



Saltash Town Council

Konsel An Dre Essa



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

30 May 2025

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 5th June 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 or via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Please note if Councillors have any questions on the business to be transacted at this meeting the Clerk must be notified **no later than 12 noon the day before the meeting.**

Yours sincerely,

S Burrows
Town Clerk / RFO

To:

Essa	Tamar	Trematon
R Bickford J Brady R Bullock (Chairman) L Mortimore P Samuels	S Gillies S Martin J Peggs J Suter	S Miller B Samuels B Stoyel (Vice-Chairman)

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 Annual Meeting of Saltash Town Council held on 15 May 2025 as a true and correct record. (Pages 6 - 30)
6. To receive and note the minutes of the following Committees and consider any recommendations:
 - a. Planning and Licensing held on 20 May 2025; (Pages 31 - 37)
 - b. Personnel held on 29 May 2025. (Pages 38 - 96)
7. To receive the Chairman's report and consider any actions and associated expenditure. (Page 97)
8. To receive the Monthly Crime Figures and consider any actions. (Pages 98 - 99)
9. To receive a report from Community Enterprises PL12 and consider any actions and associated expenditure. (Page 100)
10. To receive a report from Community Area Partnerships and consider any actions and associated expenditure.
11. To receive a report on behalf of Safer Saltash and consider any actions and associated expenditure.

12. To receive a report from Saltash Chamber of Commerce and consider any actions and associated expenditure.
13. To receive a report from Cornwall Councillors and consider any actions and associated expenditure. (Pages 101 - 103)
14. To receive an update on the future of the health care in Saltash and consider any actions and associated expenditure. (Page 104)
15. To consider Risk Management reports as may be received.
16. Finance:
 - a. To advise the receipts for April 2025 (Page 105)
 - b. To advise the payments for April 2025 (Pages 106 - 109)
 - c. To report urgent and essential works actioned by the Town Clerk under Financial Regulations;
 - d. To note that bank reconciliations up to 30 April 2025 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.
17. To receive Hudson Accounting Internal Auditors Year End Report dated 31 March 2025 and consider any actions. (Pages 110 - 115)
18. Annual Governance and Accountability Return 2024-2025 (AGAR):
 - a. To review and confirm whether there is no conflict of interest or if a conflict arises with the appointment of BDO LLP (External Auditor). (Page 116)
 - b. To review the appointment of Hudson Accounting as the Internal Auditor to Saltash Town Council and consider any actions and associated expenditure. (Pages 117 - 120)
 - c. To receive the Annual Governance Statement (Section 1) and consider any actions. (Page 121)
 - d. To receive the Accounting Statements (Section 2) and consider any actions. (Page 122)
 - e. To set the commencement date for the exercise of public rights. (Pages 123 - 125)

19. To receive a report on GWR Customer and Community Improvement Fund and consider any actions and associated expenditure. (Pages 126 - 137)
20. To receive an update from the Saltash Tunnel Working Group and consider any actions and associated expenditure. (Pages 138 - 143)
21. To receive a report from the Coastal Communities Team and consider any actions and associated expenditure. (Pages 144 - 158)
22. To receive a consultation from Cornwall Council on the proposed Gilston Road works and consider any actions. (Pages 159 - 167)
(Pursuant to FTC held on 6.2.25 minute nr. 351/24/25)
23. To receive a consultation from Cornwall Council on the proposed 2-bay bus shelter and consider any actions. (Pages 168 - 170)
24. To receive a report on the arrangements for Meet Your Councillor Sessions and consider any actions and associated expenditure. (Page 171)
25. Meet your Councillors: The next scheduled meeting date Saturday 14 June outside Superdrug, Fore Street.
26. To ratify the amendments to the Town Council's Co-option Policy. (Pages 172 - 192)
(Pursuant to the Annual Meeting of Saltash Town Council held on 15.05.25 minute nr. 37/25/26)
27. To receive applications for the office of Town Councillor and to co-opt candidates to fill the existing vacancy in Wards: (Pages 193 - 194)
 - a. Essa;
(one vacant seat)
 - b. Tamar;
(one vacant seat)
 - c. Trematon.
(one vacant seat)
28. 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.
29. To consider any items referred from the main part of the agenda.
30. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.

31. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
32. Common Seal:
I Move to Order that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.
33. Date of next meeting: 03 July 2025 at 7:00 p.m.