



Saltash Town Council

Konsel An Dre Essa



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

30 May 2025

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 5th June 2025 at 7.00 pm.**

The meeting is open to members of the public and press. Any member of the public requiring to put a question to the Town Council must do so by **12 noon the day before the meeting** either by email to enquiries@saltash.gov.uk or via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

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

Yours sincerely,

S Burrows
Town Clerk / RFO

To:

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

Agenda

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

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

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

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

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

19. To receive a report on GWR Customer and Community Improvement Fund and consider any actions and associated expenditure. (Pages 126 - 137)
20. To receive an update from the Saltash Tunnel Working Group and consider any actions and associated expenditure. (Pages 138 - 143)
21. To receive a report from the Coastal Communities Team and consider any actions and associated expenditure. (Pages 144 - 158)
22. To receive a consultation from Cornwall Council on the proposed Gilston Road works and consider any actions. (Pages 159 - 167)
(Pursuant to FTC held on 6.2.25 minute nr. 351/24/25)
23. To receive a consultation from Cornwall Council on the proposed 2-bay bus shelter and consider any actions. (Pages 168 - 170)
24. To receive a report on the arrangements for Meet Your Councillor Sessions and consider any actions and associated expenditure. (Page 171)
25. Meet your Councillors: The next scheduled meeting date Saturday 14 June outside Superdrug, Fore Street.
26. To ratify the amendments to the Town Council's Co-option Policy. (Pages 172 - 192)
(Pursuant to the Annual Meeting of Saltash Town Council held on 15.05.25 minute nr. 37/25/26)
27. To receive applications for the office of Town Councillor and to co-opt candidates to fill the existing vacancy in Wards: (Pages 193 - 194)
 - a. Essa;
(one vacant seat)
 - b. Tamar;
(one vacant seat)
 - c. Trematon.
(one vacant seat)
28. Public Bodies (Admission to Meetings) Act 1960:
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.
29. To consider any items referred from the main part of the agenda.
30. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.

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

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Annual Meeting of Saltash Town Council held at the Guildhall on Thursday 15th May 2025 at 7.00 pm

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

ALSO PRESENT: 7 Members of the Public, 2 Members of the Press; H Frank (Cornwall Councillor) and K Johnson (Cornwall Councillor), S Burrows (Town Clerk / RFO) and D Joyce (Office Manager / Assistant to the Town Clerk).

APOLOGIES: J Suter.

28/25/26 TO ELECT A CHAIRMAN.

The Town Clerk informed Members one nomination has been received for the election of the Chairman/Mayor of Saltash Town Council:

Councillor Rachel Emily Bullock.

The original nomination form has been verified and validated.

The Town Clerk referred to Councillor Peggs as the proposer for Councillor Bullock, who spoke for up to three minutes.

Councillor Peggs invited the candidate, Councillor Bullock, to speak for up to three minutes.

The Town Clerk confirmed that the nomination for Chairman of the Town Council for the year 2025/26 was proposed by Councillor Peggs, seconded by Councillor Bickford and following a recorded vote;

Bickford	For
Brady	For
Bullock	For
Gillies	For
Martin	For
Miller	For
Mortimore	For
Peggs	For
Samuels B	For
Samuels P	For
Stoyel	For
Suter	Absent

It was **RESOLVED** that Councillor Bullock be elected Chairman for the year 2025/26.

The Chairman Councillor Bullock in the Chair.

29/25/26 TO CONFIRM AND NOTE THAT THE CHAIRMAN OF SALTASH TOWN COUNCIL HAS SIGNED THEIR DECLARATION OF ACCEPTANCE OF OFFICE IN THE PRESENCE OF THE PROPER OFFICER.

The Chairman signed the Chairman's Declaration of Acceptance of Office in the presence of the Proper Officer.

It was **RESOLVED** to note.

30/25/26 INCOMING ELECTED CHAIRMAN TO PRESENT THE PAST CHAIRMAN'S BADGE TO THE OUTGOING CHAIRMAN.

The newly elected Chairman for 2025/26 Councillor Bullock presented the Past Chairman's badge to the outgoing Chairman Councillor Peggs.

31/25/26 TO ELECT A VICE CHAIRMAN.

The Town Clerk informed Members one nomination has been received for the election of the Vice Chairman of Saltash Town Council:

Councillor Brian Arthur Ernest Stoyel.

The original nomination form has been verified and validated.

The Town Clerk referred to Councillor Miller as the proposer for Councillor Stoyel, who spoke for up to three minutes.

The Chairman then invited the candidate, Councillor Stoyel, to speak for up to three minutes.

The Town Clerk confirmed that the nomination for Vice Chairman of the Town Council for the year 2025/26 was proposed by Councillor Miller, seconded by Councillor Peggs and following a recorded vote;

Bickford	For
Brady	For
Bullock	For
Gillies	For
Martin	For
Miller	For
Mortimore	For
Peggs	For
Samuels B	For
Samuels P	For
Stoyel	For
Suter	Absent

It was **RESOLVED** that Councillor Stoyel be elected Vice Chairman for the year 2025/26.

The Chairman presented the Vice Chairman's Chain to Councillor Stoyel.

32/25/26 HEALTH AND SAFETY ANNOUNCEMENTS

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

33/25/26 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.

Councillor	Agenda Item	Pecuniary / Non Pecuniary	Reason	Left the Meeting
Bickford	41	Non Pecuniary	Member of Regatta Committee	Yes

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

None.

34/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

35/25/26 TO NOTE THAT SALTASH TOWN COUNCILLORS HAVE COMPLETED THEIR DECLARATION OF ACCEPTANCE OF OFFICE FOR THE TERM 2025 TO 2029.

The Proper Officer confirmed that all Saltash Town Councillors have completed their Declaration of Acceptance of Office for the term 2025 to 2029.

It was **RESOLVED** to note.

36/25/26 TO NOTE THE TOWN COUNCIL HAS MET THE ELIGIBILITY CRITERIA TO ADOPT AND EXERCISE THE GENERAL POWER OF COMPETENCE FOR THE TERM 2025 TO 2029.

The Town Clerk confirmed Saltash Town Council has met the eligibility criteria to adopt and exercise the General Power of Competence for the term 2025 to 2029.

It was **RESOLVED** to note.

37/25/26

TO NOTE THERE ARE THREE VACANT SEATS ON THE TOWN COUNCIL AND THAT THE TOWN COUNCIL WILL BE ENACTING THEIR CO-OPTION POLICY TO FILL THE VACANT SEATS.

The Town Clerk drew Members attention to the amended Co-option Policy contained within the circulated reports pack.

The Town Clerk provided a verbal overview in which it was explained that at the recent Induction Day following the elections, Members requested the Town Clerk review the Co-option Policy to ensure it is fit for purpose.

The Town Clerk confirmed a number of minor changes to ensure the Town Council is acting lawfully and consistently.

The Town Clerk asked if Members had any questions on the minor amendments presented at this evening's meeting.

Members did not have any questions on the updates received on the Co-option Policy received, as attached to the reports pack.

The Town Clerk asked Members, as advised by Cornwall Association of Local Councils, for agreement of the key changes to the process for the meeting on 5 June 2025 and for the Town Council to ratify this decision immediately prior to the co-option taking place.

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

1. To note there are three vacant seats on the Town Council;
2. To agree the minor amendments to the Co-option Policy, as attached, ratifying this decision immediately prior to the co-option taking place at Full Council to be held on Thursday 5 June 2025.

38/25/26

TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 3 APRIL 2025 AS A TRUE AND CORRECT RECORD

It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** to approve the Minutes of the Full Town Council Meeting held on 3 April 2025 as a true and correct record.

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

a. Services held on 10 April 2025;

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

RECOMMENDATION 1:

12/25/26 TO RECEIVE AN UPDATED REPORT ON THE JUBILEE PONTOON AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the comprehensive report circulated in the reports pack.

The Chairman provided a verbal review of the report, noting that the Services Meeting approved removing the pontoon for inspection and repairs at the previous meeting held in February under Health and Safety.

The Town Clerk has been coordinating with the boatyard, insurers, and surveyors regarding the assessment of the Pontoon for storm damage and maintenance work.

Members received a quotation to fix the storm damage with the insurers confirming to pay only some of this cost, because they consider that some of the damage is caused by a lack of maintenance.

Members received further quotes to put the pontoon back together and into the water.

The insurers have confirmed they will pay 50% of the cost to take it out of the water and take it apart and another 50% to put it back together and into the water.

Two further quotes for works which are not essential, but described as desirable, to help with the longevity of the life of the pontoon were also received.

The desirable works proposed included stripping the pontoon back to bare metal and recoating it with paint and replating metal works. An additional quote to descale the five piles which hold the pontoon system in place and recoat with plating was also received.

The work on the piles would not be undertaken until the pontoon is back in the water so there may be a short period of time when the pontoon is closed.

Members discussed the work and agreed that as the pontoon is already out of the water it is an opportune time to maintain the pontoon to a high standard.

Members were reminded that a Tenancy at Will was signed with Cornwall Council by the Town Council to maintain the pontoon in a fit state.

Following a recorded vote, it was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED**:

1. To note the report;
2. To appoint Voyager Marine to undertake storm damage and maintenance work to the pontoon and the piles and reinstate it to the Tamar at a cost of £109,170.21 plus VAT.
3. To accept the insurance settlement offer of £13,913.13 towards storm damage repairs and 50% contribution towards the cost of lifting and reinstating the pontoon;
4. To **RECOMMEND** to Full Council to approve a virement of £109,170.21 to budget code 6584 EMF Pontoon Maintenance;
5. Members recognise the Services Committee is a full-standing committee and with confidence of this evening's recommendation, request the Town Council to proceed immediately with the appointment to avoid potential holding fees at the boatyard and delay in opening the pontoon to regain income.

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

RECOMMENDATION 2:

14/25/26 TO RECEIVE A DRAFT INTERNAL CCTV POLICY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the Draft Internal CCTV Policy as circulated in the reports pack.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and resolved to **RECOMMEND** the CCTV Policy to a future Full Town Council Meeting, subject to inclusion of the town CCTV system (as attached).

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

b. Planning and Licensing held on 15 April 2025;

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

c. Burial Authority held on 15 April 2025;

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

RECOMMENDATION:

10/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL'S EXCLUSIVE RIGHTS OF BURIAL PROCESS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report as contained within the circulated reports pack.

The Office Manager / Assistant to the Town Clerk highlighted the main points in the report and informed members that the Administration Team have now commenced the Exclusive Right of Burial (EROB) and Memorial Permit Renewals.

Members discussed the renewal process and amendments to the accompanying documents in the reports pack.

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

1. Note the report;
2. **RECOMMEND** to Full Council the amendments to the Churchtown Cemetery Management Policy and Regulations, the Rules and Regulations for the erection of memorials and the Churchtown Cemetery Application Forms, as attached.

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

40/25/26 TO RECEIVE AND NOTE THE MINUTES OF THE TOWN VISION SUB COMMITTEE HELD ON 24 APRIL 2025 AND CONSIDER ANY RECOMMENDATIONS.

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

RECOMMENDATION:

9/25/26 TO RECEIVE THE RESULTS OF THE TRIAL IMPACT ASSESSMENTS ON TOWN COUNCIL PROJECTS AND CONSIDER ANY ACTIONS.

It was proposed by Councillor Griffiths, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Council to approve and adopt the Climate Strategy Project Impact Assessment. This is for Town Council officers to complete for substantial Town Council projects to ensure the impact to the climate is positive (as attached).

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

41/25/26 TO RECEIVE THE OUTGOING CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

42/25/26 TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.

Councillor Peggs informed Members that the Police could not attend the meeting this evening due to their involvement in promoting a community app aimed at improving local engagement and communication with businesses.

Councillor Peggs spoke of disappointment in local businesses attendance at a recent meeting with representatives including the South East Cornwall Inspector, a cybercrime officer, a business retail officer, the Cornwall Council licensing officer, and other local police officers.

Members discussed the lack of noticeable advertisement for this meeting and welcomed improved communications to support this initiative.

It was **RESOLVED** to note.

43/25/26 TO RECEIVE A REPORT BY COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

44/25/26 TO RECEIVE A REPORT FROM THE COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Nothing to report.

45/25/26 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Nothing to report.

46/25/26 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

47/25/26 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman together with Members warmly welcomed the newly elected Cornwall Councillors attending this evening's meeting, Cornwall Councillor Hilary Frank (Essa Ward) and Cornwall Councillor Keith Johnson (Tamar Ward).

Both Cornwall Councillors thanked the Chairman and Members and are looking forward to working with Saltash Town Council in due course.

It was **RESOLVED** to note.

48/25/26 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Nothing to report. The next meeting is to be held on Wednesday 22 May 2025.

49/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

50/25/26 FINANCE:

- a. To advise the receipts for March 2025;

It was **RESOLVED** to note.

- b. To advise the payments for March 2025;

It was **RESOLVED** to note.

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

Nothing to report.

- d. To note that bank reconciliations up to 31 March 2025 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk;

It was **RESOLVED** to note.

- e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Council's Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

51/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL BANK MANDATES AND CONSIDER ANY ACTIONS.

Members received the report contained within the circulated reports pack.

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** to note the report and delegate to the Finance Officer to arrange the removal of former Town Councillors and staff from the bank mandate.

52/25/26 TO NOTE THE APPOINTMENT OF THE TOWN COUNCIL INTERNAL AUDITOR, HUDSON ACCOUNTING FOR THE YEAR 2025/26.

The Responsible Finance Officer provided an overview of the internal auditors appointment.

Saltash Town Council last term of office appointed Steve Hudson of Hudson Accounting to act as the Town Council's Internal Auditor based on his competence and independence. This met the requirement of BDO the External Auditor.

It was **RESOLVED** to note Saltash Town Council's appointment of the Internal Auditor, Steve Hudson (Hudson Accounting) for the year 2025/26, and that he is independent.

53/25/26 TO RECEIVE THE CIVILITY AND RESPECT PLEDGE FOR THE YEAR 2025/26 AND CONSIDER ANY ACTIONS.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to approve that the Chairman on behalf of Saltash Town Council, signs the Civility and Respect Pledge for the year 2025/26 to be displayed in all Town Council buildings.

54/25/26 TO RECEIVE THE HEALTH AND SAFETY STATEMENT FOR THE YEAR 2025/26 AND CONSIDER ANY ACTIONS.

It was proposed by Councillor Mortimore, seconded by Councillor P Samuels and **RESOLVED** to approve that the Town Clerk on behalf of Saltash Town Council, signs the Health and Safety Statement for the year 2025/26 to be displayed in all Town Council buildings.

55/25/26 TO RE-ADOPT THE TOWN COUNCIL BUSINESS PLAN AND DELIVERABLES FOR THE REMAINING TERM OF THE PLAN 2025 TO 2027.

Members discussed the need to review the Town Council's Business Plan regularly.

The Town Clerk confirmed the Town Vision Sub Committee's remit is to regularly review the business plan reporting back to the relevant Committee / Sub Committees with recommendations and Full Council as required.

It was proposed by Councillor Gillies, seconded by Councillor Peggs and **RESOLVED** to re-adopt the Town Council Business Plan and deliverables for the remaining term of the plan 2025 to 2027.

56/25/26 TO RE-ADOPT THE TOWN COUNCIL PORTFOLIOS FOR THE YEAR 2025/26.

It was proposed by Councillor Bullock, seconded by Councillor B Samuels and **RESOLVED** to re-adopt the Town Council Portfolios for the year 2025/26.

57/25/26 TO NOTE THE TOWN COUNCIL INSURANCES:

Members received the following Town Council insurances en-bloc.

- a. Employers Liability;
- b. Public Liability;
- c. Cyber;
- d. Motor;
- e. Pontoon.

It was **RESOLVED** to note.

58/25/26 TO CONSIDER A RECOMMENDATION TO ADOPT THE TOWN COUNCIL SCHEDULE OF MEETINGS CALENDAR FOR THE YEAR 2025/26.

Members reviewed the recommended schedule of meetings calendar for the year 2025/26 contained within the circulated reports pack.

The Town Clerk requested a Personnel Committee meeting be scheduled for 29 May 2025.

Members requested that the Personnel Committee meeting scheduled for 25 June be moved to 31 July to allow adequate time between meetings for business to be received and considered.

It was proposed by Councillor B Samuels, seconded by Councillor Stoyel and **RESOLVED** to adopt the Town Council Schedule of Meetings Calendar for the year 2025/26 subject to the following amendments (as attached):

The 26 June meeting now becomes the 29 May. Additional meeting to be held on 31 July 2025.

59/25/26 TO CONSIDER A RECOMMENDATION TO ADOPT THE TOWN COUNCIL BUDGET AND PRECEPT SCHEDULE OF MEETINGS FOR THE YEAR 2025/26.

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** to approve the recommendation and adopt the Budget and Precept Setting dates, as attached.

60/25/26 TO RE-ADOPT THE TOWN COUNCIL'S EXISTING POLICIES AND PROCEDURES FOR THE YEAR 2025/26:

The Chairman requested the re-adoption of policies be taken en-bloc for each section.

Members were reminded that a robust review had been actioned throughout the year 2024-25 with all recommendations considered and approved at 11 March 2025 Policy and Finance Committee.

a. Employees

1. NJC Green Book
2. Data Protection - Criminal Records Information Policy
3. Data Protection Policy (Employees)
4. Disability Employment Policy
5. Employee Handbook
6. Employee Recognition Scheme
7. Equality and Diversity Policy
8. Local Government Pension Scheme
9. Protocol for Member Officer Relations
10. Provision of IT and Acceptable Use Policy
11. Recruitment & Selection Policy
12. Training and Development Policy

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to re-adopt the Town Council Employee policies for the year 2025/26.

b. Finance;

1. Accounts and Audit Regulations 2015
2. Annual Business Continuity Plan
3. Annual Internal Audit and Business Risk Assessment
4. Annual Reserves Policy
5. Annual Statement on Internal Control
6. Annual Treasury Management Strategy
7. Anti Bribery Policy Statement & Anti-Fraud & Corruption Strategy
8. Finance Schedule & Precept Plan
9. Receipting of Income & Banking Procedures
10. Risk Management Plan Statement
11. Risk Management Strategy
12. Scheme of Delegation
13. Financial Regulations

It was proposed by Councillor P Samuels, seconded by Councillor Gillies and **RESOLVED** to re-adopt the Town Council Finance policies for the year 2025/26.

c. General;

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

It was proposed by Councillor Mortimore, seconded by Councillor Martin and **RESOLVED** to re-adopt the Town Council General policies for the year 2025/26.

- d. Health and Safety Manual;
 - 1. Health and Safety Manual

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to re-adopt the Town Council Health and Safety policy for the year 2025/26.

- e. Library;
 - 1. Home Library Service
 - 2. Library Stock Management
 - 3. Wi-Fi Acceptable Use Policy

It was proposed by Councillor P Samuels, seconded by Councillor Gillies and **RESOLVED** to re-adopt the Town Council Library policies for the year 2025/26.

- f. Members;
 - 1. Co-Option Policy
 - 2. Code of Conduct

It was proposed by Councillor Mortimore, seconded by Councillor Miller and **RESOLVED** to re-adopt the Town Council Members policies for the year 2025/26.

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

It was proposed by Councillor B Samuels, seconded by Councillor Bullock and **RESOLVED** to re-adopt the Town Council Civic policies for the year 2025/26.

61/25/26 **TO NOTE THAT THE FOLLOWING COMMITTEES REMAIN A COMPOSITION OF SIXTEEN MEMBERS THEREFORE APPOINTMENTS ARE NOT REQUIRED, ALL MEMBERS WILL BE SUMMONED TO THE SCHEDULED MEETINGS OF THIS TOWN COUNCIL DURING THE YEAR 2025/26.**

- a. Planning and Licensing;
- b. Policy and Finance;
- c. Services.

It was **RESOLVED** to note.

62/25/26

**TO RECEIVE A REPORT ON TOWN COUNCIL MEMBERSHIP AND
CONSIDER ANY ACTIONS.**

The Town Clerk provided a brief verbal overview of the report contained within the circulated reports pack.

The Town Clerk confirmed the Town Council does not have Terms of Reference for how Members are elected to Committee, Sub Committee, Working Groups and Outside Partnerships if the membership level is oversubscribed.

Members agreed at the Induction Day held on 10 May 2025 a discussion would take place initially and if a consensus could not be reached, Members wished for names to be pulled out of a hat.

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

1. To approve option three (pull names from a hat) should a consensus not be reached;
2. To receive draft Membership Terms of Reference to Committees, Sub Committees, Working Groups and Outside Partnerships at a future Policy and Finance Committee meeting.

TO APPOINT MEMBERS TO THE FOLLOWING COMMITTEES:

a. Burial Authority;
(Composition of six)

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** that Councillors Bullock, Miller, B Samuels and Stoyel be appointed to the Burial Authority Committee. There are two vacancies at this time.

b. Joint Burial Board
(Membership established by separate constitution - composition of four STC Members inclusive of the Mayor and Deputy Mayor)

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** that Councillors Bullock (Mayor), Stoyel (Deputy Mayor), Peggs and B Samuels be appointed to the Joint Burial Board Committee in line with the constitution. There are no vacancies at this time.

c. Personnel
(Composition of six)

The Town Council recognises that a stable membership of the Committee is desirable and as such membership of the Committee should be seen as a long-term commitment.

All members of this Committee will undertake employment law training within 6 months provided by the Council subject to course availability.

Seven Members expressed an interest in forming the membership of the Personnel Committee.

A consensus could not be reached.

In accordance with the resolution of minute nr. 62/25/26, the names of Members who had expressed interest were pulled from a hat.

Councillor Gillies announced the selected names. However, it was later identified that one name had been mistakenly omitted from the draw. To ensure fairness, the process was repeated with all eligible names included.

Councillor Gillies then announced the final selection.

It was proposed by Councillor Bullock, seconded by Councillor Martin and **RESOLVED** that Councillors Brady, Bullock, Mortimore, Peggs, P Samuels and Stoyel be appointed to the Personnel Committee. There are no vacancies at this time.

TO APPOINT MEMBERS TO THE FOLLOWING SUB COMMITTEES:

1. Devolution
(Composition of eight Members)

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** that Councillors Bickford, Bullock, Gillies, Martin, Mortimore, Peggs, B Samuels and P Samuels be appointed to the Devolution Sub Committee. There are no vacancies at this time.

2. Library
(Composition of eight Members)

It was proposed by Councillor B Samuels, seconded by Councillor P Samuels and **RESOLVED** that Councillors Bickford, Brady, Bullock, Gillies, Martin, Peggs, B Samuels and P Samuels be appointed to the Library Sub Committee. There are no vacancies at this time.

3. Property Maintenance
(Composition of eight Members)

It was proposed by Councillor Stoyel, seconded by Councillor Bullock and **RESOLVED** that Councillors Bickford, Brady, Bullock, Miller, B Samuels, P Samuels and Stoyel be appointed to the Property Maintenance Sub Committee. There is one vacancy at this time.

4. Station Property
(Composition of eight Members)

It was proposed by Councillor B Samuels, seconded by Councillor Stoyel and **RESOLVED** that Councillors Bickford, Brady, Bullock, Miller, B Samuels, P Samuels and Stoyel be appointed to the Station Property Sub Committee. There is one vacancy at this time.

5. Town Vision
(Composition of eight Members)

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** that Councillors Bickford, Bullock, Gillies, Martin, Peggs, B Samuels and P Samuels be appointed to the Town Vision Sub Committee. There is one vacancy at this time.

TO REVIEW THE TOWN COUNCIL WORKING GROUPS AND APPOINT MEMBERS ACCORDINGLY;

- a. Waterfront Management and Water Transport;
(Composition of eight Members)

It was proposed by Councillor Bullock, seconded by Councillor Mortimore and **RESOLVED** for Councillors Bickford, Brady, Bullock, Martin, and Mortimore to be Members of the Waterfront Management and Water Transport Working Group. There are three vacancies at this time.

- b. Neighbourhood Plan Steering Group;
(Composition of three Town Council Representatives)

It was proposed by Councillor Brady, seconded by Councillor Peggs and **RESOLVED** for Councillors Brady, B Samuels and P Samuels to be Town Council Representatives of the Neighbourhood Plan Steering Group. There are no vacancies at this time.

- c. Communications and Engagement;
(Composition of four Members)

It was proposed by Councillor Bickford, seconded by Councillor Martin and **RESOLVED** to approve to disband the Communications and Engagement Working Group with immediate effect.

- d. Saltash Team for Youth;
(Composition of four Members)

It was proposed by Councillor Peggs, seconded by Councillor P Samuels and **RESOLVED** for Councillors Bullock, Martin, Peggs and Stoyel to be Members of the Saltash Team for Youth Working Group. There are no vacancies at this time.

- e. Beating of the Bounds;
(Composition of four Members)

It was proposed by Councillor Stoyel, seconded by Councillor Bullock and **RESOLVED** for Councillors Bullock, Peggs, P Samuels and Stoyel to be Members of the Beating of the Bounds Working Group. There are no vacancies at this time.

- f. Shared Prosperity Funding;
(Composition of five Members including attendance from Cornwall Councillors)

It was proposed by Councillor Miller, seconded by Councillor B Samuels and **RESOLVED** to approve to disband the Shared Prosperity Funding Working Group with immediate effect.

g. CIL Application Play Areas;
(Composition of five Members)

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** to approve to disband the CIL Application Play Areas Working Group with immediate effect.

h. CIL Application - Fourth Round
(Composition of five Members)

It was proposed by Councillor Bullock, seconded by Councillor Mortimore and **RESOLVED** for Councillors Bickford, Gillies, Mortimore and Peggs to be Members of the CIL Application – Fourth Round Working Group. There is one vacancy at this time.

i. D-Day 80;
(Composition of four Members)

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to approve to disband the D-Day 80 Working Group with immediate effect.

j. Christmas Lights Switch on Event 2025
(Composition of five Members)

It was proposed by Councillor Mortimore, seconded by Councillor P Samuels and **RESOLVED** for Councillors Bickford, Bullock, Mortimore, Peggs and Stoyel to be Members of the Christmas Light Switch on Event 2025 Working Group. There are no vacancies at this time.

k. Saltash Tunnel
(Composition of three Members)

It was proposed by Councillor Bickford, seconded by Councillor Martin and **RESOLVED** for Councillors Bickford, Martin and Miller to be Members of the Saltash Tunnel Working Group. There are no vacancies at this time.

l. Churchtown Farm Nature Reserve
(Composition of six Members)

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and **RESOLVED** for Councillors Bickford, Bullock, Gillies, Mortimore, Peggs and Stoyel to be Members of the Churchtown Farm Nature Reserve Working Group. There are no vacancies at this time.

TO APPOINT MEMBERS TO OUTSIDE PARTNERSHIPS:

- a. OPCC Councillor Advocate Scheme;
(Composition of three representatives)

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** for Councillors Brady, Martin and Peggs to be representatives of Saltash Town Council on the OPCC Councillor Advocate Scheme. There are no vacancies at this time.

- b. Safer Saltash;
(Composition of four representatives)

It was proposed by Councillor Miller, seconded by Councillor Peggs and **RESOLVED** for Councillors Bullock, Martin and Peggs to be representatives of Saltash Town Council on Safer Saltash. There is one vacancy remaining at this time.

- c. Community Area Partnerships (CAP's);
(Composition of two representatives, Mayor and Deputy Mayor)

It was **RESOLVED** to note Councillor Bullock (Mayor) and Stoyel (Deputy Mayor) are the representatives of Saltash Town Council for the Community Area Partnerships. There are no vacancies at this time.

- d. Section S106 Panel;
(Composition of three representatives, Mayor and Deputy Mayor and one Member)

It was proposed by Councillor Bullock, seconded by Councillor Brady and **RESOLVED** for Councillors Bullock (Mayor), Stoyel (Deputy Mayor) and P Samuels to be representatives of Saltash Town Council on the Section S106 Panel. There are no vacancies at this time.

- e. Town Team;
(Composition of three representatives, Chairman of Town Vision and two Members)

It was proposed by Councillor Bullock, seconded by Councillor Martin and **RESOLVED** for Councillors B Samuels and Stoyel to be representatives of Saltash Town Council on Town Team together with the Chairman of the Town Vision Sub Committee once elected. There are no vacancies at this time.

- f. Saltash Leisure Centre Working Group;
(Composition of two representatives)

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** for Councillors Bickford and Bullock to be representatives of Saltash Town Council on the Saltash Leisure Centre Working Group. There are no vacancies at this time.

- g. Saltash Waterside Partnership;
(Composition of two Members being the Chairman and Vice Chairman of Devolution)

It was **RESOLVED** to note the two Members representing Saltash Town Council on the Saltash Waterside Partnership are to be confirmed following election of the Chairman and Vice Chairman of the Devolution Sub Committee.

- h. CCTV
(Composition of four representatives)

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** to approve to disband the CCTV Outside Partnership with immediate effect.

Councillor Bickford declared an interest in the next agenda item and left the meeting.

67/25/26 TO RECEIVE A REQUEST FOR A CIVIC PARADE AT SALTASH REGATTA AND CONSIDER ANY ACTIONS.

It was proposed by Councillor Peggs, seconded by Councillor P Samuels and **RESOLVED** to accept Saltash Regatta's invitation to a Civic Parade on 7 June 2025 and approve for the Mayor to open the event and give out prizes.

Councillor Bickford was invited and returned to the meeting.

68/25/26 TO RECEIVE A REPORT ON ATTENDANCE AT THE TOWN COUNCIL REGATTA STALL AND CONSIDER ANY ACTIONS.

It was proposed by Councillor Peggs, seconded by Councillor Martin and **RESOLVED** to approve the Town Council stall timetable, as attached, with Members confirming their availability in advance to fill any vacant slots potentially in partnership with co-opted Councillors following the Full Council meeting on 5 June.

69/25/26 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.

70/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

71/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

72/25/26 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 Stoyel and **RESOLVED** to issue the following Press and Social Media Releases:

1. Elected Mayor and Deputy Mayor for the year 2025/26;
2. Updated Co-option Policy;
3. Project Impact Assessment showing evidence of Saltash Town Council's commitment to Climate Change;
4. Civility and Respect Pledge;
5. Business Plan moving in to the new Council Term;
6. Regatta Civic Parade and Stall;
7. Schedule of Meetings 2025/26;
8. Budget and Precept Schedule of Meetings 2025/26.

73/25/26 DATE OF NEXT MEETING: THURSDAY 5 JUNE 2025 AT 7:00P.M.

Thursday 5 June 2025 at 7.00pm.

74/25/26 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.

Rising at: 8.32 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 20th May 2025 at 6.30 pm

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

ALSO PRESENT: 3 Members of the Public, D Joyce (Office Manager / Assistant to the Town Clerk) and F Morris (Planning and General Administrator).

APOLOGIES: S Martin, L Mortimore and J Peggs.

13/25/26 TO ELECT A CHAIRMAN

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

No further nominations were received.

Following a vote it was **RESOLVED** to appoint Councillor B Samuels as Chairman.

Councillor B Samuels in the Chair.

14/25/26 TO ELECT A VICE-CHAIRMAN

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel to nominate Councillor Brady.

No further nominations were received.

Following a vote it was **RESOLVED** to appoint Councillor Brady as Vice Chairman.

15/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

16/25/26 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.

17/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY SPEAK ABOUT A PLANNING APPLICATION.

None received.

18/25/26 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON 15 APRIL 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 B Samuels, seconded by Councillor Brady and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 15 April 2025 were confirmed as a true and correct record.

19/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

20/25/26

TO RECEIVE A RECOMMENDATION FROM THE TOWN VISION SUB COMMITTEE AND CONSIDER ANY ACTIONS.

Members received and discussed the recommendation from the Town Vision Sub Committee as contained within the circulated reports pack.

Members discussed the recommended actions, noting that they were approved before the business plan deliverables were implemented. As a result, there was uncertainty about whether these actions could be incorporated into the current list of deliverable actions.

Following a discussion, it was proposed by Councillor Miller, seconded by Councillor Brady and **RESOLVED** to approve the recommendation, subject to amendments to the wording to point a and c to include 'To monitor' and point b to include 'to continue to':

- a. Add under Strategic Priority 3 'Actions' – To monitor the release of social housing at Treledan to support local housing needs (criteria – local connection);
- b. Add under Strategic Priority 5 'Actions' – STC to continue to challenge the Treledan developers to ensure climate change is considered (solar panels, flooding, heat pumps, electric charging points);
- c. Add under Strategic Priority 6 'Actions' – STC to monitor and ensure that the new Treledan development has open spaces, allotments and play parks;

21/25/26

PLANNING:

- a. Applications for consideration:

PA25/02027

Smart Schools Trust - **Saltash.net Community School Wearde Road St Stephens Saltash PL12 4AY**

Installation of two canopies.

Ward: Essa

Date received: 14/05/25

Response date: 04/06/25

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

PA25/02175

Mr Sam Shannon – **Unit C Latchbrook Parkway Industrial Estate Long Acre Saltash PL12 6LZ**

Partition of a commercial unit into two units, new entrance, internal redevelopment and car park amendment.

Ward: Tamar

Date received: 11/04/25

Response date: 22/05/25

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

PA24/02445

Pearce Fine Homes Limited – **Land South Of Lucas Tenement Broad Lane Trematon PL12 4RU**

Reserved matters application for appearance, layout and scale, following outline consent PA20/00782 dated 19.06.2020 without compliance with condition 1 of decision notice PA23/04255 dated 01.12.2023.

Ward: Trematon

Date received: 09/04/25

Response date: 21/05/25

It was proposed by Councillor Miller, seconded by Councillor Bullock and resolved to **RECOMMEND APPROVAL**.

PA25/02536

Foyle – **Trematon Castle Castle Hill Forder Saltash**

Listed Building Consent to upgrade existing doors in order to comply with fire regulations.

Ward: Trematon

Date received: 15/04/25

Response date: 22/05/25

It was proposed by Councillor Stoyel, seconded by Councillor Miller and resolved to **RECOMMEND APPROVAL** subject to the implementation of the following:

1. The proposal to replace door 28 to the kitchen with a new fire door to be amended in line with the alternative approach as advised by Historic Environment Planning and Historic England's fire experts.
2. Further details to be provided regarding the provision of new smoke detectors and carbon monoxide detectors in order to assess their impact.

Councillor Miller gave his apologies and left the meeting.

PA25/02569

Cornerstone – **Vodafone Cell No 4255 Kimberley Stadium Callington Road Saltash**

Telecommunication prior notification for the removal of existing 17m lattice tower and the installation of the replacement 20m lattice tower, with 3no. antennae, 3no. dishes plus ancillary equipment thereto.

Ward: Essa

Date received: 24/04/25

Response date: 23/05/25

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

PA25/02707

Mrs Helen Haw – **15 Greenfinch Crescent Saltash PL12 6WH**

Extend existing driveway by raising the level and paving the adjacent garden area.

Ward: Tamar

Date received: 29/04/25

Response date: 23/05/25

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

PA25/03244

Mr M & H Field & Atkins SIPP – **93A & 95 Fore Street Saltash PL12 6AE**

Proposed change of use of 1st floor offices to form 1 no. 1 bed flat and 1 no. 2 bed flat with off road parking facility at rear of courtyard.

Ward: Essa

Date received: 13/05/25

Response date: 03/06/25

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

b. Tree Application:

PA25/03144

Mr Darren Wilson Silver fern tree and garden services – **Riverside Cottage Forder Saltash PL12 4QR**

Works to trees within a Conservation Area – 1 Beech tree – complete removal not including stump or roots and 1 Monkey Puzzle – complete removal not including stump or roots.

Ward: Trematon

Date received: 29/04/25

Response date: 22/05/25

The Chairman informed members of a report from the Saltash Town Council Voluntary Tree Wardens.

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

22/25/26 TO RECEIVE AND CONSIDER AN APPLICATION FOR STREET TRADING CONSENT LI25 002106 - CHIP HAPPENS - OLD FERRY ROAD, SALTASH.

Members received and discussed the Street Trading Consent LI25-002106, Chip Happens, Old Ferry Road, Saltash as circulated in the reports pack.

Members considered that there is a need for further provision of catering outlets to enhance and encourage the public enjoyment of the Waterside.

Concern was expressed regarding the potential for the increase in litter. However, the Chairman pointed out that the need to have rubbish bins and no plastic is incorporated in the Licence Application.

It was proposed by Councillor Stoyel, seconded by Councillor P Samuels and resolved to **RECOMMEND APPROVAL** subject to adequate provision for the removal of waste.

23/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

24/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

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

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

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

None.

DATE OF NEXT MEETING

Tuesday 17 June 2025 at 6.30 pm

Rising at: 7.06 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 29th May 2025 at 6.30 pm

PRESENT: Councillors: J Brady, R Bullock, L Mortimore, J Peggs, P Samuels and B Stoyel.

ALSO PRESENT: S Burrows (Town Clerk / RFO), S Davies (HR Support Consultancy).

APOLOGIES: None.

1/25/26 TO ELECT A CHAIRMAN.

Councillor Peggs in the Chair to open the meeting and deliver agenda item 1.

It was proposed by Councillor Stoyel, seconded by Councillor Bullock to nominate Councillor Peggs.

It was proposed by Councillor Brady, seconded by Councillor P Samuels to nominate Councillor Brady.

No further nominations were received.

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

Councillor Peggs in the Chair.

2/25/26 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor P Samuels to nominate Councillor Brady, a seconder was not achieved.

It was proposed by Councillor Mortimore, seconded by Councillor Bullock to nominate Councillor Mortimore.

It was proposed by Councillor Stoyel, seconded by Councillor Peggs to nominate Councillor Stoyel.

No further nominations were received.

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

3/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

4/25/26 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.

5/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON 27 MARCH 2025 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Extraordinary Personnel Meeting held on 27 March 2025 were confirmed as a true and correct record.

6/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

7/25/26 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

8/25/26 TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

Members had no questions.

It was **RESOLVED** to note.

9/25/26 TO RECEIVE A REPORT ON THE LEVEL OF STAFF CONTINGENCY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Responsible Finance Officer updated Members on the staffing contingency report received and contained within the circulated reports pack.

Members had no questions.

It was **RESOLVED** to note.

10/25/26 TO REVIEW THE 2025 CHRISTMAS PAYROLL DATE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Brady, seconded by Councillor P Samuels and **RESOLVED** to approve the adjustment of the December payroll date from the last Friday of the month to 19 December 2025 due to statutory holidays.

11/25/26 TO REVIEW THE PERSONNEL COMMITTEE'S BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Quarter Four for the year 2024/25;

It was **RESOLVED** to note.

b. Quarter One for the year 2025/26.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to delegate to the Town Clerk to review and score quarter one of the Personnel Committee deliverables for the year 2025-26.

12/25/26 TO NOTE THE APPOINTMENT OF A COMMUNITY HUB ASSISTANT.

It was **RESOLVED** to note the appointment of a Community Hub Assistant to Saltash Library Hub on 19 May 2025.

13/25/26 TO NOTE THE RESIGNATION OF THE SENIOR POLICY AND DATA COMPLIANCE MONITORING OFFICER.

It was **RESOLVED** to note the resignation of the Senior Policy and Data Compliance Monitoring Officer as at 30 April 2025.

14/25/26 TO NOTE THE RESIGNATION OF THE COMMUNITY HUB TEAM LEADER.

It was **RESOLVED** to note the Community Hub Team Leaders notice of retirement as at 2 May 2025.

15/25/26 TO NOTE THE RESIGNATION OF THE PLANNING AND GENERAL ADMINISTRATOR.

It was **RESOLVED** to note the Planning and General Administrators notice of retirement as at 31 July 2025.

16/25/26 TO RECEIVE STAFF COMPLIMENTS AND CONSIDER ANY ACTIONS.

Members were delighted to receive positive compliments from members of the public and commented on the quality and professionalism of all the staff at Saltash Town Council.

It was **RESOLVED** to note.

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.

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.

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.

20/25/26 TO RATIFY THE AMENDED JOB DESCRIPTION AND PERSON SPECIFICATION FOR THE POST COMMUNITY HUB TEAM LEADER.

It was proposed by Councillor Peggs, seconded by Councillor Mortimore and **RESOLVED** to ratify the amended job description and person specification for the post of Community Hub Team Leader, as attached.

21/25/26 TO RECEIVE DRAFT JOB DESCRIPTIONS FOR THE TOWN SERGEANT AND MACE BEARER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Brady, seconded by Councillor P Samuels and **RESOLVED** to defer this item to the 31 July 2025 Personnel Committee meeting.

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.

23/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

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

The Chairman reminded Members that items discussed are of the **strictest confidence** and must **not** be discussed or shared with others. Engaging in such conduct may bring the Town Council into disrepute.

Members are to refrain from taking notes in part two confidential session and to refer to the private and confidential reports provided.

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

Please ensure all CONFIDENTIAL papers are returned to the Town Clerk immediately after this meeting.

24/25/26 TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Training attended;

It was **RESOLVED** to note.

b. Training requests;

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

1. Approve for the Assistant Service Delivery Manager to attend the IOSH Managing Safely refresher course at a cost of £240 allocated to budget code 6676 SE PT Staff Training (Service Delivery);
2. Delegate to the Service Delivery Manager to manage the course booking subject to operational needs.

25/25/26

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

The Town Clerk informed Members of a Larger Councils Working Group forum to discuss strategic matters in our towns, share documents, and support one another in the role of Town Clerk. The first meeting is to be held on 3 June 2025 at Truro City Council.

The Town Clerk further informed Members that she would report from those meetings to the Town Council internal Chairs of Committees Group as appropriate.

It was **RESOLVED** to note.

It was proposed by Councillor Brady, seconded by Councillor Peggs and **RESOLVED** to approve a private and confidential letter to be issued to the Town Clerk due to the confidential nature of the matter (private and confidential letter retained for internal audit check and private and confidential Personnel Committee minutes to record the decision made).

It was **RESOLVED** to note the rest of the Town Clerk's staffing report.

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.

27/25/26 TO RECEIVE EXIT INTERVIEWS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

28/25/26 TO RECEIVE NOMINATIONS FOR THE EMPLOYEE RECOGNITION SCHEME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To award two Community Hub Assistants with the Employee Recognition Scheme for customer service, exceptional effort, being proactive;
2. To purchase a voucher each to the value of £25 allocated to budget code 6660 Staff Recognition;
3. To present certificates;
4. To promote on social media and display in the reception of the Guildhall subject to staff permissions.

29/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

Nothing to report.

30/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

31/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Thursday 31 July 2025 at 6.30 pm

Rising at: 8.22 pm

Signed: _____
Chairman

Dated: _____

Town Crier Job Description

Job Title: Town Crier

Line Manager: Development and Engagement Manager

DUTIES:

1. To be given an official position within Civic Parades as per the Civic Event Order of Precedence Protocol.
2. Where the Town Crier is present in a private capacity, or other than as Town Crier, he/she will not form part of the Civic Parade.
3. The Crier may also be engaged for publicity or other purposes from time to time by the Town Council at the same rate of remuneration.
4. To attend all civic functions held within Saltash as required.
5. To wear the necessary costume at civic/ceremonial functions (costume to be provided by Saltash Town Council).
6. To act as announcer and or toastmaster at any organised social function organised by the Mayor or the Town Council
7. To write own cries/announcements for approval by their line manager.
8. To assist the Mayor's Secretary/Receptionist with the upkeep of all uniform and equipment associated with the post.

CONDITIONS OF SERVICE:

The Town Crier will:

- a) Wear the costume associated with the function.
- b) £25 per occasion attendance will be paid.
- c) The Town Crier will be required to attend the following Civic functions on dates to be decided each year:

Mayor Making

Civic Service

In addition, there are other annual and occasional events that by invitation may have a Civic Parade i.e. Saltash Regatta.

RESTRICTIONS:

The Town Crier whilst in costume with or without seals may not to make any political statements or be involved in any political activity, or any other activity that might be reasonably considered detrimental to the image of the council.

COSTUME:

Any costumes provided by the Town Crier will remain their property;

Additional necessary costumes funded by the Town Council will remain the property of the Town Council.

COMMUNITY HUB TEAM LEADER – JOB DESCRIPTION

Hours:	37 hours per week. Monday to Sunday, hours variable over 5 days, forming part of the Saltash Library Hub rota
NJC scale:	NJC 18 - 23
Responsible to:	Town Clerk / Responsible Finance Officer (RFO)
Purpose of job:	To be fully responsible for Saltash Library Hub and community development and events/activities
Place of Work:	Your normal place of work is Saltash Library. However, you may be required to work at any of our other locations within Saltash, now or in the future, depending upon business needs

JOB PURPOSE

To oversee the daily operations of a library and community hub, fostering a welcoming environment that promotes social connections, community engagement, and access to resources. This role involves full operations of Saltash Library Hub, managing staff, developing annual events and activities, managing the books, and building partnerships to meet community needs.

To ensure day-to-day smooth running of the Saltash Library Hub.

To ensure effective communication between Saltash Library Hub and across other Town Council departments.

To build good, professional working relationship with colleagues, Town Councillors, key stakeholders and members of the public.

To ensure effective spend of the Town Council budgets in line with the Town Council policies, procedures, standing orders, financial regulations and the business plan.

To ensure effective budget management to achieve financial stability and success.

The Community Hub Team Leader will be a member of the Senior Management Team.

RESPONSIBILITIES

1. To manage and maintain the library and community hub to a high standard by following various instructions i.e. policies, procedures, verbal, to name a few.
2. To be responsible for developing, implementing, managing and overseeing Saltash Library Hub social media and press releases abiding by the relevant Town Council policy and procedures on communication, social media and branding guidelines.
3. To be responsible for developing Saltash Library Hub outreach work in a professional and positive manner, being the face of Saltash Town Council, promoting services, developing programs, networking, evaluating effectiveness and identifying needs.

4. To work in partnership with Cornwall Council to deliver an excellent book service to the community and for IT and computer needs to run the Library Hub.
5. To be responsible for stock management by managing the library hub book collection, including acquiring new materials, maintaining the existing collection / stock rotation, removing very overdue loans from customer accounts, rebinding of books, distribution of withdrawn stock, sale of books, and ensuring stock remains relevant and accessible to the needs of the community.
6. Identifying and implementing business and community engagement opportunities with stakeholders to ensure that the service meets local needs and recommends options for future development.
7. To develop business and community networking promoting Saltash Library Hub facilities, services, events, activities and creating opportunities.
8. To develop key relationships to enable Saltash Library Hub to be part of successful events and activities held across the town.
9. To be responsible for the monthly library hub banking operations, such as, record-keeping and receipts, facilitate sale of tickets, ensuring sufficient funds are available during the month, maintain the cash float at the authorised amount and ensure it is securely stored and reconciled regularly, transfer the correct banking balance to the finance department at month end, and report any discrepancies directly to the Finance Officer.
10. To research funding opportunities and submit bids to deliver a number of Saltash Library Hub services reducing pressure to the Town Council library budget and overall Town Council precept – following the Town Council Funding Strategy procedure.
11. To be responsible for managing the library budget in order to deliver services and achieve goals efficiently, economically and sustainably.
12. To be responsible for dealing with customer complaints in accordance with the Town Council Complaint Handling and Customer Behaviour Policies, advising customers of the applicable procedures, proactively resolving wherever possible.
13. To work within the Library Sub Committee's Terms of Reference to develop Saltash Library Hub services reporting directly to the Town Clerk / RFO and the Library Sub Committee.
14. To act as an ambassador for the Town Council to our staff and customers.
15. To work in accordance with the Town Council's policies and procedures.
16. To attend relevant training to update your skills and competencies (as and when required) to continue to develop the Library Hub in a positive way.
17. To be responsible for managing and monitoring a team to ensure it performs successfully to achieve the business and service objectives plus events for the Town.
18. Motivating and developing team members to maintain an effective workforce capable of meeting its objectives.

19. To independently line manage the library staff providing inspiring leadership, guidance and mentoring support including setting six monthly and annual objectives, carrying out 1:1s as required and completing annual performance reviews.
20. Be proactive in identifying opportunities for learning and professional development to ensure continuous improvement for yourself and the team.
21. To be responsible for ensuring the day-to-day smooth running of Saltash Library Hub and that all enquiries are dealt with in a polite and timely manner.
22. To be responsible for ensuring the library area is well presented and clean and tidy at all times.
23. To play an active role as a line manager in role modelling the behaviours and core values of the Town Council.
24. To maintain confidentiality at all times.
25. To be responsible for effective management of health and safety at Saltash Library Hub.
26. To work in collaboration with colleagues across the Town Council departments to ensure effective communication of plans and progress.
27. To attend management meetings, contributing towards the shared goal of achieving organisational excellence.
28. To be an advocate for the Town Council business plan.
29. Contribute to the Town Council business plan for both the implementation of the current plan and progress the development for the town's business plan for the future.
30. To provide cover for library staff when required and any other department as directed by the Town Clerk / RFO.
31. To work in accordance with the Town Council's policies and procedures.
32. Undertake other delegated duties appropriate to the grading of the post.
33. To be responsible for ensuring Saltash Library Hub is compliant with General Data Protection Regulations.
34. This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform.
35. The job description will be reviewed annually by the Town Clerk / RFO as necessary and may be changed in the light of experience and in consultation with the post-holder.
36. To be responsible for security of premises, including safe custody of premises keys, safe keys, and setting of security alarm when necessary.

Person Specification: Community Hub Team Leader

Attribute	Essential	Desirable
Education and Training	<p>Educated to 4 GCSEs (A-C) including English and Maths, or equivalent</p> <p>Relevant administration, business and IT qualifications</p> <p>Demonstrate experience of working within a customer focused environment proving excellent standard of customer service</p> <p>Management or supervisory skills training</p> <p>Institution of Occupational Safety and Health (IOSH)</p>	<p>A-level qualification or equivalent</p> <p>Formal librarian qualifications</p>
Experience	<p>Ability to form constructive relationships with a diverse set of people including colleagues, business representatives, members of the community and Town Council</p> <p>Administration experience at a senior level</p> <p>Strong organisational skills</p> <p>Demonstrate an enthusiasm for books and reading</p> <p>Experience of comprehensive report writing</p> <p>Ability to create clear and impactful written and design material</p> <p>Financial management experience including budget management</p>	<p>Experience of customer management systems</p> <p>Demonstrate an understanding of library stock policy</p> <p>Demonstrate an understanding of local government services provided by Saltash Town Council</p>

	<p>Ability to handle a range of queries on the telephone with a clear and precise manner and via email and letter answering and referring on as appropriate</p> <p>Ability to manage self and others for maximum effectiveness</p> <p>Ability to work to strict deadlines, organise and prioritise own workload effectively</p> <p>Demonstrates ability to maintain attention to detail, good analytical skills and the ability to interpret information</p> <p>Experience being responsible for Human Resources procedures and staff training</p> <p>Knowledge of general office practices and procedures</p> <p>Understand and apply the principles of legislation relating to Data Protection, Safeguarding and Health and Safety in the workplace</p>	
Management of people	<p>Line management experience</p> <p>Ability to successfully manage, motivate and develop the team to a high standard</p> <p>Excellent listening and problem-solving skills</p> <p>Being a good team player with the ability to work well with colleagues and acknowledge the different ideas, perspectives and backgrounds of others</p>	

Skills and knowledge	<p>Excellent organisational skills</p> <p>Experience of setting up and maintaining both computerised and manual filing systems</p> <p>Displays empathy and patience with customers and has knowledge of techniques for dealing with challenging behaviours</p>	<p>Ability to understand the legal framework in which the Town Council operates</p> <p>Experience of Town Council operations</p> <p>Ability to understand budgets</p>
Strategic Thinking	<p>Ability to think, plan and work strategically and methodically</p> <p>Develops and implements long-term strategic plans that align with the Town Council goals, demonstrating an ability to think beyond immediate tasks and deadlines</p>	
Communication	<p>Ability to communicate effectively, orally, in writing and electronically</p> <p>Good face-to-face and telephone communication skills and able to understand the needs of customers</p> <p>Ability to present to diverse audiences</p> <p>Ability to be articulate and sensitive in potentially controversial situations</p> <p>Ability to develop effective relationships with colleagues, Town Councillors, Cornwall Councillors, key stakeholders and the public</p>	

<p>Personal Qualities</p>	<p>Enthusiastic and self-motivated with a desire for continuous improvement</p> <p>Able to deliver results and manage customer expectations</p> <p>Ability to cope with conflicting demands, deadlines and interruptions. To work to tight deadlines in a methodical manner observing confidentiality at all times</p> <p>Ability to work under pressure</p> <p>Ability to be diplomatic and tactful</p> <p>Ability to work co-operatively and effectively as part of a team</p> <p>To be approachable and to have good listening skills</p> <p>To maintain the reputation of the Town Council</p> <p>A commitment to the protection and safeguarding of children, young people and vulnerable adults</p> <p>An ability to organise work and manage time effectively</p> <p>Demonstrates creative thinking and innovative approaches</p>	
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Working Collaboratively	<p>Deliver exceptional customer service – understand and are attentive to the needs of the Town Council and residents</p> <p>Listen to the views of others</p> <p>Support and show consideration for others</p> <p>Work well with colleagues and key stakeholders and acknowledge the different ideas, perspective and backgrounds of others</p> <p>Be honest, respectful of others and effective at building relationships of trust</p> <p>Share your achievements and acknowledge the achievements of others</p>	
Technology / IT Skills	<p>Excellent understanding of IT in order to perform office functions and other requirements of the role</p> <p>Professional knowledge of SharePoint and office packages including Word, Excel, PowerPoint and Outlook</p> <p>Professional knowledge of Canva, Efinity and other design software's</p>	<p>European Computer Driving Licence (ECDL)</p> <p>Previous experience using Soprano, Talis, HR, finance and administration Systems</p>
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs</p>	

Other relevant factors	<p>Ability to attend Committee, Sub Committee and Town Council meetings which would require working out of normal office hours (evenings)</p> <p>The position is subject to a Data Barring Service Check (DBS)</p> <p>Undertake other delegated duties appropriate to the post and be adaptable to changing work patterns</p>	A full driving licence and access to a vehicle
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Safeguarding Policy

RESPONSIBLE COMMITTEE: PERSONNEL

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

Current Document Status			
Version	2024/25	Approved by	ATM
Date	02.05.2024	Responsible Officer	AJT
Minute no.	64/24/25c(13)	Next review date	Annual or as required

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
08.2017	1	CC/SB	FTC 03.08.2017	213/17/18	From training
07.2019	2	CC/AJT	P&F 23.07.2019	64/18/20b	Updated model
11.2021	3	AJT	FTC 01.12.2022	280/22/23f	Reviewed as STC services expand
05.2023	2023	AJT	ATM 04.05.2023	65/23/24c(xiv)	Readopted
02.2024	2024	AJT	P&F 27.02.2024	156/23/24c(15)	Reviewed for recommendation to FTC 03.2024
03.2024	2024	AJT	FTC 07.03.2024	367/23/24c	Rec. from P&F. Approved.
05.2024	2024	AJT	ATM 02.05.2024	64/24/25c(13)	Readopted
5.2025	2025	DJ	Personnel 29.05.2025	22/25/26	Recommended to FTC 5.06.25

Document Retention Period
Until superseded

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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.

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)

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 Recruitment¹

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.

¹ Recruitment and Selection Policy applies

2. Training and Awareness²

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.

² 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 staff³ 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 staff⁴ 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.

³ Filming and Photography on STC sites – Guidance for staff (internal document)

⁴ 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

Recruitment and Selection Policy

RESPONSIBLE COMMITTEE: PERSONNEL

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

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:

Department	Employing Committee
Administration	Policy and Finance
Finance	Policy and Finance
Library	Services
Service Delivery	Services

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.

Chairman's report

May 2025

Mayoral Engagements

Date	Location	Information
Friday 16 May 2025	Plymouth	Lord Mayor of Plymouth Mayor Making
Friday 16 May 2025	Plymouth	Lord Mayor of Plymouth reception
Monday 19 May 2025	Ashtorre, Saltash	Saltash Camera Club Annual Awards Presentation
Tuesday 20 May 2025	Brunel CP School, Saltash	Opening of new playground in school grounds
Thursday 22 May 2025	Bodmin	Bodmin Town Council Mayor Making

End of Report
Mayors Secretary

TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.

Saltash	May 2025	May 2024	% Change
<u>Totals</u>	<u>82</u>	<u>73</u>	<u>12.3%</u>
Arson	2	0	Increase
Burglary - Business and Community	1	0	Increase
Burglary - Residential	2	0	Increase
Criminal Damage	8	14	-42.9%
Miscellaneous Crimes Against Society	1	3	-66.7%
Other Sexual Offences	2	1	100.0%
Other Theft	3	9	-66.7%
Possession of Drugs	3	2	50.0%
Possession of Weapons	4	1	300.0%
Public Order Offences	10	10	0.0%
Rape	3	1	200.0%
Robbery	1	0	Increase
Shoplifting	9	1	800.0%
Stalking and Harassment	13	8	62.5%
Theft from the Person	1	0	Increase
Vehicle Offences	1	1	0.0%
Violence with Injury	9	10	-10.0%
Violence without Injury	9	12	-25.0%
Increase in RED - No Change in BROWN - Decrease in GREEN			

Hi Lee

Figures for Thursday. A slight increase overall against May last year, mostly fuelled by an increase in shop thefts, which is reflected nationally but I also hope partly due to our work in encouraging more reporting.

The other big rise is with the possession of weapons. I've checked on these and at one was a male who was later found to have a legitimate reason for being in possession of the knife he carried and another was a knife ordered on the internet and intercepted in the post.

In the other offences, one was a domestic related matter and the other a youth. In both cases the suspect was arrested and enquiries remain ongoing.

Regards,
PC Smith
End of Report

Agenda Item 9

TO RECEIVE A REPORT BY COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE



Report to Saltash Town Council

Date 30.5.25

Chair's Report To STC

This month has seen Pentillie Castle hold an open garden in support of us, which was one of their best attended of the year. This would not have been possible without the hard work from Sue on getting this together and from Sue, Sharon and many volunteers on the day. Thanks to all involved for their support.

Rose and the Memory Box choir attended the Cornwall Dementia Conference at the Wadebridge. Rose's speech was well received, and the Choir were appreciated to such an extent that they have been invited to perform at next year's conference.

The alterations to the layout of the shop to free up more space for display have been well received. Thanks are due to Roger. As a result, we have increased the number of traders we are now supporting.

We have a music event on Friday 20th June 7pm in the Saltash Social Club with Barber shop singers, an a capella group, the Burraton boys and a ukulele band. All are welcome; This should be a great night of entertainment.

Chris Bailey.

War-barth 'gan gallos War-barth 'gan gwul

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

Report to STC June 2025

Cllr. Paul Cador
Cllr. Hilary Frank
Cllr. Keith Johnson



Appointments made following the May elections:

Paul Cador

- Cornwall Inshore Fisheries and Conservation Authority
- Licensing Act Committee and Licensing Act Sub Committee
- Miscellaneous Licensing Committee
- Street Trading Sub Committee
- Urgent Driver/Operator/Vehicle Sub Committee

Hilary Frank

- Cabinet (with responsibility for Children, Families and Education)
- Chief Officers Employment Committee

Keith Johnson

- Budget Development Overview and Scrutiny Committee
- Standards Committee
- Together for Families Overview and Scrutiny Committee

Report from Paul Cador – Saltash Trematon and Landrake

- Treledan Phase 1 building is due to end soon, and Phase 2 will be starting in Spring. This has started at the crossroads roundabout.
At the same time, Highways will be starting to place the Average Speed Camera poles between Carkeel Roundabout and Trerulefoot.
Also at the same time there is a footbridge to be built over the A38 somewhere from Treledan side. I will be getting a briefing at the end of June and will update.
- The Croft at Hatt is applying for a alcohol licence review on 6th June.
- Slurry pit planning for north of Hatt meeting on 9th June.
- The properties being disposed of within my divisional area are as follows:
 - Hallet Close Play Area, Latchbrook
 - Edwards Crescent Play Area, Latchbrook
 - Cook Court Play Area, Latchbrook
 - Sycamore Road Play Area, Latchbrook
 - Highfield Park Play Area, Latchbrook
 - Snell Drive POS, Latchbrook

Report from Hilary Frank – Saltash Essa

- We have asked for a review of the 'privatisation' of the 19 car parks proposed by the previous administration, and will be taking a deep dive into each on an individual basis, including Belle Vue West.
- Cornwall Council's £1.88 investment in Saltash Leisure Centre is still going ahead, although the start of construction has been delayed as plans are being tweaked to ensure that the leisure centre can remain operational during the works.
- I'm investigating some issues around the publication of planning applications after a resident raised concerns that an application to convert a neighbouring property to a business was only advertised in a newspaper and on a lamppost on the opposite side of the road. It would seem that no information was posted through the resident's door. It'd be good to know if town councillors have any anecdotal evidence of other residents experiencing similar issues.
- I've asked for an update on Beryl Bike usage and will pass on details as soon as I have the information.

Report from Cllr Keith Johnson – Saltash Tamar

- A funding opportunity that has been identified by the Cornwall councillors has now been forwarded to the mayor. TRIP is a funding pot to regenerate towns and high streets across Cornwall. Grant funding between £2,500 - £500,000 is available for projects that can contribute to this aim and boost local business growth and productivity.
- Support given for a [Community Capacity Fund](#) application by Saltash Town Council, for a community project that sits within the CAP area. ***"I fully support this application and recognise it would support the STC 24-27 business plan"***
- Latest A38 Tunnel upgrades
The latest travel information on Traffic England: <https://www.trafficengland.com/>
To find out more about our work in the tunnel, visit: <https://nationalhighways.co.uk/our-roads/south-west/a38-saltash-tunnel-technology-upgrade/>
- Concern has been raised over the height of the railway platform and bicycle storage within the train carriages, the bicycle lanes not meeting the required standard, especially on exit of Tamar bridge
- Various bus routes are being cancelled due to commercial reasons, however councillors are looking into the reinstatement of the Number 11. The Callywith college bus doesn't run at lunchtimes which leaves students waiting around all afternoon.
I have requested a public transport review for Saltash, and will be meeting with the CEO of Go Bus.
- 1 – 8 River View have remained empty for the previous 6-10 years, I met with Cornwall Housing and they have informed me that if any property requires more than 50k of work it is policy to dispose of such property. They are just finalising talks with a social housing provider to buy the said properties with the intention of redevelopment of the site. The proposed use is currently classified, as is the sale price, but I have been assured there will be adequate consultation.
- Complaint over Bridle Route 8, I have logged this concern, and am meeting with the resident to collect more information.
- I have had a meeting with the new police inspector who assures me that cutting all crime is his main priority. However, anti-social behaviour, shoplifting and drugs are of particular focus. It was agreed that we have a very active neighbourhood police service, however he is looking to add an additional special constable into the Saltash team.

Surveys currently open on Cornwall Council's Let's Talk website



Improvements along the A388 at Carkeel by widening a section of footway and placing a new bus shelter in between the two roundabouts near Saltash Services and Tamar View Industrial Estate. The shelter will include seating, a timetable case, an advertising panel and be finished in green.

Closes on 11th June

[Saltash, Carkeel: New bus shelter | Let's Talk Cornwall](#)



On 30 January 2025 an Experimental Traffic Regulation Order (ETRO) was brought in to force to implement a right-hand turn prohibition into Callington Road from Gilston Road. This will remain in force for at least 6 months, and can be extended up to 18 months depending upon the response. Following this, Cornwall Council will make a decision on whether to make these measures permanent.

Closes on 30th July

[Saltash, Gilston Road: Prohibition of Right-hand Turn | Let's Talk Cornwall](#)

End of report

TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE

Health Action Group - Progress Report to Saltash Town Council

The group met on May 21 in the Council Chamber, with Councillor Rachel Bullock in the chair for the first time as Mayor. It was very well attended, and made significant progress.

In my last report to you in April, I stated: “securing extended use of the St Barnabas site for local patients is our most urgent task, in my opinion”.

I followed this up with a preliminary discussion with Action Group member Tryphaena Doyle who is the lead Commissioner in North and East Cornwall for the CIOS Integrated Care Board, and David Wilson who is the Area Director of the Cornwall Foundation Trust that runs St Barnabas, and also a Group member. We agreed that the Action Group meeting on May 21 would be focussed on future uses of the St Barnabas building.

To facilitate this, Tryphaena agreed to lead a mini-workshop on the day, and David agreed to circulate floor plans and details of the current uses of the building in advance. It was also clear that there is a combined sum of £170,000 capital funding for renovations - from bequests over a number of years to the hospital and from money raised by the former League of Friends.

The outcome was surprising unanimity of purpose. There was no dissent from the various NHS bodies present, including from the Derriford representative and the two surgeries. The initial focus will be on re-purposing the modern extension at the rear, where there is level access and car parking. Blood testing could even be relocated there ahead of refurbishment, and more modern facilities may generate wider NHS interest in the long term. After two years of the Action Group, we suddenly have leadership from within the NHS to take things forward and to come up with concrete plans.

I advise the Council not to hold its breath, however! From experience, the bureaucracy of NHS Property Services and local NHS Estates is a potential block, and, at the very least, a likely drag on the pace of progress.

Tryphaena and David (plus his colleague Jane Mitchell) will now follow up this promptly. We all agreed to keep in touch, with a more formal check on progress on June 18.

End Of Report

Peter Thistlethwaite
Port View Surgery PPG
May 30 2025

Bank Receipts
Saltash Town Council
For the period 1 April 2025 to 30 April 2025

Invoice Date	Contact	Description	Net	VAT	Gross
04 Apr 2025	Barclays Active Saver	Transfer to cover expenditure	£110,000.00	£0.00	£110,000.00
01 Apr 2025	Churchtown Allotments	Allotment Rents 01/04/2025 - 31/03/2026	£420.00	£0.00	£420.00
08 Apr 2025	Churchtown Cemetery	Interment Fees	£1,721.00	£0.00	£1,721.00
07 Apr 2025	Cornwall Council	Precept 2025/26 1st instalment	£789,707.50	£0.00	£789,707.50
10 Apr 2025	Cornwall Council	CIL Neighbourhood funding payment	£4,567.78	£0.00	£4,567.78
22 Apr 2025	Cornwall Council Deposit Fund	User Added Deal Payment	£25,000.00	£0.00	£25,000.00
30 Apr 2025	EE	Cash back from phone contracts	£5.00	£0.00	£5.00
09 Apr 2025	Fairmead Allotments	Allotment Rents 01/04/2025 to 31/03/2026	£140.00	£0.00	£140.00
01 Apr 2025	Grenfell Allotments	Allotment Rents 01/04/2025 to 31/03/2026	£80.00	£0.00	£80.00
20 Mar 2025	Guildhall Income	Various Bookings	£118.20	£0.00	£118.20
20 Mar 2025	Guildhall Income	Refreshment Income	£35.00	£7.00	£42.00
31 Mar 2025	Isambard House	Various Bookings	£456.67	£43.33	£500.00
31 Mar 2025	Library Income	Photocopying Fees	£67.42	£13.48	£80.90
20 Mar 2025	Maurice Huggins Room	Booking Income	£105.00	£0.00	£105.00
07 Apr 2025	Miscellaneous Income	Sale of shelving (not required at Guildhall)	£64.99	£13.00	£77.99
01 Apr 2025	Nationwide Account	Bank Interest Received	£23,515.97	£0.00	£23,515.97
02 Apr 2025	Public Sector Deposit	Bank Interest Received	£1,910.89	£0.00	£1,910.89
25 Mar 2025	Saltash Bowling Club	Longstone - Bowling Club Water Charges	£18.39	£1.58	£19.97
04 Apr 2025	Tufferman Ltd	Refund for Next day delivery unfulfilled	£29.98	£0.00	£29.98
Grand Total			£957,963.79	£78.39	£958,042.18

Bank Payments

Saltash Town Council

For the period 1 April 2025 to 30 April 2025

Contact	Description	Net	VAT	Gross
Adrian Chapman and Kate Gibbons	Delivery of Murder Mystery event on 14 February 2025	£ 370.00	£ -	£ 370.00
All Seasons Window Cleaning	Station Window Cleaning - March 2025	£ 40.00	£ -	£ 40.00
Allstar Business Solutions Limited	Fuel for Town Council Service Delivery Vehicles	£ 111.65	£ 22.33	£ 133.98
Anglotech Group Limited (Previously Print Copy Scan Ltd)	Prints for Photocopiers 27/02/2025 to 27/03/2025	£ 194.08	£ 38.81	£ 232.89
Bailey Partnership (Group) Ltd	For the appointment of Additional role of Principal Designer under the new Building Safety Act and Building Regulations for Library Curtain Wall	£ 3,450.00	£ 690.00	£ 4,140.00
Barclays	Bank Charges	£ 13.40	£ -	£ 13.40
Barclays Active Saver Account	Transfer of Short Term Investment Funds	£ 100,000.00	£ -	£ 100,000.00
Barclays Active Saver Account	Transfer for Precept 2025-26 funds	£ 289,708.00	£ -	£ 289,708.00
Barron Surveying Services Ltd	Library refurbishment work - phase 2 works	£ 300.00	£ 60.00	£ 360.00
Bright Software Group	BrightPay (UK) - March 2024 (33 employees)	£ 5.64	£ 1.13	£ 6.77
BrightHR	Provisions of HR Software accordance with agreement 1031872 - April 2025	£ 78.00	£ 15.60	£ 93.60
Budget Locksmiths Saltash	Spare Master Keys for Service Delivery operations.	£ 24.00	£ -	£ 24.00
Cloud 1 Ltd	Clip Training subscription for 2025/26 for four Administration Staff Members	£ 120.00	£ 24.00	£ 144.00
Cloud 1 Ltd	Clip Training subscription for 2025/26 for two Service Delivery Staff Members	£ 60.00	£ 12.00	£ 72.00
Cornwall Council	Insurance for Longstone Garage and Depot - April 2025	£ 15.00	£ -	£ 15.00
Cornwall Council	Rent for Longstone Garage and Depot - April 2025	£ 375.00	£ -	£ 375.00
Cornwall Council	DBS update check for Library Staff Member	£ 9.00	£ 1.80	£ 10.80
Cornwall Council	Administration Fee for DBS Check for Seven Library Volunteers	£ 231.00	£ 21.00	£ 252.00
Cornwall Pensions	Cornwall Pensions Fund Payment - April 2025	£ 13,604.98	£ -	£ 13,604.98
Credit Card Purchases (Amazon)	P&F - Stationery	£ 6.52	£ 1.30	£ 7.82
Credit Card Purchases (Amazon)	Cleaning Equipment - Guildhall	£ 11.65	£ 2.33	£ 13.98
Credit Card Purchases (Amazon)	Cleaning Materials - Guildhall	£ 16.66	£ 3.33	£ 19.99
Credit Card Purchases (Amazon)	Refreshment Costs - Guildhall	£ 113.14	£ 10.16	£ 123.30
Credit Card Purchases (Amazon)	Grounds Maintenance Materials	£ 17.66	£ 3.54	£ 21.20
Credit Card Purchases (Amazon)	Tool Storage box for Service Delivery use	£ 64.92	£ 12.98	£ 77.90
Credit Card Purchases (Amazon)	Cleaning Supplies - Library	£ 28.31	£ 5.66	£ 33.97
Credit Card Purchases (Amazon)	Cleaning Materials - Longstone Depot	£ 18.20	£ 3.65	£ 21.85
Credit Card Purchases (Argos)	George Corded Carpet Cleaner	£ 208.33	£ 41.67	£ 250.00
Credit Card Purchases (Canva)	Addon Lite subscription (monthly)	£ 13.33	£ 2.66	£ 15.99
Credit Card Purchases (Cotton Bunting)	Fabric Union Jack Bunting	£ 275.00	£ 55.00	£ 330.00
Credit Card Purchases (SPD UK)	Cork to be used in all notice boards across the town	£ 208.82	£ 41.76	£ 250.58
Credit Card Purchases (The Flag Company)	VE day 80 flag for the 8th May event.	£ 37.33	£ 7.47	£ 44.80
Credit Card Purchases (Till Roll King)	Receipt Roll for Library Till	£ 27.93	£ 5.59	£ 33.52
Credit Card Purchases (Xero (UK) Ltd)	Subscription - 01/03/2025 to 31/03/2025	£ 33.00	£ 6.60	£ 39.60
Dainton Group Services	Rent for Waterside Cabin and Effluent Tank	£ 321.42	£ 64.28	£ 385.70
Denmans	Items For New Top Office Layout Electrical Equipment To Accommodate New Office Staff.	£ 28.53	£ 5.70	£ 34.23
Denmans	Sample E27 Festoon Light Bulbs	£ 21.70	£ 4.33	£ 26.03
Devon Contract Waste Ltd	15/04/2025 Recycling Costs	£ 18.98	£ 3.80	£ 22.78
EE	Staff business use mobiles and Pontoon broadband charges	£ 133.92	£ 26.78	£ 160.70
Efficient Comms Ltd	Starlink monthly rental - April 2025	£ 75.00	£ 15.00	£ 90.00
EON	Electricity Charges - 01/032025 - 31/03/2025	£ 379.95	£ 19.00	£ 398.95
Euro Car Parts	Cleaning Brushes For General Use At Town Council Sites	£ 16.66	£ 3.33	£ 19.99
HMRC	PAYE payment - April 2025	£ 14,057.69	£ -	£ 14,057.69

Contact	Description	Net	VAT	Gross
HR Support Consultancy	HR Services for work carried out during the month of March 2025	£ 873.45	£ 174.69	£ 1,048.14
ICS Industrial Component Supplies	Plumbing Parts To Fix Water Tank For Use On RTV Buggy	£ 30.80	£ 6.16	£ 39.96
ICS Industrial Component Supplies	Materials For Notice Board Repair Works	£ 125.63	£ 25.13	£ 147.76
Institute of Cemetery & Crematorium Management	Cemetery Management online training course - 29th + 30th April 2025 for SDGA	£ 145.00	£ 29.00	£ 174.00
Jackman SW Limited	Engineer visit to fault with boiler in the Guildhall	£ 58.50	£ 11.70	£ 70.20
Jones Building Group	Barron Surveyors Approved 2.5% retention for the external repairs and redecoration works to the Guildhall Building	£ 1,908.56	£ 381.71	£ 2,290.27
Laser - Cemetery - 1051640	Electricity Charges - 01/12/2024 to 28/02/2025	£ 91.43	£ 4.57	£ 96.00
Laser - Christmas Light supply Point 1-1051642	Electricity Charges - 01/12/2024 to 28/02/2025	£ 89.71	£ 4.49	£ 94.20
Laser - Christmas Light supply Point 2 -1051643	Electricity Charges - 01/12/2024 to 28/02/2025	£ 137.38	£ 6.87	£ 144.25
Laser - Christmas Light supply Point 3 -1051644	Electricity Charges - 01/12/2024 to 28/02/2025	£ 74.39	£ 3.72	£ 78.11
Laser - Christmas Light supply Point 4 -1051645	Electricity Charges - 01/12/2024 to 28/02/2025	£ 77.27	£ 3.86	£ 81.13
Laser - Christmas Lights Supply Point 5	Electricity Charges - 01/12/2024 to 28/02/2025	£ 86.03	£ 4.30	£ 90.33
Laser - Guildhall Gas	Gas Charges - 31/01/2025 to 28/02/2025	£ 430.56	£ 86.11	£ 516.67
Laser - Library Electric	Electricity Charges - 01/12/2024 to 28/02/2025	£ 760.97	£ 152.19	£ 913.16
Laser - Library Gas	Gas Charges 31/01/2025 to 28/02/2025	£ 399.04	£ 79.81	£ 478.85
Laser - Longstone Park Depo	Electricity Charges - 01/12/2024 to 28/02/2025	£ 593.31	£ 29.67	£ 622.98
Laser - Station Gas	Gas Charges - 31/01/2025 to 28/02/2025	£ 54.05	£ 2.70	£ 56.75
Laser - Unmetered supply - 1051655	Electricity Charges - 01/02/2025 to 28/02/2025	£ 18.35	£ 0.92	£ 19.27
Laser - Unmetered supply - 1051655	Electricity Charges - 01/03/2025 to 31/03/2025	£ 19.78	£ 0.99	£ 20.77
Laser- Belle Vue Toilets	Electricity Charges - 01/12/2024 to 28/02/2025	£ 89.95	£ 4.50	£ 94.45
Laser -Guildhall Electric	Electricity Charges - 01/12/2024 to 28/02/2025	£ 1,320.58	£ 264.12	£ 1,584.70
Laser- Haldo Pillar Park light 1051653	Electricity Charges - 01/12/2024 to 28/02/2025	£ 80.69	£ 4.03	£ 84.72
Mike Pitches	Photography services for Mayor's Civic Service on Sunday 9th March	£ 65.00	£ -	£ 65.00
Minster Cleaning (South West Commercial Cleaning Ltd)	Opening, closing and cleaning of Saltash Town Council toilet blocks for March 2025	£ 2,914.25	£ 582.85	£ 3,497.10
Nationwide Account	Transfer of Precept 2025/26 Funds to Nationwide Account for long term investments	£ 500,000.00	£ -	£ 500,000.00
Opayo (previously Sage)	Card Machine Charges	£ 0.16	£ 0.03	£ 0.19
PEAC Finance	Photocopier Lease 26/04/2025 - 25/07/2025	£ 699.28	£ 139.86	£ 839.14
Poolearth Limited	Hepatitis A,B and DTP vaccinations for SDGA	£ 334.00	£ -	£ 334.00
Public Works Loan Board	Repayment of Public Works Loan - Library	£ 11,815.00	£ -	£ 11,815.00
Reed Specialist Recruitment Ltd	Admin officer Staffing hours - Week Commencing 17/03/2025	£ 1,032.30	£ 206.46	£ 1,238.76
Reed Specialist Recruitment Ltd	Admin officer Staffing hours - Week Commencing 24/03/2025	£ 1,032.30	£ 206.46	£ 1,238.76
Richard Ough's Motor Services	Annual MOT for Service Delivery Ford Transit Van EA14 ZCZ	£ 54.00	£ -	£ 54.00
Robert Mcneil	Tree Maintenance jobs - Two in Pillmere and one at St Stephens Cemetery	£ 250.00	£ -	£ 250.00
Robert Mcneil	Large Willow Tree Climbed And Felled In interval Sections at Pillmere Estate Pathway	£ 550.00	£ -	£ 550.00
Saltash & District Observer	Production of a two page spread for the Precept design in the Observer.	£ 1,500.00	£ -	£ 1,500.00
Saltash & District Observer	Town Messenger - March 2025	£ 330.00	£ -	£ 330.00
Saltash May Fair Committee (SALTMAYF)	Mayfair (Festival Fund) Minute No. 160/24/25	£ 5,000.00	£ -	£ 5,000.00
Saltash Regatta	Saltash Regatta - Festival Fund Project Grant - 160/24/25	£ 5,000.00	£ -	£ 5,000.00
Saltash United Juniors Football Club	Saltash United Football Club - Community Chest Grant - 159/24/25	£ 1,000.00	£ -	£ 1,000.00
SOS Consultancy	Monthly ICT Support and Maintenance Services	£ 1,399.36	£ 279.87	£ 1,679.23
South West Hygiene	Sanitary Unit Rental Charge - Guildhall 31/05/2025-30/05/2026	£ 250.96	£ 50.19	£ 301.15
South West Signs	Safety Signs for St Stephen Cemetery	£ 40.00	£ 8.00	£ 48.00
South West Water - Alexandra Sq	Water and Sewerage Charges 27/11/2024 - 11/03/2025	£ 146.35	£ -	£ 146.35
South West Water - Belle Vue Toilets	Water and Sewerage Charges 27/11/2024 - 19/03/2025	£ 434.10	£ -	£ 434.10

Contact	Description	Net	VAT	Gross
South West Water - Fairmead Road	Water Charges 27/11/2024 to 05/03/2025	£ 25.68	£ -	£ 25.68
South West Water - Library	Water and Sewerage Charges - 06/03/2025 to 01/04/2025	£ 22.30	£ -	£ 22.30
South West Water - Longstone Depot - Connection to Bowling Green	Water and Sewerage Charges 6 March 2025 to 1 April 2025	£ 22.30	£ 1.89	£ 24.19
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water and Sewerage Charges 05/11/2025 to 05/03/2025	£ 182.15	£ 14.06	£ 196.21
South West Water - Victoria Gardens	Water Charges - 02/11/2024 to 02/12/2024	£ 6.25	£ 1.25	£ 7.50
South West Water - Victoria Gardens	Water Charges - 06/03/2025 to 01/04/2025	£ 5.48	£ 1.10	£ 6.58
South West Water - Waterside	Water and Sewerage Charges 27/11/2024 to 11/03/2025	£ 191.71	£ -	£ 191.71
Sovereign Fire and Security Ltd	Service Callout to Library Security Door	£ 204.25	£ 40.85	£ 245.10
Spectrum floor-site Ltd	Repair Materials - Isambard House	£ 10.00	£ 2.00	£ 12.00
Spectrum floor-site Ltd	Adhesive for Notice Boards	£ 33.32	£ 6.66	£ 39.98
Spot-On-Supplies	Cleaning Materials - Guildhall	£ 12.60	£ 2.52	£ 15.12
Spot-On-Supplies	Cleaning Materials - Longstone Depot	£ 18.28	£ 3.66	£ 21.94
Staff Expenses	Western Morning Newspaper - 17/03/2025 - 31/03/2025	£ 18.90	£ -	£ 18.90
Staff Expenses	Refreshments for Shakespeare Evening Event	£ 6.44	£ -	£ 6.44
Staff Salaries	Staff Salaries	£ 41,147.51	£ -	£ 41,147.51
Stripe	Card Processing fees	£ 16.08	£ -	£ 16.08
Sue Hooper Charitable Foundation	Community chest grant - Community VE Day 80 Concert 159/24/25	£ 1,000.00	£ -	£ 1,000.00
Sumup	Card Processing fees	£ 0.14	£ -	£ 0.14
Tamar Trotters	Community Chest Grant - Saltash half marathon and fun run	£ 355.00	£ -	£ 355.00
Tartendown Nursery	Maintenance Materials - Churchtown Cemetery	£ 115.00	£ 23.00	£ 138.00
The Focus Training Group	City and Guilds Electrotechnical Experienced Worker Training course for Assistant Service Delivery Manager	£ 1,043.00	£ 208.60	£ 1,251.60
Thirsty Work	Water Cooler Hire & water - April 2025	£ 275.95	£ 55.19	£ 331.14
Timberland Landscaping and Supplies	Grounds Maintenance materials	£ 7.47	£ 1.49	£ 8.96
Timberland Landscaping and Supplies	Maintenance Materials - St Stephens Cemetery	£ 90.02	£ 18.00	£ 108.02
Timberland Landscaping and Supplies	Grounds Maintenance materials	£ 135.03	£ 27.01	£ 162.04
Timberland Landscaping and Supplies	Grounds Maintenance materials	£ 12.26	£ 2.45	£ 14.71
Timberland Landscaping and Supplies	Bark for station flower beds	£ 90.02	£ 18.00	£ 108.02
Timberland Landscaping and Supplies	Concrete blocks for steps at Fairmead Allotments	£ 12.75	£ 2.55	£ 15.30
Tool station	Repair Materials - Longstone Depot	£ 23.30	£ 4.66	£ 27.96
Tool station	Maintenance Materials - Maurice Huggins Room	£ 25.85	£ 5.17	£ 31.02
Tool station	Maintenance Materials - Longstone Depot	£ 53.64	£ 10.73	£ 64.37
Tool station	Repair Materials for Notice Boards	£ 2.37	£ 0.48	£ 2.85
Tool station	Maintenance Materials - Guildhall	£ 35.35	£ 7.07	£ 42.42
Tool station	Tool consumables for Longstone Store	£ 15.32	£ 3.06	£ 18.38
Under Pressure Media	Activities Cost - Library	£ 166.67	£ 33.33	£ 200.00
Underhill Engineering	Site survey to assess storm damage, produce survey report and proposed actions for Jubilee Pontoon	£ 680.00	£ 136.00	£ 816.00
Viking Direct	A4 paper for Longstone	£ 21.45	£ 4.29	£ 25.74
Viking Direct	A4 paper for the Guildhall	£ 21.45	£ 4.29	£ 25.74
Viking Direct	A3 paper for Guildhall	£ 9.49	£ 1.90	£ 11.39
Viking Direct	Ink cartridge for Senior Policy and Data Compliance Officer	£ 29.44	£ 5.89	£ 35.33
Vincent Tractors Ltd	Service Delivery Mower Maintenance Cost	£ 198.48	£ 39.70	£ 238.18
Voyager Marine Ltd	Phase 1 Damage and Repair Work to Jubilee Pontoon	£ 26,450.00	£ 5,290.00	£ 31,740.00
Wessex Trophies	Blue ceremonial mitred neck ribbon collar for Deputy Mayor	£ 53.90	£ -	£ 53.90
Westcountry Skip Hire	17/03/2025 Disposal of Skip Waste	£ 321.00	£ 64.20	£ 385.20

Contact	Description	Net	VAT	Gross
Westcountry Skip Hire	31/03/2025 Disposal of Skip Waste	£ 321.00	£ 64.20	£ 385.20
Wilf Dawes Tyres & Batteries	Disposal of 6 tyres from Churchtown Allotments	£ 21.00	£ 4.20	£ 25.20
Grand Total		£ 1,039,666.49	£ 10,097.00	£ 1,049,763.49



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

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**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. 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.	✓		
K. 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>			✓
L. 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.	✓		
M. 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> .	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) 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).

Annual Internal Audit Report 2024/25

SALTASH TOWN COUNCIL

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**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. 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.	✓		
K. 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>			✓
L. 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.	✓		
M. 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> .	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) 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 th June 2025	

Signed (Clerk/RFO)

Print Name

SINEAD BURROWS

Signed (Chair)

Print Name

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.

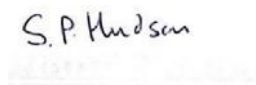
Experience:

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

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	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:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE 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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

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>1. Date of announcement MONDAY 9TH JUNE 2025 (a)</p> <p>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.</p> <p>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:</p> <p>(b) SINEAD BURROWS, TOWN CLERK/RFO – SALTASH TOWN COUNCIL, THE GUILDHALL, 12 LOWER FORE STREET, SALTASH, CORNWALL, PL12 6JX. enquiries@saltash.gov.uk</p> <p>commencing on (c) TUESDAY 10TH JUNE 2025</p> <p>and ending on (d) MONDAY 21ST JULY 2025</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • 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. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>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:</p> <p>BDO LLP Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL ✉ councilaudits@bdo.co.uk</p> <p>5. This announcement is made by (e) SINEAD BURROWS, TOWN CLERK/RFO</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 <i>Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return</i> .
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To receive an update regarding the Great Western Railway (GWR) Customer and Community Improvement Fund applications

Report to: Full Town Council

Date of Report: 15/04/2025

Officer Writing the Report: Development and Engagement Manager

Pursuant to: Full Town Council meeting held on Thursday 9th January 2025, Minute Number: 315/24/25

Officers Recommendations

Members are asked to consider the following:

- 1) To approve the Railway200 exhibition taking place at Isambard House. **Please see Appendix A** for the draft event plan.
- 2) To consider allocation of funding to the Railway200 Exhibition. **Please refer to** the budget section for more information.
- 3) To create a working group to manage this project moving forward in collaboration with the Development and Engagement Manager.
- 4) To agree to Thursday 12th June for an initial working group meeting.

Report Summary

The Town Council delegated authority to the Development and Engagement Manager, working with Councillor Bickford, to submit two bids to the Great Western Railway (GWR) Customer and Community Improvement Fund. Two funding applications were submitted for the 'Promotional Leaflet' and the 'Railway200 Exhibition' projects.

Unfortunately, Saltash Town Council were unsuccessful on this occasion for the GWR Customer and Community fund. However, GWR's Regional Development Manager (RDM) followed up shortly after to express interest in exploring alternative resources outside of this fund, also mentioning the possibility of involving the GWR marketing team to help promote the station during the Saltash Tunnel works.

Promotional Leaflet Project

The Development and Engagement Manager met with the RDM and received the following updates:

- They highlighted possible funding opportunities for promotional leaflets, specifically through the Cross Country Community Fund and the Community Rail Development Fund (CRDF). These applications would be submitted by GWR, not Saltash Town Council.

A further meeting will be held with the RDM to discuss the Promotional Leaflet project and how this will proceed with potential funding opportunities.

Railway200 Exhibition

It is proposed that the Railway200 exhibition should proceed as planned in September, as the event offers a valuable opportunity for Saltash to be part of the wider Railway200 celebrations. It will help to highlight the town's historic links to the railway and promote Saltash Station as an accessible, sustainable, and enjoyable way to travel. The exhibition will not only celebrate the heritage of rail in the area but also encourage greater awareness and use of train services by both residents and visitors of Saltash. **Please refer to Appendix A** to review the draft event plan for the exhibition.

How Does This Meet the Business Plan?

The event supports strategic priorities by promoting sustainable travel and transport through increased use of the railway, encouraging visitors to choose environmentally friendly travel options. At the same time, it boosts jobs and economic prosperity by driving footfall to local businesses, supporting independent enterprises like the Trackside Café, and enhancing Saltash's appeal as a heritage and tourism destination.

Budget Overview

Please note, these budgets are estimates at this stage based on previous events and research. Accurate quotes will be provided if the event management plan is approved.

Item Description	Quantity	Unit Price	Total Cost
Railway 200 speakers.	In kind Paid (estimate)	N/A £200 (potentially looking for 4 speakers)	£200-800 (estimate - this will depend on quotes and potential amount of people available)
Staffing	STC staff, volunteers etc	N/A	
Venue	Isambard House	N/A	
Printing	In house	N/A	
Social media marketing	Boosted advertisements on Facebook.	£60 (6x £10 adverts)	£60
Suppliers	Any Railway themed exhibition pieces.	£200 (estimate)	£200 (estimate)
Insurance	Possible TENS license and an MPLC (to ticket the event, play music, and stream films)	TENS - £21 MPLC - £75-100 (estimate)	£121 (estimate)
Total			£1,131 (estimate)

Budget Codes:

6871 SA EMF Tresorys Kernow Funding

6872 SA EMF Entertainment Licenses

6822 SA Activities & Events

Budget Availability:

6871 SA EMF Tresorys Kernow Funding - **£562**

6872 SA EMF Entertainment Licenses - **£2,132**

6822 SA Activities & Events - **£1,106**

Signature of Officer:

A handwritten signature in black ink, appearing to be 'A. S. D.', written over a horizontal line.

APPENDIX A

Railway200 Exhibition Event Plan

Event Name: Railway200 Exhibition

Event Date: September 26-29th 2025

Event Time: TBC

Event Location: Isambard House

Reason for Event: To celebrate Railway200 and raise money for the Mayors charity. Ticketed event.

Officer Leading the Event: Development and Engagement Manager

Friday 26th: Set up and possible quiz/film night

Saturday 27th: Full day exhibition

Sunday 28th: If possible – another full day exhibition

Monday 29th: Clear down

Event Purpose

As part of the national Railway200 celebrations, this weekend exhibition at Saltash Station set within Isambard House, aims to honour and explore the railway's profound impact on Saltash over the past 200 years.

The event is a chance to reflect on how the railway has shaped the town's identity and strengthened its connections to the wider region. Through exhibits, speakers, and storytelling, we'll highlight the rich heritage of Saltash Station and the significance of Railway200, hopefully inspiring pride in our past and sparking curiosity in future generations.

This event also supports the continued revitalisation of Saltash Station as a vibrant community hub, and shines a spotlight on Trackside Café, a valued local business at the heart of the station.

How does the event support STC's Business Plan

The event supports strategic priorities by promoting sustainable travel and transport through increased use of the railway, encouraging visitors to choose environmentally friendly travel options. At the same time, it boosts jobs and economic prosperity by driving footfall to local businesses, supporting independent enterprises like the Trackside Café, and enhancing Saltash's appeal as a heritage and tourism destination.

Target Audience

This event is designed to appeal to a wide audience, including both Saltash residents and visitors to the area. It's suitable for all ages, making it a perfect outing for families looking for a fun and engaging day out. There will also be special attractions for train enthusiasts, offering something of interest for those passionate about railways and local heritage.

In addition, the event may appeal to heritage and history enthusiasts, tourists and day-trippers, photography enthusiasts, and community groups. Those with an interest in transport and engineering may also find the event engaging.

Permits

Movie Licence / TENS Licence (for any movie nights or music being played)

Consider relevant suppliers

Trackside Café – Contacted (awaiting response)

STEAM Museum (Swindon) - Contacted (awaiting response)

Cornwall Railway Society - Contacted (awaiting response)

Speakers - Contacted (awaiting response)

Staff

Railway200 Working Group

Volunteers – Possible outreach to schools / community groups

Marketing

The DEM will produce a marketing plan for the event if it is approved.

Event Schedule	Morning (event)	Afternoon	Evening
<div> <div> Friday 26th </div> <div> Page 1 of 3 </div> </div>	Event set-up	Event set-up	Movie Night: Screening of a classic railway-themed film (e.g., "The Railway Children")
Saturday 27th (The History)	Potential Options Old style ticket booth (Saltash heritage) Inside exhibition stalls <ul style="list-style-type: none"> - artwork (potentially from schools / community groups) - Modern/old Railway models - Bridge models Refreshments – Cream Tea?	Keynote Speakers: Railway historian discussing the significance of the Royal Albert Bridge and its construction. Interactive Exhibit: "Brunel's Workshop" – hands-on activities for children and adults, including bridge-building challenges and steam engine models. Displays: Photo competition display Model railway displays and vintage train simulations.	Clear down
Sunday 28th (The Future)	Storytelling Session: Residents share personal anecdotes about the impact of the railway on their lives.	Panel Discussion: Experts discuss the future of rail travel in Cornwall, including sustainability and technological advancements.	Clear down

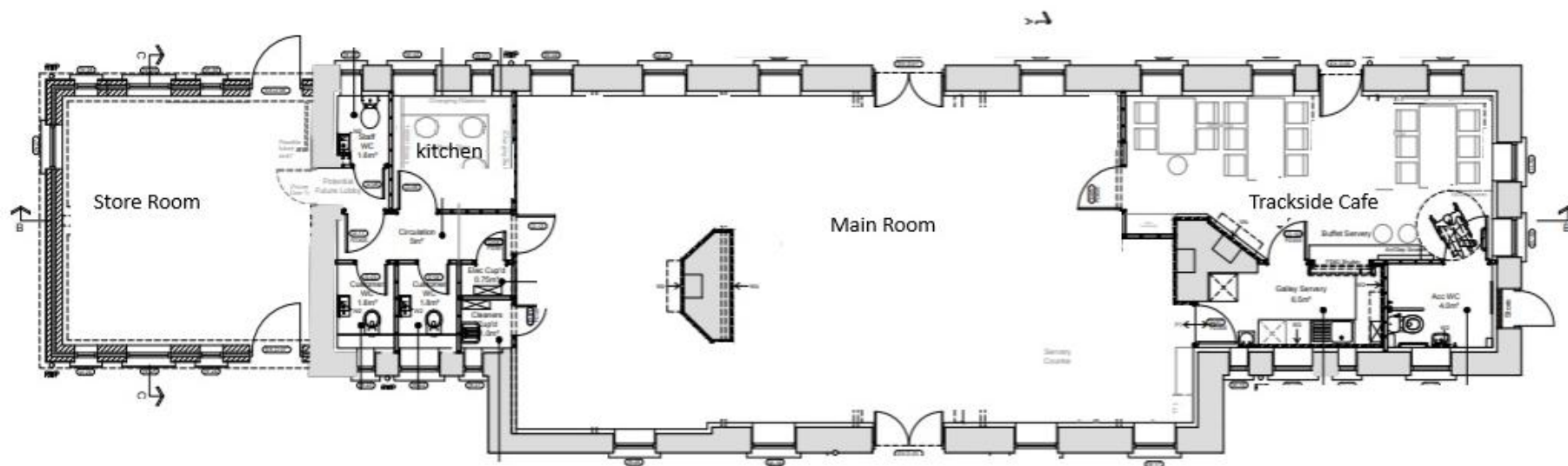
Monday 29th

Children's Workshop: Creative writing and art activities inspired by railway journeys.

Interactive Exhibit: "Railway Innovations"
showcasing modern rail technologies and
their benefits to the community.

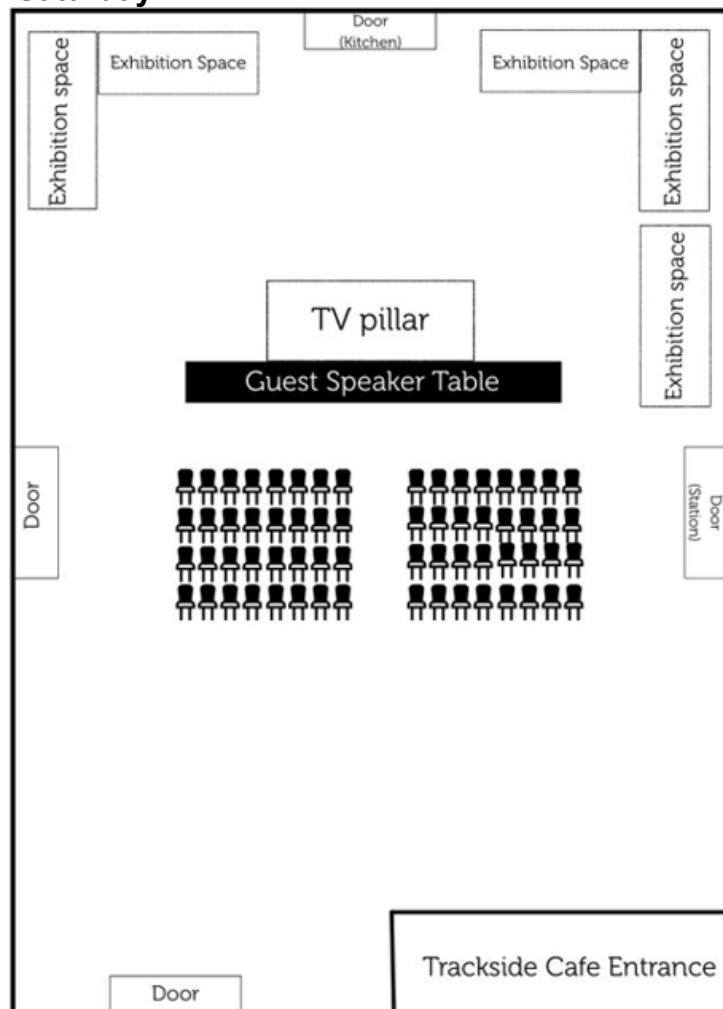
Clear Down

Layout (Venue Floorplan)

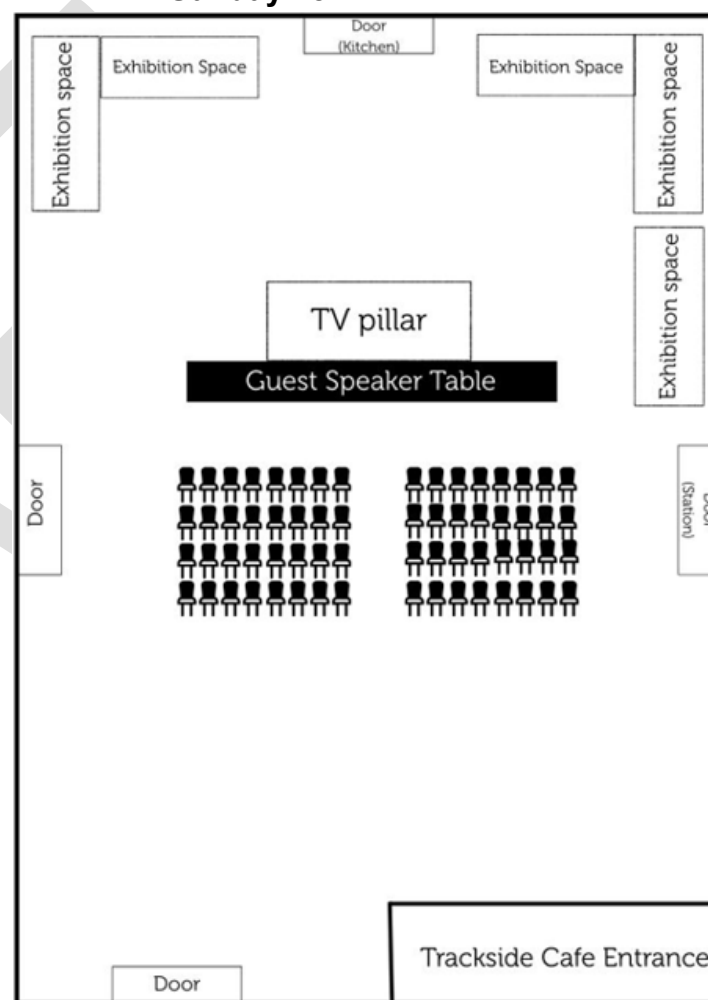


Venue Plan (Inside): Isambard House

Saturday 27th



Sunday 28th



Budget Overview

Please note, these budgets are estimates at this stage based on previous events and research. Accurate quotes will be provided if the event management plan is approved.

Item Description	Quantity	Unit Price	Total Cost
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6822 SA Activities & Events

Budget Availability:

6871 SA EMF Tresorys Kernow Funding - **£562**

6872 SA EMF Entertainment Licenses - **£2,132**

6822 SA Activities & Events - **£1,106**

Event Capacity:

Film evening: 50 seated (approx.)

Speaker events: 50 seated (approx.)

General exhibition stalls: 160 standing (approx.)

Ticket Cost: £5 (example)

Signature of Officer:

A handwritten signature in black ink, appearing to be 'A. S. D.', written over a large, light grey 'DRAFT' watermark.

To receive an update on the Saltash Tunnel Working Group and consider any actions and associated expenditure

Report to: Full Town Council

Date of Report: 02/05/2025

Officer Writing the Report: Development and Engagement Manager

Pursuant to: Full Town Council, 6 March 2025, Minute Number: 379/24/25

Officers Recommendations

Members are asked to consider the following:

- 1) To consider what content they would like included within the stakeholder toolkit. **Please refer to point 2** in the report summary for further information.
It is advised the Town Council agree on 3-5 main points they would like communicated to the public regarding the Tunnel Works.
- 2) To provide the Development and Engagement Manager with any public, or general, feedback received regarding the Tunnel Works to communicate with National Highways. **Please refer to point 5** in the report summary for further information.

Report Summary

At the previous Full Town Council meeting held on 6 March 2025, members noted the significant challenges arising from the limited communication received from National Highways regarding the upcoming tunnel works.

It was proposed that authority be delegated to the Development and Engagement Manager (DEM) to liaise directly with National Highways, with a view to jointly deliver a comprehensive and effective communication strategy.

Regular meetings have now been set up with National Highways Regional Communications Manager (RCM). These meetings have been useful for both parties to stay in regular contact and offer updates on the tunnel work progress. This collaboration has led to regular updates regarding the communication plan moving forward. The key updates from these meetings are as follows:

1. The RCM is directly sharing tunnel work update graphic cards with the DEM and Town Clerk, making sure the Town Council receive usable information for social media and other communication channels. **Please refer to Appendix 1** to see an example of these graphic cards and how they have been utilised on the Town Council's social media channels.
2. The RCM reviewed the proposed marketing plan prepared by the DEM, which outlines the key content the Town Council wishes to see included in communications from National Highways. While it is acknowledged that not all requested content may be incorporated in full, the RCM has committed to sharing draft materials with the Town Council for review and input prior to publication.

Please note, the communications will be developed as part of a stakeholder toolkit, scheduled for completion in June 2025. The toolkit is expected to include a range of materials such as social media graphics, posters, leaflets, FAQs, and informative videos, for example, a virtual walkthrough of the tunnel works. All of this content will be made available for the Town Council's use.

3. The RCM and their team are developing a series of weekly "Did You Know?" social media posts aimed at addressing common questions and providing key information regarding the tunnel works. These posts are intended to enhance public awareness and understanding of the project. The DEM will incorporate these updates into the social media schedule to ensure consistent and timely communication with the public.
4. The DEM has reached out to the Route Manager to organise regular meetings with the Town Clerk. The RCM advised any funding related queries are best suited to the Route Manager. Any future conversations regarding funding will be reported back at a future meeting.
5. As part of the ongoing monthly meetings and two-way collaboration, the DEM is actively relaying public comments and queries concerning the Tunnel Works to the RCM. In response, the RCM provides relevant information to address these concerns and, where appropriate, may develop tailored communication materials to respond to recurring questions. **Please note**, all content used for public communication is strictly sourced from official National Highways materials.
6. The Town Clerk requested further clarification on the distribution scope of the informational postcards intended for Saltash residents. In response, the RCM confirmed that a wider audience will be targeted for Phase 2 of the tunnel works, and they will keep the Town Council updated, including a map detailing the postcode radius for postcard distribution. **Please note**, these postcards have yet to be completed and the RCM will update the DEM when a date is confirmed.

The DEM reiterated the Town Clerk's and Town Council's position that the widest possible awareness among residents is essential. This request was duly acknowledged.

How Does This Meet the Business Plan?

This initiative demonstrates the Town Council's commitment to working with key stakeholders, specifically National Highways, to support access to safe, accessible, and sustainable transport infrastructure. By ensuring clear, timely, and inclusive communication about the tunnel works, the Council is helping to minimise disruption and maintain public confidence in the transport network.

The production and distribution of accessible information materials, such as leaflets, FAQs, and digital content, ensures that residents and visitors can plan their travel effectively. Additionally, by advocating for widespread awareness and transparency, the Council supports informed transport choices that may include walking, cycling, and alternative routes during the works, thereby encouraging more sustainable and active travel modes within Saltash and the surrounding areas.

Signature of Officer:

A handwritten signature in black ink, consisting of stylized, overlapping loops and strokes, positioned below the text 'Signature of Officer:'.

National Highway Graphic Card



A38 Saltash Tunnel Technology upgrade

April 2025 update

Works are progressing well with our upgrades to the A38 Saltash Tunnel.

Piling works underway for new gantries: The next step for installing the gantries involves piling works to create the foundations. The gantries will support the new dynamic electronic signage boards that will display live information about lane closures, driving conditions and hazards. We're working overnight (Mon - Fri) on four sites – two on each side of the river.

Overnight tunnel closures – Saturday 26 April and Saturday 10 May: We're digging trenches across the road to install cables on the western approach to the tunnel. This means we will also need to resurface parts of the road. We're carrying out this work over two Saturday night shifts - 26 April and 10 May. To allow the new surface time to set, the tunnel will remain closed in both directions for a 12-hour period (8pm – 8am).

Illuminated road studs: As part of the planned works, we are turning off, and will eventually remove, the illuminated road studs in the tunnel, on the bridge and on the approaches. The studs will be turned off over the coming weeks. Please continue to follow the instructions on the overhead signs.



Please see our dedicated webpage for more information. You can also sign up via the webpage to be notified when new information is added: nationalhighways.co.uk/saltashtunnel

If you have any questions call us on 0300 123 5000 or email info@nationalhighways.co.uk



Facebook Post (Saltash Town Council)



Saltash Town Council

24 April at 10:00 · 🌐

...

🚧 A38 Saltash Tunnel – Scheme Update (April 2025) 🚧

For the latest updates, please check the National Highways webpage regularly. You can sign up to receive notifications when new information is available, and there's also a daily closures page where you can get live travel updates.

National Highways dedicated website: <https://nationalhighways.co.uk/.../a38-saltash-tunnel.../>

Daily closures page: <https://nationalhighways.co.uk/trave.../road-closure-report/>

Traffic England website: <https://www.trafficengland.com/>

If you have any queries or comments about the work, or would like further information please contact:

📞 National Highways Customer Contact Centre on 0300 123 5000

✉ or by email: info@nationalhighways.co.uk



A38 Saltash Tunnel Technology upgrade

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If you have any questions call us on 0300 123 5000 or email info@nationalhighways.co.uk



Our ref: 19827-ProposedOption Fee Estimate-28Apr25_CE.HB

28th April 2025

C/O Ian Taylor
Saltash Town Council

By email only to: irtaylor2@outlook.com

Dear Mr Taylor

Saltash Waterside Project

Thank you for inviting us to quote for the above project.

Please find attached our fee estimate for the above along with a copy of JGP Conditions of Engagement (COE) and an Authorisation to Proceed (ATP) form.

The fee estimate is for JGP to carry out works relating to planning option for Saltash Waterside. With scope of work as follows:

1. Construct computer model to reflect a proposed option.
2. Provide text to feed into report.

Our fees to carry out the scope of works as described above and in the enclosed tabulated fee estimate would be: **£2,300.00 + VAT.**

Our standard Conditions of Engagement (also enclosed) will apply to these works should we be appointed. This quotation is based on the information and drawings received in your email dated 31st March 2025.

If you agree to the above and wish for JGP to carry out the work, please return a signed copy of the authorisation to proceed form as confirmation of our appointment.

If you have any further questions, please do not hesitate to contact us.

We look forward to hearing from you.

Yours sincerely
For and on behalf of John Grimes Partnership Ltd



C. Easterbrook

Encl: Fee Estimate, Conditions of Engagement & Authorisation to Proceed

John Grimes Partnership Ltd ♦ Leonards Road Ivybridge Devon PL21 0RU
Tel: 01752 690533 ♦ www.johngrimes.co.uk ♦ post@johngrimes.co.uk ♦ Registration No: 4184549

Directors:

M Owen BSc (Hons) CGeol, RoGEP, EurGeol, AMICE, FGS ♦ **T Grimes** BSc (Hons)

Associate Directors:

R Glover BEng (Hons) CEng MICE ♦ **J Lings** MEng CEng MStructE ♦ **A Robertson** BEng (Hons) ACSM FGS ♦ **R Smith** BSc (Hons) CGeol CSci FGS SilC

Consultant: **Dr J Grimes** BSc MSc PhD CEng FICE FGS RMaPS

19827 – Saltash Waterside

Civil, Marine, Environmental and Geotechnical Engineering Consultancy Services for Saltash Waterside development.

Conceptual Model	Allow £ +VAT
<p>Services to include:</p> <p>Concept Design and Drafting</p> <ol style="list-style-type: none"> 1) Construct computer model using Infracore to reflect a proposed option and provide multiple images to include in a report. 2) Provide text to feed into report describing flood prevention aspects of the proposed and if possible, some information of current costings and funding. <p>Note 1: The fee estimate is for a conceptual model only, no analysis or detailed design has been undertaken at this stage.</p>	<p>£2,300.00</p>

Notes: General Notes

1. This fee estimate is inclusive of all reasonable disbursements but exclusive of VAT.
2. This fee estimate is valid for 1 month from issue date.
3. This fee estimate should be read in conjunction with the attached Conditions of Engagement.
4. Monthly invoices will be submitted against percentage of work complete at that stage.
5. Interim monthly invoices will be issued once design works commence.
6. A pdf copy of the report will be provided. Hard copies can be provided at additional cost, if required.
7. This fee estimate assumes drawings will be provided in AutoCAD format and a topographical survey, to OS grid and datum, will be provided.
8. Unless stated, this fee estimate does not include for any meetings or protracted liaison with stakeholders. Attendance at meetings and/or protracted liaison with stakeholders will be charged in accordance with the attached Conditions of Engagement.
9. Fee proposal does not include for planning application fees or fees for discharging planning conditions or similar.
10. This fee estimate is based on the information provided and assumes the layout will not change markedly. Fee includes for single iteration of report based on agreed development mix. If there are changes at any point to the proposals / scope of works then the fees may vary and you will be informed.

Health, Safety and Welfare:

1. The client has legal duties and responsibilities under the Construction (Design and Management) Regulations 2015 often referred to as the CDM Regulations.
2. Our fee proposal includes for fulfilling the duties of Designer under the CDM Regulations but does not include for those of the Principal Designer.
3. JGP are not the Principal Designer.
4. Please contact us or the HSE if you require any further advice about the CDM Regulations.

1. GENERAL CONDITIONS

1.1 Instructions and Formation of Legal Contract

Any brief, quote letter, proposal or other document setting out the services that John Grimes Partnership Ltd. (The Consulting Engineer) may undertake for **Saltash Town Council** (The Client), is to be treated as an invitation to the Client to instruct the Consulting Engineer and is not to be treated as a legal offer by the Consulting Engineer.

The Consulting Engineer will not be obliged to provide those services unless and until:

- (a) the Client, or their authorised representative, has formally acknowledged their approval of the brief or other such document; AND
- (b) The Consulting Engineer has confirmed acceptance of the Client's instructions.

Formal acknowledgement by the Client should be by way of provision of a purchase order, a signed authorisation to proceed form, or other written confirmation.

1.2 Timing of Service Commencement

Work will usually commence on the Client's order as soon as the order has been accepted by The Consulting Engineer, or as otherwise agreed.

Where it is agreed in writing between the Consulting Engineer and the Client that commencement of the Consulting Engineer's services is to be from a different date, the Consulting Engineer's obligations under these Conditions of Engagement and the contract shall apply from that later commencement date.

1.3 Ownership of Documents and Copyright

The copyright in all drawings, reports, specifications, bills of quantities, calculations, methodologies and other documents provided by The Consulting Engineer in connection with the Service shall remain vested in The Consulting Engineer but, conditional on all fees having been paid together with any interest where applicable, The Client shall have a licence to use the final approved drawings and other delivered final form documents (The Deliverables) for any purpose related to the works for which or in relation to which such documents were prepared.

All of the Deliverables will be designed and created on a project specific basis and The Consulting Engineer shall not be liable for any use by the Client, or its appointee, of any such documents, for any purpose, or at any location, or at any time other than the purpose, location and timing for which they were specifically prepared by the Consulting Engineer.

1.4 Force Majeure and/or Circumstances reasonably beyond the Consulting Engineer's Control

In no event shall The Consulting Engineer be responsible or liable for any failure (whether in whole or in part) or delay in the performance of its obligations hereunder arising out of, or caused by, directly or indirectly, forces beyond its control which term shall include strikes, lockout, Acts of War, Acts of God, pandemic and epidemic and Governmental laws or recommendations restricting business activity.

In the event of such circumstances occurring, The Consulting Engineer shall use reasonable efforts which are consistent with accepted practices in the industry within which it operates to resume performance as fully and as soon as reasonably practicable in the circumstances. Resumed services may be to some extent limited.

2. OBLIGATIONS OF THE CONSULTING ENGINEER

2.1 Care and Diligence

The Consulting Engineer shall exercise reasonable skill, care and diligence in the performance of the services agreed to be performed by it. If in the performance of its services The Consulting Engineer has a discretion exercisable as between the Client and the Contractor, The Consulting Engineer shall exercise their discretion fairly having regard to, but not exclusively, reasonable commercial standards and the common intention under the contract.

The Consulting Engineer shall not be responsible for acts of negligence, default, omission or lack of due diligence by third parties or by The Client or any officer, employee, worker, agent or contractor of the Client (other than the Consulting Engineer) nor shall The Consulting Engineer be liable for any direct or indirect consequence or impact of any such act or omission on The Consulting Engineer's provision of its services.

The Consulting Engineer shall have no liability to the Client or any other person for any loss (including loss of profit) or damage arising out of or caused by, directly or indirectly, any changes of property market values or levels of property market activity.

Where the Client has directed or agreed that any part or all of an engagement be carried out by specific staff or by staff of a certain competence and/or experience, the level of skill, care and diligence reasonably to be expected of The Consulting Engineer in the provision of those services shall be that level of skill, care and diligence that can be reasonably expected from personnel of that competence and/or experience.

2.2 Asbestos

The Consulting Engineer does not [ordinarily] provide asbestos surveying or assessment services as part of its engagements. While The Consulting Engineer may notify the Client if the Consulting Engineer suspects that asbestos may be present in respect of which The Consulting Engineer is providing its services for the Client, notwithstanding anything to the contrary contained in these Conditions of Engagement except to the extent specifically agreed as provided below in this clause 2.2. The Consulting Engineer shall not be liable either directly or indirectly for any failure to detect or to notify the Client of the presence of asbestos or any asbestos containing materials (ACMs) which may be present in any building, structure, remnant structure, basement or the ground immediately surrounding that structure. It is the Client's responsibility to engage appropriate professional advisors in respect of such matters.

When specifically agreed as part of the engagement, The Consulting Engineer will carry out ground related investigations for the purpose of enabling the ascertainment of the presence of and quantifying any asbestos or ACM's that may be present at the investigation site. The Client must first procure that the site is cleared by a licensed contractor of any surface concentrations of contaminating asbestos or ACMs. If unexpected, significantly large concentrations of asbestos or ACMs are identified, then The Consulting Engineer may need to suspend investigations until the Client has procured that such asbestos or ACMs are removed by a licensed contractor.

The Client is responsible for advising The Consulting Engineer of any 'cache' or large concentration of asbestos/ACM in the ground.

Where such investigations are agreed as part of the engagement, The Consulting Engineer will carry out appropriate desktop studies and walkover inspections to prepare an investigation strategy which will include the protocol for sampling material and identifying the locations of exploratory holes to be dug for sampling purposes. The Consulting Engineer will use appropriately skilled personnel who have undergone appropriate asbestos recognition training to carry out the sampling.

Samples will be sent to an appropriate independent UKAS accredited laboratory who will quantify and speciate the asbestos. The Consulting Engineer will prepare a factual report with due reference to their findings.

Quantification and distribution of asbestos/asbestos types or ACMs is based on exploratory holes dug at specific locations and whereas the due diligence of an appropriately experienced consulting engineer will be used in determining the positions of exploratory holes, quantities in between positions can and might vary in a way other than anticipated because of unpredictable heterogeneity. This may lead to an inaccuracy in any prediction in asbestos and/or ACMs quantity or identification of a 'cache' of asbestos, for which The Consulting Engineer will have no liability.

The Consulting Engineer, where instructed, will prepare strategy and protocol documentation for appropriate clearing of this waste material and the monitoring and validation of the process. Where The Consulting Engineer are instructed, they will prepare risk assessments and method statements. They

will monitor any works to remove asbestos and ACM's and provide an appropriate validation report. Where licenced or Notifiable Non-Licenced Work (NNLW) is carried out, the Client may need to instruct an independent validation consultant. This can be done independently or through The Consulting Engineer.

2.3 Invasive Species

The Consulting Engineer is not a specialist in the identification, treatment or removal of invasive species and does not provide such services as part of its engagements. Notwithstanding anything to the contrary contained herein, The Consulting Engineer shall not be liable either directly or indirectly for any failure to detect the presence of Japanese Knotweed or any other invasive species that may be present. It is the Client's responsibility to employ appropriate professional advisors if the presence of an invasive species is suspected and to notify The Consulting Engineer of any known infestation on their site or in the immediate vicinity.

2.4 Toxic or Other Fungal Moulds

The Consulting Engineer does not employ or engage toxicologists and shall not be liable either directly or indirectly for any failure to detect toxic/black mould or other fungal or toxic substances.

2.5 Hazardous Substances

The Consulting Engineer does not employ or engage hazardous substance experts and shall not be liable, either directly or indirectly, for any failure to detect any hazardous substances.

Where the Client knows or suspects that a property or part of a property might be infested with any pathogen containing substance or other hazardous substance, the Client must notify The Consulting Engineer prior to their inspection or investigation. Before any investigation can be undertaken, The Consulting Engineer will conduct a risk assessment and method statement for the inspection. This procedure may result in an additional cost to the Client.

2.6 Duties

The Consulting Engineer shall carry out the duties as reasonably instructed by the Client and as agreed by The Consulting Engineer as within the scope of the engagement. If the Client's verbal instructions are set out in written correspondence from The Consulting Engineer to the Client, it is the Client's responsibility to notify The Consulting Engineer of any omissions or errors in such recording of those instructions prior to the commencement of that work.

Methodology for construction procedure is not normally provided. Where elements of construction are beyond the scope of experience of the builder, the Client is advised to encourage the builder to seek advice. When our advice is sought, an appropriate additional charge will be made.

2.7 Retention of Sample Materials (where taken)

The Consulting Engineer is unable to indefinitely store samples recovered during investigations unless specifically agreed in writing. Samples held by The Consulting Engineer will usually be retained for a period of two weeks after the date of issue of the relevant report to the Client. Samples sent to sub-contracted laboratories for testing will be retained by the laboratory for the specified periods as set out in their conditions. The Consulting Engineer will not be responsible for any costs incurred as a result of failing to keep samples beyond such dates. Where a Client requires samples to be stored for a longer period, sufficient notice will be required, and additional fees will be charged. This fee will reflect the additional costs of storage and transportation. An advisory note and guidance on associated fees are available on request.

2.8 General Arrangement Drawings and Setting Out

Unless specifically engaged to do so, The Consulting Engineer will not be responsible for confirming either precise dimensions or the fit of any assembled parts. Where appropriate to the engagement and requested to do so by the Client, The Consulting Engineer will examine fabrication drawings and comment on whether they are a correct interpretation of the design requirements. However, it should be noted that consent does not relieve the contractor of the responsibility for accuracy of their drawings or products.

2.9 Data Protection

The Consulting Engineer is committed to the General Data Protection Regulation (GDPR) May 2018. The Consulting Engineer holds data in formats that are secured on site and also backed up using secure services. The data held has been obtained in a legitimate business context for the purpose of providing our service to the Client and administration of the Client account, including accounting and audit purposes and for the purpose of handling any complaints. The Consulting Engineer will only store personal or sensitive data that the Client has provided, such as bank details, contact names, site addresses, names and email addresses as needed for such purposes. The Consulting Engineer takes our Client's privacy very seriously and we will not use or share the Client's personal or contact information with any other company for marketing purposes.

A copy of our Data Protection Policy is available on request.

3. OBLIGATIONS & RESPONSIBILITIES OF THE CLIENT

3.1 Liability of Directors & Employees

Your contract is with The Consulting Engineer. Save in respect of death or personal injury, the Client will look only to The Consulting Engineer (and not to any officer or individual employed or engaged by The Consulting Engineer) for redress if the Client considers that there has been any breach of the terms of the contract or in tort or breach of duty. The Client agrees not to pursue any claims in contract, tort or for breach of statutory duty (including negligence) against any individuals working for and on behalf of The Consulting Engineer in carrying out its obligations under the contract at any time, whether named expressly in the terms of the engagement or not. The Client acknowledges that such individuals are entitled to enforce this term of this clause and all limitation or exclusions of liability under these Conditions of Engagement pursuant to the Contracts (Rights of Third Parties) Act 1999.

3.2 Fees

Fee estimates and quotations will be valid for one month from date of issue and are exclusive of VAT. Any fee estimates/quotations are based on the information provided at the time of their issue. If there are changes at any point to the proposals / scope of works required by the Client or necessitated by unforeseen complications (such as the identification of asbestos or other hazardous materials) or circumstances beyond The Consulting Engineer's reasonable control, then the actual costs may vary accordingly, and the Client will be informed as soon as reasonably practicable of such change.

Payment other than for work covered by a quotation shall be on a time basis at the following rates:-

C.Easterbrook Senior Engineer £80/hour

The hours shall be made up of all activities connected with the engagement carried out by technical staff. This will include administrative tasks properly carried out by such persons. Secretarial services are an overhead of The Consulting Engineer and are factored in the technical staff rates as an overhead and not separately charged.

3.3 Sub-Contracted Laboratory Testing

The majority of The Consulting Engineer's laboratory testing is sub-contracted to appropriate/UKAS accredited laboratories. Prices for chemical/geotechnical analysis are based on a usual expected 10 working day turnaround (with the exception of special tests that require analysis over a specific length of time). Quicker turnarounds can be arranged on request and may incur additional charges. The Consulting Engineer cannot guarantee turnaround times from sub-contracted laboratories.

If MCERTS are required on chemical analysis, an additional charge will be made.

3.4 Amendment or Additions to Consultant's Brief

Amendments or additions to work covered by a quotation forming the basis of a contract agreed between the Client and The Consulting Engineer, whether arising from the Client, lead consultant, other stakeholder or other circumstances not of The Consulting Engineer's making, will be subject to an appropriate variation of fees based on either the above hourly rates or a further quotation. If there are changes at any point to the proposals / scope of works previously agreed with the Client then the actual costs may vary accordingly, and the Client will be informed as soon as reasonably practicable.

3.5 The Status of Issued Technical Documents

All reports must be considered advisory and subject to any limitations indicated in these Conditions and/or stated in the report themselves. The advice is presented after any due investigation and/or consideration and to that end the reports can be relied on. However, any implied construction details or drawings within a report must be considered as preliminary and should not be relied on for construction purposes. With respect to drawings generated from engineering design, a similar due process applies. This is to issue documents, including drawings, for the purposes of construction in three stages:

- 1 – preliminary **P** to provide the clients and all involved as to a preliminary view to what the construction proposal might reasonably be. At this stage, all details may not have been collected and/or collated or all comments as to the acceptability of the proposals received from all stakeholders. A drawing issue sheet will be issued to all stakeholders with anticipation of reasoned comments/observations.
- 2 – tender **T** where work is to be tendered, it is anticipated that not all detail will necessarily be provided with sufficient accuracy to facilitate construction. However, sufficient information will be provided to facilitate tendering. It is anticipated that the successful contractor may wish to submit alternative most acceptable proposals in respect of any item of construction and it is for the tenderer to make such proposals to the consultant.
- 3 – construction **C** at this time sufficient due diligence checks and consideration by all stakeholders will have been made to facilitate the correctness of the proposal to endorse the drawing for construction.

Where designs, reports and/or calculations are issued to the Client, it is the responsibility of the Client, unless otherwise stated, to make a timely submission of these to Building Control, or other authority / organisation who would otherwise expect to approve or comment on the document(s), prior to works or other actions commencing as appropriate.

3.6 Monitoring of Construction Works

The Consulting Engineer recommends that sufficient site monitoring is carried out to confirm that construction is in accordance with The Consulting Engineer's design. The cost of such monitoring, site meetings or liaison with stakeholders, is not included in our quotation unless specifically indicated. Any such work requested by the Client and agreed to be provided by The Consulting Engineer will be charged at hourly rates in accordance with clause 3.2.

3.7 Access to the Site

The Client will be responsible for informing The Consulting Engineer of any site restrictions that could affect access to the site or to the movement of any proposed investigatory equipment on the site, including restrictions on size (e.g. width of access); weight; parking/unloading; working hours; adverse ground conditions/topography; etc. The fee estimate is based on the information provided by the Client at the date of issue and assumes that, except as specifically noted in the fee estimate, safe appropriate access is available for the proposed investigatory and other equipment. Costs may vary if alternative plant or access arrangements are required or if only limited access is available and the Client will be informed of such changes as soon as reasonably practicable.

3.8 Cancellation / Postponement of Instruction/

The Client will be responsible for payment of any fees, costs or expenses together with such sum as The Consulting Engineer reasonably estimates for its loss of profit incurred or suffered by The Consulting Engineer in performing its duties prior to any notice by or on behalf of the Client to cease or delay work or arising from any cancellation of the engagement by the Client before completion of the agreed services.

3.9 Site Changes / Modification

If any site conditions or ground conditions change between the time of investigation, design and construction then the Client is to advise The Consulting Engineer accordingly and seek further advice. The Consulting Engineer may have to vary its charges accordingly to accommodate any changes to the services or the manner of their provision as a result of such changes.

3.10 Fee Account Queries

Any dispute with an invoice shall be notified to The Consulting Engineer within 7 days of the date of issue of the invoice, with a sufficiently detailed reasoning for the dispute.

3.11 Payment

Invoices may be submitted by the Consulting Engineer monthly, and/or at strategic times or milestones during the work, or, in the case of smaller projects, on completion. The Client agrees to pay promptly and in full within 28 days of the date of invoice unless otherwise agreed by The Consulting Engineer. It is the Clients' responsibility to ensure that it has access to sufficient funds to meet its payment obligations to The Consulting Engineer.

If it is anticipated that payment cannot be made within these terms, the Client agrees to notify The Consulting Engineer in writing as soon as it becomes aware of the same and to use its best endeavours to agree a reasonable timeframe to make payment.

The Consulting Engineer is not obliged to agree any late payment terms. Payment terms outside of The Consulting Engineer's usual payment terms must be agreed by it prior to the Client's instructions being accepted, failing which The Consulting Engineer's usual payment terms shall apply.

The Consulting Engineer will exercise its right to claim interest on any outstanding invoices either at the applicable court rate for judgment debts or, if services have been provided to a company, interest and compensation in accordance with the Late Payment of Commercial Debts (Interest) Act 1998, at the rates applicable to the outstanding sums due. Interest will accrue both before and after judgment and continue to accrue until the outstanding amount is paid in full.

3.12 Stop Work Clause

Failure by the Client to pay any amount due to The Consulting Engineer under these Conditions of Engagement by the final date for payment of that amount as detailed on the invoice, shall entitle The Consulting Engineer to suspend further performance of the services on giving to the Client 7 days' notice of its intention to suspend performance. Such notice shall not be given before the relevant final date for payment and shall be without prejudice to any other rights of or remedies available to The Consulting Engineer in respect of non or late payment, including the right to claim interest. The Consulting Engineer shall not be in breach and shall have no liability to the Client by reason of any failure or delay in the performance of its obligations under the engagement as a result of such suspension.

3.13 Disbursements

Where disbursements are not included within a quotation, the Client shall, in all cases, reimburse The Consulting Engineer in respect of all of The Consulting Engineer's disbursements properly made or incurred in connection with:-

- (a) Printing, reproduction and purchase of all documents, drawings, maps, records and photographs. A schedule of rates is available on request.
- (b) Telephone calls.
- (c) All delivery charges and postage.
- (d) Travelling, hotel expenses and other similar disbursements. Mileage costs are charged at 45p/mile. (Time spent travelling is charged for at the hourly rates quoted in 3.2 unless already covered by a quotation).
- (e) Specialist Field Equipment. Schedule of rates available on request.
- (f) Laboratory tests (refer to Section 3.3).
- (g) Materials / equipment purchased or hired specifically to carry out any instructed assignment. Fees for hired-in plant are based on up to a 10-hour day (incl. travel time). Any additional time in excess of 10 hours would be charged pro-rata at the rates provided.
- (h) With regard to the issue of reports, a pdf copy of the report will be provided. Hard copies can be provided if required at additional cost of £10 each.
- (i) During intrusive site investigations, various extra overs may be required, which will be charged at cost +10%, including:
 - Fencing off exploratory holes / working area during investigatory works for health and safety purposes.
 - Additional re-instatement requirements. No allowance will be made for 'like for like' reinstatement unless specifically requested by the Client. Otherwise any investigation

locations will be backfilled with arisings and any exploratory holes (i.e. trial pits) will be compacted with the excavator bucket. In addition, it will not be possible to reinstate any vegetation where its clearance was required, or minor surface damage from the tracking of plant.

- Implementation of contaminated ground or groundwater management measures.
- Materials for soakage tests. In the event that a test pit is unstable or needs to be secured when unattended (for health and safety purposes) or does not drain within the allowed time on-site, it may be necessary to backfill the soakage test pits with single size gravel (which will need to be imported) and install water monitoring standpipe points and remote water level sensing equipment.
- Bowser refills for soakage tests.
- Removal of material off site [in the event that surplus material is produced that cannot remain on site].

3.14 VAT

Unless otherwise expressly stated, all fees set out in a quotation or otherwise payable under or in connection with an engagement are exclusive of Value Added Tax, the amount of which shall additionally be payable by the Client to The Consulting Engineer at the rate and in the manner prescribed by law.

3.15 Fee Fluctuations

Fee Estimations and quotations have been based on prices using anticipated costs and sub-contractor fees at the time of quotation. However, price fluctuations caused by the current economic climate, not limited to: inflation, changes in tax rates, currency exchange rates, increased material costs, energy costs, increased sub-contractor rates, can significantly alter the anticipated and quoted fees. By accepting our Fee Proposal, you are accepting any fluctuation costs which are incurred due the current volatile economic climate. Should there be a cost variation the Client will be notified in writing in accordance with Clause 3.4 of these Conditions of Engagement. Other clauses within our Conditions of Engagement, which may also be subject to this price fluctuation clause include, but not limited to: Clauses 3.3, 3.4, 3.9, 3.13 above.

3.16 CDM Regulations 2015

Health and Safety in construction is managed in compliance with the Construction (Design and Management) Regulations 2015 often referred to as the CDM Regulations. The Client must promptly on demand by The Consulting Engineer provide any information relating to the site (including any existing structures, services, contamination and other such information) that may be relevant to the assignment which the Client would be reasonably deemed to hold. Failure to comply with the CDM Regulations may result in prosecution. Please contact The Consulting Engineer at the time of commissioning this brief, or before if you are uncertain of Client's responsibility in respect of the Health & Safety Act, and/or should you need further advice. Also, further advice can be obtained from the Health and Safety Executive.

3.17 Principal Designer and Pre-Construction Health & Safety Plan

Where a Principal Designer, to comply with CDM Regulations 2015, is required, The Consulting Engineer is able to provide this service where asked to do so. This service will be at an additional cost and will necessitate the production of a Pre-Construction Health & Safety Plan to advise the Client, design team and tendering contractors in respect of construction risks and their proposed management and other tasks as defined by the Regulations.

3.18 Collateral Warranties

The Client must inform The Consulting Engineer **before** The Consulting Engineer's acceptance of the engagement of any requirement for The Consulting Engineer to enter into a Collateral Warranty Agreement or Form/Deed of Appointment.

Where agreed by The Consulting Engineer to enter into any such document as part of the engagement, The Consulting Engineer will only be obliged to enter into an industry standard Collateral Warranty on reasonable commercial terms such as that provided by The Construction Industry Council. Where a non-industry standard Collateral Warranty is required by the Client, The Consulting Engineer will consider the document provided and may require the Collateral Warranty to be amended following liaison with

its insurers and/or solicitors. The Client will be responsible for The Consulting Engineer's reasonable legal and administrative costs incurred in connection with any such review and negotiation of terms, which shall be payable notwithstanding that The Consulting Engineer may be, acting reasonably, unable or ill-advised to enter into any non-industry standard document.

3.19 Utility Services (where exploratory investigation is required)

Under current Health and Safety Executive (HSE) guidance HSG47, clients need to inform The Consulting Engineer about any relevant information about the site, any existing structures and services for which they would be deemed to hold information.

With regard to services, this would include:

- What services are known to serve the site;
- If there are any easements (for other services passing through or across the site);
- The location of any known services (i.e. current service plans, if available); and
- Where services enter any buildings.

Where The Consulting Engineer is carrying out any exploratory investigation on a Client's behalf, The Consulting Engineer will exercise all due diligence in locating utility services. The Consulting Engineer will not however, commence any mechanical intrusive investigations until it has viewed service plans, considered information provided by the Client (in respect of the above), conducted on-site scans and, if required, excavated hand-dug trial holes to locate services.

The Consulting Engineer will not be responsible for any damage to pipes, cables, etc., not identified or wrongly identified on plans which have been provided by others and on which, acting reasonably, the Consulting Engineer should have been able to rely on or other information provided by or on behalf of the Client that cannot reasonably and readily be deduced from non-invasive on-site inspection and evidence. The Consulting Engineer will carry out standard remote sensing techniques to confirm the position of services and where possible and necessary excavate hand-dug, shallow trial pits to identify such services. The excavation of such trial pits will necessitate an additional charge unless the same has been predicted and made allowance for in the Consulting Engineer's scope of services document.

3.20 Third Party Information

Where and if appropriate, it is the Client's responsibility to supply up to date drawings or proposal plans prior to site investigatory works.

Where any services or boundary walls, for example, might impact on the conclusions drawn in any investigation, the Client is obliged to advise The Consulting Engineer prior to commissioning him to carry out the works.

If the Client is aware of any modifications to the site, including changes of levels or the presence of any contaminants or pollution, or hearsay of the same, they are also to advise The Consulting Engineer accordingly and before any investigation is carried out.

3.21 Unforeseen Ground Conditions with Implications to Structure and Infrastructure

The Consulting Engineer does not accept any liability for any subsidence or structural damage caused to the Client's property or any adjacent or adjoining properties precipitated by investigatory works encountering unstable ground conditions (such as mining related features, natural solution cavities, backfilled structures or other potentially hazardous natural or geological features) that were unrecorded or could not have been reasonably foreseen or avoided. In the event that structural distress occurs to a building during the course of such investigatory works, operations may be suspended for health and safety reasons and the Local Building Control Officer notified.

In the case of such an occurrence, The Consulting Engineer, unless otherwise instructed, will act with all due diligence of experienced structural engineers and on the confirmation of instruction from The Client, to mitigate the adverse effects of such an event as far as reasonably practical to do so.

In the instance where no other principal designer or principal contractor is appointed, The Consulting Engineer will notify the Health & Safety Executive and other statutory undertakers as reasonably necessary.

The Client will need to notify their insurers immediately of such an event.

The Consulting Engineer will make reasonable charges for the provision of services relating to damage mitigation and limitation.

In accepting these terms, the Client agrees to indemnify The Consulting Engineer against all claims, costs, damages and expenses arising from such loss, damage or injury, including claims by third parties and including claims for damage to crops and property and chattels, related to unforeseen or unavoidable ground conditions or caused as a result of appropriate investigatory works carried out on site at the Client's request or in the proper course of the provision of The Consulting Engineer's services that could not reasonably have been foreseen and/or avoided.

The owner(s) of a property to be investigated in any way or modified by proposed construction should be aware that they have an obligation to notify their insurers of the proposed investigatory works prior to commencement of those works. Non-disclosure of the proposal to investigate and the eventual result of the investigatory works may affect the validity of any building insurance policy for which The Consulting Engineer shall not be liable.

3.22 Ground Investigation Limitations in respect of Rapidly Varying Ground Conditions

Ground conditions may vary rapidly across the site. This variation may not be obvious at the time of The Consulting Engineer's investigation. Although the skill and diligence of a reasonably competent geotechnical engineer/engineering geologist will be used in designing, undertaking and interpreting the investigations, ground conditions can vary rapidly and unpredictably. If this occurs, the geotechnical investigation may need to be augmented by further investigation and a new interpretation applied, with any ground engineering element design being reconsidered. Where the geotechnical engineer/engineering geologist has identified potential incompatibility between investigation and desktop/walkover studies, they will advise in their report and although it will not be practically possible to identify every such situation, but such action will to some extent mitigate construction related risk of unforeseen ground conditions.

Further investigation may be necessary/advisable and The Client will be responsible for all costs incurred in respect of any such further investigation. Accordingly, and particularly in areas of complex geology, physiography and anthropogenic activity, it is recommended that once established on site, the Client procures the carrying out of any further exploration necessary to verify ground conditions at any location where there is a potential anomaly.

3.23 Contaminated Land Investigations

Ground conditions may vary rapidly across the site. This variation may not be obvious at the time of our investigation. For example, contamination often exists as small discrete areas and there can be no certainty that any or all such areas have been located, sampled and / or identified. Although the skill and diligence of a reasonably competent engineering geologist/geo-environmental engineer will be used in designing, undertaking and interpreting the investigations, ground conditions can vary rapidly and unpredictably. If this occurs, the contaminated land investigation may need to be augmented by further investigation and a new interpretation applied, with any recommendations being reconsidered. Where the engineering geologist/geo-environmental engineer has identified a potential risk of this, i.e. incompatibility of findings and/or desktop studies, they have advised in their report and though it may not be possible to identify every circumstance, such a risk should be largely mitigated.

The Client will be responsible for all costs incurred in respect of any such further investigation. Accordingly, and particularly in areas of complexity, it is recommended that the Client procures the carrying out of any further exploration necessary to verify contaminated ground conditions at any location where there is a potential anomaly.

Unless otherwise stated, comments made relating to ground gas or groundwater conditions are based on observations made at the time of the investigation. Ground gas and groundwater conditions may vary as a result of seasonal or other effects.

3.24 Contractor / Supplier Designed Elements

Where a supplier or contractor is providing construction elements or methodology to facilitate any construction, The Consulting Engineer does not routinely carry out a check of the structural adequacy of their proposals. This is only done where required by the Client. Where it is, the Client must provide timely advice to The Consulting Engineer, which must be confirmed in writing for The Consulting Engineer to carry out such a check.

The Consulting Engineer will detail the supporting arrangement requested by any designing supplier / contractor, providing that the requirement can be accommodated in the co-ordinated structural arrangement and that it is, in itself, not structurally deficient.

3.25 Permanent / Temporary Works

The structural design carried out by The Consulting Engineer, unless otherwise referred to, is for permanent works. The design, erection and maintenance of temporary works is the Client's building contractor's responsibility as their programme and construction methodology is not known to The Consulting Engineer and will, in any case, dictate what support is required. The Consulting Engineer can provide the Contractor with temporary works design or design loads to be resisted or can design temporary works where specifically engaged to do so. This service would be at additional cost.

3.26 Basements and/or Below Ground Structures

The Client shall be responsible for complying with any requirement by the Local Planning Authority to monitor/manage/advise significant changes in groundwater and manage associated planning permissions.

3.27 Cladding and Fire Stopping

The Consulting Engineer does not employ or engage specialist fire safety advisors and shall have no liability in respect of ensuring the adequate fire resistance of any cladding material used in the new construction or of any existing structures on which they are reporting and/or advising. We are unable to undertake an assessment of fire stopping measures in existing or new buildings. The Client is advised that he must engage an appropriate fire safety adviser to perform such a service. Advice as appropriate should be provided by this adviser to The Consulting Engineer where it is applicable to the service he is providing.

3.28 Piling and Ground Anchoring

Unless specifically instructed, The Consulting Engineer will not supervise piling or ground anchor construction. The Consulting Engineer will not be responsible for any defective construction.

3.29 Boundary Walls

With respect to any boundary wall, it is The Client's responsibility to establish the ownership and the right of access and to carry out any works for the purposes of maintenance, strengthening and any other purpose that The Consulting Engineer may be employed for and to advise the Consulting Engineer appropriately and in a timely manner.

3.30 Boundaries

The client is responsible for agreeing and confirming the position of any significant boundaries between properties, with the involvement of relevant property owners. If there is any doubt, we advise that party wall surveyors / appropriate experts be engaged. JGP will not be held responsible or liable for any boundary related dispute that might subsequently occur.

3.31 Party Wall Act

In designing and detailing works on behalf of The Client, The Consulting Engineer would reasonably consider the stability aspects of adjoining structures. However, The Consulting Engineer does not employ or engage party wall surveyors and are not experts in this area. The Client is advised to seek early advice from a suitably skilled and experienced party wall surveyor to ensure that the full implications of the Party Wall Act are understood.

3.32 Client's Property Insurers

The Client is responsible for fulfilling his obligations to his insurers in respect of any notification that they may require with regard to carrying out alterations or extension works to his property.

3.33 Restrictive Covenants

The Client is advised that there may be restrictive covenants against their further development of property or land. They are advised to consult their solicitor over this matter.

3.34 Where new construction extends across the property boundary

Where construction extends to the boundary or beyond the boundary of the property to be modified, the Client is reminded that he will most likely need an easement and/or boundary party wall agreement to do so. He must in respect of this liaise and instruct his solicitor and a party wall surveyor as appropriate.

4.0 CONSULTANT'S LIMITATIONS IN RESPECT OF LIABILITY

4.1 Non-exclusion of limitation for death or personal injury

NOTHING IN THIS SECTION 4 OR ANY OTHER PROVISION OF THESE TERMS OF ENGAGEMENT SHALL LIMIT OR EXCLUDE, OR BE DEEMED TO LIMIT OR EXCLUDE, THE CONSULTING ENGINEER'S LIABILITY FOR DEATH OR PERSONAL INJURY ARISING FROM THE CONSULTING ENGINEER'S NEGLIGENCE OR THAT OF PERSONS FOR WHOM IT IS VICARIOUSLY LIABLE.

4.2 Indirect or Consequential Losses

Save as may otherwise expressly be provided for in these Conditions of Engagement, neither party shall be liable to the other whether in contract or in tort or for negligence or for breach of the statutory duty or otherwise for any indirect or consequential losses, which term shall (whether in fact deemed direct or indirect) include without limitation loss of profits, loss of sales, loss of revenue, damage to reputation, loss or waste of management or staff time, interruption of business, or loss of data.

4.3 Net Contribution Clause

In the event that The Consulting Engineer is liable to the Client under these Conditions of Engagement, whether in contract or in tort or for negligence or for breach of the statutory duty or otherwise, The Consulting Engineer's total liability for any additional costs and expenses suffered or incurred by the Client as a result, shall be limited to that proportion of such costs and expenses which it would be just and equitable to require The Consulting Engineer to pay, having regard to the extent of The Consulting Engineer's responsibility for the issue in respect of which the costs and expenses have been incurred or suffered and the ability of the Client to mitigate against the same (whether or not it does so) and on the basis that all parties involved in the project should be required to pay such proportion that would be just and equitable for them to pay having regard to the extent of their own responsibility.

4.4 Evaporation Clause

Further and notwithstanding anything to the contrary contained in these Conditions of Engagement and without prejudice to any provision in these Conditions of Engagement whereby liability is excluded or limited to a lesser amount, the total liability of The Consulting Engineer under or in connection with the engagement whether in contract or in tort, in negligence, for breach of statutory duty or otherwise for any claim shall not exceed the amount, if any, recoverable by The Consulting Engineer by way of indemnity against the claim in question under its professional indemnity insurance taken out by The Consulting Engineer and in force at the time that the claim or, if earlier, circumstances that have given rise to the claim is or are reported to the then Consulting Engineer's insurers.

A copy of The Consulting Engineer's applicable professional indemnity insurance policy is available on request. In making its request to engage the service of The Consulting Engineer under these Conditions of Engagement, The Client acknowledges that it has had the opportunity to inspect the same and accepts the limitation of liability under this clause under such insurance to be a fair commercial arrangement in the circumstances and given the relative positions of the parties and the Client's ability to insure its own losses.

4.5 Financial Cap

Notwithstanding anything to the contrary in these Conditions of Engagement, the total aggregate liability of The Consulting Engineer under or in connection with the engagement for all claims whether in contract or in tort or for negligence or for breach of the statutory duty or otherwise shall not exceed in aggregate a multiple of ten times the total fees payable to The Consulting Engineer by the Client, unless otherwise indicated.

4.6 Pollution in Respect of a Pollution Incident

For any claim relating to pollution or in respect of a pollution incident (whether involving contamination to the environment or harm to persons or other pollution) which may arise due to the negligence of The Consulting Engineer or persons for whom it is vicariously liable, the Client agrees that the total aggregate liability of The Consulting Engineer's liability in respect of whatsoever number of claims due to that one incident shall be subject to and form part of the total aggregate limit of liability set out in clause 4.5 of these Conditions of Engagement.

4.7 Consulting Engineers Obligation to Maintain Professional Indemnity Insurance

The consultant engineer undertakes to maintain professional indemnity insurance in the minimum sum of the financial cap for at least 6 years beyond the period of completion of the engineer's assignment in respect of this project. Providing that it remains available to the consultant at a reasonable commercial rate.

4.8 Limitation of Time within which to Bring Claims

No action or proceedings under or in respect of the engagement of these Conditions of Engagement whether in contract or in tort or for negligence or for breach of the statutory duty or otherwise may be commenced against The Consulting Engineer after the expiry of the 6 years from the date (or last date in the case of a continuing breach) of the breach or other default to which the claim relates or such earlier date as may be prescribed by law.

5. PERSONAL STATUS OF THE CONTRACT

5.1 Third Party Rights

These Conditions of Engagement are issued to **Saltash Town Council in respect of Saltash Waterside** and do not confer or purport to confer on any Third Party, any benefit or any right pursuant to the Contracts (Rights of Third Parties) Act 1999.

5.2 Transfer of Benefit

Reports and designs are prepared for the benefit of the Client and its advisors in relation to the project to which the engagement relates. The reports and designs shall not be relied upon for any other situation, neither shall any rights in respect of them or under these Conditions of Engagement be transferred or assigned or charged to any other party without the written agreement of The Consulting Engineer, which shall not be unreasonably withheld or delayed. Where The Consulting Engineer agrees to transfer or assign or charge any contractual or other rights or benefits conferred on the Client, The Consulting Engineer will owe no greater duty of care either in extent or longevity than would have been the case had the transferee been The Consulting Engineer's Client under the original appointment and all limitations and exclusions under these Conditions of Engagement shall continue to apply.

In no case shall The Consulting Engineer be required to transfer or assign any rights or benefits to more than two transferees or assignees.

6. LAW AND JURISDICTION

These Conditions of Engagement shall be subject to English law.

The Client and The Consulting Engineer agrees that any dispute claim or other proceedings under or in connection with the engagement or these Conditions of Engagement, including as to their interpretation and application, that is not resolved by mediation, conciliation or arbitration as the parties may agree is appropriate is to be subject to the exclusive jurisdiction of the English Courts and that the determination of such Courts shall be binding and final.

AUTHORISATION TO PROCEED

Job Number: 19827

Project Title: Saltash Waterside Project

Issuing Engineer: Chris Easterbrook

Estimated Fee: Concept Design and Drafting - £2,300 + VAT

Issued to: Saltash Town Council

Email Address: irtaylor2@outlook.com

Date of Issue: 28/04/25

It is agreed that this Date of Issue is the Date of Service Commencement.
The Client is to check this box and initial if the Confirmation Date below is to be the Date of Service Commencement.

☐

I / We confirm acceptance of the proposal and Conditions of Engagement as laid out and attached to John Grimes Partnership Ltd.'s email dated **28/04/25** and hereby authorise John Grimes Partnership Ltd to carry out the work in accordance with that proposal.

I confirm that I am an authorised signatory.

Signed: _____

Print Name: _____

On behalf of: _____

Confirmation Date: _____

Invoice Address (if different from above): _____

Please sign and return to John Grimes Partnership Ltd:

Address: Leonards Road, Ivybridge, Devon, PL21 0RU
Email: post@johngrimes.co.uk

Contact Permissions

We would love to send you the latest information about John Grimes Partnership Ltd and updates to our services by E-mail, Post, Phone and other electronic means. We'll always treat your personal details with the utmost care and will never sell them to other companies. Please let us know if you would like us to contact you or not by ticking one of the options below:

- ☐ Yes please, I'd like to hear about JGP news and services
- ☐ No thanks, I don't want to hear about JGP news and services

You have the right to withdraw your consent at any time by emailing post@johngrimes.co.uk and asking for your details to be removed from our general mailing list.

FTC held on 6 February 2025

351/24/25 TO RECEIVE CORNWALL COUNCIL'S PROPOSED GILSTON ROAD WORKS CONSULTATION AND CONSIDER ANY ACTIONS.

Members discussed the Gilston Road consultation and the recently implemented no-right turn.

Members felt it was too early to comment on the consultation and preferred to wait and see how heavier traffic might affect congestion during busier times such as spring / summer holidays.

It was proposed by Councillor Peggs, seconded by Councillor P Samuels and **RESOLVED** to defer to Full Council to be held on 5 June 2025.



Your ref: Infra24-090
My ref:
Date: 28/01/2025

Dear Sir / Madam,

Gilston Road, Saltash – Prohibition of Right-hand Turn

Cormac, on behalf of Cornwall Council, is inviting comments on a proposal to implement a right-hand turn prohibition, into Callington Road from Gilston Road.

The introduction of these measures is expected to improve road safety in the area and reduce traffic congestion caused by long waiting times for vehicles completing right-turn manoeuvres from Gilston Road. Making a right turn onto the main road is challenging, often leading to traffic queuing behind and causing delays for both left and right-turning vehicles. By banning right turns traffic flow from the junction could be significantly improved.

Following the implementation of the prohibition, drivers wishing to make right turns will instead be required to use Pillmere Roundabout 150 meters south of Gilston Road. Users heading in the direction of Liskeard will be encouraged to use Burraton Road. Additionally, extra double yellow lines are proposed on Burraton Road prevent obstructive parking and facilitate better traffic-flow.

These measures are initially being implemented as a trial in the form of an Experimental Traffic Regulation Order (ETRO). The ETRO will be brought into force on the **28/01/2025** and stay in force for a period of **18 months**, whilst its effects are monitored and assessed. Following which, Cornwall Council will make a decision on whether to make these measures permanent.

It is not possible to submit a formal response to the consultation until the ETRO comes into force. However, it is suggested that responses are made after the restrictions have

been in place for a period of time to allow a considered response to be made. Any responses must arrive no later than the **28/07/2025**.

To respond to this consultation, you can either:

1. Use Cornwall Council's Consultation finder, an on-line facility for viewing and responding to traffic consultations. This can be accessed by visiting www.cornwall.gov.uk/TrafficConsult. Once registered you will be able to submit responses to this and other current traffic consultations.
2. E-mail Infrastructure Design at traffic@cormacltd.co.uk, quoting the scheme name and reference, and indicating your support or objection to the proposals.
3. Respond in writing using the attached Consultation Response Form, indicating your support or objection to the proposals. Please return the form to the address shown at the foot of it.

If you wish to discuss any aspect of this scheme, please do not hesitate to contact me.

Yours sincerely

Muhammad Nihad AbdulRahiman
Engineer (Project Manager)
Infrastructure Design
Tel: 01872 327281
Email: traffic@cormacltd.co.uk

Infrastructure Design Consultation Response Form

Scheme Name: Gilston Road, Saltash
Scheme Reference: Infra24-090
Designer Name: Muhammad Nihad AbdulRahiman
Start of Consultation: 28/01/2025
End of Consultation: 28/07/2025

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐

Name:
Please print in block capitals

Organisation:

Address:

Postcode:

E-mail:

Date: / /
 DD MM YYYY

- What is your view on this scheme? Support ☐ Object ☐
1. (please tick one) Please use the box below to provide any comments you have with regards to this scheme. If you wish to
2. object to the proposal, you **must** state your reasons for doing so.

Please continue overleaf if necessary

Please return this form to: Infrastructure Design Western Group Centre,
Radnor Road, Scorrier, Redruth TR16 5EH
traffic@cormacltd.co.uk

Privacy Information

Cormac collects personal information from you when you register a consultation response. We will use this information to assist in collating feedback and to respond to you if we require clarification or further information on the response you have provided. The secure management of your information is very important to us and work has been undertaken to ensure that the Company is GDPR compliant.

Please note that any personal information collected from you as part of the consultation process will be securely destroyed within 12 weeks of completion of the scheme. However, you have the right to request that your information is removed at an earlier point, by using the contact details provided in this letter.

If you choose not to provide your address with your response or withdraw your personal information before completion of the scheme, we regret that we may be unable to consider your response in regard to a particular aspect of it. Nonetheless, any points made will still be considered as general comments.

You can find out more information about how your information is used, how we maintain the security of your data and your rights in regard to the information we hold about you on our website: <https://www.corservltd.co.uk/privacy-and-cookie-policy/>

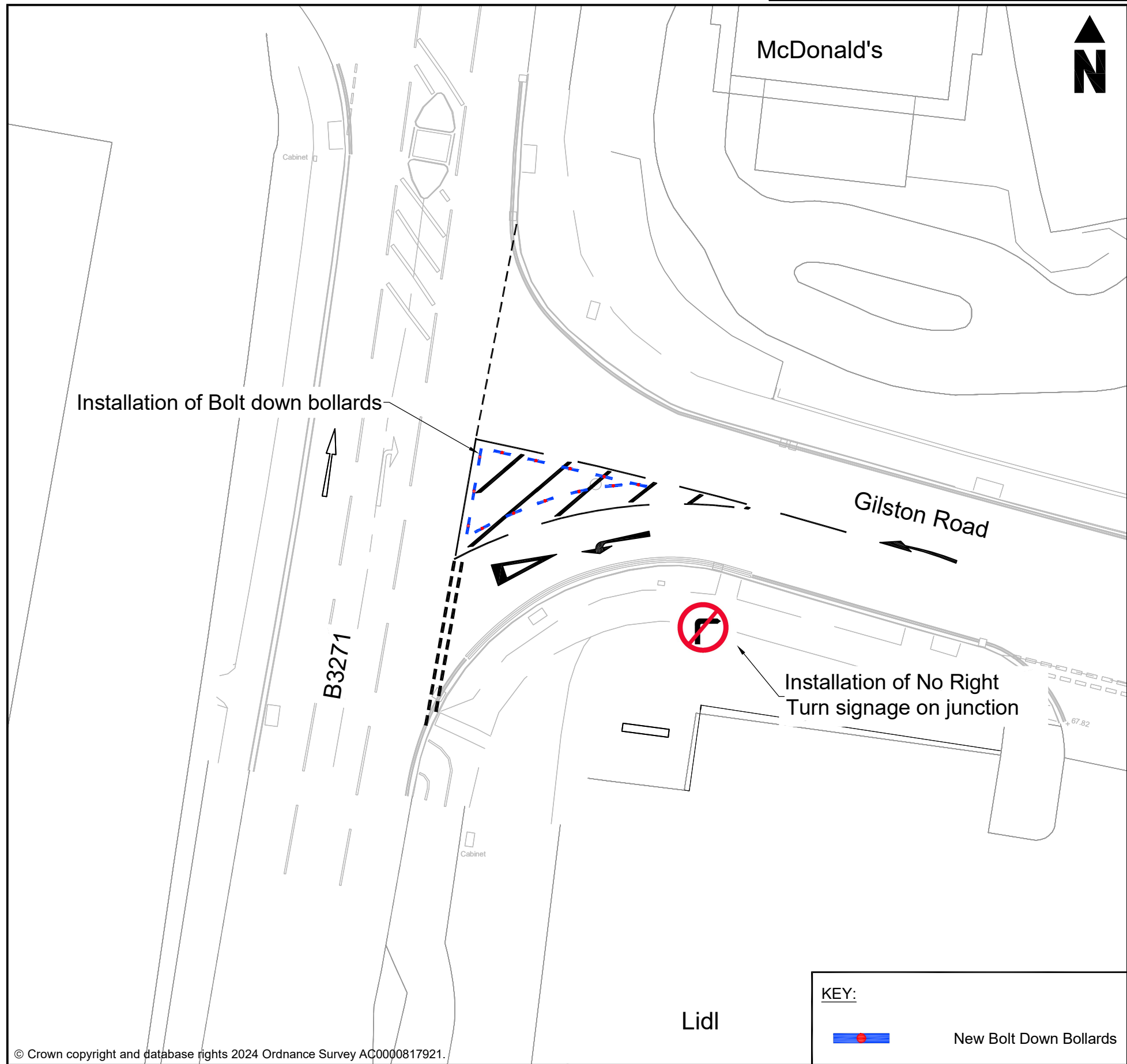
If you have any other queries regarding the use of your data, you can contact the Data Protection Officer at Corserv Solutions Ltd, Western Group Centre, Radnor Road, Scorrier, Redruth TR16 5EH or phone 01872 323 313.

EXPERIMENTAL TRO

CORMAC Consultancy,
on behalf of Cornwall Council, is inviting comment on the following proposal
Gilston Road, Saltash
Sheet 01 Of 03



Date	Originator	Document ref.
28/01/25	JJ	Infra24-090_SN_01



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To respond, please send any comments or objections, specifying the grounds on which they are made, via email or in writing to:
**Infrastructure Design Group, CORMAC Consultancy,
Radnor Road, Scorrier, Redruth, TR16 5EH.**
Alternatively, please scan the **QR Code** to respond online using the Consultation Finder service or visit:

www.cornwall.gov.uk/TrafficConsult

To arrive no later than: **28/07/2025**



"QR Code" is a registered trademark of DENSO WAVE INCORPORATED.

Copies of the draft proposals and plans are available for public inspection during normal office hours at:

New County Hall, Treyew Road, Truro TR1 3AY

Please contact us using the details below to obtain further information.

Telephone:
Email:

01872 327281
traffic@cormacltd.co.uk

Please quote reference: **Infra24-090_SN_01**

Privacy Notice

CORMAC Solutions Ltd requests personal information when you respond to this consultation for the purposes of collating feedback and/or responding to any comments received. This information is destroyed within 12 weeks of the scheme's completion, although you may request this earlier by contacting us. If you choose not to provide an address or other personal information, or withdraw these before the scheme's completion, we regret that we may be unable to consider your response in regards to a particular aspect of the scheme. In line with the GDPR you can find further details on how CORMAC may use any information you supply, how we maintain the security of your data and your rights in regard to the information we hold about you on our web-site: <https://www.corservltd.co.uk/privacy-and-cookie-policy/>

Please note that it may also be necessary to include any information you provide in publicly available documents or to disclose it to third parties under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. Please contact the below if you have any concerns or queries regarding the processing of your information.

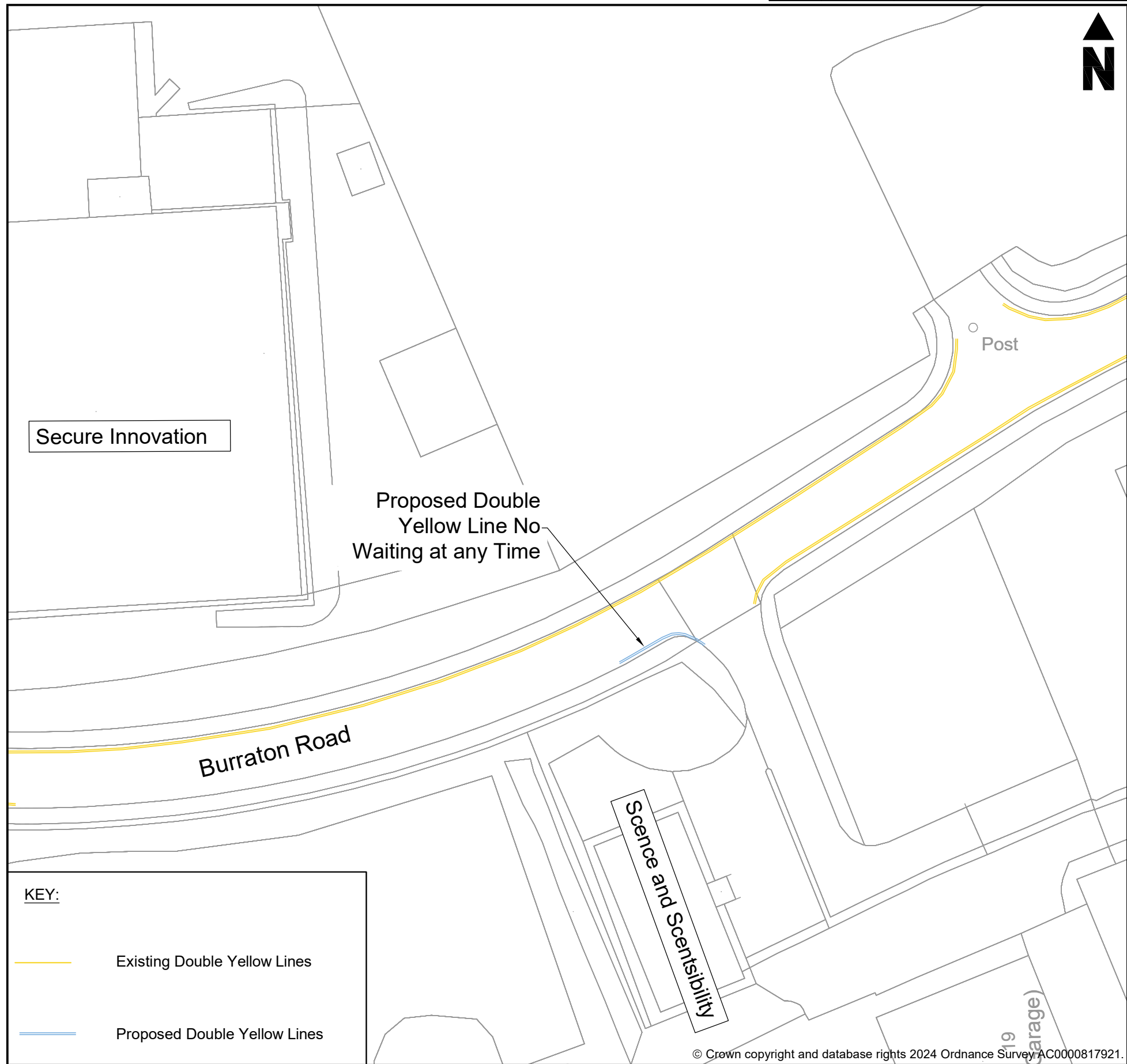
Data Protection Officer: CORMAC Solutions Ltd, Western Group Centre, Radnor Road, Scorrier, Redruth, Cornwall, TR16 5EH

EXPERIMENTAL TRO

CORMAC Consultancy,
on behalf of Cornwall Council, is inviting comment on the following proposal
Gilston Road, Saltash
Sheet 02 of 03



Date	Originator	Document ref.
28/01/25	JJ	Infra24-090_SN_02



To respond, please send any comments or objections, specifying the grounds on which they are made, via email or in writing to:
**Infrastructure Design Group, CORMAC Consultancy,
Radnor Road, Scorrier, Redruth, TR16 5EH.**

Alternatively, please scan the **QR Code** to respond online using the Consultation Finder service or visit:

www.cornwall.gov.uk/TrafficConsult

To arrive no later than: 28/07/2025

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Please contact us using the details below to obtain further information.

Telephone: **01872 327281**
Email: **traffic@cormacltd.co.uk**

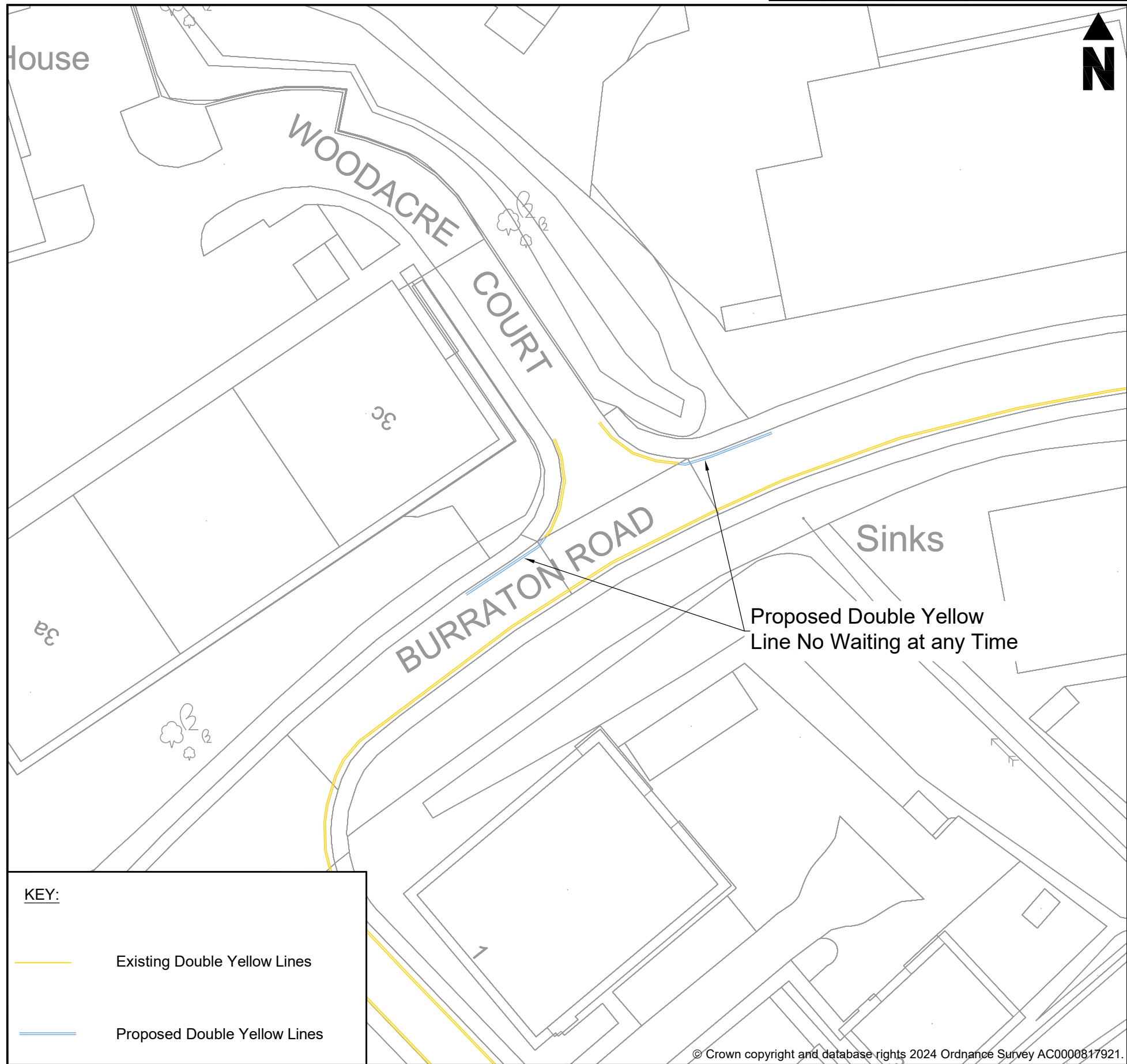
Please quote reference: **Infra24-090_SN_02**

EXPERIMENTAL TRO

CORMAC Consultancy,
on behalf of Cornwall Council, is inviting comment on the following proposal
Gilston Road, Saltash
Sheet 03 of 03



Date	Originator	Document ref.
28/01/25	SBS	Infra24-090_SN_03



To respond, please send any comments or objections, specifying the grounds on which they are made, via email or in writing to:
**Infrastructure Design Group, CORMAC Consultancy,
Radnor Road, Scorrier, Redruth, TR16 5EH.**

Alternatively, please scan the **QR Code** to respond online using the Consultation Finder service or visit:

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To arrive no later than: 28/07/2025

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Email: **traffic@cormacltd.co.uk**

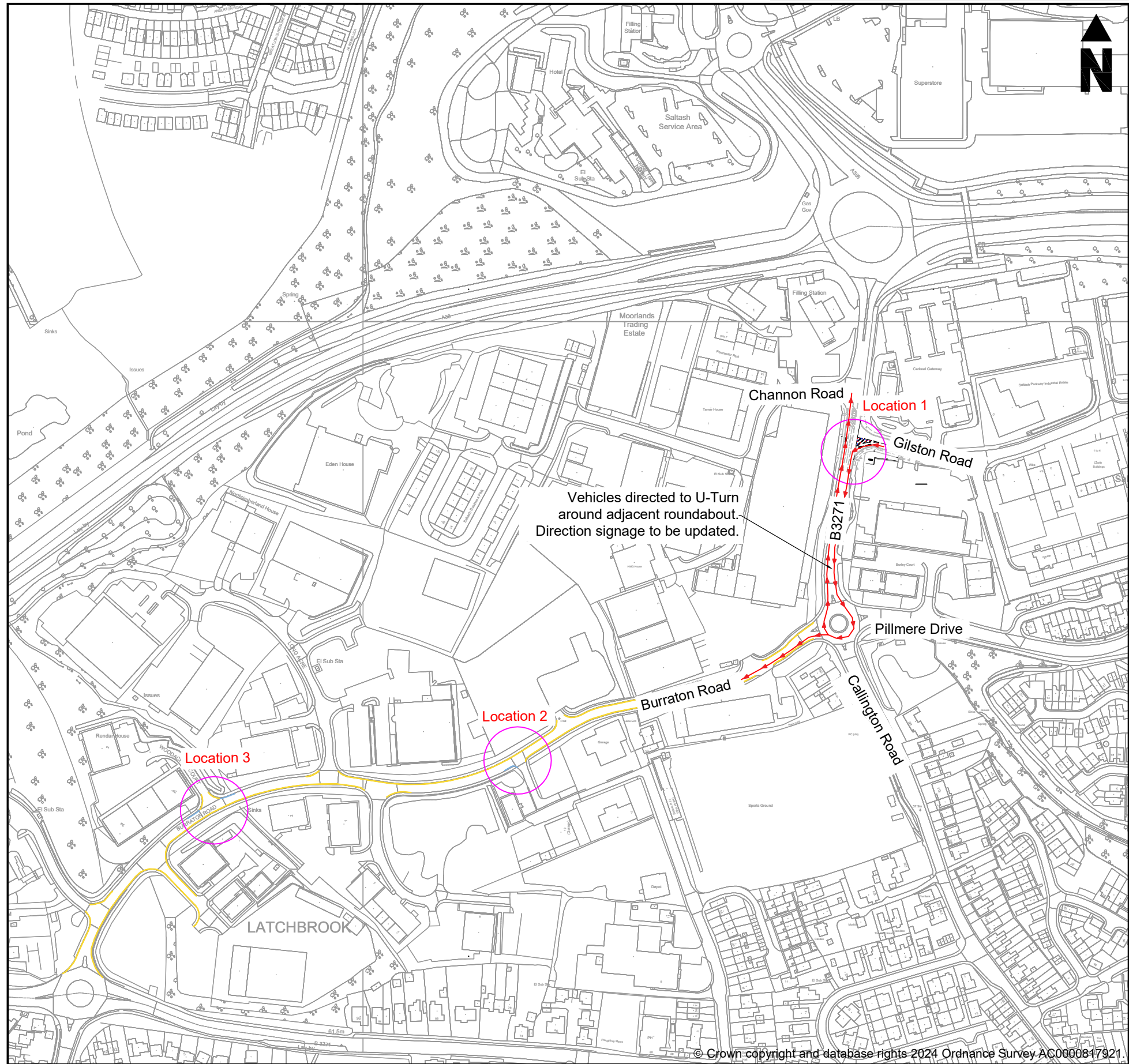
Please quote reference: **Infra24-090_SN_03**

EXPERIMENTAL TRO

CORMAC Consultancy,
on behalf of Cornwall Council, is inviting comment on the following proposal
Gilston Road, Saltash
Location Plan



Date	Originator	Document ref.
28/01/25	JJ	Infra24-090_SN_04



To respond, please send any comments or objections, specifying the grounds on which they are made, via email or in writing to:
**Infrastructure Design Group, CORMAC Consultancy,
Radnor Road, Scorrier, Redruth, TR16 5EH.**

Alternatively, please scan the **QR Code** to respond online using the Consultation Finder service or visit:

www.cornwall.gov.uk/TrafficConsult

To arrive no later than: **28/07/2025**



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Copies of the draft proposals and plans are available for public inspection during normal office hours at:

New County Hall, Treyew Road, Truro TR1 3AY

Please contact us using the details below to obtain further information.

Telephone:
Email:

01872 327281
traffic@cormacltd.co.uk

Please quote reference: **Infra24-090_SN_04**

Privacy Notice

CORMAC Solutions Ltd requests personal information when you respond to this consultation for the purposes of collating feedback and/or responding to any comments received. This information is destroyed within 12 weeks of the scheme's completion, although you may request this earlier by contacting us. If you choose not to provide an address or other personal information, or withdraw these before the scheme's completion, we regret that we may be unable to consider your response in regards to a particular aspect of the scheme. In line with the GDPR you can find further details on how CORMAC may use any information you supply, how we maintain the security of your data and your rights in regard to the information we hold about you on our web-site: <https://www.corservltd.co.uk/privacy-and-cookie-policy/>

Please note that it may also be necessary to include any information you provide in publicly available documents or to disclose it to third parties under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. Please contact the below if you have any concerns or queries regarding the processing of your information.

Data Protection Officer: CORMAC Solutions Ltd, Western Group Centre, Radnor Road, Scorrier, Redruth, Cornwall, TR16 5EH

My ref: Infra24-009 CAR
Date: 21.05.2025

Dear Sir or Madam

A388, Carkeel, Saltash, Cornwall, PL12 6LD.

Cormac, on behalf of Cornwall Council, is inviting comments on a proposal to install a new living roof 2-bay bus shelter on a widened section of footway. The existing bus stop flag sign will be removed from the lamppost and re-erected on the new bus shelter. A new bracket and frame will be installed to the new shelter to accommodate the bus stop flag sign, timetable and signage. The aim of the proposal is to enhance facilities for southbound bus passengers and provide shelter from the elements.

If you have any comments to make on the proposals, I would be grateful to receive them no later than:

11.06.25

To respond to this consultation, you can either:

1. Use Cornwall Council's Let's Talk site, an on-line facility for viewing and responding to Council consultations. This can be accessed by visiting <https://letstalk.cornwall.gov.uk/transport>. Once registered you will be able to submit responses to this and other current consultations.
2. E-mail Infrastructure Design at traffic@cormacltd.co.uk, quoting the scheme name and reference, and indicating your support or objection to the proposals.
3. Respond in writing using the attached Consultation Response Form, indicating your support or objection to the proposals. Please return the form to the address shown at the foot of it.

If you wish to discuss any aspect of this scheme, please do not hesitate to contact me.

Yours sincerely

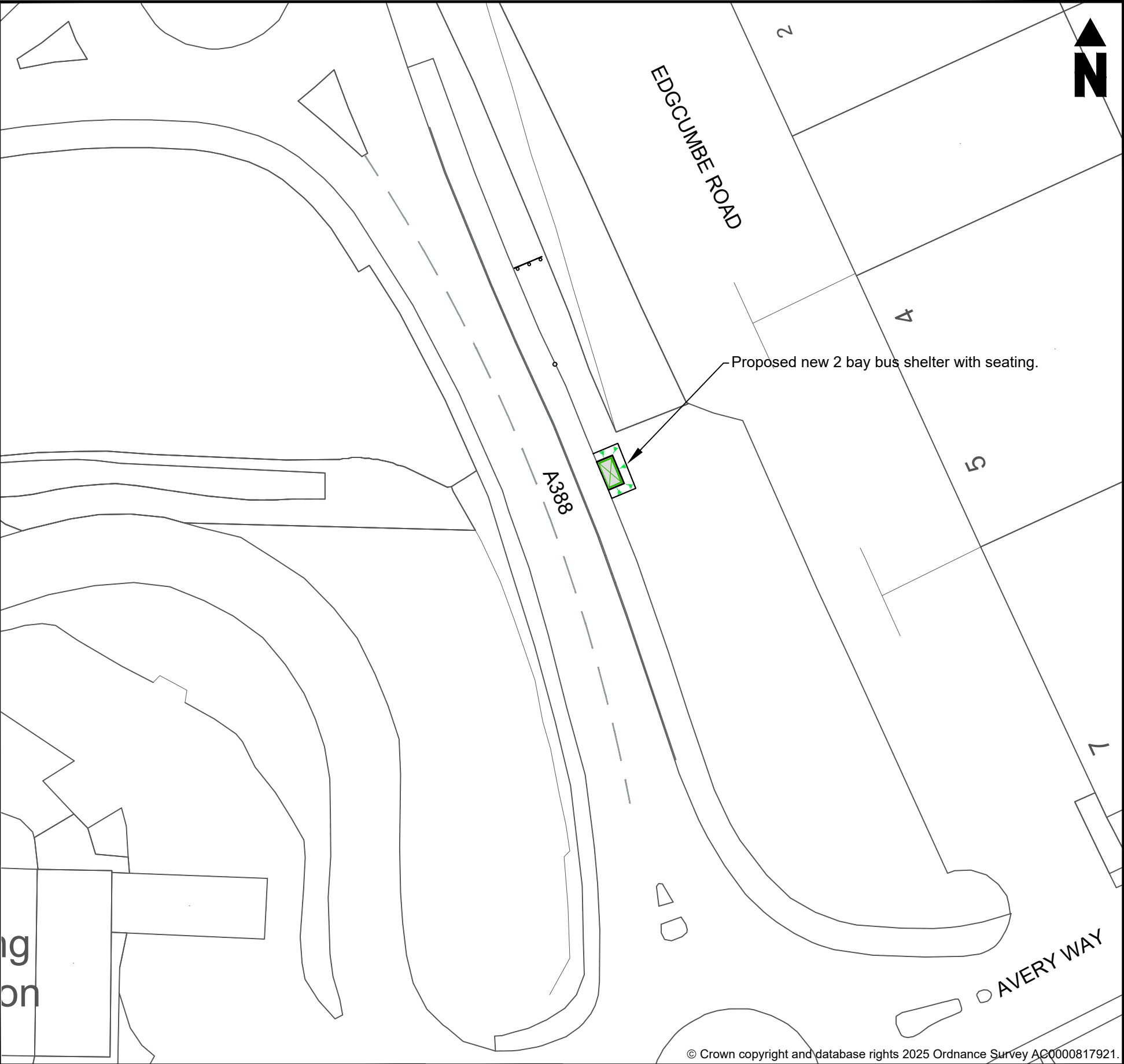
Simon Tammo
Technician
Cormac Solutions Ltd
Tel: 01872 327281
Email: traffic@cormacltd.co.uk

PROPOSAL



CORMAC Consultancy,
on behalf of Cornwall Council, is inviting comment on the following proposal
Installation of new footway area & 2 bay bus shelter
A388, Carkeel, Saltash, PL12 6LD.

Date	Originator	Document ref.
12/05/25	ST	Infra24-009_SNCAR 001



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To respond, please send any comments or objections, specifying the grounds on which they are made, via email or in writing to:
Infrastructure Design Group, CORMAC Consultancy,
Radnor Road, Scorrier, Redruth, TR16 5EH.

Alternatively, please scan the **QR Code** to respond online using the Consultation Finder service or visit:

<https://letstalk.cornwall.gov.uk/hub-page/transport>

To arrive no later than: 11/06/2025

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New County Hall, Treyew Road, Truro TR1 3AY

Please contact us using the details below to obtain further information.

Telephone: **01872 327281**
Email: **traffic@cormacltd.co.uk**

Please quote reference: **Infra24-009_SNCAR 001**

TO RECEIVE A REPORT ON THE ARRANGEMENTS FOR MEET YOUR COUNCILLOR
SESSIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Street Market trial appears to have been very successful during the first three months of operation, drawing in a greater number of shoppers than might otherwise be expected on a Saturday.

The increase in shopper numbers seems to be benefitting not just the stallholders, but the more established 'bricks and mortar' retailers also.

With the increase of footfall in the Town on market day, this presents the question as to whether Market Day would provide a better opportunity for Members of this Council to engage with the public, with our 'Meet Your Councillor' sessions.

There are a couple of points that should be understood before making any decision on changing the day on which these sessions take place. Firstly, the market is currently half way through a six-month trial period, although it seems likely that the market will continue to operate in the future. Secondly that the market may not be held every month of the year, although there could be a clear argument for this to happen.

Saltash Town Council has previously purchased a marquee, with the 'Meet Your Councillor' sessions in mind, whilst not always used. The marquee would clearly blend in with neighbouring stalls if used as originally planned.

I would ask that Members consider this change of day, for which I would personally be in favour.

End of report.

Cllr Pete Samuels

Co-option

RESPONSIBLE COMMITTEE: P&F

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

Current Document Status			
Version	2025	Approved by	P&F
Date	11.03.2025	Responsible Officer	AJT
Minute no.	164/24/25f(1)	Next review date	Annual or as required

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
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
05.2022	2/2022	AJT	ATM 05.05.2022	54/22/23d(ii)	Readopted
05.2023	2023	AJT	ATM 04.05.2023	65/23/24f(ii)	Readopted
02.2024	2024 DRAFT	AJT	P&F 27.02.2024	156/23/24f(2)	Reviewed for recommendation to FTC 03.2024
03.2024	2024	AJT	FTC 07.03.2024	367/23/24c	Recommended from P&F. Approved.
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.
01.2025	2025	AJT	P&F 14.01.2025	135/24/25a	Reviewed no amendments required
03.2025	2025	AJT	P&F 11.03.2025	164/24/25f(1)	Reviewed
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).¹ There is no statutory requirement² 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.

¹ 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).

² 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 councillor³ 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

³ 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

Vacancy arises	<ul style="list-style-type: none"> • Councillors notified. • Electoral Services notified.
Co-option (where no by-election is called)	<ul style="list-style-type: none"> • 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. • Prepare application packs including a copy of the STC Privacy Notice. • Application packs made available on website or on request.
Co-option (vacancies after an ordinary election)	<ul style="list-style-type: none"> • 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. • 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

	<ul style="list-style-type: none"> The co-option process should be completed within six weeks of the new Town Council taking office (four days after the election)
After closing date	<ul style="list-style-type: none"> Town Clerk (or officer with delegated authority) checks applications for eligibility. Eligible candidates invited to co-option meeting. 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. 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).
Co-option meeting (note this must be a Full Town Council meeting open to the public)	<ul style="list-style-type: none"> Where a candidate is a relative of an existing Councillor, that Councillor should declare a prejudicial interest and withdraw from the meeting. 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

	<p>explaining why they wish to become a member of the Town Council.</p> <ul style="list-style-type: none"> • After the presentations Councillors may ask questions of the candidates before proceeding to the vote. • 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. • 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 • The officer circulates one ballot sheet to each member present and eligible to vote • Every voting Member must record their name on the ballot paper and then the name of their preferred candidate
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	<ul style="list-style-type: none"> • The officer collects all of the ballot papers and confirms to the Clerk that there are no duplicate ballot papers • 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 • The voting process will be repeated until such time as a candidate has a clear majority as outlined in Standing Order 8a
After the meeting	<ul style="list-style-type: none"> • 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. • Town Clerk notifies Electoral Services of the new Councillor appointed. • Declaration of Interests paperwork to be completed within 28 days • Administration office to issue induction pack and undertake all necessary administration processes.
Where insufficient candidates come forward for co-option	<ul style="list-style-type: none"> • The vacancy will be re-advertised and the process continue until an appointment is made.

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

	<p>councils, unitary authority, charities).</p> <ul style="list-style-type: none"> • Ability and willingness to undertake relevant training. • Ability to work under pressure. 	<ul style="list-style-type: none"> • Experience of delivering presentations. • Experience of working with the media. • Experience in financial control/budgeting. • Experience of staff management.
Other requirements	<ul style="list-style-type: none"> • 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. • Flexible. • Enthusiastic. 	

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?	YES/NO
b. Are you the subject of a bankruptcy restrictions order or interim order?	YES/NO
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?	YES/NO
d. Are you disqualified by an order of court from being a member of a local authority?	YES/NO

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:

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

Your Data:

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

To receive applications for the office of Town Councillor and to co-opt candidates to fill the existing vacancy in Ward:

ESSA, TAMAR, TREMATON

<u>Name of Candidate</u>
ASHBURN Alice (preferred ward is ESSA)
GORDON Beverly (preferred ward is TAMAR)
McCAW Gordon (preferred ward is TREMATON)
MILLS Craig (preferred ward is ESSA)
NOWLAN Peter (preferred ward is ESSA)
STEERS John (preferred ward is TAMAR)
VIRGO Jim (preferred ward is ESSA)

WINDEBANK Andrew

(preferred ward is TAMAR)

WOODWARD Trevor

(preferred ward is ESSA)