



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall*  
*12 Lower Fore Street*  
*Saltash*  
*PL12 6JX*  
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[www.saltash.gov.uk](http://www.saltash.gov.uk)

22 October 2025

Dear Councillor

I write to summon you to the meeting of the **Town Vision Sub Committee** to be held at the Guildhall on **Tuesday 28th October 2025 at 6.30 pm.**

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

Please note if Councillors have any questions on the business to be transacted at this meeting the Clerk must be notified **no later than 12 noon the day before the meeting.**

Yours sincerely,

S Burrows  
Town Clerk / RFO

**To Councillors:**

R Bickford R Bullock S Gillies (Chairman) S Martin (Vice-Chairman) J Peggs B Samuels P Samuels J Suter	All other Councillors for information
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## Agenda

1. Health and Safety Announcements.
2. Apologies.
3. Declarations of Interest:
  - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
  - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
4. 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.

5. To receive and approve the minutes of the Town Vision Sub Committee held on 7 July 2025 as a true and correct record. (Pages 4 - 10)
6. To consider Risk Management reports as may be received.
7. To receive the Town Vision budget statement and consider any actions and associated expenditure. (Page 11)
8. To receive the Town Council Business Plan Deliverables for quarter two 2025/26 and consider any actions and associated expenditure.
9. 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.
10. To consider any items referred from the main part of the agenda.
11. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
12. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Thursday 29 January 2026 at 6.30 pm

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Town Vision Sub Committee held at the Guildhall on Monday 7th July 2025 at 6.30 pm**

**PRESENT:** Councillors: R Bullock, S Gillies (Chairman), J Peggs, B Samuels, P Samuels and J Suter.

**ALSO PRESENT:** S Burrows (Town Clerk / RFO) and D Joyce (Office Manager / Assistant to the Town Clerk).

**APOLOGIES:** R Bickford and S Martin (Vice-Chairman).

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#### **23/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **24/25/26 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.

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

None received.

**26/25/26      TO REVIEW TOWN VISION TERMS OF REFERENCE AND  
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman noted that, in light of recent changes to the membership following the start of the new council term, it would be beneficial to review the Sub-Committee's Terms of Reference as a reminder of its remit.

It was **RESOLVED** to note the Town Vision Terms of Reference with no amendments required at this stage.

**27/25/26      TO RECEIVE AND APPROVE THE MINUTES OF THE TOWN VISION  
SUB COMMITTEE HELD ON 24 APRIL AND 10 JUNE 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 Peggs and **RESOLVED** that the minutes of the Town Centre Vision Sub Committee held on 24 April and 10 June 2025 were confirmed as a true and correct record.

**28/25/26      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE  
RECEIVED.**

Nothing to report.

29/25/26

**TO RECEIVE THE TOWN VISION BUDGET STATEMENT AND  
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the available budgeted funds of £9,665 allocated to budget code EMF 6280 EMF Town Vision.

Members acknowledged that it was not necessary to retain the full balance within EMF 6280 and discussed a number of Town Council projects that could benefit from reallocation of funds to support their delivery.

Members discussed the importance of retaining some available funds within EMF 6280 to support a review of the Business Plan upon its conclusion in 2027. It was noted that further design revisions and the development of promotional materials – including social media advertising would be necessary to effectively support the launch of the new Business Plan.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** to delegate to the Development and Engagement Manager to obtain costings for transferable promotional material to support the Business Plan, with a report to be brought back to the next Town Vision meeting.

30/25/26

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

Members discussed each Committee and Sub Committee's deliverables in detail.

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

1. To note the Town Clerk's scores for quarter one of the two year business plan;
2. To note there are no amendments to the Devolution and Property Maintenance Sub Committee deliverables;
3. To **RECOMMEND** to the Policy and Finance Committee to:
  - a. Amend the order of Strategic Priority 1 'Aims' in order – To display community engagement by providing grants, before, formal agreement with the Town Twinning;
  - b. Add under Strategic Priority 1 'Actions' - Enhance the promotion of Saltash Town Council twinning with Plougastel and future visits via social media, website and notice boards;
4. To **RECOMMEND** to the Services Committee to:
  - a. Add under Strategic Priority 1 'Actions' – To continue to work and support Town Team with their initiatives to improve the Town by providing administrative, finance and funding support as necessary;
  - b. Review Strategic Priority 4 'Aim' – Promote and encourage walking and cycling routes in the community, to see how the 'Aim' can be met or readjust if necessary;
  - c. Add under Strategic Priority 4 'Actions' - Successful ferry service from the Royal William Yard to Saltash (return) and the opportunity to watch the British Firework Championships from the river Tamar;
  - d. Review Strategic Priority 5 'what success looks like' – Continue to be environmentally and hedgehog friendly, recycle as much green waste as possible, adopt sustainable watering techniques – Members to consider what additional 'Actions' could be included to help achieve this 'Aim' or readjust if necessary;

- e. Add under Strategic Priority 5 'Aims' - To support community initiatives for tree planting and wildflower meadows – add under 'Actions' - STC to continue to provide funding for tree planting initiatives and continue to support Rotary with watering of flower beds in the Town Centre;
  - f. Under Strategic Priority 5 'Aims' - Continue to be a Plastic Free Town Council – under 'Actions' add - to enhance promotions of STC's plastic free status and explore further opportunities for improvement in this area – such as partnering with external organisations to educate councilors, staff and the wider community on the importance of avoiding single-use plastics;
  - g. Under Strategic Priority 6 'Aims' – Provide, maintain and support mental health and wellbeing with street furniture and green public spaces – under 'Actions' add – Working in partnership with Town Team to install new street furniture and sensory planting in Fore Street;
  - h. Under Strategic Priority 6 'Aims' – Continue to provide pontoon facilities allowing access to the river and support better connectivity to neighbouring areas – add under 'Actions' - Successful ferry service from the Royal William Yard to Saltash (return) and the opportunity to watch the British Firework Championships from the river Tamar;
5. To **RECOMMEND** to the Planning and Licensing Committee to review their deliverables to ensure all 'Aims' fit within the remit of the Committee as a consultee only and how they see the 'Aims' being met or readjusted as necessary;
6. To **RECOMMEND** to the Personnel Committee to;
- a. Under Strategic Priority 2 'Aim' – Provide excellent welfare facilities – add under 'Actions' – To consider improvement of Guildhall staff restrooms and changing facilities where feasible;
  - b. Under Strategic Priority 2 'Aims' – Provide occupational health assessments as required to support staff at work – add under 'Actions' – To provide mental health first aid training for line managers to attend;

7. To **RECOMMEND** to the Library Sub Committee to;

- a. Under Strategic Priority 2 'Aims' – To continue to sign post residents and users of the library to the relevant key stakeholders – add under 'Actions' – To enhance the promotion of the online library services such as free book borrowing and newspapers;
- b. Revisit Strategic Priority 4 'Aims' - To continue to promote and support sustainable travel and transport, to ensure it fits within the remit of the Sub Committee and how they see the 'Aim' being met or readjust if necessary;

8. To **RECOMMEND** to the Station Property Sub Committee to;

- a. Under Strategic Priority 1 'Aims' – Bring in additional investment by offering a focal meeting point at the Station and in close proximity to Fore Street – Members to consider what additional 'Actions' could be included to help achieve this 'Aim' or readjust if necessary;
- b. Under Strategic Priority 6 'Aims' – Create an annual events calendar to better utilise the building – under 'Actions' – Members to consider what additional 'Actions' could be included to help achieve this 'Aim' or readjust if necessary.

**31/25/26      TO RECEIVE A REPORT ON THE BUSINESS PLAN DELIVERABLES WORKFLOW 2025/26 AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor Gillies, seconded by Councillor Bullock and **RESOLVED** to approve and adopt the Deliverables Workflow for the year 2025-26.

**32/25/26      TO RECEIVE AND CONSIDER THE PROPOSED MEETING SCHEDULE FOR THE TOWN VISION SUB-COMMITTEE FOR THE 2025/26 MUNICIPAL YEAR.**

It was proposed by Councillor Gillies, seconded by Councillor Bullock, and **RESOLVED** to approve the following sub-committee meeting dates, all to be held at the Guildhall and commencing at 6.30pm:

- 1. 28 October 2025
- 2. 29 January 2026
- 3. 30 April 2026



**33/25/26      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.

**34/25/26      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**35/25/26      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**36/25/26      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 Peggs, and **RESOLVED** to issue a social media release highlighting the business plan deliverables, aligned with the 2025-26 workflow.

**DATE OF NEXT MEETING**

Tuesday 28 October 2025 at 6:30pm.

Rising at: 8:26pm

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

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

# Agenda Item 7

## P&F Committee - Town Vision Sub Committee Budget 2025-26

Saltash Town Council

For the 6 months to September 2025

Account	Prior Year 2024/25	EMF Balances B/F 2024/25	To/From Reserves & Budget Virements 2025/26	Budget 2025/26	Actual YTD 2025/26	Budget Available 2025/26
<b>P&amp;F Town Vision EMF Expenditure</b>						
6280 PF EMF Town Vision	430	9,665	0	9,665	0	9,665
<b>Total P&amp;F Town Vision EMF Expenditure</b>	<b>430</b>	<b>9,665</b>	<b>0</b>	<b>9,665</b>	<b>0</b>	<b>9,665</b>
<b>Total P&amp;F Town Vision Budget Surplus/ (Deficit)</b>	<b>(430)</b>	<b>(9,665)</b>	<b>0</b>	<b>(9,665)</b>	<b>0</b>	<b>(9,665)</b>