

# Public Document Pack

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 3rd April 2025 at 7.00 pm**

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

**ALSO PRESENT:** H Frank (Cornwall Council) and M Worth (Cornwall Council), PC Davey and Sector Inspector Bowie (Devon and Cornwall Police), E Thuysbaert and A Ross (Representatives of 'With You Cornwall'), S Burrows (Town Clerk) and L Wright (Administration Officer).

**APOLOGIES:** J Brady and S Lennox-Boyd.

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#### **1/25/26      HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **2/25/26      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>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary / Non-Pecuniary</b>	<b>Reason</b>	<b>Left the meeting</b>
Dent	21	Non-Pecuniary	Member of RBL	Yes
B Samuels	21	Non-Pecuniary	Member of RBL	Yes
P Samuels	21	Non-Pecuniary	Member of RBL	Yes

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

None.

**3/25/26      PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**4/25/26      TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 6 MARCH 2025 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Dent seconded by Councillor Mortimore and **RESOLVED** that the minutes of the Full Town Council Meeting held on 6 March 2025 were confirmed as a true and correct record.

5/25/26

**TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

a. Policy and Finance held on 11 March 2025;

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

**RECOMMENDATION 1:**

**163/24/25 TO RECEIVE A REPORT ON UPDATING STANDING ORDERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman invited Councillor Peggs to brief Members on the background to her report regarding the training and civility and respect pledge of Members of the new Town Council in May.

The Town Clerk informed Members that the Town Council Standing Orders already advise Members to undertake Code of Conduct (Standing Order 14.6) and Employment Law training (Standing Order 5.11).

It was proposed by Councillor Peggs, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Council to be held on 3 April 2025:

1. To note that Standing Orders already cover Code of Conduct and Employment Law training;
2. To add the following two additions to the relevant section of Standing Orders (as attached):

All Town Councillors sign the Civility and Respect Pledge at the point of signing their Declaration of Acceptance of Office to show their commitment to the pledge;

All Town Councillors should undertake training in Finance for Councillors within 6 months of delivery of their Declaration of Acceptance of Office, subject to course availability.

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

## RECOMMENDATION 2:

### 164/24/25 TO REVIEW TOWN COUNCIL'S POLICIES AND PROCEDURES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

#### Finance:

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

It was proposed by Councillor Miller, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council held on 3 April 2025 the Finance policy amendments. No further amendments were made at the meeting.

#### General:

1. Acquisition or Sale of Land and Property;
2. Allotments;
3. Communications Policy & Strategy;
4. Complaint Handling and Customer Behaviour Policies;
5. Data Retention and Disposal Policy;
6. Events and Hire of Town Council Premises;
7. FOI Model Publication Scheme 2023;
8. Freedom of Information Policy;
9. Grants Policy;
10. Match Funding Policy;
11. Planning – A Guide for Councillors;
12. Public Loudspeaker Policy;
13. Receiving Public Questions, Representations and Evidence at Meetings;
14. Safeguarding Policy;
15. Social Media Policy;
16. Standing Orders;
17. STC Corporate Guidelines;
18. Corrections and Additions to Saltash War Memorials Policy;
19. Noticeboard Policy;
20. Fundraising Strategy.

It was **RESOLVED** to note that the Admin Department reviewed policy 6,7,8,10,16,17,18, 19 above and advised there are no amendments to be made at this time.

It was **RESOLVED** to note that the Policy and Finance Committee reviewed throughout the year:

policy 1 above - refer to minute 74/24/25,  
policy 5 above – refer to minute 135/24/25d,  
policy 9 above – refer to minute 134/24/25  
policy 12 above – refer to minute 74/24/25.  
There are no new updates at this time

It was **RESOLVED** to note that the Services Committee held on 12.9.24 reviewed policy 2 above – refer to minute 52/24/25. There are no new updates at this time

It was **RESOLVED** to note that the Planning and Licensing Committee held on 18.02.25 reviewed policy 11 above – refer to minute 122/24/25. There are no new updates at this time.

It was **RESOLVED** to note that the Personnel Committee held 12.12.24 reviewed amendments to policy 14 above – refer to minute 63/24/24 and agreed a further review was required prior to reporting back at a future Personnel Committee meeting.

It was proposed by Councillor Miller, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Council to be held on 3 April 2025 the amendments to policy 3,4,13,15 above plus additional amendments made at the meeting (as attached).

Civic:

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

It was **RESOLVED** to note that the Admin Department reviewed policy 1 and 4 above and advised there are no amendments to be made at this time.

It was resolved to **RECOMMEND** to Full Council to be held on 3 April 2025 amendments to policy 2 and 3 above plus additional amendments made at the meeting (as attached).

The Chairman requested the amendments to existing Town Council policies be considered en-bloc.

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

b. Planning and Licensing held on 18 March 2025;

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

c. Extraordinary Personnel held on 27 March 2025.

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

**RECOMMENDATION:**

98/24/25 TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council held on 3 April 2025 to:

1. Revert the Responsible Finance Officer (RFO) role to the Town Clerk post;
2. Update the Town Clerk job description to encompass the responsibilities of the RFO (as attached);
3. Revert the Finance Officer / RFO role to Finance Officer role only;
4. Update the Finance Officer job description to encompass the responsibilities of the Finance Officer only (as attached);
5. Update the Town Council Organisation Structure (as attached) to reflect the changes that were originally agreed by the Personnel Committee under the Private and Confidential session.

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

**6/25/26      TO REVIEW THE TOWN COUNCIL'S PROVISION OF IT AND ACCEPTABLE USE POLICY AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor P Samuels seconded by Councillor Miller and **RESOLVED** to approve the amendments to the Town Council's Provision of IT and Acceptable Use Policy, as attached.

7/25/26

**TO WELCOME, WE ARE WITH YOU CORNWALL TO PROVIDE AN OVERVIEW OF THE SERVICES PROVIDED AND CONSIDER ANY ACTIONS.**

The Chairman welcomed to the meeting representatives Emily Thuysbaert and Annabelle Ross from 'We Are With You Cornwall'.

Annabelle gave an overview of the drug and alcohol service giving support to anyone struggling with prescribed medication, illicit drugs and alcohol. Outlining the process for accessing support and the referral process for adults and those aged 11 to 18 through 'Wise Up for Young People Service'.

Emily provided an overview of recovery work for individuals struggling with alcohol or illicit drug dependency, focusing on guiding them onto a treatment path that includes recovery, aftercare strategies, preparation for detox and rehabilitation. Her work also involves collaborating with other services to address related issues such as benefits or housing. Additionally, she highlighted the support offered by specialised teams, including the Family Team, Women's Team, Veterans Service, Outreach Teams, and volunteers who share their personal experiences to assist in the recovery journey.

The team outlined further support through the Harm Reduction Service, which operates on a non-abstinence-based approach. This service focuses on assisting individuals to manage their substance use responsibly, emphasising control over usage and methods. Support includes needle exchange programs, anti-overdose kits for opiates, self-drug testing kits, the option for users to send drugs for testing, and opiate substitute therapy.

The service provides face-to-face support in Saltash 3 days a week from 9am to 5pm weekdays and 10am to 4pm on Saturday's located at the Maurice Huggins Room or in one of the local churches. There is an on-duty system, so support is always accessible.

The support services were previously known as 'We Are With You and Redaction' and has been active for many years now and is the only drug and alcohol service commissioned in Cornwall as an active charity.

The charity is now known as 'With You Cornwall'.

The Chairman thanked both Emily and Annabelle for attending this evening's meeting.

8/25/26

**TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

9/25/26

**TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.**

PC Davey and Sector Inspector Bowie of Devon and Cornwall Police attended this evening's meeting to discuss Saltash crime figures, highlighting the noticeable increase in 999 attendance despite challenges with Cornwall's geography.

Sector Inspector Bowie provided an overview of the new Crime Management Investigation Team which has been created to make improvements and streamline investigations into level one investigations.

Sector Inspector Bowie reported the addition of four new response officers to the sector over the past two months. A new PCSO will begin next week in Saltash, with a bid submitted for an additional PCSO. He emphasised the strength of the Neighbourhood Team as a resource for Saltash.

He also addressed last month's increase in rape figures, confirming that all cases have been reviewed and reassuring the community that there is no heightened risk or increase in random attacks.

Sector Inspector Bowie went on to speak of the ongoing issues of shoplifting, highlighting Saltash as one of the lowest in the area for this type of crime.

Project Retail has been established to build trust with businesses and encourage all incidents to be reported.

PC Davey highlighted the lack of public awareness regarding the Ask Angela initiative. He informed members that while pub watch pubs in Saltash are familiar with the scheme, those not participating in pub watch may remain unaware of it.

Sector Inspector Bowie explained that while Saltash does not currently have a dedicated Tri-Service Officer, officers from other areas have been heavily utilised to support Saltash. He will seek updates on the possibility of appointing one for the town in the future.

He also provided an overview of social media and website activities, emphasising area priorities and efforts to enhance communication.

The Chairman encouraged everyone to report crimes, as this plays a crucial role in securing funding and resources for law enforcement.

The Chairman was presented with a certificate in recognition for undertaking the Councillor Advocate role.

It was **RESOLVED** to note.



**10/25/26      TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Nothing to report.

**11/25/26      TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman drew Members attention to the report received and contained within the circulated reports pack referring to the Tamar 2050 encouraging Saltash Town Council to become part of the Stakeholder Panel.

It was **RESOLVED** to note.

**12/25/26      TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Nothing to report.

**13/25/26      TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman drew Members attention to the report received and contained within the circulated reports pack.

It was **RESOLVED** to note.

**14/25/26      TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Cornwall Councillor Worth provided a verbal update on town crossings, encouraging Members to write back formally to the joint committee to be part of the consultative forum.

Councillor Worth further informed Members that the first Tamar 2050 stakeholder framework meeting, chaired by Richard Stevens, will take place on April 10, with Members of Parliament in attendance. We are all aware of the update on the approved toll revision, though an implementation date remains uncertain due to legal and technical considerations.

We are reviewing the possibility of endorsement of cheaper tolls for locals through Members of Parliament and the potential for securing central government support. Additionally, a brief update on GB Energy, focusing on future energy opportunities in Cornwall, including those related to Celtic Sea Power.

It was **RESOLVED** to note.

**15/25/26      TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided a verbal update following attendance at a recent meeting, sharing disappointment that Saltash is securing less facilities than expected. The Chairman went on to highlight that there is funding for Phlebotomy in Saltash which is work in progress.

The Chairman reaffirmed the Health Action Group's dedication to advocating for better health services in Saltash and informed members that the Integrated Care Board has not provided funding to enable the surgeries to merge and establish a hub.

Councillor Bickford spoke of the opportunities arising with Cornwall Foundation Trust and St Barnabus to support our residents.

Councillor Griffiths emphasised the value of attending the meetings, noting that the provided data demonstrates how the changes are positively impacting the people of Saltash.

It was **RESOLVED** to note.

**16/25/26     TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**17/25/26     FINANCE:**

- a. To advise the receipts for February 2025;

It was **RESOLVED** to note.

- b. To advise the payments for February 2025;

It was **RESOLVED** to note.

- c. To report urgent and essential works actioned by the Town Clerk under Financial Regulations.

Nothing to report.

- d. To note that bank reconciliations up to 28 February 2025; 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.

**18/25/26      TO RECEIVE AN UPDATED REPORT ON THE TOWN COUNCIL SCHEDULE OF MEETINGS FOR THE YEAR 2025-26 AND CONSIDER ANY ACTIONS.**

The Chairman drew Members attention to the report received and contained within the circulated reports pack.

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

1. Approve the rescheduled date for the Policy and Finance meeting from 9 September to 23 September 2025;
2. Approve the rescheduled date for the Services meeting from 10 July to 17 July 2025;
3. **RECOMMEND** to formally adopt the updated Town Council schedule of meetings for the year 2025/26 to the Annual Meeting of Saltash to be held on 15 May 2025, as attached.

**19/25/26      TO RECEIVE A REPORT FROM SALTASH TOWN TEAM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman drew Members attention to the report received and contained within the circulated reports pack.

It was **RESOLVED** to note.

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

**20/25/26      TO RECEIVE A REQUEST FROM THE SALTASH & DISTRICT BRANCH OF THE ROYAL BRITISH LEGION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk drew Members attention to the report received and contained within the circulated reports pack.

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

1. Approve the Civic Party attend Saltash RBL church service and wreath laying ceremony at St Nicholas in remembrance of VE Day 80 held on 8 May 2025;
2. Support the church service by printing 60 black and white copies of the Order of Service at no cost to the church.

Councillor Dent, B Samuels and P Samuels were invited and returned to the meeting.

**21/25/26      TO NOTE: DUE TO THE PRE-ELECTION PERIOD THE NEXT MEET YOUR COUNCILLORS SESSION IS SCHEDULED FOR SATURDAY 14 JUNE 2025 OUTSIDE SUPERDRUG, FORE STREET.**

It was **RESOLVED** to note due to the pre-election period the next Meet Your Councillors session is scheduled for Saturday 14 June 2025 outside Superdrug Fore Street.

**22/25/26      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.

**23/25/26      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**24/25/26      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**25/25/26      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Meet Your Councillors 14 June 2025;
2. With You Cornwall;
3. Town Council supporting RBL on 8 May.

**26/25/26      DATE OF NEXT MEETING: THE ANNUAL MEETING OF SALTASH TOWN COUNCIL TO BE HELD ON THURSDAY 15 MAY 2025 AT 7:00 P.M.**

The Annual Meeting of Saltash Town Council to be held on Thursday 15 May at 7.00pm.

**27/25/26      COMMON SEAL:**

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

**DATE OF NEXT MEETING**

Thursday 5 June 2025 at 7.00 pm

Rising at: 8.10 pm

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

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

# Provision of IT Equipment & Acceptable Use

RESPONSIBLE COMMITTEE: P&F

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

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Current Document Status			
Version	2024/25	Approved by	ATM
Date	02.05.2024	Responsible Officer	AJT
Minute no.	64/24/25a(5)	Next review date	Annual or as required

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
03/2021	1	AJT	P&F 09.03.2021	173/20/21d	New policy
05/2022	1/2022	AJT	ATM 05.05.2022	54/22/23b(xvi)	Readopted
06/2022	2/2022	AJT	FTC 04.08.2022	151/22/23a(g)	Amendments re devices provided to Councillors
05/2023	1/2023	AJT	ATM 04.05.2023	65/23/24a(vii)	Readopted
02.2024	2024 DRAFT	SB	P&F 27.02.2024	156/23/24a(7)	Reviewed for recommendation to FTC 03.2024
03.2024	2024	SB	FTC 07.03.2024	367/24/25c	Recommendation from P&F. Approved.
05.2024	2024	SB	ATM 02.05.2024	64/24/25a(5)	Readopted

Document Retention Period
Until superseded



## **Provision of IT and Acceptable IT Usage Policy**

This policy should be read in conjunction with the following:

Information and Data Protection Policy

Management of Transferable Data Policy

UK GDPR and Freedom of Information Act 2000

Data Protection Act 2018

Computer Misuse Act 1990

Members of staff should also refer to the Employee Handbook

Equality and Diversity Policy

### **Context:**

Saltash Town Council provides IT equipment to both staff and Town Councillors to enable them to carry out their duties effectively in Town Council buildings and when working from home or in the community.

This policy is in two parts – the provision of IT equipment and the individual's responsibilities when using IT.

### **Scope:**

This policy sets out the correct, appropriate and expected use and care of Saltash Town Council computing and networking facilities, to ensure safe and reliable operation.

This extends to all IT facilities including software, hardware, staff computers, Town Councillors devices, telephones (mobile and internal) provided and maintained by Saltash Town Council.

## **1. Provision of IT Equipment**

Virus detection is installed and managed centrally by the IT Consultant. Individuals must not remove or disable anti-virus software or attempt to remove virus infected files. These should be immediately referred to the IT Consultant via the helpdesk.

### **1.1. Employees**

All employees are issued with appropriate IT equipment on commencement of employment with the Town Council. This may include a laptop, mobile phone, use of a computer in a council building, memory devices (e.g. USB) according to the requirements of the role.

A unique email account, user ID and password are also issued. Access levels to systems and information will be authorised appropriate to the users' job role.

Employees that work remotely must enable a two-factor authentication application (Duo Mobile) on their Town Council / personal mobile to access a secure connection when working remotely. Any associated cost is covered by the employer not the employee.

Saltash Town Council has adopted the use of a Mobile Device Management (MDM) System to streamline the usage of Town Council issued mobile devices to protect the data of the user and the Town Council. Employees issued with a work phone should ensure it is always switched on during working hours.

Upon termination of contract all Town Council owned property must be returned. The Line Manager will ensure all authorised access is promptly removed.

## 1.2. Town Councillors

On joining the Town Council, Town Councillors will be offered a device for business use only. The device will run a supported operating system, with the capability for joining virtual meetings and accessing Town Council emails and information, on long term loan for the length of their tenure as a Town Councillor.

The device will be procured by the Town Council and will be preloaded with software which will be licensed and managed by the Town Council IT Consultant. The specification of the device will ensure that it remains fit for purpose for the four-year term of the Town Council.

The Town Council will provide all Town Councillors with a unique email address, user ID and password with access to selected areas of the IT system.

On cessation of service as a Town Councillor the tablet/laptop/device must immediately be returned to the Town Council and all access rights will be rescinded.

## 1.3 Responsibility for Loss or Damaged Equipment:

### 1.3.1 Employee Responsibility:

- Employees are expected to take reasonable care of the equipment assigned to them;
- Any loss or damage to Town Council equipment must be reported immediately to the Line Manager;
- At the end of the device's lifecycle, all data will be securely erased, and the device will be recycled;
- Employees will be responsible for the repair / replacement of Town Council equipment if the damage or loss is due to negligence, misuse, or failure to follow proper handling and maintenance guidelines.

- In the event of loss or damage Saltash Town Council reserves the right to cover only part or none of the costs for damage or repairs. Please refer to **Appendix B** for the process for reporting loss or damage.

#### 1.3.2 Town Councillor Responsibility:

- Town Councillors are expected to take reasonable care of the equipment assigned to them.
- Any loss or damage to Saltash Town Council equipment must be reported immediately to the Town Clerk or in their absence the Office Manager / Assistant to the Town Clerk.
- At the end of the device's lifecycle, all data will be securely erased, and the device will be recycled.
- Town Councillors will be responsible for repair or replacement costs if the damage or loss is due to negligence, misuse, or failure to follow proper handling and maintenance guidelines.
- In the event of loss or damage Saltash Town Council reserves the right to cover only part or none of the costs for damage or repairs. Please refer to **Appendix B** for the process for reporting loss or damage.

#### 1.3.3 Consequences for Non-Compliance:

- Employees who fail to report damage, misuse, or loss of equipment in a timely manner may be subject to disciplinary action.
- In cases of repeated negligence or intentional damage, Saltash Town Council may seek to recover the costs of repair or replacement.

## **1. Acceptable IT usage and user responsibilities**

1.1. All authorised users of Saltash Town Council computing facilities and network must ensure that:

- Any breaches or suspected security incidents concerning the Town Council network or computing facilities must be reported immediately.<sup>1</sup>
- Passwords, PINs or any other unique authentication credentials should not be disclosed to anyone under any circumstances.
- Passwords, PINs or any other unique authentication credentials should not be written down anywhere.
- You should change your password immediately if you believe it may have been compromised.
- Always 'screen lock' any device when leaving it unattended.
- Never attempt to perform any unauthorised changes to STC IT systems.
- All data held on STC systems may be subject to Freedom of Information or Subject Access Requests. For this reason, personal use of STC computing and network facilities cannot be deemed to be private.
- Do not use or attempt to use another individual's account.
- Never exceed the limits of your authorisation or specific business need by attempting to access systems or information that you do not need in order to carry out your role. A deliberate and intentional attempt to access unauthorised resources breaches the Computer Misuse Act 1990.
- If you believe you have mistakenly been granted access to IT systems, information or resources which are not appropriate or authorised by you, this should be immediately reported as a possible incident. Under no circumstances should you attempt to further access the information/resources.

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<sup>1</sup> Data breaches – Senior Policy & Data Compliance Monitoring Officer  
Security breaches – IT Consultant + Office Manager / Assistant to the Town Clerk

- Do not facilitate or attempt to facilitate access for anyone who is not authorised to access specific information or systems.
- Never copy, store or transfer data or software owned by STC to any unmanaged device without the explicit written consent of the asset owner.
- Your login ID identifies you as an individual and holds you directly accountable for all actions which take place under your credentials. A logged in session should not be shared with anyone else.

### 1.2. Working off site

- Equipment and media taken off site must not be left unattended in public places and not left in sight in a car.
- Information must be protected against loss or compromise when working remotely.
- Particular care should be taken with the use of mobile devices such as mobile phones, laptops and tablets.

### 1.3. Internet, Teams and Email Conditions of Use

Use of STC internet, Teams and email is intended for business use. Personal use is not permitted and all individuals are accountable for their actions on the internet, Teams and email systems.

Employees: Emails must not be opened on a non STC device. Any employee who opens STC emails or data on a personal device unless they have prior and exceptional written permission from their line manager may be subject to disciplinary action.

Individuals must not:

- Use the internet, Teams or email for purposes of harassment or abuse.
- Use profanity, obscenities or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which STC considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.

- Use the internet, Teams or email to make personal gains or conduct a personal business.
- Use the internet or email to gamble.
- Use the emails systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- Place any information on the Internet that relates to STC, alter any information about it, or express any opinion about STC, unless they are specifically authorised to do this.
- Send unprotected sensitive or confidential information externally.
- Forward STC mail to personal (non-STC) email accounts.
- Make official commitments through the internet, Teams or email on behalf of STC unless authorised to do so.
- Download copyrighted material such as music media (MP3) files, film and video files (not an exhaustive list) without appropriate approval.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.
- Download any software from the internet without prior approval of the IT Consultant.

#### 1.4. Devices issued to Town Councillors

Devices issued to Town Councillors are for the sole use of that Town Councillor and for business use only. The device must not be shared with other family members or loaned to other individuals.

Personal email accounts must not be used on the device.

All data on the device may be subject to release under the Freedom of Information Act 2000 and UK GDPR. It is the responsibility of the registered user of the device to ensure that personal data is only processed, collected or retained on the device within the guidance laid out in the Information and Data Protection Policy.

Where requested, the device should immediately be returned to the Town Council.

Please see **Appendix A** for Town Councillors IT Equipment Collection / Return Form



## Appendix A

### **IT Equipment Collection Form**

Name:	Position:
Device:	Model:
Asset Number:	Serial Number:
Condition: <ul style="list-style-type: none"><li>• New</li><li>• Very Good</li><li>• Good</li><li>• Satisfactory</li></ul>	Accessories: <ul style="list-style-type: none"><li>• Wireless mouse</li><li>• Laptop case</li><li>• Charging lead</li></ul>
Details of any concerns with condition:	
Signatory:	
Date:	
Received By:	
Signature of Receiver:	
Date:	

I have read and agree to abide by the Provision of IT and Acceptable Use Policy.

I acknowledge that this device is the property of Saltash Town Council and should be returned immediately if I cease to be a Town Councillor.

I understand that any data on this device may be subject to release under the Freedom of Information Act 2000 and is subject to UK GDPR.

I acknowledge that I am responsible for repair or replacement costs if the damage or loss is due to negligence, misuse, or failure to follow proper handling and maintenance guidelines.

Saltash Town Council reserves the discretion to determine whether misuse, loss, or damage has occurred and retains the right to cover only a portion or none of the costs for repairing or replacing Saltash Town Council property in such cases.

In the event of loss or damage please report to the Office Manager / Assistant to the Town Clerk.

### **IT Equipment Return Form**

Name:	Position:
Device:	Model:
Asset Number:	Serial Number:
Condition: <ul style="list-style-type: none"><li>• Excellent</li><li>• Good</li><li>• Fair</li><li>• Poor</li><li>• Damaged</li></ul>	Accessories: <ul style="list-style-type: none"><li>• Wireless mouse</li><li>• Laptop case</li><li>• Charging lead</li></ul>
If condition is poor / damaged please provide further information:	
Signatory:	
Date:	
Issued By:	
Signature of Issuer:	
Date:	

The Town Council reserves the discretion to determine whether misuse, loss, or damage has occurred and retains the right to cover only a portion or none of the costs for repairing or replacing Saltash Town Council property in such cases.

## Appendix B

### IT Equipment Incident Report Form

If Town Council equipment is lost, damaged or stolen please complete this form and return to the Office Manager / Assistant to the Town Clerk.

#### Information – To be completed by the Employee / Town Councillor

Name:
Department:
Position:

#### Incident Details

Date of Incident:
Time of Incident (if known):
Location of Incident:
Type of Equipment (Laptop, Phone, Tablet, etc.):
Asset Tag/Serial Number (if applicable):
Equipment Description (Brand, Model, Accessories, etc.):
Description of Incident: (Provide a brief explanation of how the incident occurred, including any relevant details such as witnesses, circumstances, or evidence.)

**Action Taken**

Was the incident reported to the police? ☐ Yes ☐ No

If yes, provide the police report reference number:

Have IT been notified? ☐ Yes ☐ No

Any additional steps taken:

**Employee / Town Councillor Acknowledgement**

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

Signature:

Date:

**For Office Use Only**

Report Received By:

Date Received:

Action Taken:

Further Investigation Required: ☐ Yes ☐ No

Replacement/Recovery Plan:

Page 5563		APRIL			MAY			JUNE			JULY			AUGUST			SEPTEMBER			
	Tuesday	1									1								Tuesday	
	Wednesday	2									2								Wednesday	
	Thursday	3			1	ELECTIONS					3								Thursday	
	Friday	4			2						4			1					Friday	
	Saturday	5			3	MAY FAIR					5			2					Saturday	
	Sunday	6			4			1			6			3					Sunday	
	Monday	7			5			2			7			4			1		Monday	
	Tuesday	8			6			3			8			5			2		Tuesday	
	Wednesday	9			7			4			9			6			3		Wednesday	
	Thursday	10			8	VE Day 80			5		10			7			4		Thursday	
	Friday	11			9			6			11			8			5		Friday	
	Saturday	12			10			7	REGATTA			12		9			6		Saturday	
	Sunday	13			11			8				13		10			7		Sunday	
	Monday	14			12			9			14			11			8		Monday	
	Tuesday	15			13			10			15			12			9		Tuesday	
	Wednesday	16			14			11			16			13			10		Wednesday	
	Thursday	17			15	Annual Town Council			12		17			14			11		Thursday	
	Friday	18			16			13			18			15			12		Friday	
	Saturday	19			17			14			19			16			13		Saturday	
	Sunday	20			18			15			20			17			14		Sunday	
	Monday	21			19			16			21			18			15		Monday	
	Tuesday	22			20			17			22			19			16		Tuesday	
	Wednesday	23			21			18			23			20			17		Wednesday	
	Thursday	24			22			19			24			21			18		Thursday	
	Friday	25			23			20			25			22			19		Friday	
	Saturday	26			24			21			26			23			20		Saturday	
	Sunday	27			25			22			27			24			21		Sunday	
	Monday	28			26			23			28			25			22		Monday	
	Tuesday	29			27			24			29			26			23		Tuesday	
	Wednesday	30			28			25			30			27			24		Wednesday	
	Thursday				29			26			31			28			25		Thursday	
	Friday				30			27						29			26		Friday	
	Saturday				31			28						30			27		Saturday	
	Sunday							29						31			28		Sunday	
	Monday																			

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