



Saltash Town Council

Konsel An Dre Essa



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

26 July 2024

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 1st August 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. (Pages 6 - 7)
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 4 July 2024 as a true and correct record. (Pages 8 - 19)
6. To receive and note the minutes of the following Committees and consider any recommendations:
 - a. Policy and Finance held on 9 July 2024; (Pages 20 - 129)
 - b. Planning and Licensing held on 16 July 2024. (Pages 130 - 135)
7. To appoint a Member to the Joint Burial Board Committee. (Page 136)
(Membership established by separate constitution - composition of four STC Members inclusive of the Mayor and Deputy Mayor).
8. To appoint a Member to the Town Vision Sub Committee. (Page 137)
(Composition of eight Members)
9. To welcome, Julian Mitchel National Highways Saltash Tunnel Manager to discuss major tunnel works and consider any actions.
10. To receive the Chairman's report and consider any actions and associated expenditure. (Pages 138 - 139)
11. To receive the Monthly Crime Figures and consider any actions. (Page 140)

12. To receive a report by Community Enterprises PL12 and consider any actions and associated expenditure. (Pages 141 - 142)
13. To receive a report from the Community Area Partnerships and consider any actions and associated expenditure. (Pages 143 - 173)
14. To receive a report on behalf of Safer Saltash and consider any actions and associated expenditure.
15. To receive a report from Saltash Chamber of Commerce and consider any actions and associated expenditure. (Page 174)
16. To receive a report from Cornwall Councillors and consider any actions and associated expenditure. (Pages 175 - 196)
17. To receive an update on the future of the health care in Saltash and consider any actions and associated expenditure. (Pages 197 - 210)
18. To consider Risk Management reports as may be received.
19. Finance:
 - a. To advise the receipts for June 2024; (Page 211)
 - b. To advise the payments for June 2024; (Pages 212 - 214)
 - c. To report urgent and essential works actioned by the Town Clerk under Financial Regulations;
 - d. To note that bank reconciliations up to 30 June 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.
20. To receive the Borough War Memorial Working Group Notes held on 11 July and consider any actions and associated expenditure. (Pages 215 - 221)
21. To receive Town Team Notes held on 8 July and consider any actions and associated expenditure. (Pages 222 - 228)
22. To receive a report and protocol for the Town Council Remembrance Civic Service and consider any actions and associated expenditure. (Pages 229 - 230)
23. To receive a report on the Beating of the Bounds and consider any actions and associated expenditure. (Pages 231 - 232)

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

PA24/05400

Mr & Mrs P Underhill – **Land East of 23 Essa Road Saltash PL12 4ED**

Application for Permission in Principle for proposed erection of 1 dwelling on the site.

Ward: Essa

Date received: 18/07/24

Response date: 09/08/24

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SGGDHSFG22Z00>

25. To receive a Meet Your Councillors report and consider any actions and associated expenditure. (Pages 233 - 234)
26. To agree the Meet your Councillor Session date, location and Members attendance.
27. 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.
28. To consider any items referred from the main part of the agenda.
29. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
30. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
31. Date of next meeting: 5 September 2024 at 7:00 p.m.

32. 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.

Agenda Item 4

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

Please note: Any member of the public requiring to put a question to the Town Council must do so by 12 noon the day before the meeting.

Date Received	Public Question to Full Town Council	Submitted By
30/07/24	<p>Firefighters Graves at St Stephen Church:</p> <p>Saltash Town Council Joint Burial Board Committee membership is a very small pool of Councillors. I have experienced two postponed JBB meetings after travelling from Torquay on both occasions (160 miles in total) to discuss the Firefighters Graves, due to lack of Councillor attendance.</p> <p>Please consider appointing more Councillors to the JBB committee to avoid postponements.</p> <p>Please encourage the appointed Councillors to attend the rearranged JBB meeting to be held on 8 August so that the Firefighter project can be brought to fruition.</p>	Mr Neil Stanlake

Date Received	Public Question to Full Town Council	Submitted By
30/07/24	<p>Saltash Recycling Centre Carkeel has become untenable. Very often one waits for 10 minutes and in a queue, only to find the gates shut on you.</p> <p>Negotiations need to be had to open other sites of the same ones that were closed or extend opening hours to the existing site at Carkeel, in the past when the centre was open until 6pm from 1 April to 31 October.</p>	Councillor Ellis – Botus Fleming Parish Council

SALTASH TOWN COUNCIL

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

PRESENT: Councillors: R Bickford, R Bullock (Deputy Chairman), J Dent, J Foster, M Griffiths, J Peggs (Chairman), B Samuels, P Samuels, B Stoyel and D Yates.

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

APOLOGIES: J Brady, S Gillies, S Lennox-Boyd, S Martin, S Miller and L Mortimore.

111/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

The Chairman led Members in a period of reflection for the current election and requested a moment of silence be taken in memory of the passing of the Deputy Mayor of Liskeard Town Council Councillor Julian Smith.

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

112/24/25 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.

113/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

The Chairman brought forward agenda item 22 as the next item of business to be considered.

114/24/25 TO AWARD A CERTIFICATE OF APPRECIATION TO THE HEADTEACHER OF BRUNEL PRIMARY AND NURSERY ACADEMY AND ST STEPHENS COMMUNITY PRIMARY SCHOOL.

The Chairman presented a certificate of appreciation, on behalf of the Town Council, to Heather Landers the Headteacher of St Stephens Community Primary School for 37 years of working in education supporting the children of Saltash.

The Chairman informed Members she had been invited, at a later date, to award a second certificate of appreciation on behalf of the Town Council to Suzanne Cooper the Headteacher of Brunel Primary and Nursery Academy for 35 years of working in education supporting the children of Saltash.

Members thanked the Headteachers for their many years of dedicated service and significant contributions to the community of Saltash upon their retirement.

115/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 5 JUNE 2024 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Bullock, seconded by Councillor Dent and **RESOLVED** that the minutes of the Full Town Council Meeting held on 5 June 2024 were confirmed as a true and correct record.

116/24/25 **TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

a. Services held on 13 June 2024;

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

RECOMMENDATION 1:

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

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;

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

RECOMMENDATION 2:

32/24/25 **TO RECEIVE A REPORT ON THE PURCHASE OF LAND AT PILLMERE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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;

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** to approve the above recommendation subject to there being no covenant imposed on both Harebell Close and Campion Close Land Titles.

- b. Planning and Licensing held on 18 June 2024;

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

- c. Personnel held on 20 June 2024;

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

The Chairman requested the three policy recommendations be taken en-bloc.

RECOMMENDATION 1:

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).

RECOMMENDATION 2:

- 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).

RECOMMENDATION 3:

- 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).

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

RECOMMENDATION 4:

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.

It was proposed by Councillor B Samuels, seconded by Councillor Stoyel and **RESOLVED** to approve the above recommendation subject to additional Town Crier uniform being procured, as required.

117/24/25 **TO RECEIVE AND NOTE THE MINUTES OF THE STATION PROPERTY SUB COMMITTEE HELD ON 2 JULY 2024 AND CONSIDER ANY RECOMMENDATIONS.**

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

RECOMMENDATION 1:

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

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

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;

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

118/24/25 **TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

119/24/25 TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.

It was **RESOLVED** to note.

120/24/25 TO RECEIVE A REPORT BY COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bickford provided some clarity on the request received from Community Enterprises PL12 (CEPL12) to share the results of any historical Town Council surveys.

Councillor Bickford spoke of how information would provide vital insights needed to move forward with proposed initiatives and funding opportunities, whilst assisting in effectively extending Community Enterprises work.

All Members were requested to email the Directors of CEPL12 with any large project ideas the community of Saltash have identified as a priority.

It was **RESOLVED** to note.

121/24/25 TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Due to the elections, the Community Area Partnerships had not met. The next scheduled meeting is to be held on Tuesday 9 July 2024.

122/24/25 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided updates on various community safety initiatives discussed at the recent Safer Saltash meeting.

This included an update on Parking Enforcement Officers who have expanded their current roles to include wellness checks on homeless individuals, reporting fly-tipping and issuing fines for dog fouling.

Additionally, there were discussions regarding abuse issues and fly-tipping around Fountain Head House School.

It was **RESOLVED** to note.

123/24/25 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk drew Members attention to the request received within the report for shared data on the use of Beryl Bikes since their installation in Saltash.

The Town Clerk has requested the data directly from Beryl Bikes/Cornwall Council and will share with Members and key stakeholders upon receipt.

It was **RESOLVED** to note.

124/24/25 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Due to elections, there was no report received from Cornwall Councillors.

125/24/25 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 overview on the report received and contained within the circulated reports pack confirming the meeting was much more positive and that the Health Action Group continue to press forward with NHS matters.

It was **RESOLVED** to note.

126/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

127/24/25 FINANCE:

- a. To advise the receipts for May 2024;

It was **RESOLVED** to note.

- b. To advise the payments for May 2024;

It was **RESOLVED** to note.

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

None.

- d. To note that bank reconciliations up to 31 May 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.

128/24/25 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.

The Town Clerk sought guidance from Members for setting the precept for the upcoming fiscal year 2025/26.

The Town Clerk stated that the Consumer Price Index will be set across all budgets from the first date of the first budget setting meeting (Library Sub Committee) to ensure the Town Council have sufficient funds to cover supplier increases.

Members were asked to consider any current or future projects that might affect the overall precept level. They were also encouraged to suggest a suitable percentage increase to aid in the Town Council's internal budget preparations.

Members discussed the necessity to align the budgets with existing commitments, future aspirations and the strategic priorities outlined in the Town Council business plan.

The Chairman stressed the importance of Members attendance at the budget setting meetings.

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

1. To set a precept guide of a maximum increase of 5% for the year 2025/26;
2. To approve the budget setting meeting schedule (as attached).

129/24/25 TO RECEIVE A NOTIFICATION RELATING TO LAND AT BERRY PARK, SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received Cornwall Council's notification relating to land available for purchase at Berry Park contained within the circulated reports pack.

It was proposed by Councillor B Samuels, seconded by Councillor Foster and **RESOLVED** to delegate to the Town Clerk to respond to Cornwall Council to thank them for providing the Town Council the opportunity, however on this occasion, Saltash Town Council is not interested in the asset at Berry Park.

130/24/25 **TO RECEIVE A REPORT ON THE SALTASH WATERSIDE IMPROVEMENT PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

The Town Clerk spoke of Saltash Waterside play park use, its need of repair, and ownership with Cornwall Council. The Town Clerk advised that recent conversations with Cornwall Council Officers confirmed the play area is not a priority for refurbishment.

Cornwall Council have offered a Management Agreement/Lease, like that in place for Victoria Gardens, which would allow Saltash Town Council to manage and maintain Saltash Waterside play area and noticeboards and Jubilee Green and noticeboards.

Members were asked to consider, should they be unsuccessful in the fourth round of Community Infrastructure Levy Funding which would not be confirmed until November 2024, are the Town Council committed to continue to invest in the Saltash Waterside area using its own budgeted funds.

Members asked if there were sufficient resources within the Town Council's Service Delivery Department to undertake some of the works. The Town Clerk advised there are sufficient resources to deliver should Members wish to pursue an agreement with Cornwall Council.

The Town Clerk added that the Personnel Committee have been informed if the Town Council were to look to devolve more responsibilities, other than that of Saltash Waterside and Victoria Gardens, from Cornwall Council in the future, the Town Council would require to look at recruiting additional staff for the Service Delivery department.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to delegate to the Town Clerk working with Cornwall Council Officers to agree a Management Agreement/Lease for Saltash Waterside play park and noticeboards and Jubilee Green and noticeboards, with the intention to take through the devolution process after a five-year period.

131/24/25 TO RECEIVE AN UPDATE ON THE SALTASH BANKING HUB AND CONSIDER ANY ACTIONS.

Members received the report contained within the circulated reports pack and were asked to inform the Mayor's Secretary should they wish to attend the official opening.

It was proposed by Councillor Foster, seconded by Councillor Bullock and **RESOLVED** to note the report and approve the Chairman to provide Cash Access UK a press release comment.

132/24/25 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 13 JULY 2024 AT THE SALTASH REGATTA, WATERSIDE.

a. The next scheduled meeting date Saturday 13 July 2024 at the Saltash Regatta, Waterside.

It was proposed by Councillor Peggs, seconded by Councillor Foster and **RESOLVED** to approve the Town Council stall timetable:

<u>Time slot</u>	<u>Councillors</u>
10 – 11am	Remove due to the parade taking place during this time
11 – 12noon	Foster
12 – 1pm	Dent, Griffiths, Peggs
1 – 2pm	Griffiths and Peggs
2 – 3pm	Peggs
3 – 4.30pm	Peggs

All Councillors not in attendance at this evening's meeting are requested to provide any possible availability for attendance at the Saltash Regatta Meet Your Councillors stall.

133/24/25 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.

134/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

135/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

136/24/25 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 Griffiths and **RESOLVED** to issue the following Press and Social Media releases:

1. Councillor Foster's appointment as the Town Council Town Crier;
2. Headteachers certificates of appreciation.

137/24/25 DATE OF NEXT MEETING: THURSDAY 1 AUGUST 2024 AT 7:00 P.M.

Thursday 1 August 2024 at 7.00p.m.

138/24/25 COMMON SEAL:

It was **RESOLVED** to 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.

DATE OF NEXT MEETING

Thursday 1 August 2024 at 7.00 pm

Rising at: 8.20 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 9th July 2024 at 6.30 pm

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

ALSO PRESENT: 1 Member of the Public, S Burrows (Town Clerk / RFO), W Peters (Finance Officer) and M Thomas (Senior Policy and Data Compliance Officer)

APOLOGIES: R Bullock, M Griffiths, L Mortimore, J Peggs and D Yates.

29/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

30/24/25

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
Samuels B	17a	Non-Pecuniary	Member of Saltash Rotary who have provided funding to the project. Also friend of some members of project team.	Yes
Samuels P	17a	Non-Pecuniary	Member of Saltash Rotary who have provided funding to the project. Also friend of some members of project team.	Yes
Samuels P	17b	Non-Pecuniary	Was a presenter on Saltash Radio.	Yes
Stoyel	17a	Non-Pecuniary	Member of Saltash Rotary who have provided funding to the project. Also friend of some members of project team.	Yes

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

None.

31/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

32/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 14 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 Miller, seconded by Councillor P Samuels and **RESOLVED** that the minutes of the Policy and Finance Committee held on 14 May 2024 were confirmed as a true and correct record.

33/24/25 TO RECEIVE AND CONSIDER THE SERVICES COMMITTEE RECOMMENDATIONS.

Services Committee held on 11th April 2024

12/24/25 To receive a report on the fourth round of Community Infrastructure Levy Fund and consider any actions and associated expenditure

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

1. To form a Working Group comprising of Councillors Mortimore, Bickford, Bullock, Peggs and Dent working with the Town Clerk to submit an expression of interest by 5pm on Tuesday 30th April 2024;
2. To delegate to the Town Clerk working with the Working Group to agree the project proposal and Town Council contribution towards the expression of interest working within the CIL funding guidance and available budget;
3. To **RECOMMEND** to the next Policy & Finance 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 & Finance Meeting the associated costs to be allocated to budget code 6282 EMF Funding Bids (Consultancy Fees);
5. To report back at future Services Committee meetings.

The Town Clerk confirmed the associated cost for recommendation, point 3 above is £10k and point 4 above is £4,800.

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

30/24/25 To receive reports from the Service Delivery Department and consider any actions and associated expenditure.

a. Departmental Report;

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 proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to approve the above recommendation.

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.

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

34/24/25 TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO MAY 2024.

It was **RESOLVED** to note.

35/24/25 TO NOTE THAT PETTY CASH IS RECONCILED UP TO JUNE 2024.

It was **RESOLVED** to note.

36/24/25 TO RECEIVE AND NOTE A REPORT ON VAT.

It was **RESOLVED** to note.

37/24/25 TO RECEIVE AND NOTE A REPORT ON INVESTMENTS.

It was **RESOLVED** to note.

38/24/25 TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS. THERE ARE NO DISCREPANCIES TO REPORT.

It was **RESOLVED** to note.

39/24/25 TO RECEIVE THE CURRENT STC COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor P Samuels and **RESOLVED** to note the budget statements and to approve for budget code 6229 PF CCTV Annual Maintenance to be vired to the main Service Delivery Budget statement.

40/24/25 TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Finance Officer referred to point 5 of the report contained within the circulated reports pack.

Members confirmed they were content with the public funds being held across various reputable banking institutions.

It was **RESOLVED** to note.

41/24/25 TO RECEIVE A REPORT ON INSURANCE CLAIMS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note that there are no current insurance claims.

42/24/25 TO RECEIVE THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Nothing to report.

43/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

44/24/25 TO CONSIDER COMMUNITY CHEST APPLICATIONS:

Councillors B Samuels, P Samuels and Stoyel declared an interest in the next item and left the meeting.

a. CC274 Saltash Community Shed

It was proposed by Councillor Dent, seconded by Councillor Foster and **RESOLVED** to award £749.97.

Councillors B Samuels, P Samuels and Stoyel were invited and re-joined the meeting.

b. CC275 Saltash United Football Club

The Chairman informed the Committee of the attendance of Mr Bob Rowse, representing Saltash United Football Club, at the meeting. He thanked Mr Rowse for his attendance and invited him to brief the Committee on the background to the application received and contained in the circulated reports pack.

It was proposed by Councillor Foster, seconded by Councillor Dent and **RESOLVED** to award £840.

45/24/25 TO CONSIDER FESTIVAL FUND APPLICATIONS:

a. FF125 Saltash Christmas Festival

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and **RESOLVED** to award £2,500.

TO RECEIVE REPORTS ON FUNDING AWARDED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

- a. CC269 Saltash United Football Club.

It was **RESOLVED** to note.

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

- b. CC270 Saltash Radio.

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

1. Note the report and;
2. Councillor Miller to liaise with the local Cornwall Councillors to suggest that the equipment obtained from the funding awarded is returned to and retained by Saltash Town Council for community use, reporting back to a future Policy and Finance meeting.

Councillor P Samuels was invited and re-joined the meeting.

- c. CC271 Saltash Bowls Club.

It was **RESOLVED** to note.

- d. CC272 Tamar Trotters.

It was **RESOLVED** to note.

- e. FF120 Cornwall International Male Choral Festival.

It was **RESOLVED** to note.

- f. FF121 May Fair.

It was **RESOLVED** to note.

**47/24/25 TO RECEIVE AMENDMENTS TO THE FOLLOWING POLICIES AND
CONSIDER ANY ACTIONS:**

a. Financial Regulations

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** the new NALC Financial Regulations (as attached) to Full Council to be held on 1 August 2024.

b. Local Government Pension Scheme

It was **RESOLVED** to note that following a review of the current policy, no amendments were required.

c. Awarding the Freedom of Saltash

It was proposed by Councillor Bickford, seconded by Councillor Miller and resolved to **RECOMMEND** the Policy for Awarding the Freedom of Saltash (as attached) to Full Council to be held on 1 August 2024.

d. Civic Awards

It was proposed by Councillor Miller, seconded by Councillor Dent and resolved to **RECOMMEND** the Civic Awards Policy (as attached) to Full Council to be held on 1 August 2024.

e. Grants Policy

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** the Grants Policy (as attached) to Full Council to be held on 1 August 2024.

**48/24/25 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE
BODIES:**

a. Neighbourhood Plan Steering Group

Nothing to report.

b. Section 106 Panel

Nothing to report.

49/24/25 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.

50/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

51/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

52/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Martin, seconded by Councillor B Samuels and **RESOLVED** to issue the following Press and Social Media releases:

1. Community Chest and Festival Fund grant awards.

DATE OF NEXT MEETING

Tuesday 24 September 2024 at 6.30 pm

Rising at: 7.17 pm

Signed: _____
Chairman

Dated: _____

Financial Regulations

RESPONSIBLE COMMITTEE: POLICY AND FINANCE

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

Current Document Status			
Version	2024-25	Approved by	
Date	01.08.2024	Responsible Officer	RFO
Minute no.		Next review date	Annual or as required

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
07/2024	2024/25 DRAFT	NALC/WP	P&F 09.07.2024	47/24/25a	Revised from new NALC model document replacing previous version. Recommended to FTC 01.08.2024
07/2024	2024/25 DRAFT	WE/AJT	FTC 01.08.2024		

Document Retention Period
Until superseded

SALTASH TOWN COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the Town Council at its meeting held on 1st August 2024.

1. General

1.1. These Financial Regulations govern the financial management of the Town Council and may only be amended or varied by resolution of the Town Council. They are one of the Town Council's governing documents and shall be observed in conjunction with the Town Council's Standing Orders.

1.2. Town Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of Town Councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the Town Council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*.
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Town Councils in

Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Town Council Town Clerks in Wales.

- 'Must' and **bold text** refer to a statutory obligation the Town Council cannot change.
- 'Shall' refers to a non-statutory instruction by the Town Council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the Town Council. The Town Clerk has been appointed as RFO and these regulations apply accordingly. The RFO:

- acts under the policy direction of the Town Council;
- administers the Town Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the Town Council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of Town Council resources; and
- produces financial management information as required by the Town Council.

1.6. The Town Council must not delegate any decision regarding:

- **setting the final budget or the precept (Town Council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls;**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors.**

1.7. In addition, the Town Council shall:

- **determine and regularly review the bank mandate for all Town Council bank accounts;**
- **authorise any grant or single commitment in excess of £5,000; and**
- **in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its Terms of Reference.**

2. Risk management and internal control

2.1. The Town Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2. The Town Clerk/RFO shall prepare, for approval by the Town Council, a risk management policy covering all activities of the Town Council. This policy and consequential risk management arrangements shall be reviewed by the Town Council at least annually.

2.3. When considering any new activity, the Town Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration by the Town Council.

2.4. At least once a year, the Town Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5. The accounting control systems determined by the RFO must include measures to:

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, the Chairman of Policy and Finance Committee and RFO shall be appointed to verify bank reconciliations for all accounts produced by the Finance Officer (FO). The Chairman and RFO shall sign and date the reconciliations and the original

bank statements (or similar document) using the Town Council accounts approval system as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Town Council

2.7. Regular back-up copies shall be made of the records on any Town Council computer and stored either online or in a separate location from the computer. The Town Council shall put measures in place to ensure that the ability to access any Town Council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the Town Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. The accounting records determined by the RFO must be sufficient to explain the Town Council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:

- **day-to-day entries of all sums of money received and expended by the Town Council and the matters to which they relate;**
- **a record of the assets and liabilities of the Town Council.**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return (AGAR).

3.4. The RFO shall complete and certify the annual Accounting Statements of the Town Council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the Town Council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The Town Council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**

3.6. **Any officer or member of the Town Council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the Town Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Town Council considers necessary.

3.7. The internal auditor shall be appointed by the Town Council and shall carry out their work to evaluate the effectiveness of the Town Council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The Town Council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the Town Council;
- reports to Town Council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the Town Council.

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Town Council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any Town Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all Town Councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. Before setting a precept, the Town Council must calculate its Town Council tax (England) requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Town Council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Town Clerk and the Chairman of the Town Council. The RFO will inform committees of any salary implications before they consider their draft budgets.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following five financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full Town Council.

4.5. Each committee shall review its draft budget and submit any proposed amendments to the Town Council Policy and Finance Committee not later than the end of November each year.

- 4.6. The draft budget with any committee proposals and five-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Policy and Finance Committee and a recommendation made to the Town Council.
- 4.7. Having considered the proposed budget and five-year forecast, the Town Council shall determine its Town Council tax requirement by setting a budget. The Town Council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with Town Council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Town Council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as

far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with the Town Council's Standing Orders and these Financial Regulations, and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the Town Council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6. For contracts estimated to exceed £30,000 including VAT, the Town Clerk shall seek formal tenders from at least three suppliers agreed by the Town Council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.7. For contracts estimated to be over £30,000 including VAT, the Town Council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.

5.8. For contracts greater than £3,000 excluding VAT the Town Clerk/RFO shall seek at least 3 fixed price quotes;

5.9. where the value is between £500 and £3,000 excluding VAT, the Town Clerk/RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, the Town Clerk shall seek to achieve value for money.

5.11. Contracts must not be split into smaller lots to avoid compliance with these rules.

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items 5.12.1 to 5.12.4 below:

5.12.1 specialist services, such as legal professionals acting in disputes;

5.12.2 repairs to, or parts for, existing machinery or equipment;

5.12.3 works, goods or services that constitute an extension of an existing contract;

5.12.4 goods or services that are only available from one supplier or are sold at a fixed price.

¹ The Regulations require Town Councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Town Council. Avoidance of competition is not a valid reason.

5.14. The Town Council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- The Town Clerk/RFO, under delegated authority, for any items below £1,000 excluding VAT.
- The Town Clerk/RFO, in consultation with the Chairman of the Town Council or Chairman of the appropriate committee, for any items below £2,000 excluding VAT.
- A duly delegated committee of the Town Council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT.
- in respect of grants, a duly authorised committee within any limits set by Town Council and in accordance with any policy statement agreed by the Town Council.
- the Town Council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of Town Council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the Town Council or make any contract on behalf of the Town Council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the Town Council or a duly delegated committee acting within its Terms of Reference, except in an emergency. In cases of serious risk to the delivery of Town Council services or to public safety on Town Council premises, the Town Clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Town Clerk/RFO shall report such action to the Chairman as soon as possible and to the Town Council as soon as practicable thereafter.

5.18. No expenditure shall be authorised, no contract entered into, or tender accepted in relation to any major project, unless the Town Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.19. An official order shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.20. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The Town Council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the Town Council; banking arrangements shall not be delegated to a committee. The Town Council has resolved to bank with Barclays Bank. The arrangements shall be reviewed regularly for security and efficiency.
- 6.2. The Town Council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the Town Council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the Budget Line Manager and two Town Councillors before being certified by the FO. Where the certification of invoices is done as a batch, this shall include a statement by the FO that all invoices listed have been 'examined, verified and certified' by the FO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the Town Council unless the Town Council resolves to use a different payment method.
- 6.6. For each financial year the FO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the Town Council may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be approved via the accounting system by the RFO, FO and Chairman of the Policy and Finance Committee on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the Town Council for information only.
- 6.9. The Town Clerk/RFO and Finance Officer shall have delegated authority to authorise payments only in the following circumstances:
- 6.9.1 any payments of up to £500 excluding VAT, within an agreed budget.
 - 6.9.2 payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of Town Council services or to public safety on Town Council premises.
 - 6.9.3 any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled

meeting of the Town Council, where the Town Clerk/ RFO and Finance Officer certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Town Council.

6.9.4 Fund transfers within the Town Councils banking arrangements up to the sum of £150,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Town Council.

6.9.5 Arrange new variable direct debits from Barclays for regular expenditure up to a monthly cost of £500 + VAT and reporting to the Policy and Finance Committee at the next meeting.

6.10. The FO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the Town Council. The Town Council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person Chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO and FO shall be appointed as the Service Administrators. The bank mandate agreed by the Town Council shall identify a number of Town Councillors and officers who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.

- 7.2. All authorised signatories shall have access to view the Town Council's bank accounts online.
- 7.3. No employee or Town Councillor shall disclose any PIN or password, relevant to the Town Council or its banking, to anyone not authorised in writing by the Town Council or a duly delegated committee.
- 7.4. The Finance Assistant shall set up all items due for payment online. A list of payments are approved via the Town Council approval system by the RFO, FO and Chairman of the Policy and Finance Committee. Copies of the relevant invoices are saved securely online and can be viewed if the authorised signatory has file permissions and available on request.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next Town Council meeting and appended to the minutes.
- 7.9. With the approval of the Town Council in each case (exception of 6.9.5), regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and

HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the Town Council at least every two years.

7.10. Payment may be made by BACS or CHAPS by resolution of the Town Council provided that each payment is approved online by two authorised bank signatories, evidence is retained, and any payments are reported to the Town Council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Town Council at least every two years.

7.11. If thought appropriate by the Town Council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are approved online by two signatories, evidence of this is retained and any payments are reported to Town Council when made. The approval of the use of a banker's standing order shall be reviewed by the Town Council at least every two years.

7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the FO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every regularly.

7.13. Members and officers shall ensure that any computer used for the Town Council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities. other than secure password stores requiring separate identity verification, should not be used on any computer used for Town Council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance with accordance with a resolution or delegated decision shall be signed by two members who have banking mandate authorisation.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a Town Council meeting. Any signatures obtained away from Town Council meetings shall be reported to the Policy and Finance Committee at the next convenient meeting.

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the Town Clerk/RFO and officers and the RFO and FO will also be restricted to a single transaction maximum value of £500 unless authorised by Town Council or Policy and Finance Committee in writing before any order is placed.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Town Council. Transactions and purchases made will be reported to the Town Council and authority for topping-up shall be at the discretion of the Town Council.

9.3. Any corporate credit card or trade card account opened by the Town Council will be specifically restricted to use by the Town Clerk/RFO, FO, FA and Budget Line Manger and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used under any circumstances.

10. Petty Cash

10.1. All cash received must be banked intact. Any payments made in cash by the Town Clerk/ RFO or officers (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly. The FO shall maintain a petty cash imprest account of £215 and may provide petty cash to officers for the purpose of defraying operational and other expenses.

10.1.1 Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.

10.1.2 Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

10.1.3 Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

- 11.1. As an employer, the Town Council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. Town Councillors' allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the Town Council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Personnel Committee and recommending to the Town Council.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Personnel Committee to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the Town Council, setting out a clear business case. Termination payments shall only be authorised by the full Town Council.

11.8. Before employing interim staff, the Town Council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full Town Council and recorded in the minutes. All borrowing shall be in the name of the Town Council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full Town Council, following a written report on the value for money of the proposed transaction.

12.3. The Town Council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Town Council at least annually.

12.4. All investment of money under the control of the Town Council shall be in the name of the Town Council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the Town Council shall be the responsibility of and under the supervision of the RFO.

13.2. The Town Council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Town Clerk. The RFO shall be responsible for the collection of all amounts due to the Town Council.

13.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the Town Council by the RFO and shall be written off in the year. The Town Council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the Town Council shall be deposited intact with the Town Council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the Town Council.

13.6. The RFO shall ensure that VAT is correctly recorded in the Town Council's accounting software and that any VAT Return required is submitted form the

software by the due date. Any repayment claim under section 33 of the VAT Act 1994 shall be made and at least annually at the end of the financial year.

13.7. Where significant sums of cash are regularly received by the Town Council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Town Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Town Council meeting.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of addition to or omission from a contract must be authorised by the Town Clerk to the contractor in writing, with the Town Council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The FO in conjunction with Line Managers shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The Town Clerk/RFO shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the Town Council.
- 16.2. The RFO and FO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the Town Council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the Town Council, together with any other consents required by law. In each case a written report shall be provided to Town Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Town Council, together with any other consents required by law, except where the estimated value of any one item does not exceed £1,000. In each case a written report shall be provided to Town Council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the Town Council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the Town Council's review of risk management.

17.2. Line Managers shall give prompt notification to the FO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the Town Council at the next

available meeting. The Town Clerk/ RFO shall negotiate all claims on the Town Council's behalf.

17.4. All appropriate members and employees of the Town Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Town Council, or duly delegated committee.

18. Charities

18.1. Where the Town Council is sole managing trustee of a charitable body the Town Clerk/RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Town Clerk/RFO, FO and Senior Policy and Data Compliance Monitoring Officer shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

19.1. The Town Council shall review these Financial Regulations annually and following any change of Town Clerk or RFO. The Town Clerk/RFO shall make arrangements with the FO and Senior Policy and Data Compliance Monitoring Officer to monitor changes in legislation or proper practices and advise the Town Council of any need to amend these Financial Regulations.

19.2. The Town Council may, by resolution duly notified prior to the relevant meeting of Town Council, suspend any part of these Financial Regulations,

provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members.

Suspension does not disapply any legislation or permit the Town Council to act unlawfully.

19.3. The Town Council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

DRAFT

Appendix 1 - Tender process

1. Any invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2. The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the Town Council.
3. Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of Town Council.
4. Where an electronic tendering process is used, the Town Council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5. Any invitation to tender issued under this regulation shall be subject to Standing Order 19.4 and shall refer to the terms of the Bribery Act 2010.
6. Where the Town Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Town Council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Awarding the Honorary Freedom of Saltash

RESPONSIBLE COMMITTEE: P&F

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

Current Document Status			
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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
01.2022	1	AJT	P&F 11.01.2022	145/21/22	New – Rec to FTC 13.01.2022. Min 336/21/22e. Deferred -review required
02.2022	2	AJT	P&F 08.03.2022	187/21/22b	Revised Rec to FTC. Adopted 07.04.202318/22/23a
05.2022	2/2022	AJT	ATM 05.05.2023	54/22/23e(i)	Readopted
05.2023	2023	AJT	ATM 04.05.2023	65/23/24g(i)	Readopted
02.2024	2024 DRAFT	AJT	P&F 27.02.2024	156/23/24g(1)	For reapproval (recommendation to ATM)
03.2024	2024	AJT	FTC 07.03.2024	367/23/24c	Rec from P&F. Approved.
04.2024	2024	AJT	P&F 14.05.2024	47/24/25c	Amendments to section 7, appendix 2. Recommended to FTC.
07.2024	2024	AJT	FTC		

			01.08.2024		
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Document Retention Period

Until superseded

Awarding the Honorary Freedom of Saltash

1. Introduction

The Honorary Freedom of the Town of Saltash is an award made at the discretion of the Town Council. This is the highest honour that the Town Council can bestow and will be awarded only on rare and exceptional occasions and in accordance with legislation¹.

2. The Award

The award confers no special privileges or automatic entitlement to participate in the proceedings of council meetings or civic events. The award is for the lifetime of the individual and is not hereditary. It cannot be awarded posthumously.

The Honorary Freeman/Freewoman will have their name added to the roll of honour board in the Council Chamber. An engraved medallion and illuminated scroll will be presented.

The Honorary Freeman/Freewoman may be invited to participate in Civic Events and Civic Parades at the invitation of the current Mayor (the Chairman of the Town Council).

The maximum number of Honorary Freeman/Freewomen at any one time is not restricted.

The Town Council reserves the right to withdraw by resolution of the Town Council the Honour where the actions of a recipient are deemed to bring the award into disrepute.

The award will be promoted annually at a time determined by the Town Clerk with nominations normally received once a year although other circumstances may be considered. Nominations will not be considered until at least 28 days have elapsed following promotion of the award.

¹ See Appendix 1

3. Who can make a nomination?

Nominations may be made by anyone living within the town electoral boundaries and are on the electoral roll. They should refer to this policy and/or seek guidance from the administration team at the Guildhall.

4. Eligibility

4.1 Individuals from all walks of life and all sections of the community who have made a significant contribution to community life in Saltash are eligible to be nominated as Honorary Freeman/Freewoman.

4.2 In keeping with the exceptional nature of the award it shall be strictly limited to those who have made a very significant contribution to the community of Saltash or a significant national contribution relative to the Town and who have demonstrated 'service above self'.

4.3 It would be expected that the nominee will have given extensive and distinguished service to the community that goes beyond local government i.e. service to other organizations, voluntary and community groups, in a largely voluntary capacity.

4.4 The nominee must have made such an outstanding contribution to the Town to make their contribution stand above that made by other people and normally involve one or more of the following factors:

- A significant allocation of the person's time in serving members of the community for the improvement of their wellbeing.
- The promotion, achievement and/or delivery of community services in which a real personal contribution has been made.

4.5 If the nomination is for service as a former Member of the Town Council, they should have served at least three terms of office (12 years) although these do not have to be consecutive.

4.6 Nominations will not be accepted for current serving members of the Town Council. A suitable qualifying period of at least one month must have elapsed since vacating their role as a Councillor before a nomination is accepted.

4.7 Officers of the Town Council and serving Cornwall Councillors are not eligible for nomination.

5. Nomination criteria

The following should be taken into account when consideration is given to granting the honour of Honorary Freeman/Freewoman of Saltash.

- 5.1 Preference should be given to a person who performs in a voluntary capacity but this should not preclude the honour being awarded to a person whose dedication and contribution is significantly above that expected from their occupation.
- 5.2 The contribution to the welfare of the community must involve a significant contribution of the person's time in serving members of the community for the improvement of their welfare or the promotion, achievement and/or delivery of community services in which a real personal role and contribution is made.

The contribution must be so outstanding that it can be seen to stand above the contributions of most other people.

6. Nomination procedure

- 6.1 Nominations should be made in confidence without the knowledge of the nominee as it would be unfair to raise expectations in case they are not met.

Nominations should be in writing on the form attached (Appendix 3) and sent to the Town Clerk.
- 6.2 The Town Clerk will acknowledge receipt of the nomination(s) but no further correspondence will be entered into. The Chairman of the Town Council will be informed of the nomination(s).
- 6.3 The Chairman of the Town Council will call a meeting of the Panel² to review the nomination(s).

² See Appendix 2

7. Consideration of nominations

A panel consisting of the Chairman of the Town Council, the Vice Chairman of the Town Council and the Chairman of the Policy and Finance Committee have delegated authority from the Town Council to scrutinise all nominations received against the award criteria. They will only put forward those nominations to the Town Council that they consider fully meet the required criteria.

The procedure for consideration of nominations is:

- 7.1 The Panel will consider whether the nomination(s) meet the criteria required. They may request further information in support of the nomination either by asking the Town Clerk to contact the proposer or making their own discreet enquiries. They may choose to hold a further meeting to consider further evidence.
- 7.2 On conclusion of the assessment, the Chairman of the Town Council will call an Extraordinary Meeting of the Town Council on a date and time arranged in consultation with the Town Clerk. The agenda item will be 'To receive a report on nominations for Honorary Freeman/Freewoman and consider any actions and associated expenditure.'
- 7.3 The Extraordinary Meeting will receive and consider in confidential session a report from the Panel on the nominations that fully meet the required criteria for the award. The motion to make the award(s) should be approved by no less than two thirds of Councillors present and voting. The decision of the Town Council is final.
- 7.4 Where a resolution is passed to award the Honorary Freedom of the Town, the Town Clerk will contact the nominee(s) in writing informing them of the honour, what it confers and asking if they wish to accept.
- 7.5 Only when the honour has been accepted in writing will press and social media releases be issued confirming the award has been made, the name of the recipient, and why the award has been conferred.

8. Presentation

The presentation of the award will be in line with the wishes of the recipient subject to approval by the Policy and Finance Committee of expenditure from the Civic Occasions budget.

Appendix 1

Legislation

The Local Government Act 1972 (as amended by the Local Democracy, economic Development and Construction Act 2009) Section 249 (5) - (10) enables all local councils to confer honorary titles, namely “honorary freeman” or “honorary freewoman” to:

- a. Persons of distinction, and
- b. Persons who have, in the opinion of the authority, rendered eminent services to that place or area.³

Section 249 (7) (as amended) states that the power in subsection (5) is exercisable by resolution of the relevant authority.

Section 249 (8) (as amended) states that the resolution under subsection (7) must be passed:

- a. At a meeting which is specially convened for the purpose and where notice of the object of the meeting has been given; and
- b. By not less than two thirds of the members of the relevant authority who vote on it.

Section 249 (9) (as amended) states that:

“A relevant authority may spend such reasonable sum as it thinks fit for the purpose of presenting an address or a casket containing an address to a person on whom the authority has conferred the titled of honorary freeman or honorary freewoman under subsection (5).”

³ Local Government Act 1972 (as amended) s.249 (5)

Appendix 2 - Procedure

Process	Action	Notes
Promotion and application process starts	Town Clerk to action	
Nomination(s) received	<p>Town Clerk acknowledges OR requests resubmission on nomination form.</p> <p>No earlier than 28 days following promotion the Town Clerk advises the Chairman of the Town Council who calls meeting of panel to consider nominations.</p>	<p>Panel comprises Chairman and Vice Chairman of the Town Council, and Chairman of P&F.</p> <p>Where a panel Member is nominating or actively involved in the nomination, they cannot sit on the panel. The Vice Chairman of P&F will substitute.</p>
The Panel meets to consider whether the nomination meets the criteria for the award.	The Panel may request more information in support of a nomination – to be received by a given date. (Town Clerk to action.)	If a Councillor is sponsoring the nomination they should be asked for the information. The Panel may make discreet enquiries.

The Panel does not make a decision on conferring the award.	If more information is requested a further meeting of panel will be called to consider.	
The Panel concludes assessment	The Chairman of the Town Council asks the Town Clerk to call an Extraordinary Meeting of the Town Council.	'To receive a report on nominations for Honorary Freeman/Freewoman and consider any actions and associated expenditure.'
At the Extraordinary Meeting called to consider nomination(s) for the award.	<p>The Chairman of the Panel briefs Councillors on the criteria for the award and reports the assessment of the panel on the nomination(s) received considered to fully meet the criteria.</p> <p>Where a Councillor is sponsoring or has made the nomination they may answer questions and provide background evidence in support.</p>	The debate and vote take place in Confidential Part II

	<p>Each nomination will require a Proposer and a Seconder.</p> <p>For the award to be made a resolution must be passed by not less than two thirds of Councillors present and voting.</p>	
Following the Extraordinary Meeting	Where the award is made – Town Clerk to contact nominee in writing asking if they wish to accept the award and what it confers.	Where the nominee accepts the award a press release is issued and arrangements put in place, in line with the wishes of the nominee, for the presentation of the scroll and medallion.

Appendix 3

Saltash Town Council

Nomination for the award of Honorary Freeman of Saltash

The Honorary Freedom of Saltash is a rare and exceptional award made at the discretion of the Town Council and conferment will be strictly limited to those who have made a very significant contribution to the Town.

The honorary title confers no special privileges or automatic entitlement to participate in the proceedings of council meetings or civic events.

The proposer is advised to read the policy document Awarding the Honorary Freedom of Saltash before completing this form to ensure their nominee meets the award criteria. Advice may be sought from the administration team at the Guildhall:

Email: enquiries@saltash.gov.uk

Telephone: 01752 844846

Confidentiality:

The information contained in this nomination form is strictly confidential and will not be communicated to any person other than those involved in the administration of the awards.

The nominee should not be told that they have been nominated, as it is not fair to raise their expectations.

Acknowledgement and progress of nominations:

We will acknowledge receipt of your nomination but regret that we will be unable to enter into any further correspondence unless more information in support of the nomination is required.

Your personal information

Please refer to the [Privacy Notice](#) to understand how we process your personal data.

About the person you wish to nominate

Full name of person being nominated:

Their address (including full postcode)

Why are you nominating this person?

Please tell us why you think that this person should receive this exceptional award by giving as much detail as possible in 500 words or less.

When completing this section please note that Section 249 (5) - (10) of the Local Government Act 1972 as amended gives the Town Council the power to confer the award on:

- A person of distinction and/or
- A person who has, in the opinion of the Town Council, 'rendered eminent services to the Town'.

Please provide evidence of how the nominee fits into one or both of these categories. If the activities that the nominee is being recommended for are as part of an organisation or charity, please provide the name.

[illegible]

Your name

Your address

Your email address

Contact telephone number

What is your connection to the nominee?

I confirm that to the best of my knowledge the information I have provided is accurate.

Signature: _____

Date: _____

Please send the completed form to:

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

or by email to: sinead.burrows@saltash.gov.uk

Appendix 4

THE HONORARY FREEDOM OF THE TOWN OF SALTASH

The Honorary Freedom of the Town of Saltash is an award made at the sole discretion of the Town Council. This is the highest honour that the Town Council can bestow and will be awarded only on rare and exceptional occasions and in accordance with legislation.

While the award is made infrequently, nominations may be submitted by anyone living within the electoral boundaries of the Town. Nominees should have made a very significant contribution to the community life of the Town, normally over a prolonged period and largely in a voluntary capacity.

For more information, please read the Town Council Policy 'Awarding the Honorary Freedom of Saltash' (available on the Town Council website) or request a copy from the Guildhall. Advice may be obtained either by contacting one of your local Town Council Members or the administration team at the Guildhall.

If you wish to make a nomination, please use the nomination form which can be obtained from the website or on request from the Guildhall.

Nominations should be sent to:

The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX or by e-mail to sinead.burrows@saltash.gov.uk

Appendix 5

Press release

PRESS RELEASE FROM SALTASH TOWN COUNCIL

At an Extraordinary Meeting of Saltash Town Council held on <insert date> it was resolved to award the status of Honorary Freeman of the Town to <insert name> in recognition of <insert reason>.

Formal presentation of the award will take place at a later date.

Civic Awards

RESPONSIBLE COMMITTEE: P&F

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

Current Document Status			
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03.2020	1	JRA/AJT	P&F 09.06.2020	36/20/21b	New policy – deferred for review
09.2020	1a	AJT	P&F 08.09.2020	76/20/21a	Approved & adopted
05.2021	2	AJT	FTC 03.06.2021	74/21/22b	Revised/readopted
05.2022	2/2022	AJT	ATM 05.05.2022	54/22/23e(ii)	Readopted
06.2022	3/2022 DRAFT	AJT	P&F 28.09.2022	82/22/23b	Revisions proposed by Cllr P Samuels on behalf of Rotary Club of Saltash. Draft rejected P&F 09/22
10.2022	04/2022	AJT	FTC 01.12.2022	280/22/23b	Revised Awards format.
05.2023	2023	AJT	ATM 04.05.2023	65/23/24g(ii)	Readopted

02.2024	2024 DRAFT	AJT	P&F 27.02.2024	156/23/24g(2)	Amendment to eligibility – Freemen of the Town (page 4). For reapproval (recommendation to ATM)
03.2024	2024	AJT	FTC 07.03.2024	367/23/24c	Rec from P&F. Approved.
04.2024	2024	AJT	P&F 14.05.2024	47/24/25d	Updated following review. Recommended to FTC.
07.2024	2024	AJT	FTC 01.08.2024		

Document Retention Period

Until superseded

Civic Awards Policy

Introduction

Saltash Town Council recognises the significant contribution made by people active in different sectors of the community in an unpaid, voluntary capacity. An awards ceremony is held annually and nominations are invited for a number of different categories that the awards panel will consider.

The Award Categories

Contribution to the Community

This award recognises individuals or community and voluntary groups based in Saltash who have made a positive contribution to the local community. People who make an outstanding effort to bring the community together, improve the town of Saltash either environmentally or aesthetically, or those who go out of their way to help others, in their own time.

Youth Achievement

Awarded to an individual aged 18 or under who has made a significant, positive contribution to the town, demonstrating exceptional community spirit or for excellence in areas not normally recognised. This may be acts of bravery, kindness, caring for others or improving their community.

Lifetime Achievement

Recognising exceptional and continued commitment to the life of the community of Saltash over a considerable period of time. The award recognises a real commitment to others in the community, going over and above what would ordinarily be expected, through volunteering, community work, helping neighbours or carrying out exceptional deeds spanning a lifetime.

(Previous recipients of this award cannot receive any further nominations in this category as it is a 'once only' award.)

Youth Group Leader Award

Presented in recognition of inspirational and committed volunteer youth group leadership in the town.

Sporting Achievement Award

Recognising the achievement of a team or an individual, participating in, organising or contributing to local sports. The award may celebrate a sporting performance at local, national or international level or those who give their time working behind the scenes at local sports clubs or groups.

Cultural Contribution Award

Recognising significant contribution to the cultural life of the town by an individual or group of people.

Best Performance

Selected and awarded by the Mayor alone for the group that has best entertained them during their Civic Year.

Mayor's Award

A discretionary award that may be made by the Mayor (the Chairman of the Town Council) to recognise exceptional achievement in any field.

Note: The awarding of each of the Civic Awards is at the discretion of the Awards Panel, therefore each of the award categories might not be allocated a winner every year, or multiple awards of the same category could be awarded.

How to make a nomination

- Nominations will only be accepted on the Civic Award Nomination Form. Completed forms must be received by 5pm on the closing date advertised. This form is available to download online or a blank form is available from The Guildhall during office hours. Please complete electronically where possible.
- Self-nomination is not permitted.
- A separate form must be completed for each nomination.
- Nominees should be active within the town boundary and the nomination be in respect of recent activity in the area they are nominated for.
- Nominations for previous award winners will not be considered for the same award for a period of four years.

- Nominations for the Lifetime Achievement Award will not be considered if the nominee has previously received this award.
- Freemen of the Town, Town Councillors, Officers of the Town Council and Cornwall Councillors are ineligible for nomination for Civic Awards.

The Awards Panel

The awards panel comprises:

- The Chairman of the Town Council
- The Vice Chairman of the Town Council
- The longest serving Member of the Town Council¹
- The Freemen of the Town²

Following the deadline date, the Awards Panel will meet to consider the nominations and select the award winners.

Announcement and presentation of Awards

The awards will be announced and presented at a date to be arranged. Nominees, their nominators and guests will be invited to attend the presentations (subject to venue capacity).

¹ Where the longest serving Member of the Council is the Chairman/Vice Chairman, the next longest serving Member of the Council will be invited to attend.

² Available and able to attend on the date offered.

Appendix 1 – Civic Awards Nomination Form

Saltash Town Council

Civic Awards Nomination Form

Category of Civic Award nominated for (please tick one only)

<input type="checkbox"/>	Contribution to the Community
<input type="checkbox"/>	Youth Achievement
<input type="checkbox"/>	Lifetime Achievement
<input type="checkbox"/>	Youth Group Leader
<input type="checkbox"/>	Sporting Achievement
<input type="checkbox"/>	Cultural Contribution

I nominate the following person/organisation for a Civic Award:

Surname	
Forename	
Title	
Name of Organisation	
Address	

Postcode	
Contact telephone number	
Contact email address	

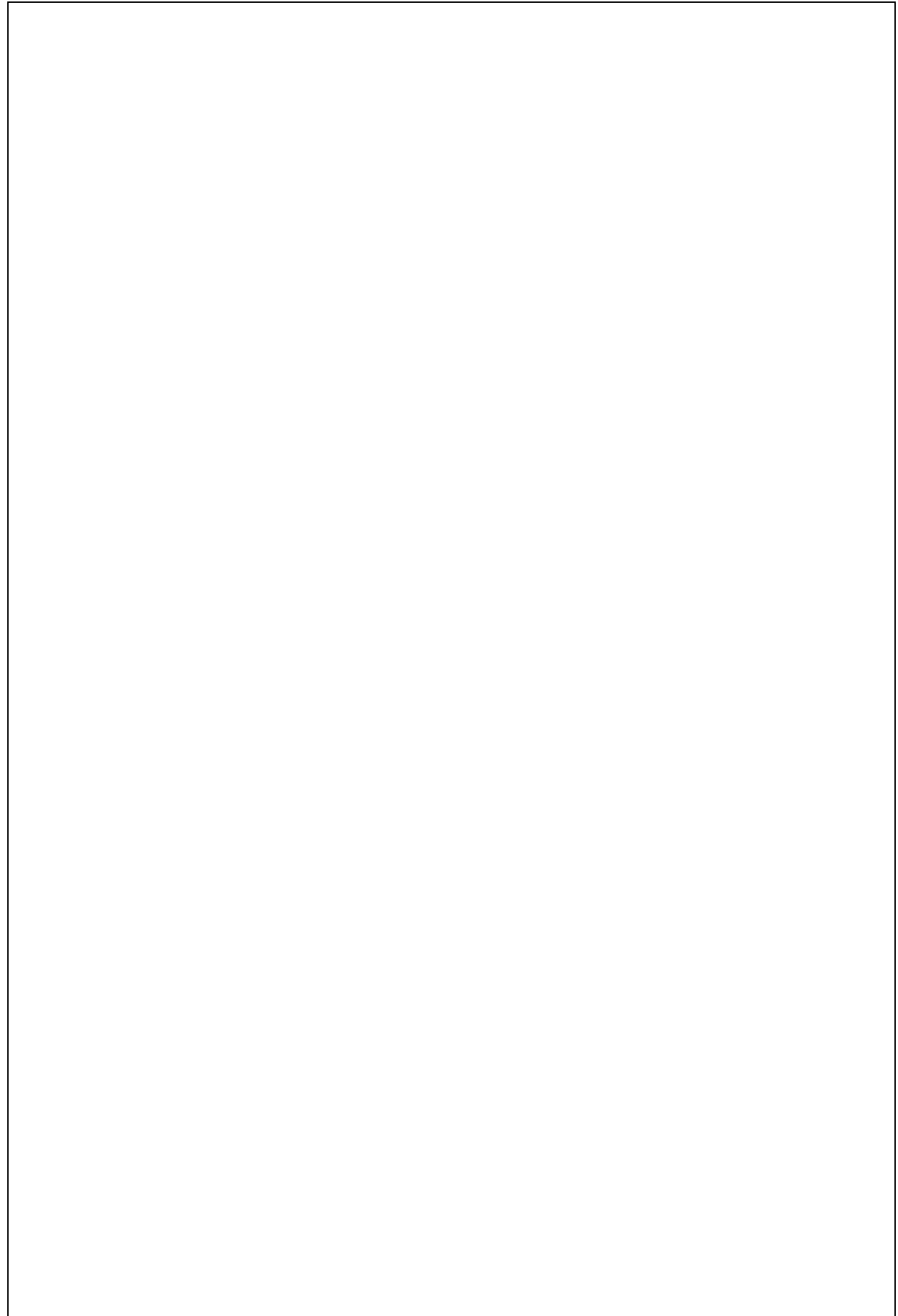
Is the nominee under 18 years of age?	YES/NO (delete as applicable)
--	--------------------------------------

NOTE:

1. If you are nominating someone under the age of 18 please confirm that their parent/guardian is aware of the nomination and have given permission for their details to be shared.
2. Contact details for nominees must be included for the nomination to be considered. Saltash Town Council is unable to accept nominations without these details.

This section is for you to provide details of how the nominee has made a significant contribution to qualify for the nominated category and how their achievements make them stand out.

Please state in no more than 250 words why the nominee should win a Civic Award.



Details of the person making the nomination:

Surname	
Forename	
Title	
Address	
Post code	
Telephone number	
Email address	
Relationship to nominee	
Where a nominee is under the age of 18 I have informed their parent/guardian of the nomination. (Please tick box to confirm.) <input type="checkbox"/>	
I confirm that to the best of my knowledge the information I have provided is accurate.	
Signed	
Date	

Please return this form by 5pm on the closing date advertised to:

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

Or by email to: mayors-secretary@saltash.gov.uk

Please note:

Nominations will be acknowledged but no further correspondence will be entered into unless further supporting information is required.

Saltash Town Council will disclose the names of each winner, the reason for their nomination and the award category to the press and other media.

The decision of the Awards Panel is final.

Your privacy:

Saltash Town Council collects this information for the sole purpose of evaluating the nominations for the Civic Awards.

Your data will only be shared for the purposes of administration with the Officers and Members of the Awards Panel.

Nomination forms will be retained for a period of four years.

A copy of the Privacy Notice may be viewed at the Guildhall or on the Town Council website.

For office use only:

Date received:	
Date acknowledged:	
Date to be destroyed:	

Appendix 2 – Internal Procedure

Officer supporting the Civic Awards process: Mayor's Secretary

Advertising the awards and nomination process

Two months before the awards ceremony:

Media release (Appendix 3).

Promote on TC social media/website/noticeboards with weekly refresh on social media.

Receiving nominations

Only nominations on official forms including contact details for the nominees accepted.

All nominations acknowledged in writing but no correspondence entered into unless further supporting information is required.

The nominations are checked for eligibility.

Selection process

The Mayor's Secretary sets a date for the Awards Panel to meet in the Guildhall and notifies members. Members of the Awards Panel may declare a personal interest if they wish to do so.

Selection packs comprise:

- Copies of nomination forms
- Score sheet

All Members of the Awards Panel have an equal vote. In the event of a tie, the Chairman of the Town Council has a casting vote.

Following the Awards Panel Meeting:

Recall trophies, check and clean.

Certificates printed and signed by the Mayor (the Chairman of the Town Council).

Invitations sent to the nominees, the nominators and guests (subject to venue capacity).

Presentation Ceremony

The Mayor presents the awards annually.

Administration:

The recipient must sign for trophies on the day.

Recipients of awards should be asked for written permission for photographs taken by and on behalf of STC to be used on the STC media sites and in media releases.

Appendix 3 – Media Release – Civic Awards

Saltash Town Council Civic Awards

Nominations are invited for the annual Civic Awards to be presented by the Mayor at <insert date/event>.

Nominations should be for individuals or a group of people who undertake the role(s) in a voluntary, unpaid capacity.

The Award Categories

Contribution to the Community

This award recognises individuals or community and voluntary groups based in Saltash who have made a positive contribution to the local community. People who make an outstanding effort to bring the community together, improve the town of Saltash either environmentally or aesthetically, or those who go out of their way to help others, in their own time.

Youth Achievement

Awarded to an individual aged 18 or under who has made a significant, positive contribution to the town, demonstrating exceptional community spirit or for excellence in areas not normally recognised. This may be acts of bravery, kindness, caring for others or improving their community.

Lifetime Achievement

Recognising exceptional and continued commitment to the life of the community of Saltash over a considerable period of time. The award recognises a real commitment to others in the community, going over and above what would ordinarily be expected, through volunteering, community work, helping neighbours or carrying out exceptional deeds spanning a lifetime.

(Previous recipients of this award cannot receive any further nominations in this category as it is a 'once only' award.)

Youth Group Leader Award

Presented in recognition of inspirational and committed volunteer youth group leadership in the town.

Sporting Achievement

Recognising the achievement of a team or an individual, participating in, organising or contributing to local sports. The award may celebrate a sporting performance at local, national or international level or those who give their time working behind the scenes at local sports clubs or groups.

Cultural Contribution

Recognising significant contribution to the cultural life of the town by an individual or group of people.

Note: The awarding of each of the Civic Awards is at the discretion of the Awards Panel, therefore each of the award categories might not be allocated a winner every year, or multiple awards of the same category could be awarded.

Nominations must be made using the official nomination form available from the STC website or from The Guildhall and received by 5pm on <insert date>.

Nominations should be sent to:

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

or

by e-mail to mayors-secretary@saltash.gov.uk

Grants Policy

RESPONSIBLE COMMITTEE: P&F

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	ATM
Date	02.05.2024	Responsible Officer	AJT
Minute no.	64/24/25c(7)	Next review date	Annual or as required

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
01/2019	1	AJT	FTC 07.02.2019	497/18/19d(i)	New policy – review one year.
04/2021	1	AJT	ATM 20.05.2021	46/21/22c(vi)	Review for reapproval – new Town Council.
05/2022	1/2022	AJT	ATM 05.05.2021	54/22/23b(ix)	Reapproved.
08/2022	2/2022	AJT	FTC 06.10.2022	217/22/23c	Updated following review (P&F 09/2022).
05/2023	2023	AJT	ATM 04.05.2023	65/23/24c(viii)	Readopted.
02/2024	2024	AJT	FTC 01.02.2024	339/23/24	Uplift to FF funding limit.
02/2024	2/2024 DRAFT	AJT	P&F 27.02.2024	156/23/24c(10)	Reference to support for external grant applications. Recommendation to FTC 03.2024

03.2024	2024	AJT	FTC 07.03.2024	367/23/24c	Recommendation from P&F. Approved
05.2024	2024	AJT	ATM 02.05.2024	64/24/25c(7)	Readopted
06.2024	2024.1 DRAFT	AJT	P&F 09.07.2024	47/24/25e	Minor text amendments pages 8, 27 Recommendation to FTC.
07.2024	2024.1	AJT	FTC 01.08.2024		

Document Retention Period

Until superseded

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Grants Policy

1. Policy/Procedure Background

This document sets out a clear and structured procedure for grant applications being submitted to Saltash Town Council.

This procedure is prepared in accordance with the Town Council's policy on grants in paragraph 2.

Saltash Town Council is committed to support a range of causes each year within a limited budget. It is therefore imperative that the Town Council has in place an established method of scrutinising grant applications to ensure it uses its budget to the best possible effect.

Applications will be considered providing sufficient funds remain in the budget and the criteria in the policy are met in full.

2. Policy Statement

A grant or subsidy is any payment made by Saltash Town Council to be used by an organisation in the furtherance of the well-being of the community, either generally, or for a specific purpose and which is not directly controlled or administered by Saltash Town Council. The purpose of any grant or subsidy given by Saltash Town Council is to support initiatives in the local community and to help create opportunities for the residents of Saltash that are not, as a matter of course, funded by Saltash Town Council or Cornwall Council.

3. Application principles

3.1. Applications must be fully completed and assessed against a set of criteria laid down by members of Saltash Town Council.

3.2. If an application is refused by the Committee, then an appeal procedure can be implemented under certain circumstances and within a set deadline.

3.3. If an application is:

3.3.1. not called in by a relevant number of Town Councillors;

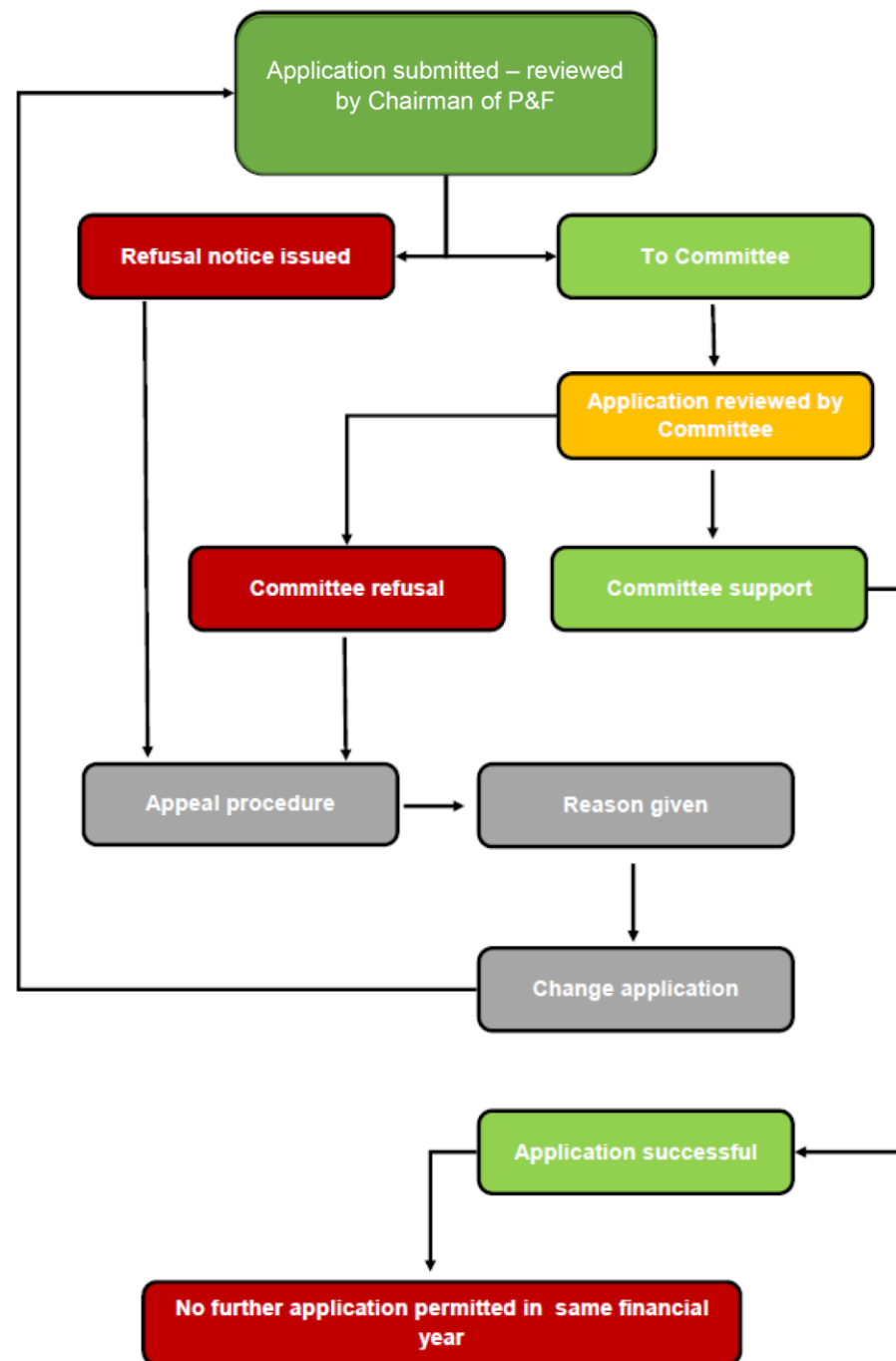
3.3.2. is refused on appeal;

3.3.3. is not appealed within the deadline set or

3.3.4. has been turned down by members at a previous Committee meeting;

- 3.3.4.1. then a new request/re-application or a request of a similar nature will automatically be turned down for a period of not less than 12 months' time from the date the previous application was turned down without the ability to appeal.

4. Application process



Application Submitted

Applications should be made using the Grant application form (Appendix 1). Applicants should ensure that all relevant documents are included or there may be a delay to the application being considered. It is the responsibility of the applicant to ensure that the application is submitted a minimum of six weeks before the meeting of the Policy and Finance Committee. (The calendar of meetings can be found on the Town Council website.)

Acknowledgement of the Grant

All successful applicants must, on all publicity material for the relevant festival or project, (including posters, banners, programmes, press releases or on social media) fully acknowledge the support of the Town Council, using the following wording:

‘Funded by Saltash Town Council’s Festival Fund’

Or

‘Funded by Saltash Town Council’s Community Chest’

as appropriate.

The modern version of the Town Council logo should be used alongside the above wording, this will be given to you by a staff member of the admin team. The size and prominence of the logo and wording should reflect the relative value of the grant given against other funders, donators or sponsors.

Press releases must use the wording, but the logo can be omitted.

Additional conditions may be required as deemed appropriate by the Policy and Finance Committee.

Application reviewed by Chairman of Policy and Finance Committee¹

The application will be reviewed by the Chairman of Policy and Finance Committee against the eligibility criteria (listed in this document) and will either notify the applicant of refusal with details of the appeal procedure or submit it to the next available meeting of the Policy and Finance Committee.

¹ If the Chairman is unavailable, the Vice Chairman will undertake all roles outlined in this document

Chairman of Policy and Finance Committee Refusal

When an application is refused by the Chairman of Policy and Finance Committee the applicant will be notified immediately and given 30 days to appeal. Members of the Policy and Finance Committee will also be notified who may choose to call in the application themselves.

Appeal procedure

Following notification of refusal, applicants have 30 days to appeal in writing. Within this period a member of the Policy and Finance Committee may request that the application is called in.

No appeal or appeal refused

Appeals will be considered by the Chairman of the Policy and Finance Committee. Where no appeal is received this will be noted on the application form.

Successful appeal or call in

Where an appeal is successful, or a member of the committee has called the application in, it will be submitted to the next available meeting of the Policy and Finance Committee.

Restrictions on re-applications

Applications that have been refused by the Chairman of the Policy and Finance Committee, the Policy and Finance Committee or that have not been appealed after 30 days will be closed. Applicants may not apply for a grant for the same or similar scheme until 12 months from the date of closure.

Chairman of the Policy and Finance Committee Support

Where the Committee Chairman considers the application is valid and meets required criteria the application will be placed on the agenda for the next Policy and Finance meeting.

Application submitted to committee

The Policy and Finance Committee will consider applications at the next available meeting. The applicants will be invited to attend the meeting to answer questions and will be given at least five working days' notice. If an applicant is unable to attend the Committee Chairman may defer the application to a future meeting.

Application successful

Successful applicants will be advised in writing and given two months to apply for funding to be released. Any conditions placed on the funding will have to be met before funds are released. If the applicant wishes to extend this period, the request should be put in writing and this will be passed to the Committee Chairman for a decision.

Application refused

If an application has been heard by the Policy and Finance Committee and been refused, the applicant cannot reapply or submit a further grant request for the same or a similar project for a period of 12 months. Any application received will be automatically rejected without appeal or the option for a member to call in the application.

5. Types of grant and funding limits

Saltash Town Council has two separate funds available to the local community. To enable as many organisations as possible to benefit from the grants, there will only be one grant per organisation permitted in any financial year.

The Community Chest supports small scale community projects intended to improve the town environment to strengthen the community or the common economy of the town.

The Festivals Fund supports larger events that are free, 6 to 7-hour long events likely to attract several thousand people. Other festivals may be considered

Both funds have a cap on the amount which can be awarded:

The Community Chest grant will not exceed £1000.

The Festivals Fund grant will not exceed £2500 per day up to a maximum of two days per event.

6. Normal Eligibility Criteria

This section outlines the criteria which organisations are required to fulfil to qualify for grants.

6.1. Mandatory requirements. All of the following requirements must normally be met by applicants. Where they are not met a clear reason should be given in writing with the application.

6.1.2. Copies of the most recent bank statements must be provided.

6.1.3. Public Liability Insurance Certificates are required for any events or projects.

6.1.4. If staff will be involved Employee Liability Insurance Certificates are required.

6.1.5. Buildings Insurance will be required if an application relates to funding towards this purpose.

6.1.6. Full contact details for the applicant as well as any registered address for the organisation should be supplied.

6.1.7. A copy of the constitution for the organisation should be included.

6.1.8. Applicants may be required to attend a meeting to answer questions on the application or make a presentation.

6.1.9. Match funding is extremely important and the applicant needs to demonstrate that this is in the process of being sought or is already committed.

6.1.10. All successful applicants will be required to provide receipts and supporting documents after the event and return to the Town Council any unused grant awarded.

6.2. Key Priority Areas

6.2.1. Grants may be given for projects that fit into one or more of the following areas:

6.3. The promotion of tourism and leisure for both residents and visitors to the area with a community focus.

- 6.4. Supporting local safety campaigns.
- 6.5. Benefit health and wellbeing.
- 6.6. Promote pride in the community.
- 6.7. Highlight important local issues/history/culture to local residents and students.
- 6.8. Promote a sports -related initiative or event.
- 6.9. Increases visitors to Saltash and improves the local economy.
- 6.10. Promotes environmental issues which improve the local area.
- 6.11. Takes into account local residents when organising events.
- 6.12. Takes the environment and waste management into consideration.

7. Applications that will not be eligible

The Town Council will not consider applications for or from the following except in exceptional circumstances:

- 7.1. Statutory services.
- 7.2. Expeditions or trips.
- 7.3. Replacement for statutory funding.
- 7.4. Bursaries or scholarships.
- 7.5. Projects outside of Saltash.
- 7.6. Individuals.
- 7.7. Hospitality.
- 7.8. National Charities.
- 7.9. Salaries or routine administration costs.
- 7.10. "Upward funders"- local groups who send fundraising to central headquarters for redistribution.
- 7.11. Private organisations operating as a business to generate a profit or surplus.
- 7.12. Projects with party political links.
- 7.13. Organisations intending to support or oppose any particular political party or to discriminate on any grounds.
- 7.14. Projects which discriminate on any grounds.
- 7.15. Projects which do not benefit the Saltash community at large.
- 7.16. "Branches" that could be funded by the main organisation.
- 7.17. Buildings that are uninsured.

- 7.18. A project that competes or conflicts with any service, project or event being supported, organised or funded by the Town Council.
- 7.19. Applications from organisations with substantial and allocated resources will not be considered a priority for funding and will usually be unsuccessful.
- 7.20. Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

8. Guidelines for Grant Applications and Further Information

- 8.1. If an organisation (or a subgroup of the same organisation) is successful in obtaining a grant in one financial year, it is unlikely it will receive another grant in the same financial year.
- 8.2. It is a condition of any grant application that the group or project must bring direct benefit to the residents of Saltash. All applications must clearly demonstrate how this will be achieved.
- 8.3. Local suppliers should be used where possible.
- 8.4. Application forms are available from the Guildhall or from the Town Council website. Application forms must be submitted along with the latest set of the group’s accounts. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided at the time of submission.
- 8.5. Applications cannot be made retrospectively. Please allow three months before funds are required.
- 8.6. The scheme provides start-up funding for new community groups as well as grants for existing organisations. Applications will not be considered for day-to-day running expenses.
- 8.7. Saltash Town Council will only grant aid to churches for parish clocks and possibly for environmental purposes. Church Halls can also be grant aided if they are used by the community.
- 8.8. Schools will only be grant aided for environmental purposes or if, in the opinion of Saltash Town Council, their application is for the benefit of the wider community. The project must also be in addition to statutory services.

- 8.9. Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish. The project must also be in addition to statutory services.
- 8.10. Grants will not be available for buildings owned by Cornwall Council.
- 8.11. Grant applications will be considered against the following criteria:
- 8.11.1. meeting the priorities as set out above
 - 8.11.2. meeting an identified need
 - 8.11.3. viability of the project
 - 8.11.4. the majority of those benefiting our residents of the town
- 8.12. A grant must only be used for the purpose for which it was awarded. Written approval must be obtained from the Town Council in advance for a change in use of grant money.
- 8.13. Saltash Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
- 8.14. **Grants will not be awarded retrospectively.**
- 8.15. Any underspent portion of the grant must be returned to Saltash Town Council within six months of the award or the completion of the project, whichever is sooner.
- 8.16. Where equipment has been purchased using grant funding and is going to be disposed of the Town Council should be given the opportunity to have the items returned to them so that they may be offered to other eligible organisations.
- 8.17. Administration of and accounting for the grant is the responsibility of the recipient.
- 8.18. The Town Council reserves the right to request any further information that it deems necessary to assist the decision-making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fundraising activities.
- 8.19. In the case of the grant awarded for projects for which additional grant funding is to be sought to enable the project to proceed, the funds approved

will only be available to the organisation when all other funding is in place/secured subject to a time limit of 12 months from date of approval. After this 12-month period the applicant should submit in writing a full update, reasons for the delay and a request to extend the period of the grant.

Requests will be considered by the Policy and Finance Committee following a review by the Chairman.

8.20. Organisations seeking funds for buildings must demonstrate a reasonable security of tenure in the relevant property.

8.21. The amount of any grant awarded is at the discretion of the Policy and Finance Committee.

8.22. All awards are made subject to any additional conditions and requirements as deemed appropriate by the Policy and Finance Committee.

8.23. The Town Council reserves the right to refuse any application considered inappropriate or not meeting the objectives of the Town Council.

8.24. The organisation awarded a grant must publicise the support of the Town Council.

8.25. All successful projects will be used as evidence by the Town Council when promoting the Community Chest and Festival Fund award schemes.

9. Banking Arrangements

Organisations should have a bank account in the name of the organisation. If your organisation does not have a bank account, please contact the Administration team for advice before applying.

10. Chairman Refusal

This section provides details of possible reasons for the Chairman of the Policy and Finance Committee refusing an application. It is not an exhaustive list and attempts to provide clarity over some of the topics which are considered:

10.1. Application does not meet the eligibility criteria.

10.2. Application is not complete.

- 10.3. Further information requested on an application has not been received in good time and no-communication has been achieved with the applicant.
- 10.4. Standard mandatory requirements are not in place/being met.
- 10.5. Does not fit in with the Key Priorities of the Town Council.
- 10.6. Similar applications have been rejected.
- 10.7. Following an established precedent.
- 10.8. Such an application would set an unfair or unsustainable precedent for future applications of a similar nature.
- 10.9. The project is considered too high risk for public funds to be contributed to it.
- 10.10. The business case is considered flawed or unsustainable (if appropriate).
- 10.11. The Town Council does not hold any more funding for grants and there are no suitable reserves that could be utilised.
- 10.12. Any other relevant reason(s) which are considered important enough to warrant refusal to safeguard the Town Council and the local public funds.
- 10.13. If an application has been submitted in the last 12 months it will be refused.

11. Automatic Refusal

An application will automatically be refused with no appeal rights if it is an application for the same or is similar to a previously refused application.

12. Appeals Procedure

- 12.1. The Appeals Procedure is only available to applicants at the initial stages of the process whereby an Officer has issued an "Chairman Refusal Notice". The applicant has 30 days from the date of the "Chairman Refusal Notice" to apply for an appeal to the decision, irrespective of when the applicant receives the Notice (which may be via email or in the post).
- 12.2. To appeal, the applicant needs to do any of the following:
- 12.3. answer and justify any observations made to the satisfaction of the Chairman;
- 12.4. provide information which is required by the Chairman ;

- 12.5. put forward a strong case for an Chairman to re-view the decision taken;
- 12.6. give further clarification on how the application meets the normal qualifying criteria.
- 12.7. An Officer will take any appeal requests deemed valid to the committee Chairman/Vice Chairman to obtain approval to progress the application to committee or to refuse the appeal.
- 12.8. Applicants, who are appealing under 12b, must make sure they correctly justify why their project does meet the normal criteria and does not conflict with any of the Town Council's strategies.

13. Requests for References to support external grant applications

The Town Council understands that local organisations will seek funding from many different sources to fund their events. Organisations that require a reference from the Town Council to support their application should contact the Town Council in writing. The request will be considered by the Town Clerk. If eligible, a basic reference will be sent to the requestor on Town Council headed paper. It is the responsibility of the organisation to ensure the request is received within sufficient time for a reference to be issued.

The Town Council does not wish to provide references for commercial businesses.

Appendix 1: Sample Grant Application Form (separate document provided to applicants)

Appendix 2: Definition of a Voluntary Community Organisation

Appendix 3: Application scoring matrix

Appendix 1

Saltash Town Council – Grant Application Form (sample)

APPLYING FOR: Community Chest Grant ☐
(Tick one box)

 Festival Fund Grant ☐

DATE APPLICATION SUBMITTED:

Contact Name:	
Position:	
Organisation:	
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organisation:	
Charity/Company number (if applicable)	Charity No: Company No:
What geographical area does your organisation cover?	

How long has your organisation been in existence?	
--	--

Please note that you may be asked to attend a meeting of the Policy and Finance Committee to answer questions on your application.

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>? (Please list – continue on a separate sheet if necessary)				
Please list the aims and objectives of your organisation				

What are the main activities of your organisation?	
---	--

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

2. Your project

Project	Start Date	/ /
	Finish Date	/ /
	Total Cost	£
	Grant Applied For	£

Project title:	
Description of project (please continue on a separate sheet if necessary):	
Where will the project/activity take place?	

Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	

<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation Consultation with Community)</p>	
<p>How will the project be managed and how will you measure its success?</p>	
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	
<p>What arrangements do you have in place to ensure safeguarding of children and /or young people and/or vulnerable people (applicable only if your project involves working with this client group)</p>	

3. How you will pay for your project.

What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	
How will you promote the contribution to your project from STC?	

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

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)

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

4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organisation's most recent bank statements (mandatory)	
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	
A letter head showing the organisation's address and contact details	
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status)	
A copy of your organisation's latest set of accounting statements (if any exist)	
Copies of any letters of support for your project	
If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Town Council.	
Other (please list)	

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

5. Declaration by the applicant

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

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

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

I/we accept the following:

1. that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
2. that any grant offered will be used only for the purposes set out in this application;
3. that we will provide reports on progress at the request of the Town Council;
4. it is a condition of the grant that the support of the Town Council is clearly publicised.
5. that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.
6. Saltash Town Council will use successful grant applications to publicise the Community Chest and Festival Fund.

I/we confirm that on completion of the project the following will be provided within one calendar month:

- a report including photographs to the Town Council demonstrating how the grant was used;
- evidence showing how the support of the Town Council was promoted;
- copies of all receipts.

NOTE: You will be notified whether your application has been successful shortly after the relevant Town Council meeting.

Signed:			
Print Name(s):			
Position(s):			
Date:			

Applicants should refer to the Privacy Notice on the Town Council Website www.saltash.gov.uk for details on how we use your data.

COMPLETED FORMS SHOULD BE RETURNED TO:

The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street,
Saltash PL12 6JX Email: enquiries@saltash.gov.uk

OFFICE USE ONLY:	
Date received	
Received by:	
Application Reference:	
Date to P&F Chairman/Vice Chairman	
Approved to go to Committee	
Committee Date	
Decision/Minute number	

Amount awarded	
Application refused by P&F Chairman or refused by Committee	
Appeal notice issued	
Appeal received	
Approved for Committee	
Decision/Minute number	

Appendix 2

Definition of Voluntary / Community Organisation

For the purposes of Saltash Town Council's Community Grants Scheme, a voluntary or community organisation is:

1. **Formal.** It has a formally-constituted character (excludes informal groups, households, families and friends) and may be a company limited by guarantee, a housing association, an unincorporated association, a friendly society, etc.
2. **Private.** It is not a part of government, established by statute or royal charter, or under a substantial degree of executive control by government (excludes universities and non-department public bodies); it may include consortia composed of local authorities and others (e.g. local regeneration and development bodies), if the consortium is formally constituted and, at the very least, given a name
3. **Self-governing.** It has its own decision-making system and usually a formal constitution with procedures for accountability to independent trustees or its own members or constituents (e.g., excludes any so-called "self-help groups" which are in fact directly run by clinicians)
4. **Non-profit-making and distributing.** It does not distribute any surpluses to owners or members but spends them on serving its basic purpose (excludes commercial concerns but includes organisations which charge users or the public for services, undertake contracts for statutory bodies or operate commercial subsidiaries which trade and transfer profits to parent organisations)
5. **Non-political** It is not engaged in supporting candidates for political office (excludes political parties but includes campaigning and pressure groups, even though they are not eligible for charitable status e.g. Greenpeace, Child Poverty Action Group)
6. **Voluntary.** It has an element of involvement of volunteers (some voluntary and community organisations appear to be entirely reliant on paid staff; however, their trustees or committee members are, in fact, their only volunteers).

While this definition applies to formal organisations (those with constitutions or rules and which probably are registered with the Charity Commission, local authority or

intermediary bodies, etc.), less-formal groups based in neighbourhoods or local communities are not necessarily excluded.

Appendix 3 Application scoring matrix

Key Priority Areas

Grants may be given for projects that fit into one or more of the following areas:

1	The promotion of tourism and leisure for both residents and visitors to the area with a community focus	
2	Supporting local safety campaigns	
3	Benefit health and wellbeing	
4	Promote pride in the community	
5	Highlight important local issues/history/culture to local residents and students	
6	Promote a sport - related initiative or event	
7	Increases visitors to Saltash and improves the local economy	
8	Promotes environmental issues which improve the local area	
9	Financial management and attempts to generate matched funding	
Total		

Scoring:

- 0 Does not meet criteria
- 1 Partially meets criteria
- 2 Meets criteria

Applications must score a minimum of SIX to be eligible to receive grant funding.

SALTASH TOWN COUNCIL

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

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

ALSO PRESENT: 1 Member of the Public, M Thomas (Senior Policy and Data Compliance Officer) and F Morris (Planning and General Administrator).

APOLOGIES: R Bickford, S Gillies, M Griffiths, S Martin and L Mortimore.

38/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

39/24/25 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
B Samuels	PA24/04841	Non-Pecuniary	Applicant known to me	Yes
P Samuels	PA24/04841	Non-Pecuniary	Applicant known to me	Yes
R Bullock	PA24/04841	Non-Pecuniary	Friend of objector	Yes

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

None.

40/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY SPEAK ABOUT A PLANNING APPLICATION.

The Chairman informed Members that a member of the public had requested to speak under Agenda Item 7c – Applications for consideration, in support of PA24/04841 - Morhild, North Park Villas, Saltash, PL12 6LP.

The Chairman confirmed that this would be received under Agenda Item 7c – Applications for consideration.

41/24/25 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON TUESDAY 18 JUNE 2024 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor B Samuels, seconded by Councillor Brady and **RESOLVED** that the minutes of the Planning and Licensing Committee held on Tuesday 18 June 2024 were confirmed as a true and correct record.

42/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

43/24/25 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:

PA24/04422

Paul and Susannah Melling – **39 Lower Port View St Stephens Saltash PL12 4BY**

Dormer extension, including building over the existing garage.

Ward: Essa

Date received: 19/06/24

Response date: 19/07/24

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

PA24/04655

Mr & Mrs A Stone – **29 Longmeadow Road Saltash PL12 6DP**

Proposed alterations and roof conversions to dwelling.

Ward: Tamar

Date received: 26/06/24

Response date: 17/07/24

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

Councillors Bullock, B Samuels and P Samuels declared an interest in the next agenda item and left the meeting.

Vice Chairman Councillor Brady in the Chair.

PA24/04841

Mr & Mrs S Carew – **Morhild North Park Villas Saltash PL12 6LP**

Extension to dwelling.

Ward: Tamar

Date received: 02/07/24

Response date: 23/07/24

The Vice Chairman requested Members approval to allow a member of the public to speak for up to three minutes in support of PA24/04841.

It was proposed by Councillor Brady, seconded by Councillor Miller and **RESOLVED** to approve the request.

A member of the public spoke in support of PA24/04841.

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

Councillors Bullock, B Samuels and P Samuels were invited and returned to the meeting.

Chairman Councillor B Samuels in the Chair.

PA24/04871

Mr Nathan Jones – **25 Callington Road Saltash PL12 6DU**

Replacement detached garage.

Ward: Essa

Date received: 05/07/25

Response date: 26/07/24

It was proposed by Councillor Peggs, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND APPROVAL**.

PA24/04937

Mr Jason Gibbs British Energetics – **Spinnaker International Spinnaker House Latchbrook Parkway Industrial Estate Long Acre PL12 6LF**

Proposed wildlife pond with associated re-contouring works and landscape enhancements.

Ward: Tamar

Date received: 09/07/24

Response date: 30/07/24

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

44/24/25 TO RECEIVE CORNWALL COUNCIL'S CONSULTATION RE STOPPING UP OF A SECTION OF THE HIGHWAY AT TRELEDAN, SALTASH AND CONSIDER ANY ACTIONS.

Members received and discussed Cornwall Council's consultation re Stopping up of a section of the highway at Treledan, Saltash contained within the circulated reports pack.

It was proposed by Councillor Foster to support the consultation.

The motion did not carry due to no seconder.

It was proposed by Councillor Brady, seconded by Councillor Dent and **RESOLVED** to note the consultation.

45/24/25 TO RECEIVE CORNWALL COUNCIL'S CONSULTATION RE THE STATEMENT OF PRINCIPLES - GAMBLING ACT 2005 AND CONSIDER ANY ACTIONS.

Members received and discussed The Statement of Principles – Gambling Act 2005 received from Cornwall Council and contained within the circulated reports pack.

It was proposed by Councillor B Samuels, seconded by Councillor Stoyel and **RESOLVED** to note the consultation and to request Licensing training for Town and Parish Councils from Cornwall Council.

46/24/25 TO RECEIVE CORNWALL COUNCIL'S CONSULTATION RE THE DRAFT CORNWALL HOUSING DECARBONISATION STRATEGY AND CONSIDER ANY ACTIONS.

Members received and discussed The Draft Cornwall Housing Decarbonisation Strategy received from Cornwall Council and contained within the circulated reports pack.

Having attended a Cornwall Council Webinar concerning The Draft Cornwall Housing Decarbonisation Strategy, the Senior Policy and Data Compliance Officer gave a brief summary of the strategy to the meeting.

It was **RESOLVED** to note.

47/24/25 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.

48/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

49/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

50/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

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

1. Cornwall Council's public consultation re The Draft Cornwall Housing Decarbonisation Strategy.

DATE OF NEXT MEETING

Tuesday 20 August 2024 at 6.30 pm

Rising at: 7.18 pm

Signed: _____
Chairman

Dated: _____

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

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

Chairman's report

July 2024

Mayoral Engagements

Date	Location	Information
Tuesday 9 th July	Brunel Primary School	Presentation to retiring Headteacher
Wednesday 10 th July	St Anne's Care Home	Visit to residents
Saturday 13 th July	Saltash Waterside	Saltash Regatta Civic Parade and opening of Saltash Regatta
Sunday 14 th July	Torpoint	Torpoint Mayor's Civic Service
Sunday 14 th July	Saltash Waterside	Starting Saltash Regatta cardboard boat race
Monday 15 th July	Fore Street, Saltash	Opening of Saltash Banking Hub
Friday 19 th July	Saltash Community School	Visit and tour of school and facilities
Saturday 20 th July	Burraton Community Centre	PGS theatre production of A Night at the Musicals
Tuesday 23 rd July	Plymouth	Heritage walk
Thursday 25 th July	The Core, Saltash	Afternoon tea
Friday 26 th July	Torpoint	HMS Raleigh passing out parade

Chairman's attendance at meetings

Date	Location	Information
Tuesday 23 rd July	Guildhall	Christmas light switch on planning meeting

Deputy Mayoral Engagements

Date	Location	Information
Thursday 4 th July	Pelynt, Cornwall	Trelawney Plate Presentation
Friday 19 th July	Saltash Community School	Visit and tour of school and facilities
Saturday 20 th July	Saltash Fire Station	Visit to fundraising event
Tuesday 23 rd July	Plymouth	Heritage walk
Thursday 25 th July	The Core, Saltash	Afternoon tea

Deputy Chairman's attendance at meetings

Date	Location	Information
Tuesday 23 rd July	Guildhall	Christmas light switch on planning meeting

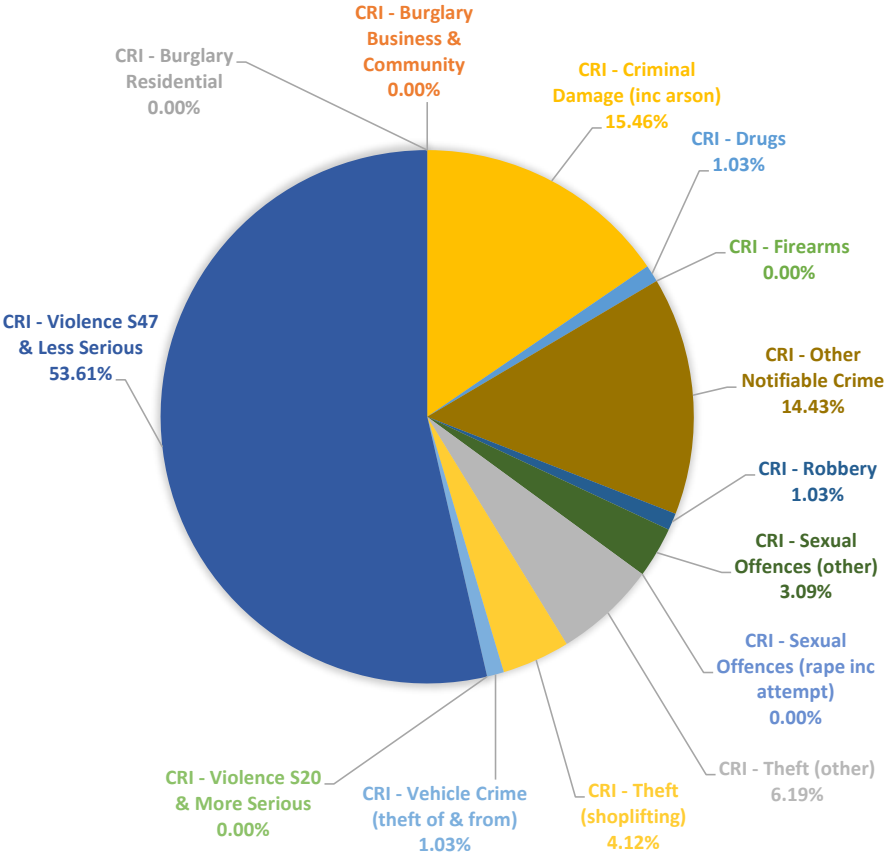
End of Report
Mayors Secretary

Crimes in Saltash Town. June 21st to July 21st 2024

Page 140

<u>Saltash Town</u> (Pill BS2C, Essa BS2F, Burraton BS2G, St Stephens BS2H)	<u>June 21 to July 21 2023</u>	<u>June 21 to July 21 2024</u>	<u>Increase</u>	<u>% Increase</u>
CRI - Blackmail				
CRI - Burglary Business & Community	1	0	-1	-100%
CRI - Burglary Residential	1	0	-1	-100%
CRI - Criminal Damage (inc arson)	8	15	7	88%
CRI - Drugs	2	1	-1	-50%
CRI - Firearms	2	0	-2	-100%
CRI - Fraud & Forgery				
CRI - Kidnapping				
CRI - Money Laundering				
CRI - Other Notifiable Crime	5	14	9	180%
CRI - Robbery	0	1	1	Increase
CRI - Sexual Offences (other)	15	3	-12	-80%
CRI - Sexual Offences (rape inc attempt)	3	0	-3	-100%
CRI -Theft (Cycle)				
CRI - Theft (other)	10	6	-4	-40%
CRI - Theft (shoplifting)	2	4	2	100%
CRI - Vehicle Crime (theft of & from)	3	1	-2	-67%
CRI - Violence S20 & More Serious	3	0	-3	-100%
CRI - Violence S47 & Less Serious	37	52	15	41%
<u>TOTAL</u>	<u>92</u>	<u>97</u>	<u>5</u>	<u>5%</u>

JUNE 21 TO JULY 21 2024





CEPL12 Report to Town Council

Date 26.07.24

Time flies by – it's hard to believe that we're fast approaching the end of July, hopefully the wet weather on St. Swithin's Day will not mean a very wet summer!

As always, life continues to be busy in CEPL12.

Our Ops Manager, Al Marks, has moved into a new office at Belle Vue, his role has evolved significantly over the last two years and is crucial for the smooth running of our organisation. The new office space also means we have access to a confidential meeting room which has been sorely lacking over the last few years. The move has meant that we have been able to reorganise No 4, we now have a hot desk that can be used by our volunteers and more space for stock.

We have been delighted to welcome two new traders this month, we are also developing the range of Saltash and Cornish themed goods which are proving popular with locals and tourists alike. We're thrilled that we can promote our town in this way and hope to further extend the range in the future. We are still exploring the concept of 'pop-up' tables which will allow other local traders to rent a space for a short time.

Life in No 8 continues to evolve, we are delighted to be providing refreshments at the Plymouth Incinerator Open day next week, this event is time consuming and hard work for our volunteers as we provide refreshments to hundreds of people, but well worth the effort as we are able to promote our work to a wider audience.

Our storage space in No 8 is very limited and so we are eagerly awaiting the imminent delivery of the newly built storage container, this has been built to high standards which means we can safely store food, it will also increase the capacity of the food we can collect as lack of space has meant we have had to turn food away in the past. Lidl has kindly donated funding for new shelving units which will make a huge difference.

For some months we have hosted a stroke group who meet for lunch on a Friday in No 8, initially this was a small group of three but we are pleased that word is starting to spread and we now have nine or ten people who regularly attend. The numbers attending our Thursday morning Memory Box café are also growing, the recent performance of our Singing group at Ashtorre has brought in new faces who are delighted with the service we provide.

In liaison with On-course South west we are starting the next six week cookery course in September, these have proved to be very successful in the past, we hope they will be even more informative as we have managed to source an overhead camera in order that the audience can see exactly what's going on via the television screen.

Steven Boyd, from the recently opened Banking Hub, popped into No 8 to offer to talk to our customers about the hub and the benefits it will bring, it's also a great opportunity for him to promote the service.

We continue to strive to work with other organisations for the benefit of the community, currently we are working closely with Oaklands Community Centre to set up a digital inclusion course. We are also organising a 'Step into Wellness' Course, a six weekly sessions aimed at improving mental, physical and emotional well-being. We are also extending our Community Fridge by running a weekly fridge from the centre, hopefully enabling more people to benefit from the service.

Our volunteers continue to be the bedrock of our organisation. Over recent weeks we have trained one of our volunteers to help with our growing admin requirements, we have also recruited a volunteer to take part in the Oral champion Training with the intention that she can lead sessions alongside the Social Prescriber. We rely heavily on volunteers to run our activities and are appreciative of the efforts of every single person, to this end we are planning a 'thank you' event, potentially on Forder Green, later in the year.

As stated in previous reports, the Board of Directors work tirelessly behind the scenes, both to plan for future developments and to secure the funding necessary to continue our work. We support the community in many different ways and constantly review how we can be more effective. At the moment we are particularly focusing on the way our Community Kitchen operates, we have been open for over two years now and are absolutely thrilled with the way it has developed in many, often unforeseen, ways. However we are aware that we tend to meet the needs of a small demographic of the PL12 area and so are in discussions about how we might widen our offering to meet the needs of the wider community.

Currently we are also exploring the concept of introducing a 'Friends of CEPL12' initiative, the objectives being to reach a wider audience, increase understanding of our work and to raise funds for our continued future. We will need the community to support us through this time, I also hope that we have the backing of the Town Council as your support is much appreciated.

To the future ...

We are organising a social, fundraising event to take place on 25th October at the Saltash Social Club, please put the date in your diary as it would be great if you could support us by coming along.

Our Memory Box Choir are booked in for Christmas performances at both Ashtorre and the library.

Our AGM is scheduled to take place on Wednesday 25th September at Isambard House, please put the date in your diary as, again, your support is appreciated.

As the school holidays begin, and hopefully the sun will shine, on behalf of all the Directors and volunteers of CEPL12, I wish you all happy holidays.

Jo Grail
26.07.24

For 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**

Tamar to Moor & South East Cornwall Joint Health & Wellbeing Working Group Update

Context

- In December 2023, the Tamar to Moor & South East Cornwall CAPs agreed to establish a joint working group to look at health & wellbeing priorities.
- Terms of Reference agreed in March 2024.
- Working group representatives have been exploring where the CAP partners can have a meaningful impact.
- Dentistry/ Oral Health agreed as initial priority.
- Many other health & wellbeing issues have been brought forward. In order to manage resource and not spread itself too thin, the working group has started to develop a Forward Plan – illustrative draft below which requires further consideration and prioritization.

	Issue	Status	Priority	Partners ...	Useful Docs	Timesc...
1	Dentistry & Oral Healthcare	In Progress	High	ICA, Peninsular Dental Social Enterprise, Public Health, VSF, Cllrs	20240222_MP_briefing_update_on_dental (002).docx	Quarter 1
2	Diabetes	Not Started	High	ICA, Health Hubs, Public Health, Family Hubs		Quarter 2
3	Derriford Hospital (e.g. virtual wards)	Not Started	Medium	ICA, Derriford,		Quarter 3
4	Health outcomes for excluded pupils	Not Started	Medium	CC Education & Community Health, CASH, Wave MAT		Quarter 4

Dentistry & Oral Health

- The working group has received briefings from a range of relevant partners, including:
 - Kirsty Lewis - Acting Director Primary Care
 - Danielle Kirby – Integrated Care Area Development Manager
 - Karen Burn - Peninsula Dental Social Enterprise
 - Gareth Walsh - Public Health Practitioner, Cornwall Council
- From the briefings noted above, it is clear that the world of dentistry and oral healthcare is very complex. The working group has drafted a paper outlining the complexities; this draft paper is being considered by the Council's public health team and will be circulated in due course for the CAP's background information, but in summary:
 - Integrated Care Boards are responsible for commissioning health services including dental services for their local area, and are accountable to NHS England.
 - Under NHS dental contracts, providers agree in advance to deliver a set amount of activity per year (units of dental activity – UDA). This means

Tamar to Moor & South East Cornwall Joint Health & Wellbeing Working Group Update

have capacity to do so. This has more recently changed whereby high performing practices can provide up to 110% of their agreed contract.

1. DENTISTRY

- In 2020, the National Audit Office reported that the UK has the lowest number of dentists per capita in Europe, with England having the fewest NHS primary care dentists per person across the Four Home Nations.
- Research undertaken by the British Dental Association published in August 2022, showed that 90% of practices across the UK were not accepting new adult NHS patients.
- Challenges recruiting NHS Dentists.
- A national NHS Dental Recovery Plan was released in February 2024 - [NHS Dental Recovery Plan](#). This includes:
 - The launch of dental vans in rural and coastal communities
 - One off payments of up to £20,000 for new NHS dentists
 - The Unit of Dental Activity (UDA) value to be increased from £23 to £28.
 - Locally this means:
 - dental underspend will be used to create a fixed term dental strategy clinical lead.
 - Cornwall and the IOS will be allocated funding to support one mobile dental van.
 - Flexibility will be created for providers to use 10% of the total contract value on a sessional basis

2. ORAL HEALTH IMPROVEMENT

The 2012 Health and Social Care Act transferred responsibility for oral health improvement from the NHS to local authorities. Oral health initiatives in Cornwall include:

- Big Brush Club - <https://bigbrushclub.co.uk/schools/resources-schools/>
- Smarter Smiles - <https://smartersmiles.co.uk/resources/>
- First Dental Steps will see Cornwall Council's Health Visitors support families with tooth-brushing for 9–12-month-old babies.
- Further info on some of the programmes can be found here - <https://www.cornwall.gov.uk/council-news/health-wellbeing-and-social-care/three-new-programmes-launched-to-improve-the-oral-health-of-cornish-children/>
- Where can the Community Area Partnership make a meaningful difference?):
 - Promote current initiatives such as “Open Wide & Step Inside” & “Big Brush Club” (<https://smartersmiles.co.uk/resources/>

Tamar to Moor & South East Cornwall Joint Health & Wellbeing Working Group Update

- Oral Health Champion training for CAP members and relevant services such as schools, community hubs, foodbanks, nurseries etc. *Limited availability.
- Detail would need to be worked up, but in principle would the CAP membership consider funding an oral health project which would add value to existing provision across the two CAPs? *It is important to note that any project would be to “add value” rather than subsidising core health budgets and responsibilities.
 - Some Cornwall Cllrs have already agreed in principle to support an oral health project from their Community Chest. Could T&PCs consider contributing?
 - Gareth Walsh (Public Health) is mapping current oral health provision and discussing options to add value (e.g. – resources & training for schools/ service providers, free oral health packs, develop an educational video etc). Once this is done Gareth will update the CAPs on how they can best support and promote oral health in their areas.

Recommendation to T2M & SE Cornwall CAPs

- Help promote existing oral health resources & activity.
- Check with your local school how they are engaged.
- T&PCs to consider funding towards an oral health project across the two CAP areas.
- Continue to work with budget holders and decision makers to improve NHS dentistry provision.



T2M & SE Cornwall Health & Wellbeing Working Group - 24/06/24

👉 Use this template to plan an effective meeting



Attendees

	≡ Name	≡ Role
1	Cllr Hilary Frank	Saltash Essa Division
2	Catherine Thomson	Community Link Officer (CLO)
3	Chris Sims	CLO - T2M
4	Cllr Dorothy Kirk	Calstock Division
5	Cllr John Conway	Launceston Division
6	Cllr Julia Peggs	Saltash Mayor
7	Lorraine C-T	B&STC
8	Sarah Bull	CLO North Cornwall
9	Tim Burns	Cornwall VSF
10	Cllr Joan Heaton	Launceston PPG & LTC
11	Danielle Kirby	North & East ICA

+ New

Apols: Chris J & Nicky Chopak, Paul Ford



Agenda



	≡ Welcome, introductions and apologies.
1	Previous notes and actions.
2	<div>Dentistry/ Oral Health<ul style="list-style-type: none">• Feedback from CC public health on how the working group can best support oral health and the ongoing initiatives• Working group to clarify the focus of a community-based project to support better oral health, including how to best utilise community chest funding• Agree approach to the training offer for oral health champions</div>

3	Forward Plan <ul style="list-style-type: none"> Review the focus of the working group over the coming months.
4	Date of next meeting – Wednesday 17 July 2024

+ New

Notes

Previous Notes and Actions

Tim Burn circulated Community Hub list however have received a further list from Vol Cornwall.

Dentistry & Oral Health

Written update from Gareth:

Public Health are keen for Councillors to promote and champion oral health initiatives as they evolve. This will include initiatives for both children and vulnerable adults. Currently for primary school children there are two programmes running: the first is the Big Brush Club supervised toothbrushing scheme for schools in IMD 1-6. The second is the Cornwall Council commissioned accreditation scheme for 45 schools across Cornwall in the lowest deprivation deciles (IMD 1-3). Interest from all 15 schools offered in the North & East has been high.

For schools outside the programmes' criteria, we will be looking at what universal oral health messaging can be shared. Councillors could play a key role in cascading this messaging. Both Smile Together and @Home Dental (who deliver the Big Brush Club) have resources schools can access available here: [Resources - Smarter Smiles](#) and [Resources - Schools - The Big Brush Club](#).

As regards vulnerable adults we are still developing an offer of support, but as with the children's work, as soon as this is developed Councillors could play a key role in championing this and encouraging those being prioritised to be involved.

Gareth Walsh from Public Health has had an initial discussion with Danielle Kirby (North and East ICA Development Manager) around a possible project to support food banks with oral hygiene products for families. More discussions are needed, however, if funding was required this could be an opportunity to use the community chest funding.

At the last "Tamar to Moor and Southeast Cornwall Health & Wellbeing Working Group" meeting, Peninsula Dental Social Enterprise mentioned the possibility for the Open Wide Step Inside (OWSI) training to be delivered in more schools in the North & East. This may also be an opportunity to utilise the community chest fund.

Danielle Kirby & Gareth feel the community hubs are best placed for any universal offer.

- Are community hubs well spread & who would train the oral health champions?
 - DK - work with Volunteer Cornwall to look at outreach from centres.
 - Need clarity on which oral health champions training is available and who it is targeted at.
- Hubs Include:
 - Saltash, Torpoint, Launceston, Callington, Looe, Millbrook & Rame. Pop-Ups are also at:
 - Deviack, St Germans, Landrake, North Petherwin, Downderry, Stoke Climsland, Gunnislake

Cllr John Conway - how did they chose schools? IMD surely highlights St Stephen school but that isn't included in the schedule. CT/CS to raise with Gareth.

Cllr Dorothy Kirk asked if teachers could make the OWSI part of their teaching module as she's concerned that only 15 school in the whole of East Cornwall will benefit, but if it was made into a module then all schools could have access to it. CT/CS to raise with Gareth as to whether a module is an option though CT did raise that there may be an issue regarding capacity at the schools themselves.

All agreed that Gareth should be invited to a working group meeting when he has formulated his ideas.

Oral health champions

All agreed to accept Karen Burn's offer for the training with the suggestion that it's a face to face session with the working group to meet straight after (if time allows). If face to face Julia Peggs offered STC facilities (and lunch). 3 voted for face to face, 1 for online (Dorothy as she has transport issues). Is hybrid an option??

All agreed to accept and hold the training before the next working group meeting




Forward Plan

The plan was well received. The recent SHAG meeting had a focus on the virtual beds at Derriford – more information will be provided to the working group and there is an opportunity to engage on this matter further. All agreed that once there is a clear direction regarding the dental/oral health priority the group will invite a speaker linked to Derriford hospital and the virtual beds/wards as it's an East Cornwall issue.

H&W summer festivals

ICA are planning a number of Health & Wellbeing summer festivals across the county and in East Cornwall the locations are Bude, Launceston, Downderry. Whether dentistry would be part of the event was questioned. List of dates and venues to be circulated.

	✓ Task	👤 Assigned to	📅 Due date	📦 Bucket
1	<input type="radio"/> Circulate list of schools signed up for Smile Together within the T2M & SE Cornwall CAP areas	Chris Sims (Communities Link Officer)	Wed, Jul 3, 2024	To do
2	<input type="radio"/> Circulated update community hub list	Catherine Thomson	Wed, Jul 3, 2024	To do
3	<input type="radio"/> Circulate CAP report to Working Group	Chris Sims (Communities Link Officer)	Wed, Jul 3, 2024	To do
4	<input type="radio"/> Draft a short paper on community hubs and distinction between community/health hubs. Also include different types of oral health champion training.	Danielle Kirby; Tim Burns; Chris Sims (Communities Link Officer) Catherine Thomson	Wed, Jul 17, 2024	To do
5	<input type="radio"/> Include attendees on future working group agendas	Lisa Grigg LG (Communities Support Assistant)	Wed, Jul 3, 2024	To do
6	<input type="radio"/> Collate and circulate list of food banks in the area	Tim Burns	Wed, Jul 10, 2024	To do
7	<input checked="" type="radio"/> Arrange training session for oral health champions with Karen Burns	Catherine Thomson	Thu, Jul 4, 2024	To do
8	<input type="radio"/> Liaise further with Gareth Walsh to understand how schools were selected and if the OWSI training could become a teaching module	Chris Sims (Communities Link Officer) Catherine Thomson	Mon, Jul 15, 2024	To do

9	<input type="radio"/> Invite Gareth Walsh to a future working group meeting	<div>  Lisa Grigg (Communities Support Assistant) </div>	<div>Fri, Jul 12, 2024</div>	<div>To do</div>
10	<input type="radio"/> Circulate information in relation to the forthcoming H&W summer festivals and also clarify if dentistry will be included in the events	<div>  Chris Sims (Communities Link Officer) </div>	<div>Tue, Jul 9, 2024</div>	<div>To do</div>
11	<input type="radio"/> Invite a speaker linked to Derriford hospital and its virtual beds/wards scheme	<div>  Cllr Hilary Frank </div>	<div>Wed, Aug 21, 2024</div>	<div>To do</div>

+ Add task

Relevant links

Add relevant links here.

DENTISTRY

1. STRUCTURE

Primary care dentists (sometimes called ‘high street dentists’) are self-employed and can deliver a mix of NHS and private dentistry. To provide NHS services, the dentist must hold a contract with the NHS¹.

A patient can receive treatment from any dentist because there is no system of registration for dentistry, different to the system with GPs. This also means that once a patient has finished their course of treatment, they are not guaranteed access to the same dentist again in the future.

Other dental services are provided in community care (such as for people who cannot travel to a dentist) and in secondary/tertiary care (such as in hospitals).

2. COMMISSIONING AND OVERSIGHT

Integrated Care Boards are responsible for commissioning health services including dental services for their local area, and are accountable to NHS England.

The Cornwall and Isles of Scilly Integrated Care Board was launched in July 2022, and has a budget of £1 billion².

There are three Integrated Care Areas that sit under the Cornwall and IOS Integrated Care Board: the West ICA, the Central ICA and the North and East ICA. The SE Cornwall CAP and the Tamar to Moor CAP both fall under the North and East ICA, which covers a population of approximately 196,870³.

Dental services are inspected by the Care Quality Commission as part of its role as the statutory regulator for health and care services⁴.

3. NHS DENTAL CONTRACTS

Under the NHS dental contract system⁵, introduced in 2006, the provider agrees in advance to complete a set amount of dental activity per year, measured in units of dental activity (UDA). Commissioners can ‘claw back’ money from providers that under-deliver but providers have little scope to provide more activity, even if they have the capacity and time to do so. This is one reason some patients are told their dentist cannot see them for an NHS appointment but can see them as a private patient.

As part of a series of reforms announced in July 2022, the Government said they would allow high performing practices to provide up to 110% of their agreed activity. In May 2023, the Government introduced further legislation enabling commissioners to change a dental contract where a provider fails to deliver their contracted activity over three consecutive ‘non-COVID’ years, allowing the dental activity to be commissioned from a different provider. Further changes were introduced by the Government’s Recovery Plan for NHS dentistry, published in February 2024⁶, but stakeholders argue that the dental contract is still too inflexible and does not fairly reward dentists for seeing more complex and time-consuming patients.

4. FUNDING

NHS dentistry in England is funded by a combination of payments from NHS England and patient charges. Some groups of patients are entitled to free dental care.

Patients pay one charge that covers the course of treatment, even if it is delivered over more than one session. The cost depends on the band that the course of treatment is in:

In 2022/23 the total cost of dental services in England was £2.9 billion, of which £0.7 billion (around 25%) was covered by patient charges⁷, while a 2024 report by the Nuffield Trust, a health think tank, noted that increases in patient charges have been above inflation⁸.

Dental patient charges from 1 April 2024 England		
Band	Description	Charge
1	This band includes examination, diagnosis (including radiographs), advice on how to prevent future problems, scale and polish if clinically needed, and preventative care (e.g. applications of fluoride varnish or fissure sealant).	£26.80
2	This band covers everything listed in band 1, plus any further treatment such as fillings, root canal work or extractions.	£73.50
3	This band covers everything in bands 1 and 2, plus course of treatment including crowns, dentures, bridges and other laboratory work.	£319.10
Urgent	This band covers urgent assessment and specified urgent treatments such as pain relief or a temporary filling or dental appliance repair.	£26.80

Source: *Dental Patient Charges Uplift*, Hansard⁹

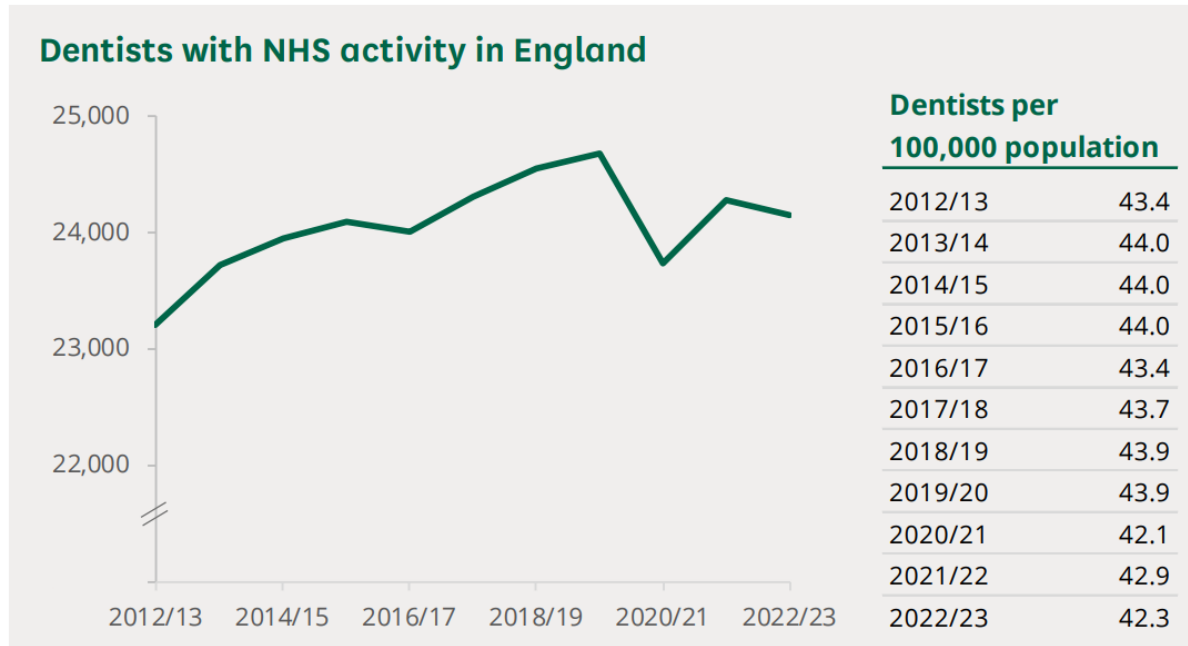
NHS summarised accounts published by the House of Commons Library¹⁰ suggest that real-terms funding for dental services has fallen by 19% since 2010/11, from £3.56 billion in 2010/11 to £2.9 billion in 2022/23.

One issue is that NHS England allocates funding to Integrated Care Boards based on the dental services provided in 2006 (when the current national contract model was introduced) rather than current need, and contracts were established without a time limit. A report in to inequalities by Public Health England published in 2021 suggests that this effectively capped dental care spending¹¹.

5. ACCESS TO NHS DENTISTRY

In 2020, the National Audit Office reported that the UK has the lowest number of dentists per capita in Europe, with England having the fewest NHS primary care dentists per person across the Four Home Nations.

In 2022/23, there were 24,151 dentists with NHS activity:



Source: NHS Dental Statistics for England Annual Report ¹²

It should be noted, though, that dentists are self-employed and can mix NHS and private work, so this data is a headcount of dentists with any NHS activity, not a full-time equivalent.

The British Dental Association (BDA) argues that NHS dentistry is facing a “genuine crisis” of access, with many patients unable to see an NHS dentist, or forced to pay to see one privately if they can afford to do so. Research undertaken by the BBC and BDA published in August 2022, showed that 90% of practices across the UK were not accepting new adult NHS patients. The BBC programme *Disappearing Dentists* is still available on BBC iPlayer ¹³.

A report compiled by the Association of Dental Groups published in May 2022 ¹⁴, identified the recruitment crisis in NHS dentistry, and showed that while North Lincolnshire had the lowest number of NHS dentists per 100,000 of population, Cornwall was also struggling to provide access, and was at risk of becoming a ‘dental desert’.

In more recent figures, the NHS Dental Statistics for England Annual Report 2022-23 ¹⁵ show that in June 2023, 40.7% of adults had seen an NHS dentist in the last two years (the maximum recommended interval). This is around a fifth lower than the proportion in September 2019 (50.9%) before the pandemic. This same Report contains a wealth of data broken down in to local authority areas in England.

Similarly, the percentage of children who had seen a dentist within the maximum recommended interval (one year) in June 2023 was 52.7%, which is lower than the-pandemic proportion of 57.9%.

Data from the General Dental Council (GDC) indicates that dentist registration numbers are relatively stable¹⁶, and there has been an increase from 34,700 in 2011 to 43,292 in 2021. In contrast, according to data provided by the Department of Health and Social Care, more than 2,500 dentists across England and Wales ended their NHS roles in 2021. In a 2023 survey by the British Dental Association¹⁷, over half of the dentists who responded said they had reduced the amount of NHS work they carry out since the start of the Covid-19 pandemic. Almost three quarters said they were intending to reduce, or further reduce their NHS commitment in 2023.

The Nuffield Trust health think tank in its 2024 report¹⁸ concluded that “universal dental care has likely gone for good.” Meanwhile, an oral health needs assessment for Southwest England conducted in January 2021 highlighted that access to NHS dentistry is a particular issue in Cornwall. Figures demonstrated that the percentage of children in Cornwall who accessed NHS dentistry is lower than both the regional and national average, while the percentage of adults accessing NHS dentistry is lower in Cornwall than the Southwest average, though similar to the national average.

6. GOVERNMENT RECOVERY PLAN FOR NHS DENTISTRY

A national NHS Dental Recovery Plan was released in February 2024, which included:

- A new patient payment of between £15 to £50 (depending on treatment)
- One off payments of up to £20,000 for new NHS dentists to provide access to care in areas with the highest demand
- The Unit of Dental Activity (UDA) value to be increased from £23 to £28 to make working for the NHS more attractive
- The launch of dental vans offering appointments in rural and coastal communities
- Prevent poor oral health through a ‘Smile for Life’ programme aimed at promoting good oral hygiene for children and providing fluoride varnish treatments for school children in under-served areas
- Making it easier for overseas dentists to work in the NHS

On the back of this, locally:

- The ongoing dental underspend will be used to create a fixed term dental strategy clinical lead who will support the commissioning of NHS dental services and work with dental practices and the wider ICB team
- Cornwall and the IOS will be allocated funding to support one mobile dental van
- Flexibility will be created for providers to use 10% of the total contract value on a sessional basis (which will improve financial stability and potentially increase access to urgent care)

It should be noted, though, that although the national UDA value will be increased to £28, the average in Cornwall and the IOS is £31.43. It should also be noted that the British Dental Association has criticised the Recovery Plan, saying that it does not address the dental contract as the root of the problem, and that the fundamental issue is a lack of new money, with changes to UDA rates and new patient premiums funded through existing contract values.

It should also be noted that during oral evidence to the Health and Social Care Committee, it was confirmed that the money for the actions in the Recovery Plan would come from the existing dentistry budget ¹⁹.

7. NOTES FROM APRIL 2024 BOARD MEETING OF THE CORNWALL AND IOS ICB ²⁰

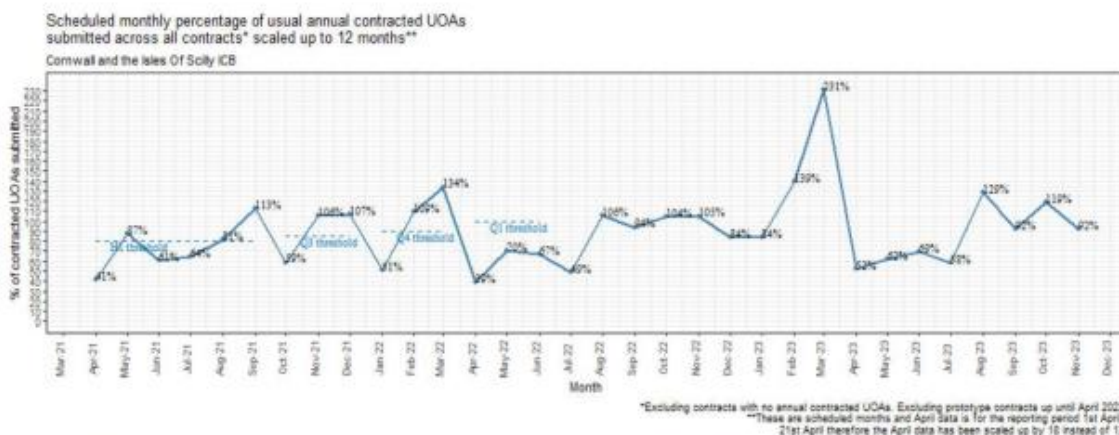
Primary care dental summary

Category	Number of Contracts	Change since last month
Total	74	Nil
UDA Only	65	Nil
UOA Only	2	Nil
UDA and UOA	1	Nil
Total number of contracted UOA's	27,963	Nil
Total number of contracted UDA's	860,601	Nil
Other	Number of Contracts	Change since last month
Special Care Dental Services	1	Nil
Secondary Care Dental Services	2	Nil
Regional Initiatives	Number of Contracts	Sessions/Patients (Per week)
Stabilisation Pilot	7	25 Sessions
Urgent Care Pilot	1	45 Patients

Units of dental activity

Activity performance for 21/22 and 22/23 are shown in the graphs below.

Scheduled data: The monthly percentage of usual annual contracted UDAs submitted and scaled up to 12 months for the **South-West** was **73%**. The value for **CIOS** was **64%**.



* This graph shows the average monthly performance of the 3 GDS/PDS contracts scaled up by 12 months measured against the delivery thresholds (80% for Apr-Sep 21, 85% for Oct-Dec, 90% for Jan-Mar, 100% for Apr-Jun 22).

Financial overview

Contract Changes in Cornwall

Several contract changes have occurred in the first 6 months of the year resulting in a YTD underspend of £1.8m. Of these changes £1.5m have been recurrent changes.

Patient Charge Revenue in Cornwall

Due to the lower than anticipated performance there has been a reduction of PCR against plan with £0.9m less revenue expected at year end.

Clawback

This is higher than budget due to low performance against target. Target was 67.7% at month 10 it is 61% resulting in an expected underlying £2.2m additional clawback at year end.

8. ORAL HEALTH PROMOTION AND CORNWALL COUNCIL

The 2012 Health and Social Care Act transferred responsibility for oral health improvement from the NHS to local authorities, who are now required to provide or commission oral health promotion programmes to improve the health of the local population. In addition to the Smile for Life programme being rolled out by the NHS, Cornwall Council is also required to provide or commission oral health surveys, to facilitate:

1. Assessment and monitoring of oral health needs.
2. Planning and evaluation of oral health promotion programmes.
3. Advising on the arrangements for the provision of dental services with NHS England; and
4. Reporting and monitoring of the effects of any local water fluoridation schemes covering their area.

9. ORAL HEALTH INITIATIVES IN CORNWALL

- **Big Brush Club** This service will provide support for school age children to improve their oral hygiene. Facilitators are trained to provide guidance and dental knowledge in educational settings and equipping teaching staff to carry out daily toothbrushing sessions from within the classroom, and will cost the ICB approximately £149,000 for 2024 to 2025. More information and resource packs available at: [Big Brush Club](#)
- **Smarter Smiles** The Smarter Smiles accreditation scheme is being delivered through Smile Together CIC (subcontracted to Peninsula Dental Social Enterprise in the east of Cornwall) to 15 schools per ICA, for a total of 45 schools in Cornwall. Smarter Smiles is a 2-year programme, and will include: oral health education; the Open Wide and Step Inside (OWSI) programme and fluoride varnishing of children's teeth. Participant schools have been selected based on the Index of Multiple Deprivation, with IMD deciles 1-3 or next lowest. The OWSI programme is being delivered to Key Stage 1 children in these 45 schools. (There are 238 primary schools in Cornwall in total.)

- **First Dental Steps** This will see Cornwall Council's Health Visitors support families with tooth-brushing for 9–12-month-old babies.
- Thanks to support of Smile Together CIC and Go Cornwall Bus Company, **free oral health packs will be distributed to every two-year-old in Cornwall**, estimated to be around 7,500 children.
- Cornwall Council's community health team is supporting **oral health at 1-year reviews** through extra funding from NHS England. The funding covers dental packs that are given out at 1-year reviews, many of which will take place within family hubs. By April 2024, all Cornwall Council's family health workers had completed two training sessions in oral health.
- Oral Health Champion Training is being offered (at £160 per session) through Peninsula Dental Social Enterprise to a wide range of people and organisations. The 2-hour training session covers topics including the impact of poor oral health, common dental diseases and how to signpost to urgent and routine dental services.

REFERENCES

- ¹ [What are the different types of NHS dental contracts? · Customer Self-Service \(nhsbsa.nhs.uk\)](https://nhsbsa.nhs.uk)
- ² [Home - NHS Cornwall and Isles of Scilly \(icb.nhs.uk\)](https://icb.nhs.uk)
- ³ [North and east integrated care area - NHS Cornwall and Isles of Scilly \(icb.nhs.uk\)](https://icb.nhs.uk)
- ⁴ [Complain about a GP, dentist or eye care - Care Quality Commission \(cqc.org.uk\)](https://cqc.org.uk)
- ⁵ [The National Health Service \(General Dental Services Contracts\) Regulations 2005 \(legislation.gov.uk\)](https://legislation.gov.uk)
- ⁶ [Faster, simpler and fairer: our plan to recover and reform NHS dentistry - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
- ⁷ [NHS charges - House of Commons Library \(parliament.uk\)](https://parliament.uk)
- ⁸ [Bold action or slow decay? The state of NHS dentistry and future policy actions | Nuffield Trust](#)
- ⁹ [Dental Patient Charges Uplift 2024-25 - Hansard - UK Parliament](#)
- ¹⁰ [NHS \(England\) Summarised Accounts 2010-2011 HC 1297 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)
- ¹¹ [Inequalities in oral health in England - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
- ¹² [NHS Dental Statistics for England, 2022-23, Annual Report - NHS England Digital](#)
- ¹³ [BBC iPlayer - Disappearing Dentists](#)
- ¹⁴ [England's Dental Deserts and the urgent need to level up access to dentistry - Association of Dental Groups \(theadg.co.uk\)](https://theadg.co.uk)
- ¹⁵ [NHS Dental Statistics for England, 2022-23, Annual Report - NHS England Digital](#)
- ¹⁶ [Working patterns data \(gdc-uk.org\)](https://gdc-uk.org)
- ¹⁷ [Half of dentists have cut back NHS work, with more to follow as crisis mounts \(bda.org\)](https://bda.org)
- ¹⁸ [Bold action or slow decay? The state of NHS dentistry and future policy actions | Nuffield Trust](#)
- ¹⁹ committees.parliament.uk/oralevidence/14526/html/
- ²⁰ [ICB242510 dental update](#)

East, Mid or West	Area	Community Hub
West	Kerrier	All Saints Tuckingmill
West	Kerrier	Camborne Cluster of Churches
West	Kerrier	CN4C, The Elms
West	Kerrier	Godolpin Cross
West	Kerrier	Mustard Seed, Helston
West	Kerrier	Transformation CPR
West	Kerrier	St Keverne Hub
West	Kerrier	South Kerrier Alliance, The Old Cattle Market, Helston
West	Kerrier	Penlee Family Project
West	Kerrier	Nancegollan Hub
West	Penwith	Centre of Pendeen
West	Penwith	Growing Links / Street Food Project
West	Penwith	Hayle Day Centre & Hayle Library
West	Penwith	Pengarth Day Centre
West	Penwith	St Johns in the Fields Community Hall (Previously St Ives Foodshare & Orchard)
West	Penwith	Trelya
West	Penwith	Whole Again Communities
West	Penwith	The Centre Newlyn
West	Penwith	Bosavern Community Farm
West	Penwith	St Piran's Hall, Goldsithney
West	Penwith	Edward Hain, St Ives
Mid	Carrick	Dracaena Centre
Mid	Carrick	Falmouth Hub (AgeUK)
Mid	Carrick	Perranporth Hub
Mid	Carrick	Truro City Council
Mid	Carrick	Chacewater and Ponsanooth
Mid	Restormel	Claytawc St Dennis
Mid	Restormel	Bugle Library of Things
Mid	Restormel	CN4C at The Bank
Mid	Restormel	Cornubia Hub, Par
Mid	Restormel	Age UK Newquay Hub (Govenek) St Austell Hub
Mid	Restormel	Newquay Storehouse Church
Mid	Restormel	The Oasis Centre
Mid	Restormel	Treverbyn Hall
Mid	Restormel	Newquay Orchard
Mid	Restormel	Lostwithiel
Mid	Restormel	Prosperity Matters

		Roseland Surgery Patients Group Veryan Philliegh Porthscatho St Just-in-Roseland St Mawes
Mid	Restormel	
East	North	Camelford Leisure Centre
East	North	Wadebridge Leisure Centre
East	North	Concern Wadebridge
East	North	Into Bodmin
East	North	Lanlivet Community Centre
East	North	Neetside Community Centre
East	North	St Minver
East	North	Tintagel
East	South East	CPL12 Saltash
East	South East	Lighthouse Centre
East	South East	Liskerrett Centre
East	South East	Millbrook
		Rural East Hubs Downderry Methodist Church St Germans Landrake North Petherwin
East	South East	
East	South East	Torpoint
East	South East	Kelliwick Open Doors, Mustard Seed Callington
East	South East	Boundless Trust
East	South East	Launceston

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[illegible]

Stroke Café

keen to work with PCN/SP for vac clinics and investigate carer services

addiction support group supported by PCN

The hubs offer mainly arts & crafts, social companionship, healthy eating/growing, gentle exercise

Although only funded for 10 additional services, Launceston hub provide all those ticked.

REPORT FROM SALTASH CHAMBER OF COMMERCE

Unfortunately, our July meeting had to be rearranged due to the elections and non-availability of the China Fleet Club to Wednesday 17th July and this resulted in many members giving their apologies and as a result the meeting was not quorate. However, those members who were in attendance did have a discussion re. a few matters.

Initially the Chairman reported on the passing of John Northey a solicitor who had been a Chamber member for many years, and that his last conversation with him was when John phoned him from his hospital bed to update on a matter in hand. Members were saddened by his passing.

The Chairman also reported that there was an upcoming meeting with STC re. having some form of event around the Christmas Lights switch on, scheduled for 15th November, and it was felt that there was support from traders for late night shopping on the same evening.

Hilary Frank reported that STC had awarded the Chamber £2500 from the festival fund for the Christmas Festival and that Scrapstore were again sponsoring the Lantern Parade. Members were grateful for this joint support which meant that the event could go ahead.

Brief updates were given re. the work of Town Team, Regatta and the usage of the ferry service. The Chairman was asked if he could find out the usage of Beryl Bikes (now received from the Town Clerk) as they have been seen a lot around the town.

The Chairman also reported that there were a few prospective new members.

The meeting closed.

Appendix 1

Kernow Gwynn Paper **Cornwall White Paper**

Foreword

Cornwall is a unique and special place. Its geography, its culture and its language set it apart. It is a proud Celtic nation as evidenced by Cornwall's six Members of Parliament taking their oath of allegiance to the Crown in Cornish, in the year that we are also celebrating ten years since the Cornish were officially recognised by the Government and the Council of Europe as a national minority in 2014¹.

A decade on and two devolution deals later, we are now seeking a much broader and deeper devolution settlement enshrined in law that reflects the status Cornwall shares with the Welsh, Scots and Irish in all areas of economic, social, political and cultural life, plus an unmatched potential to grow Cornwall's economy.

An empowered Cornwall has so much to offer in return if our potential is unleashed.

As was the case during the first industrial revolution, Cornwall is once again central to a stronger and more sustainable United Kingdom. Now is the moment when Cornwall's past defines its future.

On this occasion, Cornwall's natural assets and history of innovation means it is ideally positioned to lead a 'green industrial revolution' contributing to delivering the growth that we need both here and across the United Kingdom.

Our Cornwall White Paper is equally about creating a stronger and more sustainable Cornwall to meet the acute challenges we face: a housing crisis, a super-ageing and inverted population profile, some of the lowest household incomes in Europe, weak infrastructure and an economy that remains too reliant on tourism and hospitality.

Cornwall's motto '*Onan hag Oll*' – '*One and All*' – is a sentiment of unity that pervades the Cornish spirit, and that togetherness is at the heart of our Cornwall White Paper.

Equally, we welcome the Prime Minister's commitment to strengthening unity across the UK through the Council of Nations and Regions of the United Kingdom. As the fifth nation of the UK, we request representation of Cornwall on the new Council as part of a new devolution settlement between Whitehall and Cornwall to generate prosperity for '*One and All*'.

We would welcome discussions with the new Government on our proposals, which we strongly believe accord with the '*five missions to rebuild Britain*'.

¹ UK Government (2014) *Cornish granted minority status within the UK*. Press Release. Available [here](#).

[Cornish translation of Foreword to
be added]

Proposed

Cornwall has a clear vision for its future.

The Cornwall Plan 2050² sets out a clearly defined, shared vision which has been adopted by all of Cornwall's key public services and strategic partnerships to deliver a greener, cleaner Cornwall that is fairer and more inclusive.

Cornwall is ambitious, bold and brave.

Cornwall has developed a reputation as a place where solutions to seemingly intractable challenges are generated and bold decisions taken. Having declared a climate emergency in 2019 and an ecological emergency in 2022, we have developed blueprints for mitigating the crises for others to follow, including embracing Doughnut Economics³. Cornwall has become a 'testbed' for innovation, including developing the first Spaceport in Europe.

No other place is in a position to pioneer 'sustainable living' through a creative and carbon-neutral economy that generates opportunities for Cornwall's people, communities and businesses to thrive. Cornwall is so rich in natural capital and has considerable cultural assets and social capital; huge untapped strengths and potential for growth and dynamism which could make an enormous contribution to the UK economy.

Cornwall is defined by its history, identity and geography.

Those living beyond the Tamar and the legions of visitors may regard Cornwall as a place of beauty and nirvana, with 422 miles of stunning coastline. This creates an identity crisis that masks the reality of Cornwall being one of the poorest and less developed parts of the UK.

A growing, fast-aging and socio-economically diverse population is served by one of the largest unitary authorities responsible for providing the majority of public services, including education, social services, highways and waste. Likewise, the majority of our key public, private and voluntary sector partners focus exclusively on serving the people of Cornwall.

The designation and protection of the Cornish people and their language originates from medieval times. Since then, Cornwall has retained a unique and distinct constitutional relationship with the Crown, based on the Duchy of Cornwall and the creation of the Cornish Stannary Parliament at the start of the 13th century. Together with Cornwall's more recent status as a 'functional economic area' with an International Territorial Level 2 classification⁴, this all adds to a genuine and palpable ethos of unity. *Team Cornwall* draws on this background to create good growth and prosperity for *One and All*.

² Cornwall Plan 2050. Available [here](#).

³ Information about Doughnut Economics available [here](#).

⁴ ONS (n.d.) International Territorial Level 2. Available [here](#).

That palpable togetherness is one of the reasons why the latest annual PwC Good Growth Index⁵ places Cornwall in the top areas in the country, based on a range of economic success measures. One of those measures relates to connectivity, with the recent completion of the £330m dualling of the A30 between Carland Cross and Chiverton Cross opening up more of Cornwall for business.

Of significance, the results of our most recent residents' annual survey buck the national trend with two in every three residents expressing trust in the organisation.

Cornwall's potential is substantial and unrivalled.

Our natural capital and world-leading capabilities are unique. Cornwall sits atop a wealth of critical mineral deposits like copper, tungsten and tin, and has one of the largest concentrations of lithium-enriched granite in Europe.

Global demand for next generation technologies and applications like electric vehicles and battery storage is creating a need for these base and high-technology metals. Cornwall can satisfy the UK demand with one mine alone having the potential to provide enough lithium to power the batteries of 500,000 electrical vehicles a year.

Not surprisingly, Cornwall has been identified by the Department for Business and Trade as a High Potential Opportunity (HPO)⁶ for mining tech minerals - which is one element of Cornwall's combined investment potential valued at £10.6bn⁷.

Cornwall's rich mining history has left a legacy of extensive knowledge, maps, plans and reports vital to responsible exploration and extraction of critical minerals. Historical information can be fed into modern digital subsurface geological models to allow further exploration without the need for extensive drilling.

Water depth in the Celtic Sea, excellent wind resources (the seas off Cornwall boast one of the best wind resources in the world), and generational knowledge of marine industry has allowed us to lead the way with our ambition to progress Floating Offshore Wind (FLOW) as a solution towards the national mission for clean power.

Cornwall stands ready to deliver, with the foundations rooted in our Celtic Sea Power company and investment into Falmouth Docks. Further strategic investments have already been made from our Shared Prosperity Fund to establish Cornwall as a key player in the UK's transition to clean energy in the pursuit of net zero.

We would welcome the opportunity to participate in the development of a UK-wide industrial strategy based on the unique areas of specialism that Cornwall can offer, and to explore Cornwall's contribution to the success of Great British Energy.

⁵ Demos-PwC (2023) *Good Growth Index*. Available [here](#).

⁶ Department for Business and Trade (n.d.) *Mining in Cornwall*. Available [here](#).

⁷ Cornwall TI (2024) *Investment prospectus: Cornwall: Building a sustainable future*. Available [here](#).

Cornwall's growth also extends to the population, which increased by 7.1% between the 2011 and 2021 Census, and now stands at 570,300. That includes an increase of 25.1% in people aged 65+ creating a 'super-ageing' society that places demand on the public purse.

With Cornwall's population forecast to grow beyond 700,000 by 2050, the proposals in our White Paper are key to ensuring this demographic increase is focused more on working-age people, otherwise Cornwall will become unsustainable economically and socially.

Cornwall is already on a devolution journey.

Devolution has already provided Cornwall with limited but valued opportunity to design our own policy solutions to meet the place specific challenges of the area's rural and often remote communities. In 2015 Cornwall secured and subsequently delivered its first devolution deal, with a second (Level 2) devolution deal following in 2023.

An independent evaluation⁸ of devolution by Warwick Economics and Development (WECD) in 2021 found that Cornwall has one of the strongest track records in using its devolved powers to deliver tangible benefits: the introduction of our *Transport for Cornwall* model resulting in an uplift in public bus patronage and satisfaction levels evidences the point.

But there's clear support to go further and faster, so more decisions about Cornwall are taken in Cornwall.

In 2022, a Level 3 Cornwall devolution deal was negotiated and although the requirement to switch to a mayoral governance model proved contentious, our extensive public engagement revealed the majority of residents support the devolution of further powers and funding to Cornwall.

This view is widely supported by other evidence. The aforementioned independent evaluation by WECD found that 64% of residents in Cornwall believe that too many policy decisions affecting Cornwall are made outside of it, the highest of any of the devolved areas they looked into.

Devolution is a journey not a destination. There are different visions about where that journey may take us in the context of devolution over the longer-term, but we are all united around the immediate steps.

This White Paper is our collective 'stepping-stone', agreed by all parties, for the next stage in Cornwall's journey.

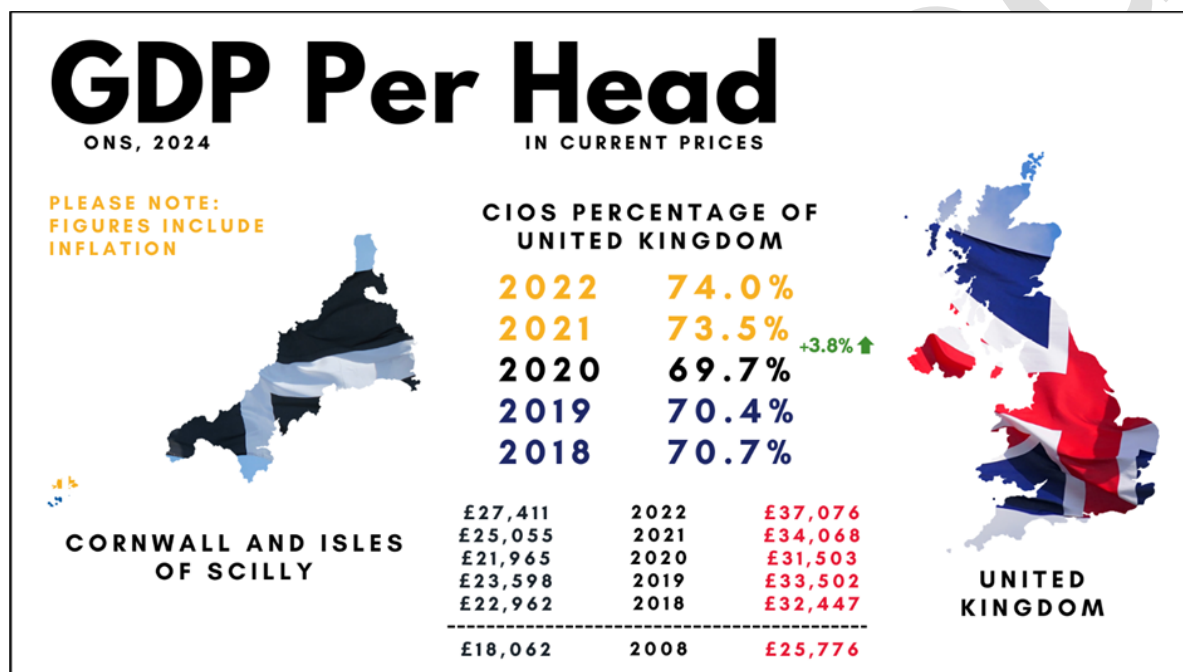
⁸ Warwick Economics and Development (2021) *Evaluation of Devolved Institutions*. Final report. Available [here](#).

What's good for Cornwall is good for the UK as a whole.

With the Government's support for our Cornwall White Paper, we conservatively estimate generating additional tax revenues of approximately £2 billion per annum.

With the ability to take greater control in driving Cornwall's economy we can realise a £10.6 billion pipeline of investment opportunities⁹ over the next ten years, and many more, which would gradually reduce Cornwall's current financial dependency and move towards positively contributing to the UK economy.

Cornwall's Gross Value Added (GVA) is currently 30% lower than the average for the country as a whole. The White Paper would accelerate Cornwall's economic growth setting us on a path to match the average for the country and generating economic outputs that are £5.2 billion higher.



Improving economic performance in Cornwall would therefore be beneficial for the Treasury.

These are the compelling 'win/win' reasons why the UK Government must unleash the unrivaled power of Cornwall and create prosperity for *One and All*.

⁹ Cornwall TI (2024) *Cornwall attend UKREiiF to announce dedicated pipeline of construction investment worth £10bn over the next 10 years*. Available [here](#).

***One and All Cornwall* - a 'total place' approach for a stronger and more resilient future.**

Cornwall has experience, a proven track record and big ambitions. The straightforward geography and strong multi-agency working makes it well placed to work with Government to deliver a new and bold public services model that befits Cornwall's distinct constitutional status.

Our *One and All Cornwall* proposal has its origins in the *Total Place* model in taking a 'whole area' approach to increasing Cornwall's resilience by replacing a host of existing financial arrangements with a single needs-based settlement.

This would start to bring together all 'place-based' government funding streams and consolidate separate elements of the public sector where this would lead to greater efficiency in tackling the challenges faced in Cornwall, for example, establishing *Homes Cornwall* and *Natural Resources Cornwall*.

To enable Cornwall to utilise the budget in line with the known priorities it would be non-ringfenced, multi-year and guaranteed, with no provisions for funding based on competitive bids.

The *One and All Cornwall* model will bring public services together, give Cornwall far greater powers, underwritten in legislation, to meet the ambitious plan for growth and turbocharge a green economy, leading to better jobs, more affordable housing and critical infrastructure.

It provides a platform to transform Cornwall's fortunes in this decade and serves as a springboard for even greater autonomy beyond 2030, as we seek to power a 'green industrial revolution' to generate prosperity, sustainability and improved quality of life for *One and All*.

One and All Cornwall: Growing the economy.

Generating growth is crucial to Cornwall's success and to its contribution to the UK as a whole.

In order for Cornwall to thrive, measures need to be taken to diversify the Cornish economy: introducing new types of employment, ensuring the sustainability of the workforce, investing in green growth and cutting carbon emissions, and ensuring that the proceeds of Cornwall's productivity can be enjoyed in Cornwall.

Greater autonomy could unlock new economic opportunities for Cornwall by incentivising investment, attracting and supporting businesses, providing workers with new skills, allowing for strategic prioritisation of resources in growth sectors, and ensuring that the proceeds of growth benefit Cornwall's communities.

Growing the economy requires a devolution settlement that creates:

Skills Cornwall with powers and consolidated funding from Government to extend beyond the current devolution of the Adult Education Budget. **Skills Cornwall** would deliver Cornwall's ambitions to influence and lead national and our own skills programmes, and their commissioning. The development of a central convening function would enable strategic alignment and more effective commissioning of skills programmes to meet our needs.

Green Jobs Cornwall working in parallel with **Skills Cornwall** to deliver Cornwall's Energy Plan in collaboration with Government. **Green Jobs Cornwall** would develop a green jobs taskforce to develop a strategy with aligned funding and resources.

Employment Cornwall with devolved responsibility from the Government to:

- Manage Cornwall's Job Centres to connect people to training and employment in sectors with high numbers of vacancies. This will help deliver a tailored approach to help people find the right opportunities for them and help businesses find the skilled workers they need.
- Introduce a Cornwall visa programme or incentive schemes to attract new workers in areas where Cornwall requires more working-age adults to achieve its growth plans and, importantly, boost food supply to create food security for a sustainable UK.

Investment Cornwall with devolved responsibility for the ‘critical ingredients’ of growth: public and private funding for R&D, investment capital, infrastructure and connectivity, skills and a better business environment. To grow the Cornish economy we need a combination of interventions on both the demand and the supply side. We need to increase overall employment and prosperity across Cornwall. Building on our skills and infrastructure proposals elsewhere in this White Paper, to grow our economy Cornwall needs:

- **Innovation Cornwall** with devolved funding from Government to deliver a ‘Cornwall Innovation Programme’ which will invest in Cornwall’s most innovative businesses. This will strengthen Cornwall’s innovation capacity to help realise the potential of our innovation assets and the innovation potential of small and medium-sized enterprises. Innovation Cornwall will rebalance the Cornish economy and tackle low productivity to create new high paid jobs, increase R&D spend and bring new products to market.
- **Cornwall Capital** to allow for a more ready availability of equity and debt capital to finance growing businesses.
- **Business Cornwall** that is centered on the creation of a Cornwall Business Office, bringing together and taking on the powers of our business-facing services with those of the UK Government, including joint working with UKTI. Devolved powers from Government would enable Business Cornwall to support our business sector – for example through aligning regimes for regulation and licensing so that they can contribute to the prosperity of our towns and villages.

One and All Cornwall: Enabling fiscal sustainability.

The quality of public services, if not all of the ambitions in the 2050 Cornwall Plan, remain dependent on all parts of the public sector in Cornwall having the power to act: to shape, to encourage, to regulate and to deliver. Many of the issues around the provision of public services are connected to resource constraints, and the powers needed to tackle these problems are, in the main, powers to do with public finance. Power to raise money, power to spend money, and how much money comes from central government. Autonomy is dependent on sustainable and independent finances.

Despite having been in receipt of European structural funds since 1999 and good progress having been made, Cornwall's overall financial resilience remains weak. In 2023, Cornwall would still be classified as the only 'less developed region' in the country because our low Gross Domestic Product per capita was less than 75% of the EU average.

As part of our 2015 Cornwall Devolution Deal¹⁰, we were granted control over the then European Structural and Investment Funds (ESIF) programme to ensure decisions about Cornwall's funding allocation were taken in Cornwall.

Research has since shown that over the years in which Cornwall had control, we experienced relatively robust economic and employment growth¹¹. It is therefore evident that devolving powers to Cornwall's leaders helped us tailor our policies to our needs, lay down the foundations for our clean energy revolution and ultimately drive economic growth.

The latest figures indicate that Cornwall is closing the gap with an improvement from 69% to 74% of UK GDP - but growing our economy is far from achieved. Worse still, the absence of any commitment regarding the future of Shared Prosperity Funding (SPF) beyond this financial year puts this progress at risk and inhibits our ability to plan for future growth.

We are witnessing the impact of exciting SPF funded projects that are contributing to growing our economy but already we are being forced to make difficult decisions not to fund excellent projects because they cannot be fully completed before March 2025. A Cornwall Prosperity Fund would enable us to continue to support growth in every corner of our lands.

The financial pain is particularly acute across the public sector, with reliance on only a few income sources (grants, council tax, business rates) and exposure to short-term

¹⁰ HM Government (2015) *Cornwall Devolution Deal*. Available [here](#).

¹¹ Ash Futures (2019) *The benefit of EU Structural Investment Funds for CIOs*. Available [here](#). & Di Cataldo, Marco (2016) *Poorer UK regions have benefited from EU Cohesion Policy*. London School of Economics. Available [here](#).

governmental policy changes. This limits the levels of capital investment we can make in transforming the economy and increases the reliance on national structural funds.

Cornwall is not alone - the issue of financial sustainability is impacting on all public administrations. The Chief Executive of the Chartered Institute of Public Finance & Accountancy (CIPFA) has warned that a “crisis is developing that at some point could mean the sector itself falls over”. Serious consideration needs to be given to drastically changing the way in which public services are funded.

Cornwall’s resilience could be strengthened further by having access to a wider range of income sources, by having greater control over those income sources, and by having greater control and discretion over any funding that it does receive from Whitehall. This would give Cornwall the ability to invest in services and to improve outcomes and efficiency. Likewise, the ability to generate financial gains for reinvestment from new fiscal sources would improve economic performance within Cornwall.

With autonomy comes accountability and Cornwall would introduce Accounting Officers who, in relation to devolved powers and resources, would assume the responsibilities currently exercised by Departmental Accounting Officers.

***Cornwall’s fiscal sustainability* requires a devolution settlement that creates:**

A Cornwall Wealth Fund of £133m per annum for the next five years to support growth in Cornwall over the life of the next Spending Review and Parliament to complete the transformation from a once ‘less developed region’ to one that is thriving. This would build on Cornwall’s track record in effectively delivering EU funding and UK Shared Prosperity Funding.

A Cornwall funding settlement providing greater financial freedom through a single, multi-year settlement covering the major funding streams currently received by the authority and expanding over time to include other public bodies within Cornwall. A multi-year settlement would be agreed via negotiation with HMT as part of the Spending Review process.

A Cornwall fiscal devolution pilot to work with Government to explore how the UK could transition from being one of the most fiscally centralised in the world, with Cornwall serving as an active and strategic player in the economic growth of the UK. We would welcome the opportunity to explore with Government how Cornwall could pilot fiscal devolution, for example by receiving a share of more buoyant tax streams such as VAT, stamp duty land tax, corporation tax or income tax.

A financially resilient Cornwall with the ability to access a wider range of income sources to underpin a substantial investment programme in Cornwall:

- Since 2017 Cornwall has been piloting the 100% Business Rates Retention scheme, which provides £21m annually that is reinvested. Therefore, we would welcome the opportunity to shape and pilot a new system that retains this quantum of income, but levels the playing field between the high street and online giants, to better incentivise investment, tackle empty properties and support entrepreneurship.
- Devolved powers from Government to determine the application of any rate relief scheme aligned to a new system to enable us to address the challenges faced in Cornwall. Currently, at a time with 27,000 Cornish families on the waiting list for affordable housing and 800 in emergency temporary accommodation, over £20m of Government funding is being granted through tax relief to short term holiday rentals in Cornwall such as Airbnb.
- Powers to consider and consult upon new levies in relevant areas such as a visitor levy would have the potential to raise between £20m and £63m per year (based on a visitor levy flat fee of between £1 and £3 per night).
- Powers to implement a maximum 300% Council Tax premium for second homes in line with those in Wales would provide around £78m with a further £3.9m for the police to further enhance community safety. Powers from Government to allow us to vary the application of council tax discounts would enable us to shape charges and support as appropriate to Cornwall's circumstances.
- Powers devolved by Government to enable Cornwall to develop improved funding arrangements for town and parish councils would enable them to support their communities in an effective and sustainable way.

One and All Cornwall: improving quality of life.

But an economy can only work if we can **create existing and new places and communities that are thriving with effective public infrastructure and decent, secure homes, in which everyone can build a great life.**

Access to housing was the number one priority identified by residents in our latest annual survey¹². We need double the number of affordable homes in Cornwall to enable young people to build prosperous lives in Cornwall.

Current planning regulations and powers do not give Cornwall the tools to deal with housing shortages or disincentivise behaviours that have negative effects on the housing market - such as the prevalence of second and holiday homes.

When it comes to housing grants, application processes are inefficient with providers being required to bid on a case-by-case basis and we are unable to target *Homes England* funding as it supports large scale developments as opposed to a package of medium-sized developments which equate to the same number of dwellings during the same construction period.

Improving housing requires a devolution settlement that creates:

Homes Cornwall through a devolved strategic settlement with Government to fund the provision of the type of homes we need. **Homes Cornwall** would also be empowered by Government to lead a number of new initiatives to develop blueprints for other parts of the UK grappling with similar challenges:

- Establish a **Self Build Cornwall** scheme to help remove the barriers and uncertainty that prevent people from building their own homes, mirroring the Welsh Government's scheme.
- Give flexibility within the **national regulation framework** to ensure the private rented sector in Cornwall is fair for both landlords and tenants – the flexibility extends to having the ability to introduce rent caps.
- Implement a new model '**employment university**' to provide young people with a university type experience for apprenticeships in our distinctive sectors, with affordable housing being provided as part of the course.

¹² Cornwall Residents' Survey 2023. Available [here](#).

Social Homes Cornwall through an investment pot from Government for social homes to meet decent homes standards, be fit for a carbon neutral future and reduce living costs. Combined with the ability to reform our rent setting powers for Housing Revenue Account – an exemption from rent formula to do straight cash increases rather than percentage increases until our rents get to a benchmarked average.

Decent Homes Cornwall with a devolved multi-year funding package from Government equivalent to those received by West Midlands and Greater Manchester, to deliver the Warm Homes Plan in Cornwall with an area based retrofit approach helping to tackle fuel poverty, delivering jobs and reducing the carbon impacts of our housing.

Planning Cornwall with powers to develop a Cornwall Development Framework (the equivalent of Planning Policy Wales) that would enable us to tackle the economic and housing challenges that Cornwall faces. For example, powers to introduce pre-approved or fast-tracked planning and apply tax-relief in new designated areas; an expansion of compulsory purchase orders to provide Cornwall with more powers and enforcement mechanisms for land use; and convening powers around public sector land and infrastructure providers or the ability to put a place-based duty on other providers.

Creating places and communities that are thriving requires **excellent and carbon neutral transport. To ensure people choose low-carbon transport, Cornwall's transport system needs to connect people, communities, businesses and services in a way that enhances quality of life, is reliable, efficient, safe, healthy and inclusive.**

Cornwall needs to be given the tools to demonstrate how large rural geographies can deliver joined-up sustainable transport networks that support modal shift to both active travel and public transport as a preference to private car usage.

***Improving public infrastructure* requires a devolution settlement that creates:**

Public Infrastructure Cornwall with a devolved, multi-year integrated transport settlement from Government (as recommended by the National Infrastructure Commission) targeted at road safety, active travel, connectivity and highway maintenance. ***Public Infrastructure Cornwall*** would seek delegated powers and funds from the Government to oversee the approval and allocation of capital funds for other essential elements of public infrastructure. This would include:

- Capital funding for new and existing schools, with the value of the delegated fund based on population projections and our planning policy.

- An annual contribution from the Government towards the maintenance of the Tamar Bridge to ensure the sustainability of this critical public infrastructure.

Cornwall Land and Infrastructure Commission with convening powers from Government to bring together stakeholders to determine and fund the infrastructure needs of Cornwall.

An expanded **Transport for Cornwall** to incorporate a new rail partnership with Great British Railways to improve rail services, in time with an integrated ticketing and fares offer - working to integrate the bus and rail systems and offer the ultimate ambition of Tap On/Tap Off account-based ticketing across modes.

Creating places and communities that are thriving is also reliant on having 21st century health, social care (both for children and adults) and education systems.

Cornwall is ideally placed to work with Government to help achieve the mission to build NHS and social care services fit for the future, working together to develop and agree a long-term and pioneering plan for investment in health and social care and progressing wider system reform across Cornwall.

The challenges of Cornwall's growing, fast-aging and socio-economically diverse population together with the strengths of our already well-established integrated health and social care services would provide an ideal environment in which to work together in the development of a sustainable National Care Service and neighbourhood health centres.

Improving health, social care and education requires a devolution settlement that creates:

Cornwall Health and Social Care empowered by Government to create a preventive, people focused system, ensuring individuals are cared for in the home of their choice, and supported by responsive services when they need them. With the appropriate powers and funding Cornwall can pioneer ways to recruit and retain a sufficient and appropriately skilled workforce; transition away from traditional forms of residential care towards preventative forms of community-based care; invest in and deploy rapidly advancing technologies; and truly integrate services across the NHS and social care.

Healthier environments and places to live, so Cornwall creates the best environment to enable people to live healthier, active lives, reducing avoidable ill health. Having devolved powers to change licensing policy, planning regulations and control advertising will help us shape healthier environments for our children to grow up in. The ability to create a sustainable food system will provide healthy, affordable food grown in Cornwall. As will access to secure, flexible and fairly paid work for all including vulnerable groups and those with health conditions through our complementary economic powers.

Education Cornwall with an enhanced role and powers across the whole education ecosystem, including being able to direct academies on matters such as admissions, management of SEND pupils and school place planning. **Education Cornwall** would also be empowered by Government to transform services and support for children and families enabling us to break down barriers to opportunity - including shaping the **childcare** market, with funding to enhance childcare settings and support the recruitment and retention of a sufficient childcare workforce, and creating a more inclusive school system which supports keeping more children with **SEND** in mainstream rather than specialist education.

***One and All Cornwall:* mitigating the climate and ecological crises.**

The golden thread which runs through this whole White Paper is Cornwall's climate and ecological ambitions.

Many of the solutions we propose on skills and transport will allow Cornwall to deliver an integrated, joined up approach to build a low carbon future.

Environmental growth is about not just protecting but also enhancing nature – ensuring that there is more of it, and that it is bigger, better, more diverse and more joined up.

However, analysis carried out on behalf of the Local Nature Partnership in 2023 highlights the key barriers which are stagnating progress towards place-led environmental growth and what could be done to help address them: reductions in flexible funding to deliver nature recovery and enforce environmental compliance, emerging skills gap and complexity within the sector, compounded by centralised delivery.

***Mitigating the climate and ecological crises* requires a devolution settlement that creates:**

Natural Resources Cornwall with local facilitation powers and devolved funding from Government to deliver our Cornwall and Isles of Scilly Nature Recovery Strategy, building on existing successful models such as the Forest for Cornwall. Consolidating agencies and funding would enable us to deliver an integrated approach to place-led restoration of our natural capital, tackle the climate and ecological emergency and adapt our infrastructure and communities to a changing environment with more streamlined allocation of funding to Cornwall's priorities, management and regulatory enforcement, which can be supplemented with green finance channelled through the Cornwall Natural Capital Exchange Platform.

Cornwall Environmental Ombudsman aligned to the new Office for Environmental Protection, with designated powers and funding from Government to enhance our environmental enforcement approach in Cornwall.

Cornwall Marine and Coastal Partnership with longer-term, devolved funding and convening powers from Government to enable stakeholders to continue to work without boundaries across the land/sea divide to better achieve effective environmental coordination, water quality improvements, reducing flood risk, maximising the role of blue natural capital and cross-sector working towards a thriving blue economy.

Cornwall whole farm advisory service with devolved funding from Government to enable us to draw together the expertise of our agriculture, environment, business, research/tech-transfer, and crisis advisors to provide a single, holistic and coherent one stop shop of information and advice for farmers and land managers aligning environment and finance into whole farm business models.

Proposed

One and All Cornwall: enhancing our identity.

Cornwall is benefiting immeasurably from a cultural renaissance focused on many tangible and intangible elements of Cornish distinctness.

As a result, there has been an increase in the number of people that identify as Cornish, with 117,350 people selecting Cornish as their national identity, main language or ethnic group in the most recent Census (2021). And we've seen a revival of the Cornish language. More than 200 people sign up for Kernewek classes each year, and more than 8,000 schoolchildren have taken part in the *Go Cornish* for our Primary Schools Cornish Language programme.

Cornwall and Cornish people have a unique national identity, which we need to cherish and protect into the future. During April, Cornwall celebrated the 10th anniversary of Cornish being recognised as a national minority under the Framework Convention for the Protection of National Minorities.

As part of the celebrations, Cornwall called on the Government to recognise the Cornish language (Kernewek) – the only Celtic language in the British Isles that does not yet enjoy protection under Part III (Articles 8 – 14) of the European Charter for Regional or Minority Languages – to grant Kernewek the same protections as the other Celtic languages. A swift and positive response to Cornwall's request would be seen as an immediate renewing of the Government's commitment to the Council of Europe's treaties protecting national minorities and their languages signed by the UK in 1998 and 2000 respectively.

Part III status for the Cornish language, together with our additional proposals to enhance Cornwall's identity and status, would also be consistent and complement:

- the inclusion of Cornish in the list of recognised regional or minority languages in the Media Act 2024¹³ (which now requires implementation by broadcasters).
- political representation from Cornwall at language meetings of the British-Irish Council (as a result of the Level 2 Cornwall Devolution Deal).
- the historic Collaboration Agreement between Cornwall and Wales agreed in 2023 between the respective political leaders of the two Celtic nations.
- the signing of the *Rennes Declaration* and creation of the Celtic Forum between Cornwall, the Governments of Ireland, Wales and Scotland, plus regions of France and Spain, to maintain and deepen institutional relations between the Celtic partners and to strengthen their cooperation.

¹³ Media Act 2024 available [here](#).

Enhancing Cornwall's identity requires a devolution settlement that creates:

A Minister for Cornwall appointed by the Government to recognise the special identity of Cornwall. The Minister would be responsible for ensuring Cornwall's voice is heard across all parts of the UK Government to deliver the change and renewal that Cornwall needs – to drive economic growth, create jobs and increase household incomes. Government departments and agencies such as *Highways England* and the Office for National Statistics must collect statistical data about the Cornish and consult with the Minister for Cornwall before implementing any policy changes that impact on all areas of economic, social, political and cultural life in Cornwall, and collect statistical data about the Cornish – in accordance with the Framework Convention for the Protection of National Minorities¹⁴.

Furthermore, we ask that Cornwall is represented in its own right on the Government's **Council of UK Nations and Regions to ensure** the interests of the Cornish as a protected national minority are promoted and to enable Cornwall to play an active part in the delivery of growth that benefits the whole UK.

Full membership of the British-Irish Council in recognition of Cornwall's status as a national minority with a protected Cornish language, together with the many shared issues with the Celtic nations represented on the BIC.

A Cornish Language Act to be introduced by the Government in the next Parliament to give effect to the principle that in the conduct of public business and the administration of justice in Cornwall, English and Kernewek should be treated on a basis of equality.

Arts Cornwall with passported funding from Government and the National Lottery Heritage Fund, so we can determine where that funding is invested. *Arts Cornwall* would enable a more strategic and efficient mechanism for allocating and managing Government funding.

A revision to the **Parliamentary Constituencies Act**, to give legal protection to Cornwall's constituencies in accordance with the Framework Convention for the Protection of National Minorities that requires the UK Government to 'refrain from measures which alter the proportions of the population in areas inhabited by persons belonging to national minorities'.

¹⁴ Council of Europe (1995) *Framework Convention for the Protection of National Minorities*. Available [here](#).

Conclusion

Cornwall has long been recognised and praised for the excellent partnership working across organisations serving the area. More recently this reputation has extended to our paradiplomacy beyond Cornwall's shores in establishing a range of agreements with other Celtic nations.

Inspections and peer reviews have praised the 'can-do' attitude, collaboration and cohesive multi-agency governance to create a *One and All* sense of unity across all partners, with everyone following the 'North Star' that is the Cornwall Plan 2050.

Our overriding sense of unity and putting Cornwall first is a rare commodity and testament to Cornwall's distinctiveness as a proud Celtic nation with its own protected language and identity: a status it shares with Wales, Scotland and Ireland.

As fellow Celtic nations of the United Kingdom will testify, those ingredients are fundamental to making devolution work, and we have them in rich abundance in Cornwall.

The *One and All Cornwall* model that we have presented is a proposal to capitalize on those ingredients and opportunities to achieve an ambitious 'step-change' in the empowerment and delivery of public services to create a more resilient, healthy and prosperous future.

Crucially, the benefits of this White Paper would be felt across Cornwall, but they would also deliver benefits to the UK Government and the wider economy.

We are confident in our track record of delivery and growth.

We simply seek the powers and capabilities that will allow us to unlock our unique potential and become the place that we, and all our residents, know that Cornwall can be. *One and All*.

Health Action Group - Progress Report to Saltash Town Council

The meeting on 24 July was devoted to a presentation by the Place Director - North & East Cornwall of the Integrated Care Board (ICB), which is strategic commissioner of health care services in Cornwall. The new Director is called Tryphaena Doyle, and we had put to her in advance our short and long term priorities for healthcare in the town:

- immediate action to bring St Barnabas into full use, especially by relocating services from Derriford for more convenient access by local patients - eg dressings, scans, OP clinics, minor injuries, blood tests, etc
- action to commit to short-term recovery beds becoming available in the town again, say via a contract with a local care/nursing home provider
- urgent action to improve local NHS dental services
- binding commitment to the long term plan to redevelop Saltash Health Centre, including a wider range of NHS primary and community services in a Health & Wellbeing Hub

I think it is fair to say that Tryphaena's inputs were very clear and impressive - giving confidence that she is supportive of the Vision which we have developed. For the first time, we received data specifically about Saltash needs and services, and more was promised. A positive discussion followed, and it became clear that the ICB's approach does mirror and complement what we have recently heard from the Derriford team - a push for more "care closer to home".

One extra piece of news is that, following the presentation from the team at Derriford Hospital in June, a joint site visit to St Barnabas Hospital by the various NHS partners is shortly to take place. This is to assess how the available space there might be put to use to enhance local services. It has taken 18 months to reach this point, but maybe the Action Group is now getting somewhere? We seem to have got the key players talking to each other about what is needed here.

NB A copy of Tryphaena's presentation is available.

Peter Thistlethwaite
Chair, Port View Surgery Patient Group



Cornwall and Isles of Scilly
Integrated Care System

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Caring where it matters



PL12

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Introduction



We want Cornwall and the Isles of Scilly to be great places to be born, live, thrive, and age well with connected, healthy, caring communities for one and all.



Babies, children and young people have the best start in life.



We all live well.

As we get older, we age well, living happy lives in a place we call home.



This is our plan as a system for what we will do in 2024/25. It is a year of continued improvement and accelerating change so that the right care is provided for the right people, at the right time, at the right cost.

We are accelerating changes to how and where we provide care to match the changing health needs of our local population:

During 2024/25 you will see us

- Shifting our system towards creating and maintaining population health and wellbeing.
- Building on the strengths of individuals and communities with personalised, out of hospital care at home and at place, with 24/7 urgent care in the community.
- Working together to focus our resources and efforts on an agreed set of priorities that will have maximum impact.

This system operating plan for 2024/25 blends together:

- Delivering our five system priorities for transforming care at pace.
- Delivering all the performance improvements required in 2024/25 by NHS England for operational recovery.
- Cost improvements required to improve value and deliver a balanced budget for 2024/25.

Caring where it matters

When people are sick or feeling vulnerable, the things they crave are kindness and care they can absolutely rely on.

It sounds so simple. It's what we all believe in at the NHS. But sometimes the sheer complexity of the system and the planning it requires overshadow our focus on real life patients and what they hope for from us.

So this year we're going back - to our people and communities.










With the benefit of our integrated, system-wide perspective, we can see that so many of the challenges – from ambulance queues to overspends – derive from us providing care which is sometimes unsuitable and often in the *wrong place* for people in Cornwall and Scilly. Our traditional structures and pathways funnel

patients away from home and their loved ones and into an acute system which provides exceptional care for so many people, but just doesn't suit everyone's needs.

That's why we need to change. Great colleagues up and down the region have been working innovatively for years on prevention and on ways of caring for patients nearer to where they live. But to have real impact this shift needs to go deeper and wider. 2024/25 will be the year when we make the precise, efficient investment in the parts of the system – such as primary care – where a focus on people's needs, closer to home, will really make a difference.

**Let's make space for kindness,
for caring where it matters.**

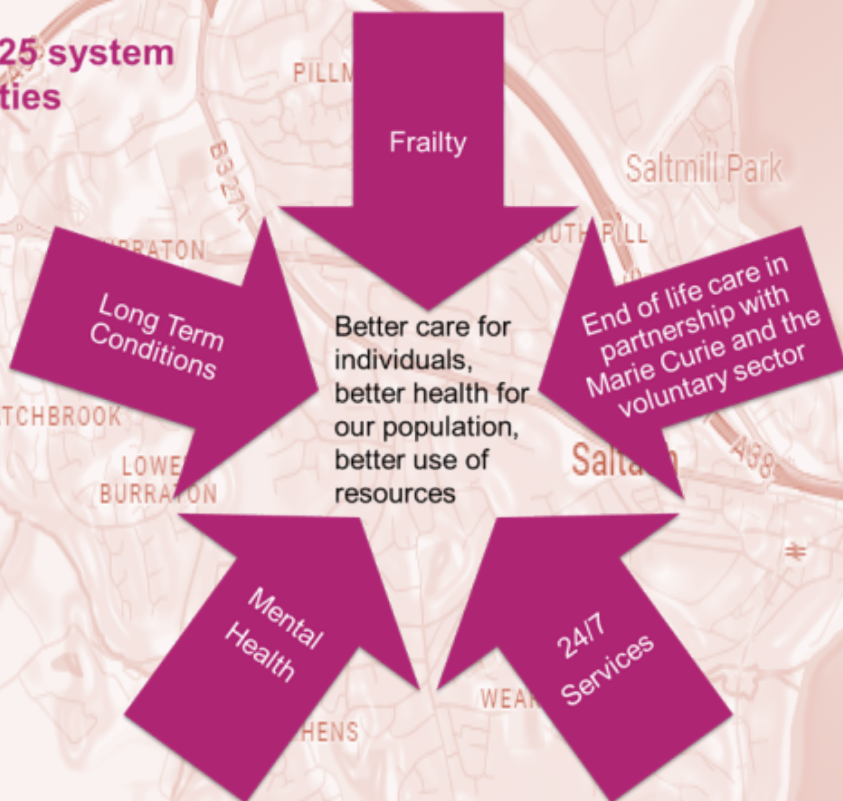
The challenges we are tackling together

1. The ongoing impact of the pandemic			
	Surges in demand (physical and mental health), long waiting lists and times, delays in discharge.		
2. Changing needs		3. Challenges in providing care and support	
	A growing population: 83,000 more in 20 years		Workforce supply: workforce demographics and labour market supply across health and care.
	The baby boomer effect: 56% more people aged 75-84 and 87% more people aged 85+ (2019-2038)		Finite resources to meet growing demand: we need to keep within our funding allocation and make every £ stretch further to respond to growing demand.
	An increase in health problems that can be prevented. More people have preventable illnesses and are having more years of ill health, often with multiple illnesses which can combine physical and mental health problems.		Our geography and settlement pattern: A peninsula and islands with 40% of people living in settlements of under 3,000 and only 5 larger towns with a population between 20,000 and 30,000 affects service provision.
	Increasing health inequalities: 88,000 people at greater risk of long-term illnesses, part of the 20% most deprived communities in England.	We have to balance helping our children and young people start well with support for a rapidly growing number of older people. A consequence of all these in combination is that our traditional way of providing care based around the acute hospital is no longer able to meet the needs of our population, as seen in delays in providing both urgent and planned care and ineffective use of our overall resources. Our model of care must change.	
	Climate change: We are at risk from more extreme weather events and need to reduce our environmental impact to improve overall health.		

Sources: A growing population and the baby boomer effect 2019-2038, Cornwall and Isles of Scilly [JSNA/ONS population estimates](#); Preventable illnesses, [Cornwall and Isles of Scilly Population Health Profile 2021-22](#); Equality and Health inequalities, NHS Right Care, December 2018

System priorities to transform care at pace

2024/25 system priorities



Responding to the 'baby boomer'* challenge

We have identified two population groups for whom, because of our rapidly expanding older population, we must prioritise changing how we provide care and support:

- People who are frail;
- People at end of life.

Frailty becomes more common as a population ages. It is a national challenge that:

- More people living with frailty are attending emergency departments.
- Older people living with frailty are more likely to be delayed in hospital waiting for further care.

“ Up to 65% of older patients experience decline in function during hospitalisation. Many could prematurely end up in a care home because of loss of functional abilities in hospital. ”

- British Geriatrics Society

*Baby boomers are the generation of people born from 1946 to 1964 during the post World War 2 baby boom.

Our aging population



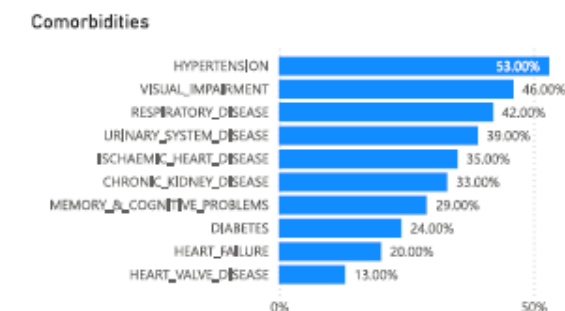
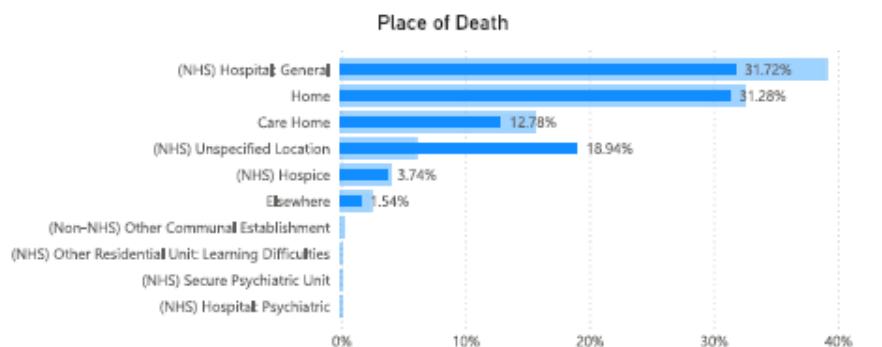
- **Baby Boomer effect:** 56% more people aged 75-84 years and 87% more people aged 85+ (2019-2038)
- We have about 11,000 people who are frail, at highest risk of falls, disability, hospital admission, or needing long-term care. We admit about 74% of frail patients who attend the emergency department and they comprise 21% of inpatients.
- In Cornwall and the Isles of Scilly of people aged 65 or older:
 - 39.7% die in hospital
 - 35.5% die in care homes
 - 25.5% die at home
- Lack of support out of hours means many of our older residents are taken into hospital for end of life, and we need to reset the dial and provide our end of life care 24/7.
- At present nearly 21.9% of hospital bed days are in use for people in the last 90 days of life compared to a nationally recognised target of 12.7%.
- Given our rapidly ageing population we need to increase the number of people being supported to die in alternatives to hospital that are more comfortable for the person experiencing end of life and accord with their choice.

Last Winter, Saltash benefitted from new out-reach provision from St.Luke's Hospice

Saltash - End of Life care

- More people die at home (31%) than Cornwall average (25%)
- Fewer people die in hospital than Cornwall average
- Far fewer people (12%) die in care homes than Cornwall average (35%)
- Leading cause of death – Heart Disease. NB hypertension (high blood pressure) as co-morbidity

Cause of Death Diagnosis	Patients
Rejected Value	60
Chronic ischaemic heart disease	37
Malignant neoplasm of bronchus and lung	21
Other chronic obstructive pulmonary disease	18
Vascular dementia	17
Acute myocardial infarction	15
Alzheimer's disease	15
Pneumonia, organism unspecified	14
Stroke, not specified as haemorrhage or infarction	12
Malignant neoplasm of pancreas	11
Malignant neoplasm of prostate	11
Atrial fibrillation and flutter	10
Total	477

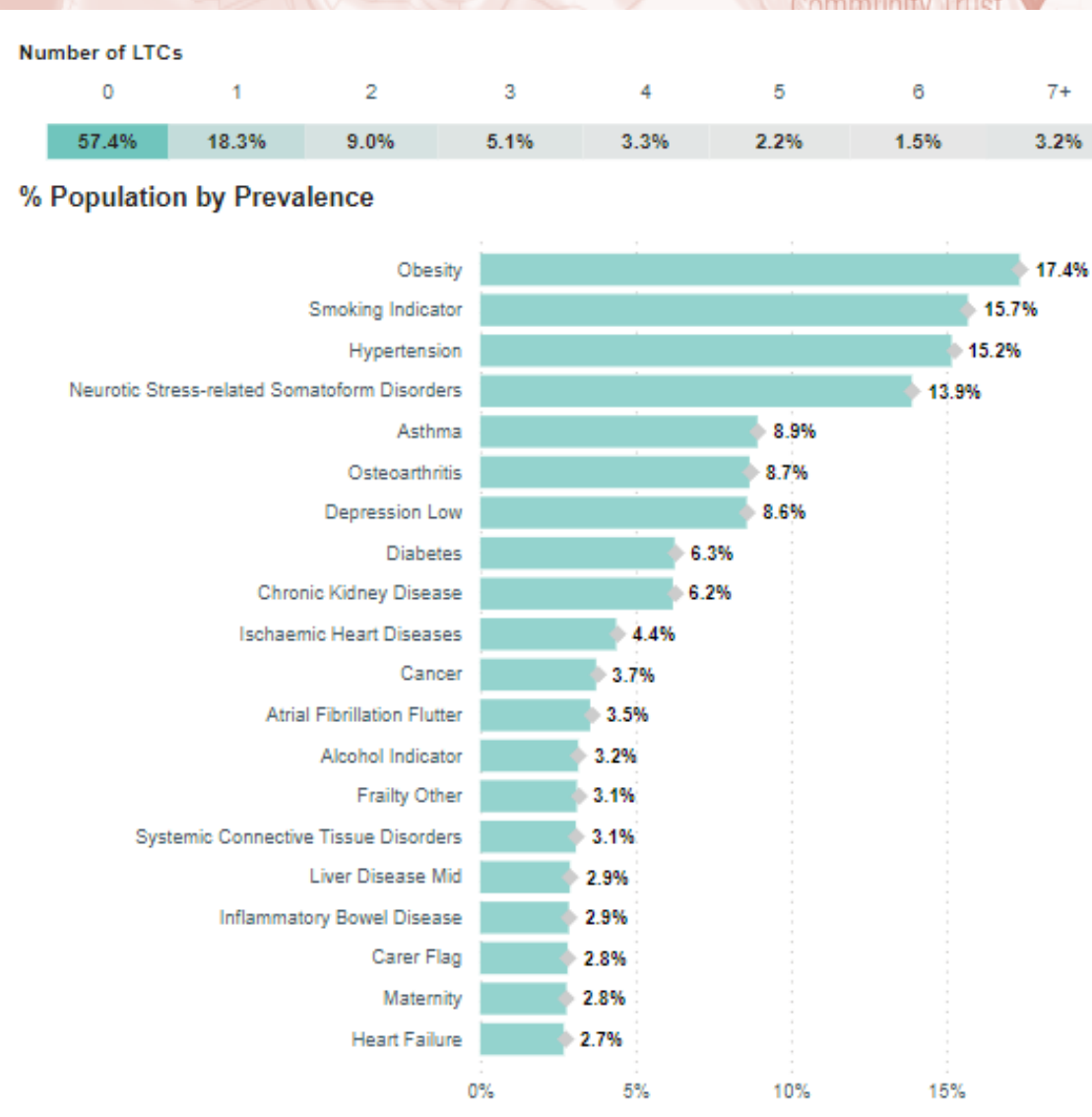


preventable diseases

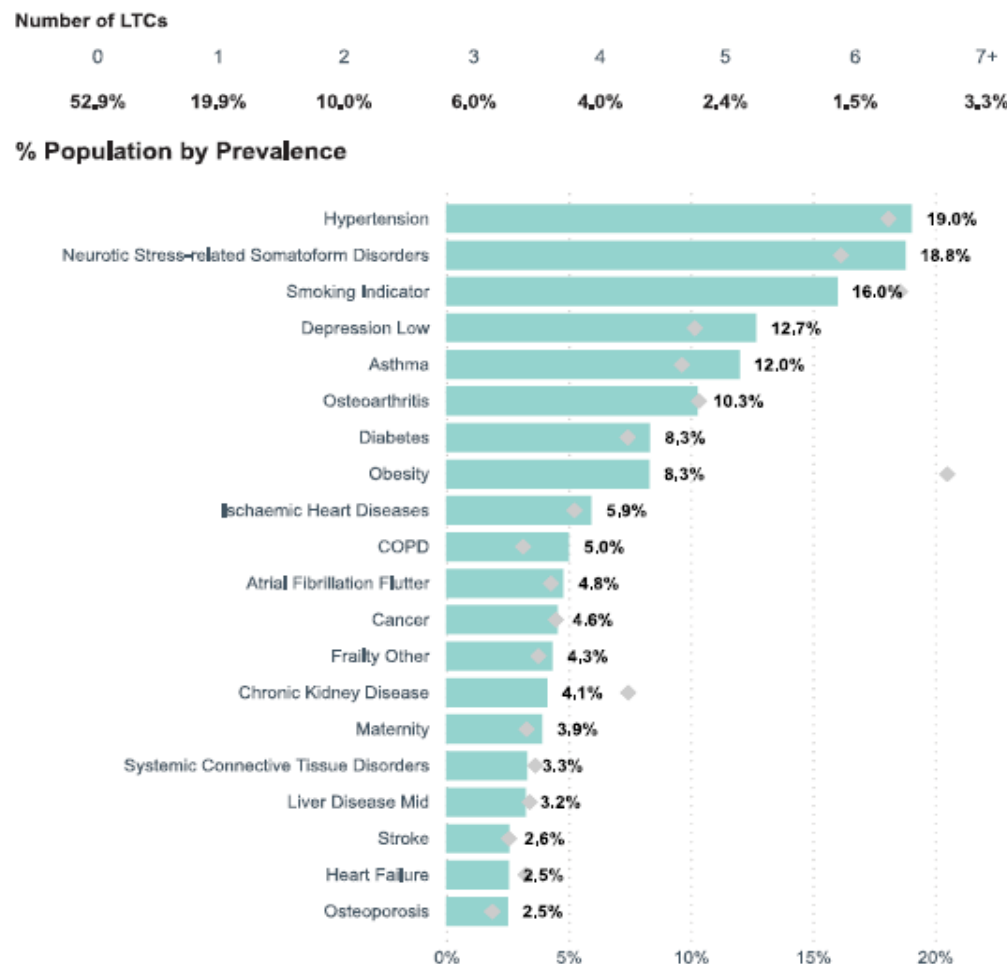
Tackling the preventable diseases that become long-term conditions that people have to live with

- In order to reverse the trend of more people of all ages living with major diseases that could be prevented, we must also prioritise people with long-term conditions and how we change from treating physical or mental ill health as it occurs to preventing it, stopping or slowing down the progress of diseases, and reducing their impact.
- We are starting with 3 major diseases that are long-term conditions people of all ages have to live with and have a significant impact on their physical health and mental wellbeing:
 - a) Cardiovascular disease
 - b) Respiratory disease
 - c) Diabetes
- The number of life years our residents lose, through either premature death or living with disease or disability is increasing.
- In order to reduce the life expectancy gap between the most and least deprived in Cornwall and the Isles of Scilly, the top two diseases we need to focus on addressing are cardiovascular and respiratory disease.

Source: Director of Public Health report: Cornwall and Isles of Scilly population health profile 2021-22.



Preventable diseases – Saltash GP registered



Data suggests we should be prioritising identifying people with high blood pressure – often symptomless until too late, but good medication management options available. Tackling high blood pressure also helps prevent heart attacks and strokes.

High rates of mental health related presentations – will require a multi-partner approach and increasing role of non-institutional, non-medical solutions – bio-psycho-social model. Opportunity to learn from Launceston Health Inequalities hub model

Respiratory and Diabetes conditions also feature highly and will need collaboratively developed primary and secondary prevention action plans to reduce rates. Would like to keep the group briefed on our progress.

Our System Operating Plan on a page

Making Cornwall and the Isles of Scilly a great place to be born, live and grow old



Our guiding principle:

Providing the right care, for the right people, at the right time and in the right place

2024/25 objectives:

Operational recovery

Improved access, shorter waiting times and lists

Improving value

A balanced budget

Transforming health care

Care reshaped to be personalised, preventative, and local

Our priority people:

People who are frail
People at end of life

People with, or at risk of, long-term conditions
People who need support for mental wellbeing

People needing urgent care, that is right care for them, in
the right place at the right time

Our change
programmes to deliver
the objectives

- 24/7 integrated urgent care in the community
- 24/7 end of life care
- Extending primary care hubs

- Discharge to assess (reducing length of stay in hospital)
- Transforming care for diabetes, cardiovascular disease, and respiratory disease.
- Improving access to mental health services and equity with physical health

Making more of what
we already have:

- Easier access to GP appointments and increased access to NHS dentists.
- Increasing use of virtual wards so that more people can be cared for at home.
- Faster hospital discharge.
- Better access to mental health services – more talking therapies and care closer to home.

- Improving 111 times and clinical assessment calls.
- Making the most of our urgent community response service.
- Bringing together NHS council, and voluntary sector practitioners in teams providing a range of care.

- Community health and wellbeing workers in our most disadvantaged communities.
- The high intensity user service.
- Community gateway and hubs.
- Community pharmacies and Pharmacy First.
- 24/7 community mental health facility.

North & East Priorities:

- Building specialist services at place
 - Women's Health

Improving performance:

- ED: 83% of attendees seen within 4 hours
- People with no criteria to reside reduce to 100
- No one waiting 65+ weeks for planned care

- Joint commitment to 5.5% efficiency improvement and key cost reduction by reducing the need for temporary staff

- Cancer: 80% seen within 62 days
- 80% for the faster diagnosis standard by March 2025

Tackling wider
determinants of health
inequality:

Working with partners as part of the Working Well pilot to better integrate local employment and health support for disabled people and people with health conditions to start, stay and succeed in work.



Whilst we have change programmes to deliver the objectives, we are also asking all existing services to consider how they can optimise care for the people who are our priorities for 2024/25.



Cornwall and Isles of Scilly
Integrated Care System

Why this is important

If we don't deliver on these priorities, we will see:

- higher attendance to our hospitals and emergency department
- which adds pressure to our hospitals
- which drives costs in escalation beds and agency cover
- which puts pressure on staff, reduces productivity and wellbeing
- which means people are waiting longer for their treatment
- hospital attendance itself can have negative health and wellbeing impacts
- which creates major cost pressures in budgets
- which stops us being able to invest in the upstream preventive agenda and in areas of health inequity which is key to stemming demand and keeping people healthier for longer



PREVENTION
IS BETTER THAN
CURE!

Getting ready for winter

Prevention

- Prioritising vaccination uptake – Flu, Covid, RSV especially in areas of deprivation/greatest ED attendance and admission rates
- Maximising community and voluntary sector capacity and hubs
- Identifying people with hypertension
- Identify people most at risk of admission and proactive care planning by GPs/Integrated Neighbourhood Teams

Admission avoidance

- Securing X-ray car provision
- Optimising access to Virtual Wards – behind the scenes work to enable Cornwall staff access to Derriford blood results

Step down capacity

- Optimising capacity in commissioned home reablement services – Home First, STEPS, CHAOS, Humans and Age UK. Filling vacancies, discharging from caseload, acting on CLEAR productivity review. STEPS working directly in Derriford to pull people home.
- Optimising provision of long-term home care. This is what most people are waiting for in Liskeard community hospital. Improving discharges out Liskeard (and Launceston) would allow more people to be admitted in for the bed-based reablement.

Acknowledging Your priorities

1. Optimising St Barnabas estate - eg dressings, scans, OP clinics, minor injuries, blood tests reducing need to travel to Derriford where possible.
2. Short-term recovery beds becoming available in the town again, say via a contract with a local care/nursing home provider.
1. Urgent action to improve local NHS dental services
2. Redevelop Saltash Health Centre, including a wider range of NHS primary and community services in a Health & Wellbeing Hub

Want to work with you to ensure the size of Saltash is recognised in service planning and design – given the time, attention and focus it deserves. Opportunity to spread good practice from elsewhere and grow what is available in Saltash – building on what is already good.

Bank Receipts

Saltash Town Council

For the period 1 June 2024 to 30 June 2024

Contact	Description	Net	VAT	Gross
Barclays	Bank Interest	£ 3.93	£ -	£ 3.93
Barclays Active Saver	Transfer to cover expenditure	£ 100,000.00	£ -	£ 100,000.00
Churchtown Allotments	Allotment rent 01/04/2024 to 31/03/2025	£ 225.00	£ -	£ 225.00
Churchtown Cemetery	Interment Fees	£ 1,033.00	£ -	£ 1,033.00
Cornwall Association of Local Councils	Catering for Larger Councils meeting - Recharged to CALC 25/04/2024	£ 210.00	£ -	£ 210.00
Cornwall Council Deposit Fund	Transfer to cover July Expenditure	£ 125,000.00	£ -	£ 125,000.00
Daily Moorings	Fee Income	£ 1,037.50	£ 207.50	£ 1,245.00
Eventbrite	Murder Mystery Ticket Sales income (less fees)	£ 168.00	£ -	£ 168.00
Grenfell Allotments	Allotment rent 01/06/2024 to 31/03/2025 (including deposit)	£ 83.33	£ -	£ 83.33
Guildhall Income	Various Bookings	£ 87.86	£ 9.34	£ 97.20
Isambard House	Various Bookings	£ 175.00	£ 35.00	£ 210.00
Library Income	Photocopying Fees	£ 2.08	£ 0.42	£ 2.50
Library Income	World of Books Income	£ 10.63	£ -	£ 10.63
Maurice Huggins Room	Various Bookings	£ 90.00	£ -	£ 90.00
Murder Mystery Night	Ticket income	£ 256.66	£ 51.34	£ 308.00
Public Sector Deposit	Bank Interest	£ 2,213.17	£ -	£ 2,213.17
St Stephen Parish	Interment Fees	£ 1,370.00	£ -	£ 1,370.00
Trusted Boat Scheme	Fee Income	£ 83.33	£ 16.67	£ 100.00
Western Power Distribution (South West)	Wayleave Income (National Grid)	£ 14.32	£ -	£ 14.32
Grand Total		£ 232,063.81	£ 320.27	£ 232,384.08

Bank Payments

Saltash Town Council

For the period 1 June 2024 to 30 June 2024

Contact	Description	Net	VAT	Gross
Adrian Chapman and Kate Gibbons	Fee for Murder Mystery event on 26th April 2024 at Isambard House	£ 450.00	£ -	£ 450.00
All Seasons Window Cleaning	Station Window Cleaning - May 2024	£ 35.00	£ -	£ 35.00
Barclays	Bank Charges	£ 16.35	£ -	£ 16.35
Barclays Active Saver	Transfer of Funds	£ 125,000.00	£ -	£ 125,000.00
Barron Surveying Services Ltd	Project management the Guildhall refurbishment project	£ 3,140.76	£ 628.15	£ 3,768.91
BrightHR	Provisions of HR Software - June 2024	£ 78.00	£ 15.60	£ 93.60
Cath's Sentiments	D-Day 80 wreath for mayor to lay at D-Day event at Saltash Passage on 6th June 2024	£ 75.00	£ -	£ 75.00
CEF Plymouth Central	IET In-Service Inspection And Testing Of Electrical Equipment Training Books for Service Delivery Staff	£ 60.00	£ -	£ 60.00
Chips Away Saltash	Minor Body Repair Works To Service Delivery Vehicle	£ 250.00	£ 50.00	£ 300.00
Cornwall Association of Local Councils	Managing Difficult People & Conversations Training - 2 Administration Staff Members	£ 60.00	£ 12.00	£ 72.00
Cornwall Council	Rent for Longstone Garage and Depot - June 2024	£ 375.00	£ -	£ 375.00
Cornwall Council	Reserved car parking space at Alexandra Square Car Park for 1st April 2024 - 31st March 2025.	£ 286.42	£ 57.28	£ 343.70
Cornwall Pensions	Pension Fund Payment - June 2024	£ 11,290.12	£ -	£ 11,290.12
Credit Card Purchases (Amazon)	Stationary - P&F	£ 6.66	£ 1.33	£ 7.99
Credit Card Purchases (Amazon)	Slide action toilet lock signs for toilet doors in Guildhall	£ 2.97	£ 0.59	£ 3.56
Credit Card Purchases (Amazon)	Refund - Slide action toilet lock signs for toilet doors in Guildhall	-£ 3.07	-£ 0.61	-£ 3.68
Credit Card Purchases (Amazon)	Kitchen trolley for Station	£ 66.66	£ 13.33	£ 79.99
Credit Card Purchases (Amazon)	Vehicle Maintenance Components	£ 13.32	£ 2.67	£ 15.99
Credit Card Purchases (Amazon)	It Costs - Library	£ 41.64	£ 8.34	£ 49.98
Credit Card Purchases (Amazon)	Activities Cost - Library	£ 34.56	£ 6.91	£ 41.47
Credit Card Purchases (Amazon)	Office Cost - Longstone Depot	£ 21.93	£ 4.38	£ 26.31
Credit Card Purchases (Argos)	Urn for Station	£ 77.50	£ 15.50	£ 93.00
Credit Card Purchases (Barclaycard)	Card Fees	£ 32.00	£ -	£ 32.00
Credit Card Purchases (Boots)	Sun Cream and Insect Repellent for Service Delivery Staff	£ 37.46	£ 7.49	£ 44.95
Credit Card Purchases (Ebay)	Protective Gloves for Service Delivery Staff	£ 32.99	£ -	£ 32.99
Credit Card Purchases (indeed)	Advertise Office Manager / Assistant to the Town Clerk on Indeed - April 2024	£ 186.45	£ -	£ 186.45
Credit Card Purchases (Meta)	Facebook Business Plan Campaign - Digital video adverts to be released over four week period	£ 35.24	£ -	£ 35.24
Credit Card Purchases (Simplified Building)	Floor mounted Hand Rail for Saltash Library	£ 156.22	£ 31.24	£ 187.46
Credit Card Purchases (Survey Monkey)	Survey Monkey Annual Subscription	£ 320.00	£ 64.00	£ 384.00
Credit Card Purchases (Tamar Aquatics)	Gas bottle for Beacon	£ 88.45	£ 4.42	£ 92.87
Credit Card Purchases (Tea & Leighs Ltd)	Catering for Larger Council Meeting	£ 210.00	£ -	£ 210.00
Credit Card Purchases (The Ramp People)	Folding Wheelchair Ramp for Saltash Library	£ 100.00	£ 20.00	£ 120.00
Credit Card Purchases (Turtle Covers)	Vehicle Maintenance Components	£ 117.50	£ 23.50	£ 141.00
Credit Card Purchases (Van Rack)	Vehicle Maintenance Components	£ 238.67	£ 47.73	£ 286.40
Credit Card Purchases (Vital Parts)	Chair Components for Isambard House	£ 27.66	£ 5.53	£ 33.19
Credit Card Purchases (Wessex Trophies Ltd)	Replacement ceremonial neck ribbon for Deputy Mayor	£ 53.90	£ -	£ 53.90
Credit Card Purchases (Whites Dry Cleaning)	Dry cleaning of 2 blue table cloths for Mayor Making event 10/05/2024	£ 28.17	£ 5.63	£ 33.80
Credit Card Purchases (Xero)	Monthly Xero Subscription	£ 30.00	£ 6.00	£ 36.00
Dainton Group Services	Rent for Waterside Cabin and Effluent Tank	£ 321.42	£ 64.28	£ 385.70
Denmans	Tool Consumables for Service Delivery	£ 147.23	£ 29.45	£ 176.68
Denmans	Grounds - Maintenance Materials	£ 46.07	£ 9.22	£ 55.29
Denmans	Maintenance Materials - Street Furniture	£ 208.23	£ 41.65	£ 249.88
Denmans	Electrical Maintenance Materials for Various STC Sites	£ 97.40	£ 19.48	£ 116.88
Devon Contract Waste Ltd	03/06/2024 Recycling Costs	£ 13.50	£ 2.70	£ 16.20
Duchy Cemetery's Ltd	Landscaping at Churchtown Cemetery Allotments - Thursday 16th May 2024	£ 40.00	£ -	£ 40.00
Duchy Cemetery's Ltd	Landscape at Churchtown Cemetery Allotments - Friday 24th May 2024	£ 100.00	£ -	£ 100.00
EE	Staff mobiles and Pontoon broadband charges	£ 131.27	£ 26.25	£ 157.52
Efficient Comms Ltd	Supply and Installation of two telephone sets - Guildhall	£ 380.00	£ 76.00	£ 456.00
Efficient Comms Ltd	Telephone Call and Service Charges - May 2024	£ 249.05	£ 49.81	£ 298.86
EON	Electricity Charges - 02/05/2024 to 02/06/2024	£ 247.01	£ 12.35	£ 259.36
Flags4sale	Cornwall Flag replacement	£ 94.00	£ 18.80	£ 112.80

Friends of Tintcombe	Festival Fund Grant - Tintcombe Tea Party Event 20/24/25	£ 615.00	£ -	£ 615.00
HMRC	PAYE payment - June 2024	£ 10,547.53	£ -	£ 10,547.53
Hockerill Engraving	Plaque for Bench at St Stephens Road	£ 25.50	£ 5.10	£ 30.60
HR Support Consultancy	Employment Law Training for all Saltash Town Councillors - 30th May 2024	£ 250.00	£ 50.00	£ 300.00
HR Support Consultancy	HR Services for work carried out during the month of May 2024	£ 723.45	£ 144.69	£ 868.14
Hudson Accounting Ltd	2023/24 Year-end Audit	£ 600.00	£ -	£ 600.00
ICO	Annual Data Protection Renewal Fee	£ 55.00	£ -	£ 55.00
Jasmine Cole Productions Ltd	Two 'Hello Birds' sensory theatre shows for under 3's	£ 100.00	£ -	£ 100.00
Laser - Cemetery	Gas Charges - 01/03/2024 to 31/05/2024	£ 84.02	£ 4.20	£ 88.22
Laser - Christmas Light supply Point 3	Electricity Charges - 01/03/2024 to 31/05/2024	£ 81.08	£ 4.05	£ 85.13
Laser - Guildhall Gas	Gas Charges - 30/04/2024 to 31/05/2024	£ 148.31	£ 7.42	£ 155.73
Laser - Library Electric	Electricity Charges - 01/03/2024 to 31/05/2024	£ 968.55	£ 48.43	£ 1,016.98
Laser - Longstone Park Depo	Electricity Charges - Supply period: 01/12/2023 to 29/02/2024	£ 298.25	£ 14.91	£ 313.16
Laser - Station Gas	Gas Charges - 30/04/2024 to 31/05/2024	£ 20.96	£ 1.05	£ 22.01
Laser - The Maurice Huggins Room	Electricity Charges - 01/03/2024 to 31/05/2024	£ 283.43	£ 14.17	£ 297.60
Laser - Unmetered supply	Electricity Charges - 01/05/2024 to 31/05/2024	£ 20.59	£ 1.03	£ 21.62
Livewire Youth Music Project	Guitar workshop at Craft and Artisan Fair on 25/05/2024	£ 60.00	£ -	£ 60.00
Mel Richardson Consultancy	Town Team Open Space Consultation work and printing	£ 3,800.00	£ -	£ 3,800.00
Mike Pitches	Photographs for D-Day 80 event at Saltash Waterside 6th June 2024	£ 50.00	£ -	£ 50.00
Minster Cleaning (South West Commercial Cleaning Ltd)	Opening, closing and cleaning of Saltash Town Council toilet blocks for May 2024	£ 2,870.50	£ 574.10	£ 3,444.60
Mole Valley Farmers Ltd	Plant feed for summer bedding plants	£ 166.60	£ 33.32	£ 199.92
Ms Gypsy Watkins	Children's Yoga session 25/04/2024	£ 25.00	£ -	£ 25.00
Opayo (previously Sage)	Card machine charges	£ 13.00	£ 2.60	£ 15.60
Opayo (previously Sage)	Card Machine Charges	£ 23.89	£ -	£ 23.89
Otis Ltd	Contractual Maintenance - Guildhall Lift	£ 720.00	£ 144.00	£ 864.00
Paul Mattock	Book of Oaths inscription for the 2024/25 Mayor	£ 150.00	£ -	£ 150.00
Perspex Sheet.uk	Maintenance Materials - Public Toilets	£ 395.62	£ 79.13	£ 474.75
Print Copy Scan Ltd	Prints for Photocopiers 26/04/2024 to 24/05/2024	£ 74.56	£ 14.91	£ 89.47
Rosevale Accountants Ltd	Monthly payroll and absence management - May 2024	£ 630.00	£ 126.00	£ 756.00
Royal Mail Group Ltd	Response Plus Licence - Neighbourhood Plan	£ 99.90	£ 19.98	£ 119.88
RS Components	Kettle for Isambard House	£ 40.00	£ 8.00	£ 48.00
Salt Arts CIC	Festival Fund Grant - Songs and Shanties Festival 20/24/25	£ 975.00	£ -	£ 975.00
Saltash & District Observer	Town Messenger - May 2024	£ 330.00	£ -	£ 330.00
Saltash Regatta	Festival Fund Project Grant - Saltash Regatta - 20/24/25	£ 4,998.22	£ -	£ 4,998.22
Select Architectural Ironmongery Ltd	Maintenance Materials - Isambard House	£ 81.39	£ 16.28	£ 97.67
SLCC Enterprises Ltd	SLCC Subscription - Membership Fee for Town Clerk	£ 418.00	£ -	£ 418.00
SOS Consultancy	Monthly ICT Support and Maintenance Services	£ 1,276.70	£ 255.35	£ 1,532.05
SOUTH DEVON COLLEGE	South West Reading Challenge Fee	£ 40.00	£ -	£ 40.00
South West Hygiene	Sanitary Unit Costs - Maurice Huggins 07/07/2024-06/07/2025	£ 154.82	£ 30.96	£ 185.78
South West Hygiene	Sanitary Bin and Nappy Disposal Unit Rental Costs 07/07/24-06/07/25 Longstone Toilets	£ 105.50	£ 21.10	£ 126.60
South West Signs	Cafe Signs for Station	£ 35.00	£ 7.00	£ 42.00
South West Signs	Vinyl lettering for the Freeman board to installed the newly appointed Freeman	£ 45.00	£ 9.00	£ 54.00
South West Signs	Cafe Signs for Station	£ 80.00	£ 16.00	£ 96.00
South West Water - Alexandra Square	Water and Sewerage Charges 15/03/2024 - 05/06/2024	£ 299.81	£ -	£ 299.81
South West Water - Belle Vue Toilets	Water and Sewerage Charges 22/03/2024 - 05/06/2024	£ 208.03	£ -	£ 208.03
South West Water - Library	Water and Sewerage Charges -2 May 2024 to 3 June 2024	£ 30.35	£ -	£ 30.35
South West Water - Longstone Depot - Connection to Bowling Green	Water and Sewerage Charges 2 May 2024 to 3 June 2024	£ 41.72	£ 3.38	£ 45.10
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water and Sewerage Charges 2 May 2024 to 3 June 2024	£ 240.58	£ 18.54	£ 259.12
South West Water - Maurice Huggins Room	Water and Sewerage Charges 2 May 2024 to 3 June 2024	£ 18.98	£ 1.65	£ 20.63
South West Water - Waterside	Water and Sewerage Charges 15/03/2024 - 05/06/2024	£ 154.61	£ -	£ 154.61
Spot-On-Supplies	Cleaning Materials - Library	£ 24.29	£ 4.86	£ 29.15
Staff Expenses	Business mileage for Assistant Service Delivery Manager - May 2024	£ 166.05	£ -	£ 166.05
Staff Salaries	Staff Salaries	£ 38,797.67	£ -	£ 38,797.67
Tartendown Nursery	Refills for Fore Street Hanging Baskets	£ 1,980.00	£ 396.00	£ 2,376.00
Tartendown Nursery	Bedding plants for Saltash town and Peace Garden	£ 1,832.72	£ 366.54	£ 2,199.26
The Core (THECORE)	Instalment payment for delivery of youth work in Saltash	£ 9,844.83	£ -	£ 9,844.83
Thirsty Work	Water Cooler Hire - June 2024	£ 238.15	£ 47.63	£ 285.78
Trade UK Account	Tool Consumables for Service Delivery	£ 273.62	£ 54.72	£ 328.34
Travis Perkins Trading Company Ltd	Screws for Service Delivery use	£ 70.32	£ 14.08	£ 84.40
UK Fuels Ltd	Fuel for Town Council Service Delivery Vehicles	£ 410.71	£ 82.15	£ 492.86
UK Identity Ltd	ID Badge for staff member	£ 5.15	£ 0.75	£ 5.90
Viking Direct	Office Costs - Guildhall	£ 45.31	£ 9.06	£ 54.37
Viking Direct	Office Costs - Longstone Depot	£ 27.12	£ 5.42	£ 32.54
Viking Direct	Office Costs - Library	£ 38.22	£ 7.65	£ 45.87
Vincent Tractors Ltd	Repair Costs - Service Delivery Wood chipper	£ 293.69	£ 58.74	£ 352.43
Vincent Tractors Ltd	Service Costs - Kersten Grass cutter - Service Delivery	£ 340.26	£ 68.05	£ 408.31
Vincent Tractors Ltd	Service Costs - Ride on Mower - Service Delivery	£ 328.73	£ 65.73	£ 394.46
Vincent Tractors Ltd	Service Costs - Stand up Mower - Service Delivery	£ 133.47	£ 26.70	£ 160.17

Westcountry Skip Hire	30/05/2024 Disposal of Skip Waste	£ 321.00	£ 64.20	£ 385.20
Westcountry Skip Hire	10/06/2024 Disposal of Green Waste	£ 13.44	£ 2.69	£ 16.13
WesternWeb Ltd	Renewal of domain saltash.gov.uk for 2 years	£ 55.00	£ 11.00	£ 66.00
WesternWeb Ltd	Updating of Service Delivery Department info on STC website	£ 285.00	£ 57.00	£ 342.00
Wilf Dawes Tyres & Batteries	Disposal of four tyres from Pontoon	£ 10.00	£ 2.00	£ 12.00
Wolseley	Plumbing Materials - Guildhall	£ 36.13	£ 7.23	£ 43.36
Wolseley	Tool Consumables for Service Delivery	£ 6.38	£ 1.28	£ 7.66
Wolseley	Maintenance and Repair Materials - Public Toilets	£ 168.16	£ 33.64	£ 201.80
Wolseley	Maintenance Materials - Guildhall	£ 23.68	£ 4.74	£ 28.42
Wolseley	Maintenance Materials - Longstone Depot	£ 85.18	£ 17.04	£ 102.22
Grand Total		£ 234,477.44	£ 4,466.25	£ 238,943.69

Saltash Town Council ***Konsel An Dre Essa***

SALTASH BOROUGH WAR MEMORIAL WORKING GROUP NOTES **Thursday 11 July 2024 5pm – Council Chamber**

Present: S Burrows – Town Clerk, D Joyce – Administration Officer, Councillors Dent (Chairman), Peggs, B Samuels, P Samuels and Stoyel,

1. Apologies

- Councillor Bickford.

2. Update on Planning Application

- Members noted the planning application update.
- Members noted that planning approval has been received from Cornwall Council.
- Members were made aware of St Nicholas and St Faith's potential requirement to provide faculty planning permission. Reverend L Bushell Hawke to confirm.
- Admin Officer to circulate response from Reverend L Bushell Hawke that all is permitted to proceed with installation.

3. Memorial Bench Quotes

- Members received three detailed quotes and discussed the difference in the quotes. One quote, although lower than the others, was incomplete and did not provide the costs for concrete plinths, fixtures and installation of the benches. Admin Officer requested members consider this when appointing and wishing to pursue a total amount on a funding platform.
- Members approved to appoint Company F to supply and install two Cornish Granite benches with inscriptions, as detailed within the Town Council planning specification, at a total cost of £14,540, subject to receipt of BRAMM, Insurance Certification and confirmation no further planning permissions are required from St Nicholas and St Faith's PCC.
- To note the two benches will be installed on a reinforced concrete foundation and secured with stainless steel pins.

ACTIONS

DJ

DJ

- Design to be as per the planning application – granite with names engraved in black on the face of the memorial matching the main memorial already in situ.
- The Admin Officer to confirm timescales upon appointment of Memorial Mason.
- Admin Officer to request Memorial Mason permission to use drawn designs within quote for publicity.
- Members noted the payment terms detailed in Company F quote for 50% of the total amount be paid upon appointment to assist with cost of materials.
- Therefore, Members requested a **recommendation** be made to Full Council to be held on 1 August 2024, to avoid any delay in the project as Services Committee is not scheduled until September 2024, to cover the cash flow at a cost of £7,270.00 taken from General Reserves and any funds raised from public subscription be used to reimburse once received.

ACTIONS

DJ

DJ

JD

4. Funding Avenues

a. Tell Your Story

- Members approved the text with amendments as attached, be used for the funding platform front page and advertising of the project.

DJ

b. Funding Parameters and Charges

- Members noted the report;
- Members agreed to use the Crowdfunder platform.
- Members to encourage donations through the Crowdfunder platform only at this stage to ensure clear auditing of payments is achieved.
- Provided delegated authority to the Administration Officer to create a crowdfunding page with a target amount of the total cost of the appointment of Company F - Memorial Mason - £14,450.
- Members approved running a crowdfunding campaign for a period of 8 weeks to be launched on 1 August 2024 and ending on 26 September 2024, subject to final approval of page contents from the Chairman and Town Clerk.
- To approve setting the campaign to the option – Keep what you raise;
- To note the transaction fees of 2.4%+20p per transaction will be taken at the end of the campaign prior to being transferred to the Town Council;
- To provide delegated authority to the Finance Officer to ensure all banking regulations and verifications are set up and adhered to;
- To refer to the Communications Policy and Strategy for guidance in all communications;
- To provide delegated authority to the Administration Department to manage the campaign and thank supporters as donations are received should they not remain anonymous;

ALL

DJ

DJ / JD / SB

SB

	<u>ACTIONS</u>
<ul style="list-style-type: none"> ➤ To advertise through all channels available e.g. social media, email banners, Town Council Notice Boards, press release, Meet Your Councillors Leaflet and Saltash Library Hub; 	DJ
<ul style="list-style-type: none"> ➤ To delegate to the Administration Officer working with the Chairman to send a letter to all local community organisations and businesses to spread the word; 	DJ
<ul style="list-style-type: none"> ➤ To note the Town Council has approved for the difference in the goal amount be covered by the Town Council and taken from General Reserves. 	
<p>c. Public Notice</p>	
<ul style="list-style-type: none"> ➤ Members approved with amendments as attached. 	DJ
<p>5. To note letter sent to newly appointed Reverend Bushell Hawke</p>	
<ul style="list-style-type: none"> ➤ Members noted. 	
<p>7. Project Timeline</p>	
<ul style="list-style-type: none"> ➤ To approve the project timetable subject to the amendments (as attached). 	DJ
<ul style="list-style-type: none"> ➤ To be received at future meetings as the project progresses. 	DJ
<p>8. A.O.B</p>	
<ul style="list-style-type: none"> ➤ Members did not wish to pursue an option for +Extra funding on the crowdfunder platform, should the project be eligible, as to not overcomplicate the funding. 	
<p>9. Date of next meeting</p>	
<p>To be confirmed.</p>	
<p>The Working Group meeting closed at 6:45p.m.</p>	

Borough War Memorial Project Timetable

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<p>Date 13 June</p> <p>Services Committee:</p> <p>Minute nr. 35/24/25</p> <p>It was 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.</p>	<p>Date 11 July 2024 Working Group to Meet</p> <p>Receive three quotes from Memorial Masons.</p> <p>Appoint a Memorial Mason subject to insurance certificates being obtained.</p> <p>Consider the following:</p> <p>Crowdfunder Dates</p> <p>Project Timescales</p> <p>Recommend to FTC to approve payment terms of Memorial Mason</p>	<p>12 July 2024</p> <p>Admin Department prepare crowdfunder page and advertising campaign</p> <p>Fundraiser goal amount £14,540</p> <p>Tell your story</p> <p>Add a picture – use the planning app pic and drawn design from contractor</p> <p>Crowdfunder pages to be approved by Chairman and Town Clerk</p>	<p>1 August 2024</p> <p>FTC to receive recommendation for payment terms of Memorial Mason</p> <p>Crowdfunder goes live</p> <p>Spread the word by email, text message, social media, website, Library, notice boards, Mayors column</p>	<p>1 August 2024 – 26 September 2024</p> <p>Public Notice to notify the public on the Crowdfunder site goes live</p> <p>Advertising date 1 August 2024</p> <p>Closing date 26 September 2024</p>	<p>Date TBC</p> <p>Working Group to meet to halfway through 8 week campaign to discuss:</p> <p>Progress</p> <p>Next steps</p> <p>Memorial Mason timeline</p>
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PUBLIC NOTICE

Saltash Town Council have created a Crowdfunder page to fund the additional memorial to be sited adjacent to the Borough War Memorial, opposite the Memorial Peace Garden, to remember those who lost their lives in war and conflict and whose names are not recorded on any existing memorial in the town.

If you would like to make a donation please visit the Crowdfunder link
www.crowdfunder.co.uk/p/saltash-borough-war-memorial or scan the QR code to donate:



Any further enquiries please contact the Guildhall on 01752 844846 or enquiries@saltash.gov.uk

Tell Your Story

Recently, Saltash Town Council discovered that some names might be missing from Saltash borough war memorials.

Thanks to the dedicated efforts of Mr. Peter Clements, a member of the public, a comprehensive list of these missing names has been compiled and verified by the Borough War Memorial Working Group.

Historically, war memorials have been funded by public donations. In this spirit, Saltash Town Council are launching a 'Crowdfunder' campaign to invite the people of Saltash and beyond to contribute to the creation of new memorial benches.

These benches will be placed beside the existing Borough War Memorials and will display the previously omitted names.

The Town Council's aim is to ensure that the phrase "We Will Remember Them" includes every individual known at present, from our town who deserves to be honoured.

NOTES

Meeting:	Town Team – Guildhall
Date and Time:	Monday 8 July 2024 5:30PM

Present:	Title/Representing:
S Burrows (SB)	Town Clerk – Saltash Town Council
D Joyce (DJ)	Administration Officer – Saltash Town Council (Notetaker)
M Richardson (MR) Attended Virtually	Consultant
P Ryland (PR) Chairman	Saltash Chamber of Commerce
S Miller (SM)	Saltash Chamber of Commerce
J Peggs (JP)	Saltash Town Council
S Martin (SM) Attended Virtually	Saltash Town Council
R Bickford (RB)	CEPL12
M Griffiths (MG)	Saltash Town Council
H Frank (HF)	Cornwall Council
C Thomson (CT) Attended Virtually	Community Link Officer Cornwall Council
M Worth (MW) Attended Virtually	Cornwall Council
Apologies for absence: Cllr Lennox-Boyd, C Jane	

Item	Key / Action Points:	Action by:
1.	Welcome: The Chairman welcomed all to the meeting.	
2.	Apologies: DJ confirmed apologies had been received from Cornwall Councillor Lennox-Boyd and Cathy Jane - CEPL12.	
3.	To appoint a Chairman for the next 10 months: HF proposed PR continue as Chairman for the next ten months, RB seconded. No further nominations were received. Following a vote it was agreed PR remain Chairman to May 2025.	

4.	<p>Approval of notes of previous meeting / matters arising:</p> <p>All confirmed the notes are a true and correct record.</p> <p><u>Matters Arising - CCTV</u></p> <p>The Chairman requested an update on the Fore Street CCTV.</p> <p>SB informed Members one incident had been recorded since the trial began and has been passed to local authorities, since then no further incidences have taken place. HF confirmed shoplifting continues.</p> <p>The Town Council working group are to meet in the following months to review the data prior to the end of the trial once obtained from Plymouth City Council.</p> <p><u>Town Centre Project Next Steps – Ratify Cost of Highways Safety Audit</u></p> <p>At the previous meeting held on 15.5.24 Members provided delegated authority to the Town Clerk and Chairman, to appoint Cormac to undertake safety checks, traffic flows and suitability of the proposed trial community space at a maximum cost of £6,000.</p> <p>The Chairman confirmed the appointment had been actioned. Members agreed to note and ratify the cost of £3,916.90 for the feasibility safety study undertaken by Cormac.</p>	
5.	<p>Town accelerator fund agreement:</p> <p>SB confirmed the funding agreement for the Town accelerator fund had been received, signed and returned.</p> <p>Members noted the update.</p>	

6.	<p>Town Centre Project – The next steps:</p> <p>MR updated on the progress, including the safety report from Cormac.</p> <p>The Cormac design team identified several safety risks with the proposed parklets, noting potential hazards due to pavement and car parking widths. MR expressed concerns about the Town Council's liability in case of accidents.</p> <p>To ensure the community space is safe, MR requested that Members consider appointing Cormac's design team to review the proposal, provide further details on safety aspects, and propose solutions to mitigate risks and avoid liability for the Town Council.</p> <p>The cost for Cormac to review the proposal is £976.29, with an estimated 10-week lead time.</p> <p>MR discussed the project timescales and the current funding parameters. MR requested an extension from Cornwall Council for an enhanced feasibility study and is awaiting their response.</p> <p>MR also asked to combine the funding into one pot for more flexibility due to overlapping project outcomes.</p> <p>Members discussed extending the project for Parklets, Markets and Greening to March 2025, pending approval from Cornwall Council. The trial period will run from March to August 2025, with a success report to be provided in September.</p> <p>Members agreed to continue with the wayfinding signage aspect of the project and emphasised the importance of clear publicity to maintain public interest and support until project delivery. Members to further consider publicity and any associated costs at a future meeting.</p> <p>Members discussed 'priority flow' and requested this be considered if safety aspects under the current design review did not permit progressing the project.</p>	<p>MR</p> <p>DJ</p>
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	<p>The Town Clerk to request Cormac design team to return the study prior to the following Town Team meeting scheduled for 9 September, providing enough time for Members review.</p> <p>Members requested MR leave the meeting for the next agenda item.</p>	SB
7.	<p>Continued appointment of Mel Richardson:</p> <p>Members reviewed MR's quote of £4,000 for the next stages of the project. They emphasised the importance of a fair process for contractor appointments but acknowledged MR's valuable contributions so far.</p> <p>Changing consultants could delay the project due to the need for continuity and established relationships with businesses.</p> <p>Members approved continuing with Mel Richardson Consultancy for the next stages at a cost of £4,000, to be allocated to the Town Vitality Expenditure log subject to the project progressing.</p> <p>Mel was invited and returned to the meeting virtually.</p>	SB
8.	<p>Use of S.106 Funding – Ring Funding:</p> <p>Members discussed the criteria for ring-fencing S.106 funds and what the funds would be used for.</p> <p>The Chairman confirmed that the funding would be used for delivering the next stage of the Hive report and could be used as match funding to bid for further funding.</p> <p>CT advised that applications must clearly state the Town Team's plans for the funds, including a detailed spending breakdown and expected outcomes. The spending deadline should be within two years to ensure funds can be reallocated before April 2028.</p>	

	<p>HF mentioned a recent workshop by Revitalisation aimed at enhancing performance, capabilities, and innovation, and will determine the costs.</p> <p>Members delegated the task of drafting a pro-forma S.106 application to the Chairman for circulation once in draft form for Members review/input prior to submission to the panel.</p>	<p>HF</p> <p>PR</p>
9.	<p>Update on CCTV:</p> <p>This item was discussed under agenda item 4 – Matters Arising.</p>	
10.	<p>Update on connectivity project RE Link to Town Centre:</p> <p>SB advised that the ferry between Saltash and Royal William Yard was now in operation and proving to be successful.</p> <p>Data to be shared between the Town Council and Town Team.</p>	<p>SB</p>
11.	<p>Town Centre Audit inc accessibility:</p> <p>The Chairman is to contact Access Cornwall to further progress with an accessibility audit for Fore Street.</p> <p>RB to continue liaising with Will Glassup to arrange a Cornwall Council Street Audit visit.</p>	<p>PR</p> <p>RB</p>
12.	<p>Tourism Subscriptions:</p> <p>RB spoke of the £200 associated cost for Saltash to be advertised on Tamar Valley's website. The Town Council would be required to input information and keep it up to date.</p> <p>RB to work with SB to ascertain what work is entailed and report back to a future Town Team meeting.</p>	<p>RB/SB</p>

13.	<p>Red Bus circular route:</p> <p>MW discussed changes to the 450-bus route and a new timetable starting in September. Members requested improved connectivity between the Waterside and Town Centre, especially for ferry visitors from Royal William Yard.</p> <p>MW noted the 450 faces challenges with volunteer drivers and doesn't operate after 3 pm or on weekends, which are peak times for ferry visitors.</p> <p>Members asked for a connected route to the Town Centre to be explored and delegated DJ to write to the Red Bus operators to consider this improvement by providing ferry times and usage.</p>	DJ
14.	<p>Any other business:</p> <p><u>Expenditure Records</u></p> <p>SB spoke of a circulated email with an attached updated Town Vitality Expenditure log spilt between Town Vitality, Town Accelerator and Town Delivery Funds.</p> <p>SB requested this be a standard item on all future agendas for Town Team consideration.</p> <p>Members agreed.</p> <p><u>Agendas – Administration Support</u></p> <p>RB requested for the Town Council's administrative support to include preparing and issuing future Town Team agendas/report pack.</p> <p>Members agreed.</p> <p><u>Terms of Reference</u></p> <p>SB drew Members attention to the Terms of Reference and that they are overdue a review.</p> <p>All agreed the Terms of Reference to be reviewed at the next Town Team meeting.</p>	<p>DJ</p> <p>DJ</p> <p>DJ</p>

15.	Date of next meetings: <ul style="list-style-type: none"> Monday 9 September 2024 at 5:30pm Monday 11 November 2024 at 5:30pm <p>Meeting ended 7:09pm.</p>	
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DRAFT

Saltash Remembrance 2024

Background

This year's Remembrance Sunday is being held on 10th November 2024. It is an event that is very important to residents and that many in the town wish to be involved in so they can pay their respects. Traditionally the event is held at 2pm so that it does not clash with other events in neighbouring towns held at 11am. The event includes a church service, parade to the war memorial and laying of wreaths at the war memorial located outside of the Church of St Nicholas and St Faith.

In addition, the Mayor and Mayor's Consort undertake wreath laying at the Waterside, Saltash Railway Station, Memorial Peace Garden and St Stephen's war memorial in the morning prior to the service.

Proposed Plans for Remembrance 2024

In 2022 and 2023 the church service was held in the Saltash Wesley Church. All organisations and members of the public who wished to attend were seated and the church was at near capacity. The parade route enables residents and visitors to gather in Fore Street to watch and pay their respects.

To allow as many residents, servicing personnel and veterans as possible to attend the Saltash Remembrance service and participate in the parade it is proposed that it is held at The Saltash Wesley Methodist Church.

It is proposed that once attendee numbers are confirmed, any remaining seats will be available to the community on the day, on a first come first seated basis. It is also hoped that the Church will live stream the event as has happened in previous years.

The parade will process from the Church to the war memorial where wreaths will be laid followed by the civic march past on Fore Street. Tea and coffee will be offered to everyone at the Guildhall afterwards.

In the morning of Remembrance Day, the Mayor and Mayor's Consort will attend the Waterside, Saltash Railway Station, Memorial Peace Garden and St Stephens War Memorial to lay wreaths. Councillors and the public will be invited to join them if they wish.

Ex-service personnel such as those living at Greenwich Place will be encouraged to be involved with the event for example, in reading of the names of the fallen during the Church service.

In the case of extreme weather, the wreaths will be laid at the altar of the Wesley Church and will be moved to the war memorial as soon as weather allows.

Costings

Saltash Town Band - £400

Road Closure management by Diverse Events – £630.48

Bugle Player - £200 (approximate costing)

Wreaths (£27.50 x 5) – £137.50

Photographer – £120

Town Sergeant and Mace Bearer - £75

Total Cost: £1,562.98

Budget Code: 6202 – Civic Occasions

Budget Availability 2024-25: £5,295.81

End of report

Receptionist / Mayors Secretary

To receive a report on the Beating of the Bounds and consider any actions and associated expenditure

Background

Beating the Bounds dates back to Anglo-Saxon times in England with the first mention in Saltash being in 1871.

The community walk the boundaries of the parish to establish where the boundary stones lay and to pray for protection and blessings for the lands. It's traditional for the Mayor of Saltash and the Town Clerk to be bounced on each boundary stone for protection and blessings for the land.

Proposal

The proposed date of the event will be Saturday 5th October 2024. Participants will be asked to meet at the bridleway adjacent to Waitrose supermarket for 10.30am.

The five-mile walk will pass through Moditonham Quay, Botus Fleming, Hatt and Notter Bridge. During the walk five boundary stones will be passed each one will be blessed by a minister with the Mayor of Saltash bounced on each one.

Participants will be asked to bring a packed lunch and drink with them. Botus Fleming Parish Council have been asked if they would like to host the lunch break, as they have expressed a wish to be more involved with future Beating of the Bounds events. If Botus Fleming are unable to host the group an alternative venue will be sourced such as Notter Bridge Inn or the Rising Sun pub.

Ticket prices will be £5 per adult and 16 years and under will be £1. Dogs will be able to attend for free but must be always kept on a lead. Tickets will be sold on Eventbrite, at the Saltash Library Hub and the Guildhall.

Due to capacity with the Saltash Red Bus, tickets will be limited to 60 people to ensure everyone has a seat on the bus to go back to Isambard House for a cream tea.

The event will be advertised on social media and the town's notice boards. The Town Seals will be used in all promotional material due to the importance of the bound's events.

Members are asked to note that in Saltash it is traditional for Beating of the Bounds to be held on special occasions only and there are records at Saltash Heritage of it dating back to 1871. It has been held in 1974 to commemorate the ending of Saltash Borough Council and the start of Saltash Town Council and in 1977 for the Queen's Silver Jubilee. The most recent times are 2012 for the Queen's Diamond Jubilee and 2022 for the Queen's Platinum Jubilee.

Costings

The below costings are based on 60 people attending. If fewer people attend, then less buses will be required, and the cost will decrease.

Event Expenditure:

Saltash Red Bus hire charge = £300 (based on 1 bus for 7 hours to follow the walkers should anyone not be able to complete the entire walk and three buses to take people from Notter Bridge to Isambard House via the boundary stones)

Afternoon tea = £50 (to include scones, jam, cream including gluten free options)

Eventbrite Admin Fee = £7.99 up to the sale of 100 tickets

Total expenditure - £357.99

Budget:

If the event runs at a loss, then the below budget code would be used to cover any shortfall.

Budget code: 6871 – SA EMF Tresorys Kernow Funding

Budget available: £469

End of Report

Mayor's Secretary/Receptionist

To receive a Meet your Councillors report and consider any actions and associated expenditure

Meet Your Councillor Sessions have relocated from Bloom Hearing to outside Superdrug on Fore Street to gain additional space and to be next to the Town Council notice board. The area has no covering in adverse weather.

A Town Council marketing gazebo was purchased for events, however, due to the size and manpower to erect, it is not suitable for Meet your Councillor sessions in Fore Street.

Therefore, Members are asked to consider if they wish to purchase a smaller unbranded gazebo with 4 side panels (picture below), sandbags and tent pegs. The gazebo quality is okay, it is unsure how stable it will be during adverse weather conditions.

Cost: £225



Members may wish for additional branded equipment to be purchased when purchasing the unbranded covering to help promote the Town Council. This could include a fabric counter or a lectern, this would also provide support when writing public comments.



Cost: £130 - £250

Budget:

Budget Code: 6301 PF Stationary

Budget Availability: £2,258

Alternatively, Members may wish to relocate Meet your Councillor Sessions to Saltash Library Hub.

Advantages to relocating to Saltash Library Hub include:

- Minimal expenditure for additional marketing materials;
- Protection from weather elements;
- Further engagement with users of Town Council services;
- No impact on the Service Delivery Department.

**End of report
Administration Officer**