



## **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)

9 January 2026

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 15th January 2026 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	S Gillies	G McCaw
R Bickford	M Johns	S Miller
J Brady	S Martin	B Samuels
R Bullock (Chairman)	P Nowlan	B Stoyel (Vice-Chairman)
L Mortimore	J Peggs	
P Samuels	J Suter	

## **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.
  - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
4. Public Questions - A 15-minute period when members of the public may ask questions of the Town Council. (Pages 6 - 24)  
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 4 December 2025 as a true and correct record. (Pages 25 - 38)
6. To receive and note the minutes of the following Committees and consider any recommendations:
  - a. Services held on 11 December 2025; (Pages 39 - 46)
  - b. Planning and Licensing held on 16 December 2025; (Pages 47 - 52)
  - c. Policy and Finance held on 13 January 2026. (Pages 53 - 101)
7. To receive the Chairman's report and consider any actions and associated expenditure. (Page 102)
8. To receive the Monthly Crime Figures and consider any actions. (Page 103)
9. To receive a report from Community Enterprises PL12 and consider any actions and associated expenditure.
10. To receive a report from Community Area Partnerships and consider any actions and associated expenditure.

11. To receive a report on behalf of Safer Saltash and consider any actions and associated expenditure.
12. To receive a report from Saltash Chamber of Commerce and consider any actions and associated expenditure.
13. To receive a report from Cornwall Councillors and consider any actions and associated expenditure. (Pages 104 - 108)
14. To receive an update on the future of the health care in Saltash and consider any actions and associated expenditure.
15. To consider Risk Management reports as may be received.
16. Finance:
  - a. To advise the receipts for November 2025; (Page 109)
  - b. To advise the payments for November 2025; (Pages 110 - 111)
  - c. To report urgent and essential works actioned by the Town Clerk under Financial Regulations;
  - 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;
  - e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.
17. To receive the Town Council Schedule of Meetings for the year 2026/27 and consider any actions. (Pages 112 - 115)
18. To receive a report on the Deed of Variation of Saltash Heritage Centre and consider any actions. (Pages 116 - 127)  
**(Pursuant to FTC held on 11.01.24 minute nr. 303/24/25)**
19. To receive an update on draft submissions for the Community Highways Improvement Programme and consider any actions and associated expenditure. (Pages 128 - 131)  
**(Pursuant to FTC held on 4.12.25 minute nr. 283/25/26)**
20. To receive a report on the fifth round of Community Infrastructure Funding and

consider any actions and associated expenditure. (Pages 132 - 134)

21. To receive a report on St Piran's Day and consider any actions and associated expenditure. (Pages 135 - 137)  
**(Pursuant to FTC held on 4.12.25 minute nr. 277/25/26)**
22. To receive a report on the Annual Town Meeting with Parishioners of Saltash and consider any actions and associated expenditure. (Pages 138 - 141)
23. To receive a report on Town Council attendance at events held in 2026 and consider any actions and associated expenditure. (Pages 142 - 143)
24. To receive a report on Cornwall Bus Travel Survey and consider any actions. (Pages 144 - 145)
25. To receive Town Team notes held on 12 January 2026 and consider any actions or associated expenditure. (Pages 146 - 150)
26. To receive a report on the monthly information sessions held at Oaklands Community Centre and consider any actions. (Page 151)  
**(Pursuant to FTC held on 4.09.25 minute nr. 192/25/26)**
27. To receive a report on Meet Your Councillors sessions and consider any actions and associated expenditure. (Pages 152 - 153)
28. Meet your Councillors: The next scheduled meeting date Saturday 17 January, location to be confirmed.

29. Public Bodies (Admission to Meetings) Act 1960:

30. To consider any items referred from the main part of the agenda.  
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.

31. Public Bodies (Admission to Meetings) Act 1960:

32. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
33. Date of next meeting: Thursday 5 February 2026 at 7:00 p.m.

34. Common Seal:

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

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

Please note: Any member of the public requiring to put a question to the Town Council must do so by 12 noon the day before the meeting.

<u>Date Received</u>	<u>Public Questions to the Town Council</u>	<u>Submitted By</u>
09/01/2026	Burraton Field	Resident
12/01/2026	Parking issues in Saltash	Resident
14/01/2026	Tamar Tag Fees	Resident

## **Submission of Questions, Representations and Evidence Form**

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

<b>Name:</b> Marie Whittam	<b>Date of submission:</b> 13 January 2026
<b>Are you attending the meeting in person to ask your question, please circle below:</b>  Yes or No - No. It is unlikely I will be able to attend.	
<b>If your question relates to a Planning or Licensing Application, please confirm the application number, name, address and whether you support or object:</b>  N/A	
<b>Question:</b> Write your question only, clearly and concisely, no person may submit more than one question, and no member of the public may speak for longer than 3 minutes.  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).  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.  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?	
<b>Representations and Evidence:</b> Add representations/evidence to support your question.  I have attached a copy of the aforementioned report for your information. I have also contacted Cornwall Council regarding the inaccuracies regarding the description of the recreational ground/park and its previous and current use.	

Report to:	<b>The Leader of the Council</b>
Date:	<b>29 August 2024</b>
Title:	<b>Release of Burraton Field, Saltash</b>
Portfolio Area:	<b>Resources</b>
Divisions Affected:	<b>Saltash Tamar</b>
Local Member(s) briefed:	<b>Y</b>
<b>Relevant Scrutiny Committee: Corporate Finance &amp; Performance</b>	
Authors, Roles and Contact Details:	<b>Peter Marsh, Service Director for Assets, Capital and Commercial Services, <a href="mailto:peter.marsh@cornwall.gov.uk">peter.marsh@cornwall.gov.uk</a></b>  <b>Jonny Alford, Strategic Property Lead, <a href="mailto:jonny.alford@cornwall.gov.uk">jonny.alford@cornwall.gov.uk</a></b>
Approval and clearance obtained:	<b>Y</b>
Date next steps can be taken	<b>Following expiry of call-in period</b>
<b>For Cabinet and delegated executive decisions only</b>	
Key decision? (≥£500k in value or significant effect on communities in two or more electoral divisions)	<b>Y</b>
Published in advance on Cabinet Work Programme?	<b>Y</b>
Urgency Procedure(s) used if 'N' to Work Programme?	<b>N</b>

**Exempt: Appendices 2 and 3 are not for publication by virtue of category 3**  
 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)).

**Reason for exemption:** Appendices 2 and 3 contain information which is commercially sensitive for the Council and third parties. Disclosure would be likely to harm the Council's interests in respect of the potential disposal price achievable and the third parties' commercial interests. Therefore, the public interest in maintaining the exemptions outweighs the public interest in disclosing the information.

**Recommendations:**

1. That the Council enters into an Option Agreement/Conditional Contract to dispose of the Property on the basis set out in the report.
2. That authority be delegated to the Head of Property Services to finalise the terms of the Option/Conditional Contract in accordance with the Code of Practice for Land and Property Transactions and the Scheme of Delegation.
3. That, subject to the terms of the Option/Conditional Contract being satisfied, the Property is declared surplus and disposed of in accordance with the terms set out in exempt Appendix 2 to the report.

**1 Executive Summary**

- 1.1 This report covers the potential disposal of the Burraton Sports Field, Saltash, identified in Appendix 1 'the Property'.
- 1.2 The Property is currently used as a formal sports pitch laid out for football and is available for hire on per match basis.
- 1.3 Cornwall Council has received an unsolicited bid to purchase the Property for development. The details of the party that has made the approach, and of the proposed use are set out in confidential Appendix 2.
- 1.4 The report recommends that provided the bidder can secure a planning consent for the proposed use, that the site should be sold on a one-to-one basis.
- 1.5 The report sets out the process to be followed to protect the site until a planning consent is secured but to provide certainty to the developer that if a consent is secured the transfer of the land will take place.

**2 Purpose of Report and key information**

- 2.1 The purpose of the report is to obtain authority to enter into an Option/Conditional Contract agreement to dispose of the freehold interest in the Property subject to the granting of detailed planning consent for the whole site.
- 2.2 The Property is a sports field of approximately 2.3 acres. It has historically been used as a football pitch approximately once per week during the football season, however, during the 2023/24 season, the use was substantially below

that level and was being used informally by Saltash Rugby Club who lease the adjacent property from Cornwall Council.

- 2.3 A photograph, location and site plan of the Property are provided at Appendix 1.
- 2.4 Cornwall Council has been approached by the bidder identified in confidential Appendix 2 who wish to purchase the Property for development.
- 2.5 The Property has been reviewed by the Council's Asset Management Group and confirmed as not being required to support any other Council service or activity. Formal section 123 Notices will be served, and the responses considered before the Option agreement is signed.
- 2.6 The Market Value of the Property for development has been assessed and the site is considered to have a value as set out in Appendix 2. The reasoning behind the One-to-One transaction (referenced in paragraph 1.4) is set out in the confidential appendix 2.
- 2.7 Disposal of the sports field is recommended on condition that planning consent for the intended use is obtained by the bidder, and that the bidder meets the cost of any planning condition or planning requirement to make alternative provision for leisure or sport provision in the local area.
- 2.8 Given the considerable costs for a bidder associated with obtaining planning consent and the future cost of reprovision, it is proposed that the disposal is progressed through the grant of an Option agreement which will provide the bidder with certainty of sale should they be able to meet the conditions of the Option agreement.
- 2.9 Discussions have been held with the bidder and 'in principle' terms have been agreed to enter into an Option Agreement with the Council to purchase the freehold interest in the Property. Should planning consent be granted for the bidders proposed use, this will enable the Option to be exercised and the freehold of the site to be transferred. The Planning consent and its conditions will ensure that the reprovision of leisure or sports facilities will occur if required by the planning process. A summary of the terms including the proposed sale price are set out in Appendix 2.
- 2.10 Officers are satisfied that the terms proposed represent best consideration and the proposed sale price is in line with surveyor officer advice regarding the Market Value of the Property.
- 2.11 It is proposed that if the report recommendations are approved, authority should be delegated to the Head of Property Services to finalise the terms and conditions of the Option agreement and the freehold transfer. These decisions will be made in accordance with the requirements of S123 of the

Local Government Act 1972 and with the Cornwall Council Code of Practice for Land and Property Transactions.

2.12 Divisional members for all Saltash wards, Saltash Town Council and the relevant portfolio holder have been consulted as set out in section 5 of the report.

### **3 Benefits for Customers/Residents**

3.1 The current leisure provision is underutilised which may reflect both the quality of the provision and its demand. The proposal could see replacement or improvements to leisure facilities in the area if required by the planning process which should be of a higher standard and provision leading, in turn, to increased demand / usage. It is considered that as the proposals will be subject to consultation and local scrutiny through a planning application, including Sport England as a statutory consultee, there will be public consultation and scrutiny of the proposals that the developer brings forward. This will ensure that any replacement/improvement facilities required by the planning process should address local needs. This consultation will take place in advance of the land transfer.

3.2 The mechanism for the planning consultation to be formalised will be through planning conditions and through any required S106 planning agreement contributions to ensure the reprocurement of any lost sports provision in the area as part of the planning approval process.

3.3 A sale of the Property will generate a capital receipt.

3.4 Development for the use set out in Appendix 2 would provide additional facilities to Saltash residents.

3.5 Release of the freehold interest in the Property will reduce revenue holding costs by approximately £3,000 per annum.

### **4 Relevant Previous Decisions**

4.1 None.

### **5 Consultation and Engagement**

5.1 The following divisional Members representing Saltash electoral wards have been consulted:

- Saltash Tamar

- Saltash Trematon & Landrak
- Saltash Essa

5.2 Representatives of Saltash Town Council have also been consulted.

5.3 The divisional Members and representatives of Saltash Town Council were supportive of the principles of the recommendations of this report. Some concerns were expressed in relation to highways matters which would need to be addressed as part of the prospective purchaser's planning application.

5.4 The Portfolio Holder for Resources has been consulted and is supportive of the recommendations set out in this report.

5.5 The community will be consulted on the proposal through the planning process led by the developer. Their input will heavily shape the planning outcome. This will all occur before the land transfer takes place.

## **6 Financial Implications of the proposed course of action/decision**

6.1 The release of the Property will produce a capital receipt which will be in line with the best value for the site complying with s123 of the Local Government Act.

6.2 Disposal of the Property will see the current use of the site cease with a reduction in revenue holding costs for the holding service which are estimated to be £3,000 per annum. It is not possible to set out the future revenue cost of any reprovision of sports facilities or indeed if these will sit with the Council or a third party.

6.3 The sale would be exempt from VAT as the property is not opted. There will be only a minimal impact on the Council's VAT partial exemption, as maintenance costs have been minimal, and costs associated with the disposal are not significant.

## **7 Legal/Governance Implications of the proposed course of action/decision**

7.1 Section 123 of the Local Government Act 1972 empowers the Council to dispose of land held by it in any manner it wishes and places a duty on the Council to obtain the best price reasonably obtainable, unless consent has been obtained from the Secretary of State.

7.2 The Council's constitution and scheme of delegation empowers the Service Director for Assets, Capital and Commercial to declare assets for sale that have a value of less than £1m, with Cabinet or the Leader (under executive

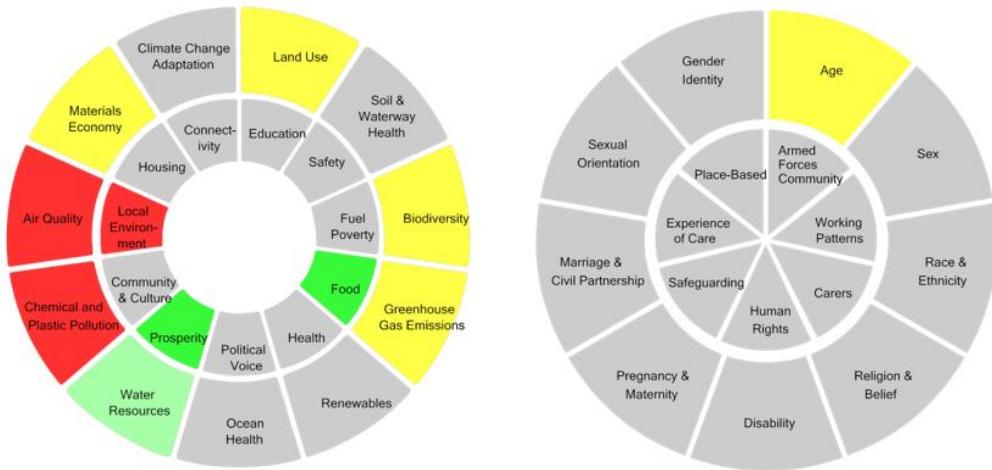
powers) then empowered to make decisions on assets with a value exceeding this.

- 7.3 The Council's Code of Practice for Land and Property transactions makes provision for the relevant Strategic Director with responsibility for property matters to agree to enter into one-to-one contractual arrangements where there is for all practical purposes only one potential purchaser provided they negotiate a fair price with that purchaser and record their action in the Property Log. Exempt appendix 2 sets out why a one to one contractual arrangement is recommended in this case.
- 7.4 The disposal process for one-to-one transactions (once decision to dispose has been made on behalf of cabinet or strategic director accordance to relevant price threshold) is delegated to the Head of Property and Landlord Services under the scheme of delegations.
- 7.5 Given the land is public open space the disposal will need to be advertised and the process followed in accordance with section 123 of the Local Government Act 1972 prior to the Council entering into the Option Agreement.
- 7.6 The delegation provided for in this report allows the detailed terms of the disposal to be addressed as part of the conveyancing process.

## **8 Risk Implications of the proposed course of action/decision**

- 8.1 The risk of the loss of leisure or sports facilities through the disposal of the site will be mitigated by the requirements of the Option Agreement/Conditional Contract which will require planning consent to be obtained. Sport England is a statutory consultee for planning applications and would need to be satisfied that reprocision of sports facilities in the area was not compromised in order to support the grant of planning consent for development of the site, although it is a consultee only and the requirement around planning conditions or planning obligations via a S106 planning agreement in respect of reprocision or improvement of suitable facilities in the local area is a matter of the planning process. The sale of the site would only complete upon the purchaser obtaining planning consent.

## 9 Cornwall Development and Decision Wheel



- 9.1 The property included in this report has been reviewed by the Cornwall Development and Decision Wheel team.
- 9.2 The impacts of the proposed disposal have been assessed as mixed with the most significant positive impacts relating to Food and Prosperity.

## 10 Options available

- 10.1 Option 1 – Dispose of the site by way of Option agreement/Conditional Contract for the amount and on the terms set out in Appendix 2. This provides certainty to the bidder and will provide them with confidence to make the necessary expenditure to progress a planning application.
- 10.2 Option 2 – Offer the opportunity on the open market. Whilst this would ensure robust testing of the market, any prospective bidder is unlikely to be prepared to make an offer to purchase the site without confidence of exclusivity because obtaining planning consent for alternative uses will require a significant commitment of time and money. Exempt appendix 2 covers this issue in more detail.
- 10.3 Do nothing – continue to hold the site which is not currently well utilised. The Council seeks through this process to unlock a development site, meet the leisure needs of Saltash for the future and generate a capital receipt. It is the officers' view that the potential outcomes warrant either Option 1 or Option 2 and that to do nothing is not an acceptable option for the site.

## 11 Supporting Information (Appendices)

- 11.1 Appendix 1 – Site plan, location plan and photograph.
- 11.2 Appendix 2 – details of the bidder and their proposed development proposal, details of the assessment of Market Value by Property Services and details of the proposed Option agreement terms – EXEMPT.
- 11.3 Appendix 3 – Cornwall Development and Decision Wheel – EXEMPT.

## 12 Background Papers

- 12.1 None.

## 13 Approval and clearance

### All reports:

Final report sign offs	This report has been cleared by (or mark not required if appropriate)	Date
Governance/Legal (Required for <b>all</b> reports)	Helen Furneaux	29/08/2024
Finance (Required for <b>all</b> reports)	Tracy Stepney	09/04/2024
Cornwall Development and Decision Wheel (where required)		
Service Director (Required for <b>all</b> reports)	Peter Marsh	03/09/2024
Strategic Director (If required)		

## **Submission of Questions, Representations and Evidence Form**

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<b>Name:</b>  David Simons	<b>Date of submission:</b>  12/01/2026
<b>Are you attending the meeting in person to ask your question, please circle below:</b>  No	
<b>If your question relates to a Planning or Licensing Application, please confirm the application number, name, address and whether you support or object:</b>  N/A	

**Question:**

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.

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.

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. Whether these meetings took place I have no idea but sadly I have seen no improved results and the situation is getting worse.

A quick look on social media is a great source of public information and can show how bad it's getting for example but not limited to:-

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.
2. Cars parked on corner of Broadwalk/Wearde Road. School kids and drivers cant see clearly up Wearde Road when exiting Broadwalk.
3. Cars parked on pavements Lower Fore Street almost impossible to drive through
4. Cars double parked blocking access for fire engines on a call.

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.

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.

**Representations and Evidence:**

Add representations/evidence to support your question.

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<b>Name:</b> Scott Slavin	<b>Date of submission:</b> 14/01/2025
<b>Are you attending the meeting in person to ask your question, please circle below:</b> Yes	
<b>If your question relates to a Planning or Licensing Application, please confirm the application number, name, address and whether you support or object:</b>	
<b>Question:</b> Write your question only, clearly and concisely, no person may submit more than one question, and no member of the public may speak for longer than 3 minutes.  Tamar Crossings, via the Joint Committee, have proposed an increase in the Tag Account fee from £0.80 per month to £2.00. This is now to go to consultation following the decision made at the Joint Committee meeting on January 12th.  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. 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). 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.  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 Parent Authority and the SE Cornwall MP?	
<b>Representations and Evidence:</b> Add representations/evidence to support your question.  Evidence attached to email sent 13/1/2026	

Post Code	Area	No of Tag Accounts	Annual Tag account cost at £0.80	Annual Tag account cost at £2.00	Total Increase
PL10	Rame, Millbrook, Downderry	1151	£11,049.60	£27,624.00	
PL11	Torpoint, Antony, Sheviock	3535	£33,936.00	£84,840.00	
PL12	Saltash, Landrake, Tideford, St Mellion, Trerulefoot, St Dominick, St Germans, H	9139	£87,734.40	£219,336.00	£131,601.60
PL13	Looe, Polperro, Widegates	1786	£17,145.60	£42,864.00	
PL14	Liskeard, St Clear, St Neots, Duloe, Pensilva, Dobwalls	4511	£43,305.60	£108,264.00	
PL17	Callington, Kelly Bray, Stock Climsland	2497	£23,971.20	£59,928.00	
PL18	Gunnislake, Calstock, St Ann's Chapel	937	£8,995.20	£22,488.00	
PL22	Lostwithiel, West Taphouse, Lerryn	173	£1,660.80	£4,152.00	
PL23	Fowey, Polruan	88	£844.80	£2,112.00	
<b>TOTALS</b>		<b>23817</b>	<b>£228,643.20</b>	<b>£571,608.00</b>	<b>£342,964.80</b>

## Tamar Tag Revenue by Post district - January 2023

Total Income		£1,211,778.50	TAG percentage of total income		
Tag Income		£583,485.70	48.2%		
Postal outcode	Area	Value (£)	Extrapolated for 12 months	% of Tag Income	% of Total Income
PL1	Plymouth: City, Devonport, Stoke, Stonehouse	£10,544.50	£126,534.00	1.81%	0.87%
PL2	Plymouth: Ham, Beacon Park, Milehouse, Pennycross, Keyham	£16,719.95	£200,639.40	2.87%	1.38%
PL3	Plymouth: Hartley, Compton, Peverell, Laira	£16,773.20	£201,278.40	2.87%	1.38%
PL4	Plymouth: Mutley, Lipson St Judes, Greenbank, Cattedown	£15,089.25	£181,071.00	2.59%	1.25%
PL5	Plymouth: St Budeaux, Kings Tamerton, Whitleigh, Honicknowle, Ernesettle	£29,954.75	£359,457.00	5.13%	2.47%
PL6	Plymouth: Estover, Southway, Derriford, Leigham Eggbuckland (plus S. Hams/W Devon elements of Woolwell, Bickleigh)	£28,040.75	£336,489.00	4.81%	2.31%
PL7	Plymouth: Plympton, Langage (plus W. Devon elements of Lee Moor, Shaugh Prior)	£23,046.90	£276,562.80	3.95%	1.90%
PL8	Brixton, Yealmpton, Newton Ferrers, part Sherford	£1,309.00	£15,708.00	0.22%	0.11%
PL9	Plymstock, Hooe, Staddiscombe, part Sherford (plus S Hams elements of Wembury, Down Thomas)	£13,467.60	£161,611.20	2.31%	1.11%
PL10	Rame, Millbrook, Downderry	£9,225.50	£110,706.00	1.58%	0.76%
PL11	Torpoint, Antony, Sheviock	£41,862.40	£502,348.80	7.17%	3.45%
PL12	Saltash, Landrake, Tideford, St Mellion, Trerulefoot, St Dominick, St Germans, Hatt	£165,495.90	£1,985,950.80	28.36%	13.66%
PL13	Looe, Polperro, Widegates	£10,328.45	£123,941.40	1.77%	0.85%
PL14	Liskeard, St Clear, St Neots, Duloe, Pensilva, Dobwalls	£37,892.50	£454,710.00	6.49%	3.13%
PL15	Launceston, N. Petherwin,	£7,790.45	£93,485.40	1.34%	0.64%
PL16	Liftondown, Tinhay	£41.60	£499.20	0.01%	0.00%
PL17	Callington, Kelly Bray, Stock Climsland	£23,137.45	£277,649.40	3.97%	1.91%
PL18	Gunnislake, Calstock, St Ann's Chapel	£6,514.45	£78,173.40	1.12%	0.54%
PL19	Tavistock, Peter/Mary Tavy,	£784.35	£9,412.20	0.13%	0.06%
PL20	Bere Alston/Ferrers, Yelverton, Horrabridge, Princetown, Postbridge	£1,350.70	£16,208.40	0.23%	0.11%
PL21	Ivybridge, Lee Mill, Bittaford, Modbury, Cornwood	£7,384.50	£88,614.00	1.27%	0.61%
PL22	Lostwithiel, West Taphouse, Lerryn	£2,515.50	£30,186.00	0.43%	0.21%
PL23	Fowey, Polruan	£399.10	£4,789.20	0.07%	0.03%
PL24	St Blazey	£1,917.35	£23,008.20	0.33%	0.16%
PL25	St Austell, Carlyon Boay	£2,421.45	£29,057.40	0.41%	0.20%
PL26	Mevagissey, Roche, St Dennis	£6,330.30	£75,963.60	1.08%	0.52%
PL27	Wadebridge, Rock	£664.20	£7,970.40	0.11%	0.05%
PL28	Padstow, St Merryn	£83.20	£998.40	0.01%	0.01%
PL29	Port Gaverne, Trewetha	£1.30	£15.60	0.00%	0.00%
PL30	Innis Downs, Lanivet, Penpont Trequiste, St Beward St Wenn,	£2,054.60	£24,655.20	0.35%	0.17%
PL31	Bodmin	£2,063.50	£24,762.00	0.35%	0.17%
PL32	Camelford, Davidstow, Otterham	£354.10	£4,249.20	0.06%	0.03%
PL33	Delabole	£26.00	£312.00	0.00%	0.00%
PL34	Tintagel, Penpethy	£49.40	£592.80	0.01%	0.00%
PL35	Boscastle	£153.40	£1,840.80	0.03%	0.01%
TR	Truro, Penzance, Redruth, Newquay, Hayle, Helston, Camborne	£17,996.50	£215,958.00	3.08%	1.49%
EX	Exeter, East/North/Mid Devon	£18,275.10	£219,301.20	3.13%	1.51%
TQ	Torbay, Newton Abbot, Dartmouth, Totnes, Kingsbridge	£14,896.80	£178,761.60	2.55%	1.23%
OTHER		£46,529.75	£558,357.00	7.97%	3.84%

**TAG REVENUE BY CONSTITUENCY - JAN 2023 (supplied to TTAG by Joint Chair Martin Worth, November 2023)**

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Constituency	Value (£)	Extrapolated for 12 months based on Jan 2023 figure	% of Tag Income	% of Total Income
PLYMOUTH SUTTON & DEVONPORT	£59,126.90	£709,522.80	10.13%	4.88%
PLYMOUTH MOORVIEW	£57,995.50	£695,946.00	9.94%	4.79%
SE CORNWALL	£297,371.25	£3,568,455.00	50.96%	24.54%
N CORNWALL	£13,281.75	£159,381.00	2.27%	1.10%
ST AUSTELL	£10,669.10	£128,029.20	1.83%	0.88%
TORRIDGE & W DEVON	£2,135.05	£25,620.60	0.36%	0.17%
SW DEVON	£45,208.00	£542,496.00	7.75%	3.73%
Truro & Falmouth. Camborne & Redruth. St Ives	£17,996.50	£215,958.00	3.08%	1.49%
EX	£18,275.10	£219,301.20	3.13%	1.51%
TQ	£14,896.80	£178,761.60	2.55%	1.23%
OTHER	£46,529.75	£558,357.00	7.97%	3.84%

Post code	Area Description	Number of accounts	Percentage of total
TOTAL		54,809	100%
PL1	Plymouth: City, Devonport, Stoke, Stonehouse	1,762	3.21%
PL2	Plymouth: Ham, Beacon Park, Milehouse, Pennycross	2,816	5.14%
PL3	Plymouth: Hartley, Compton, Peverell, Laira	3,029	5.53%
PL4	Plymouth: Mutley, Lipson St Judes, Greenbank, Cattedown	1,860	3.39%
PL5	Plymouth: St Budeaux, Kings Tamerton, Whitleigh, Honicknowle, Ernesettle	4,306	7.86%
PL6	Plymouth: Estover, Southway, Derriford, Leigham Eggbuckland <i>(plus S. Hams/W Devon elements of Woolwell, Bickleigh)</i>	3,782	6.90%
PL7	Plympton, Langage <i>(plus W. Devon elements of Lee Moor, Shaugh Prior)</i>	2,623	4.79%
PL8	Brixton, Yealmpton, Newton Ferrers, part Sherford	341	0.62%
PL9	Plymouth: Plymstock, Hooe, Stattiscombe, part Sherford <i>(plus S Hams elements of Wembury, Down Thomas)</i>	2,469	4.50%
PL10	Rame, Millbrook, Downderry	1,151	2.10%
PL11	Torpoint, Antony, Sheviock	3,535	6.45%
PL12	Saltash, Landrake, Tideford, St Mellion, Trerulefoot, St Dominick, St Germans, Hatt	9,139	16.67%
PL13	Looe, Polperro, Widegates	1,786	3.26%
PL14	Liskeard, St Clear, St Neots, Duloe, Pensilva, Dobwalls	4,511	8.23%
PL15	Launceston, N. Petherwin,	1,129	2.06%
PL16	Liftondown, Tinhay	27	0.05%
PL17	Callington, Kelly Bray, Stock Climsland	2,497	4.56%
PL18	Gunnislake, Calstock, St Ann's Chapel	937	1.71%
PL19	Tavistock, Peter/Mary Tavy,	207	0.38%
PL20	Bere Alston/Ferrers, Yelverton, Horrabridge, Princetown, Postbridge	323	0.59%
PL21	Ivybridge, Lee Mill, Bittaford, Modbury, Cornwood	1042	1.90%
PL22	Lostwithiel, West Taphouse, Lerryn	173	0.32%
PL23	Fowey, Polruan	88	0.16%
PL24	St Blazey	176	0.32%
PL25	St Austell, Carlyon Bay	363	0.66%
PL26	Mevaggisey, Roche, St Dennis	357	0.65%
PL27	Wadebridge, Rock	153	0.28%
PL28	Padstow, St Merryn	44	0.08%

PL29	Port Gaverne, Trewetha	4	0.01%
PL30	Innis Downs, Lanivet, Penpont Trequite, St Beward St Wenn,	223	0.41%
PL31	Bodmin	332	0.61%
PL32	Camelford, Davidstow, Otterham	46	0.08%
PL33	Delabole	5	0.01%
PL34	Tintagel, Penpethy	15	0.03%
PL35	Boscastle	8	0.01%
TR1-15	Truro, Penzance, Redruth, Newquay, Hayle, Helston, Camborne	1,210	2.21%
TQ1-12	Torbay, Newton Abbot, Dartmouth, Totnes, Kingsbridge	1,250	2.21%
EX	Exeter, East/North/Mid Devon	657	1.20%
Other		1,589	2.90%

# Agenda Item 5

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 4th December 2025 at 7.00 pm

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

**ALSO PRESENT:** 2 Members of the Press, H Frank (Cornwall Council) and K Johnson (Cornwall Council), S Burrows (Town Clerk / RFO), D Joyce (Office Manager / Assistant to the Town Clerk), C Courts (Community Hub Team Leader) and E Lowton Smith (Planning and General Administrator)

**APOLOGIES:** J Brady, S Gillies, L Mortimore and B Stoyel (Vice-Chairman).

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#### **263/25/26    HEALTH AND SAFETY ANNOUNCEMENTS.**

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

The Chairman welcomed and introduced the newly appointed members of staff: the Planning and General Administrator and the Community Hub Team Leader.

#### **264/25/26    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.

**265/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

The Chairman confirmed one public question had been received from Barry Brooking included in the circulated reports pack, inviting the Town Clerk to read the question in Barry's absence.

The Town Clerk read the question and confirmed Barry's representation had been included in the circulated reports pack.

<b>Date Received</b>	<b>Public Questions to the Town Council</b>	<b>Submitted By</b>
3.12.25	Could Council improve its communication, courtesy and respect to the Saltash Public?	Lt. Cdr. Barry A Brooking

The Chairman thanked Barry for his question and confirmed that the Town Council is committed to continuous improvement and welcomes feedback.

It was **RESOLVED** to note.

**266/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 6 NOVEMBER 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 Ashburn, seconded by Councillor Johns and **RESOLVED** that the minutes of the Full Town Council Meeting held on 6 November 2025 were confirmed as a true and correct record.

267/25/26 **TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

1. Policy and Finance held on 11 November 2025;

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

**RECOMMENDATION:**

**253/25/26 TO RECEIVE AMENDMENTS TO THE HIRE OF TOWN COUNCIL PREMISES AND EVENTS POLICY AND CONSIDER ANY ACTIONS.**

Members received and reviewed the report circulated in the reports pack.

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and resolved to **RECOMMEND** to Full Town Council:

1. To retire the existing Town Council Hire of Premises and Events Policy and associated Booking Form;
2. To adopt the revised Hire of Town Council Premises and Events Policy, Booking Form and Terms and Conditions of Hire;
3. Points 1 and 2 are subject to the Town Clerks final review.

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

1. Joint Burial Board held on 13 November 2025;

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

2. Planning and Licensing held on 18 November 2025;

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

3. Extraordinary Policy and Finance held on 25 November 2025;

It was **RESOLVED** to note the minutes and consider the recommendations under agenda items 7, 8, 9, and 10.

268/25/26 **TO APPROVE THE TOWN COUNCIL FEES AND CHARGES FOR THE YEAR 2026/27.**

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and following a recorded vote:

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

of 12 for, it was **RESOLVED** to approve the Town Council Fees and Charges for the year 2026/27, as attached.

269/25/26 **TO APPROVE THE TOWN COUNCIL BUDGETS, VIREMENTS AND NOMINAL CODES FOR THE YEAR 2026/27.**

It was proposed by Councillor Johns, seconded by Councillor Nowlan and following a recorded vote:

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

of 12 for, it was **RESOLVED** to approve the Town Council Budgets, Virements and Nominal Codes for the year 2026/27, as attached.

**270/25/26 TO SET THE TOWN COUNCIL LEVEL OF CONTINGENCY FOR THE YEAR 2026/27.**

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and following a recorded vote:

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

of 11 for, it was **RESOLVED**:

1. To maintain the Town Council level of contingency at 5.06 months for the financial year 2026/27, as attached;
2. At a contingency figure of £700,760 for the financial year 2026/27;
3. To vire £17,071 from General Reserves to maintain the level of contingency at 5.06 months.

**271/25/26 TO SET THE TOWN COUNCIL PRECEPT FOR THE YEAR 2026/27.**

The Chairman informed members that Section 106 of the Local Government Finance Act 1992 makes it an offence for a Councillor in Council Tax arrears (with at least two months unpaid bills) to vote at a Meeting of Saltash Town Council where financial matters relating to the Council Tax are being considered.

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and following a recorded vote:

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

of 11 for, it was **RESOLVED**:

1. To set the Town Council Precept of £1,661,881, an increase of 5.22%, as attached;
2. £11.04 per annum increase for a Band D dwelling, an increase of 21p per week, 4%, as attached.

**272/25/26 TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman reported on a recent meeting with fellow Cornwall Mayors, highlighting key challenges faced by other towns, particularly issues of anti-social behaviour and limited youth provision.

The Chairman expressed pride in the strong measures and services Saltash Town Council have in place to address these areas and offered to share best practices with other towns to showcase the positive work being done in Saltash.

It was **RESOLVED** to note.

**273/25/26 TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.**

PCSO Tony Thorp attended the meeting and provided context on recent figures relating to public order offences and stalking. He explained that the increase in stalking figures is due to changes in crime recording where domestic violence is involved; any indication of stalking now impacts the statistics. Overall, the figures are not considered concerning, and PCSO Thorp invited questions from Members.

Councillor McCaw requested a rolling 12-month comparison, noting that month-on-month comparisons do not clearly show trends. PCSO Thorp will liaise with the office to explore whether this can be included in future reports.

A new PCSO will commence duties in Saltash in January.

Councillor Martin queried the rise in public order offences. PCSO Thorp clarified that three incidents were linked to a single household and explained that offences starting within a property and spilling onto the street must be recorded as public order incidents.

PCSO Thorp highlighted the Community Messaging Service, which provides targeted updates on local issues and has proven effective in gathering feedback and identifying problem areas.

Councillor Miller raised concerns about modified e-bikes. PCSO Thorp advised he had not encountered this locally but confirmed that any such bikes found in public would be seized. He encouraged Members and the public to report sightings to help build intelligence and identify offenders.

It was **RESOLVED** to note.

**274/25/26 TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Due to the next scheduled meeting to be held on Tuesday 6 January, there was nothing to report.

**275/25/26 TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**276/25/26 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

There was nothing to report as no meeting had been held. However, the Chairman advised that key stakeholders are scheduled to meet on Monday, 12 January 2026, to discuss preventative measures aimed at discouraging unauthorised traveller encampments within the town.

**277/25/26 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report from Saltash Chamber of Commerce included in the circulated reports pack.

Discussions took place regarding the recent Christmas Light Switch-On event, during which the Town Clerk confirmed that a detailed report will be presented at the next Services Committee meeting.

Members also noted a proposal from the Chamber of Commerce to hold an event for St Piran's Day on 5 March 2026.

It was proposed by Cllr P. Samuels, seconded by Cllr Bullock, and **RESOLVED** to note the report and give in-principle support for the St Piran's Day event, subject to the Chamber providing further details and associated costs for consideration at the Full Town Council meeting on 15 January 2026.

**278/25/26 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND  
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members considered reports from Cornwall Councillors included in the circulated reports pack.

Further discussion focused on Chapel Field and Burraton Park, noting that developers are conducting ground testing and investigations at Burraton Park prior to purchase.

Councillor Johns left and rejoined the meeting during this item.

Members discussed the town's green spaces and the need to consolidate ongoing conversations into a unified vision.

It was proposed by Councillor McCaw, seconded by Councillor Martin, and **RESOLVED** to establish a working group to engage key stakeholders and facilitate discussions on the future of Chapel Field.

Members requested that results from the recent speed watch session be shared with the Town Council, with Cornwall Councillor Frank to report back at a future meeting.

Further discussions addressed primary school published admission numbers (PAN) and their impact on school provision and funding. Members then considered secondary school capacity and facilities, expressing support for local comprehensive schools facing challenges. Cornwall Councillors advised that funding responsibility lies with the Secondary Multi-Academy Regional Trust (SMART), which operates under shared governance and financial arrangements.

Cornwall Councillor Frank highlighted the appointment of a new Head at the comprehensive school, committed to improving standards and exploring alternative funding. Members agreed on the importance of meeting with the Head prior to writing to the Chief Executive of SMART.

Members were encouraged to visit the school to gain a better understanding of current challenges.

It was proposed by Councillor Ashburn, seconded by Councillor Peggs, and **RESOLVED** to write to the Chief Executive of SMART to arrange a meeting to discuss the strategy for improving standards at the comprehensive school.

**279/25/26 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH  
CARE IN SALTASH AND CONSIDER ANY ACTIONS AND  
ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**280/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**281/25/26 FINANCE:**

a. To advise the receipts for October 2025;

It was **RESOLVED** to note.

b. To advise the payments for October 2025;

It was **RESOLVED** to note.

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

Nothing to report.

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

It was **RESOLVED** to note.

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

It was **RESOLVED** to note.

**282/25/26 TO REAFFIRM THE CIVILITY AND RESPECT PLEDGE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman read 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.

283/25/26

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

Members reviewed the proposals outlined in the circulated report pack.

Cornwall Councillors Frank and Johnson confirmed their support and offered to work in partnership to submit two Expressions of Interest (EOIs), noting that one EOI per Cornwall Councillor and one per Town Council may be submitted per round of funding.

Members considered the three suggestions circulated in the reports pack. Councillor Miller highlighted that his proposal to reduce speed limits approaching Forder to improve road safety had not been sent prior to the meeting and requested that it also be considered this evening.

Following discussions, Members agreed that any application submitted by a Cornwall Councillor should correspond to the ward they represent in the town.

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

1. That the following five EOIs be submitted:

- Installation of a pedestrian crossing on Gilston Road between Lidl and Costa.
- Installation of a pedestrian crossing from the top of Treledan to Waitrose.
- Improvements to cycle routes around the town.
- Reduction of speed limit to 20mph on the approach to Forder – Anthony Passage.
- Enhancement of the walking route between Saltash Railway Station and the Town Centre, including Alexandra Square car park.

2. Cornwall Councillors Frank and Johnson support these EOIs and will work with Councillors Bickford and Suter to submit those within their respective wards (Essa and Tamar).

3. Councillors Nowlan and Ashburn will submit the EOI for improved cycle routes around the town, with support from the Town Council Administration Department.

4. The Town Council approves, in principle, a proportionate financial contribution to the local scheme. The amount will be determined following Cornwall Council's approval and associated costings, with funds allocated from General Reserves.

**284/25/26 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 20 DECEMBER 2025 IN CONJUNCTION WITH SALTASH MARKET DAY.**

The next scheduled meeting date Saturday 20 December 2025 in conjunction with Saltash Market Day, Fore Street.

It was proposed by Councillor Bullock, seconded by Councillor Peggs and **RESOLVED** for Councillors Bullock, Peggs, Bickford and Miller to attend.

**285/25/26 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.

**286/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**287/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**288/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES  
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE  
OF THE MEETING.**

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

1. Age Friendly Community;
2. Meet Your Councillors;
3. Precept 2026/27;
4. Hire of Town Council Premises and Events;
5. Admission Arrangements for Primary Schools;
6. Priorities for Cornwall Survey;
7. Increased Funding Provisions for Professional Youth Work 2026/27;
8. Latchbrook Farm Consultation Survey.

**289/25/26 DATE OF NEXT MEETING: THURSDAY 15 JANUARY 2026 AT  
7:00 P.M.**

Thursday 15 January 2026 at 7.00pm

**290/25/26 COMMON SEAL:**

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

**DATE OF NEXT MEETING**

Thursday 15 January 2026 at 7.00 pm

Rising at: 8.35 pm

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

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

# Public Document Pack Agenda Item 6a

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 11th December 2025 at 6.30 pm

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

**ALSO PRESENT:** J Hughes (Administration Officer), D Joyce (Office Manager / Assistant to the Town Clerk).

**APOLOGIES:** A Ashburn, J Brady, M Johns, G McCaw, J Peggs and B Stoyel.

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#### **80/25/26      HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **81/25/26      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>
Gillies	12	Non-Pecuniary	Lives in the area	Yes

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

None received.

#### **82/25/26      PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**83/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY SERVICES COMMITTEE HELD ON 23 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 Nolan and **RESOLVED** that the minutes of the Extraordinary Services Committee held on 23 October 2025 were confirmed as a true and correct record.

**84/25/26 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**:

1. To note the budget statements and approve a virement of £1,200 from budget code 6500 SE Tree Survey and Tree Maintenance to budget code 6515 SE Festive Lights Maintenance and Electricity to cover an overspend;
2. To vire any unspent funds from 6500 SE Tree Survey and Tree Maintenance to 6515 SE Festive lights Maintenance and Electricity subject to there being any unspent balance at the end of the financial year.

**85/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**86/25/26 TO RECEIVE AND REVIEW THE SERVICES COMMITTEE'S BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members held an in-depth discussion on the Services deliverables with the Chairman and Vice Chairman providing two objectives that align within the Services Committee terms of reference and the Town Council's six overarching strategic priorities.

Discussions focused on revitalising Saltash by enhancing signage and strengthening promotional efforts to position the town as a vibrant, welcoming destination. Key ideas included improving communication, publicity, and marketing to attract visitors.

The Chairman and Vice Chairman will review and align Members feedback with suggestions for improving signage within the town and across the wider Saltash area.

It was proposed by Councillor Bickford, seconded by Councillor Martin and **RESOLVED** to set the Business Plan Deliverables objectives for the Services Committee, as attached.

**87/25/26 TO RECEIVE REPORTS FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

a. Departmental Report;

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

1. To approve the controlled and selective use of herbicides in areas where mechanical weeding is challenging, to help maintain a tidy and presentable appearance;
2. To delegate to the Officer Manager / Assistant to the Town Clerk to work with the Assistant Service Delivery Manager to part-exchange the existing RTV towards the purchase of a used Kabota RTV inclusive of optional extras if required, working within budget code 6578 EMF Vehicles and Equipment;
3. To authorise the Mayor to send a letter of thanks to Radland Haulage Ltd for their continued support (free of charge) in delivering the town's Christmas trees.

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.

**88/25/26**

**TO RECEIVE A REPORT ON THE SALTASH PEBBLE MEMORIAL RESTORATION PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To note the report and the invitation to a future unveiling event, subject to weather conditions allowing the reinstallation of the restored pebble memorials and application of the protective resin coating;
2. To approve the installation of a small sign, at no cost to the Town Council, on the right-hand corner of the surrounding fence, to include the suggested wording as contained within the public reports pack.

**89/25/26      TO RECEIVE A REPORT ON THE TOWN COUNCIL CHRISTMAS LIGHT SWITCH ON EVENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members reflected on the success of the recent light switch-on event and discussed the potential benefits of engaging a professional events management agency to oversee future events.

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

1. To establish a working group, comprising of Councillor Bullock, Martin, P Samuels and Mortimore, to develop a detailed specification for the 2026 Town Council Christmas Light Switch-On Event, including associated costings reporting back to the February Services Committee meeting with a draft proposed way forward;
2. To approve the appointment of an external event management agency (to be confirmed) to deliver the 2026 Christmas light Switch-On Event on behalf of Saltash Town Council, based on the specification agreed by the Services Committee in February.

Councillor Gillies declared an interest in the following agenda item and left the meeting.

**90/25/26      TO RECEIVE A REPORT ON THE PURCHASE OF LAND AT PILLMERE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

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

1. To confirm that no additional rights or access be granted for services within the area;
2. To delegate to the Town Clerk to continue with the transfer and accompanying plan on behalf of the Town Council;
3. To note that completion is subject to satisfactory responses to solicitors to the outstanding enquiries with the Town Clerk to report back to a future Services Committee meeting.

Councillor Gillies was invited and returned to the meeting.

**91/25/26 TO RECEIVE A REPORT ON THE NORTH ROAD OPEN SPACE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members reviewed the report included in the circulated pack and noted concerns that the tarmac area may pose a safety risk due to tree roots causing surface lifting

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

1. To approve in principle that Saltash Town Council assumes responsibility for maintaining and inspecting the land at North Road under a license or agreement with Cornwall Council, subject to the responsibilities being aligned with the Town Council's available resources and budget;
2. To delegate to the Town Clerk to progress partnership arrangements reporting back to a future Services Committee meeting with a draft licence or lease for further consideration.

**92/25/26 TO RECEIVE A REPORT ON WATERSIDE GREEN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the Waterside Green area and considered the Town Council's vision of the area. Members considered its strategic importance and reflected on previous consultations aimed at improving the space and safeguarding it from unwanted development.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** to agree in principle to take on a licence or lease and more responsibility, exploring future devolution of the Waterside Green, delegating to the Town Clerk to further negotiate with Cornwall Council reporting back to a future Services Committee meeting.

**93/25/26 TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

No report.

**94/25/26 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.

**95/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**96/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**97/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Thank you for Radland Haulage Ltd's Support;
2. Planning for the 2026 Christmas Light Switch-On and Town Council Investment in Festive Lighting.

**DATE OF NEXT MEETING**

Thursday 12 February 2026 at 6.30 pm

Rising at: 7:47p.m.

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

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

Objective	What we will deliver	Lead Officer	Resources	Ongoing	Year	What we achieved	Completed	Already do
Revitalise and Improve Signage  - Improved maintenance - Fix if required - Identify areas for new / improved signage	Improved maintenance Fix if required Identify areas for new / improvements	Office Manager, Communications and Engagement Officer, Operations Manager		N/A	1			
Promote Saltash as a vibrant and welcoming visitor destination	Improve communications, publicity and marketing of Saltash and increase footfall / tourism.	Office Manager, Communications and Engagement Officer, Operations Manager		Ongoing	Review 3 / 4 Year			

# Public Document Pack Agenda Item 6b

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 16th December 2025 at 6.30 pm

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

**ALSO PRESENT:** D Joyce (Office Manager / Assistant to the Town Clerk) and E LowtonSmith (Planning and General Administrator), and 2 Representatives of Brunel Recycling Ltd.

**APOLOGIES:** R Bickford, J Brady (Vice-Chairman), S Gillies, M Johns, S Martin, L Mortimore, P Nowlan, J Peggs and B Stoyel,

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#### **98/25/26      HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **99/25/26      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.

#### **100/25/26      PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY SPEAK ABOUT A PLANNING APPLICATION.**

None received.

**101/25/26 TO RECEIVE AND NOTE A PRESENTATION FROM BRUNEL  
RECYCLING LTD REGARDING ROODSCOFT WASTE  
MANAGEMENT FACILITY.**

Members received a presentation from Nick Dunn, Environmental Consultant for Brunel Recycling, on the planning proposed to improve and maximise recycling rates of aggregates by requesting permanent retention of the Roodscroft Waste Management Facility and associated activities.

Nick Dunn provided a detailed explanation of the facility's various functions and operations, including information related to the proposed planning application scheduled for submission in the new year.

The application will outline plans for the installation and operation of a wash plant, the extension of the workshop, and the implementation of a sustainable drainage system.

Nick Dunn outlined the proposal and provided background information, including history of the site, key investment areas, employment opportunities, proposed landscape plans, biodiversity net gain and timeline.

Members asked various questions and received clarification from Nick Dunn and Managing Director Brian Venables. Clarification was provided on the attenuation basin and environmental controls, planting timescale, traffic, HGV routes and access arrangements, nature of site operations and aggregates recycling and transfers.

Members thanked the representatives of Brunel Recycling for their attendance at this evening's meeting.

It was **RESOLVED** to note.

**102/25/26 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING  
AND LICENSING COMMITTEE HELD ON 18 NOVEMBER 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 G McCaw and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 18 November 2025 were confirmed as a true and correct record.

**103/25/26 TO RECEIVE AND REVIEW THE PLANNING AND LICENSING COMMITTEE'S BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Office Manager / Assistant to the Town Clerk provided two pre-existing objectives that align with the Planning Committee terms of reference and the Town Council's six overarching strategic priorities.

It was proposed by Councillor B Samuels, seconded by Councillor R Bullock and **RESOLVED** to set the Business Plan Deliverables objectives for the Planning and Licensing Committee, as attached.

**104/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**105/25/26 PLANNING:**

a. Applications for consideration:

**PA25/08504**

**K Sargent & H Spencer – 50 Victoria Road Saltash Cornwall PL12 4DN**

Proposed off street parking

**Ward: Essa**

Date received: 24/11/2025

Response Date: 19/12/2025

It was proposed by Councillor R Bullock, seconded by Councillor G McCaw and resolved to **RECOMMEND APPROVAL.**

**PA25/07063**

**Mr Robert Heys – St John Ambulance R/o Fore Street Saltash Cornwall** Conversion of the old hall into a one bedroom dwelling on the first floor with parking below.

**Ward: Tamar**

Date received: 4/12/2025

Response Date: 22/12/2025

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

**PA25/08494**

Leanne Davis – **440 New Road Saltash Cornwall PL12 6HW**

Create parking in the front garden

**Ward: Tamar**

Date received: 9/12/2025

Response Date: 30/12/2025

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

b. Tree applications:

None received.

c. Tree notifications:

None received.

**106/25/26 CONSIDERATION OF LICENCE APPLICATIONS:**

None received.

**107/25/26 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.

**108/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**109/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**110/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Tuesday 20 January 2026 at 6.30 pm

Rising at: 7:23p.m.

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

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

Objective	What we will deliver	Lead Officer	Resources	Ongoing	Year	What we achieved	Completed	Already do
To ensure in review of planning and licensing applications and considerations, economic opportunities and impacts are examined appropriately	Continue working in partnership with Cornwall Council and key stakeholders to reach the right outcome for Saltash  All Councillors to attend planning training annually to keep up to date with current and national planning and licensing laws and local plan policies	Office Manager / Planning and General Administrator			1			
To review the Town Council planning policy and procedure and make recommendations to Town Council to ensure that the Town Council is able to meet any additional requirements of the planning process.	Continue to strengthen the Town Council's role in the planning process working with key stakeholders  Councillors and staff to attend training when available and provided by Cornwall Council and CALC on the National Planning and Policy Framework	Office Manager / Planning and General Administrator			1			

# Public Document Pack Agenda Item 6c

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 13th January 2026 at 6.30 pm

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

**ALSO PRESENT:** XX Members of the Public, ,

**APOLOGIES:** J Brady, S Martin and L Mortimore, , .

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#### **276/25/26    HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **277/25/26    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.

Councillor Ashburn joined the meeting.

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

None.

#### **278/25/26    PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

#### **279/25/26    TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY POLICY AND FINANCE COMMITTEE HELD ON 25 NOVEMBER 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 (12 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Suter and **RESOLVED** that the minutes of the Extraordinary, Policy and Finance Committee held on 25 November 2025 were confirmed as a true and correct record.

**280/25/26 TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO NOVEMBER 2025.**

It was **RESOLVED** to note.

**281/25/26 TO NOTE THAT PETTY CASH IS RECONCILED UP TO DECEMBER 2025.**

It was **RESOLVED** to note.

**282/25/26 TO RECEIVE AND NOTE A REPORT ON VAT.**

It was **RESOLVED** to note.

**283/25/26 TO REVIEW THE POLICY AND FINANCE BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor P Samuels referred to the draft deliverables included in the reports pack and recommended that rows 2 and 3 be interchanged, as row 3 relates to policies that underpin the work of the Policy and Finance Committee.

Following a vote of 11 in favour, 0 against, and 1 abstention, it was proposed by Councillor P Samuels, seconded by Councillor Suter, and **RESOLVED** to approve the Policy and Finance Business Plan Deliverables, incorporating the above amendment (as attached), and to progress delivery with updates to be reported at a future Town Vision Sub-Committee meeting.

**284/25/26 TO RECEIVE AND NOTE A REPORT ON INVESTMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

285/25/26 TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS. THERE ARE NO DISCREPANCIES TO REPORT.

It was **RESOLVED** to note.

286/25/26 TO RECEIVE THE CURRENT STC COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

287/25/26 TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

288/25/26 TO RATIFY THE TOWN COUNCIL PONTOON AND CYBER INSURANCE RENEWALS.

Following a unanimous vote (12 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Stoyel, and **RESOLVED** to ratify the Town Council Pontoon Insurance for 2026/27 at a cost of £2,485.31 including taxes and fees and Cyber Insurance renewal for 2026/27 at a cost of £1,716.49 including taxes and fees allocated to budget code 6205 Insurance.

289/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL FLEET INSURANCE RENEWAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Following a unanimous vote (12 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Stoyel, and **RESOLVED** to delegate to the Finance Officer to obtain renewal quotations for the Town Council's fleet insurance. The renewals will be reviewed and given final approval by the Town Clerk/RFO in consultation with the Chairman and Vice Chairman of Policy and Finance and Councillor Gillies. This process will be carried out within budget code 6205 Insurance, reporting back to a future Policy and Finance Committee meeting.

290/25/26 TO RECEIVE AN UPDATED REPORT ON THE TOWN COUNCIL'S PROPERTY VALUATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk reported that, following a review of the Town Council's assets conducted by Bailey Partnership, it was identified that some properties were significantly underinsured, while Saltash Library and the Cemetery Boundary Wall were over insured.

Following a unanimous vote (12 in favour, 0 against, 0 abstentions), it was proposed by Councillor B Samuels, seconded by Councillor Bullock, and **RESOLVED** that the Bailey Partnership report be shared with the Town Council's insurer for adjustment purposes, and that the sums insured be amended as follows:

- Saltash Library: £2,000,000
- Cemetery Boundary Wall: £100,000 with all other property valuations remaining unchanged.

**291/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**292/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL PRECEPT LEAFLET FOR THE YEAR 2026/27 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Following a unanimous vote (12 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Nolan, and **RESOLVED** to:

1. Approve the design content, including photographs, precept figures, and strategic priorities information (as attached).
2. Delegate authority to the Communication and Engagement Officer to deliver the project.
3. Delegate authority to Councillor P Samuels, as Chairman of Policy and Finance, and Councillor Bullock, as Chairman of the Town Council, to approve the final proof.

**293/25/26 TO RECEIVE A COMMUNITY CHEST APPLICATION FROM BURRATON COMMUNITY PRIMARY SCHOOL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the application at length, highlighting the importance of supporting local schools, and sought advice from the Town Clerk regarding its compliance with the Grants Policy.

The Town Clerk advised that the application did not meet the criteria set out in section 8.7 of the Grants Policy:

*8.7 Schools will only be grant aided for environmental purposes or if, in the opinion of Saltash Town Council, their application is for the benefit of the wider community. The project must also be in addition to statutory services.*

On that basis, the application was not scored and proceeded to a vote.

Following a vote of 10 in favour, 1 against, and 1 abstention, it was proposed by Councillor Nolan, seconded by Councillor B Samuels, and **RESOLVED** to refuse the application on the grounds of non-compliance with the Grants Policy.

Further to the vote, Councillor Nolan offered to liaise with the school, given his experience in this area, as Members expressed a strong desire to ensure the school receives appropriate support.

**294/25/26 TO RECEIVE AND NOTE A REPORT ON CIVICA MODERN.GOV.**

It was **RESOLVED** to note.

Councillor Stoyel gave his apologies and left the meeting.

**295/25/26 TO RECEIVE A REPORT FROM SALTASH PLOUGASTEL TWINNING ASSOCIATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman referred to the report contained and circulated in the reports pack.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor B Samuels, seconded by Councillor McCaw, and **RESOLVED** to:

1. Approve the offer for the incumbent Mayor to hold an honorary position on the Association's Committee, attend key celebrations and events during the French group's biennial visits in May, and attend the Association's Annual General Meeting in January;

2. Approve participation by the incumbent Mayor and their family in the Association's biennial trips to France (visiting Plougastel) and in hosting reciprocal visits;
3. Note that costs associated with the Mayor's visit to France will be covered by the Association, with meals and activities provided by the host family. The Mayor and family will be responsible for holding valid passports and medical insurance. Incidental costs such as insurance for the Mayoral Chain and Saltash Town Council gifts will be met from the Town Council's Twinning budget;
4. Request the Administration Department to receive and circulate minutes of future Association meetings for Members' information;
5. Approve requesting Town Council representation at scheduled Association meetings;
6. Delegate authority to the Mayor's Secretary/Receptionist, in collaboration with the incumbent Mayor and the Association Committee, to reaffirm the Friendship Charter, subject to the Town Clerk's final approval and confirmation of any legal or ceremonial protocols for signing such charters;
7. Approve that gifts received from Plougastel be displayed in the Guildhall cabinet;
8. Request Saltash Heritage to gift the original oath to the Town Council for display alongside the Saltash-Plougastel Friendship Charter;
9. Approve free ongoing room hire for biennial welcome reception events and for the 2026 40th Anniversary reaffirmation;
10. Direct the Administration Department to update the Civic Handbook to reflect this decision.

**296/25/26 TO RECEIVE A REPORT ON TOWN COUNCIL POLICIES AND PROCESSES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**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).

**298/25/26 TO RECEIVE A REPORT ON THE REVISED TOWN COUNCIL DELIVERY OF PROFESSIONAL YOUTH WORK TENDER SPECIFICATION FOR 2026/27 AND CONSIDER ANY ACTIONS.**

The Town Clerk provided an overview of the report contained and circulated in the reports pack.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Peggs, seconded by Councillor Bullock, and **RESOLVED** to approve the Town Council Delivery of Professional Youth Work Tender Specification for 2026 to 2029 together with the workflow (as attached).

**299/25/26 TO RECEIVE AND NOTE QUARTERLY REPORTS FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:**

a. The Core;

It was **RESOLVED** to note.

b. Livewire;

Councillor Peggs informed Members that no report had been received from Livewire due to staff sickness.

**300/25/26 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

a. Neighbourhood Plan Steering Group

Nothing to report.

b. Saltash Team for Youth

Nothing to report.

c. Section 106 Panel

Nothing to report.

**301/25/26 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.

**302/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**303/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**304/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Peggs, seconded by Councillor Bullock, and **RESOLVED** to issue the following press and social media releases:

1. Policy and Finance Business Plan Deliverables;
2. Precept leaflet for the year 2026/27;
3. Saltash Plougastel Twinning Association (in conjunction with the Association) ;
4. Delivery of Professional Youth Work Tender.

**DATE OF NEXT MEETING**

Tuesday 10 March 2026 at 6.30 pm

Rising at: 7.53 pm

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

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

Policy group: Civic

# 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
Date	03.04.2025	Responsible Officer	AJT
Minute no.	05/25/26a(g3)	Next review date	Annual or as required

### Version History

Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
09.2024	2024	AJT	P&F 24.09.2024	74/24/25b	Reviewed by committee. No amendments required.
03.2025	2025	LM	P&F 11.03.2025	164/24/25g(3)	Reviewed with amendments. Additional amendments made at meeting.
04.2025	2025	LM	FTC 03.04.2025	05/25/26a(g3)	Approved
09.2025	2025	LM	P&F 23.09.2025		Amendments made

### Document Retention Period

Until superseded
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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	This first appointment should be used to: <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>	The Consort will only wear the chain and medallion when accompanying the Mayor wearing the chain. (Same guidance applies.)
<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>	May be worn when accompanying the Deputy Mayor.

<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.

**Commented [SB1]:** Additional amendments as agreed at P&F 13.01.26

### **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 Sheriff)
<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	

**Commented [DJ2]: Please refer to appendix 4**

<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.

Commented [DJ3]: FTC held on 2.10.25 minute nr 204/25/26

### **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.

**Commented [SB4]:** Additional amendments as agreed at P&F 13.01.26

**Commented [DJ5]:** FTC held on 2.10.25 minute nr 204/25/26

### **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.

<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>

<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:

- Staff 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.

**Commented [SB6]:** Additional amendment to be proposed at FTC held 15.01.26.

**Commented [SB7]:** Additional amendments as agreed at P&F 13.01.26

**Commented [DJ8]:** Due to operational needs out of hours contact protocol has been included to provide staff and the Chairman clarity of procedures.

### **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, Freemen, 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.

**Commented [DJ9]:** DRAFT Appendix 4 for members consideration and approval.

# Agenda Item 7

## Chairman's report

December 2025

### Mayoral Engagements

Date	Location	Information
Monday 1 December	Saltash	Lantern workshop at St Stephens Community Primary School
Tuesday 2 December	Saltash	Early Years Foundation Stage Nativity at St Stephens Community Primary School
Tuesday 2 December	Saltash	Saltash Floral Art Club Christmas workshop
Wednesday 3 December	Saltash	Lantern workshop at Bishop Cornish Primary School
Friday 5 December	Saltash	The Elms Care Home Christmas visit
Friday 5 December	Truro	St Petrocs Christmas Carol Service
Saturday 6 December	Saltash	Saltash Christmas Festival Santa Run
Saturday 6 December	Saltash	Saltash Sailing Club Dinner and Dance
Tuesday 9 December	London	Tour of Houses of Parliament
Thursday 11 December	Saltash	KS 1 Nativity at St Stephens Community Primary School
Thursday 11 December	Saltash	Age Concern buffet lunch
Friday 12 December	Saltash	St Anne's Care Home Christmas visit
Friday 12 December	Plymouth	Lord Mayor's Carol Service
Saturday 13 December	Falmouth	Falmouth Town Council Variety Show
Sunday 14 December	Saltash	Zetland Lodge Carol Concert and Fair
Tuesday 16 December	Saltash	Christmas carol service at St Stephens Community Primary School
Thursday 18 December	Saltash	Railway 200 photography award prize giving

### Meetings attended

Date	Location	Information
Tuesday 16 December	Saltash	Interview for Community Capacity Fund

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

# Agenda Item 8

Saltash Town	December 2025	December 2024	% Change
<b>Totals</b>	<b>84</b>	<b>71</b>	<b>18.3%</b>
Bicycle Theft	1	0	Increase
Burglary - Business and Community	1	0	Increase
Burglary - Residential	1	0	Increase
Criminal Damage	11	20	-45.0%
Miscellaneous Crimes Against Society	0	4	-100.0%
Other Sexual Offences	2	5	-60.0%
Other Theft	6	4	50.0%
Possession of Drugs	2	0	Increase
Possession of Weapons	3	0	Increase
Public Order Offences	6	6	0.0%
Robbery	1	1	0.0%
Shoplifting	11	3	266.7%
Stalking and Harassment	11	6	83.3%
Theft from the Person	0	1	-100.0%
Vehicle Offences	0	1	-100.0%
Violence with Injury	11	6	83.3%
Violence without Injury	17	14	21.4%

Increase in RED No Change in BROWN Decrease in GREEN

**Report from Cornwall Councillor Paul Cador – Saltash Trematon and Landrake**

I hope that all had a good Christmas and a Happy New Year.

**BUS SURVEY**

As you will be aware, in October the Department for Transport announced that Cornwall would be one of five authorities to take part in a franchising and bus reform pilot study. This study, which has to be completed by the end of March, aims to provide a rural perspective on how bus networks are delivered.

The study also includes stakeholder engagement and, as part of this work, we are asking residents to give us their views on what works, what could be improved and what would make bus travel a better choice for their communities.

I would encourage everyone to take part in the survey and share with your networks. The survey is available at [Let's Talk Cornwall](#) until Sunday 18 January 2026.

**Have your say on our budget proposals**

Cornwall Council has a gross budget of around £1.6 billion to provide public services that you, your family and friends use every day. Cornwall Council is also at the forefront of investing in the future of Cornwall.

Rising costs and increased demand for some of our high-cost statutory services are putting our budget under pressure.

Our budget proposals for the next three years aim to achieve the right balance between investments in essential frontline services and savings to drive greater value for money.

To find out more and share your views visit the Let's Talk Cornwall website. The consultation runs until 27 January 2026.

Hopefully something useful for residents:

Kernow Gateway represents over 50 voluntary organisations. These organisations have created a Gateway to voluntary sector support - a simple point of access that aims to prevent hospital admissions, reduce social isolation, and improve wellbeing. Commissioned by the NHS Integrated Care Board, the key partners are Age UK Cornwall IoS, CHAOS, CN4C, CRCC, Volunteer Cornwall, Pentreath and Cornwall VSF. "Together we want to offer everyone that contacts us the right information, advice, guidance and support to allow people to live their best possible life." More information in the slide deck attached.

This can be accessed via telephone 01872 266 383 8am – 8pm 7 days a week or by email [welcome@kernowgateway.org.uk](mailto:welcome@kernowgateway.org.uk)

Saltash TC

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

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

Timing: 5th January 2026 to 16th January 2026 (24 hours)

Contact: Kier on behalf of South West Water - Tel: 0344 346 2020.

email: [Streetworks.mail@kier.co.uk](mailto:Streetworks.mail@kier.co.uk)

The above closure has been approved.

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

<https://one.network/?tm=GB146397725>

**Young Futures Fund**

Please follow the link for potential funding available.

[Young Futures Fund | Asda Foundation](#)

**Major Storms Up-date**

Town and parish councils may find it helpful to be aware of the latest information (below) Cornwall Council is sharing with the public following Storm Goretti.

All town and parish councils are encouraged to have a Community Emergency Plan for situations like Storm Goretti. If your area doesn't have a plan, or if your plan needs updating, please see Cornwall Council's

[Community Emergency Plan Toolkit web page](#).

In areas without power, town and parish councils' support in opening warm hubs in the community would be welcome, especially for vulnerable people.

Members of the public can keep up to date via their local news channel or follow Cornwall Council's social media channels for important updates on [Facebook](#) and [X](#).

**Where to get help or report an issue**

If you, or someone else, needs help in an emergency, it's important to know who to call.

**For the police, fire service or medical emergencies, call 999.**

For non-emergencies, call the police on 101. Use NHS 111 if you need urgent but not life-threatening health advice, or when your GP surgery is closed, and you cannot wait until it re-opens. Visit <http://111.nhs.uk> or call 111.

If you see someone in trouble on the coast, **call 999 and ask for the Coastguard.**

## **Utilities**

For gas, water and electrical emergencies:

[Wales and West](#) – if you smell gas, phone 0800 111 999

[South West Water](#) – to report a water leak, phone the leak reporting hotline on 0800 230 0561

[National Grid](#) – to report a power cut, phone 105 or 0800 6783 105

**Social care emergencies – Safeguarding Adults and Children** - 0300 1231 116

**Highways emergency** (report urgent or hazardous issues) – 0300 1234 222

Report flooding or drainage issues on public roads by phoning 0300 1234 222

Environment Agency Floodline - 24-hour advice – 0345 988 1188

**Cornwall Housing Tenants - emergency repairs –**

phone 0300 1234 161 if there is:

A serious threat to health and safety, such as a gas leak or dangerous electrical fault

Major damage to the structure of the building

Total prolonged loss of essential service, such as gas, water or electricity that results in a serious impact to immediate health or safety of house occupants

**Waste collections and street cleaning** - 0300 1234 141

Only report issues with the potential to cause harm or injury.

[Report an issue](#)

## STC Report – 15th January

### **Tamar Tolls**

The joint Tamar bridge crossings committee voted to raise tag administration charges by 150%. due to the public backlash and anger amongst politicians to these rises it was decided that an extraordinary meeting would be held to enable further scrutiny to these proposals

At the extraordinary meeting held at Plymouth Council House, on the 12<sup>th</sup> January I was unexpectedly struck by the feeling of unity and a genuine common goal amongst members to get the tolls scrapped or reduced, and the two chairs whilst under considerable public pressure and they were a credit to their position and their respective councils..

My main question to the committee centred around fairness of the toll charge towards the local residents who had to use hospitals, education services and to access their place of work, having no other alternative also I raised concerns that for every penny spent on bridge tolls is a penny not spent in our economy.

I asked for an economic impact report to be commissioned of which they agreed was a good idea , I will look forward receiving the report with interest.

### ***Recommendations***

For Cornwall Councillors and Town Councillors To draft a joint signed letter in solidarity and unity about our shared concerns of the continual toll rises and the subsequent impact it has on our economy and hard working families and businesses

To address to the following

- Leader of Cornwall Council
- Member of Parliament (South East Cornwall)
- Joint Chairs of the Tamar Joint Committee
- Media release

## **Burraton Park**

I have arranged a meeting with various consultants of the proposed development in Burraton park, on the 22<sup>nd</sup> January 2026 They will be shortly launching a public consultation on the plans, with an in-person exhibition planned to take place later this month, alongside a project website. They will be sending me a copy of the consultation newsletter before it is delivered to local residents.

I will be meeting with the project team virtually, so we can discuss the upcoming consultation and address any initial queries or questions that I may have about the proposals.

I would just like to remind residents that I understand that there are concerns about this development but there are legal, democratic and planning processes to follow.

Councillors also have to follow predetermination rules for all planning applications therefore at this stage nothing has been approved or disapproved by any councillors, We are in the process of consultation All the facts need to be established before any decisions mitigations or recommendations are made.

Cllr Keith Johnson Saltash Tamar

## Report to Saltash Town Council January 2026

Cllr. Hilary Frank



### BUDGET

As one of the largest unitary councils in the country, Cornwall Council has a gross budget of around £1.6 billion. We considered the budget for the next financial year at our Cabinet meeting on 17<sup>th</sup> December. The budget documents can be found here:

[Agenda for Cabinet on Wednesday, 17th December, 2025, 10.00 am - Cornwall Council](#)

As well as the Budget for 2026/27, at the time of the Cabinet meeting, we were able to set a three-year budget. This was a major turning point for Cornwall Council, giving us stability and allowing us to plan ahead. A questionnaire has now opened on the budget proposals and can be found on the Let's Talk Cornwall website: [Budget Proposals Questionnaire | Let's Talk Cornwall](#)

Since the Cabinet meeting, however, the details of the provisional Local Government Finance Settlement have been released, and it seems that the Government's proposed distribution approach for the Fair Funding Allocation has materially changed from the Fair Funding Review consultation. The government's stated aim that "Our reforms will take into account the different needs and costs faced by communities across the country, including adjusting for the costs of remoteness faced by rural communities" has no longer been met, and initial assessment suggests that we will be receiving £13 million less than originally suggested under the Fair Funding Review Consultation. We are now engaged in trying to assess how further savings can be made, but £13 million is a painful gap.

### PENDING ISSUES

These are the matters that will always feature in my report until there are positive outcomes:

- **VICTORIA GARDENS**

The new railings were actually installed in December!

- **TOWN COUNCIL MEETING WITH THE PORTFOLIO HOLDER FOR TRANSPORT**

The promised meeting with Cllr. Dan Rogerson, Portfolio Holder for Transport, took place in January.

- **ADULT EDUCATION**

Following the meeting between STC and Cornwall Council in October, Cornwall Council has conducted a procurement exercise, and as a result has allocated over £315K to enhance learning provision in the South East Cornwall area. We are now proceeding to contract with two providers who will be responsible for delivering these services

So... the first two off can be taken off 'Pending Issues', but I will continue to work on matters regarding Adult Education including the need to co-ordinate with Babcock to ensure that the provision can be aligned with the needs that will arise out of the £4.4 billion investment into Devonport.

**Bank Receipts**

Saltash Town Council

For the period 1 November 2025 to 30 November 2025

Contact	Description	Net	VAT	Gross
Antony Estates	50% Recharges for revised draft Working Agreement between Saltash Town Council and Antony Estates in relation to Churchtown Farm Nature Reserve.	£ 243.75	£ 48.75	£ 292.50
Barclays Active Saver	Transfer to cover expenditure	£ 100,000.00	£ -	£ 100,000.00
Churchtown Allotments	Allotment Deposit Fee	£ 50.00	£ -	£ 50.00
Churchtown Allotments	Allotment Rent 11/11/2025 - 31/03/2026	£ 22.50	£ -	£ 22.50
Churchtown Allotments	Water Charges 11/11/2025 - 31/03/2026	£ 5.63	£ -	£ 5.63
Churchtown Cemetery	Interments	£ 3,378.00	£ -	£ 3,378.00
EE	Cash back from phone contracts	£ 18.00	£ -	£ 18.00
Guildhall Income	Various Bookings	£ 41.20	£ -	£ 41.20
Guildhall Income	Refreshment income	£ 18.33	£ 3.67	£ 22.00
HMRC	VAT refund received from HMRC for period 01 July 2025 - 30 September 2025	£ 21,994.28	£ -	£ 21,994.28
Isambard House Income	Various Bookings	£ 437.50	£ 87.50	£ 525.00
Isambard House Income	Refreshments income	£ 62.50	£ 12.50	£ 75.00
Library Income	Card Replacement Fees	£ 0.42	£ 0.08	£ 0.50
Library Income	Photocopying	£ 98.92	£ 19.79	£ 118.71
Library Income	World of Books Income 06/11/2025	£ 9.12	£ -	£ 9.12
Maurice Huggins Room Income	Various Bookings	£ 90.00	£ -	£ 90.00
Morris Bros Funeral Directors	Memorial Rose Bush and plaque	£ 83.33	£ 16.67	£ 100.00
Public Sector Deposit	Bank Interest	£ 1,701.44	£ -	£ 1,701.44
Saltash Bowling Club	Longstone - Bowling Club Water Charges	£ 30.21	£ 2.39	£ 32.60
<b>Grand Total</b>		<b>£ 128,285.13</b>	<b>£ 191.35</b>	<b>£ 128,476.48</b>

**Bank Payments**

Saltash Town Council

For the period 1 November 2025 to 30 November 2025

Contact	Description	Net	VAT	Gross
All Seasons Window Cleaning	Station Window Cleaning - October 2025	£ 40.00	£ -	£ 40.00
All Seasons Window Cleaning	Library Window Cleaning - October 2025	£ 80.00	£ -	£ 80.00
Allstar Business Solutions Limited	Fuel for Town Council Service Delivery Vehicles	£ 243.25	£ 48.66	£ 291.91
Anglotech Group Limited (Previously Print Copy Scan Ltd)	Prints for Photocopiers 26/09/2025 to 28/10/2025	£ 79.71	£ 15.93	£ 95.64
Barclays	Bank Charges	£ 11.76	£ -	£ 11.76
Bond Timber	Tree Stakes for Service Delivery use	£ 18.96	£ 3.79	£ 22.75
BrightHR	Provisions of HR Software - November 2025	£ 78.00	£ 15.60	£ 93.60
Coodes LLP	Preparation of revised draft Working Agreement between Saltash Town Council and Antony Estates in relation to Churchtown Farm Nature Reserve.	£ 487.50	£ 97.50	£ 585.00
Cornwall Council	Insurance for Longstone Garage and Depot - November 2025	£ 15.00	£ -	£ 15.00
Cornwall Council	DBS basic check for Community Hub Team Leader	£ 36.50	£ 3.00	£ 39.50
Cornwall Council	Rent for Longstone Garage and Depot - November 2025	£ 375.00	£ -	£ 375.00
Cornwall Council Rates Only	Non Domestic Rates 2025-2026 - Maurice Huggins Room	£ 429.14	£ -	£ 429.14
Cornwall Pensions	Pension Fund Payment - November 2025	£ 12,582.36	£ -	£ 12,582.36
Credit Card Purchases (Amazon)	Office Costs- Library	£ 56.71	£ 11.35	£ 68.06
Credit Card Purchases (Amazon)	Foot Operated kitchen bin for Library	£ 40.42	£ 8.08	£ 48.50
Credit Card Purchases (Amazon)	Boxes for library shelving unit	£ 28.07	£ 5.61	£ 33.68
Credit Card Purchases (Amazon)	Extension leads for admin desk setup in reception	£ 20.61	£ 4.14	£ 24.75
Credit Card Purchases (Amazon)	Library Activates Cost	£ 39.30	£ 7.85	£ 47.15
Credit Card Purchases (Canva)	Addon Lite subscription (monthly)	£ 13.00	£ 2.50	£ 15.50
Credit Card Purchases (Ebay)	Maintenance components - Isambard House	£ 50.73	£ -	£ 50.73
Credit Card Purchases (Indeed)	Recruitment advert for Casual Caretaker	£ 35.00	£ -	£ 35.00
Credit Card Purchases (Indeed)	Recruitment advert for Administration Officer	£ 35.00	£ -	£ 35.00
Credit Card Purchases (Indeed)	Recruitment advert for Administrative Assistant	£ 35.00	£ -	£ 35.00
Credit Card Purchases (Indeed)	Recruitment advert for Community Hub Team Leader	£ 35.00	£ -	£ 35.00
Credit Card Purchases (Indeed)	Recruitment advert for Service Delivery Manager	£ 35.00	£ -	£ 35.00
Credit Card Purchases (Indeed)	Recruitment advert for Communication and Engagement Officer	£ 35.00	£ -	£ 35.00
Credit Card Purchases (Indeed)	Recruitment advert for Planning and General Administrator	£ 35.00	£ -	£ 35.00
Credit Card Purchases (Koolbadges)	Cornwall badges for Christmas Light switch	£ 14.45	£ -	£ 14.45
Credit Card Purchases (The Bookshelf Tea Rooms)	Gift Voucher for the 2nd place of the Railway200 Photography Competition.	£ 15.00	£ -	£ 15.00
Credit Card Purchases (Yorkshire Trading Company)	Elves for Christmas Light switch	£ 40.70	£ 8.14	£ 48.84
Credit Card Purchases Xero (UK) Ltd	Subscription - 01/10/2025 to 31/10/2025	£ 37.00	£ 7.40	£ 44.40
Dainton Group Services	Rent for Waterside Cabin and Effluent Tank	£ 321.42	£ 64.28	£ 385.70
Denmans	Festive Lights Maintenance Materials	£ 227.66	£ 45.53	£ 273.19
Denmans	Festive Lights Maintenance Materials	£ 38.77	£ 7.75	£ 46.52
Denmans	Festive Lights Maintenance Materials	£ 44.23	£ 8.85	£ 53.08
Devon Contract Waste Ltd	16/10/2025 and 30/10/2025 Food waste disposal cost	£ 15.00	£ 3.00	£ 18.00
Devon Contract Waste Ltd	21/10/2025 and 22/10/2025 Euro Recycling disposal cost	£ 42.12	£ 8.42	£ 50.54
Diverse Events	Upfront cost for the Saltash Market events managed by Diverse Events.	£ 270.81	£ -	£ 270.81
Diverse Events	September Invoice for the Saltash Market managed by Diverse Events	£ 1,076.00	£ -	£ 1,076.00
Diverse Events	October invoice for the Saltash Market managed by Diverse Events.	£ 1,093.87	£ -	£ 1,093.87
EE	Staff business use mobiles and Pontoon broadband charges	£ 197.53	£ 39.51	£ 237.04
Efficient Comms Ltd	Starlink monthly rental - November 2025	£ 75.00	£ 15.00	£ 90.00
Efficient Comms Ltd	Telephone Call and Service Charges - October 2025	£ 254.51	£ 50.90	£ 305.41
Electrical Green-tech Ltd	Isambard House G99 application to provide information required to consider solar pv for the building	£ 150.00	£ 30.00	£ 180.00
EON	Electricity Charges - 01/10/2025 - 31/10/2025	£ 371.93	£ 18.60	£ 390.53
HMRC	PAYE payment - November 2025	£ 14,447.69	£ -	£ 14,447.69
HR Support Consultancy	HR Services for work carried out during the month of October 2025	£ 741.45	£ 148.29	£ 889.74
HR Support Consultancy	Saltash Recruitment (7 roles)	£ 337.50	£ 67.50	£ 405.00
Hygiene 2 Health Ltd	Online course booked - COSHH for SDGA	£ 17.50	£ 3.50	£ 21.00
ICS Industrial Component Supplies	Festive Lights Maintenance Materials	£ 21.35	£ 4.27	£ 25.62
Imagine office Supplies Ltd	New desks for Reception area	£ 832.00	£ 166.40	£ 998.40
Laser - Cemetary - 1051640	Electricity Charges - 01/06/2025 to 31/08/2025	£ 96.82	£ 4.84	£ 101.66
Laser - Guildhall Gas	Electricity Charges - 31/08/2025 to 30/09/2025	£ 80.26	£ 4.01	£ 84.27
Livewire Youth Music Project	Instalment 2 - September 2025	£ 10,140.00	£ -	£ 10,140.00
Minster Cleaning (South West Commercial Cleaning Ltd)	Opening, closing and cleaning of Saltash Town Council toilet blocks - October 2025	£ 3,126.42	£ 625.28	£ 3,751.70
Petty Cash	Transfer to top up petty cash	£ 70.00	£ -	£ 70.00
Robert Mcneil	Saltash Town Council - Annual Tree Survey - All Sites	£ 2,000.00	£ -	£ 2,000.00

Saltash & District Observer	Town Messenger - October 2025	£ 330.00	£ -	£ 330.00
Security Management South West Ltd	Keyholding Response Charge - Guildhall 29/10/2025	£ 47.00	£ 9.40	£ 56.40
Seymore Signs	Maintenance Materials for Street signs	£ 122.00	£ 24.40	£ 146.40
SOS Consultancy	Monthly ICT Support and Maintenance Services	£ 1,384.66	£ 276.93	£ 1,661.59
South West Assessment & Training	Asbestos Awareness Course - SWAAT qualification for Three SDGA's	£ 285.00	£ 57.00	£ 342.00
South West Hygiene	Sharps Bins Collect and Replacement For Hazardous Needles Found Around Public Toilets Managed By Saltash Town Council.	£ 95.00	£ 19.00	£ 114.00
South West Signs	Gate No Parking signs - St Stephen Parish church	£ 40.00	£ 8.00	£ 48.00
South West Signs	No Mooring Sign - Pontoon	£ 140.00	£ 28.00	£ 168.00
South West Signs	Parking Sign - Isambard House	£ 35.00	£ 7.00	£ 42.00
South West Water - Guildhall	Water and Sewerage Charges - 28 May 2025 to 16 September 2025	£ 319.69	£ -	£ 319.69
South West Water - Library	Water and Sewerage Charges - 03/10/2025 to 04/11/2025	£ 30.03	£ -	£ 30.03
South West Water - Longstone Depot - Connection to Bowling Green	Water and Sewerage Charges - 03/10/2025 to 04/11/2025	£ 30.03	£ 2.60	£ 32.63
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water and Sewerage Charges 03/10/2025 - 09/11/2025	£ 226.20	£ 17.57	£ 243.77
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water and Sewerage Charges 02/09/2025 - 02/10/2025	£ 319.99	£ 24.64	£ 344.63
South West Water - Maurice Huggins Room	Water and Sewerage Charges - 03/10/2025 to 04/11/2025	£ 15.10	£ 1.46	£ 16.56
South West Water - Victoria Gardens	Water Charges - 03/10/2025 - 04/11/2025	£ 8.03	£ 1.60	£ 9.63
Spot-On-Supplies	Cleaning Supplies - Public Toilet	£ 96.87	£ 19.37	£ 116.24
Spot-On-Supplies	Cleaning Materials - Guildhall	£ 43.62	£ 8.72	£ 52.34
Spot-On-Supplies	Cleaning Materials - Library	£ 21.42	£ 4.29	£ 25.71
Staff Expenses	Flu Jab - Town Clerk	£ 30.00	£ -	£ 30.00
Staff Expenses	Business Mileage for Town Clerk - October 2025	£ 57.15	£ -	£ 57.15
Staff Expenses	Parking for Falmouth CALC Event	£ 6.00	£ 1.20	£ 7.20
Staff salaries	Staff Salaries November 2025	£ 41,527.61	£ -	£ 41,527.61
Stripe	Card Processing Fees	£ 10.32	£ -	£ 10.32
Sumup	Card Processing Fees	£ 0.45	£ -	£ 0.45
The Core (THECORE)	Delivery of Professional Youth Work - Instalment 2 - September 2025	£ 10,140.00	£ -	£ 10,140.00
The Festive Lighting Company Ltd	Replacement Festoon Lighting	£ 370.00	£ 74.00	£ 444.00
Thirsty Work	Credit note for overcharge on Bottle Orders	-£ 33.15	-£ 6.63	-£ 39.78
Trade UK Account	Tool Consumables - Longstone Depot	£ 7.66	£ 1.53	£ 9.19
Trade UK Account	Safety Boots for Service Delivery Staff	£ 59.98	£ -	£ 59.98
Trade UK Account	Maintenance Materials - Festive Lighting	£ 70.00	£ 14.00	£ 84.00
Trade UK Account	Antifreeze for Service Delivery vehicles	£ 24.87	£ 4.97	£ 29.84
Trade UK Account	Screenwash for Service Delivery vehicles	£ 23.30	£ 4.66	£ 27.96
Trade UK Account	Health and Safety equipment - Service Delivery	£ 14.72	£ 2.95	£ 17.67
Trade UK Account	Work trousers for Service Delivery staff	£ 107.47	£ 21.51	£ 128.98
Travis Perkins Trading Company Ltd	Paint for use at Guildhall	£ 45.98	£ 9.20	£ 55.18
Travis Perkins Trading Company Ltd	Maintenance Materials - Festive Lighting	£ 56.52	£ 11.30	£ 67.82
UK Identity Ltd	ID badge for Admin Officer	£ 5.50	£ 0.75	£ 6.25
Vincent Tractors Ltd	Grounds Maintenance Materials	£ 121.26	£ 24.25	£ 145.51
Vincent Tractors Ltd	Travel and Parts - Investigation of charging fault with Service Delivery Mower	£ 223.75	£ 44.75	£ 268.50
WaterPlus	Station Water Charges - 01/10/2025 - 01/11/2025	£ 61.04	£ 5.07	£ 66.11
Westcountry Skip Hire	29/10/2025 Disposal of Green Waste	£ 43.70	£ 8.74	£ 52.44
<b>Grand Total</b>		<b>£ 107,731.78</b>	<b>£ 2,287.71</b>	<b>£ 110,019.49</b>

# Agenda Item 17

## **To receive a report on the Town Council Schedule of Meetings for the year 2026/27**

**Report to:** Full Town Council

**Date of Report:** 25.11.2025

**Officer Writing the Report:** Administration Officer

### **Officers Recommendations**

1. To recommend approval to adopt the schedule of meetings for the year 2026/27 (as attached) at the Annual Meeting of Saltash Town Council to be held on 7 May 2026.

### **Report Summary**

Each year, the Town Council drafts its meeting schedule for the upcoming fiscal year in January to allow sufficient preparation time. The finalised schedule is formally adopted at the Annual Meeting in May.

**Please note;** the algorithm used historically to create the schedule adheres to each Committees Terms of Reference and the Joint Burial Board Constitution:

- Full Town Council held on the first Thursday of each month;
- Policy and Finance held Bi-Monthly alternate to Services on a Tuesday;
- Services held Bi-Monthly alternate to Policy and Finance on a Thursday;
- Planning and Licensing held on the third Tuesday of every month inclusive of August due to planning application deadlines;
- Personnel held quarterly on the last Thursday of the month;
- Burial Authority held six monthly;
- Joint Burial Board held quarterly.

The Town Council has previously agreed that meetings should not be held on consecutive days, nor directly before or after national bank holidays. This principle has therefore been applied when scheduling.

**Exceptions to the Algorithm:**

1. Full Town Council:

<b>Scheduled Dates</b>	<b>Proposed Dates</b>	<b>Reason for Change</b>
2 April 2026	9 April 2026	The meeting would be held directly before the Easter Bank Holiday
7 January 2027	14 January 2027	To allow time for agenda setting and delivery following the Christmas Holiday period and Bank Holidays

2. Services Committee

<b>Scheduled Dates</b>	<b>Proposed Dates</b>	<b>Reason for Change</b>
August 2026	10 September 2026	Due to no meetings being held in August. Services has been rescheduled to ensure business is received at the earliest opportunity.

**Signature of Officer:**

Administration Officer

**SALTASH TOWN COUNCIL  
SCHEDULE OF MEETINGS 2026/27**

**Saltash Town Council**  
**DRAFT Schedule of Meetings 2026/27**

## **SALTASH TOWN COUNCIL SCHEDULE OF MEETINGS 2026/27**

**Saltash Town Council**  
**DRAFT Schedule of Meetings 2026/27**

**To receive a report on Deed of Variation of Saltash Heritage Centre and consider any actions and associated expenditure**

**Report to:** Full Town Council Committee

**Date of Report:** 17 December 2025

**Officer Writing the Report:** Planning and General Administrator

**Pursuant to:** FTC 11.1.24 minute nr. 303/23/24

**Purpose of the report:** To receive and consider the draft Licence to Assign from Earl and Crocker regarding the Saltash Heritage Centre, following a Deed of Variation request.

**Officer's Recommendations**

Members are asked to receive and consider the letter and Licence to Assign document from Earl and Crocker and confirm the Chairman of the Town Council and one other Councillor sign on behalf of the Town Council in the presence of the Town Clerk.

**Report Summary**

In January 2024, Members delegate authority to the Town Clerk to work with Anthony Earl of Earl and Crocker Solicitors, to review options regarding the potential conversion of the Trustees of Saltash Heritage currently unincorporated body to a CIO.

Since this review of options, a letter has been received from Earl & Crocker regarding a Deed of Variation for Saltash Heritage Centre, see **Appendix A**.

A licence to assign is essential for transferring a lease properly as it protects landlord interests, allows tenants to legally exit a lease and ensures all legal conditions are met.

Members are asked to approve the immediate past Chairman of the Town Council along with immediate past Deputy Chairman (due to registered interests), and in the presence of the Town Clerk as the witness, sign the licence agreement on behalf of the Town Council.

See **Appendix B** for the draft licence to assign agreement.

**Signature of Officer:**

Planning and General Administrator

# Earl & Crocker

## Solicitors

Our Ref: AE WM SALTASH HERITAGE 540.25

Date: 27<sup>th</sup> November 2025

FAO Sinead Burrows  
Town Clerk  
Saltash Town Council  
The Guildhall  
12 Lower Fore Street  
Saltash  
Cornwall  
PL12 6JX

**Directors**  
**Solicitor**  
 Anthony H Earl  
**Legal Executive**  
 Michele May, LLB Hons

Louise Marshall\*  
LLB Hons

Samantha Ennor-Pengelly,\*\*  
Head of Probate Department

Alexandra Abel, LLB Hons  
Solicitor

PLEASE REPLY TO: -  
LISKEARD

Dear Sinead

### DEED OF VARIATION OF SALTASH HERITAGE CENTRE, SALTASH, CORNWALL

I have now heard from the solicitors acting for Saltash Heritage that you are in a position to proceed with the License to Assign and are arranging for their clients to sign the same. I therefore enclose herewith the License to Assign document which has been approved and should be grateful if you would please arrange for the document to be executed by the Council. It needs to be signed by two Councillors on the top of the sixth page between the crosses and there signatures should be witnessed by ideally you as the Town Clerk, and you should sign your name and write your name, address and occupation in the space beneath their signatures.

Should you have any questions please do not hesitate to contact me.

Would you then please return the document to me as soon as possible.

Kind regards  
Yours sincerely

**A H EARL**  
**EARL & CROCKER**  
Direct email:[anthony@earlandcrocker.co.uk](mailto:anthony@earlandcrocker.co.uk)



resolution  
First for family law



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Cornwall  
Law Society

Small Firm of the Year  
2023

\*Conveyancer of the Year  
2024

\*\* Private Client Lawyer of the  
Year 2024

Earl & Crocker Limited Trading As Earl & Crocker, is a limited company registered in England & Wales (no. 08100665) whose registered office is 6 West Street, Liskeard, Cornwall, PL14 6BW

Authorised and regulated by the Solicitors Regulation Authority SRA No: Liskeard: 598345, Looe: 607758, Callington: 607759

Use of the term 'Partner' refers to a Director of Earl & Crocker  
Service not accepted by email or fax

**DATED**

20 March 2018

**LICENCE TO ASSIGN**

**RELATING TO**

**17 LOWER FORE STREET SALTASH CORNWALL PL12 6JQ**

**SALTASH TOWN COUNCIL**

**And**

**SUSAN ELIZABETH HOOPER and ARTHUR HEARL**

**And**

**SALTASH HERITAGE**

## **CONTENTS**

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**THIS AGREEMENT** is dated **19 APRIL 2018** 202

**PARTIES**

- (1) **SALTASH TOWN COUNCIL** of The Guildhall 12 Lower Fore Street Saltash Cornwall PL12 6JX (**Landlord**);
- (2) **SUSAN ELIZABETH HOOPER** of 1 Down Close Burraton Coombe Saltash Cornwall PL12 4PZ and **ARTHUR HEARL** of 1 Tower View Saltash Cornwall PL12 4NR as Trustees of Saltash Heritage (**Tenant**); and
- (3) **SALTASH HERITAGE** incorporated in England and Wales (Company Registration Number CE038425) whose registered office is situate at 17 Lower Fore Street Saltash Cornwall PL12 6JQ (**Assignee**)

**BACKGROUND**

- (A) This licence is supplemental and collateral to the Lease.
- (B) The Landlord is entitled to the immediate reversion to the Lease.
- (C) The residue of the term granted by the Lease is vested in the Tenant.
- (D) The Tenant intends to assign the Lease to the Assignee and, under the terms of the Lease, requires the consent of the Landlord to that assignment.

**AGREED TERMS**

**1. INTERPRETATION**

The following definitions and rules of interpretation apply in this licence.

**1.1 Definitions:**

**Lease:** a lease of The Property dated 19<sup>th</sup> April 2018 made between (1) the Landlord and (2) Susan Elizabeth Hooper John Samuel Northey and Arthur Hearl as trustees of Saltash Heritage and all documents supplemental or collateral to that lease.

**LTA 1954:** Landlord and Tenant Act 1954.

**LTCA 1995:** Landlord and Tenant (Covenants) Act 1995.

**Property:** 17 Lower Fore Street Saltash PL12 6JQ as demised by the Lease.

**1.2** References to the **Landlord** include a reference to the person entitled to the immediate reversion to the Lease from time to time. References to the **Assignee** include a reference to its successors in title and assigns,

**1.3** The expression **tenant covenants** has the meaning given to it by the LTCA 1995.

- 1.4 References to **completion of the assignment** (and similar expressions) are to the date on which the deed of assignment to the Assignee is dated and not to the registration of that deed at HM Land Registry.
- 1.5 Clause, Schedule and paragraph headings shall not affect the interpretation of this licence.
- 1.6 **A person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- 1.7 The Schedules form part of this licence and shall have effect as if set out in full in the body of this licence. Any reference to this licence includes the Schedules.
- 1.8 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
- 1.9 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.10 Unless otherwise specified, reference to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time.
- 1.11 A reference to a statute or statutory provision shall include all subordinate legislation made from time to time under that statute or statutory provision.
- 1.12 A reference to laws in general is a reference to all local, national and directly applicable supra-national laws as amended, extended or re-enacted from time to time and shall include all subordinate laws made from time to time under them and all orders, notices, codes of practice and guidance made under them.
- 1.13 Unless otherwise specified, a reference to **writing** or **written** includes fax but not email.
- 1.14 Any obligation on a party not to do something includes an obligation not to allow that thing to be done.
- 1.15 A reference to **this licence** or to any other agreement or document referred to in this licence is a reference to this licence or such other agreement or document as varied or novated (in each case, other than in breach of the provisions of this licence) from time to time.
- 1.16 Unless the context otherwise requires, references to clauses and the Schedules are to the clauses and the Schedules of this licence and references to paragraphs are to paragraphs of the relevant Schedule.

- 1.17 Any words following the terms **including, include, in particular, for example** or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.
- 1.18 A **working day** is any day, other than a Saturday, a Sunday, a bank holiday or a public holiday in England.

## **2. CONSENT TO ASSIGN**

- 2.1 Subject to clause 2.2, the Landlord consents to the Tenant assigning the Lease to the Assignee.
- 2.2 The consent given by clause 2.1 is valid for three months from (and including) the date of this licence. If that consent ceases to be valid before the assignment is completed, all the terms of this licence (except clause 2.1) shall remain in force.
- 2.3 Nothing in this licence shall operate to waive or be deemed to waive any subsisting breach of any of the tenant covenants of the Lease.
- 2.4 Any sum which becomes due under the Lease after completion of the assignment, but which relates to any period before completion of the assignment shall be payable in full by the Assignee.
- 2.5 The consent given by clause 2.1 does not obviate the need for the consent or licence of any person other than the Landlord that may be required for the assignment.

## **3. OBLIGATIONS RELATING TO THE ASSIGNMENT**

- 3.1 The Assignee shall not occupy, and the Tenant shall not allow the Assignee to occupy, the Property or any part of it before completion of the assignment.
- 3.2 Immediately following completion of the assignment, the Assignee shall notify the Landlord (or its managing agents) of the name and address of the person to whom demands for rent should be sent.
- 3.3 Within one month after completion of the assignment, the Assignee shall:
  - (a) notify the Landlord of completion;
  - (b) send the Landlord a certified copy of the assignment; and
  - (c) pay the Landlord's registration fee of £50 plus value added tax.

## **4. COSTS**

On completion of this licence the Tenant shall pay the costs and disbursements of the Landlord's solicitors and its managing agents in connection with this licence. This obligation extends to costs and disbursements assessed on a full indemnity basis and

to any value added tax in respect of those costs and disbursements except to the extent that the Landlord is able to recover that value added tax.

#### **5. THE RIGHT OF RE-ENTRY IN THE LEASE**

The right of re-entry in the Lease shall be exercisable if any covenant or condition of this licence is breached as well as if any of the events stated in the provision for re-entry in the Lease occurs.

#### **6. INDEMNITY**

The Tenant and the Assignee shall indemnify the Landlord against all liabilities, costs, expenses, damages and losses suffered or incurred by the Landlord arising out of or in connection with any breach of their respective obligations in this licence.

#### **7. NOTICES**

7.1 Any notice given to a party under or in connection with this licence shall be in writing and shall be delivered by hand or sent by pre-paid first-class post or other next working day delivery service, at the address given for that party in this licence or as otherwise notified in writing to each other party.

7.2 A notice shall be deemed to have been received:

- (a) if delivered by hand, on signature of a delivery receipt or otherwise at the time the notice is left at the proper address; or
- (b) if sent by pre-paid first-class post or other next working day delivery service, at 9.00 am on the second working day after posting or at the time recorded by the delivery service.

7.3 A notice given under this licence is not valid if sent by fax or email.

7.4 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

#### **8. LIABILITY**

8.1 The obligations of each of the Tenant and the Assignee in this licence are owed to the Landlord.

8.2 Where a party to this licence comprises more than one person, then those persons shall be jointly and severally liable for the obligations and liabilities of that party arising under this licence or the assignment. The party to whom those obligations and liabilities are owed may take action against, or release or compromise the liability of, or grant time or other indulgence to, any one of those persons, without affecting the liability of any other of them.

**9. THIRD PARTY RIGHTS**

This licence does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this licence.

**10. REGISTRATION AT THE LAND REGISTRY**

The Assignee shall:

- (a) apply for registration of the assignment at HM Land Registry within one month following completion of the assignment;
- (b) ensure that any requisitions raised by HM Land Registry in connection with its registration application are responded to promptly and properly; and
- (c) send the Landlord official copies of its title within one month after the registration has been completed.

**11. GOVERNING LAW**

This licence and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England and Wales.

**12. JURISDICTION**

Each party to this licence irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with this licence or its subject matter or formation.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

Executed as a deed by SALTASH  
TOWN COUNCIL in the presence of:

..... \*

SIGNATURE OF WITNESS

.....  
NAME

.....  
ADDRESS

.....  
OCCUPATION OF WITNESS

Executed as a deed by a SUSAN  
ELIZABETH HOOPER in the  
presence of:

.....

SIGNATURE OF WITNESS

.....  
NAME

.....  
ADDRESS

.....  
OCCUPATION OF WITNESS

Executed as a deed by ARTHUR  
HEARL in the presence of:

.....

SIGNATURE OF WITNESS

.....  
NAME

.....  
ADDRESS

.....  
OCCUPATION OF WITNESS

Executed as a deed by .....  
SALTASH HERITAGE Charitable  
Incorporated Organisation  
Acting by  
in the presence of:

.....  
**SIGNATURE OF WITNESS**

.....  
**NAME**

.....  
**ADDRESS**

.....  
**OCCUPATION OF WITNESS**

**To receive an update on draft submissions for the Community Highways Improvement Programme and consider any actions and associated expenditure**

**Report to:** Full Town Council

**Date of Report:** 07 January 2026

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

**Pursuant to:** Minute No. 283/25/26

**Purpose of the report:** To update Members on the latest developments in the Community Highways Improvement Programme (CHIP) and to strengthen Saltash Town Council's Expressions of Interest, ensuring they have the best possible chance of success.

## **Officer's Recommendations**

Members are asked to review the latest information provided by Cornwall Council's Highways Manager regarding the Expressions of Interest (EOIs) agreed at the Full Town Council meeting in December, prior to submission.

Please note that funding for the scheme is allocated over a three-year period (2026–2029). Members may wish to consider submitting one strong, consolidated application, based on the guidance and reasoning shared by the Highways Manager.

EOIs must be submitted by the extended deadline of **Friday, 27 February**, using the online form available on Cornwall Council's Local Transport webpage.

## Report Summary

At the Full Town Council meeting held on 4 December 2025, Members agreed to submit the five EOIs listed below. Following a subsequent meeting with Cornwall Council's Highways Manager, the latest updates have been provided for Members' consideration and are noted in *italics*.

1. Cllr Suter is to submit an Expression of Interest on behalf of Cornwall Councillor Keith Johnson for a pedestrian crossing on Gilston Road, between Lidl and Costa.

*The Highways Manager has indicated that there may be a scheme within the Local Transport Plan (LTP) funding to install an island on the approach, rather than a pedestrian crossing. As a result, the proposal via CHIP may not be considered. Saltash Town Council will be consulted at the appropriate stage through the LTP process. No timeframe has been provided.*

2. Cllr McCaw is to submit an Expression of Interest on behalf of Cornwall Councillor Paul Cador for a zebra crossing from Treledan to Waitrose.

*The Highways Manager confirmed there is an existing island to assist with the crossing. Cormac previously undertook a safety assessment during both daytime and evening periods. The outcome of that assessment indicated that the crossing was considered safe at the time.*

*Concerns have been raised with the Highways Manager that with the continued growth of Treledan (traffic) and the increasing number of children walking to school, the island may no longer provide the same level of safety as it once did. Those crossing are largely reliant on traffic stopping, which has prompted further local concern.*

*The Highways Manager confirmed he would check whether a zebra crossing could be installed in this area and if the previous safety review report could be shared with Saltash TC, and arrange for a further assessment to be undertaken during peak times. This would help identify any changes in usage or risk since the original review.*

*Councillor Gordon McCaw has confirmed that Cornwall Councillor Paul Cador is willing to support which ever proposal the Town Council wish to submit.*

3. Councillors Nowlan and Ashburn to submit an Expression of Interest on behalf of Saltash TC for improved cycle routes around the town.

*The Highways Manager has reached out to the Principal Transport Officer regarding potential improvements to the town's cycle routes, particularly the section from the Burraton Cross traffic lights to the various retail outlets along Callington Road beyond the junction. He believed this area was previously considered as a part of the walking and cycling scheme.*

*When reviewing the location on Google Maps, it appeared that several constraints may limit improvements to the cycle infrastructure – namely the lack of available land for widening the path and sufficient road width to support a designated cycle way.*

*The Highways Manager mentioned that a design may already exist for a cycle route along Liskeard Road, linking the roundabout to the existing cycle path. He will look into this further and share any information that he is able to find.*

*The Highways Manager understands Saltash TC are keen to better understand the reasons outlined above and wish to continue being consulted prior to any future cycle way proposals being introduced into Saltash.*

4. Councillor Miller to submit an Expression of Interest to reduce the speed limit to 20mph on the approach to Forder/Anthony Passage.

*The Highways Manager has confirmed that a reduction in speed limit to 20mph when heading into Forder/Anthony Passage does not meet the criteria for a 20mph limit. He is confident that this position remained unchanged, as the area was reviewed only last year as part of the wider 20mph rollout.*

*We have requested that the Highways Manager provides the specific reasons why this particular location does not meet the criteria for our understanding and awareness.*

5. Councillor Richard Bickford is to submit 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 with the support of Cornwall Councillor Hilary Frank.

*The Highways Manager believes this proposal is a strong match against the CHIP funding criteria.*

**Decision Process:**

The Cornwall Councillors in each CAP will make the final decision on which Eols 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 (Section 4.1 of the guidance note). The diagram in that section also outlines the process.

The Community Link Officer will be organising a meeting for all the 12 Cornwall Councillors within the South East Cornwall CAP to meet in early April to consider which of the Eol's they collectively wish to put forward for the more detailed work (undertaken by the Highways Manager) to be followed by another meeting in May/June to decide on the schemes to recommend for sign off.

The next CAP meeting will be held on 7<sup>th</sup> April where an update to the current position will be given, the Community Link Officer will also be emailing applicants with the outcome of these meetings.

**Signature of Officer:**

Town Clerk/RFO

# Agenda Item 20

## To receive a report on the Community Infrastructure Levy Round 5 funding and consider any actions or associated expenditure

**Report to:** Full Town Council

**Date of Report:** 18/12/2025

**Officer Writing the Report:** Development and Engagement Manager (DEM)

**Purpose of the report:** This report provides an overview of the upcoming Community Infrastructure Levy (CIL) Round 5 funding opportunity and outlines the application process and next steps.

### **Officers Recommendations**

Members are asked to consider the following:

- To form a Working Group to work with the Development and Engagement Manager to submit an expression of interest for the CIL Round 5;
- 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;
- To confirm Wednesday 21 January as the date for the first working group meeting with the DEM, ensuring adequate time to agree a suitable project proposal.

## **Report Summary**

The fifth round of Cornwall Council's CIL funding opens on 16 January 2026, offering grants between £20,000 and £100,000 for projects that improve local infrastructure and community connectivity. Projects might include upgrading community assets, enhancing footpaths, and strengthening recreational or educational facilities. The funding aims to support communities in working better together and managing increased local demand.

### **Application process:**

- The first stage is the Expression of Interest (EOI), which will be open for six weeks from 16 January.
- EOIs are assessed by the Infrastructure Team with input from the CIL Funding Advisory Panel.
- Within two weeks of the EOI deadline, applicants are told whether they can progress to the full application.
- Successful groups then have twelve weeks to submit a detailed proposal, with final decisions expected towards the end of 2026.

### **Possible Projects**

There are areas in Saltash that require development and align with the Town Council's Business Plan and Strategic Priorities. Additionally, several ongoing projects will need further funding to reach completion. Therefore, Members are encouraged to form a small Working Group to prepare and submit an expression of interest, in collaboration with the Development and Engagement Manager.

Please see the list below for ongoing projects (this is not an exhaustive list):

- Saltash Waterside Improvement Project
- Ongoing Play Park Developments
- Public Safety Enhancements – CCTV Installation
- Fore Street Public Realm Improvements
- Town Vitality – open space/markets
- Waterside Public Conveniences and Sheds

- Waterside street furniture
- Transport Connectivity Initiatives
- Improved town bus service

Please note that the initiatives identified by CIL as potentially fundable are quite broad. Based on previous experience with similar applications, funding is likely to be highly competitive. Members may therefore wish to consider projects that offer the best value for money and the greatest potential impact.

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

Saltash Town Council (STC) seeking to apply for the fifth round of Cornwall Council's CIL funding directly meets the objectives set out in the STC Business Plan by proactively seeking external funding to deliver priority projects that enhance local infrastructure and community connectivity. By pursuing grants of £20,000 to £100,000, STC demonstrates its commitment to securing investment that supports the improvement of community assets, footpaths, and recreational or educational facilities, all of which align with the Business Plan's aims to improve accessibility, wellbeing, and quality of life for residents.

### **Budget Overview**

At this stage, the potential level of contribution for this funding application remains unknown, as the full criteria have not yet been provided. Once a potential project has been identified and aligned with available Town Council budgets, the Working Group will be able to assess this further. In addition, there remains the option to consider a contribution from the general reserves.

### **Signature of Officer:**

A handwritten signature in black ink, appearing to read 'John' or 'John Smith', is placed here.

## To receive a report on St Piran's Day and consider any actions and associated expenditure

### Gool Peran Lowen

### Saltash Town Council – Celebrating St Piran's Day in Saltash 2026

Further to previous Town Council meetings and bearing in mind what appears to be a wider sentiment to celebrate this day in Saltash, we would like to propose that the Town Council take a more significant role than in the past. We have been mindful to keep potential events both affordable and light on resource requirement. Improvements to the proposal are welcome, but should probably continue the theme of 'keeping it simple'. We can look to future years to make appropriate changes based on feedback and available resources.

STC Communications Officer and Members should work to help promote any other St Piran's Day events planned throughout Saltash whether they be community led or business led. In particular we would encourage the Chamber of Commerce to organise a St Piran's Treasure Trail or similar.

### Suggested Plan:

In the run up to March 5<sup>th</sup> STC should ensure St Piran's flags are in good condition and are being widely flown where we have flag poles. The Saltash Library Hub may be able to host some St Piran's or Cornish Language themed events.

Our Communications Officer could be asked to publicise our plan and keep a watch out for other St Piran's Day related events and bring together a timetable for the day which could be shared through media channels and notice boards. There might also be an opportunity to raise our 'Cornishness' in general through pictures or video, including some use of the Cornish language.

The Town Clerk has advised that a comprehensive Risk Assessment must be carried out once the event plans are finalised to ensure the Town Council Event is delivered safely and in compliance with all relevant regulations, for all to adhere to on the day.

In addition, the Town Clerk has recommended that if the event grows in scale or complexity, it should be outsourced to an external Event Management Agency to maintain high safety standards and effective management.

The Town Clerk has confirmed that the Development and Engagement Manager will be responsible for completing the Risk Assessment once the final details of the Event have been provided. However, the Development and Engagement Manager will not be involved in organising the event, as this must remain Member-led.

Please note; the Town Clerk has also advised that amendments to the event may be required should it not meet the requirements of the Risk Assessment.

On Thursday 5<sup>th</sup> March:

11.00am

- Mayor and Consort, Deputy Mayor and Consort, Town Clerk, Town Crier, Councillors and a few invited guests form in the Town Square (Superdrug area).
- Short proclamation by Town Crier and 3 Cornish songs.

11.30am

- Everyone invited to walk to England.. and back.
- Independently, all who wish to walk through the town to Lower Fore Street and walk across the Tamar Road Bridge.
- Mayor and Consort, Deputy Mayor and Consort, and Town Clerk, pause at the border with England to remove any chains which are safely held by the Proper Officer of the Town Council.
- At a designated point by the Visitors Centre the Town Crier to make short speech on the original border being on the English side of the river.
- All process back to Cornwall, pausing at the border to put any chains back on and continue.

12.00 ish:

Dry weather plan

- Proceed to the Cornish Cross for further flag waving, potential speech and more singing.

Wet weather plan

- Proceed to Guildhall for further flag waving, potential speech and more singing.
- Potential to add pasties and tea/coffee subject to costs and resource availability.

Throughout the day:

Approach the Chamber of Commerce to ask if they would be willing to take responsibility for delivering a St Piran's-themed treasure hunt in collaboration with local traders. The activity would include prizes for participants, supported by a grant from the Town Council of £100 to cover the cost of prizes only.

12.45 Finish.

At Full Town Council that evening we could start the meeting with a rendition of 'Trelawney' and find somewhere to join in with the 'Trelawney Shout' which usually takes place at 9pm in a local pub.

Potential requirements:

- Approval for this event of celebration to proceed to planning
- Approval to employ the Town Crier at a cost of £25
- Purchase of some hand held St Piran's flags (large and small, large ones to be retained by STC). Some items have recently been ordered, so it is likely that only a few additional ones will be needed
- Request Service Delivery to retain the old flags to see if there is use for them in some other way
- Approval to use the Cornish Cross site and/or Guildhall
- Approval for some Service Delivery staff that are scheduled to work that day to provide on-site support for the event, specifically to ensure safety and compliance with risk management requirements (subject to the outcome of the Risk Assessment)
- The library to arrange activities to celebrate St Piran's Day
- Administration to provide support with setting up refreshment rooms, if required, within a Town Council building.
- Approval to promote the event via our Communications Officer including video's and images.

Budget:

Budget Code: 6202 Civic Occasions

Budget Availability: £6,074

Budget Requirement: Up to £500 to be allocated as needed for the event, including £100 earmarked for the Chamber of Commerce to fund prize giving.

Next Steps:

Full Council to approve or decline the proposed outline of the event as detailed in this report.

Subject to Full Council approval, responsibility for delivering the Event to be delegated to Councillors Bullock and Bickford, with support from the Town Clerk only if required.

Councillors Bullock and Bickford will provide Members with the detailed arrangements by email, given the tight timeframe, once the Town Clerk has approved the event and all required documentation, including Risk Assessments, has been completed.

**End of Report**

**Councillor Richard Bickford and Councillor Rachel Bullock**

# Agenda Item 22

**To receive a report on the Annual Town Meeting with Parishioners of Saltash and consider any actions and associated expenditure.**

**Report to:** Full Town Council

**Date of Report:** 11 November 2025

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

**Purpose of the report:**

To consider rescheduling the date of the Annual Town Meeting with Parishioners of Saltash to accommodate a larger event in conjunction with Shop Your Town and the Civic Awards.

## **Officers Recommendations**

To approve the rescheduling of the Annual Town Meeting with Parishioners of Saltash, in line with standing orders, to the proposed date of 26 March 2026 in conjunction with the Civic Awards and Shop Your Town delegating to the Administration Team to organise in conjunction with the Mayor.

To approve a £100 advertisement budget allocated to budget code 6230 Social Media Advertising.

## Report Summary

The date for the Annual Town Meeting with Parishioners of Saltash is currently set to be held on 5 March 2026, followed by Full Council.

This year, it is proposed that the Civic Awards be held immediately following this meeting, in conjunction with a Shop Your Town event.

This combined approach is intended to help increase attendance and enhance public engagement in these Mayor led events.

Standing orders states:

*The Annual Town Meeting with Parishioners shall be held on the first Thursday in March, prior to the Ordinary Full Town Council Meeting, or in the event of any unforeseen circumstance, on a convenient day and time between 1st March and 1st June inclusive decided by a resolution of the Council.*

Following discussions with the Mayor, a suitable date has been identified for rescheduling the Annual Parishioners' Meeting to Thursday 26 March 2026, should Members approve. This timing does not conflict with any other engagements and provides the Administration Team with sufficient time to organise the event and deliver enhanced advertising and communications for the larger, combined programme.

The Civic Awards Ceremony has traditionally formed part of the Mayor's Civic Service; however, due to the service's attendance list and limited capacity, it has not been possible to accommodate many additional attendees for the Civic Awards element.

A combined Civic Awards Ceremony, held alongside the Parishioners of Saltash Meeting and the Shop Your Town event, has the potential to increase engagement while effectively showcasing what the town has to offer.

The Shop Your Town event where local organisations that submit annual reports to the Town Council for receipt at the Annual Town Meeting with Parishioners of Saltash may host small stalls, provides a valuable opportunity for groups to showcase their work and engage with potential members and volunteers. Increased attendance resulting from the combined programme is expected to further raise the profile of this showcasing event.

Enquiries with several Town Councils confirmed that most Towns and Parishes present their Civic Awards during Mayor Making. Due to capacity constraints, this approach is not feasible for Saltash Town Council.

By bringing together the Annual Town Meeting with Parishioners of Saltash, the Shop Your Town event, and the Civic Awards into a single evening, it is hoped that greater attendance will be achieved, offering an enhanced opportunity to promote the town, its parishioners, and its community champions.

Please see **Appendix A** for the proposed amended Schedule of Meetings for 2025/26, which includes the rescheduled date.

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

Boosting Jobs and Economic Prosperity

- Promoting Saltash as a vibrant and welcoming visitor destination

Recreation and Leisure

- To continue to provide, improve and support in Saltash cultural activities, leisure and sport facilities.

## **Budgets**

**Budget Codes:** 6230 Social Media Advertising

**Budget Availability:** £745

**Committed Spend:** £210

**Signature of Officer:**

Mayor's Secretary/ Receptionist

**SALTASH TOWN COUNCIL  
SCHEDULE OF MEETINGS 2025/26**

# Agenda Item 23

**To confirm Town Council attendance at events held in 2026 and consider any actions and associated expenditure.**

**Report to:** Full Town Council

**Date of Report:** 05.12.25

**Officer Writing the Report:** Administration Officer

**Purpose of the Report:** For Members to consider attendance at three Saltash events throughout 2026.

## **Officers Recommendations**

Members are asked to confirm which 2026 events the Town Council wishes to attend using the Town Council gazebo.

If Members wish to attend these events, can it be confirmed whether this would replace the scheduled Meet Your Councillors sessions for those months - 16 May, 18 July, 19 December.

## **Report Summary**

The Town Council have been asked by event organisers if the Town Council wish to have a stall, free of charge, at the following 2026 Saltash events:

1. May Fair scheduled to be held 2 and 3 May
2. Regatta scheduled to be held 25 and 26 July
3. Christmas Festival scheduled to be held TBC date in December

In 2025, the Town Council attended Saltash Regatta on Saturday from 10:00 a.m. to 4:00 p.m. May Fair was not attended due to elections, and Members agreed for 2025 that the Christmas Festival was not a suitable event to participate due to lack of engagement at previously attended festivals.

These events are well attended and provide an excellent opportunity for the Town Council to strengthen engagement with both residents and visitors. They allow Councillors to connect directly with the community, build relationships, and represent the Town Council effectively.

Considerable investment has been made in marketing materials, including gazebos and tear-drop flags, to support Town Council's presence.

Event organisers have generously offered the stall free of charge, and it is important to ensure that, if the Town Council agrees to attend, the stall is appropriately manned to maintain goodwill and avoid any potential loss of income for organisers.

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

The Town Council being present at the three main events in the town helps support community engagement and involvement; encouraging residents and visitors to engage and interact with the Town Council.

It meets two of the six strategic priorities

- Boosting Jobs and Economic Prosperity – the stall serves as a platform to showcase Saltash as a vibrant and welcoming destination. It does this by offering information and leaflets about local attractions, the town's rich history, and upcoming projects and plans.
- Recreation and Leisure – the stall offers an opportunity to connect with residents and visitors, gather feedback on desired improvements, share information about upcoming projects and plans, and showcase the excellent facilities and opportunities already available in the town.

### **Signature of Officer:**

Administration Officer

## **To receive a report on Cornwall Bus Travel Survey and consider any actions**

**Report to:** Full Town Council – 15 January 2026

**Date of Report:** 22 December 2025

**Officer Writing the Report:** Administration Officer

### **Purpose of the report:**

To receive an invite from the Department of Transport to take part in a national pilot Survey.

### **Officers Recommendations**

Members are asked to consider submitting a Town Council response to the survey.

### **Report Summary**

Cornwall Council has been invited by the Department for Transport to take part in a national pilot, offering a rural perspective on how bus networks are delivered.

With new legislation set to give local authorities greater control over bus services, Cornwall Council wants to hear views from town and parish councils on the current bus network and what's important to people in your area:

- What works?
- What could be improved?
- What would make buses a better choice for your community?
- 

Your thoughts will help with Cornwall Council's contribution to the national pilot.

The deadline for responses is **Sunday 18 January 2026**.

All members received a copy of the survey to complete individually, and the information has been shared on our social channels.

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

### Travel and Transport

- To support access to affordable, accessible and sustainable transport in Saltash.

### Boosting Jobs and Economic Prosperity

- To ensure Saltash benefits from improved facilities.

### **Signature of Officer:**

Administration Officer

## NOTES

<b>Meeting:</b>	Saltash Town Team - Guildhall / Virtually
<b>Date and Time:</b>	Monday 12 January 2026 - 5.15 pm

<b>Present:</b>	<b>Title/Representing:</b>
C Bailey (CB)	CEPL12
R Bickford (RB)	CEPL12
P Cador (PC)	Cornwall Council
H Frank (HF)	Cornwall Council
S Gillies (SG)	Chairman of Town Vision
K Johnson (KJ)	Cornwall Council
S Martin (SM)	Vice Chairman of Town Vision (reserve)
S Miller (SM)	Chamber of Commerce
M Richardson (MR)	Consultant
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> S Baker and P Ryland
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<b>Item</b>	<b>Key / Action Points:</b>	<b>Action by:</b>
57	<u>Apologies.</u>  P Ryland (Chairman), P Cador (Cornwall Council), S Baker (Chamber of Commerce Reserve)	
58	<u>Health and Safety Announcements.</u>  The Chairman informed those present of the actions required in the event of a fire or emergency.	
59	<u>Public Questions - A 15-minute period when members of the public may ask questions of the Saltash Town Team.</u>  None received.	
60	<u>To receive the notes of the Town Team meeting held on 13 October 2024 as a true and correct record.</u>  It was proposed by BS, seconded by RB, and resolved that the notes of the last meeting are a true and accurate record.	

61	<p><b><u>To receive the latest Town Team funding statement and consider any actions.</u></b></p> <p>Members were reminded by the Town Clerk that the deadline date to use the remaining ring-fenced s106 funds is April 2027.</p> <p>Members noted the funding statement.</p>	
62	<p><b><u>To receive an update on the town leaflet and maps for information boards and consider any actions and expenditure.</u></b></p> <p>RB advised that the working group now feel comfortable to share the town leaflet and map, this has taken some time to get right, and any further changes will come at a cost, although they appreciate this may not have been the finished article. The working group Members asked for Town Team Members feedback.</p> <p>Much discussion was had and suggestions were made, such as, ensuring the text relating to the walks is correct, inclusion of Churchtown Farm on the map, and an arrow pointing in the direction to China Fleet.</p> <p>BS thanked the working group and hoped to see the finished product soon to coincide its publication with the ferry service that starts up again in April.</p>	
63	<p><b><u>To receive a final report on the extended Saltash markets and consider any actions and associated expenditure.</u></b></p> <p>P Cador joined the meeting.</p> <p>Members discussed the report and the cancellations due to adverse weather conditions, BS questioned who is responsible for deciding if the market would proceed if bad weather was expected.</p> <p>BS confirmed that the Town Clerk as the RFO would have the ultimate decision on behalf of the Town Council, however it was noted that Diverse Events insurance cover would only be valid up to certain wind speeds.</p>	

	<p>Members agreed that future communications regarding contractor appointments must clearly outline the Town Team's expectations from the outset.</p> <p>It was proposed by BS, seconded by SM noting the updates regarding the funding and the delivery of the additional markets from September to December 2025, and noting the successful completion and closure of the project. Further to this, Members requested the Development and Engagement Manager to submit the final claim to Cornwall Council.</p>	
64	<p><b><u>To receive an update from the working group on the future of the Saltash markets and to consider any actions and associated costs.</u></b></p> <p>It was noted that the working group has not yet convened to discuss the future of the markets following the end of funding.</p> <p>It was proposed by BST, seconded by RB and all Members agreed that the working group expand to include Chris Bailey, Richard Bickford, Peter Ryland, Steve Miller, and Brenda Samuels, will meet before the next Town Team meeting on 9 February. The group will consider associated costings and feedback from Diverse Events (Brenda offered to obtain the information from DE), addressing the following points:</p> <ol style="list-style-type: none"> <li>1. Contingency for adverse weather (e.g., provision of an indoor venue);</li> <li>2. Comprehensive insurance offering greater flexibility without compromising health and safety;</li> <li>3. Focus on farmers' markets featuring locally sourced produce;</li> <li>4. Reduction in stall numbers to avoid road closures.</li> </ol> <p>The aim is to establish a sustainable market model for Spring, aligning with the start of the ferry service and leaflet publication.</p>	

	A report from the working group will be presented at the Town Team meeting on 9 February.	
65	<p><b><u>To receive a report on the next steps of the feasibility study and consider any actions and associated expenditure.</u></b></p> <p>MR provided a summary of the meeting held prior to the Christmas break for those unable to attend, noting that the results of the Feasibility Study were encouraging and demonstrated strong trader interest in supporting Saltash.</p> <p>It was proposed by BS, seconded by SG and unanimously agreed that the next step would be to arrange a traders meeting, showcasing current initiatives, future budgets, funding opportunities, and volunteer involvement.</p> <p>MR offered to facilitate this meeting at no additional cost to Town Team, working alongside the Chairman and Town Clerk, should Members wish to proceed. Members confirmed that this should take place.</p> <p>Members shared initial ideas for the traders' meeting, including:</p> <ul style="list-style-type: none"> <li>• Venue: Guildhall, with welcome drinks at 5:30pm and the meeting commencing at 6:00pm;</li> <li>• Presentation of the Feasibility Study findings;</li> <li>• Discussion on maintaining Saltash as a sustainable town, considering budget and funding constraints, volunteer shortages, and networking opportunities;</li> <li>• Support from Saltash Town Council for publicity, with Members assisting in leaflet distribution to ensure everyone is aware a meeting is taking place;</li> <li>• Inclusion of local police to provide an update on measures addressing anti-social behaviour;</li> </ul>	

	<p>It was proposed by BS, seconded by SG and agreed to delegate planning of the traders' meeting to the Chairman, Town Clerk, and MR, with a proposed date at the end of March. A detailed plan will be presented to the Town Team at the meeting on 9 February for consideration prior to proceeding.</p> <p>It was proposed by BS, seconded by SG to approve submission of the Saltash BID Feasibility Study Report, prepared by MR, to Cornwall Council as part of the funding claim. This submission will include the agreed next steps outlined above.</p>	
66	<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 await the outcomes of both the markets working group meeting and the traders' meeting before discussing longer-term goals and ambitions, as these meetings are considered critical to shaping future plans.</p>	
67	<p><b><u>A.O.B</u></b></p> <p>RB suggested inviting Will Glassup, Highways Manager, back to Saltash to conduct another walk-around audit of the town, noting that previous audits had been highly productive.</p> <p>Members agreed this would be beneficial, and RB will email Will Glassup to arrange the visit. It was acknowledged that works relating to Storm Goretti will understandably take priority.</p> <p>RB confirmed he will keep Members updated and share the invitation once confirmed, should others wish to attend.</p> <p>SG informed Members about the Cornwall-based loyalty scheme, the Pard Card, which offers businesses a free way to connect with local customers and build a dedicated customer base by rewarding loyalty with discounts and offers.</p>	

	<p>Pard Cards cost £12 per year to the customer, providing access to discounts across Cornwall.</p> <p>It was noted that there are currently no Pard Card-affiliated businesses in Saltash.</p> <p>Further information is available at: <a href="http://www.pardcard.com">www.pardcard.com</a></p> <p>Members agreed this initiative aligns well with HF's work and should be explored further, alongside the Saltash Card project currently under review by the Chamber of Commerce reporting back at the next Town Team meeting.</p>	
68	<p><b><u>Date of Next Meeting: 9 February 2026</u></b></p> <p>Date of Next Meeting: 9 February 2026</p> <p>End of Meeting:18.23</p>	

# Agenda Item 26

**Monday 5<sup>th</sup> January 2026**

## **Oaklands Community Centre – Oaklands Information Café and Mobile Food Larder - Councillor Support Report**

Councillors attended 4 dates towards the end of 2025 at the request of the Oaklands Community Centre Committee, including 10am-12noon on: Wednesday 10<sup>th</sup> September, Wednesday 8<sup>th</sup> October, Wednesday 12<sup>th</sup> November and Wednesday 10<sup>th</sup> December.

The aim of the sessions is to provide residents with a friendly space to chat, ask questions, and find support from a range of local services. The local police service were in attendance monthly, as well as representatives from Cornwall Housing and MD Group who carry out local repairs, and our local Social Prescriber, as well as visits from Cornwall Councillor Hilary Frank and the local Fire Service.

Oaklands Community Centre has been supported by many organisations in 2025 including (the not limited to!): the installation of an accessibility ramp using funding provided by Harmony Fire's Social Value Fund; regular activities like bingo, craft clubs, knit and natter groups, mindfulness sessions, and social events with Age Concern Saltash; as well as a community garden created by Friends of Tincombe, featuring sensory plants, a pergola, raised beds, a bug hotel, and a privacy fence. With funding from Cornwall Council Community Chest grants, the garden will soon expand to include a vegetable and wildlife area focusing on pollinator-friendly plants. In November 2025 Saltash Town Council also granted funds to contribute towards Stage 2 of the centre's improvement works, helping to purchase essential kitchen equipment. This has been vital in supporting the mobile food larder which is essential in supporting members of the local community who struggle to get to Fore Street.

Visit Saltash describes Oaklands Community Centre as:

‘...a vital hub for the Saltash community, offering a range of services and facilities for local residents and groups. It provides a safe and inspiring space for all ages to engage in various activities and access essential services. Additionally, it serves as a meeting place for local groups and is available for events such as meetings, Yoga classes, or art for example.’

## **Oaklands Community Centre – Visit Saltash**

Mandy Thompson (local Social Prescriber) describes the Information Cafés as ‘going from strength to strength’.

Attendance numbers vary, it is hoped that the community will continue to use the centre and information sessions more and more based on word of mouth, social media posting and also continuing support from established local groups which have a wide reach such as Saltash Town Council. Councillors in attendance have been able to offer signposting to local residents, attendance and physical presence has exemplified STC's continuing support for community groups in Saltash.

James Jenkins (Chairperson) and Jackie Ashton (Vice Chair) have asked me to pass on thanks to STC for supporting the sessions thus far.

For as long as Councillors wish to volunteer to attend, my recommendation is to continue to support the monthly sessions and renew our commitment for a further 4 months, whereupon I am happy to write an updated report if requested.

Cllr. Mrs. Alice Victoria Ashburn Essa Ward.

End of report.

## To receive a report on Meet Your Councillors and consider any actions and associated expenditure

**Report to:** Full Town Council Committee

**Date of Report:** 16 December 2025

**Officer Writing the Report:** Planning and General Administrator

**Pursuant to:** Full Town Council, 5 June 2025, minute number 97/25/26 and Full Town Council, 7 August 2025, minute number 164/25/26.

### **Purpose of the report:**

To consider the dates of 'Meet Your Councillor' sessions for 2026.

### **Officers Recommendations**

Members are asked to consider the dates of 'Meet Your Councillor' sessions for 2026.

Options are to continue to hold these sessions on the third Saturday of the month or to revert back to the second Saturday of the month.

### **Report Summary**

In July 2025 'Meet Your Councillor' sessions were changed to the third Saturday of the month, in line with the Saltash Market trial dates. In August the success of these sessions were reviewed, and it was agreed that sessions would continue to coincide with Market days.

As the Market is no longer running and future dates for the Market are still to be confirmed by the Town Team, Members are asked to consider future dates for Meet Your Councillor sessions and the location. There are two options.

The first option is to continue to hold the sessions on the third Saturday of the month for consistency and in the hope of dates coinciding with Market days, should they be re-established, located outside former Bloom Hearing.

Alternatively, the second option is to revert back to the second Saturday of the month and return to the location outside Superdrug.

Saltash Studios have confirmed they will be continuing with their Maker Markets on the third Saturday of the month, starting again in 2026 on the 21 February.

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

This proposal supports the Town Council's strategic objectives under Boosting Jobs and Economic Prosperity by:

- Providing an opportunity for residents and local businesses to engage with Councillors and provide insight into opportunities or challenges that may not have been considered.
- Feedback from residents and local businesses can help Councillors shape initiatives that could improve prosperity.
- Sessions can be used to promote Saltash as a welcoming destination and encourage visitor numbers.
- Provides residents and local businesses the opportunity to get support required.

### **Signature of Officer:**

Planning and General Administrator