



Saltash Town Council

Konsel An Dre Essa



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

1 November 2024

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 7th November 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 Dent	S Miller
J Brady	S Gillies	B Samuels
R Bullock (Deputy Chairman)	S Martin	B Stoyel
J Foster	L Mortimore	D Yates
M Griffiths	J Peggs (Chairman)	
S Lennox-Boyd	P Samuels	

Agenda

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

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

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

5. To welcome, Livewire to give a presentation on funding received and services provided in Saltash and consider any actions. (Pages 6 - 16)
6. To receive and approve the Minutes of the Full Town Council Meeting held on 3 October 2024 as a true and correct record. (Pages 17 - 30)
7. To receive and note the minutes of the following Committees and consider any recommendations:
 - a. Services held on 10 October 2024; (Pages 31 - 50)
 - b. Planning and Licensing held on 15 October 2024; (Pages 51 - 56)
 - c. Joint Burial Board held on 29 October 2024; (Pages 57 - 64)
 - d. Burial Authority held on 29 October 2024; (Pages 65 - 77)
 - e. Personnel held on 31 October 2024. (Pages 78 - 121)

8. To receive and note the minutes of the following Sub Committees and consider any recommendations:
 - a. Town Vision held on 24 October 2024; (Pages 122 - 207)
 - b. Property Maintenance held on 28 October 2024; (Pages 208 - 217)
9. To receive the Chairman's report and consider any actions and associated expenditure. (Pages 218 - 219)
10. To receive the Monthly Crime Figures and consider any actions. (Pages 220 - 221)
11. To receive a report from Community Enterprises PL12 and consider any actions and associated expenditure.
12. To receive a report from Community Area Partnerships and consider any actions and associated expenditure.
13. To receive a report on behalf of Safer Saltash and consider any actions and associated expenditure. (Pages 222 - 232)
14. To receive a report from Saltash Chamber of Commerce and consider any actions and associated expenditure.
15. To receive a report from Cornwall Councillors and consider any actions and associated expenditure.
16. To receive an update on the future of the health care in Saltash and consider any actions and associated expenditure. (Page 233)
17. To consider Risk Management reports as may be received.
18. Finance:
 - a. To advise the receipts for September 2024; (Page 234)
 - b. To advise the payments for September 2024; (Pages 235 - 237)
 - c. To report urgent and essential works actioned by the Town Clerk under Financial Regulations;
 - d. To note that bank reconciliations up to 30 September 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.

19. To receive a draft statement on Devolution from Central Government and consider any actions and associated expenditure. (Page 238)
20. To receive a draft Risk Assessment for Meet your Councillor Events and consider any actions and associated expenditure. (Pages 239 - 243)
21. To receive a report on becoming a Councillor and consider any actions and associated expenditure. (Pages 244 - 248)
22. To receive a housing report from Lanteglos by Fowey Parish Council and consider any actions and associated expenditure. (Pages 249 - 252)
23. 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. Planning Application:

PA24/07661

Mr Lucas Writer – **118 North Road Saltash PL12 6BQ**

Non material amendment in relation to Decision Notice PA21/05314 dated 24/02/22 – Minor relocation of the retaining wall on the East boundary due to the party wall agreement and the subsequent relocation of the plot 2 dwelling towards West, maintaining the building line.

Ward: Tamar

Date received: 25/10/24

Response date: 8/11/24

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SKTXM7FGJCB00>

d. Tree application:

PA24/07788

Mr Ken Miller – **Forder Villa Forder Saltash Cornwall PL12 4QR**

Works to trees in a conservation area (CA, works include The tree is in the stream at the bottom of the garden of Forder Villa. I wish to remove the tree.

Ward: Trematon

Date received: 15/10/24

Response date: 14/11/24

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SL4NHFFGI1700>

24. Meet your Councillors: The next scheduled meeting date Saturday 9 November 2024 outside Superdrug, Fore Street.
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.
26. To consider any items referred from the main part of the agenda.
27. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
28. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
29. Date of next meeting: 5 December 2024 at 7:00 p.m.
30. 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.



Livewire! What's it all about?

Livewire is a youth project, specialising and merging music making, mental health and traditional youth work practice and values

What have we been doing this year at Livewire?

Page 8

- 92 x Open access senior sessions Mon/Thur (13 to 21)
- 46 x Open access junior sessions Wed (10 to 13)
- 46 x Young women's music sessions Tue (12 to 21)
- 46 x Friday well being group Fri (14 to 21)
- 46 x All day Saturday Recording sessions
- 506 x 1:1 Counselling sessions
- 368 x 1:1 Youth worker support sessions

What else have we been doing this year?

- Saltash Mayfair young people performing.
- Saltash Regatta young people performing.
- Boardmasters (119 young people performing).
- Tunes in the Park (26 young people performing.)
- Saltash Song and Shanty Festival scratch bands x 4.
- Livewire Alumni Weekender Two days of acts from Livewire going back 20 years.











Case study

Why Music? Why Mental Health?

<https://www.youtube.com/watch?v=JU2nMBWhRJU&t>

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 3rd October 2024 at 7.00 pm

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

ALSO PRESENT: 1 Member of the Public, 1 Member of the Press, S Burrows (Town Clerk / RFO), F Pretty (Development and Engagement Manager) and M Thomas (Senior Policy and Data Compliance Officer).

APOLOGIES: J Brady, J Foster and L Mortimore and early departure from S Lennox-Boyd. Cornwall Councillor Frank also gave her apologies.

201/24/25 **HEALTH AND SAFETY ANNOUNCEMENTS.**

The Chairman welcomed Cornwall Councillor Worth, Charlotte Carpenter from The Core and Freya Pretty, newly appointed Development and Engagement Manager (observing from the public gallery), to the meeting.

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

202/24/25 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	29	Non-pecuniary	Installed flooring for applicant	Yes
Samuels P	29	Non-pecuniary	Installed flooring for applicant	Yes

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

None.

203/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

204/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 5 SEPTEMBER 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 Dent, seconded by Councillor Griffiths and **RESOLVED** that the minutes of the Full Town Council Meeting held on 5 September 2024 were confirmed as a true and correct record.

205/24/25 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Services Committee held on 12 September 2024

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

RECOMMENDATION 1:

52/24/25 TO RECEIVE AMENDMENTS TO THE ALLOTMENT POLICY AND CONSIDER ANY ACTIONS.

The Town Clerk briefed Members on the amendments to the policy and tenancy agreement and drew Members' attention to the two template letters contained within the circulated reports pack.

It was proposed by Councillor Miller, seconded by Councillor Gillies and resolved to **RECOMMEND** approving the amendments and additions to the Allotment Policy to Full Council to be held on 3 October 2024 (as attached).

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

b. Planning and Licensing Committee held on 17 September 2024

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

c. Policy and Finance Committee held on 24 September 2024

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

73/24/25 TO RECEIVE AMENDMENTS TO THE FOLLOWING POLICIES AND CONSIDER ANY ACTIONS:

a. Co-option Policy.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Co-option Policy (as attached) to Full Council to be held on 3 October 2024.

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

206/24/25 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Station Property held on 16 September 2024

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

b. Property Maintenance held on 26 September 2024

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

207/24/25 TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman thanked Councillor Bullock and the Mayor's Secretary for organising the very successful Beating of the Bounds event. She also thanked the others involved in supporting the event.

It was **RESOLVED** to note.

208/24/25 TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.

Councillor Bickford commented that there were some increases in crime of concern within the report received and contained within the circulated reports pack. The Chairman advised that the new Neighbourhood Beat Officer is arranging a 'Coffee with the Cops' meeting where Members will have the opportunity to meet the local team and will be able to ask for the background to the figures.

It was **RESOLVED** to note.

209/24/25 TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk reported that Chris Bailey has been appointed as the new Chairman for Community Enterprises PL12. A report has not been received this month due to Chris being on leave.

It was **RESOLVED** to note.

210/24/25 TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided Members with an overview of the reports circulated and contained within the reports pack.

It was **RESOLVED** to note.

211/24/25 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Lennox-Boyd provided Members with an update on the report circulated and contained within the reports pack.

It was **RESOLVED** to note.

212/24/25 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman reported that the Chamber of Commerce meeting has been postponed until 14 October 2024 so there is no report on this occasion.

It was **RESOLVED** to note.

TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

Cornwall Councillor Worth provided a verbal update on the recently introduced trial booking system at the recycling centre. There has been positive feedback from users and from local businesses who have seen increased footfall as queues have been reduced. At least 70% of visitors to the recycling centre have booked and the new system appears to be operating well. Victoria Parker, Assistant Team Leader for Cornwall Council's Integrated Waste Management Contract, is willing to update Members on the trial at a future meeting.

He reported his attendance at the Peninsula Transport Group where the Regional Network Strategy Head of National Highways has confirmed that there will be improvements to the Saltash Tunnel Communications page (on the National Highways website). Councillor Worth also reported that he has requested wider mitigation across all services to alleviate the impact of the tunnel works. There was also a discussion about the Road Investment Strategy (RIS) 3 for the safety work on the A38 which still hasn't received confirmed funding due to the upcoming Autumn Statement which will identify which projects will be taken forward.

Finally, he reported that the recent work at Notter Bridge by National Highways has been preventing local buses from stopping, inconveniencing residents. Having arranged a meeting to address the issue, Councillor Worth reported that the buses are now able to stop.

Councillor Lennox-Boyd reported on the recent Ofsted inspection report on Children's Services in July 2024. She will submit a full report to the next Full Council meeting.

It was **RESOLVED** to note.

The Chairman announced that agenda item 29 would be brought forward as the next item of business.

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

214/24/25 **CONSIDERATION OF LICENSE APPLICATION.**

Premises Name and Address:	Salt Arts CIC, 24 Fore Street, Saltash, PL12 6JL.
Applicant:	Salt Arts CIC
Application accepted:	16.09.2024
Application Type:	Grant
Licensable Activities:	Sale by retail of alcohol, Regulated entertainment.
Reference:	LI24_005848
Representations Deadline:	14.10.2024
Licensing Officer:	Linda Edmunds
Ward:	Tamar

It was proposed by Councillor Griffiths, seconded by Councillor Miller and resolved to **RECOMMEND APPROVAL** of the License Application in association with the core purpose of Salt Arts CIC as an arts centre.

Councillors B Samuels and P Samuels were invited and rejoined the meeting.

Councillor Lennox-Boyd gave her apologies and left the meeting.

Councillor Stoyel left the meeting.

215/24/25 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Stoyel returned to the meeting.

The Chairman gave a verbal report on a recent meeting with the new Director of Integrated Care Board. Discussions included finding premises for a local care hub with Liskeard and Saltash and bidding to provide respiratory services and health checks in Saltash. A home care discharge specialist for Cornwall residents being discharged from Derriford Hospital has been appointed and two dementia practitioners now come to Saltash. Virtual wards will also be coming to Saltash. The possibility of using Peninsula House to deliver local clinical services is being investigated.

Councillor Bickford informed Members that the aim is for care closer to home, but they don't consider St Barnabas and instead looked at Liskeard. Derriford is actually closer to home for Saltash residents than Liskeard.

The Chairman confirmed that the Library Hub has blood pressure monitors that residents can hire through their library card.

Local surgeries are being asked to offer over 40s health checks. Localising phlebotomy services is also being looked at.

A further meeting was held with a Derriford Integrated Care officer. Integration of services between Devon and Cornwall are the subject of intensive discussions over the next three months.

It was **RESOLVED** to note.

216/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

217/24/25 **FINANCE:**

- a. To advise the receipts for August 2024;

It was **RESOLVED** to note.

- b. To advise the payments for August 2024;

It was **RESOLVED** to note.

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

Nothing to report.

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

218/24/25 **TO RECEIVE THE CONCLUDED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDED 31 MARCH 2024 AND CONSIDER ANY ACTIONS.**

The Chairman asked for thanks to the Finance Officer to be recorded on teaching herself to complete and successfully submitting the Annual Governance and Accountability Return.

The Town Clerk confirmed that the Town Council has received a clear audit return for the year ended 31 March 2024. She drew Members attention to the comments in the Section 'other matters not affecting the opinion of the external auditor'. The Town Clerk has challenged these comments and submitted minutes showing that the Town Council appoints the Internal Auditor on a three yearly basis. Going forward, to meet the requirement of the External Auditor, this appointment will be confirmed annually at the relevant Committee meeting.

It was proposed by Councillor Peggs, seconded by Councillor Bickford and **RESOLVED** to note BDO's comments regarding the appointment of the Internal Auditor to be minuted each year.

219/24/25 TO RECEIVE A REPORT ON THE TAMAR CROSSINGS PUBLIC INQUIRY AND CONSIDER ANY ACTIONS.

The Chairman invited Councillor Miller to speak on this item.

Councillor Miller reported that the Inspector is still considering the evidence submitted and that the Public Inquiry will start in Plymouth on 15 October 2024, lasting no longer than four days. It was noted that the response to the Tamar Crossing consultation submitted by Councillor Bickford on behalf of the Town Council in October 2023 remains the opinion of the Town Council.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** that Councillor Miller will represent the Town Council at the Public Inquiry and that the letter sent on 28 October 2023 remains the opinion of the Town Council.

Councillor Peggs thanked Councillor Miller for giving up his time to attend the Public Inquiry.

220/24/25 TO AWARD A CERTIFICATE OF APPRECIATION TO CAROL EMMETT FOR HER SERVICES TO VETERANS DEMENTIA.

The Chairman informed Members that Carol Emmett was unable to attend the meeting to receive the certificate in person, but that she hoped to be able to meet with her to make the presentation in the near future.

The Chairman outlined the contribution that Carol has made in the delivery of dementia services to Veterans in Saltash. Although Carol is leaving the area the service will continue with the help of two local veterans.

It was **RESOLVED** to note.

221/24/25 TO WELCOME, THE CORE TO GIVE A PRESENTATION ON FUNDING RECEIVED AND SERVICES PROVIDED IN SALTASH AND CONSIDER ANY ACTIONS.

The Chairman welcomed Charlotte Carpenter from The Core who gave a presentation to Members on the funding received and services provided at the centre in Saltash.

Members thanked Charlotte and the volunteers for all their efforts in supporting those in need in Saltash.

It was **RESOLVED** to note.

222/24/25 TO RECEIVE AN UPDATE ON CITIZEN ADVICE CORNWALL SERVICES IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman gave a verbal report on a recent meeting with Citizens Advice in Saltash. The limited opening hours of the office in Saltash are due to the shortage of trained volunteers which is not just a local issue. The organisation is moving towards providing area hubs but the Saltash office is asking that they are considered as a location. It was noted that the organisation is not charged for the office space at present.

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

223/24/25 TO RECEIVE PHASE 3 OF THE CORNWALL GATEWAY COUNTRYWIDE 20MPH SPEED LIMIT CONSULTATION RESULTS AND CONSIDER ANY ACTIONS.

Members received and considered the report contained and circulated in the reports pack.

It was proposed by Councillor Bullock, seconded by Councillor Peggs and **RESOLVED** to note the report and request Cormac to revisit Callington Road speed limit from 30mph to 20mph from the top of Longstone Park to the Police Station due to public safety.

224/24/25 TO RECEIVE CORNWALL COUNCIL'S LEISURE FRAMEWORK CONSULTATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received Cornwall Council's Leisure Framework Consultation and a report from GLL contained and circulated within the reports pack.

It was proposed by Councillor Bullock, seconded by Councillor Griffiths and **RESOLVED** to continue to support Saltash Leisure Centre in the long term and encourage Councillors to partake in the Cornwall Council 'On the Move' Leisure Framework Public Consultation noting the deadline date is 23 October 2024.

225/24/25 TO RECEIVE THE TOWN TEAM NOTES AND TERMS OF REFERENCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the Town Team notes and updated Terms of Reference contained and circulated in the reports pack.

It was proposed by Councillor Miller, seconded by Councillor Griffiths and **RESOLVED** to note the Town Team notes and updated Terms of Reference.

226/24/25 TO RECEIVE THE TOWN TEAM S106 PRO-FORMA APPLICATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the Town Team s106 Pro-Forma Application contained and circulated within the reports pack.

The Town Clerk briefed Members on the background to the application that was worked up by Cornwall Council for the Town Team to complete and submit to the s106 Officer, subject to the approval of the Town Council. If the application is successful circa £100,000 will be set aside for the Town Vitality project.

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to support the application.

227/24/25 TO CONSIDER SUPPORTING SALTASH WESLEY METHODIST CHURCH AND SALTASH BAPTIST CHURCH INITIATIVE TO PROVIDE HOUSING FOR THE HOMELESS IN SALTASH.

The Chairman reported on a recent meeting with Saltash Wesley Methodist Church and Saltash Baptist Church where initiatives to support the homeless in Saltash were discussed. They also work closely with St Petroc's.

It was proposed by Councillor Peggs, seconded by Councillor Griffiths and **RESOLVED** to support the two churches initiative to provide housing for the homeless in Saltash.

Members wished them well.

228/24/25 TO RECEIVE A REQUEST TO PLANT A COMMEMORATIVE TREE IN VICTORIA GARDENS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman reported the offer from the Lord Lieutenant of Cornwall to plant a tree commemorating the King's Coronation in Saltash. A meeting took place in September where Victoria Gardens was identified as a suitable site for the tree. Members discussed the location and species of tree proposed. It was noted that the transfer of the Lease of Victoria Gardens/MHR from Cornwall Council to Saltash Town Council has not yet been completed.

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

1. To note that an oak tree is not appropriate to plant in Victoria Gardens due to its future growth;
2. To approve in principle planting a commemorative tree selected by the Lord Lieutenant in consultation with the Duchy Forester in Victoria Gardens.

229/24/25 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 12 OCTOBER 2024 OUTSIDE SUPERDRUG, FORE STREET.

- a. The next scheduled meeting date Saturday 12 October 2024 outside Superdrug, Fore Street.

It was proposed by Councillor Martin, seconded by Councillor Gillies and **RESOLVED** for Councillors Martin, Bullock, and Griffiths to attend.

230/24/25 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.

231/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

232/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

233/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

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

1. Annual Governance and Accountability Return
2. Award to Carol Emmet for her services to Veterans dementia
3. Citizen Advice Bureau volunteering and services
4. Cornwall Council Leisure Framework Consultation
5. The Core presentation
6. Local churches support for the homeless in Saltash
7. Meet your councillors

The Chairman allowed Cornwall Councillor Worth to inform Members that Cornwall Council owned car parks will be free on 7 December 2024 to support Small Business Saturday and on the 14 and 23 December 2024. Official notification will be issued shortly.

234/24/25 DATE OF NEXT MEETING: 7 NOVEMBER 2024 AT 7:00 P.M.

Thursday 7 November 2024 at 7.00pm

235/24/25 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.

Rising at: 9.16 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 10th October 2024 at 6.30 pm

PRESENT: Councillors: R Bickford (Chairman), R Bullock, J Dent, J Foster, S Gillies, S Miller, L Mortimore, J Peggs, B Samuels, P Samuels and B Stoyel.

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

APOLOGIES: J Brady (Vice-Chairman), M Griffiths, S Lennox-Boyd, S Martin and D Yates.

64/24/25 **HEALTH AND SAFETY ANNOUNCEMENTS.**

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

65/24/25 **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.

66/24/25 **PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

67/24/25 **TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 12 SEPTEMBER 2024 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Bickford, seconded by Councillor Mortimore and **RESOLVED** that the minutes of the Services Committee held on 12 September 2024 were confirmed as a true and correct record.

68/24/25 **TO RECEIVE A RECOMMENDATION FROM THE PROPERTY MAINTENANCE SUB COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the Property Maintenance Sub Committee's recommendation to develop and improve the Waterside toilets and shed area.

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

1. To delegate to the Town Clerk to further engage with Network Rail to commence the 99 year-lease proceedings for the Waterside toilets and sheds on behalf of Saltash Town Council;
2. To delegate to the Property Maintenance Sub Committee to work on the project on behalf of the Services Committee reporting back on significant movement of the project;
3. The Property Maintenance Sub Committee to work within the five-year plan and Services Committee budget statements.

69/24/25 **TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED** to approve to vire budget code 4512 National Grid Wayleave Income and the balance of £15 to the Burial Authority Committee budget statement due to the income sitting under the Burial Authority Committee.

70/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

71/24/25 TO REVIEW CORNWALL COUNCIL'S LOCAL MAINTENANCE PARTNERSHIP 2025-2026 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members reviewed the report within the circulated pack and noted that the income from the Local Maintenance Partnership (LMP) falls short of covering the associated costs, particularly given the Town Council's limited in-house resources to carry out these works.

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

1. To not sign up to the 2025-26 LMP due to lack of in-house resources at present;
2. To request Cormac cut the key paths when they receive reports on them being overgrown;
3. To note Cormac will only cut once later in the year up to Saltash Town Council allocation;
4. To clearly advertise who and how the Service will be managed together with the reporting system.

72/24/25 TO RECEIVE A REQUEST FROM CORMAC VOLUNTEER SCHEME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members welcomed the request received from Community Partnership Officer for Cormac on behalf of Westcountry Fabrication.

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

1. To thank Westcountry Fabrication for moving this initiative forward and supplying the planters;
2. To support the planters being installed along the main area of Gilston Road, to be maintained by volunteers through the Cormac Volunteer Scheme;
3. To support any future maintenance undertaken by Saltash Town Council as and when requested.

73/24/25

TO RECEIVE THE FOLLOWING COMMITTEE PRECEPT RECOMMENDATIONS AND CONSIDER ANY ACTIONS:

a. Library held on 29 August 2024;

RECOMMENDATION 1:

16/24/25 TO SET THE LIBRARY SUB COMMITTEE FEES AND CHARGES FOR THE YEAR 2025/26 RECOMMENDING TO THE SERVICES COMMITTEE.

Members discussed the fees and charges set by Cornwall Council for the year 2025/26.

It was proposed by Councillor Bullock, seconded by Councillor Dent and resolved to **RECOMMEND** to the Services Committee to be held on 10 October 2024 to approve the Library Sub Committee Fees and Charges for the year 2025/26, as attached.

It was proposed by Councillor Dent, seconded by Councillor P Samuels and resolved to **RECOMMEND** the Library Sub Committee Fees and Charges for the year 2025/26 as attached, to the Policy and Finance meeting to be held on Tuesday 12 November 2024.

RECOMMENDATION 2:

17/24/25 TO SET THE LIBRARY SUB COMMITTEE BUDGET FOR THE YEAR 2025/26 RECOMMENDING TO THE SERVICES COMMITTEE.

The Town Clerk / Responsible Finance Officer worked through the budget statement for the year 2025/26 contained within the circulated reports pack.

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

5. To **RECOMMEND** to the Services Committee to be held on 10 October 2024 to approve the budget statement for the year 2025/26, as attached.

It was proposed by Councillor Dent, seconded by Councillor B Samuels and resolved to **RECOMMEND** the Library Sub Committee budget statement for the year 2025/26 as attached, to the Policy and Finance meeting to be held on Tuesday 12 November 2024.

b. Station Property held on 16 September 2024.

RECOMMENDATION 1:

47/24/25 TO SET THE STATION PROPERTY SUB COMMITTEE FEES AND CHARGES FOR THE YEAR 2025/26 RECOMMENDING TO SERVICES COMMITTEE

Members discussed the Fees and Charges for the year 2025/26.

It was proposed by Councillor B Samuels, seconded by Councillor Bickford and resolved to **RECOMMEND** to the Services Committee to be held on 10 October 2024 to approve the Station Property Sub Committee Fees and Charges for the year 2025/26, as attached.

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and resolved to **RECOMMEND** the Station Property Sub Committee Fees and Charges for the year 2025/26 as attached, to the Policy and Finance meeting to be held on 12 November 2024.

RECOMMENDATION 2:

48/24/25 TO SET THE STATION PROPERTY SUB COMMITTEE BUDGET FOR THE YEAR 2025/26 RECOMMENDING TO SERVICES COMMITTEE.

The Finance Officer worked through the budget statement for the year 2025/26 contained within the circulated reports pack.

It was proposed by Councillor Bullock, seconded by Councillor B Samuels and resolved to **RECOMMEND** to the Services Committee to be held on 10 October 2024 the Station Property Sub Committee budget statement for the year 2025/26 (as attached).

It was proposed by Councillor Bullock, seconded by Councillor Peggs and resolved to **RECOMMEND** the Station Property Sub Committee budget statement for the year 2025/26 as attached, to the Policy and Finance meeting to be held on 12 November 2024.

74/24/25 **TO SET THE SERVICES COMMITTEE FEES AND CHARGES FOR THE YEAR 2025/26 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer and Chairman briefed Members on the proposed amendments to the Fees and Charges for the year 2025/26.

Members discussed and debated the Town Council Fees and Charges for the year 2025/26.

It was proposed by Councillor Bickford, seconded by Councillor Dent and resolved to **RECOMMEND** the Services Committee Fees and Charges for the year 2025/26 as attached, to the Policy and Finance Committee meeting to be held on the 12 November 2024.

75/24/25 **TO SET THE SERVICES COMMITTEE BUDGETS FOR THE YEAR 2025/26 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer provided an overview of the proposed budgets for the year 2025/26 received and contained within the circulated reports pack.

Members discussed and debated the budget setting for the year 2025/26.

During the discussion of this item Councillor Miller left the meeting briefly and rejoined the meeting.

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Services Committee budgets for the year 2025/26 as attached, including the following amendments subject to the Property Maintenance Sub Committee setting the five-year plan recommending the outcome to the Policy and Finance meeting to be held 12 November 2024 to form part of the Services Committee budget statements:

Guildhall Operating Expenditure

1. Delete budget code 6411 Entertainment Licenses for the year 2025/26 as no longer required;
2. To vire unspent funds from budget code 6411 GH Entertainment Licenses to budget code 6470 EMF Guildhall Maintenance, subject to there being an unspent balance available at the end of the year;

Maurice Huggins Operating Income

3. Create a new budget code 4208 Income - Maurice Huggins Refreshments;

Maurice Huggins Operating Expenditure

4. To vire unspent funds from budget code 7018 Professional Costs to 6472 EMF Maurice Huggins Maintenance subject to there being an unspent balance at the end of the year;
5. Create a new budget code 7019 Refreshment Cost;

Service Delivery Operating Income

6. Budget code 4521 Waterfront Income - Annual Mooring Fees be decreased by 5% to account for potential fluctuations in annual mooring capacity;

Service Delivery Operating Expenditure

7. To vire unspent funds from budget code 6229 CCTV Town Annual Maintenance to 6270 EMF Crime Reduction (CCTV) subject to there being an unspent balance available at the end of the year;
8. To vire any unspent funds from budget code 6500 Tree Survey and Tree Maintenance to 6591 EMF Open Spaces and Trees, subject to there being an unspent balance available at the end of the year;
9. Rename budget code 6503 Allotments to Allotments – Churchtown;
10. Create a new budget code 6532 Allotments – Grenfell;
11. Create a new budget code 6533 Allotments – Fairmead;
12. To rename budget code 6517 Cross (Maintenance) to Cornish Cross (Maintenance);
13. To vire unspent funds from budget code 6517 Cornish Cross (Maintenance) to 6593 EMF Cornish Cross (Maintenance), subject to there being an unspent balance available at the end of the year;

Longstone Expenditure

14. Delete budget code 7100 Rates – Longstone as no longer required;

Town and Waterfront Expenditure

15. To reduce the budget code 6511 Tourism and Signage from £30,000 to £15,000 for the year 2025/26;

Grounds and Premises EMF Expenditure

16. No increase required for budget code 6589 EMF Community Tree Planting Initiatives for the year 2025/26;
17. Create a new budget code 6593 EMF Cornish Cross (Maintenance);
18. To approve the recommendation received from P&F to transfer budget code 6270 EMF Crime Reduction (CCTV) and the available funds of £58,360;

Town and Waterfront EMF Expenditure

19. No increase required for budget code 6573 EMF Public Art and Maintenance for the year 2025/26;
20. No increase required for budget code 6575 EMF Street Furniture (New & Replace) for the year 2025/26.

76/24/25 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.

77/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

78/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

79/24/25

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

It was proposed by Councillor Gillies, seconded by Councillor P Samuels and **RESOLVED** to issue the following Press and Social Media Releases:

1. Local Maintenance Partnership 2025/26;
2. Cormac Volunteer Scheme in partnership with Westcountry Fabrication.

DATE OF NEXT MEETING

Thursday 12 December 2024 at 6.30 pm

Rising at: 7.52 pm

Signed: _____
Chairman

Dated: _____

Saltash Town Council Fees and Charges

Description	2024/25 Charge	2025/26 Proposed Charge
Library Charges	Set by Cornwall Council	Set by Cornwall Council
Replacement membership cards:		
Adult members	£1.50	£1.50
Concessions, Access, Young Adult	£1.00	£1.00
Under 16s	£0.50	£0.50
Hire Charges:		
DVDs :	from £0.50 to £3 per week	from £0.50 to £3 per week
Access Member limited to 2 at a time	free	free
Non-fiction	free	free
Access Member	Free	Free
Audiobook CDs per 3 week loan	Free	Free
Adults	Free	Free
Children	Free	Free
Access members, housebound member and looked after children	Free	Free
Reservations:		
Adults and Concessionary users	Free	Free
Online reservations	Free with a limit of 6 at any one time	Free with a limit of 6 at any one time
Access and Housebound members	Free	Free
Under 18s	Free with a limit of 6 at any one time	Free with a limit of 6 at any one time
Reader's groups free for items provided from the reading group sets (items outstanding for over 1 month will be charged as lost)	Free	Free
Books on Prescription	Free	Free
Performing Arts collection:		
Vocal and Orchestral sets	No charge	No charge
Vocal and orchestral sets requested from outside Cornwall		
Vocal scores	10 Scores at £4 per month	10 Scores at £4 per month
Orchestral sets	£10 per set per 3 months	£10 per set per 3 months
Postage charge (please note this charge may vary, ask staff for details)	£7 per 20 copies	£7 per 20 copies
Reservation charge from library authorities inside South West Region (non-refundable)	£6.00	£6.00
Reservation charge from library authorities outside South West Region (non-refundable)	£12.50	£12.50
Out of County Inter Library Loan Requests:		
Adults	£11.20	£11.20
Concessions, Young Adults	£10.05	£10.05
Children	£4.50	£4.50
British library book loan request	£21.00	£21.00
British Library periodical request	£14.70	£14.70
British Library Loan Renewal	£5.65 per 3 week renewal period	£5.65 per 3 week renewal period
Use of public computers (subject to availability):		
Cornwall library members	Free for two hours Free for one hour	Free for two hours Free for one hour
Other library members (English and Welsh Library Authorities on production of a library card)		
Non-members	Free for half an hour - no extension	Free for half an hour - no extension
Access to Wi-Fi	Free	Free
Extension of time after the free period is dependent on availability and at the discretion of the library supervisor.		
Printing from any source:		
1-29 sheets (price per sheet)		
Monochrome A4	£0.10	£0.10
Monochrome A3	£0.20	£0.20
Colour A4	£0.50	£0.50
Colour A3	£1.00	£1.00
30 plus sheets (price per sheet)		
Monochrome A4	£0.08	£0.08
Monochrome A3	£0.16	£0.16
Colour A4	£0.40	£0.40
Colour A3	£0.80	£0.80
High gloss colour printing on customer's own paper	£1.00 per sheet	£1.00 per sheet
High gloss colour printing on library paper	£1.25 per sheet	£1.25 per sheet
Commission rates:		
Requires signed agreement in place between artist and relevant Council	30%	30%
Additional Library Charges	Set by Saltash Town Council	Set by Saltash Town Council
Activities	Ticket price to be given on application	Ticket price to be given on application

Services Committee - Library Budget 2024-25

Saltash Town Council

For the year ended 31 March 2025

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept 2025/26	Notes	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
Library Operating Income										
4517 LI Library - Replacement Membership Cards	320	50	3	47	50	Same as 2024-25	52	54	56	58
4518 LI Library - Photocopying Fees	964	600	274	326	600	Same as 2024-25	618	637	657	677
4524 LI Library Book Sales	261	300	70	230	300	Same as 2024-25	309	319	329	339
4526 LI Library Activity Income	180	0	0	0	180	Based on Prior Year Income	186	192	198	204
4527 LI Library Vending Machines Income	0	0	0	0	0	To be agreed- Dependent on- Refurbishment plans	0	0	0	0
4529 LI Library Activities Funding Income	0	600	0	600	0	Funding income difficult to- secure, suggest Nil	0	0	0	0
Total Library Operating Income	1,725	1,550	347	1,203	1,130		1,165	1,202	1,240	1,278
Library Operating Expenditure										
6900 LI Rates - Library	13,099	16,958	13,099	3,859	13,492	Actual + CPI 3%	13,897	14,314	14,744	15,187
6901 LI Water Rates - Library	312	391	115	276	403	Current Budget + CPI 3%	416	429	442	456
6902 LI Gas - Library	5,196	6,034	646	5,388	6,216	Current Budget + CPI 3%	6,403	6,596	6,794	6,998
6903 LI Electricity - Library	3,946	5,365	638	4,727	4,946	Prior Year + £1,000 (reduction 24/25 £419)	5,095	5,248	5,406	5,569
6904 LI Fire, Security Alarm & CCTV - Library	1,016	1,109	199	910	1,143	Current Budget + CPI 3% (Annual fee £826 + £317 for unforeseen maintenance)	1,178	1,214	1,251	1,289
6908 LI Cleaning Materials & Equipment - Library	483	1,990	254	1,736	983	Prior Year + £500 (reduction 24/25 £1,007)	1,013	1,044	1,076	1,109
6909 LI Boiler Service & Maintenance - Library	405	1,218	0	1,218	905	Prior Year + £500 (reduction 24/25 £313)	933	961	990	1,020
6910 LI General Repairs & Maintenance - Library	4,324	2,436	574	1,862	2,510	Current Budget + CPI 3%	2,586	2,664	2,744	2,827
6911 LI TV License & PRS - Library	132	460	333	127	474	Current Budget + CPI 3%	489	504	520	536
6913 LI Refreshment Costs - Library	187	305	3	302	315	Current Budget + CPI 3%	325	335	346	357
6914 LI Equipment - Library	383	805	487	318	830	Current Budget + CPI 3% (recommend unused balance at year end to vire to 6972 EMF Library Equipment & Furniture)	855	881	908	936
6918 LI Professional Fees (Private Contractors)	6,900	21,460	0	21,460	13,105	Estimate fee 12% of balance of 6971 LI EMF Saltash Library Property Refurbishment £109,208 (recommend unused balance vire to 6971 EMF Library Property Refurbishment)	13,499	13,904	14,322	14,752
6921 LI IT & Office Costs - Library	1,778	1,773	486	1,287	1,827	Current Budget + CPI 3%	1,882	1,939	1,998	2,058
6922 LI Library Activities	2,597	2,544	1,848	622	3,000	£250per mth incl Summer Reading Challenge (CC reduced prize budget 24/25)	3,090	3,183	3,279	3,378
6975 LI Home Library Service	304	550	12	538	550	Current Budget	567	585	603	622
6923 LI PWLB Loan Repayment & Interest	24,477	24,679	12,057	12,622	23,509	Based on Repayment Schedule	23,025	22,541	22,057	21,573
Total Library Expenditure	65,541	88,077	30,750	57,327	74,208		75,253	76,342	77,480	78,667
Library Staffing Expenditure										
Library Staff Expenses	24	2,301	0	2,301	500	Based on 4 year average (Reduction 24/25 £1,801)	515	531	547	564
Total Library Staffing Expenditure	24	2,301	0	2,301	500		515	531	547	564
Total Library Operating Expenditure	65,565	90,378	30,750	59,628	74,708		75,768	76,873	78,027	79,231
Total Library Operating Surplus/ Deficit	(63,839)	(88,828)	(30,403)	(58,425)	(73,578)		(74,603)	(75,671)	(76,787)	(77,953)
Library EMF Expenditure										
6971 LI EMF Saltash Library Property Refurbishment	74,859	184,504	75,297	109,208	0	Agreed no increase required	0	0	0	0
6972 LI EMF Library Equipment & Furniture	893	8,554	1,145	7,409	0	Community Hub Leader estimated new items within budget therefore no requirement for increase	0	0	0	0
6974 LI EMF Library Funding	0	0	0	0	0	Agreed no increase required	0	0	0	0
Total Library EMF Expenditure	75,752	193,058	76,441	116,617	0		0	0	0	0
Total Library Expenditure (Operational & EMF)	141,317	283,436	107,191	176,245	74,708		75,768	76,873	78,027	79,231
Total Library Budget Surplus/ (Deficit)	(139,591)	(281,886)	(106,844)	(175,042)	(73,578)		(74,603)	(75,671)	(76,787)	(77,953)

Estimated CPI 3% for Qtr 4 2024/25*
* Bank of England Monetary Policy Report August 24

Precept 2024/25 Excluding Salaries (105,542)
Precept 2025/26 (73,578)
Increase / (Decrease) (31,964)
Difference as % -30.3%

Saltash Town Council Fees and Charges

Description	2024/25 Charge	2025/26 Proposed Charge
Room Hire (VATable)	Including VAT	Including VAT
Isambard House (Station) (Minimum 2 hour booking) Casual ph - weekdays, weekends and evenings (Community Rate) Casual ph - weekdays 9am - 5pm (Commercial Rate) Casual ph - weekends & evenings (Commercial Rate) 20% Discount for regular bookers evenings and weekends	£10.00 £15.00 £30.00	£10.00 £15.00 £30.00
Room Hire Art Exhibitions (VATable)		
Isambard House (Station) Saltash Based Exhibitors <u>Based on 6 hour day</u> Weekdays - per day + 10% commission of sales Weekends - per day + 10% commission of sales	£36.00 £60.00	£36.00 £60.00
Non Saltash Based Exhibitors Weekdays - per day + 10% commission of sales Weekends - per day + 10% commission of sales	£48.00 £72.00	£48.00 £72.00
Room Hire Extras (VATable)		
Tea/coffee per cup with biscuits (Community) Tea/coffee per cup with biscuits (Commercial)	£1.00 £1.00	£1.00 £1.00

Services Committee - Isambard House (Station Building) Budget 2024-25

Saltash Town Council

For the year ended 31 March 2025

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept 2025/26	Notes	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
Isambard House Operating Income										
4301 SA Isambard House - Bookings	5,120	8,000	3,482	4,518	6,500	Based on YTD income	6,695	6,896	7,103	7,317
4302 SA Isambard - Refreshment Income	81	75	40	35	120	Based on YTD income	124	128	132	136
4304 SA Isambard House - Cafe Rental	0	0	0	0	0	To be reviewed in future	0	0	0	0
Total Isambard House Operating Income	5,201	8,075	3,522	4,553	6,620		6,819	7,024	7,235	7,453
Isambard House Operating Expenditure										
6800 SA Rates - Isambard House	3,720	4,431	3,842	589	3,958	Actual + CPI 3%	4,077	4,200	4,326	4,456
6801 SA Water Rates - Isambard House	300	693	(886)	1,579	714	Current Budget + CPI 3%	736	759	782	806
6802 SA Gas - Isambard House	481	6,519	87	6,432	3,000	Estimate £3,000. This is 6 times previous year taking into consideration increased usage for café (recommend unused balance 24/25 vire to 6473 SA EMF Station Building (Purchase & Capital Works))	3,090	3,183	3,279	3,378
6803 SA Electricity - Isambard House	2,498	9,679	1,076	8,604	7,494	Estimate £7,494. This is 3 times previous year taking into consideration increased usage for café (recommend unused balance 24/25 vire to 6473 SA EMF Station Building (Purchase & Capital Works))	7,719	7,951	8,190	8,436
6804 SA Fire & Security Alarm - Isambard House	382	1,073	473	600	967	Based on Actual 24/25 maintenance £467 + £500 for unforeseen maintenance	997	1,027	1,058	1,090
6808 SA Cleaning Materials & Equipment - Isambard House	611	1,817	469	1,348	1,350	Based on 3 year average (reduction of 24/25 by £467)	1,391	1,433	1,476	1,521
6810 SA General Repairs & Maintenance - Isambard House	1,217	2,000	810	1,190	2,560	Current Budget + CPI 3% + additional Planting est. £500	2,637	2,717	2,799	2,883
6813 SA Refreshments Costs - Isambard House	0	226	9	217	500	Current Budget + CPI 3%	515	531	547	564
6814 SA Equipment - Isambard House	947	1,062	417	645	1,094	Current Budget + CPI 3%	1,127	1,161	1,196	1,232
6818 SA Professional Costs - Isambard House	668	2,146	105	2,041	3,211	Current Budget + CPI 3% + additional £1k (recommend unused balance 24/25 vire to 6473 SA EMF Station Building (Purchase & Capital Works))	3,308	3,408	3,511	3,617
6821 SA IT & Office Costs - Isambard House	70	1,073	0	1,073	500	Reduce 25/26 to £500 (Saving £573 24/25)	515	531	547	564
6822 SA Activities & Events	1,479	1,073	976	97	1,106	Current Budget + CPI 3% (This is usually offset against income in 4301 Bookings)	1,140	1,175	1,211	1,248
Total Isambard House Operating Expenditure	12,373	31,792	7,378	24,415	26,454		27,252	28,076	28,922	29,795
Total Isambard House Operating Surplus/ (Deficit)	(7,172)	(23,717)	(3,856)	(19,861)	(19,834)		(27,252)	(28,076)	(28,922)	(29,795)
Isambard House EMF Expenditure										
6473 SA EMF Station Building (Purchase & Capital Works)	0	57,745	5,806	51,939	0	Agreed no additional budget required Committed cost for car park £21,000. Solar Panels estimate to be followed up	0	0	0	0
6870 SA EMF Isambard House Retention Fund	0	18,492	0	18,492		Agreed no additional budget required (Final account £17,250)	0	0	0	0
6871 SA EMF Tresorsy Kernow Funding	2,458	469	0	469		This is planned to be used for Beating of the Bounds costs in September 24	0	0	0	0
6872 SA EMF Entertainment Licenses	0	2,132	0	2,132		Agreed no additional budget required	0	0	0	0
Total Isambard House EMF Expenditure	2,458	78,838	5,806	73,032	0		0	0	0	0
Total Isambard House Expenditure (Operational & EMF)	14,831	110,630	13,183	97,447	26,454		27,252	28,076	28,922	29,795
Total Isambard House Budget Surplus/ (Deficit)	(9,630)	(102,555)	(9,661)	(92,894)	(19,834)		(27,252)	(28,076)	(28,922)	(29,795)

Estimated CPI 3% for Qtr 4 2024/25*
* Bank of England Monetary Policy Report August 24

Precept 2024/25 (23,717)
Precept 2025/26 (19,834)
Increase / (Decrease) (3,883)
Difference as % -3.7%

Saltash Town Council Fees and Charges

Description	2024/25 Charge	2025/26 Proposed Charge Amendments/Deletions Additions/Amendments
Room Hire (Non VATable)	Non VATable	Non VATable
Guildhall (Minimum 2 hour booking) Casual ph - weekdays 9am - 5pm (Community Rate) Casual ph - weekends & evenings (Community Rate) Casual ph - weekdays 9am - 5pm (Commercial Rate) Casual ph - weekends & evenings (Commercial Rate)	£10.30 £21.50 £15.40 £25.90	£10.30 £21.50 £15.40 £25.90
Council Chamber Casual ph - weekdays 9 am - 5pm (Community Rate) Casual ph - weekends & evenings (Community Rate) Casual ph - weekdays 9am - 5pm (Commercial Rate) Casual ph - weekends & evenings (Commercial Rate) 20% Discount for regular bookers evenings and weekends	£10.30 £15.40 £15.40 £18.50	£10.30 £15.40 £15.40 £18.50
	Including VAT	Including VAT
Room Hire Extras (VATable) Tea/coffee per cup with biscuits (Community) Tea/coffee per cup with biscuits (Commercial)	£1.00 £1.00	£1.00 £1.00
	Including VAT	Including VAT
Other Charges 1-29 sheets (price per sheet) Monochrome A4 Monochrome A3 Colour A4 Colour A3 30 plus sheets (price per sheet) Monochrome A4 Monochrome A3 Colour A4 Colour A3 High gloss colour printing on customer's own paper High gloss colour printing on library paper	£0.10 £0.20 £0.50 £1.00 £0.08 £0.16 £0.40 £0.80 £1.00 per sheet £1.25 per sheet	£0.10 £0.20 £0.50 £1.00 £0.08 £0.16 £0.40 £0.80 £1.00 per sheet £1.25 per sheet
	Including VAT	Including VAT
Room Hire (VATable)	Including VAT	Including VAT
Isambard House (Station) (Minimum 2 hour booking) Casual ph - weekdays, weekends and evenings (Community Rate) Casual ph - weekdays 9am - 5pm (Commercial Rate) Casual ph - weekends & evenings (Commercial Rate) 20% Discount for regular bookers evenings and weekends	£10.00 £15.00 £30.00	£10.00 £15.00 £30.00
Room Hire Art Exhibitions (VATable)		
Isambard House (Station) Based on 6 hour day		
Saltash Based Exhibitors Weekdays - per day + 10% commission of sales Weekends - per day + 10% commission of sales	£36.00 £60.00	£36.00 £60.00
Non Saltash Based Exhibitors Weekdays - per day + 10% commission of sales Weekends - per day + 10% commission of sales	£48.00 £72.00	£48.00 £72.00
Room Hire Extras (VATable) Tea/coffee per cup with biscuits (Community) Tea/coffee per cup with biscuits (Commercial)	£1.00 £1.00	£1.00 £1.00
	Including VAT	Including VAT
Room Hire (Non VATable)	Non VATable	Non VATable
Maurice Huggins (Minimum 2 hour booking) Casual ph - weekdays 9 am - 5pm (Community Rate) Casual ph - weekends & evenings (Community Rate) Not for Commercial Use 20% Discount for regular bookers evenings and weekends		<u>Based on 50% of Guildhall Chamber charges</u> £5.15 £7.70
		Including VAT
Room Hire Extras (VATable) Tea/coffee per cup with biscuits (Community) Tea/coffee per cup with biscuits (Commercial)		£1.00 £1.00
	Including VAT	Including VAT
Other Charges (VATable) Freedom of Information Charge (first 18 hours free of charge) Environmental Information Regulations 2004 (first 18 hours free of charge)	£25.00 per hour £25.00 per hour	£25.00 per hour £25.00 per hour

Mooring Fees (VATable)		Including VAT	Including VAT	
Permanent Pontoon Moorings	Permanent Pontoon (Berth) per metre, charged per annum – minimum chargeable length 5 metres (Non-Commercial)	£205.00	Propose new rates based on the maximum berth length to simplify charging and allow full use of berths, including space for additional boats	
	Permanent Pontoon (Berth) per metre, charged per annum – minimum chargeable length 5 metres (Commercial)	£310.00		
	Permanent Extra Length Pontoon (Berth) per metre, charged per annum – minimum chargeable length 9 metres (Non-Commercial)	£225.00		
	Permanent Extra Length Pontoon (Berth) per metre, charged per annum – minimum chargeable length 9 metres (Commercial)	£340.00		
	* Permanent Pontoon (Berth 1 & 6) charged per annum - Maximum length 12 metres (<u>Non Commercial</u>)			£2,700.00
	* Permanent Pontoon (Berth 1 & 6) charged per annum - Maximum length 12 metres (<u>Commercial</u>)			£4,080.00
	* Permanent Pontoon (Berth 2 - 5 & 7 - 10) charged per annum - Maximum length 7 metres (<u>Non Commercial</u>)			£1,435.00
* Permanent Pontoon (Berth 2 - 5 & 7 - 10) charged per annum - Maximum length 7 metres (<u>Commercial</u>)		£2,170.00		
Note: Longer boats maybe considered subject to prorata charges. Please contact Service Delivery department for more information				
Daily Visiting	Visiting boats - (2 hours free 30 minutes);charge for 24 hour period (<u>Non Commercial</u>)	£30.00	£30.00	
	Visiting boats - (2 hours free 30 minutes);charge for 24 hour period (<u>Commercial</u>)	£45.00	£45.00	
Trusted Boat Owner Scheme	* Trusted Boat Owner Scheme - (casual users); charge for 12 months (1st April - 31st March) <i>Contract includes 2 hours free stay per visit and a fob for easy access and 2 free overnight stays per 12 month period</i>	£100.00	£100.00	
	* Trusted Boat Owner Scheme (casual users); charge for 6 months (Autumn/Winter, 1st September - 31st March) <i>Contract includes 2 hours free stay per visit and a fob for easy access and 1 free overnight stay per autumn/winter period</i>	£50.00	£50.00	
	* Subject to Terms & Conditions			
Allotments (Non VATable)		Non VATable	Non VATable	
	Grenfell Avenue, charge per annum	£40.00	No plans to increase fees £40.00 £55.00 £60.00 £15.00	
	* Fairmead Road, charge per annum	£55.00		
	* Churchtown, charge per annum	£60.00		
	* Water, charge per annum (Fairmead & Churchtown only)	£15.00		

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept 2025/26	Notes	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
Service Delivery Operating Income										
Grounds & Premises Income										
4500 SE Allotment Rents	4,079	5,600	4,939	661	5,000	Based on 2024/25 YTD income. Propose no fee increase for 2025/25	5,150	5,305	5,465	5,629
4510 SE Public Footpath Grant	804	0	0	0	426	Based on CC SLA 2024/25 £426	439	453	467	482
4512 SE National Grid Wayleave Income	602	14	15	(1)	0	Moved to Burial Authority	0	0	0	0
4513 SE Water Rates Income	1,113	1,714	264	1,450	1,113	Based on Prior Year Income	1,147	1,182	1,218	1,255
Total Grounds & Premises Income	6,598	7,328	5,218	2,110	6,539		6,736	6,940	7,150	7,366
Town & Waterfront Income										
4520 SE Waterfront Income - Trusted Boat Scheme	2,560	3,000	1,912	1,088	2,000	Based on 2024/25 YTD income. Propose no fee increase for 2025/26	2,060	2,122	2,186	2,252
4521 SE Waterfront Income - Annual Mooring Fees	9,477	11,235	10,788	447	13,364	Fees set as per Fees & Charges with reduction 5% allowing for less than full occupancy	13,765	14,178	14,604	15,043
4522 SE Waterfront Income - Daily Mooring Fees	6,700	3,276	4,425	(1,149)	750	Based on YTD income Propose no fee increase for 2025/26	773	797	821	846
Total Town & Waterfront Income	18,737	17,511	17,126	385	16,114		16,598	17,097	17,611	18,141
Total Service Delivery Operating Income	25,335	24,839	22,344	2,495	22,653		23,334	24,037	24,761	25,507
Service Delivery Operating Expenditure										
Grounds & Premises Expenditure										
6209 SE Oyster Beds	0	1	0	1	1	Current Budget	2	3	4	5
6229 SE CCTV Town Annual Maintenance	0	7,511	0	7,511	0	No increase required Vire unused balance to 6270 SE EMF Crime Reduction (CCTV)	0	0	0	0
6500 SE Tree Survey and Tree Maintenance	3,850	11,814	1,850	9,964	20,000	Current Budget + £9k for additional maintenance (Pilmere ash maintenance and surveys) Vire unused budget to 6591 EMF Open Spaces & Trees	20,600	21,218	21,855	22,511
6503 SE Allotments - Churchtown (rename)					1,000	Change water trough and maintenance works	1,030	1,061	1,093	1,126
6532 SE Allotments - Grenfell (new code)	373	1,418	528	890	3,500	Fencing, gates and maintenance works	3,605	3,714	3,826	3,941
6533 SE Allotments - Fairmead (new code)					2,000	Improve accessibility & maintenance works	2,060	2,122	2,186	2,252
6506 SE Grounds Maintenance & Watering	11,112	10,730	5,574	5,156	18,000	Current budget + £7k Increase budget to include new Victoria Gardens, Waterside, Playparks	18,540	19,097	19,670	20,261
6508 SE Public Toilets (Operational Costs)	6,845	5,655	2,291	3,364	7,051	Prior year + CPI 3%	7,263	7,481	7,706	7,938
6517 SE Cornish Cross (Maintenance)	5,780	3,545	56	3,489	400	No requirement for maintenance, only electricity for 2025/26 Vire unused balance to 6593 SE EMF Cornish Cross (Maintenance)	412	425	438	452
6525 SE Public Toilets (Repairs & Maintenance Costs)	2,691	2,954	620	2,334	3,043	Current Budget + CPI 3%	3,135	3,230	3,327	3,427
6526 SE Tools, Equipment & Materials (Store & All Areas)	5,162	3,545	2,313	1,232	5,318	Prior year + CPI 3%	5,478	5,643	5,813	5,988
6529 SE Refuse Disposal	5,446	6,499	1,696	4,803	6,694	Current Budget + CPI 3%	6,895	7,102	7,316	7,536
6530 SE Allotment Software Subscription	0	700	669	31	462	24/25 Annual cost + 10%	476	491	506	522
6531 SE Public Toilet Commercial Cleaning	3,115	32,000	12,085	19,915	38,469	24/25 £34,971 + 10% to include increased min wage costs	39,624	40,813	42,038	43,300
Total Grounds & Premises Expenditure	44,374	86,372	27,682	58,690	105,938		109,120	112,400	115,778	119,259
Longstone Expenditure										
7100 LO Rates - Longstone	(125)	(6,136)	6,136	0	0	Delete code CC confirmed property not registered for rates therefore delete code	0	0	0	0
7101 LO Water Rates - Longstone	1,730	3,352	947	2,405	1,782	Prior year + CPI 3%	1,836	1,892	1,949	2,008
7103 LO Electricity - Longstone	1,418	1,581	247	1,334	1,629	Current Budget + CPI 3%	1,678	1,729	1,781	1,835

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept 2025/26	Notes	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
7104 LO Fire & Security Alarm - Longstone	1,845	1,084	(250)	1,334	1,117	Current Budget + CPI 3% 24/25 Contract £368	1,151	1,186	1,222	1,259
7107 LO Rent - Longstone	4,620	5,120	1,950	3,170	6,084	Increase to be confirmed by CC Currently per month £375 + £15 x 12 x CPI 3%	6,267	6,456	6,650	6,850
7108 LO Cleaning Materials & Equipment - Longstone	274	727	214	513	363	Based on 4 year average £352 + CPI 3%	374	386	398	410
7110 LO General Repairs & Maintenance - Longstone	1,547	592	552	40	2,500	Estimate £2.5k for maintenance required	2,575	2,653	2,733	2,815
7114 LO Equipment - Longstone	407	700	0	700	1,700	Current budget + £1k for new cabinets and new racking for storeroom	1,751	1,804	1,859	1,915
7121 LO IT & Office Costs - Longstone	745	750	414	336	1,773	Current budget + CPI 3% + £900 for improved faster network costs	1,827	1,882	1,939	1,998
6673 ST SE Services Delivery - Clothing	1,833	2,236	554	1,682	2,304	Current Budget + CPI 3%	2,374	2,446	2,520	2,596
6674 ST SE Services Delivery - Mobiles	1,776	2,000	661	1,339	2,060	Current Budget + CPI 3%	2,122	2,186	2,252	2,320
6675 ST SE Services Delivery Staff Travelling Expenses	1,275	1,670	799	871	1,721	Current Budget + CPI 3%	1,773	1,827	1,882	1,939
Total Longstone Expenditure	17,345	13,676	12,224	13,724	23,033		23,728	24,447	25,185	25,945
Town & Waterfront Expenditure										
6504 SE Street Furniture (Maintenance)	2,444	2,500	1,161	1,339	2,575	Current Budget + CPI 3%	2,653	2,733	2,815	2,900
6505 SE Street Lighting	276	750	81	669	773	Current Budget + CPI 3%	797	821	846	872
6511 SE Tourism & Signage	429	269	60	209	15,000	Increase budget for various wayfinding improvements and information boards throughout the town	15,000	15,000	15,000	15,000
6512 SE Bus Shelters (Maintenance)	0	565	0	565	582	Current Budget + CPI 3%	600	618	637	657
6515 SE Festive Lights Maintenance & Electricity	2,734	3,756	(362)	4,118	3,869	Current Budget + CPI 3%	3,986	4,106	4,230	4,357
6519 SE Flags & Bunting	1,717	2,954	1,927	1,027	3,043	Current Budget + CPI 3%	3,135	3,230	3,327	3,427
6522 SE Pontoon (Maintenance Costs)	1,322	3,000	1,419	1,581	3,090	Current Budget + CPI 3%	3,183	3,279	3,378	3,480
6524 SE Vehicle Maintenance and Repair Costs	9,948	5,520	4,089	1,431	10,815	4 year average £10.5k + CPI 3%	11,140	11,475	11,820	12,175
6527 SE Salt Bins Refill	383	537	0	537	554	Current Budget + CPI 3%	571	589	607	626
6528 SE Pontoon Accommodation	5,309	6,335	2,379	3,956	1,306	Current budget + CPI 3% (Transfer 80% of cost to 6654 PE Staff Welfare)	1,346	1,387	1,429	1,472
6534 SE Pontoon Broadband (new code)					272	Currently Mthly £22	281	290	299	308
Total Town & Waterfront Expenditure	24,563	26,186	10,753	15,433	41,879		42,692	43,528	44,388	45,274
Total Service Delivery Operating Expenditure	86,282	126,234	50,659	87,847	170,850		175,540	180,375	185,351	190,478
Total Service Delivery Operating Surplus/ (Deficit)	(60,947)	(101,395)	(28,315)	(85,352)	(148,197)		(152,206)	(156,338)	(160,590)	(164,971)
Service Delivery EMF Expenditure										
Grounds & Premises EMF Expenditure										
6471 SE EMF Heritage Centre	1,473		0	7,416		Refer to Property maintenance 5 year plan	1,000	1,000	1,000	1,000
6571 SE EMF Saltash Recreation Areas	11,531		1,392	73,413		Refer to Property maintenance 5 year plan Note: Committed costs £20k for new play parks	25,000	25,000	25,000	25,000
6580 SE EMF Public Toilets (Capital Works)	337		482	15,103		Refer to Property maintenance 5 year plan	1,000	1,000	1,000	1,000
6588 SE EMF Victoria Gardens	0		0	15,000		Refer to Property maintenance 5 year plan	5,000	5,000	5,000	5,000
6589 SE EMF Community Tree Planting Initiatives	322		0	3,145	0	No increase required	2,000	2,000	2,000	2,000
6591 SE EMF Open Spaces & Trees	0		0	9,660	0	No increase required	3,000	3,000	3,000	3,000
6593 SE EMF Cornish Cross (Maintenance) (New code)					0	No increase required (note virement from 6517 SE Cornish Cross Maintenance)	3,000	3,000	3,000	3,000
6270 SE EMF Crime Reduction (CCTV) (Recommend vire from P&F)	0	0	0	0	0	Recommend transfer of code from P&F and vire balance of £58,360 Services	0	0	0	0
Total Grounds & Premises EMF Expenditure	13,663	0	1,874	123,737	0		38,000	38,000	38,000	37,000
Longstone EMF Expenditure										
7170 LO EMF Longstone Depot Capital Works	0		687	2,813		Refer to Property maintenance 5 year plan	1,000	1,000	1,000	0
Total Longstone EMF Expenditure	0	0	687	2,813	0		1,000	1,000	1,000	0
Town & Waterfront EMF Expenditure										
6570 SE EMF Notice Boards (Repair & Replace)	587		0	1,506	0	Planned to replace locks with master key. No additional funding required	0	0	0	0

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept 2025/26	Notes	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
6572 SE EMF Festive Lights	9,062		0	30,989	32,000	Budget Available £31k Less committed spend 2024/25 £13k. Balance for 2024/25 £18k Estimate £90k over 3 years 2025/26 £50k & 2026/27 £30k & 2027/28 £10k Precept Required £50k less £18k	30,000	10,000	10,000	10,000
6573 SE EMF Public Art & Maintenance	0		0	1,443	0	No increase required	0	0	0	0
6574 SE EMF Salt Bins	96		0	2,368	0	No increase required	0	0	0	0
6575 SE EMF Street Furniture (New & Replace)	0		133	1,367	0	No increase required	0	0	0	0
6578 SE EMF Equipment and Vehicles (Capital Works)	21,535		34,286	54,038	17,462	Budget Available £54,038 Total Requirement £71,500 Precept Required £17,462 Electric strimmers, blowers & hoovers with spare batteries £11.5k Replace STC2 with new electric version £45k Used RTV Kubota £15k	20,000	20,000	20,000	20,000
6582 SE EMF Town War Memorial	0		0	9,248	0	No increase required £15k Committed spend for new benches from GR. (less potential income from Crowd Funding) No increase	0	0	0	0
6584 SE EMF Pontoon Maintenance Costs	6,024		2,410	9,908		Refer to Property maintenance 5 year plan	10,000	10,000	10,000	10,000
6590 SE EMF Utilities & Rates	0		0	2,157	0	This code saved for potential backdated rates for Longstone	0	0	0	0
Total Town & Waterfront EMF Expenditure	37,305	0	36,829	113,024	49,462		60,000	40,000	40,000	40,000
Total Service Delivery EMF Expenditure	50,967	0	39,389	239,575	49,462		98,000	78,000	78,000	77,000
Total Service Delivery Expenditure (Operational & EMI	137,249	126,234	90,048	327,422	220,312		273,540	258,375	263,351	267,478
Total Service Delivery Budget Surplus/ (Deficit)	(111,914)	(101,395)	(67,704)	(324,927)	(197,659)		(250,206)	(234,338)	(238,590)	(241,971)

Estimated CPI 3% for Qtr 4 2024/25*
* Bank of England Monetary Policy Report August 24

Precept 2024/25 -165,318
Precept 2025/26 -197,659
Increase / (Decrease) 32,341
Difference as % 19.56%

Black text - budget assumptions
Red text - Further actions
Blue text - recommend virements

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept 2025/26	Notes	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
Guildhall Operating Income										
4200 GH Income - Guildhall Bookings	1,897	2,371	1,373	998	2,000	Based on average over 4 years	2,060	2,122	2,186	2,252
4201 GH Income - Guildhall Refreshments	272	249	101	148	242	Based on YTD income	250	258	266	274
4206 GH Income - Guildhall Photocopying Income	4	5	0	5	4	Based on Prior Year Income	5	6	7	8
Total Guildhall Operating Income	2,173	2,625	1,474	1,151	2,246		2,315	2,386	2,459	2,534
Guildhall Operating Expenditure										
6400 GH Rates - Guildhall	9,899	10,729	10,729	1	11,051	Actual + CPI 3%	11,383	11,725	12,077	12,440
6401 GH Water Rates - Guildhall	584	802	145	657	827	Current Budget + CPI 3%	852	878	905	933
6402 GH Gas - Guildhall	3,632	5,551	738	4,813	5,718	Current Budget + CPI 3%	5,890	6,067	6,250	6,438
6403 GH Electricity - Guildhall	9,444	6,066	930	5,136	9,728	Prior Year Actual + CPI 3%	10,020	10,321	10,631	10,950
6404 GH Fire & Security Alarm - Guildhall	982	1,498	437	1,061	1,012	Prior Year + CPI 3% (2024/25 contract £677)	1,043	1,075	1,108	1,142
6408 GH Cleaning Materials & Equipment - Guildhall	1,344	1,212	306	906	1,385	Prior Year Actual + CPI 3%	1,427	1,470	1,515	1,561
6409 GH Boiler Service & Maintenance	608	1,218	0	1,218	1,255	Current Budget + CPI 3%	1,293	1,332	1,372	1,414
6410 GH General Repairs & Maintenance	4,012	3,046	1,086	1,960	3,138	Current Budget + CPI 3%	3,233	3,330	3,430	3,533
6411 GH Entertainment Licences	0	4,073	0	4,073	0	No licences required, delete code Recommend vire unused balance to 6470 GH EMF Guildhall Maintenance				
6412 GH Lift Service & Maintenance	2,636	3,632	1,170	2,462	3,741	Current Budget + CPI 3% (Annual lift service est. £2,880 + £852 misc maint.)	3,854	3,970	4,090	4,213
6413 GH Refreshment Costs - Guildhall	183	445	80	365	245	3 year average £195. Recommend to reduce to £250 compared to 2024/25 budget £445	253	261	269	278
6414 GH Equipment - Guildhall	0	1,189	41	1,148	4,725	Current Budget + CPI 3% New TV £2k, new conferencing hub £1.5k	4,867	5,014	5,165	5,320
6418 GH Professional Fees	600	10,730	9,185	1,545		Refer to Property Maintenance 5 year plan	0	0	0	0
Guildhall Staffing Expenses	98	488	40	448	200	Based on 4 year average (Reduction 24/25 £288)	206	213	220	227
Total Guildhall Operating Expenditure	34,022	47,679	24,887	22,792	43,025		44,321	45,656	47,032	48,449
Total Guildhall Operating Surplus/ Deficit	(31,849)	(45,054)	(23,413)	(21,641)	(40,779)		(42,006)	(43,270)	(44,573)	(45,915)
Guildhall EMF Expenditure										
6470 GH EMF Guildhall Maintenance	1,415	78,888	74,959	3,929		Refer to Property Maintenance 5 year plan	0	0	0	0
Total Guildhall EMF Expenditure	1,415	78,888	74,959	3,929	0		0	0	0	0
Total Guildhall Expenditure (Operational & EMF)	35,437	126,567	99,846	26,721	43,025		44,321	45,656	47,032	48,449
Total Guildhall Budget Surplus/ (Deficit)	(33,264)	(123,942)	(98,372)	(25,570)	(40,779)		(42,006)	(43,270)	(44,573)	(45,915)

Estimated CPI 3% for Qtr 4 2024/25*
* Bank of England Monetary Policy Report August 24

Precept 2024/25	-45,661
Precept 2025/26	-40,779
Increase / (Decrease)	-4,882
Difference as %	-10.69%

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept 2025/26	Notes	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
Maurice Huggins Operating Income										
4207 MA Maurice Huggins Room Income	938	810	593	218	1,400	Based on YTD income	1,442	1,486	1,531	1,577
4208 MA Income - Maurice Huggins Refreshments (New code)					200	New code	206	213	220	227
Total Maurice Huggins Operating Income	938	810	593	218	1,600		1,648	1,699	1,751	1,804
Maurice Huggins Operating Expenditure										
7000 MA Rates	429	522	429	93	443	Actual + CPI 3%	457	471	486	501
7001 MA Water Rates	171	424	71	353	437	Current Budget + CPI 3%	451	465	479	494
7003 MA Electricity	1,462	2,185	161	2,024	2,251	Current Budget + CPI 3%	2,319	2,389	2,461	2,535
7004 MA Fire & Security Alarm	167	235	133	102	243	Current Budget + CPI 3% (2024/25 contract £219)	251	259	267	276
7008 MA Cleaning Materials & Equipment	211	355	242	113	366	Current Budget + CPI 3%	377	389	401	414
7010 MA General Repairs & Maintenance	448	1,607	122	1,485	1,656	Current Budget + CPI 3%	1,706	1,758	1,811	1,866
7018 MA Professional Costs	0	607	0	607	0	Refer to Property Maintenance 5 year plan Recommend vire unused balance at year-end to 6472 MA EMF Maurice Huggins Maintenance	0	0	0	0
7019 MA Refreshment Cost					150	New code	155	160	165	170
Total Maurice Huggins Operating Expenditure	2,889	5,935	1,158	4,777	5,546	0	5,716	5,891	6,070	6,256
Total Maurice Huggins Operating Surplus/ (Deficit)	(1,951)	(5,125)	(566)	(4,559)	(3,946)	0	(4,068)	(4,192)	(4,319)	(4,452)
Maurice Huggins EMF Expenditure										
6472 MA EMF Maurice Huggins Maintenance	0	1,466	0	1,466		Refer to Property Maintenance 5 year plan	1,000	1,000	1,000	1,000
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	606	0	606	0	No increase required	0	0	0	0
Total Maurice Huggins EMF Expenditure	0	2,072	0	2,072	0		1,000	1,000	1,000	1,000
Total Maurice Huggins Expenditure (Operational & EMF)	2,889	8,007	1,158	6,849	5,546		6,716	6,891	7,070	7,256
Total Maurice Huggins Budget Surplus/ (Deficit)	(1,951)	(7,197)	(566)	(6,631)	(3,946)		(5,068)	(5,192)	(5,319)	(5,452)

Estimated CPI 3% for Qtr 4 2024/25*
* Bank of England Monetary Policy Report August 24

Precept 2024/25	-6,125
Precept 2025/26	-3,946
Increase / (Decrease)	-2,179
Difference as %	-35.58%

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 15th October 2024 at 6.30 pm

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

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

APOLOGIES: J Dent, S Gillies, M Griffiths and L Mortimore.

74/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

75/24/25 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.

76/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY SPEAK ABOUT A PLANNING APPLICATION.

None.

77/24/25 **TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON 17 SEPTEMBER 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 Stoyel and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 17 September 2024 were confirmed as a true and correct record.

78/24/25 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

79/24/25 **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:

PA24/06470

Mr David Easterbrook – **24 Tincombe St Stephens Saltash**

Proposed first floor balcony to the rear of the property balcony 2m x 3m. Only alteration to the existing property is to change one window to a patio door to provide access.

Ward: Essa

Date received: 07/10/24

Response date: 28/10/24

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

PA24/06539

Mr Jon Rowson Persimmon Homes Cornwall & West Devon – **Land At Latchbrook Saltash**

Application for modification of planning obligation dated 30/03/1988 to allow sale from Cornwall Council, thereby removing ongoing management and maintenance duties, of the play areas at Rye Hill, Two Hills Park, Edward Crescent, Milch Park, Middlefield Close, Carrisbrooke Way, Ashburgh Parc, Clover Walk, Wood Close and Pondfield Road.

Ward: Trematon

Date received: 20/09/24

Response date: 17/10/24

It was proposed by Councillor Foster, seconded by Councillor Brady and resolved to **RECOMMEND APPROVAL** on the basis that Saltash Town Council have no obligation to carry out maintenance or have any control over the land.

PA24/07048

Mr M Evans – **Elanora Antony Passage Saltash PL12 4QT**

Proposed extensions and alterations.

Ward: Trematon

Date received: 17/09/24

Response date: 17/10/24

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

PA24/07072

Mr & Mrs David & Tracy Ball – **Sunnybrook Carkeel Saltash PL12 6NP**

Certificate of Lawfulness for existing use for an open market dwelling.

Ward: Trematon

Date received: 25/09/24

Response date: 16/10/24

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

A note for the Planning Officer: Saltash Town Council has made a recommendation on Planning Application PA24/07072 (as above). However, it is not certain that this application falls within the curtilage of Saltash Town Council's boundary.

PA24/07191

Katy Senior Cornwall Council Capital Projects – **Saltash Leisure Centre Callington Road Saltash PL12 6DJ**

Installation of a permanent shipping container for storage, minor amendments to the west elevation and associated works.

Ward: Essa

Date received: 02/10/24

Response date: 23/10/24

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

PA24/07255

Mr Gordon Hannah China Fleet Trust – **Land South West of China Fleet Country Golf Pill Lane North Pill Saltash PL12 6LQ**

The erection of a fixed ground mounted Solar Photovoltaic array with an expected capacity of 600kWp of generating capacity, a transformer substation, inverters, cable run, fencing, biodiversity measures and ancillary works.

Ward: Trematon

Date received: 08/10/24

Response date: 29/10/24

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

Councillor Foster left the meeting.

Councillor Foster returned to the meeting.

d. Tree Application:

PA24/07457

Mr Charles Nodder – **Land Adjacent To Curlew Antony Passage Saltash**

Works to Trees within a Conservation Area (TCA) – English Elm – Crown lifting by removal of three lowest branches not to exceed 5% of the tree's volume. Hawthorn – To fell. Sycamore – Crown Lifting, 4 of the lower branches need removing to not exceed 5% of the trees volume.

Ward: Trematon

Date received: 03/10/24

Response date: 16/10/24

The Chairman informed Members of The Saltash Town Council Voluntary Tree Wardens' Report.

It was **RESOLVED** to note.

PA24/07658

Jessica Hardy Devon Block Management – **Flat 1 14 Lower Fore Street Saltash**

Works to trees subject to a Tree Preservation Order for Lucombe Oak (T1) - prune back secondary and sub-lateral branches to parent stems to achieve a 2.5m clearance of building. Yew (T2) - prune back secondary and tertiary branches to parent stems to achieve a 2.5m clearance of building. Works intended to give adequate clearance of building and to reduce excessive shading of property and garden.

Ward: Essa

Date received: 08/10/24

Response date: 29/10/24

The Chairman informed Members of The Saltash Town Council Voluntary Tree Wardens' Report.

It was proposed by Councillor Bickford, seconded by Councillor Brady and resolved to **RECOMMEND REFUSAL** on the basis that members have taken the Saltash Town Council Voluntary Tree Wardens' Report into account and the current proposal appears excessive.

80/24/25 **TO RECEIVE CORRESPONDENCE FROM THE PLANNING INSPECTORATE ROW/3295824: FOOTPATH AT BABIS LANE AND TOWN QUAY - MODIFICATION ORDER 2017 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

81/24/25 **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.

82/24/25 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

83/24/25 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

84/24/25 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

DATE OF NEXT MEETING

Tuesday 19 November 2024 at 6.30 pm

Rising at: 7.13 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Joint Burial Board Committee held at the Guildhall on Tuesday 29th October 2024 at 4.00 pm

PRESENT: Councillors: R Bullock, J Dent, J Peggs (Deputy Chairman), B Samuels and B Jones.

ALSO PRESENT: S Burrows (Town Clerk / RFO), W Peters (Finance Officer) and F Morris (Planning and General Administrator).

APOLOGIES: Rev L Bushell Hawke (Ex Officio Chairman).

16/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

17/24/25 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.

18/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE JOINT BURIAL BOARD COMMITTEE.

None.

19/24/25 **TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON 8 AUGUST 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 Dent and **RESOLVED** to amend the time of rising on the minutes of the Joint Burial Board Committee held on 8 August 2024 from 7.40 p.m. to 2.40 p.m.

It was proposed by B Jones, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Joint Burial Board Committee held on 8 August 2024 were confirmed as a true and correct record.

20/24/25 **TO RECEIVE THE JOINT BURIAL BOARD BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer informed Members of the current budget statement contained within the circulated reports pack.

It was **RESOLVED** to note.

21/24/25 **TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

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

Nothing to report.

23/24/25 **TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and discussed the Service Delivery Department report as contained within the circulated reports pack.

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

1. To note the report;
2. To approve the purchase of double entrance gates to the side entrance of the Churchyard, to be installed by the Service Delivery Team at a cost of £775.00 allocated to Budget Code 6104 General Site Maintenance;
3. To approve the Service Delivery Team to purchase and use the MossOff Chemical Free Product to help remove the moss across the pathways at the Churchyard at an approximate cost of £25 for 5 Litres allocated to Budget Code 6104 General Site Maintenance;
4. PCC Members to liaise with Reverend Laura Bushell Hawke to move the Health and Safety Signage forward as soon as possible.

24/24/25 **TO SET THE FEES AND CHARGES FOR THE YEAR 2025/26 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer reported on the proposed amendments to the Fees and Charges for the year 2025/26.

Members discussed and debated the Fees and Charges for the year 2025/26.

It was proposed by Councillor Dent, seconded by Councillor B Samuels and resolved to **RECOMMEND** the Joint Burial Board Fees and Charges for the year 2025/26 as attached to the Policy and Finance Committee Meeting to be held on 12 November 2024.

25/24/25

TO SET THE JOINT BURIAL BOARD BUDGET FOR THE YEAR 2025/26 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.

The Finance Officer worked through the budget statement for the year 2025/26 contained within the circulated reports pack.

The Town Clerk informed the meeting that the Property Maintenance Sub Committee have not yet inputted their figures into Budget Code BB EMF 6170 Repairs to Cemetery Wall from the meeting held on 28 October 2024.

Members discussed and debated the budget setting for the year 2025/26.

It was proposed by Councillor Bullock, seconded by Councillor B Samuels and resolved to **RECOMMEND** the Joint Burial Board Budget Statement for the year 2025/26 as attached to the Policy and Finance Committee Meeting to be held on 12 November 2024 subject to the Property Maintenance 5 Year Plan figures.

Operational Income:

1. Budget Code 4600 BB Cemetery Fees – to remain at £6,000. No further burials; only re-openings will be permitted;
2. Budget Code 4607 BB Memorial Bench Income to remain at £450 due to there being further capacity for Memorial Benches;

Operational Expenditure

3. To delete Budget Code 6103 BB Health and Safety as Health and Safety items are purchased by Policy and Finance for all sites. To vire unspent funds at the end of the financial year to Budget Code 6170 BB EMF General Maintenance;
4. To vire unspent funds at the end of the financial year from Budget Codes 6104 BB General Site Maintenance and 6108 BB Tree Survey and Tree Maintenance to Budget Code 6170 BB EMF General Maintenance;

BB – EMF Expenditure

5. Budget Code 6170 BB EMF Repairs to Cemetery Wall to be renamed BB EMF General Maintenance. Any funds left in unused budgets to remain in the EMF fund for future use;
6. Budget Code 6170 BB EMF General Maintenance – considered at the Property Maintenance Sub Committee held on 28 October 2024, figures are yet to be transferred.

26/24/25 **TO RECEIVE AN UPDATE ON THE P.C.C REGISTERING THE CHURCHYARD AS CLOSED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the report submitted by The Senior Policy and Data Compliance Monitoring Officer contained within the circulated reports pack.

The Town Clerk advised Members that until there is something more solid on the horizon than a consultation about a future recommendation, St Stephen's Church should proceed with the parameters of the current law.

It was proposed by Councillor B Samuels, seconded by B Jones and **RESOLVED** that PCC continue to proceed with the closure of the Churchyard which relates to Minute Number 11/24/25 reporting back at the next Joint Burial Board Committee Meeting.

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

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

28/24/25 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

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

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

30/24/25 **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 B Samuels and **RESOLVED** to issue the following Press and Social Media release:

1. Law Commission Burial and Cremation Consultation 2024.

DATE OF NEXT MEETING

Tuesday 25 February 2025 at 6.00 pm

Rising at: 4.24 pm

Signed: _____
Chairman

Dated: _____

Joint Burial Board - St. Stephens Cemetery
Fees and Charges

Description	2024/2025	2025/26 Proposed Charge Amendments
<p><u>Interment Fees</u></p> <p>Re-opening / Interment of a body (Saltash residents)</p> <p>Re-opening / Burial of cremated remains (Saltash residents)</p> <p>Double standard fees apply to non Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the STC Co-Chairman Deputy Chairman of the Joint Burial Board Committee.)</p>	<p align="center">£700</p> <p align="center">£335</p> <p align="center">All Fees Double</p>	<p align="center">£700</p> <p align="center">£335 £333 to match Burial Authority F&C's</p> <p align="center">All Fees Double</p>
<u>Benches</u>	Inc VAT	Inc VAT
To supply, fit and maintain a memorial bench, to include plaque	£540	£540

Joint Burial Board Committee - Burial Board Budget 2024-25
Saltash Town Council
For the year ended 31 March 2025

Recommendation
from Property
Maintenance

Black text - budget assumptions
Red text - Actions required by FO
Purple text - new codes
Blue text - recommend virements

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept 2025/26	Notes	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
Burial Board Operating Income										
4600 BB Cemetery Fees	7,185	8,863	6,005	2,858	6,000	Due to capacity of graves, income reduced compared to prior year	6,180	6,366	6,557	6,754
4605 BB SLA Payment Grass Cutting	628	628	659	(31)	659	Based on Current Income	679	700	721	743
4607 BB Memorial Bench Income	0	450	0	450	450	Based in 1 bench	464	478	493	508
Total Burial Board Operating Income	7,813	9,941	6,664	3,277	7,109		7,323	7,544	7,771	8,005
Burial Board Operating Expenditure										
6100 BB Petrol	272	541	175	366	200	Based on prior year	206	213	220	227
6101 BB Machinery Maintenance Costs	94	769	541	228	793	Current Budget + CPI 3%	817	842	868	895
6103 BB Health & Safety	0	119	0	119	0	Budget not used. H&S equipment purchased by P&F for all sites. Delete code Vire unused budget to 6170 BB EMF General Maintenance & Repairs)				
6104 BB General Site Maintenance	541	1,513	493	1,020	2,000	Increased to £2k to allow for rotational grave stone surveys & maintenance Vire unused balance to 6170 EMF General Maintenance & Repairs)	2,060	2,122	2,186	2,252
6108 BB Tree Survey & Tree Maintenance	2,650	3,914	0	3,914	4,032	Current Budget + CPI 3% Vire unused balance to 6170 EMF General Maintenance & Repairs)	4,153	4,278	4,407	4,540
6109 BB Memorial Bench (Expenditure)	0	376	0	376	388	Current Budget + CPI 3%	400	412	425	438
Total Burial Board Operating Expenditure	3,557	7,232	1,209	6,023	7,413		7,636	7,867	8,106	8,352
Total Burial Board Operating Surplus/ (Deficit)	4,256	2,709	5,455	(2,746)	(304)		(313)	(323)	(335)	(347)
Burial Board EMF Expenditure										
6170 BB EMF Repairs to Cemetery Wall (RENAME BB EMF General Maintenance)	15,763	3,023	0	3,023	3,000	Refer to Property Maintenance 5 year plan Rename code Virements from 6103, 6104, 6108	3,000	3,000	3,000	3,000
Total Burial Board EMF Expenditure	15,763	3,023	0	3,023	3,000		3,000	3,000	3,000	3,000
Total Burial Board Expenditure (Operational & EMF)	19,320	10,255	1,209	9,046	10,413		10,636	10,867	11,106	11,352
Total Burial Board Budget Surplus/Deficit	(11,506)	(314)	5,455	(5,769)	(3,304)		(3,313)	(3,323)	(3,335)	(3,347)

Estimated CPI 3% for Qtr 4 2024/25*
* Bank of England Monetary Policy Report August 24

Precept 2024/25 (290)
Precept 2025/26 (3,304)
Increase / (Decrease) 3,014
Difference as % 1039.31%

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Burial Authority Committee held at the Guildhall on Tuesday 29th October 2024 at 6.30 pm

PRESENT: Councillors: R Bullock, J Dent, S Lennox-Boyd and S Miller.

ALSO PRESENT: 3 Members of the Public, S Burrows (Town Clerk / RFO), W Peters (Finance Officer) and F Morris (Planning and General Administrator).

APOLOGIES: M Griffiths.

17/24/25 TO ELECT A CHAIRMAN.

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Miller to nominate Councillor Dent.

There were no other nominations.

Following a vote it was **RESOLVED** to elect Councillor Dent as Chairman.

Councillor Dent in the Chair.

18/24/25 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd to nominate Councillor Miller.

Councillor Dent withdrew the nomination for Councillor Miller.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd to nominate Councillor Bullock.

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

19/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

20/24/25 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.

21/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None.

22/24/25 TO RECEIVE AND APPROVE THE MINUTES FROM THE BURIAL AUTHORITY MEETING HELD ON 25 APRIL 2024 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Miller, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Burial Authority Committee held on 25 April 2024 were confirmed as a true and correct record.

23/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

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

Nothing to Report.

25/24/25

TO RECEIVE A REQUEST FROM ANTONY ESTATES FOR SHARED FACILITIES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed Members of the report from the Town Clerk and Draft Heads of Terms from Antony Estate as contained within the circulated reports pack.

The Town Clerk briefed Members on the report and advised that they are being asked if they wish to move forward in partnership with Antony Estate based on the Draft Heads of Terms as received within the circulated reports pack, before moving this forward to Full Town Council to be held on 7 November 2024 for approval.

Members received and discussed the reports regarding shared facilities at Churchtown Cemetery.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND** to Full Town Council to be held on 7 November 2024;

1. To approve Antony Estate's Draft Heads of Terms, as attached, for a Licence for shared use of the car park at Churchtown Cemetery together with the Town Clerk's report;
2. That Antony Estate cover Saltash Town Council's legal costs.

26/24/25

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

Members received and discussed the Service Delivery Department report as contained within the circulated reports pack.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and **RESOLVED** to delegate to the Service Delivery Manager to obtain costs regarding a timeless grave plan sign at Churchtown Cemetery working within budget and to liaise with the Town Clerk for final approval.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and **RESOLVED:**

1. To note the report;
2. To approve the purchase of box hedging to be installed in the Children's Section of Churchtown Cemetery, to create an improved hedgerow, working within the 2025/26 budget and allocated to budget code 6004 BA General Site Maintenance;
3. To approve the purchase of a water heater for the public toilets (allotment holders and funerals) at Churchtown Cemetery at a maximum cost of £200 allocated to Budget Code 6000 Petrol.

27/24/25

TO SET THE BURIAL AUTHORITY FEES AND CHARGES FOR THE YEAR 2025/26 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.

The Finance Officer briefed Members on the proposed amendments to the Fees and Charges for the year 2025/26.

Members discussed and debated the Burial Authority Fees and Charges for the year 2025/26.

It was proposed by Councillor Miller, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND** the Burial Authority Fees and Charges for the year 2025/26 as attached, to the Policy and Finance Committee meeting to be held on the 12 November 2024.

28/24/25

TO SET THE BURIAL AUTHORITY BUDGET FOR THE YEAR 2025/26 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.

The Finance Officer worked through the budget statement for the year 2025/26 contained within the circulated reports pack.

The Town Clerk informed the meeting that the Property Maintenance Sub Committee have not yet inputted their figures into budget code BA EMF 6070 Churchtown Cemetery Capital Works from the meeting held on 28 October 2024.

Members discussed and debated the budget setting for the year 2025/26.

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Dent and resolved to **RECOMMEND** the Burial Authority Budget Statement for the year 2025/26, as attached, to the Policy and Finance Committee Meeting to be held on 12 November 2024 subject to the Property Maintenance Five-Year Plan figures and the following amendments;

Burial Authority Operating Income

1. To rename budget code 4614 BA Memorial Bench Income to 4614 BA Memorial Income due to Memorial Rose Bushes and Plaques also being available for purchase;
2. To create a new income code for Churchtown Car Park and to set the precept income at £1,000 based on the figures contained within the reports circulated within the reports pack and the potential start date for the natural burial site;

Burial Authority Operating Expenditure

3. To delete budget code 6003 BA Health and Safety as all Health and Safety items are purchased by Policy and Finance for all sites;
4. To vire any unspent funds from budget code 6003 BA Health and Safety to 6070 BA EMF Churchtown Cemetery Capital Works, subject to there being an unspent balance available at the end of the year;
5. To rename budget code 6012 BA Memorial Bench (Expenditure) to 6012 BA Memorial Income, due to the additional availability of Memorial Rose Bushes and Plaques.

Burial Authority - EMF Expenditure

6. Budget Code 6070 BA EMF Churchtown Cemetery Capital Works – considered at the Property Maintenance Sub Committee held on 28 October 2024 and agreed to increase the precept by £1,500. The figures are yet to be transferred.

29/24/25 **TO RECEIVE THE LAW COMMISSION BURIAL AND CREMATION CONSULTATION AND CONSIDER ANY ACTIONS.**

It was **RESOLVED** to note.

30/24/25 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

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

None.

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

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

33/24/25

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

None.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.02 pm

Signed: _____
Chairman

Dated: _____



Draft
HEADS OF TERMS
for a Licence for shared use of a car park at Churchtown, Saltash

Subject to contract

Parties	Saltash Town Council (STC/Licensor) and Antony Estate (AE/Licensee)
Area for use	The Churchtown Cemetery Car Park.
Proposed use	Use for parking for those attending burials at the proposed Churchtown natural burial ground, only for the duration of the burial.
Term	40 years from the commencement date of the Licence.
Break clauses	Either party may serve to the other not less than 12 months' notice to terminate the Licence on the fifth anniversary of the Term and five yearly thereafter.
Booking system	<p>AE will adopt the preferred booking method of STC, namely the following or otherwise any other system that STC nominates:</p> <ol style="list-style-type: none"> 1. AE will email STC via its nominated email address (currently burialsandmemorials@saltash.gov.uk) to request a date and time for the use of the car park for an interment. 2. The Town Council Administrator will follow STC's internal procedures as it does for similar requests from funeral directors and either confirm this date and time or ask for another to be requested, in which case the procedure will be repeated. <p>AE will arrange its own grave digging and the placing of cones on the roadside, so there is no further service is required from STC.</p>
Commercial terms	<p>AE will pay STC a licence fee as follows:</p> <ol style="list-style-type: none"> 1. £500 per year annually in advance. 2. A charge of £50 per burial, to be paid within seven days of the car park booking being confirmed. <p>Both sums will be increased five yearly in line with the Retail Prices Index.</p> <p>AE will additionally pay STC any charges for any specific services provided by STC.</p>

Responsibilities	AE will be responsible for ensuring that the car park is left in a clean and tidy state after every burial and will be fully responsible for the rectification of any specific damages that occur.
Insurance	AE will indemnify STC against all losses and damages arising out of its use of the car park.
Alienation	AE may create its own management vehicle, such as a company or similar entity under its direct control, in order to operate the natural burial site, but will not assign or sub-let the Licence agreement to any third party.
Reputational matters	AE will use best endeavours to manage the natural burial ground served by the car park to a high standard and in cooperation with STC and members of the public, and will establish a trust for the management of the site which will remain in existence for the long term in order to ensure its upkeep for the benefit of the family and descendants of the deceased.
Legal costs	AE will pay STC's reasonable legal costs for the preparation and completion of the licence agreement.

To receive draft Heads of Terms for a licence for shared use of a car park at Churchtown Cemetery

Attached to this report is Anthony Estates proposed draft Heads of Terms for a Licence for shared use of Churchtown Cemetery car park for Members consideration.

William Trinick Estate Manager met with the Town Council Service Delivery Manager on site to better understand the Town Council's funeral process at Churchtown Cemetery. It seems that the only possible site-specific involvement from Saltash Town Council might be putting out cones on the road, but William agreed that this could and would best be done by Anthony Estates. This hopefully simplifies the proposed arrangement between both parties and does not involve any costs for Saltash Town Council. The proposed terms in any case allow for any direct costs now or in the future to be recharged to Anthony Estates.

The Heads of Terms don't include the use of Churchtown Cemetery car park for those visiting graves. In terms of how it works operationally, it would be the same but without prior notification to Saltash Town Council. We would hope that everyone needing to use the car park would be respectful of funerals taking place on their arrival and is subject to availability at the time. Anthony Estates have not included any cost within the proposed licence fee to cover revisits.

Commercial terms:

1. £500 per year annually in advance
2. A charge of £50 per burial, to be paid within seven days of the car park booking being confirmed.

Both 1 and 2 will be increased five yearly in line with the Retail Prices Index (RPI).

The proposed commercial terms (as above) are an assessment based on what Anthony Estates expect their income to be. Charges for natural burials are typically between £1,000 and £1,500, out of which comes operating overheads including a manager, the long-term management of the site and direct costs associated with each burial. Based on say 25 burials per year at £1,200, the parking charge for burial, plus the annual £500, would be about 6% of their gross turnover, which they feel would be realistic.

The increase in line with RPI five yearly isn't in line with Saltash Town Council budget / precept setting. Members may wish to consider this further.

The draft Heads of Terms include the adoption of Saltash Town Council's booking system. This has brought comfort to their request. We don't want any Town Council service to fail especially funerals.

There are now four Town Council staff members trained in the administration of burials, cremations and memorials at Town Council level not funeral director level. This is sufficient to be able to accommodate the natural burial site as per the draft Heads of Terms should Saltash Town Council wish to proceed. The number of staff trained allows for sickness and annual leave without compromising the Town Council service (Churchtown Cemetery) and potentially the Licence with Anthony Estates.

Any additional requests from Anthony Estate would need to be considered at the time of the request by the Town Clerk.

Break Clause:

Either party may serve to the other not less than 12 months' notice to terminate the Licence on the fifth anniversary of the Term and Five yearly thereafter.

The above raises concern in that it would be very difficult for Saltash Town Council to end the agreement if it doesn't work (6 years is a long time). However, any length of time would be difficult because the site is relying on some parking being available and will be moving the project forward on that basis.

Service Delivery:

It is to be expected that our team may be working at Churchtown Cemetery the day of a natural burial taking place. Depending on the type of work there may need to be down time to respect the funeral, however, the Town Council administration department will work closely with service delivery department so that they are aware of all funerals taking place.

End of Report

Town Clerk / RFO

Minute Item 27/24/

Burial Authority - Churchtown Cemetery

Fees and Charges

Description	2024/25 Charges	2025/26 Proposed Charges Amendments
<u>Interment Fees</u>		
Interment under the age of 18 years - Saltash residents only	No Charge	No Charge
1st Interment over the age of 18 years - (triple depth plot)	£700	£700
2nd & 3rd Interment over the age of 18 years - (ERB determined)	£700	£700
1st Interment of ashes in a casket - (double depth plot)	£333	£333
2nd Interment of ashes in a casket - (ERB determined)	£333	£333
1st Interment of loose ashes - (double depth plot)	£167	£167
2nd Interment of loose ashes - (ERB determined)	£167	£167
Interment of ashes in Garden of Remembrance	£333	£333
Service Men and Emergency Service Personnel killed in active service - Saltash residents only.	No Charge	No Charge
<u>Exclusive Right of Burial including Plot Deed (Exclusive Right of Burial must be purchased with 1st Interment) - Length of Exclusive Right of Burial - 10 Years</u>		
Exclusive Right of Burial under the age of 18 years - Saltash residents only	No Charge	No Charge
Exclusive Right of Burial 1st Interment over the age of 18 years	£333	£333
Exclusive Right of Burial 1st Interment of ashes in a casket	£111	£111
Exclusive Right of Burial 1st Interment of loose ashes	£111	£111
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	No Charge	No Charge
<u>Memorial Permissions - Length of Right to Erect a Memorial - 10 years</u>		
Permission to erect headstone under the age of 18 years - Saltash residents only		No Charge
Permission to erect headstone including first inscription	£111	£111
Additional inscriptions	£56	£56
Permission to place cremated remains tablet	£56	£56
Removal of a headstone & cremation tablet other than for an additional inscription	£56	£56
Renewal of Grant of Right to Erect a Memorial	£28	£28
Permission to erect/place monument CWG/MOD Commonwealth War Grave / Ministry of Defence	No Charge	No Charge
Cremation foundation slab and tablet to be supplied by ERB owner		
Service Men and Emergency Service Personnel killed in active service - Saltash residents only.		No Charge
<u>Renewal of Exclusive Rights of Burial - Length of Exclusive Right of Burial - 10 Years</u>		
Single grave for the interment and renewal under the age of 18 years - Saltash resident only	No Charge	No Charge
Renewal of Exclusive Rights of Burial	£28	£28
Renewal of Exclusive Rights of Cremated Remains	£28	£28
Issue & registration of duplicate deed of grant of grave space	£28	£28
Inspection of Burial Register	£28	£28
Transfer of ERB certificate up to a maximum of 2 hours, and then charged on an hourly basis at £25 per hour	£51	£51
Transfer of ERB certificate by Statutory Declaration up to a maximum of 2 hours, and then charged at an hourly basis at £25 per hour	£84	£84
Permission of right to CWG Commonwealth War Grave Commission or MOD Ministry of Defence	No Charge	No Charge
Permission to place a war grave marker	No Charge	No Charge
Exhumations of coffins or cremated remains casket/loose ashes	Price on Application	Price on Application
Search of Registers by our staff (per search)	£28	£28
Search of Registers by our staff (non resident)	£56	£56
Double standard fees apply to non Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the Chairman of the Burial Authority Committee)	All Fees Double	All Fees Double
<u>Benches & Other Memorials - 10 Years Lease (Residents & Non Residents) (VATABLE)</u>		
Rose Bush - Permission to place a rose bush and memorial plaque at Churchtown Cemetery in the memorial garden	£100 inc. VAT	£100 inc. VAT
To supply, fit and maintain a memorial bench Including plaque	£540 inc. VAT	£540 inc. VAT

Burial Authority Committee - Burial Authority Budget 2024-25
Saltash Town Council
For the year ended 31 March 2025

Recommendation
from Property
Maintenance

Black text - budget assumptions
Red text - Actions required by FO
Purple text - new codes
Blue text - recommend virements

Account	Actual 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept 2025/26	Notes	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
Burial Authority Operating Income										
4612 BA Cemetery Fees	17,505	12,104	10,436	1,668	15,000	Based on Current Year income	15,450	15,914	16,392	16,884
4614 BA Memorial Bench Income	950	900	167	733	458	Based on 1 bench & 1 rose bush Rename code to include all items on F&C	756	779	803	828
4615 BA National Grid Wayleave Income	0	15	0	15	15	Based on Current Year income	16	17	18	19
4616 BA Churchtown Carpark Income (New code)	0	15	0	15	1,000	New code for carpark income. Estimated to commence November 2025	16	17	18	19
Total Burial Authority Operating Income	18,455	13,034	10,603	2,431	16,473		16,238	16,727	17,231	17,750
Burial Authority Operating Expenditure										
6000 BA Petrol	117	406	75	331	250	Current Budget + CPI 3%	341	352	363	374
6001 BA Machinery Maintenance Costs	121	296	188	108	305	Current Budget + CPI 3%	112	116	120	124
6003 BA Health & Safety	0	60	0	60	0	Budget not used. H&S equipment purchased by P&F for all sites. Delete code Vire unused budget to 6070 BA EMF Churchtown Cemetery Capital Works				
6004 BA General Site Maintenance	2,132	658	558	100	1,000	Based on current year spend	104	108	112	116
6005 BA Fire Extinguishers	0	97	0	97	100	Current Budget + CPI 3%	100	103	107	111
6008 BA Tree Survey & Tree Maintenance	0	849	0	849	875	Current Budget + CPI 3%	875	902	930	958
6009 BA Electricity Costs	396	394	136	258	406	Current Budget + CPI 3%	266	274	283	292
6010 BA PWLB Loan Repayment & Interest	21,385	21,385	10,692	10,693	10,693	Last instalment July 25	0	0	0	0
6011 BA Water	0	391	0	391	403	Current Budget + CPI 3%	403	416	429	442
6012 BA Memorial Bench (Expenditure)	187	751	30	721	408	Based on 1 bench & 1 rose bush £396 + CPI 3% Rename code to match income 4614	743	766	789	813
6013 BA Security Alarm Maintenance	164	186	132	54	241	2024/25 Annual Maintenance £219 + 10% for 2025/26	57	59	61	63
6014 BA Cemetery Software Subscription	377	1,439	290	1,149	726	2024/25 subscription £660 + 10% increase	1,184	1,220	1,257	1,295
Total Burial Authority Operating Expenditure	24,878	26,912	12,100	14,812	15,407		4,185	4,316	4,451	4,588
Total Burial Authority Operating Surplus/ (Deficit)	(6,423)	(13,878)	(1,498)	(12,380)	1,066		12,053	12,411	12,780	13,162
Burial Authority EMF Expenditure										
6070 BA EMF Churchtown Cemetery Capital Works	2,279	4,391	(20)	4,411	1,500	Recommended by Property Maintenance	1,500	1,500	1,500	1,500
6071 BA EMF Replace Machinery & Equipment	0	13,942	127	13,815	0	No increase required	0	0	0	0
6073 BA EMF Memorial Garden	476	3,724	154	3,570	0	No increase required	0	0	0	0
Total Burial Authority EMF Expenditure	2,755	22,057	261	21,797	1,500		1,500	1,500	1,500	1,500
Total Burial Authority Expenditure (Operational & EMF)	27,633	48,969	12,361	36,608	16,907		5,685	5,816	5,951	6,088
Total Burial Authority Budget Surplus/ Deficit	(9,178)	(35,935)	(1,758)	(34,177)	(434)		10,553	10,911	11,280	11,662

Estimated CPI 3% for Qtr 4 2024/25*
* Bank of England Monetary Policy Report August 24

Precept 2024/25	(14,374)
Precept 2025/26	(434)
Increase / (Decrease)	(13,940)
Difference as %	-96.98%

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 31st October 2024 at 6.30 pm

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

ALSO PRESENT: J Turton (HR Consultant), S Burrows (Town Clerk / RFO), I Bovis (Service Delivery Manager), D Orton (Community Hub Team Leader) and W Peters (Finance Officer).

APOLOGIES: S Martin (Chairman).

33/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

34/24/25 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.

35/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 20 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 Peggs, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Personnel Meeting held on 20 June 2024 were confirmed as a true and correct record.

36/24/25 **TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer briefed Members on the budget statement received and contained within the circulated reports pack.

Councillor Miller joined the meeting.

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

1. To approve to vire £1,800 from budget code ST PF EMF Staff Contingency to 6662 ST PE HR Professional Fees;
2. To approve to vire £7.00 from budget code 6694 ST PF EMF Staff Contingency to 6659 ST PF Town Sergeant and Mace Bearer Fees.

37/24/25 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

38/24/25 **TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

39/24/25 **TO RECEIVE A RECOMMENDATION FROM THE TOWN VISION SUB COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and **RESOLVED** to approve the Personnel Committee deliverables and scores for quarter 1 and quarter 2.

40/24/25

TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Training Attended;

The Town Clerk briefed Members on the staff training record received and contained within the circulated reports pack, stating that further work is required to bring the recording of training up to date.

It was **RESOLVED** to note.

b. Training Requests;

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

1. To approve the Administration Officer (recently appointed Office Manager / Assistant to the Town Clerk) to undertake her CILCA qualification in the financial year 2025-26 subject to a training agreement being put in place;
2. At a cost of £750 allocated to budget code 6656 Staff Training;
3. To approve additional support for study time outside of the webinar sessions by delegation to the Town Clerk to manage in accordance with the syllabus for the course and Town Council operational needs.

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

1. To approve the Service Delivery Manager to attend the IOSH Managing Safely training at a cost of £625 + VAT allocated to budget code 6676 ST PE Staff Training;
2. To approve a Service Delivery General Assistant to attend the IOSH Working Safely training at a cost of £250 + VAT allocated to budget code 6676 ST PE Staff Training.

It was proposed by Councillor Foster, seconded by Councillor Dent and **RESOLVED** to approve the Assistant Service Delivery Manager to attend the Legionella Risk Assessment and Risk Management training at a cost of £265 + VAT allocated to budget code 6675 Staff Training.

41/24/25 **TO NOTE THE APPOINTMENT OF THE DEVELOPMENT AND ENGAGEMENT MANAGER.**

It was **RESOLVED** to note the appointment of the Development and Engagement Manager commencement date 30 September 2024.

42/24/25 **TO NOTE THE APPOINTMENT OF THE OFFICE MANAGER / ASSISTANT TO THE TOWN CLERK.**

It was **RESOLVED** to note the appointment of the Officer Manager / Assistant to the Town Clerk commencement date 1 November 2024.

43/24/25 **TO RECEIVE STAFF COMPLIMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note staff compliments received and to commend staff for the fantastic work being achieved for the community.

Councillor Foster left the meeting.

44/24/25 **TO REVIEW PROVISION FOR FLU AND COVID VACCINES FOR ALL TOWN COUNCIL OFFICERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Foster returned to the meeting.

Members noted there are alternative locations for Officers to have a flu/covid vaccine at a more reasonable price. The report is an example of cost.

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

1. To approve provision for flu and covid vaccines for all Officers, delegated to the line managers to approve reasonable associated cost within budget;
2. To approve back dated expenditure for flu and covid vaccines for the year 2024-25;
3. Allocated to budget code 6654 Staff Welfare.

45/24/25 **TO RECEIVE THE NATIONAL JOINT COUNCIL SCALE INCREASE FOR THE YEAR 2024-25 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to be held on 7 November 2024 to accept and implement the pay award for the year 2024-25 as follows:

1. An increase of £1,290 on all NJC pay points up to point 43;
2. An increase of 2.5% for all scale points above 43;
3. To be back dated with effect from 1 April 2024;
4. To note the NJC scale increases for the year 2024-25 are above the latest Real Living Wage rate of £12.60 per hour.

46/24/25 **TO RECEIVE A REPORT ON THE COMMUNICATION AND ENGAGEMENT OFFICER ROLE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Foster, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to be held on 5 December 2024:

1. To approve an additional 12 hours per week for the Communications and Engagement Officer role as per the job description (as attached) together with the Development and Engagement Managers supporting report;
2. To advertise with immediate effect with there being sufficient funds within the 2024-25 budget;
3. To note; the new role will have an impact on the 2025-26 budget setting to be considered at the Policy and Finance meeting to be held on 12 November 2024.

Please note: the Communications and Engagement Officer job description and person specification was recommended to Full Council by the Personnel Committee (minute 92/23/24b) where Full Council approved the role into the existing Town Council organisation structure (minute 367/23/24 recommendation 4).

47/24/25

TO RECEIVE A REPORT ON APPOINTING AN ASSISTANT COMMUNITY HUB TEAM LEADER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to be held on 5 December 2024:

1. To approve the new role, Assistant Community Hub Team Leader into the existing Town Council organisation structure;
2. To approve the job description and person specification (as attached) together with the Community Hub Team Leader's supporting report;
3. To advertise with immediate effect with there being sufficient funds within the 2024-25 budget;
4. To note the role replaces the 30-hour Library and Information Assistant post;
5. To note; the new role will have an impact on the 2025-26 budget setting to be considered at the Policy and Finance meeting to be held on 12 November 2024.

Community Hub Team Leader left the meeting.

48/24/25

TO RECEIVE A REPORT ON APPOINTING ADDITIONAL SERVICE DELIVERY STAFF AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Foster, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to be held on 5 December 2024:

1. To approve the new, Service Delivery General Assistant into the existing Town Council organisation structure;
2. To approve the job description and person specification (as attached);
3. To advertise from 1 April 2025;
4. To note; the new role will have an impact on the 2025-26 budget setting to be considered at the Policy and Finance meeting to be held on 12 November 2024;
5. To approve the new, part time (afternoon) Administration Assistant into the existing Town Council organisation structure;
6. To approve the job description and person specification (as attached);
7. To advertise from 1 December 2024 with there being sufficient funds within the 2024-25 budget;
8. To note; the new role will have an impact on the 2025-26 budget setting to be considered at the Policy and Finance meeting to be held on 12 November 2024.

The Service Delivery Manager left the meeting.

49/24/25

TO RECEIVE THE DRAFT EMPLOYEE RECOGNITION SCHEME AND CONSIDER ANY ACTIONS.

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Council to be held on 7 November 2024 to approve and adopt the draft Employee Recognition Scheme.

50/24/25

TO SET THE PERSONNEL COMMITTEE BUDGET FOR THE YEAR 2025/26 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.

The Finance Officer briefed Members on the budget for the year 2025/26 received and contained within the circulated reports pack.

Councillor Foster left and returned to the meeting.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Personnel Committee budget statement for the year 2025/26 as attached, to the Policy and Finance Committee meeting to be held on 12 November 2024, inclusive of the following amendments:

Personnel Expenditure

1. To vire unspent funds from budget code 6654 ST PE Staff Welfare to budget code 6691 ST PE Legal Fees & Welfare, subject to there being an unspent balance available at the end of the year;

Staff Training

2. To delete budget code 6678 ST PE Staff Training (Guildhall) as it is no longer required;
3. To vire unspent funds from budget code 6678 ST PE Staff Training (Guildhall) to 6676 ST PE Staff Training (Service Delivery), subject to there being an unspent balance available at the end of the year;

Staff Salaries

4. To remove Guildhall Staffing Costs as it is no longer required;
5. To vire unspent funds from Guildhall Staffing Costs to Services Salaries, subject to there being an unspent balance available at the end of the year;

Personnel EMF Expenditure

6. To rename budget code 6691 ST PE EMF Legal Fees to 6691 ST PE EMF Legal Fees and Staff Welfare;
7. To note Policy and Finance recommended a virement from 6661 ST PF Finance Consultancy Fees of £9,097 to budget code 6694 ST PF EMF Staff Contingency;
8. To vire unspent funds from budget code 6700 ST SE Service Delivery Staff Contingency to budget code 6696 ST GH EMF Guildhall Staff Contingency;
9. To approve the Staff Contingency adjustment of 10% of salary cost.

The Finance Officer left the meeting.

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

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

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

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

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

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

Members in attendance noted the Chairman's statement.

52/24/25

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

The Town Clerk briefed Members on the importance of filling the Administration Officer post at the earliest opportunity.

It was proposed by Councillor Peggs, seconded by Councillor Foster and **RESOLVED** to approve the Administration Officer role to be filled on a 6-month temporary basis via a recruitment agency, moving to permanent thereafter, as per the existing Town Council structure, to support the Office Manager / Assistant to the Town Clerk.

It was **RESOLVED** to note the Chairman and Town Clerk approved a day's compassionate leave for a member of staff in line with the Employee Handbook.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED** to approve a £50 voucher and certification at a Full Council meeting for staff recognition allocated to budget code 6660 ST PE Staff Recognition.

The Town Clerk briefed Members on the potential impact to staff travelling to and home from work during the Saltash tunnel stage 2 project.

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

1. To delegate to the line managers to manage their department appropriately without compromising Town Council operational needs, reporting directly to the Town Clerk on a regular basis;
2. To note; permanent home working is not approved by the Personnel Committee.

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

The Town Clerk informed Members that the meeting is about to exceed 2 ½ hours breaching Standing Orders.

It was proposed by Councillor Foster, seconded by Councillor Stoyel and **RESOLVED** to suspend Standing Orders, Section 3.26, and to continue with the remaining items of business to be discussed on the agenda.

TO RECEIVE A COLLABORATIVE FLEXIBLE WORKING REQUEST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members of a collaborative flexible working request received and contained within the reports pack.

The Town Clerk further briefed Members on the Flexible Working Regulations under the Employment Law Bill set by the previous government and the further updated Flexible Working Regulations under the new government to commence 1 April 2025.

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to approve the collaborative flexible working request for the Town Council Administration and Finance departments within the Terms of Reference for the Committee as follows:

1. Monday to Thursday 8am to 4pm on a rota basis, managed by the line managers;
2. Friday 9am to 4.30pm;
3. To note; the Town Council gains an additional one-hour support Monday to Thursday from 8am to 9am
4. The Town Clerk to liaise with Human Resources Support Consultancy to ensure the correct employee documents are in place.

The above is subject to **RECOMMENDING** to Full Council to:

1. Approve the amended operational hours of the Town Council from 9am to 5pm to 8am to 5pm Monday to Thursday;
2. Approve the amended operational hours of the Town Council from 9am to 5pm to 9am to 4.30pm on Friday's only;
3. To note face-to-face operational hours remain the same Monday to Friday 10am to 1pm and 2pm to 4pm;
4. To commence at the earliest opportunity.

54/24/25 TO RECEIVE A REPORT FROM HUMAN RESOURCES SUPPORT CONSULTANCY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Judy Turton from Human Resources Support Consultancy joined the meeting via Teams and briefed Members on the Private and Confidential report Members received for consideration.

It was proposed by Councillor Foster, seconded by Councillor Dent and **RESOLVED** to approve Human Resources Support Consultancy recommendations received at this evening's Personnel Committee meeting taken in confidential session.

Judy Turton left the meeting.

55/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

Nothing to report.

56/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

57/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Thursday 27 February 2025 at 6.30 pm

Rising at: 9.55 pm

Signed: _____
Chairman

Dated: _____

Job Description

Position Title	Communications and Engagement Officer
Location	Saltash Town Council – The Guildhall
Reporting to	Development and Engagement Manager
Hours	37 hours per week, 9am to 5pm Monday to Friday, subject to your attendance at evening meetings and civic events as required directed by the Development and Engagement Manager.
NJC Grade	13 - 17

Job purpose:

To collaborate with the Development and Engagement Manager on the day-to-day operations of Town Council events, projects and funding opportunities to ensure effective communication is delivered.

To provide excellent communication and marketing protecting the media and public relations of Saltash Town Council. Working in line with the business plan and enhancing the Town Council by delivering messages that align with the Town Council's vision, values and objectives.

Secure positive and relevant media coverage for the Town Council.

Key Responsibilities:

1. To market and promote activities and functions in which the Town Council is involved in conjunction with other staff where relevant.
2. To market and promote events and promotions in which the Town Council may wish to engage.
3. To participate in the organisation and project management of events and functions as directed/requested with other staff where relevant.
4. To promote Town Council services and facilities by way of press releases, social media posts, website and other forms of good communication, in conjunction with other staff where relevant.
5. Liaising with the Development and Engagement Manager (and any other relevant member of staff) in order to facilitate the production of a regular Town Council newsletter.
6. To design, marketing and promotional material to a high standard working within the Town Council Style Guide.
7. To be responsible for the Town Council's social media account working with other staff where relevant.

8. To provide Line Managers with social media and website stats for reporting at relevant Town Council meetings.
9. To facilitate the Chairman's column (as provided by the Town Clerk or the Office Manager / Assistant to the Town Clerk) to the local press on a monthly basis.
10. To develop and implement the Town Council's Communication Strategy and Social Media Policy.
11. To be an advocate for the Town Council business plan as part of the team in assisting the Town Council to meet the objectives.
12. Contribute to the design and effective communication of the business plan for both the implementation of the current business plan and the devising of the new business plan in the future.
13. Be proactive in identifying opportunities for learning and professional development to ensure continuous improvement.
14. To operate in accordance with the diverse needs of the community to ensure equal access to service.
15. To take a lead on Public and Media relations, ensuring the Town Council reputation is protected at all times.
16. Use your own skill set to develop other staff in social media and other comms coverage to ensure we meet a standard across the board.
17. To provide cover for staff (where trained to do so) when required and directed by the Development and Engagement Manager.
18. To work in accordance with all Town Council's policies and procedures.
19. This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform.
20. The job description will be reviewed as necessary and may be changed in the light of experience and in consultation with the post-holder.
21. To be responsible for security of premises, including safe custody of premises keys, safe keys, and setting of security alarm when necessary.

To receive a report on the Communication and Engagement Officer role and consider any actions and associated expenditure

The delegated authority was given by the Town Clerk to the Development and Engagement Manager to prepare a report on the changes considered to the Communications and Engagement Officer's advertised working hours, with any associated expenditure, reporting back to the Personnel Committee Meeting being held on the 31st of October 2024.

Overview

As the Development and Engagement Manager, my role is to develop projects through finding funding, delivering projects to completion, and engaging with the Saltash Community. This is a full-time role and will be adding to the continuous growth of Saltash Town Council (STC). In turn, the Communications and Engagement Officer will have to support that growth, and the growth in all departments. Therefore, I believe this will need to be put forward as a full-time role.

Whilst it may be considered that the precept level is high, it is felt that it is reasonable for the volume of work that is delivered at STC. However, I believe this isn't communicated enough to the community, so that they are aware of all the hard work STC do behind the scenes. Therefore, the Communications and Engagement Officer will have a vital role in delivering this information to the public and improving STC's relationship with the community.

Current Job Description and Responsibilities

As attached.

Proposed changes

To consider:

- 1) Increased offer of full-time hours at 37 hours per week.

Benefits:

- 1) Offers the opportunity to attract a wider pool of candidates that may be interested in full-time work.
- 2) Provides the opportunity for enhanced collaboration between staff, which is very beneficial with the type of role this is, which may not be achieved as easily through part-time work.

- 3)** This role is vital in delivering information to the public and enhancing STC's reputation with our community and having someone full-time will avoid any work burn out and support the continuous growth of STC.
- 4)** The nature of the role may require last minute/time consuming work to be completed or sent out to the public, such as social media/newsletter/policy updates, press releases, and project information that the Development and Engagement Manager may need support with. Full-time hours will give this individual the ability to do these tasks to a high standard and potentially tight deadlines.

Budget Considerations

The salary scale is 13 – 17. Starting at point 13, the annual salary confirmed by NJC 2024/25 is £28,163.

Full time = 37 hours £28,163 plus on cost

Part-time = 25 hours Pro rata £19,029 plus on cost

Budget for 2024/25

The new role will fit within the budget for a full-timer from 1 January 2025.

Budget for 2025/26

The personnel committee are meeting on 31st October where they will agree the 2025/26 precept budget.

Next Steps:

Members are asked to consider the following:

- 1) If the role can be increased to full-time hours at 37 hours per week commencing from 1 January 2025
- 2) Budgeted accordingly for future years employment.

End of Report

Development and Engagement Manager

ASSISTANT COMMUNITY HUB TEAM LEADER – JOB DESCRIPTION

Hours:	37.5 hours per week. Monday to Saturday, hours variable over 6 days.
NJC scale:	NJC 13 – 17
Responsible to:	Community Hub Team Leader
Purpose of job:	Support and assist the Community Hub Team Leader in the day to day functions and promotion of the Library Hub and manage the continuity of the Library Hub services in partnership with Cornwall Council.
Place of Work:	Your normal place of work is Saltash Library Hub. However, you may be required to work at any of other locations within Saltash, now or in the future, depending upon business needs.

RESPONSIBILITIES

1. Undertake delegated duties appropriate to the grading of the post, and the potentially changing work patterns as the Library Hub Service develops in the community, ensuring a positive and flexible approach to the variety of tasks and work patterns within the role.
2. To promote the Saltash Town Council Library Hub service to all members of the community including external community 'pop-ups'.
3. Assist in the development of on-line marketing in accordance with Saltash Town Council media policy.
4. Lead the 'outreach' Library Hub activities, School reading, Community Group visits, activities. etc
5. To work in accordance with the new General Data Protection Regulations, Town Council's policies and procedures.
6. To attend relevant training as required.
7. Report to the Town Clerk in Community Hub Team Leader absence.
8. Manage the daily Cornwall Council Library procedures and information, update Library Information Assistants team for daily continuity across bi-weekly staffing rotas.
9. To establish a good knowledge of Library resources, including the maintenance and presentation of stock and the Universal Library Offer in the themes of Reading, Health, Culture, Learning, Information and Digital.
10. To participate and assist in the delivery of Library Hub centred activities and events.
11. To undertake the required roles within the Library Hub setting including Welcome Desk host, weekly stock deliveries, Information Service and signposting.

12. To receive customer enquiries by telephone, electronically, post or face to face. Assess and establish the reason for service requests, suitably prioritise, and take prompt appropriate action in accordance with procedures and instructions.
13. To process payments; receipt and prepare associated paperwork and electronic records in an efficient and effective manner.
14. To process requests for Council services in accordance with current procedures.
15. To use customer service IT packages effectively, updating and maintaining computerised systems to ensure the service performs successfully.

This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Council.

Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.

ASSISTANT COMMUNITY HUB TEAM LEADER – PERSON SPECIFICATION

	Essential	Desirable
1. Educational Qualifications	<p>Education to GCSE level or equivalent including English and Mathematics.</p> <p>ECDL or similar relevant IT qualification.</p> <p>Evidence of a commitment to continuing professional development.</p>	<p>NVQ Business Administration level 3.</p>
2. Work Experience	<p>Ability to use IT packages such as Microsoft Outlook, Excel and Word..</p> <p>Experience of successfully managing, motivating and developing team members.</p> <p>Ability to problem solve.</p> <p>Flexible and adaptable.</p>	<p>Knowledge and use of Social Media (eg: Facebook, Instagram & Tik Tok) for marketing purposes.</p> <p>Worked in a busy Library environment.</p>
3. Skills	<p>Displays empathy and patience with customers and has knowledge of techniques for dealing with challenging behaviours.</p> <p>Excellent communication and interpersonal skills.</p> <p>Self-motivated and drive. Excellent organisational skills.</p> <p>The ability to work in a team structure and to acknowledge the different ideas, perspectives and background of others.</p>	

	The ability to plan and organise your work and manage your time effectively.	
4. Other	<p>You have a wide knowledge of and enthusiasm for books/ reading and an ability to engage with adults and children to promote reading for pleasure and for informal learning.</p> <p>You are committed to the protection and safeguarding of children, young people and vulnerable adults.</p> <p>You understand the principles of the Data Protection, Freedom of Information, Health & Safety in the workplace and Equality and Diversity Acts.</p> <p>Driving licence and vehicle.</p>	
<ul style="list-style-type: none"> • This position is subject to a Disclosure Barring Service check. 		

To receive a report on appointing an Assistant Community Hub Team Leader and consider any actions and associated expenditure

Saltash Library Hub has a 30 hour per week Library Information Assistant vacancy.

A review of the current library staffing structure revealed that an assistant to the Community Hub Team Leader (CHTL) would be beneficial to the library hub services, outreach and engagement.

This role would not only support the CHTL in the daily operations, events and activities but assist in expanding and promoting Library Hub services even further.

The position would include the following key responsibilities:

- Assist with the CHTL workload capacity
- Deputise in the absence of the CHTL including line management
- Scale up community outreach and engagement
- Offer continuity in line management and communications with key stakeholders

Further responsibilities would include an active role in the 'outreach' offer to Community groups, centres, Churches and schools (reading and story times), external marketing 'pop-ups' across Saltash.

In the medium to longer term, the position would also compliment the idea to extend opening hours (including evening group activities) and evening 'paid' events (when internal works to upgrade facilities are completed).

Additionally, the library hub wants to maintain and strengthen its partnership with Cornwall Council to deliver an improved and successful county-wide library service, with an Assistant to the CHTL providing a consistent level of communication with key stakeholders.

This full-time position within Saltash Library Hub aligns with the Town Council's business plan to create jobs and stimulate economic growth by enhancing the library services. It also supports the vision of promoting Saltash as a vibrant destination for residents, the community and visitors. Additionally, this role reflects Personnel's strategic priority to invest in the development of its officers.

To achieve the aim of greater Community involvement, both internally in the Library Hub, and externally in the community, the position of Assistant to the CHTL is the next step in the growth of the Library team.

Further details are contained within the Job Description and Person Specification attached to this report.

Library and Information Assistant (LIA) Salary 2024-25:

NJC scale 7 - 9 / £25,584 to £26,409 / 30 hours per week

Commencing on point 7 / £25,584 pro rata £20,744 plus on cost

Assistant Community Hub Team Leader (ACHTL) Salary 2024-25:

NJC scale 13 – 17 / £28,163 to £30,060 / 37 hours per week

Commencing on point 13 / £28,163 plus on cost

Budget Availability 2024-25:

There are sufficient funds within this year's budget of £29,000 to cover the salary and on cost of an ACHTL.

Budget Availability 2025-26:

The Personnel Committee would need to increase the budget by £7,419 plus on cost to cover the salary of an ACHTL. This would have an impact on the overall Personnel Committee budget.

**End of report
Community Hub Team Leader**

SERVICE DELIVERY GENERAL ASSISTANT – GROUNDS MAINTENANCE

Job Description

Hours:	37 hours per week variable as required over 7days.
NJC scale:	NJC 7-9
Responsible to:	Service Delivery Manager
Purpose of job:	To maintain all Town Council grounds to a high standard, including Churchtown Cemetery and St Stephens Churchyard. To maintain the Town Council premises / buildings to a high standard. To undertake the Town Centre cleaning rounds. To undertake evening and weekend shifts as specified in the Service Delivery General Assistants rota.
Place of Work:	Your normal place of work is Longstone Depot, Glebe Avenue, Saltash. However, you may be required to work at any of our other locations within Saltash, now or in the future, depending upon business needs.

TASKS.

1. To maintain the annual floral bedding displays and Hanging Baskets throughout the Town Centre and Waterside – planting, dead heading, restock if required, weeding and irrigation.
2. To deliver a routine and seasonal grounds maintenance and horticultural services for the Town Council - grass areas, shrubs and borders, hedges and hard surfaces.
3. Maintain Public Rights of Way – pruning back of hedges, undergrowth, and clearance of detritus as specified.
4. To undertake cultural weed removal from specified areas – lawns, borders and hard surfaces.
5. To undertake Weekly Safety Inspections of play area equipment to RoSPA specified criteria.
6. To assist with Hard and/or soft Landscaping projects on occasion.
7. To maintain clear and safe pedestrian access to all STC buildings, land and facilities in adverse weather conditions (e.g. clearing snow, gritting etc.)
8. To undertake cleaning as directed of all grounds, property and facilities including emptying bins, public toilets and placing refuse out for collection.
9. Supervise Funerals at Churchtown Cemetery where qualified as required.
10. To drive, operate and maintain vehicles and machinery where qualified as required.
11. To assist with town events as required.

12. To provide absence cover for staff and provide relief cover for staff at all STC sites, grounds or premises as required.
13. To undertake works, maintenance and repairs as may be required to Town Council property, land and equipment.
14. To undertake handypersons duties and repairs as directed by the Line Manager to Town Council property and equipment
15. To be responsible for security of premises, including safe custody of keys and setting of security alarm.
16. To monitor and report stock levels of consumable items such as fuel, grit, toiletries, light bulbs/tubes and arrange to replenish supplies in accordance with current procedures and COSHH regulations.
17. To report emergencies in the case of faults with gas, electric and water supply to a Line Manager or where not immediately available the Senior Member of Staff or regular contractors.
18. To liaise with personnel visiting any site such as service providers/contractors and ensure their health and safety compliance.
19. To ensure that the Town Council's Health and Safety/Maintenance inspections, records, and Risk Assessments are recorded and maintained for all buildings, land and services.
20. To practice and ensure compliance by yourself and others of all Health and Safety Regulations Codes of Practice when on or working on STC premises, facilities or land.
21. To ensure all lift and plant equipment is efficiently and effectively operated and maintained.
22. To observe safe working practices in carrying out required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.
23. To report any faults with gas, electric and water supplies to your line manager.
24. To undertake training in line with the Health and Safety at Work Act 1974 and any other training as considered appropriate.
25. To operate in accordance with the diverse needs of the community to ensure equal access to service.
26. To work in accordance with the Town Council's policies and procedures.
27. This document, whilst outlining the duties, which it is anticipated, will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Town Council.
28. Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.

**SERVICE DELIVERY GENERAL ASSISTANT – GROUNDS
MAINTENANCE**

Person Specification

	Essential:	Desirable:
Qualifications:	Full Clean Driving License.	<p>Driving Licence Category BE</p> <p>Maths and English GCSE or equivalent.</p> <p>Lantra / NPTC certificates on Grounds Maintenance Equipment e.g.; brush cutter, pedestrian mower, chainsaw etc.</p> <p>Qualifications in safe use of General Maintenance tools and equipment e.g. abrasive wheels, circular saws, drills etc.</p> <p>Institute of Cemetery and Crematorium Management (ICCM) certificate.</p> <p>Royal Society for the Prevention of Accidents (RoSPA) - Play Safety Certificate</p> <p>Emergency 1ST Aid certificate.</p> <p>Health and Safety certificate. (IoSH).</p> <p>Fire Safety certificate.</p>
Occupational experience:	<p>General grounds inspection and maintenance.</p> <p>Cleaning knowledge and experience.</p>	<p>Horticulture knowledge and experience.</p> <p>Buildings Maintenance.</p> <p>Use and knowledge of grounds maintenance equipment.</p> <p>Evidence of being tidy and systematic.</p>

		<p>Fire Safety Trained.</p> <p>Risk assessments, COSHH, Inspections and record keeping.</p>
<p>Personal qualities:</p>	<p>Ability to communicate effectively at all levels.</p> <p>Able to work flexible hours and weekends as required when scheduled on the rota.</p> <p>A willingness to learn new tasks.</p> <p>Ability to work unsupervised.</p> <p>Self-motivated as a lone worker.</p>	<p>Ability to think laterally.</p> <p>Proactive.</p> <p>Ability to anticipate client needs and grounds requirements and take action in advance.</p>
<p>Physical requirements:</p>	<p>General wellbeing and physically able bodied.</p>	

SERVICE DELIVERY DEPARTMENT - PART TIME ADMINISTRATION ASSISTANT JOB DESCRIPTION

Hours:	20 hours per week. Monday – Friday, on a rota hours per week covering the operational needs of the Council, to be agreed by the Service Delivery Manager.
Responsible to:	Service Delivery Manager - Line Manager.
Purpose of job:	The post holder will support the Service Delivery Manager and Assistant Service Delivery Manager in the day to day functions of the Service Delivery Department of Saltash Town Council.

RESPONSIBILITIES

1. To support the Service Delivery Manager with all aspects of the administration within the Service Delivery Department.
2. To provide administrative assistance with the Burial Procedures Administration, jointly with the Assistant Service Delivery Manager and the Town Council's Administration Department.
3. To be responsible for the ordering of all Stationary, materials, equipment and sundries as directed by the Service Delivery Manager. Providing comprehensive administration throughout the process from initialisation to completion.
4. To support the Service Delivery Manager with recruitment for the Service Delivery Department.
5. To be responsible for maintaining stock levels of all materials ensuring that stock levels remain sufficient for the departments operational requirements.
6. To review and update and then manage all department filing regularly.
7. To assist with the Moorings and Pontoon management.
8. To assist with Allotment Management.
9. To provide varying support duties to the Administration Department as directed by the Service Delivery Manager.
10. To provide cover for administration staff as directed by the Service Delivery Manager.
11. To attend relevant training as required.
12. To work in accordance with the new General Data Protection Regulations, Town Council's policies and procedures.
13. To undertake such duties as may arise from time to time commensurate with the position.

This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Council.

Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.

**SERVICE DELIVERY DEPARTMENT - PART TIME ADMINISTRATION ASSISTANT
PERSON SPECIFICATION**

	Essential	Desirable
1. Educational Qualifications	<p>Educated to GCSE level or equivalent including English and Mathematics.</p> <p>Evidence of a commitment to continuing professional development.</p>	<p>A recognised qualification in local council administration.</p>
2. Work Experience	<p>Experience of using and a working knowledge of:</p> <ul style="list-style-type: none"> • Outlook • Word • Excel • PowerPoint • Teams • Zoom <p>Experience working within a compact and demanding office environment.</p> <p>Proven Customer Liaison experience</p> <p>Experience in Purchase Ordering from the initialisation of the process to completion</p> <p>Ability to problem solve and to work on projects.</p> <p>Ability to take payments from the public when required.</p>	<p>Knowledge and experience of cemetery administration.</p> <p>Knowledge and experience of working with local government.</p> <p>Demonstrate sourcing and ordering of materials.</p>
3. Skills	<p>Excellent presentation skills.</p> <p>Effective communication skills.</p> <p>Effective organisation skills.</p> <p>Ability to act with complete impartiality.</p> <p>Self-motivated and drive.</p> <p>High standard of attention to detail.</p>	<p>Experience of minute taking.</p>

4. Other	<p>Flexible approach to duties and the working day.</p> <p>Happy to work on a rota basis.</p> <p>To assist the Administration Department if necessary.</p> <p>Demonstrate flexibility within the role as required.</p>	Driving Licence and vehicle.

To receive a report on appointing additional Service Delivery Staff and consider any actions and associated expenditure

1. Request to employ an additional Service Delivery General Assistant (SDGA)

Part of the Service Delivery plan is to grow the department through 2025/26 so we can deliver a more efficient service to the Town and community with the tasks we undertake.

Below is a business justification for an additional Service Delivery General Assistant.

Request for an additional member of the Service Delivery Team to increase the current team from 5 to 6 members of staff. We will be able to be more efficient dealing with tasks and groundworks throughout the busy seasons of spring and summer along with the lead up to Christmas. There will be an additional cost consisting of the salary, training and PPE, which will need to be considered by members for approval.

A larger team will enable a greater flexibility to cover holidays and any staff sickness. We are also looking to create a projects team and a grounds team on a rota style basis that will assist us to program work week to week. This will enable us to undertake larger scale tasks or projects as we are soon to inherit larger green spaces to maintain. Such as, Victoria Park, Waterside pathways and more green spaces (trees & play parks) on Pillmere which will require maintaining.

Increasing the team from 5 to 6 members of staff would give us greater flexibility to create teams carrying out tasks of either 2, 3, 4, 5 or 6. This will help us to work a clearer rota system and flexible weekend working if required. This would move the weekend duty from 1 in 5 to a 1 in 6 weekend working rota. This will provide staff with a better work-life balance.

Current staff set up

5 staff – Monday Tuesday and Wednesday

4 staff on Thursday and Friday because a member of staff covers the Saturday and Sunday.

1 staff on Saturday and Sunday

New 6 staff set up

Flexibility for 6 on a Monday Tuesday and Wednesday

5 on a Thursday and Friday or 4 if we require 2 members of staff at the weekend

This will help the team cover weekend events such as the Regatta, Gig racing, May Fair, Christmas.

Cutting of the cemeteries, Pillmere and larger green spaces will take less time as we will have the flexibility to rota an extra member of staff and free up time to concentrate on other tasks.

At present we have turned away projects from Cornwall Council as we do not have enough members of staff to maintain them properly. Recently we have turned away pathways and bridleways for the second year.

The Waterside toilets have not yet been improved, work at the allotments have not yet been completed.

Creating a strong flexible team that can work together and be passionate about the work we do and be part of the community is important. Employing the right person that will fit with the current staff is just as important.

If we can add a new SDGA to the team, it will enable us to create an attractive place for people to live and work, helping to deliver the 5-year Town Council Business plan.

Below is a Business Summary to be considered.

BUSINESS JUSTIFICATION FOR AN ADDITIONAL MEMBER OF STAFF FOR THE SERVICE DELIVERY TEAM	
Job title:	Service Delivery General Assistant
Department/Group	Service Delivery Department
NJC Scale:	NJC 7-9
Salary Range:	£24,294 - £25,119.00
Responsible to:	Service Delivery Manager
Place of work:	Longstone Depot, Glebe Avenue, Saltash
Purpose of job:	To maintain all Town Council grounds to a high standard, including Churchtown Cemetery and St Stephens Churchyard. To maintain Town Council premises/buildings to a high standard. To cover the Town Centre cleaning rounds when required. To undertake evening and weekend shifts as specified in the Service Delivery General Assistants Rota.
Current staffing levels:	5 Full time members of staff working 37 hours per week over 7 days
BUSINESS REQUIREMENTS	
STAFFING LEVELS	An additional member of staff working 37 hours per week will increase the team from 5 to 6. Currently 5 members of staff work using the following rota:
	5 assistants work Monday, Tuesday and Wednesday 4 assistants work Thursday and Friday 1 assistant works on a Saturday and Sunday (if required)
	An additional member of staff will provide greater flexibility for the team to cover events at the weekends, enabling us to create a clearer rota system and flexible weekend working. This will provide staff with a better work-life balance as they

	<p>Maintenance and improvements at the allotments are slow paced and has not yet been completed.</p> <p>Tasks become difficult to cover when staff are on holiday or off sick.</p>
FINANCIAL IMPACT	
Salary Cost:	As per set pay structure.
Training Costs:	First year after completing probation £1,000
PPE Costs:	Standard supply £550
Additional Equipment Costs:	N/A in first year.
DOCUMENTS ATTACHED:	<p>Service Delivery Department -Full Time Service Delivery General Assistant - Job Description</p> <p>Service Delivery Department - Part Time Service Delivery General Assistant – Person Specification</p>

2. Request to employ additional part time Admin Assistant

With the increasing level of workload, tasks, new areas for the Service Delivery Department to cover it is essential that we operate as effectively and efficiently as possible. Currently we operate with one part time admin member of staff from 9.30am to 1.30pm each day. This can have its challenges as the office suffers in the afternoons due to no admin support.

I have set out below the business summary to be considered for the requested position.

BUSINESS JUSTIFICATION FOR AN ADDITIONAL PART TIME ADMINISTRATION ASSISTANT FOR THE SERVICE DELIVERY TEAM	
Job title:	Part time Administration Assistant – 20 hours per week
Department/Group	Service Delivery Department
NJC Scale:	NJC 7-9 £25,584 pro rata
Salary Pro Rata:	£13,829 (20 hours) plus on cost
Responsible to:	Service Delivery Manager
Place of work:	Longstone Depot, Glebe Avenue, Saltash
Purpose of job:	To support the Service Delivery Manager with all aspects of the administration within the Service Delivery Department. Including but not limited to assistance with the Burial Procedures Administration, Ordering of Stationary, raising PO for materials and equipment, assist with Moorings and Pontoon Management, Allotment Management and any a variety of other ad hoc duties.
Current staffing levels:	1 x Part time member of staff working 20 hours per week Monday to Friday 09:30 to 13:30.
BUSINESS REQUIREMENTS	

**REQUIRED
STAFFING LEVELS**

Request for an additional member of staff working 20 hours per week covering Monday to Friday. Working on a job share basis in the afternoons with the existing Administration Assistant. 30-minute handover time each day.

An additional member of the admin team will provide cover in the business hours of 9 to 5pm as currently there is no admin support in the office after 1:30pm each day.

Two members of staff in the admin team will also enable the department to be effective with cover for any holiday or sickness absence. Currently we rely on the Administration Department for cover.

**PRODUCTIVITY
GAINS**

This will enable the Service Delivery Department to become more efficient and enhance the productivity across all areas covered by the admin team.

Currently any public phone calls and enquiry emails that come into the SDD are not always responded to after 1:30 pm. These are then picked up the next morning. The additional member in Admin will be able to deal with this more effectively.

Purchase orders currently raised for materials, equipment and any other items that we require to be ordered. These can only be raised by the admin team member or the Assistant Service Delivery Manager. An extra member of the admin team will allow for purchase orders to be raised as and when required rather than when an admin team member is working, or the Assistant Service Delivery Manager is available.

Payments for Pontoon stays are not always taken in the afternoons by the SDD, we would be able to take full responsibility for these payments with the additional admin cover. This will give the department improved management and data recording for future Pontoon stays and reduce the workload of the Guildhall.

This would also apply to the allotment process – there would be greater efficiency with two members of the admin team as this would enable us to speed up the process of taking payments, re-allocating the plots and organising the paperwork.

An extra Admin person will allow the department across all aspects of the roll to be more efficient, greater productivity and allow us to take on more tasks and responsibility from other departments.

NEGATIVE IMPACTS DUE TO CURRENT STAFFING LEVELS	<p>At times, the office is left unmanned and the SDD is unable to take deliveries in the afternoon or deal with general day-to-day tasks.</p> <p>Any meetings that take place in the afternoon exclude an admin team member which disrupts continuity.</p> <p>Workload for the current admin team member can build up during the week due to miscellaneous tasks arriving that the department take on an ad hoc basis. This causes other tasks to be delayed due to prioritising more important jobs. For example: setting up the allotment software, Scribe took a lot longer than was anticipated due to urgent projects and phone calls that took priority.</p>
FINANCIAL IMPACT	
Salary Pro Rata:	£13,829 plus on cost
Training Costs:	£600 to £800 over first year.
PPE Costs:	Uniform approx. £300
Additional Equipment Costs:	N/A
DOCUMENTS ATTACHED:	<p>Service Delivery Department -Part Time Administration Assistant- Job Description</p> <p>Service Delivery Department - Part Time Administration Assistant – Person Specification</p>

Budget Availability 2024-25:

There is £7,900 remaining in the budget. This could cover the remaining month's salary for a part time Administration Officer from 1 December 2024 to 31 March 2025 leaving a balance of approx. £3,000.

Budget Availability 2025-26:

The Personnel Committee would need to increase the budget by £41,384 plus on cost to cover the salary of a full time Service Delivery General Assistant and part time Administration Assistant. This would have an impact on the overall Personnel Committee budget.

End of Report
Service Delivery Manager

DRAFT Employee Recognition Scheme

RESPONSIBLE COMMITTEE: PERSONNEL

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

Current Document Status			
Version	1 DRAFT	Approved by	
Date	October 2024	Responsible Officer	
Minute no.		Next review date	

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
10.2024	1 DRAFT				New policy - DRAFT

Document Retention Period
Until superseded

Employee Recognition Scheme

Introduction

This policy sets out the details of our organisation's 'Employee Recognition Scheme' (drawn at the Personnel Committee scheduled meetings) scheme, the objective of which is to give recognition to employees who have performed particularly well each quarter.

The scheme is an essential part of a reward strategy, and it aims to motivate employees to achieve high standards, encourage innovation, promote high levels of customer service and celebrate success.

Measurement

The determination of the Employee Recognition Scheme is based on a variety of factors. However, it is expected that an employee who achieves the reward will have performed exceptionally well and will have done more than is usually expected in their job. In particular, it is likely that there will be an unusually high level of performance in one of the following areas:

- Productivity: Exceeding output expectations.
- Customer service: Going the "extra mile" for a customer.
- Exceptional effort: Giving an exceptional level of support to the organisation.
- Creativity: being particularly innovative.
- Being proactive: Taking charge of a situation or solving a difficult problem.

Nominations limitations

An employee cannot receive the Employee Recognition Scheme award more than once a year. However, there is no limitation on the number of times that an employee can be nominated for the Employee Recognition Scheme award.

Process of nomination

Any employee with at least three months service can be nominated for the title of Employee Recognition Scheme. This includes employees who work part time or on

fixed term contracts. Non employees (such as agency staff or contractors) cannot be nominated.

Nominations can come from colleagues, councillors, management or customers. Customers can complete a nomination card, these are available at the Guildhall, Community Library Hub or online at www.saltash.gov.uk .

All nominations must be in writing. The nomination must clearly state:

- the name of the individual who is being nominated;
- the name of the individual who is making the nomination; and
- the reason(s) for the nomination.

Nominations must be sent to the Town Clerk, or in the case of a nomination for the Town Clerk it should then be sent to the Chairman of the Personnel Committee two weeks prior to the Personnel Committee scheduled meeting. Customer nominations are collated by the Town Clerk as and when received.

Selection process

The Personnel Committee will be given details of the reason(s) why each person has been nominated. The names of the nominees and the nominator's will not be revealed to the Personnel Committee. Having been given the reason(s) for each nomination, the committee members will discuss them and decide on the most worthy nomination.

If two nominations receive equal votes, the final decision will be made by the Chairman of the committee who will enforce their casting vote.

Announcement

The Employee Recognition Scheme will be announced following the Personnel Committee meeting. The announcement will include:

- A list of all the employees nominated that quarter;
- A profile of the employee; and
- An explanation of what the individual did to achieve Employee Recognition Scheme status.

The announcement will be made at a team meeting.

The nature of the award

The primary reward is the achievement of the accolade “Employee Recognition Scheme”. All successful winners will be profiled on the Town Council social media subject to the permission of the employee.

In addition, the employee will receive vouchers to the value of £25 and a certificate.

Presentation and recording of the award

The Employee Recognition Scheme winner will be presented with a certificate, as detailed above at a team meeting. A photograph will be taken at the presentation, and this will be placed on the Town Council social media (with the permission of the employee).

The name of the employee will be displayed in the reception of the Guildhall subject to the permission of the employee.

Annual review

The Personnel Committee is responsible for carrying out reviews of the effectiveness of this scheme. It will do this by seeking the opinions of employees and management. As part of the review, alterations to the scheme will be considered to ensure that it continues to be an effective motivational tool for employees.

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept 2025/26	Notes	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
Personnel Operating Expenditure										
Personnel Expenditure										
6654 ST PE Staff Welfare	886	7,385	530	6,855	2,000	Based on 2024/25 Actual + CPI 3% Vire unused balance to 6691 ST PE Legal Fees & Welfare	2,560	2,747	2,948	3,164
6660 ST PE Staff Recognition	0	250	0	250	250	Current Budget (no increase)	250	250	250	250
6662 ST PE HR Professional Fees	13,073	9,380	5,398	3,982	10,815	Based on 2024/25 Actual + CPI 3%	10,065	10,800	11,589	12,435
Total Personnel Expenditure	13,959	17,015	5,928	11,087	13,065		12,875	13,797	14,787	15,849
Staff Training										
6678 ST PE Staff Training (Guildhall)	0	607	0	607	0	Includes Caretakers & Cleaners for all premises. Delete code & Recommend virement of unused balance to 6676 ST PE Staff Training (Service Delivery)	651	699	750	805
6682 ST PE Library Staff Training	371	1,182	186	996	1,218	Current Budget + CPI 3%	1,269	1,362	1,462	1,569
6656 ST PE P&F Staff Training	2,288	2,000	1,111	889	4,000	Increased to bring staff training up to date	2,146	2,303	2,471	2,651
6676 ST PE Service Delivery Staff Training	7,091	6,500	4,301	2,199	7,695	Current Budget + CPI 3% Increase to include Guildhall	12,122	13,346	14,694	16,178
Total Training Costs	9,750	10,289	5,599	4,690	12,913		16,188	17,710	19,377	21,203
Staff Salaries										
Guildhall Staffing Costs	26,270	56,239	13,142	43,097	0	Includes Caretakers & Cleaners for all premises. Delete code & Recommend virement of unused balance to Services Salary Costs	59,052	62,004	65,104	68,359
Library Salaries	144,061	169,277	72,620	96,657	175,533	NJC 2024/25 scale + 5%	177,741	186,628	195,959	205,757
P&F Salaries	318,508	361,524	159,065	202,459	461,875	NJC 2024/25 scale + 5%	387,915	416,234	446,617	479,221
Services Salaries	212,870	289,150	133,569	155,581	398,540	NJC 2024/25 scale + 5%	303,608	318,788	334,728	351,464
Total Staff Salaries	701,709	876,190	378,397	497,793	1,035,948		928,316	983,654	1,042,408	1,104,801
Other Staffing Cost										
6652 ST PF Employers Pension - Monthly Fee	500	500	500	0	500	CC confirmed no increase for 2025/26	0	0	0	0
6659 ST PF Town Sergeant & Mace Bearer Fees	385	450	232	218	600	Based on 8 days civic occasions	0	0	0	0
Total Other Staffing Cost	885	950	732	218	1,100		0	0	0	0
Total Personnel Operating Expenditure	726,302	904,444	390,655	513,789	1,063,026		957,379	1,015,161	1,076,572	1,141,853
Total Personnel Operating Surplus/ (Deficit)	(726,302)	(904,444)	(390,655)	(513,789)	(1,063,026)		(957,379)	(1,015,161)	(1,076,572)	(1,141,853)
Personnel EMF Expenditure										
6691 ST PE EMF Legal Fees & Staff Welfare (Staffing)	0	4,398	0	4,398		To be agreed. Rename code	0	0	0	0
6694 ST PF EMF P&F Staff Contingency	0	45,371	0	45,371		P&F recommend Virement from 6661 ST PF Finance Consultancy Fees £9,097 ** See Notes Below	0	0	0	0
6696 ST GH EMF Guildhall Staff Contingency	0	17,399	0	17,399		Includes Caretakers & Cleaners for all premises. Delete code & Recommend virement of balance to 6700 ST SE Service Delivery Staff Contingency ** See Notes Below	0	0	0	0
6698 ST LI EMF Library Staff Contingency	0	5,000	0	5,000		** See Notes Below	0	0	0	0
6700 ST SE EMF Service Delivery Staff Contingency	6,421	48,169	0	48,169		** See Notes Below	0	0	0	0
6701 ST PE EMF Staff Recruitment	9,910	15,318	211	15,107		To be agreed	0	0	0	0
Total Personnel EMF Expenditure	16,331	135,655	211	135,444	0		0	0	0	0
Total Personnel Expenditure (Operational & EMF)	742,633	1,040,099	390,866	649,233	1,063,026		12,875	13,797	14,787	15,849
Total Personnel Budget Surplus/ (Deficit)	(742,633)	(1,040,099)	(390,866)	(649,233)	(1,063,026)		(957,379)	(1,015,161)	(1,076,572)	(1,141,853)

**** Staff Contingency Adjustment - 10% of Salary Costs**

	Budget Available 2024/25	Virements 2024/25	2025/26 Salary Budget	10% of 2025/26 Budget	(Reduction) / Addition to Staff Contingency EMF Budget	
6694 ST PF EMF P&F Staff Contingency	45,371	9,097	461,875	46,187	(8,281)	Reduction to 2025/26 Precept
6698 ST LI EMF Library Staff Contingency	5,000	0	175,533	17,553	12,553	Addition to 2025/26 Precept
6700 ST SE EMF Service Delivery Staff Contingency	48,169	17,399	398,540	39,854	(25,714)	Reduction to 2025/26 Precept
Total Staff Contingency	98,540	26,496	1,035,948	103,595	(21,441)	Total Reduction of 2025/26 Precept

Total Personnel Budget Precept 2025/26	(1,041,585)	Total Precept 2025/26	(957,379)	(1,015,161)	(1,076,572)	(1,141,853)
---	--------------------	------------------------------	------------------	--------------------	--------------------	--------------------

Estimated CPI 3% for Qtr 4 2024/25*
* Bank of England Monetary Policy Report August 24

Precept 2024/25	(913,494)
Precept 2025/26	(1,041,585)
Increase / (Decrease)	128,091
Difference as %	-14.0%

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Town Vision Sub Committee held at the Guildhall on Thursday 24th October 2024 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, S Gillies (Vice-Chairman), M Griffiths (Chairman) and J Peggs.

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

APOLOGIES: S Martin, B Stoyel and D Yates.

30/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

31/24/25 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.

32/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

33/24/25 **TO RECEIVE AND APPROVE THE MINUTES OF THE TOWN VISION SUB COMMITTEE HELD ON 15 AUGUST 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 Griffiths, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Town Vision Sub Committee held on 15 August 2024 were confirmed as a true and correct record.

34/24/25 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

35/24/25 **TO RECEIVE THE TOWN VISION BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members reviewed the budget statement contained within the circulated reports pack.

The Town Clerk informed Members, at a future meeting, they may wish to identify areas through the Business Plan together with the Town Council budget statements to see if funds are needed to bring project(s) to fruition by utilising budget code 6280 EMF Town Vision (available balance £9,665).

Further to this, Members were informed that the Development and Engagement Manager is to prepare a draft funding strategy to be considered at a future meeting as part of the Terms of Reference for the Town Vision.

It was **RESOLVED** to note.

36/24/25

TO RECEIVE THE RESULTS OF THE TRIAL IMPACT ASSESSMENT ON TOWN COUNCIL PROJECTS AND CONSIDER ANY ACTIONS.

Members reviewed the Climate Change Impact Assessment questions and Project Impact Assessment results contained and circulated in the reports pack.

Members expressed their thanks to the Senior Policy and Data Compliance Officer for her hard work in developing the Climate Change Impact Assessment for further consideration this evening.

Members agreed that the Climate Change Impact Assessment questions were as expected from previous discussions held.

Members discussed the following Project Impact Assessment results in detail:

- Wilding and Wildflower Town Areas
- Play Parks
- Library Refurbishment
- Christmas Lights

Members agreed a few amendments to the Project Impact Assessment are needed for clarity. These included:

- Missing text from the inner ring 'Health and Wellbeing';
- Replace the wording of the outer ring score number 3 from 'no known impact' to 'not applicable' and the associated colour to change from white to grey;
- Town Clerk to work with the line managers to ensure the questions answered capture the correct information specific to the project which then provides the results of the project.

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

1. To approve the above amendments to the Project Impact Assessment;
2. That Officers are to continue to trial the Impact Assessment for Town Council Projects only reporting back at the next Town Vision Sub Committee meeting.

37/24/25

TO RECEIVE THE BUSINESS PLAN DELIVERABLES WORKFLOW AND CONSIDER ANY ACTIONS.

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

The Town Clerk highlighted the scheduled dates for the Personnel Committee, noting that they do not align with the quarterly Town Vision review meetings.

The Town Clerk noted that Devolution had not yet met to review its Terms of Reference against the Business Plan Deliverables, adding that Sub Committees with set deliverables may not meet quarterly due to meetings being held when there is business to be considered.

It was proposed by Councillor Griffiths, seconded by Councillor Bullock and **RESOLVED** to approve the Business Plan Deliverables Workflow, as attached.

38/24/25

TO RECEIVE THE TOWN COUNCIL BUSINESS PLAN DELIVERABLES FOR QUARTER TWO AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk gave a verbal overview of the deliverables to date contained and circulated in the reports pack.

The Town Clerk informed Members that the Town Vision recommendations from the previous meeting were received at each Committee and Sub Committee and actioned accordingly, apart from, the Devolution Sub Committee due to a meeting not yet taken place and the Personnel Committee are due to meet on 31 October.

The Town Clerk was pleased to report that the Policy and Finance Committee and the Property Maintenance Sub Committee reviewed the Town Vision recommendations and aligned 'Aims' with relevant strategic priorities against their Terms of Reference to support the Town Council's Business Plan. However, because of the lateness in doing so, scores were not applied for quarter one. The same applies to the Library Sub Committee who created new 'Aims' at their last meeting.

The Town Clerk also informed Members that for quarter two some 'Actions' have been updated but not all scores have increased due to the level of work undertaken not being enough to warrant an increase. In some cases, the scores have decreased.

Progress on each Committee and Sub Committees deliverables can be tracked quarter to quarter by referring to the 'Actions' highlighted in **bold text**.

Members received, reviewed and discussed each Committees and Sub Committees deliverables in detail.

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

1. To thank the Committees and Sub Committees for taking action from the Town Vision recommendations;
2. To note the Personnel Committee are yet to meet to review their 'Actions' and scores for quarter one and two;
3. To note the Devolution Sub Committee are yet to meet to consider the Town Council Strategic Priorities against the Sub Committee Terms of Reference;

4. To **RECOMMEND** to Policy and Finance to:
 - a) Add under Strategic Priority 2 'Actions' – Continue to support the Delivery of Professional Youth Work in Saltash for the year 2024-25, setting a budget of £59,069 through a tender process.
 - b) Add under Strategic Priority 2 'Actions' – Continue to support Saltash Youth Network for the year 2024-25, setting a budget of £4,726. To note; a formal Agreement is to be considered to improve the process in the coming years.
5. To **RECOMMEND** to Property Maintenance to:
 - a) Add under Strategic Priority 4 'Actions' – Support the roll out of Beryl Bikes across Saltash and provide a parking bay at Isambard House.
6. To **RECOMMEND** to Station Property to:
 - a) Add under Strategic Priority 4 'Actions' – Invest in the car park resurfacing and safety to improve the levels for users to access.
 - b) Add under Strategic Priority 5 'Actions' – The sale of slate tiles from the fixtures of the original building (Isambard House) to be used by a member of the public on a project, recycling rather than sending to landfill.
7. To approve quarter two deliverables (as attached) to be displayed on the Town Council website for transparency.

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

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

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

None.

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

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

42/24/25

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

It was proposed by Councillor Gillies, seconded by Councillor Bullock and **RESOLVED** to issue a Press and Social Media Release on the progress of the Business Plan Deliverables.

DATE OF NEXT MEETING

Thursday 23 January 2025 at 6.30 pm

Rising at: 8.00 pm

Signed: _____
Chairman

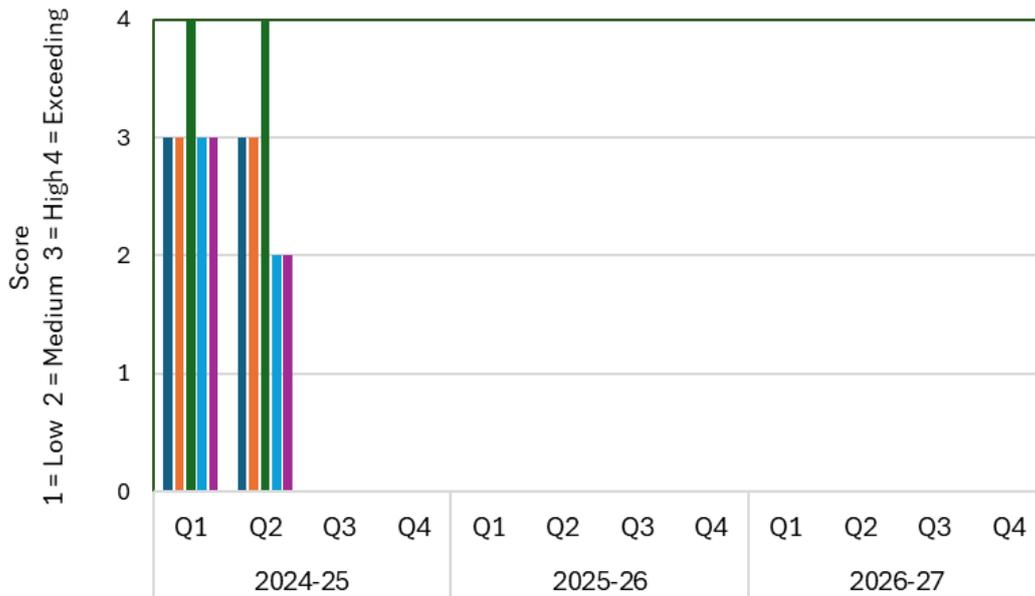
Dated: _____

Deliverables Workflow 2024/25

Quarter 2 July – August - September							
Town Vision Sub Committee Meeting held on 15 August 2024 resolved to: Recommended to P&L, Services, Station Property, Personnel and Library to review their Strategic Priority Aims against their actions. Referred to P&F to consider the six Town Council Strategic Priorities under the Committees Terms of Reference and to set their Aims. Requested Devolution and Property Maintenance consider the six Town Council Strategic Priorities under the Sub Committees Terms of Reference and to set their Aims.							
P&L 20.08.24	Library 29.08.24	Services 12.09.24	Station 16.09.24	P&F 24.09.24	Property M 26.09.24	Devolution TBC	Personnel 31.10.24
Town Vision Sub Committee Meeting held on 24 October 2024 To receive reviewed/scored deliverables for Quarter 2							
Quarter 3 October – November – December							
P&L 17.12.24	Library TBC	Services 12.12.24	Station TBC	P&F 14.01.25	Property M 28.10.24	Devolution TBC	Personnel 27.02.25
Town Vision 23 January 2025 To receive reviewed/scored deliverables for Quarter 3							
Quarter 4 January – February – March (year-end)							
P&L TBC - 15.04.25	Library TBC	Services TBC – 10.04.25	Station TBC	P&F 11.03.25	Property M TBC	Devolution TBC	Personnel TBC – 26.06.25
Town Vision 24 April 2025 To receive reviewed/scored deliverables for Quarter 4							

Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Personnel Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	To continue to be a good employer and invest in officer growth by supporting relevant professional development	<p>Training and professional development to match the role undertaken</p> <p>In-house mentoring</p> <p>Career progression</p> <p>Fair salary grade</p>	<p>Provide access to courses and certifications suitable for the positions</p> <p>Establish promotion / career progression plans</p> <p>Continue to be a member of the National Joint Committee (NJC) for Government Services</p> <p>Employee recognition awards for work completed above and beyond the role by setting a robust policy</p> <p>Regular performance reviews and feedback sessions to keep employees focused and motivated using their strengths and understanding areas for improvement</p> <p>Continue to appoint a HR Consultant for employees and the employer to access support/advice as required</p>	3	3	3		
		Real Living Wage Employer	Be an accredited Living Wage Employer	<p>Continue to enroll as a Living Wage Employer committing to tackle low pay by paying the real Living Wage to employees</p> <p>Promote the Living Wage scheme when recruiting new posts</p> <p>Committed to tackle low pay by encouraging organisations that work for the Town Council to pay the real Living Wage</p>	3	3	3		
		Local Government Pension Scheme	To be part of the LGPS	<p>Continue to be part of the LGPS to help employees to build a pension pot that will provide enough income to meet basic everyday needs in retirement years</p> <p>Promote the LGPS when recruiting new posts</p>	4	4	4		
		Operate in accordance with our Civility and Respect Pledge	Town Council to sign the annual Civility and Respect Pledge	<p>Reminders to all employees (staff team meetings) and Town Council members of the pledge taken (Full Council meeting)</p> <p>The pledge to be ethos of the work environment and incorporated into the core values of each department</p> <p>Incorporated into employee performance reviews</p>	2	3	2		
		Provide a Protocol to advise Officers and Members of the appropriate working relations with one another	Create, adopt and adhere to the protocol	<p>Create a Town Council Protocol for Member Officer Relations and review regularly recommending to Full Council</p> <p>Line managers to refresh employees at regular staff team meetings</p>	2	3	2		

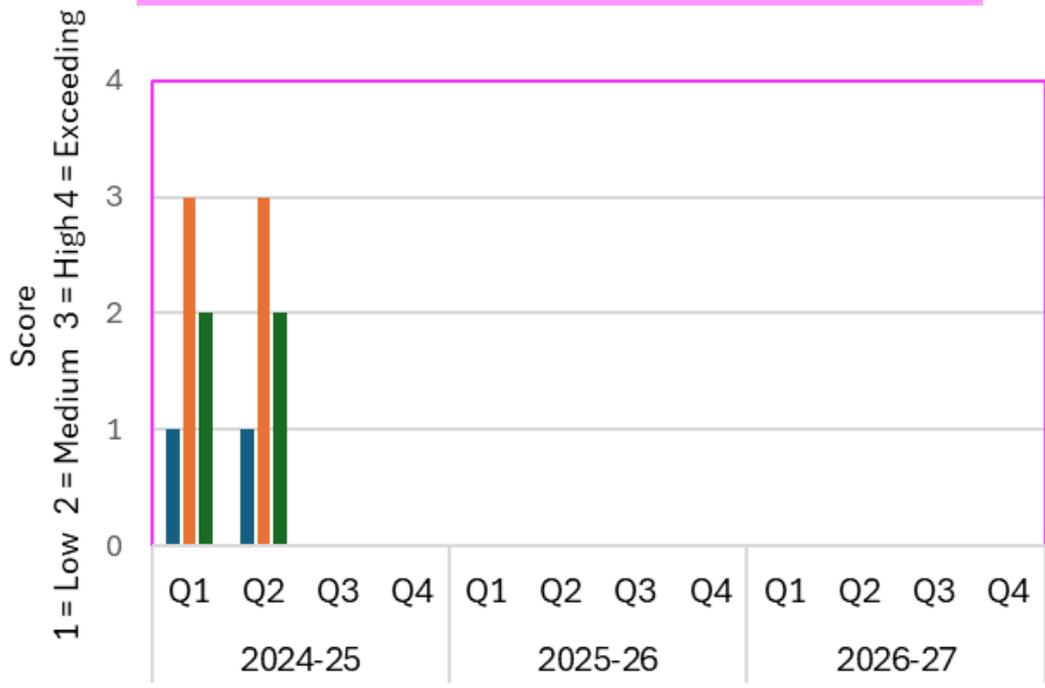
Business Plan
Strategic Priority 1 - Boosting Jobs and Economic Prosperity
Aims of the Personnel Committee



- To continue to be a good employer and invest in officer growth by supporting relevant professional development
- Real Living Wage Employer
- Local Government Pension Scheme
- Operate in accordance with our Civility and Respect Pledge
- Provide a Protocol to advise Officers and Members of the appropriate working relations with one another

Strategic Priority 2 - Health and Wellbeing		Aims of the Personnel Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.</p>	Provide excellent welfare facilities	<p>Health and wellness initiatives</p> <p>Excellent work-life balance</p> <p>Provide a safe and healthy work environment</p>	<p>Improve Guildhall rest rooms and changing facilities</p> <p>Dedicated employee toilet at Saltash Library</p> <p>Continue to provide excellent welfare facilities to service delivery employees</p> <p>Implement a flexible approach to working patterns to provide employees an improved work-life balance</p> <p>Provide health care insurance that covers medical, dental and vision care</p> <p>Continue to appoint a HR Consultant for employees/employer to access support/advice as required</p>	1	1	1		
		Provide occupational health assessments as required to support staff at work	<p>Various appointments as required</p> <p>Mental health support</p> <p>Associated cost to be covered by the Town Council</p>	<p>Appoint an occupational health consultant (medical and H&S) as required</p> <p>Line managers to provide employee's one-to-one support as required</p> <p>Continue to appoint a HR Consultant for employees/employer to access support/advice if required</p>	3	3	3		
		Robust risk assessments and health surveillance checks available to appropriate officers to protect them at work	<p>Robust risk assessments</p> <p>Health surveillance checks if required</p> <p>Mental health support</p>	<p>Line managers to review annually departmental Town Council risk assessments</p> <p>Appoint an occupational health consultant as required</p> <p>Appoint annually a health surveillance company to help protect employees from health risks at work</p> <p>Line managers to be trained mental health first aider to support their team</p>	2	2	2		

Business Plan
Strategic Priority 2 - Health and Wellbeing
Aims of the Personnel Committee



- Provide excellent welfare facilities
- Provide occupational health assessments as required to support staff at work
- Robust risk assessments and health surveillance checks available to appropriate officers to protect them at work

Strategic Priority 3 - Housing	Aims of the Personnel Committee
 <p>To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council</p>	<p>The Personnel Committee recognised strategic priority 3 - Housing did not fit within the remit (Terms of Reference) of the committee</p>

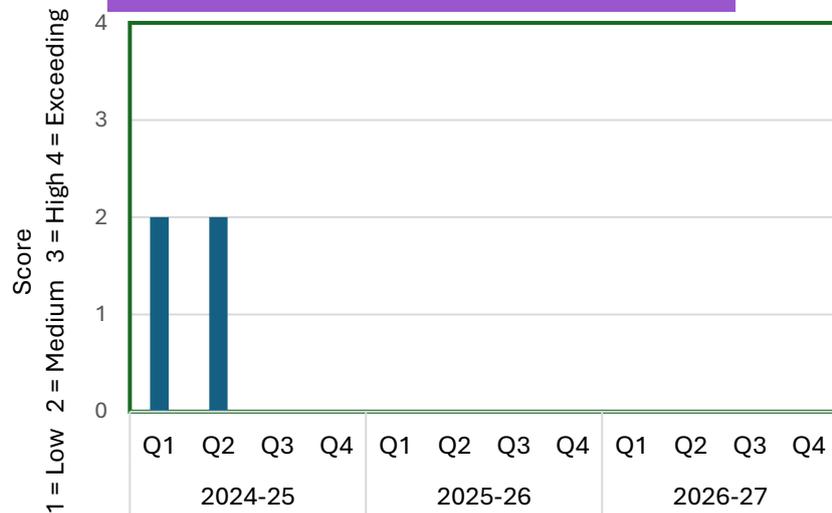
Strategic Priority 4 - Travel and Transport	Aims of the Personnel Committee
 <p>To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.</p>	<p>The Personnel Committee recognised strategic priority 4 - Travel and Transport did not fit within the remit (Terms of Reference) of the committee</p>

Strategic Priority 5 - Climate Emergency		Aims of the Personnel Committee
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	The Personnel Committee recognised strategic priority 5 - Climate Change did not fit within the remit (Terms of Reference) of the committee

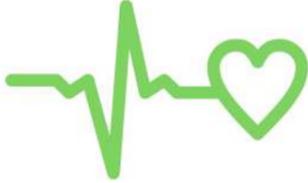
Strategic Priority 6 - Recreation and Leisure	Aims of the Personnel Committee
 <p>To continue to provide, improve, and support in Saltash, play parks, open green speaces, library service, cultural acitivity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.</p>	<p>The Personnel Committee recognised strategic priority 6 - Recreation and Leisure did not fit within the remit (Terms of Reference) of the committee</p>

Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Planning and Licensing Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	To ensure in review of planning and licensing applications and considerations, economic opportunities and impacts are examined appropriately	Planning and Licensing applications Working in partnership with Cornwall Council to reach the right outcome for Saltash Training Awareness of economic opportunities National and Cornwall Local Plan Policy	Research Planning and Licensing applications and ensure all documentation is understood prior to consideration of the application Work within Planning Material consent Building good working relationships with Cornwall Council to achieve what Saltash deserves Councillors and staff to attend planning and licensing training when offered by Cornwall Council Refer to the National and Cornwall Local Plan Policy Approved planning application PA24/04937 Latchbrook Parkway Estate - Proposed wildlife pond with associated re-contouring works and landscape enhancements Approved planning application PA24/05152 New waterless toilets, showers and raised timber seating area installed for use with the permitted development for a 60 day temporary campsite (already permitted). The proposal is for the amenity structures to remain situated beyond the 60 days	2	2	2		

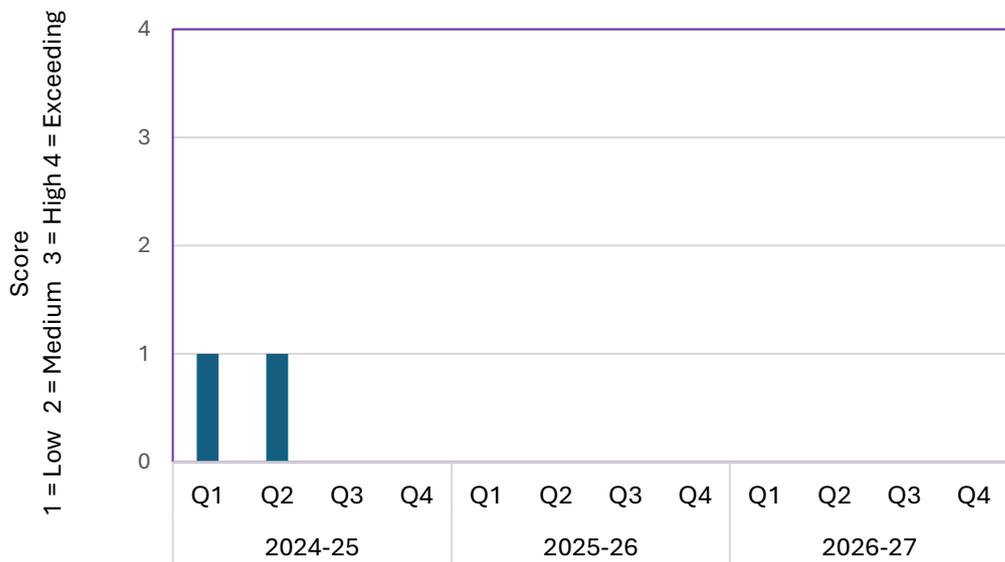
Business Plan
Strategic Priority 1 - Boosting Jobs and Economic Prosperity
Aims of the Planning and Licensing Committee



- To ensure in review of planning and licensing applications and considerations, economic opportunities and impacts are examined appropriately

Strategic Priority 2 - Health and Wellbeing		Aims of the Planning and Licensing Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.	To ensure appropriate support or recommendations are given to applications or projects that support health care development or change of use to a health care setting in Saltash	<p>Being actively involved in the decision making process</p> <p>Partnership working</p> <p>Saltash Neighbourhood Development Plan</p> <p>National and Cornwall Local Plan Policy</p>	<p>Consideration as a Consultee to Planning applications that could impact the health care setting in Saltash</p> <p>Work in partnership with Saltash Health Care Action Group and seek advice as required</p> <p>Seek the advice of Cornwall Council as required</p> <p>Refer to the Saltash Neighbourhood Development Plan for guidance on health care provision in Saltash</p> <p>Refer to the National and Cornwall Local Plan Policy</p> <p>Approved planning application PA24 / 06184 - Application for a Lawful Development Certificate for an existing use as Planning Use E(e): Commercial, Business and Service (Provision of Medical or Health Services)</p>	1	1	1		

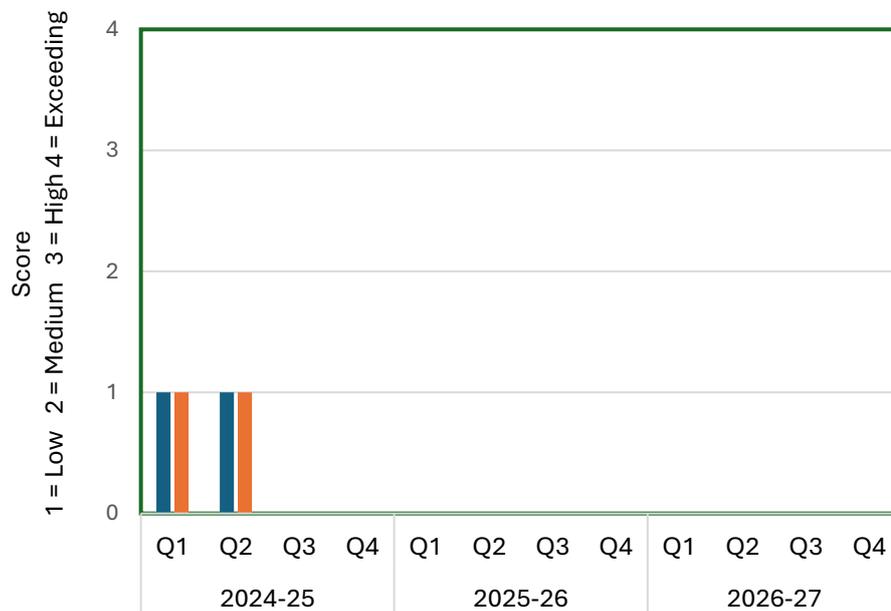
Business Plan
Strategic Priority 2 - Health and Wellbeing
Aims of the Planning and Licensing Committee



- To ensure appropriate support or recommendations are given to applications or projects that support health care development or change of use to a health care setting in Saltash

Strategic Priority 3 - Housing		Aims of the Planning and Licensing Committee		What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
							Q1	Q2	Q3	Q4
	To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council	To support projects that deliver affordable and sustainable housing whilst meeting a variety of user needs in keeping with policy	<p>Being actively involved in the decision making process</p> <p>Partnership working</p> <p>Saltash Neighbourhood Development Plan</p> <p>National and Cornwall Local Plan Policy</p> <p>Create and support sustainable neighbourhoods</p>	<p>Consideration as a Consultee to Planning applications that delivers affordable and sustainable housing whilst meeting a variety of user needs</p> <p>Seek the advice of Cornwall Council as required</p> <p>Refer to the Saltash Neighbourhood Development Plan for guidance on a balanced range of quality new/affordable housing and sustainable neighbourhoods</p> <p>Refer to the National and Cornwall Local Plan Policy</p>	1	1	1			
		To ensure the availability of all housing types are considered inclusive of rental and affordable housing to improve access to housing for all in Saltash	<p>Being actively involved in the decision making process</p> <p>Partnership working</p> <p>Saltash Neighbourhood Development Plan</p> <p>National and Cornwall Local Plan Policy</p> <p>Create and support sustainable neighbourhoods</p>	<p>Consideration as a Consultee to Planning applications that provide all types of housing in Saltash</p> <p>Seek the advice of Cornwall Council as required</p> <p>Refer to the Saltash Neighbourhood Development Plan for guidance on a balanced range of quality new/affordable housing</p> <p>Refer to the National and Cornwall Local Plan Policy</p>	1	1	1			

Business Plan
Strategic Priority 3 - Housing
Aims of the Planning and Licensing Committee



- To support projects that deliver affordable and sustainable housing whilst meeting a variety of user needs in keeping with policy

- To ensure the availability of all housing types are considered inclusive of rental and affordable housing to improve access to housing for all in Saltash

Strategic Priority 4 - Travel and Transport

Aims of the Planning and Licensing Committee

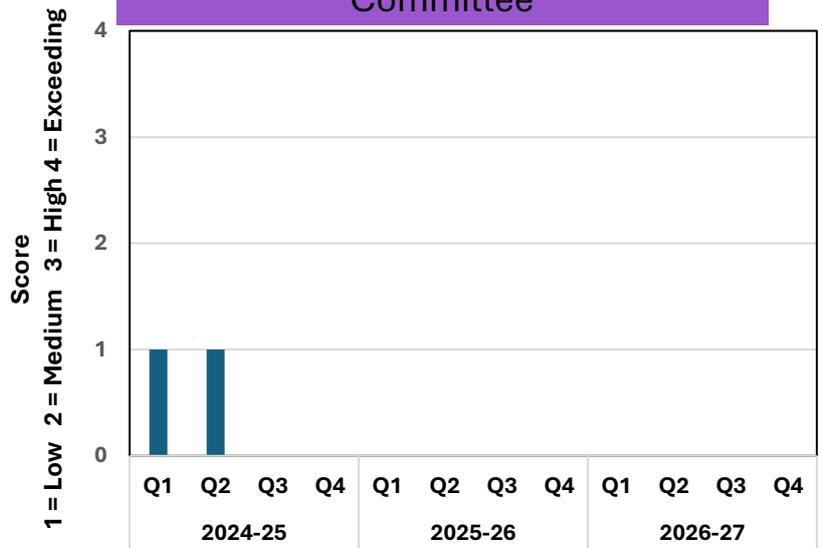


To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.

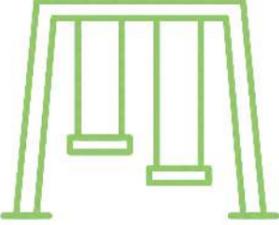
The Planning and Licensing Committee recognised strategic priority 4 - Travel and Transport did not fit within the remit (Terms of Reference) of the committee

Strategic Priority 5 - Climate Emergency		Aims of the Planning and Licensing Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	To continue to acknowledge a climate emergency and considerations given to planning and licensing applications to ensure developments are sustainable and meeting future climate demands	Being actively involved in the decision making process	Consideration as a Consultee to Planning applications to ensure developments are sustainable and meeting future climate demands	1	1	1		
			Partnership working	Seek the advice of Cornwall Council as required					
			Saltash Neighbourhood Development Plan	Refer to the Saltash Neighbourhood Development Plan for guidance on climate change					
			Saltash Coastal Communities Team	Refer to the National and Cornwall Local Plan Policy					
			National and Cornwall Local Plan Policy	Refer to the Saltash Coastal Communities Team for advice as required					
			Climate and Ecological Emergency	Consider climate and ecological implications wherever relevant and try to lead by example					
				Consideration was given to the Draft Cornwall Housing Decarbonisation Strategy received from Cornwall Council, Members noted and issued a press release to advise of the public consultation					

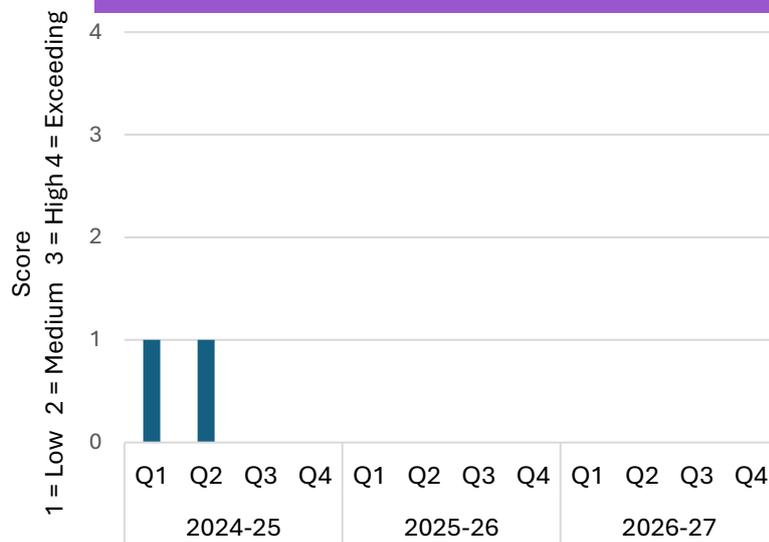
**Business Plan
Strategic Priority 5 - Climate Emergency
Aims of the Planning and Licensing
Committee**



- To continue to acknowledge a climate emergency and considerations given to planning and licensing applications to ensure developments are sustainable and meeting future climate demands

Strategic Priority 6 - Recreation and Leisure		Aims of the Planning and Licensing Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To continue to provide, improve, and support in Saltash, play parks, open green spaces, library service, cultural activity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.</p>	<p>To support improvement in keeping with planning policies for open green spaces, leisure and recreational in review of planning and licensing applications in Saltash.</p>	<p>Being actively involved in the decision making process</p> <p>Partnership working</p> <p>Saltash Neighbourhood Development Plan</p> <p>National and Cornwall Local Plan Policy</p> <p>Cornwall Council Saltash Lesiure Centre Working Group</p>	<p>Consideration as a Consultee to Planning applications to meet the growing demand for recreation and lesiure in Saltash</p> <p>Refer to the Saltash Neighbourhood Development Plan for guidance on additional sport, recreation and lesiure facilities</p> <p>Refer to the National and Cornwall Local Plan Policy</p> <p>Seek the advice of Cornwall Council as required</p> <p>Seek the advice of Saltash Lesiure Centre Working Group who have experience in lesiure services as required</p>	<p>1</p>	<p>1</p>	<p>1</p>		

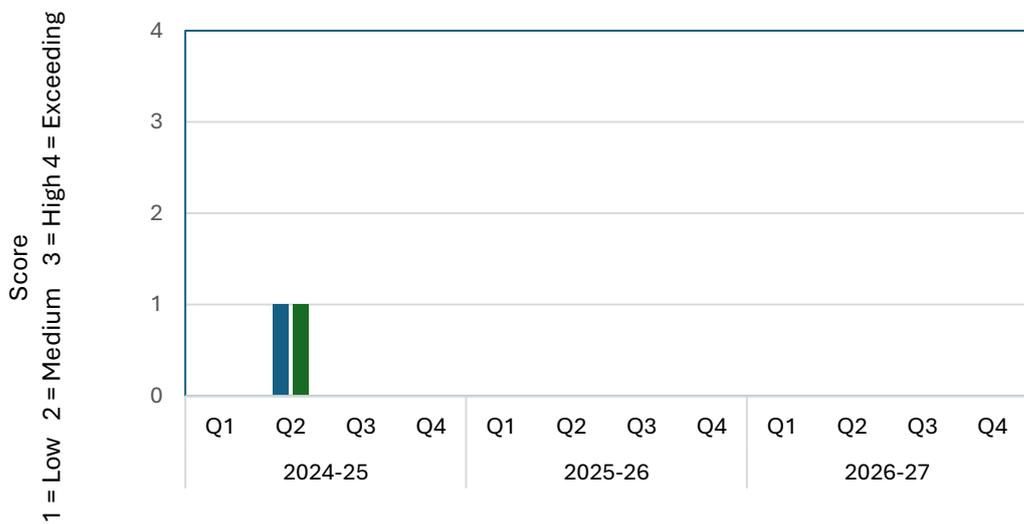
Business Plan
Strategic Priority 6 - Recreation and Leisure
Aims of the Planning and Licensing
Committee



- To support improvement in keeping with planning policies for open green spaces, leisure and recreational in review of planning and licensing applications in Saltash.

Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Policy and Finance Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.</p>	<p>To maintain a formal agreement between the Town Twinning to build and maintain a friendship and promote international understanding.</p>	<p>Work together with the twinned Plougestal community on projects and activities.</p> <p>Host a regular town twinning festival or celebration, alternating between the two towns, to celebrate the partnership. This could include cultural performances, food, and art from each town.</p>	<p>Create a Town Twinning agreement to ensure it reflects current objectives, values and commitments to Plougestal</p> <p>Promote and celebrate the Town Council's sustained friendship and collaboration with the Plougestal</p> <p>Work in partnership with the Twinning Association as appropriate</p>	1	N/A	1		
		<p>To support the enhancement of community engagement by providing grants and funding for local events, community initiatives and programs.</p>	<p>Supporting events, programs and initiatives that enhance the towns attractiveness and economic activity.</p> <p>Improved community cohesion that fosters local talent and promotes diversity</p>	<p>Community and Festival Grants awarded to Saltash Community Shed, Saltash United Football Club, Saltash Christmas Festival, Saltash Music, Speech and Drama Festival, Girlguiding Saltash</p> <p>Approved virement of £1,000 to support future Festival Fund applications until year-end</p>	1	N/A	1		

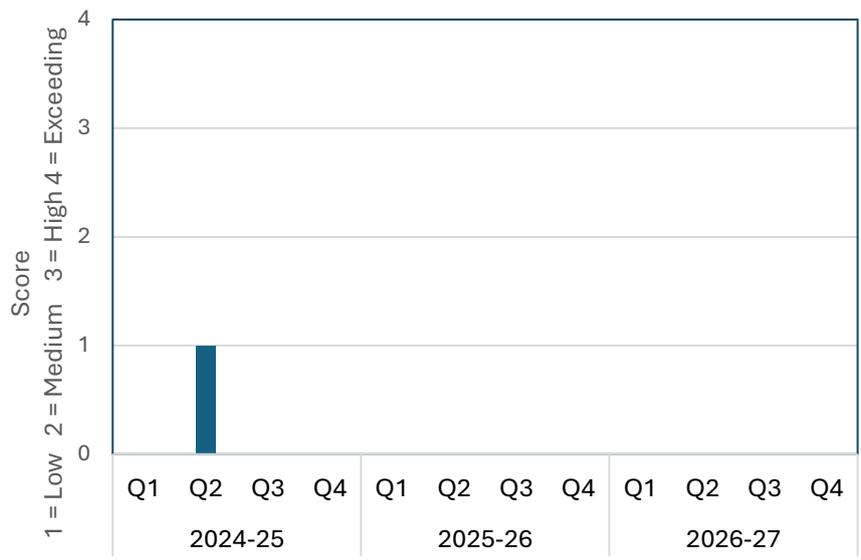
Business Plan Strategic Priority 1 - Boosting Jobs and Economic Prosperity



- To maintain a formal agreement between the Town Twinning to build and maintain a friendship and promote international understanding.
- To support the enhancement of community engagement by providing grants and funding for local events, community initiatives and programs.

Strategic Priority 2 - Health and Wellbeing		Aims of the Policy and Finance Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.</p>	<p>To continue supporting professional youth work and to foster collaboration among youth organisations through effective partnership working</p>	<p>Continue to provide grants and funding opportunities</p> <p>Establish a platform and network for youth organisations to collaborate, share ideas and pool resources</p> <p>Facilitate regular meetings or forums where organisations can discuss common challenges and opportunities for partnership</p> <p>Promote awareness for youth work by raising awareness of its benefits</p> <p>Share success stories from projects to demonstrate the impact and value of professional youth work</p>	<p>Presentation received from The Core outlining the service provided to the youth in Saltash</p> <p>Continue to support the Delivery of Professional Youth Work in Saltash for the year 2024-25, setting a budget of £59,069 through a tender process</p> <p>Continue to support Saltash Youth Network for the year 2024-25, setting a budget of £4,726. To note; a formal agreement is to be considered to improve the process in the coming years</p>	1	N/A	1		

Business Plan
Strategic Priority 2 - Health and Wellbeing
Aims of the Policy and Finance Committee



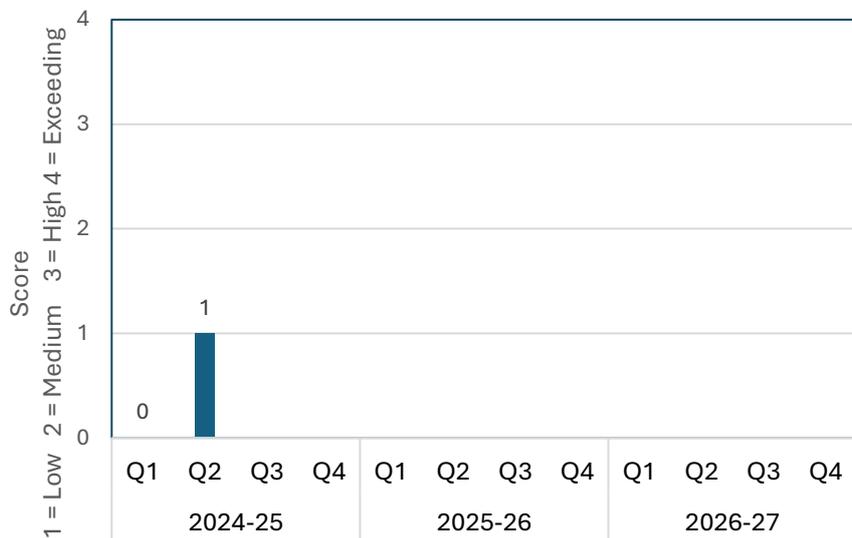
■ To continue supporting professional youth work and to foster collaboration among youth organisations through effective partnership working

Strategic Priority 3 - Housing		Aims of the Policy and Finance Committee
	<p>To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council</p>	<p>The Policy and Finance Committee recognise Strategic Priority 3 - Housing did not fit within the remit (Terms of Reference) of the Committee.</p>

Strategic Priority 4 - Travel and Transport		Aims of the Policy and Finance Committee
	<p>To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.</p>	<p>The Policy and Finance Committee recognise Strategic Priority 4 - Travel and Transport did not fit within the remit (Terms of Reference) of the Committee.</p>

Strategic Priority 5 - Climate Emergency		Aims of the Policy and Finance Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	To embed sustainability and climate conscious principles into financial and policy decisions	Support and encourage community projects, infrastructure developments and public services ensuring they align with environmental best practices where possible.	Town Council environmental policies include climate change where it doesn't disable the Town Council from fulfilling its responsibilities	1	N/A	1		
			Commit to integrating climate change action into the Town Council policies.						

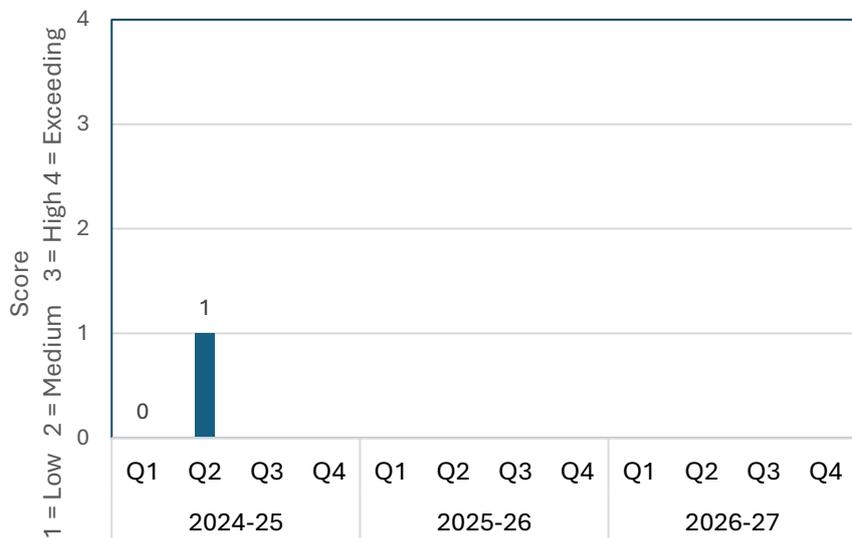
Business Plan
Strategic Priority 5 - Climate Emergency
Aims of the Policy and Finance Committee



■ To embed sustainability and climate conscious principles into financial and policy decisions

Strategic Priority 6 - Recreation and Leisure		Aims of the Policy and Finance Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To continue to provide, improve, and support in Saltash, play parks, open green spaces, library service, cultural activity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.</p>	<p>Establish, review and promote match funding policies to enhance, develop and support playparks, open green spaces and recreational areas and activities</p>	<p>Match Funding for Play Park policy to encourage community groups to volunteer to improve the towns provision</p>	<p>Match funding awarded (£10k) to Summerfield Play Park</p>	1	N/A	1		
			<p>Promote the Match Funding for Play Park policy on Town Council social media channels and leaflets</p> <p>Partnership working with key stakeholders to support projects in the town where applicable to Policy and Finance remit</p>	<p>Promotion of the policy via social media channels and leaflets</p>					

Business Plan
Strategic Priority 6 - Recreation and Leisure
Aims of the Policy and Finance Committee



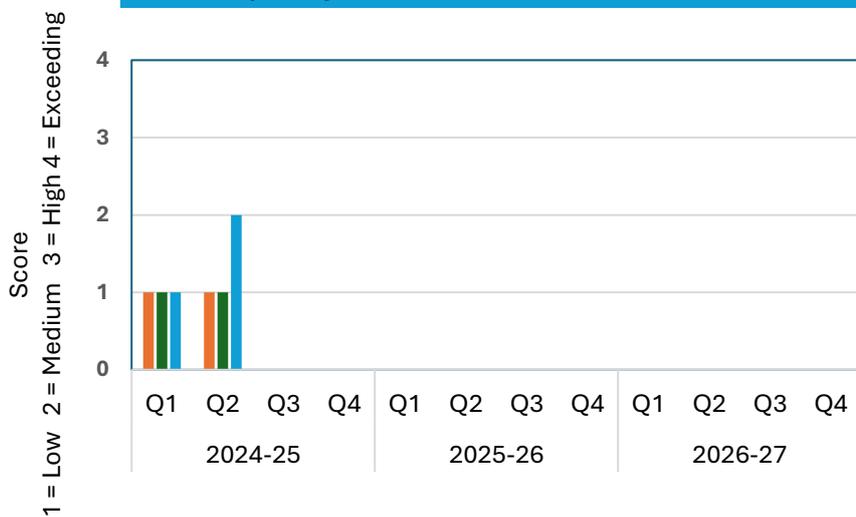
■ Establish, review and promote match funding policies to enhance, develop and support playparks, open green spaces and recreational areas and activities

Strategic Priority 1 - Boosting Jobs and Economic Prosperity	Aims of the Services Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
					Q1	Q2	Q3	Q4
	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	Continue to work with key stakeholders in the devolution of asset process with an increase of Town Council staffing levels, if required;	<p>To work in partnership with Cornwall Council to improve the Waterside area</p> <p>To devolve Victoria Gardens and Maurice Huggins Room to the Town Council</p> <p>Secure Service Level Agreements with key stakeholders to make the town more attractive and welcoming, whilst continuing to build and maintain positive working relationships</p>	<p>Start the devolution process of Victoria Gardens and Maurice Huggins Room</p> <p>Sign Leases with Cornwall Council</p> <p>Sign Service Level Agreements with outside organisations and undertake additional duties required</p> <p>Personnel Committee to consider additional staffing resources as instructed by the Town Clerk as required</p> <p>Partnership working with Cornwall Council by email authorisation to undertake weed and vegetation management on Jubilee and Waterside Greens and the pathway inbetween both sites</p> <p>Positive early engagement with Network Rail (land owners) of the Waterside toilets and 8 sheds within the same area, to progress a 99-year Lease to the Town Council to improve the buildings/services to the community</p>	1	1	1	
	Improve facilities and quality of life by continuing to maintain our public conveniences and to invest in accessible public conveniences	<p>All Town Council public conveniences to be accessible</p> <p>Improvements to all Town Council public conveniences</p> <p>Dementia friendly</p> <p>Saltash Neighbourhood Development Plan</p>	<p>Property Maintenance Sub Committee to investigate public convenience improvements and associated cost to form part of the five-year maintenance plan</p> <p>Property permissions to be ascertained if required</p> <p>Refer to the Saltash Neighbourhood Development Plan for guidance on the need for public conveniences</p> <p>Construction designs to be investigated by the Town Council Building Surveyor</p> <p>Funding to be explored to support all or some of the associated cost</p> <p>Public consultations to be held to seek evidence of need in the community</p> <p>To install dementia friendly signage to all Town Council public conveniences</p> <p>Partnership working to support PL12 community Dementia training by providing free facilities and sale of tickets via Eventbrite</p> <p>Reinvesting in 2025/26 public conveniences cleaning contract to keep the service available and to a high standard</p> <p>Engagement with Network Rail for a 99-Year Lease to assist the Town Council towards improved toilets including fully accessible and baby changing facilities</p>	1	1	1		



<p>Continue to promote Saltash as a vibrant and welcoming visitor destination by reinvesting and working in partnership with key stakeholders in key areas such as Victoria Gardens, the Town Centre, and future Waterside projects.</p>	<p>Increase visitor numbers and enhanced visitor experiences</p> <p>Improve community engagement marketing and promotion</p> <p>Infrastructure improvements</p> <p>Saltash Neighbourhood Development Plan</p>	<p>Refer to the Saltash Neighbourhood Development Plan for guidance on a vibrant and healthy community</p> <p>Build relationships with community organisations and businesses via community engagement</p> <p>Encourage Saltash Town Team to progress with a Town Centre accessibility audit and Cornwall Council street audit to better improve our town</p> <p>Expand on the floral display in Saltash by planting a wider selection of evergreens together with colourful plants across all Town Council land/property and increase open green spaces where possible</p> <p>Quartley Town Council premises washdown of surfaces to keep the exterior of the building looking presentable at all times</p> <p>Application of algaecide to Town Council premises to keep maintenance cost to a minimal</p> <p>Enhance the Town Council's Christmas lights providing a spectacular display</p> <p>Promote the town in 'It's Your Neighbourhood' and 'Britain in Bloom' competitions to encourage residents and businesses to partake and support each other</p> <p>Utilise the Town Council's website and social media to promote the work of the Service Delivery Department</p> <p>Procurement of two large Christmas Trees for Victoria Gardens and Waterside with new Christmas Flags to enhance the display in the town</p> <p>Submission of, Community Infrastructure Levy (CIL) fourth round - Saltash Waterside Improvement Project for a sensory garden and play park (results Nov 2024)</p> <p>Plymouth Boat Trips free landing charges on Jubilee Pontoon for the season 2025 (1 April to 30 September, extending the service to weekends in October and a full service in the half term week)</p> <p>Working in Partnership with Town Team by supporting their Open Green Community Space funded project (improved wayfinding, markets, greening) to improve the welcoming visitor destination in Fore Street</p> <p>Working in Partnership with Town Team to utilise the Waitrose s106 balance to provide leaflets promoting the town to outside areas, QR code linking to the Town Council website via other visitor sites</p> <p>Investment and improvement of Town Council Christmas Lights, replacement of festoon lighting</p> <p>Budgeting 2025-26, further improved Christmas lighting making the town a welcoming visitor destination during that period</p> <p>Budgeting 2025-26 for improved wayfinding and information boards to connect the town</p>	<p>2</p>	<p>1</p>	<p>2</p>
--	---	---	----------	----------	----------

Business Plan
Strategic Priority 1 - Boosting Jobs and Economic Prosperity Aims of the Services Committee

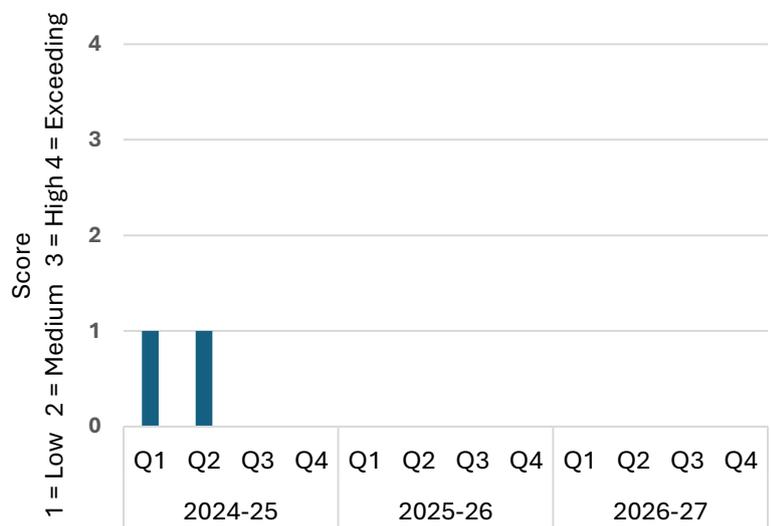


■ Continue to work with key stakeholders in the devolution of asset process with an increase of Town Council staffing levels, if required;

■ Improve facilities and quality of life by continuing to maintain our public conveniences and to invest in accessible public conveniences

Strategic Priority 2 - Health and Wellbeing		Aims of the Services Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.</p>	<p>Provide, maintain and support mental health and wellbeing with street furniture and green public spaces</p>	<p>Improved public green spaces for everyone to use</p> <p>Maintain Town Council owned street furniture to a high standard</p> <p>Provide where required additional street furniture in consultation with the public as evidence of need</p> <p>Keep the town looking it's best at all times</p> <p>Saltash Neighbourhood Development Plan</p>	<p>Refer to the Saltash Neighbourhood Development Plan for guidance on improving public realm</p> <p>Support Saltash Town Team with additional community open spaces inclusive of parklets and markets</p> <p>Carry out regular maintenance checks of all Town Council owned street furniture, ensuring it is kept to a high standard and is included in the asset register</p> <p>Install hanging baskets and expand further on the Waterside, Lower Fore Street, Victoria Gardens and Isambard House</p> <p>Install mental health organisation plaques to Town Council benches to help support our residents and visitors</p> <p>Promote mental health and wellbeing via the Town Council website</p>	1	1	1		
				<p>Partnership working with SEA assisting with maintenance at Elwell Woods within existing service delivery resources</p> <p>Improved Allotment Policy providing further clarification/expectations for users</p> <p>Winter planting to keep the town looking cheerful/attractive/welcoming</p> <p>Improved allotment access by clearance of pathways, new fencing and gate</p>					

Business Plan
Strategic Priority 2 - Health and Wellbeing
Aims of the Services Committee

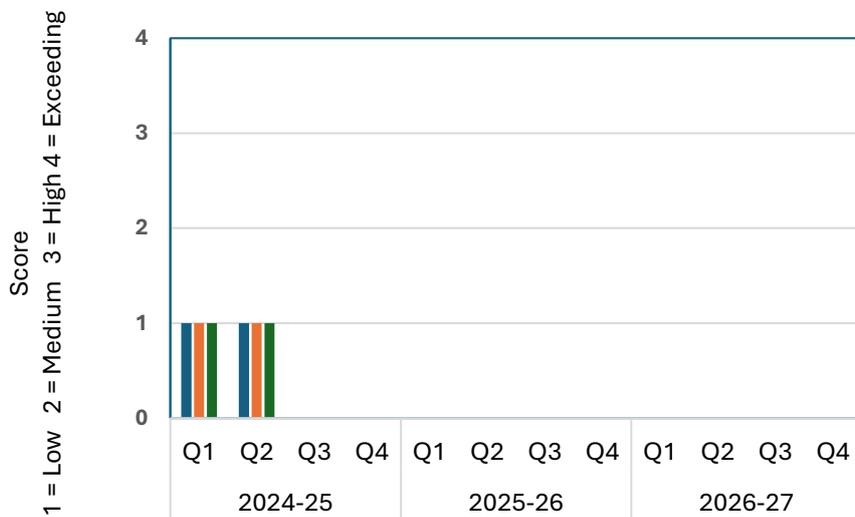


Provide, maintain and support mental health and wellbeing with street furniture and green public spaces

Strategic Priority 3 - Housing		Aims of the Services Committee
	<p>To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council</p>	<p>The Services Committee recognised strategic priority 3 - Housing did not fit within the remit (Terms of Reference) of the committee</p>

Strategic Priority 4 - Travel and Transport		Aims of the Services Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.</p>	<p>Continue to investigate and implement where possible a sustainable Town Council fleet of vehicles</p>	<p>Investigate sustainable vehicles</p> <p>Install EV charging stations on Town Council owned property as required</p> <p>All Town Council vehicles to be electric or hybrid</p> <p>Saltash Neighbourhood Development Plan</p>	<p>Refer to the Saltash Neighbourhood Development Plan for guidance on sustainable transport</p> <p>Conduct a detailed survey of the current working vehicles and their usage</p> <p>Investigate suitable working vehicle options for the future and ascertain associated cost</p> <p>Research regulations and explore any funding opportunities for EV charging stations / vehicles</p> <p>Obtain permissions from the landowner to install EV charging stations as required</p> <p>Promote the investment of a Town Council electric fleet</p> <p>Reinvesting in 2025-26 budget setting for electric vehicles</p>	1	1	1		
		<p>Promote and encourage walking and cycling routes in the community</p>	<p>Support, promote and encourage walking and cycling routes in Saltash and neighbouring areas</p> <p>Less vehicles on the road, increase in bikes and by foot</p> <p>Saltash Neighbourhood Development Plan</p>	<p>Refer to the Saltash Neighbourhood Development Plan for guidance on a walking and cycling environment</p> <p>Work with outside organisations such as Cornwall Council and sustrans to promote, increase signage and enhance cycling routes</p> <p>Conduct surveys and collect data on current usage, potential routes, and areas needing improvement</p> <p>Identify and participate in cycling and walking campaigns suitable for Saltash</p> <p>New Beryl Bikes offer (free unlocking) promotion via Town Council social media channels</p>	1	1	1		
		<p>Support access and improved connectivity from Saltash to Plymouth and neighbouring Towns and Parishes</p>	<p>Improved connectivity</p> <p>Increase in tourism</p> <p>Improved traffic</p> <p>Saltash Neighbourhood Development Plan</p>	<p>Refer to the Saltash Neighbourhood Development Plan for guidance on improved and sustainable connectivity</p> <p>Work in partnership with local businesses / Chamber of Commerce to increase connectivity</p> <p>Work in partnership with Plymouth Boat Trips, Saltash Red Bus, Stagecoach, Go Cornwall Bus, Tamar Bridge to improve connectivity</p> <p>Promote Saltash as a tourism destination on the map</p> <p>Conduct surveys to ascertain the areas that require improved connectivity</p> <p>Working in partnership with Sustrans Active Travel Programme linked to 20mph zone roll out, offering free Town Council facilities and supporting the reduced speed restriction</p>	1	1	1		

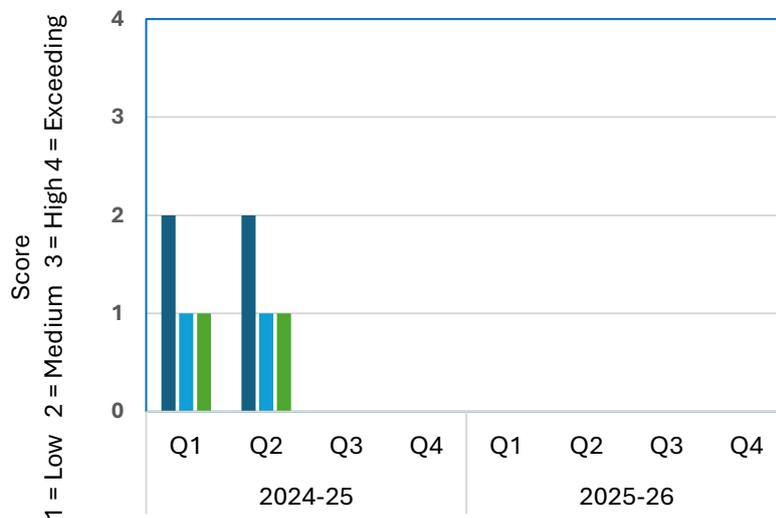
Business Plan
Strategic Priority 4 - Travel and Transport
Aims of the Services Committee



- Continue to investigate and implement where possible a sustainable Town Council fleet of vehicles
- Promote and encourage walking and cycling routes in the community
- Support access and improved connectivity from Saltash to Plymouth and neighbouring Towns and Parishes

Strategic Priority 5 - Climate Emergency		Aims of the Services Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.</p>	<p>To continue to implement sustainable grounds maintenance methods and good environmental practices.</p>	<p>Avoiding the use of pesticides and herbicides and not using toxic chemicals in any Town Council grounds maintenance work</p> <p>Sustainable methods of weed removal</p> <p>Continue to be environmentally and hedgehog friendly</p> <p>Successful and improved participation in 'low mow may' initiative</p> <p>Recycle as much green waste as possible</p> <p>Where possible, adopt sustainable watering techniques</p> <p>Implement environmentally friendly alternatives to grounds maintenance</p> <p>Saltash Neighbourhood Development Plan</p>	<p>Refer to the Saltash Neighbourhood Development Plan for guidance to protect and enhance the natural environment</p> <p>Use mechanical and manual weed pulling methods</p> <p>Investigate organic herbicides if required</p> <p>Create composte areas for disposal of green waste</p> <p>Regular monitoring and maintenance to assist with weed control</p> <p>Educate in relation to being hedgehog friendly when undertaking grounds maintenance work</p> <p>Register as a Hedgehog Hero with the British Hedgehog Preservation Society</p> <p>Continue to be Hedgehog Friendly</p> <p>Partake in 'low mow may' with clear promotion to the community outlining the strategic areas, without comprising safety, access, and equipment damage due to length of grass areas</p> <p>Continue with 'low mow may' through the Summer season until areas require attention</p>	2	2	2		
			<p>Permenant wilding areas created to help restore habitats and reintroduce native species that may have disappeared or declined in numbers</p> <p>Rose bushes in Victoria Gardens has rose compost to encourage growth naturally</p> <p>Environmental methods used to clean the Borough War Memorial</p>						
			<p>Support community initiatives for tree planting and wildflower meadows</p> <p>Saltash Neighbourhood Development Plan</p>	<p>Refer to the Saltash Neighbourhood Development Plan for guidance to protect and enhance the natural environment</p> <p>Work in partnership with local organisations, schools and businesses to identify suitable areas to plant trees and wildflowers</p> <p>Use social media, press releases and notice boards to raise awareness</p> <p>Order appropriate signage informing the public of new wildflower meadows</p> <p>If suitable on Town Council owned land plant trees and create additional wildflower meadows</p> <p>Continue to partake in the Low Mow May initiative to strategic areas</p> <p>Wildflower Meadow signage, educational information for the community on the importance of our wilding areas and Town Council initiative</p> <p>Library Hub working with various key stakeholders during the Bio-Watch project</p>	1	1	1		
	<p>Continue to support and partake in the Plastic Free Community pledge</p>	<p>Educate the community, councillors and staff on the detrimental effects of single use plastics</p> <p>Continue to be a plastic free Town Council</p> <p>Encourage local businesses and organisations to take the pledge to be a plastic free champion</p>	<p>Use social media, press releases and notice boards to raise awareness</p> <p>Pledge to stop using single use plastics and consider this when procuring Town Council assets</p> <p>Promote to local businesses the detrimental effects single use plastic has on the environment and the Waterside town of Saltash</p>	1	1	1			

Business Plan
Strategic Priority 5 - Climate Emergency
Aims of the Services Committee

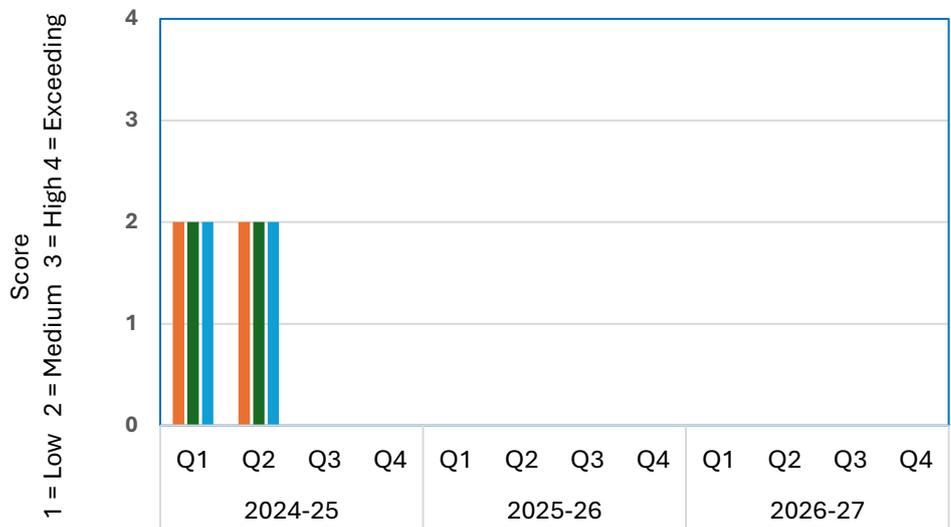


- To continue to implement sustainable grounds maintenance methods and good environmental practices.
- Support community initiatives for tree planting and wildflower meadows
- Continue to support and partake in the Plastic Free Community pledge

Strategic Priority 6 - Recreation and Leisure		Aims of the Services Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To continue to provide, improve, and support in Saltash, play parks, open green spaces, library service, cultural activity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers	Maintain, promote and reinvest in Town Council play parks and recreational areas	<p>Investment and Development</p> <p>High-Quality Maintenance</p> <p>Improved open green spaces</p> <p>Promoting improvement works</p> <p>Consultation</p> <p>Funding awarded to provide new play equipment / improvement to community open spaces</p> <p>Saltash Neighbourhood Development Plan</p>	<p>Refer to the Saltash Neighbourhood Development Plan for guidance to meet the growing demand for recreation areas</p> <p>Maintain and invest in new play equipment for Town Council owned play parks</p> <p>Review other play parks in Saltash and consider whether investment is required to provide a good standard of play working in partnership with key stakeholders</p> <p>Consult with the public that live in the area specific to the work needed</p> <p>Seek funding opportunities to relieve pressure from the Precept</p> <p>Service Delivery to carry out high quality maintenance / safety checks by being ROSPA qualified</p> <p>Grounds maintenance to be undertaken on a regular basis making open green spaces attractive</p> <p>Regular maintenance checks to be carried out ensuring all play equipment is to the highest of standards</p>	2	2	2		
	Provide, maintain and support mental health and wellbeing with street furniture and green public spaces	<p>Partake in the Chatty Plaque scheme</p> <p>Ensure open spaces are kept to a high standard for all to enjoy</p>	<p>Purchase six Happy to Chat plaques to install on Town Council benches to act as a talking point and encourage those who see them to reach out</p> <p>Service Delivery to undertake regular maintenance to Town Council open spaces to ensure they are suitable and attractive for all to enjoy</p> <p>Mental Health and Wellbeing Town Council website page actively supporting the 'Happy to Chat Plaque' Scheme</p>	2	2	2			

		<p>Continue to provide pontoon facilities allowing access to the river and support better connectivity to neighbouring areas</p>	<p>Improved connectivity to the Waterside / pontoon facilities</p> <p>Maintain and upgrade the pontoon facilities</p> <p>Work in partnership with key stakeholders to deliver better connectivity</p> <p>Promote Jubilee Pontoon</p> <p>Saltash Neighbourhood Development Plan</p> <p>The Saltash Coastal Communities Team</p>	<p>Refer to the Saltash Neighbourhood Development Plan for guidance to making the most of Saltash Waterside</p> <p>Refer to the Saltash Coastal Communities Team Economic Plan</p> <p>Work in partnership with Plymouth Boat Trips, Beryl Bikes, Red Bus, GWR and other operators to provide improved connectivity to the river, Saltash, and neighbouring areas</p> <p>Ensure Jubilee Pontoon is accessible and safe for users</p> <p>Maintain Jubilee Pontoon to a high standard</p> <p>Seek funding opportunities to further improve the Jubilee Pontoon service</p> <p>Provide financial incentives to users of the pontoon with initiatives such as the trusted boater scheme</p> <p>Utilise social media channels, notice board and website to promote the Jubilee Pontoon service and other transport modes</p> <hr/> <p>Improved safety lighting on the Pontoon</p> <p>Amendments to the Town Council Pontoon Mooring Agreement to improve the community service and potentially increase revenue whilst maintaining full responsibility of the asset</p> <p>Early stages of negotiations with the Duchy of Cornwall led by Cornwall Council, with the potential option to enter into a Lease for the Pontoon and Fundus</p>	<p>2</p>	<p>2</p>	<p>2</p>		
--	--	--	--	---	----------	----------	----------	--	--

Business Plan
Strategic Priority 6 - Recreation and Leisure Aims of
the Services Committee



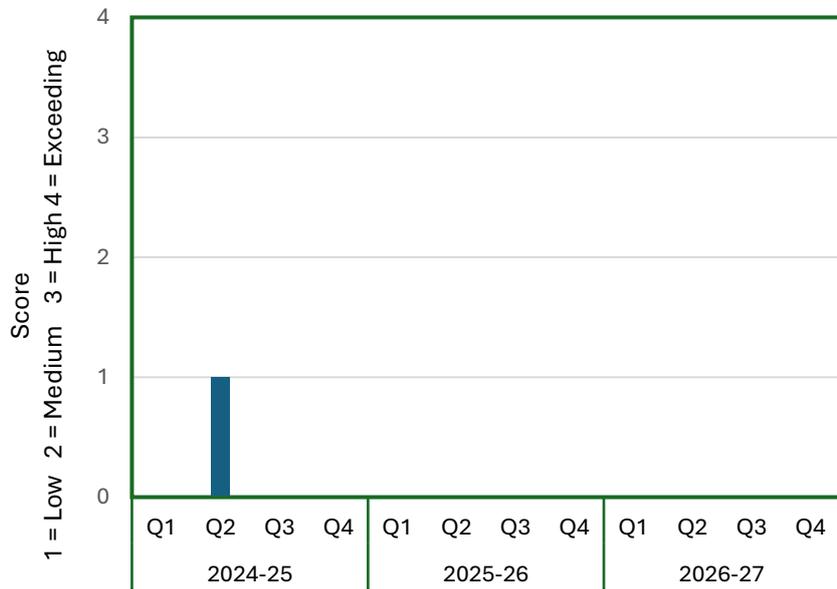
- Maintain, promote and reinvest in Town Council play parks and recreational areas
- Provide, maintain and support mental health and wellbeing with street furniture and green public spaces
- Continue to provide pontoon facilities allowing access to the river and support better connectivity to neighbouring areas

Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Devolution Sub Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.</p>								

Strategic Priority 2 - Health and Wellbeing		Aims of the Devolution Sub Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.</p>								

Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Library Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.</p>	<p>To continue to expand the opportunities to increase people's education, knowledge and associated IT skills</p>	<p>Offering more signposting services Expanding opening hours Continuing to work in partnership with key stakeholders</p>	<p>Partnership working with Adult Education to offer training courses to assist with employment needs and building people's confidence Additional opening hours to reach the needs of the community</p>	<p>1</p>	<p>N/A</p>	<p>1</p>		

Business Plan
Strategic Priority 1 - Boosting Jobs and Economic Prosperity
Aims of the Library Sub Committee

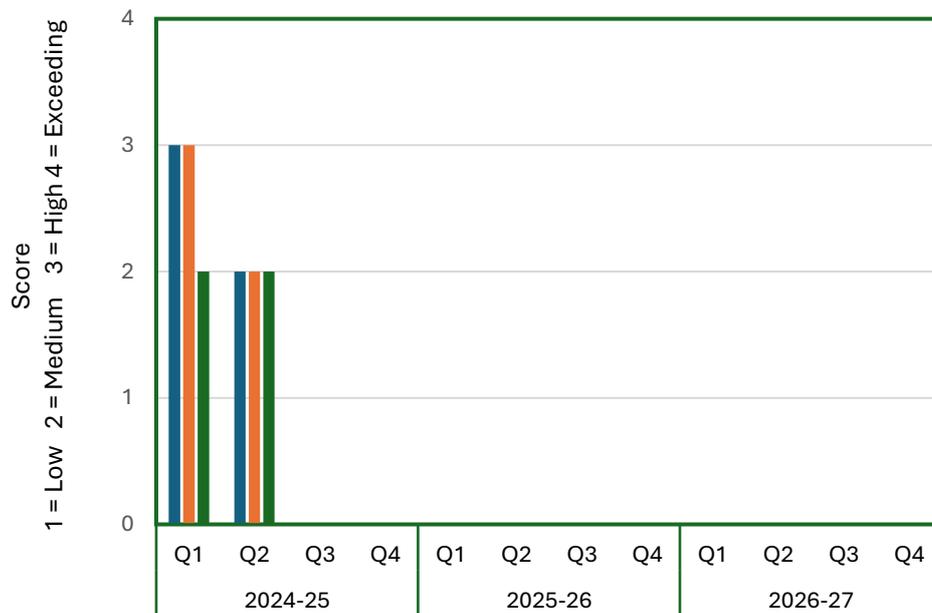


■ To continue to expand the opportunities to increase people's education, knowledge and associated IT skills



Strategic Priority 2 - Health and Wellbeing		Aims of the Library Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.	To provide a local venue for a range of free events and activities;	<p>Increased free events and activities throughout the year</p> <p>Accessible and inclusive activities and events</p> <p>Increased community engagement and footfall</p>	<p>Support and promote local organisations, businesses and groups / clubs relevant to the Library Hub and for the benefit of the community</p> <p>Refer to the Town Council Policy - Hire of Town Council Premises and Events</p> <p>Autumn Biowatch September 2024 - partnered activities to promote nature</p> <p>Summer Reading Challenge July to Aug</p> <p>Meet the author, book club and writers forum (October), Fake of Fortune, games</p>	2	3	2			
	To continue to sign post residents and users of the Library to the relevant key stakeholders;	<p>Continue to build partnerships</p> <p>Identify and promote easy access services</p> <p>Promote awareness of services available</p>	<p>Utilise the library's website and social media platforms to provide links and information about key stakeholders</p> <p>Welcome desk with staff trained to assist in signposting to digital services available</p> <p>Display posters and notices in prominent areas of the library with information signposting where to find assistance</p> <p>Host informational workshops or events at the library</p> <p>Tamar Valley Consultation - available at the Library</p>	2	3	2			
	To continue to provide a safe and warm space to residents and users of the Library.	<p>Continued availability and accessibility for any user to a safe and warm space</p> <p>Internal and external refurbishment to be complete offering an improved comfortable space</p>	<p>Provide a safe and warm space for all users of the library hub</p> <p>Provide refreshments supported by key stakeholders (where possible)</p> <p>Partnership working during the warm space period to ensure best cover is provided across various sites</p>	2	2	2			

Business Plan
Strategic Priority 2 - Health and Wellbeing
Aims of the Library Sub Committee

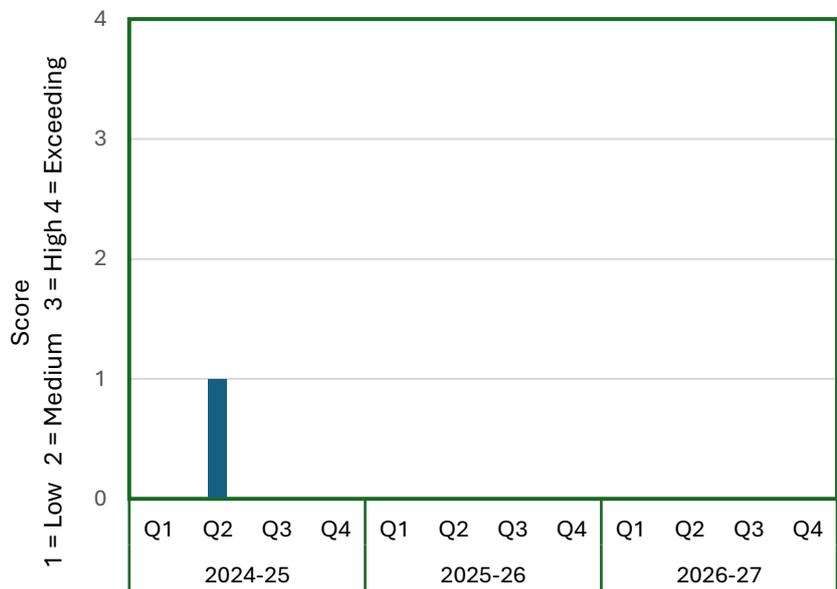


- To provide a local venue for a range of free events and activities;
- To continue to sign post residents and users of the Library to the relevant key stakeholders;
- To continue to provide a safe and warm space to residents and users of the Library.

Strategic Priority 3 - Housing		Aims of the Library Sub Committee
	To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council	The Library Sub Committee recognised strategic priority 3 - Housing did not fit within the remit (Terms of Reference) of the sub committee

Strategic Priority 4 - Travel and Transport		Aims of the Library Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.</p>	<p>To continue to promote and support sustainable travel and transport</p>	<p>Transport leaflets to be available at the library</p>	<p>Providing copies of the bus times - tranport for Cornwall which covers six operators</p>	<p>1</p>	<p>N/A</p>	<p>1</p>		

Business Plan
Strategic Priority 4 - Travel and Transport
Aims of the Library Sub Committee

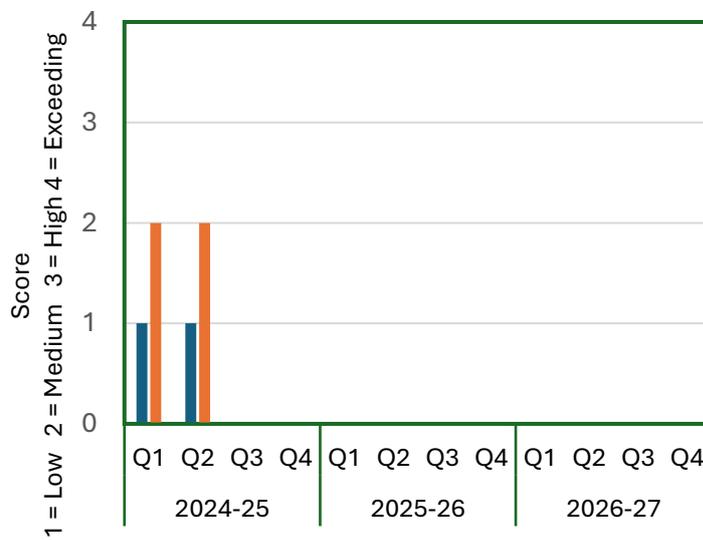


■ To continue to promote and support sustainable travel and transport



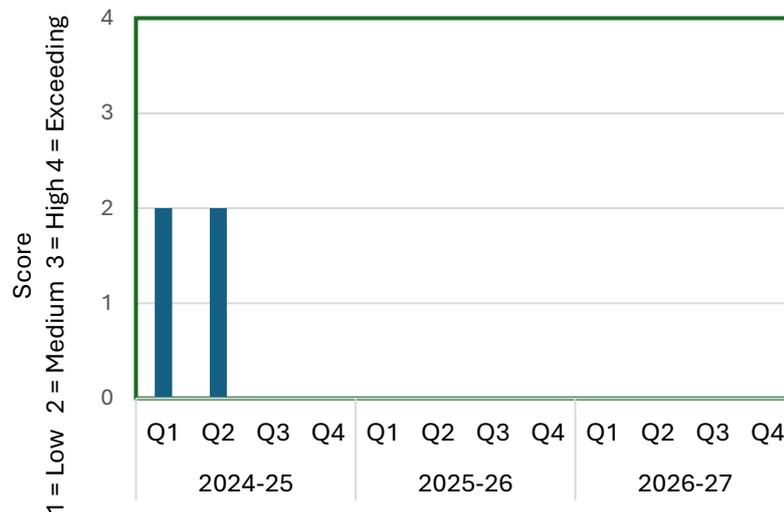
Strategic Priority 5 - Climate Emergency		Aims of the Library Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
<p>To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.</p>	<p>To ensure the Saltash Library building is well insulated when refurbished to reduce energy cost;</p>	<p>Refurbishment complete</p> <p>Saltash Neighbourhood Development Plan</p>	<p>Refer to the Saltash Neighbourhood Development Plan for guidance on efficient buildings and low-carbon heating</p> <p>Windows to be replaced and interior refurbished</p> <p>Ensure the library building is energy efficient</p>	1	1				
	<p>To continue to focus on Climate Emergency and support free events at the Library.</p>	<p>Regular climate focused free events</p> <p>Promote sustainable practices at the Library</p> <p>Display educational materials</p>	<p>Partner with local schools, organisations, and businesses to host events and activities on climate change</p> <p>Reduce waste and provide community recycling programmes</p> <p>Display educational materials on the affects of climate change and preventative measures</p> <p>Provide a good level of books</p>	2	2				

Business Plan
Strategic Priority 5 - Climate Emergency
Aims of the Library Sub Committee

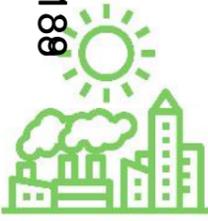


- " To ensure the Saltash Library building is well insulated when refurbished to reduce energy cost;"
- To continue to focus on Climate Emergency and support free events at the Library.

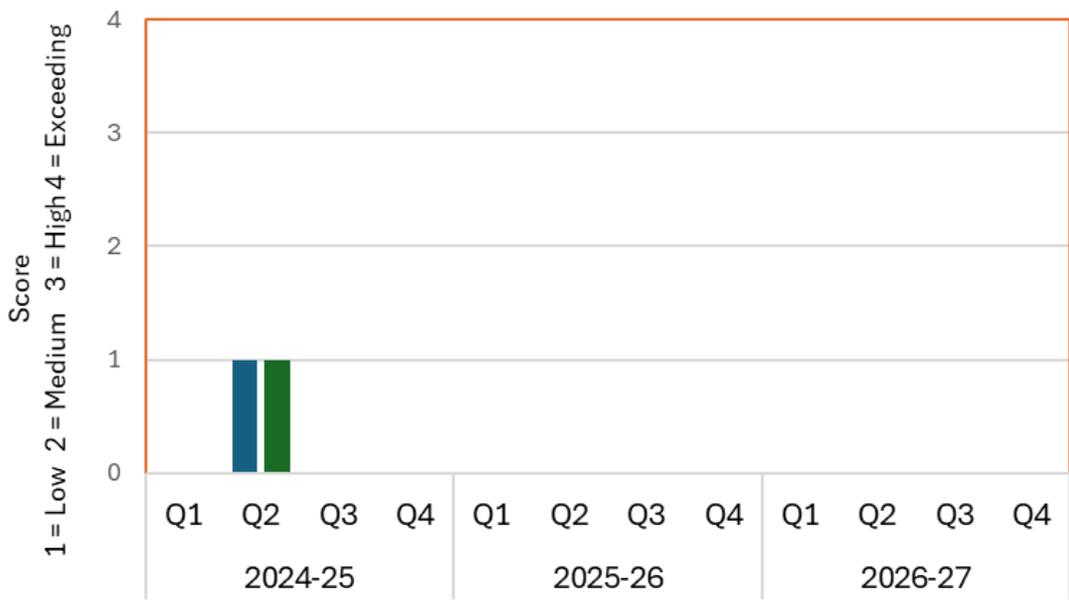
Business Plan
Strategic Priority 6 - Recreation and Leisure
Aims of the Library Sub Committee



- To continue to provide a Library and Community Hub Service for the community inclusive of the Home Library Service.

Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Property Maintenance Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
Page 189 	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	Continue to manage the repair and maintenance programs for Town Council properties, assessing the need for further investments and improvements as necessary or when required.	Working with the Five-Year Plan Working with Barron Surveying - Town Council appointed Building Surveyor Review sites that could benefit from solar PV	Working within the Five-Year Plan to ensure Town Council buildings are reviewed regularly and works budgeted accordingly Appoint Barron Surveying to prepare a scope of works for external repair and painting of the front elevation of the Heritage Building	1		1		
		Support the promotion of Saltash as a vibrant and welcoming visitor destination by reviewing public amenities and identifying opportunities for investment and enhancement.	Ensure Town Council buildings are maintained to a good standard for hire and reflection on the Town Council to the community and visitors	To prepare a project report including any funding opportunities for the development of the Waterside toilets and sheds	1		1		

Business Plan
Strategic Priority 1 - Boosting Jobs and Economic Prosperity
Aims of the Property Sub Committee



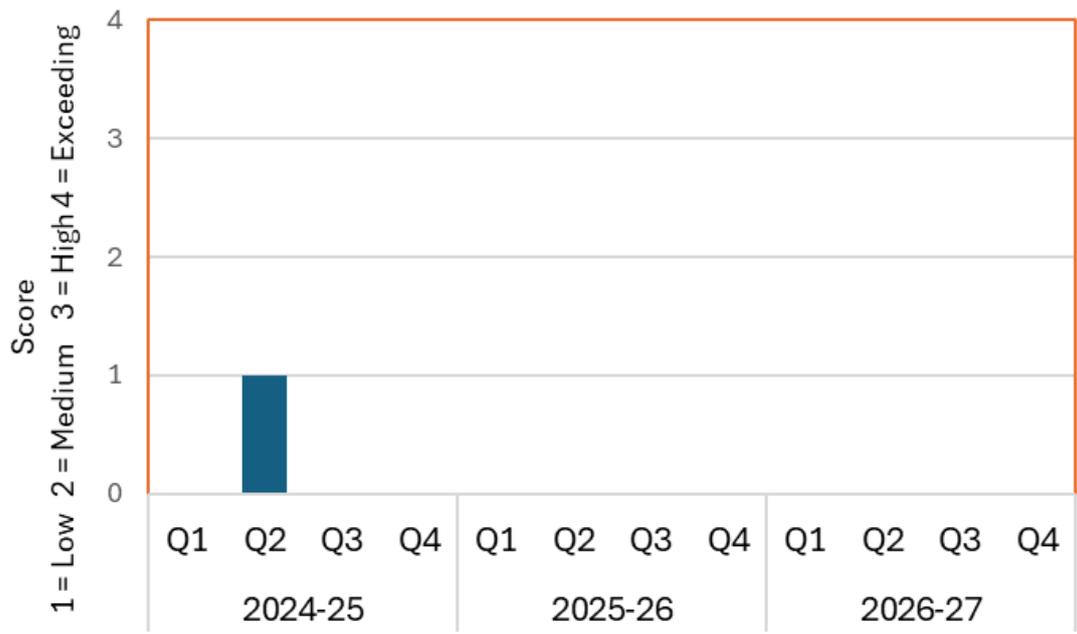
- Continue to manage the repair and maintenance programs for Town Council properties, assessing the need for further investments and improvements as necessary or when required.
- Support the promotion of Saltash as a vibrant and welcoming visitor destination by reviewing public amenities and identifying opportunities for investment and enhancement.

Strategic Priority 2 - Health and Wellbeing		Aims of the Property Maintenance Sub Committee
	<p>To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.</p>	<p>The Property Maintenance Sub Committee recognised strategic priority 2 - Health and Wellbeing did not fit within the remit (Terms of Reference) of the sub committee</p>

Strategic Priority 3 - Housing	Aims of the Property Maintenance Sub Committee	
	To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council	The Property Maintenance Sub Committee recognised strategic priority 3 - Housing did not fit within the remit (Terms of Reference) of the sub committee

Strategic Priority 4 - Travel and Transport		Aims of the Property Maintenance Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.</p>	<p>Review Town Council owned properties to assess the potential for offering cycling facilities, such as bike storage and secure lockers.</p>	<p>Work with relevant key stakeholders such as Town Team and Beryl Bikes</p>	<p>Supporting the roll out of Beryl Biles across Saltash and provide a parking bay at Isambard House</p>		N/A	1		

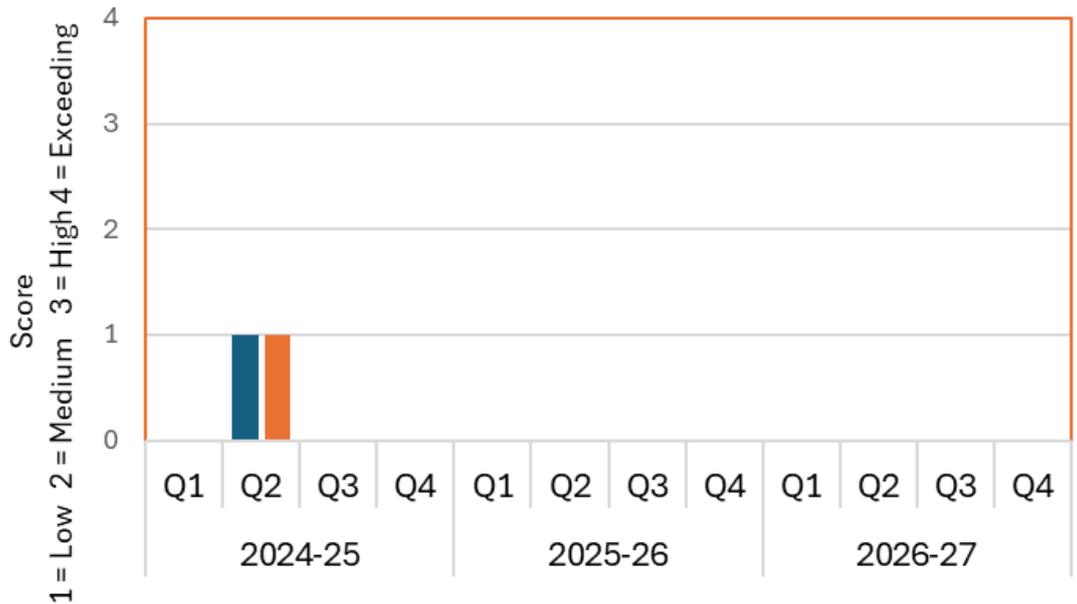
Business Plan
Strategic Priority 4 - Travel and Transport
Aims of the Property Sub Committee



- Review Town Council owned properties to assess the potential for offering cycling facilities, such as bike storage and secure lockers.

Strategic Priority 5 - Climate Emergency		Aims of the Property Maintenance Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.</p>	<p>Review Town Council owned properties to evaluate utility usage, with the objective of making them as close to net zero as feasibly possible.</p>	<p>Review sites that could benefit from solar PV</p> <p>Working with Barron Surveying - Town Council appointed Building Surveyor</p>	<p>To appoint a contractor to undertake an energy report on all Town Council buildings to better understand usage moving towards net zero as feasibly possible</p> <p>Finance Officer to provide a utility usage report for consideration</p>	1	N/A			
		<p>To oversee the repair and maintenance programs for all Town Council premises, working towards improved energy efficiencies.</p>	<p>Working with the Five-Year Plan</p> <p>Working with relevant bodies to improve energy efficiencies</p>	<p>To proceed with the Guildhall external redecoration and draught proofing windows to provide better installation</p> <p>To proceed with the Guildhall internal redecoration to part of the building to repair water ingress</p> <p>To proceed with an annual external washdown of surfaces and application of algaecide subject to the products meeting the Town Council environmental policy and business plan.</p> <p>To consider budgeting for annual external washdown for all Town Council properties</p>	1	N/A			

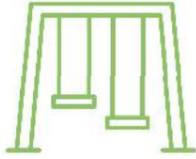
Business Plan
Strategic Priority 5 - Climate Emergency
Aims of the Property Sub Committee



- Review Town Council owned properties to evaluate utility usage, with the objective of making them as close to net zero as feasibly possible.
- To oversee the repair and maintenance programs for all Town Council premises, working towards improved energy efficiencies.

Strategic Priority 6 - Recreation and Leisure

Aims of the Property Maintenance Sub Committee



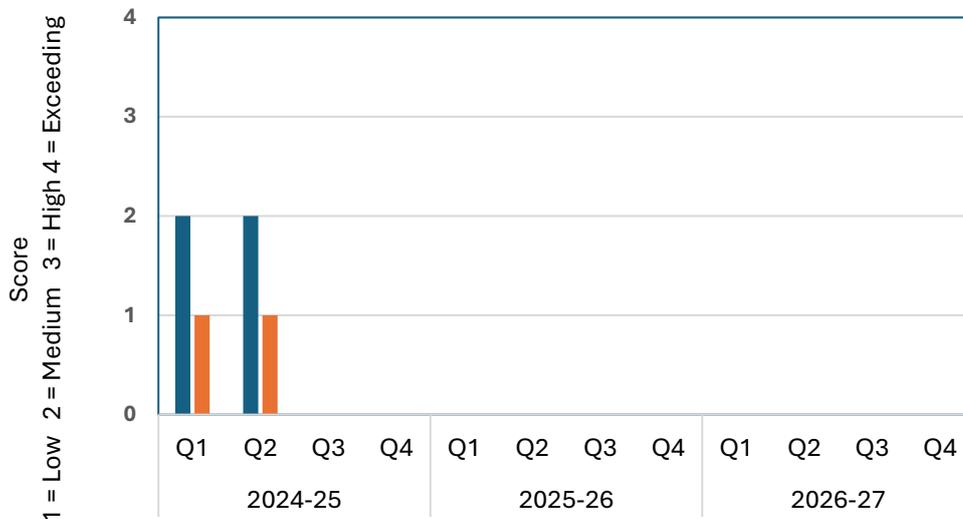
To continue to provide, improve, and support in Saltash, play parks, open green speaces, library service, cultural acitivity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.

The Property Maintenance Sub Committee recognised strategic priority 6 - Recreation and Leisure did not fit within the remit (Terms of Reference) of the sub committee



Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Station Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
<p>To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.</p>	<p>Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area</p>	<p>Enhance visitor experiences</p> <p>Maintain, promote, support and secure a concessionaire for Isambard House Cafe and Waiting Room</p>	<p>Offer reduced rates to community organisations and tourism attractions</p> <p>Organise events and activities at Isambard House such as live music, art exhibitions, and themed nights</p> <p>Secure a cafe concessionaire to operate the Station Cafe and waiting room by offering reduced rent and utilities</p> <p>Support and promote the Station Cafe to ensure the waiting room and accessible facilities remain open</p> <p>Utilise social media platforms and the Town Council website to promote Isambard House facilities and refurbishment</p> <p>Supporting additional Trackside Cafe hours on a Saturday to accommodate the need</p>	2	2	2			
	<p>Bring in additional investment by offering a focal meeting point at the Station and in close proximity to Fore Street</p>	<p>Improved marketing and promotion</p> <p>Collaborate with local businesses and attractions</p>	<p>Utilise social media platforms and the Town Council website to promote Isambard House facilities and refurbishment</p> <p>Support and promote visitor attractions such as the Heritage Centre and Trails, Mary Newmans Cottage and Elliot Store</p>	1	1	1			

Business Plan
Strategic Priority 1 - Boosting Jobs and Economic Prosperity
Aims of the Station
Sub Committee



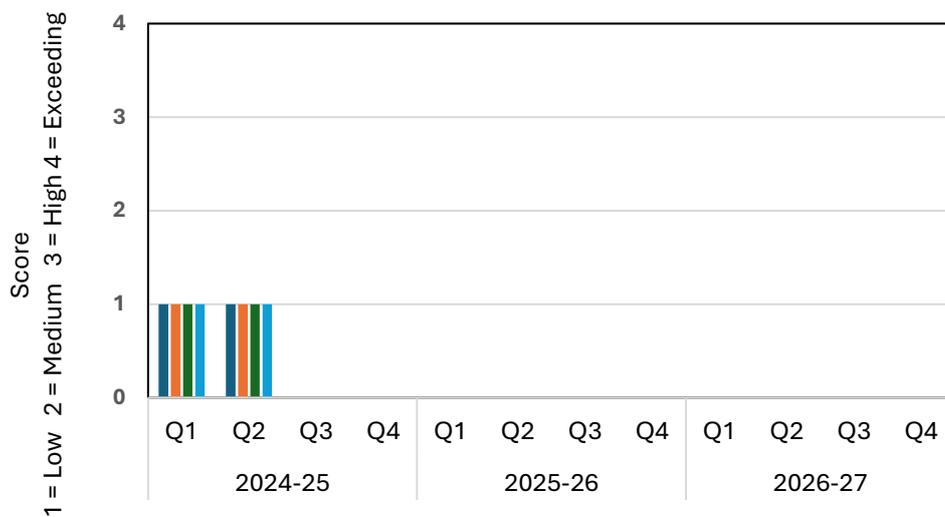
- Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area
- Bring in additional investment by offering a focal meeting point at the Station and in close proximity to Fore Street

Strategic Priority 2 - Health and Wellbeing		Aims of the Station Sub Committee
	<p>To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.</p>	<p>The Station Property Sub Committee recognised strategic priority 2 - Health and Wellbeing did not fit within the remit (Terms of Reference) of the sub committee</p>

Strategic Priority 3 - Housing		Aims of the Station Sub Committee
	<p>To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council</p>	<p>The Station Sub Committee recognised strategic priority 3 - Housing did not fit within the remit (Terms of Reference) of the committee</p>

Strategic Priority 4 - Travel and Transport		Aims of the Station Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.	Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area	<p>Enhance wayfinding</p> <p>Promote sustainable travel options</p> <p>Improved infrastructure to create a welcoming and vibrant Station building and surroundings</p> <p>Work with key stakeholders for future funding opportunities for future improvements</p>	<p>Install clear and directional signage to the Town Centre and local attractions inclusive of sustainable travel options</p> <p>Encourage the use of Beryl bikes, Saltash Red Bus and the Saltash ferry by promotion</p> <p>Secure a Service Level Agreement with GWR and work in partnership with local voluntary organisations, together both enhance the green areas ensuring the station is a welcoming, attractive and bright place to visit</p>	1	1	1		
		Saltash Station is a key transport hub to the town	<p>Improved train connectivity to neighbouring towns and cities</p> <p>Improved train accessibility at Saltash Station</p> <p>Ensure Saltash station provides sustainable travel options connecting users and visitors to the Town Centre and further afield</p> <p>Saltash Neighbourhood Development Plan</p>	<p>Refer to the Saltash Neighbourhood Development Plan on guidance to sustainable transport</p> <p>Request install of Beryl bikes at the station building</p> <p>Request Saltash Red Bus stops at the station building to coincide with train arrival/departures</p> <p>Advocate for improved train timetable</p> <p>Increase train stops at Saltash Station</p> <p>Working in partnership with key stakeholders, such as, Local MP, Cornwall Councillors, Network Rail, GWR, to achieve actions</p>	1	1	1		
		Embark on a community project for the installation of further connectivity by installing EV Charging Points, Beryl Bikes and Solar Car Ports and Roof within the Station car park	<p>Install EV Charging Points in the Station Car Park</p> <p>Beryl bikes to be available for use at the station building</p>	<p>Investigate and implement where possible EV charging points at Saltash station</p> <p>Improved car park facilities - invest in the car park resurfacing and safety to improve the levels for users to access</p> <p>Work in partnership to install Beryl bikes for community and visitor use</p> <p>Research solar car ports and roof for Isambard House car park</p>	1	1	1		
		Continue to support and promote the towns 450 local bus service providing better connectivity	<p>Work in partnership with Saltash Red Bus</p> <p>Secure an additional stop / improved route to Saltash station building</p>	<p>Promote the 450 services via the Town Council website, social media platforms and press releases</p> <p>Offer a stall at the Library Hub and Meet your Cllr Sessions to promote the bus service</p> <p>Bus times - Transport for Cornwall which covers six operators displayed in the leaflet rack at Trackside Cafe</p>	1	1	1		

Business Plan
Strategic Priority 4 - Travel and Transport
Aims of the Station Sub Committee



- Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area

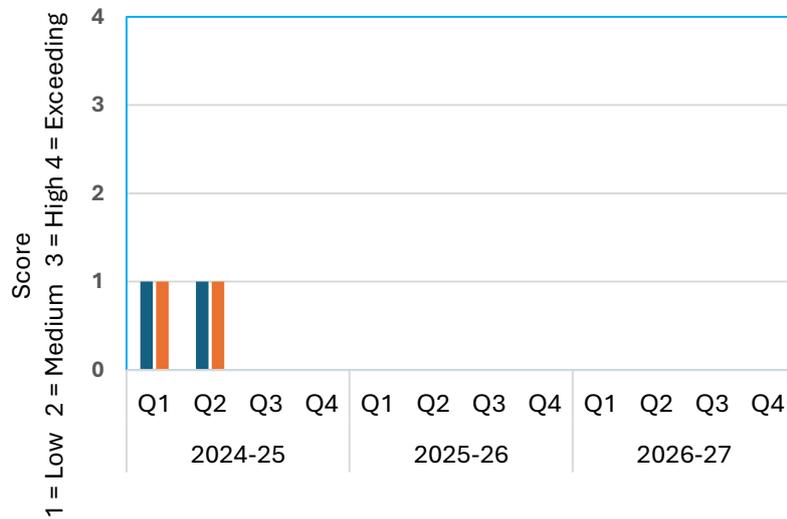
- Saltash Station is a key transport hub to the town

- Embark on a community project for the installation of further connectivity by installing EV Charging Points, Beryl Bikes and Solar Car Ports and Roof within the Station car park

- Continue to support and promote the towns 450 local bus service providing better connectivity

Strategic Priority 5 - Climate Emergency		Aims of the Station Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	To continue to support external groups with free use of Isambard House (in line with the Hire Policy) where their purpose is climate change and environmental matters	<p>Hold successful community climate change events throughout the year</p> <p>Support the free use of Isambard House for Climate Change initiatives, workshops and community information</p>	<p>Review the Town Council's existing Hire Policy and ensure that the criteria for free use clarifies support for groups involved in climate change and environmental matters.</p> <p>Reach out to climate change and environmental organisations to promote support and use of facilities at Isambard House.</p>	1	1	1		
		To lead by example by Isambard House being well insulated when refurbished with further investments to install Solar PV and Water Systems to assist in reducing energy bills and Co2 emissions	<p>Invest and install Solar PV</p> <p>Invest and install solar water systems</p> <p>Reduction in energy bills and Co2 emissions</p> <p>Saltash Neighbourhood Development Plan</p>	<p>Refer to the Saltash Neighbourhood Development Plan for guidance on efficient buildings and low-carbon heating</p> <p>Assess the needs and goals the Town Council wish to achieve with installing solar PV and water systems</p> <p>Research the types of solar PV and water systems that may be suitable to the needs and goals</p> <p>Assess site suitability</p> <p>Monitor and assess energy bills and Co2 emissions</p> <p>The sale of slate tiles from the fixtures of the original building (Isambard House) to be used by a member of the public on a project, recycling rather than sending to landfill</p>	1	1	1		

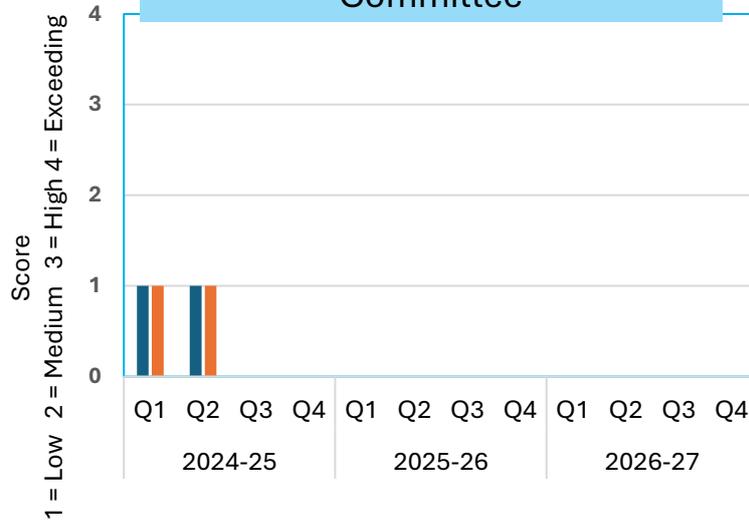
Business Plan
Strategic Priority 5 - Climate Emergency
Aims of the Station Sub Committee



- To continue to support external groups with free use of Isambard House (in line with the Hire Policy) where their purpose is climate change and environmental matters

Strategic Priority 6 - Recreation and Leisure		Aims of the Station Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To continue to provide, improve, and support in Saltash, play parks, open green spaces, library service, cultural activity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.</p>	<p>Increase cultural activity by providing a restored historical building (Isambard House) to hold events offering low rates to hire the building</p>	<p>Increased cultural activities at Isambard House</p> <p>Increased event hire</p> <p>Improved promotion of the historical nature and restoration of Isambard House</p>	<p>Effective promotion and advertising of the station building and its restoration</p> <p>Host community events which are free or low-cost that offer an invitation to local residents to explore and enjoy the building</p> <p>Maintain an engaging website and social media profile with regular updates, photos, and event announcements</p> <p>Installed high end kitchen to improve the facility to hirers</p>	1	1	1		
		<p>Create an annual events calendar to better utilise the building</p>	<p>A fully operational and cohesive events calendar</p> <p>Improved promotions and outreach and communications</p>	<p>Maintain an engaging website and social media profile with regular updates, photos, and event announcements</p> <p>Plan a mix of events incorporating historical holidays, community festivals and art exhibitions</p>	1	1	1		

**Business Plan
Strategic Priority 6 - Recreation and
Leisure Aims of the Station Sub
Committee**



- Increase cultural activity by providing a restored historical building (Isambard House) to hold events offering low rates to hire the building
- Create an annual events calendar to better utilise the building

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Property Maintenance Sub Committee held at the Guildhall on Monday 28th October 2024 at 6.30 pm

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

ALSO PRESENT: S Burrows (Town Clerk / RFO), W Peters (Finance Officer), F Pretty (Development and Engagement Manager) and D Joyce (Administration Officer)

APOLOGIES: J Brady, B Stoyel and D Yates.

31/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

32/24/25 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.

33/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

34/24/25 **TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 26 SEPTEMBER 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 Dent, seconded by Councillor Miller and **RESOLVED** the minutes from the Property Maintenance Sub Committee held on 26 September 2024 were confirmed as a true and correct record.

35/24/25 **TO RECEIVE A REPORT ON THE WATERSIDE TOILET AND SHEDS PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Development and Engagement Manager (DEM) provided a verbal update on the report received and contained within the circulated reports pack confirming the Town Council's eligibility for Awards for All funding opportunity through the National Lottery for the Waterside public toilets.

Members discussed the importance of improving the Waterside toilet facilities for the community and helping with the improvements in the area.

Members agreed that a detailed project proposal to secure funding is needed.

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

1. To continue to maintain the Waterside toilets by improving the standards at the earliest opportunity;
2. To consider future budgeting for the toilets under Agenda Item 8 – to set the Town Council Five-Year Repair and Maintenance plan together with the Services Committee budget statements and consider any actions and associated expenditure;
3. To delegate to the Development and Engagement Manager to continue to seek funding opportunities for the entire Waterside project working with Councillors Bickford, Bullock, Dent, Miller and Peggs to develop the project plan in more detail;
4. The Town Clerk to report back to a future Property Maintenance meeting on the Heads of Terms received from Network Rail to form the Lease.

36/24/25 **TO RECEIVE A PROPERTY CONDITION REPORT FROM BARRON SURVEYING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received a Condition Report and Forecast Budget Costs from the Town Council Building Surveyor.

The Town Clerk highlighted priority levels within the document. Priority one requires action within the next year, priority two requires action within years two and three, and priority three can be scheduled for four to five years.

It was proposed by Councillor Dent, seconded by Councillor Peggs and **RESOLVED** to note the property condition report and approve the forecast budget costs against priorities one to three into the five-year plan.

37/24/25 **TO SET THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN TOGETHER WITH THE SERVICES COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer worked through the five-year repair and maintenance plan together with the services committee budget statements for the year 2025/26.

During the discussion of this item Councillor Bullock left the meeting briefly and rejoined the meeting.

Members carefully reviewed each budget line for all Town Council assets, considering prior agenda items discussed, such as, Barron Surveying Condition Report and the Waterside Toilet and Sheds project.

Members also considered necessary upgrades and maintenance of Town Council properties to ensure facilities meet health and safety standards whilst preserving their overall condition.

It was proposed by Councillor Dent, seconded by Councillor Miller and resolved to **RECOMMEND** the Town Council Five-Year Repair and Maintenance Plan to the Policy and Finance Committee meeting to be held on 12 November 2024, as attached, subject to the following amendments:

Guildhall Major Works

1. To rename budget code 6418 GH Professional Fees to 6418 EMF Legal & Professional Fees;

Maurice Huggins Room

2. To rename budget code 7018 MA Professional Costs to 7018 EMF Legal & Professional Fees;

Longstone Park Depot

3. The Town Clerk to review the lease with Cornwall Council to ensure the Town Council only performs its responsible tasks, meeting Health and Safety at Works standards;
4. To create a new budget code 7122 EMF Legal & Professional Fees (Longstone);

Library

5. To rename budget code 6918 LI Professional Costs to 6918 EMF Legal & Professional Fees;
6. Budget code 6971 EMF Saltash Library Property Refurbishment, associated costs for future works to fascia and soffits of £3,400 be spread over the years 2026/2027 at £1,200, 2027/2028 at £1,100 and 2028/2029 at £1,100;

Public Toilets – Waterside

7. Budget code 6580 SE EMF Public Toilets (Capital Works) be increased to £12,500 for the year 2025/26 for the refurbishment project of the Waterside Toilets;
8. To create a new budget code 6595 SE EMF Legal and professional Fees (Grounds and Premises);
9. Budget code 6595 SE EMF Legal and Professional Fees (Grounds and Premises) be increased to £1,800 for the year 2025/26;

Waterside Sheds

10. To create a new budget code 6596 SWE EMF Waterside Sheds (Capital Works);
11. To create a new budget code 6594 SE EMF Legal and Professional Fees (Town and Waterside);

Heritage Building

12. Budget code 6471 SE EMF Heritage Centre costs for roof repairs and replacement be spread across years 2026/2027 at £7,000, 2027/2028 at £7,000 and 2028/2029 at £6,000;
13. Reduce budget code 6471 SE EMF Heritage Centre across years 2026/2027 at £5,000, 2027/2028 at £5,000 and 2028/2029 to £5,000;
14. To create a new budget code 6595 SE EMF Legal and Professional Fees (Grounds & Premises);

Outdoor Land and Fences

15. No further funds be allocated to budget code 6588 SE EMF Victoria Gardens for the year 2025/26. The Town Council to further investigate funding that may be available to rejuvenate the railings;
16. No further funds be allocated to budget code 6571 SE EMF Saltash Recreation Areas for the year 2025/26 as not required due to all Town Council owned playparks having received investment and requiring only maintenance;

Waterside Pontoon

17. No further funds be allocated to budget code 6584 SE EMF Pontoon Maintenance for the year 2025/26 until the Lease from the Duchy has been ascertained and a further review of the pontoon facilities undertaken;
18. To remove the line 'water supply to pontoon' as no longer required;

Cornish Cross

19. Create a new budget code 6593 SE EMF Cornish Cross (Maintenance);
20. Vire unused balance at the end of the year from budget code 6517 SE Cross (Maintenance) operational code to budget code 6593 SE EMF Cornish Cross (Maintenance);
21. Remove budget code 6517 SE Cross (Maintenance) operational code from the five-year plan;
22. Budget code 6593 SE Cross (Maintenance) be increased for the year 2025/2026 to £2,500.

38/24/25 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.

39/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

40/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

41/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 8.07 pm

Signed: _____
Chairman

Dated: _____

Saltash Town Council -Services Property Maintenance 5 Year Plan - Major Works/Projects Only

Item	Budget Code	Actual Spent Prior Year	Budget 2024/25	Actual Spent YTD	Budget Left	Planned/Committed (Excluded from Budget Left)	Budget				Comments	
		2023/2024	2024/25	2024/25	2024/25	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029		
Guildhall - Major works	EMF											All major works completed in 17/18
External repairs and decorations	6470 GH EMF Guildhall Maintenance	£1,415.00	£78,888.00	£74,959.00	£3,929.00	£3,486.00	£1,908.55					6470 EMF Guildhall Maint. External repairs completed June/July 24. Contractor owed 2.5% retention £1,908.55 Committed costs - Repair & paint stairwell and paint 15no internal windows £3,486
External repairs and decorations	6470 GH EMF Guildhall Maintenance						£12,000.00	£12,000.00	£12,000.00	£12,000.00		Building wash 2 years £3,000. Re-paint 5 years £42,000 = Total £45,000
Internal guildhall decorations works	6470 GH EMF Guildhall Maintenance	£0.00	£0.00	£0.00	£0.00		£10,000.00	£10,000.00	£10,000.00	£10,000.00		Last completed June 2018. The Building internally is deteriorating in some areas requiring plastering works and decoration. Is this something that could be done in-house and how will the cost be covered?
Interior - Carpet renewal / replacement	6470 GH EMF Guildhall Maintenance						£1,500.00	£1,500.00	£1,500.00	£1,500.00		Completed 2013-2018, to be reviewed for 2025/26. (Upstairs office Aug 18 £1,245). Prioritise heavy traffic areas Carpet in corridor, Chamber and first floor landing - stretch or replace £6,000
Professional Fees for the above	6418 GH Professional Fees (RENAME 6418 EMF Legal & Professional Fees)	£600.00	£10,730.00	£9,185.00	£1,545.00		£0.00	£1,000.00	£0.00	£0.00		Budget 12% of project cost (no budget set for 2025/26, consider budget in future)
Passenger Lift (Insurance requirement to check every Six Months) Emergency EMF	6412 Lift Service & Maintenance (operational code not EMF)	£2,636.00	£3,632.00	£1,890.00	£1,742.00	£960.00	£3,897.00	£4,182.00	£4,487.00	£4,711.35		All works quoted to be signed off by insurers. (Otis monthly fee £223.68) . (Budget YoY +5%)
5 Yearly Electrical Inspection	6410 GH General Repairs & Maintenance - Guildhall (operational code not EMF)	£0.00	£0.00	£0.00	£0.00		£0.00	£1,000.00	£0.00	£0.00		Pyramid June 22 (Cert £650)
Guildhall - Major works	TOTAL	£4,651.00	£93,250.00	£86,034.00	£7,216.00	£4,446.00	£29,305.55	£29,682.00	£27,987.00	£28,211.35		
Maurice Huggins Room	EMF											
External & Internal repairs and decorations	6472 MA EMF Maurice Huggins Room	£0.00	£1,466.00	£0.00	£1,466.00		£1,000.00	£1,000.00	£1,000.00	£0.00		B/Fwd 2022/23 £214. Leasehold - Devolution Consider works to make rooms hireable
							£300.00					Gutters. Check gully for blockages and clear as necessary
							£300.00					Fascia's and Soffits. Thorough wash and paint
							£1,000.00	£1,000.00				Walls. Prepare and paint
							£150.00					Windows and Doors. Repair cladding board
Professional Fees for the above	7018 MA Professional Costs- (RENAME 7018 EMF Legal & Professional Fees)	£0.00	£607.00	£0.00	£607.00		£0.00	£0.00	£0.00	£0.00		Budget 12% of project cost
5 Yearly Electrical Inspection	7010 MA General Repairs & Maintenance (operational code not EMF)	£329.86	£1,607.00	£122.00	£1,485.00		£0.00	£0.00	£500.00	£0.00		TJ Electrical - Aug 23 (Cert. £200 and remedial work carried out £130)
Maurice Huggins Room	TOTAL	£329.86	£3,680.00	£122.00	£3,558.00	£0.00	£2,750.00	£1,000.00	£2,500.00	£0.00		
Longstone Park Depot	EMF											
External & Internal repairs and decorations	7170 EMF Longstone Depot Capital Works	£0.00	£3,500.00	£687.00	£2,813.00		£1,000.00	£1,000.00	£1,000.00	£0.00		Leased from Cornwall Council from 29-03-18 to 28-03-24. STC rent at £390 per month including insurance.
							£150.00					Roof coverings. Cut back vegetation from roof edge
							£100.00					Gutters and Downpipes. Repair downpipe
							£500.00	£500.00				Fascia's and Soffits. Paint timber fascia and barge boards
							£2,600.00	£2,600.00				External Walls. Prepare and paint

Item	Budget Code	Actual Spent Prior Year	Budget 2024/25	Actual Spent YTD	Budget Left	Planned/Committed (Excluded from Budget Left)	Budget				Red text = Notes for considerations Blue text = Barron Surveying recommendations (subject to annual CPI % increase) Purple text = new/rename nominal code
		2023/2024	2024/25	2024/25	2024/25	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	Comments
	7170 EMF Longstone Depot Capital Works						£1,000.00				External Walls. Tap test render, if hollow, render replacement
	7170 EMF Longstone Depot Capital Works						£6,400.00				Internal. Upper office - repair dipping floor and damp
Professional Fees for the above (New Code)	NEW CODE 7122 EMF Legal & Professional Fees (Longstone)										Estimate 12% of project cost for professional fees
Garage Roller Shutter Door	7170 EMF Longstone Depot Capital Works						£3,000.00	£3,000.00	£0.00	£0.00	Safety works undertaken in Feb 2024 Potential need for a replacement door in 2026. Estimated cost £6,000 (budget accordingly) (Services committee 08/02/2024 Minute br 129/23/24 RECOMMEND replacement door)
5 Yearly Electrical Inspection	7110 LO General Repairs & Maintenance - Longstone (operational code not EMF)	£681.10				£0.00	£0.00	£0.00	£1,000.00	£0.00	TJ Electrical - Aug 23 (Cert. £300 and remedial work carried out to Office & Pump Shed £381)
Longstone Park Depot	TOTAL	£681.10	£3,500.00	£687.00	£2,813.00	£0.00	£14,750.00	£4,000.00	£5,100.00	£0.00	
Library	EMF										
Roof replacement and repair						£0.00	£0.00	£0.00	£0.00	£0.00	£54,760.40 spent on Roof replacement and repair in year 2019/20
Replace curtain walling and windows including Mezzanine Windows	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)	£74,859.00	£184,504.00	£59,887.00	£122,746.00	£14,972.00					Budget code 6971 = £264,752 (Original Total Amount) Includes £200,000 loan received 1st April 2022 . Annual repayment cost approx £25,000 (£20,000 + interest £4,477 YE 2024). Balance of loan at 4th April 2024 £150,976. Due to be repaid in full April 2032. Project for Horizon Home Improvements £149,718 (2023/24 £74,859 + 2024/25 £59,887 + 10% to pay £14,972).
Other Costs	6971 EMF Library Property Maintenance	£0.00		£1,871.00							Total Spent to 2022/23 £2,910.66 (including planning application fees, asbestos survey & heritage impact assessment) 2024/25 Zurich Insurance £1,433 & CC Building control £438
Professional Fees for the above	6918-LI Professional Fees (RENAME to 6918 EMF Legal & Professional Fees)	£6,900.00	£21,460.00	£0.00	£21,460.00	£11,500.00					Bailey Partnership Total Fee £200k x 11.5% = £23k. 2022/23 £8,050 2023/24 £6,900 and committed £8,050 Committed costs Bailey Partnership Building Regs approval £3,450 Library recommended virement unused balance at year-end to 6971 EMF Saltash Library Property Budget 12% of project cost
Additional staff toilet	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)	£0.00									This project on hold until further notice
Seating area / vending machine	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)	£0.00									This project on hold until further notice
Mechanical Extract Fan to Kitchen and Toilets	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)	£0.00									This project on hold until further notice
Public fully accessible toilet	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)	£0.00									This project on hold until further notice
External & Internal repairs and decorations	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)						£300.00				Drone camera survey to inspect condition of upper roof
	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)						£150.00				Replace broken brackets
	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)						£3,400.00	£1,200.00	£1,100.00	£1,100.00	Fascia's and Soffits. Thorough clean and remove moss to include cherry picker for access. 25/26 £3,400 & 28/29 £3,400
	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)						£250.00				External wall. Fill cracks

Item	Budget Code	Actual Spent Prior Year	Budget 2024/25	Actual Spent YTD	Budget Left	Planned/Committed (Excluded from Budget Left)	Budget				Red text = Notes for considerations Blue text = Barron Surveying recommendations (subject to annual CPI % increase) Purple text = new/rename nominal code	
		2023/2024	2024/25	2024/25	2024/25	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	Comments	
	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)						£1,000.00		£1,000.00		Windows and Doors. 6no metal or timber windows - prepare and paint	
	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)							£1,500.00	£1,500.00		Internal. Piecemeal repairs to carpet tile areas	
5 Yearly Electrical Inspection	6910 LI General Repairs & Maintenance - Library (operational code not EMF)	£0.00				£0.00	£1,000.00	£0.00	£0.00	£0.00	Pyramid March 21 (Cert £460, no remedial work required)	
Library	TOTAL	£81,759.00	£205,964.00	£61,758.00	£144,206.00	£26,472.00	£6,100.00	£2,700.00	£3,600.00	£1,100.00		
Isambard House	EMF											
Station refurbishment	6473 EMF Station Building (Purchase and Capital Works)	£0.00	£57,745.00	£6,346.00	£51,399.00	£21,000.00	£0.00	£0.00	£0.00	£0.00	Refurb works completed March 2020 2024/25 actual spent includes Patio Tables & Chairs £590. Shelving & work benches £585. Fridge & Fridge-freezer £432, kitchen refurbishment Committed cost carpark £21,000 Remaining funds for works to for solar PV, meter install	
External & Internal repairs and decorations							£4,000.00	£4,000.00			Exterior. Prepare and paint render including chimney Total £8,000	
								£200.00				Exterior. Minor touch up of windows
Station retention fund held	6870 EMF Isambard House - Retention	£0.00	£18,492.00	£0.00	£18,492.00	£0.00	£0.00	£0.00	£0.00	£0.00	Available balance £18,492 (retention fund) Snags including crack across floors, stained chimney slates, and tarnished door furniture still to be addressed with Cormac.	
5 Yearly Electrical Inspection	6810 SA General Repairs & Maintenance - Isambard House (Operational code not EMF)	£300.00				£0.00	£0.00	£0.00	£500.00	£0.00	TJ Electrical - Aug 23 (Cert. £300)	
Isambard House	TOTAL	£300.00	£76,237.00	£6,346.00	£69,891.00	£21,000.00	£4,200.00	£4,000.00	£500.00	£0.00		
Public Toilets	EMF											
Waterside Redevelopment of toilet block to improve facilities	6580 SE EMF Public Toilets (Capital Works)	£230.99	£15,585.00	£482.00	£15,103.00	£450.00	£12,500.00				Property Maintenance 26.09.24 26/24/25 To RECOMMEND to the Services Committee to be held on 10 October to provide delegated authority to the Town Clerk to further engage with Network Rail to start the 99-year lease proceedings for the Waterside toilets and sheds; Quote £127,250 (to include planning applic/building regs fees, pre-demolition survey and building cost	
Professional Fees for above	NEW CODE 6595 SE EMF Legal & Professional Fees (Grounds & Premises)							£1,800.00				Fees 15% of project cost (£120,250) = £18,000
Alexandra Square Redevelopment of toilet block to improve facilities	6580 SE EMF Public Toilets (Capital Works)	£105.99										Tenancy at Will. 99 years from 13-11-17 Cornwall Council. (Terms: external painting every 5 years and internally every 3 years)
Longstone Redevelopment of toilet block to improve facilities	6580 SE EMF Public Toilets (Capital Works)	£0.00										Leasehold 99 years from 01-02-2018 Cornwall Council.
Belle Vue Redevelopment of toilet block to improve facilities	6580 SE EMF Public Toilets (Capital Works)	£0.00										Leasehold 99 years from 01-02-2018 Cornwall Council.
Public Toilets	TOTAL	£336.98		£482.00	£15,103.00	£450.00	£14,300.00	£0.00	£0.00	£0.00		
Waterside Sheds	EMF											
Redevelopment of Waterside Sheds 1 - 6	NEW CODE 6596 SWE EMF Waterside Sheds (Capital Works)										Quote £231,700 (to include planning applic/building regs fees, pre-demolition survey and building cost	
Professional fees for above	6594 SE EMF Legal & Professional Fees (Town & Waterside)										Quote Fees 12% of project cost (£263,200) = £31,500	
Redevelopment of Single Shed over road between pillars	NEW CODE 6596 SE EMF Waterside Sheds (Capital Works)										Quote £32,900 (to include planning applic/building regs fees, pre-demolition survey and building cost	
Professional fees for above	6594 SE EMF Legal & Professional Fees (Town & Waterside)										Quote Fees 12% of project cost (£29,400) = £3,550	
Waterside Sheds	TOTAL	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		
Heritage Building	EMF											

Item	Budget Code	Actual Spent Prior Year	Budget 2024/25	Actual Spent YTD	Budget Left	Planned/ Committed (Excluded from Budget Left)	Budget				Red text = Notes for considerations Blue text = Barron Surveying recommendations (subject to annual CPI % increase) Purple text = new/rename nominal code
		2023/2024	2024/25	2024/25	2024/25	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	Comments
External repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre	£1,473.00	£7,416.00	£0.00	£7,416.00	£0.00	£1,000.00	£1,000.00	£1,000.00	£0.00	2023/24 Actual £1,473 replace guttering including scaffolding
External repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre						£300.00				Roof. Camera drone survey to examine current conditions
External repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre						£0.00	£7,000.00	£7,000.00	£6,000.00	Roof. Plan for replacement. Timescale to be reviewed after drone survey. Total estimate £20k
External repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre						£7,500.00	£5,000.00	£5,000.00	£5,000.00	Exterior. Thorough preparation and decoration. Total estimate £30k
Professional fees for above	NEW CODE 6595 SE EMF Legal & Professional Fees (Grounds & Premises)										Estimate fees 12% of project cost
Heritage Building	TOTAL	£1,473.00	£7,416.00	£0.00	£7,416.00	£0.00	£8,800.00	£13,000.00	£13,000.00	£11,000.00	
Cemeteries	EMF										
Joint Burial Board - St Stephens	6170 BB EMF Repairs to Cemetery Wall	£15,763.00	£3,023.00	£0.00	£3,023.00	£0.00	£3,000.00	£3,000.00	£3,000.00	£0.00	Rebuilding stone wall £15,763 (May 23)
St Stephens Cemetery	TOTAL	£15,763.00	£3,023.00	£0.00	£3,023.00	£0.00	£3,000.00	£3,000.00	£3,000.00	£0.00	
Burial Authority - Churchtown	6070 BA EMF Churchtown Cemetery Capital Works	£2,279.00	£4,391.00	£-20.00	£4,411.00	£0.00	£1,500.00	£1,500.00	£1,500.00	£0.00	Actual spend £2,258 for fencing the compound area of the site
Churchtown Cemetery	TOTAL	£2,279.00	£4,391.00	£-20.00	£4,411.00	£0.00	£1,500.00	£1,500.00	£1,500.00	£0.00	
Outdoor Land and Fences	EMF										
Victoria Gardens	6588 SE EMF Victoria Gardens	£0.00	£15,000.00	£343.00	£14,657.00	£0.00	£0.00				Licence to Occupy from 17-04-23 to 17-09-23. Extended to 16-02-24. Awaiting 5 year lease from CC. £5,000 grant from CC towards the rail maintenance works. Quote Main park railings, repair to original £110,000. Top park, repair to original £13,500 or design new £26,500
Pillmere land - Open spaces & trees	6591 EMF SE Open Spaces & Trees	£0.00	£9,660.00	£0.00	£9,660.00	£0.00	£3,000.00	£3,000.00	£3,000.00	£0.00	Tree / Hedge / Pathway / Fencing maintenance works.
Playparks & Open Spaces	6571 SE EMF Saltash Recreation Areas	£11,531.00	£74,805.00	£1,762.00	£73,043.00	£20,000.00	£0.00	£25,000.00	£25,000.00	£0.00	Honeysuckle Close, Grassmere Way, Ashton Way (STC responsibility), Harebell Close, Campion Close. 2023/24 Actual cost includes Friends of Summerfields match funding £10k and grant £1k Honeysuckle Close/Grassmere Way completed playparks £94,955. CIL 3 funding approved £75k. Contribution from STC £20k
Outdoor Land and Fences	TOTAL	£ 11,531.00	£ 99,465.00	£ 2,105.00	£ 97,360.00	£ 20,000.00	£ 3,000.00	£ 28,000.00	£ 28,000.00	£ -	
Waterside Pontoon	EMF										
Pontoon Management	6584 SE EMF Pontoon Maintenance Cost	£6,024.00	£12,318.00	£2,410.00	£9,908.00	£0.00	£0.00	£10,000.00	£10,000.00	£0.00	Tenancy at Will with CC. Budgeted £10k for future years to cover possible pontoon maintenance at 10 year life span. Decking works complete March 2024. Connect with Chris Jones to better understand refurbishment cost of the Pontoon to allow budgeted cost to be reviewed.
Water supply to pontoon											Delete code
Waterside Pontoon	TOTAL	£6,024.00	£12,318.00	£2,410.00	£9,908.00	£0.00	£0.00	£10,000.00	£10,000.00	£0.00	
Cornish Cross	EMF										
Cornish Cross Management	6517 SE Cross (Maintenance) (Operational code not EMF)	£5,780.00	£3,545.00	£56.00	£3,489.00	£0.00	£3,804.00	£4,081.00	£4,379.00	£0.00	2023/24 Actual £5,780 includes torque load check £4,995. Electricity £270 & new colour changing flood light £494. Bar prestressing record last carried out 12.02.24. Next due Feb 2026 (2 years from last check) and then Feb 2031 (5 years from the 2 year check). Budget accordingly to cover cost
Cornish Cross Management	NEW CODE 6593 SE EMF Cornish Cross (Maintenance)						£2,500.00				New code for 2025/26 for future maintenance work (torque testing). Virement recommend from Services for unused budget from 6517 SE Cornish Cross (Maintenance) and then delete code from 5 year plan
Cornish Cross	TOTAL	£5,780.00	£3,545.00	£56.00	£3,489.00	£0.00	£6,304.00	£4,081.00	£4,379.00	£0.00	
GRAND TOTAL		£130,907.94	£528,374.00	£159,980.00	£368,394.00	£72,368.00	£94,009.55	£100,963.00	£99,566.00	£40,311.35	

Chairman's report

October 2024

Mayoral Engagements

Date	Location	Information
Tuesday 1 st October	Truro	Visit to St Petroc's Homeless Charity
Thursday 10 th October	Saltash Wesley Church	Saltash U3A showcase
Thursday 17 th October	Saltash Wesley Church	St Stephens School Harvest Festival
Saturday 20 th October	Stoke Damerel Parish Church	St Luke's Hospitce Church Service
Wednesday 23 rd October	Victoria Gardens, Saltash	Memorial event for Sir Penn-Symons
Friday 25 th October	Saltash Social Club	Memory Box Tea and Cake Concert
Saturday 26 th October	Saltash Rugby Club	Lunch and game event
Wednesday 30 th October	Pillmere, Saltash	Opening of Grassmere Play Park
Thursday 31 st October	Callington road, Saltash	Opening of Encore's shop

Chairman's attendance at meetings

Date	Location	Information
Wednesday 9 th October	Guildhall	Remembrance day planning meeting
Monday 28 th October	Saltash Baptist Church	Meeting with RBL regarding Remembrance

Deputy Mayoral Engagements

Date	Location	Information
Saturday 5 th October	Ashtorre Rock Community Centre	Saltash Model Club exhibition
Friday 11 th October		Lord Mayor of Plymouth Charity Dinner
Thursday 17 th October	Redruth Town Council	Larger Councils meeting
Wednesday 23 rd October	Victoria Gardens, Saltash	Memorial event for Sir Penn-Symons
Tuesday 29 th October	Saltash Wesley Church	Saltash Music, Speech and Drama Festival AGM

Deputy Chairman's attendance at meetings

Date	Location	Information

Monday 28 th October	Saltash Baptist Church	Meeting with RBL regarding Remembrance
---------------------------------	------------------------	--

**End of Report
Mayors Secretary**

Agenda Item 10

<u>Saltash Town</u>	<u>Oct.24</u>	<u>Oct.23</u>	<u>% Change</u>
Totals	48	50	-4.0%
Arson	0	2	-100.0%
Burglary - Business and Community	1	1	0.0%
Burglary - Residential	0	1	-100.0%
Criminal Damage	12	5	140.0%
Miscellaneous Crimes Against Society	2	1	100.0%
Other Sexual Offences	2	3	-33.3%
Other Theft	3	6	-50.0%
Possession of Drugs	1	0	-
Possession of Weapons	0	1	-100.0%
Public Order Offences	4	5	-20.0%
Rape	2	0	-
Robbery	2	0	-
Shoplifting	1	1	0.0%
Stalking and Harassment	5	9	-44.4%
Theft from the Person	0	1	-100.0%
Vehicle Offences	1	0	-
Violence with Injury	5	6	-16.7%
Violence without Injury	7	8	-12.5%

To receive the monthly crime figures and consider any actions

Administration raised a question with the Police seeking further clarification on reported crimes categorised as rape, received at Full Council held on 3 October 2024, due to concerns over an apparent increase in these incidents.

Saltash Neighbourhood Team Leader kindly responded:

‘As discussed, the figures for October 2024 are purely for Saltash Essa, Saltash Pill, Saltash Burraton and Saltash St Stephens.

I’ve also been looking into the figures for September, particularly the figure for rape offences. The first thing to say is that the correct figure for rape offences for September 2024 is 5.

I’ve been unable to find the reason for the reduction, but I suspect that after being recorded the circumstances were reviewed and the force crime registrar recognised that errors had been made in recording, or the circumstances did not meet the criteria for an offence to be recorded. Such reviews of all crime types aren’t unusual and often occur weeks or months after an incident is recorded and so cause these discrepancies.

The other thing to mention is the context, which is that the five offences were domestic related, and in fact three pertained to the same victim. It is not my intention to reduce the seriousness or awful nature of these crimes, only to explain that the offences are not indicative of a risk to the wider community of Saltash.

I hope this provides some clarity but please feel free to send any more questions my way.

I’ve been looking at how we provide our crime figures, and I would appreciate your input on what Saltash council would like to receive.

To date we have been providing figures for Saltash Essa, Saltash Pill, Saltash Burraton and Saltash St Stephens. These are the four town areas, within which most of the crime for Saltash occurs.

However, there is additional information available for the areas further afield including Landulph, St Dominick, Landrake, Quethiock, Botus Fleming, St Mellion, Pillaton and St Germans.

I’d be grateful if you could let me know whether you would be interested in receiving this additional data.’

End of report.



CEPL12 Report to Town Council

Date 31.10.24

I should start this report with thanks to Jo for her sterling leadership and to wish her well in her house move, rated as one of life's more traumatic events. Jo's last report noted the momentous time in which CEPL12 found itself and the challenges ahead. We have risen to these challenges with some difficult decisions and hard work, including the SOS campaign, the establishment of the crowd funder and the reorganisation of the kitchen volunteers. These efforts have moved the horizon, with the estimate for the reserves extended to give sufficient breathing space to establish more definitive routes to self-sufficiency.

The most telling success in this has been the response of our volunteers, including our directors, pulling together to achieve this. This was evident in the recent Memory Box Tea Party, where volunteers from the shop and the kitchen supported the event, making it both successful in raising funds for Memory Box but also a really good advert for the work it does.

Our AGM took place on 25.09.24, 5.30pm at Isambard House. It promised to be a spirited affair given the background, and it was well-attended. The reports were received and a number of questions which had been asked in advance were addressed within these reports. Because of the wider interest and because some were unable to attend the AGM, the reports were also published on our website to help the wider public understand the position and the reasons for our decisions. It would appear that this was well-received.

Over the next few months, it is clear we still have much to do to improve our position, but we need to become settled in the 'new normal.' The crowd funder seems to be progressing, although an ambitious target was set. We are looking to set up a 'Friends of CEPL12' scheme to provide a longer term alternative.

Looking further ahead, we need to consider how we will become self-sustaining. This may give the opportunity to address other needs within Saltash. Grant funding is only a part of the answer. While we have been successful in gaining a number of grants, most funding opportunities will only fund new activities and often exclude core costs. The new activities bring with them their own costs, and there is a limit to the number of new things we can do; since our current activities are not covered in this way, we have to be careful not to end up with a cycle of replacing activities. Alongside this, we need to continue to recruit volunteers and directors to keep this moving forward.

In summary, we have weathered the storm, but there is still work to do; as a board, we cannot continue to work at the rate we have over the last couple of months, but equally we cannot ease off too much. We need to work smarter, not harder. All we need to do now is work out how to do that! Undoubtedly the teamwork and spirit that has been characteristic of the last couple of months is a key ingredient.

Some good news is that we have found some volunteers to take up the MB Veterans group to replace Carol Emmet who is stepping down for personal reasons. Their plans are developing and sound very promising. The enthusiasm and energy is palpable. More on this as their plans progress.

The purpose built portakabin and the storage container Jo mentioned in her last report have now been delivered. Thanks are due to the local businesses for their support and accommodation during the day of the delivery. This went without a hitch and these are now in place. Thanks are also due to the team of volunteers involved on the day, without their support and hard work, this would not have happened. Chris our Kitchen Manager had been closely involved in this and one of his last official acts was to cut the tape and declare the portakabin open.

As I said earlier there is still much to be done, but I have every confidence that our board and our fantastic volunteers will rise to the challenge and we will secure our future.

Chris Bailey.
31.10.24

For more information about any of our activities please check out our facebook and Instagram pages, our website or pop into No 4 or 8 to find out more.

'Together we can, together we do.'

To receive a report on behalf of Safer Saltash and consider any actions or associated expenditure.

Notes from Safer Saltash face to face meeting held on 24th October 2024.

Domestic abuse 16 day's campaign being set up by the UN to raise awareness of gender-based violence, domestic abuse and sexual violence. This year's UN theme is UNITE invest to prevent violence against women and girls to raise awareness of the support available for people affected and how to access it.

16 days Cornwall wide to coordinate 3 pop up events Penzance 25th November, Truro 4th December and Saltash Tuesday 10th December.

This is going to be held in Saltash at the train station. There is also a plan to end the campaign with a walk across the Tamar Bridge showing our unity and support for this event.

These events will be notified in our libraries, Cornwall Council, GPs waiting rooms. They will visit year 7 in schools to encourage healthy friendships and awareness of abuse. There are three refuges in Cornwall two for women and one for men. There is going to be mandatory Abuse training for all managers in Cornwall Council this will be under the safeguarding umbrella.

Resettlement Service

Whilst out canvassing in July I was approached a few times by residents around the worries of refugees moving into our estates and the detriment it will bring to an area and what affect it will have on the value to their properties. I have attached an explanation document which I hope will try to help educate residents about the resettlement of refugees and that these properties are purchased by the home office and not Cornwall Council and none have come from Local Authority housing stock.

Drugs and alcohol

We received an update that Dr Hamilton is working closely with the drugs and alcohol team in our community on a monthly injection for people who are homeless or of no fixed abode to receive the methadone that they require.

There is also going to be a problem soon with the market being swamped with man made high risk synthetic drugs due to the fact that where the poppies were grown for heroin in Afghanistan is now not happening as the fields have now got to produce food for the Afghanistan people due to sanctions.

There is a lot of dangerous material on the black market. There has been 6 deaths in

Falmouth. They are finding that people suffering from ADHD are turning to ketamine as this numbs their thoughts. I have asked if the drugs and alcohol team could visit the Town Council to give us an update on these issues.

End of report
Cllr Lennox-Boyd

Page 226

16 DAYS OF
Action!

25 NOV
to 10 DEC
2023

Raising awareness to help end violence
against women and girls

Please show your support by joining in
and learning more about how you can help.

scan me



16 days of activism against gender-based violence – Cornwall campaign

Monday 25 November to Tuesday 10 December 2024

16 days campaign aims

Page 227

- To raise awareness of gender-based violence, domestic abuse and sexual violence.
- To raise awareness of the support available for people affected and how to access it through signposting.
- To inspire hope and empowerment through sharing positive stories of surviving abuse.

Key themes and calls to action

Page 228

- This year's UN theme is [UNITE! Invest to prevent violence against women and girls](#)
- Ending male violence against women and girls is everyone's business. We will call on all allies to stand united with us against gender-based violence, and to show solidarity. A simple way people can do this is by lighting a candle in their home, workplace, local business, church etc
 - Devon colleagues will wear white at different events to show solidarity, and we could consider doing the same at our Cornwall events
 - Men as allies and uprooting misogyny – The Women's Centre Cornwall
 - Affected others – First Light
 - Listening to the voices of survivors - CLEAR voices event and Cornwall Council DASV strategy team shoes and art therapy artwork installation
 - Inspiring hope and empowerment – sharing positive stories where appropriate of surviving abuse and the support that is available to people affected

16 days Peninsula- wide events and training schedule so far

If you have any other additional activities that you would like us to include on our Safer Cornwall webpage please email me by 25 September at hollie.creswell@cornwall.gov.uk

Date and Time	Event	Audience	Location
25 November	Bystander in the community training – Camborne (Safer Futures)	Camborne community	Camborne Rugby Club
25 November	Bystander training with a public transport focus	Public transport community and wider community	Pydar House, Truro
25 November	16 days Safer Cornwall DASV and VAWG pop-up event – Penzance	Everyone	Penzance
25 November	Penzance vigil and march	Everyone	Penzance
26 November	Honour Based Abuse	Professionals	Online
9.30 – 4.30			
27 November	Level 1 domestic abuse and sexual violence online training (Safer Futures)	Professionals	Online
27 to 30 November	Clear Voices event – sharing artwork and poetry by people the organisation has supported	Everyone	CLEAR shop, 8 Cathedral Lane, Truro
27 November	Devon & Cornwall Police VAWG Strategy 24-27	Everyone	Online
1-2pm			
28 November	Coercive control online webinar with Safer Futures and Refuge4Pets	Criminal Justice and health and social care professionals	Online
28 November	Devon & Cornwall SARCs info webinar	Everyone	Online
12-1pm			
29 November	Online lunch and learn on MARAC and Clare’s Law for wider professionals (Cornwall Council DASV strategy team)	Professionals	Online
29 November	Older Person’s Webinar	Everyone	Online
Time tbc			
3 December	Perinatal & DA Webinar	Professionals	Online
10am			
December 4	16 days Safer Cornwall DASV and VAWG pop-up event – Truro Christmas market	Everyone	
Either 5 December or 6 December	Bystander train the trainer (Safer Futures)	Professionals	Pydar House, Truro
5 December	Non-Fatal Strangulation webinar	Professionals	Online
10 – 11.30am			
6 December	The Women’s Centre Cornwall Reclaim The Night event	Everyone	Starts at Killacourt Bandstand, Newquay
9 December	Bystander training in the community – St Just	St Just community	St Just WI Hall
10 December	Online training for NHS staff - how to identify and respond to domestic abuse and sexual violence (Safer Futures)	NHS staff	Online
10 December	16 days Safer Cornwall DASV and VAWG pop-up event – Saltash or Liskeard	Everyone	
TBC	LGBT+ Safer Rainbow Service webinar	Everyone	Online
TBC	Complex Lives Navigators webinar – working with complexity	Professionals	Online
TBC	MATAC Webinar	Professionals	Online
TBC	Devon & Cornwall Police – DA orders	Everyone	Online
TBC	SignHealth DA services	Everyone	Online
TBC	DA & Learning Disabilities webinar	Everyone	Online

3 Safer Cornwall pop-up events

- We will coordinate 3 pop-up events during the 16 days in 3 towns - Penzance, Truro and Saltash or Liskeard
- Domestic abuse and sexual violence support services, police and health all in one place on the high street / in high footfall locations
- To talk to the community about domestic abuse and sexual violence and raise awareness, provide advice and signpost to relevant support services as appropriate.
- Shoes and art therapy artwork installation at each event.
- **Can you attend and support?**

<p>Penzance</p>	<p>Monday 25 November – first day of campaign and same day as Penzance evening vigil and walk. Empty shop – likely Burton.</p>
<p>Truro</p>	<p>Wednesday 4 December Safer Cornwall marquee at Truro Christmas market.</p>
<p>Saltash or Liskeard</p>	<p>Tuesday 10 December – final day of campaign Saltash Train Station.</p>

16 days webpage, digital assets and media release

We will create a dedicated 16 days campaign webpage on the Safer Cornwall website, to include the full schedule of events and activities taking place across Cornwall and wider Peninsula where appropriate.

- A number of digital assets, such as posters and social media tiles, will be created in the format of the poster you can see to the right, along with a QR code to the webpage, which will be shared with all partners.
- A number of social media posts will be scheduled to go live throughout the campaign period on Safer Cornwall's social media channels.
- A media release will be issued to local media to raise awareness of the local campaign, DASV and VAWG and media interviews will be facilitated throughout the campaign as requested and where appropriate.
- We will also coordinate for 16 days comms to be included across various channels, including Cornwall Council's residents' newsletter, town and parish council newsletter, NHS GP bulletin, GP waiting room screens etc

Last year's graphic below, which will be very similar this year, but will say 16 days of activism rather than action.



**Very grateful for your
thoughts / feedback / any
questions? 😊**



FAQs – Community

How long will families be here?

Refugees have the right to remain in the UK for a minimum of 3 years. Our experience tells us many refugees choose to move on from their initial accommodation before that, once they find their feet in the UK.

The families being accommodated in Cornwall are through the ACRS/ARAP schemes which offers indefinite leave to remain and British citizenship after 5 years in the UK to those who have assisted the UK efforts in Afghanistan and are at risk of persecution. The local authority is funded by the Home Office to work with the families for up to 3 years to support and facilitate resettlement.

Why weren't we consulted?

The Housing has been funded via the Home Office and, it is an additional fund and none of the properties have come from Local Authority Housing stock, simply without these families arriving they would not have been purchased. Cornwall is mandated and funded by Central Government to provide accommodation and support for families across Cornwall.

The Council are legally obliged under the Housing Act to have an allocations policy that is available and transparent to all. These properties do not fall under the Allocations Policy and are being delivered through the Local Authority Housing Fund which has been made available through central government for this sole purpose and are not taken from general needs housing. After the needs of the original cohort (ACRS/ARAP) have been met they will revert to general needs houses, which will increase the stock of affordable homes for Cornish residents.

The new residents are entitled to privacy and anonymity the same as anyone else – there isn't a consultation for anyone else that moves into an area.

Why here?

We are meeting Government requirements for every Local Authority to provide resettlement opportunities.

Areas across Cornwall have been selected based on housing stock availability, local market conditions. Your area had the right type of property available at the right price at the right time. We appreciate that all areas across Cornwall have high housing demand levels and that many people are forced out of area due to lack of affordable housing, the funding does not take away from funding that would otherwise be put into other local housing stock.

Why so many?

The Resettlement Service has bought properties across Cornwall for use by Afghan refugees under the Government Afghan Citizen Resettlement Scheme. Cornwall Council has been mandated by Central Government as have all Local Authorities to provide homes and resettlement for all families.

Who are the families? How many are we resettling in Cornwall?

We expect to resettle over 30 families through the Afghan schemes over the coming years. They are all people who have either been employed by the British Government in Afghanistan, or who helped support the British Government's work in Afghanistan, or for whom it is not safe for them to be in Afghanistan. They have all been through an intensive vetting process and the Government has confirmed that they present no risks to personal safety and security.

What can we do to help?



Welcome them, they will be more frightened arriving than you are of them arriving.

We have been welcoming families in other areas of Cornwall since December, families that have skilled mechanics, seamstresses, trainee doctors, midwives, translators, security staff, embassy staff and legal professionals. Whilst improving their English many have begun volunteering and continue to do so in their community after finding work. They have joined cricket clubs, football clubs and made friends in their communities, schools and colleges. They have come with an ambition to thrive and support their families in a home where they begin to settle and escape the trauma, torture and loss of their heart-breaking journeys.

Be a neighbour, be kind, be helpful.

Let the families know of opportunities, be the person you would be if a new family were arriving next door under any other circumstances.

What about security? How are we to feel safe?

Any Afghan citizens resettled in the UK undergo thorough and comprehensive security screening by Home Office and National Crime Agency. The new arrivals in Cornwall have all successfully completed this intensive vetting process and the Government has confirmed that they present no risks to personal safety and security.

As new families arrive they may not feel safe at first in our communities as the journey for them has not been an easy one.

How much are you spending on all this?

All UK Government schemes to resettle refugees are fully funded by central government. The Government use 'Local Government Tariff' formulas to calculate how much they allocate per refugee, and the funding received depends on how many refugees are resettled from where in what time period. These can be found here:

[Funding boost for councils as new Afghan resettlement plans set out - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/funding-boost-for-councils-as-new-afghan-resettlement-plans-set-out)

[Homes for Ukraine \(2022-23\) local authority tariff payment grant determination No. 31/6205 \(England\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/homes-for-ukraine-2022-23-local-authority-tariff-payment-grant-determination-no-316205)

[Funding for councils: Homes for Ukraine - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/funding-for-councils-homes-for-ukraine)

It is important to understand the Resettlement Service does not cost Cornwall Council or other local services anything extra, as all funding is provided direct from central government.

If you wish to learn more please visit:

[Refugee Resettlement - Cornwall Council](#)

Where is the Resettlement Service based? Where do we find you?

It is based Countywide and can be contacted via the Resettlement inbox -9-5 – Mon – Fri

resettlementservice@cornwall.gov.uk

Thank you



Health Action Group - Progress Report to Saltash Town Council

The Group met in the Council Chamber on 27 September to receive a report back from the ICB's Tryphaena Doyle, the new local Director for North & East Cornwall. She definitely appears to be acting on our behalf, and her progress seemed encouraging. We will be meeting her again on November 27 to receive what we hope will be some concrete proposals.

A few days later on October 2, the Group met again with representatives from Derriford Hospital (UHP) - their Head of Strategy, Laura Langsford, and their Primary Care Lead, Dr Jonathan Cope. They gave a detailed update on their "Care Closer to Home" strategy which again was very encouraging to us. It heralds more local clinics and services for Saltash, which are at the heart of the Action Group's vision. We have been promised clear proposals when we meet again on January 15.

Our main concern is that other towns in the UHP catchment (Torpoint, Liskeard, Launceston) already have excellent facilities which could host outposted clinics more easily than Saltash. The risk for us here was forcefully presented by members of the Action Group, who urged better facilities at St Barnabas, and also pressing Peninsula House into use. This concern was acknowledged and understood by the Derriford representatives, and we hope to see the right proposals in January!

Are these the first green shoots of recovery from the closure of St Barnabas as a hospital in 2016? Local patient groups are totally appreciative of both the support being given by the Council and the leadership of the mayor in this endeavour.

Finally, a reminder about the AGM of the League of Friends of St Barnabas Hospital on Monday November 18 at 2.30pm. The outcome being sought is a transformation of the current charity into a wider healthcare charity for the town. It would be good to have as many councillors there as possible to help kick-start the initiative.

Peter Thistlethwaite
Chair, Port View Patient Group

Agenda Item 18a

Bank Receipts

Saltash Town Council

For the period 1 September 2024 to 30 September 2024

Contact	Description	Net	VAT	Gross
Barclays	Bank Interest	£ 2.55	£ -	£ 2.55
Beating the Bounds	Ticket Income	£ 10.00	£ -	£ 10.00
Churchtown Cemetery	Interment Fees	£ 250.33	£ 16.67	£ 267.00
Cornwall Council	2nd Instalment for Precept 24/25	£ 694,108.50	£ -	£ 694,108.50
Daily Moorings	Fee income	£ 25.00	£ 5.00	£ 30.00
EE	Cash back from phone contracts	£ 10.00	£ -	£ 10.00
Eventbrite	Murder Mystery Ticket Sales income (less fees	£ 60.00	£ -	£ 60.00
Guildhall Income	Various Bookings	£ 41.20	£ -	£ 41.20
Guildhall Income	Photocopying Fees	£ 3.99	£ 0.81	£ 4.80
Isambard House	Various Bookings	£ 241.70	£ 48.30	£ 290.00
Library Income	Replacement Card Fees	£ 2.50	£ 0.50	£ 3.00
Library Income	Photocopying Fees	£ 185.34	£ 37.06	£ 222.40
Library Income	World of Books Income	£ 32.90	£ -	£ 32.90
Maurice Huggins Room	Various Bookings	£ 97.50	£ -	£ 97.50
Murder Mystery Night	Ticket Sales	£ 70.00	£ 14.00	£ 84.00
Public Sector Deposit	Bank Interest	£ 2,139.13	£ -	£ 2,139.13
St Stephen Parish Church	Interment Fees	£ 1,125.00	£ -	£ 1,125.00
Grand Total		£ 698,405.64	£ 122.34	£ 698,527.98

Agenda Item 18b

Bank Payments

Saltash Town Council

For the period 1 September 2024 to 30 September 2024

Contact	Description	Net	VAT	Gross
Acas	Management training for managers	£ 200.00	£ -	£ 200.00
Allstar Business Solutions Limited	Fuel for Town Council Service Delivery Vehicles	£ 157.39	£ 31.48	£ 188.87
Anglotech Group Limited (Previously Print Copy Scan Ltd)	Prints for Photocopiers 24-July-2024 to 23-August-2024	£ 438.63	£ 87.72	£ 526.35
Barclays Active Saver	Moving Expenditure funding to Deposit future account for future use	£ 250,000.00	£ -	£ 250,000.00
Barclays	Bank Charges	£ 13.60	£ -	£ 13.60
Brandon Hire - Plympton	5 day hire of Cleaning tools and Power Breaker - Service Delivery	£ 85.04	£ 17.01	£ 102.05
Bright Software Group	BrightPay (UK) - August 2024 (32 employees)	£ 4.56	£ 0.91	£ 5.47
BrightHR	Provisions of HR Software - September 2024	£ 78.00	£ 15.60	£ 93.60
Cleansing Service Group Ltd	Waterside Cabin - Cleaning and disposal costs	£ 168.00	£ -	£ 168.00
Concept Products Limited	Service Delivery Staff Training cost	£ 520.00	£ 104.00	£ 624.00
Concept Products Limited	Face Fit Testing Kits	£ 212.60	£ 42.52	£ 255.12
Cornwall Council	Rent for Longstone Garage and Depot - September 2024	£ 375.00	£ -	£ 375.00
Cornwall Council	Insurance for Longstone Garage and Depot - September 2024	£ 15.00	£ -	£ 15.00
Cornwall Council Deposit Fund	Moving Expenditure funding to Deposit account for future use	£ 370,000.00	£ -	£ 370,000.00
Cornwall Pensions	Pension Fund Payment - September 2024	£ 11,894.64	£ -	£ 11,894.64
Credit Card Purchases (Amazon)	Kitchen Food Waste Compost Bin and trash bags for Guildhall	£ 13.88	£ 2.78	£ 16.66
Credit Card Purchases (Amazon)	Stationery - P&F	£ 1.72	£ 0.35	£ 2.07
Credit Card Purchases (Amazon)	Activities Cost - Library	£ 13.87	£ 2.78	£ 16.65
Credit Card Purchases (Amazon)	Refund for Incorrect Labels	-£ 12.00	-£ 2.40	-£ 14.40
Credit Card Purchases (Amazon)	Office Cost - Longstone Depot	£ 10.36	£ 2.07	£ 12.43
Credit Card Purchases (Amazon)	Advert for Development Manager role on Facebook	£ 9.92	£ -	£ 9.92
Credit Card Purchases (Argos)	Wall Clock for Longstone Depot	£ 15.00	£ 3.00	£ 18.00
Credit Card Purchases (Defib Store)	Replacement battery for defibrillator located in Guildhall reception	£ 129.00	£ 25.80	£ 154.80
Credit Card Purchases (Ebay)	Consumables for Longstone Depot	£ 7.95	£ -	£ 7.95
Credit Card Purchases (Indeed)	Development Manager Vacancy advertising	£ 195.00	£ -	£ 195.00
Credit Card Purchases (KPT Timber)	Maintenance Materials - St Stephens Cemetery	£ 120.00	£ 24.00	£ 144.00
Credit Card Purchases (KPT Timber)	Maintenance Materials - Allotments	£ 217.10	£ 43.42	£ 260.52
Credit Card Purchases (Xero (UK) Ltd)	Subscription - 01/08/2024 to 31/08/2024.	£ 30.00	£ 6.00	£ 36.00
Dainton Group Services	Rent for Waterside Cabin and Effluent Tank	£ 321.42	£ 64.28	£ 385.70
Denmans	Pontoon Lighting Project Works Equipment And Materials	£ 391.75	£ 78.35	£ 470.10
Denmans	Maintenance Materials - Longstone Depot	£ 17.02	£ 3.41	£ 20.43
Denmans	Electrical Materials For Isambard House Refurbishment Works	£ 126.69	£ 25.34	£ 152.03
Denmans	Equipment for Pontoon Lighting Works	£ 517.66	£ 103.59	£ 621.25
Denmans	Health and Safety Equipment - Service Delivery	£ 25.54	£ 5.11	£ 30.65
Denmans	Maintenance Materials - Christmas Lights	£ 1.94	£ 0.39	£ 2.33
Denmans	Maintenance Materials - Service Delivery Vehicles	£ 7.87	£ 1.57	£ 9.44
Denmans	Maintenance Materials - Guildhall	£ 24.58	£ 4.91	£ 29.49
Denmans	Maintenance Materials - Longstone Depot	£ 10.22	£ 2.04	£ 12.26
Denmans	Maintenance Materials - Christmas Lights	£ 18.19	£ 3.64	£ 21.83
Devon Contract Waste Ltd	09/08/2024 Recycling Costs	£ 13.50	£ 2.70	£ 16.20
Devon Contract Waste Ltd	21/08/2024 Recycling Costs	£ 13.50	£ 2.70	£ 16.20
EE	Staff mobiles and Pontoon broadband charges	£ 119.63	£ 23.93	£ 143.56
Efficient Comms Ltd	Telephone Call and Service Charges - July 2024	£ 320.00	£ 64.00	£ 384.00
Efficient Comms Ltd	Installation of Starlink Unit - Service Delivery	£ 350.00	£ 70.00	£ 420.00

Efficient Comms Ltd	Telephone Call and Service Charges - August 2024	£ 240.14	£ 48.03	£ 288.17
EON	Electricity Charges - 01/08/2024 - 31/08/2024	£ 420.49	£ 21.02	£ 441.51
HMRC	PAYE payment - September 2024	£ 10,477.41	£ -	£ 10,477.41
Howdens	Plumbing Maintenance Materials - Isambard House	£ 193.98	£ 38.80	£ 232.78
Howdens	Repair Materials - Isambard House	£ 19.17	£ 3.83	£ 23.00
Howdens	Maintenance Materials - Public Toilets	£ 50.48	£ 10.10	£ 60.58
Howdens	Maintenance Materials - Isambard House	£ 25.82	£ 5.16	£ 30.98
HR Support Consultancy	HR Services for work carried out during the month of August 2024	£ 723.45	£ 144.69	£ 868.14
Institute of Cemetery & Crematorium Management	Cemetery Management and Compliance Training -Administration Officer	£ 145.00	£ 29.00	£ 174.00
Institute of Cemetery & Crematorium Management	Cemetery Management and Compliance Training - Information and Compliance Officer	£ 145.00	£ 29.00	£ 174.00
Laser - Cemetery - 1051640	Electricity Charges - 01/06/2024 to 31/08/2024	£ 82.03	£ 4.10	£ 86.13
Laser - Christmas Light supply Point 1-1051642	Electricity Charges - 01/03/2024 to 31/05/2024	£ 81.02	£ 4.05	£ 85.07
Laser - Christmas Light supply Point 2 - 1051643	Credit for Electricity for period 01/03/2024 to 31/05/2024 allocated to future invoice	-£ 21.79	-£ 1.09	-£ 22.88
Laser - Christmas Light supply Point 3 - 1051644	Electricity Charges - 01/06/2024 to 31/08/2024	£ 80.91	£ 4.05	£ 84.96
Laser - Christmas Light supply Point 4 - 1051645	Electricity Charges - 01/03/2024 to 31/05/2024	£ 80.82	£ 4.05	£ 84.87
Laser - Christmas Lights Supply Point 5	Credit for Electricity for period 01/03/2024 to 31/05/2024 allocated to future invoice	-£ 22.44	-£ 1.12	-£ 23.56
Laser - Guildhall Gas	Gas Charges - 31/07/2024 to 31/08/2024	£ 69.44	£ 3.47	£ 72.91
Laser - Library Electric	Electricity Charges - 01/06/2024 to 31/08/2024	£ 1,095.37	£ 219.07	£ 1,314.44
Laser - The Maurice Huggins Room - 1051636	Electricity Charges 01/06/2024 to 31/08/2024	£ 116.08	£ 5.80	£ 121.88
Laser - Unmetered supply - 1051655	Unmetered Supply 01/08/2024 to 31/08/2024	£ 20.13	£ 1.01	£ 21.14
Livewire Youth Music Project	Activities Cost - Library	£ 60.00	£ -	£ 60.00
Minster Cleaning (South West Commercial Cleaning Ltd)	Opening, closing and cleaning of Saltash Town Council toilet blocks for August 2024	£ 2,914.25	£ 582.85	£ 3,497.10
Opayo (previously Sage)	Card Machine Charges	£ 13.00	£ 2.60	£ 15.60
Opayo (previously Sage)	Card Machine Charges	£ 16.68	£ -	£ 16.68
Otis Ltd	Contractual Maintenance - Guildhall Lift	£ 720.00	£ 144.00	£ 864.00
Plymouth & Devon Metal Fabrications Ltd	Materials for Play Parks Maintenance	£ 120.00	£ 24.00	£ 144.00
Robert Mcneil	Removal of Ash stand adjacent to house and play area in Pillmere	£ 500.00	£ -	£ 500.00
Saltash Window Cleaning	Cleaning of Saltash Council Office - September 2024	£ 45.00	£ -	£ 45.00
Security Management South West Ltd	Call out to Guildhall intruder alarm system 27/08/2024	£ 47.00	£ 9.40	£ 56.40
SLCC Enterprises Ltd	Allotment Management training course for Assistant Service Delivery Manager	£ 35.00	£ 7.00	£ 42.00
SLCC Enterprises Ltd	Allotment Management training course for Service Delivery Manager	£ 35.00	£ 7.00	£ 42.00
SLCC Enterprises Ltd	Graphic Design Software training course - Receptionist	£ 35.00	£ 7.00	£ 42.00
SLCC Enterprises Ltd	Graphic Design Software training course - Administration Officer	£ 35.00	£ 7.00	£ 42.00
SLCC Enterprises Ltd	Civility and Respect Training - Administration Officer	£ 30.00	£ 6.00	£ 36.00
SLCC Enterprises Ltd	Civility and Respect Training with SLCC - Town Clerk	£ 30.00	£ 6.00	£ 36.00
SOS Consultancy	Monthly ICT Support and Maintenance Services	£ 1,329.07	£ 265.81	£ 1,594.88
South West Water - Library	Water and Sewerage Charges - 06/08/2024 to 05/092024	£ 29.55	£ -	£ 29.55
South West Water - Longstone Depot - Connection to Bowling Green	Water and Sewerage Charges 06/08/2024 to 03/092024	£ 68.52	£ 5.40	£ 73.92
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water and Sewerage Charges 06/08/2024 to 03/092024	£ 153.76	£ 11.90	£ 165.66
South West Water - Maurice Huggins Room	Water and Sewerage Charges 06/08/2024 to 03/092024	£ 17.38	£ 1.50	£ 18.88
Sovereign Fire and Security Ltd	CCTV Maintenance Costs	£ 190.00	£ 38.00	£ 228.00
Spectrum floor-site Ltd	Floor maintenance materials - Isambard House	£ 90.00	£ 18.00	£ 108.00
Spot-On-Supplies	Cleaning Supplies - Isambard House	£ 11.30	£ 2.26	£ 13.56
Spot-On-Supplies	Cleaning Supplies - Guildhall	£ 68.41	£ 13.68	£ 82.09
Spot-On-Supplies	Cleaning Supplies - Public Toilets	£ 52.74	£ 10.55	£ 63.29
Spot-On-Supplies	Cleaning Supplies - Maurice Huggins Room	£ 40.04	£ 8.00	£ 48.04

Spot-On-Supplies	Cleaning Supplies - Library	£ 46.74	£ 9.35	£ 56.09
Staff Expenses	Business Mileage for Assistant Service Delivery Manager - August 2024	£ 164.25	£ -	£ 164.25
Staff Expenses	Office Cost - Library	£ 34.40	£ -	£ 34.40
Staff Expenses	Waitrose Flowers for presentation to HLS volunteer 20 years service	£ 8.33	£ 1.67	£ 10.00
Staff Salaries	Staff Salaries	£ 38,689.13	£ -	£ 38,689.13
Steve Hillman Ground Works And Cherry Picker Services Saltash.	27/08/2024 Driver & Digger Hire Grassmere Way Play Area (To Remove Old Gate And Dig Hole For STC Staff To Install New Gate)	£ 250.00	£ -	£ 250.00
The Core (THECORE)	Instalment payment for delivery of youth work in Saltash	£ 9,844.83	£ -	£ 9,844.83
Thirsty Work	Water Cooler Hire & water - September 2024	£ 171.65	£ 34.33	£ 205.98
Tool station	Stanley Trimming Knife Blade for use at Isambard House	£ 7.07	£ 1.42	£ 8.49
Tool station	Materials for Maintenance on Allotments	£ 126.35	£ 25.27	£ 151.62
Trade UK Account	Maintenance Materials - Isambard House	£ 43.98	£ 8.78	£ 52.76
Trade UK Account	Maintenance Materials - Cemetery	£ 66.61	£ 13.32	£ 79.93
Trade UK Account	Grounds Maintenance Materials	£ 89.92	£ 17.98	£ 107.90
Trade UK Account	Maintenance Materials - Isambard House	£ 37.47	£ 7.49	£ 44.96
Trade UK Account	Maintenance Materials - Pontoon	£ 66.57	£ 13.31	£ 79.88
Trade UK Account	Batteries for Fireguards - Guildhall	£ 11.07	£ 2.21	£ 13.28
Trade UK Account	Batteries for Fireguards - Library	£ 11.08	£ 2.22	£ 13.30
Trade UK Account	Gate latch for Fairmead Allotments	£ 4.34	£ 0.87	£ 5.21
Trade UK Account	Batteries for Longstone Office use	£ 4.91	£ 0.98	£ 5.89
UK Fuels Ltd	Fuel for Town Council Service Delivery Vehicles	£ 2.00	£ 0.40	£ 2.40
Viking Direct	Stationery Cost - P&F	£ 20.92	£ 4.17	£ 25.09
Viking Direct	Office Cost - Library	£ 44.96	£ 9.00	£ 53.96
Viking Direct	Office Cost - Longstone Depot	£ 8.76	£ 1.76	£ 10.52
Westcountry Skip Hire	28/08/2024 Disposal of Mixed Waste	£ 37.72	£ 7.54	£ 45.26
Westcountry Skip Hire	19/08/2024 Disposal of Mixed Waste	£ 319.20	£ 63.84	£ 383.04
Westcountry Skip Hire	21/08/2024 Disposal of Skip Waste	£ 321.00	£ 64.20	£ 385.20
Grand Total		£ 708,336.24	£ 2,904.08	£ 711,240.32

To: Rt Hon Angela Rayner MP (Deputy Prime Minister)
Linda Taylor (Leader of Cornwall Council)
Kate Kennally (Chief Executive, Cornwall Council)

Cc: Andrew George MP Ben Maguire MP
Perran Moon MP Noah Law MP
Jayne Kirkham MP Anna Gelderd MP

**DRAFT STATEMENT ON DEVOLUTION FROM CENTRAL GOVERNMENT
FOR SUBMISSION TO TOWN AND PARISH COUNCILS OF CORNWALL FOR
APPROVAL**

The Mayors and Clerks of the larger towns in Cornwall met recently to discuss a coordinated response to government on the “devolution revolution”.

The statement below reflects our consensus view. It is being shared with all town and parish councils in Cornwall, who are encouraged to formally approve it.

* * *

We support the principle of devolution of wide powers from Whitehall to Cornwall. But we are convinced that **the one and only devolution option for the Duchy is to devolve powers to Cornwall, and not to a broader combined region alongside other large authorities in the south-west.**

The economic landscape of Cornwall is unique to us – and not shared with our neighbours in Plymouth, Devon or the “Greater South West”. While we do face some serious challenges, we also have many opportunities, such as our mineral wealth and potential for green energy – as well as our resilient and resourceful people.

The government favours devolution to “sensible economic geographies”. Cornwall fits the bill.

And while “sensible economic geographies” are important, we also need to think about devolution in terms of areas and regions that local people truly identify with.

We in Cornwall have a huge affinity with the history, culture and identity of the place we call home – an identity recognised in our status as a protected National Minority, and in the burgeoning interest in our language and heritage.

Devolving powers to Cornwall would lock in support for the “devolution revolution”. By contrast, devolving powers to a hybrid authority with which local people feel no affinity would risk undermining local democracy.

The people of Cornwall are keen to embrace devolution, and to take on extra powers to help us shape our land for future generations. Devolution to Cornwall alone, or – subject to the consent of our neighbours on Scilly – to a Cornwall/Isles of Scilly combined authority, would enjoy massive local support.

The seat of devolved powers has to be on our own territory, where local people know their voices can be heard.

So we urge the government to grant a sensible devolution settlement that respects the uniqueness of the economy, geography, culture and identity of Cornwall.

Risk Assessment Form - This risk assessment consists of three sections

Page 241

Assessment Reference No.	BG/RA10/V1	Area or Activity Assessed	Meet Your Councillor's Event (Every first Saturday of the month and Town Council stalls at town events)	Total no. of continuation sheets used:
Assessment Date	Oct 2024			6
Persons who may be affected by the activity (i.e., are at risk)	Council Members (including other staff unless stated otherwise), Public and Contractors			

SECTION 1: Hazard and Risk Controls

No	Hazard/Work Description	Existing controls in place to reduce risk <i>(you must check that these controls are actually working)</i>	Residual Risk			Further action needed to reduce risks	Reduced Risk		
			S	P	R		S	P	R
1.	General Hazards	<ul style="list-style-type: none"> This Risk Assessment should be read by each Council Member that attends the event Roles and responsibilities to be made clear to each attending member on the day of the event by discussions held prior to the start time. General H&S Policy and Procedures will apply to each attending member. All members should assess the working area for any potential hazards, trips, falls that may cause an accident. Members will be required to wear sensible footwear with good grip. Table, chairs and any other equipment must be placed on a level surface in a location where public can see them. Do not create a trip hazard with any equipment in a public space 	3	2	6				
2.	Violence and Aggression from the public and other high street users.	<ul style="list-style-type: none"> Do not engage in any confrontational behaviour with the public or other high street users. All members to record key information description of individuals, time, date and who is working at the event in a situation of any anti-social behaviour accruing and report directly to the Police and Chairman of the Town Council. 	4	2	8				

Agenda Item 20

No	Hazard/Work Description	Existing controls in place to reduce risk (you must check that these controls are actually working)	Residual Risk			Further action needed to reduce risks	Reduced Risk		
			S	P	R		S	P	R
		<ul style="list-style-type: none"> • Guildhall to be informed if there is a change to the scheduled plan. • Mobile phones to be carried by all members wherever possible for use in an emergency. • Record any incident or ongoing problems that occur on the day. • Step away from the area as far as possible to defuse the situation. • Members awareness and judgement to be used. • Members to have confidence to leave when uncomfortable or to take the correct action appropriate. Call 999 • Code word to alert colleagues of a risky situation where assistance is required. (Glanville). 							
3.	Risk posed to the General Public	<ul style="list-style-type: none"> • All members to be aware of the working area to avoid creating trips, slips and fall hazards to colleagues, members of the public and other high street users. • Equipment and banner(s) to be securely erected to ensure safety. Any near misses or recommendations to improve the Meet Your Councillor's layout/setup to be reported to Service Delivery Department or the Town Clerk 	4	2	8				
4.	Meeting with general public	<ul style="list-style-type: none"> • Members should be able to recognise potentially confrontational customers and not engage. • When meeting with angry members of the public, if comfortable to take them to one side away from the working area. • Two members may be required for particularly problematic discussions. • If members feel threatened, they will remove themselves from the area asking the member of public to leave. • Police will be called if required (999). • Members need to be aware of risks posed by approaching dogs and not to stroke or bend down to them. This is to avoid injury. 	3	2	6				

No	Hazard/Work Description	Existing controls in place to reduce risk <i>(you must check that these controls are actually working)</i>	Residual Risk			Further action needed to reduce risks	Reduced Risk		
			S	P	R		S	P	R
5.	Welfare	<ul style="list-style-type: none"> There must be more than 1 member attending the monthly sessions for safeguarding purposes. Welfare facilities will be made available to members at the Guildhall. There are also public toilets available (Belle Vue/Alexandra Square). Regular breaks will be taken. Do not stand for long periods. A First Aid kit needs to be with the members during the event. 	3	2	6				
6.	Manual handling	<ul style="list-style-type: none"> Staff to follow safe manual handling procedures, and not to left heavy loads. Make the load smaller or use lifting aids such as stack trucks if required. Members should not be lifting and carrying any heavy equipment, boxes or tables. When setting up or dismantling the work area care should be taken to avoid bending and lifting. Our Service Delivery Team will help with the setting up, dismantling and transporting of equipment. 	4	2	8				
8.	Adverse weather conditions	<ul style="list-style-type: none"> Members will agree and contact the duty Service Delivery for assistance if they wish to stop the event during adverse weather conditions. Senior Managers will assess potential weather warnings and agree when services are suspended. 	2	2	5				
Name of Assessor(s)		I BOVIS	Signed <i>I Bovis</i>			Position	Service Delivery Manager	Review date	23/10/2024

I confirm that this risk assessment is an accurate reflection of the risks and controls in place and that the additional controls identified will be provided
YES

SECTION 2: ASSESSEMENT REVIEW RECORD

Page 2/4

If significant changes are made a new risk assessment form must be completed.

Date of review	Name of Reviewer	Signature	Comments	Next review date

SECTION 3: Tables

Severity

CATEGORY	Example – for guidance only	Score
INSIGNIFICANT	None or only insignificant injuries, health effects, damage or disruption to work.	1
MINOR	Minor injuries or health effects - cuts, bruises, mild skin irritation, mild aches and pains – requiring first aid only. Minor property damage or disruption to work.	2
MODERATE	More serious injuries or ill-health requiring time off work or a hospital visit, e.g., burns, sprains, strains and short-term musculoskeletal disorders, cuts requiring stitches, back injuries, fractures to fingers or toes. More serious	3

Probability

CATEGORY	Example – for guidance only	Score
VERY UNLIKELY	Good control measures are in place. Controls do not rely on a person using them (i.e., personal compliance with safety rules). Controls are very unlikely to break down. People are very rarely in this area or very rarely engage in this activity.	1
UNLIKELY	Reasonable control measures are in place but they do rely on a person using them (some room for human error). Controls unlikely to breakdown. People are not often in this area / do not often engage in this activity / this situation is unlikely.	2
POSSIBLE	Inadequate controls are in place, or likely to breakdown if not maintained. Controls rely on personal compliance. People are sometimes in this area or sometimes engage in this activity / this situation sometimes arises.	3

	property damage or disruption. Short-term stress-related absence.	
MAJOR	Broken limbs, amputations, long-term health problems or absence resulting from work. Acute illness requiring medical treatment. Loss of consciousness, serious electric shock, loss of sight. Major property damage, major disruption to work.	4
FATAL/ CATASTROPHIC	Injury or ill-health which leads to death either at the time or soon after the incident, or eventually, as in the case of certain occupational diseases, such as asbestos-related cancers. Catastrophic business losses.	5

LIKELY	Poor controls in place. Heavy reliance on personal compliance (lots of room for human error). People are often in this area / engage in this activity on a regular basis / this situation often arises.	4
ALMOST CERTAIN	No controls in place. Exposure to the hazard is expected to occur in most circumstances.	5

RISK SCORE = Severity X Probability

Risk Level	Low (1-5)	Medium (6-10)	High (11-15)	Very High (16-25)
-------------------	------------------	----------------------	---------------------	--------------------------

To receive a report on becoming a Councillor and consider any actions and associated expenditure

Aim

To produce a range of media to use in advertising for engaging people interested in becoming a Town Councillor at the elections in 2025.

Options

All of the below options can be used as Facebook and Instagram adverts. £100 budget to run a series of adverts over one month using the below media:

- Create a series of posters for use on social media and town noticeboards encouraging people to get in touch if they are interested in being a Town Councillor.

Examples of posters

- Use photos of Cllrs speaking to residents and at town events with information about open sessions to come and speak to Cllrs and the Town Clerk about the role of a Town Councillor
- Photos of Councillors with quotes about the reward of being a Town Councillor and encouraging them to get in touch
- Create a series of voice overs using slides of Town Council assets and events. Town Councillors to speak for 30 seconds on various topics, what it means to be a Town Councillor, time commitment, the personal rewards of being involved.
- Create three one-minute videos discussing the role of a Town Councillor produced by a production company

Quote received from Company A

Video Proposal for Saltash Town Council

Project Summary

- Content planning and strategy sessions to determine ideal locations, themes, and direction for each video.
- Filming with three different councillors.
- Capturing scenic and key locations around Saltash.
- Recording relevant footage to illustrate a day in the life of a councillor and their roles.

Time Scales

To keep costs down and ensure maximum value, we propose capturing all footage in a single day, if feasible. If additional time is needed for capturing footage over separate mornings or afternoons, this can be arranged. Our goal is to capture all necessary shots efficiently, dedicating any remaining time to post-production for optimal results. No extra charges will be added if the project is kept close to the timeline we have suggested.

Rough Plan

This outline is based on an initial call with Lindsay; further planning will refine this approach.

1. Planning

We will define each video's message, tone, and questions to be asked of each councillor. A shot list will also be prepared to ensure cohesive storytelling. Following this, we will confirm filming dates.

2. Filming

We anticipate spending 1-3 hours with each councillor, depending on their availability, filming a "Talk to Camera" segment in suitable Saltash locations. If possible, additional footage of councillors engaged in relevant activities will be captured. Additionally, we'll spend a half-day collecting general footage to complement each video, such as shots of the Guildhall and community areas. This will be planned out in our initial strategy session once the project is greenlit.

3. Editing and Delivery

The videos will be delivered within seven days of filming. If faster delivery is required, please let us know. Any requested amendments will be accommodated.

Payment Terms

- 50% upfront and 50% upon final sign-off. (Standard terms in the creative industry)

Price £2,750 + VAT

Total Cost

£100 for Facebook and Instagram adverts

£2,750 for video production

Quote received from company B

My priority would be to get the very best out of those intending to talk. For them to actually enjoy the experience!

Having taught media trading to nearly a thousand people, large cameras and accompanying kit can be daunting. My intention is to make the interviewees comfortable and by using a phone - still with tripod and microphones but less intrusive - we can do this successfully.

Along the way, I'd would teach folk how to capture short videos to use perhaps in your River Links Connectivity Project. That way your budget goes further

I charge £450 per day. That way you know there are no hidden costs.

I believe we can achieve the outline provided, in 2 days. One for filming and the other for editing.

Total Cost

£100 for Facebook and Instagram adverts

£900 for video production (Worth noting the difference in price to company A is due to company B using a phone to film)

Summary

The aim is to produce professional videos that can be used for years to come with graphics and excellent sound. I am concerned that company B using their phone will perhaps not produce media that is as polished and professional as we require. Company A will work with staff to produce cohesive storyboards with the messages in each video planned out and agreed so we can ensure the aims are met and each video has a purpose and theme.



HELP US MAKE GOOD THINGS HAPPEN

Come and join our can-do Council
Your Local Council needs you

Currently St Ives Town Council has one vacancy for a
Town Councillor in the Halsetown Ward

Application Closing Date: Monday 10th October 2022

For an application pack or more information contact St Ives Town Council:

The Guildhall, Street an Pol, St Ives, Cornwall TR26 2DS

Tel: 01736 797840

Email: enquiries@stives-tc.gov.uk

Website: stivestowncouncil-cornwall.gov.uk



ST IVES TOWN COUNCIL

Marlborough Town Council a vacancy
If you are interested in joining us as a
Town Councillor contact your Town
Clerk, Richard Spencer-Williams

TOWN COUNCILLOR VACANCY

COUNCILLOR VACANCY – CO-OPTION

There were no requests for an election for the vacancy
in East ward and so the vacancy will be filled by co-
option

Apply by: 1 September

Co-option interviews: 18 September

For more information & to apply please see our website,
social media or contact us



More information at:
Marlborough Town Council
5 High Street, Marlborough SN8 1AA
01672 512487
townclerk@marlborough-tc.gov.uk
www.marlborough-tc.gov.uk

End of report
Receptionist / Mayors Secretary

Cornwall housing allocations – do these shocking figures match those in your parish?

In the two years to March 31 2024, ten council-owned properties in Lanteglos parish became vacant. Out of those ten, one went to a person/family with a local connection. Currently, Cornwall Council is paying out many millions of pounds to accommodate homeless families. Lanteglos-by-Fowey Parish Council (LBFPC) thinks these statistics are linked.

Lanteglos by Fowey is a rural Parish but with more than 50 homes for social rent. This means the 'Parish Preference Label,' as defined in the Cornwall Housing Allocation Policy is not applicable. This situation is unfair for rural parishes such as ours as it is impossible for anyone with a local connection on 'Band D or E' priority to obtain social housing locally.

For the past three years, LBFPC has urged a change in Cornwall's housing policy – that in a spirit of fairness and recognising the need to keep communities together during an avoidable housing crisis, allocations to Cornwall Council-owned properties should alternate between those in highest need (for example homeless people) and people from the parish who have a local connection whatever their banding.

Cornwall Council has contemptuously dismissed this suggestion. LBFPC believes the reason is that the need to reduce the millions spent on homeless families trumps the needs of people from the parish.

LBFPC believes this is grossly unfair and that there is a danger of homeless people being blamed for this situation. To be clear, LBFPC stands in solidarity with homeless people. They, together with people in need from the parishes, are victims of a crisis which is decades in the making. Cornwall Council could, at a stroke, make fundamental changes to its housing policy which would bring immediate relief. Lanteglos-by-Fowey Parish Council has drawn up a housing manifesto which we recommend to you and which is appended to this letter for your information.

But for now, LBFPC is asking for your support in persuading Cornwall Council to adopt this policy in relation to housing allocation:

“Housing allocation should be on the basis of alternately letting to people in desperate need (with or without parish connections) followed by letting to bidders from the parish whatever their banding criteria. This is recognition that, at present, demand outstrips supply but maintaining our local communities in Cornwall should be a priority. Once publicly-owned housing for rent meets demand, the need for this measure will disappear.”

Cornwall Council has shown it is immune to a call for change from one small, rural parish. It will not find it so easy to do so if many town and parish councils, from Bude to Land's End, join us. Please consider this matter at your next meeting.

LANTEGLOS BY FOWEY HOUSING POLICY

Introduction

Lanteglos-by-Fowey Parish Council (LBFPC) deplores the chronic lack of social housing in the parish and wider afield in Cornwall. LBFPC believes its policy on housing, approved at its November 2021 meeting and inspired by a similar policy approved by Bude-Stratton Town Council, offers a way forward.

It is hoped that other town and parish councils in Cornwall will endorse LBFPC's housing policy and in so doing, convince our elected representatives to take the appropriate action.

LBFPC notes that its housing policy needs to be widely-known within the parish. Accordingly, LBFPC resolves to support the following.

1. **Policy 1 - Increase social housing and affordable homes in Cornwall** - to enable local people to remain in Cornwall and ensure we keep thriving Cornish communities.
 - 1.1. **Halt Right to Buy in Cornwall.** This policy has created an acute shortage of publicly-owned (and therefore accountable, well-maintained and affordable) homes for local people. It has funnelled in-need people into the arms of landlords, where there is no security of tenure and little control over the protection of vulnerable tenants. Within the main town of our parish, Polruan, some 28% of social housing stock has been lost through right to buy and some 10% of this are now second homes. Cornwall Council must end Right to Buy to send a strong signal to the people of Cornwall that it has the interests of the people it represents at heart.
 - 1.2. **End Bedroom Tax.** This policy, derived from the sale of council houses, meant remaining stock was at a premium so council tenants with extra bedrooms were stigmatised and penalised. Cornwall Council needs to end this policy
 - 1.3. **Increase affordable housing stock for purchase** - selling new properties to local residents only (a clear definition of 'local resident' is required throughout Cornwall to ensure homes are fairly allocated)
 - 1.4. **Increase the stock of social housing.** Cornwall Council has significant financial resources, and given the severe need for social housing, could use its financial weight to build publicly-owned, publicly-controlled social housing for rent. Using its own well-trained, well-paid, well-motivated workforce to design and build these homes, Cornwall Council could become a motive force for economic regeneration in the county.
 - 1.5. **Reduce Cornwall Council partnerships with developers.** Current council policy is fundamentally flawed in that hundreds of millions of pounds of public money is given to private developers for Cornwall to fulfil its house-building commitment. Developers' pursuit of profit, at the expense of meeting local need, is at least partly-responsible for the current dire shortage of decent, affordable, publicly-owned housing for rent.
 - 1.6. **Requisition empty or underused properties** to house residents in desperate need. There are current and historical precedents for such action.
 - 1.7. **Allocations of council-owned or council partner-controlled housing** in a parish is to alternate between those deemed in desperate need, followed by an allocation to applicants with a connection to the parish. Town/parish councils to be consulted at every stage of the process

2. **Policy 2 - Reduce second home ownership and holiday rentals.**

In the Parish of Lanteglos by Fowey, some 50% of homes are owned by people whose main residence is outside Cornwall. Many of these houses remain empty for significant periods, affecting the vitality of our communities. At the same time, there is a significant shortage of housing stock for local people. We are at risk of our local communities dying out.

- 2.1. **Make it less attractive to own second homes** – introduce a Cornwall-wide Register of Second Homes, increase council tax levies, put in planning constraint, introduce caps on numbers of second homes in in key areas.
- 2.2. **Make it less attractive buy holiday rentals** - increase business rates and ensure council tax is being paid if properties are not being fully rented etc
- 2.3. **Make it more attractive to rent to long term tenants** – grants or subsidies by the council toward council rentals, incentives to private landlords etc

3. **Policy 3 - Put People First and improve the quality of life for tenants**

- 3.1. **Council-owned (or council housing provider partner owned) housing** in the parish to be alternately allocated to those who have a local connection to the parish and those from within Cornwall who come from wider afield. The allocation procedure to be transparent.
- 3.2. **Bring back secure tenancies for all housing under Cornwall Council control.** It is unacceptable that tenants live in a permanent state of anxiety about eviction. S.21, no fault, evictions need to be ended. It may be said that Cornwall Council cannot intervene in the relationship between landlord and tenant and the courts. Surely with the political will, Cornwall Council could create a climate whereby landlords who evict tenants without just cause are penalised. Cornwall Council could declare that no S.21 eviction can take place unless there is suitable, local, alternative accommodation available.
- 3.3. **Set up rent tribunals throughout Cornwall.** This will ensure that rents reflect local incomes.
- 3.4. **Set up a register of private landlords.** This will serve to protect tenants somewhat protected from unscrupulous landlords. The register could, for instance, record whether a landlord is DBS-checked, if they have applied for S.21 evictions and if so, how many etc.
- 3.5. **Change the definition of affordability.** “Affordability” should be linked to local incomes rather than local house prices.
- 3.6. **Close the house transfer register to people with no Cornwall connection.**

4. **Actions**

- 4.1. To advertise the LBFPC policy in a box of text, superimposed on the photograph on the council's homepage, with a link to the full policy.
- 4.2. A leaflet, which summarises the main points of the housing policy, is produced and agreed at the January or February meeting of LBFPC, after which it is distributed to every home in the parish.
- 4.3. That the LBFPC housing policy appears as a standing item on the LBFPC agenda every three months for possible review

Adopted by Council 11th January 2022, Minute 4b/2022

Amended by Council 28th March 2023, Minute 52a/2023
Amended by Council 16th January 2024, Minute 5a/2024

SALTASH TOWN COUNCIL VOLUNTARY TREE WARDENS' REPORT

PA24/07788 - Forder Villa Forder Saltash PL12 4QR

This is a reasonable request not necessarily for the reasons given as such but because of current and potential blockage of the stream (a sensitive waterway after the floods some years ago). In addition, although the tree is a prominent road-side amenity, there is a large sycamore directly behind it so that the amenity loss will be small.