



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

27 February 2026

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 5th March 2026 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 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.**

Planning applications can be viewed by Members of the Council prior to the meeting on the Cornwall Council's website www.cornwall.gov.uk. Members of the public may view planning applications online during normal working hours of 9:30 a.m. to 4:30 p.m. online at the Saltash Library Hub.

Yours sincerely,

S Burrows
Town Clerk / RFO

To:

Essa	Tamar	Trematon
A Ashburn	S Gillies	G McCaw
R Bickford	M Johns	S Miller
J Brady	S Martin	B Samuels
R Bullock (Chairman)	P Nowlan	B Stoyel (Vice-Chairman)
L Mortimore	J Peggs	
P Samuels	J Suter	

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 Full Town Council Meeting held on 5 February 2026 as a true and correct record. (Pages 5 - 16)
6. To receive and note the minutes of the following Committees and consider any recommendations:
 - a. Joint Burial Board held on 10 February 2026; (Pages 17 - 19)
 - b. Services Committee held on 12 February 2026; (Pages 20 - 30)
 - c. Planning and Licensing held on 17 February 2026; (Pages 31 - 35)
 - d. Personnel held on 26 February 2026. (Pages 36 - 43)
7. To receive and note the minutes of the Library Sub Committee held on 16 February 2026 and consider any recommendations. (Pages 44 - 49)
8. To receive the Chairman's report and consider any actions and associated expenditure. (Pages 50 - 51)
9. To receive the Monthly Crime Figures and consider any actions. (Page 52)
10. To receive a report from Community Enterprises PL12 and consider any actions and associated expenditure. (Page 53)

11. To receive a report from Community Area Partnerships and consider any actions and associated expenditure.
12. To receive a report on behalf of Safer Saltash and consider any actions and associated expenditure. (Pages 54 - 55)
13. To receive a report from Saltash Chamber of Commerce and consider any actions and associated expenditure. (Page 56)
14. To receive a report from Cornwall Councillors and consider any actions and associated expenditure. (Pages 57 - 64)
15. To receive an update on the future of the health care in Saltash and consider any actions and associated expenditure.
16. To consider Risk Management reports as may be received.
17. Finance:
 - a. To advise the receipts for January 2026; (Page 65)
 - b. To advise the payments for January 2026; (Pages 66 - 68)
 - c. To report urgent and essential works actioned by the Town Clerk under Financial Regulations;
 - 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;
 - 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.
18. To receive an amendment to the Scheme of Delegation and consider any actions and associated expenditure. (Pages 69 - 78)
19. To receive an amendment to the Election of Mayor and Deputy Mayor process and consider any actions. (Pages 79 - 90)
20. The Mayor to announce the call for written nominations for the Office of Mayor and Deputy Mayor for the year 2026/27. (Pages 91 - 94)
21. To receive a report on Victoria Gardens and the Maurice Huggins Room and consider any actions and associated expenditure. (Pages 95 - 98)
(Pursuant to FTC 5.02.2026 minute nr. 340/25/26)
22. To receive the notes of the Saltash Town Team meeting held on 9 February 2026 and consider any actions and associated expenditure. (Pages 99 - 106)

23. To receive a report from Friends of Churchtown Farm and consider any actions and associated expenditure. (Page 107)
24. Meet your Councillors: The next scheduled meeting date Saturday 21 March outside Saltash Heritage, Fore Street.
25. 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.
26. To consider any items referred from the main part of the agenda.
27. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
28. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
29. Date of next meeting: 9 April 2026 at 7:00 p.m.
30. 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.

SALTASH TOWN COUNCIL

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

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

ALSO PRESENT: 3 Members of the Public, 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: None.

324/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

325/25/26 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.

The Chairman informed Members the next items of business to be discussed are Agenda Item 9 – To receive the Monthly Crime Figures and consider any actions and associated expenditure followed by Agenda Item 6 – To welcome, Neighbourhood Watch in Your Community to give a presentation and consider any actions.

326/25/26 TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.

The Chairman welcomed PC P Davey – Neighbourhood Beat Manager to speak.

PC P Davey provided Members with a brief verbal overview of the crime figures included in the circulated reports pack.

PC P Davey reported that the police continue to prioritise tackling drug related offences within the community and are actively building intelligence. A further update on this work will be presented to the Town Council in due course.

Members were also advised that two newly appointed PCSOs are due to begin their roles in the coming weeks which will increase the department's capacity to undertake additional work.

Members thanked PC P Davey for attending this evening's meeting and for the clear presentation of the 12-month rolling crime figures and accompanying clarification of crime categories.

It was **RESOLVED** to note.

327/25/26 TO WELCOME, NEIGHBOURHOOD WATCH IN YOUR COMMUNITY TO GIVE A PRESENTATION AND CONSIDER ANY ACTIONS.

The Chairman welcomed Stephanie Good Project Manager for Neighbourhood Watch to the meeting and invited her to speak.

Stephanie delivered a brief presentation addressing common myths and societal misconceptions surrounding the Neighbourhood Watch scheme. Stephanie outlined the community-focused work undertaken by the organisation, the strong connections it builds and the three accessible ways in which people of all ages can get involved.

Stephanie explained that the scheme aims to bring communities together, highlight funding opportunities and promote available grants. With 2.3 million members nationwide Neighbourhood Watch works closely with key stakeholders, including the police, to help communities flourish and to ensure residents feel safe within their neighbourhoods and local environment.

It was also highlighted the valuable work undertaken with youth organisations and youth councils. These initiatives, supported by lottery funding, help equip future generations with leadership and employability skills.

Stephanie expressed eagerness to work with the Town Council to help promote the Neighbourhood Watch scheme and invited Members to get in touch regarding any potential collaborative projects within the Saltash community that she may be able to support.

Stephanie advised that further information about Neighbourhood Watch schemes in the local area, as well as guidance on setting up a new scheme, is available at ourwatch.org.uk. It was noted that no two schemes are the same, as each is tailored to reflect the specific needs and priorities of its individual community.

Members thanked Stephanie for her attendance.

It was **RESOLVED** to note.

328/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

The Chairman confirmed a public question had been received.

In the absence of the resident who submitted the question, the Town Clerk read the question aloud in accordance with the Town Council's Public Question Policy.

Date Received	Public Questions to the Town Council	Submitted By
4 February 2026	<p>On 15 January 2026 I asked how Saltash Town Council would challenge Cornwall Council over inaccuracies contained in a report recommending the Release of Burraton Field for development.</p> <p>Following a unanimous vote, it was resolved to:</p> <p>“To delegate authority to the Town Clerk, in consultation with the Chairman and Vice Chairman, to challenge the inaccuracies within the Cornwall Council report relating to Saltash Town Council, requesting that the report be withdrawn or amended to reflect the accurate position, and to seek an apology accordingly.”</p>	Marie Whittam

	<p>In view of Cornwall Council's lack of response, what actions does Saltash Town Council intend to take to secure a satisfactory reply from Cornwall Council and to further challenge the decision that was made on the basis of an erroneous report.</p>	
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The Town Clerk requested to offer a response to the public question received on the approval of the Chairman.

The Town Clerk advised Members that, at the time the public question had been raised, full information from Cornwall Council had not been available. Since then, the Clerk had liaised with Marie Whittam regarding her concerns and shared the draft report included within the circulated reports pack, for which Marie Whittam had expressed her appreciation.

The Town Clerk stated that the response received from Cornwall Council, together with the draft report, demonstrated that the Town Council had acted diligently in seeking to understand Cornwall Council's processes and, where appropriate, had challenged matters on behalf of the community.

Cornwall Council acknowledged that the wording within the Director's Report could have been clearer, particularly in relation to engagement with representatives of the Town Council. They recognised that this had caused difficulties and confirmed that this would be taken into account in future report writing where reference is made to consultation or engagement with third parties.

In the interests of openness and transparency, the Town Clerk requested that Cornwall Council's written response to last month's resolution be attached to the minutes, along with the Clerk's draft report.

The Town Clerk advised that, should Members be satisfied with the information provided, they may wish to delegate the task of communicating the Town Council's position to Marie Whittam.

The Town Clerk invited questions and expressed hope that the report would provide clarity and reassurance to those who had raised concerns.

Councillor Brady expressed appreciation for the Town Clerk's work and referred to Section 123 of the Local Government Act 1972 (LGA), noting the requirement for local authorities to advertise the disposal of public open space for two consecutive weeks, which he believed had not been met. Councillor Brady also raised concerns regarding Cornwall Council's lack of engagement with the Rugby Club in relation to the disposal of land.

Members discussed the legal processes involved and expressed concerns regarding the transparency of the procedure undertaken by Cornwall Council.

The Town Clerk referred to her report within the circulated pack, confirming that Cornwall Council had met the requirements of Section 123 by advertising the land for sale in the Cornish Times on 9 and 16 July 2025. She further noted that discussions had taken place between Cornwall Council and the Rugby Club, and that the working relationship was well established.

Some Members expressed the view that the Rugby Club had not been sufficiently involved in discussions relating to the sale of Burraton Field and raised concerns regarding fairness and the potential prioritisation of commercial interests.

Members considered whether to seek legal advice from a Barrister to review the lawfulness of the process undertaken by Cornwall Council.

Councillor McCaw queried what outcome the Town Council would be seeking should external legal advice be commissioned, and whether doing so might affect the Town Council's position in the event that a future planning application were submitted.

Members discussed the planning process, noting their role as statutory consultees and their ability to make representations at the appropriate stage, with reference to the Saltash Neighbourhood Plan and the statutory rights applicable during the consideration of planning applications.

Some Members expressed concern that seeking legal advice could impact the working relationship with Cornwall Council; however, some also felt that trust had been affected by inaccuracies and misrepresentations within the Director's Report.

The Town Clerk reported that evidence indicated Cornwall Council had acted within its legal powers and emphasised the importance of clearly identifying the specific matters Members wished to challenge.

The Town Clerk further noted that Cornwall Council officers had indicated that any future development would be required to deliver enhanced sporting facilities within Saltash and confirmed that no planning or pre-application submissions had been made to date.

It was proposed by Councillor Brady, seconded by Councillor Martin and **RESOLVED** that a Barrister be appointed to provide advice on the legality of the process followed by Cornwall Council to date, with costs allocated to budget code 6273 EMF Legal Fees.

Following a vote of two in favour, the motion was not carried.

Members further discussed the planning process and agreed that, once a planning application is submitted, the Town Council would have the formal opportunity to comment as part of the statutory consultation process.

Following a vote (9 in favour, 3 against and 4 abstentions) it was proposed by Councillor Johns, seconded by Councillor Brady and **RESOLVED** to create a working group consisting of Councillors Brady, Martin, Johns, Miller and McCaw to review Cornwall Council's process regarding the sale of Burraton Field.

329/25/26 **TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 15 JANUARY 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 vote (14 in favour, 0 Against, 2 Abstained), it was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Full Town Council Meeting held on 15 January 2026 were confirmed as a true and correct record.

330/25/26 **TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE HELD ON 20 JANUARY 2026 AND CONSIDER ANY RECOMMENDATIONS.**

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

331/25/26 TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed Members that the Holocaust Memorial Day event scheduled to take place in Plymouth on 27 January had been postponed due to adverse weather conditions. The event is expected to be rescheduled later in the year.

The Deputy Chairman reported on his recent attendance at the Twinning Association's Annual General Meeting and drew Members attention to the extensive programme of events planned for the forthcoming year.

The Chairman also highlighted the success of the recent charity quiz held in support of the Mayor's charities. The Chairman noted that a further quiz has been arranged for 21 February which is already close to selling out.

It was **RESOLVED** to note.

332/25/26 TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

333/25/26 TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

334/25/26 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed Members that a meeting date has not yet been confirmed; therefore, there was nothing further to report.

335/25/26 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

No meeting has been held to date. Therefore, there was nothing to report.

336/25/26 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members asked Cornwall Councillor Johnson whether he had been made aware of the sale of Burraton Field upon taking office following the elections.

Cornwall Councillor Johnson confirmed he hadn't, but that he had mentioned the land in his earlier Cornwall Councillor report.

It was **RESOLVED** to note.

337/25/26 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman and Councillor Peggs gave a brief verbal update on a recent meeting attended earlier today.

The verbal update included details of representations for dentistry in the locality, progress made regarding the alterations to facilities at St Barnabas, which will enable phlebotomy appointments to be carried out at the clinic. Final arrangements are currently being made for the logistics of transferring blood samples to Derriford Hospital, as well as for the appointment system.

It was **RESOLVED** to note.

338/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

339/25/26 FINANCE:

a. To advise the receipts for December 2025;

It was **RESOLVED** to note.

b. To advise the payments for December 2025;

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 December 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 Councils Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

340/25/26 TO RECEIVE A REPORT ON VICTORIA GARDENS AND THE MAURICE HUGGINS ROOM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed Members that the item is to be deferred to a future Full Town Council meeting, however invited the Town Clerk to provide an update on the agenda item in the absence of a written report.

The Town Clerk noted that, due to competing priorities, a report had not been prepared for this evening's meeting. The Clerk advised a report is required in order for Members to consider what is being asked and make a formed decision regarding the available options for both Victoria Gardens and the Maurice Huggins Room (MHR).

For the benefit of newer Members, the Town Clerk gave a brief overview of the background to Victoria Gardens and the MHR explaining that the Town Council has considered the site on several occasions over a prolonged period of time, but various factors have prevented progress on potential devolution.

The current approach is to explore opportunities for collaborative working with Cornwall Council, specifically regarding maintenance of the lower levels, like planting and benches.

Further to discussions at a recent Town Council forum and at the request of Members, the Town Clerk initiated early conversations with Cornwall Council about the Town Council undertaking low maintenance confirming that Cornwall Council has confirmed they are open to a licence/planting agreement and/or periodic works with Cormac by arrangement. The Town Clerk also referred to the Cormac volunteers scheme suggesting it would be suitable for the Friends of Victoria Gardens should they wish to restart.

Further to this, the Town Clerk confirmed that if the Town Council no longer wishes to have involvement with the management of the MHR, Cornwall Council will review the commercial options available, but it can't rule out disposal.

Members thanked the Town Clerk for the update and agreed to defer the item pending receipt of a full report.

Following an unanimous vote (16 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bullock, seconded by Councillor Peggs and **RESOLVED** to defer the item to a future Full Council meeting.

341/25/26 TO RECEIVE A REPORT ON THE FIFTH ROUND OF COMMUNITY INFRASTRUCTURE FUNDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members considered the report and discussed the proposed projects for submission as expressions of interest for the fifth round of Community Infrastructure Levy funding, as outlined in the circulated reports pack.

Councillor Ashburn provided further clarification on the proposed Transport and Public Realm Improvements, noting that the suggestion related to perceived gaps in public transport links to Derriford Hospital in Plymouth.

Councillor Bickford informed Members that a bus service operates from Fore Street to Derriford on the hour, every hour (CityBus Service 71). Following this information and further discussion on the other potential projects, Members agreed that only one expression of interest was required at this stage.

Following a unanimous vote (16 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED:**

1. To delegate authority to the DEM, working in collaboration with members of the CIL working group, to prepare and submit an Expression of Interest for the Waterside Project only outlined in the report, and to report progress at a future Full Town Council meeting;
2. To approve Councillor Bickford be appointed to the CIL Fifth Round Working Group;
3. To approve the allocation of up to 25% match funding, up to a maximum of £25,000 if the full funding award is secured, allocated to General Reserves.

342/25/26 TO RECEIVE CORNWALL COUNCIL'S STREET LIGHTING INITIATIVE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Following an unanimous vote (16 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bullock, seconded by Councillor Mortimore and **RESOLVED** to support the street lighting switch-off initiative as part of Cornwall Council's county-wide carbon-reduction programme and act as the liaison point for any community requests to switch specific lights back on (only in exceptional, police-supported circumstances) and / or propose additional locations where switch-off may be appropriate.

343/25/26 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 21 FEBRUARY 2026 OUTSIDE THE FORMER BLOOM HEARING BUILDING, FORE STREET.

The next scheduled meeting date Saturday 21 February 2026 outside the former Bloom Hearing Building, Fore Street.

Members noted that the former Bloom Hearing building on Fore Street is now occupied and that signage for the Saltash Heritage Museum is in place. They requested that future advertisements for the Meet Your Councillors events reflect this updated location information.

Following an unanimous vote (16 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** for Councillors Martin, Peggs, Stoyel, Bullock and Johns to attend.

344/25/26 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.

345/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

346/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

347/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

Following an unanimous vote (16 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bullock, seconded by Councillor Martin and **RESOLVED** to issue the following Press and Social Media releases:

1. Cornwall Street Lighting Initiative;
2. Neighbourhood Watch Scheme;
3. Meet Your Councillors.

348/25/26 DATE OF NEXT MEETING: 5 MARCH 2026 AT 7:00 P.M.

Thursday 5 March 2026 at 7.00pm

349/25/26 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 March 2026 at 7.00 pm

Rising at: 8.39 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Joint Burial Board Committee held at the Guildhall on Tuesday 10th February 2026 at 6.00 pm

PRESENT: Councillors: Rev L Bushell Hawke (Ex Officio Chairman), R Bullock (Deputy Chairman), B Samuels and L Batham.

ALSO PRESENT: D Joyce (Office Manager / Assistant to the Town Clerk) and E Lowton-Smith (Planning and General Administrator)

APOLOGIES: J Peggs and B Stoyel.

59/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

The Office Manager / Assistant to the Town Clerk informed those present of the actions required in the event of a fire or emergency.

60/25/26 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.

61/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE JOINT BURIAL BOARD COMMITTEE.

None received.

62/25/26 TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON 13 NOVEMBER 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.

Following a unanimous vote (4 in favour, 0 against, 0 abstentions) it was proposed by Councillor Bullock, seconded by Councillor B Samuels and **RESOLVED** that the minutes of the Joint Burial Board Committee held on 13 November 2025 were confirmed as a true and correct record.

63/25/26 TO RECEIVE THE JOINT BURIAL BOARD BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

64/25/26 TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

65/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

66/25/26 TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

St Stephens church would like to extend its thanks to the Service Delivery Team for the excellent care and upkeep of the church throughout the winter period.

It was **RESOLVED** to note.

67/25/26 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).

68/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

69/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

70/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 30 June 2026 at 2.30 pm

Rising at: 6.04 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 12th February 2026 at 6.30 pm

PRESENT: Councillors: R Bickford (Chairman), M Johns, S Martin, G McCaw, S Miller, L Mortimore, P Nowlan, J Peggs, B Samuels, P Samuels, B Stoyel and J Suter.

ALSO PRESENT: S Burrows (Town Clerk / RFO), J Hughes (Administration Officer), D Joyce (Office Manager / Assistant to the Town Clerk).

APOLOGIES: R Bullock and S Gillies (Vice-Chairman).

98/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

99/25/26 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.

100/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

101/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 11 DECEMBER 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.

Following a unanimous vote (12 in favour, 0 against, 0 abstained), it was proposed by Councillor Bickford, seconded by Councillor Miller and members **RESOLVED** that the minutes of the Services Committee held on 11 December 2025 were confirmed as a true and correct record.

102/25/26 TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Following a unanimous vote (12 in favour, 0 against, 0 abstained), it was proposed by Councillor Martin, seconded by Councillor Nowlan and **RESOLVED** to note the budget statements and approve a virement of £1,200 from 6500 SE Tree Survey and Tree maintenance to 7101 LO Water Rates to keep the budget within the spending limit.

103/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

104/25/26 TO RECEIVE AND REVIEW THE SERVICES COMMITTEE'S BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

105/25/26 **TO RECEIVE REPORTS FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

a. Departmental Report;

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

Councillor Johns sought an update regarding the remedial works to the pontoon, which had been approved at the December Services Committee meeting.

The Chairman confirmed that the works have now commenced and are expected to take approximately 10–14 days, subject to weather conditions. During this period, the pontoon will be closed from Monday to Friday and will reopen at weekends or on days when work cannot be undertaken.

The Chairman asked the Town Clerk whether the roller shutter doors at the Longstone Depot presented any health and safety concerns requiring urgent replacement. The Town Clerk advised that while the shutters do not pose an immediate health and safety risk and continue to operate as they always have, they are in poor condition and do need replacing. The Property Maintenance Sub-Committee was informed of the issue some time ago and has begun budgeting for replacement. The Assistant Service Delivery Manager has been asked to obtain three quotations for the Town Clerk's review.

A further update will be provided at the next Services Committee meeting.

Members expressed their thanks to the Service Delivery Team for their continued hard work, with particular praise for the grounds maintenance at St Stephens Cemetery, which has received numerous compliments from the Church and visitors.

It was **RESOLVED** to note.

Members received the following Service Delivery Reports en bloc.

- b. Grounds Maintenance Works;
- c. Work Request Log;
- d. Vandalism and Anti-Social Behaviour Report;
- e. Statutory and Mandatory Building Asset Checks.

It was **RESOLVED** to note.

106/25/26 **TO RECEIVE CORNWALL COUNCIL'S LOCAL MAINTENANCE PARTNERSHIP 2026-2027 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and discussed Cornwall Council's Local Maintenance Partnership (LMP) 2026-2027 included within the circulated reports pack.

Members highlighted the importance of ensuring that footpaths and bridleways remain accessible for all users, while also considering the Town Council's available resources and budget.

It was noted that the current LMP scheme offers limited financial return relative to the level of work required.

The Town Clerk shared insights from the recent Practitioners' Conference, where Town and Parish Councils discussed the increasing need to take on additional responsibilities in their communities in order to maintain attractive, welcoming, and thriving towns for residents, businesses, and visitors.

Members expressed interest in discussing this matter in more detail at a future Town Council Forum meeting.

Following a vote (11 in favour, 0 against, 1 abstained), it was proposed by Councillor P Samuels, seconded by Councillor Bickford and **RESOLVED;**

1. Not to sign up to the 2026-27 LMP due to lack of in-house resources at present;
2. To continue to request Cormac cut the key paths when they receive reports on them being overgrown;
3. To note Cormac will only cut once later in the year up to Saltash Town Council allocation;
4. To clearly advertise who and how the Service will be managed together with the reporting system.

107/25/26 TO RECEIVE A REPORT ON GWR'S CUSTOMER AND COMMUNITY IMPROVEMENT FUNDS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided a verbal update on the report relating to GWR's Customer and Community Improvement Fund, included within the circulated reports pack. In the absence of visual images, the Chairman gave a description of the proposed bespoke seating for which funding is being sought, along with its intended location.

Following a unanimous vote (12 in favour, 0 against, 0 abstentions), it was proposed by Councillor B. Samuels, seconded by Councillor Martin, and **RESOLVED** to note the submission of the funding application and to approve £5,000 in match funding, should the application be successful. The match funding is to be allocated to budget code 6473 SA EMF Station Building (Purchase & Capital Works).

108/25/26 TO RECEIVE A REPORT ON LONGSTONE DEPOT LEASE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk provided a brief verbal update on the report concerning the forthcoming end of the lease period for Longstone Depot, as included within the circulated reports pack.

Members discussed the report and agreed that a working group should be established to develop a clear vision for both the immediate and longer-term future of the depot.

Following a unanimous vote (12 in favour, 0 against, 0 abstentions), it was proposed by Councillor Johns, seconded by Councillor B. Samuels, and **RESOLVED** to establish a working group comprising Councillors Bickford, B. Samuels, Johns, McCaw, and Miller, working alongside the Town Clerk, to review Cornwall Council's proposed Heads of Terms and potential devolution options for the depot. The Town Clerk and working group will report back to the April Services Committee meeting.

109/25/26 TO RECEIVE A REPORT ON THE CCTV FUNDING AWARDED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received a report regarding the awarded funding for an additional CCTV camera from the Office of the Police and Crime Commissioner (OPCC) CCTV Funding Pot, as included within the circulated reports pack.

Members discussed and considered various potential installation locations, noting the recommendation provided by the local Police.

Members agreed that the recommended location at Carkeel Business Estate, Gilston Road, would deliver a clear benefit to the community. Members also requested that the Police be asked whether any further areas have been identified that may be suitable for future CCTV installation.

Following a vote (10 in favour, 1 against, 1 abstention), it was proposed by Councillor Peggs, seconded by Councillor Mortimore, and **RESOLVED:**

1. That authority be delegated to the Office Manager/Assistant to the Town Clerk to progress the purchase and installation of an additional CCTV camera at Carkeel Business Estate, Gilston Road, with associated costs met from the awarded funding, subject to required permissions and technical suitability.
2. That the annual maintenance and monitoring cost of £600, together with an estimated electricity cost of £120 per annum, be approved and allocated to budget code 6589 EMF Crime Reduction (CCTV).

110/25/26 TO RECEIVE A REPORT ON THE PURCHASE OF LAND AT PILLMERE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE

The Town Clerk provided a brief verbal update on the transfer of land at Pillmere, as included within the circulated reports pack.

Following a unanimous vote (12 for, 0 against, 0 abstained), it was proposed by Councillor Peggs, seconded by Councillor Martin and **RESOLVED;**

1. To approve the purchase of Chancel Indemnity Insurance at a cost of £22.68 per parcel of land as referred in paragraph 7.23 of Coodes Report on Title, allocating to budget code 6595 EMF Legal and Professional Fees;
2. To delegate to the Town Clerk to obtain the relevant Searches to ascertain ownership of the trees adjoining number 9 Harebell Close, allocating associated costs to budget code 6595 EMF Legal and Professional fees;
3. To note that the Town Clerk will continue to provide updates on the transfer process through to completion.

111/25/26 **TO RECEIVE A REPORT ON SALT BINS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided an overview of the report on salt bins, including recent requests from members of the public for additional bins and the available purchase options, as included within the circulated report.

Members discussed ongoing issues relating to refilling and the misuse of existing bins.

Councillor Martin proposed an additional salt bin location at Warfelton Gardens, which had not been included in the report.

Members also discussed other potential locations and welcomed the opportunity to submit any further requests for consideration ahead of the April Services Committee meeting for Members consideration against resources and budget.

Following a unanimous vote (12 for, 0 against, 0 abstained), it was proposed by Councillor Stoyel, seconded by Councillor B Samuel and **RESOLVED;**

1. To approve the purchase of six additional Salt Bins from Cornwall Council to form part of the Highways Scheme, located at Longlands Lane, Burraton Coombe, Hillside Road (junction with Longmeadow Road), The Gallops, Lander Road/Old Ferry Road and Warfelton Road, with associated costs allocated to budget code 6574 SE EMF Salt Bins;
2. To delegate to the Office Manager/Assistant to the Town Clerk to ascertain the need for further additional salt bins together with the available associated costs allocated to the appropriate budget, reporting back at the April Services Committee meeting;
3. To delegate to the Office Manager/Assistant to the Town Clerk to purchase and install information stickers to all Town Council salt bins, with associated costs allocated to budget code 6506 SE Grounds Maintenance & Watering.

112/25/26 TO RECEIVE A REPORT ON SIGNAGE IMPROVEMENTS AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.

The Chairman provided a verbal overview of the proposed improvements to signage, within the circulated reports pack.

Members discussed the various permissions required from either Cornwall Highways or National Highways for any new or improved signage.

Members also noted the importance of ensuring that any proposed signage is, where possible, in keeping with the overall appearance of the town's street scene.

Following a unanimous vote (12 for, 0 against, 0 abstained) it was proposed by Councillor Bickford, seconded by Councillor McCaw and **RESOLVED**;

1. To request that Service Delivery clean the town centre and Callington Road signage, as detailed within the report, subject to Highways approval and all internal risk assessments being satisfied.
2. To delegate to the Planning and General Administrator the task of confirming whether s106 criteria would allow for the purchase and installation of new signage within the town; to obtain Highways approval for installation should the project progress; and to work with the Chair and Vice Chair to compile a list of required signage, including associated costs and funding options, reporting to the April Services Committee meeting.

113/25/26 TO RECEIVE A REPORT ON THE WELFARE CABIN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report on the current lease agreement for the Waterside welfare cabin, including the associated costs of continuing the lease or purchasing a replacement cabin, as included within the reports pack.

Given that the lease for Longstone Depot is due for review, and that options are currently being explored by the working group established under Minute 108/25/26, Members agreed to refer this matter to the working group to consider the suitability of locating a welfare cabin within the grounds of Longstone Depot.

Following a unanimous vote (12 for, 0 against, 0 abstained), it was proposed by Councillor Johns, seconded by Councillor Nowlan and **RESOLVED** to refer this item to the Depot working group for consideration.

114/25/26 **TO RECEIVE A REPORT FROM THE CHRISTMAS LIGHTS WORKING GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk provided a verbal overview on the report received and it was noted that the Christmas Light Switch on event is a significant event requiring substantial preparation to ensure Health and Safety requirements are met, as included within the circulated reports pack.

During discussions Councillor Stoyel left and returned to the meeting.

Following a unanimous vote (12 for, 0 against, 0 abstained), it was proposed by Councillor B Samuels, seconded by Councillor Martin and **RESOLVED**;

1. To delegate authority to the Town Clerk to work with the working group to finalise the Project Specification Form, reporting back to the April Services Committee meeting.
2. To delegate authority to the Town Clerk to submit an s106 funding application, based on the completed Project Specification Form, to secure full or partial funding for the event.

115/25/26 TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk provided a verbal overview of the report, and Members considered the request submitted by SEA, as included within the reports pack.

Following a unanimous vote (12 In favour, 0 against, 0 abstained) it was proposed by Councillor Bickford, seconded by Councillor Martin and **RESOLVED;**

1. To approve SEA's proposal to replace trees through the Forest for Cornwall scheme within Elwell Woods, specifically in areas marked M and N on the reported map;
2. To grant SEA blanket approval for the removal and replacement of fallen or deceased trees on Town Council land without the need for further committee approval, with SEA including such activity in their routine reporting;
3. To delegate authority to the Town Clerk/RFO, in consultation with the Chair and Vice Chair of the Services Committee, to work with SEA on future work and ongoing support, preventing planting delays, within the limits of budget code 6589 EMF Community Tree Planting Initiative.
4. To approve associated expenditure of up to £400 for the purchase of three flowering cherry trees, a Gleditsia, and a Malus, funded from budget code 6589 EMF Community Tree Planting Initiatives;
5. To support the proposed labelling of trees in Fore Street, subject to Cornwall Council granting the necessary permissions, as this provides a valuable educational benefit;

116/25/26 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.

117/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

118/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

119/25/26 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

Following a unanimous vote (12 for, 0 against, 0 abstained) it was proposed by Councillor Bickford, seconded by Councillor Johns and **RESOLVED** to issue the following Press and Social Media releases;

1. Cornwall Council's Local Maintenance Partnership 2026-2027;
2. CCTV Funding Awarded;
3. Review of Town Council Salt Bins;
4. Support of Tree Initiatives by Saltash Environmental Action.

DATE OF NEXT MEETING

Thursday 16 April 2026 at 6.30 pm

Rising at: 8.02 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 17th February 2026 at 6.30 pm

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

ALSO PRESENT: D Joyce (Office Manager / Assistant to the Town Clerk) and E LowtonSmith (Planning and General Administrator)

APOLOGIES: R Bickford, S Martin, L Mortimore and J Peggs.

125/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

126/25/26 DECLARATIONS OF INTEREST:

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

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
B Samuels	PA26/00243	Non-Pecuniary	Friends	Yes
P Samuels	PA26/00243	Non-Pecuniary	Friends	Yes

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

None received.

127/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY SPEAK ABOUT A PLANNING APPLICATION.

None received.

128/25/26 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING

AND LICENSING COMMITTEE HELD ON 20 JANUARY 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 vote (8 in favour, 0 against, 4 abstentions) it was proposed by Councillor B Samuels seconded by Councillor B Stoyel and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 20 January 2026 were confirmed as a true and correct record.

129/25/26 TO RECEIVE AND REVIEW THE PLANNING AND LICENSING COMMITTEE'S BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the Committee's Business Plan Deliverables contained within the circulated reports pack.

It was **RESOLVED** to note.

130/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

131/25/26 PLANNING:

a. Applications for consideration:

PA26/00243

Keith Wildman – 1 Hessary View Saltash Cornwall PL12 6HX

Side Extension

Ward: Tamar

Date received: 3 February 2026

Response date: 24 February 2026

Following a unanimous vote (12 in favour, 0 against, 0 abstentions) it was

proposed by Councillor Johns, seconded by Councillor Gillies and resolved

to **RECOMMEND APPROVAL.**

Councillor B Samuels and Councillor P Samuels declared an interest in the

next agenda item and left the meeting.

Councillor Brady in the Chair.

PA26/00603

Mr Simon Congdon – **Land South of Roodcroft Hatt Cornwall
PL12 6PJ**

Change of Use of Land of existing maintenance area approved under PA21/02720 to provide overspill parking.

Ward: Trematon

Date received: 5 February 2026

Response date: 26 February 2026

Following a unanimous vote (10 in favour, 0 against, 0 abstentions) it was

proposed by Councillor Miller, seconded by Councillor Stoyel and resolved

to **RECOMMEND APPROVAL.**

Councillor B Samuels and Councillor P Samuels were invited and returned

to the meeting.

Councillor B Samuels in the Chair.

PA26/00714

Daniella Clarke and Thomas Barker – **14 Bishops Close Saltash
Cornwall**

PL12 6HP

Extension over the existing garage to create a bedroom and conversion

into the garage below to create a larger kitchen/dining area.

Ward: Tamar

Date received: 9 February 2026

Response date: 2 March 2026

Following a unanimous vote (12 in favour, 0 against, 0 abstentions) it was

proposed by Councillor Nowlan, seconded by Councillor Johns and resolved

to **RECOMMEND APPROVAL.**

b. Tree applications:

None received.

c. Tree notifications:

None received.

132/25/26 CONSIDERATION OF LICENCE APPLICATIONS:

Premises Name and Address	Trevethan Distillery Ltd, Unit 14 Edgcumbe Trade Park, Tamar View, Industrial Estate, Edgcumbe Road, Carkeel, Saltash, PL12 6LD
Applicant	Trevethan Distillery
Application Accepted	2 February 2026
Application Type	Grant
Licensable Activities	Sale by retail of alcohol
Reference	LI26_000230
Representations Deadline	9 March 2026
Licensing Officer	Fiona Cannon
Ward	Trematon

Following a unanimous vote (12 in favour, 0 against, 0 abstentions) it was proposed by Councillor Stoyel, seconded by Councillor McCaw and resolved to **RECOMMEND APPROVAL**.

133/25/26 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.

134/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

135/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

136/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES

ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 17 March 2026 at 6.30 pm

Rising at: 6.39 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 26th February 2026 at 6.30 pm

PRESENT: Councillors: J Brady, R Bullock, J Peggs (Chairman), P Samuels and B Stoyel.

ALSO PRESENT: S Burrows (Town Clerk / RFO)

APOLOGIES: L Mortimore (Vice-Chairman).

78/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

79/25/26 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.

80/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 30 OCTOBER 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.

The Town Clerk informed Members of an amendment required to the minutes.

Following a unanimous vote (5 in favour, 0 against, 0 abstained), it was proposed by Councillor Brady, seconded by Councillor Stoyel and **RESOLVED** to amend minute 61/25/26 to increase the cost from £500 to £650.

Following a unanimous vote (5 in favour, 0 against, 0 abstained), it was proposed by Councillor Peggs, seconded by Councillor Brady and **RESOLVED** that the minutes of the Personnel Meeting held on 30 October 2025 were confirmed as a true and correct record.

81/25/26 TO REVIEW THE PERSONNEL BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Following a unanimous vote (5 in favour, 0 against, 0 abstentions), it was proposed by Councillor Brady, seconded by Councillor P. Samuels, and **RESOLVED** to delegate authority to the Chair and Vice Chair of the Personnel Committee to review the Business Plan deliverable objectives for the Personnel Committee and report back at the next meeting.

82/25/26 TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Following a unanimous vote (5 in favour, 0 against, 0 abstained), it was proposed by Councillor Stoyel, seconded by Councillor Bullock and **RESOLVED** to approve the virement of £175 from 6654 ST PE Staff Welfare to 6659 ST PE Town Sergeant & Mace Bearer Fees to keep the budget within the spend limit.

83/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

84/25/26 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

85/25/26 TO RECEIVE STAFF COMPLIMENTS AND CONSIDER ANY ACTIONS.

Members were pleased to receive positive feedback from the public and expressed their appreciation for the quality and professionalism demonstrated by all Saltash Town Council staff.

It was **RESOLVED** to note.

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.

87/25/26

TO RECEIVE A REPORT OUTLINING THE 2026/27 BANK HOLIDAY PAYROLL DATES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Following a unanimous vote (5 in favour, 0 against, 0 abstained), it was proposed by Councillor Stoyel, seconded by Councillor Bullock and **RESOLVED:**

1. To approve to bring forward the December 2026 payroll date from the last Friday of the month to 18 December 2026 due to Christmas statutory holidays;
2. To approve to bring forward the March 2027 payroll date from the last Friday of the month to Thursday 25 March 2027 due to Easter statutory holidays.

88/25/26

TO RECEIVE A REPORT ON ADDITIONAL HUMAN RESOURCES SUPPORT CONSULTANCY PROVISION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Following a unanimous vote (5 in favour, 0 against, 0 abstained), it was proposed by Councillor Stoyel, seconded by Councillor Peggs and **RESOLVED:**

1. To appoint Human Resources Support Consultancy (HRSC) to provide professional support for the recruitment of the Operations Manager / Responsible Finance Officer (RFO) role.

This support will include reviewing the advertisement, job description, person specification, and applicant materials (CVs and covering letters), as well as attending the first round of interviews in collaboration with the Town Clerk.

2. To appoint HRSC to provide professional support for the recruitment of the Communications and Engagement Officer role.

This will include providing comments on shortlisted applications and attending the first round of interviews in collaboration with the Development and Engagement Manager.

3. To approve the provision of additional HR support (points 1 and 2 above) at a rate of £75 per hour, working within budget code 6701 EMF Staff Recruitment, and to delegate authority to the Town Clerk to manage the appointment, including determining the specific support required and the number of hours needed.

89/25/26

TO NOTE THE APPOINTMENT OF:

- a. The Administration Officer;

It was **RESOLVED** to note the Administration Officer commenced employment on 27 October 2025.

- b. The Planning and General Administrator;

It was **RESOLVED** to note the Planning and General Administrator commenced employment on 13 November 2025.

- c. The Community Hub Team Leader;

It was **RESOLVED** to note the Community Hub Team Leader commenced employment on 13 November 2025.

d. Communications and Engagement Officer.

It was **RESOLVED** to note the appointment of the Communications and Engagement Officer on 1 December 2025 and the departure, effective 2 February 2026.

90/25/26 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Following a unanimous vote (5 in favour, 0 against, 0 abstained), it was proposed by Councillor Brady, seconded by Councillor P Samuels and **RESOLVED** 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 and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

The Chairman informed Members that the meeting is now in Part Two.

The Chairman reminded Members that items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

The Chairman asked Members to refrain from taking notes in part two confidential session, reports have been provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

91/25/26 **TO RECEIVE AND APPROVE THE MINUTES OF THE PRIVATE AND CONFIDENTIAL PERSONNEL COMMITTEE HELD ON 30 OCTOBER 2025 AS A TRUE AND CORRECT RECORD**

Following a unanimous vote (5 in favour, 0 against, 0 abstained), it was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to defer to the private and confidential minutes to the 25 June Personnel Committee meeting.

92/25/26

TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Training Attended;

The Town Clerk provided an overview of the 12-month training schedule, as circulated in the private and confidential reports pack, and highlighted the significant amount of free training accessed by library staff through Cornwall Council.

Members recorded their congratulations to the Finance Assistant on successfully passing his first exam and expressed their best wishes for his continued studies.

It was **RESOLVED** to note.

b. Training Requests.

Following a unanimous vote (5 in favour, 0 against, 0 abstained), it was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED:**

1. To approve the Town Clerk's attendance at the NALC Study Tour at Taunton Town Council, at a cost of £275, subject to availability.
2. To allocate the cost of the NALC Study Tour and associated sundries to budget code 6656 P&F Staff Training.
3. To note that the Personnel Committee supports the request for the Town Clerk to provide further information on the Community Governance Level 4 qualification, including associated costs, at the next Personnel Committee meeting.

93/25/26 **TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Following a unanimous vote (5 in favour, 0 against, 0 abstained), it was proposed by Councillor Stoyel, seconded by Councillor Brady and **RESOLVED:**

1. To approve the Service Delivery Administration Assistant working an additional 10 hours per week to address the backlog of work until the end of the financial year, funded from the Service Delivery staffing budget.
2. That the Town Clerk provides an update on Service Delivery administration workload at the next Personnel Committee meeting.
3. To note the Town Clerk's report.

94/25/26 **TO RECEIVE A REPORT ON STAFF END-OF-YEAR ANNUAL LEAVE 2025/26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

95/25/26 **TO RECEIVE A REPORT ON ANNUAL STAFF PERFORMANCE REVIEWS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Following a unanimous vote (5 in favour, 0 against, 0 abstained), it was proposed by Councillor Bullock, seconded by Councillor Peggs and **RESOLVED:**

1. To approve staff salary increments for those who meet the criteria working within budget for the year 2026/27;
2. To delegate to the Town Clerk, working with the HR consultant, to review the staff performance review process and report back at the next Personnel Committee meeting.

96/25/26 TO RECEIVE A REPORT REGARDING A FLEXIBLE WORKING REQUEST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Following a unanimous vote (5 in favour, 0 against, 0 abstained), it was proposed by Councillor Stoyel, seconded by Councillor P Samuels and **RESOLVED** to approve the issuance of a private and confidential letter to the relevant staff members, due to the confidential nature of the matter. The letter is to be retained for internal audit purposes, with further details recorded in the confidential Personnel Committee minutes dated 26 February 2026.

Following a unanimous vote (5 in favour, 0 against, 0 abstained), it was proposed by Councillor Brady, seconded by Councillor Stoyel and **RESOLVED** to approve the issuance of a private and confidential letter to the relevant staff member, due to the confidential nature of the matter. The letter is to be retained for internal audit purposes, with further details recorded in the confidential Personnel Committee minutes dated 26 February 2026.

97/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

98/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Following a unanimous vote (5 in favour, 0 against, 0 abstained), it was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** that the public and press be re-admitted to the meeting.

99/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Thursday 25 June 2026 at 6.30 pm

Rising at: 8.00 pm

Signed: _____
Chairman

Dated: _____

Public Document Pack Agenda Item 7

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Library Sub Committee held at the Library on Monday 16th February 2026 at 6.30 pm

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

ALSO PRESENT: J Barron (Barron Surveying), S Burrows (Town Clerk / RFO), C Courts (Community Hub Team Leader) and J Hughes (Administration Officer).

APOLOGIES: J Brady (Vice-Chairman).

46/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

47/25/26 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.

48/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

49/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 16 OCTOBER 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.

Following a vote (5 for, 0 against, 1 abstained), it was proposed by Councillor B Samuel, seconded by Councillor Gillies and **RESOLVED** that the minutes of the Library Sub Committee held on 16 October 2026 were confirmed as a true and correct record.

50/25/26 TO RECEIVE THE LIBRARY SUB COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

51/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

52/25/26 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

TO RECEIVE A REPORT FROM THE COMMUNITY HUB TEAM LEADER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chair thanked the CHTL for producing a well-prepared report, particularly as it was her first time doing so.

The Chair referred Members to the report included within the reports pack and invited any comments or questions.

Members discussed the Feedback Forms (Appendix C), considering whether a single form could be used instead of separate adult and child versions, with the combined form incorporating a fun design similar to the current children's version.

Members also discussed the Calendar of Events in (Appendix A) and the possibility of introducing charges for certain premium activities, such as the wreath-making workshop.

The importance of replacing the footfall counter was highlighted, as this would enable more accurate data collection on visitor numbers and visit times, supporting the ongoing development of the library hub.

The Town Clerk invited Members to provide any further suggestions for future events or activities to the CHTL. Councillor Peggs proposed a health and wellbeing session and will provide the relevant contact details to the CHTL.

Following a unanimous vote (6 for, 0 against, 0 abstentions), it was proposed by Councillor B. Samuel, seconded by Councillor Peggs, and **RESOLVED** that:

1. The CHTL will investigate full details of a replacement footfall counter, including associated costs within budget, and report back to a future meeting of the Library Sub-Committee;
2. The CHTL will develop a single fun-design feedback form to gather data on library events and activities, to assist with the ongoing development of the library;
3. The CHTL will add an additional column to the events calendar to reflect staff time required and will consider whether higher-cost events should be chargeable, including potential pricing, reporting back to a future library Sub-Committee;
4. The CHTL will continue expanding the successful outreach work now that sufficient resources are in place.

54/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

Following a unanimous vote (6 for, 0 against, 0 abstentions), it was proposed by Councillor B Samules, seconded by Councillor Bullock and **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, it was resolved that the public and press leave the meeting because of the confidential nature of the business to be transacted.

The Chairman informed Members that the meeting is now in Part Two.

The Chairman reminded Members that items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

Members noted the Chairman's statement.

55/25/26 TO RECEIVE BAILEY PARTNERSHIP TENDER REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Following a unanimous vote (6 for, 0 against, 0 abstentions), it was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** to approve:

1. Bailey Partnership, on behalf of Saltash Town Council, to invite Tenders 2 and 3 to interview in order to further explore their submitted tenders, prior to seeking the Library Sub Committee's formal approval for the contract award;
2. Bailey Partnership, on behalf of Saltash Town Council, appoint Swellrock to undertake Building Control Services at a cost of £1,218.75 to be allocated to budget code 6918 EMF Legal Fees, subject to the project proceeding.

56/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None received.

57/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

Following a unanimous vote (6 for, 0 against, 0 abstentions), it was proposed by Councillor B Samules, seconded by Councillor Gillies and **RESOLVED** that the public and press be re-admitted to the meeting.

TO RECEIVE REPORTS ON THE LIBRARY REFURBISHMENT PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Refreshment facilities and baby-changing provision;

The CHTL provided a brief overview of the report on refreshment facilities and baby-changing provision, as circulated within the reports pack. The Chair opened the item for discussion.

Following a unanimous vote (6 for, 0 against, 0 abstentions), it was proposed by Councillor B Samules, seconded by Councillor Bullock and **RESOLVED** to:

1. To approve the inclusion of baby-changing facilities within the refurbishment works, with installation to be carried out by the Service Delivery Team at the end of the project, and not included within the Bailey Partnership scope of works;
2. To approve the removal of the vending machine works from the Bailey Partnership scope of works, with options for Bean-to-Cup machines to be reviewed at a later date;
3. To delegate to the CHTL the task of researching cold-drink provision options, reporting findings to a future meeting of the Library Sub Committee.

b. Relocation of library services

The CHTL provided a brief overview of the report on the temporary relocation of library services, as circulated within the reports pack. The Chair then opened the item for discussion.

Members expressed the view that, from the list of potential temporary accommodation options, the Wesley Church appeared to be the most suitable solution, offering adequate space and a well-situated location within the town.

However, Members raised concerns regarding the Wesley Church's availability and departure date in relation to the project programme. As a result, they felt unable to commit to this option at the current time.

Following a unanimous vote (6 for, 0 against, 0 abstentions), it was proposed by Councillor Peggs, seconded by Councillor B. Samuels, and **RESOLVED** to defer the item until such time as a contract award has been made and the commencement of the library works is confirmed.

59/25/26 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 8.07 pm

Signed: _____
Chairman

Dated: _____

Agenda Item 8

Chairman's report

February 2026

Mayoral Engagements

Date	Location	Information
Saturday 7 February	Truro Cathedral	St John Ambulance annual awards
Wednesday 11 February	Saltash	Saltash.net school musical performance
Monday 23 February	Saltash	Opening of Saltash Library Hub exhibition about freeman Audrey Miller's life and writings

Meetings attended

Date	Location	Information
Thursday 5 February	Virtual	Healthcare Action Group meeting

Deputy Mayor Engagements

Date	Location	Information
Saturday 7 February	Saltash	Music, Speech and Drama Festival gala evening

Meetings attended

Date	Location	Information
Thursday 5 February	Virtual	Healthcare Action Group meeting

End of Report
Mayors Secretary

Saltash & District Music Festival

Monday 26th January presenting trophies

Saturday 7th February Gala Concert presenting trophies and closing speech

The 34th Gala Concert was a very uplifting experience to see such talented individuals young and old performing with such aplomb – individual and group choral, piano, guitar, hand bell ringing together with speech and drama was of a very high standard throughout.

An increase in entries again showed the success and popularity of this event suitably supported by Saltash Town Council.

Plans are already afoot for the 2027 Festival under the direction of Phil Taylor. An added bonus to the evening was Maxine winning a basket of fruit in the raffle.

Lasting only 90 minutes an evening recommended to see the ‘good press’ we all yearn for!

End of report

Deputy Mayor Cllr B Stoyel

Agenda Item 9

Saltash Town	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26
Arson	0	2	2	0	0	0	0	1	0	0	0	2
Bicycle Theft	0	0	0	0	0	0	0	1	0	1	0	0
Burglary - Business and Community	1	0	1	1	0	0	0	3	0	1	0	1
Burglary - Residential	1	1	2	8	2	0	0	3	1	1	0	0
Criminal Damage	8	17	7	9	19	11	3	7	5	11	7	5
Death or Serious Injury caused by Unlawful Driving	0	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous Crimes Against Society	1	2	1	1	2	0	7	1	4	0	8	3
Other Sexual Offences	1	2	1	3	1	3	5	4	4	2	4	4
Other Theft	2	6	4	8	11	4	4	7	4	6	4	5
Possession of Drugs	0	1	3	2	1	0	1	1	0	2	2	2
Possession of Weapons	0	1	4	2	2	1	1	1	1	3	3	0
Public Order Offences	4	4	11	5	9	10	7	5	11	6	4	5
Rape	4	2	4	0	2	0	0	1	2	1	1	0
Robbery	1	0	1	0	0	0	0	1	1	1	1	0
Shoplifting	4	8	9	10	22	15	8	14	11	11	5	5
Stalking and Harassment	10	11	14	13	15	15	12	15	18	8	11	11
Theft from the Person	2	1	0	0	1	0	0	0	0	0	1	3
Trafficking of Drugs	0	0	0	0	0	2	0	0	1	0	0	1
Vehicle Offences	1	5	2	2	1	2	0	8	7	0	1	1
Violence with Injury	10	11	12	14	15	6	8	7	6	12	11	5
Violence without Injury	12	21	6	15	21	17	6	16	17	17	9	12
TOTAL	62	95	84	93	124	86	62	96	93	83	72	65



Board Report

Date 18.2.26

Chair's Report to Saltash Town Council

This month we have been working hard and planning on securing our long term future. The first steps in this planning is to make some changes to improve the use of our existing assets and resources. To this end we are making some changes to our opening times. As from Monday 23 we will be opening the community kitchen on Mondays for drinks and light snacks. From 23 the fridge will be run on Mondays in place of Tuesdays. From 2/3 we are opening the shop on Mondays.

On 9/3 there will be a cooking demonstration by our Chef Jos. Details are available from the Kitchen, where tickets can also be purchased.

Monday 16 we hosted a suicide awareness session run by Steve which was well attended. This important subject was well presented and very informative.

Chris Bailey.

War-barth 'gan gallos War-barth 'gan gwul

To receive a report on behalf of Safer Saltash and consider any actions and associated expenditure.

Report to: Full Town Council

Date of Report: 03.03.26

Officer Writing the Report: Town Clerk / RFO

Purpose of the Report

To update Full Town Council on the latest traveller preventative measures and associated actions.

Officer's Recommendation

That Members note the contents of this report, raise any questions, and share the information with their constituents to provide reassurance that traveller preventative measures remain an active and ongoing priority of Saltash Town Council.

Report Summary

Following the traveller encampments in summer 2025, Saltash Town Council has been working closely with key stakeholders to identify effective ways to protect the town from similar incidents in the future.

On 25 February, several Councillors and the Town Clerk met with Cornwall Council officers and other key partners to discuss potential preventative measures to safeguard Warfelton Field from unlawful encampments, both now and in the longer term.

Cormac presented a range of railing options to secure the site. However, concerns were raised regarding the financial cost, the likelihood that travellers may still find ways to gain access, and the potential displacement of encampments to other vulnerable areas, such as the leisure centre car park.

During the meeting, attendees also explored whether a lease from Cornwall Council to an external party could alter the powers available for eviction. It was suggested that if the land were privately owned, eviction could potentially occur within 24–48 hours under common law, whereas local authorities must generally follow more complex and

lengthier legal processes, as experienced last year. This point could not be confirmed during the meeting, but may be worth investigating further.

It was noted, however, that private landowners would bear the costs of enforcement, such as instructing bailiffs, along with the responsibility for site clean-up and repairing any damage.

The group also discussed the need for improved guidance to ensure all parties understand the correct procedures when travellers arrive in the town. Clearer guidance, shared more widely among stakeholders and the community, would help address the strong public perception last year that little was being done to manage or remove the unlawful encampment.

Additionally, the Town Clerk has contacted Cornwall Council to enquire whether there are plans to reinstate the regular Safer Saltash meetings, as it was felt they provided valuable support to the town.

Signature of Officer:

Town Clerk / RFO

Saltash Chamber of Commerce report

After the usual formalities at our meeting on the 2nd March and the introduction of a potential new member, Daryl Lumsden of Timberland Saltash, we greeted the Tamar Bridge Manager, Coral Jonas, who was standing in for Phillip Robinson. She gave a very good synopsis on the situation to date and the various matters that were being considered for the future including the consultation that was shortly to commence re the TAG. Several members had questions which she was able to deal with and Hilary Frank suggested that they may be able to include the Bridge visitor centre in the Town Brochure which was being finalised and should be available for distribution in April. The Chairman thanked Coral for her presentation and agreed that her email address could be shared in the minutes should any members have further questions that they would like to ask.

Due to the need for some members present to go on to another meeting the agenda order was then changed to allow Hilary Frank to update on what happened at Christmas Festival due to the weather(as this had been our first meeting since then)and the proposals for St Piran's Day .It was also noted that a dinner dance had been organised for the 14th March to raise funds for Mayfair, Christmas Festival and Regatta all of which were struggling with funding.

The Chairman then updated members on the work of Town Team and, in particular, the hope to start again the monthly Saturday Markets in April and the proposed Traders meeting also in April. The Chairman explained that the idea of the meeting was to glean ideas from traders as to what they thought the Town Centre needed to encourage more people to shop and to further the work recently carried out re the potential to apply for BID status. Members agreed to underwrite the costs of providing Wine and Nibbles for the meeting which would be held in the Guildhall.

The continued thoughts on the regeneration of the Saltash Card were then discussed and how we needed a system which was Saltash centric so that it encouraged people to stay in Saltash to shop.

After the meeting a further discussion took place with Lindsay Endean, Saltash Studios re an indoor market in the studios in addition to the crafters market which is already held

Peter Ryland
Chairman

Town Council Report

February 15th 2026

Cllr Keith Johnson – Cornwall Councillor, Saltash Tamar Ward

Proposed Development – Land at Burraton Park (Adjacent to Saltash Rugby Club)

STC Councillors will be aware of ongoing public discussion regarding the potential development of land at Burraton Park, adjacent to the Rugby Club.

At the present time, the proposal remains at pre-application and consultation stage. No formal planning application has yet been submitted. This stage allows potential issues to be identified prior to any application being lodged.

Highways and Traffic

Concerns have been raised regarding existing congestion along the A38 corridor, particularly between the Burraton traffic lights and the Carkeel Roundabout. This is a recognised pressure point within the local highway network.

Should a planning application come forward, it would need to be supported by appropriate highways and transport assessments. Any impact on traffic flow and safety would be a material consideration in determining the application.

Loss of Green Space and Sporting Land

The site is currently used for sporting and informal recreational purposes and is identified within the Town Plan as green space. This designation will be a relevant planning consideration.

If land used for playing fields or training purposes is proposed to be lost, Sport England would be a statutory consultee. In such circumstances, it is usual practice for Sport England to assess whether equivalent or improved provision is made elsewhere by agreement.

Background to Land Disposal

The decision to dispose of the land was taken under the previous Conservative administration prior to my election in May 2025. While certain executive decisions can be called in for scrutiny, the timeframe for doing so is strictly limited and had elapsed before I was in office.

It is important to emphasise that the disposal decision does not predetermine the outcome of any subsequent planning application, which must be assessed independently and in accordance with planning policy.

Next Steps

- No formal planning application has yet been submitted.
- Should an application be received, it will be subject to statutory consultation.
- I will continue to monitor developments closely.
- Residents are encouraged to engage constructively during consultation stages.

I remain committed to ensuring that community views are appropriately represented within the planning process, while maintaining a fair and policy-compliant approach to any future determination.

Community Protest - Burraton Park

"I do not stand above the residents of Cornwall and Saltash Tamar, I stand with them.

Their hopes, their concerns, and their right to be heard guide my actions.

Today, our children's voices shout clear and loud. Let us not hang our heads in shame or turn away from our responsibility, but stand firm to protect their future.

In that spirit, I stand alongside the residents of Saltash and lend my support to their protest against the disposal of Burraton Park. When a community rises to safeguard what belongs to all, especially for the generations yet to come it is not defiance, but the highest expression of democratic duty."

Community Chest

I'm really pleased to be able to support a few brilliant local causes through my Councillor Community Chest.

A donation of £200 to Saltash Veterans recognises the vital support they give to those who have served, and the strong sense of camaraderie they foster locally.

£200 to Saltash Foodbank helps ensure families and individuals in need are not left struggling, thanks to the compassion and commitment shown day in, day out.

And £300 to The Core Youth Services supports young people at crucial moments in their lives, helping them feel valued, supported, and hopeful for the future.

None of this would be possible without the kind volunteers behind these organisations. Their generosity, time, and quiet dedication are what truly make a difference in our community, and Saltash is stronger because of them.

Tamar Bridge & Torpoint Ferry – Update

I've now formally lodged a request for a Task and Finish paper covering the Tamar Bridge and the Torpoint Ferry.

The request is for this work to sit within the scrutiny work programme and be delivered through the Economic Growth Scrutiny Committee.

Why this matters

These crossings are not just transport links, they are economic lifelines for South East Cornwall. Residents depend on them to access work, education, healthcare, and essential services, while local businesses rely on them to trade, recruit, and grow.

The purpose of this Task and Finish work is to properly evidence and record the economic and social impacts of current arrangements. Those findings can then be used to lobby central government, ensuring that the case for fairer, more sustainable funding and long-term solutions is backed by clear, robust scrutiny.

The work will consider:

- The economic impact of tolls, charges, and service reliability
- The effect on commuters, families, and local businesses
- Whether current arrangements are fair, sustainable, and fit for purpose

- How these crossings align with Cornwall's wider economic growth and transport ambitions

This is about transparency, accountability, and making sure South East Cornwall's challenges are formally recognised at a national level.

I'll keep residents updated as this progresses through the scrutiny process.

Cornwall Youth Council

I recently had the pleasure of attending a celebration evening at Lys Kernow to mark the conclusion of a term of service for the Cornwall Youth Council.

The Cornwall Youth Council provides young people across the county with a platform to voice their ideas, influence decision-making, and engage with local democracy.

It's a fantastic opportunity for youth to develop leadership skills, represent their communities, and contribute to projects that make a real difference.

The evening was a wonderful celebration of all they have achieved during their term, and it was inspiring to see their commitment and energy in action.

Cornwall Council Budget Update

The new Cornwall Council budget has been set by the cabinet, and while it outlines funding for vital services, it is disappointing that council tax has been increased higher than inflation.

Many residents have told me they are frustrated that taxes continue to rise while essential services feel stretched or reduced. From waste collection delays to pressures on public transport and community support, people are rightly asking: "Are we getting value for money?"

It's crucial that future budgets focus on protecting essential services, delivering real value for residents, and ensuring fairness across Cornwall. I will continue to push for transparency and accountability so that our contributions are properly used to support our communities.

End of report

CC Keith Johnson

Landrake PC

Introduction of Plastic Bags and Wrapping, and Cartons Collection

From 16 March 2026, we'll start collecting plastic bags and wrapping, and cartons from households in Cornwall. This change is part of the national Simpler Recycling legislation.

The new materials include:

- Custard, milk and juice cartons
- Bread bags, cereal bags, salad bags, frozen food bags and carrier bags
- Multi-pack wrapping, bubble wrap, cling film and plastic film lids
- Fruit and vegetable nets
- Chocolate, sweet and biscuit wrappers

Before 16 March, we will update our recycling webpages and Recycling A-Z at:

www.cornwall.gov.uk/recycling

Carkeel Roundabout

Carkeel Roundabout has been cleared of all rubbish, I will try to ensure that it is kept that way, it is due to be handed to National Highways and they will take control of it. Until that time it is still under control though Cornish Highways. Once it has been handed over to National Highways I will approach them to see what can be done to improve the look. Residents have asked for a Cornish Celtic Cross to be put there but we may be priced out of that with costs for the Cross alone will be £200,000+, that not including fitting. In the mean time I am approaching Garden Centres to get Wild Flower Seeds, to put on there.

Three-year budget proposals approved

On Tuesday this week, our budget proposals were approved at the Full Council meeting. Uniquely, this is a three-year budget covering the period 2026/27, 2027/28 and 2028/29 which will help enormously with our forward planning and delivery. Many thanks to those residents who took the opportunity to provide their views on the proposals. We have now reached a position where we have set a three-year budget based on our new [Council Priorities Plan](#), which includes investment in several key areas including children's services and adult social care.

Cornwall residents are being encouraged to have their say on new specialist support services to help people with managing mental health and trauma, finding and keeping a home, and day to day living skills.

Cornwall Council are developing services that will be available across Cornwall, with local people and other organisations, with the aim of helping people to build their confidence and independence and develop stronger links in their community.

Landrake PC

Cornwall Council Cabinet member for Adult Social Care and Health Partnerships, Cllr Jim McKenna said: “The service will offer short-term, person-centred support to people who approach adult social care or housing services. The aim is to help people feel safe, learn new skills, and move forward independently.

“Cornwall’s health, care and housing services are under pressure. Many people with lots of needs do not get the right help early enough. This new service will offer early, flexible support to help stop crises and reduce the need for more intensive help later.”

The services will be provided for people over the age of 18 with support needs related to:

- Mental health and trauma
- Homelessness or risk of homelessness
- Drug or alcohol dependence
- Autism
- Learning disabilities

People using the service will have access to one-to-one support focused on confidence and independence, group sessions to learn skills and build connections, help with housing and everyday living, support that is trauma informed and safe and flexible, short-term help based on personal goals.

We expect the service to help reduce homelessness, reduce avoidable hospital admissions, improve mental health and wellbeing, build confidence and daily living skills and make services easier to use and better connected.

You can have your say by visiting our Let’s Cornwall website

<https://letstalk.cornwall.gov.uk/specialist-prevention-and-intermediate-care>

Once we have gathered everyone’s views we will seek approval from Cornwall Council cabinet with services planned to start in April 2027.

We will be holding workshops to help us develop these services and would like to hear from people with lived experience, families and carers, professionals and community partners.

If you would like to take part in these sessions please email adultscommissioning@cornwall.gov.uk or call 0300 1234 131

End of report
CC Paul Cador

Report to Saltash Town Council March 2026

Cllr. Hilary Frank



CORNWALL COUNCIL BUDGET 2026/27

At our February Full Council meeting, Cornwall Council approved its budget for 2026/27.

As I've said in earlier reports to Town Council, the draft budget we published in December had to be substantially reworked after the government published its final Local Government Finance Settlement just before Christmas.

In the summer, government had indicated they would apply a 'remoteness' factor across services in rural and coastal authorities like Cornwall to recognise the higher costs of delivering services in areas like ours, but in the final settlement this factor was applied to Adult Social Care only, with no recognition of remoteness in key areas such as children's services or transport. This change left Cornwall Council approximately £13 million worse off than originally expected and required immediate reworking of the budget proposals.

In addition, in-year budget monitoring identified further pressures within Adult Social Care, with around £10.7 million of additional costs in the current year. This is driven by over 250 more people than anticipated requiring support, and by the average cost of care rising by around £35 per person per week above budgeted levels. With around 7,000 residents supported through Adult Social Care, even relatively small shifts in demand or unit cost translate into very substantial financial pressure.

So January and February involved intensive Cabinet, officer and scrutiny meetings to re-balance the budget in light of that reduced settlement and worsening in-year pressures.

Cornwall Council is legally required to set a balanced budget each year. The draft budget proposals were examined in detail by the Budget Development Overview and Scrutiny Committee in monthly meetings since September, where members had the opportunity to question assumptions and suggest changes.

Members may differ on aspects of the final decision, but the financial pressures remain and the Council must agree a balanced budget. The approved budget includes a 4.99% increase in overall Council Tax, comprising a 2% Adult Social Care precept and a 2.99% general increase.

Despite these pressures, we have been able to include:

- An additional £37 million investment in Children's Services, focused on strengthening early help, expanding family hubs and increasing local foster and residential provision.
- £43 million investment in Adult Social Care to address rising demand and reduce reliance on higher-cost crisis interventions.
- £3 million investment to improve the capability of the Fire Service

We will still need to deliver about £154 million further savings over the three-year period of the Medium Term Financial Plan. This is in addition to over half a billion pounds (£530 million) of savings delivered since becoming a unitary authority in 2009. This underlines the ongoing scale of the financial challenge facing the Council.

PUBLIC REALM

In response to an increase in complaints about street weeds, general tidiness and grass cutting raised by residents in Saltash and across Cornwall, Cabinet has agreed a renewed focus on improving the public realm, and a coordinated, multi-service approach is about to be rolled out. We intend to deliver more consistent maintenance, improve overall cleanliness and raise grounds maintenance standards, with particular focus on the quality and timing of grass cutting.

COMMUNITY CHEST 2025/26

Here is a report on the funding allocated from my Community Chest in the current financial year:

APPLICANT	AMOUNT
Oak Folk Gardening Group To support transport to gardening sessions for elderly residents.	£200
The Core To support a weekly cooking club for young people who are home-educated.	£200
Tamar Trotters Running Club To cover the purchase of biodegradable cups at the Saltash Half Marathon.	£160
Cornwall International Male Choral Festival To support the biennial Festival that brings more than 1000 singers from over 50 Cornish, British and international choirs and delivers around 20 events across Cornwall, including Saltash. cimcf	£250
Tamar Protection Society (Mary Newmans Cottage) To support 'From Garden to Hearth: Bringing the Elizabethan Cottage Garden Indoors', a new permanent and immersive experience that will show how cottage garden herbs and plants were used for cooking, healing and daily life. Tamar Protection Society	£390
Quiet Connections CIC To support the delivery of community sessions in Saltash for quiet voices and creativity. Welcome to Quiet Connections • Quiet Connections	£200
TOTAL ALLOCATED	£1400
Total of remaining funds	£0

SCHOOLS WHITE PAPER AND SEND CONSULTATION

The government published their Schools White Paper and SEND reforms on 23rd February. The main aims are to:

1. Build a genuinely inclusive education system
2. Redesign SEND pathways around early intervention and outcomes
3. Rebalance investment towards prevention and family support

Full implementation will be from 2028 onwards, and will include a new national curriculum.

Encouragingly, Cornwall Council already has strong foundations in early intervention, including a strong track record Family Hubs, early years support and partnership working, but there is important and detailed work ahead. There is a 12-week consultation period in place, and in the short term I'm focused on getting an understanding of what the proposals could mean for families and schools in Cornwall.

FREE COURSES: UNDERSTANDING YOUR CHILD

Cornwall Council is launching new Understanding Your Child groups this Spring.

These programmes offer 2-hour sessions each week for 10 weeks, and will be delivered in a hybrid format, hosted from Family Hubs across Cornwall, with the option to join virtually via Microsoft Teams.

The course themes are:

- Understanding Your Child 0-11 years
- Understanding Your Child 0-5 years
- Understanding Your Child 4-11 years
- Understanding Your Child 4-11 with ADHD
- Understanding Your Child 4-11 with Autism
- Understanding Your Child 4-11 with Disabilities (including learning)

For more details, visit: [Understanding Your Child 0-11 » Cornwall Council](#)

Bank Receipts

Saltash Town Council

For the period 1 January 2026 to 31 January 2026

Contact	Description	Net	VAT	Gross
Barclays Active Saver Account	Transfer of funds to cover expenditure	50,000.00	0.00	50,000.00
Churchtown Cemetery	Interments	168.00	0.00	168.00
Cornwall Council	TRIP036 - Saltash Town Council Claim 1	7,500.00	0.00	7,500.00
EE	Cash back from Phone contracts	18.00	0.00	18.00
Guildhall Income	Refund for cancelled booking	(129.50)	0.00	(129.50)
Guildhall Income	Various Booking	84.20	0.00	84.20
Guildhall Income	Refund for Teas and Coffees	(66.67)	(13.33)	(80.00)
Guildhall Income	Refreshment Income	8.33	1.67	10.00
Guildhall Income	Photocopying Fees	0.83	0.17	1.00
Isambard House Income	Various Booking	444.38	88.87	533.25
Isambard House Income	Refreshment Income	16.67	3.33	20.00
Library Income	Photocopying	106.02	21.21	127.23
Library Income	World of Books income	26.47	0.00	26.47
Maurice Huggins Room Income	Various Booking	195.00	0.00	195.00
Nationwide Account	Withdrawal of funds to cover expenditure and salaries	125,000.00	0.00	125,000.00
Public Sector Deposit	Bank Interest	1,658.52	0.00	1,658.52
Saltash Bowling Club	Longstone - Bowling Club Water Charges	15.26	1.30	16.56
Grand Total		£ 185,045.51	£ 103.22	£ 185,148.73

Bank Payments

Saltash Town Council

For the period 1 January 2026 to 31 January 2026

Contact	Description	Net	VAT	Gross
All Seasons Window Cleaning	Station Window Cleaning - December 2025	£ 40.00	£ -	£ 40.00
Anglotech Group Limited (Previously Print Copy Scan Ltd)	Prints for Photocopiers 26/11/2025 to 03/12/2025	£ 42.62	£ 8.52	£ 51.14
Bailey Partnership (Group) Ltd	Property reinstatement costs for insurance purposes - All STC Buildings	£ 5,400.00	£ 1,080.00	£ 6,480.00
Barclays	Bank Charges	£ 11.46	£ -	£ 11.46
Barclays Active Saver	Movement of Funds for future investment	£ 100,000.00	£ -	£ 100,000.00
Barron Surveying Services Ltd	Contractual administration support for external redecoration and repair to the front elevation of the Heritage building	£ 701.92	£ -	£ 701.92
BrightHR	Provisions of HR Software - January 2026	£ 78.00	£ 15.60	£ 93.60
Chubb Fire Ltd	Saltash Town Council Annual Fire Extinguisher Service 2026	£ 359.66	£ 71.93	£ 431.59
Cleansing Service Group Ltd	Waterside Cabin - Cleaning and disposal costs	£ 185.40	£ -	£ 185.40
Clear Insurance Management Ltd (Prev. BHIB Insurance Brokers)	Renewal of cyber liability effective Cyber insurance effective date 21/12/2025 to 20/12/2026	£ 1,716.49	£ -	£ 1,716.49
Cornwall Association of Local Councils	Code of conduct Training 17/11/2025 - Admin Officer	£ 25.00	£ 5.00	£ 30.00
Cornwall Association of Local Councils	Code of Conduct Training 03/09/2026 - Councillor	£ 25.00	£ 5.00	£ 30.00
Cornwall Association of Local Councils	Finance for Councillors Training 25/11/2025 - Councillor	£ 35.00	£ 7.00	£ 42.00
Cornwall Association of Local Councils	Finance for Councillors Training 10/07/2025 - Councillor	£ 35.00	£ 7.00	£ 42.00
Cornwall Association of Local Councils	Budgeting Training 14/10/2025 - Finance Assistant	£ 35.00	£ 7.00	£ 42.00
Cornwall Association of Local Councils	Internal Controls Training 29/10/205 - Finance Assistant	£ 35.00	£ 7.00	£ 42.00
Cornwall Association of Local Councils	VAT Partial Exemption Training 21/11/2025 - Finance Officer	£ 35.00	£ 7.00	£ 42.00
Cornwall Council	Insurance for Longstone Garage and Depot - January 2026	£ 15.00	£ -	£ 15.00
Cornwall Council	Rent for Longstone Garage and Depot - January 2026	£ 375.00	£ -	£ 375.00
Cornwall Council Rates Only	Non Domestic Rates 2025-2026 - Station Building	£ 3,842.30	£ -	£ 3,842.30
Cornwall Council Rates Only	Non Domestic Rates 2025/26 - Guildhall	£ 10,728.50	£ -	£ 10,728.50
Cornwall Council Rates Only	Non Domestic Rates 2025-2026 - Saltash Library	£ 13,098.75	£ -	£ 13,098.75
Cornwall Pensions	Pension Fund Payment - January 2026	£ 14,432.32	£ -	£ 14,432.32
Credit Card Purchases (Amazon)	Laptop risers for hot desk in reception and Mayor's Secretary	£ 11.02	£ 2.20	£ 13.22
Credit Card Purchases (Amazon)	Monitor for hot desk in reception.	£ 144.98	£ 29.00	£ 173.98
Credit Card Purchases (Amazon)	A foot stool for DSE compliance	£ 18.31	£ 3.66	£ 21.97
Credit Card Purchases (Amazon)	Multi pack of scissors for library office use.	£ 9.89	£ 1.98	£ 11.87
Credit Card Purchases (Amazon)	Boxes for storing paper and documents.	£ 18.60	£ 3.72	£ 22.32
Credit Card Purchases (Amazon)	IT Equipment - Longstone	£ 176.12	£ 35.22	£ 211.34
Credit Card Purchases (Canva)	Addon Lite subscription (monthly)	£ 12.83	£ 2.47	£ 15.30
Credit Card Purchases (Co-op)	Refreshments for the Railway200 photography awards ceremony held on 18/12/2025	£ 28.03	£ 0.82	£ 28.85
Credit Card Purchases (Waterstones)	Book to be used for author talk - Lorna Marlow talk on 31/01/2026	£ 15.98	£ -	£ 15.98
Credit Card Purchases (Xero (UK) Ltd)	Subscription - 01/12/2025 to 31/12/2025	£ 37.00	£ 7.40	£ 44.40
Dainton Group Services	Rent for Waterside Cabin and Effluent Tank	£ 332.13	£ 66.43	£ 398.56
Denmans	Repair Materials - Guildhall Repairs	£ 84.90	£ 16.98	£ 101.88
Denmans	Office Cost - Longstone	£ 29.44	£ 5.89	£ 35.33
Denmans	Repair Materials - Longstone Depot	£ 46.84	£ 9.37	£ 56.21
Denmans	Maintenance Materials - Longstone Depot	£ 9.00	£ 1.79	£ 10.79
Denmans	Repair Materials - Public Toilets	£ 10.63	£ 2.13	£ 12.76
Denmans	Maintenance Materials - Longstone Depot	£ 11.25	£ 2.25	£ 13.50
Denmans	Maintenance Materials - Service Delivery vehicle	£ 7.76	£ 1.55	£ 9.31
Denmans	Tool Consumables - Longstone Depot	£ 3.77	£ 0.75	£ 4.52
Denmans	Tool Consumables - Longstone Depot	£ 43.11	£ 8.62	£ 51.73
Denmans	Maintenance Materials - Festive Lighting	£ 0.80	£ 0.16	£ 0.96
Denmans	Maintenance Materials - Pontoon	£ 2.85	£ 0.57	£ 3.42
Denmans	Maintenance Materials - Churchtown Cemetery	£ 69.52	£ 13.91	£ 83.43
Denmans	Maintenance Materials - Guildhall	£ 82.93	£ 16.58	£ 99.51
Denmans	Maintenance Materials - Longstone	£ 192.60	£ 38.52	£ 231.12
Devon Contract Waste Ltd	13/11/2025 & 26/11/2025 Euro Recycling disposal cost	£ 15.00	£ 3.00	£ 18.00
Diverse Events	December invoice for the Saltash Market managed by Diverse Events	£ 290.50	£ -	£ 290.50
EE	Staff Mobile Charges - December 2025	£ 188.95	£ 37.79	£ 226.74
Efficient Comms Ltd	Starlink monthly rental - January 2026	£ 75.00	£ 15.00	£ 90.00
Efficient Comms Ltd	Telephone Call and Service Charges - December 2025	£ 252.83	£ 50.57	£ 303.40
EON	Electricity Charges - 01/12/2025 - 31/12/2025	£ 358.83	£ 17.94	£ 376.77
First Aid Education Ltd	1st Aid Training Course for 6 Councillors and 3 Staff members	£ 460.00	£ 92.00	£ 552.00
HMRC	PAYE payment - January 2026	£ 15,748.03	£ -	£ 15,748.03
Hockerill Engraving	A silver acrylic plaque for Memorial	£ 36.00	£ 7.20	£ 43.20
HR Support Consultancy	HR Services for work carried out during the month of December 2025	£ 741.45	£ 148.29	£ 889.74
Hygiene 2 Health Ltd	Basic Fire Safety Awareness Training Course for Community Hub Team Leader	£ 12.50	£ 2.50	£ 15.00
Hygiene 2 Health Ltd	Manual Handling Training Course for Community Hub Team Leader	£ 17.50	£ 3.50	£ 21.00
Hygiene 2 Health Ltd	Basic Fire Safety Awareness for SD Admin Assistant	£ 12.50	£ 2.50	£ 15.00

Contact	Description	Net	VAT	Gross
Hygiene 2 Health Ltd	Manual Handling Training Course for SD Admin Assistant	£ 17.50	£ 3.50	£ 21.00
Hygiene 2 Health Ltd	COSHH Training Course for SD Admin Assistant	£ 17.50	£ 3.50	£ 21.00
ICS Industrial Component Supplies	Maintenance Materials - Service Delivery vehicles	£ 209.90	£ 41.98	£ 251.88
Institute of Cemetery & Crematorium Management	Cemetery Management and Compliance Training Course For Planning and General administrator 31/03/2026	£ 100.00	£ 20.00	£ 120.00
James Hallam Council Guard	Commercial Fleet (Pontoon) insurance from 14th December 2025	£ 2,485.31	£ -	£ 2,485.31
KPT Timber & Building Supplies	Brown Rock-Salt for refill of bins	£ 396.00	£ 79.20	£ 475.20
KPT Timber & Building Supplies	Brown Rock-Salt for refill of bins	£ 495.00	£ 99.00	£ 594.00
Laser - Cemetery - 1051640	Electricity Charges - 01/09/2025 to 30/11/2025	£ 118.84	£ 5.94	£ 124.78
Laser - Christmas Light supply Point 1-1051642	Electricity Charges - 01/09/2025 to 30/11/2025	£ 79.85	£ 3.99	£ 83.84
Laser - Christmas Light supply Point 2 - 1051643	Electricity Charges - 01/09/2025 to 30/11/2025	£ 134.59	£ 6.73	£ 141.32
Laser - Christmas Light supply Point 3 - 1051644	Electricity Charges - 01/09/2025 to 30/11/2025	£ 75.09	£ 3.75	£ 78.84
Laser - Christmas Light supply Point 4 - 1051645	Electricity Charges - 01/09/2025 to 30/11/2025	£ 82.81	£ 4.14	£ 86.95
Laser - Christmas Light supply Point 6 - 1051646	Electricity Charges - 01/09/2025 to 30/11/2025	£ 89.35	£ 4.47	£ 93.82
Laser - Christmas Lights Supply Point 5	Electricity Charges - 01/09/2025 to 30/11/2025	£ 122.01	£ 6.10	£ 128.11
Laser - Guildhall Electric	Electricity Charges - 01/09/2025 to 30/11/2025	£ 1,219.15	£ 243.83	£ 1,462.98
Laser - Guildhall Gas	Gas Charges - 31/10/2025 to 30/11/2025	£ 189.49	£ 9.47	£ 198.96
Laser - Guildhall Gas	Gas Charges - 30/11/2025 to 31/12/2025	£ 330.50	£ 66.10	£ 396.60
Laser - Library Electric	Electricity Charges - 01/09/2025 to 30/11/2025	£ 710.23	£ 35.51	£ 745.74
Laser - Library Gas	Gas Charges - 31/10/2025 to 30/11/2025	£ 307.71	£ 61.54	£ 369.25
Laser - Library Gas	Gas Charges - 30/11/2025 to 31/12/2025	£ 338.05	£ 67.61	£ 405.66
Laser - Longstone Park Depo	Electricity Charges - 01/06/2025 to 31/08/2025	£ 329.08	£ 16.45	£ 345.53
Laser - Station Gas	Gas Charges - 31/10/2025 to 30/11/2025	£ 48.77	£ 2.44	£ 51.21
Laser - Station Gas	Gas Charges - 30/11/2025 to 31/12/2025	£ 51.75	£ 2.59	£ 54.34
Laser - The Maurice Huggins Room - 1051636	Gas Charges - 01/09/2025 to 30/11/2025	£ 177.40	£ 8.87	£ 186.27
Laser - Unmetered supply - 1051655	Electricity Charges 01/10/2025 to 31/10/2025	£ 20.19	£ 1.16	£ 21.35
Laser - Unmetered supply - 1051655	Electricity Charges 01/11/2025 to 30/11/2025	£ 21.23	£ 1.21	£ 22.44
Laser - Unmetered supply - 1051655	Electricity Charges 01/12/2025 to 31/12/2025	£ 22.00	£ 1.25	£ 23.25
Laser- Belle Vue Toilets	Electricity Charges - 01/09/2025 to 30/11/2025	£ 96.82	£ 4.84	£ 101.66
Laser- Haldo Pillar Park light 1051653	Electricity Charges - 01/09/2025 to 30/11/2025	£ 86.49	£ 4.32	£ 90.81
Minster Cleaning (South West Commercial Cleaning Ltd)	Opening, closing and cleaning of Saltash Town Council toilet blocks from 1st to 31st December 2025	£ 3,126.42	£ 625.28	£ 3,751.70
PEAC Finance	Photocopier Lease 26/01/2026 - 25/04/2026	£ 649.28	£ 129.86	£ 779.14
Robert Mcneil	St Stephens Churchyard - Maintenance on Ash tree in cemetery	£ 600.00	£ -	£ 600.00
Saltash & District Observer	Advert for Road Closures 14/11/2025 for Christmas Lights Switch On Event	£ 106.80	£ -	£ 106.80
Saltash & District Observer	Town Messenger - November 2025	£ 330.00	£ -	£ 330.00
Saltash & District Observer	Town Messenger - December 2025	£ 330.00	£ -	£ 330.00
Saltash Youth Network	Award of Precept Funding to be distributed to Saltash and District Youth Groups	£ 4,000.00	£ -	£ 4,000.00
Security Management South West Ltd	02/11/25 On Site 21/01 Off Site 21/12 Out Of Hours Contract With Security Management South West Ltd - Isambard House	£ 47.00	£ 9.40	£ 56.40
Security Management South West Ltd	01/11/25 On Site 08/08 Off Site 08/29 Out Of Hours Contract With Security Management South West Ltd - Isambard House	£ 47.00	£ 9.40	£ 56.40
Security Management South West Ltd	03/11/25 On Site 00/29 Off Site 00/37 Out Of Hours Contract With Security Management South West Ltd - Isambard House	£ 47.00	£ 9.40	£ 56.40
Security Management South West Ltd	02/11/25 On Site 02/35 Off Site 03/10 Out Of Hours Contract With Security Management South West Ltd - Isambard House	£ 47.00	£ 9.40	£ 56.40
SLCC Enterprises Ltd	Operation London Bridge Training 18/05/26 for Town Clerk	£ 38.50	£ 7.70	£ 46.20
SLCC Enterprises Ltd	Operation London Bridge Training 18/05/26 for Office Manager/ Assistant to the Town Clerk	£ 38.50	£ 7.70	£ 46.20
SLCC Enterprises Ltd	Operation London Bridge Training 12/03/26 for Planning and General Administrator	£ 58.50	£ 11.70	£ 70.20
SLCC Enterprises Ltd	Operation London Bridge Training 12/03/26 for Mayor's Secretary/ Receptionist	£ 58.50	£ 11.70	£ 70.20
SLCC Enterprises Ltd	Operation London Bridge Training 18/05/26 for Admin Officer	£ 58.50	£ 11.70	£ 70.20
SLCC Enterprises Ltd	Review of multiple complaints	£ 4,275.00	£ 855.00	£ 5,130.00
SOS Consultancy	Dell docking station for hot desk in reception	£ 191.00	£ 38.20	£ 229.20
SOS Consultancy	Monthly IT Support Services - December 2025	£ 1,384.66	£ 276.93	£ 1,661.59
SOS Consultancy	Monthly IT Support Services - January 2026	£ 1,384.66	£ 276.93	£ 1,661.59
South West Hygiene	Sanitary Bin Disposal Unit (Alexandra Square Toilet) (Rental/Service): 07/01/26-06/01/27	£ 63.94	£ 12.79	£ 76.73
South West Hygiene	Nappy Bin Disposal Unit (Alexandra Square Toilet) (Rental/Service): 07/01/26-06/01/27	£ 91.71	£ 18.34	£ 110.05
South West Hygiene	SDU14VA1, Sanitary Bin Disposal Unit (Longstone Park Toilets) (Rental/Service): 07/01/26-06/01/27	£ 81.28	£ 16.26	£ 97.54
South West Hygiene	Nappy Bin Disposal Unit (Longstone Park Toilets) (Rental/Service): 07/01/26-06/01/27	£ 150.08	£ 30.02	£ 180.10
South West Hygiene	Sanitary Bin Disposal Unit (Belle Vue Toilets) (Rental/Service): 07/01/26-06/01/27	£ 127.88	£ 25.58	£ 153.46
South West Hygiene	Nappy Bin Disposal Unit (Belle Vue Toilets) (Rental/Service): 07/01/26-06/01/27	£ 117.90	£ 23.58	£ 141.48
South West Hygiene	Sanitary Bin Disposal Unit (Waterside Toilets) (Rental/Service): 07/01/26-06/01/27	£ 127.88	£ 25.58	£ 153.46
South West Hygiene	Nappy Bin Disposal Unit (Waterside Toilets) (Rental/Service): 07/01/26-06/01/27	£ 117.90	£ 23.58	£ 141.48
South West Signs	Window Frosting with Town Crests - ground floor admin office window	£ 183.00	£ 36.60	£ 219.60
South West Water - Fairmead Road	Water Charges 10/09/2025 to 01/12/2025	£ 25.08	£ -	£ 25.08
South West Water - Library	Water and Sewerage Charges - 02/12/2025 to 05/01/2026	£ 16.01	£ -	£ 16.01

Contact	Description	Net	VAT	Gross
South West Water - Longstone Depot - Connection to Bowling Green	Water and Sewerage Charges - 02/12/2025 to 05/01/2026	£ 45.84	£ 3.83	£ 49.67
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water and Sewerage Charges - 02/12/2025 to 05/01/2026	£ 426.24	£ 32.75	£ 458.99
South West Water - Maurice Huggins Room	Water and Sewerage Charges - 02/12/2025 to 05/01/2026	£ 16.01	£ 1.56	£ 17.57
South West Water - Victoria Gardens	Water Charges - 05/11/2025 - 01/12/2025	£ 6.56	£ 1.31	£ 7.87
South West Water - Victoria Gardens	Water Charges - 02/12/2025 - 05/01/2026	£ 8.51	£ 1.71	£ 10.22
South West Water - Waterside	Water and Sewerage Charges 27/09/2025 - 05/01/2026	£ 194.78	£ -	£ 194.78
Sovereign Fire and Security Ltd	Battery Scheduled Replacement Saltash Library Hub Door Access Control System	£ 207.20	£ 41.44	£ 248.64
Spot-On-Supplies	Cleaning Materials - Public Toilets	£ 49.15	£ 9.83	£ 58.98
Staff Salaries	Staff Salaries	£ 44,774.59	£ -	£ 44,774.59
Starboard Systems Ltd t/a Scribe Accounts	Scribe Allotments Subscription Fee - 01/04/2026 - 31/03/2027	£ 420.00	£ 84.00	£ 504.00
Stripe	Card Processing Fees	£ 8.76	£ -	£ 8.76
Sumup	Card Processing Fees	£ 0.77	£ -	£ 0.77
Tartendown Nursery	Plants for Fore Street	£ 954.00	£ 190.80	£ 1,144.80
Thirsty Work	Water Unit rentals - 24/12/2025 to 23/01/2026	£ 174.04	£ 34.81	£ 208.85
Trade UK Account	Credit note for goods returned	-£ 4.22	-£ 0.85	-£ 5.07
Travis Perkins Trading Company Ltd	Tool Consumables - Longstone Depot	£ 8.93	£ 1.78	£ 10.71
Travis Perkins Trading Company Ltd	Repair Materials - Longstone Depot	£ 18.33	£ 3.67	£ 22.00
Travis Perkins Trading Company Ltd	Health and Safety equipment - Service Delivery	£ 56.04	£ 11.21	£ 67.25
Travis Perkins Trading Company Ltd	Repair Materials - Longstone Depot	£ 91.96	£ 18.39	£ 110.35
UK Identity Ltd	ID badge for Service Delivery Administration Assistant	£ 5.50	£ 0.75	£ 6.25
Viking Direct	A3 paper - Guildhall	£ 19.18	£ 3.84	£ 23.02
Viking Direct	Office Cost - Library	£ 83.44	£ 16.70	£ 100.14
Vincent Tractors Ltd	Special Fuel For Petrol Equipment for End of Year Storage and Cleaning	£ 40.42	£ 8.08	£ 48.50
WaterPlus	Isambard House - Water Supply Charges - 01/12/2025 - 01/01/2026	£ 68.47	£ 5.64	£ 74.11
Westcountry Skip Hire	14/01/2026 Disposal of Green Waste	£ 27.60	£ 5.52	£ 33.12
Westcountry Skip Hire	13/01/2026 Disposal of Green Waste	£ 29.90	£ 5.98	£ 35.88
Westcountry Skip Hire	16/01/2026 Disposal of Green Waste	£ 29.90	£ 5.98	£ 35.88
Westcountry Skip Hire	15/01/2026 Disposal of Green Waste	£ 39.10	£ 7.82	£ 46.92
Westcountry Skip Hire	22/12/2025 Disposal of Green Waste	£ 43.70	£ 8.74	£ 52.44
Westcountry Skip Hire	06/01/2026 Disposal of Green Waste	£ 62.10	£ 12.42	£ 74.52
Westcountry Skip Hire	17/12/2025 Disposal of Large Builders Skip Waste	£ 331.00	£ 66.20	£ 397.20
WesternWeb Ltd	Renewal of domain name plan4saltash.co.uk for 2 years for neighbourhood plan website.	£ 25.00	£ 5.00	£ 30.00
Grand Total		£ 245,418.19	£ 5,774.34	£ 251,192.53

Policy Group: Finance

Scheme of Delegation

RESPONSIBLE COMMITTEE: P&F

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			
Version	2025/26	Approved by	FTC
Date	03.04.2025	Responsible Officer	RFO
Minute no.	05/25/26a(12)	Next review date	Annual or as required

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
08/2010	1	Town Clerk	FTC 05.08.2010	128/10/11	New (P&R July 2010 Rec. Min no. 69/10/11)
03/2011	1a	Town Clerk/AK	FTC 07.04.2011	11/11/12	Original document revised to full Scheme of Delegation (P&R 15.03.2011 Rec.Min no 197/10/11)
05/2013	1a	RL	FTC 14.05.2013	25/13/14	Revised and Reapproved.
04/2016	2016		FTC 07.04.2016	24/16/17	Revised (PR 15.03.2016 Min no 116/15/16)
09/2018	2018	RL	FTC 06.09.2018	254/18//19	Revised

05/2019	2019	SB	P&F 14.05.2019	14/19/20	Increased monitory values in line with new Committee Structure
02/2020	2020	SE	P&F 25.05.2020	155/1/20ii(a)	Annual review. Petty cash amount updated.
11/2020	2020 v2	AJT	P&F 10.11.2020	103/20/21b	Appendix added re Covid-19
03/2021	2021	SE	FTC 04.03.2021	354/20/21	Updated – re easing of Covid restrictions
05/2021	2021	SE	ATM 20.05.2021	35/2122a	Rec P&F 09.03.2021h
06/2021	2021	AJT	FTC 03.06.2021	74/21/22q	Readopted Delete Covid appendix
01/2022	2022	SB	FTC 13.01.2022	336/21/22	Appendix added re Covid-19
02/2022	2022-23	SE	FTC 03.03.2022	451/21/22c	Annual review
05/2022	2022-23	AJT	ATM 05.05.2022	54/22/23f(ii)	Readopted
05/2023	2023-24	SB	ATM 04.05.2023	28/23/24b(xiii)	Readopted
02.2024	2024-25 DRAFT	SB	P&F 27.02.2024	156/23/24b(13)	Reviewed for recommendation to FTC 03.2024
03.2024	2024	SB	FTC 07.03.2024	367/23/24c	Recommendation from P&F. Approved
05.2024	2024	SB	ATM	64/24/25b(12)	Readopted

			02.05.2024		
02.2025	2025/26 DRAFT	WP	P&F 11.03.2025	164/24/25b(12)	Reviewed for recommendation to FTC 04.2024
04.2025	2025/26	WP	FTC 03.04.2025	05/25/26a(12)	Approved
09.2025	2025/26	DJ	P&F 23.09.2025		

Document Retention Period

Until superseded

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.

Commented [TC1]: Following Personnel held on 26.2.26 minute nr 93/25/26 the Committee resolved to recommend to increase the delegated authority for the Town Clerk only to book training relevant to the post from £200 to £500.

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

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

Current Document Status			
Version	2025	Approved by	P&F
Date	11.03.2025	Responsible Officer	AJT
Minute no.	164/24/25g(4)	Next review date	Annual or as required

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
09.2024	2024	AJT	P&F 24.09.2024	74/24/25c	Reviewed by committee. No amendments required.
03.2025	2025	AJT	P&F 11.03.2025	164/24/25g(4)	Reviewed by committee. No amendments required.
3.2026	2026	DJ	FTC 5.3.26		

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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 vote** shall be taken ~~which will be by a show of hands~~ 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 vote**.

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.

*** 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>
SURNAME 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>
SURNAME First name	

Date:

**The Mayor to announce the call for written nominations for the Office of Mayor
and Deputy Mayor for the year 2026/27**

Report to: Full Town Council

Date of Report: 27.02.26

Officer Writing the Report: Town Clerk / RFO

Purpose of the report: To provide Full Council with guidance regarding the announcement of the call for written nominations for the Offices of Mayor and Deputy Mayor for the municipal year 2026–2027.

Officer's Recommendations

That Members approve the proposed nomination timeline for the Mayor and Deputy Mayor Elect, as set out in the attached document.

That the Mayor, Cllr Bullock, formally announces to Full Council that the call for written nominations for the Offices of Mayor and Deputy Mayor for 2026–2027 is now open.

Report Summary

The Town Council's Election of Mayor and Deputy Mayor procedure sets out that the call for nominations for Mayor and Deputy Mayor Elect will be issued at the March meeting of Full Council. Completed nomination forms must be submitted to the Town Clerk within seven days of the call being issued.

Attached are the proposed timeline and the nomination forms for both roles.

Members who require clarification regarding the process or assistance in completing nomination forms are advised to contact the Town Clerk directly.

Signature of Officer:

Town Clerk / RFO

Election of Mayor and Deputy Mayor Elect – timeline

<p>5th March 2026</p> <p>Call for nominations</p> <p>At the meeting of Full Council held in March the outgoing Mayor will call for written nominations for the office of Mayor.</p> <p>Completed nominations must be submitted to the Town Clerk within 7 days of the issue of the call for nominations.</p>	<p>12th March 2026 @ 5pm</p> <p>Closing date for nominations</p> <p>Nominations 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.</p>	<p>13th March 2026</p> <p>Town Clerk to circulate nominated candidates</p> <p>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.</p>	<p>19th March 2026 @ 6:30pm</p> <p>Extraordinary FTC Meeting</p> <p>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.</p>	<p>23rd March 2026</p> <p>If the nominated candidate is not elected</p> <p>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 of the Town Council Policy (as attached).</p>
<p>7th May 2026</p> <p>Annual Meeting of Saltash Town Council</p> <p>The candidate achieving the clear majority will be nominated as Mayor at the Annual Meeting of the Council held in May. 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.</p>				
<p>Newly elected Mayor to confirm a date for the Mayor Making Ceremony</p>				

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

**ALL NOMINATIONS MUST BE RECEIVED BY 5.00PM ON THURSDAY 12TH MARCH
2026**

Candidate's Details	
Surname:	
Forenames:	

	Print name	Signature
Proposer:		
Secunder:		
Candidate:		

Date:

Nominations may be posted to the Town Clerk at the Guildhall or sent by email to townclerk@saltash.gov.uk

Office use only:

Received by:	
Date:	
Time:	
Nomination checked & circulated:	

Nomination form for the Office of Mayor of Saltash Town Council

ALL NOMINATIONS MUST BE RECEIVED BY 5.00PM ON THURSDAY 12TH MARCH 2026

Candidate's Details	
Surname:	
Forenames:	

	Print name	Signature
Proposer:		
Secunder:		
Candidate:		

Date:

Nominations may be posted to the Town Clerk at the Guildhall or sent by email to townclerk@saltash.gov.uk

Office use only:

Received by:	
Date:	
Time:	
Nomination checked & circulated:	

To receive a report on Victoria Gardens and the Maurice Huggins Room and consider any actions and associated expenditure

Report to: Full Town Council

Date of Report: 05.03.26

Officer Writing the Report: Town Clerk / RFO

Pursuant to:

Devolution Sub Committee held 30.01.25 minute 27/24/25

Full Town Council held 06.02.25 minute 336/24/25

Devolution Sub Committee held 28.08.25 minute 25/24/25

Purpose of the report:

To provide Members with updated findings regarding the maintenance of Victoria Gardens and the future use of the Maurice Huggins Room.

Officer's Recommendations

Members are asked to note the report and consider whether the following represents the preferred way for Saltash Town Council to proceed:

1. Cease progressing the lease for both Victoria Gardens and the Maurice Huggins Room.
2. Contribute to maintenance and improvements at Victoria Gardens, without assuming full liability, by:
 - Restoring the railings
 - Introducing sponsored benches
 - Supporting the Friends of Victoria Gardens in continuing their valuable work
3. Work collaboratively with Cornwall Council to enhance the site (outlined in point 2 above), while avoiding the financial and legal responsibilities associated with a full asset transfer.

4. Acknowledge the difficulty in identifying a viable Town Council use for the Maurice Huggins Room that would not negatively affect existing local businesses.

Therefore, Saltash Town Council encourages Cornwall Council to first engage with the community to explore potential community-focused uses, as demand is more likely to come from community groups than commercial operators.

Report Summary

Saltash Town Council entered into negotiations with Cornwall Council regarding the potential devolution of Victoria Gardens and the Maurice Huggins Room. Following a prolonged process and consideration of several factors, the Devolution Sub Committee meeting held on 30 January 2025 recommended that Full Council refuse the draft lease.

Full Council, at its meeting on 6 February 2025, refused the Sub Committee's recommendation delegating to the Town Clerk to work with the relevant Cornwall Council officers to negotiate the lease and discuss the potential option for a devolution package.

Members agreed that improvements to the site remained important. At the Devolution Sub Committee held on 28 August 2025, it was resolved that the matter be discussed at the first internal Council Forum meeting.

At that Forum, the Town Clerk was tasked with engaging with the relevant Cornwall Council officers to explore whether Saltash Town Council could support the maintenance and enhancement of Victoria Gardens without assuming full liability. Potential actions identified included:

- Restoring the railings
- Introducing sponsored benches
- Supporting the Friends of Victoria Gardens to continue their valuable work

Members felt that this approach would allow the Town Council to work collaboratively with Cornwall Council to improve the site while avoiding the financial and legal responsibilities associated with a full asset transfer.

Cornwall Council responded positively, confirming that the Environment Team is open to a licence or planting agreement and/or periodic works arranged through Cormac. The most appropriate route for Friends of Victoria Gardens to engage is via the Cormac Volunteers Scheme.

At the January Council Forum meeting, Cornwall Council's proposal was welcomed by Members. Members also supported encouraging Cornwall Council to engage with the community in the first instance regarding potential use of the Maurice Huggins Room, as community need is likely to be greater than commercial demand.

Cornwall Council is now awaiting formal confirmation that Saltash Town Council does not wish to proceed with the lease for Victoria Gardens or the Maurice Huggins Room, but does wish to continue supporting maintenance work (outlined above) and to work in partnership with Friends of Victoria Gardens.

Members are asked to consider the officer's recommendation to progress on this basis.

How Does This Meet the Business Plan?

Supporting the maintenance and enhancement of Victoria Gardens aligns with several of the Town Council's strategic priorities, including:

- Promoting Saltash as a vibrant and welcoming visitor destination
- Supporting health and wellbeing
- Addressing the climate emergency
- Enhancing open and green spaces

Budgets**Budget Codes:** 6588 EMF Victoria Gardens**Budget Availability:** £14,481**Committed Spend:** None.**Signature of Officer:**

Town Clerk / RFO

NOTES

Meeting:	Saltash Town Team - Guildhall
Date and Time:	Monday 9 February 2026 - 5.30 pm

Present:	Title/Representing:
C Bailey (CB)	CEPL12
R Bickford (RB)	CEPL12
S Burrows (SB)	Town Clerk
P Cador (PC)	Cornwall Council
J Hughes (JH)	Administration Officer
K Johnson (KJ)	Cornwall Council
S Martin (SM)	Saltash Town Council
S Miller (SM)	Chamber of Commerce
P Ryland (PR)	Chamber of Commerce
M Richardson (MR)	Consultant
B Samuels (BS)	Saltash Town Council
C Thomson (CT)	Cornwall Council Community Link Officer

Item	Key / Action Points:	Action by:
69	<p><u>Apologies.</u></p> <p>B Stoyel (STC) S Gillies (STC) H Frank (Cornwall Council)</p>	
70	<p><u>Health and Safety Announcements.</u></p> <p>The Chairman informed those present of the actions required in the event of a fire or emergency.</p>	
71	<p><u>Public Questions - A 15-minute period when members of the public may ask questions of the Saltash Town Team.</u></p> <p>None received.</p>	

72	<p><u>To receive the notes of the Town Team meeting held on 15 January 2026 as a true and correct record.</u></p> <p>Members noted that the agenda title circulated for this evening's meeting was incorrect, and that the notes to be received are from the meeting held on 12 January, not 15 January.</p> <p>The following amendments to the notes were requested:</p> <ol style="list-style-type: none"> 1. D Bond attendance was as a reserve for S Baker on behalf of Chamber of Commerce; 2. For clarification, item 65 of the notes be clearly presented as the Business Improvement District (BID) at the top of that item. <p>Following the above amendments, it was unanimously agreed that the notes are a true and correct record of the meeting.</p>	JH
73	<p><u>To receive the latest Town Team funding statement and consider any actions.</u></p> <p>It was noted that there is a remaining balance of s106 ringfenced funds to be spent by April 2027.</p> <p>The remaining balance against the TRIP037 funds are not actually available due to a number of markets not taking place due to weather conditions at the time.</p> <p>RB asked if the Town Clerk could enquire about keeping the awarded underspend funds and what happens to the unclaimed amount of the award if not used.</p>	SB

74	<p><u>To receive an update on the town leaflet and maps for information boards and consider any actions and associated expenditure.</u></p> <p>RB advised the working group Members were making progress and are on target to deliver in time for distribution on 1 April 2026.</p> <p>RB invited comments on the latest draft of the leaflet and maps and requested that all members proofread the documents and feedback any errors or omissions before it proceeds to final sign off.</p> <p>RB advised it is the intention to do a bit more work on the maps and to display these on the information boards located in car parks.</p> <p>RB advised the working group have not yet scheduled a final meeting date for sign off and that they will continue to make any necessary small amendments and will keep the online version up to date, therefore feedback is appreciated as soon as possible.</p> <p>Members discussed where the leaflets could be displayed and discussed displaying in local businesses, PC asked if there is a costing for distribution, RB confirmed that the budget was previously approved via s106 Waitrose funds, and we have agreed distribution with a commercial distribution company.</p> <p>Members would like to note their thanks to the Office Manager/Assistant to the Clerk for all her hard work and support.</p> <p>PC advised that he has been approached by a tourist company that is looking to bring coaches of visitors into Saltash and they are looking at areas to park the coach safely within the town.</p> <p>RB advised that we previously had a coach space in the Belle Vue car park but it wasn't used, he advised that there is space to park a coach on Old Ferry Road.</p> <p>PC to forward the e-mail to the Town Clerk to investigate and respond to.</p>	<p>ALL</p> <p>RB/HF/CB</p> <p>SB</p>
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75	<p><u>To receive an update from the working group on the future of the Saltash markets and to consider any actions and associated costs</u></p> <p>CT joined the meeting virtually.</p> <p>BS advised the working group met prior to this evenings Town Team meeting and provided a verbal update of that meeting.</p> <p>The working group were asked to look at the following points;</p> <p>1. Contingency for adverse weather:</p> <p>Due to the two markets requiring to be cancelled in 2025 being in the months of October and December and due to adverse weather conditions, the working group proposed future markets be held between the months of April and September. It was felt these months would be a better option as the weather is less inclement.</p> <p>The working group suggested establishing a more permanent indoor option if the weather remains unpredictable during winter, such as using the Guildhall. However, it was recognised stall holders would need to be informed well in advance. Consideration was also given to the potential space for a gazebo outside of the Banking hub as it is less exposed to the wind.</p> <p>BS spoke of Torpoint Town Council and their Sunday markets from March to November. The Town Clerk advised she had previously spoke to Torpoint Town Council regarding how they operate their markets and would share the information received with BS/PR.</p> <p>2. Comprehensive insurance:</p> <p>BS confirmed she would contact Diverse Events as the event organiser to enquire if their existing insurance cover could be increased to include higher wind speeds.</p>	<p>SB / BS / PR</p> <p>BS</p>
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	<p>3. Focus on Farmers Markets and locally sourced products and the reduction of market stalls to avoid road closures;</p> <p>Members identified a small but viable option for a market area outside the Banking Hub, which they believe could accommodate approximately 6–7 stalls. Additional potential space was also noted along the wider pavement on Fore Street, particularly outside Morrisons and Superdrug. The working group discussed branding these as a “market trail” rather than “farmers markets”, allowing a wider range of suitable stalls to be positioned at various points along Fore Street. This would assist with a cost saving as road closures would not be required.</p> <p>Members recognised there would still be the need to employ an events company to manage market days.</p> <p>The working group suggested additional temporary signage around the town is key to assist in promoting the markets.</p> <p>Members discussed how future markets would be funded to ensure they are sustainable.</p> <p>The working group noted funding was available through the s106 ring fenced funds.</p> <p>RB reminded Members that consideration to introduce a charge for stallholders should still be valid, however, the current priority is to ensure that the markets increase footfall in the town and have a positive impact on local town centre traders.</p> <p>MR to provide data and feedback received that evidence the markets are viewed as beneficial to the Town Centre traders.</p> <p>BS invited comments on the verbal report provided. Various questions were raised;</p>	<p>MR</p>
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	<p>KJ noted that Members had previously considered employing a dedicated individual to manage the markets and asked whether any pricing had been obtained for this option. BS confirmed the previous contractor appointed to manage the markets will be contacted to request a detailed breakdown of costs, noting that a significant proportion of earlier expenses related to road closures.</p> <p>KJ further recommended the Tamar Bridge as a potential location for signage and highlighted that holding markets in the Guildhall could result in damage to the carpet due to increased footfall, which should be taken into consideration.</p> <p>BS added that, in the longer term, stallholders would need to begin paying for their market spaces. As their businesses grow, there may also be opportunities for them to move into currently vacant shop units on Fore Street.</p> <p>Town Team Members noted the update and approved for the working group Members to continue to make enquiries to get the markets up and running for April, reporting back with the financial aspects requiring to be signed off.</p>	<p>BS</p> <p>RB / CB / SM / BS / PR</p>
76	<p><u>To receive a report on the proposed Traders' meeting and consider any actions and associated expenditure.</u></p> <p>Members received the report contained within the circulated reports pack and agreed to move forward with the Traders Meeting on the evening of the 13 April 2026.</p> <p>Members noted this would require the following Town Team meeting to be rescheduled.</p> <p>MR advised that the purpose of the Traders meeting was to strengthen engagement and explore ideas as to what shop owners felt the town needed.</p> <p>It was noted the 13 April fell within the Easter School Holidays. Members agreed that they did not feel this would be a problem.</p>	<p>PR</p>

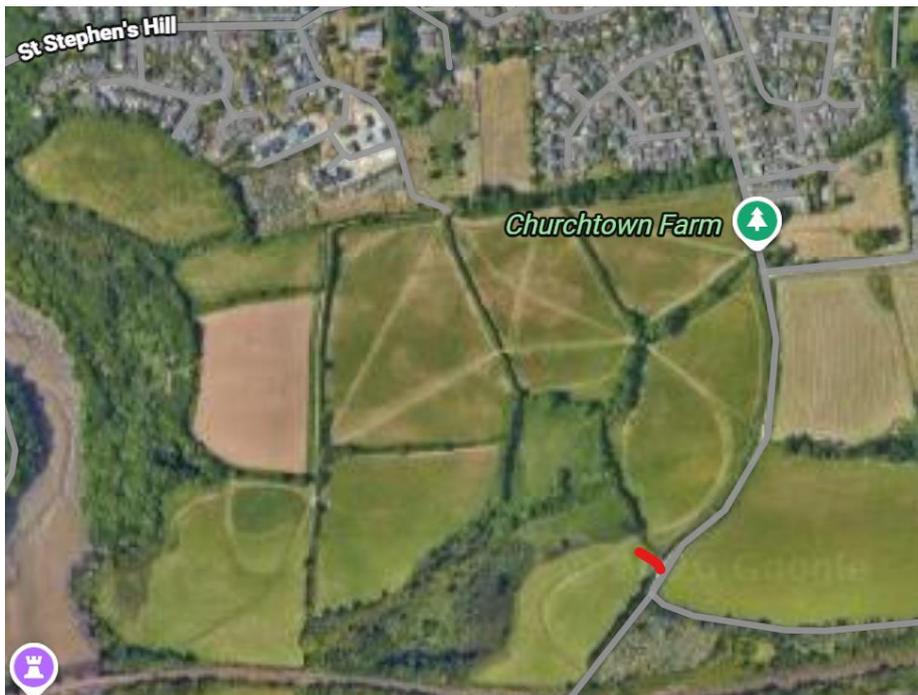
77	<p><u>To receive an update on the Pard Card and consider any actions.</u></p> <p>PF confirmed this was discussed at the last meeting, with the intention of raising it at the next Chamber of Commerce meeting, however, the Chamber has not met since.</p> <p>PR is still very keen on the idea of a Saltash Card rather than using the Pard Card which is more Cornwall centric.</p> <p>Chamber to discuss at the next meeting scheduled for Monday 2 March reporting back to Town Team.</p>	PR
78	<p><u>A.O.B</u></p> <p>Members discussed the suggestion to apply for the town of culture funding shared by HF; Expressions of Interest are open until 31 March.</p> <p>PR suggested this would be something for the Town Council to investigate rather than Town Team and requested that the Town Clerk consider this.</p> <p>CT provided a verbal update on the approach other Town Councils are taking, it's very much a Partnership Approach. The scheme involves Town Councils, Arts partnerships and organisations within towns to partner up, this is the approach from Redruth, Penzance, Falmouth, Bodmin and Torpoint.</p> <p>RB felt this approach would be something that the Town Council should do and that Town Team would be supportive of it, Members agreed. CT advised that the Town Council to consider partnering with Salt Arts taking the lead on behalf of Saltash Town Council.</p> <p>MR asked if a street audit had been arranged with Cornwall Council Highways Department. RB confirmed he is intending to follow up on this but due to the recent weather conditions is aware that a CC officer would be unlikely to have time to complete a street audit.</p> <p>CT is awaiting an update on the s106 budget and will be sharing information on figures with the Town Council and Town Team in due course.</p>	<p>SB</p> <p>RB</p>

	PR noted that the Government has recently announced its new High Street Strategy, it remains unclear how this will be accessed or distributed, but it is something worth monitoring.	
79	<p><u>Date of Next Meeting: 13 April 2026</u></p> <p>13 April 2026 this will be a Traders meeting at the Guildhall.</p> <p>End of Meeting: 18:37</p>	ALL

Churchtown Farm Nature Reserve lies within the Tamar Valley National Landscape (formerly the Tamar Valley AONB).

The Friends of Churchtown Farm have been working with the Tamar Valley National Landscape to utilise DEFRA *Access for All* funding and improve inclusive access within the reserve.

The proposal is to create an accessible path enabling wheelchair users, people with limited mobility and families with prams to reach a bench overlooking the reserve, providing access to beautiful views. The proposed location of the path is shown by the red line, close to parking on Wearde Road, ensuring practical and convenient access.



Discussions are underway with Antony Estate to decide the path surface and obtain quotes.

The *Access 4 All* funding must be spent by 31 March, and therefore the project is time-sensitive. It is proposed that Saltash Town Council meets the upfront cost of the agreed works, with reimbursement to follow from the Tamar Valley National Landscape via a Cornwall Council purchase order mechanism. The total works are expected to be in the region of £6,000.

The Friends of Churchtown Farm would be most grateful for the Council's assistance in helping to deliver this important accessibility improvement.

End of report

Friends of Churchtown