

# Public Document Pack

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 4th June 2026 at 7.00 pm

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

**ALSO PRESENT:** 1 Members of the Public, 2 Members of the Press, Detective Inspector Musgrove, PCSO Thorp and Fox, H Frank (Cornwall Council), P Cador (Cornwall Council) and K Johnson (Cornwall Council), S Burrows (Town Clerk / RFO), D Joyce (Office Manager / Assistant to the Town Clerk) and E Langdon (Communications and Engagement Officer)

**APOLOGIES:** J Brady, S Martin, L Mortimore and P Nowlan.

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#### **46/26/27 CIVILITY AND RESPECT PLEDGE REMINDER.**

The Chairman reminded Members that the Town Council has adopted the Civility and Respect Pledge.

Members were reminded of their obligations under the Code of Conduct. Debate is to be respectful, focused on the issues, and conducted in accordance with the Code of Conduct.

#### **47/26/27 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

The Chairman welcomed and introduced the newly appointed Communications and Engagement Officer in attendance at this evenings meeting.

#### **48/26/27 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.

49/26/27 **PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

50/26/27 **TO RECEIVE AND APPROVE THE MINUTES OF THE ANNUAL MEETING OF SALTASH TOWN COUNCIL HELD ON 7 MAY 2026 AS A TRUE AND CORRECT RECORD.**

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

Following a unanimous vote, it was proposed by Councillor B Samuels, seconded by Councillor Johns and **RESOLVED** that the minutes of the Annual Meeting of Saltash Town Council held on 7 May 2026 were confirmed as a true and correct record.

51/26/27 **TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY FULL TOWN COUNCIL MEETING HELD ON 21 MAY 2026 AS A TRUE AND CORRECT RECORD.**

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

Following a unanimous vote, it was proposed by Councillor Peggs, seconded by Councillor P Samuels and **RESOLVED** that the minutes of the Extraordinary Full Town Council meeting held on 21 May 2026 were confirmed as a true and correct record.

52/26/27

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

a. Services held on 30 April 2026;

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

**RECOMMENDATION:**

11/26/27 TO RECEIVE A REPORT ON THE LONGSTONE DEPOT LEASE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided an overview of the report circulated within the reports pack. Cornwall Council have agreed to extend the existing lease on Longstone Depot until 30 June 2026, and it is important that the lease is agreed this evening.

The working group previously met with the Town Clerk to discuss a devolution package, and members are asked to consider tranche 1 devolution package to include the following sites;

- Jubilee Green
- Waterside Green
- Longstone Depot
- The wider surrounding area, including green space adjoining the depot and car park
- Longstone Public Toilets

It is noted this would not include Longstone Park or any areas relating to the sea defences, railings, or walls adjoining the Tamar, due to lack of budget provision to support future maintenance and associated costs.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor B Samuel, seconded by Councillor Peggs and **RESOLVED** to;

1. Approve Cornwall Council's proposed Heads of Terms in respect of Longstone Depot lease subject to a couple of amendments outlined in the main part of the report.
2. Approve the submission of the Town Council's draft devolution package (tranche 1), as set out in the report, noting that the final terms of any agreement would be subject to approval by Full Town Council.

3. Delegate to the Town Clerk to submit the devolution package (tranche 1) to relevant Cornwall Council Officers for their consideration, reporting back at a future Service Committee meeting.
4. **RECOMMEND** to Full Council to approve a virement of £2,100 from General Reserves to meet the annual shortfall in the rent.

Following a unanimous vote, it was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** to approve the above recommendation.

- b. Policy and Finance held on 12 May 2026;

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

- c. Planning and Licensing held on 19 May 2026.

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

**RECOMMENDATION:**

25/26/27 TO RECEIVE A REPORT ON NEIGHBOURHOOD PRIORITY STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Office Manager/Assistant to the Town Clerk provided a summary of the report received and contained within the circulated reports pack.

It was noted that the current Saltash Neighbourhood Development Plan (NDP) expires in 2030 and due to recent Government changes, it no longer carries significant weight. The Town Council must therefore ensure its priorities are clearly represented in Cornwall's emerging Local Plan through the development of a Neighbourhood Priority Statement (NPS), which will require substantial community engagement.

The Settlement Spatial Plan (SSP) was identified as a useful and unique document, assessing development pressures and infrastructure impacts across Saltash. This process will include public engagement, workshops and Member involvement in shaping priorities and scenarios, leading to a final SSP document to support the completion of the NPS.

Councillor B Samuels noted that a comprehensive evidence base document is required to support consideration of larger planning applications and that consultation will follow a similar process as the Saltash NDP but on a shorter timescale.

Councillor Bickford supported the proposed approach and agreed it should progress through the working group but questioned when all Members would have the opportunity to contribute prior to public consultation. It was confirmed that the working group would meet initially to develop the framework, followed by structured workshops involving the working group and invited Members to help shape the engagement exercise. Wider Member review and input would be incorporated at key stages throughout the process.

Following a unanimous vote, it was proposed by Councillor B Samuels, seconded by Councillor Gillies and **RESOLVED** to:

1. Approve the submission of a Neighbourhood Priority Statement (NPS) to Cornwall Council and confirm by issuing a formal letter of designation;
2. Delegate authority to the Town Clerk to sign and submit the letter of designation on behalf of Saltash Town Council;
3. Appoint Councillor Nowlan to the Neighbourhood Plan Working Group and provide delegated authority to the working group and Office Manager to oversee delivery of the NPS and SSP process;
4. **RECOMMEND** to Full Council the appointment of Company A to deliver a Settlement Spatial Plan (SSP) at a cost of £14,950, plus £100 for two in-person visits with associated costs to be allocated to budget code 6275 PR EMF Neighbourhood Plan and to approve a payment schedule of three equal instalments, upon appointment, at the mid-point and on completion;
5. **RECOMMEND** to Full Council to provide delegated authority to the Office Manager to manage any additional public engagement costs working within budget code 6275 PR EMF Neighbourhood Plan, with progress and expenditure reported back to future Planning and Licensing Committee meetings.

Following a unanimous vote, it was proposed by Councillor B Samuels, seconded by Councillor Miller and **RESOLVED** to approve the above recommendations.

- d. Extraordinary Personnel Committee held 14 May.

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

**53/26/27**      **TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided a verbal update on engagements attended during the past month, including, but not limited to: Freeman of Saltash, Audrey Miller's 97th birthday, Grace Notes Acapella Concert, Twinning 40th anniversary celebrations and an art exhibition held at St Stephen's Church, which featured Ukrainian music performed to an outstanding standard.

The Deputy Mayor highlighted several key engagements, including attendance at the Camera Club exhibition and The Core's Afternoon Tea.

It was **RESOLVED** to note.

**54/26/27**      **TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.**

PCSO Thorp, PCSO Fox and Sector Inspector Musgrove were in attendance at the meeting. The Chairman welcomed and invited them to address Members.

Sector Inspector Musgrove provided a verbal overview of the crime figures contained within the circulated report pack. He advised that overall crime levels were 5.3% lower compared to May 2025. He noted that, while there had been some fluctuations, it was important to view the figures in context to understand their true reflection.

Members were informed that Saltash continues to have the lowest crime figures across the partnership area, which was noted positively. However, it was emphasised that crime remains present, with two incidents of arson recorded this year and an increase in anti-social behaviour during half-term periods. Investigations into these incidents remain ongoing; however, it was highlighted that without sufficient evidence, prosecutions cannot be pursued. The importance of public reporting and the provision of intelligence was therefore strongly emphasised.

It was acknowledged a perceived community sentiment of reluctance to report incidents but reiterated that without such information, offenders may not be brought to justice. He advised that the police continue to engage proactively with local schools and youth organisations, building relationships to share knowledge and support crime prevention initiatives.

Reference was made to public feedback on social media regarding requests for increased CCTV coverage. He advised that, while such measures can be beneficial in certain locations, widespread implementation is not always practical. The negative feedback received regarding the use of safety camera vans is concerning, however, evidence indicates that safety camera vans have contributed to a reduction in road collisions where deployed. Nevertheless, witness statements and incident reporting remain the most effective means of securing prosecutions.

Members were advised that there has been a slight reduction in local officer presence due to staff departures and promotions. However, following a recent recruitment drive, a new Neighbourhood Beat Manager is expected to be in post within the coming month.

Sector Inspector Musgrove spoke of his commitment and that of the wider police force, to the Saltash community, highlighting the strength of partnerships with the Town Council and local organisations in identifying crime hotspots and supporting preventative work.

Operation Snap was also discussed, enabling members of the public to report driving offences directly to the relevant local authority.

Members raised concerns regarding speeding within the town centre and welcomed the continued partnership working with the police. Appreciation was expressed to the police for their ongoing hard work, commitment to crime prevention and attendance at the meeting.

It was **RESOLVED** to note.

55/26/27

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

Chris Bailey Director of CEPL12, was in attendance and invited to speak on the report circulated within the agenda pack.

C Bailey advised that the lease for the Community Kitchen premises is due for renewal in October. At present, CEPL12 does not have sufficient financial capacity to cover the full cost of a three-year lease agreement should it be renewed on existing terms.

He emphasised that this does not preclude the possibility of securing grant funding or alternative financial support, nor does it rule out the potential for more flexible lease arrangements. However, the organisation considered it important to be transparent at this early stage regarding the uncertainty surrounding the future operation of the café, rather than delaying notification to the Town Council.

C Bailey confirmed that a number of grant applications are currently in progress and that any additional support would be welcomed.

In response to Members' questions, C Bailey outlined the organisation's current income streams, noting that the shop generates a modest income, alongside charitable donations, including those received through the Memory Box initiative and revenue from the Kitchen itself. However, increasing overheads, particularly rising utility costs, are placing significant pressure on the organisation's finances.

Members were informed that investigations into sustainable and renewable energy solutions are ongoing. C Bailey reaffirmed CEPL12's commitment to maintaining the Community Kitchen as a valuable resource for the residents of Saltash.

It was **RESOLVED** to note.

The Chairman brought forward Agenda Item 27 – To receive a report from Saltash Red Bus.

56/26/27

**TO RECEIVE A REPORT FROM SALTASH RED BUS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Mike Finch, owner of Saltash Red Bus, was in attendance and invited to speak on the report circulated within the agenda pack.

Members discussed the service and requested information regarding daily usage. M Finch advised that he was unable to provide exact figures at the meeting.

Cornwall Councillor Frank was permitted to speak by the Chairman and confirmed that Cornwall Council had not cut or reduced any funding to Saltash Red Bus, noting that the original agreement was to fund the service for one day per week.

In response to Members' queries regarding concessionary fares, M Finch confirmed that these are accepted throughout the week.

Members agreed that further information, particularly regarding usage, is required before any decision can be made regarding support. It was therefore requested that M Finch meet with the Town Council at a future date once the relevant data is available.

Members also highlighted the need for increased promotion of the service and offered to support this through online advertising to help improve usage.

It was **RESOLVED** to note.

57/26/27

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

Due to no meeting having been held there was nothing to report. The next meeting is 25 June.

Councillor Bickford informed Members that verbal confirmation had been received from Cornwall Council's Highways Manager approving the Town Council's Community Highways Improvement Programme application for improved accessibility leading to Saltash station.

It was **RESOLVED** to note.

**58/26/27 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Nothing to report.

**59/26/27 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Due to the cancellation of the meeting, there was nothing to report.

**60/26/27 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman thanked Cornwall Councillors for submitting timely reports, enabling Members to review and consider them in advance of the meeting.

The Chairman invited Cornwall Councillors to provide any additional verbal updates to supplement their reports contained within the circulated agenda pack.

Cornwall Councillor Johnson advised that Cornwall Council had declined the application to register Burraton Recreation Ground as an Asset of Community Value. Councillor Johnson has requested that officers provide details of the revised assessment model.

Cornwall Councillor Frank updated Members on the situation at Warfelton, noting that recent unauthorised encampments had been swiftly addressed due to the existing legal order. However, this order is due to expire in July. To mitigate future occurrences, Cornwall Council and the Town Council's working group have considered preventative measures, including the installation of wooden posts and metal gates at access points.

While these measures may not entirely prevent access, any damage to such installations would constitute criminal activity, enabling the police to exercise additional enforcement powers.

Cornwall Councillor Frank confirmed that funding is in place to support the installation of these preventative measures.

Members expressed their support for this approach, noting that inaction is not a viable option.

It was **RESOLVED** to note.

**61/26/27**     **TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Peggs provided a verbal update, advising that no further progress has been made regarding the provision of phlebotomy appointments at St Barnabas Hospital.

Councillor Peggs was pleased to report a positive community response to the development of Health and Wellbeing Hubs, with several organisations expressing interest in supporting this initiative. Members were informed that the Social Prescriber for Saltash is actively coordinating these offers, alongside services focused on preventative healthcare, including wellbeing groups and activities such as armchair aerobics.

It was **RESOLVED** to note.

**62/26/27**     **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**63/26/27**     **FINANCE:**

a. To advise the receipts for April 2026;

It was **RESOLVED** to note.

b. To advise the payments for April 2026;

It was **RESOLVED** to note.

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

Nothing to report.

d. To note that bank reconciliations up to 30 April 2026 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk.

It was **RESOLVED** to note.

e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

64/26/27 **TO RECEIVE HUDSON ACCOUNTING INTERNAL AUDITORS YEAR END REPORT DATED 31 MARCH 2026 AND CONSIDER ANY ACTIONS.**

It was **RESOLVED** to note the Internal Auditors Year-end Report dated 31st March 2026 and that there are no recommended actions (as attached).

The Chairman thanked the Finance Officer and her assistant for their ongoing commitment to public funds and the governance of the Town Council to receive another clear audit.

65/26/27 **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025-2026 (AGAR):**

- a. To review and confirm whether there is no conflict of interest or if a conflict arises with the appointment of BDO LLP (External Auditor).

Following a unanimous vote, it was proposed by Councillor P Samuels, seconded by Councillor Johns and **RESOLVED** to confirm that at this stage there are no conflicts of interest with the appointment of BDO LLP as the External Auditors to Small Authorities Audit Appointment (as attached).

- b. To review the appointment of Hudson Accounting as the Internal Auditor to Saltash Town Council and consider any actions and associated expenditure.

Following a unanimous vote, it was proposed by Councillor P Samuels, seconded by Councillor B Samuels and **RESOLVED:**

1. To continue with the appointment of Hudson Accounting Ltd as Saltash Town Council's Internal Auditor for the year 2026-27 based on their competence and independence (as attached);
  2. At cost of £1,200 to be allocated to budget code 6201 P&F Audit.
- c. To receive the Annual Governance Statement (Section 1) and consider any actions.

Following a unanimous vote, it was proposed by Councillor P Samuels, seconded by Councillor Peggs and **RESOLVED** to approve the Annual Governance Statement 2025-26 (Section 1) as attached.

- d. To receive the Accounting Statement (Section 2) and consider any actions.

Following a unanimous vote, it was proposed by Councillor P Samuels, seconded by Councillor Miller and **RESOLVED** to approve the Accounting Statements 2025-26 (Section 2) as attached.

- e. To set the commencement date for the exercise of public rights.

Following a unanimous vote, it was proposed by Councillor Gillies, seconded by Councillor Johns and **RESOLVED** to set the commencement date for the exercise of public rights on the 9 June 2026 for a period of 30 working days (as attached), displayed in the Town Council notice boards, on the website, and to issue a Press and Social media release.

66/26/27

**TO RECEIVE AND NOTE A REPORT ON THE NOTICE OF VACANCY, TREMATON WARD, SALTASH.**

Members considered the notice of vacancy and the associated costs should the vacancy proceed to an election.

Discussion took place regarding the estimated cost of issuing polling cards, as detailed within the report, with Members noting that the approximate cost of £4,000 would represent a significant expense from the public purse.

Following debate, the Town Clerk was invited to speak. The Town Clerk advised that the agenda item was for noting; however, clarified that it has been the Town Council's established custom and practice to issue polling cards.

As this is a new Town Council term, the Town Clerk apologised that the matter had not originally presented the option within the report.

The Town Clerk further advised that simply noting the report without providing direction could present a risk to the electoral process. In the absence of clear instruction, there was a greater risk in taking no action than in proceeding with a resolution.

To ensure that any potential election would not be jeopardised or delayed, the Town Clerk therefore sought clear guidance from Members on how they wished to proceed.

Following a vote (7 in favour, 3 against, 1 abstentions), it was proposed by Councillor B Samuels, seconded by Councillor Suter and **RESOLVED** to delegate to the Town Clerk to inform Cornwall Council to proceed with polling cards should the vacancy lead to an election.

**67/26/27 TO APPOINT A MEMBER TO THE BURIAL AUTHORITY COMMITTEE.**

The Chairman informed Members of a vacant seat on the Burial Authority Committee and invited expressions of interest from those wishing to join.

No expressions of interest were received.

**68/26/27 TO APPOINT A MEMBER TO THE FOLLOWING WORKING GROUPS:**

- a. Waterfront Management and Water Transport;

Councillor Gillies expressed an interest in joining the Waterfront and Water Transport Working Group.

- b. CIL Application - Fourth Round;

Councillor Suter expressed an interest in joining the CIL Application – Fourth Round Working Group.

- c. Longstone Depot Lease;

Councillor Bullock expressed an interest in joining the Longstone Depot Lease Working Group.

- d. Sale of Burraton Field.

Councillor Ashburn expressed an interest in joining the Sale of Burraton Field Working Group.

Members agreed to take the appointments to each working group, as above, en bloc.

Following a unanimous vote, it was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** to appoint Councillors to each working group vacancy as above.

**69/26/27**     **TO APPOINT A MEMBER TO THE CAP CLIMATE CHANGE OUTSIDE PARTNERSHIP.**

The Chairman informed Members of a vacant seat on the CAP Climate Change and Nature Recovery Network and invited expressions of interest from those wishing to join.

No expressions of interest were received.

**70/26/27**     **TO RECEIVE NOTIFICATION FROM CORNWALL COUNCIL REGARDING LAND AND GARAGES AT WARRATON GREEN, SALTASH, AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the report on land at Warraton Green received and contained within the circulated reports pack.

Following a vote (9 in favour, 0 against, 2 abstentions), it was proposed by Councillor Johns, seconded by Councillor B Samuels and **RESOLVED** to delegate to the Town Clerk to respond to Cornwall Council confirming that the Town Council has no interest in the asset at Warraton Green.

**71/26/27**     **TO RECEIVE A REPORT ON THE ARMED FORCES COVENANT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Following a unanimous vote, it was proposed by Councillor Bullock, seconded by Councillor Ashburn and **RESOLVED:**

1. To approve the Armed Forces Covenant including the use of the Town Council's Seals, subject to the final sign off from the Mayor and Town Clerk (as attached);
2. That the Mayor, Town Clerk, and Deputy Mayor attend the signing event at County Hall on 22 June 2026 as representatives of the Town Council;
3. That progression to the Employer Recognition Scheme be referred to the Personnel Committee for further consideration.

**72/26/27** **TO RECEIVE A REPORT ON THE MONTHLY INFORMATION SESSIONS HELD AT OAKLANDS COMMUNITY CENTRE AND CONSIDER ANY ACTIONS.**

Following a unanimous vote, it was proposed by Councillor Ashburn, seconded by Councillor Suter and **RESOLVED**:

1. For Councillors Ashburn, Bullock and Suter to continue to attend Oaklands Community Centre information sessions;
2. To report back to Full Council only where matters arise that require consideration;
3. To continue to post monthly social media content signposting the public to the Town Council's attendance at Oaklands for the Information Café and Food Larder.

**73/26/27** **MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 20 JUNE 2026 OUTSIDE SALTASH HERITAGE MUSEUM, FORE STREET.**

The next scheduled meeting date Saturday 20 June 2026 outside Saltash Heritage Museum, Fore Street.

Following a unanimous vote, it was proposed by Councillor Stoyel, seconded by Councillor B Samuels and **RESOLVED** for Councillors Bullock, Stoyel, Peggs, Gillies and Miller to attend.

**74/26/27** **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.

**75/26/27** **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**76/26/27** **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**77/26/27**     **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

Following a unanimous vote, it was proposed by Councillor Johns, seconded by Councillor Gillies and **RESOLVED** to issue the following Press and Social Media releases:

1. Saltash Neighbourhood Plan – Spatial Plan;
2. Cornish Language Strategy;
3. Proud Care Awards;
4. Survey on Police Force Merges;
5. Saltash Red Bus;
6. Notice of Public Rights and Audited Accounts;
7. Trematon Vacancy;
8. Guidance on the Electoral Process and Voter Registration;
9. Oaklands Community Information Café, mobile food Larder and Councillors support;
10. Armed Forces Covenant;
11. Longstone Depot Lease Renewal;
12. Operation Snap - driving offences.

**78/26/27**     **DATE OF NEXT MEETING: THURSDAY 2 JULY 2026 AT 7:00 P.M.**

Thursday 2 July 2026 at 7.00pm

**79/26/27**     **COMMON SEAL:**

Following a unanimous vote it was **RESOLVED** for Councillor Gillies 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 2 July 2026 at 7.00 pm

Rising at: 8.29 pm

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

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



HUDSON ACCOUNTING LTD.  
INTERNAL AUDIT REPORT:  
TO THE MEMBERS OF SALTASH TOWN  
YEAR ENDED 31ST MARCH 2026.

ISSUE DATE: 26/05/2026.  
ISSUED TO: TOWN CLERK

**INTRODUCTION:**

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

**Scope:**

The scope of the audit covers, as a minimum, the areas included in the Internal Audit Report contained in the Annual Governance & Accountability Return.

**Approach:**

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2025.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed.

**GENERAL COMMENTS:**

We would like to thank the staff for their assistance and co-operation during the audit.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

It should be noted that assurance can never be absolute. The most that the internal audit service can provide is a reasonable assurance that there are no major weaknesses in risk management, governance, and control processes. The audit does not guarantee that the accounting records are free from fraud or error.

***The review undertaken obtained a level of assurance which has allowed us to complete the Internal Audit Report element of the Annual Governance & Accountability Return with no qualifications, thus in all significant respects, the control objectives were achieved throughout the financial year to a standard adequate to meet the needs of the Council.***

We have provided a table of audit recommendations, if required, to allow for the Council's response which can be used as an ongoing monitoring tool. We would be grateful if, in due course, it is completed and returned to us.

## AUDIT COMMENTARY:

### Previous Recommendations

There are no previous recommendations requiring action.

### Accounting Records

The accounts have been properly maintained throughout the year.

### Payments

A sample of payments was tested to establish whether the spending decision, procurement process, certification and approval for payment were in line with Financial Regulations as well as ensuring that payments were supported by invoices, VAT was correctly accounted for, and payment controls were applied.

#### *Payment*

**Testing of payments made in the final quarter of the financial year revealed no issues to report.**

#### *Grants*

**Grants have been paid in accordance with Member approvals.**

### Risk

#### *Insurance*

**The Fidelity Guarantee remains adequate at £5 million.**

#### *Data Protection & IT*

**A .gov.UK domain is used for the Council's website for counsellor and officer e-mail.**

**IT and GDPR policies are in place.**

**The website Accessibility Statement has recently been reviewed.**

**The council has met the requirements of the Transparency Code.**

### Budgets

#### *Setting*

**The 2026/27 budget and precept were properly approved by Full Council in December 2025.**

**Detailed estimates were provided and the impact on both earmarked and general reserves was taken into consideration.**

#### *Monitoring*

**Budget monitoring reports are taken to each committee meeting.**

#### *Adequacy of Reserves*

**After allowing for earmarked reserves of £768,475 the general reserve stands at £1,404,050; equating to 84% of gross expenditure which is within generally accepted parameters.**

### Income

Systems were tested to ensure that suitable controls are in place to ensure that all income is received in a timely manner, that charges are correctly applied and that any cash received is promptly receipted and banked.

#### *Interest*

**Interest received on the Council's investments is accurately reflected in the Ledger.**

#### *VAT*

**VAT claims for the year have been submitted.**

**The year-end claim is in accord with balances held in the accounting statements.**

*Library*

The till is balanced daily and cash is posted to the Ledger on a monthly basis.

The audit trail in place is good.

*Room Hire*

Booking systems are in place and fees are levied in accordance with the agreed scale of charges.

Adequate arrangements to ensure payment.

**Petty Cash**

Petty cash is sparingly used, is regularly reconciled and the controls in place are adequate.

**Assets**

The asset register has been updated to reflect acquisitions and disposals and the total value of assets held has been accurately reflected in the AGAR.

**Payroll**

The February payroll was tested with no issues to report.

New employees have been issued contracts of employment and have been paid in accordance with the Terms therein.

Changes in employee terms and conditions have been duly approved by Members and have been accurately implemented.

**Bank Reconciliation**

Monthly bank reconciliations have been carried out in a timely and accurate manner throughout the year.

They have been reviewed by Members in accordance with Financial Regulations.

The year-end bank reconciliation was found to be accurate.

**Accounting Statements**

The accounts were produced on an income and expenditure basis and are in accord with underlying records.

Debtor and creditor balances have been properly treated.

# Annual Internal Audit Report 2025/26

## SALTASH TOWN COUNCIL

[www.saltash.gov.uk/financeandprecept.php](http://www.saltash.gov.uk/financeandprecept.php)

**During** the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
<b>P. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

04/11/2026

16/03/2026

26/05/2026

S P HUDSON CPFA

Signature of person who carried out the internal audit

*S. P. Hudson*

Date

26/05/2026

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required the annual internal audit report **must** explain why not (add separate sheets if needed).

Page 5763

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	SALTASH TOWN COUNCIL
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I confirm that there are no conflicts of interest with BDO LLP.

I confirm the following conflicts of interest (please detail below:

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This was confirmed and minuted at the following meeting:

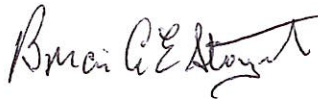
Date of Meeting	Minute Reference
4th June 2026	65/26/27A.

Signed (Clerk/RFO)



Print Name: SINEAD BURROWS

Signed (Chair)



Print Name: COUNCILLOR BRIAN STOYEL

**To review the appointment of Hudson Accounting as the Internal Auditor to Saltash Town Council and consider any actions and associated expenditure.**

**Report to:** Full Town Council

**Date of Report:** 30 April 2026

**Officer Writing the Report:** Finance Officer

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

**Purpose of Report:**

To confirm, in line with External Auditor requirements, the annual re-appointment of Hudson Accounting Ltd as Internal Auditor for the 2026/27 financial year.

**Officers Recommendations**

It is recommended to the members to confirm the re-appointment of Hudson Accounting Ltd as the Internal Auditor for year 2026/27 based on his competence and independence. This meets the requirement of the BDO, the External Auditor.

**Report Summary**

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

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

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

**Budgets**

**Budget Codes:** 6201 PF Audit

**Budget Availability:** £4,000

**Signature of Officer:**

Finance Officer

## Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

### SALTASH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

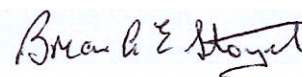
04/06/2026

and recorded as minute reference:


65/26/27 C

Signed by the Chair and Clerk of the meeting where approval was given:

Chair



Clerk



<https://www.saltash.gov.uk/>

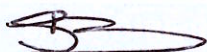
## Section 2 – Accounting Statements 2025/26 for

### SALTASH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	1,936,496	1,983,781	Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,388,217	1,579,415	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	367,912	271,730	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	795,227	822,095	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	45,378	34,201	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	868,239	806,105	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,983,781	2,172,525	Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	2,006,276	2,201,654	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	2,874,909	3,152,497	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	160,514	130,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
<b>For Local Councils Only</b>	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval.**



Date

01/06/2026

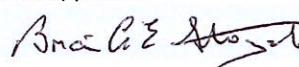
I confirm that these Accounting Statements were approved by this authority on this date:

4<sup>th</sup> June 2026

as recorded in minute reference:

65/26/27D

Signed by Chair of the meeting where the Accounting Statements were approved



Name of Smaller authority: **SALTASH TOWN COUNCIL**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF  
UNAUDITED ANNUAL GOVERNANCE &  
ACCOUNTABILITY RETURN**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026**

**Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p><b>1. Date of announcement</b> <b>MONDAY 8<sup>TH</sup> JUNE 2026</b> (a)</p> <p><b>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</b></p> <p><b>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:</b></p> <p>(b) <b>SINEAD BURROWS, TOWN CLERK/RFO – SALTASH TOWN COUNCIL, THE GUILDHALL, 12 LOWER FORE STREET, SALTASH, CORNWALL, PL12 6JX</b> <a href="mailto:enquiries@saltash.gov.uk">enquiries@saltash.gov.uk</a></p> <p>commencing on (c) <b>TUESDAY 9<sup>TH</sup> JUNE 2026</b></p> <p>and ending on (d) <b>MONDAY 20<sup>TH</sup> JULY 2026</b></p> <p><b>3. Local government electors and their representatives also have:</b></p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p><b>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</b></p> <p><b>BDO LLP</b> Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL ✉ <a href="mailto:councilaudits@bdo.co.uk">councilaudits@bdo.co.uk</a></p> <p><b>5. This announcement is made by (e) SINEAD BURROWS, TOWN CLERK/RFO</b></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

## LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

### The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

### The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2026 for 2025-26 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

### The right to ask the auditor questions about the accounting records

**You should first ask your smaller authority** about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here

means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

### **The right to make objections at audit**

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

### **A final word**

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.



## **Saltash Town Council**

**We, the undersigned, commit to honour the Armed Forces Covenant and support the Armed Forces Community.**

**Saltash Town Council recognise the value Serving Personnel, both Regular and Reservists, Veterans and military families contribute to our business and our country.**

Signed on behalf of:  
**Saltash Town Council**

Signed:

Name: Councillor Briant Stoyel

Position: Chairman 2026-2027

Date:



# The Armed Forces Covenant

An Enduring Covenant Between

The People of the United Kingdom  
His Majesty's Government

– and –

All those who serve or have served in the Armed Forces of the Crown

And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

## Section 1: Principles of the Armed Forces Covenant

1.1 **Saltash Town Council** will endeavour to uphold the key principles of the Armed Forces Covenant, which are:

- No member of the Armed Forces Community should face disadvantage in the provision of public and commercial services compared to any other citizen
- In some circumstances special treatment may be appropriate especially for the injured or bereaved.

## Section 2: Demonstrating our Commitment

2.1 Saltash Town Council recognises the value serving personnel, reservists, veterans and military families bring to our business and to our country.

Saltash Town Council will seek to uphold the principles of the Armed Forces Covenant, by:

### **Promoting the Armed Forces:**

Promoting the Armed Forces work in the town, activities and events through the Town Council's digital and social media channels as well as working with the press

Publishing the Town Council Covenant pledges on a dedicated page on the Town Council website

Promoting the fact that Saltash Town Council are an Armed Forces friendly organisation, to staff, contractors, customers, suppliers and wider public

### **Veterans:**

Welcoming applications from, and guaranteeing interviews to, veterans who meet the criteria in the job specification

Recognising military skills and qualifications in recruitment and selection processes

### **Service Spouses & Partners:**

Supporting the employment of Service spouses and partners by welcoming applications from spouses/partners who meet the criteria in the job specifications

### **Reserves:**

Staff are actively encouraged to become Reservists

Supporting any mobilisations and deployment

**Cadet Organisations:**

Actively encouraging members of staff to become volunteer leaders in cadet organisations

Supporting local military cadet units

Recognising the benefits of employing cadets/ex-cadets within the workforce

**National Events:**

Supporting Armed Forces Day, the Poppy Appeal, and Remembrance activities

Marking key military anniversaries such as D-Day, VE Day, and RNA Day

**Armed Forces Charities:**

Supporting Armed Forces charities with fundraising and supporting staff who volunteer to assist

**Local Commitment and Heritage:**

Recognising that the Town Council Chairman is an Honorary Member of the Royal British Legion

Supporting initiatives such as Poppies to Paddington

Maintaining and caring for adopted war memorials within the town to a high standard

Supporting the work of the Royal Naval Association

- 2.2 Saltash Town Council will publicise these commitments through literature and/or on the Town Council website, setting out how the Town Council will seek to honour them and inviting feedback from the Service community and customers on how we are doing.