



# ***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)*

26 April 2024

Dear Councillor

I write to summon you to the **Annual Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 2nd May 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 via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Yours sincerely,

S Burrows  
Town Clerk/RFO

To:

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

## Agenda

1. To elect a Chairman. (Page 10)  
**(Recorded vote)**

**(The outgoing Chairman to present the Chairman's Chain to the incoming Chairman)**

2. To confirm and note that the Chairman of Saltash Town Council has signed their Declaration of Acceptance of Office in the presence of the Proper Officer.
3. Incoming elected Chairman to present the Past Chairman's Badge to the outgoing Chairman.
4. To elect a Vice Chairman. (Page 11)  
**(Recorded vote)**

**(The Chairman to present the Vice Chairman's Chain to the incoming Vice Chairman).**

5. Health and Safety Announcements.
6. Apologies.
7. 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. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
8. Public Questions - A 15-minute period when members of the public may ask questions of the Town Council. (Page 12)

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.

9. To receive and approve the Minutes of the Extraordinary Full Town Council Meeting Freedom of Saltash held on 21st March 2024 as a true and correct record. (Pages 13 - 15)
10. To receive and approve the Minutes of the Full Town Council Meeting held on 4th April 2024 as a true and correct record. (Pages 16 - 31)

11. To receive and note the minutes of the following Committees and consider any recommendations:
  - a. Services held on 11th April 2024; (Pages 32 - 41)
  - b. Extraordinary Personnel held on 12th April 2024; (Pages 42 - 54)
  - c. Planning and Licensing held on 16th April 2024; (Pages 55 - 59)
  - d. Burial Authority held on 25th April 2024. (Pages 60 - 71)
12. To receive and note the minutes of the following Sub Committees and consider any actions and associated expenditure:
  - a. Property Maintenance held on 15th April 2024; (Pages 72 - 79)
  - b. Station Property held on 18th April 2024. (Pages 80 - 87)
13. To receive the Chairman's report and consider any actions and associated expenditure. (Pages 88 - 89)
14. To receive a report from Cornwall Councillors and consider any actions and associated expenditure.
15. To consider the Monthly Crime Figures and consider any actions.
16. To receive a report by Community Enterprises PL12 and consider any actions and associated expenditure. (Pages 90 - 91)
17. To receive a report on behalf of Safer Saltash and consider any actions and associated expenditure.
18. To receive a report from Community Area Partnership and consider any actions and associated expenditure.
19. To receive a report from Saltash Chamber of Commerce and consider any actions and associated expenditure.
20. To receive an update on the future of the health care in Saltash and consider any actions and associated expenditure. (Page 92)
21. To consider Risk Management reports as may be received.
22. Finance:
  - a. To advise the receipts for March 2024; (Page 93)
  - b. To advise the payments for March 2024; (Pages 94 - 95)

- c. To report urgent and essential works actioned by the Town Clerk under Financial Regulations;
  - d. To note that bank reconciliations up to 31st March 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.
23. To receive the Town Council bank mandate and consider any actions. (Page 96)
24. To review the Town Council banking system and direct debits and consider any actions and associated expenditure. (Page 97)
25. To re-adopt the Town Council Business Plan and appendices for the year 2024-2025. (Pages 98 - 120)  
Please note the Business Plan Appendices can be viewed by clicking here: [https://saltashtc.sharepoint.com/:x:/g/EYd2AfKZE11OvpAVY\\_7lwiwBka5Z\\_EJCCkas09bcfFuxSkw](https://saltashtc.sharepoint.com/:x:/g/EYd2AfKZE11OvpAVY_7lwiwBka5Z_EJCCkas09bcfFuxSkw)
26. To re-adopt the Town Council Portfolios for the year 2024-25.  
Please note the Town Council Portfolios can be viewed on the website here: <https://www.saltash.gov.uk/town-council-business-plan>
27. To receive, approve and sign the Health and Safety Statement for the year 2024-2025. (Page 121)
28. To re-adopt the Civility and Respect Pledge for the year 2024-25. (Page 122)
29. To note the Town Council insurance policies in respect of all insurable risks:
- a. Employers Liability (Page 123)  
**(Limit of Indemnity £10m)**
  - b. Public Liability (Page 124)  
**(Limit of Indemnity £15m)**

30. To re-adopt the Town Council's existing policies and procedures for the year 2024-25:

**Please note the following policies can be viewed on the website here:**

**<https://www.saltash.gov.uk/policies.php>**

- a. Employees;
  - 1. Data Protection Criminal Records Information Policy
  - 2. Data Protection Policy (Employees)
  - 3. Disability Employment Policy
  - 4. Employee Handbook
  - 5. Provision of IT and Acceptable Use Policy
  - 6. Recruitment & Selection
  - 7. Equality and Diversity
  - 8. Training and Development
  
- b. Finance
  - 1. Annual Business Continuity Plan
  - 2. Annual Internal Audit and Business Risk Assessment
  - 3. Annual Reserves Policy
  - 4. Annual Statement on Internal Control
  - 5. Annual Treasury Management Strategy
  - 6. Anti Bribery Policy Statement & Anti Fraud & Corruption Strategy
  - 7. Finance Schedule & Precept Plan
  - 8. Local Government Pension Scheme
  - 9. Receipting of Income & Banking Procedures
  - 10. Risk Management Plan Statement
  - 11. Risk Management Strategy
  - 12. Scheme of Delegation
  - 13. Financial Regulations
  
- c. General:
  - 1. Acquisition or Sale of Land and Property
  - 2. Allotments
  - 3. Complaint Handling and Customer Behaviour
  - 4. Communications Policy & Strategy
  - 5. Data Retention and Disposal
  - 6. Freedom of Information Policy
  - 7. Grants Policy
  - 8. Hire of Town Council Premises and Events
  - 9. Match Funding
  - 10. Planning – A guide for Councillors
  - 11. Public Loudspeaker Policy
  - 12. Receiving Public Questions, Representations and Evidence at Meetings
  - 13. Safeguarding
  - 14. Social Media
  - 15. Standing Orders
  - 16. STC Seals and Logo
  - 17. Terms of Reference Committees and Sub-Committees

- d. Health and Safety:
    - 1. Health and Safety Manual
  - e. Library:
    - 1. Home Library Service
    - 2. Library Stock Management
  - f. Members:
    - 1. Co-Option
    - 2. Code of Conduct
  - g. Civic:
    - 1. Awarding the Honorary Freedom of Saltash
    - 2. Civic Awards
    - 3. Civic Handbook
    - 4. Election of Mayor and Deputy Mayor
31. To note that the following Committees remain a composition of sixteen Members therefore appointments are not required, all Members will be summoned to the scheduled meetings of this Town Council. (Page 125)
- a. Planning and Licensing;
  - b. Policy and Finance;
  - c. Services.
32. To appoint Members to the following committees: (Page 126)
- a. Burial Authority.  
**(Composition of six)**
  - b. Joint Burial Board;  
**(Membership established by separate constitution - composition of four STC Members inclusive of the Mayor and Deputy Mayor)**
  - c. Personnel;  
**(Composition of six Members.)**

**The Town Council recognises that a stable membership of the Committee is desirable and as such membership of the Committee should be seen as a long-term commitment.**

**All members of this Committee will undertake employment law training within 6 months provided by the Council subject to course availability.**

33. To appoint Members to the following sub committees: (Page 127)
- a. Devolution;  
**(Composition of eight Members)**
  - b. Library;  
**(Composition of eight Members)**
  - c. Property Maintenance;  
**(Composition of eight Members)**
  - d. Station Property;  
**(Composition of eight Members)**
  - e. Town Vision.  
**(Composition of eight Members)**
34. To review the Town Council Working Groups and appoint Members accordingly;  
(Page 128)
- a. Waterfront Management and Water Transport;  
**(Composition of seven Members)**
  - b. Neighbourhood Plan Steering Group;  
**(Composition of three Town Council Representatives)**
  - c. Saltash Team for Youth;  
**(Composition of four Members)**
  - d. A38 Working Group;  
**(Composition of four Members)**
  - e. Communications and Engagement;  
**(Composition of five Members)**
  - f. Borough War Memorial;  
**(Composition of five Members with attendance and support required from the Town Clerk and Chairman due to the importance of the project)**
  - g. Beating of the Bounds;  
**(Composition of four Members)**
  - h. Shared Prosperity Funding;  
**(Composition of five Members including attendance from Cornwall Councillors)**
  - i. CIL Application Play Areas;  
**(Composition of five Members)**

- j. D-Day 80;  
**(Composition of four Members)**
35. To appoint Members to Outside Partnerships: (Page 129)
- a. Safer Saltash;  
**(Composition of four representatives)**
  - b. OPCC Councillor Advocate Scheme;  
**(Composition of four representatives)**
  - c. Community Area Partnerships (CAP's);  
**(Composition of two representatives, Mayor and Deputy Mayor)**
  - d. Section S106 Panel;  
**(Composition of three representatives, Mayor and Deputy Mayor and one Member)**
  - e. Town Team.  
**(Composition of three representatives, Chairman of Town Vision and two Members)**
36. To receive and adopt the schedule of meetings calendar for future meetings of the Town Council for the year 2024-2025. (Pages 130 - 131)
37. To receive the Draft Annual Town Council Report for the year 2023-24 and consider any actions and associated expenditure. (Pages 132 - 142)
38. To receive a report on the Mayors Chaplain Stole and consider any actions and associated expenditure. (Page 143)
39. 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:

**PA24/02497**

Mr Sunder - **Asheborough House Care Centre St Stephens Road Saltash Cornwall PL12 4AP**

Extension to Pavilion to form Drop-in Centre.

**Ward: Essa**

Date received: 25/04/24

Response date: 17/05/24

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SB07Z5FGK YW00>

40. 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.
  
41. To consider any items referred from the main part of the agenda.
  
42. Public Bodies (Admission to Meetings) Act 1960  
To resolve that the public and press be re-admitted to the meeting.
  
43. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
  
44. Date of next meeting: Wednesday 5th June 2024
  
45. 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.