

# Public Document Pack

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 15th January 2026 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, J Peggs, B Samuels, P Samuels, B Stoyel (Vice-Chairman) and J Suter.

**ALSO PRESENT:** 4 Members of the Public, P Cador (Cornwall Council) and K Johnson (Cornwall Council), S Burrows (Town Clerk / RFO) and D Joyce (Office Manager / Assistant to the Town Clerk)

**APOLOGIES:** J Brady and S Gillies, H Frank (Cornwall Council).

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#### **291/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **292/25/26 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 the Meeting</b>
Bullock	18	Non-Pecuniary	Member of Heritage	Yes
Stoyel	18	Non-Pecuniary	Chairman of Heritage	Yes

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

None received.

**293/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

The Chairman confirmed three public questions had been received.

In the absence of the residents who submitted the first two questions, the Town Clerk read them aloud in accordance with the Town Council's Public Question Policy. The third question was read by the member of the public present at this evening's meeting.

The Town Clerk then proceeded to read question one on the approval of the Chairman.

<b>Date Received</b>	<b>Public Questions to the Town Council</b>	<b>Submitted By</b>
13 January 2026	<p>Cornwall Council officers submitted a report dated 29 August 2024 relating to the release of the recreational ground/park on Callington Road, Burraton for development, stating that representatives of Saltash Town Council were supportive of the principles of the recommendations (Sections 2.12 and 5.3).</p> <p>I understand from the Town Clerk that Saltash Town Council has not given any confirmation of support in principle for this development and that the Town Clerk is working with Cornwall Council for clarification, as the report contains several inaccuracies.</p> <p>Further to this, if Cornwall Council fail to respond, or are not willing to correct the inaccuracies and reconsider their decision using accurate information, how do Saltash Town Council plan to challenge the outcome so that public confidence in the process can be restored?</p>	Marie Whittam

The Town Clerk informed Members that she had been working with Cornwall Council to establish how the report, and the information contained within it, had come to light.

She further confirmed that a response had been received from Jonny Alford, Strategic Property Lead at Cornwall Council.

At the instruction of the Chairman, the Town Clerk proceeded to read the response to Members.

*We briefed the Town Council and Local members before we pushed this deal in 2024.*

*We explained this was a potential Win Win.*

- *Developer gets a new supermarket*
- *Community of Saltash gets an improved play provision*
- *There is a capital receipt paid to the Council*

*But the route to that Win Win is via a full planning application which requires full public consultation including the Town Council.*

*The Town Councils support as we recorded it was not support of the planning application but of the principles of the deal that the Council was working on.*

*I can see how the report has been misunderstood.*

*If the Developers proposals are not acceptable then the Town Council can object...they have not prejudiced or pre-called their position.*

*I can see how the report reads and that was not the intention.*

*The developer consultation meeting is the beginning of the developers process to develop a planning proposal for the site that meets the needs of the community and will appropriately replace the playing field that will be developed on.*

Members discussed the response received and expressed both frustration and disappointment.

Councillor Bickford challenged the accuracy of the response and the report issued by Cornwall Council, stating that it had grossly misrepresented what took place at the meeting. That meeting had been attended by the Chairman and Vice Chairman of the Town Council at the time, Councillors Bickford and Peggs together with the Town Clerk.

Councillor Bickford clarified that, although the report presented the meeting as a consultation, it had in fact been a briefing. It was not a forum for discussion or debate.

Saltash Town Council had not been permitted to express a formal opinion, as this can only be done through the lawful planning process.

It was further noted that no new information had been provided at the meeting; all material shared by Cornwall Council was already in the public domain.

Members requested that Cornwall Council update or withdraw the report and challenge the Strategic Property Lead regarding his description of the development as a “win-win”. Members sought a correction to any implication that the Town Council supported or approved the development, as it did not. Members also requested an apology due to the upset caused to the Town Council who had faced criticism arising from the inaccuracies in the report.

The Town Clerk confirmed that her recollection aligned with the Members’ account and expressed concern regarding the management of future private and confidential briefings held by Cornwall Council.

Members agreed that this matter should be reviewed at a future Town Council Forum meeting.

It was additionally noted that the report implied multiple consultations with several Members, which had not taken place. Members queried whether a transcript or notes of the meeting existed. The Town Clerk confirmed that neither was available.

Following a unanimous vote (14 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED:**

1. To delegate authority to the Town Clerk, in consultation with the Chairman and Vice Chairman, to challenge the inaccuracies within the Cornwall Council report relating to Saltash Town Council, requesting that the report be withdrawn or amended to reflect the accurate position, and to seek an apology accordingly;
2. To reassure residents that Saltash Town Council has neither expressed support for nor objected in principle to the proposed development;
3. To refer to a future Council Forum Meeting a discussion on how best to manage attendance at private and confidential briefings with Cornwall Council, when the Mayor, Deputy Mayor, and Town Clerk are invited, in order to prevent similar issues arising in the future.

The Town Clerk proceeded to read public question two.

<b>Date Received</b>	<b>Public Questions to the Town Council</b>	<b>Submitted By</b>
12 January 2026	<p>Irresponsible and dangerous vehicle parking in Saltash is out of control. I have asked this council on two occasions in as many years to liaise with the relevant departments on who's authority are able to engage, create change and promote safety on the roads and pavements of Saltash.</p> <p>This council was to have meetings over the past year or so with the Police, Safer Saltash and Cornwall Council Civil Parking Enforcement Department to discuss the increasing problems of parking in Saltash.</p> <p>Whether these meetings took place I have no idea but sadly I have seen no improved results and the situation is getting worse.</p> <p>A quick look on social media is a great source of public information and can</p>	David Simmons

	<p>show how bad it's getting for example but not limited to:-</p> <ol style="list-style-type: none"> <li>1. Cars parking on pavements adjacent to ZigZag of a controlled crossing near the junction of North Road/Tavy Road. Pedestrians having to walk in the busy main road.</li> <li>2. Cars parked on corner of Broadwalk/Wearde Road. School kids and drivers cant see clearly up Wearde Road when exiting Broadwalk.</li> <li>3. Cars parked on pavements Lower Fore Street almost impossible to drive through</li> <li>4. Cars double parked blocking access for fire engines on a call.</li> </ol> <p>Item one above is a prime example where the Police drive pass this location regular and could potentially save a life by addressing the problem but no action has been taken as cars continue to park on the pavement adjacent to the Pelican crossing ZigZags.</p> <p>Will Saltash Town Council on behalf of the people of Saltash actively hold to account the departments who's responsibility it is to administer the rules and robustly apply them against this increasing anti social behaviour. Action needs to be taken urgently to kerb the appalling parking in Saltash before someone is injured or killed.</p>	
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The Town Clerk confirmed that in both 2023 and 2024 the same member of the public had submitted questions regarding parking issues within the town.

Saltash Town Council subsequently met with Cornwall Council's Community and Civil Parking Enforcement Team, followed by an onsite

visit attended by several Councillors.

Following these engagements, the Town Council issued an educational social media post, reported the matter to Safer Saltash, and informed the resident, David Simmons, of the Council's resolutions on both occasions.

Members expressed concern for visually impaired people and those using prams or wheelchairs, noting the risks created by vehicles parking on pavements. Members agreed that, should another site visit be arranged, representatives from these groups should be invited to attend.

Members further agreed that a new site visit with Cornwall Council's Community and Civil Parking Enforcement Team is essential.

The Vice Chairman welcomed the police to the meeting to discuss ongoing issues relating to illegal parking in Saltash.

Sector Inspector Jamie outlined the challenges associated with enforcing parking legislation and the legal considerations surrounding pavement obstruction, confirming that the police would review the comments raised at this evening's meeting.

In response to concerns that police officers sometimes appear to overlook offences, Jamie explained that officers may be en-route to higher-priority incidents but would not ignore a vehicle parked illegally or dangerously.

Following a vote (13 in favour, 0 against, 1 abstention), it was proposed by Councillor Bullock, seconded by Councillor Ashburn and **RESOLVED:**

1. To invite Cornwall Council's Civil Parking Enforcement Team to Saltash to discuss parking issues and undertake an area visit;
2. To encourage all residents to report parking concerns that are considered obstructive or dangerous to the police via 101 or the online reporting system;
3. To request that the Town Council Representatives for Safer Saltash raise parking issues at the next Safer Saltash meeting;
4. To issue an educational social media post discouraging poor parking.

The member of the public Scott Slavin, read his question.

<b>Date Received</b>	<b>Public Questions to the Town Council</b>	<b>Submitted By</b>
14 January 2026	<p>Write your question only, clearly and concisely, no person may submit more than one question, and no member of the public may speak for longer than 3 minutes.</p> <p>Tamar Crossings, via the Joint Committee, have proposed an increase in the Tag Account fee from £0.80 per month to £2.00.</p> <p>This is now to go to consultation following the decision made at the Joint Committee meeting on January 12th.</p> <p>Assessing the attached information on tag account holder numbers in South East Cornwall (data received from Tamar Crossings on 8/5/2025 via my FOI request no FOI20250506/01) as of May 2025, there were 9,139 Tag account holders resident in PL12.</p> <p>If the increase is implemented, it will take an additional £132,601.00 per annum out of the local economy of our town (This is shown in the provided Excel spreadsheet on the first tab).</p> <p>This is in addition to almost £2 million taken from the Town's local economy in tolls (see 2nd tab of provided spreadsheet). This information on costs was received by the Tamar Toll Action Group from Tamar Crossings via the previous Joint Chair, former Cllr Martin Worth, in November 2023.</p> <p>What is the Town Council's position on this proposed TAG fee increase and is there any intention to make a representation (as a body) against this increase to the Joint Committee, the</p>	Scott Slavin



	Parent Authority and the SE Cornwall MP?	
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The Town Clerk reminded Members of the email previously circulated containing the 2023 response, in which Councillor Bickford had been delegated authority to write to Tamar Crossings regarding the concerns raised at that time.

The Town Clerk further confirmed that an additional letter had been sent last week on behalf of the Town Council, addressing the proposed account fee increase, traffic flow, congestion, and engagement. As the letter was only recently issued, a response has not yet been received.

Members agreed they were satisfied with the current position, noting that regular correspondence and meetings continue with key stakeholders, including the Joint Committee and the local MP.

Scott asked through the Chair whether the letter is in the public domain. The Town Clerk confirmed that the 2023 letter had been published, and that there was no reason the recent letter to the Joint Committee could not also be shared.

Members enquired whether a formal response would be submitted to the forthcoming public consultation. It was agreed that once the consultation goes live, the Town Clerk will present it to the Town Council for consideration and preparation of a formal response.

Members also felt that the relationship with the Joint Committee could be strengthened. The Town Clerk confirmed that she had been in contact with the newly appointed Chief Officer, Philip Robinson, to express the Town Council's wish to meet, and would follow this up to arrange a meeting and tour of the bridge to support Members' understanding of its operations.

Members thanked the Tamar Tag Action Group for their commitment to representing residents' views, which had contributed to the initiation of a further public consultation following the recent Extraordinary Meeting.

Following a unanimous vote (14 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bullock, seconded by Councillor Peggs, and **RESOLVED**:

1. To delegate to the Town Clerk the publication of the recent letter sent to the Joint Committee, and to recirculate the 2023 letter, to demonstrate to the public the extent of the Town Council's ongoing commitment;
2. To receive and consider the Tamar Crossings public consultation at a future Full Town Council meeting once it becomes publicly available.

**294/25/26     TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 4 DECEMBER 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.

Following a unanimous vote (14 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Full Town Council Meeting held on 4 December 2025 were confirmed as a true and correct record.

**295/25/26     TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

- a. Services held on 11 December 2025;

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

- b. Planning and Licensing held on 16 December 2025;

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

c. Policy and Finance held on 13 January 2026.

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

**RECOMMENDATION 1:**

297/25/26 TO RECEIVE AMENDMENTS TO THE CIVIC HANDBOOK AND CONSIDER ANY ACTIONS.

The Town Clerk outlined the recommended amendments to ensure Members were fully informed of the reasons for the changes.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Peggs, and resolved to **RECOMMEND** to Full Council to be held on 15 January 2026, the amendments to the Civic Handbook, incorporating the additional changes raised by Members during the meeting (as attached).

Councillor P. Samuels, Chairman of Policy and Finance, presented the proposed amendments to the Civic Handbook Policy. He summarised the concerns raised at the Policy and Finance Committee meeting regarding the out-of-hours emergency contact protocol. Following further discussion with the Town Clerk, additional wording had been drafted for Members' consideration.

Councillor P. Samuels further proposed that an additional amendment be included to add the phrase "*staff or concerned Members*" to the first bullet point.

Councillor Miller raised concerns about the potential implications of instructing staff. The Town Clerk confirmed that this measure was necessary to ensure the continued operation of the Town Council, and that under these specific circumstances, the proposed approach offered the most practical solution. She noted that during normal working hours, senior managers would be available to support staff, removing the need for this particular contingency.

Councillor Miller confirmed he was satisfied with the response.

Following a unanimous vote (14 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Stoyel, and **RESOLVED** to note and approve the above recommendation and additional amendments.

**296/25/26     TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**297/25/26     TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.**

Members discussed the recent rise in shoplifting. PC Smith explained that the increase was partly due to higher levels of reporting and a particular shop in Saltash being repeatedly targeted.

The police advised that new reporting systems are helping to encourage greater reporting of crime. Inspector Jamie asked the Town Council to continue supporting these efforts within the community and confirmed that tackling retail crime is a national policing priority.

Members sought clarification on the higher figures recorded under the category "Violence with or without injury". The police confirmed that these incidents primarily relate to domestic abuse. While the figures are concerning, they reflect improved reporting by victims rather than a significant increase in occurrences.

The police also highlighted the availability of Clare's Law, which permits the disclosure of an individual's history of violence or abuse to help safeguard those at risk.

The Chairman asked whether there was any additional support the Town Council could provide. The police encouraged continued partnership working and the ongoing promotion of reporting through 101 and online reporting systems.

Members invited the police to attend future Meet Your Councillor sessions on Fore Street. The police welcomed the invitation.

It was **RESOLVED** to note.

**298/25/26     TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Nothing to report.

**299/25/26    TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman informed Members that the meeting held on 6 January had taken place; however, the notes were not received in time to be included in or circulated with this evening's reports pack.

Councillors Bickford provided an update on the recent Community Area Partnership Working Group meetings for Transport, Connectivity and Accessibility, and Economic Development, which they had attended.

Members welcomed the offer for regular brief updates at future meetings from Members serving as representatives on CAP Working Groups, particularly regarding any key matters discussed.

It was **REOLVED** to note.

**300/25/26    TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The scheduled meeting was cancelled due to sickness; therefore, there is nothing to report at this time

**301/25/26    TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The scheduled meeting was cancelled because of conflicting commitments, therefore, there is nothing to report at this time

**302/25/26    TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Cornwall Councillor Johnson provided a brief update on the report included in the circulated pack.

He noted that he is still awaiting a response regarding the current status of Chapel Field. He also welcomed the forthcoming public consultation on the proposed Tamar Tag account fee increase and reported that the parking spaces to the rear of Berry Park Road have been sold, with one

remaining that carries responsibility for highway maintenance.

It was **RESOLVED** to note.

**303/25/26** **TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Although no written report had been received, the Chairman updated Members on a recent visit and tour of the facilities at St Barnabas Hospital.

Members noted the challenges associated with introducing phlebotomy services, particularly the complexity of the necessary data processing and appointment systems.

It was reported that a room at St Barnabas may be used for dressing leg wounds, or potentially by administrative staff from Higher Port View Surgery to free up additional clinical space.

Members also discussed mental health provision in Saltash, noting that the main challenge faced is a shortage of mental health practitioners.

It was **RESOLVED** to note.

**304/25/26** **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**305/25/26** **FINANCE:**

a. To advise the receipts for November 2025;

It was **RESOLVED** to note.

b. To advise the payments for November 2025;

It was **RESOLVED** to note.

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

Nothing to report.

d. To note that bank reconciliations up to 30 November 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.

**306/25/26     TO RECEIVE THE TOWN COUNCIL SCHEDULE OF MEETINGS FOR THE YEAR 2026/27 AND CONSIDER ANY ACTIONS.**

Members received the proposed Town Council Schedule of Meetings for the year 2026/27 contained within the circulated reports pack.

Following a unanimous vote (14 in favour, 0 against, 0 abstentions), it was proposed by Councillor Ashburn, seconded by Councillor Johns and **RESOLVED** to:

1. Approve the Town Council schedule of meetings for the year 2026/27 (as attached);
2. **RECOMMEND** to formally adopt the Town Council schedule of meetings for the year 2026/27 to the Annual Meeting of Saltash Town Council to be held on 7 May 2026.

The Chairman and Vice Chairman Councillors Bullock and Stoyel declared an interest in the following item and left the meeting.

The immediate past Chairman, Councillor Peggs, in the Chair.

**307/25/26     TO RECEIVE A REPORT ON THE DEED OF VARIATION OF SALTASH HERITAGE CENTRE AND CONSIDER ANY ACTIONS.**

Members received the report on the Deed of Variation for the Saltash Heritage Centre.

At the request of the Town Clerk, and noting that the current Chairman and Vice Chairman had declared interests in this item, Members agreed that the immediate past Chairs, Councillors Peggs and Bickford, would sign the documentation on behalf of the Town Council, with the Town Clerk acting as witness.

Following a unanimous vote (12 in favour, 0 against, 0 abstentions), it was proposed by Councillor Nowlan, seconded by Councillor P. Samuels, and **RESOLVED** that Councillors Peggs and Bickford, due to the declared interests of the current Chairman and Vice Chairman, sign the Licence to Assign on behalf of the Town Council, in the presence of

the Town Clerk as witness.

The Chairman and Vice Chairman Councillors Bullock and Stoyel were invited and returned to the meeting. Chairman in the chair.

308/25/26

**TO RECEIVE AN UPDATE ON DRAFT SUBMISSIONS FOR THE COMMUNITY HIGHWAYS IMPROVEMENT PROGRAMME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and discussed the latest developments relating to the Community Highways Improvement Programme (CHIP). Members considered the benefits of submitting a single, strong, consolidated application, in line with the guidance and reasoning provided by Cornwall Council's Highways Manager.

Following a unanimous vote (14 in favour, 0 against, 0 abstentions), it was proposed by Councillor Johns, seconded by Councillor Martin and **RESOLVED** to approve Councillor Bickford submitting a Town Council Expression of Interest to enhance the walking route between Saltash Railway Station and the town centre, on behalf of Saltash Town Council and with the support of the Cornwall Councillors, by the deadline of 27 February, and to provide the final submission to the Town Clerk for Town Council records.

309/25/26

**TO RECEIVE A REPORT ON THE FIFTH ROUND OF COMMUNITY INFRASTRUCTURE FUNDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Following a unanimous vote (14 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bullock, seconded by Councillor Johns and **RESOLVED** to:

1. To form a Working Group comprising Councillors Ashburn, Nowlan, Martin, Bullock and Johns to work with the Development and Engagement Manager on submitting an Expression of Interest for CIL Round 5;
2. To delegate authority to the Development and Engagement Manager, in consultation with the Working Group, to agree the Expression of Interest project proposal in line with CIL funding guidance and budget, and to report to Full Town Council on 5 February 2026.
3. To confirm Wednesday 21 January as the date for the first Working Group meeting with the Development and Engagement Manager, ensuring sufficient time to agree a suitable project proposal.



**310/25/26     TO RECEIVE A REPORT ON ST PIRAN'S DAY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the report on the proposed St Piran's Day celebrations, expressing a desire for the event to be held in a controlled and safe manner.

Members considered a range of ideas to incorporate into the celebrations.

Following a unanimous vote (14 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bullock, seconded by Councillor Stoyel, and **RESOLVED**:

1. To delegate responsibility for delivering the event, as detailed in the submitted report, to Councillors Bickford and Bullock, with support from the Town Clerk only if required.
2. That Councillors Bullock and Bickford provide Members with detailed arrangements via email, due to the tight timeframe, once the Town Clerk has approved the event and all required documentation, including risk assessments, has been completed.
3. To approve up to £500 for the event, including £100 earmarked for the Saltash Chamber of Commerce to fund prize-giving, to be allocated to budget code 6202 Civic Occasions.

**311/25/26     TO RECEIVE A REPORT ON THE ANNUAL TOWN MEETING WITH PARISHIONERS OF SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Following a unanimous vote (14 in favour, 0 against, 0 abstentions), it was proposed by Councillor Miller, seconded by Councillor Martin and **RESOLVED**;

1. To approve the rescheduling of the Annual Town Meeting with Parishioners of Saltash, in accordance with Standing Orders, to the proposed date of 26 March 2026, to be held in conjunction with the Civic Awards and Shop Your Town event, and to delegate organisation to the Administration Team in conjunction with the Mayor;

2. To approve expenditure of up to £100 for advertising, allocated to budget code 6230 Social Media Advertising.

**312/25/26    TO RECEIVE A REPORT ON TOWN COUNCIL ATTENDANCE AT EVENTS HELD IN 2026 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed attendance at the events listed in the circulated report and highlighted the need for improved promotional material.

Members noted that conflicting commitments can limit Councillor availability at events and requested that staff work with Members to ensure stalls are appropriately staffed.

It was further discussed that staff should take the lead in manning the stalls, as they are fully briefed on all Town Council projects.

During the discussion, Councillor Johns left and subsequently returned to the meeting.

Following a unanimous vote (14 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bullock, seconded by Councillor Peggs, and **RESOLVED**:

1. To confirm attendance at the May Fair on Saturday 2 May and the Regatta on Saturday 25 July, using the existing Town Council marketing materials;
2. To form a Working Group comprising Councillors Mortimore, Martin and Ashburn to determine the format of attendance and identify the necessary additional promotional materials, reporting back to a future Town Council meeting.

**313/25/26     TO RECEIVE A REPORT ON CORNWALL BUS TRAVEL SURVEY AND CONSIDER ANY ACTIONS.**

Members discussed the survey and emphasised the need to highlight concerns about the lack of services available to residents attending clinical appointments, the infrequency of bus services and the poor standard of provision.

Following a unanimous vote (14 in favour, 0 against, 0 abstentions), it was proposed by Councillor Martin, seconded by Councillor McCaw and **RESOLVED** to approve Councillor Martin to submit a response to the Cornwall Bus Travel Survey on behalf of the Town Council by the deadline date of Sunday 18 January, and to provide the final submission to the Town Clerk for Town Council records.

Councillors were encouraged to email Councillor Martin with any concerns or feedback on bus services in Saltash in order to collate the information for the survey response.

**314/25/26     TO RECEIVE TOWN TEAM NOTES HELD ON 12 JANUARY 2026 AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

Councillor B Samuels referred to the working group established to review the future of the farmers' markets, expressing hope that there will be sufficient interest to relaunch in the spring. She noted that this update was provided to assist with the report to be considered under agenda item 27.

It was **RESOLVED** to note.

**315/25/26     TO RECEIVE A REPORT ON THE MONTHLY INFORMATION SESSIONS HELD AT OAKLANDS COMMUNITY CENTRE AND CONSIDER ANY ACTIONS.**

Members discussed attendance at future Oaklands Community Centre Café and food larder sessions and noted the wide range of organisations that participate, including the social prescriber, police, Cornwall Councillors, and Saltash Town Council.

Following a unanimous vote (14 in favour, 0 against, 0 abstentions), it was proposed by Councillor Ashburn, seconded by Councillor Bullock and **RESOLVED** to continue to support the monthly information café and food larder sessions at Oakland's Community Centre and renew

the Town Council's commitment for a further 4 months, reviewing at a future Full Town Council meeting.

**316/25/26    TO RECEIVE A REPORT ON MEET YOUR COUNCILLORS SESSIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members reflected on Councillor B Samuels Town Team market update with markets expected to resume in spring 2026, and the Saltash Studio Makers Market still running successfully, Members agreed there was no need to change either the timing (third Saturday) or the location outside the former Bloom Hearing building.

Following a unanimous vote (14 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** to continue to hold Meet Your Councillor sessions on the third Saturday of the month outside the former Bloom Hearing Building.

**317/25/26    MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 17 JANUARY, LOCATION TO BE CONFIRMED.**

The next scheduled meeting date Saturday 17 January outside the former Bloom Hearing building, Fore Street.

Following a unanimous vote (14 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** for Councillors Bullock, Peggs, Johns and Miller to attend.

**318/25/26    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.

**319/25/26    TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**320/25/26    PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**321/25/26    TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

Following a unanimous vote (14 in favour, 0 against, 0 abstentions), it was proposed by Councillor Martin, seconded by Councillor Johns and **RESOLVED**

to issue the following Press and Social Media releases:

1.    Oakland's Community Centre Café and Food Larder Sessions;
2.    Parking safely and reporting methods (educational piece);
3.    Community Highways Improvement Programme Submission;
4.    St Piran's Day Celebrations (at appropriate time);
5.    Annual Town Meeting with Parishioners of Saltash (at appropriate time);
6.    Saltash Town Council Attendance at Town Events (at appropriate time);
7.    Cornwall Bus Survey Response;
8.    Meet Your Councillor Sessions;
9.    Reporting Crime Information;
10.   Thanks Ned Bowie and welcoming Sector Inspector Jamie Musgrove and continuing strong police partnership working;
11.   Saltash Town Council's responses to Tamar Tag issues.

**322/25/26    DATE OF NEXT MEETING:    THURSDAY 5 FEBRUARY 2026 AT 7:00 P.M.**

Thursday 5 February 2026 at 7.00pm.

**323/25/26    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: 9.23 pm

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

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

# SALTASH TOWN COUNCIL CIVIC HANDBOOK

RESPONSIBLE COMMITTEE: P&F

The Civic and Constitutional Role of the Mayor.

Current Document Status			
Version	2025/26	Approved by	FTC
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## **Introduction**

If you are reading this as the newly elected Mayor of Saltash – Congratulations on your election!

This handbook has been produced to assist both the incumbent Mayor and Councillors considering standing for office by providing information on the two distinct aspects to the role - the ceremonial duties and that of the Chairman of Saltash Town Council.

The handbook is divided into three sections:

The Mayoral Candidate – giving information that the potential candidate may wish to consider before standing for election to the office.

The Office of Mayor – the Civic role explained.

The Chairman of the Council – the legal role and responsibilities.

## **The Mayoral Candidate**

If you are considering putting yourself forward as a candidate for the position of Mayor, you will need to consider how different the role of Mayor is to that of a Town Councillor.

It has different rules, working hours and restraints and can be physically and mentally demanding. This must be considered in advance of accepting the office particularly in respect of employment and family life. It is however reported to be an enjoyable and rewarding experience by those who have undertaken the role.

## **What should you consider?**

You need to remember that there are two different facets to the role of Mayor – the Civic role where you are the face of the Town Council in the community and that of the Chairman of the Town Council - both of which can require a lot of your time.

Paul Millward, former Chairman of the National Association of Civic Officers and recently appointed President of the Association, gives a comprehensive list of considerations for Members considering standing for Mayor in 'Civic Ceremonial, A Handbook, History and Guide for Mayors, Councillors and Officers' (Millward, 2007). Copyright prevents duplication of the full text here but the book is available to read in the Guildhall on request and any Town Councillor considering standing for the office is encouraged to read chapter three.

The list of considerations is as follows:

- The effect of becoming Mayor on their family and friends.
- The effect on a career or job.
- The effect on a political career.
- The effect on personal and religious beliefs.
- The pomp, circumstance and protocol.
- The effect on non-Town Council interests.
- The effect on the Mayoral partner.
- The effect on a Mayor's relationships with other councillors.

- The effect on the Mayor's relationship with their constituents.
- The effect on the prospective Mayor themselves.

In addition, it is advised to speak to former Mayors about their experiences and the wider effect of the role on their lives although you should remember that everyone is different!

### **What skills do you need?**

A presentation made to the National Association of Civic Officers suggested the following key skills to be an effective Mayor:

- Leadership
- Chairing<sup>1</sup>
- Organisational skills
- Team working and relationship building
- Communication
- Knowledge

You may find this a daunting list or you might think 'I've already got these skills' but remember there are opportunities to undertake training.

The role of the Chairman will require you to become much more involved in the work of the Town Council than you might have previously been. The Town Clerk is the Proper Officer of the Town Council and will be able to talk to you about the role.

In addition, once you have made the decision to stand for election, you can prepare for the role as follows:

- Check and practice your skills
- Talk to your Officers
- Talk to the current and previous Mayors

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<sup>1</sup> You may find the Councillor workbook on Chairing Skills produced by the Local Government Association useful

- Read the handbook
- Check your wardrobe
- Attend events that the current Mayor is attending
- Start distancing yourself from controversial matters

### **The Election process**

The election of the Mayor and Deputy for the following year will take place in March (except in an election year) with a call for nominations. This process follows the procedure laid out in the Policy for the Election of the Mayor and Deputy. Please refer to the website for the most up to date version.

## **The Office of Mayor**

### **The History of the Mayor of Saltash**

Circa 1225 Reginald de Valletort, Lord of Trematon Castle and Trematon Manor, granted a Charter (not dated) to the burgesses of Essa, as Saltash borough was then called. He confirmed all the privileges which they had received from his ancestors. The charter contained a clause stating that the burgesses would be able to elect a reeve themselves. A reeve was a borough administrator.

Two centuries later the term “Mayor of Saltash” began to appear in some documents; gradually it became the standard title. It was made official in the charter granted to Saltash borough by Queen Elizabeth I in 1585.

The Town of Saltash is twinned with Plougastel in Brittany.

For more information on the history of the town please visit Saltash Heritage.

### **The Civic Head of the Town**

The Mayor is the First Citizen of the Town and will be in the public eye for the whole of their term. The central role is as representative for the Town Council, the community and local democracy.

The Office of Mayor can be used to:

- Promote the Town Council's aims and objectives
- Promote the Town and economic investment
- Champion causes raising their profile
- Raise awareness of local democracy
- Celebrate success
- Be the face of the Town in times of sadness
- Welcome visitors on behalf of the Town.

**Please note:** A female Mayor is not a Mayoress which is a title that may apply to a Mayor's nominated female partner.

## **The Deputy Mayor**

Duties and responsibilities:

1. The Deputy Mayor deputises for the Mayor when they are unable to fulfil the duties of the post, at the request of the Mayor.
2. Support the Mayor at annual Civic events or other events hosted by the Town Council, at the request of the Mayor.
3. Carry out duties of the post fairly and without discrimination, and in accordance with the aims and objectives of the Town Council.

## **The Consort**

The role of the Consort, whilst not recognised by law, is accorded precedence alongside the Mayor. Whilst it is not obligatory to appoint a Consort they can provide assistance as follows:

- Personal support to the Mayor
- Accompany the Mayor on engagements
- Observance of Civic protocol
- Support with Mayor's charities and events

The Consort will not normally attend engagements without the Mayor.

When carrying out their roles, the Mayor, Deputy Mayor and Consorts should at all times consider the public nature of their office. Behaviour and manner will need to be appropriate at all times and not bring the Town Council into disrepute. They should follow the advice and guidance issued by the Mayor's office at all times and should not:

- Attend any function or otherwise give support to any organisation or person whose objectives are contrary to law and/or Town Council policy;
- Solicit engagements or visits or otherwise procure favours by virtue of office.



**A note on precedence**

The Town Council has a protocol in place for order of precedence at Civic Events<sup>2</sup> in the town. Where a member of the Royal Family visits the Lord Lieutenant will advise on the required protocols and precedence. Guidance can also be found in the NALC Legal Topic Note 10<sup>3</sup>.

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<sup>2</sup> Appendix 1

<sup>3</sup> Appendix 2

## Initial actions on election as Chairman of the Town Council (Mayor)

Appoint a Consort (if desired)	Chairman of the Town Council (Mayor) to appoint and advise the Mayor's Secretary.
Appoint a Chaplain (if desired)	The Chairman of the Town Council (Mayor) should personally approach the Chaplain and, once the position has been accepted, advise the Mayor's Secretary of the name and contact details for the Chaplain.
Appoint a Mayor's Cadet (if desired)	If you have a personal connection with a youth organisation, you may wish to select a Cadet. Alternatively, a request for nominations can be issued. This should be discussed with the Mayor's Secretary.
Choose a town based charity/organisation/group to support during the year.	If you wish to support a local charity/organisation/group please make the details known to the Mayor's Secretary.
Make an appointment with the Mayor's Secretary	<p>This first appointment should be used to:</p> <ul style="list-style-type: none"> <li>• Provide biographic notes for inclusion on the Mayoral information page of the website. <a href="http://www.saltash.gov.uk/mayoral.php">www.saltash.gov.uk/mayoral.php</a></li> <li>• Notify the Mayors Secretary of any dates where you will be unavailable during your term of office.</li> <li>• Advise of any special requirements that you might need to be communicated to organisers</li> </ul>

	<p>of events (please note that any details provided will be protected by Data Protection/ UK GDPR).</p> <ul style="list-style-type: none"> <li>• Provide proposed dates and plans for Civic events such as – <ul style="list-style-type: none"> <li>- Mayor Making</li> <li>- Remembrance</li> <li>- Civic Service</li> </ul> </li> <li>• Provide details of any additional events you plan to hold during your term to ensure sufficient time for obtaining permissions and approvals e.g. Beating of the Bounds</li> <li>• Advise if during the term as Mayor you wish to undertake Christmas visits to care homes and send e-Christmas cards.</li> </ul>
Purchase a supply of thank you cards!	A handwritten note from the Mayor after an event will be appreciated by organisations.

## **The role of the Mayor's Secretary**

The Mayor's Secretary is the Officer of the Town Council who will support the Mayor in their Civic role. This forms only part of their role as a full-time member of the administration team.

The Mayor's Secretary will:

- Receive invitations for the Mayor and reply after consultation with the Mayor
- Maintain the Civic Diary
- Maintain the Mayor's Page on the STC website
- Receive and respond to Mayor's correspondence where appropriate
- Organise Civic and Community events (e.g. Civic Service, Remembrance Service) and attend as directed by The Office Manager / Assistant to the Town Clerk
- Produce the monthly Chairman's Report

## **Carrying out the role**

A word on home security – you will be out and about and away from home for much of the Mayoral year. Whilst engagements are not published in advance by the office you may wish to review your home security arrangements.

## **Engagements**

Every invitation for the Mayor to attend an event must be routed through the Mayor's Secretary. If the Mayor is contacted directly the correspondent should be asked to resubmit their invitation through the official channels. This allows the Mayor's Secretary to run an accurate and efficient diary and is also a requirement for insurance purposes.

The Chain will only be covered at Town Council events or where the Mayor is representing the Town Council. If the Town Council is unaware that the Mayor had the chains while on official business, it would be difficult to prove they were insured, and as a result, the chains would not be covered.

The Mayor will be expected to attend the majority of engagements with the Deputy only being involved where there is a double booking or during the Mayor's holiday, unforeseen illness etc.

Once an invitation has been accepted it should not be cancelled, except in an emergency, and it is not acceptable to 'change your mind' if a later invitation is received that is more appealing. Events and engagements within the town will always take precedence over events outside the town boundary.

The Mayor should not attend commercial functions where their name may be used for advertising purposes except where it is of clear benefit to the town.

The Mayor should attend punctually (but not too early), being ready to take their place at the appointed time whilst allowing time for robing if necessary.

After an engagement the Mayor may wish to send a handwritten note of thanks to the hosts.

The Mayor's Secretary writes the Chairmans Monthly report to the Town Council which includes details of all engagements attended the previous month. This information is then displayed on the Mayoral page of the Town Council website.

### **Speeches**

Please note that the Mayor is responsible for writing their own speeches.

### **Town Messenger**

The Mayor is responsible for writing a monthly column for the Town Messenger.<sup>4</sup>

### **Mayor's Charity**

If you choose to support a local charity during your year in office, it is your responsibility to lead in any fundraising initiative(s).

The Mayor's Secretary is in place to support the smooth running of Civic Events but not charity events. When looking at these events the Mayor should give thought as to how they can be organised without assuming that Officers will be able to staff and organise them.

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<sup>4</sup> Communications Policy

Where money is collected at a fundraising charity event run by the Mayor the following procedure should be followed:

- Any money collected should be deposited in a sealed collection tin during the event and brought into the Guildhall for opening.
- The Finance Assistant will open the collection tin, count the money, following the Town Council's financial processes and deposit it into the Mayor's Charity Bank Account.
- Once the total amount raised is confirmed the Mayor's Secretary will notify the Mayor who can publicise this if they wish.

### **Chains, Badges and Robes**

Chains and badges – safe custody guidelines:

The Town Council has agreed the following guidelines for the safekeeping of the Civic Regalia. You should read these carefully and adhere to them. Please contact the office if you have any queries.

Responsibilities:

1. The Town Council will:

- 1.1. Maintain insurance cover for all Civic regalia under the Town Council insurance policy;
- 1.2. Be responsible for the maintenance of the regalia including any damage or wear and tear etc.

2. The Mayor and Deputy:

- 2.1. Ensure the specific conditions of the Town Council insurance are followed (you will be briefed by the Town Clerk following your election).
- 2.2. As far as is practical follow the other guidelines for the safe custody of the regalia.
- 2.3. Do not attempt to clean or repair any part of the regalia. Reporting any damage immediately to the Town Clerk.
- 2.4. Take reasonable precautions to minimise the loss or injury of any Town Council regalia, considering every situation carefully.

For example:

If travelling to an event (especially if alone) is it safe to wear whilst driving or walking to the venue?

However, if parking at the event, it would be expected for the Mayor to be wearing the Chain on entry, therefore wearing it travelling from the car to the event would be reasonable.

Store the Chain in the case provided when not being worn.

Follow guidance provided on the safe custody of all parts of the regalia.

### **Guidance on wearing the Civic Regalia**

Note: Civic chains are not worn with military uniform but may be worn over academic dress or full canonicals by a member of the clergy.

A buttonhole (the exception being a poppy) is not normally worn with the Mayoral Chain.

The section on Pre-Election Period also applies to wearing of Civic Regalia.

<b>Item</b>	<b>Guidance on wearing/use of item</b>
<b>Mayoral Chain</b>	<p>When undertaking official duties as Mayor and/or private places/engagements: with suitable precautions adhered to including reserved parking space where possible and the agreement of the Town Clerk.</p> <p>In other parish/town: only with written permission of the Mayor's office of that parish/town which the Mayor's Secretary will obtain behalf of the Mayor.</p>
<b>Consort's Chain and Medallion</b>	<p>The Consort will only wear the chain and medallion when accompanying the Mayor wearing the chain. (Same guidance applies.)</p>
<b>Deputy Mayors Chain and Pendant</b>	<p>The Deputy Mayor does not wear the chain and pendant at Town Council meetings except in the absence of the Mayor when they will be required to take the Chair.</p> <p>The Deputy Mayor may wear the chain and pendant in the presence of the Mayor when attending Civic, Ceremonial and official functions.</p>
<b>Deputy Consort's Pendant</b>	<p>May be worn when accompanying the Deputy Mayor.</p>



<b>Mayoral Robes</b>	<p>May be worn when attending a Civic Event.</p> <p>Robes comprise of:</p> <p>Bicorn with gold flash (Tricorn for female Mayors)</p> <p>Red robe trimmed with fur</p> <p>White gloves</p> <p>Lace Jabot</p> <p>(plus, Chain of office)</p> <p>At the discretion of the Mayor the accompanying Town Sergeant, Mace Bearer and Town Clerk will also be in Civic dress.</p>
<b>Deputy Mayor Robes</b>	<p>May be worn when attending a Civic Event.</p> <p>Robes comprise of:</p> <p>Bicorn with silver flash</p> <p>Navy robe</p> <p>(plus, Chain)</p> <p>At the discretion of the Mayor the accompanying Town Sergeant, Mace Bearer and Town Clerk will also be in Civic dress.</p>

Images will be added should the proposed amendments be agreed.

When the Mayor is wearing full official Robes and Hat, the Hat should be removed when:

- Acknowledging Salutes;
- During the playing of the National Anthem;
- In the presence of a member of the Royal Family;
- During Church services
- During March Pasts, the Mayor should remove and replace the Hat:
  - As each section passes the salute;
  - When the Colours pass; and
  - On an inspection when the Mayor passes the Colours.

## **Wearing the Chains**

You may need to secure the Chains to your clothing to correctly position them. You may for example wish to have some loops attached to a suit jacket but it is worth considering the delicacy of any fabric when selecting an outfit for an official engagement.

## **Budgets, Allowances and Hospitality**

The Chairman of the Town Council is paid an allowance (taxable) during the term of office to reflect expenses incurred (LGA 1972, s15 (5) and 34 (5)). The objective of the allowance (which is separate from the Town Councillors Allowance) is to allow any Town Councillor to be able to be Mayor regardless of personal financial circumstances and to allow each Mayor to fulfil the duties of the role with dignity.

The Finance Officer will advise on the allocation of the Mayor's allowance.

### **Who pays for what?**

The Chairman is given the allowance in the expectation that they will fund a number of things while other expenses are paid from the Civic Occasions budget. The LGA does not stipulate the type or category of expenditure. A breakdown is shown below and while not an exhaustive list, the examples should cover most expenditure items of the year. If you are in any doubt as to whether you are expected to pay for something, please ask.

<b>Category</b>	<b>Paid from the Chairman of the Town Councils Allowance</b>	<b>Paid from the Civic Ceremonial Events Budget</b>
<b>Flowers</b>	Personal bouquets; buttonholes; special arrangements	Remembrance Sunday costs including wreaths
<b>Food/Drink</b>	Private catering/working lunches including alcohol	Official lunch meetings Special meetings (e.g. the High Sherriff)
<b>Photos</b>		All photography at Town Council Civic events is paid for by the Town Council
<b>Travel</b>	Mileage to and from events	
<b>Entry to events</b>	Tickets for events	
<b>Charity events</b>	Raffle prizes/tickets; charitable fundraising	

<b>Donations</b>	Donations to charities	
<b>Additional Mayor Making Expenditure</b>	All additional expenses must be paid from the Mayor's Allowance e.g. Gifts to attendees that the Mayor may wish to thank	Pennies and Fruit for Mayor Making
<b>Administration expenses</b>	Telephone, stationery, printing and postage	

### **Hospitality / Gifts**

The Mayor is entitled to four free uses of the Town Council premises for fundraising events. The Mayor can gift the free use of Town Council facilities to other charities or organisations to benefit from if they wish.

Other requests for free room hire should be referred to the Hire of Town Council Premises and Events Policy.

The Mayor and Deputy Mayor must register all gifts regardless of value that fall outside of the appropriate gifts and hospitality guidance. This is done by providing the full details in writing to the Assistant to the Town Clerk/ Office Manager, who will enter it on to the Town Council's Register of Gifts and Hospitality.

For further guidance on gifts and hospitality please refer to the Code of Conduct Appendix A.

### **The Civic Year**

There is a structure to the year with a number of regular Civic events that will appear in the Mayor's Diary as follows:

#### **Mayor Making**

As soon as you are elected you will be asked if you wish to hold a Mayor Making Ceremony. This is entirely up to you but is an opportunity to continue the traditions associated with the event (previously known as Mayor Choosing) with your friends, family and colleagues.

The Mayor's Secretary will assist with the arrangements although the booking of a photographer (if desired) and the catering (including drinks) are the responsibility of

the Mayor to arrange and pay for. The venue is also the choice of the Mayor but please note if not held in the Guildhall, the associated costs are the responsibility of the Mayor.

### **Civic Service**

This is normally held towards the end of the Civic Year (March/April) to celebrate the year held in office.

The Mayor may also wish to present awards as part of the Civic Service. More information can be found in the Civic Awards Policy.

The Mayor's Secretary will assist in the arrangements.

### **Remembrance Sunday – the closest Sunday to 11<sup>th</sup> November**

The Town Council holds an annual service and parade followed by wreath laying. This is a Civic Event which the Town Council deliver and invites the Saltash Branch of the Royal British Legion to participate.

Each year, the Mayor, acting on behalf of Saltash Town Council, will review the arrangements for Remembrance and prepare a proposal for the Town Council. In doing so, the Mayor will consider all elements of Remembrance, following the successful model historically used in Saltash, and will work in collaboration with the Mayor's Chaplain. This work will be supported by the Mayor's Secretary, who will assist with report writing, planning, coordination, and administrative arrangements. The proposal for arrangements must be received no later than August's Full Town Council meeting to apply for any road closures required and to allow members time to consider and approve the proposed arrangements.

The Civic Event includes the laying of wreaths by the Mayor and Civic Party at the following locations

- Saltash Waterside
- Saltash Railway Station
- Memorial Peace Gardens
- St Stephens War Memorial
- St Nicholas and St Faith War Memorial following the afternoon service.

The laying of wreaths is subject to weather conditions on the day.

### **Armistice Day – 11 November**

A short service of commemoration is held in Fore Street—organised and led by the Saltash Branch of the Royal British Legion at 11.00 a.m. and is a Civic Event.

When an invitation is received from the Saltash Branch of the Royal British Legion it will be received at a Full Town Council meeting for consideration.

### **Other Town events that may request a Civic presence/parade:**

- May Fair
- Saltash Regatta
- Christmas Event

These organisations may wish to invite the Mayor and formally request the Civic Party's attendance, which can be requested via the Town Council and well in advance to allow for proper preparations by the Mayor's Secretary.

### **Civic Funerals**

Any serving Town Councillor who dies during their term of office is entitled to a Civic Funeral but only at the express wish of the family.

Any former Mayor or Freeman who dies is entitled to a Civic Funeral but only at the express wish of the family. There is a protocol in place, and the Town Clerk will offer guidance.<sup>5</sup>

### **Death of Senior Member of the Royal Family (or other significant National Figure where public mourning is indicated)**

There is a protocol in place, and the Town Clerk will offer guidance.

### **Honorary Positions**

The Mayor holds the following honorary positions:

- Royal Naval Association- Patron.
- Rotary Club of Saltash - Honorary member and welcome to attend meetings and give a talk.
- Saltash Sailing Club- Honorary member.

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<sup>5</sup> Appendix 3

## **The Chairman of the Council**

The Town Council cannot operate without a Chairman and the Local Government Act 1972 provides legislation to ensure:

- a. that there is always someone to preside over a meeting;
- b. the person presiding has a casting vote which must be used.

The Chairman should ensure they have a good understanding of the Town Council Standing Orders as they begin their term of office. It is also recommended that training on chairing skills is undertaken.



Make sure that you have all the dates for Town Council meetings that you will chair in your diary. If you are not able to attend, give your Deputy sufficient notice for them to be fully briefed and able to chair the meeting effectively.

## **Term of Office**

The Chairman's term of office continues until the appointment of a successor, other than where the Chairman resigns or is disqualified.

## **Legislation**

At the Annual Meeting:

The first item of business is to elect a Chairman. <sup>6</sup>

The Chairman of the Town Council remains in office until his successor has been elected and should preside even if they have not been elected to the Town Council.<sup>7</sup>

The retiring Chairman will:

- Receive apologies and confirm the meeting is quorate
- Receive nominations and count votes for the election of the new Chairman
- If the retiring Chairman has been elected as a Town Councillor, they have an original vote but is under no duty to cast it. <sup>8</sup>

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<sup>6</sup> LGA 1972 ss.15(1) and (2)

<sup>7</sup> LGA 1972 ss.15(4)

<sup>8</sup> LGA 1972 Sch12 para 39(1)

- If the retiring Chairman has not been elected as a Town Councillor they do not have an original vote<sup>9</sup>
- In the event of a tie the retiring Chairman (regardless of whether they are an elected Town Councillor) must use their casting vote to break the deadlock.<sup>10</sup>

Note: there is no reason why a candidate shall not vote for themselves.

On election the Chairman will immediately sign the Declaration of Acceptance of Office<sup>11</sup> in front of the Town Clerk and then preside over the remaining business.

If the Declaration of Acceptance of Office is not signed at the due time or before the next meeting of the Town Council, the Town Councillor will thereupon vacate the office and a casual vacancy will arise.

Note: The Vice-Chairman does not sign a Declaration of Acceptance of Office as Vice-Chairman but (simply) acceptance of office of Town Councillor.

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<sup>9</sup> LGA 1972 ss.15(2)

<sup>10</sup> LGA 1972 s.15(3)

<sup>11</sup> LGA 1972 s.83(4)



## The Role of the Chairman at Meetings



Be prepared! It is the Chairman's responsibility to carry out their own research prior to attending meetings of the Town Council.

If present, the Chairman of the Town Council must preside at Town Council meetings.

If the Chairman is not present, the Vice-Chairman must (if present) preside.

In the event that neither the Chairman nor Vice-Chairman is present, the Town Council shall vote for a member to preside at that meeting.

The Chairman or member of the Town Council presiding at a meeting, will sign the minutes of that meeting.

It is the Chairman's responsibility (McCourt; Millward, 2007):

1. To determine that the meeting is properly constituted and that a quorum is present;
2. To be informed as to the business and objects of the meeting;
3. To preserve order in the conduct of those present;
4. To confine discussion within the scope of the meeting and reasonable limits to time;
5. To decide whether proposed motions and amendments are in order;
6. To formulate for discussion and decision questions which have been moved for the consideration of the meeting;
7. To decide points of order and other incidental questions which require decision at the time;
8. To ascertain the sense of the meeting by:
  - 8.1. Putting relevant questions to the meeting and taking the vote thereon (and if so minded giving a casting vote);
  - 8.2. Declaring the result; and
  - 8.3. Causing a ballot to be taken if duly demanded;
9. To approve the draft of the minutes or other record of proceedings (with the consent of the meeting);
10. To adjourn the meeting when circumstances justify or require that course; and
11. To declare the meeting closed when its business has been completed.

CALC suggests some ground rules for running a successful meeting as Chairman:

- Stick to the agenda and keep to time;
- Work towards consensus;
- Everyone is encouraged, but no-one is forced, to participate. No-one dominates;
- Be courteous towards others, including members of the public, guest speakers and other Town Council members;
- Try not to interrupt when someone else is speaking;
- Respect the ideas of others. Everyone has something of value to contribute.
- If you wish to challenge – challenge the idea not the person;
- Remain open-minded and non-judgmental.

### **Voting**

During the meeting, if a vote on a matter is tied, the Chairman, or other person presiding, has a second or casting vote. (See above.)

Whilst it is a convention in some councils that the Chairman will not vote when a matter is put before the meeting and will only use their casting vote, there is no rule of law on this and it is becoming a practice little followed. Some councils apply a convention that the Chairman will use their second or casting vote in a way to support the status quo and keep the question open for reconsideration at a later date, which is generally considered to be best practice. The choice remains with the individual Chairman.

## **Outside of the meeting**

Relevant policies available on the Town Council website:

- Scheme of Delegation
- Communications Policy and Strategy
- Protocol for Member Officer Relations

The Chairman has much more involvement in the Town Council during their term of office working closely with and supporting the Town Clerk, or in their absence the Office Manager / Assistant to the Town Clerk. You should be prepared to receive more direct emails and phone calls.

The Town Clerk may approach the Chairman of the Town Council to informally discuss matters that arise or informally consult on decisions that is within the remit of the Town Clerk to make. The Chairman of the Town Council may also be asked for information about the town.

Correspondence to and from the Town Council is normally dealt with by the Town Clerk or their delegated officer.

## **Out-of-Hours Emergency Contact Protocol**

In the event of an urgent Town Council matter arising outside normal office hours, the following communication is to be adhered to:

- Staff or concerned Members will contact the Chairman of the Town Council as the first point of contact.
- The Chairman will assess the situation and decide whether immediate action is required.
- If further advice, authority, or operational decision-making is needed, the Chairman will contact the Town Clerk via their personal mobile phone.
- If the Chairman is unable to make contact with the Town Clerk, they have delegated authority to act in the best interests of the Town Council and will report to the Town Clerk upon their return.
- In the absence of the Chairman the point of contact is the Deputy Chairman, and in the absence of the Deputy Chairman the immediate past Chairman becomes the point of contact.

### **The Monthly Meeting of the Town Council**

The agenda for the monthly meeting of the Town Council will be worked up with the Town Clerk and you will be asked to approve the agenda before it is issued. There are legal requirements for issuing notice of meetings which the administration office work to and you may find it helpful to set time aside in your calendar to ensure you are able to respond in good time especially where you have questions. You should also give plenty of notice of any items you would like to add to the agenda.

Prior to the meeting there will be a briefing with the Town Clerk. You should be able to estimate the time needed per item from this meeting.

### **Extraordinary Meetings**

The Chairman of the Town Council has the power to call an Extraordinary Meeting at any time. The Town Clerk will advise you further on this power.

### **Authorisation for payments**

At any time, the Chairman of the Town Council may be contacted for authorisation under the Scheme of Delegation. Please ensure you are familiar with your role under this policy.

### **Press releases and communicating with the media**

The Town Clerk, or Office Manager / Assistant to the Town Clerk will clear all press releases, or comments to the media, with the Chairman of the Town Council or the Chairman of the relevant committee as appropriate.<sup>12</sup>

Where comments are requested from the media, the Chairman of the Town Council will normally be the authorised spokesperson but they may choose to authorise another Town Councillor to speak on an issue.

Please refer to the Communications Policy and Strategy.

### **Official Signatory**

The Chairman of the Council will on occasion be required to be a signatory in addition to the Town Clerk or in their absence the Office Manager / Assistant to the Town Clerk to the Town Council's official seal on documents on behalf of the Town Council.

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<sup>12</sup> Communications Policy and Strategy

## **Resignations**

The Chairman of the Town Council is the person who receives the resignations of other councillors or the Town Clerk.

## **Neutrality**

The convention has been that during the Civic Year the Chairman of the Town Council reduces their political profile and displays even handedness, avoiding involvement in contentious issues.

The Chairman of the Town Council should not attend political events in their capacity as Mayor of Saltash and wearing the Chain.

## **Pre-Election Period**

Special conditions apply to the issue of publicity in the period leading up to elections. During the six-week period leading up to an election, the Town Council must take special care not to issue any publicity that might conceivably be perceived as having the potential to influence the outcome of the poll.<sup>13</sup>

To ensure compliance with the various Acts and Publicity Code, the Town Council will avoid issuing any publicity in this period in the name of or associated directly with any Councillor, including the Chairman of the Town Council.

No Civic Events should be held during this period and the Chairman of the Town Council (or any previous Chairman of the Town Council) should not use any photographs of them wearing Mayoral Robes or any Civic Regalia in election publicity material.

## **The end of your year in office**

- Write your final column for the Town Messenger.
- Write any letters of thanks.
- Ensure all items of Civic Regalia and keys are returned to the Guildhall and checked in with the Mayor's Secretary.

The final role will be to chair the first item at the Annual Meeting, the election of the new Chairman of the Town Council.

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<sup>13</sup> Representation of the People Act 1983; Local Government Act 1986; Local Authority Publicity Code of Recommended Practice 2001

You will be presented with a Mayor's Badge engraved with your name and term of office by the new Chairman of the Town Council.

## **Appendix 1**

### **Protocol for precedence at Civic Events**

#### **Civic Event Order of Precedence Protocol**

#### **Town Sergeant to exercise control and form up parade.**

Town Sergeant and Mace Bearer

Mayor and Mayoress/Consort or Lord Lieutenant if present.

Town Clerk and Mayors Chaplain  
plus, Mayoress/Consort if Lord Lieutenant present.

Deputy Mayor and Deputy Mayoress/Consort.

Mayors Cadets

Town Councillors (In order of length of service/seniority).

Freeman of Town (In order of length of award)

Member of Parliament

Town Crier plus May Queen and Princesses

Visiting dignitaries

Police /Fire Representatives

Others

## **Appendix 2**

### **Royal Visits**



## **Legal Topic Note**

***LTN 10***

***March 2013***

### **ROYAL VISITS**

#### **Introduction**

1. This Legal Topic Note explains the formalities and rules of precedence associated with a visit to a town; parish or community by a member of the Royal Family or the Lord Lieutenant.

#### **Legislation**

2. By virtue of section 3(4) of the Local Government Act 1972 'The chairman of a district council shall have precedence in the district, but not so as prejudicially to affect Her Majesty's royal prerogative'.

#### **Royal Prerogative**

3. Her Majesty the Queen has made known her wishes about precedence in connection with Royal visits by Her Majesty the Queen, and by those members of the Royal Family styled His or Her Highness and their spouses.
4. Except where a District matter is the purpose of a Royal visit to a county the order of presentation by the Lord-Lieutenant to the Royal visitor normally be:-
  - a. Lord-Lieutenant's spouse;
  - b. High Sheriff and spouse;
  - c. Chairman of County Council and spouse;
  - d. County Chief Executive and spouse;
  - e. Chairman of District Council and spouse;
  - f. District Chief Executive and spouse;
  - g. Member of Parliament and spouse;
  - h. Chief Constable and spouse; and



- i. The Principal Organiser of the event.
5. Thereafter other necessary presentations may be deputed to the Principal Organiser.
6. Where a District matter is the purpose of the Royal visit, the Chairman of the District Council (or Mayor of the Borough) will take precedence over the Chairman of the County Council (s. 3(4) of the Act of 1972). Where there is doubt whether the visit is for a District matter organisers are expected to consult the Lord-Lieutenant.

### **Town, Parish and Community Councils – Visits**

7. There is no provision in the formal order of precedence on Royal visits for the Town Mayor or Chairman of the Parish or Community Council. Where the visit has a particularly local character and is taking place in a Town, Parish or Community the Town Mayor or Chairman would normally be presented as a courtesy after the organiser of the event. In cases of difficulty, it should be possible for the Lord Lieutenant to resolve the problem. Advice in advance can also be sought from the Private Secretary to the Member of the Royal family.

### **Events Not Involving Royal Family**

8. The Lord-Lieutenant, if present, takes precedence as the representative of Her Majesty. The Mayor of the Borough or Chairman of the district council has precedence (next after the Lord-Lieutenant) in the borough or district over all other persons (s. 3(4) of the Act of 1972). This statutory right applies even at functions or meetings convened by a Town Mayor or Chairman of a Parish or Community Council. In his town or parish or community the Town Mayor or Chairman should have precedence after the Borough Mayor or District Chairman.
9. The question of precedence is a social, not an executive issue. Accordingly notwithstanding the rules of precedence, the person entitled to preside, or the person convening the meeting or event, whichever is appropriate, will preside. So at a Town Council dinner the Town Mayor presides even though the District Chairman is present.
10. The order of Civic precedence after the local Mayor or Chairman is not pre-determined. So far as is necessary it should be arranged by the organiser of the event. Modelling the list so far as possible on that prescribed for Royal visits and differentiating between equals by reference to the date of first taking up the position currently held should normally provide a satisfactory answer. Where

there are clear local customs these should be followed. For social precedence there is a clear and long list mainly based on titles or honours to be found in standard books of etiquette.

## **Insignia**

11. Invitations to events should as a matter of courtesy indicate the style and dress and, in particular, invitations by Town Mayors or Chairmen to the heads of other local authorities should say whether Civic insignia (such as a Mayoral chain) is to be worn. This is a matter for the convenor of the event. The organiser does not have to follow any direction or wish of the Mayor of the borough or Chairman of the district although normal Civic courtesy would give weight to any request from him.

## **Titles**

12. A Town Mayor should be described as 'The Town Mayor of \_\_\_\_'. A chairman of a parish or community council should be entitled 'The Chairman of the Parish (or Community) Council of \_\_\_\_'. A member of a town parish or community council should, if any title is used, be entitled 'Councillor (Miss or Mrs) \_\_\_\_'.

## **Forms of Address**

13. In view of the need to distinguish between borough mayors and town mayors it is thought that the proper forms of address should be 'Mr (or Madam) Town Mayor', Mr (or Madam) Chairman, or 'Town Mayor'. Members of councils should be addressed as 'Councillor (Mrs or Miss) \_\_\_\_' where formality is required. A deputy should be addressed as 'Mr (or Madam) Deputy Town Mayor' not as 'Mr Deputy'.

## **Civic Services**

14. There are no generally followed forms of church service for use on Civic occasions. It is normal practice for the service to be settled by arrangement between the clergyman and the local authority.
15. Further information can be found in "Civic Ceremonial: A Handbook, History and Guide for Mayors, Councillors and Officers" by Paul Millward.

**Other Legal Topic Notes (LTNs) relevant to this subject:**

LTN	Title	Relevance
12	Honorary Titles and Officers of Dignity	Sets out the powers of councils to grant honorary freedoms.

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## **Appendix 3**

### **Civic Funeral Protocol**

The procedure for a Civic funeral will normally follow closely that governing the attendance of the Town Council at church services

The Town Council will normally attend a funeral formally only if the deceased was a past Chairman of the Town Council or serving member of the Town Council or Freeman and then only at the invitation of the deceased's family

For the funeral of a Chairman of the Town Council who died in office the senior member of the Town Council will follow the coffin bearing the Mayoral Regalia on a black cushion.

However, the overriding factor shall be that of the family's wishes and protocol will not dictate precedence or procedure in these circumstances.

If the Chairman of the Town Council is to attend and the chain is to be worn the church must be notified and the family of the deceased may then mention the attendance of the Mayor during the service if they so wish.

On all occasions of public mourning either for royalty or for any of the above the head of the maces should be draped in black or a black bow tied around the shaft.

The Town Council flag shall be flown at half-mast from the day of the death until sunset on the day of the funeral.

Procedure notes:

- Agree with family/funeral director what the Town Council input into the service should be.
- St Stephens Church and St Nicholas and St Faith have a special pew for the Mayor that dictates where the Civic Party sit together with dedicated mace stands however other churches will require the mace stands to be in place beforehand.
- The Chairman of the Town Council will advise past Chairmen of the Town Council, Freeman, MP and past MPs that a Civic funeral will be taking place so that they can make a decision to be part of the Civic Party if they choose to.

- Town Sergeant and Mace Bearer to be notified (The black hoods for the maces are in the Guildhall safe).

## **Appendix 4**

### **Town Council Photography**

#### **Professional Photographer**

The Town Council may hire and pay for a professional photographer when:

- When it is a Civic Event organised by the Town Council.
- High-quality images are needed for the official record or Town Council publications.
- Specialist skills or equipment are required that cannot be provided in-house.

#### **Town Council Communications Officer**

The Communications Officer will normally take photographs for:

- Routine Town Council publicity such as social media or website.
- Smaller-scale or internal Town Council events.
- When professional photography is not essential.

#### **Authorisation**

- An appointment for a professional photographer is to be actioned by the Town Council office in accordance with 'who pays for what' please refer to page 21.
- The Mayor cannot hire a photographer at Town Council expense for personal or charity events.

SALTASH TOWN COUNCIL  
SCHEDULE OF MEETINGS 2026/27

Saltash Town Council Schedule of Meetings 2026/27																			
	APRIL			MAY			JUNE			JULY			AUGUST			SEPTEMBER			
Monday							1												Monday
Tuesday							2									1			Tuesday
Wednesday	1						3			1						2			Wednesday
Thursday	2						4			2						3			Thursday
Friday	3			1			5			3						4			Friday
Saturday	4			2	MAY FAIR		6			4			1			5			Saturday
Sunday	5			3			7			5			2			6			Sunday
Monday	6			4			8			6			3			7			Monday
Tuesday	7			5			9			7			4			8			Tuesday
Wednesday	8			6			10			8			5			9			Wednesday
Thursday	9			7	ANNUAL TOWN COUNCIL		11			9			6			10			Thursday
Friday	10			8			12			10			7			11			Friday
Saturday	11			9			13			11			8			12			Saturday
Sunday	12			10			14			12			9			13			Sunday
Monday	13			11			15			13			10			14			Monday
Tuesday	14			12			16			14			11			15			Tuesday
Wednesday	15			13			17			15			12			16			Wednesday
Thursday	16			14			18			16			13			17			Thursday
Friday	17			15			19			17			14			18			Friday
Saturday	18			16			20			18			15			19			Saturday
Sunday	19			17			21			19			16			20			Sunday
Monday	20			18			22			20			17			21			Monday
Tuesday	21			19			23			21			18			22			Tuesday
Wednesday	22			20			24			22			19			23			Wednesday
Thursday	23			21			25			23			20			24			Thursday
Friday	24			22			26			24			21			25			Friday
Saturday	25			23			27			25	REGATTA		22			26			Saturday
Sunday	26			24			28			26			23			27			Sunday
Monday	27			25			29			27			24			28			Monday
Tuesday	28			26			30	PM Meeting on site followed by site visit		28			25			29			Tuesday
Wednesday	29			27						29			26			30			Wednesday
Thursday	30			28						30			27						Thursday
Friday				29						31			28						Friday
Saturday				30									29						Saturday
Sunday				31									30						Sunday
Monday													31						Monday
Tuesday																			
Annual FTC								<a href="#">Additional Meetings:</a>					<a href="#">Attendance (by invitation) for Civic Parade:</a>						
Town Council								Annual Town Council 7 May 2026					May Fair 2 May 2026						
Planning and Licensing								Annual Meeting with Parishioners TBC					Regatta 25 - 26 July 2026						
Policy & Finance													Remembrance Civic Service 8 November 2026						
Services								<a href="#">Civic Events:</a>					Remembrance Armistice Day (RBL) 11 November 2026						
Personnel								Mayor Choosing TBC											
Burial Authority								Civic Service TBC											
Burial Board								Civic Awards TBC											
Bank Holiday																			

SALTASH TOWN COUNCIL  
SCHEDULE OF MEETINGS 2026/27

Saltash Town Council Schedule of Meetings 2026/27																		
	OCTOBER			NOVEMBER			DECEMBER			JANUARY			FEBRUARY		MARCH			
Sunday																		
Monday													1			1		Monday
Tuesday							1						2			2		Tuesday
Wednesday							2						3			3		Wednesday
Thursday	1						3						4			4		Thursday
Friday	2						4			1			5			5		Friday
Saturday	3						5			2			6			6		Saturday
Sunday	4			1			6			3			7			7		Sunday
Monday	5			2			7			4			8			8		Monday
Tuesday	6			3			8			5			9			9		Tuesday
Wednesday	7			4			9			6			10			10		Wednesday
Thursday	8			5			10			7			11			11		Thursday
Friday	9			6			11			8			12			12		Friday
Saturday	10			7			12			9			13			13		Saturday
Sunday	11			8	REMEMBRANCE CIVIC SERVICE		13			10			14			14		Sunday
Monday	12			9			14			11			15			15		Monday
Tuesday	13			10			15			12			16			16		Tuesday
Wednesday	14			11	ARMISTICE DAY		16			13			17			17		Wednesday
Thursday	15			12			17			14			18			18		Thursday
Friday	16			13			18			15			19			19		Friday
Saturday	17			14			19			16			20			20		Saturday
Sunday	18			15			20			17			21			21		Sunday
Monday	19			16			21			18			22			22		Monday
Tuesday	20			17			22			19			23			23		Tuesday
Wednesday	21			18			23			20			24			24		Wednesday
Thursday	22			19			24			21			25			25		Thursday
Friday	23			20			25			22			26			26		Friday
Saturday	24			21			26			23			27			27		Saturday
Sunday	25			22			27			24			28			28		Sunday
Monday	26			23			28			25						29		Monday
Tuesday	27			24			29			26						30		Tuesday
Wednesday	28			25			30			27						31		Wednesday
Thursday	29			26			28			28								Thursday
Friday	30			27			29			29								Friday
Saturday	31			28			30			30								Saturday
Sunday				29			31			31								Sunday
Monday				30														Monday
Tuesday																		Tuesday
Annual FTC																		
Town Council																		
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							Civic Awards TBC											