).  You can withdraw up to £500 cash a day. Find out more at lloydsbank.com/mobilebranches  Free withdrawals (limits may vary) with your debit card and PIN.
I'd like to pay a person or a bill	<ul style="list-style-type: none">  Manage payments securely online. Register at lloydsbank.com/register  Manage payments easily and securely online. Find out more at lloydsbank.com/mobileapp  Details of how to register and opening times are covered on earlier pages.  At any Lloyds Bank branch.  Pay bills and make other payments.  Pay bills and make other payments. Find out more at postoffice.co.uk/bill-payments  Find your most convenient PayPoint at paypoint.com
I'd like information about a product or I'd like to apply	<ul style="list-style-type: none">  Find out more at lloydsbank.com  Speak to one of our advisers. Details of how to register and opening times are covered on earlier pages.  At any Lloyds Bank branch.
I'd like to check my account	<ul style="list-style-type: none">  Securely check your account 24/7, 365 days a year.  Securely check your account on the move whenever you like.  Check balances, recent transactions and order statements for all of your accounts.  At any Lloyds Bank branch.  Find out more at lloydsbank.com/mobilebranches  Check your balance and print a mini statement at any Lloyds Bank and Bank of Scotland branch.  Check your balance using your debit card and PIN.

How to protect yourself online

Stay safe online

We use the latest security measures and our Online and Mobile Fraud Guarantee gives you a full refund as long as you take simple steps to protect yourself.

Stay safe, stay protected online:

- Use passwords which aren't easy to guess
- Never share your password with anyone else
- Install anti-virus software to protect your devices and keep them up to date

I'd like some help

If you'd like some help or you're worried about money, you can visit us in any branch or call us on the number quoted earlier in this document, and we'll talk you through your options and try to help. If you'd prefer to speak to someone independent, you can get free support from any of the services below:

Citizens Advice

Call **03444 111 444** or visit citizensadvice.org.uk








National Debtline



























Call **0808 808 4000** or visit nationaldebtline.org

StepChange - offers free debt advice

Call **0800 054 6734** or visit stepchange.org

A quick guide to doing your banking for Business customers

-  Online for Business
-  Business Mobile Banking app
-  Telephone Banking
-  Any branch
-  Mobile Branch
-  Post Office
-  Cash machine

Activity in branch	How you can do this
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I'd like to pay in a cheque	<ul style="list-style-type: none">  Pay in a cheque securely using your phone's camera (cheque limits apply). Find out more at lloydsbank.com/businessmobilebanking  At any Lloyds Bank branch.  Pay in unlimited cheques. Find out more at lloydsbank.com/mobilebranches  Use a cheque envelope from a Lloyds Bank branch or the Post Office, and a personalised paying-in slip, ordered in a Lloyds Bank branch or over the phone.
I'd like to take money out	<ul style="list-style-type: none">  Find one at link.co.uk/atm-locator  At any Lloyds Bank branch (except coins if there's no counter service).  You can withdraw up to £500 cash a day. Find out more at lloydsbank.com/mobilebranches  Free withdrawals (limits may vary) with your debit card and PIN.
I'd like to pay a person or a bill	<ul style="list-style-type: none">  Manage payments securely online. Register at lloydsbank.com/businessregister  Manage payments easily and securely online. Find out more at lloydsbank.com/businessmobilebanking  Details of how to register and opening times are covered on earlier pages.  At any Lloyds Bank branch  Pay bills and make other payments.
I'd like information about a product or I'd like to apply	<ul style="list-style-type: none">  Find out more at lloydsbank.com/business  Speak to one of our Business Managers. Details of how to register are covered on earlier pages.  At any Lloyds Bank branch.
I'd like to check my account	<ul style="list-style-type: none">  Securely check your account 24/7, 365 days a year.  Securely check your account on the move whenever you like.  Check balances, recent transactions and order statements for all of your business accounts.  At any Lloyds Bank branch.  Find out more at lloydsbank.com/mobilebranches  Check your balance using your debit card and PIN.  Check your balance and print a mini statement at any Lloyds Bank and Bank of Scotland branch.

How to protect yourself online

Stay safe online

We use the latest security measures and our Online and Mobile Fraud Guarantee gives you a full refund as long as you take simple steps to protect yourself.

Stay safe, stay protected online:

- Use passwords which aren't easy to guess
- Never share your password with anyone else
- Install anti-virus software to protect your devices and keep them up to date

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If you'd like some help or you're worried about money, you can visit us in any branch or call us on the number quoted earlier in this document, and we'll talk you through your options and try to help. If you'd prefer to speak to someone independent, you can get free support from any of the services below:

Business Debtline -

offers free debt advice to small business and the self employed
Call **0800 197 6026** or visit businessdebtline.org

Money Advice Service

Call **0800 138 7777** or visit moneyadviceservice.org

Citizens Advice

Call **03444 111 444** or visit citizensadvice.org.uk