



# ***Saltash Town Council***

***Konsel An Dre Essa***



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

1 March 2024

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 7th March 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](mailto:enquiries@saltash.gov.uk) or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and indicate if you will be present at the meeting.

Yours sincerely,

S Burrows  
Town Clerk

To:

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

## **Agenda**

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

Please note: Any member of the public requiring to put a question to the Town Council must do so by 12 noon the day before the meeting.
17. To receive and approve the Minutes of the Full Town Council Meeting held on 8th February 2024 as a true and correct record. (Pages 15 - 25)

18. Finance:
  - a. To advise the receipts for January 2024; (Page 26)
  - b. To advise the payments for January 2024; (Pages 27 - 30)
  - c. Urgent and essential works actioned by the Town Clerk under Financial Regulations;
  - d. To note that bank reconciliations up to 31st January 2024 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 following Committees and consider any recommendations:
  - a. Services held on 8th February 2024; (Pages 31 - 44)
  - b. Planning and Licensing held on 16th February 2024; (Pages 45 - 49)
  - c. Extraordinary Policy and Finance held on 27th February 2024; (Pages 50 - 56)
  - d. Joint Burial Board held on 27th February 2024; (Pages 57 - 59)
  - e. Personnel held on 29th February 2024. (Pages 60 - 85)
20. To receive and note the minutes of the Town Vision Sub Committee held on 15th February 2024 and consider any recommendations. (Pages 86 - 123)
21. The Mayor to announce the call for written nominations for the Office of Mayor and Deputy Mayor for the year 2024/25. (Pages 124 - 134)
22. To receive a report from the Freedom of Saltash Panel and consider any actions. (Page 135)
23. To receive a report from the D-Day 80 Working Group and consider any actions and associated expenditure. (Pages 136 - 137)
24. To receive an update on the Community Levelling Up Project and consider any actions and associated expenditure. (Pages 138 - 140)
25. To receive a consultation from Cornwall Council on proposed traffic changes in Saltash and consider any actions. (Pages 141 - 148)

26. Meet your Councillors: The next scheduled meeting date Saturday 9th March 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: 4th April 2024 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 7 MARCH 2024

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

|                                    |        |   |
|------------------------------------|--------|---|
| Wednesday 31 <sup>st</sup> January | 2.00pm | Interview with Heart FM –<br>Letters to Heaven                              |
| Wednesday 31 <sup>st</sup> January | 3.00pm | Interview with ITV<br>Westcountry – Letters to<br>Heaven                    |
| Thursday 1 <sup>st</sup> February  | 8.30am | GWR Conference, Isambard<br>House, Saltash                                  |
| Saturday 3 <sup>rd</sup> February  | 6.45pm | Music, Speech and Drama<br>Festival Gala concert,<br>Wesley Church, Saltash |
| Sunday 4 <sup>th</sup> February    | 2.30pm | Launceston Mayor's Civic<br>Service, St Mary's Church                       |
| Tuesday 6 <sup>th</sup> February   | 6.30pm | Saltash.net performance of<br>Oliver!                                       |

## DEPUTY MAYOR'S REPORT TO SALTASH TOWN COUNCIL THURSDAY 7 MARCH 2024

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

# Crimes in February (to 26th)

| <u>Type</u>                              | <u>2023</u> | <u>2024</u> |
|--|-------------|-------------|
| CRI - Burglary Business & Community      | 0           | 3           |
| CRI - Criminal Damage (inc arson)        | 11          | 2           |
| CRI - Drugs                              | 2           | 2           |
| CRI - Fraud & Forgery                    | 1           | 2           |
| CRI - Other Notifiable Crime             | 10          | 10          |
| CRI - Sexual Offences (other)            | 9           | 4           |
| CRI - Sexual Offences (rape inc attempt) | 1           | 0           |
| CRI - Theft (cycle)                      | 1           | 0           |
| CRI - Theft (other)                      | 12          | 5           |
| CRI - Theft (shoplifting)                | 3           | 4           |
| CRI - Vehicle Crime (theft of & from)    | 0           | 1           |
| CRI - Violence S20 & More Serious        | 3           | 0           |
| CRI - Violence S47 & Less Serious        | 22          | 13          |
| <b>Total</b>                             | <b>75</b>   | <b>46</b>   |



## Community Enterprise PL12 Report to Town Council

As February draws to a close, it's time to reflect on the happenings within Community Enterprise PL12 and the vibrant Saltash community. It's been a month filled with transitions, successes, and the unwavering support of our dedicated volunteers and patrons.

### **Hopper - End of an Era:**

At the end of February, we bade farewell to the Hopper Transport at CEPL12. Thirteen years ago, this project was initiated with the noble vision of enhancing accessibility and community connectivity for Saltash residents. We are proud of all the success of the Hopper over the years, however, with the flourishing Red Bus operation and other transport providers now serving the community, we recognise that the original mission of the Hopper has been fulfilled. As CEPL12 bids adieu to the Hopper, our focus remains on seeking new opportunities to serve the community and embracing fresh initiatives that address evolving needs.

### **The Community Kitchen - On Course SW Success:**

We have had a fantastic month of cooking at The Community Kitchen! Course number 2 of On Course SW saw tremendous success with overwhelming participation and satisfied customers. We have further courses planned for the future, these are proving so successful and are booking up well in advance. The versatility of our space continues to amaze us, accommodating everything from yoga sessions to cooking classes, and even theatre shows and Father Christmas's Grotto!

### **CEPL12 at Lush in Plymouth:**

We recently organised a stand at LUSH in Drakes Circus, Plymouth. Over three days, our team of volunteers raised awareness of CEPL12 and promoted sales of special LUSH Charity Pots, with 100% of profits benefiting our organisation. Together, we raised £328, thanks to the generosity of our volunteers and customers. Our thanks go to LUSH for their support and to everyone who contributed to this successful event.

### **Dementia Voice Choir at the Library:**

The Dementia Voice singing group had a fantastic morning at Saltash Library as part of Saltash Library's Wellness month. Our talented choir spread joy through music, thanks to the support of Saltash Town Council Library Hub and all who participated. Here's to many more uplifting moments together!

### **Dementia Voice Cafe Relocation:**

Our Dementia Voice Cafe has found a new home! From 1st February, the popular cafe has returned to the Community Kitchen, 8 Fore Street. We're excited to continue offering fun activities and welcoming faces in our new location. A heartfelt thank you to Ashtorre Rock for their unwavering support as our previous hosts.

### **Community Gift Shop**

February brought fresh changes to our Community Gift Shop, with vibrant Valentine's stock and new window displays. I hope you'll agree that the Gift Shop is looking so bright and fresh with lots of new stock and new suppliers. As Easter and Mother's Day approach, we invite you to explore our selection of thoughtful gifts, from cards to presents.

**Behind the scenes** the directors continue to work hard to ensure that we are prepared for future challenges. Currently our focus is on recruiting new directors and / or lead volunteers to complement our team. We are in need of someone to support managing our Community Shop and to take over as Dementia Voice Director. Both organisations are flourishing but we are aware that there is much more potential if we can recruit new volunteers to join our team.

As we move into March we look forward to the longer, and hopefully drier, days with optimism as we continue to work together to support the PL12 community.

Jo Grail  
02.03.24

*For more information about any of our activities please check out our facebook and Instagram pages, our website or pop into No 4 or 8 to find out more.*

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

## **CHAMBER REPORT**

It was only at the beginning of the meeting on the 4<sup>th</sup> March that members realised it was 3 months since we had last met due mainly to illness of the main participants.

From the Minutes of the last meeting the Chairman was able to tell members of the decision of STC that the switching on of the Christmas lights would be on the evening of the 15<sup>th</sup> November. Members hoped that traders would be interested in having a late-night shopping and some research would be carried out by the Chairman in the next couple of months. It was hoped that at the Christmas Festival it could be arranged that at the specific time the lights could go on as the countdown is part of the festivities. The Chairman explained that he had hoped the zigzag lights could go on separately to the ornate lights but had been told that such was not possible although one member was of the opinion that the switching had been separated a few years ago and would do some further research.

The funding of the 2024 Christmas Festival was also discussed as the Treasurer pointed out that 2023 had only just broken even and he was concerned that this is no basis for it to continue as the Chamber does not have reserves to cover a loss should it happen. The Chairman pointed out that STC had increased its maximum festival funding from £1500 to £2500 per day (members thanked STC) and this would help but also said that a forum had been set up to look at funding for the 3 main festivals, Regatta, May Fair and Christmas, as all 3 found funding tight.

As it had been 3 months since the previous meeting, members were updated by the participants present of the ongoing work/funding etc. of Town Team, the substantiated rumour re. the location of the Banking Hub, the event for the Connectivity Project on 30<sup>th</sup> March. On this last item the use of community buses rather than private sector vehicles was raised by a member. Members recognised the difficulty for the private sector to compete pricewise as drivers had to be paid whereas with community bus services there were often volunteer drivers. The member explained that there was now a national campaign building to have the whole sector looked into.

Other updates were given about the Tamar Bridge Tolls and members with relevant businesses were asked to take part in the Smart Survey re. the items for Fore Street.

Finally, discussion took place as to the date of the next meeting which was due to be on Easter Monday and it was agreed to defer by 24 hours.

**End of Report**  
**Chairman Saltash Chamber**

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

Members are asked to consider dissolving the Town Council Climate Change and Environmental Working Group, based on the objectives of the group having been met.

STC has declared a Climate Emergency, created the tree fund and with the adoption of the strategic priorities and development of the business plan, put climate and the environment at the heart of decision making, I therefore, believe that a separate group is no longer required.

If the dissolution of the group were accepted, I would ask that STC continue to support SEA in enabling the use of Isambard House, where their goals and objectives continue to meet ours in respect of climate and the environment.

In addition, SEA now report direct to the Services Committee regarding their activities.

The Library Hub also promote and carry out a number of environment and climate related activities again meeting and supporting the adopted STC strategic priority.

If Members wish to continue with the working group, I would need to step down due to other commitments.

**Cllr S Gillies**  
**Chair CC & E Working Group**  
**Feb 2024**

## Report to Saltash Town Council

### 1. Safer Saltash 8th Feb Update

#### ASB Behaviour

ASB lead Katherine James reported five under 18s in Saltash with Asbos. Also Anti-social behaviour at Hodge Close which has been dealt with.

#### Saltash Secondary School

Nicholas Evans, the new Safeguarding lead attended his first meeting to introduce himself.

His report from the school included fighting in the school which seems to be influenced by community fighting external to school. Children have been excluded. Low-key fighting has been dealt with internally but parents have been contacted with the more serious altercations looking for support.

PC Lewis has been in the school and talked about county lines but would like external help from the community where possible along the lines of the Teignbridge Headstart programme. There was a suggestion to deliver early interventions in primary schools.

Wise Up - Youth Theatre are to be invited in to school again to show the impact of drugs.

20 percent of attendance comes from Plymouth of 1300 children in school. Trying to work together with Plymouth schools to address the issues by public health teams working with DSLs - Designated Safeguarding leads.

Cllr Peggs fed back to the meeting how fantastic the production of *Oliver* was at the school and to congratulate all the young people and teachers involved.

#### Drugs

Drugs have been reported on the boat in front of Livewire. Just seems to be an adult issue with no children involved. The police have been involved. A drug house has been closed down after it was raised as a county lines concern.

#### Parking Enforcement Hours

There has been an increase in the hours allocated to Saltash. They are only able to ticket cars parked on double yellows - not necessarily just those blocking pavements. There has been more enforcement too on Gilston Road with 17 tickets issued on one Sunday alone. Permit parking was discussed too and is to be investigated, however it can be expensive to run without guaranteeing parking spaces.

#### Groundworks Chris Barber

##### Salt Mill

Salt Mill skate park is being refurbished. It's not complete yet. He's noticed a drop in ASB and less drug paraphernalia. Looking to install a mobile graffiti wall that can be moved around the site. There is a graffiti artist from Helston who could help deliver learning around graffiti.

##### Pilot of Alternative Education Provision

A new programme has been launched in February as a collaboration between Groundworks and The Core.

Students who have been excluded from mainstream education, have not been able to be integrated sufficiently into mainstream education or have opted for elected home learning can take part in a new programme delivered by Groundwork South.

The programme started in February and there is already a waiting list for places.

5-6 young people can take part in each cohort which gives them a timetable of learning over 3 days a week (2.5 days compulsory and an optional .5 days). The course initially runs for 6 weeks, by at the end of which they will gain certification in training such as Level 2 Food Hygiene and First Aid. In addition, they partake in workshops in Sports, Cookery, Art, and Employability skills involving CV writing. There is an option to extend beyond the 6 week course should they wish to study for accredited learning such as Functional skills Maths, English & ICT.

The current cohort are aged 14-17 and travel from as far away as Liskeard and Landake.

Funding is from Good Growth Fund and is available until March 2025.

Chris delivers the project alongside Maxine Naismith and they are looking to find additional funding to continue the provision beyond that deadline. The only other outlet delivering this programme is Picquet Barracks in Plymouth and they have a substantial waiting list.

### **Homelessness in Saltash**

There have been reports of various people sleeping rough in the town including a man in a car on Longstone Road, and also someone in the shelter at the railway station as well as in a tent on Jubilee Green. Any referrals should be directed to the Baptist Church.

### **Dog Poo Issues**

Enforcement cards and signage are needed. 80 percent of complaints to the council are about dog poo. Need more waste bins in Salt Mill for dog waste.

## **2. Accessibility of local shops in Fore Street**

A Saltash resident who uses a wheelchair has reported accessibility issues in shops in Saltash and was disappointed to see that he couldn't enter certain premises for a hair cut and to get some shopping.

I organised a morning on Monday 26 February with the resident Scott and his carer - we were also very grateful for the Mayor's attendance, and his consort.

Scott produced a letter which we were able to distribute to shopkeepers outlining the issues he has and the measures he has to put in place to get out and about. His wish is to be able to access premises easily to give him more independence in his life was central. I can circulate that letter to councillors who are interested.

We spoke to many businesses on Fore Street and many of them have ramps that they can bring out to allow access - such as the pet shop. All those we spoke to were happy to help and discussed the issues that people with mobility issues have.

There is also no disabled access to the trains from Saltash - Scott needs to get a taxi to Plymouth to pick up the train.

I will go back around to all the shops to see what can be done to ensure access for people with mobility issues. I'd like this to be a council-led initiative where we work to ensure that all premises offer access easily and look into funding opportunities to provide ramps and stickers to identify accessible shops and venues.

The Government has started a new initiative this year called the New Disability Action Plan which incorporates measures to enhance accessibility in the UK ahead of us hosting the Special Olympics World Summer Games in 2031. It offers 32 practical measures to improve lives for disabled people. This could be a route to push this accessibility pledge forward.





## Report to Saltash Town Council

### Healthcare Action Group

The Action Group met on 28 February in the Council Chamber, and Councillors Bullock and Lennox-Boyd were present, representing the mayor, deputy mayor, councillor Griffiths, and Cornwall councillor Frank, who had had to send apologies. We are grateful that the Town Council continues to give unfailing support to our meetings and work.

Our main purpose at the meeting was to check on progress in implementing our “Patients First” Vision. There were two NHS representatives present, Dr Andy Sant from the Integrated Care Board (ICB), and Mrs Avril Tozer, Practice Manager at Saltash Health Centre. Both were very helpful, even though progress seems very slow. The Mayor has still not received any responses to his letters to the chief executives of the ICB and of Cornwall Partnership Trust (CPT).

It was clear from discussion that there should be follow-up sessions with:

1. The Chief Executive of CPT, together with Dr Sant to represent the ICB, to look for practical steps to further implementation, eg better engagement with the Trust’s local leaders, bidding for capital expenditure, and setting up a formal development project. (Neither of the two Action Group representatives of the Trust have attended the last two meetings, and did not send apologies.)
2. Representatives of NHS Property Services in the region to examine all local NHS buildings, and options for new initiatives, funding etc

These are to be organised by Dr Sant and Avril Tozer respectively.

**Dental Services** The Chair of the Health Centre PPG, George Muirhead, has been researching options for, at the very least, temporary or partial re-establishment of local NHS treatment facilities. The Action Group lent full support to the submission of a bid for funds to support this, which will be developed in the next three weeks by a sub-group led by George. He will also be monitoring action to provide dental care in local schools which we believe is being proposed by Cornwall Council.

There will also be a follow-up session of the Action Group with key leaders responsible for dental services in Plymouth and Cornwall

**Next Meetings** Provisionally 17 April and 22 May

We are fairly certain that these meetings should be supplemented with a public meeting in due course. What are the views of the Town Council Members on this?

Peter Thistlethwaite  
Chair, Port View Surgery PPG  
28 February 2024

## **SALTASH TOWN COUNCIL**

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

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

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

**APOLOGIES:** J Brady, L Mortimore and D Yates.

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#### **318/23/24 PRAYERS.**

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

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

#### **319/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **320/23/24 DECLARATIONS OF INTEREST:**

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

None.

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

None.

**321/23/24     CHAIRMAN'S REPORT.**

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

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

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

It was **RESOLVED** to note.

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

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

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

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

It was **RESOLVED** to note.

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

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

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

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

It was **RESOLVED** to note.

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

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

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

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

It was **RESOLVED** to note.

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

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

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

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

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

Nothing to report.

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

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

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

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

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

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

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

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

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

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

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

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

It was **RESOLVED** to note.

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

It was **RESOLVED** to note.

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

Nothing to report.

**332/23/24     QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

| <u>Date Received</u> | <u>Public Question to the Town Council</u>   | <u>Submitted By</u> |
|----------------------|--|---------------------|
| 28.01.24             | 1. What is the current plan to reduce bad parking in Saltash?<br>2. What results have been achieved regarding the parking in Saltash this past year?<br>3. Why are reported incidents being ignored? | D Simmons           |

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

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

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

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

**333/23/24     TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 11TH JANUARY 2024 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Full Town Council Meeting held on 11<sup>th</sup> January 2024 were confirmed as a true and correct record.

**334/23/24     FINANCE:**

- a. To advise the receipts for December 2023;

It was **RESOLVED** to note.

- b. To advise the payments for December 2023;

It was **RESOLVED** to note.

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

Nothing to report.

- d. To note that bank reconciliations up to 31<sup>st</sup> December 2023 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk.

It was **RESOLVED** to note.

- e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Council's Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.



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

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

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

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

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

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

It was **RESOLVED** to note.

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

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

It was **RESOLVED** to note.

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

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

It was **RESOLVED** to note.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**343/23/24     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

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

None.

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

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

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

None.

**347/23/24     TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

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

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

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

**349/23/24     COMMON SEAL:**

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

**DATE OF NEXT MEETING**

Thursday 7 March 2024 at 7.00 pm

Rising at: 8.39 pm

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

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

## Bank Receipts

Saltash Town Council

For the period 1 January 2023 to 31 January 2024

| Contact                          | Description   | Net                 | VAT             | Gross               |
|----------------------------------|---|---------------------|-----------------|---------------------|
| Barclays                         | Bank Interest   | £ 3.82              | £ -             | £ 3.82              |
| Barclays Active Saver Account    | Movement of investment Funds to Deposit Account               | £ 150,000.00        | £ -             | £ 150,000.00        |
| Barclays Active Saver Account    | Transfer to cover Expenditure                                 | £ 50,000.00         | £ -             | £ 50,000.00         |
| Barclays Mayor's Charity Account | Donation received for transfer to Mayors Charity Account      | £ 14.11             | £ -             | £ 14.11             |
| Churchtown Cemetery              | Interments  | £ 922.00            | £ -             | £ 922.00            |
| Daily Moorings                   | Fee income  | £ 150.00            | £ 30.00         | £ 180.00            |
| DB Autos Ltd                     | Sales of Service Delivery Ford Transit Vehicle                | £ 1,200.00          | £ 240.00        | £ 1,440.00          |
| Eventbrite                       | Murder Mystery Ticket Sales income (less fees)                | £ 194.08            | £ 38.82         | £ 232.90            |
| Guildhall Income                 | Various Bookings  | £ 41.20             | £ -             | £ 41.20             |
| Guildhall Income                 | Refreshment Income  | £ 26.66             | £ 5.34          | £ 32.00             |
| Isambard House                   | Murder Mystery Ticket Income                                  | £ 256.67            | £ 51.33         | £ 308.00            |
| Isambard House                   | Various Bookings  | £ 460.84            | £ 92.16         | £ 553.00            |
| Library Income                   | Photocopying Fees Income                                      | £ 51.83             | £ 10.37         | £ 62.20             |
| Library Income                   | Book Sales Income   | £ 67.11             | £ -             | £ 67.11             |
| Maurice Huggins Room             | Various Bookings  | £ 75.00             | £ -             | £ 75.00             |
| Nationwide                       | Investment Funds received to be moved to Active Saver Account | £ 125,000.00        | £ -             | £ 125,000.00        |
| Public Sector Deposit            | Interest Received   | £ 2,238.29          | £ -             | £ 2,238.29          |
| Seagull Bags                     | Seagull Bags Income   | £ 26.65             | £ 5.35          | £ 32.00             |
| St Stephen Parish                | Interments  | £ 335.00            | £ -             | £ 335.00            |
| Tamar Landscapes                 | Sales of various Service Delivery Tools                       | £ 500.00            | £ 100.00        | £ 600.00            |
| Trusted Boat Scheme              | Fee income  | £ 40.00             | £ 8.00          | £ 48.00             |
| <b>Grand Total</b>               |   | <b>£ 331,603.26</b> | <b>£ 581.37</b> | <b>£ 332,184.63</b> |

## Bank Payments

Saltash Town Council

For the period 1 January 2023 to 31 January 2024

| Contact                                | Description  | Net          | VAT        | Gross        |
|--|--|--------------|------------|--------------|
| A&M Security                           | Annual CCTV Maintenance - Guildhall  | £ 93.31      | £ 18.66    | £ 111.97     |
| A&M Security                           | Annual CCTV Maintenance - Longstone Depot  | £ 93.31      | £ 18.66    | £ 111.97     |
| ADS-GAS Plumbing & Heating Saltash     | Maintenance Cost - Guildhall Boiler  | £ 165.00     | £ 33.00    | £ 198.00     |
| All In Good Time Clock Services        | Maintenance Cost - Town Clock  | £ 900.00     | £ -        | £ 900.00     |
| All Seasons Window Cleaning            | Station Window Cleaning - December 2023  | £ 35.00      | £ -        | £ 35.00      |
| Ambika Olney                           | IT Costs - Town Logo   | £ 60.00      | £ -        | £ 60.00      |
| Architecture By Studio Hive Limited    | Saltash Waterside and Connectivity Project - December 2023 Payment                             | £ 9,212.50   | £ 1,842.50 | £ 11,055.00  |
| Barclays                               | Bank charges   | £ 21.22      | £ -        | £ 21.22      |
| Barclays Mayor's Charity Account       | Transfer of Donation for Mayors Charity Account  | £ 14.11      | £ -        | £ 14.11      |
| BHIB Insurance Brokers                 | Renewal of cyber liability Cyber insurance effective date 21/12/23 to 20/12/24                 | £ 1,387.39   | £ -        | £ 1,387.39   |
| BrightHR                               | Provisions of HR Software - January 2024   | £ 78.00      | £ 15.60    | £ 93.60      |
| Chubb Fire Ltd                         | Maintenance Costs - Fire Safety equipment  | £ 292.54     | £ 58.51    | £ 351.05     |
| Cleansing Service Group Ltd            | Waterside Cabin - cleaning and disposal costs  | £ 160.00     | £ -        | £ 160.00     |
| Cornwall Association of Local Councils | Training Course for Finance Officer - The role of Internal Audit                               | £ 30.00      | £ 6.00     | £ 36.00      |
| Cornwall Council                       | Rent for Longstone Garage and Depot - January 2024   | £ 375.00     | £ -        | £ 375.00     |
| Cornwall Council                       | Insurance for Longstone Garage and Depot - January 2024  | £ 10.00      | £ -        | £ 10.00      |
| Cornwall Council                       | Non Domestic Rates 2023-2024 - Saltash Library (paid via Monthly instalments April - January)  | £ 13,098.75  | £ -        | £ 13,098.75  |
| Cornwall Council                       | Non Domestic Rates 2023/24 - Guildhall (paid via Monthly instalments April - January)          | £ 9,898.91   | £ -        | £ 9,898.91   |
| Cornwall Council                       | Non Domestic Rates 2023-2024 - Station Building (paid via Monthly instalments April - January) | £ 3,720.04   | £ -        | £ 3,720.04   |
| Cornwall Council Deposit Account       | Movement of investment Funds to Deposit Account  | £ 150,000.00 | £ -        | £ 150,000.00 |
| Cornwall Pensions                      | Pension Fund Payment - January 2024  | £ 11,730.75  | £ -        | £ 11,730.75  |
| Credit Card Purchases (Amazon)         | Activities Cost - Library  | £ 79.76      | £ 15.96    | £ 95.72      |
| Credit Card Purchases (Amazon)         | Memorial Plaques for Memorial Rose Garden  | £ 48.62      | £ 9.74     | £ 58.36      |
| Credit Card Purchases (Amazon)         | IT Equipment - Library   | £ 83.33      | £ 16.66    | £ 99.99      |
| Credit Card Purchases (SPD UK)         | Refund - Notice Board Maintenance Materials  | -£ 30.83     | -£ 6.16    | -£ 36.99     |
| 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                           | Vehicle Maintenance Cost - Service Delivery  | £ 175.40     | £ 35.08    | £ 210.48     |
| DB Autos Ltd                           | MOT for Service Delivery Vehicle   | £ 126.34     | £ 14.30    | £ 140.64     |
| DB Autos Ltd                           | Vehicle Maintenance Cost - Service Delivery  | £ 169.92     | £ 33.98    | £ 203.90     |
| DB Autos Ltd                           | Vehicle Maintenance Cost - Service Delivery  | £ 25.00      | £ 5.00     | £ 30.00      |
| DB Autos Ltd                           | Vehicle Maintenance Cost - Service Delivery  | £ 60.00      | £ 12.00    | £ 72.00      |

| Contact  | Description  | Net         | VAT      | Gross       |
|--|--|-------------|----------|-------------|
| Denmans  | Maintenance Materials - Street Furniture                           | £ 149.50    | £ 29.92  | £ 179.42    |
| Denmans  | Maintenance Materials - Longstone Depot                            | £ 86.36     | £ 17.28  | £ 103.64    |
| Denmans  | Maintenance Materials - Churchtown Cemetery                        | £ 313.66    | £ 62.72  | £ 376.38    |
| Denmans  | Maintenance Materials - Library                                    | £ 82.99     | £ 16.61  | £ 99.60     |
| Denmans  | Armeg Adjustable Hole saw Cutter                                   | £ 56.99     | £ 11.40  | £ 68.39     |
| EE   | Staff mobiles and Pontoon broadband charges                        | £ 136.29    | £ 27.26  | £ 163.55    |
| Efficient Comms Ltd                              | Telephone Call and Service Charges - December 2023                 | £ 216.44    | £ 43.29  | £ 259.73    |
| EON  | Electricity Charges - 01/12/2023 - 31/12/2023                      | £ 183.97    | £ 9.20   | £ 193.17    |
| Friends of Summerfields                          | Community Chest Grant - Renovation of Summerfields Park 79/22/23   | £ 1,000.00  | £ -      | £ 1,000.00  |
| HMRC   | PAYE payment - January 2024  | £ 11,407.71 | £ -      | £ 11,407.71 |
| HR Support Consultancy                           | Appointment of an Occupational Health Assessor.                    | £ 150.00    | £ 30.00  | £ 180.00    |
| HR Support Consultancy                           | HR Services for work carried out during the month of December 2023 | £ 682.50    | £ 136.50 | £ 819.00    |
| ICS Industrial Component Supplies                | Health and Safety equipment - Service Delivery                     | £ 104.35    | £ 20.87  | £ 125.22    |
| ICS Industrial Component Supplies                | Maintenance Materials - Burial Authority                           | £ 104.45    | £ 20.89  | £ 125.34    |
| ICS Industrial Component Supplies                | Maintenance Materials - Pontoon                                    | £ 35.70     | £ 7.14   | £ 42.84     |
| Laser - Cemetery - 1051640                       | Electricity Charges - 01/09/2023 to 30/11/2023                     | £ 75.94     | £ 3.80   | £ 79.74     |
| Laser - Christmas Light supply Point 1- 1051642  | Electricity charges - 01/06/2023 to 31/08/2023                     | £ 66.26     | £ 3.31   | £ 69.57     |
| Laser - Christmas Light supply Point 1- 1051642  | Electricity charges - 01/09/2023 to 30/11/2023                     | £ 77.33     | £ 3.87   | £ 81.20     |
| Laser - Christmas Light supply Point 2 - 1051643 | Electricity Charges - 01/06/2023 to 31/08/2023                     | £ 66.26     | £ 3.31   | £ 69.57     |
| Laser - Christmas Light supply Point 2 - 1051643 | Electricity Charges - 01/09/2023 to 30/11/2023                     | £ 101.07    | £ 5.05   | £ 106.12    |
| Laser - Christmas Light supply Point 3 - 1051644 | Electricity Charges - 01/09/2023 to 30/11/2023                     | £ 75.26     | £ 3.76   | £ 79.02     |
| Laser - Christmas Light supply Point 4 - 1051645 | Electricity Charges - 01/06/2023 to 31/08/2023                     | £ 66.26     | £ 3.31   | £ 69.57     |
| Laser - Christmas Light supply Point 4 - 1051645 | Electricity Charges - 01/09/2023 to 30/11/2023                     | £ 75.89     | £ 3.79   | £ 79.68     |
| Laser - Christmas Light supply Point 6 - 1051646 | Electricity Charges - 01/09/2023 to 31/11/2023                     | £ 104.15    | £ 5.21   | £ 109.36    |
| Laser - Christmas Light supply Point 6 - 1051646 | Electricity Charges - 01/06/2023 to 31/08/2023                     | £ 66.26     | £ 3.31   | £ 69.57     |
| Laser - Christmas Lights Supply Point 5          | Electricity Charges - 01/06/2023 to 31/08/2023                     | £ 66.26     | £ 3.31   | £ 69.57     |
| Laser - Christmas Lights Supply Point 5          | Electricity Charges - 01/09/2023 to 30/11/2023                     | £ 108.60    | £ 5.43   | £ 114.03    |
| Laser - Guildhall Gas                            | Gas Charges - 01/10/2023 to 31/10/2023                             | £ 156.69    | £ 7.83   | £ 164.52    |
| Laser - Guildhall Gas                            | Gas Charges - 31/10/2023 to 30/11/2023                             | £ 502.49    | £ 100.50 | £ 602.99    |
| Laser - Library Electric                         | Electricity Charges - 01/09/2023 to 30/11/2023                     | £ 978.72    | £ 195.74 | £ 1,174.46  |
| Laser - Library Gas                              | Gas Charges - 31/10/2023 to 30/11/2023                             | £ 154.16    | £ 7.71   | £ 161.87    |
| Laser - Library Gas                              | Gas Charges - 30/11/2023 to 31/12/2023                             | £ 745.43    | £ 149.09 | £ 894.52    |
| Laser - Longstone Park Depo                      | Electricity Charges - 01/09/2023 to 30/11/2023                     | £ 300.77    | £ 15.04  | £ 315.81    |
| Laser - Station Gas                              | Gas Charges - 31/10/2023 to 30/11/2023                             | £ 53.21     | £ 2.66   | £ 55.87     |
| Laser - Station Gas                              | Gas Charges - 30/11/2023 to 31/12/2023                             | £ 81.33     | £ 4.07   | £ 85.40     |
| Laser - The Maurice Huggins Room - 1051636       | Electricity Charges - 01/09/2023 to 30/11/2023                     | £ 135.22    | £ 6.76   | £ 141.98    |
| Laser - Unmetered supply - 1051655               | Unmetered Charges - 01/11/2023 to 30/11/2023                       | £ 20.98     | £ 1.05   | £ 22.03     |



| Contact   | Description  | Net          | VAT      | Gross        |
|---|--|--------------|----------|--------------|
| Laser - Unmetered supply - 1051655                                    | Unmetered Charges - 01/12/2023 to 31/12/2023                   | £ 21.76      | £ 1.09   | £ 22.85      |
| Laser- Belle Vue Toilets  | Electricity Charges - 01/09/2023 to 30/11/2023                 | £ 89.79      | £ 4.49   | £ 94.28      |
| Laser -Guildhall Electric   | Electricity Charges - 01/09/2023 to 30/11/2023                 | £ 1,221.56   | £ 244.31 | £ 1,465.87   |
| Laser- Haldo Pillar Park light 1051653                                | Electricity Charges - 01/09/2023 to 30/11/2023                 | £ 68.14      | £ 3.41   | £ 71.55      |
| London Hearts   | DHSC Public Access defibrillator and locked cabinet            | £ 750.00     | £ 150.00 | £ 900.00     |
| Mr W & Mrs LD Kennington  | Home Library Service book delivery petrol expenses             | £ 70.20      | £ -      | £ 70.20      |
| Ms Gypsy Watkins  | Activities Cost - Library                                      | £ 25.00      | £ -      | £ 25.00      |
| Nationwide Account  | Movement of investment Funds to Active Saver Account           | £ 100,000.00 | £ -      | £ 100,000.00 |
| Opayo (previously Sage)   | Card machine charges   | £ 13.00      | £ 2.60   | £ 15.60      |
| Opayo (previously Sage)   | Card Machine charges   | £ 56.31      | £ -      | £ 56.31      |
| Otis Ltd  | Contractual Maintenance - Guildhall Lift 01/12/2023-29/02/2024 | £ 671.04     | £ 134.21 | £ 805.25     |
| PEAC Finance  | Photocopier Lease 26/01/2024 - 25/04/2024                      | £ 649.28     | £ 129.86 | £ 779.14     |
| Petty Cash  | Top up of Petty Cash   | £ 80.00      | £ -      | £ 80.00      |
| Print Copy Scan Ltd   | Prints for Photocopiers 30/11/2023 to 29/12/2023               | £ 46.24      | £ 9.24   | £ 55.48      |
| Public Works Loan Board   | Repayment of PWLB Loan for Library Capital Works               | £ 10,692.33  | £ -      | £ 10,692.33  |
| Robert Mcneil   | Tree Maintenance Cost - Bluebell Close Pillmere And Foot Path  | £ 750.00     | £ -      | £ 750.00     |
| Rogers Blinds & Awnings Ltd   | Supply and Fitting of New Blinds at Longstone Depot            | £ 264.54     | £ 52.92  | £ 317.46     |
| Rosevale Accountants Ltd  | Monthly payroll and absence management - December 2023         | £ 594.50     | £ 118.90 | £ 713.40     |
| Rosevale Accountants Ltd  | Professional Fees - Week Commencing - 11/11/2023               | £ 87.00      | £ 17.40  | £ 104.40     |
| Rosevale Accountants Ltd  | Professional Fees - Week Commencing - 08/01/2024               | £ 66.00      | £ 13.20  | £ 79.20      |
| Saltash & District Observer   | Town Messenger - November 2023                                 | £ 330.00     | £ -      | £ 330.00     |
| Saltash & District Observer   | Town Messenger - December 2023                                 | £ 330.00     | £ -      | £ 330.00     |
| Signet  | Dead Bolts For Compound Gate At Churchtown Cemetery.           | £ 111.25     | £ 22.25  | £ 133.50     |
| SOS Consultancy   | Monthly ICT Support and Maintenance Services                   | £ 1,260.86   | £ 252.18 | £ 1,513.04   |
| South West Signs  | Signs, Post And Fittings For Churchtown Cemetery               | £ 92.50      | £ 18.50  | £ 111.00     |
| South West Signs  | Pontoon Numbering Round Signs For Berth Numbering.             | £ 50.00      | £ 10.00  | £ 60.00      |
| South West Water - Alexandra Sq                                       | Water Charges 20/09/2023 -31/12/2023                           | £ 448.48     | £ -      | £ 448.48     |
| South West Water - Belle Vue Toilets                                  | Water Charges 27/09/2023 - 30/12/2023                          | £ 363.59     | £ -      | £ 363.59     |
| South West Water - Library  | Water Charges - 06/12/2023 - 03/01/2024                        | £ 22.59      | £ -      | £ 22.59      |
| South West Water - Longstone Depot - Connection to Bowling Green      | Water Charges 06/12/2023 - 03/01/2024                          | £ 27.91      | £ 2.31   | £ 30.22      |
| South West Water - Longstone Toilets - Connection to Bowling Pavilion | Water Charges 06/12/2023 - 03/01/2024                          | £ 17.27      | £ 1.50   | £ 18.77      |
| South West Water - Maurice Huggins Room                               | Victoria Park Water Charges 06/12/2023 - 03/01/2024            | £ 11.95      | £ 1.09   | £ 13.04      |
| South West Water - Waterside  | Waterside Toilets - Water Charges 20/09/2023 - 04/01/2024      | £ 157.59     | £ -      | £ 157.59     |
| Spot-On-Supplies  | Cleaning Materials - Guildhall                                 | £ 16.16      | £ 3.23   | £ 19.39      |
| Spot-On-Supplies  | Cleaning Materials - Longstone Depot                           | £ 14.04      | £ 2.81   | £ 16.85      |

| Contact  | Description   | Net                 | VAT               | Gross               |
|--|---|---------------------|-------------------|---------------------|
| Staff Expenses   | Expense Claim - Office Costs - Library  | £ 5.10              | £ -               | £ 5.10              |
| Staff Expenses   | Expense Claim - Refreshments Costs - Library  | £ 40.18             | £ -               | £ 40.18             |
| Staff Expenses   | Expense Claim - Staff Travel  | £ 24.40             | £ -               | £ 24.40             |
| Staff Expenses   | Mileage for Assistant Service Delivery Manager - December 2023                                | £ 101.15            | £ -               | £ 101.15            |
| Staff Salaries   | Staff Salaries  | £ 39,020.67         | £ -               | £ 39,020.67         |
| Steve Hillman Ground Works And Cherry Picker Services Saltash. | Full Day Cherry Picker Hire & Driver For Maintenance At The Town Clock On 15th December 2023. | £ 350.00            | £ -               | £ 350.00            |
| The Blondie Bar  | Catering for Employment law training on 26th January 2024                                     | £ 59.50             | £ -               | £ 59.50             |
| Thirsty Work   | Water Cooler Hire - December 2023   | £ 223.65            | £ 44.73           | £ 268.38            |
| Tool station   | Maintenance Tools - Churchtown Cemetery   | £ 122.63            | £ 24.53           | £ 147.16            |
| Tool station   | Ironmongery To Install To The Compound Gate at Churchtown Cemetery                            | £ 31.63             | £ 6.33            | £ 37.96             |
| Trade UK Account   | Timer Switch for Town Clock   | £ 33.33             | £ 6.66            | £ 39.99             |
| Trade UK Account   | Materials for Post Installation at Churchtown Cemetery For The Letters To Heaven              | £ 434.13            | £ 86.82           | £ 520.95            |
| Trade UK Account   | Maintenance Tool and Consumables - Longstone Depot  | £ 223.24            | £ 44.64           | £ 267.88            |
| Trade UK Account   | Protective equipment - Service Delivery   | £ 107.98            | £ 8.00            | £ 115.98            |
| Trade UK Account   | Maintenance Materials - Service Delivery Tools  | £ 458.39            | £ 91.67           | £ 550.06            |
| Travis Perkins Trading Company Ltd                             | Propane Burner for Churchtown Cemetery Capital works  | £ 57.91             | £ 11.58           | £ 69.49             |
| Travis Perkins Trading Company Ltd                             | Materials And Consumables For Churchtown Cemetery Fence Works.                                | £ 145.62            | £ 29.12           | £ 174.74            |
| UK Fuels Ltd   | Fuel for Town Council Service Delivery Vehicles   | £ 279.51            | £ 55.91           | £ 335.42            |
| Viking Direct  | Stationery Costs - Library  | £ 37.90             | £ 7.58            | £ 45.48             |
| Viking Direct  | Stationery Costs - P&F  | £ 112.93            | £ 7.59            | £ 120.52            |
| Viking Direct  | Stationery Costs - Longstone Depot  | £ 62.92             | £ 12.58           | £ 75.50             |
| Vincent Tractors Ltd   | Greenmech CS100E Chipper Machine  | £ 3,995.00          | £ 799.00          | £ 4,794.00          |
| Vincent Tractors Ltd   | Vehicle Loading Equipment Ramps For Grounds Maintenance Use                                   | £ 294.89            | £ 58.98           | £ 353.87            |
| Westcountry Skip Hire  | 05/01/2024 Disposal of Green Waste  | £ 33.60             | £ 6.72            | £ 40.32             |
| Westcountry Skip Hire  | 18/01/2024 Disposal of Wood Waste   | £ 64.96             | £ 12.99           | £ 77.95             |
| Zahara Systems   | Zahara Software - Annual Subscription Renewal 04/01/2024 - 13/01/2025                         | £ 1,861.50          | £ 372.30          | £ 2,233.80          |
| <b>Grand Total</b>   |   | <b>£ 388,918.55</b> | <b>£ 6,056.14</b> | <b>£ 394,974.69</b> |

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 8th February 2024 at 6.30 pm**

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

**ALSO PRESENT:** 2 Members of the Public, S Burrows (Town Clerk), I Bovis and D Joyce (Administration Officer).

**APOLOGIES:** J Brady, J Foster, B Samuels, P Samuels (Vice-Chairman) and D Yates.

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#### **122/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **123/23/24 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.

#### **124/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

The Chairman advised Members of a public question that had been received and would be taken under Agenda Item 12 – To receive a report on the Town Council Allotment Fees and Charges and consider any actions or associated expenditure.

**125/23/24     TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 14TH 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 Mortimore, seconded by Councillor Dent and **RESOLVED** that the minutes of the Services Committee held on 14<sup>th</sup> December 2023 were confirmed as a true and correct record.

**126/23/24     TO RECEIVE THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to ratify the Town Clerk's reported spend of £520 for the additional labour and bulb replacements relating to Christmas Lights for the year 2023/24 allocated to budget code 6572 EMF Festive Lights.

**127/23/24     TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Bullock, seconded by Councillor Mortimore and **RESOLVED** to note the budget statements and approve the following virements:

- 1.£500 from budget code 6403 Electricity Guildhall to 6408 Cleaning Materials and Equipment Guildhall, to cover expenditure for the remainder of 2023/24;
- 2.£1,500 from budget code 6403 Electricity Guildhall to 6410 General Repairs and Maintenance, to cover repairs to the hot water tank and gas boiler;
- 3.£500 from budget code 6900 Rates Library to 6921 IT and Office Costs Library, due to works now carried out in-house;
- 4.£100 from budget code 6900 Rates Library to 6975 Home Library Service, to cover volunteers' mileage costs;
- 5.£10,000 from budget code 6698 EMF Staff Contingency (Library) to 6633 Library Staff Gross Pay, to cover back dated NJC pay rise paid in December 2023;
- 6.£2,000 from budget code 6531 Public Toilet Commercial Cleaning to 6508 Public Toilets (Operational Costs), to cover expenditure for the remainder of 2023/24;
- 7.£3,000 from budget code 6522 Pontoon (Maintenance Costs) to 6517 Cross (Maintenance), to cover costs for repair works to the Cornish Cross;
- 8.£1,000 from budget code 7103 Electricity Longstone to 6526 Tools, Equipment & Materials, to cover expenditure for the remainder of 2023/24;
- 9.£800 from budget code 7103 Electricity Longstone to 6504 Street Furniture (Maintenance), to cover expenditure for the remainder of 23/24.

**128/23/24    TO RECEIVE A VIREMENT REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received a year-end virement report contained and circulated within the reports pack.

The Town Clerk informed Members of an opportunity to vire the Services Committee remaining budgets for the year 2023/24 to EMF codes to further assist with future projects or return to General Reserves.

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to approve the year-end virements, subject to any expenditure changes between January and March 2024:

1. £9,260 from budget code 6500 Tree Survey and Tree Maintenance to 6591 EMF Open Spaces and Trees, to support future open spaces and tree works;
2. £30,500 from budget code 6531 Public Toilet Commercial Cleaning to 6578 EMF Equipment and Vehicles (Capital Works) to invest in the Town Council vehicles;
3. £2,402 from budget code 7101 Water Rates Longstone to 6571 EMF Saltash Recreation Areas, to support future work to recreation areas;
4. £5,664 from budget code 6522 Pontoon (Maintenance Costs) to 6584 EMF Pontoon Maintenance Costs, to support future maintenance work on the Pontoon;
5. £7,616 from budget code 6528 Pontoon Accommodation to 6580 EMF Public Toilets (Capital Works), to support future work to the public toilets.

129/23/24 **TO RECEIVE REPORTS FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

a. Departmental Report;

Councillor Griffiths arrived and joined the meeting.

Replacement of Pontoon Lights

It was proposed by Councillor Stoyel, seconded by Councillor Dent and **RESOLVED** to approve the replacement of the pontoon walkway lighting on a movement sensor basis at a maximum cost of £3,000 allocated to budget code 6584 EMF Pontoon Maintenance.

Pontoon Walkway

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to approve the additional £200 inc VAT for the purchase of additional stainless steel fixing bolts for the pontoon decking works, allocated to budget code 6584 EMF Pontoon Maintenance.

Spring/Summer planting revised for evergreen plants

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** to approve the additional £150+vat for evergreen plants for the Town Council planters and flower beds, allocated to budget code 6506 Grounds Maintenance and Watering.

Longstone Depot Roller Door

It was proposed by Councillor Miller, seconded by Councillor Martin and resolved to **RECOMMEND** to the Property Maintenance Sub Committee to consider a replacement roller door at Longstone Depot within the Five-Year maintenance plan.

Cornish Cross Bolts

The Service Delivery Manager informed Members that due to the testing being specialised, only one company was identified and able to provide a quote for the works required.

It was proposed by Councillor Bullock, seconded by Councillor Dent and **RESOLVED** to appoint Swantest to carry out the Cornish Cross bolt testing at a cost of £4,995+ VAT allocated to budget code 6517 Cornish Cross.

### No Mow May

Members discussed the impact on workloads and difficulties for the Service Delivery Department when cutting the grass following the No Mow May initiative.

It was proposed by Councillor Miller, seconded by Councillor Martin and **RESOLVED** to leave small areas around trees, roundabouts or corners of green spaces to show the Town Council's participation and support for No Mow May.

### Waterside Toilets

Members discussed the ownership of the Waterside toilets and the need for future redevelopment. The Town Clerk confirmed the Property Maintenance Sub Committee have been instructed by the Services Committee to review ownership of the Waterside toilets and potential improvement works.

It was proposed by Councillor Peggs, seconded by Councillor Martin and **RESOLVED** to approve the Service Delivery Department to undertake maintenance works to bring the Waterside toilets to a better standard before the Summer season, at a maximum cost of £3,000 allocated to budget code 6580 EMF Public Toilets (Capital Works) 23/24.

It was **RESOLVED** to note the remainder of the departmental report and to thank the Service Delivery Manager.

#### b. Grounds Maintenance Works;

It was **RESOLVED** to note.

#### c. Work Request Log;

It was **RESOLVED** to note.

#### d. Vandalism and Anti-Social Behaviour Report;

Nothing to report.

#### e. Statutory and Mandatory Building Asset Checks.

It was **RESOLVED** to note.



130/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

131/23/24 TO RECEIVE A REPORT ON CORMAC'S IMPROVED DRAINAGE IN THE AREA OF HOMER PARK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

**132/23/24     TO RECEIVE A REPORT ON THE TOWN COUNCIL ALLOTMENT FEES AND CHARGES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman invited a Member of the Public to ask their question.

| <u>Date Received</u> | <u>Public Questions to the Town Council</u>                                     | <u>Submitted By</u> |
|----------------------|---|---------------------|
| 26.01.24             | Why has the water charge for allotments increased by 200% from £10.00 to £30.00 | J Marshall          |

Members received and discussed the report on the Town Council Allotment Fees and Charges, contained and circulated within the reports pack.

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

1. Reduce the water increase for the year 2024/25 for Churchtown and Fairmead Allotment sites from £30p.a. to £10p.a.
2. Encourage allotment holders to reduce the need to water and refer to the 'water use on allotments' leaflet;
3. Note the reduced income for 2024/25 by £1,200 due to water reduction in the annual water charge.

The motion was defeated.

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

1. Reduce the water increase for the year 2024/25 for Churchtown and Fairmead Allotment sites from £30p.a. to £15p.a.
2. Encourage allotment holders to reduce the need to water and refer to the 'water use on allotments' leaflet;
3. Note the reduced income for 2024/25 by £900 due to water reduction in the annual water charge.

**133/23/24     TO RECEIVE AN UPDATE ON THE TOWN COUNCIL CIL PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members of the next steps to deliver the CIL funded project.

It was proposed by Councillor Dent, seconded by Councillor Mortimore and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Committee meeting to be held on 27<sup>th</sup> February 2024 to appoint Mel Richardson to undertake the procurement and project management work up to completion at a cost of £4,000, allocated to budget code 6282 EMF Funding Bid.

**134/23/24     TO RECEIVE THE DRAFT CHRISTMAS LIGHT TENDER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the existing lighting and infrastructure in place for Christmas Lighting with the view to replace items if required.

The Town Clerk requested time to review the Draft Invitation to Tender document prior to advertisement.

The Town Clerk spoke of the Town Council's precepted Christmas Lights budget of £30,000 for the year 2024/25.

Due to the Christmas tree installation delivered successfully in-house, the Town Clerk requested consideration be given to setting aside sufficient funds for these works to be completed in-house for the year 2024/25.

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

1. Approve a maximum of £28,500 assigned to the tender for the three-year contract, allocated to budget code 6572 EMF Festive Lights;
2. Approve the draft Christmas Lights Invitation to Tender and supporting documents, subject to the Town Clerk's final review and sign off.

**135/23/24     TO RECEIVE A REPORT ON MENTAL HEALTH ORGANISATION PLAQUES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members expressed their disappointment that Cornwall Council refused the installation of mental health organisation plaques on their benches and didn't feel the alternative suggestion was satisfactory.

It was proposed by Councillor Gillies, seconded by Councillor Griffiths and **RESOLVED** to respond to Cornwall Council to find a suitable way forward to bring this project to fruition.

**136/23/24     TO RECEIVE A REPORT ON BUNTING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and discussed the report on Town Council bunting contained and circulated within the reports pack.

Members discussed the material elements of the bunting proposed and the environmental impact, taking into consideration the Town Council Environmental Policy.

The Town Clerk informed Members that the Town Council insurance would not cover the installation of bunting due to unknown weight loads on the catenary wire therefore advised the Town Council to consider other suitable options.

Members discussed alternative options.

It was proposed by Councillor Gillies, seconded by Councillor Mortimore and **RESOLVED** to not install bunting for the year 2024 and to further research alternative options to be considered at the next Services Committee meeting to be held on 11<sup>th</sup> April 2024.

Councillor Bullock gave her apologies and left the meeting.

Councillor Martin left the meeting.

**137/23/24     TO CONSIDER AGREEMENTS FOR THE FOLLOWING SITES AND ANY ASSOCIATED EXPENDITURE:**

The Town Clerk informed Members that across all three areas – Alexander Square, Huntley Gardens, Silver Street and the Station Platform there were no formal agreements for the Town Council to work on any of these sites.

**a. Alexandra Square Shrub Bed;**

Councillor Martin returned to the meeting.

It was proposed by Councillor Griffiths, seconded by Councillor Dent and **RESOLVED** to delegate to the Town Clerk to review and sign on behalf of Saltash Town Council an agreement for the maintenance to the shrub bed at Alexandra Square, at no cost to the Town Council.

**b. Huntley Gardens and Silver Street;**

Councillor Miller left the meeting.

Councillor Miller returned to the meeting.

It was proposed by Councillor Miller, seconded by Councillor Griffiths and **RESOLVED** to delegate to the Town Clerk to arrange an agreement to maintain the shrubs, grass, trees and any street furniture only (not including main structures of the site e.g. walls), at no cost to the Town Council

**c. Saltash Station Platform.**

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

1. To delegate to the Town Clerk to arrange an agreement between GWR and Saltash Town Council at no cost to the Town Council, to maintain areas 1 to 4 at Saltash Station;
2. To procure additional PPE items for staff as requested by GWR/Network Rail allocated to budget code 6673 Service Delivery Clothing;
3. To **RECOMMEND** to the Station Sub Committee to consider future planting options at Isambard House.

**138/23/24     TO RECEIVE A REPORT ON CCTV AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to approve the relocation of the trial camera to outside Saltash Barbers.

**139/23/24     TO RECEIVE A REPORT ON THE LONGSTONE PARK GATE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Griffiths, seconded by Councillor Dent and **RESOLVED** to support Cornwall Councillor Frank and Lennox-Boyd to arrange for the Longstone Park gate (lower pedestrian entrance) to be repaired, funded from their Community Chest Funding, working in partnership with Saltash Town Council as the 'accountable body'.

**140/23/24     TO RECEIVE A REQUEST FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the request received from Saltash Chamber of Commerce, detailed and contained within the circulated reports pack.

It was proposed by Councillor Gillies, seconded by Councillor Martin and **RESOLVED** to switch on the Christmas and Festoon Lights on Friday 15<sup>th</sup> November 2024 working in partnership with Saltash Chamber of Commerce, local schools and any other relevant organisation.

**141/23/24     TO RECEIVE A REQUEST FROM TOWN TEAM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and considered the request from Town Team regarding the Town Council Loudspeakers.

It was proposed by Councillor Mortimore, seconded by Councillor Dent and **RESOLVED** to respond to Town Team:

1. To confirm that the Town Council do not wish to reconnect the disconnected speakers due to resident complaints;
2. To confirm that the Town Council have investigated issues being experienced when using the Loudspeakers and do not wish to further investigate at this time.

**142/23/24     TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

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

1. To note the report and continue to support Saltash Environmental Action (SEA) with their works at Elwell Woods;
2. To request three detailed quotes to be received for foreign plant treatment at the next Services Committee meeting to be held on 11<sup>th</sup> April 2024;
3. To refer SEA to the Town Council Environmental Policy.

**143/23/24     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.

**144/23/24     TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**145/23/24     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**146/23/24     TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

147/23/24 **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 Mortimore and **RESOLVED** to issue the following Press and Social Media releases:

1. Christmas Light Tender;
2. Longstone Park Gate in Partnership with Cornwall Councillors;
3. No Mow May;
4. Allotment Water Charges 2024-25.

**DATE OF NEXT MEETING**

Thursday 18 April 2024 at 6.30 pm

Rising at: 8.37 pm

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

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



## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 20th February 2024 at 6.30 pm

**PRESENT:** Councillors: R Bickford, J Brady (Vice-Chairman), R Bullock, J Dent, J Foster, S Gillies, 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:** M Griffiths, S Martin, L Mortimore and D Yates.

#### **121/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **122/23/24 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.

| <b>Councillor</b> | <b>Agenda Item</b> | <b>Pecuniary/Non-Pecuniary</b> | <b>Reason</b>       | <b>Left Meeting</b> |
|-------------------|--------------------|--------------------------------|---------------------|---------------------|
| <b>Samuels B</b>  | PA24/01073         | Non-Pecuniary                  | Friend of applicant | Yes                 |
| <b>Samuels P</b>  | PA24/01073         | Non-Pecuniary                  | Friend of applicant | Yes                 |

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

None.

#### **123/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

**124/23/24     TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON TUESDAY 16TH JANUARY 2024 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor B Samuels, seconded by Councillor Brady and **RESOLVED** that the minutes of the Planning and Licensing Committee held on Tuesday 16<sup>th</sup> January 2024 were confirmed as a true and correct record.

**125/23/24     TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**126/23/24     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:

**PA23/08665**

Mr Patrick Phelan – **Thornwell Annexe Trematon Saltash PL12 4RU**

Change of use of annexe, to use as a short term holiday let as well as for private/family use.

**Ward: Trematon**

Date received: 16/01/24

Response date: 21/02/24

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

**PA24/00188**

Mr P Underhill – **9 Mote Park Saltash PL12 4JX**

Proposed extension and re-modelling to include external cladding and roof mounted solar panels.

**Ward: Tamar**

Date received: 31/01/24

Response date: 21/02/24

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and resolved to **RECOMMEND APPROVAL** subject to the advisory comments of the Countryside Access Officer being a condition of the Decision Notice.

**PA24/00378**

Bloor Homes Ltd – **Land Pt Os 7081 & 0076 Broadmoor Farm Stoketon Cornwall**

Application to discharge Condition 6 and to amend planning obligations contained within the Section 106 Legal Agreement attached to planning permission PA14/02447 relating to the Slip Road Works.

**Ward: Trematon**

Date received: 24/01/24

Response date: 23/02/24

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

**PA24/00865**

Mr Christopher Lloyd – **3 The Moorings Babis Lane St Stephens Saltash PL12 4FG**

External alterations to install a window and door and associated works.

**Ward: Essa**

Date Received: 09/02/24

Response date: 01/03/24

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

Councillors B Samuels and P Samuels both declared an interest in the next agenda item and left the meeting.

Vice-Chairman, Councillor Brady in the Chair.

**PA24/01073**

Mr Simon Congdon – **Land South of Roodscroft Hatt Cornwall PL12 6PJ**

Non-material amendment to decision PA20/05744 dated 25.09.2020 for changes to the door arrangements on the east and west elevations.

**Ward: Trematon**

Date received: 13/02/24

Response date: 26/02/24

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

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

The Chairman, Councillor B Samuels in the Chair.

d. Tree Applications

**PA24/00496**

Mr Andrew Wood – **Hunters Moon Castle Hill Forder Saltash PL12 4QW**

Works to trees in a Conservation Area for Magnolia – crown lift to approximately 1.3 metres above ground level. Holly – remove dead branches and reshape crown to compensate.

**Ward: Trematon**

Date received: 22/01/24

Response date: 23/02/24

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

**127/23/24 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.

**128/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**129/23/24    PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**130/23/24    TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**131/23/24    TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Tuesday 19 March 2024 at 6.30 pm

Rising at: 6.50 pm

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

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

## **SALTASH TOWN COUNCIL**

### **Minutes of the Extraordinary Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 27th February 2024 at 6.30 pm**

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

**ALSO PRESENT:** S Burrows (Town Clerk) and M Thomas (Senior Policy and Data Compliance Officer)

**APOLOGIES:** J Brady, S Gillies, M Griffiths, S Martin, L Mortimore, J Peggs and D Yates.

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#### **151/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **152/23/24 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 received.

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

None received.

#### **153/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

**154/23/24     TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 9TH JANUARY 2024 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Miller, seconded by Councillor Lennox-Boyd and **RESOLVED** that the minutes of the Policy and Finance Committee held on 9<sup>th</sup> January 2024 were confirmed as a true and correct record.

**155/23/24     TO RECEIVE THE FOLLOWING COMMITTEE RECOMMENDATIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

a. Services held on 8th February 2024

**133/23/24 TO RECEIVE AN UPDATE ON THE TOWN COUNCIL CIL PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members of the next steps to deliver the CIL funded project. It was proposed by Councillor Dent, seconded by Councillor Mortimore and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Committee meeting to be held on 27th February 2024 to appoint Mel Richardson to undertake the procurement and project management work up to completion at a cost of £4,000, allocated to budget code 6282 EMF Funding Bid.

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

b. Full Town Council held on 1<sup>st</sup> February 2024

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

Members discussed the available funding limit for festival funds under the existing Grants Policy with the possibility of raising the amount given to festivals on daily basis. It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED**:

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

It was noted that this item would be considered under agenda item 7(c)(11).

**156/23/24** **TO REVIEW THE TOWN COUNCIL'S POLICIES AND PROCEDURES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

The Town Council policies can be found on the below link.

[Please click here to view and download the Town Council Policies.](#)

The Town Clerk provided Members with an overview of the background to the policies being reviewed at the meeting and the procedure that will be put in place to streamline the process going forward.

All policies have been reviewed with amendments made to some but not all documents. Advice has been taken where appropriate from external advisers. Policies approved at this meeting (with any amendments) will be recommended to Full Town Council to be held on 7<sup>th</sup> March 2024 with all policies then being readopted at the Annual Meeting of the Town Council in May.

In future, the review of policies will be taken throughout the calendar year with the Policy and Finance Committee receiving a number of policies at each committee meeting.



Members considered and reviewed each individual policy, section by section.

a. Employees

1. NJC Green Book
2. Data Protection – Criminal Records Information Policy
3. Data Protection Policy (Employees)
4. Disability Employment Policy
5. Employee Handbook 2023
6. Protocol for Member Officer Relations
7. Provision of IT and Acceptable Use Policy
8. Recruitment and Selection Policy

The Town Clerk advised that the NJC Green Book forms part of the staff contract and was not for amendment or discussion at this meeting.

It was **RESOLVED** to note.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** the Employees policies and amendments (as attached) to Full Council to be held on 7<sup>th</sup> March 2024.

b. Finance:

1. Accounts and Audit Regulations 2015
2. Annual Business Continuity Plan
3. Annual Internal Audit and Business Risk Assessment
4. Annual Reserves Policy 2024-25
5. Annual Statement on Internal Control 2024-25
6. Annual Treasury Management Strategy
7. Anti-Bribery Policy Statement and Anti-Fraud and Corruption Strategy 2024-25
8. Local Government Pension Scheme
9. Receipting of Income and Banking Procedures
10. Risk Management Plan Statement 2024-25
11. Risk Management Strategy 2024-25
12. Scheme of Delegation
13. Financial Regulations 2024-25

The Town Clerk advised that the Accounts and Audit Regulations 2015 is a regulation that the Town Council complies with and is not for amendment or discussion at this meeting.

It was **RESOLVED** to note.

It was proposed by Councillor Foster, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Finance policies and amendments (as attached) to Full Council to be held on 7<sup>th</sup> March 2024.

c. General:

1. Acquisition or Sale of Land and Property
2. Allotments
3. Complaint Handling and Customer Behaviour Policies
4. Communications Policy and Strategy
5. Data Retention and Disposal Policy
6. Equality and Diversity Policy
7. Events and Hire of Town Council Premises
8. FOI Model Publication Scheme 2024-25
9. Freedom of Information Policy
10. Grants Policy
11. Match Funding Policy
12. Planning – a Guide for Councillors
13. Public Loudspeaker Policy
14. Receiving Public Questions, Representations and Evidence at Meetings

Councillor Foster left the meeting and then re-joined the meeting during discussion of this item.

15. Safeguarding Policy
16. Social Media Policy
17. Standing Orders
18. STC Seals and Logo
19. Terms of Reference – Committees and Sub-Committees
20. Training and Development Policy

It was proposed by Councillor Foster, seconded by Councillor Dent and resolved to **RECOMMEND** to remove the restrictions on Chairmanship from all Terms of Reference to Full Council on 7<sup>th</sup> March 2024.

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

1. defer the Match Funding for Festivals Policy to a future Policy and Finance meeting;
2. defer the Events and Hire of Town Council Premises Policy to the Policy and Finance Committee meeting to be held on 12<sup>th</sup> March 2024;
3. refer the Social Media Policy to the Communications and Engagement Working Group to review, reporting back to the Policy and Finance meeting to be held on 14<sup>th</sup> May 2024.
4. **RECOMMEND** to Full Council to be held on 7<sup>th</sup> March 2024 the remaining General policies and amendments (as attached).

d. Health and Safety

1. Health and Safety Manual

e. Library

1. Home Library Service
2. Library Stock Management Policy

It was proposed by Councillor Foster, seconded by Councillor Bullock and resolved to **RECOMMEND** the Health and Safety and Library policies (as attached) to Full Council to be held on 7<sup>th</sup> March 2024.

f. Members

1. Advisory Dress Code (Councillors)
2. Co-option Policy
3. Code of Conduct

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to withdraw the Advisory Dress Code (Councillors) from the Town Council library of policies.

The motion was defeated.

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Members policies (as attached) to Full Council to be held on 7<sup>th</sup> March 2024.

g. Civic

1. Awarding the Honorary Freedom of Saltash
2. Civic Awards
3. Civic Handbook
4. Election of Mayor and Deputy Mayor

It was proposed by Councillor Stoyel, seconded by Councillor B Samuels and resolved to **RECOMMEND** the Civic policies and amendments (as attached) to Full Council to be held on 7<sup>th</sup> March 2024.

**157/23/24 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.

**158/23/24    TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**159/23/24    PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**160/23/24    TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**161/23/24    TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor B Samuels, seconded by Councillor Stoyel and **RESOLVED** to issue the following Press and Social Media release:

1. CIL playpark project funding.

**DATE OF NEXT MEETING**

Tuesday 12 March 2024 at 6.30 pm

Rising at: 8.12 pm

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

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

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Joint Burial Board Committee held at the Guildhall on Tuesday 27th February 2024 at 6.00 pm**

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

**ALSO PRESENT:** R Lumley (Assistant Town Clerk) and M Thomas (Senior Policy and Data Compliance Officer)

**APOLOGIES:** J Peggs

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#### **32/23/24     HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **33/23/24     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.

#### **34/23/24     QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE JOINT BURIAL BOARD COMMITTEE.**

None received.

**35/23/24      TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON 24TH OCTOBER 2023 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** that the minutes of the Joint Burial Board Committee held on 24<sup>th</sup> October 2023 were confirmed as a true and correct record.

**36/23/24      TO RECEIVE THE JOINT BURIAL BOARD BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**37/23/24      TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**38/23/24      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**39/23/24      TO RECEIVE AN UPDATE ON THE WILDFLOWER AREAS AT ST STEPHENS CHURCHYARD AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Churchwarden B Jones provided a verbal update confirming at a recent PCC meeting it was approved for the wildflower planting project to continue for a further two years working in partnership with Saltash Environmental Action. With the minutes from the PCC meeting to be shared with the Town Council.

PCC Members asked for the Service Delivery Manager to consider these areas in any mowing of the Churchyard.

It was **RESOLVED** to note.

**40/23/24      TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**41/23/24      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

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

None.

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

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

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

None.

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

None.

**DATE OF NEXT MEETING**

Tuesday 25 June 2024 at 6.00 pm

Rising at: 6.15 pm

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

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

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 29th February 2024 at 6.30 pm**

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

**ALSO PRESENT:** Councillor R Bickford, S Burrows (Town Clerk)

**APOLOGIES:** J Peggs (Vice-Chairman).

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#### **75/23/24     HEALTH AND SAFETY ANNOUNCEMENTS.**

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

The Chairman welcomed Cllr Richard Bickford to the meeting.

Cllr Bickford informed the Chairman of the reason for his attendance this evening – he is interested to listen to the discussions relating to agenda items 19a and 19b.

#### **76/23/24     DECLARATIONS OF INTEREST:**

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

None.

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

None.



**77/23/24      TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 16TH NOVEMBER 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 Stoyel, seconded by Councillor Martin and unanimously **RESOLVED** to amend 'date of next meeting' from '6.30am' to '8pm'.

It was proposed by Councillor Stoyel, seconded by Councillor Dent and unanimously **RESOLVED** that the minutes of the Personnel Meeting held on 16<sup>th</sup> November 2023 were confirmed as a true and correct record.

**78/23/24      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**79/23/24      TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**80/23/24      TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members that the staff training budget codes are split across Services, Library and Policy and Finance in the same manner as the salaries. There is potential for staff to miss training opportunities due to the lengthy approval process for training requests over the delegated amount of £200.

Members asked various questions.

The Town Clerk confirmed that salary incremental is a recommendation to Full Council.

It was **RESOLVED** to note the budget statement.

It was proposed by Councillor Dent, seconded by Councillor Martin and unanimously resolved to **RECOMMEND** to the Policy and Finance Committee held on 12<sup>th</sup> March to consider virement of the staff training budget codes to the Personnel Committee to assist with staff training requests in line with the Committee Terms of Reference.

It was proposed by Councillor Martin, seconded by Councillor Dent and unanimously resolved to **RECOMMEND** to the Policy and Finance Committee held on 12<sup>th</sup> March to consider virement of the staff salary budget codes to the Personnel Committee.

**81/23/24      TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

a. Training Budget

It was **RESOLVED** to note.

b. Training Attended

Councillor Foster left the meeting and then re-joined the meeting during discussion of this item.

It was **RESOLVED** to note.

c. Training requests

It was proposed by Councillor Martin, seconded by Councillor Stoyel and unanimously resolved to **RECOMMEND** to the Services Committee to be held on 11<sup>th</sup> April to ratify the Town Clerk's delegated authority for the Service Delivery Manager to attend RoSPA Routine Visual Inspection course at a cost of £335+VAT allocated to budget code 6676 Service Delivery Staff Training.

It was proposed by Councillor Stoyel, seconded by Councillor Foster and unanimously resolved to **RECOMMEND** to the Policy and Finance Committee to be held on 12<sup>th</sup> March to approve the Finance Officer to attend the Local Government Association Employer Role training on the 16<sup>th</sup> April at a cost of £250+VAT allocated to budget code 6656 Staff Training.

**82/23/24      TO RECEIVE AN UPDATE ON STAFF END OF YEAR ANNUAL LEAVE 2023-24 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**83/23/24      TO NOTE THE APPOINTMENT OF A SERVICE DELIVERY GENERAL ASSISTANT.**

It was **RESOLVED** to note the appointment on 15<sup>th</sup> February 2024 of a Service Delivery General Assistant and to welcome him to Saltash Town Council.

**84/23/24      TO REVIEW THE CHRISTMAS AND NEW YEAR SHUT DOWN FOR THE YEAR 2024 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Stoyel, seconded by Councillor Miller and unanimously resolved to **RECOMMEND** to Full Council held on 7<sup>th</sup> March:

1. The Town Council Christmas shutdown period to commence on Tuesday 24<sup>th</sup> December 2024 at 12.30 and re-opens on Thursday 2<sup>nd</sup> January 2025;
2. Staff to take annual leave on 27<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup> December 2024 to cover the Christmas shutdown period;
3. This will not apply to operational staff who are required to remain on duty during this period by an agreed on call rota system to carry out essential services in the town.

**85/23/24      TO REVIEW THE 'SALTASH DAY' FOR THE YEAR 2024 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Stoyel and unanimously resolved to **RECOMMEND** to Full Council held on 7<sup>th</sup> March:

1. Half a day be awarded to all staff on Tuesday 24<sup>th</sup> December 2024, finishing at 12.30;
2. To allocate staff that work part time, the half a day in the morning rather than the afternoon.

**86/23/24      TO RECEIVE A REPORT ON BRIGHTPAY SOFTWARE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. Purchase an annual licence for BrightPay 2024/25 at a cost of £289+VAT;
2. Purchase BrightPay Connect at a cost of 0.65p+VAT per employee per month;
3. **RECOMMEND** to the Policy and Finance Committee held on 12<sup>th</sup> March that the associated cost be allocated to budget code 6305 Finance Software due to the function moving back in-house.

**87/23/24      TO REVIEW TEAM COMPLIMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To note and thank the Town Council Departments for their continued commitment and hard work given to the Town Council and community;
2. That future recognition received from the public be reported back to Personnel and Full Council meetings.

**88/23/24      TO REVIEW ROSEVALE ACCOUNTANTS PAYROLL SERVICES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note termination of Rosevale Accountants payroll services.

**89/23/24      TO REVIEW ROSEVALE ACCOUNTANTS FINANCE SERVICE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To continue with the temporary appointment of Rosevale Accountants to support the Finance Officer with the year-end and AGAR work;
2. At a cost of £33+VAT per hour;
3. The Town Clerk to continue to oversee the working relationship with Rosevale and ensure contracted hours are only as necessary and stay within budget;
4. To note the 12 month training plan ceases on 31<sup>st</sup> March 2024;
5. To **RECOMMEND** to the Policy and Finance Committee held on 12<sup>th</sup> March to allocate the associated cost to budget code 6661 Finance Consultancy Fees.

**90/23/24      TO REVIEW THE PROTOCOL FOR MEMBER OFFICER RELATIONS POLICY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman reminded Members of the advice received from CALC relating to the Protocol for Member Officer Relations.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and unanimously **RESOLVED** that Councillors Martin and Stoyel revisit the CALC recommendations applying amendments to the policy for consideration at the 27<sup>th</sup> June Personnel Committee meeting.

**91/23/24      TO REVIEW THE APPOINTMENT OF A TOWN CRIER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Foster, seconded by Councillor Dent and unanimously **RESOLVED** to defer to the 27<sup>th</sup> June Personnel Committee meeting.

**92/23/24      TO RECEIVE THE FOLLOWING DRAFT JOB DESCRIPTIONS AND PERSON SPECIFICATIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

a. Development Manager;

It was proposed by Councillor Foster, seconded by Councillor Miller and unanimously resolved to **RECOMMEND** to Full Council held 7<sup>th</sup> March to:

1. Approve the new role, Development and Engagement Manager into the existing Town Council organisation structure;
2. Approve the job description and person specification (as attached) subject to the HR Advisers review and sign off;
3. To advertise from 1<sup>st</sup> April 2024;
4. To note the new role will assist with the implementation of the Business Plan and other Town Council business.

b. Communications and Engagement Officer.

It was proposed by Councillor Martin, seconded by Councillor Miller and unanimously resolved to **RECOMMEND** to Full Council held 7<sup>th</sup> March to:

1. Approve the new role, Communications and Engagement Officer into the existing Town Council organisation structure;
2. Approve the job description and person specification (as attached) subject to the HR Advisers review and sign off;
3. To advertise from 1<sup>st</sup> April 2024.

Councillor Bickford left the meeting.

93/23/24

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

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

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

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

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

Members in attendance noted the Chairman's statement.

**94/23/24      TO RECEIVE A REPORT ON THE ANNUAL STAFF PERFORMANCE REVIEWS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members that the annual staff performance reviews have taken place.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and unanimously resolved to **RECOMMEND** to Full Council held on 7<sup>th</sup> March to approve all incremental point progressions for eligible staff for the year 2024-25, from 1<sup>st</sup> April 2024.

**95/23/24      TO RECEIVE A FLEXIBLE WORKING REQUEST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. Approve the reduction of working hours for a Library member of staff from 19 hours per week to 17 hours per week to commence on 1<sup>st</sup> April 2024;
2. Approve the increase of working hours for a Library member of staff from 16 hours to 18 hours per week to commence on 1<sup>st</sup> April 2024;
3. HR Advisers to issue an addendum to the member of staff contracts of employment.

The Town Clerk informed Members that the meeting is about to exceed 2.5 hours breaching Standing Orders.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to suspend Standing Order 2.V to allow the remaining business to be considered.



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

The Town Clerk informed Members of the need to appoint an Occupational Health Assessor (OHA) in line with being a good employer and employment regulations.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to appoint an OHA at a cost of £250 plus a mileage charge from Paignton.

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** to appoint an OHA at a cost of £250 plus a mileage charge from Paignton.

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

**97/23/24      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**98/23/24      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**99/23/24      TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**100/23/24      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Thursday 27 June 2024 at 6.30 pm

Rising at: 9.30 pm

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

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

## **A report from the Personnel Committee to support the need for two new roles at the Town Council**

### Development and Engagement Manager

As Council we have never been busier. I think we all must recognise the change in the nature of local authorities as we navigate public life since Covid.

The public purse is being squeezed ever tighter at Westminster and more and more is being delegated and devolved to authorities closer to home to deliver.

As a town council we are in the privileged position to be able to look at delivering some really exciting and rejuvenating projects for our town with the funding that we have achieved, and without having to rely on the Precept to do so. We have very few revenue streams currently so it's crucial whatever we do has as little impact on the Precept as possible.

The current list of projects includes:

1. CLUP – Connectivity project
2. Town Vitality – Open Green Space
3. CIL – Playparks
4. Waterside toilets
5. Coastal Communities Team – waterside flood prevention and public realm improvements

There is a considerable amount of work involved. Ensuring we have the right roles in place makes our goals positive and deliverable without putting an additional burden on our officers.

Researching and applying for funding is a massive undertaking and one that can no longer be delivered effectively by the Town Clerk alongside her full-time role. Up to now we have delegated the work to outside agencies and consultants where possible, but they can only pick up the parts of that work that can be paid via the funding. This is not a long-term solution.

In order to be able to compete with other authorities and comply with deadlines which often have a short lead time, we need to ensure we have someone on board who is doing that constantly and consistently. There is nothing worse than recognising funding opportunities once they have closed, and for the town to miss out.

Achieving funding too is a huge hurdle filling out bids and gathering all the subsequent information needed. To have someone with the skillset undertaking this work will be far more efficient and effective than how we are currently working which is not sustainable if we want to develop and implement our business plan. It will mean we are able to look for and take on more projects for the town fulfilling the vision we have signed up to around our six priorities.

This is an exciting role. Finding the right person will be a challenge in the current climate but we have built a strong team of senior management and this new person will sit within that team and be instrumental in driving our strategy forward.

**End of Report**  
**Personnel Committee**

## DRAFT Job Description

|                |   |
|----------------|---|
| Position Title | Development and Engagement Manager  |
| Location       | Saltash Town Council – The Guildhall  |
| Reporting to   | Town Clerk / Responsible Finance Officer  |
| Hours          | Full Time - 37 per week variable but generally 9am to 5pm Monday to Friday, subject to your attendance at evening meetings, civic events and projects as required |
| NJC Grade      | 29 – 32 dependent on skills and experience  |

### Job purpose:

To collaborate with the Town Clerk/RFO on the day to day operations of Town Council projects and funding opportunities working within the business plan to meet the strategic priorities of the Council.

The role will primarily be to source funding opportunities, prepare applications to a range of funders in order to secure financial support for a variety of projects and to oversee line management of the communications lead.

To prepare and submit well written applications based on information provided by the Town Councillors, staff, as well as key stakeholders.

In liaison with the Town Clerk/RFO advise the Town Council of relevant funding opportunities and projects.

The Development and Engagement Manager will be a member of the Senior Management Team.

### Key Responsibilities:

1. To deliver and lead partnerships and funding strategy in line with the business plan goals.
2. To develop and deliver an annual community engagement and fundraising activity plan for the Council reporting to the relevant Sub Committee.
3. Proactively grow, develop and manage Town Council funding opportunities and projects for the betterment of Saltash.
4. To gather evidence to complete pre-qualification funding questionnaire to develop into funding applications.
5. To be responsible for researching and preparing documents which are designed to receive project funding for the Council.
6. To identify ways in which the Town Council can further strengthen its relationships with the community, key stakeholders and external contractors.

7. To oversee funding awarded against expenditure up to the end of the project agreement working closely with the Responsible Finance Officer (RFO) and Finance Officer.
8. To review and comply with all Grant Funding Agreements working closely with the Town Clerk/RFO.
9. To monitor the delivery of all work programmes reporting on a regular basis to the Town Clerk/RFO and where appropriate the Council and key stakeholders.
10. To provide comprehensive reports (including financial) at the initial stage of any funding opportunity, through to completion of a project reporting directly to the Town Clerk/RFO, key stakeholders and the Town Council.
11. To attend relevant Town Council meetings as directed by the Town Clerk.
12. To identify areas where best practice, income generation and cost saving initiatives can be implemented.
13. To ensure the Town Clerk is up to date with partnership and funding progress and involved where appropriate in attending meetings and events.
14. To manage the production of consultation projects working with the Communications and Engagement Officer to deliver and present results.
15. To obtain quotes for goods and services working within the Town Council procurement process for projects.
16. To work in collaboration with colleagues across the Town Council departments to ensure effective communication of plans and progress.
17. To actively contribute towards the overall organisational strategy to embed a funding culture across the Council.
18. To ensure that all funded processes are compliant with GDPR and Funding Regulator requirements and consistently refresh your knowledge in relation to this.
19. To operate in accordance with the diverse needs of the community to ensure equal access to service.
20. To be an advocate for the Town Council business plan.
21. To attend the senior management meetings, contributing towards the shared goal of achieving organisational excellence.
22. Contribute to the Town Council business plan for both the implementation of the current plan and progress the development for the town's business plan for the future.
23. To play an active role as a line manager in role modelling the behaviours and core values of the Council.

24. To line manage the Communications and Engagement Officer providing inspiring leadership, guidance and mentoring support including setting quarterly and annual objectives, carrying out 1:1s as required and completing annual performance review.
25. Be proactive in identifying opportunities for learning and professional development to ensure continuous improvement.
26. To provide cover for staff (where trained to do so) when required and directed by the Town Clerk/RFO.
27. To work in accordance with the Town Council's policies and procedures.
28. This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform.
29. The job description will be reviewed as necessary and may be changed in the light of experience and in consultation with the post-holder.
30. To be responsible for security of premises, including safe custody of premises keys, safe keys, and setting of security alarm when necessary.

## DRAFT Person specification: Development and Engagement Manager

| Attribute                  | Essential  | Desirable  |
|----------------------------|--|--|
| Qualification and Training | <p>GCSE Math and English or equivalent</p> <p>Relevant degree/professional qualification in bid writing, marketing and/or promotion</p> <p>Up to date knowledge of funding opportunities and practice</p> <p>Management or supervisory skills training or equivalent</p>                               | <p>Relevant qualification in website content management</p> <p>A relevant professional qualification, or experience at a senior level in local government</p>  |
| Management of people       | Line management experience   |  |
| Experience                 | <p>Administration experience at a senior level</p> <p>Knowledge of general office practices and procedures</p> <p>Demonstrate project management skills</p> <p>Community development and engagement, or a similar role</p> <p>Running successful engagement event's ideally in a community setting</p> | <p>Experience of website content management</p> <p>Experience being responsible for Human Resources and staff training</p> <p>Financial management experience including budget management</p> <p>Developing and implementing engagement strategies in a similar role</p> |



|                                       |   |  |
|---------------------------------------|---|--|
| <p>Behaviours and characteristics</p> | <p>Dynamic and adaptable approach</p> <p>Ability to prioritise and plan workload efficiently, with a thorough and meticulous approach</p> <p>Ability to manage simultaneous projects and to co-ordinate a safe and efficient operating environment</p> <p>Excellent time management</p> <p>A 'service driven' and 'can do' attitude</p> <p>Ability to refer to facts, gather and use factual data to logically support a proposal or change initiative</p>                                      | <p>Ability to identify strategic aims, anticipate future demands, opportunities and constraints</p>                      |
| <p>Practical Skills</p>               | <p>Proven track record of funding bid writing and managing of grant funding agreements/awards</p> <p>Ability to form constructive relationships with a diverse set of people including colleagues, business representatives, members of the community, key stakeholders and the Town Council</p> <p>Great team worker with the ability to work collaboratively and flexibly</p> <p>Ability to manage self and others for maximum effectiveness</p> <p>Ability to meet targets and deadlines</p> | <p>Ability to understand budgets</p> <p>Ability to understand the legal framework in which the Town Council operates</p> |

|                    |   |   |
|--------------------|---|---|
| Communication      | <p>Ability to communicate effectively, orally, in writing and electronically</p> <p>Good networking skills are essential</p> <p>Ability to present to diverse audiences</p> <p>Ability to be articulate and sensitive in potentially controversial situations</p> <p>Ability to develop effective relationships with external and internal stakeholder, the general public and statutory bodies</p> | <p>Ability to liaise with the press and/or other media in accordance with Town Council policies</p> |
| Personal Qualities | <p>To maintain confidentiality</p> <p>Ability to work under pressure</p> <p>Ability to be diplomatic and tactful</p> <p>Ability to work co-operatively and effectively as part of a team</p> <p>To be approachable and to have good listening skills</p> <p>To maintain the reputation of the Town Council</p>  |   |
| Strategic Thinking | <p>Ability to think, plan and work strategically and methodically</p>   |   |

|                        |   |  |
|------------------------|---|--|
| Technology / IT Skills | <p>Excellent understanding of IT in order to perform office functions and other requirements of the role</p> <p>Professional knowledge of Office packages including Word, Excel, Outlook, SharePoint, and database software</p> | Previous experience using finance, HR and administration systems |
| Equal Opportunities    | Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs  |  |
| Other relevant factors | <p>Ability to attend Town Council meetings which would require working out of normal office hours (evenings)</p> <p>To attend Town Council civic events and projects as required</p>  | Driving licence and vehicle                                      |

## **A report from the Personnel Committee to support the need for two new roles at the Town Council**

### **Communications and Engagement Officer**

An important part of what we do at STC is communication and engagement with the residents of our town.

I think we are all aware of the great job our officers do in sharing this work between them, but as we begin to deliver the projects listed above, the amount of work that will need to be turned around will be ramped out – and the expertise needed to ensure that is done effectively is fundamental to that. We need to invest in a dedicated Communications specialist to take that work and the council forward.

It will begin a whole new chapter of promotion and marketing for STC that we have only envisaged before – giving us new routes and platforms to communicate our successes with the town but also to more effectively manage our reputation as a town council both here and further afield. The days where we refuse to put out a media statement will be gone. As a town council, being transparent and open is key, and managing expectations is a key part of the Comms Officer role.

We all know that a substantial part of the return on funding opportunities is to publicise the funding achieved and how it has been utilised. We need to ensure that we are making the most of every opportunity to shout about the work that we are doing – that person can also help other officers in the council to get up to speed, for example on making the most of the social media platforms available to us.

Just as an aside, as we begin to take on more assets for the town from Cornwall Council within Devolution arrangements, which has long been the aspiration of the Town Council and councillors, the Communication role will be of strategic importance in promoting those assets.

At present, we see this as a part-time role as we get this new structure up and running.

**End of Report**  
**Personnel Committee**

## DRAFT Job Description

|                |  |
|----------------|--|
| Position Title | Communications and Engagement Officer  |
| Location       | Saltash Town Council – The Guildhall   |
| Reporting to   | Development and Engagement Manager   |
| Hours          | Part Time - 25 per week variable but generally 9am to 2pm Monday to Friday, subject to your attendance at civic events and projects as required directed by the Development and Engagement Manager |
| NJC Grade      | 13 - 17 dependent on skills and experience   |

### Job purpose:

To collaborate with the Development and Engagement Manager on the day-to-day operations of Town Council events, projects and funding opportunities to ensure effective communication is delivered.

To ensure excellent communication and marketing is delivered and the media and public relations of Saltash Town Council is protected.

Enhancing the Town Council by delivering messages that align with the Town Council's vision, values and objectives.

Secure positive and relevant media coverage for the Town Council.

### Key Responsibilities:

1. To market and promote activities and functions in which the Town Council is involved generally and all Town Council owned facilities, in conjunction with other staff where relevant.
2. To market and promote events and promotions in which the Town Council may wish to engage.
3. To participate in the organisation and project management of events and functions as directed/requested with other staff where relevant.
4. To promote Town Council services by way of press releases, social media posts, website and other forms of good communication, in conjunction with other staff where relevant.
5. Liaising with the Development and Engagement Manager (and any other relevant member of staff) in order to facilitate the production of a regular Town Council newsletter.
6. To design marketing and promotional material to a high standard working within the Town Council Style Guide.

7. To be responsible for the Town Council's social media account working with other staff were relevant.
8. To provide Line Managers with social media and website stats for reporting at relevant Town Council meetings.
9. To facilitate the Chairman's column (as provided by the Town Clerk or the Assistant Town Clerk) to the local press on a monthly basis.
10. To develop and implement the Town Council's Communication Strategy and Social Media Policy.
11. To be an advocate for the Town Council business plan as part of the team in assisting the Town Council to meet the objectives.
12. Contribute to the design and effective communication of the business plan for both the implementation of the current business plan and the devising of the new business plan in the future.
13. Be proactive in identifying opportunities for learning and professional development to ensure continuous improvement.
14. To operate in accordance with the diverse needs of the community to ensure equal access to service.
15. To take a lead on Public and Media relations, ensuring the Town Council reputation is protected at all times.
16. Use your own skill set to develop other staff in social media and other comms coverage to ensure we met a standard across the board.
17. To provide cover for staff (where trained to do so) when required and directed by the Development and Engagement Manager.
18. To work in accordance with all Town Council's policies and procedures.
19. This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform.
20. The job description will be reviewed as necessary and may be changed in the light of experience and in consultation with the post-holder.
21. To be responsible for security of premises, including safe custody of premises keys, safe keys, and setting of security alarm when necessary.

# **DRAFT Person specification: Communications and Engagement Officer**

| <b>Attribute</b>               | <b>Essential</b>  | <b>Desirable</b>   |
|--------------------------------|---|--|
| Qualifications                 | <p>GCSE Math and English or equivalent</p> <p>Relevant degree/professional qualification in marketing and comms or equivalent experience</p>  | <p>Relevant qualification in website content management</p> <p>Digital marketing qualification and design content management website</p> |
| Experience                     | <p>Experience in marketing and comms</p> <p>Public and Media Relations</p> <p>Knowledge of general office practices and procedures</p> <p>Running successful engagement events ideally in a community setting</p>   | <p>Project management</p>  |
| Behaviours and characteristics | <p>Dynamic and adaptable approach</p> <p>Ability to prioritise and plan workload efficiently, with a thorough and meticulous approach</p> <p>Ability to manage simultaneous projects and to co-ordinate a safe and efficient operating environment</p> <p>Excellent time management</p> <p>A 'service driven' and 'can do' attitude</p> |  |

|                        |  |  |
|------------------------|--|--|
| Communication          | <p>Ability to communicate effectively, orally, in writing and electronically</p> <p>Good networking skills are essential</p> <p>Ability to liaise with the press and/or other media in accordance with Town Council policies</p> <p>Ability to be articulate and sensitive in potentially controversial situations</p> <p>Ability to develop effective relationships with external and internal stakeholder, the general public and statutory bodies</p> | Ability to present to diverse audiences                        |
| Personal Qualities     | <p>To maintain confidentiality</p> <p>Ability to work under pressure</p> <p>Ability to be diplomatic and tactful</p> <p>Ability to work co-operatively and effectively as part of a team</p> <p>To be approachable and to have good listening skills</p> <p>To maintain the reputation of the Town Council</p>   |  |
| Strategic Thinking     |  | Ability to think, plan and work strategically and methodically |
| Technology / IT Skills | Excellent understanding of IT in order to perform office functions and other requirements of the role  |  |



|                        |  |                             |
|------------------------|--|-----------------------------|
|                        | Professional knowledge of Office packages including Word, Excel, Outlook, SharePoint, database and creative software packages          |                             |
| Equal Opportunities    | Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs |                             |
| Other relevant factors | Ability to attend Town Council civic events and projects as required   | Driving licence and vehicle |

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Town Vision Sub Committee held at the Guildhall on Thursday 15th February 2024 at 6.30 pm**

**PRESENT:** Councillors: R Bickford, R Bullock, S Gillies (Vice-Chairman), M Griffiths (Chairman), S Martin and J Peggs.

**ALSO PRESENT:** Councillor Miller, S Burrows (Town Clerk) and M Thomas (Senior Policy and Data Compliance Officer).

**APOLOGIES:** J Brady and D Yates.

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#### **40/23/24     HEALTH AND SAFETY ANNOUNCEMENTS**

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

The Town Clerk informed the Chairman of the attendance of Councillor Miller at this evening's meeting and that, at the discretion of the Sub Committee, the Councillor may sit at the table and speak at the invitation of the Chairman, but has no voting rights.

The Chairman and Members welcomed Councillor Miller to the meeting and invited him to sit at the table.

#### **41/23/24     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. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

#### **42/23/24     QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL**

None received.

**43/23/24      TO RECEIVE AND APPROVE THE MINUTES OF THE TOWN VISION SUB COMMITTEE HELD ON 16TH NOVEMBER 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 Griffiths, seconded by Councillor Bickford and **RESOLVED** that the minutes of the Town Centre Vision Sub Committee held on 16<sup>th</sup> November 2023 were confirmed as a true and correct record.

**44/23/24      TO RECEIVE THE TOWN VISION BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman spoke on the Town Vision budget statement received and contained within the circulated reports pack.

It was **RESOLVED** to note.

**45/23/24      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None received.

**46/23/24      TO RECEIVE THE DRAFT TOWN COUNCIL BUSINESS PLAN AND  
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman referred Members to the circulated draft Town Council Business Plan contained within the reports pack.

Members considered and discussed the draft Town Council Business Plan.

It was proposed by Councillor Griffiths, seconded by Councillor Gillies and **RESOLVED** to delegate to the Town Clerk to further progress the Town Council Business Plan working with the Chairman and Vice Chairman, reporting back to Members by email.

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

1. To approve and adopt the Town Council Business Plan (as attached) to Full Council to be held on 7<sup>th</sup> March 2024;
2. To display the Town Council Business Plan on the Library TV, Town Council website and social media channels with hard copies available to view at the Library and Guildhall and reference to the Business Plan in Meet your Councillors leaflets;
3. For the Town Council Business Plan to be received and noted at the Annual Meeting of the Town Council on 2<sup>nd</sup> May 2024.

**47/23/24      TO RECEIVE A REPORT ON THE DESIGN OF THE BUSINESS  
PLAN AND CONSIDER ANY ACTIONS AND ASSOCIATED  
EXPENDITURE.**

The Chairman referred Members to the circulated report on the design of the Town Council Business Plan. Members considered the design of the Business Plan and the options contained within the report.

It was proposed by Councillor Griffiths seconded by Councillor Peggs and **RESOLVED** to ratify the appointment for the design of the Town Council Business Plan under delegated authority made by the Town Clerk of Company B at a cost of £285 allocated to budget code 6280 EMF Town Vision.

Members further discussed the design options and associated costs and it was proposed by Councillor Griffiths, seconded by Councillor Gillies and **RESOLVED** to delegate to the Town Clerk to further progress the design to include the creation of infographics and a style guide for the Town Council Business Plan and future publications, with an additional budget available up to £315 allocated to budget code 6280 EMF Town Vision.

**48/23/24      TO RECEIVE THE DRAFT TOWN COUNCIL BUSINESS PLAN APPENDICES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman referred Members to the Draft Town Council Business Plan Appendices comprising of a monitoring template and activity plan, circulated in the reports pack.

The Town Clerk explained the function of the documents, the role of the Committees and Sub Committees, with the need for the Town Vision to undertake an overarching monitoring role on behalf of the Town Council.

It was proposed by Councillor Griffiths, seconded by Councillor Peggs and resolved to **RECOMMEND:**

1. Approval of the Activity Plan and Monitoring Template to Full Council to be held on 7<sup>th</sup> March 2024, to support the Business Plan;
2. The Activity Plan to the relevant Committees and Sub Committees for regular review;
3. Delegation to the Town Clerk to continue to work up the Activity Plan and Monitoring Template for April 2024, to include the colour coding from the Business Plan;
4. Delegation to the Town Vision Sub Committee to undertake an overarching monitoring role on behalf of the Town Council, reporting back as required.

**49/23/24      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.

**50/23/24      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**51/23/24      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

52/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

53/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

**DATE OF NEXT MEETING**

Thursday 16 May 2024 at 6.30 pm

Rising at: 7.27 pm

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

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

Saltash Town Council

# BUSINESS PLAN

2024-2027





Saltash Town Council

**BUSINESS  
PLAN**

**2024-2027**

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# Welcome from the Town Clerk & Responsible Finance Officer

Saltash Town Council began developing the Business Plan in August 2023, for the three year period from April 2024 to March 2027. The Business Plan was recommended by the Town Vision Sub Committee and adopted by Full Council on 7th March 2024.

The overarching vision is:

*'By 2030 Saltash will be an envied riverside town, being greener, more inclusive and prosperous in all aspects with a reinvigorated Town Centre and Waterfront, award-winning new housing, a diverse economy and an excellent quality of life and lifestyle for all ages'.*

Both Councillors and Town Council staff are looking forward to delivering the six strategic priorities within the plan with a determination to ensure that Saltash continues to be a town that delivers high quality services with and for residents and visitors alike.

Over the next three years, implementing the plan will be both exciting and challenging. Collaboration and consultation will be key to its success to ensure Saltash can prosper and achieve its full potential.

## Sinead Burrows

Town Clerk and Responsible Finance Officer



## Chairman's Introduction

**Saltash Town Council is responsible for a significant number of services and areas of land within boundaries that stretch from the River Tamar to Notter Bridge to the west and Moditonham Quay further up the Tamar estuary. The beautiful surroundings encompass both town and rural areas with a diverse range of residents, businesses and voluntary organisations.**

Significant portions of land and responsibility still lies with the parent authority of Cornwall Council, who we work closely with, but Saltash Town Council is the closest local authority to Saltash residents operating key day to day services such as Public Toilets and the town's Library Hub, amongst others. Saltash Town Council provides grants to organisations and festivals throughout Saltash via Grant Funding schemes and provides significant financial support for youth organisations delivering professional support and creative activities for young people.

Saltash continues to grow, with a new large residential development at Treledan to the west of the town. As the population pushes towards 20,000 with the delivery of these new houses, the Town Council recognises the need to develop a strategic business plan. This will ensure that we continue to provide high quality services for all our residents and use the Council Tax collected from households effectively and efficiently both now and in the future.

The Town Council is made up of 16 councillors spread across three wards. All are volunteers who give their time for free to benefit the community in which they live. They bring a range of real-world experience, as well as enthusiasm to oversee the delivery of great services and plan strategically for the future.. Amidst the 'can do' attitude I see in action every day, we also value the debate and scrutiny of open public meetings and forums, which play an important role in how a council conducts its business.

We also have a small dedicated team of staff to ensure the cogs of the machine turn smoothly. Without them the decisions and strategy set by the councillors would not come to fruition.

In order to deliver current services and plan for the future of our town, the council actively seeks to work in positive collaboration with the public, private and voluntary sectors to benefit Saltash. We strongly value the power of partnership working recognising we can achieve far more by working together on common goals.

I look forward to making the business plan happen.

## Councillor Richard Bickford

Chairman and Mayor of Saltash 2022-24





# 1. About us



# Overview of the Town Council

Saltash Town Council forms the third tier of local government and works with Cornwall Council who are our Unitarity Authority. We are the largest Town Council in the south-east area of Cornwall.

The Town Council is committed to providing excellence in the Services and Facilities which it provides, we aim to be responsive, accessible, and transparent in our approach and work delivered.

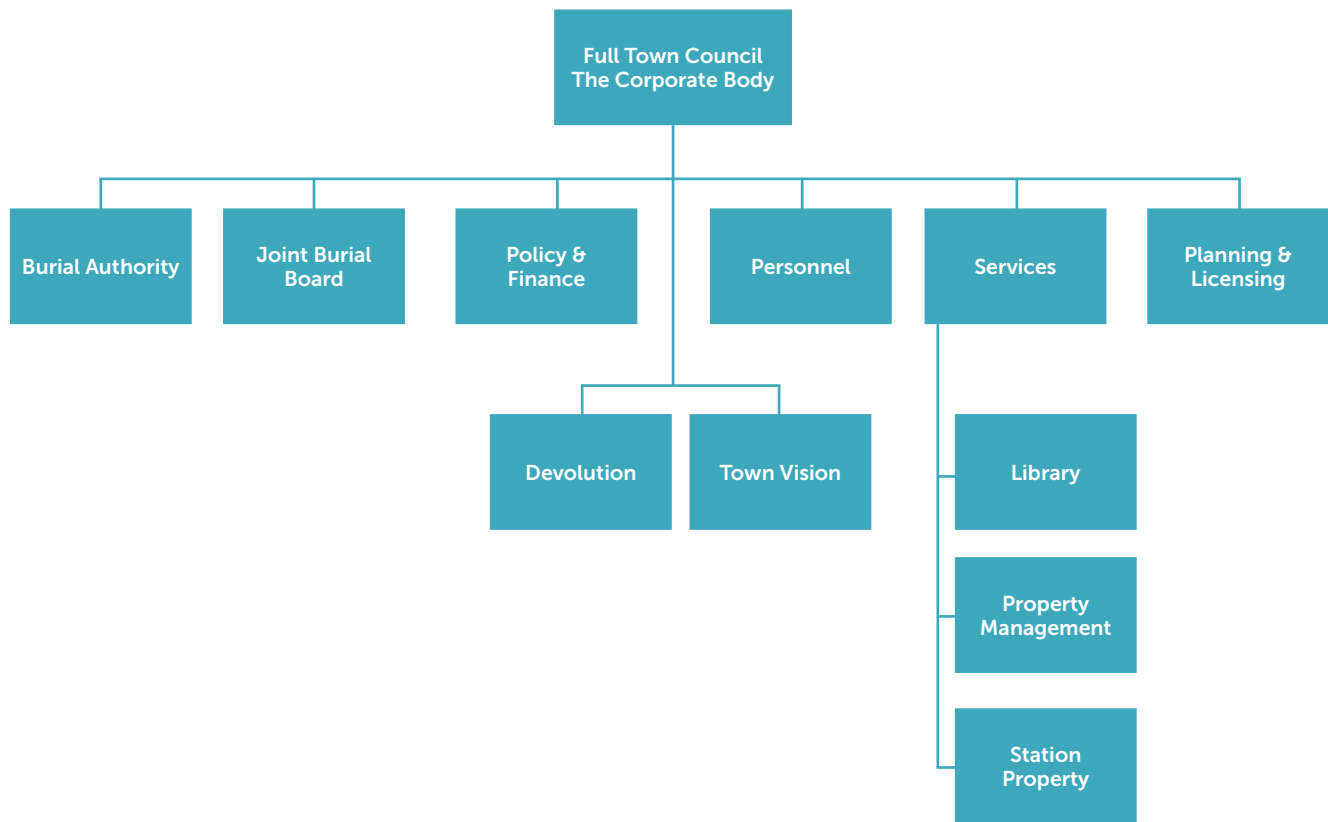
There are sixteen Councillors representing three Wards – Essa, Tamar and Trematon, [click here to find more information on Saltash Town Councillors](#). Councillors are elected from the community every four years. Spaces are filled via by-elections, or by means of the Town Council choosing new Councillors via co-option.

The Chairman and Deputy Chairman are elected by Members of the Town Council annually at the Annual Town Council meeting held in May. The Chairman also undertakes the role of Mayor representing the Town Council and community at official engagements, with their consort.

We employ 24 staff who, led by the Town Clerk and Responsible Finance Officer, are responsible for the administration of the Town Council and delivery of our Services.

The Town Council operates a Committee system which sets the budget and decide how funds are to be spent, [click here to view the Town Council's Committee Structure, Agendas and Minutes](#). Town Council meetings are open to the public and the Town Council provides monthly sessions where the public can attend and raise issues with their Local Councillor.

# Town Council Committee Structure



# Town Council Management and Operations

The Town Clerk is the most senior employee and undertakes the administration of the Town Council. The Town Clerk is required to carry out all the functions required by law as the Town Council's Proper Officer and to issue all statutory notifications. Local Government Act 1972 s112.

The Responsible Finance Officer is responsible for the administration of the Town Council financial affairs. Local Government Act 1972 s151.

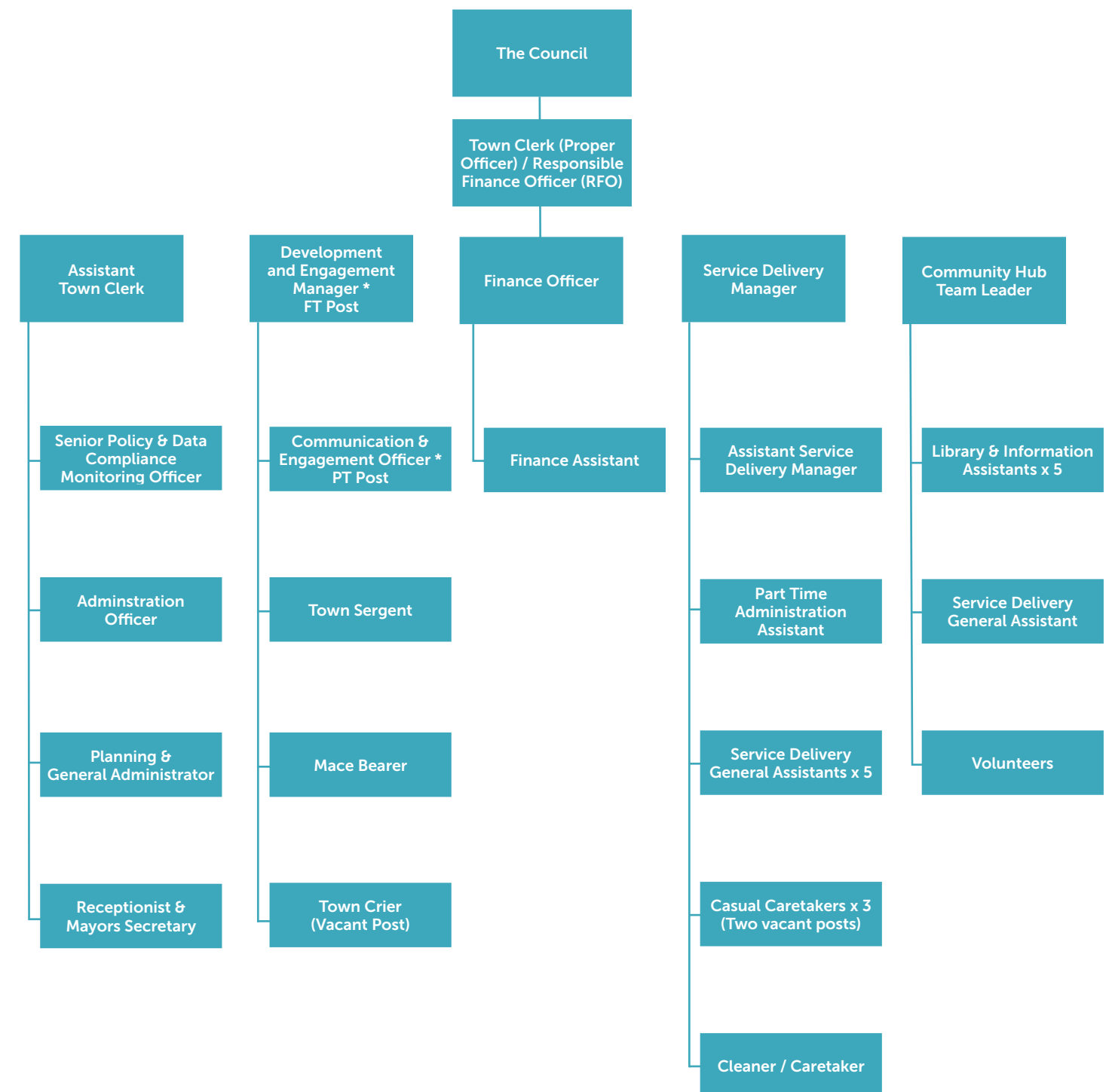
Councillors are not line managers or a director of Town Council Officers. A Councillors role is to represent their Ward and the people that live in it. Councillors provide a bridge between the community and the Town Council. As well as being an advocate for local residents and signposting them to the right Officer at the Town Council.

Councillors and Officers are indispensable to one another a mutual respect between both is essential for good local government. Together both roles bring the critical skills, experience and knowledge required to manage an effective public sector organisation. Councillors provide a democratic mandate to the Town Council, whereas Officers contribute the professional expertise needed to deliver the Town Council framework within the law.

The Town Council fully supports Continual Professional Development (CPD) which covers both Officer and Councillor needs to ensure competency, relevance, skills and knowledge to guarantee all roles are performed effectively.

Organisation Structure, Committee Structure, Town Councillors and Officers are available for view on the next pages.

# Saltash Town Council Line Management Staff Structure



\* Job Description to be finalised





Meet our Councillors





Meet the  
Town Council Team





## Responsibilities of your Town Council

Over the last ten years, the Town Council's responsibilities and assets have grown considerably, through either devolution (asset transfers from Cornwall Council) and or by working in partnership with key stakeholders (Service Level Agreements).

Refer to the Town Council's Portfolios to understand Saltash Town Council's responsibilities [click here to view and download the Town Council Portfolio's](#). Supporting documentation can be found by visiting the following links:

[Click here to view the Town Council's Leases, Land and Property](#)

[Click here to view the Public Rights of Way the Town Council are responsible for](#)

[Click here to view the Town Council Grit Bins](#)

## Responsibilities of Cornwall Council

Different services in Saltash such as; rubbish and recycling, transport and parking, planning, housing, health and social care, benefits and support, street lighting fault, potholes, drainage and flooding, illegally parked vehicle, abandoned vehicles and much more.

[Click here to view Cornwall Council's areas of responsibility](#)



## 2. About the Business Plan





# Business Plan

## Introduction

**This document is the Town Council's Business Plan. It outlines and clarifies the strategic priorities of the Town Council and aims to provide a framework for budget setting and identified operational targets over the period.**

This Business Plan sets our Saltash Town Council's vision for Saltash, its purpose, values, objectives and priorities. The aims and future aspirations should be those which Saltash Town Council itself can achieve, either through direct operational decisions or by increasing its influence on other delivery bodies, such as Cornwall Council.

The aim of the Business Plan is to give Saltash residents a clear understanding of what the Town Council is trying to achieve and how it intends to work towards delivery. It details what the Town Council will focus on over the next three years and enable it to operate in a consistent and co-ordinated way as well as focusing debate and budget decisions on the key priorities.

The future development of the Business Plan will be based on community engagement and involvement, which in turn will enable the Town Council to become even more confident with its decision-making.

At the same time, the Plan will help the local community to have a better understanding of who does what in Saltash, explaining what issues fall under the responsibility of other delivery bodies such as Cornwall Council, CORMAC, National Highways etc.

The Business Plan will be regularly reviewed to ensure that the Town Council remains focused on the delivery of its objectives and to assist with the budget setting process. This function will be a responsibility of the Town Vision Sub Committee in order that it can take an overview of proposed projects considered by each Committee and Sub Committee recommending amendments to Full Council.

Committees and Sub Committees of the Town Council will work to the Business Plan to meet or exceed the set core priorities.

**The Business Plan is informed by the following documents:**

[Click here to view the Saltash Neighbourhood Development Plan](#)

[Click here to find information on the Coastal Communities Team](#)

[Click here to view The Cornwall Transport Plan](#)

[Click here to view the Streets for People Design Code – Delivering Quality of Life](#)

[Click here to view the Cornwall Local Plan Strategic Policies](#)

[Click here to view the National Planning Policy Framework](#)

Saltash Town Council will also respond to other relevant studies as they come to light.





# Saltash Town Council Strategic Priorities

The Town Council recently considered and approved six strategic priorities for the next three years to ensure Saltash becomes an envied riverside town, being greener, more inclusive and prosperous. Front of the Council's mind when putting together the Business Plan is the current, challenging economic and social conditions affecting everyone and particularly rural and coastal communities like Saltash.

The six strategic priorities are also informed by the Saltash Neighbourhood Development Plan and other local, regional and national strategies and outline how Saltash Town Council will continue to deliver quality services for residents and people working in and visiting the town.



## Boosting Jobs and Economic Prosperity;

To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.



## Health and Wellbeing;

To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.



## Housing;

To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council.



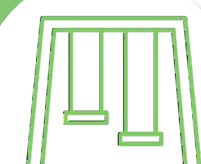
## Travel and Transport;

To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas and promote walking and cycling.



## Climate Emergency;

To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.



## Recreation and Leisure;

To continue to provide, improve, and support in Saltash, play parks, open green spaces, library service, cultural activity, leisure and sport facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.



## Our Vision for Saltash

Our intention is that by 2030 Saltash will be an envied riverside town, being greener, more inclusive and prosperous in all aspects, with a reinvigorated town centre and waterfront, award-winning new housing, a diverse economy, with an excellent quality of life and lifestyle for all ages.

## Our Mission

Saltash Town Council endeavours to promote the best social, economic, and environmental practices for Saltash by efficiently managing services, assets, and the resources of the Town Council for the benefit of the local community. The Town Council aims to be a professional and competent Town Council, which is open/transparent and accountable and ensures sound financial management of the Town Council's resources.

## Our Core Values

Saltash Town Council will...

- Be Transparent
- Be Civil and Respectful to others
- Be accountable for our actions
- Be fair
- Be collaborative
- Be innovative

"greener, more  
inclusive and  
prosperous in  
all aspects"



“To improve the quality of life for residents & businesses”

## Our Aims

- To improve the quality of life for residents and businesses in Saltash;
- To provide effective, transparent and accountable local government of Saltash Town Council;
- To ensure best value for money;
- To effectively represent the residents and businesses in Saltash;
- To protect and enhance the services in Saltash;
- To preserve and enhance the rural, built, and natural environments of Saltash;
- To enable residents to be involved in the life of Saltash and its future development.

## Our Objectives

- Keep informed of changes to legislation and ensure that procedures and Town Council policies are reviewed and revised in line with such changes;
- To continue to maintain and update the Town Council website. Publish all information required by legislation and as much other information as possible;
- To give residents and businesses the opportunity to express their views and represent these effectively;
- To communicate effectively with residents linked to the Town Council Communication Strategy and continue to explore new ways of communication;
- To work effectively with Cornwall Council, Councillors, and other key stakeholders for the betterment of Saltash;
- To use the Saltash Neighbourhood Plan effectively in all matters relating to the town;
- To continue to consider all local planning and enforcement matters that effect the town and provide comment on their impact on local residents, businesses, and the rural nature of the town.

# Strengths Weaknesses Opportunity & Threats (SWOT) Analysis of the current situation

## Strengths:

- The Town Council is recognised by Cornwall Council and other organisations as a trusted voice in delivering projects and managing funds in the community;
- Improved collaborative working;
- Situated at the 'Gateway to Cornwall';
- Unique waterfront position on the Tamar and Lynher Rivers;
- Councillors are engaged in the work of the Town Council and their constituents;
- Saltash is a thriving community, with lots of drive and ambition to improve;
- Good community knowledge;
- Community spirit support for events and organisations;
- Good diverse experience and knowledge within the Town Council;
- Cautious and balanced approach;
- Community open spaces, play provisions, library service, leisure and sport facilities and youth services.

## Opportunities:

- Town Councils now have higher/greater remit to become involved in more;
- Highly committed team with opportunities to progress and create a career path;
- Future funding opportunities to improve/support the high street and the wider town;
- Exploit our location at the 'Gateway to Cornwall';
- Unique waterfront position on the Tamar and Lynher Rivers;
- Expand tourism that supports existing and future facilities;
- Neighbourhood Plan;
- Good public/green transport in proximity to the A38 and railway station;
- Plymouth's large population as a neighbouring city to Fore Street.

## Weaknesses:

- Town Council doesn't have the capacity to run the operations efficiently or the space to accommodate future staff;
- The community is unaware of the Town Council role, there is confusion about who provides what service;
- Lack of strong engagement within the community;
- The Town Council has very little generating assets;
- Fore Street needs a spruce up to attract residents to shop and visitors to visit the town;
- Boarder towns (Plymouth and Truro) lead to Saltash being overlooked;
- Plymouth employment pressure means residents leave the town for employment;
- Poor connectivity from Saltash Waterside to Fore Street;
- Poor standard of NHS provision;
- Lack of clarity regarding Councillors non-executive roles and complementarity with the executive team;
- Lack of consideration and inclusion of Saltash as a town in its entirety rather than limited to Fore Street

## Threats:

- Uncertain future very hard to plan for;
- Economic fluctuations out of our control makes budget and delivery of projects problematic;
- Loss of funding opportunities due to the economic climate;
- Far greater demand on councillor time with the expanding remit;
- Future public spending cuts will have an effect on Fore Street;
- Anti-social behaviour and vandalism;
- People by-pass Fore Street due to the A38 on the doorstep to neighbouring city;
- Plymouth is a neighbouring city often means Saltash is forgotten having a negative impact on continuity;
- Loss of expertise in the event of councillor or staff resignation and a potential change in Administration every four years;
- Affordability of housing, low wages, competing land uses, traffic congestion.



3.

How this  
Business  
Plan will be  
delivered





# Our Activity Plan

Each year, we will produce an activity plan for the year ahead which will guide our work. The first will be set in April 2024 for the 2024-25 financial year (April to March).and these will then be reviewed and finalised in the early part of the following year.

The activity plan will detail the specific actions the Town Council will undertake to meet our objectives and overarching aims. Each action will be specific, measurable, achievable, relevant and timebound (SMART), tasks will be assigned to the responsible officer and the Committee having an oversight of ensuring delivery. Many of our objectives may take several years to complete and we will set out appropriate milestones to strengthen accountability as part of our activity plan.

Our Committees and Sub Committees will have a key role in making the strategic and policy decisions required to give effect to the objectives of the Town Council. For specific objectives we may also establish more informal working groups, comprised of councillors and relevant stakeholders, to develop the detailed plans and actions we need to meet to deliver our aims.

Whilst we will detail specific actions to take, we will also be flexible in responding to opportunities and issues that arise. When considering new activity not covered by the activity plan, we will appraise whether it contributes to meeting our objectives.

A more detailed activity plan can be located on the Town Council website, [to view and download please click here](#). Please note it is a working document.

“To develop the detailed plans and actions we need to meet to deliver our aims”

# Communications Strategy

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.

## 1. 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.

## 2. 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.

## 3. 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 STC 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 STC 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.

## 4. 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 comms 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.



## 5. 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 the Town Council and Cornwall Council and provide clarity regarding reporting issues to both Councils.

### How will this be led?

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

## Good Governance

To ensure Saltash Town Council operates as a professional, competent, and caring organisation that manages its assets, finances and human resources efficiently.

To work in partnership with key stakeholders to maintain and improve the quality of the Town Council's Services and Property in line with public expectation whilst ensuring value for money.

To improve the efficiency and effectiveness of the Town Council and its operations through a culture of adapting to change and regular review by delegating more decisions over day-to-day operations to the Town Clerk and Responsible Finance Officer whilst overall accountability rest with the Corporate Body.

To work towards obtaining the Local Council Award Scheme to ensure we continue to perform to a high standard and that Saltash Town Council is up-to-date and progressive by the standard set by the sector. [Click here to find more information on the Local Council Award Scheme.](#)

The Local Council Award Scheme provides a framework to plan, improves performance and confidence, with policies in place for continuous development.

### Good Governance Functions include:

- Ensuring compliance with statutory and legal obligations;
- Financial and budgetary management and monitoring;
- Scrutiny and audit of Town Council practices;
- Development of strategies, policies, procedures and best practice guidelines to maximise the Town Council's effectiveness;
- Negotiation and implementation of devolution issues to ensure where appropriate services and facilities are locally managed;
- Monitoring the Town Council's performance;
- Planning of financial and staffing resources.

There are two Committees that support the Town Council Good Governance– Policy and Finance and Personnel.



# Financial Information

Primarily the Town Council’s financial resource is from the precept, funded through the local residents of Saltash, via what is known as the local ‘precept’. This is the local tax levied by the Town Council, which is collected on its behalf by Cornwall Council as part of the overall Council Tax bill.

To be able to continue to preserve and maintain services for the community of Saltash it is necessary to increase your Council Tax for 2024-25 by 4.81%. This equates to £11.42 per year which is just 22 pence per week, per household, for a typical Band D property.

In addition to the precept, the Town Council generates income from other sources and is proactive in seeking relevant funding opportunities.

The Town Council has two types of reserves:

## Type 1: General Reserves

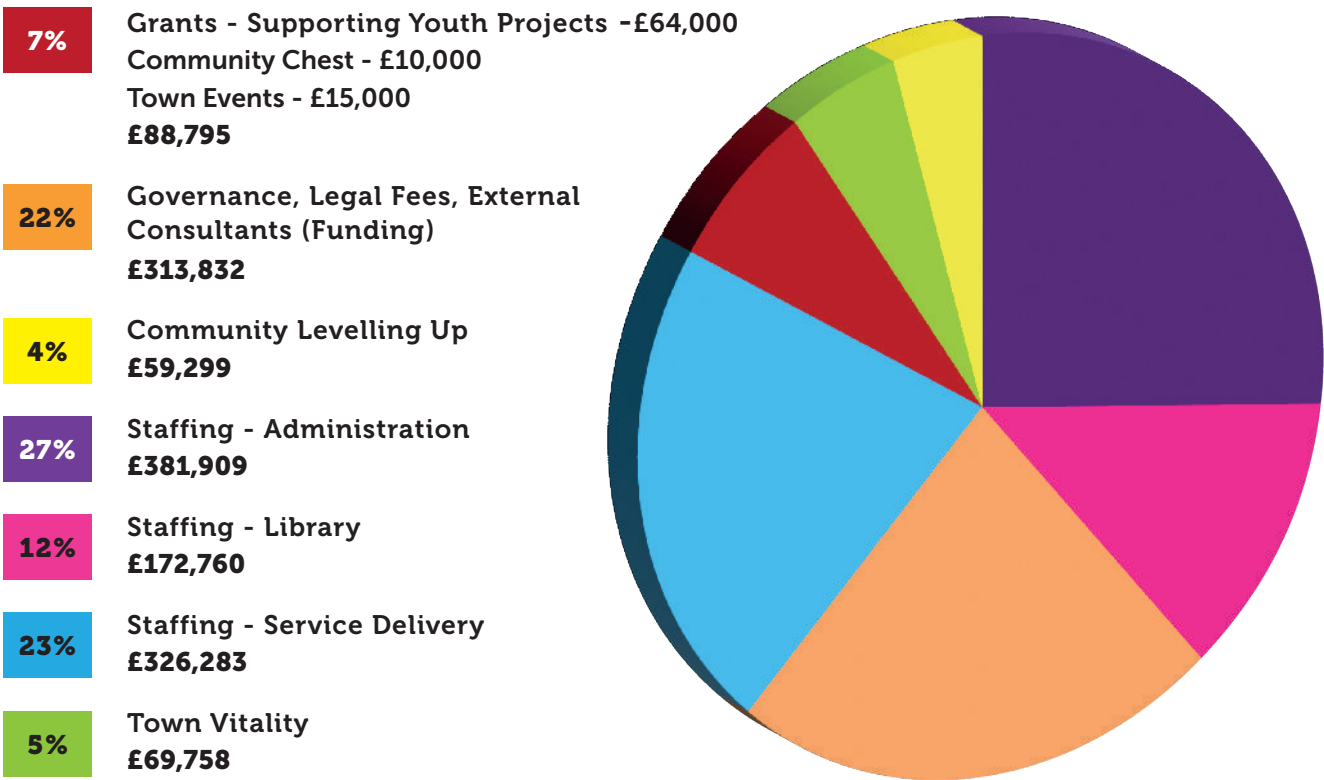
Balances in this category are not identified for specified purposes but will be used for devolved assets and services.

The Town Council’s existing contingency pot is set at 5 month’s expenditure for the year 2024-25 to cushion against the impact of unforeseen events or genuine emergencies.

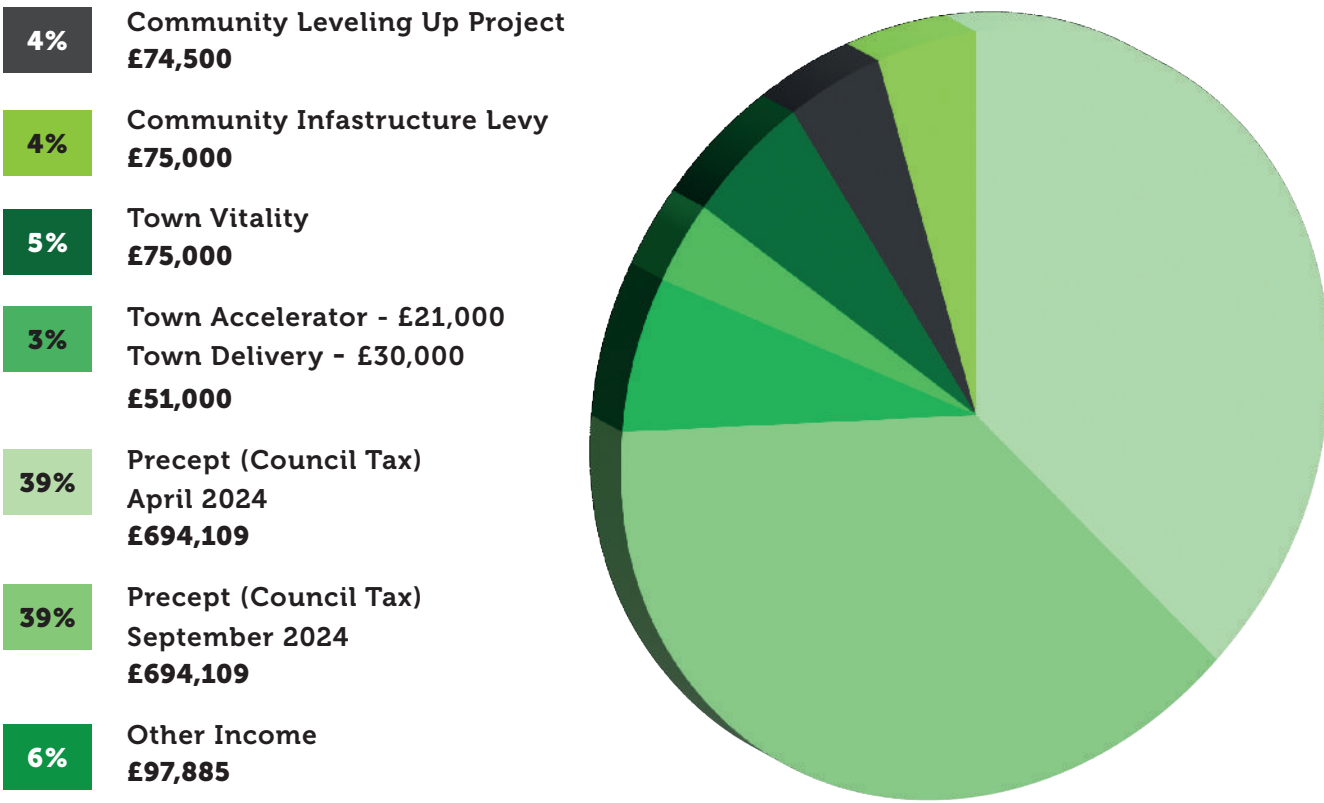
## Type 2: Earmarked Reserves

Balances in this category are set aside for specified projects where spending will occur outside of the usual annual spending pattern of the budget. Earmarked Reserves have little or no impact on the Council Tax.

# Expenditure for 2024-2025



# Income for 2024-2025



# Future Funding

The Town Council is committed to seeking relevant funding opportunities to better improve the town. Funding awarded provides the Town Council the opportunity to research and better understand what the resident’s would like to see in Saltash, without impacting the Council Tax.

**The Town Council continues to work hard in bringing the following successful funded projects to fruition in partnership with key stakeholders:**

- Town Vitality £84,000 – Open Green Community Space;
- Town Accelerator Fund £21,000 – Open Green Community Space;
- Town Delivery Fund £30,000 – Public Realm Improvements;
- Community Infrastructure Levy £75,000 – Play Park Provision;
- Community Levelling Up Fund £74,500 – Connectivity and Sustainable Transport.

**The Town Council is committed to contributing towards funding bids to help further secure opportunities for the community using the General and Earmarked Revenues.**

- Community Infrastructure Levy £20,000 – Play Park Provision;
- Community Levelling Up Fund £5,000 – Connectivity and Sustainable Transport.

“The Town Council is committed to seeking relevant funding opportunities to better improve the town”

This Business Plan establishes an overarching and unified strategy for Saltash Town Council and is therefore an important piece of work. Providing a solid foundation to secure further investment, increase engagement with residents whilst balancing pragmatism with a sense of ambition.

Saltash is a great place to live and there are so many active community groups making a difference, particularly important in these challenging times. We can do so much more by collectively working together and we believe that having a focused business plan in place will really help to ensure Saltash thrives and achieves its undoubted potential.



#### **Town Council Office Opening Times**

Monday - Friday 10am to 1pm & 2pm to 4pm

Email: [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

Website: [www.saltash.gov.uk](http://www.saltash.gov.uk)

Tel: 01752 844846

#### **Saltash Town Council**

The Guildhall

12 Lower Fore Street

Saltash

Cornwall

PL12 6JX

## Draft Activity Plan

### Services Committee

| Aims                              | Objective                                    | Action  | Responsibility          | Timescale      |
|-----------------------------------|--|---|-------------------------|----------------|
| To keep the town looking its best | To keep the town free of weeds               | Carry out weed control in an environmentally free way     | Town Clerk and Service  | September 2020 |
|                                   |  | Review the effectiveness of weed removal                  | Town Clerk and Services | September 2020 |
|                                   |  | Report back to committee and agree any further actions    | Town Clerk              | September 2020 |
|                                   | To maintain all street furniture in the town | Maintain all street furniture and order parts as required | Town Clerk              | April 2020     |
|                                   |  | Carry out an audit of all town street furniture           | Town Clerk              | April 2020     |
|                                   |  |   | Town Clerk              | April 2020     |

|                                 |  |   |                       |              |
|---------------------------------|--|---|-----------------------|--------------|
|                                 |  | Compile inventory to be included in the Town Council asset register                   | Town Clerk            | April 2020   |
|                                 |  | Inspect all town street furniture   | Town Clerk            | April 2020   |
|                                 |  | Prepare schedule of maintenance based on priority                                     | Town Clerk            | April 2020   |
|                                 |  | Provide committee with full inventory and schedule of maintenance for approval        |                       |              |
|                                 | To continue providing hanging baskets and bedding plants in the town and surrounding areas | Install and maintain throughout the summer months by way of regular feed and watering | Town Clerk            | May 2020     |
|                                 |  | To appoint a supplier to provide the baskets and planting                             | Town Clerk            | January 2020 |
| To enhance the look of the town | To expand the floral display in Saltash by planting a wider selection of flowers and       | Instruct contractors to order flowers/plants as required                              | Town Clerk & Services | January 2020 |

|   |  |   |                       |             |
|---|--|---|-----------------------|-------------|
|   | adding new planting and hanging baskets in Fore Street, Waterside and at Town Council premises     | Instruct the Service Delivery department to prep the areas            | Town Clerk & Services | April 2020  |
| To promote the town and it's Your Neighbourhood competitions and encourage more residents and businesses to take part | To combine the floral display in Saltash and it's Your Neighbourhood Competition awards ceremonies | Liaise with the Town Council regarding a date for the awards ceremony | Town Clerk            | March 2020  |
|   |  | Send out invitations to all participants                              | Admin                 | March 2020  |
|   |  | Prepare certificates and trophies<br>Purchase refreshments            | Admin<br>Admin        | March 2020  |
|   |  | Request staff attendance to assist at the event                       | Town Clerk            | March 2020  |
| To enhance the Town during the festive period by increasing the amount of   | To erect a third cross street decoration, increase the lights at Fore Street to Lower              | Obtain quotations from lighting contractors                           | Town Clerk            | August 2020 |
|   |  | Appoint a contractor  | Committee             | August 2020 |

|  |   |   |                          |                  |
|--|---|---|--------------------------|------------------|
| decorative illuminations   | Fore Street and the Waterside   | Instruct a contractor                             | Town Clerk               | August 2020      |
| To increase financial support from local businesses                      | To obtain additional sponsorship  | Contact local businesses                          | Service Delivery Manager | May 2020         |
| To enhance and protect open spaces in the town                           | Audit of open spaces  | Investigate and visit all open spaces in Saltash  | Town Clerk & Services    | June 2020        |
|  |   | Create inventory of all open spaces and portfolio | Town Clerk               | July 2020        |
|  |   | Establish ownership of open spaces                | Town Clerk               | July/August 2020 |
|  |   | Present findings to committee for further actions | Town Clerk               | October 2020     |
| To be pro-active in encouraging the community to get involved in looking | Create a leaflet to promote the Town Council's play parks and open spaces | Design a leaflet detailing the project            | Town Clerk & Committee   | March 2020       |



|  |  |  |                        |                             |
|--|--|--|------------------------|-----------------------------|
| after and enhancing its open spaces                                  | To promote the need for volunteers   | Promote and distribute the leaflet   | Town Clerk             | March/April 2020            |
|  |  | Issue a press and social media release and advertise the need for volunteers via the local Saltash newspaper, Town Council website, noticeboards, Meet Your Cllr session | Town Clerk             | April 2020                  |
|  |  | Arrange volunteer days to enhance open spaces  | Town Clerk             | April 2020                  |
| To improve areas of the town not in public ownership                 | To encourage and work with land and property owners to raise their standards | Identify areas of land that require attention  | Town Clerk & Committee | March 2021                  |
|  |  | Ascertain who owns the land  | Town Clerk             | April 2021                  |
|  |  | Contact the owner to discuss the land and help where possible  | Town Clerk             | April/May 2021              |
| To create opportunities for leisure, exercise and well-being for the | To ensure all footpaths paths are clean, safe, and attractive                | Carry out regular path inspections   | Services               | October 2020 and March 2021 |

|   |  |  |            |                             |
|---|--|--|------------|-----------------------------|
| town residents and visitors by improving and promoting the town's network of cycle paths, footpaths, and walking routes |  | Report inspection outcomes at committee meetings and agree any further actions and expenditure | Services   | October 2020 and March 2021 |
|   | To use the noticeboards within the town to publicise Saltash footpaths   | Design and create map of footpaths   | Town Clerk | January 2021                |
|   |  | Locate potential noticeboards that can be used to advertise footpaths                          | Services   | February 2021               |
|   |  | Present findings to committee for further actions  | Town Clerk | June 2021                   |
|   | To produce leaflets publishing Saltash footpaths and possible routes, including things to look out for and the history of the area | Design and create leaflet  | Admin      | October 2020 and March 2021 |
|   |  | Present leaflet to committee for approval  | Town Clerk |                             |

|   |  |   |   |                |
|---|--|---|---|----------------|
|   |  | Circulate leaflet to local businesses/organisation  | Admin   |                |
| To create a safe and secure environment in the town | To appoint and install a CCTV system to the identified areas | <p>Contact Chamber of Commerce and Police for guidance</p> <p>Work up a CCTV procedure to ensure compliance</p> <p>Report back to committee</p> | <p>Town Clerk</p> <p>Working Group</p> <p>Working Group</p> | September 2020 |





Personnel Committee

| Aims                           | Objective  | Action  | Responsibility | Timescale                     |
|--------------------------------|--|---|----------------|-------------------------------|
| To be a more effective Council | To be accredited with the Local Council Award Scheme Quality Award by April 2023 | Oversee completion of all requirements of the scheme                          | Committee      | October 2020 and January 2021 |
|                                |  | Register the council's interest in the scheme with NALC                       | Town Clerk     |                               |
|                                |  | Pass a resolution confirming council meets all requirements                   | Full Council   |                               |
|                                |  | Advise the council is ready to submit   | Town Clerk     |                               |
|                                | To review the role of the Town Crier and appointment                             | Arrange a meeting with the Mayor and Deputy Mayor to discuss the role         | Town Clerk     | January 2021                  |
|                                |  | Advertise the role and report back to committee and agree any further actions | Town Clerk     | January 2021                  |

EXAMPLE

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

EXAMPLE

|   | Priority | Key Objective   | Action Taken  | Date Set | Committee and minute nr (if applicable) | Progress Tracking |
|---|----------|---|---|----------|---|-------------------|
|    | 1        | Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area;  | To delegate to the Town Clerk to open further discussions with the Cornish Rail Coffee Company to engage in the operations of the waiting room, kitchen, and fully accessible toilet at Isambard House in March 2024; | 15.09.23 | Station Property 24/23/24               | On Track          |
|   |          | Bring in additional investment by offering a focal meeting point at the Station and in close proximity to Fore Street.  |   |          |   |                   |
|    | 4        | Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area;  | Town Council to work in partnership with voluntary groups to operate the waiting room, fully accessible toilet, and kitchen area.   | 15.09.23 | Station Property 35/23/24               | On Track          |
|   |          | Saltash Station is a key transport hub to the town;   |   |          |   |                   |
|   |          | Embark on a community project for the installation of further connectivity by installing EV Charging Bikes and Solar Car Ports and Roof within the Station car park;                            | Approved location of beryl bikes at Saltash Station   | 1.2.24   | TC 34/24                                | On Track          |
|   |          | Continue to support and promote the towns 450 local bus services providing better connectivity  | Town Council continue to promote bus route social media and to visitors at the Guildhall.   |          |   |                   |
|  | 5        | To continue to support the Climate Change and Environmental Working Group with free use of Isambard House;  | Saltash Environmental Action free use of Isambard House for events in February, March, April and May.   | N/A      | N/A                                     |                   |
|   |          | To lead by example by Isambard House being well insulated when refurbished with further investments to install Solar PV and Water Systems to assist in reducing energy bills and Co2 emissions. |   |          |   |                   |
|  | 6        | Increase cultural activity by providing a restored historical building (Isambard House) to hold events offering low rates to hire the building;   |   |          |   |                   |
|   |          | Create an annual events calendar to better utilise the building.  |   |          |   |                   |

\* This is a DRAFT working document and the colours displayed are for ease of display only and not colour coded to any other document.

## Election of Mayor and Deputy Mayor

RESPONSIBLE COMMITTEE: P&F

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

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

| Version History |         |                   |                    |                |                                       |
|-----------------|---------|-------------------|--------------------|----------------|---------------------------------------|
| Date            | Version | Author/<br>editor | Committee/<br>date | Minute no.     | Notes                                 |
| 12/2016         | 1       | AK                | FTC<br>01.12.2016  | 351/16/17      | New – CALC reviewed document          |
| 02/2017         | 2       | RL/AJT            | P&R<br>21.02.2017  | 134/16/17      | Revision to timeline                  |
| 04/2017         | 2       | AJT               |                    |                | Annual review                         |
| 04/2021         | 2/2021  | AJT               | ATM<br>20.05.2021  | 46/21/22f(iii) | Reviewed for reapproval – new council |
| 05/2022         | 2/2022  | AJT               | ATM<br>05.05.2022  | 54/22/23e(iv)  | Readopted                             |
| 05/2023         | 2023    | AJT               | ATM<br>04.05.2023  | 65/23/24g(iv)  | Readopted                             |

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

## **Saltash Town Council**

### **Policy for The Election Of Mayor And Deputy Mayor**

#### **Background**

The 1972 Local Government Act s 15 (2) requires that the first item of business at the Annual Meeting of the Town Council is to elect a Chairman for the municipal year.

The current custom and practice at the Town Council is to pre-select the Mayor and Deputy Mayor at the Full Council meeting held in February. The election and installation takes places at the Annual Meeting.

This policy sets out a revised process for the nomination of a Mayor Elect and Deputy Mayor Elect, and subsequent installation in both election and non-election years.

#### **1. NOMINATION AND ELECTION OF MAYOR**

##### **a. In a non-election year**

- i. At the meeting of full council held in March the outgoing Mayor will call for written nominations for the offices of Mayor.
- ii. Nomination will be by written submission, proposed and seconded by two members of the Town Council and counter signed by the nominee. The Town Clerk will make a standard nomination form available, although its use is not compulsory provided the requisite information is supplied. Electronic signatures will be accepted.
- iii. Completed nominations must be submitted to the Town Clerk within 7 days of the issue of the call for nominations.
- iv. A special meeting of the Town Council will be held within 28 days of the issue of the call for nomination where the only items of business are to elect the Mayor Elect and Deputy Mayor-Elect.
- v. At least 48 hours prior to the special meeting of the Town Council the Town Clerk shall circulate the names of the nominated candidates to all councillors.
- vi. Prior to the vote for each election:
  - i. The proposer of each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.
  - ii. Each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.

- vii. Where there is only one candidate for a post, a recorded vote shall be taken which will be by a show of hands as to whether to elect or not elect the nominated candidate.
- viii. If the nominated candidate is not elected then the council will agree arrangements for a re-opening of nominations, allowing at least 48 hours for candidates to be nominated in accordance with point 1a(ii) above.
- ix. Where there is more than one candidate for the post, the election will be carried out by recorded vote which will be by a show of hands.
- x. Where there are more than two candidates, the successful candidate must achieve a clear majority\* (excluding abstentions). Where there is no clear majority, the candidate achieving the lowest number of votes will withdraw and a second ballot held. This process will continue until there is a clear majority.
- xi. The candidate achieving the clear majority will be nominated as Mayor at the Annual Meeting of the Council held in May.
- xii. A tie in votes may be settled by the casting vote of the Chairman of the meeting.
- xiii. The election of the Mayor shall be the first item of business at the Annual Meeting of Saltash Town Council in May by a recorded vote.

The successful candidate will immediately sign a Declaration of Acceptance of Office and take the chair for the remainder of the meeting.

Advisory note:

*All councillors present are permitted to vote for the election of Mayor or Deputy Mayor, including the chair of the meeting and those standing for office. It is advised that candidates exercise their right to vote once unless they have agreed not to do so in advance with the other candidates.*

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**\* The definition of a majority vote is more than half of the votes cast. Abstentions are excluded in calculating a majority vote.**

**b. In an election year (where the Annual Meeting must be held within 14 days of the election)**

- i. As soon as possible, and in any case by the end of the fourth day after the elections, the Town Clerk will issue a call for written nominations for the office of Mayor to all councillors to allow sufficient time for the Annual Meeting of the Town Council to be held within 14 days.
- ii. Nomination will be by written submission, proposed and seconded by two members of the Town Council and counter signed by the nominee. The Town Clerk will make a standard nomination form available, although its use is not compulsory provided the requisite information is supplied. Electronic signatures will be accepted.
- iii. Completed nominations must be submitted to the Town Clerk by the end of the sixth day after the election.
- iv. As soon as possible, and in any case at least 24 hours prior to the Annual Meeting of the Town Council the Town Clerk shall circulate the names of the nominated candidates to all councillors.
- v. The Annual Meeting of the Town Council will be held no later than fourteen days after the election where the first item of business will be the election of the Mayor by a recorded vote.
- vi. Prior to the vote for each election:
  - i. The proposer of each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.
  - ii. Each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.
- vii. Where there is only one candidate for a post, a recorded vote shall be taken which will be by a show of hands as to whether to elect or not elect the nominated candidate.
- viii. If the nominated candidate is not elected then the council will agree arrangements for a re-opening of nominations, allowing at least 48 hours for candidates to be nominated in accordance with point 1b(ii) above but still allowing for the Annual Meeting of the Town Council to be held within 14 days of the election.
- ix. Where there is more than one candidate for the post, the election will be carried out by recorded vote which will be by a show of hands.

- x. Where there are more than two candidates, the successful candidate must achieve a clear majority (excluding abstentions). Where there is no clear majority, the candidate achieving the lowest number of votes will withdraw and a second ballot will be held. This process will continue until there is a clear majority.
- xi. A tie in votes will be settled by the casting vote of the Chairman of the meeting.
- xii. The successful candidate will immediately sign a Declaration of Acceptance of Office and take the chair for the remainder of the meeting.

Advisory notes:

- A. *If the retiring Chairman is present in the council chamber, then they must take the chair at the start of the Annual Meeting of the Town Council.*

*If they have been elected as a councillor for the new Town Council, then in the election of the new Chairman:*

- *They have an original vote but are not under a duty to cast it*
- *If there is an equality of votes the Chairman has a casting vote which they must use to break the deadlock; and*
- *There is no legal requirement that a Chairman should use either their original or casting vote in any particular way. There is no legal prohibition against a Chairman using either their original or casting vote in their own favour.*

*If the retiring councillor has not been elected as a councillor for the new Town Council then they must preside the meeting until the election of the new Chairman is completed, and their successor appointed. The retiring Chairman's duties include noting the members present/absent, receiving nominations and counting votes in the election of the new Chairman but*

- *They do not have an original vote; and*
- *If there is an equality of votes then they have a casting vote which they must use in order to break the deadlock.*

- B. *If the retiring Chairman is not present the retiring Deputy Mayor will take the chair for the election of the Chairman. If neither is present those councillors in attendance will vote for the councillor to take the chair for the election of the Chairman.*
- C. *All councillors present are permitted to vote for the election of Mayor or Deputy Mayor, including the Chair of the meeting (see advisory note 1 above) and*

*those standing for office. It is advised that candidates exercise their right to vote for themselves unless they have agreed not to do so in advance with the other candidates.*

- D. In an election year there will be a Ceremonial Installation of the Mayor at a date to be arranged following the Annual Meeting of the Town Council.*

## **2 NOMINATION OF DEPUTY MAYOR**

- a. The election of the Deputy Mayor will take place as the second item of business at the Annual Meeting of Saltash Town Council.
- b. The process for the nomination of the Deputy Mayor will follow the same timetable and procedure as that for the Mayor.
- c. All nominations must be received in accordance with this policy.

## **3 NOMINATION OF MAYOR DURING THE MUNICIPAL YEAR**

- a. Where a vacancy for the office of Mayor occurs during the municipal year, the process for the election of a new Mayor will be in accordance with 1b of this policy excepting that the timetable shall run from the date of the vacancy rather than of the election.
- b. The Deputy Mayor will assume the responsibilities of the role of Mayor and chair the election of the Mayor which will take place as the first item of business at the next meeting of Saltash Town Council.

## **4 NOMINATION OF DEPUTY MAYOR DURING THE MUNICIPAL YEAR**

- a. Where a vacancy for the office of Deputy Mayor occurs during the municipal year, the process for the election of a new Deputy Mayor will be in accordance with 1b of this policy excepting that the timetable shall run from the date of the vacancy rather than of the election.

# Nomination form for the Office of Mayor of Saltash Town Council

**ALL NOMINATIONS MUST BE RECEIVED BY 5.00PM ON THURSDAY 14<sup>TH</sup> MARCH 2024**

|                     |  |
|---------------------|--|
| Candidate's Details |  |
| Surname:            |  |
| Forenames:          |  |

|            |            |           |
|------------|------------|-----------|
|            | Print name | Signature |
| Proposer:  |            |           |
| Seconder:  |            |           |
| Candidate: |            |           |

Date:

**Nominations may be posted to the Town Clerk at the Guildhall or sent by email to [sinead.burrows@saltash.gov.uk](mailto:sinead.burrows@saltash.gov.uk)**

Office use only:

|                                  |  |
|----------------------------------|--|
| Received by:                     |  |
| Date:                            |  |
| Time:                            |  |
| Nomination checked & circulated: |  |

# Nomination form for the Office of Deputy Mayor of Saltash Town Council

**ALL NOMINATIONS MUST BE RECEIVED BY 5.00PM ON THURSDAY 14<sup>TH</sup> MARCH 2024**

|                     |  |
|---------------------|--|
| Candidate's Details |  |
| Surname:            |  |
| Forenames:          |  |

|            |            |           |
|------------|------------|-----------|
|            | Print name | Signature |
| Proposer:  |            |           |
| Seconder:  |            |           |
| Candidate: |            |           |

Date:

**Nominations may be posted to the Town Clerk at the Guildhall or sent by email to [sinead.burrows@saltash.gov.uk](mailto:sinead.burrows@saltash.gov.uk)**

Office use only:

|                                  |  |
|----------------------------------|--|
| Received by:                     |  |
| Date:                            |  |
| Time:                            |  |
| Nomination checked & circulated: |  |



## Election of Mayor and Deputy Mayor – Work Flow in a non-election year

|   |   |  |  |  |
|---|---|--|--|--|
| <p><b>7<sup>th</sup> March 2024</b><br/>(FTC agenda 1.3.24)</p> <p>Call for nominations</p> <p>At the meeting of Full Council held in March the outgoing Mayor will call for written nominations for the offices of Mayor.</p> <p>Completed nominations must be submitted to the Town Clerk within 7 days of the issue of the call for nominations.</p>                                   | <p><b>14<sup>th</sup> March 2024</b><br/>Closing date for nominations</p> <p>Nominations will be by written submission, proposed and seconded by two members of the Town Council and counter signed by the nominee. The Town Clerk will make a standard nomination form available, although its use is not compulsory provided the requisite information is supplied. Electronic signatures will be accepted.</p> | <p><b>18<sup>th</sup> March 2024</b><br/>Town Clerk to circulate nominated candidates</p> <p>At least 48 hours prior to the special meeting of the Town Council the Town Clerk shall circulate the names of the nominated candidates to all councillors.</p> | <p><b>21<sup>st</sup> March 2024 @ 6:30pm</b><br/>Extraordinary FTC Meeting</p> <p>A special meeting of the Town Council will be held within 28 days of the issue of the call for nomination where the only items of business are to elect the Mayor Elect and Deputy Mayor-Elect.</p> | <p><b>25<sup>th</sup> March 2024</b><br/>If the nominated candidate is not elected</p> <p>If the nominated candidate is not elected then the council will agree arrangements for a re-opening of nominations, allowing at least 48 hours for candidates to be nominated in accordance with point 1a(ii) of the Town Council Policy (as attached)</p> |
| <p style="text-align: center;"><b>2<sup>nd</sup> May 2024</b><br/><b>Annual Meeting of Saltash Town Council</b></p> <p>The candidate achieving the clear majority will be nominated as Mayor at the Annual Meeting of the Council held in May. The election of the Mayor shall be the first item of business at the Annual Meeting of Saltash Town Council in May by a recorded vote.</p> |   |  |  |  |
| <p style="text-align: center;"><b>Newly elected Mayor to confirm a date for the Mayor Making Ceremony</b></p>   |   |  |  |  |

# Saltash Town Council

## **Nominations received for the office of Mayor of Saltash 2024/2025**

| Nominated Councillor | Proposer | Seconder |
|----------------------|----------|----------|
| Cllr                 | Cllr     | Cllr     |

## **Nominations received for the office of Deputy Mayor of Saltash 2024/2025**

| Nominated Councillor | Proposer | Seconder |
|----------------------|----------|----------|
| Cllr                 | Cllr     | Cllr     |

Nominations have been checked by the Town Clerk and circulated to all Members.

**Nominations will be received at an Extraordinary Meeting of the Full Town Council on Thursday 21<sup>st</sup> March 2024 at 6:30 p.m.**

## **To receive a report from the Freedom of Saltash Panel and consider any actions.**

### **The Freedom of Saltash Award**

The policy was agreed in February 2022, but has never been put into action. Like many plans or policies, this does not entirely work as originally planned, and subject to how it is implemented this time, the policy should be modified at a future P & F to ensure the policy is updated. The Town Clerk has advised that taking a pragmatic approach with the agreement of Full Council is a sensible way forward.

### **The following is the Introduction in the policy**

**The Honorary Freedom of the Town of Saltash is an award made at the discretion of the Town Council. This is the highest honour that the Town Council can bestow and will be awarded only on rare and exceptional occasions and in accordance with legislation.**

### **The proposed way forward for this year.**

The Freedom Award Panel has met and carefully considered the nominations received this year in line with the policy. The panel do consider that at least one of those nominated should be considered by Full Council at an Extraordinary Full Council meeting.

Subject to Full Council agreement, the meeting will take place on the 21<sup>st</sup> March 2024, where details of the nominations determined suitable by the panel will be considered. A report outlining the reasons and names of those nominated will be released in a 'Private and Confidential' document. This will allow Full Council, in a confidential session to have enough information to make a decision on awarding the Freedom of Saltash. This could mean that some nominations may not be brought forward to the Full Council meeting and those details would not be released to maintain full confidentiality.

Once Full Council have met on the 21<sup>st</sup> March, the process would revert back to the policy.

### **End of Report**

**Councillor Richard Bickford**

## **80<sup>th</sup> Anniversary of D Day June 6<sup>th</sup>, 2024**

Although Saltash did not play a huge part in D-day it is fitting that as a town we should remember this day as the largest Naval, Air and landing operation in History.

Many people stationed in Saltash went across the river to Saltash Passage to join the 36,000 troops coming down, what is now Normandy Hill.

There are various opportunities that Saltash can get involved with our neighbors in Plymouth.

Registration is before 30<sup>th</sup> May.

\*There is a proclamation that can be read by a Town Crier at 8am on 6<sup>th</sup> June 2024. Councillor Jon Foster has offered to undertake the role of Town Crier for this commemoration on a voluntary basis.

**Approx. cost of Town Cryer outfit £500**



\*Unfortunately, the landing craft we were hoping to get to take the civic party over the river to Saltash passage to replicate the Saltash troops who were stationed here going over the Ferry to meet at what's now called Normandy Way is not available. We still have had no response yet from PCC as to their plans. We will approach the sailing club to see if a member would volunteer to take us over (depending on tide times and weather) Hopefully to meet up with the Plymouth contingent, if not, at least to lay flowers at the memorial. **£50**

\*To display the poppy mats that were made in Saltash, investigations are ongoing as to where they are stored, and if we can use them ?

\*Knit and natter / craft organizations have been contacted and asked to decorate Fore St benches, post boxes etc. the week of the 27<sup>th</sup> of May -

\*To display the large RBL poppies in Fore ST, The RBL are happy to install on our behalf.

\*Sending the schools the information re D-day, and how they can take part by reading / listening to the Poem suggested, also making flags etc.

\*For the schools to have fish and chips for their lunch, to support the fishermen who fished the seas avoiding mines and Farmers growing potatoes keeping the nation fed.

\*National Fish and Chip Day (reason as above) notifying Cod Fathers and Kenny Keut and ask if they will display some D-day information.

## **Evening**

\*Beacon to be lit at 9.15 pm on the Saltash pier. -**Service Delivery Team**

\*Piper to be invited-. **£150**

\*Town Band to be invited to play on Waterside green-**£450**

\*Mayors Chaplain to say prayers.

\*D-Day 80 Flag of peace to be flown on the Guildhall -**£85**

\*Residents to be encouraged to use Mobile torches, battery candles, lamps, to be raised at 9.15 pm as a gesture of a "Light of Peace". Shop Keepers in Saltash may wish to display a light of peace in their windows.

\*We wish to create a book of memories of any Saltash resident who have any stories handed down from the family or photographs. We hope to display this in the library. **£50**

\*Invites are going to Gordan Hannah, Chief exec of China fleet, and Rear Admiral John Weale

\*Ashtorre will be asked if they will stay open and possibly play 40 s music from the balcony that evening.

\* The now disbanded world war committee have been informed of the above

\*There will be no need for road closures, but the Police of course will be informed.

\*An article will be written in Aprils Observer to inform residents of timings and events, cost to be determined.

**Total cost £1,285**

## **Recommendations**

### **Members are asked to consider the following:**

1.Approval of the schedule of events proposed.

2.Recommending to the Policy and Finance committee to be held Tuesday 14<sup>th</sup> May 2024 the associated costs of £1,285 be allocated to budget code 6202 PF Civic Occasion.

3.Approval for the appointment of Councillor Jon Foster as a volunteer Town Crier for the D-Day 80 commemorations.

**End of Report**  
**Councillor Julia Peggs**

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

Further to last month's update, various transport options have been booked for the trial day held on **30<sup>th</sup> March 2024**:

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

If you decide to join us on the day, please drop in to the public exhibition held at Ashtorre Rock to see the ideas so far, have a chat to members of the team and most importantly let us know what you think. This will allow for a comprehensive Feasibility Report to be produced by Studio Hive.

Attached is a copy of the leaflet to better understand what will be available on the day.

The cost of the transport is covered under the CLUP funding. All trips are free and offered on a first come first served basis. All activities are weather dependent and subject to change.

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

We look forward to seeing you all on the day!

**End of Report  
Town Clerk/RFO**



# Making Saltash Waterside Better Connected



Have your say on proposals to improve the connections between Saltash Waterside, the town centre and further afield. Consultation will run from **22nd March to 7th April 2024** and we want to hear what you think.



For more information scan this QR code to visit the website



This project is looking at options for:

- Sustainable, innovative and traditional transport options linking the town centre to Saltash Waterside
- Reintroducing water transport locally, along the River Tamar and beyond
- Circular routes linking existing footpaths, cycle routes, railway and bus routes
- Public realm and infrastructure improvements

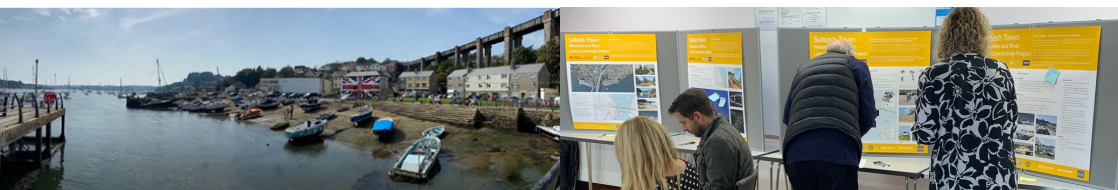


## Drop-in public exhibition

- Easter Saturday 30th March
- 10am - 4pm
- Ashtorre Rock, Old Ferry Road, Saltash Waterside, PL12 4GT

Come along and see the ideas so far, have a chat to members of the team and most importantly let us know what you think.

This will coincide with a transport trial offering free ferry trips, a land train and minibus. (PTO)



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# Free Transport Trips - 30 March 2024

## Plymouth Boat Trips

- Saltash Waterside to Royal William Yard and return
- 25/30 minute journey each way
- 10:00 - First trip leaves Saltash
- Running until 4pm (leaves RWY at 3.15pm)

## Silverline Cruises

- Saltash Waterside to Tamar River Sailing Club
- Starts at 10am from Saltash
- Shuttle service on demand until 4pm
- Approx. 5-10 minute journey each way

## Tuk Tuk

- Take a trip in a Tuk Tuk between Saltash Waterside and the town centre.

## Looe Land Train

- Start and finish at Saltash Waterside with stops including bottom of Fore Street Bus Stop, top of Fore Street bus stop (on downhill side) and Old Ferry Road
- 10am to 4pm, approximately every 30 minutes

## Saltash Red Bus

- 2 routes - outer route and inner route
- Outer route leaving Saltash Waterside to stops including China Fleet, Pillmere and Latchbrook and back
- Inner route leaving Waterside to Fore Street via Albert Road and back
- Running 9am- 5pm at regular intervals

Beryl Bikes (electric bikes) will also be available to try out.

- *All trips will be free and offered on a first come first served basis.*
- *All activities are weather dependent.*
- *More detailed timetable at [www.saltash.gov.uk](http://www.saltash.gov.uk)*



## Other activities

- Take part in the Easter Egg Hunt and look out for the Easter Bunny
- Guided heritage walks leaving from Ashtorre Rock at 12 noon and 2pm. (Check details on day)
- Elliott's Museum open 10am-2pm, Mary Newman's Cottage & Heritage Museum open 10am-4pm

## How to have your say...

- On the day, come and have a look at the consultation exhibition and drop off your surveys at Ashtorre Rock, Old Ferry Road, PL12 4GT
- Have a look at the proposals online and have your say at [www.saltash.gov.uk](http://www.saltash.gov.uk)
- From 22nd March - 7 April, pop down to Saltash Town Council Library Hub and the Community Kitchen at 8 Fore Street (CEPL12) to view the proposals

Saltash Town Council has secured funding for this feasibility study for the Saltash Town, Waterside and River Links Connectivity Project. The funding was awarded through Cornwall Council, from the Government's Community Levelling up Programme and the UK Shared Prosperity Fund.



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**My ref:** Infra22-178  
**Date:** 27<sup>th</sup> February 2024

Dear Sir/Madam

## **Cornwall Gateway Community Network Panel (CNP)**

Cormac Solutions Ltd, on behalf of Cornwall Council, are inviting comment on proposals for infrastructure improvements within the Cornwall Gateway Community Network Area.

Details of the proposals are as follows:

**Albert Road, Saltash** – extension of the No waiting at any time restrictions on Albert Road. Vehicles often straddle the footway, which obstructs access for pedestrians and for vehicle movements when this type of parking occurs. Refer to Site Notice Infra22-178\_SN01 for details.

**Vicarage Road, Torpoint** - introduction of No waiting at any time restrictions to prevent parking on the junction between Vicarage Road and St James Road and in the proximity of the access to Torcare Nursing Centre. This proposal aims to address lack of visibility for vehicles approaching the bend and for those egressing from Torcare car park. Refer to Site Notice Infra22-178\_SN02 for details.

**Fourlanesend School** – introduction of an advisory 20mph speed limit outside of Fourlanesend School and a 40mph buffer zone on the B3247 approach to the school from Millbrook. This proposal aims to reduce vehicle speeds to address concerns raised around pedestrian safety, in particular for children walking to/from the school. Refer to Site Notice Infra22-178\_SN03 for details.

**Wilcove** – The village is currently subject to a national speed limit. This proposal introduces a 20mph speed limit which is deemed appropriate and in line with Cornwall



Council criteria due to the level of development and narrow nature of the roads through the village. This proposal also includes an extension to the existing 30mph speed limit from the A374, along Pengelly Hill, to the village boundary. Refer to Site Notice Infra22-178\_SN04 for details.

This scheme also includes the formalisation of existing Disabled Parking Bays at the following locations, to ensure these are legally enforceable:

**Arthur Terrace, Torpoint.** Refer to Site Notice Infra22-178\_SN05 for details.

**Tavy Road, Saltash.** Refer to Site Notice Infra22-178\_SN06 for details.

**Beatrice Avenue, St Stephens, Saltash.** Refer to Site Notice Infra22-178\_SN07 for details.

**Sconner Road, Torpoint.** Refer to Site Notice Infra22-178\_SN08 for details.

**Clinton Terrace, Millbrook.** Refer to Site Notice Infra22-178\_SN10 for details.

**Peacock Avenue, Torpoint** – removal of an existing Disabled Parking Bay outside No 3 as it has been reported that it is no longer required. Refer to Site Notice Infra22-178\_SN09 for details.

If you have any comments to make on the proposals, I would be grateful to receive them no later than:

**22<sup>nd</sup> March 2024**

To respond to this consultation, you can either:

1. Use Cornwall Council's Consultation Finder, an on-line facility for viewing and responding to traffic consultations. This can be accessed by visiting [www.cornwall.gov.uk/TrafficConsult](http://www.cornwall.gov.uk/TrafficConsult). Once registered you will be able to submit responses to this and other current traffic consultations.
2. E-mail Infrastructure Design at [traffic@cormacltd.co.uk](mailto:traffic@cormacltd.co.uk), quoting the scheme name and reference, and indicating your support or objection (with reasons) to the proposals.
3. Respond in writing using the attached Consultation Response Form, indicating your support or objection to the proposals. Please return the form to the address shown at the foot of it.

If you wish to discuss any aspect of this scheme, please do not hesitate to contact me.



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Yours faithfully,

Sara Marchesini

Technician

**Infrastructure Design**

Tel: 01872 327250

Email: [sara.marchesini@cormacltd.co.uk](mailto:sara.marchesini@cormacltd.co.uk)



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## Infrastructure Design

### Consultation Response Form

**Scheme Name:** Cornwall Gateway TRO CNP

**Scheme Reference:** Infra22-178

**Designer Name:** Sara Marchesini

**Start of Consultation:** 28<sup>th</sup> February 2024

**End of Consultation:** 22<sup>nd</sup> March 2024

**Title:** Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐

**Name:**

Please print in block capitals

**Organisation:**

**Address:**

**Postcode:**

**E-mail:**

**Date:**

..... / ..... / .....  
DD MM YYYY

What is your view on this scheme?

1. (please tick one)

**Support** ☐

**Object** ☐

2. Please use the box below to provide any comments you have with regards to this scheme. If you wish to object to the proposal, you **must** state your reasons for doing so.

Please continue overleaf if necessary

**Please return this form to:**

**Infrastructure Design, CORMAC Solutions Ltd,**  
Radnor Road, Scorrier, Redruth, Cornwall, TR16 5EH



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## Privacy Information

CORMAC Solutions Ltd collects personal information from you when you register a consultation response. We will use this information to assist in collating feedback and to respond to you if we require clarification or further information on the response you have provided. The secure management of your information is very important to us and work has been undertaken to ensure that the Company is GDPR compliant.

Please note that any personal information collected from you as part of the consultation process will be securely destroyed within 12 weeks of completion of the scheme. However, you have the right to request that your information is removed at an earlier point, by using the contact details provided in this letter.

If you choose not to provide your address with your response or withdraw your personal information before completion of the scheme, we regret that we may be unable to consider your response in regard to a particular aspect of it. Nonetheless, any points made will still be considered as general comments.

You can find out more information about how your information is used, how we maintain the security of your data and your rights in regard to the information we hold about you on our website: <https://www.corservltd.co.uk/privacy-and-cookie-policy/>

If you have any other queries regarding the use of your data, you can contact the Data Protection Officer at CORSERV Ltd, Western Group Centre, Radnor Road, Scorrier, Redruth, Cornwall TR16 5EH or phone 01872 323 313.

# PROPOSAL

CORMAC Consultancy,

on behalf of Cornwall Council is inviting comment on the following proposal

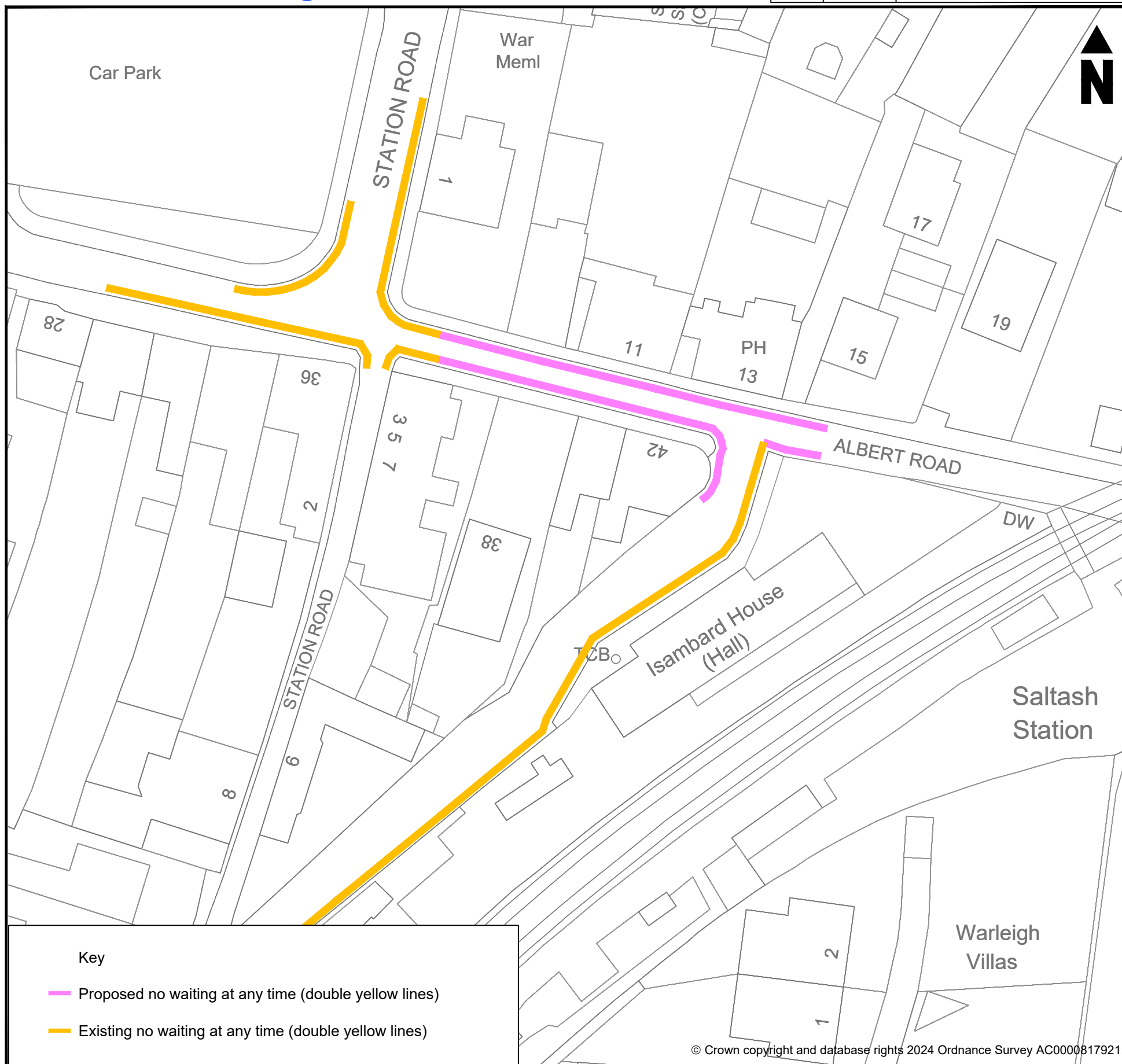
**Infra22-178 Cornwall Gateway TRO CNP**

**Albert Road, Saltash**

**Restrictions on waiting**



| Date     | Originator | Document ref.    |
|----------|------------|------------------|
| 23/02/24 | SM         | INFRA22-178_SN01 |



To respond, please send any comments or objections, specifying the grounds on which they are made, via email or in writing to:

**Infrastructure Design Group, CORMAC Consultancy,  
Radnor Road, Scorrier, Redruth, TR16 5EH.**

Alternatively, please scan the **QR Code** to respond online using the Consultation Finder service or visit:

[www.cornwall.gov.uk/TrafficConsult](http://www.cornwall.gov.uk/TrafficConsult)

To arrive no later than: **22/03/2024**

"QR Code" is a registered trademark of DENSO WAVE INCORPORATED.



Copies of the draft proposals and plans are available for public inspection during normal office hours at:

**New County Hall, Treyew Road, Truro TR1 3AY**

Please contact us using the details below to obtain further information.

Telephone:

**01872 327 250**

Email:

**traffic@cormacltd.co.uk**

Please quote reference: **Infra22-178\_SN01**

#### Privacy Notice

CORMAC Solutions Ltd requests personal information when you respond to this consultation for the purposes of collating feedback and/or responding to any comments received. This information is destroyed within 12 weeks of the scheme's completion, although you may request this earlier by contacting us. If you choose not to provide an address or other personal information, or withdraw these before the scheme's completion, we regret that we may be unable to consider your response in regards to a particular aspect of the scheme. In line with the GDPR you can find further details on how CORMAC may use any information you supply, how we maintain the security of your data and your rights in regard to the information we hold about you on our web-site: <https://www.corservltd.co.uk/privacy-and-cookie-policy/>

Please note that it may also be necessary to include any information you provide in publicly available documents or to disclose it to third parties under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. Please contact the below if you have any concerns or queries regarding the processing of your information.

Data Protection Officer: CORMAC Solutions Ltd, Western Group Centre, Radnor Road, Scorrier, Redruth, Cornwall, TR16 5EH



# PROPOSAL

CORMAC Consultancy,

on behalf of Cornwall Council is inviting comment on the following proposal

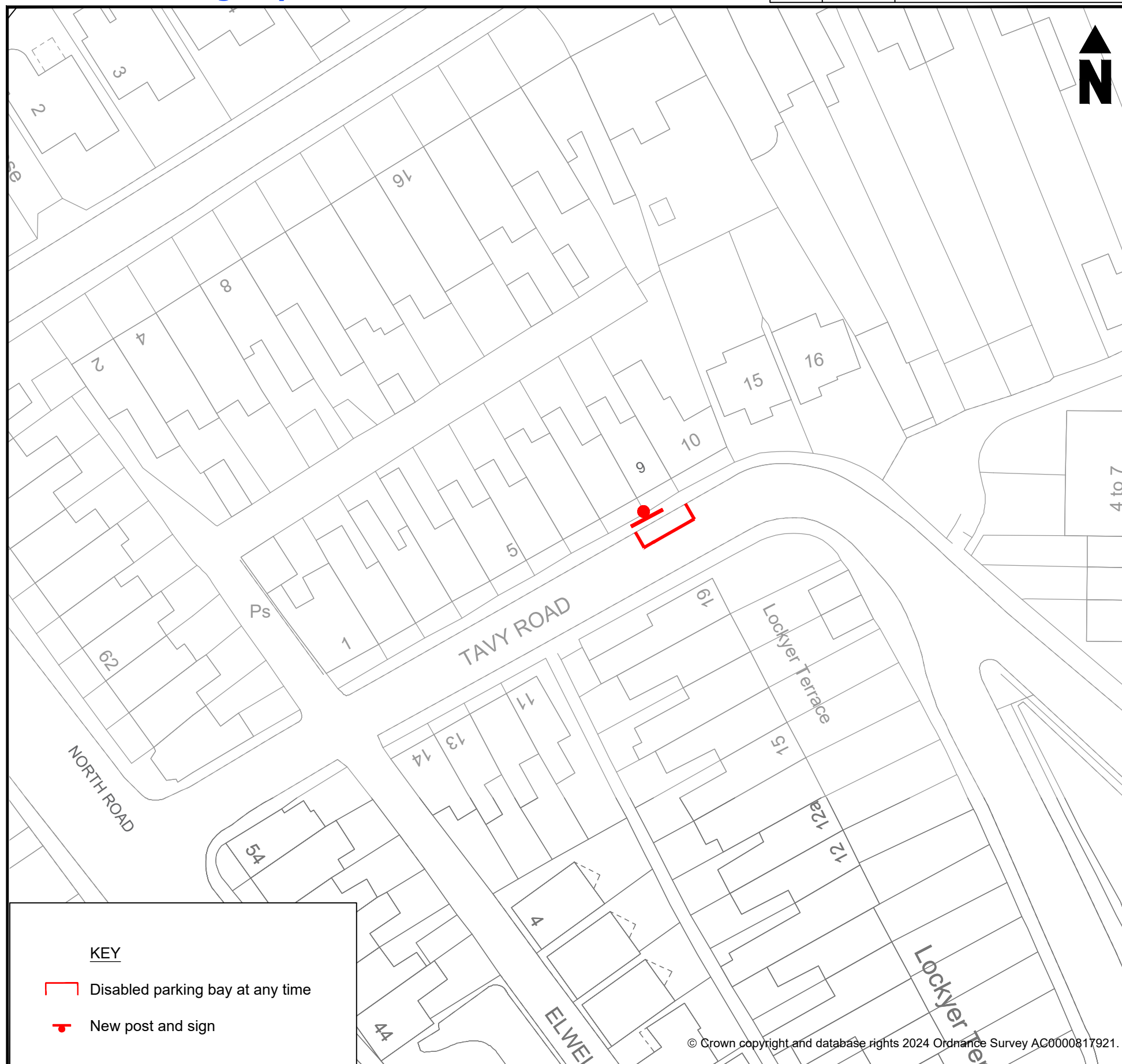
**Infra22-178 Cornwall Gateway TRO CNP**

**Tavy Road, Saltash**



**Disabled Parking Bay**



| Date     | Originator | Document ref.    |
|----------|------------|------------------|
| 23/02/24 | SM         | INFRA22-178_SN06 |



## KEY

-  Disabled parking bay at any time
-  New post and sign

To respond, please send any comments or objections, specifying the grounds on which they are made, via email or in writing to:

**Infrastructure Design Group, CORMAC Consultancy,  
Radnor Road, Scorrier, Redruth, TR16 5EH.**

Alternatively, please scan the **QR Code** to respond online using the Consultation Finder service or visit:

**[www.cornwall.gov.uk/TrafficConsult](http://www.cornwall.gov.uk/TrafficConsult)**

**To arrive no later than: 22/03/2024**

"QR Code" is a registered trademark of DENSO WAVE INCORPORATED.



Copies of the draft proposals and plans are available for public inspection during normal office hours at:

**New County Hall, Treyew Road, Truro TR1 3AY**

Please contact us using the details below to obtain further information.

Telephone:  
Email:

**01872 327 250**  
**[traffic@cormacltd.co.uk](mailto:traffic@cormacltd.co.uk)**

**Please quote reference: Infra22-178\_SN06**

## Privacy Notice

CORMAC Solutions Ltd requests personal information when you respond to this consultation for the purposes of collating feedback and/or responding to any comments received. This information is destroyed within 12 weeks of the scheme's completion, although you may request this earlier by contacting us. If you choose not to provide an address or other personal information, or withdraw these before the scheme's completion, we regret that we may be unable to consider your response in regards to a particular aspect of the scheme. In line with the GDPR you can find further details on how CORMAC may use any information you supply, how we maintain the security of your data and your rights in regard to the information we hold about you on our web-site: <https://www.corservltd.co.uk/privacy-and-cookie-policy/>

Please note that it may also be necessary to include any information you provide in publicly available documents or to disclose it to third parties under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. Please contact the below if you have any concerns or queries regarding the processing of your information.

Data Protection Officer: CORMAC Solutions Ltd, Western Group Centre, Radnor Road, Scorrier, Redruth, Cornwall, TR16 5EH

# PROPOSAL

CORMAC Consultancy,  
on behalf of Cornwall Council is inviting comment on the following proposal  
**Infra22-178 Cornwall Gateway TRO CNP**  
**Beatrice Avenue, St Stephens, Saltash**  
**Disabled Parking Bay**



| Date     | Originator | Document ref.    |
|----------|------------|------------------|
| 23/02/24 | SM         | INFRA22-178_SN07 |



To respond, please send any comments or objections, specifying the grounds on which they are made, via email or in writing to:  
**Infrastructure Design Group, CORMAC Consultancy,  
Radnor Road, Scorrier, Redruth, TR16 5EH.**

Alternatively, please scan the **QR Code** to respond online using the Consultation Finder service or visit:

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