



Saltash Town Council

Konsel An Dre Essa



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

26 January 2024

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 1st February 2024 at 7.00 pm.**

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

Yours sincerely,

A handwritten signature in black ink, appearing to be 'S Burrows'.

S Burrows
Town Clerk

To:

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

Agenda

1. Health and Safety Announcements.
2. Prayers.
3. Apologies.
4. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
5. Chairman's Report. (Page 5)
6. Monthly Crime Figures.
7. Report by Community Enterprises PL12.
8. Community Area Partnerships (CAP's) report for noting or matters arising. (Pages 6 - 10)
9. Community Area Partnership (CAP's) Action Points for Reports. (Pages 11 - 12)
10. To receive a report on behalf of Safer Saltash.
11. To receive a report from Saltash Chamber of Commerce.
12. To receive a report from the Climate Change and Environmental Working Group.
13. To receive a report from Cornwall Councillors. (Pages 13 - 38)
14. To receive an update on the future of the health care in Saltash and consider any actions. (Page 39)
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 40 - 42)

Please note: Any member of the public requiring to put a question to the Town Council must do so by 12 noon the day before the meeting.
17. To receive and approve the Minutes of the Full Town Council Meeting held on 11th January 2024 as a true and correct record. (Pages 43 - 51)

18. Finance:
 - a. To advise the receipts for December 2023; (Page 52)
 - b. To advise the payments for December 2023; (Pages 53 - 56)
 - c. Urgent and essential works actioned by the Town Clerk under Financial Regulations;
 - 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;
 - e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.
19. To receive and note the minutes of the Planning and Licensing Committee held on 16th January 2024 and consider any recommendations. (Pages 57 - 61)
20. To receive an update on the Community Levelling Up Project and consider any actions and associated expenditure. (Page 62)
21. To receive a report on the Trustees of Saltash Heritage request and consider any actions and associated expenditure. (Page 63)
22. To receive a report from the Christmas Festival Forum and consider any actions and associated expenditure.
23. To review the Town Council Grants Policy and consider any actions and associated expenditure. (Pages 64 - 87)
24. To receive the Draft Town Council Communications Strategy and consider any actions. (Pages 88 - 92)
25. To receive a report on the installation of Beryl bikes in Saltash and consider any actions. (Pages 93 - 94)
26. Meet your Councillors: The next scheduled meeting date Saturday 10th February 2024 outside Bloom Hearing, Fore Street.
27. 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.
28. To consider any items referred from the main part of the agenda.

29. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
30. To consider urgent non-financial items at the discretion of the Chairman.
31. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
32. 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.
33. Common Seal:
To Order that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

MAYOR'S REPORT TO SALTASH TOWN COUNCIL THURSDAY 1 FEBRUARY 2024

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

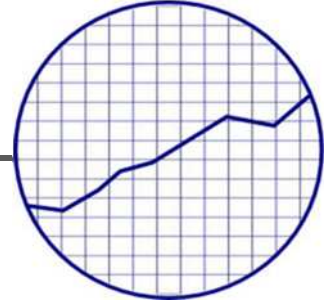
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| Tuesday 23 rd January | 8.45am | Opening of Music, Speech and Drama Festival |
| Tuesday 23 rd January | 6.00pm | Drama evening, Music, Speech and Drama Festival |
| Wednesday 24 th January | 3.30pm | Meeting with Saltash Policing Team, Guildhall |
| Friday 26 th January | 12.00pm | RNLI Soup Lunch, Saltash Saltash Club |
| Friday 26 th January | 2.00pm | BBC Radio Cornwall interview Churchtown Cemetery |
| Friday 26 th January | 6.30pm | Saltash Sailing Club Cadet Presentation Evening |

DEPUTY MAYOR'S REPORT TO SALTASH TOWN COUNCIL THURSDAY 1 FEBRUARY 2024

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

| | | |
|------------------------------------|--------|---|
| Wednesday 24 th January | 3.30pm | Meeting with Saltash Policing Team, Guildhall |
|------------------------------------|--------|---|

Meeting Notes



Economic Development in South East Cornwall

23 January 2024 7pm by Zoom

Hosted by Menheniot Parish Council for South East Cornwall Community Area Partnership

Our theme for this meeting will be

How do we feed into the strategic planning process. How are the current development plans reflecting our priorities for economic growth and housing? Our guest speaker David Rodda has been given a copy of your questions and concerns from the November 2023 meeting.

Attendance and apologies – see below. Councillors attending represented 73% of the population of this CAP area.

Item 4.4 below

Cllr Cole has since met separately with David Rodda (25/1/24) who strongly advises making a submission to the consultants on this CAP's economic priorities. The deadline for the CAP response is likely to be July/August, and Cllr Cole is suggesting a separate sub-group to manage the submission.

| | Topic | Links |
|-----|--|--|
| 1 | Welcome, Introductions & Apologies Cllr Adrian Cole welcomed everyone to the meeting and noted attendance and apologies (see below) | |
| 2 | Meeting Notes 22 Nov 2023 | Link to notes http://tinyurl.com/mtxdcrmt |
| 3 | Appointment of Working Group Lead Proposed that Cllr Adrian Cole be elected. Proposed Cllr Ewart. Seconded Cllr Shovelton. All agreed. | |
| 4 | Presentation - Economic Strategy and needs in the SE CAP area. David Rodda (CC Economic Growth Manager) | Presentation may be viewed here http://tinyurl.com/3b32rwp6 |
| 4.1 | KE: What is the highest income per capital across Cornwall? About £1300. Will confirm. Highest allocations have gone to the most deprived areas. Freeport at Plymouth. Who is leading on this in CC? | Plymouth Freeport website http://tinyurl.com/yazxjv4a |

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| | <p><i>Chief Executive and Phil Mason. Concerns about the impact of the Freeport have been flagged up to them.</i></p> <p>The Vitality Index for Saltash shows zero business growth. Is this connected to the creation of a Freeport? <i>No physical building erected yet. Too early to assess what impact it might have. Existing Cornish businesses not permitted to relocate to the Freeport (so we will not lose businesses) but they are allowed to set up new subsidiary companies there.</i></p> <p><i>CC Cllr Martin Worth (Member for Saltash Trematon & Landrake and Chair of Economic Growth & Development Overview & Scrutiny Committee) would be an appropriate person to invite to one of these meetings.</i></p> | <p>Link to OSC http://tinyurl.com/99dm9xyk</p> |
| 4.2 | <p>JL: Looe's NDP (adopted May 2022) commissioned specialist reports that might be helpful to this group (economy and tourism).</p> <p>Seems to be a lack of information coming from parliamentary representatives to local council and residents. Can we get our MP to be more involved in our work so that we know what is being lobbied on our behalf? <i>We do speak with MPs on a regular basis about the funding streams especially so at the moment because current funding is for 3 year periods, not the previous 6-8 years, so we have to accommodate our own planning into a shorter time frame (some of the projects we want to develop have a longer lead time). The concern is that funding is spent because it's available and not directed to those which have a longer term impact. In our funding, we need certainty, longevity, and sufficient money to ensure we can deliver on our plans. MPs are supportive of our plans.</i></p> <p>Information about our CAP on the CC website seems to be very Liskeard led. Can this be extended to cover a wider area? <i>Limited info at the moment, but CC is purchasing a new online data system (ESRI) that will allow you to obtain regularly updated data for your area. Not available yet, but you can see it in action at East Riding Council. Will be able to make area comparisons.</i></p> | <p>Looe Neighbourhood Plan http://tinyurl.com/2fk2spv6</p> <p>East Riding Council ESRI http://tinyurl.com/2s3ryx9x</p> <p>Cornwall Council Monthly Economic Reports http://tinyurl.com/5n8bmxzn</p> |
| 4.3 | <p>JP: Unclear about how having the highest proportion of retired people alongside an average annual income, because retirement income usually much lower than earned income. <i>Maps related to household income (not individual) so this can include pensions as well as rental income. Gross median full-time pay in SEC is £551.50 pw. Highest is £654.90. Lowest is £513.30. (see PowerPoint slides attached). Camborne and Redruth parliamentary constituencies £3 apart.</i></p> | <p>Census info on holiday homes http://tinyurl.com/ypdzwefd</p> |

| | | |
|-----|--|--|
| | <p>The next CLP may show us where houses are going to be built. Does this mean that NDPs will carry little weight? So the CLP may show a site for development that is not included in the NDP. <i>Better answered by Planning – but the evidence base for the new CLP will be drawn from NDPs. Population projections not as high as they were (based on 2021 Census). Changing demographics will mean that the range and variety of housing will need to be changed.</i></p> | |
| 4.4 | <p>KS: Cornwall Growth Strategy (replaces the LEP Vision 2030). This is the key document that we need to be aware of. It's due to start this month and be completed by June 2024. What is the best way for us to feed into that? Is there a mechanism available to us?</p> <p><i>Talk with your own Cornwall Cllr; the OSC will be examining and commenting on it; encourage local businesses to take part in any consultations; each council's own ED plans and strategy should be passed to the Economic Development Service.</i></p> <p>What kind of help is CC getting to manage its ED? <i>CC will be engaging a consultancy firm to assist (because of the specialist skills and tight timeframe). Will not be completely outsourced so that CC officers are involved. Will include housing growth and the economic contribution that new housing makes, as well as business growth.</i></p> <p>Will there be scope for making comparisons between Cornwall and other similar areas, and areas we may compete with (not just in location but economically). For example, Cornwall may be competing with an area that is largely rural or has high numbers of tourists. <i>Yes. It's not always helpful to have generalised comparisons between this county and England, so we have asked for suggestions for comparator areas (eg Cumbria, parts of Yorkshire, west and south Wales). Freeport Plymouth is both an opportunity and a threat – we can hope to influence at best, or extract as much value for ourselves at worst.</i></p> | |
| 4.5 | <p>AC: we need to input this new growth strategy. Can we ask DR to use his influence to open doors for us to support engagement? <i>Very willing to do that.</i></p> | |
| 4.6 | <p>SM: Household income. Concerned that ours is so close to Camborne and Redruth. We have high numbers of self employed people but their income is not included in income data. <i>Cornwall as a whole has high numbers of self-employed people, and the gross weekly median pay is not captured in the data. It does influence the calculation of household income figures. OFLOG is helpful for making some comparisons but does not include self-employment. This distorts income data and we have</i></p> | <p>Office for Local Government Data Explorer http://tinyurl.com/ye2747rn</p> <p>Census Info for Cornwall http://tinyurl.com/4n2sh9m4</p> |

| | | |
|---|---|--|
| | <i>asked OFLOG to find ways to include this to make fairer comparisons.</i> | |
| 5 | Key issues previously raised Addressed by David Rodda in his presentation. | |
| 6 | Actions proposed AC will talk to DR about matters arising. CT suggests inviting CC Martin Worth to attend next meeting. Dates tba. JP: Can we start to investigate the opportunities presented by the Plymouth Freeport? Can Saltash, Torpoint and Looe councils be involved in this? | Cllr Adrian Cole |
| 7 | Terms of reference Cllr Adrian Cole will circulate amended notes based on discussions this evening. | CC full template http://tinyurl.com/e6nk7w2e Key topics to consider http://tinyurl.com/4j7rjawp |

Attending

Cllr Adrian Cole – Menheniot Parish Council
Cllr David Heard – Lanreath Parish Council
Cllr Gary Davies – Torpoint Town Council
Cllr James Lundy – Looe Town Council
Cornwall Cllr Jane Pascoe – Member for Liskeard South & Dobwalls and Chair of SEC CAP
Cornwall Cllr Kate Ewart - Member for Rame Peninsula & St Germans
Cllr Kevin Shovelton – St Keyne & Trewidland Parish Council
Cllr Nigel Witton – St Germans Parish Council
Cllr Phil Hallworth - Duloe Parish Council
Cllr Sarah Martin – Saltash Town Council
Cllr Sean Jackson – Dobwalls Parish Council

Apologies

Cllr Dave Edwards – Botus Fleming Parish Council
Cllr Simon Cassidy – Liskeard Town Council
Cornwall Cllr Colin Martin
Cllr Rob Rooney – Lanteglos by Fowey Parish Council

Also in attendance

John Hesketh – Clerk to Menheniot Parish Council
Catherine Thompson – Community Link Officer CAP
David Rodda - CC Economic Growth Manager

Abbreviations

CAP Community Area Partnership
CC Cornwall Council
CLP Cornwall Local Plan
ED Economic Development
LEP Local Enterprise Partnership
NDP Neighbourhood Development Plan
OFLOG Office for Local Government
OSC Economic Growth & Development Overview & Scrutiny Committee
SEC South East Cornwall

Meeting closed 20.45

clerk@menheniotparish.org.uk

Published 30/1/24

clerk@menheniotparish.org.uk

South East Cornwall CAP - Town & Parish Council update reports

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|---|
| <p>Town/Parish Council: Saltash Town Council</p> |
| <p>Transport & Connectivity: Community Levelling Up funded project - Town, Waterside and River links project. Identify possible transport and infrastructure improvements</p> <p>Continued discussion with National Highways, Network Rail and Great Western Railway regarding transport improvements</p> |
| <p>Economic Development & Housing: Town Vitality funded project to deliver Town Centre improvements Results of the above have now led to a Town Delivery Fund application</p> <p>Participation in the SE Cornwall Economic Development Group</p> |
| <p>Climate Change & Nature Recovery: Supporting SEA (Saltash Environmental Action) Supporting Tree Saltash – project to plant more trees Going Plastic Free Supporting wild areas on Town Council managed land</p> |
| <p>Health & Deprivation: Key Partner in the Health Action Group for Saltash A partnership of councillors, Patient Participation Groups and NHS professionals have agreed a “Patients First” Vision document and are now trying to deliver it.</p> <p>Supporting Estate Audits through Safer Saltash to bring about neighbourhood improvements.</p> |
| <p>Any other issues:</p> |

To receive a report from Cornwall Councillors.

Here is the latest information on Cornwall Council budget that was presented to scrutiny on 22nd Jan 2024. I have permission to share the Powerpoint in full to STC for information.

As it highlights several areas are under pressure (slide 7), we expect the need to draw £20m from reserves.

Today 24th Jan 2024, this letter has arrived to the Leader Cllr Linda Taylor from Rt Hon Michael Gove MP which as part, will give us approx. a £5/6m improvement

The final vote on the budget will be at Full Council on 20st Feb 2024

Council tax will be expected to increase again as last year by 4.99%

Councillor Worth



Department for Levelling Up,
Housing & Communities

Rt Hon Michael Gove MP
*Secretary of State for Levelling up
Housing & Communities
Minister for Intergovernmental
Relations*
2 Marsham Street
London
SW1P 4DF

24 January 2024

To All Council Leaders in England

Dear Council Leader,

INCREASED FUNDING FOR LOCAL GOVERNMENT AT THE FINAL LOCAL GOVERNMENT FINANCE SETTLEMENT

Today, Government announced additional measures for local authorities, worth £600 million. This includes £500 million of new funding for councils with responsibility for adults and children's social care, distributed through the Social Care Grant. Further details on the exceptional provision of this funding will be set out at the upcoming Budget.

Taking into account this new funding, local government in England will see an increase in Core Spending Power of up to £4.5 billion next year, or 7.5% in cash terms, an above-inflation increase, rising from £60.2 billion in 2023-24 to up to £64.7 billion in 2024-25.

By making progress on the Government's plan to halve inflation, grow the economy and reduce debt, we now can provide this extra funding to councils to continue to provide vital services for their communities.

On 18 December 2023 we published the provisional Local Government Finance Settlement for England. The provisional Settlement made available over £64 billion for local authorities in England, an increase of almost £4 billion or 6.5% in cash terms in Core Spending Power on 2023-24.

Thank you for your participation in the recent provisional Settlement consultation, which ran until 15 January 2024, receiving 267 responses in total. Alongside this, the Minister for Local Government, Minister Hoare, has engaged extensively with Members across the House of Commons, as well as the local government sector. We are grateful to all who responded. We know that councils have faced cost pressures as a result of high inflation. That is why the Prime Minister has prioritised halving it; it is important that we stick to the Plan. The Government has listened, and I am pleased to announce the steps we are taking in response.

We have listened to the sector's consultation responses and recognise that there is significant demand in social care – including for children's social care – and the final

Settlement will therefore deliver a further boost for social care authorities. On top of the £1 billion in additional funding announced at Autumn Statement 2022 and July 2023, we will be providing a further £500 million to support authorities with social care responsibilities.

This funding, in turn, will reduce pressures on other areas of children's services such as home to school transport, where we recognise there has been a significant increase in pressures for special educational needs and disability services.

We know, however, that the whole sector is facing pressures, and we need to support all tiers of government to provide the services on which our communities rely. As part of this commitment, we are increasing the Funding Guarantee, which will now ensure that all local authorities see a minimum 4% increase in their Core Spending Power, before taking any local decisions on council tax. Local authorities should of course be mindful of cost-of-living pressures when taking any decisions relating to council tax.

We have also heard of the varied challenges and issues faced by authorities across England. This Government stands by rural authorities, and recognises the importance and difficulties of serving dispersed populations. We will be providing an additional £15 million for the Rural Services Delivery Grant, an increase of over 15%, and the largest cash increase in the Rural Services Delivery Grant since 2018-19. Separately, we are responding to acute pressures faced by councils with extreme Internal Drainage Board Levies for the second year in a row.

This new funding is intended to improve service performance and we will continue to monitor the level of local authority reserves. Looking ahead, we know that there is work to be done between national and local government to improve productivity in local government, as part of our efforts to return the sector to sustainability in the future. Whilst the new funding announced today is an important part of these efforts, alongside ongoing work in adults' and children's social care, we can go further. That is why today, we are asking local authorities to produce productivity plans setting out how they will improve service performance and ensure every area is making best use of taxpayers' money. I encourage local authorities to consider whether expenditure on discredited equality, diversity and inclusion programmes meets this objective. Government will monitor these plans, and funding settlements in future years will be informed by performance against these plans.

Alongside this, my department is establishing an expert panel to advise the Government on financial sustainability in the sector, which will include the Office for Local Government and the Local Government Association. We will provide more information on these requirements for local authorities at the final Settlement.

With regard to part-time work for full-time pay arrangements, the so called '4 day working week', the Government continues to believe that this reduces the potential capacity to deliver services by up to 20%, and as a result does not deliver value. The Government

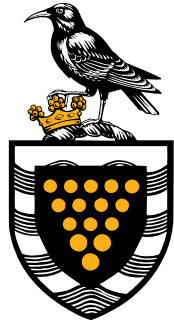
has already taken steps to deter the sector from operating these practices, consulted on the use of financial levers at future Settlements, and will legislate if necessary.

As we look to the future, we know that further funding alone will not enable us to address all pressures faced by local authorities, and for local government to seize the opportunities available to it. We are committed to improving the local government finance system beyond this settlement in the next Parliament and the Minister for Local Government will be engaging with the sector on this over the coming months. The final Local Government Finance Settlement, including individual local authority allocations, will be published in full early next month. The statutory reports which comprise the settlement will be subject to debate in the House of Commons shortly after.

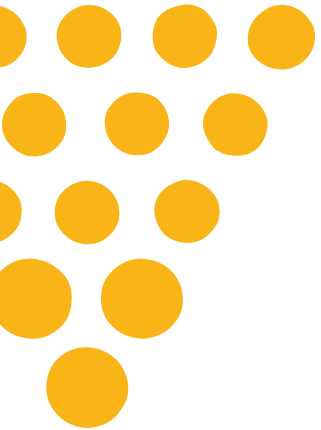
With every good wish,

A handwritten signature in black ink that reads "Michael Gove". The signature is written in a cursive, slightly slanted style.

Rt Hon Michael Gove MP
Secretary of State for Levelling Up, Housing & Communities
Minister for Intergovernmental Relations



CORNWALL
COUNCIL
one and all • onen hag oll



Council Business & Financial Plans 2024-2028 and Budget 2024/25

Customer & Support Service Overview & Scrutiny Committee

23 January 2024

 www.cornwall.gov.uk

Financial Context

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Local Authorities continue to face a significant financial challenge. The 2 main drivers continue to be:

- The **economy** through above inflation contract costs & higher than anticipated pay settlements
- Increased **demand** for services (as a result of wider financial / economic impact) such as temporary accommodation and numbers of children in care

Cornwall Council Position

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- The challenge is not unique to Cornwall.
- Cornwall does have sufficient resilience – strong track record of prudent financial management and robust financial planning processes.
- Cornwall, at this stage, is not in danger of issuing S114 notice, however, the financial challenges facing the Council in 2024/25 and beyond are immense based on current forecasts.
- The Local Government Association in its response to the Provisional Financial Settlement has said *“No Council is now immune to the growing risk to their financial sustainability.”*

Draft budget – September 2023

Page 20

- Was based on the published 2023/24 Q1 position of **£7.946m** forecast overspend (and the known M4 position £7.427m forecast overspend).
- Main drivers of the overspend were Home to School Transport and Housing.
- The strategy was to fund the amount required for these areas through reserves for 2024/25
- Budget also included some other assumptions:
 - Pay inflation 2024/25 4.5% **£20m**
 - Contractual inflation average 6.5% **£32m**
 - Demand growth **£26m**
 - Policy decisions **£3m**
- Savings included for 2024/25 totalling **£28.462m**
 - **£18.658m** already included in the approved MTFP
 - **£10.804m** newly identified
- Council tax increase of 4.99% (2.99% core and 2% ASC precept)

Changes since Draft Budget

2021
2022
2023
2024
2025

- 2022 position was **£14.9m** forecast overspend and by M7 it had increased to £16m. Main drivers (where overspends are recurrent):

- Home to School Transport £7.4m
 - Housing £8m
 - Housing Benefits £3.9m
 - Children in Care £5.9m

Other adjustments to draft budget needed:

- Provisional local government settlement was c£2m less than forecast, significant reduction in the Services Grant
- FLW uplift of a further £2.4m as final FLW rate for 2024/25 set at £12 per hour
- Reduction to pay inflation of £3m (reduced from 4.5% to 3%)
- Collection Fund 2023/24 surplus £6m, mainly from reductions to appeals and bad debt provision on Business Rates
- Council tax base adjustment reduced from 1.25% to 1% reflecting movement over the last 12 months (reducing C/Tax forecast by c£1.2m)
- Reversal of savings - £1m renewable energy saving is the only KLOE that has not been brought forward to the final budget, so overall 24/25 savings are now c£29m

Resulting in the need for £20m of reserves being needed to balance the budget in 2024/25

2024/25 Services Grant

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It was announced in the 2024/25 Provisional Local Government Finance Settlement that the Services Grant would be cut (nationally) from £483m to just £77m – a reduction of 84%. The level of this cut was unexpected amongst the Local Government Sector.

For Cornwall this means that our allocation has gone from £4.535m in 2023/24 to just £0.714m in 2024/25 – a reduction of £3.821m. We were anticipating a cut of around £0.830m to fund additional Social Care funding (from the £80m listed below), so the net impact on our draft budget assumptions is a reduction of c£3m.

The Government has not been explicit as to what the £406m cut has been used for but the Society of County Treasurers sent an e-mail on 19th December with this update:

Update on services grant

Of the £406m reduction to the Services Grant:

| | |
|-------|--|
| £123m | RSG uplift (including those with increased Business Rates arrangements), |
| £63m | Increase in the Funding Guarantee |
| £80m | Equalising Social Care Grants |

Which leaves **£140m still to be traced**. DLUHC have confirmed that, apart from the small contingency they are holding, the rest of the funding has gone to other local government grants **outside of the settlement**. We have asked for a full breakdown, but they are not providing that information.

Growth 2024/25

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The Council's net revenue budget for 2024/25 is now **c£763m**, which is **£55m** greater than 2023/24. Significant growth of c£51m to reflect inflationary pressures, c£59m of other growth relating to service demand pressures and investment decisions including:

- £18m - increased demand in **adult social care services**
- £10m - increased demand in **children's social care services**
- £10m - relating to Temporary and Emergency **Housing accommodation**
- £8m - ongoing demand pressures on **home to school transport**
- £0.6m investment - **Cornwall Fire and Rescue Service Critical Control Centre.**

£20m more than in the draft report

Financial Strategy

Page 24

- Our Financial Strategy has not changed from the draft budget proposals.
- As part of that strategy, to use Council reserves to balance the budget for Home to School Transport and Housing Services as their Demand Management Strategies (DMS) were developed, so that a planned approach to identifying opportunities for savings delivery were developed and delivered.
- Reserves are one-off in nature, in order to ensure our budgets are back on a sound recurrent basis we will need to ensure that by 1 April 2025 our service costs are contained within our resources envelope.

Feedback from Overview & Scrutiny Committees

Page 25

Summary: all committees raised the use of reserves and the future financial sustainability of the council. Home to school transport was also a recurring topic.

- **Economic Growth and Development OSC (9 January):** Issues raised included invest to save options, home to school transport, car parks and use of reserves. Members agreed the recommendations as set out in the report.
- **Health and Adult Social Care OSC (10 January):** After some debate (with some Members unable to “approve” the budget given the reliance on reserves and the uncertain future funding), they agreed the recommendations as set out in the report and voted to add a third, noting the concerns expressed and requests that Cabinet work toward fairer funding for Cornwall to a sustainable level.
- **Children and Families OSC (17 January):** The discussion at CFOSC included questions on plans to mitigate increasing costs, the use of reserves and home to school transport. Members agreed the recommendations as set out in the report and added that the Committee recognises the considerable hard work carried out by officers for the care and support Cornwall’s children, young people and families in challenging times.
- **Neighbourhoods OSC (18 January):** The use of reserves, long term funding and home to school transport were amongst the topics discussed. The budget proposals were not recommended for approval but "note[d] with concern".

Customer & Support Services Directorate update

2024/25 Indicative Net Revenue budget

| Page 27 | Customer & Support Services | | | | | Corporate Items |
|--|---------------------------------------|---------------------|----------------------|--------------------------------|-------------------|-----------------|
| | Assets, Capital & Commerical Services | Finance & Assurance | Innovation & Digital | Customer & Business Operations | Directorate wide* | Corporate Items |
| | £m | £m | £m | £m | £m | £m |
| | 72.033 | | | | | 51.628 |
| 2023/24 Net Revenue Budget by Outcome | 24.977 | 13.001 | 21.232 | 12.823 | | |
| Pay inflation (reduced from 4.5% to 3%) | 0.422 | 0.840 | 1.102 | 0.763 | - | - |
| Contractual inflation | 0.533 | 0.246 | 0.504 | 0.033 | - | 0.083 |
| Other growth (per draft budget September 2023) | - | 0.012 | - | 0.450 | - | 2.311 |
| Additional growth (January 2024) | - | 0.472 | - | - | - | 4.208 |
| Total Growth | 0.955 | 1.570 | 1.606 | 1.246 | - | 6.602 |
| Existing MTFP savings | (0.660) | - | (0.060) | - | - | (0.182) |
| New saving proposals | (0.271) | (0.042) | (0.204) | (0.046) | (0.250) | (0.350) |
| Total Savings | (0.931) | (0.042) | (0.264) | (0.046) | (0.250) | (0.532) |
| Total Net investment / (Reduction) | 0.024 | 1.528 | 1.342 | 1.200 | (0.250) | 6.070 |
| Virements for 2024/25 previously approved | (0.042) | 0.006 | 0.009 | 0.008 | - | 2.514 |
| Indicative 2024/25 Net Revenue Budget | 24.959 | 14.535 | 22.583 | 14.031 | (0.250) | 60.212 |
| | 75.858 | | | | | 60.212 |

The draft net revenue budget for Customer & Support Services has increased from £72.033m to £75.858m (an increase of £3.825m / 5%)

Specific Growth

Total specific growth £7.453m plus £4.526m for pay and contractual inflation

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| Growth Item | Service | Customer & Support Service £m | Corporate Items £m |
|-----------------------------------|--------------------------------|----------------------------------|-----------------------|
| Existing for 2024-25 | | | |
| Members Allowances | Finance & Assurance | 0.012 | |
| Group of Companies Dividend | Corporate Items | | 0.513 |
| Pension Contributions | Corporate Items | | 0.860 |
| Increased Capital Financing Costs | Corporate Items | | 0.938 |
| Total | | 0.012 | 2.311 |
| New for 2024-25 | | | |
| Council Tax Exceptional Relief | Customer & Business Operations | 0.100 | |
| Court Fees | Customer & Business Operations | 0.350 | |
| External Audit Fees | Finance & Assurance | 0.400 | |
| Members Allowances | Finance & Assurance | 0.072 | |
| HRA Repayment | Corporate Items | | 1.208 |
| Housing Benefit | Corporate Items | | 3.000 |
| Total | | 0.922 | 4.208 |
| Total Growth | | 0.934 | 6.519 |

OSC Savings 2024/25

| Page 29 Key Lines of Enquiry | Service | Customer & Support Service £m | Corporate Items £m |
|--|---------------------------------------|----------------------------------|-----------------------|
| Existing for 2024-25 | | | |
| Estates Transformation: 2022/23 - 2025/26 MTFP | Assets, Capital & Commercial Services | 0.060 | |
| Estate Transformation Revenue Cost Reduction | Assets, Capital & Commercial Services | 0.600 | |
| Optimisation of software license management | Innovation & Digital | 0.025 | |
| Gartner Contract restructuring | Innovation & Digital | 0.025 | |
| Review of policy compliance processes | Innovation & Digital | 0.010 | |
| Capital Financing related savings | Corporate Items | | 0.182 |
| Total | | 0.720 | 0.182 |
| New for 2024-25 | | | |
| C&SS Sales, Fees and Charges - inflationary increases | Directorate wide | 0.563 | |
| Customer And Support Services Ways of Working Programme (CASS WoW) | Directorate wide | 0.250 | |
| Retained Business Rate income from Renewables | Corporate Items | | 0.350 |
| Total | | 0.813 | 0.350 |
| Total Savings | | 1.533 | 0.532 |



Thank you / Meur ras

If you have any questions or comments

@cornwall.gov.uk

Cllr Lennox-Boyd - Cornwall Council Update

1. Review of Licensing Act Policy 2003 - Tuesday 26 Jan 2024

Every five years the committee reviews the Licensing Act Policy in light of changes in the Licensing Act. The policy went to the consultees for consultation August; in September the revised draft went out for Public Consultation.

Changes that have been made to the policy include:

- Cornwall deal with 2500 annually temporary event notices. Numerous members have asked how they can access info re. events in their area. Since 19 June 2023 there is now a register for these events which can be accessed via the Cornwall Council website so readily accessible by members and the public.
- Counter Terrorism on page 50 of the policy has been updated. Protection of Premises bill - referred to the protect duty or Martin's Law, is expected to become law in 2024/5. The aim is to improve safety and security in public venues and to help ensure that people are prepared and ready to respond to a terrorist attack.
- The Licensing Sub Committee is the only committee permitted to meet and vote online since Covid. As Chair I felt there was a lack of information regarding the procedure format for those meetings. The changes to the format mean that those meetings follow precisely the format as set out in the agenda ensuring the proper conduct of all meetings. It was noted by members that these changes may assist other Sub-Committees too.
- A question at Full Council at January's CC Full Council referred to the virtual meeting of the sub-committee as undemocratic to the people of Cornwall. All meetings are available for the public to join online via a Teams link from Democratic Services, and each six months the decision to hold these meetings virtually is revisited. Virtual meetings are an asset in my opinion and I would welcome a change from the government to allow them more frequently as they did during Covid. Working patterns have changed and we need to adjust to those as well as the need to adjust our practises taking in to the impact they on the environment.
- Drink Spiking was discussed in the December meeting. We are asking relevant staff in licensed premises to undertake Spiking Awareness Training via the Police and their 'Stamp out Spiking' campaign with the training to be repeated annually.

2. Children and Families Overview and Scrutiny Committee

Youth Work Provision

Last year Cornwall Council asked Town and Parish Councils to provide information to support its review of Youth Service Provision in Cornwall. The review has been concluded and the responses were debated by the committee on 17 January.

We asked for a members enquiry into the Youth Provision Review to gain a fuller understanding of provision in Cornwall provided internally by CC or externally by the voluntary care sector. This included member visits to the different types of provision supported by town and parish councils.

There is some excellent work being undertaken by the voluntary sector with support from parish and town councils to meet their local need, and great training opportunities including a first cohort of Youth Work apprentices being currently trained at Marjon's in Plymouth. The provision is so vast that it's hard to get a complete picture but typically, we debated the need for:

- More SEND provision
- Where to target Commissioned Services across Cornwall
- Support for smaller voluntary/community applications for funding
- The risk of perceived unfairness for areas that already have good resources in place receiving less subsequent investment

Outcomes included:

- Cornwall Council to join and play active role in Cornwall Youth Work Collective

- To develop the National Youth Agency standards for Youth Work in Cornwall
- For the Collective to offer peer support across voluntary and community youth sector
- To support the work of Young Ambassadors in consulting young people
- Hold an Annual Youth Work Conference to be delivered in partnership
- Produce an All Member Briefing on the outcome of the review

Placement Sufficiency Strategy: Better Homes for Children

This strategy supports one of the four priority outcomes: Cornwall is 'A Brilliant Place To Be A Child and Grow Up'. Local authorities have a duty to provide or procure homes for children in care. The sufficiency strategy sets out our aspirations for the next three years and the plan to increase the range of sufficient quality homes for children and young people.

Nationally:

Of 2,873 only 4 percent of residential provision is based within the South West. Less than 1 percent of these homes are in Cornwall.

Locally:

There are 565 looked-after children in Cornwall - 76 percent in foster homes.

102 looked-after children from Cornwall are placed out of county.

164 looked-after children living in Cornwall are from other LAs.

Just 10 registered children's home offering 28 placements.

Only 8 young people from Cornwall have been placed within these places.

Cornwall has experienced a 9 percent increase in foster placements from 2022.

A detailed Strategy Implementation Plan will be developed to ensure oversight and delivery of the programme with regular engagement activities with children, young people, families, partner agencies and wider stakeholders.

Council Business Financial Plans

All authorities are facing challenges on budgets and financial pressures.

The Council's net revenue budget for 2024/5 is £55m greater than the previous year. Part of this is inflationary pressures, and £59m of growth relating to service demand pressures:

£18m increased demand for adult social care

£10m increased demand in children's social care services

£10m relating to temporary and emergency accommodation - over 800 families

£8m ongoing demand pressures on home to school transport

£0.6m investment in Cornwall Fire and Rescue Service Critical Control Centre (Tolvaddon)

The Deputy Leader of Cornwall Council David Harris sent a letter to the Secretary of State re. the provisional local government settlement on 15 January expressing disappointment and asking for further and additional funding support.



And finally to end, some interesting reading from The Guardian about how social workers are helping families stay together using a special model creating networks of support for children:

https://bit.ly/progressive-practice-in-cornwall-council_childrenandfamilies

Report to STC February 2024

Cllr. Hilary Frank



1. Residents' Parking

Over the years, I've received multiple requests from residents living close to Fore Street for the introduction of residential parking permits. These requests have increased in direct correlation to the recent increase in parking charges. I've always been told that residential parking schemes are too expensive, but I decided to ask one more time about the situation. Here is the response I received:

Residents' parking schemes are often controversial and rarely resolve all the parking problems in an area. The Cornwall Transport Plan has recently been reviewed and lessons learnt from previous residents' parking schemes have also been considered as part of this. A new policy is currently being reviewed by the Portfolio Holder for Transport, but residents' parking schemes are expensive to implement and run. Therefore, Cornwall Council will seek alternative solutions to the issues and only consider residents parking schemes where:

- o There is evidence of traffic management issues that a scheme will resolve
- o There is evidence of local support for the scheme from residents and councillors
- o The scheme is affordable
- o The scheme supports the transport strategy for the area
- o The scheme is enforceable (remote schemes not on existing enforcement routes will cost more for the enforcement service)
- o The scheme will not result in displacement parking (introducing small scale schemes often push the non-resident parking into adjacent streets)

Does the Town Council have a view on the way forward?

2. Bus Shelter on Wearde Road

After plenty of requests from residents we finally have a bus shelter on Wearde Road again!



3. Finances

On 18th December, the government announced the finances they are proposing to grant to local authorities (called the Local Government Settlement). It contained the shock news, as detailed in Slide 6 of the presentation Cllr. Worth sent out, that the Services Grant would be reduced by a staggering 84%.

Slide 6

2024/25 Services Grant

It was announced in the 2024/25 Provisional Local Government Finance Settlement that the Services Grant would be cut (nationally) from £483m to just £77m – a reduction of 84%. The level of this cut was unexpected amongst the Local Government Sector.

For Cornwall this means that our allocation has gone from £4.535m in 2023/24 to just £0.714m in 2024/25 – a reduction of £3.821m. We were anticipating a cut of around £0.830m to fund additional Social Care funding (from the £80m listed below), so the net impact on our draft budget assumptions is a reduction of c£3m.

A subsequent campaign led by the County Councils Network highlighted the extreme pressures facing county and unitary authorities. This culminated in a letter to government in the beginning of January, signed by an unprecedented 46 MPs, asking for emergency financial relief. Michael Gove's letter of 24th January announcing an additional £500m nationwide will go some way to easing the pressures being faced, but there are still difficult decisions to be made in setting Cornwall's budget for 2024/25. In order to balance the books, approximately £15 million will still need to be taken from General Reserves, and service reductions will still need to be introduced. Earlier this week, Cornwall Council's Cabinet made it clear that they will still be recommending the maximum council tax rise of 4.99%.

Councils need a long-term financial settlement to be able to plan for the demand from growing elderly populations and the more complex needs of residents requiring social care.

4. Urban Green Shoots in Tintcombe

Using funding from the Shared Prosperity Fund, Cornwall Council has launched the Urban Green Shoots initiative to bring increased biodiversity to public open spaces across Cornwall, including Tintcombe. A new urban ranger has already started working with the Friends of Tintcombe to plan improvements to the area that will 'create green sanctuaries that are free and accessible'.

5. Tamar Tolls at Cabinet

Item 8 of the Cabinet meeting to be held on 7th February will discuss the financing of the Tamar Crossings. It is being advocated that Cabinet recommends to Full Council that ***an application for a toll revision based on £3.00 cash and £1.50 TAG be made to the Secretary of State.***

6. Live Consultations on the Let's Talk Website :



Nature Recovery Strategy

We're developing a Nature Recovery Strategy for Cornwall and the Isles of Scilly.



Healthier Weight Strategy

We want to positively change the environmental and societal factors that drive obesity.



Niveryans Awenek / Creative Census

If you work in the Creative Industries, let us know what's important to you.



Gypsy, Roma and Traveller Strategy

We're aiming to improve the lives of Gypsy, Roma and Traveller communities in Cornwall.

Policy guidance

Resident's Parking Policy

24/01/2024

Introduction

This is an explanatory note to accompany the [Traffic Management Parking Policy Statement](#) (approved by Cabinet in 2016) and the [Cornwall Transport Plan](#) (approved by full Council in 2022) to provide further detail on residents' parking policy relating to how requests for residents parking zones will be managed.

This guidance note was approved by the Service Director for Connectivity and Environment on 24 January 2024 in consultation with the Portfolio Holder.

Background

It is not the responsibility of the Highway Authority to make provision on existing roads (new or historic) for residential parking, however the Council has a role in guiding and regulating the design of new highways and development and managing traffic (including parking on roads) to address road safety, congestion, access issues and to support safe walking and cycling.

Residents parking schemes have been used as part of a toolkit for traffic management in Cornwall since 2008. They can be most applicable where there are high levels of commuters or other long stay visitors parking on-street which can cause traffic management issues and result in residents being unable to park within the vicinity of their home. Schemes need to be developed in the context of the whole geography of the area, not as small isolated proposals.

With high levels of car ownership and limited off street parking in some residential areas demand from residents for on-street parking can exceed the available on-street capacity. In these circumstances a residential parking scheme intended to deter non-resident parking would not generally be suitable.

There are residents parking schemes in six towns in Cornwall (St Ives, Truro, Newquay, Portwrinkle, Launceston and Kingsand/Cawsand). These have been introduced gradually since 2008 as part of strategic parking reviews, with schemes developed in response to parking issues including pressure caused by commuters (e.g. Truro) and visitors (e.g. St Ives), identified by local communities and members.

Lessons learnt from previous schemes

Lessons learnt from introducing previous schemes is that developing residents' parking schemes is a lengthy and expensive process which often delivers a scheme that does not satisfy all users of the area (mainly due to costs of, and terms and conditions on, permits).

Residents often start with unrealistic expectations of what solution a scheme can deliver and intensive communication is required with both those requesting the scheme and others who may be affected by the impacts of such a scheme to clearly explain the implications and terms and conditions that will apply.

Whilst schemes can be very effective at removing non-residential long stay parking from a specific area, the resultant scheme can be intensive and expensive to operate, due to the need to identify and accommodate the wide range of users who are eligible to park. The schemes can result in extensive lengths of empty roads with residents choosing not to park on street. Displacement parking to areas not within the zone can also occur, even when a strategic scheme has been developed. Permit income does not always cover the cost of implementing and operating a residents' parking scheme.

In addition to the schemes that have been introduced, many others have been investigated and consulted upon, costing both time and finances, but resulting in a lack of consensus on a solution to the parking problem. A town parking review that commenced in 2016 explored introducing residents parking in Bude, Wadebridge, Newquay, Truro, Falmouth & Penryn, St Ives and Penzance but failed to reach consensus on suitable schemes in all of the towns except Truro and St Ives.

Permits for residents in car parks

A new scheme to allow residents of Cornwall to purchase a season ticket for the majority of long stay car parks with a 50% discount of the advertised price will be introduced in April 2024. This measure provides an alternative solution for those without their own off-street parking and can help reduce pressure on on-street parking.

Residents' Parking Policy

The following policy position is based upon the Traffic Management Parking Policy Statement (2016) and Cornwall Transport Plan (2022) but adds further detail around how requests will be managed.

Residents' parking schemes are often controversial and rarely resolve all the parking problems in an area. They are also expensive to implement and run. Therefore we will seek alternative solutions to the issues and only consider new or extended residents' parking schemes where:

- There is evidence of local support for the scheme from residents and councillors
- There is evidence of traffic management issues that a scheme will resolve
- Potential funding sources are identified

- The scheme supports the transport strategy for the area
- The scheme is strategic in nature and will not result in displacement parking (introducing small scale schemes often push the non-resident parking into adjacent streets)
- The scheme is enforceable (enforcement of remote schemes not on existing enforcement routes may not be feasible)

Residents' parking zones (RPZs) can achieve a reduction of pressure on on-street parking within an area, however, consideration should be given to a number of implications:

- It does not guarantee a parking space for everyone and in areas where the issue of parking is caused by the sheer volume of residents' vehicles it may not increase the opportunity to park.
- Where the number of resident vehicles is anticipated to exceed the available space on road, the use of off-street car parks overnight may be considered as an alternative where appropriate.
- To prevent commuter parking migrating to neighbouring residential areas, Cornwall Council will not consider residents' parking on a piecemeal approach;
- To reduce the volume of vehicles parked on street, a limit in the number of permits available per household will be introduced as part of any scheme;
- Permits are non-transferrable to prevent them being used by non-residents
- The permit schemes will be paperless for most users with enforcement being conducted by Number Plate Recognition technology.

Terms and Conditions

Provisions are made within residents' parking schemes for visitors, carers, blue badge holders, local businesses, motorcyclists, hotel and B&B providers. Details on who is eligible for a residents parking permit and how to apply for one are set out on our [Resident Parking Permit](#) web pages.

New requests for Residents Parking Schemes

In order to effectively manage future requests for new or extended residents parking schemes the following application process should be followed:

1. Locality wide scheme request made to Highway Network Manager with:
 - a. Explanation of traffic management reasons
 - b. Evidence of local support from residents, such as a petition or local survey, based on understanding of terms and conditions
 - c. Support of local and adjacent Cornwall Councillors
 - d. Indication of how scheme would be funded
 - e. Justification that it will not displace parking to neighbouring streets

- f. Evidence that residents understand the terms and conditions of resident's parking schemes, and limitations related to these, e.g. through copies of community surveys, correspondence etc.
2. Highways Network Manager in consultation with Transport Planning and Strategy team and Parking Services to undertake an initial assessment of feasibility and viability of scheme taking into account criteria set out in the Cornwall Transport Plan and any local strategy or place shaping proposals. Should the scheme be considered to be in accordance with policy and feasible, funding for further phases of feasibility and pre-consultation must also be identified at this stage.
 3. Mandatory Pre-consultation exercise to be undertaken by Cormac Ltd to identify if there is a majority support for the scheme from residents (at least 30% response rate with over 55% in support) in full light of the limitations, terms and conditions of a RPZ, costs and area affected.
 4. Should sufficient support be demonstrated at pre-consultation, Cormac to produce draft designs in association with stakeholders and provide fee and works costs. Further assessment will be made to ensure income from permits will cover cost of delivering and running scheme or alternative source of funding is available to cover capital costs.
 5. Proposed scheme approved or declined by Service Director for Environment and Connectivity in consultation with Portfolio Holder.
 6. If all gateways above passed, final scheme will undergo a Traffic Regulation Order (TRO) public consultation prior to delivery.

Funding

Local Transport Plan

There is no funding allocated in Local Transport Plan (LTP) programmes for Residents' Parking Schemes. However, nominations can be made when funding programmes are being developed. They will be assessed against the LTP criteria (see page 90 of the [Cornwall Transport Plan](#)) and will be prioritised against other nominations. It should be noted however that schemes that focus solely on provision for private vehicles will not be scored favourably in line with our modal hierarchy.

Community Area Partnerships (CAP) Highways schemes

Residents' Parking schemes (and feasibility studies for RPZ) will no longer be eligible for CAP Highways funding due to the need for these schemes to be considered on a strategic rather than local basis. These schemes are often complex in nature, cost more than the available CAP budget and can result in delay in the delivery of the CAP Highways scheme programme.

Permit prices

Pricing for RPZ permits will be reviewed periodically and increased in line with RPI.

Report to Saltash Town Council

Healthcare Action Group

The Action Group met on 17 January, and is due to meet again at the end of February. We are grateful that the Town Council continues to give unfailing support to our meetings and work. This includes the creation of a display about the "Patients First" Vision in the Library, and the expectation that we may organise some events there in the coming months.

Implementing the Vision nevertheless continues to be greatly hindered by organisational changes at the Cornwall Integrated Care Board (which finances NHS services). These have not been finalised despite being months overdue. Dr Sant helps when he can, but we have no-one to replace him. One thing he has told us is that the underspend in the NHS dental services budget will not now be available to fund the creative initiative for the town that we have had in mind - but we will pursue this for the next financial year. The ICB seems to be sitting back and doing nothing about the scandalous lack of provision for dental health. This is a leadership void.

Lack of local NHS leadership in Cornwall Partnership Trust also continues to add to this blight, and attendance of NHS representatives at the Action Group has, not surprisingly, fallen off significantly. In addition, the Mayor reported at the last meeting that he has not received a satisfactory response to the letters he wrote at the end of 2023 to

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

If there is no progress soon, the Action Group decided that we will have to call a public meeting, and seek publicity about the local NHS failures. It adds insult to injury that we hear reports of

- the success of the Bodmin Community Diagnostics Centre in meeting massive demand for locally convenient services for patients (!), and additional multi-use clinical facilities are to open soon,
- the start of new builds at St Austell (to provide elective surgery, £15m) and at Camborne (for stroke rehabilitation), and
- modernisation of X-Ray and scanning at Penzance

On the positive side, the Action Group heard that progress is being made by local people on the plans to redevelop Saltash Health Centre: and also that multi-disciplinary teamwork is now well established in dealing with patients with the most complex needs, inc hospital discharges.

George Muirhead
Peter Thistlethwaite

PPG Chairs

22 January 2023

My apologies for not able to attend this meeting.

I would be obliged if my question could be put to the committee 1st February 2024 on my behalf as follows.

Question

I put forward to this committee on 2nd February 2023 a question regarding vehicle parking and safety concerns of the pedestrians and motorist of Saltash.

The reply was :-

“The Town Clerk informed Members of a recent response and offer from the Cornwall Council Community and Civil Parking Enforcement Assistant Manager to meet in Saltash to discuss any issues with an area visit.

It was proposed by Councillor Brady, seconded by Councillor Peggs and RESOLVED:

- 1. To invite Cornwall Council Community and Civil Parking Enforcement Assistant Manager to Saltash to discuss parking issues with an area visit;*
- 2. To report various parking issues to the Police at the next Safer Saltash meeting, reporting back at a future Full Town Council meeting;*
- 3. To inform Mr. Simmons of the Town Council’s resolution and request the areas of concern.*

During February 2023 I forwarded areas of concerns.

1st of March 2023 I received an email from Ricky Lumley who said:-

“I am currently in the process of collating any parking responses received from residents that I believe Sinead has described to you. If pictures, comments and map locations can be provided with any other response it allows me to collate as much data as possible for submission.”

Since March 2023 I have contacted Cornwall County Community and Civil Parking Enforcement each on three separate occasions and the police through their web site on two separate occasions all regarding cars and vans parking on the pavement on the junction of Brunel Road and Gilston Road opposite the garage on Lidl’s side and further down Brunel Road just pass the Lidl’s entrance/exit. To date, the same cars and vans still park on the pavement so what is the point of reporting such concerns?

Problems are but not limited to are:-

- Vehicles causing a hazard to pedestrians especially those with prams and scooters.
- Pedestrians having to walk into the road just to get past the parked vehicles.
- Reduced visibility for pedestrians who cross the road at the junction.
- Reduced visibility for motorist for those that exit Lidl's car park.
- Reduced visibility for motorist approaching the junction.

Despite all the meetings Saltash councillors have had with the Police, Cornwall County Community and Civil Parking Enforcement and Safer Saltash:-

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?

I don't see any positive results this past year, I only see that the parking is getting worse and Saltash is becoming less safe as a result.

I hope that Saltash Town Council take this matter very seriously and conduct themselves robustly by addressing this growing issue with the relevant authorities and achieve positive results.

Thank you.

David Simons

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.

| <u>Date Received</u> | <u>Public Questions to the Town Council</u> | <u>Submitted By</u> |
|----------------------|--|---------------------|
| 28.01.24 | <ol style="list-style-type: none">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 |

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 11th January 2024 at 7.00 pm

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

ALSO PRESENT: Reverend T Parkman, H Frank (Cornwall Council), M Worth (Cornwall Council) and P Ryland (Chairman Town Team), S Burrows (Town Clerk) and D Joyce (Administration Officer).

APOLOGIES: R Bickford (Chairman), J Brady, J Foster, S Lennox-Boyd, L Mortimore, B Samuels, P Samuels and D Yates.

285/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

286/23/24 PRAYERS.

Reverend Tim Parkman led prayers.

287/23/24 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.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** to approve Councillors Bullock and Dent dispensation requests (as attached) relating to agenda item 20 due to the business would be so great as to impede the transaction of the business.

288/23/24 CHAIRMAN'S REPORT.

It was **RESOLVED** to note.

289/23/24 MONTHLY CRIME FIGURES.

It was **RESOLVED** to note.

290/23/24 REPORT BY COMMUNITY ENTERPRISES PL12.

It was **RESOLVED** to note.

291/23/24 COMMUNITY AREA PARTNERSHIPS (CAP'S) REPORT FOR NOTING OR MATTERS ARISING.

It was **RESOLVED** to note.

292/23/24 COMMUNITY AREA PARTNERSHIPS (CAP'S) ACTION POINTS FOR REPORTS.

Cornwall Councillor Frank informed Members that Town and Parish Councils have been given an opportunity to raise issues of wider relevance to the CAP.

It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** for the Chairman and Deputy Chairman to prepare the CAP update report for Saltash with assistance from Councillor Gillies for the climate change section, reporting back at the 1st February 2024 Full Town Council meeting. Members are asked to email their comments to the Chairman.

293/23/24 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.

The Chairman provided a verbal update following a recently held Safer Saltash meeting.

It was **RESOLVED** to note.

294/23/24 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.

Due to the Saltash Chamber of Commerce meeting being postponed to 29th January 2024, there was nothing to report at this evenings meeting.

295/23/24 TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP.

Nothing to report.

296/23/24 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.

Cornwall Councillor Worth provided a verbal report.

Councillor Worth updated Members on traffic congestion being reported at Carkeel roundabout. Enquiries have been made to engineers to investigate why the slowing of traffic was being experienced. Councillor Worth confirmed issues were due to the weight of traffic (Christmas period) and not due to traffic light changes. The area is continuing to be monitored and further traffic congestions are to be reported. A site meeting will be arranged with Cornwall Council, a rep from Saltash Town Council and engineers should problems continue to be experienced.

Councillor Worth informed Members that Cornwall Council budgets are to be scrutinised next week with areas under financial pressure to be discussed. These areas include children services, home to school transport and temporary accommodation costs and availability.

It was **RESOLVED** to note.

297/23/24 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS.

The Chairman referred to the letter sent to the NHS Chief Executive regarding a meeting date to discuss current operational matters and local leadership as set out in the Health Care Groups Action Plan as well as the strategic vision.

The Chairman informed Members that the Healthcare Action Group now have a stall at the Saltash Library Hub promoting the Action Plan and Mission, seeking residents views.

The Chairman confirmed that the Health Care Action Group will be joining the Meet Your Councillor Session on 13th January to engage with the community.

It was **RESOLVED** to note.

298/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

299/23/24 **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

300/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 7TH DECEMBER 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 Dent, seconded by Councillor Griffiths and **RESOLVED** that the minutes of the Full Town Council Meeting held on 7th December 2023 were confirmed as a true and correct record.

301/23/24 **FINANCE:**

a. To advise the receipts for November 2023;

It was **RESOLVED** to note.

b. To advise the payments for November 2023;

It was **RESOLVED** to note.

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

None.

d. To note that bank reconciliations up to 30th November 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 Councils Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

302/23/24 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

- a. Services held on 14th December 2023;

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

- b. Planning and Licensing held on 19th December 2023;

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

- c. Policy and Finance held on 9th January 2024;

133/23/24 TO RECEIVE AND CONSIDER THE FOLLOWING COMMITTEES RECOMMENDATIONS AND CONSIDER ANY ACTIONS:

- a. Policy and Finance held on 14th March 2023.

It was proposed by Councillor Miller, seconded by Councillor Bullock and resolved to **RECOMMEND** the Public Loudspeaker Policy subject to further amendments (as attached) to Full Council to be held on 11th January 2024.

- b. Planning and Licensing held on 19th September 2023.

It was proposed by Councillor B Samuels, seconded by Councillor Brady and resolved to **RECOMMEND** the amendments to the Planning - A Guide for Councillors (as attached) to Full Council to be held on 11th January 2024.

- c. Burial Authority held on 25th September 2023.

It was proposed by Councillor Dent, seconded by Councillor Miller and resolved to **RECOMMEND** the amendments to the Cemetery Management Policy and Regulations (as attached) to Full Council to be held on 11th January 2024.

Members agreed to take the above recommendations en-bloc.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to note the minutes and approve the above recommendations.

140/23/24 TO RECEIVE AN AMENDMENT TO THE TOWN COUNCIL SEALS AND LOGO POLICY AND CONSIDER ANY ACTIONS.

It was proposed by Councillor Miller, seconded by Councillor B Samuels and resolved to **RECOMMEND** the amendments to the Town Council Seals and Logo Policy (as attached) to Full Council to be held on 11th January 2024.

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

303/23/24 TO RECEIVE A REPORT ON THE TRUSTEES OF SALTASH HERITAGE REQUEST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

Members discussed the report in length.

Members considered reviewing the current Lease and agreed the importance of keeping the Lease in its current format with no changes required.

It was proposed by Councillor Griffiths, seconded by Councillor Gillies and **RESOLVED** to:

1. Approve further delegated authority to the Town Clerk to work with Anthony Earl of Earl and Crocker Solicitors, to review options regarding the potential conversion of The Trustees of Saltash Heritage currently unincorporated body to a CIO, reporting back at a future Full Town Council meeting as required;
2. Agree that the current Lease remains status quo due to there being no good reason to make any changes at this time.

304/23/24 TO RECEIVE A REPORT ON THE TOWN COUNCIL SCHEDULE OF MEETINGS FOR THE YEAR 2024/25 AND CONSIDER ANY ACTIONS.

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

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and resolved to **RECOMMEND** approval of the Schedule of Meetings for the year 2024/25 to the Annual Meeting of Saltash Town Council to be held on Thursday 2nd May 2024.

305/23/24 TO CONSIDER TOWN COUNCIL ATTENDANCE AT TOWN EVENTS HELD IN 2024 AND ANY ASSOCIATED EXPENDITURE.

Members considered attendance at Saltash town events in 2024 on the proposed dates provided within the circulated report.

It was proposed by Councillor Griffiths, seconded by Councillor Gillies and **RESOLVED** to approve a Town Council stall at May Fair, Regatta 13th July only and Saltash Christmas Festival, subject to a rota being in place prior to the events, at no cost to the Town Council and combined with Meet Your Councillor sessions on Fore Street.

306/23/24 TO RECEIVE TOWN TEAM NOTES HELD 8TH JANUARY 2024 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and discussed the proposal put forward from Town Team and contained within the circulated report.

The Town Clerk confirmed there is capacity within the administration department to support the request.

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

1. Note the Town Team notes and supporting report;
2. Approve, in principle, the concept of a ring-fenced portion of the S106 available funds to deliver the next stage of the Town Vitality project;
3. Provide a note-taker for Town Team bi-monthly meetings at a cost to the Town Council.

307/23/24 TO RECEIVE AN UPDATE ON THE TOWN VITALITY PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

308/23/24 TO RECEIVE AN UPDATE ON THE COMMUNITY LEVELLING UP PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

309/23/24 TO RECEIVE A REPORT ON D-DAY 80 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed various ideas for commemorating D-Day 80.

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

1. Create a Working Group comprising of Councillors Martin, Peggs, Bullock, Dent and Cornwall Councillor Frank, subject to confirmation of any Member who may wish to join who are not present this evening;
2. The Working Group are to consider how Saltash Town Council will commemorate D-Day 80 in Saltash reporting back at a Full Town Council meeting.

310/23/24 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 13TH JANUARY 2024 OUTSIDE BLOOM HEARING, FORE STREET.

- a. The next scheduled meeting date Saturday 13th January 2024 outside Bloom Hearing, Fore Street.

It was proposed by Councillor Griffiths, seconded by Councillor Martin and **RESOLVED** for Councillors Lennox-Boyd, Griffiths, Gillies and Bullock to attend in partnership with Saltash Healthcare Action Group.

311/23/24 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.

312/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

313/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

314/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

315/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

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

1. Meet Your Councillors in partnership with Healthcare Action Group;
2. Healthcare Action Group stall at the Saltash Library Hub.

316/23/24 DATE OF NEXT MEETING: 1ST FEBRUARY 2024 AT 7:00 P.M.

Thursday 1st February 2024 at 7.00pm

317/23/24 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 1 February 2024 at 7.00 pm

Rising at: 8.21 pm

Signed: _____
Chairman

Dated: _____

Agenda Item 18a

Bank Receipts

Saltash Town Council

For the period 1 December 2023 to 31 December 2023

| Contact | Description | Net | VAT | Gross |
|------------------------------|---|---------------------|-----------------|---------------------|
| Barclays | Interest Received | £ 0.92 | £ - | £ 0.92 |
| Churchtown Cemetery | Interments | £ 2,433.00 | £ - | £ 2,433.00 |
| Cornwall Council | Transfer to cover Expenditure | £ 150,000.00 | £ - | £ 150,000.00 |
| Daily Moorings | Fee income | £ 800.00 | £ 160.00 | £ 960.00 |
| Fairmead Allotments | Allotment rent income 01/01/2024 - 31/03/2024 | £ 11.25 | £ - | £ 11.25 |
| Guildhall Income | Various Bookings | £ 174.90 | £ - | £ 174.90 |
| Guildhall Income | Refreshment Income | £ 46.87 | £ 9.33 | £ 56.20 |
| Isambard House | Various Bookings | £ 50.00 | £ 10.00 | £ 60.00 |
| Library Income | Membership card Fees | £ 3.34 | £ 0.66 | £ 4.00 |
| Library Income | Photocopying Fees income | £ 112.22 | £ 22.44 | £ 134.66 |
| Maurice Huggins | Various Bookings | £ 82.50 | £ - | £ 82.50 |
| Memorial Bench Income | Rose Bush for Memorial Garden | £ 83.33 | £ 16.67 | £ 100.00 |
| Mr G Lee | Permission to place a rose bush and memorial plaque at Churchtown Cemetery in the Memorial Garden | £ 83.33 | £ 16.67 | £ 100.00 |
| Murder Mystery Night | 2 Murder Mystery Tickets | £ 23.33 | £ 4.67 | £ 28.00 |
| Nationwide Bank Account | Transfer to cover future Expenditure | £ 125,000.00 | £ - | £ 125,000.00 |
| Public Sector Deposit | Interest Received | £ 2,162.87 | £ - | £ 2,162.87 |
| Saltash Bowling Club | Longstone - Bowling Club Water Charges | £ 35.42 | £ 3.83 | £ 39.25 |
| Saltash Old Cornwall Society | Remaining money from underspent Community Chest Grant 18/23/24 | £ 20.01 | £ - | £ 20.01 |
| Scary Little Girls | 30% of Door Sales from Game On! Event 17th November 2023 at Saltash Library | £ 64.54 | £ 12.91 | £ 77.45 |
| Seagull Bags | Seagull Bags Income | £ 13.32 | £ 2.68 | £ 16.00 |
| St Stephen Parish | Interments | £ 335.00 | £ - | £ 335.00 |
| Grand Total | | £ 281,536.15 | £ 259.86 | £ 281,796.01 |

Agenda Item 18b

Bank Payments

Saltash Town Council

For the period 1 December 2023 to 31 December 2023

| Contact | Description | Net | VAT | Gross |
|--|---|--------------|------------|--------------|
| A&M Security | Maintenance - CCTV at Library | £ 298.57 | £ 59.71 | £ 358.28 |
| All Seasons Window Cleaning | Station Window Cleaning - November 2023 | £ 35.00 | £ - | £ 35.00 |
| Architecture By Studio Hive Limited | Saltash Waterside and Connectivity Project - November 2023 Payment | £ 9,373.71 | £ 1,874.74 | £ 11,248.45 |
| ATS Euromaster Ltd. | Vehicle Maintenance cost - Service Delivery | £ 130.94 | £ 26.19 | £ 157.13 |
| Barclays | Bank Charges | £ 11.56 | £ - | £ 11.56 |
| Barclays Active Saver | Transfer of Funds to Nationwide Account | £ 125,000.00 | £ - | £ 125,000.00 |
| Barron Surveying Services Ltd | Saltash Town Council RAAC Revised Report | £ 300.00 | £ 60.00 | £ 360.00 |
| Bond Timber | Maintenance Cost - Play Area At Ashton Way Play Park. | £ 28.80 | £ 5.76 | £ 34.56 |
| Bond Timber | Maintenance Materials - Town Notice Boards | £ 113.50 | £ 22.70 | £ 136.20 |
| Bond Timber | Purchase of trees for community tree Planting | £ 27.42 | £ 5.48 | £ 32.90 |
| BrightHR | Provisions of HR Software - December 2023 | £ 78.00 | £ 15.60 | £ 93.60 |
| Carlton Plastics (SW) Ltd | Building Materials To Repair Arson Damage At Longstone Park Public Toilets | £ 266.97 | £ 53.39 | £ 320.36 |
| Cleansing Service Group Ltd | Waterside Cabin - cleaning and disposal costs | £ 160.00 | £ - | £ 160.00 |
| Cornwall Association of Local Councils | Good Councillors Guide to Employment 2023 Version | £ 34.19 | £ - | £ 34.19 |
| Cornwall Association of Local Councils | Enforcement and Appeals Training Course - Assistant Town Clerk | £ 30.00 | £ 6.00 | £ 36.00 |
| Cornwall Council | Rent for Longstone Garage and Depot - December 2023 | £ 375.00 | £ - | £ 375.00 |
| Cornwall Council | Licence for access to Cornwall Council Online Learning Hub - Service Delivery | £ 35.00 | £ 7.00 | £ 42.00 |
| Cornwall Council | Insurance for Longstone Garage and Depot - December 2023 | £ 10.00 | £ - | £ 10.00 |
| Cornwall Council | Enhanced DBS Check for Library volunteer | £ 15.00 | £ 3.00 | £ 18.00 |
| Cornwall Council | License for access for the Assistant Town Clerk to the Cornwall Council online learning hub . | £ 35.00 | £ 7.00 | £ 42.00 |
| Cornwall Council | Licence re access to Cornwall Council Online Learning Hub - P&F | £ 35.00 | £ 7.00 | £ 42.00 |
| Cornwall Council | Enhanced DBS check for Service Delivery Manager | £ 53.00 | £ 3.00 | £ 56.00 |
| Cornwall Pensions | Pension Fund Payment - December 2023 | £ 17,200.83 | £ - | £ 17,200.83 |
| Credit Card Purchases (Amazon) | Gold Memorial Plaque for Memorial Rose Garden. | £ 24.31 | £ 4.87 | £ 29.18 |
| Credit Card Purchases (Amazon) | Portable, battery operated PA system for civic events and Town Council events. | £ 154.17 | £ 30.83 | £ 185.00 |
| Credit Card Purchases (Amazon) | Office & IT Equipment - P&F | £ 39.97 | £ 8.00 | £ 47.97 |
| Credit Card Purchases (Amazon) | Asset labels for Service Delivery equipment | £ 19.64 | £ 3.94 | £ 23.58 |
| Credit Card Purchases (Amazon) | Mobile Phone Costs - Service Delivery | £ 6.32 | £ 1.26 | £ 7.58 |
| Credit Card Purchases (Amazon) | IT & Office Costs - Isambard House | £ 33.41 | £ 6.70 | £ 40.11 |
| Credit Card Purchases (Amazon) | Stage lights for use at Isambard house | £ 66.64 | £ 13.34 | £ 79.98 |
| Credit Card Purchases (Amazon) | Office Equipment - Library | £ 158.25 | £ 31.65 | £ 189.90 |
| Credit Card Purchases (Amazon) | Office Costs - Library | £ 129.49 | £ 25.88 | £ 155.37 |
| Credit Card Purchases (Amazon) | Library Activities Cost | £ 45.22 | £ 9.06 | £ 54.28 |
| Credit Card Purchases (Amazon) | IT Costs - Longstone | £ 49.02 | £ 9.80 | £ 58.82 |
| Credit Card Purchases (DVLA) | Road fund license - 12 months - EA14 ZVZ - Saltash Town Council vehicle | £ 322.50 | £ - | £ 322.50 |
| Credit Card Purchases (Garden4Less) | Sandwich Winawood 3 Seater Wood Effect Garden Bench | £ 357.50 | £ 71.50 | £ 429.00 |
| Credit Card Purchases (HM Land Registry) | Document for Churchtown Cemetery land (Known as the Murderer's Plot) | £ 3.00 | £ - | £ 3.00 |
| Credit Card Purchases (Radio Solutions) | Walkie Talkies for Service Delivery | £ 216.66 | £ 43.33 | £ 259.99 |
| Credit Card Purchases (SPD) | Maintenance Cost - Notice Boards | £ 164.08 | £ 32.81 | £ 196.89 |
| Credit Card Purchases (V12 Footwear) | Clothing Cost - Service Delivery | £ 72.49 | £ - | £ 72.49 |
| Credit Card Purchases (Xero) | Monthly Xero Subscription | £ 30.00 | £ 6.00 | £ 36.00 |
| Dainton Group Services | Rent for Waterside Cabin and Effluent Tank | £ 332.13 | £ 66.43 | £ 398.56 |
| DB Autos Ltd | Maintenance Cost - Service Delivery Vehicle | £ 362.80 | £ 72.56 | £ 435.36 |
| DCB - Plant & Machinery Ltd | Supply of Tractor and Driver for Maintenance on at Pilmere Estate Hedges | £ 1,100.00 | £ 220.00 | £ 1,320.00 |
| Denmans | Replacement for Colour Changing Flood Light At The Cornish Cross Monument | £ 493.75 | £ 98.75 | £ 592.50 |
| Denmans | Electrical Parts To Install Temporary Electrical Supplies To Christmas Town Christmas Trees | £ 23.58 | £ 4.72 | £ 28.30 |

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| Denmans | New 2Kw Electric Panel Heater For Installation At Longstone Depot Office | £ 9.20 | £ 1.84 | £ 11.04 |
| Denmans | Electrical consumables for Service Delivery | £ 174.00 | £ 34.80 | £ 208.80 |
| Denmans | Maintenance Materials - Guildhall | £ 658.00 | £ 131.60 | £ 789.60 |
| Denmans | New Panel Lighting For Reception Office At Guild Hall. | £ 180.88 | £ 36.17 | £ 217.05 |
| Denmans | Electrical consumables for Service Delivery | £ 89.95 | £ 17.99 | £ 107.94 |
| Denmans | Electrical Timers - Brunel Bust and Guildhall | £ 124.69 | £ 24.94 | £ 149.63 |
| Denmans | Maintenance Materials - Street Lights | £ 45.50 | £ 9.10 | £ 54.60 |
| Denmans | Maintenance Materials - Christmas Lights | £ 31.75 | £ 6.35 | £ 38.10 |
| Denmans | Maintenance Materials - Guildhall | £ 23.31 | £ 4.66 | £ 27.97 |
| Denmans | Maintenance Materials - Longstone Depot | £ 37.37 | £ 7.48 | £ 44.85 |
| Denmans | Maintenance Materials - Service Delivery Tools | £ 12.28 | £ 2.46 | £ 14.74 |
| Denmans | Maintenance Materials - Longstone Depot | £ 4.35 | £ 0.87 | £ 5.22 |
| Denmans | Electrical Maintenance Materials - Longstone Depot | £ 7.95 | £ 1.59 | £ 9.54 |
| Denmans | Electrical Maintenance Materials -Cemetery Hut | £ 39.99 | £ 8.00 | £ 47.99 |
| Devon Contract Waste | 22/11/2023 Recycling Costs | £ 16.40 | £ 3.28 | £ 19.68 |
| Devon Contract Waste | 06/12/2023 Recycling Costs | £ 17.54 | £ 3.51 | £ 21.05 |
| Diverse Events | Staffing and signage costs for Remembrance day 2023 | £ 480.08 | £ - | £ 480.08 |
| DK Recruitment | Recruitment agency cost for appointment of Service Delivery General Assistant | £ 3,355.35 | £ 671.07 | £ 4,026.42 |
| Duchy Defibrillators | Annual Maintenance - Fore Street Defib Unit | £ 190.00 | £ 38.00 | £ 228.00 |
| EE | Staff mobiles and Pontoon broadband charges | £ 130.96 | £ 26.19 | £ 157.15 |
| Efficient Comms Ltd | Telephone Call and Service Charges - November 2023 | £ 228.84 | £ 45.77 | £ 274.61 |
| EON | Electricity Charges - 1st Oct 2023 - 30th Oct 2023 | £ 198.60 | £ 9.93 | £ 208.53 |
| EON | Electricity Charges - 1st November 2023 - 30th November 2023 | £ 183.37 | £ 9.17 | £ 192.54 |
| Glendale Grounds Management Ltd | Churchtown Cemetery - Hedge Reduction Works And Dead Elm Tree Removal Works. | £ 1,024.50 | £ 204.90 | £ 1,229.40 |
| HMRC | PAYE payment - December 2023 | £ 22,202.32 | £ - | £ 22,202.32 |
| HR Support Consultancy | HR Services for work carried out during the month of November 2023 | £ 682.50 | £ 136.50 | £ 819.00 |
| Hygiene 2 Health Ltd | Health and Safety Audit completed by Lee Mc Dowell | £ 631.80 | £ 126.36 | £ 758.16 |
| Hygiene 2 Health Ltd | COSHH Online E-learning Training Course - 2 x Service Delivery Staff | £ 35.00 | £ 7.00 | £ 42.00 |
| Hygiene 2 Health Ltd | Manual Handling E-Learning Online Course - 2 x Service Delivery Staff | £ 35.00 | £ 7.00 | £ 42.00 |
| Institute of Cemetery & Crematorium | Cemetery Management and Compliance - Online training Course for Service Delivery Manager | £ 140.00 | £ 28.00 | £ 168.00 |
| Institute of Cemetery & Crematorium | Cemetery Management and Compliance - Online training course for Service Delivery General Assistant | £ 140.00 | £ 28.00 | £ 168.00 |
| James Hallam Council Guard | Pontoon Insurance Premium 14/12/2023 - 13/12/2024 | £ 2,159.44 | £ - | £ 2,159.44 |
| Laser - Cemetery | Electricity Charges - 01/06/2023 to 31/08/2023 | £ 66.22 | £ 3.31 | £ 69.53 |
| Laser - Christmas Light supply Point 3 | Electricity Charges - 01/06/2023 to 31/08/2023 | £ 66.26 | £ 3.31 | £ 69.57 |
| Laser - Guildhall Gas | Gas Charges - 31/07/2023 to 31/08/2023 | £ 130.06 | £ 6.50 | £ 136.56 |
| Laser - Guildhall Gas | Gas Charges - 31/08/2023 to 30/09/2023 | £ 121.20 | £ 6.06 | £ 127.26 |
| Laser - Library Electric | Electricity Charges - 01/06/2023 to 31/08/2023 | £ 826.57 | £ 41.33 | £ 867.90 |
| Laser - Library Gas | Gas Charges - 31/03/2023 to 30/04/2023 | £ 625.17 | £ 125.03 | £ 750.20 |
| Laser - Library Gas | Gas Charges - 30/04/2023 to 31/05/2023 | £ 189.12 | £ 9.46 | £ 198.58 |
| Laser - Library Gas | Gas Charges - 31/05/2023 to 30/06/2023 | £ 259.88 | £ 12.99 | £ 272.87 |
| Laser - Library Gas | Gas Charges - 30/06/2023 to 31/07/2023 | £ 159.47 | £ 7.97 | £ 167.44 |
| Laser - Library Gas | Gas Charges - 31/07/2023 to 31/08/2023 | £ 153.75 | £ 7.69 | £ 161.44 |
| Laser - Library Gas | Gas Charges - 31/08/2023 to 30/09/2023 | £ 194.84 | £ 9.74 | £ 204.58 |
| Laser - Library Gas | Gas Charges - 30/09/2023 to 31/10/2023 | £ 310.83 | £ 15.54 | £ 326.37 |
| Laser - Longstone Park Depo | Electricity Charges - 01/06/2023 to 31/08/2023 | £ 240.99 | £ 12.05 | £ 253.04 |
| Laser - Station Gas | Gas Charges - 31/07/2023 to 31/08/2023 | £ 20.77 | £ 1.04 | £ 21.81 |
| Laser - Station Gas | Gas Charges - 31/08/2023 to 30/09/2023 | £ 24.96 | £ 1.25 | £ 26.21 |
| Laser - Station Gas | Gas Charges - 30/09/2023 to 31/10/2023 | £ 30.84 | £ 1.54 | £ 32.38 |
| Laser - Unmetered | Electricity Charges - 01/10/23 to 31/10/23 | £ 20.85 | £ 1.04 | £ 21.89 |
| Laser- Belle Vue Toilets | Electricity Charges - 01/03/2023 to 31/05/2023 | £ 79.66 | £ 3.98 | £ 83.64 |
| Laser- Belle Vue Toilets | Electricity Charges - 01/06/2023 to 31/08/2023 | £ 77.68 | £ 3.88 | £ 81.56 |
| Laser -Guildhall Electric | Electricity Charges - 01/06/2023 to 31/08/2023 | £ 1,018.84 | £ 203.77 | £ 1,222.61 |
| Laser- Haldol Pillar Park light | Electricity Charges - 01/06/2023 to 31/08/2023 | £ 57.02 | £ 2.85 | £ 59.87 |
| Livewire Youth Music Project | Instalment payment for delivery of youth work in Saltash | £ 9,979.34 | £ - | £ 9,979.34 |
| Mel Richardson Consultancy | Consultant to submit Community Infrastructure Levy Fund formal application to CC consideration, gather evidence in line with the criteria for play park working group. | £ 5,000.00 | £ - | £ 5,000.00 |
| Mike Pitches | Photography for Remembrance day service 2023 Sun 12th Nov 2023. | £ 110.00 | £ - | £ 110.00 |
| Mr W & Mrs LD Kennington | Travel Expenses for HLS book delivery/collection | £ 81.90 | £ - | £ 81.90 |
| National Association of Local Councils | Social media training for Local Councils on 28 February 2024 | £ 43.37 | £ 8.67 | £ 52.04 |
| Opayo (previously Sage) | Card machine charges | £ 13.00 | £ 2.60 | £ 15.60 |
| Opayo (previously Sage) | Card machine charges | £ 58.54 | £ - | £ 58.54 |
| Print Copy Scan Ltd | Prints for Photocopiers 27/10/2023 to 30/11/2023 | £ 93.70 | £ 18.74 | £ 112.44 |
| Rach Richardson | Library Activities Cost | £ 96.00 | £ - | £ 96.00 |
| Radland Haulage | Crane Hire to install Christmas trees at Victoria Gardens and Waterside | £ 250.00 | £ 50.00 | £ 300.00 |
| Roadware Ltd | New Grit Bin for Church Road / Castlemead Drive Grit | £ 95.95 | £ 19.19 | £ 115.14 |
| Robert Mcneil | Tree Maintenance Cost - Honeysuckle Close | £ 250.00 | £ - | £ 250.00 |

| | | | | |
|---|---|-------------|----------|-------------|
| Robert Mcneil | Tree Maintenance Cost - St Stephens Churchyard | £ 250.00 | £ - | £ 250.00 |
| Robert Mcneil | Tree Maintenance Cost - Pillmere Meadow. | £ 250.00 | £ - | £ 250.00 |
| Rosevale Accountants | Monthly payroll and absence management - November 2023 | £ 553.50 | £ 110.70 | £ 664.20 |
| Rosevale Accountants | Professional Fees - Week Commencing -13th November 2023 | £ 116.00 | £ 23.20 | £ 139.20 |
| Rosevale Accountants | Professional Services - Week Commencing - 6th November 2023 | £ 348.00 | £ 69.60 | £ 417.60 |
| Rosevale Accountants | Professional Fees - Week Commencing - 20th November 2023 | £ 43.50 | £ 8.70 | £ 52.20 |
| Saltash & District Observer | Town Messenger - October 2023 | £ 330.00 | £ - | £ 330.00 |
| Saltash Chamber of Commerce (SALTASHC) | Festival Fund grant for National awards program - minute number 88/23/24 for Christmas Festival in Saltash | £ 1,500.00 | £ - | £ 1,500.00 |
| Saltash Town Band | Town band fee for playing at Remembrance 2023 on 12 November 2023. | £ 300.00 | £ - | £ 300.00 |
| Saltash Window Cleaning | Cleaning of Saltash Council Office November 2023 and December 2023 | £ 90.00 | £ - | £ 90.00 |
| Saltash Youth Network | Award of Precept Funding to be distributed to Saltash and district Youth Groups | £ 4,000.00 | £ - | £ 4,000.00 |
| Security Management South West Ltd | Keyholding Response charge for Longstone Depot on 07/12/2023 | £ 45.00 | £ 9.00 | £ 54.00 |
| SLCC Enterprises Ltd | Operation London Bridge (death of King Charles) online training - Administration Officer | £ 35.00 | £ 7.00 | £ 42.00 |
| SOS Consultancy | Mobile Device Management Subscription for 8 Town Council owned devices for a three year subscription and Set up | £ 840.00 | £ 168.00 | £ 1,008.00 |
| SOS Consultancy | Monthly ICT Support and Maintenance Services | £ 1,260.86 | £ 252.18 | £ 1,513.04 |
| South West Hygiene | Sanitary unit rental - Alexandra Square Toilet | £ 138.53 | £ 27.70 | £ 166.23 |
| South West Hygiene | Sanitary unit rental - Waterside Public Toilet | £ 218.75 | £ 43.75 | £ 262.50 |
| South West Hygiene | Sanitary unit rental - Belle Vue Car Park Toilets | £ 218.75 | £ 43.75 | £ 262.50 |
| South West Hygiene | Sanitary unit rental - Longstone Park Public Toilets | £ 205.90 | £ 41.18 | £ 247.08 |
| South West Water - | Water and Sewerage Charges - 04/10/2023 to 02-11-2023 | £ 28.32 | £ - | £ 28.32 |
| South West Water - | Water and Sewerage Charges -03/11/2023 to 05-12-2023 | £ 34.88 | £ - | £ 34.88 |
| South West Water - Longstone Depot - Connection to Bowling Green | Water and Sewerage Charges 03/11/2023 -05/12/2023 | £ 24.23 | £ 2.06 | £ 26.29 |
| South West Water - Longstone Toilets - Connection to Bowling Pavilion | Water and Sewerage Charges 03/11/2023 - 05/12/2023 | £ 24.23 | £ 2.06 | £ 26.29 |
| South West Water - Maurice Huggins Room | Water and Sewerage Charges 04/10/2023 - 02/11/2023 | £ 13.00 | £ 1.05 | £ 14.05 |
| South West Water - Maurice Huggins Room | Water and Sewerage Charges 03/11/2023 - 05/12/2023 | £ 18.91 | £ 1.66 | £ 20.57 |
| Spot-On-Supplies | Cleaning supplies - Guildhall and Public Toilets | £ 84.93 | £ 16.99 | £ 101.92 |
| Spot-On-Supplies | New Changing Station - Longstone Depot Public Toilets | £ 218.74 | £ 43.75 | £ 262.49 |
| Spot-On-Supplies | Cleaning supplies - Guildhall | £ 190.60 | £ 38.12 | £ 228.72 |
| Spot-On-Supplies | Cleaning supplies - Guildhall and Public Toilets | £ 99.71 | £ 19.94 | £ 119.65 |
| Spot-On-Supplies | Cleaning supplies - Guildhall | £ 2.74 | £ 0.55 | £ 3.29 |
| Spot-On-Supplies | Cleaning supplies - Library | £ 5.48 | £ 1.10 | £ 6.58 |
| Spot-On-Supplies | Cleaning supplies - Guildhall, Library, Longstone and Public Toilets | £ 256.14 | £ 51.23 | £ 307.37 |
| Spot-On-Supplies | Cleaning supplies - Public Toilets | £ 46.74 | £ 9.35 | £ 56.09 |
| Staff Expenses | Expense claim - Community Hub team Leader (Library Activities Cost) | £ 17.15 | £ 1.84 | £ 18.99 |
| Staff Expenses | Mileage for Assistant Service Delivery Manager - November 2023 | £ 140.20 | £ - | £ 140.20 |
| Staff Expenses | Expense claim - Flu jab | £ 12.00 | £ - | £ 12.00 |
| Staff Expenses | Expense claim - Community Hub team Leader (Library Activities Cost) | £ 59.40 | £ - | £ 59.40 |
| Staff Salaries | Staff Salaries | £ 54,422.89 | £ - | £ 54,422.89 |
| Sumup | Card machine charges | £ 0.51 | £ - | £ 0.51 |
| Tamar Landscapes | Landscaping Bark Chippings Supplies | £ 1,081.44 | £ 216.29 | £ 1,297.73 |
| Tartendown Nursery | Ground Maintenance Consumables For Stock And Preparation For Winter Bedding Planting | £ 368.56 | £ 73.71 | £ 442.27 |
| Tartendown Nursery | Winter Bedding Plants 2023 | £ 793.28 | £ 158.66 | £ 951.94 |
| Tartendown Nursery | Trees And Planting Consumables For SEA Saltash Community Volunteers Group To Plant New Tree At Ewell Woods Saltash | £ 295.00 | £ 59.00 | £ 354.00 |
| The Blondie Bar | Catering for line managers training on 17th November 2023 | £ 59.50 | £ - | £ 59.50 |
| Thirsty Work | Water Cooler Hire - September 2023 | £ 285.85 | £ 57.17 | £ 343.02 |
| Thirsty Work | Water Cooler Hire - October 2023 | £ 76.65 | £ 15.33 | £ 91.98 |
| Thirsty Work | Water Cooler Hire - November 2023 | £ 181.65 | £ 36.33 | £ 217.98 |
| Tool station | Grounds Maintenance Materials | £ 122.58 | £ 24.52 | £ 147.10 |
| Trade UK Account | Work Trousers For New Service Delivery General Assistant | £ 74.98 | £ 15.00 | £ 89.98 |
| Trade UK Account | Maintenance Materials - Festive Lights | £ 69.64 | £ 13.94 | £ 83.58 |
| Trade UK Account | Maintenance Materials - Longstone Depot | £ 84.98 | £ 16.99 | £ 101.97 |
| Trade UK Account | Maintenance Materials - Pontoon | £ 62.48 | £ 12.49 | £ 74.97 |
| Trade UK Account | Maintenance Materials - Festive Lights and Public toilets | £ 70.82 | £ 14.16 | £ 84.98 |
| Trade UK Account | New tap for installation at Alexandra Square Toilets | £ 59.95 | £ 11.99 | £ 71.94 |
| Trade UK Account | Tool Provisions and Health and Safety equipment - Service Delivery | £ 287.45 | £ 57.49 | £ 344.94 |
| Trade UK Account | Taps For Use At Belle Vue Toilets | £ 101.23 | £ 20.23 | £ 121.46 |
| Travis Perkins Trading Company Ltd | Consumable Items To Fit Baby Changing Unit To Wall Securely As Per British Standards And Manufactures Instructions. | £ 24.43 | £ 4.89 | £ 29.32 |
| Travis Perkins Trading Company Ltd | Plywood for Notice board maintenance | £ 31.35 | £ 6.27 | £ 37.62 |
| Travis Perkins Trading Company Ltd | Top up bags for Grit bins | £ 300.00 | £ 60.00 | £ 360.00 |

| | | | | |
|------------------------------|---|---------------------|-------------------|---------------------|
| Tudor Environmental | Grounds Maintenance Consumables | £ 256.75 | £ 51.35 | £ 308.10 |
| UK Fuels Ltd | Fuel for Town Council Service Delivery Vehicles | £ 95.09 | £ 19.02 | £ 114.11 |
| UK Identity Ltd | ID Badge for staff member | £ 4.80 | £ 0.70 | £ 5.50 |
| Viking Direct | Printer paper for Guildhall and Library | £ 96.12 | £ 19.22 | £ 115.34 |
| Viking Direct | Support Cushion for DSE assessment | £ 39.99 | £ 8.00 | £ 47.99 |
| Vincent Tractors Ltd | Service Delivery vehicle maintenance cost | £ 210.68 | £ 42.13 | £ 252.81 |
| Vincent Tractors Ltd | Fuel Mixture For End Of Year Cleaning of Service Delivery equipment | £ 121.26 | £ 24.25 | £ 145.51 |
| Westcountry Skip Hire | 08/11/2023 Disposal of Green Waste | £ 96.32 | £ 19.26 | £ 115.58 |
| Westcountry Skip Hire | 17/11/2023 Disposal of Skip Waste | £ 312.00 | £ 62.40 | £ 374.40 |
| Westcountry Skip Hire | 01/12/2023 Disposal of Green Waste | £ 49.28 | £ 9.86 | £ 59.14 |
| Westcountry Skip Hire | 14/12/2023 Disposal of Skip Waste | £ 312.00 | £ 62.40 | £ 374.40 |
| WesternWeb Ltd | Website Maintenance Cost | £ 15.00 | £ 3.00 | £ 18.00 |
| Wilf Dawes Tyres & Batteries | Puncture repair on Service Delivery Vehicle | £ 67.91 | £ 13.59 | £ 81.50 |
| Grand Total | | £ 284,443.73 | £ 7,334.16 | £ 291,777.89 |

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 16th January 2024 at 6.30 pm

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

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

APOLOGIES: J Foster, S Gillies, S Lennox-Boyd, S Martin, L Mortimore and D Yates.

110/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

111/23/24 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.

112/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

113/23/24 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON TUESDAY 19TH DECEMBER 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 Stoyel and **RESOLVED** that the minutes of the Planning and Licensing Committee held on Tuesday 19th December 2023 were confirmed as a true and correct record.

114/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

115/23/24 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:

PA23/07113

Mr Daniel Allwood Bloor Homes Exeter Limited – **Land At Phase 2A Treledan Broadmoor Farm Stoketon Saltash PL12 6PQ**

Reserved Matters application in relation to appearance, landscaping, layout and scale for the construction of a new residential development including affordable housing, public open space, landscape planting, pedestrian, cycle and vehicular links, a Neighbourhood Centre and associated infrastructure (details following outline consent PA14/02447 dated 13.10.2017).

Ward: Trematon

Date received: 02/01/24

Response date: 23/01/24

It was proposed by Councillor Dent, seconded by Councillor Brady and resolved to **RECOMMEND APPROVAL** and the Town Council to write to Highways England and Cornwall Council as follows:

- 1.The Town Council to write to Highways England and Cornwall Council concerning the road improvements to the supporting road networks and the timeframes involved with regard to the development.
- 2.The Town Council to write to Cornwall Council to request a breakdown of the S106 monies relating to the development and the timescales involved regarding the release of the funds.

PA23/09372

Mr D Stokes – **38 Albert Road Saltash PL12 4EB**

Retrospective in part for proposed in-ground plunge pool, garden and driveway alteration works, utility room extension, replacement and repaired windows and front door with various internal works.

Ward: Essa

Date received: 14/12/23

Response date: 17/01/24

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

PA23/09373

Mr D Stokes – **38 Albert Road Saltash PL12 4EB**

Listed Building Consent for retrospective in part for proposed in-ground plunge pool, garden and driveway alteration works, utility room extension, replacement and repaired windows and front door with various internal works.

Ward: Essa

Date received: 14/12/23

Response date: 17/01/24

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

116/23/24 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.

117/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

118/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

119/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

120/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 20 February 2024 at 6.30 pm

Rising at: 7.10 pm

Signed: _____
Chairman

Dated: _____

To receive an update on the Community Levelling Up Project and consider any actions and associated expenditure

Further to last month's update, Studio Hive together with the Working Group Members continue to work hard assessing the various transport options that are suitable for Saltash (hill gradients) to take part in the transport trial to be held on **Saturday 30th March 2024**.

We are working hard to secure the following modes of transport:

1. Silverline Cruises – Saltash to the Tamar River Sailing Club return;
2. Plymouth Boat Trips - Saltash to Royal William Yard return;
3. Red Bus to cover the wider area of Saltash to the Waterside return;
4. Tuk Tuk and Land Train to cover the inner area of Saltash to the Waterside return;
5. Beryl Bikes.

The cost of the transport is to be covered under the CLUP funding and will be free of charge to those who wish to use the transport on the day (Beryl Bikes yet to confirm their approval).

We hope everyone will join us on the day and takes time to complete the transport survey which will enable Studio Hive to complete the final Feasibility Report for Saltash.

Town and Cornwall Councillors support and help on the day is invaluable. Please let me know if you are available.

Please keep a watch on the Town Council social media, website and notice boards plus, the local newspapers and flyers through doors to fully understand what will be available on the day.

The project website is live at <https://www.saltash.gov.uk/consultations.php>

**End of Report
Town Clerk/RFO**

To receive a report on The Trustees of Saltash Heritage and consider any actions and associated expenditure

Full Town Council 11th January 2024

It was proposed by Councillor Griffiths, seconded by Councillor Gillies and **RESOLVED** to:

1. Approve further delegated authority to the Town Clerk to work with Anthony Earl of Earl and Crocker Solicitors, to review options regarding the potential conversion of The Trustees of Saltash Heritage currently unincorporated body to a CIO, reporting back at a future Full Town Council meeting as required;
2. Agree the current Lease remains status quo due to there being no good reason to make any changes at this time.

Earl and Crocker Solicitors

Received, signed and returned Earl and Crocker Solicitors Terms of Business for the matter; Charitable Incorporated Organisation (CIO) Conversion.

Earl and Crocker have confirmed that due to their being no exchange of money within the existing Saltash Town Council and Saltash Heritage Lease (i.e. payable rent) the CIO conversion has no impact to Saltash Town Council, meaning the process is straightforward.

Saltash Heritage Solicitors Coodes, confirmed it may be some time before they are in a position to assign the Lease to the new entity from their end given that no steps have been made to form the new charity incorporated company until they knew that Saltash Town Council were agreeable to allow them to assign the Lease.

Coodes are now forming the company and will let Earl and Crocker know when they are in a position to proceed.

**End of Report
Town Clerk/RFO**

P&F held on 9.01.24

143/23/24 TO RECEIVE REPORTS ON FUNDING AWARDED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

c. FF115 Saltash Regatta:

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

1. Note the uncertainty of future Regatta events and to offer support within the Town Council remit as and when required;
2. Further to that, Members identified that the Town Council Grants Policy level of funding per event may not be fit for purpose due to ongoing increase in cost and wish to review at the meeting of Full Council to be held on 1st February 2024 due to the organisation of up and coming events happening soon.

Grants Policy

RESPONSIBLE COMMITTEE: P&F

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

| Current Document Status | | | |
|--------------------------------|-----------------------|--------------------|-----------------|
| Version | 2023 | Approved by | ATM |
| Date | May 2023 | Date | 04.05.2023 |
| Responsible Officer | AJT | Minute no. | 65/23/24c(viii) |
| Next review date | Annual or as required | | |

| Version History | | | | | |
|------------------------|----------------|-----------------------|------------------------|-------------------|---|
| Date | Version | Author/ editor | Committee/ date | Minute no. | Notes |
| 01/2019 | 1 | AJT | FTC 07.02.2019 | 497/18/19d(i) | New policy – review one year. |
| 04/2021 | 1 | AJT | ATM 20.05.2021 | 46/21/22c(vi) | Review for reapproval – new Town Council. |
| 05/2022 | 1/2022 | AJT | ATM 05.05.2021 | 54/22/23b(ix) | Reapproved. |
| 08/2022 | 2/2022 | AJT | FTC 06.10.2022 | 217/22/23c | Updated following review (P&F 09/2022). |
| 05/2023 | 2023 | AJT | ATM 04.05.2023 | 65/23/24c(viii) | Readopted. |

| Document Retention Period |
|----------------------------------|
| Until superseded |

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Saltash Town Council

Grants Policy

1. Policy/Procedure Background

This document sets out a clear and structured procedure for grant applications being submitted to Saltash Town Council.

This procedure is prepared in accordance with the Town Council's policy on grants in paragraph 2.

Saltash Town Council is committed to support a range of causes each year within a limited budget. It is therefore imperative that the Town Council has in place an established method of scrutinising grant applications to ensure it uses its budget to the best possible effect.

Applications will be considered providing sufficient funds remain in the budget and the criteria in the policy are met in full.

2. Policy Statement

A grant or subsidy is any payment made by Saltash Town Council to be used by an organisation in the furtherance of the well-being of the community, either generally, or for a specific purpose and which is not directly controlled or administered by Saltash Town Council. The purpose of any grant or subsidy given by Saltash Town Council is to support initiatives in the local community and to help create opportunities for the residents of Saltash that are not, as a matter of course, funded by Saltash Town Council or Cornwall Council.

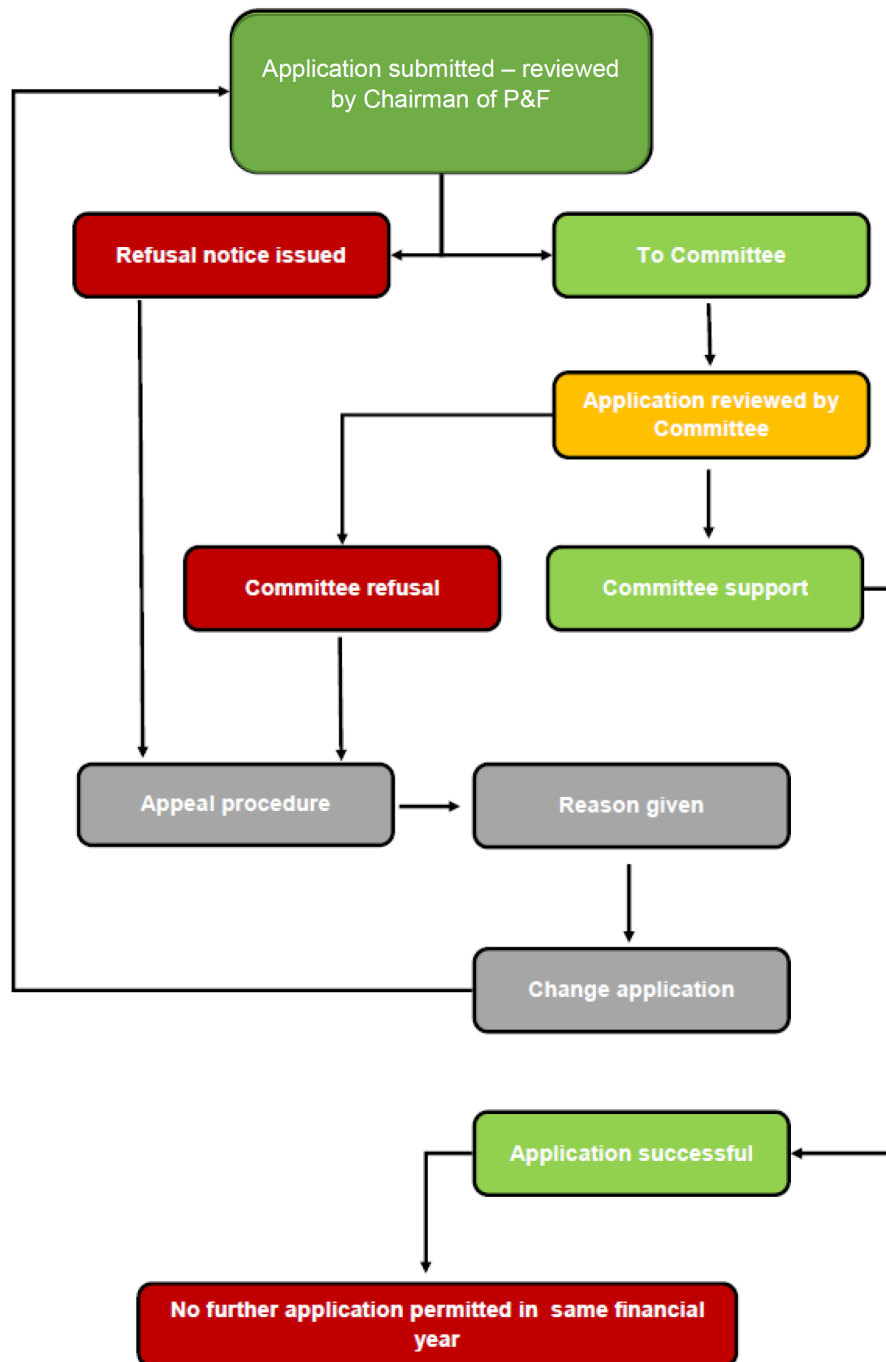
3. Application principles

1. Applications must be fully completed and assessed against a set of criteria laid down by members of Saltash Town Council.
2. If an application is refused by the Committee, then an appeal procedure can be implemented under certain circumstances and within a set deadline.
3. If an application is:
 - a. not called in by a relevant number of Town Councillors;
 - b. is refused on appeal;
 - c. is not appealed within the deadline set or
 - d. has been turned down by members at a previous Committee meeting;

then a new request/re-application or a request of a similar nature will automatically be turned down for a period of not less than 12 months' time

from the date the previous application was turned down without the ability to appeal.

4. Application process



Application Submitted

Applications should be made using the Grant application form (Appendix 1). Applicants should ensure that all relevant documents are included or there may be a delay to the application being considered. It is the responsibility of the applicant to ensure that the application is submitted a minimum of six weeks before the meeting of the Policy and Finance Committee. (The calendar of meetings can be found on the Town Council website.) Successful applicants will be expected to clearly acknowledge the support of the Town Council on publicity material and sufficient time to undertake this should be factored in when submitting the application.

Application reviewed by Chairman of Policy and Finance Committee¹

The application will be reviewed by the Chairman of Policy and Finance Committee against the eligibility criteria (listed in this document) and will either notify the applicant of refusal with details of the appeal procedure or submit it to the next available meeting of the Policy and Finance Committee.

Chairman of Policy and Finance Committee Refusal

When an application is refused by the Chairman of Policy and Finance Committee the applicant will be notified immediately and given 30 days to appeal. Members of the Policy and Finance Committee will also be notified who may choose to call in the application themselves.

Appeal procedure

Following notification of refusal, applicants have 30 days to appeal in writing. Within this period a member of the Policy and Finance Committee may request that the application is called in.

No appeal or appeal refused

Appeals will be considered by the Chairman of the Policy and Finance Committee. Where no appeal is received this will be noted on the application form.

Successful appeal or call in

Where an appeal is successful, or a member of the committee has called the application in, it will be submitted to the next available meeting of the Policy and Finance Committee.

Restrictions on re-applications

Applications that have been refused by the Chairman of the Policy and Finance Committee, the Policy and Finance Committee or that have not been appealed after 30 days will be closed. Applicants may not apply for a grant for the same or similar scheme until 12 months from the date of closure.

¹ If the Chairman is unavailable, the Vice Chairman will undertake all roles outlined in this document

Chairman of the Policy and Finance Committee Support

Where the Committee Chairman considers the application is valid and meets required criteria the application will be placed on the agenda for the next Policy and Finance meeting.

Application submitted to committee

The Policy and Finance Committee will consider applications at the next available meeting. The applicants will be invited to attend the meeting to answer questions and will be given at least five working days' notice. If an applicant is unable to attend the Committee Chairman may defer the application to a future meeting.

Application successful

Successful applicants will be advised in writing and given two months to apply for funding to be released. Any conditions placed on the funding will have to be met before funds are released. If the applicant wishes to extend this period, the request should be put in writing and this will be passed to the Committee Chairman for a decision.

Application refused

If an application has been heard by the Policy and Finance Committee and been refused, the applicant cannot reapply or submit a further grant request for the same or a similar project for a period of 12 months. Any application received will be automatically rejected without appeal or the option for a member to call in the application.

5. Types of grant and funding limits

Saltash Town Council has two separate funds available to the local community. To enable as many organisations as possible to benefit from the grants, there will only be one grant per organisation permitted in any financial year.

The Community Chest supports small scale community projects intended to improve the town environment to strengthen the community or the common economy of the town.

The Festivals Fund supports larger events that are free, 6 to 7-hour long events likely to attract several thousand people. Other festivals may be considered

Both funds have a cap on the amount which can be awarded:

The Community Chest grant will not exceed £1000.

The Festivals Fund grant will not exceed £1500 per day up to a maximum of two days per event.

6. Normal Eligibility Criteria

This section outlines the criteria which organisations are required to fulfil to qualify for grants.

a. Mandatory requirements

All of the following requirements must normally be met by applicants. Where they are not met a clear reason should be given in writing with the application.

- i. Copies of the most recent bank statements must be provided.
- ii. Public Liability Insurance Certificates are required for any events or projects.
- iii. If staff will be involved Employee Liability Insurance Certificates are required.
- iv. Buildings Insurance will be required if an application relates to funding towards this purpose.
- v. Full contact details for the applicant as well as any registered address for the organisation should be supplied.
- vi. A copy of the constitution for the organisation should be included.
- vii. Applicants may be required to attend a meeting to answer questions on the application or make a presentation.
- viii. Match funding is extremely important and the applicant needs to demonstrate that this is in the process of being sought or is already committed.
- ix. All successful applicants will be required to provide receipts and supporting documents after the event and return to the Town Council any unused grant awarded.

b. Key Priority Areas

Grants may be given for projects that fit into one or more of the following areas:

- i. The promotion of tourism and leisure for both residents and visitors to the area with a community focus.
- ii. Supporting local safety campaigns.
- iii. Benefit health and wellbeing.
- iv. Promote pride in the community.
- v. Highlight important local issues/history/culture to local residents and students.
- vi. Promote a sports -related initiative or event.
- vii. Increases visitors to Saltash and improves the local economy.
- viii. Promotes environmental issues which improve the local area.
- ix. Takes into account local residents when organising events.
- x. Takes the environment and waste management into consideration.

7. Applications that will not be eligible

The Town Council will not consider applications for or from the following except in exceptional circumstances:

- a. Statutory services.
- b. Expeditions or trips.
- c. Replacement for statutory funding.
- d. Bursaries or scholarships.
- e. Projects outside of Saltash.
- f. Individuals.
- g. Hospitality.
- h. National Charities.
- i. Salaries or routine administration costs.
- j. "Upward funders"- local groups who send fundraising to central headquarters for redistribution.
- k. Private organisations operating as a business to generate a profit or surplus.
- l. Projects with party political links.
- m. Organisations intending to support or oppose any particular political party or to discriminate on any grounds.
- n. Projects which discriminate on any grounds.
- o. Projects which do not benefit the Saltash community at large.
- p. "Branches" that could be funded by the main organisation.
- q. Buildings that are uninsured.
- r. A project that competes or conflicts with any service, project or event being supported, organised or funded by the Town Council.
- s. Applications from organisations with substantial and allocated resources will not be considered a priority for funding and will usually be unsuccessful.
- t. Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

8. Guidelines for Grant Applications and Further Information

- a. If an organisation (or a subgroup of the same organisation) is successful in obtaining a grant in one financial year, it is unlikely it will receive another grant in the same financial year.
- b. It is a condition of any grant application that the group or project must bring direct benefit to the residents of Saltash. All applications must clearly demonstrate how this will be achieved.
- c. Local suppliers should be used where possible.
- d. Application forms are available from the Guildhall or from the Town Council website. Application forms must be submitted along with the latest set of the group's accounts. It is important that all questions on the

application form are fully answered and that any appropriate additional information, which supports an application, is provided at the time of submission.

- e. Applications cannot be made retrospectively. Please allow three months before funds are required.
- f. The scheme provides start-up funding for new community groups as well as grants for existing organisations. Applications will not be considered for day-to-day running expenses.
- g. Saltash Town Council will only grant aid to churches for parish clocks and possibly for environmental purposes. Church Halls can also be grant aided if they are used by the community.
- h. Schools will only be grant aided for environmental purposes or if, in the opinion of Saltash Town Council, their application is for the benefit of the wider community. The project must also be in addition to statutory services.
- i. Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish. The project must also be in addition to statutory services.
- j. Grants will not be available for buildings owned by Cornwall Council.
- k. Grant applications will be considered against the following criteria:
 - i. meeting the priorities as set out above
 - ii. meeting an identified need
 - iii. viability of the project
 - iv. the majority of those benefiting our residents of the town
- l. A grant must only be used for the purpose for which it was awarded. Written approval must be obtained from the Town Council in advance for a change in use of grant money.
- m. Saltash Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
- n. Grants will not be awarded retrospectively.**
- o. Any underspent portion of the grant must be returned to Saltash Town Council within six months of the award or the completion of the project, whichever is sooner.
- p. Where equipment has been purchased using grant funding and is going to be disposed of the Town Council should be given the opportunity to have the items returned to them so that they may be offered to other eligible organisations.
- q. Administration of and accounting for the grant is the responsibility of the recipient.
- r. The Town Council reserves the right to request any further information that it deems necessary to assist the decision-making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fundraising activities.

- s. In the case of the grant awarded for projects for which additional grant funding is to be sought to enable the project to proceed, the funds approved will only be available to the organisation when all other funding is in place/secured subject to a time limit of 12 months from date of approval. After this 12-month period the applicant should submit in writing a full update, reasons for the delay and a request to extend the period of the grant. Requests will be considered by the Policy and Finance Committee following a review by the Chairman.
- t. Organisations seeking funds for buildings must demonstrate a reasonable security of tenure in the relevant property.
- u. The amount of any grant awarded is at the discretion of the Policy and Finance Committee.
- v. All awards are made subject to any additional conditions and requirements as deemed appropriate by the Policy and Finance Committee.
- w. The Town Council reserves the right to refuse any application considered inappropriate or not meeting the objectives of the Town Council.
- x. The organisation awarded a grant must publicise the support of the Town Council.
- y. All successful projects will be used as evidence by the Town Council when promoting the Community Chest and Festival Fund award schemes.

9. Banking Arrangements

Organisations should have a bank account in the name of the organisation. If your organisation does not have a bank account, please contact the Administration team for advice before applying.

10. Chairman Refusal

This section provides details of possible reasons for the Chairman of the Policy and Finance Committee refusing an application. It is not an exhaustive list and attempts to provide clarity over some of the topics which are considered:

- a. Application does not meet the eligibility criteria.
- b. Application is not complete.
- c. Further information requested on an application has not been received in good time and no-communication has been achieved with the applicant.
- d. Standard mandatory requirements are not in place/being met.
- e. Does not fit in with the Key Priorities of the Town Council.
- f. Similar applications have been rejected.
- g. Following an established precedent.
- h. Such an application would set an unfair or unsustainable precedent for future applications of a similar nature.

- i. The project is considered too high risk for public funds to be contributed to it.
- j. The business case is considered flawed or unsustainable (if appropriate).
- k. The Town Council does not hold any more funding for grants and there are no suitable reserves that could be utilised.
- l. Any other relevant reason(s) which are considered important enough to warrant refusal to safeguard the Town Council and the local public funds.
- m. If an application has been submitted in the last 12 months it will be refused.

11. Automatic Refusal

An application will automatically be refused with no appeal rights if it is an application for the same or is similar to a previously refused application.

12. Appeals Procedure

- a. The Appeals Procedure is only available to applicants at the initial stages of the process whereby an Officer has issued an “Chairman Refusal Notice”. The applicant has 30 days from the date of the “Chairman Refusal Notice” to apply for an appeal to the decision, irrespective of when the applicant receives the Notice (which may be via email or in the post).
- b. To appeal, the applicant needs to do any of the following:
 - i. answer and justify any observations made to the satisfaction of the Chairman;
 - ii. provide information which is required by the Chairman ;
 - iii. put forward a strong case for an Chairman to re-view the decision taken;
 - iv. give further clarification on how the application meets the normal qualifying criteria.
- c. An Officer will take any appeal requests deemed valid to the committee Chairman/Vice Chairman to obtain approval to progress the application to committee or to refuse the appeal.
- d. Applicants, who are appealing under 12b, must make sure they correctly justify why their project does meet the normal criteria and does not conflict with any of the Town Council’s strategies.

Appendix 1: Sample Grant Application Form (separate document provided to applicants)

Appendix 2: Definition of a Voluntary Community Organisation

Appendix 3: Application scoring matrix

Appendix 1

Saltash Town Council – Grant Application Form (sample)

APPLYING FOR:

(Tick one box)

Community Chest Grant

Festival Fund Grant

DATE APPLICATION SUBMITTED:

| | |
|---|--|
| Contact Name: | |
| Position: | |
| Organisation: | |
| Contact Address: | |
| Telephone Number: | |
| E-mail: | |
| Status of Organisation: | |
| Charity/Company number (if applicable) | Charity No: Company No: |
| What geographical area does your organisation cover? | |
| How long has your organisation been in existence? | |

Please note that you may be asked to attend a meeting of the Policy and Finance Committee to answer questions on your application.

1. Organisation Background

| | Date Applied | Project | Amount Applied for | Successful Y/N |
|---|--------------|---------|--------------------|----------------|
| <p>Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>?</p> <p>(Please list – continue on a separate sheet if necessary)</p> | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| <p>Please list the aims and objectives of your organisation</p> | | | | |
| <p>What are the main activities of your organisation?</p> | | | | |

| | |
|---|-----------------|
| | Yes / No or N/A |
| Are you part of a religious group? | |
| If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes? | |
| If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services? | |
| If application is from an education, health or social service establishment – do you work in partnership with other groups? | |
| If application is from an education, health or social service establishment – is project in addition to statutory services? | |

2. Your project

| | | |
|----------------|--------------------------|-----|
| Project | Start Date | / / |
| | Finish Date | / / |
| | Total Cost | £ |
| | Grant Applied For | £ |

| | |
|--|--|
| Project title: | |
| Description of project (please continue on a separate sheet if necessary): | |

| | |
|---|--|
| <p>Where will the project/activity take place?</p> | |
| <p>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</p> | |
| <p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p> | |
| <p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation Consultation with Community)</p> | |
| <p>How will the project be managed and how will you measure its success?</p> | |

| | |
|---|--|
| <p>Please give the timescale and key milestones for your project, including a start date and finish date.</p> | |
| <p>What arrangements do you have in place to ensure safeguarding of children and /or young people and/or vulnerable people (applicable only if your project involves working with this client group)</p> | |

3. How you will pay for your project.

| | |
|--|--|
| <p>What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p> | |
| <p>How will you promote the contribution to your project from STC?</p> | |

Saltash Town Council considers Match Funding is extremely important. Please list any applications you have made for funding from other organisations in the table below:

| Organisation | Contribution Sought (£) | Applied (please tick as appropriate) | Granted (please tick as appropriate) |
|---------------------|--------------------------------|--|--|
| | | | |

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |
| | | | |

| | |
|---|--|
| Please confirm the bank account your project is using is in the project's name/organisation name | |
|---|--|

4. Further information enclosed Checklist.

| | Enclosed (please tick) |
|--|-----------------------------------|
| A copy of your organisation's most recent bank statements (mandatory) | |
| Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory) | |
| A letter head showing the organisation's address and contact details | |
| A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status) | |
| A copy of your organisation's latest set of accounting statements (if any exist) | |

| | |
|---|--|
| Copies of any letters of support for your project | |
| If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Town Council. | |
| Other (please list) | |

If any of the above documents have not been enclosed, please give reasons why in the box below:

5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/we confirm that a risk assessment will be completed prior to an event granted funding by the Town Council.

I/we accept the following:

- (i) that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
- (ii) that any grant offered will be used only for the purposes set out in this application;
- (iii) that we will provide reports on progress at the request of the Town Council;
- (iv) it is a condition of the grant that the support of the Town Council is clearly publicised.
- (v) that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.
- (vi) Saltash Town Council will use successful grant applications to publicise the Community Chest and Festival Fund.

I/we confirm that on completion of the project the following will be provided within one calendar month:

- a report to the Town Council demonstrating how the grant was used;
- evidence showing how the support of the Town Council was promoted;
- copies of all receipts.

NOTE: You will be notified whether your application has been successful shortly after the relevant Town Council meeting.

| | | | |
|----------------|--|--|--|
| Signed: | | | |
|----------------|--|--|--|

| | | | |
|-----------------------|--|--|--|
| Print Name(s): | | | |
| Position(s): | | | |
| Date: | | | |

Applicants should refer to the Privacy Notice on the Town Council Website www.saltash.gov.uk for details on how we use your data.

COMPLETED FORMS SHOULD BE RETURNED TO:
The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street,
Saltash PL12 6JX Email: enquiries@saltash.gov.uk

| OFFICE USE ONLY: | |
|--|--|
| Date received | |
| Received by: | |
| Application Reference: | |
| Date to P&F Chairman/Vice Chairman | |
| Approved to go to Committee | |
| Committee Date | |
| Decision/Minute number | |
| Amount awarded | |
| | |
| Application refused by P&F Chairman or refused by Committee | |
| Appeal notice issued | |
| Appeal received | |
| Approved for Committee | |
| Decision/Minute number | |

Appendix 2

Definition of Voluntary / Community Organisation

For the purposes of Saltash Town Council's Community Grants Scheme, a voluntary or community organisation is:

1. **Formal.** It has a formally-constituted character (excludes informal groups, households, families and friends) and may be a company limited by guarantee, a housing association, an unincorporated association, a friendly society, etc.
2. **Private.** It is not a part of government, established by statute or royal charter, or under a substantial degree of executive control by government (excludes universities and non-department public bodies); it may include consortia composed of local authorities and others (e.g. local regeneration and development bodies), if the consortium is formally constituted and, at the very least, given a name
3. **Self-governing.** It has its own decision-making system and usually a formal constitution with procedures for accountability to independent trustees or its own members or constituents (e.g., excludes any so-called "self-help groups" which are in fact directly run by clinicians)
4. **Non-profit-making and distributing.** It does not distribute any surpluses to owners or members but spends them on serving its basic purpose (excludes commercial concerns but includes organisations which charge users or the public for services, undertake contracts for statutory bodies or operate commercial subsidiaries which trade and transfer profits to parent organisations)
5. **Non-political.** It is not engaged in supporting candidates for political office (excludes political parties but includes campaigning and pressure groups, even though they are not eligible for charitable status e.g. Greenpeace, Child Poverty Action Group)
6. **Voluntary.** It has an element of involvement of volunteers (some voluntary and community organisations appear to be entirely reliant on paid staff; however, their trustees or committee members are, in fact, their only volunteers).

While this definition applies to formal organisations (those with constitutions or rules and which probably are registered with the Charity Commission, local authority or intermediary bodies, etc.), less-formal groups based in neighbourhoods or local communities are not necessarily excluded.

Appendix 3

Application scoring matrix

Key Priority Areas

Grants may be given for projects that fit into one or more of the following areas:

| | | |
|--------------|---|--|
| 1 | The promotion of tourism and leisure for both residents and visitors to the area with a community focus | |
| 2 | Supporting local safety campaigns | |
| 3 | Benefit health and wellbeing | |
| 4 | Promote pride in the community | |
| 5 | Highlight important local issues/history/culture to local residents and students | |
| 6 | Promote a sport - related initiative or event | |
| 7 | Increases visitors to Saltash and improves the local economy | |
| 8 | Promotes environmental issues which improve the local area | |
| 9 | Financial management and attempts to generate matched funding | |
| Total | | |

Scoring:

- 0 Does not meet criteria
- 1 Partially meets criteria
- 2 Meets criteria

Applications must score a minimum of SIX to be eligible to receive grant funding.

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.

To receive a report on the installation of Beryl Bikes in Saltash and consider any actions

A meeting was held with Cornwall Council and Beryl Bikes to understand the Beryl Bike scheme and potential bay locations in Saltash.

The intention is to install 13 bays across Saltash. The bay locations that relate to Cornwall Council land / permissions remain private and confidential.

Beryl Bikes are asking Saltash Town Council's permission to install bike bays at the following Town Council locations:

1. Isambard House car park – Six Bike Bay

Description:

Flush to the stone wall between drain pipe and fire assembly point allowing sufficient clearance for both beryl bike & the disabled car parking space users

Site Visit Notes:

Uneven crumbling tarmac, may need attention

4.5m x 2m for 6 stands (Town Council)



2. Pillmere – Four Bike Bay

Description/Site Visit Notes:

On the south side opposite Pillmere Community Notice Board

3m x 2m for 4 stands

Requires hardstanding (Town Council)



Launch date 30th March 2024 subject to their being no issues.

Members are asked to consider the above location requests.

**End of Report
Town Clerk/RFO**