



Saltash Town Council

Konsel An Dre Essa



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

18 August 2023

Dear Councillor

I write to summon you to the meeting of **Town Vision Sub Committee** to be held at the Guildhall on **Thursday 24th August 2023 at 5.30 pm.**

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

Yours sincerely,

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

S Burrows
Town Clerk

To Councillors:

R Bickford J Brady R Bullock S Gillies (Vice-Chairman) M Griffiths (Chairman) S Martin J Peggs D Yates	All other Councillors for information
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Agenda

1. Health and Safety Announcements.
2. Apologies.
3. 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.
4. 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.
5. To receive and approve the minutes of the Town Centre Vision Sub Committee held on 8th August 2023 as a true and correct record. (Pages 4 - 8)
6. To receive the Draft Terms of Reference and consider any actions and associated expenditure. (Pages 9 - 11)
7. 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.
8. To consider any items referred from the main part of the agenda.
9. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
10. To consider urgent non-financial items at the discretion of the Chairman.
11. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: To be confirmed.

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Town Vision Sub Committee held at the Guildhall on Tuesday 8th August 2023 at 6.30 pm

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

ALSO PRESENT: S Miller (Councillor), S Burrows (Town Clerk) and D Joyce (Administration Officer).

APOLOGIES: J Brady and S Martin.

1/23/24 TO ELECT A CHAIRMAN.

It was proposed by Councillor Gillies, seconded by Councillor Peggs to nominate Councillor Griffiths.

No further nominations received.

Following a vote it was **RESOLVED** to elect Councillor Griffiths as Chairman.

Councillor Griffiths in the Chair.

2/23/24 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Peggs, seconded by Councillor Bickford to nominate Councillor Gillies.

No further nominations received.

Following a vote it was **RESOLVED** to elect Councillor Gillies as Vice Chairman.

3/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

4/23/24 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.

5/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

6/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

7/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE TOWN VISION SUB COMMITTEE HELD ON TUESDAY 14TH DECEMBER 2021 AS A TRUE AND CORRECT RECORD.

It was proposed by Councillor Gillies, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Town Vision Sub Committee held on Tuesday 14th December 2021 were a true and correct record.

8/23/24 TO RECEIVE THE TOWN VISION BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members that any requests over the sub-committee delegated authority of expenditure would require a recommendation to the Policy and Finance Committee for consideration.

It was **RESOLVED** to note.

9/23/24 **TO RECEIVE AND REVIEW THE TOWN VISION SUB COMMITTEE TERMS OF REFERENCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the draft Terms of Reference contained within the circulated reports pack. It was agreed that these need to be reviewed and updated.

It was proposed by Councillor Griffiths, seconded by Councillor Gillies and **RESOLVED** to delegate to the Town Clerk working with the Chairman and Vice Chairman to review and update the draft Terms of Reference for Members consideration at the next Town Vision Sub Committee meeting.

10/23/24 **TO ESTABLISH AND WORK TOWARDS A VISION FOR SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members agreed that there is a necessity for the Town Vision to consider the Town Council's Vision with an overarching three-year Business Plan to include Vision, Mission, Values, Strategic Plan, Activity Plan, Governance and Management, Communications, Fundraising and Financial Forecasts.

It was proposed by Councillor Griffiths, seconded by Councillor Peggs and **RESOLVED** to delegate to the Town Clerk working with the Chairman and Vice Chairman to create a draft Saltash Town Council Business Plan for the three-year period April 2024 to March 2027 reporting back at a future Town Vision Sub Committee meeting for Members consideration.

11/23/24 **TO ESTABLISH A DRAFT ACTION PLAN FOR SALTASH TOWN COUNCIL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members reviewed the documents contained and circulated within the reports pack.

Members agreed that further review of the Town Council Action Plan would be undertaken once the Terms of Reference and Business Plan are drafted, finalised, and agreed by the Town Council.

It was proposed by Councillor Griffiths, seconded by Councillor Bullock and **RESOLVED** to defer to a future Town Vision Sub Committee meeting subject to the completion of the Terms of Reference and Saltash Town Council Business Plan.

12/23/24 **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.

13/23/24 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

14/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

15/23/24 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

Members reflected on the discussions at the meeting and reiterated the importance of Saltash Town Council having a Business Plan in place.

Members discussed how a Business Plan assists in clarifying the Vision of the Town Council both internally and externally, its strategic priorities, the progression of large projects and the ability to meet the criteria for accessing external funding streams.

16/23/24 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

17/23/24 **DATE OF NEXT MEETING:**

The Chairman and Members agreed there is a requirement to set clear deadlines dates to achieve the role of the sub-committee.

It was proposed by Councillor Griffiths, seconded by Councillor Gillies and **RESOLVED** to schedule the following meeting dates:

- Thursday 16th November 2023 at 6:30pm;
- Thursday 15th February 2024 at 6:30pm;
- Thursday 16th May 2024 at 6:30pm;
- Thursday 15th August 2024 at 6:30pm.

DATE OF NEXT MEETING

Thursday 16 November 2023 at 6.30 pm

Rising at: 7.30 pm

Signed: _____
Chairman

Dated: _____

Agenda Item 6

Town Vision Sub Committee of Saltash Town Council.

Composition:	<p>Eight members</p> <p>The Committee membership comprises of a maximum of eight Saltash Town Council Councillors together with the Town Clerk and Administration Officer. The quorum is four.</p> <p>Executive input for the Committee is provided by the Town Clerk and administrative support is provided by the relevant Officers of the Town Council.</p>
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Town Council year. The serving Mayor will not be eligible for either of these positions.
Quorum:	Four
Meetings:	<p>As required</p> <p>The committee meets for a minimum of four times each financial year (April to March).</p>
Timing:	6.30 p.m.
Venue:	Guildhall
Reports to:	<p>Full Town Council</p> <p>The Committee reports directly to Full Council making strategic recommendations as required.</p>
Financial Matters	The Committee has delegated authority for expenditure up to £20,000. Any requests over this delegated authority of expenditure would require a recommendation to the Policy and Finance Committee for consideration.
Remit:	The purpose of the Town Vision Sub Committee is to support the Town Clerk in leading the business planning process for Saltash Town Council and to oversee its effective implementation.

Terms of Reference & Matters Delegated to the Committee:

~~Finance delegated authority:~~

~~Expenditure up to £20,000 on any separate occasion within the budget~~

~~1. To establish and work towards a long term vision for Saltash.~~

~~2. To incorporate the goals of the declared Climate Emergency within decision making.~~

- ~~3. To establish clear engagement and consultation with the Town community.~~
- ~~4. To utilise the available advice and support of Cornwall Council for a shared vision for Saltash.~~
- ~~5. To establish an STC asset register (benches, bins, signage, buildings etc.) and ensure all STC assets are cleaned and maintained.~~
- ~~6. Recognise Saltash Fore Street as the central element to become a mixed use destination, shopping, leisure, residential and employment.~~
- ~~7. To recognise and support initiative throughout the Town.~~
- ~~8. Review traffic movement and usage of Fore Street to support a more welcoming pedestrian environment and improve air quality.~~
- ~~9. To seek funding and partnership opportunities for Town initiatives.~~
- ~~10. To recognise, celebrate and protect Saltash Heritage.~~
- ~~11. To consider the long term impact of Covid 19 on the local economy.~~

Outcomes:

1. A shared purpose through an agreed, overarching and unified business plan for Saltash Town Council.
2. Increased engagement, understanding and support from Saltash residents on Saltash Town Council's purpose, strategic priorities and activities.
3. Increased success in securing investment to further the strategic priorities of Saltash Town Council.
4. Effective governance and management for Saltash Town Council, clarifying roles and responsibilities, particularly the non-executive role of Councillors, Committees and Working Groups together with the executive roles of the Town Clerk and staff team.
5. A more collaborative, efficient and agile working culture avoiding fragmentation and duplication.

Key output in 2023/24:

1. The production of a three-year business plan for the period April 2024 to March 2027, encompassing:
 - Vision, Mission & Values
 - Strategic priorities and outcomes
 - Activity plan
 - Communications strategy
 - Governance, Management & Operations
 - Fundraising strategy
 - Budget forecasts

Matters not delegated to the Sub Committee:

Any matter falling within the remit of the Sub Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

DRAFT