



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
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 or via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Yours sincerely,

S Burrows
Town Clerk/RFO

To:

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

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
 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

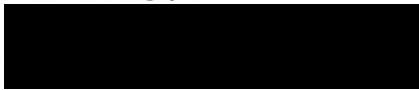
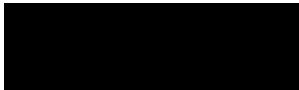
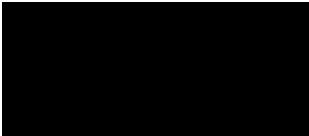
45. Common Seal:

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.

Nomination form for the Office of Mayor of Saltash Town Council

ALL NOMINATIONS MUST BE RECEIVED BY 5.00PM ON THURSDAY 14TH MARCH 2024

Candidate's Details	
Surname:	PEGGS.
Forenames:	JULIA MARY.

	Print name	Signature
Proposer:	RICHARD BICKFORD.	
Seconder:	JEAN DENT.	
Candidate:	JULIA PEGGS	

Date:

Nominations may be posted to the Town Clerk at the Guildhall or sent by email to sinead.burrows@saltash.gov.uk

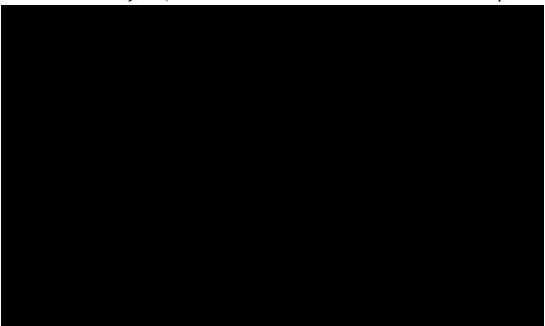
Office use only:

Received by:	SINEAD BURROWS
Date:	7 TH MARCH 2024
Time:	21.30
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 14TH MARCH 2024

Candidate's Details	
Surname:	BULLOCK
Forenames:	RACHEL EMILY

	Print name	Signature
Proposer:	JULIA PEGGS.	
Seconder:	SHEILA LENNOX-BOYD	
Candidate:	RACHEL EMILY BULLOCK	

Date:

Nominations may be posted to the Town Clerk at the Guildhall or sent by email to sinead.burrows@saltash.gov.uk

Office use only:

Received by:	SINEAD BURROWS
Date:	7 TH MARCH 2024
Time:	21:30
Nomination checked & circulated:	✓

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Questions - A 15-minute period when members of the public may ask questions of Members of the Town 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.

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

<u>Date Received</u>	<u>Public Questions to the Town Council</u>	<u>Submitted By</u>
1/05/24	I agree that Council should actively seek to work in positive collaboration with the Public to benefit Saltash, but may I ask that Council uses correct and accepted terminology, because the document produced by the Town Vision Group is, only an ambitious vision and 'wish list', and does not contain the necessary financial information in sufficient detail to properly be called a Business Plan?	B Brooking
01/05/24	<p>Could you tell me please why the Pilmere area gets all there parks maintained on a regular basis and the rear of Harding's Close with the two parks that have never been maintained since I lived here which is 19 years and the park at the rear of the brook seems to be going the same way.</p> <p>One off the parks at Harding's close is a fair size it needs to be turned into a car park for local residents if it's not going to be maintained.</p>	I Nicholson

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Saltash Town Council held at the Guildhall on Thursday 21st March 2024 upon the rising of the 6:30p.m. Extraordinary Full Town Council meeting.

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

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

APOLOGIES: J Brady and M Griffiths.

390/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

391/23/24 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.

392/23/24 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

393/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

It was proposed by Councillor Bickford, 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.

394/23/24 TO RECEIVE A REPORT ON NOMINATIONS FOR HONORARY FREEMAN/FREEWOMAN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman reminded Members that the meeting was strictly confidential and following this evening's meeting, details of the nomination of the Freedom Award is not to be discussed in the public domain until the draft minutes are released.

Members discussed the nomination received against the criteria scrutinised and put forward by the panel.

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

1. To award Robert Austin the Honorary Freedom of Saltash;
2. That the Chairman of the Town Council personally informs Robert Austin's wife of the award taking her lead;
3. That the Town Clerk informs Robert Austin in writing for his formal acceptance of the award;
4. That when Robert Austin accepts the award a Press and Social Media release be issued and presentation arrangements be put in place with his wishes;
5. To purchase an Honorary Freedom Scroll at a cost of £846.80+VAT;
6. To engrave a medallion at a cost of £7.50;
7. To add Robert Austin's name to the Town Council roll of honour board at a cost of £45;
8. To set aside £300 to allow for potential increase in civic cost, carriage charges and cost involved in the presentation (refreshments);
9. To allocate associated cost up to a maximum of £1,200 against budget code 6202 Civic Occasions 2023-24, funds allocated and not spent prior to year-end be vired to 2024-25 budget code;
10. To note budget code 6202 sits within the Policy and Finance Committee, however, due to the timeframe and next P&F meeting, Members approved the associated cost under the corporate body's ability to do so;
11. To release the draft Extraordinary Full Council minutes upon Robert Austin's acceptance of the award.

395/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** that the public and press be re-admitted to the meeting.

396/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was **RESOLVED** to issue a Press and Social Media release as per minute 396/23/24 point 4.

397/23/24 DATE OF NEXT MEETING: THURSDAY 4TH APRIL 2024 AT 7:00 P.M.

Thursday 4th April 2024 at 7.00pm

398/23/24 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.

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 4th April 2024 at 7.00 pm

PRESENT: Councillors: R Bickford (Chairman), J Dent, J Foster, S Gillies, M Griffiths, S Miller, L Mortimore, J Peggs (Vice-Chairman), B Stoyel and D Yates.

ALSO PRESENT: 1 Member of the Press, 2 Members of the Public, Cornwall Councillor H Frank, S Burrows (Town Clerk / RFO) and M Thomas (Senior Policy and Data Compliance Officer).

APOLOGIES: J Brady, R Bullock, S Lennox-Boyd, S Martin, B Samuels and P Samuels

1/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

2/24/25 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.

3/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

4/24/25 **TO WELCOME, JULIAN MITCHEL NATIONAL HIGHWAYS SALTASH TUNNEL MANAGER TO DISCUSS MAJOR TUNNEL WORKS AND CONSIDER ANY ACTIONS.**

The Chairman informed Councillors that Julian Mitchel was unable to attend the meeting this evening. He gave the background to the invitation regarding the planned future tunnel works and the concern for the impact on Saltash residents, businesses, workers and visitors.

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

1. Call an Extraordinary Full Council meeting on a date and time that Julian Mitchel is available to attend;
2. Delegate authority to the Town Clerk working with the Chairman and Vice Chairman to write to key stakeholders to include Sheryll Murray MP, Cornwall and Plymouth transport portfolio holders, transport companies and the Tamar Bridge Joint Committee.

5/24/25 **TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 7TH MARCH 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 Bickford, seconded by Councillor Dent and **RESOLVED** that the minutes of the Full Town Council Meeting held on 7th March 2024 were confirmed as a true and correct record.

6/24/25 **TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY FULL TOWN COUNCIL MAYOR AND DEPUTY MAYOR ELECT HELD ON 21ST MARCH 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 Bickford, seconded by Councillor Foster and **RESOLVED** that the minutes of the Extraordinary Full Town Council Mayor and Deputy Mayor Elect held on 21st March 2024 were confirmed as a true and correct record.

7/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE ANNUAL MEETING WITH PARISHIONERS OF SALTASH HELD ON 2ND MARCH 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 Peggs and **RESOLVED** that the minutes of the Annual Meeting with Parishioners of Saltash held on 2nd March 2023 were confirmed as a true and correct record.

8/24/25 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Policy and Finance held on 12 March 2024

It was **RESOLVED** to note the minutes and consider the following recommendation.

RECOMMENDATION 1:

177/23/24 TO RECEIVE THE EVENTS AND HIRE OF TOWN COUNCIL PREMISES POLICY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor P Samuels, seconded by Councillor Bickford and resolved to **RECOMMEND** the Hire of Town Council Premises and Events Policy to Full Council to be held on 4 April 2024 (as attached).

It was proposed by Councillor Miller, seconded by Councillor Foster and **RESOLVED** to note the minutes and approve the above recommendation.

b. Planning and Licensing held on 19 March 2024

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

9/24/25 TO RECEIVE AND NOTE THE MINUTES OF THE STATION PROPERTY SUB COMMITTEE HELD ON 8TH MARCH 2024 AND CONSIDER ANY RECOMMENDATIONS.

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

10/24/25 TO RECEIVE AND NOTE THE CHAIRMAN'S REPORT.

It was **RESOLVED** to note.

11/24/25 TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.

The Chairman commented that whilst the monthly crime figures had been made available, it was difficult to interpret them in isolation. Cornwall Councillor Frank reported that Safer Saltash have been provided with more in depth figures and she will share this with Town Councillors after checking this is permitted.

It was **RESOLVED** to note.

12/24/25 TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman on behalf of CEPL12 asked Members to think about any areas of need in Saltash that CEPL12 could help or partner with. Members were asked to feed their thoughts direct to CEPL12.

It was **RESOLVED** to note.

13/24/25 TO RECEIVE A REPORT FROM THE COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

**14/24/25 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Peggs gave a verbal report on behalf of Councillor Lennox-Boyd who was unable to attend the meeting.

The latest meeting included discussions on engagement with schools on knife crime, a monthly police surgery being held in the town, criminal justice reform, a partner programme with Plymouth Argyle Football Club working with young people at risk of offending, Storybooks for Dads and building work in the community by prisoners. It was noted that volunteers working in the community may qualify for 'volunteer time credits' which can be used towards accessing activities which includes Beryl Bikes. There was also a presentation on the 20mph speed restriction being introduced in Saltash with a consultation due to be held in May. There were discussions on average speed cameras on North Road/New Road.

It was **RESOLVED** to note.

**15/24/25 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF
COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

Nothing to report.

**16/24/25 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report submitted by Cornwall Councillor Frank contained within the circulated reports pack.

Cornwall Councillor Frank referred to the introduction next week of the changes to the waste service and the information available to residents who may be unsure of dates and other changes to the service.

The report also made reference to the Local Plan and calls for suitable sites for housing, the adult education budget, fourth round of the Community Infrastructure Levy Fund and current consultations.

Councillors raised concerns about the untidy state of Carkeel roundabout. Cornwall Councillor Frank confirmed that National Highways are responsible for the maintenance of the roundabout. Cornwall Councillor Worth has asked for Cornwall Highways to investigate who can undertake work to tidy the area. Councillor Frank will look into this and report back.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to note the report and refer the Local Plan and Call for Sites together with the Town Council Neighbourhood Development Plan to the next Planning and Licensing Committee for review and consideration.

**17/24/25 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH
CARE IN SALTASH AND CONSIDER ANY ACTIONS AND
ASSOCIATED EXPENDITURE.**

Nothing to report this month, however, the Chairman reported that a meeting with Debbie Richards, CEO of Cornwall Partnership NHS Foundation Trust, has been arranged for 17 April 2024.

It was **RESOLVED** to note.

**18/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE
RECEIVED.**

Nothing to report.

19/24/25 FINANCE:

- a. To advise the receipts for February 2024;

It was **RESOLVED** to note.

- b. To advise the payments for February 2024;

It was **RESOLVED** to note.

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

None.

- d. To note that bank reconciliations up to 29 February 2024 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.

20/24/25 TO RECEIVE AMENDMENTS TO THE FINANCE SCHEDULE AND PRECEPT PLAN AND CONSIDER ANY ACTIONS.

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to approve the amendments to the Finance Schedule and Precept Plan (as attached) and readopt at the Annual Meeting of the Town Council.

Councillor Yates left the meeting.

Councillor Yates returned to the meeting.

21/24/25 TO RECEIVE TAMAR TROTTERS RUNNING CLUB COMMUNITY CHEST APPLICATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Application Number	Organisation	Amount Requested
CC272	Tamar Trotters Running Club	£350

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** to award £350.

22/24/25 TO RECEIVE AND CONSIDER SUPPORTING SALT ARTS CIC S106 APPLICATION.

It was proposed by Councillor Griffiths, seconded by Councillor Peggs and **RESOLVED** to support, in principle, the Salt Arts CIC application to the s106 panel for consideration of granting funds of £9,565 subject to the streams of finance and grants being obtained.

23/24/25 TO RECEIVE AN UPDATE ON THE COMMUNITY LEVELLING UP PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman thanked everyone involved in the project who contributed to the successful day. The survey closes on 7th April 2024 and, along with feedback from those involved in the day, will feed into the feasibility report which will indicate the possible way forward.

It was **RESOLVED** to note the report.

24/24/25 TO RECEIVE AN UPDATE ON CORNWALL COUNCILS PROVISIONS FOR ADULT EDUCATION IN SALTASH AND CONSIDER ANY ACTIONS.

The Chairman reported that a meeting had been held with the Head of Adult Education regarding the lack of provision of the service in Saltash. The service is currently limited to Maths and English in Saltash Wesley Church and not widely promoted.

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** to note the report and delegate to the Town Clerk working with Town and Cornwall Councillors to review the next steps for Saltash.

25/24/25 TO RECEIVE AN UPDATE ON BECOMING DEMENTIA FRIENDLY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to note the report and refer to the Services Committee to be held on 11th April 2024 for consideration of the audit results, training session and any future business.

26/24/25 TO RECEIVE TOWN TEAM NOTES HELD ON MONDAY 11TH MARCH 2024 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

27/24/25 TO RECEIVE A REQUEST FOR A CIVIC PARADE AT SALTASH REGATTA AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED** to approve the request for a Civic Parade at Saltash Regatta on 13th July 2024 meeting at Victoria Gardens from 10.00 am, departing at 10:30am.

28/24/25 TO RECEIVE AN UPDATE ON THE CLOSURE OF LLOYDS BANK AND CONSIDER ANY ACTIONS.

The Chairman reported that the location of the new Banking Hub has been confirmed as 15 Lower Fore Street. Councillor Mortimore reported that she had been informed that Lloyds Bank will not close the Saltash Branch until the Banking Hub is opened.

It was **RESOLVED** to note.

29/24/25 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 13TH APRIL 2024 OUTSIDE BLOOM HEARING, FORE STREET.

- a. The next scheduled meeting date Saturday 13 April 2024 outside Bloom Hearing, Fore Street.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED** for Councillors Gilies, Griffiths, Peggs, Bickford, Stoyel and Dent to attend.

30/24/25 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.

31/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

32/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

33/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

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

1. Dementia Voice volunteers project – share CEPL12 social media post;
2. Grant award to Tamar Trotters;
3. Community Levelling Up project;
4. Saltash Banking Hub – share Cash Access UK press release;
5. Meet your Councillors Session;
6. Promote Adult Education Saltash services;
7. National Highways Tunnel works following an Extraordinary Full Council meeting.

34/24/25 DATE OF NEXT MEETING: THE ANNUAL MEETING OF SALTASH TOWN COUNCIL TO BE HELD ON THURSDAY 2ND MAY 2024 AT 7:00 P.M.

Thursday 2nd May at 7.00 pm

35/24/25 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

Sunday 28 April 2024 at 7.00 pm

Rising at: 8.34 pm

Signed: _____
Chairman

Dated: _____

Finance Schedule and Precept Plan

RESPONSIBLE COMMITTEE: P&F

Current Document Status			
Version	2024/25	Approved by	FTC
Date	04.05.2023		
Responsible Officer	RFO	Minute no.	20/24/25
Next review date	Annual or as required		

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
04/2011	1	Town Clerk/RFO	FTC 07.04.2011	206/10/11	New
02/2020	2	RFO/FO	P&F 25.02.2020	155/19/20ii(b)	Updated schedule to reflect external deadlines with precept submission.
06/2021	2021-22	SE	FTC 03.06.2021	74/21/22I	Annual review – no changes. Readopted
03/2022	2022-23	SE	FTC 03.03.2022	451/21/22c	Annual review
05/2022	2022-23	AJT	ATM 05.05.2022	54/22/23f(ii)	Readopted
05/2023	2023-24	Town Clerk	ATM 04.05.2023	65/23/24b(viii)	Readopted
02.2024	2024-25 DRAFT	SB	P&F 27.02.2024	156/23/24b(8)	Reviewed for recommendation to FTC 03.2024

03.2024	2024	SB	FTC 04.04.2024	20/24/25	Recommendation from P&F. Approved.
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Document Retention Period

Until superseded

Finance Schedule and Precept Plan

April - May

- Finance Officer produces end of year accounts, summary VAT claims etc.
- Each committee examines 4th quarter budget monitoring for their committee.
- Policy and Finance Committee also receives summary report by committee to also consider any overall effects, particularly in relation to precept process predictions for 'rest of year expenditure' and quarterly VAT returns.
- Year-end internal audit to take place for the previous financial year.

June

- Full Council to approve the End of Year accounts (AGAR) for the previous financial year by the given deadline date (around the end of June) before submission to the external auditor.

July

- Full Council to provide guidance to the Town Clerk/RFO and Finance Officer of the following year precept level to assist with the budget setting process.
- Committees consider 1st quarter budget monitoring reports.
- Policy and Finance Committee receives summary report by committee to also consider any overall effects, including quarterly VAT returns.
- External audit of the End of Year accounts (AGAR) commences for the previous financial year and the relevant public notices are issued.

September - October

- Extraordinary Town Council meetings to be called to consider Town Council priorities for the forthcoming year for each committee.
- If necessary, Chairman of Committees, the Chairman of the Town Council and Town Clerk/ RFO, meet to agree any changes to the precept process, and to agree which Committee should take on any new items.
- Interim internal audit to take place.
- Completion of external audit (AGAR) for the previous financial year to be received by the Policy and Finance Committee.

October-November

- Committees consider 2nd quarter budget monitoring report and adjust estimated spend figures for financial year.
- Policy and Finance Committee also receives summary report by committee to also consider any overall effects, including quarterly VAT returns.
- Policy and Finance Committee agrees its own initial estimates for year-end spending and budget.
- Following Policy and Finance Committee each committee confirms estimates for year-end spending and sets initial budget for following year for that committee.
- Policy and Finance Committee considers committee recommendations, and passes any comments, including targets for net revenue changes, back to committees.
- Special budget-only extraordinary meeting of Policy and Finance Committee to submit the final budget and precept recommendation to Full Council.
- Policy and Finance Committee sets target precept, and target increase in net revenue budget for each committee.

December

- Full Council to approve precept and budget.
- Office prepares precept statement and information for submission to Full Council.
- Town Clerk/RFO on behalf of the Town Council submits the precept submission for the following year to Cornwall Council.

January – March

- Committees reconsider and confirm or amend estimated spending and budgets in light of 3rd quarter budget monitoring report and Policy and Finance Committee comments.
- Policy and Finance Committee also receives summary report by committee to consider any overall effects, including quarterly VAT returns.

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 11th April 2024 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, J Dent, M Griffiths, S Miller, L Mortimore, J Peggs (Chairman), P Samuels (Vice-Chairman), B Stoyel and D Yates.

ALSO PRESENT: S Burrows (Town Clerk / RFO), I Bovis (Service Delivery Manager) and D Joyce (Administration Officer).

APOLOGIES: J Brady, J Foster, S Gillies, S Lennox-Boyd, S Martin and B Samuels.

1/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

2/24/25 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.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
Bullock	17	Non-Pecuniary	Member of Saltash Heritage Committee	Yes
Dent	17	Non-Pecuniary	Chairman of Saltash Heritage Committee	Yes

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

None.

3/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

4/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 8TH 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 Peggs, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Services Committee held on 8th February 2024 were confirmed as a true and correct record.

5/24/25 TO RECEIVE A RECOMMENDATION FROM THE PERSONNEL COMMITTEE HELD ON 29TH FEBRUARY 2024 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor P Samuels, seconded by Councillor Dent and **RESOLVED** 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.

6/24/25 TO RECEIVE THE CURRENT SERVICES COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk advised the budgets received at this evening's meeting were the final budget statements for the year 2023-2024.

The next scheduled Services Committee meeting will hopefully receive budget statements for the year 2024-2025 upon the Town Council's year end being finalised.

It was **RESOLVED** to note.

7/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

8/24/25

TO RECEIVE A REPORT ON THE TOWN COUNCIL WORKING VEHICLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Service Delivery Manager provided a verbal overview on the report received and contained within the circulated reports pack.

Councillor Griffiths arrived and joined the meeting.

Members discussed the report and the options proposed at length with careful consideration given to a potential purchase and associated cost.

The Town Clerk confirmed that the quote for the E-Transit seems to be a very competitive offer and meets the needs of the Town Council. However, the Town Clerk advised that due to the lack of quotes contained within the report Members may wish to suspend Financial Regulations Sections 4.2.

Members discussed the financial aspect of the procurement against available budgets.

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

1. To suspend Financial Regulations Section 4.2 due to lack of quotes to purchase an electric vehicle and to avoid losing what seems to be a competitive deal;
2. To vire £8,000 from budget code 6524 Vehicle Maintenance and Repair Cost to 6578 Equipment and Vehicles (Capital Works)
3. To vire £10,000 from budget code 6588 EMF Victoria Gardens to 6578 Equipment and Vehicles (Capital Works);
4. To note the balance of budget code 6578 Equipment and Vehicles (Capital Works) (£14,939) plus the virements (£18,000), totals the available funds of £32,939;
5. To purchase one E-Transit from Vospers Commercial at a cost of £29,995+vat to be allocated to budget code 6578 Equipment and Vehicles (Capital Works);
6. To purchase accessories for the E-Transit to ensure road compliance at a cost of £1,603+vat to be allocated to budget code 6578 Equipment and Vehicles (Capital Works);
7. To terminate the hired vehicle agreement with immediate effect upon confirmation of collection of the E-Transit;

8. To allocate sign writing costs of up to a maximum of £1,000 to budget code 6578 Equipment and Vehicles (Capital Works);
9. To **RECOMMEND** to Full Council to be held on 2nd May 2024 to vire from General Reserves £30,000 to budget code 6578 Equipment and Vehicles (Capital Works) and £10,000 to 6588 EMF Victoria Gardens to replenish the used budgets.

9/24/25

TO RECEIVE REPORTS FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

a. Departmental Report;

The Service Delivery Manager reported on the Departmental Report received and contained within the circulated reports pack.

Waterside Christmas tree electric supply

Members considered the replacement of the electric supply and fittings at Saltash Waterside, land adjacent to the Union Pub.

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

1. To purchase a larger cylinder at the best price to allow for safe installation of the Waterside Christmas Tree;
2. To allocate the cost working within budget ensuring best price against budget code 6515 Festive Lights Maintenance and Electricity;
3. That the Service Delivery Manager ensures Health and Safety tests are carried out and are sufficient for the supply of Christmas lighting from the Union Pub.

Peace Garden Boat

Members requested the Service Delivery Manager reports back at the scheduled June Services Committee meeting should the Memorial Peace Garden Boat not be re-planted to ensure it is in bloom for the Summer months.

Notice Board, Callington Road

Members discussed the necessity and usage of the notice board situated at Callington Road.

It was proposed by Councillor Peggs, seconded by Councillor Miller and **RESOLVED** to vire the 2023-24 balance of £938 from budget code 6504 Street Furniture to budget code 6570 EMF Notice Boards subject to the 2023-24 balance not reducing after year-end adjustments.

Members requested a review of the notice boards to take place and ensure Town Council business and events are displayed clearly.

Fore Street Bench

Members are asked to consider moving the existing bench at Isambard House to Fore Street, the cost of a new plaque and repair to the damaged bench up to £250.00 allocating to budget 6504 Street Furniture (maintenance).

It was proposed by Councillor Bickford, seconded by Councillor Griffiths and **RESOLVED** to approve replacement of the damaged plaque and Fore Street bench with costs covered by the oppositions insurers.

Longstone Toilets

The Service Delivery Manager updated Members on recently experienced vandalism at both Belle Vue and Waterside Toilets.

Members discussed various options to alleviate and prevent vandalism incidents and the cost impact on the public purse, as well as the necessity to provide public conveniences in Saltash.

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

1. To continue to operate the public conveniences at Longstone Park during the hours of 8:30am to 5pm for the Summer period only;
2. That the Service Delivery Manager records comprehensive data of all future incidents and associated cost for consideration at all scheduled Services Committee meetings;
3. The Chairman of the Services Committee to liaise with the Chairman of Governors at Saltash Community School to discuss further education be provided on the impact of vandalism within the community.

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;

It was **RESOLVED** to note.

e. Statutory and Mandatory Building Asset Checks.

It was **RESOLVED** to note.

10/24/25 TO RECEIVE A REPORT ON THE REVISED TOWN COUNCIL PUBLIC CONVENIENCES OPENING HOURS AND CONSIDER ANY ACTIONS.

It was proposed by Councillor P Samuels, seconded by Councillor Dent and **RESOLVED** to confirm the opening times for Belle Vue, Alexandra Square and the Waterside toilets for the Winter season only (October to March) to be 08.30am to 5pm Monday to Sunday in accordance with the signs, cleaning contract and to ensure the Town Council minutes are correct.

11/24/25 TO RECEIVE AN UPDATE ON THE THIRD ROUND OF COMMUNITY INFRASTRUCTURE LEVY FUND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

12/24/25 TO RECEIVE A REPORT ON THE FOURTH ROUND OF COMMUNITY INFRASTRUCTURE LEVY FUND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To form a Working Group comprising of Councillors Mortimore, Bickford, Bullock, Peggs and Dent working with the Town Clerk to submit an expression of interest by 5pm on Tuesday 30th April 2024;
2. To delegate to the Town Clerk working with the Working Group to agree the project proposal and Town Council contribution towards the expression of interest working within the CIL funding guidance and available budget;
3. To allocate associated cost to budget code 6278 EMF CIL Planning Income;
4. To delegate to the Town Clerk working with the Working Group to appoint a consultant should additional support be required to prepare and submit a full CIL application allocating associated costs to budget code 6282 EMF Funding Bids (Consultancy Fees);
5. To report back at future Services Committee meetings.

Councillor P Samuels left the meeting.

**13/24/25 TO RECEIVE A REPORT ON REVITALISING FORE STREET AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor P Samuels returned to the meeting.

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

1. The Service Delivery Manager to arrange for the Town Council owned electricity boxes situated along Fore Street to be repainted black;
2. To refer the remainder of the report to Town Team for consideration.

**14/24/25 TO RECEIVE A REPORT ON BECOMING DEMENTIA FRIENDLY
AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

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

1. To approve the procurement of audit items to ensure Town Council premises are Dementia Friendly;
2. To approve associated cost of £1,350 be allocated to the appropriate budget codes:
 - 6810 SA General Repairs & Maintenance
 - 6525 SE Public Toilets (Repairs & Maintenance Costs)
 - 6410 GH General Repairs & Maintenance
 - 7010 MA General Repairs & Maintenance
 - 6910 LI General Repairs & Maintenance
 - 7110 LO General Repairs & Maintenance
3. To approve free of charge room hire and training sessions for the Dementia Uncovered training to be held at the Guildhall on 14th August 2024;
4. To approve the cost of the Eventbrite administration fee of £7.99 for the sale of 100 free tickets allocated to budget code 6676 Service Delivery Staff Training.

15/24/25 TO RECEIVE A BT CONSULTATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor P Samuels, seconded by Councillor Miller and **RESOLVED** to agree to the removal of the BT Phone Box situated at Grenfell Avenue.

Councillors Bullock and Dent declared an interest in the next agenda item and left the meeting.

16/24/25 TO RECEIVE A REPORT FROM SALTASH HERITAGE MUSEUM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. The Service Delivery Manager reviews the front elevation and agrees for any remedial works that may be required upon the removal of the existing mural;
2. To advise Saltash Heritage of the Guildhall scaffolding to be erected on 13th May 2024 to avoid both sides of the pavement not in use.

Councillor Miller left the meeting.

Councillors Bullock and Dent were invited and re-joined the meeting.

17/24/25 TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Miller returned to the meeting.

It was proposed by Councillor Peggs, seconded by Councillor Samuels and **RESOLVED** to note the report and decline the offer to pursue a Keeping Britain Tidy marketing stand of a 2-minute Litter Station.

18/24/25 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.

19/24/25 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

20/24/25 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

21/24/25 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Miller, seconded by Councillor Peggs and **RESOLVED** to issue the following Press and Social Media Releases:

1. Town Council E-Transit Vehicle;
2. Dementia Friendly Town Council and Training Session;
3. Removal of BT Phone Box at Grenfell Avenue.

DATE OF NEXT MEETING

Thursday 13 June 2024 at 6.30 pm

Rising at: 8.38 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Personnel Committee held at the Guildhall on Friday 12th April 2024 at 6.00 pm

PRESENT: Councillors: J Dent, S Martin (Chairman), S Miller, J Peggs (Vice-Chairman) and B Stoyel.

ALSO PRESENT: S Burrows (Town Clerk / RFO).

APOLOGIES: J Foster.

1/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

2/24/25 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.

3/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 29TH 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 Martin, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Personnel Meeting held on 29th February 2024 were confirmed as a true and correct record.

4/24/25 TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to vire £100 from budget code 6654 Staff Welfare to budget code 6662 Professional Fees due to an overspend.

5/24/25 TO RECEIVE AND NOTE A REPORT ON ROSEVALE ACCOUNTANTS FINANCE AND PAYROLL SERVICE.

It was **RESOLVED** to note.

6/24/25 TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Training Budget;

It was **RESOLVED** to note.

b. Training Requests.

Chainsaw Training

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

1. Approve the Assistant Service Delivery Manager and one Service Delivery General Assistant to attend the Chainsaw Maintenance, Cross Cutting and Felling to 200mm training at a cost of £625pp allocated to budget code 6676 Service Delivery Staff Training;
2. Note the Service Delivery Manager has delegated authority to spend under the Scheme of Delegation of £1,000 to purchase the appropriate PPE and equipment within budget;
3. Note it is the responsibility of the Service Delivery Manager to ensure robust Risk Assessments and Method Statements are in place to ensure safe working practices at all times;
4. Note it is the responsibility of the Service Delivery staff to adhere to Town Council safe working practices reporting any concerns to the Service Delivery Manager.

Pole Pruner

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to defer to the Personnel Committee meeting to be held on 27th June 2024 pending further information.

PAT Testing

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

1. Approve a Service Delivery General Assistant to attend the PAT Testing training at a cost of £325 allocated to budget code 6676 Service Delivery Staff Training;
2. Note it is the responsibility of the Service Delivery Manager to ensure robust Risk Assessments and Method Statements are in place to ensure safe working practices at all times;
3. Note it is the responsibility of the Service Delivery staff to adhere to Town Council safe working practices reporting any concerns to the Service Delivery Manager.

7/24/25

TO RATIFY THE EASTER PAYROLL PROCESSED ON 28TH MARCH 2024 DUE TO THE BANK HOLIDAY WEEKEND.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to ratify the Easter payroll processed on 28th March 2024 due to the bank holiday weekend falling on the last working Friday of the month.

8/24/25

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.

9/24/25

TO RECEIVE A REPORT ON HEALTH SURVEILLANCE ASSESSMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Council to vire £5,000 from General Reserves to budget code 6654 Staff Welfare due to the outcome of the Health Surveillance Assessments.

**10/24/25 TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note the resignation of the Assistant Town Clerk and to wish him well for the future.

The Town Clerk advised Members of the requirement to consider a retitle of role for maximum attraction and to update the job description and person specification in line with the requirements of the role.

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

1. Approve the retitle of Assistant Town Clerk to Office Manager / Assistant to the Town Clerk;
2. Approve the updated job description and person specification for the role (as attached);
3. Advertise with CALC and on Plymouth City Council's recruitment website (both free of charge), Town Council website, notice boards and social media and on Indeed and either NALC or SLCC at a cost, for a period of two weeks commencing at the earliest opportunity;
4. Delegate spend to the Town Clerk up to a maximum of £1,000 to advertise on Indeed and either with NALC or SLCC allocated to budget code 6701 EMF Staff Recruitment ensuring best value at all times;

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

**11/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF
THE AGENDA.**

None.

12/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

13/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE
OF THE MEETING.

None.

DATE OF NEXT MEETING

Thursday 27 June 2024 at 6.30 pm

Rising at: 7.45 pm

Signed: _____
Chairman

Dated: _____

Job Description

OFFICE MANAGER / ASSISTANT TO THE TOWN CLERK

Hours: Full Time (37 Hours per week variable but generally 9am to 5pm Monday to Friday (subject to your attendance at evening meetings and civic events as required)).

NJC scale: 24 - 28 / £33,024 - £36,648

Responsible to: Town Clerk / Responsible Finance Officer.

Purpose of job: To ensure day to day smooth running of the administration department.

To ensure effective communication between the administration department and across other Town Council departments.

To build good, professional working relationships with colleagues, Town Councillors, key stakeholders and members of the public.

To ensure effective spend of the Town Council budgets in line with the Town Council policies, procedures, standing orders, financial regulations and the business plan.

To assist the Town Clerk with Town Council duties and responsibilities on a day to day basis.

To provide comprehensive Committee and Town Council meeting administration and support to the Town Clerk.

Duties:

1. To support the Town Clerk in ensuring best practice is always maintained including reviews of policy, procedures, Standing Orders and Financial Regulations.
2. To maintain in good order all records and documents (Land, Leases, Minutes, Reports, Risk Assessments etc) relating to the Town Council and comply with statutory requirements.
3. To play an active role as a line manager in role modelling the behaviours and core values of the Town Council.

4. To independently line manage the admin staff providing inspiring leadership, guidance and mentoring support including setting quarterly and annual objectives, carrying out 1:1s as required and completing annual performance reviews.
5. Be proactive in identifying opportunities for learning and professional development to ensure continuous improvement.
6. To ensure the day to day smooth running of the Main Office and Reception and that all enquiries are dealt with in a polite and timely manner.
7. To ensure the reception area is well presented and clean and tidy at all times.
8. To assist the Town Clerk with various Town Council duties and responsibilities on a day to day basis.
9. To maintain confidentiality at all times.
10. To be responsible for the preparation of Committee, Sub Committee and Town Council agendas and reports jointly with the Admin Officer, liaising with different departments to ensure correct reports are uploaded and ready for the Town Clerks sign off.
11. To Clerk Planning and Licensing, Burial Authority and Joint Burial Board Committee meetings of the Town Council and in the absence or as directed by the Town Clerk, any other Committee and Town Council meeting.
12. To attend Committee, Sub Committee and Town Council evening meetings to take the minutes jointly with the Admin Officer and cover as required.
13. Action all resolutions and recommendations from Committee, Sub Committee and Town Council meetings in liaison with the Town Clerk.
14. To work with the Admin Team liaising with the Town Clerk to identify ways in which the Town Council can further strengthen its relationships with the community and key stakeholders.
15. To work with the Town Clerk to ensure effective management of health and safety.
16. In the absence of the Town Clerk oversee the maintenance and inspections of Town Council assets including premises and open spaces reporting to Committee and Town Council meetings as required.
17. To be responsible for reviewing all IT equipment and software working within the available budgets liaising with the Town Clerk.

18. To oversee the burial administration service for Churchtown Cemetery, ensure all burial records are maintained reporting to the Town Clerk.
19. To be responsible for obtaining quotes for items relating to the administration department to form part of the budget review process / precept setting.
20. To support the Mayors Secretary with all Mayoral and civic events ensuring sufficient support is in place on the day.
21. To work in collaboration with colleagues across the Town Council departments to ensure effective communication of plans and progress.
22. To be an advocate for the Town Council business plan.
23. To attend management meetings, contributing towards the shared goal of achieving organisational excellence.
24. 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.
25. To provide cover for staff (where trained to do so) when required and directed by the Town Clerk/RFO.
26. To work in accordance with the Town Council's policies and procedures.
27. To ensure the Town Council is compliant with Data Protection and General Data Protection Regulations.
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.

Person specification: Office Manager / Assistant to the Town Clerk

Attribute	Essential	Desirable
Management of people	Line management experience	
Experience	<p>Ability to form constructive relationships with a diverse set of people including colleagues, business representatives, members of the community and Town Council</p> <p>Strong organisational skills</p> <p>Ability to manage self and others for maximum effectiveness</p> <p>Ability to work to strict deadlines, organise and prioritise own workload effectively</p> <p>Demonstrates ability to maintain attention to detail, good analytical skills and the ability to interpret information</p> <p>Administration experience at a senior level</p> <p>Experience being responsible for Human Resources procedures and staff training</p> <p>Knowledge of general office practices and procedures</p>	<p>Purchasing experience</p> <p>Financial management experience including budget management</p>

Skills and knowledge	<p>Experience of taking professional notes, formal minutes and report writing</p> <p>Experience of setting up and maintaining both computerised and manual filing systems</p> <p>Ability to create clear and impactful written material</p> <p>Ability to effectively review and apply existing procedures to a variety of different situations</p> <p>Ability to handle a range of queries on the telephone with a clear and precise manner and also via email and letter, answering and referring on as appropriate</p>	<p>Ability to understand the legal framework in which the Town Council operates</p> <p>Experience of Town Council operations</p> <p>Ability to understand budgets</p>
Communication	<p>Ability to communicate effectively, orally, in writing and electronically</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>	
Personal Qualities	<p>Ability to cope with conflicting demands, deadlines and interruptions. To work to tight deadlines in a methodical manner observing confidentiality at all times.</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	
Working Collaboratively	<p>Deliver exceptional customer service – understand and are attentive to the needs of the Town Council and residents</p> <p>Listen to the views of others</p> <p>Support and show consideration for others</p> <p>Work well with colleagues and key stakeholders and acknowledge the different ideas, perspective and backgrounds of others</p> <p>Honest, respectful of others and building relationships of trust</p> <p>Share your achievements and acknowledge the achievements of others</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 SharePoint and office packages including Word, Excel and Outlook</p>	<p>Previous experience using finance and administration systems</p>

Education and Training	<p>Educated to 4 GCSEs (A-C) or equivalent, including English and Maths, or possesses relevant vocational/professional qualification or demonstrates relevant experience</p> <p>Relevant administration, business and IT qualifications</p> <p>Introduction in Local Council Administration (ILCA) or to be prepared to obtain ILCA within 18 months</p>	<p>A relevant professional qualification, or experience at a senior level in local government</p> <p>Management or supervisory skills training</p>
Other relevant factors	<p>Ability to attend Committee, Sub Committee and Town Council meetings which would require working out of normal office hours (evenings)</p>	<p>Driving licence and vehicle</p>

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 16th April 2024 at 6.30 pm

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

1/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

2/24/25 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.

3/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY SPEAK ABOUT A PLANNING APPLICATION.

None.

4/24/25 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON TUESDAY 19TH MARCH 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 19th March 2024 were confirmed as a true and correct record.

5/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

6/24/25 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:

PA24/01297

Suzuki G.B. PLC Suzuki G.B. PLC – **Roger Young Ltd Saltash Parkway Industrial Estate Burraton Road Saltash PL12 6LF**

Advert Consent:- 1 off illuminated totem sign (Sign A), - 2 off sets of illuminated letters (Sign B & C) – 1 off non illuminated Dealership sign (Sign D) – 1 off non illuminated single sided Directional sign (Sign E) – 2 off non illuminated single sided Welcome signs (Sign F & H) – 1 off non illuminated double sided Welcome sign (Sign G) – 5 off non illuminated double sided Parking signs (Sign 1) – 1 off illuminated Service Centre sign (Sign J) – 1 off illuminated fascia (Sign K).

Ward: **Tamar**

Date received: 08/04/24

Response date: 29/04/24

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

PA24/02032

Mr & Mrs M Dustan – **8 Castlemead Close Saltash PL12 4LF**

First floor side extension to enlarge and bathroom.

Ward: **Essa**

Date received: 27/03/24

Response date: 19/04/24

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

PA24/02424

Barratt David Wilson (Exeter) Ltd – **Land At Broadmoor Farm Stokeon Cornwall**

Non-material amendment to decision PA21/01757 dated 15.06.2021 to amend the number of person bedspaces associated with house types 52, 52-A, 54-7 and 54-8.

Ward: **Trematon**

Date received: 08/04/24

Response date: 19/02/24

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

7/24/25

CONSIDERATION OF LICENCE APPLICATIONS:

Premises Name and Address	Waitrose, Tamar View Industrial Estate, Prideaux Close, Saltash, PL12 6LD.
Applicant	Waitrose Limited
Application Accepted	03.04.2024
Application Type	Minor Variation
Licensable Activities	Amend plan of Premises
Reference	LI24_001865
Representations Deadline	17.04.2024
Licensing Officer	Linda Edmunds
Ward	Trematon

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

8/24/25

TO RECEIVE THE CORNWALL COUNCIL LOCAL PLAN AND CALL FOR SITES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members considered the report and discussed potential locations to suggest as a Call for Site within Saltash for development.

It was **RESOLVED** to note the report.

9/24/25

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.

10/24/25

TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

11/24/25

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

12/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE
OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 21 May 2024 at 6.30 pm

Rising at: 7.06 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Burial Authority Committee held at the Guildhall on Thursday 25th April 2024 at 6.30 pm

PRESENT: Councillors: R Bullock, J Dent (Chairman), M Griffiths and S Miller (Vice-Chairman).

ALSO PRESENT: Mr W Trinick, Antony Estate, S Burrows (Town Clerk / RFO) and F Morris (Planning and General Administrator).

APOLOGIES: None received.

1/24/25 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 Richard Bickford's attendance at this evening's meeting and that at the discretion of the Chairman, Councillor Bickford may sit at the table and join the discussion but has no voting rights.

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

2/24/25 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.

3/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None.

The Town Clerk informed the Chairman of Mr William Trinick's attendance at this evening's meeting. Subject to approval from the Chairman, Members may wish to ask questions of Mr Trinick, the Manager of Antony Estate, when receiving Agenda Item 9 – To receive a request from Antony Estates for the use of Churchtown Cemetery and consider any actions and associated expenditure.

4/24/25 TO RECEIVE AND APPROVE THE MINUTES FROM THE BURIAL AUTHORITY 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 Dent, seconded by Councillor Miller and **RESOLVED** that the minutes of the Burial Authority Committee held on 24th October 2023 were confirmed as a true and correct record.

5/24/25 TO RECEIVE THE BURIAL AUTHORITY COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To note the budget statement;
2. To vire £500 from budget code 6008 Tree Surveys to budget code 6004 General Site Maintenance due to an overspend.

6/24/25 TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

7/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

8/24/25

TO RECEIVE A REQUEST FROM ANTONY ESTATES FOR THE USE OF CHURCHTOWN CEMETERY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report submitted by Mr William Trinick of Antony Estate contained within the circulated reports pack.

Members discussed the proposal and implications of the multiuse of the Churchtown Cemetery car park and asked questions of Mr William Trinick.

The Town Clerk advised Members with regard to concerns relating to an in principle decision and the need for the Town Council to consider the importance of maintaining the service already provided to the community through Churchtown Cemetery.

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to defer to the next meeting of the Burial Authority Committee, subject to a meeting being held between Mr William Trinick, the Chairman and Vice Chairman of the Burial Authority Committee and the Town Clerk, to better understand the proposed Natural Burial Ground and potential Town Council support.

Following the resolution, the Chairman granted Councillor Bickford's request to put a question to Mr William Trinick:

We understand Churchtown Farm Nature Reserve is a very beautiful area of our town and I wonder if you can tell us anything about the future of beyond what you have for this particular section of it for the rest of the area that's currently Churchtown Farm Reserve.

In response to Councillor Bickford's question concerning the future of Churchtown Farm Nature Reserve, Mr Trinick stated that discussions are taking place with Cornwall Wildlife Trust as the Lease with regard to Churchtown Farm Nature Reserve is due for renewal in 18 months' time. Mr Trinick confirmed that Antony Estate want to continue managing Churchtown Farm Nature Reserve as conservation land and to allow continuing public access, as clearly it gives joy to a lot of people in Saltash.

Mr Trinick considered that more management may be required with regard to public access due to admission having been allowed to develop in a totally unmanageable way. Amongst other issues, this has caused problems with regard to livestock grazing.

The existence of linear paths which are well used was acknowledged by Mr Trinick and Antony Estate are not considering stopping this type of access. Further discussions will be held with Cornwall Wildlife Trust and their continuing involvement is expected.

In conclusion, Mr Trinick confirmed that there will be no dramatic changes with regard to the public. Perhaps just some more management of public access due to it being indiscriminate at present.

9/24/25 TO RECEIVE A REQUEST FROM THE FRIENDS OF CHURCHTOWN FARM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report submitted by the Chairman of The Friends of Churchtown Farm Nature Reserve contained within the circulated reports pack.

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

1. To approve The Friends of Churchtown Farm Nature Reserve to purchase a plaque and to fund the associated costs;
2. To approve The Friends of Churchtown Farm Nature Reserve to install the plaque at the site known as The Murderer's Plot, Town Council land, subject to the Town Clerk's sign off;
3. To note that Members advise The Friends of Churchtown Farm Nature Reserve to seek the advice of Saltash Heritage in connection with the criteria for the Blue Plaque Scheme.

10/24/25 TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To note the report;
2. To delegate to the Service Delivery Manager to procure and install safety signs within the Town Council parking area at Churchtown Cemetery working within budget 6003 Health and Safety;
3. To delegate to the Service Delivery Manager to liaise with the developer to better understand the safety element of the large drop into the back gardens of the properties opposite.

11/24/25 TO RECEIVE AMENDMENTS TO THE CHURCHTOWN CEMETERY MANAGEMENT POLICY AND REGULATIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report contained within the circulated reports pack.

It was proposed by Councillor Griffiths, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to approve the amendments to the Churchtown Cemetery Management Policy and Regulations (as attached).

12/24/25 TO RECEIVE A REPORT ON THE BURIAL MANAGEMENT SOFTWARE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report contained within the circulated reports pack.

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

1. To terminate the existing cemetery software subscription in line with the 6 months' notice period;
2. To appoint Company C at a cost of £1,009 for the year 2024/2025;
3. To approve the data transfer one off cost of £25 to provide continued access to the current burial software and to allow the migration of data;
4. To vire £1,034 from budget code 6070 EMF Churchtown Cemetery Capital Works to budget code 6014 Cemetery Software to cover associated costs.

13/24/25 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. (As required or if necessary).

14/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

15/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

**16/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE
OF THE MEETING.**

None.

DATE OF NEXT MEETING

Tuesday 29 October 2024 at 6.30 pm

Rising at: 7.29 pm

Signed: _____
Chairman

Dated: _____

Saltash Town Council

CHURCHTOWN CEMETERY

MANAGEMENT POLICY & REGULATIONS

1. PURPOSE

- 1.1. To provide a management strategy for the safe and respectful management of the cemetery.
- 1.2. To provide clear information to elected members of the responsibilities of the Town Council and the implications thereof.
- 1.3. To provide clear information to cemetery users, be they the bereaved, visitors or attendees at a funeral, detailing their rights, responsibilities and what they may expect from the Town Council. This to take the form of Rules and Regulations and information presented in the form of leaflets and upon the Council website.
- 1.4. To provide clear information to those working in the cemetery, be they Memorial Masons, Funeral Directors, Grave Diggers or any other external contractor.

2. GUIDANCE AND STATUTORY OBLIGATIONS

- 2.1. The cemetery will be managed to comply with all Parliamentary Acts and Statutory Instruments and accepted guidance that may apply.
- 2.2. The main legislation is contained within the Local Authorities Cemetery Order 1977, as amended in the Local Authorities Cemeteries (Amendment) Order 1986. This is a Statutory Instrument made under the Local Government Act 1972, section 214(1).
- 2.3. Other legislation where compliance is Statutory includes the Health and Safety at Work Act 1974, enforced by the Health and Safety Regulations 1989.
- 2.4. Guidance issued by the Health and Safety Executive and the Institute of Cemetery and Crematorium Management includes:
 - 2.4.1. The Guide for Burial Ground Managers (HSE)
 - 2.4.2. Baby and Infant funerals (ICCM)
 - 2.4.3. Shallow graves policy (ICCM)
 - 2.4.4. Managing the safety of burial ground memorials (HSE)
 - 2.4.5. Management of Memorials policy (ICCM)
 - 2.4.6. Code of safe working practice (ICCM)

3. DEFINITIONS

- 3.1. For the purposes of legislation and registration of burials, the person identified by the Council shall be the Town Clerk.
- 3.2. The cemetery shall be deemed to be open during the hours of daylight – it is illegal to enter a cemetery when it is closed without the specific permission of the identified person.
- 3.3. As land owner, the Council is responsible for the health and safety of all who enter the cemetery.
- 3.4. No vehicles may enter the cemetery without the express permission of the Council.

4. ELEMENTS OF MANAGEMENT

- 4.1. **Burials – Undertakers to Note:** Please only book and pay for the Saltash Town Council's approved gravedigger, contact details attached.
- 4.1.1. No interment may take place nor any ashes scattered without the written permission of the Council. In or on a grave where the Exclusive Rights of Burial (EROB) have been purchased, the Council will require the written permission of the owner of the Rights before they in turn may grant permission.
- 4.1.2. In a case where no owner of the rights is available it is the responsibility of the funeral organisers to locate them or transfer rights as necessary.
- 4.1.3. An Application for Interment must be made on the specified form and received by the Council three working days before the time of burial. It must be accompanied by a Certificate of Disposal issued either by the Registrar (green form) or by the Coroner (white form). In exceptional circumstances should this form be lost or unattainable, it may be possible to proceed with the burial if a Form 18 is supplied instead. The application should also be accompanied by payment in full.
- 4.1.4. 'American Style' Caskets will not be permitted at Churchtown Cemetery. The maximum dimensions permitted for Wood and Wicker Coffins at Churchtown Cemetery are as follows: Maximum Length 7' 2", Maximum Width 32", Maximum Height 18". The exact dimensions, width, length and height, of the coffin which will be used for an interment must be given accurately on the application form.
- 4.1.5. All first burials in a grave will take place in a grave identified by the Town Clerk.
- 4.1.6. Burials may take place in an EROB purchased or non EROB plot; in the latter case the applicant will be informed that no memorial may be placed on the grave and that other, unrelated persons may also be buried in the grave. Prior to a second interment in an unpurchased grave the Council will attempt to contact the applicant to offer a last chance to purchase.
- 4.1.7. All graves will be excavated and backfilled by the Council or its contractors in accordance with the ICCM Code of Safe Working Practice. Adequate grave shoring will always be used. Graves left open overnight will be securely covered. Should mourners wish to backfill some or all of the grave they must do so with the express, advanced permission of the Council and such an operation is at the

sole risk of the Funeral Director or organizer. Backfilling must take place as soon as the cortege has left the graveside; no open grave containing a coffin must be left unattended.

The Council or its contractors will make good any subsidence within the first 12 months after the funeral. Thereafter, the need to make good and pay to correct any subsidence will be the responsibility of the owner of the EROB. Once a memorial has been placed the re-levelling of a grave will be the responsibility of the owner of the EROB to pay for to be carried out by a suitably qualified mason.

- 4.1.8. Burials may take place without a Funeral Director but organizers must satisfy the Council that they are competent to conduct a funeral. They must also assume all requirements that the Council would demand of a Funeral Director.

- 4.1.9. ~~Funeral Directors must register with the Council showing evidence of public liability insurance. Funeral Directors are responsible for the behaviour and safety of the funeral cortege whilst in the cemetery.~~

~~Funeral Directors, Memorial Masons, the Council appointed Grave Digger and other contractors at Churchtown Cemetery, must register with the Council showing evidence of public liability insurance. A risk assessment, the content of which must be approved by the Council's Service Delivery Manager, will also be required. Additionally, Funeral Directors are responsible for the behaviour and safety of the funeral cortege whilst in the cemetery.~~

- 4.1.10. Grave spaces will be three metres long and one and a half wide in order to comply with BS8415. The excavation will be central with respect to width with the head sixty centimeters from the top border.
- 4.1.11. Each grave has the capacity for two ashes caskets to be buried in the memorial strip on either side of the headstone, provided the headstone foundation is no wider than one metre (see diagram).

4.2. Exclusive Rights of Burial

- 4.2.1. In accordance with LACO (1977) the Council may issue Exclusive Rights of Burial (EROB) to the applicant for burial at the time of the first burial in a grave. The current term is a period of ten years, which may be renewed on expiry by payment of a further fee, for a period of ten years.
- 4.2.2. EROB does not confer ownership of the land but grants the purchaser the right to determine future burials and to apply to place a memorial. The owner of the rights may themselves be buried in the grave with no other permission needed.
- 4.2.3. At the end of the period of rights the Council will attempt to contact the owner but should they not be found or not wish to renew the rights, the Council may either sell the rights to another person or bury an unrelated person in the grave.
- 4.2.4. EROB may be assigned by the owner during their lifetime, or by their executor upon their death. The Council can advise how this must be done and will supply such forms as are needed for a small fee.
- 4.2.5. Under no circumstances may the EROB be exercised without the permission of the owner.

4.3. Memorials

- 4.3.1. The cemetery is laid out as a lawn cemetery, no trees, shrubs, plants, flowers, flower-holders, vases, flat stones, headstone, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grassed area, the headstone or the plinth of the headstone. Flower containers must be installed in and be integral to the plinth of the headstone.
- 4.3.2. Under no circumstances will a glass or any breakable receptacle be permitted to be placed on the grassed area, grave, headstone or the plinth of the headstone.
- 4.3.3. In accordance with BS8415 the Council will leave undug a 60cm strip, the width of the grave and at the head of the grave upon which the memorial must entirely be situated.
- 4.3.4. No permanent planting may take place anywhere in the cemetery without the express, written permission of the council.
- 4.3.5. Grave markers such as wooden crosses with plaques may be placed on a grave or cremation plot at the time of an interment at the discretion of the Town Council. Such markers are temporary and are allowed in the interval between the interment and the installation of a memorial which would normally take place within 12 months.
- 4.3.6. If there are no family members remaining, the person arranging the interment may also organize for a marker to be placed on the grave or cremation plot. Thereafter however, only the Town Council or the owner of the EROB may authorise work in connection with markers. Only the owner of the EROB may authorize the installation of a permanent memorial.
- 4.3.7. Usually, the Town Council would not remove a marker after 12 months should there be no memorial stone. However, the Town Council may remove it if they so wish.
- 4.3.8. Applications to place a memorial must bear the signature of the owner of the EROB.
- 4.3.9. All memorials must be fixed to BS8415 by a competent and registered stone mason. Membership of the British Register of Memorial Masons (BRAMM).
- 4.3.10. An approved application will indicate the dimensions and composition of the memorial; details of how it is to be fixed to conform to BS8415 and accurate details of the proposed inscription. Applications must be accompanied by fees and charges in full.
- 4.3.11. Size of Memorials. All new memorials to be erected in the cemetery must not exceed the following maximum sizes:
 - Headstone Height (including all plinths and concrete foundations) 3'3" (991mm)
 - Width of memorial 2'8" (813mm)
 - Depth of base (front to back) 1'4" (410mm)
 - The overall size of the plinth to be 900mm.It should be acknowledged that all the above requirements must be conformed to. The Council will recall the stonemason to rectify any works as necessary.
- 4.3.12. Memorial Colour, Shape and Material. All memorials to be natural colourings such as grey, white and black with memorial shapes to not exceed the permitted Memorial sizes pursuant to 4.3.8. These can be in a range of natural stoned materials such as Portland, Granite, Marble, Limestone or Hoptonwood.

- 4.3.13. All burial memorials to be traditional upright headstones and fixed to the ground with a concrete base adhering to maximum measurements as outlined above.
- 4.3.14. Only tablets 18" x 18" (450mm x 450mm) and foundation slabs 24" x 24" (600mm x 600mm) may be fixed on cremation plots. Should a vase be required it must be installed in and be integral to the cremation tablet itself. No trees, shrubs, plants, flowers, flower-holders, vases, glass or other breakable items, flat stones, headstones, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grass surrounding the tablet, or on the actual cremation tablet.
- 4.3.15. The stone mason must give three working days' notice of their intention to fix a memorial, to arrange an appointment and a qualified fixer must remain in the cemetery whilst the work is carried out. The Council may approach a working fixer at any time and demand that they demonstrate that the memorial matches the application.
- 4.3.16. The Council will mark the end of each burial row and all headstone plates must align to the markers. Should any be found fixed in the wrong position the Council will recall the fixer so that they be refixed in the proper position.
- 4.3.17. No cleaning or other work may be carried out on any memorial without application to the Council and must have the permission of the owner. Any chemical cleaning must be specifically approved.
- 4.3.18. Should the Rights expire and not be renewed, the Council will attempt to contact the owner to arrange removal. Should this not be forthcoming, the Council reserves the right to act as it sees fit, up to and including removal.
- 4.3.19. All new memorials should either be guaranteed for a period of not less than 10 years and/or a certificate of compliance to BS8415 must be issued.
- 4.3.20. The grave number and mason's name must be inscribed on the rear of the grave base in letters no greater than 15mm high.
- 4.3.21. The Town Council are to offer other Memorial Services such as a Memorial Garden Rose Bush with a plaque and inscription and Memorial Benches with a plaque and inscription. More information and Terms and Conditions of the Town Council Memorial Services can be located on the relevant application forms.

4.4. Fees and Charges

- 4.4.1. The Council will publish a table of fees and charges for its services which will be available at the cemetery, on the website and in paper form from the Council offices. Fees for any service must be paid in advance.
- 4.4.2. From time to time the Council will review the fees and charges.
- 4.4.3. Double standard fees apply to non-Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the Town Clerk and in the absence the Assistant Town Clerk).
- 4.4.4. The Administration Department to obtain available evidence with regard to Saltash Residency two years prior to the date of death. This being unavailable, to request that the Funeral Director gives written confirmation of residency

4.5. Rules and Regulations

- 4.5.1. The Council will publish such Rules and Regulations as it sees fit for the proper management of the cemetery. These will be available at the cemetery, on the website and in paper form at the Council offices.
- 4.5.2. The Rules and Regulations will be reviewed on a regular basis and any revisions will replace previous versions with immediate effect.

4.6. General provisions

- 4.6.1. The Council will provide a water supply subject to weather conditions.
- 4.6.2. The Council will maintain the cemetery to provide a suitable and presentable appearance.
- 4.6.3. The Council will conduct regular inspections of the cemetery and will inspect memorials as recommended by the Health and Safety Executive. Any memorial found to be in an unsafe condition will be made safe by the Council in a manner they see fit. Responsibility for repair remains that of the owner. Repairs not carried out in a timely manner may result in the withdrawal of memorial rights.
- 4.6.4. Statutory registers of interments, ownership and exhumations will be kept by the Council and may be viewed by reasonable request. Extended searches by Council staff may incur a fee.
- 4.6.5. Interments shall normally take place between 9:00am and 4:00pm, Monday to Friday excluding Bank Holidays. It may be possible to accommodate funerals outside of these times and at short notice but the Council reserves the right to charge an extra fee for this service.
- 4.6.6. ~~New graves will be dug to accommodate 3 burials unless ground conditions do not allow.~~
New graves will be dug to accommodate 3 burials unless ground conditions do not allow. In consultation with the Council appointed Grave Digger, should any interment indicate that subsequently no further interments can take place in a specific grave, then the Council will not permit any further interments in that grave. The relevant Funeral Director to be informed.
- 4.6.7. Initially three rows of graves will be marked out to provide sufficient space should more than one grave be required at any one time. No fewer than three rows will exist at any time.
- 4.6.8. Burials will start at the gate end of the cemetery at the end of the row nearest to the driveway.

4.7. Future expansion

- 4.7.1 Land adjacent to the cemetery, temporarily used to provide allotments, will be used to extend the cemetery as required. Notice will be given to allotment tenants.

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Property Maintenance Sub Committee held at the Guildhall on Monday 15th April 2024 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, J Dent (Chairman), S Miller (Vice-Chairman), B Stoyel and D Yates.

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

APOLOGIES: J Brady.

1/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

2/24/25 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.

3/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

4/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 28TH SEPTEMBER 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 Bullock, seconded by Councillor Dent and **RESOLVED** that the minutes from the Property Maintenance Sub Committee held on 28th September 2023 were confirmed as a true and correct record.

5/24/25 TO RECEIVE A RECOMMENDATION FROM THE SERVICES COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed Members this item would be received under agenda item 12 – minute number 11/24/24.

6/24/25 TO RECEIVE AND NOTE BARRON SURVEYING REINFORCED AUTOCLAVED AERATED CONCRETE REPORT.

The Town Clerk provided a brief overview of the report contained and circulated within the reports pack.

The Town Clerk informed Members that the Town Council premises listed in the report have now received a Reinforced Autoclaved Aerated Concrete inspection with no evidence of RAAC present to date.

The Town Clerk requested Members give consideration to appointing Barron Surveying to carry out further inspection tests at the Maurice Huggins Room.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED** to note the report and provide delegated authority to the Town Clerk to appoint Barron Surveying to pursue a more thorough test inspection to determine the nature of the concrete roof at the Maurice Huggins Room working within budget code 6214 Health and Safety.

7/24/25 TO RECEIVE A REPORT ON THE TOWN CLERK'S DELEGATED AUTHORITY TO SPEND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Miller, seconded by Councillor Bullock and **RESOLVED** to ratify the additional expenditure of £100 due to an overspend for the appointment of Barron Surveyors to complete a RAAC inspections report.

8/24/25 **TO RECEIVE AN UPDATE ON THE EXTERNAL REPAIRS AND REDECORATION WORK TO THE GUILDHALL BUILDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received an update report provided by Barron Surveying contained and circulated within the reports pack.

The Town Clerk spoke of the requirement to provide an Asbestos Survey of the Guildhall prior to any building works commencing. Three quotes had been received and considered for the Asbestos Survey to be undertaken by an external contractor, with an appointment made at a total cost of £525+VAT.

The Town Clerk confirmed that as the work progresses updates will be provided at future Property Maintenance Sub Committee meetings.

Members were encouraged to ask any questions should concerns arise during the works.

It was **RESOLVED** to note.

9/24/25 **TO RECEIVE A REPORT ON REDUCING THE TOWN COUNCILS ENERGY COST AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

Members received the detailed report on reducing the Town Council's energy cost across Town Council premises, contained and circulated within the reports pack.

Members agreed to refer to the report when reviewing the five-year maintenance plan at future meetings.

It was **RESOLVED** to note.

10/24/25 TO RECEIVE A REPORT ON THE REDESIGN OF THE GUILDHALL RECEPTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report contained and circulated within the reports pack.

Members discussed the suggestions contained within the report to improve the Guildhall Reception area, offering a more welcoming appearance and providing additional light.

Members suggested a variety of enhancements that could be implemented, such as, signage, changes to the internal layout, optimisation of natural light and window film.

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to delegate to the Town Clerk, working with the Administration Team, to review internal changes working within the relevant budgets.

11/24/25 TO RECEIVE AND REVIEW THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN TOGETHER WITH THE SERVICES COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed and gave careful consideration to all areas of the five-year maintenance plan.

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

1. To note the updates to the five-year plan as attached;
2. To delegate to the Service Delivery Manager to make connection with Network Rail regarding redevelopment to the Waterside Toilet block;
3. To delegate to the Development and Engagement Manager to seek potential funding opportunities for improvements / redevelopment of Waterside Toilet block;
4. To further review the building energy report to reflect the five-year plan at the next Property Maintenance Sub Committee meeting.

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.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED** to issue a Press and Social Media Release on the scheduled external repairs and redecoration works to the Guildhall Building.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.32 pm

Signed: _____
Chairman

Dated: _____

Saltash Town Council -Services Property Maintenance 5 Year Plan - Major Works/Projects Only									
Item	Budget Code	Actual Spent	Balance	Budget					Comments
		2023/2024 Actual Spent	2023/2024 Balance	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	
<u>Guildhall - Major works</u>	<u>EMF</u>								All major works completed in 17/18
External repairs and decorations	6470 GH EMF Guildhall Maintenance	£79,934.00	£369.00	£0.00	£15,000.00	£15,000.00	£15,000.00	£15,000.00	6470 EMF Guildhall Maint 2023/24 Budget £80,303 <u>less actual spend</u> -£1,415, <u>less planned spend</u> -£78,519 Jones Building (external repairs & redecoration due to start May 2024) = £369
Programme of carpet renewal and replacement	6470 GH EMF Guildhall Maintenance	£0.00	£0.00	£0.00	£1,500.00	£1,500.00	£1,500.00	£0.00	Completed 2013-2018, to be reviewed for 2025/26. (Upstairs office Aug 18 £1,245). Prioritise heavy traffic areas. Service Delivery Manager to review carpet cleaning options and associated cost/budget.
Internal guildhall decorations works	6470 GH EMF Guildhall Maintenance	£0.00	£0.00	£0.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	Last completed June 2018. The Building internally is deteriorating in some areas requiring plastering works and decoration. Is this something that could be done in-house and how will the cost be covered?
Passenger Lift (Insurance requirement to check every Six Months) Emergency EMF	6412 Lift Service & Maintenance (operational code not EMF)	£2,415.00	£888.00	£3,632.00	£3,897.00	£4,182.00	£4,487.00	£4,711.35	All works quoted to be signed off by insurers. (Otis monthly fee £223.68) . (Budget YoY +5%)
5 Yearly Electrical Inspection	6410 GH General Repairs & Maintenance - Guildhall	£0.00		£0.00	£0.00	£1,000.00	£0.00	£0.00	Pyramid June 22 (Cert £650)
	<u>TOTAL</u>	£82,349.00	£1,257.00	£3,632.00	£30,397.00	£31,682.00	£30,987.00	£29,711.35	
<u>Maurice Huggins Room</u>	<u>EMF</u>								
External & Internal repairs and decorations	6472 EMF Maurice Huggins Room	£0.00	£214.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£0.00	B/Fwd 2022/23 £214. Leasehold - Devolution
5 Yearly Electrical Inspection	7010 MA General Repairs & Maintenance	£329.86		£0.00	£0.00	£0.00	£500.00	£0.00	TJ Electrical - Aug 23 (Cert. £200 and remedial work carried out £130)
	<u>TOTAL</u>	£329.86	£214.00	£1,000.00	£1,000.00	£1,000.00	£1,500.00	£0.00	
<u>Longstone Park Depot</u>	<u>EMF</u>								
External & Internal repairs and decorations	7170 EMF Longstone Depot Capital Works	£0.00	£2,500.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£0.00	Leased from Cornwall Council from 29-03-18 to 28-03-24. STC rent at £385 per month including insurance. B/Fwd 2022/23 £500 + 2023/24 £2,000
Garage Roller Shutter Door	7170 EMF Longstone Depot Capital Works				£3,000.00	£3,000.00	£0.00	£0.00	Safety works undertaken in Feb 2024 Potential need for a replacement door in 2026. Estimated cost £6,000 (budget accordingly)
5 Yearly Electrical Inspection	7110 LO General Repairs & Maintenance - Longstone	£681.10		£0.00	£0.00	£0.00	£1,000.00	£0.00	TJ Electrical - Aug 23 (Cert. £300 and remedial work carried out to Office & Pump Shed £381)
	<u>TOTAL</u>	£681.10	£2,500.00	£1,000.00	£4,000.00	£4,000.00	£2,000.00	£0.00	
<u>Library</u>	<u>EMF</u>								
Roof replacement and repair				£0.00	£0.00	£0.00	£0.00	£0.00	£54,760.40 spent on Roof replacement and repair in year 2019/20
Replace curtain walling and windows including Mezzanine Windows	Public Works Loan Board & 6971 EMF Library Property Maintenance	£149,718.00	£96,645.00	£15,000.00					Budget code 6971 = £264,752 (Original Total Amount) Includes £200,000 loan received 1st April 2022 . Annual repayment cost <u>approx</u> £25,000 (£20,000 + interest £4,477 YE 2024). Balance of loan at 4th April 2024 £150,976. Due to be repaid in full April 2032. 2023/24 Actual includes Horizon Home Improvements £149,718 (Invoiced £74,859 & committed costs £74,859)
Professional Fees for the above	6918 LI Professional Fees (Private Contractors)	£14,950.00	£5,050.00						Budget 2023/24 £20,000. Actual includes Bailey Partnership invoiced £6,900 and committed £8,050
Other Costs	6971 EMF Library Property Maintenance	£0.00							Total Spent to 2022/23 £2,910.66 (including planning application fees, asbestos survey & heritage impact assessment)
Additional staff toilet	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00							This project on hold until further notice

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Item	Budget Code	Actual Spent	Balance	Budget					Comments
		2023/2024 Actual Spent	2023/2024 Balance	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	
Seating area / vending machine	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00							This project on hold until further notice
Mechanical Extract Fan to Kitchen and Toilets	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00							This project on hold until further notice
Public fully accessible toilet	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00							This project on hold until further notice
5 Yearly Electrical Inspection	6910 LI General Repairs & Maintenance - Library	£0.00		£0.00	£1,000.00	£0.00	£0.00	£0.00	Pyramid March 21 (Cert £460, no remedial work required)
	TOTAL	£164,668.00	£101,695.00	£15,000.00	£1,000.00	£0.00	£0.00	£0.00	
Isambard House	EMF								
Station refurbishment	6473 EMF Station Building (Purchase and Capital Works)	£0.00	£57,745.00	£0.00	£0.00	£0.00	£0.00	£0.00	Refurb works completed March 2020 - remaining funds for works to the car park, solar PV, meter install, any change in modification (kitchenette etc)
Station retention fund held	6870 EMF Isambard House - Retention	£0.00	£18,492.00	£0.00	£0.00	£0.00	£0.00	£0.00	Available balance £18,492 (retention fund) Snags including crack across floors, stained chimney slates, and tarnished door furniture still to be addressed with Cormac.
External & Internal repairs and decorations	6810 SA General Reparis & Maintenance - Isambard House	£791.00	£318.00	£2,000.00	£2,500.00	£2,500.00	£2,500.00	£0.00	
5 Yearly Electrical Inspection		£300.00		£0.00	£0.00	£0.00	£500.00	£0.00	TJ Electrical - Aug 23 (Cert. £300)
	TOTAL	£1,091.00	£76,555.00	£2,000.00	£2,500.00	£2,500.00	£3,000.00	£0.00	
Public Toilets	EMF								£10,000 capital works budgeted 2022-23 less costs £1,690 Available budget 2023-24 £8,310.
Waterside									
Redevelopment of toilet block to improve facilities	6580 SE EMF Public Toilets (Capital Works)	£105.99	£8,098.00	£1,000.00	£25,000.00	£25,000.00	£25,000.00	£25,000.00	Services Cttee 12.10.23 - minute nr. 78/23/24c - support PM to investigate improvement work and associated cost working with Network Rail and key stakeholders reporting back at Services. Delegate to SDM to make connections with Network Rail regarding redevelopment of the toilets.
Alexandra Square									
Redevelopment of toilet block to improve facilities	6580 SE Public Toilets (Capital Works)	£105.99							Tenancy at Will. 99 years from 13-11-17 Cornwall Council. (Terms: external painting every 5 years and internally every 3 years)
Longstone									
Redevelopment of toilet block to improve facilities	6580 SE Public Toilets (Capital Works)	£0.00							Leasehold 99 years from 01-02-2018 Cornwall Council.
Belle Vue									
Redevelopment of toilet block to improve facilities	6580 SE Public Toilets (Capital Works)	£0.00							Leasehold 99 years from 01-02-2018 Cornwall Council.
	TOTAL	£211.98	£8,098.00	£1,000.00	£25,000.00	£25,000.00	£25,000.00	£25,000.00	
Heritage Building	EMF								
External & Internal repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre	£1,473.00	£6,417.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£0.00	2023/24 Actual £1,472 replace guttering including scaffolding
	TOTAL	£1,473.00	£6,417.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£0.00	
Cemeteries	EMF								
Joint Burial Board - St Stephens	6170 BB EMF Repairs to Cemetery Wall	£15,763.00	£23.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	£0.00	Rebuilding stone wall £15,763 (May 23)
	TOTAL	£15,763.00	£23.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	£0.00	
Burial Authority - Churchtown	6070 BA EMF Churchtown Cemetery Capital Works	£2,258.00	£3,946.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	£0.00	Actual spend £2,258 for fencing the compound area of the site
	TOTAL	£2,258.00	£3,946.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	£0.00	

<u>Item</u>	<u>Budget Code</u>	<u>Actual Spent</u>	<u>Balance</u>	<u>Budget</u>					<u>Comments</u>
		2023/2024 Actual Spent	2023/2024 Balance	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	
Outdoor Land and Fences	EMF								
Victoria Gardens	6588 SE EMF Victoria Gardens		£ 10,000.00	£5,000.00	£5,000.00	£5,000.00	£5,000.00	£0.00	Licence to Occupy from 17-04-23 to 17-09-23. Extended to 16-02-24. Awaiting 5 year lease from CC. £5,000 grant from CC towards the rail maintenance works.
Pillmere land - Open spaces & trees	6591 EMF SE Open Spaces & Trees NEW CODE 2024/25			£3,000.00	£3,000.00	£3,000.00	£3,000.00	£0.00	Tree / Hedge / Pathway / Fencing maintenance works.
Playparks - Honeysuckle Close, Grassmere Way, Ashton Way (Town Council responsibility)	6571 SE EMF Saltash Recreation Areas	£11,531.00	£47,523.00	£25,000.00	£25,000.00	£25,000.00	£25,000.00	£0.00	C/Fwd 2021/22 £39,054 + 2023/24 £20,000. CIL Expression of Interest submitted Oct 2023. £20,000 contribution from STC to awarded funding. Actual cost includes Friends of Summerfields, playpark match funding £10,000 & renvoation of Summerfields Park £1,000. Look to create a new budget code for applications received via the Town Council Match Funding for Play Parks - recommend to Services Cttee.
	TOTAL	£ 11,531.00	£ 57,523.00	£ 33,000.00	£ 33,000.00	£ 33,000.00	£ 33,000.00	£0.00	
Waterfront Pontoon	EMF								
Pontoon Management	6584 SE EMF Pontoon Maintenance Cost	£6,024.00	£34.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£0.00	Tenancy at Will with CC. Budgeted £10k for future years to cover possible pontoon maintenance at 10 year life span. Decking works complete March 2024. Connect with Chris Jones to better understand refurbishment cost of the Pontoon to allow budgeted cost to be reviewed.
Water supply to pontoon									on hold
New toilet toilet/shower block									on hold
	TOTAL	£6,024.00	£34.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£0.00	
Cornish Cross	EMF								
Cornish Cross Mananagement	6517 SE Cross (Maintenance)	£5,751.00	£551.00	£3,545.00	£3,804.00	£4,081.00	£4,379.00	£0.00	Actual £5,751 includes electricity £264. New colour changing flood light £494. Bar prestressing record last carried out 12.02.24. Next due Feb 2026 (2 years from last check) and then Feb 2031 (5 years from the 2 year check). Budget accordingly to cover cost
	TOTAL	£5,751.00	£551.00	£3,545.00	£3,804.00	£4,081.00	£4,379.00	£0.00	
GRAND TOTAL		£292,130.94	£258,813.00	£75,677.00	£116,201.00	£116,763.00	£115,366.00	£54,711.35	

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Station Property Sub Committee held at Guildhall on Thursday 18th April 2024 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock (Chairman), S Miller (Vice-Chairman), J Peggs, P Samuels and D Yates.

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

APOLOGIES: J Foster and S Gillies.

1/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

2/24/25 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.

3/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

**4/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE STATION
PROPERTY SUB COMMITTEE MEETING HELD ON 8TH MARCH
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 Bullock, seconded by Councillor Miller and **RESOLVED** that the minutes of the Station Property Sub Committee held on 8th March 2024 were confirmed as a true and correct record.

**5/24/25 TO RECEIVE THE STATION PROPERTY BUDGET STATEMENT
AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

It was **RESOLVED** to note.

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

Nothing to report.

7/24/25

TO RECEIVE AN UPDATE ON ISAMBARD HOUSE CONCESSIONAIRE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members of the journey taken to appoint a café concessionaire delegated at the last Station Property Sub Committee meeting.

The Town Clerk referred to the process that reflects tendering to ensure a fair, consistent and transparent procedure.

The Town Clerk informed Members of the appointment of Dawn Couch the operator of Poolside Café located at Saltash Leisure Centre.

Dawn comes with a wealth of business and café operator knowledge and experience and is keen to work with Saltash Town Council to help promote the use of the main space.

The Town Clerk informed Members of some minor alterations to the kitchen area to accommodate the café service at the expense of Dawn Couch.

Members discussed the appointment of Dawn Couch and the need for a café sign.

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

1. Ratify the appointment of Dawn Couch as the Café Concessionaire to commence at the earliest opportunity working with the Town Clerk;
2. Ratify a 12 month free trial period (rent and utilities) reflective of the details contained within the brief specification and licensee report;
3. Ratify the signed contract from both parties, qualification certificates, business licence and references;
4. Note Saltash Town Council await Dawn Couch lone working policy, risk assessments and public liability insurance;
5. Provide delegated authority to the Town Clerk working with the Chairman and Vice Chairman to agree a final design for a café sign with a spend of up to a maximum of £2,000 and allocated to budget code 6473 EMF Station Building (Purchase & Capital Works);
6. Delegate to the Service Delivery Manager working with the Chairman and Vice Chairman to further develop the extension kitchen and purchase of cupboards, work surfaces, fridges and any other items to make it a usable kitchen to serve the main space working within budget code 6473 EMF Station Building (Purchase & Capital Works);

7. **RECOMMEND** to Full Council to be held on 2 May 2024 that Track Side Café at Saltash Station be the name of the café located at Isambard House, with all rights to the name to remain the ownership of Saltash Town Council not the café concessionaire.

8/24/25

TO RECEIVE AN UPDATE ON ISAMBARD HOUSE BUILDING SNAGS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bickford informed Members of the recent communication with Bailey Partnership.

Bailey Partnership declined the Town Council's offer of £17,250, the full amount of the final balance, and instead advises the Town Council to consider a smaller final payment.

Members discussed the potential cost to correct the flooring to the agreed original design specification and staining to the roof tiles. Members agreed it is evident that the total amount to fix the floor alone would exceed £17,250 and therefore did not require justification.

Members discussed additional financial impact to the Town Council due to associated cost to procure, install and maintain carpet or vinyl. This is without further financial consideration being given to the roof repairs.

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

1. That Saltash Town Council believe a counter offer of £15,000 is fair and would allow both parties to agree that a Certification of Completion could be issued and the final balance of £2,250 be paid;
2. To request Bailey Partnership to submit the counter offer to Cormac on behalf of Saltash Town Council.

9/24/25

TO RECEIVE FLOORING QUOTES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To defer to a future Station Property Sub Committee meeting upon the Town Council's final account being resolved with Cormac;
2. To obtain flooring product specification quotes for review at a future Station Property Sub Committee meeting.

10/24/25 TO RECEIVE CCTV QUOTES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the requirement for CCTV at Isambard House and noted that the café operator is to install CCTV within the café area to comply with their lone working policy.

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to withdraw the requirement of CCTV to be installed at Isambard House as it is deemed not necessary at this time.

11/24/25 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.

12/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

13/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

14/24/25 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 P Samuels and **RESOLVED** to issue a Press and Social Media Release on the appointment of the Café Concessionaire.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.08 pm

Signed: _____
Chairman

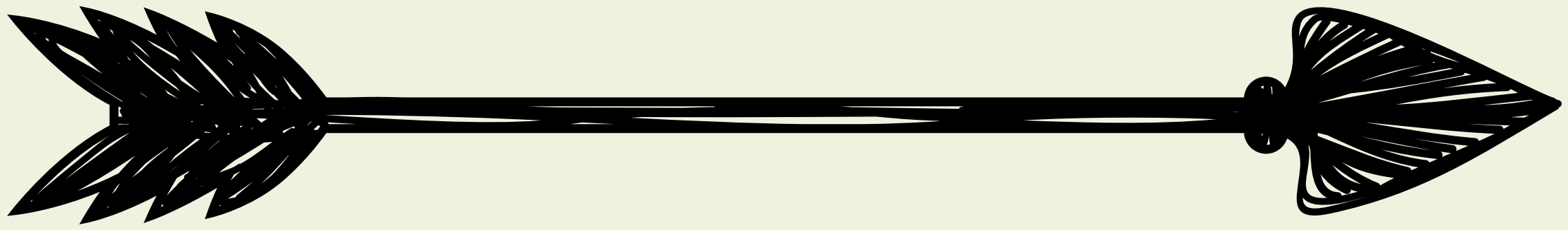
Dated: _____

SALTASH

**TRACKSIDE
CAFÉ**

@ SALTASH STATION

**WAITING ROOM
AND TOILET**



TRACKSIDE CAFÉ

@ SALTASH STATION

**WAITING ROOM
AND TOILET**

Chairman's report

April 2024

Mayoral Engagements

Date	Location	Information
Friday 5 th April 2.00pm	Saltash Library Hub	Launch of Biowatch
Saturday 6 th April 10.30am	Saltash Heritage	Exhibition opening
Friday 19 th April 11.30am	CEPL12 Community Kitchen	Blood pressure check event
Saturday 20 th April 10.00am	Isambard House	Opening of Saltash Rotary Train event
Saturday 20 th April 1.30pm	Saltash Bowls Club	Launch of 2024 season
Sunday 21 st April 2.00pm	Saltash Baptist Church	Mayor's Civic Service

Chairman's attendance at meetings

Date	Location	Information
Tuesday 2 nd April 11.00am	Guildhall	Civic Awards Panel Meeting
Wednesday 17 th April 10.00am	Isambard House	Saltash Healthcare Action Group
Thursday 25 th April 10am	Isambard House	CALC Larger Councils meeting

Deputy Mayoral Engagements

Date	Location	Information
Sunday 21 st April 2.00pm	Saltash Baptist Church	Mayor's Civic Service

Deputy Chairman's attendance at meetings

Date	Location	Information
Tuesday 2 nd April 11.00am	Guildhall	Civic Awards Panel Meeting
Wednesday 17 th April 10.00am	Isambard House	Saltash Healthcare Action Group
Tuesday 23 rd April 3.00pm	Virtual meeting	Cornwall CAP Healthcare Group meeting

Thursday 25 th April 10am	Isambard House	CALC Larger Councils meeting
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End of Report
Mayors Secretary



CEPL12 Report to Town Council

Date 25.04.24

We really do make a difference!

It's hard to believe that we're nearly at the end of April, the longer days and occasional glimpse of the sun means that there is a glimmer of hope that spring is finally here.

Once again, it's been a busy month for CEPL12, with much to celebrate.

Our DV group commemorated the eight anniversary of our café earlier this month, we had a birthday celebration, with cake, to mark the occasion, our thanks go to Julia Pegg for coming along to support us.

The group enjoyed a highly successful trip that took in coffee at Otter Nurseries, lunch at The Seafood Restaurant and a visit to Plymouth Gin Distillery - it was a fabulous day out and much appreciated by all who attended. This was only possible due to the monies we received from the Co-op Community Fund, we are grateful for their support.

We have managed to secure funding to extend our successful singing group from twice a month to every week, this is fabulous news as the group is well attended and brings joy to so many people.

Plans are in place to rename and relaunch our DV group as the current name can be off putting for people living with dementia. We intend to hold a launch event at The Wesley Church on Wednesday 5th June, please put the date in your diary as it would be lovely if you could join us.

Our Community Shop welcomed another new trader last month and yet another is going to be introduced in May, we have a wealth of talent in our local area and we are thrilled that we can showcase their work. Sales are slow but steady, however we are constantly looking for ways to improve the footfall.

To this end we are hosting a weekly 'pop up' ticket sales table from 17th May to 21st June for Saltash Songs and Sea Shanties this will, hopefully, encourage a larger footfall and potentially new visitors.

Our community space at No 8 continues to grow and flourish, it provides a welcoming space for so many different groups (please check out our website, I think you'll be surprised at just how much we have to offer.) We were thrilled to be able to host a successful blood pressure monitoring session last week, 11 people benefitted from the opportunity and so we are hoping that this will continue and even expand to other days in the week.

We were proud to help out at the recent, successful 'Connectivity Day' by providing refreshments at the station, as our aim is always to work with other organisations to support the community.

We continue to benefit from food donations from Fareshare, Co-op warehouse, Lidl, Greggs, Waitrose and Rowes, our volunteer drivers collect this food that would otherwise have gone into landfill. We make good use of it, both in the kitchen and fridge and even, if we have surplus food, supply other organisations including Live Wire. We really feel that we are making a difference by reducing food waste.

Our team of 125+ volunteers do an amazing job, it is because of them willingly giving up their time that we can continue to run all our many activities. We were thrilled that Mylo, one of our youngest volunteers, who initially volunteered for his Bronze D of E award and still supports the fridge every Saturday, received a Youth Achievement Award at the recent Mayor's Civic Service.

Another of our young volunteers, Leland, has been shortlisted as one of three finalists in the YMCA Plymouth Youth Awards in the category of Outstanding Contribution to the Community Award.

Leland first came to our notice through Live Wire when he expressed an interest in becoming a chef, he now travels from Plympton every week and has grown in confidence so that he now, with support from Chris, runs our Saturday kitchen. Again, we are delighted to have made such a difference to this young man and wish him every success at the award ceremony and in his future.

We had some fantastic news that, after a lot of hard work, we have received Lottery funding to replace our green shed which, sadly, is not fit for purpose. However it seems that the current problems can be resolved with the new unit, this will particularly benefit the fridge and the volunteer drivers who pick up food collections.

Another unexpected treat was the delivery of 60 volunteer T shirts from Westcountry Embroidery, these brightly coloured shirts are already being enjoyed by our volunteers. Our huge thanks go to Westcountry Embroidery for supporting our work.

Despite all our best efforts it has come to our notice that not everyone appreciates the work that we do, recent negative publicity suggests that a small group of people still appear to be disgruntled about the 'free food' we distribute and the resulting impact on local businesses. I am sad that this feeling still exists as we have worked hard to promote the work we do to support the community. We have embarked on a social media campaign to highlight all the groups we support and the positive impact this has on the community. I would appreciate your support in helping us to get over the message that we are a community resource which is there to improve the lives of people who live, work or visit Saltash.

Working towards financial security remains a major concern for the Board, this report illustrates just how much we benefit from grants and sponsorship, however researching opportunities and completing applications is a time consuming job. Our directors work tirelessly behind the scenes to access funding but this is precarious and uncertainty makes forward planning difficult. Our aim is to research and implement ways in which we can cover our, considerable, overheads so that we can plan for the future and further extend our work. In planning for the future we need to be aware of the needs within the locality, we would like to ask for your support by sharing information from different consultations and surveys that you have access to in order to highlight areas that are lacking within the PL12 area, this information will be invaluable in setting future direction for us.

Together we really can make a difference.

Jo Grail 25.04.24

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

Health Action Group - Progress Report to Saltash Town Council

The Action Group met on April 17. Members of the Group continue to appreciate the practical and strategic support to the Group and its objectives given by the Town Council, and we are grateful too for the leadership provided personally by Councillor Bickford, both as Mayor and as chair. The chairing of the Action Group will now pass to the new Mayor who has also been an influential and supportive member of the Group since it started.

The Action Group patient-led. What follows is a summary of where patients see current issues and prospects.

The NHS is a much loved element of our public services. In the Saltash area patients have organised themselves to engage the NHS in improving our neglected range of local services, and our Action Group of community representatives and local NHS professionals is continuing its planning. Recently, we succeeded in bringing the chief executive of the Cornwall Partnership NHS Trust (CPT) to a meeting, and also the Regional Director of NHS Property Services. Two very important people with real power. We had to feel that their engagement was a positive sign. But there is a problem....

The NHS is not the single body we all imagine. It has many independent parts, and getting these to sing from the same hymn sheet at the same time feels impossible to us. Our two local surgeries are two separate businesses, owned by their GP partners; St Barnabas hospital is owned by NHS Property Services, which is a separate company outside the NHS as such; but services at St Barnabas are run by CPT which employs the staff there; all major hospitals like Derriford are managed by their own Trusts; finally, all the long term strategic planning for, and financing of, the NHS in Cornwall is undertaken by an Integrated Care Board - the latter being the employer of Dr Andy Sant who has been a fully supportive member of our Action Group from the start. Andy has the task of ensuring all these parts together deliver the right care for patients. Some might say it is a thankless task.

Patients here need more services to be provided locally. We now understand that St Barnabas is not destined for closure in the near future, so we are demanding that it is developed to house an expanded range of services: it is seriously underused, needs a face-lift, and is therefore being run inefficiently. However, we are also pressing for a modern health facility to be built in the longer term. We also demand that local NHS beds for short-term recovery are provided somehow in the town, and quickly. Keeping patients in Derriford after treatment, or discharging them to remote community hospitals is bad for patients and a waste of resources. There is also a modern NHS office building in Saltash (Peninsula House) which has been empty for more that a year. We want to see it used.

The Group is meeting again on May 22, and we hope to have reports on progress on all these issues to encourage us - in the wake of the attendance of the top-level leaders. In the meantime, Port View Surgery and the Health Centre are trying to give patients more direct access to care (nursing, physio, pharmacy, etc) without the need to see a GP first. This should help patients directly, and free up time for GPs to see other patients who need to see a doctor. We realise this is often seen negatively, but members of Patient Groups in the practices do support the change.

George Muirhead
Chair, Health Centre Patient Group

Peter Thistlethwaite
Chair, Port View Patient Group

Bank Receipts

Saltash Town Council

For the period 1 March 2024 to 31 March 2024

Contact	Description	Net	VAT	Gross
Barclays Active Saver	Transfer to cover Expenditure	£ 140,000.00	£ -	£ 140,000.00
Churchtown Cemetery	Interments	£ 2,177.00	£ -	£ 2,177.00
Cornwall Council	Cornwall Council Community Chest grant to replace bench and ga	£ 587.69	£ -	£ 587.69
Craft Fair	Tables booked for Craft Fair	£ 74.97	£ 15.03	£ 90.00
Daily Moorings	Fee income	£ 850.00	£ 170.00	£ 1,020.00
DVLA	Refund on Tax for SD Vehicle	£ 186.66	£ -	£ 186.66
Eventbrite	Murder Mystery Ticket Sales income (less fees)	£ 268.80	£ -	£ 268.80
Guildhall Income	Various Bookings	£ 125.40	£ -	£ 125.40
Isambard House	Various Bookings	£ 741.69	£ 148.31	£ 890.00
Library Income	Replacement membership card Income	£ 8.33	£ 1.67	£ 10.00
Library Income	Photocopying Fees Income	£ 265.09	£ 53.02	£ 318.11
Maurice Huggins Room	Various Bookings	£ 195.00	£ -	£ 195.00
Murder Mystery Night	Ticket Sold	£ 291.67	£ 58.33	£ 350.00
Nationwide	Transfer of Nationwide funds to Current Account	£ 125,000.00	£ -	£ 125,000.00
Public Sector Deposit	Interest Received	£ 2,084.06	£ -	£ 2,084.06
Saltash Heritage	Annual Rent - Saltash Heritage - 01/04/2024 - 31/03/2025	£ 1.00	£ -	£ 1.00
Saltash Probus	Refreshment Booking	£ 19.16	£ 3.84	£ 23.00
Seagull Bags	Seagull Bags Income	£ 43.33	£ 8.67	£ 52.00
Grand Total		£ 272,919.85	£ 458.87	£ 273,378.72

Bank Payments

Saltash Town Council

For the period 1 March 2024 to 31 March 2024

Contact	Description	Net	VAT	Gross
Adrian Chapman and Kate Gibbons	Actors for Murder Mystery event - 16 February 2024	£ 450.00	£ -	£ 450.00
All Seasons Window Cleaning	Station Window Cleaning - February 2024	£ 35.00	£ -	£ 35.00
Architecture By Studio Hive Limited	Saltash Waterside and Connectivity Project - February 2024	£ 9,212.50	£ 1,842.50	£ 11,055.00
Architecture By Studio Hive Limited	Saltash Waterside and Connectivity Project - Additional Miscellaneous Costs	£ 6,988.79	£ 1,397.76	£ 8,386.55
ASG Security	Annual maintenance & monitoring Fee - intruder & hold up alarms at the cemetery	£ 170.97	£ 34.19	£ 205.16
ASG Security	Annual maintenance & monitoring Fee - intruder & hold up alarms in Maurice Huggins Room	£ 173.22	£ 34.64	£ 207.86
ASG Security	Annual maintenance & monitoring Fee - intruder & hold up alarms at Longstone	£ 162.05	£ 32.41	£ 194.46
ASG Security	Scheduled Maintenance Visit - Library Security system	£ 34.86	£ 6.97	£ 41.83
ASG Security	Annual Maintenance fee - Guildhall Fire Alarm System	£ 266.40	£ 53.28	£ 319.68
ASG Security	Callout to Cemetery Wardens shed on 28/02/2024	£ 90.00	£ 18.00	£ 108.00
Bailey Partnership	Next stage payment 30% for Library Works	£ 6,900.00	£ 1,380.00	£ 8,280.00
Barclays	Bank Charges	£ 8.50	£ -	£ 8.50
Barclays Active Saver	Transfer of Nationwide Account funds	£ 125,000.00	£ -	£ 125,000.00
Bond Timber	Timber For Installation At Churchtown Cemetery Compound Fencing Project.	£ 1,015.39	£ 203.09	£ 1,218.48
Brandon Hire - Plympton	Components for Guildhall radiator Maintenance	£ 59.80	£ 11.96	£ 71.76
Brandon Hire - Saltash	Components for Guildhall radiator Maintenance	£ 29.90	£ 5.98	£ 35.88
BrightHR	Provisions of HR Software - March 2024	£ 78.00	£ 15.60	£ 93.60
Budget Locksmiths Saltash	Maintenance Materials - Service Delivery Master Key System	£ 550.00	£ -	£ 550.00
Budget Locksmiths Saltash	Key cutting Cost - Service Delivery	£ 18.00	£ -	£ 18.00
Chubb Fire Ltd	Maintenance Costs - Fire Safety and extinguishers	£ 298.16	£ 59.63	£ 357.79
Chubb Fire Ltd	Commercial Fire Alarm Systems - Isambard House	£ 880.00	£ 176.00	£ 1,056.00
Cleansing Service Group Ltd	Waterside Cabin - cleaning and disposal costs	£ 168.00	£ -	£ 168.00
Cloud 1 Ltd	IT Software Training - Guildhall, Library and Service Delivery Admin	£ 180.00	£ 36.00	£ 216.00
Cornwall Council	Rent for Longstone Garage and Depot - March 2024	£ 375.00	£ -	£ 375.00
Cornwall Council	Highways Limit Licence to install trial CCTV camera in Fore Street. Proposed date 28/01/2024	£ 97.00	£ -	£ 97.00
Cornwall Council	Insurance for Longstone Garage and Depot - March 2024	£ 10.00	£ -	£ 10.00
Cornwall International Male Choral Festival	Community Chest Grant - Saltash Gala Concert and Youth Workshop 180/23/24	£ 300.00	£ -	£ 300.00
Cornwall Pensions	Pension Fund Payment - March 2024	£ 12,384.03	£ -	£ 12,384.03
Corserv Solutions Limited	Training Costs - Service Delivery	£ 465.00	£ 93.00	£ 558.00
Credit Card Purchases (Acorn Fire & Security)	Maintenance Materials - Public toilets	£ 70.15	£ 14.03	£ 84.18
Credit Card Purchases (Amazon)	Office Equipment - P&F	£ 20.32	£ 4.07	£ 24.39
Credit Card Purchases (Amazon)	Guildhall Maintenance Materials	£ 9.99	£ 1.99	£ 11.98
Credit Card Purchases (Amazon)	Replacement charging plug and cable for SDGA mobiles.	£ 16.64	£ 3.32	£ 19.96
Credit Card Purchases (Amazon)	Activities Cost - Library	£ 105.57	£ 21.13	£ 126.70
Credit Card Purchases (Canva)	Canva Annual Subscription	£ 83.33	£ 16.66	£ 99.99
Credit Card Purchases (Cornish Lime Ltd)	Maintenance Materials - Public toilets	£ 37.20	£ 7.44	£ 44.64
Credit Card Purchases (DVLA)	Road fund license - 12 months -BX15 HWJ	£ 322.50	£ -	£ 322.50
Credit Card Purchases (Ebay)	Guildhall Maintenance Materials	£ 4.95	£ 0.63	£ 5.58
Credit Card Purchases (Ebay)	Maintenance Materials - Service Delivery vehicle	£ 16.66	£ 3.33	£ 19.99
Credit Card Purchases (Fruugo)	Guildhall Maintenance Materials	£ 33.32	£ 6.67	£ 39.99
Credit Card Purchases (Hav Control Ltd)	Warning Labels - Service Delivery	£ 32.25	£ 6.45	£ 38.70
Credit Card Purchases (Instant Print)	Replacement meet your councillor pull up banner.	£ 39.16	£ 7.83	£ 46.99
Credit Card Purchases (Vimeo)	Video hosting platform to be used by STC on websites - Subscription renewal	£ 69.00	£ 13.80	£ 82.80
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 Hire Cost - Service Delivery - 10/02/2024 - 23/02/2024	£ 433.29	£ 86.66	£ 519.95
DB Autos Ltd	Vehicle Maintenance Cost - Service Delivery	£ 169.92	£ 33.98	£ 203.90
Denmans	Electrical Equipment - Guildhall display cupboard	£ 28.47	£ 5.69	£ 34.16
Denmans	Electrical Equipment - Public Toilets repairs	£ 324.45	£ 64.90	£ 389.35
Denmans	Consumables for Service Delivery use	£ 34.77	£ 6.96	£ 41.73
Devon Contract Waste Ltd	21/02/2024 Recycling Costs	£ 12.98	£ 2.60	£ 15.58
E.Pascoe & Son	Natural boulder memorial stone in Victoria Gardens for Queen Elizabeth Memorial Rose Garden	£ 350.00	£ 70.00	£ 420.00
EE	Staff mobiles and Pontoon broadband charges	£ 133.55	£ 26.71	£ 160.26
Efficient Comms Ltd	Telephone Call and Service Charges - February 2024	£ 218.75	£ 43.75	£ 262.50
EON	Electricity Charges - 02/02/2024 - 29/02/2024	£ 186.75	£ 9.33	£ 196.08
Good Direction	CL200 Stepper Mechanism For Town Clock Movement.	£ 364.50	£ 72.90	£ 437.40
HMRC	PAYE payment - March 2024	£ 11,999.55	£ -	£ 11,999.55
Howdens	Maintenance materials - Guildhall	£ 43.57	£ 8.71	£ 52.28
Howdens	Repair Materials - Alexandra Square Toilets	£ 8.82	£ 1.76	£ 10.58
HR Support Consultancy	Employment Law Training for Line Managers	£ 400.00	£ 80.00	£ 480.00
HR Support Consultancy	HR Services for work carried out during the month of February 2024	£ 682.50	£ 136.50	£ 819.00
Hygiene 2 Health Ltd	Fire awareness e learning access for various staff members	£ 143.00	£ 28.60	£ 171.60
Hygiene 2 Health Ltd	Consultant to undertake review of room capacities for facilities to hire	£ 280.00	£ 56.00	£ 336.00
James Hallam Council Guard	Commercial Fleet (Motor) insurance from 6th March 2024 - 5th March 2025	£ 2,793.56	£ -	£ 2,793.56
Laser - Cemetery - 1051640	Electricity Charges - 01/12/2023 to 29/02/2024	£ 90.77	£ 4.54	£ 95.31
Laser - Christmas Light supply Point 3 - 1051644	Electricity Charges - 01/12/2023 to 30/11/2023 Credit for overestimated meter	£ 80.03	£ 4.00	£ 84.03
Laser - Guildhall Gas	Gas Charges - 31/01/2024 to 29/02/2024	£ 378.05	£ 18.90	£ 396.95
Laser - Library Gas	Gas Charges - 31/12/2023 to 31/01/2024	£ 974.81	£ 194.96	£ 1,169.77
Laser - Library Gas	Gas Charges - 31/01/2024 to 29/02/2024	£ 740.43	£ 148.09	£ 888.52
Laser - Station Gas	Gas Charges - 31/12/2023 to 31/01/2024	£ 94.31	£ 4.72	£ 99.03
Laser - Station Gas	Gas Charges - 31/01/2024 to 29/02/2024	£ 53.13	£ 2.66	£ 55.79
Laser - The Maurice Huggins Room - 1051636	Electricity Charges - 01/12/2023 - 29/02/2024	£ 389.21	£ 19.46	£ 408.67
Laser - Unmetered supply - 1051655	Electricity Charges - 01/02/2024 to 29/02/2024	£ 20.32	£ 1.02	£ 21.34
Laser - Belle Vue Toilets	Electricity Charges - 01/12/2023 to 29/02/2024	£ 94.52	£ 4.73	£ 99.25
Laser - Guildhall Electric	Electricity Charges - 01/09/2023 to 30/11/2023 Credit for overestimated meter	-£ 1,221.93	-£ 244.39	-£ 1,466.32
Laser - Guildhall Electric	Electricity Charges - 01/12/2023 - 29/02/2024	£ 1,426.52	£ 285.30	£ 1,711.82

Laser- Haldo Pillar Park light 1051653	Electricity Charges - 01/12/2023 - 29/02/2024	£ 79.82	£ 3.99	£ 83.81
Mel Richardson Consultancy	Appointment of consultant to prepare the Town Vitality Delivery Fund Application.	£ 1,800.00	£ -	£ 1,800.00
Mel Richardson Consultancy	Work in relation to Saltash Waterside and Connectivity Project. - Final Payment	£ 4,000.00	£ -	£ 4,000.00
Opayo (previously Sage)	Card machine charges	£ 13.00	£ 2.60	£ 15.60
Opayo (previously Sage)	Card Machine Charges	£ 56.72	£ -	£ 56.72
Print Copy Scan Ltd	Prints for Photocopiers 26/01/2024 to 23/02/2024	£ 53.35	£ 10.66	£ 64.01
Rexel	Electrical Materials For New Defibrillator Unit At Library Hub As Per Library Hub Managers Request.	£ 65.28	£ 13.06	£ 78.34
Rexel	Electrical Connectors For Lighting Circuits Works.	£ 74.00	£ 14.80	£ 88.80
Rexel	Health and Safety equipment - Service Delivery	£ 35.00	£ 7.00	£ 42.00
Rexel	Office equipment - Service Delivery	£ 30.00	£ 6.00	£ 36.00
Robert Mcneil	Interim tree survey for the remainder of Pillmere	£ 750.00	£ -	£ 750.00
Rosevale Accountants Ltd	Monthly payroll and absence management - February 2024	£ 553.50	£ 110.70	£ 664.20
RosPA Playsafety Ltd	ROSPA Routine Inspection Course - Service Delivery Manager	£ 300.00	£ 60.00	£ 360.00
RS Components	Master Combination Key Code Finder - Guildhall	£ 12.20	£ 2.44	£ 14.64
RS Components	Voltage tester - Service Delivery	£ 175.00	£ 35.00	£ 210.00
Saltash & District Observer	Advertising costs for precept information leaflet	£ 1,500.00	£ -	£ 1,500.00
Saltash Window Cleaning	Cleaning of Saltash Council Office January 2024 and February 2024	£ 90.00	£ -	£ 90.00
Sarah-Linda Johnson	Library Activities Cost	£ 80.00	£ -	£ 80.00
SOS Consultancy	Monthly ICT Support and Maintenance Services	£ 1,276.70	£ 255.35	£ 1,532.05
South West Hygiene	Sanitary Unit Costs - Library	£ 57.47	£ 11.49	£ 68.96
South West Hygiene	Sanitary Unit Costs - Station	£ 306.73	£ 61.35	£ 368.08
South West Water - Library	Water and Sewerage Charges - 03/02/2024 - 01/03/2024	£ 22.18	£ -	£ 22.18
South West Water - Longstone Depot - Connection to Bowling Green	Water and Sewerage Charges 03/02/2024 - 01/03/2024	£ 22.18	£ 1.87	£ 24.05
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water and Sewerage Charges 03/02/2024 - 01/03/2024	£ 22.18	£ 1.87	£ 24.05
South West Water - Maurice Huggins Room	Water and Sewerage Charges 03/02/2024 - 01/03/2024	£ 11.54	£ 1.06	£ 12.60
Specsavers Corporate Eyecare	5 eyecare work scheme vouchers.	£ 85.00	£ -	£ 85.00
Spot-On-Supplies	Cleaning Materials - Public Toilets	£ 49.20	£ 9.84	£ 59.04
Staff Expenses	Office Costs - Library	£ 34.58	£ -	£ 34.58
Staff Expenses	Mileage for Assistant Service Delivery Manager - February 2024	£ 27.90	£ -	£ 27.90
Staff Salaries	Staff Salaries	£ 42,777.92	£ -	£ 42,777.92
Street Solutions UK	Health and safety signs	£ 1,302.88	£ 260.58	£ 1,563.46
Sumup	Card Machine Charges	£ 0.51	£ -	£ 0.51
Swantest	Torque load check and full report on Cornish cross site	£ 4,995.00	£ 999.00	£ 5,994.00
The Focus Training Group	Hot Water Systems Training course - Assistant Service Delivery Manager	£ 200.00	£ 40.00	£ 240.00
Thirsty Work	Water Cooler Hire - March 2024	£ 219.65	£ 43.93	£ 263.58
TJ Electrical	Maintenance Cost - Library Defibrillator Machine	£ 110.00	£ -	£ 110.00
Tool station	Maintenance Materials - Public Toilets	£ 20.87	£ 4.18	£ 25.05
Tool station	Maintenance Materials - Public Toilets	£ 14.61	£ 2.92	£ 17.53
Trade UK Account	Storage Boxes - Guildhall	£ 141.66	£ 28.33	£ 169.99
Trade UK Account	Storage Boxes - Library	£ 141.66	£ 28.33	£ 169.99
Trade UK Account	Maintenance Materials - Public Toilets	£ 57.27	£ 11.45	£ 68.72
Trade UK Account	Maintenance Materials - Public Toilets	£ 36.26	£ 7.25	£ 43.51
Trade UK Account	Maintenance Materials - Public Toilets	£ 36.62	£ 7.32	£ 43.94
Trade UK Account	Staff Clothing costs - Service Delivery	£ 147.97	£ 16.00	£ 163.97
Trade UK Account	Staff Uniform Cost - Service Delivery	£ 79.98	£ 16.00	£ 95.98
Trade UK Account	Maintenance Materials - Public Toilets	£ 6.90	£ 1.38	£ 8.28
Trade UK Account	Cleaning Materials - Longstone Depot	£ 8.32	£ 1.66	£ 9.98
Trade UK Account	High Pressure washer for Service Delivery use	£ 196.24	£ 39.24	£ 235.48
Trade UK Account	Maintenance materials - Guildhall	£ 49.98	£ 10.00	£ 59.98
Trade UK Account	Staff Uniform Cost - Service Delivery	£ 70.83	£ 14.16	£ 84.99
Travis Perkins Trading Company Ltd	Maintenance Materials - Churchtown Cemetery Fencing	£ 26.86	£ 5.37	£ 32.23
Travis Perkins Trading Company Ltd	Maintenance Materials - Longstone Depot	£ 23.04	£ 4.61	£ 27.65
Travis Perkins Trading Company Ltd	Maintenance Materials - Churchtown Cemetery	£ 23.46	£ 4.69	£ 28.15
Travis Perkins Trading Company Ltd	Consumables for Service Delivery use	£ 12.96	£ 2.59	£ 15.55
Travis Perkins Trading Company Ltd	Maintenance Materials - Street Furniture	£ 19.18	£ 3.84	£ 23.02
UK Fuels Ltd	Fuel for Town Council Service Delivery Vehicles	£ 533.55	£ 106.69	£ 640.24
UK Identity Ltd	ID Badge for Staff Member new SD team member	£ 5.05	£ 0.75	£ 5.80
Up Energy	Energy efficiency survey	£ 1,900.00	£ 380.00	£ 2,280.00
Westcountry Skip Hire	09/01/2024 Disposal of Skip Waste	£ 312.00	£ 62.40	£ 374.40
Westcountry Skip Hire	04/03/2024 Disposal of Skip Waste	£ 312.00	£ 62.40	£ 374.40
Westcountry Skip Hire	05/03/2024 Disposal of Green Waste	£ 38.08	£ 7.62	£ 45.70
WesternWeb Ltd	Domain renewal and annual hosting for the Neighbourhood plan website	£ 225.00	£ 45.00	£ 270.00
Grand Total		£ 254,982.18	£ 9,586.60	£ 264,568.78

To receive the Town Council bank mandate and consider any actions

Account Name	Account Type	Authorisation Type	Authorised Signatories	Notes
Barclays e-Payments	Business Current Account	Dual	Richard Bickford (Councillor) Jean Dent (Councillor) Sarah Martin (Councillor) Steve Miller (Councillor) Pete Samuels (Councillor) David Yates (Councillor)	
Barclays Active Saver	Deposit		Sinead Burrows (Town Clerk/RFO) Wendy Peters (Finance Officer) Kayne Appleby (Finance Assistant) Dawn Joyce (Admin Officer) Amanda Thomas (Admin Officer)	
CCLA (The Public Sector Deposit Fund)	Short-term Investment	Dual	John Brady (Councillor) Steve Miller (Councillor) Pete Samuels (Councillor) Sinead Burrows (Town Clerk/RFO) Wendy Peters (Finance Officer)	
Cornwall Council Call Account	Short-term Investment	Single	Sinead Burrows (Town Clerk/RFO) Wendy Peters (Finance Officer) Kayne Appleby (Finance Assistant)	Withdrawal ONLY to Barclays e-payments as per signed contract
Lloyds Bank	Business Current Account	Dual	Jean Dent (Councillor) Sinead Burrows (Town Clerk/RFO) Wendy Peters (Finance Officer) Kayne Appleby (Finance Assistant)	
Lloyds Bank	Fixed Term Deposit	N/A	Jean Dent (Councillor) Sinead Burrows (Town Clerk/RFO) Wendy Peters (Finance Officer) Kayne Appleby (Finance Assistant)	Full investment will be transferred to Lloyds Current account at maturity date
Nationwide	Deposit	Dual	John Brady (Councillor) Steve Miller (Councillor) Pete Samuels (Councillor) Sinead Burrows (Town Clerk/RFO) Wendy Peters (Finance Officer) Kayne Appleby (Finance Assistant)	
Barclaycard Commercial	Business Credit Card	Dual	Sinead Burrows (Town Clerk/RFO) Wendy Peters (Finance Officer) Kayne Appleby (Finance Assistant)	Card Holders:- Sinead Burrows (Town Clerk/RFO) Wendy Peters (Finance Officer) Kayne Appleby (Finance Assistant) Dawn Joyce (Admin Officer)

**End of Report
Finance Officer**

To review the Town Council banking system and direct debits and consider any actions and associated expenditure.

Saltash Town Council's preferred method of payment is on-line Faster Payment which reaches the beneficiary bank almost immediately. The maximum single payment is £50,000.

The Council does not have a facility in place for BACS (3 day payments).

The CHAPS facility is for guaranteed same day payments with a fee of £15 per transaction. Although the Town Council has this as an option it would only be used for urgent special projects. Faster Payments are planned in advance and staged if over £50,000 therefore avoiding the requirement for CHAPS.

The following table shows a list of current Direct Debits paid from Saltash Town Council Barclays Current account (e-payments)

SUPPLIER	LAST PAYMENT DATE	AMOUNT	SERVICE PROVIDED
Barclaycard Commercial	22/04/2024	£564.64	Company credit card
Blizzard Utilities Ltd (Efficient Comms Ltd)	28/03/2024	£262.50	Monthly telephone charges
Cornwall Council	02/04/2024	£51.14	Business Rates, Maurice Huggins
Cornwall Council	02/04/2024	£1,308.75	Business Rates, Library
Cornwall Council	02/04/2024	£386.30	Business Rates, Isambard House
Cornwall Council	02/04/2024	£1,071.50	Business Rates, The Guildhall
Cornwall Council	08/04/2024	£375.00	Monthly rent Longstone Depot
Dainton Group Services Ltd	15/04/2024	£385.70	Monthly rent for Waterside cabin
EE Limited	08/04/2024	£107.47	Monthly mobile phone charges
Elavon Financial Services Ltd	18/04/2024	£44.80	Monthly card transaction fees (Sage Pay)
Elavon Financial Services Ltd	18/04/2024	£26.18	Monthly card transaction fees (Hand Held terminal)
GC (Elavaon Digital Europe)	17/04/2024	£15.60	Monthly card machine rental
GC (Print Copy Scan Ltd)	17/04/2024	£135.29	Monthly photocopier charges
HM Land Registry	13/02/2024	£33.00	HM Land Registry document requests
Information Commissioner	19/06/2023	£55.00	Annual fee for data protection
Peac (Uk) Ltd	26/01/2024	£779.14	Quarterly invoice for photocopier lease
Pennon Water Services Limited	01/02/2024	£136.03	Water charges The Guildhall
Pennon Water Services Limited	02/04/2024	£8.94	Water charges Fairmead allotment
Public Works Loan Brd Gbs	02/04/2024	£12,057.00	Loan repayment for The Library
UK Fuels Ltd	22/04/2024	£172.47	Fuel for Saltash Town Council vehicles

Members are asked to consider setting up a monthly direct debit to BrightHR for HR software. The monthly cost is £93.60 including VAT. There is a contract in place until July 2028.

End of Report
Finance Officer

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:

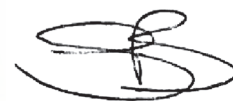
'By 2030 Saltash will be an envied riverside town, being greener, more inclusive and prosperous in all aspects with a reinvigorated Town Centre and Waterfront, award-winning new housing, a diverse economy and an excellent quality of life and lifestyle for all ages'.

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, with whom we work closely, 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 Unitary 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 delivers. We aim to be responsive, accessible, and transparent in our approach and in the work delivered.

There are sixteen Councillors representing three Wards – Essa, Tamar and Trematon. 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.

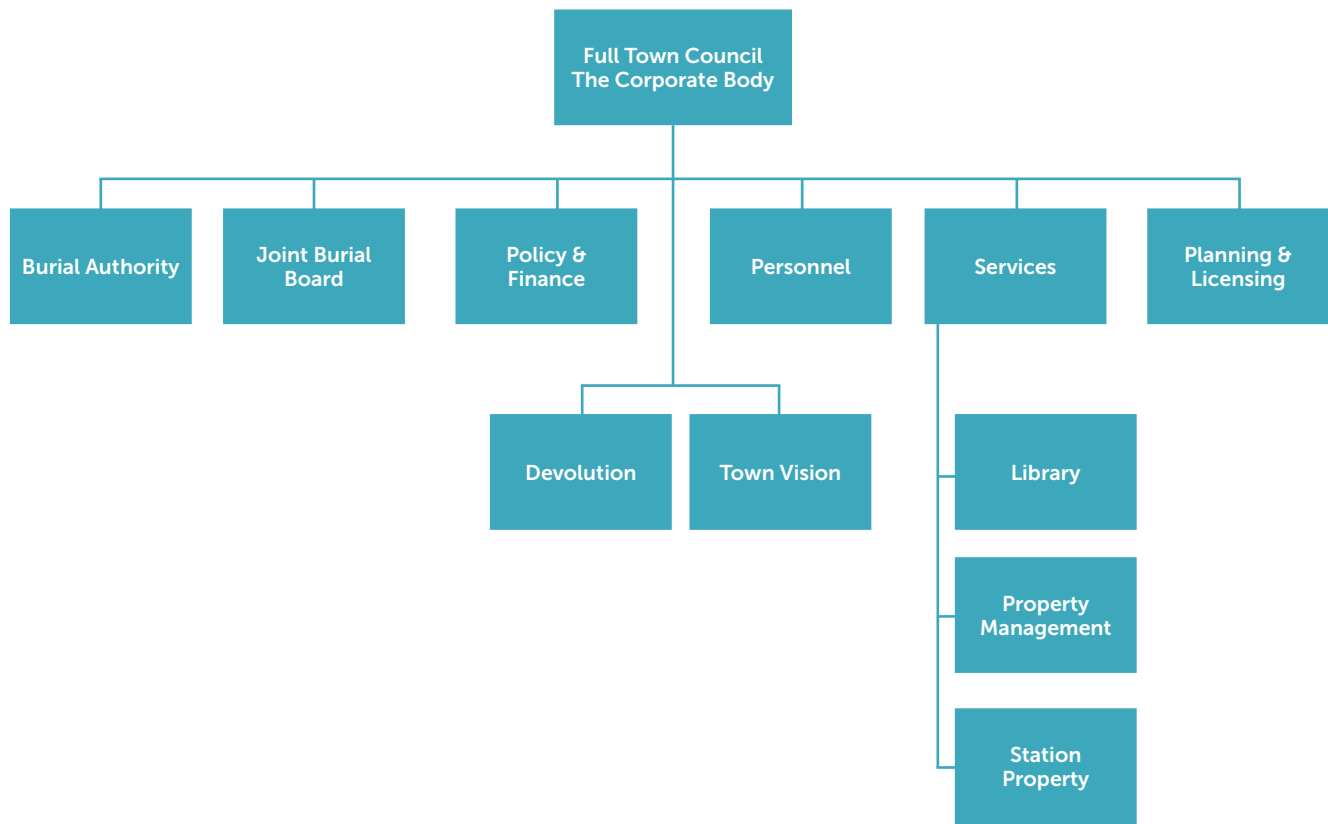
The Chairman and Deputy Chairman are elected by Members of the Town Council annually at the Annual Town Council meeting held in May. The Chairman also undertakes the role of Mayor representing the Town Council and community at official engagements, with their consort.

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 decides how funds are to be spent. Town Council meetings are open to the public and the Town Council provides monthly sessions which the public can attend and raise issues with their Local Councillor.

Visit the Town Council website for more information at www.saltash.gov.uk

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’s financial affairs. Local Government Act 1972 s151.

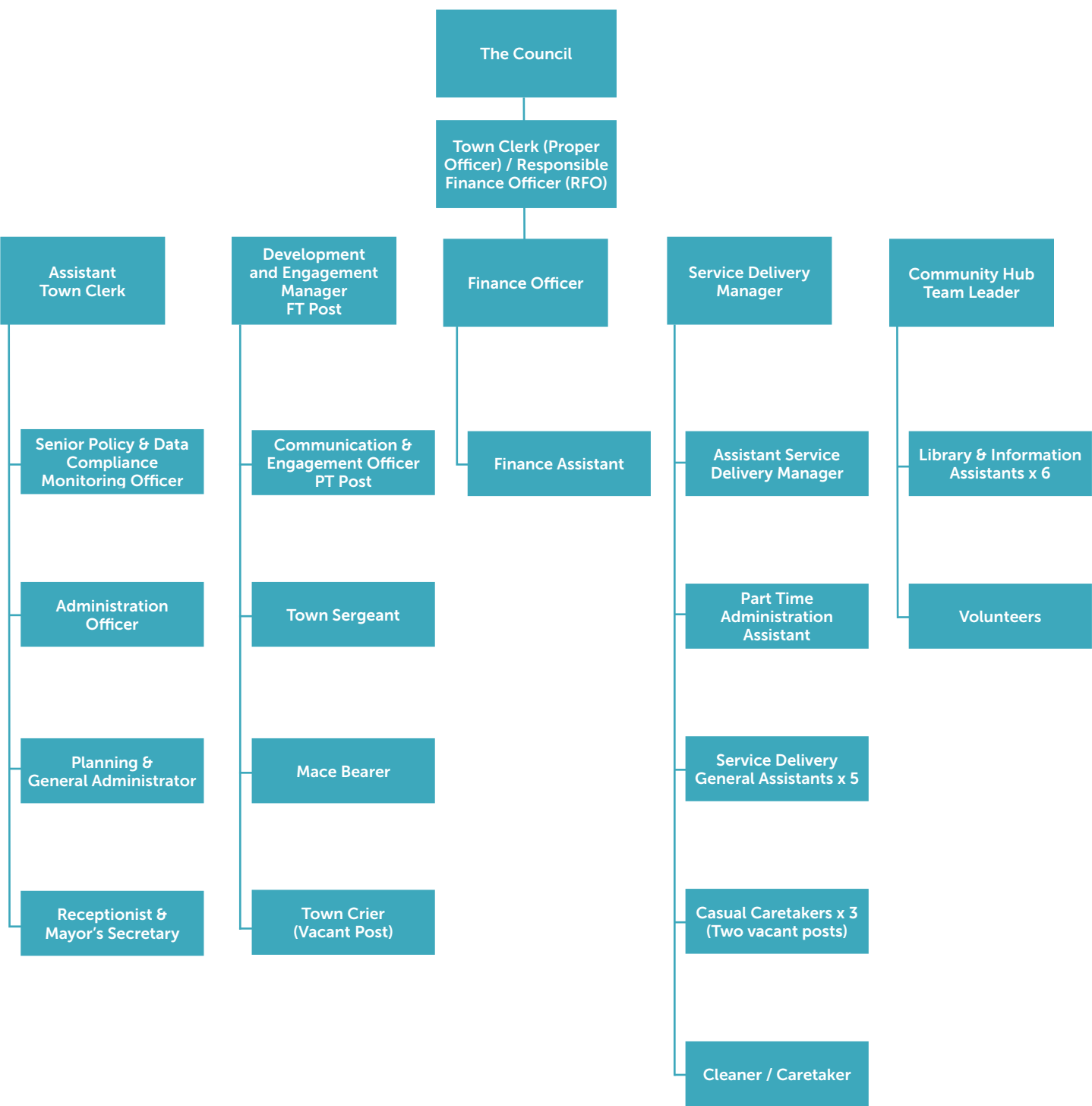
Councillors are not line mangers or directors of Town Council Officers. A Councillor’s role is to represent their Ward and the people that live in it. Councillors provide a bridge between the community and the Town Council. As well as being an advocate for local residents and signposting them to the 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 to view on pages 9 and 11.

Saltash Town Council Line Management Staff Structure





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.

Supporting documentation can be found by visiting the Town Council Website
www.saltash.gov.uk/town-council-business-plan

Responsibilities of Cornwall Council

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

Visit www.cornwall.gov.uk for more information

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 out 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:

Saltash Neighbourhood Development Plan - www.democracy.cornwall.gov.uk

Coastal Communities Team - www.sites.google.com/view/saltashwatersidecct/home

The Cornwall Transport Plan - www.cornwall.gov.uk/transport-parking-and-streets

Streets for People Design Code – Delivering Quality of Life - www.cornwall.gov.uk

Cornwall Local Plan Strategic Policies - www.cornwall.gov.uk

National Planning Policy Framework - www.assets.publishing.service.gov.uk

Visit individual websites for more information.

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. They 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.



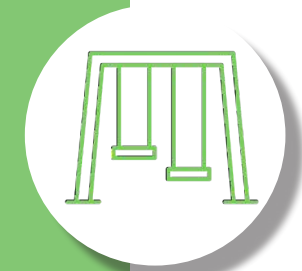
Travel and Transport;

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 affect the town and provide comment on their impact on local residents, businesses, and the rural nature of the town.

Strengths, Weaknesses Opportunities & 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;
- Border 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 budgeting 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 as 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.

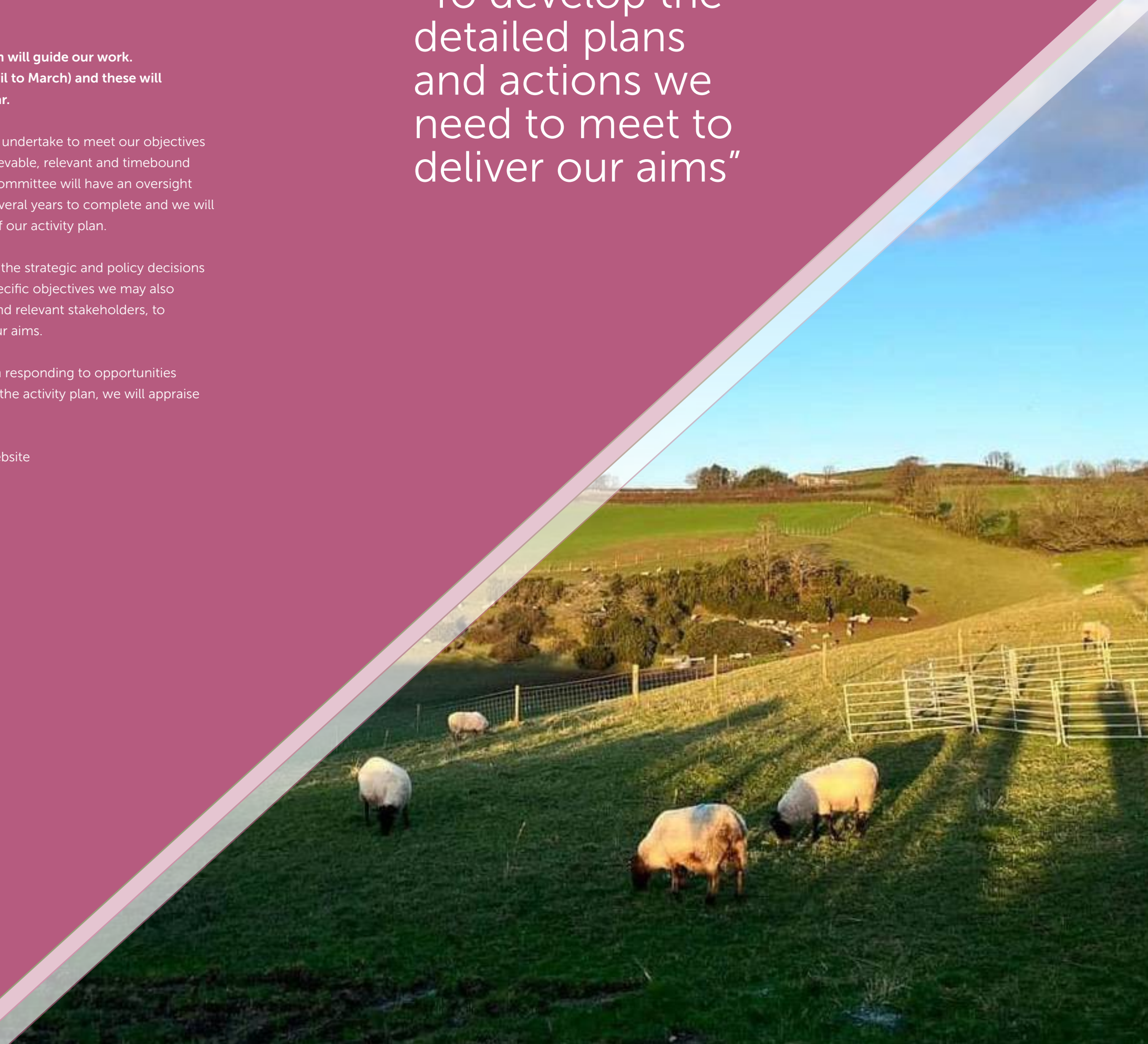
The activity plan will detail the specific actions the Town Council will undertake to meet our objectives and overarching aims. Each action will be specific, measurable, achievable, relevant and timebound (SMART). Tasks will be assigned to the Responsible Officer and the Committee will have an oversight with regard to 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
www.saltash.gov.uk/town-council-business-plan

“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 enquiries 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 so 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, speed awareness etc., including circulating Cornwall Council education awareness.

Multilingual and Accessible Communication

Incorporate Cornish language elements to communications out to the 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 communication 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 rests 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.

The Local Council Award Scheme provides a framework to plan, improve 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's Good Governance– Policy and Finance and Personnel.

Visit www.nalc.gov.uk/our-work/local-council-award-scheme

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

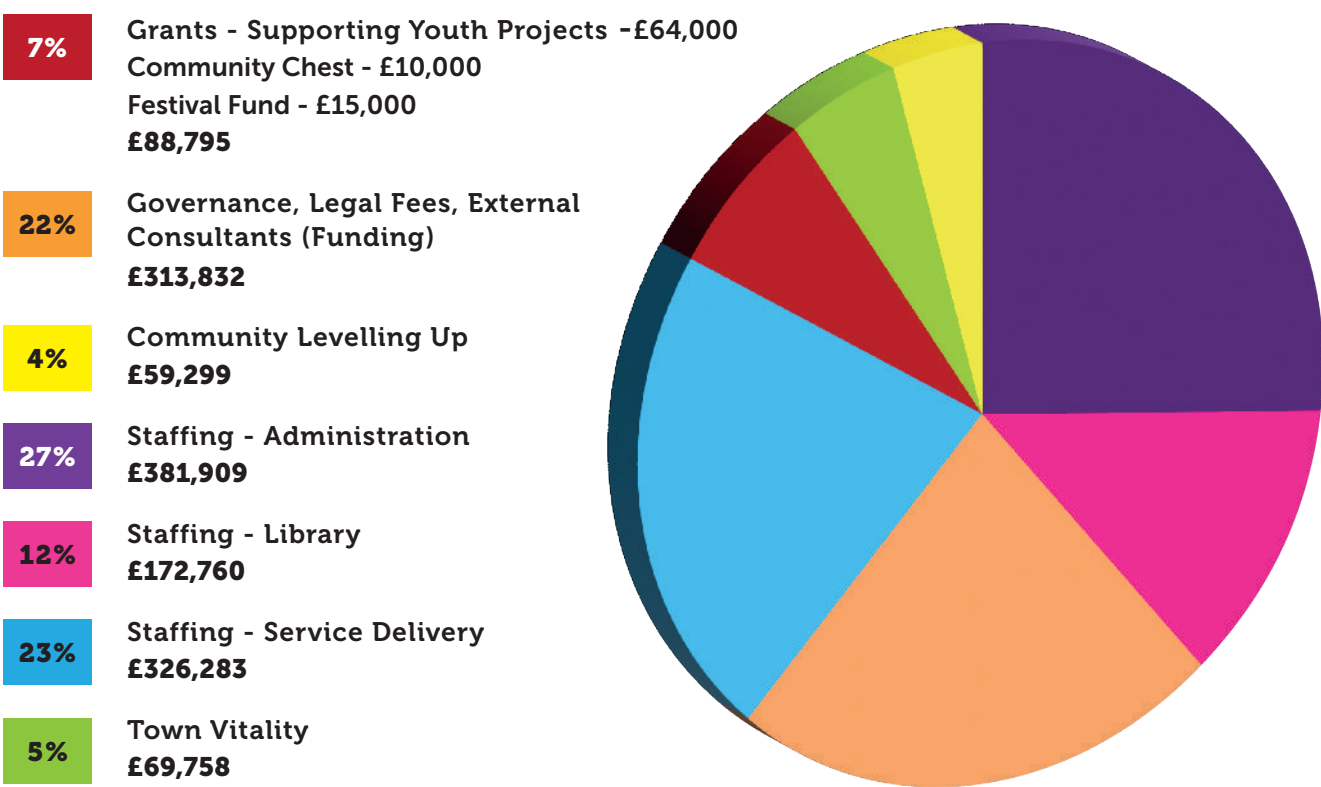
Balances in this category are not identified for specified purposes, but will be used for devolved assets and services.

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.

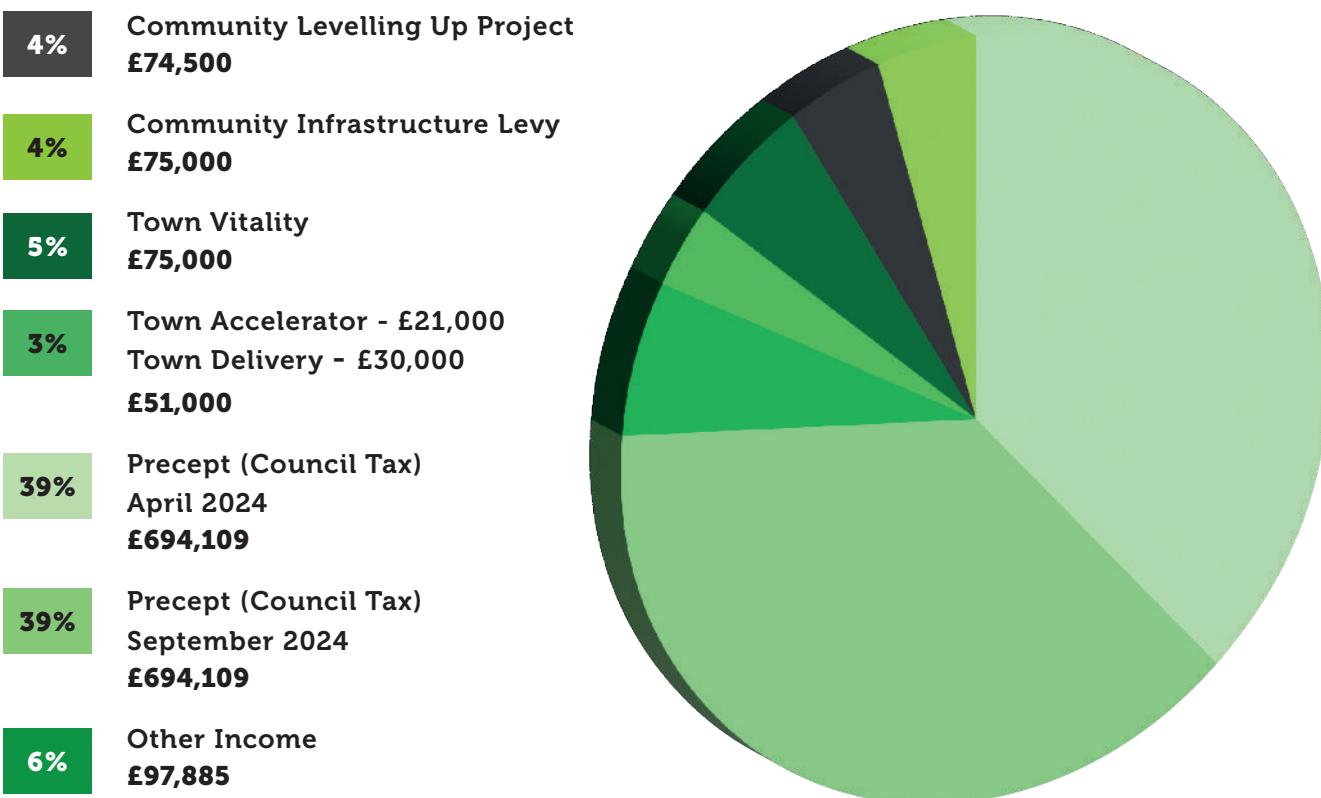
Type 2: Earmarked Reserves

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.

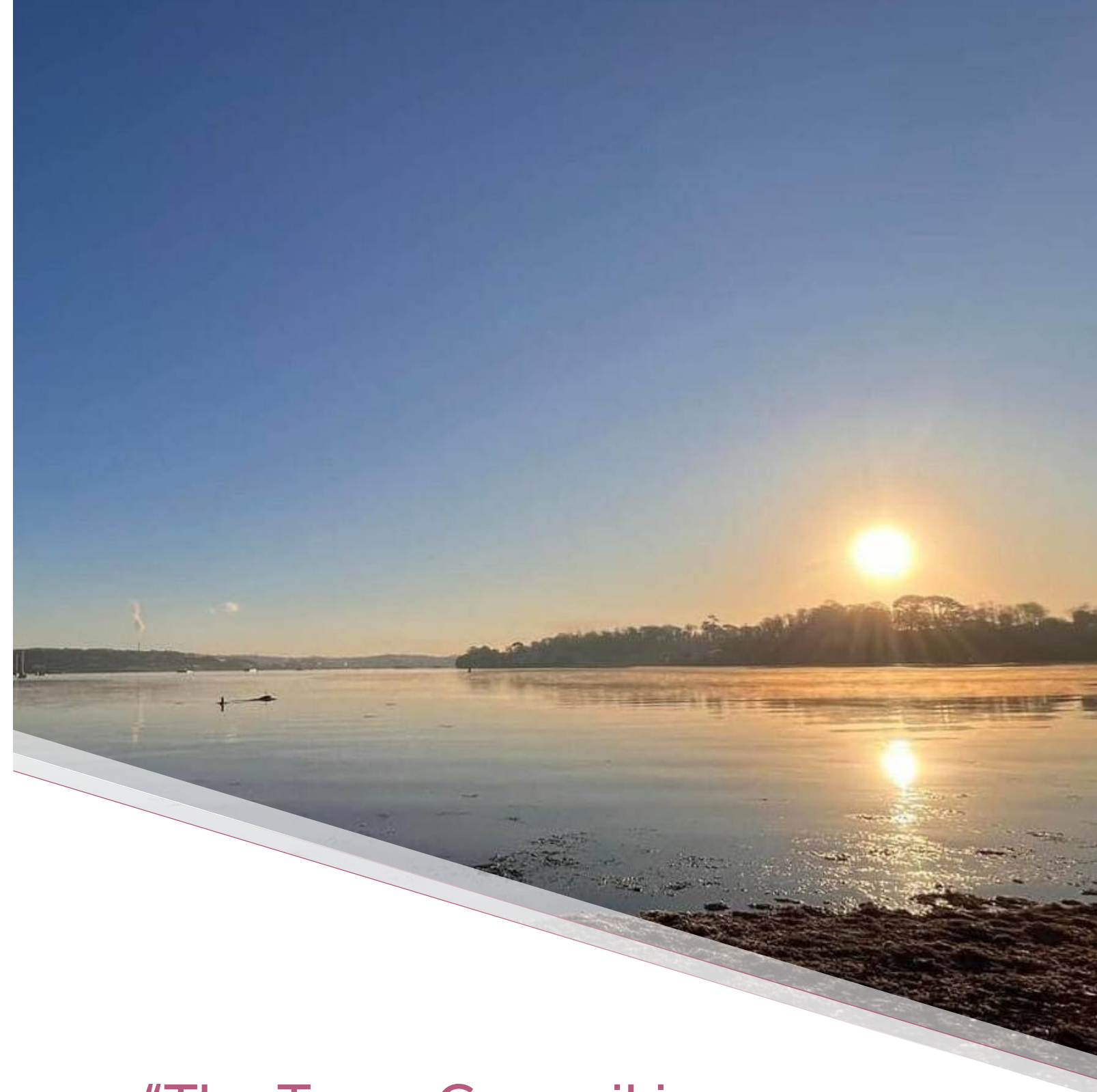
Funding awarded provides the Town Council the opportunity to research and better understand what the residents would like to see in Saltash, without impacting the Council Tax.

The Town Council continues to work hard in bringing the following successfully 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

Website: www.saltash.gov.uk

Tel: 01752 844846

Saltash Town Council

The Guildhall

12 Lower Fore Street

Saltash

Cornwall

PL12 6JX

GENERAL POLICY STATEMENT

At Saltash Town Council our policy is to ensure, so far as is reasonably practicable, the health and safety of our employees and anyone else who may be affected by our work activities. The minimum standard we will adopt will be compliance with legal requirements and appropriate codes of practice. However, our aim will be to fulfil the spirit of the law and not just comply with technical requirements. We will assess the risks from our work activities and will operate according to the procedures that best promote health and safety at work.

We accept our responsibilities for health and safety and are committed to giving health and safety equal importance with other business matters. We will ensure that the resources necessary to achieve the objectives of this policy are made available. Our employee's cooperation is critical to enable us to fulfil our statutory duties and the objectives of this policy. To promote co-operation, procedures for consulting with employees on matters of health, safety and welfare are part of the general policy of the company.

Work equipment will be provided and maintained to ensure its safe operation. If employees are required to operate any work equipment they will be provided with appropriate training. Where exposure to hazards cannot be prevented by any other means, appropriate personal protective equipment (PPE) will be provided as a last resort and instruction in its use and maintenance given.

All materials and work equipment will be stored in a safe manner. Safe access to and egress from our premises will be maintained, in order to protect employees and others.

Suitable facilities for welfare at work will be provided and maintained, as will arrangements to enable employees and others affected by our undertaking to obtain first aid.

The signatory below has ultimate responsibility for health and safety within Saltash Town Council and will nominate a competent person for health and safety. Other responsibilities for health and safety matters have been assigned as appropriate and are described in the relevant organisation and procedures sections of the policy.

The Policy Holder will oversee an annual review of this policy and associated procedures to ensure their continued effectiveness. Where necessary to ensure legal compliance and promote continuous improvement, the policy and procedures will be amended. Any amendments will be brought to the attention of all employees and other interested parties.

Policy Holder:

Signed Name:

Signed Title:

Date:

Review Date



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

**This is to certify that
Saltash Town Council
has signed up to the Civility & Respect Pledge**

Saltash Town Council believes now is the time to put Civility and Respect at the Top of the Agenda and start a culture change for the local council sector.

Certificate number: 790.

Saltash Town Council will:

- Treat all councillors, clerk and all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role.
- Put in place a training programme for councillors and staff.
- Sign up to Code of Conduct for councillors.
- Have in place good governance arrangements in place including, staff contracts, and Dignity at Work Policy.
- Commit to seek professional help at early stages should civility and respect issues arise.
- Commit to calling out bullying and harassment when it happens.
- Continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme.
- Support the continued lobbying for the change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

Signed on behalf of the council by:

Chairperson/Mayor: _____ Date: _____



Certificate of Employers' Liability Insurance(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 2008 (the Regulations), a copy of this certificate must be displayed at all places where you employ persons covered by the policy or an electronic copy of the certificate must be retained and be reasonably accessible to each employee to whom it relates).

Policy No. YLL-2720862183

1. Name of policyholder Saltash Town Council

2. Date of commencement of insurance policy 10/10/2023

3. Date of expiry of insurance policy 09/10/2024

We hereby certify that subject to paragraph 2:

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b)

2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c)

Signed on behalf of Zurich Insurance Company Ltd (Authorised Insurer).

Signature

Tim Bailey

Chief Executive Officer of Zurich Insurance Company Ltd, UK Branch

Notes

(a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.

(b) Specify applicable law as provided for in regulation 4(6) of the Regulations.

(c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.



To Whom It May Concern

Name of Insured: Saltash Town Council

This is to confirm that Saltash Town Council have in force with this Company until the policy expiry on 9th October 2024 insurance incorporating the following essential features:

Policy Number:	YLL-2720862183
Renewal Date:	10th October 2024
Limits of Indemnity:	Public Liability: £10,000,000 minimum* any one event
	Products Liability: £10,000,000 minimum* for all claims in the aggregate during and one period of insurance
	Pollution Liability: As per Products Liability
	Employers' Liability: £10,000,000 any one event inclusive of costs
	Official's Indemnity: As below

*Please refer to your Policy Schedule for your exact Limit of Indemnity

Zurich's Public Liability cover includes financial loss for your councillors. We indemnify them in respect of all sums which you may become legally liable to pay as damages and claimants costs and expenses for financial loss arising as a result of a negligent act or accidental error or omission, alleged or committed.

Whilst other insurers will offer separate officials indemnity; we feel our Public Liability cover offers a bespoke solution for the needs of Parish and Town Councils

Excess:	
Public Liability/Products Liability/Pollution Liability:	£100 each and every claim in respect of Third Party Property Damage
Employers' Liability:	Nil any one claim

Indemnity to Principals
Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

Full Policy
The policy documents should be referred to for details of full cover.

Councillor	P&F	Chairman	Vice-Chairman		Planning & Licensing	Chairman	Vice-Chairman		Services	Chairman	Vice-Chairman
Structure: 6 Members	Structure: All members				Structure: All members				Structure: All members		
BICKFORD											
BRADY											
BULLOCK											
DENT											
FOSTER											
GILLIES											
GRIFFITHS											
LENNOX-BOYD											
MARTIN											
MILLER											
MORTIMORE											
PEGGS											
SAMUELS B											
SAMUELS P											
STOYEL											
YATES											

Councillor	Burial Authority	Chairman	Vice-Chairman		Joint Burial Board	Co Chairman		Personnel	Chairman	Vice-Chairman
Structure: 6 Members					Structure: 4 members			Structure: 6 members		
BICKFORD										
BRADY										
BULLOCK										
DENT										
FOSTER										
GILLIES										
GRIFFITHS										
LENNOX-BOYD										
MARTIN										
MILLER										
MORTIMORE										
PEGGS										
SAMUELS B										
SAMUELS P										
STOYEL										
YATES										

Station Property	Chairman	Vice Chairman
Structure: 8 Members Quorum 4		
BICKFORD		
BULLOCK		
FOSTER		
GILLIES		
MILLER		
PEGGS		
SAMUELS P		
YATES		
REPORTS TO:	FTC	
FINANCE DELEGATED AUTHORITY	Expenditure up to £20,000 on any separate occasion within the budget	

Property Maintenance	Chairman	Vice Chairman
Structure: 8 Members Quorum 4		
BICKFORD		
BRADY		
BULLOCK		
DENT		
MILLER		
PEGGS		
STOYEL		
YATES		
REPORTS TO:	Services	
FINANCE DELEGATED AUTHORITY	Expenditure up to £20,000 on any separate occasion within the budget	

Library	Chairman	Vice Chairman
Structure: 8 Members Quorum 4		
BICKFORD		
BULLOCK		
DENT		
MARTIN		
PEGGS		
SAMUELS B		
SAMUELS P		
YATES		
REPORTS TO:	Services	
FINANCE DELEGATED AUTHORITY	Expenditure up to £20,000 on any separate occasion within the budget	

Devolution	Chairman	Vice Chairman
Structure: 8 Members Quorum 4		
BICKFORD		
BULLOCK		
GILLIES		
MARTIN		
MILLER		
PEGGS		
SAMUELS B		
SAMUELS P		
REPORTS TO:	FTC	
FINANCE DELEGATED AUTHORITY	N/A	

Town Vision	Chairman	Vice Chairman
Structure: 8 Members Quorum 4		
BICKFORD		
BRADY		
BULLOCK		
GILLIES		
GRIFFITHS		
MARTIN		
PEGGS		
YATES		
REPORTS TO:	FTC	
FINANCE DELEGATED AUTHORITY	Expenditure up to £20,000 on any separate occasion within the budget	

Waterfront Management & Water Transport	Composition	Reports to	Date Formed	Minute Nr.
BICKFORD	7	Services		
BULLOCK				
GILLIES				
LENNOX-BOYD				
MARTIN				
MILLER				
YATES				

Saltash Team for Youth	Composition	Reports to	Date Formed	Minute Nr.
BULLOCK	4	P&F		
GRIFFITHS				
MARTIN				
PEGGS				

Borough War Memorial	Composition	Reports to	Date Formed	Minute Nr.
DENT	6 (Town Clerk's attendance and support required due to the importance of the project)	FTC	12.01.23	FTC 320/22/23
MAYOR				
PEGGS				
SAMUELS B				
SAMUELS P				
STOYEL				
TOWN CLERK				

D-Day 80	Composition	Reports to	Date Formed	Minute Nr.
DENT	4	FTC	11.01.24	309/23/24
BULLOCK				
MARTIN				
PEGGS				

Neighbourhood Plan Steering Group	Composition	Reports to	Date Formed	Minute Nr.
BRADY	2	P&F		
SAMUELS B				
YATES				

A38 Working Group	Composition	Reports to	Date Formed	Minute Nr.
LENNOX-BOYD	4	FTC	4.2.21	FTC 320/20/21
MARTIN				
MILLER				
YATES				

Beating of the Bounds	Composition	Reports to	Date Formed	Minute Nr.
BULLOCK	4	FTC	9.7.22	FTC 94/22/23
PEGGS				
P SAMUELS				
STOYEL				

CIL Application - Play Areas	Composition	Reports to	Date Formed	Minute Nr.
DENT	5	SERVICES	SERVICES 27.04.23	16/23/24
MARTIN				
MILLER				
MORTIMORE				
SAMUELS B				

Communications & Engagement	Composition	Reports to	Date Formed	Minute Nr.
BICKFORD	5	P&F	13.07.21	P&F 55/21/22
BULLOCK				
MARTIN				
MILLER				
YATES				

Shared Prosperity Funding	Composition	Reports to	Date Formed	Minute Nr.
BICKFORD	5	FTC	1.09.22	FTC 183/22/23
BULLOCK				
GILLIES				
PEGGS				
SAMUELS B				
CC Worth and Frank to support				

External Partnership	Representative	Reserve	Notes
OPCC Councillor Advocate Scheme	4 Councillors	All Members	Reports to FTC
Safer Saltash	4 Councillors		Reports to FTC
Community Area Partnerships (CAP's)	Mayor	Deputy Mayor	Reports to FTC
Section 106 Panel	The Mayor, Deputy Mayor and 1 Councillor	1 Councillor	Reports to P&F
Town Team	2 Councillors and Chairman of Town Vision	Vice Chairman of Town Vision	Reports to FTC

Agenda Item 36

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SALTASH TOWN COUNCIL

Konsel An Dre Essa

Annual Report 2023-2024





A cheerful welcome from the Mayor of Saltash

It has been a privilege to serve a second year as Mayor of Saltash for 2023 – 24. I have had the pleasure of being invited to a wide range of events, performances, and organisations. I have enjoyed finding out all that our town has to offer, being immersed in the many cultural offerings of our town, and above all meeting the residents of Saltash.

Alongside me has been my wife Sarah, and I would like to thank her for her unwavering support, I know she has taken great pleasure in attending the many community events we have been invited to. Further thanks go to Deputy Mayor Councillor Julia Peggs and her consort Geoff Peggs for their continued support.

During the year we have supported three organisations, Saltash Foodbank, the Community Kitchen at Number 8 and CAP – Debt Management and Advice. All these organisations provide vital support to many in the town. I know the money raised during the year will go directly to helping residents of Saltash who are in need.

I have been pleased to have been involved with some new initiatives this year, many of which the community have been invited to have their say on.

In June, the Town Team consulted residents and visitors on potential new green community space in the Town Centre. Alongside this, a consultation was undertaken by the Saltash Waterside Coastal Communities team on plans to improve and mitigate future tidal flooding for the Waterside. I sincerely hope these projects lead to real improvements that benefit our town.

A further project the Town Council and partners are working on is the Waterside Connectivity Project which is exploring links from the Waterside to the Town Centre and further into Saltash, as well as ferry services across the river and beyond. This is an exciting proposal for the town and could deliver social and economic benefits.

Finally, I would like to thank all the many volunteers, fundraisers and spokespeople who work hard to champion for and support others. I would also like to thank our Town Council 'family'; from volunteer councillors to our hard-working staff, everyone is doing their bit. The town of Saltash is a wonderfully supportive and vibrant community of which I'm proud to be a member.

Councillor Richard Bickford - Mayor of Saltash Town Council 2022-2024

Meet Your Councillors

Every second Saturday of the month outside Bloom Hearing, Fore Street

Being a Councillor for Saltash Town Council is both a pleasure and a privilege. You get to find out so much more about the workings of the town where you live together with the opportunities and challenges. In my role, I've particularly focused on youth work, play parks, healthcare and putting together Saltash Town Council's business plan. Ultimately, it's about public service working with great people to make a positive difference in the lives of residents of all ages living and working in Saltash. I'd highly recommend it!" - Councillor Griffiths, Essa Ward

DID YOU KNOW

Local elections are due to be held in May 2025.

Becoming a Councillor is not just about holding a position of authority; it's about actively shaping the community you live in and contributing to its growth and development. It's a role that demands dedication, empathy, and a genuine desire to make a positive difference in the lives of those around you.

If you are passionate about your local area, want to make a difference and wish to volunteer your skills and expertise to a team of dedicated community patrons then visit the Town Council's website and find out how to

BECOME A COUNCILLOR

<https://www.saltash.gov.uk/councillorvacancies.php>

Saltash Town Council forms the second tier of local government and works with Cornwall Council who are our Unitary 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 delivers. We aim to be responsive, accessible, and transparent in our approach and in the work delivered.

There are sixteen Councillors representing three Wards – Essa, Tamar and Trematon, find more information on Saltash Town Councillors on the Town Council website. 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.



Scan me to find out who your ward Councillors are.



Meet the Team

The Town Clerk and Responsible Finance Officer

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The Town Clerk of Saltash is Sinead Burrows. The role of Town Clerk is the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular, to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Town Clerk is also the Responsible Finance Officer and responsible for all financial records of the Council and the careful administration of its finances. The Town Clerk is expected to advise the Council on and assist in the formation of, overall policies to be followed in respect of the Authority's activities and to produce all the information required for making effective decisions and to implement constructively all decisions.

Administration and Finance Department

The Town Council administration and finance departments are on hand to assist and support the Members of the Town Council, residents of Saltash and the community. In total there are eight members of staff. The admin team are the organisational hub, playing a vital role in the governance of the Town Council, following resolutions from relevant Committee meetings and meeting statutory requirements. The finance department are responsible for managing the Town Council's finances ensuring rules and regulations are adhered to when dealing with Town Council money, they are involved in budgeting, accounting, and financial planning of the Town Council in its aims to deliver for the residents of Saltash.



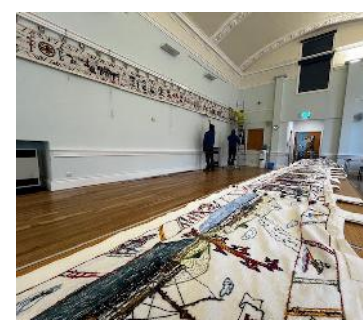
Service Delivery Department



Saltash Town Council Service Delivery Department provides a range of services for the benefit of its local residents and visitors. We are responsible for maintaining a variety of public buildings along with open green spaces and the environment. This can include parks, play areas, and other outdoor facilities open to the public. Some work activities include the use of ride-on mowers, tree pruning and felling, strimmer's for grass areas and hedge cutting. As the Services Team we also cover cemeteries, public toilets, allotments, public gardens, the waterside pontoon, as well as events and celebrations. For further details and information about all our services, this can be found on our website.

Saltash Library Hub

2023 has been an amazing year in the Library Hub. From the Warm Space and Wellness months of January and February to the Science month of March, welcoming Spaceport Cornwall and Plymouth University. Spring, Summer and Autumn environment months promoted local, national and international green messaging through events and exhibitions. The Literary Festival was another great success in October where an array of authors help promote reading and the importance of local Library Hub services, born out by the facts that this years Summer Reading Challenge was the most successful ever, loans are up compared to 2017 and new borrowers are up 60% compared to 2017. 2024 promises to be an equally exciting year as the development of the community Library Hub continues. Daily information on the Library Hub Facebook page and Council Website.



YOUR TOWN COUNCIL WORKING FOR YOU

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.



**BOOSTING JOBS AND
ECONOMIC PROSPERITY**



HEALTH AND WELLBEING



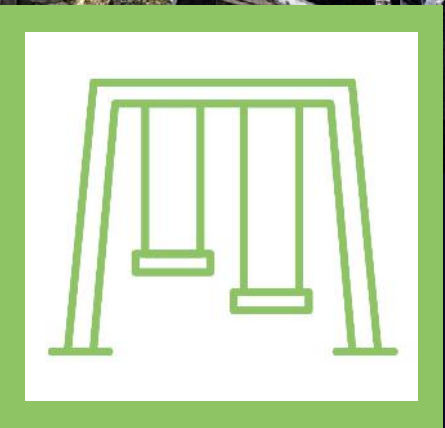
HOUSING



TRAVEL AND TRANSPORT



CLIMATE EMERGENCY



RECREATION AND LEISURE

Saltash Town Council is committed to ensuring Saltash benefits from higher income, reduced poverty, improved facilities and quality of life.

To assist in achieving this priority the Town Council are pursuing better Adult Education provisions, trialling CCTV in the Town Centre and improving the operations of opening, closing and cleaning of the Public Toilets.

The Town Council will persist in promoting Saltash as a vibrant and inviting visitor destination, with the Station waiting room, kitchen, and fully accessible toilet serving as crucial assets that the council is dedicated to opening, managing, and maintaining for the benefit of both locals and visitors alike.

The Town Council provide continued support to the Saltash Healthcare Action Group.

Examples of support that has been offered this past year includes free room hire, Town Council representation to key stakeholder meetings and by continuing to press on with improvements to our local NHS provisions.

The Town Council remains committed to prioritising mental health alongside fitness facilities, educational well being of children and opportunities for young people to access high quality learning ensuring support for the overall well-being and development of the community.

Saltash Town Council will continue to work in partnership with Cornwall Council to ensure a balanced range of high quality and affordable housing options for its residents.

By working alongside Cornwall Council and referring consistently to the approved Saltash Neighbourhood Plan, the Town Council will continue to endeavour to identify suitable development sites, encourage sustainable housing designs, and promote inclusive housing policies that cater to varying income levels.

Saltash Town Council strive to strike a balance between meeting the housing needs of their residents whilst preserving the towns unique character.

The Town Council are working 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.

The Town Council hope to achieve this strategic priority through partnerships with local businesses, transportation authorities and community organisations that lead transportation initiatives such as Saltash Red Bus.

The Town Council aims to develop strategies that encourage pedestrian-friendly infrastructure, cycling initiatives, and public transport enhancements.

The Town Council acknowledges and recognises the climate emergency we all face together.

With a climate change strategy being worked on by the Town Vision Sub Committee, the Town Council aims to proactively address climate change.

This can be achieved in many ways such as prioritising initiatives aimed at reducing our carbon footprint, enhancing green spaces and encouraging sustainable practices here at the Town Council and within the community of Saltash.

Recreation and Leisure is an important subject to the Town Council.

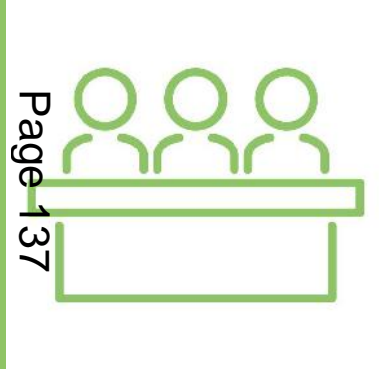
Here at the Town Council we recognise the need for continued and improved Saltash play parks, open green spaces and library services.

Continued support is offered to leisure and sport facilities within the community.

The Town Council acknowledges our unique position on the Tamar and Lynher Rivers and hopes to continue to celebrate and preserve the natural beauty and cultural significance of these waterways.

Saltash Town Council's Business Plan 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. The Town Council's Business Plan sets out Saltash Town Council's vision for Saltash, its purpose, values, objectives and priorities. You can locate the Business Plan on the Town Council's website here: www.saltash.gov.uk/town-council-business-plan or you can visit us at The Guildhall or Saltash Library Hub to view a printed copy.

Schedule of Meetings



Saltash Town Council Schedule of Meetings Calendar for the year 2024-2025 can be found here: <https://www.saltash.gov.uk/council.php>. The meetings are open to the public and press. Agendas are published on the website, social media and noticeboards three clear working days before each meeting. 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.

Allotments



Allotments and community gardens are a great way to grow your own food and enjoy the fresh air whilst learning about cultivation, observing wildlife and improving your mental health and well-being.

Saltash Town Council oversees three allotment sites - Fairmead, Grenfell and Churchtown. We currently have waiting lists for all three sites. If you would like to be added to our waiting list please email services@saltash.gov.uk.

Committee Organisational Structure

Saltash Town Council's website displays the Town Council's Committee Organisational Structure including membership and an easy to follow flow chart of the parenting Committees that oversee them. You can find the organisational structure here: <https://www.saltash.gov.uk/council.php>



Churchtown Cemetery

The Town Council is responsible for Churchtown Cemetery located at the top of Farm Lane opposite St Stephen's Church. The Service Delivery Department regularly maintain the cemetery grounds and supervise burials. The Town Council offer memorial services to the public such as memorial benches and the planting of memorial rose bushes.

For further information please contact the Guildhall or visit our website: www.saltash.gov.uk/churchtowncemetery.php



Repairs and Maintenance



The Town Council's Service Delivery Department undertake a wide variety of tasks. The small team plant colourful flower displays around the town, along with regular grass cutting, pathway maintenance and hedge trimming, the team work hard to ensure our town is full of colour and greenery all year. The team are responsible for a wide variety of maintenance on the Town Council buildings and public facilities and support with community events. Sadly the public toilets are often subject to vandalism and the team undertake the majority of repair work in house, working hard to get the facilities repaired and opened as quickly as possible.

Pontoon and Waterside

Saltash Town Council manage and maintain the Pontoon at Jubilee Green on the Waterside. The Pontoon allows for 10 permanent berths, one available berth for emergency services and a few public moorings which can be used for short stays. Saltash Town Council has a presence on the Waterside with the cabin by the entrance to the pontoon. We currently have no permanent mooring vacancies but we do have trusted boater scheme, for more details or to join our waiting list for a permanent mooring, please email services@saltash.gov.uk



MEMORIAL
ROSE GARDEN

PROFESSIONAL YOUTH WORK 2023

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The importance of Professional Youth Work

Young people in Saltash, the next generation, are an energetic and creative asset to our town. They are increasingly raising important issues regarding the challenges, barriers and inequalities they face and it is important that we respond both positively and strategically to these concerns.

High quality, professional youth work provides safe, supportive and creative environments for young people to be themselves, make friends and develop their interests. It relies on the skills, experience and empathy of qualified youth workers and volunteers to guide and support them as they find their place in the world.

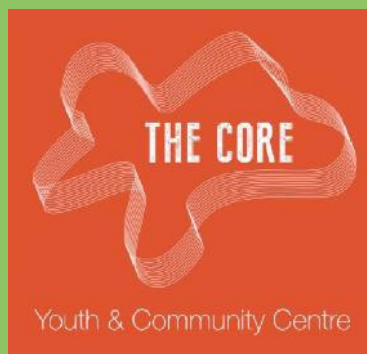
That is why at Saltash Town Council we invest in Professional Youth Work and have worked hard to increase the budget for this over the last few years. For the year 2024-2025 the Town Council have budgeted £59,069 for the provision of professional youth work services in Saltash. This is an increase of over £4,000 from the 2023-2024 budget.

Professional Youth Work will continue to be a high priority for us. Youth organisations in Saltash, like Livewire and The Core, do excellent work and are telling us that there is an increasing demand from young people, particularly to support their mental health and well-being in these challenging times.

The Town Council will keep doing all that we can to help meet this demand through our annual Professional Youth Work tendering process. If you'd like further information about this work, we would be delighted to hear from you. Please email enquiries@saltash.gov.uk.



The Town Council provided **£29,938** of funding to Livewire Youth Project in 2023/2024 towards continuing to assist and support young people to use contemporary music to unlock their creativity.



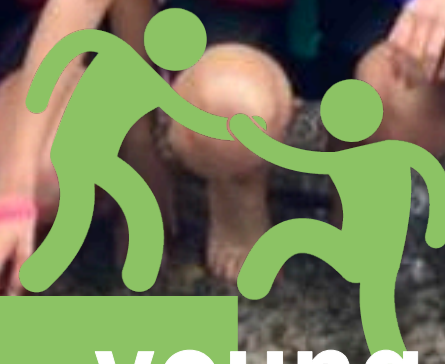
The Town Council provided **£29,938** of funding to The Core in 2023/2024 towards continuing to offer young people locally with a wide range of opportunities, activities and vital services.

160

Hours of support provided to young people who have been referred from other agencies for example Schools, targeted youth support, social care and the police.

2565

Volunteer hours worked



29

young people helped back into School, College or Work

ISAMBARD HOUSE

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Isambard House has been hired for over 40 events in 2023-24. This has included local organisations AGMs, Saltash Fire Service training in smoke filled buildings, and hosting local festivals and comedy nights. The building has seen a huge range of events taking place.

The Town Council have organised events such as murder mystery events and quiz nights. These ticketed events have proved popular with more being planned for the coming year.

To further encourage residents and visitors use of the space, the Town Council have approved charging £10 per hour (for a minimum of two hours) for all Saltash based community groups and charities.

The beautifully restored building can host a wide variety of events with flexible seating and layout options. There is also a stage and PA system available.

The Town Council understands the community's desire to have a waiting room, accessible toilet and café at Saltash Station. The opportunity has been out to tender but was unsuccessful in recruiting initially, however the Town Council have now agreed a contract with the operator of Poolside Cafe at Saltash Leisure Centre to open at Isambard House in the near future.



Isambard House - Comedy Night



Isambard House - Firefighting Training

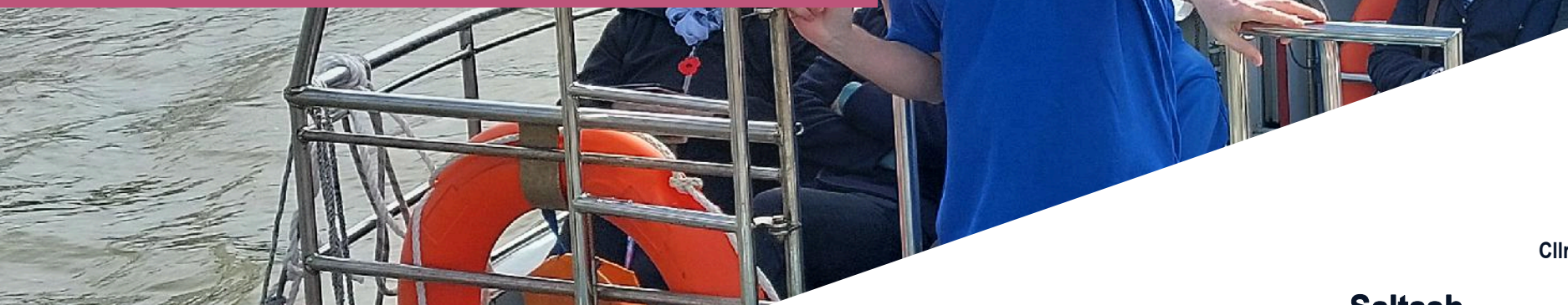
DID YOU KNOW ?

Saltash Town Council have facilities to hire to hold a variety of events. The rooms can be hired for meetings, dance classes, birthday parties, exhibitions, family celebrations, local fundraising events, and many more. <https://www.saltash.gov.uk/facilitiesforhire.php>

Working in Partnership for the people of Saltash

At the heart of our town's progress and prosperity lies the collaborative efforts of the Saltash Town Council working hand in hand with various stakeholders and community members.

Recognising that the strength of a community lies in its unity, we actively engage with residents, businesses, local organisations, and governmental agencies to address challenges, seize opportunities, and create a sustainable future for Saltash.



Essa Ward
Cornwall Councillor
Hilary Frank
Cllr.hilary.frank@cornwall.gov.uk



Tamar Ward
Cornwall Councillor
Sheila Lennox-Boyd
Cllr.sheila.lennox-boyd@cornwall.gov.uk



Trematon and Landrake Ward
Cornwall Councillor
Martin Worth
Cllr.martin.worth@cornwall.gov.uk



Pontoon - Saltash

Coastal Community Team

The Saltash Coastal Community Team (CCT) created an Economic Plan which aims to promote economic activity in Saltash as a whole (and the Waterside area in particular) through encouraging tourists and local people to visit the area. This is an aim that sits squarely and well-integrated with the vision and aims of the Saltash Neighbourhood Plan.

In July 2023, alongside the new green community space for Saltash public consultation the Saltash Waterside Coastal Communities Team (Saltash Waterside CCT) held an exhibition on the project - Beginning a community discussion on public space, flood protection and a broader vision for the future. The Saltash Waterside CCT took the responses provided by the community and continue to develop ideas and possible plans to combat the increasing risk from tidal flooding across the Waterside area in addition to offering an opportunity to make public realm improvements to enhance the whole area.



Pillmere - Saltash

Town Team

Saltash Town Council work in partnership with the Town Team. With the Town Team Membership is inclusive of Town Council representation, the Town Team look to deliver town centre projects that support the Town Council's Business Plan in providing a vibrant Town Centre.

The Town Team have recently been involved in the public consultation by HIVE, appointed consultants, into the future for Saltash town centre.

Following consultation, including public presentations, a report was prepared which highlighted certain issues including the need for one large open space (town square) but consideration should be given to a few smaller spaces linking the area together and improving connectivity in the creation of a vibrant green realm in the heart of the town.

Pillmere Association

The Town Council worked closely with the Pillmere Community Association to ensure residents' views were listened to when applying for funding. Residents were able to give feedback on the proposals via an online survey, at the Saltash Library Hub or paper questionnaires posted through Pillmere residents doors. A public consultation was held during a residents meeting and AGM where representatives of the Town Council were available to discuss the funding applications. The successful funding application will see two play areas at Grassmere Way and Honeysuckle Close be redeveloped with new equipment for residents and the wider community.

Saltash Environmental Action

The Town Council work closely with Saltash Environmental Action (SEA) for the benefit of the town. SEA has free hire of Isambard House for community talks and workshops on environmental issues and awareness which the public are invited to attend. The Town Council has allocated funding to SEA for the purchasing of trees and related equipment for planting in the town. The group also have a community allotment free of charge, which is used to grow produce and is worked by volunteers.



Victoria Gardens - Saltash

Devolution

Devolution of Town Council assets refers to the process of transferring certain administrative and financial responsibilities from higher levels of government to local authorities, such as Town Councils.

This transfer of assets is important and beneficial for many reasons. It provides the Town Council with the opportunity to make local decisions and increases efficiency and effectiveness as the Town Council can deliver services to the local area.

Saltash Town Council work closely with Cornwall Council in the devolving of assets with many areas now being devolved or under a form of Service Level Agreement.

Victoria Gardens

The Town Council have supported volunteers to revitalise Victoria Gardens into a blossoming park for all ages. Volunteers meet weekly to weed, prune and replant the beds and the Town Council support with planting of trees and removing of garden waste. The volunteers hard work has seen the gardens start to blossom and transform into a wonderful, colourful public space.



Become a friend of
Victoria Gardens!

<https://www.facebook.com/groups/128362605225425/>

The future looks bright.....

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The Town Council is committed to seeking relevant funding opportunities to better improve the town. The Town Council worked in partnership, identified, applied and were successful in securing **£284,500** for the year 2022-2024

The Town Council continues to work hard in bringing the following successfully funded projects to fruition in collaboration with key stakeholders:

Town Vitality Fund (TVF)

Cornwall Council's Town Vitality Fund (TVF) set aside £1.45 million for Cornish towns to help revitalise town centres and high streets.

Town Team, in partnership with Saltash Town Council, applied for funding and were awarded **£84,000** to commission studies to identify an optimal site within the retail heart of Saltash. Identified areas would be suitable for development as a green community event space.

Town Accelerator Fund

The Town Accelerator Fund is a discretionary award from Cornwall Council to towns that have accessed Town Centre Revitalisation Funding. The Town Team, in partnership with Saltash Town Council met with Cornwall Council and agreed how the **£21,000** awarded would be utilised on investing in an open green community space.

Town Delivery Fund (TDF)

The TDF is a grant award from Cornwall Council. It can be accessed by successful applicants of the Town Centre Revitalisation Funding. Town Team and Saltash Town Council identified this opportunity and were successful in a bid for **£30,000** to make further improvements to the public realm.

Community Infrastructure Levy (CIL)

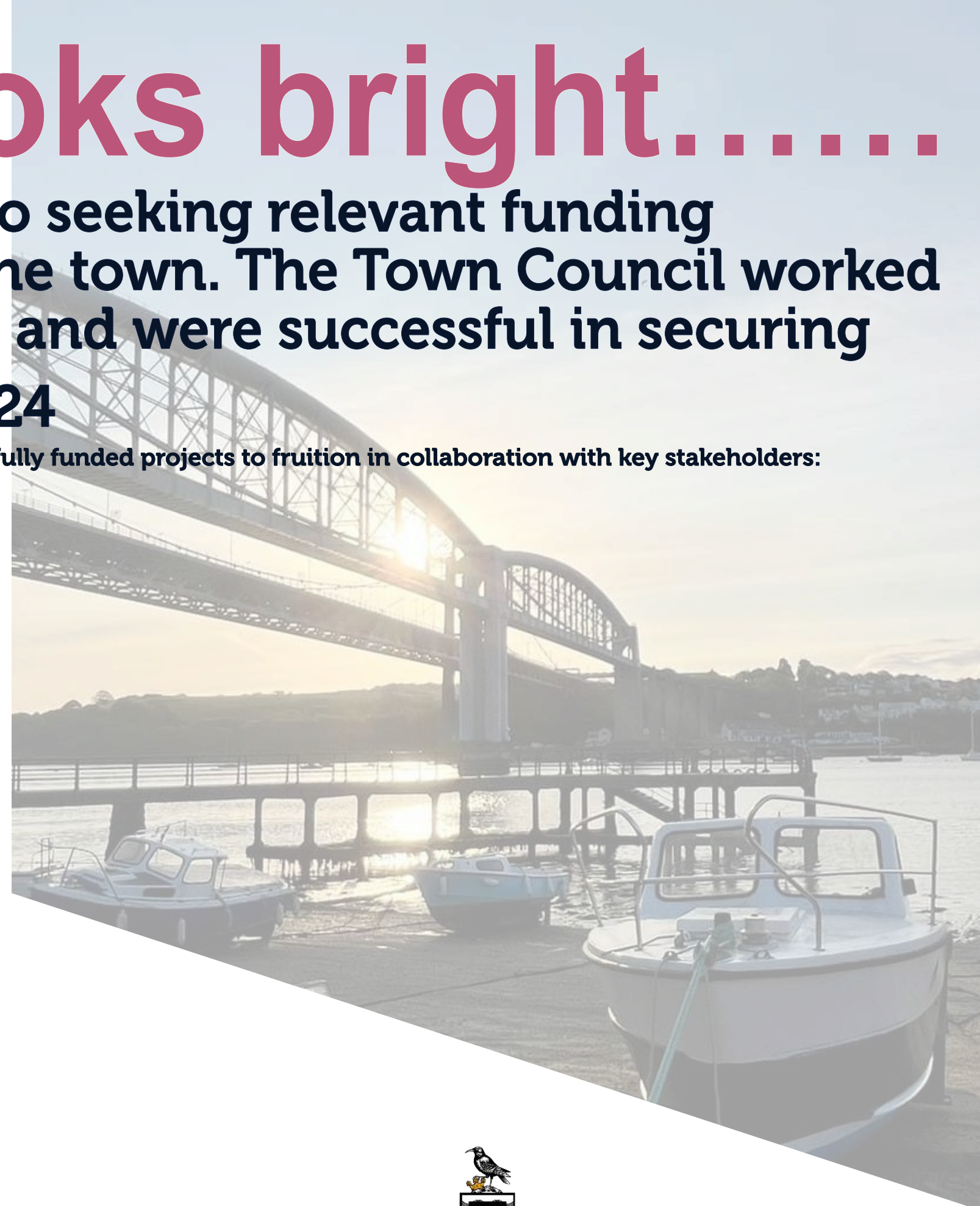
Community Infrastructure Levy (CIL) Funds available in 2023 were open for bids to be received for applications wanting to fund infrastructure projects that benefit children and young people.

Saltash Town Council were awarded **£75,000** to provide new play equipment at Honeysuckle Close and Grassmere Way in Pillmere for children aged 12 and under.

Community Levelling Up Fund (CLUP)

The Community Levelling Up Programme (CLUP) supports community-level investment plans for Good Growth across Cornwall and the Isles of Scilly. The primary goals of the programme are to put communities at the heart of delivery, to tackle deprivation and level up communities.

Saltash Town Council have secured **£74,500** towards investing better connectivity and sustainable transport.



Funded by
UK Government



POWERED BY
**LEVELLING
UP**

DID YOU KNOW ?

It can often be confusing trying to work out which service falls under within the remit of each local authority, especially for residents who are unaware of the distinction. The table below provides a short guide to the different services provided at each level of local government. However, it should be stressed that Council's have some freedom to develop services to benefit the community which could be undertaken at either level of government.

Saltash Town Council

Saltash Library Hub
Saltash Public Toilets
Allotments
Play Parks
Open Spaces
Public Rights of Ways
Jubilee Green Pontoon
Seagull Proof Bags
Burials and Memorials
Planning and Licensing (Consultees only)

Cornwall Council

Rubbish and Recycling
Highways and Transport
Council Tax
Schools
Parking
Play Parks
Open Spaces
Benefits
Health and Social Care
Housing
Planning and Licensing

To identify the exact locations of the above services please refer to Saltash Town Councils Portfolios which can be found on our website here: www.saltash.gov.uk/town-council-portfolio.php

CONTACT US

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www.saltash.gov.uk

@SaltashTownCouncilOfficial
@SaltashLibraryHub

@SaltashTC

Saltash Town Council
The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX

Scan me to contact the
Town Council



Saltash Town Council Ministers Stole

Over the last two years, I have noticed at many Mayor making, and Civic parades, that the mayors minister wears a stole for the year that they are elected.

Therefore, Geoff and I would like to gift a Ministers Stole to Saltash Town Council.

The stole has been made from a blue, recycled silk sari that has been in my possession for about 25 years.

A local seamstress has made the stole, and the seals have been embroidered locally.

The stole is purposely non-denominational to allow further Mayors Ministers to continue to wear it, regardless of religion, and have their names and the year they served embroidered on it.

We do hope that the council will accept this gift, and, accept the use of the town seals upon it.

Thankyou

Julia and Geoff Peggs

(It is hoped to bring the stole to the FTC meeting on 2nd May 2014)