

Public Document Pack

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 7th August 2025 at 7.00 pm

PRESENT: Councillors: A Ashburn, R Bullock (Chairman), S Gillies, Johns, S Martin, S Miller, L Mortimore, G McCaw, J Peggs, B Samuels, P Samuels, B Stoyel (Vice-Chairman) and J Suter.

ALSO PRESENT: 1 Member of the Press, 3 Members of the Public, 3 Members of the Twinning Association, H Frank (Cornwall Council), P Cadour (Cornwall Council) and K Johnson (Cornwall Council), S Burrows (Town Clerk / RFO) and D Joyce (Office Manager / Assistant to the Town Clerk)

APOLOGIES: R Bickford, J Brady and P Nowlan.

142/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

The Chairman welcomed newly elected Councillor Mark Johns to his first Saltash Town Council meeting.

143/25/26 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.

144/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

The Chairman invited the Town Clerk to speak.

The Town Clerk informed Members that one public question had been received for the meeting.

As the resident who submitted the question was not present, the Town Clerk proceeded to read the question on their behalf.

Date Received	Public Questions to the Town Council	Submitted By
31.07.25	<p>RE: A question regarding the travellers on Warfelton Field.</p> <p>Every year Travellers descend on Saltash, they ruin council owned land e.g. rubbish, human and dog faeces, damaged pitches. This has happened on Warfelton field and Saltmill. The travellers cause anti-social behaviour (abuse to local residents and children) and break the law (steal from shops). What measures are Saltash Council doing to prevent this from happening again?</p>	Resident

The Chairman thanked the resident for submitting their question.

The Town Clerk advised Members that unfortunately, Saltash Town Council does not have the authority to take direct action in this matter. Responsibility lies with Cornwall Council and/or the Police.

That said, the Town Council have been working diligently behind the scenes with both Cornwall Council and the Police to better understand the procedures involved and to ensure that pressure is maintained so the issue is not overlooked until it arises again.

Following the departure of the encampment, the Town Council have repeatedly requested a meeting with key stakeholders to explore potential preventative measures and possible changes to legislation.

This evening the Town Council are fortunate to have a Police representative in attendance, who will provide further updates under agenda item 10.

Additionally, Cornwall Councillor Frank has addressed the matter in her report under agenda item 16.

The Town Clerk invited Members to raise any questions or offer comments in response to the Town Clerk's remarks regarding this evening's public question. No further questions or comments were put forward.

It was proposed by Councillor Bullock, seconded by Councillor Peggs

and **RESOLVED** to delegate to the Town Clerk to respond in writing to the resident based on the information received this evening.

145/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 3 JULY 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 Bullock, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Full Town Council Meeting held on 3 July 2025 were confirmed as a true and correct record.

146/25/26 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

- a. Planning and Licensing held on 15 July 2025;

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

- b. Services held on 17 July 2025;

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

RECOMMENDATION:

34/25/26 TO RECEIVE AND REVIEW AMENDMENTS TO THE NOTICEBOARDS POLICY AND CONSIDER ANY ACTIONS.

It was proposed by Councillor Bickford, seconded by Councillor Miller and resolved to **RECOMMEND** the amended Noticeboard Policy to Full Town Council to be held on 7 August 2025, as attached.

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

- c. Personnel held on 31 July 2025.

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

45/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL RECRUITMENT AND SELECTION PROCESS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and discussed the report contained within the

circulated reports pack.

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

1. To approve the outsourcing of the shortlisting stage of all Town Council recruitment processes to HRSC, acting on behalf of the Council, at an hourly rate of £75.00, to be allocated to budget code 6701 EMF Staff Recruitment;
2. To delegate authority to the Assistant to the Town Clerk to update the Recruitment and Selection Policy to reflect the above arrangement;
3. To **RECOMMEND** to Full Council the approval of the amended Recruitment and Selection Policy (as attached).

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

147/25/26 TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided an overview of Saltash's twin town in France, Plougastel, with further details included in the circulated reports pack. The Chairman also gave a summary of the Mayor's and Deputy Mayor's engagements over the past month.

The Chairman welcomed representatives from the Saltash Twinning Association; Steph Chair of the Association, Corinne, Treasurer, and Amanda, Committee Member. The Chairman invited them to speak briefly about the twinning arrangement.

Over the years, the twinning agreement has fostered strong ties between Saltash and Plougastel, supported by regular reciprocal visits.

In 2025, a delegation from Saltash visited Plougastel, where the Twinning Representatives and the Mayor of Plougastel presented gifts for the Mayor of Saltash. These gifts were formally presented to the Chairman during the meeting.

It was **RESOLVED** to note.

148/25/26 TO RECEIVE THE LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2025-26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report contained within the circulated reports

pack detailing the increase for National Joint Council (NJC) pay points for the year 2025-26.

It was proposed by Councillor Peggs, seconded by Councillor Mortimore and **RESOLVED** to accept and implement the NJC pay award for the year 2025-26 as follows:

1. An increase of 3.2% on all NJC pay points up to and including 50 and above;
2. To be back dated with effect from 1 April 2025.

149/25/26 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

- a. Town Vision Sub Committee held on 7 July 2025;

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

- b. Library Sub Committee held on 8 July 2025;

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

150/25/26 TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.

Inspector Bowie in attendance at this evening's meeting was welcomed and invited to speak.

Inspector Bowie referred to the crime statistics outlined in the circulated reports pack, highlighting concerns regarding rising incidents of shoplifting and burglary.

Inspector Bowie noted that these types of crimes have declined since the departure of the travellers' site and expressed confidence that there is currently no indication of a prolific offender operating within the community.

Inspector Bowie encouraged residents who have experienced or been affected by crime to report incidents to the police, emphasising the importance of community engagement.

Inspector Bowie also provided an overview of the police response following reports of travellers at the Warfleton site, clarifying that the police do not have the authority to remove travellers unless the landowner has first completed the required formal process.

This process involved Cornwall Council carrying out safeguarding

assessments before issuing a notice to vacate the land, which was then followed by a formal notice from the police.

Both the Police and Cornwall Council acknowledged that the process needs to be more responsive and that improved communication and co-ordination are essential.

All key stakeholders involved have confirmed that valuable lessons have been learned and steps are being taken to enhance future procedures.

Inspector Bowie shared insights from data being collated from the neighbourhood police officers, noting that while some data is difficult to quantify, daily surveys help inform the inspector of local patrol strategies.

Officers are actively present in the sector for extended periods, with hotspot areas being visited multiple times a day. Inspector Bowie emphasised the importance of reporting crime, as this directly informs patrols and ensures appropriate police presence in affected areas.

It was **RESOLVED** to note.

151/25/26 TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

152/25/26 TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Due to the next meeting being held virtually on 7 October, there was no report to be received at this evening's meeting.

153/25/26 TO APPOINT REPRESENTATIVES TO SOUTH EAST CORNWALL CAP GROUPS:

a. Climate Change and Nature Recovery Network;

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** to appoint Councillors Ashburn and McCaw as representatives to the South East Cornwall CAP Climate Change and Nature Recovery Network.

b. Community Engagement.

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** to appoint Councillors Martin and Johns as representatives to the South East Cornwall CAP Community Engagement Working Group.

154/25/26 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Due to the next meeting being held on 19 August, there was no report to be received at this evening's meeting.

155/25/26 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

156/25/26 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Cornwall Councillor Frank provided a brief verbal overview on the report received and contained within the reports pack.

Councillor Frank reiterated Inspector Bowie's comments that Cornwall Council is currently reviewing its procedures for managing encampments, highlighting the need for improved communication and processes.

Cornwall Councillor Frank informed Members that Adult Education now has a new Portfolio Holder for Economic Regeneration and Investment, Councillor Tim Dwelly. Cornwall Councillor Frank was pleased to announce that, from August 2025, Cornwall Council will assume full responsibility for Adult Education for individuals aged 19 and over. This included planning, funding, and contract management. Town Council's will be well-positioned to shape adult learning provision in a way that reflects the geography, communities, and specific needs of different areas particularly those where adult education centres have previously closed.

Victoria Gardens railings have been repaired and will be reinstated since being damaged by the tree branch, with Cornwall Council conducting a new tree survey as soon as possible.

It was **RESOLVED** to note.

157/25/26 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed Members that a meeting had taken place online on 23 July, but little progress was made, the next meeting is scheduled for 3 September.

158/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

159/25/26 FINANCE:

a. To advise the receipts for June 2025;

It was **RESOLVED** to note.

b. To advise the payments for June 2025;

It was **RESOLVED** to note.

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

None.

d. To note that bank reconciliations up to 30 June 2025 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk.

It was **RESOLVED** to note.

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

It was **RESOLVED** to note.

160/25/26 TO REAFFIRM THE CIVILITY AND RESPECT PLEDGE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman read the Civility and Respect Pledge to Members contained and circulated in the reports pack.

It was proposed by Councillor Bullock, seconded by Councillor

Mortimore and **RESOLVED** to reaffirm Saltash Town Council's commitment to the Civility and Respect Pledge and the importance to continue revisiting the pledge on a quarterly basis at Full Council meetings.

161/25/26 TO RECEIVE A REPORT AND PROTOCOL FOR THE TOWN COUNCIL REMEMBRANCE CIVIC SERVICE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided an overview of the report received and contained within the circulated reports pack.

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

1. To approve for the Civic Party to assemble at the St Stephen-by-Saltash church at approximately 09:45am for the approximately 10:00am service, followed by the Act of Remembrance at the War Memorial at 11:00am, including the laying of the Town Council wreath (by invitation from Reverend Laura Bushell-Hawke);
2. To approve for the Mayor and Consort on behalf of the Town Council to lay wreaths at the Waterside, Saltash Railway Station, and the Memorial Peace Garden to symbolise remembrance and gratitude, supported by the Deputy Mayor and Consort, Town Clerk, Town Sergeant, Mace Bearer, and Councillors, who are welcome to attend;
3. To approve the Saltash Town Council Remembrance Civic Service to be held at Wesley Church, commencing at 2:00pm;
4. To approve the Reading of the Roll of Honour to take place at St Stephen by Saltash and Wesley Church;
5. To approve the Remembrance Parade supported by the Royal British Legion, to form outside Wesley Church and proceed down Fore Street at approximately 3:00pm to the War Memorial at St Nicholas and St Faith Church for wreath laying;
6. To provide light refreshments following the event at the Guildhall;
7. To approve (subject to invitation) for the Mayor and Consort to participate in the GWR poppies to Paddington event by handing over the Town Council wreath to the GWR Train Manager. The wreath will be carried with dignity to Paddington Station, where it will be ceremoniously placed at the War Memorial on Platform 1, alongside others from across the GWR network;
8. To approve the road closure by the appointment of Diverse Events

at a cost of £984.66;

9. To approve payment and TOIL for Officer and Civic Party members, as appropriate;
10. To approve all associated cost be allocated to budget code 6202 – Civic Occasions.

162/25/26 TO RECEIVE A REPORT FROM THE BEATING OF THE BOUNDS WORKING GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided an overview of the report received and contained within the circulated reports pack.

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

1. To approve the 2025–26 Beating of the Bounds event, scheduled for Saturday, 11 October 2025, with participants meeting at Waitrose car park at 10:30am;
2. To extend invitations to the Mayor's Chaplain Reverend Laura Bushell-Hawke, other local clergy, and the Town Crier to participate in the event activities;
3. To contact Botus Fleming Church to request their support in opening the church for the event providing light refreshments and history of the church;
4. To contact Botus Fleming Parish Council to request their approval for the Mayor to wear the chain of office when crossing the boundary;
5. To grant permission for the use of the Town Seals on promotional materials related to the event;
6. To approve ticket pricing at £5 per person, with tickets available for purchase from the library with immediate effect;
7. To approve an initial ticket allocation of 45 tickets. Should demand exceed this number, the Mayor will make a decision based on health and safety compliant, subject to final approval by the Assistant to the Clerk;
8. To approve complimentary tickets for the Mayor's Chaplain and her family, other clergy and their families, and any special guests as approved by the Mayor and Deputy Mayor;

9. To approve the use of Isambard House free of charge and for Councillor B. Samuels to provide homemade scones, including gluten-free options, with appropriate food hygiene certification confirmed;
10. To approve the Mayor to contact BBC Spotlight to invite media coverage of the event;
11. To delegate to the Service Delivery Department to ensure boundary stones are maintained, accessible for the event, reporting any health and safety concerns directly to the Assistant to the Clerk;
12. To delegate to the Service Delivery Manager to conduct a site visit to carry out a Risk Assessment ahead of the event;
13. To approve that Saltash Town Council will absorb any outstanding costs should the event run at a loss, with expenses allocated to budget code 6230 PF Social Media Advertising.
14. To note that bus transport will be available for individuals unable to walk part or all of the route.
15. To note that a sufficient number of qualified first aiders will be required to ensure the event is conducted safely. This will be determined based on ticket sales.
16. To note that Saltash Rotary kindly offered their support route Marshalls for road crossings.

163/25/26 TO RECEIVE A REPORT ON THE SALTASH AMBASSADOR SCHEME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman and Deputy Chairman provided an overview on the report contained and circulated in the reports pack.

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

1. To support the Saltash Town Ambassador Network;
2. To note that Saltash Rotary will work with James Jenkins to bring the scheme to fruition;
3. To thank James Jenkins for his initiative and Rotary for their continued commitment to the community.

164/25/26 TO RECEIVE AN UPDATED REPORT ON MEET YOUR COUNCILLOR SESSIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and discussed the report contained within the circulated reports pack on the Meet Your Councillor Sessions held on Market Day.

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

1. Approve future Meet Your Councillor (MYC) sessions to be held outside the former Bloom Hearing premises in Fore Street;
2. Approve that MYC sessions take place on the third Saturday of each Month, from 10am – 12 noon;
3. Agree that the Saltash Town Council gazebo is not required for these sessions, a tabletop display and pop-up banner will suffice;
4. Approve for the distribution of Saltash Town Council information leaflets, along with relevant materials from key stakeholders.

165/25/26 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 16 AUGUST 2025 IN CONJUNCTION WITH SALTASH MARKET DAY.

- a. The next scheduled meeting date Saturday 16 August 2025 in conjunction with Saltash market day.

Following the resolution under minute 164/25/26 the Town Clerk clarified the session will be held outside the former Bloom Hearing premises in Fore Street.

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

166/25/26 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.

167/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

168/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

169/25/26 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. Meet Your Councillor session;
2. Beating of the Bounds;
3. Remembrance Service;
4. Reaffirmation of the Civility and Respect Pledge;
5. Safer Cornwall Survey (link provided by Cornwall Council).

170/25/26 DATE OF NEXT MEETING: 4 SEPTEMBER 2025 AT 7:00 P.M.

Thursday 4 September 2025 at 7.00pm

171/25/26 COMMON SEAL:

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

DATE OF NEXT MEETING

Thursday 4 September 2025 at 7.00 pm

Rising at: 7.59 pm

Signed: _____
Chairman

Dated: _____

Saltash Town Council Noticeboards

RESPONSIBLE COMMITTEE: SERVICES

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

Current Document Status			
Version	V1	Approved by	
Date		Responsible Officer	LM
Minute no.		Next review date	Annual

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
06.2024	2024 DRAFT	SB	Services 13.06.2024	31/24/25	New policy. Recommended to FTC.
07.2024	2024	SB	FTC 04.07.2024	116/24/25a	Approved.
03.2025	2025	SB	P&F 11.03.2025	164/24/25c(19)	Reviewed
07.2025	V2	LM	Services 17.07.2025	34/25/26	Recommended to FTC

Document Retention Period
Until superseded

Introduction

The provision of a community noticeboard is not a statutory duty of Town and Parish Councils; however, Saltash Town Council recognises the benefit of such a facility to its residents and provides many noticeboards for community notices to be displayed.

Background

Saltash Town Council uses physical noticeboards to share relevant local information, as set out in the policy below. The policy tries to strike a balance between size of notice and space available to enable maximum availability and content. Priority should always be given to Town Council notices.

Location of Town Noticeboards

There are 7 general Town Council noticeboards in Saltash:

1. Fore Street
2. Waterside
3. St Stephens Church
4. Yellow Tor Road
5. Pillmere
6. Callington Road
7. Fairmead Road

There are 3 premises specific Town Council noticeboards in Saltash:

1. Saltash Library Hub
2. Isambard House
3. Jubilee Pontoon

Use of Town Noticeboards

General noticeboards can display (in order of priority):

- Town Council information and notifications, e.g. meetings, agendas, minutes, statutory notifications, AGAR, calls to tender, fees and charges, schedule of meetings calendar, consultations and Councillor information. (up to A4)
- Town council events, or those supported by the Town Council through festival or community chest funding, with the relevant acknowledgement as stated in the grant policy. (up to A4)
- Relevant public information events. (up to A4)
- Saltash based time specific community events. (up to A5)
- Saltash based time specific charity events. (up to A5)
- Saltash based organisations adverts (up to postcard/A6)

Any notice that is to be left in the noticeboards for more than three weeks are to be laminated or on suitable paper to reduce fading or curling.

Time specific event posters to be put in the noticeboard no earlier than three weeks before the event.

An organisation may only display a maximum of two notices at any time one. This may be reduced to one notice per organisation if there is insufficient room.

If there is insufficient room for current/important notices to be displayed, longtime posters will be removed and re-displayed when space becomes available, or event notices will be put in two weeks before the event rather than three weeks before the event.

A request for a notice to be permanently displayed can be made by an organisation for consideration by the Town Clerk. Where a notice is displayed permanently it may still be taken down temporarily to display Town Council notices.

Do not cover or overlap notices/posters. Avoid overcrowding.

The noticeboard in Fore Street is kept as one side for Saltash based community notices and the other side is split 50/50 for Town Council information only on one half and all Town Council events on the other half. Priority should be given to time specific events; ongoing activity notifications could be placed on the community side of the noticeboard if room dictates.

Premises specific noticeboards are to only have notices advertising events and meetings held in that location. General Town Council notices are only permitted under the direction of the Town Clerk. Community notices are not permitted in premises specific noticeboards.

Saltash Library Hub Noticeboard can display:

1. Agendas and Minutes for the library sub-committee.
2. Events held at the Library that meet the policy requirements for general noticeboards.

Isambard House Noticeboard can display:

1. Agendas and Minutes for the station property sub-committee.
2. Events held at Isambard House that meet the policy requirements for general noticeboards.
3. Relevant transport notices.
4. Trackside Café operational hours, menu, waiting room and toilet facilities.

Jubilee Pontoon Noticeboard can display:

1. Pontoon related notices, e.g. pontoon fees and charges, maintenance works.
2. Ferry information.
3. Visitor information.
4. Pop up sites.
5. Waterside event notices (subject to available space), that meet the policy requirements for general noticeboards.

No commercial advertising is allowed in any noticeboard. Exceptions will be made when Saltash Town Council is working in partnership with the commercial organisation e.g. Plymouth boat trips operating from the Town Council's pontoon or when the commercial activity is taking place in a Saltash Town Council premises e.g. an art show held at Isambard House.

Notices will not be displayed which advertise events outside the Town of Saltash except for free or charity events which are considered to be a benefit to the health and wellbeing of residents.

Political notices will not be displayed.

The Town Council has the right to refuse a poster should it not comply with the policy rules or space is not available at the time of the request.

Requirements to be met by advertisers

Notices should be submitted to The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX ready to be displayed.

The Town Council is not responsible for printing posters for display.

Notices should contain information on the date of posting and the date the notice should be taken down.

If not clear from the notice the name and contact details of the author should be added to the notice, should we need to contact you.

Authority to use noticeboard and related matters

Town Council officers have the authority to display notices on the noticeboards.

If in doubt, ask the Town Clerk.

Display of material on the Town Council website

Notices approved for the physical town noticeboards will also be displayed on the virtual Town Council noticeboard and events diary (www.saltash.gov.uk). The same policy guidelines as above will apply.

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 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 four 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 on behalf of the Town Council via the Town Council's appointed Human Resources Consultant.

No interviewing Officers or Councillors will have sight of applications until after the shortlisting takes place.

Human Resources 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

Shortlisting is carried out by the Town Council's appointed Human Resources Consultant, acting on behalf of the Town Council.

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 interview panel 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 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 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) subject to the candidate meeting the expectations of the role.
- 2.3. Human Resources will notify all unsuccessful candidates once the post has been filled.
- 2.4. The Line Manager will inform the Panel Members 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.

The Chairman of the Personnel Committee (or Vice Chairman in their absence) will inform the wider Personnel Committee and Town Council of the appointment adhering to UK GDPR.

2.5. Human Resources–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, Human Resources 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 Human Resources.
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.