



# ***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 May 2025

Dear Councillor

I write to summon you to the **Annual Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 15th May 2025 at 7.00 pm.**

The meeting is open to members of the public and press. Any member of the public requiring to put a question to the Town Council must do so by **12 noon the day before the meeting** either by email to [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk) or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Yours sincerely,

S Burrows  
Town Clerk / RFO

To:

<b>Essa</b>	<b>Tamar</b>	<b>Trematon</b>
R Bickford J Brady R Bullock L Mortimore P Samuels	S Gillies S Martin J Peggs (Chairman) J Suter	S Miller B Samuels B Stoyel

## Agenda

1. To elect a Chairman. (Page 10)  
**(Recorded vote)**

**(The outgoing Chairman to present the Chairman's Chain to the incoming Chairman)**

2. 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.
3. Incoming elected Chairman to present the Past Chairman's Badge to the outgoing Chairman.
4. To elect a Vice Chairman. (Page 11)  
**(Recorded vote)**

**(The Chairman to present the Vice Chairman's Chain to the incoming Vice Chairman).**

5. Health and Safety Announcements
6. Apologies
7. 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. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
8. Public Questions - A 15-minute period when members of the public may ask questions of the Town Council.

Please note: Any member of the public requiring to put a question to the Town Council must do so by email or via The Guildhall **no later than 12 noon the day before the meeting.**

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

9. To note that Saltash Town Councillors have completed their Declaration of Acceptance of Office for the term 2025 to 2029.
10. 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. (Pages 12 - 13)

11. 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.
12. To receive and approve the Minutes of the Full Town Council Meeting held on 3 April 2025 as a true and correct record (Pages 14 - 27)
13. To receive and note the minutes of the following Committees and consider any recommendations:
  - a. Services held on 10 April 2025; (Pages 28 - 47)
  - b. Planning and Licensing held on 15 April 2025; (Pages 48 - 53)
  - c. Burial Authority held on 29 April 2025; (Pages 54 - 77)
14. To receive and note the minutes of the Town Vision Sub Committee held on 24 April 2025 and consider any recommendations. (Pages 78 - 187)
15. To receive the outgoing Chairman's report and consider any actions and associated expenditure. (Page 188)
16. To receive the Monthly Crime Figures and consider any actions. (Page 189)
17. To receive a report by Community Enterprises PL12 and consider any actions and associated expenditure. (Pages 190 - 191)
18. To receive a report from the Community Area Partnerships and consider any actions and associated expenditure.
19. To receive a report on behalf of Safer Saltash and consider any actions and associated expenditure.
20. To receive a report from Saltash Chamber of Commerce and consider any actions and associated expenditure. (Page 192)
21. To receive a report from Cornwall Councillors and consider any actions and associated expenditure.
22. To receive an update on the future of the health care in Saltash and consider any actions and associated expenditure.
23. To consider Risk Management reports as may be received.

24. Finance:
- a. To advise the receipts for March 2025; (Page 193)
  - b. To advise the payments for March 2025; (Pages 194 - 196)
  - c. To report urgent and essential works actioned by the Town Clerk under Financial Regulations;
  - 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;
  - 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.
25. To receive a report on the Town Council bank mandates and consider any actions. (Pages 197 - 199)
26. To note the appointment of the Town Council Internal Auditor, Hudson Accounting for the year 2025/26. (Pages 200 - 204)
27. To receive the Civility and Respect Pledge for the year 2025/26 and consider any actions. (Page 205)
28. To receive the Health and Safety Statement for the year 2025/26 and consider any actions. (Page 206)
29. To re-adopt the Town Council Business Plan and Deliverables for the remaining term of the plan 2025 to 2027. (Pages 207 - 229)  
Please note the Business Plan and Deliverables can be viewed by clicking here:  
[www.saltash.gov.uk/town-council-business-plan](http://www.saltash.gov.uk/town-council-business-plan)
30. To re-adopt the Town Council Portfolios for the year 2025/26.  
Please note the Town Council Portfolios can be viewed on the website here:  
[www.saltash.gov.uk/town-council-portfolio.php](http://www.saltash.gov.uk/town-council-portfolio.php)
31. To note the Town Council insurances:
- a. Employers Liability; (Page 230)
  - b. Public Liability; (Page 231)
  - c. Cyber; (Pages 232 - 238)
  - d. Motor; (Pages 239 - 242)
  - e. Pontoon. (Pages 243 - 244)



32. To consider a recommendation to adopt the Town Council schedule of meetings calendar for the year 2025/26. (Pages 245 - 246)  
**(Pursuant to FTC held on 9.01.25 minute nr. 318/24/25 and FTC held on 3.04.25 minute nr. 18/25/26)**
33. To consider a recommendation to adopt the Town Council budget and precept schedule of meetings for the year 2025/26. (Page 247)  
**(Pursuant to FTC held on 9.01.25 minute nr. 319/24/25)**
34. To re-adopt the Town Council's existing policies and procedures for the year 2025/26:  
**Please note the following policies can be viewed on the website here:**  
[www.saltash.gov.uk/policies.php](http://www.saltash.gov.uk/policies.php)
- 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
- 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
- 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
- d. Health and Safety;
1. Health and safety Manual
- e. Library;
1. Home Library Service
  2. Library Stock Management
  3. Wi-Fi Acceptable Use Policy
- f. Members;
1. Co-Option
  2. Code of Conduct
- g. Civic;
1. Awarding the Honorary Freedom of Saltash
  2. Civic Awards
  3. Civic Handbook
  4. Election of Mayor and Deputy Mayor
35. 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. (Page 248)
- a. Planning and Licensing;
- b. Policy and Finance;
- c. Services.
36. To receive a report on Town Council membership and consider any actions. (Page 249)

37. To appoint Members to the following committees: (Page 250)

- a. Burial Authority;  
**(Composition of six)**
- b. Joint Burial Board  
**(Membership established by separate constitution - composition of four STC Members inclusive of the Mayor and Deputy Mayor)**
- c. Personnel  
**(Composition of six Members.)**

**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.**

38. To appoint Members to the following sub committees: (Page 251)

- a. Devolution  
**(Composition of eight Members)**
- b. Library  
**(Composition of eight Members)**
- c. Property Maintenance  
**(Composition of eight Members)**
- d. Station Property  
**(Composition of eight Members)**
- e. Town Vision  
**(Composition of eight Members)**

39. To review the Town Council Working Groups and appoint Members accordingly; (Page 252)

- a. Waterfront Management and Water Transport;  
**(Composition of eight Members)**
- b. Neighbourhood Plan Steering Group;  
**(Composition of three Town Council Representatives)**
- c. Communications and Engagement;  
**(Composition of four Members)**

- d. Saltash Team for Youth;  
**(Composition of four Members)**
  - e. Beating of the Bounds;  
**(Composition of four Members)**
  - f. Shared Prosperity Funding;  
**(Composition of five Members including attendance from Cornwall Councillors)**
  - g. CIL Application Play Areas;  
**(Composition of five Members)**
  - h. CIL Application - Fourth Round  
**(Composition of five Members)**
  - i. D-Day 80;  
**(Composition of four Members)**
  - j. Christmas Lights Switch on Event 2025  
**(Composition of five Members)**
  - k. Saltash Tunnel  
**(Composition of three Members)**
  - l. Churchtown Farm Nature Reserve  
**(Composition of six Members)**
40. To appoint Members to Outside Partnerships: (Page 253)
- a. OPCC Councillor Advocate Scheme;  
**(Composition of three representatives)**
  - b. Safer Saltash;  
**(Composition of four representatives)**
  - c. Community Area Partnerships (CAP's);  
**(Composition of two representatives, Mayor and Deputy Mayor)**
  - d. Section S106 Panel;  
**(Composition of three representatives, Mayor and Deputy Mayor and one Member)**
  - e. Town Team;  
**(Composition of three representatives, Chairman of Town Vision and two Members)**
  - f. Saltash Lesiure Centre Working Group;  
**(Composition of two representatives)**

- g. Saltash Waterside Partnership;  
**(Composition of two Members being the Chairman and Vice Chairman of Devolution)**
  - h. CCTV;  
**(Composition of four representatives)**
41. To receive a request for a Civic Parade at Saltash Regatta and consider any actions. (Pages 254 - 256)
  42. To receive a report on attendance at the Town Council Regatta stall and consider any actions.  
**(Pursuant to FTC held on 9.01.25 minute nr. 320/24/25)**
  43. 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.
  44. To consider any items referred from the main part of the agenda.
  45. Public Bodies (Admission to Meetings) Act 1960  
To resolve that the public and press be re-admitted to the meeting.
  46. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
  47. Date of next meeting: Thursday 5 June 2025 at 7:00p.m.
  48. 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.

## Nomination form for the Office of Mayor of Saltash Town Council

ALL NOMINATIONS MUST BE RECEIVED BY 5.00PM ON MONDAY 12 MAY 2025

Candidate's Details	
Surname:	BULLOCK
Forenames:	RACHEL EMILY

	Print name	Signature
Proposer:	JULIA PEGGS	
Seconder:	R. BULLOCK	
Candidate:	RACHEL BULLOCK	

Date: 10 May 2025

Nominations may be posted to the Town Clerk at the Guildhall or sent by email to [sinead.burrows@saltash.gov.uk](mailto:sinead.burrows@saltash.gov.uk)

Office use only:

Received by:	SINEAD BURROWS
Date:	10/5/25
Time:	13.00
Nomination checked & circulated:	✓

## Nomination form for the Office of Deputy Mayor of Saltash Town Council

ALL NOMINATIONS MUST BE RECEIVED BY 5.00PM ON MONDAY 12 MAY 2025.

Candidate's Details	
Surname:	STOYEL
Forenames:	BRIAN ARTHUR ERNES

	Print name	Signature
Proposer:	STEVE MILLER	
Seconder:	JULIA PEGG	
Candidate:	B. STOYEL	

Date: 10<sup>th</sup> May 2025

Nominations may be posted to the Town Clerk at the Guildhall or sent by email to [sinead.burrows@saltash.gov.uk](mailto:sinead.burrows@saltash.gov.uk)

Office use only:

Received by:	SINEAD BURROWS
Date:	10/5/25
Time:	12.30
Nomination checked & circulated:	✓

## **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**

### What is the General Power of Competence (GPC):

The GPC is a statutory power granted to eligible Town and Parish Councils under the Localism Act 2011. It gives Councils the legal ability to do anything an individual can do, provided it is not specifically prohibited by law.

### In simple terms:

If a private individual can lawfully do something, then a Town Council with the GPC can do it too, for example, owning property, running a community space or starting a business – even if no other specific legislation authorises it.

Under traditional powers, the Council would likely have been unable to do this unless it clearly fit within a defined statutory power. With the GPC, the Council doesn't need to justify it, as long as it is legal for an individual and not otherwise restricted.

### Purpose:

The aim is to empower Councils to be more innovative and responsive to local needs without being restricted to powers listed in laws.

### Eligibility Criteria:

A Town Council can adopt the GPC if:

1. At least two thirds of councillors were elected (not co-opted);
2. The clerk is qualified, typically holding the Certificate in Local Council Administration (CiLCA) including the GPC module.

### Limitations:

The GPC does not override other laws. Councils cannot, for example, impose taxes beyond what they're allowed or breach planning law.

It doesn't grant new powers to raise money or levy charges beyond existing limits.



Outcome:

I can confirm Saltash Town Council has met the eligibility criteria to adopt and exercise the GPC for the term 2025 to 2029.

**End of Report**  
**Town Clerk / RFO**

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

08.2024	2024	AJT	P&F 24.09.2024	73/24/25a	Minor text amendments. Delegated authority to operate policy to Town Clerk. Recommended to FTC 10.2024
10.2024	2024	AJT	FTC 03.10.2024	205/24/25a	Approved.
01.2025	2025	AJT	P&F 14.01.2025	135/24/25a	Reviewed no amendments required
03.2025	2025	AJT	P&F 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 <del>stage 1</del> (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 (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 (note this must be a Full Town Council meeting 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 <del>five</del> 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>
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	<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> <li>• <del>A successful candidate signs Acceptance of Office and immediately becomes a Councillor. They may then take their place at the table.</del></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)

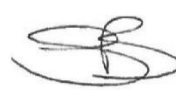
Saltash Town Council (use the modern logo)

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:	
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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

### CO-OPTION CRITERIA

**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:

**Name of Local Council:** ~~Saltash Town Council~~

**Description of Office:** ~~Saltash Town Councillor~~

COMPETENCY	ESSENTIAL	DESIRABLE
Relevant knowledge, Education, Professional Qualifications & Training	<ul style="list-style-type: none"><li>• Sound knowledge and understanding of local affairs and the local community.</li></ul>	
Experience, Skills, Knowledge and Ability	<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></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></ul>

	<ul style="list-style-type: none"> <li>• Ability and willingness to work with the council's partners (e.g. voluntary groups, other parish councils, unitary authority, charities).</li> <li>• Ability and willingness to undertake relevant training.</li> <li>• Ability to work under pressure.</li> </ul>	<ul style="list-style-type: none"> <li>• Basic knowledge of legal issues relating to town and parish councils or local authorities.</li> <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**

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

**PRESENT:** Councillors: R Bickford, R Bullock (Deputy Chairman), J Dent, J Foster, S Gillies, M Griffiths, S Martin, S Miller, L Mortimore, J Peggs (Chairman), B Samuels, P Samuels, B Stoyel and D Yates.

**ALSO PRESENT:** H Frank (Cornwall Council) and M Worth (Cornwall Council), PC Davey and Sector Inspector Bowie (Devon and Cornwall Police), E Thuysbaert and A Ross (Representatives of 'With You Cornwall'), S Burrows (Town Clerk) and L Wright (Administration Officer).

**APOLOGIES:** J Brady and S Lennox-Boyd.

#### **1/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **2/25/26 DECLARATIONS OF INTEREST:**

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

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary / Non-Pecuniary</b>	<b>Reason</b>	<b>Left the meeting</b>
Dent	21	Non-Pecuniary	Member of RBL	Yes
B Samuels	21	Non-Pecuniary	Member of RBL	Yes
P Samuels	21	Non-Pecuniary	Member of RBL	Yes

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

None.

**3/25/26      PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**4/25/26      TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 6 MARCH 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 Dent seconded by Councillor Mortimore and **RESOLVED** that the minutes of the Full Town Council Meeting held on 6 March 2025 were confirmed as a true and correct record.



5/25/26

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

a. Policy and Finance held on 11 March 2025;

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

**RECOMMENDATION 1:**

**163/24/25 TO RECEIVE A REPORT ON UPDATING STANDING ORDERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman invited Councillor Peggs to brief Members on the background to her report regarding the training and civility and respect pledge of Members of the new Town Council in May.

The Town Clerk informed Members that the Town Council Standing Orders already advise Members to undertake Code of Conduct (Standing Order 14.6) and Employment Law training (Standing Order 5.11).

It was proposed by Councillor Peggs, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Council to be held on 3 April 2025:

1. To note that Standing Orders already cover Code of Conduct and Employment Law training;
2. To add the following two additions to the relevant section of Standing Orders (as attached):

All Town Councillors sign the Civility and Respect Pledge at the point of signing their Declaration of Acceptance of Office to show their commitment to the pledge;

All Town Councillors should undertake training in Finance for Councillors within 6 months of delivery of their Declaration of Acceptance of Office, subject to course availability.

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

## RECOMMENDATION 2:

### 164/24/25 TO REVIEW TOWN COUNCIL'S POLICIES AND PROCEDURES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

#### Finance:

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

It was proposed by Councillor Miller, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council held on 3 April 2025 the Finance policy amendments. No further amendments were made at the meeting.

#### General:

1. Acquisition or Sale of Land and Property;
2. Allotments;
3. Communications Policy & Strategy;
4. Complaint Handling and Customer Behaviour Policies;
5. Data Retention and Disposal Policy;
6. Events and Hire of Town Council Premises;
7. FOI Model Publication Scheme 2023;
8. Freedom of Information Policy;
9. Grants Policy;
10. Match Funding Policy;
11. Planning – A Guide for Councillors;
12. Public Loudspeaker Policy;
13. Receiving Public Questions, Representations and Evidence at Meetings;
14. Safeguarding Policy;
15. Social Media Policy;
16. Standing Orders;
17. STC Corporate Guidelines;
18. Corrections and Additions to Saltash War Memorials Policy;
19. Noticeboard Policy;
20. Fundraising Strategy.

It was **RESOLVED** to note that the Admin Department reviewed policy 6,7,8,10,16,17,18, 19 above and advised there are no amendments to be made at this time.

It was **RESOLVED** to note that the Policy and Finance Committee reviewed throughout the year:

policy 1 above - refer to minute 74/24/25,  
policy 5 above – refer to minute 135/24/25d,  
policy 9 above – refer to minute 134/24/25  
policy 12 above – refer to minute 74/24/25.  
There are no new updates at this time

It was **RESOLVED** to note that the Services Committee held on 12.9.24 reviewed policy 2 above – refer to minute 52/24/25. There are no new updates at this time

It was **RESOLVED** to note that the Planning and Licensing Committee held on 18.02.25 reviewed policy 11 above – refer to minute 122/24/25. There are no new updates at this time.

It was **RESOLVED** to note that the Personnel Committee held 12.12.24 reviewed amendments to policy 14 above – refer to minute 63/24/24 and agreed a further review was required prior to reporting back at a future Personnel Committee meeting.

It was proposed by Councillor Miller, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Council to be held on 3 April 2025 the amendments to policy 3,4,13,15 above plus additional amendments made at the meeting (as attached).

Civic:

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

It was **RESOLVED** to note that the Admin Department reviewed policy 1 and 4 above and advised there are no amendments to be made at this time.

It was resolved to **RECOMMEND** to Full Council to be held on 3 April 2025 amendments to policy 2 and 3 above plus additional amendments made at the meeting (as attached).

The Chairman requested the amendments to existing Town Council policies be considered en-bloc.

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

b. Planning and Licensing held on 18 March 2025;

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

c. Extraordinary Personnel held on 27 March 2025.

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

**RECOMMENDATION:**

98/24/25 TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council held on 3 April 2025 to:

1. Revert the Responsible Finance Officer (RFO) role to the Town Clerk post;
2. Update the Town Clerk job description to encompass the responsibilities of the RFO (as attached);
3. Revert the Finance Officer / RFO role to Finance Officer role only;
4. Update the Finance Officer job description to encompass the responsibilities of the Finance Officer only (as attached);
5. Update the Town Council Organisation Structure (as attached) to reflect the changes that were originally agreed by the Personnel Committee under the Private and Confidential session.

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

**6/25/26      TO REVIEW THE TOWN COUNCIL'S PROVISION OF IT AND ACCEPTABLE USE POLICY AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor P Samuels seconded by Councillor Miller and **RESOLVED** to approve the amendments to the Town Council's Provision of IT and Acceptable Use Policy, as attached.

7/25/26

**TO WELCOME, WE ARE WITH YOU CORNWALL TO PROVIDE AN OVERVIEW OF THE SERVICES PROVIDED AND CONSIDER ANY ACTIONS.**

The Chairman welcomed to the meeting representatives Emily Thuysbaert and Annabelle Ross from 'We Are With You Cornwall'.

Annabelle gave an overview of the drug and alcohol service giving support to anyone struggling with prescribed medication, illicit drugs and alcohol. Outlining the process for accessing support and the referral process for adults and those aged 11 to 18 through 'Wise Up for Young People Service'.

Emily provided an overview of recovery work for individuals struggling with alcohol or illicit drug dependency, focusing on guiding them onto a treatment path that includes recovery, aftercare strategies, preparation for detox and rehabilitation. Her work also involves collaborating with other services to address related issues such as benefits or housing. Additionally, she highlighted the support offered by specialised teams, including the Family Team, Women's Team, Veterans Service, Outreach Teams, and volunteers who share their personal experiences to assist in the recovery journey.

The team outlined further support through the Harm Reduction Service, which operates on a non-abstinence-based approach. This service focuses on assisting individuals to manage their substance use responsibly, emphasising control over usage and methods. Support includes needle exchange programs, anti-overdose kits for opiates, self-drug testing kits, the option for users to send drugs for testing, and opiate substitute therapy.

The service provides face-to-face support in Saltash 3 days a week from 9am to 5pm weekdays and 10am to 4pm on Saturday's located at the Maurice Huggins Room or in one of the local churches. There is an on-duty system, so support is always accessible.

The support services were previously known as 'We Are With You and Redaction' and has been active for many years now and is the only drug and alcohol service commissioned in Cornwall as an active charity.

The charity is now known as 'With You Cornwall'.

The Chairman thanked both Emily and Annabelle for attending this evening's meeting.

8/25/26

**TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

9/25/26

**TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.**

PC Davey and Sector Inspector Bowie of Devon and Cornwall Police attended this evening's meeting to discuss Saltash crime figures, highlighting the noticeable increase in 999 attendance despite challenges with Cornwall's geography.

Sector Inspector Bowie provided an overview of the new Crime Management Investigation Team which has been created to make improvements and streamline investigations into level one investigations.

Sector Inspector Bowie reported the addition of four new response officers to the sector over the past two months. A new PCSO will begin next week in Saltash, with a bid submitted for an additional PCSO. He emphasised the strength of the Neighbourhood Team as a resource for Saltash.

He also addressed last month's increase in rape figures, confirming that all cases have been reviewed and reassuring the community that there is no heightened risk or increase in random attacks.

Sector Inspector Bowie went on to speak of the ongoing issues of shoplifting, highlighting Saltash as one of the lowest in the area for this type of crime.

Project Retail has been established to build trust with businesses and encourage all incidents to be reported.

PC Davey highlighted the lack of public awareness regarding the Ask Angela initiative. He informed members that while pub watch pubs in Saltash are familiar with the scheme, those not participating in pub watch may remain unaware of it.

Sector Inspector Bowie explained that while Saltash does not currently have a dedicated Tri-Service Officer, officers from other areas have been heavily utilised to support Saltash. He will seek updates on the possibility of appointing one for the town in the future.

He also provided an overview of social media and website activities, emphasising area priorities and efforts to enhance communication.

The Chairman encouraged everyone to report crimes, as this plays a crucial role in securing funding and resources for law enforcement.

The Chairman was presented with a certificate in recognition for undertaking the Councillor Advocate role.

It was **RESOLVED** to note.

**10/25/26      TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Nothing to report.

**11/25/26      TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman drew Members attention to the report received and contained within the circulated reports pack referring to the Tamar 2050 encouraging Saltash Town Council to become part of the Stakeholder Panel.

It was **RESOLVED** to note.

**12/25/26      TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Nothing to report.

**13/25/26      TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman drew Members attention to the report received and contained within the circulated reports pack.

It was **RESOLVED** to note.

**14/25/26      TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Cornwall Councillor Worth provided a verbal update on town crossings, encouraging Members to write back formally to the joint committee to be part of the consultative forum.

Councillor Worth further informed Members that the first Tamar 2050 stakeholder framework meeting, chaired by Richard Stevens, will take place on April 10, with Members of Parliament in attendance. We are all aware of the update on the approved toll revision, though an implementation date remains uncertain due to legal and technical considerations.

We are reviewing the possibility of endorsement of cheaper tolls for locals through Members of Parliament and the potential for securing central government support. Additionally, a brief update on GB Energy, focusing on future energy opportunities in Cornwall, including those related to Celtic Sea Power.

It was **RESOLVED** to note.

**15/25/26      TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided a verbal update following attendance at a recent meeting, sharing disappointment that Saltash is securing less facilities than expected. The Chairman went on to highlight that there is funding for Phlebotomy in Saltash which is work in progress.

The Chairman reaffirmed the Health Action Group's dedication to advocating for better health services in Saltash and informed members that the Integrated Care Board has not provided funding to enable the surgeries to merge and establish a hub.

Councillor Bickford spoke of the opportunities arising with Cornwall Foundation Trust and St Barnabus to support our residents.

Councillor Griffiths emphasised the value of attending the meetings, noting that the provided data demonstrates how the changes are positively impacting the people of Saltash.

It was **RESOLVED** to note.



**16/25/26     TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**17/25/26     FINANCE:**

a. To advise the receipts for February 2025;

It was **RESOLVED** to note.

b. To advise the payments for February 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 28 February 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.

**18/25/26      TO RECEIVE AN UPDATED REPORT ON THE TOWN COUNCIL SCHEDULE OF MEETINGS FOR THE YEAR 2025-26 AND CONSIDER ANY ACTIONS.**

The Chairman drew Members attention to the report received and contained within the circulated reports pack.

It was proposed by Councillor Miller seconded by Councillor Peggs and **RESOLVED** to:

1. Approve the rescheduled date for the Policy and Finance meeting from 9 September to 23 September 2025;
2. Approve the rescheduled date for the Services meeting from 10 July to 17 July 2025;
3. **RECOMMEND** to formally adopt the updated Town Council schedule of meetings for the year 2025/26 to the Annual Meeting of Saltash to be held on 15 May 2025, as attached.

**19/25/26      TO RECEIVE A REPORT FROM SALTASH TOWN TEAM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman drew Members attention to the report received and contained within the circulated reports pack.

It was **RESOLVED** to note.

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

**20/25/26      TO RECEIVE A REQUEST FROM THE SALTASH & DISTRICT BRANCH OF THE ROYAL BRITISH LEGION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk drew Members attention to the report received and contained within the circulated reports pack.

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

1. Approve the Civic Party attend Saltash RBL church service and wreath laying ceremony at St Nicholas in remembrance of VE Day 80 held on 8 May 2025;
2. Support the church service by printing 60 black and white copies of the Order of Service at no cost to the church.

Councillor Dent, B Samuels and P Samuels were invited and returned to the meeting.

**21/25/26      TO NOTE: DUE TO THE PRE-ELECTION PERIOD THE NEXT MEET YOUR COUNCILLORS SESSION IS SCHEDULED FOR SATURDAY 14 JUNE 2025 OUTSIDE SUPERDRUG, FORE STREET.**

It was **RESOLVED** to note due to the pre-election period the next Meet Your Councillors session is scheduled for Saturday 14 June 2025 outside Superdrug Fore Street.

**22/25/26      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.

**23/25/26      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**24/25/26      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

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

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

1. Meet Your Councillors 14 June 2025;
2. With You Cornwall;
3. Town Council supporting RBL on 8 May.

**26/25/26      DATE OF NEXT MEETING: THE ANNUAL MEETING OF SALTASH TOWN COUNCIL TO BE HELD ON THURSDAY 15 MAY 2025 AT 7:00 P.M.**

The Annual Meeting of Saltash Town Council to be held on Thursday 15 May at 7.00pm.

**27/25/26      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 5 June 2025 at 7.00 pm

Rising at: 8.10 pm

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

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

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 10th April 2025 at 6.30 pm**

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

**ALSO PRESENT:** S Burrows (Town Clerk), D Joyce (Office Manager / Assistant to the Town Clerk), M Cotton (Assistant Service Delivery Manager) and F Morris (Planning and General Administrator).

**APOLOGIES:** M Griffiths, S Martin, S Miller and D Yates.

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#### **1/25/26      HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **2/25/26      DECLARATIONS OF INTEREST:**

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

None.

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

None.

#### **3/25/26      PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**4/25/26      TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 13 FEBRUARY 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 Brady and **RESOLVED** that the minutes of the Services Committee held on 13 February 2025 were confirmed as a true and correct record.

**5/25/26      TO RECEIVE A RECOMMENDATION FROM THE TOWN VISION SUB COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the recommendation from the Town Vision Sub Committee as contained within the circulated reports pack.

Members discussed the virement into the EMF Victoria Gardens budget code.

Due to there being no further progress with regard to the lease, the Town Clerk advised that members may wish to consider whether to continue with the recommendation or to leave the funds with the Town Vision Sub Committee.

It was proposed by Councillor Bickford, seconded by Councillor Brady and **RESOLVED** to leave the suggested virement of £9,000 in the Town Vision Budget Code 6280 EMF Town Vision, due to the uncertainty of Victoria Gardens and Maurice Huggins through devolution.

6/25/26

**TO RECEIVE AND REVIEW THE SERVICES COMMITTEE'S  
BUSINESS PLAN DELIVERABLES FOR QUARTER FOUR AND  
CONSIDER ANY ACTIONS AND EXPENDITURE.**

Members received the Services Committee Deliverables for Quarter Four as contained within the circulated reports pack.

The Town Clerk summarised the current position and requested that Members consider whether any further items could be added to assist in scoring Quarter Four. In particular, the areas of Climate Change and Transport and Travel both remain on a score of 1.

Members discussed ideas which would enhance the areas mentioned by the Town Clerk and with reference to the area of Transport and Travel, the Chairman highlighted the forthcoming tunnel works and the need for increased public transport links and cycle routes available in Saltash.

Members suggested deliverables for inclusion in quarter four not listed were the retention of Beryl Bikes and Street Audits.

Members discussed a suggestion from the Town Clerk for the Town Council to collaborate with Saltash Environmental Action (SEA) in hosting free events on Climate Change, aiming to enhance outcomes in this area. The Chairman emphasised the Town Council's ongoing support for SEA's initiatives and proposed working with SEA to gather more information about attendance at their events.

It was proposed by Councillor Peggs, seconded by Councillor Mortimore and **RESOLVED** to approve the additional deliverables and to delegate to the Town Clerk to continue with scoring Quarter Four.

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

Members received the budget statements contained within the circulated reports pack.

The Chairman informed Members that a virement is required due to an overspend which was due to excess use of water as the results of an identified leak.

The Finance Officer has been requested to investigate whether funds can be reclaimed.

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

1. Note the budget statements;
2. To vire £900 from 6531 SE Public Toilet Commercial Cleaning to 6508 SE Public Toilets (Operational Costs);
3. To report back findings related to the water bill and the identified leak to a future Services Committee meeting.

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

Nothing to report.



9/25/26

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

The Assistant Service Delivery Manager (ASDM) briefed Members on the report contained within the circulated reports pack; highlighting areas of particular interest.

a. Departmental Report;

Members thanked the Service Delivery Team for their hard work and continued high standards which contribute significantly to the overall enhancement of the town.

The ASDM was also congratulated on passing his electrical exams resulting in the Town Council being able to carry out electrical work in-house, negating the need to employ outside contractors.

Members discussed the departmental report in length.

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

1. To note the report;
2. To approve the extension of the operational hours for Longstone toilets on 3 May 2025 to 9.00 p.m. to support the May Fair event;
3. To approve the additional staff hours and delegate to the ASDM to manage any potential damage and repairs to Longstone Park Toilets, working within the budget code 6508 Public Toilets Operational Costs;
4. To approve the ASDM to undertake the required 2025 EICR testing and certification of Fore Street Festoon Lighting in-house at the earliest opportunity and carry out any remedial works;
5. To approve the future EICR testing and inspection of the power supply of the Festoon Lights on a 5-year basis delegating to the ASDM to diarise the work, reporting back at a future Services Committee Meeting;
6. To approve the appointment of a cherry picker and operator at a cost of £280 up to a maximum of 4 hours hire for the electrical work / bulb replacement of the Festoon Lights and any other work that requires the need for a cherry picker to ensure best value for the Town Council;

7. To delegate to the Service Delivery Manager to work with the Services Committee Chairman and Vice Chairman to determine when replacement of bulbs takes place in Fore Street;
8. The ASDM to review the associated cost to purchase a cherry picker and associated training costs for an operative, reporting back at the July meeting;
9. Delegate to the Town Clerk and ASDM to review the roundabouts that fall under the Service Level Agreement with Cornwall Council creating a low maintenance regime that is safe reporting back at a future Services Committee meeting.

b. Grounds Maintenance Works;

It was **RESOLVED** to note.

c. Work Request Log;

It was **RESOLVED** to note.

d. Vandalism and Anti-Social Behaviour Report;

It was **RESOLVED** to note.

e. Statutory and Mandatory Building Asset Checks.

It was **RESOLVED** to note.

**10/25/26      TO RECEIVE A REPORT ON THE PILLMERE PLAY PARK SURVEY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members reviewed the report received in the circulated reports pack and considered the feedback summary from residents.

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

1. To thank everyone for taking part in the Play Park Survey to date and to encourage those who have yet to do so;
2. To approve the survey to remain active to ensure continuous monitoring;
3. To report back with new data at a future Services Meeting.

11/25/26

**TO RECEIVE AN UPDATE ON THE COMMUNITY INFRASTRUCTURE LEVY FOURTH ROUND OF FUNDING – SALTASH WATERSIDE IMPROVEMENT PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

The Chairman advised that the report outlines some of the difficulties encountered in progressing the Play Park and Sensory Garden. In particular, a change in Cornwall Council Officer opinion from a verbal conversation advising that planning consent is not required, to advice that it may now be required. Due to the initial absence of this advice, there is a need to cover the costs of a Planning Application which were not built into the original funding application.

Additionally, Cornwall Council Flood and Coastal Erosion Risk Asset Manager are proposing to do work on the sea wall around Jubilee Green. However, Cornwall Council are delaying a decision regarding this work, which has left the Town Council's work in that area on hold at present. It was noted that there is a need to maintain access to the Town Council's portacabin and pontoon.

Following a discussion, it was proposed by Councillor Peggs, seconded by Councillor Brady and **RESOLVED:**

1. To note the report;
2. To appoint Barron Surveying to submit a Pre-Planning Application for the Play Park and Sensory Garden on behalf of Saltash Town Council at a cost of £100 per hour up to 6 hours;
3. To delegate authority to the Town Clerk up to £1,500 to cover Barron's cost and the fees to Cornwall Council for the Pre-Planning Application;
4. To approve associated cost to budget code 6595 EMF Legal and Professional Fees.

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.

Members consider the pontoon as an extremely important asset to the Town Council and the town, especially regarding the public ferry service. A lot of work went into the connectivity project which included the ferry service, and all felt it should continue.

The Town Clerk advised members that Voyager Marine are looking to put the pontoon back into the water week commencing 19 May and to have the public ferry service running by end of May. Members have been offered a visit to the boatyard to view the work being carried out.

The Town Clerk reminded Members that an agreement has still to be reached with The Duchy concerning the Fundus. This will come back to the Services Committee at a future meeting.

The Town Clerk went through the finance to be sure Members were fully aware of the associated cost involved.

Councillor Brady requested a recorded vote:

Bickford	For
Brady	For
Bullock	For
Dent	For
Foster	Absent
Gillies	For
Griffiths	Absent
Lennox-Boyd	For
Martin	Absent
Miller	Absent
Mortimore	For
Peggs	For
Samuels B	For
Samuels P	For
Stoyel	For
Yates	Absent

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.

**13/25/26      TO RECEIVE AN UPDATED REPORT ON THE CCTV AND  
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

The Chairman informed the meeting that this item has returned to the Services Committee due to concerns surrounding the high cost to connect the cameras to the data network, particularly in connection with the purchase of SIM cards over the next 5 years.

The Office Manager/Assistant to the Town Clerk summarised the report, emphasising that all options had been thoroughly investigated.

Members discussed the cost of the SIM card for each camera.

The Chairman thanked the Office Manager/Assistant to the Town Clerk and the Administration Officer for their hard work on the CCTV project.

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

1. To note the Policy and Finance Minute 146/24/25 confirms approval of associated costs upon further research and Services Committee approval against budget code 6270 EMF Crime Reduction;
2. To approve the associated fixed cost of £75 per month per camera over a 5-year period for a fixed IP address to support the CCTV system;
3. To approve the Administration Officer to proceed with the CCTV project.

**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).

**15/25/26      TO RECEIVE A REPORT ON THE CHRISTMAS LIGHT SWITCH ON EVENT 2025 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

Councillor Peggs gave an update on the progress of the proposed joint venture between the Chamber of Commerce and the Town Council. Traders are keen to open later and several nights before the Christmas Lights Switch On and prices have been obtained from Diverse Events to support the event.

Members discussed concerns regarding the last event when it was felt that the space in Victoria Gardens was too small for the number of people present.

The Town Clerk emphasized the importance of Health and Safety, highlighting the need to be aware of Martyn's Law and that budgets to partly support the event will need to be investigated.

It was proposed by Councillor Peggs, seconded by Councillor Lennox-Boyd and **RESOLVED:**

1. To support in principle, subject to finalising the event details and associated costs, reporting back to a future Services Committee;
2. To extend the Working Group to include Councillors Mortimore, Stoyel and Bickford.

**16/25/26      TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report from Saltash Environmental Action (SEA) contained within the circulated reports pack.

The Chairman highlighted the work being carried out by SEA in Elwell Woods and that they will be postponing work on their Management Plan.

It was **RESOLVED** to note.



**17/25/26      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.

**18/25/26      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**19/25/26      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**20/25/26      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 Bullock and **RESOLVED** to issue the following Press and Social Media release:

1. Play Park Survey;
2. Jubilee Pontoon – issue closer to relaunch.

**DATE OF NEXT MEETING**

Thursday 17 July 2025 at 6.30 pm

Rising at: 8.17 pm

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

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

Policy Group: General

**Internal** CCTV Policy

**Commented [LM1]:** Removed to encompass all CCTV owned by STC

RESPONSIBLE COMMITTEE: SERVICES

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

Current Document Status			
Version	DRAFT v1	Approved by	
Date	March 2025	Responsible Officer	
Minute no.		Next review date	

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
03.2025	DRAFT 2025	AJT	Services 10.04.2025		New policy.
04.2025	DRAFT 2025	LM	AFTC 15.05.2025		

Document Retention Period
Until superseded

## **Internal** Closed Circuit Television (CCTV) Policy

**Commented [LM2]:** Removed to encompass all CCTV owned by STC

### Policy objectives

The main objective of this policy is to:

1. Inform Saltash Town Council (STC) staff and users of Town Council premises and amenities, **the general public and organisations** of the arrangements for the placement and management of CCTV.
2. Provide information about the retention of CCTV images where the Town Council is responsible for the systems in use.
3. **Share details about STC owned CCTV systems managed by external operators.**

**Commented [LM3]:** Added to cover external CCTV

**Commented [LM4]:** Added to cover external CCTV

### Introduction

Saltash Town Council (STC) primarily uses CCTV to prevent and detect crime. Images captured may be used to identify individuals and take appropriate action when necessary.

This policy and procedure applies to all Town Council **sites: owned CCTV systems.**

**Commented [LM5]:** Added to cover external CCTV

This document sets out the accepted use and management of CCTV equipment and images to ensure compliance with Data Protection and other relevant legislation. Personal data is processed in accordance with the Town Council's Data Protection and Retention Policies.

STC adheres to the Guiding Principles of the Surveillance Camera Code of Practice.<sup>1</sup>

### Purpose

CCTV has been installed in Town Council premises<sup>2</sup> for the purposes of deterring and the detection of crime in and around Town Council property. The system assists in identifying, apprehending and prosecuting offenders. It may also assist with the identification of actions that might result in disciplinary action<sup>3</sup>.

**CCTV has been approved for installation in multiple locations around the town to aid in crime deterrence and detection. The system supports the identification, apprehension and prosecution of offenders.**

<sup>1</sup> Published by the Home Office, last updated 2021

<sup>2</sup> See Appendix A

<sup>3</sup> Employees should refer to the Employee Handbook

Camera locations may be adjusted as needed to best serve the town's requirements. CCTV operations will be conducted strictly for legitimate purposes, ensuring all monitoring is carried out professionally, ethically, and in full compliance with legal standards.

Management and monitoring of the system will be overseen by Plymouth City Council under a Service Level Agreement (SLA) and are not the responsibility of the Town Council.

Public cameras will be positioned to capture only images relevant to their intended purpose. Equipment will be carefully placed to minimise intrusion onto private property, ensuring coverage is limited to the designated monitoring areas.

Replica cameras are situated outside public conveniences. These non-operational devices are not connected to any monitoring system but serve as a preventive measure to discourage vandalism or other undesirable activities in high-risk areas.

### Management of the system

#### Internal CCTV located in Town Council Premises

The Service Delivery Department is responsible for the Town Council CCTV system and equipment. Routine checks are undertaken in house by the SD Department with annual maintenance checks carried out by external contractors.

Images will be deleted in accordance with the Data Protection and Retention Policies. Recorded images will not be routinely viewed, disclosed or retained and only used if necessary, such as for investigations or compliance.

All members of staff with access to the CCTV system will be trained in the operation of the system and the data protection compliance requirements.

#### External CCTV located in Saltash

The CCTV cameras located around the town. These cameras are monitored by Plymouth City Council.

**Commented [LM6]:** Added to cover external CCTV

**Commented [MT7]:** Might need to be removed but if including I would put this here.

**Commented [LM8]:** Differentiate between internal and external systems

**Commented [LM9]:** Differentiate between internal and external systems

**Commented [LM10]:** Information on external CCTV

## Data Protection compliance

A relevant Officer will oversee data protection compliance and will audit the use of the system periodically to ensure operation and practices remain compliant with data protection legislation. All cameras covering public areas should have a Data Protection Impact Assessment in place.

Adequate signage will be in place at all sites with CCTV in operation.

## Requests for access to images

Internal **CCTV located on Town Council Premises**

Any requests for access to images made by individuals for their own personal data should be made by contacting [gdpr@saltash.gov.uk](mailto:gdpr@saltash.gov.uk) or forwarded by any member of staff receiving a request. Employees who wish to view recorded historical CCTV footage should contact their Line Manager.

The internal CCTV system is not intended to be used for the purpose of external claims however, requests for access may be evaluated on a case-by-case basis.

The Town Clerk or delegated Officer is responsible for viewing images when investigating an incident. Employees should refer to the Employee Handbook on the use of images in the event of a human resources incident / investigation.

## Storage and retention of images

Images stored on the recording equipment will be securely protected. The Service Delivery Manager is responsible for ensuring the security of the equipment and routinely recorded images.

Images are typically stored for 30 days but the Town Council reserves the right to retain them longer if required for an investigation.

Where images are retained for an investigation the Town Clerk may delegate responsibility to an appropriate Officer for the secure storage. Images retained for human resource purposes will be handled in accordance with procedures laid out in the Employee Handbook.

**Commented [LM11]:** Differentiate between internal and external systems

**Commented [MT12]:** I would suggest this wording. It states the intention but if it is completely prescriptive might prove a problem.

External CCTV located in Saltash

**Commented [LM13]:** Differentiate between internal and external systems

The external CCTV cameras in Saltash are monitored by Plymouth City Council on behalf of STC under a Service Level Agreement.

Any request for footage, data or usage please contact Plymouth City Council's data protection team directly. [www.plymouth.gov.uk/cctv](http://www.plymouth.gov.uk/cctv)

**Commented [LM14]:** Information on how to view external CCTV

For guidelines on who can request CCTV footage and the process for doing so, please refer to their website: [www.plymouth.gov.uk/cctv](http://www.plymouth.gov.uk/cctv)

**Commented [LM15]:** Information on how to view external CCTV

## Appendix A – location of cameras

Note: The areas covered by the system are public areas.

- Saltash Guildhall – 1 camera viewing the reception lobby area
- Longstone Depot – 4 cameras, one viewing the internal top office, the workshop garage, the back entrance and side door to office and external yard
- Saltash Community Library Hub – 8 cameras viewing the public access PC area and hot desk, the front enquiry desk, the mezzanine floor, the front desk / office, the crime section, the children area, with two external cameras viewing the front and side of the Library building

### Location of CCTV cameras in Saltash

- Old Ferry Road
- Ashtorre Rock
- Fore Street
- Top of Fore Street
- Burraton Cross

**Commented [LM16]:** List of camera locations

Replica / Non-Functional Cameras located:

- Outside Belle Vue Public Convenience
- Outside Longstone Public Convenience
- Outside Waterside Public Convenience
- Outside Alexandra Square Public Convenience
- Grassmere Way Play Park

Internal CCTV Recording Equipment:

The recording devices are DVR recorders storing data for up to thirty days at which time the system automatically records over previous data.

Footage is recorded twenty-four hours a day, 7 days a week.

DRAFT



## **SALTASH TOWN COUNCIL**

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

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

**ALSO PRESENT:** M Thomas (Senior Policy and Data Compliance Officer) and F Morris (Planning and General Administrator).

**APOLOGIES:** S Gillies, M Griffiths and S Lennox-Boyd.

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#### **1/25/26      HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **2/25/26      DECLARATIONS OF INTEREST:**

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

None.

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

None.

#### **3/25/26      PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY SPEAK ABOUT A PLANNING APPLICATION.**

None.

**4/25/26      TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON 18 MARCH 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 Brady, seconded by Councillor Dent and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 18 March 2025 were confirmed as a true and correct record.

**5/25/26      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

**6/25/26      TO RECEIVE AND REVIEW THE PLANNING AND LICENSING COMMITTEE'S BUSINESS PLAN DELIVERABLES FOR QUARTER FOUR AND CONSIDER ANY ACTIONS AND EXPENDITURE.**

Members received and discussed the Planning and Licensing Committee Business Plan Deliverables and Objectives for Quarter Four as contained within the circulated reports pack.

The Chairman advised that the Town Clerk will score quarter 4 shortly.

There were two items identified under Strategic Priority 1 Actions that the committee approved but have not been progressed as follows:

1. PA24/05152 (superseded by PA25/00162) – not approved by Cornwall Council;
2. PA24/05152 – not approved by Cornwall Council and subsequently withdrawn.

It was proposed by Councillor B Samuels, seconded by Councillor Brady and **RESOLVED** that there were no additions at this time and to note the changes to the actions under Strategic Priority 1.

7/25/26

**TO RECEIVE THE DRAFT REVISED HACKNEY CARRIAGE & PRIVATE HIRE VEHICLE, OPERATOR, DRIVER LICENSING POLICY FROM CORNWALL COUNCIL AND CONSIDER ANY ACTIONS AND EXPENDITURE.**

Members received and discussed the Draft Revised Hackney Carriage & Private Hire Vehicle, Operator, Driver Licensing Policy from Cornwall Council as contained within the circulated reports pack.

Members expressed their concern regarding the proposed restriction of licenses to two zones. Due to the major lack of public transport in Cornwall this will severely impact residents who require to visit Treliske Hospital or attend for medical appointments at other sites distant from Saltash.

It was proposed by Councillor Brady, seconded by Councillor B Samuels and **RESOLVED** to seek clarification regarding the restriction of licences to two zones.

Members also voiced their disquiet in connection with the proposed removal of the requirement for licence holders to carry fire extinguishers in their vehicles. It was felt that this requirement should remain, particularly having regard to passengers with mobility problems who might find it difficult to exit vehicles in an emergency.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** that the requirement to carry fire extinguishers onboard licensed vehicles continue in the current form and should not be removed.

8/25/26

**PLANNING:**

- a. To note that Councillor Lennox-Boyd will vote upon the information before her at the meeting but in the light of subsequent information received at Cornwall Council, Councillor Lennox-Boyd may vote differently at that meeting.
- b. To note that if Councillor Lennox-Boyd wishes to recommend opposite to the Town Council's view she will contact the Town Council by email. Considering time constraints, the Town Council will then hold an online poll of Councillors to determine whether to accept the Officer's view or to ask for the application to be called into committee. The results of these polls will be read into the record at the next Town Council meeting. Members of the public may request, via the Clerk, to be copied into any correspondence.

c. Applications for consideration:

**PA25/01853**

Mrs H Jones – **365 New Road Saltash PL12 6HL**

Proposed garage.

**Ward: Tamar**

Date received: 18/03/25

Response date: 17/04/25

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and resolved to **RECOMMEND APPROVAL** subject to the garage door being a rolling type so that there is no obstruction to the pavement.

**PA25/02068**

Summers Sumoda Properties Ltd – **The Old Mission Hall Pill Lane North Pill Saltash PL12 6LQ**

Conversion of existing building to dwelling.

**Ward: Tamar**

Date received: 24/03/25

Response date: 18/04/25

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

**PA25/02117**

Lynn Vickers – **3 Geraldine Terrace Forder Saltash PL12 4QR**

Landscaping alterations and improvements to stairway and new levels for safer access to rear garden.

**Ward: Trematon**

Date received: 21/03/25

Response date: 18/04/25

The Chairman informed the meeting of an email received from the Planning Officer at Cornwall Council confirming that this is a retrospective application.

It was proposed by Councillor Dent, seconded by Councillor P Samuels and resolved to **RECOMMEND REFUSAL** due to:

1. Overlooking;
2. Incorrect drawings regarding vehicular access;
3. Materials not in keeping with the conservation area.

d. Tree Application:

**PA25/02365**

Samantha Smith – **Brunel House 26 Albert Road Saltash PL12 4EA**

Works to trees within a Conservation Area – removal of tree (possibly Acacia).

**Ward: Essa**

Date received: 31/03/25

Response date: 18/04/25

The Chairman informed Members of The Saltash Town Council Voluntary Tree Wardens' report.

It was **RESOLVED** to note.

**PA25/02454**

Dr Benjamin O'Driscoll – **Square Cottage Forder Saltash PL12 4QR**

Works to trees in a Conservation Area (TCA) – Felling of T1 – Cypress, T2 – Cypress, T3 – Ash, T4 – Ash, T16 – Prunus, T17 – Ash and T19 – Hazel.

**Ward: Trematon**

Date received: 04/04/25

Response date: 18/04/25

The Chairman informed Members of The Saltash Town Council Voluntary Tree Wardens' report.

It was **RESOLVED** to note.

**9/25/26      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.

**10/25/26      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**11/25/26      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

12/25/26 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 May 2025 at 6.30 pm

Rising at: 6.58 pm

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

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

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Burial Authority Committee held at the Guildhall on Tuesday 29th April 2025 at 6.30 pm**

**PRESENT:** Councillors: R Bullock (Vice-Chairman), J Dent (Chairman), S Lennox-Boyd and S Miller.

**ALSO PRESENT:** D Joyce (Office Manager / Assistant to the Town Clerk) and F Morris (Planning and General Administrator)

**APOLOGIES:** J Foster and M Griffiths.

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#### **1/25/26      HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **2/25/26      DECLARATIONS OF INTEREST:**

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

None.

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

None.

#### **3/25/26      PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**4/25/26      TO RECEIVE AND APPROVE THE MINUTES FROM THE BURIAL AUTHORITY MEETING HELD ON 29 OCTOBER 2024 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Bullock, seconded by Councillor Lennox-Boyd and **RESOLVED** that the minutes of the Burial Authority Committee held on 29 October 2024 were confirmed as a true and correct record.

**5/25/26      TO RECEIVE THE BURIAL AUTHORITY COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**6/25/26      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**7/25/26      TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**8/25/26      TO RECEIVE AN UPDATE ON THE CHURCHTOWN CEMETERY BOARD AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

The Office Manager / Assistant to the Town Clerk highlighted the main points in the report and assured members that in the absence of a Churchtown Cemetery Board, staff would still be able to assist with enquiries.

Following a discussion it was **RESOLVED** to note that a timeless grave plan sign was not achievable due to key points raised and detailed in the report summary.



9/25/26

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

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

Members discussed the report in full and in particular noted that the paintwork on the Letters to Heaven Post Box at Churchtown Cemetery has now faded.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and **RESOLVED** to:

1. Note the report;
2. To request that the Letters to Heaven Post Box be repainted in Wedgewood Blue and that works be undertaken in-house by the Service Delivery Team.

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.

**11/25/26      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

To resolve that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted. (As required or if necessary).

**12/25/26      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**13/25/26      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**14/25/26      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and **RESOLVED** to issue the following Press and Social Media release on completion of the work by the Service Delivery Team the Churchtown Cemetery – Letters to Heaven Post Box.

**DATE OF NEXT MEETING**

Tuesday 14 October 2025 at 6.30 pm

Rising at: 6.50 pm

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

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

# Saltash Town Council

## CHURCHTOWN CEMETERY

### MANAGEMENT POLICY & REGULATIONS

#### 1. PURPOSE

- 1.1. To provide a management strategy for the safe and respectful management of the cemetery.
- 1.2. To provide clear information to elected members of the responsibilities of the Town Council and the implications thereof.
- 1.3. To provide clear information to cemetery users, be they the bereaved, visitors or attendees at a funeral, detailing their rights, responsibilities and what they may expect from the Town Council. This to take the form of Rules and Regulations and information presented in the form of leaflets and upon the Council website.
- 1.4. To provide clear information to those working in the cemetery, be they Memorial Masons, Funeral Directors, Grave Diggers or any other external contractor.

#### 2. GUIDANCE AND STATUTORY OBLIGATIONS

- 2.1. The cemetery will be managed to comply with all Parliamentary Acts and Statutory Instruments and accepted guidance that may apply.
- 2.2. The main legislation is contained within the Local Authorities Cemetery Order 1977, as amended in the Local Authorities Cemeteries (Amendment) Order 1986. This is a Statutory Instrument made under the Local Government Act 1972, section 214(1).
- 2.3. Other legislation where compliance is Statutory includes the Health and Safety at Work Act 1974, enforced by the Health and Safety Regulations 1989.

- 2.4. Guidance issued by the Health and Safety Executive and the Institute of Cemetery and Crematorium Management includes:
  - 2.4.1. The Guide for Burial Ground Managers (HSE)
  - 2.4.2. Baby and Infant funerals (ICCM)
  - 2.4.3. Shallow graves policy (ICCM)
  - 2.4.4. Managing the safety of burial ground memorials (HSE)
  - 2.4.5. Management of Memorials policy (ICCM)
  - 2.4.6. Code of safe working practice (ICCM)

### 3. DEFINITIONS

- 3.1. For the purposes of legislation and registration of burials, the person identified by the Council shall be the Town Clerk.
- 3.2. The cemetery shall be deemed to be open during the hours of daylight – it is illegal to enter a cemetery when it is closed without the specific permission of the identified person.
- 3.3. As land owner, the Council is responsible for the health and safety of all who enter the cemetery.
- 3.4. No vehicles may enter the cemetery without the express permission of the Council.

### 4. ELEMENTS OF MANAGEMENT

- 4.1. **Burials – Undertakers to Note:** Please only book and pay for the Saltash Town Council's approved gravedigger.
  - 4.1.1. No interment may take place nor any ashes scattered without the written permission of the Council. In or on a grave where the Exclusive Rights of Burial (EROB) have been purchased, the Council will require the written permission of the owner of the Rights before they in turn may grant permission.
  - 4.1.2. An Application for Interment must be made on the specified form and received by the Council three working days before the time of burial. It must be accompanied by a Certificate of Disposal issued either by the Registrar (green form) or by the Coroner (white form). In exceptional circumstances should this form be lost or unattainable, it may be possible to proceed with the burial if a

Form 18 is supplied instead. The application should also be accompanied by payment in full.

- 4.1.3. 'American Style' Caskets will not be permitted at Churchtown Cemetery. The maximum dimensions permitted for Wood and Wicker Coffins at Churchtown Cemetery are as follows: Maximum Length 7' 2", Maximum Width 32", Maximum Height 18". The exact dimensions, width, length and height, of the coffin which will be used for an interment must be given accurately on the application form.
- 4.1.4. All first burials in a grave will take place in a grave identified by the Town Clerk.
- 4.1.5. Burials may take place in an EROB purchased or non EROB plot; in the latter case the applicant will be informed that no memorial may be placed on the grave and that other, unrelated persons may also be buried in the grave. Prior to a second interment in an unpurchased grave the Council will attempt to contact the applicant to offer a last chance to purchase.
- 4.1.6. All graves will be excavated and backfilled by the Council or its contractors in accordance with the ICCM Code of Safe Working Practice. Adequate grave shoring will always be used. Graves left open overnight will be securely covered. Should mourners wish to backfill some or all of the grave they must do so with the express, advanced permission of the Council and such an operation is at the sole risk of the Funeral Director or organizer. Backfilling must take place as soon as the cortege has left the graveside; no open grave containing a coffin must be left unattended.

The Council or its contractors will make good any subsidence within the first 12 months after the funeral. Thereafter, the need to make good and pay to correct any subsidence will be the responsibility of the owner of the EROB. Once a memorial has been placed the re-levelling of a grave will be the responsibility of the owner of the EROB to pay for to be carried out by a suitably qualified mason.
- 4.1.7. Burials may take place without a Funeral Director but organizers must satisfy the Council that they are competent to conduct a funeral. They must also assume all requirements that the Council would demand of a Funeral Director.
- 4.1.8. Funeral Directors, Memorial Masons, the Council appointed Grave Digger and other contractors at Churchtown Cemetery, must register with the Council showing evidence of public liability insurance. A risk assessment, the content

of which must be approved by the Council's Service Delivery Manager, will also be required. Additionally, Funeral Directors are responsible for the behaviour and safety of the funeral cortege whilst in the cemetery.

- 4.1.9. Grave spaces will be three metres long and one and a half wide in order to comply with BS8415. The excavation will be central with respect to width with the head sixty centimeters from the top border.

## **4.2. Exclusive Rights of Burial**

- 4.2.1. In accordance with LACO (1977) the Council may issue Exclusive Rights of Burial (EROB) to the applicant for burial at the time of the first burial in a grave. The current term is a period of ten years, which may be renewed on expiry by payment of a further fee, for a period of ten years.
- 4.2.2. EROB does not confer ownership of the land but grants the purchaser the right to determine future burials and to apply to place a memorial. The owner of the rights may themselves be buried in the grave with no other permission needed.
- 4.2.3. At the end of the period of rights the Council will attempt to contact the owner (See Appendix A for EROB Renewal Process) but should they not be found or not wish to renew the rights, the Council may either sell the rights to another person or bury an unrelated person in the grave.
- 4.2.4. EROB may be assigned by the owner during their lifetime, or by their executor upon their death. The Council can advise how this must be done and will supply such forms as are needed for a small fee.
- 4.2.5. Under no circumstances may the EROB be exercised without the permission of the owner.

## **4.3. Memorials**

- 4.3.1. The cemetery is laid out as a lawn cemetery, no trees, shrubs, plants, flowers, flower-holders, vases, flat stones, headstone, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grassed area, the headstone or the plinth of the headstone. Flower containers must be installed in and be integral to the plinth of the headstone.
- 4.3.2. Under no circumstances will a glass or any breakable receptacle be permitted to be placed on the grassed area, grave, headstone or the plinth of the headstone.

- 4.3.3. In accordance with BS8415 the Council will leave undug a 60cm strip, the width of the grave and at the head of the grave upon which the memorial must entirely be situated.
- 4.3.4. No permanent planting may take place anywhere in the cemetery without the express, written permission of the council.
- 4.3.5. Grave markers such as wooden crosses with plaques may be placed on a grave or cremation plot at the time of an interment at the discretion of the Town Council. Such markers are temporary and are allowed in the interval between the interment and the installation of a memorial which would normally take place within 12 months.
- 4.3.6. If there are no family members remaining, the person arranging the interment may also organize for a marker to be placed on the grave or cremation plot. Thereafter however, only the Town Council or the owner of the EROB may authorise work in connection with markers. Only the owner of the EROB may authorize the installation of a permanent memorial.
- 4.3.7. Usually, the Town Council would not remove a marker after 12 months should there be no memorial stone. However, the Town Council may remove it if they so wish.
- 4.3.8. Applications to place a memorial must bear the signature of the owner of the EROB.
- 4.3.9. All memorials must be fixed to BS8415 by a competent and registered stone mason. Membership of the British Register of Memorial Masons (BRAMM) is required.
- 4.3.10. An approved application will indicate the dimensions and composition of the memorial; details of how it is to be fixed to conform to BS8415 and accurate details of the proposed inscription. Applications must be accompanied by fees and charges in full.
- 4.3.11. Size of Memorials. All new memorials to be erected in the cemetery must not exceed the following maximum sizes:
- Headstone Height (including all plinths and concrete foundations) 3'3"  
(991mm)
- Width of memorial 2'8" (813mm)

Depth of base (front to back) 1'4" (410mm)

The overall size of the plinth to be 900mm.

It should be acknowledged that all the above requirements must be conformed to. The Council will recall the stonemason to rectify any works as necessary.

- 4.3.12. Memorial Colour, Shape and Material. All memorials to be natural colourings such as grey, white and black with memorial shapes to not exceed the permitted Memorial sizes pursuant to 4.3.8. These can be in a range of natural stoned materials such as Portland, Granite, Marble, Limestone or Hoptonwood.
- 4.3.13. All burial memorials to be traditional upright headstones and fixed to the ground with a concrete base adhering to maximum measurements as outlined above.
- 4.3.14. Only tablets 18" x 18" (450mm x 450mm) and foundation slabs 24" x 24" (600mm x 600mm) may be fixed on cremation plots. Should a vase be required it must be installed in and be integral to the cremation tablet itself. No trees, shrubs, plants, flowers, flower-holders, vases, glass or other breakable items, flat stones, headstones, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grass surrounding the tablet, or on the actual cremation tablet.
- 4.3.15. The stone mason must give three working days' notice of their intention to fix a memorial, to arrange an appointment and a qualified fixer must remain in the cemetery whilst the work is carried out. The Council may approach a working fixer at any time and demand that they demonstrate that the memorial matches the application.
- 4.3.16. The Council will mark the end of each burial row and all headstone plates must align to the markers. Should any be found fixed in the wrong position the Council will recall the fixer so that they be refixed in the proper position.
- 4.3.17. No cleaning or other work may be carried out on any memorial without application to the Council and must have the permission of the owner. Any chemical cleaning must be specifically approved.
- 4.3.18. Should the Rights expire and not be renewed, the Council will attempt to contact the owner to arrange removal. Should this not be forthcoming, the Council reserves the right to act as it sees fit, up to and including removal.
- 4.3.19. All new memorials should either be guaranteed for a period of not less than 10 years and/or a certificate of compliance to BS8415 must be issued.



- 4.3.20. The grave number and mason's name must be inscribed on the rear of the grave base in letters no greater than 15mm high.
- 4.3.21. The Town Council are to offer other Memorial Services such as a Memorial Garden Rose Bush with a plaque and inscription and Memorial Benches with a plaque and inscription. More information and Terms and Conditions of the Town Council Memorial Services can be located on the relevant application forms.

#### **4.4. Fees and Charges**

- 4.4.1. The Council will publish a table of fees and charges for its services which will be available at the cemetery, on the website and in paper form from the Council offices. Fees for any service must be paid in advance.
- 4.4.2. From time to time the Council will review the fees and charges.
- 4.4.3. Double standard fees apply to non-Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the Town Clerk and in the absence the Office Manager/Assistant to the Town Clerk).
- 4.4.4. The Administration Department to obtain available evidence with regard to Saltash Residency two years prior to the date of death. This being unavailable, to request that the Funeral Director gives written confirmation of residency

#### **4.5. Rules and Regulations**

- 4.5.1. The Council will publish such Rules and Regulations as it sees fit for the proper management of the cemetery. These will be available at the cemetery, on the website and in paper form at the Council offices.
- 4.5.2. The Rules and Regulations will be reviewed on a regular basis and any revisions will replace previous versions with immediate effect.

#### **4.6. General provisions**

- 4.6.1. The Council will provide a water supply subject to weather conditions.
- 4.6.2. The Council will maintain the cemetery to provide a suitable and presentable appearance.

- 4.6.3. The Council will conduct regular inspections of the cemetery and will inspect memorials as recommended by the Health and Safety Executive. Any memorial found to be in an unsafe condition will be made safe by the Council in a manner they see fit. Responsibility for repair remains that of the owner. Repairs not carried out in a timely manner may result in the withdrawal of memorial rights.
- 4.6.4. Statutory registers of interments, ownership and exhumations will be kept by the Council and may be viewed by reasonable request. Extended searches by Council staff may incur a fee.
- 4.6.5. Interments shall normally take place between 9:00am and 4:00pm, Monday to Friday excluding Bank Holidays. It may be possible to accommodate funerals outside of these times and at short notice but the Council reserves the right to charge an extra fee for this service.
- 4.6.6. New graves will be dug to accommodate 3 burials unless ground conditions do not allow. In consultation with the Council appointed Grave Digger, should any interment indicate that subsequently no further interments can take place in a specific grave, then the Council will not permit any further interments in that grave. The relevant Funeral Director to be informed.
- 4.6.7. Initially three rows of graves will be marked out to provide sufficient space should more than one grave be required at any one time. No fewer than three rows will exist at any time.
- 4.6.8. Burials will start at the gate end of the cemetery at the end of the row nearest to the driveway.

#### **4.7. Future expansion**

- 4.7.1 Land adjacent to the cemetery, temporarily used to provide allotments, will be used to extend the cemetery as required. Notice will be given to allotment tenants.

## **Action One – Send an email six months before the EROB expiration**

**Subject: Renewal of Exclusive Right of Burial (EROB) – [Plot Reference]**

Dear [EROB Holder's Name]

We are writing to inform you that the Exclusive Right of Burial (EROB) and Permit to Erect a Memorial relating to plot [Plot Reference] is due for renewal at Churchtown Cemetery, Saltash.

In accordance with the Churchtown Cemetery Management Policy and Regulations and the Rules and Regulations for the Erection of Memorials (as attached), renewal is required every 10 years to maintain the rights to the plot. The ten-year tenure of your EROB is due to expire on [Insert Date of EROB Expiry].

The renewal fee is £[X]. We kindly ask that you contact Saltash Town Council at your earliest convenience to confirm your intention to renew and arrange payment.

If you wish to proceed, please contact us by [Deadline Date] to ensure continuity of the rights associated with the plot.

Should you have any questions or require further information, please do not hesitate to contact the Burials and Memorials department on 01752 844846 option 4 or email [burialsandmemorials@saltash.gov.uk](mailto:burialsandmemorials@saltash.gov.uk)

We appreciate your prompt attention to this matter.

Yours sincerely,

Burials and Memorials

## **Action Two – Call followed by an email three months before the EROB expiration**

**Subject: Renewal of Exclusive Right of Burial (EROB) – [Plot Reference]**

Dear [EROB Holder's Name]

We are writing to inform you that the Exclusive Right of Burial (EROB) and Permit to Erect a Memorial relating to plot [Plot Reference] is due for renewal at Churchtown Cemetery, Saltash.

In accordance with the Churchtown Cemetery Management Policy and Regulations the Rules and Regulations for the Erection of Memorials (as attached), renewal is required every 10 years to maintain the rights to the plot. The ten-year tenure of your EROB is due to expire on [Insert Date of EROB Expiry].

We attempted to contact you by phone today regarding this matter but were unable to reach you.

The renewal fee is £[X]. We kindly ask that you contact the Saltash Town Council at your earliest convenience to confirm your intention to renew and arrange payment.

If you wish to proceed, please contact us by [Deadline Date] to ensure continuity of the rights associated with the plot.

Should you have any questions or require further information, please do not hesitate to contact the Burials and Memorials department on 01752 844846 option 4 or email [burialsandmemorials@saltash.gov.uk](mailto:burialsandmemorials@saltash.gov.uk)

We appreciate your prompt attention to this matter.

Yours sincerely,

Burials and Memorials

**Action 3 – Letter sent via post and followed up via email.**

**Subject: Renewal of Exclusive Right of Burial (EROB) – [Plot Reference]**

Dear [EROB Holder's Name]

We recently tried contacting you regarding your ownership of the Exclusive Right of Burial (EROB) and Permit to Erect a Memorial relating to [Plot Number] at Churchtown Cemetery, Saltash.

In accordance with Churchtown Cemetery Management Policy and Regulations the Rules and Regulations for the Erection of Memorials (as attached), renewal is required every 10 years to maintain the rights to the plot. The ten-year tenure of your EROB is due to expire on [Insert Date of EROB Expiry].

The renewal fee is £[X]. We kindly ask that you contact Saltash Town Council at your earliest convenience to confirm your intention to renew and arrange payment.

If you wish to proceed, please contact Saltash Town Council by [Deadline Date] to ensure continuity of the rights associated with the plot.

Should you have any questions or require further information, please do not hesitate to contact the Burials and Memorials department on 01752 844846 option 4 or email [burialsandmemorials@saltash.gov.uk](mailto:burialsandmemorials@saltash.gov.uk)

We appreciate your prompt attention to this matter as we have now passed the expiration date for renewal. If you choose not to renew the EROB for [Plot Number], the ownership will revert to Saltash Town Council, and you will no longer have any rights associated with it.

This includes, but is not limited to, arranging future interments, installation of a headstone or cremation tablet (if not already in place), adding inscriptions to an existing memorial, or maintaining a headstone or tablet.

For full details, please refer to Churchtown Cemetery Management Policy and Regulations as attached.

Yours sincerely,

Burials and Memorials

# Saltash Town Council

## Rules and Regulations relating to the erection of Memorials

1. Only the Council's approved gravedigger may be contracted by the Funeral Directors or clients to work in the cemetery.
2. No memorial may be fixed within 6 months of a burial to allow ground settlement.
3. A memorial tablet may be fixed immediately after the burial of cremated remains.
4. The cemetery is laid out as a lawn cemetery, no trees, shrubs, plants, flowers, flower-holders, vases, flat stones, headstones, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grassed area, the headstone or the plinth of the headstone. Flower containers must be installed in and be integral to the plinth of the headstone.
5. Under no circumstances will the Council permit a glass or any breakable receptacle to be placed on the grave,
6. In accordance with BS8415 the Council will leave undug a 60cm strip, the width of the grave at the head of the grave upon which the memorial must entirely be situated.
7. No permanent planting may take place anywhere in the cemetery.
8. Applications to place a memorial must bear the signature of the owner of the Exclusive Right of Burial.
9. All memorials must be installed in compliance with BS8415 by competent, trained stonemasons. Stonemasons may demonstrate competency by being a member of either BRAMM or NAMM's RQMF schemes or may complete an individual application to work form.
10. An approved application will indicate the dimensions and compositions of the memorial: details of how it is to be fixed to conform to BS8415 and accurate details of the proposed inscription. Applications must be accompanied by fees and charges in full.
11. Saltash Town Council as the burial authority will retain the application and a permit will be issued to the Monumental Mason. The permit **MUST** be available for inspection at the time the memorial is being fitted.

**If the mason is found without a permit, permission to continue with the work will be denied. Any memorial fixed without approval will be removed.**

## 12. Size of Memorials

All new memorials to be erected in the Cemetery must not exceed the following maximum sizes:

### Headstone

Height (including all plinths and concrete foundations) 3'3" (991mm).

Width of memorial 2'8" (813mm).

Depth of base (front to back) 1'4" (410mm)

The overall size of the plinth to be 900mm

Only headstones may be fixed to burial plots.

**It should be acknowledged that all the above requirements must be conformed to. The Council will recall the stonemason to rectify any works as considered necessary.**

### Tablets

Only foundation slabs 24" x 24" (600mm x 600mm) and tablets 18" x 18" (450 x 450) may be fixed flat to cremation plots. To be supplied by the ERB owner. Should a vase be required it must be installed in and be integral to the tablet itself. No trees, shrubs, plants, flowers, flower-holders, vases, glass or other breakable items, flat stones, headstones, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grass surrounding the tablet, or on the actual cremation tablet.

Memorial Colour, Shape and Material. All memorials to be natural colourings such as grey, white and black. These can be in a range of natural stoned materials such as Portland, Granite, Marble, Limestone or Hoptonwood.

All burial memorials to be traditional upright headstones and fixed to the ground with a concrete base adhering to maximum measurements as outlined above.

13. The stone mason must give three working days of their intention to fix a memorial to arrange an appointment and a qualified fixer must remain in the cemetery whilst the work is carried out. The Council may approach a working fixer at any time and demand that they demonstrate that the memorial matches the application.
14. The Council will mark the end of each burial row and all headstone plates must align to the markers. Should any be found fixed in the wrong position the Council will recall the fixer so that they be re-fixed in the proper position.
15. No cleaning or other work may be carried out on any memorial without application to the Council and must have the permission of the owner. Any chemical cleaning must be specifically approved.
16. Should the Rights expire and not be renewed, the Council will attempt to contact the owner to arrange removal. Should this not be forthcoming, the Council reserves the right to act as it sees fit, up to and including removal.

17. A certificate of compliance to BS8415 must be issued to the owner of the Exclusive Right of Burial and Saltash Town Council Burial Authority.
18. All new memorials should either be guaranteed for a period of not less than 10 years and/or a certificate of compliance to BS8415 must be issued.
19. The grave number and mason's name must be inscribed on the rear of the grave base in letters no greater than 15mm high.
20. **Bench and Rose Bush Memorial Garden**

A memorial bench and plaque service is available to members of the public who may wish to purchase a Memorial Plaque with inscription for a lease period of 10 years. Renewable upon request. For full details please refer to the application form for a memorial bench.

21. A memorial rose bush and plaque service is available to members of the public for a lease period of 10 years. Renewable upon request. For full details please refer to the application form for a rose bush memorial.

### **Memorial Insurance**

It is highly recommended that a memorial is insured against accidental damage, vandalism and theft and to make sure that cover takes effect immediately the stone is fixed in the cemetery. Cost can be very reasonable and usually insignificant when compared with the possible cost of repairs. Any BRAMM registered memorial mason should have details of the schemes available.



# Application for Interment

Churchtown Cemetery  
Saltash Town Council  
The Guildhall  
12 Lower Fore Street, Saltash  
PL12 6JX

Tel: 01752 844846  
Email: [burialsandmemorials@saltash.gov.uk](mailto:burialsandmemorials@saltash.gov.uk)

This application must be delivered to the Saltash Town Council offices **no later than noon three working days before the burial.**

<b>Print in black ink</b>		
<b>Funeral Director:</b>		
<b>Day, date and time of burial:</b>		
<b>Full name of deceased</b>		
<b>Maiden name:</b>		
<b>Address:</b>		
<b>Post code:</b>		
<b>Place where death occurred:</b>		
<b>Date of death:</b>	<b>Age:</b>	
<b>Dimensions of coffin or casket (in inches)</b>		
<b>Length:</b>	<b>Width:</b>	<b>Height:</b>
Size to be outside lid measurement with allowance for handles		
<b>Coffin type:</b>		
<b>Officiating minister:</b>		
<b>Was deceased a resident of Saltash:</b> Yes/No		
<b>Occupation (before retirement):</b>		
<b>Number of grave</b>		

cont'd...

Please tick one of the following and complete as necessary.

### Unpurchased grave

☐

I would like the burial to take place in an unpurchased grave. I understand that if I do not buy the Exclusive Right of Burial to the grave the Council may bury other unrelated people in the grave. I understand that no memorials will be permitted on the grave.

### New grave

☐

I would like the burial to take place in a new grave and would like to buy the Rights for 10 years. (A guide to the Exclusive Rights of Burial is contained within the Churchtown Cemetery Management Policy and Regulations on the Town Council Website).

### Previously purchased grave to be reopened

☐

I would like the burial to take place in grave number \_\_\_\_\_ at Churchtown Cemetery.

I am the registered owner of the grave/next of kin/executor of the owner **(delete as applicable)**.

If none of the above please state your relationship to the deceased grave owner \_\_\_\_\_

If the current EROB owner is the deceased, please state any addresses prior to the one included on page one of the Application for Interment.

### Childrens' Area

☐

I would like the burial to take place in a new grave in the Childrens' Area at Churchtown Cemetery. (A guide to the Exclusive Rights of Burial is contained within the Churchtown Cemetery Management Policy and Regulations on the Town Council website).

Signed \_\_\_\_\_ Date \_\_\_\_\_

Full name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Email \_\_\_\_\_ Tel: \_\_\_\_\_

Relationship to deceased \_\_\_\_\_

Please keep the Town Council advised of your up-to-date contact details. \_\_\_\_\_

**N.B. Saltash Town Council can only authorise the opening of a purchased grave with the permission of the owner or for burial of the owner. In all other cases ownership must be transferred to someone who can prove that they are entitled to receive the ownership rights. Whilst the Council will offer all assistance to establishing the means of transfer, responsibility remains with the funeral arranger to have clarified this matter before booking.**

# Exclusive Right of Burial

## Application to purchase a new grave

### Saltash Town Council

The Guildhall, 12 Lower Fore Street

Saltash. PL12 6JX

Tel: 01752 844846

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

I wish to purchase the Right of Burial to the grave in which the deceased person named on the Application for Interment, is to be interred and understand that my Rights will exist for a period of **10 years**.

### Applicant's details

**Mr**                      **Mrs**                      **Ms**                      **Miss**                      **Other**

Full name of applicant: please print

Full address: please print

Postcode:

Tel No:

Email:

I have read a copy of the Churchtown Cemetery Management Policy and Regulations available on the Town Council Website and I will comply with them.

Signed:

Date:

**Please keep the Town Council advised of your up-to-date contact details.**

### Lawn Graves

1. The size of the memorial shall not exceed 991mm high x 813mm wide x 410 mm deep, the overall size of the plinth to be 900mm.

2. Subject to the written consent of the Council, and to payment of the prescribed fee, a memorial may be placed on the grave in the position required by the Council. The memorial shall become the property of the Council at the expiry date of the period of the Grant of the Exclusive Right of Burial in the grave.

3. The memorial must sit in the position required by Saltash Town Council.

4. The Council must approve all inscriptions on the memorial beforehand.

5. The grave number and mason's name must be inscribed on the rear of the grave base in letters no greater than 15mm high.

6. no trees, shrubs, plants, flowers, flower-holders, vases, flat stones, headstone, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grassed area, the headstone or the plinth of the headstone. Flower containers must be installed in and be integral to the plinth of the headstone.

7. Under no circumstances will we permit a glass or any breakable receptacle to be placed on the grave/memorial. A plaque or stone vase so fitted shall become the property of the Council at the expiry date of the period of Grant of Exclusive Right of Burial.

8. All monuments must be kept in good repair at the expense of the owner of the Exclusive Right of Burial. The Council reserves the right to remove any monument which, in its opinion, has become unsafe, dilapidated or unsightly, or is not kept in good repair.

**9. Memorials may only be fixed by BRAMM registered Monumental Masons.**

10. The Council reserves the right to remove any item placed on or near a grave that does not conform to these Regulations. **Without prior notice or right to appeal.**

# Exclusive Right of Burial

## Application to purchase a cremated remains grave

### Saltash Town Council

The Guildhall, 12 Lower Fore Street  
Saltash. PL12 6JX

Tel: 01752 844846

Email:

[burialsandmemorials@saltash.gov.uk](mailto:burialsandmemorials@saltash.gov.uk)

I wish to purchase the Right of Burial to the grave in which the deceased person named on the Application for Interment, is to be interred and understand that my Rights will exist for a period of **10 years**.

### Applicant's details

**Mr**                      **Mrs**                      **Ms**                      **Miss**                      **Other**

Full name of applicant: please print

Full address: please print

Postcode:

Tel No:

Email:

I have read a copy of the Churchtown Cemetery Management Policy and Regulations available on the Town Council Website and I will comply with them.

Signed:

Date:

**Please keep the Town Council advised of your up-to-date contact details.**

### Lawn Graves

1. The size of the memorial shall not exceed 18" x 18" (450 x 450)
2. Subject to the written consent of the Council, and to payment of the prescribed fee, a memorial may be placed on the grave in the position required by the Council. The memorial shall become the property of the Council at the expiry date of the period of the Grant of the Exclusive Right of Burial in the grave.
3. The memorial must sit in the position required by Saltash Town Council.
4. The Council must approve all inscriptions on the memorial beforehand.
5. The grave number and mason's name must be inscribed on the rear of the grave base in letters no greater than 15mm high.
6. Should a vase be required it must be installed in and be integral to the cremation tablet itself. No trees, shrubs, plants, flowers, flower-holders, vases, glass or other breakable items, flat stones, headstones, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grass surrounding the tablet, or on the actual cremation tablet.
7. A plaque or stone vase so fitted shall become the property of the Council at the expiry date of the period of Grant of Exclusive Right of Burial.
8. All monuments must be kept in good repair at the expense of the owner of the Exclusive Right of Burial. The Council reserves the right to remove any monument which, in its opinion, has become unsafe, dilapidated or unsightly, or is not kept in good repair.
9. **Memorials may only be fixed by BRAMM registered Monumental Masons.**
10. The Council reserves the right to remove any item placed on or near a grave that does not conform to these Regulations. **Without prior notice or right to appeal.**

## Memorial application form

To fix a memorial or inscribe an additional inscription on an existing memorial or the removal of a headstone or cremation tablet other than for an additional inscription.

**Churchtown Cemetery**  
**Saltash Town Council**  
**The Guildhall,**  
**12 Lower Fore Street, Saltash**  
**PL12 6JX**

**Tel: 01752 844846**  
**Email: [burialsandmemorials@saltash.gov.uk](mailto:burialsandmemorials@saltash.gov.uk)**

Cemetery:

Section:

Grave No:

**This form must be delivered to Saltash Town Council offices.**

Monumental mason name/company name:

Address:

Material and colour of memorial (tick one of the following)

Granite      Marble      Slate      Stone      Other

Colour:

Design of memorial including inscription and dimensions:

Removal of headstone & cremation tablet other than for an additional inscription. State reason:

### To be completed by monumental mason

I, (we) agree to be responsible and to pay for any damage which may be occasioned to the property of the Authority or to any adjacent vault, grave, tomb, monument or memorial by reason of any negligence on the part of my (our) workmen, or the workmen of any sub-contractor employed by me (us), in connection with the work referred to in this application.

I, (we) agree to install the memorial (new or replacement) in compliance with BS8415 by competent, trained stonemasons. Stonemasons may demonstrate competency by being a member of either BRAMM or NAMM's RQMF schemes, or may complete an individual application to work form, including a signed declaration stating a commitment to work to BS8415, a statement that the mason holds £5m public liability insurance, issues at least a ten year guarantee to cover workmanship and materials and that they have not been banned from any cemetery or graveyard during the last two years.

Signed:

Date:

#### Notes to monumental masons

(a) Saltash Town Council as the Burial Authority will retain this application and a permit will be issued to the Monumental Mason.

(b) The Permit **MUST** be available for inspection at the time the memorial is being fitted. **If the mason is found without a permit, permission to continue with the work will be denied. Any memorial fixed without approval will be removed.**

(c) On completion, a certificate of compliance to BS8415 must be issued to the owner of the Exclusive Right of Burial and Saltash Town Council Burial Authority.

(d) The mason fixing the memorial shall ensure that the grave number is inscribed on the side of the memorial.

(e) All monumental work will be carried out **by appointment only** during daylight hours Monday to Friday 08.30 – 16.00 hours. Excluding Bank Holidays.

#### To be completed by the owner of the Exclusive Right of Burial

I hereby apply for the right to erect/place/inscribe a memorial subject to Saltash Town Council policy. The right for which I now apply confers on me the right to erect a memorial or inscribe an additional inscription on a memorial for which I have previously been granted rights upon payment of the prescribed fee.

#### Applicant's details

Mr

Mrs

Ms

Miss

Other

Full name of applicant: please print

Full address: please print

Post Code:

**Please keep the Town Council advised of your up-to-date contact details.**

Tel No:

Email:

Name of previous interments	Date of previous Death	Date of previous internments

I agree to comply with the Cemeteries Regulations applicable to the type of grave I have purchased as received and signed for at time of purchase.

Signed:

Date:

Doc ref: CC06

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Town Vision Sub Committee held at the Guildhall on Thursday 24th April 2025 at 6.30 pm**

**PRESENT:** Councillors: R Bickford, R Bullock, S Gillies (Vice-Chairman), M Griffiths (Chairman) and J Peggs.

**ALSO PRESENT:** 1 Members of the Public.

**APOLOGIES:** D Yates.

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#### **1/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **2/25/26 DECLARATIONS OF INTEREST:**

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

None.

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

None.

#### **3/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**4/25/26      TO RECEIVE AND APPROVE THE MINUTES OF THE TOWN VISION SUB COMMITTEE HELD ON 23 JANUARY 2025 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Griffiths, seconded by Councillor Gillies and **RESOLVED** that the minutes of the Town Centre Vision Sub Committee held on 23 January 2025 were confirmed as a true and correct record.

**5/25/26      TO RECEIVE AND NOTE AN UPDATE ON THE TOWN VISION BUDGET RECOMMENDATION TO THE SERVICES COMMITTEE.**

It was **RESOLVED** to note.

**6/25/26      TO RECEIVE THE TOWN VISION BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**7/25/26      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.



**TO RECEIVE THE TOWN COUNCIL BUSINESS PLAN DELIVERABLES FOR QUARTER FOUR AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

The Town Clerk gave a verbal overview of the report and deliverables to date contained and circulated in the reports pack.

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

1. To note the Town Clerk's scores for quarter four and that Members are encouraged by the significant progress made across the committees, sub committees and staff team to achieve the business plan priorities;
2. To note there are no amendments to the Services, Policy and Finance and Personnel Committee deliverables nor the Station Property and Library Sub Committees deliverables;
3. To **RECOMMEND** to Property Maintenance to:
  - a. Review Strategic Priority 4 to ensure it fits within the remit of the Sub Committee and how they see the 'Aim' being met;
4. To **RECOMMEND** to Planning and Licensing to:
  - a. Add under Strategic Priority 3 'Actions' – Release of social housing at Treledan to support local housing needs (criteria – local connection);
  - b. Add under Strategic Priority 5 'Actions' – STC challenge the Treledan developers to ensure climate change was considered (solar panels, flooding, heat pumps, electric charging points);
  - c. Add under Strategic Priority 6 'Actions' – STC ensured the new Treledan development had open spaces, allotments and play parks;
5. To note the Devolution Sub Committee deliverables are dormant at present and to recognise that a Devolution Strategy needs to be devised and implemented. This is a significant piece of work which will require Councillors concerted time and input, supported by the Town Clerk;
6. To approve quarter four deliverables (as attached) to be displayed on the Town Council website for transparency;
7. To approve that there are to be no adjustments to the delivery of the business plan as the Town Council moves into year two of the three-year plan.

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).

10/25/26 **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.

11/25/26 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

12/25/26 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

13/25/26 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Gillies, seconded by Councillor Bullock and **RESOLVED** to issue a press and social media release on the progress of the Town Council Business Plan, highlighting notable achievements in its first year.


**DATE OF NEXT MEETING**

To be confirmed

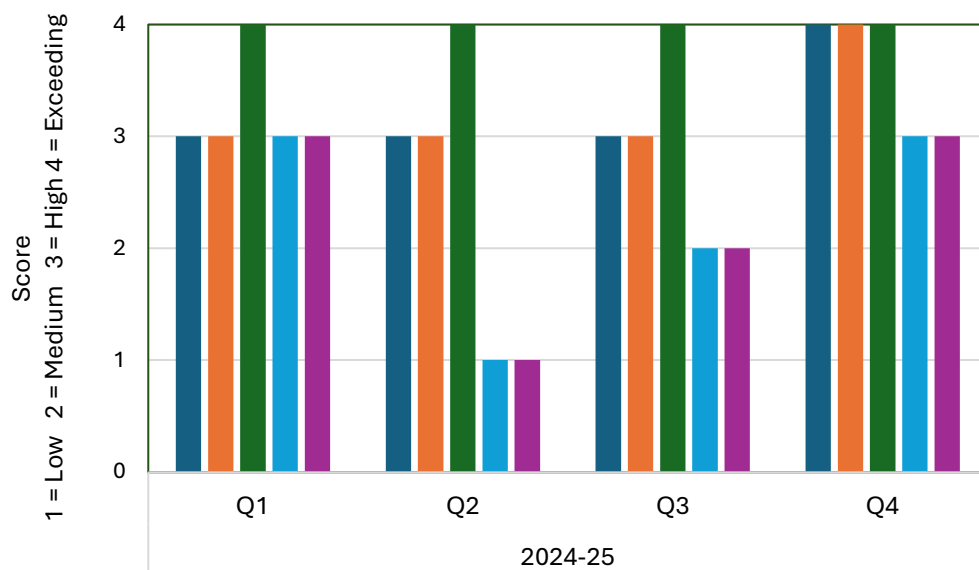
Rising at: 20:30

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


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

Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Personnel Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	To continue to be a good employer and invest in officer growth by supporting relevant professional development	Training and professional development to match the role undertaken In-house mentoring Career progression Fair salary grade	Provide access to courses and certifications suitable for the positions  Establish promotion / career progression plans  Continue to be a member of the National Joint Committee (NJC) for Government Services  Employee recognition awards for work completed above and beyond the role by setting a robust policy  Regular performance reviews and feedback sessions to keep employees focused and motivated using their strengths and understanding areas for improvement  Continue to appoint a HR Consultant for employees and the employer to access support/advice as required  <b>Reviews of Job Specification - Personnel held on 27.02.25 minute nr 80/24/25</b>  <b>Continued professional development for all staff by providing access to relevant training sessions</b>  <b>Annual Performance Reviews - Personnel held on 27.02.25 minute nr 86/24/25</b>	3	3	3	3	4
		Real Living Wage Employer	Be an accredited Living Wage Employer	Continue to enroll as a Living Wage Employer committing to tackle low pay by paying the real Living Wage to employees  Promote the Living Wage scheme when recruiting new posts  Committed to tackle low pay by encouraging organisations that work for the Town Council to pay the real Living Wage	3	3	3	3	4
		Local Government Pension Scheme	To be part of the LGPS	Continue to be part of the LGPS to help employees to build a pension pot that will provide enough income to meet basic everyday needs in retirement years  Promote the LGPS when recruiting new posts	4	4	4	4	4
		Operate in accordance with our Civility and Respect Pledge	Town Council to sign the annual Civility and Respect Pledge	Reminders to all employees (staff team meetings) and Town Council members of the pledge taken (Full Council meeting)  The pledge to be ethos of the work environment and incorporated into the core values of each department  Incorporated into employee performance reviews  <b>The Town Vision Sub Committee recognised the importance of the Civility and Respect Pledge, for Officers and Town Councillors, and because of the importance of this pledge it is RECOMMENDED under Strategic Priority 1 of the Personnel Committee deliverables, to revisit the Civility and Respect Pledge at the Full Town Council meeting to be held on 6 February 2025 and quarterly going forward.</b>  <b>Full Council held on 6 February RESOLVED to: to reaffirm Saltash Town Council's commitment to the Civility and Respect Pledge and to revisit the pledge on a quarterly basis at Full Town Council meetings.</b>  <b>Performance reviews evaluated staff's commitment to upholding Civility and Respect.</b>	2	3	1	2	3
		Provide a Protocol to advise Officers and Members of the appropriate working relations with one another	Create, adopt and adhere to the protocol	Create a Town Council Protocol for Member Officer Relations and review regularly recommending to Full Council  Line managers to refresh employees at regular staff team meetings. <b>Team meetings to review and understand the importance of the civility and respect pledge</b>  <b>Internal management meeting to review and understand the importance of the civility and respect pledge</b>	2	3	1	2	3

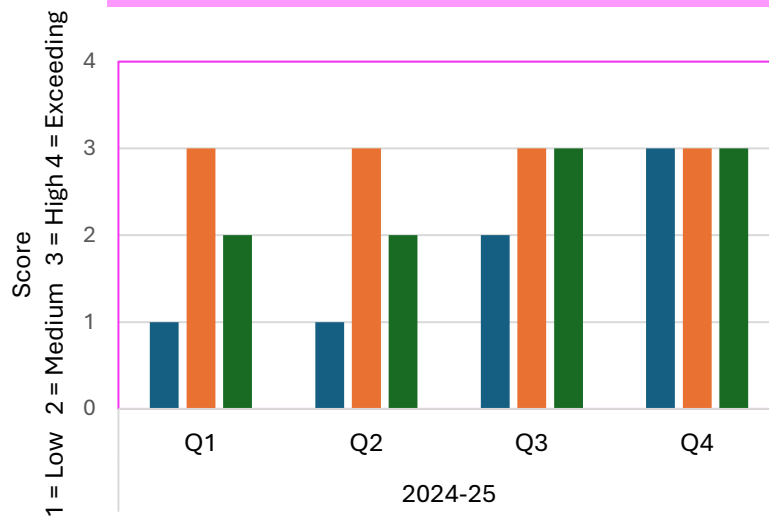
**Business Plan**  
**Strategic Priority 1 - Boosting Jobs and Economic Prosperity**  
**Aims of the Personnel Committee**



- To continue to be a good employer and invest in officer growth by supporting relevant professional development
- Real Living Wage Employer
- Local Government Pension Scheme
- Operate in accordance with our Civility and Respect Pledge
- Provide a Protocol to advise Officers and Members of the appropriate working relations with one another

Strategic Priority 2 - Health and Wellbeing		Aims of the Personnel Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.	Provide excellent welfare facilities	Health and wellness initiatives  Excellent work-life balance  Provide a safe and healthy work environment	Improve Guildhall restrooms and changing facilities where feasible  Dedicated employee toilet at Saltash Library  Continue to provide excellent welfare facilities to service delivery employees  Implement a flexible approach to working patterns to provide employees an improved work-life balance  Provide health care insurance that covers medical, dental and vision care  Continue to appoint a HR Consultant for employees/employer to access support/advice as required  <b>Recognition of improved facilities required at Guildhall - Personnel held on 27.02.25 minute nr. 72/24/25</b>  <b>Flexible working implemented for admin and finance and is being enjoyed by those who wish to utilise it, quoted as 'offering a better work life balance'</b>	1	1	1	2	3
		Provide occupational health assessments as required to support staff at work	Various appointments as required  Mental health support  Associated cost to be covered by the Town Council	Appoint an occupational health consultant (medical and H&S) as required  Line managers to provide employee's one-to-one support as required  Continue to appoint a HR Consultant for employees/employer to access support/advice if required	3	3	3	3	3
		Robust risk assessments and health surveillance checks available to appropriate officers to protect them at work	Robust risk assessments  Health surveillance checks if required  Mental health support	Line managers to review annually departmental Town Council risk assessments  Appoint an occupational health consultant as required  Appoint annually a health surveillance company to help protect employees from health risks at work  Line managers to be trained mental health first aider to support their team  <b>Provision for flu and covid vaccines to all staff</b>	3	2	2	3	3

**Business Plan**  
**Strategic Priority 2 - Health and Wellbeing**  
**Aims of the Personnel Committee**



■ Provide excellent welfare facilities


■ Provide occupational health assessments as required to support staff at work


■ Robust risk assessments and health surveillance checks available to appropriate officers to protect them at work


Strategic Priority 3 - Housing		Aims of the Personnel Committee
	To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council	The Personnel Committee recognised strategic priority 3 - Housing did not fit within the remit (Terms of Reference) of the committee



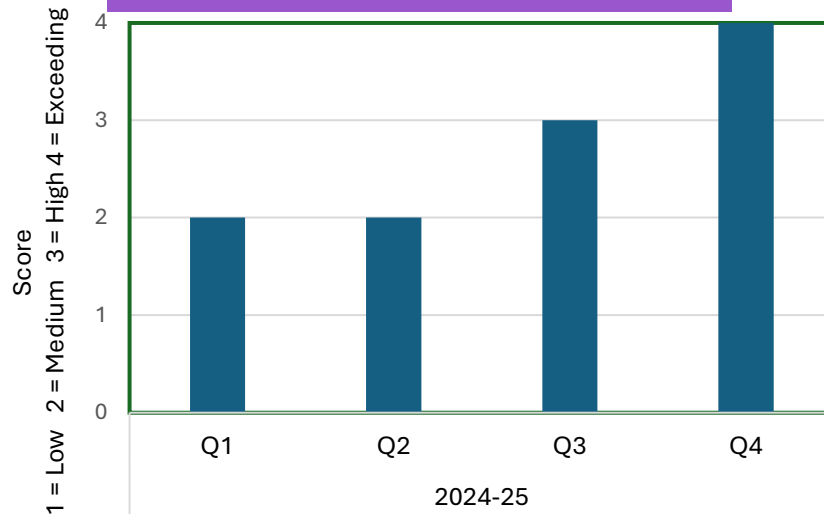
Strategic Priority 4 - Travel and Transport		Aims of the Personnel Committee
	To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.	The Personnel Committee recognised strategic priority 4 - Travel and Transport did not fit within the remit (Terms of Reference) of the committee

Strategic Priority 5 - Climate Emergency		Aims of the Personnel Committee
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	The Personnel Committee recognised strategic priority 5 - Climate Change did not fit within the remit (Terms of Reference) of the committee

Strategic Priority 6 - Recreation and Leisure		Aims of the Personnel Committee
	To continue to provide, improve, and support in Saltash, play parks, open green speaces, library service, cultural acitivity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.	The Personnel Committee recognised strategic priority 6 - Recreation and Leisure did not fit within the remit (Terms of Reference) of the committee


Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Planning and Licensing Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25				
						Q1	Q2	Q3	Q4	
Page 972		To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	To ensure in review of planning and licensing applications and considerations, economic opportunities and impacts are examined appropriately	Planning and Licensing applications	Research Planning and Licensing applications and ensure all documentation is understood prior to consideration of the application	4	2	2	3	4
				Working in partnership with Cornwall Council to reach the right outcome for Saltash	Work within Planning Material consent					
				Building good working relationships with Cornwall Council to achieve what Saltash deserves						
				Training	Councillors and staff to attend planning and licensing training when offered by Cornwall Council					
				Awareness of economic opportunities	Refer to the National and Cornwall Local Plan Policy					
				National and Cornwall Local Plan Policy	Approved planning application PA24/04937 Latchbrook Parkway Estate - Proposed wildlife pond with associated re-contouring works and landscape enhancements					
					Approved planning application PA24/05152 New waterless toilets, showers and raised timber seating area installed for use with the permitted development for a 60 day temporary campsite (already permitted). The proposal is for the amenity structures to remain situated beyond the 60 days					
					Approved planning application PA24/09169 Change of use of car sales showroom and workshop to retail and storage/distribution depot					
					A working group was established to address Cornwall Council's Call for Sites, incorporating the Planning Committee's deliverables into their considerations.					
					Considered response to Cornwall Council's Planning Policy Consultation - P&L held on 18.02.25 Minute nr. 124/24/25					

Business Plan  
Strategic Priority 1 - Boosting Jobs and  
Economic Prosperity  
Aims of the Planning and Licensing  
Committee

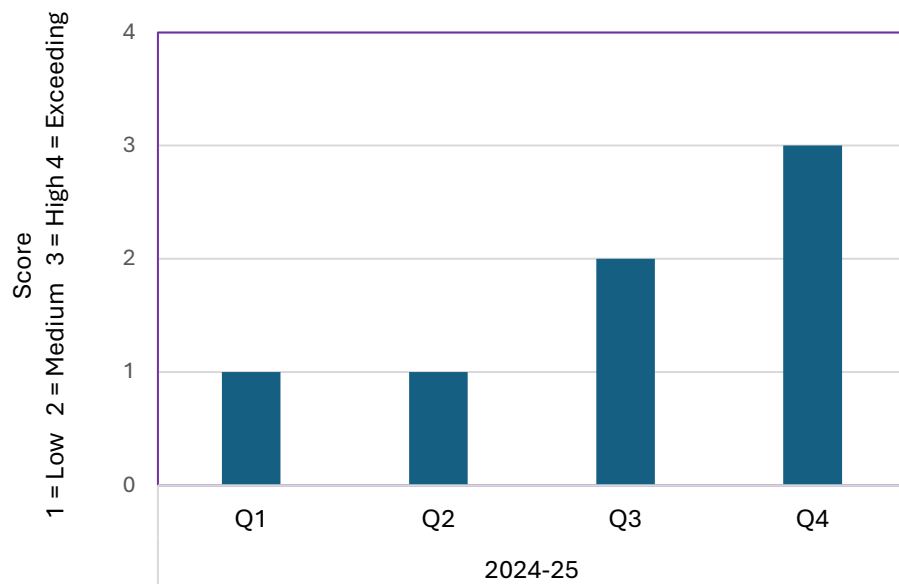


■ To ensure in review of planning and licensing applications and considerations, economic opportunities and impacts are examined appropriately


Page 001

Strategic Priority 2 - Health and Wellbeing		Aims of the Planning and Licensing Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25				
						Q1	Q2	Q3	Q4	
		To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.	To ensure appropriate support or recommendations are given to applications or projects that support health care development or change of use to a health care setting in Saltash	Being actively involved in the decision making process  Partnership working  Saltash Neighbourhood Development Plan  National and Cornwall Local Plan Policy	Consideration as a Consultee to Planning applications that could impact the health care setting in Saltash  Work in partnership with Saltash Health Care Action Group and seek advice as required  Seek the advice of Cornwall Council as required  Refer to the Saltash Neighbourhood Development Plan for guidance on health care provision in Saltash  Refer to the National and Cornwall Local Plan Policy  Approved planning application PA24 / 06184 - Application for a Lawful Development Certificate for an existing use as Planning Use E(e): Commercial, Business and Service (Provision of Medical or Health Services)    Refusal of PA24/08269 Berry Park, modification of planning obligation to remove the obligation to construct the footbridge support alongside the obligation to construct a shared pedestrian cycle path to connect the footbridge to a public highway. The application not meeting the requirement in the SNP Section 15.3. Health and safety concerns relating to the ongoing use of the route by residents accessing retail outlets and play parks (STC recognises this action meets additional strategic priority 1 & 6)  <b>A working group was established to address Cornwall Council's Call for Sites, incorporating the Planning Committee's deliverables into their considerations (we recognise this action also meets strategic priority 1)</b>	3	1	1	2	3

**Business Plan**  
**Strategic Priority 2 - Health and Wellbeing**  
**Aims of the Planning and Licensing Committee**

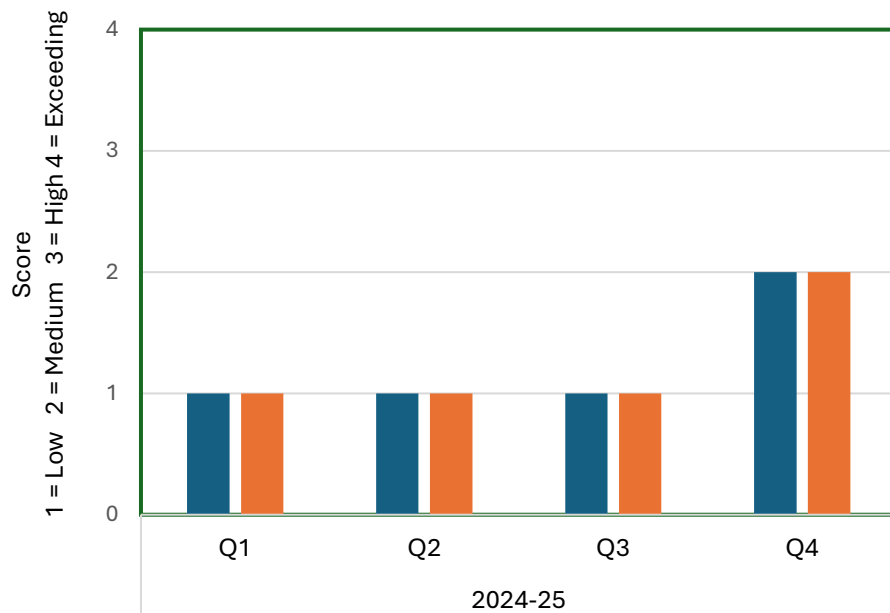


- To ensure appropriate support or recommendations are given to applications or projects that support health care development or change of use to a health care setting in Saltash


Strategic Priority 3 - Housing		Aims of the Planning and Licensing Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council	To support projects that deliver affordable and sustainable housing whilst meeting a variety of user needs in keeping with policy	<p>Being actively involved in the decision making process</p> <p>Partnership working</p> <p>Saltash Neighbourhood Development Plan</p> <p>National and Cornwall Local Plan Policy</p> <p>Create and support sustainable neighbourhoods</p>	<p>Consideration as a Consultee to Planning applications that delivers affordable and sustainable housing whilst meeting a variety of user needs</p> <p>Seek the advice of Cornwall Council as required</p> <p>Refer to the Saltash Neighbourhood Development Plan for guidance on a balanced range of quality new/affordable housing and sustainable neighbourhoods</p> <p>Refer to the National and Cornwall Local Plan Policy</p> <p><b>A working group was established to address Cornwall Council's Call for Sites, incorporating the Planning Committee's deliverables into their considerations (we recognise this action also meets strategic priority 1 and 2)</b></p>	2	1	1	1	2
		To ensure the availability of all housing types are considered inclusive of rental and affordable housing to improve access to housing for all in Saltash	<p>Being actively involved in the decision making process</p> <p>Partnership working</p> <p>Saltash Neighbourhood Development Plan</p> <p>National and Cornwall Local Plan Policy</p> <p>Create and support sustainable neighbourhoods</p>	<p>Consideration as a Consultee to Planning applications that provide all types of housing in Saltash</p> <p>Seek the advice of Cornwall Council as required</p> <p>Refer to the Saltash Neighbourhood Development Plan for guidance on a balanced range of quality new/affordable housing</p> <p>Refer to the National and Cornwall Local Plan Policy</p> <p><b>Considered response to Cornwall Council's Planning Policy Consultation - P&amp;L held on 18.02.25 Minute nr. 124/24/25</b></p> <p><b>A working group was established to address Cornwall Council's Call for Sites, incorporating the Planning Committee's deliverables into their considerations (we recognise this action also meets strategic priority 1 and 2)</b></p>	2	1	1	1	2




**Business Plan**  
**Strategic Priority 3 - Housing**  
**Aims of the Planning and Licensing Committee**



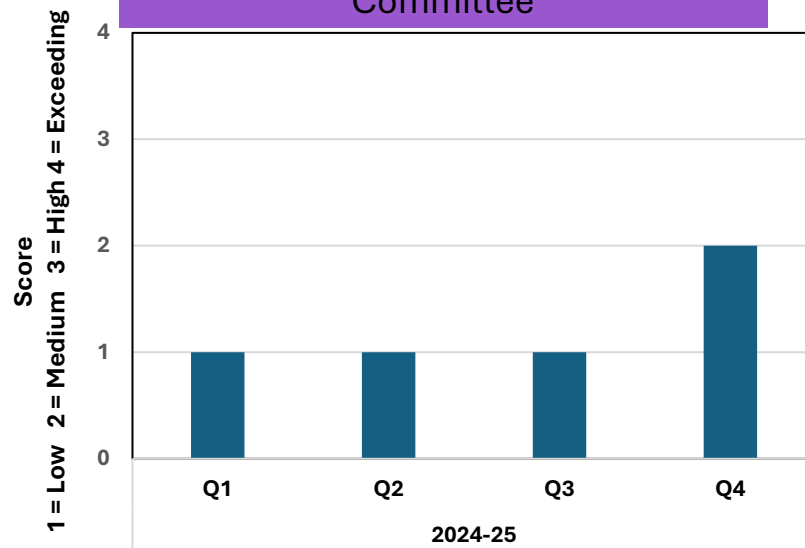
- To support projects that deliver affordable and sustainable housing whilst meeting a variety of user needs in keeping with policy
- To ensure the availability of all housing types are considered inclusive of rental and affordable housing to improve access to housing for all in Saltash

Strategic Priority 4 - Travel and Transport		Aims of the Planning and Licensing Committee
	To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.	The Planning and Licensing Committee recognised strategic priority 4 - Travel and Transport did not fit within the remit (Terms of Reference) of the committee

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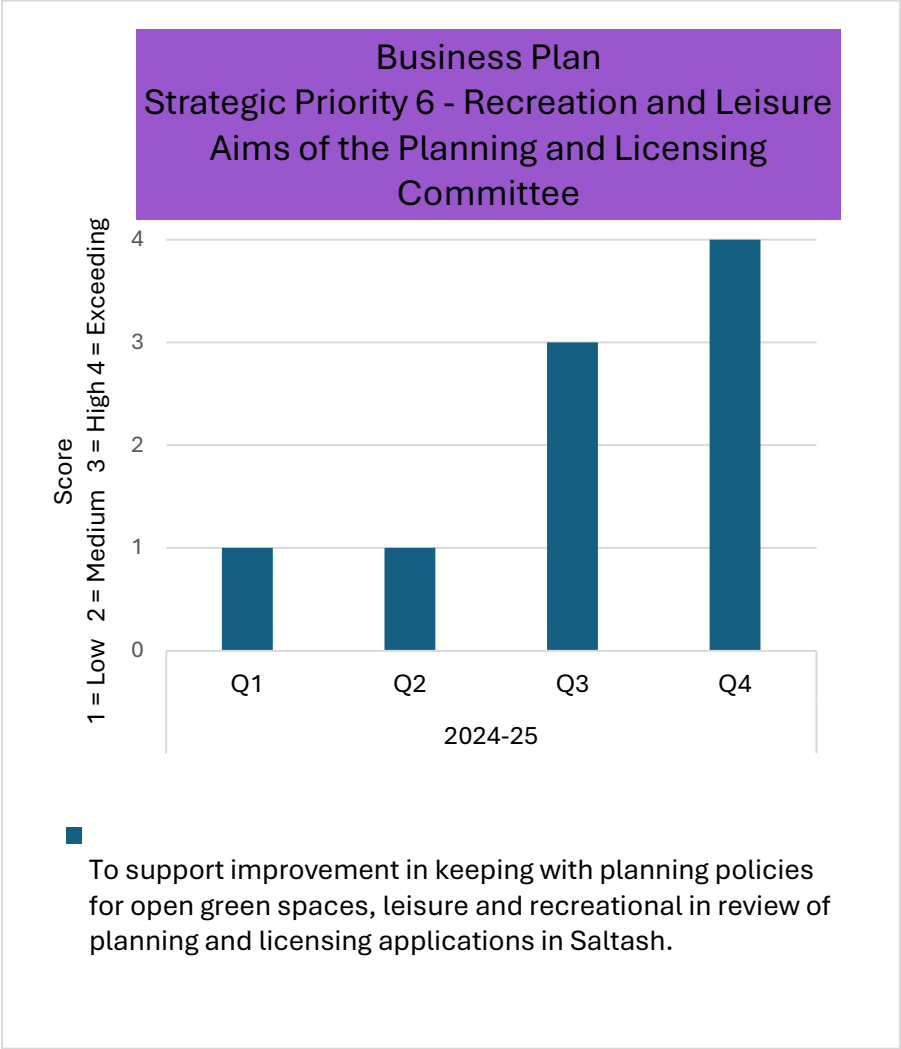
Strategic Priority 5 - Climate Emergency		Aims of the Planning and Licensing Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25				
						Q1	Q2	Q3	Q4	
		To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	To continue to acknowledge a climate emergency and considerations given to planning and licensing applications to ensure developments are sustainable and meeting future climate demands	Being actively involved in the decision making process  Partnership working  Saltash Neighbourhood Development Plan  Saltash Coastal Communities Team  National and Cornwall Local Plan Policy  Climate and Ecological Emergency	Consideration as a Consultee to Planning applications to ensure developments are sustainable and meeting future climate demands  Seek the advice of Cornwall Council as required  Refer to the Saltash Neighbourhood Development Plan for guidance on climate change  Refer to the National and Cornwall Local Plan Policy  Refer to the Saltash Coastal Communities Team for advice as required  Consider climate and ecological implications wherever relevant and try to lead by example  Consideration was given to the Draft Cornwall Housing Decarbonisation Strategy received from Cornwall Council, Members noted and issued a press release to advise of the public consultation  <b>Considered response to Cornwall Council's Planning Policy Consultation - P&amp;L held on 18.02.25 Minute nr. 124/24/25</b>	2	1	1	1	2


Business Plan  
Strategic Priority 5 - Climate Emergency  
Aims of the Planning and Licensing  
Committee



- To continue to acknowledge a climate emergency and considerations given to planning and licensing applications to ensure developments are sustainable and meeting future climate demands

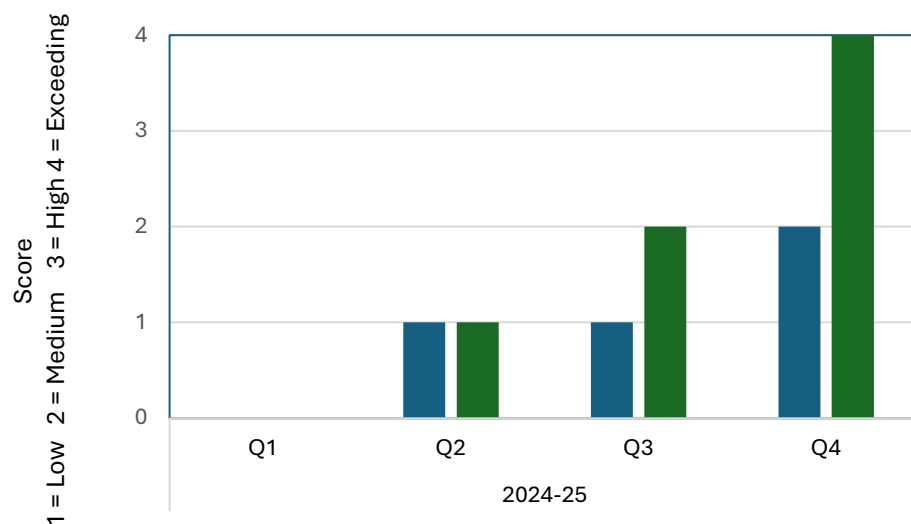




Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Policy and Finance Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	To maintain a formal agreement between the Town Twinning to build and maintain a friendship and promote international understanding.	Work together with the twinned Plougastel community on projects and activities.  Host a regular town twinning festival or celebration, alternating between the two towns, to celebrate the partnership. This could include cultural performances, food, and art from each town.	Create a Town Twinning agreement to ensure it reflects current objectives, values and commitments to Plougastel. <b>Early stages of partnership working has commenced to achieve a meaningful agreement</b>  Promote and celebrate the Town Council's sustained friendship and collaboration with the Plougastel.  Work in partnership with the Twinning Association as appropriate	1	N/A	1	1	2
		To support the enhancement of community engagement by providing grants and funding for local events, community initiatives and programs.	Supporting events, programs and initiatives that enhance the towns attractiveness and economic activity.  Improved community cohesion that fosters local talent and promotes diversity	Community and Festival Grants awarded to Saltash Community Shed, Saltash United Football Club, Saltash Christmas Festival, Saltash Music, Speech and Drama Festival, Girlguiding Saltash  Approved virement of £1,000 to support future Festival Fund applications until year-end  Development and Engagement Manager connected with Saltash churches, PL12 and Heritage to assist with external funding opportunities relevant to their services  <b>Community and Festival Grants awarded to, Saltash United Juniors, Sue Hooper Charitable Foundation, Tamar Trotters, Saltash Floral Art Club, Saltash Regatta, Saltash May Fair</b>  <b>Development and Engagement Manager connected with Sue Hooper Charitable Foundation, GWR, CLUP and CIF to assist with potential funding opportunities</b>  <b>Appointment of Photogrpaher to capture all Town Council assets to assist with promoting Saltash in various ways</b>	2	N/A	1	2	4

## Business Plan


### Strategic Priority 1 - Boosting Jobs and Economic Prosperity



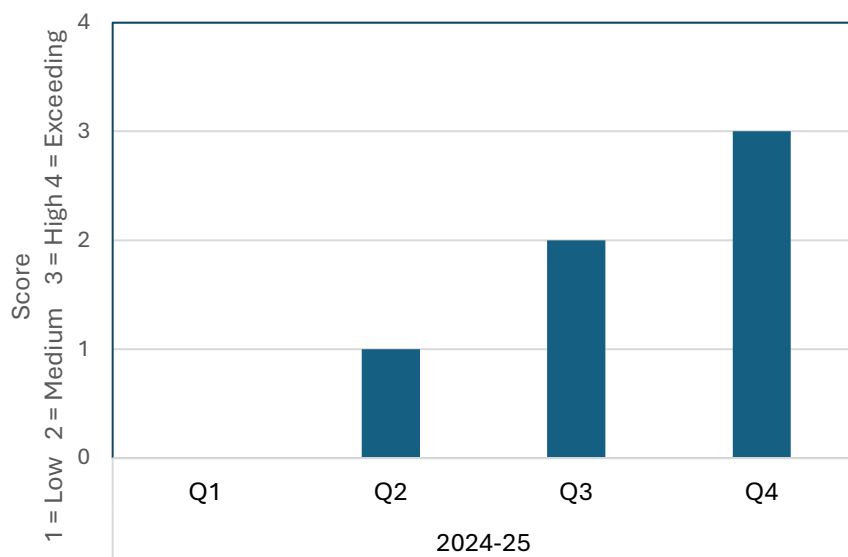
■ To maintain a formal agreement between the Town Twinning to build and maintain a friendship and promote international understanding.

■ To support the enhancement of community engagement by providing grants and funding for local events, community initiatives and programs.





Strategic Priority 2 - Health and Wellbeing		Aims of the Policy and Finance Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.	To continue supporting professional youth work and to foster collaboration among youth organisations through effective partnership working	Continue to provide grants and funding opportunities	Presentation received from The Core outlining the service provided to the youth in Saltash	2	N/A	1	2	3
			Establish a platform and network for youth organisations to collaborate, share ideas and pool resources	Continue to support the Delivery of Professional Youth Work in Saltash for the year 2024-25, setting a budget of £59,069 through a tender process					
			Facilitate regular meetings or forums where organisations can discuss common challenges and opportunities for partnership						
			Promote awareness for youth work by raising awareness of its benefits						
			Share success stories from projects to demonstrate the impact and value of professional youth work						


**Business Plan**  
**Strategic Priority 2 - Health and Wellbeing**  
**Aims of the Policy and Finance Committee**



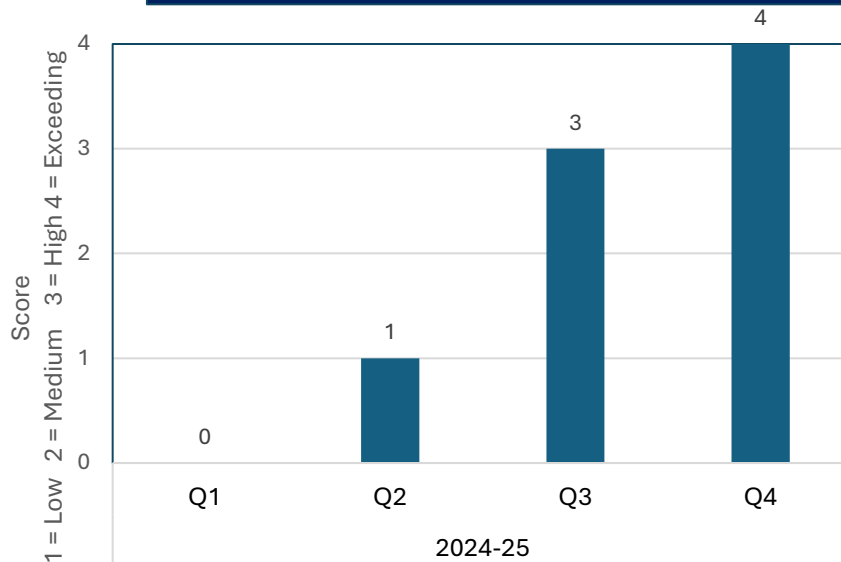
- To continue supporting professional youth work and to foster collaboration among youth organisations through effective partnership working

Strategic Priority 3 - Housing		Aims of the Policy and Finance Committee
	To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council	The Policy and Finance Committee recongise Strategic Priority 3 - Housing did not fit within the remit (Terms of Reference) of the Committee.

Strategic Priority 4 - Travel and Transport		Aims of the Policy and Finance Committee
	To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.	The Policy and Finance Committee recongise Strategic Priority 4 - Travel and Transport did not fit within the remit (Terms of Reference) of the Committee.

Strategic Priority 5 - Climate Emergency		Aims of the Policy and Finance Committee		What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
							Q1	Q2	Q3	Q4
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	To embed sustainability and climate conscious principles into financial and policy decisions		Support and encourage community projects, infrastructure developments and public services ensuring they align with environmental best practices where possible.  Commit to integrating climate change action into the Town Council policies.	Town Council environmental policies include climate change where it doesn't disable the Town Council from fulfilling its responsibilities  Town Vision recognises that Saltash Town Council embeds climate change in its decision making across all committees  <b>Appointed a recycling company to collect and dispose of Town Council electrical equipment in an environmental way - P&amp;F held on 11.03.25 minute nr. 162/24/25</b>  <b>Preserved the Civic Regalia by appointment of a professional contractor to clean, polish and provide quotes for repair - P&amp;F held on 14.01.25 minute nr. 128/24/25</b>	1	N/A	1	3	4

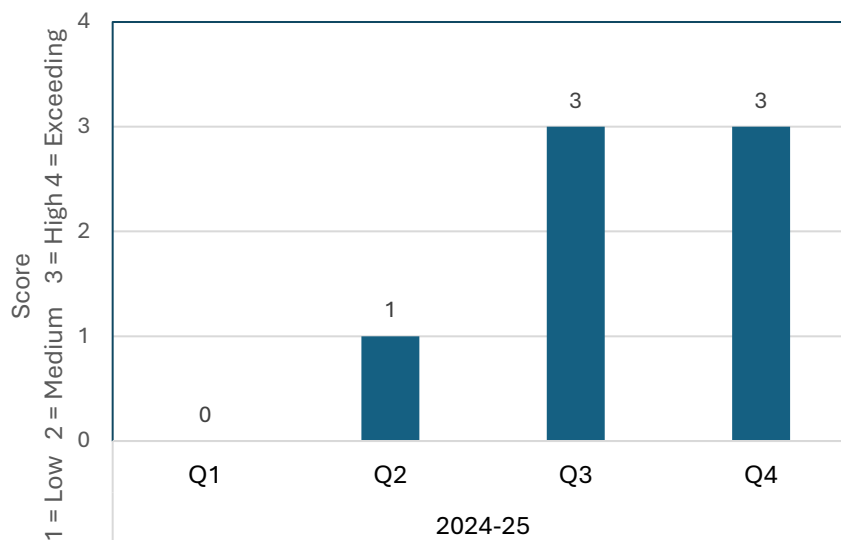
**Business Plan**  
**Strategic Priority 5 - Climate Emergency**  
**Aims of the Policy and Finance Committee**



■ To embed sustainability and climate conscious principles into financial and policy decisions

Strategic Priority 6 - Recreation and Leisure		Aims of the Policy and Finance Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To continue to provide, improve, and support in Saltash, play parks, open green spaces, library service, cultural activity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.	Establish, review and promote match funding policies to enhance, develop and support playparks, open green spaces and recreational areas and activities	Match Funding for Play Park policy to encourage community groups to volunteer to improve the towns provision  Promote the Match Funding for Play Park policy on Town Council social media channels and leaflets  Partnership working with key stakeholders to support projects in the town where applicable to Policy and Finance remit	Match funding awarded (£10k) to Summerfield Play Park  Promotion of the policy via social media channels and leaflets  <b>Working in partnership with Pillmere Association to keep the area play parks in good condition tackling anti-social behaviour</b>	1	N/A	1	3	3

**Business Plan**  
**Strategic Priority 6 - Recreation and Leisure**  
**Aims of the Policy and Finance Committee**



■ Establish, review and promote match funding policies to enhance, develop and support playparks, open green spaces and recreational areas and activities

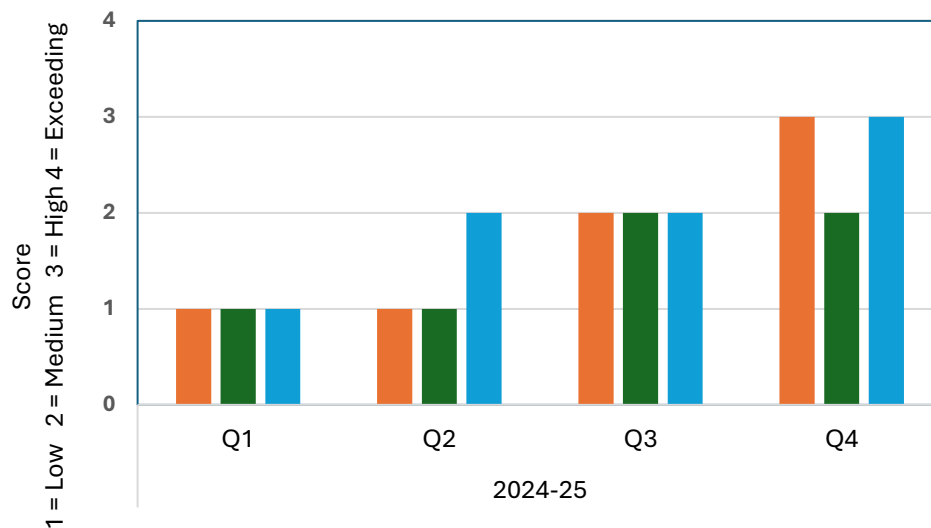





Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Services Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	Continue to work with key stakeholders in the devolution of asset process with an increase of Town Council staffing levels, if required;	To work in partnership with Cornwall Council to improve the Waterside area  To devolve Victoria Gardens and Maurice Huggins Room to the Town Council  Secure Service Level Agreements with key stakeholders to make the town more attractive and welcoming, whilst continuing to build and maintain postive working realtionships	Start the devolution process of Victoria Gardens and Maurice Huggins Room  Sign Leases with Cornwall Council  Sign Service Level Agreements with outside organisations and undertake additional duties required  Personnel Committee to consider additional staffing resources as instructed by the Town Clerk as required  Partnership working with Cornwall Council by email authorisation to undertake weed and vegetation management on Jubilee and Waterside Greens and the pathway inbetween both sites  Positive early engagement with Network Rail (land owners) of the Waterside toilets and 8 sheds within the same area, to progress a 99-year Lease to the Town Council to improve the buildings/services to the community  Due to the closure of Saltash Adult Ed, partnership working with CC took place to try and save the service, by attendance at meetings, writing letters, liaising with Cornwall Cllrs and stakeholders to retain the training provider in the town (STC recognises this action also meets strategic priority 2)  Approved planting of a Quercus Petraea Oak at Victoria Gardens working in partnership with Cornwall Council (STC recognises this action also meets strategic priority 5)  <b>Continued discussions regarding Jubilee Green and sea defence wall to deliver the CIL Fourth Round Funding - Services held 13.04.25 minute nr. 111/24/25</b>  <b>Devolution Package inclusive of Victoria Gardens and MHR being explored with CC - FTC held 6.02.25 minute nr 336/24/25</b>  <b>Partnered with Saltash Bowls Club to seperate the water supply to allow both parties more control over their usage/billing and reducing Town Council administration time</b>	3	1	1	2	3
		Improve facilities and quality of life by continuing to maintain our public conveniences and to invest in accessible public conveniences	All Town Council public conveniences to be accessible  Improvements to all Town Council public conveniences  Dementia friendly  Saltash Neighbourhood Development Plan	Property Maintenance Sub Committee to investigate public convenience improvements and associated cost to form part of the five-year maintenance plan  Property permissions to be ascertained if required  Refer to the Saltash Neighbourhood Development Plan for guidance on the need for public conveniences  Construction designs to be investigated by the Town Council Building Surveyor  Funding to be explored to support all or some of the associated cost  Public consultations to be held to seek evidence of need in the community  To install demementia friendly signage to all Town Council public conveniences  Partnership working to support PL12 community Dementia training by providing free facilities and sale of tickets via Eventbrite  Reinvesting in 2025/26 public conveniences cleaning contract to keep the service available and to a high standard  Engagement with Network Rail for a 99-Year Lease to assist the Town Council towards improved toilets including fully accessible and baby changing facilities    Improved public conveniences at the Waterside - painting, new sink/dryer, door locks, cleaning, and artwork to brigten the space  Re-opening of Longstone Park toilets during the Winter months in line with the rest of the Town Council public conveniences	2	1	1	2	2
		Continue to promote Saltash as a vibrant and welcoming visitor destination by reinvesting and working in partnership with key stakeholders in key areas such as Victoria Gardens, the Town Centre, and future Waterside projects.	Increase visitor numbers and enhanced visitor experiences  Improve community engagement marketing and promotion  Infrastructure improvements  Saltash Neighbourhood Development Plan	Refer to the Saltash Neighbourhood Development Plan for guidance on a vibrant and healthy community  Build relationships with community organisations and businesses via community engagement  Encourage Saltash Town Team to progress with a Town Centre accessibility audit and Cornwall Council street audit to better improve our town  Expand on the floral display in Saltash by planting a wider selection of evergreens together with colourful plants across all Town Council land/property and increase open green spaces where possible  Quartlery Town Council premises washdown of surfaces to keep the exterior of the building looking presentable at all times  Application of algaecide to Town Council premises to keep mainteance cost to a minmal  Enhance the Town Council's Christmas lights providing a spectacular display  Promote the town in 'It's Your Neighbourhood' and 'Britain in Bloom' competitions to encourage residents and businesses to partake and support each other					

				<div>Utilise the Town Council's website and social media to promote the work of the Service Delivery Department</div> <div>Procurement of two large Chirstmas Trees for Victoria Gardens and Waterside with new Christmas Flags to enhance the display in the town</div> <div>Submission of, Community Infrasture Levy (CIL) fourth round - Saltash Waterside Improvement Project for a sensory garden and play park (results Nov 2024)</div> <div>Plymouth Boat Trips free landing charges on Jubilee Pontoon for the season 2025 (1 April to 30 September, extending the service to weekends in October and a full service in the half term week)</div> <div>Woking in Partnership with Town Team by supporting their Open Green Community Space funded project (improved wayfinding, markets, greening) to improve the welcoming visitor destination in Fore Street</div> <div>Working in Partnership with Town Team to utilise the Waitrose s106 balance to provide leaflets promoting the town to outside areas, QR code linking to the Town Council website via other visitor sites</div> <div>Investment and improvement of Town Council Christmas Lights, replacement of festoon lighting</div> <div>Budgeting 2025-26, further improved Christmas lighting making the town a welcoming visitor destination during that period</div> <div>Budgeting 2025-26 for improved wayfinding and information boards to connect the town</div> <div>Approval to work in partnership with Anthony Estates for a Licence for shared use of the car park at Churchtown Cemetery</div> <div>The Mayor opened a local business Encore at their new premise in Saltash</div> <div>The Mayor switched on the Christmas lights in partnership with the Chamber of Commerce</div> <div>Town Council's Christmas lights - River of lights switched on for longer periods Services held on 13.02.25 minute nr. 114/24/25</div> <div>Improved communications of the Town Council's website and social media to promote the work of the Service Delivery Department linked to social media</div> <div>Continued discussions regarding Jubilee Green and sea defence wall to deliver the CIL Fourth Round Funding - Services held 13.04.25 minute nr. 111/24/25</div>	3	1	2	2	3
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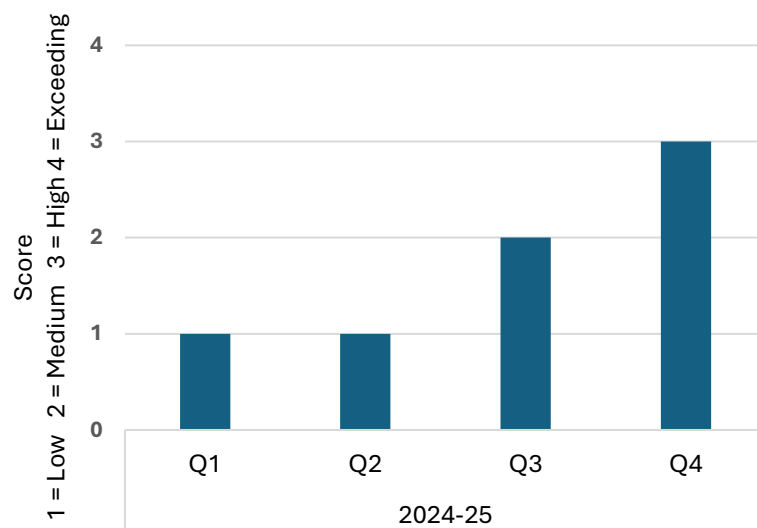
**Business Plan**  
**Strategic Priority 1 - Boosting Jobs and Economic Prosperity**  
**Aims of the Services Committee**



- Continue to work with key stakeholders in the devolution of asset process with an increase of Town Council staffing levels, if required;
- Improve facilities and quality of life by continuing to maintain our public conveniences and to invest in accessible public conveniences
- Continue to promote Saltash as a vibrant and welcoming visitor destination by reinvesting and working in partnership with key stakeholders in key areas such as Victoria Gardens, the Town Centre, and future Waterside projects.

Strategic Priority 2 - Health and Wellbeing		Aims of the Services Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.</p>	<p>Provide, maintain and support mental health and wellbeing with street furniture and green public spaces</p>	<p>Improved public green spaces for everyone to use</p>	<p>Refer to the Saltash Neighbourhood Development Plan for guidance on improving public realm</p>	<p>3</p>	<p>1</p>	<p>1</p>	<p>2</p>	<p>3</p>
			<p>Maintain Town Council owned street furniture to a high standard</p> <p>Provide where required additional street furniture in consultation with the public as evidence of need</p> <p>Keep the town looking it's best at all times</p> <p>Saltash Neighbourhood Development Plan</p>	<p>Support Saltash Town Team with additional community open spaces inclusive of parklets and markets</p> <p>Carry out regular maintenance checks of all Town Council owned street furniture, ensuring it is kept to a high standard and is included in the asset register</p> <p>Install hanging baskets and expand further on the Waterside, Lower Fore Street, Victoria Gardens and Isambard House</p> <p>Install mental health organisation plaques to Town Council benches to help support our residents and visitors</p> <p>Promote mental health and wellbeing via the Town Council website</p> <p>Partnership working with SEA assisting with maintenance at Elwell Woods within existing service delivery resources</p> <p>Improved Allotment Policy providing further clarification/expectations for users</p> <p>Winter planting to keep the town looking cheerful/attractive/welcoming</p> <p>Improved allotment access by clearance of pathways, new fencing and gate</p> <p>Approval to use a Town Council building, free of charge, for the ICB to provide community Winter health events</p> <p>Approval for the Health Care Action Group to use a Town Council building, free of charge, to hold monthly health care meetings</p> <p>The Mayor attended St Barnabas AGM</p> <p>Approval for two members of the public to receive free rent to use space at Churchtown Cemetery allotments to house colonies in exchange for bee awareness sessions working in partnership with two members of the public (STC recognises that this action also meets strategic priority 5 &amp; 6)</p> <p>Due to the closure of Saltash Adult Ed, partnership working with CC took place to try and save the service, by attendance at meetings, writing letters, liaising with Cornwall Cllrs and stakeholders to retain the training provider in the town (STC recognises this action also meets strategic priority 1)</p> <p><b>Reappointment of contractor for the install of hanging baskets and bedding plants for summer 2025</b></p> <p><b>Partnership working with SEA assisting with maintenance at Elwell Woods within existing service delivery resources - support planting to Elwell woods, confirmed permissions from Services held on 13.02.25 minute nr. 116/24/25</b></p> <p><b>Due to the closure of Saltash Adult Ed, partnership working continues with CC and stakeholders to look at supporting alternative training providers in the town (STC recognises this action also meets strategic priority 1) FTC held 6.02.25 minute nr 344/24/25</b></p> <p><b>Winter Wellbeing free room hire at the Guildhall - February</b></p>					

**Business Plan**  
**Strategic Priority 2 - Health and Wellbeing**  
**Aims of the Services Committee**



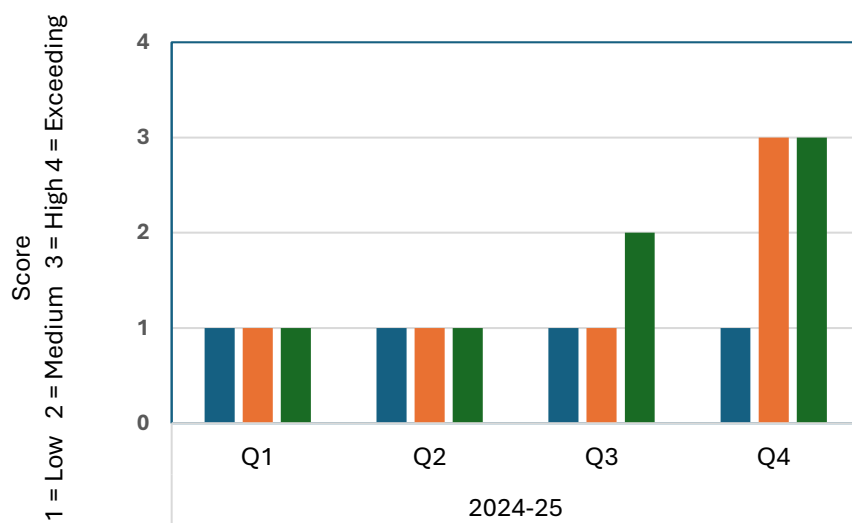
Provide, maintain and support mental health and wellbeing  
with street furniture and green public spaces

Strategic Priority 3 - Housing		Aims of the Services Committee
	To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council	The Services Committee recognised strategic priority 3 - Housing did not fit within the remit (Terms of Reference) of the committee




Strategic Priority 4 - Travel and Transport		Aims of the Services Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.	Continue to investigate and implement where possible a sustainable Town Council fleet of vehicles	Investigate sustainable vehicles  Install EV charging stations on Town Council owned property as required  All Town Council vehicles to be electric or hybrid  Saltash Neighbourhood Development Plan	Refer to the Saltash Neighbourhood Development Plan for guidance on sustainable transport  Conduct a detailed survey of the current working vehicles and their usage  Investigate suitable working vehicle options for the future and ascertain associated cost  Research regulations and explore any funding opportunities for EV charging stations / vehicles  Obtain permissions from the landowner to install EV charging stations as required  Promote the investment of a Town Council electric fleet  Reinvesting in 2025-26 budget setting for electric vehicles	1	1	1	1	1
		Promote and encourage walking and cycling routes in the community	Support, promote and encourage walking and cycling routes in Saltash and neighbouring areas  Less vehicles on the road, increase in bikes and by foot  Saltash Neighbourhood Development Plan	Refer to the Saltash Neighbourhood Development Plan for guidance on a walking and cycling environment  Work with outside organisations such as Cornwall Council and sustrans to promote, increase signage and enhance cycling routes  Conduct surveys and collect data on current usage, potential routes, and areas needing improvement  Identify and participate in cycling and walking campaigns suitable for Saltash  New Beryl Bikes offer (free unlocking) promotion via Town Council social media channels  <b>Working in partnership with Town Team to produce a leaflet promoting walking and cycling and sustainable travel to Saltash with icons to advertise EV Charging points</b>	3	1	1	1	3
		Support access and improved connectivity from Saltash to Plymouth and neighbouring Towns and Parishes	Improved connectivity  Increase in tourism  Improved traffic  Saltash Neighbourhood Development Plan	Refer to the Saltash Neighbourhood Development Plan for guidance on improved and sustinable connectivity  Work in partnership with local businesses / Chamber of Commerce to increase connectivity  Work in partnership with Plymouth Boat Trips, Saltash Red Bus, Stagecoach, Go Cornwall Bus, Tamar Bridge to improve connectivity  Promote Saltash as a tourism destinatation on the map  Conduct surveys to ascertain the areas that require improved connectivity  Working in partnership with Sustrans Active Travel Programme linked to 20mph zone roll out, offering free Town Council facilities and supporting the reduced speed restriction  Partnership working with National Highways and key stakeholders to mitigate the tunnel works and to improve the rail service at Saltash  <b>Continued working in partnership with Plymouth Boat Trips, Saltash Red Bus, Stagecoach, Go Cornwall Bus, Tamar Bridge to improve connectivity</b>  <b>Promote Saltash as a tourism destinatation on the map - by working in partnership with Town Team to produce a leaflet - draft designs received and further developed in conjunction with the Town Visitor Guide</b>  <b>Continued partnership working with National Highways and key stakeholders to mitigate the tunnel works and to improve the rail service at Saltash - Rail improvments consistently being lobbied by the Town Council to work in partnership to assist with promotions to minimise highway impact - FTC held 6.02.25 minute nr 344/24/25 and FTC held 6.03.25 minute nr 378/24/25 response to the Peninsular Transport Strategic Implementation Plan Consultation and minute nr. 379/24/25</b>	3	1	1	2	3

**Business Plan**  
**Strategic Priority 4 - Travel and Transport**  
**Aims of the Services Committee**

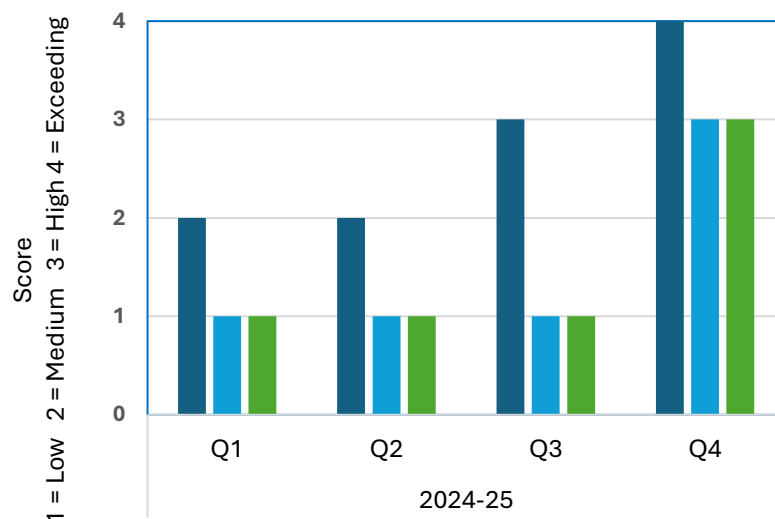


- Continue to investigate and implement where possible a sustainable Town Council fleet of vehicles
- Promote and encourage walking and cycling routes in the community
- Support access and improved connectivity from Saltash to Plymouth and neighbouring Towns and Parishes

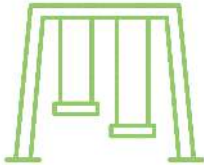


Strategic Priority 5 - Climate Emergency		Aims of the Services Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	To continue to implement sustainable grounds maintenance methods and good environmental practices.	Avoiding the use of pesticides and herbicides and not using toxic chemicals in any Town Council grounds maintenance work  Sustainable methods of weed removal  Continue to be environmentally and hedgehog friendly  Successful and improved participation in 'low mow may' initiative  Recycle as much green waste as possible  Where possible, adopt sustainable watering techniques  Implement environmentally friendly alternatives to grounds maintenance  Saltash Neighbourhood Development Plan	Refer to the Saltash Neighbourhood Developmet Plan for guidance to protect and enhance the natural environment  Use mechanical and manual weed pulling methods  Investigate organic herbicides if required  Create composte areas for disposal of green waste  Regular monitoring and maintenance to assist with weed control  Educate in relation to being hedgehog friendly when undertaking grounds maintenance work  Register as a Hedgehog Hero with the British Hedgehog Preservation Society  Continue to be Hedgehog Friendly  Partake in 'low mow may' with clear promotion to the community outlining the strategic areas, without comprising safety, access, and equipment damage due to length of grass areas  Continue with 'low mow may' through the Summer season until areas require attention  Permenant wilding areas created to help restore habitats and reintroduce native species that may have disappeared or declined in numbers  Rose bushes in Victoria Gardens has rose compost to encourage growth naturally  Environmental methods used to clean the Borough War Memorial  Approval for two members of the public to receive free rent to use space at Churchtown Cemetery allotments to house colonies in exchange for public bee awareness sessions working in partnership with two members of the public (STC recognises that this action also meets strategic priority 6)  Winter planting - more sustainable planting practices took place this Winter to reduce maintenance and replacement in the Summer  <b>Request SEA to investigate organic herbicides - sevrices held 13.02.25 minute nr. 116/24/25</b>  <b>SEA Free room hire at Isambard House for film night - Climate Scam</b>  <b>Recycled redundant Christmas Lighting for aluminium</b>	4	2	2	3	4
		Support community initiatives for tree planting and wildflower meadows	Community engagement in tree planting initiatives and wildflower meadows  Saltash Neighbourhood Development Plan	Refer to the Saltash Neighbourhood Developmet Plan for guidance to protect and enhance the natural environment  Work in partnership with local orngaisations, schools and businesses to identify suitable areas to plant trees and wildflowers  Use social media, press releases and notice boards to raise awareness  Order appropriate signage informing the public of new wildflower meadows  If suitable on Town Council owned land plant trees and create additional wildflower meadows  Continue to partake in the Low Mow May initiative to strategic areas  Wildflower Meadow signage, educational information for the community on the importance of our wilding areas and Town Council initative  Library Hub working with various key stakeholders during the Bio-Watch project  Wildflowers planted at St Stephens ashes area  <b>Library Hub working with various key stakeholders during the Bio-Watch project</b>  <b>Two additional wildflower areas at Cornish Cross and Chruchtown</b>	3	1	1	1	3
		Continue to support and partake in the Plastic Free Community pledge	Educate the community, councillors and staff on the detrimental effects of single use plastics  Continue to be a plastic free Town Council  Encourage local businesses and organisations to take the pledge to be a plastic free champion	Use social media, press releases and notice boards to raise awareness  Pledge to stop using single use plastics and consider this when procuring Town Council assets  Promote to local businesses the detrimental effects single use plastic has on the environement and the Waterside town of Saltash  Encouraged SEA to apply for change of grant to include initiatives around plastics at town events  <b>Food waste changes at all Town Council sites encouraging minimising waste and recycling</b>	3	1	1	1	3

**Business Plan**  
**Strategic Priority 5 - Climate Emergency**  
**Aims of the Services Committee**



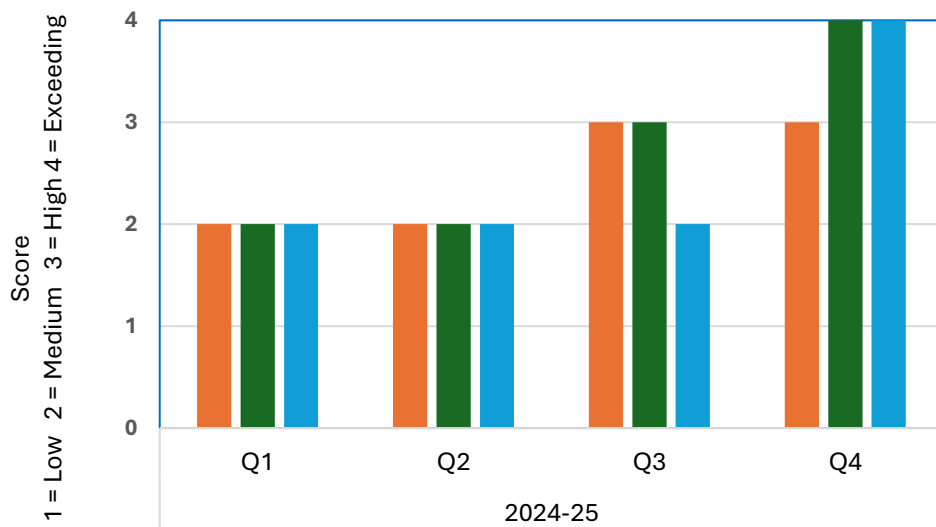
- To continue to implement sustainable grounds maintenance methods and good environmental practices.
- Support community initiatives for tree planting and wildflower meadows
- Continue to support and partake in the Plastic Free Community pledge

Strategic Priority 6 - Recreation and Leisure		Aims of the Services Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To continue to provide, improve, and support in Saltash, play parks, open green spaces, library service, cultural activity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers	Maintain, promote and reinvest in Town Council play parks and recreational areas	Investment and Development High-Quality Maintenance Improved open green spaces Promoting improvement works Consultation Funding awarded to provide new play equipment / improvement to community open spaces Saltash Neighbourhood Development Plan	Refer to the Saltash Neighbourhood Developmet Plan for guidance to meet the growing demand for recreation areas  Maintain and invest in new play equipment for Town Council owned play parks  Review other play parks in Saltash and consider whether investment is required to provide a good standard of play working in partnership with key stakeholders  Consult with the public that live in the area specific to the work needed  Seek funding opportunities to relieve pressure from the Precept  Service Delivery to carry out high quality maintenance / safety checks by being ROSPA qualified  Grounds maintenance to be undertaken on a regluar basis making open green spaces attractive  <del>Regular maintenance checks to be carried out ensuring all play equipment is to the</del>  Play park provision improved at Grassmere Way and Honeysuckle Close via CIL third round funding and Town Council contribution  Repalcement gate for Grassmere Way play park  Working in partnership with SEA to maintain and promote Ellwell Woods  Fairmead Allotments, replaced old fencing and re-sited the entrance gate for improved access, added an additional water tap  <b>Working in partnership with SEA to maintain and promote Ellwell Woods - Services held on 13.02.25 minute nr. 116/24/25</b>	3	2	2	3	3
		Provide, maintain and support mental health and wellbeing with street furniture and green public spaces	Partake in the Chatty Plaque scheme Ensure open spaces are kept to a high standard for all to enjoy	Purchase six Happy to Chat plaques to install on Town Council benches to act as a talking point and encourage those who see them to reach out  Service Delivery to undertake regular maintenance to Town Council open spaces to ensure they are suitable and attractive for all to enjoy  Mental Health and Wellbeing Town Council website page actively supporting the 'Happy to Chat Plaque' Scheme  The Mayor official opened Grassmere Way and Honeysuckle Close improved play areas  Partnership working with Cornwall Council to provide maintained pathways and review flood defences  <b>The Mayor attended the planting of an oak tree in Victoria Gardens as part of the King's Coronation</b>  <b>Bee area at Churchtown Cemetery complete with secure fencing and signage installed</b>  <b>Trial solar lights in planting area next to the Brunel Bust to show case the town and provide aesthetically pleasing illumination</b>	4	2	2	3	4

		<p>Continue to provide pontoon facilities allowing access to the river and support better connectivity to neighbouring areas</p>	<p>Improved connectivity to the Waterside / pontoon facilities</p> <p>Maintain and upgrade the pontoon facilities</p> <p>Work in partnership with key stakeholders to deliver better connectivity</p> <p>Promote Jubilee Pontoon</p> <p>Saltash Neighbourhood Development Plan</p> <p>The Saltash Coastal Communities Team</p>	<p>Refer to the Saltash Neighbourhood Development Plan for guidance to making the most of Saltash Waterside</p> <p>Refer to the Saltash Coastal Communities Team Economic Plan</p> <p>Work in partnership with Plymouth Boat Trips, Beryl Bikes, Red Bus, GWR and other operators to provide improved connectivity to the river, Saltash, and neighbouring areas</p> <p>Ensure Jubilee Pontoon is accessible and safe for users</p> <p>Maintain Jubilee Pontoon to a high standard</p> <p>Seek funding opportunities to further improve the Jubilee Pontoon service</p> <p>Provide financial incentives to users of the pontoon with initiatives such as the trusted boater scheme</p> <p>Utilise social media channels, notice board and website to promote the Jubilee Pontoon service and other transport modes</p> <p>Improved safety lighting on the Pontoon</p> <p>Amendments to the Town Council Pontoon Mooring Agreement to improve the community service and potentially increase revenue whilst maintaining full responsibility of the asset</p> <p>Early stages of negotiations with the Duchy of Cornwall led by Cornwall Council, with the potential option to enter into a Lease for the Pontoon and Fundus</p> <p>Emergency Plan to be drafted for conderation and implementation considering flood defences P&amp;F held 11.03.25 minute nr. 164/24/25</p> <p><b>The Town Council continue to show its commitment to the pontoon by approving further repair and maintenance work to be able to relaunch the pontoon back into the river for the community to enjoy</b></p> <p><b>Continued partnership working with Plymouth Boat Trips, Beryl Bikes, Red Bus, GWR and other operators to provide improved connectivity to the river, Saltash, and neighbouring areas</b></p> <p><b>Review underway of the Heads of Terms received from the Duchy of Cornwall led by Cornwall Council, with regards to a rent for the fundus</b></p> <p><b>Emergency Plan to be drafted for conderation and implementation considering flood defences P&amp;F held 11.03.25 minute nr. 164/24/25</b></p>	4	2	2	2	4
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## Business Plan

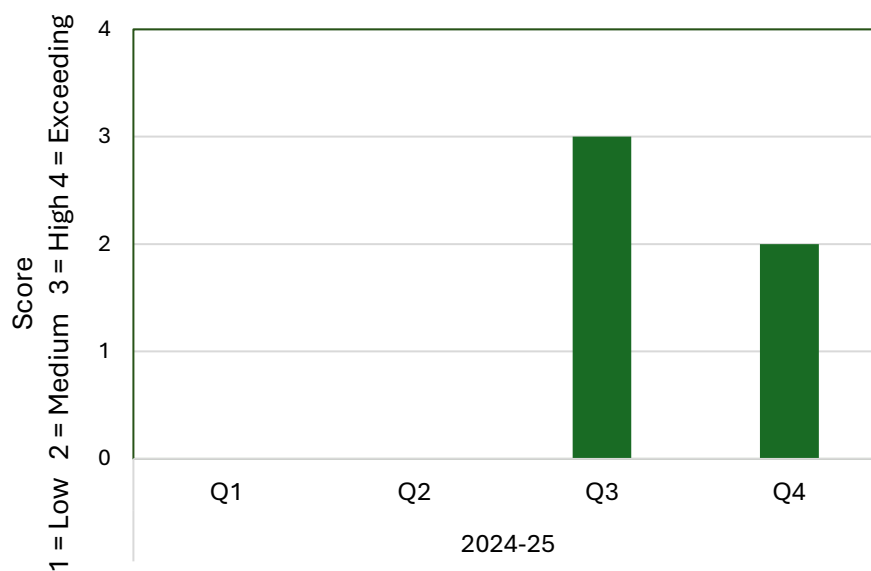
### Strategic Priority 6 - Recreation and Leisure Aims of the Services Committee




- Maintain, promote and reinvest in Town Council play parks and recreational areas
- Provide, maintain and support mental health and wellbeing with street furniture and green public spaces
- Continue to provide pontoon facilities allowing access to the river and support better connectivity to neighbouring areas



**Business Plan**  
**Strategic Priority 1 - Boosting Jobs and**  
**Economic Prosperity**  
**Aims of the Devolution Sub Committee**

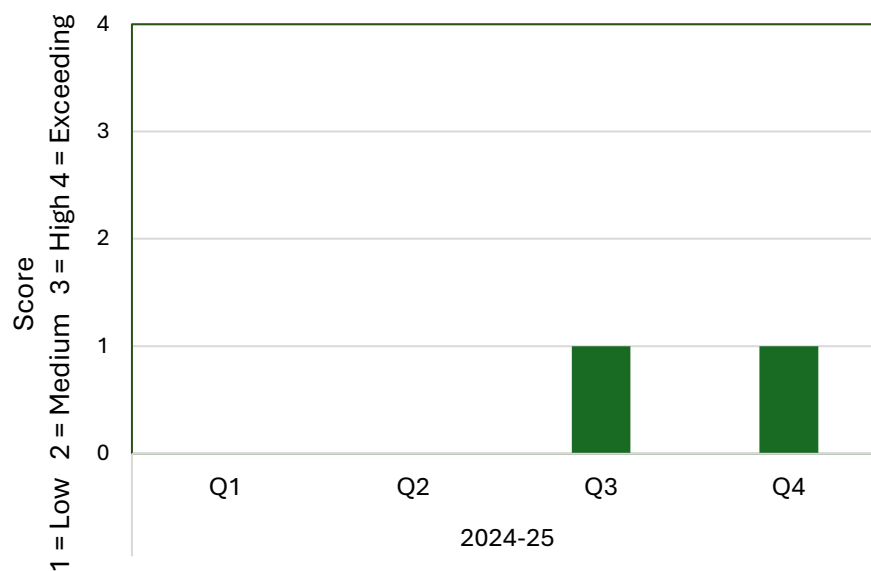


- To investigate and potentially progress devolution of assets from Cornwall Council to Saltash Town Council working in partnership with Cornwall Council and the Community Link Officer


Strategic Priority 2 - Health and Wellbeing		Aims of the Devolution Sub Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people	Identify facilities and areas that could support outdoor fitness programs, children's play areas, or relaxation zones for community use	To consider areas that support health and wellbeing when reviewing future devolution deals to ensure a good balance is achieved for the community  Continue to build strong partnership working with key stakeholders  Continue to work with Cornwall Council	To support Saltash Health Care Action Group when suitable buildings are identified for local NHS provision  Continue to work with Cornwall Council to identify potential devolution sites to support improvement to facilities for various activities	1			1	1





**Business Plan**  
**Strategic Priority 2 - Health and Wellbeing**  
**Aims of the Devolution Sub Committee**




- Identify facilities and areas that could support outdoor fitness programs, children's play areas, or relaxation zones for community use

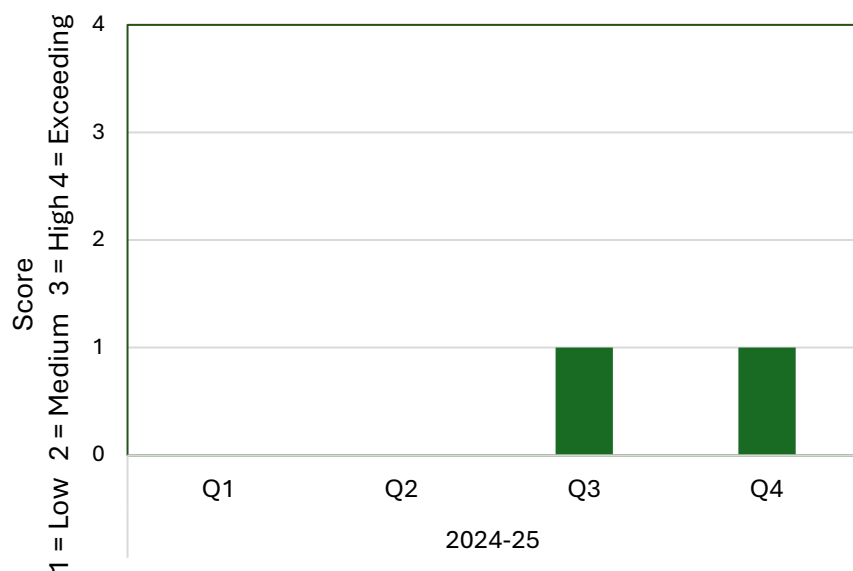
Strategic Priority 3 - Housing		Aims of the Devolution Sub Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)
	To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council	The Devolution Sub Committee recognised strategic priority 3 - Housing did not fit within the remit (Terms of Reference) of the sub committee			

Strategic Priority 4 - Travel and Transport		Aims of the Devolution Sub Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)
	To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.	The Devolution Sub Committee recognised strategic priority 4 - Travel and Transport did not fit within the remit (Terms of Reference) of the sub committee			


Strategic Priority 5 - Climate Emergency		Aims of the Devolution Sub Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	The Devolution Sub Committee recognised strategic priority 5 - Climate Emergency did not fit within the remit (Terms of Reference) of the sub committee			

Strategic Priority 6 - Recreation and Leisure		Aims of the Devolution Sub Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To continue to provide, improve, and support in Saltash, play parks, open green spaces, library service, cultural acitivity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers	Identify parks, green spaces, or public areas that could support outdoor fitness programs, children’s play areas, or relaxation zones for mental health benefits	To consider areas that support health and wellbeing when reviewing future devolution deals to ensure a good balance is achieved for the community	A clear and detailed document outlining gaps in green spaces, parks, public areas and buildings to provide better facilities in Saltash where achievable through devolution	1			1	1
				To work with relevant Town Council committees / sub committees to ensure community engagement is considered and at the right level					
				To raise awareness to the relevent Town Council committee and sub committees should an opportunity arise that does not form part of devolution					

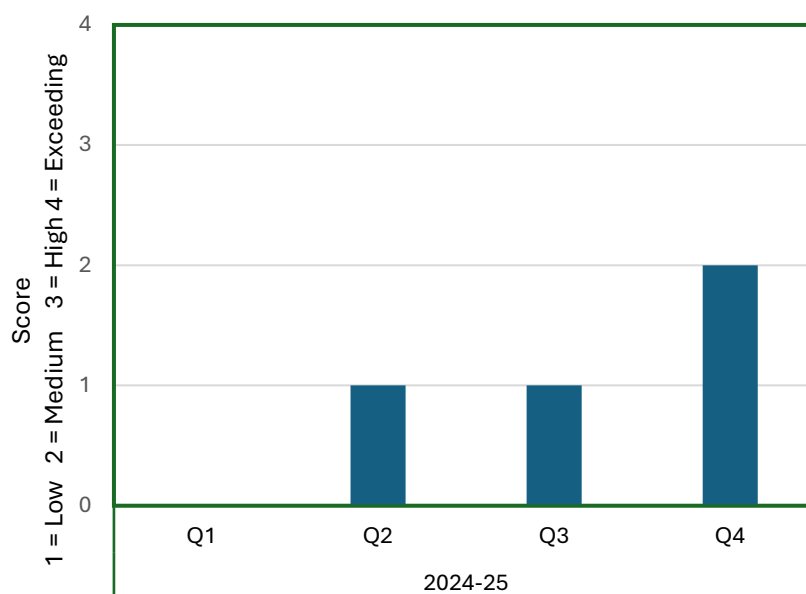
Business Plan  
Strategic Priority 6 - Recreation and Leisure  
Aims of the Devolution Sub Committee



- Identify parks, green spaces, or public areas that could support outdoor fitness programs, children's play areas, or relaxation zones for mental health benefits


Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Library Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
<div>Page 188</div> 	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	To continue to expand the opportunities to increase people's education, knowledge and associated IT skills		Partnership working with Adult Education to offer training courses to assist with employment needs and building people's confidence (not an achievable action due to the closure of Saltash Ad Ed)	2	N/A	1	1	2
			Offering more signposting services	To support the Services Committee (with accommodation at the library) who are to consider other potential learning opportunities due to the closure of Adult Ed.					
			Expanding opening hours						
			Continuing to work in partnership with key stakeholders	Additional opening hours to reach the needs of the community					
			<b>Cormac - Making Space for Nature 16.01.25, 'Read Easy' the session is to help adult residents to read</b>						

**Business Plan**  
**Strategic Priority 1 - Boosting Jobs and Economic Prosperity**  
**Aims of the Library Sub Committee**

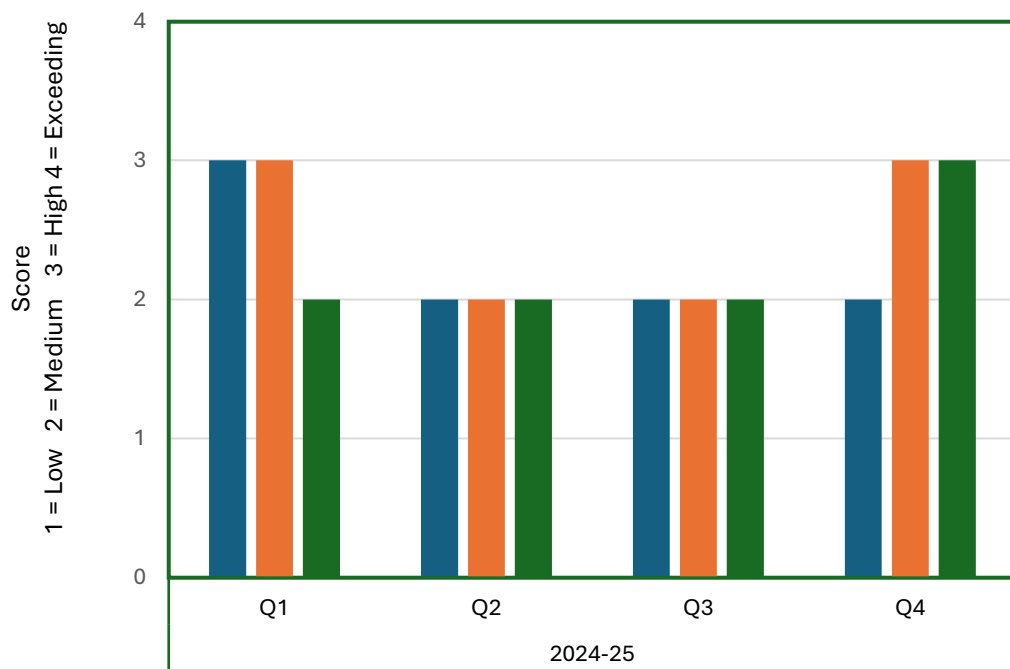


■ To continue to expand the opportunities to increase people's education, knowledge and associated IT skills



Strategic Priority 2 - Health and Wellbeing		Aims of the Library Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
<div>Page 187</div> 	To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.	To provide a local venue for a range of free events and activities;	<p>Increased free events and activities throughout the year</p> <p>Accessible and inclusive activities and events</p> <p>Increased community engagement and footfall</p>	<p>Support and promote local organisations, businesses and groups / clubs relevant to the Library Hub and for the benefit of the community</p> <p>Refer to the Town Council Policy - Hire of Town Council Premises and Events</p> <p>Autumn Biowatch September 2024 - partnered activities to promote nature</p> <p>Summer Reading Challenge July to Aug</p> <p>Meet the author, book club and writers forum (October), Fake of Fortune, games</p> <p><b>for the month of January there were 18 free events, engagement with keystakeholders such as St Luke's, Community Pharmacy Cornwall, Stop Loan Sharks, Cornwall Council Fostering Roadshow, Dyslexia advice Day, Meet the Police</b></p>	2	3	2	2	2
		To continue to sign post residents and users of the Library to the relevant key stakeholders;	<p>Continue to build partnerships</p> <p>Identify and promote easy access services</p> <p>Promote awareness of services available</p>	<p>Utilise the library's website and social media platforms to provide links and information about key stakeholders</p> <p>Welcome desk with staff trained to assist in signposting to digital services available</p> <p>Display posters and notices in prominent areas of the library with information signposting where to find assistance</p> <p>Host informational workshops or events at the library</p> <p>Tamar Valley Consultation - available at the Library</p> <p><b>Confirmed attendance at May Fair and Regatta</b></p> <p><b>Tamar Valley Bees, WC Rivers Authority, National Marine Aquarium, Beach Guardian, WC Butterfly Trust, have all participated in public presentations at the library hub</b></p> <p><b>March Spring Biowatch launch with Cormac presentation 'Making Space for Nature'.</b></p>	3	3	2	2	3
		To continue to provide a safe and warm space to residents and users of the Library.	<p>Continued availability and accessibility for any user to a safe and warm space</p> <p>Internal and external refurbishment to be complete offering an improved comfortable space</p>	<p>Provide a safe and warm space for all users of the library hub</p> <p>Provide refreshments supported by key stakeholders (where possible)</p> <p>Partnership working during the warm space period to ensure best cover is provided across various sites</p> <p>Install of curtain walling and blinds complete creating a warm pleasant environment for residents and visitors</p> <p><b>Warm space provided in January 2025</b></p> <p><b>Further window refurbishment works undertaken to side elevation of the building completing phase 1 work</b></p> <p><b>Further conversations to progress and provide improved internal facilities - Library Sub Committee held on 16.01.25 minute nr. 33/24/25</b></p>	3	2	2	2	3


**Busines Plan**  
**Strategic Priority 2 - Health and Wellbeing**  
**Aims of the Library Sub Com**

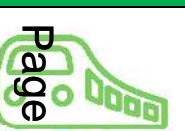


■ To provide a local venue for a range of free events and activities;

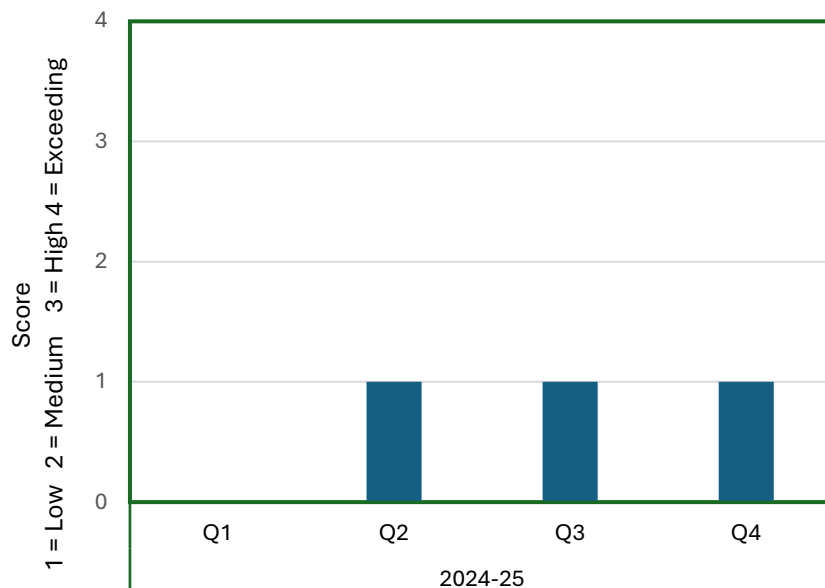
■ To continue to sign post residents and users of the Library to the relevant key stakeholders;

■ To continue to provide a safe and warm space to residents and users of the Library.


Strategic Priority 3 - Housing		Aims of the Library Sub Committee
	To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council	The Library Sub Committee recognised strategic priority 3 - Housing did not fit within the remit (Terms of Reference) of the sub committee

Strategic Priority 4 - Travel and Transport		Aims of the Library Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.	To continue to promote and support sustainable travel and transport	Transport leaflets to be available at the library	Providing copies of the bus times - tranport for Cornwall which covers six operators	1	N/A	1	1	1

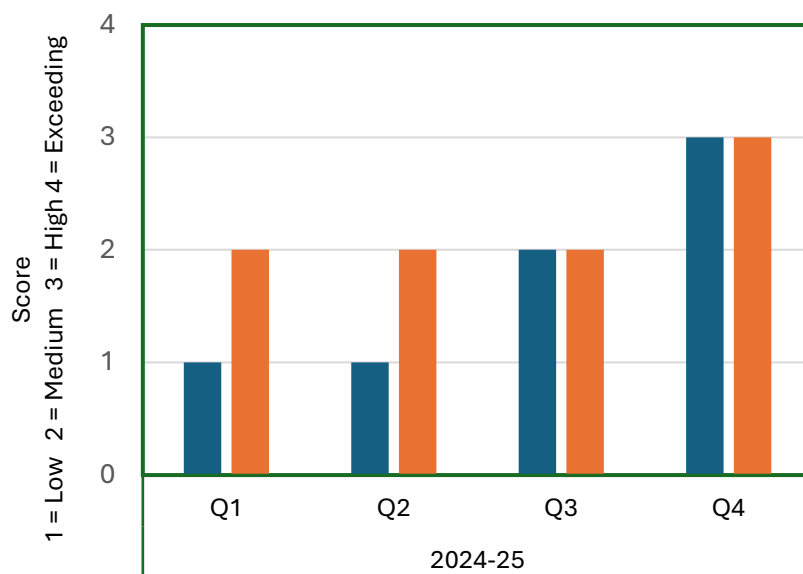
**Business Plan**  
**Strategic Priority 4 - Travel and Transport**  
**Aims of the Library Sub Committee**



■ To continue to promote and support sustainable travel and transport

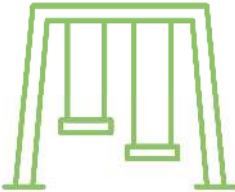
Strategic Priority 5 - Climate Emergency		Aims of the Library Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
<div>Page 167</div> <div>  </div>	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	To ensure the Saltash Library building is well insulated when refurbished to reduce energy cost;	Refurbishment complete  Saltash Neighbourhood Development Plan	Refer to the Saltash Neighbourhood Development Plan for guidance on efficient buildings and low-carbon heating  Complete install of efficient curtain walling generating a radiant heat source back into the building whilst letting in the light from outside.  Windows to the side elevant to be complete (March 2025)  Ensure the library building is energy efficient  <b>Further window refurbishment works undertaken to side elevation of the building completing phase 1 work</b>	3	1	1	2	3
		To continue to focus on Climate Emergency and support free events at the Library.	Regular climate focused free events  Promote sustainable practices at the Library  Display educational materials	Partner with local schools, organisations, and businesses to host events and activities on climate change  Reduce waste and provide community recycling programmes  Display educational materials on the affects of climate change and preventative measures  Provide a good level of books  <b>Biowatch, X4 Seasonal ‘Citizen Scientist’ environmental campaigns</b>  <b>Partnered with Plymouth University Biology and Marine Sciences to create a year round flora and fauna Saltash database, mapping the changes to the local environment through climate change</b>  <b>Partnered with St.Stephens School - Eco Warriors involved assisting with the database</b>  <b>March Spring Biowatch launch with Cormac presentation ‘Making Space for Nature’</b>  <b>Free urban seed packs to those who visit the library to encourage nature into gardens</b>	3	2	2	2	3

**Business Plan**  
**Strategic Priority 5 - Climate Emergency**  
**Aims of the Library Sub Committee**



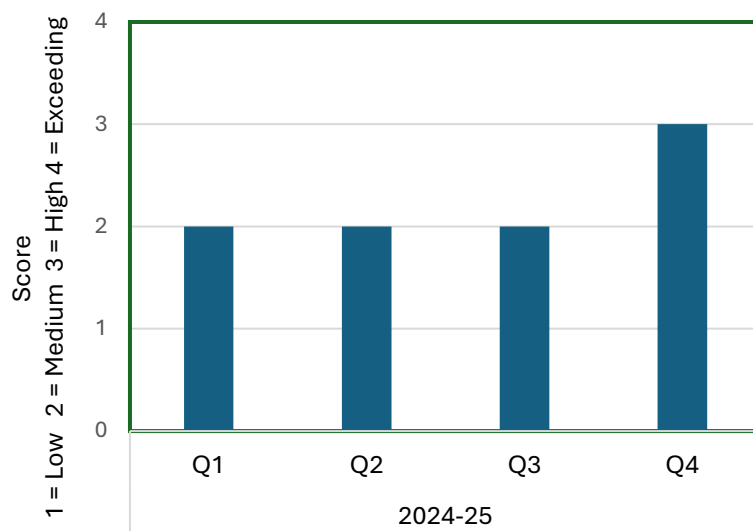
■ "To ensure the Saltash Library building is well insulated when refurbished to reduce energy cost;"

■ To continue to focus on Climate Emergency and support free events at the Library.


Strategic Priority 6 - Recreation and Leisure		Aims of the Library Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To continue to provide, improve, and support in Saltash, play parks, open green speaces, library service, cultural acitivity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.	To continue to provide a Library and Community Hub Service for the community inclusive of the Home Library Service.	Community engagement, programs and events  Provide inclusive and accessible services  Develop the Home Library Service	Partner with local schools, organisations, and businesses to host events and activities  <b>Organised workshops, reading clubs, and educational programs that cater to various age groups and interests during this quarter</b>  <b>Organised and promote community surveys to understand the needs and wants of the community</b>  <b>Recruit and train volunteers to service the Home Library Service</b>  <b>Ensure the library service contiues to be accessible to all</b>  <b>Utlising social media and the Town Council website to further promote the Library Hub services, groups, clubs and events</b>  <b>Early stages investigating extension of opening hours on Saturday afternoons</b>  <b>Organise and promote community surveys to understand the needs and wants of the community - Investigations to be actioned to hold a Saltash Library survey to ascertain current and future customer experience - Library held on 15.01.25 minute nr. 31/24/25</b>  <b>Home Library Service - all volunteers have DBS checks</b>  <b>Marketing Saltash for Biowatch – Well-being for families (citizen scientists) to</b>	3	2	2	2	3



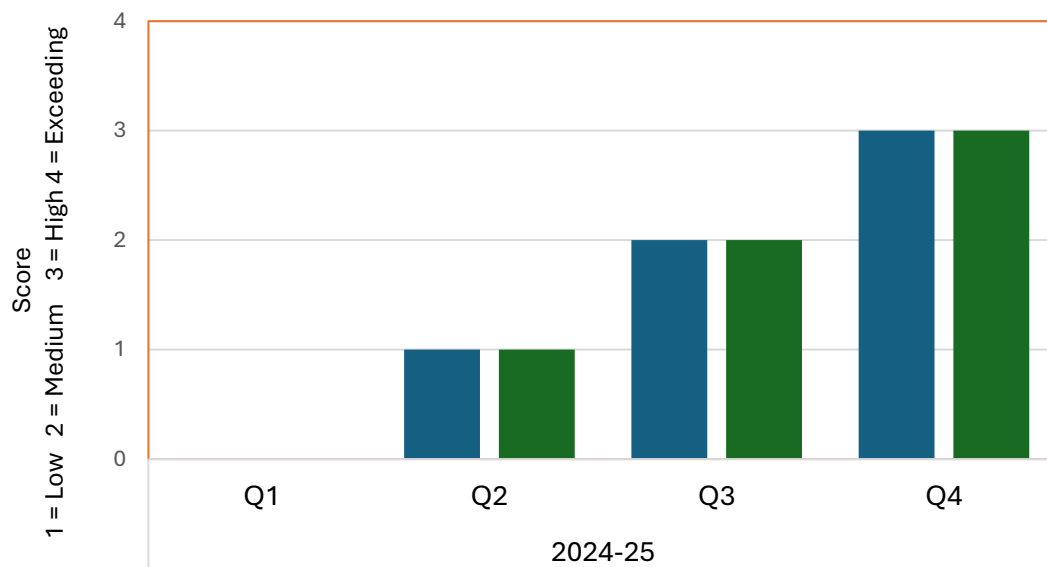
**Business Plan**  
**Strategic Priority 6 - Recreation and Leisure**  
**Aims of the Library Sub Committee**




- To continue to provide a Library and Community Hub Service for the community inclusive of the Home Library Service.


Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Property Maintenance Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
<div>Page 166</div> <div>  </div>	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	Continue to manage the repair and maintenance programs for Town Council properties, assessing the need for further investments and improvements as necessary or when required.	Working with the Five-Year Plan  Working with Barron Surveying - Town Council appointed Building Surveyor  Review sites that could benefit from solar PV  Ensure Town Council buildings are maintained to a good standard for hire and reflection on the Town Council to the community and visitors	Working within the Five-Year Plan to ensure Town Council buildings are reviewed regularly and works budgeted accordingly  Appoint Barron Surveying to prepare a scope of works for external repair and painting of the front elevation of the Heritage Building  To proceed with the Guildhall external redecoration and draught proofing windows to provide better installation (we recognise this action also meets strategic priority 5)  Services Committee recommended to Property Maintenance to consider maintenance work to the Borough War Memorial railings within the five-year plan  <b>Continue to review the five year repair and maintenance plan to ensure sufficient funds are budgeted to maintain the buildings - PM held on 20.02.25 minute nr. 45/24/25</b>  <b>Work with Barron Surveying to issue a tender specification for the Heritage Building External Windows - PM held on 20.02.25 minute nr. 48/24/25</b>  <b>Guildhall External Repairs and Redecoration works completed including Guildhall Town Seal above front entrance repainted to highest of</b>	3	N/A	1	2	3
		Support the promotion of Saltash as a vibrant and welcoming visitor destination by reviewing public amenities and identifying opportunities for investment and enhancement.	Ensure Town Council buildings are maintained to a good standard for hire and reflection on the Town Council to the community and visitors  <b>Review buildings in the local area to purchase as an investment to support the growth of the Town Council</b>	To prepare a project report including any funding opportunities for the development of the Waterside toilets and sheds  STC awarded £100k from CIL fourth round for the redevelopment of play park and sensory garden  <b>Guildhall building external refurbishment complete to highest standard</b>  <b>Partial internal decoration work to the Guildhall</b>	3	N/A	1	2	3


**Business Plan**  
**Strategic Priority 1 - Boosting Jobs and Economic Prosperity**  
**Aims of the Property Sub Committee**



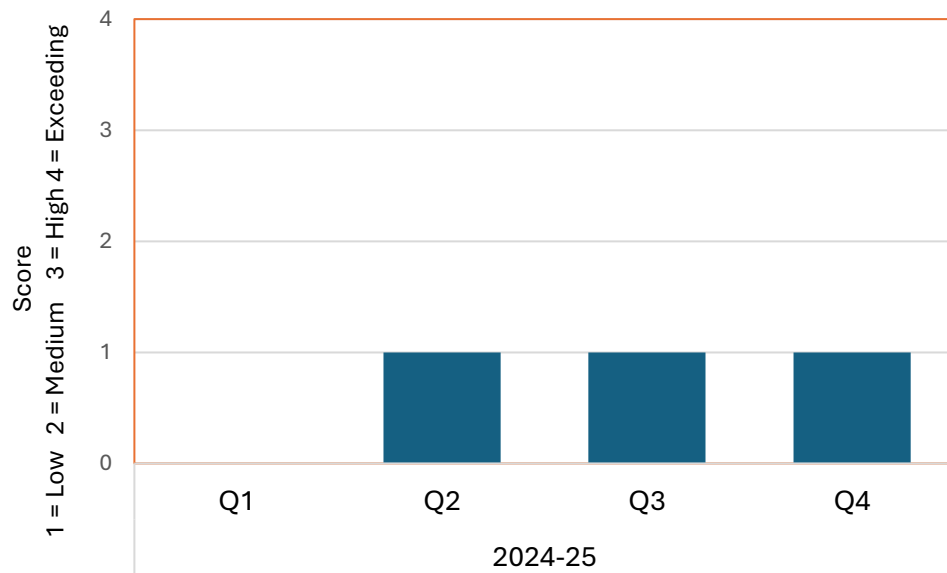
- Continue to manage the repair and maintenance programs for Town Council properties, assessing the need for further investments and improvements as necessary or when required.
- Support the promotion of Saltash as a vibrant and welcoming visitor destination by reviewing public amenities and identifying opportunities for investment and enhancement.

Strategic Priority 2 - Health and Wellbeing		Aims of the Property Maintenance Sub Committee
	<p>To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.</p>	<p>The Property Maintenance Sub Committee recognised strategic priority 2 - Health and Wellbeing did not fit within the remit (Terms of Reference) of the sub committee</p>


Strategic Priority 3 - Housing		Aims of the Property Maintenance Sub Committee
	To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council	The Property Maintenance Sub Committee recognised strategic priority 3 - Housing did not fit within the remit (Terms of Reference) of the sub committee

Strategic Priority 4 - Travel and Transport		Aims of the Property Maintenance Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.	Review Town Council owned properties to assess the potential for offering cycling facilities, such as bike storage and secure lockers.	Work with relevant key stakeholders such as Town Team and Beryl Bikes	Supporting the roll out of Beryl Biles across Saltash, in particular, at Isambard House and Pillmere Drive.	1	N/A	1	1	1

**Business Plan**  
**Strategic Priority 4 - Travel and Transport**  
**Aims of the Property Sub Committee**

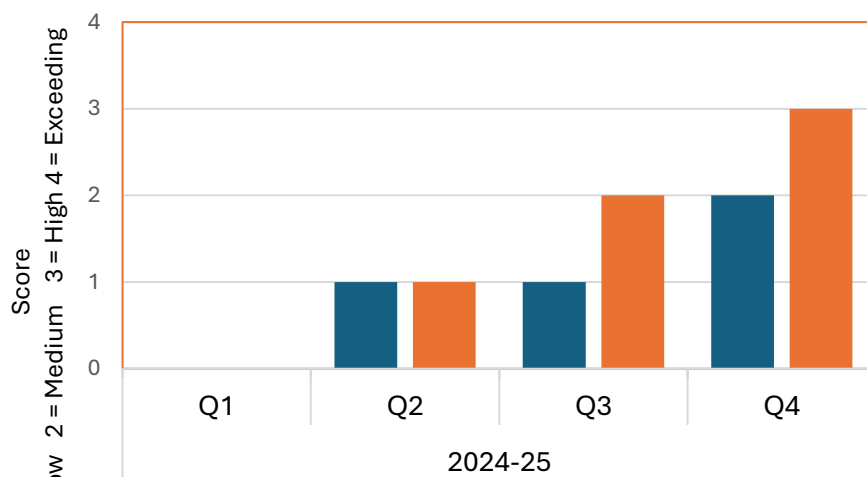


■ Review Town Council owned properties to assess the potential for offering cycling facilities, such as bike storage and secure lockers. N/A

Strategic Priority 5 - Climate Emergency		Aims of the Property Maintenance Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	Review Town Council owned properties to evaluate utility usage, with the objective of making them as close to net zero as feasibly possible.	Review sites that could benefit from solar PV  Working with Barron Surveying - Town Council appointed Building Surveyor	To appoint a contractor to undertake an engery report on all Town Council buildings to better understand usage moving towards net zero as feasibly possible  Finance Officer to provide a utility usage report for consideration  <b>Funding bid submitted for solar PV</b>	2	N/A	1	1	2
		To oversee the repair and maintenance programs for all Town Council premises, working towards improved energy efficiencies.	Working with the Five-Year Plan  Working with relevant bodies to improve energy efficiencies	<b>Completed</b> Guildhall external redecoration and draught proofing windows to provide better installation (we recognise this action also meets strategic priority 1)  To proceed with the Guildhall internal redecordation to part of the building to repair water ingress  To proceed with an annual external washdown of surfaces and application of algaecide subject to the products meeting the Town Council environmental policy and business plan.  To consider budgeting for annual external washdown for all Town Council properties	3	N/A	1	2	3



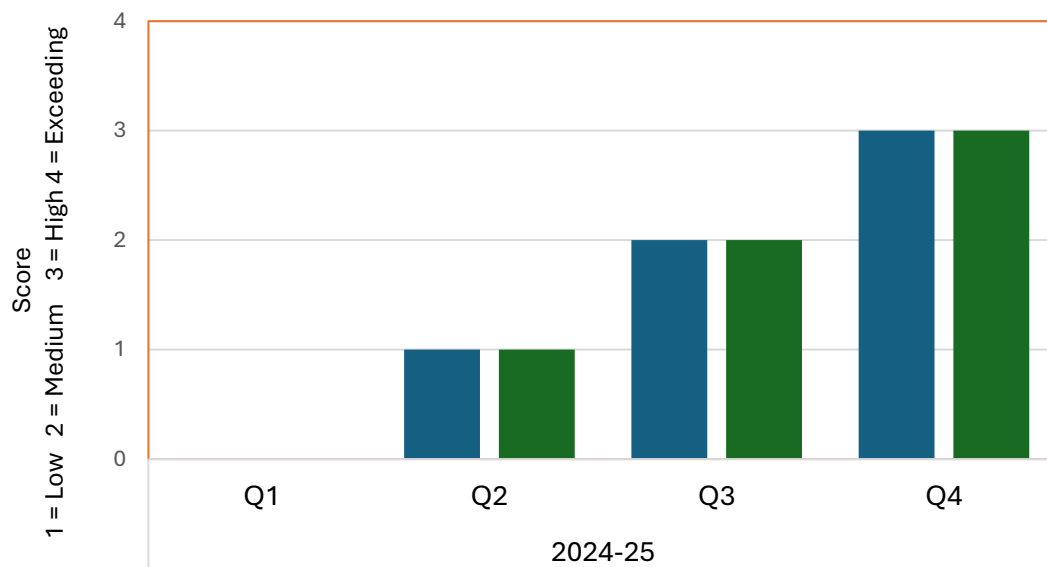
**Business Plan**  
**Strategic Priority 5 - Climate Emergency**  
**Aims of the Property Sub Committee**




- Review Town Council owned properties to evaluate utility usage, with the objective of making them as close to net zero as feasibly possible.
- To oversee the repair and maintenance programs for all Town Council premises, working towards improved energy efficiencies.


Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Property Maintenance Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
<div> <div>Page 150</div> <div> </div> </div>	<p>To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.</p>	<p>Continue to manage the repair and maintenance programs for Town Council properties, assessing the need for further investments and improvements as necessary or when required.</p>	<p>Working with the Five-Year Plan</p> <p>Working with Barron Surveying - Town Council appointed Building Surveyor</p> <p>Review sites that could benefit from solar PV</p> <p>Ensure Town Council buildings are maintained to a good standard for hire and reflection on the Town Council to the community and visitors</p>	<p>Working within the Five-Year Plan to ensure Town Council buildings are reviewed regularly and works budgeted accordingly</p> <p>Appoint Barron Surveying to prepare a scope of works for external repair and painting of the front elevation of the Heritage Building</p> <p>To proceed with the Guildhall external redecoration and draught proofing windows to provide better installation (we recognise this action also meets strategic priority 5)</p> <p>Services Committee recommended to Property Maintenance to consider maintenance work to the Borough War Memorial railings within the five-year plan</p> <p><b>Continue to review the five year repair and maintenance plan to ensure sufficient funds are budgeted to maintain the buildings - PM held on 20.02.25 minute nr. 45/24/25</b></p> <p><b>Work with Barron Surveying to issue a tender specification for the Heritage Building External Windows - PM held on 20.02.25 minute nr. 48/24/25</b></p> <p><b>Guildhall External Repairs and Redecoration works completed including Guildhall Town Seal above front entrance repainted to highest of</b></p>	3	N/A	1	2	3
		<p>Support the promotion of Saltash as a vibrant and welcoming visitor destination by reviewing public amenities and identifying opportunities for investment and enhancement.</p>	<p>Ensure Town Council buildings are maintained to a good standard for hire and reflection on the Town Council to the community and visitors</p> <p><b>Review buildings in the local area to purchase as an investment to support the growth of the Town Council</b></p>	<p>To prepare a project report including any funding opportunities for the development of the Waterside toilets and sheds</p> <p>STC awarded £100k from CIL fourth round for the redevelopment of play park and sensory garden</p> <p><b>Guildhall building external refurbishment complete to highest standard</b></p> <p><b>Partial internal decoration work to the Guildhall</b></p>	3	N/A	1	2	3


**Business Plan**  
**Strategic Priority 1 - Boosting Jobs and Economic Prosperity**  
**Aims of the Property Sub Committee**



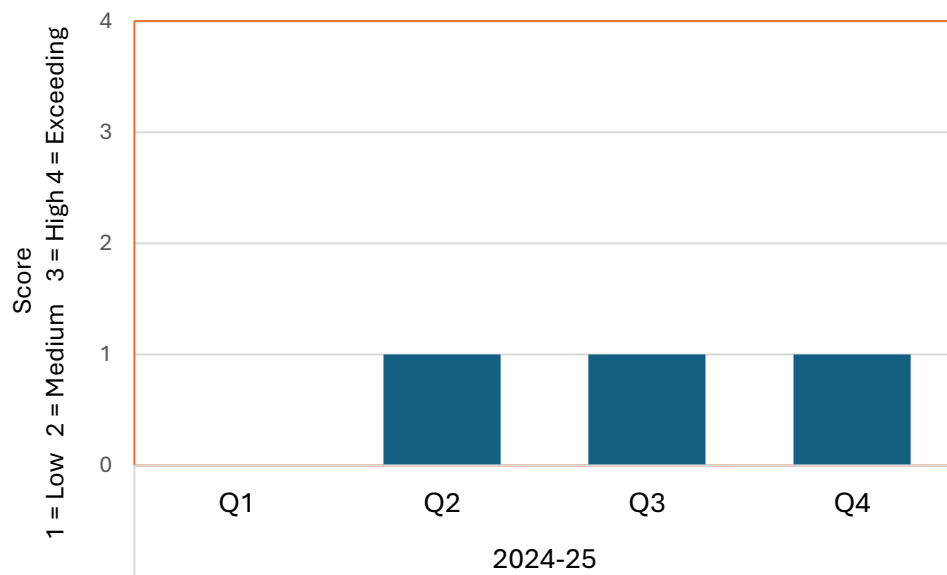
- Continue to manage the repair and maintenance programs for Town Council properties, assessing the need for further investments and improvements as necessary or when required.
- Support the promotion of Saltash as a vibrant and welcoming visitor destination by reviewing public amenities and identifying opportunities for investment and enhancement.

Strategic Priority 2 - Health and Wellbeing		Aims of the Property Maintenance Sub Committee
	<p>To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.</p>	<p>The Property Maintenance Sub Committee recognised strategic priority 2 - Health and Wellbeing did not fit within the remit (Terms of Reference) of the sub committee</p>


Strategic Priority 3 - Housing		Aims of the Property Maintenance Sub Committee
	To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council	The Property Maintenance Sub Committee recognised strategic priority 3 - Housing did not fit within the remit (Terms of Reference) of the sub committee

Strategic Priority 4 - Travel and Transport		Aims of the Property Maintenance Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.	Review Town Council owned properties to assess the potential for offering cycling facilities, such as bike storage and secure lockers.	Work with relevant key stakeholders such as Town Team and Beryl Bikes	Supporting the roll out of Beryl Biles across Saltash, in particular, at Isambard House and Pillmere Drive.	1	N/A	1	1	1

**Business Plan**  
**Strategic Priority 4 - Travel and Transport**  
**Aims of the Property Sub Committee**

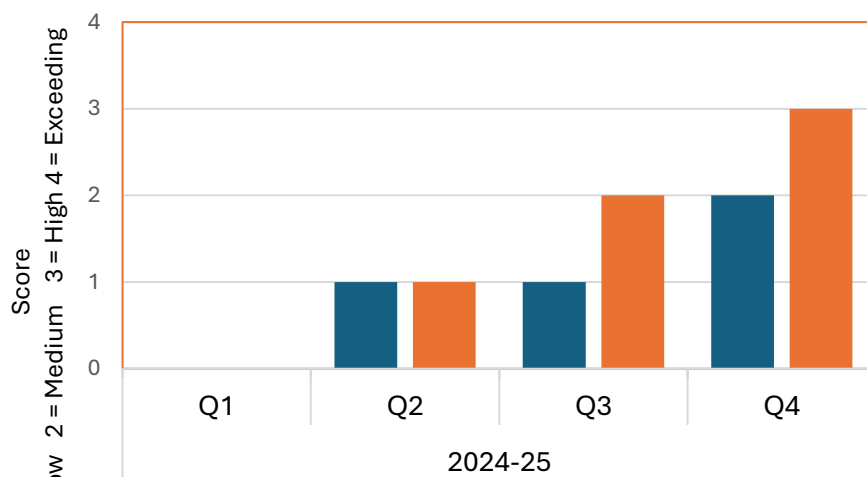


■ Review Town Council owned properties to assess the potential for offering cycling facilities, such as bike storage and secure lockers. N/A

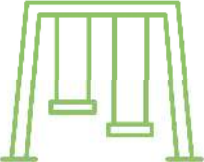
Strategic Priority 5 - Climate Emergency		Aims of the Property Maintenance Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	Review Town Council owned properties to evaluate utility usage, with the objective of making them as close to net zero as feasibly possible.	Review sites that could benefit from solar PV  Working with Barron Surveying - Town Council appointed Building Surveyor	To appoint a contractor to undertake an engery report on all Town Council buildings to better understand usage moving towards net zero as feasibly possible  Finance Officer to provide a utility usage report for consideration  <b>Funding bid submitted for solar PV</b>	2	N/A	1	1	2
		To oversee the repair and maintenance programs for all Town Council premises, working towards improved energy efficiencies.	Working with the Five-Year Plan  Working with relevant bodies to improve energy efficiencies	<b>Completed</b> Guildhall external redecoration and draught proofing windows to provide better installation (we recognise this action also meets strategic priority 1)  To proceed with the Guildhall internal redecordation to part of the building to repair water ingress  To proceed with an annual external washdown of surfaces and application of algaecide subject to the products meeting the Town Council environmental policy and business plan.  To consider budgeting for annual external washdown for all Town Council properties	3	N/A	1	2	3




**Business Plan**  
**Strategic Priority 5 - Climate Emergency**  
**Aims of the Property Sub Committee**

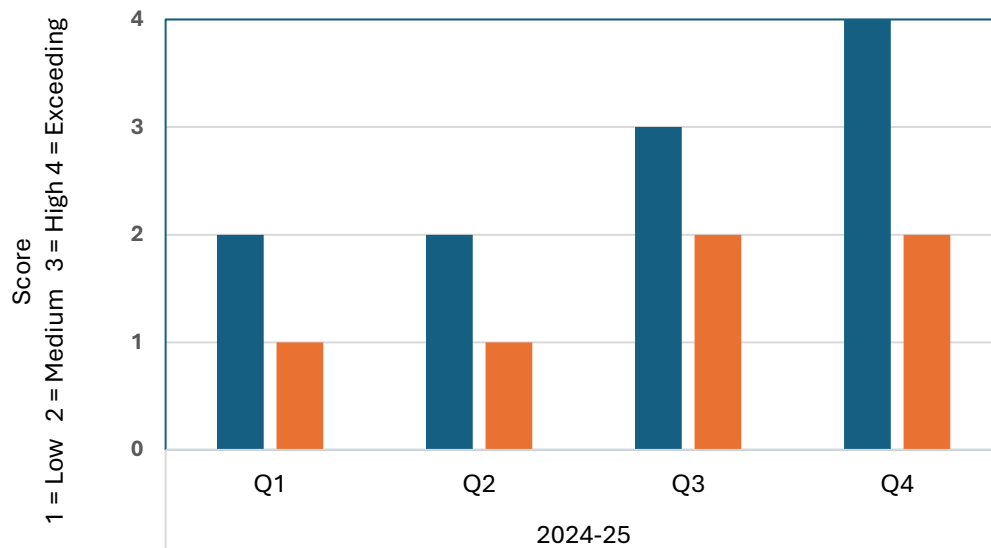


- Review Town Council owned properties to evaluate utility usage, with the objective of making them as close to net zero as feasibly possible.
- To oversee the repair and maintenance programs for all Town Council premises, working towards improved energy efficiencies.

Strategic Priority 6 - Recreation and Leisure		Aims of the Property Maintenance Sub Committee
	<p>To continue to provide, improve, and support in Saltash, play parks, open green speaces, library service, cultural acitivity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.</p>	<p>The Property Maintenance Sub Committee recognised strategic priority 6 - Recreation and Leisure did not fit within the remit (Terms of Reference) of the sub committee</p>

Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Station Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
<div>Page 168</div> 	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area	Enhance visitor experiences  Maintain, promote, support and secure a concessionaire for Isambard House Cafe and Waiting Room	Offer reduced rates to community organisations and tourism attractions  Organise events and activities at Isambard House such as live music, art exhibitions, and themed nights  Secure a cafe concessionaire to operate the Station Cafe and waiting room by offering reduced rent and utilities  Support and promote the Station Cafe to ensure the waiting room and accessible facilities remain open  Utilise social media platforms and the Town Council website to promote Isambard House facilities and refurbishment  Supporting additional Trackside Cafe hours on a Saturday to accommodate the need  Succesful Murder Mystery event held in Nov at Isambard House  CC hiring Isambard House Oct-Feb for English lessons for Afghan refugees  <b>Free use of station car park to those attending the Repair Cafe operated at St Nicholas and St Faith Church</b>  <b>A further Murder Mystery Event promoted and well attended in February</b>  <b>Continued partnership working with Trackside Cafe ensuring the waiting room and accessible facilities remain open</b>	4	2	2	3	4
		Bring in additional investment by offering a focal meeting point at the Station and in close proximity to Fore Street	Improved marketing and promotion  Collaborate with local businesses and attractions	Utilise social media platforms and the Town Council website to promote Isambard House facilities and refurbishment  Support and promote vistor attractions such as the Heritage Centre and Trails, Mary Newmans Cottage and Elliot Store  Service Delivery clearing the beds and cutting back hedging to make the area neat and tidy at Saltash station  <b>Collaboration with key stakeholders to deliver an event for Rail 200 (early planning stage)</b>	2	1	1	2	2


**Business Plan**  
**Strategic Priority 1 - Boosting Jobs and Economic Prosperity**  
**Aims of the Station Sub Committee**



- Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area
- Bring in additional investment by offering a focal meeting point at the Station and in close proximity to Fore Street

Strategic Priority 2 - Health and Wellbeing		Aims of the Station Sub Committee
	To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.	The Station Property Sub Committee recognised strategic priority 2 - Health and Wellbeing did not fit within the remit (Terms of Reference) of the sub committee

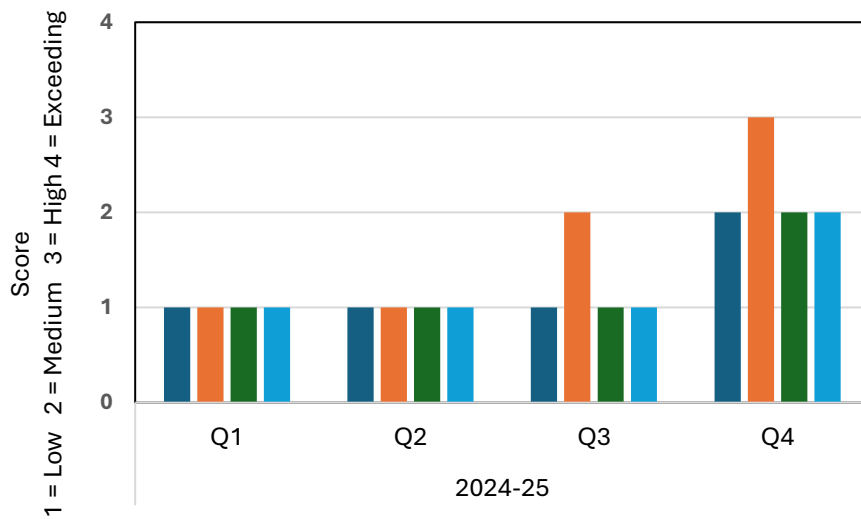
Strategic Priority 3 - Housing		Aims of the Station Sub Committee
	To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council	The Station Sub Committee recognised strategic priority 3 - Housing did not fit within the remit (Terms of Reference) of the committee

Strategic Priority 4 - Travel and Transport		Aims of the Station Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.	Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area	Enhance wayfinding  Promote sustainable travel options  Improved infrastructure to create a welcoming and vibrant Station building and surroundings  Work with key stakeholders for future funding opportunities for future improvements	Install clear and directional signage to the Town Centre and local attractions inclusive of sustainable travel options  Encourage the use of Beryl bikes, Saltash Red Bus and the Saltash ferry by promotion  Secure a Service Level Agreement with GWR and work in partnership with local voluntary organisations, together both enhance the green areas ensuring the station is a welcoming, attractive and bright place to visit  <b>Working in partnership with Town Team to install improved wayfinding in Fore Street</b>  <b>Continued Social Media advertisements</b>	2	1	1	1	2
		Saltash Station is a key transport hub to the town	Improved train connectivity to neighbouring towns and cities  Improved train accessibility at Saltash Station  Ensure Saltash station provides sustainable travel options connecting users and visitors to the Town Centre and further afield  Saltash Neighbourhood Development Plan	Refer to the Saltash Neighbourhood Development Plan on guidance to sustainable transport  Request install of Beryl bikes at the station building  Request Saltash Red Bus stops at the station building to coincide with train arrival/departures  Advocate for improved train timetable  Increase train stops at Saltash Station  Working in partnership with key stakeholders, such as, Local MP, Cornwall Councillors, Network Rail, GWR, to achieve actions  STC endorsed the draft 'case for better rail services' and support the 'Saltash platform train interface improvements' to work with train operating companies to bring both reports to fruition over the coming years  <b>Funding bid submitted against GWR Customer and Community Improvement Fund - FTC held 6.2.25 Minute nr 350/24/25</b>  <b>Supported response to Peninsular Transport Strategic Implementation Plan (providing better transport services) - FTC 378/24/25</b>  <b>The Mayor raised accessibility awareness on Spotlight - Feb 2025 workingn with local residents</b>	3	1	1	2	3
		Embark on a community project for the installation of further connectivity by installing EV Charging Points, Beryl Bikes and Solar Car Ports and Roof within the Station car park	Install EV Charging Points in the Station Car Park  Beryl bikes to be available for use at the station building	Investigate and implement where possible EV charging points at Saltash station  Improved car park facilities - invest in the car park resurfacing and safety to improve the levels for users to access  Work in partnership to install Beryl bikes for community and visitor use  Research solar car ports and roof for Isambard House car park  Resurface the car park to improve access for users  <b>Beryl Bikes remain at Isambard House following a recent review of the service</b>  <b>Funding bid submitted for solar PV.</b>	2	1	1	1	2
		Continue to support and promote the towns 450 local bus service providing better connectivity	Work in partnership with Saltash Red Bus  Secure an additional stop / improved route to Saltash station building	Promote the 450 services via the Town Council website, social media platforms and press releases  Offer a stall at the Library Hub and Meet your Cllr Sessions to promote the bus service  Bus times - Transport for Cornwall which covers six operators displayed in the leaflet rack at Trackside Cafe  <b>Assistance provided to Red Bus regarding funding opportunities</b>	2	1	1	1	2

## Business Plan


### Strategic Priority 4 - Travel and Transport

#### Aims of the Station Sub Committee

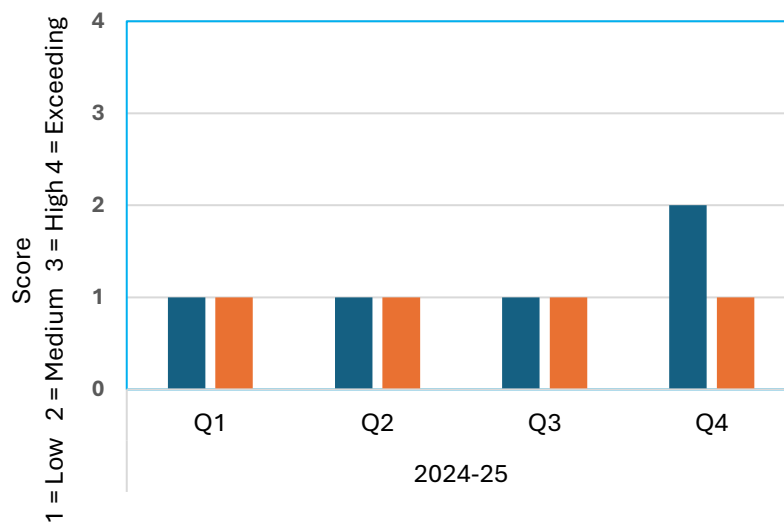


- Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area
- Saltash Station is a key transport hub to the town
- Embark on a community project for the installation of further connectivity by installing EV Charging Points, Beryl Bikes and Solar Car Ports and Roof within the Station car park
- Continue to support and promote the towns 450 local bus service providing better connectivity




Strategic Priority 5 - Climate Emergency		Aims of the Station Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	To continue to support external groups with free use of Isambard House (in line with the Hire Policy) where their purpose is climate change and environmental matters	<p>Hold successful community climate change events throughout the year</p> <p>Support the free use of Isambard House for Climate Change initiatives, workshops and community information</p>	<p>Review the Town Council's existing Hire Policy and ensure that the criteria for free use clarifies support for groups involved in climate change and environmental matters.</p> <p>Reach out to climate change and environmental organisations to promote support and use of facilities at Isambard House.</p> <p><b>Provided SEA free use of Isambard House to host a film night - climate scam</b></p>	2	1	1	1	2
		To lead by example by Isambard House being well insulated when refurbished with further investments to install Solar PV and Water Systems to assist in reducing energy bills and Co2 emissions	<p>Invest and install Solar PV</p> <p>Invest and install solar water systems</p> <p>Reduction in energy bills and Co2 emissions</p> <p>Saltash Neighbourhood Development Plan</p>	<p>Refer to the Saltash Neighbourhood Development Plan for guidance on efficient buildings and low-carbon heating</p> <p>Assess the needs and goals the Town Council wish to achieve with installing solar PV and water systems</p> <p>Research the types of solar PV and water systems that may be suitable to the needs and goals</p> <p>Assess site suitability</p> <p>Monitor and assess energy bills and Co2 emissions</p> <p>The sale of slate tiles from the fixtures of the original building (Isambard House) to be used by a member of the public on a project. Recycling rather than sending to landfill</p>	1	1	1	1	1

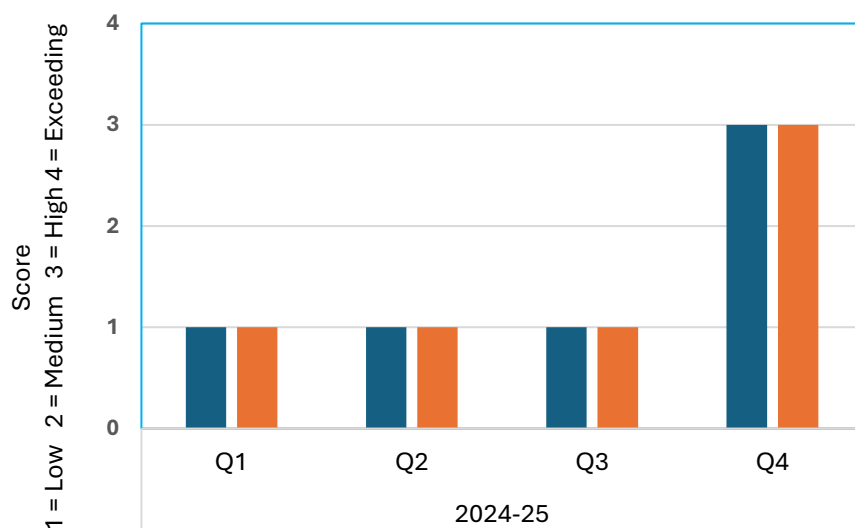
**Business Plan**  
**Strategic Priority 5 - Climate Emergency**  
**Aims of the Station Sub Committee**



- To continue to support external groups with free use of Isambard House (in line with the Hire Policy) where their purpose is climate change and environmental matters
- To lead by example by Isambard House being well insulated when refurbished with further investments to install Solar PV and Water Systems to assist in reducing energy bills and Co2 emissions

Strategic Priority 6 - Recreation and Leisure		Aims of the Station Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To continue to provide, improve, and support in Saltash, play parks, open green speaces, library service, cultural acitivity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.	Increase cultural activity by providing a restored historical building (Isambard House) to hold events offering low rates to hire the building	Increased cultural activities at Isambard House  Increased event hire  Improved promotion of the historical nature and restoration of Isambard House	Effective promotion and advertising of the station building and its restoration  Host community events which are free or low-cost that offer an invitation to local residents to explore and enjoy the building  Maintain an engaging website and social media profile with regular updates, photos, and event announcements  Installed high end kitchen to improve the facility to hirers  <b>Provided SEA free use of Isambard House to host a film night - climate scam (we recognise this action also meets strategic priority 5)</b>  <b>A further Murder Mystery Event promoted and well attended in February (we recognise this action also meets strategic priority 1)</b>  <b>CC hiring Isambard House Jan-Feb for English lessons for Afghan refugees (we recognise this action also meets strategic priority 1)</b>  <b>Collaboration with key stakeholders to deliver an event for Rail 200 (early planning stage) (we recognise this action also meets strategic priority 1)</b>	1	1	1	1	3
		Create an annual events calendar to better utilise the building	A fully operational and cohesive events calendar  Improved promotions and outreach and communications	Maintain an engaging website and social media profile with regular updates, photos, and event announcements  Plan a mix of events incorporating historical holidays, community festivals and art exhibitions	1	1	1	1	3

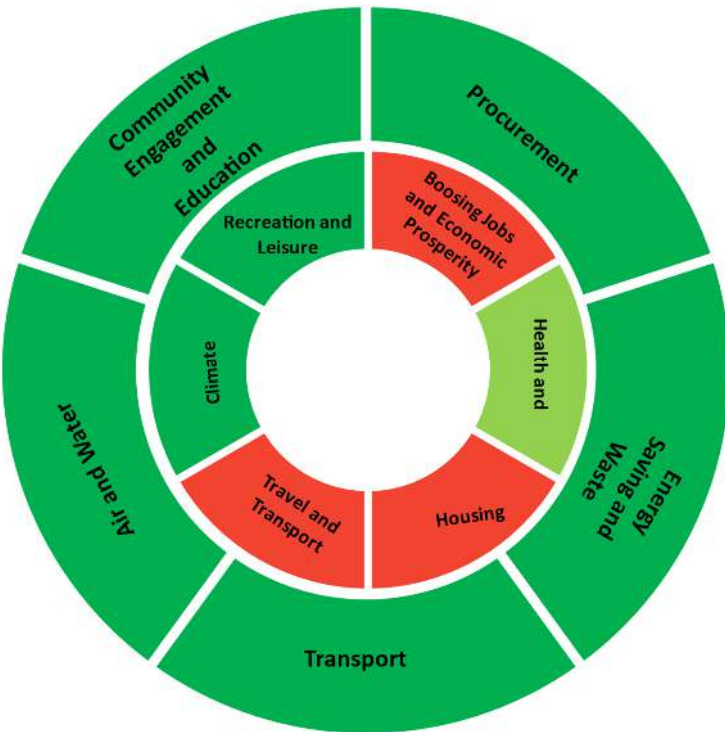
**Business Plan**  
**Strategic Priority 6 - Recreation and Leisure**  
**Aims of the Station Sub Committee**



- Increase cultural activity by providing a restored historical building (Isambard House) to hold events offering low rates to hire the building
- Create an annual events calendar to better utilise the building

**Project:** Wilding and Wildflower Town Areas

**Date of Assessment:** 21.10.2024



**How is the project scored?**

The **outer ring** scores the project against the climate strategy impact.

1	Long lasting negative impact
2	Short term or limited negative impact
3	No known Impact
4	Short term or limited positive impact
5	Long lasting positive impact

The **inner ring** scores the project against the Business Plan Deliverables.

Low	1
Medium	2
High	3
Exceeding	4
Not applicable	0

1	2	3	4	5
Long lasting NEGATIVE Impact	Short term or limited NEGATIVE Impact	No known Impact	Short term or limited POSITIVE Impact	Long lasting POSITIVE Impact

## Climate Strategy - Project Impact Assessment v3

Scores should be the best estimate and will be fed into the decision wheel for attachment to the project records. Not all sections will apply. Select and score 3 no known impact if this is the case.  
At the end of the form you are asked to score the project against the Business Plan Deliverables.

\* Required

\* This form will record your name, please fill your name.

### The Project

1

What is the name of the project? \*

2

Describe the project. \*

## Procurement

Projects involving procurement should ensure that the local authority supply chain is assessed to ensure that carbon emissions are minimised. The procurement strategy should be checked and followed.

3

Does the project require procurement? \*

☐ Yes

☐ No

4

Have you checked the supplier for their estimated carbon emissions for the purchase? REMEMBER when purchasing lights/appliances that low carbon should be a priority. \*

☐ Checked and recorded the information.

☐ Checked but the information is not available.

☐ Not checked - record why you have not checked in the next question.

5

Procurement - why you haven't checked the carbon emissions for the purchase.

6

Are you using local suppliers? Use of local suppliers minimises transport costs (and emissions) and supports the local economy. There should be a valid reason for not using a local supplier. \*

☐ Yes

☐ No - record why you are not able to use local suppliers in the next question.

7

Procurement - why you are unable to use local suppliers for this purchase.

What is the likely impact of the procurement decisions made on carbon emissions? Where no procurement or no known impact score 3. \*

1	2	3	4	5
Long lasting NEGATIVE impact	Short term or limited NEGATIVE impact	No known impact	Short term or limited POSITIVE impact	Long last POSITIVE impact



## Energy saving and waste reduction

- Require and enable energy saving behaviour by all council staff.
- Require the integration of renewable energy such as solar thermal, PV or heat pumps in local authority owned buildings where permitted.
- Cut council's paper wasted by offering papers electronically.
- Minimize waste by recycling, reusing or repairing where possible.

9

Does the project involve implementing energy saving and waste reduction measures? \*

☐ Yes

☐ No

10

Does the project require council staff to be trained in energy saving behaviour? \*

☐ Yes

☐ No

11

Does the project involve integrating renewable energy sources in local authority buildings? \*

☐ Yes

☐ No

12

Reducing paper waste - will documents be distributed electronically? \*

☐ Yes

☐ No - record why you are unable to distribute documents relating to the project electronically in the next question.

13

Reducing paper waste. Why are you unable to distribute documents relating to the project electronically?

14

Is waste being minimised by recycling, reusing or repairing where possible? \*

- ☐ Yes
- ☐ No - if you are unable to recycle/reuse or repair record why in the next question.
- ☐ Not applicable

15

Energy saving and waste reduction. Why are you unable to recycle/reuse or repair items?

16

Are measures in place to ensure fresh water is not wasted? (For example installation of water butts to collect rainwater that could be used for watering.) \*

- ☐ Yes
- ☐ No
- ☐ Not applicable

17

What is the likely impact of the decisions made on carbon emissions? Where no known impact score 3. \*

1	2	3	4	5
Long lasting NEGATIVE impact	Short term or limited NEGATIVE impact	No known impact	Short term or limited POSITIVE impact	Long last POSITIVE impact

1	2	3	4	5
---	---	---	---	---

## Transport

- Deliver a transition of the town council's own fleet to electric.
- Encourage car sharing and the use of alternative forms of public transport.
- Introduce measures to encourage cycling and walking.
- Support and promote schemes that enhance public transport.

18

Does the project involve refreshing or adding to the council fleet of vehicles? \*

☐ Yes

☐ No

19

Does the project encourage car sharing or use of alternative forms of public transport? \*

☐ Yes

☐ No

20

Does the project include measures to encourage cycling and/or walking? \*

☐ Yes

☐ No

21

Does the project support and promote schemes that enhance public transport? \*

☐ Yes

☐ No

22

What is the likely impact of the decisions made on carbon emissions? Where no known impact or this section does not apply score 3. \*

1	2	3	4	5
Long lasting NEGATIVE impact	Short term or limited NEGATIVE impact	No known impact	Short term or limited POSITIVE impact	Long last POSITIVE impact

1	2	3	4	5
---	---	---	---	---

## Air and water quality

- Increase planting on town council managed land to improve air quality, biodiversity and help mitigate climate change issues.
- Improve air quality in town council offices and buildings by use of plants that improve it.
- Highlight and campaign for improvements in air and water quality.
- Develop and implement strategies to prevent flooding and consider water capture to reduce water usage.

23

Does the project increase planting on town council owned land? \*

☐ Yes

☐ No

24

Does the project involve the introduction of plants in council offices and buildings to improve the air quality? \*

☐ Yes

☐ No

25

Does the project highlight and/or campaign for improvements in air and water quality? \*

☐ Yes

☐ No

26

Does the project develop and implement strategies to prevent flooding and/or capture water to reduce water wastage? \*

☐ Yes

☐ No

22

What is the likely impact of the decisions made on carbon emissions? Where no known impact or this section does not apply score 3. \*

1	2	3	4	5
Long lasting NEGATIVE impact	Short term or limited NEGATIVE impact	No known impact	Short term or limited POSITIVE impact	Long lasti POSITIVE impact

1

2

3

4

5

## Community engagement and education

- Support small and medium business enterprises to access funds and expertise for reducing carbon pollution.
- Encourage healthy eating awareness.
- Promote public transport opportunities.
- Promote an active lifestyle.
- Promote and support climate friendly initiatives.
- Collaborate with other agencies to deliver these goals.
- Monitor national policies and trends and seek out grants to help fund the above activities.

36

Does the project support small and medium enterprises - signposting to funds and expertise for reducing carbon pollution? \*

☐ Yes

☐ No

37

Does the project encourage healthy eating awareness? \*

☐ Yes

☐ No

38

Does the project promote public transport opportunities? \*

☐ Yes

☐ No

39

Does the project promote an active lifestyle? \*

☐ Yes

☐ No

40

Does the project promote and support climate friendly initiatives? \*

☐ Yes

☐ No

33

Is there collaboration with other agencies to deliver these goals? \*

- ☐ Yes
- ☐ No

34

Are national policies and trends being monitored and grants being sought to help fund the community engagement activities in this project? \*

- ☐ Yes
- ☐ No - if grants are not being sought to help fund this project record why in the next question.

35

Community engagement and education projects. Why are grants not being sought to help fund this project?

36

What is the likely impact of the decisions made on carbon emissions? Where no known impact or this section does not apply score 3. \*

1	2	3	4	5
Long lasting NEGATIVE impact	Short term or limited NEGATIVE impact	No known impact	Short term or limited POSITIVE impact	Long last POSITIVE impact

1

2

3

4

5



Monitoring

37

How will you monitor the projects impact on climate change and achieving the aims set out in this document? \*

Has a significant impact on climate change been identified from this assessment?

If there is an unavoidable significant impact attach an explanation for proceeding with the project to this assessment.

Does the project impact on climate change in any other way?

33

Enter details of any other impact on climate change. If no other impact please state this. \*

Business Plan

Please score the project against the Business Plan Deliverables

39

How does the project score against the Business Plan Deliverables? \*

	Low (1)	Medium (2)	High (3)	Exceeding (4)	Not applicable
Boosting Jobs and Economic Prosperity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health and Wellbeing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Housing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel and Transport	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climate Emergency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recreation and Leisure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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## Chairman's report

April 2025

### Mayoral Engagements

Date	Location	Information
1 April	Ashtorre Rock	VE Day community workshop
5 April	Saltash Heritage	Opening of new exhibition
13 April	Saltash Bowls Club	Launching of new bowls season
26 April	Isambard House	Opening of Saltash Rotary Railway Exhibition
1 May	Saltash Library Hub	VE Day talk
3 May	Saltash	Saltash May Fair
4 May	Saltash	Saltash half marathon and fun run
8 May	Saltash	VE Day 80 events
8 May	Saltash	Visit with Abbeyfield residents for VE Day 80
10 May	Saltash Wesley Church	VE Day 80 Community concert
12 May	Ashtorre Rock	Saltash Tamar Lions event

**End of Report**

**Mayors Secretary**

Saltash Town	April 2025	April 2024	% Change
Arson	2	0	Increase
Criminal Damage	16	11	45.5%
Miscellaneous Crimes Against Society	2	1	100.0%
Other Sexual Offences	2	4	-50.0%
Other Theft	6	6	0.0%
Possession of Drugs	1	1	0.0%
Possession of Weapons	1	3	-66.7%
Public Order Offences	5	8	-37.5%
Rape	2	5	-60.0%
Shoplifting	7	4	75.0%
Stalking and Harassment	11	7	57.1%
Theft from the Person	1	1	0.0%
Vehicle Offences	5	0	Increase
Violence with Injury	11	9	22.2%
Violence without Injury	21	9	133.3%
<u>Total</u>	<u>93</u>	<u>69</u>	<u>34.8%</u>

## TO RECEIVE A REPORT BY COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

### REPORT TO SALTSH TOWN COUNCIL

Date 11.5.25

Chair's Report



This has been an interesting year for CEPL12. We have had a number of changes of directors over the year. Most recently James Jenkins joined us in January but James has found his other commitments meant he was unable to commit sufficient time and so has resigned. Since then, we have appointed Sharon Bellamy who brings brings both skill and enthusiasm. The search for further directors continues, as we are still quite small in number.

The launch of the Veterans groups has been a great success, and their pop-up pub continues to grow members. The Coffee and Cake sessions at Ashtorre Rock have been popular and funding from Greenwich Hospital and support from Red Bus have transport for those from Greenwich Place and anyone else who requires assistance to attend. They held a fundraiser at the Social Club had around 150 attend where they were entertained by the Fates. They have also arranged events for the 80<sup>th</sup> celebrations of VE Day, including a traditional street party.

Memory Box continues to be successful, with the singing group being invited to perform at the library and at the May Day celebrations. They are also attending the Cornwall Dementia conference at the County Show Ground, where Rose Edwards has been invited to present on Dementia Friendly Saltash and CEPL12. The MB café celebrated its ninth year in April and continues to be extremely popular.

We have made some minor alterations to the layout of the Shop which will increase the floor area available for displays and we have already attracted some additional traders. We have also received a grant to make some alterations to the cooking area and main room of the Kitchen. This will allow us to improve the efficiency of the Kitchen and reduce our energy usage. The bookcases in the main room are being removed to provide more room around the tables to improve accessibility.

As you may have noticed we have moved the Fridge to be outside the Shop at No 4. We are looking at changing the time of the Tuesday opening to start mid rather than late morning. Posters and social media will keep everyone advised.

At the end of March, Saltash Sailing Club held the last of their series of quiz evenings to raise funds for the Commodore's good cause, which this year was the Community Kitchen. We mustered three teams to join in and took cake, freshly made by the Kitchen Volunteers. Slightly embarrassingly one of our teams took top spot after which the club presented us with a donation of £1,000. Our thanks to SSC for a great evening of quiz questions and the great donation which will go towards continuing the good work of the Kitchen. Between this and the funds raised by our crowdfunder, and the other changes made within the Kitchen have strengthened our financial position and made us secure for the foreseeable future.

We have a couple of events coming up: Pentillie Castle have kindly offered us an open day on the 18<sup>th</sup> of May at their gardens to raise funds for the Kitchen. This should be a great day out, an opportunity to explore the grounds and to support us. All are welcome. We also have a music event on Friday 20<sup>th</sup> June 7pm in the Saltash Social Club with Barber shop singers, an a capella group, the Burraton boys and a ukulele band, subject to confirmation. Look out for more on social media and posters in the windows and website.

As ever, we would not be able to do all of this good work without our fantastic volunteers. We have nominated three as hidden heroes and will announce more when the process is complete.

### **End Of Report**

Chris Bailey.

**War-barth ‘gan gallos War-barth ‘gan gwul**



TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND  
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

## ARTICLE

At the Chamber meeting on the 7<sup>th</sup> April, members welcomed Lindsay Endean from Saltash Studios and heard from her the progress that has been made, since taking over the former Barclays Bank building in Fore Street. The building was now up and running after major refurbishment and facilities included hot desking, arts programme, cinema and other arts and business-related facilities. Saltash Studios have now become a member of the Chamber.

Hilary Frank then reported on the Magic Tenner campaign which the Chamber ran for the first two weeks of March and proved very popular with retailers and the public. 29 businesses had signed up to the campaign all of which were local businesses which is the aim of the campaign to shop local. Members felt that with the success of the campaign it would be worth considering other promotions during the year. Ms. Frank undertook to do so once the local elections were out of the way.

Continuing on the town centre theme, the Chairman was able to update members on the success of the first street market organised by Town Team. The feedback from stallholders, traders and the public, was all positive. Members were looking forward to the next market which was, at the time of the meeting, due 12 days later.

The local M.P. Anna Gelderd, had been due to attend the meeting but had been called to London on Parliamentary business. One of the questions that was going to be asked of her was relating to the recently approved toll increase and a campaign to try and get a further reduced rate for local residents. The Chairman stated that she had offered to answer any written questions that members wished to raise and would be willing to attend our meeting in September.

Members noted that the switch on of the Christmas lights would be on November 14<sup>th</sup> and that the Chamber and the Town Council were working together to make this an evening event in addition to the Christmas Festival on the 6<sup>th</sup> December.

Other reports received by members included the Chairman reporting on a meeting he had attended with Corserve who were taking on the running of the Belle Vue West car park, an update on the May Fair, where all preparations were in place, an update on the town brochure which was progressing well and that new seating, planters, signage in Fore Street should be in place in the next couple of months. It was also noted, the work carried out by Cormac on the pavements in Fore Street to ensure trip hazards were removed around the roots of the trees.

END OF REPORT

Peter Ryland

## Bank Receipts

Saltash Town Council

For the period 1 March 2025 to 31 March 2025

Contact	Description	Net	VAT	Gross
Saltash Heritage	Annual Rent - Saltash Heritage - 01/04/2025 - 31/03/2026	£ 1.00	£ -	£ 1.00
Barclays	Bank Interest	£ 1.14	£ -	£ 1.14
Barclays Active Saver	Transfer to cover expenditure	£ 100,000.00	£ -	£ 100,000.00
Barclays Mayor's Charity Account	Donation received to transfer to Barclays Mayor's Charity Account	£ 590.00	£ -	£ 590.00
Churchtown Cemetery	Interment Fees	£ 1,755.00	£ -	£ 1,755.00
Cornwall Council	Funding received from Cornwall Council for Town Accelerator Fund & Town Delivery Fund	£ 33,000.00	£ -	£ 33,000.00
EE	Cash back from phone contracts	£ 5.00	£ -	£ 5.00
Guildhall Income	Various Bookings	£ 254.40	£ -	£ 254.40
Guildhall Income	Refreshment Income	£ 17.50	£ 3.50	£ 21.00
Guildhall Income	Photocopying Income	£ 8.17	£ 1.63	£ 9.80
Isambard House	Various Bookings	£ 200.00	£ 40.00	£ 240.00
Library Income	Replacement Card Fees	£ 4.75	£ 0.95	£ 5.70
Library Income	Photocopying Income	£ 150.65	£ 30.13	£ 180.78
Library Income	World of Books income 27/02/2025	£ 27.85	£ -	£ 27.85
Maurice Huggins Room	Various Bookings	£ 120.00	£ -	£ 120.00
Mooring Berth 1	Reimbursement of the berthing fee pro rata for the unexpired part of the Licence period to 31/03/2025	-£ 362.47	-£ 72.49	-£ 434.96
Mooring Berth 2	Reimbursement of the berthing fee pro rata for the unexpired part of the Licence period to 31/03/2025	-£ 234.84	-£ 46.97	-£ 281.81
Mooring Berth 3	Reimbursement of the berthing fee pro rata for the unexpired part of the Licence period to 31/03/2025	-£ 183.47	-£ 36.69	-£ 220.16
Mooring Berth 5	Reimbursement of the berthing fee pro rata for the unexpired part of the Licence period to 31/03/2025	-£ 201.45	-£ 40.29	-£ 241.74
mooring Berth 7	Reimbursement of the berthing fee pro rata for the unexpired part of the Licence period to 31/03/2025	-£ 220.17	-£ 44.03	-£ 264.20
Mooring Berth 8	Reimbursement of the berthing fee pro rata for the unexpired part of the Licence period to 31/03/2025	-£ 255.39	-£ 51.08	-£ 306.47
Mooring Berth 9	Reimbursement of the berthing fee pro rata for the unexpired part of the Licence period to 31/03/2025	-£ 183.47	-£ 36.69	-£ 220.16
Mooring Berth 10	Reimbursement of the berthing fee pro rata for the unexpired part of the Licence period to 31/03/2025	-£ 183.47	-£ 36.69	-£ 220.16
Murder Mystery Night	Ticket Income	£ 23.33	£ 4.67	£ 28.00
Nationwide	Transfer of funding to cover future expenditure	£ 200,000.00	£ -	£ 200,000.00
Public Sector Deposit	Bank Interest	£ 1,751.50	£ -	£ 1,751.50
Saltash Bowling Club	Longstone - Bowling Club Water Charges	£ 42.23	£ 3.57	£ 45.80
Seed Bed Funding	Grant received	£ 500.00	£ -	£ 500.00
<b>Grand Total</b>		<b>£ 336,627.79</b>	<b>-£ 280.48</b>	<b>£ 336,347.31</b>

## Bank Payments

Saltash Town Council

For the period 1 March 2025 to 31 March 2025

Contact	Description	Net	VAT	Gross
All Seasons Window Cleaning	Station Window Cleaning - February 2025	£ 35.00	£ -	£ 35.00
Allstar Business Solutions Limited	Fuel for Town Council Service Delivery Vehicles	£ 211.58	£ 42.31	£ 253.89
Anglotech Group Limited (Previously Print Copy Scan Ltd)	Prints for Photocopiers 28/01/2025 to 27/02/2025	£ 205.99	£ 41.19	£ 247.18
Austen Knapman Ltd	Metal Round Pipe To Store Equipment Longstone Garage	£ 21.74	£ 4.35	£ 26.09
Barclays	Bank charges	£ 9.98	£ -	£ 9.98
Barclays Active Saver	Transfer to cover expenditure	£ 100,000.00	£ -	£ 100,000.00
Barclays Mayor's Charity A/c	Donation received for Mayors Charity Account	£ 590.00	£ -	£ 590.00
Barclays Mayor's Charity A/c	Transfer to cover bank charges	£ 86.35	£ -	£ 86.35
Barron Surveying Services Ltd	Scope of works for external repair and painting of the front elevation of the Heritage Building.	£ 650.00	£ 130.00	£ 780.00
Barron Surveying Services Ltd	Drone survey to examine the current condition of the Heritage Building pitched roof	£ 250.00	£ -	£ 250.00
BrightHR	Provisions of HR Software - March 2025	£ 78.00	£ 15.60	£ 93.60
CEF Plymouth Central	New Type Outside Bulbs for Waterside Festoon Lighting	£ 620.00	£ 124.00	£ 744.00
Civica - Modern.Gov	Annual Civica software subscription commencing 01/04/2025 - 31/03/2026	£ 10,399.33	£ 2,079.87	£ 12,479.20
Cleansing Service Group Ltd	Waterside Cabin - Cleaning and disposal costs	£ 176.40	£ -	£ 176.40
Cloud 1 Ltd	Staff Training software subscription for 1 month	£ 15.00	£ 3.00	£ 18.00
Cornwall Association of Local Councils	Pre-Election Part 1 for Clerks training course for Town Clerk 14/01/2025	£ 35.00	£ 7.00	£ 42.00
Cornwall Association of Local Councils	Procurement Act 2023 Training Course for Finance Officer 21/01/2025	£ 35.00	£ 7.00	£ 42.00
Cornwall Council	Insurance for Longstone Garage and Depot - March 2025	£ 15.00	£ -	£ 15.00
Cornwall Council	Rent for Longstone Garage and Depot - March 2025	£ 375.00	£ -	£ 375.00
Cornwall Pensions	Cornwall Pensions Fund Payment - March 2025	£ 13,401.04	£ -	£ 13,401.04
Credit Card Purchases (Amazon)	Stationery - P&F	£ 57.81	£ 11.56	£ 69.37
Credit Card Purchases (Amazon)	IT Equipment - Guildhall	£ 73.33	£ 14.67	£ 88.00
Credit Card Purchases (Amazon)	Office equipment - Guildhall	£ 28.51	£ 5.71	£ 34.22
Credit Card Purchases (Amazon)	Under counter fridge for Guildhall Kitchen	£ 116.66	£ 23.33	£ 139.99
Credit Card Purchases (Amazon)	IT Equipment - Guildhall	£ 41.55	£ 8.31	£ 49.86
Credit Card Purchases (Amazon)	Monitor Stands for Guildhall staff use	£ 118.55	£ 23.72	£ 142.27
Credit Card Purchases (Amazon)	Video and Interview equipment for Guildhall Staff	£ 57.05	£ 11.41	£ 68.46
Credit Card Purchases (Amazon)	Dog Fouling Sign - Service Delivery	£ 8.32	£ 1.66	£ 9.98
Credit Card Purchases (Amazon)	Activities Cost - Library	£ 33.00	£ 6.60	£ 39.60
Credit Card Purchases (Barclaycard)	Barclaycard Membership Fee	-£ 7.89	£ -	-£ 7.89
Credit Card Purchases (Canva)	Canva Annual Subscription	£ 83.33	£ 16.66	£ 99.99
Credit Card Purchases (Canva)	Addon Lite subscription (monthly)	£ 13.62	£ 2.72	£ 16.34
Credit Card Purchases (DVLA)	Road fund license - 12 months - BX15 HWJ	£ 337.50	£ -	£ 337.50
Credit Card Purchases (Interflora)	Sympathy flowers for staff member	£ 46.25	£ 9.25	£ 55.50
Credit Card Purchases (Xero (UK) Ltd	Subscription - 01/02/2025 to 28/02/2025	£ 33.00	£ 6.60	£ 39.60
Dainton Group Services	Rent for Waterside Cabin and Effluent Tank	£ 332.13	£ 66.43	£ 398.56
Denmans	Bulkhead Lights for Guildhall	£ 53.41	£ 10.67	£ 64.08
Denmans	Access Control Equipment for Longstone Park And Belle Vue Toilets Automatic Locking System	£ 374.08	£ 74.83	£ 448.91
Denmans	Cleaning equipment - Guildhall	£ 21.16	£ 4.23	£ 25.39
Devon Contract Waste Ltd	25/02/2025 Recycling Costs	£ 17.46	£ 3.49	£ 20.95
Devon Contract Waste Ltd	11/03/2025 Recycling Costs	£ 20.12	£ 4.02	£ 24.14
Diverse Events	Banners for promotion of the Saltash Market Trials	£ 134.00	£ -	£ 134.00
EE	Staff mobiles and Pontoon broadband charges	£ 133.07	£ 26.61	£ 159.68
Efficient Comms Ltd	Starlink monthly rental - March 2025	£ 75.00	£ 15.00	£ 90.00
Efficient Comms Ltd	Telephone Call and Service Charges - February 2025	£ 241.97	£ 48.39	£ 290.36
EON	Electricity Charges - 01/02/2025 - 28/02/2025	£ 531.35	£ 106.27	£ 637.62
Fernbank advertising	Production of the precept design for print and publication in Saltash bus stops	£ 506.00	£ 101.20	£ 607.20
HMRC	PAYE payment - March 2025	£ 12,777.87	£ -	£ 12,777.87
Howdens	Maintenance Materials - Guildhall	£ 222.33	£ 44.47	£ 266.80
HR Support Consultancy	HR Services for work carried out during the month of January 2025	£ 873.45	£ 174.69	£ 1,048.14
HR Support Consultancy	HR Services for work carried out during the month of February 2025	£ 723.45	£ 144.69	£ 868.14
Jackman SW Limited	New Expansion Vessel Central Heating System for Guildhall Boiler Room	£ 618.00	£ 123.60	£ 741.60
James Hallam Council Guard	Commercial Motor insurance from 06/03/2025 - 05/03/2026	£ 2,456.80	£ -	£ 2,456.80
JEB Supplies Ltd	Lock Cylinders for Guildhall Cupboard doors	£ 169.18	£ 33.84	£ 203.02

Contact	Description	Net	VAT	Gross
Laser - Guildhall Gas	Gas Charges 31/12/2024 to 31/01/2025	£ 485.17	£ 97.03	£ 582.20
Laser - Library Gas	Gas Charges 31/12/2024 to 31/01/2025	£ 451.84	£ 90.37	£ 542.21
Laser - Station Gas	Gas Charges 31/12/2024 to 31/01/2025	£ 68.61	£ 3.43	£ 72.04
Meristem Design Ltd	50% Initial Deposit - Design and installation of street furniture to include planters and signage together with appropriate plants/trees to improve the visual impact of Fore Street and aid navigation around the town.	£ 29,444.00	£ 5,888.80	£ 35,332.80
Michael Spiers	Cleaning and polishing the Civic Regalia	£ 1,000.00	£ 200.00	£ 1,200.00
Ministry of Media Ltd	Day rate for filming to be completed on 7th and 8th February.	£ 450.00	£ -	£ 450.00
Minster Cleaning (South West Commercial Cleaning Ltd)	Opening, closing and cleaning of Saltash Town Council toilet blocks for February 2025	£ 2,914.25	£ 582.85	£ 3,497.10
Ms Gypsy Watkins	Activities Cost - Library	£ 25.00	£ -	£ 25.00
Ms Gypsy Watkins	Activities Cost - Library	£ 125.00	£ -	£ 125.00
Opayo (previously Sage)	Card Machine Charges	£ 13.00	£ 2.60	£ 15.60
Otis Ltd	Contractual Maintenance on Guildhall lift : 01/03/2025 - 31/05/2025	£ 720.00	£ 144.00	£ 864.00
Petty Cash	Top up of Petty Cash funds	£ 90.00	£ -	£ 90.00
Reed Specialist Recruitment Ltd	Admin officer Staffing hours - Week Commencing 04/02/2025	£ 837.00	£ 167.40	£ 1,004.40
Reed Specialist Recruitment Ltd	Admin officer Staffing hours - Week Commencing 10/02/2025	£ 1,032.30	£ 206.46	£ 1,238.76
Reed Specialist Recruitment Ltd	Admin officer Staffing hours - Week Commencing 17/02/2025	£ 1,032.30	£ 206.46	£ 1,238.76
Reed Specialist Recruitment Ltd	Admin officer Staffing hours - Week Commencing 24/02/2025	£ 1,004.40	£ 200.88	£ 1,205.28
Reed Specialist Recruitment Ltd	Admin officer Staffing hours - Week Commencing 03/03/2025	£ 990.45	£ 198.09	£ 1,188.54
Reed Specialist Recruitment Ltd	Admin officer Staffing hours - Week Commencing 10/03/2025	£ 1,032.30	£ 206.46	£ 1,238.76
Saltash Window Cleaning	Cleaning of Saltash Council Office January 2025 and February 2025	£ 90.00	£ -	£ 90.00
SOS Consultancy	Nitro PDF Software Extra user for new staff members	£ 201.60	£ 40.32	£ 241.92
SOS Consultancy	Monthly ICT Support and Maintenance Services	£ 1,399.36	£ 279.87	£ 1,679.23
SOS Consultancy	STC Website Maintenance Cost	£ 56.00	£ 11.20	£ 67.20
South West Signs	Refurbishment of cast iron crest located above the entrance to the Guildhall	£ 395.00	£ 79.00	£ 474.00
South West Signs	2 x A2 1960 prints of Library and frames	£ 117.00	£ 23.40	£ 140.40
South West Water - Library	Water and Sewerage Charges - 05/02/2025 to 05/03/2025	£ 34.45	£ -	£ 34.45
South West Water - Longstone Depot - Connection to Bowling Green	Water and Sewerage Charges - 05/02/2025 to 05/03/2025	£ 23.07	£ 1.94	£ 25.01
South West Water - Maurice Huggins Room	Water and Sewerage Charges - 05/02/2025 to 05/03/2025	£ 11.71	£ 1.07	£ 12.78
South West Water - Victoria Gardens	Water Charges - 26/06/2023 to 01/10/ 2024	£ 94.41	£ 18.90	£ 113.31
South West Water - Victoria Gardens	Water Charges -02/10/2024 to 01/11/2024	£ 6.25	£ 1.25	£ 7.50
South West Water - Victoria Gardens	Water Charges - 03/12/2024 to 02/01/2025	£ 6.25	£ 1.25	£ 7.50
South West Water - Victoria Gardens	Water Charges - 03/01/2025 to 04/02/2025	£ 6.65	£ 1.33	£ 7.98
South West Water - Victoria Gardens	Water Charges - 05/02/2025 to 05/03/2025	£ 5.85	£ 1.17	£ 7.02
Spot-On-Supplies	Cleaning Supplies - Longstone Depot	£ 152.58	£ 30.52	£ 183.10
Spot-On-Supplies	Cleaning Supplies - Public Toilets	£ 100.68	£ 20.14	£ 120.82
Spot-On-Supplies	Cleaning Supplies - Guildhall	£ 25.86	£ 5.17	£ 31.03
Spot-On-Supplies	Cleaning Supplies - Maurice Huggins Room	£ 10.28	£ 2.06	£ 12.34
Spot-On-Supplies	Cleaning Supplies - Library	£ 89.40	£ 17.87	£ 107.27
Staff Expenses	Western Morning Newspaper - 03/02/2025 - 27/02/2025	£ 31.50	£ -	£ 31.50
Staff Salaries	Staff Salaries	£ 44,389.71	£ -	£ 44,389.71
Steve Hillman Ground Works And Cherry Picker Services Saltash.	Maintenance to Guildhall Flag brackets and Downpipes	£ 200.00	£ -	£ 200.00
Stripe	Card Processing fees	£ 60.48	£ -	£ 60.48
Survitec	Life Jackets Maintenance Cost	£ 100.08	£ 20.02	£ 120.10
The Urbanist	Design work to support Saltash Town Council/Town Team with the Fore Street greening and wayfinding project.	£ 4,925.00	£ 985.00	£ 5,910.00
Thirsty Work	Water Cooler Hire & water - March 2024	£ 97.65	£ 19.53	£ 117.18
Tool station	Maintenance Materials for Notice Board	£ 29.78	£ 5.96	£ 35.74
Tool station	Storage box for PAT testing equipment	£ 71.23	£ 14.25	£ 85.48
Trade UK Account	Replacement trousers for Service Delivery staff	£ 71.64	£ 14.34	£ 85.98
Travis Perkins Trading Company Ltd	Grounds Maintenance Materials	£ 18.75	£ 3.75	£ 22.50
Travis Perkins Trading Company Ltd	Materials required for gate access for tree maintenance at Pillmere	£ 41.65	£ 8.33	£ 49.98
Travis Perkins Trading Company Ltd	Wood to be used as a backing sheet for cork board in notice boards	£ 76.25	£ 15.25	£ 91.50
Travis Perkins Trading Company Ltd	Consumables to Refurbish Newly Acquired Town Notice Boards	£ 24.58	£ 4.91	£ 29.49
Tufferman Ltd	Garage shelving for Guildhall	£ 89.97	£ 18.00	£ 107.97

Contact	Description	Net	VAT	Gross
Viking Direct	Office chair for Guildhall Staff	£ 149.00	£ 29.80	£ 178.80
Viking Direct	Office Cost - Library	£ 42.90	£ 8.58	£ 51.48
Viking Direct	Paper for Guildhall use	£ 21.45	£ 4.29	£ 25.74
WesternWeb Ltd	Website updating cost	£ 60.00	£ 12.00	£ 72.00
Wolseley	Plumbing Maintenance materials for Longstone Depot	£ 110.21	£ 22.04	£ 132.25
Wolseley	Tool consumables for Longstone Depot	£ 18.76	£ 3.75	£ 22.51
Wolseley	Repair Materials - Longstone Depot	£ 10.62	£ 2.12	£ 12.74
Grand Total		£ 243,715.06	£ 13,502.16	£ 257,217.22

## To receive the Town Council bank mandate and consider any actions

**Report to:** Annual Full Town Council

**Date of Report:** 1 May 2025

**Officer Writing the Report:** Finance Officer

### **Officers Recommendations**

Following a review of the mandates for all Saltash Town Council bank accounts, including investment/deposit accounts and business credit card accounts, it is recommended that certain signatories be removed due to recent changes in Council members and staff.

For ease of reference, the names of the signatories recommended for removal are highlighted in red text in the table below.

### **Report Summary**

The following table is a summary of all Saltash Town Council bank and investment/deposit accounts and business credit card account

Account Name	Account Type	Authorisation Type	Authorised Signatories	Notes
Barclays e-Payments	Business Current Account	Dual	Richard Bickford (Councillor) Jean Dent (Councillor) Sarah Martin (Councillor) Steve Miller (Councillor) Pete Samuels (Councillor) David Yates (Councillor) Sinead Burrows (Town Clerk/RFO) Wendy Peters (Finance Officer) Kayne Appleby (Finance Assistant) Dawn Joyce (Admin Officer) Amanda Thomas (Admin Officer)	Remove:- Jean Dent (Councillor) David Yates (Councillor) Amanda Thomas (Admin Officer)
Barclays Active Saver	Deposit			
CCLA (The Public Sector Deposit Fund)	Short-term Investment	Dual	John Brady (Councillor) Steve Miller (Councillor) Pete Samuels (Councillor) Sinead Burrows (Town Clerk/RFO) Wendy Peters (Finance Officer) Hilary Frank (Councillor) Geoffrey Ellison (Councillor)	Remove:- Hilary Frank (Councillor) Geoffrey Ellison (Councillor)
Cornwall Council Call Account	Short-term Investment	Single	Sinead Burrows (Town Clerk/RFO) Wendy Peters (Finance Officer) Kayne Appleby (Finance Assistant)	Withdrawal ONLY to Barclays e-payments as per signed contract
Lloyds Bank	Business Current Account	Dual	Jean Dent (Councillor) Sinead Burrows (Town Clerk/RFO) Wendy Peters (Finance Officer) Kayne Appleby (Finance Assistant)	Remove:- Jean Dent (Councillor)

Nationwide	Deposit	Dual	John Brady (Councillor) Steve Miller (Councillor) Pete Samuels (Councillor) Sinead Burrows (Town Clerk/RFO) Wendy Peters (Finance Officer) Kayne Appleby (Finance Assistant)	
Barclaycard Commercial	Business Credit Card	Dual	Administrators:- Sinead Burrows (Town Clerk/RFO) Wendy Peters (Finance Officer) Kayne Appleby (Finance Assistant)	Card Holders:- Sinead Burrows (Town Clerk/RFO) Wendy Peters (Finance Officer) Kayne Appleby (Finance Assistant) Dawn Joyce (Admin Officer)

### **Financial Regulations (Version 2025/26, Approval minute nr 05/25/26a(8))**

1.7. In addition, the Town Council shall:

- determine and regularly review the bank mandate for all Town Council bank accounts;

**Signature of Officer:**

Finance Officer



# Agenda Item 26

## To note the appointment of the Internal Auditor Hudson Accounting for the year 2025-2026

**Report to:** Annual Full Town Council

**Date of Report:** 1 May 2025

**Officer Writing the Report:** Finance Officer

**Pursuant to:** Full Council held on 5 June 2024, minute number 98/24/25

### **Officers Recommendations**

It is recommended to the members to note the re-appointment of Hudson Accounting Ltd as the Internal Auditor for year 2025/26 based on his competence and independence. This meets the requirement of the BDO, the External Auditor.

### **Report Summary**

To meet the requirement of the External Auditor, the appointment of the Internal Auditor is required to be confirmed annually at the relevant Committee meeting.

An internal audit proposal received from Hudson Accounting Limited dated May 2024 for Internal Audit services for three financial years (2024/25 to 2026/27) at a cost of £1,200 per annum **Appendix A.**

The Letter of Engagement for Internal Audit services between Hudson Accounting Ltd and Saltash Town Council for 2024/25 to 2026/27 has been signed by The Town Clerk on 28 March 2025 **Appendix B**

### **Budgets**

**Budget Codes:** 6201 PF Audit

**Budget Availability:** £4,000

**Signature of Officer:**

Finance Officer

## Appendix A



INTERNAL AUDIT PROPOSAL

SALTASH TOWN COUNCIL

MAY 2024

SUBMITTED BY:

HUDSON ACCOUNTING LTD.

**Approach:**

Audit work is carried out in accordance with guidance issued by the National Association of Local Councils (NALC) in their publication *Governance & Accountability for Local Councils* and will allow us to sign off the appropriate part of the Annual Return and provide assurance around the Council's Governance Statement.

All work and communication with the Council is undertaken by the Directors of the Company.

For Council's of your size, we always include interim audit visits and we provide comprehensive reports at both the interim and final audit stage.

The benefits of an interim audit visit is that it allows detailed examination of certain areas that do not need to wait until the year-end and early system testing that both frees up time at the final audit stage and can flag up issues at an early stage that can be rectified before the end of the financial year. It also means that all areas are given adequate coverage.

**Independence:**

I can confirm that to the best of my knowledge there are no relationships with Members or Officers of the Council which would cause a conflict of interest or compromise the independence of any audit work undertaken.

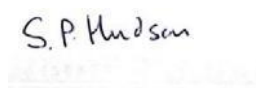
**Experience:**

I am a fully qualified local government accountant with more than twenty-five years post qualification experience at senior levels including nine years as a S151 Officer and a year seconded as Chief Internal Auditor.

We are experienced local council internal auditors and was also a part-time parish clerk so we feel we are uniquely placed to provide a high-quality service that is fully conversant with current issues facing local councils.

Our Anti-Money Laundering Regulations obligations are undertaken under the supervision of H.M. Revenues & Customs and we carry £50,000 of Professional Indemnity insurance.

**Fee: Our fee would be £1200 per annum; we are happy to fix this price for the three financial years 2024/25 to 2026/27**



S P Hudson  
Director

E Mail: [HUDSONACCOUNTING@BTINTERNET.COM](mailto:HUDSONACCOUNTING@BTINTERNET.COM)

Phone: 01736 799637

Mobile: 07545 312624

## LETTER OF ENGAGEMENT FOR INTERNAL AUDIT SERVICES BETWEEN HUDSON ACCOUNTING LTD. & SALTASH TOWN COUNCIL

**Background:**

All local councils are required to maintain an adequate and effective system of internal audit of their accounting records and control systems. In addition, an internal auditor must sign off the relevant part of the Annual Governance & Accountability Return.

**Independence:**

To the best of my knowledge there are no relationships with Members, Officers or Contractors of the Council which would cause a conflict of interest or compromise the independence of any audit work undertaken.

**Scope of the Work:**

Internal audit work is carried out in accordance with proper practice guidance issued by the National Association of Local Councils (NALC) in their publication *Governance & Accountability for Local Councils* and will cover, as a minimum, all areas required to be signed off on the Annual Governance & Accountability Return.

**Period of Engagement:**

The Engagement is for the 2024/25 to 2026/27 financial years.

**Deliverables:**

Comprehensive audit testing, reporting and completion of the internal auditor's report on the Annual Governance & Accountability Return.

**Continuity Cover**

There are no formal procedures in place for the continuity of the practice should I become unable to work due to illness, temporary or permanent incapacity, or death.

**Reporting lines**

Reports will be addressed to the Members of the Council.

**Timetable**

Interim internal audit (where provided) work will usually take place mid-year and year-end internal audit work will be completed to allow submission of the Annual Return in line with the Councils reporting deadlines.

**Fees**

For this engagement we will charge £1,200 per annum.

**Anti-Money Laundering Regulations**

We are registered with HMRC under the Money Laundering Regulations.

**Professional Indemnity Insurance**

We hold professional indemnity insurance cover to a limit of £50,000. The professional indemnity insurer is Trafalgar Insurance Company Limited, The Lloyds Building, 12 Leadenhall Street, London, EC3V 1LP.

**SIGNED ON BEHALF OF:**  
**HUDSON ACCOUNTING LTD:**  
**SALTASH TOWN COUNCIL:**  
**DATED: 28/03/2025**

S. P. Hudson





IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

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

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

Certificate number: 790.

**Saltash Town Council will:**

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

**Signed on behalf of the council by:**

Chairperson/Mayor: \_\_\_\_\_ Date: \_\_\_\_\_

## GENERAL POLICY STATEMENT

---

At Saltash Town Council our policy is to ensure, so far as is reasonably practicable, the health and safety of our employees and anyone else who may be affected by our work activities. The minimum standard we will adopt will be compliance with legal requirements and appropriate codes of practice. However, our aim will be to fulfil the spirit of the law and not just comply with technical requirements. We will assess the risks from our work activities and will operate according to the procedures that best promote health and safety at work.

We accept our responsibilities for health and safety and are committed to giving health and safety equal importance with other business matters. We will ensure that the resources necessary to achieve the objectives of this policy are made available. Our employee's cooperation is critical to enable us to fulfil our statutory duties and the objectives of this policy. To promote co-operation, procedures for consulting with employees on matters of health, safety and welfare are part of the general policy of the company.

Work equipment will be provided and maintained to ensure its safe operation. If employees are required to operate any work equipment they will be provided with appropriate training. Where exposure to hazards cannot be prevented by any other means, appropriate personal protective equipment (PPE) will be provided as a last resort and instruction in its use and maintenance given.

All materials and work equipment will be stored in a safe manner. Safe access to and egress from our premises will be maintained, in order to protect employees and others.

Suitable facilities for welfare at work will be provided and maintained, as will arrangements to enable employees and others affected by our undertaking to obtain first aid.

The signatory below has ultimate responsibility for health and safety within Saltash Town Council and will nominate a competent person for health and safety. Other responsibilities for health and safety matters have been assigned as appropriate and are described in the relevant organisation and procedures sections of the policy.

The Policy Holder will oversee an annual review of this policy and associated procedures to ensure their continued effectiveness. Where necessary to ensure legal compliance and promote continuous improvement, the policy and procedures will be amended. Any amendments will be brought to the attention of all employees and other interested parties.

### Policy Holder:

Signed Name: .....

Signed Title: .....

Date: .....

Review Date

Saltash Town Council

# BUSINESS PLAN

2024-2027





Saltash Town Council  
**BUSINESS  
PLAN**  
**2024-2027**

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# Welcome from the Town Clerk & Responsible Finance Officer

Saltash Town Council began developing the Business Plan in August 2023, for the three year period from April 2024 to March 2027. The Business Plan was recommended by the Town Vision Sub Committee and adopted by Full Council on 7th March 2024.

The overarching vision is:

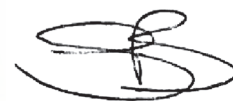
*'By 2030 Saltash will be an envied riverside town, being greener, more inclusive and prosperous in all aspects with a reinvigorated Town Centre and Waterfront, award-winning new housing, a diverse economy and an excellent quality of life and lifestyle for all ages'.*

Both Councillors and Town Council staff are looking forward to delivering the six strategic priorities within the plan with a determination to ensure that Saltash continues to be a town that delivers high quality services with, and for, residents and visitors alike.

Over the next three years, implementing the plan will be both exciting and challenging. Collaboration and consultation will be key to its success to ensure Saltash can prosper and achieve its full potential.

## Sinead Burrows

Town Clerk and Responsible Finance Officer



## Chairman's Introduction

**Saltash Town Council is responsible for a significant number of services and areas of land within boundaries that stretch from the River Tamar to Notter Bridge, to the west and Moditonham Quay further up the Tamar estuary. The beautiful surroundings encompass both town and rural areas with a diverse range of residents, businesses and voluntary organisations.**

Significant portions of land and responsibility still lies with the parent authority of Cornwall Council, with whom we work closely, but Saltash Town Council is the closest local authority to Saltash residents, operating key day to day services such as Public Toilets and the town's Library Hub, amongst others. Saltash Town Council provides grants to organisations and festivals throughout Saltash via Grant Funding schemes and provides significant financial support for youth organisations delivering professional support and creative activities for young people.

Saltash continues to grow, with a new large residential development at Treledan to the west of the town. As the population pushes towards 20,000 with the delivery of these new houses, the Town Council recognises the need to develop a strategic business plan. This will ensure that we continue to provide high quality services for all our residents and use the Council Tax collected from households effectively and efficiently both now and in the future.

The Town Council is made up of 16 councillors spread across three wards. All are volunteers who give their time for free to benefit the community in which they live. They bring a range of real-world experience, as well as enthusiasm to oversee the delivery of great services and plan strategically for the future. Amidst the 'can do' attitude I see in action every day, we also value the debate and scrutiny of open public meetings and forums, which play an important role in how a council conducts its business.

We also have a small dedicated team of staff to ensure the cogs of the machine turn smoothly. Without them, the decisions and strategy set by the Councillors would not come to fruition.

In order to deliver current services and plan for the future of our town, the council actively seeks to work in positive collaboration with the public, private and voluntary sectors to benefit Saltash. We strongly value the power of partnership working, recognising we can achieve far more by working together on common goals.

I look forward to making the business plan happen.

## Councillor Richard Bickford

Chairman and Mayor of Saltash 2022-24





# 1. About us



# Overview of the Town Council

Saltash Town Council forms the third tier of local government and works with Cornwall Council who are our Unitary Authority. We are the largest Town Council in the south-east area of Cornwall.

The Town Council is committed to providing excellence in the Services and Facilities which it delivers. We aim to be responsive, accessible, and transparent in our approach and in the work delivered.

There are sixteen Councillors representing three Wards – Essa, Tamar and Trematon. Councillors are elected from the community every four years. Spaces are filled via by-elections, or by means of the Town Council choosing new Councillors via co-option.

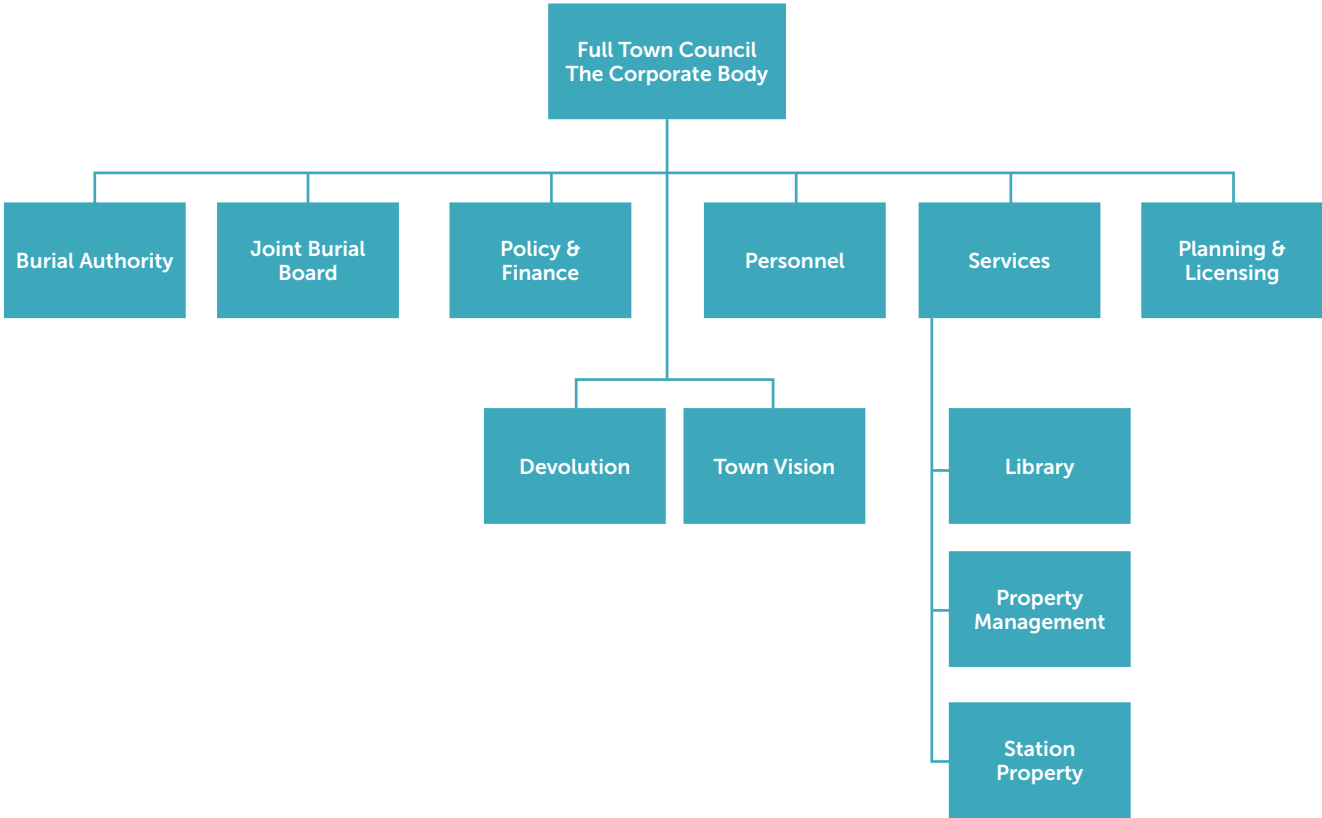
The Chairman and Deputy Chairman are elected by Members of the Town Council annually at the Annual Town Council meeting held in May. The Chairman also undertakes the role of Mayor representing the Town Council and community at official engagements, with their consort.

We employ 24 staff who, led by the Town Clerk and Responsible Finance Officer, are responsible for the administration of the Town Council and delivery of our Services.

The Town Council operates a Committee system which sets the budget and decides how funds are to be spent. Town Council meetings are open to the public and the Town Council provides monthly sessions which the public can attend and raise issues with their Local Councillor.

Visit the Town Council website for more information at [www.saltash.gov.uk](http://www.saltash.gov.uk)

# Town Council Committee Structure



# Town Council Management and Operations

The Town Clerk is the most senior employee and undertakes the administration of the Town Council. The Town Clerk is required to carry out all the functions required by law as the Town Council’s Proper Officer and to issue all statutory notifications. Local Government Act 1972 s112.

The Responsible Finance Officer is responsible for the administration of the Town Council’s financial affairs. Local Government Act 1972 s151.

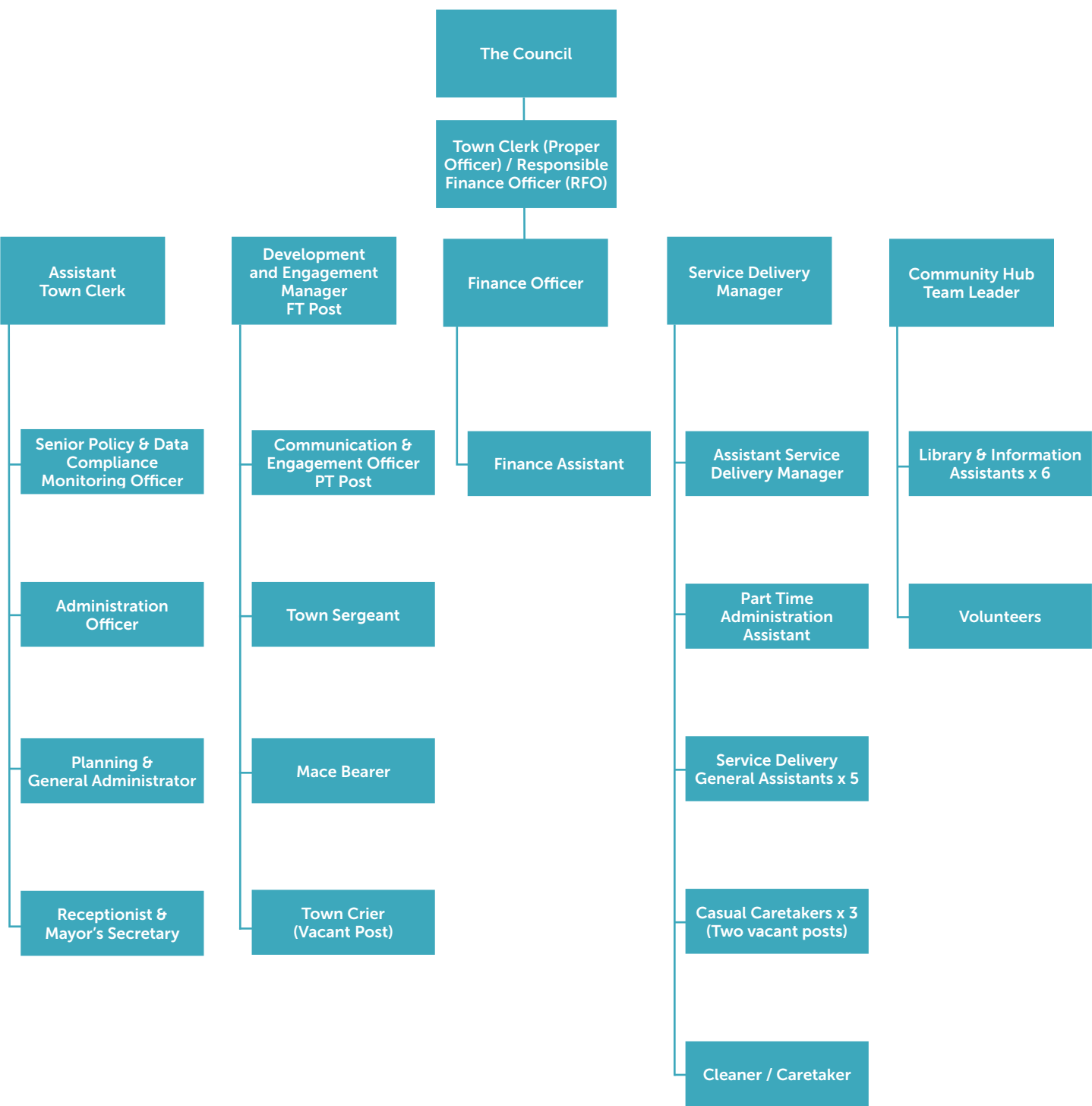
Councillors are not line managers or directors of Town Council Officers. A Councillor’s role is to represent their Ward and the people that live in it. Councillors provide a bridge between the community and the Town Council. As well as being an advocate for local residents and signposting them to the right Officer at the Town Council.

Councillors and Officers are indispensable to one another. A mutual respect between both is essential for good local government. Together, both roles bring the critical skills, experience and knowledge required to manage an effective public sector organisation. Councillors provide a democratic mandate to the Town Council, whereas Officers contribute the professional expertise needed to deliver the Town Council framework within the law.

The Town Council fully supports Continual Professional Development (CPD) which covers both Officer and Councillor needs to ensure competency, relevance, skills and knowledge to guarantee all roles are performed effectively.

Organisation Structure, Committee Structure, Town Councillors and Officers are available to view on pages 9 and 11.

# Saltash Town Council Line Management Staff Structure







Meet our Councillors





Meet the  
Town Council Team





## Responsibilities of your Town Council

Over the last ten years, the Town Council's responsibilities and assets have grown considerably, through either devolution (asset transfers from Cornwall Council) and/or by working in partnership with key stakeholders (Service Level Agreements).

Refer to the Town Council's Portfolios to understand Saltash Town Council's responsibilities.

Supporting documentation can be found by visiting the Town Council Website  
[www.saltash.gov.uk/town-council-business-plan](http://www.saltash.gov.uk/town-council-business-plan)

## Responsibilities of Cornwall Council

Different services in Saltash such as; rubbish and recycling, transport and parking, planning, licensing, housing, health and social care, benefits and support, street lighting faults, potholes, drainage and flooding, illegally parked vehicles, abandoned vehicles and much more.

Visit [www.cornwall.gov.uk](http://www.cornwall.gov.uk) for more information



## 2. About the Business Plan





# Business Plan

## Introduction

**This document is the Town Council's Business Plan. It outlines and clarifies the strategic priorities of the Town Council and aims to provide a framework for budget setting and identified operational targets over the period.**

This Business Plan sets out Saltash Town Council's vision for Saltash, its purpose, values, objectives and priorities. The aims and future aspirations should be those which Saltash Town Council itself can achieve, either through direct operational decisions or by increasing its influence on other delivery bodies, such as Cornwall Council.

The aim of the Business Plan is to give Saltash residents a clear understanding of what the Town Council is trying to achieve and how it intends to work towards delivery. It details what the Town Council will focus on over the next three years and enable it to operate in a consistent and co-ordinated way, as well as focusing debate and budget decisions on the key priorities.

The future development of the Business Plan will be based on community engagement and involvement, which in turn will enable the Town Council to become even more confident with its decision-making.

At the same time, the Plan will help the local community to have a better understanding of who does what in Saltash, explaining what issues fall under the responsibility of other delivery bodies such as Cornwall Council, CORMAC, National Highways etc.

The Business Plan will be regularly reviewed to ensure that the Town Council remains focused on the delivery of its objectives and to assist with the budget setting process. This function will be a responsibility of the Town Vision Sub Committee, in order that it can take an overview of proposed projects considered by each Committee and Sub Committee, recommending amendments to Full Council.

Committees and Sub Committees of the Town Council will work to the Business Plan to meet or exceed the set core priorities.

### **The Business Plan is informed by the following documents:**

Saltash Neighbourhood Development Plan - [www.democracy.cornwall.gov.uk](http://www.democracy.cornwall.gov.uk)

Coastal Communities Team - [www.sites.google.com/view/saltashwatersidecct/home](http://www.sites.google.com/view/saltashwatersidecct/home)

The Cornwall Transport Plan - [www.cornwall.gov.uk/transport-parking-and-streets](http://www.cornwall.gov.uk/transport-parking-and-streets)

Streets for People Design Code – Delivering Quality of Life - [www.cornwall.gov.uk](http://www.cornwall.gov.uk)

Cornwall Local Plan Strategic Policies - [www.cornwall.gov.uk](http://www.cornwall.gov.uk)

National Planning Policy Framework - [www.assets.publishing.service.gov.uk](http://www.assets.publishing.service.gov.uk)

Visit individual websites for more information.

Saltash Town Council will also respond to other relevant studies as they come to light.





# Saltash Town Council Strategic Priorities

The Town Council recently considered and approved six strategic priorities for the next three years to ensure Saltash becomes an envied riverside town, being greener, more inclusive and prosperous. Front of the Council's mind when putting together the Business Plan is the current, challenging economic and social conditions affecting everyone and particularly rural and coastal communities like Saltash.

The six strategic priorities are also informed by the Saltash Neighbourhood Development Plan and other local, regional and national strategies. They outline how Saltash Town Council will continue to deliver quality services for residents and people working in, and visiting the town.



## Boosting Jobs and Economic Prosperity;

To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.



## Health and Wellbeing;

To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.



## Housing;

To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council.



## Travel and Transport;

To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas and promote walking and cycling.



## Climate Emergency;

To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.



## Recreation and Leisure;

To continue to provide, improve, and support in Saltash, play parks, open green spaces, library service, cultural activity, leisure and sport facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.



## Our Vision for Saltash

Our intention is that by 2030 Saltash will be an envied riverside town, being greener, more inclusive and prosperous in all aspects, with a reinvigorated town centre and waterfront, award-winning new housing, a diverse economy, with an excellent quality of life and lifestyle for all ages.

## Our Mission

Saltash Town Council endeavours to promote the best social, economic, and environmental practices for Saltash by efficiently managing services, assets, and the resources of the Town Council for the benefit of the local community. The Town Council aims to be a professional and competent Town Council, which is open/transparent and accountable and ensures sound financial management of the Town Council's resources.

## Our Core Values

Saltash Town Council will...

- Be Transparent
- Be Civil and Respectful to others
- Be accountable for our actions
- Be fair
- Be collaborative
- Be innovative

"greener, more inclusive and prosperous in all aspects"



“To improve the quality of life for residents & businesses”

## Our Aims

- To improve the quality of life for residents and businesses in Saltash;
- To provide effective, transparent and accountable local government of Saltash Town Council;
- To ensure best value for money;
- To effectively represent the residents and businesses in Saltash;
- To protect and enhance the services in Saltash;
- To preserve and enhance the rural, built, and natural environments of Saltash;
- To enable residents to be involved in the life of Saltash and its future development.

## Our Objectives

- Keep informed of changes to legislation and ensure that procedures and Town Council policies are reviewed and revised in line with such changes;
- To continue to maintain and update the Town Council website. Publish all information required by legislation and as much other information as possible;
- To give residents and businesses the opportunity to express their views and represent these effectively;
- To communicate effectively with residents linked to the Town Council Communication Strategy and continue to explore new ways of communication;
- To work effectively with Cornwall Council, Councillors, and other key stakeholders for the betterment of Saltash;
- To use the Saltash Neighbourhood Plan effectively in all matters relating to the town;
- To continue to consider all local planning and enforcement matters that affect the town and provide comment on their impact on local residents, businesses, and the rural nature of the town.

# Strengths, Weaknesses Opportunities & Threats (SWOT)

## Analysis of the current situation

### Strengths:

- The Town Council is recognised by Cornwall Council and other organisations as a trusted voice in delivering projects and managing funds in the community;
- Improved collaborative working;
- Situated at the 'Gateway to Cornwall';
- Unique waterfront position on the Tamar and Lynher Rivers;
- Councillors are engaged in the work of the Town Council and their constituents;
- Saltash is a thriving community, with lots of drive and ambition to improve;
- Good community knowledge;
- Community spirit support for events and organisations;
- Good diverse experience and knowledge within the Town Council;
- Cautious and balanced approach;
- Community open spaces, play provisions, library service, leisure and sport facilities and youth services.

### Opportunities:

- Town Councils now have higher/greater remit to become involved in more;
- Highly committed team with opportunities to progress and create a career path;
- Future funding opportunities to improve/support the high street and the wider town;
- Exploit our location at the 'Gateway to Cornwall';
- Unique waterfront position on the Tamar and Lynher Rivers;
- Expand tourism that supports existing and future facilities;
- Neighbourhood Plan;
- Good public/green transport in proximity to the A38 and railway station;
- Plymouth's large population as a neighbouring city to Fore Street.

### Weaknesses:

- Town Council doesn't have the capacity to run the operations efficiently or the space to accommodate future staff;
- The community is unaware of the Town Council role; there is confusion about who provides what service;
- Lack of strong engagement within the community;
- The Town Council has very little generating assets;
- Fore Street needs a spruce up to attract residents to shop and visitors to visit the town;
- Border towns (Plymouth and Truro) lead to Saltash being overlooked;
- Plymouth employment pressure means residents leave the town for employment;
- Poor connectivity from Saltash Waterside to Fore Street;
- Poor standard of NHS provision;
- Lack of clarity regarding Councillors' non-executive roles and complementarity with the executive team;
- Lack of consideration and inclusion of Saltash as a town in its entirety, rather than limited to Fore Street.

### Threats:

- Uncertain future very hard to plan for;
- Economic fluctuations out of our control makes budgeting and delivery of projects problematic;
- Loss of funding opportunities due to the economic climate;
- Far greater demand on Councillor time with the expanding remit;
- Future public spending cuts will have an effect on Fore Street;
- Anti-social behaviour and vandalism;
- People by-pass Fore Street due to the A38 on the doorstep to neighbouring city;
- Plymouth as a neighbouring city often means Saltash is forgotten, having a negative impact on continuity;
- Loss of expertise in the event of Councillor or staff resignation and a potential change in Administration every four years;
- Affordability of housing, low wages, competing land uses, traffic congestion.



3.

How this  
Business  
Plan will be  
delivered





# Our Activity Plan

Each year, we will produce an activity plan for the year ahead which will guide our work. The first will be set in April 2024 for the 2024-25 financial year (April to March) and these will then be reviewed and finalised in the early part of the following year.

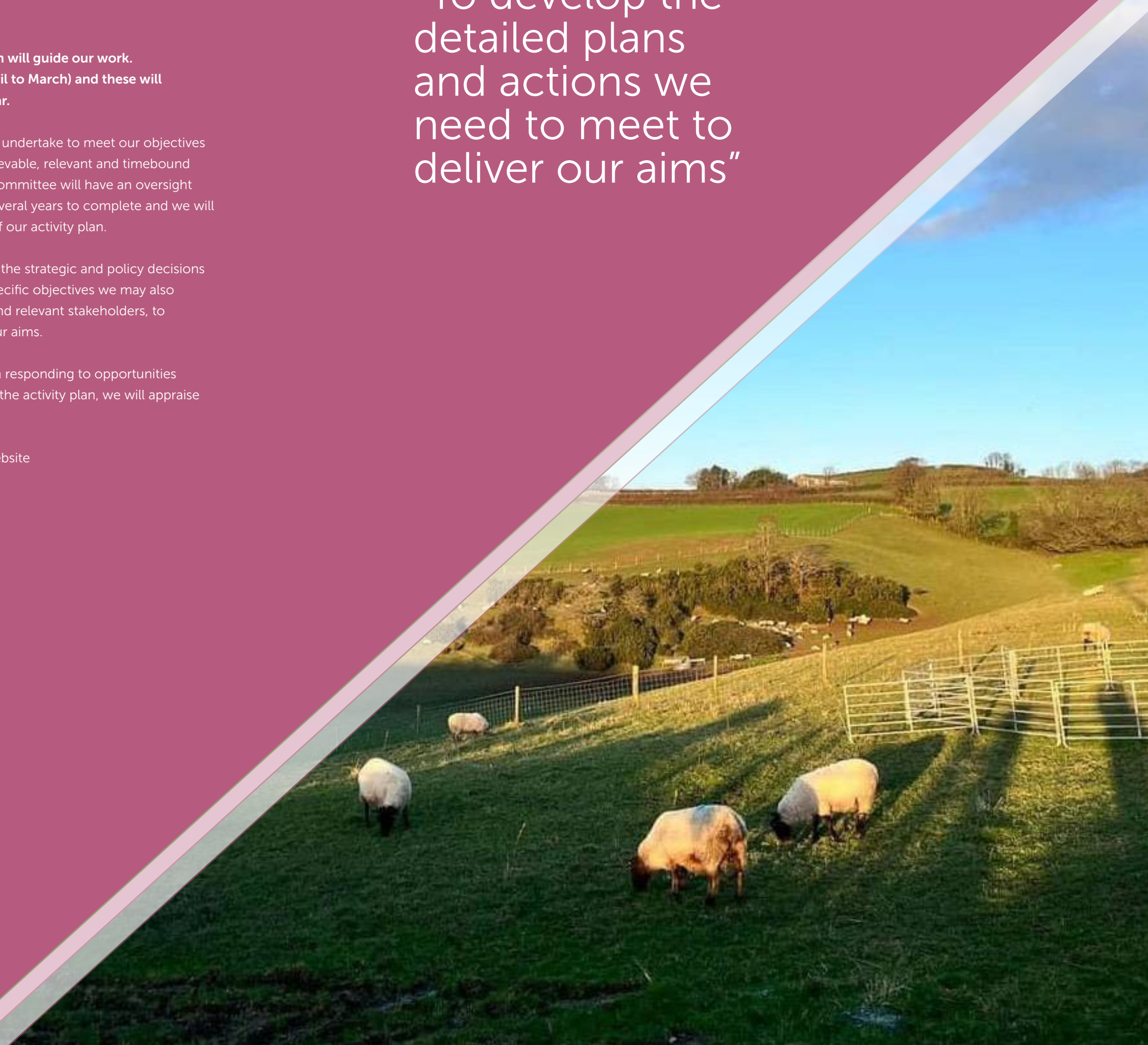
The activity plan will detail the specific actions the Town Council will undertake to meet our objectives and overarching aims. Each action will be specific, measurable, achievable, relevant and timebound (SMART). Tasks will be assigned to the Responsible Officer and the Committee will have an oversight with regard to ensuring delivery. Many of our objectives may take several years to complete and we will set out appropriate milestones to strengthen accountability as part of our activity plan.

Our Committees and Sub Committees will have a key role in making the strategic and policy decisions required to give effect to the objectives of the Town Council. For specific objectives we may also establish more informal working groups, comprised of Councillors and relevant stakeholders, to develop the detailed plans and actions we need to meet to deliver our aims.

Whilst we will detail specific actions to take, we will also be flexible in responding to opportunities and issues that arise. When considering new activity not covered by the activity plan, we will appraise whether it contributes to meeting our objectives.

A more detailed activity plan can be located on the Town Council website  
[www.saltash.gov.uk/town-council-business-plan](http://www.saltash.gov.uk/town-council-business-plan)

“To develop the detailed plans and actions we need to meet to deliver our aims”





# Communications Strategy

Saltash Town Council is committed to effective communications to ensure the Town Council’s operations, priorities, objectives, values, ambitions and challenges are better understood by all our audiences - both internal and external – including our statutory obligations as a Council.

## 1. Who do we want to reach?

### Our Audience and stakeholders

Key stakeholders include residents, local businesses, and community organisations, local government organisations and Cornwall Councillors, local media and Politicians.

## 2. What do we want to achieve?

### Updates to the community

Provide regular updates on council activities, decisions, and upcoming events to keep the community informed.

### Community engagement

Actively engage with the community through public forums, surveys and consultations, and feedback mechanisms to understand concerns and gather input. Ensure the channels of communicating these elements cover electronic and paper versions.

### Transparency

Emphasise transparency by sharing meeting minutes, financial reports, and important documents to build trust and enable scrutiny of council functions and business.

### Responsive platforms

Monitor and respond promptly to enquiries and concerns raised by residents on various communication platforms.

### Feedback mechanism

Promote the methods for residents to provide feedback on services and decision making.

## 3. How will we communicate?

### Consistent Branding

Maintain a consistent visual identity and tone of voice across all messaging on all communication channels, and assets, for recognition and clarity.

### Channels of Communication

Identify a mix of channels such as official websites, social media, newsletters, and community meetings to disseminate information. Social media platforms such as Facebook and Instagram will provide a fundamental and cost-effective home for STC communications.

### Town Council website

- Social media strategy to encompass various platforms utilising them to their full potential.
- Print media including local news outlets
- Broadcast TV and Radio channels
- Mailouts and leaflet drops
- Posters and banners
- Noticeboards
- In Person – Meet your Councillor sessions

### Proactive PR

Continue to positively promote the work that STC undertakes to the local media utilising all opportunities to enhance the role of the council in the town.

### Statements to the Media

Provide a mechanism to respond to any media enquiries in a timely manner so as to safeguard the image of the Town Council and its members.

## 4. What will we communicate?

### Regular Updates

Establish a clear plan for communicating during urgent situations, ensuring residents receive timely and accurate information.

### Education Campaigns

Implement educational campaigns to inform residents about local policies, initiatives, and the decision-making process – dog poo campaign, green initiatives, speed awareness etc., including circulating Cornwall Council education awareness.

### Multilingual and Accessible Communication

Incorporate Cornish language elements to communications out to the community – including email signatures. Celebrate our Cornish heritage by using Cornish and English for communications and greetings in all genres – written, video and all graphics. We will endeavour to make all our communications as accessible as possible in accordance with the Equality Act 2010, and the Public Sector Bodies Accessibility Regulations 2018.



## 5. Building good partnerships

### Collaboration with Local Media

Foster relationships with local media outlets to enhance coverage of Council activities and community news through a positive working relationship.

### Collaboration with Local Government

Use our communication platforms to promote the division of responsibilities between the Town Council and Cornwall Council and provide clarity regarding reporting issues to both Councils.

### How will this be led?

2024-25 we will be recruiting new roles of Development and Engagement Manager and Communications and Engagement Officer, part of their roles will be the implementation of this strategy.

## Good Governance

To ensure Saltash Town Council operates as a professional, competent, and caring organisation that manages its assets, finances and human resources efficiently.

To work in partnership with key stakeholders to maintain and improve the quality of the Town Council's Services and Property in line with public expectation whilst ensuring value for money.

To improve the efficiency and effectiveness of the Town Council and its operations through a culture of adapting to change and regular review by delegating more decisions over day-to-day operations to the Town Clerk and Responsible Finance Officer whilst overall accountability rests with the Corporate Body.

To work towards obtaining the Local Council Award Scheme to ensure we continue to perform to a high standard and that Saltash Town Council is up-to-date and progressive by the standard set by the sector.

The Local Council Award Scheme provides a framework to plan, improve performance and confidence, with policies in place for continuous development.

### Good Governance Functions include:

- Ensuring compliance with statutory and legal obligations;
- Financial and budgetary management and monitoring;
- Scrutiny and audit of Town Council practices;
- Development of strategies, policies, procedures and best practice guidelines to maximise the Town Council's effectiveness;
- Negotiation and implementation of devolution issues to ensure where appropriate, services and facilities are locally managed;
- Monitoring the Town Council's performance;
- Planning of financial and staffing resources.

There are two Committees that support the Town Council's Good Governance– Policy and Finance and Personnel.

Visit [www.nalc.gov.uk/our-work/local-council-award-scheme](http://www.nalc.gov.uk/our-work/local-council-award-scheme)



# Financial Information

Primarily the Town Council’s financial resource is from the precept, funded through the local residents of Saltash, via what is known as the local ‘precept’. This is the local tax levied by the Town Council, which is collected on its behalf by Cornwall Council as part of the overall Council Tax bill.

To be able to continue to preserve and maintain services for the community of Saltash, it is necessary to increase your Council Tax for 2024-25 by 4.81%. This equates to £11.42 per year which is just 22 pence per week, per household, for a typical Band D property.

In addition to the precept, the Town Council generates income from other sources and is proactive in seeking relevant funding opportunities.

The Town Council has two types of reserves:

## Type 1: General Reserves

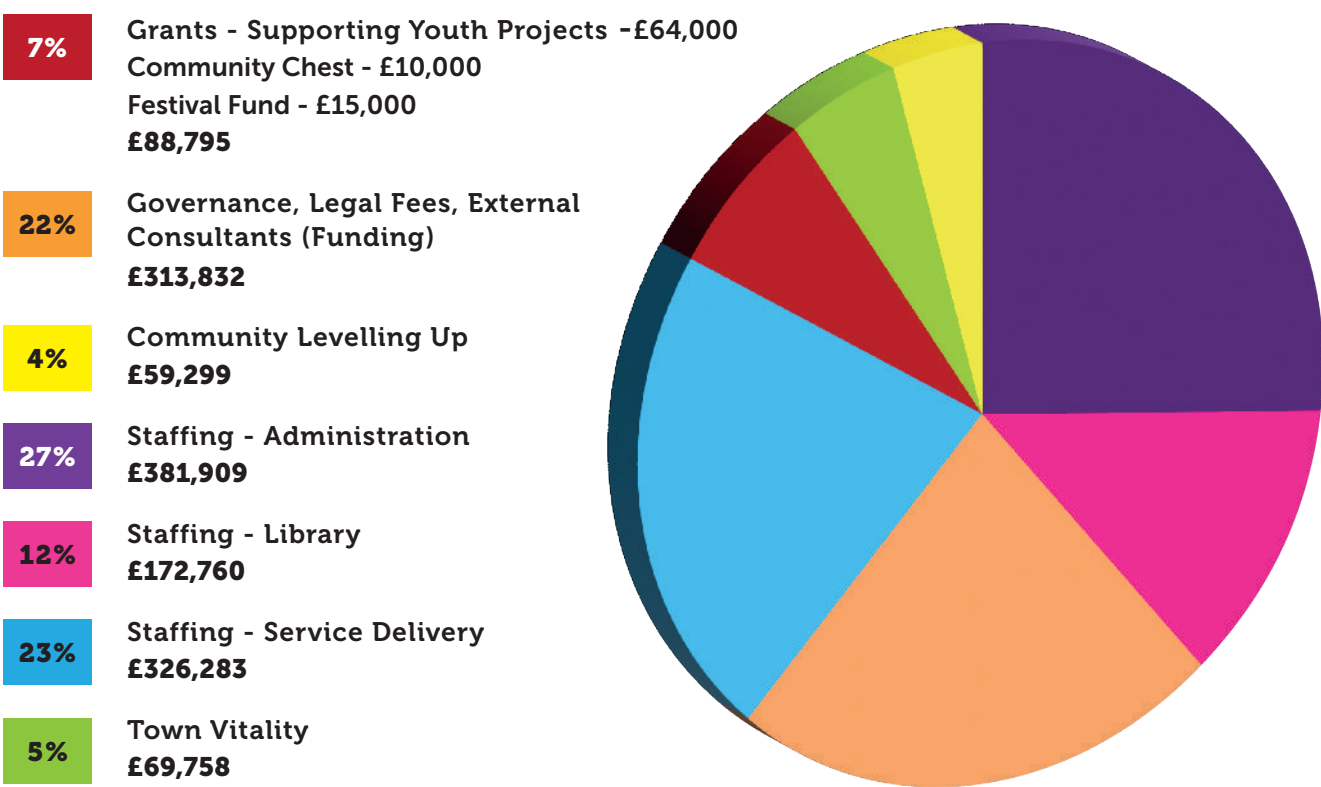
Balances in this category are not identified for specified purposes, but will be used for devolved assets and services.

The Town Council’s existing contingency pot is set at 5 month’s expenditure for the year 2024-25 to cushion against the impact of unforeseen events or genuine emergencies.

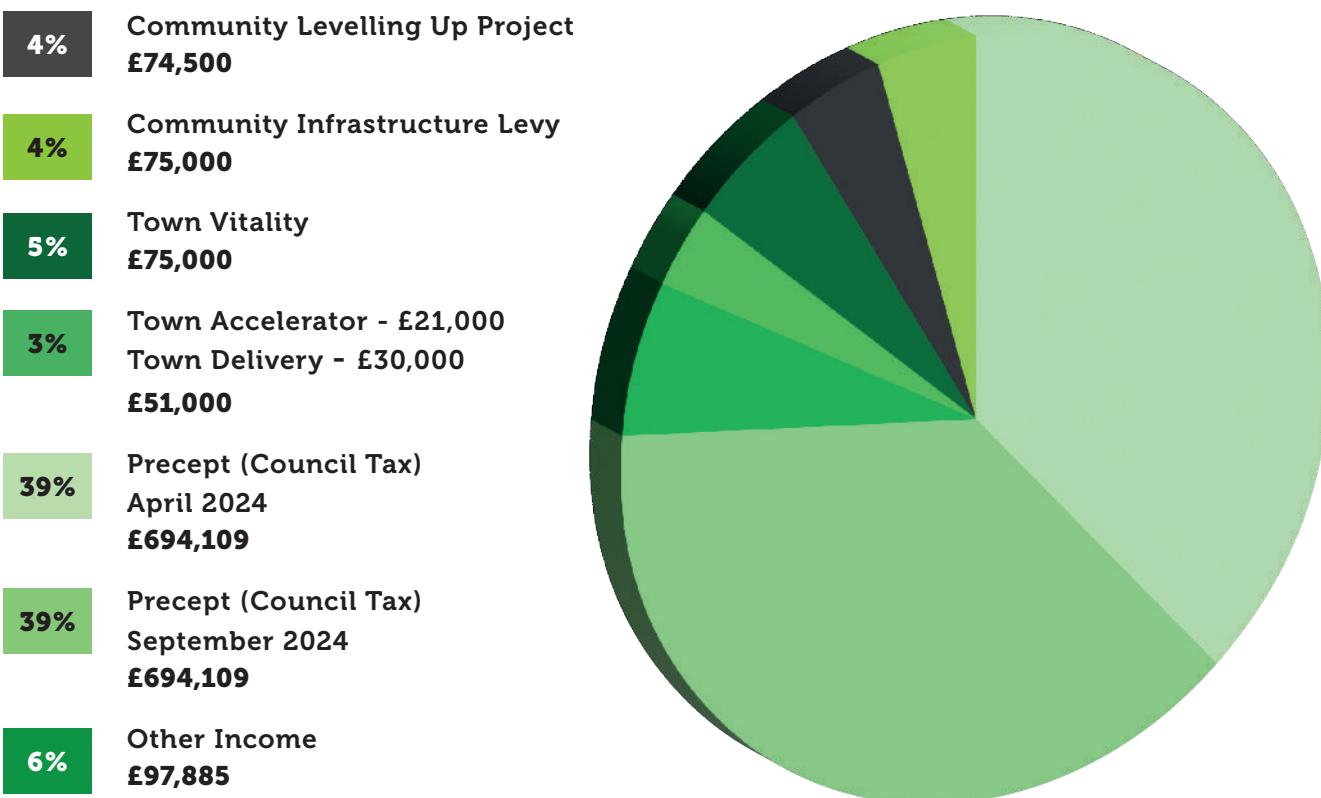
## Type 2: Earmarked Reserves

Balances in this category are set aside for specified projects where spending will occur outside of the usual annual spending pattern of the budget. Earmarked Reserves have little or no impact on the Council Tax.

# Expenditure for 2024-2025



# Income for 2024-2025



# Future Funding

The Town Council is committed to seeking relevant funding opportunities to better improve the town.

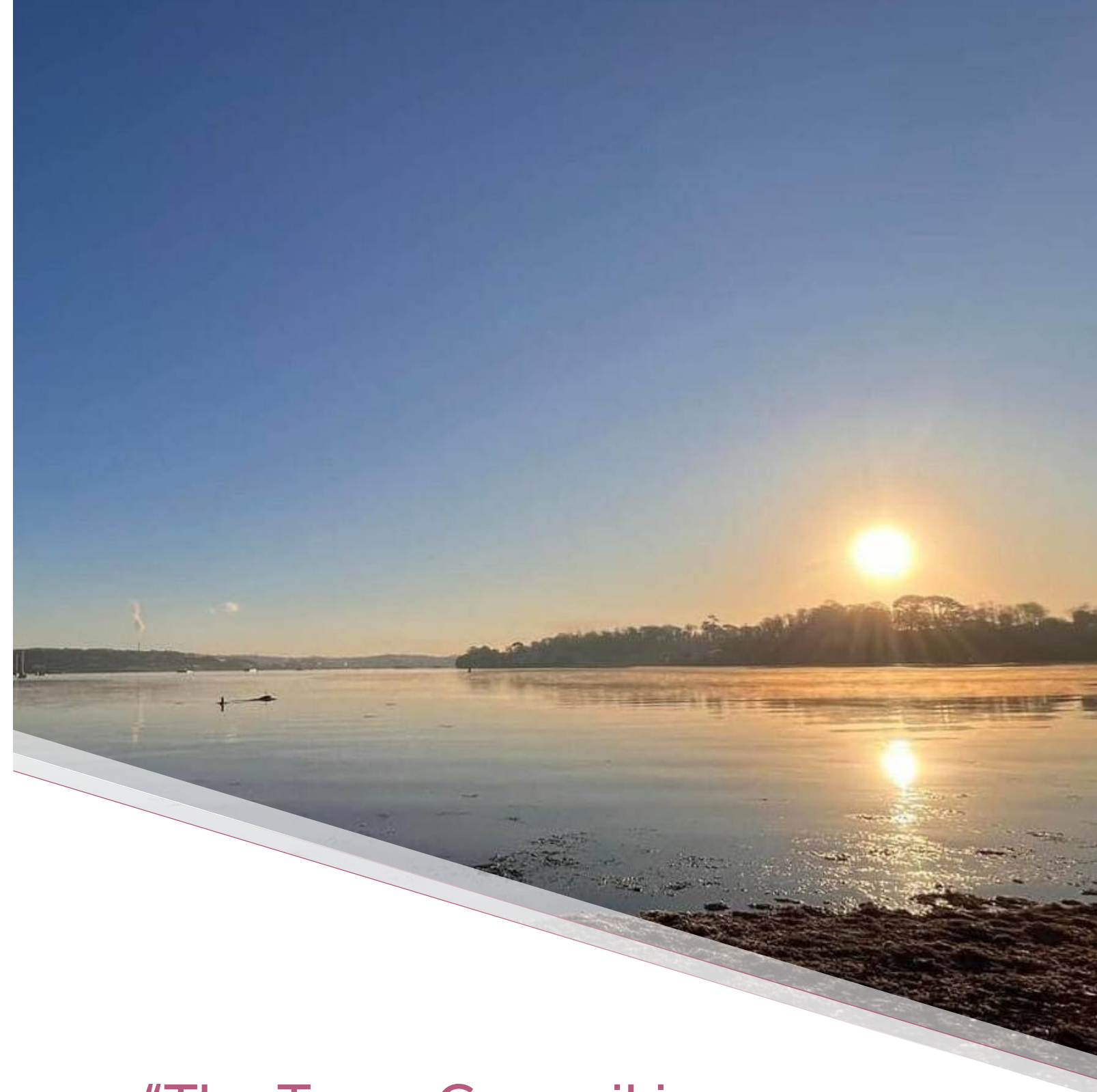
Funding awarded provides the Town Council the opportunity to research and better understand what the residents would like to see in Saltash, without impacting the Council Tax.

**The Town Council continues to work hard in bringing the following successfully funded projects to fruition in partnership with key stakeholders:**

- Town Vitality £84,000 – Open Green Community Space;
- Town Accelerator Fund £21,000 – Open Green Community Space;
- Town Delivery Fund £30,000 – Public Realm Improvements;
- Community Infrastructure Levy £75,000 – Play Park Provision;
- Community Levelling Up Fund £74,500 – Connectivity and Sustainable Transport.

**The Town Council is committed to contributing towards funding bids to help further secure opportunities for the community using the General and Earmarked Revenues.**

- Community Infrastructure Levy £20,000 – Play Park Provision;
- Community Levelling Up Fund £5,000 – Connectivity and Sustainable Transport.



“The Town Council is committed to seeking relevant funding opportunities to better improve the town”

This Business Plan establishes an overarching and unified strategy for Saltash Town Council and is therefore an important piece of work. Providing a solid foundation to secure further investment, increase engagement with residents whilst balancing pragmatism with a sense of ambition.

Saltash is a great place to live and there are so many active community groups making a difference, particularly important in these challenging times. We can do so much more by collectively working together and we believe that having a focused business plan in place will really help to ensure Saltash thrives and achieves its undoubted potential.



#### **Town Council Office Opening Times**

Monday - Friday 10am to 1pm & 2pm to 4pm

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

Website: [www.saltash.gov.uk](http://www.saltash.gov.uk)

Tel: 01752 844846

#### **Saltash Town Council**

The Guildhall

12 Lower Fore Street

Saltash

Cornwall

PL12 6JX



## Certificate of Employers' Liability Insurance(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 2008 (the Regulations), a copy of this certificate must be displayed at all places where you employ persons covered by the policy or an electronic copy of the certificate must be retained and be reasonably accessible to each employee to whom it relates).

**Policy No.** YLL-2720862183

**1. Name of policyholder** Saltash Town Council

**2. Date of commencement of insurance policy** 10/10/2024

**3. Date of expiry of insurance policy** 09/10/2025

We hereby certify that subject to paragraph 2:

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b)

2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c)

Signed on behalf of Zurich Insurance Company Ltd (Authorised Insurer).

Signature

Tim Bailey

Chief Executive Officer of Zurich Insurance Company Ltd, UK Branch

### Notes

(a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.

(b) Specify applicable law as provided for in regulation 4(6) of the Regulations.

(c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.



## To Whom It May Concern

**Name of Insured:** Saltash Town Council

This is to confirm that Saltash Town Council have in force with this Company until the policy expiry on 9th October 2025 insurance incorporating the following essential features:

**Policy Number:** YLL-2720862183

**Renewal Date:** 10th October 2025

<b>Limits of Indemnity:</b>	Public Liability:	£10,000,000 minimum* any one event
	Products Liability:	£10,000,000 minimum* for all claims in the aggregate during and one period of insurance
	Pollution Liability:	As per Products Liability
	Employers' Liability:	£10,000,000 any one event inclusive of costs
	Official's Indemnity:	As below

\*Please refer to your Policy Schedule for your exact Limit of Indemnity

Zurich's Public Liability cover includes financial loss for your councillors. We indemnify them in respect of all sums which you may become legally liable to pay as damages and claimants costs and expenses for financial loss arising as a result of a negligent act or accidental error or omission, alleged or committed.

Whilst other insurers will offer separate officials indemnity; we feel our Public Liability cover offers a bespoke solution for the needs of Parish and Town Councils

### Excess:

Public Liability/Products Liability/Pollution Liability: £100 each and every claim in respect of Third Party Property Damage

Employers' Liability: Nil any one claim

### Indemnity to Principals

Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

### Full Policy

The policy documents should be referred to for details of full cover.

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.





Statement of Fact: OSR Cyber Plus

Date of Issue: 20/12/2024  
Policy Number: CY-CP-00013017

Important Information

This Statement of Fact records the information provided to Optimum Specialty Risks and any assumptions that have been made about your business/organisation. It is important that the information is correct otherwise your claim maybe refused, or policy cancelled. This document must be read together with your schedule and the policy wording.

Duty of Disclosure

Please note that under English law, a business insured has a duty to disclose to the insurer every material circumstance which it knows or ought to know after reasonable search, in order that a fair presentation of the risk is made to the insurer. It is important to remember that you have a duty to make a fair presentation of the risk to the insurer at the start of the policy, when there are any mid-term changes and at the renewal of the policy.

A circumstance is material if it would influence an insurer's judgement in determining whether to take the risk and, if so on what terms. If you are in any doubt whether a circumstance is material we recommend that it should be disclosed.

Failure to disclose a material circumstance may entitle the insurer to impose different terms on the cover or proportionately reduce the amount of any claim payable, in some circumstances the insurer will be entitled to avoid the policy from inception and in this event any claims under the policy would not be paid.

Insured Details

Policyholder: Saltash Town Council  
Subsidiary Companies: -  
Principle Address: Saltash Town Council  
12 Lower Fore Street  
SALTASH  
PL12 6JX  
Trade: Councils / Municipalities / Public Institutions  
Business Description: Local Government  
Website: https://www.saltash.gov.uk  
Date Established: 01/01/2000

Revenue

Country	Revenue Generated
UK:	£1,388,217
EU:	£0
USA/Canada:	£0

Australia/New Zealand: £0

Rest of World: £0

Does the Insured have any financial nexus, financial agreements or contractual associations to Russia, Ukraine or Belarus? **No**

1. What percentage of your revenue is delivered from on-line sales? **0.00**

If in excess of 25% please answer 2, 3 & 4 below

2. Do you (or your cloud provider) provide high availability for your transactional website and applications?

If yes, please provide brief details

3. Do you deploy a Web Application Firewall?

4. If yes, does the Web Application Firewall sit in front of the database, or network gateway if more than one database is being protected

If yes, please provide brief details

5. Total number of employees **26**

#### Section Additional Informaton

#### **Records**

Please give the total number of personal data records for which you are legally liable:

<b>Name</b>	<b>Number of Records</b>
Payment Card Industry (credit and debit cards):	<b>0</b>
Driving licence, Tax or Social Security numbers:	<b>29</b>
Other Personal Data:	<b>45</b>
Healthcare:	<b>0</b>
Financial (not credit or debit cards):	<b>29</b>

Do you adhere to the current legislation governing the handling of Personal Data in those territories in which you trade? **Yes**

#### Section Additional Information

#### **Network Security**

Do you allow remote access to your corporate network? **Yes**

If yes, is this protected by a minimum of 2 factor authentication? **Yes**

Do you run commercial grade antivirus and firewall protection across your entire network, including servers and all end points? **Yes**

How often are virus signatures updated? **Automatically**

If other, please specify:

Do you run a Security Information and Event Management Application? **No**

If so, is this monitored by a Security Operations Centre on a 24/7 basis?

Please provide details of all other network security applications running on your network and endpoints:

Have you disabled Remote Desktop Protocol on all of your endpoints, including servers where it use is not required? **No**

If not, is access restricted only through VPN, network level authentication and Multifactor authentication (MFA)? **Yes**

Do you encrypt all sensitive data whilst:

In transit **Yes**

Stored on servers? **Yes**

Stored on portable media? **Yes**

How often do you undertake an external security audit? **Annually**

If other, please specify:

Who has (position) overall responsibility for network security

How often do you apply critical patches? **Automatically**

If other, please specify:

Do you enforce a policy of auditing and managing computer and user accounts? **Yes**

Do you enforce password changes at least every three months? **No**

Is access to sensitive data restricted according to the employee's user requirements? **Yes**

Do you automatically revoke all IT access for staff on leaving your employment? **Yes**

How often is your information security policy reviewed? **Annually**

If other, please specify:

Section Additional Information

### **PCI Compliance**

Are you in Compliance with the Payment Card Industry Data Security Standards? **Yes**

What level of merchant is the insured?

If Level 1, please advise Date of last PCI audit? **27/06/2024**

Were there any major non-compliance issues? **No**

If so, have these been rectified?

Are you EMV (chip and pin) compliant? **Yes**

Are you running Microsoft XP PoS Ready or any other unsupported application? **No**

Section Additional Information

### **Business Continuity**

Are you ISO22301 certified?	No
Do you have a written business continuity plan that is reviewed annually?	Yes
Does your business continuity plan assess the risk from cyber perils?	No
Network Dependency - after how long will your business be impacted by an interruption to, or loss of, your network?	24hr
How long will it take to fully restore your critical systems (Recovery Time Objective)?	24hr
Do you test the DRP/BCP annually?	Yes
Do you (or your cloud/outsource partner) configure your network to provide high availability or failover for your website and other critical applications and data?	No
Do you back up data that is necessary to run your business at least every 5 days?	Yes
Is your backed up data stored offline such that it is not accessible from your network?	Yes
How often is back up data tested for integrity?	Monthly

#### Section Additional Information

#### **Email Security**

Do you use any of the following to authenticate your email:	
SPF (Sender Policy Framework)	Yes
DKIM (DomainKeys Identified Mail)	Yes
DMARC (Domain-based Message Authentication, Reporting and Conformance)	Yes
Do you use Office 365?	Yes
If so, have you deployed Advanced Threat Protection / Defender?	Yes
Do you scan incoming email for malicious attachments or links?	Yes
Do you provide training to assist employees in spotting phishing and other social engineering attacks?	Yes
If yes, how frequently?	

#### Section Additional Information

#### **Funds Transfer Fraud**

Does the Insured have a procedure whereby, all new (including changes to existing) payment details or contact details are confirmed by an alternative method to the original method used, before any payment is made?	Yes
Are transfer of funds over GBP 10,000 and any instructions for releasing assets, funds, or investments approved by at least two staff members?	Yes

#### **Claim Experience**

Have the Insured suffered any loss or has any claim been made against them or are they aware of any matter that is reasonably likely to give rise to any loss or claim in the last 36 months where they would

seek an indemnity from a cyber insurance policy?

**No**

Details:

### **Disclosure**

Can you confirm that the proposer(s), or any partner, or any director, or any officer, have:

- a) never been declared bankrupt or disqualified from being a company director
- b) no outstanding County Court Judgement(s) or Sheriff Court Decree(s)
- c) never been officers of a company that has been declared insolvent, or had a receiver or liquidator appointed, or entered into arrangements with creditors in accordance with the Insolvency Act 1986
- d) never been convicted of or charged with a criminal offence, other than a conviction spent under the Rehabilitation of Offenders Act 1974
- e) never had any insurance proposal declined, renewal refused, had any special or increased terms applied or had insurance cancelled or avoided by Underwriters

**Yes**

Details:

### **Additional Information**

### **Changes Required**

Please tell your insurance adviser immediately if any details in this document are incorrect &/or require changing. We may need to change the terms and condition of your quotation/policy &/or premium.

## Policy Schedule

Date of Issue:	20/12/2024
Policy Number:	CY-CP-00013017
Binding Authority Reference:	B0572MR24OS01
Policyholder:	Saltash Town Council
Subsidiary Companies:	-
Principal Address:	Saltash Town Council 12 Lower Fore Street SALTASH PL12 6JX
Trade:	Councils / Municipalities / Public Institutions
Broker:	Clear Insurance Management Ltd (Leicester)
The Insurer:	Underwritten by certain underwriters at Lloyd's (see Insurer Endorsement)
Period of Insurance:	<b>From:</b> 21/12/2024 <b>To:</b> 20/12/2025 Both days inclusive Local Standard Time at the Policyholder's Principal Address stated above in this Schedule.
Limit of Liability:	GBP 500,000 This is the maximum amount in the aggregate that the policy will pay including <b>Defence Costs</b> , irrespective of the number of <b>Claims, Losses, Business Interruption Losses</b> or <b>Cyber Events</b> giving rise to an indemnity under this policy  <b>Sub-Limit of Indemnity:</b> GBP 50,000 Funds Transfer Fraud / Theft of Third Party Funds  <b>Sub-Limit of Indemnity:</b> GBP 100,000 Telephone Hacking  <b>Sub-Limit of Indemnity:</b> GBP 50,000 Bricking Incidents
Retention:	<b>Retention</b> each and every <b>Cyber Event:</b> GBP 500 Save that: In respect of cover under Clause 1.2 the <b>Waiting Period</b> is 24 hours per <b>Business Interruption Event</b> . The <b>Retention</b> above will apply to each and every <b>Business Interruption Event</b> once the <b>Waiting Period</b> has been satisfied. In respect of cover under Clause 1.3 the <b>Retention</b> is NIL
Retroactive Date:	Unlimited
Premium:	GBP 1,174.00
IPT:	GBP 140.88
Policy Fee:	GBP 60.00
Total:	GBP 1,374.88
Policy Wording:	OSR Cyber Plus v.2022.1

**Endorsements Applicable:** FTF0003 - Funds Transfer Fraud / Theft of Third Party Funds Endorsement  
 TEH0001 - Telephone Hacking Endorsement  
 BRI0001 - Bricking Incidents Endorsement  
 TRE0002 - Territory Restriction Endorsement  
 MAN0002 - Mandatory Endorsements  
 INS0001 - Insurers Endorsement

**Law and Jurisdiction:** This agreement is governed by the law of England and Wales and is subject to the jurisdiction of the courts of England and Wales

**Territorial Limit:** Worldwide

**Seat of Arbitration:** England & Wales

**Incident Response Provider** Notifications to be made to: Canopus  
**(Claims Notification):** Email Address: cyber.incident@canopus.com  
 Emergency Telephone Number: 0333 305 8045

**Signed by and on behalf of Optimum Speciality Risks:**



#### Authorised Signatory

Optimum Speciality Risk acts as agent of the Insurer in performing its duties under the Binding Authority, including binding cover and collecting premiums.

Optimum Speciality Risk is a trading name of Independent Broking Solutions Limited and is authorised and regulated by the Financial Conduct Authority (FCA) under company number 312026 Registered Office & Mailing Address: Unit 2 Kildegaard Business Park, Easthorpe Road, Easthorpe, Colchester, Essex, CO5 9HE. Registered in England and Wales No: 616849.

Lloyd's is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Registered Office: One Lime Street, London, EC3M 7HA.

## Certificate of Motor Insurance



**Policy number** 50068626

**1. Description of vehicle(s)**

Any agricultural or forestry vehicle the property of the policyholder or in their custody or control and for which they are legally responsible.

**2. Name of policyholder**

Saltash Town Council

**3. Effective date and time of the commencement of insurance for the purpose of the relevant law**

06 March 2025 00:01

**4. Date of expiry of insurance**

05 March 2026

**5. Persons or classes of persons entitled to drive**

Any person who is driving on the order or with the permission of the policyholder.

Providing that the person driving has a licence to drive the vehicle or has held and is not disqualified from or prohibited by law from holding or obtaining such a licence.

**6. Limitations as to use**

- A. Use for agricultural or forestry purposes including use for hire or reward, but excluding the carriage of passengers for hire or reward.
- B. Use while hired or lent to public authorities solely for the purposes of snow clearance.
- C. Use while towing mobile plant, machinery or special type trailer.
- D. Use for social, domestic and pleasure purposes.

**Unless specified under section 6 of this certificate of insurance, this policy does not cover:** use for hiring, the letting on hire, the carriage of passengers and goods for hire or reward, racing, pacemaking, use in any contest, reliability or speed trial or the use for any purpose in connection with the motor trade.

I hereby certify that the policy to which this certificate of insurance relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, Isle of Man and the Islands of Guernsey, Jersey and Alderney.

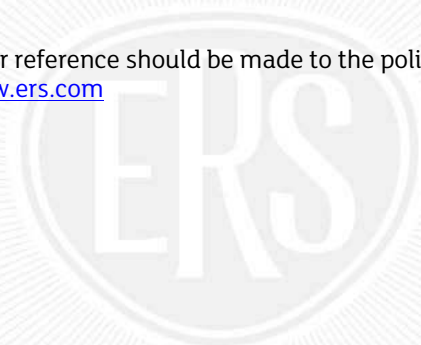
For and on behalf of the Underwriter subscribing ERS, 30 Fenchurch Street, London EC3M 3BD

Authorised Insurer

Martin Hall  
Active Underwriter

**Advice to third parties - Nothing contained in this certificate of insurance affects your rights as a third party to make a claim.**

Note: For full details of the insurance cover reference should be made to the policy document, which can be obtained from your broker or via our website at [www.ers.com](http://www.ers.com)





## This page forms part of your certificate of insurance

### European cover

This certificate of motor insurance is evidence that this insurance meets the compulsory motor insurance requirements of all member countries of the European Union and Andorra, Iceland, Norway, Serbia and Switzerland (including Liechtenstein).

Ce certificat d'assurance automobile est une preuve que cette assurance est conforme aux exigences de l'assurance automobile obligatoire de tous les pays membres de l'Union européenne et l'Andorre, l'Islande, la Norvège, la Serbie et la Suisse (y compris le Liechtenstein).

Dieses Zertifikat der Kfz-Versicherung ist ein Beweis, dass diese Versicherung die Kfz Haftpflichtversicherungsanforderungen von allen Mitgliedsländern der Europäischen Union und Andorra, Island, Norwegen, Serbien und der Schweiz (einschließlich Liechtenstein) erfüllt.

Este certificado de seguro de automóviles es evidencia de que este seguro cumpla con los requisitos de seguro obligatorio de automóviles de todos los países miembros de la Unión Europea y Andorra, Islandia, Noruega, Serbia y Suiza (incluido Liechtenstein).

Questo certificato di assicurazione auto è la prova che questa assicurazione soddisfa i requisiti di assicurazione obbligatoria degli autoveicoli di tutti i paesi membri dell'Unione europea e Andorra, Islanda, Norvegia, Serbia e Svizzera (compreso il Liechtenstein).



# Certificate of Motor Insurance



**Policy number** 50068626

**1. Description of vehicle(s)**

Any commercial motor vehicle the property of the policyholder or in their custody or control and for which they are legally responsible.

**2. Name of policyholder**

Saltash Town Council

**3. Effective date and time of the commencement of insurance for the purpose of the relevant law**

06 March 2025 00:01

**4. Date of expiry of insurance**

05 March 2026

**5. Persons or classes of persons entitled to drive**

Any person who is driving on the order or with the permission of the policyholder.

Providing that the person driving has a licence to drive the vehicle or has held and is not disqualified from or prohibited by law from holding or obtaining such a licence.

**6. Limitations as to use**

Use for social, domestic and pleasure purposes and for the business of the policyholder excluding commercial travelling.

**Unless specified under section 6 of this certificate of insurance, this policy does not cover:** use for hiring, the letting on hire, the carriage of passengers and goods for hire or reward, racing, pacemaking, use in any contest, reliability or speed trial or the use for any purpose in connection with the motor trade.

I hereby certify that the policy to which this certificate of insurance relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, Isle of Man and the Islands of Guernsey, Jersey and Alderney.

For and on behalf of the Underwriter subscribing ERS, 30 Fenchurch Street, London EC3M 3BD

Authorised Insurer

Martin Hall  
Active Underwriter

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Dieses Zertifikat der Kfz-Versicherung ist ein Beweis, dass diese Versicherung die Kfz Haftpflichtversicherungsanforderungen von allen Mitgliedsländern der Europäischen Union und Andorra, Island, Norwegen, Serbien und der Schweiz (einschließlich Liechtenstein) erfüllt.

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## SANDPIPER MARINE TRADE COMMERCIAL COMBINED SCHEDULE

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**UMR NUMBER:** B1229EVERARD24

**CLIENT  
REFERENCE:** B1229JHLT240413

**THE INSURED:** Saltash Town Council

**BUSINESS  
DESCRIPTION:** Pontoon Moorings

**CORRESPONDENCE ADDRESS:** The Guidhall  
12 Lower Fore Street  
Saltash  
Cornwall  
PL12 6JX

**RISK ADDRESS:** A) Saltash Mooring Pontoon, Waterfront, Saltash, Cornwall, PL12 6BJ

**PERIOD OF INSURANCE:** From: 14th December 2024  
To: 13th December 2025  
(Both Days Inclusive) GMT and for such further period or Periods as may be mutually agreed upon.

**GROSS ANNUAL  
PREMIUM:** £2,410.62

**PLUS INSURANCE  
PREMIUM TAX:** £289.27

**BROKER  
ADMINISTRATION  
FEE:** £35.00

**TOTAL ANNUAL  
PREMIUM:** £2,734.89

**TAXES PAYABLE  
BY INSURED AND  
ADMINISTERED BY  
INSURERS:** 12 % Insurance Premium Tax (UK) on the Premium

**PAYMENT TERMS:** To be paid to Underwriters within 60 days of Inception. Non-receipt by Underwriters of such premium by midnight of the premium due date shall render this Insurance Policy void with effect from Inception.

**POLICY FORM:** Axis MTrade CC Wording 2021



Broker at **LLOYD'S**

**STANDARD POLICY CONDITIONS:** As per '**Standard Policy Conditions**' attached

**CONDITIONS PRECEDENT:** As per '**Conditions Precedent**' attached and as per wording

**ENDORSEMENTS:** As per '**Endorsements**' attached

**WARRANTIES:** As per '**Warranties**' attached

**NOTICES TO THE INSURED:** As per '**Notices to the Insured**' attached

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**CLAIMS HISTORY:** As prepared by Everard Insurance Brokers

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**INFORMATION:** To be read in conjunction with Everards Wholesale Presentation of Terms.

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**SUBJECTIVITIES:** None.

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**INSURERS:** 100% Axis Syndicate 1686 at Lloyd's

**ISSUED BY:** James Hallam Limited t/a Everard Insurance Brokers  
10th Floor, 2 Minster Court, London, EC3R 7BB, United Kingdom

Issued in accordance with the authority granted to the undersigned by those **Insurers** subscribing to this insurance (Authorised Insurers) on the date shown. This insurance is subject to the terms and conditions included in the certificate wording, plus any endorsements or extensions shown attached.

**For and on behalf of**  
**Syndicate 1686 at Lloyd's**



Broker at **LLOYD'S**

SALTASH TOWN COUNCIL  
SCHEDULE OF MEETINGS 2025/26

		APRIL			MAY			JUNE			JULY			AUGUST			SEPTEMBER				
Page 266	Tuesday	1									1									Tuesday	
	Wednesday	2									2									Wednesday	
	Thursday	3			1	ELECTIONS					3									Thursday	
	Friday	4			2						4			1						Friday	
	Saturday	5			3	MAY FAIR					5			2						Saturday	
	Sunday	6			4			1			6			3						Sunday	
	Monday	7			5			2			7			4			1			Monday	
	Tuesday	8			6			3			8			5			2			Tuesday	
	Wednesday	9			7			4			9			6			3			Wednesday	
	Thursday	10			8	VE Day 80		5			10			7			4			Thursday	
	Friday	11			9			6			11			8			5			Friday	
	Saturday	12			10			7	REGATTA		12			9			6			Saturday	
	Sunday	13			11			8			13			10			7			Sunday	
	Monday	14			12			9			14			11			8			Monday	
	Tuesday	15			13			10			15			12			9			Tuesday	
	Wednesday	16			14			11			16			13			10			Wednesday	
	Thursday	17			15	Annual Town Council		12			17			14			11			Thursday	
	Friday	18			16			13			18			15			12			Friday	
	Saturday	19			17			14			19			16			13			Saturday	
	Sunday	20			18			15			20			17			14			Sunday	
	Monday	21			19			16			21			18			15			Monday	
	Tuesday	22			20			17			22			19			16			Tuesday	
	Wednesday	23			21			18			23			20			17			Wednesday	
	Thursday	24			22			19			24			21			18			Thursday	
	Friday	25			23			20			25			22			19			Friday	
	Saturday	26			24			21			26			23			20			Saturday	
	Sunday	27			25			22			27			24			21			Sunday	
	Monday	28			26			23			28			25			22			Monday	
	Tuesday	29			27			24			29			26			23			Tuesday	
	Wednesday	30			28			25			30			27			24			Wednesday	
	Thursday				29			26			31			28			25			Thursday	
	Friday				30			27						29			26			Friday	
	Saturday				31			28						30			27			Saturday	
	Sunday							29						31			28			Sunday	
	Monday							30									29			Monday	
	Tuesday																30			Tuesday	
	Annual FTC																				
	Town Council																				
	Planning and Licensing																				
	Policy & Finance																				
	Services																				
	Personnel																				
	Burial Authority																				
	Burial Board																				
	Bank Holiday																				

Additional Meetings:

Annual Town Council 15 May 2025 at 7p.m.

Annual Meeting with Parishioners 5 March 2026 at 6:30p.m.

Civic Events:

Mayor Choosing TBC

Civic Service TBC

D Day 80 Remembrance Event 8 May 2025

Attendance (by invitation) for Civic Parade:

May Fair 3 May 2025

Regatta 7 - 8 June 2025

Remembrance Armistice Day (RBL) 11 November 2025

Remembrance Civic Service 9 November 2025

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

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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>  <b>31 December 2025</b>            (CC are happy to take submissions up until 31 January 2025, subject to Saltash Town Council early request and their approval)</p>						

Agenda Item 33



Councillor	P&F	Chairman	Vice-Chairman		Planning & Licensing	Chairman	Vice-Chairman		Services	Chairman	Vice-Chairman	
	Structure: All members				Structure: All members				Structure: All members			
BICKFORD												
BRADY												
BULLOCK												
GILLIES												
LENNOX-BOYD												
MARTIN												
MILLER												
MORTIMORE												
PEGGS												
SAMUELS B												
SAMUELS P												
SUTER												
STOYEL												
VACANCY												
VACANCY												
VACANCY												

## **To receive a report on membership and consider any actions**

Without any Terms of Reference for how Members are elected to committees, sub committees, working groups and outside partnerships, it could be difficult to achieve a fair outcome at the Annual Town Council Meeting to be held on 15 May 2025.

Members are asked to consider approving one of the following options should the membership become oversubscribed (the Town Clerk sought advice from CALC):

Options as follows:

1. Establish a base line for the number of committees etc a member can serve on and then ask them to apply for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choices;
2. Hold a written ballot – with each vacancy being taken separately. In practice this would mean at least 6 rounds of voting for a clear majority on each candidate;
3. Pull names from a hat.

Members agreed a discussion would take place initially, and if a consensus cannot be reached, the Town Council has agreed to proceed with Option 3 above.

This matter was considered by Members at the Town Council Induction Day held on Saturday 10 May 2025, to be formalised at the Annual Town Council meeting to be held on 15 May 2025.

Members may wish to consider creating Terms of Reference to assist with this process in the future.

**End of Report**  
**Town Clerk / RFO**

# Agenda Item 37

Councillor	Burial Authority	Chairman	Vice-Chairman		Joint Burial Board	Co Chairman		Personnel	Chairman	Vice-Chairman
Structure: 6 members					Structure: 4 members			Structure: 6 members		
BICKFORD										
BRADY										
BULLOCK										
GILLIES										
LENNOX-BOYD										
MARTIN										
MILLER										
MORTIMORE										
PEGGS										
SAMUELS B										
SAMUELS P										
STOYEL										
SUTER										
VACANCY										
VACANCY										
VACANCY										

Station Property	Chairman	Vice Chairman	Property Maintenance	Chairman	Vice Chairman	Library	Chairman	Vice Chairman	Devolution	Chairman	Vice Chairman	Town Vision	Chairman	Vice Chairman
Structure: 8 Members Quorum 4			Structure: 8 Members Quorum 4			Structure: 8 Members Quorum 4			Structure: 8 Members Quorum 4			Structure: 8 Members Quorum 4		
BICKFORD			BICKFORD			BICKFORD			BICKFORD			BICKFORD		
BULLOCK			BRADY			BULLOCK			BULLOCK			BULLOCK		
VACANCY			BULLOCK			VACANCY			GILLIES			GILLIES		
GILLIES			VACANCY			MILLER			MARTIN			VACANCY		
PEGGS			MILLER			PEGGS			MORTIMORE			MARTIN		
B SAMUELS			PEGGS			B SAMUELS			PEGGS			PEGGS		
P SAMUELS			STOYEL			P SAMUELS			B SAMUELS			STOYEL		
VACANCY			VACANCY			VACANCY			P SAMUELS			VACANCY		
REPORTS TO:	FTC		REPORTS TO:		Services	REPORTS TO:	Services		REPORTS TO:	FTC		REPORTS TO:	FTC	
FINANCE DELEGATED AUTHORITY	Expenditure up to £20,000 on any separate occasion within the budget		FINANCE DELEGATED AUTHORITY		Expenditure up to £20,000 on any separate occasion within the budget	FINANCE DELEGATED AUTHORITY	Expenditure up to £20,000 on any separate occasion within the budget		FINANCE DELEGATED AUTHORITY	N/A		FINANCE DELEGATED AUTHORITY	Expenditure up to £20,000 on any separate occasion within the budget	

Waterfront Management & Water Transport	Composition	Reports to	Date Formed	Minute Nr.
BICKFORD	8	Services		
BULLOCK				
GILLIES				
LENNOX-BOYD				
MARTIN				
MILLER				
MORTIMORE				
VACANCY				

Saltash Team for Youth	Composition	Reports to	Date Formed	Minute Nr.
BULLOCK	4	P&F		
VACANCY				
MORTIMORE				
PEGGS				

D-Day 80	Composition	Reports to	Date Formed	Minute Nr.
VACANCY	4	FTC	11.01.24	309/23/24
BULLOCK				
MARTIN				
PEGGS				

Christmas Lights	Composition	Reports to	Date Formed	Minute Nr.
PEGGS	5	SERVICES	13.02.25	115/24/25 15/25/26
BULLOCK				
MORTIMORE				
STOYEL				
BICKFORD				

Neighbourhood Plan Steering Group	Composition	Reports to	Date Formed	Minute Nr.
BRADY	3	P&F		
SAMUELS B				
VACANCY				

Beating of the Bounds	Composition	Reports to	Date Formed	Minute Nr.
BULLOCK	4	FTC	9.7.22	FTC 94/22/23
PEGGS				
P SAMUELS				
STOYEL				

CIL Application - Play Areas	Composition	Reports to	Date Formed	Minute Nr.
VACANCY	5	SERVICES	SERVICES 27.04.23	16/23/24
MARTIN				
MILLER				
MORTIMORE				
SAMUELS B				

Saltash Tunnel	Composition	Reports to	Date Formed	Minute Nr.
BICKFORD	3	FTC	1.08.24	146/24/25
VACANCY				
MILLER				

Communications & Engagement	Composition	Reports to	Date Formed	Minute Nr.
BICKFORD	4	P&F	13.07.21	P&F 55/21/22
MARTIN				
MILLER				
VACANCY				

Shared Prosperity Funding	Composition	Reports to	Date Formed	Minute Nr.
BICKFORD	5	FTC	1.09.22	FTC 183/22/23
BULLOCK				
GILLIES				
PEGGS				
SAMUELS B				
CC to support				

CIL Application - Fourth Round	Composition	Reports to	Date Formed	Minute Nr.
BICKFORD	5	SERVICES	SERVICES 11.04.24	12/24/25
BULLOCK				
VACANCY				
PEGGS				
MORTIMORE				

Churchtown Farm Nature Reserve	Composition	Reports to	Date Formed	Minute Nr.
BICKFORD	6	FTC	FTC	380/24/25
BULLOCK				
VACANCY				
GILLIES				
MORTIMORE				
STOYEL				

External Partnership	Representative	Reserve	Notes	Other Members - For Information
OPCC Councillor Advocate Scheme	Councillors Brady, Martin and Peggs	All Members	Reports to FTC	
Safer Saltash	Councillors Lennox-Boyd, Martin, Peggs and Stoyel		Reports to FTC	
Community Area Partnerships (CAP's)	Mayor	Deputy Mayor	Reports to FTC	
CAP Working Group - Transport	Councillor Bickford	Councillor Bullock	Reports to CAP / FTC	
CAP Working Group - Climate Change	Councillor Lennox-Boyd	Councillor Gillies	Reports to CAP / FTC	
CAP Working Group - Health and Wellbeing	Councillor Peggs	Councillor Bullock	Reports to CAP / FTC	
CAP Working Group - Economic Development	Councillor Bullock	Councillor Bickford	Reports to CAP / FTC	
Section 106 Panel	The Mayor, Deputy Mayor and Councillor P Samuels	VACANCY	Reports to P&F	
Town Team	Councillors Bullock, Peggs and Chairman of Town Vision	Vice Chairman of Town Vision	Reports to FTC	
Saltash Leisure Centre Working Group	Councillor Bickford and Bullock	N/A	Reports to FTC	
Saltash Waterside Partnership	Chairman and Vice Chairman Devolution	N/A	Reports to Devolution	
CCTV	Councillors Martin, Peggs, Lennox-Boyd and Yates	N/A	Reports to Services	

**To receive a request for a civic parade at Saltash Regatta and consider any actions and associated expenditure.**

Good morning.

Please, may we formally request a civic parade on Saturday, June 7th, 2025, starting at Victoria Gardens at 10:00 a.m. and leaving at 10:30 for the parade. May we also ask if the Mayor will open the event and give out any prizes?

Thankyou.

Saltash Regatta

**To receive a report on the Saltash Town Council regatta stall**  
**and consider any actions**

**Report to:** Annual Town Council meeting

**Date of Report:** 9 May 2025

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

**Pursuant to:** Full Town Council meeting held on 9 January 2025

**320/24/25 TO RECEIVE A REPORT ON TOWN COUNCIL ATTENDANCE AT  
EVENTS HELD IN 2025 AND CONSIDER ANY ACTIONS AND ASSOCIATED  
EXPENDITURE.**

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

1. To confirm attendance at Saltash Regatta on 7 June 2025 and to be manned  
between the hours of 10am to 4pm;

**Officers Recommendations**

Members are asked to

- Confirm their availability to man the Town Council stall at the Regatta on the Saturday
- Confirm the Town Council stall is to be manned from 11am – 4pm should the request for a Civic Parade be approved

**Report Summary**

At the Full Town Council meeting held on 9<sup>th</sup> January 2025 members approved to confirm the Town Council's attendance on the Saturday of the Saltash Regatta only. The stall is to be manned between the hours 10am – 4pm.

The Saltash Regatta committee have asked the Town Council to hold a Civic Parade leaving from 10.30am in Victoria Gardens. If the Civic Parade is approved the Town Council stall will be manned from 11am – 4pm to allow all members to participate in the Civic Parade should they wish to.



<b>Time slot</b>	<b>Councillors on rota</b>
10 – 11am	
11 – 12noon	
12noon – 1pm	
1 – 2pm	
2 – 3pm	
3 – 4pm	

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

The Town Council being present at the Saltash Regatta helps support community engagement and involvement; encouraging residents and visitors to engage and interact with members. The events allow the Town Council to be transparent and accountable.

It meets two of the six strategic priorities

- **Boosting Jobs and Economic Prosperity** – the stall provides an opportunity to promote Saltash as a vibrant and welcoming visitor destination. It achieves this by providing information and leaflets on things to do in the town, the history of the town and upcoming projects and plans.
- **Recreation and Leisure** – the stall provides an opportunity to engage with residents and visitors to understand what improvements they would like to see, inform them about upcoming projects and plans and highlight the fantastic opportunities and facilities the town already offers.

### **Signature of Officer:**

Mayor's Secretary / Receptionist