



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall*  
*12 Lower Fore Street*  
*Saltash*  
*PL12 6JX*  
*Telephone: 01752 844846*  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

31 January 2025

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 6th February 2025 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](mailto:enquiries@saltash.gov.uk) or via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Yours sincerely,

S Burrows  
Town Clerk/RFO

To:

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

## Agenda

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

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

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

5. To receive and approve the Minutes of the Full Town Council Meeting held on 9 January 2025 as a true and correct record. (Pages 5 - 17)
6. To receive and note the minutes of the following Committees and consider any recommendations:
  - a. Extraordinary Personnel held on 19 December 2024; (Pages 18 - 32)
  - b. Policy and Finance held on 14 January 2025; (Pages 33 - 99)
  - c. Planning and Licensing held on 21 January 2025; (Pages 100 - 104)
7. To receive and note the minutes of the following Sub Committees and consider any recommendations:
  - a. Library held on 16 January 2025; (Pages 105 - 111)
  - b. Town Vision held on 23 January 2025;
  - c. Devolution held on 30 January 2025;
8. To review Saltash Town Council's commitment to the Civility and Respect Pledge and consider any actions. (Page 112)

9. To receive the Chairman's report and consider any actions and associated expenditure. (Page 113)
10. To receive the Monthly Crime Figures and consider any actions. (Pages 114 - 117)
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.
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.
17. To consider Risk Management reports as may be received.
18. Finance:
  - a. To advise the receipts for December 2024; (Page 118)
  - b. To advise the payments for December 2024; (Pages 119 - 122)
  - c. To report urgent and essential works actioned by the Town Clerk under Financial Regulations;
  - d. To note that bank reconciliations up to 31 December 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 Town Team notes held on 13 January 2025 and consider any actions and associated expenditure. (Pages 123 - 130)
20. To appoint a Member to Saltash Town Team. (Pages 131 - 134)  
**(Refer to the attached Town Team Terms of Reference for Membership details)**

21. To receive a updated report on GWR Customer and Community Improvement Fund and consider any actions and associated expenditure.
22. To receive Cornwall Council's proposed Gilston Road works consultation and consider any actions. (Pages 135 - 142)
23. To receive Cornwall Council's Planning Policy consultation and consider any actions. (Pages 143 - 144)
24. To receive a report on VE Day 80 and consider any actions and associated expenditure. (Pages 145 - 150)
25. Meet your Councillors: The next scheduled meeting date Saturday 8 February 2025 outside Superdrug, Fore Street.
26. 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.
27. To consider any items referred from the main part of the agenda.
28. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
29. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
30. Date of next meeting: 6 March 2025 at 7:00 p.m.
31. 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.



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

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

<u>Date Received</u>	<u>Public Questions to the Town Council</u>	<u>Submitted By</u>
26.01.25	<p><u>Relocation of the Fore Street Memorial Bench:</u></p> <p>Hopefully you will understand my interest and concern in this matter and I would ask that the bench is left in it's current position and the street market work around it.</p> <p>Please refer to the attached representation.</p>	Member of the public
30.01.25	<p><u>Relocation of the Fore Street Memorial Bench:</u></p> <p>There is surely no competent reason why Council cannot now invoke your Standing Orders, which state that if six Councillors wish it, a resolution can be rescinded within the six month time frame.</p> <p>Please refer to the attached representation.</p>	Member of the public

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

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

31.01.25.	<p><u>Relocation of the Fore Street Memorial Bench:</u></p> <p>No reasonable Council would have considered moving it and while the Mayor has apologised I believe that now the Council should take immediate steps to save the bench from any threat from being moved either now or in the future.</p> <p>Please refer to the attached representation.</p>	Member of the public
01.02.25	<p><u>Relocation of the Fore Street Memorial Bench:</u></p> <p>As an Army Commando veteran residing in Saltash, I find it deeply troubling that the Town Council is contemplating the removal of the memorial after the trial period of the market. This action would disregard the sacrifice of our community members who perished in the Blitz. We must honour their memory with the utmost respect, and tampering with the memorial undermines that principle.</p> <p>Representation was not provided.</p>	Member of the public
03.02.25	<p><u>Relocation of the Fore Street Memorial Bench:</u></p> <p>Please treat the bench with the same respect and right this wrong by rescinding the resolution which can be done with the agreement of six Councillors.</p> <p>Please refer to the attached representation.</p>	Miss Beverley Gordon

To S.T.C

From a member of the public

I was born and brought up in Saltash, a town that holds happy memories for me and where I still have family and friends, whom I visit on a regular basis.

My late Uncle, was one of the six Saltash firemen killed during the Plymouth Blitz on the night of the 21st/22nd of April 1941 and I am currently leading a project to refurbish the six graves at St Stephens churchyard. I'm sure you will all appreciate that Remembrance is of significant importance to me and my family.

Furthermore, those six firemen are also remembered by the lovely memorial bench in Fore Street, which I understand has been considered for a slight relocation, to make way for the accommodation of a street market.

Please don't think that I am against the idea of a street market, which I fully understand might well generate more footfall in the street and provide much needed extra business for the shops, something I fully support.

The question I would ask is what is more important, a street market or the remembrance of the Saltash war dead ?

Hopefully you will understand my interest and concern in this matter and I would ask that the bench is left in it's current position and the street market work around it.

I have been informed by a member of the public, whose late Grandfather was also one of the six firemen killed, that this matter was put on hold for a six month trial period rather than knocking it on the head altogether. I do ask that you make the decision to leave the bench where it is now, rather than change your minds in six months time, when there is a possibility of some new councillors being in place.

With my thanks

To: S.T.C. Councillors  
From: member of the public

## **A REPRESENTATION TO S.T.C. WITH REGARD TO THE PROPOSED SALTASH TOWN MARKET & A DEFENCE OF OUR BENCH**

Please could Council take note of the latest evidence available with regard to your decision to relocate the bench for a trial market:

Minutes of F.T.C. 9th January state the potential impact on those who use the bench and its significance to families of the fallen was overlooked.. apologised for this oversight (a lack of consultation) and confirmed that, following feedback, the Town Team reviewed the decision. We know that around 20 letters defending the bench were sent to S.T.C. but not mentioned. (This appears to show a lack of efficiency and transparency.)

The Town Team report states that following representations we have reconsidered the need to relocate the above.. we have been able to realign the market stall positioning... we are able to still have the same number of stalls in this location for the trial period, but this will be reviewed during the 6 month period of the trial.

However, after the meeting the Town Team Chairman told two of us that there was now no intention to relocate the bench, presumably because the same number of stalls can still be accommodated. If the market fails, it should therefore not be because of the bench.

There is surely no competent reason why Council cannot now invoke your Standing Orders, which state that if six Councillors wish it, a resolution can be rescinded within the six month time frame. To do so would not only save many members of the community distress, but also show that you have listened, learned, and can recover a situation where failure was of your own making by not ensuring that the matter of the bench had been properly researched with due diligence. This would have revealed that the bench is a blessed and cherished item of which many consider to be an insult to the families and community it commemorates rather than moving it for a commercial venture. Those whose loved ones are honoured by the bench regard it as sacred. i.e. held dear and hallowed, and that it would be sacrilege i.e. an outrage to violate its original position. Surely, the best way forward, and to show that you are a caring and compassionate Council, if not an efficient and effective one, and to avoid a dereliction of duty, would be for you to take the appropriate action over your Standing Orders and rescind the resolution now, as it has been flawed by the lack of competent research, consultation and communication with the community. It would also mean that this Council takes responsibility, has respect and sympathy for our request, is accountable for the resolution, and will not pass it on to a new Council after May. This matter does appear to have brought S.T.C. into disrepute by not acting in a reasonable and competent way on behalf of the community, particularly those who revere remembrance. Saltash deserves better.

To: S.T.C. Councillors  
From: member of the public

**A REPRESENTATION TO S.T.C. WITH REGARD TO THE BLITZ COMMITTEE'S  
MEMORIAL BENCH IN FORE STREET**

The Blitz committee's memorial bench in Fore Street. A relative of mine is remembered by this bench and the one deliberately placed opposite and the Noticeboard situated outside the old Wesley Church which was destroyed.

The Council, governance and management, and the Town Team should have consulted with the Saltash community as regards the importance of that blessed memorial bench.

No reasonable Council would have considered moving it and while the Mayor has apologised I believe that now the Council should take immediate steps to save the bench from any threat from being moved either now or in the future.

Thanking you in anticipation.

To S.T.C

From: member of the public

As an Army Commando veteran residing in Saltash, I find it deeply troubling that the Town Council is contemplating the removal of the memorial after the trial period of the market. This action would disregard the sacrifice of our community members who perished in the Blitz. We must honour their memory with the utmost respect, and tampering with the memorial undermines that principle.

Thank you for your attention to this important matter.

To S.T.C  
From Beverly Gordon

Firstly I would like to say that I welcome the proposed Town Market and wish it every success. My question is about the remembrance memorial bench in Fore Street commemorating and honouring those Saltash residents who lost their lives in the Blitz of 1941:

'Would Councillors have passed a similar resolution to relocate the bench, part of an official remembrance group which many regard as sacred or sacrosanct if it had been known it had been formally blessed?

I am sure that nobody would move a blessed object say from a Church.

Please treat the bench with the same respect and right this wrong by rescinding the resolution which can be done with the agreement of six Councillors.

Beverly Gordon

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 9th January 2025 at 7.00 pm**

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

**ALSO PRESENT:** Seven Members of the Public, Reverend M Parkman (Mayors Chaplain) and H Frank (Cornwall Council), S Burrows (Town Clerk / RFO), D Joyce (Office Manager / Assistant to the Town Clerk) and Anne Colquhoun (Administration Officer).

**APOLOGIES:** J Foster, L Mortimore and B Samuels.

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#### **300/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **301/24/25 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.



**302/24/25     PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

The Chairman informed the meeting that one public question had been received.

The resident who submitted the question was in attendance and invited to speak for three minutes.

<b>Date Received</b>	<b>Public Question to the Town Council</b>	<b>Submitted By</b>
08.01.25	RE: A representation to S.T.C with regard to the proposed Saltash town market and defence of our bench. Please refer to the attached representation in three parts.	B Brooking

The Chairman explained that the Town Team had led the project and requested the relocation of the bench, which falls under the Town Council's ownership.

The decision was made to enhance Fore Street's appearance by creating space for markets, additional greenery and improved wayfinding. However, the potential impact on those who use the bench and its significance to families of the fallen was overlooked. The Chairman apologised for this oversight and confirmed that, following feedback, the Town Team reviewed the decision.

A report under Agenda Item 19 provides an update from Town Team to confirm that the relocation will not proceed at this time.

Further discussions will be arranged after the market trial to gather businesses, traders, and public feedback, to form a comprehensive report.

It was **RESOLVED** to note.

**303/24/25     TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 5 DECEMBER 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.

Councillor P Samuels requested an amendment to minute number 288/24/25 stating that it did not accurately capture the essence of the discussions held during the meeting.

It was proposed by Councillor P Samuels, seconded by Councillor Brady and **RESOLVED** to amend minute 288/24/25 by deleting - the associated costs being accrued for what is a trial market and changing to - a lack of suitable or viable alternative location and associated removal cost.

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

**304/24/25     TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

a. Services held on 12 December 2024;

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

b. Planning and Licensing held on 17 December 2024;

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

**305/24/25     TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman thanked the Deputy Mayor for attending December engagements on her behalf.

It was **RESOLVED** to note.

**306/24/25     TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.**

It was **RESOLVED** to note.

**307/24/25     TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**308/24/25     TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**309/24/25     TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Cllr Lennox-Boyd provided an update on several topics, including an estate walk on 3 December 2024, a meeting with Saltash Environment Action regarding the transformation of disused land into an accessible wildflower and community planting space and parking enforcement at Gilston Road.

Cllr Lennox-Boyd also highlighted efforts to recruit a PCSO for Saltash, the increasing attendance at family parenting courses and concerns around safeguarding issues at Cardinals Hatt.

Councillors discussed these safeguarding concerns and considered ways the Town Council could enhance support to implement measures that help mitigate such issues from arising.

It was proposed by Councillor Griffiths, seconded by Councillor Peggs and **RESOLVED** to note the verbal update and delegate to the Town Clerk to write a letter on behalf of Saltash Town Council to Cornwall Council's Social Care department expressing the Town Council's concern over safeguarding issues at Cardinals Hatt.

**310/24/25    TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman highlighted the proposed celebration event for St. Piran's Day and the potential commemoration of VE Day 80 in May contained within the circulated report.

Members also discussed a six-month trial initiative for a left-turn-only traffic flow from Gilston Road, scheduled to begin on 28 January 2025.

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

1. Note the report and in principle support the St Piran's Day event referring the Chamber of Commerce to the Town Council's Grant Policy for funding;
2. Request the Chamber of Commerce liaise with the Town Council with regard to VE Day 80 commemorations to coincide with Saltash Town Council's civic arrangements.

**311/24/25    TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Cornwall Councillor Frank briefed Members on the report contained and circulated within the reports pack.

Cornwall Councillor Frank spoke on the central governments published National Planning Policy Framework (NPPF) which has seen the expectation to deliver additional housing having doubled.

The newly published NPPF has had a knock-on effect on some Town and Parishes neighbourhood plans including Saltash, deeming them to now be non-compliant. These issues are to be discussed at a meeting of the Economy Growth and Development Committee on Tuesday 14 January which all Councillors are welcome to join.

Cornwall Councillor Frank advised a further briefing of how the local plan will impact Town and Parish Councils is to be held on 29 January with further details to be circulated once confirmed.

Cornwall Councillor Frank provided an update on the decision made to close Adult Education Centres with a review of the decision procedures undertaken to be scrutinised by the Monitoring Officer for Cornwall Council.

The Chairman wished to thank Cornwall Councillors for their ongoing support and collaboration on these important matters for Saltash Town Council.

It was **RESOLVED** to note.

**312/24/25    TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Due to the following meeting scheduled to be held on 15 January 2025 there was nothing to report.

**313/24/25    TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**314/24/25    FINANCE:**

- a. To advise the receipts for November 2024;

It was **RESOLVED** to note.

- b. To advise the payments for November 2024;

It was **RESOLVED** to note.

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

Nothing to report.

- d. To note that bank reconciliations up to 30 November 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.

**315/24/25     TO RECEIVE A REPORT ON GWR CUSTOMER AND COMMUNITY IMPROVEMENT FUND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Bickford provided a verbal overview on the report received and contained within the circulated reports pack.

Cllr Bickford reported that following the submission of the report, further discussions regarding using the funding for a feasibility study revealed that the cost would be in the tens of thousands, making it unfeasible.

Therefore, Cllr Bickford sought support from members to proceed with a bid to the Customer and Community Improvement Fund to enhance wayfinding and promote rail services to encourage greater community use of the railway.

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

1. To approve Saltash Town Council to submit a bid to GWR Customer and Community Improvement Fund delegating to the Development and Engagement Manager to manage this process working with Councillor Bickford;
2. To note the bid aims to encompass wayfinding, encouraging rail use or heritage led project to fit the railway 200-year celebrations;
3. To approve a 10% contribution of the project value allocated to budget code 6282 EMF Funding Bids;
4. To note this is in line with Saltash Town Council's strategic priority Travel and Transport.

**316/24/25     TO RECEIVE TOWN TEAM NOTES HELD ON 18 DECEMBER 2024 AND CONSIDER ANY ACTIONS OR 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 Bullock, seconded by Councillor Griffiths and **RESOLVED** to note the Town Team notes and updated Terms of Reference.

**317/24/25     TO RECEIVE A REPORT FROM TOWN TEAM AND CONSIDER ANY ACTIONS.**

It was **RESOLVED** to note the report and thank the Town Team for their consideration in this matter and we look forward to receiving future updates on the project.

**318/24/25     TO RECEIVE THE TOWN COUNCIL SCHEDULE OF MEETINGS FOR THE YEAR 2025/26 AND CONSIDER ANY ACTIONS.**

Members received the proposed Town Council Schedule of Meetings for the year 2025/26 contained within the circulated reports pack.

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

1. Approve the Town Council schedule of meetings for the year 2025/26
2. **RECOMMEND** to formally adopt the Town Council schedule of meetings for the year 2025/26 to the Annual Meeting of Saltash to be held on 15 May 2025.

**319/24/25     TO RECEIVE THE TOWN COUNCIL BUDGET AND PRECEPT SCHEDULE OF MEETINGS FOR THE YEAR 2025/26 AND CONSIDER ANY ACTIONS.**

Members received the proposed Town Council Budget and Precept Schedule of Meetings for the year 2025/26, contained within the circulated reports pack.

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

3. Approve the Town Council budget and precept for the year 2025/26;
4. **RECOMMEND** to formally adopt the Town Council budget and precept schedule for the year 2025/26 to the Annual Meeting of Saltash to be held on 15 May 2025.



**320/24/25     TO RECEIVE A REPORT ON TOWN COUNCIL ATTENDANCE AT EVENTS HELD IN 2025 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To confirm attendance at Saltash Regatta on 7 June 2025 and to be manned between the hours of 10am to 4pm;
2. To refer May Fair and the Christmas Festival to the new Town Council year.

**321/24/25     TO RECEIVE A CONSULTATION ON STRENGTHENING THE STANDARDS AND CONDUCT FRAMEWORK FOR LOCAL AUTHORITIES AND CONSIDER ANY ACTIONS.**

Members discussed the open consultation on strengthening the standards and conduct framework for local authorities in England.

It was agreed that no response would be submitted on behalf of the Town Council.

The Chairman encouraged all Members to participate in the consultation individually.

It was **RESOLVED** to note.

**322/24/25     TO RECEIVE AND NOTE THANKS FROM THE PENN SYMONS TRIBUTE COMMITTEE.**

It was **RESOLVED** to note.

**323/24/25     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:

**PA24/09406**

Mr Tom Watson National Grid – **Street Record Land South of Trewin Carkeel Cornwall**

Install new LV backstay on pole 451714-7. Erect new pole 451714-12 as per survey plan. Erect new pole 451714-8 to pick up existing services for streetlighting and allow BT to attach to NGED pole so old BT pole can be removed. Erect new pole 451714-13 as per survey plan. Erect aerial bundled conductor between new poles to reconfigure existing network and provide connection point for new service to customer on land south of Tinkham Farm to be fed from new pole 451714-13.

**Ward: Trematon**

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

**324/24/25     MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 11 JANUARY 2025 OUTSIDE SUPERDRUG, FORE STREET.**

- a. The next scheduled meeting date Saturday 11 January 2025 outside Superdrug, Fore Street.

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

**325/24/25     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.

**326/24/25     TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**327/24/25     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**328/24/25     TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and **RESOLVED** to issue the following Press and Social Media releases:

1. Meet Your Councillors;
2. Consultation for Strengthening the Standards and Conduct Framework for Local Authorities.

**329/24/25     DATE OF NEXT MEETING: THURSDAY 6 FEBRUARY 2025 AT 7:00 P.M.**

Thursday 6 February 2025 at 7.00pm

**330/24/25    COMMON SEAL:**

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

Rising at: 8.24 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

## **SALTASH TOWN COUNCIL**

### **Minutes of the Extraordinary Meeting of the Personnel Committee held at the Guildhall on Thursday 19th December 2024 at 6.30 pm**

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

**ALSO PRESENT:** S Burrows (Town Clerk / RFO).

**APOLOGIES:** None.

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#### **58/24/25     HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **59/24/25     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.

**60/24/25      TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 31 OCTOBER 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 Foster and **RESOLVED** to amend minute 48/24/25 to insert a new number 9 to state 'The Service Delivery Manager to provide justification for the request of additional roles at Full Council to be held on 5 December 2024'.

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** that the minutes of the Personnel Meeting held on 31 October 2024 were confirmed as a true and correct record.

**61/24/25      TO RECEIVE A REPORT ON THE TOWN COUNCIL HR SERVICE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Foster left and returned to the meeting.

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

1. To appoint Human Resources Support Consultancy to write and issue staff letters as required on a temporary basis until such time as the Town Clerk considers the workload is at a reasonable level to be undertaken in-house;
2. At a cost of £150 per month allocated to budget code 6662 HR Professional Fees.

The Chairman announced agenda item 6 is to be received under Part 2 of the meeting – confidential session.

**62/24/25      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

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

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

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

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

Members noted the Chairman's statement.

**63/24/25      TO RECEIVE AMENDMENTS TO THE SAFEGUARDING POLICY AND CONSIDER ANY ACTIONS.**

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

1. That further work is required to the Safeguarding Policy including an executive summary of the policy and appendix to include contact details;
2. To appoint the Community Hub Team Leader as the Designated Safeguarding Lead at the Town Council;
3. To appoint the Office Manager / Assistant to the Town Clerk as the Deputy Designated Safeguarding Lead at the Town Council;
4. That all staff are to undertake Level 1 safeguarding training for awareness purposes, free of charge;
5. That the Community Hub Team Leader and Officer Manager / Assistant to the Clerk undertake Level 3 safeguarding training, free of charge;
6. To defer the draft Safeguarding Policy to the next Personnel Committee meeting for further consideration.

**64/24/25      TO RECEIVE A REPORT AND ASSOCIATED DOCUMENTS ON THE  
ROLE OF THE RESPONSIBLE FINANCE OFFICER AND CONSIDER  
ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Martin left and returned to the meeting.

Councillor Foster left and returned to the meeting.

It was proposed by Councillor Peggs, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Council:

1. To retitle the existing Finance Officer post to Finance Officer / Responsible Finance Officer;
2. To amend the existing Finance Officer job description to encompass the responsibilities of the Responsible Finance Officer role (as attached);
3. To amend the existing Town Clerk / Responsible Finance Officer job description to reflect the transfer of the Responsible Finance Officer tasks (as attached);
4. To update the Town Council Organisation Structure (as attached).

It was proposed by Councillor Peggs, seconded by Councillor Foster and **RESOLVED** to approve a private and confidential letter to be issued to the Finance Officer / Responsible Finance Officer due to the confidential nature of the matter, subject to the recommendation to Full Council being approved (Private and Confidential letter retained for internal auditor check and additional information held within the Private and Confidential Extraordinary Personnel Committee minutes).

**65/24/25      TO RECEIVE ADVICE FROM THE CORNWALL COUNCIL  
MONITORING DEPARTMENT AND CONSIDER ANY ACTIONS AND  
ASSOCIATED EXPENDITURE.**

Councillor Stoyel left and returned to the meeting.

Due to the private and confidential nature of agenda item 9 the resolution is contained within Private and Confidential Extraordinary Personnel Committee minutes.

**66/24/25      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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



67/24/25 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: Time Not Specified

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

**Job Description**

Position Title	Finance Officer / Responsible Finance Officer (RFO)
Location	Saltash Town Council – The Guildhall
Reporting to	Town Clerk
Hours	37 Hours per week variable but generally 9am to 5pm Monday to Friday subject to your attendance at evening Town Council meetings as required.

**Job purpose:**

To ensure that the Town Council finances are correctly run according to Local Government regulations and legislation and in liaison with the Town Clerk advise the Town Council on financial matters in relation to subjects that are relevant to a Town Council function.

The RFO is appointed in accordance with the provision of the Local Government Act 1972, section 151. The RFO will be a member of the Town Council Management Team.

**Key responsibilities:**

1. To effectively manage and monitor the Town Council's finances and to ensure that all the accounts conform with the requirements of the Accounts and Audit Regulations.
2. To clerk Policy and Finance Committee meetings as the RFO.
3. To be responsible for the calculation of salary payments to Town Council employees, including calculation of various deductions, pay increases, arrears of pay etc and the processing of data for computer input and payment.
4. To be responsible for all Statutory Returns, End of Year Accounts and submission for Annual Governance and Accountability Return.
5. To be responsible for the maintenance of associated costing systems and the preparation of payroll cost information for management accounting purposes.
6. To manage and oversee the purchase order processing system ensuring correct allocation of items to budget codes and best price is obtained.

7. To be responsible for the preparation of monthly account schedules for submission to committees and Full Town Council and attend meetings as directed by the Town Clerk.
8. To be responsible for preparing budget statements for the Town Council Committees and Sub Committees as required, including any necessary cash flow, income and expenditure statements for Town Council projects. Your attendance at Town Council meetings is required as instructed by the Town Clerk.
9. To manage and oversee the processing, maintaining, and updating s106, CIL Planning and other project accounts and report as required.
10. Manage and oversee the raising of invoices for goods/services provided by the Town Council.
11. Manage and oversee debtors credit control by issuing final reminder and contact customers regarding all outstanding debt reporting to Policy and Finance Committee meetings.
12. Manage and oversee the reconciliation of all bank accounts and operation of computerised cashbook system.
13. To be responsible for Town Council budgets, ensure correct coding and the production of management reports.
14. To ensure the Town Clerk is notified immediately regarding any significant financial issues or occurrences as may occur time to time.
15. To manage and oversee the asset and inventory registers ensuring all remain up to date and compliant.
16. To supply information to and be present during internal auditor visits.
17. To be responsible for obtaining insurance quotes and monitor as required in line with the procurement of assets and other services acquired by the Town Council liaising with the Town Clerk.
18. To monitor staff sickness, training, and annual leave registers reporting to the Town Clerk prior to the Personnel Committee meetings.

19. Manage and oversee that accurate Human Resources records are applied to the Town Council's BrightHR (annual leave, sickness, rota etc) and BrightPay (payroll) software and manual files.
20. To be responsible for managing and administering the Local Government Pension Scheme, communicating to staff their entitlements and ensure the Town Council is abiding by current legislation.
21. To be responsible for reviewing all Town Council financial policies on an annual basis and as and when necessary, reporting to Policy and Finance and thereafter the Town Council.
22. To ensure compliance with the Town Council's Financial Regulations is met reporting any concerns to the Town Clerk.
23. To be responsible for preparing detailed annual budgets and precept recommendations for submission to the Policy and Finance Committee and thereafter the Town Council, having consulted all other committees and sub committees and included their recommendations.
24. To be responsible for reporting on investment funds at Policy and Finance Committee meetings.
25. To propose new procedures to the Town Clerk in line with specialist financial knowledge.
26. To monitor that all staff carry out financial procedures and regulations reporting concerns to the Town Clerk.
27. To identify areas where best practice, income generation and cost saving initiatives can be implemented within the ethos of the Town Council liaising with the Town Clerk.
28. To be responsible for maintaining the computerised financial accounts of the Town Council and the administration of its finances with the approved budget. To work with the Finance Assistant to ensure day-to-day financial records are up to date.
29. Liaising with the Town Councils Building Surveyor to produce tender documents for contract work, invitation of tenders, acceptance and subsequent issue of contract documents and management of contract disputes.

30. To assist the Town Clerk and other Senior Management team members by administering procurement processes and ensuring all contracts comply with Standing Orders and all financial administration complies with Financial Regulations.
31. To effectively line manage the Finance Assistant.
32. To attend training courses or undertake continuous professional development as required by the Town Clerk.
33. To be responsible for security of premises, including safe custody of premises keys, safe keys, and setting of security alarm when necessary.
34. 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 Town 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.

## Job Description

<b>Position Title</b>	Town Clerk (Proper Officer)
<b>Location</b>	Saltash Town Council
<b>Reporting to</b>	The Town Council
<b>Hours</b>	37 per week

### Job Purpose including main duties and responsibilities:

#### Job Purpose:

The Town Clerk to the Town Council is the Proper Officer of the Town Council and as such is under a statutory duty to carry out all the functions and in particular to serve or issue all notifications required by law of a local authority's Proper Officer. The Town Clerk oversees the operational governance of the Town Council, managing staff and taking the lead on matters relating to the commercial and community initiatives ensuring that business is conducted efficiently and that Town Council decisions are fully implemented.

The Town Clerk is expected to advise the Town Council on, and assist in the formation of, overall policies to be followed in respect of the authority's activities and in particular to produce all the information required to enable the Town Council to make informed, effective decisions and to implement constructively all decisions.

The Town Clerk is accountable to the Town Council for the effective management of all its resources and will report to the Town Council as and when required. The Town Clerk will work with the Responsible Finance Officer to ensure all financial records of the Town Council and the careful administration of its finances are met and maintained.

## **Key Responsibilities:**

The Town Clerk is responsible directly to the Town Council as a corporate body as Proper Officer.

The role has the following responsibilities:

### Strategic Leadership and Management

- To maintain a full awareness of all issues affecting the Town Council and to keep abreast of emerging developments nationally and locally which could impact on or offer opportunities for the Town Council.
- Ensure that the Town Council makes the best possible use of resources through effective planning, considering all financial and other resource implications.
- Negotiate, manage and monitor contracts, tenders and agreements ensuring “best value” at all times.
- Liaise with external contractors, Town Council building surveyor, consultants, stakeholders and professional advisors (e.g. solicitors).
- Responsibility for changes to policies, including Standing Orders and Financial Regulations, and procedures to ensure that legal requirements are adequately discharged and that the administration of the Town Council is efficient and effective.
- To advise and provide input on strategic decisions and the implementation of those decisions, including directing resources where needed.
- To maintain a full awareness and provide input and support on the Town Council's Neighbourhood Development Plan, Climate Change, Town Vision, Planning and Devolution.
- To act as a representative of the Town Council as required.

### Human Resources and Health and Safety

- To advise the Town Council Personnel Committee on staffing matters and levels.
- Act as the Senior Manager in respect of the Town Council's workforce, line management of the Deputy Town Clerk, overseeing members of staff via the organisation structure of the Town Council, undertaking all necessary activities in connection with the management of salaries, conditions of employment and work of other staff, and compliance with Health and Safety Regulations.
- All line managers' report direct to the Town Clerk on a regular basis in line with the fortnightly management meetings.
- To carry out the initial induction of newly appointed members of staff (contracts) and make sure appropriate training for Councillors is undertaken.
- Management of grievance and disciplinary matters, in accordance with the Council's grievance and disciplinary rules.
- Co-ordinate the development and maintenance of the Employee Handbook and ensure compliance. Liaising with external HR service provider when required.
- Ensure that Health and Safety plans are in place, working with the Deputy Town Clerk who leads on this responsibility.
- Training and information for Councillors and ensuring that the Town Council's systems for decision making are robust and ethically sound.



### Marketing and Communication

- Ensure the work of the Town Council is promoted via newsletters, annual reports, social media, noticeboards and the Town Council website in accordance with relevant policies.
- To be responsible in liaison with the Mayor, to manage the reputation of the Town Council by way of press releases, social media, website etc promoting the Town and decisions of the Town Council to stakeholders and the public and actively seizing opportunities to boost the Town Council reputation.
- Actively promote the work of the Town Council to members of staff via a staff newsletter linked to the Town Council intranet.
- To develop, through effective public relations and communication the promotion of the Town and Town Council, and to liaise with other public bodies as necessary to foster good external relationships.
- Explore and evaluate the use of advertising, publicity and attendance at events, if necessary in conjunction with the Community Hub Team Leader to promote the Town Council facilities.

### Administrative Responsibilities

Responsibility for all Town Council services and functions, including:

- Attendance at Town Council, Committees, Sub-Committee, the Annual Town and Parishioners meetings.
- To be responsible for signing off the summons, agendas and reports, and the keeping of minutes and records for meetings of the Town Council and its Committees and Sub Committees.
- Execution of agreements, contracts, proceedings and other documents that do not require to be under signature of the Mayor, Chairman or Members of the Town Council.
- Provision of advice and support to the Mayor, Chairman of Committees and Members of the Town Council.
- The efficient running of the Town Council offices, reviewing, developing and monitoring systems, processes and procedures, to ensure the smooth running of all administrative and financial functions.

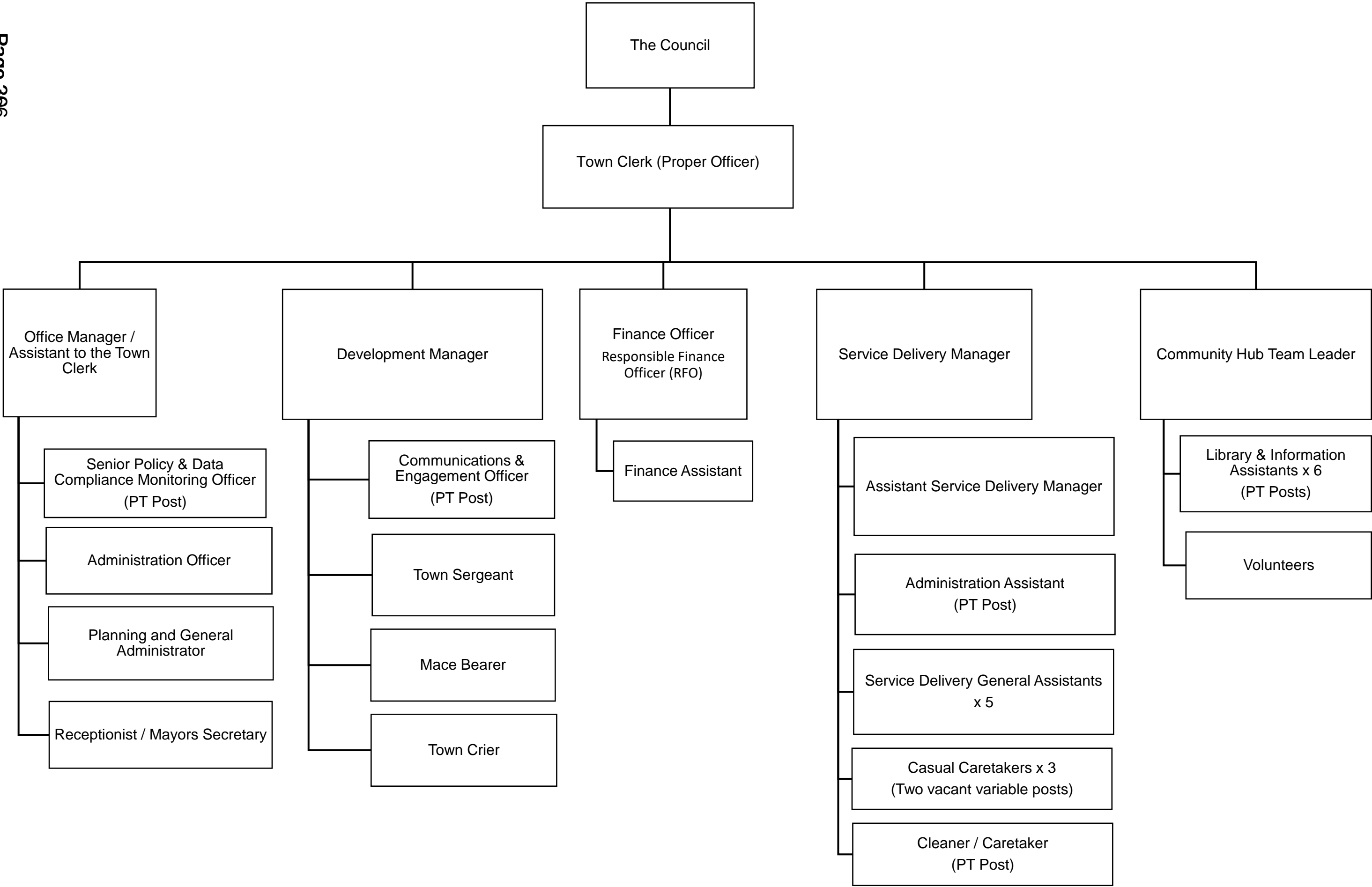
### Other Duties

- Develop constructive working relationships with key stakeholders who live and work in Saltash and serve the community.
- Liaison and co-operation with other Local Authorities, Local Councils, Local Council organisations, and Government Departments to ensure the effective implementation of strategic policies.
- To attend Town Council Civic Events as the Town Clerk for the Town Council.
- To attend training courses on the work and role of the Town Clerk as required.

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.

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.

Saltash Town Council Line Management Staff Structure



## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 14th January 2025 at 6.30 pm**

**PRESENT:** Councillors: R Bullock, J Dent, M Griffiths, S Lennox-Boyd, S Miller (Chairman), P Samuels (Vice-Chairman) and B Stoyel.

**ALSO PRESENT:** One Member of the Public, S Burrows (Town Clerk / RFO), W Peters (Finance Officer) and D Joyce (Office Manager / Assistant to the Town Clerk).

**APOLOGIES:** R Bickford, J Brady, J Foster, S Martin, L Mortimore, J Peggs and B Samuels.

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#### **106/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **107/24/25 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.

#### **108/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

109/24/25 **TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 12 NOVEMBER 2024 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** that the minutes of the Policy and Finance Committee held on 12 November 2024 were confirmed as a true and correct record.

**110/24/25 TO RECEIVE A RECOMMENDATION FROM THE SERVICES COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

**91/24/25 TO RECEIVE A REPORT ON TOWN COUNCIL LAND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the report received and contained within the circulated reports pack.

Members debated at length the requests received to purchase land, including instances where encroachments had occurred prior to seeking permission to purchase.

Members acknowledged that action was necessary to address these matters appropriately, ensuring the correct procedures are followed.

During discussions, Councillor Stoyel gave his apologies and left the meeting.

Members considered the complexities involved in selling Town Council owned land, including any potential covenant on the land, character of the estate etc.

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

1. To appoint Coodes solicitors to manage, in principle, the sale of land at properties 9 Oak Apple Close, 57 Dartmoor View and 157 Grassmere, including the market valuation, working within the Acquisition or Sale of Land and Property on behalf of the Town Council;
2. To delegate to the Town Clerk to work with Coodes solicitors to manage the associated cost working within budget code 6224 Professional Fees;
3. To **RECOMMEND** to the Policy and Finance Committee to approve associated legal costs be allocated to 6224 Professional Fees, managed by the Town Clerk to remain within budget.

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

111/24/25 **TO RECEIVE RECOMMENDATIONS FROM THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

a. Property Maintenance Sub Committee held on 26 September 2024;

**RECOMMENDATION:**

25/24/25 **TO RECEIVE A REPORT ON SALTASH HERITAGE EXTERNAL WINDOWS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the report included in the reports pack and the recommendation from the Town Council's building surveyor to undertake a scope of works.

Following the scheduled installation of a new mural to the front elevation of the Heritage Building, further repair works had been identified. Members agreed a full scope of works would be appropriate to undertake to the front elevation of the building.

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

1. To appoint Barron Surveying to prepare a scope of works for external repair and painting of the front elevation of the Heritage Building;
2. To **RECOMMEND** to the Policy and Finance Committee the cost of £650+vat be allocated to budget code 6224 Professional Fees.

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

b. Town Vision Sub Committee held on 24 October 2024;

**RECOMMENDATION:**

38/24/25 TO RECEIVE THE TOWN COUNCIL BUSINESS PLAN DELIVERABLES FOR QUARTER TWO AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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.

Members agreed to receive the above recommendation under minute number 112/24/25.



**112/24/25 TO RECEIVE AND REVIEW THE POLICY AND FINANCE BUSINESS PLAN DELIVERABLES FOR QUARTER THREE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Griffiths reported that the Town Vision Sub Committee had reviewed the Town Council deliverables at their previous meeting and requested additions for further consideration from the Policy and Finance Committee.

The Town Clerk requested Members further review and input if required to the Policy and Finance deliverables received at this evening's meeting. The Town Clerk highlighted the importance of regular quarterly reviews with an implemented deliverable workflow now in place to ensure that all Committees and Sub Committees consistently reviewed their objectives.

This process aims to identify any unmet deliverables and provide Members with an opportunity to contribute to the successful delivery of the Town Council Business Plan.

Members received the following recommendation from the Town Vision Sub Committee meeting held on 24 October 2024:

**RECOMMENDATION:**

**38/24/25 TO RECEIVE THE TOWN COUNCIL BUSINESS PLAN DELIVERABLES FOR QUARTER TWO AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

**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.

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

1. To approve the above recommendation from Town Vision;
2. To note the status of the Committees deliverables;
3. To approve the Town Clerk continue to score quarter three.

**113/24/25    TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO NOVEMBER 2024.**

It was **RESOLVED** to note.

**114/24/25    TO NOTE THAT PETTY CASH IS RECONCILED UP TO DECEMBER 2024.**

It was **RESOLVED** to note.

**115/24/25    TO RECEIVE AND NOTE A REPORT ON VAT.**

It was **RESOLVED** to note.

**116/24/25    TO RECEIVE AND NOTE A REPORT ON INVESTMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**117/24/25    TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS. THERE ARE NO DISCREPANCIES TO REPORT.**

It was **RESOLVED** to note.

**118/24/25    TO RECEIVE THE CURRENT STC COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**119/24/25    TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**120/24/25    TO RECEIVE AND NOTE A LETTER FROM THE EXTERNAL AUDITOR BDO LLP.**

The Town Clerk provided a brief verbal update regarding the letter received from the external auditor.

The letter presented at this evening's meeting, confirmed that the Town Council had adhered to the external auditor's requirements. The letter is available on the Town Council website.

It was **RESOLVED** to note.

**121/24/25    TO RECEIVE AND NOTE THE INTERIM INTERNAL AUDIT REPORT FOR THE YEAR ENDED 31 MARCH 2025.**

The Town Clerk reported that the interim internal audit report was returned with no actions.

It was **RESOLVED** to note.

**122/24/25    TO RATIFY THE TOWN COUNCIL PONTOON AND CYBER INSURANCE RENEWALS.**

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

1. The pontoon insurance for the year 2025-26 appointing James Hallam Limited as the broker and Everard Insurance Brokers as the underwriter at a cost of £2,769.89 including taxes allocated to budget code 6205 P&F Insurance;
2. The cyber insurance for the year 2025-26 appointing Clear Insurance Management Ltd as the broker and Talbot Underwriting Limited as the underwriter at a cost of £1,434.88 inc taxes allocating to budget code 6205 P&F Insurance.

**123/24/25    TO RECEIVE A REPORT ON THE TOWN COUNCIL FLEET INSURANCE RENEWAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to delegate to the Finance Officer to obtain renewal for the Town Council Fleet Insurance for review and final approval from the Town Clerk/ RFO, working with the Chairman and Vice Chairman of Policy and Finance, and working within budget code 6205 P&F Insurance, reporting back at the 11 March 2025 Policy and Finance Committee meeting.

**124/24/25     TO RECEIVE A REPORT ON INSURANCE CLAIMS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

The pontoon is currently unavailable for use due to the damage that occurred during Storm Darragh. Health and Safety notices are in place.

The Town Clerk advised that the insurers are to send a Marine Surveyor to assess the damage on 15 March 2025.

It was **RESOLVED** to note the update received with a further update to be received at the future Policy and Finance meeting.

The Chairman brought forward Agenda Item 37 – To receive a report on the level of Town Council General Reserves, Contingency and Earmarked Reserves and consider any actions and associated expenditure due to it being misplaced at the end of the summons.

**125/24/25 TO RECEIVE A REPORT ON THE LEVEL OF TOWN COUNCIL GENERAL RESERVES, CONTINGENCY AND EARMARKED RESERVES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk referenced the previous Policy and Finance meeting held on 12 November 2024, expressing concerns as the Proper Officer and Responsible Financial Officer (RFO) around the Town Council's current level of general reserves and contingency funds and lack of justification for maintaining such balances.

The Town Clerk submitted a report included in the circulated reports pack for Members consideration during the meeting. Drawing attention to the report summary, the Town Clerk highlighted guidance from section 5 of the Joint Panel on Accountability and Governance Practitioners Guide (JPAG), which clarifies best practice for the level of funds Town Councils of this size should hold.

Additionally, the Town Clerk referenced information from the Cornwall Association of Local Councils (CALC) concerning principal authorities that exceed expected income levels and how they are not able to declare bankruptcy.

Members were asked to review the Town Council's fund levels, as detailed in Appendices A and B of the reports pack. The Town Clerk emphasised the importance of conducting annual reviews as good practice and requested that Members provide clear justification for the current fund levels being maintained.

The Town Clerk confirmed she had no concern regarding the level of EMF's as justification is provided; Members agreed. However, she requested Members consider recommending to the Town Vision Sub Committee to review EMF 6280 Town Vision funds and future spending.

Members debated and discussed in length the levels being maintained.

The Town Clerk explained that the Town Council can adjust the contingency level during this evening's meeting without affecting the precept set for 2025/26. The Town Clerk noted that if Members chose to reduce the contingency funds to the recommended best practice level of three months' operating costs, the surplus would be transferred into General Reserves.

This adjustment would provide a clear, transparent and accountable rationale for maintaining funds specifically for unexpected situations. The General Reserves would then be available for further investments or projects.

As an example, the Town Clerk highlighted potential repair works to the Pontoon following storm damage, the Waterside or Victoria Gardens. Such expenditure aligns with the Town Council's strategic priorities outlined in the Business Plan, ensuring that these funds are used responsibly and in accordance with established goals.

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

1. To note the advice of the Proper Officer / RFO to Saltash Town Council (as attached and received at the meeting);
2. To **RECOMMEND** to the Town Vision Sub Committee to review budget code 6280 EMF Town Vision against future spend under the Sub Committees Terms of Reference;
3. To retain the level of General Reserves and Contingency stated in the report (as attached);
4. To note the Ear Marked Reserves (EMF's) of the Town Council are justified on the projects to be delivered in the near future (as attached);
5. The RFO continues to review the level of Town Council General Reserves, Contingency and Ear Marked Reserves on an annual basis reporting back to the Policy and Finance Committee for consideration.

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

Nothing to report.

**127/24/25    TO RECEIVE THE TOWN COUNCIL HEALTH AND SAFETY AUDIT REPORT AND CONSIDER ANY ACTIONS AND EXPENDITURE.**

The external auditor has undertaken the Town Council annual Health and Safety audit of all Town Council sites.

Twelve months ago, the Town Clerk raised concerns on the Health and Safety of the Town Council and Risk Assessments in place, she is pleased to confirm scores have alleviated any areas of non-compliance. Still areas for improvements and further work.

It was proposed by Councillor Miller, seconded by Councillor Lennox-Boyd and **RESOLVED** to note the latest external Health & Safety Audit report recognising further work is required, delegating to the SDM to prioritise the work working within budget.

**128/24/25    TO RECEIVE A REPORT ON THE TOWN COUNCIL'S CIVIC REGALIA AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the Town Council Civic Regalia report circulated in the reports pack.

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

1. To approve the cleaning and polishing of the Civic Regalia items as follows;
  - 2 x large maces
  - 2 x small silver oars
  - 1 x mini oar
  - 1 x pepper pot
2. To appoint Company A at a cost of £1,200 allocated to budget code 6272 PF EMF Robes and Civic Regalia;
3. To delegate to the Mayor's Secretary to arrange for the Mayor and Deputy Mayor's chain to be repaired, cleaned and polished working within budget code 6272 PF EMF Robes and Civic Regalia;
4. To delegate to the Mayor's Secretary to ensure all Civic Regalia cleaning does not jeopardise any Town Council Civic Events and or Mayoral Engagement

**129/24/25    TO RECEIVE THE TOWN COUNCIL PRECEPT INFORMATION AND CONSIDER ANY ACTIONS.**

Members received the Precept Information contained within the circulated reports pack.

It was proposed by Councillor Griffiths, seconded by Councillor Stoyel and **RESOLVED** to approve the content for both the Precept Information page of the Observer and the bus shelter display posters.

Members are requested to provide any feedback on the grammar and spelling no later than 24 January 2025.

**130/24/25     TO RECEIVE A REPORT ON APPOINTING A PHOTOGRAPHER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members reviewed the recommendation to appoint a photographer to provide photos of Town Council property and assets that can be used for multiple publications and promotions such as leaflets, the Town Council website and Town Council portfolios.

It was proposed by Councillor Griffiths, seconded by Councillor Stoyel and **RESOLVED**;

1. To approve appointing Company A to undertake the photography specification to obtain good photos of the Town Council assets to use in the portfolios, promotion of the Town and for historical reference;
2. At a cost of £785 allocated to budget code 6301 PF Stationery/Postage/Printing;
3. To appoint a photographer to undertake drone photography subject to requirements of a specific project and associated costs.

**131/24/25     TO CONSIDER COMMUNITY CHEST APPLICATIONS:**

- a. CC280 Cornwall Air Ambulance;

Members discussed the application and of the vital work the Cornwall Air Ambulance undertake.

Members referred to the Grants Policy for further guidance on the application's suitability to receive funds from the Community Chest funding.

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to reject the application due to the application not falling in line with Community Chest funding parameters, referring to Section 5 Types of grants and funding limits - The Community Chest supports small scale community projects intended to improve the town environment to strengthen the community or the common economy of the town.

- b. CC281 Saltash Floral Art Club

It was proposed by Councillor Bullock, seconded by Councillor Dent and **RESOLVED** to award £150.



**132/24/25     TO RECEIVE A REPORT ON FUNDING AWARDED TO CC275 SALTASH UNITED FOOTBALL CLUB AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**133/24/25     TO RECEIVE A REPORT ON TOWN COUNCIL GRANT FUNDING AND CONSIDER ANY ACTIONS.**

Members reviewed and deliberated on the report included in the circulated reports pack.

Members discussed the financial risks and scrutiny required if assessing an individual's claim for funding with Members agreeing that the Town Council currently does not fund individuals.

Members discussed various ways the Town Council could assist individuals trying to access funding for community projects.

It was proposed by Councillor Stoyel, seconded by Councillor Lennox-Boyd and **RESOLVED**;

1. To note the report;
2. To agree that Saltash Town Council does not fund applications from individuals based on financial risk in making payments to those individuals and level of scrutiny required when making grants compared to organisations;
3. To suggest individuals approach Saltash organisations in the town that may be able to assist.

**134/24/25     TO RECEIVE AMENDMENTS TO THE FOLLOWING POLICIES AND PROCEDURES AND CONSIDER ANY ACTIONS:**

a. Grants;

Members received the policy with amendments.

The Town Clerk drew members attention to the Project Approval Form contained within Appendix 4.

The Town Clerk requested an additional amendment be included to the section Safeguarding and Duty of Care to include successful applicants provide confirmation of training undertaken by the Designated Safeguarding Lead, their Disclosure Barring Certification and confirm an Action Plan is in place for their organisation.

It was proposed by Councillor Miller, seconded by Councillor Griffiths and resolved to **RECOMMEND** to adopt the Grants Policy as attached, to Full Council to be held on 6 February 2025.

b. STC Privacy Notice.

It was proposed by Councillor Miller, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND** to adopt the STC Privacy Notice as attached, to Full Council to be held on 6 February 2025.

**135/24/25     TO RECEIVE AND REVIEW THE FOLLOWING POLICIES AND CONSIDER ANY ACTIONS:**

The Town Clerk advised that the Senior Policy and Data Compliance Officer has undertaken a review on the following policies and confirmed there are no amendments identified to be made.

a. Code of Conduct;

b. Home Library Service;

c. Library Stock Management;

d. Data Protection and Disposal Policies.

Members agreed that there are no amendments to be made at this time.

It was **RESOLVED** to note the policies en-bloc.

**136/24/25    TO RECEIVE AND NOTE QUARTERLY REPORTS FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:**

a. The Core;

It was **RESOLVED** to note.

b. Livewire.

It was **RESOLVED** to note.

**137/24/25    TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

a. Section 106 Panel

It was **RESOLVED** to note.

**138/24/25    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.

**139/24/25    TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**140/24/25    PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

141/24/25 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES  
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE  
OF THE MEETING.**

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

1. Community Chest Grant Award;
2. Precept Information.

**DATE OF NEXT MEETING**

Tuesday 11 March 2025 at 6.30 pm

Rising at: 8.27 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

**To receive a report on the level of Town Council General Reserves,  
Contingency and Earmarked Reserves and consider any actions and  
associated expenditure**

**Report to:** Policy and Finance Committee

**Date of Report:** 6 January 2025

**Officer Writing the Report:** Town Clerk / RFO

## **Officers Recommendations**

Members are asked to review the report and ask questions relating to the information provided if not clear.

Members are asked to review and justify Saltash Town Council level of General Reserves, Contingency, and Earmarked Reserves attached to the report together with the information provided in the report.

## **Report Summary**

At the November P&F meeting the committee Members were advised that a report on the level of General Reserves, Contingency and Earmarked reserves would be available for Members to consider the level and rationale of all reserves (General Reserves, Contingency and Earmarked Reserves).

### **Joint Panel on Accountability and Governance Practitioners Guide (JPAG):**

JPAG is responsible for issuing proper practices about the governance and accounts of smaller authorities. The Practitioner's Guide is issued by the JPAG to support the preparation by smaller authorities of statutory annual accounting and governance statements found in the Annual Governance and Accountability Return (AGAR)

Reserves:

5.31. As with any financial entity, it is essential that authorities have sufficient reserves (general and earmarked) to finance both their day-to-day operations and future plans.

5.32 Smaller authorities have no specific right to accumulate funds via the precept. All reserves should be reviewed and justified regularly (i.e. at least annually). It is good practice to transparently publish both the level of rationale of all reserves.

#### General Reserves:

5.33 The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.34 The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained between three and twelve months of net revenue expenditure.

5.35 The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller authority, the closer the figure may be to 12-month expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.36 In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.

5.37 Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

Earmarked and other reserves:

5.38 None of the above in any way affects the level of earmarked and/or capital receipts reserves that an authority may or should hold.

5.39 There is, in practice, no upper or lower limit to EMR/CRRs save only that they must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually and at budget setting), and should be separately identified and enumerated. Significant levels of EMRs in particular may give rise to enquiries from internal and/or external auditors.

**Please note:**

The following question was posed to Cornwall Association of Local Councils (CALC):

- Can principal authorities, in this case, Cornwall Council, declare themselves bankrupt, if so, would there be any impact to the Saltash Town Council precept?

CALC confirmed that principal authorities can't declare themselves bankrupt. If it looks like their expenditure will exceed their income, the Section 151 officer must issue a Section 114 notice, which makes any non-essential expenditure unlawful. The council must then make efforts to balance the books, usually by cutting expenditure.

If this doesn't work, there are several approaches that the Government can take, such as:

- Allowing the authority to use capital receipts to meet costs
- Raising the referendum limit to allow a bigger council tax increase (Croydon was allowed a 15% increase for 2023/24)
- Issue directions on what action the council must take
- Appointing commissioners to temporarily run the council
- Direct financial assistance (which is very rare)

Money collected from council tax and non-domestic rate payers is kept in the Collection Fund, separate from Cornwall council's own money. Cornwall Council cannot help itself to money collected for parishes, or fire and police authorities, or the portion of NNDR due to the Government. It is still required to pay those funds over to the authorities the money was collected for.

## **Budget Overview**

Refer to Appendix A and B for further detailed information on the Town Council General Reserves and Earmarked Reserves.

Saltash Town Council contingency level for the year 2025-26 is at 5.06 months, £683,689.

Saltash Town Council contingency level at 3 months based on the year figures for 2025-26, £405,349 reducing the current value by £278,340. This would then increase General Reserves from £490,674 to £769,014.

Saltash Town Council self-generated income for the year 2024-25 is £97,985 and for the year 2025-26 is £96,086. We are aware that Saltash Town Council relies heavily on the precept to fund the operations of the Town Council.

**Signature of Officer:**

**Town Clerk / RFO**



## Appendix B

### Saltash Town Council General Reserves Breakdown

<b>General Reserves Balance at 30 September 2024</b>	<b>£555,848</b>
Virement from General Reserves to 6588 SE EMF Victoria Gardens	-£10,000
Virement from General Reserves to 6582 SE EMF War Memorial	-£14,000
<b><u>Add Estimated Surplus Budget at 31 March 2025</u></b>	
Payroll Surplus	£56,129
Burial Board Surplus	£3,000
Burial Authority Surplus	£4,500
Station Surplus	£2,589
P&F Surplus	£11,500
Library Surplus	£7,391
Less Virement from GR to reduce Precept Budgets 2025/26	-£41,981
Less Virement from GR to Contingency Fund to sustain 5.06 months	-£84,302
<b>TOTAL ESTIMATED GENERAL RESERVES AT 31 MARCH 2025</b>	<b>£490,674</b>

Appendix A

Saltash Town Council  
EMF Balances held at 8 January 2025

Nominal Code	Budget Department	2023/24 B/F Balance	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Notes (Committed Spend)
6070 BA EMF Churchtown Cemetery Capital Works	BA - Churchtown	3,925.41	466.00	-20.46	4,411.87	
6071 BA EMF Replace Machinery & Equipment	BA - Churchtown	13,941.97	0.00	127.05	13,814.92	
6073 BA EMF Memorial Garden	BA - Churchtown	3,724.00	0.00	153.91	3,570.09	
6170 BB EMF Repairs to Cemetery Wall	BB - St. Stephens	23.33	3,000.00	0.00	3,023.33	
6470 GH EMF Guildhall Maintenance	Guildhall	78,887.86	0.00	75,038.95	3,848.91	
6971 LI EMF Saltash Library Refurbishment	Library	169,504.07	30,000.00	61,759.13	137,744.94	Committed spend £14,971 windows
6972 LI EMF Library Equipment & Furniture	Library	8,553.87	0.00	3,049.65	5,504.22	
6974 LI EMF Library Funding	Library	930.00	0.00	0.00	930.00	
6472 MA EMF Maurice Huggins Room	Maurice Huggins	466.00	1,000.00	0.00	1,466.00	
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	Maurice Huggins	605.90	0.00	0.00	605.90	
6270 PF EMF Crime Reduction	P&F	58,360.00	0.00	0.00	58,360.00	
6271 PF EMF Election	P&F	26,456.53	0.00	0.00	26,456.53	
6272 PF EMF Robes & Civic Regalia	P&F	524.97	4,000.00	623.66	3,901.31	
6273 PF EMF Legal Fees	P&F	5,601.40	0.00	0.00	5,601.40	
6275 PF EMF Neighbourhood Plan	P&F	5,630.05	0.00	272.67	5,357.38	
6278 PF EMF CIL Planning Funds	P&F	12,878.62	1,376.72	0.00	14,255.34	£10k committed costs for CIL 4th Round (P&F 33/24/25)
6279 PF EMF Restart Business Support Gant	P&F	7,580.50	-1,000.00	0.00	6,580.50	
6280 PF EMF Town Vision	P&F	10,095.00	0.00	430.00	9,665.00	
6281 PF EMF Town Vitality Funding Grant	P&F	3,475.44	7,500.00	8,699.00	2,276.44	
6282 PF EMF Funding Bids (Consultancy Fees)	P&F	13,500.00	0.00	9,880.00	3,620.00	
6283 PF EMF Events	P&F	500.00	0.00	0.00	500.00	
6284 PF EMF Consultations	P&F	1,500.00	0.00	0.00	1,500.00	
6285 PF EMF Twinning	P&F	119.00	381.00	0.00	500.00	
6286 PF EMF CLUP Waterside Connectivity Project	P&F	-45,077.98	44,980.80	0.00	0.00	All funding received to offset expenditure
6370 PF EMF Computer Equipment Renewal	P&F	12,348.77	0.00	1,503.00	10,845.77	
6691 ST PE EMF Legal Fees (Staffing)	Personnel	4,398.40	0.00	0.00	4,398.40	
6692 ST BA EMF Staff Contingency (Churchtown)	Personnel	0.28	0.00	0.00	0.28	
6694 ST PF Staff Contingency (P&F)	Personnel	54,466.83	-9,096.00	1,492.93	43,877.90	Temp Admin Estimated cost to YE £12k
6696 ST GH EMF Staff Contingency (Guildhall)	Personnel	17,398.66	0.00	0.00	17,398.66	
6698 ST LI EMF Staff Contingency (Library)	Personnel	4,999.97	0.00	0.00	4,999.97	
6700 ST SE Services Delivery Staff Contingency	Personnel	80,169.01	-32,000.00	0.00	48,169.01	
6701 ST PE EMF Staff Recruitment	Personnel	317.95	15,000.00	642.95	14,675.00	
6591 SE EMF Open Spaces & Trees	Service Delivery	6,660.00	3,000.00	0.00	9,660.00	
6471 SE EMF Heritage Centre	Service Delivery	6,416.19	1,000.00	0.00	7,416.19	
6570 SE EMF Notice Boards (Repair & Replace)	Service Delivery	1,505.74	0.00	0.00	1,505.74	
6571 SE EMF Saltash Recreation Areas	Service Delivery	49,805.20	5,000.00	1,762.00	53,043.20	£10k Committed Costs for CIL 4th Round (Services 33/24/25)
6572 SE EMF Festive Lights	Service Delivery	989.13	30,000.00	8,246.56	22,742.57	
6573 SE EMF Public Art & Maintenance	Service Delivery	1,443.22	0.00	0.00	1,443.22	
6574 SE EMF Salt Bins	Service Delivery	2,367.87	0.00	0.00	2,367.87	
6575 SE EMF Street Furniture (New & Replace)	Service Delivery	1,036.68	463.00	132.74	1,366.94	
6578 SE EMF Equipment and Vehicles (Capital Works)	Service Delivery	33,988.90	51,335.00	34,285.78	51,038.12	
6580 SE EMF Public Toilets (Capital Works)	Service Delivery	14,584.94	1,000.00	1,627.05	13,957.89	
6582 SE EMF Town War Memorial	Service Delivery	1,978.00	14,540.00	14,540.00	1,978.00	
6584 SE EMF Pontoon Maintenance Costs	Service Delivery	2,317.62	10,000.00	2,585.21	9,732.41	
6588 SE EMF Victoria Gardens	Service Delivery	10,000.00	5,000.00	518.91	14,481.09	
6589 SE EMF Community Tree Planting Initiatives	Service Delivery	3,145.44	0.00	0.00	3,145.44	
6590 SE EMF Utilities & Rates	Service Delivery	2,157.00	0.00	0.00	2,157.00	
6592 SE EMF Pilmere Play Parks	Service Delivery	0.00	94,955.00	94,955.00	0.00	All funding received to offset expenditure
7170 LO EMF Longstone Depot Capital Works	Service Delivery	2,500.00	1,000.00	836.82	2,663.18	
6473 SA EMF Station Building (Purchase & Capital Works)	Station	57,745.31	500.00	19,266.19	38,979.12	Committed spend £8.25k for balance of carparkIncome £500 sale of slate
6870 SA EMF Isambard House (Retention Fund)	Station	18,491.65	0.00	0.00	18,491.65	
6871 SA EMF Tresorys Kernow Funding	Station	468.64	128.42	34.85	562.21	Income £128.42 Beating of Bounds
6872 SA EMF Entertainment Licenses	Station	2,132.00	0.00	0.00	2,132.00	
TOTALS		775,539.34	283,529.94	342,443.55	716,722.91	

# DRAFT Grants Policy

RESPONSIBLE COMMITTEE: P&F

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

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Current Document Status			
<b>Version</b>	2024/25	<b>Approved by</b>	ATM
<b>Date</b>	01.08.2024	<b>Responsible Officer</b>	AJT
<b>Minute no.</b>	143/24/25a	<b>Next review date</b>	Annual or as required

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

03.2024	2024	AJT	FTC 07.03.2024	367/23/24c	Recommendation from P&F. Approved
05.2024	2024	AJT	ATM 02.05.2024	64/24/25c(7)	Readopted
06.2024	2024.1 DRAFT	AJT	P&F 09.07.2024	47/24/25e	Minor text amendments pages 8, 27 Recommendation to FTC.
07.2024	2024.1	AJT	FTC 01.08.2024	143/24/25a	Rec from P&F. Approved.
01.2025	2025 DRAFT	AJT	P&F 14.01.2025		Amendments section 8 and application form; Safeguarding policy requirement

### Document Retention Period

Until superseded

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# Grants Policy

## 1. Policy/Procedure Background

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

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

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

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

## 2. Policy Statement

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

## 3. Application principles

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

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

3.3. If an application is:

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

3.3.2. is refused on appeal;

3.3.3. is not appealed within the deadline set or

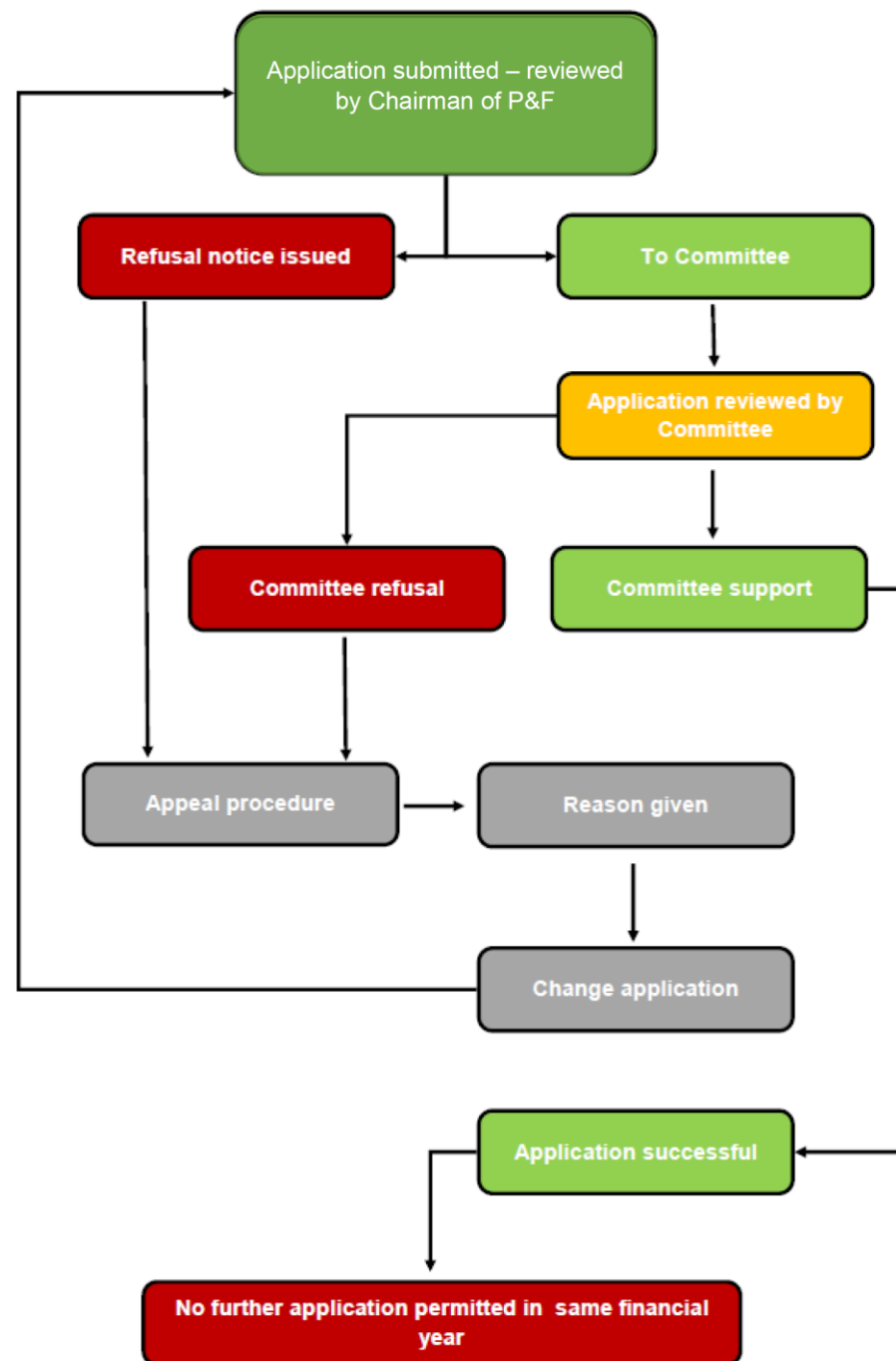
3.3.4. has been turned down by members at a previous Committee meeting;

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

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#### 4. Application process



## **Application Submitted**

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

## **Acknowledgement of the Grant**

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

**‘Funded by Saltash Town Council’s Festival Fund’**

Or

**‘Funded by Saltash Town Council’s Community Chest’**

as appropriate.

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

All successful applicants will provide a quote on how the grant will benefit their organisation, along with a suitable photo for use in future Town Council press releases.

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

## **Application reviewed by Chairman of Policy and Finance Committee<sup>1</sup>**

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

## **Chairman of Policy and Finance Committee Refusal**

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

## **Appeal procedure**

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

## **No appeal or appeal refused**

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

## **Successful appeal or call in**

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

## **Restrictions on re-applications**

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

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

### **Chairman of the Policy and Finance Committee Support**

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

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### **Application submitted to committee**

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

### **Application successful**

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

### **Application refused**

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

## **5. Types of grant and funding limits**

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

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

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

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

The Community Chest grant will not exceed £1000.

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

## **6. Normal Eligibility Criteria**

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

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

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

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

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

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

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

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

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

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

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

### **6.2. Key Priority Areas**

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

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

6.4. Supporting local safety campaigns.

6.5. Benefit health and wellbeing.

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

## **7. Applications that will not be eligible**

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

- 7.1. Statutory services.
- 7.2. Expeditions or trips.
- 7.3. Replacement for statutory funding.
- 7.4. Bursaries or scholarships.
- 7.5. Projects outside of Saltash.
- 7.6. Individuals.
- 7.7. Hospitality.
- 7.8. National Charities.
- 7.9. Salaries or routine administration costs.
- 7.10. "Upward funders" - local groups who send fundraising to central headquarters for redistribution.
- 7.11. Private organisations operating as a business to generate a profit or surplus.
- 7.12. Projects with party political links.
- 7.13. Organisations intending to support or oppose any particular political party or to discriminate on any grounds.
- 7.14. Projects which discriminate on any grounds.
- 7.15. Projects which do not benefit the Saltash community at large.
- 7.16. "Branches" that could be funded by the main organisation.
- 7.17. Buildings that are uninsured.
- 7.18. A project that competes or conflicts with any service, project or event being supported, organised or funded by the Town Council.
- 7.19. Applications from organisations with substantial and allocated resources will not be considered a priority for funding and will usually be unsuccessful.

7.20. Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

## **8. Guidelines for Grant Applications and Further Information**

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



- 8.10.2. meeting an identified need
- 8.10.3. viability of the project
- 8.10.4. the majority of those benefiting our residents of the town
- 8.11. A grant must only be used for the purpose for which it was awarded. Written approval must be obtained from the Town Council in advance for a change in use of grant money.
- 8.12. Saltash Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
- 8.13. **Grants will not be awarded retrospectively.**
- 8.14. Any underspent portion of the grant must be returned to Saltash Town Council within six months of the award or the completion of the project, whichever is sooner.
- 8.15. Where equipment has been purchased using grant funding and is going to be disposed of the Town Council should be given the opportunity to have the items returned to them so that they may be offered to other eligible organisations.
- 8.16. Administration of and accounting for the grant is the responsibility of the recipient.
- 8.17. The Town Council reserves the right to request any further information that it deems necessary to assist the decision-making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fundraising activities.
- 8.18. In the case of the grant awarded for projects for which additional grant funding is to be sought to enable the project to proceed, the funds approved will only be available to the organisation when all other funding is in place/secured subject to a time limit of 12 months from date of approval. After this 12-month period the applicant should submit in writing a full update, reasons for the delay and a request to extend the period of the grant. Requests will be considered by the Policy and Finance Committee following a review by the Chairman.
- 8.19. Organisations seeking funds for buildings must demonstrate a reasonable security of tenure in the relevant property.

- 8.20. The amount of any grant awarded is at the discretion of the Policy and Finance Committee.
- 8.21. All awards are made subject to any additional conditions and requirements as deemed appropriate by the Policy and Finance Committee.
- 8.22. The Town Council reserves the right to refuse any application considered inappropriate or not meeting the objectives of the Town Council.
- 8.23. The organisation awarded a grant must publicise the support of the Town Council.
- 8.24. All successful projects will be used as evidence by the Town Council when promoting the Community Chest and Festival Fund award schemes.

## **9. Banking Arrangements**

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

## **10. Chairman Refusal**

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

- 10.1. Application does not meet the eligibility criteria.
- 10.2. Application is not complete.
- 10.3. Further information requested on an application has not been received in good time and no-communication has been achieved with the applicant.
- 10.4. Standard mandatory requirements are not in place/being met.
- 10.5. Does not fit in with the Key Priorities of the Town Council.
- 10.6. Similar applications have been rejected.
- 10.7. Following an established precedent.
- 10.8. Such an application would set an unfair or unsustainable precedent for future applications of a similar nature.

- 10.9. The project is considered too high risk for public funds to be contributed to it.
- 10.10. The business case is considered flawed or unsustainable (if appropriate).
- 10.11. The Town Council does not hold any more funding for grants and there are no suitable reserves that could be utilised.
- 10.12. Any other relevant reason(s) which are considered important enough to warrant refusal to safeguard the Town Council and the local public funds.
- 10.13. If an application has been submitted in the last 12 months it will be refused.

## **11. Automatic Refusal**

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

## **12. Appeals Procedure**

- 12.1. The Appeals Procedure is only available to applicants at the initial stages of the process whereby an Officer has issued an "Chairman Refusal Notice". The applicant has 30 days from the date of the "Chairman Refusal Notice" to apply for an appeal to the decision, irrespective of when the applicant receives the Notice (which may be via email or in the post).
- 12.2. To appeal, the applicant needs to do any of the following:
- 12.3. answer and justify any observations made to the satisfaction of the Chairman;
- 12.4. provide information which is required by the Chairman ;
- 12.5. put forward a strong case for an Chairman to re-view the decision taken;
- 12.6. give further clarification on how the application meets the normal qualifying criteria.
- 12.7. An Officer will take any appeal requests deemed valid to the Committee Chairman/Vice Chairman to obtain approval to progress the application to committee or to refuse the appeal.
- 12.8. Applicants, who are appealing under 12b, must make sure they correctly justify why their project does meet the normal criteria and does not conflict with any of the Town Council's strategies.

### **13. Requests for References to support external grant applications**

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

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

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

**Appendix 2:** Definition of a Voluntary Community Organisation

**Appendix 3:** Application scoring matrix

## Appendix 1 – Grant Application Form

### Saltash Town Council – Grant Application Form (sample)

**APPLYING FOR:**

(Tick one box)

Community Chest Grant

☐

Festival Fund Grant

☐

**DATE APPLICATION SUBMITTED:**

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

<b>How long has your organisation been in existence?</b>	
--	--

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

### **1. Organisation Background**

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

<b>What are the main activities of your organisation?</b>	
---	--

	Yes / No or N/A
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	
If application is from an education, health or social service establishment – do you work in partnership with other groups?	
If application is from an education, health or social service establishment – is project in addition to statutory services?	

## 2. Your project

<b>Project</b>	<b>Start Date</b>	/ /
	<b>Finish Date</b>	/ /
	<b>Total Cost</b>	£
	<b>Grant Applied For</b>	£

<b>Project title:</b>	
<b>Description of project</b> (please continue on a separate sheet if necessary):	
<b>Where will the project/activity take place?</b>	
<b>Who will benefit from the project?</b> (What groups will benefit and approximately how many people will benefit in total)	
<b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)	



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

### 3. How you will pay for your project.

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

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

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

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

**4. Further information enclosed Checklist.**

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

<b>Please provide the name and contact details of your designated Safeguarding Lead, along with evidence of relevant safeguarding training certification / DBS certification</b>	
<b>Other</b> (please list)	

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

## **5. Declaration by the applicant**

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

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

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

I/we accept the following:

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

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

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

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

<b>Signed:</b>			
<b>Print Name(s):</b>			
<b>Position(s):</b>			
<b>Date:</b>			

**Applicants should refer to the Privacy Notice on the Town Council Website [www.saltash.gov.uk](http://www.saltash.gov.uk) for details on how we use your data.**

COMPLETED FORMS SHOULD BE RETURNED TO:

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

Email: [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

<b>OFFICE USE ONLY:</b>	
<b>Date received</b>	
<b>Received by:</b>	
<b>Application Reference:</b>	
<b>Date to P&amp;F Chairman/Vice Chairman</b>	
<b>Approved to go to Committee</b>	
<b>Committee Date</b>	
<b>Decision/Minute number</b>	
<b>Amount awarded</b>	
<b>Application refused by P&amp;F Chairman or refused by Committee</b>	
<b>Appeal notice issued</b>	
<b>Appeal received</b>	
<b>Approved for Committee</b>	
<b>Decision/Minute number</b>	

## Appendix 2 - Definitions

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

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

While this definition applies to formal organisations (those with constitutions or rules and which probably are registered with the Charity Commission, local authority or intermediary bodies, etc.), less-formal groups based in neighbourhoods or local communities are not necessarily excluded.



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## Appendix 3 - Application scoring matrix

### Key Priority Areas

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

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

Scoring:

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

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

## Appendix 4 – Approval Form and Conditions

INSERT DATE

Our ref: INSERT REF

Dear INSERT ORGANISATION / APPLICATION NAME

### Community Chest Funding

I enclose two copies of an offer letter for Community Chest Funding / Festival Fund. Please carefully read the conditions on page 2 and the specific conditions to your grant on page 1. You now have two months from the date of this letter in which to accept the conditions by signing one copy and returning it to this office.

Subject to the conditions applying to your grant, payment will be made when the signed approval form is received. If you are not able to spend all the money granted on the project, the Town Council will require re-payment of all or part of the grant.

Payment will be made via BACS transfer, please include your bank details on the Project Approval form attached returning to the Guildhall.

Good luck with your project. If you meet any problems with implementing the project, please contact the Town Council.

Yours sincerely,

INSERT NAME

Clerk to the Town Council

Enc.

**Saltash Town Council**  
**Community Chest**

**Project Approval**

Project Name/Organisation:

Amount Approved:£

Minute Number: CC

Start Date:

Finish Date:

Brief Description of Project:

Specific Conditions:

1. Receipts required by **INSERT DATE**
2. To provide a report to the Town Council on how the money has been spent by **INSERT DATE**

Bank Details:

1. Bank Name:
2. Account Name:
3. Account Number:
4. Sort Code:

Please see page two for detailed conditions of the grant.

Name Printed:

Date:

Signed:

**On behalf of Saltash Town Council**

Name Printed:

Date:

Signed:

**On behalf of Organisation**

## **CONDITIONS OF GRANT**

Saltash Town Council may withhold further payments of the grant and will be entitled to reclaim from you amounts already paid if any of the following events occur:

1. Any of the terms and conditions of this agreement are not complied with.
2. Any information given to Saltash Town Council either in the application or at any time and concerning the approved project is found to be incorrect.
3. There has been any financial impropriety by you or anyone connected with the project.
4. You fail to provide information regarding the project within the timescales prescribed in this letter or in any other communication to you.
5. The grant paid has not been used towards the completion of the approved project.
6. You or anyone connected with the project become subject to a bankruptcy order, or in the case of a company, go into liquidation whether compulsory or otherwise.
7. Any payment of grant has been made to you in error.

## **REPORTING PROCEDURES**

On completion of the project you will provide Saltash Town Council with the details of your finished project. (This can be in the form of photos or a letter.)

## **OTHER CONDITIONS**

You agree to co-operate in publicising Saltash Town Council and the Community Chest. By returning this form, you agree to provide a quote on how the grant will benefit your organisation, along with a suitable photo for use in the press release announcing the grant award.

## **SAFEGUARDING AND DUTY OF CARE**

You confirm that your project will adhere to safeguarding policies to ensure the safety and well-being of all participants. If your project involves working with children, young people, or vulnerable adults, you acknowledge your duty of care and commit to implementing appropriate measures to safeguard them throughout the project's duration. Successful applicants to provide confirmation of training undertaken by the Designated Safeguarding Lead, their Disclosure Barring Certification and confirm an Action Plan is in place for their organisation.

## ACCEPTANCE OF THIS OFFER

Acceptance of the terms and conditions of this offer will be indicated by you signing and returning one copy of this letter to Saltash Town Council. The offer remains open for a period of two months from the date of this letter. If acceptance does not take place within this period, the offer will lapse and Saltash Town Council will be under no obligation to provide any grant assistance.

This letter should not be construed as giving any consents required for carrying out the project. Sponsoring Organisations and other interested parties must ensure that they have the necessary authority (legislative or otherwise) for the activities proposed.

All persons must comply with the law for the time being in force in the United Kingdom, and in particular must:

1. Take all necessary steps to secure the health, safety and welfare of all persons involved in the project.
2. Not unlawfully discriminate against any persons on the grounds of sex or race. The Commission for Racial Equality and the Equal Opportunities Commission have issued Codes of Practice giving guidance on the law and equal opportunities good practice in employment.

Name Printed:

Date:

Signed:

**On behalf of Saltash Town Council**

Name Printed:

Date:

Signed:

**On behalf of Organisation**

# Saltash Town Council Privacy Notice

## Our contact details

Name: Saltash Town Council

Address: The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX

Phone Number: 01752 844846

E-mail: [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

Web: [www.saltash.gov.uk](http://www.saltash.gov.uk)

This privacy notice is to aid transparency between Saltash Town Council and those that interact with us with regard to how we use your data and what your rights are regarding that data.

## What is personal data?

Personal data is any information about a living person which allows them to be identified. For example this might include names, images, contact details (email addresses, telephone numbers)

## The types of personal information we may collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details, images of individuals attending town/civic events)
- Email addresses of those individuals that interact with us
- Financial information for users of council services (for example bank account details, card numbers)
- Employee details
- Volunteer details
- We may collect special category data as part of the process of booking paid for council services, as part of our employment records, whilst recording town and civic events for communication purposes and historical archives.

## How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Because you are a user of council services.
- To allow us to deliver a contractual service to you or because you have asked us to do something before entering into a contract.
- Because you wish us to make representation on your behalf.
- Because you have attended an event organised by the Town Council.

We use the information that you have given us in order to provide the service that you have requested of us.

We may share this information with our employees and/or professional advisors, third party service providers who provide services to us, for example payment processors.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- a. Your consent. You are able to remove your consent at any time. You can do this by contacting the Town Clerk:**

**By email:** [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

**By telephone:** 01752 844846

**By post:** The Town Clerk , The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX

- b. We have a contractual obligation.**
- c. We have a legal obligation.**
- d. We have a legitimate interest**



## Personal data that we collect and the lawful bases for processing.

Purpose for processing	Categories of personal data collected	UK GDPR Lawful Basis
Service provision:  Allotments (service users and waiting list)  Pontoon (service users and waiting list)  Cemetery  Hire of facilities  Events publicity – notices and banners	Identity information; contact information;  bank details for purpose of invoicing where service provided and chargeable.	Contract (and request from data subjects wanting a contract)
CCTV:  Providing evidence which may assist in the detection of crime and apprehension and prosecution of offenders. Providing assistance with issues relating to public safety and health.	Images captured by CCTV camera, other identifying information (e.g.) vehicle registration numbers.	Legal obligation  Public task  Legitimate interests

<p>Customer service:</p> <p>Enquiries/correspondence received from the general public.</p> <p>Complaints received from the general public.</p>	<p>Identity information; contact information.</p>	<p>Consent</p> <p>Legal obligation</p>
<p>Data protection compliance:</p> <p>FOI/EIR/UK GDPR requests</p>	<p>Identity information; contact information.</p>	<p>Legal obligation</p>
<p>Library Hub:</p> <p>Volunteers – home library service and working in library</p>	<p>Identity information; contact information for purpose of arranging shifts; contact information for referee; next of kin information in event of an emergency</p>	<p>Legal obligation</p>
<p>Town Council events:</p> <p>Ticketed events for residents and visitors</p> <p>Competitions</p> <p>Opening of new facilities</p>	<p>Identity information which may include images recording the event, bank details and contact information (where needed for potential refund e.g. cancelled event)</p> <p>Contact information to enable notification of competition prize winners (where under</p>	<p>Consent</p> <p>Contract</p> <p>Legitimate interest</p>

	13/vulnerable adult permission from responsible adult)	
Civic events and awards	Identity information, contact information to invite to events, images recording the event, contact details of nominees for awards	Consent  Legitimate interest
Democratic services:  Administration of council meetings including receiving questions, deputations, requests, petitions	Identity information, contact information,	Legal obligation
Democratic services – Councillors  Council members register of interests and hospitality  Council members next of kin details for use in the event of an emergency	Contact details, personal details, employment details, financial details may also include connected persons  Identity information; contact information; next of kin details in event of emergency	Legal obligation

Details for payment of allowances and reimbursement of expenses		
Finance:  Sales/Purchase	Identity information; contact information; for purpose of invoicing and contact regarding contract/purchases; records of sales	Contract
Finance:  Insurance	Personal information relating to any claims involving the Town Council	Contract  Legal obligation
HR/Finance	Information relating to employees of the Town Council including recruitment and payroll	Contract  Legal obligation

## **How we store your personal information**

Your information is securely stored in a Microsoft Office 365 cloud storage system, the servers are located within the UK.

Our Data Retention and Disposal Policy explains how long we may store data that is collected by the Town Council in the course of its everyday activities.

We keep financial and employee records in line with legislative requirements.

We keep emails and correspondence that you send us and we send you, for 2 years unless a longer period is necessary to fulfil the purposes outlined in this privacy notice.

When personal data is no longer needed or you request us to delete it, we will then dispose of your information by deleting electronic data and secure disposal of paper records.

## **Your data protection rights**

You have the right to be informed about our collection and use of your personal data. Under data protection law, you have the following with respect to your personal data:

1. The right to access personal data we hold about you. You have the right to ask us for copies of your personal information.
2. The right to correct and update the personal data we hold about you if you think it is incorrect, incomplete or inaccurate.
3. The right to be forgotten . You have the right to ask us to erase your personal information in certain circumstances.
4. The right to restrict the processing of your personal information in certain circumstances.
5. The right to object to us using (processing) your personal information in certain circumstances.
6. The right to data portability. You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
7. The right to withdraw your consent to processing of your personal information where we are relying on your consent as the legal basis for using your personal data..

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you wish to make a request please contact us either by:

Email: [gdpr@saltash.gov.uk](mailto:gdpr@saltash.gov.uk)

Telephone: 01752 844846

Post: **The Town Clerk, The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX**

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us by :

Email: [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

**Telephone: 01752 844846**

**Post: The Town Clerk, The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.**

You can also complain to the ICO if you are unhappy with how we have used your data.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 21st January 2025 at 6.30 pm**

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

**ALSO PRESENT:** 1 Member of the Public, D Joyce (Office Manager / Assistant to the Town Clerk) and F Morris (Planning and General Administrator).

**APOLOGIES:** S Gillies, M Griffiths, S Martin, L Mortimore and J Peggs.

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#### **107/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **108/24/25 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.

#### **109/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY SPEAK ABOUT A PLANNING APPLICATION.**

None received.

**110/24/25     TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON TUESDAY 17 DECEMBER 2024 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor B Samuels, seconded by Councillor Brady and **RESOLVED** that the minutes of the Planning and Licensing Committee held on Tuesday 17 December 2024 were confirmed as a true and correct record.

**111/24/25     TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**112/24/25     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:

**PA24/09324**

Miss Amber Elliott – **66 Oaklands Drive Saltash PL12 4LU**

Conversion and change of use of a detached garage (Class C3) to a beauty salon (Class E) with a new single storey rear extension to include WC facilities/utility room.

**Ward: Essa**

Date received: 20/12/24

Response date: 23/01/25

It was proposed by Councillor Bullock, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND APPROVAL** subject to the implementation of the Consultee Comments regarding access to the Public Right of Way.

Members noted this application is in line with the Town Council Business Plan Strategic Priority - Boosting Jobs and Economic Prosperity.

**PA24/09575**

Mr & Mrs J Simper – **Burrell Lodge Longlands St Stephens Saltash PL12 4QH**

New equestrian stables and sand school without complying with condition 3 of decision PA16/07072 dated 09/11/2016.

**Ward: Trematon**

Date received: 07/01/25

Response date: 28/01/25

It was proposed by Councillor Stoyel, seconded by Councillor Miller and resolved to **RECOMMEND APPROVAL** subject to the utilization of the existing car park.

Members noted this application is in line with the Town Council Business Plan Strategic Priority - Boosting Jobs and Economic Prosperity.

**PA24/09718**

Mr M Jordan – **21 Deer Park Saltash PL12 6HE**

Construction of rear extension.

**Ward: Tamar**

Date received: 10/01/25

Response date: 31/01/25

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

**PA24/09770**

Mr Lister – **82 Hillside Road Saltash PL12 6EY**

New loft room to form occasional study with front pitched dormer.

**Ward: Tamar**

Date received: 03/01/25

Response date: 24/01/25

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

**PA25/00067**

Mr & Mrs Dave & Lorraine McInerney – **8 Brookdown Terrace Saltash PL12 6HU**

Two small extensions at ground floor level to the rear of the property.

**Ward: Tamar**

Date received: 14/01/25

Response date: 04/02/25

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

**113/24/25    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.

**114/24/25    TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**115/24/25    PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**116/24/25    TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Tuesday 18 February 2025 at 6.30 pm

Rising at: 6.45 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Library Sub Committee held at the Library on Thursday 16th January 2025 at 6.30 pm**

**PRESENT:** Councillors: R Bickford (Vice-Chairman), R Bullock, J Dent (Chairman), S Miller, J Peggs, B Samuels, P Samuels and D Yates.

**ALSO PRESENT:** S Burrows (Town Clerk / RFO), D Orton (Community Hub Team Leader), D Joyce (Office Manager / Assistant to the Town Clerk) and F Morris (Planning and General Administrator).

**APOLOGIES:** None received.

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#### **22/24/25      HEALTH AND SAFETY ANNOUNCEMENTS.**

The Community Hub Team Leader (CHTL) informed those present of the actions required in the event of a fire or emergency.

#### **23/24/25      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.

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

None received.

**25/24/25      TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 29 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 Bickford, seconded by Councillor Miller and **RESOLVED** that the minutes of the Library Sub Committee held on 29 August 2024 were confirmed as a true and correct record.

**26/24/25      TO RECEIVE THE LIBRARY SUB COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the current budget statement contained within the circulated reports pack.

Members discussed the request for a virement to cover the cost of the monthly hiring of a cherry picker for the inspection of the Library roof.

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

1. To note the budget statement;
2. To vire £300 from 6920 Legionella Risk Assessment to 6910 General Repairs and Maintenance subject to inspections being carried out seasonally, particularly in relation to leaf fall and weather conditions.

**27/24/25      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**28/24/25      TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

29/24/25

**TO RECEIVE AND REVIEW THE LIBRARY SUB COMMITTEE  
BUSINESS PLAN DELIVERABLES FOR QUARTER THREE AND  
CONSIDER ANY ACTIONS AND EXPENDITURE.**

Members received the Library Sub Committee Business Plan Deliverables for quarter three contained within the circulated reports pack.

The Chairman reminded members that the Library Sub Committee Business Plan Deliverables had previously been carefully reviewed and amended by the sub committee at the previous meeting,

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

1. To note the Library Sub Committee Business Plan Deliverables for quarter three with no changes;
2. To approve the Town Clerk to continue to score quarter three reporting back to the Town Vision Sub Committee.

30/24/25

**TO RECEIVE A REPORT FROM THE COMMUNITY HUB TEAM LEADER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The CHTL briefed Members on the report received and contained within the circulated reports pack and spoke of the library move to the Guildhall scheduled for the end of February / beginning of March to allow the contractor to complete the works to the side window elevations week commencing 3 March 2025.

The CHTL confirmed a reduced service comprising of three to four gondolas of books, click and collect and children's area will be available when relocating to the Guildhall.

The CHTL gave an overview of identified funding that were being explored for application to assist with library events. The grants available are up to £500 from organisations such as FEAST Cornwall and Seafest.

Members discussed the report, the move to the Guildhall and enquired about the possibility of a reduction in the number of books held at the library.

Members enquired if the library was scheduled to attend outdoor events such as Mayfair and Saltash Regatta. The CHTL expressed the intention to do so subject to staff availability.

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

1. To note the report;
2. To delegate to the CHTL to manage the temporary closure of the library relocating to the Guildhall, the temporary operating hours and reduced service to be held at the Guildhall, during the replacement of the side window elevation works provisionally booked for the week commencing 3 March for a two-week period;
3. To delegate to the CHTL to work with the Development and Engagement Manager to advertise the temporary service.

**31/24/25      TO RECEIVE A REPORT ON THE IMPROVEMENTS TO SALTASH LIBRARY HUB SERVICE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

**(Pursuant to Library Sub Committee held on 29.08.24 minute nr. 13/24/25)**

Members received the report contained within the circulated reports pack.

Members discussed Cornwall Council's county wide Library Customer Survey and the possibility of the Town Council holding a local Saltash survey to ascertain customer experience and considerations for improvement to the service.

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

1. To note the report;
2. To delegate to the CHTL to work with the D&EM to communicate the results of Cornwall Council's Library Customer Survey and how Saltash Town Council are managing the feedback;
3. To delegate to the CHTL to work with the D&EM to create a Town Council draft library survey to ascertain current and future customer experience and how the service can be better improved reporting back at the next Library Sub Committee meeting for Members consideration.

**32/24/25      TO RECEIVE A REPORT ON THE CURTAIN WALLING WORK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report contained within the circulated reports pack.

The Town Clerk advised Members that the majority of the snagging has been addressed. However, there is a small amount requiring attention and this will be attended to in the first week of the upcoming work to the side window elevations.

Following the completion of these works warranties and maintenance documentation will be provided as part of the handover. It is particularly important that maintenance is scheduled via a Service Level Agreement for the window acculates.

It was **RESOLVED** to note.



**TO RECEIVE A REPORT ON THE LIBRARY INTERNAL  
REFURBISHMENT WORK AND CONSIDER ANY ACTIONS AND  
ASSOCIATED EXPENDITURE.**

**(Pursuant to the Library Sub Committee held on 2 October 2024  
Minute Number 48/23/24).**

Members received the report contained within the circulated reports pack.

The Chairman reminded members of the three priorities with regard to the internal works; these being a staff toilet, a fully accessible public toilet and the relocation of the reception area.

The Town Clerk advised members to obtain quotes to allow for further consideration as to what could be achieved within the funds available.

Members discussed the three priorities, in particular the need to provide an accessible toilet and whether it could be provided as a fully accessible toilet given the restrictions to the entry way and the listed nature of the library building.

Additionally, it was suggested that the provision of a water supply to possible vending machines be added to the priorities to fulfill the desire for café space.

Members considered the current plan produced by Bailey Partnership and whether these would require updating.

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

1. To note the report;
2. To appoint Barron Surveying to review the current plans and advise the Library Sub Committee on the proposed refurbishment works, obtaining quotes to ensure sufficient funds are available to:
  - a. Create a fully accessible toilet for the public use together with a separate staff toilet;
  - b. Demolish the reception area and make good creating a new reception space;
  - c. Advise on water supplies to accommodate a vending machine

3. Allocating Barron Surveying associated cost to budget code 6918 Professional Fees, working within budget;
4. To note the available budget of £123,923 (inclusive of the 2025/26 budget) for the remaining library refurbishment work, budget code 6971 Saltash Library Property Refurbishment.

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

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

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

None.

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

It was resolved that the public and press be re-admitted to the meeting.

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

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

1. Cornwall Council Customer Survey;
2. Temporary relocation of the Library to the Guildhall.

**DATE OF NEXT MEETING**

To be confirmed.

Rising at: 7.20 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Town Vision Sub Committee held at the Guildhall on Thursday 23rd January 2025 at 6.30 pm**

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

**ALSO PRESENT:** S Burrows (Town Clerk / RFO), D Joyce (Office Manager / Assistant to the Town Clerk) and F Pretty (Development and Engagement Manager).

**APOLOGIES:** None received.

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#### **43/24/25     HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **44/24/25     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.

#### **45/24/25     PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**46/24/25      TO RECEIVE AND APPROVE THE MINUTES OF THE TOWN VISION SUB COMMITTEE HELD ON 24 OCTOBER 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 Gillies and **RESOLVED** that the minutes of the Town Centre Vision Sub Committee held on 24 October 2024 were confirmed as a true and correct record.

**47/24/25      TO RECEIVE A RECOMMENDATION FROM THE POLICY AND FINANCE COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the recommendation from the Policy and Finance Committee as follows:

**RECOMMENDATION:**

**125/24/25      TO RECEIVE A REPORT ON THE LEVEL OF TOWN COUNCIL GENERAL RESERVES, CONTINGENCY AND EARMARKED RESERVES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To note the advice of the Proper Officer / RFO to Saltash Town Council (as attached and received at the meeting);
2. To **RECOMMEND** to the Town Vision Sub Committee to review budget code 6280 EMF Town Vision against future spend under the Sub Committees Terms of Reference;
3. To retain the level of General Reserves and Contingency stated in the report (as attached);
4. To note the Ear Marked Reserves (EMF's) of the Town Council are justified on the projects to be delivered in the near future (as attached);
5. The RFO continues to review the level of Town Council General Reserves, Contingency and Ear Marked Reserves on an annual basis reporting back to the Policy and Finance Committee for consideration.

The Chairman confirmed that agenda item 6 would be received under agenda item 7 due to the nature of business to be considered.

**48/24/25      TO RECEIVE THE TOWN VISION BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the recommendation received from the Policy and Finance Committee to review budget code 6280 EMF Town Vision against future spend under the Sub Committee Terms of Reference.

Members agreed that the Sub Committee had evolved into a monitoring body for key initiatives, including the Climate Change Strategy and the Town Council Business Plan. Therefore, a large budget was deemed unnecessary. However, it was acknowledged that a modest budget would be required to cover potential future expenses.

Members were reminded that the original budget was allocated to identify areas requiring funding to bring projects to fruition. Therefore, the Chairman proposed that the funds could be reallocated to the Services Committee to support the maintenance work at Victoria Gardens, should the Town Council approve the Lease.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and resolved to **RECOMMEND** to the Services Committee to be held on 13 February 2025 to vire £9,000 from budget code 6280 EMF Town Vision to budget code 6588 EMF Victoria Gardens to contribute to the maintenance work at Victoria Gardens, subject to signing off the Lease.

**49/24/25      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

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

The Chairman provided a verbal overview of the deliverables for quarter three from October through to December 2024, as contained and circulated in the reports pack.

Members received, reviewed and discussed each Committee and Sub Committee's deliverables in detail.

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

1. To note the deliverables for quarter three for the Library, Station, Planning and Licensing and Services with no additional changes;
2. To **RECOMMEND** to the Policy and Finance Committee to:
  - a. Add additional wording under Strategic Priority 5 'Actions' – The Town Vision recognises that Saltash Town Council embeds climate change decision making across all Committee and Sub Committees;
  - b. Request the Town Clerk increases the score for Strategic Priority 5 'Q3' from 1 to 3;
  - c. To enhance the promotion of the Town Council Match Funding Play Park Policy, supporting the advancement of the 'Actions' outlined in Strategic Priority 6;
  - d. Request the Town Clerk increases the score for Strategic Priority 6 'Q3' from 1 to 3.
3. The Town Vision Sub Committee recognised the importance of the Civility and Respect Pledge, for Officers and Town Councillors, and because of the importance of this pledge it is **RECOMMENDED** under Strategic Priority 1 of the Personnel Committee deliverables, to revisit the Civility and Respect Pledge at the Full Town Council meeting to be held on 6 February 2025 and quarterly going forward.
4. To **RECOMMEND** to the Personnel Committee to;
  - a. Accelerate the improvement of staff restrooms and changing facilities at the Guildhall under Strategic Priority 2.
5. To **RECOMMEND** to the Property and Maintenance Sub Committee to;
  - a. Request the Town Clerk increases the score for Strategic Priority 1 'Q3' from 1 to 2 due to funding for the Community Infrastructure Levy Fourth Round being secured.

**51/24/25      TO RECEIVE THE TOWN COUNCIL FUNDRAISING DATABASE AND TRACKER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Development and Engagement Manager (D&EM) provided Members with a verbal overview of the Fundraising Database and Tracker contained within the circulated reports pack.

The information gathered over time on funding available will provide a comprehensive overview, detailing which Committee and Sub Committee's funding aligns with, as well as identifying the internal projects and external organisations they correspond to.

The tracker and database provide a clearer insight into the range of available funding initiatives, identifying opportunities that may be well suited for community engagement and collaboration with external organisations to secure funding.

It was **RESOLVED** to note.

**52/24/25      TO RECEIVE A DRAFT FUNDRAISING STRATEGY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman spoke of the need for co-ordination across the Town Council when applying for funding.

Members reviewed the Fundraising Strategy presented at this evening's meeting, emphasising its significance as a key component of the Business Plan and in achieving the Strategic Priorities committed to by the Town Council.

The D&EM provided an overview, emphasising the fast turnaround required for funding applications, referring to a recent opportunity that was within a three-week timeframe. The D&EM spoke of her concerns regarding delays in applying could result in missed opportunities, underscoring the importance of officers acting with authority and trust when applying for funds for impactful projects.

The D&EM spoke of smaller funding pots of up to £1,000, to be applied for by the managers, while larger applications will be managed collaboratively with the D&EM and the manager, signed off by the Town Clerk.

It was proposed by Councillor Griffiths, seconded by Councillor Stoyel and resolved to **RECOMMEND** to approve and adopt the Fundraising Strategy, as attached, to Full Town Council to be held on 6 February 2025, subject to changes made at this evenings meeting.

**53/24/25      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.

**54/24/25      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**55/24/25      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**56/24/25      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Thursday 24 April 2025 at 6.30 pm

Rising at: 8.31 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_



# FUNDRAISING STRATEGY

Responsible Committee: Town Vision  
Developed by: Development and Engagement  
Manager

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

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Current Document Status			
Version	1 NEW	Approved by	
Date		Date	
Responsible Officer		Minute no.	
Next review date	Annual or as required.		

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
		Development and Engagement Manager			

Document Retention Period
Until superseded

# **Saltash Town Council Fundraising Strategy**

## **2024-2027**

### **Introduction**

Saltash Town Council has significantly enhanced its efforts to deepen its understanding of the funding landscape to support both the community and Council-led projects. In pursuit of this goal, the Council has appointed a Development and Engagement Manager, whose primary focus will be to identify funding opportunities and foster meaningful engagement within the community.

This fundraising strategy sits within the town vision sub committees' terms of reference and has been developed to align with and support the 2024-2027 Business Plan, aiming to strengthen coordination between the Town Council, funding applications, and delivery of meaningful projects for the community.

### **1. Decision Making**

#### **1.1 Internal STC Departments**

**1.1.1 Town Council Participation:** The Saltash Town Council members will play an active role in the fundraising strategy, helping identify projects that need support, advocating for the necessary resources, and communicating this with the Development and Engagement Manager (DEM).

**1.1.2 Development and Engagement Manager:** The DEM will act as the main staff member to source and apply for funding on behalf of STC. They will keep an up-to-date fundraising database that will show the active status of any application, what project it refers to, financial reports, and any other relevant information regarding the funding process.

The fundraising database can be found on the internal data drive for staff members, and an online version will be available on the Town Vision section of the STC website for STC members and the public.

Additionally, the DEM will review the monthly budget reports released by the Finance Officer, maintaining records of available funds, STC operational costs, EMFs, and ongoing projects. This will provide a comprehensive understanding of STC budgets, with the DEM working on an ad hoc basis with the Finance Officer as needed.

### **Application Authorisation**

Given the time-sensitive nature of funding application deadlines, some bids may require a quick turnaround. Therefore, the DEM will have the flexibility to submit a bid deemed beneficial for STC, without the need for committee approval, provided it is discussed with, and signed off by, the Town Clerk.

**1.1.3 Library, Services, Finance & Admin:** The individual department line managers of STC will be allocated authority, through agreement with the DEM, to apply for funding of up to £1,000 where application eligibility and requirements are lower. If any department wishes to apply for higher amounts of funding, this will be agreed between the DEM, and signed off by the Town Clerk, before any funding application process goes ahead.

The request can be presented to the relevant subcommittee; however, the DEM acknowledges the tight timeframes required for most funding applications. Therefore, agreement between these two members of STC will support any short application timeframes and ensure funding application deadlines are not missed. Allowing ample time for staff to apply for funding avoids funding opportunities being missed and supports the overall vision and strategic objectives of the Business Plan (2024-2027) that aims to make Saltash prosperous in all aspects.

**1.1.4 Town Clerk (TC):** The TC will be responsible for signing off any funding reports or requests from department line managers to apply for larger amounts of funding.

## 2. Identification of Funding

**2.1** STC have successfully acquired funding from multiple sources and handled funding for projects such as (2022-2025):

- Cornwall Council Vitality Funded Open Space project, managing funds of £84K
- Town and Waterside Connectivity Project – CLUP (SPF), managing funds of £79,500
- CIL funding for two play areas on Pillmere, managing funds of £95K
- Cornwall Council Town Delivery Funding, managing funds of £30K
- Cornwall Council Accelerator Funding, managing funds of £21K
- CIL funding for a play park and sensory garden at Waterside, managing funds of £100k

The Development and Engagement Manager will continuously work to find new funding opportunities and databases/tools to help widen the funding landscape and find relevant funding opportunities to support the STC community. The tools that are currently being used are Grant360, Funding Newsletters, Grant Finder, Government Updates, Networking, and Funding Tracker D2N2.

## 3. Fundraising Methods

**3.1 Grant Applications:** The DEM will prepare competitive grant applications to secure a wide range of funds for STC projects that support the overall social, economic, and environmental initiatives of the STC Business Plan (2024-2027).

**3.2 Community Fundraising Events:** The DEM and Communications and Engagement Officer (CEO) will work together to form an overall fundraising event strategy that can be implemented through local events to raise funds for specific projects.

**3.3 Local Sponsorships:** The DEM and CEO will work together to engage with local businesses who may wish to sponsor public events or contribute to specific infrastructure projects following the current **STC Communications Policy and Strategy**.

**3.4 Crowdfunding Campaigns:** For smaller community projects, STC will consider running crowdfunding campaigns, led by the DEM and CEO, to engage residents and bring in donations from the local community.

#### **4. Funding Application Prioritisation**

To maximise impact and ensure efficient resource allocation, STC funding applications will be prioritised based on the following criteria:

- a)** Applications that directly support STC's overall vision, Business Plan (2024-2027), and long-term objectives will take priority.
- b)** Time-sensitive applications, especially those with imminent deadlines.
- c)** Applications that are realistic and achievable within the available resources will be prioritised over those requiring significant additional investment.
- d)** Projects involving strategic partnerships or collaborations will receive higher priority due to their potential for increased funding and success.

This approach ensures that funding is allocated effectively to projects with the highest potential for success and alignment with STC priorities.

## 5. Community Engagement

### 5.1 Quarterly Engagement Weeks

The Development and Engagement Manager will organise engagement weeks dedicated to meeting with local community organisations. These meetings serve to foster ongoing connections and provide an opportunity for reciprocal updates—allowing both the Town Council and community organisations to share relevant news, projects, and developments. This initiative helps ensure that the Town Council stays informed about the current activities and needs of local groups, enabling proactive identification of appropriate funding opportunities to support their projects.

By maintaining these regular touchpoints, we not only strengthen relationships with community organisations but also position the Town Council as a supportive partner in the local network. This approach builds mutual trust, enhances collaboration, and allows for better alignment of resources, while showcasing the Town Council's commitment to supporting and engaging with the community.

#### 5.1.1 Engagement Week Details

##### a) Meeting Format

<b>Duration</b>	Each meeting will be up to 1 hour per organisation
<b>Agenda</b>	Meetings will follow a structured agenda, allowing both the Town Council and the community organisations to provide updates, discuss upcoming projects, and explore potential funding sources.
<b>Meeting Locations</b>	Meetings can be conducted in various formats, based on convenience and preference: In person at the chamber or their premises, or virtual via teams/phone call.

## **b) Quarterly Schedule**

Engagement weeks will occur four times per year, following the schedule below:

- January
- April
- July
- October

## **c) Booking Process**

### ***Initial Contact***

**Step 1:** Organisations interested in booking a session for Engagement Week's should contact the Development and Engagement Manager via email or phone and include a brief description of the topics they'd like to discuss (e.g., funding opportunities, project updates).

- Email: [Fundraising@saltash.gov.uk](mailto:Fundraising@saltash.gov.uk)
- Phone: 01752 844846

**Step 2:** Upon receipt of the inquiry, the Development and Engagement Manager will send an acknowledgment email confirming the booking request. Additionally, they shall outline available dates, times, and locations for sessions. Locations will include:

- Virtual via teams/phone call.
- In person at the Guildhall/Chamber
- In person at their premises

### ***Booking Confirmation***

**Step 3:** Once the organisation selects a preferred date and time, the booking will be confirmed via email, to include:

- The scheduled date and time for the session.
- The chosen location for the session.
- A meeting agenda that serves as a reminder of the topics they requested to discuss, and any additional information or preparation they may need to bring (e.g., project proposals, funding application drafts).



**Step 4:** Instructions for accessing the session will then be sent via email.

- If it's in person, confirmation of the venue and any health & safety guidelines will be shared.
- For virtual meetings, a link to the meeting platform will be shared.

### ***Pre-Session Preparation***

**Step 5:** A reminder email will be shared with participants of the engagement weeks 48 hours before the scheduled session.

### ***Cancellation Policy***

This will be shared with organisations along with their confirmation email of their appointment. ***Please see below the cancellation policy template:***

We understand that plans can change, and we want to make sure that our sessions are as convenient and productive as possible. Please review our cancellation policy below:

#### **1. Cancellation Notice**

- More than 48 hours before the session: If you need to cancel or reschedule your session, please notify us at least 48 hours in advance. This allows us to offer the slot to other organisations that may need it.

#### **2. Rescheduling**

- If you need to reschedule, we kindly ask for at least 48 hours' notice. We will do our best to accommodate a new time, based on availability, but rescheduling is subject to our current schedule.

#### **3. No-Show**

- If the organisation does not show up for their scheduled session without prior notice or cancellation, it will be considered a "no-show." In such cases, we may not be able to offer a rescheduled session, and a fee may be charged for the missed appointment.

#### 4. Emergency Cancellations

- We understand that emergencies can happen. If you need to cancel due to unforeseen circumstances, please inform us as soon as possible. We will try to accommodate a rescheduled appointment, depending on availability.

#### 5. Cancellation by Saltash Town Council

- In the rare event that we need to cancel a scheduled session, we will notify you as soon as possible. We will offer to reschedule the session at a mutually convenient time, or, if rescheduling is not possible, we will discuss alternative arrangements.

#### 6. How to Cancel or Reschedule

- To cancel or reschedule your session, please email [Fundraising@saltash.gov.uk](mailto:Fundraising@saltash.gov.uk) or contact us by phone at **01752 844846**. We kindly ask for your full name, organisation name, and session details when contacting us.

#### d) Objective of Meetings

<b>Information Sharing</b>	Both the Town Council and local organisations will have an opportunity to provide updates on relevant news, projects, and funding opportunities.
<b>Building Relationships</b>	The goal is to strengthen relationships with local groups, ensuring the Town Council is well-informed about their activities and able to provide support where needed.
<b>Funding Identification</b>	The Development and Engagement Manager will use these meetings to stay updated on each organisation's current and upcoming projects, enabling them to share appropriate funding opportunities.

#### **e) Acknowledgement of Support**

Community organisations that successfully receive funding through opportunities shared by STC, will agree to inform STC and will be encouraged to highlight STC's role in helping them find the funding, whether through social media, word of mouth, or other communication channels, and to use STC's modern logo where possible to reflect their participation in the funding process.

#### **f) Key Considerations**

All shared information will be handled appropriately, following STC's current **Data Protection and Freedom of Information policy**.

Saltash Town Council is registered with the Information Commissioner's Office (ICO) as a Data Controller. Town Council Officers, staff and Town Councillors are Data Processors and have a responsibility to maintain records and process data in accordance with the current General Data Protection Regulations. Breaches of the regulations may lead to the Town Council being subject to investigation by the ICO, a potential fine and loss of reputation. Anyone – Town Council Officers, staff and Town Councillors – should also remember that correspondence issued may be subject to release under a Freedom of Information request.

## **6. Communication Plan for Fundraising**

The Development and Engagement Manager, and the Communications and Engagement Officer will handle the key communications in line with the current **STC Communications Policy and Strategy**.

Specific communication tasks within the funding strategy will include:

**6.1** Weekly funding updates to be shared on Facebook and Instagram to share opportunities with the community.

**6.2** LinkedIn will be used to share updates on successfully completed projects and to connect with funding providers and project stakeholders relevant to those initiatives.

**6.3** Relationships with local press, radio stations, and newspapers, will aim to be developed to provide updates on successful projects that have secured funding.

**6.4** Reports will be created after each engagement week on the use of funds and the status of projects to share with STC and build trust and encourage ongoing support with local organisations.

**6.5** The engagement weeks will be communicated through the usual STC communication platforms to allow all Saltash communities to have the opportunity to apply for a slot. A communication strategy for the engagement week's will be included in the overall STC social media strategy that will be developed by the CEO.

## **7. Training**

**7.1** The DEM will actively identify, and undertake, relevant training opportunities related to funding and share them with STC staff.

## **8. Legal and Compliance Considerations**

The DEM will ensure compliance with all relevant regulations related to public financing, including tax laws, and grant requirements.

## **9. Monitoring and Evaluation**

**9.1** The DEM will review the funding strategy quarterly, in line with the engagement weeks, to review the funding strategy's effectiveness and adjust as necessary. Any adjustments will be made and signed off by the Town Clerk and relevant STC committee.

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Devolution Sub Committee held at the Guildhall on Thursday 30th January 2025 at 6.30 pm**

**PRESENT:** Councillors: R Bickford, R Bullock (Chairman), S Gillies (Vice-Chairman), S Martin, L Mortimore, J Peggs, B Samuels and P Samuels.

**ALSO PRESENT:** S Burrows (Town Clerk / RFO) and D Joyce (Office Manager / Assistant to the Town Clerk).

**APOLOGIES:** None.

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#### **1/24/25 TO ELECT A CHAIRMAN.**

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

It was proposed by Councillor Mortimore, seconded by Gillies to nominate Councillor Bickford.

There were no other nominations.

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

Councillor Bullock in the Chair.

#### **2/24/25 TO ELECT A VICE CHAIRMAN.**

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

There were no other nominations.

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

**3/24/25      HEALTH AND SAFETY ANNOUNCEMENTS.**

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

Due to the length of time since the Sub Committee previously met, the Town Clerk reminded Members of the Terms of Reference set by the Sub Committee prior to getting into the business to be discussed at this evening's meeting.

1. To investigate and potentially progress devolution of assets from Cornwall Council to Saltash Town Council working with the Community Link Officer.
2. To explore funding options for remedial works from Cornwall Council upon the transfer of assets.

**4/24/25      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.

**5/24/25      QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

**6/24/25      TO RECEIVE AND APPROVE THE MINUTES OF THE DEVOLUTION SUB COMMITTEE HELD ON 11 MAY 2023 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Bullock, seconded by Councillor Martin and **RESOLVED** that the minutes of the Devolution Sub Committee held on 11 May 2023 were confirmed as a true and correct record.

**7/24/25      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**8/24/25      TO RECEIVE A RECOMMENDATION FROM THE TOWN VISION SUB COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the request from the Town Vision Sub Committee to consider the six Town Council Strategic Priorities under the Devolution Sub Committee's Terms of Reference.

Draft 'Aims and Actions' were included in the reports pack for Members consideration.

Members discussed the proposals and their relevance to the work of the Sub Committee.

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

1. To note the Town Vision Sub Committee recommendation;
2. To approve the Devolution Sub Committee's Strategic Priorities and score for Q3;
3. To delegate to the Town Clerk to continue to progress the strategic priorities reporting back at the next meeting.

The Chairman confirmed that Agenda Item 15 – To receive the draft Lease for Victoria Gardens and Maurice Huggins Room and consider any actions and associated expenditure is to be taken as the next item of business.



**TO RECEIVE THE DRAFT LEASE FOR VICTORIA GARDENS AND MAURICE HUGGINS ROOM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk directed Members attention to the documents included in the circulated reports pack, including the draft Lease from Cornwall Council, the Lease report from the Town Council's solicitor and relevant title searches.

The Town Clerk, as the Proper Officer to the Town Council, spoke of the importance to provide professional feedback on the draft Lease, highlighting key areas of concern for Members' consideration.

Omission of agreed funding:

No mention of the previously agreed £5,000 contribution towards the railing works. Instead, the draft Lease states that Saltash Town Council is responsible for repairing and repainting the exterior railings at its own cost, which has been estimated to exceed £125,000, with completion required within three months of signing the lease.

Lack of break clause:

The Lease does not include a break clause, meaning there is no option for early termination within the proposed five-year term.

No reference to Freehold transfer:

The Lease makes no reference of a freehold transfer following the five-year period. This was a key aspiration of the Town Council when entering discussions regarding the devolution of Victoria Gardens and the Maurice Huggins Room.

Risk to Town Council:

Potential financial risk to the Town Council, there is no obligation for Cornwall Council to offer a Freehold after five years. It could result in significant Town Council investment over the Lease period, only for the site to revert back to Cornwall Council without compensation.

Restrictions on permitted use:

The Lease stipulates that the site can only be used as 'public open space' by community groups. Additionally, the Town Council would be required to take out building insurance in joint names.

Restrictions on permitted use:

The Lease instructs the Town Council to redecorate both the interior and exterior at least once every five years, as well as within the final six months of the Lease term. This places strict conditions on how the Town Council manages the refurb of the site, despite bearing full financial responsibility.

Maintenance and decoration obligations;

No alterations may be made beyond those necessary to maintain the space as a public open area. Any proposed changes would require an application for approval, with no guarantee of consent.

No compensation for improvements;

The Lease specifies that no compensation will be provided for any works or improvements carried out by the Town Council. A Town Council survey has been conducted and included in the reports pack, however, if further surveys identified additional issues these costs would fall entirely on the Town Council.

The Town Clerk advised that taking on the site would increase the Town Council's precept. While efforts would be made to secure external funding, such funding is not guaranteed, and many projects may not meet identified funding criteria.

The Town Clerk raised concerns that if the Town Council chose not to proceed with the draft Lease with Cornwall Council, it could potentially strain future partnership relations.

There was unanimous disappointment among Members regarding the unfavourable terms highlighted by the Town Clerk and outlined in the Lease, with Members considering it a poor deal for the Town Council and the community.

It was proposed by Councillor Bullock, seconded by Councillor Bickford and resolved to **RECOMMEND** to Full Council to be held on 6 February 2025 to refuse the Lease based on and detailed above:

1. Omission of agreed funding;
2. Lack of break clause;
3. No reference to Freehold transfer;
4. Risk to Town Council;
5. Restrictions on permitted use;
6. Maintenance and decoration obligations;
7. Restrictions on alterations;
8. No compensation for improvements.

**10/24/25      TO REVIEW THE TOWN COUNCIL DEVOLUTION PROGRAMME  
AND CONSIDER ANY ACTIONS AND ASSOCIATED  
EXPENDITURE.**

Members received and reviewed the Town Council Devolution Programme contained within the circulated reports pack.

Members discussed possible areas for devolution and the current priority list and agreed the devolution of Longstone Park was extremely ambitious for the Town Council due to large associated costs and resources should the park fall within the Town Council responsibilities.

It was proposed by Councillor Martin, seconded by Councillor P Samuels and **RESOLVED** to note the Devolution Programme and make the following amendments;

1. To remove Longstone Park from the priority list due to the above reason;
2. To reorder the priority list to look like (as attached)
  - Alexandra Square public conveniences
  - Memorial Peace Garden
  - Waterside - Pontoon
3. To consider Alexandra Square Toilets under Agenda Item 11.

**11/24/25      TO RECEIVE HEAD OF TERMS FOR ALEXANDRA SQUARE TOILET AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the Heads of Terms contained within the circulated reports pack and queried the retaining boundary wall.

Members discussed a previous request of the Sub Committee, for the Memorial Peace Garden to form part of the Lease and agreed the current licence to occupy the gardens was sufficient at this time.

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

1. To **RECOMMEND** to Full Council to be held on 6 February 2025 to approve Cornwall Council's Heads of Terms for a 99-year Lease for Alexandra Square Toilets, as attached, subject to clarification on the retaining boundary wall;
2. To delegate to the Town Clerk to work with Cornwall Council to progress the Lease, subject to Full Council's approval;
3. To appoint Coodes Solicitors to act on behalf of the Town Council to review the draft Lease and obtain searches, as necessary;
4. To **RECOMMEND** to the Policy and Finance Committee to allocate Coodes Solicitors associated costs to budget code 6224 Professional Fees;
5. Delegate to the Town Clerk to work within budget 6224 Professional Fees, subject to Policy and Finance's approval;
6. To note a Licence to Occupy the Memorial Peace Garden is sufficient at this stage.

**12/24/25      TO RECEIVE A SERVICE DELIVERY REPORT ON VICTORIA GARDENS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members agreed this item was no longer required due to the resolution of minute number 27/24/25.

**13/24/25      TO RECEIVE A RECOMMENDATION FROM THE SERVICES COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members agreed this item was no longer required due to the resolution of minute number 27/24/25.

**14/24/25      TO RECEIVE THE TOWN COUNCIL LONG-TERM VISION DOCUMENT FOR VICTORIA GARDENS AND MAURICE HUGGINS ROOM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members agreed this item was no longer required due to the resolution of minute number 27/24/25.

**15/24/25      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.

**16/24/25      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**17/24/25      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**18/24/25      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: 7.31 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_



## CORNWALL COUNCIL STANDARD HEADS OF TERMS

SUBJECT TO CONTRACT

2<sup>nd</sup> July 2024

Our Ref: 12152

<b>PROPERTY:</b>	Public Conveniences at Alexandra Square, Saltash, PL12 4AN as indicated edged red on the attached plan and for the avoidance of doubt the demise will include the retaining boundary walls.
<b>INTENTION:</b>	New lease to be drafted by Cornwall Council Legal Services.
<b>LANDLORD'S CONSENT</b>	Please note that where Landlord's Consent is required under the terms of your lease this is <b>IN ADDITION</b> to other consents such as licencing and planning consent which may also be needed, albeit that these other consents may also be required from Cornwall Council as the local authority. Cornwall Council has various statutory functions; for example, the Council's role as planning authority is entirely distinct from in its capacity as a landowner.
<b>LANDLORD:</b>	Cornwall Council New County Hall Treyew Road Truro TR1 3AY
<b>LANDLORD'S SOLICITOR:</b>	Legal Services Cornwall Council New County Hall Treyew Road Truro TR1 3AY  FAO: TBC



<b>LANDLORD'S SURVEYOR:</b>	<p>Cornwall Council Estates Delivery  Chy Trevail  Beacon Technology Park  Bodmin  PL31 2FR  FAO: Jo Keene  Tel: 07955 434 474  Email: <a href="mailto:Jo.Keene@cornwall.gov.uk">Jo.Keene@cornwall.gov.uk</a></p>
<b>TENANT:</b>	<p>Saltash Town Council  The Guildhall  12 Lower Fore Street  Saltash  PL12 6JX</p> <p>FAO: Sinead Burrows  Tel: 01752 844846  Email: <a href="mailto:sinead.burrows@saltash.gov.uk">sinead.burrows@saltash.gov.uk</a></p>
<b>TENANT'S SOLICITOR:</b>	<p>Nicholls and Sainsbury  131 Fore Street  Saltash  PL12 6AB</p> <p>Tel: 01752 846 116</p>
<b>RENT:</b>	<p>One peppercorn payable annually in advance if demanded.</p> <p><del>Insurance will be collected with the rent.</del></p> <p>Cornwall Council Legal Services will collect the rent due on completion of the Lease.</p>
<b>RENT REVIEW:</b>	None
<b>VAT</b>	All figures stated are exclusive of VAT, if applicable.
<b>INSURANCE:</b>	<p>The Tenant will insure the building and provide proof of the policy within 14 days of the completion of the lease and thereafter within 14 days of the request.</p> <p>The Tenant is responsible for their own contents, employer's and public liability insurance (the latter up to a minimum of £5 million, and provide proof of the policy to the council within 14 days of the request).</p>



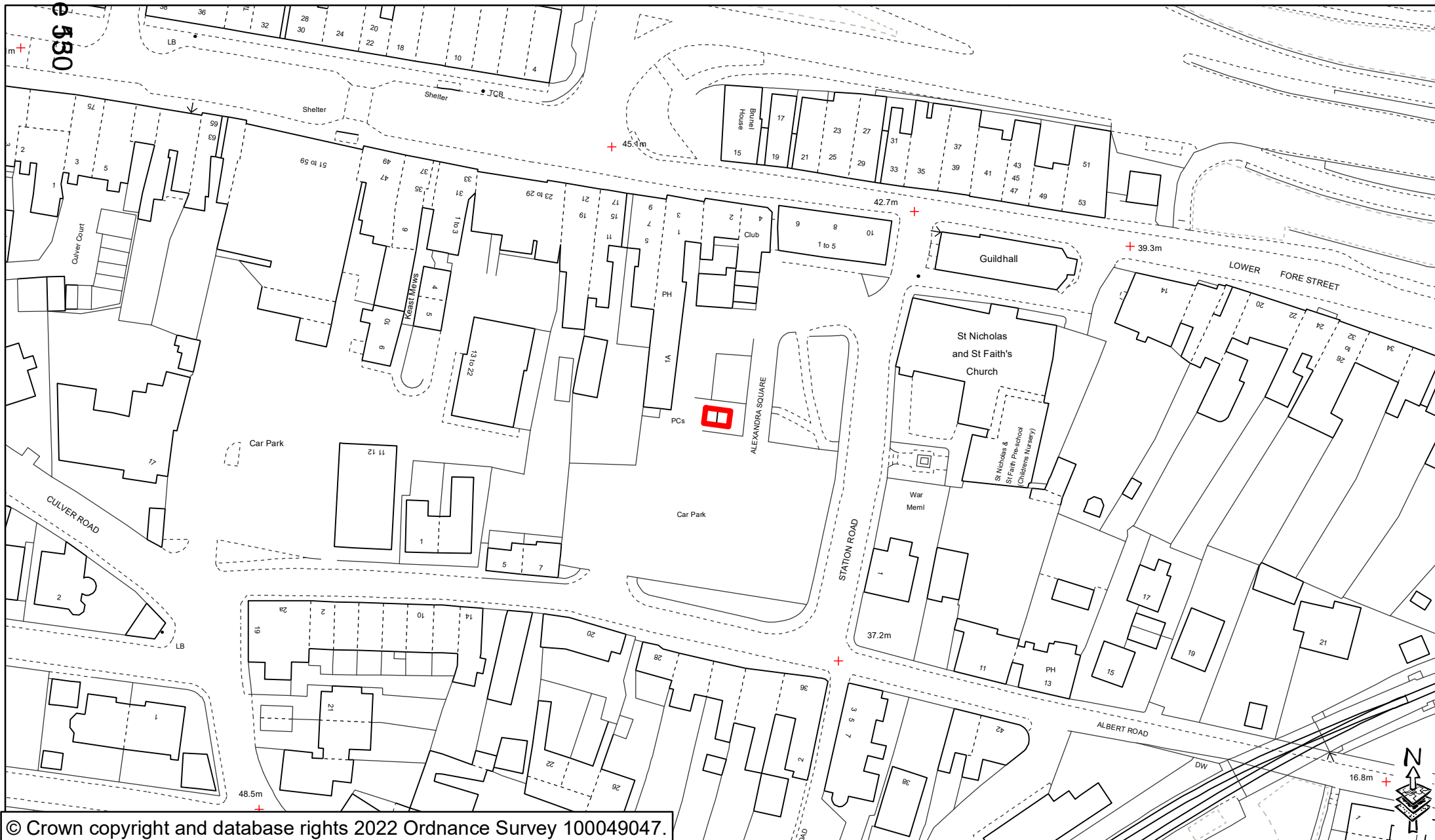
<b>OTHER CHARGES:</b>	The Tenant is responsible for Business Rates, utilities and any other applicable charges.
<b>TERM COMMENCEMENT DATE:</b>	On completion of the lease.
<b>LEASE TERM:</b>	<b>Ninety-nine years.</b>
<b>BREAK CLAUSE:</b>	None.
<b>USE:</b>	<p>Toilets.</p> <p>The Tenant must seek the Landlord's prior written consent to any proposed change of use.</p>
<b>REPAIR:</b>	<p>The Tenant shall keep the property in good and full repair.</p> <p>The Tenant must keep a maintenance and compliance programme for the upkeep of the Property and a written record of all structural, annual and other inspections undertaken as part of the maintenance and compliance programme and provide a copy of all inspections or reports to the Landlord within five working days of request.</p>
<b>DECORATIONS:</b>	The Tenant is to keep the premises in a clean and tidy condition. External painting every 5 years and internally every 3 years
<b>ALIENATION:</b>	The Tenant shall not assign the whole or any part of the Property and similarly shall not sub-let or share the whole or any part of the Property.
<b>ALTERATIONS:</b>	<p>Internal non-structural alterations or additions are permitted, without the Landlord's prior written consent. External alterations are permitted, subject to seeking the Landlord's prior written consent.</p> <p>At the end of the Term the tenant must remove and reinstate any alterations, advertisements and fixtures and fittings and make good any damage caused if required so to do by the Landlord.</p>





<b>YIELD UP:</b>	<p>At the end of the Term the Tenant will Yield Up the Property in accordance with the repairing, cleaning and decoration obligations of the Lease.</p> <p>The Landlord may remove, store and if not collected within 10 days, may sell or otherwise dispose of any furniture or goods which the Tenant fails to remove from the Property at the end of the tenancy. The Tenant shall be responsible for all reasonable costs which the Landlord may incur. The Landlord shall be entitled to deduct such costs from any monies lawfully due to the Tenant.</p>
<b>SECURITY OF TENURE:</b>	The Lease shall be contracted outside of the security of tenure provisions contained in S.24 to S.28 of the Landlord & Tenant Act 1954.
<b>LEASE PLAN:</b>	<p>Lease Plan attached.</p> <p>The Property demised to the Tenant is shown edged in red on the Lease Plan.</p>
<b>SIGNAGE:</b>	The Tenant will be granted the right to erect and alter the Tenant's signage on the Property, subject to Landlord's consent and subject to obtaining any necessary statutory consents.
<b>OTHER TERMS:</b>	<p>The Landlord reserves its right to ask for sight of any insurance certificates and evidence of adherence to legislation (for example: Fire Risk Assessment) and guidance for any of the Tenant's uses. The Tenant must provide a copy of the requested documentation within 14 days of the request made.</p> <p>The Tenant shall comply with all statutory requirements including planning legislation and Health &amp; Safety requirements.</p>
<b>COSTS:</b>	Each to bear their own costs.
<b>CONDITIONS:</b>	<p>Subject to:</p> <ol style="list-style-type: none"> <li>1) Landlord's Formal Approval</li> </ol>

Scale: 1:1,000    Paper Size: A4





IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

**This is to certify that  
Saltash Town Council  
has signed up to the Civility & Respect Pledge**

Saltash Town Council believes now is the time to put Civility and Respect at the Top of the Agenda and start a culture change for the local council sector.

Certificate number: 790.

**Saltash Town Council will:**

- Treat all councillors, clerk and all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role.
- Put in place a training programme for councillors and staff.
- Sign up to Code of Conduct for councillors.
- Have in place good governance arrangements in place including, staff contracts, and Dignity at Work Policy.
- Commit to seek professional help at early stages should civility and respect issues arise.
- Commit to calling out bullying and harassment when it happens.
- Continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme.
- Support the continued lobbying for the change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

**Signed on behalf of the council by:**

Chairperson/Mayor: \_\_\_\_\_

Date: 2.5.2024

## Chairman's report

January 2025

### Mayoral Engagements

Date	Location	Information
Friday 10 <sup>th</sup> January	Saltash Library Hub	Opening of the refurbishment works
Saturday 18 <sup>th</sup> January	Ashtorre Rock	Veterans event
Tuesday 21 <sup>st</sup> January	The Core	Saltash Youth Network AGM
Wednesday 22 <sup>nd</sup> January	18 Belle Vue	Opening of Story Book Dads
Friday 24 <sup>th</sup> January	Saltash Sailing Club	Youth presentation evening
Monday 27 <sup>th</sup> January	Saltash Wesley Church	Opening of Saltash Music, Speech and Drama Festival
Monday 27 <sup>th</sup> January	Saltash Wesley Church	Presenting of Saltash Music, Speech and Drama Festival awards
Tuesday 28 <sup>th</sup> January	Victoria Gardens	Planting of coronation tree

### Chairman's attendance at meetings

Date	Location	Information
Wednesday 15 <sup>th</sup> January	Guildhall	Healthcare Action Group

### Deputy Mayoral Engagements

Date	Location	Information

### Deputy Chairman's attendance at meetings

Date	Location	Information
Tuesday 21 <sup>st</sup> January	The Core	Saltash Youth Network AGM

**End of Report**  
**Mayors Secretary**



## News release

Corporate & Organisational Communications Team

[Corpchangecomms@dc.police.uk](mailto:Corpchangecomms@dc.police.uk) | [www.dc.police.uk](http://www.dc.police.uk)

Good morning

Please see the below press release about the recent performance of Devon & Cornwall Police's control room.

Media are invited to join us tomorrow, Wednesday 15 January, at HQ Middlemoor. Details are listed in the notes to editors.

**Please note:** This media release is embargoed until 12pm on 15 January 2025.

Regards,

Natasha Radford

Corporate Communications Officer

### **Significant improvement in 999 and 101 service in Devon and Cornwall**

14 January 2025

Devon & Cornwall Police has significantly improved the speed at which the Force answers 999 calls and 101 contact.

The rapid improvement of services within the Force's control room placed Devon & Cornwall Police as ninth fastest to respond to emergency calls in November 2024 compared to 44 other forces.

In 2024, 94.2 per cent of 999 calls were answered within the threshold of 10 seconds, an improvement of 5.8% compared to 2023. In the second half of the year, the average wait time for 101 calls was 3 minutes 43 seconds, almost 27 minutes quicker than same period the previous year.

Devon & Cornwall Police received over 69,000 reports through the Force website in 2024. Across the whole year, the average wait time was less than 12 hours. This dropped to just under five hours in December 2024. By switching from taking reports by email to nationally standardised forms, the control room can now take more

thorough and accurate information at the initial point of contact, saving time for members of the public.

Last September the Force was formally discharged by His Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) from the Engage phase of enhanced monitoring in relation to contacting the Force, following the Inspectorate's concerns regarding emergency and non-emergency calls. In discharging the Force, the Inspectorate noted that Devon & Cornwall Police had made significant and sustainable improvements.

Devon & Cornwall Police have also been working with the NHS and social care providers across the Force area to implement Right Care, Right Person, a process to ensure that individuals who are experiencing poor mental health get the support they need from the relevant agency, which is often not the police. Control room staff are trained to assess the situation and provide the caller with guidance if the threshold for police attendance is not met.

Assistant Chief Constable Nikki Leaper said: "These rapid improvements in our handling of emergency and non-emergency contact from the public are proof of the continued hard work and dedication of officers and staff across all areas of the control room and at our front offices.

"People should feel confident that Devon & Cornwall Police can deliver the service our communities deserve. However, we recognise that past experiences of delays and queues may affect people's perceptions. My hope is that we will continue to improve our contact with the public to ensure that victims receive the service they rightly deserve, and this will be felt across Devon, Cornwall and the Isles of Scilly.

"Our recent performance is excellent, but we will not be complacent. If you're not receiving a good service, I am keen to hear your feedback."

Devon & Cornwall Police and Crime Commissioner Alison Hernandez said: "In 2017 I set a strategic ambition to improve connectivity between Devon and Cornwall Police and the public it serves. That strategy has been backed by significant investment in reopening 18 police enquiry offices and recruiting and training contact officers whose front-line role is crucial to policing.

"I am delighted that the hard work and investment by our communities via their council tax precept is finally paying dividends. However, we cannot be complacent and I will work with the Chief Constable to ensure that the service improvements continue."

Your feedback helps shape and improve police services. Whether it's a thank you to an individual officer or a complaint about the way we handled something, we want to hear from you.

<https://www.devon-cornwall.police.uk/fo/feedback/>

## ENDS

## NOTES TO EDITORS

### Information about 999 and 101 demand in Devon and Cornwall

- Devon & Cornwall Police took 586,439 contacts (999, 101 and online) in 2024. 300,456 calls to 999, 216,610 to 101, and 69,373 online reports.
- Nationally in November 2024, Devon & Cornwall Police had the ninth quickest answer times of the 44 forces (December's data not yet available).
- Devon & Cornwall Police was moved to the Engage phase of enhanced monitoring by HMICFRS in October 2022. At the time, the inspectorate noted: "Between 1 November 2021 and 31 August 2022, the force answered 66.7 percent of 999 calls within 10 seconds – below the target of 90 percent in 10 seconds." Source: <https://hmicfrs.justiceinspectorates.gov.uk/peel-reports/devon-and-cornwall-2021-22/>
- Audio recordings of real 999 calls that should have been 101 calls are available on request.

### Media opportunity in Exeter

Media are invited to the control room at Middlemoor HQ, Exeter, on **Wednesday 15 January 2025** between **10am to 12pm**. There will be an opportunity to interview Assistant Chief Constable Nikki Leaper, senior staff from the department, and call handlers.

If you would like to attend, please contact [Corpchangecomms@devonandcornwall.pnn.police.uk](mailto:Corpchangecomms@devonandcornwall.pnn.police.uk). Please provide names of those attending and vehicle registrations.

**Devon & Cornwall Police, Headquarters, Middlemoor, Exeter, Devon. EX2 7HQ**



<b>SALTASH</b>	<b>January 2025</b>	<b>January 2024</b>	<b>% Change</b>
<b>Totals</b>	<b>106</b>	<b>69</b>	<b>53.6%</b>
Arson	3	0	-
Bicycle Theft	0	1	-100.0%
Burglary - Business and Community	1	1	0.0%
Burglary - Residential	4	4	0.0%
Criminal Damage	16	8	100.0%
Miscellaneous Crimes Against Society	1	1	0.0%
Other Sexual Offences	6	4	50.0%
Other Theft	11	5	120.0%
Possession of Drugs	1	4	-75.0%
Possession of Weapons	1	2	-50.0%
Public Order Offences	2	6	-66.7%
Rape	4	2	100.0%
Robbery	2	0	Increase
Shoplifting	5	1	400.0%
Stalking and Harassment	14	6	133.3%
Trafficking of Drugs	0	1	-100.0%
Vehicle Offences	6	2	200.0%
Violence with Injury	12	5	140.0%
Violence without Injury	17	16	6.3%
Increase in red			
Decrease in green			



## **CHAMBER REPORT**

At the Chamber meeting on the 3<sup>rd</sup> February there was healthy discussion on various subjects.

Traffic issues were a hot topic with the temporary left turn only from Gilston Road, in the main, seen as having a positive impact on the junction but it was noted that there are still drivers turning right. The free flow of traffic in Burraton Road was seen as an issue at peak periods.

Westcountry Fabrications were complimented on the planters now positioned at the far end of Gilston Road which seems to have stopped some of the 'on verge' parking that previously occurred. It is understood that more all-day parking is now happening on the access road to Pillmere and this is becoming an issue with residents.

It was reported that the main works to the tunnel would not now start until September and this was seen as a positive from a previous scenario that the work would be taking place in the summer having been deferred from 2014.

The Chairman reported on the work of the Town Team and that contractors, had now been appointed by STC to carry out the greening and wayfinding work. He also reported on the issue re. the memorial bench and its location within the site of the proposed market which is due to start on the 16<sup>th</sup> March and be on the 3<sup>rd</sup> Saturday of the month for a total of 6 months. Members were pleased that matters were progressing and the issue of the bench had been overcome for the trial period.

Hilary Frank then talked about the initiative, under the Shop Local banner, of the Magic Tenner and that this would run for a fortnight leading up to the 16<sup>th</sup> March, market day. M/s Frank would be visiting shopkeepers in the forthcoming days to generate support and see what traders could offer as a special deal in the fortnight.

The Chairman/M/s Frank also reported on the meeting they had with the Mayor re. the Christmas Lights and the Christmas Festival. The two events are to be kept separate but the Chamber had offered to help the Town Council to make more of an event of the lights switch on.

Members were also informed of the work being carried out to have a town brochure. This would include details of walks in the town and various places of importance as well as a road map etc. The work on this should be completed by Easter and was aimed at the tourist market as well as possible inclusion in the pack handed out by estate agents to house buyers.

The Chairman also reported on an independent survey which had been carried out on the town comparing ourselves with the five largest towns in the County and we fared well in comparison therewith and by national statistics.

**End of report**  
**Chairman of Saltash Chamber of Commerce**

## Report to STC

6<sup>th</sup> February 2025

Cllr. Hilary Frank



### 1. Closure of Adult Education Centres

After protests, the consultation period for the proposed closure of six Adult Education centres in Cornwall was extended to allow for further input. Although we made a strong representation, the decision was announced earlier this week that the Saltash centre would still be closed, along with four others. Launceston was given a reprieve.

This is extremely disappointing for Saltash, especially given the strength of feeling locally and the proactive role Saltash Town Council has played in promoting and supporting Adult Education. I've been in discussions with the Adult Education Service in the last couple of days since the announcement, however, and I'm encouraged by the apparent appetite to work with local stakeholders to explore possibilities for creating a new delivery model in Saltash, where we 'buy in' the courses we would like to have.

### 2. Investment in Saltash Leisure Centre

Saltash Leisure Centre is set to undergo a transformation into a multi-purpose community hub. This initiative, led by Cornwall Council in partnership with GLL, will see a major investment that will integrate a range of additional community services under one roof while still keeping the swimming pool and other leisure facilities.

Threatened with closure in 2021, the centre was saved following strong community protest. Since then, GLL has worked hard to deliver improvements, including expanded fitness programmes and a café. The support from Saltash Town Council has been invaluable, particularly through the working group meetings, leading to increased school and club use, as well as a rise in membership.

This investment from Cornwall Council recognises the local commitment and builds on this progress, and will help to secure the centre's long-term sustainability. The upgrade, due for completion by the end of the year, will include refurbished changing rooms and deliver a base for the registrar service as well as a Safe and Well Hub.

Work is scheduled to begin in late spring and will be carried out in phases to minimise disruption, with the leisure centre remaining fully operational throughout.

### 3. Belle Vue Car Park

The results of the consultation on various parking matters, including the proposed lease of 28 car parks (including Belle Vue West) to a private company, are due to be released tomorrow (7<sup>th</sup> February). Part of the problem is that governments have not authorised local authorities to use Automatic Number Plate Recognition (ANPR). This means that all local authorities, towns and parishes included, have to rely on traffic wardens and parking machines, which is inefficient and costly. We need to lobby government to authorise ANPR machines for local authority use.

In advance of the consultation publication, I've written requesting that if any leases are signed with a private contractor, then they must include clauses that:

- set a grace period of at least 15 minutes between parking and payment (too many private contractors only give 5 minutes, which is unreasonably short)
- require the private operator to get agreement from Cornwall Council before any price hikes are introduced
- set a break clause agreeing that Cornwall Council can take the car parks back if circumstances change/councils are authorised to use ANPR technology.

#### **4. Delivering Devolution with Cornwall, not to it**

On 16th December, just before Christmas, the government published the Devolution White Paper. It represents the biggest change to local government structure in 50 years, introducing Strategic Authorities and abolishing the two-tier structure of district councils within a county council. Here in Cornwall, we already have a unitary structure, with Cornwall Council holding the powers and responsibilities of a county and district councils, and we already have what is known as a Level 2 Deal for devolution.

The government's aim is that Strategic Authorities should be one of three types:

- i. Established Mayoral Strategic Authority
- ii. Mayoral Strategic Authority
- iii. Foundation Strategic Authority

Areas like Cornwall that have secured a Level 2 Deal will be known as a Foundation Strategic Authority. The Established Mayoral Strategic Authorities will enjoy the greatest level of devolution.

The government has also made clear that the new Strategic Authorities should have a total population of over 1.5 million, although it has also said that lower populations may be permitted under some circumstances.

The government invited all local authorities who are currently in 'two tier' areas to submit their vision of how their area would look in this new Strategic Authority landscape. The government's intention is to prioritise successful submissions. Since Cornwall is already a Foundation Strategic Authority, we are not in the first tranche of this 'devolution revolution', and weren't invited to submit a bid, but by the deadline of January 10th, Plymouth City Council had told the government that their vision would be to establish a Mayoral Strategic Authority that would cover Plymouth, Devon and Cornwall. (Devon has a population of 1.2 million.)

On 17th December the 6 MPs in Cornwall met with Deputy PM Angela Rayner, and in what they called 'a clear and open exchange of views' they said the Deputy PM was aware of the Cornish situation and explained that there were two possible paths open to us:

1. to engage early in the process for a Combined Authority and a Mayor
2. to remain on the Foundation Level and continue to campaign for a Cornwall-only

There would still be 87 councillors on Cornwall Council if we decided to enter in to a Mayoral Strategic Authority, but powers and funding for aspects like strategic transport and housing would be given to a directly elected Mayor.

We debated devolution in a meeting of all 87 Cornwall Councillors on 21<sup>st</sup> January, where the overwhelming majority voted to campaign for a Cornwall-only footprint.

On 5<sup>th</sup> February Deputy Prime Minister Angela Rayner announced that the review of the areas that had submitted a bid in the first tranche had been completed, and six areas would be in the priority programme of devolution with a view to mayoral elections in May 2026. These areas are: Cumbria, Cheshire and Warrington, Greater Essex, Hampshire and Solent, Norfolk and Suffolk, and Sussex and Brighton. Lancashire is also deciding its mayoral devolution options and their proposals will apparently be looked at in the autumn in parallel with the local authorities in the priority programme.

There was no mention of the 'Devonwall' proposal. Later in the House of Commons, Camborne, Redruth and Hayle MP Perran Moon asked the Deputy Prime Minister to guarantee that a draft devolution deal would not contravene the letter or the spirit of the Council of Europe's Framework Convention on National Minority Status, which confers Cornish people with ethnic minority status. In response, Angela Rayner said she recognises the Council of Europe status and that: "We'll continue to have conversations to make sure we're acutely sensitive to the needs of the Cornish people and that we take devolution forward in a way that it's intended to deliver for people across Cornwall and to do it **with** them not **to** them."

## Health Action Group - Progress Report to Saltash Town Council

The Group met in the Council Chamber on 15 January, and it was a “full house”. Very encouraging that all member bodies are supporting the project, even after two years. The main purpose at this meeting was to receive a progress report on the Care Closer to Home Strategy from the Derriford Hospital team. We were taken through a very detailed, if technical, presentation of the key issues, and I can supply a copy to any councillor who would like to see it.

The presentation generated a wide ranging discussion, which enabled Tryphaena Doyle of the ICB to give an update on her work.

I copy below the **Action Points** from the meeting, which will give you a better idea of next steps):

### All

- Please consider whether Saltash can be established asap as a pilot project for Care Closer to Home, and for Integrated Neighbourhood Teams? To be discussed at next meeting
- Work together to secure the phlebotomy service in the town
- Work with PCN to build up the new Primary Care Hub at St Barnabas
- Please provisionally diary Wednesday March 19th for next meeting

### Laura (Derriford)

- Check other months to see if the snapshot day in January was typical?
- Consider with David (Cornwall Partnership Trust) and Rachel (Saltash Health Centre) how St Barnabas and Saltash Health Centre can become venues for UHP outpatient activity
- Further update on Care Closer to Home developments to next HAG meeting

### Tryphaena

- Talk to Comms Team re publicity for Winter Wellbeing event, Saturday 1<sup>st</sup> February
- Report asap on potential availability of Peninsula House sale profits
- Update on NHS Dentistry

**Of course, we are still only at the stage of fine words rather than improvements on the ground.**

**We do need to see real outcomes from our endeavours.**

Some of you will have attended the NHS event at the Guildhall last Saturday. I was personally unable to be there, but I understand it was very well attended by the public despite the rather poor advertising beforehand.

Peter Thistlethwaite  
Chair, Port View Patient Group

5 February 2025

## Bank Receipts

Saltash Town Council

For the period 1 December 2024 to 31 December 2024

Contact	Description	Net	VAT	Gross
Churchtown Allotments	Allotment rent 01/09/2024 to 31/03/2025	181.25	0.00	181.25
Churchtown Cemetery	Interment Fees	1,640.00	0.00	1,640.00
Cornwall Council	Library Refurbishment funding	15,000.00	0.00	15,000.00
Daily Moorings	Fee Income	2,750.00	550.00	3,300.00
EE	Cash back from phone contracts	10.00	0.00	10.00
Guildhall	Various Bookings	263.70	0.00	263.70
Guildhall	Refreshment Income	64.15	12.85	77.00
Guildhall	Photocopying Fees	37.82	7.58	45.40
Isambard house	Various Bookings	398.33	79.67	478.00
Library Income	Photocopying Fees	2.92	0.58	3.50
Maurice Huggins	Various Bookings	45.00	0.00	45.00
Murder Mystery Night	Ticket Income	221.66	44.34	266.00
Public Sector Deposit	Bank Interest	1,974.51	0.00	1,974.51
Saltash Bowling Club	Longstone - Bowling Club Water Charges	18.39	1.59	19.98
St Stephen Parish Church	Interment Fees	670.00	0.00	670.00
St Stephen Parish Church	Overpayment for November 2024 Charges	335.00	0.00	335.00
Trusted Boat Scheme	Fee Income	125.01	24.99	150.00
<b>Grand Total</b>		<b>£ 23,737.74</b>	<b>£ 721.60</b>	<b>£ 24,459.34</b>

## Bank Payments

Saltash Town Council

For the period 1 December 2024 to 31 December 2024

Contact	Description	Net	VAT	Gross
Adrian Chapman and Kate Gibbons	Murder Mystery Event 'The Killer in the costume' taking place on Friday 1st November 2024	£ 450.00	£ -	£ 450.00
Allstar Business Solutions Limited	Fuel for Town Council Service Delivery Vehicles	£ 136.89	£ 27.38	£ 164.27
Anglotech Group Limited (Previously Print Copy Scan Ltd)	Staples for photocopier located in reception	£ 42.99	£ 8.60	£ 51.59
Anglotech Group Limited (Previously Print Copy Scan Ltd)	Staples for booklet maker located in reception	£ 45.06	£ 9.01	£ 54.07
Anglotech Group Limited (Previously Print Copy Scan Ltd)	Prints for Photocopiers 29/10/2024 to 28/11/2024	£ 199.45	£ 39.88	£ 239.33
Barclays	Bank Charges	£ 8.52	£ -	£ 8.52
Bright Software Group	BrightPay (UK) - November 2024	£ 1.20	£ 0.24	£ 1.44
BrightHR	Provisions of HR Software - December 2024	£ 78.00	£ 15.60	£ 93.60
Callington Town Council	Hire of Portreeve's Parlour Facility - Callington	£ 5.00	£ 1.00	£ 6.00
Carlton Plastics (SW) Ltd	Maintenance Materials - Pontoon	£ 55.51	£ 11.10	£ 66.61
Cleansing Service Group Ltd	Waterside Cabin - Cleaning and disposal costs	£ 168.00	£ -	£ 168.00
Cornwall Association of Local Councils	Heritage, Local Plans & Class Q Permitted Development Training course - Planning and General Administrator	£ 30.00	£ 6.00	£ 36.00
Cornwall Council	Rent for Longstone Garage and Depot - December 2024	£ 375.00	£ -	£ 375.00
Cornwall Council	Insurance for Longstone Garage and Depot - December 2024	£ 15.00	£ -	£ 15.00
Cornwall Pensions	Pension Fund Payment - December 2024	£ 12,853.97	£ -	£ 12,853.97
Credit Card Purchases (Amazon)	Health and Safety equipment - P&F	£ 9.14	£ 1.84	£ 10.98
Credit Card Purchases (Amazon)	Health and Safety equipment - P&F	£ 5.23	£ 1.05	£ 6.28
Credit Card Purchases (Amazon)	Blue glitter stars for use in the STC Christmas baubles	£ 3.91	£ 0.78	£ 4.69
Credit Card Purchases (Amazon)	Refreshment Costs - Guildhall	£ 19.96	£ -	£ 19.96
Credit Card Purchases (Amazon)	Dinner Fork Set for meeting use at Guildhall	£ 9.38	£ 2.00	£ 11.38
Credit Card Purchases (Amazon)	Teaspoon for meeting use at Guildhall	£ 5.62	£ 1.20	£ 6.82
Credit Card Purchases (Amazon)	Cross-bar Hexagonal Screwdriver for Service Delivery use	£ 7.91	£ 1.58	£ 9.49
Credit Card Purchases (Amazon)	Maintenance Materials - Public Toilets	£ 20.79	£ 4.16	£ 24.95
Credit Card Purchases (Amazon)	Clothing cost - Service Delivery	£ 19.71	£ 3.94	£ 23.65
Credit Card Purchases (Amazon)	Office Cost - Library	£ 44.16	£ 8.84	£ 53.00
Credit Card Purchases (Amazon)	Activities Costs - Library	£ 69.35	£ 13.88	£ 83.23
Credit Card Purchases (Cornwall Council)	Inspection Fee for Cornwall council at Library Site	£ 600.00	£ -	£ 600.00
Credit Card Purchases (DVLA)	Road fund license - 12 months - EA14 ZVZ	£ 337.50	£ -	£ 337.50
Credit Card Purchases (Iron Mongery Direct)	Ironmongery Items For Public Toilets	£ 42.05	£ 8.41	£ 50.46
Credit Card Purchases (Solar Centre)	Atlas Solar Spotlights	£ 79.98	£ 16.00	£ 95.98
Credit Card Purchases (St Johns Ambulance)	St John Ambulance Medium Workplace First Aid Kit	£ 455.75	£ 91.15	£ 546.90
Credit Card Purchases (St Johns Ambulance)	St John Ambulance Burns First Aid Kit	£ 107.50	£ 21.50	£ 129.00
Credit Card Purchases (Workplace Depot)	Garage Storage Shelves	£ 64.99	£ 13.00	£ 77.99
Credit Card Purchases (Xero UK Ltd)	Subscription - 01/11/2024 to 30/11/2024	£ 31.02	£ 6.60	£ 37.62
Dainton Group Services	Rent for Waterside Cabin and Effluent Tank	£ 332.13	£ 66.43	£ 398.56
Denmans	Christmas Lights Maintenance Cost	£ 62.72	£ 12.54	£ 75.26
Denmans	Equipment maintenance materials - Service Delivery	£ 14.50	£ 2.90	£ 17.40
Denmans	Christmas Lights Maintenance Cost	£ 41.89	£ 8.38	£ 50.27
Denmans	Maintenance Materials - Pubic Toilets	£ 33.28	£ 6.66	£ 39.94



Contact	Description	Net	VAT	Gross
Denmans	Christmas Lights Maintenance Cost	£ 99.17	£ 19.84	£ 119.01
Denmans	Christmas Lights Maintenance Cost	£ 12.49	£ 2.50	£ 14.99
Devon Contract Waste Ltd	08/11/2024 Recycling Costs	£ 13.50	£ 2.70	£ 16.20
Devon Contract Waste Ltd	12/12/2024 Recycling Costs	£ 13.50	£ 2.70	£ 16.20
Diverse Events	Organisation and road management for Remembrance 2024	£ 630.48	£ -	£ 630.48
EE	Staff mobiles and Pontoon broadband charges	£ 121.35	£ 24.27	£ 145.62
Efficient Comms Ltd	Telephone Call and Service Charges - November 2024	£ 240.49	£ 48.10	£ 288.59
EON	Electricity Charges - 01/11/2024 - 30/11/2024	£ 449.29	£ 22.46	£ 471.75
Grin	12 month subscription to daily GRIN e-bulletins	£ 15.00	£ -	£ 15.00
HMRC	PAYE payment - December 2024	£ 11,704.30	£ -	£ 11,704.30
Howdens	Repair Materials - Isambard House	£ 31.48	£ 6.30	£ 37.78
HR Support Consultancy	HR Services for work carried out during the month of October 2024	£ 723.45	£ 144.69	£ 868.14
HR Support Consultancy	HR Services for work carried out during the month of November 2024	£ 723.45	£ 144.69	£ 868.14
Hygiene 2 Health Ltd	Introduction to Risk Assessment course for Receptionist	£ 17.50	£ 3.50	£ 21.00
Hygiene 2 Health Ltd	Introduction to Risk Assessment course for Assistant to the Town Clerk	£ 17.50	£ 3.50	£ 21.00
Hygiene 2 Health Ltd	Risk Assessment for Working in Extreme Conditions	£ 105.00	£ 21.00	£ 126.00
James Hallam Council Guard	Pontoon insurance from 14/12/2024 - 13/12/2025	£ 2,769.89	£ -	£ 2,769.89
Laser - Guildhall Gas	Gas Charges - 30/09/2024 to 31/10/2024	£ 130.00	£ 6.50	£ 136.50
Laser - Station Gas	Gas Charges - 30/09/2024 to 31/10/2024	£ 23.99	£ 1.20	£ 25.19
Laser - Unmetered supply - 1051655	Electricity Charges - 01/10/2024 to 31/10/2024	£ 19.35	£ 0.97	£ 20.32
Laser - Unmetered supply - 1051655	Electricity Charges - 01/11/2024 to 30/11/2024	£ 19.47	£ 0.97	£ 20.44
Mike Pitches	Photography for Remembrance on 10/11/2024	£ 120.00	£ -	£ 120.00
Minster Cleaning (South West Commercial Cleaning Ltd)	Opening, closing and cleaning of Saltash Town Council toilet blocks for November 2024	£ 2,497.95	£ 499.59	£ 2,997.54
Opayo (previously Sage)	Card Machine Charges	£ 13.00	£ 2.60	£ 15.60
Opayo (previously Sage)	Card Machine Charges	£ 37.13	£ -	£ 37.13
Otis Ltd	Contractual Maintenance carried out Guildhall Lift - 01/12/2024 - 28/02/2025	£ 720.00	£ 144.00	£ 864.00
Pertemps Recruitment	Admin officer Pertemps staffing hours 29.5 hours W/C 18/11/2024	£ 662.28	£ 132.46	£ 794.74
Pertemps Recruitment	Admin officer Pertemps staffing hours 37 hours W/C 25/11/2024	£ 830.65	£ 166.13	£ 996.78
Rexel	Festive Lighting Maintenance Cost	£ 67.45	£ 13.49	£ 80.94
Rexel	Grounds Maintenance Materials	£ 20.36	£ 4.07	£ 24.43
Richard Ough's Motor Services	Labour charge to diagnose fuel leak & handbrake fault on Service Delivery vehicle	£ 204.00	£ 40.80	£ 244.80
Robert Mcneil	Additional tree survey for Pillmere area siding A38	£ 250.00	£ -	£ 250.00
Robert Mcneil	Tree survey for Victoria Gardens	£ 250.00	£ -	£ 250.00
Saltash & District Observer	Town Messenger - October 2024	£ 330.00	£ -	£ 330.00
Saltash & District Observer	Town Messenger - November 2024	£ 330.00	£ -	£ 330.00
Sir Fix-a-Lock Ltd	2 x security keys for the Guildhall	£ 44.00	£ 8.80	£ 52.80
SLCC Enterprises Ltd	Building Resilience in the Face of Challenges and Abuse Training course - Planning and General Administrator	£ 35.00	£ 7.00	£ 42.00
SLCC Enterprises Ltd	SLCC Membership for CiLCA course - Assistant to the Town Clerk	£ 303.00	£ -	£ 303.00
SOS Consultancy	Monthly ICT Support and Maintenance Services	£ 1,363.13	£ 272.63	£ 1,635.76
SOS Consultancy	Dell 15" business laptop, Docking Station, Monitors, keyboard and mouse for Admin Officer	£ 1,178.00	£ 235.60	£ 1,413.60
South West Assessment & Training	Training For Assistant Service Delivery Manager - Advanced Plumbing Course On Legionella's Management And Disinfection To Hot And Cold Water System 25/01/2025	£ 200.00	£ 40.00	£ 240.00

Contact	Description	Net	VAT	Gross
South West Hygiene	Sanitary Bin and Nappy Disposal Units Rental - Alexandra Square Toilets 07/01/2025 - 06/01/2026	£ 146.84	£ 29.36	£ 176.20
South West Hygiene	Sanitary Bin and Nappy Disposal Units Rental - Belle Vue Car Park 07/01/2025-06/01/2026	£ 231.87	£ 46.38	£ 278.25
South West Hygiene	Sanitary Bin and Nappy Disposal Units Rental - Waterside Toilets 07/01/2025-06/01/2026	£ 231.87	£ 46.38	£ 278.25
South West Hygiene	Sanitary Bin and Nappy Disposal Units Rental - Longstone Park Toilets 07/01/2025-06/01/2026	£ 218.26	£ 43.66	£ 261.92
South West Signs	Cemetery Safety Notice Sign	£ 25.50	£ 5.10	£ 30.60
South West Signs	Memorial Warning Notice	£ 197.50	£ 39.50	£ 237.00
South West Signs	Reception sign	£ 29.40	£ 5.90	£ 35.30
South West Signs	Replacement frosting to Chamber window	£ 80.00	£ 16.00	£ 96.00
South West Signs	Frosting to reception office window	£ 80.00	£ 16.00	£ 96.00
South West Signs	Vinyl lettering for the Freeman board	£ 35.00	£ 7.00	£ 42.00
South West Signs	Opening Hours vinyl for Guildhall Entrance Door	£ 35.00	£ 7.00	£ 42.00
South West Signs	No Parking Signs - Longstone Depot	£ 35.00	£ 7.00	£ 42.00
South West Signs	Pontoon Closed Signs	£ 205.00	£ 41.00	£ 246.00
South West Surfacing Specialists Ltd	Resurfacing of Isambard House Car Park - part payment	£ 12,750.00	£ 2,550.00	£ 15,300.00
South West Water - Belle Vue Toilets	Water and Sewerage Charges 27/09/2024 - 26/11/2024	£ 191.09	£ -	£ 191.09
South West Water - Library	Water and Sewerage Charges - 02/11/2024 to 03/12/2024	£ 18.58	£ -	£ 18.58
South West Water - Longstone Depot - Connection to Bowling Green	Water and Sewerage Charges - 02/11/2024 to 03/12/2024	£ 18.18	£ 1.58	£ 19.76
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water and Sewerage Charges 02/10/2024 to 01/11/2024	£ 171.60	£ 13.28	£ 184.88
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water and Sewerage Charges 02/11/2024 to 02/12/2024	£ 182.95	£ 14.14	£ 197.09
South West Water - Maurice Huggins Room	Water and Sewerage Charges - 02/11/2024 to 02/12/2024	£ 18.18	£ 1.58	£ 19.76
Spot-On-Supplies	Cleaning Materials - Maurice Huggins	£ 41.09	£ 8.22	£ 49.31
Spot-On-Supplies	Cleaning Materials - Isambard House	£ 46.74	£ 9.35	£ 56.09
Spot-On-Supplies	Cleaning Materials - Longstone Depot	£ 63.06	£ 12.61	£ 75.67
Spot-On-Supplies	Cleaning Materials - Public Toilets	£ 115.23	£ 23.05	£ 138.28
Spot-On-Supplies	Cleaning Materials - Library	£ 33.58	£ 6.71	£ 40.29
Spot-On-Supplies	Cleaning Materials - Guildhall	£ 116.68	£ 23.34	£ 140.02
Spot-On-Supplies	Cleaning Materials - Guildhall	£ 18.39	£ 3.68	£ 22.07
Spot-On-Supplies	Cleaning Materials - Public Toilets	£ 12.60	£ 2.52	£ 15.12
Staff Expenses	Activities Cost - Library	£ 42.31	£ 5.66	£ 47.97
Staff Expenses	Refreshments Costs - Library	£ 11.70	£ -	£ 11.70
Staff Expenses	Flu Jab for staff	£ 14.99	£ -	£ 14.99
Staff Expenses	Flu Jab for staff	£ 20.00	£ 3.99	£ 23.99
Staff Salaries	Staff Salaries	£ 41,562.40	£ -	£ 41,562.40
Standard Life Assurance	Pension Fund Payment - December 2024	£ 800.00	£ -	£ 800.00
Sumup	Card Machine Charges	£ 3.55	£ -	£ 3.55
Tartendown Nursery	Flowers for Grounds Maintenance	£ 104.70	£ 20.94	£ 125.64
Thirsty Work	Water Cooler Hire & water - December 2024	£ 83.65	£ 16.73	£ 100.38
Tool station	Grounds Maintenance Materials	£ 31.63	£ 6.33	£ 37.96
Tool station	Maintenance Materials - Public Toilets	£ 7.57	£ 1.51	£ 9.08
Tool station	Maintenance Materials - Public Toilets	£ 97.77	£ 19.55	£ 117.32
Tool station	Maintenance Materials - Public Toilets	£ 40.37	£ 8.08	£ 48.45

Contact	Description	Net	VAT	Gross
Tool station	Maintenance Materials - Public Toilets	£ 26.80	£ 5.35	£ 32.15
Trade UK Account	Maintenance Materials - Public Toilets	£ 83.34	£ 16.66	£ 100.00
Trade UK Account	Allotments Maintenance Materials	£ 6.41	£ 1.28	£ 7.69
Trade UK Account	Maintenance Materials - Festive Lighting	£ 21.25	£ 4.25	£ 25.50
Trade UK Account	Maintenance Materials - Public Toilets	£ 59.17	£ 11.83	£ 71.00
Trade UK Account	Maintenance Materials - Library	£ 15.82	£ 3.16	£ 18.98
Trade UK Account	Sanding sheets for Service Delivery use	£ 6.64	£ 1.34	£ 7.98
Trade UK Account	Repair Materials - Library	£ 11.67	£ 2.33	£ 14.00
Trade UK Account	Maintenance Materials - Public Toilets	£ 39.28	£ 7.86	£ 47.14
Trade UK Account	Paint for Cemetery fence	£ 37.49	£ 7.50	£ 44.99
Trade UK Account	Repair Materials - Waterside Toilet	£ 19.99	£ 4.00	£ 23.99
Travis Perkins Trading Company Ltd	Repair Materials - Waterside Toilet	£ 10.64	£ 2.13	£ 12.77
Travis Perkins Trading Company Ltd	Repair Materials - Waterside Toilet	£ 3.89	£ 0.78	£ 4.67
Tudor Environmental	Tool Consumables for Longstone Depot	£ 157.21	£ 31.44	£ 188.65
UK Identity Ltd	ID Badge for staff	£ 5.45	£ 0.75	£ 6.20
Viking Direct	Office Chair for Guildhall	£ 298.00	£ 59.60	£ 357.60
Viking Direct	Stationery - P&F	£ 77.90	£ 15.58	£ 93.48
Vital Parts Ltd	Maintenance Materials - Pontoon	£ 45.38	£ 9.08	£ 54.46
West Country Embroidery	New uniform costs - Service Delivery	£ 352.00	£ 70.40	£ 422.40
West Country Embroidery	New uniform costs - Service Delivery	£ 201.90	£ 40.38	£ 242.28
Westcountry Skip Hire	14/11/2024 Disposal of Mixed Waste	£ 106.40	£ 21.28	£ 127.68
Westcountry Skip Hire	26/11/2024 Disposal of Green Waste	£ 71.68	£ 14.34	£ 86.02
Westcountry Skip Hire	28/11/2024 Disposal of Skip Waste	£ 321.00	£ 64.20	£ 385.20
WesternWeb Ltd	Annual renewal of hosting for Saltash Neighbourhood Plan website plan4saltash.co.uk	£ 85.00	£ 17.00	£ 102.00
Wilf Dawes Tyres & Batteries	Maintenance Costs - Service Delivery Mower	£ 139.57	£ 27.93	£ 167.50
Wolseley	Repair Materials - Library	£ 42.03	£ 8.41	£ 50.44
Wolseley	Maintenance Materials - Allotments	£ 34.43	£ 6.89	£ 41.32
Wolseley	Maintenance Materials - Guildhall	£ 8.44	£ 1.69	£ 10.13
<b>Grand Total</b>		<b>£ 104,678.27</b>	<b>£ 5,955.28</b>	<b>£ 110,633.55</b>

## NOTES

<b>Meeting:</b>	Saltash Town Team -
<b>Date and Time:</b>	Monday 13 January 2025 - 5.30 pm

<b>Present:</b>	<b>Title/Representing:</b>
C Bailey (CB)	CEPL12 (Reserve)
R Bickford (RB)	CEPL12
S Burrows (SB)	Town Clerk
H Frank (HF)	Cornwall Council
M Griffiths (MG)	Saltash Town Council
S Lennox-Boyd (SL)	Cornwall Council
S Martin (SM)	Saltash Town Council
S Miller (SM)	Saltash Chamber of Commerce
J Peggs (JP)	Saltash Town Council
M Richardson (MR)	Consultant
C Thomson (CT)	Cornwall Council Community Link Officer
Two members of the public	

<b>Apologies for absence:</b> M Worth, Cornwall Council
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<b>Item</b>	<b><u>Key / Action Points:</u></b>	<b>Action by:</b>
1	<p><b><u>Health and Safety Announcements.</u></b></p> <p>The Chairman informed those present of the actions required in the event of a fire or emergency.</p>	
2	<p><b><u>Apologies.</u></b></p> <p>Apologies were received from Cornwall Councillor Worth.</p>	
3	<p><b><u>Public Questions - A 15-minute period when members of the public may ask questions of the Saltash Town Team.</u></b></p> <p>None received.</p>	

4	<p><b><u>To receive the notes of the Town Team meeting held on 18 December 2024 as a true and correct record.</u></b></p> <p>Members confirmed the notes are a true and correct record of the meeting.</p> <p>The Town Clerk informed members that the Town Team Terms of Reference were approved at the Saltash Town Council meeting held on 9 January 2025.</p>	
5	<p><b><u>To receive the latest Town Team funding statement and consider any actions.</u></b></p> <p>Members noted the latest Town Team funding statement.</p> <p>The Chairman drew Members attention to the additional column on the funding statement showing s106 available funds and spend to date.</p> <p>The Town Clerk informed Members that the Town Accelerator Funds (TAF) and Town Delivery Funds (TDF) are required to be spent by 31 March 2025 (funding perimeters), Cornwall Council will not provide an extension therefore these funds will be utilised to pay for the following services:</p> <ul style="list-style-type: none"> <li>• Diverse Events</li> <li>• Mel Richardson Consultancy</li> <li>• The Urbanists</li> <li>• Part payment to the wayfinding/signage and planting works that will have been ordered/under construction by the end of March 2025. The outstanding balance will be covered by the s106 ringfenced funds.</li> </ul>	
6	<p><b><u>To receive an update on the Saltash promotion project and consider any actions and associated expenditure.</u></b></p> <p>DJ provided a verbal update on the project and report received within the reports pack.</p> <p>A signed a letter of endorsement for a Town Visitor Guide and media pack has been included in the reports pack received at this evening's meeting. The external contractor has been appointed and will now begin approaching all local businesses offering the opportunity to advertise in</p>	

the Town Visitor Guide.

The car park and Heritage Trail notice boards will be undertaken as two separate projects. The car park notice boards and the leaflet will include a map of key attractions in the town with 24 points of interest such as, the Banking Hub, public conveniences and local attractions.

The car park notice boards are located at Belle Vue, Alexander Square, Culver Road and outside Ashtorre Rock.

Due to resource limitations the Heritage Trail notice boards are on hold. The notice boards will be utilised on a temporary basis to provide information about Saltash Town Team, Visit Saltash Leaflet, Town Visitor Guide, and many projects the Town Team are working alongside Saltash Town Council, such as, markets, greening and wayfinding.

The designer's cost has been received for the design of the Visit Saltash Leaflet, DJ confirmed it is within the s106 Waitrose available budget. The working group are to further review and progress the project meeting the target date of 1 March 2025.

The Chairman thanked the working group and DJ for work undertaken thus far.

Members received and approved the change of content to the Visit Saltash Leaflet.

Councillor Griffiths asked the working group to ensure the project is transferrable to social media and the website.

DJ confirmed that the leaflet will be available on the website and continuity will be ensured across all platforms.

RB informed Members that it is hoped to utilise established channels such as Visit Tamar Valley and Visit Plymouth with the delivery of leaflets into leaflet racks in key travel and hospitality location such as rail stations, hotels and tourist information centres to reach people outside of Saltash.

7	<p><b><u>To receive an update on the Town Vitality markets, greening and wayfinding project and consider any actions and associated expenditure.</u></b></p> <p>MR informed the group that approx. 150 businesses were visited today which covered Fore Street, Lower Fore Street and branch roads such as Keast mews.</p> <p>All businesses were given a Fore Street Public Relam project leaflet and spoken to about the project and how they could get involved.</p> <p>There was overwhelmingly positive feedback from the businesses about the project, businesses are keen to see improvements and new events in the town centre to help improve the footfall and support the towns future.</p> <p>Some businesses mentioned they are keen to do market day offers and there was no resistance or negative feedback given.</p> <p>14 businesses expressed interest in shaping the project in conjunction with Town Team with many businesses offering to advertise the markets in shop windows.</p> <p>MR is to produce a report on the positive and or negative feedback from the businesses during the trial period. The data will be used to help shape future projects and as evidence to the final report to meet the funding criteria.</p> <p>Members discussed how to engage fresh food businesses to get involved with the market.</p> <p>The Chairman reported that Diverse Events confirmed, fresh food items are hard to source for an untested market due to the high risk to their business, if their fresh items do not sell, they end up wasted. However, the Chairman agreed he would reiterate the importance of Saltash based fresh food producers being given the opportunity to have a stall.</p> <p>Members all agreed that the emphasis for the market has to be on Saltash based businesses.</p> <p>Councillor Griffiths commented, the market needs to be advertised and include information on what</p>	<p>MR</p> <p>PR</p>
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	<p>Deadline for bids is Friday 17 January at 4pm.</p> <p>Members approved delegated authority to the panel to open, score, and award a contractor for greening and wayfinding. The Chairman to confirm the award to Members via email and formally report at the next Town Team meeting to form the notes.</p> <p>Members requested that The Urbanists be approached to further advertise the tender prior to Friday's deadline to encourage applications.</p> <p>The Town Clerk informed Members that funds of £7,500 has been received from TDF payment schedule (included in the funding statement) and Cornwall Council are processing funds of £10,500 in line with the funding agreement.</p> <p>The last funding claim appears to be straight forward, by way of, evidence added to a report.</p> <p>The Town Clerk informed Members of the marketing Strategy, circulated within the reports pack, to be delivered by Saltash Town Council on behalf of Town Team.</p> <p>Members agreed a marketing strategy is required and approved to <b>recommend</b> to Saltash Town Council to cover associated cost for paid adverts of up to £60 on social media and advertising banners to state markets held on 3rd Saturday of the month instead of exact dates keeping the banners timeless. Banners to be displayed at Isambard House, Fore Street, Saltash Retail Park, Library.</p> <p>Further to the above <b>recommendation</b>, after the meeting, the Town Clerk confirmed to the Chairman that she is confident that the advertising of the trial can be allocated against either TDF/TAF therefore the recommendation is not required and the spend will be added to the funding statement.</p> <p>Saltash businesses will be asked to share any special offers they may wish to offer on market days so it can be included in the marketing strategy.</p>	<p><b>RECOMMEND to STC</b></p> <p><b>RECOMMEND to STC</b></p>
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	<p>RB suggested to create events on Facebook for each market date.</p> <p>The sample feedback survey, contained within the reports pack, for market traders was discussed. Members approved the survey.</p> <p>The group discussed the poster used by Diverse Events (for traders only) to encourage traders to book a stall at the market. All agreed branding needs to be consistent across the project. The Town Clerk to liaise with Diverse Events to see if it is possible to update at this stage.</p> <p>All agreed press and social media releases are key in the lead up, during and delivery of the project. This provides an opportunity for a good news story circulated in local newspapers, potential for interviews etc.</p> <p>Members agreed to give delegated authority to the Development and Engagement Manager to action the marketing strategy contained within the report pack plus additions approved at this evening's meeting.</p> <p>Councillor Frank confirmed that residents that are affected by the road closure have been notified by Diverse Events.</p> <p>The Town Clerk to check if unloading and loading can take place whilst the market is on Belle Vue Road.</p> <p>To confirm, Members approved for the Development and Engagement Manager to undertake on behalf of Saltash Town Team the following elements:</p> <ol style="list-style-type: none"> <li>1. The full marketing strategy, phase 1,2,3,4 as attached, plus additions, as listed below: <ul style="list-style-type: none"> <li>• Social media paid advertising</li> <li>• Create social media monthly 'events'</li> <li>• Timeless banners for display at, Isambard House, Fore Street, Saltash Retail Park, Library</li> <li>• Red bus and Plymouth Boat Trips Ferry (poster)</li> <li>• Engage with Fore Street businesses to assist in promoting any special offers they may have during the market trial.</li> </ul> </li> </ol>	<p><b>D&amp;EM</b></p> <p><b>SB</b></p> <p><b>D&amp;EM</b></p>
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8	<p><b><u>A.O.B</u></b></p> <p>The Chairman referred to the email circulated from Will Glassup Highway Manager for Cormac relating to Saltash Fore Street safety improvements. Members were pleased with the response received and positive steps forward.</p> <p>The Town Clerk informed Members that the pavement around a couple of trees which have lifted due to tree roots can be tarmacked with a colour to provide a better look and feel to the town.</p> <p>Will is to provide options to the Town Clerk who will report to the Chairman.</p> <p>Any lifted slabs around trees will be stored at the Saltash Town Council depot for future use in the town.</p>	
9	<p><b><u>Date of Next Meeting: 10 February 2025 at 5:30 p.m.</u></b></p> <p>10 February 2025 at 5.30pm</p> <p>Meeting ended at 6.30pm</p>	

## WORKING TOGETHER FOR OUR COMMUNITY



### Terms of Reference Saltash Town Team

**The aim of the Saltash Town Team is to provide co-ordination of development activity within the town centre; In doing so helping to improve the economic, social and environmental revitalisation of the town centre – making Saltash a better place to live, work, visit and enjoy.**

**Membership:** Three Saltash Town Councillors (One of which to be the Chairman of Saltash Town Council Town Vision Sub Committee, Vice Chairman of Town Vision to be a substitute)

Three Cornwall Councillors (one from each division in Saltash)

Three Saltash Chamber of Commerce members (one Member to be a reserve substitute)

Three members CEPL12 (one Member to be a reserve substitute)

Advisory/non-voting members – STC Town Clerk and Cornwall Council Community Link Officer (when required)

This is the current list but additional members/officers could be asked to attend if a wider range of advice on a certain project might be required.

**Quorum:** Meetings will be postponed if:

50% or more of members indicate, prior to the meeting that they are unable to attend.

If one, or more, of the Membership organisations is not represented.

<b>Decision Making:</b>	If voting on matters, Town Team will aim to reach consensus decisions, however, it will operate on the basis of one member one vote. In the case of a tie, the Chairman will hold a casting vote.
<b>Chairmanship:</b>	The Chairman to be appointed annually – May to May.  In the absence of the Chairman a Member of Town Team is to be appointed to Chair that meeting only.
<b>Frequency of Meetings:</b>	The Town Team will meet bi-monthly on the 2nd Monday of the month at 5.30pm, or as required.
<b>Venue:</b>	The Guildhall / Virtual
<b>Administration:</b>	Admin support for the group will be provided by Saltash Town Council.
<b>Public Questions</b>	Members of the public may ask questions of the Town Team by submitting in writing via email to <a href="mailto:enquiries@saltash.gov.uk">enquiries@saltash.gov.uk</a> or the Guildhall no later than 48 hours prior to the start of the meeting.  Responses to public questions will be dealt with at the discretion of the Chairman.
<b>Reports to:</b>	Saltash Town Council as the accountable body. All financial arrangements will be directed by the standing orders and financial regulations of the Town Council and when projects are requiring confirmation and support and financial overseeing.

### **Detailed Terms of Reference and Aims of the Saltash Town Team**

1. To bring together stakeholders, private and public sectors in the town to work in partnership and to co-ordinate their activities towards a common goal.
2. To collate information to help inform decisions.
3. To formulate a shared understanding for carrying out improvements for the benefit of all stakeholders. As appropriate, to identify and prioritise projects to improve the economic, social and environmental revitalisation of the Town and for its long-term benefits.

4. To help co-ordinate and implement the activities of those who provide services within the town.
5. To seek and/or assist with funding of initiatives for the benefit of Saltash.
6. To work in accept and acknowledge there is a partnership, and actively strive for cohesion within all stakeholders, public and private sector all members of the team, working together for the benefits of the Saltash community.
7. To offer a forum whereby community groups, residents and private sector companies can seek advice/feedback on their emerging projects within Saltash. In addition, to engage with the community for the benefit thereof.
8. To provide a forum whereby Members of the group can help to ensure co-ordination between existing and emerging projects.
9. To give time or resources towards identified projects, and to establish task and finish groups, as appropriate.
10. To agree to use an innovative and professional approach for the benefit of Saltash.
11. To work in accordance with the principles of the Saltash Neighbourhood Plan.
12. The Members shall publicly support the Town Team in a positive way, and support funding applications
13. The Members shall help plan, review and refine activities based on their knowledge and expertise.
14. The Members shall listen to and respect the views of other members of the Town Team.
15. To publish all agendas and notes on the Town Council website to ensure community engagement and transparency is met at all times.
16. Securing investment to further the Town Team vision and in partnership with the strategic priorities of the Town Council as outlined in their Business Plan.
17. To continue to improve the profile of Saltash, 'the Gateway to Cornwall' creating a more prosperous, welcoming, green and attractive Town Centre for local people and visitors to enjoy

18. Working in partnership with other organisations, STT want to build on the town's strengths, address the weaknesses, realise new opportunities and mitigate any threats to the long-term prosperity of the Town Centre.

**To receive an updated report on GWR Customer and Community Improvement Fund and consider any actions and associated expenditure.**

**Report to:** Saltash Town Council

**Date of Report:** 04/02/2025

**Officer Writing the Report:** Development and Engagement Manager

**Pursuant to:** Saltash Town Council meeting held on Thursday 9<sup>th</sup> January 2025:

Meeting Minutes: **315/24/25**

## **Officers Recommendations**

Members are asked to consider ratifying the costs associated with the two funding applications submitted to GWR's Customer and Community Improvement Fund (**please refer** to the budget section of this report).

**Please note**, GWR has informed us they will provide their decision on the funding applications by March 2025.

## **Report Summary**

The Development and Engagement Manager, in collaboration with Cllr Bickford, have successfully overseen the submission of two funding applications to GWR's Customer and Community Improvement Fund. These were submitted on Friday 31<sup>st</sup> January 2025. These projects focus on promoting the use of Saltash Railway and celebrating its heritage while addressing community needs.

The funding application has been split into two lower funding requests, instead of one larger funding amount, due to the priorities GWR are putting on small and medium sized projects.



### **Project 1: Promoting Increased Use of the Railway from Saltash**

The project aims to produce two key leaflets to promote affordable, reliable, and sustainable train travel from Saltash Railway for work, school, higher education, and leisure.

*Leisure Leaflet:* The leisure leaflet will promote the Saltash Railway as a convenient and affordable travel option for residents and visitors looking to explore local and regional attractions. It will highlight key destinations accessible by train from Saltash, encouraging local tourism and community exploration. The leaflet will focus on the benefits of using the train for leisure travel, such as reduced reliance on cars, lower environmental impact, and the convenience of affordable rail options. It aims to inspire residents and tourists to choose rail travel for day trips, weekend getaways, and exploring the local area, contributing to a more sustainable and eco-friendly tourism model. This has received support from the Devon and Cornwall Railway Partnership who have offered to support in the design of the leaflet.

*Commuter Leaflet:* The commuter leaflet will focus on the practical benefits of using the Saltash Railway for daily travel to Plymouth, particularly for work, school, and higher education. It will emphasise the affordability, reliability, and convenience of train travel, offering a cost-effective alternative to driving. The leaflet will provide clear information on timetables, ticketing, and the advantages of using the railway for daily commutes, highlighting the positive impact on reducing traffic congestion, lowering carbon emissions, and supporting sustainable commuting.

### **Project 2: Honouring the Legacy and Future of Saltash Railway**

This project is an interactive exhibition celebrating the Saltash Railway's history and its future potential. The exhibition will feature personal stories, the historical significance of the Royal Albert Bridge, and highlight the role of the railway in the community's economic, educational, and cultural development. The project aims to engage residents and visitors of all ages while promoting sustainable transport and local heritage. It will be scheduled to take place at Isambard House between September 12th–28th to coincide with the Railway200 celebrations.

Strong partnerships with local stakeholders, including the Devon and Cornwall Railway Partnership, Saltash Heritage, and Saltash Rail Users Group (SRUG) have

been secured to ensure the successful implementation of these initiatives, with SRUG offering an additional £400 in match funding to split between the projects.

Additionally, the implementation of these projects aligns with STC's Business Plans strategic priorities Travel and Transport and Boosting Jobs and Economic Prosperity by working with key stakeholders to support access to affordable, accessible, and sustainable transport in Saltash and the rural and urban areas, as well as promoting Saltash as a vibrant and welcoming visitor destination.

### **Budget Overview**

Please see below the amount of funding that has been requested from the GWR fund, and match funding from STC.

	<b>Amount of funding applied for from GWR.</b>	<b>Match funding requested from STC.</b>
<b>Project One</b>	£5,000	10% at £500
<b>Project Two</b>	£10,000	10% at £1,000
<b>Total</b>	£15,000	£1,500

### **Budgets**

**Budget Code:** 6282 EMF Funding Bids

**Availability:** £3,620

**Signature of Officer:**





**Your ref:** Infra24-090  
**My ref:**  
**Date:** 28/01/2025

Dear Sir / Madam,

**Gilston Road, Saltash – Prohibition of Right-hand Turn**

Cormac, on behalf of Cornwall Council, is inviting comments on a proposal to implement a right-hand turn prohibition, into Callington Road from Gilston Road.

The introduction of these measures is expected to improve road safety in the area and reduce traffic congestion caused by long waiting times for vehicles completing right-turn manoeuvres from Gilston Road. Making a right turn onto the main road is challenging, often leading to traffic queuing behind and causing delays for both left and right-turning vehicles. By banning right turns traffic flow from the junction could be significantly improved.

Following the implementation of the prohibition, drivers wishing to make right turns will instead be required to use Pillmere Roundabout 150 meters south of Gilston Road. Users heading in the direction of Liskeard will be encouraged to use Burraton Road. Additionally, extra double yellow lines are proposed on Burraton Road prevent obstructive parking and facilitate better traffic-flow.

These measures are initially being implemented as a trial in the form of an Experimental Traffic Regulation Order (ETRO). The ETRO will be brought into force on the **28/01/2025** and stay in force for a period of **18 months**, whilst its effects are monitored and assessed. Following which, Cornwall Council will make a decision on whether to make these measures permanent.

It is not possible to submit a formal response to the consultation until the ETRO comes into force. However, it is suggested that responses are made after the restrictions have

been in place for a period of time to allow a considered response to be made. Any responses must arrive no later than the **28/07/2025**.

To respond to this consultation, you can either:

1. Use Cornwall Council's Consultation finder, an on-line facility for viewing and responding to traffic consultations. This can be accessed by visiting [www.cornwall.gov.uk/TrafficConsult](http://www.cornwall.gov.uk/TrafficConsult). Once registered you will be able to submit responses to this and other current traffic consultations.
2. E-mail Infrastructure Design at [traffic@cormacltd.co.uk](mailto:traffic@cormacltd.co.uk), quoting the scheme name and reference, and indicating your support or objection to the proposals.
3. Respond in writing using the attached Consultation Response Form, indicating your support or objection to the proposals. Please return the form to the address shown at the foot of it.

If you wish to discuss any aspect of this scheme, please do not hesitate to contact me.

Yours sincerely

**Muhammad Nihad AbdulRahiman**  
**Engineer (Project Manager)**  
**Infrastructure Design**  
Tel: 01872 327281  
Email: [traffic@cormacltd.co.uk](mailto:traffic@cormacltd.co.uk)

# Infrastructure Design Consultation Response Form

Scheme Name: Gilston Road, Saltash  
Scheme Reference: Infra24-090  
Designer Name: Muhammad Nihad AbdulRahiman  
Start of Consultation: 28/01/2025  
End of Consultation: 28/07/2025

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐

Name:   
Please print in block capitals

Organisation:

Address:   
  
  
Postcode:

E-mail:

Date:                    /                    /                      
                                 DD                    MM                    YYYY

- What is your view on this scheme?                    Support ☐                    Object ☐
- (please tick one)
  - Please use the box below to provide any comments you have with regards to this scheme. If you wish to object to the proposal, you **must** state your reasons for doing so.

Please continue overleaf if necessary

Please return this form to: Infrastructure Design Western Group Centre,  
Radnor Road, Scorrier, Redruth TR16 5EH  
traffic@cormacltd.co.uk

## Privacy Information

Cormac collects personal information from you when you register a consultation response. We will use this information to assist in collating feedback and to respond to you if we require clarification or further information on the response you have provided. The secure management of your information is very important to us and work has been undertaken to ensure that the Company is GDPR compliant.

Please note that any personal information collected from you as part of the consultation process will be securely destroyed within 12 weeks of completion of the scheme. However, you have the right to request that your information is removed at an earlier point, by using the contact details provided in this letter.

If you choose not to provide your address with your response or withdraw your personal information before completion of the scheme, we regret that we may be unable to consider your response in regard to a particular aspect of it. Nonetheless, any points made will still be considered as general comments.

You can find out more information about how your information is used, how we maintain the security of your data and your rights in regard to the information we hold about you on our website: <https://www.corservltd.co.uk/privacy-and-cookie-policy/>

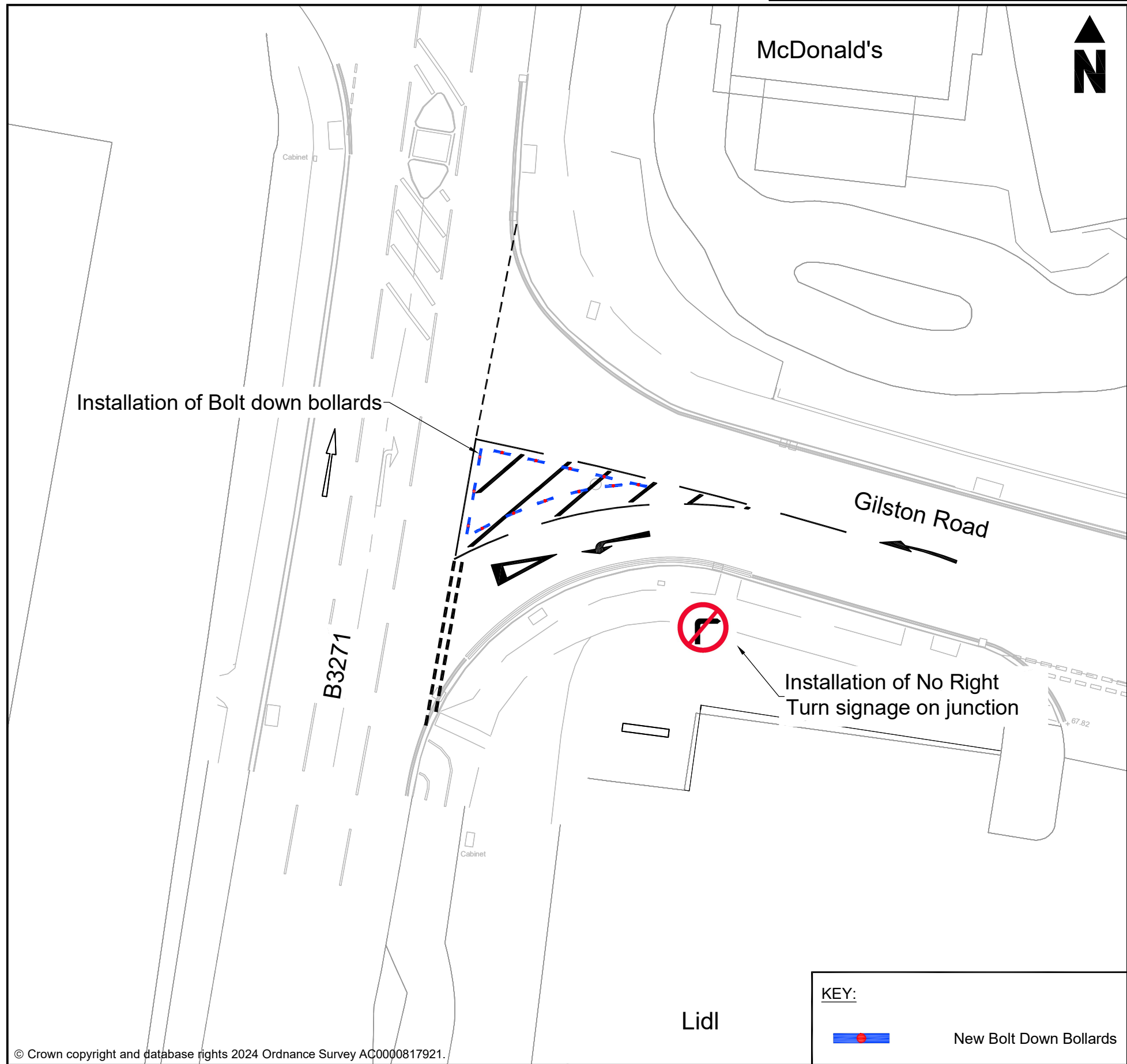
If you have any other queries regarding the use of your data, you can contact the Data Protection Officer at Corserv Solutions Ltd, Western Group Centre, Radnor Road, Scorrier, Redruth TR16 5EH or phone 01872 323 313.

# EXPERIMENTAL TRO

CORMAC Consultancy,  
on behalf of Cornwall Council, is inviting comment on the following proposal  
**Gilston Road, Saltash**  
**Sheet 01 Of 03**



Date	Originator	Document ref.
28/01/25	JJ	Infra24-090_SN_01



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Radnor Road, Scorrier, Redruth, TR16 5EH.**  
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**New County Hall, Treyew Road, Truro TR1 3AY**

Please contact us using the details below to obtain further information.

Telephone:  
Email:

**01872 327281**  
**[traffic@cormacltd.co.uk](mailto:traffic@cormacltd.co.uk)**

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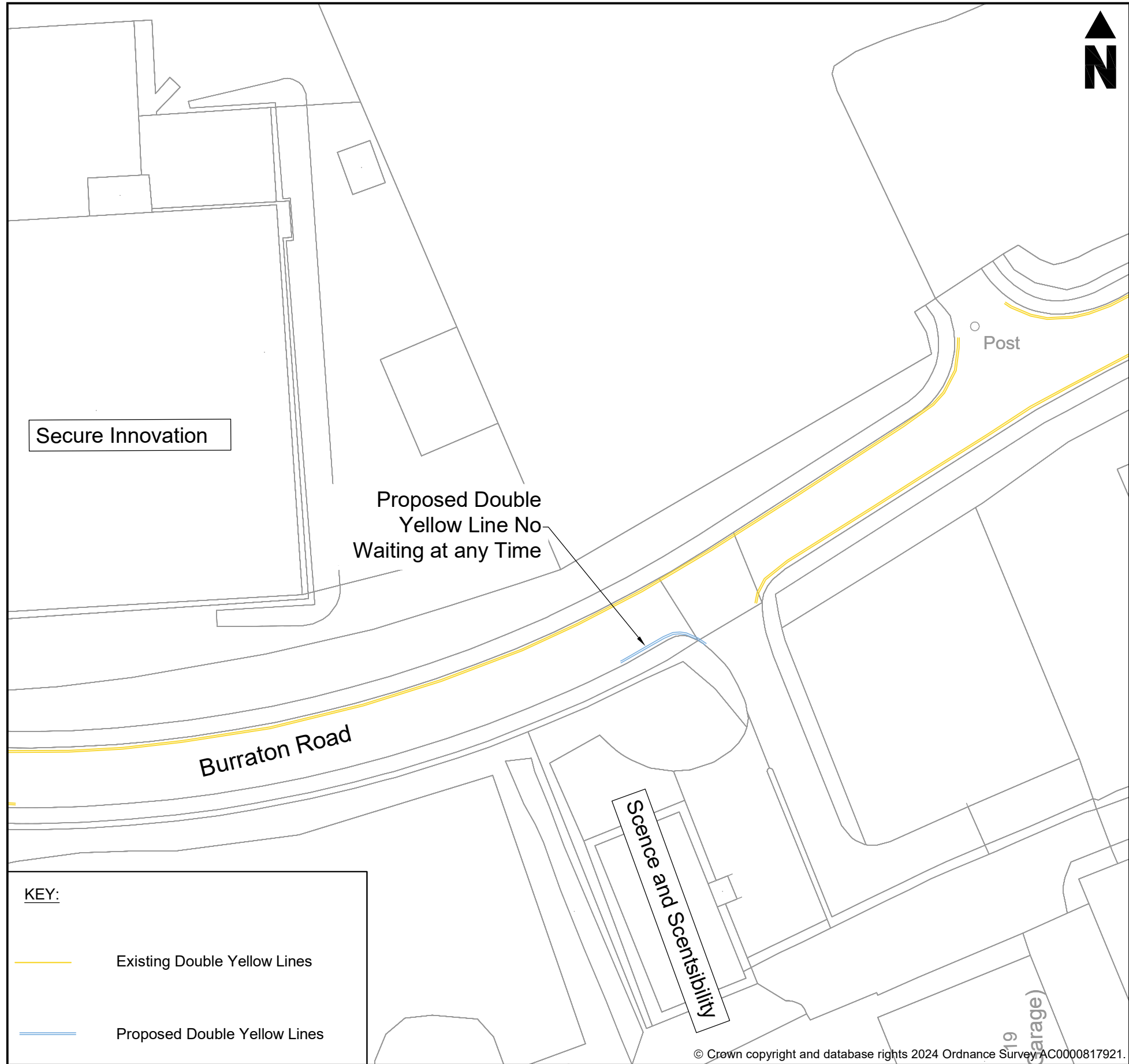
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# EXPERIMENTAL TRO

CORMAC Consultancy,  
on behalf of Cornwall Council, is inviting comment on the following proposal  
**Gilston Road, Saltash**  
**Sheet 02 of 03**



Date	Originator	Document ref.
28/01/25	JJ	Infra24-090_SN_02



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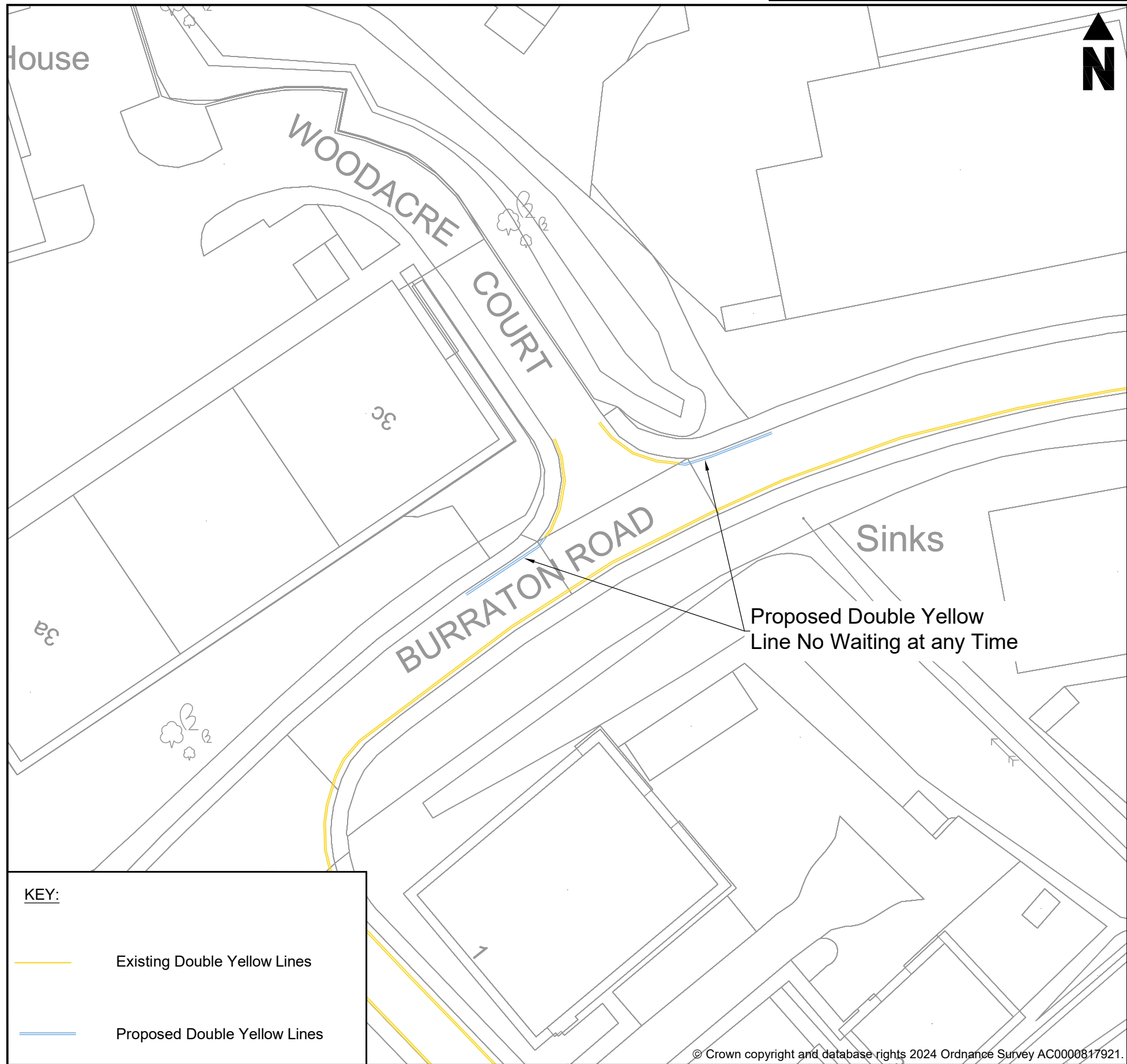


# EXPERIMENTAL TRO

**CORMAC Consultancy,**  
on behalf of Cornwall Council, is inviting comment on the following proposal  
**Gilston Road, Saltash**  
**Sheet 03 of 03**



Date	Originator	Document ref.
28/01/25	SBS	Infra24-090_SN_03



KEY:

Existing Double Yellow Lines

Proposed Double Yellow Lines

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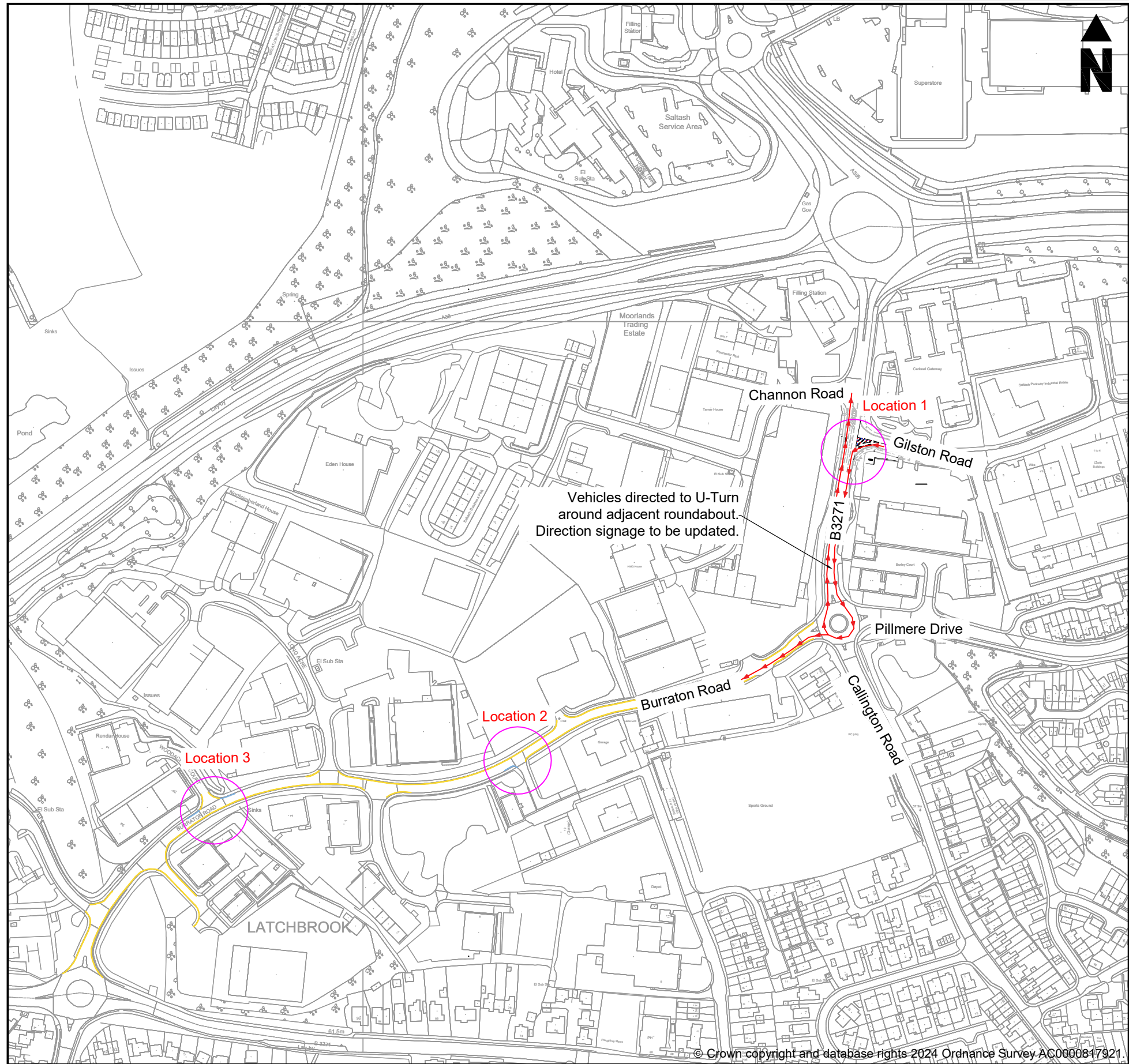
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# EXPERIMENTAL TRO

**CORMAC Consultancy,**  
on behalf of Cornwall Council, is inviting comment on the following proposal  
**Gilston Road, Saltash**  
**Location Plan**



Date	Originator	Document ref.
28/01/25	JJ	Infra24-090_SN_04



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## Cornwall Interim Policy Position Statement

24 January 2025



Dear Consultee,

### **Cornwall Interim Policy Position Statement**

Cornwall Council is publishing the following document for a four week consultation period between Friday 24th January and 5pm Friday 21st February 2025.

#### [Cornwall Interim Policy Position Statement](#)

Government's new National Planning Policy Framework (NPPF) came into force on 12th December 2024. This sets out revised guidance and policies for planning across England.

Government published a standard housing method alongside the NPPF. This is the method that we must use to understand how many new homes should be built each year in Cornwall. We must now plan for 4,421 homes in Cornwall instead of the 2,707 that we have been planning for under the current Local Plan. Where a plan is more than 5 years old, we must be able to show that the plan can meet the new housing requirement of 4,421 homes per year for it to remain 'up to date'.

We have concluded that this is not currently possible and on that basis some of our policies in the Local Plan will be considered 'out of date' for decision making. However, where our policies remain consistent with the NPPF they can continue to be used for decision making. This is true of the majority of our policies across the Local Plan and Neighbourhood Plans.

We have now published an [Interim Policy Position Statement](#) for consultation.

We believe that most of our planning policies can continue to be used for planning decisions in conformity with the NPPF.

To help decision making under the 'Presumption in Favour of Sustainable Development' the '[Interim Policy Position Statement](#)' sets out:

- Which policies we think are out of date and which ones can still be used
- How our policies reflect national policies
- How we will make positive planning decisions
- Our principles for development
- Information about a new local plan

Consultation on the [Interim Statement](#) started on 24th January. It closes at 5pm on 21st February 2025. Comments received during this period will be considered by the Cornwall Growth Board.

You can view paper copies at:



- New County Hall, Treyew Road, Truro, TR1 1AY;
- Chy Trevail, Beacon Technology Park, Bodmin, Cornwall, PL31 2FR; and
- St John's Hall, Alverton Street, Penzance, TR18 2QW

Please submit your comment to: [localplan@cornwall.gov.uk](mailto:localplan@cornwall.gov.uk) by 21st February 2025.

Please click here to [unsubscribe](#) from future Cornwall Council Planning Policy consultations and updates.

[www.cornwall.gov.uk](http://www.cornwall.gov.uk)



## **STC Report Template**

**Report to:** Full Town Council

**Date of Report:** 27 January 2025

**Officer Writing the Report:** Mayor's Secretary / Receptionist

**Pursuant to:** N/A

### **Officers Recommendations**

Members are asked to consider

1. Approving the Saltash Town Council event plan for the VE-Day 80<sup>th</sup> Anniversary event to be held on Thursday 8<sup>th</sup> May 2025
2. To approve associated costs of £454.80 for the event allocated to budget code 6202 Civic Occasions.

### **Report Summary**

VE Day 80 takes place on Thursday 8<sup>th</sup> May 2025 and marks 80 years since the end of World War II in Europe on 8<sup>th</sup> May 1945.

Through the National Association of Civic Officers (NACO) guidance has been issued on how villages, towns, cities and organisations are being asked to mark this important anniversary.

The recommended event plan is as follows for Thursday 6 May 2025. This information has been received from organisations and can be viewed as part of the guide found by following this link: <https://www.veday80.org.uk/>

<b>Time</b>	<b>Event</b>
9.00am	Town Crier reads D-Day 80 Proclamation VE Day flag raised
6.30pm	Church bells rung
9.30pm	Beacon lighting
9.30pm	Mayor to read Nation's Tribute

## Saltash Town Council event plan

The Mayor at the time of the VE Day commemorations will be the Mayor in place on 1 May (Cllr Julia Peggs) as she remains the Mayor until the Mayor for 2025/26 is elected at The Annual Town Council meeting to be held on 15 May 2025.

It has been confirmed the Mayor will be able to wear the usual regalia for the VE Day commemorations as this is following the elections taking place.

Time	Event
9.00am	The Town Crier to read the VE Day 80 Proclamation (see appendix A) outside Superdrug on Fore Street. The Civic Party to be in attendance. The event to be advertised as a public event. The event will be livestreamed on social media and led by the Communications and Engagement Officer.  VE Day 80 flag to be raised at the Guildhall by the Service Delivery Team.
6.30pm	Church bells rung in celebration at St Stephens Church. Included on the table of events circulated on social media, noticeboards and newspapers.
9.00pm	Civic Party gather at Guildhall to robe up.
9.10pm	Civic Party leave Guildhall
9.15pm	Musical entertainment to sing appropriate songs from the Ashtorre Rock upper balcony.  Live streaming on social media starts, led by the Communications and Engagement Officer.
9.20pm	Civic Party and Town Councillors gather outside Livewire to process to Ashtorre Rock.  Civic Party and Town Councillors gather on lower balcony.
9.25pm	Mayor welcomes everyone to the event.
9.26pm	Mayor's Chaplain leads everyone in prayer
9.28pm	Selected Member accompanied by Town Sergeant and Mace Bearer to walk to end of Saltash Pier for beacon lighting.
9.30pm	Mayor reads VE Day tribute (see Appendix B) in unison as selected member lights gas beacon.
9.32pm	Mayor thanks everyone for attending and closes event
9.32pm	Event ends.

All purchased decorations will feature a Union Jack design rather than being specific to VE Day. This approach ensures reusability for future Town Council events, maximises value for money and considers the environmental impact of production.

A VE Day flag will be flown at the Guildhall.

### **How Does This Meet the Business Plan?**

This event supports the following strategic priorities:

1. Boosting Jobs and Economic Prosperity by promoting Saltash as a vibrant and welcoming visitor destination.
2. Recreation and Leisure by providing a cultural event.
3. Climate Emergency by seeking environmentally friendly alternatives to bunting and the environmental impact of production.

### **Budget Overview**

Item Description	Quantity	Unit Price	Total Cost
VE Day 80 flag	1	£37.80	£44.80
Union Jack bunting (fabric)	50m of bunting	£300	£360
Photography	-	£50	£50
Total	-	£387.80	£454.80

### **Financial Regulations/ Procurement Threshold**

Does this project meet the procurement threshold?

Yes

### **Budgets**

**Budget Availability:** £9,500 (2025-2026 budget line)

**Budget Codes:** 6202 Civic Occasions

**Committed Spend:** None

**Signature of Officer:**

Mayor's Secretary / Receptionist



# VE Day 80 Proclamation

Page 197

**Oyez, Oyez, Oyez**

Eighty years ago today the United Kingdom and its allies from around the globe celebrated VE Day – the end of the war in Europe.

Today as we come together to commemorate what came to be known as VE Day our thoughts turn to thanksgiving and remembrance of those millions that gave so much to achieve the freedom we all enjoy today.

We remember those we lost, those who were wounded or scarred, those whose lives were forever changed by war. Nobody was immune from the impact of that terrible conflict.

Let us pause to remember their sacrifice.

We reflect too upon the words of our late and glorious Queen, Elizabeth – “Never Give Up, Never Despair”.

And so we offer thanksgiving for the selflessness of those who gave up so much in order that future generations should enjoy the blessings of freedom, democracy and peace.



God Save the King



**Principal Town Crier Mrs Jane Smith** from Bognor Regis has written the VE Day proclamation - judged by three independent judges anonymously who all agreed on her submission.



**(left) Mr Christian Ashdown, Ex Household Cavalry and Chair of The Ancient and Honourable Guild of Town Criers.**

On this significant occasion we would like to recognise the achievement of the Crier who proclaims from the most unique location at 0900hrs local time to initiate the day's proceedings. There will no doubt be considerable media interest.

If you think your location qualifies send an email to [secretary@ahgtc.org.uk](mailto:secretary@ahgtc.org.uk) before VE Day and you will be entered into the competition (for which a modest prize will be awarded).

## **The VE DAY 80 Tribute**

*9.30pm on 8th of May 2025*

Let us remember those who gave their lives at home and abroad, whose sacrifice enables us to all enjoy the peace we have today.

Let us remember those who came home, wounded, physically and mentally, and the friends and family who cared for them.

Let us remember those who returned to restore their relationships and rebuild their working and family lives after years of conflict and turmoil.

Let us remember the families that lost husbands, wives, sons, daughters and sweethearts.

Let us remember the servicemen and women of other nationalities and faiths from Commonwealth and allied countries who fought, suffered and died during six years of war.

Let us remember those in reserved occupations and the brave people who kept us safe on the home front - the doctors, nurses who cared for the wounded, the men and women who toiled in the fields, the fisherman who fished the seas, those who worked in the factories and the air-raid wardens, the police officers, firemen, ambulance drivers and the young people of the Scouts and Guides who played such a vital role in the war effort at home too.

God Save The King.