



# ***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)

31 October 2025

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 6th November 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	S Gillies M Johns S Martin P Nowlan J Peggs J Suter	G McCaw S Miller B Samuels B Stoyel (Vice-Chairman)

## Agenda

1. Health and Safety Announcements.
2. Apologies.
3. Declarations of Interest:
  - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
  - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
4. Public Questions - A 15-minute period when members of the public may ask questions of the Town Council.  
Please note: Any member of the public requiring to put a question to the Town Council must do so by email or via The Guildhall **no later than 12 noon the day before the meeting.**

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

5. To receive and approve the Minutes of the Full Town Council Meeting held on 2 October 2025 as a true and correct record. (Pages 5 - 14)
6. To receive and note the minutes of the following Committees and consider any recommendations:
  - a. Services held on 9 October 2025; (Pages 15 - 21)
  - b. Burial Authority held on 14 October 2025; (Pages 22 - 28)
  - c. Planning and Licensing held on 21 October 2025; (Pages 29 - 33)
  - d. Extraordinary Services held on 23 October 2025; (Pages 34 - 52)
  - e. Personnel held on 30 October 2025.
7. To receive and note the minutes of the following Sub Committees and consider any recommendations:
  - a. Library held on 16 October 2025; (Pages 53 - 56)

- b. Town Vision held on 28 October 2025. (Pages 57 - 59)
- 8. To receive the Chairman's report and consider any actions and associated expenditure. (Page 60)
- 9. To receive the Monthly Crime Figures and consider any actions. (Pages 61 - 62)
- 10. To receive a report from Community Enterprises PL12 and consider any actions and associated expenditure. (Page 63)
- 11. To receive a report from Community Area Partnerships and consider any actions and associated expenditure. (Pages 64 - 91)
- 12. To receive a report on behalf of Safer Saltash and consider any actions and associated expenditure.
- 13. To receive a report from Saltash Chamber of Commerce and consider any actions and associated expenditure. (Pages 92 - 93)
- 14. To receive a report from Cornwall Councillors and consider any actions and associated expenditure.
- 15. To receive an update on the future of the health care in Saltash and consider any actions and associated expenditure. (Page 94)
- 16. To consider Risk Management reports as may be received.
- 17. Finance:
  - a. To advise the receipts for September 2025 (Page 95)
  - b. To advise the payments for September 2025 (Pages 96 - 97)
  - c. To report urgent and essential works actioned by the Town Clerk under Financial Regulations;
  - d. To note that bank reconciliations up to 30 September 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.

18. To receive and approve an amendment to the Schedule of Meetings 2025-26 and consider any actions. (Pages 98 - 99)
19. To receive a property asset notification from Cornwall Council and consider any actions and associated expenditure. (Pages 100 - 110)
20. To receive the notes from Saltash Town Team held on 13 October 2025 and consider any actions and associated expenditure. (Pages 111 - 116)
21. To receive a report from Saltash Together and consider any actions and associated expenditure. (Page 117)
22. To receive a report from Friends of Churchtown and consider any actions and associated expenditure. (Page 118)
23. To receive a report on project Ann Glanville and consider any actions and associated expenditure. (Pages 119 - 124)
24. Meet your Councillors: The next scheduled meeting date Saturday 15 November 2025 in conjunction with Saltash Market Day.
25. 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.
26. To consider any items referred from the main part of the agenda.
27. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
28. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
29. Date of next meeting: Thursday 4 December 2025 at 7:00 p.m.
30. 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.





## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 2nd October 2025 at 7.00 pm**

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

**ALSO PRESENT:** H Frank (Cornwall Council), P Cador (Cornwall Council) and K Johnson (Cornwall Council), S Burrows (Town Clerk / RFO)

**APOLOGIES:** J Brady, S Gillies and J Peggs

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#### **202/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **203/25/26 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.

#### **204/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

The Chairman invited Beverly Gordon to ask her question of the Town Council, as attached.

The Chairman opened the question to Members of the Town Council.

Councillor Miller noted that no complaints regarding the Town Council's Civic Service of Remembrance had been received either through the office or via social media.

The Chairman acknowledged this but expressed the view that it would still be beneficial to review the Civic Service of Remembrance.

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOVLED** that Saltash Town Council will consider reviewing the

Town Council Civic Service of Remembrance at a future meeting.

**205/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 4 SEPTEMBER 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 Mortimore and **RESOLVED** that the minutes of the Full Town Council Meeting held on 4 September 2025 were confirmed as a true and correct record.

**206/25/26 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

a. Planning and Licensing held on 18 September;

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

b. Policy and Finance held on 23 September:

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

**220/25/26 TO RECEIVE AMENDMENTS TO THE FOLLOWING POLICIES AND CONSIDER ANY ACTIONS:**

Members agreed to receive the following items en-bloc.

- a. Grants Policy;
- b. Code of Conduct;
- c. Health and Safety Manual;
- d. Standing Orders;
- e. Scheme of Delegation
- f. Civic Handbook.

It was proposed by Councillor P Samuels, seconded by Councillor Suter and resolved to **RECOMMEND** approval of the proposed amendments A-F to Full Council to be held on 2 October 2025.

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

**207/25/26     TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

- a. Property Maintenance held on 25 September;

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

- b. Station Property held on 29 September.

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

**208/25/26     TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman and Deputy Chairman presented their report contained within the circulated reports pack, referring to the slides displayed on screen. The presentation highlighted the wide range of events they had both been invited to attend, representing the Town Council in an official capacity.

It was **RESOLVED** to note.

**209/25/26     TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.**

Crime figures were not received for the meeting. However, PC Cummings was in attendance and informed Members that overall crime levels had decreased in the month of September. He noted, however, a recent increase in incidents of shoplifting and concerns regarding children taking pictures of themselves and sharing the images with others.

Councillors Miller and Bickford raised concerns regarding the illegal use of electric bikes in Saltash, and queried whether the Police would be undertaking an operation similar to that carried out in Plymouth.

PC Cummings responded that no reports of such incidents had been received in Saltash. However, Councillor Bickford referred to an incident that had occurred earlier that day, citing footage available from Tamar Bridge CCTV.

It was **RESOLVED** to note.

**210/25/26     TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**211/25/26    TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

Next meeting online is to be held on 7 October 2025.

**212/25/26    TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

Date for the next meeting has not yet be agreed.

**213/25/26    TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

Next meeting is to be held on 6 October 2025.

**214/25/26    TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Miller referred to the section in Councillor Cador's report concerning the lane closure at Stoketon Cross and sought clarification on the reasons behind it.

Councillor Cador was unable to provide an update, as National Highways had not responded to his email enquiries.

Councillor Johnson informed Members that the repainting of double yellow lines at Berry Park had been assessed as a safety concern, and as such, the lines are to be reinstated.

It was **RESOLVED** to note.

**215/25/26    TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the report circulated within the reports pack, noting the next meeting is to be held on 8 October.

It was **RESOLVED** to note.

**216/25/26    TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**217/25/26    FINANCE:**

a. To advise the receipts for August 2025;

It was **RESOLVED** to note.

b. To advise the payments for August 2025;

It was **RESOLVED** to note.

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

None.

d. To note that bank reconciliations up to 31 August 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.

**218/25/26     TO RECEIVE THE CONCLUDED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDED 31 MARCH 2025 AND CONSIDER ANY ACTIONS.**

The Town Clerk / Responsible Finance Officer referred Members to the report circulated within the reports pack and expressed thanks for their continued compliance throughout the year.

It was **RESOLVED** to note the Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2025, and the display of the Town Council's Notice of Conclusion of Audit.

**219/25/26     TO RECEIVE THE TOWN COUNCIL MAIN INSURANCE POLICY RENEWAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. Approve the appointment of Company A for a three-year term at an annual premium of £17,190.14 (inclusive of insurance premium tax and VAT), subject to annual increases as outlined in the policy;
2. Approve a virement of £6,000 from General Reserves to budget code 6205 PF Insurance to cover the shortfall resulting from a higher-than-anticipated insurance premium increase;
3. Allocate the cost of appointing Company A to budget code 6205 PF Insurance.

**220/25/26     TO RECEIVE A REPORT ON BEYOND PARADISE SERIES 4 LOCATION AGREEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Bullock, seconded by Councillor Johns and

**RESOLVED** to delegate authority to the Town Clerk to sign the Beyond Paradise Series 4 Location Agreement, thereby enabling the financial transaction of £1,632 to proceed distributing equally across the 51 Churchtown allotment plots.

**221/25/26     TO REAFFIRM THE CIVILITY AND RESPECT PLEDGE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** to reaffirm Saltash Town Council's commitment to the Civility and Respect Pledge and the importance to continue revisiting the pledge on a quarterly basis at Full Council meetings.

**222/25/26     TO APPOINTMENT A MEMBER TO THE DEVOLUTION SUB COMMITTEE:**

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

**223/25/26     TO APPOINT A MEMBER TO THE FOLLOWING TOWN COUNCIL WORKING GROUPS:**

a. Waterfront Management and Water Transport;

It was proposed by Councillor Stoyel, seconded by Councillor Bullock and **RESOLVED** that Councillor Johns be appointed to the Waterfront Management and Water Transport working group.

b. Community Infrastructure Levy (CIL) Application Fourth Round;

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** that Councillor McGaw be appointed to the Community Infrastructure Levy (CIL) Application Fourth Round working group.

c. Christmas Lights;

It was proposed by Councillor Stoyel, seconded by Councillor P Samuels and **RESOLVED** that Councillor Miller be appointed to the Christmas Lights working group.

d. Churchtown Farm Nature Reserve.

It was proposed by Councillor Bullock, seconded by Councillor McGaw and **RESOLVED** that Councillor Ashburn be appointed to the Churchtown Farm Nature Reserve working group.



**224/25/26     TO RECEIVE THE NOTES OF THE TOWN TEAM MEETING HELD ON 30 SEPTEMBER 2025 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Due to the meeting being cancelled there were no notes to be received.

**225/25/26     TO RECEIVE A REPORT ON THE PARTNERSHIP WITH NATIONAL HIGHWAYS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to continue with the Working Group, with no requirement for Officer support.

**226/25/26     TO RECEIVE A REPORT ON THE SPONSORSHIP OF ST LUKE'S HOSPICE GUIDING LIGHTS ART TRAIL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor McGaw, seconded by Councillor Mortimore and **RESOLVED** to sponsor Brunel Primary School's participation in the St Luke's Hospice Guiding Lights Art Trail, scheduled to take place in 2026, in memory of the late Grahame O'Donoghue, at a total cost of £495 + VAT, allocated to budget code 6202 PF Civic Occasions.

**227/25/26     MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 18 OCTOBER 2025, IN CONJUNCTION WITH SALTASH MARKET DAY.**

The next scheduled meeting is set for Saturday, 18 October, to be held in conjunction with Saltash Market Day on Fore Street. It was agreed to invite Children's Hospice South West to participate in the session to help raise local awareness.

It was proposed by Councillor Bullock, seconded by Councillor Martin, and **RESOLVED** that Councillors Ashburn, Bullock, Martin, and Nowlan will attend the session, with an invitation extended to Children's Hospice South West to also take part raising local awareness.

**228/25/26     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.

**229/25/26     TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**230/25/26     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**231/25/26     TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Meet Your Councillor Session;
2. St Luke's Hospice Guiding Lights Trail in conjunction with Brunel Primary School.

**232/25/26     DATE OF NEXT MEETING:    THURSDAY 6 NOVEMBER 2025 AT 7:00 P.M.**

Thursday 6 November 2025 at 7.00pm

**233/25/26     COMMON SEAL:**

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

Rising at: 7.45pm

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

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

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 9th October 2025 at 6.30 pm**

**PRESENT:** Councillors: R Bickford (Chairman), R Bullock, S Gillies (Vice-Chairman), M Johns, S Martin, G McCaw, P Nowlan, J Peggs, B Samuels and B Stoyel.

**ALSO PRESENT:** S Burrows (Town Clerk), M Cotton (Acting Service Delivery Manager)

**APOLOGIES:** A Ashburn, J Brady, S Miller, L Mortimore, P Samuels and J Suter

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#### **49/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **50/25/26 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.

#### **51/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**52/25/26      TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 17 JULY 2025 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Services Committee held on 17 July 2025 were confirmed as a true and correct record.

**53/25/26      TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** to note the budget statements and approve a virement of £50.00 from budget code 7121 LO IT & Office Costs Longstone to budget code 6534 SE Pontoon Broadband.

**54/25/26      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**55/25/26      TO REVIEW THE SERVICES COMMITTEE BUSINESS PLAN DELIVERABLES FOR QUARTER TWO FOR THE YEAR 2025/26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. Note there are no specific 'actions' Members wished for the Town Clerk to take into consideration when reviewing the deliverables;
2. Defer to a future Services Committee Meeting for further consideration.

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

a. Departmental Report;

The Acting Service Delivery Manager gave a verbal update on the report contained and circulated in the reports pack.

Point 7 of the report – Kubota RTV:

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

1. To delegate authority to the Acting Service Delivery Manager to part-exchange the existing RTV for £3,000 towards the purchase of a used Kubota RTV X1110 Cab at a total cost of £17,215 + VAT. After the part-exchange, the remaining balance of £14,215 + VAT will be payable, as detailed in Appendix G.
2. That the expenditure be allocated to budget code 6578 EMF Vehicles and Equipment.
3. To accept the Town Clerk's advice that, due to the nature of the procurement via a website, a single quotation was deemed acceptable in this instance.
4. To note that the company recommended by the Acting Service Delivery Manager is known to Saltash Town Council and is considered reputable.

Point 6 of the report – Jubilee Pontoon:

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

1. To delegate authority to the Acting Service Delivery Manager to replace the failed navigation unit located on the northern end of the Jubilee Pontoon, in accordance with the Tenancy at Will, subject to the Town Clerk confirming with Trinity House the required number of navigation lights for the pontoon.
2. To delegate authority to the Acting Service Delivery Manager to purchase one solar-powered navigation light and three solar battery replacement kits at a total cost of £1,092, to be allocated to budget code 6584 EMF Pontoon Maintenance Costs. This is subject to confirmation from the Town Clerk that the faulty light requires replacement in accordance with Trinity House's recommendations.
- 3.

4. To request that the Acting Service Delivery Manager reports the outcome of the above actions at the next scheduled meeting of the Services Committee.

It was **RESOLVED** to note the contents of the remainder of the report.

- b. Grounds Maintenance Works;

It was **RESOLVED** to note.

- c. Work Request Log;

No report.

- d. Vandalism and Anti-Social Behaviour Report;

No report.

- e. Statutory and Mandatory Building Asset Checks.

No report.

57/25/26

**TO RECEIVE AN UPDATED REPORT ON THE PURCHASE OF LAND AT PILLMERE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk provided a verbal update regarding the transfer of two parcels of land at Pillmere—Harebell Close and Campion Close.

Members acknowledged the significant volume of work involved, noting that the Town Clerk had received seventeen documents requiring thorough review and analysis in order to prepare a comprehensive report for Members' consideration.

Members also expressed concern about the general public's limited understanding of the complexities involved in legal matters of this nature. They emphasised the importance of allowing sufficient time for due diligence to avoid potential issues arising in the future.

The Town Clerk confirmed that she had contacted Taylor Wimpey regarding the clearance of both sites and is currently awaiting a response.

It was proposed by Councillor Stoyel, seconded by Councillor Gillies, and **RESOLVED** that the item be deferred to the Extraordinary Services Committee meeting scheduled for 23 October.

**58/25/26      TO RECEIVE AN UPDATED REPORT ON PONTOON MAINTENANCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To appoint Company C to carry out remedial works to the Jubilee Pontoon during December, when usage of the pontoon is typically lower, to minimise disruption.
2. That the scope of the remedial works shall be in accordance with the recommendations outlined in Primrose Marine's inspection report dated 5 July 2025 and shall include the reinstatement of all deck boards to their original condition upon completion of the works.
3. That the total cost of £4,980 be allocated to budget code 6584 EMF Pontoon Maintenance.
4. To delegate authority to the Town Clerk, in consultation with the Chair and Vice Chair of the Committee, to obtain quotations from independent marine surveyors to assess and verify the quality and completion of the works undertaken by Company C working within budget 6584 EMF Pontoon Maintenance reporting back at a future Services Committee meeting.

**59/25/26      TO RECEIVE AN UPDATE ON THE TOWN'S FESTIVE LIGHTING PROVISION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Gillies, seconded by Councillor B Samuels, and **RESOLVED** to note the update and to ratify the additional expenditure of £880 required to complete the works as requested by the Services Committee, with the cost to be allocated to budget code 6515 – Festive Lights Maintenance and Electricity.

**60/25/26      TO RECEIVE A REPORT FROM THE CHRISTMAS LIGHTS WORKING GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**61/25/26      TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chair updated Members on the conversation had with Adrian of SEA regarding the need to use chemicals and herbicides to treat growth of the heliotrope located in Elwell Woods in accordance with specialist advice they had received.

Members again raised their concern of the growth and spread of the heliotrope and need to act now.

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

1. To refer SEA to Services Committee Minute 116/24/25, dated 13 February 2025, in which Members requested that SEA reconsider the use of chemical treatment to manage the heliotrope growth in Elwell Woods.
2. To proceed with sending small samples of root material to the Royal Horticultural Society (RHS) for analysis, to determine whether disease is present in the orchard. It was further agreed that, in future, SEA does not require prior Committee approval to undertake similar investigative or minor works.
3. That Members will contact SEA directly to suggest any suitable areas of land within their wards for potential tree planting initiatives.
4. To approve a total expenditure of £735.13, allocated to budget code 6589 EMF Community Tree Planting Initiatives, for SEA to replace the birch trees previously planted adjacent to the Cornish Cross.
5. To note that all purchases on behalf of SEA are to be made through the Service Delivery Department, in accordance with the Town Council's procurement procedures.

**62/25/26      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.

**63/25/26      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.



**64/25/26      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**65/25/26      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES  
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE  
OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Thursday 23 October 2025 at 6.30 pm

Rising at: 7.36 pm

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

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

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Burial Authority Committee held at the Guildhall on Tuesday 14th October 2025 at 6.30 pm**

**PRESENT:** Councillors: A Ashburn (Vice-Chairman), R Bullock (Chairman), G McCaw, S Miller, B Samuels and B Stoyel.

**ALSO PRESENT:** D Joyce (Office Manager / Assistant to the Town Clerk) and W Peters (Finance Officer)

**APOLOGIES:** None.

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#### **15/25/26 TO ELECT A CHAIRMAN**

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

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

No further nominations were received.

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

Councillor Bullock remained in the Chair.

#### **16/25/26 TO ELECT A VICE CHAIRMAN**

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

No further nominations were received.

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

#### **17/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

**18/25/26      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.

**19/25/26      PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**20/25/26      TO RECEIVE AND APPROVE THE MINUTES FROM THE BURIAL AUTHORITY MEETING HELD ON 29 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 Stoyel, seconded by Councillor McCaw and **RESOLVED** that the minutes of the Burial Authority Committee held on 29 April 2025 were confirmed as a true and correct record.

**21/25/26      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**22/25/26      TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**23/25/26      TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

It was **RESOLVED** to note.

**24/25/26      TO RECEIVE A REPORT ON EXCLUSIVE RIGHTS OF BURIAL RENEWALS AND CONSIDER ANY ACTIONS AND EXPENDITURE.**

Members discussed the report on the renewal of Exclusive Rights of Burial (EROB) for Churchtown Cemetery, as included in the circulated reports pack. The Office Manager / Assistant to the Town Clerk provided clarification on the process to be followed if the Town Council is unable to contact the EROB holder.

It was **RESOLVED** to note.

**25/25/26      TO SET THE BURIAL AUTHORITY FEES AND CHARGES FOR THE YEAR 2026/27 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

Members reviewed and discussed the 2026/27 fees and charges, noting that the Town Council continues to offer competitive rates.

The Finance Officer recommended a slight increase in fees for EROB renewals, benches, and other memorials to reflect the cost of materials, installation and administrative time.

It was proposed by Councillor Stoyel, seconded by Councillor McCaw and resolved to **RECOMMEND** to the Policy and Finance Committee to be held on 25 November 2025 to approve the Burial Authority Committee Fees and Charges for the year 2026/27, as attached.

**26/25/26      TO SET THE BURIAL AUTHORITY BUDGET FOR THE YEAR 2026/27 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer worked through the budget statement for the year 2026/27 contained within the circulated reports pack.

It was proposed by Councillor Bullock, seconded by Councillor McCaw and resolved to **RECOMMEND** to the Policy and Finance Committee to be held on 25 November 2025 the Burial Authority Committee budget statement for the year 2026/27 (as attached) including the following amendments:

Operating Expenditure

1. To delete budget code 6005 BA Fire Extinguishers as it is no longer required;
2. To delete budget code 6010 BA PWLB Loan Repayment & Interest as it is no longer required;
3. To vire £403 from budget code 6011 BA Water to 6073 BA EMF Memorial Garden whilst the Town Council continues to locate the meter at Churchtown Cemetery;
4. To create budget code 6015 BA Annual Keyholding Service.

**27/25/26      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. (As required or if necessary).

**28/25/26      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**29/25/26      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

30/25/26 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES  
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE  
OF THE MEETING.**

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

1. Exclusive Rights of Burial Renewals.

**DATE OF NEXT MEETING**

To be confirmed.

Rising at: 7.02 pm

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

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

## Burial Authority - Churchtown Cemetery

### Fees and Charges

Description	2025/26 Charges	2026/27 Proposed Charges <b>Amendments</b>
<b><u>Interment Fees</u></b>		
Interment under the age of 18 years - Saltash residents only	No Charge	No Charge
1st Interment over the age of 18 years - (triple depth plot)	£700	£700
2nd & 3rd Interment over the age of 18 years - (ERB determined)	£700	£700
1st Interment of ashes in a casket - (double depth plot)	£333	£333
2nd Interment of ashes in a casket - (ERB determined)	£333	£333
1st Interment of loose ashes - (double depth plot)	£167	£167
2nd Interment of loose ashes - (ERB determined)	£167	£167
Interment of ashes in Garden of Remembrance	£333	£333
Service Men and Emergency Service Personnel killed in active service - Saltash residents only.	No Charge	No Charge
<b><u>Exclusive Right of Burial including Plot Deed (Exclusive Right of Burial must be purchased with 1st Interment) - Length of Exclusive Right of Burial - 10 Years</u></b>		
Exclusive Right of Burial under the age of 18 years - Saltash residents only	No Charge	No Charge
Exclusive Right of Burial 1st Interment over the age of 18 years	£333	£333
Exclusive Right of Burial 1st Interment of ashes in a casket	£111	£111
Exclusive Right of Burial 1st Interment of loose ashes	£111	£111
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	No Charge	No Charge
<b><u>Memorial Permissions - Length of Right to Erect a Memorial - 10 years</u></b>		
Permission to erect headstone under the age of 18 years - Saltash residents only	No Charge	No Charge
Permission to erect headstone including first inscription	£111	£111
Additional inscriptions	£56	£56
Permission to place cremated remains tablet	£56	£56
Removal of a headstone & cremation tablet other than for an additional inscription	£56	£56
Renewal of Grant of Right to Erect a Memorial	£28	£28
Permission to erect/place monument Commonwealth War Grave Commission / Ministry of Defence	No Charge	No Charge
Cremation foundation slab and tablet to be supplied by ERB owner	No Charge	No Charge
Service Men and Emergency Service Personnel killed in active service - Saltash residents only.	No Charge	No Charge
<b><u>Renewal of Exclusive Rights of Burial - Length of Exclusive Right of Burial - 10 Years</u></b>		
Single grave for the interment and renewal under the age of 18 years - Saltash resident only	No Charge	No Charge
Renewal of Exclusive Rights of Burial		£28
(increase price to cover Admin time required)	£28	£60
Renewal of Exclusive Rights of Cremated Remains		£28
(increase price to cover Admin time required)	£28	£60
Issue & registration of duplicate deed of grant of grave space	£28	£28
Inspection of Burial Register	£28	£28
Transfer of ERB certificate up to a maximum of 2 hours, and then charged on an hourly basis at £25 per hour	£51	£51
Transfer of ERB certificate by Statutory Declaration up to a maximum of 2 hours, and then charged at an hourly basis at £25 per hour	£84	£84
Permission of right to Commonwealth War Grave Commission / Ministry of Defence	No Charge	No Charge
Permission to place a war grave marker	No Charge	No Charge
Exhumations of coffins or cremated remains casket/loose ashes	Price on Application	Price on Application
Search of Registers by our staff (per search)	£28	£28
Search of Registers by our staff (non resident)	£56	£56
Double standard fees apply to non Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the Chairman of the Burial Authority Committee)	All Fees Double	All Fees Double
<b><u>Benches &amp; Other Memorials - 10 Years Lease (Residents &amp; Non Residents) (VATABLE)</u></b>		
	<b>Inc VAT</b>	<b>Inc VAT</b>
Rose Bush - Permission to place a rose bush and memorial plaque at Churchtown Cemetery in the memorial garden (Cost to purchase plaque £51 + rose £17 + labour/materials £30 = £98, suggest increasing fee to £100 + VAT = £120)	£100	£100 £120
To supply, fit and maintain a memorial bench Including plaque (cost to purchase bench £399 + plaque £51 + labour/materials £250 = £600, suggest increasing fee to £500 + VAT = £600)	£540	£540 £600

Burial Authority Committee - Burial Authority Budget 2025-26  
Saltash Town Council  
For the month of August 2025

Black text - budget assumptions  
Red text - Further Actions (TBA)  
Purple text - new codes  
Blue text - recommend virements  
Green text - recommendation from Property Maintenance

Account	Prior Year 2024/25	EMF Balances B/F 2024/25	Budget 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept 2026/27	Notes	Budget 2027/28	Budget 2028/29	Budget 2029/30	Budget 2030/31
<b>Burial Authority Operating Income</b>											
4612 BA Cemetery Fees	21,390	0	15,000	10,698	4,302	15,570	Current budget + CPI	16,162	16,776	17,413	18,075
4614 BA Memorial Bench Income	167	0	458	83	375	600	Assume income for 1 bench and 1 rose bush/plaque	623	647	672	698
4615 BA National Grid Wayleave Income	0	0	15	14	1	14	Same amount each year	14	14	14	14
4616 BA Churchtown Carpark Income	0	0	1,000	0	1,000	0	Awaiting plans from Anthony Estate for introducing fees	0	0	0	0
Total Burial Authority Operating Income	21,557	0	16,473	10,795	5,678	16,184		16,799	17,437	18,099	18,787
<b>Burial Authority Operating Expenditure</b>											
6000 BA Petrol	360	0	250	15	235	260	Current budget + CPI	270	280	291	302
6001 BA Machinery Maintenance Costs	287	0	305	100	205	317	Current budget + CPI	329	342	355	368
6004 BA General Site Maintenance	608	0	1,000	580	420	1,038	Current budget + CPI	1,077	1,118	1,160	1,204
6005 BA Fire Extinguishers	0	0	100	0	100		Annual invoice coded to 6214 PF 0 Health & Safety Recommend deleting code	0	0	0	0
6008 BA Tree Survey & Tree Maintenance	0	0	875	364	511	908	Current budget + CPI	943	979	1,016	1,055
6009 BA Electricity Costs	345	0	406	69	337	421	Current budget + CPI	437	454	471	489
6010 BA PWLB Loan Repayment & Interest	21,385	0	10,693	10,692	1	0	Loan paid in full 30/07/2025. Recommend deleting code	0	0	0	0
6011 BA Water	0	0	403	0	403	0	In discussion with SWWA for location of water meter - ongoing Recommend virement to 6073 BA EMF Memorial Garden for any unspent funds at Year End.	0	0	0	0
6012 BA Memorial (Expenditure)	173	0	408	3	405	518	Assume purchase of 1 bench and 1 rose/plaque	538	558	579	601
6013 BA Security Alarm Maintenance	186	0	241	230	11	344	Based on 2025/26 Contract cost +estimated 10% increase	357	371	385	400
6014 BA Cemetery Software Subscription	912	0	726	1,047	(321)	726	Based on 2025/26 actual cost plus estimated 10% increase for subscription	754	783	813	844
6015 BA Annual Keyholding Service (new code)	0	0	0	0	0	184	2025/26 contract £167 + 10% Previously budgeted to Guildhall	191	198	206	214
Total Burial Authority Operating Expenditure	24,255	0	15,407	13,100	2,307	4,716		4,705	4,885	5,070	5,263
Total Burial Authority Operating Surplus/ (Deficit)	(2,699)	0	1,066	(2,305)	3,371	11,468	0	12,094	12,552	13,029	13,524
<b>Burial Authority EMF Expenditure</b>											
6070 BA EMF Churchtown Cemetery Capital Works	(20)	4,472	1,500	0	5,972	1,500	Recommendation from Property & Maintenance	1,500	0	0	0
6071 BA EMF Replace Machinery & Equipment	0	13,942	0	0	13,942	0	No increase required	0	0	0	0
6073 BA EMF Memorial Garden	154	3,570	0	0	3,570	0	No increase required	0	0	0	0
Total Burial Authority EMF Expenditure	133	21,984	1,500	0	23,484	1,500		1,500	0	0	0
Total Burial Authority Expenditure (Operational & EMF)	24,389	21,984	16,907	13,100	25,791	6,216		6,205	4,885	5,070	5,263
Total Burial Authority Budget Surplus/ Deficit	(2,832)	(21,984)	(434)	(2,305)	(20,113)	9,968		10,594	12,552	13,029	13,524
Estimated CPI 3.8% based on July 25 as reported by Office of National Statistics 20-08-25				Precept 2025/26 (434) Precept 2026/27 9,968 Increase / (Decrease) (10,402)							



## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 21st October 2025 at 6.30 pm**

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

**ALSO PRESENT:** D Joyce (Office Manager / Assistant to the Town Clerk)

**APOLOGIES:** R Bickford, J Brady (Vice-Chairman), S Gillies, M Johns and P Nowlan.

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#### **73/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **74/25/26 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 Meeting
Bullock	PA25/06484	Non-Pecuniary	Knows the applicant	Yes

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

None received.

#### **75/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY SPEAK ABOUT A PLANNING APPLICATION.**

None received.

**76/25/26      TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON 18 SEPTEMBER 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 P Samuels and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 18 September 2025 were confirmed as a true and correct record.

**77/25/26      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**78/25/26      TO RECEIVE A REPORT ON THE SURVEY POLL PROCESS AND CONSIDER ANY ACTIONS.**

Members received the report outlining the current survey process and data relating to Members' responses to survey polls over the past three months.

Members noted the increase in response rates and agreed that, based on the data provided, no changes to the existing process are necessary at this time.

It was **RESOLVED** to note.

**79/25/26      PLANNING:**

a. Applications for consideration:

**PA25/06484**

Jason Wilkinson – **102 Callington Road, Saltash PL12 6EA**

Construction of garage and workshop (extension of existing garage).

**Ward: Tamar**

Date received: 16/09/25

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

**PA25/06687**

Sue Ninnis – **41 Hillside Road, Saltash PL12 6EX**

Extension of two existing dormers.

**Ward: Tamar**

Date received: 25/09/25

It was proposed by Councillor Peggs, seconded by Councillor Bullock and resolved to **RECOMMEND REFUSAL** due to overdevelopment of the site and the designs not in keeping with surrounding properties.

**PA25/07392**

Jacob Landers – **1 Riverside Cottage, Forder, Saltash PL12 4QS**

Two storey rear extension.

**Ward: Trematon**

Date received: 08/10/2025

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

**PA25/06861**

Lee Fredrick – **432 New Road, Saltash PL12 6HW**

Proposed single storey rear and side extension.

**Ward: Tamar**

Date received: 13/10/2025

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

**PA25/07404**

Steven Barrow – **82 North Road, Saltash PL12 6BE**

Retrospective application for a driveway and associated works

**Ward: Tamar**

Date received: 14/10/2025

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

b. Tree applications:

**PA25/06963**

Betty Walkey – **27 Coombe Road, St Stephens, Saltash PL12 4ES**  
Application for tree works within a TPO Area: T1 - Oak - Re pollard one oak by approximately 2.5 meters back to previous cut points as indicated in the photos whilst being mindful to maintain shape and form keeping the maximum cut diameter under 50mm. T2 - Crimson Maple - Reduce one crimson maple by 1.5 meters over the property to prevent the canopy projecting further. T3 - Oak - Reduce one over extended oak limb over the property by 2.5 meters taking it back to the average crown line

**Ward: Essa**

Date received: 22 /09/25

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

**PA25/07036**

Donna Jordan – **Rear of 28 The Brook, Saltash PL12 6UL**  
Application for tree works within a Conservation Area: Group of Ash stems, reduction to trees currently stand at about 10 meters, we want to cut 4 meters leaving 6 meters.

**Ward: Tamar**

Date received: 23/09/25

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

**80/25/26      CONSIDERATION OF LICENCE APPLICATIONS:**

None received.

**81/25/26      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.

**82/25/26      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**83/25/26      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**84/25/26      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES  
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE  
OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Tuesday 18 November 2025 at 6.30 pm

Rising at: 6.45 pm

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

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

## **SALTASH TOWN COUNCIL**

### **Minutes of the Extraordinary Meeting of the Services Committee held at the Guildhall on Thursday 23rd October 2025 at 6.30 pm**

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

**ALSO PRESENT:** S Burrows (Town Clerk / RFO)

**APOLOGIES:** J Brady, M Johns and G McCaw.

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#### **66/25/26     HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **67/25/26     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.

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/ Non-Pecuniary</b>	<b>Reason</b>	<b>Left Meeting</b>
S Gillies	8	Non-Pecuniary	Lives in area	Yes

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

None received.

#### **68/25/26     PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**69/25/26      TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 9 OCTOBER 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 Gillies and **RESOLVED** that the minutes of the Services Committee held on 9 October 2025 were confirmed as a true and correct record.

**70/25/26      TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**71/25/26      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**TO RECEIVE A REPORT ON THE PURCHASE OF LAND AT PILLMERE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Cllr Gillies declared an interest in the matter under discussion. At the request of the Chairman, she remained in the room to respond to any questions Members might have.

Cllr Miller asked Cllr Gillies for her understanding of residents' views regarding the potential use of the land at Campion Close, should the Town Council proceed with its purchase.

Cllr Gillies responded that while no formal consultation had taken place, residents had expressed a desire for the area to be better maintained and had shown interest in its potential use as an open green space with their input/assistance.

Cllr Gillies then left the room.

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

1. To note the Report on Title and outstanding matters provided by Coodes Solicitors.
2. To delegate authority to the Town Clerk to respond to the queries raised in the report from Coodes Solicitors on behalf of the Town Council, as follows:
  - a) *Section 2.4* – A site survey is not required.
  - b) *Section 2.5* – A site valuation is not required.
  - c) *Section 4.2* – The Council will not proceed with the acquisition of the additional parcels of land offered by the transferor.
  - d) *Section 7.1* – There are no plans to alter access to the site.
  - e) *Section 7.2* – The section was noted.
  - f) *Section 7.23* – The Council agrees that the transferor should proceed with the purchase of indemnity insurance in perpetuity for both Harebell Close and Campion Close.
3. To note that Members have no further questions at this stage.
4. To await the resolution of outstanding matters listed in Schedule 1 of the report from Coodes Solicitors.
5. To note that the Town Clerk has made several attempts to contact the transferor regarding the urgent need to tidy the site, but no response has been received to date.



**73/25/26      TO RECEIVE THE FOLLOWING COMMITTEE PRECEPT**  
**RECOMMENDATIONS AND CONSIDER ANY ACTIONS:**

a. Library held on 2 September 2025;

Members considered the following recommendations from the Library Sub Committee.

**RECOMMENDATION 1:**

29/25/26 TO SET THE LIBRARY SUB COMMITTEE FEES AND CHARGES FOR THE YEAR 2026/27 RECOMMENDING TO THE SERVICES COMMITTEE.

Members discussed the fees and charges set by Cornwall Council for the year 2026/27.

It was proposed by Councillor Brady, seconded by Councillor P Samuels and resolved to **RECOMMEND** to the Services Committee to be held on 23 October 2025 to approve the Library Sub Committee Fees and Charges for the year 2026/27, as attached.

It was proposed by Councillor B Samuels, seconded by Councillor Mortimore and resolved to **RECOMMEND** the Library Sub Committee Fees and Charges for the year 2026/27 as attached, to the Extraordinary Policy and Finance meeting to be held on 25 November 2025.

**RECOMMENDATION 2:**

30/25/26 TO SET THE LIBRARY SUB COMMITTEE BUDGET FOR THE YEAR 2026/27 RECOMMENDING TO THE SERVICES COMMITTEE.

The Finance Officer worked through the budget statement for the year 2026/27 contained within the circulated reports pack.

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

8. To **RECOMMEND** to the Services Committee to be held on 23 October 2025 to approve the budget statement for the year 2026/27, as attached.

It was proposed by Councillor B Samuels, seconded by Councillor Miller and resolved to **RECOMMEND** the Library Sub Committee budget statement for the year 2026/27 as attached, to the Extraordinary Policy and Finance meeting to be held on 25 November 2025.

b. Property Maintenance held on 25 September 2025;

Members considered the following recommendation from the Property Maintenance Sub Committee.

**RECOMMENDATION:**

38/25/26 TO SET THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN TOGETHER WITH THE SERVICES COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Finance Officer worked through the five-year repair and maintenance plan together for the year 2026/27.

Members carefully reviewed the report against the Building Condition Report and expressed concerns that the carpet recommendation provided by the building surveyor would likely incur additional costs for maintenance or replacement.

It was proposed by Councillor Brady, seconded by Councillor P Samuels and resolved to **RECOMMEND** the Town Council Five-Year Repair and Maintenance Plan to the Extraordinary Services Committee meeting to be held on 23 October, as attached, including the following amendment:

Guildhall Major Works

1. Interior – Carpet Renewal / Replacement part of budget code 6470 GH EMF Guildhall Maintenance be increased from £750 to £1,000 to provide sufficient funds are available for maintenance / renewal.

It was proposed by Councillor B Samuels, seconded by Councillor Bullock and resolved to **RECOMMEND** the Town Council Five-Year Repair and Maintenance Plan for the year 2026/27 as attached, to the Extraordinary Policy and Finance meeting to be held on 25 November 2025.

c. Station Property held on 29 September 2025;

Members considered the following recommendation from the Station Property Sub Committee.

**RECOMMENDATION 1:**

35/25/26 TO SET THE STATION PROPERTY SUB COMMITTEE FEES AND CHARGES FOR THE YEAR 2026/27 RECOMMENDING TO THE SERVICES COMMITTEE.

Members reviewed and discussed the 2026/27 fees and charges, noting that the Town Council continues to offer competitive community rates.

The Finance Officer had conducted a cost analysis and suggested introducing a charge for kitchen use. Members felt a charge was unnecessary and preferred a non-refundable deposit in cases where facilities are left in poor condition. However, as no such incidents have occurred previously, they agreed this may not be required.

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

1. Remove the kitchen light use and heavy use proposed charges.
2. **RECOMMEND** to the Services Committee to be held on 24 October 2025 the Station Property Sub Committee Fees and Charges for the year 2026/27, as attached.

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and resolved to **RECOMMEND** the Station Property Sub Committee Fees and Charges for the year 2026/27 as attached, to the Extraordinary Policy and Finance meeting to be held on 25 November 2025.

**RECOMMENDATION 2:**

36/25/26 TO SET THE STATION PROPERTY SUB COMMITTEE BUDGET FOR THE YEAR 2026/27 RECOMMENDING TO THE SERVICES COMMITTEE.

The Finance Officer worked through the budget statement for the year 2026/27 contained within the circulated reports pack.

It was proposed by Councillor Bullock, seconded by Councillor Bickford and resolved to **RECOMMEND** to the Services Committee to be held on 24 October 2025 the Station Property Sub Committee budget statement for the year 2026/27 (as attached).

It was proposed by Councillor Bullock, seconded by Councillor B Samuels and resolved to **RECOMMEND** the Station Property Sub Committee budget statement for the year 2026/27 as attached, to the Extraordinary Policy and Finance meeting to be held on 25 November 2025.

**74/25/26      TO SET THE SERVICES COMMITTEE FEES AND CHARGES FOR THE YEAR 2026/27 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer presented the report included in the circulated reports pack.

It was noted that the Fees and Charges for the Library and Station Property Sub-Committees had already been actioned under Minute 73/25/26.

Members proceeded to discuss the Services Committee Fees and Charges only.

It was proposed by Councillor Bickford, seconded by Councillor Gillies and resolved to **RECOMMEND** that the current community and commercial room hire charges for the Guildhall be retained for the financial year 2026/27, as attached, and referred to the Extraordinary Policy and Finance Committee meeting scheduled for 25 November 2025.

Further to this, it was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND:**

1. That the current refreshment charges for both the Guildhall and Maurice Huggins Room be retained for 2026/27, due to insufficient data to support a cost increase at this time.
2. That the mooring fees for the ten permanent berths be increased by 20% for 2026/27, in light of high maintenance costs and increased demand.
3. That the charges for the Trusted Boat Owner Scheme and Daily Visiting Berths be retained for 2026/27.
4. That the Services Committee Fees and Charges for 2026/27, as attached, be referred to the Extraordinary Policy and Finance Committee meeting on 25 November 2025.

**75/25/26      TO SET THE SERVICES COMMITTEE BUDGETS FOR THE YEAR 2026/27 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer provided an overview of the proposed budgets for the year 2026/27 received and contained within the circulated reports pack.

Members discussed the budget setting for the year 2026/27.

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Committee meeting to be held on 25 November 2025:

Guildhall Budget

Guildhall Operating Expenditure:

1. To vire unspent funds from 6414 GH Equipment – Guildhall to 6470 SE EMF Guildhall Maintenance subject to there being an unspent balance available at the end of the year;
2. Create budget code 6420 GH Annual Keyholding Service;

Maurice Huggins Budget

Maurice Huggins Operating Expenditure:

3. Create budget code 7021 MA Annual Keyholding Service (new code)

Service Delivery Budget

Service Delivery Operating Income:

4. Rename budget code 4510 Public Footpath Grant to SE Grass Cutting & Planting;

Grounds and Premises Expenditure:

5. To vire unspent funds from 6500 SE Tree Survey and Tree Maintenance to 6591 SE EMF Tree Maintenance subject to there being an unspent balance available at the end of the year;
6. To vire unspent funds from 6503 SE Allotments – Churchtown to 6599 SE EMF Allotments subject to there being an unspent balance available at the end of the year;
7. To vire unspent funds from 6532 SE Allotments – Grenfell to 6599 SE EMF Allotments subject to there being an unspent balance available at the end of the year;
8. To vire unspent funds from 6533 SE Allotments – Fairmead to 6599 SE EMF Allotments subject to there being an unspent balance available at the end of the year;

Town & Waterfront Expenditure:

9. To vire unspent funds from 6511 SE Tourism & Signage to 6569 SE EMF Tourism & Signage subject to there being an unspent balance available at the end of the year;
10. Create a new budget code 6535 SE Annual Keyholding Service;

Service Delivery EMF Expenditure:

11. Rename budget code 6591 SE EMF Open Spaces & Tree Maintenance to 6591 SE EMF Tree Maintenance;
12. Create a new budget code 6599 SE EMF Allotments;

Town & Waterside EMF Expenditure:

13. Create a new budget code 6569 SE EMF Tourism & Signage and budget an additional £15k to support the improvement of tourism and signage in the town.
14. That the Services Committee budgets for the year 2026–27, as attached, be referred to the Extraordinary Policy and Finance Committee meeting on 25 November 2025.
- 15.

**76/25/26 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.

**77/25/26     TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**78/25/26     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**79/25/26     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 Miller and **RESOVLED** to issue a press and social media release on the Town Council Facilities for hire.

**DATE OF NEXT MEETING**

Thursday 11 December 2025 at 6.30 pm

Rising at: 7.44 pm

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

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

Saltash Town Council  
Fees and Charges

Description		2025/26 Charges	2026/27 Proposed Charge Amendments/Deletions Additions/Amendments
<b>Room Hire (Non VATable)</b>		<b>Non VATable</b>	<b>Non VATable</b>
<b>Guildhall</b> <b>(Minimum 2 hour booking)</b> Casual ph - weekdays 9am - 5pm (Community Rate) Casual ph - weekends & evenings (Community Rate) Casual ph - weekdays 9am - 5pm (Commercial Rate) Casual ph - weekends & evenings (Commercial Rate) <b>Council Chamber</b> Casual ph - weekdays 9 am - 5pm (Community Rate) Casual ph - weekends & evenings (Community Rate) Casual ph - weekdays 9am - 5pm (Commercial Rate) Casual ph - weekends & evenings (Commercial Rate) <b>20% Discount for regular bookers evenings and weekends</b>			
		£10.30	£10.30
		£21.50	£21.50
		£15.40	£15.40
		£25.90	£25.90
		£10.30	£10.30
		£15.40	£15.40
		£15.40	£15.40
		£18.50	£18.50
<b>Room Hire Extras (VATable)</b>		<b>Including VAT</b>	<b>Including VAT</b>
Tea/coffee per cup with biscuits (Community)		£1.00	£1.00
Tea/coffee per cup with biscuits (Commercial)		£1.00	£1.00
<b>Room Hire (Non VATable)</b>		<b>Non VATable</b>	<b>Non VATable</b>
<b>Maurice Huggins</b> <b>(Minimum 2 hour booking)</b> Casual ph - weekdays 9 am - 5pm (Community Rate) Casual ph - weekends & evenings (Community Rate) <b>Not for Commercial Use</b> <b>20% Discount for regular bookers evenings and weekends</b>			
		£5.15	£5.15
		£7.70	£7.70
<b>Room Hire Extras (VATable)</b>		<b>Including VAT</b>	<b>Including VAT</b>
Tea/coffee per cup with biscuits (Community)		£1.00	£1.00
Tea/coffee per cup with biscuits (Commercial)		£1.00	£1.00
<b>Other Charges (VATable)</b>		<b>Including VAT</b>	<b>Including VAT</b>
<b>Available at The Guildhall &amp; Library</b> <b>1-29 sheets (price per sheet)</b> Monochrome A4 Monochrome A3 Colour A4 Colour A3 <b>30 plus sheets (price per sheet)</b> Monochrome A4 Monochrome A3 Colour A4 Colour A3 High gloss colour printing on customer's own paper  <del>High gloss colour printing on library paper</del>  Freedom of Information Charge (first 18 hours free of charge) Environmental Information Regulations 2004 (first 18 hours free of charge)			
		£0.10	£0.10
		£0.20	£0.20
		£0.50	£0.50
		£1.00	£1.00
		£0.08	£0.08
		£0.16	£0.16
		£0.40	£0.40
		£0.80	£0.80
		£1.00 per sheet	£1.00 per sheet
		£1.25 per sheet	<del>£1.25 per sheet</del> High gloss paper not available
		£25.00 per hour	£25.00 per hour
		£25.00 per hour	£25.00 per hour
<b>Mooring Fees (VATable)</b>		<b>Including VAT</b>	<b>Including VAT</b>
<b>Permanent Pontoon Moorings</b>	<i>Service Committee agreed to increase Permanent Pontoon charges by 20% to cover high maintenance &amp; insurance costs</i>		
	Permanent Pontoon (Berth 1 & 6) charged per annum - Maximum length 12 metres ( <u>Non Commercial</u> )	£2,700.00	<del>£2,700</del> £3,240
	* Permanent Pontoon (Berth 1 & 6) charged per annum - Maximum length 12 metres ( <u>Commercial</u> )	£4,080.00	<del>£4,080</del> £4,896
	* Permanent Pontoon (Berth 2 - 5 & 7 - 10) charged per annum - Maximum length 7 metres ( <u>Non Commercial</u> )	£1,435.00	<del>£1,435</del> £1,722
	* Permanent Pontoon (Berth 2 - 5 & 7 - 10) charged per annum - Maximum length 7 metres ( <u>Commercial</u> )	£2,170.00	<del>£2,170</del> £2,604
<b>Note: Longer boats maybe considered subject to prorata charges. Please contact Service Delivery department for more information</b>			
<b>Daily Visiting</b>	Visiting boats - ( 30 minutes);charge for 24 hour period ( <u>Non Commercial</u> )	£30.00	£30.00
	Visiting boats - (30 minutes);charge for 24 hour period ( <u>Commercial</u> )	£45.00	£45.00
<b>Trusted Boat Owner Scheme</b>	* Trusted Boat Owner Scheme - (casual users); charge for 12 months (1st April - 31st March)  <i>Contract includes 2 hours free stay per visit and a fob for easy access and 2 free overnight stays per 12 month period</i>	£100.00	£100.00
	* Trusted Boat Owner Scheme (casual users); charge for 6 months (Autumn/Winter, 1st September - 31st March)  <i>Contract includes 2 hours free stay per visit and a fob for easy access and 1 free overnight stay per autumn/winter period</i>  * <b>Subject to Terms &amp; Conditions</b>	£50.00	£50.00
<b>Allotments (Non VATable)</b>		<b>Non VATable</b>	<b>Non VATable</b>
Grenfell Avenue, charge per annum		£40.00	£40.00
* Fairmead Road, charge per annum		£55.00	£55.00
* Churchtown, charge per annum		£60.00	£60.00
* Water, charge per annum (Fairmead & Churchtown only)		£15.00	£15.00
			<b>No plans to increase fees</b>



Black text - budget assumptions  
Red text - Further Actions (TBA)  
Purple text - new codes/rename  
Blue text - recommend virements  
Green text - recommendation from Property Maintenance

Account	Prior Year 2024/25	EMF Balances B/F 2024/25	Budget 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept 2026/27	Notes	Budget 2027/28	Budget 2028/29	Budget 2029/30	Budget 2030/31
Service Delivery Operating Income											
Grounds & Premises Income											
4500 SE Allotment Rents	5,359	0	5,000	6,685	(1,685)	3,413	Based on quantity of allotments x fee (2026/27) Note: Actual includes income for 2026/27 £1,632 which will be adjusted at Year End and transferred to 2026/27	3,543	3,678	3,818	3,963
4510 SE <del>Public Footpath Grant</del> Grass Cutting & Planting (Rename code)	806	0	426	1,226	(0)	426	Based on current SLA contract with CC	442	459	476	494
4513 SE Water Rates Income	755	0	1,113	109	1,004	262	Based on Actual YTD (Reduction due to SBC no longer being charged sewerage fee for Bowling Green)	272	282	293	304
Total Grounds & Premises Income	6,920	0	6,539	8,021	(682)	4,101		4,257	4,419	4,587	4,761
Town & Waterfront Income											
4520 SE Waterfront Income - Trusted Boat Scheme	2,037	0	2,000	1,250	750	1,250	Based on Actual 2025/26 (reduction of £750 for the year)	1,298	1,347	1,398	1,451
4521 SE Waterfront Income - Annual Mooring Fees	8,614	0	13,364	11,605	1,759	16,880	Based on current berths x increased fee by 20%	17,521	18,187	18,878	19,595
4522 SE Waterfront Income - Daily Mooring Fees	7,200	0	750	650	100	650	Based on Actual 2025/26 (reduction of £100 for the year)	675	701	728	756
Total Town & Waterfront Income	17,851	0	16,114	13,505	2,609	18,780		19,494	20,235	21,004	21,802
Total Service Delivery Operating Income	24,771	0	22,653	21,526	1,927	22,881		23,751	24,654	25,591	26,563
Service Delivery Operating Expenditure											
Grounds & Premises Expenditure											
6209 SE Oyster Beds	0	0	1	3	(2)	1	Based on Current Year Budget	1	1	1	1
6500 SE Tree Survey and Tree Maintenance	8,262	0	20,000	1,850	18,150	10,000	Reduction of current budget by £10,000 (2025/26 includes budget for maintenance work at Pilmere) Recommend virement to 6591 SE EMF Tree Maintenance for any surplus funds at Year End	10,380	10,774	11,183	11,608
6503 SE Allotments - Churchtown	1,324	0	1,000	0	1,000	500	Reduction of current budget by £500 (2025/26 budget includes new water troughs) Recommend virement to 6599 SE EMF Allotments for any surplus funds at Year End	519	539	559	580
6532 SE Allotments - Grenfell	0	0	3,500	120	3,380	500	Reduction of current budget by £3,000 (2025/26 budget includes fencing and gates) Recommend virement to 6599 SE EMF Allotments for any surplus funds at Year End	519	539	559	580
6533 SE Allotments - Fairmead	0	0	2,000	20	1,980	750	Reduction of current budget by £1,250 including water usage (2025/26 budget includes improvements to accessibility) Recommend virement to 6599 SE EMF Allotments for any surplus funds at Year End	779	809	840	872
6506 SE Grounds Maintenance & Watering	10,721	0	18,000	12,479	7,971	12,000	Reduction of current budget by £6,000 (no plan to maintain Victoria Gardens or other devolved assets)	12,456	12,929	13,420	13,930
6508 SE Public Toilets (Operational Costs)	6,533	0	7,051	1,817	5,234	7,319	Current Year Budget + CPI	7,597	7,886	8,186	8,497
6517 SE Cornish Cross (Maintenance)	328	0	400	53	347	415	Current Year Budget + CPI	431	447	464	482
6525 SE Public Toilets (Repairs & Maintenance Costs)	1,441	0	3,043	352	2,691	3,159	Current Year Budget + CPI	3,279	3,404	3,533	3,667
6526 SE Tools, Equipment & Materials (Store & All Areas)	4,747	0	5,318	2,587	2,731	5,520	Current Year Budget + CPI	5,730	5,948	6,174	6,409
6529 SE Refuse Disposal	6,181	0	6,694	2,646	4,048	6,948	Current Year Budget + CPI	7,212	7,486	7,770	8,065
6530 SE Allotment Software Subscription	669	0	462	420	42	508	Current Year Budget + 10%	527	547	568	590
6531 SE Public Toilet Commercial Cleaning	34,370	0	38,469	15,941	22,528	42,175	25/26 contract £38,342 + 10% to include min wage costs	43,778	45,442	47,169	48,961
Total Grounds & Premises Expenditure	74,575	0	105,938	38,288	70,100	89,795		93,208	96,751	100,426	104,242
Longstone Expenditure											
7100 LO Rates - Longstone	0	0	0	0	0	0	No plans for Rate Valuation Office to make assessment for 2026/27	0	0	0	0
7101 LO Water Rates - Longstone	2,345	0	1,782	1,583	199	2,434	Prior Year Budget + CPI	2,526	2,622	2,722	2,825
7103 LO Electricity - Longstone	1,580	0	1,629	413	1,216	1,691	Current Year Budget + CPI	1,755	1,822	1,891	1,963
7104 LO Fire & Security Alarm & CCTV - Longstone	89	0	1,117	585	532	1,159	25/26 Contract £368 plus budget for maintenance	1,203	1,249	1,296	1,345
7107 LO Rent - Longstone	4,680	0	6,084	1,950	4,134	4,680	Check with CC if any increase in rent and insurance	4,858	5,043	5,235	5,434
7108 LO Cleaning Materials & Equipment - Longstone	650	0	363	131	232	377	Current Year Budget + CPI	391	406	421	437
7110 LO General Repairs & Maintenance - Longstone	1,194	0	2,500	120	2,380	5,595	Current Year Budget + CPI Additional £3k for new chemical & storage units SB to confirm	5,808	6,029	6,258	6,496
7114 LO Equipment - Longstone	0	0	1,700	996	704	500	Reduction of current budget by £1,200	519	539	559	580
7121 LO IT & Office Costs - Longstone	616	0	1,773	738	1,035	1,290	Reduction of current budget by £483	1,339	1,390	1,443	1,498
7123 LO Annual Keyholding Service (new code)	0	0	0	0	0	184	2025/26 Contract £167 + 10% Previously budgeted to Guildhall	191	198	206	214
6673 ST SE Services Delivery - Bowling	1,374	0	2,504	836	1,668	2,599	Current Year Budget + CPI	2,698	2,801	2,907	3,017

Account	Prior Year 2024/25	EMF Balances B/F 2024/25	Budget 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept 2026/27	Notes	Budget 2027/28	Budget 2028/29	Budget 2029/30	Budget 2030/31
6674 ST SE Services Delivery - Mobiles	904	0	2,060	1,037	1,023	2,244	Average monthly cost £165 + Annual MDM subscription £60 + 10% increase	2,329	2,418	2,510	2,605
6675 ST SE Services Delivery Staff Travelling Expenses	1,874	0	1,721	537	1,184	2,160	Based on average monthly cost	2,242	2,327	2,415	2,507
<b>Total Longstone Expenditure</b>	<b>15,305</b>	<b>0</b>	<b>23,233</b>	<b>8,926</b>	<b>14,307</b>	<b>24,913</b>		<b>25,859</b>	<b>26,844</b>	<b>27,863</b>	<b>28,921</b>
<b>Town &amp; Waterfront Expenditure</b>											
6504 SE Street Furniture (Maintenance)	1,394	0	2,575	196	2,379	2,673	Current Year Budget + CPI	2,775	2,880	2,989	3,103
6505 SE Street Lighting	501	0	773	56	717	802	Current Year Budget + CPI	832	864	897	931
6511 SE Tourism & Signage	60	0	15,000	0	15,000	0	Decrease budget to £1,000 (2025/26 budget includes replacement/improvements various wayfinding and information boards throughout the town) <a href="#">Virement recommended to 6569 SE EMF Tourism &amp; Signage for any surplus funds at Year End</a>	0	0	0	0
6512 SE Bus Shelters (Maintenance)	0	0	582	0	582	604	Current Year Budget + CPI	627	651	676	702
6515 SE Festive Lights Maintenance & Electricity	3,751	0	3,869	4,141	2,728	4,016	Current Year Budget + CPI 2024/25 Electricity £2,101	4,169	4,327	4,491	4,662
6519 SE Flags & Bunting	2,378	0	3,043	629	2,414	2,000	Reduction of current budget by £1,043	2,076	2,155	2,237	2,322
6522 SE Pontoon (Maintenance Costs)	2,250	0	3,090	1,644	1,446	3,207	Current Year Budget + CPI	3,329	3,456	3,587	3,723
6524 SE Vehicle Maintenance and Repair Costs	9,332	0	10,815	3,742	7,073	11,226	Current Year Budget + CPI	11,653	12,096	12,556	13,033
6527 SE Salt Bins Refill	0	0	554	0	554	575	Current Year Budget + CPI	597	620	644	668
6528 SE Pontoon Accommodation	5,496	0	6,306	2,797	3,859	1,388	Current budget + CPI = £6,940 (Transfer 80% of cost to 6654 PE Staff Welfare £5,552)	1,441	1,496	1,553	1,612
6534 SE Pontoon Broadband	0	0	272	140	132	299	Current Year Budget + CPI	310	322	334	347
<a href="#">6535 SE Annual Keyholding Service (new code)</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">184</a>	2025/26 Contract £167 + 10% Previously budgeted to Guildhall	191	198	206	214
<b>Total Town &amp; Waterfront Expenditure</b>	<b>25,162</b>	<b>0</b>	<b>46,879</b>	<b>13,344</b>	<b>36,885</b>	<b>26,974</b>		<b>27,809</b>	<b>28,867</b>	<b>29,964</b>	<b>31,103</b>
<b>Total Service Delivery Operating Expenditure</b>	<b>115,041</b>	<b>0</b>	<b>176,050</b>	<b>60,557</b>	<b>121,293</b>	<b>141,682</b>		<b>146,876</b>	<b>152,462</b>	<b>158,253</b>	<b>164,266</b>
<b>Total Service Delivery Operating Surplus/ (Deficit)</b>	<b>(90,270)</b>	<b>0</b>	<b>(153,397)</b>	<b>(39,032)</b>	<b>(119,365)</b>	<b>(118,801)</b>		<b>(123,125)</b>	<b>(127,808)</b>	<b>(132,662)</b>	<b>(137,703)</b>
<b>Service Delivery EMF Expenditure</b>											
<b>Grounds &amp; Premises EMF Expenditure</b>											
6471 SE EMF Heritage Centre	250	7,166	8,800	0	35,966	19,400	<a href="#">Recommendation from Property Maintenance</a>	4,400	4,400	4,400	4,400
6571 SE EMF Saltash Recreation Areas	2,014	52,791	0	0	52,791	25,000	<a href="#">Recommendation from Property Maintenance</a>	25,000	0	0	0
6580 SE EMF Public Toilets (Capital Works)	1,686	13,898	12,500	0	26,398	0	<a href="#">Recommendation from Property Maintenance</a>	0	0	0	0
6588 SE EMF Victoria Gardens	519	14,481	0	0	14,481	0	<a href="#">Recommendation from Property Maintenance</a>	0	0	0	0
6589 SE EMF Community Tree Planting Initiatives	0	3,145	0	39	3,106	0	No increase required	0	0	0	0
6591 SE EMF <a href="#">Open Spaces &amp; Tree Maintenance (Rename code)</a>	0	13,212	3,000	0	16,212	3,000	<a href="#">Recommendation from Property Maintenance</a>	3,000	0	0	0
6593 SE EMF Cornish Cross (Maintenance)	0	2,717	2,500	0	5,217	0	<a href="#">Recommendation from Property Maintenance</a>	0	0	0	6,000
6595 SE EMF Legal & Professional Fees (Grounds & Premises)	0	0	1,800	1,307	5,493	1,000	<a href="#">Recommendation from Property Maintenance</a>	1,000	1,000	1,000	1,000
<a href="#">6599 SE EMF Allotments (new code)</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">Virements recommended from 6503 SE Allotments - Churchtown &amp; 6532 SE Allotments - Grenfell &amp; 6533 SE Allotments - Fairmead at Year End</a>	0	0	0	6,000
<b>Total Grounds &amp; Premises EMF Expenditure</b>	<b>4,469</b>	<b>107,410</b>	<b>28,600</b>	<b>1,346</b>	<b>159,664</b>	<b>48,400</b>		<b>33,400</b>	<b>5,400</b>	<b>5,400</b>	<b>11,400</b>
<b>Longstone EMF Expenditure</b>											
7170 LO EMF Longstone Depot Capital Works	1,212	2,288	14,750	0	17,038	0	<a href="#">Recommendation from Property Maintenance</a>	150	0	5,750	0
7122 SE EMF Legal & Professional Fees (Longstone)	0	0	0	0	0	1,000	<a href="#">Recommendation from Property Maintenance</a>	1,000	1,000	1,000	1,000
<b>Total Longstone EMF Expenditure</b>	<b>1,212</b>	<b>2,288</b>	<b>14,750</b>	<b>0</b>	<b>17,038</b>	<b>1,000</b>		<b>150</b>	<b>0</b>	<b>5,750</b>	<b>0</b>
<b>Town &amp; Waterside EMF Expenditure</b>											
6570 SE EMF Notice Boards (Repair & Replace)	550	956	0	(47)	1,003	0	No increase required		0	0	0
6572 SE EMF Festive Lights	12,421	18,568	32,000	3,025	47,543	12,000	Contract installments: 2025/26 £26,609.80 2026/27 £26,609.80 2027/28 £26,609.80 2026/27 Catenary wires £2,500 Additional £2k pa for ongoing maintenance	28,609	30,000	30,000	30,000
6573 SE EMF Public Art & Maintenance	0	1,443	0	0	1,443	0	No increase required		0	0	0
6574 SE EMF Salt Bins	96	2,272	0	0	2,272	0	No increase required		0	0	0
6575 SE EMF Street Furniture (New & Replace)	133	1,367	0	0	1,367	0	No increase required		0	0	0
6578 SE EMF Equipment and Vehicles (Capital Works)	34,286	51,038	17,462	0	68,500	0	<b>Precept 2025/26 £68,500:</b> Electric trimmers, blowers & hoovers with spare batteries £11.5k Replace STC2 with new electric version £42k Used RTV Kubota £15k <b>Precept 2026/27 No increase required</b>	0	0	0	0
6582 SE EMF Town War Memorial	14,540	1,978	0	0	1,978	15,000	<a href="#">Recommendation from Property Maintenance</a>		0	0	0
6584 SE EMF Pontoon Maintenance Costs	29,035	9,732	0	109,850	9,052	2,000	<a href="#">Recommendation from Property Maintenance</a>	2,000	0	0	0

Account	Prior Year 2024/25	EMF Balances B/F 2024/25	Budget 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept 2026/27	Notes	Budget 2027/28	Budget 2028/29	Budget 2029/30	Budget 2030/31
6590 SE EMF Utilities & Rates	0	2,157	0	0	2,157	0	No increase required	0	0	0	0
6598 SE EMF Crime Reduction (CCTV)	0	65,739	0	45,065	20,674	2025/26 committed costs for energy and monitoring £1,725		0	0	0	0
						0 2026/27 estimated cost for energy and monitoring £3,600					
						No increase required for 2026/27					
6569 SE EMF Tourism & Signage (new code)	0	0	0	0	0	15,000	Committee agreed to increase by £15k Virement recommended from 6511 SE Tourism & Signage for any surplus at Year End	15,570	16,162	16,776	17,413
Total Town & Waterside EMF Expenditure	91,061	155,250	49,462	157,893	155,989	44,000		46,179	46,162	46,776	47,413
Total Service Delivery EMF Expenditure	96,742	264,948	92,812	159,239	332,691	93,400		79,729	51,562	57,926	58,813
Total Service Delivery Expenditure (Operational & EMF)	211,783	264,948	268,862	219,797	453,983	235,082		226,605	204,024	216,179	223,079
Total Service Delivery Budget Surplus/ (Deficit)	(187,011)	(264,948)	(246,209)	(198,271)	(452,056)	(212,201)		(202,854)	(179,370)	(190,588)	(196,516)
Estimated CPI 3.8% based on July as reported by Office of National Statistics 20-08-25				Precept 2025/26		-241,009					
				Precept 2026/27		-212,201					
				Increase / (Decrease)		(28,808)					
				Difference as %		-11.95%					

Saltash Town Council -Services Property Maintenance 5 Year Plan - Major Works/Projects Only													
Page 89	Item	Budget Code	Actual Spent Prior Year	Budget	Actual Spent YTD	Budget Left	Planned/ Committed (Excluded from Budget Left)	Budget					Red text = Notes for considerations Purple text = New Code Blue text = Barron Surveying recommendations Oct 24 Green text = Barron Surveying recommendations June 25 (Priority 1 = 2026/27, Priority 2 = 2027/28 & 2028/29, Priority 3 = 2029/30 & 3030/31
			2024/25	2025/26	2025/26	2025/26	2025/26	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	
Cemeteries		EMF											
Burial Authority - Churchtown		6070 BA EMF Churchtown Cemetery Capital Works	£0.00	£5,972.00	£0.00	£5,972.00		£1,500.00	£1,500.00	£0.00	£0.00	£0.00	Actual spend £2,258 for fencing the compound area of the site
Churchtown Cemetery TOTAL		TOTAL	£0.00	£5,972.00	£0.00	£5,972.00	£0.00	£1,500.00	£1,500.00	£0.00	£0.00	£0.00	
Joint Burial Board - St Stephens		6170 BB EMF General Maintenance	£0.00	£9,952.00	£0.00	£9,952.00		£3,000.00	£3,000.00	£0.00	£0.00	£0.00	Rebuilding stone wall £15,763 (May 23)
St Stephens Cemetery TOTAL		TOTAL	£0.00	£9,952.00	£0.00	£9,952.00	£0.00	£3,000.00	£3,000.00	£0.00	£0.00	£0.00	
Guildhall - Major works		EMF											All major works completed in 17/18
External repairs and decorations		6470 GH EMF Guildhall Maintenance	£76,364.64	£7,922.00	£6,927.00	£995.00							Completed 2025/26 repairs to stairwell wall £3487. Repairs to external drain £2,463
Exterior - Building				£8,000.00	£0.00	£8,000.00		£7,400.00	£7,400.00	£7,400.00	£7,400.00	£7,400.00	Allow for building wash in 3 years P2 £3,000 and re-paint in 6 years P4 £42,000 = Total £45,000 less £8,000 precept 2025/26 = £37,000 split over 5 years
Internal guildhall decorations works			£0.00	£10,000.00	£0.00	£10,000.00		£10,000.00	£10,000.00	£10,000.00			Last completed June 2018. The Building internally is deteriorating in some areas requiring plastering works and decoration. Is this something that could be done in-house and how will the cost be covered?
Interior - Carpet renewal / replacement				£1,500.00	£0.00	£1,500.00		£1,000.00	£1,000.00				Completed 2013-2018, to be reviewed for 2025/26. (Upstairs office Aug 18 £1,245). Prioritise heavy traffic areas Carpet stretching or replacement required - stretch or replace £3,000 less precept 2025/26 £1,500 Members agreed to increase the 2026/27 & 2027/28 budget to £1,000
Professional Fees for the above		6418 GH EMF Legal & Professional Fees	£9,603.00	£418.00	£0.00	£418.00	£418.00	£2,088.00	£2,088.00	£2,088.00			Committed cost Barron Surveying for Internal decoration Budget 12% of project cost (no budget set for 2025/26, consider budget in future)
Passenger Lift (Insurance requirement to check every Six Months) Emergency EMF		6412 Lift Service & Maintenance (operational code not EMF)	£2,852.00	£3,741.00	£1,237.00	£2,504.00		£4,182.00	£4,487.00	£4,711.35	£4,946.92	£5,194.26	All works quoted to be signed off by insurers. (Otis monthly fee £223.68) . (Budget YoY +5%)
5 Yearly Electrical Inspection		6410 GH General Repairs & Maintenance - Guildhall (operational code not EMF)	£0.00	£0.00	£0.00	£0.00		£1,000.00	£0.00	£0.00	£0.00	£0.00	Pyramid June 22 (Cert £650)
Guildhall - Major works TOTAL		TOTAL	£88,819.64	£31,581.00	£8,164.00	£23,417.00	£418.00	£25,670.00	£24,975.00	£24,199.35	£12,346.92	£12,594.26	

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Item	Budget Code	Actual Spent Prior Year	Budget	Actual Spent YTD	Budget Left	Planned/ Committed (Excluded from Budget Left)	Budget					Red text = Notes for considerations Purple text = New Code Blue text = Barron Surveying recommendations Oct 24 Green text = Barron Surveying recommendations June 25 (Priority 1 = 2026/27, Priority 2 = 2027/28 & 2028/29, Priority 3 = 2029/30 & 3030/31)
		2024/25	2025/26	2025/26	2025/26	2025/26	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Comments
Library	EMF											
Roof replacement and repair			£0.00			£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£54,760.40 spent on Roof replacement and repair in year 2019/20
Replace curtain walling and windows including Mezzanine Windows	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)	£59,887.20	£16,226.35	£14,971.80	£0.00							Budget code 6971 = £264,752 (Original Total Amount) Includes £200,000 loan received 1st April 2022 . Annual repayment cost <u>approx</u> £25,000 (£20,000 + interest £4,477 YE 2024). Balance of loan at 31 March 2025 £150,000. Due to be repaid in full April 2032.  Project for Horizon Home Improvements £149,718 (2023/24 £74,859 + 2024/25 £59,887 + 2025/26 £14,972).  Funding received from CC £15k December 2024
Other Costs		£4,567.37		£1,254.55								Total Spent to 2024/25 £5,282 (including planning application fees, asbestos survey & heritage impact assessment, Zurich Insurance, CC Building control)
Additional staff toilet	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)	£0.00	£139,682.65	£0.00	£139,682.65							This project is in the early planning stage
Seating area / vending machine												This project is in the early planning stage
Mechanical Extract Fan to Kitchen and Toilets												This project is in the early planning stage
Public fully accessible toilet												This project is in the early planning stage
Roof	6976 LI EMF Library General Repairs & Maintenance (New code to separate General Maintenance from Internal Refurbishment)		£300.00	£300.00	£0.00		£600.00	£1,350.00	£1,350.00	£1,850.00	£1,850.00	2025/26 Actual includes Drone camera survey to inspect condition of upper roof £300  Make allowance for some patch repairs. to roof - P2 £1,500 & P3 £2,500  Periodic access and clearance of gutter outlets. Assume twice yearly. Likely to require MEWP access - P1 £600. P2 £1,200 & P3 £1,200
Gutters and Downpipes			£150.00		£150.00		£2,600.00					Replace broken brackets P1 £250 (Budgeted £150 2025/26)  Roof outlet repairs required as Barron Surveying Services letter 4th June 2025. Budget allows for a tower scaffold access
Fascia's and Soffits			£3,400.00		£3,400.00				£1,250.00	£1,250.00	£1,250.00	Thorough clean of self-finished boards to remove moss. Prepare and paint concrete overhang. Allowance made for cherrypicker access. P1 £3,650. P3 £3,650 (Budgeted £3,400 2025/26)
External Wall			£250.00		£250.00							Flexible filler into cracks, close matching colour. (Budgeted £250 2025/26)
Windows and Doors			£1,000.00		£1,000.00					£500.00	£500.00	4no. Metal or timber windows - prepare and paint. P1 £1,000. P3 £1,000 (Budgeted £1,000 2025/26)
Internal										£750.00	£750.00	Piecemeal repairs to carpet tile areas P3 £1,500
Professional Fees for Library Internal improvements		£6,900.00	£13,105.00	£0.00	£13,105.00	£11,500.00	£0.00	£0.00	£0.00			Bailey Partnership Total Fee £200k x 11.5% = £23k. 2022/23 £8,050 2023/24 £6,900 and committed £8,050 Committed costs Bailey Partnership Building Regs approval £3,450 Library Sub-committee agreed at precept planning no budget required Budget 12% of project cost
5 Yearly Electrical Inspection	6910 LI General Repairs & Maintenance - Library (operational code not EMF)	£0.00	£1,000.00		£1,000.00		£0.00	£0.00	£0.00	£1,000.00	£0.00	Pyramid March 21 (Cert £460, no remedial work required)
Library TOTAL	TOTAL	£71,354.57	£175,114.00	£16,526.35	£158,587.65	£11,500.00	£3,200.00	£1,350.00	£2,600.00	£5,350.00	£4,350.00	



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		2024/25	2025/26	2025/26	2025/26	2025/26	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Comments
<b>Maurice Huggins Room</b>	<b>EMF</b>											RFO ADVISES NOT BUDGETING FOR BUILDING RELATED COSTS AS STC HAS AN IMPLIED TENENACY AT WILL AND NO FORMAL WRITTEN AGREEMENT.
External & Internal repairs and decorations	6472 MA EMF Maurice Huggins Room	£0.00	£3,073.00	£0.00	£3,073.00		£0.00	£0.00	£0.00	£0.00	£0.00	Tenancy At Will - New contract subject to Devolution agreement
Gutters and Downpipes			£300.00	£0.00	£300.00			£0.00	£0.00	£0.00		Check gully for blockages and clean & clear thorough annually P1 £200. P2 £200. P3 £200 (Budgeted £300 2025/26)
Fascia's and Soffits			£300.00	£0.00	£300.00					£0.00		Thorough wash and paint P1 £300. P3 £300 (Budgeted £300 2025/26)
Walls			£1,000.00	£0.00	£1,000.00			£0.00				Prepare and paint
Windows and Doors			£150.00	£0.00	£150.00							Repair cladding board (Budgeted £150 2025/26)
Professional Fees for the above	7018 MA EMF Legal & Professional Fees	£0.00	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00	£0.00	Budget 12% of project cost
5 Yearly Electrical Inspection	7010 MA General Repairs & Maintenance (operational code not EMF)	£156.00	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00	£0.00	TJ Electrical - Aug 23 (Cert. £200 and remedial work carried out £130)
<b>Maurice Huggins Room TOTAL</b>	<b>TOTAL</b>	<b>£156.00</b>	<b>£4,823.00</b>	<b>£0.00</b>	<b>£4,823.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
<b>SERVICES</b>												
<b>Longstone Park Depot</b>	<b>EMF</b>											
External & Internal repairs and decorations	7170 EMF Longstone Depot Capital Works	£1,212.00	£3,288.00	£0.00	£3,288.00							Leased from Cornwall Council from 29-03-18 to 28-03-24. STC rent at £390 per month including insurance.
Roof Coverings			£150.00	£0.00	£150.00			£150.00		£150.00		Cut back vegetation from roof edge P1 £150. P2 £150. P3 £150 (Budgeted £150 2025/26)
Gutters and Downpipes			£100.00	£0.00	£100.00							Repair downpipe (Budgeted in 2025/260
Fascia's and Soffits			£500.00	£0.00	£500.00					£500.00		Paint timber fascia and barge boards
External Walls			£2,600.00	£0.00	£2,600.00					£2,600.00		Prepare and paint (Budgeted £2,600 in 2025/26)
External Walls			£1,000.00	£0.00	£1,000.00							Tap test render on this elevation. If hollow, render replacement will be necessary. Allowance for tap test investigation only (Budgeted £1,000 2025/26)
Windows and Doors			£0.00	£0.00	£0.00					£500.00		Prepare and paint timber door included.
Internal			£6,400.00	£0.00	£6,400.00							Remove all de-bonded render off concrete wall left hand elevation. Re-render. Remove ceiling boards in store along length of wall. Inspect joists. Treat and repair as necessary. Reinstate ceilings. Note - full scope of work not known until render removal is underway and timbers exposed. Budget allowance. Tap test shows front corner behind downpipe is hollow and estimate 25% of render area across this wall. (Budgeted £6,400 2025/26)
Windows and Doors Garage Roller Shutter Door			£3,000.00	£0.00	£3,000.00					£2,000.00		Safety works undertaken in Feb 2024 & serviced in July 2025. Potential need for a replacement door in P3. 2029/30. Estimated cost £5,000 (Budgeted £3,000 2025/26)
Professional Fees for the above	7122 EMF Legal & Professional Fees (Longstone)						£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	Estimate 12% of project cost for professional fees
5 Yearly Electrical Inspection	7110 LO General Repairs & Maintenance - Longstone (operational code not EMF)		£0.00	£0.00	£0.00		£0.00	£1,000.00	£0.00	£0.00	£0.00	TJ Electrical - Aug 23 (Cert. £300 and remedial work carried out to Office & Pump Shed £381)
<b>Longstone Park Depot TOTAL</b>	<b>TOTAL</b>	<b>£1,212.00</b>	<b>£17,038.00</b>	<b>£0.00</b>	<b>£17,038.00</b>	<b>£0.00</b>	<b>£1,000.00</b>	<b>£2,150.00</b>	<b>£1,000.00</b>	<b>£6,750.00</b>	<b>£1,000.00</b>	

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		2024/25	2025/26	2025/26	2025/26	2025/26	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Comments
Public Toilets												
Waterside Redevelopment of toilet block to improve facilities			£26,398.00	£0.00	£26,398.00							Property Maintenance 26.09.24 26/24/25 To RECOMMEND to the Services Committee to be held on 10 October to provide delegated authority to the Town Clerk to further engage with Network Rail to start the 99-year lease proceedings for the Waterside toilets and sheds; Quote £127,250 (to include planning applic/building regs fees, pre-demolition survey and building cost
Alexandra Square Redevelopment of toilet block to improve facilities			£0.00		£0.00							Tenancy at Will. 99 years from 13-11-17 Cornwall Council. (Terms: external painting every 5 years and internally every 3 years)
Longstone Redevelopment of toilet block to improve facilities			£0.00		£0.00							Leasehold 99 years from 01-02-2018 Cornwall Council.
Belle Vue Redevelopment of toilet block to improve facilities			£0.00		£0.00							Leasehold 99 years from 01-02-2018 Cornwall Council.
Professional Fees for above Waterside Toilet project			£1,800.00	£0.00	£1,800.00							Fees 15% of project cost (£120,250) = £18,000
Public Toilets TOTAL		£0.00	£28,198.00	£0.00	£28,198.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Waterside Sheds												
Redevelopment of Waterside Sheds 1 - 6			£0.00		£0.00							Quote £231,700 (to include planning applic/building regs fees, pre-demolition survey and building cost
Professional fees for above			£0.00		£0.00							Quote Fees 12% of project cost (£263,200) = £31,500
Redevelopment of Single Shed over road between pillars			£0.00		£0.00							Quote £32,900 (to include planning applic/building regs fees, pre-demolition survey and building cost
Professional fees for above			£0.00		£0.00							Quote Fees 12% of project cost (£29,400) = £3,550
Waterside Sheds TOTAL		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Heritage Building												
External repairs and decorations as per lease agreement		£250.00	£8,166.00	£0.00	£8,166.00							2023/24 Actual £1,473 replace guttering including scaffolding
Roof			£300.00	£250.00	£50.00							2025/26 Actual includes Roof. Camera drone survey to examine current conditions £250
Roof			£0.00	£0.00	£0.00		£4,400.00	£4,400.00	£4,400.00	£4,400.00	£4,400.00	Plan to strip and recover the roof in the foreseeable future. P3 £22,000
Building Exterior			£0.00	£0.00	£0.00		£15,000.00					REAR ELEVATION Barron Surveying Services letter 17th October 2024 and scope of work for external decoration and repair. Make plans to carry out the work P1 £15,000
Building Exterior			£27,500.00	£0.00	£27,500.00							At tender through STC 2025 works anticipated Autumn 2025 P1 £12,000
Professional fees for above			£5,000.00	£350.00	£4,650.00		£1,000	£1,000	£1,000	£1,000	£1,000	Estimate fees 12% of project cost
Heritage Building TOTAL		£250.00	£40,966.00	£600.00	£40,366.00	£0.00	£20,400.00	£5,400.00	£5,400.00	£5,400.00	£5,400.00	

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		2024/25	2025/26	2025/26	2025/26	2025/26	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Comments
Outdoor Land and Fences	EMF											
Victoria Gardens	6588 SE EMF Victoria Gardens	£519.00	£14,481.00	£0.00	£14,481.00							Licence to Occupy from 17-04-23 to 17-09-23. Extended to 16-02-24. Awaiting 5 year lease from CC. £5,000 grant from CC towards the rail maintenance works. Quote Main park railings, repair to original £110,000. Top park, repair to original £13,500 or design new £26,500
Pillmere land - Open spaces & trees	6591 EMF SE Open Spaces & Trees	£0.00	£16,212.00	£0.00	£16,212.00		£3,000.00	£3,000.00	£0.00	£0.00	£0.00	Tree / Hedge / Pathway / Fencing maintenance works.
Playparks & Open Spaces	6571 SE EMF Saltash Recreation Areas	£2,014.00	£52,791.00	£0.00	£52,791.00		£25,000.00	£25,000.00	£0.00	£0.00	£0.00	Honeysuckle Close, Grassmere Way, Ashton Way (STC responsibility), Harebell Close, Campion Close. 2023/24 Actual cost includes Friends of Summerfields match funding £10k and grant £1k Honeysuckle Close/Grassmere Way completed playparks £94,955. CIL 3 funding approved £75k. Contribution from STC £20k
Town War Memorial	6582 SE EMF Town War Memorial		£1,978.00	£0.00	£1,978.00		£15,000.00					Pursuant to Services 37/24/25 It was proposed by Councillor Bickford, seconded by Councillor Brady and RESOLVED to refer the refurbishment of the Borough War Memorial railings and gates to the Property Maintenance Sub Committee, to sit within the five-year plan setting meeting, for the year 2026/27 precept. Quotation received Dec 2024 £13,600
Outdoor Land and Fences TOTAL	TOTAL	£ 2,533.00	£ 85,462.00	£ -	£ 85,462.00	£ -	£ 43,000.00	£ 28,000.00	£ -	£ -	£ -	
Waterside Pontoon	EMF											
Pontoon Management	6584 SE EMF Pontoon Maintenance Cost	£29,035.00	£118,902.00	£109,850.00	£9,052.00		£2,000.00	£2,000.00	TBC	TBC	TBC	Tenancy at Will with CC. Decking works complete March 2024.  Costs for repairs due to storm damage. Phase 1 Lift out and inspection £26,450. Phase 2 Repairs and refloat £109,850. Virement of £109,170 from Genereal Reserves. Insurance claim received £37,563  Future maintenance plans estimated £4k per year (Maintenance Schedule - Annual, 2 Yearly & 8 - 10 Yearly)
Waterside Pontoon TOTAL	TOTAL	£29,035.00	£118,902.00	£109,850.00	£9,052.00	£0.00	£2,000.00	£2,000.00	£0.00	£0.00	£0.00	
Cornish Cross	EMF											
Cornish Cross Management	6593 SE EMF Cornish Cross (Maintenance)		£5,217.00	£0.00	£5,217.00						£6,000.00	2023/24 Actual £5,780 includes torque load check £4,995. Electricity £270 & new colour changing flood light £494. Bar prestressing record last carried out 12.02.24. Next due Feb 2026 (2 years from last check) and then Feb 2031 (5 years from the 2 year check). Budget accordingly to cover cost
Cornish Cross TOTAL	TOTAL	£0.00	£5,217.00	£0.00	£5,217.00	£0.00	£0.00	£0.00	£0.00	£0.00	£6,000.00	
Station (Isambard House)	EMF											
Station refurbishment	6473 EMF Station Building (Purchase and Capital Works)	£31,822.00	£37,366.00	£0.00	£37,366.00		£0.00	£0.00	£0.00	£0.00	£0.00	Refurb works completed March 2020 2024/25 actual spent includes Patio Tables & Chairs £590. Shelving & work benches £585. Fridge & Fridge-freezer £432, kitchen refurbishment, tarmac carpark £25,500  Remaining funds for works to for solar PV, meter install
Building Exterior			£4,000.00		£4,000.00		£2,000.00	£2,000.00	£2,000.00			Rake out and fill cracking, prepare and paint render and all previously painted joinery including chimneys. P2 £10,000 (Budgeted £4,000 2025/26)
Building Exterior			£200.00		£200.00							Minor touch up of windows (Budgeted £200 205/26)
Roof												Re-roofed circa 2020. No work anticipated.
Gutters and Downpipes												Metal Heritage style gutters and downpipes installed circa 2020. Self-finished colour. No work anticipated.
Station retention fund held	6870 EMF Isambard House - Retention	£0.00	£18,492.00	£0.00	£18,492.00		£0.00	£0.00	£0.00	£0.00	£0.00	Available balance £18,492 (retention fund) Snags including crack across floors, stained chimney slates, and tarnished door furniture still to be addressed with Cormac.
5 Yearly Electrical Inspection	6810 SA General Repairs & Maintenance - Isambard House (Operational code not EMF)	£0.00	£0.00		£0.00		£0.00	£500.00	£0.00	£0.00	£0.00	TJ Electrical - Aug 23 (Cert. £300)
Station (Isambard House) TOTAL	TOTAL	£31,822.00	£60,058.00	£0.00	£60,058.00	£0.00	£2,000.00	£2,500.00	£2,000.00	£0.00	£0.00	
GRAND TOTAL		£225,182.21	£583,283.00	£135,140.35	£448,142.65	£11,918.00	£101,770.00	£70,875.00	£35,199.35	£29,846.92	£29,344.26	
						Precept 2025/26	£94,009					
						Increase of	£7,761.00					
						% Increase	8.3%					



## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 30th October 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:** I Cox (Human Resources Support Consultancy), S Burrows (Town Clerk / RFO) and W Peters (Finance Officer)

**APOLOGIES:** None.

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#### **57/25/26     HEALTH AND SAFETY ANNOUNCEMENTS.**

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

The Chairman welcomed Izzy, representing Human Resources Support Consultancy (HRSC), to the meeting.

#### **58/25/26     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.

**59/25/26      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**60/25/26      TO RECEIVE AND APPROVE THE FOLLOWING MINUTES AS A TRUE AND CORRECT RECORD:**

- a. Private and Confidential Personnel Committee meeting held on 29 May 2025;

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

- b. Private and Confidential Personnel Committee meeting held on 31 July 2025.

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** that the minutes of the Private and Confidential Personnel Committee Meeting held on 31 July 2025 were confirmed as a true and correct record.

61/25/26 **TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

a. Training Attended;

No Report.

b. Training Requests;

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

1. To approve the Town Clerk to attend the 2026 Practitioners' Conference held by the Society of Local Council Clerks at a cost of £500 plus sundries;
2. To vire £1,000 from budget code 6676 SE Staff Training to 6656 P&F Staff Training to cover the above training cost and any additional training to year-end;
3. To allocate the Practitioners' Conference and sundries cost to budget code 6656 P&F Staff Training.

**62/25/26      TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND  
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To approve the issuance of private and confidential letters to relevant staff, due to the sensitive nature of the matter. These letters are to be retained for internal audit purposes, with further details recorded in the confidential Personnel Committee minutes dated 30 October 2025.
2. To **RECOMMEND** to Full Town Council:
  - a. That the role of Service Delivery Manager be made redundant and removed from the Town Council's organisational structure with immediate effect, as outlined in the attached documentation;
  - b. That a new permanent full-time post (37 hours per week) titled Operations Manager / Responsible Finance Officer be approved, as outlined in the attached documentation;
  - c. To advertise the Operations Manager / Responsible Finance Officer role in the New Year;
  - d. That, upon appointment of the Operations Manager / Responsible Finance Officer, the Responsible Finance Officer duties be formally removed from the Town Clerk's job description.

It was further **RESOLVED** to note the remainder of the staffing report presented by the Town Clerk. Due to the confidential nature of the matter, additional information is retained within the confidential Personnel Committee minutes of 30 October 2025 for internal audit purposes.

**63/25/26      TO RECEIVE A RECRUITMENT REPORT FROM HUMAN  
RESOURCES SUPPORT CONSULTANCY AND CONSIDER ANY  
ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to thank Human Resources Support Consultancy for their delivery of the recruitment programme and to note the report.

**64/25/26      TO RECEIVE EXIT INTERVIEWS AND CONSIDER ANY ACTIONS  
AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**65/25/26      TO RECEIVE A FLEXIBLE WORKING REQUEST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To approve the issuance of a private and confidential letter to the relevant staff member, due to the sensitive nature of the matter. The letter is to be retained for internal audit purposes, with further details recorded in the confidential Personnel Committee minutes dated 30 October 2025.

**66/25/26      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**67/25/26      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

Izzy left the meeting.

The Finance Officer joined the meeting.

**68/25/26      TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 31 JULY 2025 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Mortimore, seconded by Councillor Brady and **RESOLVED** that the minutes of the Personnel Meeting held on 31 July 2025 were confirmed as a true and correct record.

**69/25/26      TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note the budget statement and approval of virement under minute 61/25/26.

**70/25/26      TO SET THE PERSONNEL COMMITTEE BUDGET FOR THE YEAR 2026/27 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer presented Members the revised budget for the year 2026/27, reflecting decisions made during Part Two of the meeting.

It was proposed by Councillor Brady, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Personnel Committee budget statement for the year 2026/27 as attached, to the Policy and Finance Committee meeting to be held on 25 November 2025, inclusive of the following amendments:

Personnel Expenditure

1. Budget code 6659 ST PE Town Sergeant & Mace Bearer Fees be renamed to 6659 ST PE Civic Roles;
2. To note that the budgeted cost of £5,300 under budget code 6652 ST PF Employers Pension – Monthly Fee, may be subject to change, depending on the outcome of the actuarial valuation by Hymans Robertson for Saltash Town Council.

Personnel EMF Expenditure

3. Budget code 6691 ST PE EMF Legal Fees (Staffing) be renamed to 6691 ST PE EMF Legal & Professional Fees (Staffing).

The Personnel Committee expressed their appreciation to the Finance Officer for the work undertaken during the budget-setting process.

The Finance Officer then left the meeting.

**71/25/26      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**72/25/26      TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**73/25/26      TO REVIEW THE PERSONNEL COMMITTEE'S BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

The Town Clerk informed Members that the deliverables assigned to the Personnel Committee had not been completed, due to the need to prioritise other work commitments. However, the Town Vision Sub-Committee has recently reviewed the process and made a recommendation for consideration at the November Full Town Council meeting.

It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** to defer the Personnel Committee deliverables to a future meeting, based on the latest update received.

**74/25/26      TO RECEIVE TEAM COMPLIMENTS AND CONSIDER ANY ACTIONS.**

It was **RESOLVED** to note and and express appreciation to the Service Delivery Team for their continued dedication to supporting the Town Council's services.

**75/25/26      TO RECEIVE A REPORT ON THE TOWN COUNCIL'S ORGANISATION STRUCTURE AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor Stoyel, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Town Council that the Civic Posts be removed from the Town Council's organisational structure, as detailed in the attached documentation.

**76/25/26      TO RECEIVE UPDATES TO THE RECRUITMENT AND SELECTION POLICY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Mortimore, seconded by Councillor Brady and resolved to **RECOMMEND** to Full Town Council the amendments to the Recruitment and Selection Policy, including an additional amendment to the personal statement word limit, as outlined in the attached documentation.

**77/25/26      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 Peggs and **RESOLVED** to issue a press and social media release on the successful recruitment drive.

**DATE OF NEXT MEETING**

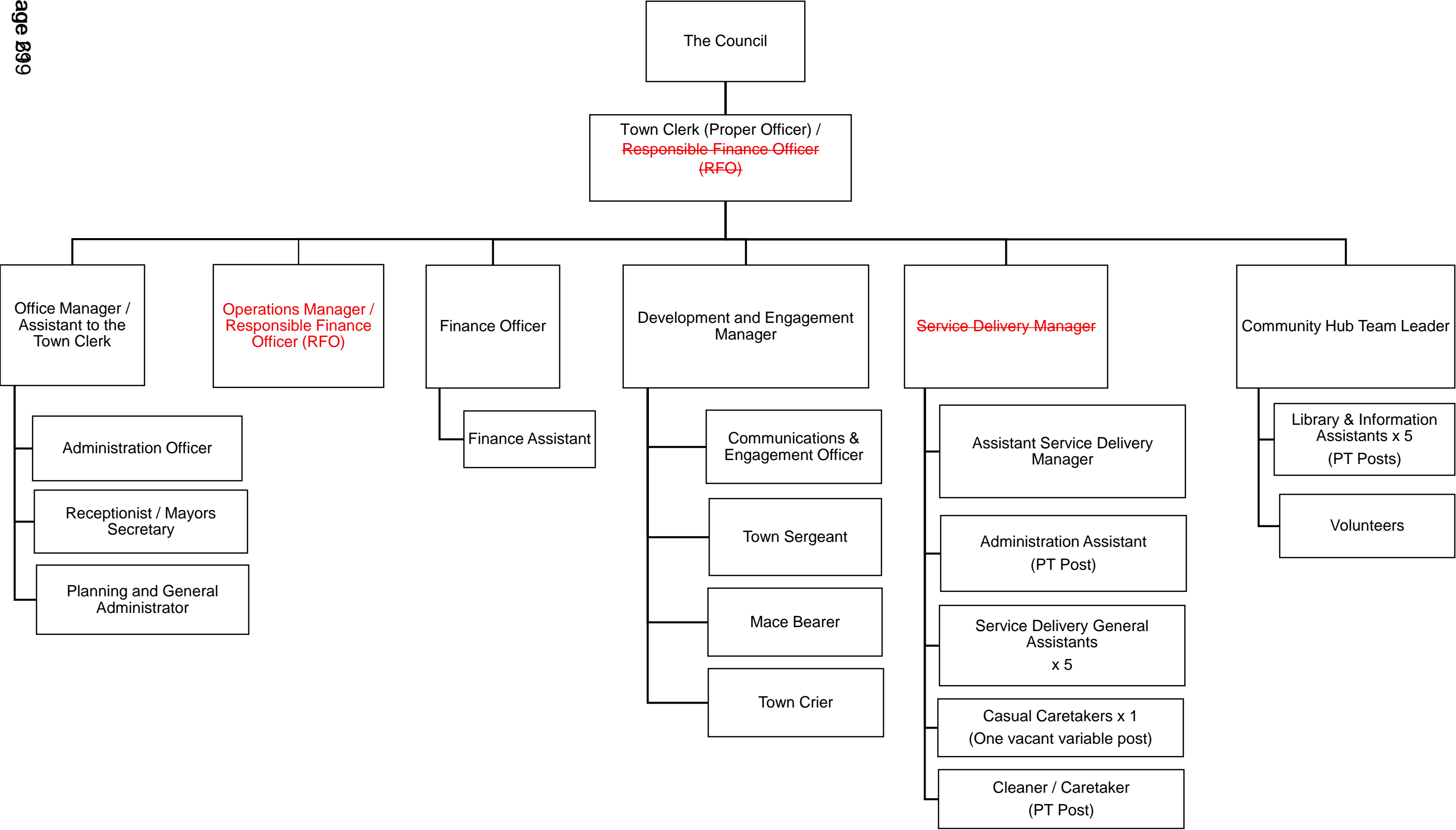
Thursday 26 February 2026 at 6.30 pm

Rising at: 8.14 pm

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

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





## OPERATIONS MANAGER / RESPONSIBLE FINANCE OFFICER – JOB DESCRIPTION

Hours:	Monday to Friday 9am to 5pm, with occasional evening commitments to attend Town Council Committee meetings and Civic Events.
NJC scale:	NJC Scale 37 - 41
Responsible to:	Town Clerk
Direct Reports:	Finance Officer and Assistant Service Delivery Manager
Indirect Reports:	Senior Management Team by providing daily support as required
Place of Work:	The Guildhall and Longstone Depot. However, you may be required to work at any of our other locations within Saltash, now or in the future, depending upon business needs.

### **JOB PURPOSE:**

The Operations Manager / Responsible Finance Officer is a key member of the Town Council's Senior Management Team. This dual-role position provides clear, day-to-day leadership and support to colleagues, ensuring the consistent delivery of high-quality services that positively impact our community.

You will be responsible for the operational management of the Town Council's property, land, equipment, and services, with direct line management of the Assistant Service Delivery Manager. This leadership role ensures that all Town Council assets are well-maintained, compliant with health and safety legislation, and delivered to a high standard.

You will work closely with the Town Clerk, receiving direction on the operations of the Town Council business, implementing instructions in collaboration with other departments, and reporting progress and outcomes back to the Town Clerk, who in turn reports regularly to the Town Council.

As Responsible Finance Officer, appointed under Section 151 of the Local Government Act 1972, you will work closely with the Finance Officer and undertake key financial responsibilities to ensure the Town Council's financial governance and reporting are robust, transparent, and legally compliant.

## **KEY RESPONSIBILITIES:**

### **Governance:**

1. To provide clear, comprehensive, informative reports and supporting documentation to Committee meetings as required.
2. To provide support to the Senior Management Team in preparing Committee reports and supporting documentation for final approval by the Town Clerk.
3. To operate in alignment with the Town Council's policies and procedures, demonstrating strong leadership by consistently modelling best practice and adherence to the established governance framework.
4. Ensure the effective and responsible use of Town Council budgets, in full compliance with the Town Council's policies, procedures, standing orders, financial regulations, committee resolutions, and strategic objectives.
5. To work in collaboration with colleagues across the Town Council departments to ensure effective communication of plans and progress.
6. Represent the Town Council professionally in dealing with contractors, partners, and members of the public, promoting transparency, accountability, and community engagement.
7. Conduct site visits to Town Council assets to verify that contracted works have been carried out in accordance with specifications reporting directly to the Town Clerk.
8. Undertake regular visits to all Town Council sites to ensure that in-house works are being delivered to a high standard and to provide on-site support to the team. During each visit, assess and document any maintenance requirements to inform updates to the Service Delivery schedule of works, reporting findings directly to the Town Clerk.
9. Ensure all activities and services comply with relevant health and safety legislation, risk management protocols, and environmental standards.
10. To be responsible for auditing the recording of all health and safety documentation, including maintenance inspection logs and risk assessments. This applies to all Town Council property, land, the pontoon, activities, events, services, equipment, and any other assets under the remit of the Service Delivery Department.
11. To be responsible for auditing all Town Council fire risk assessments, including the maintenance and review of fire safety logs covering routine fire tests and evacuation drills, to ensure compliance with safety regulations and best practice.
12. Promptly notify the Town Clerk of any significant health and safety concerns or departmental issues to ensure timely oversight and appropriate action.
13. To be responsible for ensuring the Town Council operates in the diverse needs of the community to ensure equal access to services.

14. To be responsible for ensuring all documents under the Service Delivery and Finance Departments are consistently completed, accurately maintained, and kept up to date in accordance with Town Council standards. This includes ensuring secure and easy access to digital records to support operational efficiency, transparency, and compliance.
15. Lead the Town Council's annual health and safety audit with the external consultant, ensuring all documentation is current, fit for purpose, and compliant with relevant legislation. Oversee the implementation of required actions and report findings and progress to the Town Clerk.
16. To observe safe working practices in carrying out required duties and ensure that instructions specified by specialist consultants, contractors and manufacturers are adhered to.
17. To review and verify the safe working practices of consultants before granting access to Town Council assets, ensuring compliance with relevant health and safety standards. The Assistant Service Delivery Manager is responsible for preparing and submitting the necessary documentation for final sign-off by the Operations Manager.

#### **Finance:**

1. To fulfil the statutory duties of the Responsible Finance Officer as outlined in Section 151 of the Local Government Act 1972, ensuring sound financial governance and legal compliance.
2. To effectively manage and monitor the Town Council's finances and to ensure that all the accounts conform with the requirements of the Accounts and Audit Regulations.
3. Oversee the maintenance of the Town Council's computerised financial accounts and the administration of its finances. Work collaboratively with the Finance Officer to ensure all day-to-day financial records are accurately recorded, regularly updated, and compliant with the Town Council's financial regulations and procedures.
4. Liaise with the Town Council's Building Surveyor to prepare tender documentation for contract work, including the invitation and acceptance of tenders, issuing of contract documents, and management of any contract disputes. Ensure all tender processes, including the opening and scoring of submissions, are conducted in accordance with the Town Council's Financial Regulations, the Procurement Act and best practice standards.
5. To assist the Town Clerk and other Senior Management by administering procurement processes and ensuring all contracts comply with Financial Regulations, Standing Orders and the Procurement Act.
6. Provide relevant financial information to support both internal and external auditor visits, ensuring transparency and compliance throughout the audit process working closely with the Finance Officer.
7. Provide cover, when required, to release approved Town Council expenditure, ensuring all payments are subject to second authorisation in accordance with Financial Regulations and internal control procedures.

8. Authorise the Town Council's monthly payroll, ensuring full compliance with all relevant Employment Legislation, including PAYE Regulations, the Employment Rights Act, and other Statutory requirements.
9. To ensure compliance with the Town Council's Financial Regulations is met reporting any concerns to the Town Clerk.
10. To ensure the Town Clerk is notified immediately regarding any significant financial issues or occurrences as may occur time to time.
11. To work closely with the Finance Officer during the annual preparation of all budgets and supporting reports required for the budget setting and precept submission.
12. Submit the Town Council's approved precept to Cornwall Council, following formal instruction from the Town Council, reporting directly to the Town Clerk upon completion.
13. To Clerk Policy and Finance meetings and any other Town Council meeting as instructed by the Town Clerk.
14. Work collaboratively with the Finance Officer to maintain accurate financial records, prepare reports, and support the production of monthly budgets and year-end accounts.
15. Conduct regular risk assessments related to the management of public funds, identifying financial risks and implementing appropriate controls to safeguard Town Council assets. Ensure compliance with audit requirements and contribute to the development of risk mitigation strategies.
16. Attend relevant networking sessions to stay informed of potential changes and developments in local government finance, ensuring up-to-date knowledge to support effective financial planning and compliance.

#### **Line Management and Leadership:**

1. Act as the primary point of contact for the Town Council during any periods of absence of the Town Clerk, providing continuity and support as required. This role is intended to facilitate communication and operational oversight, but does not include assuming the duties or responsibilities of the Town Clerk.
2. To be responsible for the daily management of the Assistant Service Delivery Manager and Finance Officer, ensuring that departmental operations run smoothly and efficiently. This includes providing guidance, monitoring performance, and supporting effective communication across relevant service areas.
3. To play an active role as a line manager in role modelling the behaviours and core values of the Town Council.
4. To attend the Senior Management Meetings, contributing towards the shared goals of achieving organisational excellence.

5. To provide effective line management through inspiring leadership, clear guidance, and mentoring support. Conduct annual and mid-year performance reviews, set meaningful objectives, and foster a positive working environment to maintain high levels of staff engagement and motivation.
6. To be an advocate for the Town Council business plan and contribute to both the implementation of the current plan and progress the development for the town's business plan for the future.
7. To attend relevant training to update your skills and competencies (as and when required) to continue to develop in the role.
8. Undertake other delegated duties appropriate to the grading of the post.
9. This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform.
10. The job description will be reviewed annually by the Town Clerk as necessary and may be changed in the light of experience and in consultation with the post-holder.
11. To be responsible for security of premises, including safe custody of premises keys, safe keys, and setting of security alarm when necessary.

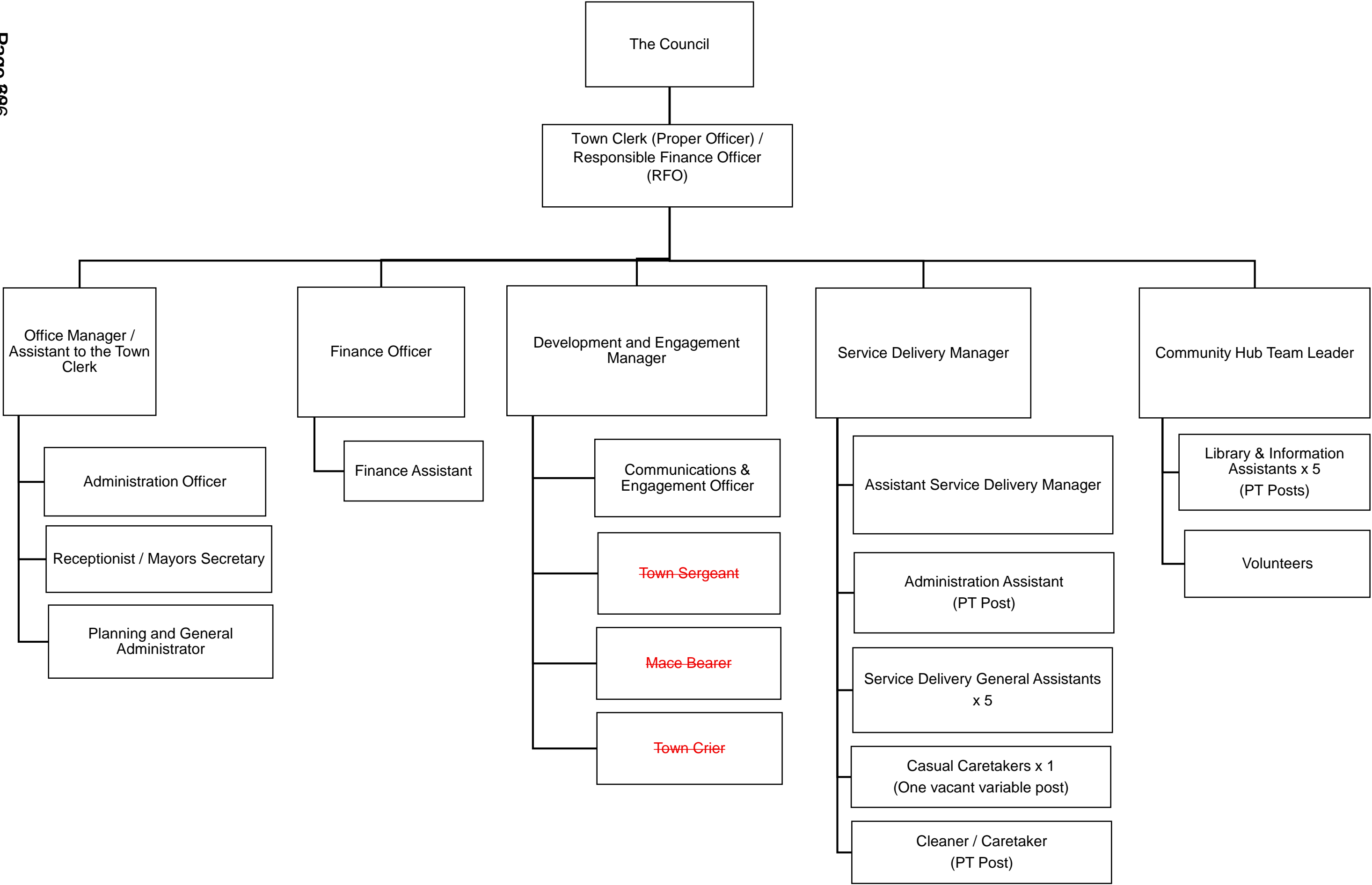
Personnel Committee - Personnel Budget 2025-26 B  
Saltash Town Council

For the 6 months to September 2025

Black text - budget assumptions  
Red text - Further Actions (TBA)  
Purple text - new codes/rename

Account	Prior Year 2024/25	EMF Balances B/F 2024/25	Budget 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept 2026/27	Notes	Budget 2027/28	Budget 2028/29	Budget 2029/30	Budget 2030/31
Personnel Operating Expenditure											
Personnel Expenditure											
6654 ST PE Staff Welfare	1,621	0	2,000	771	1,229	7,222	Annual Health Surveillance, Eyecare vouchers, Vaccinations & Flu jabs  Additional budget for 2026/27 80% cost of Waterside cabin £5,552 (20% to remain in Services 6528 SE Pontoon Accomodation)	7,496	7,781	8,077	8,384
6660 ST PE Staff Recognition	25	0	250	75	175	250	Current Budget (no increase)	260	270	280	291
6662 ST PE HR Professional Fees	11,119	0	10,815	5,484	6,831	11,552	Bright HR , HR Consultancy including additional admin support when required, DBS certs	11,991	12,447	12,920	13,411
Total Personnel Expenditure	12,766	0	13,065	6,330	8,235	19,024		19,747	20,498	21,277	22,086
Training Costs											
6682 ST PE Staff Training (Library)	281	0	1,218	268	951	600	Reduction of current budget by £618. Majority of training provided by CC	623	647	672	698
6656 ST PE Staff Training (P&F)	1,977	0	4,000	3,967	33	5,177	2026/27 Committed Cost £1,577 & £600 Increase budget for new staff members + £3,000	5,374	5,578	5,790	6,010
6676 ST PE Staff Training (Service Delivery)	6,552	0	7,695	2,288	5,407	7,987	Current budget + CPI	8,291	8,606	8,933	9,272
Total Training Costs	8,811	0	12,913	6,522	6,391	13,764		14,288	14,831	15,395	15,980
Staffing Costs											
Library Staffing Costs	138,632	0	165,056	61,445	103,611	169,823	NJC 2025/26 scale + 5%	178,314	187,230	196,591	206,421
P&F Staffing Costs	348,399	0	461,874	183,329	258,568	532,704	NJC 2025/26 scale + 5%	559,339	587,306	616,671	647,505
Services Staffing Costs	307,696	0	344,379	156,958	187,421	291,262	NJC 2025/26 scale + 5%	305,825	321,116	337,172	354,031
Total Staffing Costs	794,727	0	971,309	401,732	549,600	993,789		1,043,478	1,095,652	1,150,435	1,207,957
Other Staffing Cost											
6652 ST PF Employers Pension - Monthly Fee	500	0	500	500	0	5,300	Triennial Valuation is taking place for 2026. Figure to be confirmed by end of Oct 26 Estimated based on last valuarion 2022/23 £5,300	5,300	5,300	5,300	5,300
6659 ST PE <del>Town Sergeant &amp; Mace Bearer Fees Civic Roles</del> (Rename)	507	0	600	375	225	800	Budget for 6 events + 2 unplanned	830	862	895	929
Total Other Staffing Cost	1,007	0	1,100	875	225	6,100		6,130	6,162	6,195	6,229
Total Personnel Operating Expenditure	817,310	0	998,387	415,459	564,451	1,032,677		1,083,643	1,137,143	1,193,302	1,252,252
Total Personnel Operating Surplus/ (Deficit)	(817,310)	0	(998,387)	(415,459)	(564,451)	(1,032,677)		(1,083,643)	(1,137,143)	(1,193,302)	(1,252,252)
Personnel EMF Expenditure											
6691 ST PE EMF Legal & Professional Fees (Staffing) (Rename)	0	10,162	0	0	10,162	0	No increase required	0	0	0	0
6694 ST PF EMF Staff Contingency (P&F)	12,056	42,411	(8,280)	16,045	38,063	15,208	To maintain 10% budgeted salary costs	0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	5,000	12,553	0	17,553	0	No increase/(decrease) required to maintain 10% of budgeted salary cost	0	0	0	0
6700 ST SE Services Delivery Staff Contingency	0	65,568	(25,714)	0	39,854	(10,728)	To maintain 10% budgeted salary costs	0	0	0	0
6701 ST PE EMF Staff Recruitment	643	14,675	0	1,205	11,970	0	2025/26 Committed costs £3,000 2026/27 No increase required	0	0	0	0
Total Personnel EMF Expenditure	12,699	137,816	(21,441)	17,250	117,602	4,480		0	0	0	0
Total Personnel Expenditure (Operational & EMF)	830,010	137,816	976,946	432,709	682,053	1,037,157		1,083,643	1,137,143	1,193,302	1,252,252
Total Personnel Budget Surplus/ (Deficit)	(830,010)	(137,816)	(976,946)	(432,709)	(682,053)	(1,037,157)		(1,083,643)	(1,137,143)	(1,193,302)	(1,252,252)
Estimated CPI 3.8% based on July as reported by Office of National Statistics 20-08-25					Precept 2025/26	(976,946)					
					Precept 2026/27	(1,037,157)					
					Increase / (Decrease)	60,211					
					Difference as %	6.16%					

Saltash Town Council Line Management Staff Structure





# 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	FTC
Date	07/08/2025	Responsible Officer	LM
Minute no.	146/25/26	Next review date	Annual or as required by legislation

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

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

### Document Retention Period

Until superseded

## **Recruitment and Selection Policy**

### **Policy Overview:**

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

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

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

### **Other relevant policies:**

- Disability Employment Policy
- Equality and Diversity Policy

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

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

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

### **Types of employment**

'Employees' work under a contract of employment.

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

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

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

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

### **Recruitment Pack**

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

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

### **Advertising**

Vacancies will be advertised for a minimum of ~~two~~ **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.~~ **The advert will confirm the interview date, however, the Town Council reserve the right to interview / appoint before 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 **Administration Officer** ~~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.~~

Only CV's will be accepted of no more than 2 sides of A4 which should be supported by a cover letter of no more than 250 to 1,000 words dependant on the role being advertised. The cover letter should outline the candidates motivations for applying, and highlight how their skills, knowledge and experience meet the requirements of our vacant position. Candidates are expected to read and understand the Job Description and Person Specification thoroughly before applying for the position.

Candidates will also be required to provide details of two professional referees, one of whom must be their current or most recent employer (references will not be taken up without prior consent).

Applications to be submitted in full to [humanresources@saltash.gov.uk](mailto:humanresources@saltash.gov.uk)

~~Applications will be received on behalf of the Town Council via the Town Council's appointed Human Resources Consultant.~~

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

Applications will be received either by the Administration Officer or, on occasion, by the Town Council's appointed Human Resources Consultant.

Once received, they will be prepared and shared with the Line Manager, the Chairman of the Personnel Committee, and the Chairman of the Employee Committee (or the Vice Chairman in their absence) for consideration for interview.

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

## 2. Shortlisting

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

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

## 3. Interview

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

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

For the employer, the interview is an opportunity to:

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

For the candidate, the interview is an opportunity to:

- Understand the job and its responsibilities in more detail.



- Ask questions about the organisation and possible learning opportunities and benefits.
- Decide whether they would like to take the job if offered it.

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

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

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

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

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

## **Appointment**

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

- 1.1. The interview panel must reach all decisions by a majority of panel members. In the event that a majority cannot be reached, the final decision will rest with the Line Manager, given their responsibility for working with and managing the successful candidate.
- 1.2. The panel will agree whether there is at least one candidate of appointable quality. If not, then the post may be re-advertised.
- 1.3. If the panel agrees that there is at least one candidate of appointable quality, it will then agree:
  - 1.1.1. The first-choice candidate.

1.1.2. The order of preference for any other candidates of appointable quality.

## 2. The Line Manager

2.1. The Line Manager will contact the first-choice candidate by telephone and make the offer of employment subject to the required eligibility checks, confirmation of qualifications, receipt of satisfactory references and, where appropriate, Disclosure and Barring Service (DBS) checks. This will be followed up by a letter of appointment and written terms of employment.

2.2. Where the offer of the post is declined, the Line Manager will offer the post to the next appointable candidate (in the order of preference of the interview panel) subject to the candidate meeting the expectations of the role.

2.3. ~~Human Resources~~ The Line Manager will notify all unsuccessful candidates once the post has been filled.

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

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

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

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

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

### 3. References

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

Candidates must give written consent prior to contacting referees.

Applicants must provide the details of two referees. One must be their **current or** most recent employer. If they're currently in, or have recently completed, full-time education, one referee should be from their school, college, or university. Referees must not be relatives \* or personal friends and should be able to provide a professional or academic reference.

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

### Post Appointment

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

### **Staff References**

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

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

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Library Sub Committee held at the Library on Thursday 16th October 2025 at 6.30 pm**

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

**ALSO PRESENT:** Councillor Miller, J Barron (Bailey Partnership), S Burrows (Town Clerk / RFO).

**APOLOGIES:** S Martin and J Peggs.

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#### **35/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **36/25/26 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.

#### **37/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 2 SEPTEMBER 2025 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor B Samuels, seconded by Councillor Brady and **RESOLVED** that the minutes of the Library Sub Committee held on 2 September 2025 were confirmed as a true and correct record.

#### **38/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**39/25/26     TO RECEIVE THE LIBRARY SUB COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**40/25/26     TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**41/25/26     TO RECEIVE BAILEY PARTNERSHIP INTERNAL REFURBISHMENT DESIGNS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members reviewed the documentation provided in the circulated reports pack.

James from Bailey Partnership guided Members through the proposed refurbishment works during a walk-through of the library building. This provided an opportunity for detailed discussion, helping to ensure that the proposals are appropriate and represent the most effective approach to delivering the project.

Members reflected on the necessity of the refurbishment, highlighting the importance of investing in the library building to create a vibrant and flexible community hub. Key priorities discussed included the reconfiguration of internal spaces to improve functionality, the provision of accessible public toilet and baby changing facilities, and the potential to introduce a vending area to enhance the visitor experience.

Members acknowledged that this stage of the project is focused on enabling a tender analysis to be undertaken. This will help determine whether sufficient budget is available for the proposed works to progress and inform the next steps in the project's development.

Overall, Members recognised the need for restoration to ensure the library service remains fit for purpose. They viewed the proposals as a valuable opportunity to invest in the future of the town by creating a sustainable, multi-use facility capable of hosting a wide range of events, activities, and study spaces, while continuing to deliver a high-quality library service and more.

It was proposed by Councillor Brady, seconded by Councillor B

Samuels and unanimously **RESOLVED**

1. To note the report and the ongoing actions being undertaken by Bailey Partnership, including:
  - a) Sourcing a cabinet maker for the bespoke desking;
  - b) Engaging a radon specialist;
  - c) Liaising with Cornwall Council's IT department;
  - d) Compiling the project preliminaries in preparation for the tendering process.
2. To approve the Schedule of Works, including the associated drawings, detailed description of works, and the proposed project timeline, confirming that these documents align with the expectations of the Library Sub-Committee for successful project delivery.
3. To **RECOMMEND** to Full Council at its meeting on 6 November 2025, approval of the proposed design and concept for the internal library refurbishment and delegation to the Town Clerk to work in collaboration with the Chair and Vice Chair of the Library Sub Committee to oversee the delivery of the project:
  - a) Within the allocated budget Code 6971 – EMF Library Property Refurbishment;
  - b) In full compliance with the Town Council's Financial Regulations and procurement procedures to tender;
  - c) In accordance with professional advice provided by Bailey Partnership, including any necessary adjustments arising during the course of the works;
  - d) With a report on the tender process to be presented to a future meeting of the Library Sub-Committee for consideration, and where appropriate, further reporting to Full Council.

**42/25/26      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.

**43/25/26      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

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

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

**45/25/26      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** that a press and social media release regarding the internal refurbishment of the library be issued, subject to approval by the Full Town Council, and that the release include opportunities for public engagement and feedback.

**DATE OF NEXT MEETING**

Thursday 18 December 2025 at 6.30 pm

Rising at: 7.45 pm

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

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



## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Town Vision Sub Committee held at the Guildhall on Tuesday 28th October 2025 at 6.30 pm**

**PRESENT:** Councillors: R Bickford, R Bullock, S Gillies (Chairman), S Martin (Vice-Chairman) and J Suter.

**ALSO PRESENT:** S Burrows, Town Clerk

**APOLOGIES:** J Peggs, B Samuels and P Samuels.

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#### **37/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **38/25/26 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.

#### **39/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

#### **40/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE TOWN VISION SUB COMMITTEE HELD ON 7 JULY 2025 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Gillies, seconded by Councillor Suter and **RESOLVED** that the minutes of the Town Vision Sub Committee held on 7 July 2025 were confirmed as a true and correct record.

**41/25/26      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**42/25/26      TO RECEIVE THE TOWN VISION BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**43/25/26      TO RECEIVE THE TOWN COUNCIL BUSINESS PLAN DELIVERABLES FOR QUARTER TWO 2025/26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman informed Members that there were no deliverables for receipt at this meeting. She further expressed concern regarding the volume of work the deliverables are generating for the Town Clerk, and the limited engagement from Committees in supporting the progression of these deliverables.

The Chairman extended her thanks to the Town Clerk for her efforts to date and reminded Members that the deliverables were originally presented to the Town Council as a flexible framework, acknowledging that it was a new initiative at the time.

Members expressed their agreement with the Chairman's observations.

To improve the delivery process, alleviate pressure on the Town Clerk, and promote Committee ownership, the Chairman proposed that each Committee select two objectives to focus on. Committees would then report progress to the Town Vision Sub Committee on a six-monthly basis.

It was further proposed that the Town Vision Sub-Committee reduce its meeting frequency to twice yearly, while maintaining the 2025/26 deliverables workflow to ensure Committees continue to review and work towards their selected objectives.

It was proposed by Councillor Gillies, seconded by Councillor Martin and resolved to **RECOMMEND** to Full Council:

1. That the delivery of the agreed outputs be amended by retaining the information already provided for future reference, and by limiting the number of objectives to two per Committee;

2. That each Committee reviews its objectives at every scheduled meeting and reports progress to the Town Vision Sub Committee on a six-monthly basis. The recording and tracking of objectives is to be simplified by the Town Clerk to support consistency and ease of reporting;
3. That Committees work towards achieving their objectives with the support of relevant staff;
4. That the Town Vision Sub Committee's Terms of Reference be amended to reflect a six-monthly meeting schedule. Dates to be determined by the Sub Committee.

**44/25/26      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.

**45/25/26      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**46/25/26      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**47/25/26      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Thursday 29 January 2026 at 6.30 pm

Rising at: 7.10 pm

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

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

## Chairman's report

October 2025

### Mayoral Engagements

Date	Location	Information
Thursday 9 October	Wesley Church	U3A showcase event
Friday 10 October	HMS Raleigh	HMS Raleigh lunch and passing out parade
Saturday 11 October	Saltash	Beating of the Bounds
Tuesday 14 October	St Stephens Church	School harvest festival service
Saturday 18 October	Girl guide building	Opening of new kitchen in building
Sunday 19 October	Falmouth	Falmouth Town Council Civic Service
Monday 20 October	Saltash	Bishop Cornish prize awarding for Saltash Library Hub
Monday 20 October	Saltash	Saltash Together meeting
Tuesday 28 October	Wesley Church	Saltash Music, Speech and Drama Festival AGM

### Meetings attended

Date	Location	Information
Tuesday 7 October	Virtual	South East Cornwall Area Partnership meeting
Wednesday 8 October	Virtual	Healthcare Action Group
Thursday 9 October	Guildhall	Adult Education in Saltash

### Deputy Mayoral Engagements

Date	Location	Information
Wednesday 15 October	St Stephens Church	School harvest festival service
Tuesday 28 October	Wesley Church	Saltash Music, Speech and Drama Festival AGM
Monday 20 October	Saltash	Saltash Together meeting

### Meetings attended

Date	Location	Information
Tuesday 7 October	Virtual	South East Cornwall Area Partnership meeting
Thursday 9 October	Guildhall	Adult Education in Saltash

**End of Report**  
**Mayors Secretary**

Saltash Town	September 2025	September 2024	% Change
Totals	61	85	-28.2%
Bicycle Theft	0	1	-100.0%
Burglary - Residential	0	3	-100.0%
Criminal Damage	2	8	-75.0%
Miscellaneous Crimes Against Society	7	1	600.0%
Other Sexual Offences	6	0	Increase
Other Theft	4	8	-50.0%
Possession of Drugs	1	1	0.0%
Possession of Weapons	1	1	0.0%
Public Order Offences	7	10	-30.0%
Rape	0	5	-100.0%
Shoplifting	8	2	300.0%
Stalking and Harassment	11	14	-21.4%
Theft from the Person	0	1	-100.0%
Violence with Injury	8	10	-20.0%
Violence without Injury	6	20	-70.0%

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

Saltash Town	October 2025	October 2024	% Change
<b>Totals</b>	<b>95</b>	<b>52</b>	<b>82.7%</b>
Arson	1	0	Increase
Bicycle Theft	1	0	Increase
Burglary - Business and Community	3	1	200.0%
Burglary - Residential	3	0	Increase
Criminal Damage	7	14	-50.0%
Miscellaneous Crimes Against Society	1	2	-50.0%
Other Sexual Offences	3	2	50.0%
Other Theft	7	2	250.0%
Possession of Drugs	2	1	100.0%
Possession of Weapons	1	0	Increase
Public Order Offences	4	4	0.0%
Rape	1	2	-50.0%
Robbery	1	2	-50.0%
Shoplifting	14	1	1300.0%
Stalking and Harassment	16	6	166.7%
Vehicle Offences	8	1	700.0%
Violence with Injury	7	6	16.7%
Violence without Injury	15	8	87.5%
<b>Increase in RED No Change in BROWN Decrease in GREEN</b>			



## Report to Town Council

Date 22.10.25

Chair's Report To Town Council

In the last month we have held our AGM. The CIC's accounts have been submitted and copies were available at the AGM. All things considered we had an remarkable good year overall. We have also faced some hard truths and had to make some equally hard decisions. One of these has been to introduce charging in the Community Kitchen. The good news is that so far the introduction, while it has as expected led to a slight drop in numbers, has also increased the overall income of the Kitchen. While it is very early days, this change looks to be sufficient to bring us close to breaking even if not better overall. Some items of our donated food are not permitted to be sold, which we have taken the view will only go on the Fridge. This saves fine arguments about minimum donation versus charge.

Those visiting the Kitchen will also notice some changes. The cooking area has been rearranged with the large freezers being moved to the rear corridor removing a source of heat and making space available. A new commercial dishwasher has been acquired shortening dishwashing times from over an hour to a few minutes. The shelving has been removed making more space available. The table layout has consequently been improved.

The shelves from the Kitchen have been moved to the Shop to provide further retail display space.

Memory box continue to do well. As mentioned at the AGM they will be 6 years old in January and will be holding a special session. Please watch for details and join us if possible. Similarly the whole of CEPL12 is 20 years old next July and we intend to hold a garden party to celebrate all the good work and the fantastic volunteers involved over that time. Again watch for details, and please do join us.

Chris Bailey.

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

## Action Notes

<b>Meeting:</b>	South East Cornwall Community Area Partnership
<b>Date &amp; time:</b>	Tuesday 7 October 2025 (6.00pm-8.00pm)
<b>Location:</b>	Online MS Teams Meeting
<b>Attendance &amp; apologies:</b>	See attendance list attached

Item	Notes
1.	<p><b>Welcome and Introductions</b></p> <p>The CAP Chair, Cornwall Councillor Jane Pascoe welcomed all present.</p>
2.	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest.</p>
3.	<p><b>Action Notes (23 June 2025)</b></p> <p>The notes of the last meeting were agreed as a correct record.</p> <p><b>Matters Arising</b></p> <p><b>Community Speedwatch</b> – Volunteers needed. <b>ACTION (All):</b> Please highlight and encourage through parishes where possible.</p> <p><b>Economic Development – ACTION (CT/LW):</b> Glenn Caplin-Grey, Strategic Director for Growth, Plymouth City Council to be invited to a future meeting of the Economy &amp; Transport Working Group, to discuss cross border collaboration to explore potential opportunities.</p>
4.	<p><b>Public Participation</b></p> <p>There were no members of the public present.</p> <p><b>ACTION (CT):</b> Following discussion regarding promoting CAP meetings, it was agreed that, prior to each CAP meeting, Catherine would provide a summary of main agenda items to Cornwall Councillors for them to highlight in their monthly parish reports/community newsletters etc where possible.</p>
5.	<p><b>Devon and Cornwall Police Update</b></p> <p>Please see attached update from Sector Inspector Ned Bowie.</p> <p>Discussion points included:</p> <ul style="list-style-type: none"> <li>Traffic issues outside schools at leaving/pick-up times – officers continue to target areas where there are specific concerns.</li> <li>CCTV Saltash – Cllr Bullock queried if the newly installed cameras had been used. <b>ACTION (NB):</b> Insp Bowie to follow up and report back to Cllr Bullock.</li> </ul>



## South East Cornwall Community Area Partnership

	<ul style="list-style-type: none"> <li>• Cllr Ewert wished to thank the Rame Peninsula Neighbourhood Policing team for their valued attendance at the Rame Cluster Meetings. Best wishes were extended to PCSO Sid Lawrence on his recent retirement.</li> <li>• Shoplifting – Businesses were encouraged to sign up to UK PAC (UK Partners Against Crime) - a platform for businesses to work together with partner agencies to combat crime in particular ASB and retail crime.</li> <li>• St Cleer youth club – advice sought for children regarding bicycles and safety, particularly with the earlier darker evenings. <b>ACTION (SH):</b> Cllr Horsfield to email Insp Bowie with details.</li> <li>• Possible demonstration in Saltash on 25 October. Please send intelligence of any potential demonstrations to <a href="mailto:NPS-Likseard@devonandcornwall.police.uk">NPS-Likseard@devonandcornwall.police.uk</a></li> </ul> <p>Thanks were extended to Inspector Bowie for his helpful update and to the neighbourhood policing team for their continued support.</p>
6.	<p><b>Highways Presentation</b></p> <p>Due to unforeseen circumstances, the Highways Manager was unable to attend the meeting. A presentation was provided and circulated to the CAP.</p> <p><b>ACTION (All):</b> The CAP was asked to forward any queries in relation to the presentation to Catherine (<a href="mailto:catherine.thomson@cornwall.gov.uk">catherine.thomson@cornwall.gov.uk</a>) by Friday 10<sup>th</sup> October. The queries would then be collated and forwarded to the Highways Manager.</p> <p>An announcement was awaited on the Highways Scheme which was due to be considered by the Cabinet on 13 October. A subsequent update would be provided to the CAP.</p>
7.	<p><b>Town and Parish Councils</b></p> <p>St Germans Parish Council – Positive air quality meeting held on 17 September with CC Environmental Protection Officer. Impact of the new 30mph speed limit through Tideford was awaited.</p> <p>Torpoint Town Council – Cllr Davis updated on the transformation of the old Torpoint library into a vibrant Community Hub providing a multipurpose space offering a range of high quality services, advice, help and support. Please see attached slides. The Hub was recognised as one of 3 case studies in the Government’s recently published Pride of Place Strategy. Congratulations were extended to the Town Council on this achievement.</p>
8.	<p><b>Transport/infrastructure</b></p>

## South East Cornwall Community Area Partnership

	<p><b>Tamar Bridge &amp; Torpoint Ferry – update from Philip Robinson, Chief Officer, Tamar Crossings and Coral Jonas, Bridge Manager</b></p> <ul style="list-style-type: none"> <li>• The CAP welcomed Philip Robinson, recently appointed Chief Officer for Tamar Crossings and Coral Jonas, Bridge Manager.</li> <li>• As part of the modernisation agenda, work continues on exploring sustainable options including use of electric ferries and reviewing internal processes.</li> <li>• Works to the Saltash Bridge were progressing on schedule.</li> <li>• Civil engineering phase of the programme for the tunnel's major upgrade near completion, including the removal of existing gantries and completion of new gantries to hold the electronic information signs displaying live traffic and travel information.</li> <li>• Ducts underneath the road to house the new cabling also in place. This involved the team pulling huge amounts of cabling through the tunnel to the bridge and to the separate control buildings. Over 31 miles of cabling are involved in this scheme!</li> <li>• The 30mph speed limits remain at present to help manage traffic flows to protect both the travelling public and tunnel infrastructure.</li> <li>• The new lane control system currently under factory testing. It is expected to be installed in November and fully operational in January.</li> <li>• New average journey time system live on the website. Updated every 3 minutes and proving effective.</li> <li>• The new speed restrictions from Trerulefoot to Carkeel has proved conducive for the bridge. It has lessened the concertina effect and created a smoother journey across the bridge and toll plaza.</li> </ul> <p>Whilst the positive safety impact of the speed restrictions was welcomed, some queries were raised:</p> <ul style="list-style-type: none"> <li>• The impact during low flow rates/out of hours particularly for HGVs, deliveries etc.</li> <li>• Multiple speed changes causing confusion.</li> <li>• Clarification on why the overtaking lane at Tideford was removed.</li> </ul> <p><b>ACTION (CT):</b> Catherine to follow up the queries raised with National Highways, with an email to be sent from the chair of the CAP to the South West Director.</p> <p><b>ACTION (PR/CJ):</b> Tamar Crossings to explore feasibility of incorporating the average journey time data from Trerulefoot to the Bridge.</p>
9.	<p><b>Working Groups - updates and consider any recommendations</b></p> <p><b>9.1 - Tamar to Moor and South East Cornwall Joint Health &amp; Wellbeing working group</b></p> <p>The group have met twice since the last CAP Meeting and agreed it's priorities; proposed <b>Integrated Neighbourhood Teams</b> and <b>Community Transport</b>. Next meeting to be held on 11 November.</p>

## South East Cornwall Community Area Partnership

	<p><b>9.2 – Economy &amp; Transport working group</b> An update from the working group was circulated with the agenda. Next meeting to be held on 13 October.</p> <p><b>9.3 – Children &amp; Young People task/finish group</b> The group were looking at how to ensure the voice of young people is heard including opportunities for the youth council to engage with the CAPs. Child Poverty is the theme for this year's Directors of Health Annual Report, to be launched w/c 13 October (National Child Poverty Week). Report attached for information.</p> <p><b>9.4 – Climate Change &amp; Nature Recovery Network</b> Positive meeting held on 9 September. Group agreed to meet on a quarterly basis. Next meetings to be held on 9 December and 10 March 2026. Useful information sharing sessions. All welcome. Please let Catherine know if you wish to be included on the invitation list.</p> <p><b>9.5 – Community Engagement Network</b> Small group but covered a range of topics. Lee Dunkley (Cornish Association of Local Councils) to be invited to the next meeting. Please let Catherine know if you wish to be included on the circulation list. John Hesketh has volunteered to carry out some research with parishes to explore best practice and models of engagement that have worked well. <b>ACTION (CT):</b> Catherine to forward details to the CAP.</p>
<b>10.</b>	<p><b>South East Cornwall CAP Action Plan</b> The CAP Action Plan previously circulated with the agenda was noted.</p>
<b>11.</b>	<p><b>Any Other Business</b> Forthcoming sessions regarding the development of the Local Plan to be held on 14 October were highlighted:</p> <ul style="list-style-type: none"> <li>• Saltash Studios, Fore Street, Saltash 12pm to 3pm</li> <li>• Liskerrett Centre, Liskeard 4pm to 7pm</li> </ul> <p><b>ACTION (CT):</b> Catherine to re-circulate details to the CAP.</p>
<b>12.</b>	<p><b>Next meeting date:</b></p> <ul style="list-style-type: none"> <li>• Tuesday 6 January 2026 (online)</li> <li>• Tuesday 7 April 2026 (face-to-face)</li> </ul>

## South East Cornwall Community Area Partnership

**South East Cornwall Community Area Partnership Meeting**  
**Attendance List: 7 October 2025**

Representatives	Record of Attendance
<b>Cornwall Councillors</b>	
Kevin Grey (Liskeard Central)	Present
Jim Gale (Lynher)	Apologies received
Kate Ewert (Rame Peninsula & St Germans)	Present
Jim Candy (Looe West, Pelynt, Lansallos & Lanteglos)	Present
Hilary Frank (Saltash Essa)	Present
Keith Johnson (Saltash Tamar)	Present
Sarah Preece (Lostwithiel & Lanreath)	Apologies received
Jane Pascoe (Liskeard South & Dobwalls)	Present
Sean Smith (St Cleer & Menheniot)	Present
Rob Parsonage (Torpoint)	Not present
Mark Gibbons (Looe East & Deviock)	Present
Paul Cador (Saltash Trematon & Landrake)	Present
<b>Town &amp; Parish Councils</b> ( <i>Town &amp; Parish Councils are in the process of appointing their single named voting representatives to the CAPs; where these have been confirmed by the Clerk, these are shown below</i> )	
Antony Parish Council: Councillor Peter Bulmer (named representative)	Present
Botus Fleming Parish Council	Not present
Deviock Parish Council	Not present
Dobwalls Parish Council: Apologies received from Councillor Tracey Kitto (named representative)	Apologies received
Duloe Parish Council: Councillor Phil Hallworth (named representative)	Present
Landrake-with-St Erney Parish Council	Not present
Landulph Parish Council: Councillor Martin Worth and Councillor Clare Tagg	Present
Lanreath Parish Council: Apologies received from Councillor David Heard (named representative)	Apologies received
Lanteglos-by-Fowey Parish Council: Councillors Claire Palmer and Councillor Andrew Hawa	Present
Liskeard Town Council: Councillor Christina Whitty (named representative)	Present
Looe Town Council: Sam White (Clerk). Apologies received from Councillor James Lundy (named representative)	Present
Maker with Rame Parish Council: Councillor Lin Stewart-Birch (named representative)	Present
Menheniot Parish Council: Councillor Adrian Cole (named representative)	Present
Millbrook Parish Council: Councillor Dale Moorey (named representative)	Present
Morval Parish Council	Not present
Pelynt Parish Council	Not present
Polperro Community Council	Not present
Quethiock Parish Council: Councillor John Blatchford (named representative)	Present
Saltash Town Council: Councillor Rachel Bullock (named representative), Councillor Richard Bickford and Councillor Peter Nowlan. Apologies received from Councillor Brian Stoyel	Present
Sheviocck Parish Council: Councillor Paul Stone	Present
St Cleer Parish Council: Councillor Suzanne Horsfield	Present

## South East Cornwall Community Area Partnership

St Germans Parish Council: Councillor Alan Hodge (named representative)	Present
St John Parish Council	Not present
St Keyne & Trewidland Parish Council: Councillor Sarah Whiting (named representative). Apologies received from John Hesketh (Clerk)	Present
St Martin-by-Looe Parish Council: Apologies received from Councillor Barbara Reynolds and Councillor Roberta Powley	Apologies received
St Neot Parish Council: Councillor Thomas Thrussell	Present
St Pinnock Parish Council: Councillor Julian Dingle	Present
Torpoint Town Council: Councillor Gary Davis (named representative)	Present
Warleggan Parish Meeting	Not present
<b>Representatives of other organisations present at this meeting</b>	
Sector Inspector Ned Bowie – Devon & Cornwall Police	
Philip Robinson – Chief Officer, Tamar Crossings	
Coral Jonas – Bridge Manager, Tamar Crossings	
Jen Campbell – Volunteer Cornwall	
<b>Members of the public</b>	
No members of the public were present.	
<b>Community Area Partnership officer team</b>	
Catherine Thomson (Community Link Officer, Cornwall Council)	Present
Lisa Grigg (Community Support Assistant, Cornwall Council)	Present
Louise Wood (Cornwall Council Leadership Team Representative/Service Director – Planning & Housing, Cornwall Council)	Present

# Guidance Note

## Community Highways Improvement Programme 2026-2029

### 1. Introduction

- 1.1. Since 2018, Community Area Partnerships - CAPs (and their predecessors Community Network Panels - CNPs) have each received a share of £1m per annum of Local Transport Plan funding to deliver local highway improvement schemes.
- 1.2. To date the programme has successfully delivered over 800 local schemes which help to meet the Local Transport Plan objectives.
- 1.3. The Portfolio Holder for Transport has reviewed this programme and this updated guidance sets out the budget and procedures for the programme for 2026-2029.

### 2. Budget

- 2.1. The funding of £1m per year for the period 1 April 2026 to 31 March 2029 has been distributed across CAPs using a formula which takes into consideration both the population of the area and the road length. The annual allocation to each CAP area is shown in the table below.

Community Area Partnership	Annual Allocation 2026/27 to 2028/29
Camel Valley	£97,538
China Clay Area and Luxulyan	£47,320
Cornwall South	£75,189
Falmouth and Penryn	£60,176
North Cornwall	£65,805
North Kerrier and East Penwith	£104,022
Penwith	£82,779
Roseland and Truro	£89,296
Saints Coast	£85,734
South East Cornwall	£134,659
South Kerrier	£67,684
Tamar to Moor	£89,798
<b>TOTAL</b>	<b>£1,000,000</b>

- 2.2. A further £50,000 per year has been set aside to cover the cost of assessing expressions of interest and any other unexpected costs.
- 2.3. CAPs can offer up match funding to increase the funding available (e.g. Town/Parish Councils may wish to make contributions to local schemes). The budget can be split between multiple schemes within a CAP or amalgamated towards a larger scheme.
- 2.4. Allocations should be spent within the financial year, unless approval has been granted by Cornwall Council's Highway Asset Manager to roll forward or bring forward future funding. This is to ensure that the programme is deliverable within the capacity of the Highways team. Where funding for multiple years is combined, it should be noted that delivery may not be possible until later in the programme period.
- 2.5. Cornwall Council can recover VAT on purchases; this includes highways improvements. Scheme costs are therefore net of VAT.

### 3. Eligible schemes

- 3.1. The funding is top sliced from Local Transport Plan (LTP) funding allocated to Cornwall Council by central government. Local authorities have a statutory duty to prepare and implement a Local Transport Plan (LTP) under the Transport Act 2000. The funding should therefore be used to deliver the goals of the [Cornwall Transport Plan](#) (latest version approved by full Council in April 2022):

- **Tackle Climate Change** - *Respond to the challenges of climate change by ensuring we have a resilient, carbon neutral transport network, and we support communities to live locally.*

This can include schemes that support walking, cycling and public transport, reducing the need to travel or switching to electric or cleaner fuels.

- **Support economic prosperity** *by improving sustainable transport links for business and access to employment, education and training.*

Suitable schemes include those that improve sustainable transport access to shops, education, tourism and business activities. This can be for customers or deliveries.

- **Respect and enhance the beautiful natural and historic environment** *through the way in which we travel and deliver transport.*

Suitable schemes include those that deliver a town and village street scene that respects our Cornwall heritage and culture, provides a safe, accessible, and attractive place for residents whilst substantially reducing environmental harm from vehicle operations including air pollution. Transport schemes that support nature recovery can be included.

- **Support healthy active lifestyles and wellbeing** *by providing the right facilities and environment for walking and cycling to become the natural choice for local trips*  
Improvements to make walking and cycling easier and safer will be supported. Measures identified in the [Healthy Streets tool](#) can be considered. Schemes that improve access to the environment for more people, especially those who



currently have limited access e.g., children, people with disabilities, can also be considered.

- **Support community and road safety** - *Ensure our communities are safer and more enjoyable places to live by reducing the negative impacts of transport.*

Suitable schemes include those that reduce speeds or traffic volumes (e.g. village gateways or vehicle activated signs -see [guidance note](#) for more information) or reduce anti-social behaviour and the fear of crime whilst travelling. Physical measures to support existing 20mph routes may be considered.

- **Provide equal opportunities for everyone**, *regardless of age, postcode, income level or ability; to access the services they need and to have a say on transport solutions in their communities.*

Suitable schemes include those which particularly benefit people with limited transport options due to geography, disability, age or affordability.

- 3.2. **Extent:** Improvements to any part of the highway network (e.g. carriageway, verge, footway) qualify (i.e., A, B, C and Uclass roads, excluding trunk roads). Improvements to public rights of way (PROW) may be considered where the proposal improves everyday access and connectivity linked to the goals listed above.

- 3.3. Funding **cannot** be used for the following:

- **Schemes involving purchase of third party land** as these have resulted in significant delay and cost in previous programmes.
- **Schemes including on-street parking restrictions (often yellow lines) in isolation.** On-street parking restrictions work best when they free up road space to improve access for public transport or visibility for pedestrians crossing or vehicles at junctions. It should be noted that parked cars can help keep vehicles speeds down and removing them may make a road less safe for vulnerable users. Yellow lines are best delivered as part of a wider package rather than for small changes such as protecting access to individual properties, as they can be expensive in isolation, due to legal costs for the required Traffic Regulation Order (TRO).
- **Schemes which significantly harm nature.** To support delivery of the Nature Recovery Strategy, schemes should be designed to avoid harm to nature, enhance biodiversity, and contribute positively to nature recovery by integrating green infrastructure, protecting habitats, and supporting ecological connectivity.
- **Feasibility studies**, as these do not always offer value for money; option appraisals will be considered however, if they can clearly define the problem and location.
- **Residents' Parking schemes (and related feasibility studies)** are not eligible due to the need for these schemes to be considered on a strategic rather than local basis. These schemes are often complex in nature, cost more than the available budget and can result in delay in the delivery of the programme.



- **Drainage improvements** – these are included within the Council’s capital maintenance programme
- **Relining of white or yellow lines** - this is funded from the Highways maintenance budget. Areas of concern should be identified by reporting this online [Report a problem with a road or pavement - Cornwall Council](#) or via the Highways & Environment Manager.

3.4. Examples of good practice from previous programmes are attached as Appendix 1.

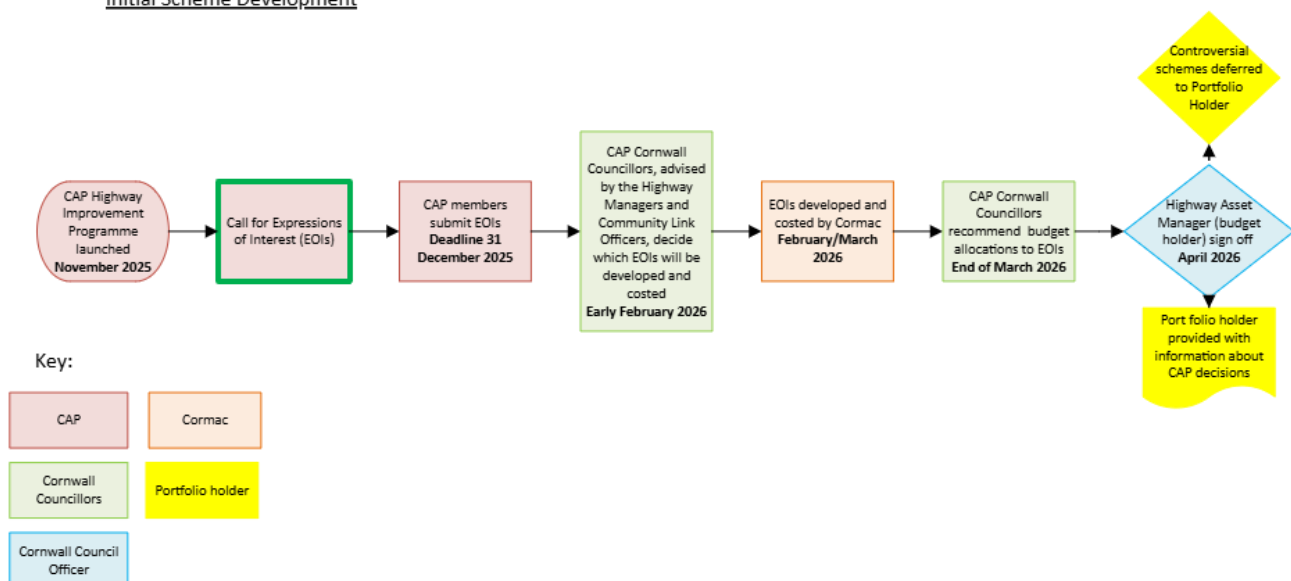
3.5. A wider Local Transport Plan programme delivers a mixture of strategic programmes and larger schemes, which are prioritised against the LTP goals. Community Area Partnership (CAPs) can nominate schemes for this programme and they will be assessed against the prioritisation criteria set out in the LTP, although need always exceeds funding so there is a long list of unfunded schemes. More significant, strategic schemes are often funded via separate government funds.

3.6. The Council also has a separate government funded highway maintenance programme, so Community Highways Improvement Programme funding cannot be used to meet this need.

#### 4. Scheme identification, prioritisation and approval process

4.1. The process to request schemes to be included in the programme is set out in the diagram below. Dates are included for the first round of EOIs. Further rounds of EOIs will be launched in early autumn 2026 and 2027. The CAPs will generate ideas for and bring forward EOIs. The Cornwall Councillors in each CAP will make the final decision on which EOIs will be developed and costed. Once this has taken place, they will make a final recommendation on the allocation of funding to schemes, for final sign-off by Cornwall Council.

Community Highway Improvement Programme -  
Initial Scheme Development



- 4.2. **Expressions of Interest (EOIs):** Scheme nominations must be submitted by the deadline through an online Expression of Interest form available on the Council's [Local Transport Plan webpage](#). *These forms should reflect the issue/problem affecting the community not the proposed solution.* Technical advice will be available from Cormac's Highways Managers, supported by Cormac's Designers, about potential solutions which reflect the concepts of the LTP and resolve the issues communicated. Only **one** EOI per Cornwall Councillor and **one** per parish/town council may be submitted per round of funding.
- 4.3. Cornwall Councillors are encouraged to reach a consensus view at all stages where they are involved. Where the Chair/Vice-Chair of the CAP is a town/parish councillor, Cornwall Councillors are encouraged to invite them to their discussions on the EOIs. Cornwall Councillors will have the final decision on which schemes are recommended to proceed.
- 4.4. **Consultations**
- 4.4.1. The level of consultation will be dependent upon the impact the scheme may have on the highway network. Those requiring a Traffic Regulation Order (TRO) will have to follow the agreed statutory process. Please see Appendix 2 note on TROs for more detail. However, with the Cornwall Councillor and CAP both being aware of the agreed proposals at the outset this should shorten the time frame for the informal consultation and before formal consultation commences.
- 4.4.2. Schemes will vary in complexity and as such their consultation phase may vary in length. It is therefore intended that clear timelines are agreed for each scheme upon commission and where these timelines are affected by increased complexity at consultation stage this is to be made clear as soon as possible to the Cornwall Councillor and CAP.
- 4.4.3. For efficiency, where possible, approved schemes will be in one package per CAP, per EOI round, for the TRO procedures. This will enable economies of scale but could increase delivery times. Where a scheme within a TRO package increases in complexity, causing delay; so as not to prejudice the package delivery in a timely manner, the Highway Asset Manager will mitigate these circumstances by moving such schemes into the following year's list of schemes.
- 4.5. **Design and delivery** of schemes will be managed by Cormac on behalf of Cornwall Council. Value for money will be achieved by undertaking a single TRO consultation per CAP and packaging the schemes together. Cormac will also ensure that, where possible, synergies with other programmes such as planned maintenance are factored into construction programme leading to cost savings in areas such as Traffic Management by combining schemes. This will also have the benefit of reducing local disruption for communities affected by the works through effective programme management. The findings of an independent report on Cormac were generally

positive and showed that core business areas of Cormac are performing adequately and delivering value for money. The overall conclusion for the highway maintenance service is that Cormac are delivering good performance in national benchmarking and surveys but there is a need to improve local public perception

- 4.6. **Timescale for delivery:** Implementation of works on the highway causes disruption to traffic flow. Therefore, the aim is to maximise efficiency and minimise disruption. Implementation will be linked to maintenance regimes if practicable. Timescales will therefore be variable but the aim is to complete delivery within 12 months of the completed project brief.
- 4.7. A **monitoring report** will be submitted to CAPs each month setting out progress from formal consultation to scheme completion.

## 5. Notes:

- 5.1. This note and particularly any timescales are for guidance only and adjustments may need to be made to the programme as it is progressed. The deadlines introduced for the rounds of Community Highways Improvement Programme funding are to ensure that resource issues within Cormac can be planned to avoid, as far as possible, foreseeable time delays. Phasing over three years is therefore proposed. Early delivery of EOIs and decisions on budget allocations (within the timescale protocol) will significantly assist the delivery teams in programming the specialist resources available to these tasks.
- 5.2. TRO enforcement can only commence once the necessary lines and signs are in place and the legal order is in place. If an area of new parking restriction falls into an existing priority enforcement route, it will be included in regular patrols by Civil Enforcement Officers. However, if the restrictions are in a location that is patrolled on an ad-hoc basis or in an area that does not have visits, it is very unlikely the area would receive regular patrols at present. Speed limits and other moving restrictions are enforced by the police and are prioritised on the basis of risk.



# Community Network Highways Scheme

## *Examples of Best Practice*

# Pendeen

Page 105

School Road, Pendeen safety improvements – Enable safer crossing route between main housing estate and local primary school. Widened footway, installed a build out to slow traffic and help with crossing, reduced speed limit to 20mph for Pendeen with associated signing. Total cost = £42,000, including £10,000 from 20 mph programme.

Before



After





# Mylor

Page 106

Lemon Hill, Mylor – The aim was to improve pedestrian safety along Lemon Hill which had narrow lengths of pathway where pedestrians are unable to pass each other and access the shops safely. Following a feasibility study, a new footway was constructed, with a traffic build out to slow traffic. Parking bays to formalise existing parking and updated street lighting also enhanced the impact of the scheme. The cost was £36,000 with £11,000 contribution from Mylor Parish Council.



After implementation





# Chacewater

Page 107

Kerley Hill, Chacewater – The aim was to provide an improved informal crossing to facilitate safer passage from/to Trelawney Road/Kerley Vale, particularly for children walking to school. Following a feasibility study, the scheme installed a buildout at the crossing point to slow traffic and new waiting restrictions. The cost was £23,000 with a contribution of £1300 from Chacewater Parish Council.

After installation



# Bude

Page 108

Kings Hill, Bude – The aim was to improve safety for pedestrians crossing the road from the housing areas to the canal. A pedestrian refuge and realignment of the carriageway with new road markings narrowed the carriageway reducing speeds. Dropped kerbing with tactile surfacing (for visually impaired users) on either side of the road also improved accessibility for all users. The cost was £15,000.

After installation





# Looe

Page 109

In Station Road, Looe, parking on the footway led to several near misses with pedestrians. Cornish Crest bollards have been installed to prevent parking on the footway. The cost was £2300.

Before



After



# Saltash

Page 110

Old Ferry Road, Saltash. The aim was to improve pedestrian safety. This small scheme provided a connection between two footways on the shore side of the road with a virtual footway. Road lining was also repositioned. The cost was £1500.

Before



After





# St Blazey

Page 111

Rundles Walk, St Blazey – The aim was to encourage more cycling and walking through improving a public right of way which connected to other multi use trails. The slippery path was resurfaced and upgraded, costing £22,000 including a £8,700 contribution from the Local Transport Plan.

Before



After



# St Austell

Page 112

Trevanion Road, St Austell – the aim was to reduce speeding and therefore safety on a key transport route around the town. A vehicle activated sign was installed, costing £10,000.

After installation





# Godolphin

Page 113

Godolphin – The aim was to provide safe access to the primary school for pedestrians, particularly school children. Following a feasibility study, a new section of footpath was installed with new village name plates. The cost was £12,500.

After installation



# Newquay

Page 114

Bishops School pedestrian crossing – The aim was to create a safer junction and pedestrian crossing facilities in the vicinity of the busy school. Following a feasibility study, a raised table was installed at the junction to slow traffic, replacing speed cushions further along the road. A crossing point was also installed and street lighting updated. The total cost was £62,500 with a contribution of £40,000 from the Local Transport Plan.

Before



After





# Withiel, Bodmin

Page 115

Withiel – The aim was to reduce delays and congestion on a single track road. A fully surfaced passing place was constructed on Whitehay Hill. The cost was £21,000.

Before



After



# Trevarrian, near Mawgan Porth

Page 116

Trevarrian Traffic Calming – the aim was to reduce speeding through the village.  
Gateways were installed on on all 3 entrances into the village, costing £15000.

Before



After





## **Community Highways Improvement Programme Appendix 2 - Briefing Note on Traffic Regulation Orders**

Highway Authorities have the legal power to introduce various traffic restrictions within their areas through the creation of Traffic Regulation Orders (TROs). These restrictions can include:

- Waiting and loading restrictions
- Speed limits
- Access and moving restriction controls

Such measures may be included in the Community Highways Improvement Programme (CHIP), provided they align with the broader objectives of the Local Transport Plan. However, residents' parking schemes are not eligible for funding through this programme.

All TROs must be justified by one or more of the following statutory reasons:

- To avoid danger to road users
- To prevent damage to the road or a buildings
- To facilitate the safe and efficient movement of traffic including pedestrians
- To prevent unsuitable traffic from using certain roads
- To preserve the character or amenity of an area including improving air quality.

In line with legal requirements, TROs are subject to a minimum 21 day public consultation. In Cornwall this process is usually managed by Cormac on behalf of Cornwall Council.

Consultation notices are:

- Displayed at the proposed site/s
- Published in local newspapers
- Made available online at: <https://letstalk.cornwall.gov.uk/hub-page/transport>

Statutory bodies such as the Police and Fire Brigade are also notified.

Anyone may support or object to the proposals by submitting written comments, online, by email or by post, within the consultation period. All consultation feedback is carefully reviewed by Cornwall Council before any decision is made on whether to implement the proposals in full or in part.

A TRO scheme developed by a Community Area Partnership (CAP) could cover multiple locations and include a range of restriction types. Combining multiple measures into a single TRO scheme, offers efficiencies such as fewer site visits, a

single public notice covering all proposals and a streamlined consultation and delivery.

When a package of TRO proposals is consulted upon at the same time, individual elements can be amended or removed before the Order/s are formally sealed. Not all proposals need to be supported to proceed. For example, if six waiting restrictions are proposed in a town, the outcome might be that three are implemented as advertised, one is modified, and two are withdrawn based on consultation feedback.

Modifications are generally limited to making a restriction less severe, for instance, changing a 'No Waiting At Any Time' restriction to apply only during daytime hours.

If an increase in restrictions is requested following consultation, a further consultation is usually required to ensure all affected parties are informed. This will add costs to the scheme, depending on the scale and extent of the changes.

To achieve economies of scale, all Order/s within a TRO scheme need to be progressed at the same time. If delays occur with one or more elements, it is possible to progress the remaining proposals but this will incur additional costs.

A TRO does not become legally enforceable until the Order/s are formally sealed. This must take place within two years of the consultation start date and only once all required signs and road markings have been installed.

The typical consultation cost for a single waiting restriction is around £7000. While the consultation costs for other types of restrictions are generally similar, construction costs can vary considerably depending on the type and scale of the restrictions. As more locations and types of restrictions are included in a TRO scheme, overall costs will increase accordingly.

The stages for a TRO are set out below

#### Stage 1 – Scheme Inception

- Project management - scheme set up / invoicing / order requisition / archiving / scheme close down
- Client updates
- Checking / Approvals

#### Stage 2 – Preliminary Design and Consultation

- Stakeholder meeting
- First Site visit for Scope out/measurements/check buildability
- New Road and Street Works Act (NRSWA) searches/checking/collation (to locate utilities which might affect the buildability)

- Review waste disposal implications
- Production of consultation plans
- Agree preliminary designs with stakeholders
- Drafting of TRO / Notice / Legal documentation
- Production of Consultation Package / Lets talk (online consultation finder)
- Second Site Visit to erect site notices
- Submit public notice/advertise in local press
- Dealing with enquires /responses to consultation
- Third site visit to remove site notices

### Stage 3 – Scheme Approval

- Collating feedback and production of Consultation Report
- Scheme feedback meeting
- CC Approval to proceed with TRO
- Reply to Consultation respondees
- Let's talk updates

### Stage 4 – Construction Package

- Land searches update
- Production of Construction Package/ drawings/ Short Duration Project Management Plan
- Production of Final TRO / Final Notice
- Collating / checking of NRSWAs

### Stage 5 – Post Construction

- Fourth Site visit (post-works check)
- Sealing of Order (by Cornwall Council solicitor)
- Confirm Order/s in Appyway
- Submit final notice/advertise in local press
- Final Distribution of Order including issue press notice
- Create 'as built' plans
- Letter advising TRO operational date to all responders to consultation



## Saltash and District Chamber of Commerce and Industry



CHAIRMAN PETER RYLAND

The Chamber meeting on the 6<sup>th</sup> October started off with many members giving their recollections of Peter Dickerson who had been a stalwart member of the Chamber for many years and had passed away on the 4<sup>th</sup> September. Although he had been unable to attend personally for several years, he was always interested in what the Chamber was doing having been, in the past, Treasurer and then Secretary for many years.

As Chairman, I apologised for not having prepared an annual report, but would circulate one in the next few days, so after the re-election of officers and the approval of the annual accounts we finished the AGM and moved onto the Monthly Meeting.

The first item discussed related to Town Team where, fortunately, four Chamber members present were members thereof, albeit two of them represent other parties to Town Team, namely Saltash Town and Cornwall Councils. As a result, a healthy discussion took place as to the work to date, ideas for potential funding and the continuation of the markets until Christmas. Some members were worried that, following the need not to have a market in September due to the insurance implications re. the inclement weather, that such could happen again and I agreed to look at alternatives so that it could be indoors if such an occurrence happened.

Members were pleased to hear that the Christmas Festival preparations were all going to schedule and the Town Council and Scrapstore were both thanked for their awards from the festival fund and in sponsoring the lantern parade respectively. Likewise, progress was being made re. the Late Night/Christmas Lights switch-on event which was being organised by a Forum under the Chairmanship of Councillor Brian Stoyel.

I was then able to give a definitive answer to the question raised at the last meeting re. paying by phone at the toll booths. According to Devon and Cornwall Police, this is legal providing the phone is put down before the toll payer moves away from the toll booth.

Hilary Frank was then able to update on the consultation re. car parking. She had responses from the Chamber and STC which she detailed in her response to the Portfolio Holder of Cornwall Council. She will keep an eye out for a response or any news relating thereto.



## Saltash and District Chamber of Commerce and Industry



CHAIRMAN PETER RYLAND

The Chamber meeting was relatively short this month due to most items being updates and a shortage of members present due to other business/family commitments. However, those present did have meaningful discussion on various matters including the hopeful success of the Christmas lights switch-on/late night shopping event on the 14<sup>th</sup> November organised by STC which was being assisted by the Chamber. It was hoped that this would not impact on the Chamber's Christmas Festival which is on the 6<sup>th</sup> December. It was hoped that many would attend both.

Brenda Samuels was able to explain the situation with the Saturday markets and how the cancellation of the September market had potentially caused a few issues re. the TRIP funding but it was hoped to overcome them. Brenda then explained that alternative indoor locations were being considered but it was agreed that the Guildhall was too far down Fore Street and there were difficulties re. the opening availability of the Social Club but David Hobbs said that, as Treasurer, he might be able to assist. On other Town Team issues members were informed on the progress of the survey of all business rates payers in and around the town centre to ascertain the appetite for a potential BID. At a previous meeting the question of bread availability in the town centre was raised. I informed members that I had spoken, as promised to Steve Baker who had said there was no profit in bread unless more specialist breads were sold and he didn't have the oven capacity for such. Rows do not, it seems, do other than bread rolls. I undertook to do further research. The question had been raised initially following the success of the Early Bird stall at the Saturday market. Members were told that the new accounting system was up and running and Pete Samuels then explained that he was hoping to get the website better populated, based on the membership information, in the new year when, hopefully, members would have more time to assist with information. Discussion then turned to the further membership drive and that it was encouraging that we had several new members this year but it would be helpful to have more at the monthly meeting so that alternative opinions could be gleaned. The draft of the new window sticker logo was tabled and approved so I said that I would organise such.

Martin Lister offered to lay the poppy wreath at the Memorial Service. Finally, a brief discussion took place re. the idea of a resident's card for Saltash which could be used as a promotional card as well as perhaps offering a discount. I explained that I had done some research and the My Bay card in Torbay seemed to be a good example. The idea of the resident's card would be to expand on the former Saltash Card. I would continue to research.



## Report to Saltash Town Council November 2025

Cllr. Hilary Frank

### MoU FOR DEVONPORT DEFENCE GROWTH DEAL

On 29<sup>th</sup> October, Cllr Leigh Frost, Leader of Cornwall Council, agreed that Cornwall Council would enter into a Memorandum of Understanding with Plymouth City Council, Devon County Council and Torbay Council to enable coordinated strategic planning and delivery in support of the Defence Growth Deal.

The Deal represents a £4.4 billion regional investment in HMNB Devonport and associated defence infrastructure over the next decade. It's a transformative opportunity for Cornwall, particularly South East Cornwall, expected to generate significant employment across the defence, construction, engineering and marine autonomy sectors, as well as their supply chains. The MoU focuses on making sure local residents will be able to access these opportunities through targeted housing, transport and skills initiatives.

Leigh is clear that this is in no way a precursor to a combined authority with a Mayor for 'Devonwall'. It is, in fact, the exact opposite: a clear demonstration that we can deliver effective partnership working without being restructured into a wider local authority.

The details of the MoU will be published once it has been signed, but the background information is here: [Devonport National Defence Growth Area Memorandum of Understanding.pdf](#)

### ADULT EDUCATION

I was pleased to help bring together a meeting on Adult Education with members of Saltash Town Council, Cllr Tim Dwelly (Cabinet Member responsible for Adult Education), Cllr Keith Johnson and Cornwall Council's lead officer for the service. The discussion focused on how we can restore adult learning opportunities to Saltash following the previous administration's decision to withdraw local provision. Our shared aim is to develop courses that support employability and lifelong learning. I'll continue to press for this and ensure that Saltash once again benefits from accessible, community-based adult education.

### SPEEDWATCH SESSIONS

We've held Speedwatch sessions almost every week over the past month. Vehicles on North Road were largely compliant with the speed limit, but Fairmead Road saw a higher number of speeding cars. The police have now authorised Oaklands Drive as a Speedwatch site, so residents can expect to see sessions taking place there in the very near future...

### VICTORIA GARDENS

Cornwall Council's Tree Officer has provided repeated assurances that the large Monterey pine in Victoria Gardens remains safe. A couple of 'daughter trees' have self-seeded nearby, and I'm working with the Tree Warden to make sure these are properly nurtured so that the tree will live on over future generations. New railings have been manufactured and are sitting in the depot awaiting installation, but there is a Cornwall-wide backlog. I've been told several times over the last month that they 'will be installed by the end of the week'...

## **BUS STOP ON VICTORIA ROAD**

I've received emails from residents concerned about the removal of the bus stop on Wearde Road, which has left some elderly people facing a much longer walk. I am looking into the matter and will report back once I have further information.

## **SALTASH YOUTH NETWORK**

Our recent quarterly meeting of the Saltash Youth Network was very positive, with strong attendance. The heads of Saltash Community School and Fountain Head House School both took part, and there was excellent collaboration across organisations. Sixteen youth groups were presented with cheques thanks to the marathon fundraising efforts of Simon Wengradt and the generous support of previous Mayor Cllr Julia Peggs, who chose the Youth Network as one of her charity beneficiaries.

## **DELAY OF SCHOOLS WHITE PAPER on SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)**

The SEND system is broken. Families, schools and councils across the country are all under enormous strain. We had all been waiting for long-promised national reforms, expected to be published in the autumn, to provide a clearer framework for the future. The Government has now announced that these reforms are delayed until early next year.

This delay is disappointing, as we really need support and clarity, but at the same time it is important that the Government takes the time to get these reforms right. The SEND system is under immense pressure nationally, and we need solutions that will be sustainable, fair and properly funded.

Here in Cornwall, the number of children and young people with Education, Health and Care Plans (EHCPs) has risen by more than 70% over the past five years. Cornwall Council's spending on SEND support and Home to School Transport has increased sharply as a result. We have managed to bring transport costs down for young people with SEND, but they still stand at just over £30 million a year.

## **MENTAL HEALTH AND WELLBEING**

Earlier this year, Healthwatch Cornwall published a report on Mental Health in Cornwall, based on feedback from more than 500 residents and service-users. The report highlights both progress and pressure: more people are now accessing support, but waiting times and service fragmentation remain real challenges, especially for young people moving from child to adult services. Between December 2021 and 2024, the number of children and young people receiving specialist mental health support in Cornwall more than doubled.

Working closely with Cllr Jim McKenna (Cabinet Member for Adult Social Care) and Dr Eunan O'Neill (Cornwall Council's Director of Public Health), I'm helping to drive a renewed focus on trauma-informed, whole-system mental health and wellbeing support. Our shared goal is to create seamless transitions between childhood and adulthood, bringing together schools, the NHS, Family Hubs and voluntary, community groups so that people can access help at the right time, in the right way.

The Healthwatch Cornwall report was debated at a meeting of the Health and Adult Social Care Overview and Scrutiny Committee earlier this week, and I was encouraged to see strong representation from the NHS. Our discussions reflected a real determination to build a joined-up system of care that supports mental health and emotional wellbeing throughout life.



## Saltash TC

Stockton Roundabout is proceeding as planned.

Dog owners are being urged to make sure their pet's microchip and ID tags are up to date after almost 500 dogs were found wandering in Cornwall last year. In the year 2024/2025, Cornwall Council received 486 reports of stray dogs.

Lost dogs that are microchipped and have an ID tag on their collar are usually reunited with their owners quickly, but if the owner cannot be traced, the dog will be collected by Council's Stray Dog service and placed in kennels. Dogs that are not claimed are rehomed via rehoming agencies.

Cornwall Council's stray dog service, which received the top (platinum) award in the RSPCA PawPrints Awards 2025, is reminding dog owners that it is legal requirement for a dog's microchip to be registered to the owner's current address, and for their pets to wear an ID tag with their owner's current contact details.

Sarah-Jane Brown, Group Leader for Community Protection at Cornwall Council, said: "The majority of dogs that are reported as strays are usually reunited with their owners fairly quickly.

"If their microchip details are up to date and they have an ID tag on their collar, it makes it so much easier for us to trace their families. This means the dogs are less likely be taken into our care, which saves the owner from having to pay kennel fees too."

Last year, around 60 dogs found in Cornwall were rehomed after no one came forward to collect them.

They included three labradors and three spaniels that were found wandering on Bodmin Moor in September last year. Despite public appeals, the owner could not be traced and it's believed the dogs, which were all reasonably healthy, had been abandoned.

"With the festive season fast approaching, I really would urge people to think carefully about getting pets as presents, and for anyone who is welcoming a furry friend to the family to make sure they are microchipped and wear an ID tag on their collar whenever away from home."

Libraries across the Cornwall will be taking part in a book amnesty in November and are asking people to bring back any books they may have forgotten to return.

Cornwall's libraries do not fine borrowers for late returns and books issued by the Cornwall Library Service can be returned to any library in the Duchy.

"We know some people might feel embarrassed about returning books they've had for a long time but there's really no need to worry. Our message is simple: No fines. No fuss. Just please bring your books back."



## Saltash TC

Paul Evered, Library Service Delivery Manager at Cornwall Council, said: “Cornwall Libraries are warm, welcoming spaces and no one should be worried about returning overdue books. “Whether your book has been at home for a few weeks, months, or even years, it’s never too late. Just pop it back this November and, while you are there, see what your local library has to offer.” Cornwall has 28 libraries, and a mobile library service. 24 libraries are run in partnership with town and parish councils, a community group and a social enterprise. Cornwall Council has retained four libraries and runs the mobile library service.

Library membership is free for anyone who lives, works or studies in Cornwall. You can see what activities are available at your local library and become a member on the [Cornwall Council website](#).

**End of report**

**Paul Cador – Cornwall Councillor**

## **Health Action Group - Progress Report to Saltash Town Council**

Last month I advised members of the Council not to hold their breath about progress from various NHS bodies on the two main projects the Health Action Group is working on:

- Local blood testing at St Barnabas Hospital
- Refurbishment of the Day Room at the rear of the Hospital to modern clinical standards to provide a multi-purpose community health facility

No final solutions have been offered by the NHS bodies responsible, so we are hoping to receive final proposals on November 18, our next meeting. The blood testing is now at the stage of testing the booking system; and some, but not all, of the quotations for the work at St Barnabas have been received.

A new development, however, is a project across SE Cornwall to develop “neighbourhood care”. This is funded by the Cornwall Integrated Care Board, and the project will be led by a GP from Torpoint. We welcome this. As usual, this locality is the last in Cornwall to benefit from this initiative which has been operating elsewhere throughout the year. We have always thought that there was a lack of enthusiasm for the project from our local Surgeries, but now that they are both over the worst of their staff shortages, they seem keen to join in. That has come as a relief. More news on what this will mean for local patients in due course, but it seems obvious that having the extra facility at St Barnabas must help with more locally based services.

Peter Thistlethwaite  
Port View Surgery PPG

October 20 2025

## Bank Receipts

Saltash Town Council

For the period 1 September 2025 to 30 September 2025

Contact	Description	Net	VAT	Gross
Barclays Active Saver	Transfer to cover expenditure	£ 100,000.00	£ -	£ 100,000.00
Beating the Bounds	Ticket Income	£ 121.00	£ -	£ 121.00
Churchtown Allotments	Allotment rent 01/09/2025 to 31/03/2026	£ 43.75	£ -	£ 43.75
Churchtown Allotments	Allotment Deposit Income	£ 50.00	£ -	£ 50.00
Churchtown Cemetery	Interment Fees	£ 1,645.00	£ -	£ 1,645.00
Cornwall Council	S106 funds - Funding for Town Team BID work	£ 3,734.07	£ -	£ 3,734.07
Cornwall Council	Precept 2025/26 2nd instalment	£ 789,707.50	£ -	£ 789,707.50
Cornwall Council	S106 funding for 3 CCTV cameras in Fore Street	£ 17,966.00	£ -	£ 17,966.00
Daily Moorings	Fee Income	£ 100.00	£ 20.00	£ 120.00
EE	Cash back from phone contracts	£ 28.00	£ -	£ 28.00
Eventbrite	Murder Mystery Income (Minus Fees)	£ 246.40	£ -	£ 246.40
Guildhall Income	Bookings income	£ 195.20	£ -	£ 195.20
Guildhall Income	Refreshment Income	£ 64.17	£ 12.83	£ 77.00
Isambard House	Bookings income	£ 246.70	£ 53.30	£ 300.00
Library Income	Card Replacement Fees	£ 3.75	£ 0.75	£ 4.50
Library Income	Photocopying	£ 94.05	£ 18.80	£ 112.85
Library Income	World of Books income	£ 5.54	£ -	£ 5.54
Maurice Huggins Room	Bookings income	£ 97.50	£ -	£ 97.50
Murder Mystery Night	Ticket Income	£ 244.98	£ 49.02	£ 294.00
Nationwide Account	Transfer of funds for future investments	£ 125,000.00	£ -	£ 125,000.00
Public Sector Deposit	Bank Interest	£ 1,742.02	£ -	£ 1,742.02
Railway200	Ticket Income	£ 83.33	£ 16.67	£ 100.00
<b>Grand Total</b>		<b>£ 1,041,418.96</b>	<b>£ 171.37</b>	<b>£ 1,041,590.33</b>

Bank Payments  
Saltash Town Council  
For the period 1 September 2025 to 30 September 2025

Contact	Description	Net	VAT	Gross
A G Burnard Vehicle Repairs	Repair costs to STC 3 Citroen Relay Tipper Van	£ 274.16	£ 54.83	£ 328.99
All Seasons Window Cleaning	Station Window Cleaning - August 2025	£ 40.00	£ -	£ 40.00
All Seasons Window Cleaning	Station Window Cleaning - September 2025	£ 40.00	£ -	£ 40.00
All Seasons Window Cleaning	Library Window Cleaning - September 2025	£ 80.00	£ -	£ 80.00
Allstar Business Solutions Limited	Fuel for Town Council Service Delivery Vehicles	£ 353.98	£ 70.80	£ 424.78
Anglotech Group Limited (Previously Print Copy Scan Ltd)	Prints for Photocopiers 17/06/2025 to 20/08/2025	£ 81.79	£ 16.36	£ 98.15
Anglotech Group Limited (Previously Print Copy Scan Ltd)	Annual Service Charge for period: 25/08/2025 to 24/08/2026 for Four Printers	£ 240.00	£ 48.00	£ 288.00
Barclays	Bank Charges	£ 10.90	£ -	£ 10.90
Barclays Active Saver	Transfer of funds for short term investments	£ 900,000.00	£ -	£ 900,000.00
Barclays Mayor's Charity A/c	Transfer to cover bank charges	£ 25.62	£ -	£ 25.62
Breakthrough Communications	Annual Subscription Council Hive Premium 01/10/2025 - 30/09/2026	£ 1,997.00	£ 399.40	£ 2,396.40
BrightHR	Provisions of HR Software - September 2025	£ 78.00	£ 15.60	£ 93.60
Cleansing Service Group Ltd	Waterside Cabin - Cleaning and disposal costs	£ 185.40	£ -	£ 185.40
Coodes LLP	Legal services in relation to Churchtown Farm Nature Reserve	£ 1,750.00	£ 350.00	£ 2,100.00
Cornwall Association of Local Councils	Chairmanship training course for Councillors	£ 337.50	£ 67.50	£ 405.00
Cornwall Council	Insurance for Longstone Garage and Depot - September 2025	£ 15.00	£ -	£ 15.00
Cornwall Council	Rent for Longstone Garage and Depot - September 2025	£ 375.00	£ -	£ 375.00
Cornwall Council Deposit Account	Transfer of funds for short term investments	£ 200,000.00	£ -	£ 200,000.00
Cornwall Pensions	Cornwall Pensions Fund Payment - September 2025	£ 12,123.50	£ -	£ 12,123.50
Credit Card Purchases (Amazon)	New Trolley Wheel For Sack trucks for use at Cemeteries	£ 24.99	£ 5.00	£ 29.99
Credit Card Purchases (Amazon)	IT DSE Assessment Provisions for Finance Assistant	£ 109.77	£ 21.95	£ 131.72
Credit Card Purchases (Amazon)	Paper Shredder for Longstone Depot	£ 61.66	£ 12.33	£ 73.99
Credit Card Purchases (Amazon)	Apple iPhone charging leads for Town Clerk work mobile	£ 11.66	£ 2.33	£ 13.99
Credit Card Purchases (Amazon)	Accident books for Beating of the Bounds	£ 6.50	£ 1.30	£ 7.80
Credit Card Purchases (Amazon)	Small portable first aid kits for Beating of the Bounds	£ 20.04	£ 4.02	£ 24.06
Credit Card Purchases (Amazon)	Earth Auger Bit for memorials at St Stephens Churchyard	£ 11.61	£ 2.32	£ 13.93
Credit Card Purchases (Amazon)	Refund - Eco friendly water balloons for penny throwing event taking place during Mayor Making	-£ 2.91	-£ 0.58	-£ 3.49
Credit Card Purchases (Canva)	Addon Lite subscription (monthly)	£ 12.92	£ 2.47	£ 15.39
Credit Card Purchases (Curry's)	Cleaning Materials - Library	£ 58.33	£ 11.66	£ 69.99
Credit Card Purchases (Ebay)	Grounds Maintenance Materials	£ 91.99	£ -	£ 91.99
Credit Card Purchases (Henry Hoovers)	Cleaning Materials - Library	£ 24.98	£ 5.00	£ 29.98
Credit Card Purchases (Indeed)	Advertising for CEO position on indeed sponsored for 14 days	£ 5.00	£ -	£ 5.00
Credit Card Purchases (Ironmongery Direct)	Maintenance Materials - Public Toilets	£ 221.00	£ 44.20	£ 265.20
Credit Card Purchases (Ironmongery Direct)	Maintenance Materials - Public Toilets	£ 57.40	£ 11.48	£ 68.88
Credit Card Purchases (Kool Badges)	Items for Christmas Light Switch on event	£ 52.32	£ 10.47	£ 62.79
Credit Card Purchases (Meta/Facebook)	14 day Facebook Advert to boost the Saltash Market Trial event page to increase engagement.	£ 7.73	£ -	£ 7.73
Credit Card Purchases (Paxton)	Maintenance Materials - Pontoon	£ 95.00	£ 19.00	£ 114.00
Credit Card Purchases (SLCC Enterprises)	Qualification FILCA – Finance Officer	£ 120.00	£ 24.00	£ 144.00
Credit Card Purchases (Xero (UK) Ltd)	Subscription - 01/08/2025 to 31/08/2025	£ 33.00	£ 6.60	£ 39.60
Credit Card Purchases (Yorkshire Trading Company)	Items for Christmas Light Switch on event	£ 18.70	£ -	£ 18.70
Dainton Group Services	Rent for Waterside Cabin and Effluent Tank	£ 321.42	£ 64.28	£ 385.70
Denmans	Electrical Consumable Items for Longstone Depot	£ 195.62	£ 39.12	£ 234.74
Denmans	Materials for installation of the two Christmas Trees at Waterside and Victoria Gardens	£ 205.06	£ 41.01	£ 246.07
Denmans	Electrical Materials for Town Christmas Lights	£ 244.60	£ 48.92	£ 293.52
Devon Contract Waste Ltd	04/09/2025 Food waste disposal cost	£ 7.50	£ 1.50	£ 9.00
Devon Contract Waste Ltd	21/08/2025 Food waste disposal cost	£ 7.50	£ 1.50	£ 9.00
Devon Contract Waste Ltd	26/08/2025 Euro Recycling cost	£ 14.04	£ 2.81	£ 16.85

EE	Staff business use mobiles and Pontoon broadband charges	£ 190.93	£ 38.19	£ 229.12
Efficient Comms Ltd	Starlink monthly rental for Longstone Depot - September 2025	£ 75.00	£ 15.00	£ 90.00
Efficient Comms Ltd	Telephone Calls and Service Charges - August 2025	£ 257.62	£ 51.52	£ 309.14
EON	Electricity Charges - 01/08/2025 - 31/08/2025	£ 354.52	£ 17.73	£ 372.25
HMRC	PAYE payment - September 2025	£ 13,486.19	£ -	£ 13,486.19
HR Support Consultancy	HR Services for work carried out during the month of August 2025	£ 1,191.45	£ 238.29	£ 1,429.74
Hygiene 2 Health Ltd	Completion of Fire Risk Assessments for all Saltash Town Council Sites	£ 2,000.00	£ 400.00	£ 2,400.00
ICS Industrial Component Supplies	Grounds Maintenance Material	£ 159.16	£ 31.83	£ 190.99
Minster Cleaning (South West Commercial Cleaning Ltd)	Opening, closing and cleaning of Saltash Town Council toilet blocks from 1st to 31st August 2025	£ 3,126.42	£ 625.28	£ 3,751.70
Robert Mcneil	ADHOC Emergency work, removal of broken ash tree limb in St Stephens cemetery.	£ 250.00	£ -	£ 250.00
Saltash & District Observer	Town Messenger - May 2025	£ 330.00	£ -	£ 330.00
Saltash & District Observer	Town Messenger - August 2025	£ 330.00	£ -	£ 330.00
Security Management South West Ltd	Keyholding Response Charge at Longstone Depot - 31/08/2025	£ 47.00	£ 9.40	£ 56.40
Security Management South West Ltd	Keyholding Response Charge at Longstone Depot - 16/09/2025	£ 47.00	£ 9.40	£ 56.40
Select Electrics Limited	CCTV cameras to cover various areas of Saltash	£ 44,965.00	£ 8,993.00	£ 53,958.00
SLCC Enterprises Ltd	Membership Fee for Town Clerk	£ 480.00	£ -	£ 480.00
SOS Consultancy	Cisco MDM Meraki Licence for Service Delivery iPad (Mobile Device Management)	£ 60.00	£ 12.00	£ 72.00
SOS Consultancy	Business laptops for Service Delivery Admin Assistant workstation	£ 690.00	£ 138.00	£ 828.00
SOS Consultancy	Docking stations for Service Delivery Admin Assistant workstation	£ 165.00	£ 33.00	£ 198.00
SOS Consultancy	Monthly ICT Support and Maintenance Services	£ 1,384.66	£ 276.93	£ 1,661.59
South West Signs	Amendment to Pontoon Sign	£ 90.00	£ 18.00	£ 108.00
South West Signs	CCTV Signs	£ 100.00	£ 20.00	£ 120.00
South West Signs	Cemetery Plan Sign	£ 120.00	£ 24.00	£ 144.00
South West Water - Library	Water and Sewerage Charges - 06/08/2025 - 01/09/2025	£ 27.27	£ -	£ 27.27
South West Water - Longstone Depot - Connection to Bowling Green	Water and Sewerage Charges 06/08/2025 - 01/09/2025	£ 57.10	£ 4.61	£ 61.71
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water and Sewerage Charges 02/07/2025 - 05/08/2025	£ 344.19	£ 26.51	£ 370.70
South West Water - Victoria Gardens	Water and Sewerage Charges - 06/08/2025 - 01/09/2025	£ 6.56	£ 1.31	£ 7.87
Spot-On-Supplies	Cleaning Materials - Longstone Depot	£ 20.65	£ 4.13	£ 24.78
Spot-On-Supplies	Cleaning Materials - Guildhall	£ 12.93	£ 2.59	£ 15.52
Spot-On-Supplies	Cleaning Materials - Library	£ 31.30	£ 6.26	£ 37.56
Spot-On-Supplies	Cleaning Materials - Public Toilet	£ 35.79	£ 7.16	£ 42.95
Spot-On-Supplies	Cleaning Materials - Longstone Depot	£ 10.09	£ 2.02	£ 12.11
Spot-On-Supplies	Cleaning Materials - Library	£ 12.93	£ 2.59	£ 15.52
Spot-On-Supplies	Cleaning Materials - Maurice Huggins	£ 17.10	£ 3.41	£ 20.51
Spot-On-Supplies	Refillable Soap Dispenser for Longstone Park Toilets	£ 84.00	£ 16.80	£ 100.80
Staff Expenses	Business Mileage for Assistant Service Delivery Manager August 2025	£ 198.00	£ -	£ 198.00
Staff Salaries	Staff Salaries	£ 37,502.60	£ -	£ 37,502.60
Starboard Systems Ltd t/a Scribe Accounts	12 month subscription - Cloud Based Cemetery Software	£ 660.00	£ 132.00	£ 792.00
Steve Hillman Ground Works And Cherry Picker Services Saltash.	Cherry Picker Hire for Four Nights - Electrical Maintenance on Fore Street Lamp posts	£ 2,250.00	£ -	£ 2,250.00
Stripe	Card Processing Fees	£ 7.57	£ -	£ 7.57
Sumup	Card Processing Fees	£ 7.85	£ -	£ 7.85
Thirsty Work	Water Cooler Hire & water - September 2025	£ 64.44	£ 12.89	£ 77.33
Trade UK Account	Irrigation/Watering Equipment For mower Irrigation System	£ 76.76	£ 15.35	£ 92.11
Trade UK Account	Fire Exit Signs for Isambard House	£ 11.15	£ 2.23	£ 13.38
Trade UK Account	New Work Trousers For Assistant Service Delivery Manager	£ 74.99	£ 15.00	£ 89.99
Viking Direct	Office Cost - Library	£ 73.37	£ 14.67	£ 88.04
Viking Direct	Office Cost - P&F	£ 39.98	£ 8.00	£ 47.98
Westcountry Skip Hire	14/08/2025 Disposal of Green Waste	£ 23.00	£ 4.60	£ 27.60
Westcountry Skip Hire	21/08/2025 Disposal of Green Waste	£ 23.00	£ 4.60	£ 27.60
Westcountry Skip Hire	12/09/2025 Disposal of Green Waste	£ 39.10	£ 7.82	£ 46.92
Westcountry Skip Hire	16/09/2025 Disposal of Green Waste	£ 39.10	£ 7.82	£ 46.92
Westcountry Skip Hire	03/09/2025 Disposal of Green Waste	£ 59.80	£ 11.96	£ 71.76
Westcountry Skip Hire	19/08/2025 Disposal of Green Waste	£ 48.30	£ 9.66	£ 57.96
Westcountry Skip Hire	19/08/2025 Disposal of Green Waste	£ 41.40	£ 8.28	£ 49.68
Westcountry Skip Hire	20/08/2025 Disposal of Green Waste	£ 55.20	£ 11.04	£ 66.24
Westcountry Skip Hire	20/08/2025 Disposal of Green Waste	£ 39.10	£ 7.82	£ 46.92
Westcountry Skip Hire	16/09/2025 Disposal of Builders Skip Waste	£ 331.00	£ 66.20	£ 397.20
<b>Grand Total</b>		<b>£ 1,232,270.85</b>	<b>£ 12,774.08</b>	<b>£ 1,245,044.93</b>

**To receive and approve an amendment to the Schedule of Meetings 2025-26  
and consider any actions.**

**Report to:** Full Council

**Date of Report:** 31/10/25

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

**Purpose of the report:**

Due to the Town Council's operational hours over the festive period, January's Full Council meeting needs to be rescheduled.

**Officers Recommendations**

To approve an amendment to the meeting schedule, whereby the Full Council meeting originally set for Thursday 9 January 2026 be rescheduled to Thursday 15 January 2026.

**Report Summary**

Due to the closure of the Town Council offices over the festive period, it will not be possible to issue the agenda in time for the scheduled Full Council meeting on Thursday 9 January 2026.

Members are therefore asked to approve rescheduling this meeting to Thursday 15 January 2026.

This adjustment also allows for the inclusion of any matters arising during the closure period.

Attached as **Appendix A** is an amended schedule of meetings reflecting the change.

**Signature of Officer:**

Office Manager / Assistant to the Town Clerk

		OCTOBER		NOVEMBER		DECEMBER		JANUARY		FEBRUARY		MARCH		
Wednesday	1													Wednesday
Thursday	2							1						Thursday
Friday	3							2						Friday
Saturday	4			1				3						Saturday
Sunday	5			2				4			1		1	Sunday
Monday	6			3		1		5			2		2	Monday
Tuesday	7			4		2		6			3		3	Tuesday
Wednesday	8			5		3		7			4		4	Wednesday
Thursday	9			6		4		8			5		5	Thursday
Friday	10			7		5		9			6		6	Friday
Saturday	11			8		6	CHRISTMAS FESTIVAL	10			7		7	Saturday
Sunday	12			9	REMEMBRANCE CIVIC SERVICE	7		11			8		8	Sunday
Monday	13			10		8		12			9		9	Monday
Tuesday	14			11	ARMISTICE DAY	9		13			10		10	Tuesday
Wednesday	15			12		10		14			11		11	Wednesday
Thursday	16			13		11		15			12		12	Thursday
Friday	17			14		12		16			13		13	Friday
Saturday	18			15		13		17			14		14	Saturday
Sunday	19			16		14		18			15		15	Sunday
Monday	20			17		15		19			16		16	Monday
Tuesday	21			18		16		20			17		17	Tuesday
Wednesday	22			19		17		21			18		18	Wednesday
Thursday	23			20		18		22			19		19	Thursday
Friday	24			21		19		23			20		20	Friday
Saturday	25			22		20		24			21		21	Saturday
Sunday	26			23		21		25			22		22	Sunday
Monday	27			24		22		26			23		23	Monday
Tuesday	28			25		23		27			24		24	Tuesday
Wednesday	29			26		24		28			25		25	Wednesday
Thursday	30			27		25		29			26		26	Thursday
Friday	31			28		26		30			27		27	Friday
Saturday				29		27		31			28		28	Saturday
Sunday				30		28							29	Sunday
Monday						29							30	Monday
Tuesday						30							31	Tuesday
						31								
Annual FTC														
Town Council														
Planning and Licensing														
Policy & Finance														
Services														
Personnel														
Burial Authority														
Burial Board														
Bank Holiday														
Additional Meetings:														
Annual Town Council 15 May 2025														
Annual Meeting With Parisioners 5th March 2026 at 6:30p.m.														
Civic Events:														
Mayor Choosing 13 June 2025														
Civic Service 5 March 2026														
D Day 80 Remembrance Event 8 May 2025														
Attendance (by invitation) for Civic Parade:														
May Fair 3 May 2025														
Regatta 7 - 8 June 2025														
Remembrance Armistice Day (RBL) 11 November 2025														
Remembrance Civic Service 9 November 2025														

**To receive a notification from Cornwall Council relating to a property asset in Saltash and consider any actions and associated expenditure.**

**Report to:** Full Town Council

**Date of Report:** 29.10.25

**Officer Writing the Report:** Town Clerk

**Purpose of the report:**

To inform the Town Council of Cornwall Council's intention to dispose of specific assets, following their internal asset release process, and to seek a formal decision on whether the Town Council has an interest in acquiring or taking responsibility for the assets.

**Officers Recommendations**

It is recommended that Saltash Town Council does not take on responsibility for the land in question. This aligns with the Council's current position to refrain from engaging in additional projects due to limited staffing.

Furthermore, it should be noted that the management of small, dispersed parcels of land can become disproportionately burdensome and resource-intensive, potentially diverting attention from core services and priorities.

**Report Summary**

Cornwall Council's Economy, Regeneration and Assets Department has submitted a formal notification regarding three areas of land in Saltash currently under their ownership. These sites have been identified as no longer required for operational purposes, and the Council is now considering the future of these assets.

As part of Cornwall Council's asset release process, the first step is to determine whether any other Council service requires the asset for operational use. In line with this process, Saltash Town Council has been invited to consider whether it has an interest in any of the sites for operational purposes.



Details of the request received can be found in **Appendix A**.

The three sites offered for consideration are:

**Appendix B:** Land at Culver Road, Saltash

**Appendix C:** Land at Callington Road, Burraton, Saltash

**Appendix D:** Land adjacent to 43 Castle View, St Stephens, Saltash

At present, there is no identified operational need for these sites within the Town Council's strategic objectives.

Taking on additional assets would place further strain on limited staffing resources, especially considering the Council's current agreement not to engage in new projects.

The management of small, dispersed parcels of land can be time-consuming and may require ongoing maintenance, inspections, and administrative oversight, potentially diverting attention from core services and previously agreed Town Council priorities.

**Signature of Officer:**

Town Clerk

# APPENDIX A

**Sent:** Thursday, October 9, 2025 14:08

**To:** Sinead Burrows <[sinead.burrows@saltash.gov.uk](mailto:sinead.burrows@saltash.gov.uk)>

**Cc:** Catherine Thomson <[Catherine.Thomson@cornwall.gov.uk](mailto:Catherine.Thomson@cornwall.gov.uk)>

**Subject:** Notification relating to a property asset in your town/parish: Connectivity & Environment asset in Saltash

Information Classification: CONTROLLED

Dear Sinead,

## **Notification relating to a property asset in your town/parish: Connectivity & Environment assets in Saltash**

I've attached for your consideration a report regarding the above Council asset, which is situated in your town/parish.

### **Why are we contacting you?**

The Council service responsible for the asset has determined that it no longer has an operational need to retain it. In these circumstances, the Council needs to consider the future of the asset, according to an established process.

The first step is to consider whether any other Council service requires the asset for operational purposes. If no such internal use is identified, alternative options may be considered, which include (but are not limited to):

- (i) Examining the potential to transfer the asset to a local council or community group where service delivery will be maintained or improved, or alternative community benefit is identified, as part of the Council's devolution programme.

- (ii) Disposal of the asset. If disposal is pursued, this may be via sale or lease on the open market or a range of other transfer options. This could include an option to sell or lease the asset to a local council or community group, where this is appropriate.

In the case of the above asset, no requirement for Cornwall Council to retain the asset has been identified.

The local Cornwall Councillor and Council officers have already been consulted as part of Cornwall Council's asset release process for their views.

Before Cornwall Council commences activity to dispose of the asset, we want to engage with your council to ensure that you have had the opportunity to provide any views that you may wish to express. The Council has a legal duty to obtain best consideration when disposing of its property, therefore any transfer to a local council at lower than Market Value would need a justification to consider this as an option.

Please could you let us know within eight weeks of the date of this email if your council would have any interest in this asset. Your response will enable Cornwall Council to understand your Council's interest before we take further actions.

It would be appreciated if you could respond using the form below, even if it is to indicate that your council has no interest in the asset.

**If no response is received by this deadline date, it will be assumed that your council has no interest and it is likely that Cornwall Council would then proceed with activity to dispose of the asset.**

#### **What happens next?**

- (i) If your council has no interest in the property, please use the form below to confirm that this is the case.
- (ii) If you would like to express interest in the asset, please confirm this by the deadline and include a brief explanation of the intended use of the asset in the form below. Where in exceptional circumstances additional time is required to enable your council to meet to make a decision on this matter, please let us know before the consultation deadline expires and confirm the date by which you will be able to respond.

**Please provide your comments/queries below and email back to me**

Question	Response
Does your town/parish council have an interest in the asset?	<i>Please delete as applicable:</i>  <b>The town/parish council has an interest in the asset YES/NO</b>

Page 135

<p>Please provide some brief details regarding the likely future use of the asset by your council.</p>	<p><i>Please briefly comment below</i></p>

Thanks

**| Disposals Technician | Property Services**

**Cornwall Council | Economy, Regeneration and Assets**

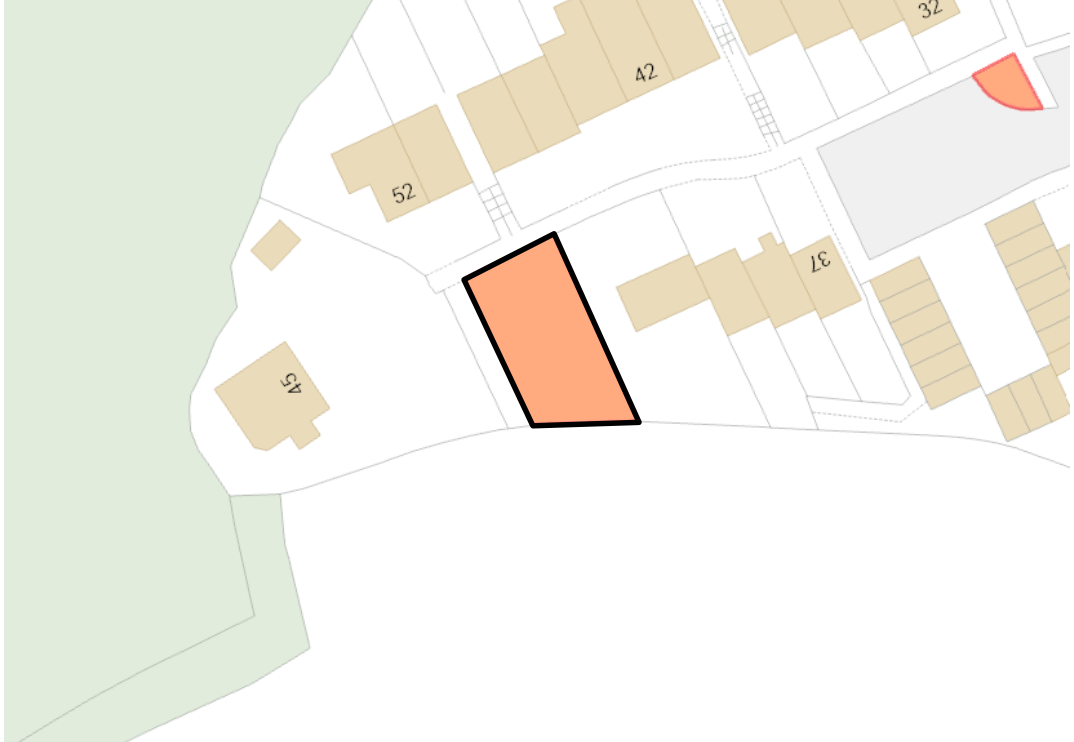
[www.cornwall.gov.uk](http://www.cornwall.gov.uk) | 'Onen hag oll'


This e-mail and attachments are intended for above named only and may be confidential. If they have come to you in error you must take no action based on them, nor must you copy or show them to anyone; please e-mail us immediately at [enquiries@cornwall.gov.uk](mailto:enquiries@cornwall.gov.uk). Please note that this e-mail may be subject to recording and/or monitoring in accordance with the relevant legislation and may need to be disclosed under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. Security Warning: It is the responsibility of the recipient to ensure that this e-mail and any attachments are virus free. The Authority will not accept liability for any damage caused by a virus.

This e-mail and attachments are intended for above named only and may be confidential. If they have come to you in error you must take no action based on them, nor must you copy or show them to anyone; please e-mail us immediately at [enquiries@cornwall.gov.uk](mailto:enquiries@cornwall.gov.uk). Please note that this e-mail may be subject to recording and/or monitoring in accordance with the relevant legislation and may need to be disclosed under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. Security Warning: It is the responsibility of the recipient to ensure that this e-mail and any attachments are virus free. The Authority will not accept liability for any damage caused by a virus.

## APPENDIX B

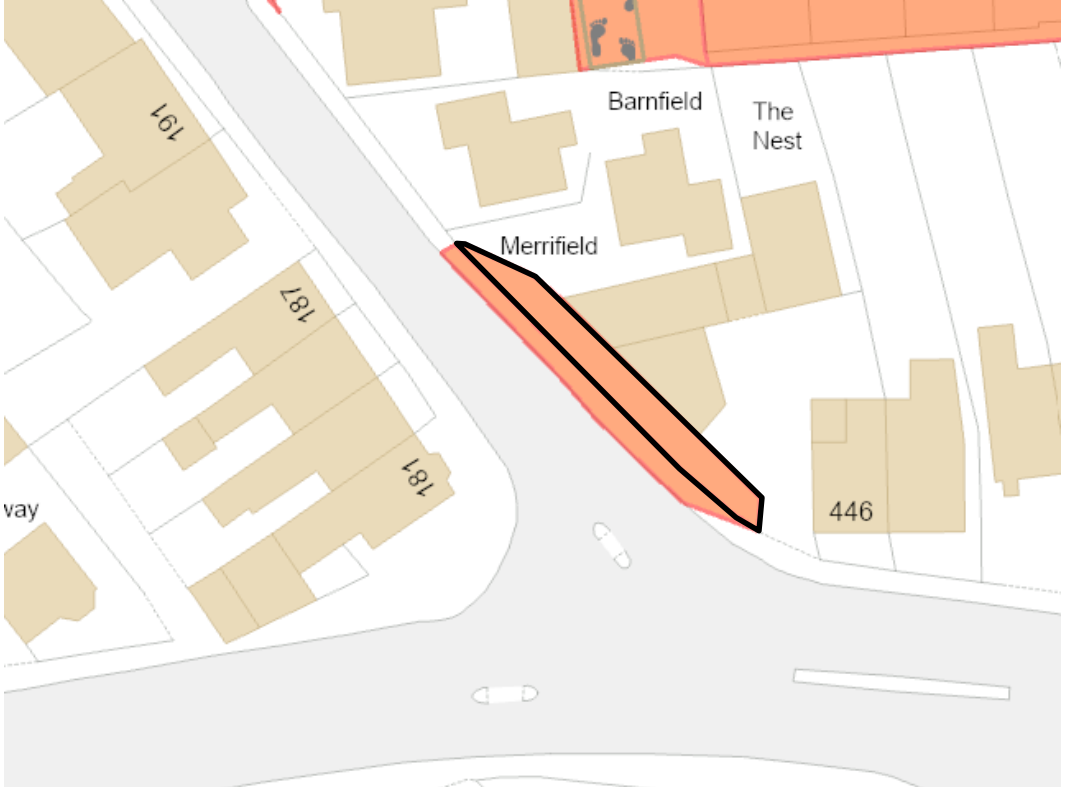
### Asset Management Group Briefing Document

	Comment
Site name and address	Land adj.43 Castle View, St Stephens, Saltash, PL12 4AQ
UPRN	17279
Directorate	Public Spaces
Property Description	189 sq m of amenity land between 3 residential properties.
Plan Insert or attach	

Photograph Insert or attach	
Recommendation	If there are no further internal requirements follow the asset release process with the intention to dispose on the open market.
Surveyor	
Date prepared	

## APPENDIX C

### Asset Management Group Briefing Document

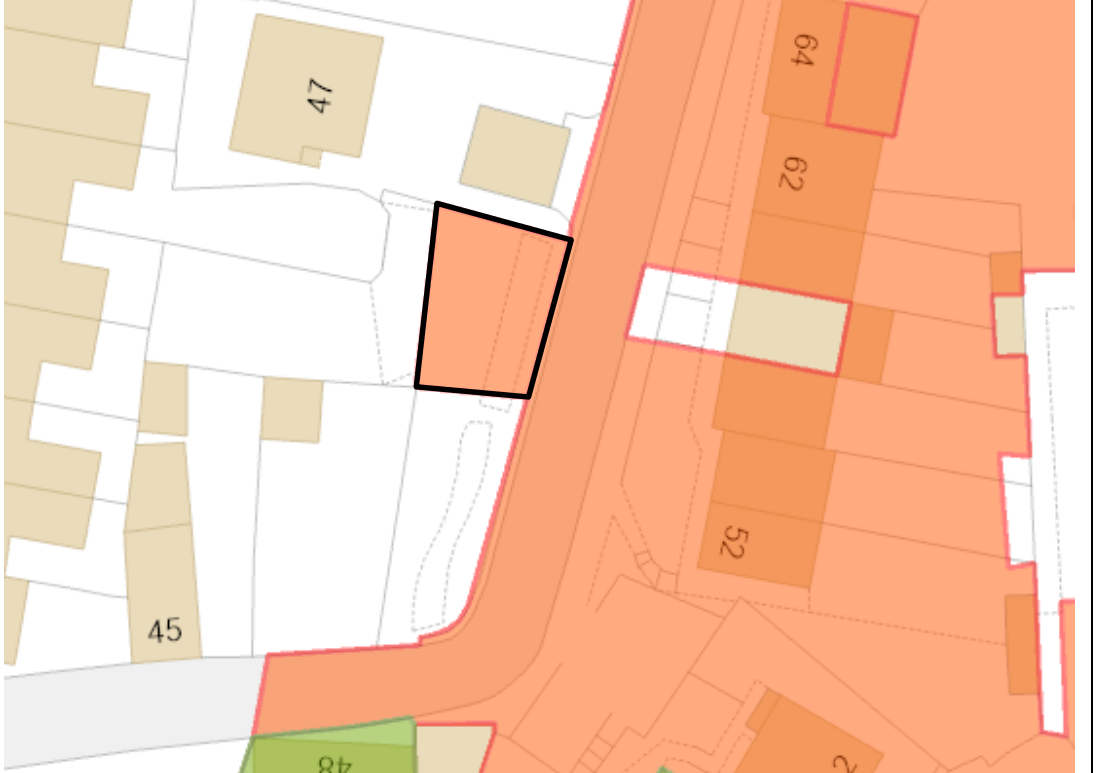
	Comment
Site name and address	Land at Callington Road, Burraton, Saltash, PL12 6EN
UPRN	17279
Directorate	Highways
Property Description	83 sq m of overgrown shrub area adjacent to highway which is not required for Highway purposes.
Plan Insert or attach	


Photograph Insert or attach	
Recommendation	If there are no further internal requirements follow the asset release process with the intention to dispose on the open market.
Surveyor	
Date prepared	



## APPENDIX D

### Asset Management Group Briefing Document

	Comment
Site name and address	Land at Culver Road, Saltash, PL12 4EW
UPRN	17279
Directorate	Public Spaces
Property Description	99 sq m of banked overgrown woodland area.
Plan Insert or attach	

Photograph Insert or attach	
Recommendation	If there are no further internal requirements follow the asset release process with the intention to dispose on the open market.
Surveyor	
Date prepared	

## **NOTES**

<b>Meeting:</b>	Saltash Town Team - Guildhall
<b>Date and Time:</b>	Monday 13 October 2025 - 5.30 pm

<b>Present:</b>	<b>Title/Representing:</b>
C Bailey (CB)	CEPL12
R Bickford (RB)	CEPL12
H Frank (HF)	Cornwall Council
S Gillies (SG)	Chairman of Town Vision
S Miller (SM)	Chamber of Commerce
B Samuels (BS)	Saltash Town Council
B Stoyel (BST)	Saltash Town Council
C Thomson (CT)	Cornwall Council Community Link Officer

<b>Apologies for absence:</b> P Cador and K Johnson
--

<b>Item</b>	<b><u>Key / Action Points:</u></b>	<b>Action by:</b>
44	<b><u>Apologies.</u></b>  None received.	
45	<b><u>Health and Safety Announcements.</u></b>  The Chairman informed those present of the actions required in the event of a fire or emergency.	
46	<b><u>Public Questions - A 15-minute period when members of the public may ask questions of the Saltash Town Team.</u></b>  The Chairman informed Members two public questions had been received.  The first question was regarding the memorial bench outside Superdrug, requesting Town Team make a commitment to not move the bench for future markets.  Members agreed that no further consideration of the bench's location will take place until after the December market trial. A clear set of data and a confirmed plan regarding the future and location of the markets must be established before any decision about the bench can be made.	

	<p>The Chairman informed members of the second question received. Saltash Environment Action asked if Town Team would consider installing cigarette bins on nearby lampposts to bus stops due to the littering cigarette ends.</p> <p>Members agreed that, while the idea was sound, there are currently no funds available to purchase the cigarette bins. Additionally, concerns were raised about who would be responsible for emptying them on a regular basis.</p> <p>RB reminded Members that there are bins situated near the bus stops on Fore Street.</p> <p>CT will find out who is responsible for bus stops at Cornwall Council and share the details with the Chairman who will contact Cornwall Council to see what action can be taken.</p>	
47	<p><b><u>To receive the notes of the Town Team meeting held on 11 August 2025 as a true and correct record.</u></b></p> <p>It was proposed by CB, seconded by SM, and resolved that the notes of the last meeting are a true and accurate record.</p> <p>BS informed the group that there is a report to be received at this meeting regarding funding but she has not been successful in identifying further funding streams at this stage.</p> <p>HF informed the group she had approach Cornwall Council regarding the cost of closing Belle Vue West Car Park, however this was included in the recent car park consultation. Results of the consultation have yet to be published but an update will be provided at the December Town Team meeting.</p> <p>The working group confirmed the leaflet is progressing, however it's important to ensure the map is accurate. It will be ready for the 2026 tourist season.</p>	

48	<p><b><u>To revisit Town Team Terms of Reference and consider any actions.</u></b></p> <p>Members received the Terms of Reference (ToR).</p> <p>The Chairman explained the quorum requirements of three Cornwall Councillors can create problems in ensuring all three are in attendance due to busy schedules.</p> <p>The Chairman will speak to members regarding the commitment to attend Town Team meetings to ensure progress is made.</p>	
49	<p><b><u>To receive the latest Town Team funding statement and consider any actions and associated expenditure.</u></b></p> <p>The funding statement and available S106 ringfenced funds was noted.</p> <p>BS to enquire with the Town Clerk as to why TRIP funding isn't included on the budget sheet.</p>	
50	<p><b><u>To confirm the appointment of Mel Richardson Consultancy to conduct the Feasibility Study.</u></b></p> <p>All agreed to note the appointment of Mel Richardson Consultancy to conduct the Feasibility Study.</p> <p>The appointment is at a cost of £10,000 allocating £7,500 to the TRIP funds and £2,500 to the remaining S106 funds.</p>	

51	<p><b><u>To receive a report on the initial six markets and consider any actions and associated expenditure.</u></b></p> <p>It was proposed by BS, and seconded by BST, and resolved to:</p> <ol style="list-style-type: none"> <li>1. Note the update provided regarding ongoing delivery and development of Saltash Markets;</li> <li>2. Approve the undertaking of a full review of the project at the conclusion of the extended market period;</li> <li>3. Approve to form a small working group consisting of B Samuels B Stoyel, R Bickford and C Bailey who will begin exploring options for the continuation of the markets beyond the current funding period (ending December 2025) and develop a Strategic Plan to support their potential future delivery.</li> </ol> <p>The group discussed alternative market locations with the potential for stall holders to be located around the town in small clusters, however at present there are no clear locations for this.</p> <p>Members want to encourage Saltash businesses to have stalls and queried where the current stall holders are from.</p> <p>BS will contact Diverse Events to request an ongoing list of stall holders and where they currently operate from.</p> <p>Members agreed the market needs to be self-funding and needs to be of benefit to existing traders in the town with strong feedback and evidence received to date to support this.</p>	
52	<p><b><u>To receive an update on the upcoming markets and consider any actions and associated expenditure.</u></b></p> <p>This agenda item was covered under Agenda Item 8.</p>	

53	<p><b><u>To receive a report on Community Infrastructure Levy Funding (CIL) and consider any actions and associated expenditure.</u></b></p> <p>It was proposed by PR, and seconded by SM, and resolved to:</p> <ol style="list-style-type: none"> <li>1. Note the CIL funding has been awarded to Saltash Town Council in accordance with the relevant guidance.</li> <li>2. Note that any proposal to utilise part or all of the Town Council's CIL funding should be submitted in writing to Full Council;</li> <li>3. Note that the available balance of S106 Quora funding is £64,500 with a deadline to spend by April 2028.</li> </ol> <p>The group discussed potential uses for the remaining CIL funds and associated deadlines for each pot.</p> <p>CT to check with the Cornwall Council CIL team regarding committing the funding before the April 2026 deadline.</p> <p>Members were reassured that the CIL team will work with applicants to ensure a plan is in place to spend it.</p> <p>RB reminded members that the money is allocated to the Town Council to spend with any future expenditure to be reported to Full Town Council as the accountable body.</p>	
54	<p><b><u>To consider Town Team longer term goals/ambitions and consider any actions and associated expenditure.</u></b></p> <p>Members agreed to include this as a standing agenda item.</p>	

55	<p><b><u>A.O.B</u></b></p> <p>CT informed the group that she is in the process of drafting a report for the S106 on the remaining budget available.</p> <p>The report will be shared with the Chair to draft a report on Town Team's plan for the funding available to them.</p>	
56	<p><b><u>Date of Next Meeting: Monday 8 December 2025</u></b></p> <p>Date of Next Meeting: Monday 8 December 2025</p> <p>End of Meeting: 6.23pm</p>	



## Saltash Together – Launch Event Overview

The first Saltash Together event was held at the Masonic Hall in Saltash, bringing together more than 35 local community groups, charities, and organisations. The event provided an open and welcoming space for everyone to introduce themselves, share their achievements, and discuss the challenges and needs facing their groups.

There was a lively and positive atmosphere throughout, with excellent opportunities for networking, collaboration, and discovering new connections within the town. Attendees commented on the energy and sense of shared purpose in the room - a reflection of the strong community spirit that defines Saltash.

### Highlights

- Warm and informal networking session allowing all attendees to speak briefly about their group's work.
- A wide range of community sectors represented, including wellbeing, environment, youth, arts, and support services.
- Valuable discussions on shared challenges such as volunteer recruitment, publicity, and access to funding.
- Delicious buffet provided by MHA Communities Cornwall, helping create a friendly and relaxed atmosphere.

### Next Steps

Following the success of this launch event, Saltash Together aims to continue building stronger connections across the community by:

- Developing shared publicity and communication channels to promote local groups and activities.
- Organising regular networking events to strengthen collaboration and mutual support.
- Exploring ways to recruit and share volunteers across the network, including volunteer fairs and coordinated outreach.
- Providing access to training, advice, and partnership opportunities to help build local capacity.

### Conclusion

The first Saltash Together event demonstrated the value of creating a shared space for connection, collaboration, and celebration of community achievements. The enthusiasm and engagement from attendees highlight a strong foundation for ongoing joint working across Saltash's voluntary, community, and social enterprise sectors.

**James Jenkins**

**To receive a report from Friends of Churchtown and consider any actions and associated expenditure**

Dear Saltash Town Council

Following the successful completion of the Agreement between Anthony Estate and Saltash Town Council, ensuring the continued management of Churchtown Farm as a farmed and wildlife-rich landscape, the Friends of Churchtown would like to formally request whether the Town Council would consider contributing towards the cost of an evening reception for the upcoming celebration event, and to thank everyone involved in this successful venture.

The event is scheduled to take place on Monday, 24 November at 6.30pm at the Guildhall, with an expected attendance of up to 100 guests. A caterer has not yet been selected, so we do not currently have a quote. If the Council requires one or two quotes to consider the request, we would be happy to provide them.

The proposed invitation list includes the following, along with their partners:

- Anthony Estate
- Town Councillors and Town Clerk
- Churchtown Committee
- Churchtown Members
- Cornwall Wildlife Trust
- Tamar Valley National Landscape

Should the Town Council be willing to support the event, the Friends of Churchtown will take responsibility for sending out the invitations.

Your assistance in this matter would be greatly appreciated.

Bob Austin  
Chairman  
Friends of Churchtown Farm

## **To receive a report on project Ann Glanville and consider any actions and associated expenditure**

### 1. BACKGROUND

Early in 2025 I was researching Saltash local history when I discovered an anniversary of hers in 2025. I gave a presentation at Saltash Library on 6th June, kindly attended by our Mayor and Hilary.

I was able to show a slide of a reproduction of a painting of the opening of the new Wet Dock at Ipswich c.1842 by Claude Lorraine Nursey. The painting measures 123 cms x 99 cms (49" x 35"). Everyone in the audience agreed with me that we should have copies of the picture displayed in Saltash, as it included a depiction of a Ladies' Rowing Crew, almost certainly with Ann Glanville at 'stroke'.

### 2. HISTORY

I understand that several years ago a source in Ipswich contacted Saltash Heritage to say that they believed the painting which was in the Colchester and Ipswich Museum, and was owned by Ipswich Borough Council, was probably of Ann and her crew. This was followed up by Terry Cummings, who arranged image reproduction rights for Heritage, and included the picture in his excellent booklet: 'Ann Glanville: The Myths and The Facts' published by Saltash Heritage, which I found incredibly useful. So much so, that I plagiarised much of it for my presentation - with his permission!

### 3. FOLLOW UP

Apart from being very pleased to include Terry's research copy slide in my presentation, I have discussed the topic with him. There is evidence to support the fact that Ann and her crew did visit Ipswich around that time. Our research indicates that the painting could well be the earliest representation of a Victorian Ladies' Rowing Crew afloat, possibly the earliest in the world, so it is important for a number of reasons.

### 4. ACTION

I have been in contact with Ipswich Borough Council and the Colchester and Ipswich Museum. They could not have been more helpful. I should have liked to purchase the painting for Saltash (the artist is competent but no more, so it would have been relatively affordable!) but they wouldn't want to sell such an historical piece...pity.

However, - and with many thanks to Lizzie of Heritage - I have managed to gain with her help personal permission of image reproduction rights, from which we can have hard copies made for framing. Needless to say, I am delighted about this, and to share the news with you.

## 5. PROPOSAL

You are all associated with organisations and buildings where we could display a copy of the painting as part of our local history, commemorating a real legend. I have to say straightaway that Saltash Heritage do not need my permission as they have their own, and can, of course, (do with their permission what they wish!) However, there are some locations like:

- Saltash Guildhall
- Caradon Gig Club (at Saltash Sailing Club)
- Ashtorre Rock
- County Hall, Truro
- Saltash Library Hub

which you may believe could provide a suitable home for such a picture. If so, clearly you would need to decide what size and type of frame would be suitable. I would also suggest that there could/should be another frame similar but smaller associated with it with some typed, explanatory words. I can provide a draft for your consideration.

I am sorry that this letter is so long, but I feel that I need to make it as comprehensive as practicable as it will save a meeting. I believe that because there are a number of different parts associated with this project, all around a common theme, I have a responsibility to co-ordinate as well as I can, for fairness and maximum benefit for our town. After any such meeting - or now this briefing/letter - I would only have been working with, say, individuals anyway.

## 6. P.R.

Apart from the intrinsic value of what we might do in displaying such a picture, there should also be significant press and media opportunities. I am happy to help you and your organisation with this, so we could gain the most positive value from it for our town.

I think that there could be something even more, an interesting and creative opportunity over this project. Helen Glover, of course, a Cornish Ladies' Rower, Olympic and World champion, took over Ann Glanville's mantle some time later. She lives on the Thames, but I understand that she does visit family in Penzance/Newlyn with her children. What about considering inviting her to visit Saltash and Truro to show her the picture, and even give her a copy?

This communication has taken longer than I anticipated because I have been trying to make contact mainly with Helen. Children's summer holidays and the World Rowing Championships haven't helped - but I have not given up! Do think about it. I can add some value to this. I have a local contact who is friendly with two Cornish retired rowers who both won Olympic medals. A 'reception' with all of them could provide quite an event! It would be up to you, of course. I would be more than prepared to help.

## 7. WHAT HAPPENS NOW

It is up to you, as I have said. I now have copyright permission to copy a certain number of images for pictures.

I am offering you and your organisation the chance to have a hard copy picture made of a Saltash and Cornish legend which could then be displayed with pride.

## 8. CONTACT DETAILS

I hope you are as excited as I am over this project and would like to take part. If so, do please let me know what you think, and how we might follow it up for the benefit of our town and community, both specifically and generally.

Thanks for reading this.

Barry Brooking

**Please refer to Appendix A for further information related to the request.**

## **Appendix A**

1. The proposed words, perhaps in a separate and similar but smaller frame, which explain the background to the painting might be something like this:

'This print is copied from an original oil painting of the opening of Ipswich Wet dock c1842 by Claude Lorraine Nursey. The artist has included in the foreground a ladies' rowing team of four in white dresses and bonnets with gentleman cox. It is believed to be the oldest depiction in the world of a ladies' rowing team on the water, including Ann Glanville, known as 'The World's Champion Female Rower'. Ann pulled at stroke, next to the cox. Her team were only rarely defeated. It was reported that 'a ladies' team from the South Coast' had travelled to Ipswich at the time and it was known that Ann was in the area rowing in regattas'.

(You will need to consider attribution, if not for this, but for the press/media release, who like to mention names. As I said at my talk, the genesis apparently is that Ipswich Rowing Club told our Heritage about the painting, believing it to be Ann. Terry Cummings, as Curator, followed it up and put it in his booklet. He left Heritage. Nothing was done for several years until I came across it in his book, then followed it up and gained copyright image rights for my home town, and in a way something of a tribute to my parents, a former Mayor and Mayoress.)

Clearly, you and your Council must be satisfied with the words. It will be your decision.

2. Please find a draft that might be helpful to your Secretariat in producing a release for press, T.V. and social media. Here again, I should only give you and your Secretariat a 'steer' as to how you may communicate the story.

Clearly, it is somewhat difficult for me to anticipate what might or might not happen at F.T.C., and if they go ahead with the project what form communicating the information and what it needs to be used. Here is what can be called 'a quick and dirty draft':

'A unique picture at Saltash Town Guildhall'.

A unique depiction, probably of Saltash legend, Ann Glanville is to hang in Saltash Guildhall. It is believed to be the oldest representation of a Victorian Ladies' Rowing Crew. The original painting of the opening of Ipswich Wet Dock c1842 is by Claude Lorraine Nursey.

A rowing expert from Ipswich believed he recognised the Saltash Rowing Crew in the painting and told Saltash Heritage. The then Curator, Terry Cummings, an expert on Ann, included a copy of the painting in his booklet about her. (Reluctantly this part!) - Barry Brooking, son of a former Saltash Mayor, saw this copy and succeeded in acquiring copyright image rights for Saltash to help remember Ann, known as 'The World's Champion Female Rower' and her team.'

Then you could include a quote from you, and what you are going to do with the picture. I am, of course, happy to work with your Secretariat, and Communicating Officer, if it helps.

3. I can confirm formally in writing that the painting is owned by Ipswich Borough Council and I have written permission from them and the Colchester/Ipswich Museums' joint Service Team Leaders to let S.T.C. have one usually Copyright Electronic image I may give to you for hard copy reproduction and display. I kept Heritage informed and, as usual, Lizzie and her team could not have been more helpful.

4. This is the most difficult point to which to respond. Should Council agree to display a copy of the painting - and I hope it does, because it is probably unique as the oldest painting of its subject in the world - then Council must decide what, if anything, to do about it, other than hanging it.

My personal view would probably be that you as Mayor should unveil the copy given its importance, especially compared with other memorabilia, as it reflects on a genuine Saltash icon. Clearly, this could be done quite simply, even around a F.T.C. meeting. However, I believe it would be good P.R. for press etc. to cover it. Any associated reception could be like the proverbial 'piece of string' - as long or short as you wish. It would depend entirely on how big you wish to make it, possibly ranging from a standalone event, possibly with a bit about Ann and her life and achievements with, say, perhaps tea and biscuits/cake or even sandwiches etc. This has to be the decision of you and Council, of course. I would say, though, that if you could get Helen Glover and possibly two Cornish Olympic Rowing medallists, and especially if Helen (as I would hope) could break her journey from the Thames to Penzance/Newlyn then 'the boat should be pushed out' a little.

I would have thought our historic Guildhall would be the best location for hanging the representation and holding any unveiling/reception.

Clearly, as this would be an S.T.C. project then the costs and expenses should be paid by Council. The ownership of the print and framed display is, of course, for the benefit of Council and Saltash. I cannot see that there would be any other possible proposal as to who should foot the bill. I have no knowledge of your budget over this sort of project. What I can say is that when my father was Mayor, although he received the usual Mayor's allowance for the time as well as the Chair of Caradon's allowance later on it was simply not enough in his view to carry out his duties on behalf of his civic responsibilities on behalf of Saltash as he felt they should be done and he wished to do. This included subsidising many things, including receptions of one kind and another. It cost our family quite a bit of money. He did not want it in any other way because of the honour involved.

I am, of course, aware that not every Mayor thinks like this and are nothing like as generous. Perhaps to a large extent it depends on the individual family. We will send you the electronic image, which, of course, you do not have to pay for because I am providing it for you. The frames and mounting should be less than £50, less if you were to buy them 'off the shelf'. The paper copy taken from the image would be how much you wish to pay for it, dependent on size. Any reception or the like would be what you and Council wish to make it. As a Council observer I am, of course, aware of areas where S.T.C. spends its money. I would have thought expenditure on this project not only does the right thing in recognising not only a most important person in Saltash history, but possibly the most important. The positive and caring nature of the P.R. it should generate would be an investment as well, as the goodwill generated - and even make West Cornwall appreciate that we in the East can do such remembering of Cornish history well!

You might also consider telling Council that at our presentation in the Library on 6th June - when asked in a 'straw-poll', the 60-70 audience voted unanimously for Council to display a copy of the painting of Ann and her crew, as being good for Saltash.

I am pleased to have tried to answer the questions you put to me, and hope I have answered them satisfactorily. It is something like earlier and happier times, when I shared my knowledge and experience with not only you and previous Town Clerks, but even Councillors - for the good of our town. Apart from the intrinsic belief that what I am proposing is right for Saltash and Ann and Council, it would give me personal satisfaction to complete the project I have proposed in your Mayoralty, and be something of a legacy of your time in office.

Should I have not given you the information you need or you need to have any further explanation, do please contact me.

Regards

Barry