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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 1st February 2024 at 7.00 pm

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

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

APOLOGIES: J Brady, L Mortimore and D Yates.

318/23/24 PRAYERS.

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

The Chairman led Members in a period of reflection with a moment of silence taken to contemplate.

319/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

320/23/24 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.

321/23/24 **CHAIRMAN'S REPORT.**

The Chairman informed Members of a recently attended Integrated Transport Forum held at Isambard House hosted by Great Western Railway.

The Chairman informed Members of a gift presented to the Town Council at the event by Luke Farley Transport Integration Manager.

The name plate of a high speed Castle Class train is to be displayed at Isambard House.

It was **RESOLVED** to note.

322/23/24 **MONTHLY CRIME FIGURES.**

Due to the new policing software being laborious to provide figures, there was no report to be received at this evening's meeting.

The Chairman spoke of a recently held meeting with newly appointed PC's Katie Hall and Martin Cummings Neighbourhood Team and Sergeant Dan Lewis who is in charge of the response team for South East Cornwall.

The Chairman provided a brief verbal overview of the meeting and reiterated the Town Council's aim to continue to strengthen direct lines of communications with the Saltash Police Station.

It was **RESOLVED** to note.

323/23/24 **REPORT BY COMMUNITY ENTERPRISES PL12.**

Due to the Community Enterprises PL12 meeting being held on 31st January 2024 there was insufficient time for a written report to be provided.

324/23/24 **COMMUNITY AREA PARTNERSHIPS (CAP'S) REPORT FOR NOTING OR MATTERS ARISING.**

Members received the notes of the Economic Development in South East Cornwall meeting hosted by Menheniot Parish Council contained and circulated in the reports pack.

It was **RESOLVED** to note.

325/23/24 **COMMUNITY AREA PARTNERSHIP (CAP'S) ACTION POINTS FOR REPORTS.**

Members discussed the proposed Saltash response to the South East Cornwall CAP with suggestions to lift the progress from the Town Council's Strategic Priorities from April 2024 onwards.

Members discussed the Peninsula Draft Transport Strategy and the lack of consideration or mention relating to the crossings of the Tamar in the strategic document. The Chairman encouraged Members to respond directly to the consultation, with Saltash Town Council representatives to respond to the strategy via the CAP.

Members agreed to submit the South East Cornwall CAP – Town and Parish Council update report on behalf of Saltash Town Council.

It was **RESOLVED** to note.

326/23/24 **TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.**

Due to the next Safer Saltash meeting being held on 8th February 2024, there was nothing to report at this evening's meeting.

327/23/24 **TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.**

Due to the Saltash Chamber of Commerce meeting being postponed to 4th March 2024, there was nothing to report at this evening's meeting.

328/23/24 **TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP.**

Nothing to report.

329/23/24 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.

Cornwall Councillors were invited to speak on their reports contained and circulated within the reports pack.

Cornwall Councillor Worth confirmed a meeting is to be held tomorrow 2nd February 2024 at 1pm to brief Cornwall Council Members on the proposed budget with further updates to be provided to the Town Council at a future meeting.

Cornwall Councillor Worth mentioned his planned attendance at a Police and Crime Panel for the South West in which he will put forward support for a Saltash Tri Service Officer and the opening of the front office at Saltash Police Station.

Cornwall Councillor Worth informed Members of a recently formed sub group, consisting of various stakeholders inclusive of members from the Tamar Bridge and Torpoint Ferry Joint Committee, to progress strategic transport plans. Cornwall Councillor Worth will report back at a future Full Council meeting.

Cornwall Councillor Lennox-Boyd spoke of her attendance at the recently held Waste Engagement Roadshow event at the Library. The event was well attended and beneficial to many. Discussions were held on various issues relating to waste disposal, as well as valuable information being provided in regards to the changes to residential waste collections.

Cornwall Councillor Lennox-Boyd updated Members on the Tamara Estate that is proposed for redevelopment.

Cornwall Councillor Frank informed Members of a recent update on Alexandra Square car park resurfacing that is scheduled to commence on Wednesday 7th February. The works will take approximately three weeks to complete with barriers being installed.

The Town Council asked for additional information to be provided on where the barriers will be situated and the potential impact to overnight parking for surrounding residents.

Cornwall Councillor Frank informed Members of the various parking problems experienced by residents that live close to Fore Street since Cornwall Council increased the parking charges. Cornwall Councillor Frank asked if the Town Council had a view on the way forward.

Members discussed in length and agreed stronger communication is needed to promote Cornwall Council parking charges and the amendments to come into force in May.

Members supported Cornwall Councillor Frank to further research the requirements for a case to be presented for resident parking schemes, such as, cost implications and potential impacts to the wider area, reporting back at a future Full Council meeting.

It was **RESOLVED** to note.

330/23/24 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS.

It was **RESOLVED** to note.

331/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

332/23/24 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>
28.01.24	1. What is the current plan to reduce bad parking in Saltash? 2. What results have been achieved regarding the parking in Saltash this past year? 3. Why are reported incidents being ignored?	D Simmons

The Chairman reiterated that the Town Council are not the body responsible to enforce parking related issues in Saltash.

The Town Council did previously bring together an internal meeting with Cornwall Council Parking Enforcement, the Police and Key Stakeholders to discuss a strategy and way forward to tackle parking incidents in Saltash.

Members discussed continued liaisons with Cornwall Council Parking Enforcement, the Police and Safer Saltash, with the lack of resources being a contributing factor as to why issues continue to be experienced in many areas.

It was proposed by Councillor Bickford, seconded by Councillor Lennox-Boyd and **RESOLVED** to write a letter to Cornwall Council Parking Enforcement, the Police and Safer Saltash to understand the data of incidents reported and any improvements regarding parking in Saltash this past year, sharing the letter with the resident.

333/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 11TH JANUARY 2024 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 Stoyel and **RESOLVED** that the minutes of the Full Town Council Meeting held on 11th January 2024 were confirmed as a true and correct record.

334/23/24 **FINANCE:**

a. To advise the receipts for December 2023;

It was **RESOLVED** to note.

b. To advise the payments for December 2023;

It was **RESOLVED** to note.

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

Nothing to report.

d. To note that bank reconciliations up to 31st December 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.

335/23/24 TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE HELD ON 16TH JANUARY 2024 AND CONSIDER ANY RECOMMENDATIONS.

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

336/23/24 TO RECEIVE AN UPDATE ON THE COMMUNITY LEVELLING UP PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received an update on the Community Levelling Up Project contained and circulated within the reports pack.

Members are encouraged to promote and attend the Transport Trial on 30th March 2024, 10am to 4pm. Please inform the Town Clerk of your availability.

Members wished to thank the Shared Prosperity Working Group and the Town Clerk for their continued hard work on this project.

It was **RESOLVED** to note.

337/23/24 TO RECEIVE A REPORT ON THE TRUSTEES OF SALTASH HERITAGE REQUEST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk updated Members on the report for the Trustees of Saltash Heritage request contained and circulated within the reports pack.

It was **RESOLVED** to note.

338/23/24 TO RECEIVE A REPORT FROM THE CHRISTMAS FESTIVAL FORUM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed Members of the recently held Christmas Festival Forum meeting and the increased financial struggles experienced by all festivals held in Saltash, and across the nation due to inflation and legislation.

It was **RESOLVED** to note.

339/23/24 TO REVIEW THE TOWN COUNCIL GRANTS POLICY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the available funding limit for festival funds under the existing Grants Policy with the possibility of raising the amount given to festivals on daily basis.

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

1. To increase the festival fund limit to £2,500 per day up to a maximum of two days per event;
2. To improve the publicity requirements to ensure Saltash Town Council receives full recognition leading up to and on the day of the event reporting back to the Extraordinary Policy and Finance Committee to be held on 27th February 2024;
3. To **RECOMMEND** to the Policy and Finance Committee to consider a Match Funding Festival Policy at the Extraordinary Policy and Finance Committee to be held on 27th February 2024.

340/23/24 TO RECEIVE THE DRAFT TOWN COUNCIL COMMUNICATIONS STRATEGY AND CONSIDER ANY ACTIONS.

The Town Clerk informed Members of the reason for the Communications Strategy being received at Full Council and not Policy and Finance, due to the desire to include the Communications Strategy into the Business Plan for April 2024.

The Chairman and Vice Chairman of the Town Vision Sub Committee reviewed the Communications Strategy and confirmed its suitability in line with the Town Council's proposed draft Business Plan.

It was proposed by Councillor Griffiths, seconded by Councillor Martin and **RESOLVED** to approve the Communications Strategy as attached.

341/23/24 TO RECEIVE A REPORT ON THE INSTALLATION OF BERYL BIKES IN SALTASH AND CONSIDER ANY ACTIONS.

Members discussed the initiative and proposed Town Council locations for the installation of Beryl Bikes in Saltash.

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

1. To approve a 4 bike bay at Pillmere Drive and a 6 bike bay at Isambard House car park;
2. The Town Council's Service Delivery Manager be on-site for installation to ensure the hard standing/docking stations are situated in suitable areas within the proposed locations;
3. Any associated costs are at the cost of Beryl Bikes and not the Town Council.

342/23/24 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 10TH FEBRUARY 2024 OUTSIDE BLOOM HEARING, FORE STREET.

- a. The next scheduled meeting date Saturday 10th February 2024 outside Bloom Hearing, Fore Street.

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

343/23/24 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.

344/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

345/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

346/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

347/23/24 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 Martin and **RESOLVED** to issue the following Press and Social Media releases:

1. Grants Policy – Changes to the Festival Fund limit and promotion for volunteer involvement for Saltash Festivals;
2. Cornwall Council Parking Charges coming into effect in May 2024;
3. Meet Your Councillors;
4. Connectivity Project in partnership with the Shared Prosperity Working Group.

348/23/24 DATE OF NEXT MEETING: THE ANNUAL MEETING WITH PARISHIONERS OF SALTASH TO BE HELD ON THURSDAY 7TH MARCH 2024 AT 6:30P.M. FOLLOWED BY THE MEETING OF SALTASH TOWN COUNCIL AT 7:00 P.M.

The Annual Meeting with Parishioners of Saltash to be held on Thursday 7th March 2024 at 6:30p.m. followed by the meeting of Saltash Town Council at 7:00 p.m.

349/23/24 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 7 March 2024 at 7.00 pm

Rising at: 8.39 pm

Signed: _____
Chairman

Dated: _____

COMMUNICATIONS STRATEGY

RESPONSIBLE COMMITTEE: P&F

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

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

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
01/2024	01/2024 DRAFT	Comms WG	FTC 01.02.2024		New policy

Document Retention Period
Until superseded

SALTASH TOWN COUNCIL Communications Strategy

Vision Statement

Saltash Town Council is committed to effective communications to ensure the Town Council's operations, priorities, objectives, values, ambitions and challenges are better understood by all our audiences - both internal and external – including our statutory obligations as a council.

Who do we want to reach?

Our Audience and stakeholders:

Key stakeholders include residents, local businesses, and community organisations, local government organisations and Cornwall Councillors, local media and Politicians.

What do we want to achieve?

Updates to the community:

Provide regular updates on council activities, decisions, and upcoming events to keep the community informed.

Community engagement:

Actively engage with the community through public forums, surveys and consultations, and feedback mechanisms to understand concerns and gather input. Ensure the channels of communicating these elements cover electronic and paper versions.

Transparency:

Emphasise transparency by sharing meeting minutes, financial reports, and important documents to build trust and enable scrutiny of council functions and business.

Responsive platforms:

Monitor and respond promptly to inquiries and concerns raised by residents on various communication platforms.

Feedback mechanism:

Promote the methods for residents to provide feedback on services and decision making.

How will we communicate?

Consistent Branding:

Maintain a consistent visual identity and tone of voice across all messaging on all communication channels, and assets for recognition and clarity.

Channels of Communication:

Identify a mix of channels such as official websites, social media, newsletters, and community meetings to disseminate information. Social media platforms such as Facebook and Instagram will provide a fundamental and cost-effective home for Saltash Town Council communications.

- Town Council website
- Social media strategy to encompass various platforms utilising them to their full potential.
- Print media including local news outlets
- Broadcast TV and Radio channels
- Mailouts and leaflet drops
- Posters and banners
- Noticeboards
- In Person – Meet your Councillor sessions

Proactive PR:

Continue to positively promote the work that Saltash Town Council undertakes to the local media utilising all opportunities to enhance the role of the council in the town.

Statements to the Media:

Provide a mechanism to respond to any media enquiries in a timely manner as to safeguard the image of the town council and its members.

What will we communicate?

Regular Updates:

Establish a clear plan for communicating during urgent situations, ensuring residents receive timely and accurate information.

Education Campaigns:

Implement educational campaigns to inform residents about local policies, initiatives, and the decision-making process – dog poo campaign, green initiatives, speeding awareness etc. including circulating Cornwall Council education awareness.

Multilingual and Accessible Communication:

Incorporate Cornish language elements to communications out to community – including email signatures. Celebrate our Cornish heritage by using Cornish and English for communications and greetings in all genres – written, video and all graphics. We will endeavour to make all our communications as accessible as possible in accordance with the Equality Act 2010, and the Public Sector Bodies Accessibility Regulations 2018.

Building good partnerships

Collaboration with Local Media:

Foster relationships with local media outlets to enhance coverage of council activities and community news through a positive working relationship.

Collaboration with Local Government:

Use our communications platforms to promote the division of responsibilities between Saltash Town Council and Cornwall Council and provide clarity regarding reporting issues to both councils.

How will this be led?

In 2024-25 we will; be recruiting new roles of Development Manager and Communications and Engagement Officer. A part of their roles will be the implementation of this strategy.