



Saltash Town Council

Konsel An Dre Essa



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

29 March 2024

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 4th April 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 Dent	S Miller
J Brady	S Gillies	B Samuels
R Bullock	S Martin	B Stoyel
J Foster	L Mortimore	D Yates
M Griffiths	J Peggs (Vice-Chairman)	
S Lennox-Boyd	P Samuels	

Agenda

1. Health and Safety Announcements.
2. Apologies.
3. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
4. Public Questions - A 15-minute period when members of the public may ask questions of the Town Council.

Please note: Any member of the public requiring to put a question to the Town Council must do so by email or via The Guildhall **no later than 12 noon the day before the meeting.**

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

5. To welcome, Julian Mitchel National Highways Saltash Tunnel Manager to discuss major tunnel works and consider any actions.
6. To receive and approve the Minutes of the Full Town Council Meeting held on 7th March 2024 as a true and correct record. (Pages 6 - 30)
7. 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. (Pages 31 - 33)
8. 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. (Pages 34 - 37) **(Pursuant to the Annual Meeting with Parishioners of Saltash held on 7.3.24 minute nr. 3/23/24)**
9. To receive and note the minutes of the following Committees and consider any recommendations:
 - a. Policy and Finance held on 12th March 2024; (Pages 38 - 54)
 - b. Planning and Licensing held on 19th March 2024; (Pages 55 - 60)
10. To receive and note the minutes of the Station Property Sub Committee held on 8th March 2024 and consider any recommendations. (Pages 61 - 66)

11. To receive and note the Chairman's Report. (Page 67)
12. To receive the Monthly Crime Figures and consider any actions. (Page 68)
13. To receive a report from Community Enterprises PL12 and consider any actions and associated expenditure. (Pages 69 - 70)
14. To receive a report from the Community Area Partnerships and consider any actions and associated expenditure. (Pages 71 - 95)
15. To receive a report on behalf of Safer Saltash and consider any actions and associated expenditure.
16. To receive a report from Saltash Chamber of Commerce and consider any actions and associated expenditure.
17. To receive a report from Cornwall Councillors and consider any actions and associated expenditure.
18. To receive an update on the future of the health care in Saltash and consider any actions and associated expenditure.
19. To consider Risk Management reports as may be received.
20. Finance:
 - a. To advise the receipts for February 2024; (Page 96)
 - b. To advise the payments for February 2024; (Pages 97 - 98)
 - c. To report urgent and essential works actioned by the Town Clerk under Financial Regulations;
 - d. To note that bank reconciliations up to 29th February 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.
21. To receive amendments to the Finance Schedule and Precept Plan and consider any actions. (Pages 99 - 102)
22. To receive Tamar Trotters Running Club Community Chest application and consider any actions and associated expenditure. (Pages 103 - 126)
23. To receive and consider supporting Salt Arts CIC s106 application. (Pages 127 - 164)

24. To receive an update on the Community Levelling Up Project and consider any actions and associated expenditure. (Pages 165 - 166)
25. To receive an update on Cornwall Councils provisions for Adult Education in Saltash and consider any actions. (Page 167)
26. To receive an update on becoming Dementia Friendly and consider any actions and associated expenditure. (Pages 168 - 170)
(Pursuant to FTC held on 3.11.22 minute nr. 254/22/23)
27. To receive Town Team notes held on Monday 11th March 2024 and consider any actions and associated expenditure. (Pages 171 - 177)
28. To receive a request for a Civic Parade at Saltash Regatta and consider any actions and associated expenditure. (Page 178)
29. To receive an update on the closure of Lloyds Bank and consider any actions. (Pages 179 - 181)
30. Meet your Councillors: The next scheduled meeting date Saturday 13th April 2024 outside Bloom Hearing, Fore Street.
31. 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.
32. To consider any items referred from the main part of the agenda.
33. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
34. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
35. Date of next meeting: The Annual Meeting of Saltash Town Council to be held on Thursday 2nd May 2024 at 7:00 p.m.
36. 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.

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 7th March 2024 at 7.00 pm

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

ALSO PRESENT: 2 Members of the Public, M Worth (Cornwall Council), S Burrows (Town Clerk / RFO) and D Joyce (Administration Officer)

APOLOGIES: B Samuels and D Yates.

350/23/24 PRAYERS.

The Chairman announced the first item of business would be agenda item 2 – Prayers.

The Deputy Chairman led Members in prayers.

351/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

352/23/24 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.

353/23/24 CHAIRMAN'S REPORT.

It was **RESOLVED** to note.

354/23/24 MONTHLY CRIME FIGURES.

It was **RESOLVED** to note.

355/23/24 REPORT BY COMMUNITY ENTERPRISES PL12.

It was **RESOLVED** to note.

356/23/24 COMMUNITY AREA PARTNERSHIPS (CAP'S) REPORT FOR NOTING OR MATTERS ARISING.

No report.

357/23/24 COMMUNITY AREA PARTNERSHIPS (CAP'S) ACTION POINTS FOR REPORTS.

No actions.

358/23/24 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.

Councillor Lennox-Boyd provided a verbal report on the Safer Saltash meeting held on 8th February 2024.

The verbal update included but was not limited to anti-social behaviour, strengthened relationships between secondary schools, parking issues and the homeless.

Members spoke of the increase of homelessness within Saltash and agreed further promotions for signposting residents to the Saltash Hope helpline to be made via the Town Council social media channels.

It was **RESOLVED** to note.

359/23/24 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.

It was **RESOLVED** to note.

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

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

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

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

361/23/24 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.

Cornwall Councillor Worth gave a verbal update and spoke of items such as the Town Bus and its participation in the upcoming Transport Trial Day to be held on 30th March 2024.

Cornwall Councillor Worth spoke of further promotions and improved branding of the Town Bus with the view to include educational information to residents in hailing the bus to stop in a safe place.

Cornwall Councillor Worth went on to speak of the parish express bus 454, which will link Landulph and Hatt to Saltash train station in co-ordination with train times going into Plymouth and Cornwall on Mondays only. The aim is to provide a return 454 service in the afternoon with links through the town centre and on to the Health Centre.

Cornwall Councillor Worth added that a new further 451 bus service on a Wednesday will provide links from/to Landrake and the centre of Saltash via Tamar View Garden Centre.

Cornwall Councillor Worth recently attended a meeting with the Police and Crime Commissioner for the launch of a brand new service for the victims of crime. Cornwall Councillor Worth spoke of the informative presentation provided on the criminal justice services in Devon and Cornwall and videos of those affected by crime and how the services link.

Cornwall Councillor Worth encouraged Members to view the presentation and videos that the Town Clerk is to circulate.

Cornwall Councillor Lennox-Boyd spoke of a resident who approached her in regard to accessibility issues being experienced throughout the town centre.

Cornwall Councillor Lennox-Boyd and the Chairman met with the resident and were surprised at the amount of areas, shops and services that were inaccessible and uncompliant under the Disability Act.

Members discussed the need for an accessibility pledge as a Town Council to promote and ensure Saltash is an inclusive and accessible place to live, work and visit.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to refer to Town Team to consider all disability access in the Town Centre reporting back at a future Full Council meeting.

362/23/24 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS.

It was proposed by Councillor Peggs, seconded by Councilor Bickford and **RESOLVED** to note the report and support a public evening meeting offering the Guildhall as a free of charge venue to hold the meeting.

363/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

364/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

365/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING 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.

The Chairman informed Members the date of the meeting showing on the agenda is incorrect and confirmed the recorded minutes had the correct date of Thursday 1st February 2024.

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** that the minutes of the Full Town Council Meeting held on 1st February 2024 were confirmed as a true and correct record.

366/23/24 **FINANCE:**

- a. To advise the receipts for January 2024;

It was **RESOLVED** to note.

- b. To advise the payments for January 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 31st January 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.

367/23/24 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Services held on 8th February 2024;

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

b. Planning and Licensing held on 16th February 2024;

The Chairman informed Members the date of the meeting showing on the agenda is incorrect and confirmed the recorded minutes had the correct date of Tuesday 20th February 2024.

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

c. Extraordinary Policy and Finance held on 27th February 2024;

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

RECOMMENDATION 1:

156/23/24 TO REVIEW THE TOWN COUNCIL'S POLICIES AND PROCEDURES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

The Town Council policies can be found on the below link.

[Please click here to view and download the Town Council Policies.](#)

Members considered and reviewed each individual policy, section by section.

a. Employees

1. NJC Green Book
2. Data Protection – Criminal Records Information Policy
3. Data Protection Policy (Employees)
4. Disability Employment Policy
5. Employee Handbook 2023
6. Protocol for Member Officer Relations
7. Provision of IT and Acceptable Use Policy
8. Recruitment and Selection Policy

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** the Employees policies and amendments (as attached) to Full Council to be held on 7th March 2024.

It was proposed by Councillor Miller seconded by Councillor Dent and **RESOLVED** to approve the above recommendation and to readopt the Employees policies at the Annual Meeting of the Town Council held in May (as attached).

RECOMMENDATION 2:

b. Finance:

1. Accounts and Audit Regulations 2015
2. Annual Business Continuity Plan
3. Annual Internal Audit and Business Risk Assessment
4. Annual Reserves Policy 2024-25
5. Annual Statement on Internal Control 2024-25
6. Annual Treasury Management Strategy
7. Anti-Bribery Policy Statement and Anti-Fraud and Corruption Strategy 2024-25
8. Local Government Pension Scheme
9. Receipting of Income and Banking Procedures
10. Risk Management Plan Statement 2024-25
11. Risk Management Strategy 2024-25
12. Scheme of Delegation
13. Financial Regulations 2024-25

It was proposed by Councillor Foster, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Finance policies and amendments (as attached) to Full Council to be held on 7th March 2024.

It was proposed by Councillor Miller seconded by Councillor Stoyel and **RESOLVED** to approve the above recommendation and to readopt the Finance policies at the Annual Meeting of the Town Council held in May (as attached).

RECOMMENDATION 3:

c. General:

1. Acquisition or Sale of Land and Property
2. Allotments
3. Complaint Handling and Customer Behaviour Policies
4. Communications Policy and Strategy
5. Data Retention and Disposal Policy
6. Equality and Diversity Policy
7. Events and Hire of Town Council Premises
8. FOI Model Publication Scheme 2024-25
9. Freedom of Information Policy
10. Grants Policy
11. Match Funding Policy
12. Planning – a Guide for Councillors
13. Public Loudspeaker Policy
14. Receiving Public Questions, Representations and Evidence at Meetings
15. Safeguarding Policy
16. Social Media Policy
17. Standing Orders
18. STC Seals and Logo
19. Terms of Reference – Committees and Sub-Committees
20. Training and Development Policy

It was proposed by Councillor Foster, seconded by Councillor Dent and resolved to **RECOMMEND** to remove the restrictions on Chairmanship from all Terms of Reference to Full Council on 7th March 2024.

Members debated the removal of restrictions on Chairmanship from all Terms of Reference.

Councillor Miller requested a recorded vote be taken.

Bickford	For
Brady	Against
Bullock	For
Dent	For
Foster	For
Gillies	For
Griffiths	For
Lennox-Boyd	For
Martin	For
Miller	For
Mortimore	For
Peggs	For
B Samuels	Absent
P Samuels	Against
Stoyel	Against
Yates	Absent

It was proposed by Councillor Dent seconded by Councillor Martin and following a recorded vote of 11 for, it was **RESOLVED** to approve the above recommendation and to readopt the Terms of Reference policy at the Annual Meeting of the Town Council held in May (as attached).

RECOMMENDATION 4:

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

4. **RECOMMEND** to Full Council to be held on 7th March 2024 the remaining General policies and amendments (as attached).

It was proposed by Councillor Miller seconded by Councillor Foster and **RESOLVED** to approve the above recommendation and to readopt the General policies at the Annual Meeting of the Town Council held in May (as attached).

RECOMMENDATION 5:

d. Health and Safety

1. Health and Safety Manual

e. Library

1. Home Library Service
2. Library Stock Management Policy

It was proposed by Councillor Foster, seconded by Councillor Bullock and resolved to **RECOMMEND** the Health and Safety and Library policies (as attached) to Full Council to be held on 7th March 2024.

It was proposed by Councillor Miller seconded by Councillor Foster and **RESOLVED** to approve the above recommendation and to readopt the Health and Safety and Library policies at the Annual Meeting of the Town Council held in May (as attached).

RECOMMENDATION 6:

e. Members

1. Advisory Dress Code (Councillors)
2. Co-option Policy
3. Code of Conduct

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Members policies (as attached) to Full Council to be held on 7th March 2024.

Councillor Martin requested further consideration be given to the removal of the Advisory Dress Code (Councillors).

Members debated the advisory policy.

It was proposed by Councillor Griffiths seconded by Councillor Dent and **RESOLVED** to remove the Advisory Dress Code (Councillors) from the Town Council library of policies and include guidance under a Q and A section of the Councillor Induction Pack.

Further consideration was given to the remaining Co-Option Policy and Code of Conduct.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to approve the recommendation and to readopt the remaining Members policies at the Annual Meeting of the Town Council held in May (as attached).

RECOMMENDATION 7:

f. Civic

1. Awarding the Honorary Freedom of Saltash
2. Civic Awards
3. Civic Handbook
4. Election of Mayor and Deputy Mayor

It was proposed by Councillor Stoyel, seconded by Councillor B Samuels and resolved to **RECOMMEND** the Civic policies and amendments (as attached) to Full Council to be held on 7th March 2024.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to approve the above recommendation and to readopt the Civic policies at the Annual Meeting of the Town Council held in May (as attached).

2. Joint Burial Board held on 27th February 2024;

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

3. Personnel held on 29th February 2024.

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

Councillor Martin requested a recorded vote be taken for all recommendations.

RECOMMENDATION 1:

84/23/24 TO REVIEW THE CHRISTMAS AND NEW YEAR SHUT DOWN FOR THE YEAR 2024 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Stoyel, seconded by Councillor Miller and unanimously resolved to **RECOMMEND** to Full Council held on 7th March:

1. The Town Council Christmas shutdown period to commence on Tuesday 24th December 2024 at 12.30 and re-opens on Thursday 2nd January 2025;
2. Staff to take annual leave on 27th, 30th and 31st December 2024 to cover the Christmas shutdown period;
3. This will not apply to operational staff who are required to remain on duty during this period by an agreed on call rota system to carry out essential services in the town.

Bickford	For
Brady	For
Bullock	For
Dent	For
Foster	For
Gillies	For
Griffiths	For
Lennox-Boyd	For
Martin	For
Miller	For
Mortimore	For
Peggs	For
B Samuels	Absent
P Samuels	For
Stoyel	For
Yates	Absent

It was proposed by Councillor Martin, seconded by Councillor Stoyel and following a recorded vote of 14 for, it was **RESOLVED** to approve the above recommendation.

RECOMMENDATON 2:

85/23/24 TO REVIEW THE 'SALTASH DAY' FOR THE YEAR 2024 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and unanimously resolved to **RECOMMEND** to Full Council held on 7th March:

1. Half a day be awarded to all staff on Tuesday 24th December 2024, finishing at 12.30;
2. To allocate staff that work part time, the half a day in the morning rather than the afternoon.

Bickford	For
Brady	For
Bullock	For
Dent	For
Foster	For
Gillies	For
Griffiths	For
Lennox-Boyd	For
Martin	For
Miller	For
Mortimore	For
Peggs	For
B Samuels	Absent
P Samuels	For
Stoyel	For
Yates	Absent

It was proposed by Councillor Martin, seconded by Councillor Stoyel and following a recorded vote of 14 for, it was **RESOLVED** to approve the above recommendation.

RECOMMENDATION 3 AND 4:

92/23/24 TO RECEIVE THE FOLLOWING DRAFT JOB DESCRIPTIONS AND PERSON SPECIFICATIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Development Manager;

It was proposed by Councillor Foster, seconded by Councillor Miller and unanimously resolved to **RECOMMEND** to Full Council held 7th March to:

1. Approve the new role, Development and Engagement Manager into the existing Town Council organisation structure;
2. Approve the job description and person specification (as attached) subject to the HR Advisers review and sign off;
3. To advertise from 1st April 2024;
4. To note the new role will assist with the implementation of the Business Plan and other Town Council business.

b. Communications and Engagement Officer.

It was proposed by Councillor Martin, seconded by Councillor Miller and unanimously resolved to **RECOMMEND** to Full Council held 7th March to:

1. Approve the new role, Communications and Engagement Officer into the existing Town Council organisation structure;
2. Approve the job description and person specification (as attached) subject to the HR Advisers review and sign off;
3. To advertise from 1st April 2024.

Members discussed the roles and responsibilities contained within the job descriptions.

Bickford	For
Brady	Against
Bullock	For
Dent	For
Foster	For
Gillies	For
Griffiths	For
Lennox-Boyd	For
Martin	For
Miller	For
Mortimore	For
Peggs	For
B Samuels	Absent
P Samuels	Against
Stoyel	For
Yates	Absent

It was proposed by Councillor Martin, seconded by Councillor Griffiths and following a recorded vote of 12 for, it was **RESOLVED** to approve the above recommendation.

RECOMMENDATION 5:

94/23/24 TO RECEIVE A REPORT ON THE ANNUAL STAFF PERFORMANCE REVIEWS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members that the annual staff performance reviews have taken place.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and unanimously resolved to **RECOMMEND** to Full Council held on 7th March to approve all incremental point progressions for eligible staff for the year 2024-25, from 1st April 2024.

Bickford	For
Brady	For
Bullock	For
Dent	For
Foster	For
Gillies	For
Griffiths	For
Lennox-Boyd	For
Martin	For
Miller	For
Mortimore	For
Peggs	For
B Samuels	Absent
P Samuels	For
Stoyel	For
Yates	Absent

It was proposed by Councillor Martin, seconded by Councillor Dent and following a recorded vote of 14 for, it was **RESOLVED** to approve the above recommendation.

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

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

RECOMMENDATION 1:

46/23/24 TO RECEIVE THE DRAFT TOWN COUNCIL BUSINESS PLAN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman referred Members to the circulated draft Town Council Business Plan contained within the reports pack.

Members considered and discussed the draft Town Council Business Plan.

It was proposed by Councillor Griffiths, seconded by Councillor Gillies and resolved to **RECOMMEND:**

1. To approve and adopt the Town Council Business Plan (as attached) to Full Council to be held on 7th March 2024;
2. To display the Town Council Business Plan on the Library TV, Town Council website and social media channels with hard copies available to view at the Library and Guildhall and reference to the Business Plan in Meet your Councillors leaflets;
3. For the Town Council Business Plan to be received and noted at the Annual Meeting of the Town Council on 2nd May 2024.

Councillor Griffiths briefed Members on the journey of the Business Plan to date and the importance of the Business Plan to further progress Saltash Town Council and to monitor the Plan over the three year period.

Members discussed in length the Business Plan before them.

Councillor Bickford requested a recorded vote be taken.

Bickford	For
Brady	Against
Bullock	For
Dent	For
Foster	For
Gillies	For
Griffiths	For
Lennox-Boyd	For
Martin	For
Miller	For
Mortimore	For
Peggs	For
B Samuels	Absent
P Samuels	Abstain
Stoyel	For
Yates	Absent

It was proposed by Councillor Peggs, seconded by Councillor Griffiths and following a recorded vote of 12, it was **RESOLVED** to approve the above recommendation.

RECOMMENDATION 2:

48/23/24 TO RECEIVE THE DRAFT TOWN COUNCIL BUSINESS PLAN APPENDICES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman referred Members to the Draft Town Council Business Plan Appendices comprising of a monitoring template and activity plan, circulated in the reports pack.

The Town Clerk explained the function of the documents, the role of the Committees and Sub Committees, with the need for the Town Vision to undertake an overarching monitoring role on behalf of the Town Council.

It was proposed by Councillor Griffiths, seconded by Councillor Peggs and resolved to **RECOMMEND:**

1. Approval of the Activity Plan and Monitoring Template to Full Council to be held on 7th March 2024, to support the Business Plan;
2. The Activity Plan to the relevant Committees and Sub Committees for regular review;
3. Delegation to the Town Clerk to continue to work up the Activity Plan and Monitoring Template for April 2024, to include the colour coding from the Business Plan;
4. Delegation to the Town Vision Sub Committee to undertake an overarching monitoring role on behalf of the Town Council, reporting back as required.

Councillor Griffiths requested a recorded vote be taken.

Bickford	For
Brady	For
Bullock	For
Dent	For
Foster	For
Gillies	For
Griffiths	For
Lennox-Boyd	For
Martin	For
Miller	For
Mortimore	For
Peggs	For
B Samuels	Absent
P Samuels	For
Stoyel	For
Yates	Absent

It was proposed by Councillor Griffiths, seconded by Councillor Gillies and following a recorded vote of 14 for, it was **RESOLVED** to approve the above recommendation.

The Chairman called a comfort break at 20:48.

The Chairman reconvened the meeting at 20:55.

369/23/24 THE MAYOR TO ANNOUNCE THE CALL FOR WRITTEN NOMINATIONS FOR THE OFFICE OF MAYOR AND DEPUTY MAYOR FOR THE YEAR 2024/25.

It was proposed by Councillor Bickford, seconded by Councillor Brady and **RESOLVED** to note the call and approve the Extraordinary Full Council meeting of the Town Council to elect the Mayor and Deputy Mayor elect on Thursday 21st March 2024 at 6:30p.m.

Councillor Foster returned and joined the meeting.

370/23/24 TO RECEIVE A REPORT FROM THE FREEDOM OF SALTASH PANEL AND CONSIDER ANY ACTIONS.

The Chairman briefed Members on the report received and contained within the circulated reports pack.

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

1. To call an Extraordinary Full Council meeting on Thursday 21st March 2024 upon the rising of the 6:30p.m. Full Council meeting, to receive a report on a nomination/nominations for Honorary Freeman/Freewomen and consider awarding the honour;
2. To approve the panel's report to only consist of the nominations that fully meet the criteria of the Awarding the Honorary Freedom of Saltash and to further review the policy.

371/23/24 TO RECEIVE A REPORT FROM THE D-DAY 80 WORKING GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Peggs briefed Members on the report received and contained within the circulated reports pack.

The Town Clerk brought Members attention to the recommendation to allocate associated cost to a Policy and Finance budget code and requested Members approve the expenditure at this evening's meeting due to the time constraints and the next Policy and Finance meeting to be held 14th May.

Members confirmed that although dignitaries are to be invited, a Civic Event was not required.

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

1. Approve the schedule of events proposed within the report;
2. Approve associated cost up to a maximum of £1,500 allocated to budget code 6202 PF Civic Occasion;
3. Approve the appointment of Councillor Jon Foster to undertake the role of Town Crier for the D-Day 80 commemorations as a non paid volunteer.

372/23/24 TO RECEIVE AN UPDATE ON THE COMMUNITY LEVELLING UP PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk briefed Members on the report received and circulated within the reports pack.

Members discussed the upcoming Transport Trial and the exhibition and activities planned on 30th March 2024.

The Town Clerk requested Members assist where possible on the day.

It was **RESOLVED** to note.

373/23/24 TO RECEIVE A CONSULTATION FROM CORNWALL COUNCIL ON PROPOSED TRAFFIC CHANGES IN SALTASH AND CONSIDER ANY ACTIONS.

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

1. To support and respond to the proposal to extend the no waiting at any time restrictions on Albert Road as the Town Council have done previously (minute nr. 337/22/23);
2. To note the Town Council contributed £5,000 for the Albert Road scheme (minute nr. 337/22/23);
3. To note the proposal to install disabled bays at Tavy Road and Beatrice Avenue, St Stephens.

374/23/24 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 9TH MARCH 2024 OUTSIDE BLOOM HEARING, FORE STREET.

- a. The next scheduled meeting date Saturday 9th March 2024 outside Bloom Hearing, Fore Street.

It was proposed by Councillor Bickford, seconded by Councillor Martin and **RESOLVED** for Councillors Bullock, Lennox-Boyd, Dent, Miller, Martin and Bickford to attend.

375/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

376/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

377/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

378/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

379/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

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

1. Town Council Business Plan;
2. D-Day 80;
3. Homeless – Saltash Hope;
4. Meet Your Councillors.

380/23/24 DATE OF NEXT MEETING:

Extraordinary Full Council to be held on Thursday 21 March 2024 at 6.30 pm to consider nominations for the Mayor and Deputy Mayor Elect 2024-25.

Extraordinary Full Council to be held on Thursday 21 March 2024 upon the rising of the 6.30pm Full Council meeting.

381/23/24 **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.

Rising at: 9.22 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Saltash Town Council held at the Guildhall on Thursday 21st March 2024 at 6.30 pm

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 Stoyel and D Yates.

ALSO PRESENT: 3 Members of the Public, H Frank (Cornwall Council), S Burrows (Town Clerk / RFO) and D Joyce (Administration Officer)

APOLOGIES: J Brady, M Griffiths, B Samuels and P Samuels.

382/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

383/23/24 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.

384/23/24 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

385/23/24 TO ELECT THE MAYOR ELECT FOR THE YEAR 2024-25.

The Town Clerk confirmed one nomination has been received for the Mayor Elect 2024-25 Councillor Julia Mary Peggs. The original nomination form has been verified and validated.

The Town Clerk referred to the Chairman as the proposer for Councillor Peggs, who spoke for up to three minutes.

The Chairman invited the candidate, Councillor Peggs, to speak for up to three minutes.

It was proposed by Councillor Bickford, seconded by Councillor Dent and unanimously **RESOLVED** to elect Councillor Peggs the Mayor Elect for the year 2024-25.

386/23/24 TO ELECT THE DEPUTY MAYOR ELECT FOR THE YEAR 2024-25.

The Town Clerk confirmed one nomination has been received for the Deputy Mayor Elect 2024-25 Councillor Rachel Emily Bullock. The original nomination form has been verified and validated.

The Chairman referred to Councillor Peggs as the proposer for Councillor Bullock, who spoke for up to three minutes.

The Chairman invited the candidate, Councillor Bullock, to speak for up to three minutes.

It was proposed by Councillor Peggs, seconded by Councillor Lennox-Boyd and unanimously **RESOLVED** to elect Councillor Bullock the Deputy Mayor Elect for the year 2024-25.

387/23/24 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 Lennox-Boyd and **RESOLVED** to issue the following Press and Social Media release:

1. Mayor Elect and Deputy Mayor Elect 2024-2025.

388/23/24 **DATE OF NEXT MEETING: THURSDAY 21ST MARCH 2024 UPON THE RISING OF THE 6:30P.M. EXTRAORDINARY FULL TOWN COUNCIL MEETING.**

Thursday 21st March 2024 upon the rising of the 6:30p.m. Extraordinary Full Town Council meeting.

389/23/24 **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.

DATE OF NEXT MEETING

Thursday 21 March 2024 upon the rising of the 6:30p.m. Extraordinary Full Town Council meeting.

Rising at: 6.47 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Annual Town Meeting with Parishioners of Saltash held at the Guildhall on Thursday 2nd March 2023 at 6.30 pm

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

ALSO PRESENT: 2 Members of the Public, 1 Member of the Press M Worth (Cornwall Council) and H Frank (Cornwall Council), S Burrows (Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: Councillor J Brady.

1/22/23 HEALTH AND SAFETY ANNOUNCEMENTS

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

2/22/23 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.

Councillors Lennox-Boyd, Martin and Miller arrived and joined the meeting.

3/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE ANNUAL TOWN COUNCIL MEETING WITH PARISHIONERS OF SALTASH HELD ON 3RD MARCH 2022 AS A TRUE AND CORRECT RECORD.

It was proposed by Councillor Peggs, seconded by Councillor Yates and **RESOLVED** to approve the minutes of the Annual Town Council Meeting with Parishioners of Saltash held on 3rd March 2022 as a true and correct record.

4/22/23 **CHAIRMAN'S ANNUAL REPORT.**

It was **RESOLVED** to note.

5/22/23 **ANNUAL CRIME FIGURES.**

The Chairman reminded Members that due to the transition of the new Police system, this evening's Annual Crime Figures are up to 31st October 2022.

It was **RESOLVED** to note.

6/22/23 **CORNWALL COUNCIL ANNUAL REPORT.**

It was **RESOLVED** to note.

7/22/23 **REPORTS FROM ORGANISATIONS:**

The Chairman thanked all the organisations who have attended the 'Shop Your Town' event and for their submission of reports for Members to receive.

Members agreed it was encouraging to see so much work being achieved through such difficult times.

The Chairman referred to Members for questions.

The Chairman requested the following reports be taken en bloc.

- a. Age UK
- b. Community Enterprises PL12;
- c. Livewire;
- d. The Mabbot Trust;
- e. Saltash Area Road Safety Committee;
- f. Saltash Chamber of Commerce;
- g. Saltash Environment Action;
- h. Saltash Gateway Community Network Area;

- i. Saltash Heritage;
- j. Saltash Neighbourhood Plan;
- k. Saltash Regatta Committee;
- l. Saltash May Fair Committee;
- m. Tamar Valley AONB;
- n. Visit Tamar Valley;
- o. The Core Youth Project;
- p. Saltash Youth Council;
- q. Safer Saltash;
- r. Town Team;
- s. Surfers Against Sewage;
- t. Saltash Bowls Club;
- u. Pysanka Craft Club;
- v. Saltash Foodbank;
- w. Saltash Rotary Club;
- x. Saltash and District Branch of the Royal British Legion;
- y. The Joint Patient Participation Groups (PPGS) of Port View and Saltash Health Centre;

It was **RESOLVED** to note.

8/22/23 QUESTIONS FROM THE PUBLIC.

None.

9/22/23 TO NOTE THE DATE OF THE NEXT ANNUAL TOWN MEETING WITH PARISHIONERS OF SALTASH TO BE HELD ON 7TH MARCH 2024 AT 6:30P.M.

It was **RESOLVED** to note the date of next Annual Town Meeting with Parishioners of Saltash to be held on 7th March 2024 at 6:30p.m.

Rising at: 6.41 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 12th March 2024 at 6.30 pm

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

ALSO PRESENT: H Frank (Trustee Cornwall International Choral Festival; Treasurer Saltash May Fair), S Burrows (Town Clerk / RFO) and M Thomas (Senior Policy and Data Compliance Officer)

APOLOGIES: J Brady, S Gillies, M Griffiths, S Martin, S Miller (Chairman) and D Yates.

162/23/24 TO APPOINT A VICE CHAIRMAN

The Chairman informed Members that he wished to appoint a Vice Chairman for this meeting only.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to appoint Councillor Mortimore as Vice Chairman for this meeting only.

163/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

164/23/24 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.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
S Lennox-Boyd	19b	Non-Pecuniary	President of Saltash United FC	Yes
P Samuels	19c	Non-Pecuniary	Hosts show on Saltash Radio	Yes

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

None.

165/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

166/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY POLICY AND FINANCE COMMITTEE HELD ON 27TH 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 P Samuels, seconded by Councillor Foster and **RESOLVED** that the minutes of the Policy and Finance Committee held on 27th February 2024 were confirmed as a true and correct record.

167/23/24 TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO JANUARY.

It was **RESOLVED** to note.

168/23/24 TO NOTE THAT PETTY CASH IS RECONCILED UP TO FEBRUARY.

It was **RESOLVED** to note.

169/23/24 TO RECEIVE AND NOTE A REPORT ON VAT.

The Town Clerk highlighted to Members that HMRC have introduced a new policy where they pay interest on VAT repayments where payment has been delayed. The report is contained and circulated in the reports pack.

It was **RESOLVED** to note.

170/23/24 TO RECEIVE AND NOTE A REPORT ON INVESTMENTS.

The Town Clerk provided Members an overview of the report contained and circulated in the reports pack.

The Town Clerk asked Members to note the limit of investment and percentage rate to assist with agenda item 12 point 1 (investing funds for precept).

It was **RESOLVED** to note.

171/23/24 TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS. THERE ARE NO DISCREPANCIES TO REPORT.

It was **RESOLVED** to note.

172/23/24 TO RECEIVE THE CURRENT STC COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. Note the budget statements;
2. Vire the remaining funds at the end of the year against budget code 6661 Finance Consultancy Fee to the 2024/25 budget code not General Reserves;
3. Refer to the Burial Authority to review the overspend against budget code 6004 General Site Maintenance (-£330).

173/23/24 TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. Note the report from the Finance Officer;
2. Approve the allocation of the first instalment of the Precept 2024/25 £694,109 in the Nationwide 95 Day Notice Deposit account;
3. Approve delegated authority to the Responsible Finance Officer and Finance Officer to investigate the cost of a new card reader terminal for the Library Hub and purchase within the available budget 6921 IT and Office Cost.

174/23/24 TO RECEIVE A REPORT ON THE TOWN COUNCIL FLEET INSURANCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor P Samuels, seconded by Councillor Foster and **RESOLVED** to ratify the Town Clerk and Finance Officers delegated authority to appoint James Hallam Council Guard to insure the Town Council vehicles for the year 2024/25 at a cost of £2,758.56 including applicable taxes, allocated to budget code 6205 Insurance.

175/23/24 TO RECEIVE THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor P Samuels, seconded by Councillor Dent and **RESOLVED** to ratify the Town Clerks delegated spend up to £2,000+ VAT allocated to budget code 6214 Health & Safety.

176/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

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 4th April 2024 (as attached).

178/23/24 TO RECEIVE AND CONSIDER RECOMMENDATIONS FROM THE PERSONNEL COMMITTEE HELD ON 29TH FEBRUARY 2024.

The Chairman of the Personnel Committee was not present at the meeting.

The Chairman asked the Town Clerk to inform Members of the Personnel Committee recommendations by reading the recommendations therein.

Personnel Committee held on 29th February 2024:

RECOMMENDATION 1:

80/23/24 TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members that the staff training budget codes are split across Services, Library and Policy and Finance in the same manner as the salaries. There is potential for staff to miss training opportunities due to the lengthy approval process for training requests over the delegated amount of £200.

Members asked various questions.

The Town Clerk confirmed that salary incremental is a recommendation to Full Council.

It was **RESOLVED** to note the budget statement.

It was proposed by Councillor Dent, seconded by Councillor Martin and unanimously resolved to **RECOMMEND** to the Policy and Finance Committee held on 12th March to consider virement of the staff training budget codes to the Personnel Committee to assist with staff training requests in line with the Committee Terms of Reference.

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to approve the above recommendation.

It was proposed by Councillor Martin, seconded by Councillor Dent and unanimously resolved to **RECOMMEND** to the Policy and Finance Committee held on 12th March to consider virement of the staff salary budget codes to the Personnel Committee.

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

RECOMMENDATION 2:

81/23/24 TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Training Budget

It was **RESOLVED** to note.

b. Training Attended

Councillor Foster left the meeting and then re-joined the meeting during discussion of this item.

It was **RESOLVED** to note.

c. Training requests

It was proposed by Councillor Martin, seconded by Councillor Stoyel and unanimously resolved to **RECOMMEND** to the Services Committee to be held on 11th April to ratify the Town Clerks 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 Services Delivery Staff Training.

It was proposed by Councillor Stoyel, seconded by Councillor Foster and unanimously resolved to **RECOMMEND** to the Policy and Finance Committee to be held on 12th March to approve the Finance Officer to attend the Local Government Association Employer Role training on the 16th April at a cost of £250+VAT allocated to budget code 6656 Staff Training.

It was proposed by Councillor Stoyel, seconded by Councillor Mortimore and **RESOLVED** to approve the Finance Officer to attend the Local Government Association Employer Role training on the 16th April at a cost of £250+VAT allocated to budget code 6656 Staff Training.

RECOMMENDATION 3:

86/23/24 TO RECEIVE A REPORT ON BRIGHTPAY SOFTWARE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. Purchase an annual licence for BrightPay 2024/25 at a cost of £289+VAT;
2. Purchase BrightPay Connect at a cost of 0.65p+VAT per employee per month;
3. **RECOMMEND** to the Policy and Finance Committee held on 12th March that the associated cost be allocated to budget code 6305 Finance Software due to the function moving back in-house.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to allocate the associated costs for bringing the BrightPay software function back in house to budget code 6305 Finance Software.

RECOMMENDATION 4:

89/23/24 TO REVIEW ROSEVALE ACCOUNTANTS FINANCE SERVICE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To continue with the temporary appointment of Rosevale Accountants to support the Finance Officer with the year-end and AGAR work;
2. At a cost of £33+VAT per hour;
3. The Town Clerk to continue to oversee the working relationship with Rosevale and ensure contracted hours are only as necessary and stay within budget;
4. To note the 12 month training plan ceases on 31st March 2024;
5. To **RECOMMEND** to the Policy and Finance Committee held on 12th March to allocate the associated cost to budget code 6661 Finance Consultancy Fees.

The Town Clerk advised Members of an update to the existing finance agreement with Rosevale Accountants that has been notified to all Members of the Personnel Committee by email.

Due to a change in Rosevale Accountants billing system the finance agreement has been terminated with immediate effect. The Finance Officer will undertake year-end and AGAR work in-house.

To allow the Finance Officer to undertake this work, the Personnel Committee agreed by email that Rosevale Accountants continue to operate the payroll on a temporary basis up to and including June 2024 at a cost of £10 + VAT per employee to process the payroll on BrightPay and £12+VAT per employee to manage BrightHR allocated to budget code 6661 Finance Consultancy.

The purchase of an annual licence for BrightPay will take place prior to payroll moving back in-house (recommendation 3 approved – minute 178/23/24).

It was proposed by Councillor Bullock, seconded by Councillor B Samuels and **RESOLVED** that Rosevale Accountants continue to operate the payroll on a temporary basis up to and including June 2024 at a cost of £10+VAT per employee and to manage BrightHR at a cost of £12+VAT per employee, allocated to budget code 6661 Finance Consultancy Fees.

179/23/24 TO RECEIVE AND NOTE A REPORT ON FREEDOM OF INFORMATION AND GDPR SUBJECT ACCESS REQUESTS.

It was **RESOLVED** to note.

180/23/24 TO CONSIDER FESTIVAL FUND APPLICATIONS:

Councillor Bickford informed Members that the application does not meet the criteria of the Festival Fund Grant. The application complies with the Community Chest Grant.

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to consider the application from Cornwall International Male Choral Festival under the Community Chest Grant.

Application Number	Organisation	Amount Requested
FF120	Cornwall International Male Choral Festival	£300

It was proposed by Councillor Mortimore, seconded by Councillor Bickford and **RESOLVED** to award £300.

Application Number	Organisation	Amount Requested
FF121	Saltash May Fair	£5,000

It was proposed by Councillor Foster, seconded by Councillor Peggs and **RESOLVED** to award £5,000.

Members recognised difficult times and wished to show their thanks to the May Fair committee for their continuous work and commitment to ensure a festival comes to fruition in our town for all to enjoy.

181/23/24 **TO RECEIVE REPORTS ON FUNDING AWARDED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

- a. CC264 Friends of Summerfield

It was **RESOLVED** to note.

Councillor Lennox-Boyd declared an interest in the next item and left the meeting.

- b. CC269 Saltash Football Club

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to note the updated report on the project and delegate to the Receptionist to obtain a further report on the progress of the project to be received at the Policy and Finance meeting held on 14th May 2024.

Councillor Lennox -Boyd was invited and rejoined the meeting.

Councillor P Samuels declared an interest in the next item and left the meeting.

- c. CC270 Saltash Radio

It was **RESOLVED** to note.

Councillor P Samuels was invited and rejoined the meeting.

- d. FF119 Christmas Festival 2023

It was **RESOLVED** to note.

Members wished to thank all organisations for their commitment to various work and events under the remit of the Community Chest and Festival Fund awarded grants.

182/23/24 **TO RECEIVE AND NOTE QUARTERLY REPORTS FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:**

- a. The Core

The Town Clerk advised Members that The Core has previously reported up to the end of the funding year so there was no report to be received at this meeting.

- b. Livewire

It was **RESOLVED** to note.

183/23/24 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

a. Neighbourhood Plan Steering Group

Nothing to report.

b. Saltash Team for Youth

It was proposed by Councillor Mortimore, seconded by Councillor Bullock and **RESOLVED** to note the report and look to better publish the grants awarded for professional youth work in line with the Town Council Communications Strategy.

c. Section 106 Panel

Nothing to report.

184/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

185/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

186/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

187/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

188/23/24 **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 Stoyel and **RESOLVED** to issue the following press and social media release:

1. Community Chest and Festival Fund grants awards.

DATE OF NEXT MEETING

Tuesday 14 May 2024 at 6.30 pm

Rising at: 7.36 pm

Signed: _____
Chairman

Dated: _____

Hire of Town Council Premises and Events

RESPONSIBLE COMMITTEE: P&F

*This is a policy/procedure document of Saltash
Town Council to be followed by both Council
Members and Employees.*

Current Document Status			
Version	1 DRAFT	Approved by	
Date		Date	
Responsible Officer		Minute no.	
Next review date			

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
02.2024	2024 DRAFT	AJT	P&F 12.03.2024	177/23/24	New policy. Recommendation to FTC 04.04.2024
04.2024	2024	AJT	FTC 04.04.2024		Recommendation from P&F.

Document Retention Period
Until superseded

Hire of Town Council Premises and Events

This policy sets out the guidelines for the administration of events and hire of Saltash Town Council premises to outside organisations, businesses and individuals.

Hire of Town Council premises

Hirers must be over the age of 18.

Use of the premises must be for legal activities only.

Premises are available for hire on bank or public holidays subject to agreement. Additional charges may apply.

There is a minimum hire of two hours.

All hirers should refer to the terms and conditions of hire attached to the booking form. To book a premises, the Town Council booking form must be used and this is available on the Town Council website or by contacting the Guildhall. Completed forms should be sent to enquiries@saltash.gov.uk or to the Guildhall.

All bookings are at the discretion of the Town Council.

Charges

Current charges for hire of premises can be found in the Town Councils fees and charges, on the Town Council website <https://www.saltash.gov.uk/facilitiesforhire.php> or by contacting the Guildhall.

Community rate charges are only applicable to Saltash based volunteer organisations, all other bookings will be charged at the commercial rate.

The room hire fee and any other charges should be paid in full and in advance by the hirer within 7 days of receipt of the invoice from Saltash Town Council, unless prior arrangement with the Town Clerk has been agreed. If payment has not been received prior to a booking, the booking may be cancelled.

Refunds and cancellations

Room hire bookings are offered on a no refund basis unless circumstances dictate that Saltash Town Council has to cancel the booking then a full refund will be offered.

The Town Clerk has delegated authority to offer full or partial refunds in exceptional circumstances, reporting back to the Policy and Finance Committee. The decision of the Town Clerk is final.

Free use of Town Council premises

There is a cost involving public money to providing facilities for hire and Saltash Town Council normally charges external organisations for the use of Town Council premises.

This policy lays out the approach of the Town Council to request for free use of Town Council Premises by external organisations.

Eligibility

Saltash Town Council will consider applications for free use of Council Premises from groups which are underpinning the strategic priorities of Saltash Town Council, as laid out in their Business Plan, where no other body is able to pay for the facility. The policy is not intended to support normal meetings of Saltash based groups, although the Town Council acknowledge they carry out vital roles in our community.

Meetings should, where possible, be held during operational hours to avoid incurring additional staffing costs, and where they can be accommodated. Where there is an extra direct cost to the Town Council (e.g. staff required for attending facilities, heating and lighting costs out of normal operating hours) this may be charged.

Other community or voluntary groups, who do not qualify for free use, will be directed to the Library Hub where meetings can be held during operational opening hours, or to make use of the Community rates for room hire found in the fees and charges.

Applications

Applications for free use of council premises should be submitted in writing as early as possible, prior to the requested booking date. These will be assessed subject to availability. Applications should outline the reasons for the request for free use of a Town Council premises.

This should be submitted to enquiries@saltash.gov.uk or by post to The Town Clerk, The Guildhall 12 Lower Fore Street Saltash PL12 6JX.

General guidelines

- Free use will not usually be offered on Saturday, Sunday or public holidays except in exceptional circumstances.
- A suitable room/venue will be allocated by the administration team subject to operational requirements and availability, whilst working with the hirer.
- Bookings will be for a maximum of 3 hours but may be limited by operational requirements.
- All requests approved must conform with the general conditions of hire, as detailed in the Town Council facilities for hire booking form.
- Refreshments are not included as part of free hire. If requested, they will usually be charged at normal rates (see Fees and Charges on the STC website).

- Free use will not be offered for charitable events, religious or party political purposes.
- If a request for a paid booking is received by the Town Council for the same time as the authorised free booking, the free hirer may be asked to move the booking to an alternative Town Council venue or date, subject to the Town Clerks review and final decision.

Decisions

Delegated authority to decide on all requests for free bookings is given to the Town Clerk (or in their absence the Assistant Town Clerk) in conjunction with the Chairman of the Town Council, reporting back to the Policy and Finance Committee.

The decision of the Town Council is final.

Events

Town Council events

Tickets for events run by the Town Council will be offered for sale on a no refund basis, except in the case of cancellation or rescheduling of the event.

Cancellation

If a Town Council organised event is cancelled or rescheduled, a refund will be issued if required, ticket purchasers will be notified of the cancellation or reschedule.

Events run by third parties

The Town Council is not responsible for refunding tickets sold for events run by a third party and accept no liability for any loss.

Data

The Town Council will collect and retain personal data in order to contact you about any booking or purchase, in order to process refunds in the event of cancellation or reschedule (where applicable).

Please refer to the privacy notice on the Town Council website for how we use your data. Please visit the policy page of the Town Council website to view <https://www.saltash.gov.uk/policies.php>

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 19th March 2024 at 6.30 pm

PRESENT: Councillors: J Brady (Vice-Chairman), R Bullock, J Dent, J Foster, S Gillies, S Miller, J Peggs, B Samuels (Chairman) and P Samuels.

ALSO PRESENT: R Lumley (Assistant Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: R Bickford, M Griffiths, S Lennox-Boyd, S Martin, B Stoyel and D Yates.

132/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

133/23/24 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.

134/23/24 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY SPEAK ABOUT A PLANNING APPLICATION.

None received.

135/23/24 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON TUESDAY 20TH 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 B Samuels, seconded by Councillor Brady and **RESOLVED** that the minutes of the Planning and Licensing Committee held on Tuesday 20th February 2024 were confirmed as a true and correct record.

136/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

137/23/24 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:

PA24/00498

Mr & Mrs K Hodge – **Longlands Farm Longlands Lane Burraton Coombe Saltash PL12 4QQ**

Landscaping of field to form pond area and planting for wild life and planting of new trees.

Ward: Trematon

Date received: 20/02/24

Response date: 22/03/24

It was proposed by Councillor Brady, seconded by Councillor Dent and resolved to **RECOMMEND APPROVAL** subject to consideration of the Countryside Access Officer comments on Cornwall Council Planning Portal.

PA24/00679

Mr & Mrs Yarde – **5 Townswell Close Trematon Saltash**

Loft conversion and dormer, with raised roof.

Ward: Trematon

Date received: 29/02/24

Response date: 21/03/24

It was proposed by Councillor Foster, seconded by Councillor Brady and resolved to **RECOMMEND REFUSAL** due to:

1. The design not in keeping with the street scene;
2. Overdevelopment of the site.

PA24/00744

Nick Lewis – **Maryfield View Wearde Quay St Stephens Saltash**

Rear extension and replacement of conservatory with garden room.

Ward: Essa

Date received: 06/03/24

Response date: 27/03/24

It was proposed by Councillor Foster, seconded by Councillor Brady and resolved to **RECOMMEND APPROVAL** subject to consideration of South West Water comments on Cornwall Council Planning Portal and submission of a Surface Water Strategy.

PA24/00749

SJP (Cornwall) Ltd – **41 Lower Fore Street Saltash PL12 6JQ**

Listed Building Consent for the replacement of two timber windows and door.

Ward: Essa

Date received: 22/02/24

Response date: 22/03/24

It was proposed by Councillor Brady, seconded by Councillor Foster and resolved to **RECOMMEND REFUSAL** due to:

1. The proposed replacement windows not being like for like single glazed timber sash;
2. The use of uPVC in a listed building is completely inappropriate and unsympathetic.

PA24/01124

C/o Agent Barratt David Wilson (Exeter) Ltd – **Land Pt Os 7081 & 0076 Broadmoor Farm Stoketon Cornwall**

Application for Non-Material Amendment to PA21/01757 for Reserved matters application for Phase 1, which comprises: the construction of 387 dwellings, public open space, landscape planting, pedestrian, cycle and vehicular links, 1 substation and one governor and associated infrastructure. (Details following outline application PA14/02447 dated 13.10.2017) Resubmission of application no. PA19/08297 dated 09/04/20., namely 1) Plot 203 and 204 amend house type to Wincham. 2) Plot 209, 218, 221, 224, 229 and 234 amend house type to Hadley. 3) Plot 210, 212, 217, 219, 220, 231 and 233 amend house type to Ingleby and addition of a single garage. 4) Plot 215, 227, 228 and 232 amend house type to Kirkdale. 5) Plot 205 amend house type to Hadley and one additional parking space. 6) Plot 206 amend house type to Kennett. 7) Plot 207 and 208 amend house type to Kennett and one additional parking space. 8) Plot 222 and 223 amend house type to Kennett and removal of a single garage. 9) Plot 225 and 226 Plot 225 amend house type to Archford. 10) Plot 214 and 230 amend house type to Holden. 11) Plot 211 and 216 amend house type to Kirkdale and addition of a single garage. 12) Plot 213 amend house type to Hadley and relocate parking to adjacent to plot.

Ward: Trematon

Date received: 05/03/24

Response date: 21/03/24

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

PA24/01239

Mr & Mrs M Hannigan – **3 Meadow Close Home Park Road Saltash PL12 6BS**

Single storey rear extension to provide office, dining/family/area with balcony over and erection of home gym/garden store. Weatherboard cladding to the first floor elevations. Extension to parking area.

Ward: Tamar

Date received: 26/02/24

Response date: 23/03/24

It was proposed by Councillor Peggs, seconded by Councillor Dent and resolved to **RECOMMEND APPROVAL**.

PA24/01382

Mr & Mrs Adrian Reynard – **The Old Mill Antony Passage Saltash PL12 4QT**

Listed building consent for replacement of existing plastic rainwater goods in new cast iron.

Ward: Trematon

Date received: 26/02/24

Response date: 23/03/24

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

PA24/01433

Mrs Rachel Colton Zero gravity know no limits ltd – **Tamar Tyres Unit 10 Edgcumbe Trade Park Tamar View Industrial Estate Edgcumbe Road Saltash PL12 6LD**

Change of use from B to E (indoor sports/leisure).

Ward: Trematon

Date received: 11/03/24

Response date: 01/04/24

It was proposed by Councillor Brady, seconded by Councillor P Samuels and resolved to **RECOMMEND REFUSAL** due to:

1. The loss of eight parking spaces in the area;
2. The application being non-compliant with policy 5 of the Cornwall Local Plan and not falling within B1, B2 or B8 uses.

d. Tree Application:

PA24/01477

Mr Barrie Taylor – **Riverways Forder Saltash PL12 4QR**

Works to a Tree within a Conservation Area (TCA) – Stump of an old Ash tree – To remove.

Ward: Trematon

Date received: 07/03/24

Response date: 22/03/24

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

138/23/24 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.

139/23/24 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

140/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

141/23/24 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

DATE OF NEXT MEETING

Tuesday 16 April 2024 at 6.30 pm

Rising at: 7.08 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Station Property Sub Committee held at Isambard House on Friday 8th March 2024 at 6.00 pm

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

ALSO PRESENT: B Stoyel (Councillor), S Burrows (Town Clerk) and D Joyce (Administration Officer).

APOLOGIES: D Yates.

36/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

The Town Clerk informed the Chairman of Councillor Brian Stoyel's attendance at this evening's meeting.

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

The Chairman welcomed Councillor Brian Stoyel to the meeting.

37/23/24 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.

38/23/24 **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

39/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE STATION PROPERTY SUB COMMITTEE MEETING HELD ON 15TH 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 Foster and **RESOLVED** that the minutes of the Station Property Sub Committee held on 15th September 2023 were confirmed as a true and correct record.

40/23/24 **TO RECEIVE THE STATION PROPERTY BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Miller arrived and joined the meeting.

The Town Clerk briefed Members on the budget statement received and contained within the circulated reports pack.

The Town Clerk informed Members of the operational cost to the Town Council to date £3,323, however, there are a number of bookings up to the end of March 2024.

It was **RESOLVED** to note.

41/23/24 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

42/23/24

**TO RECEIVE INFORMATION ON NEW ELECTRIC CHARGE POINTS
AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

The Town Clerk informed Members of the call for expression of interest from Town and Parish Councils for new electric charge points contained within the circulated reports pack.

Cornwall Council is seeking interest from Town and Parish Councils who own their own land or lease from Cornwall Council to install electric vehicle charging points under the LEVI fund (Cornwall Council allocated £5.5m).

Members discussed the funding criteria and available space within the car park at Isambard House.

It was **RESOLVED** to note the expression of interest and that the scheme on this occasion is not suitable for Isambard House.

43/23/24

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

Members received the Final Account Statement from Bailey Partnership contained and circulated within the reports pack.

Councillor Bickford informed Members of an internal meeting with representatives from Cormac, Bailey Partnership and Saltash Town Council, to review the snagging work undertaken by Cormac to the flooring and roof tiles.

At that meeting, Cormac were informed that the repair works were still not satisfactory, Cormac offered to reduce the final settlement figure.

Members discussed and debated the final account reduction to relieve Cormac of any future snagging duties.

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

1. To approve to withhold the balance upon issue of Certificate of Making Good Defects of £17,875 to reflect the Town Council's future cost to make good the flooring and roof tiles due to Cormac not adhering to the project specification.

Members considered and discussed various flooring options.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to obtain three like for like quotes for the main space and waiting room area for resin, non-slip commercial vinyl and hard wearing carpet tiles to be considered at a future Station Property meeting.

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

Members received the report contained and circulated within the reports pack with information relating to the current position of the Cornish Rail Coffee Company and their expression of interest to expand to Saltash, but unable to commit to any timescales at present.

Members discussed in length various options to open the café waiting room at the Station.

Members agreed leaving the Town Council building open and unmanned has many potential problems. The Town Council would fall foul of the insurance reasonable precautions clause and leave the building at risk.

Councillor Foster left the meeting and then re-joined the meeting during discussion of this item.

Councillor Bickford left the meeting and then re-joined the meeting during discussion of this item.

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

1. To delegate to the Town Clerk working with the Chairman and Vice Chairman to work up and deliver to local Saltash businesses and afar a café concessionaire brief specification, inclusive of free 12 months' rent, business rates and utilities, followed by quarterly reviews;
2. To delegate to the Town Clerk working with the Chairman and Vice Chairman to appoint a concessionaire at the earliest opportunity;
3. To request feedback from businesses that are not interested in the offer;
4. To report back to Members of the Station Property Sub Committee by email on a monthly basis;
5. To report back the outcome at a future Station Property Sub Committee meeting.

45/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

46/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

47/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

48/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

49/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Bullock, seconded by Councillor Bickford and **RESOLVED** to issue a press release and social media release on the current status of the café concessionaire and waiting room.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.04 pm

Signed: _____
Chairman

Dated: _____

MAYOR'S REPORT TO SALTASH TOWN COUNCIL THURSDAY 4 APRIL 2024

Since the last meeting, the Mayor has attended the following:

Wednesday 13 th March	2.00pm	Meeting with Adult Education, Cornwall Council, Guildhall
Tuesday 26 th March	-	SE Cornwall CAP, Economic Development Working Group
Wednesday 27 th March	-	SE Cornwall CAP, Transport and Connectivity Working Group
Various dates		CLUP Transport media interviews

DEPUTY MAYOR'S REPORT TO SALTASH TOWN COUNCIL THURSDAY 4 APRIL 2024

Since the last meeting, the Deputy Mayor has attended the following:

Wednesday 13 th March	2.00pm	Meeting with Adult Education, Cornwall Council, Guildhall
Wednesday 20 th March	-	SE Cornwall CAP, Healthcare Working Group

<u>Type</u>	<u>24 Feb-24Mar</u>
CRI - Burglary Business & Community	2
CRI - Criminal Damage (inc arson)	7
CRI - Drugs	4
CRI - Fraud & Forgery	2
CRI - Other Notifiable Crime	8
CRI - Robbery	1
CRI - Sexual Offences (other)	4
CRI - Theft (other)	11
CRI - Theft (shoplifting)	4
CRI - Vehicle Crime (theft of & from)	1
CRI - Violence S20 & More Serious	2
CRI - Violence S47 & Less Serious	15
<u>Total</u>	<u>61</u>



CEPL12 Report to Town Council

Date 21.03.24

It's been another busy month for CEPL12! (Every month seems to be a busy month!)

Transport has continued to be at the forefront of our discussions, after many months of deliberation the decision was, reluctantly, made to hand over our Community Transport to Red Bus. The enterprise was originally set up to meet a need for the PL12 community, however, with the advent of the Red Bus this need has diminished and we were in danger of competing with each other to the detriment of both. Hopefully, our 'Hopper' will continue to serve the PL12 population for years to come.

We held a 'thank you' event for all associated with the transport enterprise over the years, it was well attended by volunteers past and present. We used the opportunity to say a huge thank you to Roger Fursier who has been involved with the buses for seven years as a driver, trips' co-ordinator and, more recently, as stand in director at short notice. He is yet another example of the support we get from our 130+ volunteers.

Our Dementia Voice group have been active, they were pleased to support the Dementia Friendly Tea and Cake Concert, featuring the Bournemouth Symphony Orchestra Trio. They had a lovely afternoon of music and fun, everyone really enjoyed it and said how good it was to have classical music come to Saltash. Over 100 tickets were sold and you could have heard a pin drop while the musicians were playing their harp, flute and cello,

We recently received funding to support the DV singing group, this will enable them to continue for the next three years. Sadly, the enterprise has been without a Director for over two years now, whilst Rose and Carol continue to keep all the sessions running we desperately need someone with energy to further develop the group. Please let me know if you are interested.

We have recently restructured the management of Number 4, our Lead Volunteer, Lisa, acquired a full time job earlier this year (great for her but sad for us!) As a result we now have a team of four volunteers who are working together to ensure that the shop continues to flourish. We have more new traders so, if you haven't been in recently, pop in and see what we have to offer.

Storage for No 8 remains an issue, recently a rat infestation was discovered in the storage shed, whilst the clean up operation is in hand it highlights the need for a new unit that is fit for purpose. Again, we would welcome support from local businesses.

Last week the Directors came together to talk about our aims and ethos along with our aspirations over the next five years. It was a productive session and It was great to see everyone working together with the obvious commitment to enhance the lives of the PL12 community. Our main priority is maintaining financial stability in order to maintain and develop our work. Clearly this is only the beginning of the process and we still have much to do, but we are a strong team and I am confident that we are up for the challenge. Our thanks go to Oakland Community Center for allowing us to use their facilities for the session.

Our organisation, like so many others, relies heavily on the support of others, whether through donating their time or supporting us in other ways. Here are some examples of the support we have received recently:

Saltash Carpets: A special thank you goes to Saltash Carpets for their generous donation of matting, spare carpet gripper trim, and adhesive for our Community Shop.

Burcombe Haulage our thanks also go to Burcombe Haulage and Ben Cook for their donation of two pallets of crisps this month. Their contributions make a significant impact, and will be enjoyed by our customers and visitors.

Friary Mill for their kind donation of four boxes of coffee and hot chocolate, all donations enable us to continue to run our activities from No 8

In return we have been able to support other groups this month:

We provided Saltash Heritage with a charity pasty lunch and refreshments for the Gig Charity event.

For some time we have hosted the local Rotary Group twice a month, we are hoping we can extend this to every week in the near future.

On Easter Saturday we are supporting the Town Connectivity event with food and volunteers.

Celebrating National Social Prescribing Day

We had a blast celebrating National Social Prescribing Day at the Community Kitchen this month, with activities ranging from art to balloon badminton. A special thank you to everyone who helped support the event

We are now looking forward to the lighter evenings and, hopefully, warmer days and more opportunities for us to add our bit to PL12.

Jo Grail 26.03.24

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

Action Notes

Meeting:	South East Cornwall Community Area Partnership
Date & time:	Tuesday 5 March 2024 (6.00-8.42pm)
Location:	Virtual meeting via MS Teams
Attendance & apologies:	See attendance list attached

Item	Notes
1.	<p>Introduction and Welcome</p> <ul style="list-style-type: none"> • The Chair, Cornwall Councillor Jane Pascoe welcomed all present. • A tribute was made following the sad passing of Councillor Edwina Hannaford, Member for Looe West, Pelynt, Lansallos & Lanteglos.
2.	<p>Declarations of Interest</p> <ul style="list-style-type: none"> • There were no declarations of interest.
3.	<p>Action Notes (5 December 2023)</p> <ul style="list-style-type: none"> • The notes of the last meeting were agreed as a correct record.
4.	<p>Public Participation</p> <ul style="list-style-type: none"> • There were no public questions.
5.	<p>Organisational/Strategic Partner Updates</p> <p>Devon & Cornwall Police – Sector Inspector Dave Ratcliff</p> <ul style="list-style-type: none"> • Apologies were received from Sector Inspector Dave Ratcliff. • Please see attached update report. <p>Health – Danielle Kirby, Cornwall & Isles of Scilly Integrated Care Board</p> <ul style="list-style-type: none"> • Apologies were received from Danielle Kirby. • Please see attached update report. • ACTION (DK): Brief update/insight requested on changes following the reconfiguration of the Integrated Care Areas. <p>Voluntary Sector Forum (VSF) – Tim Burns</p> <ul style="list-style-type: none"> • Please see attached presentation. • Please see map showing the location of the community hubs in the area: Community Hub Network Cornwall Voluntary Sector Forum (cornwallvsf.org) • Focus session on VSF to take place at the next CAP meeting in June. • ACTION: TB to report back to Cllr Martin regarding funding query for host hubs. • VSF contact for enquiries: Tim Burns, Engagement Officer; tim.burns@cornwallvsf.org

South East Cornwall Community Area Partnership

	<p>Council's Leadership Team representative – Louise Wood</p> <ul style="list-style-type: none"> • Budget – Council tax increase of 4.99%. Difficult financial position with rising demands and continued pressures on local government services. Representations continue to be made to central government. • CIL (Community Infrastructure Levy) – further CIL funding to be available. Further details to follow. • Leader Visits – Leader of the Council to hold a Public Engagement Event in each CAP. Dates to be confirmed. • Shared Prosperity Fund - Good Growth Green Fund to help upgrade properties to be launched mid-April. Further details to follow.
6.	<p>Update on the Local Plan and Call for Sites Adam Birchall, Head of Housing and Planning Policy</p> <ul style="list-style-type: none"> • Please see attached presentation. • Conversations with CAPs is a starting point for the engagement process – a series of workshops to follow. Dates to be confirmed. • Deadline for Call for Sites - 22 April. • Link to November Cabinet report – (Public Pack)Agenda Document for Cabinet, 08/11/2023 10:00 (cornwall.gov.uk) • ACTION: RL to liaise with Cllr Jackson regarding a query raised regarding the Morval NDP.
7.	<p>Tamar Bridge and Torpoint Ferry - Outcome of Cornwall Council full council decision and consideration of the next steps and role of the South East Cornwall CAP.</p> <ul style="list-style-type: none"> • Following concerns, it was clarified that the issue of Cornwall Councillors being allowed to speak at the Tamar Bridge and Torpoint Ferry Joint Committee was raised with Cornwall Council's Monitoring Officer for a response. • Next meeting of the Tamar Bridge and Torpoint Ferry Joint Committee to be held on 19 March. • Cllrs Frank and Martin to submit their previous motion to the Committee for Government Funding of Tamar Crossings and the Abolition of the Tamar Tolls. • ACTION: (CT/JP/HF): The lead organisation on the CAP Action Plan (1.5 – Tamar Crossings) was queried. CT/JP/HF to review. • ACTION (CT/ALL): A proposal was made for the CAP to make strong representations in response to the decision to raise the tolls. It was proposed that a letter be sent to all Town & Parish Councils in the CAP seeking support and that next steps be considered at the next meeting. <i>Proposed by Cllr Gibbons and seconded by Cllr Kitto.</i> <i>Upon voting, the proposal was agreed with 19 voting for and 2 abstentions.</i>
8.	<p>Update on Community Area Partnership Priorities/Action Plan</p>

South East Cornwall Community Area Partnership

	<ul style="list-style-type: none"> • Revised Action Plan circulated with the changes incorporated as agreed at the previous meeting. • Noted that work on the Action Plan was progressing at pace with Working Groups established for Transport, Connectivity & Accessibility, Tamar to Moor and South East Cornwall Joint Health & Wellbeing, Economic Development and Climate Change & Nature Recovery Network. • It was clarified that the Action Plan captured the priority issues as identified at the earlier CAP workshops, however, work on other key issues would still continue. • The CAP was formally asked to adopt the revised CAP Action Plan. <i>Proposed by Cllr Kitto and seconded by Cllr Frank (subject to the Lead Organisation being reviewed on 1.5).</i> <i>Upon voting, the proposal was agreed with 19 voting for and 1 abstention.</i>
9.	<p>Working Group updates</p> <p>Transport, Connectivity & Accessibility working group (update by CC Armand Toms)</p> <ul style="list-style-type: none"> • Peninsula Transport – Strategic Transport Priorities (attached) are the A38 Tamar Bridge (annual contribution to bridge maintenance costs) and A38 (Trerulefoot to Carkeel safety package). • James Millidge (Chair, Safe38) was invited to join the working group. • <u>ACTION (CT)</u>: A progress update was requested on the Vision Zero average speed cameras to be installed and the other minor works. • The CAP was asked to approve the Terms of Reference for the working group (previously circulated). <i>Proposed by Councillor Bickford and seconded by Councillor Frank.</i> <i>Upon voting, the Terms of Reference were approved with 20 voting for.</i> <p>Tamar to Moor and South East Cornwall Health & Wellbeing working group</p> <ul style="list-style-type: none"> • Update by Danielle Kirby previously circulated with the agenda. • The CAP was asked to approve the Terms of Reference for the Working Group (previously circulated). <i>Proposed by Cllr Rooney and seconded by Cllr Roberts.</i> <i>Upon voting, the Terms of Reference were approved by 16 voting for.</i> <p>Economic Development working group (update by Adrian Cole)</p> <ul style="list-style-type: none"> • Following a productive meeting with David Rodda, the working group has agreed to draft its own economic strategy to feed into the countywide strategy. • A project group would be established to formulate the draft strategy in consultation with the working group. • Kim Spencer (SECTA) volunteered to join the working group. • Opportune time to feed into the Local Plan workshops.

South East Cornwall Community Area Partnership

	<ul style="list-style-type: none"> • <u>ACTION (CT/AC):</u> Terms of Reference to be defined for the working group. <p>Climate Change & Nature Recovery network (update by Catherine Thomson)</p> <ul style="list-style-type: none"> • Well attended meetings with good representation across the CAP. • Good opportunity to network and share information and best practice. • Focus issues agreed – Geothermal, public rights of way and more liaison with Energy Plus team.
10.	<p>Waste and Recycling</p> <p>New Waste and Recycling Contract</p> <ul style="list-style-type: none"> • Members of the South East Cornwall CAP were invited to join the Tamar to Moor CAP on 7th March to hear an update regarding the new food waste, recycling and rubbish service to be rolled out from April 2024. <p>Household DIY waste</p> <ul style="list-style-type: none"> • Following changes to legislation, Cllr Pascoe provided an update on the impact of this to the waste site at Connon Bridge. • An update on how the new legislation will be rolled out by Cornwall Council was also circulated with the agenda. • Some concerns were expressed in relation to residents having to travel further distances and the increase in flytipping reports. • A proposal was made for the Chair on behalf of the CAP to express the CAP's concern to Cornwall Council and to request that the decision be reconsidered. <p><i>Proposed by Cllr Martin and seconded by Cllr Gibbons. Upon voting, the proposal was approved with 13 voting for.</i></p>
11.	<p>CNA Highways Scheme</p> <ul style="list-style-type: none"> • The latest update reports were circulated with the agenda. • Noted that funds were fully allocated until the new administration.
12.	<p>Town and Parish Councils - an opportunity for CAP representatives to raise issues of wider relevance to the CAP.</p> <ul style="list-style-type: none"> • <u>ACTION (CT):</u> It was requested that this item be moved towards the start of the agenda for future meetings to allow sufficient time for representatives to raise and discuss issues. • <u>ACTION (ALL):</u> The Chair thanked those who completed the template to capture any current projects, issues and/or questions that Town and Parish Councils wished to raise or share with the CAP members. Template to be recirculated and representatives were asked to complete as a useful way of sharing information.

South East Cornwall Community Area Partnership

	<ul style="list-style-type: none"> • Concerns that non-major planning applications (including householder developments) to be decided would be reduced from 26 to 16 weeks. A response was provided in the feedback template circulated with the agenda. • <u>ACTION (CT):</u> Par Desalination Plant – CT to link neighbouring CAP parishes with Cornwall South CAP. • <u>ACTION (CT):</u> Wildanet – An update was requested on plans to install high-speed broadband in Antony.
13.	<p>Next meeting dates</p> <ul style="list-style-type: none"> • Tuesday 4 June – in-person meeting to be held in Looe (this meeting will also be the AGM. Nomination papers for Chair and Vice-Chair will be circulated in advance). • Tuesday 3 September • Tuesday 3 December • Tuesday 4 March

South East Cornwall Community Area Partnership

South East Cornwall Community Area Partnership
Attendance List: 5 December 2023

Representatives	Record of Attendance
Cornwall Councillors	
Nick Craker (Liskeard Central)	Not present
Sharon Daw (Lynher)	Not present
Kate Ewert (Rame Peninsula & St Germans)	Apologies received
Vacancy (Looe West, Pelynt, Lansallos & Lanteglos)	Vacancy
Hilary Frank (Saltash Essa)	Present
Sheila Lennox-Boyd (Saltash Tamar)	Present
Colin Martin (Lostwithiel & Lanreath)	Present
Jane Pascoe (Liskeard South & Dobwalls)	Present
Phil Seeva (St Cleer & Menheniot)	Not present
John Tivnan (Torpoint)	Not present
Armand Toms (Looe East & Deviock)	Present
Martin Worth (Saltash Trematon & Landrake)	Present
Town & Parish Councils (<i>Town & Parish Councils are in the process of appointing their single named voting representatives to the CAPs; where these have been confirmed by the Clerk, these are shown below</i>)	
Antony Parish Council: Councillor Peter Bulmer (named representative)	Present
Botus Fleming Parish Council: Councillor Malcolm Fletcher. Apologies received from Dave Edwards (named representative)	Present
Deviock Parish Council: Councillor Mark Gibbons (named representative)	Present
Dobwalls Parish Council: Councillor Tracey Kitto, Councillor Alisa Tween	Present
Duloe Parish Council: Councillor Phil Hallworth (named representative)	Present
Landrake-with-St Erney Parish Council: Councillor Kathy Smeardon	Present
Landulph Parish Council:), Councillor Clare Tagg. Apologies received from Councillor Libby Gawith (named representative)	Present
Lanreath Parish Council	Not Present
Lanteglos-by-Fowey Parish Council: Councillor Rob Rooney (named representative)	Present
Liskeard Town Council: Apologies received from Councillor Christina Whitty (named representative)	Apologies received
Looe Town Council: Apologies received from Councillor James Lundy (named representative)	Apologies received
Maker with Rame Parish Council	Not Present
Menheniot Parish Council: Councillor Adrian Cole (named representative), John Hesketh (Clerk)	Present
Millbrook Parish Council: Councillor Nicky Roberts (named representative)	Present
Morval Parish Council: Councillor Andrew Jackson (named representative)	Present
Pelynt Parish Council	Not present
Polperro Community Council	Not present
Quethiock Parish Council: Councillor John Blatchford (named representative)	Present
Saltash Town Council: Councillor Richard Bickford (named representative)	Present
Sheviock Parish Council: Apologies received from Councillor Paul Stone	Apologies received
St Cleer Parish Council	Not present
St Germans Parish Council: Councillor Nigel Witton. Apologies received from Councillor Alan Hodge	Present

South East Cornwall Community Area Partnership

St John Parish Council	Not present
St Keyne & Trewidland Parish Council: John Hesketh (Clerk). Apologies received from Councillor Kevin Shovelton (named representative)	Present
St Martin-by-Looe Parish Council	Not present
St Neot Parish Council: Councillor Thomas Thrussell (named representative)	Present
St Pinnock Parish Council	Not Present
Torpoint Town Council: Councillor Gary Davis (named representative)	Present
Warleggan Parish Meeting	Not present
Representatives of other organisations present at this meeting	
Voluntary Sector Forum: Tim Burns	
Safe38: James Millidge	
SECTA (South-East Cornwall Tourism Association): Kim Spencer	
Cornwall Council: Adam Birchall (Head of Planning & Housing Policy)	
Cornwall Council: Robert Lacey (Strategic Manager, Planning & Housing)	
Members of the public	
2 members of the public were in attendance.	
Community Area Partnership officer team	
Catherine Thomson (Community Link Officer, Cornwall Council)	Present
Lisa Grigg (Community Support Assistant, Cornwall Council)	Present
Louise Wood (Cornwall Council Leadership Team Representative / Service Director – Planning & Housing, Cornwall Council)	Present
Apologies for absence received from representatives of other organisations	
Devon & Cornwall Police: Sector Inspector Dave Ratcliff NHS Cornwall & Isles of Scilly Integrated Care Board: Danielle Kirby (North and East Integrated Care Area Development Manager)	

SOUTH-EAST CORNWALL CAP - 5 MARCH 2024

UPDATE FROM SECTOR INSPECTOR DAVE RATCLIFF

LISKEARD – Concerted efforts to identify and manage youths involved in frequent ASB in town have identified a number of youths who live locally. 5 + ASB2 letters have been issued to youths who are already on the ASB escalation process. Three of them have also been referred to the youth justice services around offences committed.

Red zones and red times in place for enhanced patrols around keys areas at key times. Community team and a dog handler went into the school, following concerns around drugs (nothing found) but delivered an educational brief for students. Monthly surgeries are now place in town.

SALTASH – Knife crime input at the schools. This is in relation to concerns regarding ex pupils being reported as carrying knives and some of the students using worrying terminologies such as “shanks” and placing Social media posts relating to knives. Red zones and red times in place for enhanced patrols around key areas at key times and responsive to community concerns for example, recent change to include ASB outside B&M in the evenings. ASB notices have been issued to several individuals, Monthly surgery has now started in town.

LOOE - Opened the police station front office on Wednesday 21st Feb 2024. This will give the public another method of contacting the police with ongoing issues/concerns in their area.

Red zones and red times in place for enhanced patrols around key areas at key times, some good work with housing to issue tenancy warnings to several individuals engaged in frequent ASB, the community team has visited the school to speak with children around ASB/community safety issues.

TORPOINT – A complaint ref speeding has been addressed by monitoring the road for a month. No issues identified at this time. A spate of shoplifting took place in Torpoint. Officers working closely with Plymouth identified a prolific shoplifter from Plymouth travelling to Torpoint to commit crime. The female has been arrested and dealt with by the courts.

Red zones and red times in place for enhanced patrols around key areas at key times. The monthly surgery has now started in town. Some really good collaborative work with partners in housing to tackle ASB in the area.



Cornwall and Isles of Scilly

North and East Integrated Care Area Update- South East

Please accept my apologies for the lack of representation at the South East Cornwall CAP meeting. We have had the first of our health and wellbeing working groups with a positive outcome and key actions agreed following the priorities of the CAP meeting. A key priority for the first meeting was dental care and as part of this a statement from the ICB has been shared with the link officers and Kirsty Lewis, Acting Director of Primary Care will be attending the next working group meeting.

Our Integrated Health and Social Care Hub is seeing high levels of attendance and moving forward we are looking to implement community health and wellbeing workers in Liskeard in the near future. Community health and wellbeing workers are placed to provide comprehensive, integrated support to an entire household. The workers will be covering a defined area in Liskeard as determined by local data.

St Lukes are currently running an 'End of Life Urgent Care Service' pilot as from December until the end of March, covering part of the East PCN catchment. The purpose of the pilot is to provide care to patients in their own home, supporting preferred place of care and death and preventing unnecessary hospital admissions. The service will work in partnership with community and GP practice teams and will have access to the nurse consultant/ end of life registered nurses for advice on symptom control and support for patients on the caseload.

We are continuing to work closely with our VSF and public health colleagues to review potential projects in the area to support the community.

Strategic rail schemes

- **South West Resilience Programme - completion of works between Exeter and Plymouth**
- Second strategic rail route – improvements to Exeter to London Waterloo line
- Mobile Connectivity – improve coverage on mainline, branch lines and adjoining rural communities

Mid Cornwall Metro

- **Plymouth – Tavistock line**
- **Wellington Station**
- **Edginswell Station**

Rail network enhancements

- **Cullompton Station**
- **Plymouth Station**
- **West Devon Transport Hub**
- North Devon Line – capacity improvements

National Rail Contract

- Devon & Cornwall Railcard – extend to cover Peninsula travel area
- Fares marketing – allow GWR to revise fare structure and run marketing to fill empty seats
- Rolling stock – provide additional units to maintain growth in short-term and commit to plan to replace regional train units

Bus Service Improvement Plans (BSIP)³

Additional funding allocated to local authorities for 2022 to 2025

Bus fares

Extension of £2 capped single fares until end of 2024

Ticketing/information

Peninsula Transport to promote the integration of bus and rail ticketing/information for journeys within the Peninsula

Second strategic road route - A358 Taunton to Ilminster

- A38 Tamar Bridge
Annual contribution to bridge maintenance costs
- A38 Trerulefoot to Carkeel – safety package

- A38 Tamar Bridge
Annual contribution to bridge maintenance costs

- **A374/A386/A364 Plymouth MRN (Phase 1)**
- **A38 North Somerset (Bristol/Airport Access)**

Major Road Network/ Large Local Major Schemes²

- **A39 Atlantic Highway (Carnelford Bypass)**
- **A382 Drumbridges to Newton Abbot**
- **A379 Bridge Road - Exeter Outer Ring Road**
- **M5 Junction 28**
- **A38 Manadon Interchange**

Major Road Network Schemes proposed for inclusion in MRN2

Guidance on eligibility and process for MRN2 schemes to be announced by DfT in Spring 2024 – opportunity for Peninsula Transport to work with local authorities on priorities for MRN2 (includes large maintenance schemes)

Local highways maintenance⁴

Additional funding for local authorities to be announced – Peninsula Transport to advocate for increased allocation to local authorities given the reliance on the highway network in rural areas, current maintenance backlog and best practice within the Peninsula

¹ Included in Peninsula Transport's response to the DfT's consultation on RIS3.

² Schemes included in the Network North Plan published by government in October 2023 – these

³ Additional funding for 2023 to 2024 and 2024 to 2025 announced in Network North Plan.

⁴ Additional funding included in Network North Plan will be allocated this year and over the

Actions

Meeting Title: South East Cornwall Transport, Connectivity and Accessibility Working Group

Date: Wednesday 27 March 2024

Time: 3.00pm

Location: MS Teams

Attendees: Cllr Armand Toms, Cllr Martin Worth, Cllr Hilary Frank, Cllr Jane Pascoe, Cllr Richard Bickford, Catherine Thomson

Apologies: Cllr Thomas Thrussell

1.	<p>Notes of last meeting: rollover actions</p> <ul style="list-style-type: none"> • CT to contact T&PC's regarding their use of public transport. • CT to seek the date suggested by Thomas Thrussell.
2.	<p>Public transport:</p> <ul style="list-style-type: none"> • AT to share link which provides a timetable for South East Cornwall. CT to share with T&PC's and ask them to promote it.
3.	<p>A38:</p> <ul style="list-style-type: none"> • AT to share response from National Highways (from Bryan Skinner). • CT to share MP letter.
4.	<p>Tamar bridge & Torpoint ferry:</p> <ul style="list-style-type: none"> • MW advised that the joint committee is held on the same basis as a scrutiny committee, wherein attendees are allowed to speak at discretion of the chair, though there remain some queries about the process and ability of CC members to engage.
5.	<p>Rail:</p> <ul style="list-style-type: none"> • RB has prepared a draft paper as a starting point for a South East Cornwall rail strategy. All agreed that once that RB would continue to work on this with the aim of keeping the working group in the loop, with the aim of seeking the support of the CAP. With that in place, the report can be shared more widely, to neighbouring CAP's (Tamar to Moor and Cornwall South).

	<ul style="list-style-type: none"> Stakeholders – suggestions were Go Cornwall, Transport for Cornwall, bus operators, Plymouth CC transport team, Tamar Crossings, Tamar Valley National Landscape. It was noted that though outside the CAP boundary, Bodmin Parkway is critical for communities close by, such as St Neot and Warleggan, which will be incorporated into the report. Action - CT to send map outlining parish boundaries. Action - AT to establish links with CC officers.
6.	<p>Round table</p> <ul style="list-style-type: none"> RB – Saltash is holding a transport trial day on Saturday 30th March. RB to send PR information for circulation. MW - noted that GWR rail usage increased 32%; Will circulate a Tamar connections timetable. HF – asked if it would be feasible for any changes to the timetable to be highlighted in future additions. JP - asked if rail figures be broken down/extracted to usage from villages? RB advised it's just usage not where they have come from. MW seeking funding to support a 7.30am bus to take passengers to the station and will keep the group informed of progress.
7.	Next meeting: 16th May at 2pm

A Rail Strategy for South East Cornwall

To develop a rail strategy for South East Cornwall, several key factors need consideration:

Existing Infrastructure:

Assess the current rail network, including stations, lines, and connections in South East Cornwall.

This should include the Great Western Main Line, the Cornish Main Line, and the Looe Valley Line.

Demand Analysis:

Understand the current and projected passenger demand for rail services in the region, including commuter traffic, tourism flows, and local travel patterns. Determine current and future rail freight opportunities.

Accessibility:

Evaluate the accessibility of rail services to various communities within South East Cornwall, including rural areas and smaller towns. This should include ease of access of travel to and from stations as well as accessibility at stations themselves and determine potential improvements.

Integrated Transport:

Ensure seamless integration with other modes of transport, such as buses, taxis, walking and cycling routes and ferries.

Evaluate opportunities to improve connectivity within South East Cornwall and with neighbouring regions, including better strategic links to major transport hubs.

Frequency, Timetabling and Reliability:

Aim to improve the frequency and reliability of rail services to meet the needs of passengers, including peak and off-peak times.

Determine optimal frequencies and timetables for trains serving the region, balancing the needs of commuters, leisure travellers, and freight operators.

Infrastructure Upgrades:

Identify necessary infrastructure upgrades or enhancements to improve capacity, speed, and safety along existing rail lines.

Consider infrastructure upgrades, such as electrification, double-tracking, and station enhancements, to improve service reliability, capacity, and comfort.

Environmental Considerations:

Incorporate sustainability principles into the strategy, such as electrification of lines, reducing carbon emissions, and minimizing environmental impact.

Explore opportunities to make the rail network more environmentally sustainable, such as investing in renewable energy sources for trains or promoting rail travel as an eco-friendly option.

Community Engagement:

Involve local communities, stakeholders, and businesses in the planning process to ensure that the rail strategy reflects their needs and priorities.

Funding and Financing:

Develop a realistic funding and financing plan to support the implementation of the rail strategy, including potential sources of public and private investment. By addressing these aspects comprehensively, a rail strategy for South East Cornwall can be developed to enhance connectivity, promote economic growth, and improve the overall quality of life for residents and visitors in the region.

Key Stake holders (Initial list)

Network Rail
Great Western Railway
Cross Country Trains
Devon and Cornwall Rail Partnership
Cornwall Council
Plymouth City Council
Town and Parish Councils
Passenger Groups
Tamar Crossings
Transport for Cornwall
Tamar Valley Landscape

Station Scope

All stations within the South East Cornwall CAP

Saltash
St Germans
Menheniot
Liskeard
Coombe Junction Halt
St Keyne Wishing Well Halt
Causeland
Sandplace
Looe

We also note that other stations that are close to the CAP boundary may feature in this plan.

First steps

1. Get CAP buy in
2. Engage with Town and Parish Councils, possibly a simple online survey
3. Engage with CC Transport Team
4. Gather and analyse available relevant data

Councillor Richard Bickford
Saltash Town Council

Produced for the South East Cornwall CAP

SOUTH-EAST CORNWALL CAP – 5 MARCH 2024

TOWN AND PARISH COUNCILS - current projects, issues and/or questions

Town/Parish Council	Transport & Connectivity	Economic Development & Housing	Climate Change & Nature Recovery	Health & Deprivation	AOB
Dobwalls	<p>Hopefully very soon our 30mph signs will be relocated using the former Liskeard and Looe Network Panel funds.</p> <p>Have concerns regarding the bus service reduction including getting to Derriford direct.</p>	<p>Cllr Jackson has been attending these and making sure we are being kept up to date.</p>	<p>Our Jubilee Community Field is starting to grow well and we are in the process of reseeding the wildflower meadow. Daffodils were planted in October/November and are already flowering.</p> <p>In April Cllr Kitto has organised the Litter Pick to give the village a good tidy up.</p> <p>Cllr Tween is investigating the possibility of electric car charging points within the now</p>	<p>The Warm Space each week is still being well attended.</p>	<p>Very concerned regarding the new ruling with at Connon Bridge HWRC and household waste and the increase of fly tipping.</p> <p>Finally, the Dobwalls & Trewidland Neighbourhood Plan is going to referendum on 4th April.</p>

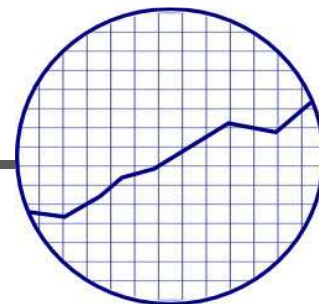
			devolved Village Car Park.		
Looe	<p>Safe Pedestrian Access in the Town Reducing traffic through high street. Reducing obstructions on the highway and pavements working with Cornwall, retail to develop a signage and enforcement policy. Taking forward next steps in Access audit.</p>	<p>Business and Learning Opportunities Community consultation currently taking place. Report to follow leading to small scale interventions to test ideas.</p>	<p>Community Energy Solution Develop a policy on photovoltaic. Awareness raising of energy solutions/reductions. Exploration of community owned energy production.</p>	<p>Volunteering Establishment of a bank of volunteers to support initiatives in town. Currently setting up a Community Interest Organisation to manage.</p> <p>Looe Safety Partnership Joint working initiative to address issues arising in the town. To date have looked at supporting retail who were struggling with shop lifting, homelessness, events.</p> <p>Skatepark Planning, funding, installation.</p>	

Saltash	<p>Community Levelling Up funded project - Town, Waterside and River links project. Identify possible transport and infrastructure improvements.</p> <p>Continued discussion with National Highways, Network Rail and Great Western Railway regarding transport improvements.</p>	<p>Town Vitality funded project to deliver Town Centre improvements. Results of the above have now led to a Town Delivery Fund application.</p> <p>Participation in the SE Cornwall Economic Development Group.</p>	<p>Supporting SEA (Saltash Environmental Action). Supporting Tree Saltash – project to plant more trees. Going Plastic Free. Supporting wild areas on Town Council managed land.</p>	<p>Key Partner in the Health Action Group for Saltash. A partnership of councillors, Patient Participation Groups and NHS professionals have agreed a “Patients First” Vision document and are now trying to deliver it.</p> <p>Supporting Estate Audits through Safer Saltash to bring about neighbourhood improvements.</p>	
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Town/Parish	Question	Response
Dobwalls (26.2.24)	<i>Street lighting</i> – are Cornwall Council monitoring the impact now the streetlights are being switched off regarding increased burglaries/thefts?	
Lanteglos-by-Fowey	<i>Planning Guarantee</i> – we were told recently that the government had reduced the time period for non-major planning applications	<i>In effect, this is a measure from the Government designed to speed up the determination of planning</i>

(18.1.24)	<p>(including householder developments) to be decided from 26 to 16 weeks. Cllr. Rooney would like CAP to consider the implications of this please.</p> <p><i>Planned Desalination Plant at Par.</i></p>	<p><i>applications and requires the refund of planning fees if these deadlines are exceeded. 'Extension of Time Agreements' will still exist, which are a mutual agreement between applicants and the LPA to enable decisions to be made in a longer time frame than the 16 week target, for example where there may be outstanding information required. As there are many reasons why there are delays within the planning system, it is difficult to advise at this stage on what the implications will be.</i></p> <p>The plans for the proposed scheme at par are published on the South West Water website: Desalination Projects and investment South West Water</p>
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Meeting Notes



Economic Development in South East Cornwall

22 November 2023 7pm by Zoom
Hosted by MENHENIOT PARISH COUNCIL

Attending

Cllr Adrian Cole – Menheniot Parish Council
Cllr Simon Cassidy – Liskeard Town Council
Cllr Peter Seaman – Lanreath Parish Council
Cllr Phil Hallworth - Duloe Parish Council
Cllr Richard Bickford – Saltash Town Council
Cllr Sarah Martin – Saltash Town Council
Cllr Gillian Thompson - Lanteglos by Fowey Parish Council
Cllr Nigel Witton – St Germans Parish Council
Cllr Gary Davies – Torpoint Town Council
Cllr Kevin Shovelton – St Keyne & Trewidland Parish Council

Cllr Sean Jackson – Dobwalls Parish Council
Cllr John Blatchford – Quethiock Parish Council
Cllr – St Martin by Looe Parish Councillor

Apologies

Cllr Dawn Williams – Maker with Rame Parish Council
Cllr Dave Edwards – Botus Fleming Parish Council
Cllr Tony Smith – Looe Town Council

Meeting Notes

John Hesketh – Clerk to Menheniot Parish Council

Item	Narrative	Notes
1	Cllr Adrian Cole explains: The first meeting of the CAP on 6 June 2023 proposed an ED Working Group but the second meeting on 5 September did not follow up. So . . How can we (the CAP) influence Cornwall Council in their policy setting How to improve communications between us and CC so that we can be part of any policies and actions that relate to economic development and growth What positive actions can we take ourselves?	
2	Agreed that local councils working together is the way forward, and the attendance at this meeting (representing 69% of population of the CAP) is evidence of the support.	
3	Concerns that the Vitality Index with data for Liskeard, Looe and Saltash does not properly reflect local concerns.	https://tinyurl.com/74ha7n7s

	<p><i>Is CC using the correct indicators that will enable councils to understand what is happening in their locality and to track progress?</i></p>	
4	<p>The Chair of Saltash Town Council does not recognise his own town in the data that is presented. Data needs to be in a format that councils and residents can understand.</p> <p><i>Where are the weighting figures derived from?</i></p> <p><i>CC should be asking councils what key performance indicators are relevant to them.</i></p>	
5	<p>Transport & Connectivity: A38 upgrades, Tamar Crossing Tolls and rail links across the county. These are vital to the immediate south-east area of Cornwall.</p> <p><i>Why has the economic argument been taken out the planning for upgrades to this road?</i></p> <p>The 2015 Devolution Deal was supposed to improve the integration of public transport.</p> <p><i>What consultation and planning is carried out to determine what our CAP needs are from public transport?</i></p>	<p>https://shorturl.at/jHR67</p>
6	<p>Relations between CC officers and councils. There used to be strong links between them and councils had specific people they could speak with. If I were a business hoping to relocate to the southwest of England, how would I be encouraged to consider Cornwall?</p> <p>Searching online for Cornwall Economic Development returns a list of policy statements and central government funds. It does not include a named person, department, email or telephone number as a single point of contact.</p> <p>No clarity of policy and evidence of how it links with other policies in particular planning.</p>	<p>https://shorturl.at/ouOW2</p>

	<p><i>Who is responsible for coordinating economic development in the south east so we can hold them to account.</i></p> <p><i>Is the infrastructure in place (or planned) to support the development of new business? We mean basics such as electricity and water.</i></p>	
7	<p>Concerned at the impact of a future Freeport in Plymouth will have on south-east Cornwall.</p> <p>Councils in the “Gateway area look to Plymouth not West for growth generation”</p> <p><i>What preparations are being made for us to benefit from the Freeport or to mitigate the impact it will have in our CAP?</i></p> <p><i>Will a possible change of government in 2024 change any of the plans CC currently has?</i></p> <p><i>How are we responding to changes in Government policies on inward investment opportunities?</i></p>	<p>https://shorturl.at/bcrQ9</p>
8	<p>How do current strategic plans translate to local plans for south-east Cornwall? The CIOS Strategic Economic Plan Vision 2030 does not separate out the south east with its own plan.</p> <p>South East Cornwall is described as an Economic Gateway in the CIOS Vision 2030 – the meeting does not recognise this description.</p> <p><i>What is the plan to make our CAP an ‘Economic Gateway’?</i></p> <p><i>Our CAP is shown as a potential site for ‘Advanced Engineering’ in the Vision 2023 document. What does this mean and how will it be achieved, and where?</i></p>	<p>CC Strategic Economic Plan https://tinyurl.com/mt7h233f</p> <p>CC Economic Growth & Development Report 28 Feb 2023 (extract) https://tinyurl.com/bdfbrbc</p> <p>CC Economic Growth & Development Minutes 28 Feb 2023 (extract) https://tinyurl.com/5h9s4nn5</p>
9	<p>Inward investment: we hear the politicians talking about the funding that CC has received from central government through various platforms (eg Levelling Up), but not about the amount of money that private business is investing.</p>	

	<i>What incentives are available to encourage businesses to relocate in our CAP and how can we support them?</i>	
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Meeting closed at 20.10

Actions

Meeting Title: Tamar to Moor & South East Cornwall CAP health & wellbeing working group

Date: Tuesday 14 February 2024

Time: 10.00am

Location: MS Teams

Attendees: Cornwall Council - Catherine Thomson, Chris Sims
ICA - Danielle Kirby
VSF - Tim Burns, Sarah Phillips
Tamar to Moor CAP - Joan Heaton, Paul Ford, Dorothy Kirk
South East Cornwall CAP - Armand Toms, Richard Bickford, Hilary Frank

Apologies: John Conway

1.	Terms of reference – to ensure consistency across the two CAP’s with regard to their representatives, it agreed that the membership would remain at 3 from each CAP together with co-opted members – and as Joan Heaton is a lay member for North & East ICA, so had a broad geographic coverage, it was agreed that she could be a co-opted member.
2.	Election of chair and vice chair – all agreed that this should be a matter for the next meeting. Action – chair and vice chair to be considered at the next meeting.
3.	<p>Priorities - following a review of the priorities of the two CAP action plans, it was agreed that the initial focus for the group would be dentistry and community hubs.</p> <ul style="list-style-type: none"> • Dentistry <ul style="list-style-type: none"> ○ there was a discussion regarding oral health and children, with food banks now increasing their focus on this as well - it was agreed that it could be beneficial if there was an approach to raise awareness and provide information/advice at the community level. ○ Reference was made to a CIC in Bedfordshire that is providing mobile dentist units to schools and a mobile dentistry service in Devon. Action – more information to

	<p>be sought to enable consideration whether this could be developed in Cornwall – HF with regard to the CIC and SP with regard to Devon.</p> <ul style="list-style-type: none"> ○ Saltash Health Action Group understood that Cllr Virr had funds to support dentistry but there is an issue with regard to recruitment. Action – CT to liaise with HF to understand more about this. ○ VSF children’s & young people alliance is looking at early years and gaps. ○ Lucy Tuson (ICB) is looking at a scheme to involve Smile and mobile units with a focus on the fishing community. ○ Action - DK to arrange for a colleague to provide an update on the dentistry at the next meeting. <ul style="list-style-type: none"> ● Community hubs ○ A map outlining the location of the existing hubs would be useful so we can explore how to link in hub activity with health provision to ensure better access to services. Action – TB to provide a map.
4.	<p>Other issues:</p> <ul style="list-style-type: none"> ● Prevention is also key so support to/promotion to leisure centres and transport schemes such as Beryl bikes is also important as these have direct links to the community. ● All to consider problems/issues in their communities so the group can review where there are commonalities and also what we can do/what the solutions are.
5.	<p>Next meeting – it was suggested that there should be monthly meetings to begin with.</p>

Report to STC April 2024

Cllr. Hilary Frank



1. New Waste Service to start from Monday 8th April

The new weekly food waste and fortnightly rubbish collection service will start from next week for Saltash and other areas in South East Cornwall.

Changes to Collection Days

Most people's collection day will change when their new service starts, so it's important to double check. The date of the first collection and new collection day are in the Go Collection Calendar that was posted to households in March, or can be found by visiting www.cornwall.gov.uk/myarea and entering a postcode.

Old bins: Deadline of 10th April

Residents won't be able to use their existing rubbish bins once the new service starts. Cornwall Council is encouraging people to consider reusing their old bin as a garden water butt, a compost bin, a place to store firewood, or for rinsing out wet suits (!). If residents are not able to repurpose their old bins, Cornwall Council will collect them and recycle them where possible. To get their old bin collected, residents need to apply by midnight on 10 April 2024 by visiting:

<https://www.cornwall.gov.uk/rubbish-recycling-and-waste/new-food-waste-recycling-and-rubbish-service/ask-us-to-recycle-your-old-bin/>

Bins that haven't been delivered yet

Residents who haven't received their bins or food waste caddies need to let Cornwall Council know via the website: www.cornwall.gov.uk/wastechanges or by ringing 0300 1234 141

New or Replacement Bags

New or replacement bags for cardboard, glass, plastics, cans, paper and textiles can be ordered via the website www.cornwall.gov.uk/recycling

Food Waste Collection Service

Information on how to use the new food waste collection service, including what can and can't be put in to the caddies, can be found at www.cornwall.gov.uk/foodrecycling

Missing or Damaged Bins

Visit www.cornwall.gov.uk/wastechanges and click the 'Tell us there's a problem with your bin' tile.

Rubbish Reduction Tips

Visit www.cornwall.gov.uk/wastechanges and click the 'Tips to reduce your rubbish' tile.

2. Adult Education Budget

The Adult Education Budget (AEB) was the largest part of the Level 2 Devolution Deal signed by Cornwall Council with the government in December 2023. Estimated to be worth £10.2 million per year, the funding, strategy and management of the AEB will be devolved to Cornwall from August 2025. It is anticipated that the Cornwall Growth Board, once it is set up, will be responsible for approvals relating to the AEB, but until the Board is operational, decisions will be made by Cornwall Council's Cabinet. The draft AEB Strategic Skills Plan can be found here: [Adult Education Strategic Skills Plan Appendix 1.pdf \(cornwall.gov.uk\)](#)

3. Local Plan and the Call for Sites

The current Local Plan covers the period from 2010 to 2030. The most recent review (accepted by Cabinet in September 2021) concluded that the Plan remains up to date and continues to carry full weight in decision-making.

However, there are some proposals working their way through the parliamentary process that will impact on the National Planning Policy and Local Plans. One of those changes is to shorten the preparation period to 30 months (24 months to prepare the new Plan and six months for Examination in Public). There are also changing economic factors in Cornwall, including new opportunities such as renewed mineral extraction, environmental factors such as climate change and its impact on coastal areas, and social factors such as population change and movement. Cornwall Council therefore wants to start preparing an evidence base for the next Local Plan so that it is well informed. As part of this a Call for Sites has been issued inviting landowners, developers and town and parish councils to highlight areas of land for assessment for future growth. The overarching aim is to ensure there is sufficient and suitable housing stock to end homelessness in all its forms.

The initial call for sites runs from 20 February until 22 April and is open to anyone wishing to suggest land to be considered. It differs from previous calls in that it:

- Includes housing and employment land
- Proactively incorporates a wider range of site suggestion sources (e.g. allocated land in NDPs)
- Includes a lower site threshold at 5 dwellings or more (previously 10 dwellings)

Cornwall Councillors have received a briefing on the Call for Sites, but at this stage it was still an introduction, with no discussion of details of potential sites. There will be an interim update to Cabinet in the summer this year, with a final report in late 2024. Here is the link for information and to submit a site: <https://www.cornwall.gov.uk/planning-and-building-control/planning-policy/call-for-sites/>

4. Fourth Round of Community Infrastructure Levy Fund launched

The latest round of the Community Infrastructure Levy Fund aims to support projects that help ease the impact of development or help new development to happen. Constituted community groups, including not for profit organisations can bid for between £20,000 and £100,000.

The deadline for submitting an Expression of Interest form is Tuesday 30 April. Projects that are considered suitable for CIL support will be invited to submit a full application with successful projects being announced mid-December. More information can be found here:

<https://www.cornwall.gov.uk/planning-and-building-control/developer-contributions/cil-fund/>

5. Live Consultations on the Let's Talk Website:



The Great Cornish Hedges Survey!

Help us identify all the types of Cornish hedges and what the ones look like near you.



New EV Charge Points

We want you to suggest locations for new Electric Vehicle charge points



Gypsy, Roma and Traveller Strategy

We're aiming to improve the lives of Gypsy, Roma and Traveller communities in Cornwall.



Mid Cornwall Metro

Visit the website for this project to transform journeys in the Mid Cornwall area.

Agenda Item 20a

Bank Receipts

Saltash Town Council

For the period 1 February 2024 to 29 February 2024

Contact	Description	Net	VAT	Gross
Barclays	Interest Received	£ 1.28	£ -	£ 1.28
Barclays Active Saver Account	Transfer to cover Expenditure	£ 100,000.00	£ -	£ 100,000.00
Callington Town Council	Recharges for staff attendance on Lantra Woodchipper course 15/02/2024	£ 155.00	£ -	£ 155.00
Churchtown Allotments	Allotment rent income 01/01/2024 - 31/03/2024	£ 10.01	£ -	£ 10.01
Churchtown Allotments	Allotment Deposit income	£ 50.00	£ -	£ 50.00
Churchtown Cemetery	Interments	£ 444.00	£ -	£ 444.00
Cornwall Council Deposit Account	Transfer to cover Expenditure	£ 125,000.00	£ -	£ 125,000.00
Daily Moorings	Fee income	£ 625.00	£ 125.00	£ 750.00
Eventbrite	Murder Mystery Ticket Sales income (less fees)	£ 58.22	£ -	£ 58.22
HMRC	VAT Refund	£ 34,107.28	£ -	£ 34,107.28
HMRC	Interest received from HMRC for period 08/02/2024 to 12/02/2024	£ 19.86	£ -	£ 19.86
Isambard House	Various Bookings	£ 234.16	£ 46.84	£ 281.00
Library Income	Photocopying Fees income	£ 2.50	£ 0.50	£ 3.00
Library Income	World of Books Income	£ 5.63	£ -	£ 5.63
Maurice Huggins room	Various Bookings	£ 97.50	£ -	£ 97.50
Nationwide Account	Investment Funds received to be moved to Active Saver Account	£ 125,000.00	£ -	£ 125,000.00
Public Sector Deposit	Interest Received	£ 2,237.53	£ -	£ 2,237.53
Grand Total		£ 388,047.97	£ 172.34	£ 388,220.31

Agenda Item 20b

Bank Payments

Saltash Town Council

For the period 1 February 2024 to 29 February 2024

Contact	Description	Net	VAT	Gross
ADS-GAS Plumbing & Heating Saltash	Guildhall Boiler maintenance cost	£ 4,300.00	£ 860.00	£ 5,160.00
All Seasons Window Cleaning	Station Window Cleaning - January 2024	£ 35.00	£ -	£ 35.00
Architecture By Studio Hive Limited	Saltash Waterside and Connectivity Project - January 2024 Payment	£ 9,212.50	£ 1,842.50	£ 11,055.00
Austen Knapman Ltd	Rock Salt for Service Delivery use	£ 83.30	£ 16.66	£ 99.96
Austen Knapman Ltd	Repair Materials - Churchtown Cemetery Gate	£ 66.95	£ 13.40	£ 80.35
B Doke	Maintenance Materials - Pontoon	£ 200.00	£ -	£ 200.00
Barclays	Bank Charges	£ 12.75	£ -	£ 12.75
Barclays Active Saver Account	Movement of Nationwide funds for future expenditure	£ 140,000.00	£ -	£ 140,000.00
Barclays Mayor's Charity A/c	Transfer of funds to cover Bank Charges	£ 41.40	£ -	£ 41.40
Blachere Illumination UK Limited	Replacement bulbs for Waterside Festoon Lighting	£ 129.00	£ 25.80	£ 154.80
Bond Timber	Timber for Installation at Churchtown Cemetery Compound Fencing Project	£ 77.92	£ 15.58	£ 93.50
Brandon Hire - Saltash	Power Breaker Hire And Transformer Unit To Power Equipment.	£ 91.71	£ 18.34	£ 110.05
Brandon Hire - Saltash	Hire cost - Radiators for Guildhall whilst Boiler was being repaired	£ 57.04	£ 11.41	£ 68.45
BrightHR	Provisions of HR Software - February 2024	£ 78.00	£ 15.60	£ 93.60
Callington Town Council	Various finance support and finance officer recruitment	£ 180.00	£ 36.00	£ 216.00
Carlton Plastics (SW) Ltd	Hygiene Board for Public toilets	£ 72.19	£ 14.44	£ 86.63
Carlton Plastics (SW) Ltd	Maintenance Materials - Public Toilets	£ 16.89	£ 3.38	£ 20.27
Cleansing Service Group Ltd	Waterside Cabin - cleaning and disposal costs	£ 168.00	£ -	£ 168.00
Cloud 1 Ltd	Sharepoint software training for Library, Guildhall and Service Delivery Staff	£ 180.00	£ 36.00	£ 216.00
Cornwall Association of Local Councils	Training course for Town Clerk - People Management	£ 30.00	£ 6.00	£ 36.00
Cornwall Association of Local Councils	Training course for Councillor Julia Peggs - Finance for Councillors	£ 30.00	£ 6.00	£ 36.00
Cornwall Association of Local Councils	Training course for Finance Officer - Year end & audit – Councils over £25,000	£ 30.00	£ 6.00	£ 36.00
Cornwall Association of Local Councils	Training course for Councillor Jean Dent - Finance for Councillors.	£ 30.00	£ 6.00	£ 36.00
Cornwall Association of Local Councils	Training course for Councillor Richard Bickford - Finance for Councillors	£ 30.00	£ 6.00	£ 36.00
Cornwall Association of Local Councils	Training course for Councillor Rachel Bullock - Finance for Councillors	£ 30.00	£ 6.00	£ 36.00
Cornwall Council	Insurance for Longstone Garage and Depot - February 2024	£ 10.00	£ -	£ 10.00
Cornwall Council	Rent for Longstone Garage and Depot - February 2024	£ 375.00	£ -	£ 375.00
Cornwall Council	Enhanced DBS Check for Service Delivery General Assistant	£ 53.00	£ 3.00	£ 56.00
Cornwall Council Deposit Funds	Repayment of previous month withdrawal for expenditure	£ 100,000.00	£ -	£ 100,000.00
Cornwall Pensions	Pension Fund Payment - February 2024	£ 11,675.15	£ -	£ 11,675.15
Corserv Solutions Limited	Strimmer Course for Service Delivery Manager and Service Delivery General Assistant	£ 360.00	£ 72.00	£ 432.00
Credit Card Purchases (Amazon)	Refund - Portable, battery operated PA system for civic events and Town Council events.	-£ 154.17	-£ 30.83	-£ 185.00
Credit Card Purchases (Amazon)	Activities Cost - Library	£ 64.62	£ 12.93	£ 77.55
Credit Card Purchases (Amazon)	Gold Memorial Plaque with rose design for Memorial Rose Garden	£ 19.16	£ 3.83	£ 22.99
Credit Card Purchases (Amazon)	Office Costs - Longstone Depot	£ 57.62	£ 11.52	£ 69.14
Credit Card Purchases (Cary UK Ltd)	Vehicle Maintenance Cost - Service Delivery	£ 120.98	£ -	£ 120.98
Credit Card Purchases (DVLA)	Copy Registration document (V5C) for Service Delivery vehicle - Required for sale of vehicle	£ 25.00	£ -	£ 25.00
Credit Card Purchases (Hygiene Supplies Direct)	Replacement baby changing unit for Public Toilets	£ 124.99	£ 25.00	£ 149.99
Credit Card Purchases (Xero)	Monthly Xero Subscription	£ 30.00	£ 6.00	£ 36.00
Dainton Group Services	Rent for Waterside Cabin and Effluent Tank	£ 310.71	£ 62.14	£ 372.85
DB Autos Ltd	Van Hire for Service Delivery use	£ 833.25	£ 166.65	£ 999.90
DB Autos Ltd	Maintenance Cost - Service Delivery Vehicle	£ 1,111.47	£ 222.29	£ 1,333.76
DB Autos Ltd	Van Hire for Service Delivery use	£ 399.96	£ 79.99	£ 479.95
DCB - Plant & Machinery Ltd	Machinery hire costs for work on hedges on Pilmere Path	£ 1,100.00	£ 220.00	£ 1,320.00
Denmans	Maintenance Materials - Public Toilets	£ 188.52	£ 37.70	£ 226.22
Denmans	Maintenance Materials - Street Furniture	£ 10.48	£ 2.10	£ 12.58
Denmans	Maintenance Materials - Public Toilets	£ 101.51	£ 20.31	£ 121.82
EE	Staff mobiles and Pontoon broadband charges	£ 140.48	£ 28.10	£ 168.58
Efficient Comms Ltd	Telephone Call and Service Charges - January 2024	£ 227.49	£ 45.50	£ 272.99
EON	Electricity Charges - 01/01 2024 - 01/02/2024	£ 197.02	£ 9.85	£ 206.87
Euro Car Parts	Maintenance Materials - Service Delivery vehicles	£ 16.28	£ 3.26	£ 19.54
HM Land Registry	Information for documentation for various Saltash Town Council sites	£ 33.00	£ -	£ 33.00
HMRC	PAYE payment - February 2024	£ 11,293.42	£ -	£ 11,293.42
HR Support Consultancy	HR Services for work carried out during the month of January 2024	£ 682.50	£ 136.50	£ 819.00
Jackman SW Limited	Call Out Charge for Guildhall maintenance	£ 605.30	£ 121.06	£ 726.36
Jackman SW Limited	Annual Guildhall Top Office Air-Conditioning Unit Service	£ 148.50	£ 29.70	£ 178.20
Jackman SW Limited	Maintenance Cost - Guildhall Boiler	£ 490.92	£ 98.18	£ 589.10
Jackman SW Limited	Annual Gas safety inspection for the Guildhall	£ 117.00	£ 23.40	£ 140.40
Jackman SW Limited	Annual Gas safety inspection for Saltash Library	£ 211.50	£ 42.30	£ 253.80
Jackman SW Limited	Annual Gas safety inspection for Isambard House	£ 97.00	£ 19.40	£ 116.40
Laser - Guildhall Gas	Gas charges - 30/11/2023 to 31/12/2023	£ 539.66	£ 107.93	£ 647.59

Contact	Description	Net	VAT	Gross
Laser - Guildhall Gas	Gas charges - 31/12/2023 to 31/01/2024	£ 612.20	£ 122.44	£ 734.64
Laser - Unmetered supply - 1051655	Unmetered Electricity charges - 01/01/2024 to 31/01/2024	£ 22.25	£ 1.11	£ 23.36
Livewire Youth Music Project	Instalment payment for delivery of youth work in Saltash	£ 9,979.32	£ -	£ 9,979.32
Lynher Training Limited	Woodchipper Training for Service Delivery staff	£ 884.20	£ -	£ 884.20
Ocean Safety Ltd	Servicing Charging - Life jackets for Pontoon	£ 62.70	£ 12.54	£ 75.24
Opayo (previously Sage)	Card machine charges	£ 13.00	£ 2.60	£ 15.60
Opayo (previously Sage)	Card machine charges	£ 49.87	£ -	£ 49.87
Print Copy Scan Ltd	Prints for Photocopiers 22/12/2023 to 26/01/2024	£ 36.09	£ 7.23	£ 43.32
Pyramid Electrical Services	Maintenance Cost - Festive Lighting	£ 6,475.00	£ 1,295.00	£ 7,770.00
Robert Mcneil	Tree Survey 2023	£ 500.00	£ -	£ 500.00
Rosevale Accountants Ltd	Monthly payroll and absence management - January 2023	£ 553.50	£ 110.70	£ 664.20
Rosevale Accountants Ltd	Professional Fees - Week Commencing 15/01/2024	£ 66.00	£ 13.20	£ 79.20
Saltash & District Observer	Town Messenger - January/February 2024	£ 330.00	£ -	£ 330.00
Security Management South West Ltd	Annual keyholding charge for out of hours monitoring for Saltash Town Council sites	£ 1,080.00	£ 216.00	£ 1,296.00
SLCC Enterprises Ltd	Training course for Town Clerk - People Management	£ 60.00	£ 12.00	£ 72.00
SOS Consultancy	Monthly ICT Support and Maintenance Services	£ 1,276.70	£ 255.35	£ 1,532.05
South West Garage Doors	Service Costs - Shutter doors At Longstone Depot	£ 190.00	£ 38.00	£ 228.00
South West Signs	Sign For The Allotment At Grenfell Avenue Road Side Gate	£ 47.50	£ 9.50	£ 57.00
South West Signs	Dog Fouling sign	£ 247.50	£ 49.50	£ 297.00
South West Signs	Public Toilet signs	£ 140.00	£ 28.00	£ 168.00
South West Signs	Assembly Point signs	£ 75.00	£ 15.00	£ 90.00
South West Signs	Pontoon Emergency Procedure Notice Signs	£ 50.00	£ 10.00	£ 60.00
South West Signs	Pontoon Signs	£ 220.00	£ 44.00	£ 264.00
South West Water - Fairmead Road	Water Charges - 22/09/2023 - 20/12/2023	£ 7.80	£ -	£ 7.80
South West Water - Guildhall	Water Charges - 26/09/2023 - 12/12/2023	£ 136.03	£ -	£ 136.03
South West Water - Library	Water Charges - 04/01/2024 - 02/02/2024	£ 23.00	£ -	£ 23.00
South West Water - Longstone Depot - Connection to Bowling Green	Water Charges - 04/01/2024 - 02/02/2024	£ 23.00	£ 1.94	£ 24.94
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water Charges - 04/01/2024 - 02/02/2024	£ 23.00	£ 1.94	£ 24.94
South West Water - Maurice Huggins Room	Water Charges - 04/01/2024 - 02/02/2024	£ 12.36	£ 1.13	£ 13.49
Spot-On-Supplies	Cleaning Supplies - Public Toilets	£ 118.08	£ 23.62	£ 141.70
Spot-On-Supplies	Cleaning Supplies - Guildhall	£ 14.04	£ 2.81	£ 16.85
Spot-On-Supplies	Cleaning Supplies - Library	£ 18.30	£ 3.66	£ 21.96
Spot-On-Supplies	Cleaning Supplies - Longstone Depot	£ 42.00	£ 8.40	£ 50.40
Spot-On-Supplies	Cleaning Supplies - Public toilets	£ 24.60	£ 4.91	£ 29.51
Spot-On-Supplies	Cleaning Supplies - Isambard House	£ 14.78	£ 2.96	£ 17.74
Staff Expenses	Expense Claim - Office Costs - Library	£ 30.50	£ -	£ 30.50
Staff Expenses	Mileage for Assistant Service Delivery Manager - January 2024	£ 125.10	£ -	£ 125.10
Staff Expenses	Mileage for Assistant Service Delivery Manager - February 2024	£ 131.78	£ -	£ 131.78
Staff Expenses	Expense Claim - Bridge tolls for SDGA travel to Training course	£ 5.20	£ -	£ 5.20
Staff Salaries	Staff Salaries	£ 38,829.14	£ -	£ 38,829.14
Tartendown Nursery	Maintenance Materials - Memorial Benches	£ 33.31	£ 6.67	£ 39.98
Tartendown Nursery	Flowers and Compost for Grounds Maintenance	£ 366.93	£ 73.38	£ 440.31
Tartendown Nursery	Rose Bush for Cemetery use	£ 16.66	£ 3.33	£ 19.99
The Core (THECORE)	Instalment payment for delivery of youth work in Saltash	£ 9,979.32	£ -	£ 9,979.32
Thirsty Work	Water Cooler Hire - February 2024	£ 76.65	£ 15.33	£ 91.98
Tool station	Ironmongery to install Compound gate at Churchtown Cemetery	£ 83.41	£ 16.69	£ 100.10
Tool station	Electrical Parts For Guildhall maintenance	£ 14.97	£ 3.00	£ 17.97
Tool station	Clamps for Plastic Hygiene Board at Longstone Park Toilets	£ 57.64	£ 11.52	£ 69.16
Trade UK Account	Safety Goggles for Service Delivery Health and Safety	£ 33.27	£ 6.65	£ 39.92
Trade UK Account	Maintenance Materials - Public Toilets	£ 93.51	£ 18.70	£ 112.21
Travis Perkins Trading Company Ltd	Materials And Consumables - Churchtown Cemetery Fence Works	£ 362.06	£ 72.40	£ 434.46
Travis Perkins Trading Company Ltd	Maintenance Materials - Public Toilets	£ 8.03	£ 1.61	£ 9.64
Tudor Environmental	Machinery Maintenance components - Burial Authority	£ 93.84	£ 18.77	£ 112.61
UK Fuels Ltd	Fuel for Town Council Service Delivery Vehicles	£ 122.11	£ 24.42	£ 146.53
Viking Direct	Office Equipment - Longstone Depot	£ 122.99	£ 24.60	£ 147.59
Viking Direct	Office Equipment - Library	£ 44.91	£ 8.98	£ 53.89
Viking Direct	Office Equipment - P&F	£ 20.74	£ 4.15	£ 24.89
West Country Embroidery	Staff Uniform Costs - Service Delivery	£ 684.05	£ 136.81	£ 820.86
Westcountry Skip Hire	02/02/2024 Disposal of Skip Waste	£ 312.00	£ 62.40	£ 374.40
Wolseley	Maintenance Materials - Guildhall Hot Water unit	£ 65.04	£ 13.01	£ 78.05
	Grand Total	£ 361,940.95	£ 7,340.88	£ 369,281.83

Finance Schedule and Precept Plan ~~2023-24~~ 2024-25

RESPONSIBLE COMMITTEE: P&F

*This is a policy/procedure document of Saltash
Town Council to be followed by both Council
Members and Employees.*

Current Document Status			
Version	2022/23	Approved by	ATM
Date	February 2022	Date	04.05.2023
Responsible Officer	RFO	Minute no.	65/23/24b(viii)
Next review date	February 2023		

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		For reapproval (recommendation to ATM)

Document Retention Period
Until superseded

SALTASH TOWN COUNCIL

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.
- P&F 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.
- P&F 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, Chairs of Committees, **the Chairman of the Town Council Mayor** 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 P&F Committee.

October-November

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

CC272 Saltash Half Marathon Grant Application

Members are asked to note the below in relation to the CC272 Saltash Half Marathon grant application

- The Tamar Trotters running club do not use letter head paper
- Accounting statements are not produced by the volunteer organisation. A bank statement from March 2024 has been included showing balance in bank account

End of Report

Mayor's Secretary/Receptionist



Saltash Town Council



Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest Grant

Festival Fund Grant

DATE APPLICATION SUBMITTED:

24th March 2024

Contact Name:	[REDACTED]
Position:	Treasurer / Race Organiser
Organisation:	Tamar Trotters Running Club
Contact Address:	[REDACTED]
Telephone Number:	[REDACTED]
E-mail:	[REDACTED]
Status of Organization:	Sports club
Charity/Company number (if applicable)	Charity No: Company No:
What geographical area does your organization cover?	Saltash and District and Plymouth

How long has your organization been in existence?	Since 1996
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Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
<p>Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>?</p> <p>(Please list – continue on a separate sheet if necessary)</p>				
<p>Please list the aims and objectives of your organization</p>	<p>To provide facilities for and promote participation of the whole community in the sport of running and associated activities.</p>			

What are the main activities of your organization?	Road running and provision of road running events in the community
---	--

	Yes / No or N/A
Are you part of a religious group?	No
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	N/A
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	N/A
If application is from an education, health or social service establishment – do you work in partnership with other groups?	N/A
If application is from an education, health or social service establishment – is project in addition to statutory services?	N/A

2. Your project

Project	Start Date	05 / 05 / 2024
	Finish Date	05 / 05 / 2024
	Total Cost	£ 4500
	Grant Applied For	£ 350

Project title:	Saltash Half Marathon and 5K+ and Fun Run
-----------------------	---

<p>Description of project (please continue on a separate sheet if necessary):</p>	<p>The Saltash Half Marathon is an established running event that first took place in 1983. The Tamar Trotters Running Club organise this event for the running community both local and further afield.</p>
<p>Where will the project/activity take place?</p>	<p>The runs start and finish in Longstone Park, Saltash as part of the Saltash Mayfair weekend. The Half Marathon route takes in the town and the adjacent villages of Forder, Trehan, Elm Gate and Trematon</p>

<p>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</p>	<p>Any profits from the Half Marathon, 5K+ and Fun Run, after all costs and expenses are covered, are shared between the Tamar Trotters Running Club and the Saltash Mayfair Committee. The events benefit from help from local organisations like the Air Cadets, Army Cadets, Scouts and individuals from the community. Each of the assisting organisations receive a donation in return for their help. Typically, the organisations (i.e. cadets and scouts) receive £100 each and we make a donation of £10 to a charity in return for each individuals' help</p>
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	<p>The events are well established within the community and are popular. The Fun Run attracts close to 300 participants each year of all ages.</p>
<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)</p>	<p>We receive £500 sponsorship from the China Fleet Club and £250 sponsorship from Belvoir Estate Agents The Tamar Trotters Running Club provide race equipment</p>

<p>How will the project be managed and how will you measure its success?</p>	<p>The project is managed by the Tamar Trotters Running Club</p> <p>The events are considered a success if they take place without incident and are in profit overall.</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>Organisation for the events starts in November each year and is well established.</p> <p>The events take place over one day, Sunday 5th May, and are complete when the last runner has finished</p>
<p>What arrangements do you have in place to ensure safeguarding of children and /or young people and/or vulnerable people (applicable only if your project involves working with this client group)</p>	<p>Young people are welcome to take part in the Fun Run. The events are organised under the rules of UK Athletics and are well marshalled and safe.</p> <p>The Fun Run has tail marshals running at the back of the field to that ensure that all runners complete the course and finish safely</p>

3. How you will pay for your project.

<p>What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	<p>We would spend the donation on funding the trophies for the prize winners. There are 66 trophies in total with a combined cost of £349.50. See attached invoice. The trophies are listed as "Warrior Multisport with Domed Insert"</p>
<p>How will you promote STC once application and project are complete?</p>	<p>We would mention Saltash Town Council on the event website and social media posts and on our large Thank You poster on display on the day of the events.</p>

Saltash Town Council considers Match Funding is extremely important. Please list any applications you have made for funding from other organisations in the table below:

Organization	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
China Fleet Country Club	£500	Yes	Yes
Belvoir Estate Agents	£250	Yes	Yes

Please confirm the bank account your project is using is in the project's name/organization name	Yes
---	-----

4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organization's most recent bank statements (mandatory)	Yes
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	Yes

A letter head showing the organization's address and contact details	N/A
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)	Yes
A copy of your organization's latest set of accounting statements (if any exist)	N/A
Copies of any letters of support for your project	N/A
If your organization has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council	N/A
Other (please list)	

If any of the above documents have not been enclosed, please give reasons why in the box below:

Letter head paper with organisations address not relevant as we are a volunteer run sports club
Accounting statements not produced. We do not use an accountant. The club accounts are independently audited each year by a club member who is not a member of the club committee
We do not have any letters in support of the project

5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we declare that, I/we have read the Town Council’s Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/we confirm that a risk assessment will be completed prior to an event granted funding by the Town Council.

I/we accept the following:

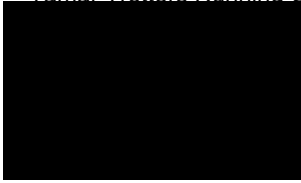
- (i) that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
- (ii) that any grant offered will be used only for the purposes set out in this application;
- (iii) that we will provide reports on progress at the request of the Town Council;
- (iv) the support of the Town Council will be publicised;
- (v) that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.

Please be aware that the decision as to whether you have been successful in your application will be communicated to you shortly after the relevant Council meeting.

Signed:			
Print Name(s):			
Position(s):	Club Treasurer and Race Organiser		
Date:	24th March 2024		



Tamar Trotters Running Club



Your Account

Sort Code
Account Number



EVENTS ACCOUNT

01 March 2024 to 24 March 2024

Money In	£994.84	Balance on 01 March 2024	£6,539.58
Money Out	£1,076.15	Balance on 24 March 2024	£6,134.43

Your Transactions


Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Mar 24	ENGLAND ATHLETICS ENGLAND ATHLETICS	BGC	323.84		6,539.58
01 Mar 24	OTW TRADING LTD 600000001303332758 INVOICE	FPO		789.60	5,749.98
04 Mar 24	FIRST 4 NUMBERS 500000001305461566 INVOICE	FPO		219.44	5,530.54
15 Mar 24	SIENTRIES LTD NO 2 INVOICE 651986	BGC	171.00		5,701.54
18 Mar 24	CHINA FLEET CC CFCC SPONSORSHIP	FPI	500.00		6,201.54
25 Mar 24	[REDACTED] CABLE	FPO		7.95	6,193.59
25 Mar 24	[REDACTED] RACE	FPO		8.48	6,185.11
25 Mar 24	[REDACTED] BUNGYS	FPO		22.98	6,162.13
25 Mar 24	[REDACTED] PLASTIC	FPO		27.70	6,134.43

Transaction types


BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

Proforma Invoice




Invoice to: Tamar Trotters


Deliver to: Same as Invoice

Postcode: PL124SX
 Attention: 
 Phone:
 Email: colin.bunting@run97.co.uk

Postcode:
 Attention:
 Phone:
 Email:

	DELIVERY DATE	PROJECT	ORDER NUMBER	TERMS
	27/02/24			By Return

ITEM	QTY	DESCRIPTION	PRICE (UK £)	TOTAL (UK £)
50MMCEN	100	Custom 50mm Domed Logo inserts	0.500	50.00
25MMCEN	250	Custom 25mm Domed Logo Inserts	0.300	75.00
AFMMC6060S	100	Silver 60mm Campione medals with	1.350	135.00
AM1035.01	230	Gold Galaxy Medal 45mm	0.800	184.00
Ribbons	100	Custom medal ribbons Colour black with China Fleet Club logo	0.760	76.00
Ribbons	150	Custom medal ribbons Colour red with Belvoir logo	0.760	114.00
POYL	1	Printing of your Logo	6.990	6.99
CR22536E	4	Warrior Mutlisport with domed inserts 160mm	7.300	29.20
CR22536F	4	Warrior Mutlisport with domed inserts 180mm	8.300	33.20
CR22536G	4	Warrior Mutlisport with domed inserts 200mm	9.300	37.20
CR22536B	54	Warrior Mutlisport with domed inserts 110mm	4.350	234.90
XENG	6	150 X 15 Gold Engraved plates	2.500	15.00
		Please note: 1. Lead times commence from the signed artwork approval date and not the order date. 2. Carriage charges include delivery to one UK mainland address before 5.30pm. If specific delivery times are required these can be quoted seperately. 3. Artwork required in Illustrator outline eps format (version 10 or less). If artwork cannot be provided, we can create screen ready artwork and will quote seperately.	TOTAL	990.49
			Carriage	
			VAT	-
			TOTAL	990.49



Cameron Kitchener

Prepared By

Lorraine Prior

Authorised By

Company details:

Aford Awards Ltd T/A Impact Promotional Merchandise
 Office 28
 Thrales End Farm
 Harpenden, AL5 3NS
 Company registration number: 5607489
 VAT registration number: 208950989

Bank Details:

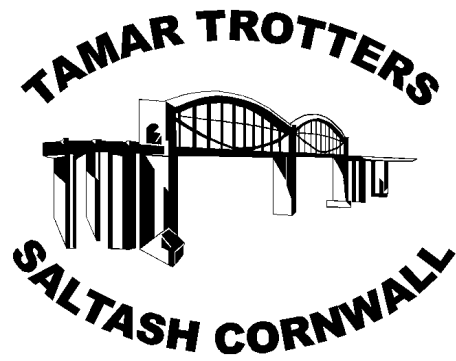


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TT01-01
CLUB RULES AND CONSTITUTION
2022

THIS ISSUE OF THE CONSTITUTION WAS ADOPTED AT AN
ANNUAL GENERAL MEETING HELD ON 18th February 2022

1) TITLE

- a) The name of the Club is the "Tamar Trotters".
- b) The Club was established in 1996.

2) HEADQUARTERS

- a) The headquarters of the Club is at Saltash Rugby Club, Moorlands Lane, Saltash.

3) OBJECTIVES

- a) To provide facilities for and promote participation of the whole community in the sport of recreational and competitive Amateur Athletics, and associated activities.
- b) To promote Tamar Trotters within the local area and the athletics community.
- c) To manage any property that it owns, rents or hires.
- d) To ensure a duty of care to all members of Tamar Trotters.
- e) To provide all of The Tamar Trotter services in a way that is fair to all.
- f) To ensure that all present and future members receive fair and equal treatment.

4) MEMBERSHIP

- a) Open Membership of Tamar Trotters is available to anyone over the age of 13 years who is interested in recreational or competitive running, regardless of sex, age, ethnicity, race, nationality, sexual orientation, occupation, religion, politics, beliefs or disability except as a necessary consequence of the requirements of Athletics as a particular sport.
- b) Membership of Tamar Trotters is confined to Amateurs as defined in the UK Athletics Rules for Competition.
- c) Application for membership shall be made to the Tamar Trotters Membership Secretary and must be accompanied by the portion of annual subscription fee that is applicable at the time of joining. New members may run with the club for free for 3 runs but must join The Club before attending subsequent training sessions. All personal data is managed in accordance with our Privacy policy and General Data Protection Regulations (GDPR)
- d) To resign from The Club a member must inform the Membership Secretary in writing. His/her membership terminates on the date of that notice unless he/she is indebted to The Club, in which case the Committee may withhold acceptance of the resignation until the liability is fully discharged. No refund of subscription shall be made in respect of any unexpired period of membership.

- e) The Management Committee may refuse membership or expel from membership only for good and sufficient cause such as conduct or character likely to bring The Club or the sport into disrepute. Appeal against such a decision may be made through the club complaints, grievance and disciplinary policy.
- f) The following classes of membership are available:
 - a. **Senior Membership** is for individuals aged 18 years and over who wish to train with The Club or enter running races as an affiliated athlete. Senior Membership of The Club includes membership of Saltash Rugby Club (such membership does not include Rugby Club voting rights). Senior members (including second claim members) are full members of Tamar Trotters and as such have full voting rights for the running club.
 - b. **Youth Membership** is for single members aged 13 to 17 years who wish to train with Tamar Trotters or enter running races as an affiliated athlete. The Club will not accept anyone aged under 13 years as a single member. Youth members are full members of The Club and as such have full voting rights.
 - c. **Social Membership** is for individuals aged 18 years and over who do not wish to train with The Club or enter running races but who wish to be attached to Tamar Trotters. Social Membership of The Club includes membership of the Saltash Rugby Club. Social members are not classed as full members of the Rugby Club and as such do not have voting rights there.
- g) By becoming a member of Tamar Trotters every member agrees to abide by The Club's Constitution, Rules and Codes of Conduct and also the rules and regulations of UK Athletics and England Athletics (or relevant successor/governing bodies).
- h) When acting in the best interests of Tamar Trotters and performing a duty of care, the Management Committee reserves the right to advise members formally to, either temporarily or permanently stop activities with the club. At the discretion of the Management Committee the advice can be applied to all of the clubs activities or singular events, i.e. either running, (physical exercise) or social events.
- i) The Club has a zero tolerance policy on any Physical or Verbal abuse or bullying towards any individual whatever the situation and reserves the right to expel from the club any member not complying with this policy. (See also code of conduct, Bullying and Harassment, Health and Safety and Diversity and Inclusion policies).

5) YOUTH MEMBERS

- a) The parent, legal guardian or nominated responsible adult will be responsible for the child's welfare arranging for them to be dropped off and collected safely to Club training sessions and Club run events. (See also safeguarding policy for definition of child and vulnerable adult). Warnings will be issued for any misbehaviour and this will be communicated to the parent or legal guardian.
- b) Parents or guardians must complete an online Membership Form for each child prior to bringing their children to an initial assessment with a coach before they can run with The Club.
- c) The Club shall adhere to UK athletics guidelines on children's running distances, any child running outside these rules will do so at their parent's / legal guardian's discretion and responsibility.

6) SUBSCRIPTION

- a) First time membership will attract an initial payment in addition to annual subscription (to cover the purchase of a Tamar Trotter running vest).
- b) Each member shall pay an Annual Subscription, the amount of the Annual Subscription shall be set by the Management Committee and agreed at the A.G.M. The subscription shall be payable on election and subsequently annually on 1st April each year or by quarterly rests in the case of new members joining part way through The Club year or in the case of non-waged or low-waged Members.
- c) Each member shall also pay a Club Night Subscription on each training night attended. A visiting runner shall pay a Club Night Subscription only, but shall not constitute a full member and shall not therefore have any voting rights or other benefits of membership. Visits shall be limited to 3 in any one calendar year.
- d) Membership of Tamar Trotters will be deemed as cancelled if the Annual Subscription is not paid within one month of the renewal date.
- e) Tamar Trotters has a duty of care to perform in the interest of all of its members, individually, collectively, adult and children alike.

7) MANAGEMENT COMMITTEE

- a) The management of Tamar Trotters is vested in a Management Committee comprising the following 11 posts::
- i. Chairperson
 - ii. Club Secretary
 - iii. Club Treasurer
 - iv. Club Captain
 - v. Youth Development Officer
 - vi. Membership Secretary
 - vii. Social Secretary
 - viii. Press / Publicity Officer
 - ix. Triathlon Captain
 - x. And two General Committee Members

NB. the post of Safeguarding Officer must be filled and the details can be found in the Roles and Responsibilities policy. The Safeguarding officer may be included on the committee, but full committee membership is not a prerequisite of someone undertaking this critical role.

- b) All members of the Management Committee shall be elected annually at the Annual General Meeting. Any person standing as a candidate for any committee post must be nominated by two other eligible members.
- c) A quorum for the Management Committee shall be six. A meeting of the committee at which a quorum is present and has been properly convened shall be competent to exercise all the powers and discretions invested in the committee by this Constitution.
- d) The Management Committee shall meet once a month
- e) All decisions will be by a majority vote, providing that there is at least a quorum in attendance. The Chair shall have a casting vote in the event of a tie.
- f) The Management Committee has the power to co-opt extra members up to a maximum of three, to create trustees if appropriate to any particular circumstance and to form sub Committees as and when considered necessary.
- g) The Officers of the Club are authorised to act between Management Committee meetings on such matters as cannot be left until the next meeting of the Committee.
- h) Whilst it may be possible for a member to stand for more than one post on the committee, no member shall be allowed to hold more than one post on the committee at any one time. If a member is elected to a post during the course of the AGM then their name shall be deleted from all subsequent voting for the remaining posts at that meeting.

- i) Any member standing for the position of Chair, Club Secretary or Treasurer must have previously been a member in one of the three years (for a full year) preceding the AGM at which they are seeking election. This policy is intended to maintain continuity and safeguard the interests of Tamar Trotters.
- j) If the number of candidates for each of the named posts is only one then that candidate shall be declared as elected unopposed. If the number of candidates is more than one then ballot papers will be prepared containing, in alphabetical order, the names of all candidates proposed. Every eligible member may vote for each office with the first candidate to reach a majority elected.
- k) If the number of candidates for election as General Committee Members is less than or equal to the number of vacancies then each candidate shall be declared as elected unopposed. If the number of candidates is more than the number of vacancies then ballot papers will be prepared containing, in alphabetical order, the names of all candidates proposed. Every eligible member may vote for as many candidates as there are vacancies and those candidates with the most votes will be elected until all vacancies are filled.

8) CLUB COLOURS

- a) The Club colours shall be a burgundy and black 'T' shirt or vest (detailed in Code of Conduct document)
- b) All members at competitive running events should wear club colours.

9) ANNUAL GENERAL MEETING

- a) An Annual General Meeting shall be held before the end of March each year.
- b) The following business shall be undertaken:
 - i. The Management Committee's reports will be read and discussed.
 - ii. The accounts will be audited and available.
 - iii. The Committee Members will be elected.
 - iv. Any further matters on the Agenda will be considered.
- c) The Club Secretary must give every member 21 days notice of the meeting in writing.
- d) Notice of any business which it is desired be placed on the Agenda must be given in writing to the Club Secretary at least 14 days prior to the meeting.
- e) Amendments to the constitution may be changed by a two thirds majority decision of eligible members in attendance and entitled to vote at the meeting.
- f) All routine matters will be decided by majority vote of eligible paid up members in attendance at the meeting.
- g) A member who is in arrears for either subscriptions due or fees unpaid shall not be entitled to vote at the AGM.
- h) 15 percent of paid up members as at the date of AGM will constitute a quorum.
- i) Only members aged 13 years and over will be eligible to vote.
- j) The Chair shall have a casting vote.

10) EXTRAORDINARY GENERAL MEETING

- a) The Club Secretary must call an Extraordinary General Meeting within 14 days of the receipt of a requisition in writing signed by at least thirty eligible members of Tamar Trotters Running Club stating the business to be brought before such a meeting.
- b) Not less than 21 days notice of an Extraordinary General Meeting, specifying the place, day and time of the meeting, shall be given to the members.
- c) The conditions set out in clauses 9) e) to j) will apply.

11) AMENDMENTS TO CONSTITUTION

- a) The Management Committee, by a two thirds majority decision at a quorum meeting, may propose amendments to the Constitution.
- b) The changes may only be made at the Annual General Meeting or an Extraordinary General Meeting called for that purpose.
- c) The Club Secretary must give 21 days notice in writing to all members for an Extraordinary General Meeting called under this heading.
- d) The conditions set out in clauses 9) g) to j) will apply.
- e) If the motion is passed by a two thirds majority of eligible members in attendance and entitled to vote at the meeting then the amendment to the Constitution will be adopted.

12) DISSOLUTION

- a) The Management Committee, by a two thirds majority vote at a quorum meeting, may decide to dissolve Tamar Trotters. They must then call an Extraordinary General Meeting giving 21 days notice in writing to all members.
- b) Alternatively thirty paid up and eligible members may petition the Club Secretary in writing to call an Extraordinary General Meeting in which the conditions set out in clauses 9) c) to j) will apply with respect to calling the meeting and voting at it.
- c) If the motion is passed by a two thirds majority vote at that meeting then the Club is dissolved.
- d) Upon dissolution any funds remaining after all debts have been met will be donated to England Athletics, or successor body, for use by them in community related sport.

13) CODE OF CONDUCT

- a) Safety is paramount and all members are asked to read the health and safety policy , risk assessments, and safeguarding policy on the members area of the website for full guidance. (see also Code of conduct document, Health and Safety Policy and Risk Assessments on Members page of the Tamar Trotters website).
- b) Members shall be aware of their general conduct whilst representing Tamar Trotters in any capacity and shall not conduct themselves in a manner that could bring the club into disrepute. Policies such as bullying and harassment, inclusion and diversity and our disciplinary and grievance procedures can be found on the members area of our website.

14) ACCOUNTS

- a) The Club Treasurer will be responsible for the finances of the Tamar Trotters.
- b) All monies will be banked in accounts in the name of the Tamar Trotters.
- c) Club Accounts will require one signature.
- d) The Club Treasurer will ensure proper accounts are kept and provide the Management Committee Members with accurate financial reports on at least a quarterly basis. The Club's financial records shall always be open to inspection by any eligible member of the Club.
- e) The Club's financial year shall run from 1st January to 31st December each year. The Club Treasurer will present accounts for the previous financial year to the Annual General Meeting for consideration and copies of these will be available to members at the meeting.
- f) If the accounts are not accepted at the Annual General Meeting then a qualified accountant may be appointed to investigate member's concerns.
- g) Tamar Trotters is a non-profit-distributing organisation. The income and property of Tamar Trotters shall be applied solely towards promoting the above objectives.



Saltash May Fair Committee

27th March 2024

FAO: Saltash Town Council

I am writing in support of the funding application from Tamar Trotters for trophies to be presented at the Half Marathon, 5K Run and Fun Run at Saltash May Fair.

Since bringing the May Fair back to Fore Street and Longstone Park, the May Fair Committee has worked to extend and enhance the community offer on the Sunday of the May Fair weekend. Tamar Trotters have been an outstanding partner in this. Their attention to detail in the organisation of the races is impeccable.

The financing of the races is a discrete unit handled in entirety by Tamar Trotters, although expenditure for items such as medical services and toilets are shared with the May Fair Committee to reduce the overall financial burden on the two organisations.

Here are some of the benefits of the races:

- Community groups are given a donation in return for volunteering as marshals, thereby offering local groups the chance to raise funds
- Training for the Fun Run in school settings promotes wellbeing in Saltash children
- The presentation of trophies boosts pride and self-confidence
- Runners in the Half Marathon come from various parts of Cornwall as well as England, raising the profile of Saltash and boosting footfall to our town
- Expenditure on medical services etc. is shared with the May Fair Committee, reducing the overall costs for May Fair

Thank you for considering this funding bid from Tamar Trotters. Your support will not only strengthen the resources available to them, but will also reaffirm the town's commitment to supporting initiatives that enrich the lives of residents.


Treasurer, Saltash May Fair Committee

England ATHLETICS

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ROAD RACE / MULTI TERRAIN LICENCE



Licence number:	2024-46324	Licence Status:	Full Licence	Race	Entry Limit	Date
				Single Race - Saltash 5K+	100	May 05 2024 11:00 AM

This is to certify that the above race has been approved as a Race that will be held under UK Athletics Rules for Competition and in accordance with the Licence Requirements.

Event: **Saltash Half Marathon and 5K+ and Fun Run**

Race: **Saltash 5K+**

Signed: 

(For and on behalf of England Athletics)

This licence, in conjunction with your governing body affiliation, includes Third Party Liability Insurance cover (Limit of Liability £50,000,000 any one accident or occurrence). For further details please contact England Athletics, Athletics House, Alexander Stadium, Walsall Road, Perry Barr, Birmingham, B42 2BE. Telephone 0121 347 6543

THE LICENCE NUMBER MUST BE QUOTED ON ALL RACE ADVERTISING AND CORRESPONDENCE

England ATHLETICS

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ROAD RACE / MULTI TERRAIN LICENCE



Licence number:	2024-46324	Licence Status:	Full Licence	Race		Expected Entrants	Date
				Single Race - Saltash Fun Run		300	May 05 2024 10:00 AM

This is to certify that the above race has been approved as a Race that will be held under UK Athletics Rules for Competition and in accordance with the Licence Requirements.

Event: **Saltash Half Marathon and 5K+ and Fun Run**

Race: **Saltash Fun Run**

Signed: 

(For and on behalf of England Athletics)

This licence, in conjunction with your governing body affiliation, includes Third Party Liability Insurance cover (Limit of Liability £50,000,000 any one accident or occurrence). For further details please contact England Athletics, Athletics House, Alexander Stadium, Walsall Road, Perry Barr, Birmingham, B42 2BE. Telephone 0121 347 6543

THE LICENCE NUMBER MUST BE QUOTED ON ALL RACE ADVERTISING AND CORRESPONDENCE

England ATHLETICS

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ROAD RACE / MULTI TERRAIN LICENCE



Licence number:	2024-46324	Licence Status:	Full Licence	Race		Entry Limit	Date
				Single Race - Saltash Half Marathon		200	May 05 2024 11:00 AM

This is to certify that the above race has been approved as a Race that will be held under UK Athletics Rules for Competition and in accordance with the Licence Requirements.

Event: **Saltash Half Marathon and 5K+ and Fun Run**

Race: **Saltash Half Marathon**

Signed: 

(For and on behalf of England Athletics)

This licence, in conjunction with your governing body affiliation, includes Third Party Liability Insurance cover (Limit of Liability £50,000,000 any one accident or occurrence). For further details please contact England Athletics, Athletics House, Alexander Stadium, Walsall Road, Perry Barr, Birmingham, B42 2BE. Telephone 0121 347 6543

THE LICENCE NUMBER MUST BE QUOTED ON ALL RACE ADVERTISING AND CORRESPONDENCE

Saltash Section 106 Funding Deployment Panel

Application Form

A. Overview

1. Name & Address of Organisation

Salt Arts CIC, 17 Lower Port View, Saltash PL12 4BY

2. Title of Project:

Saltash Studios Launch Marketing

Brief Description of Project

Further to recommendations from Catherine Thomson (following our meeting on 6/12/23) Salt Arts CIC is applying for support towards the cost of marketing and public events as part of the launch of Saltash Studios.

Salt Arts CIC is undertaking to refurbish the former Saltash Barclays Bank to become 'Saltash Studios' a vibrant co-work facility and cultural space in the centre of Saltash.

We will run an 18 month launch season of activities at the Studios. This project will:

- Draw people into the town centre to work, socialise and enjoy a wide range of activities.
- Ensure that the Saltash public and business communities are fully involved in the development of the Studio's facilities and cultural programme.

These images from other co-work/events spaces illustrate what we are aiming to achieve at 24 Fore Street:



Tribe (Totnes)



Makers Mews (Ivybridge)



Totnes Cinema (Totnes)



107 Cornwall Street (Plymouth)



Watershed (Bristol)



Krowji Studios (Redruth)

3. Total Funding Requested £9,565

4. Dates/instalments that funding is required:

May 2024 £9,565

5. Please tick to indicate that the following documents have been enclosed

Copy of Accounts (except for public bodies) ✓

Copy of Standing Orders (except for public bodies) ✓

Copy of Insurance for this project (if applicable) ✓

I have enclosed a copy of Salt Arts CIC's current insurance certificate. This insurance will be extended to cover this project when the building lease is signed.

B. Declaration

I confirm that all of the details on this form, including any attachments, are correct to the best of my knowledge, and understand that false or inaccurate information on the form may result in funding being refused or withdrawn

Project Contact Lindsay Endean

Date 21/2/24

C. About the applicant organisation

Brief description of aims of organisation

Salt Arts CIC works with individuals, businesses and community organisations to develop and manage cultural projects in Devon and Cornwall. With over 20 years' experience in the field, we produce our own work and also support multi-genre partner projects. More detail of our work is available at: <https://www.saltarts.org/about>

Our objectives are to:

- Strengthen, diversify and build the cultural sector in the region.
- Facilitate a wide range of cultural and creative projects.
- Grow new talent and engage a wide audience.

We create work which:

- Has longevity and will grow and become embedded in communities for years to come.
- Brings genuine long-term benefits to users and communities.
- Through excellent content will inspire, entertain, educate and instil happiness and wellbeing.

1. Status of organisation

Community Interest Company (Limited by Guarantee)

2. Date founded 22/2/23

3. Project Contact name Lindsay Endean

Position Director

Contact tel. 07881784809

Email lindsay@saltarts.org

4. Senior Contact name As above

Please give a brief description of other projects delivered by the organisation; particularly those of a similar nature to the project you are bidding for.

High Street Action Zones - Plymouth (Dec 21 – Mar 23)

Lindsay Endean (Salt Arts CIC Director) managed the Meanwhile Use Programme for Plymouth Culture as part of their High Street Action Zones Project. This project explored the role of culture in regenerating Plymouth City Centre and involved refurbishing 6 empty retail units and supporting 17 cultural projects to occupy them.

The programme also involved the refurbishment and launch of a pop-up shop project at 107 Cornwall Street with Vacancy Atlas and Albion CIC:

<https://www.vacancyatlas.co.uk/pop-up-shop> . More information about the Meanwhile Use Programme is available here: <https://plymouthculture.co.uk/meanwhile-use/> .



Saltash Songs & Shanties Festival (Jun 22 & Jun 23):

Salt Arts CIC launched Saltash Songs & Shanties Festival in 2022 as part of a Covid recovery programme for towns in Cornwall. The second event in 2023 involved c.1,800 audience members, 111 musicians, 14 volunteers and featured 18 events in 10 historic venues across the town. It also brought an estimated additional income of £17k-£22k to the local economy. We are producing a 3rd Festival in June 2024.



Previous project also managed by Lindsay Endean include:

Mayflower 400 Cultural Programme (2018-2021)

Producing the Mayflower 400 programme in Plymouth which engaged with 1.3million people and involved 15 international cultural projects.



Etsy Good Store, Covent Garden (2018)

Development of a pop-up retail and workshop space with Etsy in Covent Garden, London. The project used an empty shop space and aimed to raise the profile of Etsy with UK shoppers and sellers.

Development & Management of Burdall's Yard (2009-2017)

Refurbishment of a former nightclub in Bath and relaunching it as a cultural events/education space for Bath Spa University and the community. The new venue delivered a programme of live events and exhibitions alongside providing office space, study areas and teaching rooms. The venue contained three performance spaces and a bar/café.

Croydon Clocktower (2006-2009)

Part of Management team for Croydon's Clocktower Arts Centre which incorporated London's busiest library, the historic David Lean Cinema, a 200cap performance space and the Museum of Croydon. The space also housed a café, bar, youth space and community gallery. Lindsay was also Head of Marketing for Culture at Croydon Council.



5. In the event that your organisation ceased to exist, what would happen to its resources and assets?

Salt Arts CIC's assets are locked to Creative Kernow. Registered Office: Creative Kernow, Krowki, West Park, Redruth TR15 3GE. Charity No. 929138

D. About the Project / Project Element

1. Title of Project / Project Element: Launch Events & Marketing: Saltash Studios

2. Description

Salt Arts CIC is applying for funding to support the marketing and delivery of an 18 month launch season at the Studios. The aims of the project are to:

- Give the whole community opportunity to contribute ideas on the setting up of the Studios, to ensure that the Studios is furnished, equipped, and run in a way that makes it accessible to all.
- Support local residents who face personal, economic or physical challenges to access the co-workspaces and trial facilities.
- Enable access to the cultural programme for residents who may not currently take part in arts/cultural activities due to personal, economic or physical barriers.

The launch programme will include:

June 2024:

- 2x Public engagement events to enable the community to give feedback on the project and ensure that the building is accessible to the whole community.
- 4x Hard-hat tours for specific groups including local business people, further and higher education groups and community organisations.

Sept-Jan 2024:

Welcome sessions and trials of the co-work facilities aimed at young people and people in the creative industries, looking to change careers, carers or getting back into work. Including:

- Free trial use of desk space and induction sessions for 75 people.
- 4x Open days/evenings.

Oct-Jan 2024:

- 2x Free enterprise events and activities including talks and skills training, run in partnership with users of the co-work facilities and other local agencies such as Plymouth Culture, Feast and Creative Kernow.

Nov-Sept 25:

Arts and cultural events programme including:

- 2x free exhibitions of work by local artists.
- 10x pay-what-you-feel film screenings for specific groups such as carers & babies, older people, families and special needs groups.
- 4x pay-what-you-feel creative workshops.
- 4x free talks by local creatives or cultural/heritage groups.

The project will be managed by Lindsay Endean Director of Salt Arts CIC working with local tradespeople and volunteers and supported by Albion CIC. Two additional people will be employed by Salt Arts CIC to launch and run the building.

The 10-year lease has been negotiated by Peter Ryland (Chairman of Saltash Chamber of Commerce) and will be held by Salt Arts CIC.

Members of Saltash Creative Forum and the Saltash community have provided feedback on plans and Salt Arts CIC will continue to consult with the public as the project progresses.

3. Please tick to indicate which priorities your project (element) meets, and explain how it meets them:

i) Town Centre Regeneration ✓

This project will help to bring significant, long-term investment to Saltash Town Centre by launching a unique facility that will attract local residents and visitors (an estimated 15,000 visits per year) to Fore Street. This includes:

- Launching a new work space for individuals and small enterprises to the centre of Saltash which will attract additional footfall to Fore St during the day, Mon- Fri.
- Launching a new community space and programme of events in the centre of Saltash which will attract additional footfall in the evenings and weekends.
- Improving the environment of Fore Street through bringing a building that has been empty for 5 years back into use.
- Improving the frontage of 24 Fore St to make it a welcoming and inspiring place to visit and improving to the appearance of the street.

ii) Generation of Employment Space ✓

This project is an imaginative investment in creating new employment space in the town centre, including launching:

- Flexible co-workspace for 50+ members – with a particular focus on supporting creative and social enterprise sectors.
- 5 office/studio spaces with total capacity for up to 15 individuals.
- A social and meeting space for networking and training.
- A programme of enterprise support activities including visiting speakers and mentoring.

iii) Other Community Benefit ✓

Saltash Studios will improve the profile of the town with the events programme creating good press coverage and contributing towards making Saltash a happy and healthy place to live and work. In addition the Studios will:

- Reinvest profits into cultural and enterprise projects in Saltash.
- Provide long-term low-cost and flexible workspace specifically aimed at freelancers, remote workers, new enterprises and people with access needs (such as working parents, people with disabilities or caring responsibilities).
- Provide long-term space for community groups to meet and run projects and activities, including supporting local Festivals and other Fore Street events.
- The Studios will create four new jobs to manage the launch project and Studio facilities.

This project supports and delivers objectives outlined in the **Saltash Neighbourhood Plan**:

To secure a diverse and prosperous local economy:

- Addressing the imbalance between the number of jobs and level of housing found in the town by supporting local enterprise and creating jobs in a facility that is accessible to all residents.
- Redevelopment of an previous employment site thats original purpose has now expired.
- Encourage existing homebased businesses to expand in a way that does not negatively impact residential amenities.
- Expand tourism through use of existing facilities and local assets with maximum accessibility for visitors, creating income, employment and additional leisure opportunities.

- Regenerate redundant and underutilised buildings.
- Encourage independent traders.
- Make better use of upper storeys for employment.
- Support the development of the 'evening economy'.
- Support the provision of the infrastructure that would support festivals and events.
- Extend the offer to more niche shopping experience.
- Introduce new ground floor non-retail uses to increase footfall and income generation and provide options as the spectrum of retail changes.

Create and support sustainable neighbourhoods:

- Essential every-day facilities within reasonable walking distance of residential areas.
- Formal gathering places such as community halls within 20 minutes walking distance.
- Well maintained buildings and street scene furniture.
- Minimal dereliction, underutilised and under maintained spaces.
- Design out crime with good visibility and no isolated spaces.

To enhance the built environment.:

- Upgrading and enhancing facias, shop fronts and signs in the town centre.

4. Details of volunteer time involved in project

Salt Arts CIC has delivered c.400 hours of research and planning to this project pro bono. Salt Arts has also covered all the costs of this research.

Peter Ryland has volunteered his expertise to negotiate the lease.

Vacancy Atlas, Albion CIC and other local professionals have volunteered c.25 hours of time to provide professional advice pro-bono.

Volunteers' time will be incorporated into the project through:

- Holding responsibilities for opening/closing the building (in return for reduced cost co-work space).
- Assisting with stewarding events such as film screenings.
- Becoming a member of a committee to steer the work of the Studio and provide guidance and ideas on policies, the public events programme and management of the space.

5. Details of other sources/amounts of funding secured

A private donation of £1,000 has been received to support the running costs of the building during this project.

Details of other sources/amounts of funding pending

Good Growth Cornwall & Isles of Scilly Shared Prosperity Fund:

An application for £137,405 has now been submitted to fund the refurbishment of the building and part of the launch costs. This is now in the final stages of the application process.

Howton Solar Fund:

An application has been made for £5,000 to support the running costs of the building during the launch programme – specifically to cover the cost of energy sourced from a green supplier.

6. Breakdown of costs

Add costs broken down between funding sources

Item	Total cost	Community Levelling Up Fund	Section 106 Fund
Launch marketing: Leaflet & poster print £2000 Leaflet distribution (Royal Mail) £1668 Social media marketing £500 Advertising and paid listings £2000	6168	1168	5000
Events costs: 4x community engagement activities during refurb. £400 2x Enterprise and training events £200 4x open day/evening events for co-workspace £400 2x artist exhibitions £600 6x community workshops £1,200 4x community talks £400 Fim licenses x10 £1175	4375	0	4375
Premises and PRSF license	549	359	190
Project Management (see Section 'E. Project Management' for breakdown)	15,922	15922	0
TOTAL	£27,014	£17,449	£9,565

7. Total costs requested from Section 106 Funding **£9,564**

8. If approved, when would the project begin? **June 2024**

9. When would the project be complete? **September 2025**

10. What ongoing maintenance would be required, and how would this be funded (including if it is part of the bid)?

Ongoing maintenance will be funded by the income generated by the project through co-work memberships and private studio hire.

11. Do you require insurance for this project? Yes No

Salt Arts CIC would extend its current schedule of insurance to cover this building and project.

12. Does the project require work valued at £2,500 or above from any individual supplier? Yes No

If yes, please note that submitting this form commits you to obtain three quotations for any such piece of work.

13. Does the project require work valued at £25,000 or above from any individual supplier? Yes No

If yes, please note that submitting this form commits you to carry out a full tender process for any such piece of work.

14. Do you require any further permission(s) for this work, including planning permission? If so, please indicate the permissions required and current stage

The refurbishment of the building does not require planning permission because the class of use will not be changed.

The installation of new signage on the front of the building will require planning permission. This will be designed and an application submitted as part of the refurbishment and launch of the building.

The building will require a premises license. This will be applied for when the rates have been revalued.

15. Please provide a brief summary of any project risks and how they will be mitigated:

Risk Item	Severity	Likelihood	Proposed Mitigation	Impact post mitigation	Likelihood post mitigation
Failure to secure funding from the Community Levelling Up Programme.	Severe	Possible	Salt Arts CIC will look at alternative sources of funding from organisations such as the National Lottery. The launch programme will be delayed until funding for the refurbishment is secured. N.B Securing funding for the launch programme will significantly increase the likelihood of other applications for refurbishment funding being successful.	Minimal	Unlikely
Materials cost increases.	Moderate	Possible	Cheaper specification materials could be used.	Minimal	Possible
Failure to recruit members to co-work hub.	Severe	Unlikely	Launch period will include reduced cost memberships and free trials to attract new members and encourage people to try the facility. A very achievable target figure of 50 members has been used for budgeting and planning.	Minimal	Unlikely
Failure to attract audiences/participants to events.	Moderate	Unlikely	Salt Arts CIC has previously been successful at selling tickets to and building audiences for events in Saltash. We will continue to use the marketing tools and mailing lists created for previous events.	Minimal	Unlikely

Failure to secure planning permission for exterior signage on building.	Severe	Unlikely	Signage will be designed to fit in with existing shopfronts on Fore Street.	Minimal	Unlikely
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NOTE: A FURTHER SECTION D SHOULD BE SUBMITTED FOR EACH DISCRETE PROJECT OR PROJECT ELEMENT. Please number as D1, D2 etc.

E. Project Management

1. Project Manager name Lindsay Endean

Position Director - Salt Arts CIC
 Contact tel. 07881784809
 Email lindsay@saltarts.org

2. Breakdown of Project Management Costs

(N.B these Project Management costs are also included in table D6 under 'Project Management')

Item	Cost	Source of cost (inc. estimate).	Source of funding
Independent evaluator & public engagement manager	£5000	Estimate based on industry rates.	Community Levelling Up Programme
Project Director	£7813	Estimate based on Saltash Studios Project Director 7.5 hours a week on the launch programme. Jun 24-Sep 25.	Community Levelling Up Programme
Project Assistants	£1064	Estimate based on Saltash Studios Project Assistants working 12.5 hours a week on the launch programme. Jun 24-Sept 25.	Community Levelling Up Programme
Staff costs	£2,045	Equipment, transport, training & office costs.	Community Levelling Up Programme
Total	£15,922.00		

F. Total Costs requested from Section 106 Funding

- Costs from Section D1 **£9,564**
- Costs from Section D2 £ NA
- Costs from Section E £0 (all funded by Community Levelling Up Programme)
- TOTAL COSTS **£9,564**

G. Treatment of Value Added Tax

Please note that the grants under this scheme are provided net of VAT.

Appendix 1: About

Saltash Studios: A vibrant enterprise & cultural space in the centre of Saltash.

- Co-work club
- Bookable desks
- Affordable private studios/offices
- Enterprise support
- Creative workshops
- Cinema
- Events
- Exhibitions
- Bookable meeting space
- Storage

Saltash will benefit from investment in accessible workspace:

Salt Arts CIC surveyed members of Saltash Creative Forum and other local freelancers and remote workers while preparing this application:

95% said that they would like to see more suitable shared workspace in Saltash.

86% were interested in using co-work space in Saltash.

56% were interested in hot desks or co-work space.

30% were interested in private studios or offices.

The top benefits of using co-work space, selected by the responders were:

Opportunities to network/collaborate with other professionals (15%).

Improved mental health from increased social interaction (13%).

Being able to work away from the distractions of home (13%).

Space with flexible payment and booking options (11%).

37% of responders were interested in using a co-work space to change career or start a new enterprise.

Saltash will benefit from a creative events programme:

Feedback from research undertaken by Saltash Songs & Shanties Festival in 2023 showed that 100% of people surveyed wanted to attend more arts events in Saltash. The top requests were for more music (90%), Theatre (53%), Exhibitions (50%) and Film (47%).

Salt Arts CIC has a reputation for successfully delivering projects and building an audience for high quality arts events. We have demonstrated how arts can bring economic benefits to local businesses (estimated additional income from the 2023 Songs & Shanties Festival was £17-£22k) and can bring pride and improved profile to the town (see Festival evaluation: <https://tinyurl.com/fshdfa37>).

Bringing a co-work hub and public cultural space together into one project will make the building financially sustainable in the long term. The building will be busy all day and evening all through the week, making highly efficient use of the space and facilities.

We currently have an excellent opportunity to use the Section 106 funding as match funding for the Community Levelling Up Programme – maximising the benefits of this funding for Saltash.

If this project does not take place the building is likely to remain empty in the long term and will continue to degenerate. The number of empty buildings on Fore Street will also soon grow with Lloyds Bank scheduled to close their Saltash branch in April 2024. Both buildings are difficult to let due to their size, layouts and unsuitability for small retail.

Appendix 2: Building refurbishment plans

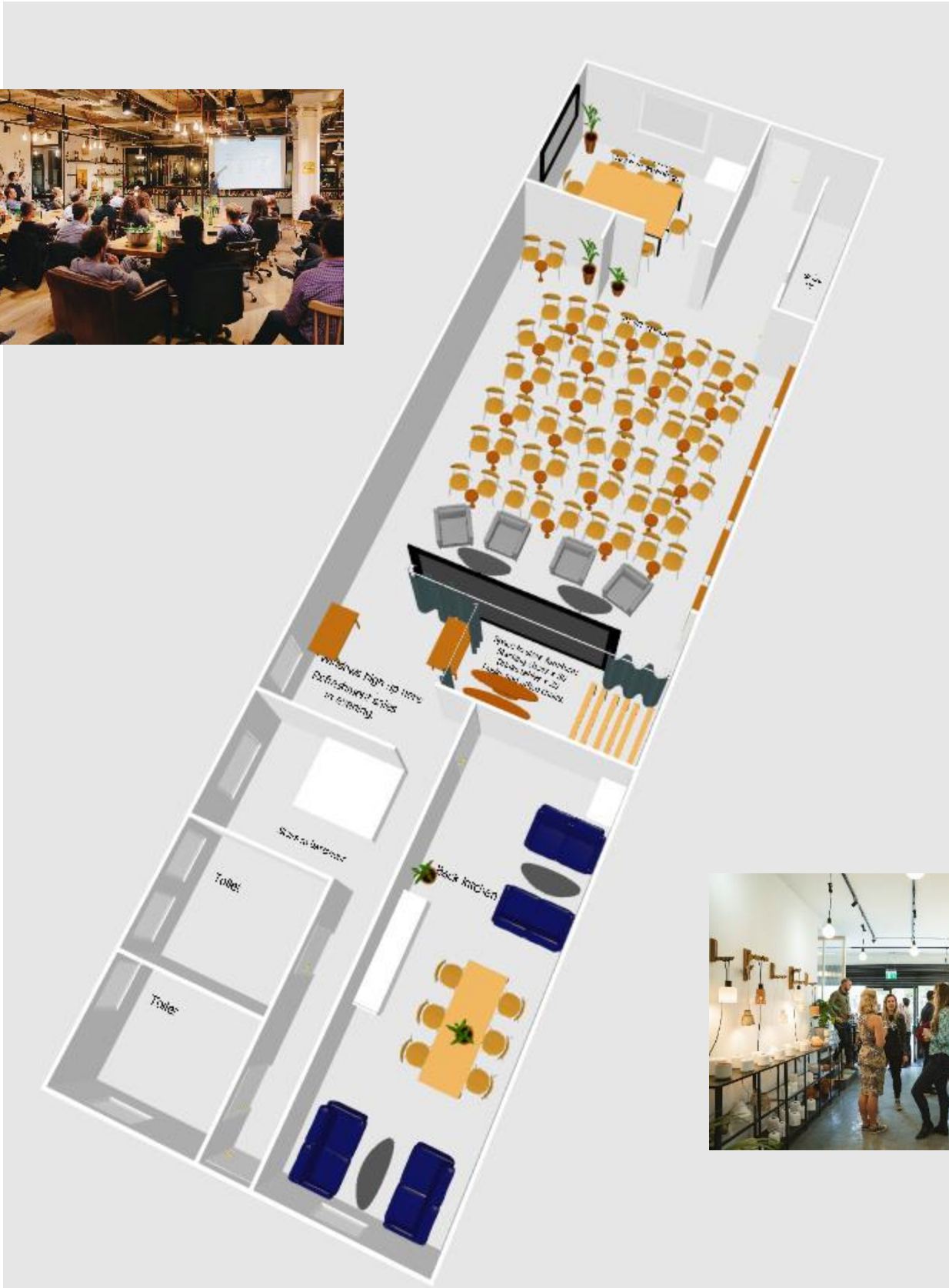
Ground Floor: example floor plan set up for co-working.

- Hot desks and bookable desks in the main room
- Social space in the former kitchen/staff room
- Meeting room (cap 8) in the front office
- Accessible toilets at the rear of the building



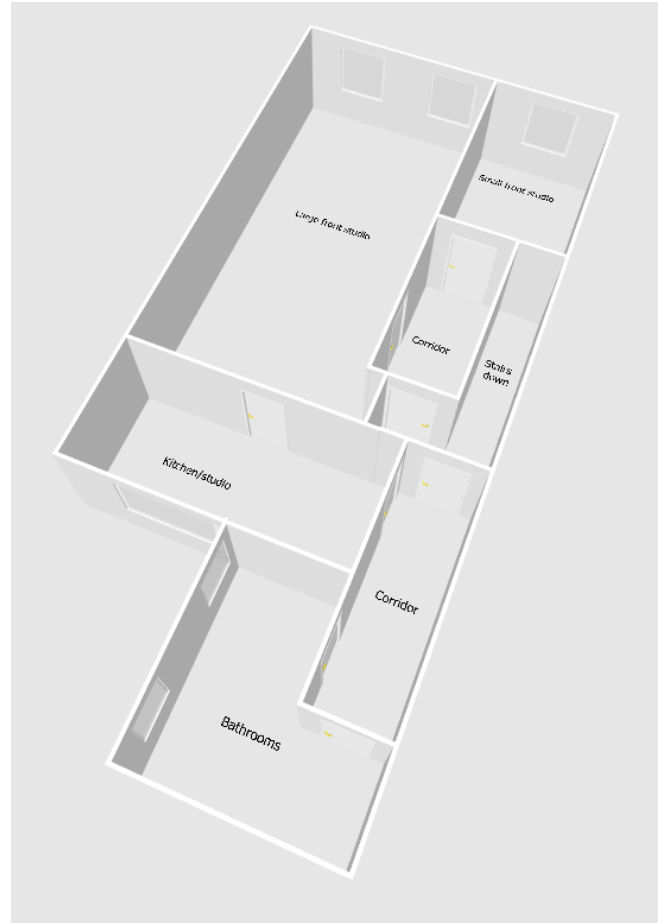
Ground floor example plan for events.

- This example shows 'cabaret style' seating with a film screen
- Refreshments can be sold from the kitchen area.
- People using the 1st floor studios can still enter/exit during events via the stairs near the front door.

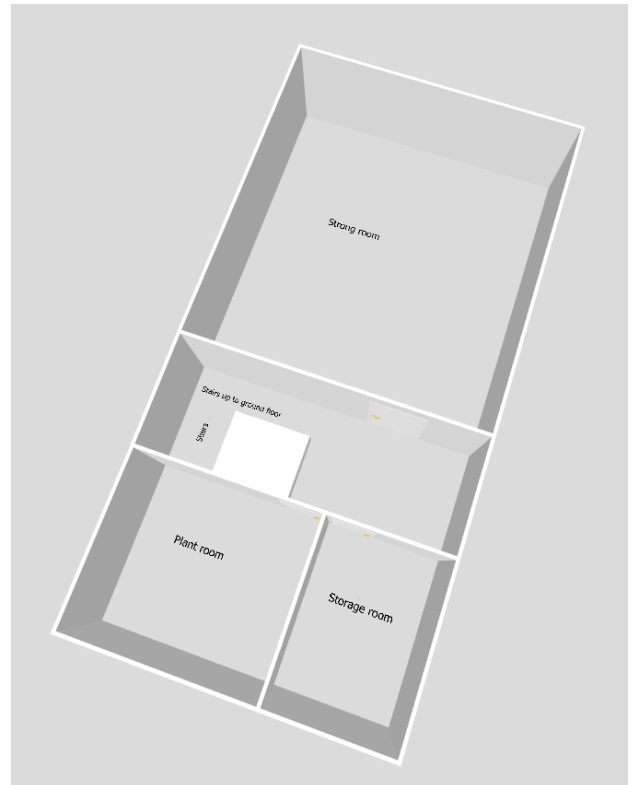


First floor plan:

- currently has 3 studio/office spaces, but there is potential for 5 if large front studio is split into two and staff bathroom is converted into a studio



Basement floor storage space utilising former bank vaults:



Appendix 3: Details of refurbishment & launch schedule

April-May 2024:

- Sign lease for building.
- Building made safe for employees, contractors and the public to enter.
- Work starts on refurbishment.

June 2024:

- Works continues on refurbishment.
- Salt Arts CIC starts working from building.
- **Public open days and feedback session takes place in the building.**
- **Collate feedback from public visitors.**

July-August 2024

- Refurbishment finishes.
- Building is furnished.
- Technical equipment such as sound and projector installed.
- Studio and storage facilities advertised.
- **Public open days and feedback session takes place in the building.**
- **Collate feedback from public visitors**

September 2024:

- **Open co-work space with free and reduced cost trials or target groups (this space can be opened even if work is continuing on refurbishing 1st floor).**
- **Run public open events and tours.**
- First occupants move into studios.

October - December 2024:

- **Launch cultural programme with free and low-cost events to welcome the whole community into the building**
- **Continue to run co-work membership space for free and reduced-cost trials to build membership.**
- **Launch enterprise activities with co-work members, including mentoring, talks and workshops**
- Launch other income producing activities such as mailbox rental, parking space rental.
- Set up volunteer steering groups.

January - November 2025:

- CLUP project evaluation complete.
- Build co-work membership to 50+ members.
- Let all studios/offices.
- **Launch events programme of pay-what-you-feel activities continues.**
- **Continue to run co-work membership space for free and reduced-cost trials to build membership.**

December 2025:

Saltash Studios will be fully operational with:

- 50+ co-work members.
- 2-5 public events per week.

Appendix 4: References & Letters of support



Saltash and District Chamber of Commerce and Industry



CHAIRMAN PETER RYLAND

P. B. Ryland
21 Higher Compton Road
Hartley
PLYMOUTH
PL3 5HZ

TO WHOM IT MAY CONCERN

RE. SALT ARTS CIC APPLICATION FOR FUNDING

I write as Chairman of the Saltash Chamber of Commerce and also Chairman of Town Team (a forum with representatives of Town and County Councillors and members of the Chamber and Community Enterprises PL12).

In both instances we believe that the Saltash Studios project will be a bonus to the town centre and to the PL12 community as a whole. As a result, there is support for the scheme and we are pleased that Salt Arts CIC and director, Lindsay Endean, are pursuing funding to ensure this project will happen as it will bring life into a building which has been unused for 5/6 years.

Peter Ryland
CHAIRMAN

RE: Reference for Salt Arts CIC

Company name: Plymouth Culture CIO

Company Address:

Room 1a, Roland Levinsky Building, Plymouth University, Drake's Circus PL4 8AA

Registered Charity Number: 1193093

Email: hannah@plymouthculture.co.uk

Plymouth Culture worked with Salt Arts CIC on part of our Meanwhile Use Programme in 2023. This involved working with British Land and Vacancy Atlas CIC to investigate the possibilities for using an empty property at Drake's Circus for a cultural programme.

We have also engaged Salt Arts CIC to produce a light installation programme in Plymouth City Centre in partnership with Plymouth's National Marine Park. This project is currently progressing and is due to be finished on 19 February 2024.

Plymouth Culture has also worked previously with Salt Arts CIC's Director Lindsay Endean on the successful delivery of the Mayflower 400 Culture Programme (2018-2022). This involved 15 international cultural projects with a total budget of nearly £1million and engaged with 1.3million people.

Plymouth Culture is happy to continue working with Salt Arts CIC and to recommend Salt Arts to other funders and project partners.

Signed:



Name: Hannah Hamis

Position: CEO

Date: 31/1/24

The Companies Act 2006

Community Interest Company Limited by Guarantee

Articles of Association¹

of

Salt Arts CIC

(CIC Limited by Guarantee, Schedule 1, Small Membership)

The Companies Act 2006
Community Interest Company Limited by Guarantee

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The Companies Act 2006

Articles of Association

of

Salt Arts CIC

INTERPRETATION

1. Defined Terms

1.1 The interpretation of these Articles is governed by the provisions set out in the Schedule at the end of the Articles.

COMMUNITY INTEREST COMPANY AND ASSET LOCK

2. Community Interest Company

The Company is to be a community interest company.

3. Asset Lock²

3.1 The Company shall not transfer any of its assets other than for full consideration.

3.2 Provided the conditions in Article 3.3 are satisfied, Article 3.1 shall not apply to:

- (a) the transfer of assets to any specified asset-locked body, or (with the consent of the Regulator) to any other asset-locked body; and
- (b) the transfer of assets made for the benefit of the community other than by way of a transfer of assets into an asset-locked body.

3.3 The conditions are that the transfer of assets must comply with any restrictions on the transfer of assets for less than full consideration which may be set out elsewhere in the memorandum or Articles of the Company.

3.4 If:

3.4.1 the Company is wound up under the Insolvency Act 1986; and

3.4.2 all its liabilities have been satisfied

any residual assets shall be given or transferred to the asset-locked body specified in Article 3.5 below.

3.5 For the purposes of this Article 3, the following asset-locked body is specified as a potential recipient of the Company's assets under Articles 3.2 and 3.4:

Name: Creative Kernow

(Please note that a community interest company cannot nominate itself as the asset locked body. It also cannot nominate a non-asset locked body. An asset locked body is defined as a CIC or charity, a permitted society or non-UK based equivalent.)

Charity Registration Number (if applicable): 292138

Company Registration Number (if applicable): 1727731

Registered Office: Creative Kernow, Krowji, West Park, Redruth, TR15 3GE

4. Not for profit

4.1 The Company is not established or conducted for private gain: any surplus or assets are used principally for the benefit of the community.

OBJECTS, POWERS AND LIMITATION OF LIABILITY

5. Objects³

The objects of the Company are to carry on activities which benefit the community and in particular (without limitation) to production and promotion of arts and cultural activities in the South West of England.

6. Powers

6.1 To further its objects the Company may do all such lawful things as may further the Company's objects and, in particular, but, without limitation, may borrow or raise and secure the payment of money for any purpose including for the purposes of investment or of raising funds.

7. Liability of members⁴

The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the Company in the event of its being wound up while he or she is a member or within one year after he or she ceases to be a member, for:

- 7.1 payment of the Company's debts and liabilities contracted before he or she ceases to be a member;
- 7.2 payment of the costs, charges and expenses of winding up; and
- 7.3 adjustment of the rights of the contributories among themselves.

DIRECTORS

DIRECTORS' POWERS AND RESPONSIBILITIES⁵

8. Directors' general authority

Subject to the Articles, the Directors are responsible for the management of the Company's business, for which purpose they may exercise all the powers of the Company.

9. Members' reserve power

- 9.1 The members may, by special resolution, direct the Directors to take, or refrain from taking, specific action.
- 9.2 No such special resolution invalidates anything which the Directors have done before the passing of the resolution.

10. Chair

The Directors may appoint one of their number to be the chair of the Directors for such term of office as they determine and may at any time remove him or her from office.

11. Directors may delegate⁶

- 11.1 Subject to the Articles, the Directors may delegate any of the powers which are conferred on them under the Articles or the implementation of their decisions or day to day management of the affairs of the Company:

- 11.1.1 to such person or committee;

- 11.1.2 by such means (including by power of attorney);

- 11.1.3 to such an extent;

- 11.1.4 in relation to such matters or territories; and

- 11.1.5 on such terms and conditions;

as they think fit.

- 11.2 If the Directors so specify, any such delegation of this power may authorise further delegation of the Directors' powers by any person to whom they are delegated.
- 11.3 The Directors may revoke any delegation in whole or part, or alter its terms and conditions.

DECISION-MAKING BY DIRECTORS

12. Directors to take decisions collectively⁷

Any decision of the Directors must be either a majority decision at a meeting or a decision taken in accordance with Article 18. [In the event of the Company having only one Director, a majority decision is made when that single Director makes a decision.]

13. Calling a Directors' meeting

- 13.1 Two Directors may (and the Secretary, if any, must at the request of two Directors) call a Directors' meeting.
- 13.2 A Directors' meeting must be called by at least seven Clear Days' notice unless either:

- 13.2.1 all the Directors agree; or
- 13.2.2 urgent circumstances require shorter notice.
- 13.3 Notice of Directors' meetings must be given to each Director.
- 13.4 Every notice calling a Directors' meeting must specify:
 - 13.4.1 the place, day and time of the meeting; and
 - 13.4.2 if it is anticipated that Directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.
- 13.5 Notice of Directors' meetings need not be in Writing.
- 13.6 Notice of Directors' meetings may be sent by Electronic Means to an Address provided by the Director for the purpose.
- 14. Participation in Directors' meetings**
- 14.1 Subject to the Articles, Directors participate in a Directors' meeting, or part of a Directors' meeting, when:
 - 14.1.1 the meeting has been called and takes place in accordance with the Articles; and
 - 14.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.
- 14.2 In determining whether Directors are participating in a Directors' meeting, it is irrelevant where any Director is or how they communicate with each other.⁸
- 14.3 If all the Directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.
- 15. Quorum for Directors' meetings⁹**
- 15.1 At a Directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- 15.2 The quorum for Directors' meetings may be fixed from time to time by a decision of the Directors, but it must never be less than two, and unless otherwise fixed it is [two].
- 15.3 If the total number of Directors for the time being is less than the quorum required, the Directors must not take any decision other than a decision:
 - 15.3.1 to appoint further Directors; or
 - 15.3.2 to call a general meeting so as to enable the members to appoint further Directors.

16. Chairing of Directors' meetings

The Chair, if any, or in his or her absence another Director nominated by the Directors present shall preside as chair of each Directors' meeting.

17. Decision-making at meetings¹⁰

17.1 Questions arising at a Directors' meeting shall be decided by a majority of votes.

17.2 In case of an equality of votes, the Chair shall have a second or casting vote.

18. Decisions without a meeting¹¹

18.1 The Directors may take a unanimous decision without a Directors' meeting in accordance with this Article by indicating to each other by any means, including without limitation by Electronic Means, that they share a common view on a matter. Such a decision may, but need not, take the form of a resolution in Writing, copies of which have been signed by each Director or to which each Director has otherwise indicated agreement in Writing.

18.2 A decision which is made in accordance with Article 18.1 shall be as valid and effectual as if it had been passed at a meeting duly convened and held, provided the following conditions are complied with:

18.2.1 approval from each Director must be received by one person being either such person as all the Directors have nominated in advance for that purpose or such other person as volunteers if necessary ("the Recipient"), which person may, for the avoidance of doubt, be one of the Directors;

18.2.2 following receipt of responses from all of the Directors, the Recipient must communicate to all of the Directors by any means whether the resolution has been formally approved by the Directors in accordance with this Article 18.2;

18.2.3 the date of the decision shall be the date of the communication from the Recipient confirming formal approval;

18.2.4 the Recipient must prepare a minute of the decision in accordance with Article 32.

19. Conflicts of interest¹²

19.1 Whenever a Director finds himself or herself in a situation that is reasonably likely to give rise to a Conflict of Interest, he or she must declare his or her interest to the Directors unless, or except to the extent that, the other Directors are or ought reasonably to be aware of it already.

19.2 If any question arises as to whether a Director has a Conflict of Interest, the question shall be decided by a majority decision of the other Directors.

19.3 Whenever a matter is to be discussed at a meeting or decided in accordance with Article 18 and a Director has a Conflict of Interest in respect of that matter then, subject to Article 20, he or she must:

- 19.3.1 remain only for such part of the meeting as in the view of the other Directors is necessary to inform the debate;
 - 19.3.2 not be counted in the quorum for that part of the meeting; and
 - 19.3.3 withdraw during the vote and have no vote on the matter.
- 19.4 When a Director has a Conflict of Interest which he or she has declared to the Directors, he or she shall not be in breach of his or her duties to the Company by withholding confidential information from the Company if to disclose it would result in a breach of any other duty or obligation of confidence owed by him or her.

20. Directors' power to authorise a conflict of interest

- 20.1 The Directors have power to authorise a Director to be in a position of Conflict of Interest provided:
- 20.1.1 in relation to the decision to authorise a Conflict of Interest, the conflicted Director must comply with Article 19.3;
 - 20.1.2 in authorising a Conflict of Interest, the Directors can decide the manner in which the Conflict of Interest may be dealt with and, for the avoidance of doubt, they can decide that the Director with a Conflict of Interest can participate in a vote on the matter and can be counted in the quorum;
 - 20.1.3 the decision to authorise a Conflict of Interest can impose such terms as the Directors think fit and is subject always to their right to vary or terminate the authorisation.
- 20.2 If a matter, or office, employment or position, has been authorised by the Directors in accordance with Article 20.1 then, even if he or she has been authorised to remain at the meeting by the other Directors, the Director may absent himself or herself from meetings of the Directors at which anything relating to that matter, or that office, employment or position, will or may be discussed.
- 20.3 A Director shall not be accountable to the Company for any benefit which he or she derives from any matter, or from any office, employment or position, which has been authorised by the Directors in accordance with Article 20.1 (subject to any limits or conditions to which such approval was subject).

21. Register of Directors' interests

The Directors shall cause a register of Directors' interests to be kept. A Director must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Company or in any transaction or arrangement entered into by the Company which has not previously been declared.

APPOINTMENT AND RETIREMENT OF DIRECTORS¹³

22. Methods of appointing Directors

- 22.1 Those persons notified to the Registrar of Companies as the first Directors of the Company shall be the first Directors.
- 22.2 Any person who is willing to act as a Director, and is permitted by law to do so, may be appointed to be a Director by a decision of the Directors.

23. Termination of Director's appointment¹⁴

A person ceases to be a Director as soon as:

- (a) that person ceases to be a Director by virtue of any provision of the Companies Act 2006, or is prohibited from being a Director by law;
- (b) a bankruptcy order is made against that person, or an order is made against that person in individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
- (c) a composition is made with that person's creditors generally in satisfaction of that person's debts;
- (d) notification is received by the Company from the Director that the Director is resigning from office, and such resignation has taken effect in accordance with its terms (but only if at least two Directors will remain in office when such resignation has taken effect); or
- (e) the Director fails to attend three consecutive meetings of the Directors and the Directors resolve that the Director be removed for this reason.
- (f) the Director ceases to be a member.

24. Directors' remuneration¹⁵

- 24.1 Directors may undertake any services for the Company that the Directors decide.
- 24.2 Directors are entitled to such remuneration as the Directors determine:
- (a) for their services to the Company as Directors; and
 - (b) for any other service which they undertake for the Company.
- 24.3 Subject to the Articles, a Director's remuneration may:
- (a) take any form; and
 - (b) include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.
- 24.4 Unless the Directors decide otherwise, Directors' remuneration accrues from day to day.

24.5 Unless the Directors decide otherwise, Directors are not accountable to the Company for any remuneration which they receive as Directors or other officers or employees of the Company's subsidiaries or of any other body corporate in which the Company is interested.

25. Directors' expenses

25.1 The Company may pay any reasonable expenses which the Directors properly incur in connection with their attendance at:

- (a) meetings of Directors or committees of Directors;
- (b) general meetings; or
- (c) separate meetings of any class of members or of the holders of any debentures of the Company,

or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Company.

MEMBERS¹⁶

BECOMING AND CEASING TO BE A MEMBER¹⁷

26. Becoming a member¹⁸

- 26.1 The subscribers to the Memorandum are the first members of the Company.
- 26.2 Such other persons as are admitted to membership in accordance with the Articles shall be members of the Company.
- 26.3 Each member of the company shall be a Director.
- 26.4 No person shall be admitted a member of the Company unless he or she is approved by the Directors.
- 26.5 Every person who wishes to become a member shall deliver to the company an application for membership in such form (and containing such information) as the Directors require and executed by him or her.

27. Termination of membership¹⁹

- 27.1 Membership is not transferable to anyone else.
- 27.2 Membership is terminated if:
 - 27.2.1 the member dies or ceases to exist;
 - 27.2.2 otherwise in accordance with the Articles; or
 - 27.2.3 a member ceases to be a Director.

DECISION MAKING BY MEMBERS

28. Members' meetings²⁰

- 28.1 The Directors may call a general meeting at any time.
- 28.2 General meetings must be held in accordance with the provisions regarding such meetings in the Companies Acts.²¹
- 28.3 A person who is not a member of the Company shall not have any right to vote at a general meeting of the Company; but this is without prejudice to any right to vote on a resolution affecting the rights attached to a class of the Company's debentures.²²
- 28.4 Article 28.3 shall not prevent a person who is a proxy for a member or a duly authorised representative of a member from voting at a general meeting of the Company.

29. Written resolutions

- 29.1 Subject to Article 29.3, a written resolution of the Company passed in accordance with this Article 29 shall have effect as if passed by the Company in general meeting:
- 29.1.1 A written resolution is passed as an ordinary resolution if it is passed by a simple majority of the total voting rights of eligible members.
- 29.1.2 A written resolution is passed as a special resolution if it is passed by members representing not less than 75% of the total voting rights of eligible members. A written resolution is not a special resolution unless it states that it was proposed as a special resolution.
- 29.2 In relation to a resolution proposed as a written resolution of the Company the eligible members are the members who would have been entitled to vote on the resolution on the circulation date of the resolution.
- 29.3 A members' resolution under the Companies Acts removing a Director or an auditor before the expiration of his or her term of office may not be passed as a written resolution.
- 29.4 A copy of the written resolution must be sent to every member together with a statement informing the member how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse. Communications in relation to written notices shall be sent to the Company's auditors in accordance with the Companies Acts.
- 29.5 A member signifies their agreement to a proposed written resolution when the Company receives from him or her an authenticated Document identifying the resolution to which it relates and indicating his or her agreement to the resolution.
- 29.5.1 If the Document is sent to the Company in Hard Copy Form, it is authenticated if it bears the member's signature.

- 29.5.2 If the Document is sent to the Company by Electronic Means, it is authenticated [if it bears the member's signature] or [if the identity of the member is confirmed in a manner agreed by the Directors] or [if it is accompanied by a statement of the identity of the member and the Company has no reason to doubt the truth of that statement] or [if it is from an email Address notified by the member to the Company for the purposes of receiving Documents or information by Electronic Means].
- 29.6 A written resolution is passed when the required majority of eligible members have signified their agreement to it.
- 29.7 A proposed written resolution lapses if it is not passed within 28 days beginning with the circulation date.

ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS

30. Means of communication to be used

- 30.1 Subject to the Articles, anything sent or supplied by or to the Company under the Articles may be sent or supplied in any way in which the Companies Act 2006 provides for Documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the Company.
- 30.2 Subject to the Articles, any notice or Document to be sent or supplied to a Director in connection with the taking of decisions by Directors may also be sent or supplied by the means by which that Director has asked to be sent or supplied with such notices or Documents for the time being.
- 30.3 A Director may agree with the Company that notices or Documents sent to that Director in a particular way are to be deemed to have been received within an agreed time of their being sent, and for the agreed time to be less than 48 hours.

31. Irregularities

The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not referred to in the notice unless a provision of the Companies Acts specifies that such informality, irregularity or want of qualification shall invalidate it.

32. Minutes

- 32.1 The Directors must cause minutes to be made in books kept for the purpose:
- 32.1.1 of all appointments of officers made by the Directors;
- 32.1.2 of all resolutions of the Company and of the Directors (including, without limitation, decisions of the Directors made without a meeting); and

32.1.3 of all proceedings at meetings of the Company and of the Directors, and of committees of Directors, including the names of the Directors present at each such meeting;

and any such minute, if purported to be signed (or in the case of minutes of Directors' meetings signed or authenticated) by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any member or Director of the Company, be sufficient evidence of the proceedings.

32.2 The minutes must be kept for at least ten years from the date of the meeting, resolution or decision.

33. Records and accounts²³

The Directors shall comply with the requirements of the Companies Acts as to maintaining a members' register, keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies and the Regulator of:

33.1 annual reports;

33.2 annual returns; and

33.3 annual statements of account.

33.4 Except as provided by law or authorised by the Directors or an ordinary resolution of the Company, no person is entitled to inspect any of the Company's accounting or other records or Documents merely by virtue of being a member.

34. Indemnity

34.1 Subject to Article 34.2, a relevant Director of the Company or an associated company may be indemnified out of the Company's assets against:

(a) any liability incurred by that Director in connection with any negligence, default, breach of duty or breach of trust in relation to the Company or an associated company;

(b) any liability incurred by that Director in connection with the activities of the Company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006); and

(c) any other liability incurred by that Director as an officer of the Company or an associated company.

34.2 This Article does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law.

34.3 In this Article:

- (a) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate; and
- (b) a “relevant Director” means any Director or former Director of the Company or an associated company.

35. Insurance

35.1 The Directors may decide to purchase and maintain insurance, at the expense of the Company, for the benefit of any relevant Director in respect of any relevant loss.

35.2 In this Article:

- (a) a “relevant Director” means any Director or former Director of the Company or an associated company;
- (b) a “relevant loss” means any loss or liability which has been or may be incurred by a relevant Director in connection with that Director’s duties or powers in relation to the Company, any associated company or any pension fund or employees’ share scheme of the company or associated company; and
- (c) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

36. Exclusion of model articles

The relevant model articles for a company limited by guarantee are hereby expressly excluded.

SCHEDULE
INTERPRETATION

Defined terms

1. In the Articles, unless the context requires otherwise, the following terms shall have the following meanings:

<u>Term</u>	Meaning
1.1 “Address”	includes a number or address used for the purposes of sending or receiving Documents by Electronic Means;
1.2 “Articles”	the Company’s articles of association;
1.3 “asset-locked body”	means (i) a community interest company, a charity ²⁴ or a Permitted Society; or (ii) a body established outside the United Kingdom that is equivalent to any of those;
1.4 “bankruptcy”	includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
1.5 “Chair”	has the meaning given in Article 10;
1.6 “Circulation Date”	in relation to a written resolution, has the meaning given to it in the Companies Acts;
1.7 “Clear Days”	in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;
1.8 “community”	is to be construed in accordance with accordance with Section 35(5) of the Company’s (Audit Investigations and Community Enterprise) Act 2004;
1.9 “Companies Acts”	means the Companies Acts (as defined in Section 2 of the Companies Act 2006), in so far as they apply to the Company;
1.10 “Company”	[] [Community Interest Company/C.I.C.];
1.11 “Conflict of Interest”	any direct or indirect interest of a Director (whether personal, by virtue of a duty of loyalty to another organisation or otherwise) that conflicts, or might conflict with the interests of the Company;

1.12	“Director”	a director of the Company, and includes any person occupying the position of director, by whatever name called;
1.13	“Document”	includes, unless otherwise indicated, any document sent or supplied in Electronic Form;
1.14	“Electronic Form” and “Electronic Means”	have the meanings respectively given to them in Section 1168 of the Companies Act 2006;
1.15	“Hard Copy Form”	has the meaning given to it in the Companies Act 2006;
1.16	“Memorandum”	the Company’s memorandum of association;
1.17	“participate”	in relation to a Directors’ meeting, has the meaning given in Article 14;
1.18	“Permitted Registered Society”	“Registered Society” means – <ul style="list-style-type: none"> (a) a registered society within the meaning given by section 1(1) of the Co-operative and Community Benefit Societies Act 2014; or (b) a society registered or deemed to be registered under the Industrial and Provident Societies Act (Northern Ireland) 1969;”
1.19	“the Regulator”	means the Regulator of Community Interest Companies;
1.20	“Secretary”	the secretary of the Company (if any);
1.21	“specified”	means specified in the articles of association of the Company for the purposes of this paragraph;
1.22	“subsidiary”	has the meaning given in section 1159 of the Companies Act 2006;
1.23	“transfer”	includes every description of disposition, payment, release or distribution, and the creation or extinction of an estate or interest in, or right over, any property; and
1.24	“Writing”	the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in Electronic Form or otherwise.

2. **Subject to clause 3** of this Schedule, any reference in the Articles to an enactment includes a reference to that enactment as re-enacted or amended from time to time and to any subordinate legislation made under it.
3. Unless the context otherwise requires, other words or expressions contained in these Articles bear the same meaning as in the Companies Acts as in force on the date when these Articles become binding on the Company.

¹ On articles of association generally, see [Part 5] of the Regulator’s information and guidance notes. If you are an existing company wishing to become a community interest company, there is no need to adopt completely new articles, but you must comply with the requirements of the Community Interest Company Regulations 2005 (as amended) (“the Regulations”) by including the provisions set out in Schedule 1 to the Regulations in the articles of your company.

² See [Part 6] of the Regulator’s information and guidance notes. Inclusion of the provisions contained in article 3.1 to 3.3 is mandatory, reflecting sub-paragraphs (1) to (3) of paragraph 1 of Schedule 1 to the Regulations

³ On the specification of the company’s objects, see [Part 5] of the Regulator’s information and guidance notes

⁴ On limited liability, see [Part 3] of the Regulator’s information and guidance notes. On guarantees generally see [Chapter 3.2] of the Regulator’s information and guidance notes.

⁵ Note that although this model constitution assumes that all Directors are Members and all Members are Directors, and the Directors are given wide powers, under the Articles (and company law more generally) there are still some decisions which Members must make as Members (either in general meeting under the Companies Act 2006 (article 28.2), or by written resolution in accordance with article 29). [See in general the Companies House guidance booklet, “Resolutions” (available online at <http://www.companieshouse.gov.uk/about/gbhtml/gba7.shtml>).].

⁶ Article 11 permits the Directors to delegate any of their functions. Delegation may take the form of, for instance, the Directors giving a managing director general authority to run the company’s day to day business, or responsibility for specific matters being delegated to particular directors (e.g. financial matters to a finance director); or it may be equally appropriate to delegate matters to persons other than Directors. In all cases, it is important to remember that delegation does not absolve Directors of their general duties towards the company and their overall responsibility for its management. This means that, amongst other things, Directors must be satisfied that those to whom responsibilities are delegated are competent to carry them out.

⁷ Article 12 states that the Directors must make decisions by majority at a meeting in accordance with article 14; or unanimously if taken in accordance with article 18.

⁸ Article 14.2 is designed to facilitate the taking of decisions by the directors communicating via telephone or video conference calls. Note the requirement to keep a written record of meetings and decisions (article 32).

⁹ The quorum may be fixed in absolute terms (e.g. “two Directors”) or as a proportion of the total number of Directors (e.g. “one third of the total number of Directors”). You may even wish to stipulate that particular named Directors, or Directors representing particular stakeholder interests, must be present to constitute a quorum.

¹⁰ Article 17 reflects paragraph 4 of Schedule 1 to the Regulations, which is required to be included in the articles of all community interest companies.

¹¹ Article 18 is designed to facilitate the taking of decisions by directors following discussions in the form of, for example, email exchanges copied to all the directors. Note the requirements as to recording the decision in articles 18.2 and 32.

¹² The provisions in articles 19 and 20 reflect the position under the Companies Act 2006. However, it is recommended that, as a matter of good practice, all actual and potential conflicts of interest are disclosed in writing or at a meeting, as the case may be.

¹³ Private companies are obliged to have at least one director. Provisions can be inserted into the articles providing for a minimum number of directors. Where the company has just one director, that director must be a natural person. Article 12 notes that, where there is only one director, a majority decision is reached when that director makes a decision. In the case of a single director, the quorum provisions (article 15) will need to be amended accordingly.

¹⁴ The board of directors cannot remove a director other than in accordance with the provisions in article 23 and the Companies Act 2006.

¹⁵ See the guidance on directors’ remuneration in [Part 9] of the Regulator’s information and guidance notes.

¹⁶ See section 112 of the Companies Act 2006. A company’s members are (i) the subscribers to its memorandum; and (ii) every other person who agrees to become a member of the company and whose name is entered in its register of members.

¹⁷ There is no need for all those who wish to become Members to subscribe to the Memorandum on incorporation; they can become Members and be entered in the register of Members after the company has been formed. However, since this model constitution assumes that all Members are also Directors, all Members will also have to be validly appointed as Directors under article 22.

¹⁸ Inclusion of the provisions in article 26 (other than 26.3) is mandatory and reflects paragraphs 2(1)-(4) of Schedule 1 to the Regulations. [Directors should ensure that the information to be included on an application form includes all the information which will be required to fill in Companies House Form [288a] on the appointment of the new Member as a Director (see:

<http://www.companieshouse.gov.uk/forms/generalForms/288A.pdf>].] Article 26.3 provides that the Directors are also members of the company.

¹⁹ Inclusion of the provisions of article 27.1 and 27.2.1 – 27.2.2 (reflecting sub-paragraphs (5) and (6) of paragraph 2 of Schedule 1 to the Regulations), is mandatory.

²⁰ The Companies Act 2006 has removed the need for private companies to hold annual general meetings and therefore these Articles follow suit; however, if you wish, you can insert an additional provision which obliges the company to hold annual general meetings.

²¹ Article 28.2 provides that general meetings must be held in accordance with the provisions of the Companies Act 2006. You may insert additional provisions that specify how many Members are required to be present to hold a valid general meeting. The quorum may be fixed in absolute terms (e.g. “four Members”) or as a proportion of the total number of Members (e.g. “three quarters of the Members from time to time”). You may even wish to stipulate that particular named Members, or Members representing particular stakeholder interests, must be present to constitute a quorum. In any event, it is recommended that the quorum should never be less than half of the total number of Members.

²² Inclusion of the provisions of article 28.3 (reflecting paragraph 3(1) of Schedule 1 to the Regulations) is mandatory.

²³ See the Companies House guidance booklet, “Accounts and Accounting Reference Dates” (available online at <http://www.companies-house.gov.uk/about/gbhtml/gba3.shtml>).] On the annual community interest company report, see [Part 8] of the Regulator’s information and guidance notes.

²⁴ Section 1(1) of the Charities Act 2006 defines “charity” as an institution which “is established for charitable purposes only, and falls to be subject to the control of the High Court in the exercise of its jurisdiction with respect to charities.”.



Confirmation of Liability Insurance

This document may be useful to you when you are asked to provide evidence of insurance to one of your clients.

Policyholder	Salt Arts CIC
Policy Number	CD71900
Policy Form	Insurance Policy for Charities and Community Groups
Insurer	Markel International Insurance Company Limited

Professional Indemnity Insurance

Period of Insurance	14-Mar-2023 to 13-Mar-2024
Limit of Indemnity	£250,000
Basis of Cover	Total for all claims made during the period of Insurance

Public Liability Insurance

Period of Insurance	14-Mar-2023 to 13-Mar-2024
Limit of Indemnity	£5,000,000
Basis of Cover	Applies to each claim but in respect of Products Liability is the total for all claims made during the period of insurance

Signed for and on behalf of Markel (UK) Limited:

Date: 14-Mar-2023

Note: This confirmation of insurance is for information purposes only. You should refer to the actual policy document for the binding terms, conditions and exclusions of cover.

Statement of Accounts

22 February 2023 to 16 February 2024

Income

Earned	£4,829
Grants	£20,200
Other	£49
Total income	£25,079

Expenditure

Staff	£8,445
Delivering events	£9,858
Marketing	£6,689
Total expenditure	£24,991

Net income **£87**

Balance Sheet:

Tangible assets	£0
Stocks	£0
Debtors	£0
Cash in bank	£87
Creditors amounts falling due in on year	£0
Creditors amounts falling due after more than one year	£0

Net assets **£87**

Other funds £0

Total funds **£87**

N.B Salt Arts CIC became financially active in May 2023 and has not yet filed annual accounts.

To receive an update on the Community Levelling Up Project and consider any actions and associated expenditure

The Transport Trial took place on Easter Saturday under CLUP funding via Cornwall Council providing the following free modes of transport to our residents and visitors:

<u>Transport</u>	<u>Journey</u>	<u>Numbers Travelled</u>
Silverline Cruises	Saltash to Saltash Passage	298
Silverline Cruises	Saltash Passage to Saltash	300
Plymouth Boat Trips	Saltash to RWY	734
Plymouth Boat Trips	RWY to Saltash	602
Tuk Tuk	Saltash Waterside to Fore Street, Lower Fore Street, Isambard House, Culver Rd, return	60
Land Train	Saltash Waterside to Fore Street return	317
Red Bus	Inner Route	TBC
Red Bus	Outer Route	TBC

The weather was kind and the day was a great success for Saltash and our neighbouring city Plymouth. Some of the transport was more popular than others!

We received various positive feedback from those who were part of the day from residents and visitors.

Ashtorre Rock and Hispania were busy serving various refreshments. Isambard House craft fair and CEPL12 café offer was well received.

Saltash Heritage benefitted enormously, similar to the kind of numbers of visitors they have at May Fair or Regatta and late night shopping. As a comparison with this time last year and the average Saturday number which would be around 36 visitors on a Saturday, they had 148 on the Easter Saturday!

Awaiting feedback from Elliotts and Mary Newmans Cottage.

There were certainly more people in Fore Street than normal. Hospitality seemed to be doing well. Chamber have been asked to research the impact on trade.

Studio Hive are now in the process of gathering the survey results to feed into the feasibility report. We hope to receive a report that is achievable in some ways.

Thank you to our Town and Cornwall Councillors for their support on the day, it was much needed and very much appreciated.

Please note; the survey closes on 7th April. Please find some time to have your say by completing the survey – direct link: <https://www.surveymonkey.com/r/SaltashWaterside> or you can collect a hard copy at the Guildhall, Library and the Community Kitchen.

Please encourage others to do the same.

End of Report
Town Clerk/RFO



**TOWN
COUNCIL**

Konsel An Dre Essa

Mr R Sweetzer-Sturt
Head of Adult Education
Cornwall Council
County Hall
Truro
TR1 3AY

22nd December 2023

Dear Mr Sweetzer-Sturt

I am writing to request a meeting in Saltash with Saltash Town Councillors and Cornwall Councillors, regarding the future of Adult Education provision in Saltash and to request fair and accessible provision.

Adults in Saltash currently have access to a very limited number of courses in the town, despite being the largest town in Cornwall east of St Austell with a population of almost 20,000. Other options for adults in Saltash involve significant effort, both in terms of time and costs to travel to other locations. Other towns in Cornwall, many with smaller populations, appear to have much better provision locally and it therefore seems unfair that people in Saltash do not have the same level of access to educational opportunities. Fair access is also not just about time and cost, for some it involves confidence to travel, or ability to confidently use public transport or find 'a lift'. A high-quality provision in the heart of the town providing a broad-reaching educational offer should be the common goal we all work together to achieve.

Given that Cornwall Council have now agreed a Level 2 Devolution deal that includes devolved powers and funding around Adult Education in Cornwall we strongly believe this is the time to meet and discuss future equitable provision for adults in Saltash.

I look forward to hearing from you with your availability for us to meet to discuss this further.

Your sincerely

Councillor Richard Bickford
Mayor of Saltash 2023 - 24



To receive an update on Cornwall Councils provisions for Adult Education in Saltash and consider any actions

Meeting with Cornwall Council Adult Education representatives
Saltash Guildhall 13th March 2024

Present

Rob Sweetzer-Sturt | Head of Service – Adult Education
Emma Fox | Area Coordinator – Adult Education
Councillor Richard Bickford – Saltash Town Council
Councillor Julia Peggs – Saltash Town Council
Councillor Hilary Frank – Cornwall Council
Councillor Shelia Lennox-Boyd – Cornwall Council
Councillor Martin Worth – Cornwall Council

Introduction

Rob explained that Adult Education was funded per enrolled student, so ‘bums on seats’ were very important and that they needed to stay the course. It was stated that there has been a slower return to the classroom since the pandemic for some subjects. Vocational subjects are very popular at the moment.

In Saltash they operate from one room hired from the Saltash Wesley Church. Rob stated that they are happy with the offer at the Church. There is capacity to grow the offer as only basic Math and English are offered at present.

Members gave feedback that the relatively few learners taking the current courses are extremely impressed but expressed their disappointment at the lack of subjects available to residents of Saltash and the immediate area.

When asked about the poor range of courses offered in Saltash, a number of reasons were given:

- Lack of interest/demand
- Difficulty in finding the right training location (mixture of affordability and facilities) for vocational subjects such as Art, Pottery, Lino Printing etc
- Difficulty in finding trainers willing to travel as far as Saltash

How are they planning to improve the situation

- Try to identify trainers willing to travel to Saltash
- Examine which courses might easily be delivered in Saltash
- Aiming to put on 4 more courses from September 2024

It was pointed out that Adult Ed have been given a large facility in Liskeard as part of the Cattle Market development. When it was queried why Adult Ed does not seem to be involved in the Estates Transformation programme in Saltash, Rob said they were not aware of the programme, and no approach had been made to them. Rob undertook to investigate.

Councillor Richard Bickford
April 2024

Agenda Item 26

To receive an update on becoming Dementia Friendly and consider any actions and associated expenditure

Background

Full Town Council held on 03.11.22 Minute Nr. 221/22/23, the following was resolved.

- To undertake a full audit of all STC owned property/land actioned by Service Delivery with support from Dementia Voice Saltash (audit free of charge) to support those living with dementia. Audit to be received at a future FTC meeting.
- To provide yearly training sessions/seminars tailored for all Councillors, staff, local businesses and community groups held at the Guildhall, to update awareness on how we can all play our part in creating a dementia friendly town/shopping environment for the Community, led by Saltash Town Council working in partnership with Dementia Voice Saltash.

Audit of Buildings

The mentioned audit was completed by the Assistant Town Clerk, Councillor Peggs and with support from representatives of CEPL12 Dementia Voice Saltash. From this audit, actions deemed suitable for implementation, are as follows:

Area of Improvement	Action
Way of access from Council buildings	Push/pull signage on all doors in public access areas (if not already present).
	Way out directional signage on all doors, including toilet cubicles, and ensure visibility in stairwells within public access areas.
	Authorised access signage at staff areas.
	Change entrance matting at Isambard House, Saltash Library Hub, and the Guildhall with a pattern effect.
	Upgrade the "this way to the trains" sign at Isambard House, making it larger and incorporating a image of a train.
	Toilet door lock signage to illustrate lock action.
	Sign highlighting reception location
Intended use, information, and safety.	Signage highlighting toilet soap dispensers.
	Signage highlighting hand dryers.
	Update Guildhall toilets intended use signs due to condition and size.
	Awareness signage to all fixed heaters.
	Caution hot water signage to all hot water outlets.

	Do not touch awareness signage for the Guildhall Tapestry.
	Change to the lift button colour and internal and external lift notice detailing the relevant button actions.

It is estimated that a budget of up to £1,200 + VAT would be sufficient to deliver the proposed actions. Signage can be produced in house, though some will be required to be obtained externally with specific reference to toilets. Changes to entrance matting will be the most expensive element of the recommendations for parts and staff time.

[Proposed signage designs for all buildings can be found by clicking here.](#)

Training Session

The proposed training session title is:

"Dementia Uncovered: a compassionate gathering in Saltash dedicated to raising awareness and promote support for those living with dementia in the community".

CEPL12 Dementia Voice in collaboration with the Alzheimer's Society is actively engaged in the creation and delivery of this session.

This session is to commence on Wednesday 14th August 2024 at 18:30 in the Guildhall Long Room.

Everyone is welcome to attend free of charge on a first come first served basis.

It is proposed to manage and promote the event by scheduling via Eventbrite. There is an administration fee of £7.99 for the sale of up to 100 tickets.

The session will run for approximately 1hr 45 minutes.

Time	Item
1 Hour	Alzheimer's society to deliver a Dementia friends session. <u>An overview of this session can be found here.</u>
30 minutes	CEPL12 Dementia Voice to raise awareness on factors that can affected those living with Dementia in the area, as part of this session carers and those living with dementia in the area will be involved.
15 Minutes	Q&A session for attendees.

Local community groups and organisations will be invited to promote and raise awareness of the event to maximise attendance, alongside Town Council publications.

A similar training session will be conducted by CEPL12 Dementia Voice in collaboration with a representative from the Alzheimer's Society for Saltash TC staff.

The sessions are proposed to commence in June/August pending staff and trainer availability.

Next Steps

The Town Council is asked to continue to be Dementia Friendly and refer the results of the audit, training session and all future business to the Services Committee to be held on 11th April for their consideration.

End of Report
Assistant Town Clerk

NOTES

Meeting:	Town Team – Town Vitality Funding at Isambard House
Date and Time:	Monday 11 th March 2024 5:30PM

Present:	Title/Representing:
S Burrows (SB)	Town Clerk – Saltash Town Council
D Joyce (DJ)	Administration Officer – Saltash Town Council (Notetaker)
C Thomson (CT) Attended Virtually	Community Link Officer - Cornwall Council
M Richardson (MR)	Consultant
P Ryland (PR) Chairman	Saltash Chamber of Commerce
S Miller (SM)	Saltash Chamber of Commerce
J Peggs (JP)	Saltash Town Council
M Griffiths (MG) Attended Virtually	Saltash Town Council
R Bickford (RB)	CEPL12
S Martin (SM) Attended Virtually	Saltash Town Council
S Lennox-Boyd (SLB)	Cornwall Council
H Frank (HF)	Cornwall Council
M Worth (MW)	Cornwall Council
Apologies for absence: None received.	

Item	Key / Action Points:	Action by:
1.	Welcome: The Chairman welcomed all to the meeting.	
2.	Apologies: The Chairman confirmed no apologies had been received and noted Cathy Jane non-attendance.	
3.	To receive and approve the Town Team notes dated 8th January 2024: HF requested a correction on page 2 under title Salt Arts CIC – ‘Sea Film’ to ‘C Fylm’. All confirmed the notes are now a true and correct record, as attached. PR requested Agenda Item 6 be received first.	DJ

<p>6.</p>	<p>Town Delivery Funding Grant:</p> <p>PR confirmed the TDF funding bid (£30k) had been confirmed by Vicky Hall Cornwall Council, subject to confirmation of more detailed plans and approval from highways.</p> <p>SB confirmed the Studio Hive document has been sent together with Highways in principle approval and is now awaiting the grant offer letter for review/sign off.</p>	<p>SB</p>
<p>4.</p>	<p>Town Centre flyer and survey:</p> <p>MR gave a brief overview of the flyers and survey created by Studio Hive and requested Members input on any areas that may need amending.</p> <p>MR advised Members that once the survey and flyers are approved and ready to be circulated, she would hand deliver to all rated properties in and around Fore Street / Lower Fore Street.</p> <p>MR stated survey end date is scheduled for 26th April 2024.</p> <p>Members provided feedback on the survey. MR to make further amendments and provide a final draft to Members.</p> <p>Amendments included:</p> <ul style="list-style-type: none"> • Enable an opportunity for people to eat and drink outdoors (Page 2 of flyer) • Remove 'Section 1' on survey • Make contact details mandatory • Review the 'how we use your data section' as contact details now mandatory • Remove section 5 'If yes...' • Few other bits to tidy the leaflet/survey. 	<p>MR / ALL</p>

<p>7.</p>	<p>Update on CCTV:</p> <p>Members discussed the temporary trial CCTV camera recently installed on Fore Street monitored by Plymouth.</p> <p>SB advised the camera is in position but due to the electrical infrastructure the camera is not yet live. The Town Council are requesting Streetworks approval to their electricity supply for the trial period.</p> <p>SLB to pursue permissions with Streetworks. MW asked if a coherent approach to reporting / reaction expectations of crime had been ascertained. SB confirmed Safer Saltash and local police station have liaised with Plymouth City Council on expectations and the reporting / response to criminal activity. SB confirmed, those that need to know should an incident arise are aware of the process.</p> <p>SB to provide further clarification of how expectations are to be managed should crime be experienced.</p>	<p>SLB</p> <p>SB</p>
<p>8.</p>	<p>Speaker system update:</p> <p>PR confirmed to all that the Town Council did not wish to spend any further monies on the Speaker System at this time.</p> <p>Members discussed the system and its flaws as well as the cost impact of a PPL / PRS licence for various events.</p> <p>CT asked if there was Waitrose S106 monies still held with the Town Council that could be used for improvement works.</p> <p>SB confirmed there is £7,333 remaining Waitrose funds. SB to send the speaker specification to the Chairman for review.</p> <p>RB requested the item be removed from the Town Team agenda until solutions had been investigated.</p>	<p>SB / PR</p>

<p>9.</p>	<p>Update on connectivity project RE Link to Town Centre:</p> <p>SB provided members an overview of the transport trial day to be held on 30th March 2024.</p> <p>SB said it would be nice to see all members attend on the day to trial the transport and is possible assist with signposting.</p> <p>JP stated that Chamber should encourage all traders on Fore Street to remain open on Saturday 30th March. SB confirmed no pop-up / mobile caterers had been appointed at the Waterside due to the importance of supporting the traders. We hope to see everyone open and busy that day.</p> <p>SB confirmed a social media promotion was underway with an advert being released each week leading up the event. Posters are in the shop fronts and notice boards. Leaflet drop to take place soon.</p>	<p>PR/SM</p>
<p>10.</p>	<p>Nominations for Chairman from next meeting for 12 months:</p> <p>PR confirmed he would remain in the chair until the following meeting to be held on 13th May 2024.</p> <p>Nominations would be received at the following meeting.</p> <p>Members requested meeting dates for 2024 be provided.</p>	<p>DJ</p>

<p>11.</p>	<p>Any other business:</p> <p>Accessibility:</p> <p>Members discussed accessibility in the town centre following Full Council held on 7th March, in which it had been requested Town Team investigate and report back.</p> <p>SLB provided an overview to Members of the resident's concerns.</p> <p>RB showed pictures of a recent street audit he had personally undertaken. RB reported lack of suitable and appropriate signage was evident along Fore Street as well as poor accessibility to businesses. SMA asked if the newly installed Beryl Bikes were trip hazards and if they had been included on a map for Saltash that visually impaired can link too.</p> <p>HF to email Adrian Roper and Kate Palmer to ask the question re Beryl Bikes.</p> <p>SB asked CT if a street audit is something that would be achievable with Cormac, not just to review accessibility but to also review improvements to pavements, signage, posts etc?</p> <p>CT confirmed Will Glassup is unable to assist with accessibility, Cormac assess for highways specification, not DDA, and that work would be via an independent body as its more specialised. CT to confirm to who the independent body would be.</p> <p>An audit for DDA purposes could be undertaken by Disability Cornwall, they can provide the specialist insight. Contact is Katie Pratt. katie@disabilitycornwall.org.uk Information and Advice (disabilitycornwall.org.uk)</p> <p>Members recognised that DDA is important to the town but also a big piece of work that needs careful consideration.</p>	<p>HF</p> <p>CT</p> <p>PR</p>
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	CT to contact Will Glassup to ascertain a direction forward to alleviate and improve issues being experienced on the highways / public rights of way.	CT
12.	<p>Date of next meeting:</p> <ul style="list-style-type: none"> • Monday 13th May 2024 at 5:30pm • Monday 8th July 2024 at 5:30pm • Monday 9th September 2024 at 5:30pm • Monday 11th November 2024 at 5:30pm <p>Meeting ended 18:57</p>	

DRAFT

To receive a request for a Civic Parade at Saltash Regatta and consider any actions and associated expenditure.

Good Afternoon Saltash Town Council,

Please may we ask, on behalf of Saltash Regatta, for a civic parade on Saturday 13th July 2024, meeting at Victoria Gardens from 10.00 am, in preparation for the parade which will leave at 10.30 am. We intend to travel down Fore Street, past the Guildhall and finish at the Waterfront, where we will request that the Mayor hands out an award to the best-dressed organisation please, giving a small speech to open the Regatta.

We will invite other organisations and issue a plan to ensure the order of the parade is in keeping with the requirements.

Please may we ask that this is brought to the attention of the council at the next meeting.

Kind Regards,

Karen Lilley
Chair, Saltash Regatta

End of report



Saltash Banking Hub location confirmed

Cash Access UK, the organisation set up to protect nationwide access to cash, has confirmed today that the new Banking Hub in Saltash will be located at 15 Lower Fore Street.

When open, it will be the third Hub to open in Cornwall. There are temporary Hubs currently operational in Helston and Looe.

The Hub, when it opens, will offer a counter service operated by the Post Office, where customers of all major banks can carry out regular cash transactions, Monday to Friday, 9am-5pm. It will also offer a Community Banker service where customers can talk to their own bank about more complicated issues on the day their bank is in the Hub. Community Bankers will work on rotation, with a different bank available on each day of the week.

Monday: Barclays

Tuesday: Lloyds

Wednesday: Halifax

Thursday: NatWest

Friday: Santander

Finding the right location for a Banking Hub that is convenient, accessible and works for everyone often takes time, so Cash Access UK is delighted to have been able to secure convenient premises in the heart of the community. This development is a significant step forward in bringing a Banking Hub to Saltash.

The Hub will open later this year, and the team at Cash Access UK are now working hard to fit out the new premises and will update the community on progress and an opening date as soon as they can. The [Saltash Banking Hub page on the Cash Access UK website](#) will provide updates as works progress.

The Hub was recommended by LINK, the UK's cash access and ATM network, following the announcement of the closure of the town's last remaining bank branch.

Gareth Oakley, CEO at Cash Access UK: "I'm happy to announce that we have secured a location for the Saltash Banking Hub, a big step in getting the doors open. The next steps will be refurbishing the building and making sure it's ready as soon as possible. We'll keep the community updated as the Hub progresses."

Councillor Richard Bickford, Mayor of Saltash: "I am sure we are all pleased and relieved that progress is being made towards the opening of the Banking Hub. The chosen location has flat easy access, albeit at one end of the town centre. The new Hub will also ensure that a long-term vacant unit is put to a good use again."

If you would like to know more about the Banking Hubs, please contact:
cashaccessuk@cicero-group.com.

ENDS



Notes to editors:

The full address is 15 Lower Fore Street, Saltash, PL12 6JQ.

Cash Access UK is a not-for-profit company established by nine major banks and building societies. Their work is part of a new, collective approach to protecting access to cash. They provide shared services - available to the customers of ten firms - in communities where they are needed most. For more information, visit cashaccess.co.uk.

Who owns Cash Access UK?

Cash Access UK is owned and funded by nine of the UK's biggest banking providers: Bank of Ireland, Barclays, Danske Bank, HSBC UK, Lloyds Banking Group, NatWest Group, Santander, TSB and Virgin Money. These firms have come together to provide shared services available to all their customers.

What is a Banking Hub?

A Banking Hub is a shared banking space on the high street. Hubs offer a counter service operated by the Post Office, where customers of all major banks and building societies can carry out regular cash transactions, Monday to Friday. The Hubs also offer a Community Banker service where customers can talk to their own bank about more complicated banking issues. The Community Bankers work on rotation, with a different bank available on each day of the week. Community Bankers are usually provided by the banks or building society with the most customers in the local area.

Cash use is in decline. Why are you setting up new Banking Hubs?

Cash is still important to millions of people in the UK. Between 5 and 6 million adults say they rely on cash in their day-to-day lives. Digital or online solutions don't yet work for everyone all the time. We've found that Banking Hubs can make a real difference to individuals, small businesses and the communities they live in.

Can small businesses use the Banking Hubs to do their banking?

Business customers are welcome to use the counter services to make cash withdrawals, cash and cheque deposits and other cash services including floats and coinage.

How long does it take to open a Banking Hub?

Opening a Banking Hub can take several months from start to finish. These are the steps involved:

- Find a suitable property that meets our requirements. These include size, condition and location.
- Negotiate terms with the landlord.
- Once an offer is agreed, solicitors carry out the legal work so the lease can be signed. We may need to get planning approval from the local authority before we work with our architects on the layout and design. Where the building is listed or in a conservation area, we make sure our design and the building work complement the area.
- Post Office appoints a Banking Hub Operator and the banks identify Community Bankers so they are ready to serve customers on the day we open.
- Carry out final checks to make sure everything is working so we can open the doors.



Who decides where to set up a Banking Hub?

LINK, the UK's cash machine network, decides where new services are needed. LINK is an independent, regulated company with many years' experience in assessing communities' cash needs. LINK reviews the impact of every proposed branch closure by our member firms. A community can also ask to LINK to carry out an assessment of the community if they feel they need better access to cash.

Why isn't every bank and building society involved in this?

Cash Access UK's nine member firms cover the vast majority of personal and business customers. Cash Access UK is open to any bank or building society to join as long as they meet certain criteria.