



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall*  
*12 Lower Fore Street*  
*Saltash*  
*PL12 6JX*  
*Telephone: 01752 844846*  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

27 October 2023

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 2nd November 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](mailto:enquiries@saltash.gov.uk) or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and indicate if you will be present at the meeting.

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

Yours sincerely,

S Burrows  
Town Clerk

To:

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

## **Agenda**

1. Health and Safety Announcements.
2. Prayers.
3. Apologies.
4. Declarations of Interest:
  - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
  - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
5. Chairman's Report. (Pages 6 - 7)
6. Monthly Crime Figures. (Page 8)
7. Report by Community Enterprises PL12. (Page 9)
8. Community Area Partnerships (CAP's) report for noting or matters arising.
9. Community Area Partnerships (CAP's) Action Points for Reports.
10. To receive a report on behalf of Safer Saltash. (Page 10)
11. To receive a report from Saltash Chamber of Commerce.
12. To receive a report from the Climate Change and Environmental Working Group. (Pages 11 - 15)
13. To receive a report from Cornwall Councillors.
14. To receive an update on the future of the health care in Saltash and consider any actions. (Pages 16 - 20)
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. (Pages 21 - 23)  
  
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 ratify minute number 206/23/24 of the Saltash Town Council meeting held on 5th October 2023. (Pages 24 - 26)

18. To receive and approve the Minutes of the Full Town Council Meeting held on Thursday 5th October 2023 as a true and correct record. (Pages 27 - 41)
19. Finance:
  - a. To advise the receipts for September 2023; (Page 42)
  - b. To advise the payments for September 2023; (Pages 43 - 45)
  - c. Urgent and essential works actioned by the Town Clerk under Financial Regulations;
  - d. To note that bank reconciliations up to 30th September 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.
20. To receive and note the minutes of the following Committees and consider any recommendations:
  - a. Services held on 12th October 2023; (Pages 46 - 73)
  - b. Planning and Licensing held on 17th October 2023; (Pages 74 - 78)
  - c. Joint Burial Board held on 24th October 2023; (Pages 79 - 85)
  - d. Burial Authority held on 24th October 2023; (Pages 86 - 92)
  - e. Personnel held on 26th October 2023; (Pages 93 - 102)
  - f. Extraordinary Policy and Finance held on 31st October 2023.
21. To appoint a Member to Town Team and consider Town Council substitutes. (Pages 103 - 105)  
**(Composition of three representatives, Chairman of Town Vision and two Members).**
22. To receive an update on the Community Levelling Up Project and consider any actions and associated expenditure. (Page 106)
23. To receive a report on D-Day 80 and consider any actions and associated expenditure. (Page 107)

24. To receive an update on the closure of Lloyds Bank and consider any actions.  
(Pages 108 - 116)  
**(Pursuant to Full Town Council held on 05.10.2023 Minute Nr. 201/23/23)**
25. To receive Cornwall Councils Notice of Polling Districts and Polling Places Review and consider any actions. (Pages 117 - 132)
26. 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:  
  
**PA23/07202**  
Mr Stuart Dudley Groundwork South Trust Limited – **Pilgrim Pavilion Salt Mill Saltash PL12 6LG**  
Extension to Pavilion to form Drop-in Centre.  
**Ward: Tamar**  
Date received: 17/10/23  
Response date: 17/11/23  
<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S0GTNAFGJFU00>
27. To receive and note a local inquiry into the Addition of Footpaths at Babis Lane and Town Quay in the Parish of Saltash. (Pages 133 - 139)
28. Meet your Councillors: The next scheduled meeting date Saturday 11th November 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 December 2023 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 2 NOVEMBER 2023

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

Tuesday 3 <sup>rd</sup> October	8.30pm	Saltash Floral Art Club AGM, Wesley Church, Saltash
Saturday 7 <sup>th</sup> October	6.30pm	Saltash Sailing Club Celebration, Waterside, Saltash
Monday 9 <sup>th</sup> October	7.30pm	Saltash Music, Speech and Drama Festival AGM, Wesley Church, Saltash
Tuesday 10 <sup>th</sup> October	7.00pm	Saltash Environmental Action Meeting, Isambard House, Saltash
Thursday 12 <sup>th</sup> October	10.00am	CALC virtual Town and Parish Council Budget Update briefing
Saturday 14 <sup>th</sup> October	1.00pm	Saltash Rugby FC lunch and Game, Saltash
Thursday 19 <sup>th</sup> October	9.30am	St Stephens CP School Harvest Festival, St Stephens Church
Thursday 19 <sup>th</sup> October	2.0ppm	Proposed Banking Hub Meeting, Guildhall
Saturday 21 <sup>st</sup> October	6.00pm	Lord Mayor of Plymouth's Charity Dinner, HMS Drake
Friday 27 <sup>th</sup> October	6.30pm	China Fleet Country Club Sustainability Achievements Dinner, China Fleet, Saltash
Saturday 28 <sup>th</sup> October	2.30pm	Caradon Swimming Club 50 <sup>th</sup> Anniversary, Saltash Leisure Centre

DEPUTY MAYOR'S REPORT TO SALTASH TOWN COUNCIL  
THURSDAY 2 NOVEMBER 2023

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

Saturday 21 <sup>st</sup> October	6.00pm	Lord Mayor of Plymouth's Charity Dinner, HMS Drake
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## Saltash Monthly Crime Statistics

Offence	Recorded Crime 01/10/22-31/10/22	Recorded Crime 01/10/23-31/10/23	Recorded Crime Difference
Violence with injury	11	7	-36%
Violence without injury	14	11	-21%
Stalking and harassment	8	5	-38%
Other sexual offences	4	8	100%
Burglary non dwelling	2	1	-50%
Vehicle offences	2	0	-100%
Shoplifting	5	2	-60%
All other theft offences	1	7	600%
Criminal damage	13	9	-31%
Public order offences	7	4	-43%
Possession of drugs	2	0	-100%
Other offences	16	7	-56%
<b>Total</b>	<b>85</b>	<b>61</b>	<b>-28%</b>



Devon & Cornwall Police



Our Chairperson, Jo Grail, is on the road to recovery but it will be several months before she is back running CEPL12. We do, however, have a strong Board and therefore we are able to continue without her support for the time being.

As Acting Chairman, I have been doing some analysis into the role of CEPL12 in the town. The obvious one is that we have occupied 4 Fore Street for 11 years. This had been an empty shop for many years prior to us coming to an arrangement with the owner. We were responsible for setting up the pop-up shop at 5 Fore Street (now known as Lovingly Local) and this has now been open for almost 6 years. It was an offshoot from CEPL12 that Scrapstore was formed and now, with the recent opening of the unit in the Courtyard, occupies 3 trading units in the town centre. We of course also have the Community Kitchen, which was previously vacant for 2 years prior to us taking it on.

Some of the statistics that come from the above:-

1. A total of 6 shops are occupied as result of our continued or initiating activities which represents almost 7% of the retail units in Fore Street.
2. A total of circa 50 local crafters are presently selling their craft work through either 4 or 5 Fore Street.
3. No. 4 is on the threshold of having its best year ever, based on turnover.
4. 75 people a day, on average, visit the Community Kitchen and the fruit and veg stall to the front thereof.

In addition, through our occupancy of 18 Belle Vue Road, we also provide a base for other charities e.g. Foodbank and Citizens Advice Cornwall by having additional commercial lettings therein which help to fund the running costs of the building. Also, we have been able to provide additional space for Foodbank by sharing our occupancy of the former toilets in Belle Vue West car park.

Also, on a further positive note we have had several volunteers who, having got back into the work ethic, have gone on to find employment. We are pleased for them.

Despite all the above we sometimes get criticism, the latest being that because the Community Kitchen is mainly run by volunteers the cost of food/drink is cheaper (i.e. voluntary payments) and this is taking away trade from other coffee shops in the town, but, it was acknowledged that by having shops occupied there was a greater attraction to the town than having them empty. We will never win.

In our last report we reported that our AGM was coming up and we were asking members to approve the change of name from Saltash Gateway CIC to Community Enterprises PL12 CIC. This was approved.

The vision of those who set up Saltash Gateway CIC (including your present Mayor, Richard Bickford) has certainly been a benefit to the town and with our ongoing involvement in decisions making processes, e.g. Town Team and S.106 Panel, we hope that the benefit will continue.

Peter Ryland  
Vice Chairman  
Community Enterprises PL12 CIC

## National Hate Crime Awareness Week

On Thursday 19<sup>th</sup> October a group of multi-agency members met in Saltash, Safer Saltash, Devon and Cornwall Police, Refugee and Asylum Seeker Resettlement Team, The Complex needs Team, Crimestoppers, Town and Cornwall Councillors.

We spent the day visiting public facing businesses, we had in depth conversations with staff about any form of hate crime and asked if the businesses would support us by displaying a 'NO PLACE FOR HATE' window sticker in their shop/taxi/pub/restaurant/surgery/school/library. This sticker which is visible in the windows supports the fact that this will not be tolerated in Saltash. On this sticker there is a QR code which can be scanned to report immediately to Devon and Cornwall Police any form of hate crime which includes (sexism, racism, disability etc.)

Along side the window stickers we also had leaflets that have been produced by the Resettlement Team which encourage compassion from the English-speaking community towards refugees and third-party reporting information from crime stoppers.

After this very successful hate crime campaign we had ran in Saltash over 65 businesses, traders and organisations in the town participated. One of the major points that was brought to my attention by all businesses in Saltash was the need for CCTV in our town due to the fact of numerous robberies that have occurred in the last few months.

With this issue in mind the local businesses are looking to form a group to support them called "Shop Watch" this will be supported by Devon and Cornwall Police with the supply of radios on a reduced charge per month.

## Environmental Vision Audits

This is a meeting of multi-agency sectors, which include safer Saltash, town and Cornwall councillors, Devon and Cornwall police, Cornwall housing and Cormac.

We have chosen certain areas in Saltash to walk and visually inspect areas for issues such as dog fouling, drug use, littering, overgrown walkways and paths and any fly tipping. We have found this to be very beneficial to ourselves as we are on foot as a group and able to communicate personally with the public.

# Agenda Item 12

## To receive a report from the Climate Change and Environmental Working Group.

The Climate Change and Environmental Working Group (CC&EWG) work in partnership with Saltash Environmental Action. There is not a report to be received from the CC&EWG this month however, SEA have provided the following update on the Trees for Saltash project.

Email received from SEA:

*I thought I'd keep Saltash Town Council up to date on Tree Saltash.*





*Our planting plans for Winter are coming together now, and so I've attached a copy for Saltash Town Council's information.*




*I'm hoping we can set the season off with a tree planting of the 'Coronation' oak on Longstone, originally an idea of Hilary Frank and May Fair. I've just asked the Mayor if he would attend formally, hopefully on Wednesday 29th.*






*One more thing is that Forest for Cornwall wanted us to apply for the Cornwall Sustainability Award for tree planting, so we've done this and will hear next month.*





*Here is a link to the Tree Saltash FYI:*

<https://www.seasaltash.org.uk/tree-saltash/>

	site	Tree, consultation	Location map
<b>Central</b>			
1	<b>Tobruk Rd</b> (back of football stadium) SX 42048 59077	On sloping ground 30m continuous <b>hedgerow</b> . Reduces the need for mowing on an awkward sloping site  Services check clear Consultation leaflet drop, Library display	
2	(near) <b>Montgomery Close</b> SX 41951 59039	Two small trees on the verge next to the entrance to the Close Not blocking any window  Services check clear Library display <b>2 crab apple</b>	
3	<b>Church Road Park</b> SX 41919 59062	<b>Currently, we're thinking of 3</b> birch centrally - they have loose canopy, which won't block residents' view  also <b>2 true service tree</b> (unusual but a true native tree Pemros Rd)  Consultation: local postman Mike who lives opposite – total support Library display	
4	<b>Longstone Park</b> SX 42454 59116	<b>OAK down on the left, beyond the plane, planted by Mayor to open our planting, ?27<sup>th</sup> November, or early December.</b> Liaison with Hilary Frank + Mayfair who wants it to mark Coronation	
<b>Beatrice Av area</b>			

5	<p><b>Mulberry Rd</b> SX 42131 58494</p>	<p>single <b>MULBERRY</b> at SE corner of abandoned play area. Will look lonely so could be accompanied by a 2 small <b>cherries</b></p> <p>Library display, supportive</p>	
6	<p><b>Frobisher Drive</b> Various locations, both sides of the road: SX 42234 58580 SX 42240 58577 SX 42267 58590 SX 42259 58608</p>	<p>a) Add another standard or two, to make a group with the liquidambar planted in Phase 1. <b>?Swedish whitebeam,</b></p> <p>b) Replenish the <b>hawthorn</b> planted in Phase 1</p> <p>c) On the way down the hill, both sides of the road Mainly <b>hedging</b>, small natives</p> <p>Services: water mains at the corner. Several manhole covers, keep 2m away.</p>	
7	<p><b>Broad Walk open space</b> SX 42290 58419</p> <p>and (point B) SX 42270 58412</p>	<p>Plant specimen elm? when hawthorn hedge big enough to protect it. <b>NEEDS 2/3 REPLACEMENT HAWTHORNS</b></p> <p>Probably 2024/5 planting of central tree</p>	
<p><b>Oaklands Rd area</b></p>			
8	<p><b>Brooking Way and Buller Park</b></p>	<p>CC Permission in place from phase 1 Gleditsias OK, add some protection for them, in groups of three. Buller Park: <b>Arbutus</b>;</p> <p>Fearnside Way: <i>Catalpa bignonioides aureus</i> donated by resident and planted 8<sup>th</sup> August 2023. Something dark green, and good protection for the gleditsia: <b>Arbutus</b>;</p>	

9	<p><b>Brooking Way:</b> beside car park SX 41492 59164</p>	<p>New site, Permission needed, to screen the brick wall there: <b>?? what to provide screen</b></p> <p>Services check clear Local residents supportive</p>	
10	<p><b>Carew Gardens</b> SX 41589 59127</p>	<p>CC Permission in place from phase 1</p> <p>Existing Malus: ADD a third <b>Malus</b> – or desert apple. Permission exists from phase 1</p> <p>Resident (Pater Kellow, no 26) told us they are applying to extend parking lot –which would mean MOVING one of the Malus planted last season. Keep in touch with him (AW to give him contact details)</p>	
11	<p><b>Grenfell Lane</b> Off Grenfell Av SX 41438 59300</p>	<p><b>CC Can we liaise with Housing?</b></p> <p>Two smallish trees (eg. <b>2 spindle</b>) at the wider South end (by car park) of this abandoned verge. (overhead telephone wire). Wildflowers CORMAC/Housing</p>	
<p><b>Warraton Rd</b> <b>Other areas</b></p>		<p><b>Hedging:</b> Fill gaps</p>	
12	<p><b>Liskeard Rd</b> wide verge approaching roundabout to Latchbrook from Saltash SX 40827 59484</p>	<p>Planted and tended for wildflowers. Room for one tree as well Suggest <b>Birch</b>, back from the road, towards the W end of the verge, not directly in front of any house</p> <p>Services check clear</p>	
<p><b>Fairmead Mews</b></p>			
13	<p><b>The Green</b> SX 41162 59023</p>	<p>A row of <b>5</b> trees beside the car park, leaving room for football on The Green. <b>Malus</b> Services check needed please</p>	

14	Langerwell Close SX 41132 59064	THIS WHOLE HEDGE NEEDS A LONG-TERM PLAN, AND MAJOR RECONSTRUCTION AND RE-PLANTING	
<b>STC land</b>			
15	<b>St Stephens cemetery</b>	<b>Pair of hawthorns</b> , to replace the ash felled for ADB. AW applied to Rev McGrath to get a Faculty. Applied for permission from Joint Burial Board.	
16	<b>Pillmere Meadow</b>  Owned by: SALTASH TOWN COUNCIL SX418597	<b>??PLANS ABANDONED: RESIDENTS AGAINST TREE-PLANTING</b>  Single <b>whitebeam</b> to form a pair with the oak opposite, in the top corner	
17	<b>Elwell Woods</b>  Owned by: SALTASH TOWN COUNCIL SX 43169 58919	In body of woodland: <b>two oak</b> trees and <b>two Scots pine</b> , #1-4 Add one <b>Monterey</b> pine (#5) in available space between 2 mature Monterey pine, Add <b>2 silver birches</b> (6, 7) around the Celtic Cross	

**End of Report**

**SEA**

## Report to Saltash Town Council

### Healthcare Action Group

The Action Group is due to meet again in mid November. The good news is that a final draft version of a Vision of Future Health Care in the town has been agreed. **A copy is appended.** This will now be transformed from a Word document into a more “reader friendly” version both for public consultation and for negotiation with NHS Chief Officers in Cornwall.

The Action Group is nevertheless greatly hindered by organisational changes at the Cornwall Integrated Care Board (which finances NHS services). We are resigned to losing the leadership of Dr Andy Sant, and have not been told how he will be replaced. Lack of local NHS leadership has been a significant negative feature in the past.

We would like to recommend, on behalf of local patients, that the Council seeks formal meetings about the Vision, firstly with:

- The Chair and Chief Executive of the Cornwall Partnership Trust (which is responsible for community hospitals and community health services, eg District Nursing), and then with
- The Chair and Chief Executive of the CIOS Integrated Care Board

We want to thank the Council again for its continued support of this project, and hope that you can take a lead at this stage in building and sustaining the voice of the community over this.

George Muirhead  
Peter Thistlethwaite

PPG Chairs

27 October 2023



# Patients First

## A Vision and Plan of Action for Future Healthcare in the Saltash area

**Background** Below is the vision and outline plan developed by a collaborative Action Group of patients, community representatives, health professionals and NHS leaders. The Group was formed in belated response to (1) the disinvestment in local services in 2016 through the closure of beds and minor injuries services at St Barnabas Hospital and, more recently, (2) the negative impact of national pressures in the NHS on local services. There is massive frustration in the town that nothing has ever been actioned by the NHS following extensive consultations about the hospital's future. Saltash Town Council, in its Strategic Plan 2024-27, is including support for the Action Group in its goal of improving local NHS provision.

**Mission** The Group exists to ensure health and wellbeing services are fit for purpose for residents of all ages in a town whose population is growing. It also provides a regular forum to share good practice between services, identify need, improve collaboration and ensure that the patient voice is central to all decision making.

**Action** We are agreed that the neglect of healthcare development in this town (compared to other towns in this part of Cornwall, which have had considerable investments over recent years) will have to be reversed. Some improvements are beginning to happen now, others will come soon, and some will necessarily take time. The overall plan is outlined here, but the headline messages for NHS Providers are:

- **MAKE ACCESS EASIER FOR PATIENTS**
- **BRING BACK LOCAL SPECIALIST PROVISION**
- **COORDINATE EVERYTHING BETTER**

The future role of existing buildings, and options for building new ones, to create a 21st century pattern of provision, are inevitably the most ambitious elements of the vision at this stage. Finding sites and building up a financial package are essential steps that will need collective determination which we want to see through. We will be on the look-out for any opportunity to move forward.

***“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”***

***Kate Shields, Chief Executive, Cornwall and Isles of Scilly Integrated Care Board, in a letter to the Mayor of Saltash, July 2023***

Benefits to Patients	Actions and timescales
<p data-bbox="204 286 689 322"><b>Make access easier for patients</b></p> <p data-bbox="204 528 842 851">This will come via <b>personal advice from Practices</b> at the point of contact, or by using IT or apps. It will give access not only to GP or nursing appointments, but also direct to wider community services eg physio, clinical pharmacy, mental health, social &amp; community support. This should be a positive experience for all patients, including children.</p> <p data-bbox="204 1115 842 1478"><b>NHS dental services</b> are now totally lacking in the town, which is of great concern to patients and families. This is also a problem to be found in most Cornish towns, and is based on national policy issues which are not being resolved. However, one consequence is a large underspend in the NHS budget in Cornwall - and we are interested in the initiative taken recently in Lostwithiel to access and redeploy this.</p>	<p data-bbox="863 286 1481 609">(1) Changes are already being introduced by Saltash Health Centre and Port View Surgery with additional back-up from East Cornwall Primary Care Network. Progress will be dependent on recruitment, team building, patient engagement, etc. It will need a continuous programme of promotion and explanation in 2023 to win over the hearts and minds of patients.</p> <p data-bbox="863 685 1503 1048">(2) This new style of service would be enhanced by more modern premises, ideally a single Health and Wellbeing Centre for the town on the Plougastel Drive campus. This is an ideal location for patients - and where there are current opportunities for project partnerships. This would be a major project over a number of years, but we are aiming to create an initial vision by end of March 2024.</p> <p data-bbox="863 1344 1471 1451">(3) We will explore options in the hope of taking any opportunity for improved dental provision.</p>

**Bring back local specialist provision**

**Specialist provision** includes wound dressings & minor injuries provision which are now not easy to access here, wider availability of consultant clinics which are under-used currently, and provision of more diagnostics, eg scans and radiology, which are justifiable in a town of the size of Saltash. The approach needs to include provision for children, and for people of all ages with mental health concerns.

**NHS provision of short-term care beds** in the town to facilitate rehabilitation or prevent acute hospital admissions is a vital ingredient of the pattern of service we are seeking to develop. We are agreed that St Barnabas Hospital cannot be adapted for short-term care beds, but we ask whether any local NHS or public sector owned premises could be used for this purpose since beds are needed now. Local patients and their families are currently ill-served by lack of local provision.

(4) Cornwall Partnership Trust (CPT) has undertaken to promote to the public the services available now at St Barnabas Hospital - which are not widely known and understood - and to seek to expand their range.

(5) There is a need for a new type of provision for hands-on services for dressings and minor injuries etc. The idea would be to shift suitable provision from Derriford Hospital and the Cumberland Centre back to where it is actually needed. This may be served by a partnership between CPT and the Practices to be commissioned by Integrated Care Board (ICB)

(6) ICB to be encouraged to plan to commission in 2024/25 new provision of diagnostics in the town for local patients

(7) The provision of local beds would be ideally met by the incorporation of a unit into the plan for the Plougastel Drive campus. Failing that, a new unit, possibly in the Treledan development, or by the permanent adaptation of existing NHS premises, would be needed.

Decisions on how to proceed have been put off for too long, so we will put together with partners an outline vision by the end of 2023. We need such clarity of purpose, or else stakeholders will never be in a position to seize opportunities as they emerge.

**Coordinate everything better**

This is vital to **prevent patients falling between the gaps in services** on the journey between GP, hospital, and community care, etc.

This is particularly important for patients on discharge from hospital or needing acute care at home or rehabilitation, and those with chronic conditions and disabilities, including carer support. Regular “huddles” of community staff, supported by the Integrated Transfer of Care (ITOC) service, are already taking place to manage patient journeys better, and being developed further by CPT and the 2 GP Practices.

(8) Integrated locality team working -primary, community, mental health and social care- to be fully established by the end of March 2024

## Question One.

On the 18<sup>th</sup> August 2010 Saltash Town Council submitted an application to Cornwall Council for the Definitive Map And Statement of Public Rights of Way to be modified adding the obstructed part of Yellow Tor Lane as a Public Footpath. The application included much evidence of over twenty years use by members of the public prior to the way being obstructed and other evidence obtained by STC.

Cornwall Council spent much of their resources, time and effort in examining this application and accompanying evidence and other evidence they had and decided that it was not a Public Footpath – but that it is a Restricted Byway (*open to members of the public to use and enjoy: in or on non-mechanical propelled vehicles, riding or leading a horse or on-foot.*)

On completion of their long investigation Cornwall Council produced and published an Order saying it was a Restricted Byway – then allowed the necessary time for objections – then confirmed their order as an Unopposed Order - and added the way to the Definitive Map and Statement of Public Rights of Way. This must have been a very time consuming and very expensive legal process.

But, the way still remains obstructed and unusable. I have reported this to Cornwall Council – but received a reply from CORMAC (not Cornwall Council) indicating CORMAC won't clear it because CORMAC's lack of resources to do so.

What I would like is for Saltash Town Council to ask Cornwall Council to explain how after spending time, other resources legal and financial on investigating. Making an Order and Confirming their Order the way remains in a condition that it can be used and enjoyed by members of the public because of a lack of resources. And to please insist on a reply from Cornwall Council - and to not accept a reply from CORMAC.

Peter Clements  
Derek Holley



Questions - A 15-minute period when members of the public may ask questions of Members of the Town 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.

<b><u>Date Received</u></b>	<b><u>Public Questions to the Town Council</u></b>	<b><u>Submitted By</u></b>
28/04/22	Saltash Town Council to ask Cornwall Council to explain how after spending time, other resources legal and financial on investigating. Making an Order and Confirming their Order the way remains in a condition that it can be used and enjoyed by members of the public because of a lack of resources. And to please insist on a reply from Cornwall Council - and to not accept a reply from CORMAC.	P Clements and D Holley

**206/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

Members received a request from Colonel Edward Bolitho to support the proposed installation of a Coronation Tree at Carkeel roundabout.

Due to the urgency to plant the tree within tree planting season (subject to National Highways approval) a letter was received and circulated within the reports pack.

It was proposed by Councillor Bickford, seconded by Councillor Foster and **RESOLVED** to write a joint letter of support with Cornwall Councillors requesting a meeting with National Highways to discuss the planting of the tree commemorating the coronation of the His Majesty King Charles III.

The above resolution is to be ratified at Thursday 7th November 2023 Full Town Council meeting.



30<sup>th</sup> October 2023

Ed Halford  
National Highways  
Ash House  
Falcon Road  
Sowton Ind. Estate  
Exeter  
EX2 7LB

Dear Ed

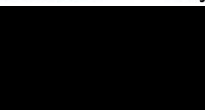
**A coronation Tree – Carkeel Roundabout, Saltash**

At the Saltash Town Council meeting held on Thursday 5<sup>th</sup> October 2023, correspondence was received from Colonel Edward Bolitho (as attached), requesting Saltash Town Council consider supporting together with the Cornwall Councillors, to plant a tree at Carkeel roundabout to commemorate the Coronation of His Majesty King Charles III. The matter was considered at that meeting where Saltash Town Council agreed to support the request to arrange a meeting with National Highways to discuss the potential planting of a tree to commemorate the Coronation of His Majesty King Charles III.

Thank you for taking the time to read our letter, we hope you will be available to meet with us, we look forward to hearing from you in due course.

I will copy this letter to Colonel Edward Bolitho for his records.

Yours sincerely



Councillor Richard Bickford  
Mayor of Saltash 2023-2024  
On behalf of Saltash Town Council





Colonel Edward Bolitho OBE

Telephone (Office): 01736 363021

Cllr. Richard Bickford  
Mayor of Saltash  
Saltash Town Council  
The Guildhall  
Lower Fore Street  
Saltash  
Cornwall PL12 6JX

29 September 2023

*Dear Councillor Bickford*

**A CORONATION TREE – CARKEEL ROUNDABOUT**

Cornwall, along with the counties of the remainder of the United Kingdom, is being given a tree to plant to commemorate the Coronation of HM King Charles III this year. After wide consultation, the favoured plan is to plant the tree in the middle of the Carkeel roundabout on the A38, as a welcome and farewell to Cornwall to visitors and locals alike. This is felt to be an ideal place and a highly prominent one and I hope you and your Council would support the proposal. It certainly has the strong support of James Kitson DL, my local deputy lieutenant. In terms of what we might plant, an English Oak might seem the most appropriate tree, and we certainly want something that will be there ideally for hundreds of years, but we can be flexible if National Highways have particular views.

The roundabout is owned, we understand by, National Highways, and therefore authority to plant the tree would need to come from them. We are seeking to get such authority through the Lieutenancy Office in County Hall but think it would be useful if Saltash Town Council were happy to write a joint letter with Cornwall Councillors to National Highways asking for a meeting to discuss the proposal.

Inevitably, time is not on our side and the tree needs to be planted ideally this year, but at the very latest by the beginning of March 2024, so we need to get a view from National Highways quickly, so that other plans can be laid if Carkeel is a non-starter.

I will copy this letter to the Lieutenancy Office and James Kitson, so that can help if necessary.

*With all good wishes*

*Yours sincerely*

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 5th October 2023 at 7.00 pm

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

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

**APOLOGIES:** S Lennox-Boyd, S Martin and D Yates.

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#### **177/23/24 PRAYERS.**

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

Councillor B Samuels led prayers.

#### **178/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **179/23/24 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.

**180/23/24**    **CHAIRMAN'S REPORT.**

The Chairman reminded Members of the Town Council budget setting process currently underway for the year 2024-2025.

Members were reminded to utilise the online calendar to keep up to date with all Town Council meetings scheduled during this period. The Chairman reiterated the importance of attendance and engagement in the budget setting process.

The Chairman wished to congratulate Councillor Mortimore - Chairman of Summerfields Play Park, and all Members who have supported the community initiative for the renovation of the Summerfields play park.

Members agreed it is a fantastic community project which the Town Council were able to support. Members were pleased to see the start of renovations within the play area which saw play equipment being installed this week.

It was **RESOLVED** to note.

**181/23/24**    **MONTHLY CRIME FIGURES.**

It was **RESOLVED** to note.

**182/23/24**    **REPORT BY COMMUNITY ENTERPRISES PL12.**

The Vice Chairman P Ryland was in attendance and advised he would provide monthly reports from November.

Members sent their best wishes to the Chairman of PL12.

It was **RESOLVED** to note.

**183/23/24**    **COMMUNITY AREA PARTNERSHIPS (CAP'S) REPORT FOR NOTING OR MATTERS ARISING.**

It was **RESOLVED** to note.

**184/23/24**    **COMMUNITY AREA PARTNERSHIPS (CAP'S) ACTION POINTS FOR REPORTS.**

The Chairman informed Members of the action to send a letter on behalf of the CAP in support of the motion to Cornwall Councillor Armand Toms, to submit a recommendation to Cornwall Council, to review the design for improvements and safety on the A38 in three sections - Saltash to Trerulefoot, Trerulefoot to Dobwalls, Dobwalls to Bodmin.

Cornwall Councillor Frank spoke of the recent CC Full Council meeting held on 19<sup>th</sup> September 2023 in which the motion was submitted however due to financial implications the motion has been deferred to Cabinet for further debate.

It was **RESOLVED** to note.

**185/23/24**    **TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.**

The Town Clerk provided a verbal overview of a recently attended Cornwall Council briefing held by Cornwall Council's Strategic Intelligence Manager and Senior ASB caseworker in which the Government's anti-social behaviour action plan was discussed.

The action plan outlines what it is the Government are planning to spend £160m of funding on to tackle anti-social behaviour within communities.

Due to limited resources available across Cornwall, main areas experiencing high volumes of anti-social behaviour are being focused on.

Schemes for assisted funding to appoint an Enforcement Officer within Saltash is available with Cornwall Council. However, if an emergency were to arise in another town the Officer would be required to attend.

The Town Clerk spoke on reported crime figures, with other towns and parishes stating the figures provided were evident of not being a true reflection of crime being reported within their communities.

All towns and parishes were requested to continue to encourage the community to report all crime to the police. Reports are passed to community organisations such as Safer Saltash and assists in identifying problematic areas and the prevention of crime.

It was **RESOLVED** to note.

**186/23/24 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.**

It was **RESOLVED** to note.

**187/23/24 TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP.**

Councillor Gillies informed Members of an upcoming community event to be held at Isambard House on Tuesday 10<sup>th</sup> October 2023 at 7pm to discuss the pros and cons of electric vehicles.

A further programme of Climate Change and Environmental events is available and would be shared on the Town Council's Social Media.

It was **RESOLVED** to note.

**188/23/24 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.**

Cornwall Councillor Worth informed Members of a verbal update on two public consultations available via the Let's Talk Cornwall site - <https://letstalk.cornwall.gov.uk/>

**Budget Setting 2024-2025**

Cornwall Council's public consultation to have your say on the budget setting for 2024-2025 is now open for responses. Cornwall Council are seeking residents' views on the plans to deliver their priorities within the budget available.

The consultation is open until midnight on 12<sup>th</sup> November 2023.

**Tamar Bridge**

A public consultation will be available from Saturday 7<sup>th</sup> October 2023 until 29<sup>th</sup> October 2023 to have your say on proposed changes to the tolls to use the Tamar Bridge and Torpoint Ferry Services.

It was **RESOLVED** to note Cornwall Councillor Lennox-Boyd's report and additional verbal updates received.

**189/23/24 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS.**

The Chairman informed Members of a meeting held on Wednesday 5<sup>th</sup> October 2023 with a detailed report to be received at November's Full Council.

**190/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**191/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

<u>Date Received</u>	<u>Public Question to the Town Council</u>	<u>Submitted By</u>
26.09.23	RE: Excessively Speeding Traffic on New Road, B3271, Saltash, PL12 6HW  As it is very dangerous for those doing the speed limit and for pedestrians alike, please would you be kind enough to monitor, investigate and instigate the need for better traffic calming measures, such as speed cameras?	J Higgins

The Chairman referred to the resident's question asking the Town Clerk to read the response from Sheryll Murray MP and Cornwall Council's Highway Manager.

Members discussed various speeding issues in and around Saltash at length.

Cornwall Councillor Frank confirmed she is progressing with an application to hold speed watch in Saltash.

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** to support Cornwall Council to install average speed cameras on New Road and in the interim to ensure speed monitoring takes place as soon as practicable sharing the results with Vision Zero, Cornwall Council and Saltash Town Council.

**192/23/24** **TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 7TH SEPTEMBER 2023 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 7<sup>th</sup> September 2023 were confirmed as a true and correct record.

**193/23/24** **FINANCE:**

a. To advise the receipts for August 2023;

It was **RESOLVED** to note.

b. To advise the payments for August 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 31<sup>st</sup> August 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.

**194/23/24** **TO RECEIVE THE CONCLUDED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDED 31ST MARCH 2023.**

Members expressed their appreciation to the Town Clerk and Officers for a successful return.

It was **RESOLVED** to receive and note the Annual Governance and Accountability Return for the year ending 31<sup>st</sup> March 2023.



195/23/24 **TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

- a. Policy and Finance held on 12<sup>th</sup> September 2023;

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

**RECOMMENDATION 1:**

**72/23/24 TO RECEIVE THE RECOMMENDED DRAFT ALLOTMENT POLICY AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Draft Allotment Policy (as attached) to Full Council to be held on Thursday 5th October 2023.

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

**RECOMMENDATION 2:**

**73/23/24 TO RECEIVE AMENDMENTS TO EXISTING TOWN COUNCIL POLICIES AND CONSIDER ANY ACTIONS:**

The Chairman requested the following amendments to existing Town Council policies be considered en-bloc.

- a. Communications;
- b. Protocol for Member Officer Relations;
- c. Standing Orders.

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

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** the amendment to the Communications, Protocol for Member Officer Relations and Standing Orders (as attached) to Full Council to be held on Thursday 5th October 2023.

Councillor Miller requested a recorded vote be taken.

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

It was proposed by Councillor Miller, seconded by Councillor Stoyel and following a recorded vote of 11 for it was **RESOLVED** to approve the above recommendation.

b. Planning and Licensing held on 19<sup>th</sup> September 2023;

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

c. Burial Authority held on 25<sup>th</sup> September 2023;

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

**RECOMMENDATION:**

26/23/24 TO RECEIVE A REQUEST FROM ANTHONY ESTATES FOR THE USE OF CHURCHTOWN CEMETERY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed Members that a representative of Antony Estate was present at the meeting and with Members approval, the representative would be invited to present as a guest speaker.

It was proposed by Councillor Miller, seconded by Councillor Lennox-Boyd and **RESOLVED** to approve the representative of Antony Estate as a guest speaker.

The representative of Antony Estate gave a presentation concerning the proposed Natural Burial Site at Churchtown Farm, Saltash and the proposal for shared facilities.

Following the presentation Members discussed the proposals and impacts for a shared arrangement for parking and the installation of a site unit for the use of Antony Estate at the Churchtown Cemetery site.

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Town Council to be held on 5<sup>th</sup> October 2023:

1. To agree in principal to authorise the use of 15 spaces at Churchtown Cemetery car park by Antony Estates for funeral services at their proposed Natural Burial site, subject to contract and agreements being in place, these are to be inclusive of a booking system controlled by the admin department, costs to be determined and site management during use.
2. To review the installation and lease of a storage unit at Churchtown Cemetery, for use by Antony Estates for their Natural Burial site subject to a site visit and update from Burial Authority committee members.

Councillor Dent spoke of the request to place a sizeable storage unit within the grounds of Churchtown Cemetery and of a recently held site visit. Members did not feel a storage unit would be conducive or in keeping with the surroundings.

Members discussed various implications with shared use of the parking facilities at Churchtown Cemetery and requested further consideration relating to staff capacity and cost implications prior to any agreement being made.

It was proposed by Councillor Dent, seconded by Councillor Brady and **RESOLVED** defer the above recommendation to the Burial Authority to provide further clarification.

**196/23/24 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

a. Station Property held on 15th September 2023;

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

b. Property Maintenance held on 28th September 2023;

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

c. Library held on 2nd October 2023.

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

**RECOMMENDATION:**

**47/23/24 TO RECEIVE A QUOTE FOR THE CURTAIN WALLING WORKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Ian of Bailey Partnership informed Members on the quote received and contained within the circulated reports pack.

Bailey Partnership confirmed the quote is inclusive of the updated design features and structural elements for the main curtain walling, white vertical blinds, curtain walling on the sides of the library building and replacement windows above the main entrance and plant room. All works are inclusive of the original scope of works advertised for tender.

Bailey Partnership advised that the curtain walling refurbishments can be done in segments, resulting in minimal impact to the operations of the Library Service.

Works are proposed to commence in January subject to manufacturing lead times, design calculations, and building control regulations being approved.

It was proposed by Councillor Dent, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Town Council:

1. To appoint Horizon Architectural Glazing to supply and install a Reynaers curtain walled system to the library building to commence in the New Year 2024;
2. At a total cost of £149,718.00+vat in line with their payment terms, as detailed in the submitted quote;

3. To allocate against budget code 6971 EMF Saltash Library Property Refurbishment;
4. The Library Service continue to operate at the library building during the works, subject to risk assessments and method statements being in place to ensure everyone's safety.

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED** to approve the above recommendation subject to references and financial reports being obtained prior to appointment.

**197/23/24 TO RECEIVE A REPORT FROM THE TOWN TEAM ON THE TOWN VITALITY PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Foster left the meeting.

The Chairman of Town Team P Ryland was in attendance and invited to speak on the report received and contained within the circulated reports pack.

P Ryland spoke of the work still required to be undertaken with the Toolkit provided within the report taking into account community movement, parking solutions and further funding.

P Ryland and Members wished to thank the Members of the Town Team and the Town Clerk for their continued hard work, dedication and support to the project and ensuring Compliance and Regulations are continually met.

The Chairman wished it to be noted that the Town Clerk provides support as a volunteer at no cost to the Town Council.

Councillor Foster returned to the meeting.

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to support in principle the Town Team five action points outlined in the report and request Town Team continue to investigate how to deliver a vision to the Town Centre, with identified solutions to be received at a future Full Town Council meeting.

**198/23/24 TO RECEIVE TOWN TEAM NOTES AND TERMS OF REFERENCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note the meeting notes.

The Chairman drew attention to the slight amendments contained within the Town Team Terms of Reference received and circulated within the reports pack.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** to endorse the updated Town Team Terms of Reference.

**199/23/24 TO RECEIVE A REPORT ON SALTASH TOWN COUNCIL OBTAINING A DATA UNIVERSAL NUMBERING SYSTEM AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor Dent, seconded by Councillor Griffiths and **RESOLVED** to provide delegated authority to the Finance Officer to obtain a DUNS number at no cost on behalf of Saltash Town Council for the purpose of operating an Apple Business Manager application.

**200/23/24 TO RECEIVE A REPORT ON D-DAY 80 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

Members agreed it is a day of National importance that must be remembered.

Members requested correlation with other events being held in neighbouring Towns and Plymouth be considered.

It was proposed by Councillor Peggs, seconded by Councillor P Samuels and **RESOLVED** to defer to Full Town Council to be held on 7<sup>th</sup> November 2023 to allow for further review of the proposed schedule of events.

**201/23/24 TO RECEIVE AN UPDATE ON THE CLOSURE OF LLOYDS BANK AND CONSIDER ANY ACTIONS.**

The Chairman advised a meeting had been scheduled with the Link Hub Manager to discuss how a Banking Hub will look and be resourced at Saltash.

The meeting is to be held with key stakeholders on Thursday 19<sup>th</sup> October 2023 at 2pm, Members are encouraged to attend if available.

A further report will be provided at the following Full Council meeting to be held in November.

It was **RESOLVED** to note.

**202/23/24 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 14TH OCTOBER 2023 OUTSIDE BLOOM HEARING, FORE STREET.**

a. The next scheduled meeting date Saturday 14<sup>th</sup> October 2023 outside Bloom Hearing, Fore Street.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** for Councillors Griffiths, Bullock, Stoyel, Bickford and Gillies to attend.

**203/23/24 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.

**204/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**205/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**206/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

Members received a request from Colonel Edward Bolitho to support the proposed installation of a Coronation Tree at Carkeel roundabout.

Due to the urgency to plant the tree within tree planting season (subject to National Highways approval) a letter was received and circulated within the reports pack.

It was proposed by Councillor Bickford, seconded by Councillor Foster and **RESOLVED** to write a joint letter of support with Cornwall Councillors requesting a meeting with National Highways to discuss the planting of the tree commemorating the coronation of the His Majesty King Charles III.

The above resolution is to be ratified at Thursday 7th November 2023 Full Town Council meeting.

**207/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Lloyds Bank Update;
2. Library Window Refurbishment Work;
3. Annual Governance and Accountability Return;
4. Tamar Bridge Consultation;
5. Reporting Anti-Social Behaviour;
6. Climate Change Events.

**208/23/24 DATE OF NEXT MEETING: THURSDAY 2ND NOVEMBER 2023 AT 7:00 P.M.**

Thursday 2<sup>nd</sup> November 2023 at 7.00pm



**209/23/24**    **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.

**DATE OF NEXT MEETING**

Thursday 2 November 2023 at 7.00 pm

Rising at: 8.54 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

# Agenda Item 19a

## Bank Receipts

Saltash Town Council

For the period 1 September 2023 to 30 September 2023

Contact	Description	Net	VAT	Gross
Barclays	Interest Received	1.48	0.00	1.48
Barclays Active Saver	Transfer to cover Expenditure/Salaries	40,674.49	0.00	40,674.49
Churchtown Allotments	Allotment Deposit income	50.00	0.00	50.00
Churchtown Allotments	Allotment rent income 01/09/2023 to 31/03/2024	35.00	0.00	35.00
Cornwall Council	Closed Churchyard Grass Cutting 2023/24 St Stephen by Saltash Church as Per PO P100057111	628.40	0.00	628.40
Cornwall Council	Precept 2nd Instalment	653,876.50	0.00	653,876.50
Cornwall Council Deposit Fund	Reduction of funds to stay below £1 Million limit	25,000.00	0.00	25,000.00
Daily Moorings	Fee income	750.00	150.00	900.00
Guildhall income	Various Bookings	113.20	0.00	113.20
Guildhall income	Refreshment income	49.16	9.84	59.00
Guildhall income	Photocopying Fees	2.00	0.00	2.00
Isambard House	Various Bookings	430.00	58.00	488.00
Isambard House	Refreshment income	25.00	5.00	30.00
Library Income	Membership card Fees	4.59	0.91	5.50
Library Income	Photocopying Fees income	152.83	30.57	183.40
Maurice Huggins Room	Various Bookings	217.50	0.00	217.50
Murder Mystery	Bank Transfer from Eventbrite Clearing Account to Barclays Business Current Account	139.95	0.00	139.95
Public Sector Deposit	Interest Received	866.31	0.00	866.31
Saltash Bowling Club	Longstone - Bowling Club Water Charges	672.84	49.90	722.74
Seagull Bags	Seagull Bags income	253.67	50.73	304.40
St Stephen Parish Church	Interments	1,370.00	0.00	1,370.00
<b>Grand Total</b>		<b>£ 725,312.92</b>	<b>£ 354.95</b>	<b>£ 725,667.87</b>

# Agenda Item 19b

## Bank Payments

Saltash Town Council

For the period 1 September 2023 to 30 September 2023

Contact	Description	Net	VAT	Gross
A&M Security	CCTV Maintenance Cost	£ 336.71	£ 67.34	£ 404.05
All Seasons Window Cleaning	Station Window Cleaning - August 2023	£ 35.00	£ -	£ 35.00
Aquastorage System Cleaning Ltd	Legionella Risk Assessments - All Town Council premises (August)	£ 175.00	£ 35.00	£ 210.00
Aquastorage System Cleaning Ltd	Legionella Risk Assessments - All Town Council premises (September)	£ 175.00	£ 35.00	£ 210.00
Architecture By Studio Hive Limited	Consultancy charges for Town Vitality Open Space Project - Sixth Stage payment	£ 11,619.45	£ 2,295.67	£ 13,915.12
ASG Security	Annual maintenance and monitoring fee - Library Security alarm	£ 170.23	£ 34.05	£ 204.28
ASG Security	Annual maintenance and monitoring fee - Guildhall Security alarm	£ 313.48	£ 62.70	£ 376.18
ASG Security	Annual maintenance and monitoring fee - Library Fire alarm	£ 209.08	£ 41.82	£ 250.90
ATS Euromaster Ltd.	Vehicle Maintenance Costs - Service Delivery	£ 76.82	£ 15.36	£ 92.18
Barclays	Bank Charges	£ 13.42	£ -	£ 13.42
Barclays Mayor's Charity A/c	Transfer to cover bank charges	£ 41.69	£ -	£ 41.69
Barron Surveying Services Ltd	Professional Fees - Guildhall Tender for External Repairs	£ 500.00	£ 100.00	£ 600.00
Breakthrough Communications	Annual subscription	£ 1,997.00	£ 399.40	£ 2,396.40
BrightHR	Provisions of HR Software - September 2023	£ 78.00	£ 15.60	£ 93.60
Budget Locksmiths Saltash	Maintenance Materials - Public Toilets	£ 65.00	£ -	£ 65.00
Construction Management Services	Repairs to Guttering at Heritage Centre	£ 1,472.50	£ 294.50	£ 1,767.00
Cornwall Council	License to works within Highway Limits – 48-52 fore Street	£ 88.00	£ -	£ 88.00
Cornwall Council	Insurance for Longstone Garage and Depot - September 2023	£ 10.00	£ -	£ 10.00
Cornwall Council	Rent for Longstone Garage and Depot - September 2023	£ 375.00	£ -	£ 375.00
Cornwall Council	Highways Limit Licence to install Christmas Tree at Victoria Gardens on 13/11/2023	£ 97.00	£ -	£ 97.00
Cornwall Pensions	Pension Fund Payment - September 2023	£ 10,149.21	£ -	£ 10,149.21
Credit Card Purchases (Amazon)	Refund for the product (post box) due to returning as damaged.	-£ 120.84	-£ 24.17	-£ 145.01
Credit Card Purchases (Amazon)	Stationary Cost - P&F	£ 20.40	£ 4.08	£ 24.48
Credit Card Purchases (Amazon)	Provisions for IT equipment - Service Delivery Manager	£ 22.74	£ 4.55	£ 27.29
Credit Card Purchases (Amazon)	Vehicle Maintenance Cost	£ 7.47	£ 1.50	£ 8.97
Credit Card Purchases (Amazon)	Maintenance Materials - Public Toilets	£ 48.02	£ 9.60	£ 57.62
Credit Card Purchases (Amazon)	Asset labels to be installed on STC items to highlight the location for each item	£ 15.64	£ 3.13	£ 18.77
Credit Card Purchases (Amazon)	Cleaning product for Town Council noticeboards / metal work.	£ 3.32	£ 0.67	£ 3.99
Credit Card Purchases (Amazon)	Library Activities Cost	£ 22.50	£ 4.50	£ 27.00
Credit Card Purchases (DVLA)	12 Months Tax for YA11 SVY	£ 322.50	£ -	£ 322.50
Credit Card Purchases (HM Land Registry)	Procuring documents online for Title Plan for land / play park at Pilmere	£ 3.00	£ -	£ 3.00
Credit Card Purchases (HM Land Registry)	Procuring documents online for Title Plan Honey Suckle Play Park Pilmere	£ 3.00	£ -	£ 3.00
Credit Card Purchases (HM Land Registry)	Procuring documents online for Title Register Honey Suckle Play Park Pilmere	£ 3.00	£ -	£ 3.00
Credit Card Purchases (Meta)	Paid Facebook advertisements for Coastal Communities Team Public Consultation	£ 50.00	£ -	£ 50.00
Credit Card Purchases (Meta)	Facebook boost post for Town Vitality Public Consultation closing 14/07/2023	£ 5.00	£ -	£ 5.00
Credit Card Purchases (Staples)	Maintenance Materials - Public Toilets	£ 166.60	£ 33.32	£ 199.92
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
Denmans	Maintenance Materials - Guildhall	£ 20.00	£ 4.00	£ 24.00
Devon Garden Machinery	Equipment Maintenance Costs - Service Delivery	£ 105.38	£ 21.08	£ 126.46
EE	Staff mobiles and Pontoon broadband charges	£ 148.35	£ 29.67	£ 178.02
Efficient Comms Ltd	Telephone Call and Service Charges - August 2023	£ 228.39	£ 45.68	£ 274.07
EON	Electricity Charges - 1st August 2023 - 31st August 2023	£ 181.63	£ 9.08	£ 190.71
Funky Punky / Cher's Funky Faces	Library Activities Cost	£ 100.00	£ -	£ 100.00
HM Land Registry	Land registry Information for Land at Pilmere	£ 14.00	£ -	£ 14.00
HM Land Registry	Land registry Information for Playpark Land at Pilmere	£ 4.00	£ -	£ 4.00
HMRC	PAYE payment September 2023	£ 10,123.07	£ -	£ 10,123.07
Hockerill Engraving	Plaques for Memorial Bench	£ 44.50	£ 8.90	£ 53.40
Howdens	Maintenance Materials - Public Toilets	£ 96.65	£ 19.33	£ 115.98
Hygiene 2 Health Ltd	Legionella Risk Assessment 09/06/2023	£ 650.00	£ 130.00	£ 780.00
ICS Industrial Component Supplies	Maintenance Consumables - Service Delivery	£ 57.20	£ 11.44	£ 68.64
John Grimes Partnership Ltd	Waterfront Revitalisation Study work undertaken between 1 April 2022 to 31 May 2023.	£ 2,860.00	£ 572.00	£ 3,432.00
Laser - Cemetery	Electricity Charges - 01/03/2023 to 31/05/2023	£ 66.32	£ 3.32	£ 69.64
Laser - Christmas Light supply Point 1	Electricity Charges - 01/12/2022 to 28/02/2023	£ 70.88	£ 3.54	£ 74.42
Laser - Christmas Light supply Point 1	Electricity Charges - 01/03/2023 to 31/05/2023	£ 66.26	£ 3.31	£ 69.57
Laser - Christmas Light supply Point 2	Electricity Charges - 01/03/2023 to 31/05/2023	£ 66.26	£ 3.31	£ 69.57
Laser - Christmas Light supply Point 2	Electricity Charges - 01/12/2022 to 28/02/2023	£ 158.10	£ 7.91	£ 166.01

Laser - Christmas Light supply Point 4	Electricity Charges - 01/12/2022 to 28/02/2023	£ 67.28	£ 3.36	£ 70.64
Laser - Christmas Light supply Point 4	Electricity Charges - 01/03/2023 to 31/05/2023	£ 66.26	£ 3.31	£ 69.57
Laser - Christmas Light supply Point 6	Electricity Charges - 01/03/2023 to 31/05/2023	£ 128.94	£ 6.45	£ 135.39
Laser - Christmas Lights Supply Point 5	Electricity Charges - 01/03/2023 to 31/05/2023	£ 71.61	£ 3.58	£ 75.19
Laser - Christmas Lights Supply Point 5	Electricity Charges - 01/12/2022 to 28/02/2023	£ 190.10	£ 9.51	£ 199.61
Laser - Guildhall Gas	Electricity Charges - 31/05/2023 to 30/06/2023	£ 121.20	£ 6.06	£ 127.26
Laser - Guildhall Gas	Electricity Charges - 30/06/2023 to 31/07/2023	£ 125.24	£ 6.26	£ 131.50
Laser - Station Gas	Electricity Charges - 30/04/2023 to 31/05/2023	£ 21.71	£ 1.09	£ 22.80
Laser - Station Gas	Electricity Charges - 31/05/2023 to 30/06/2023	£ 22.00	£ 1.10	£ 23.10
Laser - Station Gas	Electricity Charges - 30/06/2023 to 31/07/2023	£ 20.77	£ 1.04	£ 21.81
Laser - The Maurice Huggins Room	Electricity Charges - 01/12/2022 to 28/02/2023	£ 513.82	£ 25.69	£ 539.51
Laser - The Maurice Huggins Room	Electricity Charges - 01/03/2023 to 31/05/2023	£ 414.10	£ 20.71	£ 434.81
Laser - Unmetered supply	Electricity Charges - 01/04/2023 to 30/04/2023	£ 17.55	£ 0.88	£ 18.43
Laser - Unmetered supply	Electricity Charges - 01/05/2023 to 31/05/2023	£ 17.61	£ 0.88	£ 18.49
Laser - Unmetered supply	Electricity Charges - 01/06/2023 to 30/06/2023	£ 16.71	£ 0.84	£ 17.55
Laser - Unmetered supply	Electricity Charges - 01/07/2023 to 31/07/2023	£ 17.21	£ 0.86	£ 18.07
Laser - Guildhall Electric	Electricity Charges - 01/03/2023 to 31/05/2023	£ 1,244.36	£ 248.87	£ 1,493.23
Mr Sticker	Sign to replace damaged sign at the Memorial Peace Garden	£ 220.00	£ 44.00	£ 264.00
Ms Gypsy Watkins	Library Activities Cost	£ 25.00	£ -	£ 25.00
Opayo (previously Sage)	Card Machine charges	£ 14.80	£ 2.96	£ 17.76
Opayo (previously Sage)	Card machine charges	£ 84.37	£ -	£ 84.37
Otis Ltd	Contractual Maintenance - Guildhall Lift 01/09/2023 - 30/11-2023.	£ 671.04	£ 134.21	£ 805.25
PPL PRS Ltd.	Additional Charges required for events taken place during license pe	£ 384.60	£ 76.92	£ 461.52
Print Copy Scan Ltd	Prints for Photocopiers 28/07/2023 to 29/08/2023	£ 48.01	£ 9.61	£ 57.62
Rosevale Accountants Ltd	Professional Fees - Week Commencing 14th August	£ 493.00	£ 98.60	£ 591.60
Rosevale Accountants Ltd	Monthly payroll and absence management - September 2023	£ 533.00	£ 106.60	£ 639.60
Rosevale Accountants Ltd	Professional Fees - Week Commencing 21st August	£ 377.00	£ 75.40	£ 452.40
Rosevale Accountants Ltd	Professional Fees - Week Commencing 28th August 2023	£ 754.00	£ 150.80	£ 904.80
Rosevale Accountants Ltd	Professional Fees - Week Commencing 4th September 2023	£ 783.00	£ 156.60	£ 939.60
Saltash & District Observer	Town Messenger - August 2023	£ 330.00	£ -	£ 330.00
Saltash & District Observer	Town Messenger - September 2023	£ 330.00	£ -	£ 330.00
Saltash Window Cleaning	Cleaning of Saltash Council Office Windows July 2023 and August 2023	£ 90.00	£ -	£ 90.00
Security Management South West Ltd	Keyholding Response charge for Longstone Depot on 05/08/2023	£ 45.00	£ 9.00	£ 54.00
Security Management South West Ltd	Keyholding Response charge for Longstone Depot on 05/08/2023	£ 45.00	£ 9.00	£ 54.00
Security Management South West Ltd	Keyholding Response charge for Longstone Depot on 05/08/2023	£ 45.00	£ 9.00	£ 54.00
Security Management South West Ltd	Keyholding Response charge for Longstone Depot on 05/08/2023	£ 45.00	£ 9.00	£ 54.00
Security Management South West Ltd	Keyholding Response charge for Longstone Depot on 07/08/2023	£ 45.00	£ 9.00	£ 54.00
Security Management South West Ltd	Keyholding Response charge for Longstone Depot on 15/08/2023	£ 45.00	£ 9.00	£ 54.00
Security Management South West Ltd	Keyholding Response charge for Longstone Depot on 16/08/2023	£ 45.00	£ 9.00	£ 54.00
Security Management South West Ltd	Keyholding Response charge for Longstone Depot on 31/08/2023	£ 45.00	£ 9.00	£ 54.00
Security Management South West Ltd	Keyholding Response charge for Longstone Depot on 09/09/2023	£ 45.00	£ 9.00	£ 54.00
Security Management South West Ltd	Keyholding Response charge for Longstone Depot on 09/09/2023	£ 45.00	£ 9.00	£ 54.00
Security Management South West Ltd	Keyholding Response charge for Longstone Depot on 10/09/2023	£ 45.00	£ 9.00	£ 54.00
Security Management South West Ltd	Keyholding Response charge for Longstone Depot on 19/09/2023	£ 45.00	£ 9.00	£ 54.00
Simon James	Library Activities Cost	£ 100.00	£ -	£ 100.00
SOS Consultancy	Monthly ICT Support and Maintenance Services	£ 1,260.86	£ 252.18	£ 1,513.04
South West Water - Library	Water and Sewerage Charges - 03/08/2023 - 05/09/2023	£ 29.97	£ -	£ 29.97
South West Water - Longstone Depot - Connection to Bowling Green	Water and Sewerage Charges 03/08/2023 - 05/09/2023	£ 51.26	£ 4.12	£ 55.38
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water and Sewerage Charges 03/08/2023 - 05/09/2023	£ 83.17	£ 6.55	£ 89.72
South West Water - Maurice Huggins Room	Water and Sewerage Charges 03/08/2023 - 05/09/2023	£ 14.01	£ 1.28	£ 15.29
Sovereign Fire and Security Ltd	Maintenance Costs - Pontoon	£ 261.00	£ 52.20	£ 313.20
Spot-On-Supplies	Maintenance Materials - Public Toilets	£ 12.95	£ 2.59	£ 15.54
Spot-On-Supplies	Maintenance Materials - Public Toilets	£ 8.20	£ 1.64	£ 9.84
Staff Expenses	Maintenance Costs - Pontoon	£ 6.99	£ -	£ 6.99
Staff Expenses	Mileage - Assistant Service Delivery Manager	£ 79.65	£ -	£ 79.65
Staff Expenses	Expense claim - Library Activities	£ 30.90	£ -	£ 30.90
Staff Salaries	Staff Salaries	£ 34,193.63	£ -	£ 34,193.63
The Core (THECORE)	Instalment payment for delivery of youth work in Saltash - 2nd payment September	£ 9,979.34	£ -	£ 9,979.34
Thirsty Work	Water Cooler Hire and Purchase of water bottles - July 2023	£ 112.75	£ 22.55	£ 135.30
TJ Electrical	Electrical Maintenance Costs - Maurice Huggins	£ 200.00	£ -	£ 200.00
TJ Electrical	Electrical Maintenance Costs - Longstone Depot	£ 300.00	£ -	£ 300.00
TJ Electrical	Electrical Maintenance Costs - Maurice Huggins (Remedial Works)	£ 129.86	£ -	£ 129.86
TJ Electrical	Electrical Maintenance Costs - Longstone Depot (Remedial Works)	£ 381.10	£ -	£ 381.10
Trade UK Account	Maintenance Materials - Public Toilets	£ 35.97	£ 7.18	£ 43.15
Trade UK Account	Tool Provisions - Longstone Depot	£ 112.48	£ 22.49	£ 134.97
Trade UK Account	Tool Provisions - Grounds Maintenance	£ 20.83	£ 4.17	£ 25.00

Trade UK Account	Maintenance Materials - Street Furniture	£ 19.98	£ 4.00	£ 23.98
Trade UK Account	Maintenance Materials - Public Toilets	£ 62.42	£ 12.49	£ 74.91
Trade UK Account	Maintenance Materials - Cemetery	£ 13.79	£ 2.76	£ 16.55
Trade UK Account	Maintenance Materials - Service Delivery	£ 98.15	£ 19.61	£ 117.76
Trade UK Account	2 x Step Ladder including extension frame	£ 450.37	£ 90.07	£ 540.44
Trade UK Account	Padlocks - Service Delivery	£ 20.31	£ 4.06	£ 24.37
Trade UK Account	Clothing - Services Delivery	£ 115.98	£ -	£ 115.98
Trade UK Account	Maintenance Materials - Public Toilets	£ 40.81	£ 8.16	£ 48.97
Trade UK Account	Health and Safety equipment - Service Delivery	£ 24.97	£ 5.00	£ 29.97
Travis Perkins Trading Company Ltd	Materials For Door Installation At Rear Of Waterside Toilets Saltash.	£ 112.74	£ 22.55	£ 135.29
Travis Perkins Trading Company Ltd	Maintenance Materials - Public Toilets	£ 14.48	£ 2.90	£ 17.38
Tudor Environmental	Maintenance Materials - Grounds	£ 609.10	£ 121.82	£ 730.92
UK Fuels Ltd	Fuel for Town Council Service Delivery Vehicles	£ 619.33	£ 123.89	£ 743.22
Viking Direct	Office Costs - Longstone	£ 21.96	£ 4.40	£ 26.36
Viking Direct	Office Costs - Library	£ 30.73	£ 6.14	£ 36.87
Viking Direct	Office Costs - Guildhall	£ 30.73	£ 6.14	£ 36.87
Vincent Tractors Ltd	Vehicle Maintenance and Repair Costs - Service Delivery	£ 90.44	£ 18.09	£ 108.53
Westcountry Skip Hire	17/08/23 Disposal of General Mixed Waste	£ 312.00	£ 62.40	£ 374.40
Westcountry Skip Hire	01/09/23 Disposal of General Mixed Waste	£ 312.00	£ 62.40	£ 374.40
Westcountry Skip Hire	19/09/23 Disposal of General Mixed Waste	£ 312.00	£ 62.40	£ 374.40
Wolseley	Maintenance Materials - Allotments	£ 11.64	£ 2.32	£ 13.96
<b>Grand Total</b>		<b>£ 103,463.49</b>	<b>£ 6,698.81</b>	<b>£ 110,162.30</b>

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 12th October 2023 at 6.30 pm

**PRESENT:** Councillors: R Bickford, R Bullock, J Dent, S Gillies, S Lennox-Boyd, S Miller, L Mortimore, J Peggs (Chairman), B Samuels and P Samuels (Vice-Chairman).

**ALSO PRESENT:** S Burrows (Town Clerk), W Peters (Finance Officer) and D Joyce (Administration Officer)

**APOLOGIES:** J Brady, M Griffiths, S Martin, B Stoyel and D Yates.

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#### **71/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **72/23/24 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.

Councillor Mortimore arrived and joined the meeting.

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

None.

#### **73/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

#### **74/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**75/23/24** **TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY SERVICES COMMITTEE HELD ON 24TH AUGUST 2023 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to amend minute 54/23/24 point 7 to replace the word 'the' with 'Pillmere footpaths'.

It was proposed by Councillor Mortimore, seconded by Councillor Bickford and **RESOLVED** that the minutes of the Extraordinary Services Committee held on 24<sup>th</sup> August 2023 were confirmed as a true and correct record.

**76/23/24** **TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer informed Members of the current budget statement contained within the circulated reports pack.

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

1. To note the budget statements;
2. To vire £2,000 from 7100 Rates Longstone to 7104 Fire & Security Alarm – Longstone due to an overspend;
3. To vire £500.00 from 7103 Electricity Longstone to 7110 General Repairs and Maintenance Longstone due to an overspend;
4. To vire £500.00 from 7100 Rates Longstone to 6511 Tourism and Signage to cover any associated cost for the repair to a finger sign located on Lower Fore Street.

**TO CONSIDER THE SERVICES COMMITTEE PRIORITIES FOR THE NEXT THREE YEARS WORKING WITHIN THE SIX TOWN COUNCIL STRATEGIC PRIORITIES.**

Members considered the Services strategic priorities to form part of the Town Council's Business Plan Appendix – Activity Plan.

It was proposed by Councillor Gillies, seconded by Councillor Bullock and **RESOLVED** to approve the Services Committee priorities as follows:

Boosting Jobs and Economic Prosperity

- To invest in Town Council employees;
- Continue to work with key stakeholders in the devolution of asset process with an increase of Town Council staffing levels, if required;
- Improve facilities and quality of life by continuing to maintain our public conveniences and to invest in accessible public conveniences;
- Continue to promote Saltash as a vibrant and welcoming visitor destination by reinvesting and working in partnership with key stakeholders in key areas such as Victoria Gardens, the Town Centre, and future Waterside projects.

Health and Wellbeing

- Maintain, promote and reinvest in Town Council play parks and recreational areas;
- Provide, maintain and support mental health and wellbeing with street furniture and green public spaces.

Travel and Transport

- Continue to investigate and implement where possible a sustainable Town Council fleet of vehicles;
- Promote and encourage walking and cycling routes in the community;
- Support access and improved connectivity from Saltash to Plymouth and neighbouring Towns and Parishes.

Climate Emergency

- Continue to implement sustainable and non-toxic grounds maintenance methods;
- Continue to partake in the No Mow May initiative to strategic areas;
- Seek further environmentally friendly alternatives for grounds maintenance works within the Town Council Service Delivery Department;
- Support community initiatives for tree planting and wildflower meadows;
- Continue to be Hedgehog Friendly;
- Continue to support and partake in the Plastic Free Community pledge.



### Recreation and Leisure

- Promote mental health and wellbeing via the Town Council website;
- Maintain, promote and reinvest in Town Council play parks and recreational areas;
- Provide, maintain and support mental health and wellbeing with street furniture and green public spaces.
- Continue to provide Pontoon facilities allowing access to the river and support better connectivity to neighbouring areas.

### **78/23/24 TO RECEIVE AND CONSIDER THE FOLLOWING SUB COMMITTEES RECOMMENDATIONS:**

- a. Library held on 22<sup>nd</sup> August and 2<sup>nd</sup> October 2023;

#### **RECOMMENDATION 1:**

#### 29/23/24 TO SET THE LIBRARY SUB COMMITTEE FEES AND CHARGES FOR THE YEAR 2024/25 RECOMMENDING TO THE SERVICES COMMITTEE.

It was proposed by Councillor Bickford, seconded by Councillor Bullock and resolved to **RECOMMEND** to the Services Committee to be held on 12th October 2023 the Library Sub Committee Fees and Charges for the year 2024-25 as attached.

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to approve the above recommendation subject to providing delegated authority to the Finance Officer to remove seagull bag costing from the Fees and Charges upon the Cornwall Council waste collection being rolled out in Saltash and **RECOMMEND** the Library Sub Committee Fees and Charges to the Extraordinary Policy and Finance meeting to be held on 31<sup>st</sup> October 2023, as attached.

## **RECOMMENDATION 2:**

### 49/23/24 TO RECEIVE THE INTERIM BUDGET AND TO SET THE LIBRARY SUB COMMITTEE BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO THE SERVICES COMMITTEE.

The Finance Officer informed Members of the interim budget statement for the year 2024/25 contained within the circulated reports pack.

Members discussed the budget setting for the year 2024/25.

It was proposed by Councillor Bullock, seconded by Councillor Dent and resolved to **RECOMMEND** the Library Sub Committee Budget Statement for the year 2024/25 including additional amendments to the Services Committee to be held on 12th October 2023 as attached, subject to additional costs being received by Bailey Partnership for the internal works.

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RESOLVED** to approve the above recommendation including additional amendments and **RECOMMEND** to the Extraordinary Policy and Finance Committee meeting to be held on 31<sup>st</sup> October 2023, as attached.

- b. Station Property held on 15<sup>th</sup> September 2023;

## **RECOMMENDATION 1:**

### 26/23/24 TO SET THE STATION SUB COMMITTEE FEES AND CHARGES FOR THE YEAR 2024/25 RECOMMENDING TO SERVICES COMMITTEE.

It was proposed by Councillor Miller, seconded by Councillor Bickford and resolved to **RECOMMEND** to the Services Committee to be held on 12th October 2023 the Station Property Sub Committee Fees and Charges for the year 2024-25 subject to including hire charges for Saltash and non Saltash based art exhibitions as attached.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to approve the above recommendation and **RECOMMEND** to the Extraordinary Policy and Finance Committee meeting to be held on 31<sup>st</sup> October 2023, as attached.

**RECOMMENDATION 2:**

27/23/24 TO SET THE STATION PROPERTY SUB COMMITTEE BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO SERVICES COMMITTEE.

The Finance Officer informed Members of the budget statement for the year 2024/25 contained within the circulated reports pack.

Members discussed the budget setting for the year 2024/25.

It was proposed by Councillor Bullock, seconded by Councillor Gillies and resolved to **RECOMMEND** to the Services Committee to be held on 12th October 2023 the Station Property Sub Committee Budget Statement for the year 2024/25 including additional amendments as attached.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to approve the above recommendation including additional amendments and **RECOMMEND** to the Extraordinary Policy and Finance Committee meeting to be held on 31<sup>st</sup> October 2023, as attached.

c. Property Maintenance held on 28<sup>th</sup> September 2023

**RECOMMENDATION:**

45/23/24 TO SET THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN RECOMMENDING TO THE SERVICES COMMITTEE.

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

1. The Five-Year Repair and Maintenance Plan to the Services Committee to be held on 12th October 2023 as attached;
2. To request Services support for the Property Maintenance Sub Committee to investigate improvement works to the Waterside Toilets working in partnership with Network Rail and Coastal Communities Team.

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

1. To approve the above recommendation and **RECOMMEND** to the Extraordinary Policy and Finance Committee meeting to be held on 31st October 2023, as attached.
2. To support the Property Maintenance Sub Committee to investigate improvement works and associated cost to the Waterside Toilets, working with Network Rail (landlord) and key stakeholders reporting back at a future Services Committee meeting.

**TO RECEIVE AND CONSIDER A RECOMMENDATION FROM THE BURIAL AUTHORITY HELD ON 25TH SEPTEMBER 2023.**

The Town Clerk advised Members that the recommendation received was incorrectly reported.

The virements listed in the report, received and contained within the circulated reports pack, were authorised under delegated authority by the Town Clerk to realign staffing costs for precept balancing purposes.

**RECOMMENDATION:**

**24/23/24 TO RECEIVE THE BURIAL AUTHORITY COMMITTEE BUDGET STATEMENT AND RECOMMENDATION FROM THE POLICY AND FINANCE COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Assistant Town Clerk explained that additional virements are requested by the finance department to align staffing costs to the appropriate budget codes.

It was proposed by Councillor Foster, seconded by Councillor Bullock and resolved to **RECOMMEND** the following virements to the Services Committee Meeting to be held on 12th October 2023, pending review of Budget Codes, 6666 ST BA Staff Training (Churchtown) and 6692 ST BA EMF Staff Contingency (Churchtown):

1. To vire £7,038.10 from 6615 ST BA Cemetery Warden Gross Pay to 6618 ST SE Services Delivery Gross Pay to bring the budgets back in line;
2. To vire £594.52 from 6616 ST BA Cemetery Warden Employers NI to 6619 ST SE Services Delivery Employers NI to bring the budgets back in line;
3. To vire £1,372.13 from 6617 ST BA Cemetery Warden Employers Pension to 6620 ST SE Services Delivery Employers Pension to bring the budgets back in line;
4. To vire £59.00 from 6663 ST BA Cemetery Staff Clothing (Churchtown) to 6673 ST SE Services Delivery Clothing to bring the budgets back in line;
5. To vire £203.00 from 6664 ST BA Cemetery Staff Mobile Phones (Churchtown) to 6674 ST SE Services Delivery Mobiles to bring the budgets back in line;
6. To vire £34.00 from 6665 ST BA Staff Travelling Cost (Churchtown) to 6675 ST SE Services Delivery Staff Travelling Expenses to bring the budgets back in line;

7. To vire £227.00 from 6666 ST BA Staff Training (Churchtown) to 6676 ST SE Services Delivery Staff Training to bring the budgets back in line;
8. To vire £4,074.00 from 6692 ST BA EMF Staff Contingency (Churchtown) to 6700 ST SE Services Delivery Staff Contingency to bring the budgets back in line;

It was proposed by Councillor Gillies, seconded by Councillor Mortimore and **RESOLVED** to note the above recommendation and following further clarification ratify the Town Clerks delegated authority to vire the above budget codes.

**80/23/24**      **TO SET THE SERVICES FEES AND CHARGES FOR THE YEAR 2024/25 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer briefed Members on the proposed amendments to the Fees and Charges for the year 2024/25.

Members discussed and debated the Town Council Fees and Charges for the year 2024/25.

It was proposed by Councillor Miller, seconded by Councillor Bickford and resolved to **RECOMMEND** the Services Committee Fees and Charges for the year 2024/25 including amendments to the Extraordinary Policy and Finance Committee meeting to be held on the 31<sup>st</sup> October 2023, as attached.

**81/23/24**      **TO SET THE SERVICES COMMITTEE BUDGETS FOR THE YEAR 2024/25 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer provided an overview of the proposed budgets for the year 2024/25 received and contained within the circulated reports pack.

Members discussed and debated the budget setting for the year 2024/25.

It was proposed by Councillor Bullock, seconded by Councillor Bickford and resolved to **RECOMMEND** the Services Committee Budget Statements including amendments for the year 2024/25 to the Extraordinary Policy and Finance Committee meeting to be held on the 31<sup>st</sup> October 2023, as attached.

**TO RECEIVE REPORTS FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE;**

a. Departmental Report;

The Town Clerk reported on the Departmental Report received and contained within the circulated reports pack.

The Town Clerk informed Members of the text highlighted in blue, contained and detailed within the report, in which Members were requested to consider resolutions.

Members thanked the Town Clerk for continuing to undertake the role as Service Delivery Manager and for the comprehensive report.

It was proposed by Councillor P Samuels, seconded by Councillor Lennox-Boyd and **RESOLVED:**

1. To note the updates in the report;
2. To delegate to the Town Clerk to apply to National Highways for a Service Level Agreement to maintain North Road open space;
3. To close Longstone Park public toilets during the Winter period commencing from October to March due to ongoing vandalism;
4. To amend the public toilet Winter opening times for Belle Vue, Alexandra Square and the Waterside to October to March - 8:30am to 5pm;
5. To provide delegated authority to the Town Clerk to arrange for minimal repairs to be undertaken to the Town Council Fleet Vehicles working within budget and allow the Service Delivery Manager sufficient time to undertake a comprehensive vehicle exercise, reporting back at a future Services Committee meeting;
6. To appoint ASG to upgrade the detection devices to resolve the alarm issues at a cost of £396.57 + VAT allocated to budget code 7104 Fire and Security Alarm;

b. Vandalism and Anti-Social Behaviour Report;

It was **RESOLVED** to note and that the report has been shared with Safer Saltash for any guidance.

83/23/24

**TO RECEIVE QUOTES FOR THE TOWN CLOCK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk briefed Members on the quotes received and contained within the circulated reports pack, confirming neighbouring Parishes and Towns had been approached for recommendations.

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

1. To appoint Company C, working within budget 6504 Street Furniture (Maintenance);
2. To provide delegated authority to the Service Delivery Manager for works to be completed due to the quote being tentative and parts not being universal, reporting back at a future Services Committee meeting.

84/23/24

**TO RECEIVE QUOTES TO SUB-CONTRACT THE PUBLIC CONVENIENCES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk provided background information for the suggestion to sub-contract the cleaning of public conveniences.

The Town Clerk reported that working closely with the department has highlighted many inefficiencies, some have been dealt with, however, one that has always been tricky to resolve is the operations of the public toilets.

Difficulties include recruitment and staff currently carrying out the operations at a detriment to other duties and Town Council responsibilities.

Each week the Service Delivery Department loses approximately 15 hours to the grounds / maintenance work due to weekend working to mainly cover the operations of the toilets.

The Town Clerk reminded Members of the various areas of grounds maintenance that the department is responsible for. This includes but is not limited to, two large Cemetery Grounds, Pillmere Estate, town areas, soon to be Victoria Gardens and any future devolution opportunities.

The Town Clerk advised that the loss of hours operating the public toilets could be better utilized during the week covering the areas of responsibility.



Members discussed the cost and operational impact currently being experienced. Members noted that the quotes received will need to be revised due to the decision under minute 82/23/24 to close Longstone Park toilets during the Winter period.

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

1. To approve in principle to appoint company A to open, clean, and close the Town Council public conveniences 7 days per week totaling 3.5 hours per day in line with the Town Council operational hours, subject to a revised quote being received;
2. To create a new budget code - Public Toilet Commercial Cleaning;
3. To vire £32,000 from 6700 EMF Staff Contingency to Public Toilet Commercial Cleaning to cover associated cost.

It was proposed by Councillor Gillies, seconded by Councillor Mortimore and resolved to **RECOMMEND** to the Personnel Committee to review the staffing implications working with HR Support Consultancy reporting back at a future Services Committee meeting.

**85/23/24**      **TO RECEIVE A REPORT ON LIVING ROOF BUS SHELTERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Gillies, seconded by Councillor Bickford and **RESOLVED** to approve, at no cost to the Town Council, the extension of the Bus Shelter Advertising Agreement with Fernbank Advertising up to 31<sup>st</sup> October 2047. Fernbank to install digital advertising and living roof shelters, making Fore Street a priority, subject to planning approval.

**86/23/24**      **TO RECEIVE A MAINTENANCE REPORT ON THE TOWN COUNCIL LOUD SPEAKER SYSTEM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

It was **RESOLVED** to note.

**87/23/24**      **TO RECEIVE AND NOTE A REPORT ON THE HIGH STREET CATENARY WIRES.**

It was **RESOLVED** to note.

**88/23/24** **TO CONSIDER AMENDMENTS TO THE TOWN COUNCIL PLAYPARK MATCH FUNDING POLICY RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

It was proposed by Councillor Gillies, seconded by Councillor Miller and resolved to **RECOMMEND** the Town Council Playpark Match Funding Policy, including amendments, to the Extraordinary Policy and Finance Committee meeting to be held on 31<sup>st</sup> October, as attached.

**89/23/24** **TO RECEIVE A REPORT ON MENTAL HEALTH ORGANISATION PLAQUES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the proposed areas for the installation of Happy to Chat plaques.

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

1. To approve the procurement of five Happy to Chat Plaques at a total cost of £47.50+vat to be allocated to budget code 6504 Street Furniture (Maintenance) to be installed at Victoria Gardens, Waterside, Longstone Park, Memorial Peace Garden and Cornish Cross, subject to permissions being obtained as required;
2. To approve expenditure of £90+vat for a Health and Wellbeing website page to be created and allocate to budget code 6211 Website Maintenance.

**90/23/24** **TO RECEIVE A REQUEST FROM THE CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and considered the suggestion proposed by Saltash Chamber of Commerce to switch on the River of Lights prior to the Christmas Festival.

It was proposed by Councillor Peggs, seconded by Councillor Mortimore and **RESOLVED** to thank Saltash Chamber of Commerce for their suggestion, and refuse the request to switch on any lights prior to the Christmas Festival scheduled for 2<sup>nd</sup> December 2023.

**91/23/24**     **TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the request for trees to be planted by Saltash Environmental Action Group (SEA) at St Stephens and Elwell Woods.

The Town Clerk confirmed Cornwall Council approved under the Lease for the planting of trees to be permitted at Elwell Woods.

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

1. To refer the replacement of the large Ash Tree at St Stephens Churchyard to the Joint Burial Board Committee;
2. To approve the planting of trees at Elwell Woods subject to proposed areas being safe and appropriate and the planting avoids any services under or over the site, the health of the stock and soil purchases are free from disease, to avoid disease that may affect existing trees and ongoing maintenance is managed accordingly;
3. To delegate to the Service Delivery Manager to work with SEA to manage the cost within budget 6589 EMF Community Tree Planting Initiative, being mindful of any future tree planting requests.

**92/23/24**     **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.

**93/23/24**     **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**94/23/24**     **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**95/23/24**      **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

**Tamar Bridge and Torpoint Ferry Key Stakeholder Consultation**

Due to the Tamar Bridge and Torpoint Ferry public consultation closing on 29<sup>th</sup> October 2023 and the next Full Council meeting being 2<sup>nd</sup> November 2023, Members were asked to consider providing permission for Councillor Bickford to work up a letter of response on behalf of the Town Council to the Joint Tamar Bridge and Ferry Committee.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and **RESOLVED** to approve Councillor Bickford to work up a response on behalf of Saltash Town Council to be shared with Members for their input, submitting to the Joint Tamar Bridge and Ferry Committee.

The above resolution is to be ratified at Thursday 14th December 2023 Services Committee meeting.

**96/23/24**      **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Immediate closure of Longstone Park public toilets during the Winter months;
2. Revised Winter operational hours for Alexandra Square, Belle Vue, and the Waterside public conveniences;
3. Living Roof Bus Shelters;
4. Happy to Chat Benches;
5. Tree Planting at Elwell Woods (upon the arrival of the trees).

**DATE OF NEXT MEETING**

Thursday 14 December 2023 at 6.30 pm

Rising at: 20:55

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

# Saltash Town Council Fees and Charges

Description	2023/2024 Charge	Proposed 2024/2025 Charge <span style="color: red;">Deletions</span>
<b>Library Charges</b>	<b>Set by Cornwall Council</b>	<b>Set by Cornwall Council</b>
<b>Replacement membership cards:</b>		
Adult members	£1.50	£1.50
Concessions, Access, Young Adult	£1.00	£1.00
Under 16s	£0.50	£0.50
<b>Hire Charges:</b>		
DVDs :	from £0.50 to £3 per week	from £0.50 to £3 per week
Access Member limited to 2 at a time	free	free
Non-fiction	free	free
Access Member	Free	Free
Audiobook CDs per 3 week loan		
Adults	Free	Free
Children	Free	Free
Access members, housebound member and looked after children	Free	Free
<b>Reservations:</b>		
Adults and Concessionary users	£1 per item if placed by staff member	£1 per item if placed by staff member
Online reservations	Free with a limit of 6 at any one time	Free with a limit of 6 at any one time
Access and Housebound members	Free	Free
Under 18s	Free with a limit of 6 at any one time	Free with a limit of 6 at any one time
Reader's groups free for items provided from the reading group sets (items outstanding for over 1 month will be charged as lost)	Free	Free
Books on Prescription	Free	Free
<b>Performing Arts collection:</b>		
Vocal and Orchestral sets	No charge	No charge
<b>Vocal and orchestral sets requested from outside Cornwall</b>		
Vocal scores	10 Scores at £4 per month	10 Scores at £4 per month
Orchestral sets	£10 per set per 3 months	£10 per set per 3 months
	£7 per 20 copies	£7 per 20 copies
Postage charge (please note this charge may vary, ask staff for details)		
Reservation charge from library authorities inside South West Region (non-refundable)	£6.00	£6.00
Reservation charge from library authorities outside South West Region (non-refundable)	£12.50	£12.50
<b>Out of County Inter Library Loan Requests:</b>		
Adults	£10.10	£10.10
Concessions, Young Adults	£9.10	£9.10
Children	£4.10	£4.10
British library book loan request	£19.00	£19.00
British Library periodical request	£13.25	£13.25
British Library Loan Renewal	£5.10 per 3 week renewal period	£5.10 per 3 week renewal period
<b>Use of public computers (subject to availability):</b>		
Cornwall library members	Free for two hours Free for one hour	Free for two hours Free for one hour
Other library members (English and Welsh Library Authorities on production of a library card)		
Non-members	Free for half an hour - no extension	Free for half an hour - no extension
Access to Wi-Fi	Free	Free
<b>Extension of time after the free period is dependent on availability and at the discretion of the library supervisor.</b>		
<b>Printing from any source:</b>		
<b>1-29 sheets (price per sheet)</b>		
Monochrome A4	£0.10	£0.10
Monochrome A3	£0.20	£0.20
Colour A4	£0.50	£0.50
Colour A3	£1.00	£1.00
<b>30 plus sheets (price per sheet)</b>		
Monochrome A4	£0.08	£0.08
Monochrome A3	£0.16	£0.16
Colour A4	£0.40	£0.40
Colour A3	£0.80	£0.80
High gloss colour printing on customer's own paper	£1.00 per sheet	£1.00 per sheet
High gloss colour printing on library paper	£1.25 per sheet	£1.25 per sheet
<b>Commission rates:</b>		
Requires signed agreement in place between artist and relevant Council	30%	30%
<b>Additional Library Charges</b>	<b>Set by Saltash Town Council</b>	<b>Set by Saltash Town Council</b>
Seagull Bags <span style="color: red;">(CC to roll out wheelie bins to all residents. Date TBC. Continue to sell until current stock runs out. Agreed delegated authority to Finance Office to remove from Fees &amp; Charges when appropriate)</span>	£4.00	<span style="color: red;">£4.00</span>
Activities	Ticket price to be given on application	Ticket price to be given on application

Services Committee - Library Budget 2023-24

Saltash Town Council

For the 4 months ended 31 August 2023

Account	Actual Received/Spend 2022/23	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
<b>Library Income</b>										
4517 LI Library - Replacement Membership Cards	656	48	305	(257)	50	Based on YTD Income	54	58	63	68
4518 LI Library - Photocopying Fees	999	600	473	128	600	Based on YTD Income	644	692	743	798
4524 LI Library Book Sales	481	320	162	159	300	Based on YTD Income	322	346	372	400
4526 LI Library Income	0	250	0	250	0	No income planned 2024/25 + future years	0	0	0	0
4527 LI Library Vending Machines Income	0	50	0	50	0	No income planned 2024/25, review after refurbishment	0	0	0	0
4529 LI Library Activities Funding Income	350	600	0	600	600	Based on YTD Income	644	692	743	798
<b>Total Library Income</b>	<b>2,485</b>	<b>1,868</b>	<b>939</b>	<b>929</b>	<b>1,550</b>		<b>1,664</b>	<b>1,788</b>	<b>1,921</b>	<b>2,064</b>
<b>Total Library Operating Income</b>	<b>2,485</b>	<b>1,868</b>	<b>939</b>	<b>929</b>	<b>1,550</b>		<b>1,664</b>	<b>1,788</b>	<b>1,921</b>	<b>2,064</b>
<b>Library Operating Expenditure</b>										
<b>Library Expenditure</b>										
6900 LI Rates - Library	13,473	15,804	13,099	2,485	16,958	Current Budget + CPI 7.3%	18,196	19,525	20,951	22,481
6901 LI Water Rates - Library	558	364	148	216	391	Current Budget + CPI 7.3%	420	451	484	520
6902 LI Gas - Library	4,788	5,623	9	5,614	6,034	Current Budget + CPI 7.3%	6,475	6,948	7,456	8,001
6903 LI Electricity - Library	1,494	5,000	743	4,257	5,365	Current Budget + CPI 7.3%	5,757	6,178	6,629	7,113
6904 LI Fire & Security Alarm - Library	629	1,033	1,043	(10)	1,109	Current Budget + CPI 7.3%	1,190	1,277	1,371	1,472
6908 LI Cleaning Materials & Equipment - Library	1,072	1,854	52	1,802	1,990	Current Budget + CPI 7.3%	2,136	2,292	2,460	2,640
6909 LI Boiler Service & Maintenance - Library	858	1,135	194	941	1,218	Current Budget + CPI 7.3%	1,307	1,403	1,506	1,616
6910 LI General Repairs & Maintenance - Library	991	2,270	1,409	1,861	2,436	Current Budget + CPI 7.3%	2,614	2,805	3,010	3,230
6911 LI TV License & PRS - Library	0	428	0	428	460	Current Budget + CPI 7.3%	494	531	570	612
6913 LI Refreshment Costs - Library	0	284	0	284	305	Current Budget + CPI 7.3%	328	352	378	406
6914 LI Equipment - Library	155	750	0	750	805	Current Budget + CPI 7.3%	864	928	996	1,069
6918 LI Professional Fees (Private Contractors)	11	20,000	0	20,000	21,460	Current Budget + CPI 7.3%	23,027	24,708	26,512	28,448
6920 LI Legionella Risk Assessment - Library	385	495	210	285	532	Current Budget + CPI 7.3%	571	613	658	707
6921 LI IT & Office Costs - Library	2,498	1,652	881	771	1,773	Current Budget + CPI 7.3%	1,903	2,042	2,192	2,353
6922 LI Library Activities	2,883	2,370	1,360	1,260	2,544	Current Budget + CPI 7.3%	2,730	2,930	3,144	3,374
6975 LI Home Library Service	0	0	152	150	550	Based on 1 current user outside area £300 + £250	591	635	682	732
6923 LI PWLB Loan Repayment & Interest	12,420	23,000	12,299	12,701	24,679	Based on Repayment Loan Schedule	26,481	28,415	30,490	32,716
<b>Total Library Expenditure</b>	<b>42,216</b>	<b>82,062</b>	<b>31,599</b>	<b>53,795</b>	<b>88,609</b>		<b>95,084</b>	<b>102,033</b>	<b>109,489</b>	<b>117,490</b>
<b>Library Staffing Expenditure</b>										
Library Staff Expenses	103	2,144	16	2,128	2,301	Current Budget + CPI 7.3%	2,469	2,650	2,844	3,052
6682 ST LI Staff Training (Library)	0	1,101	168	933	1,182	Current Budget + CPI 7.3%	1,269	1,362	1,462	1,569
Library Staffing Costs	131,675	136,189	55,342	81,722	169,277	<b>PROVISIONAL FIGURE – Awaiting new NJC Scale for 23/24. Figures for 24/25 based proposed 23/24 NJC Scale + similar uplift</b>	177,741	186,628	195,959	205,757
<b>Total Library Staffing Expenditure</b>	<b>131,778</b>	<b>139,434</b>	<b>55,526</b>	<b>84,783</b>	<b>172,760</b>		<b>181,479</b>	<b>190,640</b>	<b>200,265</b>	<b>210,378</b>
<b>Total Operating Expenditure</b>	<b>173,994</b>	<b>221,496</b>	<b>87,125</b>	<b>138,578</b>	<b>261,369</b>		<b>276,563</b>	<b>292,673</b>	<b>309,754</b>	<b>327,868</b>
<b>Total Library Operating Expenditure</b>	<b>173,994</b>	<b>221,496</b>	<b>87,125</b>	<b>138,578</b>	<b>261,369</b>		<b>276,563</b>	<b>292,673</b>	<b>309,754</b>	<b>327,868</b>
<b>Total Library Operating Surplus/ Deficit</b>	<b>(171,508)</b>	<b>(219,628)</b>	<b>(86,185)</b>	<b>(137,650)</b>	<b>(259,819)</b>		<b>(274,899)</b>	<b>(290,885)</b>	<b>(307,833)</b>	<b>(325,804)</b>
<b>Library EMF Expenditure</b>										
6971 LI EMF Saltash Library Property Refurbishment	10,741	10,000	0	244,363	15,000	Includes £21k vired from 6973. Propose + £15k to cover costs for new curtain wall and toilets + £5k contingency	0	1,000	0	0
6972 LI EMF Library Equipment & Furniture	830	0	0	10,522	0	No increase/decrease	0	0	0	0
6973 LI EMF Loan Repayments (Delete Code)	0	0	0	0	0	Virement £21k processed in 23/24. Code to be deleted	0	0	0	0
6974 LI EMF Library Funding	1,340	0	0	930	0	No increase/decrease	0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	0	0	15,000	0	No increase/decrease	0	0	0	0
<b>Total Library EMF Expenditure</b>	<b>12,911</b>	<b>10,000</b>	<b>0</b>	<b>270,815</b>	<b>15,000</b>		<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>
<b>Total Library Expenditure (Operational &amp; EMF)</b>	<b>186,905</b>	<b>231,496</b>	<b>87,125</b>	<b>409,393</b>	<b>276,369</b>		<b>276,563</b>	<b>293,673</b>	<b>309,754</b>	<b>327,868</b>
<b>Total Library Budget Surplus/ (Deficit)</b>	<b>(184,420)</b>	<b>(229,628)</b>	<b>(86,185)</b>	<b>(408,465)</b>	<b>(274,819)</b>		<b>(274,899)</b>	<b>(291,885)</b>	<b>(307,833)</b>	<b>(325,804)</b>

## Saltash Town Council Fees and Charges

Description	2023/2024 Charge	2024/25 Proposed Charge
<b>Room Hire (VATable)</b>	<b>Including VAT</b>	<b>Including VAT</b>
<b>Isambard House (Station)</b> (Minimum 2 hour booking)		
Casual ph - weekdays, weekends and evenings (Community Rate)	£10.00	£10.00
Casual ph - weekdays 9am - 5pm (Commercial Rate)	£15.00	£15.00
Casual ph - weekends & evenings (Commercial Rate)	£30.00	£30.00
<b>20% Discount for regular bookers evenings and weekends</b>		
<b>Room Hire Art Exhibitions (VATable)</b>		
<b>Isambard House (Station)</b>		
<u>Based on 6 hour day</u>		
<b>Saltash Based Exhibitors</b> Weekdays - per day + 10% commission of sales	£36.00	£36.00
Weekends - per day + 10% commission of sales	£60.00	£60.00
<b>Non Saltash Based Exhibitors</b> Weekdays - per day + 10% commission of sales	£48.00	£48.00
Weekends - per day + 10% commission of sales	£72.00	£72.00
<b>Room Hire Extras (VATable)</b>		
Tea/coffee per cup with biscuits (Community)	£1.00	£1.00
Tea/coffee per cup with biscuits (Commercial)	£1.00	£1.00



Services Committee - Isambard House (Station Building) Budget 2023-24  
 Saltash Town Council  
 For the month ended 31 July 2023

Account	Actual Received/ Spend 2022/23	Budget 2023/24	Actual Received/ Spend YTD 2023/24	Actual Funds To Receive/ Available to Date 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
<b>Isambard House Operating Income</b>										
<b>Isambard House Income</b>										
4301 SA Isambard House - Bookings	3,800	10,000	3,402	6,598	8,000	Based on Average YTD Income	8,584	9,211	9,884	10,606
4302 SA Isambard - Refreshment Income	20	500	25	475	75	Based on YTD Income	81	87	94	101
4304 SA Isambard House - Cafe Rental	0	5,000	0	5,000	0	Based on no new lease agreement	0	0	0	0
<b>Total Isambard House Income</b>	<b>3,820</b>	<b>15,500</b>	<b>3,427</b>	<b>12,073</b>	<b>8,075</b>		<b>8,665</b>	<b>9,298</b>	<b>9,978</b>	<b>10,707</b>
<b>Total Isambard House Operating Income</b>	<b>3,820</b>	<b>15,500</b>	<b>3,427</b>	<b>12,073</b>	<b>8,075</b>		<b>8,665</b>	<b>9,298</b>	<b>9,978</b>	<b>10,707</b>
<b>Isambard House Operating Expenditure</b>										
<b>Isambard House Expenditure</b>										
6800 SA Rates - Isambard House	3,543	4,129	3,720	409	4,431	Current Budget + CPI 7.3%	4,755	5,103	5,476	5,876
6801 SA Water Rates - Isambard House	586	645	(586)	1,231	693	Current Budget + CPI 7.3%	744	799	858	921
6802 SA Gas - Isambard House	573	6,075	(12)	6,087	6,519	Current Budget + CPI 7.3%	6,995	7,506	8,054	8,642
6803 SA Electricity - Isambard House	3,480	9,020	1,011	8,009	9,679	Current Budget + CPI 7.3%	10,386	11,145	11,959	12,833
6804 SA Fire & Security Alarm - Isambard House	603	1,000	425	575	1,073	Current Budget + CPI 7.3%	1,152	1,237	1,328	1,425
6808 SA Cleaning Materials & Equipment - Isambard House	1,724	1,693	210	1,483	1,817	Current Budget + CPI 7.3%	1,950	2,093	2,246	2,410
6810 SA General Repairs & Maintenance - Isambard House	758	1,000	902	98	2,000	Current Budget + £1,000	2,146	2,303	2,472	2,653
6813 SA Refreshments Costs - Isambard House	0	210	0	210	226	Current Budget + CPI 7.3%	243	261	281	302
6814 SA Equipment - Isambard House	650	989	0	989	1,062	Current Budget + CPI 7.3%	1,140	1,224	1,314	1,410
6818 SA Professional Costs - Isambard House	1,660	2,000	668	1,333	2,146	Current Budget + CPI 7.3%	2,303	2,472	2,653	2,847
6821 SA IT & Office Costs - Isambard House	0	1,000	37	963	1,073	Current Budget + CPI 7.3%	1,152	1,237	1,328	1,425
6822 SA Activities & Events	0	1,000	505	495	1,073	Current Budget + CPI 7.3%	1,152	1,237	1,328	1,425
<b>Total Isambard House Expenditure</b>	<b>13,578</b>	<b>28,761</b>	<b>6,878</b>	<b>21,883</b>	<b>31,792</b>		<b>34,118</b>	<b>36,617</b>	<b>39,297</b>	<b>42,169</b>
<b>Isambard House Staffing Expenditure</b>										
6671 ST SA Staff Expenses - Isambard House (Delete Code)	0	282	0	282	0	Recommend Virement to Guildhall	0	0	0	0
6672 ST SA Staff Training - Isambard House (Delete Code)	0	1,129	0	1,129	0	Recommend Virement to Guildhall	0	0	0	0
<b>Total Isambard House Staffing Expenditure</b>	<b>0</b>	<b>1,411</b>	<b>0</b>	<b>1,411</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Operating Expenditure</b>	<b>13,578</b>	<b>30,172</b>	<b>6,878</b>	<b>23,294</b>	<b>31,792</b>		<b>34,118</b>	<b>36,617</b>	<b>39,297</b>	<b>42,169</b>
<b>Total Isambard House Operating Expenditure</b>	<b>13,578</b>	<b>30,172</b>	<b>6,878</b>	<b>23,294</b>	<b>31,792</b>		<b>34,118</b>	<b>36,617</b>	<b>39,297</b>	<b>42,169</b>
<b>Total Isambard House Operating Surplus/ (Deficit)</b>	<b>(9,758)</b>	<b>(14,672)</b>	<b>(3,452)</b>	<b>(11,220)</b>	<b>(23,717)</b>		<b>(25,453)</b>	<b>(27,319)</b>	<b>(29,319)</b>	<b>(31,462)</b>
<b>Isambard House EMF Expenditure</b>										
6473 SA EMF Station Building (Purchase & Capital Works)	35,000	0	0	57,745	0	No plans on 5 Year Property & Maintenance	0	0	0	0
6870 SA EMF Isambard House (Rename code to include "Retention")	0	0	0	18,492	0	Retention Fund	0	0	0	0
6871 SA EMF Treasuries Kernow Funding	286	0	2,458	469	0		0	0	0	0
6872 SA EMF Entertainment Licenses	0	0	0	2,132	0		0	0	0	0
6695 ST SA EMF Staff Contingency - Isambard House (Delete Code)	0	0	0	2,000	0	Recommend Virement to Guildhall	0	0	0	0
<b>Total Isambard House EMF Expenditure</b>	<b>35,286</b>	<b>0</b>	<b>2,458</b>	<b>80,838</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Isambard House Expenditure (Operational &amp; EMF)</b>	<b>48,863</b>	<b>30,172</b>	<b>9,337</b>	<b>104,131</b>	<b>31,792</b>		<b>34,118</b>	<b>36,617</b>	<b>39,297</b>	<b>42,169</b>
<b>Total Isambard House Budget Surplus/ (Deficit)</b>	<b>(45,043)</b>	<b>(14,672)</b>	<b>(5,910)</b>	<b>(92,058)</b>	<b>(23,717)</b>		<b>(25,453)</b>	<b>(27,319)</b>	<b>(29,319)</b>	<b>(31,462)</b>

**Saltash Town Council -Services Property Maintenance 5 Year Plan - Major Works/Projects Only**

Item	Budget	Actual	Budget					Comments
		2023/2024	2023/2024 Balance	2024/2025	2025/2026	2026/2027	2027/2028	
<b>Guildhall - Major works</b>	<b>EMF</b>							All major works completed in 17/18
External repairs and decorations	6470 GH EMF Guildhall Maintenance	£78,854.00	£1,449.00	£0.00	£0.00	£0.00	£0.00	6470 EMF Guildhall Maint 2023/24 Budget £80,303 less actual spend -£335, less planned spend -£78,519 Jones Building (external repairs & redecoration due to start March 2024)
Programme of carpet renewal and replacement	6470 GH EMF Guildhall Maintenance	£0.00	£0.00	£0.00	£1,500.00	£1,500.00	£1,500.00	Completed 2013-2018, to be reviewed for 2025/26. (Upstairs office Aug 18 £1,245). Prioritise heavy traffic areas
Internal guildhall decorations works	6470 GH EMF Guildhall Maintenance	£0.00	£0.00	£0.00	£5,000.00	£5,000.00	£0.00	Last completed June 2018
Passenger Lift (Insurance requirement to check every Six Months) Emergency EMF	6412 Lift Service & Maintenance (operational code not EMF)	£1,744.00	£1,559.00	£2,818.37	£2,959.29	£3,107.25	£3,262.61	All works quoted to be signed off by insurers. (Otis monthly fee £223.68) . (Budget YoY +5%)
5 Yearly Electrical Inspection	6410 GH General Repairs & Maintenance - Guildhall	£0.00		£0.00	£0.00	£1,000.00	£0.00	Pyramid June 22 (Cert £650)
	<b>TOTAL</b>	<b>£80,598.00</b>	<b>£3,008.00</b>	<b>£2,818.37</b>	<b>£9,459.29</b>	<b>£10,607.25</b>	<b>£4,762.61</b>	
<b>Maurice Huggins Room</b>	<b>EMF</b>							
External & Internal repairs and decorations	6472 EMF Maurice Huggins Room	£0.00	£214.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	B/Fwd 2022/23 £214. Leasehold - Devolution
5 Yearly Electrical Inspection	7010 MA General Repairs & Maintenance	£329.86		£0.00	£0.00	£0.00	£0.00	TJ Electrical - Aug 23 (Cert. £200 and remedial work carried out £130)
	<b>TOTAL</b>	<b>£329.86</b>	<b>£214.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	
<b>Longstone Park Depot</b>	<b>EMF</b>							
External & Internal repairs and decorations	7170 EMF Longstone Depot Capital Works	£0.00	£2,500.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	Leased from Cornwall Council from 29-03-18 to 28-03-24. STC rent at £385 per month including insurance. B/Fwd 2022/23 £500 + 2023/24 £2,000
5 Yearly Electrical Inspection	7110 LO General Repairs & Maintenance - Longstone	£681.10		£0.00	£0.00	£0.00	£0.00	TJ Electrical - Aug 23 (Cert. £300 and remedial work carried out to Office & Pump Shed £381)
	<b>TOTAL</b>	<b>£681.10</b>	<b>£2,500.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	
<b>Library</b>	<b>EMF</b>							
Roof replacement and repair								£54,760.40 spent on Roof replacement and repair in year 2019/20
Replace curtain walling and windows including Mezzanine Windows	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00	£244,363.00					Budget code 6971 = £244,363 Includes £200,000 loan received 1st April 2022 . Annual repayment cost approx £25,000 (£20,000 + interest £4,477 YE 2024). Balance of loan at 31st August 2023 £175,211. Due to be repaid in full April 2032
Refurbishment Works to include the following:								
a) Internal and External decorations (making good from replacement of curtain walling & reception)	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						
b) Additional staff toilet	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						
c) Seating area / vending machine	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						

		Actual	Budget					Comments
		2023/2024	2023/2024 Balance	2024/2025	2025/2026	2026/2027	2027/2028	
Item	Budget							
d) Mechanical Extract Fan to Kitchen and Toilets	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						
e) Public fully accessible toilet	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						
Professional Fees for the above	6918 LI Professional Fees (Private Contractors)	£0.00	£5,050.00					Budget 2023/24 £20,000. (Less committed costs for Bailey Partnership, £23,000 less already invoice £8,050 = <b>balance still to be invoiced £14,950</b> )
Other Costs	6971 EMF Library Property Maintenance	£0.00						Total Spent to 2022/23 £2,922.16 (including planning application fees, asbestos survey & heritage impact assessment)
5 Yearly Electrical Inspection	6910 LI General Repairs & Maintenance - Library	£0.00		£0.00	£1,000.00	£0.00	£0.00	Pyramid March 21 (Cert £460, no remedial work required)
<b>TOTAL</b>		<b>£0.00</b>	<b>£249,413.00</b>	<b>£0.00</b>	<b>£1,000.00</b>	<b>£0.00</b>	<b>£0.00</b>	
<b>Isambard House</b>		<b>EMF</b>						
Station refurbishment	6473 EMF Station Building (Purchase and Capital Works)	£0.00	£57,745.00					Refurb works completed March 2020 - remaining funds for works to the car park, solar PV, meter install, any change in modification (kitchenette etc)
Station retention fund held	6870 EMF Isambard House - Retention	£0.00	£18,492.00					Available balance £18,492 ( <b>retention fund</b> ) Snags including crack across floors, stained chimney slates, and tarnished door furniture still to be addressed with Cormac.
External & Internal repairs and decorations	6810 SA General Repairs & Maintenance - Isambard House	£902.00	£507.00	£2,500.00	£2,500.00	£2,500.00	£2,500.00	
5 Yearly Electrical Inspection		£300.00		£0.00	£0.00	£0.00	£0.00	£0.00
<b>TOTAL</b>		<b>£1,202.00</b>	<b>£76,744.00</b>	<b>£2,500.00</b>	<b>£2,500.00</b>	<b>£2,500.00</b>	<b>£2,500.00</b>	
<b>Public Toilets</b>		<b>EMF</b>						
<b>Waterside</b>								£10,000 capital works budgeted 2022-23 less costs £1,690 Available budget 2023-24 £8,310.
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00	£8,310.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	Owned by Network Rail, no documents on record
<b>Alexandra Square</b>								
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00						Tenancy at Will. 99 years from 13-11-17 Cornwall Council. (Terms: external painting every 5 years and internally every 3 years)
<b>Longstone</b>								
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00						Leasehold 99 years from 01-02-2018 Cornwall Council.
<b>Belle Vue</b>								
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00	Leasehold 99 years from 01-02-2018 Cornwall Council.					
<b>TOTAL</b>		<b>£0.00</b>	<b>£8,310.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	
<b>Heritage Building</b>		<b>EMF</b>						
External & Internal repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre	£1,473.00	£6,417.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	2023/24 Actual £1,472 replace guttering including scaffolding
<b>TOTAL</b>		<b>£1,473.00</b>	<b>£6,417.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	
<b>Cemeteries</b>		<b>EMF</b>						
Joint Burial Board - St Stephens	6170 BB EMF Repairs to Cemetery Wall	£15,763.00	£0.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	Rebuilding stone wall £15,762 (May 23)
<b>TOTAL</b>		<b>£15,763.00</b>	<b>£0.00</b>	<b>£3,000.00</b>	<b>£3,000.00</b>	<b>£3,000.00</b>	<b>£3,000.00</b>	

Item		Actual		Budget				Comments
		2023/2024	2023/2024 Balance	2024/2025	2025/2026	2026/2027	2027/2028	
Burial Authority - Churchtown	6070 BA EMF Churchtown Cemetery Capital Works	£0.00	£6,204.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	Planned works - Fencing (estimated £3k)
<b>TOTAL</b>		<b>£0.00</b>	<b>£6,204.00</b>	<b>£1,500.00</b>	<b>£1,500.00</b>	<b>£1,500.00</b>	<b>£1,500.00</b>	
<b>Outdoor Land and Fences</b>		<b>EMF</b>						
Victoria Gardens	6588 SE EMF Victoria Gardens		£ 10,000.00	£5,000.00	£5,000.00	£5,000.00	£5,000.00	Licence to Occupy from 17-04-23 to 17-09-23. Extended to 16-02-24. Awaiting 5 year lease from CC. £5,000 grant from CC towards the rail maintenance works.
Pillmere land - Open spaces & trees	6591 EMF SE Open Spaces & Trees NEW CODE 2024/25			£3,000.00	£3,000.00	£3,000.00	£3,000.00	Tree / Hedge / Pathway / Fencing maintenance works.
Playparks - Honeysuckle Close, Grassmere Way, Ashton Way	6571 SE EMF Saltash Recreation Areas	£502.00	£58,552.00	£25,000.00	£25,000.00	£25,000.00	£25,000.00	C/Fwd 2021/22 £39,054 + 2023/24 £20,000. CIL Expression of Interest submitted Oct 2023. £20,000 contribution from STC to awarded funding.
<b>TOTAL</b>		<b>£ 502.00</b>	<b>£ 68,552.00</b>	<b>£ 33,000.00</b>	<b>£ 33,000.00</b>	<b>£ 33,000.00</b>	<b>£ 33,000.00</b>	
<b>Waterfront Pontoon</b>		<b>EMF</b>						
Pontoon Management	6584 SE EMF Pontoon Maintenance Cost	£0.00	£6,058.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	Tenancy at Will with CC. Budgeted £10k for future years to cover possible pontoon maintenance at 10 year life span.
Water supply to pontoon								on hold
New toilet toilet/shower block								on hold
<b>TOTAL</b>		<b>£0.00</b>	<b>£6,058.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	
<b>GRAND TOTAL</b>		<b>£100,548.96</b>	<b>£427,420.00</b>	<b>£56,818.37</b>	<b>£64,459.29</b>	<b>£64,607.25</b>	<b>£58,762.61</b>	

## Saltash Town Council Fees and Charges

Description	2023/2024 Charge	2024/25 Proposed Charge <span style="color: blue;">Additions/Amendments</span> <span style="color: red;">Remove fee/charge</span>
<b>Room Hire (Non VATable)</b>	<b>Non VATable</b>	<b>Non VATable</b>
<b>Guildhall (Minimum 2 hour booking)</b>	£10.30	£10.30
Casual ph - weekends & evenings (Community Rate)	£21.50	£21.50
Casual ph - weekdays 9am - 5pm (Commercial Rate)	£15.40	£15.40
Casual ph - weekends & evenings (Commercial Rate)	£25.90	£25.90
<b>Council Chamber</b>	£10.30	£10.30
Casual ph - weekdays 9 am - 5pm (Community Rate)	£15.40	£15.40
Casual ph - weekends & evenings (Community Rate)	£15.40	£15.40
Casual ph - weekdays 9am - 5pm (Commercial Rate)	£15.40	£15.40
Casual ph - weekends & evenings (Commercial Rate)	£18.50	£18.50
<b>20% Discount for regular bookers evenings and weekends</b>		
	<b>Including VAT</b>	<b>Including VAT</b>
<b>Room Hire Extras (VATable)</b>		
Tea/coffee per cup with biscuits (Community)	£1.00	£1.00
Tea/coffee per cup with biscuits (Commercial)	£1.00	£1.00
Photocopying		
	20p Black 35p Colour	
<b>1-29 sheets (price per sheet)</b>		<b>Propose to match Library Charges set by CC</b>
Monochrome A4		£0.10
Monochrome A3		£0.20
Colour A4		£0.50
Colour A3		£1.00
<b>30 plus sheets (price per sheet)</b>		
Monochrome A4		£0.08
Monochrome A3		£0.16
Colour A4		£0.40
Colour A3		£0.80
High gloss colour printing on customer's own paper		£1.00 per sheet
High gloss colour printing on library paper		£1.25 per sheet
<b>Mooring Fees (VATable)</b>	<b>Including VAT</b>	<b>Including VAT</b>
Permanent Pontoon (Berth) per metre, charged per annum - minimum chargeable length 5 metres <del>£900</del> (Non Commercial)	£186.00	Increase by 10% £205.00
Permanent Pontoon (Berth) per metre, charged per annum - minimum chargeable length 5 metres <del>£1,300</del> (Commercial)	£282.00	Increase by 10% £310.00
Permanent Extra Length Pontoon (Berth) per metre, charged per annum - minimum chargeable length 9 metres (Non Commercial) <b>NEW CATEGORY</b>	£186.00	Increase by 20% £225.00
Permanent Extra Length Pontoon (Berth) per metre, charged per annum - minimum chargeable length 9 metres (Commercial) <b>NEW CATEGORY</b>	£282.00	Increase by 20% £340.00
Visiting boats - (2 hours free); charge for 24 hour period (Non Commercial)	£30.00	£30.00
Visiting boats - (2 hours free); charge for 24 hour period (Commercial)	£45.00	£45.00
Visiting boats - 3 day stay (1 Day free of charge) (Non Commercial)	£60.00	Remove
		<u>Trusted Boat Scheme</u>
Trusted Boat Scheme - (casual users); charge for period of 1st September - 31st March	£48.00	£50.00
Trusted Boat scheme - (casual users); charge for period of 1st April - <del>31st August</del> 31st March	£80.00	£100.00
		Rename to "Trusted Boat Owner Scheme"
		Contract to include two hours free stay per visit and 2 nights free of charge per 12 month period and 1 night per winter season period
<b>Allotments (Non VATable)</b>	<b>Non VATable</b>	<b>Non VATable</b>
Grenfell Avenue, charge per annum	£30.00	£40.00
* Fairmead Road, charge per annum	£45.00	£55.00
* Churchtown, charge per annum	£50.00	£60.00
* Water, charge per annum	£10.00	£30.00
		<b>Price increase agreed P&amp;F 12/22/23 on 22-11-22. Letters sent to allotment holders 23- 03-23</b>

# Minute Item 81/23/

Services Committee - Service Delivery Budget 23-2024  
Saltash Town Council  
For the 5 months ended 31 August 2023

Account	Actual 2022/23	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
<b>Service Delivery Operating Income</b>										
<b>Service Delivery Income</b>										
<b>Grounds &amp; Premises Income</b>										
4500 SE Allotment Rents	3,432	4,000	3,957	43	5,600	Based on agreed fee increases for 2024/25	5,600	5,880	5,880	6,174
4510 SE Public Footpath Grant	1,573	1,722	415	1,307	0	LMP to be agreed for 2024/25	0	0	0	0
4511 SE Christmas Event income (Delete Code)	0	150	0	150	0	No income planned for 2024/25	0	0	0	0
4512 SE Misc Income Grounds & Premises National Grid	2,472	0	14	(14)	14	Based on Actual 2023/24	14	14	14	14
Wayleave Income (Rename Code)										
4513 SE Water Rates Income	0	3,560	952	2,608	1,714	Recharged water rates to Bowling Club. Based on YTD income (higher in summer mths)	1,886	2,074	2,282	2,510
4523 SE Service Delivery Income - Seagull Bags	1,140	2,003	686	1,317	0	CC replacing seagull bags with wheelie bins. Date TBC	0	0	0	0
<b>Total Grounds &amp; Premises Income</b>	<b>8,617</b>	<b>11,435</b>	<b>6,024</b>	<b>5,411</b>	<b>7,328</b>		<b>7,500</b>	<b>7,968</b>	<b>8,176</b>	<b>8,698</b>
<b>Town &amp; Waterfront Income</b>										
4520 SE Waterfront Income - Trusted Boat Scheme	1,945	4,265	2,440	1,825	3,000	Based on 36 users (2023/24) x £100 (incl VAT). Fees 2024/25 TBA	3,300	3,630	3,993	4,392
4521 SE Waterfront Income - Annual Mooring Fees	6,246	10,800	9,477	1,323	11,235	Fees for 2024/25 TBA				
4522 SE Waterfront Income - Daily Mooring Fees	875	2,400	2,730	(330)	3,276	Based on YTD income (higher during summer mths). Fees 2024/25 TBA	3,604	3,964	4,360	4,796
<b>Total Town &amp; Waterfront Income</b>	<b>9,066</b>	<b>17,465</b>	<b>14,647</b>	<b>2,818</b>	<b>17,511</b>		<b>6,904</b>	<b>7,594</b>	<b>8,353</b>	<b>9,189</b>
<b>Total Service Delivery Income</b>	<b>17,683</b>	<b>28,900</b>	<b>20,671</b>	<b>8,229</b>	<b>24,839</b>		<b>14,403</b>	<b>15,562</b>	<b>16,529</b>	<b>17,887</b>
<b>Total Service Delivery Operating Income</b>	<b>17,683</b>	<b>28,900</b>	<b>20,671</b>	<b>8,229</b>	<b>24,839</b>		<b>14,403</b>	<b>15,562</b>	<b>16,529</b>	<b>17,887</b>
<b>Service Delivery Operating Expenditure</b>										
<b>Service Delivery Expenditure</b>										
<b>Grounds &amp; Premises Expenditure</b>										
6209 SE Oyster Beds	3	1	0	1	1	Current Budget	1	1	1	1
6500 SE Tree Survey and Tree Maintenance	7,297	11,010	0	11,010	11,814	Current Budget + CPI 7.3%	12,676	13,602	14,595	15,660
6503 SE Allotments	1,700	1,321	138	1,183	1,418	Current Budget + CPI 7.3%	1,522	1,633	1,752	1,880
6506 SE Grounds Maintenance & Watering	5,678	10,000	5,107	4,893	10,730	Current Budget + CPI 7.3%	11,513	12,354	13,256	14,223
						Based on Actual YTD + CPI 7.3%				
6508 SE Public Toilets (Operational Costs)	4,839	4,430	2,359	2,071	5,655	(Saving £420 Legionella testing as being carried out in-house)	6,068	6,511	6,986	7,496
6517 SE Cross (Maintenance)	417	3,303	58	3,245	3,545	Current Budget + CPI 7.3%	3,804	4,081	4,379	4,699
6525 SE Public Toilets (Repairs & Maintenance Costs)	2,048	2,753	586	2,168	2,954	Current Budget + CPI 7.3%	3,170	3,401	3,649	3,916
6526 SE Tools, Equipment & Materials (Store & All Areas)	3,287	3,303	1,271	2,032	3,545	Current Budget + CPI 7.3%	3,804	4,081	4,379	4,699
6529 SE Refuse Disposal	5,465	6,056	2,221	3,835	6,499	Current Budget + CPI 7.3%	6,973	7,482	8,029	8,615
6907 SE Seagulls Bags	1,212	2,002	304	1,698	0	CC replacing seagull bags with wheelie bins. Date TBC	0	0	0	0
6530 SE Allotment Software NEW CODE					700	Minute - Services 63/23/24	751	806	865	928
<b>Longstone Expenditure</b>										
7100 LO Rates - Longstone	2,157	2,375	(6,261)	8,636	0	CC checking if rates charge due. Recommend safeguarding balance and Vire to 6590 SE EMF Utilities & Rates	0	0	0	0
7101 LO Water Rates - Longstone	2,203	4,012	1,420	2,592	3,352	Based on Actual YTD + CPI 7.35	3,597	3,859	4,141	4,443
7103 LO Electricity - Longstone	1,086	6,153	161	5,992	1,581	Based on annual kwh at current rates + 15%	1,696	1,820	1,953	2,096
7104 LO Fire & Security Alarm - Longstone	999	1,010	794	216	1,084	Current Budget + CPI 7.3%	1,163	1,248	1,339	1,437
7107 LO Rent - Longstone	4,620	4,955	1,925	3,030	5,120	No increase to annual rent £4,500 + insurance £180	5,494	5,895	6,325	6,787
7108 LO Cleaning Materials & Equipment - Longstone	537	677	132	545	727	Current Budget + CPI 7.3%	780	837	898	964
7110 LO General Repairs & Maintenance - Longstone	456	551	751	(200)	592	Current Budget + CPI 7.3%	635	682	731	785
7114 LO Equipment - Longstone	52	1,129	0	1,129	700	As per IT plan	751	806	865	928
7121 LO IT & Office Costs - Longstone	578	750	58	692	750	Based on Actual 2022/23 & 2023/24, No need to increase Budget 2024/25	805	863	927	994
<b>Total Grounds &amp; Premises Expenditure</b>	<b>44,634</b>	<b>65,791</b>	<b>11,024</b>	<b>54,767</b>	<b>60,767</b>		<b>49,531</b>	<b>53,146</b>	<b>57,026</b>	<b>61,189</b>
<b>Town &amp; Waterfront Expenditure</b>										
6504 SE Street Furniture (Maintenance)	893	2,000	253	1,747	2,500	To include additional cost for repairs to Town Clock	2,683	2,878	3,088	3,314
6505 SE Street Lighting	160	750	69	681	750	Based on Actual 2022/23 & 2023/24, No need to increase Budget 2024/25	805	863	927	994
6511 SE Tourism & Signage	746	250	182	68	269	Current Budget + CPI 7.3%	289	310	332	357
6512 SE Bus Shelters (Maintenance)	0	565	0	565	565	Based on Actual 2022/23 & 2023/24, No need to increase Budget 2024/25	606	651	698	749
6515 SE Festive Lights Maintenance & Electricity	1,319	3,500	457	3,043	3,756	Current Budget + CPI 7.3%	4,030	4,324	4,640	4,979
6519 SE Flags & Bunting	1,780	2,753	1,543	1,210	2,954	Current Budget + CPI 7.3%	3,170	3,401	3,649	3,916
6522 SE Pontoon (Maintenance Costs) (6522)	7,484	6,606	695	5,911	3,000	therefore reduce budget for maintenance 2024/25	3,219	3,454	3,706	3,977
6524 SE Vehicle Maintenance and Repair Costs	10,775	12,600	5,248	7,352	13,520	Current Budget + CPI 7.3%	14,507	15,566	16,702	17,922
6527 SE Salt Bins Refill	188	500	0	500	537	Current Budget + CPI 7.3%	551	606	667	735
6528 SE Pontoon Accommodation	6,282	11,921	2,507	9,414	6,335	Based on Mthly rental + CPI 7.3%	13,125	14,450	15,910	17,516
<b>Total Town &amp; Waterfront Expenditure</b>	<b>29,627</b>	<b>41,445</b>	<b>10,954</b>	<b>30,491</b>	<b>34,186</b>		<b>42,984</b>	<b>46,503</b>	<b>50,320</b>	<b>54,457</b>
<b>Total Service Delivery Expenditure</b>	<b>74,261</b>	<b>107,236</b>	<b>21,978</b>	<b>85,258</b>	<b>94,953</b>		<b>92,515</b>	<b>99,650</b>	<b>107,346</b>	<b>115,646</b>
<b>Service Delivery Staffing Expenditure</b>										
Service Delivery Staffing Expenses	3,906	5,504	1,694	4,797	5,906	Current Budget + CPI 7.3%	6,337	6,800	7,296	7,829
6676 ST SE Services Delivery Staff Training	6,536	11,010	1,947	9,820	6,500	Based on Actual 2022/23	12,122	13,346	14,694	16,178
						PROVISIONAL FIGURE - Awaiting new NJC Scale for 23/24. Figures for 24/25 based proposed 23/24 NJC Scale + similar uplift				
Service Delivery Staffing Costs	202,994	217,402	75,381	179,523	289,150		303,608	318,788	334,727	351,464
<b>Total Service Delivery Staffing Expenditure</b>	<b>213,436</b>	<b>233,916</b>	<b>79,022</b>	<b>194,140</b>	<b>301,556</b>		<b>322,067</b>	<b>338,934</b>	<b>356,717</b>	<b>375,470</b>
<b>Total Operating Expenditure</b>	<b>287,697</b>	<b>341,152</b>	<b>101,000</b>	<b>279,398</b>	<b>396,509</b>		<b>414,581</b>	<b>438,583</b>	<b>464,063</b>	<b>491,116</b>

Account	Actual 2022/23	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
<b>Total Service Delivery Operating Expenditure</b>	<b>287,697</b>	<b>341,152</b>	<b>101,000</b>	<b>279,398</b>	<b>396,509</b>		<b>414,581</b>	<b>438,583</b>	<b>464,063</b>	<b>491,116</b>
<b>Total Service Delivery Operating Surplus/ (Deficit)</b>	<b>(270,014)</b>	<b>(312,252)</b>	<b>(80,329)</b>	<b>(271,169)</b>	<b>(371,670)</b>		<b>(400,178)</b>	<b>(423,021)</b>	<b>(447,534)</b>	<b>(473,230)</b>
<b>Service Delivery EMF Expenditure</b>										
<b>Grounds &amp; Premises EMF Expenditure</b>										
6471 SE EMF Heritage Centre	2,071	0	1,473	6,417	1,000	As per 5 Year Plan	1,000	1,000	1,000	1,000
6571 SE EMF Saltash Recreation Areas	506	20,000	502	58,552	25,000	As per 5 Year Plan	25,000	25,000	25,000	25,000
6580 SE EMF Public Toilets (Capital Works)	1,690	0	0	8,310	1,000	As per 5 Year Plan	1,000	1,000	1,000	1,000
6588 SE EMF Victoria Gardens	0	0	0	10,000	5,000	As per 5 Year Plan	5,000	5,000	5,000	5,000
6589 SE EMF Community Tree Planting Initiatives	532	2,000	0	3,468	0		2,000	2,000	2,000	2,000
<b>6591 SE EMF Open Spaces &amp; Trees NEW CODE</b>					<b>3,000</b>	<b>As per 5 Year Plan</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>Longstone EMF Expenditure</b>										
7170 LO EMF Longstone Depot Capital Works	0	2,000	0	2,500	1,000	£1k for 5yr plan	1,000	1,000	1,000	0
<b>Total Grounds &amp; Premises EMF Expenditure</b>	<b>4,800</b>	<b>22,000</b>	<b>1,974</b>	<b>86,747</b>	<b>36,000</b>		<b>37,000</b>	<b>37,000</b>	<b>37,000</b>	<b>37,000</b>
<b>Town &amp; Waterfront EMF Expenditure</b>										
6570 SE EMF Notice Boards (Repair & Replace)	685	0	220	934	0		0	0	0	0
6572 SE EMF Festive Lights	14,668	10,000	0	10,051	30,000	Previous 5 year average spend £15k pa. To replace existing lights for better quality - Quote received to replace over 3 years £28k pa. Tender process to be reviewed 2024/25	30,000	30,000	30,000	30,000
6573 SE EMF Public Art & Maintenance	0	0	0	1,443	0		0	0	0	0
6574 SE EMF Salt Bins	0	0	0	2,464	0		0	0	0	0
6575 SE EMF Street Furniture (New & Replace)	1,411	0	0	1,037	463	Increase EMF to £1,500. Members to consider replacement of benches in Victoria Gardens	0	0	0	0
6578 SE EMF Equipment and Vehicles (Capital Works)	0	0	11,084	13,665	6,335	Increase EMF to £20k towards replacement vehicle	5,000	5,000	5,000	5,000
6582 SE EMF Town War Memorial	0	0	0	1,978	0		0	0	0	0
6584 SE EMF Pontoon Maintenance Costs	73	0	0	6,058	10,000	As per 5 Year Plan	10,000	10,000	10,000	10,000
6590 SE EMF Utilities & Rates	0	0	0	2,157	0		0	0	0	0
6700 EMF Staff Contingency (Service Delivery)	0	3,207	6,421	112,169	0		0	0	0	0
<b>Total Town &amp; Waterfront EMF Expenditure</b>	<b>16,836</b>	<b>13,207</b>	<b>17,725</b>	<b>151,956</b>	<b>46,798</b>		<b>45,000</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>
<b>Total Service Delivery EMF Expenditure</b>	<b>21,636</b>	<b>35,207</b>	<b>19,700</b>	<b>238,702</b>	<b>82,798</b>		<b>82,000</b>	<b>82,000</b>	<b>82,000</b>	<b>82,000</b>
<b>Total Service Delivery Expenditure (Operational &amp; EMF)</b>	<b>309,333</b>	<b>376,359</b>	<b>120,700</b>	<b>518,100</b>	<b>479,307</b>		<b>496,581</b>	<b>520,583</b>	<b>546,063</b>	<b>573,116</b>
<b>Total Service Delivery Budget Surplus/ (Deficit)</b>	<b>(291,650)</b>	<b>(347,459)</b>	<b>(100,029)</b>	<b>(509,871)</b>	<b>(454,468)</b>		<b>(482,178)</b>	<b>(505,021)</b>	<b>(529,534)</b>	<b>(555,230)</b>

Services Committee - Guildhall Budget 2023-24  
Saltash Town Council  
For the 5 months ended 31 August 2023

Account	Actual 2022/23	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
<b>Guildhall Operating Income</b>										
<b>Guildhall Income</b>										
4200 GH Income - Guildhall Bookings	1,916	10,261	1,383	8,878	2,371	Based on YTD Income	2,544	2,730	2,929	3,143
4201 GH Income - Guildhall Refreshments	342	257	145	112	249	Based on YTD Income	267	287	308	330
4206 GH Income - Guildhall Misc Property Income - (Rename Code Guildhall Photocopying Income)	4	232	2	230	5	Based on YTD Income	5	6	6	6
<b>Total Guildhall Income</b>	<b>2,262</b>	<b>10,750</b>	<b>1,530</b>	<b>9,220</b>	<b>2,625</b>		<b>2,816</b>	<b>3,022</b>	<b>3,243</b>	<b>3,479</b>
<b>Total Guildhall Operating Income</b>	<b>2,262</b>	<b>10,750</b>	<b>1,530</b>	<b>9,220</b>	<b>2,625</b>		<b>2,816</b>	<b>3,022</b>	<b>3,243</b>	<b>3,479</b>
<b>Guildhall Operating Expenditure</b>										
<b>Guildhall Expenditure</b>										
6400 GH Rates - Guildhall	8,608	9,808	9,899	9	10,622	Current YTD + CPI 7.3%	11,397	12,229	13,122	14,080
6401 GH Water Rates - Guildhall	517	847	103	744	909	Current Budget + CPI 7.3%	975	1,047	1,123	1,205
6402 GH Gas - Guildhall	3,819	6,500	756	5,744	5,551	Based on Annual kwh at current rate +15%	5,956	6,391	6,858	7,358
6403 GH Electricity - Guildhall	4,078	13,000	1,055	11,845	6,066	Based on Annual kwh at current rate +15%	6,509	6,984	7,494	8,041
6404 GH Fire & Security Alarm - Guildhall	743	1,396	508	888	1,498	Current Budget + CPI 7.3%	1,607	1,725	1,851	1,986
6408 GH Cleaning Materials & Equipment - Guildhall	1,270	1,129	560	569	1,212	Current Budget + CPI 7.3%	1,300	1,395	1,497	1,607
6409 GH Boiler Service & Maintenance	463	1,135	0	1,135	1,218	Current Budget + CPI 7.3%	1,307	1,402	1,505	1,615
6410 GH General Repairs & Maintenance	2,838	2,838	1,059	1,779	3,046	Current Budget + CPI 7.3%	3,268	3,507	3,763	4,038
6411 GH Entertainment Licenses	0	1,000	0	1,000	1,073	Current Budget + CPI 7.3%	1,151	1,235	1,326	1,422
6412 GH Lift Service & Maintenance	3,691	3,303	1,073	2,230	3,632	Qtrly Maint £671 + £700 for parts. + CPI 7.3%	3,897	4,182	4,487	4,814
6413 GH Refreshment Costs - Guildhall	133	414	117	297	445	Current Budget + CPI 7.3%	477	512	550	590
6414 GH Equipment - Guildhall	176	1,108	0	1,108	1,189	Current Budget + CPI 7.3%	1,276	1,369	1,469	1,576
6418 GH Professional Fees	1,950	10,000	300	9,700	10,730	Current Budget + CPI 7.3%	11,513	12,354	13,256	14,223
6420 GH Legionella Risk Assessment (Guildhall) (Delete Code)	385	500	210	290	0	Testing now being carried out in-house				
<b>Total Guildhall Expenditure</b>	<b>28,672</b>	<b>52,978</b>	<b>15,638</b>	<b>37,340</b>	<b>47,191</b>		<b>50,636</b>	<b>54,332</b>	<b>58,299</b>	<b>62,554</b>
<b>Guildhall Staffing Expenditure</b>										
Guildhall Staffing Expenses	218	454	45	409	488	Current Budget + CPI 7.3%	524	562	603	647
6678 ST GH Staff Training (Guildhall)	76	565	0	565	607	Current Budget + CPI 7.3%	651	699	750	805
Guildhall Staffing Costs	22,634	37,386	9,461	28,174	56,239	PROVISIONAL FIGURE - Awaiting new NJC Scale for 23/24. Figures for 24/25 based proposed 23/24 NJC Scale + similar uplift	59,051	62,004	65,104	68,359
<b>Total Guildhall Staffing Expenditure</b>	<b>22,928</b>	<b>38,405</b>	<b>9,506</b>	<b>29,148</b>	<b>57,334</b>		<b>60,226</b>	<b>63,264</b>	<b>66,456</b>	<b>69,810</b>
<b>Total Operating Expenditure</b>	<b>51,600</b>	<b>91,383</b>	<b>25,144</b>	<b>66,488</b>	<b>104,525</b>		<b>110,862</b>	<b>117,597</b>	<b>124,755</b>	<b>132,365</b>
<b>Total Guildhall Operating Expenditure</b>	<b>51,600</b>	<b>91,383</b>	<b>25,144</b>	<b>66,488</b>	<b>104,525</b>		<b>110,862</b>	<b>117,597</b>	<b>124,755</b>	<b>132,365</b>
<b>Total Guildhall Operating Surplus/ Deficit</b>	<b>(49,338)</b>	<b>(80,633)</b>	<b>(23,614)</b>	<b>(57,268)</b>	<b>(101,900)</b>		<b>(108,045)</b>	<b>(114,575)</b>	<b>(121,512)</b>	<b>(128,886)</b>
<b>Guildhall EMF Expenditure</b>										
6470 GH EMF Guildhall Maintenance	7,290	20,000	335	79,968	0	As Per 5 Year Plan	6,500	6,500	6,500	6,500
6696 ST GH EMF Staff Contingency (Guildhall)	0	739	0	15,399	0		0	0	0	0
<b>Total Guildhall EMF Expenditure</b>	<b>7,290</b>	<b>20,739</b>	<b>335</b>	<b>95,367</b>	<b>0</b>		<b>6,500</b>	<b>6,500</b>	<b>6,500</b>	<b>6,500</b>
<b>Total Guildhall Expenditure (Operational &amp; EMF)</b>	<b>58,890</b>	<b>112,122</b>	<b>25,480</b>	<b>161,855</b>	<b>104,525</b>		<b>117,362</b>	<b>124,097</b>	<b>131,255</b>	<b>138,865</b>
<b>Total Guildhall Budget Surplus/ (Deficit)</b>	<b>(56,627)</b>	<b>(101,372)</b>	<b>(23,950)</b>	<b>(152,635)</b>	<b>(101,900)</b>		<b>(114,545)</b>	<b>(121,075)</b>	<b>(128,012)</b>	<b>(135,386)</b>



Services Committee - Maurice Huggins Budget 2023-24  
Saltash Town Council  
For the 5 months ended 31 August 2023

Account	Actual 2022/23	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
<b>Maurice Huggins Operating Income</b>										
<b>Maurice Huggins Income</b>										
4207 MA Maurice Huggins Room Income	1,189	1,000	525	475	810	Based on YTD income	869	933	1,001	1,074
<b>Total Maurice Huggins Income</b>	<b>1,189</b>	<b>1,000</b>	<b>525</b>	<b>475</b>	<b>810</b>		<b>869</b>	<b>933</b>	<b>1,001</b>	<b>1,074</b>
<b>Total Maurice Huggins Operating Income</b>	<b>1,189</b>	<b>1,000</b>	<b>525</b>	<b>475</b>	<b>810</b>		<b>869</b>	<b>933</b>	<b>1,001</b>	<b>1,074</b>
<b>Maurice Huggins Operating Expenditure</b>										
<b>Maurice Huggins Expenditure</b>										
7000 MA Rates	429	486	429	57	522	Current Budget + CPI 7.3%	560	601	645	692
7001 MA Water Rates	186	395	75	320	424	Current Budget + CPI 7.3%	455	488	524	562
7003 MA Electricity	(287)	2,563	722	1,841	2,185	Based on Annual kwh at current rate + 15%	2,345	2,516	2,699	2,896
7004 MA Fire & Security Alarm	201	178	127	51	235	Based on Average Actual cost over 3 Years + CPI 7.3%	252	271	290	312
7008 MA Cleaning Materials & Equipment	203	330	183	147	355	Current Budget + CPI 7.3%	381	409	439	471
7010 MA General Repairs & Maintenance	245	565	448	117	1,607	Current Budget + CPI 7.3% + £1,000 Roof Repairs	724	777	834	895
7018 MA Professional Costs	0	565	0	565	607	Current Budget + CPI 7.3%	651	699	750	805
7020 MA Legionella Risk Assessment ( <b>Delete Code</b> )	385	462	210	252	0	Tests being carried out in-house				
<b>Total Maurice Huggins Expenditure</b>	<b>1,362</b>	<b>5,544</b>	<b>2,195</b>	<b>3,349</b>	<b>5,935</b>		<b>5,368</b>	<b>5,760</b>	<b>6,181</b>	<b>6,632</b>
<b>Total Maurice Huggins Operating Expenditure</b>	<b>1,362</b>	<b>5,544</b>	<b>2,195</b>	<b>3,349</b>	<b>5,935</b>		<b>5,368</b>	<b>5,760</b>	<b>6,181</b>	<b>6,632</b>
<b>Total Maurice Huggins Operating Surplus/ (Deficit)</b>	<b>(173)</b>	<b>(4,544)</b>	<b>(1,670)</b>	<b>(2,874)</b>	<b>(5,125)</b>		<b>(4,499)</b>	<b>(4,828)</b>	<b>(5,180)</b>	<b>(5,558)</b>
<b>Maurice Huggins EMF Expenditure</b>										
6472 MA EMF Maurice Huggins Room	0	0	0	214	1,000	As Per 5 Year Plan	1,000	1,000	1,000	1,000
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	0	0	606	0		0	0	0	0
<b>Total Maurice Huggins EMF Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>820</b>	<b>1,000</b>		<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Total Maurice Huggins Expenditure (Operational &amp; EMF)</b>	<b>1,362</b>	<b>5,544</b>	<b>2,195</b>	<b>4,169</b>	<b>6,935</b>		<b>6,368</b>	<b>6,760</b>	<b>7,181</b>	<b>7,632</b>
<b>Total Maurice Huggins Budget Surplus/ (Deficit)</b>	<b>(173)</b>	<b>(4,544)</b>	<b>(1,670)</b>	<b>(3,694)</b>	<b>(6,125)</b>		<b>(5,499)</b>	<b>(5,828)</b>	<b>(6,180)</b>	<b>(6,558)</b>

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 17th October 2023 at 6.30 pm

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

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#### **76/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **77/23/24 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.

#### **78/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**79/23/24** **TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON TUESDAY 19TH SEPTEMBER 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 19<sup>th</sup> September 2023 were confirmed as a true and correct record.

**80/23/24** **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

**81/23/24** **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:

**PA23/06709**

Mr & Mrs Steve Jones – **35 Lower Port View St Stephens Saltash PL12 4BY**

Proposed first floor extension.

**Ward: Essa**

Date received: 09/10/23

Response date: 30/10/23

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

**PA23/07075**

Mr Rencher – **11 Tobruk Road Saltash PL12 4HP**  
Two-storey side extension, loft conversion and porch.

**Ward: Essa**

Date received: 11/10/23

Response date: 01/11/23

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

**PA23/07100**

Mr Mark Watt Notter Bridge Lodges Ltd – **Notter Cottage Notter Saltash PL12 4RW**

Change of use of redundant cottage store / education centre into a dwelling unit with associated parking space.

**Ward: Trematon**

Date received: 26/09/23

Response date: 22/10/23

It was proposed by Councillor P Samuels, seconded by Councillor Miller and resolved to **RECOMMEND APPROVAL** subject to the Cornwall Council Lead Local Flood Authority comment for a surface water drainage strategy to be submitted.

**PA23/07453**

Mr & Mrs N Thurlow – **Land South West of Manor Barn Trematon Cornwall PL12 4RS**

Application for Permission in Principle for a dwelling.

**Ward: Trematon**

Date received: 26/09/23

Response date: 22/10/23

It was proposed by Councillor Stoyel, seconded by Councillor Miller and resolved to **RECOMMEND APPROVAL** subject to the Countryside Access Officer's comment which states that Footpath 32 must remain open and unobstructed at all times.

**PA23/07911**

Mr Summers – **Windrush House Pill Lane North Pill Saltash PL12 6LJ**

Construction of an amenity storage building to drive.

**Ward: Tamar**

Date received: 11/10/23

Response date: 01/11/23

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

d. Tree Application:

**PA23/07977**

Cornwall Council – **Pillmere Play Area Pillmere Drive Saltash PL12 6XB**

Works to trees subject to a Tree preservation order (TPO) Group G2 - Fell, T1 – Fell.

**Ward: Tamar**

Date received: 04/10/23

Response date: 25/10/23

The Chairman informed Members of The Cornwall Council Tree Officer's Report.

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

**82/23/24 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.

**83/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**84/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**85/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**86/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Tuesday 21 November 2023 at 6.30 pm

Rising at: 6.57 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Joint Burial Board Committee held at the Guildhall on Tuesday 24th October 2023 at 2.00 pm

**PRESENT:** Councillors: R Bickford (Deputy Chairman), J Dent, J Peggs, L Maddock and B Jones.

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

**APOLOGIES:** R Bullock.

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#### **15/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

The Deputy Chairman Councillor Richard Bickford asked the PCC for an update on the position of ex-officio Chairman.

Churchwarden B Jones confirmed he will undertake the role in the absence of a Reverend.

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

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

None.

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

None.

#### **17/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE JOINT BURIAL BOARD COMMITTEE.**

None received.

**18/23/24** **TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON 27TH 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 Peggs and **RESOLVED** that the minutes of the Joint Burial Board Committee held on 27<sup>th</sup> June 2023 were confirmed as a true and correct record.

**19/23/24** **TO RECEIVE AND CONSIDER A REFERRAL FROM THE SERVICES COMMITTEE HELD ON 12TH OCTOBER 2023.**

Members received the referral from the Services Committee.

Consideration was to be given to Saltash Environmental Action's request under Agenda Item 13 – To receive a report from Saltash Environmental Action and consider any actions and associated expenditure.

It was **RESOLVED** to note.

**20/23/24** **TO RECEIVE THE JOINT BURIAL BOARD BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer informed Members of the current budget statement contained within the circulated reports pack.

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to note the budget statements and vire £250 from budget code 6101 BB Machinery Maintenance Costs and £250 from 6104 General Site Maintenance to 6170 EMF Repairs to Cemetery Wall to cover additional spend.

**21/23/24** **TO SET THE FEES AND CHARGES FOR THE YEAR 2024/25 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer reported on the proposed amendments to the Fees and Charges for the year 2024/25.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and resolved to **RECOMMEND** the Joint Burial Board Fees and Charges for the year 2024/2025 to the Extraordinary Policy and Finance Committee meeting to be held on 31<sup>st</sup> October 2023, as attached.



**22/23/24 TO SET THE JOINT BURIAL BOARD BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer reported on the proposed amendments to the Joint Burial Board Budget for the year 2024/25.

It was proposed by Councillor Bickford, seconded by Councillor Dent and resolved to **RECOMMEND** the Joint Burial Board Budget Statement for the year 2024/2025 to the Extraordinary Policy and Finance Committee meeting to be held on 31st October 2023, as attached.

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

Nothing to report.

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

Nothing to report.

**25/23/24 TO RECEIVE A VERBAL UPDATE FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Deputy Chairman confirmed the recent appointment of the Service Delivery Manager who attended St Stephens Churchyard this week. The Town Clerk confirmed contact details would be shared with PCC Members.

The Town Clerk provided a verbal overview of the ongoing maintenance works currently being undertaken and the difficulties working in the Church grounds due to the condition of the graves. The update included recent recruitment within the Service Delivery Department, a comprehensive headstone survey to be undertaken and the clearing and securing of the cemetery hut having recently been actioned.

The Town Clerk added that some trees within the Churches grounds are to be felled due to die back disease, with enquires having been made in regards to the trees located on the cemetery boundary to determine ownership and responsibility. Further information to follow at a future meeting.

It was **RESOLVED** to note.

**26/23/24**     **TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the request received by Saltash Environmental Action to replace trees within the Churchyard grounds.

Members agreed that due to the trees being native hawthorns with minimal maintenance requirements they were more suited to the area.

Churchwarden L Maddock confirmed at a recent PCC meeting it was approved to permit the replacement of the trees with the minutes from the PCC meeting to be a shared with the Town Council to confirm permission has been given for the planting.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to approve the planting of two hawthorn trees, at the east of the cemetery boundary wall currently at no cost to the Town Council, with permission already having been sought with PCC for the planting to go ahead.

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

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

**28/23/24**     **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**29/23/24**     **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**30/23/24**     **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

31/23/24

**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 L Maddock and **RESOLVED** to issue the following Press and Social Media Releases:

1. Partnership with S.E.A for tree planting within the Churchyard.

**DATE OF NEXT MEETING**

Tuesday 27 February 2024 at 6.00 pm

Rising at: 2.31 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

## Joint Burial Board - St. Stephens Cemetery

### Fees and Charges

Description	2023/2024 (As of 1st April 2023)	2024/25 Proposed Charge Amendments
<b><u>Interment Fees</u></b>		
Re-opening / Interment of a body (Saltash residents)	£700	£700
Re-opening / Burial of cremated remains (Saltash residents)	£335	£335
Double standard fees apply to non Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the STC Co-Chairman of the Burial Board Committee.)	All Fees Double	All Fees Double
<b><u>Benches</u></b>		
	<b>Inc VAT</b>	<b>Inc VAT</b>
To supply, fit and maintain a memorial bench, <a href="#">to include plaque</a>	£420	<a href="#">Propose increase to £540</a>
<a href="#">(Cost for bench £350 + VAT. Cost for plaque £25.50 + VAT. Add cost for estimated installation/maintenance, say £75.00. Total cost £450 + VAT)</a>		

Joint Burial Board Committee - Burial Board Budget 2023-24  
Saltash Town Council  
For the 5 months ended 31 August 2023

Account	Actual 2022/23	EMF Balance s B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/25	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
<b>Burial Board Operating Income</b>												
<b>Burial Board Income</b>												
4600 BB Cemetery Fees (St. Stephens)	13,833	0	0	11,000	3,440	7,560	8,863	Based on Current YTD	9,510	10,204	10,949	11,748
4605 BB SLA Payment Grass Cutting	585	0	0	621	628	(7)	628	Based on Current CC SLA	674	723	776	833
4607 BB Memorial Bench Income (St Stephens) (New Code)	0	0	0	0	0	0	450	Based on 1 x Benches @ £450	483	518	556	597
<b>Total Burial Board Income</b>	<b>14,418</b>	<b>0</b>	<b>0</b>	<b>11,621</b>	<b>4,068</b>	<b>7,553</b>	<b>9,941</b>		<b>10,184</b>	<b>10,928</b>	<b>11,725</b>	<b>12,581</b>
<b>Total Burial Board Operating Income</b>	<b>14,418</b>	<b>0</b>	<b>0</b>	<b>11,621</b>	<b>4,068</b>	<b>7,553</b>	<b>9,941</b>		<b>10,184</b>	<b>10,928</b>	<b>11,725</b>	<b>12,581</b>
<b>Burial Board Operating Expenditure</b>												
<b>Burial Board Expenditure</b>												
6100 BB Petrol	295	0	0	504	100	404	541	Current Budget + CPI 7.3%	580	623	668	717
6101 BB Machinery Maintenance Costs	0	0	0	716	0	716	769	Current Budget + CPI 7.3%	825	885	950	1,019
6103 BB Health & Safety	0	0	0	110	0	110	119	Current Budget + CPI 7.3%	128	137	147	158
6104 BB General Site Maintenance	56	0	0	1,410	339	1,071	1,513	Current Budget + CPI 7.3%	1,623	1,742	1,869	2,006
6108 BB Tree Survey & Tree Maintenance	1,370	0	0	3,647	2,400	1,247	3,914	Current Budget + CPI 7.3%	4,200	4,506	4,835	5,188
6109 BB Memorial Bench (Expenditure) (New Code)	0	0	0	0	0	0	376	Based on 1 bench to match income code 4607 Memorial Bench Income (Bench £350 + plaque £25.50)	403	432	464	498
<b>Total Burial Board Expenditure</b>	<b>1,722</b>	<b>0</b>	<b>0</b>	<b>6,387</b>	<b>2,839</b>	<b>3,548</b>	<b>7,232</b>		<b>7,759</b>	<b>8,326</b>	<b>8,934</b>	<b>9,586</b>
<b>Burial Board Staffing Expenditure</b>												
Burial Board Staff Expenses (Delete Code)	145	0	(691)	691	0	0		Staffing now carried out by Service Department	761	838	923	1,016
6670 ST BB Staff Training (St. Stephens) (Delete Code)	0	0	(530)	530	0	0			583	642	707	778
Burial Board Staffing Costs (Delete Code)	18,164	0	(20,881)	20,881	0	0			22,990	25,312	27,868	30,683
<b>Total Burial Board Staffing Expenditure</b>	<b>18,309</b>	<b>0</b>	<b>(22,102)</b>	<b>22,102</b>	<b>0</b>	<b>0</b>			<b>24,334</b>	<b>26,792</b>	<b>29,498</b>	<b>32,477</b>
<b>Total Burial Board Operating Expenditure</b>	<b>20,031</b>	<b>0</b>	<b>(22,102)</b>	<b>28,489</b>	<b>2,839</b>	<b>3,548</b>	<b>7,232</b>		<b>32,093</b>	<b>35,118</b>	<b>38,432</b>	<b>42,063</b>
<b>Total Burial Board Operating Expenditure</b>	<b>20,031</b>	<b>0</b>	<b>(22,102)</b>	<b>28,489</b>	<b>2,839</b>	<b>3,548</b>	<b>7,232</b>		<b>32,093</b>	<b>35,118</b>	<b>38,432</b>	<b>42,063</b>
<b>Total Burial Board Operating Surplus/ (Deficit)</b>	<b>(5,613)</b>	<b>0</b>	<b>22,102</b>	<b>(16,868)</b>	<b>1,230</b>	<b>4,004</b>	<b>2,710</b>		<b>(21,909)</b>	<b>(24,190)</b>	<b>(26,706)</b>	<b>(29,481)</b>
<b>Burial Board EMF Expenditure</b>												
6170 BB EMF Repairs to Cemetery Wall	0	15,286	0	0	15,763	(477)	3,000	As per 5 Year Plan	3,000	3,000	3,000	3,000
6693 ST BB EMF Staff Contingency (St Stephens) (Delete Code)	0	2,800	(2,800)	0	0	0		Staffing now being carried out by Service Department	0	0	0	0
<b>Total Burial Board EMF Expenditure</b>	<b>0</b>	<b>18,086</b>	<b>(2,800)</b>	<b>0</b>	<b>15,763</b>	<b>(477)</b>	<b>3,000</b>		<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>Total Burial Board Expenditure (Operational &amp; EMF)</b>	<b>20,031</b>	<b>18,086</b>	<b>(24,902)</b>	<b>28,489</b>	<b>18,601</b>	<b>3,072</b>	<b>10,232</b>		<b>35,093</b>	<b>38,118</b>	<b>41,432</b>	<b>45,063</b>
<b>Total Burial Board Budget Surplus/Deficit</b>	<b>(5,613)</b>	<b>(18,086)</b>	<b>24,902</b>	<b>(16,868)</b>	<b>(14,533)</b>	<b>4,481</b>	<b>(290)</b>		<b>(24,909)</b>	<b>(27,190)</b>	<b>(29,706)</b>	<b>(32,481)</b>

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Burial Authority Committee held at the Guildhall on Tuesday 24th October 2023 at 6.30 pm

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

**ALSO PRESENT:** 3 Members of the Public, B Austin (Chair, Churchtown Farm) and H Frank (Secretary, Churchtown Farm), S Burrows (Town Clerk), W Peters (Finance Officer) and F Morris (Planning and General Administrator)

**APOLOGIES:** M Griffiths.

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#### **28/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **29/23/24 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.

#### **30/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

**31/23/24**      **TO RECEIVE AND APPROVE THE MINUTES FROM THE BURIAL AUTHORITY MEETING HELD ON 25TH SEPTEMBER 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 Bullock and **RESOLVED** that the minutes of the Burial Authority Committee held on 25<sup>th</sup> September 2023 were confirmed as a true and correct record.

The Chairman announced that the next item of business to be received is Agenda Item Number 13.

**32/23/24**      **TO RECEIVE A REQUEST FROM ANTONY ESTATES FOR THE USE OF CHURCHTOWN CEMETERY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the proposal and implications of multiuse of Churchtown Cemetery facilities. The Town Clerk appraised Members with regard to concerns relating to administrative requirements and the limited space within the Churchtown Cemetery Car Park now and into the future, although recognised the importance of partnership working where practicable.

At the request of the Chairman, members agreed that the Chair of Friends of Churchtown Farm would be permitted to speak.

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

1. To refuse the request for storage and shared parking at Churchtown Cemetery, due to lack of contact or information on how a booking system would successfully operate from Antony Estates since the last Burial Authority Meeting held on 25<sup>th</sup> September 2023;
2. To offer further discussions around the potential management of the site.

**33/23/24** **TO RECEIVE THE BURIAL AUTHORITY COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer informed Members of the current budget statement contained within the circulated reports pack.

It was proposed by Councillor Lennox-Boyd seconded by Councillor Foster and **RESOLVED** to note the budget statement and vire £500 from 6071 EMF Replace Machinery and Equipment to 6004 General Site Maintenance to cover expenditure for a replacement bench at Churchtown Cemetery.

**34/23/24** **TO SET THE BURIAL AUTHORITY FEES AND CHARGES FOR THE YEAR 2024/25 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer informed Members of the Fees and Charges for the year 2024/25 contained within the circulated reports pack.

It was proposed by Councillor Dent, seconded by Councillor Foster and resolved to **RECOMMEND** the Burial Authority Fees and Charges for the year 2024/25 to the Extraordinary Policy and Finance Committee meeting to be held on the 31st October 2023, as attached.

**35/23/24** **TO SET THE BURIAL AUTHORITY BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer informed Members of the budget statement for the year 2024/25 contained within the circulated reports pack.

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Dent and resolved to **RECOMMEND** the Burial Authority Committee budget for the year 2024/25 including amendments to the Extraordinary Policy and Finance Committee meeting to be held on the 31st October 2023, as attached.

**36/23/24** **TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.



**37/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**38/23/24 TO RECEIVE A VERBAL UPDATE FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman confirmed the recent appointment of the Service Delivery Manager who joined the team this week.

The Town Clerk provided a verbal overview of the ongoing maintenance works currently being undertaken. The update included recent recruitment within the Service Delivery Department, grass cutting, bark laying to suppress the weeds, fencing works to the compound area, wood treatment to the toilet block, and burials and memorials have taken place with no concerns to report.

The Town Clerk asked Members to consider promoting the Memorials at Churchtown Cemetery.

The Town Clerk added that the Town Council Cornish Wall between the beehive section of the allotments and the Churchtown development remains unfinished and that there seem to be other loose parts of the wall. The developer is in touch with the office but the appointment of a specialist contractor to undertake the work has proven difficult. Recently, details of further specialist contractors have been provided to the developer. Further information to follow at a future meeting.

It was **RESOLVED** to note.

**39/23/24 TO RECEIVE QUOTES FOR CHURCHTOWN CEMETERY COMPOUND FENCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Foster, seconded by Councillor Bullock and **RESOLVED** to delegate to the Service Delivery Manager to procure fencing materials within budget for the works to be completed in-house and the cost to be allocated to Budget Code 6070 EMF Churchtown Cemetery Capital Works.

**40/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**41/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**42/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

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

None.

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

It was proposed by Councillor Foster, seconded by Councillor Miller and **RESOLVED** to issue the following Press and Social Media release:

1. To promote the Churchtown Cemetery Memorial Services.

**DATE OF NEXT MEETING**

To be confirmed.

Rising at: 7.23 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

# Minute Item 34/23/

## Burial Authority - Churchtown Cemetery

### Fees and Charges

Description	2023/2024 (As of 1st April 2023)	2024/25 Proposed Charge <span style="color: blue;">Amendments</span>
<b><u>Interment Fees</u></b>		
Interment under the age of 18 years - (Saltash residents only)	No Charge	No Charge
1st Interment over the age of 18 years - (triple depth plot)	£700	£700
2nd & 3rd Interment over the age of 18 years - (ERB determined)	£700	£700
1st Interment of ashes in a casket - (double depth plot)	£333	£333
2nd Interment of ashes in a casket - (ERB determined)	£333	£333
1st Interment of loose ashes - (double depth plot)	£167	£167
2nd Interment of loose ashes - (ERB determined)	£167	£167
Interment of ashes in Garden of Remembrance	£333	£333
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	No Charge	No Charge
<b><u>Exclusive Right of Burial including Plot Deed (Exclusive Right of Burial must be purchased with 1st Interment) - Length of Exclusive Right of Burial - 10 Years</u></b>		
Exclusive Right of Burial under the age of 18 years	No Charge	No Charge
Exclusive Right of Burial 1st Interment over the age of 18 years	£333	£333
Exclusive Right of Burial 1st Interment of ashes in a casket	£111	£111
Exclusive Right of Burial 1st Interment of loose ashes	£111	£111
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	No Charge	No Charge
<b><u>Memorial Permissions - Length of Right to Erect a Memorial - 10 years</u></b>		
Permission to erect headstone including first inscription	£111	£111
Additional inscriptions	£56	£56
Permission to place cremated remains tablet	£56	£56
Removal of a headstone & cremation tablet other than for an additional inscription	£56	£56
Renewal of Grant of Right to Erect a Memorial	£28	£28
Permission to erect/place monument CWG/MOD	No Charge	No Charge
Cremation foundation slab and tablet to be supplied by ERB owner		
<b><u>Renewal of Exclusive Rights of Burial - Length of Exclusive Right of Burial - 10 Years</u></b>		
Single grave for the interment under the age of 18 years - (Saltash resident only)	No Charge	No Charge
Renewal of Exclusive Rights of Burial	£28	£28
Renewal of Exclusive Rights of Cremated Remains	£28	£28
Issue & registration of duplicate deed of grant of grave space	£28	£28
Inspection of Burial Register	£28	£28
Transfer of ERB certificate up to a maximum of 2 hours, and then charged on an hourly basis at £25 per hour	£51	£51
Transfer of ERB certificate by Statutory Declaration up to a maximum of 2 hours, and then charged at an hourly basis at £25 per hour	£84	£84
Permission of right to CWG Commission or MOD	No Charge	No Charge
Permission to place a war grave marker	No Charge	No Charge
Exhumations of coffins or cremated remains casket/loose ashes	Price on Application	Price on Application
Search of Registers by our staff (per search)	£28	£28
Search of Registers by our staff (non resident)	£56	£56
Double standard fees apply to non Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the Chairman of the Burial Authority Committee)	All Fees Double	All Fees Double
<b><u>Benches &amp; Other Memorials - 10 Years Lease (Residents &amp; Non Residents) (VARIABLE)</u></b>		
Rose Bush - Permission to place a rose bush and memorial plaque at Churchtown Cemetery in the memorial garden	£100 inc. VAT	£100 inc. VAT
Memorial Plaque on a bench at Churchtown Cemetery ( <span style="color: blue;">Propose increase to £450 + VAT = £540. This will cover the cost for bench &amp; plaque £375.50 + estimated maintenance over 10 years £74.50 = £450 + VAT</span> )	£420 inc. VAT	<span style="color: blue;">Propose increase to £540 inc. VAT</span>

Burial Authority Committee - Burial Authority Budget 2023-24  
Saltash Town Council  
For the 5 months ended 31 August 2023

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/25 Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
<b>Operating Income</b>											
<b>Burial Authority Income</b>											
4612 BA Cemetery Fees (Churchtown)	16,411	0	0	21,862	5,043	16,819	12,104 Based on Current YTD	12,988	13,936	14,953	16,045
4614 BA Memorial Bench Income (Churchtown)	583	0	0	1,000	700	300	900 Based on 2 x Benches @ £450	966	1,036	1,112	1,193
<b>Total Burial Authority Income</b>	<b>16,994</b>	<b>0</b>	<b>0</b>	<b>22,862</b>	<b>5,743</b>	<b>17,119</b>	<b>13,004</b>	<b>13,953</b>	<b>14,972</b>	<b>16,065</b>	<b>17,238</b>
<b>Total Operating Income</b>	<b>16,994</b>	<b>0</b>	<b>0</b>	<b>22,862</b>	<b>5,743</b>	<b>17,119</b>	<b>13,004</b>	<b>13,953</b>	<b>14,972</b>	<b>16,065</b>	<b>17,238</b>
<b>Operating Expenditure</b>											
<b>Burial Authority Expenditure</b>											
6000 BA Petrol	126	0	0	378	25	354	406 Current Budget + CPI 7.3%	436	467	502	538
6001 BA Machinery Maintenance Costs	0	0	0	275	0	275	296 Current Budget + CPI 7.3%	318	341	366	392
6003 BA Health & Safety	0	0	0	55	0	55	60 Current Budget + CPI 7.3%	64	69	74	80
6004 BA General Site Maintenance	557	0	0	613	642	(29)	658 Current Budget + CPI 7.3% Note: 23/24 Actual includes £525 for one off cost for hire of mower	706	758	813	872
6005 BA Fire Extinguishers	41	0	0	90	0	90	97 Current Budget + CPI 7.3%	104	112	120	129
6008 BA Tree Survey & Tree Maintenance	818	0	0	791	0	791	849 Current Budget + CPI 7.3%	911	977	1,049	1,125
6009 BA Electricity Costs	230	0	0	690	44	646	394 Based on annual kwh at current rates + 15%	423	454	487	522
6010 BA PWLB Loan Repayment & Interest	21,385	0	0	21,385	10,692	10,693	21,385 Based on Repayment Loan Schedule (Last payment due 30- 07-25)	10,692	0	0	0
6011 BA Water	0	0	0	364	0	364	391 Current Budget + CPI 7.3%	420	450	483	518
6012 BA Memorial Bench (Expenditure)	147	0	0	0	0	0	751 Based on 2 benches to match income code 4614 Memorial Benches (Bench £350 + plaque £25.50)	806	865	928	995
6013 BA Security Alarm Maintenance	159	0	0	173	124	49	186 Current Budget + CPI 7.3%	200	214	230	247
6014 BA Cemetery Software Subscription	288	0	0	329	377	(48)	405 Current Actual YTD + CPI 7.3%	435	466	500	537
<b>Total Burial Authority Expenditure</b>	<b>23,753</b>	<b>0</b>	<b>0</b>	<b>25,143</b>	<b>11,903</b>	<b>13,240</b>	<b>25,878</b>	<b>15,513</b>	<b>5,173</b>	<b>5,551</b>	<b>5,956</b>
<b>Burial Authority Staffing Expenditure</b>											
Burial Authority Staffing Expenses (Delete Code)	62	0	(296)	296	0	0	0 Staffing now carried out by	326	359	395	435
6666 ST BA Staff Training (Churchtown) (Delete Code)	0	0	(227)	227	0	0	0 Service Department	250	275	303	333
Burial Authority Staffing Costs (Delete Code)	7,494	0	(8,949)	8,949	0	0	0	9,853	10,848	11,944	13,150
<b>Total Burial Authority Staffing Expenditure</b>	<b>7,556</b>	<b>0</b>	<b>(9,472)</b>	<b>9,472</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,429</b>	<b>11,482</b>	<b>12,642</b>	<b>13,918</b>
<b>Total Operating Expenditure</b>	<b>31,309</b>	<b>0</b>	<b>(9,472)</b>	<b>34,615</b>	<b>11,903</b>	<b>13,240</b>	<b>25,878</b>	<b>25,942</b>	<b>16,655</b>	<b>18,193</b>	<b>19,874</b>
<b>Total Burial Authority Operating Expenditure</b>	<b>31,309</b>	<b>0</b>	<b>(9,472)</b>	<b>34,615</b>	<b>11,903</b>	<b>13,240</b>	<b>25,878</b>	<b>25,942</b>	<b>16,655</b>	<b>18,193</b>	<b>19,874</b>
<b>Total Burial Authority Operating Surplus/ (Deficit)</b>	<b>(14,314)</b>	<b>0</b>	<b>9,472</b>	<b>(11,753)</b>	<b>(6,160)</b>	<b>3,879</b>	<b>(12,874)</b>	<b>(11,989)</b>	<b>(1,683)</b>	<b>(2,128)</b>	<b>(2,636)</b>
<b>Burial Authority EMF Expenditure</b>											
6070 BA EMF Churchtown Cemetery Capital Works	1,464	6,204	0	0	0	6,204	1,500 As per 5 Year Plan	1,500	1,500	1,500	1,500
6071 BA EMF Replace Machinery & Equipment	0	14,967	0	0	0	14,967	0 To be Agreed at Committee Meeting	0	0	0	0
6073 BA EMF Memorial Garden	800	4,200	0	0	250	3,950	0 To be Agreed at Committee Meeting	0	0	0	0
6692 ST BA EMF Staff Contingency (Churchtown) (Delete Code)	0	1,200	(1,200)	0	0	0	0 Staffing now being carried out by Service Department	0	0	0	0
<b>Total Burial Authority EMF Expenditure</b>	<b>2,264</b>	<b>26,571</b>	<b>(1,200)</b>	<b>0</b>	<b>250</b>	<b>25,121</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>Total Burial Authority Expenditure (Operational &amp; EMF)</b>	<b>33,573</b>	<b>26,571</b>	<b>(10,672)</b>	<b>34,615</b>	<b>12,153</b>	<b>38,361</b>	<b>27,378</b>	<b>27,442</b>	<b>18,155</b>	<b>19,693</b>	<b>21,374</b>
<b>Total Burial Authority Budget Surplus/ Deficit</b>	<b>(16,578)</b>	<b>(26,571)</b>	<b>10,672</b>	<b>(11,753)</b>	<b>(6,410)</b>	<b>(21,242)</b>	<b>(14,374)</b>	<b>(13,489)</b>	<b>(3,183)</b>	<b>(3,628)</b>	<b>(4,136)</b>

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 26th October 2023 at 6.30 pm

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

**ALSO PRESENT:** S Burrows (Town Clerk), W Peters (Finance Officer).

**APOLOGIES:** J Foster.

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#### **45/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **46/23/24 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.

#### **47/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 29TH 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 Martin, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Personnel Committee Meeting held on 29<sup>th</sup> June 2023 were confirmed as a true and correct record.

**48/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**49/23/24 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**50/23/24 TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer informed Members of the current budget statement contained within the circulated reports pack.

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

1. To vire £2,000 from budget code 6691 EMF Legal Fees to 6701 EMF Staff Recruitment to cover associated recruitment fees;
2. To note the budget statement.

51/23/24

**TO CONSIDER THE PERSONNEL COMMITTEE PRIORITIES FOR THE NEXT THREE YEARS WORKING WITHIN THE SIX TOWN COUNCIL STRATEGIC PRIORITIES.**

Members considered the Personnel strategic priorities to form part of the Town Council's Business Plan Appendix – Activity Plan.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to approve the Personnel Committee priorities as follows:

**Boosting Jobs and Economic Prosperity**

- To continue to be a good employer and invest in Officer growth by supporting relevant professional development;
- Real Living Wage Employer;
- Local Government Pension Scheme;
- Operate in accordance with our Civility and Respect Pledge;
- Provide a protocol to advise Officers of the appropriate working relations with Members.

**Health and Wellbeing**

- Provide excellent welfare facilities;
- Provide occupational health assessments as required to support staff at work;
- Robust risk assessments and health surveillance checks available to appropriate officers to protect them at work.

52/23/24

**TO RECEIVE HEALTH SURVEILLANCE QUOTES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk advised Members under Health and Safety Law that employers are responsible for managing Health and Safety risks to their staff.

The Town Clerk informed Members of the recent Annual Health and Safety Audit advising Saltash Town Council to undertake Health Surveillance tests to evidence safety measures are in place to protect staff at work.

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

1. To appoint Company B to undertake relevant staff Health Surveillance tests in the year 2024-2025 at a cost of £625;
2. To precept accordingly to cover the associated cost allocated to budget code 6654 Staff Welfare.

**53/23/24** **TO SET THE PERSONNEL COMMITTEE BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer provided an overview of the proposed budget for the year 2024/25 received and contained within the circulated reports pack.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Personnel Committee Budget Statement including amendments for the year 2024/25 to the Extraordinary Policy and Finance Committee meeting to be held on the 31st October 2023, as attached.

The Chairman thanked the Finance Officer for her guidance and support. The Finance Officer left the meeting.

The Chairman confirmed that agenda item 11 is to be received under Part Two - To receive the training budget, report back on training attended and consider training requests and any associated expenditure.

**54/23/24** **TO NOTE THE APPOINTMENT OF A SERVICE DELIVERY MANAGER.**

It was **RESOLVED** to note the appointment of a Service Delivery Manager.

**55/23/24** **TO NOTE THE APPOINTMENT OF A SERVICE DELIVERY GENERAL ASSISTANT AND RATIFY ANY ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to note the appointment of a Service Delivery General Assistant and ratify the recruitment cost of £3,355.35 allocated against budget code 6701 EMF Staff Recruitment.



**56/23/24**      **TO RECEIVE THE SERVICE DELIVERY CHRISTMAS HOURS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Stoyel, seconded by Councillor Miller and **RESOLVED** to approve the Service Delivery Department Christmas hours during the period of 22.12.23 to 01.01.24.

The Personnel Committee thanked the Service Delivery Department for their commitment during the festive period.

**57/23/24**      **TO REVIEW THE CHRISTMAS PAYROLL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and **RESOLVED** to approve the change in date for December's payroll from 29<sup>th</sup> December to 21<sup>st</sup> December 2023 due to the Christmas shutdown.

**58/23/24**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

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

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

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

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

The Chairman asked Members to note the statement - Members in attendance noted the Chairman's statement.

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

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to support a member of staff for a period of time in the year 2024 relating to a personal matter only, by:

1. Approving to book annual leave in hours not full or half days;
2. Approving annual leave with less than two weeks' notice, subject to operational needs;
3. Delegating to the line manager to manage the above process and ensure BrightHR software remains accurate at all times;
4. Receiving an update at the next Personnel Committee meeting.

The Town Clerk informed Members of the need to appoint an Occupational Health Assessor.

It was proposed by Councillor Stoyel, seconded by Councillor Martin and **RESOLVED** to ratify the cost of £150 allocated to budget code 6654 Staff Welfare.

The Town Clerk informed Members the Real Living Wage increased by 10% (£12.00 an hour UK) as cost of living continues to hit low paid workers the hardest.

The Town Clerk reminded Members Saltash Town Council is a Real Living Wage Employer therefore needs to be paying staff at least £12.00 an hour. The Living Wage foundation advises that hourly rates are implemented and backdated at the employer's earliest opportunity.

The Town Clerk confirmed there is sufficient staffing contingency budgets to allocate the additional cost.

The Town Clerk further informed Members that scales 7-9 would need to be reviewed and any change implemented due to the impact of the Real Living Wage increase, reporting the outcome at the next Personnel Committee meeting.

It was proposed by Councillor Dent, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to approve the increase of the Real Living Wage (£12.00 an hour) and delegate authority to the Town Clerk to update the relevant salaries and scales reporting back at the next Personnel Committee meeting.

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

60/23/24

**TO RECEIVE AND CONSIDER A RECOMMENDATION FROM THE SERVICES COMMITTEE HELD ON 12TH OCTOBER 2023.**

Members received the public conveniences recommendation from the Services Committee.

The Town Clerk reported that the Service Delivery staff have been included in the potential outsourcing of the public toilet operations and are in support of the Town Council's resolution to date.

The Town Clerk reported that she recognises the importance of the task remaining within relevant staff job descriptions to cover as required or should the outsourcing not be successful.

It was proposed by Councillor Martin seconded by Councillor Miller and **RESOLVED** to delegate to the Town Clerk to undertake the necessary employment law requirements with relevant staff and work with the Service Delivery Manager to ascertain weekend duties ensuring all Town Council services remain covered, reporting back at a future Personnel Committee meeting.

61/23/24

**TO RECEIVE THE ORGANISATIONAL STRUCTURE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members of the need to recruit new positions within the existing Town Council Organisation Structure to be able to continue to support the business of the Town Council and to consider retitling some job titles to better fit the role.

The Town Clerk further informed Members that the Draft Business Plan also highlights the need to expand the existing Town Council Organisation Structure to better support and improve efficiencies across the board.

Members discussed in length potential posts.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to delegate to the Town Clerk to prepare job descriptions, person specifications, and salary grades for potential new posts to be further considered at a future Personnel Committee meeting.

**62/23/24**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

To receive the training budget, report back on training attended and consider training requests and any associated expenditure

It was **RESOLVED** to note the training budget and training attended.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** that the By-Standing Training is not appropriate for front of house staff due to the training aimed at the night-time economy such as pubs, clubs, bars and taxis.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to delegate authority to the Assistant Town Clerk to seek appropriate SharePoint training for relevant staff within this financial year, working within the following budget codes:

6682 Staff Training (Library)  
6656 Staff Training (Guildhall/Finance)  
6676 Services Delivery Training

It was proposed by Councillor Miller, seconded by Councillor Martin and **RESOLVED** to refuse the City and Guilds Electrical 2365-02 Level 2 Diploma training request.

**63/23/24**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**64/23/24**      **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**65/23/24**      **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Thursday 29 February 2024 at 6.30 pm

Rising at: 20:20.

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

Personnel Committee - Personnel Budget 2023-24  
Saltash Town Council  
For the 5 months ended 31 August 2023

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/202 5	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
<b>Personnel Operating Expenditure</b>												
<b>Personnel Expenditure</b>												
6654 ST PE Staff Welfare	627	0	0	1,693	85	1,608	2,385	£1,200 for vaccinations. £800 Occupational health surveillance checks. 5 eye test vouchers £85 + Contingency £300	2,560	2,747	2,948	3,164
<b>6660 ST Staff Recognition (Re-instate Code)</b>							250	Reinstate code	250	250	250	250
6662 ST PE HR Professional Fees	14,386	0	2,700	10,282	4,756	8,226	9,380	HR Consultancy £8,800. DBS Checks £580 (Vire Balance at Year End to 6691 ST PE EMF Legal Fees)	10,065	10,800	11,589	12,435
<b>Total Personnel Expenditure</b>	<b>15,013</b>	<b>0</b>	<b>2,700</b>	<b>11,975</b>	<b>4,841</b>	<b>9,834</b>	<b>12,015</b>		<b>12,875</b>	<b>13,797</b>	<b>14,787</b>	<b>15,849</b>
<b>Total Personnel Operating Expenditure</b>	<b>15,013</b>	<b>0</b>	<b>2,700</b>	<b>11,975</b>	<b>4,841</b>	<b>9,834</b>	<b>12,015</b>		<b>12,875</b>	<b>13,797</b>	<b>14,787</b>	<b>15,849</b>
<b>Total Personnel Operating Surplus/ (Deficit)</b>	<b>(15,013)</b>	<b>0</b>	<b>(2,700)</b>	<b>(11,975)</b>	<b>(4,841)</b>	<b>(9,834)</b>	<b>(12,015)</b>		<b>(12,875)</b>	<b>(13,797)</b>	<b>(14,787)</b>	<b>(15,849)</b>
<b>EMF Personnel Expenditure</b>												
6691 ST PE EMF Legal Fees (Staffing)	1,072	5,713	0	685	0	6,398	0	No increase agreed. (Vire at Year End Balance from 6662 ST Professional Fees to 6691 Legal Fees) (Virement recommended Oct 23 £2k from 6691 Legal Fees to 6701 Recruitment to cover Oct inv £3.4k)	0	0	0	0
6701 ST PE EMF Staff Recruitment	947	2,228	6,000	0	6,555	1,673	15,000	£15k agreed at meeting (Virement recommended Oct 23 £2k from 6691 Legal Fees to 6701 Recruitment to cover Oct inv £3.4k)	0	0	0	0
<b>Total EMF Personnel Expenditure</b>	<b>2,019</b>	<b>7,941</b>	<b>6,000</b>	<b>685</b>	<b>6,555</b>	<b>8,071</b>	<b>15,000</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Personnel Expenditure (Operational &amp; EMF)</b>	<b>17,031</b>	<b>7,941</b>	<b>8,700</b>	<b>12,660</b>	<b>11,396</b>	<b>17,905</b>	<b>12,015</b>		<b>12,875</b>	<b>13,797</b>	<b>14,787</b>	<b>15,849</b>
<b>Total Personnel Budget Surplus/ (Deficit)</b>	<b>(17,031)</b>	<b>(7,941)</b>	<b>(8,700)</b>	<b>(12,660)</b>	<b>(11,396)</b>	<b>(17,905)</b>	<b>(27,015)</b>		<b>(12,875)</b>	<b>(13,797)</b>	<b>(14,787)</b>	<b>(15,849)</b>

# WORKING TOGETHER FOR OUR COMMUNITY



## TERMS OF REFERENCE & AIMS

### SALTASH TOWN TEAM COMMITTEE

The aim of the Saltash Town Team is to provide co-ordination of development activity within the town centre; In doing so helping to improve the economic, social and environmental revitalisation of the town centre – making Saltash a better place to live, work, visit and enjoy.

<b>Membership</b>	<p>This to be reviewed on an annual basis</p> <p>Three Saltash Town Councillors (one of which to be the Chair of Saltash Town Council Vision Committee)</p> <p>Three Cornwall Councillors (one from each division in Saltash)</p> <p>Two Saltash Chamber of Commerce members</p> <p>Two members CEPL12</p> <p>Advisory/non-voting member – STC Town Clerk and Cornwall Council Community Link Officer (when required)</p> <p>This is the current list but additional members/officers could be asked to attend if a wider range of advice on a certain project might be required</p>
<b>Quorum</b>	<p>Meetings will be postponed if 50% or more of members indicate, prior to the meeting that they are unable to attend. If one or more of the Membership organisations is not represented, the meeting should be postponed. If voting on matters, it is up to the discretion of the Chair as to whether there is sufficient representation of the membership to progress.</p>

<b>Chairmanship</b>	<b>Chair to be appointed annually – May to May.</b>
<b>Frequency of Meetings</b>	<b>The Town Team will meet bi-monthly on the 2<sup>nd</sup> Monday of the month at 5.30pm.</b>
<b>Venue</b>	<b>Isambard House</b>
<b>Secretariat</b>	<b>Secretariat support for the group will be provided by a member of the group.</b>
<b>Reports to</b>	<b>Saltash Town Council as and when projects are requiring confirmation and support.</b>

### Detailed Terms of Reference and Aims of the Saltash Town Team

1. To bring together stakeholders, private and public sectors in the town to work in partnership and to co-ordinate their activities towards a common goal.
2. To collate information to help inform decisions.
3. To formulate a shared understanding for carrying out improvements for the benefit of all stakeholders. As appropriate, to identify and prioritise projects to improve the economic, social and environmental revitalisation of the Town and for its long-term benefits.
4. To help co-ordinate and implement the activities of those who provide services within the town.
5. To seek and/or assist with funding of initiatives for the benefit of Saltash.
6. To accept and acknowledge there is a partnership, and actively strive for cohesion within all members of the team, working together for the benefits of the Saltash community.
7. To offer a forum whereby community groups, residents and private sector companies can seek advice/feedback on their emerging projects within Saltash. In addition, to engage with the community for the benefit thereof.
8. To provide a forum whereby Members of the group can help to ensure co-ordination between existing and emerging projects.
9. To give time or resources towards identified projects, and to establish task and finish groups, as appropriate.
10. To agree to use an innovative and professional approach for the benefit of Saltash.
11. To work in accordance with the principles of the Neighbourhood plan.
12. The Members shall publicly support the Town Team in a positive way, and support funding applications.
13. The Members shall help plan, review and refine activities based on their knowledge and expertise.



**14. The Members shall listen to and respect the views of other members of the Town Team.**

**Version 1:2 Dated September 2023**

## **To receive an update on the Community Levelling UP Project and consider any actions and associated expenditure**

Further to the 7<sup>th</sup> September walkabout and boat trip, Studio Hive continue to work towards a feasibility report.

The working group met on Monday 30<sup>th</sup> October to receive an update on the project. Investigation work is taking place leading up to the community engagement to be held on 14<sup>th</sup> November at Ashtorre Rock. Stakeholders have been invited to a guided walk followed by a workshop.

Town and Cornwall Councillors, if available on the day, please join us.

The project timetable has moved slightly to support a transport trial at the Easter weekend 2024. This has meant approval from Cornwall Council for a variation to Saltash Town Council's offer letter to support an extension to the end of April 2024.

I approved for the request to be made and recently received approval from the CLUP Team.

The variations relate to date submissions for:

Appendix 2 – Eligible Expenditure and Claim Submission

Appendix 5 – Outputs and Reporting Requirements

Appendix 7 – Timescales

Claim Submission:

Two invoices relating to the project were paid by Saltash Town Council on 27<sup>th</sup> October in advance of reclaiming the first tranche of funding.

The first claim to Cornwall Council was submitted on 31.10.23 for £31,500 to cover expenditure to date.

Members are asked to ratify my request for a variation to Saltash Town Council's CLUP offer letter.

**End of Report**  
**Town Clerk/RFO**

## **TO RECEIVE A REPORT ON D-DAY 80 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

**(Pursuant to Full Town Council held on 05.10.23 Minute Nr. 200/23/24)**

At the Full Town Council meeting held Thursday 5<sup>th</sup> October 2023 members requested correlation with other events being held in neighbouring Towns and Plymouth be considered.

It was proposed by Councillor Peggs, seconded by Councillor P Samuels and **RESOLVED** to defer to Full Town Council to be held on 2<sup>nd</sup> November 2023 to allow for further review of the proposed schedule of events.

### **Overview**

After review with other neighbouring Town Councils and Plymouth City Council the following information is available for members review and consideration.

Plymouth City Council have advised they will be holding D-Day commemorative events. However, the focus is on Remembrance Day at present and they will not be able to provide an update until after 11<sup>th</sup> November.

Callington Town Council will not be holding any events to commemorate the anniversary due to a lack of funds.

Looe Town Council will be making a decision on holding an event at their Town Council meeting on 31<sup>st</sup> October. Informal discussions with their beacon owners have taken place.

Torpoint Town Council will be inviting residents to come together with a beacon lighting event to commemorate D-Day 80.

### **Recommendation**

It is recommended that members receive a further update at the next Full Town Council meeting to be held on Thursday 7<sup>th</sup> December to allow review of information from Plymouth City Council and Looe Town Council.

### **End of Report**

**Receptionist/Mayor's Secretary**

# Agenda Item 24

## To receive an update on the closure of Lloyds Bank and consider any actions.

At the Full Town Council meeting held Thursday 5<sup>th</sup> October 2023 the below was resolved in relation to a meeting with representatives from the announced Banking Hub for Saltash.

### **201/23/24** **TO RECEIVE AN UPDATE ON THE CLOSURE OF LLOYDS BANK AND CONSIDER ANY ACTIONS.**

The Chairman advised a meeting had been scheduled with the Link Hub Manager to discuss how a Banking Hub will look and be resourced at Saltash.

The meeting is to be held with key stakeholders on Thursday 19<sup>th</sup> October 2023 at 2pm, Members are encouraged to attend if available.

A further report will be provided at the following Full Council meeting to be held in November.

It was **RESOLVED** to note.

The mentioned meeting took place on Thursday 19<sup>th</sup> October 2023 at 2pm with the following in attendance, **Richard Bickford** – STC Councillor, **Julia Peggs** – STC Councillor, **Jean Dent** – STC Councillor, **Hillary Frank** – Cornwall Councillor, **Martin Worth** – Cornwall Councillor, **Peter Ryland** – Town Team/Chamber of Commerce, **Melisa Whittaker** – Community Engagement Manager Cash Access UK.

At this meeting the following points were discussed by those in attendance.

The Community engagement manager for Cash Access UK explained the background of a Banking Hub, who is the owner of Banking Hub with processes involved for a Hub to be placed in situ in an announced area. An explanation followed concerning the companies involved with the setup of a Banking Hub, being LINK and Cash Access UK, together with their allocated roles. It was made clear that these companies do not have any involvement with the decision for the closure of the Lloyds Branch in Saltash.

LINK's involvement is with the review of requirements for a Banking Hub against set criteria. LINK will identify whether a community requires a Hub following assessments, including notification of the closure of the last branch in a Town. In addition, any community without branches can contact LINK directly and ask to be assessed for support. From this review LINK will use assessment measures inclusive of population, transport links to other locations, banks located nearby and individual branch market share, among other suitable measures.

Cash Access UK will then begin and manage the process of opening a viable Banking Hub, announcing that one will be coming to an area. Cash Access UK then begin their process of finding a suitable property / location that meets their criteria. Cash Access UK are a not-for-profit company. When reviewing a suitable location Cash Access UK look for a property to operate from that is ideally located in a Town Centre and is easily accessible. Further criteria are that an approved location is approximately 1,000sqm to accommodate two banking counters, a private room, staff facilities and to ensure full compliance with the Disability Discrimination Act. Old banks are reviewed but these can at times be too large to accommodate Cash Access UK requirements and set up. Property agents will action a desktop review of proposed sites and may action a site visit if required.

Cash Access UK works in partnership with the Post Office to resource their Banking Hubs. Post office staff operate the Banking Hubs, with individual banks using the private space for their agreed times / days providing their own community bankers as part of the service. Times and days are scheduled by review of the available banks within a regional radius, transport available and the market share of each bank in the area. Though the Hubs are operated by Post Office staff there are no postal services, only banking services are available at a Cash Access UK Banking Hub. Post office branding is displayed at a Banking Hub which can sometimes cause users to feel that they can also access postal services at a Hub.

Cash access UK has noted an increase in footfall for the standard post office branch that offers postal services. A Banking Hub cannot provide postal services, so customers are being directed to their nearest post office, which can be situated within a rural community. As the need for customers to visit branches within large cities has reduced, Cash Access UK have noted an improvement to High Streets within which Hubs have been located, thus adding further economic and social benefits to the local community.

Banks currently signed up to be part of a Banking Hub service are as follows:

- Bank of Ireland UK
- Barclays Bank
- Danske Bank
- HSBC UK
- Lloyds Banking Group
- NatWest Group
- Santander
- TSB
- Virgin Money

At present, Banking Hubs operate Monday to Friday 9:00-17:00. However, there is currently no appointment process in operation which allows customers to meet with an individual community banker on an agreed date/time.

There are 10 Banking Hubs in the UK, 7 permanent and 3 temporary. Cash Access UK are looking to grow this to 30 by the end of the year, pending agreements with landlords, leases and contracts at proposed locations. Cash Access UK will only use a mobile Hub as a temporary solution whilst a property is prepared and organised in a particular area.

On average it takes 12 months from the time of announcement to the point opening of a Hub. If this was to take longer a temporary mobile solution would be put in place but, this would operate only until a property is ready for use. Cash Access UK only permanently operates from a physical property.

At a Banking Hub there are a variety of things you can and cannot do depending on your individual bank's agreements. These are stated on the individual bank's website and the Cash Access website.

Counter Services at a Banking Hub are the same banking facilities that can be provided at a post office, but limits exist depending on the service required and the bank in question. Each individual bank will have their own set limits for users needs on deposits and withdrawals at a Banking Hub, which can be viewed on the relevant bank's website. A user will only be able to access the account linked to the card they are using, not others that are linked to their account. For example using a debit card would not allow the user to review their credit account with the same bank.

The example given during the meeting was that currently a charity would bank their money daily due to insurance purposes, at the remaining bank in Saltash. However, if there was no banking branch available in the area, they would need to travel to a branch nearby. The only other available method to deposit funds is the post office in Saltash but, this has a limit of £200 which for most businesses, charities and organisations is too small. A Banking Hub would allow for larger deposits and withdrawals, depending upon an individual bank's limits. These are promoted online via each individual bank's website.

It was noted that the Saltash Cash Access UK branch has the potential to be the first Hub in Cornwall by location and date of opening and a real benefit for the wider community. The importance of promoting this was also discussed to ensure longevity.

Due to legislation and surveys, Cash Access UK branches tend to not have ATMs installed as there are usually others available within the various locations. The intention of a Cash Access UK branch is to offer physical interactions for users within branch during operating hours. If an ATM was to be installed this would be outside of the branch, though there are no plans to do so for Saltash.

When opening a Branch, there is usually a soft opening to ensure processes and systems are working correctly. Approximately, two weeks later there will be an official opening of the Banking Hub Branch. When the lease is officially signed Cash Access UK will inform the Town Council and request a press statement to be included with the official release prior to any announcement.

**End of Report**  
**Assistant Town Clerk**



# A Banking Hub is coming to your community

The UK's major high street banks are working together to bring shared cash and everyday banking services to your community



## What is a Banking Hub?

Banking Hubs are shared banking spaces on the high street. The Hub will have a counter service operated by the Post Office, where customers of all major banks and building societies can carry out regular cash transactions, Monday to Friday.

The Hub will also have a private space where you can speak to a Community Banker from your own bank about more complicated banking issues. The Community Bankers work on rotation, with a different bank available on each day of the week.

## What can I do in a Banking Hub?

- Withdraw cash
- Deposit cash and cheques
- Make balance enquiries
- Pay utility bills
- Talk to a Community Banker from your own bank about managing your account, payments and transfers, getting online – and many other things too.







## Which days of the week will the Banking Hub be open?

The Hub will be open from 9am to 5pm, Monday to Friday. It will be closed at weekends.

## Will the Banking Hub have free Wi-Fi?

Yes. All our Hubs have free Wi-Fi for you to access your bank's online services.



## Will the Banking Hub be accessible?

All our Hubs are accessible to wheelchair users. Guide dogs are welcome and we have hearing loops installed. Staff will be pleased to help all customers and answer any questions.



## Will my bank provide a Community Banker?

We will be able to tell you nearer the time which banks will provide a Community Banker.

Nine firms are supporting the Hubs in the UK:

- Bank of Ireland
- Barclays
- Danske Bank
- HSBC
- Lloyds Banking Group
- NatWest Group
- Santander
- TSB
- Virgin Money

Community Bankers are usually provided by the banks with the most customers in the local area.

Please check the Hub window or our website [www.cashaccess.co.uk](http://www.cashaccess.co.uk) nearer the time to find out which day your bank will be in the Hub.



## When will our Banking Hub be open?

1

**Find a suitable property** that meets our requirements – like size, condition and location.

2

**Negotiate terms** with the landlord.

3

Once an offer is agreed, solicitors carry out the **legal work**.

(just like when you buy a house, this can take time)

4

**Get planning approval from the local authority**, then work with our architects on the layout and design.

## What can't I do in a Banking Hub?

The Banking Hub is not a Post Office so you won't be able to send parcels or buy stamps.

## Who can use a Banking Hub?

Personal and business customers can use the Hub. Customers of all major banks and building societies can use the counter service, and you can speak to a Community Banker on the day your bank is in the Hub.

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## Which services are available for local businesses?

Business customers are welcome to use the counter services. These include cash withdrawals, cash and cheque deposits and other cash services such as floats and coinage.

## Why are you setting up Banking Hubs in the UK?

Cash is still important to millions of people in the UK. Between five and six million adults say they rely on cash in their day-to-day lives. Digital or online solutions don't yet work for everyone all the time. We've found that Banking Hubs can make a real difference to individuals, small businesses and the communities they live in.

It takes **12 months** on average to open a Banking Hub. These are the main things we need to do before your Hub can open.

**5**

After the lease has been signed, we **start the building work**.

We change the property to match our design and plans.

**6**

Where the building is listed or in a conservation area, we **make sure our design and the building work complement the area**.

**7**

**Appoint a Banking Hub Operator and Community Bankers** so they are ready to serve customers on the day we open.

**OPEN**

**This all takes time, but we will work as quickly as we can to get your Banking Hub open!**



## Who is Cash Access UK?

We are a not-for-profit company owned and funded by nine major high street banks. We are here to provide access to cash and basic banking services in communities across the UK.

## Information

For more information visit  
[www.cashaccess.co.uk](http://www.cashaccess.co.uk)  
or scan this code



### How to scan the code:

- Open the camera on your smartphone.
- Point the lens at the QR code until the website link appears
- Click on the link
- This will take you to [www.cashaccess.co.uk](http://www.cashaccess.co.uk)

## Contact

 020 4583 1200

 [Page116@cashaccess.co.uk](mailto:Page116@cashaccess.co.uk)

I'm writing to advise that Cornwall Council is today starting a review of Polling Districts and Polling Places during which we are inviting comments on the suitability of polling stations and voting arrangements at elections. By law, we must conduct this review every five years and one is now due. I attach our notice of the review. More detailed information is available on our website at [www.cornwall.gov.uk/review](http://www.cornwall.gov.uk/review)

The consultation period will run from 2 October to 6 November 2023.

We are inviting comments on the suitability of polling stations and voting arrangements at elections. The review will aim to ensure that voting arrangements for future elections suit the needs of the electors in each area.

Arrangements for current polling districts are shown on our website [www.cornwall.gov.uk/review](http://www.cornwall.gov.uk/review) in the relevant Acting Returning Officer's Report for each Parliamentary Constituency:

- Camborne and Redruth
- North Cornwall
- South East Cornwall
- St Austell and Newquay
- St Ives
- Truro and Falmouth

We aim to complete our review and publish a new register of electors on 1 February 2024.

We are keen to hear from all town and parish councils because of their local knowledge. We would welcome your response, if only to confirm you are in favour of polling stations and voting arrangements in your area. Please submit your response in writing, either

- by email to: [polling.review@cornwall.gov.uk](mailto:polling.review@cornwall.gov.uk) or
- online at: <https://letstalk.cornwall.gov.uk/polling-stations-review>
- by post to: Polling Review, Electoral Services, Cornwall Council, 4S, County Hall, Treyew Road, Truro, TR1 3AY

All responses to must be received by Monday **6 November 2023**.

If you need more information, please contact Electoral Services on 01209 614373 or e-mail [polling.review@cornwall.gov.uk](mailto:polling.review@cornwall.gov.uk)

Kind regards  
Electoral Services



## Notice of Polling Districts and Polling Places Review

1. Notice is hereby given that in accordance with Section 18C of the Representation of the People Act 1983 Cornwall Council (the Council) is to carry out a review of its polling districts, polling places and polling stations.

2. The (Acting) Returning Officer (ARO) for the Parliamentary Constituencies of St Ives, Camborne and Redruth, Truro and Falmouth, St Austell and Newquay, South East Cornwall and North Cornwall will comment on the proposals and those representations will be published on the Council's website and will be available for inspection at those council offices set out in Appendix A below and in accordance with the timetable set out below.

3. Electors within the County of Cornwall may make a representation. We invite comments from all electors regarding the convenience of voting at polling stations currently used for elections and would welcome suggestions for alternative sites.

4. The Council would also welcome the views of all residents, particularly disabled residents, or any person or body with expertise in access for persons with any type of disability, on the proposals, ARO's representations or any other related matters.

5. Anybody making representations should, if possible, give alternative places that may be used as polling places.

6. Comments and representations may be submitted as follows:

**By post:** Polling Review, Electoral Services, Cornwall Council, 45 County Hall, Treyew Road, Truro, TR1 3AY

**By email:** [polling.review@cornwall.gov.uk](mailto:polling.review@cornwall.gov.uk)

**By completing** the online feedback form at: <https://letstalk.cornwall.gov.uk/polling-stations-review>

7. Documents relating to the review can be inspected on the Council's website at [www.cornwall.gov.uk/review](http://www.cornwall.gov.uk/review) or at the libraries and information services (including the mobile library) as set out in Appendix A of this notice.

### 8. Timetable for the Review

Date	Detail
2 October 2023	Publication of notice and commencement of the review Publication of (Acting) Returning Officer's comments Public consultation period begins
6 November 2023	Public consultation ends
30 January 2024	Final proposals considered at Constitution and Governance Committee meeting
1 February 2024	Publish revised register of electors

**Dated: 2 October 2023**  
**Kate Kennally, Chief Executive, Cornwall Council**

## Appendix A

### Libraries and Information Services where hard copy documents relating to the review can be inspected for the local Parliamentary constituency

Location	Constituency
Bodmin Library and Information Service, Chy Trevail, Beacon Technology Park, Bodmin PL31 2FR	North Cornwall
Bude Library and Information Service, The Wharf, Bude EX23 9LG	North Cornwall
Camborne Information Service, The Basset Centre, Basset Road, Camborne, TR14 8SL	Camborne and Redruth
Camelford Library and Information Service, Town Hall, Market Place, Camelford PL32 9PD	North Cornwall
Falmouth Library, Municipal Offices, The Moor, Falmouth TR11 3QA	Truro and Falmouth
Hayle Library and Information Service, Commercial Road, Hayle TR27 4DE	Camborne and Redruth
Helston Library and Information Service, Trengrouse Way, Helston TR13 8AG	St Ives
Launceston Library and Information Service, Bounsalls Lane, Launceston PL15 9AB	North Cornwall
Liskeard Information Service, Luxstowe House, Greenbank Road, Liskeard PL14 3DZ	South East Cornwall
Looe Library and Information Service, Millpool, Looe PL13 2AF	South East Cornwall
Newquay Library and Information Service, Marcus Hill, Newquay TR7 1BD	St Austell and Newquay
Penryn Library and Information Service, St Thomas Street, Penryn TR10 8JN	Truro and Falmouth
Penzance Library and Information Service, St John's Hall, Alverton Street, Penzance TR18 2QW	St Ives
Redruth Library and Information Service, Redruth Civic Centre, Alma Place, Redruth TR15 2AT	Camborne and Redruth
Saltash Library and Information Service, Callington Road, Saltash PL12 6DX	South East Cornwall
St Austell Library, 2 Carlyon Road, St Austell PL25 4LD	St Austell and Newquay
St Columb Library, The Town Hall, Market Place, St Columb TR9 6AN	St Austell and Newquay
St Ives Library and Information Service, Gabriel Street, St Ives TR26 2LX	St Ives
Torpoint Library and Information Service, Fore Street, Torpoint PL11 2AG	South East Cornwall
Truro Community Library, Union Place, Truro TR1 1EP	Truro and Falmouth
Wadebridge Library and Information Service, Southern Way, Wadebridge, PL27 7BX	North Cornwall
The mobile library will carry an information pack for all six constituencies	



**Electoral Division: Saltash ESSA****Polling Districts: Saltash ESSA ESE1****POLLING STATION LOCATION:**

Latchbrook Scout Centre , Gallacher Way, Saltash

**RETURNING OFFICER COMMENTS ON POLLING STATION**

Location & suitability	Directly situated onto the road, decent sized hall, home of Saltash Town Council. Good facilities.
Parking	Public car park nearby.
Disabled access	Yes.
Facilities for staff	Toilet and kitchen facilities available. Very attentive caretaker.
Recommendation	<b>Should remain the polling station for this area.</b>

**OTHER RELEVANT INFORMATION:****ALTERNATIVE LOCATIONS:****REASONS FOR NOT USING PREMISES**

St Nicholas & Faith Church Room	Current Polling Station is acceptable
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**RETURNING OFFICER COMMENTS ON POLLING DISTRICT ARRANGEMENTS:**

No reason to change this polling station as it is suitable for electors and staff.  
It will remain in the South East Cornwall Constituency.

<b>Current Electorate (in person)</b>	<b>803 (618)</b>
<b>2028 Forecast Electorate</b>	<b>821</b>
<b>Division Turnout May 2021</b>	<b>41.27%</b>
<b>Constituency Turnout December 2019</b>	<b>75 %</b>

**Electoral Division: Saltash ESSA****Polling District: Saltash-Saltash Essa ESE2 & ESE3****POLLING STATION LOCATION:**

The Core, Station 1 &amp; Station 2, Church Road, Saltash

**RETURNING OFFICER COMMENTS ON POLLING STATION**

Location & suitability	Situated beside leisure centre car park, with easy access into premises as it is used by disabled persons.
Parking	Car park beside premises used by leisure centre.
Disabled access	Yes, as premises used by disabled persons.
Facilities for staff	Kitchen and toilet facilities available.
Recommendation	<b>Should remain as the polling station for this area.</b>

**OTHER RELEVANT INFORMATION:****ALTERNATIVE LOCATIONS:****REASONS FOR NOT USING PREMISES**

St Nicholas & Faith Church Room	Current Polling Station is acceptable
---------------------------------	---------------------------------------

**RETURNING OFFICER COMMENTS ON POLLING DISTRICT ARRANGEMENTS:**

No reason to change this polling station as it is suitable for electors and staff.  
It will remain in the South East Cornwall Constituency.

<b>Current Electorate (in person)</b>	<b>3167 (2455)</b>
<b>2028 Forecast Electorate</b>	<b>3185</b>
<b>Division Turnout May 2021</b>	<b>41.27%</b>
<b>Constituency Turnout December 2019</b>	<b>75 %</b>

**Electoral Division: Saltash ESSA****Polling District: Saltash-Saltash Essa ESE4****POLLING STATION LOCATION:**

Saltash United Football Club, Kimberley Stadium, Callington Road

**RETURNING OFFICER COMMENTS ON POLLING STATION**

Location & suitability	Situated beside leisure centre car park, with easy access into premises as it is used by disabled persons.
Parking	Car park beside premises used by leisure centre.
Disabled access	Yes, as premises used by disabled persons.
Facilities for staff	Kitchen and toilet facilities available.
Recommendation	<b>Should remain as the polling station for this area.</b>

**OTHER RELEVANT INFORMATION:****ALTERNATIVE LOCATIONS:****REASONS FOR NOT USING PREMISES**

Brunel Primary School	Schools are only used as a last resort. The current polling station is acceptable
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**RETURNING OFFICER COMMENTS ON POLLING DISTRICT ARRANGEMENTS:**

No reason to change this polling station as it is suitable for electors and staff.  
It will remain in the South East Cornwall Constituency.

<b>Current Electorate (in person)</b>	<b>263 (214)</b>
<b>2028 Forecast Electorate</b>	<b>263</b>
<b>Division Turnout May 2021</b>	<b>41.27%</b>
<b>Constituency Turnout December 2019</b>	<b>75 %</b>

**Electoral Division: Saltash ESSA****Polling District: Saltash-Saltash Essa ESE5****POLLING STATION LOCATION:**

The Guildhall, 12 Lower Fore Street, Saltash

**RETURNING OFFICER COMMENTS ON POLLING STATION**

Location & suitability	Situated beside leisure centre car park, with easy access into premises as it is used by disabled persons.
Parking	Car park beside premises used by leisure centre.
Disabled access	Yes, as premises used by disabled persons.
Facilities for staff	Kitchen and toilet facilities available.
Recommendation	<b>Should remain as the polling station for this area.</b>

**OTHER RELEVANT INFORMATION:****ALTERNATIVE LOCATIONS:****REASONS FOR NOT USING PREMISES**

Brunel Primary School	Schools are only used as a last resort. The current polling station is acceptable.
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**RETURNING OFFICER COMMENTS ON POLLING DISTRICT ARRANGEMENTS:**

No reason to change this polling station as it is suitable for electors and staff.  
It will remain in the South East Cornwall Constituency.

<b>Current Electorate (in person)</b>	<b>974 (799)</b>
<b>2028 Forecast Electorate</b>	<b>974</b>
<b>Division Turnout May 2021</b>	<b>41.27%</b>
<b>Constituency Turnout December 2019</b>	<b>75 %</b>

**Electoral Division: Saltash Tamar****Polling Districts: Saltash- Tamar ESTR1****POLLING STATION LOCATION:**

Burraton Methodist Church, Liskeard Road, Saltash

**RETURNING OFFICER COMMENTS ON POLLING STATION**

Location & suitability	Very central for electors in this polling district. Access through doors with very small step (2cm).
Parking	Car park along the side of centre.
Disabled access	Yes.
Facilities for staff	Toilet and kitchen facilities available.
Recommendation	<b>Should remain as the polling station for this area.</b>

**OTHER RELEVANT INFORMATION:****ALTERNATIVE LOCATIONS:****REASONS FOR NOT USING PREMISES**

Saltash Rugby Club

Current Polling Station is acceptable

**RETURNING OFFICER COMMENTS ON POLLING DISTRICT ARRANGEMENTS:**

No reason to change this polling station as it is suitable for electors and staff.  
It will remain in the South East Cornwall Constituency.

<b>Current Electorate (in person)</b>	<b>216 (175)</b>
<b>2028 Forecast Electorate</b>	<b>216</b>
<b>Division Turnout May 2021</b>	<b>40.86%</b>
<b>Constituency Turnout December 2019</b>	<b>75 %</b>

**Electoral Division: Saltash Tamar****Polling Districts: Saltash-Tamar ESTR2 & ESTR3****POLLING STATION LOCATION:**

Burraton Community Centre Station 1&amp; 2, Grenfell Avenue, Saltash

**RETURNING OFFICER COMMENTS ON POLLING STATION**

Location & suitability	Situated on land behind Saltash College Campus with access from two different streets within the polling district.
Parking	Car park.
Disabled access	Yes.
Facilities for staff	Toilet and kitchen facilities available.
Recommendation	<b>Should remain as the polling station for this area.</b>

**OTHER RELEVANT INFORMATION:****ALTERNATIVE LOCATIONS:****REASONS FOR NOT USING PREMISES**

Burraton Primary School

Schools are only used as a last resort. The current polling station is acceptable

**RETURNING OFFICER COMMENTS ON POLLING DISTRICT ARRANGEMENTS:**

No reason to change this polling station as it is suitable for electors and staff.  
It will remain in the South East Cornwall Constituency.

<b>Current Electorate (in person)</b>	<b>2897 (2307)</b>
<b>2028 Forecast Electorate</b>	<b>2897</b>
<b>Division Turnout May 2021</b>	<b>40.86%</b>
<b>Constituency Turnout December 2019</b>	<b>75 %</b>

**Electoral Division: Saltash Tamar**

**Polling District: : Saltash-Tamar ESTR4**

**POLLING STATION LOCATION:**

Saltash United Football Club, Kimberley Stadium, Callington Road

**RETURNING OFFICER COMMENTS ON POLLING STATION**

Location & suitability	Reasonably new building with easy access into large entrance foyer used as polling station.
Parking	Ample parking.
Disabled access	Yes.
Facilities for staff	Toilet and kitchen facilities available.
Recommendation	<b>Should remain as the polling station for the area.</b>

**OTHER RELEVANT INFORMATION:**

No complaints received concerning voting in a church

<b>ALTERNATIVE LOCATIONS:</b>	<b>REASONS FOR NOT USING PREMISES</b>
Brunel Primary School	Schools are only used as a last resort. The current polling station is acceptable

**RETURNING OFFICER COMMENTS ON POLLING DISTRICT ARRANGEMENTS:**

No reason to change this polling station as it is suitable for electors and staff.  
It will remain in the South East Cornwall Constituency.

<b>Current Electorate (in person)</b>	<b>953 (688)</b>
<b>2028 Forecast Electorate</b>	<b>953</b>
<b>Division Turnout May 2021</b>	<b>40.86%</b>
<b>Constituency Turnout December 2019</b>	<b>75 %</b>

**Electoral Division: Saltash- Tamar****Polling District: Saltash-Tamar ESTR5****POLLING STATION LOCATION:**

The Guildhall, 12 Lower Fore Street, Saltash

**RETURNING OFFICER COMMENTS ON POLLING STATION**

Location & suitability	Reasonably newly built brick building (previously wooden hut). Accessed along a narrow lane that is not suitable for more than one car at a time as turning at the bottom is extremely tight.
Parking	No parking.
Disabled access	Yes.
Facilities for staff	Toilet and kitchen facilities available.
Recommendation	<b>Should remain as the polling station for this area as there is no other preferable building available in the location.</b>

**OTHER RELEVANT INFORMATION:****ALTERNATIVE LOCATIONS: REASONS FOR NOT USING PREMISES**

St Nicholas & Faith Church Room	Current Polling Station is acceptable
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**RETURNING OFFICER COMMENTS ON POLLING DISTRICT ARRANGEMENTS:**

No reason to change this polling station as it is suitable for electors and staff.  
It will remain in the South East Cornwall Constituency.

<b>Current Electorate (in person)</b>	<b>953 (688)</b>
<b>2028 Forecast Electorate</b>	<b>953</b>
<b>Division Turnout May 2021</b>	<b>40.86%</b>
<b>Constituency Turnout December 2019</b>	<b>75 %</b>



**Electoral Division: Saltash-Trematon & Landrake****Polling District: Saltash- Trematon & Landrake ESTN1****POLLING STATION LOCATION:**

Buratton Methodist Church, Liskeard Road

**RETURNING OFFICER COMMENTS ON POLLING STATION**

Location & suitability	Situated beside leisure centre car park, with easy access into premises as it is used by disabled persons.
Parking	Car park beside premises used by leisure centre.
Disabled access	Yes, as premises used by disabled persons.
Facilities for staff	Kitchen and toilet facilities available.
Recommendation	<b>Should remain as the polling station for this area.</b>

**OTHER RELEVANT INFORMATION:****ALTERNATIVE LOCATIONS:****REASONS FOR NOT USING PREMISES**

Saltash Rugby Club

Current Polling Station is acceptable

**RETURNING OFFICER COMMENTS ON POLLING DISTRICT ARRANGEMENTS:**

No reason to change this polling station as it is suitable for electors and staff.  
It will remain in the South East Cornwall Constituency.

<b>Current Electorate (in person)</b>	<b>190 (136)</b>
<b>2028 Forecast Electorate</b>	<b>190</b>
<b>Division Turnout May 2021</b>	<b>46.99%</b>
<b>Constituency Turnout December 2019</b>	<b>75 %</b>

**Electoral Division: Saltash-Trematon & Landrake****Polling District: Saltash- Trematon & Landrake ESTN2****POLLING STATION LOCATION:**

Burratton Community Centre Station1, Grenfell Avenue, Saltash

**RETURNING OFFICER COMMENTS ON POLLING STATION**

Location & suitability	Situated beside leisure centre car park, with easy access into premises as it is used by disabled persons.
Parking	Car park beside premises used by leisure centre.
Disabled access	Yes, as premises used by disabled persons.
Facilities for staff	Kitchen and toilet facilities available.
Recommendation	<b>Should remain as the polling station for this area.</b>

**OTHER RELEVANT INFORMATION:****ALTERNATIVE LOCATIONS:****REASONS FOR NOT USING PREMISES**

Burratton Primary School	Schools are only used as a last resort. The current polling station is acceptable
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**RETURNING OFFICER COMMENTS ON POLLING DISTRICT ARRANGEMENTS:**

No reason to change this polling station as it is suitable for electors and staff.  
It will remain in the South East Cornwall Constituency.

<b>Current Electorate (in person)</b>	<b>208 (145)</b>
<b>2028 Forecast Electorate</b>	<b>788</b>
<b>Division Turnout May 2021</b>	<b>46.99%</b>
<b>Constituency Turnout December 2019</b>	<b>75 %</b>

**Electoral Division: Saltash-Trematon & Landrake****Polling District: Saltash- Trematon & Landrake ESTN3****POLLING STATION LOCATION:**

Community Centre Hut, Forder, Saltash

**RETURNING OFFICER COMMENTS ON POLLING STATION**

Location & suitability	Situated beside leisure centre car park, with easy access into premises as it is used by disabled persons.
Parking	Car park beside premises used by leisure centre.
Disabled access	Yes, as premises used by disabled persons.
Facilities for staff	Kitchen and toilet facilities available.
Recommendation	<b>Should remain as the polling station for this area.</b>

**OTHER RELEVANT INFORMATION:****ALTERNATIVE LOCATIONS:****REASONS FOR NOT USING PREMISES**

Caravan in the grounds

Current Polling Station is acceptable

**RETURNING OFFICER COMMENTS ON POLLING DISTRICT ARRANGEMENTS:**

No reason to change this polling station as it is suitable for electors and staff.  
It will remain in the South East Cornwall Constituency.

<b>Current Electorate (in person)</b>	<b>380 (297)</b>
<b>2028 Forecast Electorate</b>	<b>380</b>
<b>Division Turnout May 2021</b>	<b>46.99%</b>
<b>Constituency Turnout December 2019</b>	<b>75 %</b>

**Electoral Division: Saltash-Trematon & Landrake****Polling District: Saltash- Trematon & Landrake ESTN4****POLLING STATION LOCATION:**

Latchbrook Scout Centre , Gallacher Way, Saltash

**RETURNING OFFICER COMMENTS ON POLLING STATION**

Location & suitability	Situated beside leisure centre car park, with easy access into premises as it is used by disabled persons.
Parking	Car park beside premises used by leisure centre.
Disabled access	Yes, as premises used by disabled persons.
Facilities for staff	Kitchen and toilet facilities available.
Recommendation	<b>Should remain as the polling station for this area.</b>

**OTHER RELEVANT INFORMATION:****ALTERNATIVE LOCATIONS:****REASONS FOR NOT USING PREMISES**

Roger Young Landrover ground . The current polling station is acceptable

**RETURNING OFFICER COMMENTS ON POLLING DISTRICT ARRANGEMENTS:**

No reason to change this polling station as it is suitable for electors and staff.  
It will remain in the South East Cornwall Constituency.

<b>Current Electorate (in person)</b>	<b>1630 (1321)</b>
<b>2028 Forecast Electorate</b>	<b>1630</b>
<b>Division Turnout May 2021</b>	<b>46.99%</b>
<b>Constituency Turnout December 2019</b>	<b>75 %</b>



The Clerk  
Saltash Town Council  
Saltash Town Council, The Guildhall  
12 Lower Fore Street  
SALTASH  
Cornwall  
PL12 6JX

25 October 2023

Dear Sir/Madam,

Wildlife and Countryside Act 1981 - Section 53  
Order Making Authority: Cornwall Council  
Title of Order: (Addition of Footpaths at Babis Lane & Town Quay in the Parish of Saltash) Modification Order 2017

I refer to the above mentioned Order which, due to un-resolved objections/representations, has been submitted by Cornwall Council for determination by the Secretary of State.

In view of the objections/representations which have been made and having regard to the requirements of paragraph 7(2) of Schedule 15 to the 1981 Act it has been decided to hold a local inquiry into the matter.

It is understood that the Council no longer supports this Order and will be taking a neutral stance at the forthcoming Inquiry. Accordingly, I am writing to ask whether you would be prepared to present the case for the Order at the Inquiry. I enclose a copy of the Council's statement of reasons for your information.

I enclose a copy of our Advice Note on inquiry procedures where the Order Making Authority does not actively support an order which can be accessed via the following Link:-

<https://www.gov.uk/government/publications/rights-of-way-advice-note-1-conduct-of-inquiries-into-orders-where-the-order-making-authorities-do-not-actively-support-an-order/rights-of-way-advice-note-1-conduct-of-inquiries-and-hearings-into-rights-of-way-orders-where-order-making-authorities-do-not-actively-support-an-or>

In addition, please could you confirm whether you would be prepared to provide your Statement of Case by the date that the Order Making Authority would have been expected to submit theirs which is 7 December 2023.

You may also find our booklet *Guidance on procedures for considering objections to Definitive Map and Public Path Orders in England* useful. The booklet is available to view/download online at <https://www.gov.uk/government/publications/rights-of-way-guidance-booklet> . Hard copies are available on request.

A reply within 7 days would be greatly appreciated.

Enclosure:

Order Making Authority's Statement of Grounds

Yours sincerely,

*Helen Sparks*

Helen Sparks

<https://www.gov.uk/government/publications/planning-inspectorate-privacy-notice>

Cornwall Council – Environment Service Countryside Access Team

**Document CC WCA 436/004**



**A STATEMENT BY THE ORDER MAKING AUTHORITY GIVING THE GROUNDS ON WHICH IT IS CONSIDERED THE OPPOSED PART OF THE ORDER SHOULD BE CONFIRMED IN RESPECT OF:**

**The Cornwall Council (Addition of Footpaths at Babis Lane and Town Quay in the Parish of Saltash) Modification Order 2017**

Cornwall Council made the abovementioned order in accordance with its general duty under the Wildlife and Countryside Act 1981 Section 53 to keep the definitive map and statement under continuous review.

More particularly the Council had regard to the duty as expressed in Paragraph (2) of Section 53 of the 1981 Act:-

*(a) as soon as reasonably practicable after the commencement date, by order make such modifications to the [definitive] map and statement as appear to them to be requisite in consequence of the occurrence, before that date, of any of the event specified in subsection (3); and*  
*(b) as from that date, keep the map and statement under continuous review and as soon as practicable after the occurrence on or after that date, of any of those events, by order make such modifications to the map and statement as appear to them to be requisite in consequence of the occurrence of that event.*

The abovementioned Order was made under section 53 (2)(b) because of the occurrence of an event as set out in section 53(3)(c)(i) of the 1981 Act:-

An event whereby, “...the discovery by the authority of evidence which - when considered with all other evidence available to them shows - that a right of way which is not shown in the definitive map and statement subsists or is reasonably alleged to subsist over land in the area to which the map relates, being a right of way such that the land over which the right subsists is a public path, a restricted byway or, subject to section 54A, a byway open to all traffic...”.

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### **EVIDENTIAL TEST TO BE SATISFIED FOR CONFIRMATION OF AN ORDER:**

When considering whether to **make** an Order under Wildlife and Countryside Act 1981 Section 53 (2)(b) the Council has to be satisfied that an event under section 53(3)(c)(i) of the 1981 Act had occurred. The Council had to decide whether the available evidence shows that a right of way subsists or is reasonably alleged to subsist (the “reasonable allegation” test).

When considering whether to **confirm** an unopposed Order made as a result of the occurrence of an event under Section 53(3)(c)(i) of the 1981 Act, the Council has to decide whether the available evidence shows, on the balance of probabilities, that a right of way exists (the “balance of probabilities” test). This requirement is set out in paragraph 6(1)(a) of Schedule 15 to the 1981 Act.

As the Order is opposed, Cornwall Council cannot confirm the Order itself and must submit it to the Secretary of State for a decision on confirmation. The test that the Secretary of State must consider is:

*When considering whether to **confirm** an Order made as a result of the occurrence of an event under Section 53(3)(c)(i) of the 1981 Act the Secretary of State has to decide whether the available evidence shows, on the balance of probabilities, that a right of way exists. Again this requirement is set out in paragraph 6(1)(a) of Schedule 15 to the 1981 Act.*

In order to assist the Secretary of State in their decision as to whether to confirm the Order, Cornwall Council sets out below the grounds on which it considers the Order should be confirmed.

In seeking confirmation of the opposed Order, the Council is satisfied on the balance of probabilities that an event has occurred under Section 53(3)(c)(i) of the Wildlife and Countryside Act 1981. Namely, that the available evidence shows that the Order route between Points A-B, C-E and D-F on the Order map subsist as public footpaths because their existence has been established at statute, Section 31 of the Highways Act 1980.

### **HOW THE EVIDENCE MEETS THE TESTS FOR THE INFERENCE OF DEDICATION AT SECTION 31 OF THE HIGHWAYS ACT 1980:**

*Section 31 of the Highways Act 1980 provides that ‘where a way over any land, other than a way of such a character that use of it by the public could not give rise at common law to any presumption of dedication, has been actually enjoyed by the public as of right and without interruption for a full period of 20*



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*years, the way is to be deemed to have been dedicated as a highway unless there is sufficient evidence that there was no intention during that period to dedicate it'. Therefore, evidence of use by the public over a period of 20 years not offset by any evidence that the landowner during that time had no intention to dedicate the way, can be sufficient to raise the inference of dedication.*

- In relation to the claim for a public footpath shown between Points A-B, C-E and D-F on the Order map, the application was supported by User Evidence Forms indicating that the way had been used by individual members of the public.
- The Council has reviewed the evidence and concluded the following tests have been met:
  - that the way has been shown to follow a defined route and is not an area over which the public has wandered to establish multiple alternative routes;
  - that use has been by the public at large, not simply by a class of people such as employees in exercise of access to a workplace, or customers accessing a business;
  - that use has been 'as of right' without force, secrecy or permission.
- For the purposes of Section 31 of the Highways Act 1980, where it is not possible to ascertain the date upon which public rights were brought into question the Highways Act 1980 (as amended by the Natural Environment and Rural Communities Act 2006) advises that the date when a legally valid application is made should be treated, for the purpose of deliberations, as the date upon which public rights were brought into question. In this instance it is considered that public use on foot was brought into question by the submission of an application in 2001.
- Prior to 2001 there is no relevant evidence of a landowner's negative intention to dedicate represented with an overt contemporaneous act by way of erecting a notice, evidence to show a gate has been locked, or lodging a declaration under Section 31(6) of the Highways Act 1980 to bring to the attention of the public their contrary intention.
- The length and frequency of use of the routes on foot between Points A-B, C-E and D-F on the order map, combined with the

acquiescence of the affected landowner who took no action to prevent that use, is sufficient to show the ways have been used as of right for the relevant 20-year period before rights were brought into question and have therefore been dedicated as public footpaths.

- While the available evidence of use by the public on foot between Points B-C on the Order map, which was also included in the application claiming rights in 2001, was no different from use over the sections of path added by this Order, on balance the Council considered this was not of a character that public use could give rise under Section 31 of the Highways Act 1980, or at common law, to the presumption of dedication.
- This was due to the nature of topography over the alleged way. In addition to numerous obstructions in the form of boathouses, boats and mooring ropes, there is no clearly defined path, partly at least, as a consequence of the foreshore being under considerable depth of water and inaccessible for long periods around high tide. With the surface of the foreshore constantly changing over time, there is evidence on the ground that indicates users will have deviated from the path they claimed to have used, but no physical evidence to demonstrate that they used the same path consistently and have not, given the nature of the area and underfoot, wandered at large.
- The Council has concluded that the route between Points B-C on the Order map has failed to meet all the tests meaning the evidence is insufficient to show a way has been used as of right for the relevant 20-year period before rights were brought into question and therefore this has not been dedicated as a public footpath

## CONCLUSION

Cornwall Council is satisfied its original determination that the Order be made and that the Order, if opposed, be submitted to the Secretary of State for confirmation was based on a reasonable interpretation of the available evidence and also satisfies the tests laid out in Section 53 of the Wildlife and Countryside Act 1981. There was nothing that was raised in the contents of the objections to the Order that causes Cornwall Council to consider that the Order should not be confirmed.

The Council considers the evidence indicates that, on the balance of probabilities public footpath rights over Points A-B, C-E and D-F on the Order map have been established by inference of dedication at statute, Section 31 of

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the Highways Act 1980. It is therefore considered that the Order should be confirmed.

Signed: *Julie Bate*

Dated: 28 March 2022