



Saltash Town Council

Konsel An Dre Essa



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

28 June 2024

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 4th July 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.

Planning applications can be viewed by Members of the Council prior to the meeting on the Cornwall Council's website www.cornwall.gov.uk. Members of the public may view planning applications online during normal working hours of 9:30 a.m. to 4:30 p.m. online at the Saltash Library Hub.

Yours sincerely,

S Burrows
Town Clerk/RFO

To:

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

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 receive and approve the Minutes of the Full Town Council Meeting held on 5 June 2024 as a true and correct record. (Pages 5 - 17)
6. To receive and note the minutes of the following Committees and consider any recommendations:
 - a. Services held on 13 June 2024; (Pages 18 - 33)
 - b. Planning and Licensing held on 18 June 2024; (Pages 34 - 38)
 - c. Personnel held on 20 June 2024; (Pages 39 - 73)
7. To receive and note the minutes of the Station Property Sub Committee held on 2 July 2024 and consider any recommendations. (Pages 74 - 80)
8. To receive the Chairman's report and consider any actions and associated expenditure. (Pages 81 - 82)
9. To receive the Monthly Crime Figures and consider any actions. (Page 83)
10. To receive a report by Community Enterprises PL12 and consider any actions and associated expenditure. (Pages 84 - 85)

11. To receive a report from Community Area Partnerships and consider any actions and associated expenditure.
12. To receive a report on behalf of Safer Saltash and consider any actions and associated expenditure.
13. To receive a report from Saltash Chamber of Commerce and consider any actions and associated expenditure. (Page 86)
14. To receive a report from Cornwall Councillors and consider any actions and associated expenditure.
15. To receive an update on the future of the health care in Saltash and consider any actions and associated expenditure. (Page 87)
16. To consider Risk Management reports as may be received.
17. Finance:
 - a. To advise the receipts for May 2024; (Page 88)
 - b. To advise the payments for May 2024; (Pages 89 - 91)
 - c. To report urgent and essential works actioned by the Town Clerk under Financial Regulations;
 - d. To note that bank reconciliations up to 31 May 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.
18. To receive guidance from Saltash Town Council on the Precept level for the year 2025/26 and consider the draft budget setting schedule and any actions. (Pages 92 - 95)
19. To receive a notification relating to Land at Berry Park, Saltash and consider any actions and associated expenditure. (Pages 96 - 100)
20. To receive a report on the Saltash Waterside Improvement Project and consider any actions and associated expenditure. (Pages 101 - 102)
21. To receive an update on the Saltash Banking Hub and consider any actions. (Pages 103 - 106)
22. To award a certificate of appreciation to the Headteacher of Brunel Primary and Nursery Academy and St Stephens Community Primary School. (Pages 107 - 108)

23. Meet your Councillors: The next scheduled meeting date Saturday 13 July 2024 at the Saltash Regatta, Waterside.
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.
25. To consider any items referred from the main part of the agenda.
26. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
27. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
28. Date of next meeting: Thursday 1 August 2024 at 7:00 p.m.
29. Common Seal:
I Move 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 Wednesday 5th June 2024 at 7.00 pm

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

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

APOLOGIES: J Brady, M Griffiths, S Martin and L Mortimore.

80/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

81/24/25 DECLARATIONS OF INTEREST:

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

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

None.

82/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

83/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE ANNUAL MEETING OF SALTASH TOWN COUNCIL HELD ON 2 MAY 2024 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** that the minutes of the Annual Meeting of Saltash Town Council held on 2 May 2024 were confirmed as a true and correct record.

84/24/25 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Policy and Finance held on 14 May 2024;

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

RECOMMENDATION 1:

17/24/25 TO RECEIVE SALTASH TOWN COUNCIL DRAFT BRAND GUIDELINES AND APPENDICES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Gillies, seconded by Councillor Bickford and resolved to **RECOMMEND** the Saltash Town Council Draft Brand Guidelines and Appendices (as attached) to Full Council to be held on 5th June 2024.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to approve the above recommendation.

b. Planning and Licensing held on 21 May 2024.

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

85/24/25 TO RECEIVE AND NOTE THE MINUTES OF THE TOWN VISION SUB COMMITTEE HELD ON 16 MAY 2024 AND CONSIDER ANY RECOMMENDATIONS.

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

86/24/25 TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

87/24/25 TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.

It was **RESOLVED** to note.

88/24/25 TO RECEIVE A REPORT BY COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Peggs, seconded by Councillor Foster and **RESOLVED** to note the report and to write to Community Enterprises PL12 to thank them for their continued invaluable work within the community of Saltash and for providing comprehensive and informative monthly reports.

89/24/25 TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

Members were informed of the amended date for the next Community Area Partnership (CAP) meeting to be held on 9 July 2024, which coincides with the Town Council's scheduled Policy and Finance Committee meeting, and considered membership of the CAP's additional working groups.

Members confirmed the Chairman of the Town Council will continue to be the representative for the main CAP meetings with the Deputy Chairman as the reserve.

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

1. To approve the Chairman to attend the 9 July CAP meeting as the Saltash Town Council representative and note her apologies for the scheduled Policy and Finance Committee meeting;
2. To appoint Members to the following working groups:
 - a. Transport representative is Councillor Bickford with Councillor Bullock as reserve;
 - b. Climate Change representative is Councillor Lennox-Boyd with Councillor Gillies as reserve;
 - c. Health and Wellbeing representative is Councillor Peggs with Councillor Bullock as reserve;
 - d. Economic Development representative is Councillor Bullock with Councillor Bickford as reserve (led by Menheniot Parish Council).

90/24/25 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The last Safer Saltash meeting was held in March therefore nothing to report at this evening's meeting.

91/24/25 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Due to Saltash Chamber of Commerce having held a meeting on Monday 3 June, there had not been sufficient time for a report to be submitted and received at this evening's meeting.

92/24/25 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the written report received from Cornwall Councillor Lennox-Boyd, contained and circulated within the reports pack.

Cornwall Councillor Frank spoke of recent training attended to become a Community Speed Watch Group Co-ordinator in Saltash and requested volunteers to assist in Speed Watch in the upcoming weeks.

Cornwall Councillor Worth provided a brief verbal update inclusive of information of the amended Tamar Bridge and Torpoint Ferry Joint Committee meeting date, in which Cornwall Councillor Worth has retained his position as Joint Chairman, and of the impact the general election has had on toll revisions being considered by the Secretary of State.

The Town Clerk confirmed the timing of the proposed Toll Revision was issued to Members late this afternoon.

Councillor Bickford asked Councillor Worth if there is an update on the wholesale of selling off 2000 of Cornwall Council assets that we have seen in some of the press articles and is there anything on that list that might be relevant to Saltash Town Council?

Councillor Worth confirmed, I'll ask the question for you and report back.

It was **RESOLVED** to note.

93/24/25 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided a brief verbal overview of the recently attended Healthcare Action Group meeting and of the positive involvement of NHS Property Services.

It was **RESOLVED** to note.

94/24/25 TO RECEIVE ANNUAL STATISTICS FROM CITIZENS ADVICE CORNWALL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the difficulties being experienced by residents wishing to access the Citizen Advice services in Saltash.

It was proposed by Councillor Foster, seconded by Councillor P Samuels and **RESOLVED** for the Chairman and Deputy Chairman to arrange a meeting with Citizen Advice Saltash to further understand accessibility issues being experienced.

95/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

96/24/25 FINANCE:

a. To advise the receipts for April 2024;

It was **RESOLVED** to note.

b. To advise the payments for April 2024;

It was **RESOLVED** to note.

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

Nothing to Report.

d. To note that bank reconciliations up to 30 April 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.

f. To receive a report on the Mayor's Charities for the year 2023-24 and consider any actions and associated expenditure.

It was **RESOLVED** to note.

Councillor Foster left the meeting.

**97/24/25 TO RECEIVE HUDSON ACCOUNTING INTERNAL AUDITORS YEAR
END REPORT DATED 31 MARCH 2024 AND CONSIDER ANY
ACTIONS.**

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

It was **RESOLVED**:

1. To note the Internal Auditors Year-end Report dated 31st March 2024 and that there are no suggested actions (as attached);
2. To note the Annual Internal Audit Report 2023/24 carried out by Hudson Accounting Ltd (as attached).

Councillor Foster returned to the meeting.

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023-2024 (AGAR):

The Town Clerk briefed Members on the Annual Governance and Accountability return for the year 2023/24 and requested Members ask any questions that may arise.

- a. To review and confirm whether there is no conflict of interest or if a conflict arises with the appointment of BDO LLP (External Auditor).

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to confirm that at this stage there are no conflicts of interest with the appointment of BDO LLP as the External Auditors to Small Authorities Audit Appointment (as attached).

- b. To review the appointment of Hudson Accounting as the Internal Auditor to Saltash Town Council and consider any actions and associated expenditure.

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

1. To re-appoint Hudson Accounting Ltd as Saltash Town Council's Internal Auditor for the next three financial years based on their competence and independence (as attached);

2. At cost of £1,200 per annum to be allocated to budget code 6201 P&F Audit.

- c. To receive the Annual Governance Statement (Section 1) and consider any actions.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** to approve the Annual Governance Statement 2023-24 (Section 1) as attached.

- d. To receive the Accounting Statements (Section 2) and consider any actions.

It was proposed by Councillor B Samuels, seconded by Councillor Lennox-Boyd and **RESOLVED** to approve the Accounting Statements 2023-24 (Section 2) as attached.

- e. To set the commencement date for the exercise of public rights.

It was proposed by Councillor P Samuels, seconded by Councillor Miller and **RESOLVED** to set the commencement date for the exercise of public rights on the 7 June 2024 for a period of 30 working days (as attached).

The Chairman thanked Staff and Members for their continued hard work to obtain a clean audit and asked it to be noted.

99/24/25 TO RECEIVE AND RATIFY THE D-DAY 80 COMMEMORATIONS.

It was proposed by Councillor P Samuels, seconded by Councillor Dent and **RESOLVED** to ratify the Saltash Town Council timetable and for the evening commemorations to be Civic for the D-Day 80 Anniversary to be held on 6 June 2024.

100/24/25 TO RECEIVE TOWN TEAM NOTES, VISION AND MISSION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the possibility of more reserves being added to the Town Team membership to ensure sufficient Town Council representation is always achieved.

The Town Clerk advised the Chairman, at the March meeting the three Town Council Members were in attendance. Town Team would need to consider this matter under their Terms of Reference.

It was **RESOLVED** to note the Draft Town Team notes, Vision and Mission.

101/24/25 TO RECEIVE A REPORT ON THE TOWN VITALITY COMMUNITY SPACE PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

Due to the approximate value of a safety audit (£5k) and Cornwall Council Highways approval, Members were asked to consider suspending Financial Regulations Section 4.2 (three quotes typically over £3,000) to alleviate any further delay in delivering the project within the parameters of the funding criteria.

The remaining procurement requirements are to be met.

Members reaffirmed their support for the project and look forward to welcoming parklets, markets, better signage and planters in Fore Street.

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

1. To suspend Financial Regulations Section 4.2 (three quotes typically over £3,000) to allow Town Team to appoint Cormac to undertake a safety review and audit within the available funding;
2. To delegate to the Town Clerk to ensure the appointment meets the remaining Town Council procurement regulations.

102/24/25 TO RECEIVE A CONSULTATION FROM CORNWALL COUNCIL ON THE COUNTYWIDE 20MPH SPEED LIMITS AND CONSIDER ANY ACTIONS.

Members debated the Countywide 20mph Speed Limit proposal.

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

1. To support the Countrywide 20mph speed limit phase 3;
2. To request that the 20mph speed restrictions start from the Fire Station on Callington Road;
3. To ask Cormac to carefully consider the placement of the 20mph speed limit signs to maximise the street scene.

103/24/25 PLANNING:

- a. To note that Councillor Lennox-Boyd will vote upon the information before her at the meeting but in the light of subsequent information received at Cornwall Council, Councillor Lennox-Boyd may vote differently at that meeting.
- b. To note that if Councillor Lennox-Boyd wishes to recommend opposite to the Town Council's view she will contact the Town Council by email. Considering time constraints, the Town Council will then hold an online poll of Councillors to determine whether to accept the Officer's view or to ask for the application to be called into committee. The results of these polls will be read into the record at the next Town Council meeting. Members of the public may request, via the Clerk, to be copied into any correspondence.
- c. Applications for consideration:

PA24/03810

Mr James Artingstall Bloor Homes (Exeter) – **Land At Phase 2A Treleden Broadmoor Farm Stoketon Saltash PL12 6PQ**

Application for Non-Material Amendment to PA23/07113 for 'Reserved Matters application in relation to appearance, landscaping, layout and scale for the construction of a new residential development including affordable housing, public open space, landscape planting, pedestrian, cycle and vehicular links, a Neighbourhood Centre and associated infrastructure (details following outline consent PA14/02447 dated 13.10.2017).', namely 1) Removal of the Makenzie house type and replacement with the McQueen house type to increase floor space on the ground floor.

Ward: Trematon

Date received: 28/05/24

It was proposed by Councillor Dent, seconded by Councillor Miller and resolved to **RECOMMEND** approval.

d. Tree Notification:

PA24/03845

Mr Martin Knipe Dartana Ltd T/A RYM Claims – **Dartana Forder Saltash PL12 4QR**

Notification of works to Trees in a Conservation Area namely removal 5 Ash Trees T1, T2, T3, T4, T5 and T6.

Ward: Trematon

Date received: 16/05/24

It was proposed by Councillor Foster, seconded by Councillor Stoyel and resolved to **RECOMMEND:**

1. Approval of T1, T2 and T3 to be removed on the grounds of ADB;
2. Refusal of the removal of T4, T5, T6 due to lack of Tree Surgeons Report and Saltash Town Council's Voluntary Tree Warden advice.

104/24/25 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 8 JUNE 2024 OUTSIDE BLOOM HEARING, FORE STREET.

- a. The next scheduled meeting date Saturday 8 June 2024 outside Bloom Hearing, Fore Street.

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

1. To change the location for future Meet Your Councillor sessions to outside Superdrug, to commence from the 13 July 2024, to allow for additional space;
2. For Councillors Lennox-Boyd, Peggs, Bullock, Bickford and Miller to attend Meet Your Councillors on Saturday 8 June 2024 outside the former Bloom Hearing building.

105/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

106/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

107/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

108/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

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

1. Meet Your Councillors;
2. Countywide 20mph Speed Limit;
3. Mayor's Charities for the year 2023/24.

109/24/25 DATE OF NEXT MEETING: 4 JULY 2024 AT 7:00 P.M.

Thursday 4 July 2024 at 7.00pm

110/24/25 COMMON SEAL:

It was **RESOLVED** that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

DATE OF NEXT MEETING

Thursday 4 July 2024 at 7.00 pm

Rising at: 8.21 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 13th June 2024 at 6.30 pm

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

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

APOLOGIES: M Griffiths, S Martin, L Mortimore and D Yates.

22/24/25 TO ELECT A CHAIRMAN.

It was proposed by Councillor Dent, seconded by Councillor Peggs to nominate Councillor Bickford.

It was proposed by Councillor Brady, seconded by Councillor P Samuels to nominate Councillor Brady.

No further nominations were received.

Following a vote it was **RESOLVED** to appoint Councillor Bickford as Chairman.

Councillor Bickford in the Chair.

23/24/25 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel to nominate Councillor Brady.

It was proposed by Councillor Gillies, seconded by Councillor B Samuels to nominate Councillor Gillies.

There were no other nominations.

Following a vote it was **RESOLVED** to appoint Councillor Brady as Vice Chairman.

24/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

25/24/25 DECLARATIONS OF INTEREST:

- a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

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

None.

26/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

27/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 11 APRIL 2024 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Peggs, seconded by Councillor Bickford and **RESOLVED** to amend minute 12/24/25 point 3 and 4 to:

3. To **RECOMMEND** to the next Policy and Finance Committee meeting a project contribution allocated to budget code 6278 EMF CIL Planning Income, working within budget;
4. To delegate to the Town Clerk working with the Working Group to appoint a consultant should additional support be required to prepare and submit a full CIL application **RECOMMENDING** to the next Policy and Finance Committee meeting associated costs to be allocated to budget code 6282 EMF Funding Bids (Consultancy Fees).

It was proposed by Councillor Bullock, seconded by Councillor Bickford and **RESOLVED** that the minutes of the Services Committee held on 11 April 2024 were confirmed as a true and correct record.

28/24/25 TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk explained that the budget statements format had been amended to offer clarity and simplicity. Members agreed the budget statements offered simple and clear information.

It was proposed by Councillor Bickford, seconded by Councillor Brady and **RESOLVED** to note the budget statements and approve a virement of £107 from 6401 Water Rates to 6400 Rates – Guildhall to cover the shortfall of annual increases occurred.

29/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

30/24/25 TO RECEIVE REPORTS FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Departmental Report;

The Service Delivery Manager (SDM) briefed Members on the departmental report received and contained within the circulated reports pack.

Members discussed at length various items contained within the report.

Grassmere Way Play Area

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

1. To delegate to the Service Delivery Manager to obtain three quotes to replace the play park gate at Grassmere Way at a maximum cost of £3,000 to supply and fit;
2. To adhere to RoSPA safety requirements;
3. To allocate the associated cost to budget code 6571 EMF Saltash Recreation Areas.

Public toilets at Calstock – To understand how their toilets are monitored

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

1. To delegate to the Service Delivery Manager to purchase dummy CCTV cameras and signs for all Town Council public toilets at a maximum cost of £500 to supply and fit;
2. To be installed in appropriate locations seeking permission from Key Stakeholders, if required;
3. To allocate the associated costs to budget code 6580 EMF Public Toilets (Capital Works).

Fire, Intruder Alarm and CCTV system service agreement comparison for STC buildings

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

1. To delegate to the Service Delivery Manager to ensure existing contracts are cancelled in accordance with the Town Council contract avoiding penalties;
2. To appoint Company C at a cost of £2,971.20 to provide a Service Level Agreement for all Town Council Fire Alarms, Intruder Alarms and CCTV to be maintained, monitored and serviced over a 12-month period;
3. To allocate the associated costs to the various budgets codes as follows:

7104 Fire & Security Alarm – Longstone
6904 Fire & Security Alarm - Library
7004 Fire & Security Alarm – Maurice Huggins
6404 Fire & Security Alarm - Guildhall
6804 Fire & Security Alarm - Isambard House
6013 Security Alarm Maintenance – Churchtown Building

4. To **RECOMMEND** to the next Policy and Finance Committee meeting the associated cost relating to the service provided for CCTV to budget code 6229 CCTV Annual Maintenance.

It was **RESOLVED** to note the remainder of the Departmental Report.

b. Grounds Maintenance Works;

It was **RESOLVED** to note.

c. Work Request Log;

The Town Clerk reminded Members to not email staff directly regarding work related matters. If Members identify works required to be undertaken by the Service Delivery Team, please complete the online reporting request form available on the Town Council website here:

www.saltash.gov.uk/service_delivery_enquiries.php

This allows the Service Delivery Manager to effectively manage the department, ensuring the work of the Town Council is completed within a reasonable timeframe.

It was **RESOLVED** to note.

d. Vandalism and Anti-Social Behaviour Report;

It was **RESOLVED** to note.

e. Statutory and Mandatory Building Asset Checks.

It was **RESOLVED** to note.

31/24/25 TO RECEIVE A DRAFT NOTICE BOARD POLICY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk advised that a Noticeboard Policy is required to offer staff and the public clarity on what can and cannot be displayed in various Town Council owned Noticeboards.

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

1. To **RECOMMEND** the draft Saltash Town Council Noticeboard Policy to Full Town Council to form part of the Communications Strategy as an appendix to;
2. To approve a new virtual noticeboard on the Town Council website at a cost of £75 to commence on the appointment of an Office Manager;
3. To **RECOMMEND** to the next Policy and Finance Committee meeting to allocate the associated cost to budget code 6211 Website Maintenance.

32/24/25

TO RECEIVE A REPORT ON THE PURCHASE OF LAND AT PILLMERE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

Members discussed the option to adopt two play areas in Pillmere and the need to consult with residents to the future use of the areas.

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

1. To **RECOMMEND** to Full Town Council to accept Taylor Wimpy's offer of Harebell Close and Campion Close Titles at nil cost to Saltash Town Council;
2. All associated legal fees to be covered by Taylor Wimpy and not Saltash Town Council;
3. To delegate to the Service Delivery Manager to assess both sites on completion of transfer and site clearance reporting back to a future Services Committee meeting on the condition of the sites for future use.

**33/24/25 TO RECEIVE AN UPDATE ON COMMUNITY INFRASTRUCTURE
LEVY FUNDING AND CONSIDER ANY ACTIONS AND
ASSOCIATED EXPENDITURE:**

a. Third Round of Funding – Pillmere Play Park Provisions;

The Town Clerk briefed Members on the progress made with three tenders having been received and due to be scored and appointed on Tuesday 18 June 2024.

It was **RESOLVED** to note.

b. Fourth Round of Funding – Saltash Waterside Improvement Project.

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

1. To note the Expression of Interest submission and invitation to submit a Full Application for the Saltash Waterside Improvement Project;
2. To note the consultants cost of £4,800 to prepare a Full Application;
3. To approve the project contribution of £10,000 allocated to budget code 6751 EMF Saltash Recreation Areas subject to approval of the Full Application;
4. To continue to report the progress of the project to future Services Committee meetings.

**34/24/25 TO RECEIVE INFORMATION ON A GRANT TO IMPROVE GREEN
SPACES AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

The Town Clerk brought Members attention to the funding available to be applied for under the Bupa Foundation Green Community Grants 2024.

The Town Clerk and Members agreed there are not sufficient resources for the Town Council to apply at this time, however wished to promote the funding to external Saltash organisations.

It was **RESOLVED** to note.

35/24/25 TO RECEIVE A REPORT FROM THE BOROUGH WAR MEMORIAL WORKING GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Administration Officer provided a brief verbal overview of the report received and contained within the circulated reports pack.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED** to provide delegated authority to the Administration Officer working with the Borough War Memorial Working Group to appoint a Monumental Mason following Saltash Town Council's procurement requirements, reporting back at a future Services Committee meeting.

36/24/25 TO RATIFY A REPORT ON THE SALTASH FERRY SERVICE FROM THE JUBILEE PONTOON.

It was proposed by Councillor B Samuels, seconded by Councillor Gillies and **RESOLVED** to ratify the agreement between Saltash Town Council and Plymouth Boat Trips to use the Jubilee Pontoon to operate a Saltash to Royal William Yard ferry service, free of charge with regular progress reports to be received at future Services Committee meetings.

37/24/25 TO RECEIVE A REPORT ON MENTAL HEALTH ORGANISATION PLAQUES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members wished to complete the project to install Happy to Chat plaques on Town Council owned street furniture.

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

1. To approve to continue with the project installing plaques on Town Council owned street furniture;
2. To purchase six Happy to Chat plaques at a cost of £57 allocated to budget code 6504 Street Furniture;
3. To install a plaque to the bench located outside the new Banking Hub building and another on a picnic bench located at the Waterside Jubilee Green;
4. The Service Delivery Manager to review other locations to install the remaining four plaques;
5. To note that no stats will be available to determine whether the plaques are used by the community due to the Town Council website capabilities.

38/24/25 TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Nothing to report.

39/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

40/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

41/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

42/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

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

1. Mental Health Plaques;
2. Grant to improve green spaces.

DATE OF NEXT MEETING

Thursday 12 September 2024 at 6.30 pm

Rising at: 8.17 pm

Signed: _____
Chairman

Dated: _____

Saltash Town Council Noticeboards

RESPONSIBLE COMMITTEE: SERVICES

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

Current Document Status			
Version	2024/25	Approved by	SB
Date	13.06.24	Responsible Officer	AJT
Minute no.	TBC	Next review date	Annual

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
01/2024	2024	SB	Services	31/24/25	New policy.
	DRAFT		13.06.2024		Recommended to FTC.

Document Retention Period
Until superseded

Introduction

The provision of a community noticeboard is not a statutory duty of Town and Parish Councils; however, Saltash Town Council recognises the benefit of such a facility to its residents and provides many noticeboards for community notices to be displayed.

Background

Saltash Town Council uses physical noticeboards to share relevant local information, as set out in the policy below. The policy tries to strike a balance between size of notice and space available to enable maximum availability and content. Priority should always be given to Town Council notices.

Location of Town Noticeboards

There are 6 general Town Council noticeboards in Saltash:

1. Fore Street
2. Waterside
3. St Stephens Church
4. Yellow Tor Road
5. Pillmere
6. Fairmead Road

There are 3 premises specific Town Council noticeboards in Saltash:

1. Saltash Library Hub
2. Isambard House
3. Jubilee Pontoon

Use of Town Noticeboards

General noticeboards can display (in order of priority):

- Town Council information and notifications, e.g. meetings, agendas, minutes, statutory notifications, AGAR, calls to tender, fees and charges, schedule of meetings calendar, consultations and Councillor information. (up to A4)
- Town council events, or those supported by the Town Council through festival or community chest funding, with the relevant acknowledgement as stated in the grant policy. (up to A4)
- Relevant public information events. (up to A4)
- Saltash based time specific community events. (up to A5)
- Saltash based time specific charity events. (up to A5)
- Saltash based organisations adverts (up to postcard/A6)

Any notice that is to be left in the noticeboards for more than three weeks are to be laminated or on suitable paper to reduce fading or curling.

Time specific event posters to be put in the noticeboard no earlier than three weeks before the event.

If there is insufficient room for current/important notices to be displayed, longtime posters will be removed and re-displayed when space becomes available, or event notices will be put in two weeks before the event rather than three weeks before the event.

Do not cover or overlap notices/posters. Avoid overcrowding.

The noticeboard in Fore Street is kept as one side for Saltash based community notices and the other side is split 50/50 for Town Council information only on one half and all Town

Council events on the other half. Priority should be given to time specific events; ongoing activity notifications could be placed on the community side of the noticeboard if room dictates.

Premises specific noticeboards are to only have notices advertising events and meetings held in that location. General Town Council notices are only permitted under the direction of the Town Clerk. Community notices are not permitted in premises specific noticeboards.

Saltash Library Hub Noticeboard can display:

1. Agendas and Minutes for the library sub-committee.
2. Events held at the Library that meet the policy requirements for general noticeboards.

Isambard House Noticeboard can display:

1. Agendas and Minutes for the station property sub-committee.
2. Events held at Isambard House that meet the policy requirements for general noticeboards.
3. Relevant transport notices.
4. Trackside Café operational hours, menu, waiting room and toilet facilities.

Jubilee Pontoon Noticeboard can display:

1. Pontoon related notices, e.g. pontoon fees and charges, maintenance works.
2. Ferry information.
3. Visitor information.
4. Pop up sites.

5. Waterside event notices (subject to available space), that meet the policy requirements for general noticeboards.

No commercial advertising is allowed in any noticeboard. Exceptions will be made when Saltash Town Council is working in partnership with the commercial organisation e.g. Plymouth boat trips operating from the Town Council's pontoon or when the commercial activity is taking place in a Saltash Town Council premises e.g. an art show held at Isambard House.

Notices will not be displayed which advertise events outside the Town of Saltash except for free or charity events which are considered to be a benefit to the health and wellbeing of residents.

Political notices will not be displayed.

The Town Council has the right to refuse a poster should it not comply with the policy rules or space is not available at the time of the request.

Requirements to be met by advertisers

Notices should be submitted to The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX ready to be displayed.

The Town Council is not responsible for printing posters for display.

Notices should contain information on the date of posting and the date the notice should be taken down.

If not clear from the notice the name and contact details of the author should be added to the notice, should we need to contact you.

Authority to use noticeboard and related matters

Town Council officers have the authority to display notices on the noticeboards.

If in doubt, ask the Town Clerk.

Display of material on the Town Council website

Notices approved for the physical town noticeboards will also be displayed on the virtual Town Council noticeboard and events diary (www.saltash.gov.uk). The same policy guidelines as above will apply.

DRAFT

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 18th June 2024 at 6.30 pm

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

ALSO PRESENT: M Thomas (Senior Policy and Data Compliance Officer) and F Morris (Planning and General Administrator).

APOLOGIES: R Bickford, J Dent, S Gillies, M Griffiths, S Lennox-Boyd, S Martin, S Miller, L Mortimore and D Yates.

26/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

27/24/25 DECLARATIONS OF INTEREST:

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

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

None.

28/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY SPEAK ABOUT A PLANNING APPLICATION.

None.

29/24/25 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON TUESDAY 21ST MAY 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 21st May 2024 were confirmed as a true and correct record.

30/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

31/24/25 PLANNING:

- a. To note that Councillor Lennox-Boyd will vote upon the information before her at the meeting but in the light of subsequent information received at Cornwall Council, Councillor Lennox-Boyd may vote differently at that meeting.
- b. To note that if Councillor Lennox-Boyd wishes to recommend opposite to the Town Council's view she will contact the Town Council by email. Considering time constraints, the Town Council will then hold an online poll of Councillors to determine whether to accept the Officer's view or to ask for the application to be called into committee. The results of these polls will be read into the record at the next Town Council meeting. Members of the public may request, via the Clerk, to be copied into any correspondence.
- c. Applications for consideration:

PA24/01302

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

Listed building consent for repair and extension to Creek retaining wall in curtilage of listed dwelling. Incorporation of new balustrading to wall top.

Ward: Trematon

Date received: 31/05/24

Response date: 21/06/24

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

PA24/03457

Town Clerk Saltash Town Council – **Saltash War Memorial Station Road Saltash PL12 4DY**

Listed building consent for the installation of 2 Cornish granite benches to add names to those fallen in various conflicts.

Ward: Essa

Date received: 23/05/24

Response date: 21/06/24

It was **RESOLVED** to note.

PA24/03608

Mr Luis Escrig – **Storage Building Trematon Cornwall**

General purpose agricultural building.

Ward: Trematon

Date received: 22/05/24

Response date: 19/06/24

It was proposed by Councillor Brady, seconded by Councillor Stoyel and resolved to **RECOMMEND REFUSAL** on the basis of:

1. A lack of information;
2. There is currently an appeal in process on a similar application with regard to this site.

PA24/03713

Mr & Mrs Robinson – **4 Frith Road Saltash PL12 6EL**

Front and rear single storey extensions with internal alterations.

Ward: Tamar

Date received: 10/06/24

Response date: 01/07/24

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

32/24/25 TO RECEIVE A CONSULTATION FROM PEARCE FINE HOMES LIMITED RE THE STREET NAME CONCERNING A HOUSING DEVELOPMENT ON LAND SOUTH OF LUCES TENEMENT, TREMATON AND TO CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and discussed the street name consultation received from Pearce Fine Homes Limited and contained within the circulated reports pack.

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** to approve the street name Kelli Lowarth (Garden Grove) and to write to Pearce Fine Homes Limited informing them that members are extremely grateful to have been asked to consider their street name proposal.

33/24/25 TO RECEIVE A FURTHER CONSULTATION FROM BLOOR HOMES ON TRELEDAN ROAD NAMES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and discussed the Treledan Saltash Street Names Consultation received from Bloor Homes and contained within the circulated reports pack.

It was **RESOLVED** to thank Bloor Homes for the consultation and note the proposed names. The discretion to add the road types within the development is left with Bloor Homes

34/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

35/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

36/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

37/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE
OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 16 July 2024 at 6.30 pm

Rising at: 6.51 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 20th June 2024 at 6.30 pm

PRESENT: Councillors: J Dent, J Foster, S Martin, S Miller, J Peggs and B Stoyel.

ALSO PRESENT: S Burrows (Town Clerk / RFO)

APOLOGIES: None.

14/24/25 TO ELECT A CHAIRMAN.

It was proposed by Councillor Martin, seconded by Councillor Foster to nominate Councillor Martin.

No further nominations were received.

Following a vote it was **RESOLVED** to appoint Councillor Martin as Chairman.

Councillor Martin in the Chair.

15/24/25 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Dent, seconded by Councillor Stoyel to nominate Councillor Peggs.

No further nominations were received.

Following a vote it was **RESOLVED** to appoint Councillor Peggs as Vice Chairman.

16/24/25 DECLARATIONS OF INTEREST:

- a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
Foster	14	Non-Pecuniary	Interested in being the Town Crier	Yes

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

None.

17/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON 12 APRIL 2024 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** that the minutes of the Extraordinary Personnel Committee Meeting held on 12 April 2024 were confirmed as a true and correct record.

18/24/25 TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk explained that the budget statement format had been amended to offer clarity and simplicity and that the staff training, salaries and contingency budget codes have now been transferred to the Personnel Committee budget statement.

It was **RESOLVED** to note.

19/24/25 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

20/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

21/24/25 TO RECEIVE AN UPDATE ON ROSEVALE ACCOUNTANTS PAYROLL SERVICE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members that Saltash Town Council's payroll will be undertaken in-house at the end of June and Rosevale Accountants appointment will be terminated as agreed.

It was **RESOLVED** to note.

22/24/25 TO REVIEW THE CHRISTMAS PAYROLL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED** to approve a change in date for December's payroll from 27 December to 20 December 2024 due to the Christmas shutdown.

23/24/25 TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Training Attended;

It was **RESOLVED** to note.

b. Training Requests;

Nothing to report.

24/24/25

**TO REVIEW UPDATES TO THE FOLLOWING POLICIES AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

a. Protocol for Member Officer Relations;

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to approve and adopt the Protocol for Member Officer Relations Policy (as attached).

Councillor Foster left the meeting.

b. Recruitment and Selection;

It was proposed by Councillor Martin, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to approve and adopt the Recruitment and Selection Policy (as attached).

Councillor Foster returned to the meeting.

c. Employee Dress Code.

It was proposed by Councillor Foster, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to approve and adopt the amendments to the existing Employee Dress Code Policy (as attached).

25/24/25

**TO RECEIVE AN UPDATE ON THE TOWN COUNCIL
RECRUITMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE:**

a. Office Manager / Assistant to the Town Clerk;

The Town Clerk informed Members of the lack of candidates received from the agency that meet the criteria. The Town Clerk is to review other agencies.

It was **RESOLVED** to note.

b. Development and Engagement Manager;

The Town Clerk informed Members that the applications received did not meet the criteria of the role.

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

1. Delegate to the Town Clerk to advertise the role with CALC (free of charge), Town Council notice boards, website and social media and on Indeed for a period of two weeks;
2. Delegate spend to the Town Clerk up to a maximum of £500 to advertise on Indeed allocated to budget code 6701 EMF Staff Recruitment.

c. Communications and Engagement Officer.

The Town Clerk informed Members interviews are due to take place on 12 July.

It was **RESOLVED** to note.

Councillor Foster declared an interest in the next agenda item and left the meeting.

26/24/25 TO REVIEW THE APPOINTMENT OF A TOWN CRIER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to appoint Councillor Foster to represent the Town Council as the Town Crier as required with no remuneration.

Councillor Foster was invited and returned to the meeting.

27/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

The Chairman informed Members that the meeting is now in Part Two.

The Chairman reminded Members that items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

The Chairman asked Members to refrain from taking notes in part two confidential session, reports have been provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

Members noted the Chairman's statement.

28/24/25 TO RECEIVE AND APPROVE PRIVATE AND CONFIDENTIAL MINUTES OF THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON 12 APRIL 2024 AS A TRUE AND CORRECT RECORD.

It was proposed by Councillor Miller, seconded by Councillor Martin and **RESOLVED** to make an amendment to the private and confidential minutes of the Extraordinary Personnel Committee Meeting held on 12 April 2024.

It was proposed by Councillor Peggs, seconded by Councillor Foster and **RESOLVED** that the private and confidential minutes of the Extraordinary Personnel Committee Meeting held on 12 April 2024 were confirmed as a true and correct record.

29/24/25 TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

30/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

31/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

32/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Thursday 31 October 2024 at 6.30 pm

Rising at: 7.40 pm

Signed: _____
Chairman

Dated: _____

Policy Group: Employees

Protocol for Member Officer Relations DRAFT

RESPONSIBLE COMMITTEE: PERSONNEL

Current Document Status			
Version	2024	Approved by	FTC
Date	07.03.2024	Responsible Officer	AJT
Minute no.	367/23/24c	Next review date	Annual or as required

Version History					
Date	Version	Author/editor	Committee/date	Minute no.	Notes
03/2012	1	AK	FTC 05.04.2012	09/12/13	Adopted (Rec from Staffing Cttee 20.03.2012)
09/2019	2	AJT	Personnel 24.09.2019	38/19/20d	Updated reflecting new line management structure
04/2021	2/2021	AJT	ATM 20.05.2021	46/21/22a(vi)	Reviewed for reapproval – new Town Council
05/2022	2/2022	AJT	ATM 05.05.2022	54/22/23a(vi)	Readopted
07/2022	3/2022	AJT	FTC 04.08.2022	151/22/23d	Review & redraft of policy/protocol. Approved.
05/2023	2023	AJT	ATM 04.05.2023	65/23/24a(vi)	Readopted

08/2023	2023 v2	AJT	P&F 12.09.2023	72/23/24b	10.1 amended Rec to FTC
09/2023	2023 v2	AJT	FTC 05.10.2023	195/23/24a	Approved
02.2024	2024 DRAFT	HR	P&F 27.02.2024	156/23/24a(6)	For reapproval. (recommendation to FTC 07.03.2024)
02.2024	2024 DRAFT	See minutes	Personnel 29.02.2024	90/23/24	Review by committee. Rec to 27.06.2024 meeting
03.2024	2024 DRAFT	HR	FTC 07.03.2024	367/23/24c	Recommend to ATM
04.2024	2024 DRAFT	See minutes	Personnel 12.04.2024		Amendments for review

Document Retention Period

Until superseded

Protocol for ~~Councillor Member~~/Officer Relations

1. Introduction

The purpose of this protocol is to guide ~~Members Councillors~~ and Officers of the Town Council in their relations with one another. A strong, constructive and trusting relationship between ~~Members Councillors~~ and Officers is essential to ensure the effective and efficient working of the Town Council.

The individual roles of ~~Members Councillors~~ and Officers can be summarised as follows:

Both ~~Members of the Town Council Councillors~~ and Officers serve the public and are essential to one another but their responsibilities and roles are distinct. ~~Members Councillors~~ are responsible to the electorate and serve only so long as their term of office lasts. Officers are responsible to the Town Council. They give advice to the ~~Members Councillors~~ and the Town Council and carry out the Town Council's work under the direction of the Town Council and the relevant committees.

Following this protocol should ensure that ~~Members Councillors~~ receive objective and impartial advice and that Officers are protected from accusations of bias and any undue influence from ~~Members Councillors~~.

2. Principles underlying the protocol

The provisions of this protocol seeks to reflect the principles underlying the ~~Members Councillors~~' Code of Conduct, the Employee Handbook and the Town Council's adopted policies, procedures and processes.¹ The shared object of the Code of Conduct and other documents, policies and procedures is to enhance and maintain the integrity (real and perceived) of Local Government and they therefore demand very high standards of personal conduct.

We base our protocol on the Nolan Principles ([The Seven Principles of Public Life - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/the-seven-principles-of-public-life)) of holding public office which include:

¹ Employees are also directed to their contract of employment, job description, the Green Book and policies relevant to their employment. They may also wish to consult their Line Manager or take advice from their union or professional association.

Principles:

- Selflessness — ~~serving only the public interest.~~
- Integrity ~~Honesty and integrity — not allowing these to be questioned; not behaving improperly.~~
- Objectivity — ~~taking decisions on merit.~~
- Accountability — ~~to the public; being open to scrutiny.~~
- Openness — ~~giving reasons for decisions.~~
- Honesty
- Leadership

In addition to the Nolan Principles:

- Personal judgement – reaching one's own conclusions and acting accordingly.
- ~~Respect for others — promoting equality; avoiding discrimination; respecting others (Member/Member as well as Member/Officer, Officer/Member and Officer/Officer) and not denigrating their work in public or making unsubstantiated allegations against any individual connected with the Town Council.~~
- Respecting the work of Councillors and Officers within their individual remits of serving the town with the reputation of the Town Council at heart.
- Duty to uphold the law – not acting unlawfully.
- Stewardship – ensuring the prudent use of the Town Council's resources.
- Leadership – acting in a way that has public confidence.

3. Roles

3.1. ~~Members~~ Councillors

3.1.1. ~~Members~~ Councillors have four main areas of responsibility:

- To determine Town Council policy and provide community leadership;
 - To monitor and review Town Council performance in delivering services;
 - To represent the Town Council externally; and
 - To act as advocates for their constituents.
- In addition, all ~~Members of the Town Council~~ Councillors should be aware of and adhere to their responsibilities as Corporate Employers. When ~~Members~~ Councillors join, the Town Council guidance is provided and Members of the Personnel Committee are required to undertake additional training.² All ~~Members~~ Councillors are advised to undertake HR employment law training as the Corporate Employer³

3.1.2. All ~~Members~~ Councillors have the same rights and obligations in their relationship with the Town Clerk and other employees, regardless of their status and should be treated equally.

3.2. Chairman and Vice Chairman of Committees

It is clearly important that there should be a close working relationship between Chairman and Vice-Chairman of Committees and the Officers who support and/or interact with them. However, such relationships should never be allowed to become so close, or appear to be so close, as to bring into question the officer's ability to deal impartially with other ~~Members~~ Councillors. Officers should never be asked to do anything which may prejudice their impartiality.

² NALC Being a Good Employer, ~~six~~ monthly HRSC Employment Law Training

³ 12 monthly HRSC Employment Law Training.

3.3. Officers

The following key principles reflect the way in which Officers generally relate to ~~Members~~ Councillors:

- Officers are employed by, and accountable to, the Town Council as a whole;
- Officers are impartial;
- Officers are responsible for operational delivery of all of the Town Council's functions including support to all Town Council Committees;
- Day to day managerial and operational decisions remain the responsibility of the Town Clerk and Line Managers ~~working within set budgets and Town Council policies and procedures.~~

Day to day managerial and operational decisions remain the responsibility of the Town Clerk and Line Managers ~~working within Town Council set budgets, policies, procedures and Statutory and legal obligations.~~

4. Expectations

4.1. ~~Members~~ Councillors can expect:

- A commitment from Officers to the Town Council as a whole, not to any individual ~~Member Councillor~~ or group of ~~Members Councillors~~;
- A working partnership⁴;
- That Officers understand and support respective roles, workloads and pressures;
- Respond to enquiries and complaints in accordance with the Town Council's standards;

⁴ Members may find the following publication helpful: LGA Effective Member Officer Relations

- Professional, impartial advice and information, not influenced by political views or personal preferences;
- Regular, up to date information on appropriate and relevant matters, having regard to individual responsibilities or positions held;
- Respect, courtesy, integrity and appropriate confidentiality from Officers;
- Not to have personal issues raised with them by Officers outside the Town Council's agreed procedures;
- That Officers will not use their contact with **Members Councillors** to advance their personal interests or to influence decisions improperly;
- That Officers at all times will comply with relevant policies and procedures;
- If representing the Town Council on an outside body, to be required to provide update reports in a timely manner with an appropriate level of detail.

4.2. Officers can expect from **Members Councillors**:

- A working partnership and to be treated in a professional manner;
- An understanding of, and support for, respective roles, workloads and pressures;
- Timely responses to emails and/or telephone calls;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That **Members Councillors** will not use their position or relationship with Officers to advance their personal interests or those of others or to influence decisions improperly;

- That **Members Councillors** will at all times abide by the Nolan Principles and with the Town Council's adopted Code of Conduct, policies and procedures.

5. Meetings

The interaction between **Members Councillors** and Officers at meetings of the Town Council and Committees should reflect the formality of the situation.

Any Officer carrying out a statutory role has specific responsibilities placed on them by law. These responsibilities go beyond their obligations as employees of the Town Council. Where an Officer is discharging their responsibilities under any statutory office a **Member/Member Councillor/Councillors** shall not:

- Improperly interfere with or obstruct the Officer in exercising those responsibilities;
- Victimise any Officer who is discharging or has discharged their responsibilities of the Statutory Office.

Members Councillors and Officers may attend all formal meetings for the consideration of Part I (i.e. non-confidential) items, as may any member of the public. When a body is considering Part II information (i.e. exempt from publication under Access to Information legislation), **Members Councillors** and Officers do not have an automatic right of attendance.

6. **Members Councillors'** Access to information and Town Council documents

- 6.1. **Members Councillors** are free to approach the Town Clerk to provide them with such information, explanation and advice, as they may reasonably need in order to assist them in discharging their role as **Members Councillors of the Town Council**. This can range from a request for general information about some aspect of the Town Council's activities to a request for specific information on behalf of a constituent.
- 6.2. As regards the legal rights of **Members Councillors** to inspect Town Council documents, these are covered partly by statute and partly by the common law.

- 6.3. **Members Councillors** have a statutory right to inspect any Town Council document that contains material relating to any business which is to be transacted at a Town Council, Committee or Sub-Committee meeting. This right applies irrespective of whether the member is a member of the Committee or Sub-Committee concerned and extends not only to reports which are to be submitted to the meeting, but also to any relevant background papers. This right does not however apply to documents relating to certain items which may appear in Part II (exempt) of the Agenda for meetings. Examples are documents that contain exempt information relating to employees, occupiers of Town Council property, applicants for grants and other services, contract and industrial relations negotiations, advice from Counsel and criminal investigations.
- 6.4. The common law right of **Members Councillors** is much broader and is based on the principle that any **Members Councillors** has a prima facie right to inspect Town Council documents so far as his/her access to the documents is reasonably necessary to enable the member properly to perform his/her duties as a member of the Town Council. This principle is commonly referred to as the “need to know” principle.
- 6.5. The exercise of this common law right depends therefore upon the **Member’s Councillor’s** ability to demonstrate that they have the necessary ~~“need to know”~~ ‘need to know’. In this respect a Member has no right to ~~“a roving commission”~~ ‘a roving commission’ to go and examine documents of the Town Council. Mere curiosity is not sufficient.
- 6.6. In some circumstances (e.g. a ~~Committee Member Councillor~~ wishing to inspect documents relating to the functions of that Committee) a Councillor ~~“need to know”~~ ‘need to know’ will normally be presumed. In other circumstances (e.g. a **Member Councillor** wishing to inspect documents which contain personal information about third parties) a **Member Councillor** will normally be expected to justify the request in specific terms.

6.7 Whilst the term “Town Council document” ‘Town Council document’ is very broad and includes, for example, any document produced with Town Council resources, it is accepted by convention that a Member Councillor of one party group will not have a “need to know” ‘need to know’, and therefore a right to inspect, a document which forms part of the internal workings of another party group.

- 6.7. Finally, any Town Council information provided to a Member Councillor must only be used by the Member Councillor for the purpose for which it was provided i.e. in connection with the proper performance of the Member's Councillor's duties as a member of the Town Council.
- 6.8. The Code of Conduct states that a Member Councillor must not disclose confidential information or information which he or she believes to be of a confidential nature, except in some specific circumstances as detailed in the Code.
- 6.9. For completeness, Members Councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

7. Correspondence

- 7.1. Correspondence between an individual Member Councillor and an Officer should not normally be copied by the Officer (or the Member Councillor) to any other Member Councillor. Where it is necessary to copy the correspondence to another Member Councillor, this should be done in a transparent manner with the original Member Councillor clearly informed. The system of silent copies (bcc) should not be used. Members Councillors and Officers should note that all correspondence may be subject to disclosure under the Freedom of Information Act 2000 or UK GDPR.
- 7.2. Official correspondence, by email or any other means, on behalf of the Town Council should normally be sent in the name of the appropriate Officer, rather than in the name of a Member Councillor. It shall, be appropriate in certain circumstances for correspondence to appear in the name of the Chairman of the Town Council or a Committee Chairman. Correspondence which, for example, creates legal obligations or gives instruction on behalf of

the Town Council should never be sent out in the name of a ~~Member Councillor~~.

8. Press and Social Media Comments, Press Releases and Local Publicity

- 8.1. ~~Members Councillors~~ and Officers are reminded to follow the procedure for communicating with the press in the Communications Policy.
- 8.2. Any press or media release that may be necessary to clarify the Town Council's position should be cleared by the Town Clerk or their nominated deputy in consultation with the Mayor or Chairman of the relevant committee.
- 8.3. On no account must an Officer expressly or implicitly make any political opinion, comment or statement.
- 8.4. Particular care should be taken with publicity/media comments/press releases around the time of an election and more so during the heightened period of sensitivity during the pre-election period known as Purdah. Advice will be available from CALC and the Monitoring Officer where appropriate.

9. Use of Town Council resources

The Code of Conduct states that a ~~Member Councillor~~ must, when using or authorising the use of the resources of the Town Council, act in accordance with the Town Council's requirements. Support from Officers can only lawfully be provided where this is to assist the ~~Member Councillor~~ in discharging their role on Town Council business and should never be used in connection with political or other campaigning activity or for private purposes. The use of computers (or other IT devices) provided to ~~Members Councillors of the Town Council~~ is governed by the policies and procedures adopted by the Town Council, including the IT Acceptable Use Policy.

General guidelines

- 9.1. It is accepted that ~~Members Councillors~~ may wish to call on Officers to discuss various issues. However, it should be noted that Officers may have significant workloads and deadlines to meet. Any discussions likely to take more than five minutes should be by appointment except where urgent and unforeseen. It is unlawful for ~~Members Councillors~~ to instruct members of

staff. All requests for tasks to be undertaken must be submitted through the Line Managers.

- 9.2. Equally, Officers should only contact **Members Councillors** by telephone or email where necessary and should avoid circulating superfluous information.
- 9.3. All matters relating to particular committees should be copied to the Chairman of the Committee. Requests for agenda items should be submitted to both the Chairman and the Town Clerk.
- 9.4. Close personal relationships between **Members Councillors** and Officers can confuse their separate roles and get in the way of the proper conduct of Town Council business, not least by creating a perception that a particular **Member Councillor** or Officer is getting preferential treatment.

10. If things go wrong

From time to time the relationship between **Members Councillors** and Officers may break down or become strained. Whilst it is always preferable to resolve matters informally, if appropriate through conciliation by an appropriate third party, the law requires all employers to have disciplinary and grievance procedures. The Town Council will maintain and regularly review separate disciplinary and grievance procedures and ensure they comply with good practice.

The Chairman of the Town Council should not attempt to deal with grievances or work related performance or line management issues. The Town Council has delegated authority on employment/human resources matters to the Personnel Committee.

~~Members and Officers should never personally criticise or undermine respect for the other in any public or external forum. This damages working relationships and has an adverse impact on the public image of the Town Council. Whilst Councillors have the right to criticise reports, advice or recommendations put before them at meetings, they should not address their criticism to the conduct or capabilities of individual Officers. Officers have no means of responding to such criticism in public.~~

~~Councillors and Officers should never personally criticise or undermine respect for the other in any public, external or internal forum such as 'round robin' email~~

exchange. This damages working relationships and has an adverse impact on the public perception and reputation of the Town Council. Whilst Councillors have the right to criticise reports, advice or recommendations put before them at meetings, they should not address their criticism to the conduct or capabilities of individual Officers in the meeting or after. Officers have no means of responding to such criticism either in a public meeting or via email – we must be vigilant to safeguard the welfare of our Officers.

Procedure for ~~Members~~ Councillors:

A ~~Member~~ Councillor who is dissatisfied with the conduct, behaviour or performance of an officer including the Town Clerk should refer to the Town Council Complaints Procedure.

~~raise the matter with the Town Clerk or the Chairman of the Personnel Committee if the Officer is the Town Clerk in the first instance. If it is not possible to resolve the matter informally, it may be necessary to invoke the Town Council's disciplinary procedure.~~

~~Members~~ Councillors should at all times:

- Ensure a professional working relationship ~~Avoid~~ avoiding personal attacks on, or abuse of ~~the any~~ Officer ~~at all times~~.
- Ensure that any criticism is well founded and constructive.
- Ensure that any criticism is made in private.

Procedure for Officers:

The Town Council's adopted grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way. Where possible informal resolution should be sought via the procedure outlined in the Employee Handbook.

Where there is a potential breach of the ~~Members'~~ Councillors' Code of Conduct:

Officers are advised to contact the Cornwall ~~Town~~ Council Monitoring Officer and request that an investigation is carried out in line with the Code of Conduct

adopted under the Localism Act 2011. They may also wish to seek advice from their union or professional organisation.

Any questions about this protocol should be addressed in the first instance to the Town Clerk.

Recommended reading for ~~Member Councillors of the Town Council~~:

NALC Being a Good Employer

Local Government Association Town Councillor Workbook: Effective Member and Officer Relations

Recruitment and Selection Policy **DRAFT**

RESPONSIBLE COMMITTEE: PERSONNEL

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

Current Document Status			
Version	2024/25	Approved by	FTC
Date	07.03.2024	Responsible Officer	AJT
Minute no.	367/24/25c	Next review date	Annual or as required by legislation

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
08/2021	1	AJT/SB	FTC 04.11.2021	264/21/22	Replacement policy for Recruitment Policy.
05/2022	1/2022	AJT	ATM 05.05.2022	54/22/23a(v)	Readopted (Note GDPR is now UKGDPR)
07/2022	2/2022	AJT/SB	FTC 04.08.2022	151/22/23(d)	Amended.
05/2023	1/2023	AJT	ATM 04.05.2023	65/23/24a(viii)	Readopted.
02.2024	2024 DRAFT	HR	P&F 27.02.2024	156/23/24a(8)	Reviewed for recommendation to FTC 03.2024
03.2024	2024	HR	FTC 07.03.2024	367/24/25c	Recommendation from P&F. Approved.
04.2024	2024 DRAFT	AJT	Personnel 27.06.2024		Amendment – advertising pages; staff references

Document Retention Period
Until superseded

DRAFT

Recruitment and Selection Policy

This procedure is applicable to all employees with the exception of the Town Clerk where a separate procedure will be put in place by the Personnel Committee.

Except in the case above and where new posts are being recommended (which will require the authority of the Personnel Committee recommending to Full Council), the Town Clerk has full delegated authority for the operation of this policy and in the absence the Assistant Town Clerk.

Other relevant policies:

- Disability Employment Policy
- Equality and Diversity Policy

Our approach to Recruitment

We aim at all times to recruit the person who is most suited to the job. Recruitment will be on the basis of the applicant's abilities and individual merits, measured against the job criteria and competencies.

Internal promotion will be considered by the Personnel Committee.

Types of employment

'Employees' work under a contract of employment.

The term 'temporary workers' is used to describe staff engaged on a non-permanent basis who may fall into a number of categories:

A 'casual worker' is defined as someone who works occasional and irregular hours on a 'as needed' basis. There is no mutuality of obligation on either side to either accept work or to offer it. There should be no regular pattern to their employment.

Agency and Temporary workers acquire certain rights, some from day one and some after a twelve week qualifying period. (See Agency Workers Regulations 2010 (updated 2019)).

Fixed term contract: A fixed term employee has the right not to be treated less favourably than a comparable permanent employee. (Fixed Term Employees

(Prevention of Less Favourable Treatment Regulations 2002) A fixed term contract may be used for employees to work for a specified length of time or to work on a set project.

Recruitment Pack

Before a vacancy is advertised the following information should be prepared by the Line Manager in consultation with the Town Clerk and (where appropriate) the Personnel Committee:

- An updated job description.
- A person specification.
- Draft advertisement including that applications must be made by application form and that CVs/letters of application will not be accepted or read.
- Privacy notice (Recruitment)

Advertising

Vacancies will be advertised for a minimum of two weeks, subject to the recruitment market at the time and guidance from the Town Council's HR Consultants liaising with the Town Clerk, Chairman and Vice Chairman of the Personnel Committee. Where pertinent, exceptional candidates may be contacted before the closing date.

All applications must be made using the provided application form.

1. Internal advertising

All vacancies must be advertised internally within the Town Council to all employees.

2. External advertising

Vacancies will be advertised on the Town Council website, notice boards and social media.

In addition, the vacancies may be posted on Indeed, CV Library, [Plymouth City Council recruitment web page](#), CALC, ~~Gum Tree (free of charge)~~. Other

paid advertising (including local newspapers) and any other online recruitment site where appropriate to the role and advised by the Town Council's HR Consultant with the authorisation of the Town Clerk and Chairman and or Vice Chairman of the Personnel Committee.

Note:

Avoid using publications or employment agencies that focus on a niche market as this may limit the diversity of applicants and so constitute indirect discrimination.

3. Use of employment agencies

When it is agreed to appoint Casual, Temporary and Agency posts to ensure business continuity without disruption recruitment is delegated to the Line Manager liaising with the Town Clerk and Chairman and or Vice Chairman of the Personnel Committee, ratified at the next available Personnel Committee Meeting.

Line managers should consider the appropriateness of using agency workers and casual workers (particularly if the placement is expected to be on a long-term basis). It may be more appropriate and/or cost effective to appoint a fixed term employee.

Selection and Assessment

1. Application period

Only applications made using the required application form will be accepted. CVs/letters of application will not be accepted or read.

Applications will be received by an Officer designated by the Town Clerk. No interviewing Officers or Councillors will have sight of applications until the shortlisting takes place.

The designated Officer will ensure the personal details are separated from the application form.

Where more than 10 applications are received the Officer will assess candidates against the job criteria and employee specification. All candidates who meet the essential criteria will be put forward to the shortlisting panel. Additional candidates may be considered if they have other skills/experience which may be beneficial to the role.

Where there are less than 10 applications received, the Officer will prepare the applications to share with the Line Manager, Chairman of Personnel and the Chairman of the employee committee (or Vice Chairman in their absence) to consider for interview.

2. Shortlisting

The shortlisting panel will consist of the Line Manager, the Chairman of Personnel (or Vice Chairman in their absence) and the Chairman of the employing committee (or Vice Chairman in their absence) as follows:

Department	Employing Committee
Administration	Policy and Finance
Finance	Policy and Finance
Library	Services
Service Delivery	Services

It is the responsibility of the Line Manager and Members attending to ensure that all shortlisting score sheets are completed clearly for audit purposes and in line with Employment Law. Shortlisting score sheets are to be returned to the Line Manager who then returns to the Assistant Town Clerk to file.

Shortlisted candidates for interview are to be determined by the highest total score. The number of interviewees is to be agreed by the shortlisting panel.

Shortlisted candidates MUST be given at least three clear working days' notice of an interview (not including the day of the offer of the interview date) and the invitation should include a check whether any reasonable adjustments are required and right to work in the UK checklist.

3. Interview

It is important the interview panel are available to attend interviews at the earliest opportunity to avoid losing potential good candidates.

If appropriate, and for senior posts, a second interview may be held if the decision is close between candidates or if further information is needed.

For the employer, the interview is an opportunity to:

- Gauge candidates' experience and ability to perform in the role.
- Explain the possible employee learning opportunities and benefits.
- Give the candidate a positive impression of the organisation as a good employer.

For the candidate, the interview is an opportunity to:

- Understand the job and its responsibilities in more detail.
- Ask questions about the organisation and possible learning opportunities and benefits.
- Decide whether they would like to take the job if offered it.

The interview panel will consist of the Line Manager, the Chairman of Personnel (or Vice Chairman in their absence) and the Chairman of the employing committee (or Vice Chairman in their absence).

All candidates will be asked the same questions to ensure a fair process although supplementary question may be varied as indicated by candidate answers and application form.

It is the responsibility of the Line Manager and Members attending to ensure that all shortlisting score sheets are completed clearly for audit purposes and in line with Employment Law.

All notes taken during the interview process should be signed and dated by the completing panel member or Line Manager and attached to their score sheet.

The Line Manager is responsible for collecting all paperwork and passing to the Assistant Town Clerk for retention.

Appointment

1. The Interview Panel

- 1.1. The interview panel must reach all decisions by a majority of panel members.
- 1.2. The panel will agree whether there is at least one candidate of appointable quality. If not, then the post may be re-advertised.
- 1.3. If the panel agrees that there is at least one candidate of appointable quality, it will then agree:
 - 1.1.1. The first choice candidate.
 - 1.1.2. The order of preference for any other candidates of appointable quality.

2. The Line Manager

- 2.1. The Line Manager will contact the first choice candidate by telephone and make the offer of employment subject to the required eligibility checks, confirmation of qualifications, receipt of satisfactory references and, where appropriate, Disclosure and Barring Service (DBS) checks. This will be followed up by a letter of appointment and written terms of employment.
- 2.2. Where the offer of the post is declined, the Line Manager will offer the post to the next appointable candidate (in the order of preference of the interview panel).
- 2.3. The Line Manager will notify all unsuccessful candidates once the post has been filled.
- 2.4. The Line Manager will inform Councillors and Officers by email when a candidate accepts an offer of employment and a start date is confirmed, adhering to UK GDPR.

In the absence of the Line Manager, the Town Council's HR Consultant, Town Clerk or Assistant Town Clerk will undertake this role.

HR Support Consultancy (HRSC)

Will undertake the necessary checks and work up the HR documents within the time laid down in law liaising with the Town Clerk.

Where satisfactory references or checks are not forthcoming in the agreed opinion of the Town Clerk, HRSC and the Chairman and or Vice chairman of Personnel, the offer will be withdrawn and the Line Manager will be asked to offer the post to the next appointable candidate.

Post Appointment

1. All appointments are reported back to the Personnel Committee, in turn the draft minutes are received at Full Council.
2. The Line Manager shall ensure that all necessary documentation is completed, including the contract of employment within the time laid down in law (liaising with the Town Clerk and or HRSC).
3. The Town Council operates in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations. All applicants will be provided with a Privacy Notice during the recruitment process, and copies of application forms will only be retained with the permission of the applicant (UK GDPR) – Assistant Town Clerk to ensure compliance.
4. Where a post becomes vacant within six months of the successful applicant taking up post, the Town Council may agree to appoint the next available candidate of appointable quality without need for a further process.

Staff References

Where a reference is requested for staff leaving the employment of Saltash Town Council the policy is to provide the following basic reference details:

- Employment dates
- Job title
- Summary of job duties.

Dress Code

Employees should observe a standard of personal appearance which is appropriate to the nature of the work they are undertaking, and portrays a professional approach which the public will have confidence in.

Where Saltash Town Council clothing is provided, these must be worn at all times whilst at work and laundered on a regular basis and in a reasonable state of repair.

Where Saltash Town Council clothing is not provided, the employee should wear clothes appropriate to their job responsibilities and they should be kept clean and tidy at all times.

The following points should be adhered to by **all** employees:

Footwear: For everyone's own safety, footwear should be strong, closed in, comfortable and must enable the employee to move and walk safely, whilst at work. However, open toed sandals with a back strap may be worn at your own risk.

If the employee is issued with footwear as PPE, the employee should wear these at all times. Failure to do so could result in disciplinary action.

Uniform: In addition to all of the above, the Town Council will provide the following employees with Town Council uniform:-

- Service Delivery Managers/Assistants
- Caretakers
- Cleaners

Jewellery: Should be discrete and not excessive in size or quantity. This is important for Health and Safety reasons.

Perfume: Employees must not wear strong perfume or aftershave.

All office/library employees to wear smart trousers or skirt and a smart shirt/blouse/top or a dress, which covers the shoulders. ~~and tops of arms~~. Smart, long shorts may be permitted in warm weather. Smart shoes to be worn as described in the footwear section above.

Casual shorts, trainers, T-shirts, jeans, leggings, summer vests, flip flops, beach wear and similar are **not** permitted.

~~As we are public facing, people's sensitivities must be taken into account. As such, we respectfully ask that visible tattoos and piercings are appropriate to the workplace and kept covered where possible.~~

~~We generally accept tattoos and piercings in the workplace if they are offensive, unprofessional or distracting we ask that you cover them up.~~

Similarly, you should not wear badges, clothing or jewellery featuring images, insignia, messages or slogans that may cause offence.

We expect you to use common sense with your clothing. However, if you are unsure whether a particular item of clothing is acceptable, please check with your manager before you wear it. If we feel that something you wear is inappropriate, we may ask you to return home to change. In such circumstances, the cost of returning home is your responsibility and we will expect you to make up any time lost.

Identity Badges

We will supply you with an identity badge on a Saltash Town Council Lanyard which you must wear at all times when working. Under no circumstances may the lanyard be changed or adorned with badges/stickers etc.

You must also carry your identity badge with you if we require you to work at other locations, activities or events.

Dress Down Days

We may relax our normal dress code where there are informal 'dress down days' or fancy-dress charity appeals. However, if meetings are scheduled on such days, you may still be required to maintain our dress code.

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Station Property Sub Committee held at Isambard House on Tuesday 2nd July 2024 at 6.30 pm

PRESENT: Councillors: R Bickford (Vice-Chairman), R Bullock (Chairman), J Peggs, B Samuels and P Samuels.

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

APOLOGIES: D Yates.

15/24/25 TO ELECT A CHAIRMAN.

It was proposed by Councillor Bickford, seconded by Councillor B Samuels to nominate Councillor Bullock.

No further nominations were received.

Following a vote it was **RESOLVED** to appoint Councillor Bullock as Chairman.

Councillor Bullock in the Chair.

16/24/25 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Bullock, seconded by Councillor Peggs to nominate Councillor Bickford.

No further nominations were received.

Following a vote it was **RESOLVED** to appoint Councillor Bickford as Vice Chairman.

17/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

18/24/25 DECLARATIONS OF INTEREST:

- a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

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

None.

19/24/25 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

20/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE STATION PROPERTY SUB COMMITTEE MEETING HELD ON 18 APRIL 2024 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Bullock and seconded by Councillor Bickford and **RESOLVED** that the minutes of the Station Property Sub Committee held on 18 April 2024 were confirmed as a true and correct record.

21/24/25 TO RECEIVE THE STATION PROPERTY BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

22/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

23/24/25 TO RECEIVE AN UPDATE ON ISAMBARD HOUSE FINAL ACCOUNT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk updated Members on correspondence sent and received between herself and Jerry Cobb the Project Manager for Cormac regarding the proposed counter offer agreed by the Station Property Sub Committee.

Cormac have advised they are to review the specification, pictures, drawings and report submitted and respond within the next few weeks.

The Town Clerk to report back at future Station Property meeting upon receipt of a response from Cormac Ltd.

It was **RESOLVED** to note.

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

Members were provided samples of flooring options and discussed options that could assist with acoustics and provide easy cleaning and protection.

It was proposed by Councillor Bullock, seconded by Councillor Peggs and **RESOLVED** to delegate to the Town Clerk working with Councillors B Samuels and P Samuels to prepare a flooring specification sheet reporting back at a future Station Property Sub Committee meeting.

25/24/25 TO RECEIVE A REPORT ON THE TRACKSIDE CAFE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report contained within the circulated reports pack.

Members discussed further assisting advertising Trackside Cafe in procuring an advertising A Board and installing it securely to the bin located on the platform adjacent to the side wall of Trackside Cafe.

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

1. To delegate to the Administration Officer to procure an A board using the same design as the existing wall signs up to a maximum budget of £500 allocated to budget code 6814 Equipment - Isambard House;
2. To delegate to the Service Delivery Manager to arrange install working within GWR track requirements.

26/24/25

TO RECEIVE A REPORT ON THE PURCHASE OF EXTERNAL FURNITURE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report contained within the circulated reports pack and noted that currently no outside seating was available at Trackside Cafe.

Members discussed the option to purchase suitable aluminium furniture and considered the furnitures' placement, storage and security.

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

1. To delegate to the Service Delivery Manager to obtain three quotes in line with the Town Council's Financial Regulations, for three tables and six chairs at a maximum cost of £1,500 allocated to budget code 6473 EMF Station Building (Purchase & Capital Works);
2. The Service Delivery Manager to arrange appropriate daily install and storage arrangements with Trackside Café, working within GWR track requirements.

27/24/25

**TO RECEIVE A REPORT ON THE USE OF ISAMBARD HOUSE
EXTENSION AND STORE ROOM AND CONSIDER ANY ACTIONS
AND ASSOCIATED EXPENDITURE.**

Members considered the use of the extension and the proposal to turn the current storeroom into a practical working kitchen and the extension into a usable storage space.

Members went on to discuss the design specification and layout of a proposed kitchen in the current storeroom area with Members leaving the meeting to review the space.

Members returned to the meeting and discussed the kitchen design and appliances that would offer appealing facilities to potential hirers.

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

1. To approve the existing storeroom to become the main kitchen area to service the main space at Isambard House with the extension area to become a Town Council storage space;
2. To delegate to the Service Delivery Manager to appoint Howdens to supply only kitchen cupboards, worktops and appliances contained within the detailed quote and arrange in-house installation as per Howdens design, subject to the slight amendments discussed and agreed at this evening's meeting;
3. To delegate to the Service Delivery Manager to purchase a larger fridge, splash back wall protector for the kitchen and privacy film to the bottom only of the extension windows;
4. To approve a maximum budget of £5,000 for the kitchen and extension works allocated to budget code 6473 EMF Station Building (Purchase and Capital Works);
5. To delegate to the Service Delivery Manager and Finance Officer to create a bona fide storage system connected to the Town Council asset register.

28/24/25 TO RECEIVE QUOTES TO RESURFACE THE CAR PARK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk requested Members consider appointing the Town Council's Building Surveyor to provide a report on the external parameter wall to ensure security of the wall prior to groundworks being progressed in the car park area.

Members discussed the report and quotes received and contained within the circulated reports pack. Members considered the surface materials that would be most suitable and of their concerns of water retention and drainage.

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

1. To delegate to the Service Delivery Manager to appoint Barron Surveying to provide a safety report including drainage proposal due to the existing parameter wall drop and the potential for it to become unsafe during works;
2. To approve Barron Surveying fees and charges at £100 per hour allocated to budget code 6818 Professional Costs - Isambard House;
3. To **RECOMMEND** to Full Council to appoint Company A to provide an asphalt surface to the car park area at a cost of £21,000 excluding VAT as per the quote received, allocated to budget code 6473 EMF Station Building (Purchase & Capital Works), subject to Barron Surveying approving the works to commence;
4. To obtain references for Company A of similar work undertaken;
5. To delegate to the Service Delivery Manager to ensure insurance certificates and RAMS are provided prior to work commencing.

29/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

30/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

31/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

32/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor B Samuels, seconded by Councillor Bullock and **RESOLVED** to issue a Press and Social Media Release for available outside seating at Trackside Café upon delivery and installation.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.50 pm

Signed: _____
Chairman

Dated: _____

Chairman's report

June 2024

Mayoral Engagements

Date	Location	Information
Sunday 2 nd June	Forder	Opening of Forder Village fete
Monday 3 rd June	Saltash Waterside	D-Day rehearsal
Wednesday 5 th June	Saltash Wesley Church	PL12 Memory Box event
Thursday 6 th June	Fore Street	Reading of D-Day 80 Proclamation
Thursday 6 th June	Saltash Passage	D-Day 80 wreath laying at American war memorial
Thursday 6 th June	Saltash Library Hub	D-Day 80 in Saltash presentation
Thursday 6 th June	Saltash Waterside	D-Day 80 event
Wednesday 12 th June	St Austell	St Austell Mayor Making event
Friday 14 th June	Saltash Wesley Church	Saltash Wesley Church Foyer and Community room opening
Wednesday 19 th June	Tamar Bridge Offices	Tamar Bridge tour
Sunday 23 June	Truro	Truro Civic Service
Monday 24 th June	Truro	Cornwall Council Armed Forces Day flag raising
Saturday 29 th June	Truro	High Sheriff's Garden Party

Chairman's attendance at meetings

Date	Location	Information
June	Teams	The CAP Health and Wellbeing Working Group
June	Teams	CALC Cornwall Council Budget Setting
June	The Guildhall	Babis Lane Inquiry

Deputy Mayoral Engagements

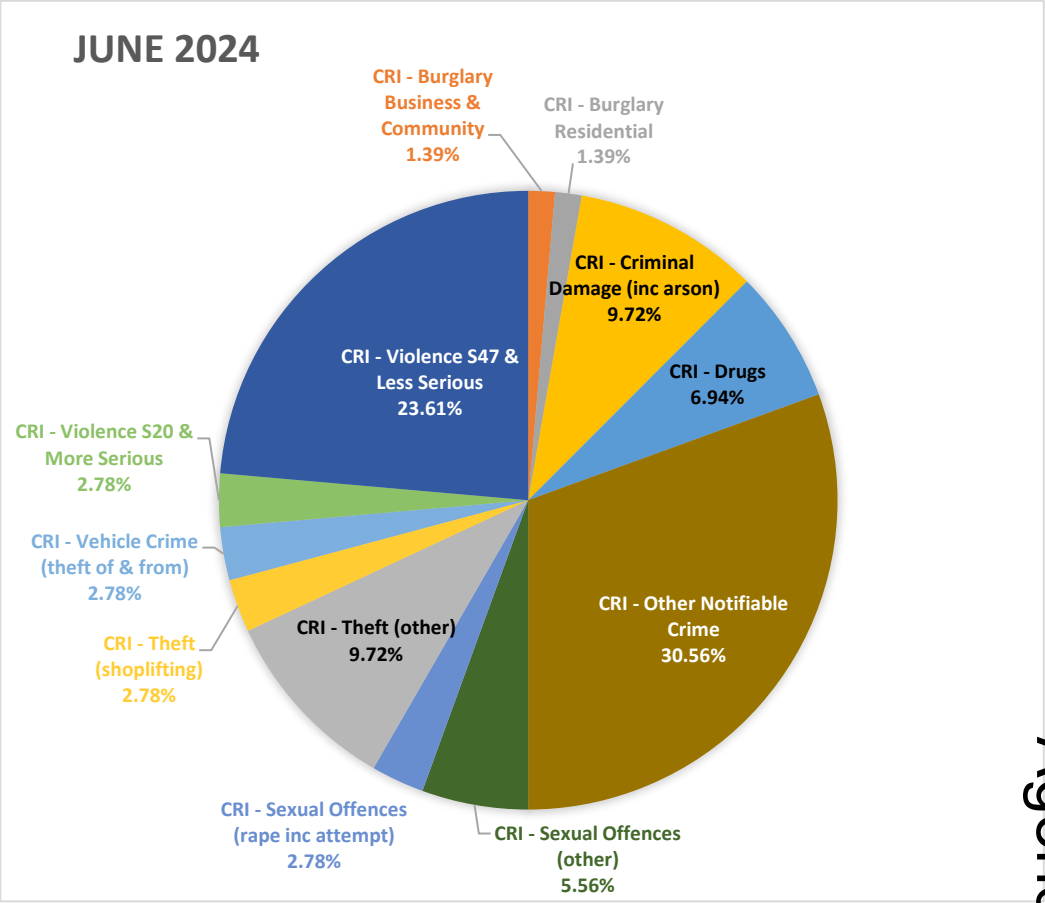
Date	Location	Information
Thursday 6 th June	Fore Street	Reading of D-Day 80 Proclamation
Thursday 6 th June	Saltash Passage	D-Day 80 wreath laying at American war memorial
Thursday 6 th June	Saltash Library Hub	D-Day 80 in Saltash presentation
Thursday 6 th June	Saltash Waterside	D-Day 80 event
Friday 14 th June	Saltash Wesley Church	Saltash Wesley Church Foyer and Community room opening
Wednesday 19 th June	Tamar Bridge Offices	Tamar Bridge tour
Saturday 29 th June	Truro	High Sheriff's Garden Party

Deputy Chairman's attendance at meetings

Date	Location	Information

End of Report
Mayors Secretary

Saltash Town (Pill BS2C, Essa BS2F, Burraton BS2G, St Stephens BS2H)	Jun-23	Jun-24	Difference	% Increase
CRI - Blackmail	1		-1	-100%
CRI - Burglary Business & Community	1	1	0	0%
CRI - Burglary Residential		1		Increase
CRI - Criminal Damage (inc arson)	9	7	-2	-22%
CRI - Drugs	1	5	4	400%
CRI - Firearms	1		-1	-100%
CRI - Fraud & Forgery				
CRI - Kidnapping				
CRI - Money Laundering				
CRI - Other Notifiable Crime	7	22	15	214%
CRI - Robbery				
CRI - Sexual Offences (other)	8	4	-4	-50%
CRI - Sexual Offences (rape inc attempt)	4	2	-2	-50%
CRI -Theft (Cycle)				
CRI - Theft (other)	10	7	-3	-30%
CRI - Theft (shoplifting)		2	2	Increase
CRI - Vehicle Crime (theft of & from)	4	2	-2	-50%
CRI - Violence S20 & More Serious	1	2	1	100%
CRI - Violence S47 & Less Serious	40	17	-23	-58%
TOTAL	87	72	-15	-17%





CEPL12 Report to Town Council

Date 03.07.24

The sun has finally managed to shine (for a while anyway!), England are through to the next round of the Euros, Wimbledon is in full swing and a General election is on its way – these are busy times!

Life in CEPL12 also continues to be busy as our team of volunteers work hard to make sure that everything runs smoothly, this has been particularly noticeable this month as illness and holidays has meant that things had to be rearranged at the last minute, but, as always, our volunteers rose to the occasion.

We were thrilled to welcome new traders into our Community shop this month, we now have a wonderful range of eco-friendly children's toys and a new range of silver jewelry, both are proving to be popular with the public who drop in to No 4. As the end of the school year approaches we also have a range of 'Thank you, teacher' gifts which we are hoping will also prove popular.

No 8 continues to grow and develop, we had a fabulous Japanese cookery demonstration earlier in the month, this was well attended and we have had many requests for a repeat session. We are planning to run more cookery courses and demonstrations in the future, we are especially keen to run air-fryer demonstrations as we have had a number of people asking for them. In order to make these events even more beneficial we are looking to buy an overhead camera which will give everyone a clear view of the cooking process.

June was a busy month for our Singing Group, on 5th June we were delighted to welcome many visitors to our weekly group at the Wesley Church in order to relaunch our Dementia Voice Group. It is a significant change as it reflects our commitment to providing vital services, support and companionship to all individuals facing cognitive challenges, not just those with dementia. Our 'Do you mind if I sing' choir entertained the audience with their lively singing and dancing, this was followed by a buffet lunch provided by our Community Kitchen. We were delighted that our Mayor, Julia Pegg, was able to attend and say a few words of thanks, this was very much appreciated by all.

Our Singing Group was in action again later in the month when they took part in the Saltash Sea and Shanties Festival, the hall at Ashtorpe was packed with people and it was great that our group could demonstrate their talents to a wider audience. It has also raised the profile of the group and, as a result, we have had a number of enquiries from people wanting to know more about our activities.

Sadly one of the founder members of the group, Carol Emmet, has reluctantly made the decision to leave our Memory Box group at the end of the year due to family commitments. She will be a hard act to follow but we would dearly love to find a replacement to run our fortnightly Veterans Group. If you know of anyone who might be interested, please put them in touch with us.

One of our core aims is to work closely with the local community, supplementing, rather than competing with, current provision. To this end, we have been in talks with Callington Lions about setting up a recycling scheme in No 4, this will involve becoming a collection point for stamps, button batteries and spectacles in the first instance. Hopefully this will lead to other initiatives in the future. We are also working closely with Oaklands Community Center and are hoping to develop activities in conjunction with them.

We were absolutely thrilled that one of our young volunteers, Leland, received the award for the Young Employee of the Year Award at the recent Plymouth Youth Awards. Leland travels every Saturday from Plympton to work in our Community Kitchen, he has aspirations of becoming a chef and is certainly developing his skills under the watchful eyes of Chris and Jos. This is just one example (of many) about how our organisation really does make a difference to people's lives.

As you are aware we are totally dependent on donations and grant funding to run our many activities, ensuring financial stability in these difficult times remains at the top of our priority list. We are delighted that Julia Pegg has chosen to support our Community Kitchen as one of her Mayor's Charities, thank you, Julia, we truly appreciate your support.

We were also thrilled to receive a donation of £150 from Burcombe Haulage Company, such generosity makes a difference and makes us feel appreciated and supported by local businesses.

We are currently exploring different opportunities to extend our work, in order to do this we need to know what the priorities and needs are for the local community. Over time, the Council has conducted surveys with local residents, it would be really helpful if you could share the responses to those surveys and provide us with vital information to move forward. Can you let me know if this is possible?

To the future

We are eagerly awaiting the delivery of new storage units which will replace the current old and inadequate sheds. The new unit for No 8 will be totally reorganised and will include a sink and washing facilities, this will have a huge impact and will enable us to save even more

food from going to waste. This has only been possible due to securing grant funding which takes up a great deal of time but is so vital in order to keep going.

We are in talks with our Social Prescriber to set up a weekly carer's group, we have wanted to start this initiative for some time as we are very aware of the many demands placed on those who care for others and so hope it will come to fruition.

On a personal note, after much deliberation I have finally decided to relocate to be nearer to my family in Bournemouth, I have lived in Saltash for 41 years and have made so many friends in that time, but the time has come to start a new chapter. For this reason I will be stepping down as Chair at the AGM in September, but fully intend to stay involved with CEPL12, even from a distance!

Finally, I would like to say a big thank you for the correspondence I received from the Council in response to my question about these reports. It was very much appreciated by all the Directors, we will also forward it to our 130+ volunteers who, I know, will be thrilled to hear that their contribution is valued.

Thank you.

Jo Grail
03.07.24

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



Saltash and District Chamber of Commerce and Industry



CHAIRMAN PETER RYLAND

E-mail to Dawn Joyce – Please find attached the report of our June meeting....Peter Ryland.

CHAMBER OF COMMERCE REPORT

The monthly meeting took place on the 3rd June. Members regretted the passing of Colin Breed who, when a councillor and an M.P., had always been a supporter of the Chamber.

Members commented favourably on the work being carried out to refit the former Mercure shots unit as a banking hub and were looking forward to its opening.

M/s Frank and Steve Miller both gave an update on what is happening re. the Tamar Crossings charges. It was noted that there may be a need for a public enquiry and members hoped that, if such were the case, then it would be in Saltash rather than Plymouth Guildhall (as previously).

The Chairman reported on the positive feedback as a result of the consultation carried out by Town Team of Fore Street traders for the proposals relating to parklets and market stalls in Fore Street. They were also buoyed by the number of traders who have recently expressed an interest in becoming Chamber members.

It was reported that the ferry between Royal William Yard and the Waterfront was doing good business. Members asked if there were any statistics on the Beryl Bike usage and noted the regularity of bikes not being replaced in the racks.

Members were concerned that the May Fair income did not cover expenditure and therefore reserves were used, despite STC upping its funding to £2500. M/s Frank explained that discussions were taking place to find a long-term funding situation to May Fair, Regatta and the Christmas Festival.

The use of the Saltash Card was raised and the Chairman reported that there were moves to reactivate the Card.

Health Action Group - Progress Report to Saltash Town Council

The meeting on 19 June was devoted to a presentation by a small team from Derriford Hospital, including one of their Directors. This confirmed what we were hoping for - a commitment to “care closer to home” which might entail more of the hospital’s services being made available off site.

We are therefore keen to co-operate with them, and they with us. They have promised to come back with a progress report in September, when they have had further time to talk to (1) the Cornwall Partnership Trust which runs St Barnabas and the community teams operating round here, and (2) the local Primary Care Network.

At our next meeting on July 24 we will be joined by Dr Andy Sant’s successor as the Cornwall Integrated Care Board’s Director for North and East Cornwall, Tryphaena Doyle. Since this Board is responsible for commissioning all local healthcare services, Tryphaena will be a key partner in securing the future services to which we aspire.

We all hope that we now have enough senior people familiar with issues and needs in the town to begin to turn talk into action in due course.

George Muirhead
Chair, Health Centre Patient Group

Peter Thistlethwaite
Chair, Port View Patient Group

Bank Receipts

Saltash Town Council

For the period 1 May 2024 to 31 May 2024

Contact	Description	Net	VAT	Gross
Barclays	Interest Received	£8.76	£0.00	£8.76
Barclays Active Saver	Transfer to cover expenditure	£155,000.00	£0.00	£155,000.00
Churchtown Cemetery	Interment Fees	£4,183.00	£0.00	£4,183.00
Cornwall Council	CLUP Funding - Final Balance	£44,980.80	£0.00	£44,980.80
Cornwall Council	Town Vitality Fund Grant	£7,500.00	£0.00	£7,500.00
Daily Moorings	Fee income	£862.50	£172.50	£1,035.00
EE	Cash back on new mobile contract	£5.00	£0.00	£5.00
Eventbrite	Murder Mystery Ticket Sales income (less fees)	£70.00	£0.00	£70.00
Fairmead Allotments	Allotment rent 01/05/2024 to 31/03/2025	£64.17	£0.00	£64.17
Guildhall Income	Various Bookings	£312.40	£0.00	£312.40
Guildhall Income	Refreshments Income	£20.83	£4.17	£25.00
Guildhall Income	ID and lanyard replacement fee income	£4.17	£0.83	£5.00
HMRC	Interest received from HMRC for period 01/01/2024 to 31/03/2024 for VAT Refund	£5.04	£0.00	£5.04
HMRC	VAT Refund	£20,619.50	£0.00	£20,619.50
Isambard House	Various Bookings	£395.01	£78.99	£474.00
Library Income	Membership card replacement fees	£2.50	£0.50	£3.00
Library Income	Photocopying Fees	£81.25	£16.25	£97.50
Library Income	World of Books income	£20.76	£0.00	£20.76
Maurice Huggins Room	Various Bookings	£105.00	£0.00	£105.00
Mooring Berth 2	Rent Income - 01/04/2023 - 31/03/2024	£1,840.72	£368.15	£2,208.87
Public Sector Deposit	Interest Received	£2,143.76	£0.00	£2,143.76
Seagull Bags	Sales Income	£10.00	£2.00	£12.00
Trusted Boat Scheme	Fee income	£329.16	£65.84	£395.00
Grand Total		£ 238,564.33	£ 709.23	£ 239,273.56

Bank Payments

Saltash Town Council

For the period 1 May 2024 to 31 May 2024

Contact	Description	Net	VAT	Gross
Aardvark Occupational Health Ltd	Annual Health Surveillance Checks	£ 625.00	£ -	£ 625.00
All Seasons Window Cleaning	Station Window Cleaning - April 2024	£ 35.00	£ -	£ 35.00
Alphabet Signs (South West) Ltd	Livery signage for new electric van	£ 310.00	£ 62.00	£ 372.00
ASG Security	Call Out To The Guildhall Intruder System On 21/03/24	£ 90.00	£ 18.00	£ 108.00
Austen Knapman Ltd	Ironmongery And Screws For Gate Repair Works At Churchtown Cemetery	£ 46.83	£ 9.37	£ 56.20
Barclays	Bank charges	£ 26.02	£ -	£ 26.02
Barclays Mayor's Charity A/c	Transfer to cover Bank Charges	£ 25.99	£ -	£ 25.99
Bond Timber	Materials to repair Churchtown Cemetery Pedestrian Gate	£ 67.50	£ 13.50	£ 81.00
Boo to a Goose	Children's Theatre Production on 04/04/2024	£ 50.00	£ -	£ 50.00
BrightHR	Provisions of HR Software - April 2024	£ 78.00	£ 15.60	£ 93.60
BrightHR	Provisions of HR Software - May 2024	£ 78.00	£ 15.60	£ 93.60
CEF Plymouth Central	Grease Gun for use on Machinery at Churchtown Cemetery and St Stephens Churchyard	£ 181.50	£ 36.30	£ 217.80
CEF Plymouth Central	EV Charging Unit 7KW For Installation At Longstone Depot To Charge Town Council EV Vehicles	£ 711.40	£ 142.28	£ 853.68
Civica - Modern.Gov	Annual Software Renewal	£ 9,567.00	£ 1,913.40	£ 11,480.40
Cleansing Service Group Ltd	Waterside Cabin - cleaning and disposal costs - 19/04/2024	£ 168.00	£ -	£ 168.00
Cleansing Service Group Ltd	Waterside Cabin - cleaning and disposal costs - 20/05/2024	£ 168.00	£ -	£ 168.00
CORE Occupational Health	Staff Occupational Health Assessments	£ 529.70	£ -	£ 529.70
Cormac Contracting Limited	Re-instatement of a gate located at Lower Longstone Park pedestrian entrance	£ 299.20	£ 59.84	£ 359.04
Cornwall Council	DBS Check for five Service Delivery Members	£ 129.00	£ 15.00	£ 144.00
Cornwall Council	Insurance for Longstone Garage and Depot - March 2024	£ 15.00	£ -	£ 15.00
Cornwall Council	Rent for Longstone Garage and Depot - May 2024	£ 375.00	£ -	£ 375.00
Cornwall Council	Insurance for Longstone Garage and Depot - May 2024	£ 15.00	£ -	£ 15.00
Cornwall Council	Cornwall Council License to work within highway limits to install replacement bench at the top of St Stephens Road/Long Park Road junction	£ 103.00	£ -	£ 103.00
Cornwall Pensions	Pension Fund Payment - May 2024	£ 13,622.44	£ -	£ 13,622.44
Credit Card Purchases (Amazon)	Safety at street works and road works: a code of practice guide Books - Service Delivery	£ 47.45	£ -	£ 47.45
Credit Card Purchases (Amazon)	Silver cleaning cloth for the maces to be cleaned prior to Mayor's Civic Service	£ 3.44	£ 0.69	£ 4.13
Credit Card Purchases (Amazon)	Stationary - P&F	£ 21.85	£ 4.37	£ 26.22
Credit Card Purchases (Amazon)	Repair Materials - Guildhall	£ 15.24	£ 3.04	£ 18.28
Credit Card Purchases (Amazon)	Dementia Friendly signs for all Saltash Town Council Sites	£ 233.08	£ 46.83	£ 279.91
Credit Card Purchases (Amazon)	Waste Bin for Guildhall Kitchen	£ 41.13	£ 8.23	£ 49.36
Credit Card Purchases (Amazon)	Maintenance Materials - Isambard House	£ 90.65	£ 18.13	£ 108.78
Credit Card Purchases (Amazon)	Storage boxes for Isambard House crockery / cutlery.	£ 34.82	£ 6.97	£ 41.79
Credit Card Purchases (Arco)	Traffic Cone Lights	£ 178.32	£ 35.66	£ 213.98
Credit Card Purchases (B&Q)	Coat Stand for Isambard House	£ 66.58	£ 13.32	£ 79.90
Credit Card Purchases (Cornwall Council)	Building Control - Full Plans and Building Notice application for Library Curtain wall	£ 437.50	£ 87.50	£ 525.00
Credit Card Purchases (Etsy)	Town crier outfit for D-Day 80	£ 339.63	£ -	£ 339.63
Credit Card Purchases (Garden4Less)	Replacement composite bench part - St Stephens Road/Long Park Road junction.	£ 375.37	£ 75.08	£ 450.45
Credit Card Purchases (Ironmongery Direct)	Guildhall Picture Hanging Materials	£ 70.14	£ 14.03	£ 84.17
Credit Card Purchases (Ironmongery Direct)	Maintenance Materials - Public Toilets	£ 19.80	£ 3.96	£ 23.76
Credit Card Purchases (Local Government Association)	Employer Pension Training - Finance Officer	£ 250.00	£ 50.00	£ 300.00
Credit Card Purchases (Meta)	Facebook advert to run from 22/03/2024 for seven days for public consultation day - Community Levelling Up Project	£ 3.25	£ -	£ 3.25
Credit Card Purchases (Meta)	Facebook Business Plan Campaign - Digital Video Adverts to be released over four week	£ 30.00	£ -	£ 30.00
Credit Card Purchases (Newton Flag Makers Ltd)	D-Day 80 flag to fly at the Guildhall	£ 24.00	£ 4.80	£ 28.80
Credit Card Purchases (Tigris)	Master Key System Isambard House Internal Doors	£ 100.00	£ 20.00	£ 120.00
Credit Card Purchases (Xero)	Monthly Xero Subscription	£ 30.00	£ 6.00	£ 36.00
Dainton Group Services	Rent for Waterside Cabin and Effluent Tank	£ 332.13	£ 66.43	£ 398.56
DB Autos Ltd	Van Hire Cost for Service Delivery use	£ 933.24	£ 186.64	£ 1,119.88
Denmans	Electrical Maintenance Materials for Defibrillator Machine on Fore Street	£ 141.11	£ 28.25	£ 169.36
Denmans	Electrical Items To Complete Consumer Unit Installation at Longstone Depot	£ 16.82	£ 3.37	£ 20.19
Denmans	Sensor Light At Pontoon And Tools And Equipment Consumables.	£ 101.75	£ 20.36	£ 122.11
Denmans	Maintenance Materials - Longstone Toilets	£ 38.50	£ 7.70	£ 46.20
Denmans	Maintenance Materials - Guildhall	£ 38.50	£ 7.70	£ 46.20
Denmans	Maintenance Materials - Pontoon	£ 16.99	£ 3.40	£ 20.39
Denmans	Electrical Maintenance Materials - Guildhall	£ 198.54	£ 39.71	£ 238.25
Denmans	Materials Needed To Fix Broken Electrical Damage To Alexandra Square Toilets And Waterside.	£ 158.05	£ 31.62	£ 189.67
Denmans	Maintenance Materials - Service Delivery Mowers	£ 48.96	£ 9.79	£ 58.75
Devon Contract Waste Ltd	26/04/2024 Recycling Costs	£ 13.50	£ 2.70	£ 16.20
Devon Contract Waste Ltd	13/05/2024 Recycling Costs	£ 14.26	£ 2.85	£ 17.11
Devon Garden Machinery	Servicing And Maintenance Materials For Pedestrian Mowers Used At St Stephens Churchyard.	£ 137.36	£ 27.48	£ 164.84
EE	Staff mobiles and Pontoon broadband charges	£ 125.92	£ 25.18	£ 151.10
Efficient Comms Ltd	Annual Support commencing 01/05/2024	£ 474.70	£ 94.94	£ 569.64
Efficient Comms Ltd	Telephone Call and Service Charges - April 2024	£ 248.87	£ 49.77	£ 298.64
EON	Electricity Charges - 1st March 2024 - 28th March 2024	£ 165.07	£ 8.25	£ 173.32
EON	Electricity Charges - 29th March 2024 - 1st May 2024	£ 194.56	£ 9.72	£ 204.28
Euro Car Parts	Service Delivery Vehicle Maintenance Cost	£ 151.87	£ 30.38	£ 182.25
HM Land Registry	Land registry documents for title deed	£ 6.00	£ -	£ 6.00
HMRC	PAYE payment - May 2024	£ 13,884.37	£ -	£ 13,884.37
Horizon Home Improvement Ltd	Interim Payment - Replacement Library Curtain windows	£ 59,887.20	£ 11,977.44	£ 71,864.64
Howdens	Maintenance Materials - Longstone Depot	£ 25.55	£ 5.11	£ 30.66
Howdens	Maintenance Materials - Guildhall	£ 19.63	£ 3.93	£ 23.56

Contact	Description	Net	VAT	Gross
Howdens	Tool Consumables - Service Delivery	£ 74.74	£ 14.95	£ 89.69
Howdens	Wall Unit for Isambard House Extension	£ 221.72	£ 44.34	£ 266.06
HR Support Consultancy	HR Services for work carried out during the month of April 2024	£ 723.45	£ 144.69	£ 868.14
ICS Industrial Component Supplies	Tools and Equipment stock for Longstone Depot	£ 294.82	£ 58.96	£ 353.78
ICS Industrial Component Supplies	Health and Safety Equipment - Service Delivery	£ 193.84	£ 38.77	£ 232.61
Institute of Cemetery & Crematorium Management	Renewal of Corporate Membership for Institute of Cemetery and Crematorium Management.	£ 100.00	£ -	£ 100.00
Kovia Group Plymouth Ltd	Waterside Public Toilet Building Asbestos Survey For Saltash Town Council Service Delivery Department.	£ 125.00	£ 25.00	£ 150.00
Kovia Group Plymouth Ltd	Guildhall Building Asbestos Survey	£ 525.00	£ 105.00	£ 630.00
Kovia Group Plymouth Ltd	Asbestos Survey And Report For Longstone Park Public Conveniences	£ 100.00	£ 20.00	£ 120.00
Kovia Group Plymouth Ltd	Asbestos Survey And Report For Belle Vue Public Toilet Building.	£ 100.00	£ 20.00	£ 120.00
Kovia Group Plymouth Ltd	Asbestos Survey Report For Alexandra Square Toilet Building.	£ 100.00	£ 20.00	£ 120.00
Laser - Christmas Light supply Point 1	Electricity Charges - 01/12/2023 to 29/02/2024	£ 89.30	£ 4.47	£ 93.77
Laser - Christmas Light supply Point 2	Electricity Charges - 01/12/2023 to 29/02/2024	£ 185.55	£ 9.28	£ 194.83
Laser - Christmas Light supply Point 4	Electricity Charges - 01/12/2023 to 29/02/2024	£ 83.23	£ 4.16	£ 87.39
Laser - Christmas Lights Supply Point 5	Electricity Charges - 01/12/2023 to 29/02/2024	£ 233.85	£ 11.69	£ 245.54
Laser - Guildhall Gas	Gas Charges - 29/02/2024 to 31/03/2024	£ 495.15	£ 99.03	£ 594.18
Laser - Guildhall Gas	Gas Charges - 31/03/2024 to 30/04/2024	£ 394.22	£ 19.71	£ 413.93
Laser - Library Gas	Gas Charges - 29/02/2024 to 31/03/2024	£ 583.52	£ 116.70	£ 700.22
Laser - Library Gas	Gas Charges - 31/03/2024 to 30/04/2024	£ 741.87	£ 148.37	£ 890.24
Laser - Station Gas	Gas Charges - 29/02/2024 to 31/03/2024	£ 72.70	£ 3.64	£ 76.34
Laser - Station Gas	Gas Charges - 31/03/2024 to 30/04/2024	£ 40.87	£ 2.04	£ 42.91
Laser - Unmetered supply - 1051655	Electricity Charges - 01/03/2024 to 31/03/2024	£ 21.50	£ 1.08	£ 22.58
Laser - Unmetered supply - 1051655	Electricity Charges - 01/04/2024 to 30/04/2024	£ 20.43	£ 1.02	£ 21.45
Living Wage Foundation	Saltash Town Council - Employer Accreditation/Recognition Saltash Town Council 2024	£ 137.00	£ 27.40	£ 164.40
Lynher Training Limited	LANTRA Abrasive Wheels Training Course - SDGA	£ 85.00	£ -	£ 85.00
Lynher Training Limited	LANTRA Powered Pole Pruner training course 25/04/2024 for Three Service Delivery members	£ 600.00	£ -	£ 600.00
Machine Mart Limited	Hand Tool Kit for Service Delivery use	£ 399.95	£ 80.00	£ 479.95
Mike Pitches	Photographs for the Mayor's Civic Service on Sunday 21 April 2024	£ 60.00	£ -	£ 60.00
Minster Cleaning (South West Commercial Cleaning Ltd)	March 2024 - Contracted Agreement: Opening And Closing Cleaning of Public Toilet Buildings	£ 2,290.00	£ 458.00	£ 2,748.00
Minster Cleaning (South West Commercial Cleaning Ltd)	April 2024 - Contracted Agreement: Opening And Closing Cleaning of Public Toilet Buildings	£ 3,385.85	£ 677.17	£ 4,063.02
Moorlands Auto Solutions Ltd	MOT to Service Delivery Van	£ 246.95	£ 37.67	£ 284.62
Moorlands Auto Solutions Ltd	Vehicle Maintenance Cost	£ 221.05	£ 44.21	£ 265.26
Mr W & Mrs LD Kennington	Final Home Library Service payment for book collections	£ 11.70	£ -	£ 11.70
Ocean Conservation Trust	Library Activities Cost	£ 200.00	£ 40.00	£ 240.00
Opayo	Card Machine Charges	£ 192.54	£ -	£ 192.54
Opayo (previously Sage)	Card machine charges	£ 14.20	£ 2.84	£ 17.04
Petty Cash	Top up of Petty Cash	£ 120.00	£ -	£ 120.00
Print Copy Scan Ltd	Prints for Photocopiers 22/03/2024 to 29/04/2024	£ 94.31	£ 18.87	£ 113.18
Rach Richardson	Library Activities Cost	£ 96.00	£ -	£ 96.00
Rialtas Business Solutions Ltd	Cemeteries Software Annual Support and Maintenance	£ 290.00	£ 58.00	£ 348.00
Robert Mcneil	Removal of dead Willow and Ash stand on lower footpaths in Pillmere.	£ 350.00	£ -	£ 350.00
Robert Mcneil	Maintenance to Trees at Pilmere	£ 250.00	£ -	£ 250.00
Rosevale Accountants Ltd	Monthly payroll and absence management - April 2024	£ 630.00	£ 126.00	£ 756.00
Saltash & District Observer	Town Messenger - April 2024	£ 330.00	£ -	£ 330.00
Saltash Bowling Club	Community chest grant for National awards program - minute number 209/24/25	£ 1,000.00	£ -	£ 1,000.00
Saltash Window Cleaning	Cleaning of Saltash Council Office - March 2024 and April 2024	£ 90.00	£ -	£ 90.00
Security Management South West Ltd	Security Call out 18/03/2024 - Guildhall	£ 47.00	£ 9.40	£ 56.40
Security Management South West Ltd	Security Call out 19/03/2024 - Guildhall	£ 47.00	£ 9.40	£ 56.40
Security Management South West Ltd	Security Call out 19/04/2024 - Library	£ 47.00	£ 9.40	£ 56.40
Security Management South West Ltd	Call Out To Guildhall Intruder Alarm System Stairwell Fire Exit - 09/05/2024	£ 47.00	£ 9.40	£ 56.40
Security Management South West Ltd	Callout charge for Longstone Depot workshop on 25/05/2024	£ 47.00	£ 9.40	£ 56.40
SLCC Enterprises Ltd	Advertising and Recruitment costs - Officer Manager Role	£ 211.00	£ 42.20	£ 253.20
SOS Consultancy	Monthly ICT Support and Maintenance Services	£ 1,276.70	£ 255.35	£ 1,532.05
SOS Consultancy	Mobile Device Management Software - Service Delivery	£ 60.00	£ 12.00	£ 72.00
South West Signs	New UV Resistant Town Council Signs/Sticker To Install On The New Street Barriers And Traffic Cones	£ 145.00	£ 29.00	£ 174.00
South West Signs	Replacement plaque for Memorial Bench	£ 30.00	£ 6.00	£ 36.00
South West Signs	Signage for plot numbers at Churchtown Allotments	£ 75.00	£ 15.00	£ 90.00
South West Water - Guildhall	Water and Sewerage Charges - 13/12/2023 - 20/03/2024	£ 151.14	£ -	£ 151.14
South West Water - Library	Water and Sewerage Charges - 04/04/2024 - 01/05/2024	£ 28.34	£ -	£ 28.34
South West Water - Library	Water and Sewerage Charges -2 March 2024 to 3 April 2024	£ 45.86	£ -	£ 45.86
South West Water - Longstone Depot - Connection to Bowling Green	Water and Sewerage Charges 04/04/2024 - 01/05/2024	£ 28.34	£ 2.34	£ 30.68
South West Water - Longstone Depot - Connection to Bowling Green	Water and Sewerage Charges 2 March 2024 to 3 April 2024	£ 29.54	£ 2.47	£ 32.01
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water and Sewerage Charges 04/04/2024 - 01/05/2024	£ 28.34	£ 2.34	£ 30.68

Contact	Description	Net	VAT	Gross
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water and Sewerage Charges 02/03/2024 to 3 April 2024	£ 40.19	£ 3.27	£ 43.46
South West Water - Maurice Huggins Room	Water and Sewerage Charges 04/04/2024 - 01/05/2024	£ 16.97	£ 1.47	£ 18.44
South West Water - Maurice Huggins Room	Water and Sewerage Charges 2 March 2024 to 3 April 2024	£ 29.54	£ 2.47	£ 32.01
Sovereign Fire and Security Ltd	Fire and Security Maintenance Fees - Isambard House	£ 384.00	£ 76.80	£ 460.80
Sovereign Fire and Security Ltd	Security Maintenance Materials - Pontoon	£ 42.70	£ 8.54	£ 51.24
Sovereign Fire and Security Ltd	Alarm Fobs for Pontoon	£ 272.52	£ 54.51	£ 327.03
Sovereign Fire and Security Ltd	Engineer visit To Fix Software Issue To Pontoon Cabin System	£ 65.00	£ 13.00	£ 78.00
Sovereign Fire and Security Ltd	Alarm Fobs for Isambard House	£ 45.91	£ 9.18	£ 55.09
Sovereign Fire and Security Ltd	Security Maintenance Materials - Pontoon	£ 66.33	£ 13.26	£ 79.59
Spot-On-Supplies	Cleaning Materials - Library, Guildhall, Longstone Depot and Public Toilets	£ 504.69	£ 100.94	£ 605.63
Spot-On-Supplies	Cleaning Materials - Library and Isambard House	£ 236.69	£ 47.34	£ 284.03
Spot-On-Supplies	Cleaning Materials -Public Toilets	£ 86.10	£ 17.22	£ 103.32
Staff Expenses	Office Costs - Library	£ 27.00	£ -	£ 27.00
Staff Expenses	Refreshments Cost - Library	£ 1.39	£ -	£ 1.39
Staff Expenses	Mileage for Assistant Service Delivery Manager - April 2024	£ 103.95	£ -	£ 103.95
Staff Expenses	Staff Travelling Expense - Service Delivery	£ 2.60	£ -	£ 2.60
Staff Expenses	Trousers for SDGA filling in for Mace Bearer	£ 18.95	£ -	£ 18.95
Staff Expenses	Office Costs - Library	£ 28.50	£ -	£ 28.50
Staff Expenses	Refreshments Cost - Library	£ 1.35	£ -	£ 1.35
Staff Salaries	Staff Salaries	£ 44,396.23	£ -	£ 44,396.23
Starboard Systems Ltd t/a Scribe Accounts	Scribe Allotments Subscription and set up Fees (2024)	£ 669.00	£ 133.80	£ 802.80
Tamar Trotters	Community Chest Grant - Saltash half marathon and fun run 21/24/25	£ 350.00	£ -	£ 350.00
Tartendown Nursery	Grounds Maintenance Materials	£ 41.00	£ 8.20	£ 49.20
Tartendown Nursery	Rose for Memorial Garden	£ 16.66	£ 3.33	£ 19.99
Thirsty Work	Water Cooler Hire - May 2024	£ 83.65	£ 16.73	£ 100.38
TJ Electrical	Electrical Installation Certificate EV Charger And Consumer Unit Upgrades	£ 380.00	£ -	£ 380.00
Tool station	Tack lifter for Notice Boards	£ 3.95	£ 0.79	£ 4.74
Tool station	Maintenance Materials - Isambard House	£ 4.90	£ 0.98	£ 5.88
Tool station	Repair Materials - Guildhall	£ 43.79	£ 8.76	£ 52.55
Tool station	Repair Materials - Public Toilets	£ 9.88	£ 1.98	£ 11.86
Tool station	Repair Materials - Isambard House	£ 21.84	£ 4.37	£ 26.21
Tool station	Repair Materials - Isambard House	£ 4.01	£ 0.80	£ 4.81
Tool station	Maintenance Materials - Pontoon	£ 66.74	£ 13.35	£ 80.09
Tool station	Maintenance Materials - Pontoon	£ 41.27	£ 8.26	£ 49.53
Trade UK Account	Components for Plumbing and mixed materials for stock	£ 271.39	£ 54.22	£ 325.61
Trade UK Account	Maintenance Materials for Guildhall Toilets	£ 33.86	£ 6.76	£ 40.62
Trade UK Account	Caution wet floor sign	£ 37.48	£ 7.49	£ 44.97
Trade UK Account	Repair materials for Churchtown Cemetery Pedestrian Gate	£ 98.37	£ 19.66	£ 118.03
Trade UK Account	Batteries for Chapter 8 Cone Lighting	£ 26.93	£ 5.39	£ 32.32
Trade UK Account	Plasterboard Fixings for Isambard House	£ 13.58	£ 2.71	£ 16.29
Trade UK Account	Fridge for Isambard Kitchen	£ 107.49	£ 21.50	£ 128.99
Trade UK Account	Service Delivery Vehicle Maintenance Cost	£ 28.23	£ 5.64	£ 33.87
Trade UK Account	Cleaning Materials - Longstone Depot	£ 58.33	£ 11.66	£ 69.99
Trade UK Account	Safety Boots for Service Delivery Staff	£ 69.99	£ -	£ 69.99
Trade UK Account	Town Furniture Materials And Consumables To Complete Pre-Planed Maintenance Works.	£ 217.94	£ 43.60	£ 261.54
Trade UK Account	Rose feed required for roses in Victoria Gardens and at the Rose Garden in St Stephens Cemetery	£ 29.83	£ 5.97	£ 35.80
Trade UK Account	Maintenance Materials - Pontoon	£ 33.33	£ 6.66	£ 39.99
Travis Perkins Trading Company Ltd	Repair Materials - Isambard House	£ 111.79	£ 22.36	£ 134.15
Travis Perkins Trading Company Ltd	Vehicle Maintenance Materials	£ 20.93	£ 4.19	£ 25.12
Travis Perkins Trading Company Ltd	Maintenance Materials - Isambard House	£ 23.10	£ 4.62	£ 27.72
Travis Perkins Trading Company Ltd	Maintenance Materials - Isambard House	£ 27.04	£ 5.41	£ 32.45
Travis Perkins Trading Company Ltd	Repair materials for Churchtown Cemetery Pedestrian Gate	£ 101.50	£ 20.31	£ 121.81
Travis Perkins Trading Company Ltd	Grounds Maintenance Materials	£ 51.51	£ 10.30	£ 61.81
UK Fuels Ltd	Fuel for Town Council Service Delivery Vehicles	£ 174.20	£ 34.87	£ 209.07
Viking Direct	A4 copier paper - Guildhall	£ 39.90	£ 7.98	£ 47.88
Viking Direct	A4 copier paper - Library	£ 39.90	£ 7.98	£ 47.88
Vincent Tractors Ltd	Maintenance Materials - Service Delivery Vehicles	£ 135.90	£ 27.18	£ 163.08
Vospers Van Centres	Purchase of New Electric Service Delivery Van	£ 31,598.00	£ 6,319.60	£ 37,917.60
Westcountry Skip Hire	09/04/2024 Disposal of Green Waste	£ 40.32	£ 8.06	£ 48.38
Westcountry Skip Hire	15/04/2024 Disposal of Green Waste	£ 40.32	£ 8.06	£ 48.38
Westcountry Skip Hire	25/04/2024 Disposal of Skip Waste	£ 321.00	£ 64.20	£ 385.20
Westcountry Skip Hire	26/04/2024 Disposal of Green Waste	£ 8.96	£ 1.79	£ 10.75
Westcountry Skip Hire	17/05/2024 Disposal of Wood Waste	£ 15.68	£ 3.14	£ 18.82
WesternWeb Ltd	Council Website Maintenance Costs	£ 30.00	£ 6.00	£ 36.00
Grand Total		£ 207,975.95	£ 25,535.64	£ 233,511.59

To receive a report on the Town Council Precept for the year 2024/25 and consider any actions and associated expenditure

Due to the significant increase in a Band D Dwelling for the year 2024-25 (**11.98%**) the following options are for Members consideration.

Option 2 provides Members the option to use some funds from general reserves and the contingency pot. The Responsible Finance Officer carried out a risk based assessment and is content that the risk for Saltash Town Council remains low, due to best practice guidance suggests a minimum of 3 months contingency and Saltash Town Council is primarily precept funded. The Responsible Finance Officer sought the Internal Auditors expertise, he is also content with Option 2. However, Option 2 is not to be continually utilised, increasing the precept by a reasonable percentage retains the Town Council in a healthy and safe position.

Option 1

Taking into consideration the recommendations from all committees, the 2023/2024 precept compared to 2024/2025 shows a planned budget increase of **£175,348** and an increase of **11.98%** for a Band D Dwelling. This equates to an increase of **£28.41** per annum and **£0.55** per week.

General Reserves estimated to be **£276,344** and Contingency for **5.5 months** estimated to be **£679,755**.

Option 2a (AGREED OPTION RESOLVED AT FTC 7TH DECEMBER 2023 MINUTE NR 261/23/24)

The recommended committee budget increases to remain unchanged, but reduce the precept by ~~only~~ releasing capital from the Contingency fund, leaving the Reserve fund unaffected. This would be achieved by recommending the following virement:

- Virement from Contingency Fund **£94,885**

Resulting in:

Revised budget increase to **£80,464** and an increase of **4.81%** for a Band D Dwelling. This equates to an increase of **£11.42** per annum and **£0.22** per week.

General Reserves estimated to be **£276,344** and Contingency to remain the same as 2023/24 **£584,870** (**£679,755 - £94,885**) equating to 5.06 months.

Option 2b

The recommended committee budget increases to remain unchanged but to still reduce the precept by **£110,000**. This would be achieved by releasing funds from General Reserves and the Contingency Fund to Expenditure Codes:

- Virement from General Reserves **£15,115**
- Virement from Contingency Fund **£94,885**

Resulting in:

Revised budget increase to **£65,349** and an increase of **3.67%** for a Band D Dwelling. This equates to an increase of **£8.71** per annum and **£0.17** per week.

General Reserves estimated to be **£261,224** (**£276,344 - £15,115**) and Contingency to remain the same as 2023/24 **£584,870** (**£679,755 - £94,885**) equating to 5.11 months.

The following table illustrates the results of all the above options

Details	Option 1	Option 2a	Option 2b
Total Precept 24/25	£1,483,102	£1,483,102	£1,483,102
Release from General Reserves			-£15,115
Release from Contingency Reserves		-£94,885	-£94,885
Revised Precept 24/25	£1,483,102	£1,388,217	£1,373,102
Increase V 23/24	£175,349	£80,464	£65,349
Band D Increase - %	11.98%	4.81%	3.67%
Band D Increase - Annual	£28.41	£11.42	£8.71
Band D Increase - Weekly	£0.55	£0.22	£0.17
Estimated General Reserves 23/24	£276,344	£276,344	£261,224
Estimated Contingency Fund 23/24	£679,755	£584,870	£584,870
Contingency Fund in Months	5.50	5.06	5.11

Option 3

To be discussed at the meeting - reduce the level of spend by decreasing some budgets to lower the increase for a Band D Dwelling.

Please note: Saltash Town Council resolved to approve for the year 2023/24 a planned budget increase of **£52,063** and an increase of **3.66%** for a Band D Dwelling.

End of Report
Responsible Finance Officer
Finance Officer

SALTASH TOWN COUNCIL
SUMMARY OF EXPENDITURE PLANNED FOR 2024/2025

	2023/2024	2024/2025	% Increase Decrease %	£ Increase Decrease
	£	£		
Burial Authority : Churchtown	34,616	27,378	-20.91%	-£7,238
Burial Board : St Stephen's	28,489	10,232	-64.09%	-£18,257
~ Guildhall	112,120	104,525	-6.77%	-£7,595
~ Library	231,496	276,369	19.38%	£44,873
~ Maurice Huggins	5,544	6,935	25.09%	£1,391
~ Services	378,355	479,307	26.68%	£100,952
~ Station	30,172	31,792	5.37%	£1,620
Services	757,687	898,928	18.64%	£141,241
Policy & Finance	575,162	617,534	7.37%	£42,372
Personnel	12,661	27,015	113.38%	£14,354
TOTAL EXPENDITURE	1,408,615	1,581,086	12.24%	£172,471
Less Income, Refunds, Grants	100,862	97,985	-2.85%	-£2,877
Planned Budget	1,307,753	1,483,102	13.41%	£175,348
Less Contribution from General Reserves		- 94,885		
Precept	1,307,753	1,388,217	6.15%	80,464
Amount per Band D Dwelling:	237.16	248.58	4.81%	
Tax Base 24/25 : 5,584.67 (Tax Base 23/24: 5,514.28)			£11.42	Annual Increase
			£0.22	Weekly Increase
<u>Capital & Reserves</u>	<u>2022/2023</u>	<u>2023/2024</u>		
Capital Works arising from Assets and Services Required (General Reserves)	259,920	276,344		
Earmarked Reserve	548,509	659,483		
Saltash Waterfront Revitalisation Grant	16,046	12,907		
Town Vitality	-	-		
S106 (Waitrose)	7,501	7,333		
Contingency 5.06 Months	584,870	584,870		
Estimated Reserves at 31st March:	1,416,846	1,540,937		
Employees at 31st March:	19.3 FTE	20.3 FTE		

Further details are available if required between Opening Hours: Mon - Fri 10am to 1pm, 2pm to 4pm from
Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX
Telephone : 01752 844846 www.saltash.gov.uk

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Page 9 of 9	Library To set the budget at 29 August 2024 meeting & recommend to Services	Station Property To set the budget at 16 September 2024 meeting & recommend to Services	Property Maintenance To set the budget at 26 September 2024 meeting & recommend to Services	Policy & Finance To set the budget at 24 September 2024 scheduled meeting and recommend to P&F	Joint Burial Board To set the budget at 29 October 2024 scheduled meeting at 2pm & recommend to P&F	Burial Authority To set the budget at 29 October 2024 scheduled meeting at 6:30pm & recommend to P&F	Personnel To set the budget at 31 October 2024 scheduled meeting & recommend to P&F
<p align="center">Services to receive:</p> <p>Library, Station Property and Property Maintenance budget setting recommendations and considers its own budgets at the scheduled meeting to be held on the 10 October 2024</p>							
<p align="center">P&F to receive:</p> <p>All Town Council budget recommendations at the scheduled meeting to be held on 12 November 2024 and considers setting the budgets, fees and charges, contingency and precept, recommending to FTC to be held on 5 December 2024</p>							
<p align="center">FTC to receive:</p> <p>P&F recommendations to set the budgets, fees and charges and precept for the year 2025-26 at the scheduled meeting to be held on 5 December 2024</p>							
<p align="center">Cornwall Council Precept Submission Deadline Date 31 December 2024</p> <p align="center">(CC are happy to take submissions up until 31 January 2025, subject to Saltash Town Council early request and their approval)</p>							

Subject: Notification relating to a property asset in your town/parish: Land at Berry Park, Saltash

Information Classification: CONTROLLED

Dear Sinead Burrows,

Notification relating to a property asset in your town/parish: Land at Berry Park, Saltash

I've attached for your consideration a report regarding the above Council asset, which is situated in your town/parish.

Why are we contacting you?

The Council service responsible for the asset has determined that it no longer has an operational need to retain it. In these circumstances, the Council needs to consider the future of the asset, according to an established process.

The first step is to consider whether any other Council service requires the asset for operational purposes. If no such internal use is identified, alternative options may be considered, which include (but are not limited to):

- (i) Examining the potential to transfer the asset to a local council or community group where service delivery will be maintained or improved, or alternative community benefit is identified, as part of the Council's devolution programme.
- (ii) Disposal of the asset. If disposal is pursued, this may be via sale or lease on the open market or a range of other transfer options. This could include an option to sell or lease the asset to a local council or community group, where this is appropriate.

In the case of the above asset, no requirement for Cornwall Council to retain the asset has been identified.

The local Cornwall Councillor and Council officers have already been consulted as part of Cornwall Council's asset release process for their views.

Before Cornwall Council commences activity to dispose of the asset, we want to engage with your council to ensure that you have had the opportunity to provide any views that you may wish to express. The Council has a legal duty to obtain best consideration when disposing of its property, therefore any transfer to a local council at lower than Market Value would need a justification to consider this as an option.

Please could you let us know within eight weeks of the date of this email if your council would have any interest in this asset. Your response will enable Cornwall Council to understand your Council's interest before we take further actions.

It would be appreciated if you could respond using the form below, even if it is to indicate that your council has no interest in the asset.

If no response is received by this deadline date, it will be assumed that your council has no interest and it is likely that Cornwall Council would then proceed with activity to dispose of the asset.

What happens next?

- (i) If your council has no interest in the property, please use the form below to confirm that this is the case.
- (ii) If you would like to express interest in the asset, please confirm this by the deadline and include a brief explanation of the intended use of the asset in the form below. Where in exceptional circumstances additional time is required to enable your council to meet to make a decision on this matter, please let us know before the consultation deadline expires and confirm the date by which you will be able to respond.

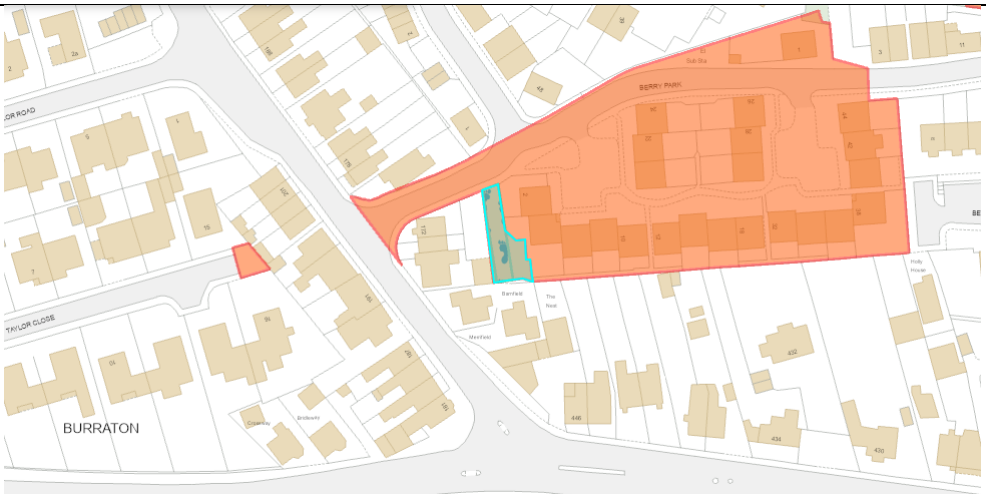
Please provide your comments/queries below and email back to me (sadik.miah@cornwall.gov.uk):

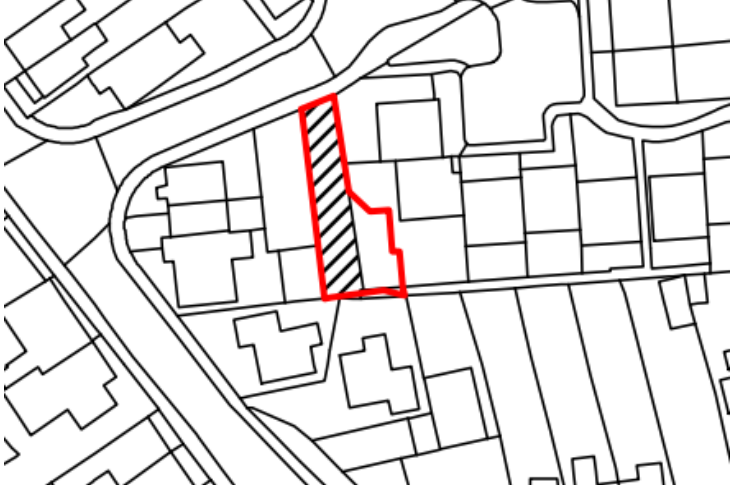

Question	Response
Does your town/parish council have an interest in the asset?	<i>Please delete as applicable:</i> The town/parish council has an interest in the asset YES/NO
Please provide some brief details regarding the likely future use of the asset by your council.	<i>Please briefly comment below</i>

Thanks

■ [Redacted] Data Management Technician | Property Services
Cornwall Council | Assets, Capital & Commercial Services
[Redacted]

Asset Management Group Briefing Document

	Comment
Site name and address	Land at Berry Park, Saltash, PL12 6EN
UPRN	18682
Directorate	Housing
Estimated Holding Cost Value	Unknown -, no maintenance undertaken, but admin time historically on dealing with complaints of unauthorised parking.
Property Description	<p>A largely tarmacked area consisting of a short access road (over which exists a permanent right of way -shown hatched black on plan below) and four car parking spaces next to the CHL Berry Park housing development. There is access onto the land from a narrow pathway that runs to the rear of the CHL housing at Berry Park.</p> <p>The right of way was granted in October 2002 to the owner of 166 (including successors in Title), now developed into two dwellings A contribution towards maintenance costs equating to 2/7th of the cost is provided for in the Easement.</p> <p>More historic rights exist to recover 1/7th of the cost of maintenance of the access way from the owners of properties numbered 168, 170, 172, 176, 178, 180 and 182 Callington Road.</p> <p>A lease is currently in place for one of the parking spaces, which will require 6 months notice to terminate.</p>
Planning position	The site is within the Saltash Development Boundary in the Saltash Neighbourhood Development Plan (Post Examination Draft August 2021 – voted for at referendum in March 2024). Policy NP1 states there is a presumption in favour of sustainable development for small scale infill and development of previously developed land. Due to the right of way across the majority of the land, development of the site is thought to be unlikely.
Plan Insert or attach	

	
<p>Photograph Insert or attach</p>	

Recommendation	If no internal interest, follow the asset release process. If a disposal is the outcome, to establish a method of release for the area.
Surveyor	Jo Keene
Date prepared	30.04.2024

To receive a report on the Saltash Waterside Improvement Project and consider any actions and associated expenditure

A Full Application for the fourth round of Community Infrastructure Levy (CIL) is currently being prepared as approved at the last Services Committee meeting. However, due to the nature of the project (brief overview):

1. Replacement of the play park equipment – Waterside Green
2. Interactive boards – Waterside Green
3. Information board – Jubilee Green
4. Sensory Gardens, picnic benches, BBQ area, tidy of grass/weed areas – Jubilee Green

It was important to meet with the relevant Cornwall Council Officers due to ownership of the Waterside being Cornwall Council to discuss the project and seek their support.

The meeting was very positive, and Cornwall Council Officers showed their passion and commitment to play parks and open green spaces in Cornwall. It is unfortunate that Saltash isn't on Cornwall Council's list of improvement works this year and future years are unknown.

Cornwall Council Officers provided their in-principal support for Saltash Town Council to improve the area (as above) for our residents and visitors to enjoy, whether that be through funding awarded (CIL) or Town Council budgeted funds.

The replacement of the play park is under Cornwall Council's ownership, and they have confirmed should Saltash TC be successful they will need to take control of the procurement process with little to no input from Saltash TC. Not only will this make the process harder for both parties it will naturally create delays in the project.

The existing play equipment is rotten and will be cordoned off as soon as Cornwall Council receive a report to confirm the area is dangerous (unknown timeframe). The play park is still used to this day.

Two of Saltash Town Council's Strategic Priorities supports the project very well:

Health and Wellbeing:

To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.

Recreation and leisure:

To continue to provide, improve, and support in Saltash, play parks, open green spaces, library service, cultural activity, leisure and sport facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.

Further to the priorities, the Town Council has recognised on more than one occasion the importance of the town's play parks and open green spaces, especially during what can be difficult times for our residents. The Town Council has also recognised the potential to increase footfall in the town through play. The Saltash ferry is proving successful, having a tidy welcoming destination will only increase visitors to Saltash and support the ferry service in the future.

For Saltash Town Council to have control of the play park procurement process and improvements to the area (points 1-4 above), Members are asked to consider delegating to the Town Clerk to work with Cornwall Council to obtain a Management Agreement/Lease with a reasonable length tenure, to allow Saltash Town Council to undergo the above works followed by Service Delivery undertaking future maintenance, with the intention to take through the Devolution process within a five year period (similar to Victoria Gardens).

It is my duty to ensure the Town Council is aware that there is a possibility the CIL funding application is not successful, we won't know this for sure until around November 2024. Therefore, today's decision needs to consider the Town Council investing in the area using its own budget funds should the CIL funding application not be successful.

It has taken some time to build a good working partnership with Cornwall Council where they trust we can and will deliver a high standard of work in the town and by doing so follow the correct procedures.

My professional advice is to take up Cornwall Councils offer of a Management Agreement/Lease that allows the Town Council to improve the areas listed for all to enjoy.

Potential Available Budgets

1. Budget Code: 6278 CIL Planning / Budget Availability: £12,879k
2. Budget Code: 6280 Town Vision / Budget Availability: £9,950
3. Budget Code: 6571 Saltash Recreation Area / Budget Availability: £48,805
4. Budget code: 6279 EMF restart business support grant / Budget Availability: £7,5814 (subject to the Finance Officer clarifying the spend criteria)

End of Report

Town Clerk/RFO

To receive an update on the Saltash Banking Hub and consider any actions

Saltash Banking Hub is open!

The Banking Hub quietly opened its doors on Monday 24 June, bringing cash and everyday banking services to the community. The Team is looking to have an official opening on Monday 15 July at 11am and invite Councillors to attend. Please do let the Mayors Secretary know if you are available and would like to attend.

The Banking Hub are due to join Saltash Town Council at the Regatta on Saturday 13 July, however with the official opening on the 15 it may not be possible to send a representative from Cash Access UK, instead they will provide some leaflets and/or merchandise to give out to promote the newly open Saltash Banking Hub.

They will also be putting out a press release when they open and would welcome a quote from Saltash Town Council.

Maintenance of the shrub area has started, reducing the height to some of the shrubs where possible/without causing damage, to assist with the view of the building from the town.









End of Report

Town Clerk/RFO



SALTASH TOWN COUNCIL

This certificate is presented to

Heather Landers

*In appreciation for nine years at St Stephens Community
Primary School supporting the children of Saltash and
37 years working in education*

Councillor Julia Peggs
Mayor of Saltash 2024-2025



SALTASH TOWN COUNCIL

This certificate is presented to

Suzanne Cooper

*In appreciation for 35 years at Brunel Primary School
supporting the children of Saltash*

Councillor Julia Peggs
Mayor of Saltash 2024-2025