

# Public Document Pack

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 5th March 2026 at 7.00 pm

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

**ALSO PRESENT:** 2 Members of the Press, H Frank (Cornwall Council) and P Cador (Cornwall Council), S Burrows (Town Clerk / RFO) and D Joyce (Office Manager / Assistant to the Town Clerk)

**APOLOGIES:** J Brady and S Martin, K Johnson (Cornwall Council).

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#### **350/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **351/25/26 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.

#### **352/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**353/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 5 FEBRUARY 2026 AS A TRUE AND CORRECT RECORD.**

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

Following a unanimous vote (14 in favour, 0 against, 0 abstentions), it was proposed by Councillor Johns, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Full Town Council Meeting held on 5 February 2026 were confirmed as a true and correct record.

**354/25/26 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

a. Joint Burial Board held on 10 February 2026;

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

b. Services Committee held on 12 February 2026;

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

c. Planning and Licensing held on 17 February 2026;

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

d. Personnel held on 26 February 2026.

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

**RECOMMENDATION:**

**86/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL CHRISTMAS AND NEW YEAR OPERATIONAL HOURS FOR 2026/27 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman informed Members that agenda items 10, Christmas and New Year Operational Hours 2026–27, and 11, Saltash Day 2026–27, would be considered together.

Following a unanimous vote (5 in favour, 0 against, 0 abstained), it was proposed by Councillor Brady, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Council:

1. The Christmas shutdown period will commence at 12 noon on Thursday 24 December 2026 and the office will reopen on Monday 4 January 2027.
2. All staff are required to allocate annual leave for the remaining working days during the shutdown period: Tuesday 29, Wednesday 30, and Thursday 31 December 2026.
3. One Service Delivery General Assistant will work reduced hours on Sunday 27 December 2026, from 9:00am to 1:00pm.
4. A Saltash Day will be allocated to all staff, to be taken on a date of their choice within the financial year 1 April 2026 to 31 March 2027.

Following a unanimous vote (14 in favour, 0 against, 0 abstained), it was proposed by Councillor Mortimore, seconded by Councillor Stoyel and **RESOLVED** to approve the above recommendation.

**355/25/26 TO RECEIVE AND NOTE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 16 FEBRUARY 2026 AND CONSIDER ANY RECOMMENDATIONS.**

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

The Chairman invited Councillor B Samuels to provide an update following the meeting of the Library Sub Committee held earlier this evening.

The Sub Committee received a report on the tender submissions for Phase Two of the Library Refurbishment Works. This phase includes the installation of a fully accessible ground-floor toilet with baby-changing facilities, the redesign and relocation of the welcome desk to the left side of the building to create a more open and welcoming environment, and the provision of facilities for serving hot and cold drinks.

The Sub Committee reported that a preferred tender had been identified and confirmed its intention to proceed with appointing the contractor. Works are anticipated to begin in early April, with an estimated duration of 12 weeks. During this period, Library services will be temporarily relocated to the Wesley Church.

Cllr B Samuels expressed her thanks to all officers involved in supporting the Sub Committee and noted their enthusiasm for progressing this project on behalf of the Town Council for the benefit of Saltash residents and the wider community.

**356/25/26 TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**357/25/26 TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.**

PC Smith attended the meeting and was available to respond to Members questions.

Cllr Peggs raised concerns regarding recent drug-related incidents within the community. PC Smith provided reassurance that appropriate steps are being taken to investigate and address these matters.

It was **RESOLVED** to note.

**358/25/26 TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**359/25/26 TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Nothing to report. The next meeting is due to be held on 7 April 2026, location to be confirmed.

**360/25/26 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided a verbal summary of the report included within the circulated pack, outlining the latest updates on traveller preventative measures following the unlawful encampments that took place during summer 2025.

Councillors and the Town Clerk met on 25 February with Cornwall Council officers and key stakeholders to discuss options for protecting Warfelton Field from future encampments. Cormac presented several railing and boundary-protection solutions; however, concerns were raised regarding the financial implications, the risk that access could still be gained, and the potential displacement of encampments to other vulnerable locations in the town.

Members also noted discussions about whether leasing the land to an external or private organisation might enable faster eviction under common law. This option requires further investigation and would result in enforcement and clean-up costs being borne by the landowner.

Members highlighted the need for clearer guidance on procedures to follow when travellers arrive, to ensure key stakeholders and the wider community understand the actions being taken.

The Working Group agreed to meet with the Town Clerk to review the outcomes of the Safer Saltash meeting in more detail and consider any actions that could be taken at this stage.

Cornwall Councillor Frank was invited to speak and emphasised the importance of clearer processes and improved communication across Cornwall to support towns in responding to unlawful encampments. Councillor Frank confirmed she will progress this work and report developments back to the Working Group.

It was **RESOLVED** to note.

**361/25/26 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report from the Chamber of Commerce circulated in the reports pack. Councillor Miller provided a verbal overview of the recent meeting and the discussions held.

It was **RESOLVED** to note.

**362/25/26 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Cornwall Councillor Frank informed Members of the SEND reforms published alongside the Government's Schools White Paper, noting their focus on establishing a more consistent, outcomes-driven system for children with additional needs. Cornwall Councillor Frank explained that the reforms aim to improve early identification and early intervention, reduce variation in SEND support across different areas and strengthen support for families.

Members were informed that a 12-week national consultation period is now underway, during which Cornwall Council will assess the potential implications for families and schools in Cornwall.

Cornwall Councillor Frank invited Members to provide views on what the reforms may mean for the local community in Saltash and expressed her intention to meet with Town and Parish Council's and key stakeholders including local school leaders to discuss the potential impact on the town.

Members agreed that such discussions would be beneficial.

Following a vote (13 in favour, 0 against, 1 abstention), it was proposed by Councillor Ashburn, seconded by Councillor Nowlan and **RESOLVED** for Councillors Peggs, Nowlan, Ashburn, Suter, Johns, Bullock and Stoyel to meet with Councillor Frank and key stakeholders to discuss the SEND reform proposals and their potential implications for Saltash.

**363/25/26 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Nothing to report. The next meeting is scheduled to take place on 18 March at St Barnabas Hospital.

**364/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**365/25/26**    **FINANCE:**

- a. To advise the receipts for January 2026;

It was **RESOLVED** to note.

- b. To advise the payments for January 2026;

It was **RESOLVED** to note.

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

Nothing to report.

- d. To note that bank reconciliations up to 31 January 2026 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 Councils Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

**366/25/26**    **TO RECEIVE AN AMENDMENT TO THE SCHEME OF DELEGATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Following a unanimous vote (14 in favour, 0 against, 0 abstentions), it was proposed by Councillor Mortimore, seconded by Councillor Ashburn and **RESOLVED** to approve the amendment to the Scheme of Delegation, as attached.

**367/25/26**    **TO RECEIVE AN AMENDMENT TO THE ELECTION OF MAYOR AND DEPUTY MAYOR PROCESS AND CONSIDER ANY ACTIONS.**

Following a unanimous vote (14 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Johns and **RESOLVED** to approve the amendment to the Election of Mayor and Deputy Mayor policy, as attached.

**368/25/26 THE MAYOR TO ANNOUNCE THE CALL FOR WRITTEN NOMINATIONS FOR THE OFFICE OF MAYOR AND DEPUTY MAYOR FOR THE YEAR 2026/27.**

Following a unanimous vote (14 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bullock, seconded by Councillor Johns and **RESOLVED:**

1. To note that the Mayor, Councillor Bullock, formally announced to Full Town Council that the call for written nominations for the office of Mayor and Deputy Mayor 2026-27 is now open.
2. To approve the nomination timeline and Extraordinary Full Town Council meeting to be held on Thursday 19 March 2026 at 6:30pm to elect the Mayor elect and the Deputy Mayor elect 2026-27.

**369/25/26 TO RECEIVE A REPORT ON VICTORIA GARDENS AND THE MAURICE HUGGINS ROOM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the report received and included within the reports pack.

Following a unanimous vote (14 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bickford, seconded by Councillor Peggs, and **RESOLVED:**

1. To cease progressing the lease arrangements for both Victoria Gardens and the Maurice Huggins Room.
2. That Saltash Town Council wishes to contribute to the maintenance and enhancement of Victoria Gardens, without assuming full liability, by undertaking the restoration of the railings (details to be confirmed), introducing sponsored benches, and supporting the Friends of Victoria Gardens.
3. To work collaboratively with Cornwall Council to enhance the site (as outlined in point 2 above) while avoiding the financial and legal responsibilities associated with a full asset transfer.
4. To note the difficulty faced by the Town Council in identifying a viable use for the Maurice Huggins Room that would not negatively impact existing local businesses. The Town Council encourages Cornwall Council to engage with the community to explore potential community-focused uses, as demand is likely to arise from community groups rather than commercial operators.

**370/25/26 TO RECEIVE THE NOTES OF THE SALTASH TOWN TEAM MEETING HELD ON 9 FEBRUARY 2026 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor B Samuels, Vice Chairman of the Town Team, provided a verbal update on current Town Team activities. She reported that members are exploring suitable options for future markets following the 2025 trial, including a variety of indoor venues and outdoor locations. While Belle Vue had proven to be an attractive site, the road closures required led to increased costs, prompting a review of alternative locations.

Councillor Samuels also advised that the town promotional leaflet is nearing completion and is expected to be finalised shortly, with printing and distribution planned for early April.

In addition, Councillor Samuels reported that funding secured to investigate the potential for submitting a town centre enhancement bid has enabled a business survey to be carried out in Saltash. A presentation to traders following the survey is scheduled for 13 April at 5:30pm. Members were invited to share their suggestions to support improvements to the town centre by emailing either herself or the Chairman Peter Ryland.

It was **RESOLVED** to note.

**371/25/26 TO RECEIVE A REPORT FROM FRIENDS OF CHURCHTOWN FARM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Since the report was issued, the Friends of Churchtown Farm have confirmed that Anthony Estates has agreed to cover the upfront costs. These costs will be reimbursed through the awarded Tamar Valley National Landscape funding, using a Cornwall Council purchase order mechanism.

There is no financial requirement from Saltash Town Council.

It was **RESOLVED** to note.

**372/25/26 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 21 MARCH OUTSIDE SALTASH HERITAGE, FORE STREET.**

The next scheduled meeting date Saturday 21 March outside Saltash Heritage, Fore Street.

Following a unanimous vote (14 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bullock, seconded by Councillor Gillies and **RESOLVED** for Councillors Bullock, Gillies and Miller to attend.

**373/25/26 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.

**374/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**375/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**376/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

Following a unanimous vote (14 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** to issue a Press and Social Media releases for Meet Your Councillors.

**377/25/26 DATE OF NEXT MEETING: 9 APRIL 2026 AT 7:00 P.M.**

Following the resolution approved under minute nr. 268/25/26, an Extraordinary meeting of Saltash Town Council is to held on Thursday 19 March 2026 at 6.30pm, with a future meeting of Saltash Town Council scheduled to be held on 9 April 2026 at 7pm.



Policy Group: Finance

# Scheme of Delegation

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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<b>Current Document Status</b>			
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3.2025	2025/26	DJ	FTC 5.3.26	366/25/26	Approved amendment

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## **Scheme of Delegation**

1. This scheme of delegation supersedes any extant permanent delegated authorities except where specified and voids any such delegated authorities not referred to. No future permanent delegated authority shall be valid unless referred to in this scheme.
  2. None of the authorities or limitations below should be taken as preventing the exercise of duties or authority clearly laid out in the Town Clerk's job description (for example as Line Manager
  3. Temporary delegations of authority to accomplish a particular task do not fall within the purview of this scheme: existing such temporary delegations stand, and further such temporary delegations may be agreed without amending this scheme.
  4. This scheme shall lapse after the 1st full meeting of the Town Council following each set of Town Council Elections commencing in May 2025, unless re-approved by the Town Council with or without amendments.
  5. Any reference to the Town Clerk in these documents will apply to the Office Manager / Assistant to the Town Clerk if and only if:
    - 5.1. The Town Clerk is not reasonably contactable due to leave, illness etc.
- AND**
- 5.2. The matter is of sufficient urgency that it cannot be reasonably delayed until the return of the Town Clerk.

## **Section A Financial**

The Town Clerk shall have sole delegated authority and in their absence the Finance Officer shall have sole delegated authority to:

1. Maintain and defray a petty cash float to a limit of £215 for the purpose of defraying operational and other expenses, in line with Financial Regulation 10.1.
2. Incur expenditure on behalf of the Town Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,000, in line with Financial Regulation 5.17.

The Town Clerk shall report the action to the appropriate Committee Chairman and Committee as soon as practicable thereafter. Where expenditure required cannot be met from savings made elsewhere within that Committee's approved budget, it shall be subject to the provisions of a budget head approved by the Policy and Finance Committee or the Town Council.

3. Carry out the dispersal of Section 106 Money held by the Town Council, when authorised according to procedures already agreed by the Town Council.

The Town Clerk or in their absence the Finance Officer shall have delegated authority to authorise members of staff to disperse other monies with the authority of Full Council, or otherwise under the following restrictions:

4. If within budget up to **£10,000** with the approval of the appropriate Committee Chairman, or in their absence that of the Committee Vice Chairman and Chairman of the Town Council or in their absence that of the Deputy Chairman. Approval may be verbally or by email initially, with a later signature.

However, in the case of the P and F (Office) budget, no such approval will be necessary.

5. If within budget, up to £20,000 only where that item has been resolved by the relevant Committee or Sub-Committee and with the approval of the appropriate Committee Chairman or in their absence that of the Committee Vice Chairman and Chairman of the Town Council or in their absence that of the Deputy Chairman.
6. Monies over £20,000 or not within budget only where that item has been resolved by the relevant Committee or Sub-Committee with an agreed spend or maximum spend.

Items spent under A4 or A5 will be reported back to the following meeting of the relevant Committee or Sub-Committee.

7. The Town Clerk or in their absence the Finance Officer shall have delegated authority to authorise members of staff with the agreement of the Chairman of P and F, or in their absence that of the Vice Chairman of P and F, the

Chairman or the Deputy Chairman of the Town Council, to use the Town Credit Card, where the expenditures in question are otherwise acceptable under Town Council regulations and where necessary for the efficient running of the Town Council and for best value. However, in no case may this be used for individual expenses to be reclaimed, or in excess of the credit limit agreed by Full Council.

8. Line Managers shall have delegated authority for the procurement of their department if within budget, up to £1,800 reporting back at the relevant committee meeting.
9. Line Managers shall have delegated authority to authorise staff training for team members up to the value of £200, reporting back to the Personnel Committee.
10. The Town Clerk shall have delegated authority to authorise their own training up to the value of £500, reporting back to the Personnel Committee.
11. Finance Officer shall have delegated authority to transfer monies between the Instant Access Accounts to Barclays Current Account for day-to-day operations. This will be reported to Full Council within the monthly bank account receipts and payments reports.
12. If additional hours or TOIL is anticipated, the Line Manager must obtain prior approval from the Town Clerk, or in their absence the RFO. The request should include the reason for the additional hours, the estimated number of hours, and the associated cost. This ensures compliance with the annual budget, checks available funds, and helps minimise unnecessary overtime expenses. Additional hours or TOIL should not occur without Town Clerk approval, except in emergencies. In such cases, the Line Manager must seek retroactive approval within 48 hours.

## **Section B Personnel**

1. All matters detailed in adopted personnel policies of the Town Council shall be taken as being encompassed with this scheme of delegation. For example, but not limited to:
  - 1.1. The Town Clerk's authority to appoint staff where carried out in line with policy.

- 1.2. Resolution of grievance and disciplinary matters.
- 1.3. The authorisation of discretionary leave.
- 1.4. Appraisal and exit interviews etc.
- 1.5. The following functions shall be delegated to the Personnel Committee:
  - 1.5.1. The line management of the Town Clerk by the Chairman, or Vice Chairman dealing with routine issue.
  - 1.5.2. The confirmation of progression along pay scales, and successful completion of probationary periods and recommendation not to progress staff or to approve completion of probation shall be recommended to Full Council.

### **Section C Other**

1. The Town Clerk shall have sole delegated authority to:
  - 1.1. exercise overall responsibility for Health and Safety;
  - 1.2. have fly-posters removed from STC land, or from Cornwall Council land having checked that they do not have authority to be there;
  - 1.3. waive charges for Guildhall room hire;
  - 1.4. approve or reject links for display on the STC website, and items for display on the STC noticeboards;
  - 1.5. Approve the use of the town's modern logo, in accordance with the principles outlined in the relevant policy.
2. The Town Clerk or in their absence the Office Manager / Assistant to the Town Clerk shall have delegated authority in consultation with the Chairman of the Town Council, or in their absence the Deputy Chairman, to:
  - 2.1. Make any temporary arrangements necessary for the good running of the Town Council not falling under the Town Clerk's day-to-day exercise of duties, where they incur no expenditure, or the expenditure falls under the other delegated powers. These shall be reported back to the appropriate committee or Full Council as soon as possible where they may recommend that they be made permanent or halted if appropriate, or else 'noted'.
  - 2.2. Commence the election or co-option procedure for vacancies in the Town Council in accordance with legislation and Town Council procedures.

3. The Town Clerk or in their absence the Office Manager / Assistant to the Town Clerk shall have delegated authority in consultation with the Chairman of the Town Council, or in their absence the Deputy Chairman, and the Chairman of P and F, or in their absence the Vice Chairman, to

3.1. Decline bookings for the Guildhall where they consider them inappropriate, or where they are for purposes that might be perceived as prejudicing the neutrality of the Town Council on future developments.

4. The Town Clerk or in their absence the Office Manager / Assistant to the Town Clerk shall have delegated authority with the agreement with the Chairman of the Town Council-or appropriate Committee Chairman, or in their respective absence the Deputy Chairman or Committee Vice Chairman to:

4.1. Send out Press Releases. In all cases the Chairman of the Town Council, or in their absence the Deputy Chairman, must either directly approve the release, or be sent a copy of the release at least 24 hours before it goes out in order to give them chance to object if necessary. No Press Release may be sent out under this authority if the Chairman of the Town Council or Deputy Chairman does object: in that instance they must be authorised by Full Council.

Note: Power C/4.1 shall also apply to the Chairman/Vice of the Neighbourhood Plan Steering Group, and any other Sub-Committee or Working Group of the Town Council granted this power by Full Council. However other delegated powers to Committees do not automatically apply.

## **Appendix 1: Health Pandemic/Lockdown Scheme of Delegation**

Saltash Town Council delegates authority to the Town Clerk informed by consultation with Members of the Town Council, to take any actions necessary with associated expenditure up to **£5,000** to protect the interest of the community and ensure Town Council business continuity during the period of the a health pandemic/lockdown where it is deemed inappropriate to meet.

# Election of Mayor and Deputy Mayor

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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# **Policy for the Election of Mayor and Deputy Mayor**

## **Background**

The 1972 Local Government Act s 15 (2) requires that the first item of business at the Annual Meeting of the Town Council is to elect a Chairman for the municipal year.

The current custom and practice at the Town Council is to pre-select the Chairman and Vice Chairman (the Mayor and Deputy Mayor) at the Full Council meeting held in February. The election and installation takes place at the Annual Meeting.

This policy sets out a revised process for the nomination of a Mayor Elect and Deputy Mayor Elect, and subsequent installation in both election and non-election years.

## **1. Nomination and Election of Mayor**

### **1.1. In a non-election year**

1.1.1. At the meeting of full council held in March the outgoing Mayor will call for written nominations for the office of Mayor.

1.1.2. Nomination will be by written submission, proposed and seconded by two members of the Town Council and counter signed by the nominee. The Town Clerk will make a standard nomination form available, although its use is not compulsory provided the requisite information is supplied. Electronic signatures will be accepted.

1.1.3. Completed nominations must be submitted to the Town Clerk within 7 days of the issue of the call for nominations.

1.1.4. A special meeting of the Town Council will be held within 28 days of the issue of the call for nomination where the only items of business are to elect the Mayor Elect and Deputy Mayor-Elect.

1.1.5. At least 48 hours prior to the special meeting of the Town Council the Town Clerk shall circulate the names of the nominated candidates to all councillors.

1.1.6. Prior to the vote for each election:

1.1.6.1. The proposer of each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.

1.1.6.2. Each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.

1.1.7. Where there is only one candidate for a post, a written ballot shall be taken as to whether to elect or not elect the nominated candidate.

1.1.8. If the nominated candidate is not elected then the council will agree arrangements for a re-opening of nominations, allowing at least 48 hours for candidates to be nominated in accordance with point 1.1.2 above.

1.1.9. Where there is more than one candidate for the post, the election will be carried out by a written ballot.

1.1.10. Where there are more than two candidates, the successful candidate must achieve a clear majority\* (excluding abstentions). Where there is no clear majority, the candidate achieving the lowest number of votes will withdraw and a second written ballot held. This process will continue until there is a clear majority.

1.1.11. The candidate achieving the clear majority will be nominated as Mayor at the Annual Meeting of the Council held in May.

1.1.12. A tie in votes may be settled by the casting vote of the Chairman of the meeting.

1.1.13. The election of the Mayor shall be the first item of business at the Annual Meeting of Saltash Town Council in May by a recorded vote.

The successful candidate will immediately sign a Declaration of Acceptance of Office and take the chair for the remainder of the meeting.

Advisory note:

All councillors present are permitted to vote for the election of Mayor or Deputy Mayor, including the Chairman of the meeting and those standing for office. It is advised that candidates exercise their right to vote once unless they have agreed not to do so in advance with the other candidates.

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**\* The definition of a majority vote is more than half of the votes cast.  
Abstentions are excluded in calculating a majority vote.**

1.2. In an election year (where the Annual Meeting must be held within 14 days of the election)

1.2.1. As soon as possible, and in any case by the end of the fourth day after the elections, the Town Clerk will issue a call for written nominations for the office of Mayor to all councillors to allow sufficient time for the Annual Meeting of the Town Council to be held within 14 days.

1.2.2. Nomination will be by written submission, proposed and seconded by two members of the Town Council and counter signed by the nominee. The Town Clerk will make a standard nomination form available, although its use is not compulsory provided the requisite information is supplied. Electronic signatures will be accepted.

1.2.3. Completed nominations must be submitted to the Town Clerk by the end of the sixth day after the election.

1.2.4. As soon as possible, and in any case at least 24 hours prior to the Annual Meeting of the Town Council the Town Clerk shall circulate the names of the nominated candidates to all councillors.

1.2.5. The Annual Meeting of the Town Council will be held no later than fourteen days after the election where the first item of business will be the election of the Mayor by a recorded vote.

1.2.6. Prior to the vote for each election:

1.2.6.1. The proposer of each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.

1.2.6.2. Each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.

1.2.7. Where there is only one candidate for a post, a **written ballot recorded vote** shall be taken as to whether to elect or not elect the nominated candidate.

1.2.8. If the nominated candidate is not elected then the council will agree arrangements for a re-opening of nominations, allowing at least 48 hours for candidates to be nominated in accordance with point 1.2.2 above but still allowing for the Annual Meeting of the Town Council to be held within 14 days of the election.

1.2.9. Where there is more than one candidate for the post, the election will be carried out by **written ballot recorded vote** as to whether to elect or not elect the nominated candidate.

1.2.10. Where there are more than two candidates, the successful candidate must achieve a clear majority (excluding abstentions). Where there is no clear majority, the candidate achieving the lowest number of votes will withdraw and a second **written** ballot will be held. This process will continue until there is a clear majority.

1.2.11. A tie in votes will be settled by the casting vote of the Chairman of the meeting.

1.2.12. The successful candidate will immediately sign a Declaration of Acceptance of Office and take the chair for the remainder of the meeting.

Advisory notes:

1. If the retiring Chairman is present in the council chamber, then they must take the chair at the start of the Annual Meeting of the Town Council.

If they have been elected as a councillor for the new Town Council, then in the election of the new Chairman:

- They have an original vote but are not under a duty to cast it
- If there is an equality of votes the Chairman has a casting vote which they must use to break the deadlock; and
- There is no legal requirement that a Chairman should use either their original or casting vote in any particular way. There is no legal prohibition against a Chairman using either their original or casting vote in their own favour.

If the retiring councillor has not been elected as a councillor for the new Town Council then they must preside the meeting until the election of the new Chairman is completed, and their successor appointed. The retiring Chairman's duties include noting the members present/absent, receiving nominations and counting votes in the election of the new Chairman but

- They do not have an original vote; and
- If there is an equality of votes then they have a casting vote which they must use in order to break the deadlock.

2. If the retiring Chairman is not present the retiring Deputy Mayor will take the chair for the election of the Chairman. If neither is present those councillors in attendance will vote for the councillor to take the chair for the election of the Chairman.

3. All councillors present are permitted to vote for the election of Mayor or Deputy Mayor, including the Chairman of the meeting (see advisory note 1 above) and those standing for office. It is advised that candidates exercise their right to vote for themselves unless they have agreed not to do so in advance with the other candidates.
4. In an election year there will be a Ceremonial Installation of the Mayor at a date to be arranged following the Annual Meeting of the Town Council.

## **2. Nomination of Deputy Mayor**

- 2.1. The election of the Deputy Mayor will take place as the second item of business at the Annual Meeting of Saltash Town Council.
- 2.2. The process for the nomination of the Deputy Mayor will follow the same timetable and procedure as that for the Mayor.
- 2.3. All nominations must be received in accordance with this policy.

## **3. Nomination of Mayor During The Municipal Year**

- 3.1. Where a vacancy for the office of Mayor occurs during the municipal year, the process for the election of a new Mayor will be in accordance with 1b of this policy excepting that the timetable shall run from the date of the vacancy rather than of the election.
- 3.2. The Deputy Mayor will assume the responsibilities of the role of Mayor and chair the election of the Mayor which will take place as the first item of business at the next meeting of Saltash Town Council.

## **4. Nomination of Deputy Mayor During The Municipal Year**

- 4.1. Where a vacancy for the office of Deputy Mayor occurs during the municipal year, the process for the election of a new Deputy Mayor will be in accordance with 1b of this policy excepting that the timetable shall run from the date of the vacancy rather than of the election.

APPENDIX A

## Written Ballot for the Office of Deputy Mayor of Saltash Town Council

Please ensure your vote is clearly marked in the box by an **X** of your preferred candidate

**\*\*Ballots that are spoiled or incorrectly filled out will not be counted\*\***

<u>Candidate Name</u>	<u>Vote</u>
<b>SURNAME</b> First name	

Date:

APPENDIX B

## Written Ballot for the Office of Mayor of Saltash Town Council

Please ensure your vote is clearly marked in the box by an **X** of your preferred candidate

**\*\*Ballots that are spoiled or incorrectly filled out will not be counted\*\***

<u>Candidate Name</u>	<u>Vote</u>
<b>SURNAME</b> First name	

Date: