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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

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.