



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall*  
*12 Lower Fore Street*  
*Saltash*  
*PL12 6JX*  
*Telephone: 01752 844846*  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

1 August 2025

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 7th August 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](mailto: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:

<b>Essa</b>	<b>Tamar</b>	<b>Trematon</b>
A Ashburn R Bickford J Brady R Bullock (Chairman) L Mortimore P Samuels	P Nowlan S Gillies S Martin J Peggs J Suter	S Miller G McCaw 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. (Pages 6 - 7)

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 Full Town Council Meeting held on 3 July 2025 as a true and correct record. (Pages 8 - 22)
6. To receive and note the minutes of the following Committees and consider any recommendations:
  - a. Planning and Licensing held on 15 July 2025; (Pages 23 - 29)
  - b. Services held on 17 July 2025; (Pages 30 - 53)
  - c. Personnel held on 31 July 2025.
7. To receive the Local Government Services Pay Agreement 2025-26 and consider any actions and associated expenditure. (Pages 54 - 55)
8. 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; (Pages 56 - 62)
  - b. Library Sub Committee held on 8 July 2025; (Pages 63 - 73)
9. To receive the Chairman's report and consider any actions and associated expenditure. (Page 74)

10. To receive the Monthly Crime Figures and consider any actions. (Page 75)
11. To receive a report from Community Enterprises PL12 and consider any actions and associated expenditure. (Page 76)
12. To receive a report from Community Area Partnerships and consider any actions and associated expenditure.
13. To appoint representatives to South East Cornwall CAP groups: (Page 77)
  - a. Climate Change and Nature Recovery Network;
  - b. Community Engagement.
14. To receive a report on behalf of Safer Saltash and consider any actions and associated expenditure.
15. To receive a report from Saltash Chamber of Commerce and consider any actions and associated expenditure. (Pages 78 - 79)
16. To receive a report from Cornwall Councillors and consider any actions and associated expenditure. (Pages 80 - 84)
17. To receive an update on the future of the health care in Saltash and consider any actions and associated expenditure.
18. To consider Risk Management reports as may be received.
19. Finance:
  - a. To advise the receipts for June 2025; (Page 85)
  - b. To advise the payments for June 2025; (Pages 86 - 88)
  - c. To report urgent and essential works actioned by the Town Clerk under Financial Regulations;
  - 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;
  - 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.
20. To reaffirm the Civility and Respect Pledge and consider any actions and associated expenditure. (Pages 89 - 90)
21. To receive a report and protocol for the Town Council Remembrance Civic Service and consider any actions and associated expenditure. (Pages 91 - 93)

22. To receive a report from the Beating of the Bounds Working Group and consider any actions and associated expenditure. (Pages 94 - 102)
23. To receive a report on the Saltash Ambassador Scheme and consider any actions and associated expenditure. (Pages 103 - 108)
24. To receive an updated report on Meet Your Councillor Sessions and consider any actions and associated expenditure. (Page 109)
25. Meet your Councillors: The next scheduled meeting date Saturday 16 August 2025 in conjunction with Saltash market day.
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.
27. To consider any items referred from the main part of the agenda.
28. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
29. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
30. Date of next meeting: 4 September 2025 at 7:00 p.m.
31. 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.



Questions - A 15-minute period when members of the public may ask questions of Members of the Town Council.

Please note: 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.

<u>Date Received</u>	<u>Public Questions to the Town Council</u>	<u>Submitted By</u>
31.07.2025	RE: A question regarding the travellers on Warfelton Field.  Please refer to the attached representation.	Resident

## Submission of Questions, Representations and Evidence Form

Questions, **representations and evidence** must be submitted in writing using the form provided **no later than 12 noon the day before the meeting** either by email to [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk) or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

<b>Name:</b>  Resident	<b>Date of submission:</b>  31/07/2025
<b>Are you attending the meeting in person to ask your question, please circle below:</b>  	
<b>If your question relates to a Planning or Licensing Application, please confirm the application number, name, address and whether you support or object:</b>  N/A	
<b>Question:</b> Write your question only, clearly and concisely, no person may submit more than one question, and no member of the public may speak for longer than 3 minutes.  Every year Travellers descend on Saltash, they ruin council owned land e.g. rubbish, human and dog feces, 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?	
<b>Representations and Evidence:</b>  Add representations/evidence to support your question.	

## **SALTASH TOWN COUNCIL**

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

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

**ALSO PRESENT:** 3 Members of the Public, 2 Members of the Press, PC Gary Smith (Saltash Neighbourhood Sergeant); J Higgins (President Saltash Tamar Lions Club) H Frank (Cornwall Council), P Cador (Cornwall Council) and K Johnson (Cornwall Council), S Burrows (Town Clerk / RFO) and D Joyce (Office Manager / Assistant to the Town Clerk)

**APOLOGIES:** R Bickford and S Gillies.

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#### **107/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.**

The Chairman welcomed newly co-opted Councillors Alice Ashburn, Gordon McCaw and Peter Nowlan to the meeting.

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

#### **108/25/26 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
B Samuels	28	Non Pecuniary	Member of RBL	Yes
P Samuels	28	Non Pecuniary	Member of RBL	Yes

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

None received.

**109/25/26     PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**110/25/26     TO WELCOME, SALTASH TAMAR LIONS TO PROVIDE AN OVERVIEW OF THE SERVICES PROVIDED AND CONSIDER ANY ACTIONS**

The Chairman welcomed J Higgins President of Saltash Tamar Lions Club who gave a presentation to Members on the services provided by the newly formed branch.

J Higgins spoke on the club's mission, values and activities emphasising on their motto 'We Serve' and ethos 'Where there is a need, there is a Lion'

The Club invited the Mayor to their Charter Presentation Night in September and requested the Town Council continue to collaborate on community projects.

Members thanked John and the Saltash Tamar Lions Club for all their efforts in supporting those in need in Saltash.

It was **RESOLVED** to note.

**111/25/26     TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 5 JUNE 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 Peggs and **RESOLVED** to amend minute 91/25/26e date for the exercise of public rights on the 6 June 2025 to 10 June 2025.

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Full Town Council Meeting held on 5 June 2025 were confirmed as a true and correct record.

112/25/26 **TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

a. Policy and Finance held on 10 June 2025;

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

**RECOMMENDATION:**

**188/25/26 TO RECEIVE DRAFT TERMS OF REFERENCE FOR MEMBERSHIP AND CONSIDER ANY ACTIONS.**

Members received the report contained with the circulated reports pack.

Councillor Gillies referred to The Terms of Reference for Membership, Point 3, Selection Process, stating that it should be ensured that the person choosing names out of a hat should not also have their name in the hat.

It was proposed by Councillor Gillies, seconded by Councillor B Samuels and resolved to **RECOMMEND** to Full Town Council to be held on 3 July 2025 to:

1. Approve the Draft Terms of Reference of Memberships for the Town Council Committees, Sub Committees, Joint Committees, Working Groups, Outside Partnerships, subject to an amendment that the person who pulls the names out of the hat should not also have their name in the hat;
2. To include the Membership Terms of Reference as an Appendix to the main document which is the Terms of Reference of all Committees and Sub Committees, as the Membership Terms of Reference falls within that policy.

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

b. Planning and Licensing held on 17 June 2025;

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

**113/25/26    TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

- a. Town Vision held on 10 June 2025;

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

- b. Property Maintenance held on 24 June 2025;

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

**RECOMMENDATION 1:**

**10/25/26 TO RECEIVE A REPORT ON WORKS TO THE HERITAGE BUILDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members reviewed the report contained within the circulated reports pack on the works required to the Heritage Building.

The Office Manager / Assistant to the Town Clerk provided a brief verbal overview of the report.

It was proposed by Councillor Brady, seconded by Councillor Miller and **RESOLVED**;

1. To note the report from Barron Surveying following the recent drone survey of the roof;
2. To allocate appropriate funding within the five-year plan for the recommended roof works;
3. To note the scope of works for external redecoration and repair of the front elevation is now open for tender submissions;
4. To **RECOMMEND** to Full Council to vire £25,000 from General Reserves to budget codes 6471 EMF Heritage Centre (£20,000) and 6595 EMF Legal and Professional Fees (£5,000) to cover associated costs for the external redecoration and repair to the front elevation and professional fees (to note, Property Maintenance reports directly to Services, to avoid delay in the process, on this occasion, recommendation directly to Full Council);
5. To appoint Barron Surveying to provide contractual administration support up to completion of the external redecoration and repair to the front elevation at a cost of 15% of the contract value;

6. To appoint Councillors Miller and Brady to open and score the tender submissions following the tender closing date on 14 July 2025.

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

**RECOMMENDATION 2:**

13/25/26 TO RECEIVE HEADS OF TERMS FOR THE WATERSIDE TOILET AND SHEDS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members reviewed the report included in the circulated pack and expressed concerns regarding the terminology used in the Heads of Terms, specifically the reference to the property's use as a toilet block and storage facility.

Further concerns were raised about the break clauses outlined in the Heads of Terms.

It was proposed by Councillor Brady seconded by Councillor Miller and **RESOLVED;**

1. To **RECOMMEND** to Full Council to note the successful award of £7,480 in funding to Saltash Town Council and delegate to the Development and Engagement Manager (D&EM) to proceed with the process of undertaking the feasibility study for the Waterside Sheds and Public Conveniences site;
2. To note Councillors Bullock, Bickford and Miller remain on the Waterside Sheds and Public Toilet Project Working Group and approve the addition of Councillor Brady, and continue to work with the D&EM for the Waterside Sheds and Public Conveniences project;
3. To support in principle the Waterside Sheds and Public Toilets Heads of Terms, delegating to the D&EM and the working group to further review, reporting back to the next Property Maintenance Sub Committee meeting.

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

**114/25/26 TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**115/25/26     TO NOTE CHARITABLE FUNDS RAISED BY THE MAYOR OF SALTASH DURING THE 2024/25 CIVIC YEAR.**

It was **RESOLVED** to note the Charitable funds of £2,000 raised by the Mayor of Saltash during the 2024/25 civic year with donations to be evenly distributed to Saltash Youth Network and The Community Kitchen.

**116/25/26     TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.**

The Chairman welcomed PC Gary Smith – Neighbourhood Sergeant who was invited to speak on the crime figures received within the circulated reports pack.

PC Smith provided an update on recent burglary figures explaining that the rise was due to a series of incidents in the Saltash area affecting both homes and businesses. Investigations are ongoing, with suspects having been identified and arrests made.

PC Smith reaffirmed Saltash Police's commitment to attending every Full Council meeting to maintain strong communication and provide context to crime statistics.

PC Smith emphasised that Saltash continues to have relatively low crime rates compared to other towns and parishes of similar size. However, he stressed the importance of encouraging residents to report crimes using the available reporting tools.

It was **RESOLVED** to note.

**117/25/26     TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Nothing to report.



**118/25/26    TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the Community Area Partnership reports contained within the circulated reports pack.

Councillor Stoyel drew Members attention to the information provided regarding the Community Speed Watch initiative and strongly encouraged active participation in the scheme. Members were urged to report any areas of concern where speeding is an issue.

The Chairman drew Members attention to the CAP priorities and Town Councillor representation:

1. Transport, Connectivity and Accessibility and Economic Development – Councillors Bickford and Miller
2. Health and Wellbeing – Councillor Peggs

Members representing the CAP priorities are encouraged to review the CAP Action Plan Progress summary.

The Chairman also informed Members that the CAP agreed the membership of the Funding Panel and that she is the representative from Saltash.

It was **RESOLVED** to note.

**119/25/26    TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided a brief verbal summary of the Safer Saltash meeting attended earlier in the day.

The update included points already covered by the Police regarding current crime trends in the Saltash area, safeguarding matters and progress on the Town Council's CCTV provision.

It was **RESOLVED** to note.

**120/25/26    TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**121/25/26     TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members raised a range of questions to the Cornwall Councillors, covering topics such as the removal of the Beryl Bikes scheme in Saltash, funding contributions from National Highways to assist with promotions of the use of Beryl Bikes and the development site at Treledan.

The Town Council emphasised the importance of ensuring National Highways funding is utilised in Saltash and not lost.

Cornwall Councillor Frank confirmed that mitigation discussions with CC Officers and Highways have begun to safeguard the funding.

Cornwall Councillor Frank informed Members that the next meeting of Cornwall Council's Full Council is scheduled for 22 July during which a motion concerning abandoned boats will be presented.

It was **RESOLVED** to note.

**122/25/26     TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report submitted on behalf of the Saltash Health Care Action Group contained within the circulated reports pack.

Members expressed thanks to the Chairman Peter Thistlewaite for his ongoing determination to improve access to healthcare services in Saltash.

It was **RESOLVED** to note.

**123/25/26     TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**124/25/26     FINANCE:**

- a. To advise the receipts for May 2025;

It was **RESOLVED** to note.

- b. To advise the payments for May 2025;

It was **RESOLVED** to note.

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

Nothing to report.

- d. To note that bank reconciliations up to 31 May 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.

**125/25/26     TO APPOINT MEMBERS TO THE BURIAL AUTHORITY COMMITTEE.**

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** that Councillors Ashburn and McCaw be appointed to the Burial Authority Committee.

**126/25/26    TO APPOINT MEMBERS TO THE FOLLOWING SUB COMMITTEES:**

a. Property Maintenance;

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** that Councillor Nowlan be appointed to the Property Maintenance Sub Committee.

b. Station Property;

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** that Councillor Ashburn be appointed to the Station Property Sub Committee.

c. Town Vision;

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** that Councillor Suter be appointed to the Town Vision Sub Committee.

**127/25/26    TO APPOINT MEMBERS TO THE TOWN COUNCIL WORKING GROUPS:**

a. Waterfront Management & Water Transport;

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** for Councillors Ashburn, McCaw and Nowlan to be Members of the Waterfront Management and Water Transport Working Group.

b. CIL Application - Fourth Round;

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** for Councillor Ashburn to be Member of the CIL Application – Fourth Round Working Group.

c. Saltash Waterside Sheds and Public Toilets Project.

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** for Councillor Ashburn to be Member of the Saltash Waterside Sheds and Public Toilets Project.

**128/25/26    TO APPOINT A MEMBER TO THE OUTSIDE PARTNERSHIP - SAFER SALTASH.**

It was proposed by Councillor Bullock, seconded by Councillor Suter and **RESOLVED** for Councillor Stoyel to be a representative of Saltash Town Council on Safer Saltash.

**129/25/26     TO RECEIVE AN AMENDMENT TO THE SCHEDULE OF MEETINGS 2025/26 AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** to approve the rescheduling of the Planning and Licensing Committee meeting from 16 to 18 September 2025 and delegate to the Office Manager / Assistant to the Town Clerk to ensure all relevant documents are updated.

**130/25/26     TO RECEIVE GOVERNMENT PLANNING CONSULTATIONS AND WORKING PAPERS AND CONSIDER ANY ACTIONS.**

Councillor B Samuels provided a verbal overview on the Government's Planning Consultations and Working Papers, informing Members of proposed changes that could impact on the Town Council's role and responsibilities as a consultee.

It was proposed by Council Brady, seconded by Councillor Miller and **RESOLVED**

1. To note the Government Planning Consultations and encourage Members to make their own comments through online surveys;
2. To delegate to the Chairman of Planning and Licensing to write a draft response on behalf of Saltash Town Council, circulating to Members for feedback and final sign off by the Town Clerk.

**131/25/26     TO RECEIVE SALTASH TOWN TEAM NOTES AND TERMS OF REFERENCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note Town Team notes and Terms of Reference.

**132/25/26     TO RECEIVE A REPORT ON CHURCHTOWN FARM NATURE RESERVE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed in length the proposal received from Anthony Estates contained within the circulated reports pack.

The Town Clerk spoke of questions raised with Anthony Estates regarding their proposed Heads of Terms for a working agreement with Saltash Town Council.

The responses included clarification on associated costs, confirmation

of payment amounts and the timing of those payments.

Members discussed several areas of concern, including the need to secure legal representation for the Town Council prior to entering into a working agreement, ensuring accountability for how public funds are spent, what outcomes they deliver and financial considerations such as the source and timing of funding.

It was proposed by Councillor Bullock, seconded by Councillor Brady and **RESOLVED**;

1. To approve, in principle, the draft Heads of Terms to form a Working Agreement with Anthony Estates for a three-year period, subject to the Town Council's legal advice;
2. To appoint Coode's Solicitors to review and advise on the draft Heads of Terms and Working Agreement, allocating associated cost to budget code 6224 PF Professional Costs, reporting back to Full Council;
3. To approve for the Services Committee to budget of £14,000 per year for an initial three-year period, creating a new budget code named 'Churchtown Farm Nature Reserve';
4. To make half-yearly payments in arrears from the Churchtown Farm Nature Reserve budget code for the first year, subject to confirmation from Anthony Estates that the first payment will not be due until April 2026;
5. To delegate to the Town Clerk to manage the process reporting directly to Churchtown Farm Nature Reserve Working Group.
6. To note Churchtown Farm Nature Reserve aligns with the Town Council's Strategic Priorities, including Boosting Jobs and Economic Prosperity, Health and Wellbeing, addressing the Climate Emergency and enhancing Recreation and Leisure.

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

**133/25/26     TO RECEIVE A REQUEST FROM THE SALTASH & DISTRICT BRANCH OF THE ROYAL BRITISH LEGION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To approve the Civic Party attend Saltash Royal British Legion (RBL) church service and wreath laying ceremony at St Nicholas and St

Faith Church in remembrance of VJ Day 80 held on 15 August 2025;

2. To further support RBL by printing 75 black and white copies of the Order of Service and the Mayor's Secretary to send invitations to all dignitaries on their behalf at no cost to RBL

Councillors B and P Samuels were invited and returned to the meeting.

**134/25/26    PLANNING**

- a. Tree Application;

**PA25/04241**

Mr Martin - **Dartana Forder Saltash PL12 4QR**

Works to Trees within a Conservation Area (TCA) - T1- Macrocarpa - Reduce height by 4m to a height of 14m. T2 - Oak - Reduce overall crown by approx 4m. to 14m. T3 and T4 - Pine - Remove. G1- Ash - Remove.

**Ward: Trematon**

Date received: 17/06/25

Response date: 04/07/25

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

**135/25/26    MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 19 JULY 2025 IN CONJUNCTION WITH SALTASH MARKET DAY, OUTSIDE SUPERDRUG, FORE STREET.**

- a. The next scheduled meeting date Saturday 19 July in conjunction with Saltash Market Day, outside Superdrug Fore Street.

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

**136/25/26    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.

**137/25/26     TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**138/25/26     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**139/25/26     TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Consultation on Workforce and Skills Strategy – Cornwall Councillors Report;
2. Saltash Tamar Lions Services;
3. Charitable Funds Raised by the Mayor of Saltash 2024/25;
4. Schedule of Meetings Amendment;
5. Meet Your Councillors Session;
6. Churchtown Farm in conjunction with Anthony Estates (at appropriate time);
7. Reporting anti-Social behaviour and sign up to Police information in partnership with Saltash Police.

**140/25/26     DATE OF NEXT MEETING: 7 AUGUST 2025 AT 7:00 P.M.**

Thursday 7 August 2025 at 7.00pm

**141/25/26     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 7 August 2025 at 7.00 pm

Rising at: 8.56 pm

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

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

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 15th July 2025 at 6.30 pm**

**PRESENT:** Councillors: A Ashburn, R Bickford, S Gillies, G McCaw, S Miller, P Nowlan, J Peggs, B Samuels (Chairman), P Samuels, B Stoyel and J Suter.

**ALSO PRESENT:** 2 Members of the Public, D Joyce (Office Manager / Assistant to the Town Clerk) and F Morris (Planning and General Administrator).

**APOLOGIES:** J Brady (Vice-Chairman), R Bullock, S Martin and L Mortimore.

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#### **38/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **39/25/26 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.

#### **40/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY SPEAK ABOUT A PLANNING APPLICATION.**

None received.

**41/25/26      TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON 17 JUNE 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 Peggs and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 17 June 2025 were confirmed as a true and correct record.

**42/25/26      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

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

Members received the recommendation from Town Vision as contained with the circulated reports pack.

It was proposed by Councillor B Samuels, seconded by Councillor Gillies and **RESOLVED** to review the Planning and Licensing deliverables to ensure all 'Aims' fit within the remit of the Committee as a consultee.

Members received the Planning and Licensing Committee's Deliverables as contained within the circulated reports pack.

The Officer Manager / Assistant to the Town Clerk gave a detailed summary of the current position and requested that Members consider the aims which have been set for the Planning and Licensing Committee comparing these to the committee's Terms of Reference.

Members discussed the Deliverables 'Aims' and in particular highlighting the difficulty of ensuring that certain aims are met, when considering that the Town Council is a consultee within the planning process.

It was proposed by Councillor B Samuels, seconded by Councillor Miller and **RESOLVED** to approve the recommendation subject to the following:

1. Under Strategic Priority 1 – Boosting Jobs and Economic Prosperity - retain the 'Aim' – To ensure in review of planning and licensing applications and considerations, economic opportunities and impacts are examined appropriately;
2. Remove Strategic Priority 2 – Health and Wellbeing 'Aim' – To ensure appropriate support or recommendations are given to applications or projects that support health care development or change of use to a health care setting in Saltash – as the review of applications and their economic impact is ensured within Strategic Priority 1;
3. Remove Strategic Priority 3 – Housing 'Aims' – To ensure the availability of all housing types are considered inclusive of rental and affordable housing to improve access to housing for all in Saltash;
4. Add under Strategic Priority 3 – Housing 'Aim' - To exercise full delegated authority to respond on behalf of Saltash Town Council to all licensing and development applications including applications related to listed buildings, conservation areas, advertisement consents and other relevant planning matters received from Cornwall Council;

5. Add under Strategic Priority 3 – Housing ‘Aim’ - To review the Town Council Planning Policy Procedure and make recommendations to the Town Council to ensure that the Town Council is able to meet any additional requirements of the planning process;
6. Remove Strategic Priority 5 – Climate Emergency ‘Aim’ – To continue to acknowledge a climate emergency and considerations given to planning and licensing applications to ensure developments are sustainable and meeting future climate demands;
7. Remove Strategic Priority 6 – Recreation and Leisure ‘Aim’ – To support improvement in keeping with planning policies for open green spaces, leisure and recreational in review of planning and licensing applications in Saltash.
8. To delegate to the Office Manager / Assistant to the Town Clerk to review all deliverables ‘what success looks like’ to ensure they are achievable within the remit reporting back to the following Planning and Licensing Committee meeting.

44/25/26

**TO RECEIVE A REPORT ON THE SURVEY POLL PROCESS AND CONSIDER ANY ACTIONS.**

Members received the report on the Survey Poll process as contained within the circulated reports pack.

The Chairman briefed the meeting on the background to the survey poll process, making particular reference to the need for a robust and majority response to Survey Polls from members for onward transmission to Cornwall Council Planning Department.

Members discussed the report in detail. Councillor P Samuels considered that the report encompassed a retrospective analysis of the process, as carried out by the last council, prior to May’s elections. As the Town Council has now entered a new term of office, with several members recently joining, it was felt that this is not the right time to make a change.

Members concurred and felt that this matter should be given more time.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to revisit the proposal in three months’ time.

**45/25/26      PLANNING:**

a. Applications for consideration:

**PA25/04185**

Antony Estate – **Field To South of Churchtown Cemetery Farm Lane St Stephens Saltash**

Change of use of part of a field to a natural burial ground.

**Ward: Essa**

Date received: 17/06/25

Response date: 18/07/25

Members acknowledged that the application concerned the permitted use of the Town Council's Churchtown Cemetery car park, as well as recognising the Town Council's vested interest in the future use of land at Churchtown Farm, therefore comments on this application would not be received.

It was proposed by Councillor B Samuels, seconded by Councillor Bickford and **RESOLVED** to note.

**PA25/04394**

Mr O Bennetts – **18 Higher Port View Saltash PL12 4BX**

Creation of a mobility parking space.

**Ward: Essa**

Date received: 23/06/25

Response date: 18/07/25

It was proposed by Councillor Peggs, seconded by Councillor Gillies and resolved to **RECOMMEND APPROVAL**.

**PA25/04696**

Mr and Mrs Langley – **115 St Stephens Road Saltash PL12 4NQ**

Single storey extension

**Ward: Essa**

Date received: 07/07/2025

Response date: 28/07/2025

It was proposed by Councillor McCaw, seconded by Councillor B Samuels and resolved to **RECOMMEND APPROVAL**.

b. Tree Application:

**PA25/04231**

Mr Darus Weatherill – **Elmside Coombe Saltash PL12 4ET**

Works to Trees covered by a Tree Preservation Order (TPO) - Pine - Tree 1 - Remove it totally as it is fundamentally unsafe for my tenant. Beech - Trees 2/3 - Preventing access to empty septic tank. Also pipes are old, run very close to the trees so potential damage caused by massive root structure, also starting to cause damage to the foundations of house and pathways.

**Ward: Essa**

Date received: 17/06/25

Response date: 18/07/25

The Chairman informed Members of the Saltash Town Council Voluntary Tree Wardens' Report and after much discussion, the following decision was based on the advice provided by the Voluntary Tree Warden.

It was proposed by Councillor P Samuels, seconded by Councillor Ashburn and resolved to **RECOMMEND**:

1. **APPROVAL** of the felling of Pine Tree 1 subject to a detailed plan for suitable replacement and of the removal of the low branch on the north (river) side of the trunk of the beech tree which leans over the driveway;
2. **REFUSAL** of the complete felling of Beech Trees 2 and 3.

**46/25/26      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.

**47/25/26      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**48/25/26      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

49/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES  
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE  
OF THE MEETING.

None.

**DATE OF NEXT MEETING**

Tuesday 19 August 2025 at 6.30 pm

Rising at: 7.15 pm

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

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



## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 17th July 2025 at 6.30 pm**

**PRESENT:** Councillors: A Ashburn, R Bickford, J Brady, S Gillies, S Martin, G McCaw, S Miller, P Nowlan, B Samuels, P Samuels, B Stoyel and J Suter.

**ALSO PRESENT:** 2 Members of the Public, I Bovis (Service Delivery Manager), D Joyce (Office Manager / Assistant to the Town Clerk) and F Morris (Planning and General Administrator).

**APOLOGIES:** R Bullock, L Mortimore and J Peggs.

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#### **21/25/26 TO ELECT A CHAIRMAN.**

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

It was proposed by Councillor Brady, seconded by Councillor Martin, to nominate Councillor Bickford.

No further nominations were received.

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

Councillor Bickford in the Chair.

#### **22/25/26 TO ELECT A VICE CHAIRMAN.**

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

It was proposed by Councillor Gillies, seconded by Councillor Martin, to nominate Councillor Gillies.

No further nominations were received.

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

**23/25/26      HEALTH AND SAFETY ANNOUNCEMENTS.**

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

**24/25/26      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.

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

None received.

**26/25/26      TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 10 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 Bickford, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Services Committee held on 10 April 2025 were confirmed as a true and correct record.

**27/25/26      TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

- a. To receive the current Committee budget statement.

The Office Manager / Assistant to the Town Clerk gave a brief update with regard to the budget statements and confirmed that there are no areas of concern.

It was **RESOLVED** to note.

28/25/26 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** the next item of business to be received is agenda item 22.

**TO CONSIDER THE MAINTENANCE PROGRAMME OF THE WORLD WAR 1 PEBBLE MEMORIAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and reviewed the request and accompanying report received from the members of the former Saltash Great War Commemoration Committee (SGWCC) contained within the circulated reports pack.

The Chairman referred to L Marsh in attendance, a former member of the former SGWCC who with the agreement of the meeting, was invited to speak.

Members discussed the report in detail and debated the position of the Town Council who had adopted the World War I Pebble Memorial on 14 July 2021, and that of the former members of the SGWCC, who are requesting the Town Council consider supporting them in their wish to raise funds to repaint and restore the Memorial.

Members emphasised the importance of receiving Risk Assessments, Insurance documentation, and Health and Safety requirements before any work begins on a Town Council site.

It was confirmed by the former SGWCC that they are both capable of undertaking the task, having done similar projects previously, and willing to fundraise for the restoration, providing all necessary documentation to the Town Council upon appointment of contractors.

The former SGWCC are confident that the artist approached to carry out the work would do so sympathetically, responsibly and professionally. The paints used would be long lasting and the Memorial Pebbles would be decorated in keeping with the original designs.

The former SGWCC are confident that they could oversee the whole project in a professional manner, and that they would prefer to appoint and manage the works themselves, working with the Service Delivery Manager to ensure works are carried out safely.

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

1. The Town Council appoint an artist and contractor for the repainting and resin coating of the Memorial Pebbles with support for fundraising to be received from the former members of the SGWCC, allocating any shortfall of costs to budget code 6506 Grounds Maintenance and Watering;
2. To note future budgeting of funds be considered at the Services Precept meeting allocating to 6571 SE EMF Saltash Recreational Areas.

Councillor Miller requested a recorded vote.

Ashburn	Against
Bickford	Against
Brady	For
Bullock	Absent
Gillies	Against
Martin	Against
McCaw	Against
Miller	Against
Mortimore	Absent
Nowlan	Against
Peggs	Absent
B Samuels	Abstain
P Samuels	For
B Stoyel	Against
J Suter	Against

Following the recorded vote, the Officer Manager / Assistant to the Town Clerk confirmed that the proposal did not carry.

It was proposed by Councillor Miller, seconded by Councillor Ashburn and **RESOLVED**:

1. To allow the former members of the SGWCC to undertake the restoration project of the Memorials appearance;
2. The former members of the former SGWCC to appoint a contractor and provide relevant risk assessments, method statements and insurance certificates prior to the works commencing and signed off by the Service Delivery Manager;
3. The former members of the former SGWCC to report back to a future Services Committee Meeting on the journey and the outcome of the Community Project;
4. To note future budgeting of funds be considered at the Services Precept meeting allocating to 6571 SE EMF Saltash Recreational Areas.

The Chairman requested a recorded vote.

Ashburn	For
Bickford	For
Brady	Against
Bullock	Absent
Gillies	For
Martin	For
McCaw	For
Miller	For
Mortimore	Absent
Nowlan	For
Peggs	Absent
B Samuels	Abstain
P Samuels	Abstain
B Stoyel	For
J Suter	For

The Officer Manager / Assistant to the Town Clerk confirmed that the proposal carried.

The Chairman thanked the former members of the SGWCC for attending the meeting.

**30/25/26      TO RECEIVE RECOMMENDATIONS FROM TOWN VISION AND  
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members agreed to take Town Visions recommendations together with agenda item 11.

31/25/26 **TO REVIEW THE SERVICES COMMITTEE BUSINESS PLAN DELIVERABLES FOR QUARTER ONE OF THE 2025/26 FINANCIAL YEAR AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE**

Members considered the Town Vision recommendations, as outlined in the circulated reports pack, and received and reviewed the Service Committee Business Plan Deliverables for Quarter One 2025/26.

Following a discussion it was proposed by Councillor Bickford, seconded by Councillor Nowlan and **RESOLVED:**

1. To approve the Town Clerk's scores for Quarter One 2025/26;
2. To approve the Town Vision Sub Committee's recommendation (a-h) as attached;
3. To delegate to the Town Clerk to review the recommendations and apply accordingly for review at future Services Committee meeting;
4. To delegate to the Town Clerk to score Quarter Two 2025/26.

**TO RECEIVE REPORTS FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

a. Departmental Report;

Members received and reviewed the Service Delivery Department report as contained within the circulated reports pack.

The Service Delivery Manager provided an overview of the report, outlining the department's recent works.

Members discussed Longstone Public Conveniences opening hours and vandalism being experienced and the possibility of closing Longstone Toilets earlier but raised strong concerns due to community reliance during those hours.

Members felt changes could discourage use of Longstone Park and cause confusion, given the widely advertised opening times.

The Service Delivery Manager confirmed Cornwall Council will cut back surrounding shrubbery within 28 days which it was hoped would improve visibility and deter vandalism.

Members suggested that redesigning the entrance to create a more open layout could help deter vandalism.

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

1. To note the report received from the SD Department;
2. For Longstone Toilets to remain open as previously agreed - 8:30am to 7:00pm - 1st April to 30th September, delegating to the Services Delivery Manager to review the entrance design to the toilets, reporting back to the Property Maintenance Sub Committee.

b. Grounds Maintenance Works;

It was **RESOLVED** to note.

c. Work Request Log;

It was **RESOLVED** to note.

d. Vandalism and Anti-Social Behaviour Report;

It was **RESOLVED** to note.

e. Statutory and Mandatory Building Asset Checks.

It was **RESOLVED** to note.



**33/25/26      TO RECEIVE A REPORT ON SERVICE DELIVERY EQUIPMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and reviewed the Service Delivery equipment report contained within the circulated reports pack.

The Office Manager / Assistant to the Town Clerk informed the meeting that the quotes received and contained did not meet financial regulations, therefore it was advised to defer the item, requesting further information be provided at a future Services Committee meeting.

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

- a. To defer to the following Services Committee meeting to allow the Service Delivery Manager to provide a revised report containing three detailed quotes for an RTV and battery operated equipment, as per financial regulations, inclusive of a detailed inventory of what the SD Department currently have in stock and its condition, working with the Town Clerk for final sign off;
- b. To note the cost analysis comparing the purchase of a Cherry Picker against ongoing hiring costs.

**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.

**35/25/26      TO RECEIVE AN UPDATED REPORT ON THE JUBILEE PONTOON AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and reviewed the updated report on the Jubilee Pontoon, contained within the circulated reports pack.

The Chairman thanked the Town Clerk for all of her hard work in connection with the repair and refurbishment of the pontoon.

The pontoon is now back in the water and fully operational with all ten berths full and several people on the waiting list.

It was **RESOLVED** to note.

**36/25/26      TO RECEIVE A RECOMMENDATION FROM THE PROPERTY  
MAINTENANCE SUB COMMITTEE AND CONSIDER ANY ACTIONS  
AND ASSOCIATED EXPENDITURE.**

Members received the recommendation from the Property Maintenance Sub Committee, contained within the circulated reports pack.

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

1. To note the recommendation from the Property Maintenance Sub Committee and approve Annual Maintenance checks are to be undertaken by the Service Delivery Department;
2. To ensure that the 2 yearly inspection costs be included in the 5-year Repair and Maintenance Plan, noting that no appointment to undertake the 2 yearly inspections is required at this stage.

**37/25/26      TO RECEIVE A REPORT ON PONTOON MAINTENANCE WORKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and reviewed the report for further maintenance works required to the link bridge section of the pontoon, detailed and contained within the circulated reports pack.

The SD Department had taken advantage of the pontoon not being in place, to carry out maintenance work on the deck boards. It was subsequently noticed that there is some corrosion to the walkway.

These areas are cause for concern and require to be addressed. However, it is not thought that this is an issue which requires immediate attention.

Members considered that the matter should be deferred to the October meeting of the Services Committee to allow opportunity to source alternative quotes and to plan for a programme of works in the winter period.

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

1. To approve in principle, repair works to the walkway sections of the pontoon to be undertaken in the winter months to avoid further disruption to the service;
2. To delegate to the Service Delivery Manager to obtain a further two quotes in line with Financial Regulations, reporting back to the following Services Committee meeting;
3. To note Primrose Marine's Pontoon Survey and recommendations.

Councillor Brady gave his apologies and left the meeting.

**38/25/26      TO RECEIVE A REPORT ON A PROPOSED ADDITIONAL FERRY SERVICE AND CONSIDER ANY ACTIONS.**

It was **RESOLVED** to note.

Councillor Martin left and returned to the meeting.

39/25/26

**TO RECEIVE A REPORT FROM THE CHRISTMAS LIGHTS WORKING GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and reviewed the Christmas lights working group report contained within the circulated reports pack.

Members appreciated the cost breakdown, but concerns were raised about the overall expense, particularly for items like road closures, entertainment and prizes.

Members discussed alternative locations emphasising the need for a balanced, safe and well-budgeted event.

Clarification was sought on whether it is a Town Council or Chamber of Commerce led event.

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

1. To approve a maximum budget of £2,500 allocated to budget code 6506 Grounds Maintenance and Watering;
2. To approve the Administration Department to invite Primary Schools to a ceremony to switch on the Christmas Lights on Fore Street;
3. To approve the Saltash Town Council representatives of the working group to lead on the treasure hunt;
4. To seek clarification of the Christmas Light Switch On working group as to whether this is a Town Council event supported by the Chamber of Commerce;
5. The Christmas Light Switch On working group to confirm the final event arrangements at October's Services meeting.

**40/25/26      TO RECEIVE A REPORT ON THE TOWN'S FESTIVE LIGHTING PROVISION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and reviewed the report on the Town's festive lighting provisions contained within the circulated reports pack.

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

1. To note the report and that EICR testing and upgrading of the infrastructure of Fore Street supply points had been completed in-house;
2. To approve a virement of £3,000 from budget code 6506 Grounds Management and Watering to 6515 Festive Lights Maintenance & Electricity, to replace the supply units with new components that match the specification and build quality recently installed, inclusive of stainless-steel brackets and to be completed in-house by the SD Department;
3. To install daylight detection timers for the Festoon Lighting at the same time as replacement of the supply units, working within budget code 6515 Festive Lights Maintenance & Electricity.

**41/25/26      TO RECEIVE AN UPDATED REPORT ON CCTV AND S106 APPLICATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and reviewed the CCTV report contained within the circulated reports pack.

The Chairman advised Members that the S106 application to fund the cameras in Fore Street had been signed off by the S106 Officer and is due to be considered by the S106 panel.

Members discussed the placement of the CCTV cameras and of the ability to redeploy cameras to different locations.

It was **RESOLVED** to note.

**42/25/26      TO RECEIVE A REPORT FROM GRENFELL AVENUE COMMUNITY ALLOTMENT AND CONSIDER ANY ACTIONS.**

Members praised the Grenfell Avenue Community Allotment for their excellent report, which clearly demonstrates the effective use of the plot.

It was **RESOLVED** to note.

**43/25/26      TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Nothing to report.

**44/25/26      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was proposed by Councillor Bickford, seconded by Councillor Stoyel 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.

**45/25/26      TO RECEIVE A REPORT ON THE APPOINTMENT OF A CONTRACTOR TO DELIVER THE TOWN'S CHRISTMAS LIGHTS DISPLAY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman confirmed that the meeting was now in Part Two and reminded Members that the items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

Members are to ensure all **CONFIDENTIAL** papers are returned to the Office Manager / Assistant to the Town Clerk immediately after this agenda item.

Members discussed the report received.

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

1. To note that this matter is taken in part two of the Public Bodies Act 1960 due to commercial sensitivity and contractual reasons;
2. To note that the procurement process was properly followed and that three bids were received. The Council approved the recommendation made by the evaluation panel as part of the procurement process to appoint Company A for a three-year period commencing in 2025, at a total cost of £88,242.90, subject to a full site survey;
3. The contract will be funded through equal annual payments of £29,414.30, allocated to Budget Code 6572 EMF Festive Lights, for the design, supply, installation, maintenance, removal, storage, with necessary approvals obtained as required, of all Christmas/festive lights and decorations;
4. To delegate authority to the Town Clerk to oversee the management of the contract between Saltash Town Council and Company A, including approval of any additional costs, provided they remain within the allocated budget of £90,000, reporting back to future Services Committee meetings as necessary.

**46/25/26      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**47/25/26      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**48/25/26      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Vandalism reporting for public conveniences (Social Media Post);
2. CCTV, at the appropriate time;
3. Pebble Memorial Restoration in partnership with former members of the Saltash Great War Commemoration Committee;
4. Christmas Lights and the partnership with the Christmas Event, at the appropriate time;
5. Grenfell Avenue Community Allotment.

**DATE OF NEXT MEETING**

Thursday 9 October 2025 at 6.30 pm

Rising at: 8.58 pm

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

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



- a. Add under Strategic Priority 1 'Actions' – To continue to work and support Town Team with their initiatives to improve the Town by providing administrative, finance and funding support as necessary;
- b. Review Strategic Priority 4 'Aim' – Promote and encourage walking and cycling routes in the community, to see how the 'Aim' can be met or readjust if necessary;
- c. Add under Strategic Priority 4 'Actions' - Successful ferry service from the Royal William Yard to Saltash (return) and the opportunity to watch the British Firework Championships from the river Tamar;
- d. Review Strategic Priority 5 'what success looks like' – Continue to be environmentally and hedgehog friendly, recycle as much green waste as possible, adopt sustainable watering techniques – Members to consider what additional 'Actions' could be included to help achieve this 'Aim' or readjust if necessary;
- e. Add under Strategic Priority 5 'Aims' - To support community initiatives for tree planting and wildflower meadows – add under 'Actions' - STC to continue to provide funding for tree planting initiatives and continue to support Rotary with watering of flower beds in the Town Centre;
- f. Under Strategic Priority 5 'Aims' - Continue to be a Plastic Free Town Council – under 'Actions' add - to enhance promotions of STC's plastic free status and explore further opportunities for improvement in this area – such as partnering with external organisations to educate councilors, staff and the wider community on the importance of avoiding single-use plastics;
- g. Under Strategic Priority 6 'Aims' – Provide, maintain and support mental health and wellbeing with street furniture and green public spaces – under 'Actions' add – Working in partnership with Town Team to install new street furniture and sensory planting in Fore Street;
- h. Under Strategic Priority 6 'Aims' – Continue to provide pontoon facilities allowing access to the river and support better connectivity to neighbouring areas – add under 'Actions' - Successful ferry service from the Royal William Yard to Saltash (return) and the opportunity to watch the British Firework Championships from the river Tamar;

# Saltash Town Council Noticeboards

RESPONSIBLE COMMITTEE: SERVICES

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

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Current Document Status			
Version	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](http://www.saltash.gov.uk)). The same policy guidelines as above will apply.



## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 31st July 2025 at 6.30 pm**

**PRESENT:** Councillors: J Brady, R Bullock, L Mortimore (Vice-Chairman), J Peggs (Chairman), P Samuels and B Stoyel.

**ALSO PRESENT:** J Turton (HR Support Consultancy), S Burrows (Town Clerk / RFO)

**APOLOGIES:** None.

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#### **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.

None.

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

None.

#### **34/25/26     TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 29 MAY 2025 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Mortimore, seconded by Councillor Brady and **RESOLVED** that the minutes of the Personnel Meeting held on 29 May 2025 were confirmed as a true and correct record.

**35/25/26     TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**36/25/26     TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**37/25/26     TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**38/25/26     TO RECEIVE A RECOMMENDATION FROM TOWN VISION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the recommendation from Town Vision as detailed in the circulated reports pack and reviewed the Personnel Committee Business Plan Deliverables.

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

1. To add under Strategic Priority 2 'Aim' – Provide excellent welfare facilities – 'Actions' – To consider improvement of Guildhall staff restrooms and changing facilities where feasible;
2. To include an agenda item for the October Personnel Committee meeting to consider potential improvements to the staff restrooms and changing facilities at the Guildhall where feasible;
3. To add under Strategic Priority 2 'Aims' – Provide occupational health assessments as required to support staff at work – add under 'Actions' – To provide mental health first aid training for line managers to attend.

**39/25/26     TO NOTE THE APPOINTMENT OF A PLANNING AND GENERAL ADMINISTRATOR.**

It was **RESOLVED** to note the appointment of a Planning and General Administrator.

**40/25/26      TO NOTE THE RESIGNATION OF THE ADMINISTRATION ASSISTANT FOR THE SERVICE DELIVERY DEPARTMENT.**

It was **RESOLVED** to note the resignation of the Administration Assistant for the Service Delivery Department.

**41/25/26      TO RECEIVE A REPORT ON THE CASUAL CARETAKER POSITION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

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

1. To delegate to the Service Delivery Manager to update the existing Casual Caretaker job description to align the duties and responsibilities of the role for HR Support Consultancy (HRSC) final approval;
2. To delegate to the Service Delivery Manager to work up a person specification to align the skills, qualifications, experience and attributes to perform the role of the Casual Caretaker for HRSC final approval;
3. To work within the budgeted salary of 600-hours per annum;
4. To delegate to the Service Delivery Manager to advertise the role at the earliest opportunity in line with the Town Council Recruitment and Selection process.

**42/25/26      TO RECEIVE UPDATED JOB DESCRIPTIONS AND PERSON SPECIFICATIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

- a. Cleaner / Caretaker;

It was proposed by Councillor Stoyel, seconded by Councillor Bullock and **RESOLVED** to approve the updated Cleaner / Caretaker job description to align the duties and responsibilities of the role subject to the SDM further updating the job description working with HRSC for final approval.

b. Administration Assistant – Service Delivery.

It was proposed by Councillor Stoyel, seconded by Councillor Mortimore and **RESOLVED** to approve the updated Administration Assistant job description to align the duties and responsibilities of the role subject to the SDM further updating the job description working with HRSC for final approval.

**43/25/26      TO RECEIVE DRAFT JOB DESCRIPTIONS FOR THE TOWN SERGEANT AND MACE BEARER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Peggs, seconded by Councillor Brady and **RESOLVED** to approve the job descriptions for the Town Sergeant and Mace Bearer subject to HRSC final approval.

**44/25/26      TO RECEIVE A REPORT ON HEALTH CARE INSURANCE 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 Mortimore and **RESOLVED:**

1. To approve the appointment of Company A to provide health care insurance options for all employees
2. To note that the level of cover will be selected individually by each employee;
3. To note that all associated health care costs will be recharged to the employee via payroll, with no financial impact on Saltash Town Council;
4. To delegate authority to the Finance Officer, in collaboration with HRSC, to ensure that all necessary documentation between Saltash Town Council and the employee is completed;
5. To delegate authority to the Assistant to the Town Clerk, in collaboration with HRSC, to ensure that employee policies and contracts are updated to reflect the inclusion of health care insurance, where applicable;
6. To note that the Finance Officer will schedule this work in a manner that does not compromise the budget or precept-setting process.

**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).

**46/25/26      TO RECEIVE A REPORT ON GDPR COMPLIANCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

It was proposed by Councillor Mortimore, seconded by Councillor P Samuels and **RESOLVED** to approve a virement of £1,500 from budget code 6701 EMF Staff Recruitment to budget code 6662 Professional Fees, to fund the appointment of Company A for the delivery of a comprehensive GDPR audit and the provision of ongoing annual Data Protection Officer services.

**47/25/26      TO RECEIVE A REPORT ON PORTABLE APPLIANCE TESTING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

Members acknowledged that the information provided did not fully address the request made under Minute 83/24/25. However, they considered the matter to be most appropriately managed by the Town Clerk, given her responsibility for overseeing the operations of the Town Council.

It was **RESOLVED** to note.

**48/25/26      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was proposed by Councillor Mortimore, seconded by Councillor Stoyel 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.

The Chairman asked Members to refrain from taking notes in part two confidential session, reports have been provided.

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

Members noted the Chairman's statement.

**49/25/26      TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

a. Training Attended;

Nothing to report.

b. Training Requests;

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

1. To approve the Town Clerk's participation in 1:1 Leadership Development training, comprising up to 12 sessions, at a total cost of £1,200;
2. To allocate 50% of the cost to the 2025–26 budget code 6656 Staff Training and the remaining 50% to the 2026–27 budget code 6656 Staff Training;
3. To approve the Town Clerk attending the monthly online training sessions during working hours, from home.

**50/25/26      TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To approve the Town Clerk to continue with the arrangements agreed under the confidential session of the Personnel Committee meeting held on 29 May (points 2, 3 and 4), with a progress report to be presented at the Personnel Committee meeting on 30 October;
2. To delegate authority to the Town Clerk to report on the status of Town Council resources at the first in-house Chairman's meeting, with the support of the Personnel Committee Members, Chairman and Deputy Chairman of the Town Council;
3. To note the resignation of the Service Delivery Manager, effective from 19 September 2025;
4. To delegate authority to the Town Clerk to advertise the Service Delivery Manager post at the earliest opportunity, subject to a review of the job description and person specification;
5. To delegate authority to the Town Clerk to manage the transition between the outgoing and incoming Service Delivery Manager, with a private and confidential letter retained for internal audit purposes and the decision recorded in the private and confidential Personnel Committee minutes.

**51/25/26      TO RECEIVE NOMINATIONS FOR THE EMPLOYEE RECOGNITION SCHEME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To award the Receptionist/Mayors Secretary with the Employee Recognition Scheme for customer service, exceptional effort, being proactive;
2. To purchase a local voucher to the value of £25 allocated to budget code 6660 Staff Recognition;
3. To present a certificate;
4. To promote on social media and display in the reception of the Guildhall subject to staff permission.

**52/25/26      TO RECEIVE AN EXIT INTERVIEW AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**53/25/26      TO RECEIVE A REPORT ON TOWN COUNCIL EMPLOYMENT CONTRACTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To approve the recommended update to the remuneration section of STC employment contract, with immediate effect, as advised by HRSC;
2. To delegate authority to HRSC to provide support for managers in conducting annual staff performance reviews and six-monthly objective reviews.

**54/25/26      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**55/25/26      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.

**56/25/26      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Employee Recognition Award subject to staff permission.



**DATE OF NEXT MEETING**

Thursday 30 October 2025 at 6.30 pm

Rising at: 8.42 pm

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

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

Policy Group: Employees

# Recruitment and Selection Policy

RESPONSIBLE COMMITTEE: PERSONNEL

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

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

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

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

Document Retention Period
Until superseded

## **Recruitment and Selection Policy**

### **Policy Overview:**

The Town Council Recruitment and Selection Policy 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. ~~HR mailbox, managed by the Administration Officer.~~

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

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

~~The Officer~~ 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

~~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

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

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

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

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

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

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

**Commented [LM1]:** Updated to reflect recommendation made at Personnel Committee held on 31 July 2025

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) **subject to the candidate meeting the expectations of the role.**
- 2.3. ~~The Line Manager~~ **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 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, ~~Human Resources 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 **Human Resources 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.

**To receive the Local Government Services Pay Agreement 2025-26 and  
consider any actions and associated expenditure**

**Report to:** Full Council

**Date of Report:** 30.07.25

**Officer Writing the Report:** Town Clerk / RFO

## **Officers Recommendations**

Members are encouraged to accept and implement the National Joint Council (NJC) pay award for the year 2025-26 back dated to 1 April 2025 as follows:

- An increase of 3.2% on all NJC pay points, including 50 and above.
- Back dated with effect from 1 April 2025.

## **Report Summary**

The National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2025 to 31 March 2026. They encourage employers to implement this pay award as soon as possible.

At Saltash Town Council, it is standard practice for the Personnel Committee to receive and consider the NJC pay award at one of its meetings. Unfortunately, the agenda for the 31 July 2025 meeting had already been issued when the pay agreement was received.

With the agreement of the Personnel Committee Members, the pay award is being presented directly to Full Council this evening. This is due to the next scheduled Personnel Committee meeting not taking place until 30 October. As it is considered good practice to implement the pay award as promptly as possible, this approach ensures there is no unnecessary delay. These should be retrospectively applied from 1 April 2025.

If an ex-employee requests it, NJC recommend that employers pay any monies due to that employee from 1 April 2025 to the employee's last day of employment.

Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

## **Budgets**

**Budget Codes:** Library Staffing Costs

**Budget Availability:** £133,951

**Budget Codes:** P&F Staffing Costs

**Budget Availability:** £352,230

**Budget Codes:** Services Staffing Costs

**Budget Availability:** £266,512

Sufficient funds are available to cover the backdated pay award to 1 April and NJC salary scales from August to March 2026 – this is due to sufficient funds being budgeted at 5%.

**Signature of Officer:**

Town Clerk / RFO

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Town Vision Sub Committee held at the Guildhall on Monday 7th July 2025 at 6.30 pm**

**PRESENT:** Councillors: R Bullock, S Gillies (Chairman), J Peggs, B Samuels, P Samuels and J Suter.

**ALSO PRESENT:** S Burrows (Town Clerk / RFO) and D Joyce (Office Manager / Assistant to the Town Clerk).

**APOLOGIES:** R Bickford and S Martin (Vice-Chairman).

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#### **23/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **24/25/26 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.

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

None received.



**26/25/26      TO REVIEW TOWN VISION TERMS OF REFERENCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman noted that, in light of recent changes to the membership following the start of the new council term, it would be beneficial to review the Sub-Committee's Terms of Reference as a reminder of its remit.

It was **RESOLVED** to note the Town Vision Terms of Reference with no amendments required at this stage.

**27/25/26      TO RECEIVE AND APPROVE THE MINUTES OF THE TOWN VISION SUB COMMITTEE HELD ON 24 APRIL AND 10 JUNE 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 Gillies, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Town Centre Vision Sub Committee held on 24 April and 10 June 2025 were confirmed as a true and correct record.

**28/25/26      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

29/25/26

**TO RECEIVE THE TOWN VISION BUDGET STATEMENT AND  
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the available budgeted funds of £9,665 allocated to budget code EMF 6280 EMF Town Vision.

Members acknowledged that it was not necessary to retain the full balance within EMF 6280 and discussed a number of Town Council projects that could benefit from reallocation of funds to support their delivery.

Members discussed the importance of retaining some available funds within EMF 6280 to support a review of the Business Plan upon its conclusion in 2027. It was noted that further design revisions and the development of promotional materials – including social media advertising would be necessary to effectively support the launch of the new Business Plan.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** to delegate to the Development and Engagement Manager to obtain costings for transferable promotional material to support the Business Plan, with a report to be brought back to the next Town Vision meeting.

30/25/26

**TO RECEIVE THE TOWN COUNCIL BUSINESS PLAN DELIVERABLES FOR QUARTER ONE 2025/26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed each Committee and Sub Committee's deliverables in detail.

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

1. To note the Town Clerk's scores for quarter one of the two year business plan;
2. To note there are no amendments to the Devolution and Property Maintenance Sub Committee deliverables;
3. To **RECOMMEND** to the Policy and Finance Committee to:
  - a. Amend the order of Strategic Priority 1 'Aims' in order – To display community engagement by providing grants, before, formal agreement with the Town Twinning;
  - b. Add under Strategic Priority 1 'Actions' - Enhance the promotion of Saltash Town Council twinning with Plougastel and future visits via social media, website and notice boards;
4. To **RECOMMEND** to the Services Committee to:
  - a. Add under Strategic Priority 1 'Actions' – To continue to work and support Town Team with their initiatives to improve the Town by providing administrative, finance and funding support as necessary;
  - b. Review Strategic Priority 4 'Aim' – Promote and encourage walking and cycling routes in the community, to see how the 'Aim' can be met or readjust if necessary;
  - c. Add under Strategic Priority 4 'Actions' - Successful ferry service from the Royal William Yard to Saltash (return) and the opportunity to watch the British Firework Championships from the river Tamar;
  - d. Review Strategic Priority 5 'what success looks like' – Continue to be environmentally and hedgehog friendly, recycle as much green waste as possible, adopt sustainable watering techniques – Members to consider what additional 'Actions' could be included to help achieve this 'Aim' or readjust if necessary;

- e. Add under Strategic Priority 5 'Aims' - To support community initiatives for tree planting and wildflower meadows – add under 'Actions' - STC to continue to provide funding for tree planting initiatives and continue to support Rotary with watering of flower beds in the Town Centre;
  - f. Under Strategic Priority 5 'Aims' - Continue to be a Plastic Free Town Council – under 'Actions' add - to enhance promotions of STC's plastic free status and explore further opportunities for improvement in this area – such as partnering with external organisations to educate councilors, staff and the wider community on the importance of avoiding single-use plastics;
  - g. Under Strategic Priority 6 'Aims' – Provide, maintain and support mental health and wellbeing with street furniture and green public spaces – under 'Actions' add – Working in partnership with Town Team to install new street furniture and sensory planting in Fore Street;
  - h. Under Strategic Priority 6 'Aims' – Continue to provide pontoon facilities allowing access to the river and support better connectivity to neighbouring areas – add under 'Actions' - Successful ferry service from the Royal William Yard to Saltash (return) and the opportunity to watch the British Firework Championships from the river Tamar;
5. To **RECOMMEND** to the Planning and Licensing Committee to review their deliverables to ensure all 'Aims' fit within the remit of the Committee as a consultee only and how they see the 'Aims' being met or readjusted as necessary;
6. To **RECOMMEND** to the Personnel Committee to;
- a. Under Strategic Priority 2 'Aim' – Provide excellent welfare facilities – add under 'Actions' – To consider improvement of Guildhall staff restrooms and changing facilities where feasible;
  - b. Under Strategic Priority 2 'Aims' – Provide occupational health assessments as required to support staff at work – add under 'Actions' – To provide mental health first aid training for line managers to attend;

7. To **RECOMMEND** to the Library Sub Committee to;

- a. Under Strategic Priority 2 'Aims' – To continue to sign post residents and users of the library to the relevant key stakeholders – add under 'Actions' – To enhance the promotion of the online library services such as free book borrowing and newspapers;
- b. Revisit Strategic Priority 4 'Aims' - To continue to promote and support sustainable travel and transport, to ensure it fits within the remit of the Sub Committee and how they see the 'Aim' being met or readjust if necessary;

8. To **RECOMMEND** to the Station Property Sub Committee to;

- a. Under Strategic Priority 1 'Aims' – Bring in additional investment by offering a focal meeting point at the Station and in close proximity to Fore Street – Members to consider what additional 'Actions' could be included to help achieve this 'Aim' or readjust if necessary;
- b. Under Strategic Priority 6 'Aims' – Create an annual events calendar to better utilise the building – under 'Actions' – Members to consider what additional 'Actions' could be included to help achieve this 'Aim' or readjust if necessary.

**31/25/26      TO RECEIVE A REPORT ON THE BUSINESS PLAN DELIVERABLES WORKFLOW 2025/26 AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor Gillies, seconded by Councillor Bullock and **RESOLVED** to approve and adopt the Deliverables Workflow for the year 2025-26.

**32/25/26      TO RECEIVE AND CONSIDER THE PROPOSED MEETING SCHEDULE FOR THE TOWN VISION SUB-COMMITTEE FOR THE 2025/26 MUNICIPAL YEAR.**

It was proposed by Councillor Gillies, seconded by Councillor Bullock, and **RESOLVED** to approve the following sub-committee meeting dates, all to be held at the Guildhall and commencing at 6.30pm:

- 1. 28 October 2025
- 2. 29 January 2026
- 3. 30 April 2026

**33/25/26      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.

**34/25/26      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**35/25/26      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**36/25/26      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Gillies, seconded by Councillor Peggs, and **RESOLVED** to issue a social media release highlighting the business plan deliverables, aligned with the 2025-26 workflow.

**DATE OF NEXT MEETING**

Tuesday 28 October 2025 at 6:30pm.

Rising at: 8:26pm

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

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

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Library Sub Committee held at the Library on Tuesday 8th July 2025 at 6.30 pm**

**PRESENT:** Councillors: R Bickford, J Brady, S Gillies, J Peggs, B Samuels (Chairman) and P Samuels.

**ALSO PRESENT:** S Burrows (Town Clerk / RFO), D Joyce (Office Manager / Assistant to the Town Clerk) and L Wright (Administration Officer).

**APOLOGIES:** R Bullock and S Martin.

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#### **1/25/26 TO ELECT A CHAIRMAN.**

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

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

No further nominations were received.

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

Councillor B Samuels in the Chair.

#### **2/25/26 TO ELECT A VICE CHAIRMAN.**

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

No further nominations were received.

Following a vote it was **RESOLVED** to elect Councillor Brady 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 received.

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

None received.

**5/25/26      PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**6/25/26      TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 16 JANUARY 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 Peggs and **RESOLVED** that the minutes of the Library Sub Committee held on 16 January 2025 were confirmed as a true and correct record.

**7/25/26      TO RECEIVE THE LIBRARY SUB COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the current budget statement contained within the circulated reports pack.

The Office Manager / Assistant to the Town Clerk (OM/AttTC) provided a verbal overview of the budget statement, confirming there were no areas of concern at present.

It was **RESOLVED** to note.

**8/25/26      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.



**9/25/26      TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**10/25/26      TO REVIEW THE LIBRARY SUB COMMITTEE'S BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND EXPENDITURE.**

- a. Quarter Four for the year 2024/25;

It was **RESOLVED** to note.

- b. Quarter One for the year 2025/26;

Members considered the Town Vision recommendation as outlined in the circulated reports pack.

In line with the recommendation, Members reviewed Strategic Priority 4. A discussion followed regarding the current transport options available in Saltash and their links to Saltash Library.

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

1. To enhance the promotion of the online library services such as free book borrowing and newspapers via social media and notice board poster;
2. To re-adjust Strategic Priority 4 'Aim' from 'To continue to promote' to 'Encourage' and support sustainable travel and transport;
3. To add under Strategic Priority 4 'Actions' - To encourage Library users to use sustainable travel - cycle, walk and bus, to promote local transport services within the area and to further strengthen relationships with local transport companies.

11/25/26

**TO RECEIVE A REPORT FROM THE COMMUNITY HUB TEAM LEADER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Following the discussions regarding transport links to the Library, Members further discussed the need to increase footfall and use of the community space.

The Town Clerk (reporting in the absence of a Community Hub Team Leader) briefed Members on the current footfall, noting that limitations in resources had restricted the ability to carry out outreach work aimed at increasing footfall. It was highlighted that there may be a general lack of public awareness and visibility of the library and its services within the town.

The importance of recruiting a Community Hub Team Leader (CHTL) was emphasised, as this role is key to driving the department forward.

Members were informed that, following the gifting of a tablet from Cornwall Council, staff were now able to collect data and sign up new members at community events, helping to provide a more accessible service.

It was requested by Members that when in post, the CHTL should be responsible for providing data in their monthly report to Members to help evaluate the success of events and services delivered.

The Town Clerk recommended deferring any decision on extending opening hours until the CHTL has been appointed. At that point, a comprehensive review can be undertaken to ensure any changes to operations align with the needs of the service.

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** to note the report and delegate to the Community Hub Team Leader, upon appointment, to continue engaging with key stakeholders and community projects, reviewing current activities and events at Saltash Library to increase footfall and gather supporting data, reporting back to a future Library Sub Committee meeting.

**12/25/26      TO RECEIVE A REPORT ON THE LIBRARY PUBLIC NETWORK PC'S AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

It was proposed by Councillor Brady, seconded by Councillor Bickford and **RESOLVED** to approve the removal of one Cornwall Council Public Network PC and its associated desk, at no cost to the Town Council.

**13/25/26      TO RECEIVE A REPORT AND DRAFT LIBRARY HUB SURVEY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and reviewed the Library Hub Survey report contained within the circulated reports pack.

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

1. To approve the Library Hub Survey, as attached;
2. To approve a prize draw with a local to Saltash gift card of £25, as an incentive, to complete the survey allocating to budget code 6922 Library Activities;
3. To distribute the survey via Town Council Noticeboards, social media channels and website;
4. To delegate to the CHTL, upon appointment, to publish and coordinate the responses, managing the feedback appropriately reporting back at a future Library meeting.

**14/25/26      TO RECEIVE A FINAL REPORT ON THE CURTAIN WALLING WORK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and reviewed the final report on the curtain walling work, contained within the circulated reports pack.

The OM/AttTC confirmed since writing the report, all snagging work had been completed, signed off and the final account settled.

It was **RESOLVED** to note the front curtain walling and side elevation works have been satisfactorily completed and all identified snagging issues addressed.

15/25/26

**TO RECEIVE A REPORT ON THE LIBRARY INTERNAL REFURBISHMENT WORK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and reviewed the report on the second phase library internal refurbishment works contained within the circulated reports pack.

Members reviewed the current library layout, acknowledging the need for modernised design and enhancements of the reception area and available space provided.

Members noted that the refurbishment works completed to date and proposed, align with the scope and objectives approved in the Public Works Loan Board application, which aims to deliver a modernised, multi-use hub and enhanced library service.

Members requested setting a timeframe with the surveyors as soon as possible and calling a Library Sub Committee meeting to review the designs to ensure timely progress with the project.

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

1. To reaffirm the three priorities for internal refurbishment works:
  - a. Create a fully accessible toilet for public use together with a separate staff toilet;
  - b. Demolish the reception area and make good creating a new reception space;
  - c. Advise on water supplies to accommodate a vending machine.
2. To appoint Bailey Partnership as the Principle Designer throughout the project at a cost of £2,500 and to complete a design review at an additional cost of £1,000;
3. To appoint Bailey Partnership to submit a Building Regulations application at a cost of £1,000 on behalf of STC;
4. To appoint Bailey Partnership to provide a detailed design, reimagining the current layout to explore possibilities for a more efficient and user-friendly design, at a cost of £3,000, inclusive of an indicative pretender estimate to be received at a future Library Sub Committee meeting;

5. To appoint Bailey Partnership to prepare and deliver tender documents including specifications, drawings and preconstruction health and safety information, carrying out a full tender process including opening tenders and appointment of contractor on behalf of STC in line with Financial Regulations at a total cost of £1,150;
6. To allocate the total cost of £8,650+VAT to budget code 6971 LI EMF Saltash Library Property Refurbishment for the appointment of Bailey Partnership;
7. To note the available budget of £139,683.17 to undertake internal library refurbishment work, budget code 6971 LI EMF Saltash Library.

**16/25/26      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**17/25/26      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**18/25/26      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was resolved that the public and press be re-admitted to the meeting.

**19/25/26      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor B Samuels, seconded by Councillor Brady and **RESOLVED** to issue the following Press and Social Media Releases:

1. Library Survey;
2. Online Library services available.

**DATE OF NEXT MEETING**

Tuesday 2 September 2025 at 6.30 pm

Rising at: 7:35p.m.

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

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

### **Help Shape the Future of Saltash Library Hub and Enter Our Prize Draw**

**Saltash Town Council envisions the Library Hub as a vibrant, multi-purpose community space that is open and welcoming to all residents and visitors.**

To ensure the Library Hub continues to meet community needs, we're seeking your input. Your feedback is essential and will help shape the future development of our services.

**Please take a few minutes to complete our short survey, we truly value your views. Your feedback helps us improve, and by completing the survey, you can enter our prize draw to win a £25 local gift card!**

1. Did you know that Saltash has a Library Hub and Community Space?

☐ Yes    ☐ No

2. If yes, how often do you visit?

☐ Daily    ☐ Weekly    ☐ Monthly    ☐ Rarely    ☐ I don't currently visit

3. Which of the following services did you know we offer? (Tick all that apply)

- ☐ Book and other media
- ☐ Free Wi-Fi and computer use
- ☐ Children's activities and Storytime
- ☐ Events, talks, and workshops
- ☐ Study and quiet spaces
- ☐ Photocopying
- ☐ Cornwall Council signposting services
- ☐ Meeting / community space hire
- ☐ Other: \_\_\_\_\_

4. How have you personally used the Library Hub? (Tick all that apply)

☐ Borrowing books/media

☐ Attending events

☐ Using computers or Wi-Fi

☐ Studying or working

☐ Photocopying

☐ Relaxing/social use

☐ Never visited

☐ Other: \_\_\_\_\_

5. What would make you more likely to visit or use the Library Hub?

6. How important is it to have a vibrant Library and Community Hub in Saltash?

☐ Very important   ☐ Somewhat important   ☐ Not important

and the reason(s) why:

.....  
.....  
.....

7. What new services, events, or facilities would you like to see?

.....  
.....  
.....

and the reason(s) why:

.....  
.....  
.....



### **Prize Draw & Updates (Optional)**

Would you like to enter the £25 gift card prize draw and receive occasional updates about the Library Hub?

Please provide your details below.

Name: \_\_\_\_\_

Email or Phone Number: \_\_\_\_\_

Postcode (optional): \_\_\_\_\_

*To see how we use your data please see the privacy notice on the Town Council website [www.saltash.gov.uk](http://www.saltash.gov.uk)*

**Thank you for taking part!**

**To receive the Chairman's report and consider any actions and associated expenditure.**

**July 2025**

**Mayoral Engagements**

<b>Date</b>	<b>Location</b>	<b>Information</b>
Saturday 5 July	Saltash Library Hub	Summer Reading Challenge launch
Saturday 5 July	Oaklands Community Centre	Oaklands Mini Summer Fete
Sunday 6 July	Saltash	Saltash Magnificent Seven and Fun Run start and prize giving
Sunday 20 July	Forder	Forder Summer Fete opening
Saturday 26 July	Saltash	Saltash Community Fire Station open day

Saltash is twinned with a town in France called Plougastel, which is a relationship dating back nearly 40 years. The twinning agreement has developed strong ties between the two towns with reciprocal visits. In 2025 Saltash visited Plougastel where the Twinning Representative and Mayor of Plougastel presented gifts for the Mayor of Saltash Cllr Rachel Bullock. Representatives from the Saltash Twinning Association, Steph, Chair of the association, Corinne, Treasurer and Amanda a Committee Member are to attend the Full Town Council meeting held on 7 August 2025 to present these gifts.

**Deputy Mayoral Engagements**

<b>Date</b>	<b>Location</b>	<b>Information</b>
Friday 11 July	Saltash Social Club	Musical fundraising evening
Sunday 13 July	Torpoint	Torpoint Town Council Civic Service
Tuesday 15 July	Tamar Bridge Visitor Centre	Crossing Lives Heritage Project
Saturday 26 July	Saltash	Saltash Community Fire Station open day

**End of Report  
Mayors Secretary**

Saltash (Pill, Essa, Burraton & St Stephens)	July 2025	July 2024	% Change
<b>Totals</b>	<b>126</b>	<b>89</b>	<b>41.6%</b>
<b>Burglary - Business and Community</b>	<b>0</b>	<b>1</b>	<b>-100.0%</b>
<b>Burglary - Residential</b>	<b>3</b>	<b>0</b>	<b>Increase</b>
<b>Criminal Damage</b>	<b>19</b>	<b>17</b>	<b>11.8%</b>
<b>Miscellaneous Crimes Against Society</b>	<b>2</b>	<b>5</b>	<b>-60.0%</b>
<b>Other Sexual Offences</b>	<b>1</b>	<b>3</b>	<b>-66.7%</b>
<b>Other Theft</b>	<b>12</b>	<b>5</b>	<b>140.0%</b>
<b>Possession of Drugs</b>	<b>1</b>	<b>1</b>	<b>0.0%</b>
<b>Possession of Weapons</b>	<b>1</b>	<b>0</b>	<b>Increase</b>
<b>Public Order Offences</b>	<b>11</b>	<b>5</b>	<b>120.0%</b>
<b>Rape</b>	<b>2</b>	<b>0</b>	<b>Increase</b>
<b>Shoplifting</b>	<b>22</b>	<b>4</b>	<b>450.0%</b>
<b>Stalking and Harassment</b>	<b>14</b>	<b>10</b>	<b>40.0%</b>
<b>Theft from the Person</b>	<b>1</b>	<b>1</b>	<b>0.0%</b>
<b>Trafficking of Drugs</b>	<b>0</b>	<b>1</b>	<b>-100.0%</b>
<b>Vehicle Offences</b>	<b>1</b>	<b>1</b>	<b>0.0%</b>
<b>Violence with Injury</b>	<b>15</b>	<b>14</b>	<b>7.1%</b>
<b>Violence without Injury</b>	<b>21</b>	<b>21</b>	<b>0.0%</b>

**Increase in RED   No Change in BROWN   Decrease in GREEN**



## Board Report

Date 30.6.25

## Chair's Report

June has been a month of internal activity, being our year end, most of which is routine administrative activity, though essential. We are still finalising the accounts but all indications are that we have made a modest surplus, which is a fantastic turnaround from our position at the start of the year. Thanks go to all of our volunteers and directors for the great achievement this represents.

Following on from the highly successful open day at Pentillie gardens and castle, we held a "Saltash Sings" evening on 20 June, at the Social Club, which was a very successful and well-attended. Thanks go to Sue Ellingham who went above and beyond in organising this and making it the great success it was.

We had a visit from Cornwall Community Foundation and the Howton Solar Farm panel. They chose a Wednesday so there was a lot going on and they visited the shop, fridge, kitchen and the MB singing group. Feedback from CCF was very positive, as was feedback during the visit from the panel members and CCF staff. This is encouraging and highlights our strengths.

Sadly we have lost a director. Sharon Bellamy has resigned for personal reasons. Our thanks go to her for the contribution she made during her time with us. Her enthusiasm will be missed.

Chris Bailey.

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

**To appoint representatives to South East Cornwall Cap - Climate Change & Nature Recovery Network and Community Engagement and consider any actions.**

**Sent:** Friday, July 18, 2025 11:27

**Subject:** South East Cornwall CAP - Climate Change & Nature Recovery Network/Community Engagement Network

Information Classification: CONTROLLED

*This email has been sent on behalf of Catherine Thomson, Community Link Officer*

Hello all

At its last meeting, the South East Cornwall CAP agreed:

- To continue the existing Climate Change & Nature Recovery Network.
- To establish a new networking group for Community Engagement to recognise the demographic deficit, potential barriers and possible solutions.

I am therefore writing to ascertain who would wish to be part of either (or both) networks. The network meetings will be held on a quarterly basis, online, and the aim is to provide an informal platform for sharing information and providing insight.

If you could let me know if you or a representative from your town and parish council are interested, I will then send out details and links for the first meeting.

I look forward to hearing from you.

With kind regards  
Catherine

**Catherine Thomson | Community Link Officer, South East Cornwall CAP |  
Localism Team  
Community Services | Cornwall Council**

**End of Report**

**CAP**

To receive a report from Saltash Chamber of Commerce and consider any actions and associated expenditure.



## Saltash and District Chamber of Commerce and Industry



CHAIRMAN PETER RYLAND

### CHAMBER REPORT

Numbers were depleted for the meeting on the 7<sup>th</sup> July due to family commitments and the fact that there was a STC Town Vision Committee meeting on the same evening.

After the welcome and apologies, the Chairman asked for the Minutes of the previous meeting to be approved and this was agreed. There were no matters arising that were not on the main agenda.

Members then recalled various memories of the late Roger Dymond who had passed away since our last meeting in May. Roger had been an active member of the Chamber before relocating his business, R. D. Industries, to Bristol due to the lack of available alternative larger premises in Saltash when the site of their unit in Gilston Road was redeveloped (now Lidl).

The Treasurer reported on the start of the process for streamlining membership records and accounting re. membership fees.

Members were updated by the Chairman on matters relating to the work of Town Team and was complimented on the seating/planters/signage with particular reference to the sign for England. The Chairman explained that Town Team was looking at ways to progress their work and the availability of funding to pay for such. He explained also that he had been voted back in for another year as Chairman and asked for members to approve an amendment to the Terms of Reference to allow a Vice Chairman to be appointed – duly confirmed.

Hilary Frank then gave a detailed account of the Christmas Lights switch on proposals and the costings involved in a report she was submitting to STC Services Committee. Members still questioned whether road closure of Fore Street was the best option and would Victoria Gardens with good lighting and a P.A.system not be preferred. We would wait the outcome of the Services Committee decision.

Mr. Cotton then raised what appeared to be a valid question re. payment of the bridge toll by phone. He had noticed many drivers were making payment by swiping their phone and believed that even by having the phone in their hand they were breaking the law. The Chairman agreed to research this further.

M/s Frank reminded members that Cornwall Council had reversed a previous decision re. some car parks in Cornwall and as a result Belle Vue West would remain under Council control with the other car parks in Saltash.

Mr. Miller told members that work was starting on building the new roundabout at Stoketon Cross as well as speed reducing measures on the A38 between Saltash and Trerulefoot.

The Chairman then reminded members that Westcountry Fabrication were still looking for relocation premises to expand. They required a 5/5000 sq. ft. building with a good-sized yard. The Chairman agreed to contact Bloor Homes re. employment space allocation in Treleddan.

Finally, the Chairman congratulated Sam Hammond on the planters in Gilston Road which were now flowering.

**End of Report**



## Report to Saltash Town Council August 2025

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

### Public Rights of Way Survey

Cornwall's Rights of Way network spans over 4,500 km, and Cornwall Council is inviting people to take part in a baseline survey to understand how people use them. The closing date is 28<sup>th</sup> September. Here is a link: [Rights of Way Improvement Plan | Let's Talk Cornwall](#)

## Report from Paul Cador: Saltash Trematon and Landrake

### Treledan

Montel Civil Engineering has been engaged by Bloor Homes as the main contractor for the construction management of a new roundabout, internal roads, and attenuation ponds to support the delivery of new housing at Treledan. Work commenced onsite on 30<sup>th</sup> June and will be complete in Spring 2026, and all works will be delivered in accordance with the relevant Section 278 and Section 38 agreements.

Key elements of the scheme include:

- The formation of one new access roundabout onto the A38 ·
- The construction of two additional new access junctions ·
- Earthworks remodelling across the site ·
- Installation of storm water drainage works, including attenuation ponds.



### Bus Fare Changes

Please see the link to with details of bus fare changes from 3 August 2025. The Transport for Cornwall Partnership has slightly reduced the subsidy to the public for the Adult Fares, while maintaining the current levels of subsidy for the majority of the Child Fares and Young Person Discount. The price of a single journey will continue to cost a maximum of £3 until 2027 through the government's National Bus Fare Cap scheme.

[Price Changes and New Tickets - 3rd August 2025 - Transport for Cornwall](#)



## **Bus Shelter at Carkeel**

Work is about to start on a new bus shelter at Carkeel, with completion due by the end of 2025.

## **Road Traffic Regulation Act 1984 S.14: Temporary Prohibition of Traffic**

Location: Road From Broad Lane to Liskeard Road and Broad Lane, Trematon

Timing: 11th August 2025 to 22nd August 2025 (09:00 to 17:00 hours)

Please click the following link to view a map and associated documents:

<https://one.network/?tm=143675661>

## **Report from Hilary Frank: Saltash Essa**

### **Unauthorised encampment on Warfelton**

In the evening of Tuesday 22<sup>nd</sup> July, travellers set up an unauthorised encampment on Warfelton, owned by Cornwall Council. Nationwide, there is a legal process that needs to be followed in these situations. First, Cornwall Council needs to conduct a WHEN assessment, to understand any Welfare, Health or Education Needs. After the travellers refused to engage with this, they were served a Direction to Leave, with a deadline of 4pm on Sunday 27<sup>th</sup> July. Since the travellers did not clear the site, Cornwall Council then applied for a court order.

Meanwhile, the Saltash Police Neighbourhood Team gathered evidence in relation to the significant disruption and distress being caused, and on Monday 28<sup>th</sup> July used their powers under the Criminal Justice and Public Order Act 1994 to issue a Notice to Leave. This notice was successful, and the unauthorised encampment left overnight on Monday 28<sup>th</sup>.

Cornwall Council is meeting with police representatives to see what can be done to prevent future unauthorised encampments on Warfelton, but evidence from other sites suggests that the installation of barriers is no deterrent.

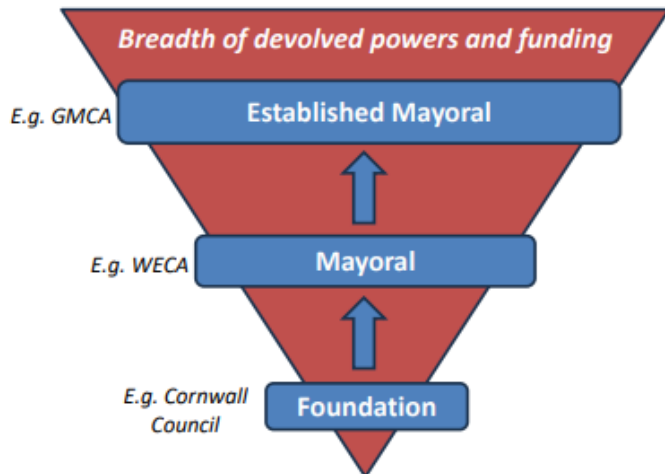
Coincidentally, the annual Safer Cornwall online survey where residents can share their views about crime and anti-social behaviour is currently open. Although there is no specific question about unauthorised encampments, there are some boxes (e.g. question 18) where views could be shared. The survey closes on 31<sup>st</sup> August.

Here is a link: [Surveys - Safer Cornwall](#)

## Devolution and Community Empowerment Bill

On 10<sup>th</sup> December 2024, government published the 'Devolution White Paper', saying this would be the biggest change to local government in 50 years. This has now been followed up by the English Devolution and Community Empowerment Bill, which was laid before Parliament on 10<sup>th</sup> July.

Government remains committed to ending two-tier local government.



The Bill will create a new category of authority in England, called the Strategic Authority.

Cornwall Council is already a Foundation Strategic Authority as a result of the 2023 Devolution Deal.

In the White Paper, government invited Expressions of Interest to access the 'Devolution Priority Programme'. Here are the authorities with successful EOIs in this first tranche:

Proposed mayoral combined (strategic) authority footprint	Combined population	Constituent authorities (voting members)	Elections postponed in 2025
Cumbria	c500,000	Cumberland Council and Westmorland and Furness Council	n/a
Cheshire & Warrington	c1m	Cheshire East Council, Cheshire West and Chester Council, and Warrington Borough Council	n/a
Norfolk & Suffolk	c1.7m	Norfolk County Council and Suffolk County Council	Yes
Greater Essex	c1.8m	Essex County Council, Thurrock Council and Southend-on-Sea City Council	Yes
Sussex & Brighton	c1.7m	East Sussex County Council, West Sussex County Council, Brighton and Hove City Council	Yes
Hampshire & Solent	c2m	Hampshire County Council, Portsmouth City Council, Isle of Wight Council, Southampton City Council	Yes
Surrey County Council's elections have also been postponed in order to fast-track local government reorganisation as a precursor to a devolution settlement			

Government is looking to get royal assent for these in February.

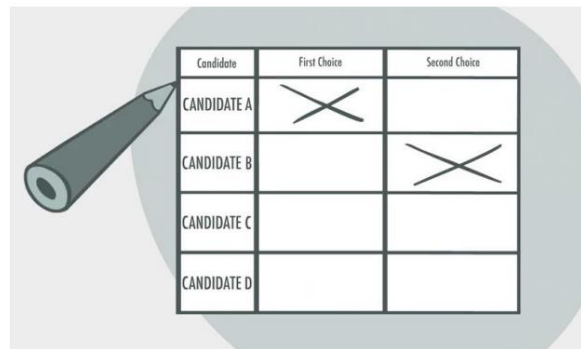
Interestingly, in the White Paper, the stated aim in terms of population was 1.5million, but Cumbria's combined population is 500,000.

The government then indicated a second opportunity for submission of Expression of Interest, and July has seen different positions emerge on each side of the Tamar:

- On 22<sup>nd</sup> July, a motion was passed by Cornwall Council calling on government to formally recognise Cornwall as one of the five nations of the United Kingdom.
- On 28<sup>th</sup> July, the leaders of Devon County Council, Plymouth City Council, Torbay Council and district councils across Devon joined forces to call for the creation of a 'South West Peninsula Mayoral Strategic Authority'. The leaders emphasised that their approach remains inclusive, saying that the door remains open for Cornwall Council to join the authority in future.

### Two major changes in the Bill compared to the White Paper:

1. The proposal to change the voting system for Mayors from the First Past the Post model to the Supplementary Vote model.
2. The introduction of a requirement on all local authorities to establish **effective neighbourhood governance** to *"...move decision-making closer to residents, so decisions are made by people who understand local needs."*  
 Accompanying Government guidance states: *"We want to make sure that all local authorities have a way of working with people in their neighbourhoods, so they are not relying on town and parish councils to do it."*  
 There is no detail on Neighbourhood Governance yet. It could be something similar to the CAPs that are in place in Cornwall, but it is still unclear.



## **Report from Cllr Keith Johnson: Saltash Tamar**

### **Relocation of Beryl Bikes**

The Beryl Bike scheme ceased to operate in Saltash from Monday 21st July, with bikes being relocated to other towns in Cornwall. A meeting will take place to ensure that the groundworks will be reinstated to an acceptable standard.

### **Works to Jubilee Green Car Park**

There are planned works along the River Tamar which is for the replacement of failing rock armour to the revetment east of Jubilee Green Car Park on Old Ferry Road. The existing revetment crest wall will be retained as part of the works and there will be no impact on the nearby D-Day monument.

Cormac are currently preparing a submission for planning and other consents such as a Marine License from the MMO.



### **Opportunity to purchase Parking Space(s) at rear of Callington Road**

Following an internal review of this asset, Cornwall Council has decided to dispose of this land (pictured outlined in red on the plan to the right), and would like to offer the opportunity to purchase this parking area to the neighbouring properties and those in the close locality.



Any interested parties who would like more information please email:

[cllr.keith.johnson@cornwall.gov.uk](mailto:cllr.keith.johnson@cornwall.gov.uk)

# **Bank Receipts**

Saltash Town Council

For the period 1 June 2025 to 30 June 2025

Contact	Description	Net	VAT	Gross
Annual Mooring Fees	Permanent users charges 01/06/2025 - 31/03/2026	£ 4,773.86	£ 954.76	£ 5,728.62
Barclays Active Saver Account	Transfer to cover Expenditure	£ 30,000.00	£ -	£ 30,000.00
Barclays Active Saver Account	Transfer to cover Expenditure	£ 170,000.00	£ -	£ 170,000.00
Churchtown Allotments	Allotment Deposit Income	£ 100.00	£ -	£ 100.00
Churchtown Allotments	Allotment rent 01/06/2025 to 31/03/2026	£ 62.50	£ -	£ 62.50
Churchtown Cemetery	Interment Income	£ 2,788.00	£ -	£ 2,788.00
Cornwall Council Deposit Account	Transfer to cover Expenditure	£ 100,000.00	£ -	£ 100,000.00
Daily Moorings	Fee Income	£ 50.00	£ 10.00	£ 60.00
EE	Cash back from phone contracts	£ 10.00	£ -	£ 10.00
Fairmead Allotments	Allotment rent 01/06/2025 to 31/03/2026	£ 58.33	£ -	£ 58.33
Guildhall Income	Various Booking	£ 30.80	£ -	£ 30.80
Guildhall Income	Photocopying Fees	£ 0.17	£ 0.03	£ 0.20
Isambard House	Various Booking	£ 412.50	£ 82.50	£ 495.00
James Hallam Council Guard	Insurance claim for storm damage to Pontoon	£ 37,563.13	£ -	£ 37,563.13
Library Income	Card Replacement Fees	£ 3.75	£ 0.75	£ 4.50
Library Income	Photocopying Fees	£ 71.27	£ 14.25	£ 85.52
Maurice Huggins Room	Various Booking	£ 90.00	£ -	£ 90.00
Public Sector Deposit	Bank Interest	£ 1,839.41	£ -	£ 1,839.41
St Stephen Parish Church	Interment Income	£ 1,735.00	£ -	£ 1,735.00
Sumup	Income from testing SumUp Machine	£ 1.10	£ -	£ 1.10
Trusted Boat Scheme	Fee Income	£ 583.31	£ 116.69	£ 700.00
Western Power Distribution (South West) plc (National Grid)	Wayleave payment	£ 14.32	£ -	£ 14.32
Ziffit	World of Books Income	£ 48.21	£ -	£ 48.21
<b>Grand Total</b>		<b>£ 350,235.66</b>	<b>£ 1,178.98</b>	<b>£ 351,414.64</b>

## Bank Payments

Saltash Town Council

For the period 1 June 2025 to 30 June 2025

Contact	Description	Net	VAT	Gross
Allstar Business Solutions Limited	Fuel for Town Council Service Delivery Vehicles	£ 153.90	£ 30.78	£ 184.68
Anglotech Group Limited (Previously Print Copy Scan Ltd)	Prints for Photocopiers 29/04/2025 to 27/05/2025	£ 445.40	£ 89.08	£ 534.48
Animal Encounters With Chris Johnson	Animal Encounters workshop 14/06/2025	£ 340.00	£ -	£ 340.00
Barclays	Bank Charges	£ 9.12	£ -	£ 9.12
Barclays Mayor's Charity A/c	Transfer to cover bank charges	£ 27.38	£ -	£ 27.38
Barron Surveying Services Ltd	Pre-planning advice for play park at Jubilee Green	£ 557.00	£ -	£ 557.00
Bright Software Group	BrightPay (UK) - May 2025	£ 3.48	£ 0.70	£ 4.18
BrightHR	Provisions of HR Software - June 2025	£ 78.00	£ 15.60	£ 93.60
Budget Locksmiths Saltash	Maintenance Materials for Library Doors	£ 60.00	£ -	£ 60.00
Cabin Fever Audio	PA System for Full Town Council Committee 05/07/2025	£ 355.27	£ -	£ 355.27
Cleansing Service Group Ltd	Waterside Cabin - Cleaning and disposal costs	£ 185.40	£ -	£ 185.40
Cornwall Council	Insurance for Longstone Garage and Depot - June 2025	£ 15.00	£ -	£ 15.00
Cornwall Council	Rent for Longstone Garage and Depot - June 2025	£ 375.00	£ -	£ 375.00
Cornwall Council	Licence - Seasonal Lighting	£ 100.00	£ -	£ 100.00
Cornwall Council	Licence - Hanging Baskets	£ 100.00	£ -	£ 100.00
Cornwall Council	Licence - Loud Speakers	£ 100.00	£ -	£ 100.00
Cornwall Council	Licence - Bunting	£ 100.00	£ -	£ 100.00
Cornwall Council	Licence - Hanging Baskets 2nd area	£ 100.00	£ -	£ 100.00
Cornwall Council	Contribution to Yellow lines on Albert Road	£ 5,000.00	£ -	£ 5,000.00
Cornwall Pensions	Cornwall Pensions Fund Payment - June 2025	£ 12,574.62	£ -	£ 12,574.62
Credit Card Purchases (Amazon)	Lumbar Support Pillow for Service Delivery Staff	£ 15.54	£ 3.11	£ 18.65
Credit Card Purchases (Amazon)	Wireless Mice for 4 new laptops	£ 61.80	£ 12.36	£ 74.16
Credit Card Purchases (Amazon)	Laptop risers for staff	£ 26.15	£ 5.25	£ 31.40
Credit Card Purchases (Amazon)	Display Port Cable for Office Manager	£ 4.91	£ 0.98	£ 5.89
Credit Card Purchases (Amazon)	Cleaning Products - Guildhall	£ 10.48	£ 2.10	£ 12.58
Credit Card Purchases (Amazon)	Plastic Storage Box for Longstone Depot	£ 15.04	£ 3.01	£ 18.05
Credit Card Purchases (Amazon)	Storage Bag for Longstone Depot	£ 41.66	£ 8.33	£ 49.99
Credit Card Purchases (Amazon)	Safety Boots for Service Delivery staff	£ 64.49	£ -	£ 64.49
Credit Card Purchases (Amazon)	Phone cover for Town Clerk work mobile	£ 6.65	£ 1.33	£ 7.98
Credit Card Purchases (Amazon)	Charger for Town Clerk work mobile	£ 3.74	£ 0.75	£ 4.49
Credit Card Purchases (Amazon)	Cleaning Products - Library	£ 6.66	£ 1.34	£ 8.00
Credit Card Purchases (Amazon)	Activities Cost - Library	£ 16.66	£ 3.33	£ 19.99
Credit Card Purchases (Amazon)	Cleaning Products - Longstone Depot	£ 5.00	£ 1.00	£ 6.00
Credit Card Purchases (Amazon)	Cleaning Supplies - Longstone Toilets	£ 9.16	£ 1.83	£ 10.99
Credit Card Purchases (Amazon)	Office Costs - Longstone Depot	£ 13.10	£ 2.79	£ 15.89
Credit Card Purchases (Canva)	Addon Lite subscription (monthly)	£ 12.82	£ 2.56	£ 15.38
Credit Card Purchases (Dell)	New Monitor for Officer Manager	£ 80.00	£ 16.00	£ 96.00
Credit Card Purchases (Henry Hoovers)	Cleaning Products - Guildhall	£ 41.67	£ 8.33	£ 50.00
Credit Card Purchases (Labels Online.com)	Festive Lighting Labels	£ 38.98	£ 7.80	£ 46.78
Credit Card Purchases (Manutan)	Flammable Material Storage Cabinet for Longstone Depot	£ 296.10	£ 59.22	£ 355.32
Credit Card Purchases (Meta/Facebook)	14 day Facebook Advert to boost the Saltash Market Trial	£ 11.47	£ -	£ 11.47
Credit Card Purchases (Survey Monkey)]	Survey Monkey Annual Subscription - for Neighbourhood Plan	£ 320.00	£ 64.00	£ 384.00
Credit Card Purchases (Tamar Aquatics and J & M Garden Machinery)	19kg Flo-Gas bottle for Rose Gas Beacon for VE Day.	£ 88.45	£ 4.42	£ 92.87
Credit Card Purchases (Trainline)	Train Travel for Larger Councils meeting at Truro - Town Clerk 03/06/2025	£ 25.60	£ -	£ 25.60
Credit Card Purchases (Xero (UK) Ltd)	Subscription - 01/05/2025 to 31/05/2025	£ 33.00	£ 6.60	£ 39.60
Dainton Group Services	Rent for Waterside Cabin and Effluent Tank	£ 321.42	£ 64.28	£ 385.70
Denmans	Goods For Saltash Jubilee Green Pontoon Maintenance	£ 57.86	£ 11.55	£ 69.41
Denmans	Repair Materials - Guildhall	£ 25.30	£ 5.06	£ 30.36
Denmans	Electrical components for festive lights maintenance	£ 26.78	£ 5.35	£ 32.13
Denmans	Electrical components for festive lights maintenance	£ 100.81	£ 20.16	£ 120.97
Denmans	Electrical components for festive lights maintenance	£ 52.56	£ 10.51	£ 63.07
Denmans	Tool Consumable for Longstone Depot	£ 50.50	£ 10.10	£ 60.60
Denmans	Pontoon Maintenance Materials	£ 29.61	£ 5.92	£ 35.53
Denmans	Tool Consumable for Longstone Depot	£ 87.03	£ 17.41	£ 104.44
Denmans	Maintenance Materials for Churchtown Cemetery	£ 39.69	£ 7.93	£ 47.62
Devon Contract Waste Ltd	16/05/2025 - Recycling charges 5801866 16/05/2025 Empty Euro 1100 Recycling	£ 15.18	£ 3.04	£ 18.22
Devon Contract Waste Ltd	29/05/2025 - Food waste Disposal charges	£ 7.50	£ 1.50	£ 9.00
Devon Contract Waste Ltd	12/06/2025 - Food waste Disposal charges	£ 7.50	£ 1.50	£ 9.00
Devon Contract Waste Ltd	06/06/2025 - Recycling charges	£ 14.04	£ 2.81	£ 16.85
EE	Staff business use mobiles and Pontoon broadband charges	£ 185.41	£ 37.08	£ 222.49
Efficient Comms Ltd	Telephone Call and Service Charges - April 2025	£ 251.13	£ 50.23	£ 301.36
Efficient Comms Ltd	Starlink monthly rental - June 2025	£ 75.00	£ 15.00	£ 90.00

Contact	Description	Net	VAT	Gross
Efficient Comms Ltd	Telephone Call and Service Charges - May 2025	£ 268.21	£ 53.64	£ 321.85
EON	Electricity Charges - 1st May 2025 - 31st May 2025 2025	£ 372.03	£ 18.60	£ 390.63
Furniture@Work	Una 3 Panel Mobile Jumbo Display Kit (Aluminium Frame)	£ 610.00	£ 122.00	£ 732.00
HMRC	PAYE payment - June 2025	£ 13,655.61	£ -	£ 13,655.61
HR Support Consultancy	HR Services for work carried out during the month of April 2025	£ 741.45	£ 148.29	£ 889.74
Hygiene 2 Health Ltd	Consultancy Services to update and review Risk Assessment produced in-house	£ 140.00	£ 28.00	£ 168.00
ICO	Annual Data Protection Renewal Fee	£ 73.00	£ -	£ 73.00
ICS Industrial Component Supplies	High Pressure Water Pump	£ 175.00	£ 35.00	£ 210.00
Institute of Cemetery & Crematorium Management	Renewal of Corporate Membership for Institute of Cemetery and Crematorium Management.	£ 105.00	£ -	£ 105.00
Laser - Christmas Light supply Point 1	Electricity Charges - 01/03/2025 to 31/05/2025	£ 76.07	£ 3.80	£ 79.87
Laser - Christmas Light supply Point 3	Electricity Charges - 01/03/2025 to 31/05/2025	£ 76.05	£ 3.80	£ 79.85
Laser - Christmas Light supply Point 4	Electricity Charges - 01/03/2025 to 31/05/2025	£ 76.05	£ 3.80	£ 79.85
Laser - Guildhall Gas	Gas Charges - 28/02/2025 to 31/03/2025	£ 202.23	£ 10.11	£ 212.34
Laser - Library Gas	Gas Charges - 28/02/2025 to 31/03/2025	£ 339.45	£ 67.89	£ 407.34
Laser - Library Gas	Gas Charges -]30/04/2025 to 31/05/2025	£ 88.31	£ 4.42	£ 92.73
Laser - Station Gas	Gas Charges -28/02/2025 to 31/03/2025	£ 36.38	£ 1.82	£ 38.20
Laser - Station Gas	Gas Charges -30/04/2025 to 31/05/2025	£ 20.81	£ 1.04	£ 21.85
Laser - Unmetered supply	Electricity Charges - 01/04/2025 to 30/04/2025	£ 18.69	£ 0.93	£ 19.62
Laser - Unmetered supply	Electricity Charges - 01/05/2025 to 31/05/2025	£ 19.03	£ 0.95	£ 19.98
McColls	Western Morning News newspaper and delivery to the Library Hub Week Ending 09/05/2025	£ 8.25	£ -	£ 8.25
McColls	Western Morning News newspaper and delivery to the Library Hub Week Ending 16/05/2025	£ 8.25	£ -	£ 8.25
McColls	Western Morning News newspaper and delivery to the Library Hub Week Ending 23/05/2025	£ 11.00	£ -	£ 11.00
McColls	Western Morning News newspaper and delivery to the Library Hub Week Ending 30/05/2025	£ 5.50	£ -	£ 5.50
McColls	Western Morning News newspaper and delivery to the Library Hub Week Ending 06/06/2025	£ 11.00	£ -	£ 11.00
McColls	Western Morning News newspaper and delivery to the Library Hub Week Ending 14/06/2025	£ 11.00	£ -	£ 11.00
McColls	Western Morning News newspaper and delivery to the Library Hub Week Ending 21/06/2025	£ 11.00	£ -	£ 11.00
Meristem Design Ltd	Design and installation of street furniture to include planters and signage together on Fore Street	£ 29,444.00	£ 5,888.80	£ 35,332.80
Mike Pitches	To attend Mayor Making on 13 June and take photographs	£ 70.00	£ -	£ 70.00
Minster Cleaning (South West Commercial Cleaning Ltd)	Opening, closing and cleaning of Saltash Town Council toilet blocks for May 2025	£ 3,126.42	£ 625.28	£ 3,751.70
Mole Valley Farmers Ltd	Grounds Maintenance Materials	£ 16.80	£ 3.36	£ 20.16
Otis Ltd	Contractual Maintenance carried out on Guildhall lift for Period: 01/06/2025 - 31/08/2025	£ 759.63	£ 151.93	£ 911.56
Paul Mattock	Undertaking calligraphy of Oath Book for the 2025/26 Mayor to sign at Mayor Making.	£ 150.00	£ -	£ 150.00
Reed Specialist Recruitment Ltd	Admin officer Staffing hours - Week Commencing 28/04/2025	£ 1,084.10	£ 216.82	£ 1,300.92
Reed Specialist Recruitment Ltd	Admin officer Staffing hours - Week Commencing 05/05/2025	£ 1,103.34	£ 220.67	£ 1,324.01
Reed Specialist Recruitment Ltd	Admin officer Staffing hours - Week Commencing 12/05/2025	£ 1,103.34	£ 220.67	£ 1,324.01
Reed Specialist Recruitment Ltd	Admin officer Staffing hours - Week Commencing 19/05/2025	£ 1,103.34	£ 220.67	£ 1,324.01
Reed Specialist Recruitment Ltd	Admin officer Staffing hours - Week Commencing 27/05/2025	£ 879.69	£ 175.94	£ 1,055.63
Robert Mcneil	The removal of the dangerous tree in St Stephens Churchyard	£ 500.00	£ -	£ 500.00
Robert Mcneil	Tree Maintenance at Seven Lighting Columns Around The Pillmere Estate	£ 350.00	£ -	£ 350.00
RS Components	Maintenance Materials for Guildhall Tapestry	£ 10.84	£ 2.17	£ 13.01
Saltash Window Cleaning	Cleaning of Saltash Council Office Windows - May 2025 and June 2025	£ 90.00	£ -	£ 90.00
Seymore Signs	Maintenance Materials - Festival Lighting	£ 281.32	£ 56.26	£ 337.58
Simon James	Activities Cost - Library	£ 155.00	£ -	£ 155.00
SOS Consultancy	Monthly ICT Support and Maintenance Services	£ 1,409.66	£ 281.93	£ 1,691.59
SOS Consultancy	Business laptops for Office Manager, Finance Assistant, Development and Engagement, Finance Officer, Community Hub Team Leader, Service Delivery Manager, Assistant Service Delivery Manager.	£ 5,520.00	£ 1,104.00	£ 6,624.00
SOS Consultancy	Docking stations for Guildhall Staff	£ 1,155.00	£ 231.00	£ 1,386.00
SOS Consultancy	Three business laptops for STC Councillors	£ 1,950.00	£ 390.00	£ 2,340.00
SOS Consultancy	Dell Docking Stations for Library Staff	£ 330.00	£ 66.00	£ 396.00
South West Hygiene	Sanitary Unit - Longstone Park Toilets : 07/07/2025 - 06/07/2026	£ 29.78	£ 5.96	£ 35.74
South West Hygiene	Nappy Bin Unit -Longstone Park Toilets : 07/07/2025 - 06/07/2026	£ 82.05	£ 16.41	£ 98.46
South West Hygiene	Sanitary Unit - Maurice Huggins 07/07/25-06/07/26	£ 164.10	£ 32.82	£ 196.92
South West Signs	Trackside Cafe Sign	£ 30.00	£ 6.00	£ 36.00
South West Signs	Pontoon Number Signs	£ 97.00	£ 19.40	£ 116.40
South West Signs	CCTV Sign for Pontoon	£ 12.50	£ 2.50	£ 15.00
South West Signs	Lettering for Mayoral board for 2025/26	£ 47.50	£ 9.50	£ 57.00
South West Signs	Electricity Safety Sign for Pontoon	£ 25.00	£ 5.00	£ 30.00
South West Signs	Electricity Safety Sign for Street lighting	£ 52.50	£ 10.50	£ 63.00
South West Water - Alexandra Sq	Water and Sewerage Charges - 11/03/2025 - 06/11/2025	£ 137.42	£ -	£ 137.42
South West Water - Library	Water and Sewerage Charges - 02/05/2025 to 04/06/2025	£ 37.92	£ -	£ 37.92
South West Water - Longstone Depot - Connection to Bowling Green	Water and Sewerage Charges - 02/05/2025 to 04/06/2025	£ 52.83	£ 4.34	£ 57.17



Contact	Description	Net	VAT	Gross
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water and Sewerage Charges 2 April 2025 to 1 May 2025	£ 267.31	£ 20.63	£ 287.94
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water and Sewerage Charges - 02/05/2025 to 04/06/2025	£ 373.57	£ 28.73	£ 402.30
South West Water - Maurice Huggins Room	Water and Sewerage Charges - 02/05/2025 to 04/06/2025	£ 22.55	£ 2.02	£ 24.57
South West Water - Victoria Gardens	Water and Sewerage Charges - 02/05/2025 to 03/06/2025	£ 8.03	£ 1.60	£ 9.63
South West Water - Waterside	Water and Sewerage Charges 12 March 2025 to 06 June 2025	£ 185.98	£ -	£ 185.98
Sovereign Fire and Security Ltd	Fire Alarm, Intruder Alarm and Access Control System Maintenance Charge - 12/05/2025 to 11/05/2026	£ 403.00	£ 80.60	£ 483.60
Sovereign Fire and Security Ltd	Callout for additional access card for Library	£ 133.00	£ 26.60	£ 159.60
Space Detectives/Wild about Exmoor	Activities Cost - Library	£ 325.00	£ -	£ 325.00
Spot-On-Supplies	Cleaning Materials - Longstone Depot	£ 5.38	£ 1.08	£ 6.46
Spot-On-Supplies	Cleaning Materials - Isambard House	£ 46.74	£ 9.35	£ 56.09
Spot-On-Supplies	Cleaning Materials - Guildhall	£ 12.93	£ 2.59	£ 15.52
Spot-On-Supplies	Cleaning Materials - Library	£ 20.65	£ 4.12	£ 24.77
Spot-On-Supplies	Cleaning Materials - Longstone Depot	£ 9.55	£ 1.91	£ 11.46
Staff Expenses	Staff Travel Expenses - Service Delivery Manager	£ 9.00	£ -	£ 9.00
Staff Salaries	Staff Salaries	£ 40,038.56	£ -	£ 40,038.56
Steve Hillman Ground Works And Cherry Picker Services Saltash.	Cherry Picker And Driver Hire For Christmas Lights Remedial Works.	£ 400.00	£ -	£ 400.00
Stripe	Card Machine Fees	£ 76.14	£ -	£ 76.14
Sumup	Card Machine Fees	£ 20.71	£ -	£ 20.71
Tartendown Nursery	Cost to Refill Saltash Town Baskets	£ 2,170.00	£ 434.00	£ 2,604.00
Tartendown Nursery	Summer plants for Saltash Town	£ 1,600.00	£ 320.00	£ 1,920.00
Thirsty Work	Water Cooler Hire & water - June 2025	£ 187.15	£ 37.43	£ 224.58
Tool station	Maintenance Materials - Churchtown Security Alarm	£ 11.16	£ 2.21	£ 13.37
Tool station	Maintenance Materials - Pontoon	£ 25.31	£ 5.06	£ 30.37
Tool station	Maintenance Materials - Public Toilets	£ 5.69	£ 1.14	£ 6.83
Trade UK Account	Grounds Maintenance Materials	£ 99.99	£ 20.00	£ 119.99
Trade UK Account	Maintenance Materials - Pontoon	£ 166.62	£ 33.33	£ 199.95
Trade UK Account	Maintenance Materials - Festive Lights	£ 96.52	£ 19.31	£ 115.83
Trade UK Account	Ladder tags for Service Delivery use	£ 14.14	£ 2.84	£ 16.98
Trade UK Account	Tool Consumable for Longstone Depot	£ 40.90	£ 8.18	£ 49.08
Trade UK Account	Wet & Dry Dust Extractor for Service Delivery use	£ 468.32	£ 93.67	£ 561.99
Trade UK Account	Repair Materials - Isambard House	£ 7.49	£ 1.50	£ 8.99
Trade UK Account	Essentials Asset Tag	£ 37.49	£ 7.50	£ 44.99
Trade UK Account	Tool Consumable for Longstone Depot	£ 140.06	£ 28.01	£ 168.07
Trade UK Account	Grounds Maintenance Materials	£ 2.92	£ 0.58	£ 3.50
Trade UK Account	Gold Gloss Anti Corrosive Metal Paint	£ 10.82	£ 2.17	£ 12.99
Trade UK Account	Maintenance Materials - Guildhall	£ 13.63	£ 2.73	£ 16.36
Trade UK Account	Maintenance Materials - Public Toilets	£ 33.98	£ 6.80	£ 40.78
Travis Perkins Trading Company Ltd	Repair Materials - Isambard House	£ 11.34	£ 2.27	£ 13.61
Tudor Environmental	Spare Parts for Grin Pedestrian Mower	£ 415.64	£ 83.13	£ 498.77
Tudor Environmental	Repair Equipment for replacement strimmer	£ 687.13	£ 137.42	£ 824.55
Tudor Environmental	Tool Consumable for Longstone Depot	£ 642.04	£ 128.41	£ 770.45
UK Identity Ltd	ID Badge for Community Hub Assistant	£ 3.75	£ 0.75	£ 4.50
UK Identity Ltd	Staff ID Badge Cost	£ 8.20	£ 1.00	£ 9.20
Viking Direct	Office Cost - Library	£ 252.83	£ 50.57	£ 303.40
Viking Direct	Office Cost - P&F	£ 33.94	£ 6.78	£ 40.72
Vincent Tractors Ltd	Annual Service For Kubota F3890 Mower	£ 360.00	£ 71.99	£ 431.99
Vincent Tractors Ltd	Annual Service for Service Delivery Wood Chipper	£ 300.00	£ 60.00	£ 360.00
Vincent Tractors Ltd	Grounds Maintenance Materials	£ 104.19	£ 20.83	£ 125.02
Vincent Tractors Ltd	New battery for Kubota Mower	£ 73.85	£ 14.77	£ 88.62
Vincent Tractors Ltd	Repair components for Grounds Maintenance Tools	£ 781.29	£ 156.25	£ 937.54
Vincent Tractors Ltd	Annual Service For Wright Stander Mower	£ 332.62	£ 66.52	£ 399.14
Vincent Tractors Ltd	Annual Service for Kubota RTV900 Utility Buggy	£ 710.00	£ 141.98	£ 851.98
Vincent Tractors Ltd	Annual Service for UBS14 Multi Attachment Mower	£ 385.00	£ 77.01	£ 462.01
Voyager Marine Ltd	Repairs for storm damage and maintenance work to the pontoon and the piles.	£ 109,170.21	£ 21,834.04	£ 131,004.25
West Country Embroidery	Staff Clothing Costs	£ 189.65	£ 37.93	£ 227.58
Westcountry Fabrication Ltd	Alterations to flag-pole at Guildhall to fit new fibre-glass flagpole	£ 530.00	£ 106.00	£ 636.00
Westcountry Fabrication Ltd	Repair to bollard with addition of new length of self colour tube and ground bracket	£ 240.00	£ 48.00	£ 288.00
Westcountry Skip Hire	02/06/2025 Green Waste Disposal	£ 41.40	£ 8.28	£ 49.68
Westcountry Skip Hire	12/06/2025 General Mixed Waste Disposal	£ 55.00	£ 11.00	£ 66.00
Westcountry Skip Hire	16/06/2025 Large Builders Skip waste disposal	£ 331.00	£ 66.20	£ 397.20
WesternWeb Ltd	Additional Banner for Website	£ 45.00	£ 9.00	£ 54.00
<b>Grand Total</b>		<b>£ 254,990.84</b>	<b>£ 35,439.87</b>	<b>£ 290,430.71</b>



## **To reaffirm the Civility and Respect Pledge**

**Report to:** Full Town Council

**Date of Report:** 23.07.25

**Officer Writing the Report:** Office Manager / Assistant to the Town Clerk

**Pursuant to:** [6 February 2025 minute nr. 337/24/25](#)

### **Officers Recommendations**

To reaffirm Saltash Town Council's commitment to the Civility and Respect Pledge and to continue to revisit the pledge on a quarterly basis at Full Town Council meetings.

### **Report Summary**

At Full Council in February Members discussed the continued lobbying for the change in legislation with all members encouraged to independently complete the Strengthening the Standards and Conduct Framework for Local Authorities consultation.

Members agreed to continue to strengthen the standards by reaffirming the Civility and respect Pledge on a quarterly basis.

Please see attached **Appendix A** – Civility and Respect Pledge.

### **How Does This Meet the Business Plan?**

Strategic Priority 1 – Boosting Jobs and Economic Prosperity - Operate in accordance with our Civility and Respect Pledge - Town Council to sign the annual Civility and Respect Pledge - (Personnel Committee)

### **Signature of Officer:**

Office Manager / Assistant to the Town Clerk

## APPENDIX A



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

**This is to certify that  
Saltash Town Council  
has signed up to the Civility & Respect Pledge**

Saltash Town Council believes now is the time to put Civility and Respect at the Top of the Agenda and start a culture change for the local council sector.

Certificate number: 790.

**Saltash Town Council will:**

- Treat all councillors, clerk and all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role.
- Put in place a training programme for councillors and staff.
- Sign up to Code of Conduct for councillors.
- Have in place good governance arrangements in place including, staff contracts, and Dignity at Work Policy.
- Commit to seek professional help at early stages should civility and respect issues arise.
- Commit to calling out bullying and harassment when it happens.
- Continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme.
- Support the continued lobbying for the change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

**To receive a report and protocol for the Town Council Remembrance Civic Service and consider any actions and associated expenditure**

**Report to:** Full Town Council

**Date of Report:** 21 July 2025

**Officer Writing the Report:** Mayor's Secretary/Receptionist

**Officers Recommendations**

Members are asked to consider for the year 2025-26 the following Remembrance Sunday arrangements:

- **St Stephen-by-Saltash Service:** The Civic Party will assemble at the 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).
- **Wreath Laying Ceremonies:** The Mayor and Consort on behalf of the Town Council will 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.
- **Saltash Town Council Remembrance Civic Service:** To be held at Wesley Church, commencing at 2:00pm.
- **The Reading of the Roll of Honour:** Will take place at St Stephen by Saltash and Wesley Church. This solemn tribute honours those who gave their lives in service, and forms a central part of our Act of Remembrance.
- **Remembrance Parade:** Supported by the Royal British Legion, the parade will 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.

- **Refreshments:** All attendees are warmly invited to join the Civic Party at the Guildhall for light refreshments following the event.
- **GWR Poppies to Paddington Event:** Subject to invitation, the Mayor and Consort will participate by handing over the Town Council wreath to the 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.
- **Road Closure:** Approval of the road closure cost of £984.66. The final date for submitting the road closure application is 15 August.
- **Officer and Civic Party:** Approval of payment and TOIL for Officer and Civic Party members, as appropriate.
- **Budget Allocation:** Costs to be allocated to Budget Code 6202 – Civic Occasions and Staffing Cost.

## Report Summary

Remembrance Sunday is a profoundly important occasion in the United Kingdom, observed on the second Sunday of November to honour the service and sacrifice of the Armed Forces and to commemorate those who lost their lives in conflict.

This year's arrangements differ slightly from previous years, as the Town Council Civic Party has been invited by Reverend Laura Bushell-Hawke to attend not only the Act of Remembrance at the St Stephen-by-Saltash War Memorial, but also the morning service at the church.

All members of the community are warmly invited to attend both the morning and afternoon services taking place in Saltash to remember those who lost their lives in conflict and join the afternoon parade. Please note that seating within both churches may be limited. Attendees are welcome to stand if seating is unavailable.

In the event of extreme weather, wreaths will be respectfully laid at the altars of St Stephen by Saltash and Wesley Church, and will be transferred to the War Memorials as soon as conditions allow.

**Budgets**

**Budget Code:** 6202 Civic Occasions

**Budget Availability:** £8,889

**Signature of Officer:**

Mayor's Secretary/ Receptionist

## **To receive a report from the Beating of the Bounds Working Group and consider any actions and associated expenditure**

**Report to:** Full Town Council

**Date of Report:** 04.08.25

**Working Group Writing the Report:** Martin Lister and Cllrs Pete Samuels, Brian Stoyel, Julia Peggs, Rachel Bullock

### **Working Group Recommendations:**

Members are asked to consider:

1. 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. 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. Contact Botus Fleming Church to request their support in opening the church for the event providing light refreshments and history of the church.
4. Contact Botus Fleming Parish Council to request their approval for the Mayor to wear the chain of office when crossing the boundary.
5. Grant permission for the use of the Town Seals on promotional materials related to the event.
6. Approve ticket pricing at £5 per person, with tickets available for purchase from the library with immediate effect.
7. 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. 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. Approve the use of Isambard House for free and for Councillor B. Samuels to provide homemade scones, including gluten-free options, with appropriate food hygiene certification confirmed.
10. The Mayor to contact BBC Spotlight to invite media coverage of the event.
11. Request Service Delivery to ensure boundary stones are maintained, accessible for the event, reporting any health and safety concerns directly to the Assistant to the Clerk.
12. Service Delivery Manager to conduct a site visit to carry out a Risk Assessment ahead of the event.
13. 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. Note that bus transport will be available for individuals unable to walk part or all of the route.
15. 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. Note that Saltash Rotary kindly offered their support route Marshalls for road crossings.

## Report Summary

So what is Beating the Bounds?

Beating the bounds is an ancient custom which is still observed in some English and Welsh parishes in England. The custom dates from Anglo-Saxon times, as it is mentioned in laws of Alfred the Great. It was often followed by an ale feast which guaranteed its popularity.

A group of old and young members of the community would walk the boundaries of the parish, usually led by the parish priest and church officials, to share the knowledge of where they lay, and to pray for protection and blessings for the lands.

There are records of Saltash Beating the Bounds in 1871 and in 1890. It was the custom for both the Mayor and Town Clerk to be bumped on the first and last stone

Beating the Bounds is an annual event in many places in the country, Liskeard for example do this event every year.

Since the 1930's, Saltash only 'Beat the Bounds' on special occasions like jubilees and coronation years. Due to the popularity of the last few events, we have decided to make it an annual event again. For those of you who have never attended it, I recommend it, it's a quirky, historic day out.

Details of event:

- The date of the event is Saturday, 11th October 2025
- People will meet at the Waitrose car park side of the Waitrose bridge at 10.30am - I have asked Waitrose for permission; they are happy for us to congregate there but have asked for people to not park in the car park.
- The walk will take approximately 4 hours passing through Moditonham Quay, Botus Fleming, Hatt and Notter Bridge. The walk is approximately 5 miles.
- The Town Crier attended last year and made a declaration at the first and last stone. It would be lovely to have the town crier again.
- For those wishing to take part, but are unable to walk the route, a bus will be available to drive those passengers so they can still participate, like last year's event. The bus will be waiting in Waitrose car park at 10.30am.
- Last year, the Botus Fleming residents opened up their church hall for tea and cake, asking for donations. Eric Distin to be contacted again to see if they would like to offer this
- There are 5 boundary stones in which the walkers will pass. At the first and last stone there will be a blessing from the priest and a declaration from the Town Crier, before Mayor and other members of the walk are "bounced".
- At Notter Bridge the walkers will stop for a brief rest, a picnic or a drink/snack in the pub if they wish. The Notter Bridge Inn will be informed of this event like last time. We will suggest to participants that they take a picnic and plenty of drink for their journey.

- At 2.30pm the walkers will be collected from Notter by the Saltash Red Bus. The buses will transport us all to St Germans for the final leg of the trip. In the past we have hired 3 Red Buses which hold 45 people in total. I have spoken to Red Bus and they now have more buses, so we can potentially open this up to more people.
- At St Germans we will then catch the train back to Saltash.
- The day will end in Isambard House with a scones and cream for the participants. Brenda has kindly offered to make scones like last time.
- The Saltash Red Bus will be on standby for anyone wishing to return to Carkeel after the event if need be.

#### Key Facts

- Saturday 11<sup>th</sup> October 2025
- To be held every year
- Start at Waitrose (Waitrose notified)
- £5 a ticket not including rail travel
- Walkers purchase their own train tickets St Germans to Saltash
- Full route
- Notter Bridge refreshments – notify them of walk
- Red Bus to accompany except in very restrictive areas
- Bus to St Germans from Notter Bridge
- Red Bus back to Waitrose from Isambard House
- Saltash Rotary Club to supply route Marshalls for road crossings
- Isambard House refreshments Scones etc from Brenda etc
- Arrange brief stopover at Botus Fleming church hall for refreshments, contact Eric Distin
- Martin Lister to provide running commentary
- Rev Laura to provide blessings
- Risk Assessment provided by STC as per last year
- Service Delivery team to ensure 'stones' accessible
- Dogs permitted on leads

#### Event costing:

The hire of Saltash Red buses still waiting for costings from Saltash Red Bus. Last year they charged £75 for their 4 buses, which restricted us to 45 walkers. This year they have more buses so we could potentially sell more tickets.

There will be no costing prior to the event. Saltash Red Bus are happy to invoice the council after the event.

#### Ticket prices:

Due to the current economic climate, the working group decided tickets would be sold at £5 per adult, under 13s are £1 each child. This means that the event could potentially run at a loss. The tickets will be sold from the library and on Eventbrite.

Admin to take on the role of setting up Eventbrite, tickets and contacting landowners for permission as well as Botus Parish Council for permission to wear the chains.



We have 2 options:

- 1) Charge £5 a ticket and any losses can come from our events funding.
- 2) Charge more for the tickets so the Council does not incur any expenses. This could mean that less people would attend the event.

I would like this to be decided at the FTC meeting.

I am also seeking permission from the council to use the town seals in the advertising of this event. The town seals are on some of the boundary stones, so I think it is only right that we use them on the posters.

Risk assessment:

A risk assessment was created for the event last October. This risk assessment can be used for this same event.

## Report Images



*Gordon Bellingham, Town Clerk is bumped upside down on the boundary stone at Notter Bridge*



*Master Davy is bumped on the new boundary stone in 1934 (this is by the Croft on the A388)*



*Cllr Julia Peggs being bounced on the first stone last year*





*Cllr Richard Bickford being bounced*









## **Budgets**

**Budget Availability:** £963

**Budget Codes:** 6230 PF Social Media Advertising Budget remaining

**Committed Spend:** £90.00

## **How Does This Meet the Business Plan?**

Beating of the Bounds is an historic event which meets the Boosting Jobs and Economic Prosperity strategic priority by promoting the town as a vibrant and welcoming visitor destination. It supports the Recreation and Leisure priority by providing cultural activities and acknowledges our unique position on the Tamar and Lynher Rivers. It's an event that appeals to both locals and visitors bringing people to the town.

## **End of Report**



**Subject:** Strategic Proposal: Launch of a Saltash Town Ambassadors Network

Dear Members of Saltash Town Council,

I am writing to formally propose the development and funding of a **Saltash Town Ambassadors Network**—a structured, visible community presence designed to enhance public engagement, civic pride, visitor support, and local environmental standards in the heart of our town.

This proposal draws inspiration from the **Skipton Town Centre Ambassadors** scheme, a well-regarded programme operated by Skipton Town Council and Skipton BID. Their model has demonstrated measurable outcomes in improving visitor experience, supporting small businesses, reducing anti-social behaviour, and creating a more unified and cared-for public space.

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## Overview and Purpose

The **Saltash Ambassadors Scheme** would consist of trained, uniformed community volunteers who serve in the following roles:

- **Public-facing stewards** providing information, tour guides, directions, and a welcoming presence for both visitors and residents.
- **Community observers** helping to report litter, vandalism, fly-posting, graffiti, overflowing bins, and accessibility concerns in real-time.
- **Event supporters** who assist with community days, market stalls, parades, seasonal celebrations, and ad hoc town centre activity.
- **Civic connectors** signposting individuals to relevant services (e.g. Library Hub, Foodbank, CEPL12 Kitchen, Guildhall).
- **Partners in safety** acting as visible allies to the local police, Fire & Rescue personnel, and safeguarding officers.

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## Why Saltash Needs This Initiative

Saltash is increasingly becoming a community-rich and event-friendly town. Between the historic waterfront, Victoria Park and the evolving high street, Saltash stands at a key moment of regeneration and identity-building.

However, like many towns across Cornwall, Saltash faces:

- Gaps in street-level information and visitor engagement;

- Intermittent civic presence outside of official events;
- Occasional rises in low-level antisocial behaviour;
- A need to demonstrate civic pride and safety to support footfall and local business confidence.

A Town Ambassador Network will visibly demonstrate that Saltash cares about its appearance, its people, and its visitors. The ambassadors would be a living symbol of our local values: **friendliness, pride, inclusivity, and vigilance**.

---

## Case Study: Skipton Town Ambassadors (North Yorkshire)

Skipton is widely known as the ‘Gateway to the Dales’, the comparison to Saltash is clear.

Skipton Town Ambassadors are a recognised success across Yorkshire for:

- Engaging thousands of tourists each year with positive, accurate, welcoming support;
- Monitoring street conditions and reporting live issues to the local authorities;
- Creating safer, more confident environments in the town centre and public parks;
- Participating in radio-based communications with local law enforcement, wardens, and business crime teams.

Skipton’s model is scalable, cost-effective, and adaptable to Saltash. It has won public praise, helped reduce environmental complaints, and strengthened town centre cohesion between public bodies, volunteers, and businesses.

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## Proposed Framework for Saltash

### Volunteer/Staff Roles:

A team of 10–15 initial ambassadors, wearing branded hi-vis vests or sashes, with ID cards and coordinated training. Roles could be flexible: some focused on tourism and wayfinding, others on event support and reporting.

### Training Programme:



- First Aid & safeguarding
- Local history, map reading, accessibility
- Communication skills and conflict awareness

### Operating Schedule:

- Seasonal deployment (e.g. April–September) with targeted weekend/event rotas
- Drop-in opportunities for volunteers to build confidence and community belonging
- Co-ordinated by a nominated staff member or a supported community partner (e.g. CEPL12, Oaklands Community Centre, Livewire)

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## Estimated Start-Up Costs

Item	Description	Est. Cost
Uniforms & ID	Hi-vis vests/sweaters, branded polo shirts, ID cards (10x)	£200
Radio/Comm Kits	Portable radios & shared comms gear	£500
Training & Onboarding	First Aid, safeguarding, local area training	£300
Insurance & DBS Checks	Volunteer clearance, liability cover	£250
Branding & Promotion	Posters, leaflet maps, ambassador signage	£250
<b>Total</b>		<b>£1,500– £1,700</b>

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## Strategic Benefits

- **Boost visitor satisfaction** and repeat tourism through personal interaction.
- **Support Town Centre Strategy** and complement any Place Shaping or Regeneration goals.
- **Reduce pressure on police** by being visible, supportive eyes and ears.

- **Bridge gaps** between agencies and residents through lived, visible connection.
- **Foster local pride and belonging**, especially among retirees, youth, and isolated individuals looking to re-engage.

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## Suggested Next Steps

To move this proposal forward, I would like to respectfully request that **Saltash Town Council act as the lead partner**, with the following support:

### What I'm Asking of the Town Council:

1. **Present this concept** at an upcoming Council Meeting or Events Committee
2. Agree on a **small pilot during key events** (e.g. Remembrance, Christmas Lights).
3. **Act as the project lead and primary funder** for the pilot phase.
4. **Support coordination**—either by assigning a small number of officer hours or working with community partners (e.g. CEPL12, Oaklands Community Centre, Livewire) to act as delivery partner.
5. **Fund the estimated £1,500–£1,700** for start-up costs (uniforms, radios, training, insurance).
6. **Endorse the initiative publicly** to build momentum and legitimacy.

### My Contribution and Wider Support:

- I will continue gathering volunteer interest, local testimonials, and early partnerships.
- I will liaise with community organisations, the Police, and Fire & Rescue to build multi-agency involvement.
- I am willing to assist in grant writing if external funds are required to scale.
- If preferred, I can work under the direction of the Town Council as a volunteer co-developer of the scheme as the Council sees fit.

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## Final Thoughts & Support

This proposal is designed to be light-touch, low-cost, high-visibility, and deeply aligned with the goals of Saltash Town Council. It creates instant community impact, strengthens partnership working, and empowers local people to take pride in their town.

If Saltash truly wishes to lead in community innovation and civic warmth in South East Cornwall, then now is the moment to launch a Saltash Town Ambassadors Scheme.

In the past few days alone, I myself through conversations with a range of individuals already volunteering in Saltash, it became clear to me that we already have the spirit of town ambassadors alive and well in our community. At least three people I spoke with expressed immediate interest in formally becoming Saltash Ambassadors. This suggests not only a readiness but a real enthusiasm for the idea. I believe there is a genuine appetite for this in Saltash—people want to represent their town, give back, and help shape a welcoming, cared-for public space.

Mandy Thompson, Age UK Social Prescriber (working with Saltash Health Centre) said:

"Anything that lends itself to developing community cohesion, participation and civic pride can only be viewed in a positive light.

As a social prescriber, any scheme which encourages people to care for and be involved with their community, and welcome visitors to the town and surrounding areas is a huge plus.

We are rich in social resources in Saltash and I firmly believe the right scheme can only enhance the town's profile as a safe, healthy and culturally vibrant place to live.  
I am more than happy to endorse the scheme in principle."

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I would welcome the opportunity to present this proposal formally and work with the Council to bring it to life and would be more than pleased to attend a Town Council meeting to further explain this vision.

With sincere thanks for your time and commitment to Saltash.

Warm regards,  
**James Jenkins**

11 Wentworth Way  
Saltash  
PL12 4DG

07947 405886

**To receive an updated report on Meet Your Councillor Sessions and consider any actions and associated expenditure**

July 2025 saw the monthly Meet Your Councillor session changed from the second Saturday of the month, to the third Saturday, this to coincide with Market Day.

With the greater footfall in and around Fore Street on Market Day, it was possible to engage with a larger number of residents and visitors than might otherwise have been possible.

Whilst the amount of recorded feedback was roughly the same, Members were able to interact with the public in a more proactive way, on this occasion imparting useful information with regard to the appointment procedure changes at Port View Surgery, with a substantial number of information sheets being distributed from the gazebo, which had been positioned as part of the Market.

As the Meet Your Councillor session is for a duration of only two hours, whereas the Market is open from 10.00 – 3.00, it might, however, be prudent to consider returning to the original location, outside the former Blooms in Fore Street. With the street itself being busier than on a normal Saturday, this would still afford greater opportunity for engagement.

It should be noted that future dates for the Market are still to be confirmed, although I am given to understand that it will still be on the third Saturday, therefore STC sessions should still coincide.

**End of report**

**Cllr Pete Samuels**