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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Town Vision Sub Committee held at the Guildhall on Thursday 16th May 2024 at 6.30 pm

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

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

APOLOGIES: J Brady.

1/24/25 TO ELECT A CHAIRMAN.

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

No further nominations were received.

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

Councillor Griffiths in the Chair.

2/24/25 TO ELECT A VICE CHAIRMAN.

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

No further nominations were received.

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

3/24/25 **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 Councillor Miller's attendance at this evening's meeting.

The Town Clerk advised Members of Standing Order 5 Point 10 - Members of the Town Council shall have the right to attend all Committees, Sub Committees and Working Parties as non-voting members. They may sit at the table at the discretion of the Committee and may speak at the invitation of the Chairman.

The Chairman welcomed Councillor Miller to the meeting.

4/24/25 **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.

5/24/25 **PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

6/24/25 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

7/24/25 **TO RECEIVE THE TOWN VISION BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

8/24/25 **TO RECEIVE AND APPROVE THE MINUTES OF THE TOWN VISION SUB COMMITTEE HELD ON 15TH FEBRUARY 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 Griffiths, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Town Centre Vision Sub Committee held on 15th February 2024 were confirmed as a true and correct record.

9/24/25 **TO REVIEW THE TOWN VISION TERMS OF REFERENCE AND CONSIDER ANY ACTIONS.**

Members received the referral from Full Council to review the Town Vision Terms of Reference to include an overarching monitoring role of the business plan, detailed and contained within the circulated reports pack.

It was proposed by Councillor Griffiths, seconded by Councillor Gillies and **RESOLVED** to approve and adopt the amendment to Town Vision Terms of Reference, as attached.

10/24/25 **TO RECEIVE THE TOWN COUNCIL BUSINESS PLAN APPENDICES AND MONITORING DOCUMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the draft business plan appendices and monitoring document, contained and circulated within the reports pack.

Members discussed the monitoring processes and its evolution as a working document and were pleased with the progress the Committees and Sub Committees were making within the six strategic priorities set by the Town Council.

It was **RESOLVED** to note.

Councillor Martin arrived and joined the meeting.

11/24/25 **TO RECEIVE A DRAFT CLIMATE CHANGE STRATEGY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the draft Climate Change strategy contained and circulated within the reports pack.

Members discussed internal monitoring practices to ensure the strategy is being implemented and actions are being considered and met where possible.

Members discussed Cornwall Council's Development and Decision-Making Wheel. A tool that guides Members and Officers considering a project or action through a series of questions relating to different areas with the scores on the wheel representing the potential impact of the decision in each area – positive or negative.

Members wished for further investigations to identify a suitable visual tool to ease usability and offer a coordinated approach to the Town Council's decision making processes against the climate change strategy.

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

1. To review Cornwall Council's Climate Change decision wheel and other Climate Change Strategies;
2. To approve the content provided within the draft Climate Change Strategy to be transferred to an agreed document;
3. To report back at the Town Vision meeting to be held on 15th August 2024.

12/24/25 **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.

13/24/25 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

14/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

15/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Thursday 15 August 2024 at 6.30 pm

Rising at: 7.03 pm

Signed: _____
Chairman

Dated: _____

Town Vision Sub Committee

Composition:	<p>The Committee membership comprises of a maximum of eight Saltash Town Council Councillors together with the Town Clerk and Administration Officer.</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:	Chairman and Vice Chairman to be elected from the members of the Sub Committee at the first meeting in each Council Year.
Quorum:	Four
Meetings:	The committee meets for a minimum of four times each financial year (April to March).
Timing:	6.30 p.m.
Venue:	Guildhall
Reports to:	The Committee reports directly to Full Town Council making strategic recommendations as required.
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 and Matters Delegated to the Committee:

The Town Vision Sub Committees intended Outcomes over the next three years are:

1. A shared purpose through an agreed, overarching and unified business plan for Saltash Town Council.
2. To monitor the business plan Priorities, Vision, Aims and Objectives on behalf of the Town Council to ensure delivery.
3. Increased engagement, understanding and support from Saltash residents on Saltash Town Council's purpose, strategic priorities and activities.
4. Increased success in securing investment to further the strategic priorities of Saltash Town Council.
5. Effective governance and management for Saltash Town Council, clarifying roles and responsibilities, particularly the non-executive roles of the Town Clerk and staff team.
6. A more collaborative, efficient and agile working culture avoiding fragmentation and duplication.
7. Delegated authority to undertake an overarching monitoring role of the Business Plan on behalf of the Town Council reporting back as required.

The primary and initial output of the Town Vision Sub Committee will be:

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

Matters not delegated to the Committee:

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

Terms of reference last updated: 05.2024