

SALTASH TOWN COUNCIL

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

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

ALSO PRESENT: S Burrows, Town Clerk

APOLOGIES: J Peggs, B Samuels and P Samuels.

37/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

38/25/26 DECLARATIONS OF INTEREST:

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

None received.

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

None received.

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

None received.

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

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

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

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

Nothing to report.

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

It was **RESOLVED** to note.

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

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

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

Members expressed their agreement with the Chairman's observations.

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

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

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

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

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

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

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

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

None.

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

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

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

None.

DATE OF NEXT MEETING

Thursday 29 January 2026 at 6.30 pm

Rising at: 7.10 pm

Signed: _____
Chairman

Dated: _____