

# Public Document Pack

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Annual Meeting of Saltash Town Council held at the Guildhall on Thursday 15th May 2025 at 7.00 pm**

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

**ALSO PRESENT:** 7 Members of the Public, 2 Members of the Press; H Frank (Cornwall Councillor) and K Johnson (Cornwall Councillor), S Burrows (Town Clerk / RFO) and D Joyce (Office Manager / Assistant to the Town Clerk).

**APOLOGIES:** J Suter.

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#### **28/25/26 TO ELECT A CHAIRMAN.**

The Town Clerk informed Members one nomination has been received for the election of the Chairman/Mayor of Saltash Town Council:

Councillor Rachel Emily Bullock.

The original nomination form has been verified and validated.

The Town Clerk referred to Councillor Peggs as the proposer for Councillor Bullock, who spoke for up to three minutes.

Councillor Peggs invited the candidate, Councillor Bullock, to speak for up to three minutes.

The Town Clerk confirmed that the nomination for Chairman of the Town Council for the year 2025/26 was proposed by Councillor Peggs, seconded by Councillor Bickford and following a recorded vote;

|           |        |
|-----------|--------|
| Bickford  | For    |
| Brady     | For    |
| Bullock   | For    |
| Gillies   | For    |
| Martin    | For    |
| Miller    | For    |
| Mortimore | For    |
| Peggs     | For    |
| Samuels B | For    |
| Samuels P | For    |
| Stoyel    | For    |
| Suter     | Absent |

It was **RESOLVED** that Councillor Bullock be elected Chairman for the year 2025/26.

The Chairman Councillor Bullock in the Chair.

**29/25/26      TO CONFIRM AND NOTE THAT THE CHAIRMAN OF SALTASH TOWN COUNCIL HAS SIGNED THEIR DECLARATION OF ACCEPTANCE OF OFFICE IN THE PRESENCE OF THE PROPER OFFICER.**

The Chairman signed the Chairman's Declaration of Acceptance of Office in the presence of the Proper Officer.

It was **RESOLVED** to note.

**30/25/26      INCOMING ELECTED CHAIRMAN TO PRESENT THE PAST CHAIRMAN'S BADGE TO THE OUTGOING CHAIRMAN.**

The newly elected Chairman for 2025/26 Councillor Bullock presented the Past Chairman's badge to the outgoing Chairman Councillor Peggs.

**31/25/26      TO ELECT A VICE CHAIRMAN.**

The Town Clerk informed Members one nomination has been received for the election of the Vice Chairman of Saltash Town Council:

Councillor Brian Arthur Ernest Stoyel.

The original nomination form has been verified and validated.

The Town Clerk referred to Councillor Miller as the proposer for Councillor Stoyel, who spoke for up to three minutes.

The Chairman then invited the candidate, Councillor Stoyel, to speak for up to three minutes.

The Town Clerk confirmed that the nomination for Vice Chairman of the Town Council for the year 2025/26 was proposed by Councillor Miller, seconded by Councillor Peggs and following a recorded vote;

|           |        |
|-----------|--------|
| Bickford  | For    |
| Brady     | For    |
| Bullock   | For    |
| Gillies   | For    |
| Martin    | For    |
| Miller    | For    |
| Mortimore | For    |
| Peggs     | For    |
| Samuels B | For    |
| Samuels P | For    |
| Stoyel    | For    |
| Suter     | Absent |

It was **RESOLVED** that Councillor Stoyel be elected Vice Chairman for the year 2025/26.

The Chairman presented the Vice Chairman's Chain to Councillor Stoyel.

**32/25/26      HEALTH AND SAFETY ANNOUNCEMENTS**

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

**33/25/26      DECLARATIONS OF INTEREST:**

- a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

| Councillor | Agenda Item | Pecuniary / Non Pecuniary | Reason                      | Left the Meeting |
|------------|-------------|---------------------------|-----------------------------|------------------|
| Bickford   | 41          | Non Pecuniary             | Member of Regatta Committee | Yes              |

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

None.

**34/25/26      PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**35/25/26      TO NOTE THAT SALTASH TOWN COUNCILLORS HAVE COMPLETED THEIR DECLARATION OF ACCEPTANCE OF OFFICE FOR THE TERM 2025 TO 2029.**

The Proper Officer confirmed that all Saltash Town Councillors have completed their Declaration of Acceptance of Office for the term 2025 to 2029.

It was **RESOLVED** to note.

**36/25/26      TO NOTE THE TOWN COUNCIL HAS MET THE ELIGIBILITY CRITERIA TO ADOPT AND EXERCISE THE GENERAL POWER OF COMPETENCE FOR THE TERM 2025 TO 2029.**

The Town Clerk confirmed Saltash Town Council has met the eligibility criteria to adopt and exercise the General Power of Competence for the term 2025 to 2029.

It was **RESOLVED** to note.

37/25/26

**TO NOTE THERE ARE THREE VACANT SEATS ON THE TOWN COUNCIL AND THAT THE TOWN COUNCIL WILL BE ENACTING THEIR CO-OPTION POLICY TO FILL THE VACANT SEATS.**

The Town Clerk drew Members attention to the amended Co-option Policy contained within the circulated reports pack.

The Town Clerk provided a verbal overview in which it was explained that at the recent Induction Day following the elections, Members requested the Town Clerk review the Co-option Policy to ensure it is fit for purpose.

The Town Clerk confirmed a number of minor changes to ensure the Town Council is acting lawfully and consistently.

The Town Clerk asked if Members had any questions on the minor amendments presented at this evening's meeting.

Members did not have any questions on the updates received on the Co-option Policy received, as attached to the reports pack.

The Town Clerk asked Members, as advised by Cornwall Association of Local Councils, for agreement of the key changes to the process for the meeting on 5 June 2025 and for the Town Council to ratify this decision immediately prior to the co-option taking place.

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

1. To note there are three vacant seats on the Town Council;
2. To agree the minor amendments to the Co-option Policy, as attached, ratifying this decision immediately prior to the co-option taking place at Full Council to be held on Thursday 5 June 2025.

38/25/26

**TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 3 APRIL 2025 AS A TRUE AND CORRECT RECORD**

It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** to approve the Minutes of the Full Town Council Meeting held on 3 April 2025 as a true and correct record.

**TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

## a. Services held on 10 April 2025;

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

**RECOMMENDATION 1:**

12/25/26 TO RECEIVE AN UPDATED REPORT ON THE JUBILEE PONTOON AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the comprehensive report circulated in the reports pack.

The Chairman provided a verbal review of the report, noting that the Services Meeting approved removing the pontoon for inspection and repairs at the previous meeting held in February under Health and Safety.

The Town Clerk has been coordinating with the boatyard, insurers, and surveyors regarding the assessment of the Pontoon for storm damage and maintenance work.

Members received a quotation to fix the storm damage with the insurers confirming to pay only some of this cost, because they consider that some of the damage is caused by a lack of maintenance.

Members received further quotes to put the pontoon back together and into the water.

The insurers have confirmed they will pay 50% of the cost to take it out of the water and take it apart and another 50% to put it back together and into the water.

Two further quotes for works which are not essential, but described as desirable, to help with the longevity of the life of the pontoon were also received.

The desirable works proposed included stripping the pontoon back to bare metal and recoating it with paint and replating metal works. An additional quote to descale the five piles which hold the pontoon system in place and recoat with plating was also received.

The work on the piles would not be undertaken until the pontoon is back in the water so there may be a short period of time when the pontoon is closed.

Members discussed the work and agreed that as the pontoon is already out of the water it is an opportune time to maintain the pontoon to a high standard.

Members were reminded that a Tenancy at Will was signed with Cornwall Council by the Town Council to maintain the pontoon in a fit state.

Following a recorded vote, it was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED**:

1. To note the report;
2. To appoint Voyager Marine to undertake storm damage and maintenance work to the pontoon and the piles and reinstate it to the Tamar at a cost of £109,170.21 plus VAT.
3. To accept the insurance settlement offer of £13,913.13 towards storm damage repairs and 50% contribution towards the cost of lifting and reinstating the pontoon;
4. To **RECOMMEND** to Full Council to approve a virement of £109,170.21 to budget code 6584 EMF Pontoon Maintenance;
5. Members recognise the Services Committee is a full-standing committee and with confidence of this evening's recommendation, request the Town Council to proceed immediately with the appointment to avoid potential holding fees at the boatyard and delay in opening the pontoon to regain income.

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

#### **RECOMMENDATION 2:**

#### **14/25/26 TO RECEIVE A DRAFT INTERNAL CCTV POLICY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the Draft Internal CCTV Policy as circulated in the reports pack.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and resolved to **RECOMMEND** the CCTV Policy to a future Full Town Council Meeting, subject to inclusion of the town CCTV system (as attached).

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

b. Planning and Licensing held on 15 April 2025;

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

c. Burial Authority held on 15 April 2025;

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

**RECOMMENDATION:**

10/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL'S EXCLUSIVE RIGHTS OF BURIAL PROCESS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report as contained within the circulated reports pack.

The Office Manager / Assistant to the Town Clerk highlighted the main points in the report and informed members that the Administration Team have now commenced the Exclusive Right of Burial (EROB) and Memorial Permit Renewals.

Members discussed the renewal process and amendments to the accompanying documents in the reports pack.

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

1. Note the report;
2. **RECOMMEND** to Full Council the amendments to the Churchtown Cemetery Management Policy and Regulations, the Rules and Regulations for the erection of memorials and the Churchtown Cemetery Application Forms, as attached.

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

**40/25/26      TO RECEIVE AND NOTE THE MINUTES OF THE TOWN VISION SUB COMMITTEE HELD ON 24 APRIL 2025 AND CONSIDER ANY RECOMMENDATIONS.**

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

**RECOMMENDATION:**

**9/25/26      TO RECEIVE THE RESULTS OF THE TRIAL IMPACT ASSESSMENTS ON TOWN COUNCIL PROJECTS AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor Griffiths, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Council to approve and adopt the Climate Strategy Project Impact Assessment. This is for Town Council officers to complete for substantial Town Council projects to ensure the impact to the climate is positive (as attached).

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

**41/25/26      TO RECEIVE THE OUTGOING CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**42/25/26      TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.**

Councillor Peggs informed Members that the Police could not attend the meeting this evening due to their involvement in promoting a community app aimed at improving local engagement and communication with businesses.

Councillor Peggs spoke of disappointment in local businesses attendance at a recent meeting with representatives including the South East Cornwall Inspector, a cybercrime officer, a business retail officer, the Cornwall Council licensing officer, and other local police officers.

Members discussed the lack of noticeable advertisement for this meeting and welcomed improved communications to support this initiative.

It was **RESOLVED** to note.

**43/25/26      TO RECEIVE A REPORT BY COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**44/25/26      TO RECEIVE A REPORT FROM THE COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Nothing to report.

**45/25/26      TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Nothing to report.

**46/25/26      TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**47/25/26      TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman together with Members warmly welcomed the newly elected Cornwall Councillors attending this evening's meeting, Cornwall Councillor Hilary Frank (Essa Ward) and Cornwall Councillor Keith Johnson (Tamar Ward).

Both Cornwall Councillors thanked the Chairman and Members and are looking forward to working with Saltash Town Council in due course.

It was **RESOLVED** to note.

**48/25/26      TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Nothing to report. The next meeting is to be held on Wednesday 22 May 2025.

**49/25/26      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**50/25/26      FINANCE:**

a. To advise the receipts for March 2025;

It was **RESOLVED** to note.

b. To advise the payments for March 2025;

It was **RESOLVED** to note.

c. To report urgent and essential works actioned by the Town Clerk under Financial Regulations;

Nothing to report.

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

**51/25/26      TO RECEIVE A REPORT ON THE TOWN COUNCIL BANK MANDATES AND CONSIDER ANY ACTIONS.**

Members received the report contained within the circulated reports pack.

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** to note the report and delegate to the Finance Officer to arrange the removal of former Town Councillors and staff from the bank mandate.

**52/25/26      TO NOTE THE APPOINTMENT OF THE TOWN COUNCIL INTERNAL AUDITOR, HUDSON ACCOUNTING FOR THE YEAR 2025/26.**

The Responsible Finance Officer provided an overview of the internal auditors appointment.

Saltash Town Council last term of office appointed Steve Hudson of Hudson Accounting to act as the Town Council's Internal Auditor based on his competence and independence. This met the requirement of BDO the External Auditor.

It was **RESOLVED** to note Saltash Town Council's appointment of the Internal Auditor, Steve Hudson (Hudson Accounting) for the year 2025/26, and that he is independent.

**53/25/26      TO RECEIVE THE CIVILITY AND RESPECT PLEDGE FOR THE YEAR 2025/26 AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to approve that the Chairman on behalf of Saltash Town Council, signs the Civility and Respect Pledge for the year 2025/26 to be displayed in all Town Council buildings.

**54/25/26      TO RECEIVE THE HEALTH AND SAFETY STATEMENT FOR THE YEAR 2025/26 AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor Mortimore, seconded by Councillor P Samuels and **RESOLVED** to approve that the Town Clerk on behalf of Saltash Town Council, signs the Health and Safety Statement for the year 2025/26 to be displayed in all Town Council buildings.

**55/25/26      TO RE-ADOPT THE TOWN COUNCIL BUSINESS PLAN AND DELIVERABLES FOR THE REMAINING TERM OF THE PLAN 2025 TO 2027.**

Members discussed the need to review the Town Council's Business Plan regularly.

The Town Clerk confirmed the Town Vision Sub Committee's remit is to regularly review the business plan reporting back to the relevant Committee / Sub Committees with recommendations and Full Council as required.

It was proposed by Councillor Gillies, seconded by Councillor Peggs and **RESOLVED** to re-adopt the Town Council Business Plan and deliverables for the remaining term of the plan 2025 to 2027.

**56/25/26      TO RE-ADOPT THE TOWN COUNCIL PORTFOLIOS FOR THE YEAR 2025/26.**

It was proposed by Councillor Bullock, seconded by Councillor B Samuels and **RESOLVED** to re-adopt the Town Council Portfolios for the year 2025/26.

**57/25/26      TO NOTE THE TOWN COUNCIL INSURANCES:**

Members received the following Town Council insurances en-bloc.

- a. Employers Liability;
- b. Public Liability;
- c. Cyber;
- d. Motor;
- e. Pontoon.

It was **RESOLVED** to note.

**58/25/26      TO CONSIDER A RECOMMENDATION TO ADOPT THE TOWN COUNCIL SCHEDULE OF MEETINGS CALENDAR FOR THE YEAR 2025/26.**

Members reviewed the recommended schedule of meetings calendar for the year 2025/26 contained within the circulated reports pack.

The Town Clerk requested a Personnel Committee meeting be scheduled for 29 May 2025.

Members requested that the Personnel Committee meeting scheduled for 25 June be moved to 31 July to allow adequate time between meetings for business to be received and considered.

It was proposed by Councillor B Samuels, seconded by Councillor Stoyel and **RESOLVED** to adopt the Town Council Schedule of Meetings Calendar for the year 2025/26 subject to the following amendments (as attached):

The 26 June meeting now becomes the 29 May. Additional meeting to be held on 31 July 2025.

**59/25/26      TO CONSIDER A RECOMMENDATION TO ADOPT THE TOWN COUNCIL BUDGET AND PRECEPT SCHEDULE OF MEETINGS FOR THE YEAR 2025/26.**

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** to approve the recommendation and adopt the Budget and Precept Setting dates, as attached.

**60/25/26      TO RE-ADOPT THE TOWN COUNCIL'S EXISTING POLICIES AND PROCEDURES FOR THE YEAR 2025/26:**

The Chairman requested the re-adoption of policies be taken en-bloc for each section.

Members were reminded that a robust review had been actioned throughout the year 2024-25 with all recommendations considered and approved at 11 March 2025 Policy and Finance Committee.

a. Employees

1. NJC Green Book
2. Data Protection - Criminal Records Information Policy
3. Data Protection Policy (Employees)
4. Disability Employment Policy
5. Employee Handbook
6. Employee Recognition Scheme
7. Equality and Diversity Policy
8. Local Government Pension Scheme
9. Protocol for Member Officer Relations
10. Provision of IT and Acceptable Use Policy
11. Recruitment & Selection Policy
12. Training and Development Policy

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to re-adopt the Town Council Employee policies for the year 2025/26.

b. Finance;

1. Accounts and Audit Regulations 2015
2. Annual Business Continuity Plan
3. Annual Internal Audit and Business Risk Assessment
4. Annual Reserves Policy
5. Annual Statement on Internal Control
6. Annual Treasury Management Strategy
7. Anti Bribery Policy Statement & Anti-Fraud & Corruption Strategy
8. Finance Schedule & Precept Plan
9. Receipting of Income & Banking Procedures
10. Risk Management Plan Statement
11. Risk Management Strategy
12. Scheme of Delegation
13. Financial Regulations

It was proposed by Councillor P Samuels, seconded by Councillor Gillies and **RESOLVED** to re-adopt the Town Council Finance policies for the year 2025/26.

c. General;

1. Acquisition or Sale of Land and Property
2. Allotments
3. Complaint Handling & Customer Behaviour Policies
4. Communications Policy & Strategy
5. Noticeboard Policy
6. Corrections and Additions to Saltash War Memorials
7. Data Protection & Retention Policies
8. Freedom of Information Policy, Procedure & Model Publication Scheme
9. Fundraising Strategy
10. Grants Policy
11. Grant Application Form - Word format
12. Hire of Town Council Premises and Events
13. Match Funding
14. Match Funding for Playparks Application Form - Word format
15. Planning - A Guide for Councillors
16. Public Loudspeaker Policy
17. Receiving Public Questions, Representations & Evidence at Meetings
18. Safeguarding Policy
19. Social Media Policy
20. Standing Orders
21. Terms of Reference - Committees & Sub Committees
22. STC Corporate Guidelines

It was proposed by Councillor Mortimore, seconded by Councillor Martin and **RESOLVED** to re-adopt the Town Council General policies for the year 2025/26.

- d. Health and Safety Manual;
  - 1. Health and Safety Manual

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to re-adopt the Town Council Health and Safety policy for the year 2025/26.

- e. Library;
  - 1. Home Library Service
  - 2. Library Stock Management
  - 3. Wi-Fi Acceptable Use Policy

It was proposed by Councillor P Samuels, seconded by Councillor Gillies and **RESOLVED** to re-adopt the Town Council Library policies for the year 2025/26.

- f. Members;
  - 1. Co-Option Policy
  - 2. Code of Conduct

It was proposed by Councillor Mortimore, seconded by Councillor Miller and **RESOLVED** to re-adopt the Town Council Members policies for the year 2025/26.

- g. Civic
  - 1. Awarding the Honorary Freedom of Saltash
  - 2. Civic Awards
  - 3. Civic Handbook
  - 4. Election of Mayor and Deputy Mayor

It was proposed by Councillor B Samuels, seconded by Councillor Bullock and **RESOLVED** to re-adopt the Town Council Civic policies for the year 2025/26.

61/25/26      **TO NOTE THAT THE FOLLOWING COMMITTEES REMAIN A COMPOSITION OF SIXTEEN MEMBERS THEREFORE APPOINTMENTS ARE NOT REQUIRED, ALL MEMBERS WILL BE SUMMONED TO THE SCHEDULED MEETINGS OF THIS TOWN COUNCIL DURING THE YEAR 2025/26.**

- a. Planning and Licensing;
- b. Policy and Finance;
- c. Services.

It was **RESOLVED** to note.

62/25/26

**TO RECEIVE A REPORT ON TOWN COUNCIL MEMBERSHIP AND  
CONSIDER ANY ACTIONS.**

The Town Clerk provided a brief verbal overview of the report contained within the circulated reports pack.

The Town Clerk confirmed the Town Council does not have Terms of Reference for how Members are elected to Committee, Sub Committee, Working Groups and Outside Partnerships if the membership level is oversubscribed.

Members agreed at the Induction Day held on 10 May 2025 a discussion would take place initially and if a consensus could not be reached, Members wished for names to be pulled out of a hat.

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

1. To approve option three (pull names from a hat) should a consensus not be reached;
2. To receive draft Membership Terms of Reference to Committees, Sub Committees, Working Groups and Outside Partnerships at a future Policy and Finance Committee meeting.

**TO APPOINT MEMBERS TO THE FOLLOWING COMMITTEES:****a. Burial Authority;  
(Composition of six)**

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** that Councillors Bullock, Miller, B Samuels and Stoyel be appointed to the Burial Authority Committee. There are two vacancies at this time.

**b. Joint Burial Board  
(Membership established by separate constitution - composition of four STC Members inclusive of the Mayor and Deputy Mayor)**

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** that Councillors Bullock (Mayor), Stoyel (Deputy Mayor), Peggs and B Samuels be appointed to the Joint Burial Board Committee in line with the constitution. There are no vacancies at this time.

**c. Personnel  
(Composition of six)**

**The Town Council recognises that a stable membership of the Committee is desirable and as such membership of the Committee should be seen as a long-term commitment.**

**All members of this Committee will undertake employment law training within 6 months provided by the Council subject to course availability.**

Seven Members expressed an interest in forming the membership of the Personnel Committee.

A consensus could not be reached.

In accordance with the resolution of minute nr. 62/25/26, the names of Members who had expressed interest were pulled from a hat.

Councillor Gillies announced the selected names. However, it was later identified that one name had been mistakenly omitted from the draw. To ensure fairness, the process was repeated with all eligible names included.

Councillor Gillies then announced the final selection.

It was proposed by Councillor Bullock, seconded by Councillor Martin and **RESOLVED** that Councillors Brady, Bullock, Mortimore, Peggs, P Samuels and Stoyel be appointed to the Personnel Committee. There are no vacancies at this time.

**TO APPOINT MEMBERS TO THE FOLLOWING SUB COMMITTEES:**

1. Devolution  
**(Composition of eight Members)**

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** that Councillors Bickford, Bullock, Gillies, Martin, Mortimore, Peggs, B Samuels and P Samuels be appointed to the Devolution Sub Committee. There are no vacancies at this time.

2. Library  
**(Composition of eight Members)**

It was proposed by Councillor B Samuels, seconded by Councillor P Samuels and **RESOLVED** that Councillors Bickford, Brady, Bullock, Gillies, Martin, Peggs, B Samuels and P Samuels be appointed to the Library Sub Committee. There are no vacancies at this time.

3. Property Maintenance  
**(Composition of eight Members)**

It was proposed by Councillor Stoyel, seconded by Councillor Bullock and **RESOLVED** that Councillors Bickford, Brady, Bullock, Miller, B Samuels, P Samuels and Stoyel be appointed to the Property Maintenance Sub Committee. There is one vacancy at this time.

4. Station Property  
**(Composition of eight Members)**

It was proposed by Councillor B Samuels, seconded by Councillor Stoyel and **RESOLVED** that Councillors Bickford, Brady, Bullock, Miller, B Samuels, P Samuels and Stoyel be appointed to the Station Property Sub Committee. There is one vacancy at this time.

5. Town Vision  
**(Composition of eight Members)**

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** that Councillors Bickford, Bullock, Gillies, Martin, Peggs, B Samuels and P Samuels be appointed to the Town Vision Sub Committee. There is one vacancy at this time.

**TO REVIEW THE TOWN COUNCIL WORKING GROUPS AND APPOINT MEMBERS ACCORDINGLY;**

- a. Waterfront Management and Water Transport;  
**(Composition of eight Members)**

It was proposed by Councillor Bullock, seconded by Councillor Mortimore and **RESOLVED** for Councillors Bickford, Brady, Bullock, Martin, and Mortimore to be Members of the Waterfront Management and Water Transport Working Group. There are three vacancies at this time.

- b. Neighbourhood Plan Steering Group;  
**(Composition of three Town Council Representatives)**

It was proposed by Councillor Brady, seconded by Councillor Peggs and **RESOLVED** for Councillors Brady, B Samuels and P Samuels to be Town Council Representatives of the Neighbourhood Plan Steering Group. There are no vacancies at this time.

- c. Communications and Engagement;  
**(Composition of four Members)**

It was proposed by Councillor Bickford, seconded by Councillor Martin and **RESOLVED** to approve to disband the Communications and Engagement Working Group with immediate effect.

- d. Saltash Team for Youth;  
**(Composition of four Members)**

It was proposed by Councillor Peggs, seconded by Councillor P Samuels and **RESOLVED** for Councillors Bullock, Martin, Peggs and Stoyel to be Members of the Saltash Team for Youth Working Group. There are no vacancies at this time.

- e. Beating of the Bounds;  
**(Composition of four Members)**

It was proposed by Councillor Stoyel, seconded by Councillor Bullock and **RESOLVED** for Councillors Bullock, Peggs, P Samuels and Stoyel to be Members of the Beating of the Bounds Working Group. There are no vacancies at this time.

- f. Shared Prosperity Funding;  
**(Composition of five Members including attendance from Cornwall Councillors)**

It was proposed by Councillor Miller, seconded by Councillor B Samuels and **RESOLVED** to approve to disband the Shared Prosperity Funding Working Group with immediate effect.

g. CIL Application Play Areas;  
**(Composition of five Members)**

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** to approve to disband the CIL Application Play Areas Working Group with immediate effect.

h. CIL Application - Fourth Round  
**(Composition of five Members)**

It was proposed by Councillor Bullock, seconded by Councillor Mortimore and **RESOLVED** for Councillors Bickford, Gillies, Mortimore and Peggs to be Members of the CIL Application – Fourth Round Working Group. There is one vacancy at this time.

i. D-Day 80;  
**(Composition of four Members)**

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to approve to disband the D-Day 80 Working Group with immediate effect.

j. Christmas Lights Switch on Event 2025  
**(Composition of five Members)**

It was proposed by Councillor Mortimore, seconded by Councillor P Samuels and **RESOLVED** for Councillors Bickford, Bullock, Mortimore, Peggs and Stoyel to be Members of the Christmas Light Switch on Event 2025 Working Group. There are no vacancies at this time.

k. Saltash Tunnel  
**(Composition of three Members)**

It was proposed by Councillor Bickford, seconded by Councillor Martin and **RESOLVED** for Councillors Bickford, Martin and Miller to be Members of the Saltash Tunnel Working Group. There are no vacancies at this time.

l. Churchtown Farm Nature Reserve  
**(Composition of six Members)**

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and **RESOLVED** for Councillors Bickford, Bullock, Gillies, Mortimore, Peggs and Stoyel to be Members of the Churchtown Farm Nature Reserve Working Group. There are no vacancies at this time.

**TO APPOINT MEMBERS TO OUTSIDE PARTNERSHIPS:**

- a. OPCC Councillor Advocate Scheme;  
**(Composition of three representatives)**

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** for Councillors Brady, Martin and Peggs to be representatives of Saltash Town Council on the OPCC Councillor Advocate Scheme. There are no vacancies at this time.

- b. Safer Saltash;  
**(Composition of four representatives)**

It was proposed by Councillor Miller, seconded by Councillor Peggs and **RESOLVED** for Councillors Bullock, Martin and Peggs to be representatives of Saltash Town Council on Safer Saltash. There is one vacancy remaining at this time.

- c. Community Area Partnerships (CAP's);  
**(Composition of two representatives, Mayor and Deputy Mayor)**

It was **RESOLVED** to note Councillor Bullock (Mayor) and Stoyel (Deputy Mayor) are the representatives of Saltash Town Council for the Community Area Partnerships. There are no vacancies at this time.

- d. Section S106 Panel;  
**(Composition of three representatives, Mayor and Deputy Mayor and one Member)**

It was proposed by Councillor Bullock, seconded by Councillor Brady and **RESOLVED** for Councillors Bullock (Mayor), Stoyel (Deputy Mayor) and P Samuels to be representatives of Saltash Town Council on the Section S106 Panel. There are no vacancies at this time.

- e. Town Team;  
**(Composition of three representatives, Chairman of Town Vision and two Members)**

It was proposed by Councillor Bullock, seconded by Councillor Martin and **RESOLVED** for Councillors B Samuels and Stoyel to be representatives of Saltash Town Council on Town Team together with the Chairman of the Town Vision Sub Committee once elected. There are no vacancies at this time.

f. Saltash Leisure Centre Working Group;  
**(Composition of two representatives)**

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** for Councillors Bickford and Bullock to be representatives of Saltash Town Council on the Saltash Leisure Centre Working Group. There are no vacancies at this time.

g. Saltash Waterside Partnership;  
**(Composition of two Members being the Chairman and Vice Chairman of Devolution)**

It was **RESOLVED** to note the two Members representing Saltash Town Council on the Saltash Waterside Partnership are to be confirmed following election of the Chairman and Vice Chairman of the Devolution Sub Committee.

h. CCTV  
**(Composition of four representatives)**

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** to approve to disband the CCTV Outside Partnership with immediate effect.

Councillor Bickford declared an interest in the next agenda item and left the meeting.

**67/25/26      TO RECEIVE A REQUEST FOR A CIVIC PARADE AT SALTASH REGATTA AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor Peggs, seconded by Councillor P Samuels and **RESOLVED** to accept Saltash Regatta's invitation to a Civic Parade on 7 June 2025 and approve for the Mayor to open the event and give out prizes.

Councillor Bickford was invited and returned to the meeting.

**68/25/26      TO RECEIVE A REPORT ON ATTENDANCE AT THE TOWN COUNCIL REGATTA STALL AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor Peggs, seconded by Councillor Martin and **RESOLVED** to approve the Town Council stall timetable, as attached, with Members confirming their availability in advance to fill any vacant slots potentially in partnership with co-opted Councillors following the Full Council meeting on 5 June.

**69/25/26      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.

**70/25/26      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**71/25/26      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**72/25/26      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Elected Mayor and Deputy Mayor for the year 2025/26;
2. Updated Co-option Policy;
3. Project Impact Assessment showing evidence of Saltash Town Council's commitment to Climate Change;
4. Civility and Respect Pledge;
5. Business Plan moving in to the new Council Term;
6. Regatta Civic Parade and Stall;
7. Schedule of Meetings 2025/26;
8. Budget and Precept Schedule of Meetings 2025/26.

**73/25/26      DATE OF NEXT MEETING: THURSDAY 5 JUNE 2025 AT 7:00P.M.**

Thursday 5 June 2025 at 7.00pm.

**74/25/26      COMMON SEAL:**

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

Rising at: 8.32 pm

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

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

# Co-option

RESPONSIBLE COMMITTEE: P&F

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

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| Current Document Status |               |                            |                       |
|-------------------------|---------------|----------------------------|-----------------------|
| <b>Version</b>          | 2025          | <b>Approved by</b>         | P&F                   |
| <b>Date</b>             | 11.03.2025    | <b>Responsible Officer</b> | AJT                   |
| <b>Minute no.</b>       | 164/24/25f(1) | <b>Next review date</b>    | Annual or as required |

| Version History |               |                   |                    |               |  |
|-----------------|---------------|-------------------|--------------------|---------------|--|
| Date            | Version       | Author/<br>editor | Committee/<br>date | Minute no.    | Notes                                      |
| 01.2021         | 1             | AJT               | P&F<br>09.03.2021  | 173/20/21a    | New policy (REC)                           |
| 05.2021         | 2             | AJT               | ATM<br>20.05.2021  | 35/21/22a     | Adopted                                    |
| 05.2022         | 2/2022        | AJT               | ATM<br>05.05.2022  | 54/22/23d(ii) | Readopted                                  |
| 05.2023         | 2023          | AJT               | ATM<br>04.05.2023  | 65/23/24f(ii) | Readopted                                  |
| 02.2024         | 2024<br>DRAFT | AJT               | P&F<br>27.02.2024  | 156/23/24f(2) | Reviewed for recommendation to FTC 03.2024 |
| 03.2024         | 2024          | AJT               | FTC<br>07.03.2024  | 367/23/24c    | Recommended from P&F. Approved.            |
| 05.2024         | 2024          | AJT               | ATM<br>02.05.2024  | 64/24/25f(1)  | Readopted.                                 |

|         |      |     |                   |               |  |
|---------|------|-----|-------------------|---------------|--|
| 08.2024 | 2024 | AJT | P&F<br>24.09.2024 | 73/24/25a     | Minor text amendments.<br>Delegated authority to operate policy to Town Clerk.<br>Recommended to FTC 10.2024 |
| 10.2024 | 2024 | AJT | FTC<br>03.10.2024 | 205/24/25a    | Approved.  |
| 01.2025 | 2025 | AJT | P&F<br>14.01.2025 | 135/24/25a    | Reviewed no amendments required  |
| 03.2025 | 2025 | AJT | P&F<br>11.03.2025 | 164/24/25f(1) | Reviewed   |
| 04.2025 | 2025 | AJT | -                 | -             | Minor text amendments – qualifications.  |

### Document Retention Period

Until superseded.

## **Co-option Policy**

This policy sets out the procedure to be followed when co-opting members to fill a casual vacancy within the Town Council ensuring compliance with relevant legislation.

The operation of this policy is delegated to the Town Clerk, reporting back to Full Council.

Templates included in the appendix:

- Appendix A: Notice of a Casual Vacancy
- Appendix B: Co-option criteria
- Appendix C: Co-option eligibility declaration
- Appendix D: Application form
- Not included but to be sent with the Application Pack is the STC Privacy Notice

## **Background**

s.87(2) of the Local Government Act 1972 requires a local council to give public notice of casual vacancies.

## **Casual Vacancy**

A casual vacancy occurs when:

1. a councillor fails to deliver their declaration of acceptance of office at the proper time; or
2. a councillor resigns; or
3. a councillor dies; or
4. in the case of a councillor who is disqualified by virtue of a criminal conviction, under section 34 of the Localism Act 2011, the expiry of the period for making an application or appeal, or if an appeal or application has been made, the date that any such application or appeal process comes to an end;

5. on the date of a report or certificate of an election court that declares an election void;
6. a person ceases to be qualified to be a councillor for a reason not mentioned above; or
7. a councillor fails to attend a meeting for six consecutive months (section 85 of the 1972 Act).

Cornwall Council is notified by the Town Clerk of the vacancy and will post a formal Notice of Vacancy. The notice will be displayed for fourteen days during which ten members of the parish can request (in writing) that an election takes place. Cornwall Council will then organise the by-election.

If no election is called or following the call for an election no candidates stand, the Town Council will then fill the seat by co-option.

NOTE: if the vacancy falls within six months before the date when the councillor in question would have regularly retired (e.g. four days after the next ordinary election), a by-election will not be held but the Town Council may, but need not, co-opt a member to fill the vacancy. It must still give public notice of the vacancy.

### **Vacancies after an ordinary election**

Section 21 of the Representation of the People Act 1985 provides that where an insufficient number of candidates is validly nominated at an ordinary local council election to fill the vacancies on the town council, those who have been validly nominated are automatically elected as councillors.

Provided that those elected constitute at least a quorum (three or one third of the total number of councillors, whichever is the greater), the Town Council may co-opt any person(s) to fill the vacancy(ies).<sup>1</sup> There is no statutory requirement<sup>2</sup> to give public notice of the vacancy(ies) before exercising the power of co-option. However, in practice this may be a sensible way to attract possible candidates and demonstrates transparency.

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<sup>1</sup> Where the power of co-option is not exercised within 35 working days, Cornwall Council may exercise powers to hold a further election or take other appropriate action to fill the vacancy(ies).

<sup>2</sup> s.21(2) Representation of the People Act 1985

The co-option process should be completed within six weeks of the new Town Council taking office (four days after the election).

### **Eligibility for Co-option**

A person is eligible to be co-opted provided they are qualified to be a councillor<sup>3</sup> and is not disqualified by the s.80 of the 1972 Act.

Eligibility criteria:

To be able to stand as candidate at a parish council election you must:

- be at least 18 years old
- be a British citizen, an eligible Commonwealth citizen, a citizen of the Republic of Ireland, a qualifying EU citizen or an EU citizen with retained rights
- Meet at least one of the following four qualifications:
  - You are, and will continue to be, registered as a local government elector for the parish in which you wish to stand from the day of your nominations onwards.
  - You have occupied as owner or tenant any land or other premises in the parish area during the whole of the 12 months before the day of your nomination and the day of election.
  - Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the parish area.
  - You have lived in the parish area or within three miles of it during the whole of the 12 months before the day of your nomination and the day of election.

When completing your application you will be asked to indicate which qualifications you meet. You should indicate on the form all those qualifications that apply to you.

There are certain disqualifications for election of which the main are:

1. holding a paid office under the local authority;
2. bankruptcy

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<sup>3</sup> s.79 of the 1972 Act

3. having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election; and
4. being disqualified under any enactment relating to corrupt or illegal practices.

### **Applying for a Casual Vacancy**

Application packs can be downloaded from the Town Council website <https://www.saltash.gov.uk/councillorvacancies.php> or on request from the Town Council. (See appendix for templates)

Councillors co-opted to the Town Council are not eligible to claim the Members Allowance.

## Procedure

|   |   |
|---|---|
| <b>Vacancy arises</b>                                       | <ul style="list-style-type: none"> <li>• Councillors notified.</li> <li>• Electoral Services notified.</li> </ul>   |
| <b>Co-option<br/>(where no by-election is called)</b>       | <ul style="list-style-type: none"> <li>• Advertise notice of vacancy to be filled by co-option with a 14-day deadline. The notices will be placed on all Town Council notice boards; the Town Council website and social media pages; issued as a press and media release.</li> <li>• Prepare application packs including a copy of the STC Privacy Notice.</li> <li>• Application packs made available on website or on request.</li> </ul>  |
| <b>Co-option<br/>(vacancies after an ordinary election)</b> | <ul style="list-style-type: none"> <li>• Advertise notice of vacancy to be filled by co-option after an ordinary election with a 14-day deadline. The notices will be placed on all Town Council notice boards; the Town Council website and social media pages; issued as a press and media release.</li> <li>• Where the power of co-option is not exercised within 35 working days, Cornwall Council may exercise powers to hold a further election or take other appropriate action to fill the vacancy(ies) s.21(2) Representation of the People Act 1985</li> </ul> |

|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>The co-option process should be completed within six weeks of the new Town Council taking office (four days after the election)</li> </ul>   |
| <b>After closing date</b>   | <ul style="list-style-type: none"> <li>Town Clerk (or officer with delegated authority) checks applications for eligibility. Eligible candidates invited to co-option meeting.</li> <li>All eligible applications (Appendix D only, due to personal data protected by GDPR) are circulated to Councillors three days before the co-option meeting. These will only be sent to council email addresses marked to be treated as Strictly Private and Confidential.</li> <li>Agenda issued for the meeting to include agenda item (to be the last item on the agenda): To receive applications for the office of Town Councillor and to co-opt a candidate to fill the existing vacancy in ----- Ward(s).</li> </ul> |
| <b>Co-option meeting<br/>(note this must be a<br/>Full Town Council meeting<br/>open to the public)</b> | <ul style="list-style-type: none"> <li>Where a candidate is a relative of an existing Councillor, that Councillor should declare a prejudicial interest and withdraw from the meeting.</li> <li>Each candidate (in alphabetical order) will be given three minutes to speak - introducing themselves to the town council, giving information on their background and experience and</li> </ul>  |

|  |   |
|--|---|
|  | <p>explaining why they wish to become a member of the Town Council.</p> <ul style="list-style-type: none"> <li>• After the presentations Councillors may ask questions of the candidates before proceeding to the vote.</li> <li>• Each Councillor present has one vote per vacancy to be filled. The Chairman has the casting vote (Standing Order 3.19). For a candidate to be successful they will need to obtain an absolute majority of votes cast at the meeting. If there are more than two candidates and there is no candidate with an absolute majority in the first round of voting, the candidate with the least number of votes will drop out. Further rounds of voting will take place until a candidate has an absolute majority.</li> <li>• Where there are two or more candidates seeking co-option, that the voting should take place by written ballot. A written ballot is not a secret vote; it is a vote where only the clerk/officer is aware of how individual councillors voted</li> <li>• The officer circulates one ballot sheet to each member present and eligible to vote</li> <li>• Every voting Member must record their name on the ballot paper and then the name of their preferred candidate</li> </ul> |
|--|---|

|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>• The officer collects all of the ballot papers and confirms to the Clerk that there are no duplicate ballot papers</li> <li>• The officer then counts the votes for each candidate, verified by the Clerk, the Clerk confirms the result to the Chairman, the Chairman informs the Town Council</li> <li>• The voting process will be repeated until such time as a candidate has a clear majority as outlined in Standing Order 8a</li> </ul>                              |
| <b>After the meeting</b>  | <ul style="list-style-type: none"> <li>• Successful candidates will meet the Clerk the following day or at their earliest opportunity to sign the Acceptance of Office form. They may then attend a Town Council meeting.</li> <li>• Town Clerk notifies Electoral Services of the new Councillor appointed.</li> <li>• Declaration of Interests paperwork to be completed within 28 days</li> <li>• Administration office to issue induction pack and undertake all necessary administration processes.</li> </ul> |
| <b>Where insufficient candidates come forward for co-option</b> | <ul style="list-style-type: none"> <li>• The vacancy will be re-advertised and the process continue until an appointment is made.</li> </ul>  |

## APPENDIX A (new design and text for the notice of vacancy)

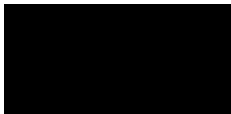
Saltash Town Council (use the modern logo)

Konsel An Dre Essa

### Notice for Co-option Vacancy

**<ENTER WARD(S)>** Vacancies for Town Councillors:

1. There is **<ADD NUMBER>** vacancies on Saltash Town Council, **<ENTER NUMBER>** in each Ward **<ENTER WARD NAME>**.
2. These vacancies will be filled by co-option at the Full Town Council Meeting to be held on **<ENTER DATE AND TIME>**
3. Completed application forms are invited and should be sent via email or in writing to the Town Clerk at the address below **before <ENTER DATE AND TIME>** An application form is available on the Town Council website and can also be requested by emailing [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk) or by calling the Guildhall on 01752 844846 option 5.
4. Prospective applicants should note that there are rules for eligibility which can be found in the application pack or can be obtained on request. Canvassing of Town Council members will disqualify applicants from standing.

|        |                 |   |   |
|--------|-----------------|---|---|
| Dated: | <b>ADD DATE</b> | Signed by Town Clerk / Responsible Finance Officer: |  |
|--------|-----------------|---|---|

Email: [sinead.burrows@saltash.gov.uk](mailto:sinead.burrows@saltash.gov.uk)

Post/hand deliver: Town Clerk  
Saltash Town Council  
12 Lower Fore Street  
Saltash  
Cornwall  
PL12 6JX

## APPENDIX B

**Role of a Town Councillor:** represents the residents in their ward and acts as an ambassador for the community. It can be a rewarding experience and many stand to speak on behalf of their community, to share the future of the town. The below skills, experience, and qualities will help you be a good Town Councillor:

| COMPETENCY   | ESSENTIAL   | DESIRABLE   |
|--|---|---|
| <b>Relevant knowledge, Education, Professional Qualifications &amp; Training</b> | <ul style="list-style-type: none"> <li>• Sound knowledge and understanding of local affairs and the local community.</li> </ul>   |   |
| <b>Experience, Skills, Knowledge and Ability</b>                                 | <ul style="list-style-type: none"> <li>• Solid interest in local matters.</li> <li>• Ability and willingness to represent the Council and their community.</li> <li>• Good interpersonal skills.</li> <li>• Ability to communicate clearly both orally and in writing.</li> <li>• Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.</li> <li>• Good reading and analytic skills.</li> <li>• Ability and willingness to work with the council's partners (e.g. voluntary groups, other parish</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge of HR, procurement, contract management, financial control or risk management and compliance, public relations.</li> <li>• Experience of working in another public body or not for profit organization.</li> <li>• Experience of working with voluntary and or local community/interest groups.</li> <li>• Basic knowledge of legal issues relating to town and parish councils or local authorities.</li> </ul> |

|                           |   |   |
|---------------------------|---|---|
|                           | <p>councils, unitary authority, charities).</p> <ul style="list-style-type: none"> <li>• Ability and willingness to undertake relevant training.</li> <li>• Ability to work under pressure.</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience of delivering presentations.</li> <li>• Experience of working with the media.</li> <li>• Experience in financial control/budgeting.</li> <li>• Experience of staff management.</li> </ul> |
| <b>Other requirements</b> | <ul style="list-style-type: none"> <li>• Ability and willingness to attend meetings of the council (or the meetings of other local authorities and local bodies) in the evening and events in the evening and at weekends.</li> <li>• Flexible.</li> <li>• Enthusiastic.</li> </ul> |   |

## APPENDIX C

### CO-OPTION ELIGIBILITY FORM

Are you a British citizen, an eligible Commonwealth citizen, a citizen of the Republic of Ireland, a qualifying EU citizen or an EU citizen with retained rights? **YES/NO**

On the relevant date (the day on which you are co-opted) are you 18 years of age or over? **YES/NO**

**Do you meet at least one of the following four qualifications?**

**Please tick all that apply:**

|   |                          |
|---|--------------------------|
| You are, and will continue to be, registered as a local government elector for the parish in which you wish to stand from the day of your nominations onwards.                  | <input type="checkbox"/> |
| You have occupied as owner or tenant any land or other premises in the parish area during the whole of the 12 months before the day of your nomination and the day of election. | <input type="checkbox"/> |
| Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the parish area.                                   | <input type="checkbox"/> |
| You have lived in the parish area or within three miles of it during the whole of the 12 months before the day of your nomination and the day of election.                      | <input type="checkbox"/> |

**Under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a local councillor if specific criteria are not met:**

|  |               |
|--|---------------|
| a. Are you employed by Saltash Town Council?   | <b>YES/NO</b> |
| b. Are you the subject of a bankruptcy restrictions order or interim order?  | <b>YES/NO</b> |
| c. Have you within the last five years been convicted of an offence in the UK, Channel Islands or Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine? | <b>YES/NO</b> |
| d. Are you disqualified by an order of court from being a member of a local authority?   | <b>YES/NO</b> |

## **DECLARATION**

**I <insert full name> hereby confirm that I am eligible for the vacancy of Saltash Town Councillor and the information given on this form is a true and accurate record.**

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

Print: \_\_\_\_\_

Date: \_\_\_\_\_

# Saltash Town Council

## Konsel An Dre Essa

**Application Form:**    **Town Councillor**

Name:

Address:

Postcode:

Telephone number:

Email address:

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**If there is more than one vacant seat, please tell us what Ward you wish to stand in, and the reason(s) why:**

**Please tell us why you would like to become a Town Councillor.  
(Maximum 300 words.)**

**Please detail any experience you feel is relevant (e.g. volunteering, community projects, community interest).**

**Name of Applicant:**

**Signature:**

**Date:**

Please return your completed application form and confirmation of eligibility form by post, hand delivered or emailed:

Post/hand delivered:      Saltash Town Council  
                                     The Guildhall  
                                     12 Lower Fore Street  
                                     Saltash  
                                     PL12 6JX

Email: [sinead.burrows@saltash.gov.uk](mailto:sinead.burrows@saltash.gov.uk)

Your Data:

Please refer to the Town Council privacy notice to see how Saltash Town Council uses your data.

## SALTASH TOWN COUNCIL SCHEDULE OF MEETINGS 2025/26

[illegible]

## Page 5596

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## SALTASH TOWN COUNCIL BUDGET / PRECEPT SETTING 2025-26

Page 59/59

| Library  | Property Maintenance  | Station Property  | Joint Burial Board  | Burial Authority   | Personnel  | Policy & Finance  |
|--|---|---|---|--|--|---|
| To set the budget at <b>2 September 2025</b> meeting & recommend to Services <b>23.10.25</b>   | To set the budget at <b>25 September 2025</b> meeting & recommend to Services <b>23.10.25</b> | To set the budget at <b>29 September 2025</b> meeting & recommend to Services <b>23.10.25</b> | To set the budget at <b>7 October 2025</b> scheduled meeting & recommend to P&F <b>25.11.25</b> | To set the budget at <b>14 October 2025</b> scheduled meeting & recommend to P&F <b>25.11.25</b> | To set the budget at <b>30 October 2025</b> scheduled meeting & recommend to P&F <b>25.11.25</b> | To set the budget at <b>11 November 2025</b> scheduled meeting and recommend to P&F <b>25.11.25</b> |
| <p style="text-align: center;"><b>Services to receive:</b></p> <p>Library, Station Property and Property Maintenance budget setting and fees and charges recommendations and considers its own budgets at an <u>Extraordinary</u> Services meeting to be held on the <b>23 October 2025</b></p>                                      |   |   |   |  |  |   |
| <p style="text-align: center;"><b>P&amp;F to receive:</b></p> <p>All Town Council budget recommendations at an <u>Extraordinary</u> P&amp;F meeting to be held on <b>25 November 2025</b> and considers setting the budgets, fees and charges, contingency and precept, recommending to FTC to be held on <b>4 December 2025</b></p> |   |   |   |  |  |   |
| <p style="text-align: center;"><b>FTC to receive:</b></p> <p>P&amp;F recommendations to set the budgets, fees and charges and precept for the year 2025-26 at the scheduled meeting to be held on <b>4 December 2025</b></p>   |   |   |   |  |  |   |
| <p style="text-align: center;"><b>Cornwall Council Precept Submission Deadline Date</b><br/> <b>31 December 2025</b><br/>           (CC are happy to take submissions up until 31 January 2025, subject to Saltash Town Council early request and their approval)</p>  |   |   |   |  |  |   |

Minute Item 59/25/

**Saltash Regatta Town Council Stall Rota****Saturday 7<sup>th</sup> June 2025**

| <b>Time slot</b> | <b>Councillors on rota</b> |
|------------------|----------------------------|
| 10 – 11am        | CIVIC PARADE               |
| 11 – 12noon      | Peggs / Gillies            |
| 12noon – 1pm     |                            |
| 1 – 2pm          |                            |
| 2 – 3pm          | Martin / Peggs             |
| 3 – 4pm          | Miller / Bullock           |