

# Public Document Pack

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 5th June 2025 at 7.00 pm**

**PRESENT:** Councillors: R Bickford, J Brady, R Bullock (Chairman), S Gillies, S Martin, S Miller, J Peggs, B Samuels, P Samuels, B Stoyel (Vice-Chairman) and J Suter.

**ALSO PRESENT:** 7 Members of the Public, 2 Members of the Press, 8 Candidates for Co-option, H Frank (Cornwall Council), P Cador (Cornwall Council) and K Johnson (Cornwall Council), S Burrows (Town Clerk / RFO) and D Joyce (Office Manager / Assistant to the Town Clerk)

**APOLOGIES:** L Mortimore.

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#### **75/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **76/25/26 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.

None.

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

None.

#### **77/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**78/25/26     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.**

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 Brady, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Annual Meeting of Saltash Town Council held on 15 May 2025 were confirmed as a true and correct record.

**79/25/26     TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

- a. Planning and Licensing held on 20 May 2025;

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

- b. Personnel held on 29 May 2025.

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

**RECOMMENDATION 1**

**17/25/26     TO RECEIVE A REPORT ON THE TOWN COUNCIL CHRISTMAS AND NEW YEAR OPERATIONAL HOURS FOR THE YEAR 2025/26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE**

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

1. The Christmas shutdown period to commence at midday on Wednesday 24 December 2025 and reopen on Monday 5 January 2026;
2. Staff are not requested to allocate half-day annual leave on 24 December 2025;
3. Staff to allocate annual leave for the remaining working days during the Christmas period;
4. This will not apply to operational staff who are required to remain on duty during this period by an agreed rota system to carry out essential services only in the town.

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

## RECOMMENDATION 2

18/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL 'SALTASH DAY' FOR THE YEAR 2025/26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Mortimore, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Town Council to award all staff a Saltash Day on Friday 2 January 2026 subject to departmental rota's.

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

## RECOMMENDATION 3

19/25/26 TO RECEIVE A REPORT ON THE ROLE OF THE TOWN CRIER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Brady, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council:

1. Approval of the attached job description for the position of Saltash Town Crier subject to HR Support Consultancy final check to ensure it complies with Employment Law;
2. To delegate to the Development and Engagement Manager working with the Mayor's Secretary to advertise for auditions for the role of Town Crier;
3. To delegate to the Development and Engagement Manager and Mayor's Secretary working with the Mayor of Saltash Town Council and a Town Crier from a neighbouring town to form the audition panel;
4. The associated cost of £25 per event be payable to the Town Crier through payroll allocated to budget code 6659 Town Sergeant and Mace Bearer Fees;
5. To delegate to the Mayor's Secretary to procure Town Council branded livery after the post holder has been in post for 12 months allocated to budget code 6272 Robe and Civic Regalia;
6. To purchase annual membership to the Ancient and Honourable Guild of Town Criers for Saltash Town Crier allocated to budget code 6272 Robe and Civic Regalia.

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

#### **RECOMMENDATION 4**

##### **22/25/26 TO RECEIVE AMENDMENTS TO THE FOLLOWING POLICIES AND CONSIDER ANY ACTIONS:**

a. Safeguarding;  
(Pursuant to Extraordinary Personnel Committee meeting held on 19.12.24 minute nr. 63/24/25).

It was proposed by Councillor Brady, seconded by Councillor P Samuels and resolved to **RECOMMEND** the amendments to the Safeguarding Policy, as attached, to Full Council to be held on 5 June 2025.

b. Recruitment.

It was proposed by Councillor Brady, seconded by Councillor Stoyel and resolved to **RECOMMEND** the amendments to the Recruitment and Selection Policy, as attached, to Full Council to be held on 5 June 2025.

The Chairman of Personnel, Councillor Peggs, requested a further amendment be made to the Recruitment and Selection Policy to state, in the absence of the Chairman of Personnel, Chairman of the employee committee, and Vice Chairman, the Personnel Committee will be called upon so that the recruitment of the Town Council is not pro-longed.

The Chairman took the policy recommendations en-bloc.

It was proposed by Councillor Brady, seconded by Councillor Stoyel and **RESOLVED** to approve the above recommendations and further amendment to the Recruitment and Selection Policy (as attached).

## RECOMMENDATION 5

### 26/25/26 TO RECEIVE A REPORT ON THE STRUCTURE OF THE ADMINISTRATION DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To note that due to the operations of the Town Council, the position of Senior Policy and Data Compliance Monitoring Officer is no longer required;
2. To approve the Finance Officers recommendation to vire £19,977.49 to budget code 6694 P&F EMF Staff Contingency;
3. To delegate to the Office Manager / Assistant to the Town Clerk to outsource and oversee the work relating to GDPR reviews, access and freedom of information requests, obtaining best value, working within budget code 6662 Professional Fees, reporting to the relevant committee;
4. To **RECOMMEND** to Full Council to be held on 5 June 2025 to withdraw the Senior Policy and Data Compliance Monitoring Officer role from the Town Council's organisation structure with immediate effect, liaising with HR Support Consultancy to ensure changes comply with Employment Law.

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

### **80/25/26** TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

**81/25/26      TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.**

Local PCSO Tony Thorp, present at this evening's meeting was invited to discuss the crime figures detailed in the circulated report pack.

The data indicates an increase in crime, as detailed in the report. However, the PCSO provided context, explaining that while statistics may make the figures seem significant, the actual rise in crimes such as theft and shoplifting amounts to just eight incidents so far this year.

Antisocial behaviour remains a concern, as it is in many towns. Nevertheless, the police are actively working to identify offenders and pursue charges where appropriate.

At present there are no emerging crime trends causing particular concern for the police.

It was **RESOLVED** to note.

**82/25/26      TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**83/25/26      TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Due to no meeting having been held there was no report to be received at this evening's meeting.

The Annual CAP meeting is to be held on 1 July 2025.

**84/25/26      TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Due to no meeting having been held there was no report to be received at this evening's meeting.

**85/25/26      TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Due to the Chairman of Saltash Chamber of Commerce being on annual leave there was no report to be received at this evening's meeting.

**86/25/26      TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**87/25/26      TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**88/25/26      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**89/25/26      FINANCE:**

a. To advise the receipts for April 2025;

It was **RESOLVED** to note.

b. To advise the payments for April 2025;

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 April 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 Councils Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

**90/25/26      TO RECEIVE HUDSON ACCOUNTING INTERNAL AUDITORS YEAR  
END REPORT DATED 31 MARCH 2025 AND CONSIDER ANY  
ACTIONS.**

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

It was **RESOLVED** to note the Internal Auditors Year-end Report dated 31st March 2025 and that there are no recommended actions (as attached);

**91/25/26      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).

It was proposed by Councillor Stoyel, seconded by Councillor Brady and **RESOLVED** to confirm that at this stage there are no conflicts of interest with the appointment of BDO LLP as the External Auditors to Small Authorities Audit Appointment (as attached).

- b. To review the appointment of Hudson Accounting as the Internal Auditor to Saltash Town Council and consider any actions and associated expenditure.

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

1. To continue with the appointment of Hudson Accounting Ltd as Saltash Town Council's Internal Auditor for the year 2025-26 based on their competence and independence (as attached);
  2. At cost of £1,200 to be allocated to budget code 6201 P&F Audit.
- c. To receive the Annual Governance Statement (Section 1) and consider any actions.

It was proposed by Councillor B Samuels, seconded by Councillor Gillies and **RESOLVED** to approve the Annual Governance Statement 2024-25 (Section 1) as attached.

- d. To receive the Accounting Statements (Section 2) and consider any actions.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to approve the Accounting Statements 2024-25 (Section 2) as attached.



Members thanked staff for their continued hard work to obtain a clean audit and for their work in preparing the Town Council AGAR papers and asked for it to be noted.

- e. To set the commencement date for the exercise of public rights.

It was proposed by Councillor Stoyel, seconded by Councillor Bickford and **RESOLVED** to set the commencement date for the exercise of public rights on the 6 June 2025 for a period of 30 working days (as attached), displayed in the Town Council notice boards, on the website, and to issue a Press and Social media release.

**92/25/26      TO RECEIVE A REPORT ON GWR CUSTOMER AND COMMUNITY IMPROVEMENT FUND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Bickford summarised the circulated report, expressing thanks to the Development and Engagement Manager (D&EM) for her efforts on funding applications and submissions.

Councillor Bickford reported that sadly, on this occasion, the funding submissions for the GWR Customer and Community Improvement Fund had been unsuccessful.

Councillor Bickford spoke of the promotional leaflet project, praised by GWR's Regional Development Manager and of the potential direct funding opportunities from GWR.

Councillor Bickford sought the Town Council support for the Railway200 Exhibition, aiming to celebrate Saltash's rail heritage while promoting train travel for residents and visitors.

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** to create a working group, comprising of Councillors Bickford, Bullock, Gillies, B Samuels and Stoyel, with support from the Development and Engagement Manager (D&EM), to advance the promotional leaflet project and Railway200 Exhibition, reporting back to the Station Property Sub-Committee.

**93/25/26      TO RECEIVE AN UPDATE FROM THE SALTASH TUNNEL WORKING GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

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

1. To continue to support National Highways to communicate to the public other forms of transport leading up to and during the works to the Saltash Tunnel;
2. To note Members have the opportunity to feedback to the Development and Engagement Manager with any public, or general comments received regarding the tunnel works to be communicated to National Highways.

**94/25/26      TO RECEIVE A REPORT FROM THE COASTAL COMMUNITIES TEAM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

It was proposed by Councillor Bickford, seconded by Councillor Martin and **RESOLVED** to proceed with the scope of works, updating the proposals and visual images to reflect the general consensus by appointment of John Grimes Partnership at a total cost of £2,300 + VAT to be allocated to budget code EMF Saltash Waterfront Revitalisation Grant.

**95/25/26      TO RECEIVE A CONSULTATION FROM CORNWALL COUNCIL ON THE PROPOSED GILSTON ROAD WORKS AND CONSIDER ANY ACTIONS.**

Members reviewed the consultation, addressing multiple concerns about highways issues within the area, concerns were raised as to the safety of the current road systems. Various comments were shared, highlighting key issues, along with discussion of the consultation end date.

It was proposed by Councillor Bullock, seconded by Councillor B Samuels and **RESOLVED** for Members to provide feedback to the Town Clerk to draft and submit a response to Cornwall Council's Highways consultation on the Gilston Road works on behalf of the Town Council.

**96/25/26      TO RECEIVE A CONSULTATION FROM CORNWALL COUNCIL ON THE PROPOSED 2-BAY BUS SHELTER AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** to support the proposal to install a living roof 2-bay bus shelter on the A388 Carkeel, Saltash.

**97/25/26      TO RECEIVE A REPORT ON THE ARRANGEMENTS FOR MEET YOUR COUNCILLOR SESSIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members considered Councillor P Samuels proposal to align Meet Your Councillor Sessions with Saltash Market Day, held on the third Saturday of the month. They discussed and debated the logistics and suitability of this adjustment.

Councillor Miller left and returned to the meeting during the discussions held.

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

1. To approve moving future Meet Your Councillor sessions to the third Saturday of the month to Saltash Market Day, subject to available stall space;
2. To commence on Saturday 19 July 2025;
3. To review the success of the sessions following the last market day to be held on 16 August 2025;
4. Councillor attendance to remain between 10am and 12noon.

**98/25/26      MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 14 JUNE OUTSIDE SUPERDRUG, FORE STREET.**

The next scheduled meeting date Saturday 14 June 2025 outside Superdrug, Fore Street.

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

**99/25/26      TO RATIFY THE AMENDMENTS TO THE TOWN COUNCIL'S CO-OPTION POLICY.**

It was proposed by Councillor Brady, seconded by Councillor P Samuels and **RESOLVED** to ratify the amendments made to the Town Council Co-option Policy, as attached.

The Chairman called a brief comfort break at 8:04pm. The meeting reconvened at 8:14pm.

**100/25/26      TO RECEIVE APPLICATIONS FOR THE OFFICE OF TOWN COUNCILLOR AND TO CO-OPT CANDIDATES TO FILL THE EXISTING VACANCY IN WARDS:**

The Chairman sought members support to receive the following items as one.

- a. Essa
- b. Tamar
- c. Trematon

Members agreed.

The Chairman opened the item of business by first thanking the candidates in attendance for their applications, expressing how great it was to see so many Saltash residents interested in becoming a Saltash Town Councillor.

The Chairman informed Members that the applications received had been checked and verified by the Town Clerk as eligible for co-option to any of the three vacant wards.

Members confirmed they had received the candidate applications prior to this evening's meeting and have access to them during the meeting.

The Chairman provided clarity on the evening's process, in line with the Town Council Co-option Policy.

The Chairman stated that it is worth noting that Cornwall Council have issued a notice of casual vacancy for a seat in Tamar Ward. If by 13 June, a request by TEN electors is received, an election will be held at an expensive cost to the tax-payer.

If not, Cornwall Council will ask Saltash Town Council to enact its Co-option Policy.

Therefore, any candidates not successful this evening were encouraged to stay in contact with the Town Council and if an election is called or co-option vacancy is announced to apply.

The co-option process began with each candidate (in alphabetical order) welcomed to the table and given up to 3 minutes to speak, allowing time for an introduction, an opportunity to provide further information on their background and experience, and explaining why they wished to become a member of the Town Council.

Members had the opportunity to ask each candidate questions following their presentations.

Following all 9 candidates presentations the Office Manager / Assistant to the Town Clerk provided all Members the first Ballot Paper.

The Chairman reminded Members that to ensure a vote is counted, they must follow instructions on the ballot paper, writing their name and one clear cross next to their chosen candidate per ballot. Once completed, Members were requested to fold it twice and leave on their desk to be collected by the officer.

The officer then collected the ballot papers confirming there were no duplicates and counted the votes on each ballot for each candidate, these were verified by the Town Clerk with the Town Clerk informing the Chairman of the results.

During the ballot voting process, the Chairman informed Members that the meeting was heading to exceed 2 ½ hours as per Standing Orders.

It was proposed by Councillor Stoyel, seconded by Councillor Brady and **RESOLVED** to suspend Standing Order Section 3.26 to continue with the remaining items of business this evening.

The voting process repeated until there was an absolute majority for a candidate in each vacant ward.

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

1. To thank all candidates for their interest in becoming a Saltash Town Councillor;
2. To co-opt Alice Ashburn as a Town Councillor for Essa Ward vacant seat on this Council,
3. To co-opt Peter Nowlan as a Town Councillor for Tamar Ward vacant seat on this Council,
4. To co-opt Gordon McCaw as a Town Councillor for Trematon Ward vacant seat on this Council,

**101/25/26     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.

**102/25/26     TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**103/25/26     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**104/25/26     TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Annual Governance and Accountability Return 2024-2025 (AGAR);
2. Meet Your Councillor session Saturday 14 June 2025;
3. Meet Your Councillor sessions to coincide with Saltash Market Day from 19 July 2025;
4. Successful Co-opted Candidates;
5. Gilston Road Public Consultation.

**105/25/26     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.

**106/25/26    DATE OF NEXT MEETING: 03 JULY 2025 AT 7:00 P.M.**

Thursday 3 July 2025 at 7.00pm

Rising at: 10.01 am

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

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

# Recruitment and Selection Policy

RESPONSIBLE COMMITTEE: PERSONNEL

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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			
Version	2025	Approved by	P&F
Date	11.03.2025	Responsible Officer	AJT
Minute no.	164/24/25a(8)	Next review date	Annual or as required by legislation

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
08/2021	1	AJT/SB	FTC 04.11.2021	264/21/22	Replacement policy for Recruitment Policy.
05/2022	1/2022	AJT	ATM 05.05.2022	54/22/23a(v)	Readopted (Note GDPR is now UKGDPR)
07/2022	2/2022	AJT/SB	FTC 04.08.2022	151/22/23(d)	Amended.
05/2023	1/2023	AJT	ATM 04.05.2023	65/23/24a(viii)	Readopted.
02.2024	2024 DRAFT	HR	P&F 27.02.2024	156/23/24a(8)	Reviewed for recommendation to FTC 03.2024
03.2024	2024	HR	FTC 07.03.2024	367/24/25c	Recommendation from P&F. Approved.
04.2024	2024 DRAFT	AJT	Personnel 27.06.2024	24/24/25b	Amendment – advertising pages; staff references.

					Recommendation to FTC.
06.2024	2024	AJT	FTC 04.07.2024	116/24/25b	Approved.
02.2025	2025	AJT	Personnel 27.02.2025	76/24/25	Reviewed
03.2025	2025	AJT	P&F 11.03.2025	764/24/25a(8)	Review by Personnel Committee noted.

### Document Retention Period

Until superseded

## **Recruitment and Selection Policy**

### **Policy Overview:**

The Town Council Recruitment and Selection Policy it outlines the principles and procedures the Town Council follows when hiring staff. It ensures that recruitment is fair, transparent, and aligned with organisational needs.

This procedure is applicable to all employees with the exception of the Town Clerk where a separate procedure will be put in place by the Personnel Committee.

Except in the case above and where new posts are being recommended (which will require the authority of the Personnel Committee recommending to Full Council), the Town Clerk has full delegated authority for the operation of this policy and in the absence of the Town Clerk, the Office Manager/ Assistant to the Town Clerk.

### **Other relevant policies:**

- Disability Employment Policy
- Equality and Diversity Policy

### **Saltash Town Council's approach to Recruitment**

The Town Council aims at all times to recruit the person who is most suited to the job. Recruitment and selection will be based on the applicant's abilities and individual merits, measured against the Job Description and Person Specification

Internal applications will be welcomed and considered should staff have the relevant skill set that meet the job criteria.

### **Types of employment**

'Employees' work under a contract of employment.

The term 'temporary workers' is used to describe staff engaged on a non-permanent basis who may fall into several categories:

A 'casual worker' is defined as someone who works occasional and irregular hours on a 'as needed' basis. There is no mutuality of obligation on either side to either accept work or to offer it. There should be no regular pattern to their employment.

Agency and Temporary workers acquire certain rights, some from day one and some after a twelve-week qualifying period. (See Agency Workers Regulations 2010 (updated 2019)).

Fixed term contract: A fixed term employee has the right not to be treated less favourably than a comparable permanent employee (Fixed Term Employees (Prevention of Less Favourable Treatment Regulations 2002). A fixed term contract may be used for employees to work for a specified length of time or to work on a set project.

### **Recruitment Pack**

Before a vacancy is advertised the following information should be prepared by the Line Manager in consultation with the Town Clerk and (where appropriate) the Personnel Committee:

- An updated job description.
- A person specification.
- Draft advertisement including that applications must be made by application form and that CVs/letters of application will not be accepted or read.
- Privacy notice (Recruitment)

### **Advertising**

Vacancies will be advertised for a minimum of two weeks, subject to the recruitment market at the time and guidance from the Town Council's HR Consultants liaising with the Town Clerk, Chairman and Vice Chairman of the Personnel Committee. Where pertinent, exceptional candidates may be contacted and interviewed prior to the closing date.

All applications must be made using the provided application form.

1. Internal advertising

All vacancies must be advertised internally within the Town Council to all employees.

2. External advertising

Vacancies will be advertised on the Town Council website, notice boards and social media.

In addition, the vacancies may be posted on Indeed, CV Library, CALC. Other paid advertising (including local newspapers) and any other online recruitment site where appropriate to the role and advised by the Town Council's HR Consultant with the authorisation of the Town Clerk and Chairman and or Vice Chairman of the Personnel Committee.

**Note:**

Avoid using publications or employment agencies that focus on a niche market as this may limit the diversity of applicants and so constitute indirect discrimination.

3. Use of employment agencies

When it is agreed to appoint Casual, Temporary and Agency posts to ensure business continuity without disruption, recruitment is delegated to the Line Manager liaising with the Town Clerk and Chairman and or Vice Chairman of the Personnel Committee, ratified at the next available Personnel Committee Meeting.

Line managers should consider the appropriateness of using agency workers and casual workers (particularly if the placement is expected to be on a long-term basis). It may be more appropriate and/or cost effective to appoint a fixed term employee.

## **Applicant Communication**

Due to the high volume of applications that may be received, it may not be possible to respond to every applicant. Only candidates selected for further consideration will be contacted. An automatic out-of-office response will be set to the HR mailbox to ensure clear communication and transparency for all applicants.

## **Selection and Assessment**

### **1. Application period**

Only applications made using the required application form will be accepted. CVs/letters of application will not be accepted or read.

Applications will be received via the Town Council HR mailbox, managed by the Administration Officer. No interviewing Officers or Councillors will have sight of applications until the shortlisting takes place.

The designated Officer will ensure all personal details are separated from the application form.

The Officer will prepare the applications to share with the Line Manager, Chairman of Personnel and the Chairman of the employee committee (or Vice Chairman in their absence) to consider for interview.

### **2. Shortlisting**

The shortlisting panel will consist of the Line Manager, the Chairman of Personnel (or Vice Chairman in their absence) and the Chairman of the employing committee (or Vice Chairman in their absence) as follows:

<b>Department</b>	<b>Employing Committee</b>
Administration	Policy and Finance
Finance	Policy and Finance
Library	Services
Service Delivery	Services

In the absence of the Chairman of Personnel, Chairman of the employee committee, and Vice Chairman, the Personnel Committee will be called upon so that the recruitment of the Town Council is not pro-longed.

It is the responsibility of the Line Manager and Members attending to ensure that all shortlisting score sheets are completed clearly for audit purposes and in line with Employment Law.

Shortlisting score sheets are to be returned to the Line Manager who then returns to the Office Manager/ Assistant to the Town Clerk to file.

Shortlisted candidates to be invited for interview are to be determined by the highest total score.

The number of interviewees is to be agreed by the shortlisting panel based on the applicants experience and qualifications against the job description and person specification.

Shortlisted candidates **MUST** be given at least three clear working days' notice of an interview (not including the day of the offer of the interview date) and the invitation should include a check whether any reasonable adjustments are required and right to work in the UK checklist.

### 3. Interview

It is important the shortlisting panel form the interview panel and are available to attend interviews at the earliest opportunity to avoid losing potential good candidates.

If appropriate, and for senior posts, a second interview may be held if the decision is close between candidates or if further information is needed.

For the employer, the interview is an opportunity to:

- Gauge candidates' experience and ability to perform in the role.
- Explain the possible employee learning opportunities and benefits.
- Give the candidate a positive impression of the organisation as a good employer.

For the candidate, the interview is an opportunity to:

- Understand the job and its responsibilities in more detail.
- Ask questions about the organisation and possible learning opportunities and benefits.
- Decide whether they would like to take the job if offered it.

The interview panel will consist of the original shortlisting panel - Line Manager, the Chairman of Personnel (or Vice Chairman in their absence) and the Chairman of the employing committee (or Vice Chairman in their absence).

All candidates will be asked the same questions to ensure a fair process although supplementary questions may be asked as indicated by the candidate answers.

It is the responsibility of the Line Manager and Members attending to ensure that all shortlisting / interview score sheets are completed clearly for audit purposes and in line with Employment Law.



All notes taken during the interview process must only be completed on the interview score sheet provided.

The Line Manager is responsible for collecting all paperwork and passing to the Office Manager/ Assistant to the Town Clerk for retention.

## **Appointment**

### **1. The Interview Panel**

- 1.1. The interview panel must reach all decisions by a majority of panel members.
- 1.2. The panel will agree whether there is at least one candidate of appointable quality. If not, then the post may be re-advertised.
- 1.3. If the panel agrees that there is at least one candidate of appointable quality, it will then agree:
  - 1.1.1. The first-choice candidate.
  - 1.1.2. The order of preference for any other candidates of appointable quality.

### **2. The Line Manager**

- 2.1. The Line Manager will contact the first-choice candidate by telephone and make the offer of employment subject to the required eligibility checks, confirmation of qualifications, receipt of satisfactory references and, where appropriate, Disclosure and Barring Service (DBS) checks. This will be followed up by a letter of appointment and written terms of employment.
- 2.2. Where the offer of the post is declined, the Line Manager will offer the post to the next appointable candidate (in the order of preference of the interview panel).
- 2.3. The Line Manager will notify all unsuccessful candidates once the post has been filled.

2.4. The Line Manager will inform Councillors and Officers by email when a candidate accepts an offer of employment and a start date is confirmed, adhering to UK GDPR.

In the absence of the Line Manager, the Town Council's HR Consultant, Town Clerk or Office Manager/ Assistant to the Town Clerk will undertake this role.

HR Support Consultancy (HRSC)

Will undertake the necessary checks and work up the HR documents within the time laid down in law liaising with the Town Clerk.

Where satisfactory references or checks are not forthcoming in the agreed opinion of the Town Clerk, HRSC and the Chairman and or Vice chairman of Personnel, the offer will be withdrawn, and the Line Manager will be asked to offer the post to the next appointable candidate.

### 3. References

References will only be contacted once a formal job offer has been made.

Candidates must give written consent prior to contacting referees.

Applicants must provide the details of two referees. One must be their most recent employer. If they're currently in, or have recently completed, full-time education, one referee should be from their school, college, or university.

Referees must not be relatives \* or personal friends and should be able to provide a professional or academic reference.

\* If a family member is also the employer, the candidate must provide additional referees who are not related to ensure an unbiased reference process.

### **Post Appointment**

1. All appointments are reported back to the Personnel Committee, in turn the draft minutes are received at Full Council.

2. The Line Manager shall ensure that all necessary documentation is completed, including the contract of employment within the time laid down in law (liaising with the Town Clerk and/ or HRSC).
3. The Town Council operates in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations. All applicants will be provided with a Privacy Notice during the recruitment process, and copies of application forms will only be retained with the permission of the applicant (UK GDPR) – Office Manager/ Assistant to the Town Clerk to ensure compliance.
4. Where a post becomes vacant within six months of the successful applicant taking up post, the interview panel may agree to appoint the next available candidate of appointable quality without need for a further process.

### **Staff References**

Where a reference is requested for staff leaving the employment of Saltash Town Council the policy is to provide the following basic reference details:

- Employment dates
- Job title
- Summary of job duties.

# Safeguarding Policy

RESPONSIBLE COMMITTEE: PERSONNEL

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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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# Safeguarding Policy

## Executive Summary

The Town Council is committed to ensuring the safety, well-being, and protection of all individuals, particularly vulnerable groups, employees, and council members. This policy establishes clear principles and procedures to prevent abuse, neglect, or exploitation and foster a secure environment.

### Key Commitments:

- **Prevention** – Strengthening safeguarding through robust screening, training, and awareness initiatives.
- **Reporting & Response** – Providing clear channels for reporting concerns and ensuring swift, appropriate action.
- **Accountability & Compliance** – Adhering to legal and ethical safeguarding standards with regular audits and reviews.
- **Workplace Protection** – Safeguarding employees against harassment, discrimination, and workplace risks.

Through these measures, the Town Council fosters trust, promotes well-being, and ensures a safe community for all stakeholders.

## Introduction

Saltash Town Council (STC) acknowledges that safeguarding children, young people, adults at risk, and its employees is a shared responsibility. All staff, whether through direct or indirect contact with children, vulnerable adults, and those at risk, or through access to sensitive information, have a duty to uphold safeguarding principles. Additionally, staff must be protected from any risks associated with their roles, ensuring a safe and supportive working environment.

In addition, STC is committed to promoting staff welfare by fostering a safe and supportive work environment, ensuring that employees feel protected, valued, and equipped to fulfil their safeguarding responsibilities effectively while feeling secure in their roles within STC.

## **Purpose of Policy**

The purpose of this policy is to make sure that all Members, employees, volunteers and contractors are aware of what is required in relation to the protection of children, young people and vulnerable adults.

The policy will set out the duty to safeguard and promote the welfare of children, young people and vulnerable adults and how this will be implemented by Saltash Town Council in the discharge of its duties as well as references to how the Town Council will safeguard its employees.

This is a joint policy as there are similarities in many of the actions needed to safeguard children and young people and to safeguard vulnerable adults.

However, the Town Council recognises that there are also some distinct differences between these groups, and these are reflected in this document and relevant supporting policies and guidance.

## **Policy Statement**

To develop procedures and good practice within Saltash Town Council to ensure that each person can demonstrate that there is an understanding of the duty to safeguard and promote the welfare of children, young people, vulnerable adults and staff. This includes creating a safe working environment, protecting employees from harm, and ensuring their well-being in all safeguarding matters.

To provide evidence of how this is being implemented within its own organisation and within multi-agency working arrangements and of its plans to address any gaps in these arrangements.

Saltash Town Council is committed to taking all reasonable precautions to safeguard the welfare of children, young people and vulnerable adults that use its services and will promote a safeguarding culture and environment. The Town Council actively promotes a safeguarding culture and environment, ensuring the safety and well-being of all individuals, including Town Councillors and staff.

- We will endeavour to keep children, young people and vulnerable adults safe from abuse.



- Suspicion of abuse will be responded to promptly and appropriately.
- We will always act in the best interests of the child, young person or vulnerable adult.
- We will proactively seek to promote the welfare and protection of all children, young people and vulnerable adults living in the local community.
- We will endeavour to ensure that unsuitable people are prevented from working with children, young people and vulnerable adults through, as appropriate, the recruitment and selection policy and by reminding hirers of their safeguarding responsibilities.
- We will take any concern made by a member, employee, volunteer or contracted service provider or child / vulnerable adult seriously and treat it with sensitivity.
- We are committed to preventing and addressing any form of harassment, discrimination, or mistreatment of staff, ensuring a safe and respectful working environment for all employees and Town Councillors.

### **Policy Application**

This policy applies to:

- all employees of STC including temporary and agency staff,
- all Council elected Members,
- all organisations with a working relationship with STC including external suppliers,
- work experience volunteers working with STC,
- volunteers working with STC.

NOTE: It is not the role of Saltash Town Council to investigate allegations of abuse.

However, all Members, employees, volunteers and contractors working in partnership with Saltash Town Council have a responsibility to take action when they suspect or recognise that a child or vulnerable adult may be a victim or at risk of significant harm or abuse.

All partners and wholly owned companies should have regard to Saltash Town Councils policy and ensure that their individual policies are not at odds with it.

Saltash Town Council expects that any organisation wishing to provide, or providing, services where staff are employed to work directly or indirectly with children, young people or vulnerable adults are able to demonstrate standards of safeguarding commensurate with those expected of statutory organisations.

DRAFT

## **Safeguarding Children and Young People**

### **Definitions for the purposes of this policy**

**A child** is “anyone who has not yet reached their 18th birthday. ‘Children’ therefore means ‘children and young people’ throughout. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection under the Children Act 1989. (See Children’s Act 2004).

**An adult** is anyone over 18 years of age.

**A vulnerable adult** is a person aged 18 or over who may need community care services because of a disability (mental or other), age, or illness.

A person is also considered vulnerable if they are unable to look after themselves, protect themselves from harm or exploitation or are unable to report abuse (Department of Health).

### **What do we want to achieve for our children?**

Saltash Town Council aims to ensure that children in Saltash, Cornwall achieve the five outcomes for Children that are identified in the Children Act 2004, which are: -

- Be Healthy – physical and mental health and emotional well-being
- Stay Safe – prevention and protection from harm and neglect
- Enjoy and Achieve – education, training and recreation
- Make a positive contribution to society
- Achieve Economic and Social Well-being.

## What does this mean?

“Safeguarding and promoting the welfare of children” means:

- protecting children from maltreatment;
- preventing the impairment of children’s mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children to have the best outcomes.

## Legal framework

Saltash Town Council does not have a legislative role in safeguarding and promoting the welfare of children as defined in Chapter 3 of the statutory guidance to the Children Act 2004, ‘Working Together to Safeguard Children’,

However Saltash Town Council recognises it is a local organisation that works alongside children and families and as such can and must therefore play an important role when it comes to safeguarding children.

Therefore, this policy is drawn up based on legislation, policy and guidance that seeks to protect children, young people, and vulnerable adults in England.

([https://assets.publishing.service.gov.uk/media/669e7501ab418ab055592a7b/Working\\_together\\_to\\_safeguard\\_children\\_2023.pdf](https://assets.publishing.service.gov.uk/media/669e7501ab418ab055592a7b/Working_together_to_safeguard_children_2023.pdf) )

Section 11 of the Children Act 2004

(<https://www.legislation.gov.uk/ukpga/2004/31/section/11> )

places a duty on a range of organisations to ensure their functions and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children.

Section 16 of the Children Act 2004, which states that local authorities and each of the statutory partners must, in exercising their functions relating to Local Safeguarding Children boards, have regard to any guidance given to them by the Secretary of State.

Working Together 2023 aims to help professionals understand what they need to do, and what they can expect of one another, to safeguard children. It focuses on core legal requirements making it clear what individuals and organisations should do to keep children safe. In doing so, it seeks to emphasise that effective safeguarding systems are those where:

- the child's needs are paramount, and the needs and wishes of each child, be they a baby or infant, or an older child, should be put first, so that every child receives the support they need before a problem escalates;
- all professionals who come into contact with children and families are alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose to children;
- all professionals share appropriate information in a timely way and can discuss any concerns about an individual child with colleagues and local authority children's social care;
- high quality professionals are able to use their expert judgement to put the child's needs at the heart of the safeguarding system so that the right solution can be found for each individual child;
- all professionals contribute to whatever actions are needed to safeguard and promote a child's welfare and take part in regularly reviewing the outcomes for the child against specific plans and outcomes.

If staff have concerns about the outcome of a referral they are to escalate the concern by contacting the Designated Safeguarding Lead or if not appropriate, the Town Clerk.

## Safeguarding Vulnerable Adults

### Definition

A vulnerable adult is a person aged 18 or over who may need community care services because of a disability (mental or other), age, or illness.

The Care Act 2014 sets out statutory duties for safeguarding adults. Under section 42 of the Care Act 2014 safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect. The adult experiencing, or at risk of abuse or neglect will be referred to as the adult throughout this policy.

### What do we want to achieve?

Saltash Town Council works to the Care Act – Six key principles of adult safeguarding (Care Act Guidance, paragraph 14.13):

Everyone has the right to live his or her life free from violence, fear and abuse.

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent.
- **Prevention** – It is better to take action before harm occurs.
- **Proportionality** – The least intrusive response appropriate to the risk presented.
- **Protection** – Support and representation for those in greatest need.
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability** – Accountability and transparency in delivering safeguarding.

Saltash Town Council will ensure that all members of staff know or can easily find out what they need to do if they have a concern about the abuse or neglect of vulnerable adults.

### **What does this mean?**

Staff will be able to recognise abuse. The main forms of abuse are divided into the following categories:

- Physical abuse – including hitting, slapping, pushing, kicking, misuse of medication, restraint, inappropriate sanctions
- Sexual abuse – including rape, sexual assault, sexual acts to which a person has not consented, could not consent or was pressurised into consenting
- Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation, withdrawal from services or supportive networks
- Financial or material abuse – including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits
- Neglect and acts of omission – including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life such as medication, adequate nutrition, and heating
- Discriminatory abuse – including racist, sexist, that based on a person's disability and other forms of harassment, slurs or similar treatment
- Institutional abuse, neglect and poor professional practice. This may take the form of isolated incidents of poor or unsatisfactory professional practice at one end of the spectrum, through to pervasive ill treatment or gross misconduct at the other.

[\(No Secrets: guidance on protecting vulnerable adults in care - GOV.UK\)](#)

## **Safeguarding Employees and Members:**

### **Definition:**

Safeguarding employees refers to the measures and policies put in place to protect workers from harm, abuse, discrimination, harassment and unsafe working conditions. It ensures their physical, emotional, and professional well-being while fostering a safe and respectful workplace.

Key aspects of safeguarding employees include:

- Health & Safety – Providing a secure work environment free from hazards.
- Protection from Harassment & Discrimination – Ensuring fair treatment and addressing workplace misconduct.
- Mental Well-being Support – Offering resources to support employees' emotional health.
- Clear Reporting Channels – Establishing procedures for employees to raise concerns safely.
- Legal & Ethical Compliance – Adhering to employment laws and safeguarding regulations.

### **What do we want to achieve?**

- Protecting Well-being – Ensuring employees' physical and mental health through robust workplace policies.
- Preventing Harassment & Discrimination – Establishing clear guidelines to address misconduct and promote inclusivity.
- Providing Safe Working Conditions – Meeting health and safety standards to minimize risks.
- Encouraging Open Communication – Giving employees clear channels to report concerns without fear of retaliation.
- Ensuring Compliance – Adhering to employment laws and ethical safeguarding practices.



**What does this mean:**

The Town Council will ensure the effective implementation of safeguarding measures through regular training, policy reviews, and open communication. Employees will be encouraged to contribute to a safe workplace and report concerns responsibly.

Saltash Town Council addresses a range of safeguarding concerns across its policies. For further guidance on expected standards of behaviour and conduct for Town Council staff, please refer to the following policies:

- Zero Tolerance Policy
- Complaint Handling and Unreasonable Customer Behaviour Policies
- Employee Handbook
- Equality and Diversity
- Code of Conduct
- Protocol for Member Officer Relations

## How to report a safeguarding concern

Councillors and staff will respond appropriately when they see or are concerned about abuse. This means that councillors and staff will report and record their concerns about abuse.

If Councillors or staff have any concerns about a child's or vulnerable adults' welfare they should act immediately.

Contact the **Multi Agency Referral Unit (MARU)** on **0300 123 1116**

(see <https://www.cornwall.gov.uk/health-and-social-care/childrens-services/child-protection-and-safeguarding/>)

If the concerns arise out of office hours contact **01208 251300**. Please ensure you have as much factual information, about the child/vulnerable adult, as possible when you telephone and include:

- Full name
- Date of Birth
- Address
- Family details
- Factual information about concerns identified.

Telephone calls will need to be followed up in writing by completing the multi-agency referral form. This is available from the Cornwall and Isles of Scilly Safeguarding Children Partnership website <https://ciossafeguarding.org.uk/>

Staff members who need to report a safeguarding concern should contact their line manager in the first instance. If their line manager is unavailable, they may reach out to the Office Manager / Assistant to the Town Clerk, or the Town Clerk.

The Town Clerk is responsible for reporting safeguarding concerns to the Personnel Committee for further review. This ensures that operational requirements are being met and that all legal responsibilities are upheld.

## **Responsibilities for Safeguarding**

Saltash Town Council will ensure that:

- All Town Councillors and staff are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.
- There is a named Safeguarding Lead who has undertaken appropriate training and will regularly attend training updates.
- The Town Council is responsible for safeguarding its employees, ensuring a safe, supportive, and respectful working environment free from harassment, discrimination, and workplace risks.

### **Designated Safeguarding Officer / Lead**

The Designated Safeguarding Officer / Designated Safeguarding Lead is the Community Hub Team Leader

In the absence of the Community Hub Team Leader the Deputy Designated Safeguarding Officer / Lead the Office Manager / Assistant to the Town Clerk is the point of contact.

The Town Council will ensure it meets its responsibilities by:

#### **1. Undertaking Safer Recruitment<sup>1</sup>**

Where appropriate, utilising the Disclosure and Barring Service, particularly staff who work or have contact with children, young people, vulnerable adults and their families or carers.

Staff employed by the Town Council have training so that they know of the appropriate procedures in place, and of their role in responding to concerns about children, young people, vulnerable adults and other safeguarding matters.

In collaboration with partners, for example Cornwall Council, safeguard and promote the welfare of children, young people and vulnerable adults.

Any concerns are recorded and passed over to other agencies.

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<sup>1</sup> Recruitment and Selection Policy applies

## 2. Training and Awareness<sup>2</sup>

Councillors and staff will be advised on the boundaries of appropriate behaviour as part of their employee and volunteer induction and informed of the relevant policies. Basic level training is undertaken on a regular basis by employees and working in frontline areas delivering services that are used by members of the public. Councillors to undertake basic level training and made aware of safeguarding information as part of their induction.

## 3. Policy Objectives

Saltash Town Council is committed to making safeguarding a fundamental principle, ensuring it becomes an integral part of Town Council culture and responsibility.

The Town Council's goal is to embed safeguarding as a shared duty—one that is understood and embraced by everyone.

By "everybody's business," it means that all staff and Councillors, across all areas of the organisation, have a responsibility to safeguard and protect children, families, vulnerable adults, and fellow employees. Everyone plays an active role in promoting a safe environment and working together to prevent harm.

- For this policy to be effective it is essential that each person has an applied understanding of what safeguarding means,
- knows that safeguarding is everyone's responsibility,
- knows the signs and symptoms of potential harm,
- knows how to access safeguarding information, advice and guidance, and is committed to making an informed contribution to safeguard children, young people and vulnerable adults.

It is imperative that Councillors as individuals and the Town Council as a body, fully understand the community that they serve and the many and varied risks that exist within that community related to safeguarding not only children, but the vulnerable adults in the area.

Knowledge and understanding about safeguarding will also enable all Councillors to be vigilant about possible threats or dangers which may be occurring in the community such as Child Sexual Exploitation (CSE), Female Genital Mutilation (FGM) or Right-Wing Activism.

The Town Council's appointed DSL (Designated Safeguarding Lead), will use information shared by the police to inform their actions around safeguarding.

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<sup>2</sup> Employee Handbook

All members of the Town Council should understand what they must do if they are concerned about a child or adult and should be able to articulate that responsibility.

## **Safeguarding Children and Young People**

The following principles will underpin all the Town Council's connection with children and young people.

Our approach will be: -

- Child centred – seeing and listening to children and young people
- Rooted in understanding child development
- Support the achievement of best possible outcomes for children
- Holistic in approach – seeing the whole of the child and not just aspects of their lives
- Understand diversity, the impact of discrimination and how to ensure equality of opportunity
- Respect for the views of parents/carers
- Identify and build on strengths and protective factors, as well as identifying and addressing difficulties and risks
- Work collaboratively, sharing information as appropriate
- Provide support as a continuing process not for brief periods in relation to particular events
- Achieve good standards in safeguarding practice consistently and be informed by evidence.

## **Safeguarding Vulnerable Adults**

The following principles will underpin all the Town Council's connection with vulnerable adults:

- Everyone has the right to live his or her life free from violence, fear and abuse
- Everyone has the right to be protected from harm and exploitation
- Everyone has the right to independence, which carries with it a degree of risk.

## **Specific Safeguarding Issues**

There are specific issues that have become critical issues in Safeguarding that Saltash Town Council will endeavour to ensure ALL their staff and Town Councillors are familiar with, this list is illustrative rather than exhaustive:

- Bullying including cyber bullying
- Child Sexual Exploitation (CSE)
- Domestic Abuse
- VAWG (Violence Against Women and Girls)
- Drugs
- Child criminal exploitation – county lines
- Children with family members in prison
- Faith abuse
- Female Genital Mutilation (FGM)
- Gender based violence / Violence against women and girls
- Hate
- Mental Health
- Homelessness
- So called 'Honour based' violence
- Peer on peer abuse
- Sexual violence and sexual harassment
- Preventing Radicalisation
- Online abuse/Sexting
- Trafficking
- Missing children and vulnerable adults
- Child sexual abuse within the family

- Poor parenting (this can be in relation to babies and young children).

### **Domestic Abuse:**

Operation Encompass children are has strived over the last 11 years to ensure that children are victims of domestic abuse in their own right and should be acknowledged as such.

In the DA ACT 2021 Children were recognised as victims of Domestic Abuse in their own right. Domestic Abuse is likely to be the commonest form of abuse that children in our community experience

Domestic abuse may take many forms – Saltash Town Council has endorsed Operation Encompass, a charitable organisation set up in 2011. This is a police and education early information sharing partnership enabling schools to offer immediate support for children and young people experiencing domestic abuse. Information is shared by the Police with a school's Key Adult prior to the start of the next school day after officers have attended a domestic abuse incident thus enabling appropriate support to be given, dependent on the needs and wishes of the child.

### **Equality and Diversity**

This policy should be read with Saltash Town Council's Equal Opportunities Policy and the Equality, Diversity and Inclusion Policy. Equality is based on the idea of fairness whilst recognising that everyone is different, and diversity is about the ways in which people differ and about recognising that differences are a natural part of society. Saltash Town Council expects that all Town Councillors, staff and volunteers who come into contact with children, young people and vulnerable adults treat them as individuals and make them feel respected and valued as an essential part of our commitment to safeguarding children, young people and vulnerable adults.

## **Confidentiality and Information Sharing**

Confidentiality needs to be fully understood by all those persons who come into contact with children, young people and vulnerable adults, particularly in the context of safeguarding. No adult must ever guarantee confidentiality to any individual including parents, children and colleagues. Staff should always make children aware that if they disclose information that may be harmful to themselves or others, then certain actions will need to be taken.

Wherever possible, consent should be obtained before sharing personal information with third parties.

## **Supporting Staff**

Saltash Town Council recognise that staff may find dealing with safeguarding concerns very difficult and upsetting. It is hoped that in such situations the individual staff member would be able to talk to the DSL - Community Hub Team Leader (or in the case of the absence of the CHTL the deputy DSL – Office Manager / Assistant to the Town Clerk) who can then make enquiries into what support may be available for the individual member of staff.

## **4. Running safe activities and events**

### **4.1. Risk evaluation and management**

Activities and events should be planned in accordance with the requirements of the current Health and Safety Manual.

Regular checks should be made on equipment used by children, young people, adults, employees and volunteers in accordance with the requirements of the current Health and Safety Manual.

### **4.2. Information and consent**

Consent to activities should be obtained before participation from parents/carers/children/young people as appropriate.

Only necessary information should be collected and stored securely in accordance with the UK GDPR guidance provided.



Details of information that might be needed in an emergency should be kept in an accessible but secure place.

#### 4.3. Use of photography and video

The use of photography and video at events run by Saltash Town Council will be controlled to prevent possible misuse. All employees will follow the Photography and Filming Guidance for Staff.

##### 4.3.1. Events held at Saltash Library

The procedures in the Photography and Filming Statement at Saltash Library Hub (Appendix 2) should be followed.

##### 4.3.2. Events held at the Guildhall

Where events are held at the Guildhall, the Officer leading the event will follow the procedures laid out in Appendix 1.

##### 4.3.3. Photography/Filming to record STC work/activities

Where this is undertaken the guidance in Appendix 2 should be followed.

## **Appendix 1- Photography and/or Filming by Saltash Town Council (not including Saltash Library Hub)**

### **Photography and/or Filming by Saltash Town Council (not including Saltash Library Hub)**

- **Events in the Guildhall – public attending**
- **Events in the Community – public attending**

Clear signage should always be in place where photography or filming will take place at STC events where members of the public will attend. This is even more important where children, young people and/or vulnerable adults may attend.

No photography or filming should be recorded on personal devices.

The procedures outlined in Appendix 2 should be followed, adapting as required to meet the requirements of the event.

The guidance provided for staff<sup>3</sup> should be read and adhered to with further advice sought from the Senior Policy and Data Compliance Monitoring Officer where required as a UKGDPR/Data Protection issue.

Where there is a potential safeguarding issue, advice should be sought from the relevant Line Manager in the first instance, referring to the Office Manager / Assistant to the Town Clerk as required.

### **Photography/Filming to record STC work/activities**

Any photographs/videos that are to be taken as records of work for publication on the Town Council website and social media sites should be reviewed to ensure no identifiable individuals are included without permission. (This includes images of members of staff.)

The guidance provided for staff<sup>4</sup> should be read and adhered to with further advice sought from the Senior Policy and Data Compliance Monitoring Officer where required as a UKGDPR/Data Protection issue.

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<sup>3</sup> Filming and Photography on STC sites – Guidance for staff (internal document)

<sup>4</sup> Filming and Photography on STC sites – Guidance for staff (internal document)

## **Appendix 2 - Photography and Filming at Saltash Library Hub**

### **Photography and Filming at Saltash Library Hub\***

\*This document should be read alongside the STC Safeguarding Policy and applies to all staff, volunteers and other adults associated with Saltash Library Hub.

Saltash Library Hub (as part of Saltash Town Council) works with children and families as part of its activities in the community.

The purpose of this document is to:

- Protect children and young people who take part in Saltash Library Hub's services;
- Set out the principles that guide our approach to photographs/videos being taken of children and young people during our events and activities;
- To ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.

**We have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.**

**We recognise that:**

- Sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation;
- The welfare of the children and young people taking part in our activities is paramount;
- Children, their parents and carers have a right to decide whether their images are taken and how these may be used;
- Consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images;
- There are potential risks associated with sharing images of children online.

### **We will seek to keep children and young people safe by:**

- Always asking for written consent from a child and their parents or carers before taking and using a child's image;
- Always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children;
- Only using the first names of children if we need to identify them;
- Never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo);
- Making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information);
- Reducing the risk of images being copied and used inappropriately by only using images of children in appropriate clothing, including safety wear if necessary;
- Using images that positively reflect young people's involvement in the activity.

We will also develop a procedure for reporting the abuse or misuse of images as part of our safeguarding procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

### **Photography and/or filming for Saltash Library Hub's use**

Children, young people, parents and carers must be made aware that photography and filming is taking place and give written consent.

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- Providing the photographer with a clear brief about appropriate content and behaviour;
- Ensuring the photographer wears identification at all times;

- Informing children, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their children being taken and shared;
- Not allowing the photographer to have unsupervised access to the children;
- Not allowing the photographer to carry out sessions outside the event or at a child's home;
- Reporting concerns regarding inappropriate or intrusive photography following our safeguarding procedures.

### **Photography and/or filming for wider use**

If people such as local journalists, professional photographers (not hired by Saltash Town Council) or students wish to record one of our events and share the images professionally or in the wider world, they should seek written permission from the Community Hub Team Leader in advance.

They should provide:

- The name and address of the person using the camera;
- The names of the children they wish to take images of (where possible);
- The reason for taking the images/what the images will be used for;
- A signed declaration that the information provided is valid and that the images will only be used for the reasons given.

The Community Hub Team Leader will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended subjects and their parents and inform the photographer of anyone who does not give their consent.

At the event there will be a prominent notice informing children, parents and carers that an external photographer is present and ensure they are easily identifiable, for example by issuing them with a coloured identification badge.

If Saltash Library Hub is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our safeguarding procedures.

### **Storing images**

We will store images of children securely, in accordance with our safeguarding policy and data protection law.

DRAFT



HUDSON ACCOUNTING LTD.  
INTERNAL AUDIT REPORT:  
TO THE MEMBERS OF SALTASH TOWN COUNCIL  
YEAR ENDED 31ST MARCH 2025.

ISSUE DATE: 13/05/2025  
ISSUED TO: TOWN CLERK

**INTRODUCTION:**

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

**Scope:**

The scope of the audit covers, as a minimum, the areas included in the Internal Audit Report contained in the Annual Governance & Accountability Return.

**Approach:**

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2024.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed.

**GENERAL COMMENTS:**

We would like to thank the staff for their assistance and co-operation during the audit.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

It should be noted that assurance can never be absolute. The most that the internal audit service can provide is a reasonable assurance that there are no major weaknesses in risk management, governance, and control processes. The audit does not guarantee that the accounting records are free from fraud or error.

***The review undertaken obtained a level of assurance which has allowed us to complete the Internal Audit Report element of the Annual Governance & Accountability Return with no qualifications, thus in all significant respects, the control objectives were achieved throughout the financial year to a standard adequate to meet the needs of the Council.***



## AUDIT COMMENTARY:

### Previous Recommendations

There are no previous recommendations requiring action.

### Accounting Records

The accounts have been properly maintained throughout the year.

### Payments

A sample of payments was tested to establish whether the spending decision, procurement process, certification and approval for payment were in line with Financial Regulations as well as ensuring that payments were supported by invoices, VAT was correctly accounted for, and payment controls were applied.

#### *Payment*

**Further testing of payments made revealed no issues to report.**

#### *Grants*

**Community chest grants paid were traced to Member approvals in the Minutes.**

#### *Procurement*

**Procurement activity has been undertaken in line with Financial Regulations.**

### Risk

#### *Insurance*

**The Fidelity Guarantee remains adequate at £5 million.**

### Budgets

#### *Setting*

**The 2025/26 budget and precept you're properly approved at Full Council in December 2024 following the production of detailed estimates.**

#### *Monitoring*

**Regular budget monitoring reports have been provided to Members throughout the year.**

#### *Adequacy of Reserves*

**After allowing for earmarked reserves of £795,779 the general reserve stands at £1,188,002; equating to 70% of gross expenditure which is within generally accepted parameters.**

### Income

Systems were tested to ensure that suitable controls are in place to ensure that all income is received in a timely manner, that charges are correctly applied and that any cash received is promptly receipted and banked.

#### *Interest*

**Interest earned on the Council's investments has been accurately reflected the Ledger.**

#### *VAT*

**VAT claims for the year have been submitted.**

**The year-end claim is in accord with balances held in the accounting statements.**

### Petty Cash

**Petty cash is sparingly used, adequately control and regularly reconciled.**

### Assets

**The asset register has been updated to reflect acquisitions and disposals and the total value of assets held has been accurately disclosed in the AGAR.**

#### **Payroll**

The March payroll was tested with no issues to report.

New members of staff have been issued contracts of employment and have been paid in accordance with the Terms therein.

The national pay award and associated back-pay were accurately calculated and implemented.

#### **Bank Reconciliation**

Monthly bank reconciliations have been carried out on all accounts in a timely manner. They have been reviewed by both the RFO and a Member.

The year-end bank reconciliation was found to be accurate.

#### **Accounting Statements**

The accounts have been produced on an income and expenditure basis and are in accord with underlying records.

Debtor and creditor balances have been appropriately treated and accounted for.  
Story

# Annual Internal Audit Report 2024/25

## SALTASH TOWN COUNCIL

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

**During** the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
<b>A.</b> Appropriate accounting records have been properly kept throughout the financial year.	✓		
<b>B.</b> This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
<b>C.</b> This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
<b>D.</b> The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
<b>E.</b> Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
<b>F.</b> Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
<b>G.</b> Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
<b>H.</b> Asset and investments registers were complete and accurate and properly maintained.	✓		
<b>I.</b> Periodic bank account reconciliations were properly carried out during the year.	✓		
<b>J.</b> Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
<b>K.</b> If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
<b>L.</b> The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
<b>M.</b> In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
<b>N.</b> The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

03/12/2024      29/04/2025      13/05/2025

Name of person who carried out the internal audit

S P HUDSON CPFA

Signature of person who carried out the internal audit

*S. P. Hudson*

Date

13/05/2025

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	SALTASH TOWN COUNCIL
---------------------------	----------------------

☒ I confirm that there are no conflicts of interest with BDO LLP.

☐ I confirm the following conflicts of interest (please detail below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference
5 <sup>th</sup> June 2025	91/25/26A

Signed (Clerk/RFO)



Print Name **SINEAD BURROWS**  
SINEAD BURROWS

Signed (Chair) 

Print Name **RACHEL BULLOCK**  
COUNCILLOR RACHEL BULLOCK



INTERNAL AUDIT PROPOSAL

SALTASH TOWN COUNCIL

MAY 2024

SUBMITTED BY:

HUDSON ACCOUNTING LTD.

**Approach:**

Audit work is carried out in accordance with guidance issued by the National Association of Local Councils (NALC) in their publication *Governance & Accountability for Local Councils* and will allow us to sign off the appropriate part of the Annual Return and provide assurance around the Council's Governance Statement.

All work and communication with the Council is undertaken by the Directors of the Company.

For Council's of your size, we always include interim audit visits and we provide comprehensive reports at both the interim and final audit stage.

The benefits of an interim audit visit is that it allows detailed examination of certain areas that do not need to wait until the year-end and early system testing that both frees up time at the final audit stage and can flag up issues at an early stage that can be rectified before the end of the financial year. It also means that all areas are given adequate coverage.

**Independence:**

I can confirm that to the best of my knowledge there are no relationships with Members or Officers of the Council which would cause a conflict of interest or compromise the independence of any audit work undertaken.

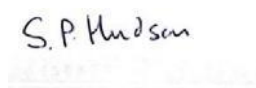
**Experience:**

I am a fully qualified local government accountant with more than twenty-five years post qualification experience at senior levels including nine years as a S151 Officer and a year seconded as Chief Internal Auditor.

We are experienced local council internal auditors and was also a part-time parish clerk so we feel we are uniquely placed to provide a high-quality service that is fully conversant with current issues facing local councils.

Our Anti-Money Laundering Regulations obligations are undertaken under the supervision of H.M. Revenues & Customs and we carry £50,000 of Professional Indemnity insurance.

**Fee: Our fee would be £1200 per annum; we are happy to fix this price for the three financial years 2024/25 to 2026/27**



S P Hudson  
Director

E Mail: [HUDSONACCOUNTING@btinternet.com](mailto:HUDSONACCOUNTING@btinternet.com)

Phone: 01736 799637

Mobile: 07545 312624

## LETTER OF ENGAGEMENT FOR INTERNAL AUDIT SERVICES BETWEEN HUDSON ACCOUNTING LTD. & SALTASH TOWN COUNCIL

**Background:**

All local councils are required to maintain an adequate and effective system of internal audit of their accounting records and control systems. In addition, an internal auditor must sign off the relevant part of the Annual Governance & Accountability Return.

**Independence:**

To the best of my knowledge there are no relationships with Members, Officers or Contractors of the Council which would cause a conflict of interest or compromise the independence of any audit work undertaken.

**Scope of the Work:**

Internal audit work is carried out in accordance with proper practice guidance issued by the National Association of Local Councils (NALC) in their publication *Governance & Accountability for Local Councils* and will cover, as a minimum, all areas required to be signed off on the Annual Governance & Accountability Return.

**Period of Engagement:**

The Engagement is for the 2024/25 to 2026/27 financial years.

**Deliverables:**

Comprehensive audit testing, reporting and completion of the internal auditor's report on the Annual Governance & Accountability Return.

**Continuity Cover**

There are no formal procedures in place for the continuity of the practice should I become unable to work due to illness, temporary or permanent incapacity, or death.

**Reporting lines**

Reports will be addressed to the Members of the Council.

**Timetable**

Interim internal audit (where provided) work will usually take place mid-year and year-end internal audit work will be completed to allow submission of the Annual Return in line with the Councils reporting deadlines.

**Fees**

For this engagement we will charge £1,200 per annum.

**Anti-Money Laundering Regulations**

We are registered with HMRC under the Money Laundering Regulations.

**Professional Indemnity Insurance**

We hold professional indemnity insurance cover to a limit of £50,000. The professional indemnity insurer is Trafalgar Insurance Company Limited, The Lloyds Building, 12 Leadenhall Street, London, EC3V 1LP.

**SIGNED ON BEHALF OF:**  
**HUDSON ACCOUNTING LTD:**  
**SALTASH TOWN COUNCIL:**  
**DATED: 28/03/2025**

S. P. Hudson





## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

### SALTASH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

**\*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

05/06/2025

and recorded as minute reference:

91/25/26C

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIG  REQUIRED

Clerk

SIG  REQUIRED

<https://www.saltash.gov.uk/> PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2024/25 for

### SALTASH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	1,926,661	1,936,496	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,307,753	1,388,217	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	185,622	367,912	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	702,209	795,227	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	45,862	45,378	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	735,469	868,239	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,936,496	1,983,781	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,925,937	2,006,276	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,716,253	2,874,909	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	201,022	160,514	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**



Date

05/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

05/06/2025

as recorded in minute reference:

91/25/26D

Signed by Chair of the meeting where the Accounting Statements were approved



**Name of Smaller authority: SALTASH TOWN COUNCIL**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF  
UNAUDITED ANNUAL GOVERNANCE &  
ACCOUNTABILITY RETURN**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025**

**Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p><b>1. Date of announcement</b> THURSDAY 5<sup>TH</sup> JUNE 2025 (a)</p> <p><b>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</b></p> <p><b>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:</b></p> <p>(b) SINEAD BURROWS, TOWN CLERK/RFO – SALTASH TOWN COUNCIL, THE GUILDHALL, 12 LOWER FORE STREET, SALTASH, CORNWALL, PL12 6JX. <a href="mailto:enquiries@saltash.gov.uk">enquiries@saltash.gov.uk</a></p> <p>commencing on (c) FRIDAY 6<sup>TH</sup> JUNE 2025</p> <p>and ending on (d) THURSDAY 17<sup>TH</sup> JULY 2025</p> <p><b>3. Local government electors and their representatives also have:</b></p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p><b>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</b></p> <p><b>BDO LLP</b> Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL ✉ <a href="mailto:councilaudits@bdo.co.uk">councilaudits@bdo.co.uk</a></p> <p><b>5. This announcement is made by (e) SINEAD BURROWS, TOWN CLERK/RFO</b></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>



## LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

**Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.**

### **The basic position**

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

### **The right to inspect the accounting records**

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2025 for 2024-25 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

### **The right to ask the auditor questions about the accounting records**

**You should first ask your smaller authority** about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here

means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

### **The right to make objections at audit**

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

### **A final word**

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

# Co-option

RESPONSIBLE COMMITTEE: P&F

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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			
<b>Version</b>	2025	<b>Approved by</b>	P&F
<b>Date</b>	11.03.2025	<b>Responsible Officer</b>	AJT
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Version History					
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01.2021	1	AJT	P&F 09.03.2021	173/20/21a	New policy (REC)
05.2021	2	AJT	ATM 20.05.2021	35/21/22a	Adopted
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02.2024	2024 DRAFT	AJT	P&F 27.02.2024	156/23/24f(2)	Reviewed for recommendation to FTC 03.2024
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05.2024	2024	AJT	ATM 02.05.2024	64/24/25f(1)	Readopted.

08.2024	2024	AJT	P&F 24.09.2024	73/24/25a	Minor text amendments. Delegated authority to operate policy to Town Clerk. Recommended to FTC 10.2024
10.2024	2024	AJT	FTC 03.10.2024	205/24/25a	Approved.
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04.2025	2025	AJT	-	-	Minor text amendments – qualifications.

### Document Retention Period

Until superseded.



## **Co-option Policy**

This policy sets out the procedure to be followed when co-opting members to fill a casual vacancy within the Town Council ensuring compliance with relevant legislation.

The operation of this policy is delegated to the Town Clerk, reporting back to Full Council.

Templates included in the appendix:

- Appendix A: Notice of a Casual Vacancy
- Appendix B: Co-option criteria
- Appendix C: Co-option eligibility declaration
- Appendix D: Application form
- Not included but to be sent with the Application Pack is the STC Privacy Notice

## **Background**

s.87(2) of the Local Government Act 1972 requires a local council to give public notice of casual vacancies.

## **Casual Vacancy**

A casual vacancy occurs when:

1. a councillor fails to deliver their declaration of acceptance of office at the proper time; or
2. a councillor resigns; or
3. a councillor dies; or
4. in the case of a councillor who is disqualified by virtue of a criminal conviction, under section 34 of the Localism Act 2011, the expiry of the period for making an application or appeal, or if an appeal or application has been made, the date that any such application or appeal process comes to an end;

5. on the date of a report or certificate of an election court that declares an election void;
6. a person ceases to be qualified to be a councillor for a reason not mentioned above; or
7. a councillor fails to attend a meeting for six consecutive months (section 85 of the 1972 Act).

Cornwall Council is notified by the Town Clerk of the vacancy and will post a formal Notice of Vacancy. The notice will be displayed for fourteen days during which ten members of the parish can request (in writing) that an election takes place. Cornwall Council will then organise the by-election.

If no election is called or following the call for an election no candidates stand, the Town Council will then fill the seat by co-option.

NOTE: if the vacancy falls within six months before the date when the councillor in question would have regularly retired (e.g. four days after the next ordinary election), a by-election will not be held but the Town Council may, but need not, co-opt a member to fill the vacancy. It must still give public notice of the vacancy.

### **Vacancies after an ordinary election**

Section 21 of the Representation of the People Act 1985 provides that where an insufficient number of candidates is validly nominated at an ordinary local council election to fill the vacancies on the town council, those who have been validly nominated are automatically elected as councillors.

Provided that those elected constitute at least a quorum (three or one third of the total number of councillors, whichever is the greater), the Town Council may co-opt any person(s) to fill the vacancy(ies).<sup>1</sup> There is no statutory requirement<sup>2</sup> to give public notice of the vacancy(ies) before exercising the power of co-option. However, in practice this may be a sensible way to attract possible candidates and demonstrates transparency.

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<sup>1</sup> Where the power of co-option is not exercised within 35 working days, Cornwall Council may exercise powers to hold a further election or take other appropriate action to fill the vacancy(ies).

<sup>2</sup> s.21(2) Representation of the People Act 1985

The co-option process should be completed within six weeks of the new Town Council taking office (four days after the election).

### **Eligibility for Co-option**

A person is eligible to be co-opted provided they are qualified to be a councillor<sup>3</sup> and is not disqualified by the s.80 of the 1972 Act.

Eligibility criteria:

To be able to stand as candidate at a parish council election you must:

- be at least 18 years old
- be a British citizen, an eligible Commonwealth citizen, a citizen of the Republic of Ireland, a qualifying EU citizen or an EU citizen with retained rights
- Meet at least one of the following four qualifications:
  - You are, and will continue to be, registered as a local government elector for the parish in which you wish to stand from the day of your nominations onwards.
  - You have occupied as owner or tenant any land or other premises in the parish area during the whole of the 12 months before the day of your nomination and the day of election.
  - Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the parish area.
  - You have lived in the parish area or within three miles of it during the whole of the 12 months before the day of your nomination and the day of election.

When completing your application you will be asked to indicate which qualifications you meet. You should indicate on the form all those qualifications that apply to you.

There are certain disqualifications for election of which the main are:

1. holding a paid office under the local authority;
2. bankruptcy

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<sup>3</sup> s.79 of the 1972 Act

3. having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election; and
4. being disqualified under any enactment relating to corrupt or illegal practices.

### **Applying for a Casual Vacancy**

Application packs can be downloaded from the Town Council website <https://www.saltash.gov.uk/councillorvacancies.php> or on request from the Town Council. (See appendix for templates)

Councillors co-opted to the Town Council are not eligible to claim the Members Allowance.

## Procedure

<b>Vacancy arises</b>	<ul style="list-style-type: none"> <li>• Councillors notified.</li> <li>• Electoral Services notified.</li> </ul>
<b>Co-option (where no by-election is called)</b>	<ul style="list-style-type: none"> <li>• Advertise notice of vacancy to be filled by co-option with a 14-day deadline. The notices will be placed on all Town Council notice boards; the Town Council website and social media pages; issued as a press and media release.</li> <li>• Prepare application packs including a copy of the STC Privacy Notice.</li> <li>• Application packs made available on website or on request.</li> </ul>
<b>Co-option (vacancies after an ordinary election)</b>	<ul style="list-style-type: none"> <li>• Advertise notice of vacancy to be filled by co-option after an ordinary election with a 14-day deadline. The notices will be placed on all Town Council notice boards; the Town Council website and social media pages; issued as a press and media release.</li> <li>• Where the power of co-option is not exercised within 35 working days, Cornwall Council may exercise powers to hold a further election or take other appropriate action to fill the vacancy(ies) s.21(2) Representation of the People Act 1985</li> </ul>

	<ul style="list-style-type: none"> <li>The co-option process should be completed within six weeks of the new Town Council taking office (four days after the election)</li> </ul>
<b>After closing date</b>	<ul style="list-style-type: none"> <li>Town Clerk (or officer with delegated authority) checks applications for eligibility. Eligible candidates invited to co-option meeting.</li> <li>All eligible applications (Appendix D only, due to personal data protected by GDPR) are circulated to Councillors three days before the co-option meeting. These will only be sent to council email addresses marked to be treated as Strictly Private and Confidential.</li> <li>Agenda issued for the meeting to include agenda item (to be the last item on the agenda): To receive applications for the office of Town Councillor and to co-opt a candidate to fill the existing vacancy in ----- Ward(s).</li> </ul>
<b>Co-option meeting (note this must be a Full Town Council meeting open to the public)</b>	<ul style="list-style-type: none"> <li>Where a candidate is a relative of an existing Councillor, that Councillor should declare a prejudicial interest and withdraw from the meeting.</li> <li>Each candidate (in alphabetical order) will be given three minutes to speak - introducing themselves to the town council, giving information on their background and experience and</li> </ul>

	<p>explaining why they wish to become a member of the Town Council.</p> <ul style="list-style-type: none"> <li>• After the presentations Councillors may ask questions of the candidates before proceeding to the vote.</li> <li>• Each Councillor present has one vote per vacancy to be filled. The Chairman has the casting vote (Standing Order 3.19). For a candidate to be successful they will need to obtain an absolute majority of votes cast at the meeting. If there are more than two candidates and there is no candidate with an absolute majority in the first round of voting, the candidate with the least number of votes will drop out. Further rounds of voting will take place until a candidate has an absolute majority.</li> <li>• Where there are two or more candidates seeking co-option, that the voting should take place by written ballot. A written ballot is not a secret vote; it is a vote where only the clerk/officer is aware of how individual councillors voted</li> <li>• The officer circulates one ballot sheet to each member present and eligible to vote</li> <li>• Every voting Member must record their name on the ballot paper and then the name of their preferred candidate</li> </ul>
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	<ul style="list-style-type: none"> <li>• The officer collects all of the ballot papers and confirms to the Clerk that there are no duplicate ballot papers</li> <li>• The officer then counts the votes for each candidate, verified by the Clerk, the Clerk confirms the result to the Chairman, the Chairman informs the Town Council</li> <li>• The voting process will be repeated until such time as a candidate has a clear majority as outlined in Standing Order 8a</li> </ul>
<b>After the meeting</b>	<ul style="list-style-type: none"> <li>• Successful candidates will meet the Clerk the following day or at their earliest opportunity to sign the Acceptance of Office form. They may then attend a Town Council meeting.</li> <li>• Town Clerk notifies Electoral Services of the new Councillor appointed.</li> <li>• Declaration of Interests paperwork to be completed within 28 days</li> <li>• Administration office to issue induction pack and undertake all necessary administration processes.</li> </ul>
<b>Where insufficient candidates come forward for co-option</b>	<ul style="list-style-type: none"> <li>• The vacancy will be re-advertised and the process continue until an appointment is made.</li> </ul>



## APPENDIX A (new design and text for the notice of vacancy)

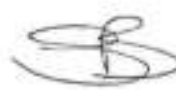
Saltash Town Council (use the modern logo)

Konsel An Dre Essa

### Notice for Co-option Vacancy

**<ENTER WARD(S)>** Vacancies for Town Councillors:

1. There is **<ADD NUMBER>** vacancies on Saltash Town Council, **<ENTER NUMBER>** in each Ward **<ENTER WARD NAME>**.
2. These vacancies will be filled by co-option at the Full Town Council Meeting to be held on **<ENTER DATE AND TIME>**
3. Completed application forms are invited and should be sent via email or in writing to the Town Clerk at the address below **before <ENTER DATE AND TIME>** An application form is available on the Town Council website and can also be requested by emailing [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk) or by calling the Guildhall on 01752 844846 option 5.
4. Prospective applicants should note that there are rules for eligibility which can be found in the application pack or can be obtained on request. Canvassing of Town Council members will disqualify applicants from standing.

Dated:	<b>ADD DATE</b>	Signed by Town Clerk / Responsible Finance Officer:	
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Email: [sinead.burrows@saltash.gov.uk](mailto:sinead.burrows@saltash.gov.uk)

Post/hand deliver: Town Clerk  
Saltash Town Council  
12 Lower Fore Street  
Saltash  
Cornwall  
PL12 6JX

## APPENDIX B

**Role of a Town Councillor:** represents the residents in their ward and acts as an ambassador for the community. It can be a rewarding experience and many stand to speak on behalf of their community, to share the future of the town. The below skills, experience, and qualities will help you be a good Town Councillor:

COMPETENCY	ESSENTIAL	DESIRABLE
<b>Relevant knowledge, Education, Professional Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of local affairs and the local community.</li> </ul>	
<b>Experience, Skills, Knowledge and Ability</b>	<ul style="list-style-type: none"> <li>• Solid interest in local matters.</li> <li>• Ability and willingness to represent the Council and their community.</li> <li>• Good interpersonal skills.</li> <li>• Ability to communicate clearly both orally and in writing.</li> <li>• Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.</li> <li>• Good reading and analytic skills.</li> <li>• Ability and willingness to work with the council's partners (e.g. voluntary groups, other parish</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of HR, procurement, contract management, financial control or risk management and compliance, public relations.</li> <li>• Experience of working in another public body or not for profit organization.</li> <li>• Experience of working with voluntary and or local community/interest groups.</li> <li>• Basic knowledge of legal issues relating to town and parish councils or local authorities.</li> </ul>

	<p>councils, unitary authority, charities).</p> <ul style="list-style-type: none"> <li>• Ability and willingness to undertake relevant training.</li> <li>• Ability to work under pressure.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering presentations.</li> <li>• Experience of working with the media.</li> <li>• Experience in financial control/budgeting.</li> <li>• Experience of staff management.</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to attend meetings of the council (or the meetings of other local authorities and local bodies) in the evening and events in the evening and at weekends.</li> <li>• Flexible.</li> <li>• Enthusiastic.</li> </ul>	

## APPENDIX C

### CO-OPTION ELIGIBILITY FORM

Are you a British citizen, an eligible Commonwealth citizen, a citizen of the Republic of Ireland, a qualifying EU citizen or an EU citizen with retained rights? **YES/NO**

On the relevant date (the day on which you are co-opted) are you 18 years of age or over? **YES/NO**

**Do you meet at least one of the following four qualifications?**

**Please tick all that apply:**

You are, and will continue to be, registered as a local government elector for the parish in which you wish to stand from the day of your nominations onwards.	<input type="checkbox"/>
You have occupied as owner or tenant any land or other premises in the parish area during the whole of the 12 months before the day of your nomination and the day of election.	<input type="checkbox"/>
Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the parish area.	<input type="checkbox"/>
You have lived in the parish area or within three miles of it during the whole of the 12 months before the day of your nomination and the day of election.	<input type="checkbox"/>

**Under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a local councillor if specific criteria are not met:**

a. Are you employed by Saltash Town Council?	<b>YES/NO</b>
b. Are you the subject of a bankruptcy restrictions order or interim order?	<b>YES/NO</b>
c. Have you within the last five years been convicted of an offence in the UK, Channel Islands or Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	<b>YES/NO</b>
d. Are you disqualified by an order of court from being a member of a local authority?	<b>YES/NO</b>

## **DECLARATION**

**I <insert full name> hereby confirm that I am eligible for the vacancy of Saltash Town Councillor and the information given on this form is a true and accurate record.**

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

Print: \_\_\_\_\_

Date: \_\_\_\_\_

# Saltash Town Council

## Konsel An Dre Essa

**Application Form:**    Town Councillor

Name:

Address:

Postcode:

Telephone number:

Email address:

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**If there is more than one vacant seat, please tell us what Ward you wish to stand in, and the reason(s) why:**

**Please tell us why you would like to become a Town Councillor.  
(Maximum 300 words.)**



**Please detail any experience you feel is relevant (e.g. volunteering, community projects, community interest).**

**Name of Applicant:**

**Signature:**

**Date:**

Please return your completed application form and confirmation of eligibility form by post, hand delivered or emailed:

Post/hand delivered:      Saltash Town Council  
   The Guildhall  
   12 Lower Fore Street  
   Saltash  
   PL12 6JX

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

Your Data:

Please refer to the Town Council privacy notice to see how Saltash Town Council uses your data.