



Saltash Town Council

Konsel An Dre Essa



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

10 May 2024

Dear Councillor

I write to summon you to the meeting of the **Town Vision Sub Committee** to be held at the Guildhall on **Thursday 16th May 2024 at 6.30 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 via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Yours sincerely,

S Burrows
Town Clerk/ RFO

To Councillors:

R Bickford J Brady R Bullock S Gillies M Griffiths S Martin J Peggs D Yates	All other Councillors for information
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Agenda

1. To elect a Chairman.
2. To elect a Vice Chairman.
3. Health and Safety Announcements.
4. Apologies.
5. 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.
6. Public 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 email or via The Guildhall **no later than 12 noon the day before the meeting.**

Members of the public are advised to review the Receiving Public Questions, Representations and Evidence at Meetings document prior to attending the meeting.

7. To receive and approve the minutes of the Town Vision Sub Committee held on 15th February 2024 as a true and correct record. (Pages 4 - 8)
8. To receive the Town Vision budget statement and consider any actions and associated expenditure. (Page 9)
9. To consider Risk Management reports as may be received.
10. To review the Town Vision Terms of Reference and consider any actions. (Pages 10 - 13)
(Pursuant to FTC held on 7.03.24 minute nr.368/23/24 recommendation 2, point 4)
11. To receive the Town Council Business Plan Appendices and Monitoring Document and consider any actions and associated expenditure.
Please note the Business Plan Appendices can be viewed by clicking here:
https://saltashtc.sharepoint.com/:x:/g/EYd2AfKZE11OvpAVY_7lwiwBka5Z_EJCCkas09bcfFuxSkw

12. To receive a draft Climate Change Strategy and consider any actions and associated expenditure. (Pages 14 - 18)
(Pursuant to FTC held on 7.03.24 minute nr. 360/23/24)
13. 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.
14. To consider any items referred from the main part of the agenda.
15. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
16. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Thursday 15th August 2024.

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.

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 16th 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 7th 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 2nd 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 7th 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: _____

Agenda Item 8

P&F Committee - Town Vision Sub Committee Budget 2024-25

Saltash Town Council

For the Period to April 2024

Account	Actual Received/ Spend 2023/24	EMF Balances B/F 2023/24	To/From Reserves & Budget Virements 2024/25	Budget 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
P&F Town Vision EMF Expenditure										
6280 PF EMF Town Vision	355	10,095	0	0	145	9,950	0	0	0	0
Total P&F Town Vision EMF Expenditure	355	10,095	0	0	145	9,950	0	0	0	0
Total P&F Town Vision Budget Surplus/ (Defic	(355)	(10,095)	0	0	(145)	(9,950)	0	0	0	0

368/23/24 TO RECEIVE AND NOTE THE MINUTES OF THE TOWN VISION SUB COMMITTEE HELD ON 15TH FEBRUARY 2024 AND CONSIDER ANY RECOMMENDATIONS.

RECOMMENDATION 2:

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 7th 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.](#)

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: 03.2024

360/23/24 TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP.

Councillor Gillies Chairman of the Climate Change and Environmental working group briefed Members on the report received and contained within the circulated reports pack.

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

1. To dissolve the Climate Change and Environmental Working Group with immediate effect;
2. To continue to support Saltash Environmental Action with the free use of Isambard House, where their goals and objectives continue to meet the Town Council's in respect of climate and environment matters;
3. The Town Vision Sub Committee to prepare a climate change strategy as part of the Town Council strategic priorities.

Saltash Town Council – Climate Change Strategy

At the meeting of the Full Council on 4th February 2021 it was resolved that:

1. STC acknowledge that there is a climate and Ecological Emergency which is having damaging effects both locally and globally.
2. STC commit to consider climate and ecological implications wherever relevant.
3. STC try to the best of their abilities to lead by example.

The Strategic Priorities state that the Town Council will continue to acknowledge a climate emergency and bring forward a local climate change strategy.

This document outlines the climate change strategy of the Town Council moving forward and the possible actions.

The following table summarises research by Ashden into the relative climate change benefits of a number of actions in the Friends of the Earth Climate Action Plan for councils. The outcomes may include reductions in greenhouse gases and also other benefits including health to the community.

Note: not all actions are easily measurable.

Action	Climate change	Other benefits	Affordability	STC Strategic Plan
Page 19 Through procurement, ensure the local authority supply chain is minimising carbon emissions.	***			Climate emergency
Introduce measures to encourage cycling and walking.	**	Health		Climate emergency Health and wellbeing Travel and transport
Upgrade the insulation and heating systems of council buildings, taking advantage of grants and/or interest free finance available.	**	Economy, resilience		Climate emergency
Encourage car sharing and the use of alternative forms of transport	**			Climate emergency Travel and transport
Require the integration of renewable energy such as solar thermal, PV or heat pumps in	**			Climate emergency

local authority owned buildings where permitted.				
Engage with schools to ensure meals are delivered in accordance with the official Eatwell Guide on healthy eating and the majority of options on menus are healthy and plant- based, with less and better meat.	*	Health		Climate emergency Health and wellbeing
Deliver a rapid transition of the council's own fleet to electric.	*			Climate emergency Travel and transport
Increase tree cover on council owned land.		Environment		Climate emergency Health and wellbeing
Support small and medium business enterprises to access funds and expertise for		Business		Climate emergency

reducing carbon pollution.				
Encourage and enable energy saving behaviour by all council staff.				Climate emergency
Ensure council's procurement strategy specified that low carbon lights and appliances are procured.				Climate emergency
Cut council's paper wasted by offering papers electronically.				Climate emergency
Improve air quality in council offices and buildings by use of green plants.				Climate emergency Health and wellbeing