



Saltash Town Council

Konsel An Dre Essa



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

29 May 2026

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 4th June 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 **no later than three working days 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 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 R Bickford J Brady R Bullock L Mortimore P Samuels	S Gillies M Johns S Martin P Nowlan J Peggs J Suter	S Miller B Samuels (Vice-Chairman) B Stoyel (Chairman)

Agenda

1. Civility and Respect Pledge Reminder.
The Town Council has adopted the Civility and Respect Pledge. Members are 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.
2. Health and Safety Announcements.
3. Apologies.
4. 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.
5. 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 three working days 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.
6. 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. (Pages 7 - 39)
7. To receive and approve the minutes of the Extraordinary Full Town Council Meeting held on 21 May 2026 as a true and correct record.
8. To receive and note the minutes of the following Committees and consider any recommendations:
 - a. Services held on 30 April 2026; (Pages 40 - 51)
 - b. Policy and Finance held on 12 May 2026; (Pages 52 - 62)
 - c. Planning and Licensing held on 19 May 2026. (Pages 63 - 70)
 - d. Extraordinary Personnel Committee held 14 May.

9. To receive the Chairman's report and consider any actions and associated expenditure. (Pages 71 - 72)
10. To receive the Monthly Crime Figures and consider any actions. (Page 73)
11. To receive a report from Community Enterprises PL12 and consider any actions and associated expenditure. (Page 74)
12. To receive a report from Community Area Partnerships and consider any actions and associated expenditure.
13. To receive a report on behalf of Safer Saltash and consider any actions and associated expenditure.
14. To receive a report from Saltash Chamber of Commerce and consider any actions and associated expenditure.
15. To receive a report from Cornwall Councillors and consider any actions and associated expenditure. (Pages 75 - 89)
16. To receive an update on the future of the health care in Saltash and consider any actions and associated expenditure.
17. To consider Risk Management reports as may be received.
18. Finance:
 - a. To advise the receipts for April 2026; (Page 90)
 - b. To advise the payments for April 2026; (Pages 91 - 94)
 - c. To report urgent and essential works actioned by the Town Clerk under Financial Regulations;
 - 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;
 - 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.
19. To receive Hudson Accounting Internal Auditors Year End Report dated 31 March 2026 and consider any actions. (Pages 95 - 99)

20. 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). (Page 100)
 - b. To review the appointment of Hudson Accounting as the Internal Auditor to Saltash Town Council and consider any actions and associated expenditure. (Pages 101 - 105)
 - c. To receive the Annual Governance Statement (Section 1) and consider any actions. (Page 106)
 - d. To receive the Accounting Statement (Section 2) and consider any actions. (Page 107)
 - e. To set the commencement date for the exercise of public rights. (Pages 108 - 110)
21. To receive and note a report on the Notice of Vacancy, Trematon Ward, Saltash. (Pages 111 - 113)
22. To appoint a Member to the Burial Authority Committee. (Page 114)
23. To appoint a Member to the following Working Groups: (Page 115)
 - a. Waterfront Management and Water Transport;
 - b. CIL Application - Fourth Round;
 - c. Longstone Depot Lease;
 - d. Sale of Burraton Field.
24. To appoint a Member to the CAP Climate Change outside partnership. (Page 116)
25. To receive notification from Cornwall Council regarding land and garages at Warraton Green, Saltash, and consider any actions and associated expenditure. (Pages 117 - 121)
26. To receive a report on the Armed Forces Covenant and consider any actions and associated expenditure. (Pages 122 - 132)
27. To receive a report from Saltash Red Bus and consider any actions and associated expenditure. (Pages 133 - 136)
28. To receive a report on the monthly information sessions held at Oaklands Community Centre and consider any actions. (Pages 137 - 138)
(Pursuant to FTC held on 15.01.2026 Minute nr. 315/25/26)

29. Meet your Councillors: The next scheduled meeting date Saturday 20 June 2026 outside Saltash Heritage Museum, Fore Street.
30. 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.
31. To consider any items referred from the main part of the agenda.
32. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
33. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
34. Date of next meeting: Thursday 2 July 2026 at 7:00 p.m.
35. 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.

Public Document Pack Agenda Item 6

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Annual Meeting of Saltash Town Council held at the Guildhall on Thursday 7th May 2026 at 7.00 pm

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

ALSO PRESENT: Five Members of the Public, One Member of the Press, H Frank (Cornwall Councillor) and K Johnson (Cornwall Council), S Burrows (Town Clerk / RFO) and D Joyce (Office Manager / Assistant to the Town Clerk), J Hughes (Administration Officer).

APOLOGIES: J Brady, S Martin and L Mortimore, and P Cador (Cornwall Councillor), early departure K Johnson (Cornwall Councillor).

36/26/27 TO ELECT A CHAIRMAN.

The Town Clerk informed Members that one nomination for the office of Mayor of Saltash for the municipal year 2026/27 had been received and duly verified.

The nominated Councillor was Brian Arthur Ernest Stoyel.

A written ballot was conducted.

Following the ballot, the outgoing Chairman Councillor Bullock confirmed that a majority vote had been achieved.

It was proposed by Councillor Miller, seconded by Councillor Nowlan and **RESOLVED** that Councillor Stoyel be elected Mayor for the municipal year 2026/27.

The Chairman Councillor Stoyel in the Chair.

37/26/27 TO CONFIRM AND NOTE THAT THE CHAIRMAN OF SALTASH TOWN COUNCIL HAS SIGNED THEIR DECLARATION OF ACCEPTANCE OF OFFICE IN THE PRESENCE OF THE PROPER OFFICER.

The Chairman signed the Chairman's Declaration of Acceptance of Office in the presence of the Proper Officer.

It was **RESOLVED** to note.

38/26/27 **INCOMING ELECTED CHAIRMAN TO PRESENT THE PAST CHAIRMANS BADGE TO THE OUTGOING CHAIRMAN.**

The newly elected Chairman for 2026/27 Councillor Stoyel presented the Past Chairman's badge to the outgoing Chairman Councillor Bullock.

39/26/27 **TO ELECT A VICE CHAIRMAN.**

The Town Clerk informed Members one nomination had been received for the office of Deputy Mayor of Saltash for the municipal year 2026/27 and duly verified. The nominated Councillor was Brenda Samuels.

A written ballot was conducted.

Following the ballot, the Chairman confirmed that a majority vote had been achieved.

It was proposed by Councillor Stoyel, seconded by Councillor Johns and **RESOLVED** to elect Councillor B Samuels as Deputy Mayor for the municipal year 2026/27.

40/26/27 **HEALTH AND SAFETY ANNOUNCEMENTS**

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

41/26/27 **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. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None received.

42/26/27 **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

43/26/27 **TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 9 APRIL 2026 AS A TRUE AND CORRECT RECORD**

Following an unanimous vote it was proposed by Councillor Peggs, seconded by Councillor P Samuels and **RESOLVED** to approve the Minutes of the Full Town Council Meeting held on 9 April 2026 as a true and correct record.

44/26/27 **TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

- a. Planning and Licensing held on 21 April 2026;

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

- b. Burial Authority held on 28 April 2026;

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

RECOMMENDATION:

10/26/27 TO RECEIVE AMENDMENTS TO THE CHURCHTOWN CEMETERY MANAGEMENT PROCEDURES AND CONSIDER ACTIONS.

Members received the report contained within the circulated reports pack.

The Office Manager / Assistant to the Town Clerk provided Members with an overview of the proposed amendments and outlined the reason for the changes.

Following a unanimous vote (4 in favour, 0 against, 0 abstentions), it was proposed by Councillor B Samuels, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council the amendments to the Churchtown Cemetery management Policy and Regulations, as attached.

Following a unanimous vote it was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to approve the above recommendation, as attached.

- c. Services held on 30 April 2026;

It was reported that the draft Services minutes had not yet been published.

45/26/27 **TO RECEIVE THE OUTGOING CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The outgoing Chairman, Councillor Bullock, briefed Members on the report received in the reports pack, taking the opportunity to thank everyone for their support during her mayoral year, and congratulated Councillor Stoyel and B Samuels on their appointment this evening.

It was **RESOLVED** to note.

46/26/27 **TO RECEIVE AND NOTE THE ANNUAL TOWN COUNCIL REPORT FOR THE YEAR 2025/26.**

The Chairman referred to the Annual Town Council Report and commented on its professional presentation and content.

It was **RESOLVED** to note.

47/26/27 **TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.**

PCSO Diaper drew Members' attention to a reported 200% increase in burglary and drugs-related figures compared to last year. However, it was noted that this increase was due to only three crimes having been recorded in these categories during the entirety of the previous year.

Overall, Saltash continues to experience low crime levels and has seen a 37.5% reduction in violence with injury.

Members asked whether feedback on outcomes could be provided to individuals following the reporting of crimes. PCSO Diaper advised that, due to GDPR constraints, it is difficult to determine what information can be shared, but confirmed this would be discussed further with the Inspector.

Councillor McCaw raised concerns regarding repeated incidents of vandalism to the town's public conveniences. PCSO Diaper advised that the police are working closely with key stakeholders, including schools and youth organisations, to identify potential offenders. Investigations remain ongoing and they are making progress.

Members again raised concerns regarding the use of e-bikes and asked whether any policies were in place to deter inappropriate use. PCSO Diaper explained that enforcement is challenging due to the complexity of e-bike legislation, which varies depending on bike specifications, speed, size, and set-up.

Members advised that Callington Road is a hotspot for e-bike users travelling at high speed at night, with no visibility and wearing balaclavas. PCSO Diaper was not previously aware of this issue and noted it as a significant health and safety concern.

Members thanked PCSO Diaper for her attendance.

It was **RESOLVED** to note.

48/26/27 **TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman invited Councillor Bickford to provide further information in respect of the report contained within the reports pack, particularly regarding concerns about potential difficult decisions facing CEPL12's Community Kitchen.

Councillor Bickford provided a brief verbal update, advising that while the Community Kitchen continues to face financial challenges, some improvements are being seen. However, increased rent and utility costs, alongside more restrictive funding criteria, is making it difficult to maintain a consistent balanced budget.

It was **RESOLVED** to note.

49/26/27 **TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Cornwall Councillor Frank was invited to address Members in respect of the recent Community Highways Improvement Programme Panel meeting.

Councillor Frank advised that the Town Council's application for funding to improve accessibility on the highways leading to the station building had been well received and progressed to the next stage of the funding process. The next panel meeting is scheduled to be held on 23 June.

It was **RESOLVED** to note.

50/26/27

TO RECEIVE A REPORT FROM SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Due to the minutes of the recent Safer Saltash meeting having not yet been published, Councillor Peggs provided a brief verbal overview of the recent meeting attended.

Councillor Peggs referred to the Safer Cornwall website, which supports easier signposting to relevant organisations and provides up-to-date crime information for the ten Safer Towns in Cornwall. These towns work in partnership with local agencies, community groups, and businesses to address crime and anti-social behaviour through a multi-agency approach. Saltash is one of the Safer Towns and was noted as having some of the lowest levels of concern.

Councillor Peggs further advised that the Resettlement Service team has experienced no negative reception locally. Attention was also drawn to the need for additional Speed Watch volunteers and concerns raised regarding fading road markings, particularly at zebra crossings, which have been reported.

It was noted concerning reports of young people experiencing knife threats. It was advised that youth organisations are working closely with the police and local schools to address these issues and help prevent such incidents from occurring.

The Town Clerk advised Members that Safer Cornwall is to reassess the designation of the ten Safer Towns against its criteria, as there may be other towns across Cornwall that meet the requirements more appropriately than Saltash. Members will be informed once the assessment criteria are clarified and if any implications for the Town Council are identified.

It was **RESOLVED** to note.

51/26/27

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

Due to the Bank Holiday, the next Chamber meeting will be held on 11 May, therefore, Members received the April meeting notes, which had not been available prior to the previous Full Council meeting.

It was **RESOLVED** to note.

52/26/27 **TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

53/26/27 **TO RECEIVE AN UPDATE ON THE FUTURE OF HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Peggs provided a brief verbal update on progress with the phlebotomy service at St Barnabas Hospital, advising that the room is now ready for use and that a pilot appointment service is expected to be introduced as soon as possible.

It was **RESOLVED** to note.

54/26/27 **TO RECEIVE THE NOTES OF THE SALTASH TOWN TEAM MEETING HELD ON 20 APRIL 2026 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor B Samuels was invited to address Members regarding the meeting held and the notes included in the circulated reports pack.

Councillor B Samuels advised that feasibility work had been undertaken to explore the potential for a Business Improvement District (BID); however, local traders had confirmed that, due to current financial constraints, this was not something they wished to pursue.

It was further reported that S106 funding awarded and available to the Town Team is now being considered for use on a potential augmented trail, with Town Team members exploring how this could be developed and implemented within the town.

It was **RESOLVED** to note.

55/26/27 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

56/26/27 **FINANCE;**

- a. To advise the receipts for March 2026;

It was **RESOLVED** to note.

- b. To advise payments for March 2026;

It was **RESOLVED** to note.

- c. To report urgent and essential works actioned by the Town Clerk under Financial Regulations;

Nothing to report.

- d. To note that bank reconciliations up to 31 March 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.

57/26/27 **TO RECEIVE A REPORT ON THE TOWN COUNCIL BANK MANDATES AND CONSIDER ANY ACTIONS.**

It was **RESOLVED** to note.

58/26/27 **TO REAFFIRM THE CIVILITY AND RESPECT PLEDGE FOR THE YEAR 2026/27 AND CONSIDER ANY ACTIONS.**

Following a vote (12 For, 0 Against, 1 Abstention) it was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** that the Town Council reaffirms its ongoing commitment to the Civility and Respect Pledge agreeing to further strengthen the pledge by adopting a short, neutral statement read by the Chair at the start of every meeting, or prior to contentious debate and referencing it within meeting agenda footers;

59/26/27 **TO RE-ADOPT THE TOWN COUNCIL BUSINESS PLAN AND DELIVERABLES FOR THE REMAINING TERM OF THE PLAN 2026 TO 2027.**

Following a unanimous vote it was proposed by Councillor Nowlan, seconded by Councillor Gillies and **RESOLVED** to re-adopt the Town Council Business Plan and deliverables for the remaining term of the plan 2026 to 2027.

60/26/27 **TO RE-ADOPT THE TOWN COUNCIL PORTFOLIOS FOR THE YEAR 2026/27**

Following an unanimous vote it was proposed by Councillor Johns, seconded by Councillor B Samuels and **RESOLVED** to re-adopt the Town Council Portfolios for the year 2026/27.

61/26/27 **TO APPROVE THE TOWN COUNCIL HEALTH AND SAFETY STATEMENT FOR THE YEAR 2026-27.**

Following an unanimous vote it was proposed by Councillor P Samuels, seconded by Councillor Gillies and **RESOLVED** to approve that the Town Clerk on behalf of Saltash Town Council, signs the Health and Safety Statement for the year 2026/27 to be displayed in all Town Council buildings.

62/26/27 **TO NOTE THE COUNCIL INSURANCES:**

Members received the following Town Council insurances en-bloc.

- a. Employers and Public Liability;
- b. Cyber;
- c. Motor;
- d. Pontoon.

It was **RESOLVED** to note.

63/26/27 TO RECEIVE A RECOMMENDATION TO ADOPT THE TOWN COUNCIL SCHEDULE OF MEETINGS CALENDAR FOR THE YEAR 2026/27 AND CONSIDER ANY ACTIONS.

Following an unanimous vote it was proposed by Councillor Nowlan, seconded by Councillor B Samuels and **RESOLVED** to adopt the Town Council Schedule of Meetings Calendar for the year 2026/27, including the date for the Annual Town Council Meeting of Parishioners of Saltash, as attached.

64/26/27 TO RECEIVE A RECOMMENDATION TO ADOPT THE TOWN COUNCIL BUDGET AND PRECEPT SCHEDULE OF MEETINGS FOR THE YEAR 2026/27 AND CONSIDER ANY ACTIONS.

Following an unanimous vote it was proposed by Councillor P Samuels, seconded by Councillor Bullock and **RESOLVED** to adopt the Budget and Precept Setting dates for 2026-27, as attached.

65/26/27 TO NOTE THE TOWN COUNCIL'S POLICIES AND PROCEDURES FOR THE YEAR 2026/27.

It was **RESOLVED** to note the Town Council's existing policies and procedures and the new policy suite together with annotations for the year 2026-27.

66/26/27 TO NOTE THAT THE FOLLOWING COMMITTEES REMAIN A COMPOSITION OF SIXTEEN MEMBERS, THEREFORE APPOINTMENTS ARE NOT REQUIRED, ALL MEMBERS WILL BE SUMMONED TO THE SCHEDULED MEETINGS OF THIS TOWN COUNCIL DURING THE YEAR 2026/27.

It was **RESOLVED** to note.

67/26/27 TO APPOINT MEMBERS TO THE FOLLOWING COMMITTEES;

- a. Burial Authority;
(Composition of six Members)

Following an unanimous vote it was proposed by Councillor B Samuels, seconded by Councillor Stoyel and **RESOLVED** Councillors Ashburn, Bullock, McCaw, Miller, B Samuels and Stoyel be appointed to the Burial Authority Committee. There are no vacancies at this time.

- b. Joint Burial Board;
(Membership established by separate constitution – composition of four STC Members inclusive of the Mayor and Deputy Mayor)

Following an unanimous vote it was proposed by Councillor Bullock, seconded by Councillor B Samuels and **RESOLVED** that Councillors Stoyel (Mayor), B Samuels (Deputy Mayor), Peggs and Bullock be appointed to the Joint Burial Board Committee in line with the constitution. There are no vacancies at this time.

- c. Personnel.
(Composition of six Members)

The Town Council recognises that a stable membership of the Committee is desirable and as such membership of the Committee should be seen as a long-term commitment.

All members of this Committee will undertake employment law training within 6 months provided by the Council subject to course availability.

Following a vote (10 For, 2 Against, 1 Abstention) it was proposed by Councillor P Samuels, seconded by Councillor B Samuels and **RESOLVED** that Councillors Brady, Bullock, Mortimore, Peggs, P Samuels and Stoyel be appointed to the Personnel Committee. There are no vacancies at this time.

68/26/27 TO APPOINT MEMBERS TO THE LIBRARY SUB-COMMITTEE.

Following an unanimous vote it was proposed by Councillor P Samuels, seconded by Councillor Gillies and **RESOLVED** that Councillors Bickford, Brady, Bullock, Gillies, Martin, Peggs, B Samuels and P Samuels be appointed to the Library Sub Committee. There are no vacancies at this time.

69/26/27

TO REVIEW THE TOWN COUNCIL WORKING GROUPS AND APPOINT MEMBERS ACCORDINGLY;

The Chairman proposed that the working group memberships be agreed en bloc, unless any Members wished to be added or removed.

- a. Waterfront Management and Water Transport;
(Composition of eight Members)
- b. Neighbourhood Plan Steering Group;
(Composition of three Town Council Representatives)
- c. Emergency Plan;
(Composition of four Members)
- d. Saltash Team for Youth;
(Composition of four Members)
- e. Beating of the Bounds;
(Composition of four Members)
- f. Saltash Waterside Sheds and Public Toilets Project;
(Composition of five Members)
- g. CIL Application - Fourth Round;
(Composition of five Members)
- h. Christmas Lights 2026;
(Composition of five Members)
- i. Longstone Depot Lease;
(Composition of five Members)
- j. Saltash Tunnel;
(Composition of three Members)
- k. Churchtown Farm Nature Reserve;
(Composition of six Members)
- l. CIL Application - Fifth Round;
(Composition of six Members)

Following a vote (12 For, 0 Against, 1 Abstention) it was proposed by Councillor P Samuels, seconded by Councillor B Samuels and **RESOLVED** to retain the membership of Working Groups A–L, as attached.

70/26/27

TO APPOINT MEMBERS TO OUTSIDE PARTNERSHIPS;

The Chairman proposed that the outside partnerships be agreed en bloc, unless any Members wished to be added or removed.

The Town Clerk advised that due to the Town Council approving the new Committee Structure at Full Council held on 9 April 2026 under minute 19/26/27, representatives for both Town Team and Saltash Waterside Partnership require confirmation.

- a. OPCC Councillor Advocate Scheme;
(Composition of three representatives)
- b. Safer Saltash;
(Composition of four representatives)
- c. Community Area Partnerships (CAP's);
(Composition of two representatives, Mayor and Deputy Mayor)
- d. CAP Working Group - Transport, Connectivity and Accessibility and Economic Development;
(Composition of two representatives)
- e. CAP Working Group - Health and Wellbeing;
(Composition of one representative)
- f. CAP Working Group - Climate Change and nature Recovery Network;
(Composition of two representatives)
- g. CAP Working Group - Community Engagement;
(Composition of two representatives)
- h. Section 106 Panel;
(Composition of three representatives – Mayor, Deputy Mayor and one Member)
- i. Town Team;
(Composition of three representatives)
- j. Saltash Leisure Centre Working Group;
(Composition of two representatives)
- k. Saltash Waterside Partnership;
(Composition of two representatives)
- l. Saltash Together;
(Composition of two representatives)

m. St Barnabus Project Team Sub Group.
(Composition of one representative)

Following a vote (12 for, 0 Against and 1 Abstention) it was proposed by Councillor Johns, seconded by Councillor McCaw and **RESOLVED**:

1. For Councillors B Samuels, Stoyel and Gillies to remain as representatives for Town Team;
2. To appoint Councillors Bickford and Johns as representatives to Saltash Waterside Partnership;
3. To retain the remaining representatives for outside partnerships, as attached.

71/26/27 **TO RECEIVE A REQUEST FOR A CIVIC PARADE AT SALTASH REGATTA AND CONSIDER ANY ACTIONS.**

Following an unanimous vote it was proposed by Councillor B Samuels, seconded by Councillor Bullock and **RESOLVED** to accept Saltash Regatta's invitation to a Civic Parade on 25 July 2026 and approve for the Mayor to open the event.

72/26/27 **TO RECEIVE CORNWALL COUNCIL'S DRAFT CORNWALL SEASCAPE CHARACTER APPRAISAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Following an unanimous vote it was proposed by Councillor Johns, seconded by Councillor B Samuels and **RESOLVED** to delegate authority to the Saltash Waterfront and Water Management Transport Working Group to prepare and submit a response to the Cornwall Seascape Character Appraisal on behalf of the Town Council.

73/26/27 TO RECEIVE PLANNING APPLICATION PA26/02653 AND CONSIDER ANY ACTIONS.

PA26/02653

Mr James Artingstall Bloor Homes – Land At Phase 2A, Treledan Broadmoor Farm Stoketon Saltash PL12 6PQ

Non material amendment in relation to decision notice PA23/07113 dated 22.03.2024 render colour on plots 1, 24, 26, 28, 30, 31, 33, 34, 40, 44, 45, 51, 52, 85, 168 and 194-196 amended from Pearl Grey to Cornish and the Neighbourhood Centre materials simplified to align more with the housing materials, elevations refined to align to flat/store amendments, access arrangements refined to minimise wasted space and flat layouts have been refined and standardised for ease of construction.

Ward: Trematon

Date received: 23 April 2026

Response date: Extended to 8 May 2026

Following an unanimous vote it was proposed by Councillor Bullock, seconded by Councillor P Samuels and resolved to **RECOMMEND APPROVAL.**

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 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 16 MAY 2026 OUTSIDE SALTASH HERITAGE MUSEUM, FORE STREET.

The next scheduled meeting date Saturday 16 May 2026 outside Saltash Heritage Museum, Fore Street.

Following an unanimous vote it was proposed by Councillor Miller, seconded by Councillor Bullock and **RESOLVED** for Councillors Bullock, McCaw, Miller and Stoyel to attend.

78/26/27 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

Following an unanimous vote it was proposed by Councillor Nowlan, seconded by Councillor Miller and **RESOLVED** to issue the following Press and Social Media releases:

1. Echo Centre;
2. Election of Mayor and Deputy Mayor for the year 2026/27;
3. Annual Town Council Report;
4. Civility and Respect Pledge;
5. Business Plan into the final year and next steps;
6. Portfolios – What the Town Council is responsible for;
7. Schedule of Meetings 2026/27;
8. Budget and Precept Schedule of Meetings 2026/27;
9. Meet your Councillor Session.

79/26/27 **DATE OF NEXT MEETING: THURSDAY 4 JUNE 2026 AT 7.00 PM**

Thursday 4 June 2026 at 7:00p.m.

80/26/27 **COMMON SEAL:**

It was **RESOLVED** that Councillor Bullock 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.

Rising at: 8.01 pm

Signed: _____
Chairman

Dated: _____

Saltash Town Council

CHURCHTOWN CEMETERY MANAGEMENT POLICY & REGULATIONS

1. PURPOSE

- 1.1. To provide a management strategy for the safe and respectful management of the cemetery.
- 1.2. To provide clear information to elected members of the responsibilities of the Town Council and the implications thereof.
- 1.3. To provide clear information to cemetery users, be they the bereaved, visitors or attendees at a funeral, detailing their rights, responsibilities and what they may expect from the Town Council. This to take the form of Rules and Regulations and information presented in the form of leaflets and upon the Council website.
- 1.4. To provide clear information to those working in the cemetery, be they Memorial Masons, Funeral Directors, Grave Diggers or any other external contractor.

2. GUIDANCE AND STATUTORY OBLIGATIONS

- 2.1. The cemetery will be managed to comply with all Parliamentary Acts and Statutory Instruments and accepted guidance that may apply.
- 2.2. The main legislation is contained within the Local Authorities Cemetery Order 1977, as amended in the Local Authorities Cemeteries (Amendment) Order 1986. This is a Statutory Instrument made under the Local Government Act 1972, section 214(1).
- 2.3. Other legislation where compliance is Statutory includes the Health and Safety at Work Act 1974, enforced by the Health and Safety Regulations 1989.
- 2.4. Guidance issued by the Health and Safety Executive and the Institute of Cemetery and Crematorium Management includes:

- 2.4.1. The Guide for Burial Ground Managers (HSE)
- 2.4.2. Baby and Infant funerals (ICCM)
- 2.4.3. Shallow graves policy (ICCM)
- 2.4.4. Managing the safety of burial ground memorials (HSE)
- 2.4.5. Management of Memorials policy (ICCM)
- 2.4.6. Code of safe working practice (ICCM)

3. DEFINITIONS

- 3.1. For the purposes of legislation and registration of burials, the person identified by the Council shall be the Town Clerk.
- 3.2. The cemetery shall be deemed to be open during the hours of daylight – it is illegal to enter a cemetery when it is closed without the specific permission of the identified person.
- 3.3. As land owner, the Council is responsible for the health and safety of all who enter the cemetery.
- 3.4. No vehicles may enter the cemetery without the express permission of the Council.

4. ELEMENTS OF MANAGEMENT

- 4.1. **Burials – Undertakers to Note:** Please only book and pay for the Saltash Town Council's approved gravedigger.
 - 4.1.1. No interment may take place nor any ashes scattered without the written permission of the Council. In or on a grave where the Exclusive Rights of Burial (EROB) have been purchased, the Council will require the written permission of the owner of the Rights before they in turn may grant permission.
 - 4.1.2. An Application for Interment must be made on the specified form and received by the Council three working days before the time of burial. It must be accompanied by a Certificate of Disposal issued either by the Registrar (green form) or by the Coroner (white form). In exceptional circumstances should this form be lost or unattainable, it may be possible to proceed with the burial if a Form 18 is supplied instead. The application should also be accompanied by payment in full.
 - 4.1.3. 'American Style' Caskets are not permitted at Churchtown Cemetery as their dimensions exceed those currently accommodated within the cemetery's grave

design. The maximum dimensions permitted for Wood and Wicker Coffins at Churchtown Cemetery are as follows: Maximum Length 7' 2", Maximum Width 32", Maximum Height 18". The exact dimensions, width, length and height, of the coffin which will be used for an interment must be given accurately on the application form.

4.1.4. All first burials in a grave will take place in a grave identified by the Town Clerk.

4.1.5. Burials may take place in an EROB purchased or non EROB plot; in the latter case the applicant will be informed that no memorial may be placed on the grave and that other, unrelated persons may also be buried in the grave. Prior to a second interment in an unpurchased grave the Council will attempt to contact the applicant to offer a last chance to purchase.

4.1.6. All graves will be excavated and backfilled by the Council or its contractors in accordance with the ICCM Code of Safe Working Practice. Adequate grave shoring will always be used. Graves left open overnight will be securely covered. Should mourners wish to backfill some or all of the grave they must do so with the express, advanced permission of the Council and such an operation is at the sole risk of the Funeral Director or organizer. Backfilling must take place as soon as the cortege has left the graveside; no open grave containing a coffin must be left unattended.

The Council or its contractors will make good any subsidence within the first 12 months after the funeral. Thereafter, the need to make good and pay to correct any subsidence will be the responsibility of the owner of the EROB. Once a memorial has been placed the re-levelling of a grave will be the responsibility of the owner of the EROB to pay for to be carried out by a suitably qualified mason.

4.1.7. Burials may take place without a Funeral Director but organizers must satisfy the Council that they are competent to conduct a funeral. They must also assume all requirements that the Council would demand of a Funeral Director.

4.1.8. Funeral Directors, Memorial Masons, the Council appointed Grave Digger and other contractors at Churchtown Cemetery, must register with the Council showing evidence of public liability insurance. A risk assessment, the content of which must be approved by the Council's Service Delivery Manager, will also be required. Additionally, Funeral Directors are responsible for the behaviour and safety of the funeral cortege whilst in the cemetery.

- 4.1.9. Grave spaces will be three metres long and one and a half wide in order to comply with BS8415. The excavation will be central with respect to width with the head sixty centimeters from the top border.
- 4.1.10. The Council will have due regard to religious, cultural and equality considerations in the exercise of its cemetery functions, subject to health, safety and statutory requirements.

4.2. Exclusive Rights of Burial

- 4.2.1. In accordance with LACO (1977) the Council may issue Exclusive Rights of Burial (EROB) to the applicant for burial at the time of the first burial in a grave. The current term is a period of ten years, which may be renewed on expiry by payment of a further fee, for a period of ten years. A ten-year period on Churchtown Cemetery plots assists in maintaining contact with plot holders, with a renewal process issued six months before EROB expiry.
- 4.2.2. EROB does not confer ownership of the land but grants the purchaser the right to determine future burials and to apply to place a memorial. The owner of the rights may themselves be buried in the grave with no other permission needed.
- 4.2.3. At the end of the period of rights the Council will attempt to contact the owner, but should they not be found or not wish to renew the rights, the Council may either sell the rights to another person or bury an unrelated person in the grave.
- 4.2.4. EROB may be assigned by the owner during their lifetime, or by their executor upon their death. The Council can advise how this must be done and will supply such forms as are needed for a small fee.
- 4.2.5. Under no circumstances may the EROB be exercised without the permission of the owner.

4.3. Memorials

- 4.3.1. The cemetery is laid out as a lawn cemetery, no trees, shrubs, plants, flowers, flower-holders, vases, flat stones, headstone, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grassed area, the headstone or the plinth of the headstone. Flower containers must be installed in and be integral to the plinth of the headstone. The Town Council respectfully requests compliance with these requirements and reserves the right to remove any items which do not comply.

- 4.3.2. Under no circumstances will a glass or any breakable receptacle be permitted to be placed on the grassed area, grave, headstone or the plinth of the headstone.
- 4.3.3. In accordance with BS8415 the Council will leave undug a 60cm strip, the width of the grave and at the head of the grave upon which the memorial must entirely be situated.
- 4.3.4. No permanent planting may take place anywhere in the cemetery without the express, written permission of the council.
- 4.3.5. Grave markers such as wooden crosses with plaques may be placed on a grave or cremation plot at the time of an interment at the discretion of the Town Council. Such markers are temporary and are allowed in the interval between the interment and the installation of a memorial which would normally take place within 12 months.
- 4.3.6. If there are no family members remaining, the person arranging the interment may also organize for a marker to be placed on the grave or cremation plot. Thereafter however, only the Town Council or the owner of the EROB may authorise work in connection with markers. Only the owner of the EROB may authorize the installation of a permanent memorial.
- 4.3.7. Usually, the Town Council would not remove a marker after 12 months should there be no memorial stone. However, the Town Council may remove it if they wish.
- 4.3.8. Applications to place a memorial must bear the signature of the owner of the EROB.
- 4.3.9. All memorials must be fixed to BS8415 by a competent and registered stone mason. Membership of the British Register of Memorial Masons (BRAMM) is required.
- 4.3.10. An approved application will indicate the dimensions and composition of the memorial; details of how it is to be fixed to conform to BS8415 and accurate details of the proposed inscription. Applications must be accompanied by fees and charges in full.
- 4.3.11. Size of Memorials. All new memorials to be erected in the cemetery must not exceed the following maximum sizes:

Headstone Height (including all plinths and concrete foundations) 3'3"
(991mm)

Width of memorial 2'8" (813mm)

Depth of base (front to back) 1'4" (410mm)

The overall size of the plinth to be 900mm.

It should be acknowledged that all the above requirements must be conformed to. The Council will recall the stonemason to rectify any works as necessary.

- 4.3.12. Memorial Colour, Shape and Material. All memorials to be natural colourings such as grey, white and black with memorial shapes to not exceed the permitted Memorial sizes pursuant to 4.3.8. These can be in a range of natural stoned materials such as Portland, Granite, Marble, Limestone or Hoptonwood.
- 4.3.13. All burial memorials to be traditional upright headstones and fixed to the ground with a concrete base adhering to maximum measurements as outlined above.
- 4.3.14. Only tablets 18" x 18" (450mm x 450mm) and foundation slabs 24" x 24" (600mm x 600mm) may be fixed on cremation plots. Should a vase be required it must be installed in and be integral to the cremation tablet itself. No trees, shrubs, plants, flowers, flower-holders, vases, glass or other breakable items, flat stones, headstones, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grass surrounding the tablet, or on the actual cremation tablet. The Town Council respectfully requests compliance with these requirements and reserves the right to remove any items which do not comply.
- 4.3.15. The stone mason may attend Churchtown cemetery without an appointment subject to a memorial permit being issued. A qualified fixer must remain in the cemetery whilst the work is carried out. The Council may approach a working fixer at any time and demand that they demonstrate that the memorial matches the application. Once a memorial is fixed photos and the signed permit must be emailed to burialsandmemorials@saltash.gov.uk to confirm installation has taken place.
- 4.3.16. The Council will mark the end of each burial row and all headstone plates must align to the markers. Should any be found fixed in the wrong position the Council will recall the fixer so that they be refixed in the proper position.
- 4.3.17. No cleaning or other work may be carried out on any memorial without a permit application to the Council being received and approved with confirmation of the permission of the owner. Any chemical cleaning must be specifically approved.

- 4.3.18. Should the Rights expire and not be renewed, the Council will attempt to contact the owner to arrange removal. Should this not be forthcoming, the Council reserves the right to act as it sees fit, up to and including removal.
- 4.3.19. All new memorials should either be guaranteed for a period of not less than 10 years and/or a certificate of compliance to BS8415 must be issued.
- 4.3.20. The grave number and mason's name must be inscribed on the rear of the grave base in letters no greater than 15mm high.
- 4.3.21. The Town Council are to offer other Memorial Services such as a Memorial Garden Rose Bush with a plaque and inscription and Memorial Benches with a plaque and inscription. More information and Terms and Conditions of the Town Council Memorial Services can be located on the relevant application forms.
- 4.3.22. All memorial safety actions will be proportionate, risk-based, and undertaken with sensitivity to the bereaved wherever reasonably practicable.

4.4. Fees and Charges

- 4.4.1. The Council will publish a table of fees and charges for its services which will be available at the cemetery, on the website and in paper form from the Council offices. Fees for any service must be paid in advance.
- 4.4.2. From time to time the Council will review the fees and charges.
- 4.4.3. Double standard fees apply to non-Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the Town Clerk and in the absence the Office Manager/Assistant to the Town Clerk).
- 4.4.4. The Administration Department to obtain available evidence with regard to Saltash Residency two years prior to the date of death. This being unavailable, to request that the Funeral Director gives written confirmation of residency

4.5. Rules and Regulations

- 4.5.1. The Council will publish such Rules and Regulations as it sees fit for the proper management of the cemetery. These will be available at the cemetery, on the website and in paper form at the Council offices.

4.5.2. The Rules and Regulations will be reviewed on a regular basis and any revisions will replace previous versions with immediate effect.

4.6. General provisions

4.6.1. The Council will provide a water supply subject to weather conditions.

4.6.2. The Council will maintain the cemetery to provide a suitable and presentable appearance.

4.6.3. The Council will conduct regular inspections of the cemetery and will inspect memorials as recommended by the Health and Safety Executive. Any memorial found to be in an unsafe condition will be made safe by the Council in a manner they see fit. Responsibility for repair remains that of the owner. Repairs not carried out in a timely manner may result in the withdrawal of memorial rights.

4.6.4. Statutory registers of interments, ownership and exhumations will be kept by the Council and may be viewed by reasonable request. Extended searches by Council staff may incur a fee.

4.6.5. Interments shall normally take place between 9:00am and 4:00pm, Monday to Friday excluding Bank Holidays. It may be possible to accommodate funerals outside of these times and at short notice but the Council reserves the right to charge an extra fee for this service.

4.6.6. New graves will be dug to accommodate 3 burials unless ground conditions do not allow. In consultation with the Council appointed Grave Digger, should any interment indicate that subsequently no further interments can take place in a specific grave, then the Council will not permit any further interments in that grave. The relevant Funeral Director to be informed.

4.6.7. Initially three rows of graves will be marked out to provide sufficient space should more than one grave be required at any one time. No fewer than three rows will exist at any time.

4.6.8. Burials will start at the gate end of the cemetery at the end of the row nearest to the driveway.

4.7. Future expansion

4.7.1 Land adjacent to the cemetery, temporarily used to provide allotments, will be used to extend the cemetery as required. Notice will be given to allotment tenants.

Saltash Town Council

Rules and Regulations relating to the erection of Memorials

1. Only the Council's approved gravedigger may be contracted by the Funeral Directors or clients to work in the cemetery.
2. No memorial may be fixed within 6 months of a burial to allow ground settlement.
3. A memorial tablet may be fixed immediately after the burial of cremated remains.
4. The cemetery is laid out as a lawn cemetery, no trees, shrubs, plants, flowers, flower-holders, vases, flat stones, headstones, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grassed area, the headstone or the plinth of the headstone. Flower containers must be installed in and be integral to the plinth of the headstone.
5. Under no circumstances will the Council permit a glass or any breakable receptacle to be placed on the grave,
6. In accordance with BS8415 the Council will leave undug a 60cm strip, the width of the grave at the head of the grave upon which the memorial must entirely be situated.
7. No permanent planting may take place anywhere in the cemetery.
8. Applications to place a memorial must bear the signature of the owner of the Exclusive Right of Burial.
9. All memorials must be installed in compliance with BS8415 by competent, trained stonemasons. Stonemasons may demonstrate competency by being a member of either BRAMM or NAMM's RQMF schemes or may complete an individual application to work form.
10. An approved application will indicate the dimensions and compositions of the memorial: details of how it is to be fixed to conform to BS8415 and accurate details of the proposed inscription. Applications must be accompanied by fees and charges in full.
11. Saltash Town Council as the burial authority will retain the application and a permit will be issued to the Monumental Mason. The permit **MUST** be available for inspection at the time the memorial is being fitted.

If the mason is found without a permit, permission to continue with the work will be denied. Any memorial fixed without approval will be removed.

12. **Size of Memorials**

All new memorials to be erected in the Cemetery must not exceed the following maximum sizes:

Headstone

Height (including all plinths and concrete foundations) 3'3" (991mm).

Width of memorial 2'8" (813mm).

Depth of base (front to back) 1'4" (410mm)

The overall size of the plinth to be 900mm

Only headstones may be fixed to burial plots.

It should be acknowledged that all the above requirements must be conformed to. The Council will recall the stonemason to rectify any works as considered necessary.

Tablets

Only foundation slabs 24" x 24" (600mm x 600mm) and tablets 18" x 18" (450 x 450) may be fixed flat to cremation plots. To be supplied by the ERB owner. Should a vase be required it must be installed in and be integral to the tablet itself. No trees, shrubs, plants, flowers, flower-holders, vases, glass or other breakable items, flat stones, headstones, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grass surrounding the tablet, or on the actual cremation tablet.

Memorial Colour, Shape and Material. All memorials to be natural colourings such as grey, white and black. These can be in a range of natural stoned materials such as Portland, Granite, Marble, Limestone or Hoptonwood.

All burial memorials to be traditional upright headstones and fixed to the ground with a concrete base adhering to maximum measurements as outlined above.

13. The stone mason may attend Churchtown cemetery without an appointment subject to a memorial permit being issued. A qualified fixer must remain in the cemetery whilst the work is carried out. The Council may approach a working fixer at any time and demand that they demonstrate that the memorial matches the application. Once a memorial is fixed photos and the signed permit must be emailed to burialsandmemorials@saltash.gov.uk to confirm installation has taken place.

14. The Council will mark the end of each burial row and all headstone plates must align to the markers. Should any be found fixed in the wrong position the Council will recall the fixer so that they be re-fixed in the proper position.

15. No cleaning or other work may be carried out on any memorial without a permit application to the Council being received and approved with confirmation of the permission of the owner. Any chemical cleaning must be specifically approved.

16. Should the Rights expire and not be renewed, the Council will attempt to contact the owner to arrange removal. Should this not be forthcoming, the Council reserves the right to act as it sees fit, up to and including removal.

17. A certificate of compliance to BS8415 must be issued to the owner of the Exclusive Right of Burial and Saltash Town Council Burial Authority.
18. All new memorials should either be guaranteed for a period of not less than 10 years and/or a certificate of compliance to BS8415 must be issued.
19. The grave number and mason's name must be inscribed on the rear of the grave base in letters no greater than 15mm high.
20. **Bench and Rose Bush Memorial Garden**

A memorial bench and plaque service is available to members of the public who may wish to purchase a Memorial Plaque with inscription for a lease period of 10 years. Renewable upon request. For full details please refer to the application form for a memorial bench.

A memorial rose bush and plaque service is available to members of the public for a lease period of 10 years. Renewable upon request. For full details please refer to the application form for a rose bush memorial.

Memorial Insurance

It is highly recommended that a memorial is insured against accidental damage, vandalism and theft and to make sure that cover takes effect immediately following installation. Costs can be very reasonable and usually insignificant when compared with the possible cost of repairs. Any BRAMM registered memorial mason should have details of the schemes available.

DRAFT SALTASH TOWN COUNCIL BUDGET / PRECEPT SETTING 2026-27

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Joint Burial Board

To set the budget at **6 October 2026** scheduled meeting & recommend to P&F **24 November 2026**

Burial Authority

To set the budget at **22 October 2026** scheduled meeting & recommend to P&F **24 November 2026**

Personnel

To set the budget at **29 October 2026** scheduled meeting & recommend to P&F **24 November 2026**

Policy and Finance

To set the budget at **10 November 2026** scheduled meeting and recommend to P&F **24 November 2026**

Services to receive

Joint Burial Board and Burial Authority budget setting and fees and charges recommendations and considers its own budgets at an Extraordinary Services meeting to be held on the **12 November 2026**

P&F to receive

All Town Council budget recommendations at an Extraordinary P&F meeting to be held on **24 November 2026** and considers setting the budgets, fees and charges, contingency and precept, recommending to FTC to be held on 3 **December 2026**

FTC to receive

P&F recommendations to set the budgets, fees and charges and precept for the year 2026-27 at the scheduled meeting to be held on 3 **December 2026**

Minute Item 64/26/

DRAFT SALTASH TOWN COUNCIL BUDGET / PRECEPT SETTING 2026-27

Cornwall Council Precept Submission Deadline Date

31 December 2026

(CC are happy to take submissions up until 31 January 2027, subject to Saltash Town Council early request and their approval)

Waterfront Management & Water Transport	Composition	Reports to	Date Formed	Minute Nr.
ASHBURN BICKFORD BRADY BULLOCK JOHNS MARTIN McCAW NOWLAN	8	Services	Reviewed AFTC 15.05.25	65/25/26

Neighbourhood Plan Steering Group	Composition	Reports to	Date Formed	Minute Nr.
BRADY SAMUELS B SAMUELS P	3	P&F	Reviewed AFTC 15.05.25	65/25/26

Emergency Plan	Composition	Reports to	Date Formed	Minute Nr.
ASHBURN MARTIN MILLER NOWLAN	4	P&F	10.06.2025	189/25/26

Saltash Team for Youth	Composition	Reports to	Date Formed	Minute Nr.
BULLOCK MARTIN PEGGS STOYEL	4	P&F	Reviewed AFTC 15.05.25	65/25/26

Beating of the Bounds	Composition	Reports to	Date Formed	Minute Nr.
BULLOCK PEGGS P SAMUELS STOYEL	4	FTC	9.7.22 Reviewed AFTC 15.05.25	FTC 94/22/23 65/25/26

Saltash Waterside Sheds and Public Toilets Project	Composition	Reports to	Date Formed	Minute Nr.
ASHBURN BICKFORD BRADY BULLOCK MILLER	5	Property Maintenance	28.10.24 reviewed PM 24.06.25	35/24/25 13/25/26

CIL Application - Fourth Round	Composition	Reports to	Date Formed	Minute Nr.
ASHBURN BICKFORD GILLIES MCGAW PEGGS	5	SERVICES	SERVICES 11.04.24 Reviewed AFTC 15.05.25	12/24/25 65/25/26

Christmas Lights 2026	Composition	Reports to	Date Formed	Minute Nr.
MARTIN BULLOCK MORTIMORE P SAMUELS B SAMUELS	5	SERVICES	13.02.25 Reviewed AFTC 15.05.25 Reviewed 11.12.25	115/24/25 15/25/26 56/25/26

Longstone Depot Lease	Composition	Reports to	Date Formed	Minute Nr.
BICKFORD MILLER B SAMUELS JOHNS McCAW	5	SERVICES	12.02.26	108/25/26

Saltash Tunnel	Composition	Reports to	Date Formed	Minute Nr.
BICKFORD MARTIN MILLER	3	FTC	1.08.24 Reviewed AFTC 15.05.25	146/24/25 65/25/26

Churchtown Farm Nature Reserve	Composition	Reports to	Date Formed	Minute Nr.
ASHBURN BICKFORD BULLOCK GILLIES PEGGS STOYEL	6	FTC	FTC Reviewed AFTC 15.05.25	380/24/25 65/25/26

CIL Application - Fifth Round	Composition	Reports to	Date Formed	Minute Nr.
ASHBURN NOWLAN MARTIN BULLOCK JOHNS BICKFORD	6	FTC / SERVICES	15.01.2026	FTC 309/25/26

Outside Partnership	Representative	Reserve	Notes	Other Members - For Information
OPCC Councillor Advocate Scheme	Councillors Brady, Martin and Peggs	All Members	Reports to FTC	
Safer Saltash	Councillors Bullock, Martin, Peggs, Stoyel		Reports to FTC	
Community Area Partnerships (CAP's)	Mayor	Deputy Mayor	Reports to FTC	
CAP Working Group - Transport, Connectivity and Accessibility and Economic Development	Councillor Bickford and Miller	Representatives unable to attend are responsible for seeking a substitute Councillor to attend on behalf of STC	Reports to CAP / FTC	
CAP Working Group - Health and Wellbeing	Councillor Peggs	Representatives unable to attend are responsible for seeking a substitute Councillor to attend on behalf of STC	Reports to CAP / FTC	
CAP Working Group - Climate Change and Nature Recovery Network	Councillor Ashburn and McCaw	N/A	Reports to CAP / FTC	
CAP Working Group - Community Engagement	Councillor Martin and Johns	N/A	Reports to CAP / FTC	
Section 106 Panel	The Mayor, Deputy Mayor and Councillor P Samuels	Representatives unable to attend are responsible for seeking a substitute Councillor to attend on behalf of STC	Reports to P&F	
Town Team	Councillors Gillies, B Samuels & Stoyel	N/A	Reports to FTC	
Saltash Leisure Centre Working Group	Councillor Bickford and Bullock	N/A	Reports to FTC	
Saltash Waterside Partnership	Councillors Bickford and Johns	N/A	Reports to FTC	
Saltash Together	Councillors Bullock and Johns	N/A	Reports to FTC	
St Barnabus Project Team Sub Group	Councillor Peggs	Councillor Suter	Reports to FTC	

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 30th April 2026 at 6.30 pm

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

ALSO PRESENT: S Burrows (Town Clerk / RFO) and J Hughes (Administration Officer)

APOLOGIES: A Ashburn, J Brady, S Martin and G McCaw.

1/26/27 HEALTH AND SAFETY ANNOUNCEMENTS.

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

2/26/27 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.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
Gillies	14	Non-Pecuniary	Lives on Campion Close	Yes

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

None.

3/26/27 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

4/26/27 **TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 12 FEBRUARY 2026 AS A TRUE AND CORRECT RECORD.**

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

Following a vote (10 in favour, 0 against, 2 abstentions), it was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** that the minutes of the Services Committee held on 12 February 2026 were confirmed as a true and correct record.

5/26/27 **TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

At the invitation of the Chairman, the Town Clerk briefed Members on the report contained within the reports pack, advising that, in order to finalise the March 2026 budgets, a small number of budget codes had been overspent and would require virement.

Following a unanimous vote (12 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** to agree to the ratification of the virements listed below;

1. £127.00 from budget code 6402 GH Gas-Guildhall to 6401 GH Water Rates-Guildhall due to Water charges increase for 2025/26.
2. £101.00 from budget code 6900 LI Rates-Library to budget code 6901 LI Water Rates-Library due to Water charges increase for 2025/26.
3. £12.00 from budget code 6900 LI Rates-Library to 6909 LI Boiler Service & Maintenance-Library due to cost for 2025/26 included annual boiler service £212.00, callout and repair faulty thermostat £289.00 and callout CO2 alarm, repair and parts £505.00.
4. £3.00 from budget code 6506 SE Grounds Maintenance & Watering to 6209 SE Oyster Beds due to cost for 2025/26 including £3.00 for late invoices for prior 3 years.
5. £103.00 from budget code 6506 SE Grounds Maintenance & Watering to 6526 SE Tools, Equipment & Material (Store & All Areas) due to tools purchased in March 2026 for basic maintenance required for grass mower £144.00.

6. £164.00 from budget code 7101 LO Water Rates-Longstone to 7103 LO Electricity-Longstone due to increased costs for 2026/27, mainly attributed to charging the STC e-van.
7. £240.00 from budget code 6506 SE Grounds Maintenance & Watering to 7108 LO Cleaning Materials & Equipment-Longstone due to not enough budgeted for 2025/26, actual costs for 2024/25 £650.00.

6/26/27 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

7/26/27 TO REVIEW THE SERVICES BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE;

It was **RESOLVED** to note.

8/26/27 TO RECEIVE REPORTS FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

a. Departmental Report;

At the invitation of the Chairman, the Town Clerk provided an overview of the report. Members were advised of the number of man-hours utilised in carrying out health and safety checks at the pontoon and were given an update on the pontoon berths, noting that one large berth remains vacant.

To address delays in letting the berth, it was proposed that individuals on the waiting list be given 24 hours' notice of berth availability, with a further 48 hours allowed for those wishing to view the berth. If no response is received within this timeframe, it was proposed that the berth be offered to the next applicant on the waiting list.

It was further proposed that, following the Town Council's approval of the precept (fees and charges), existing berth holders and those on the waiting list be contacted in January to confirm their commitment for the forthcoming year. Members were advised that a small deposit would be requested at that stage to show their commitment.

Members clarified that visiting boats may use the pontoon free of charge for up to 30 minutes, but without shore access. Boat users wishing to leave the pontoon must pay a fee to obtain the access code.

The Town Clerk also proposed the sale of the Town Council's woodchipper, which is in need of costly repairs, and the implementation of the resolution agreed by the Town Council in 2024 to hire a woodchipper as and when required.

Following a unanimous vote (12 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bickford, seconded by Councillor B Samuels and **RESOLVED** to;

1. Delegate authority to the Town Clerk to ensure that appropriate visual health and safety inspections are carried out at the pontoon within budget code 6522 pontoon maintenance cost (as referenced in minute 12/26/27).
2. Delegate authority to the Town Clerk to grant access to the pontoon for organisations hosting events within the town (including, but not limited to, the Regatta, Caradon Gig Club, and the National Waterski Race), while working collaboratively and constructively with the ferry operator to ensure safe and uninterrupted operation.
3. Delegate authority to the Town Clerk to proceed with the sale of the Town Council woodchipper to Vincent Tractors at a cost of £1,365.03, to implement the resolution agreed by the Town Council in 2024.
4. Approve the proposed approach of renting out pontoon berths on an annual basis as contained in the above preamble.
5. Delegate authority to the Town Clerk to advertise the availability of any vacant berths on social media if these cannot be filled by applicants on the waiting list.

b. Grounds Maintenance Works;

It was **RESOLVED** to note.

c. Work Request Log;

It was **RESOLVED** to note.

d. Vandalism and Anti-Social Behaviour Report;

It was **RESOLVED** to note.

e. Statutory and Mandatory Building Asset Checks.

It was **RESOLVED** to note.

9/26/27 **TO RECEIVE A REPORT ON WEED SPRAYING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided a brief update on the report included in the circulated reports pack, confirming that the Town Council's position remains unchanged and that mechanical weeding will continue in areas for which it is responsible.

It was **RESOLVED** to note.

Councillor Miller left the meeting.

10/26/27 **TO RECEIVE A REPORT ON PUBLIC CONVENIENCES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the report circulated in the reports pack and noted the increased vandalism to the towns public conveniences and the financial cost to the Town Council, staff resource implications, and the impact on staff morale.

Members also discussed the upcoming May Fair event on Saturday 2 May, historically the public convenience at Longstone Park have been subjected to vandalism during the event. Members discussed closing the public conveniences at Longstone Park on Saturday 2 May as toilets will be provided by the event committee. It was noted that the Guildhall will be open from 10am- 3pm on Saturday 2 May, which provides public convenience facilities.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bickford, seconded by Councillor Gillies it was **RESOLVED** to;

1. Establish a Working Group, comprising Councillors Nowlan, Johns and Bullock, to review the provision and management of public convenience facilities in light of ongoing antisocial behaviour, and to report its findings to the next Services Committee meeting.
2. To continue the daily closure of the Longstone Park public conveniences at 3pm until further notice.

3. To approve the temporary closure of the Longstone Park public conveniences for the whole day on Saturday 2 May, with re-opening at 8.30am on Sunday 3 May, and to notify the May Fair Committee accordingly.

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.

12/26/27

TO RECEIVE A REPORT ON THE PONTOON AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided an overview of the report included in the circulated reports pack. Members were informed that the previously approved and commissioned repairs to the pontoon had been completed by Voyager Marine.

Following completion of the works, Primrose Marine revisited the site to inspect the pontoon and provide an update. They have confirmed that the main walkway has been restored to a safe and fully functional condition.

The Town Clerk advised Members that further works to other areas of the pontoon are likely to be required within the next 12–24 months. She recommended the establishment of a Working Group to review ongoing maintenance requirements and to consider future planning and budgeting arrangements, ahead of any approach to Cornwall Council regarding the Tenancy at Will.

Members were also advised that Primrose Marine has offered to provide guidance on weekly visual inspections, along with basic staff training.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Nowlan, seconded by Councillor Gillies it was **RESOLVED** to;

1. Note the completion of the pontoon survey.
2. Delegate authority to the Town Clerk to work with Primrose Marine to implement a weekly programme of visual inspections and basic staff training, subject to associated costs and within the approved budget code 6522 Pontoon Maintenance Costs.
3. Establish a Working Group, comprising Councillors Johns, Bickford, Gillies and Peggs, to investigate the longer-term maintenance requirements of the pontoon and the associated costs, and to report back to a future Services Committee meeting.

Councillor Gillies declared an interest in the next agenda item and left the meeting.

13/26/27 **TO RECEIVE A REPORT ON THE PURCHASE OF LAND AT PILLMERE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

At the invitation of the Chairman, the Town Clerk provided an overview of the circulated report, highlighting the request for the Town Council to undertake minimal maintenance works at both sites as they are becoming increasingly untidy with growing season approaching.

Following a unanimous vote (10 in favour, 0 against, 0 abstentions), it was proposed by Councillor B Samuel, seconded by Councillor Bullock it was **RESOLVED** to;

1. Agree to undertake minimal maintenance works on both sites to improve their appearance for neighbouring properties.
2. Note that any such works will be subject to the transferor granting access to the site(s).
3. Note that the works will incur a cost to the Town Council, primarily comprising staff time and green waste disposal; however, it was agreed that this demonstrates the Town Council's commitment to the proposed land transfer.

Councillor Gillies was invited and rejoined the meeting.

14/26/27 **TO RECEIVE A REPORT ON CCTV AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided an overview of the circulated report, explaining that the matter had been brought back to committee to agree additional costs that were not previously approved. It was noted that the installation of the CCTV camera requires a new lighting column. Cornwall Council have agreed to fund the provision of the column, subject to the Town Council meeting the cost of its installation.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor B Samuel, seconded by Councillor Peggs it was **RESOLVED** to Approve the additional cost of £3,274.17 for the installation works, including live service disconnection/reconnection and traffic management, to support the installation of the upgraded column, together with an installation cost of £275.91 per camera, to be allocated to budget code 6598 – SE EMF Crime Reduction (CCTV).

15/26/27

TO RECEIVE A REPORT FROM THE CHRISTMAS LIGHT WORKING GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

At the invitation of the Chairman, the Town Clerk provided an overview of the circulated report and offered her apologies to the Working Group, as she has not been able to circulate the report prior to this evening's meeting.

The Chairman confirmed that he was content with the proposed plan for the Christmas lights switch-on, particularly in light of the decision to engage an external event contractor to manage the event this year.

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

1. Approve the proposed arrangements for the Christmas Lights Switch-On event to be held on Friday 13 November 2026.
2. Authorise the Town Clerk to appoint an external event management contractor, in accordance with the approved project specification and the Town Council's Financial Regulations.
3. Support the submission of an S106 funding application towards eligible event costs.
4. Approve a contingency event budget of up to £5,000, to be allocated to budget code 6591 – EMF Tree Maintenance, in the event that the S106 funding application is unsuccessful.
5. Delegate authority to the Town Clerk, in consultation with the Working Group and the appointed contractor, to make any necessary operational health and safety decisions on the night of the event.

16/26/27 **TO RECEIVE A REPORT ON SALT BINS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided an overview of the circulated report.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bickford, seconded by Councillor Stoyel it was **RESOLVED** to;

1. Note the update and, following the comprehensive review undertaken, agree that the matter does not require further consideration by the Committee for a period of 24 months.
2. Approve the purchase of an additional salt bin to be installed in the Isambard House car park, with the associated cost to be allocated to budget code 6810 – GA General Repairs & Maintenance.

17/26/27 **TO RECEIVE AN UPDATE ON SIGNAGE IMPROVEMENTS AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

The Chairman provided an update on the signage improvements and advised that there had been delays in obtaining the required information from Cormac.

Members were informed that Cormac have now responded and have been very helpful in supplying costings. Work is continuing in liaison with National Highways and GWR.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Gillies, seconded by Councillor Mortimore it was **RESOLVED** to;

1. Note the update on progress made on the existing signage.
2. Delegate authority to the Planning and General Administrator, working in consultation with Councillor Bickford, to deliver improvements to the identified signage, within the approved budget code 6569 – EMF Tourism and Signage, and any awarded S106 funding.

18/26/27 **TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

19/26/27 **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.

20/26/27 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

21/26/27 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

22/26/27 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Mortimore, seconded by Councillor Stoyel it was **RESOLVED** to issue the following press releases;

1. Availability of a berth at the Pontoon;
2. Signage improvements;
3. Update of public conveniences, vandalism and cost of repairs;
4. Christmas light switch-on (at appropriate time in the year);
5. Saltash Environmental Action trees in Saltash webpage.

DATE OF NEXT MEETING

Thursday 11 June 2026 at 6.30 pm

Rising at: 8.09 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 12th May 2026 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, M Johns, G McCaw, S Miller, P Nowlan, J Peggs, B Samuels, P Samuels, B Stoyel and J Suter.

ALSO PRESENT: S Burrows (Town Clerk / RFO), J Hughes (Administration Officer), W Peters (Finance Officer) and K Appleby (Finance Assistant)

APOLOGIES: A Ashburn, J Brady, S Gillies, S Martin and L Mortimore.

1/26/27 TO ELECT A CHAIR.

The outgoing Chairman invited Members to indicate their interest in standing for the position of Chairman of the Policy and Finance Committee for the forthcoming municipal year.

Councillor P Samuels showed interest.

A written ballot was conducted.

Following the ballot, the outgoing Chairman Councillor P Samuels confirmed that a majority vote had been achieved.

It was proposed by Councillor Suter, Seconded by Councillor Stoyel and **RESOLVED** that Councillor P Samuels be elected Chairman of the Policy and Finance Committee for the municipal year 2026/27.

The Chairman Councillor P Samuels in the Chair.

Councillor Miller joined the meeting.

2/26/27 **TO ELECT A VICE CHAIR.**

The Chairman invited Members to indicate their interest in standing for the position of Vice Chairman of the Policy and Finance Committee for the forthcoming municipal year.

Two nominations were received from Councillors J Suter and G McCaw.

A written ballot was conducted.

Following the ballot, the Chairman confirmed that a majority vote had been achieved.

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and **RESOLVED** that Councillor J Suter be elected Vice Chairman of the Policy and Finance committee for the municipal year 2026/27.

3/26/27 **HEALTH AND SAFETY ANNOUNCEMENTS.**

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

4/26/27 **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.

Councillor	Agenda Item	Pecuniary/ Non-Pecuniary	Reason	Left Meeting
G McCaw	19	Non-Pecuniary	Trustee of Saltash United Juniors	Yes

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

The Town Clerk confirmed one dispensation had been received in relation to agenda item 19.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Nowlan, seconded by Councillor B Samuels and **RESOLVED** to grant a dispensation to Councillor McCaw to remain in the room solely for the purpose of presenting and summarising the report relating to the Community Chest Application from Saltash United Juniors, and to participate in the discussion for this item only (as attached).

5/26/27 **PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

Councillor Peggs left the meeting.

6/26/27 **TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 10 MARCH 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 (10 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Policy and Finance Committee held on 10 March 2026 were confirmed as a true and correct record.

Councillor Peggs re-joined the meeting.

7/26/27 **TO RECEIVE A RECOMMENDATION FROM TOWN VISION AND CONSIDER ANY ACTIONS.**

The Chairman provided Members with an overview of the report circulated in the reports pack.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuel, seconded by Councillor Suter and **RESOLVED** to accept Town Vision's recommended achievements against the relevant Policy and Finance objectives.

8/26/27 **TO REVIEW THE POLICY AND FINANCE BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

9/26/27 **TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO MARCH 2026.**

It was **RESOLVED** to note.

10/26/27 **TO NOTE THAT PETTY CASH IS RECONCILED UP TO APRIL 2026.**

It was **RESOLVED** to note.

11/26/27 **TO RECEIVE AND NOTE A REPORT ON VAT.**

It was **RESOLVED** to note.

12/26/27 **TO RECEIVE A REPORT ON INVESTMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

13/26/27 **TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS. THERE ARE NO DISCREPANCIES TO REPORT.**

It was **RESOLVED** to note.

14/26/27 **TO RECEIVE THE CURRENT STC COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

At the invitation of the Chairman, the Finance Officer provided an overview of the report contained and circulated in the reports pack.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuel, seconded by Councillor Suter and **RESOLVED** to ratify a virement of £711.00 from budget code 6221 PF Town Messenger, to budget code 6208 PF Subscriptions.

15/26/27 **TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

16/26/27 **TO RECEIVE A REPORT ON INSURANCE CLAIMS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman gave an overview of the report contained and circulated in the reports pack and advised that he wished to defer the matter to a later date to allow the Town Clerk additional time to assess the damage to the vehicle and consider whether it would be appropriate to make an insurance claim.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Johns and **RESOLVED** to defer the item to a future Policy and Finance meeting, to allow the Town Clerk additional time to assess the damage to the van and consider options.

17/26/27 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

The Chairman allowed Members time to read the report contained and circulated in the reports pack.

Members considered the content of the report. The Town Clerk advised that, although the cost quoted by the proposed provider is higher than that of the previous supplier, it offers a more comprehensive Health and Safety support package.

The Town Clerk further advised that, while three quotations would normally be sought, the absence of any current Health and Safety support necessitates an appointment without delay to ensure appropriate arrangements are in place.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Johns, seconded by Councillor McCaw and **RESOLVED** to:

1. Approve the appointment of Company A to provide retained health and safety and fire safety support services, and to assist the Town Council in maintaining effective management arrangements to meet its statutory compliance obligations, at a cost of £5,640 + VAT for a period of 12 months.
2. Approve, in addition to the above, the provision of consultancy sessions as required, charged at £200 for a half day and £320 for a full day.
3. Allocate the above expenditure to budget code P&F 6214 – Health & Safety, and to recommend to the Personnel Committee that staff training costs be allocated to budget codes 6682, 6656, and 6676.

4. Suspend Financial Regulation 5.8, due to the inability to obtain three fixed quotations within the required timescale, in order to ensure that appropriate health and safety arrangements are implemented without delay.

18/26/27 **TO CONSIDER A COMMUNITY CHEST APPLICATION FROM SALTASH UNITED JUNIORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

CC292 Saltash United Juniors;

The Chairman invited Councillor McCaw to provide an overview of the Community Chest application from Saltash United Juniors.

Councillor McCaw left the meeting to enable Councillors to score the application.

Members advised that Saltash United Juniors explore the possibility of raising additional funds to enable the purchase of a more robust shed than the one originally proposed.

Following a vote (9 in favour, 0 against, 1 abstentions), it was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** to award £1,000.

Councillor McCaw was invited and re-joined the meeting.

19/26/27 **TO CONSIDER A FESTIVAL FUND APPLICATION FROM TINCOMBE TEA PARTY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** to award £428.88, subject to receiving a copy of the relevant Employers & Public Liability insurance certificates following renewal.

20/26/27 TO RECEIVE A REPORT ON THE GRANTS POLICY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed Members that the Town Clerk is currently working with CALC to complete Stage 2 of the Town Council's governance framework. He further advised that the recommendations contained within the circulated report pack can be reviewed as part of the finalisation of the governance framework, subject to their meeting statutory requirements.

Members discussed the circulated report and the recommendations therein.

Following a vote (10 in favour, 0 against, 1 abstentions), it was proposed by Councillor Stoyel, seconded by Councillor Miller and **RESOLVED** that the report recommendations were noted and will form part of the governance framework process to be undertaken by CALC and the Town Clerk.

21/26/27 TO RECEIVE A REPORT FROM MUSIC SPEECH AND DRAMA FESTIVAL FUNDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

22/26/27 TO RECEIVE A REPORT ON THE TOWN COUNCIL CIVIC REGALIA AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided an overview of the circulated report, and Members discussed the recommendations.

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

1. Purchase a Deputy Mayor tricorne hat, with a silver-embroidered loop and adjustable hat-reducing foam at a cost of £521.95;
2. Approve the loan and insurance of a Mayoral hat currently at an increase in insurance of £1 and an excess of £250;
3. Approve a written agreement between the Town Council and a former Mayor for insurance purposes;
4. Purchase a new Town Clerk robe and collarette at a cost of £2,477.92;
5. Approve all associated cost to budget code 6272 Civic Regalia.

23/26/27

TO RECEIVE A DRAFT AGREEMENT BETWEEN THE TOWN COUNCIL AND SALTASH YOUTH NETWORK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided an overview of the circulated report, advising Members that the draft agreement could be agreed upon in principle this evening with delegated authority to the Town Clerk to finalise the draft version.

Councillor Bickford thanked the team for bringing the agreement to fruition and noted his view that it should include a section outlining the Town Council's expectations regarding publicity and promotion in relation to the funding the Town Council have awarded Saltash Youth Network when they then award youth services.

Members discussed the report.

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

1. Approve the draft agreement in principle, subject to the Town Clerk including a section outlining expectations regarding publicity.
2. Delegate authority to the Town Clerk to sign the final annual agreement on behalf of the Town Council.

24/26/27

TO RECEIVE AN INVITATION FROM THE CORE AND CONSIDER ANY ACTIONS.

The Chairman invited questions from Members regarding the circulated invitation from The Core.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bullock, seconded by Councillor Johns and **RESOLVED**;

1. To note and thank The Core for the invitation.
2. To record that Councillors Bullock, Stoyel, Suter, Johns and Peggs confirmed their attendance.
3. To note that other Councillors may attend, and that those wishing to do so will contact The Core to confirm any dietary requirements.

25/26/27 **TO RECEIVE A REPORT ON THE TOWN COUNCIL STALL AT THE MAY FAIR AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman invited questions on the circulated reports.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Nowlan, seconded by Councillor McCaw and **RESOLVED** to delegate authority to the Development and Engagement Manager:

1. To approve the purchase of additional promotional materials including interactive activities for future Town Council events to enhance public engagement;
2. To purchase a central guttering system for the adjoining gazebos;
3. To seek final approval from the Town Clerk and budget sign off.

26/26/27 **TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

- a. Neighbourhood Plan Steering Group

Nothing to report.

- b. Saltash Team for Youth

Nothing to report.

- c. Section 106 Panel

Nothing to report.

27/26/27 **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.

28/26/27 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

29/26/27 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

30/26/27 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Suter and **RESOLVED** to issue the following Press and Social Media releases;

1. Business Plan Deliverables;
2. Community Chest and Festival Fund awards;
3. Promote the election of the Chair and Vice-Chair for the Policy and Finance Committee, detailing their roles and the remit of the committee.

DATE OF NEXT MEETING

Tuesday 7 July 2026 at 6.30 pm

Rising at: 8.04 pm

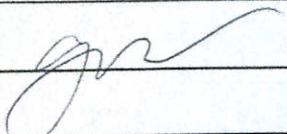
Signed: _____
Chairman

Dated: _____

DISPENSATION REQUEST FORM

Please give full details of the following in support of your application for a dispensation. If you need any help completing this form please contact the parish clerk.


Your name	Gordon McCaw
The business for which you require a dispensation (refer to agenda item number if appropriate)	Saltash United Juniors
Details of your interest in that business	Treasurer
Date of meeting or time period (up to 4 years) for which dispensation is sought	12 May 2026
Dispensation requested to participate, or participate further, in any discussion of that business by that body	Present report and Summarise
Dispensation requested to participate in any vote, or further vote, taken on that business by that body	None
REASON(S) FOR DISPENSATION	
33 a) without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business	
33b) without the dispensation the representation of different political groups would be affected so as to alter the likely outcome of any vote	
33c) the dispensation is in the interests of persons living in the authority's area	Yes
33e) that it is otherwise appropriate to grant a dispensation	
Reason :	

Signed:  Dated: 12/5/26

DECISION :

Dispensation Given : YES / NO LENGTH OF DISPENSATION : P3F Meeting 12/5/26 only

Date: 12-5-26 Minute Number: 4B/26/27

Signed:  Clerk to the Council

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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 19th May 2026 at 6.30 pm

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

ALSO PRESENT: 1 Member of the Public, D Joyce (Office Manager / Assistant to the Town Clerk) and E Lowton-Smith (Planning and General Administrator)

APOLOGIES: J Brady (Vice-Chairman), L Mortimore, J Peggs and B Stoyel.

16/26/27 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.

17/26/27 TO ELECT A CHAIRMAN.

The outgoing Chairman invited Members to indicate their interest in standing for the position of Chairman of the Planning and Licensing Committee for the forthcoming municipal year.

Councillor B Samuels showed interest.

A written ballot was conducted.

Following the ballot, the outgoing Chairman Councillor B Samuels confirmed that a majority vote had been achieved.

It was proposed by Councillor Suter, seconded by Councillor Gillies and **RESOLVED** that Councillor B Samuels be elected Chairman of the Planning and Licensing Committee for the municipal year 2026/27.

The Chairman Councillor B Samuels in the Chair.

18/26/27 **TO ELECT A VICE CHAIRMAN.**

The Chairman invited Members to indicate their interest in standing for the position of Vice Chairman of the Planning and Licensing Committee for the forthcoming municipal year.

Two nominations were received from Councillor Ashburn and Councillor Nowlan.

A written ballot was conducted.

Following the ballot, the Chairman confirmed that a majority vote had been achieved.

It was proposed by Councillor B Samuels, seconded by Councillor Gillies and **RESOLVED** that Councillor Nowlan be elected Vice Chairman of the Planning and Licensing Committee for the municipal year 2026/27.

19/26/27 **HEALTH AND SAFETY ANNOUNCEMENTS.**

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

20/26/27 **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.

Councillor	Agenda Item	Pecuniary/ Non-Pecuniary	Reason	Left Meeting
Ashburn	PA26/03075	Non-Pecuniary	Friend	Yes

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

None received.

21/26/27 **PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY SPEAK ABOUT A PLANNING APPLICATION.**

None received.

22/26/27 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON 21 APRIL 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 (7 in favour, 0 against, 2 abstentions), it was proposed by Councillor B Samuels, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 21 April 2026 were confirmed as a true and correct record.

23/26/27 TO REVIEW THE PLANNING AND LICENSING BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE;

It was **RESOLVED** to note.

24/26/27 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

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.

26/26/27 **PLANNING:**

a. Applications for consideration:

PA26/02746

Mr and Mrs Jane – 6 Linnet Court Latchbrook Saltash PL12 4UJ
Single storey rear extension, with internal alterations. Boundary treatment works.

Ward: Trematon

Date received: 05 May 2026

Response date: 26 May 2026

Following a unanimous vote (9 in favour, 0 against, 0 abstentions), it was proposed by Councillor B Samuels, seconded by Councillor Miller and resolved to **RECOMMEND APPROVAL**.

PA26/02036

Mr Danny Butchers UK Wages – The Annexe Tavy View Carkeel Saltash PL12 6NR

Change of use of existing annex from C3 (dwellinghouse), to E(g)(i)(administrative office) to serve as the office for UK Wages, a local payroll business employing six members of staff.

Ward: Trematon

Date received: 05 May 2026

Response date: 26 May 2026

Following a unanimous vote (9 in favour, 0 against, 0 abstentions), it was proposed by Councillor Miller, seconded by Councillor Bickford and resolved to **RECOMMEND APPROVAL** subject to additional parking made available as declared in original pre-application.

PA26/01750

Mrs. Pippa Hyam – Wivelscombe Manor Elmgate Saltash Cornwall PL12 4QY

Erection of machinery store.

Ward: Trematon

Date received: 06 May 2026

Response date: 27 May 2026

Following a unanimous vote (9 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bullock, seconded by Councillor Miller and resolved to **RECOMMEND APPROVAL**.

PA26/01886

Mrs Karen Bowen – 28 Spencer Gardens St Stephens Saltash
Cornwall PL12 4PE

Conversion of existing garage to residential use.

Ward: Essa

Date received: 28 April 2026

Response date: 21 May 2026

Following a unanimous vote (9 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bullock, seconded by Councillor Nowlan and resolved to **RECOMMEND APPROVAL**.

PA26/02440

Mr Michael Bullock – 5 Deer Park Saltash Cornwall PL12 6HE

Proposal to provide offroad parking at the front of 5 Deer Park, Saltash by removing the existing lawned area and building new retaining walls and a hard standing.

Ward: Tamar

Date received: 11 May 2026

Response date: 1 June 2026

Following a unanimous vote (9 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bullock, seconded by Councillor Suter and resolved to **RECOMMEND APPROVAL**.

PA26/02792

Mr and Mrs D O'Brien – 25 St Stephens Road Saltash Cornwall
PL12 4BG

Loft Conversion to create two extra bedrooms with a shared dormer.

Ward: Essa

Date received: 11 May 2026

Response date: 1 June 2026

Following a unanimous vote (9 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Bullock and resolved to **RECOMMEND APPROVAL**.

Councillor Ashburn declared an interest in the following item and left the meeting.

PA26/03075

Mr and Mrs G Wellington – 1 Warraton Road Saltash Cornwall PL12 4HZ
Construction of front entrance porch and garage/store.
Formation of off road parking space.

Ward: Essa

Date received: 11 May 2026

Response date: 1 June 2026

Following a unanimous vote (8 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor B Samuels and resolved to **RECOMMEND APPROVAL**.

Councillor Ashburn was invited and returned to the meeting.

PA26/02892

St James Court (Saltash) Limited – 74-94 Fore Street Saltash Cornwall PL12 6JW

Changes to the facade of the building following planning permission being granted under application PA24/09840

Ward: Tamar

Date received: 12 May 2026

Response date: 2 June 2026

Following a vote (8 in favour, 0 against, 1 abstentions), it was proposed by Councillor Bullock, seconded by Councillor Nowlan and resolved to **RECOMMEND APPROVAL**.

b. Tree applications:

None received.

c. Tree notifications:

None received.

27/26/27 **CONSIDERATION OF LICENCE APPLICATIONS:**

None received.

28/26/27 **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.

29/26/27 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

30/26/27 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

31/26/27 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

Following a unanimous vote (9 in favour, 0 against, 0 abstentions) it was proposed by Councillor B Samuels, seconded by Councillor Gillies and **RESOLVED** to issue the following Press and Social Media releases;

1. The Town Council to confirm submission of a Neighbourhood Priority Statement;
2. Election of Chair and Vice-Chair for the Planning and Licensing Committee.

DATE OF NEXT MEETING

Tuesday 16 June 2026 at 6.30 pm

Rising at: 7:13 p.m.

Signed: _____
Chairman

Dated: _____

Chairman's report

May 2026

Outgoing Mayoral Engagements Councillor Rachel Bullock

Date	Location	Information
Friday 1 May	Torpoint	Visit to HMS Raleigh
Saturday 2 May	Saltash	Saltash May Fair
Sunday 3 May	Saltash	Saltash Half marathon, 5k and fun run
Monday 4 May	Saltash	St Stephens Church coffee morning

Mayoral Engagements Councillor Brian Stoyel

Date	Location	Information
Saturday 9 May	Saltash	Gracenotes Acapella concert
Monday 11 May	Truro	Truro City Council Mayor Making
Wednesday 11 May	Saltash	Oaklands Information Café
Thursday 14 May	Saltash	Bodmin Town Council Mayor Making
Friday 15 May	Saltash	40 anniversary twinning event
Saturday 16 May	Saltash	Saltash Twinning Association social event
Monday 18 May	Falmouth	Falmouth Town Council Mayor Making
Tuesday 19 May	Looe	Looe Town Council Mayor Making
Tuesday 19 May	Saltash	Visit to Audrey Miller, Freeman of Saltash for 97 th birthday
Thursday 21 May	Launceston	Launceston Mayor Choosing
Friday 22 May	Plymouth	Lord Mayor of Plymouth Mayor Choosing
Sunday 24 May	Plymouth	Lord Mayor of Plymouth Church Service
Wednesday 27 May	St Austell	St Austell Town Council Mayor Making
Thursday 28 May	Saltash	The Core Afternoon Tea
Thursday 28 May	Saltash	St Stephens Church art exhibition
Sunday 31 May	Botus Fleming	Botus Fleming Church service

Meetings attended

Date	Location	Information
Thursday 21 May	Saltash	Meeting with Saltash Police Officers

Deputy Mayor Engagements Councillor Brenda Samuels

Date	Location	Information
Friday 15 May	Saltash	40 anniversary twinning event
Saturday 16 May	Saltash	Saltash Twinning Association social event
Monday 18 May	Saltash	Saltash Camera Club annual prize giving
Thursday 28 May	Saltash	The Core Afternoon Tea
Thursday 28 May	Saltash	St Stephens Church art exhibition

Meetings attended

Date	Location	Information
Thursday 21 May	Saltash	Meeting with Saltash Police Officers

End of Report
Mayors Secretary

Saltash Town	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26
Arson	0	0	0	0	1	0	0	0	2	0	1	2
Bicycle Theft	0	0	0	0	1	0	1	0	0	0	0	0
Burglary - Business and Community	1	0	0	0	3	0	1	0	1	2	1	3
Burglary - Residential	8	2	0	0	3	1	1	0	0	1	1	1
Criminal Damage	9	19	11	3	7	5	11	7	5	16	18	18
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	0	7	1	4	0	8	3	1	0	2
Other Sexual Offences	3	1	3	5	4	4	2	4	4	2	2	1
Other Theft	8	11	4	4	7	4	6	4	4	5	7	12
Possession of Drugs	2	1	0	1	1	0	2	2	1	3	3	1
Possession of Weapons	2	2	1	1	1	1	3	3	0	0	2	0
Public Order Offences	5	9	10	7	5	11	6	4	5	7	7	6
Rape	0	2	0	0	1	2	1	1	0	2	2	2
Robbery	0	0	0	0	1	1	1	1	0	0	0	0
Shoplifting	10	22	15	8	14	11	11	5	6	6	10	13
Stalking and Harassment	13	15	15	12	15	18	8	11	11	18	14	12
Theft from the Person	0	1	0	0	0	0	0	1	3	2	0	2
Trafficking of Drugs	0	0	2	0	0	1	0	0	1	0	0	0
Vehicle Offences	2	1	2	0	8	7	0	1	1	7	1	1
Violence with Injury	14	15	6	8	7	6	12	11	5	9	7	10
Violence without Injury	15	21	17	6	16	17	17	9	11	6	13	11
TOTAL	<u>93</u>	<u>124</u>	<u>86</u>	<u>62</u>	<u>96</u>	<u>93</u>	<u>83</u>	<u>72</u>	<u>63</u>	<u>87</u>	<u>89</u>	<u>97</u>



Board Report

Date 20.5.26

Chair's Report

May has been a better month in terms of donations and revenue, but we are still spending our reserves. This year has been hard, and our final accounts will show a considerable deficit. We are dependent on funding from grants. One of the main ones we use to support the Kitchen activities is under pressure to collaborate and share. Other sources of funding are difficult to find and often not applicable to us.

We plan to start up some further activities under the Memory Box banner. One of these is a walking group, something that existed but was lost in the COVID years. Further details to follow.

We are exploring conversion to a charity, but because of the diversity of our activities, many of which are not charitable or strictly fundraising, it is complicated. However, we are hopeful it is possible with the right overall structure.

The Kitchen is still in considerable drain on our finances. The lease is due for renewal in October and if the current projections continue, our reserves policy will bar us from signing the new lease, and the Kitchen will close.

Chris Bailey.

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

Saltash TC Report

Up-date on Treledan

Couple of updates.

1. Phase has now been approved, So the total of 1000 homes as approved at the outline planning stage, are now approved in detail.
2. The new pedestrian/cycle bridge over the A38 is also now approved.

Stockton Roundabout

Upcoming traffic management arrangements at A38 Stoketon Cross.

Planned night works will commence on Monday 1st June and will take place over three consecutive nights. During this period, there will be 4-way traffic lights in operation.

The traffic management will be in effect each night from 8:00pm to 5:00am.

These works are necessary to facilitate the installation of new BT Openreach ducting across the junction, which requires excavation of the existing carriageway.

Road Traffic Regulation Act 1984 S.14: Temporary Prohibition of Traffic

Location: Footway F7166 in the Parish of Saltash

Timing: 26th May 2026 to 27th May 2026 (09:30 to 15:30 hours)

The below event was originally booked for 20th March 2026 and has been rearranged due to the bad weather.

Event: Landrake Run (Sir Robert Geffreys)

Date: 19th June 2026

Times: 12:00 to 15:00 Hours

Please click the following link for Intention Notice and map

: <https://one.network/?tm=GB150101919>

Cornwall Council has launched a public consultation on its new Cornish Language Strategy, giving people across the Duchy the opportunity to help shape the future of Kernewek. The draft strategy, published today on [Let's Talk Cornwall](#), sets out an ambitious vision for Kernewek as a forever language which is spoken, valued and visible for generations to come. It focuses on four key work strands including learning, resources, community and culture and Kernewek in civic life. Together, these strands aim to strengthen community pride and wellbeing, support skills development and new technology, and help Cornwall play a confident role on the global stage.

The strategy positions the Cornish language as a catalyst for international connections, opening doors to new cultural and economic opportunities.

People are invited to share their views on the draft strategy through the [Let's Talk Cornwall website](#).

Feedback received during the consultation will help shape the final strategy, which is due to be published this summer. Kernewek is currently experiencing a remarkable resurgence. Its presence in everyday life would have been hard to imagine a generation ago - appearing on buses and welcome signs, in pubs and theatres, on the BBC, and in a growing number of primary schools.

Kernewek has also featured in BAFTA winning films and UK brands, reflecting a real shift in how the language is valued and understood both at home and beyond Cornwall.

End of Report – CC Paul Cador



Saltash Town Council Report

June 4th 2026

Cllr Keith Johnson – Cornwall Councillor, Saltash Tamar Ward

Author: Cllr Keith Johnson

Date: June 4th 2026

Report to Saltash Town Council

From Cornwall Councillor Keith Johnson

Report: Title of Motion :Road safety Through Timely Renewal of Road Markings and Improved Parking Enforcement Proposer Cllr Keith Johnson

Chair and Members,

I wish to update the Town Council regarding ongoing concerns surrounding the condition of road markings across Cornwall and the implications this is having for road safety, traffic management, and parking enforcement within our communities.

Clear and visible road markings are fundamental to maintaining safe highways. They provide essential guidance to motorists, pedestrians and cyclists, assist traffic flow, and support the lawful enforcement of parking restrictions. Where markings deteriorate or disappear entirely, there is a heightened risk of driver confusion, unsafe manoeuvres, obstruction, and collisions.

In many locations across Cornwall, including areas affecting residents in and around Saltash, faded markings are increasingly contributing to dangerous and illegal parking near junctions, on double yellow lines, adjacent to pedestrian crossing points, and in areas where visibility must remain unobstructed. Such situations can impede pedestrians, wheelchair users and emergency vehicles, while creating particular danger for children, older residents and vulnerable road users.

A number of residents have reported repeated near misses at locations where road markings have significantly deteriorated. In some cases, concerns raised with Cornwall Council have remained unresolved for extended periods despite the risks being clearly identified.

One documented example concerns casework dating from September 2025 relating to Berry Park and associated highway markings. Contradictory assessments were reportedly made between Highways and Enforcement Services regarding the condition and enforceability of markings at the site. Although remedial works were later acknowledged as necessary following escalation to senior officers and the relevant Portfolio Holder, those works remained outstanding as of May 2026 despite ongoing reports of near misses and continued safety concerns.

These issues raise wider questions regarding the adequacy of the current inspection, maintenance and renewal arrangements for road markings across Cornwall.

Under the Highways Act 1980, the Road Traffic Regulation Act 1984, and the Traffic Management Act 2004, Cornwall Council has statutory duties both to maintain the highway in a safe condition and to secure the safe and efficient movement of traffic.

Particular concern exists regarding markings associated with:

- Junction controls
- Pedestrian crossings
- School safety zones
- Cycle infrastructure
- Bus stops

Areas affected by persistent illegal or dangerous parking

It is recognised that Cornwall Council has existing maintenance programmes and budgets in place. However, concerns remain regarding the scale of the current backlog and the speed at which defects are being addressed.

Information provided indicates that the annual budget for yellow line works is expected to be approximately £225,000 per year, whilst the estimated backlog of required works is understood to be around £2 million. Concerns have also been raised regarding the condition of white line markings across the highway network.

Given the scale of the issue, there is concern that current arrangements risk managing deterioration rather than restoring acceptable standards.

In response to these concerns, proposals were advanced at Cornwall Council calling upon the authority to:

- I. Undertake a comprehensive review of the inspection, maintenance and renewal programme for road markings across Cornwall.
- II. Prioritise repainting and reinstatement works at high-risk locations where deterioration presents a significant road safety concern or undermines effective parking enforcement.
- III. Introduce targeted response times for identified defects using a transparent risk-based framework aligned with the UK Roads Liaison Group's Well-managed Highway Infrastructure Code of Practice.
- IV. Improve coordination between Highways and Parking Enforcement Services in identifying locations where faded markings are contributing to persistent illegal or dangerous parking.
- V. Ensure reports from councillors and residents are assessed within defined timescales, with outcomes communicated transparently.
- VI. Consider equality and accessibility impacts when prioritising works, particularly regarding disabled residents, visually impaired pedestrians, wheelchair users, children and older people.
- VII. Provide annual reporting regarding the condition of road markings, response performance, enforcement outcomes and progress against improvement objectives.

An amendment to the motion was subsequently proposed; however, the amendment was rejected by Council. The substantive motion was then put to a recorded vote and was defeated by 46 votes to 24.

In my opinion, political considerations and wider financial pressures were ultimately placed above both policy and public safety concerns.

Whilst budget pressures facing Cornwall Council are acknowledged, I remain concerned that delaying action on known highway safety risks carries potentially serious consequences for residents and road users.

The purpose of these proposals was not merely administrative. They were intended to improve transparency, strengthen accountability, and ensure that high-risk defects are addressed before serious incidents occur.

Road safety is a shared responsibility. Residents rightly expect clear markings, safe junctions, enforceable restrictions and timely action where hazards are identified. Continued investment and stronger oversight will therefore remain essential if public confidence in the safety and maintenance of Cornwall's highway network is to be restored.

I will continue to monitor these matters closely and advocate for improved responsiveness where legitimate road safety concerns are raised by residents within Saltash and the surrounding area.

Conclusion

This motion was an advisory motion it simply asks the executive to consider the contents of the motion when making future policy decisions, or it could be the decision of the executive to place the motion before scrutiny, however the motion was voted down by the Liberal Democrat / Independent coalition for most likely in my opinion political reasons.

Recommendations

It is recommended that Saltash Town Council:

- (1) Notes the contents of this report and the concerns raised regarding deteriorating road markings and associated road safety risks across Cornwall.
- (2) Supports continued engagement with Cornwall Council Highways regarding locations within Saltash where faded or deteriorated markings may present a risk to public safety or hinder effective parking enforcement.
- (3) Encourages residents to continue reporting highway safety concerns and faded road markings through the appropriate Cornwall Council reporting channels.
- (4) Requests that Cornwall Council prioritise high-risk locations within Saltash, particularly near schools, pedestrian crossings, junctions, bus stops, and areas affected by persistent dangerous parking.
- (5) Supports improved coordination between Highways and Parking Enforcement Services where deteriorated markings are undermining enforcement activity.
- (6) Requests periodic updates regarding outstanding highway marking concerns affecting the Saltash area.
- (7) Writes to the relevant Cornwall Council Portfolio Holder expressing concern regarding the scale of the current maintenance backlog and the potential implications for road safety and accessibility.

My Motion speech

Chair, members, officers,

I thank the portfolio holder for his response, and I welcome his acknowledgement that there is a problem.

But recognition is not resolution.

If the current programme was working, we would not be seeing zebra crossings fading, junction markings disappearing, and residents reporting repeated near misses.

We would not see faults taking months — sometimes years — to be addressed.

That is the reality on the ground.

We have heard about investment, programmes, and codes of practice.

But residents do not experience strategies, they experience unsafe roads.

And let us look honestly at the figures.

We are told the yellow line budget will be £225,000 a year.

Yet officers estimate a backlog of around two million pounds

And the white lines are even worse!

At that rate, we are not catching up — we are managing decline.

This is a legal responsibility.

Under the Highways Act 1980, this Council has a duty to maintain the highway.

Under the Road Traffic Regulation Act 1984, we have a duty to ensure the safe movement of traffic, including pedestrians.

So why are known high-risk locations, reported by residents, flagged by Members, and known to officers, still waiting for action?

And why are we being asked to accept that pace as sufficient?

This motion is about transparency.

Its about timely repairs based on risk.

And it is about accountability.

I have heard it said: “Withdraw the motion.”

But how can I?

How can I withdraw this motion when we are facing a growing road safety crisis across Cornwall?

Because if even one person is seriously injured because action came too late, because markings had faded, or because warnings were ignored, then part of that responsibility rests with all of us.

So I will not withdraw this motion.

Instead, I leave that responsibility with every member in this chamber when they cast their vote.

If you believe £225,000 a year is enough to tackle a £2 million backlog while meeting our legal duties vote against.

But if you believe the scale of the problem demands greater urgency and stronger oversight — support this motion.

And when you vote, think about families crossing the road.

Think about children walking to school.

Think about elderly and vulnerable residents relying on clear markings to stay safe.

And ask yourself:

If someone is hurt because action came too late — have we truly fulfilled our duty, not just in law, but as community leaders?

Chair, I commend this motion to Council.

Keith Johnson

Report to Saltash Town Council

One Ticket, One Seat – College Transport Safety Motion

Report by Councillor Keith Johnson

Purpose of Report

The purpose of this report is to inform Saltash Town Council of concerns regarding the safety of young people travelling on public transport services to and from college and to explain the reasons behind the "One Ticket, One Seat" motion recently brought before Cornwall Council.

Background

Many students across Cornwall rely on bus services to travel to college each day. These journeys are often lengthy, particularly in rural areas where transport options are limited.

Concerns have been raised by students, parents and elected members regarding overcrowding on some services used by college students. Reports have included young people being required to stand for significant periods, occupy stairwells, or travel on buses operating at or beyond comfortable capacity.

The issue is not simply one of convenience. It is fundamentally a question of passenger safety and whether the standards we expect for ourselves are being applied equally to young people travelling to access further education.

Reason for the Motion

The "One Ticket, One Seat" motion was brought forward to establish a simple principle:

If a passenger has purchased a ticket, they should be entitled to a seat.

The motion was prompted by concerns that some students are routinely travelling on overcrowded buses where seating is unavailable despite having paid for transport.

Adults travelling by car benefit from designated seating, seatbelts and a range of safety features designed to protect occupants. Yet some college students are expected to travel standing on busy routes, often for considerable distances and at normal road speeds.

The motion seeks to ensure that transport providers and public authorities recognise that access to education should not require young people to accept a lower standard of safety.

Key Concerns

- The motion highlighted several concerns:
- Overcrowding on bus services used by college students.
- Passengers standing for lengthy journeys.
- Increased risk of injury during sudden braking or emergency manoeuvres.
- The potential consequences of collisions involving overcrowded vehicles.
- The lack of a guaranteed seat despite payment for transport.
- The impact on student wellbeing and confidence in public transport.

Implications for Saltash and South East Cornwall

Many students from Saltash and surrounding communities travel significant distances to attend colleges across Cornwall and Plymouth.

Reliable and safe transport is essential to educational access, attendance and achievement. Where students are regularly unable to obtain a seat despite paying for travel, confidence in the transport network can be undermined.

The issue also raises wider questions about transport planning, capacity management and the responsibilities of operators providing services on which students depend.

Recommendations

It is recommended that Saltash Town Council:

- I. Notes the concerns regarding overcrowding on bus services used by college students.
- II. Supports the principle of "One Ticket, One Seat" for passengers travelling on services regularly used by students.
- III. Calls upon Cornwall Council and transport operators to review capacity on routes where overcrowding has been identified.
- IV. Requests that transport providers monitor passenger numbers and increase capacity where demand consistently exceeds available seating.
- V. Encourages students, parents and educational institutions to report recurring capacity and safety concerns.
- VI. Supports ongoing engagement between Cornwall Council, transport operators, colleges and local communities to improve transport provision.

Conclusion

The "One Ticket, One Seat" motion was brought forward because access to further education should not come at the expense of passenger safety.

When a young person purchases a ticket, they should reasonably expect to have a seat for their journey. This is not an unreasonable expectation; it is a matter of fairness, dignity and safety.

By supporting the principle of "One Ticket, One Seat", Saltash Town Council can send a clear message that the welfare of students and all fare-paying passengers must remain a priority in the planning and delivery of public transport services

This motion was an advisory motion it simply asks the executive to consider the contents of the motion when making future policy decisions, or it could be the decision of the executive to place the motion before scrutiny, however the motion was voted down by the Liberal Democrat / Independent coalition for most likely in my opinion political reasons.

Councillor Keith Johnson

Cornwall Councillor

Second Speech

"Chair, members, officers

I rise to second this motion because I simply cannot understand how this situation has been allowed to continue.

Members, when you leave Lys Kernow later today and get into your car, I want you to take a moment.

Sit in that nice comfortable seat, surrounded by airbags and modern safety features.

Fasten your seatbelt.

Then, just before you turn the key in the ignition, pause and think.

Think about the children in our communities making their journey home from school tonight.

Children who, unlike you, may not even have the safety of a seat.

Some sitting on the floor of a bus.

Some in the stairwell.

No seatbelt.

No protection.

And we must ask ourselves:

how can this possibly be acceptable in modern Cornwall?

We rightly enforce strict safety standards for every motorist on our roads.

We educate people about road safety from a young age.

Yet somehow, we are prepared to tolerate children travelling on overcrowded buses without even the most basic protections.

This is not about supporting the profits of bus companies.

This is about the safety of Cornish children.

Because when a company chooses to overload services rather than provide enough capacity, somebody must stand up and say: enough is enough.

A child's safety should never come second to a balance sheet.

And let us be honest about the consequences.

What happens if that bus travelling at speed has to brake suddenly? What happens if it is involved in a collision?

We all know the answer, and it should concern every member in this chamber.

are we willing to accept standards for our children that we would never accept for ourselves or our own families.

If we fail to act today, then we will have knowingly ignored a danger staring us directly in the face.

So let us do the right thing.

Support this motion and put the safety of Cornish children first."

Keith Johnson

Report to Saltash Town Council

Burraton Recreational Ground / Playing Field

Burraton Recreational Ground / Playing Field, Saltash cannot be accepted for inclusion in the Council's list of assets of community value. This is because there is no guarantee of community use going forward but if further evidence can be provided to demonstrate future community use, we will review.

We will record details of this decision on the List of unsuccessful nominations for inclusion in the list of assets of community value on the Cornwall Council website.

My reply

Thank you for your email confirming that Burraton Recreational Ground / Playing Field has been refused inclusion on Cornwall Council's list of Assets of Community Value.

I must state plainly that I find both the reasoning and conclusion of this decision deeply concerning and wholly unconvincing.

The justification provided, namely that there is "no guarantee of community use going forward", appears fundamentally irrational when applied to the purpose and spirit of the Asset of Community Value legislation.

No community asset anywhere can ever be accompanied by an absolute guarantee of future use.

If that is now the benchmark being applied by Cornwall Council, then the inevitable conclusion is that almost any community asset could be excluded from protection regardless of its current importance or established public use.

That interpretation risks rendering the legislation effectively meaningless.

Burraton Park is a well-used and valued public green space that contributes directly to the social wellbeing, recreation, health, and community life of local residents. The site is used daily by families, children, walkers, and residents across Saltash. To dismiss its community value on the basis of speculative assumptions about the future appears detached from the clear reality on the ground.

I am therefore formally challenging this decision and requesting full disclosure of the basis upon which it was reached.

Please provide:

The full officer assessment and decision record.

The statutory criteria and guidance relied upon.

Copies of all evidence, reports, consultation responses, and internal correspondence considered as part of the determination.

Any legal advice relied upon in reaching this conclusion.

The evidential basis for determining that future community use could not realistically continue; and

Details of previous ACV decisions where the same interpretation and threshold test has been applied.

Given the high-profile and sensitive nature of this site in recent months, it is imperative that this decision is capable of withstanding proper public scrutiny. At present, the explanation provided is vague, unsupported, and raises serious questions as to whether the legislation has been interpreted correctly or whether an unnecessarily restrictive threshold has been applied in order to justify refusal.

Frankly, there is a growing perception within the community that the outcome of this process was predetermined long before residents were invited to engage with it. Your decision, as currently presented, does little to dispel that concern.

The consequence of this refusal is significant. By declining ACV status, the Council is effectively removing an important layer of community protection from a valued public green space and leaving residents understandably concerned about the long-term future of the site.

I therefore request that this matter be reviewed urgently and that all relevant documentation be disclosed without delay in the interests of transparency, accountability, and public confidence.

Kind regards,

Cllr Keith Johnson

Recommendations to Saltash Town Council

In light of the concerns raised regarding the refusal of Asset of Community Value (ACV) status and the resulting loss of community protection for a valued public green space, it is recommended that Saltash Town Council:

1. Formally notes the concerns expressed by local residents regarding the transparency and decision-making process surrounding the ACV application.
2. Requests a full explanation from Cornwall Council outlining the reasons for refusing the ACV nomination, including the specific criteria applied and evidence relied upon in reaching the decision.
3. Seeks disclosure of all relevant documentation, reports, assessments, correspondence and officer recommendations associated with the determination of the application, subject to any legal exemptions.
4. Supports an independent review of the decision-making process where appropriate, to ensure public confidence in the integrity and fairness of the outcome.
5. Explores alternative mechanisms for protecting the site, including planning policy designations, local green space designation, conservation protections or other measures available within the planning framework.
6. Engages directly with residents and community groups to understand their concerns and aspirations for the future use and protection of the site.

7. Requests assurances regarding the future of the land, including whether any development proposals, disposal plans or changes in use are currently being considered.
8. Supports the principle of openness and transparency in all decisions affecting community assets and publicly accessible green spaces.
9. Writes to Cornwall Council's relevant portfolio holder and senior officers seeking clarification on the process and requesting that community concerns be fully addressed.
10. Receives a further report at a future meeting setting out the Council's findings, responses received and any additional actions that may be necessary to protect community interests.

Conclusion

The refusal of ACV status has generated significant public concern and risks undermining confidence in the decision-making process. Saltash Town Council should seek full transparency regarding the reasons for the decision while exploring all available options to safeguard the long-term future of the site for the benefit of local residents and future generations.

Ends

Councillor Keith Johnson

Cornwall Councillor

Report to Saltash Town Council June 2026

Cllr. Hilary Frank

Representing Saltash Essa

Konseler Kernow Essa



CORNWALL COUNCIL AGM

At the Annual Meeting of Cornwall Council on 19th May, councillors voted for Councillor Leigh Frost to continue as Leader of the Council for a further year. Following his reappointment, Leigh asked me to continue serving as Portfolio Holder for Children, Families and Schools.

I am delighted to have been asked to continue in this role. Supporting children, young people and families was one of the reasons I first stood for election, so it remains a real privilege to help lead this work on behalf of communities across Cornwall. The coming year will bring some significant challenges and opportunities, including implementing SEND reforms, shaping the new Families First arrangements, and working with partners to develop a sustainable future for youth services. I look forward to continuing this work alongside schools, families, communities and partner organisations across Cornwall.

OFSTED/CQC SEND INSPECTION

The recent joint inspection by OFSTED and the Care Quality Commission looked at how effectively education, health and care services work together to support children and young people with Special Educational Needs and Disabilities (SEND) across Cornwall. Inspectors recognised a number of strengths, including effective early identification of need in the early years, strong support for many children and young people with Education, Health and Care plans, and the commitment and professionalism of staff across education, health and social care.

The inspection also identified areas where further improvement is needed, including reducing waiting times, improving communication with families, ensuring greater consistency in Education, Health and Care plans, and improving access to suitable placements. Cornwall Council and its partners are developing a joint action plan to address the issues identified and improve outcomes.

The findings come at a time of significant reform of the SEND system, and the inspection provides a clear and independent assessment of where we need to focus our efforts. Alongside the SEND reforms, it gives us a strong foundation for driving improvements and ensuring that children, young people and families receive the support they need.

SPEEDWATCH

Residents often tell me that speeding traffic is one of their biggest concerns. Enforcement is a matter for the police, but Community Speedwatch gives residents a chance to play a positive role in encouraging safer driving and highlighting problem areas.

We are currently looking to recruit more volunteers for Speedwatch in Saltash. Having a larger team would help spread the workload and mean we could have more Speedwatch sessions taking place across the town. Following a recent Facebook post, I am pleased to say that a few residents (and a couple of councillors...) have expressed an interest in getting involved.

DETERRENTS AT WARFELTON

Cornwall Council has been in liaison with the police about the installation of deterrents on Warfelton to prevent unauthorised encampments. We initially looked at boulders, but the size needed to stop the boulders being moved was huge and would have looked very unsightly, especially as we would have needed one every 1.5 meters.

We are therefore going to install gates with padlocks and the wooden bollards that are used at many of our Cornwall sites to prevent unauthorised access. Funding and plans are in place, and consultation has been held with Saltash Football Club. Work should be completed by the end of June at the latest.



The blue line at the south of the field represents a single rail of key clamps with gaps every 3m for pedestrian access.

SALTASH LEISURE CENTRE

Cornwall Council is investing just over £1.8 million in the refurbishment and transformation of Saltash Leisure Centre. The dry/gym changing rooms are due to be complete by the end of June, and the final part of the poolside changing area is already complete, offering:

- 3 cubicle showers
- 7 communal/open showers
- 18 additional lockers
- 3 additional changing rooms

Work on the Safe and Wellbeing Hub has been delayed slightly and is now expected to be completed by the end of July, with an anticipated launch in mid-September.

KERNEWEK

After the dedication of volunteers in keeping Cornish alive throughout the 20th Century, the publication of the First Cornish Language Strategy in 2004 was a milestone. There are now around 500 speakers with advanced proficiency in Cornish, and over 200 adult learners attending classes.

We are currently drafting the third strategy, which will span 2026 – 2036, and inviting residents to give their views. The survey closes on 19th June and can be found here: [Cornish Language Strategy 2026-2036 - Strateji an Yeth Kernewek 2026-2036 | Let's Talk Cornwall](#)

The final version will be brought to Cabinet for approval on 29th July.

The four work areas are Learning, Community & Culture, Status and Corpus:

Work Area	Partner	Role	Work Area	Partner	Role	
1 Learning	Kesva an Taves Kernewek	Exams, teacher training, teaching resources and publications, research	3 Status	Cornwall Council	Cornish language strategy, Cornish Language Office and support for projects, facilitating use of Cornish in Cornwall Council activities. Fifth Nation Working Group strategic overview of Cornish language as a key part of Cornwall's Fifth Nation status.	
	Cornish language groups and community educators	Adult education classes and immersion activities, provision of resources and publications		Town and parish councils	Use of Cornish language in signage, events and projects	
	GoCornish – Golden Tree	Cornish language in pre-schools, schools and cultural events		Businesses	Use of Cornish in brand names and marketing	
	Cornwall Council	Language planning and support for Cornish in schools, Curriculum Kernewek, WJEC assessments		UK Government	Signatory to international agreements and responsible for protecting and promoting use of recognised languages such as Cornish in the UK.	
2 Community & Culture	An Rosweyth	Umbrella group for all the Cornish language community groups – to promote and coordinate Cornish language activities and represent the community	4 Corpus	British Irish Council	Network for promoting the nine recognised languages of the British Isles and sharing good practice	
	Agan Tavas, Cussel an Tavas Kernowek, Kesva an Taves Kernewek, Kowethas an Yeth Kernewek, Movyans Skolyow Meythrin	The Cornish language community groups – activism, activities for the language community, classes and projects.		Cornwall Council	Akademi Kernewek	Research on dictionary, new and technical terms and place names and publication of online dictionary, corpus search and other online resources
	Gorsedh Kernow, Cornwall Heritage Trust, Federation of Old Cornwall Societies, etc	Cornish cultural and heritage groups which work to promote Cornish culture generally and include Cornish language in their work.				
	Cultural organisations and creative sector	Using Kernewek in performances, events, songs, films, etc.				
	Cornwall Council	Work with community sector to facilitate and support greater use of Cornish, work creative sector through Cultural Strategy				

My particular focus is *Dyski* (Learning), and promoting the use of Cornish in school settings. There are currently 30 schools in the Go Cornish programme regularly using Cornish in the classroom, representing around 6,000 children per year. 11 schools have been awarded Bronze Level Go Cornish.

More information can be found here: [Go Cornish for Primary Schools - Go Cornish](#)

Cornwall Council has collaborated with the BBC on a new podcast series celebrating Kernewek. 'Learn Cornish' is presented by BBC Radio One DJ, Danni Diston, who grew up in Cornwall. It was commissioned by the BBC following the decision in December 2025 to grant Cornish Part III status under the European Charter for Regional or Minority Languages, placing Kernewek alongside Welsh, Scottish Gaelic and Irish at the highest level of protection available under the Charter.

[Learn Cornish, Dyski Kernewek - 1. Place names: The Gateway Drug - BBC Sounds](#)

There are also classes in Cornish being held in Saltash. I started in February, and I'm really enjoying learning Kernewek. Let me know if you want to join!

SALTASH RED BUS

In relation to Agenda Item 27 on the agenda, I just want to clarify that Cornwall Council has not cut or reduced any funding to Saltash Red Bus.

Through Bus Service Improvement Plan funding, we were able to launch some new, rural services with Saltash Red Bus in Spring 2023. Originally, we supported 7 services, all for one day per week and this has now been whittled down to 3 services, due to poor or zero usage.

This subsidy receives an annual CPI uplift in line with our other local bus contracts and is reviewed to reflect the services still operated. As agreed with Saltash Red Bus in Spring 2023, Service 450 has only ever been funded by Cornwall Council for one day of its five day a week operation. Beyond applying a CPI uplift to the monthly payment for the Service 450, there have been no other changes to the subsidy.

PROUD TO CARE AWARDS

Nominations are now open for the 2026 Proud to Care awards, recognising the dedication and heart shown by Cornwall's care workers. There are 11 different award categories:

Newcomer of the Year	Care/nursing home worker of the Year
Community Care Worker of the year	Support Worker of the Year
Hidden Treasure	Social Care Nurse of the Year
Learning Champion of the Year	Registered Manager of the Year
Innovation in Care	Care Provider/Team of the Year
Darren Williams Award for leading System Change	

We are fortunate to have many dedicated care workers supporting people in Saltash and the surrounding area, and I hope some of them will receive the recognition they deserve. If you know of a care worker in Saltash who deserves a big 'thank you', please send in a nomination by the deadline of 30th June. The nomination process is fairly straightforward: write an account of no more than 300 words saying why your nominee should be considered. [Proud to Care Awards - Proud to Care Cornwall](#)

MERGER OF POLICE FORCES

In January 2026 the Government confirmed its intention to merge the existing 43 police forces across England and Wales into larger, regional forces. Further information about the proposals is here 'From local to national: a new model for policing':

<https://www.gov.uk/government/publications/from-local-to-national-a-new-model-for-policing>

The Police and Crime Commissioner for Devon, Cornwall and the Isles of Scilly is asking residents to share their views regarding the proposals. The survey should take around five minutes to complete, and closes at 23:45 on 12 July 2026. [Survey on Police Force Mergers](#)

Bank Receipts

Saltash Town Council

For the period 1 April 2026 to 30 April 2026

Agenda Item 18a

Contact	Description	Net	VAT	Gross
Annual Moorings	Annual Mooring Fees	£ 5,414.66	£ 1,082.93	£ 6,497.59
Churchtown Allotments	Allotment Rent 01/04/2026 - 31/03/2027	£ 272.75	£ -	£ 272.75
Churchtown Allotments	Allotment Deposit Refunds	-£ 150.00	£ -	-£ 150.00
Churchtown Cemetery	EROB fees	£ 333.00	£ -	£ 333.00
Cornwall Council	Precept - Apr 2026	£ 830,940.50	£ -	£ 830,940.50
Cornwall Council	CIL Neighbourhood payment - April 2026	£ 12,533.57	£ -	£ 12,533.57
Daily Moorings	Daily mooring Fees	£ 25.00	£ 5.00	£ 30.00
Devon & Cornwall Police	Purchase and installation of CCTV Cameras	£ 9,858.91	£ -	£ 9,858.91
EE	Cashback for staff mobiles	£ 23.00	£ -	£ 23.00
Fairmead Allotments	Allotment Deposit Refund	-£ 50.00	£ -	-£ 50.00
Fairmead Allotments	Allotment rent 01/04/2026 to 31/03/2027	£ 70.00	£ -	£ 70.00
Grenfell Allotments	Allotment rent 01/04/2026 to 31/03/2027	£ 40.00	£ -	£ 40.00
Guildhall Income	Various Bookings	£ 82.40	£ -	£ 82.40
Guildhall Income	Booking Refreshment Income	£ 16.66	£ 3.34	£ 20.00
Guildhall Income	Photocopying Services	£ 0.17	£ 0.03	£ 0.20
HMRC	VAT refund received from HMRC for period 01/01/2026 - 31/03/2026	£ 15,972.91	£ -	£ 15,972.91
Isambard House	Various Bookings	£ 783.33	£ 156.67	£ 940.00
Library Income	Photocopying	£ 68.17	£ 13.63	£ 81.80
Library Income	Card Replacement Fees	£ 0.83	£ 0.17	£ 1.00
Maurice Huggins Room	Various Bookings	£ 15.00	£ -	£ 15.00
Nationwide Account	Interest received to 31st March 2026	£ 29,035.47	£ -	£ 29,035.47
Public Sector Deposit	Bank Interest	£ 1,589.86	£ -	£ 1,589.86
St Stephen Parish Church	Interment Fees	£ 1,400.00	£ -	£ 1,400.00
Trusted Boat Scheme	Trusted Boat Scheme Membership Fees	£ 749.97	£ 150.03	£ 900.00
Grand Total		£ 909,026.16	£ 1,411.80	£ 910,437.96

Agenda Item 18b

Bank Payments

Saltash Town Council

For the period 1 April 2026 to 31 April 2026

Contact	Description	Net	VAT	Gross
A G Burnard Vehicle Repairs	Annual MOT & Service For Service Delivery vehicle BX15 HWJ.	£ 358.95	£ 60.07	£ 419.02
A G Burnard Vehicle Repairs	Annual MOT & Service For Service Delivery vehicle EA14 ZCZ.	£ 414.70	£ 71.22	£ 485.92
All Seasons Window Cleaning	Station Window Cleaning - March 2026	£ 40.00	£ -	£ 40.00
All Seasons Window Cleaning	Library Window Cleaning - March 2026	£ 80.00	£ -	£ 80.00
Allstar Business Solutions Limited	Fuel for Service Delivery vehicles	£ 179.04	£ 35.80	£ 214.84
Anglotech Group Limited (Previously Print Copy Scan Ltd)	Prints for Photocopiers 26/02/2026 to 27/03/2026	£ 106.28	£ 21.26	£ 127.54
Austen Knapman Ltd	Screws For Installation Of New Castor Wheels For The Heavy Duty Book Shelves at the Library	£ 23.89	£ 4.78	£ 28.67
Bailey Partnership (Group) Ltd	Appointment of Swellrock to undertake Building Control Services relating to the Library Hub Refurb work	£ 1,340.63	£ 268.13	£ 1,608.76
Barclays	Bank Charges	£ 15.93	£ -	£ 15.93
Barclays Active Saver Account	Short term investment for 1st instalment of Precept monies received	£ 250,000.00	£ -	£ 250,000.00
Bond Timber	Tree Stakes for Community Tree Planting Initiatives.	£ 36.36	£ 7.27	£ 43.63
Bright Software Group	Provisions of Payroll Software - March 2026	£ 7.80	£ 1.56	£ 9.36
BrightHR	Provisions of HR Software - April 2026	£ 78.00	£ 15.60	£ 93.60
CEF Plymouth Central	New Inline High Extraction Unit To Be Installed at Isambard House	£ 207.57	£ 41.51	£ 249.08
Civica - Modern.Gov	Annual charge for Civica commencing 01/04/2026 - 31/03/2027	£ 10,878.00	£ 2,175.60	£ 13,053.60
Cleansing Service Group Ltd	Waterside Cabin - Cleaning and disposal costs	£ 185.40	£ -	£ 185.40
Cornwall Association of Local Councils	Planning Enforcement & Appeals Training Course - Planning and General Administrator 04/03/2026	£ 35.00	£ 7.00	£ 42.00
Cornwall Association of Local Councils	Planning Enforcement & Appeals Training Course - Office Manager / Assistant to the Town Clerk 04/03/2026	£ 35.00	£ 7.00	£ 42.00
Cornwall Association of Local Councils	Councillor Skills Training Course for 2 x Councillors	£ 70.00	£ 14.00	£ 84.00
Cornwall Association of Local Councils	Annual Subscription fee to CALC 2026/27	£ 2,369.71	£ 473.94	£ 2,843.65
Cornwall Association of Local Councils	Annual Subscription fee to NALC 2026/27	£ 1,133.51	£ -	£ 1,133.51
Cornwall Council	Refund of credit note for licenses not required	-£ 100.00	£ -	-£ 100.00
Cornwall Council	Insurance for Longstone Garage and Depot - April 2026	£ 15.00	£ -	£ 15.00
Cornwall Council	Rent for Longstone Garage and Depot - April 2026	£ 375.00	£ -	£ 375.00
Cornwall Council Deposit Account	Short term investment for 1st instalment of Precept monies received	£ 250,000.00	£ -	£ 250,000.00
Cornwall Pensions	Pension Fund Payment - April 2026	£ 13,466.89	£ -	£ 13,466.89
Credit Card Purchases (Amazon)	Refund for failed delivery of goods of High Vis vest order	-£ 8.32	-£ 1.67	-£ 9.99
Credit Card Purchases (Amazon)	Hi-vis vests for fire safety- staff to wear them when evacuating the library	£ 7.98	£ 1.60	£ 9.58
Credit Card Purchases (Amazon)	Name Badges for Town Team Traders Meeting requested by Town Clerk	£ 7.01	£ 1.40	£ 8.41
Credit Card Purchases (Amazon)	Airtight Biscuit Jar for Guildhall	£ 10.82	£ 2.16	£ 12.98
Credit Card Purchases (Amazon)	Industrial Cling Film to wrap library kiosks, photocopier and equipment	£ 15.82	£ 3.16	£ 18.98
Credit Card Purchases (B&Q)	Two wall mounted flag pole brackets	£ 24.98	£ 5.00	£ 29.98
Credit Card Purchases (Canva)	Addon Lite subscription - March 2026	£ 12.94	£ 2.48	£ 15.42
Credit Card Purchases (Castors)	Heavy duty wheels for library shelving	£ 227.35	£ 45.47	£ 272.82
Credit Card Purchases (DVLA)	Road fund license - 12 months - WG23 VDL 01/04/2026 - 31/03/2027	£ 347.50	£ -	£ 347.50
Credit Card Purchases (Indeed)	Recruitment advert for Communications and Engagement Officer.	£ 81.41	£ -	£ 81.41
Credit Card Purchases (Meta/Facebook)	FB adverts to boost the Civic Awards/Shop Your Town/Parishioners Event Page.	£ 81.06	£ -	£ 81.06
Credit Card Purchases (TBC)	Flags and bunting for St Piran's Day	£ 49.95	£ -	£ 49.95
Credit Card Purchases (Xero (UK) Ltd)	Subscription - 01/03/2026 to 31/03/2026	£ 37.00	£ 7.40	£ 44.40
Dainton Group Services	Rent for Waterside Cabin and Effluent Tank	£ 321.42	£ 64.28	£ 385.70
Deltor Creative Design & Print	35,000 copies of the Saltash Leaflet designed in partnership with Town Team	£ 2,559.00	£ -	£ 2,559.00
Denmans	Electrical Maintenance Consumables	£ 4.87	£ 0.97	£ 5.84
Denmans	Items For Heat Detector At Churchtown Cemetery Store	£ 16.35	£ 3.26	£ 19.61

Contact	Description	Net	VAT	Gross
Denmans	Socket Screwdriver Set for Service Delivery use	£ 63.98	£ 12.80	£ 76.78
Door Care South West	Emergency call out for the internal swing door at the library 27/03/2026	£ 135.00	£ 27.00	£ 162.00
Door Care South West	Emergency call out for the external door at the library 24/03/2026	£ 135.00	£ 27.00	£ 162.00
EE	Staff Work Mobile Charges - March 2026	£ 191.61	£ 38.32	£ 229.93
Efficient Comms Ltd	Starlink monthly rental - April 2026	£ 75.00	£ 15.00	£ 90.00
Efficient Comms Ltd	Network connection switch, cabling and installation at Guildhall	£ 170.00	£ 34.00	£ 204.00
Efficient Comms Ltd	Telephone Call and Service Charges - March 2026	£ 280.28	£ 56.06	£ 336.34
EON	Electricity Charges - 01/03/2026 - 31/03/2026	£ 402.60	£ 20.13	£ 422.73
Euro Car Parts	Maintenance Materials - Public Toilets	£ 22.81	£ 4.56	£ 27.37
Euro Car Parts	Cleaning supplies for vehicle maintenance and cleaning	£ 23.49	£ 4.70	£ 28.19
Euro Car Parts	Filler for various park play bins.	£ 12.78	£ 2.55	£ 15.33
Goodrich Kelly Construction Ltd	Refurbishment work to Library - 1ST stage payment	£ 5,935.60	£ 1,187.12	£ 7,122.72
H&J Dowdall	Temporary administrative and financial support to Saltash Town Council - Week Beginning 28/04/2025	£ 330.00	£ -	£ 330.00
HMRC	PAYE payment - April 2026	£ 14,730.22	£ -	£ 14,730.22
Howdens	2 x toilet doors for Longstone Toilets Spey Plywood Lipped FD30 2'6" Internal Flush Door	£ 115.76	£ 23.15	£ 138.91
HR Support Consultancy	For work carried out during the month of March 2026 on recruitment for the Operations Manager/RFO & Communication and Engagement Officer	£ 862.50	£ 172.50	£ 1,035.00
HR Support Consultancy	HR Services for work carried out during the month of March 2026	£ 891.45	£ 178.29	£ 1,069.74
ICS Industrial Component Supplies	Cleaning consumables	£ 64.47	£ 12.89	£ 77.36
ICS Industrial Component Supplies	Consumable cleaning equipment - Guildhall	£ 25.00	£ 5.00	£ 30.00
ICS Industrial Component Supplies	Consumable cleaning equipment - Longstone	£ 23.88	£ 4.78	£ 28.66
ICS Industrial Component Supplies	Consumable cleaning equipment - Longstone	£ 89.40	£ 17.88	£ 107.28
ICS Industrial Component Supplies	Tool Consumables - Longstone Depot	£ 144.61	£ 28.92	£ 173.53
Jackman SW Limited	Guildhall Annual Gas Safe Boiler Service	£ 117.00	£ 23.40	£ 140.40
Jackman SW Limited	Station Building Annual Gas Safe Boiler Service	£ 97.00	£ 19.40	£ 116.40
Jackman SW Limited	Library Annual Gas Safe Boiler Service	£ 211.50	£ 42.30	£ 253.80
Laser - Cemetery - 1051640	Electricity Charges - 01/12/2025 to 28/02/2026	£ 130.29	£ 6.51	£ 136.80
Laser - Christmas Light supply Point 1	Electricity Charges - 01/12/2025 to 28/02/2026	£ 83.24	£ 4.16	£ 87.40
Laser - Christmas Light supply Point 2	Electricity Charges - 01/12/2025 to 28/02/2026	£ 150.77	£ 7.54	£ 158.31
Laser - Christmas Light supply Point 3	Electricity Charges - 01/12/2025 to 28/02/2026	£ 74.57	£ 3.73	£ 78.30
Laser - Christmas Light supply Point 4	Electricity Charges - 01/12/2025 to 28/02/2026	£ 90.67	£ 4.53	£ 95.20
Laser - Christmas Lights Supply Point 5	Electricity Charges - 01/12/2025 to 28/02/2026	£ 150.03	£ 7.50	£ 157.53
Laser - Guildhall Gas	Gas Charges - 28/02/2026 to 31/03/2026	£ 278.60	£ 55.72	£ 334.32
Laser - Guildhall Gas	Gas Charges - 31/01/2026 to 28/02/2026	£ 280.12	£ 56.02	£ 336.14
Laser - Library Electric	Electricity Credit Note 01/06/2025 - 31/08/2025	-£ 667.33	-£ 33.37	-£ 700.70
Laser - Library Gas	Gas Charges - 28/02/2026 to 31/03/2026	£ 274.07	£ 13.70	£ 287.77
Laser - Library Gas	Gas Charges - 31/01/2026 to 28/02/2026	£ 393.45	£ 78.69	£ 472.14
Laser - Station Gas	Gas Charges - 28/02/2026 to 31/03/2026	£ 58.72	£ 2.94	£ 61.66
Laser - Station Gas	Gas Charges - 31/01/2026 to 28/02/2026	£ 64.77	£ 3.24	£ 68.01
Laser - Unmetered supply	Electricity Charges - 01/02/2026 to 28/02/2026	£ 19.00	£ 1.08	£ 20.08
Laser - Unmetered supply	Electricity Charges - 01/03/2026 to 31/03/2026	£ 20.61	£ 1.18	£ 21.79
Laser - Belle Vue Toilets	Electricity Charges - 01/12/2025 to 28/02/2026	£ 98.84	£ 4.94	£ 103.78
Laser - Haldo Pillar Park light	Electricity Charges - 01/12/2025 to 28/02/2026	£ 89.08	£ 4.45	£ 93.53
Living Wage Foundation	Saltash Town Council - Employer Accreditation/Recognition Saltash Town Council 2026	£ 150.00	£ 30.00	£ 180.00
Lynher Valley Partnership	Rent for Foreshore - River Lynher Oyster Fishing from 25/03/2026 to 24/03/2027	£ 1.00	£ -	£ 1.00
Minster Cleaning (South West Commercial Cleaning Ltd)	Opening, closing and cleaning of Saltash Town Council toilet blocks - March 2026	£ 3,126.42	£ 625.28	£ 3,751.70
One Point Hire and Sales Ltd	Staff uniform cost for Service Delivery Team	£ 223.47	£ -	£ 223.47
Otis Ltd	Contractual Maintenance to Guildhall lift	£ 759.63	£ 151.93	£ 911.56
PEAC Finance	Photocopier Lease 26/04/2026 - 25/07/2026	£ 699.28	£ 139.86	£ 839.14

Contact	Description	Net	VAT	Gross
Public Sector Deposit Fund	Short term investment for 1st instalment of Precept monies received	£ 100,000.00	£ -	£ 100,000.00
Public Works Loan Board	Repayment of Public Works Loan - Library	£ 11,573.00	£ -	£ 11,573.00
Publicity South West	Distribution of 30,000 Town Guide leaflets across Plymouth and South West Devon area	£ 900.00	£ 180.00	£ 1,080.00
Ross Drew Creative Design	Leaflet - Saltash Town Information	£ 480.00	£ -	£ 480.00
Ross Drew Creative Design	Illustrative Car Park Map	£ 100.01	£ -	£ 100.01
Ross Drew Creative Design	Icon for Market Stall & Icon for Castle	£ 50.00	£ -	£ 50.00
Ross Drew Creative Design	To cover Further Editorial Costs	£ 245.00	£ -	£ 245.00
Ross Drew Creative Design	Editorial Changes - January 2026	£ 82.50	£ -	£ 82.50
Ross Drew Creative Design	Editorial Changes - March 2026	£ 110.00	£ -	£ 110.00
Ross Drew Creative Design	Editorial Changes - getting document ready to print	£ 165.00	£ -	£ 165.00
Ross Drew Creative Design	Resizing and reformatting the map for the map boards	£ 110.00	£ -	£ 110.00
Saltash & District Observer	Town Messenger - March 2026	£ 330.00	£ -	£ 330.00
Saltash Regatta	Festival Fund Project Grant - 322/25/26	£ 5,000.00	£ -	£ 5,000.00
Scrub and Shine Southwest	Removal Organic Growth From The Front, Sides, And Rear of Isambard House	£ 600.00	£ 120.00	£ 720.00
SOS Consultancy	Monthly IT Support Services - March 2026	£ 1,384.66	£ 276.93	£ 1,661.59
South West Hygiene	Sanitary Unit Rental - Guildhall 31/04/2026 - 30/05/2027	£ 266.00	£ 53.20	£ 319.20
South West Signs	Town Map Graphic Panels - One map at Waterside	£ 35.00	£ 7.00	£ 42.00
South West Water - Alexandra Square	Water and Sewerage Charges 09/12/2025 - 11/03/2026	£ 294.77	£ -	£ 294.77
South West Water - Belle Vue Toilets	Water and Sewerage Charges 18/09/2025 - 24/03/2026	£ 679.92	£ -	£ 679.92
South West Water - Fairmead Road	Water Charges 02/12/2025 to 09/03/2026	£ 26.26	£ -	£ 26.26
South West Water - Library	Water and Sewerage Charges - 04/03/2026 to 02/04/2026	£ 36.24	£ -	£ 36.24
South West Water - Longstone Depot - Connection to Bowling Green	Water and Sewerage Charges - 03/03/2026 to 02/04/2026	£ 44.17	£ 3.66	£ 47.83
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water and Sewerage Charges 03/02/2026 to 02/03/2026	£ 42.63	£ 3.51	£ 46.14
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water and Sewerage Charges 03/03/2026 to 02/04/2026	£ 82.95	£ 6.56	£ 89.51
South West Water - Maurice Huggins Room	Water and Sewerage Charges - 03/03/2026 - 02/04/2026	£ 21.79	£ 1.95	£ 23.74
South West Water - Victoria Gardens	Water Charges - 03/03/2026 - 02/04/2026	£ 7.60	£ 1.52	£ 9.12
South West Water - Waterside	Water and Sewerage Charges 06/01/2026 - 11/03/2026	£ 123.64	£ -	£ 123.64
Specialist Print	ID badge for Communications & Engagement Officer	£ 3.00	£ 0.60	£ 3.60
Spot-On-Supplies	Cleaning Materials - Public Toilets	£ 68.81	£ 13.76	£ 82.57
Spot-On-Supplies	Disposable gloves for general use	£ 153.26	£ 30.65	£ 183.91
Spot-On-Supplies	Bolero Horizontal Changing Station for Longstone Toilets	£ 240.62	£ 48.12	£ 288.74
Staff Salaries	Staff Salaries for April 26	£ 41,671.48	£ -	£ 41,671.48
Stripe	Card Processing Fees	£ 139.15	£ -	£ 139.15
Tamar Trotters	Community Chest Grant 321/25/26	£ 350.00	£ -	£ 350.00
Tartendown Nursery	Grounds Maintenance Materials	£ 236.58	£ 47.32	£ 283.90
Tartendown Nursery	Trees for Community Tree Planting Initiatives	£ 373.33	£ 74.67	£ 448.00
The National Allotment Society	Membership renewal	£ 70.00	£ 14.00	£ 84.00
Thirsty Work	Water Unit rentals - 29/03/2026 to 28/04/2026	£ 197.20	£ 39.44	£ 236.64
Tool station	Maintenance Materials - Longstone Depot	£ 10.25	£ 2.05	£ 12.30
Tool station	Maintenance Materials - Street Furniture	£ 70.58	£ 14.12	£ 84.70
Tool station	Repair Materials - Guildhall	£ 14.53	£ 2.90	£ 17.43
Tool station	Maintenance Materials - Street Furniture	£ 32.22	£ 6.45	£ 38.67
Tool station	Tool Consumables - Longstone Depot	£ 14.28	£ 2.86	£ 17.14
Tool station	Refurbishment Work On Honeysuckle Play Park Metal Bin	£ 50.83	£ 10.17	£ 61.00
Travis Perkins Trading Company Ltd	Maintenance Materials - Isambard House	£ 28.19	£ 5.64	£ 33.83
Travis Perkins Trading Company Ltd	Street Furniture Maintenance Materials	£ 30.62	£ 6.13	£ 36.75
Travis Perkins Trading Company Ltd	Materials for Concrete Plinths At Honeysuckle And Grassmere Way Play Parks	£ 42.25	£ 8.45	£ 50.70
Travis Perkins Trading Company Ltd	Repair Materials - Isambard House	£ 51.40	£ 10.28	£ 61.68

Contact	Description	Net	VAT	Gross
Travis Perkins Trading Company Ltd	Repair Materials - Library	£ 86.22	£ 17.24	£ 103.46
Travis Perkins Trading Company Ltd	Grounds Maintenance Materials	£ 720.00	£ 144.00	£ 864.00
Tudor Environmental	Refund of credit noted for Weed Killer for Service Delivery use	-£ 112.24	-£ 22.45	-£ 134.69
Tudor Environmental	Grounds Maintenance Consumables	£ 329.00	£ 65.80	£ 394.80
Under Pressure Media	Library Activities Cost	£ 50.00	£ 10.00	£ 60.00
Viking Direct	Office Costs - Library	£ 104.20	£ 20.84	£ 125.04
Viking Direct	Office Costs - P&F	£ 35.53	£ 7.11	£ 42.64
Viking Direct	Office Cost - Longstone	£ 30.99	£ 6.20	£ 37.19
Vincent Tractors Ltd	Consumables for Mowers and Sweepers	£ 411.86	£ 82.37	£ 494.23
Vincent Tractors Ltd	Service and Emergency Maintenance For The GreenMech 100mm Wood-Chipper	£ 563.03	£ 112.61	£ 675.64
Voyager Marine Ltd	Repairs to damage on Pontoon gangway	£ 5,730.00	£ 1,146.00	£ 6,876.00
WaterPlus	Water Supply Charges - 01/03/2026 - 01/04/2026	£ 90.83	£ 7.34	£ 98.17
West Country Embroidery	Uniform pieces for Service Delivery Staff	£ 236.00	£ 47.20	£ 283.20
Westcountry Skip Hire	19/03/2026 Disposal of Green Waste	£ 13.80	£ 2.76	£ 16.56
Westcountry Skip Hire	19/03/2026 Disposal of Wood Waste	£ 16.10	£ 3.22	£ 19.32
Westcountry Skip Hire	20/03/2026 Disposal of Skip Waste	£ 331.00	£ 66.20	£ 397.20
Westcountry Skip Hire	15/04/2026 Disposal of Skip Waste	£ 357.00	£ 71.40	£ 428.40
Westcountry Skip Hire	01/04/2026 Disposal of Skip Waste	£ 358.00	£ 71.60	£ 429.60
WesternWeb Ltd	Website Maintenance Cost	£ 15.00	£ 3.00	£ 18.00
WesternWeb Ltd	Annual renewal of web space	£ 105.00	£ 21.00	£ 126.00
Wolseley	Repair Materials - Guildhall	£ 36.00	£ 7.20	£ 43.20
Wolseley	Maintenance Materials - Public Toilets	£ 121.28	£ 24.26	£ 145.54
Zurich Municipal	Additional insurance to include Works in Progress cover for the Library internal refurbishment	£ 434.96	£ -	£ 434.96
Grand Total		£ 743,553.32	£ 9,374.47	£ 752,927.79



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

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.	✓		
P. (For local councils only) 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).

Agenda Item 20a

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
---------------------------	----------------------

I confirm that there are no conflicts of interest with BDO LLP.

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

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference
4th June 2026	

Signed (Clerk/RFO)

Print Name:

Signed (Chair)

Print Name:

Agenda Item 20b

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

Appendix A



INTERNAL AUDIT PROPOSAL

SALTASH TOWN COUNCIL

MAY 2024

SUBMITTED BY:

HUDSON ACCOUNTING LTD.

Approach:

Audit work is carried out in accordance with guidance issued by the National Association of Local Councils (NALC) in their publication *Governance & Accountability for Local Councils* and will allow us to sign off the appropriate part of the Annual Return and provide assurance around the Council's Governance Statement.

All work and communication with the Council is undertaken by the Directors of the Company.

For Council's of your size, we always include interim audit visits and we provide comprehensive reports at both the interim and final audit stage.

The benefits of an interim audit visit is that it allows detailed examination of certain areas that do not need to wait until the year-end and early system testing that both frees up time at the final audit stage and can flag up issues at an early stage that can be rectified before the end of the financial year. It also means that all areas are given adequate coverage.

Independence:

I can confirm that to the best of my knowledge there are no relationships with Members or Officers of the Council which would cause a conflict of interest or compromise the independence of any audit work undertaken.

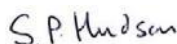
Experience:

I am a fully qualified local government accountant with more than twenty-five years post qualification experience at senior levels including nine years as a S151 Officer and a year seconded as Chief Internal Auditor.

We are experienced local council internal auditors and was also a part-time parish clerk so we feel we are uniquely placed to provide a high-quality service that is fully conversant with current issues facing local councils.

Our Anti-Money Laundering Regulations obligations are undertaken under the supervision of H.M. Revenues & Customs and we carry £50,000 of Professional Indemnity insurance.

Fee: Our fee would be £1200 per annum; we are happy to fix this price for the three financial years 2024/25 to 2026/27



S P Hudson
Director

E Mail: HUDSONACCOUNTING@BTINTERNET.COM

Phone: 01736 799637

Mobile: 07545 312624

**LETTER OF ENGAGEMENT FOR INTERNAL AUDIT
SERVICES BETWEEN HUDSON ACCOUNTING LTD. &
SALTASH TOWN COUNCIL**

Background:

All local councils are required to maintain an adequate and effective system of internal audit of their accounting records and control systems. In addition, an internal auditor must sign off the relevant part of the Annual Governance & Accountability Return.

Independence:

To the best of my knowledge there are no relationships with Members, Officers or Contractors of the Council which would cause a conflict of interest or compromise the independence of any audit work undertaken.

Scope of the Work:

Internal audit work is carried out in accordance with proper practice guidance issued by the National Association of Local Councils (NALC) in their publication *Governance & Accountability for Local Councils* and will cover, as a minimum, all areas required to be signed off on the Annual Governance & Accountability Return.

Period of Engagement:

The Engagement is for the 2024/25 to 2026/27 financial years.

Deliverables:

Comprehensive audit testing, reporting and completion of the internal auditor's report on the Annual Governance & Accountability Return.

Continuity Cover

There are no formal procedures in place for the continuity of the practice should I become unable to work due to illness, temporary or permanent incapacity, or death.

Reporting lines

Reports will be addressed to the Members of the Council.

Timetable

Interim internal audit (where provided) work will usually take place mid-year and year-end internal audit work will be completed to allow submission of the Annual Return in line with the Councils reporting deadlines.

Fees

For this engagement we will charge £1,200 per annum.

Anti-Money Laundering Regulations

We are registered with HMRC under the Money Laundering Regulations.

Professional Indemnity Insurance

We hold professional indemnity insurance cover to a limit of £50,000. The professional indemnity insurer is Trafalgar Insurance Company Limited, The Lloyds Building, 12 Leadenhall Street, London, EC3V 1LP.

**SIGNED ON BEHALF OF:
HUDSON ACCOUNTING LTD:
SALTASH TOWN COUNCIL:
DATED: 28/03/2025**

S. P Hudson



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	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	<input checked="" type="checkbox"/>			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	<input checked="" type="checkbox"/>			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	<input checked="" type="checkbox"/>			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>			<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>			<i>responded to matters brought to its attention by internal and external audit.</i>
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.	<input checked="" type="checkbox"/>			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			<input checked="" type="checkbox"/>	
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	<input checked="" type="checkbox"/>			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***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:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://www.saltash.gov.uk/> PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

SALTASH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	1,936,496	1,983,781	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	1,388,217	1,579,415	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	367,912	271,730	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	795,227	822,095	<i>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.</i>
5. (-) Loan interest/capital repayments	45,378	34,201	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	868,239	806,105	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	1,983,781	2,172,525	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	2,006,276	2,201,654	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	2,874,909	3,152,497	<i>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.</i>
10. Total borrowings	160,514	130,000	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

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.

SIGNATURE REQUIRED

DD/MM/YYYY

Date

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

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>1. Date of announcement MONDAY 8TH JUNE 2026 (a)</p> <p>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. 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:</p> <p style="padding-left: 20px;">(b) SINEAD BURROWS, TOWN CLERK/RFO – SALTASH TOWN COUNCIL, THE GUILDHALL, 12 LOWER FORE STREET, SALTASH, CORNWALL, PL12 6JX enquiries@saltash.gov.uk</p> <p style="padding-left: 20px;">commencing on (c) TUESDAY 9TH JUNE 2026</p> <p style="padding-left: 20px;">and ending on (d) MONDAY 20TH JULY 2026</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> The opportunity to question the appointed auditor about the accounting records; and 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. <p style="padding-left: 20px;">The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>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:</p> <p style="padding-left: 20px;">BDO LLP Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL ✉ councilaudits@bdo.co.uk</p> <p>5. This announcement is made by (e) SINEAD BURROW, TOWN CLERK/RFO</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*.

To receive and note a report on the Notice of Vacancy, Trematon Ward, Saltash

Report to: Full Town Council

Date of Report: 29.05.26

Officer Writing the Report: Town Clerk / RFO

Purpose of the report: To inform the Town Council of the Notice of Vacancy, Trematon Ward, Saltash

Officer's Recommendations

To note.

Report Summary

Following the resignation of former Councillor Gordon McCaw, a vacancy has arisen for the Trematon Ward of Saltash Town Council.

Please find attached the Notice of Vacancy in the Office of Councillor.

If, by 10 June 2026, a request for an election to fill the vacancy is submitted in writing to Cornwall Council Electoral Services by ten registered electors for the ward, an election will be held. If no such request is received, the vacancy will be filled by co-option in accordance with the Town Council's adopted Co-option Policy.

Electoral Services have been advised that, should an election be called, the Town Council would opt for postal polling cards. The estimated cost of holding an election in Trematon Ward is approximately £12,000, which would be borne by Saltash Town Council and, ultimately, the residents of the town.

Should the Town Council decide not to order postal polling cards the associated cost would reduce to approximately £8,000.

In the meantime, the Town Council extends its thanks to former Councillor Gordon McCaw for his short service. The Town Council will continue to act in accordance with the Local Government Act and await further instruction from Cornwall Council.

Budgets

Budget Codes:

6271 EMF Election

Budget Availability:

£20,000

Committed Spend:

None.

Signature of Officer:

Town Clerk / RFO

NOTICE OF VACANCY IN OFFICE OF COUNCILLOR

SALTASH TOWN COUNCIL - TREMATON WARD

NOTICE IS HEREBY GIVEN

pursuant to Section 87(2) of the Local Government Act 1972 that, due to the resignation of Gordon Mccaw, a vacancy has arisen in the Office of Councillor for the above Town Council.

If by 10 June, 2026 (excluding Saturdays, Sundays, Christmas Eve, Christmas Day, Good Friday and Bank Holidays, after the date of this notice) a request for an election to fill said vacancy is made in writing (by hand or post) to the Proper Officer at the address below by TEN electors* for the said Town Ward, an election will be held to fill the said vacancy, otherwise the vacancy will be filled by co-option.

If an election is called, it will take place not later than 12 August, 2026.

Dated 20 May, 2026

Proper Officer
Electoral Services
0E
County Hall
Treyew Road
Truro
TR1 3AY

*If you add your name to a petition, or write to us to request an election, please be aware that election petitions are public documents and are available for inspection. Please see our privacy notice for more information.

<https://www.cornwall.gov.uk/the-council-and-democracy/elections/town-and-parish-council-vacancies/>

<https://www.cornwall.gov.uk/media/y5oo0ybg/by-election-request-privacy-notice.pdf>

Councillor	Burial Authority	Chairman	Vice-Chairman
ASHBURN			
BICKFORD			
BRADY			
BULLOCK			
GILLIES			
JOHNS			
MARTIN			
VACANCY			
MILLER			
MORTIMORE			
NOWLAN			
PEGGS			
SAMUELS B			
SAMUELS P			
STOYEL			
SUTER			

Waterfront Management & Water Transport	Composition	Reports to	Date Formed	Minute Nr.
ASHBURN BICKFORD BRADY BULLOCK JOHNS MARTIN NOWLAN VACANCY	8	Services	Reviewed AFTC 15.05.25	65/25/26

Neighbourhood Plan Steering Group	Composition	Reports to	Date Formed	Minute Nr.
BRADY SAMUELS B SAMUELS P	3	P&F	Reviewed AFTC 15.05.25	65/25/26

Emergency Plan	Composition	Reports to	Date Formed	Minute Nr.
ASHBURN MARTIN MILLER NOWLAN	4	P&F	10.06.2025	189/25/26

Saltash Team for Youth	Composition	Reports to	Date Formed	Minute Nr.
BULLOCK MARTIN PEGGS STOYEL	4	P&F	Reviewed AFTC 15.05.25	65/25/26

Beating of the Bounds	Composition	Reports to	Date Formed	Minute Nr.
BULLOCK PEGGS P SAMUELS STOYEL	4	FTC	9.7.22 Reviewed AFTC 15.05.25	FTC 94/22/23 65/25/26

Saltash Waterside Sheds and Public Toilets Project	Composition	Reports to	Date Formed	Minute Nr.
ASHBURN BICKFORD BRADY BULLOCK MILLER	5	Property Maintenance	28.10.24 revised PM 24.06.25	35/24/25 13/25/26

CIL Application - Fourth Round	Composition	Reports to	Date Formed	Minute Nr.
ASHBURN BICKFORD GILLIES PEGGS VACANCY	5	SERVICES	SERVICES 11.04.24 Reviewed AFTC 15.05.25	12/24/25 65/25/26

Christmas Lights 2026	Composition	Reports to	Date Formed	Minute Nr.
MARTIN BULLOCK MORTIMORE P SAMUELS B SAMUELS	5	SERVICES	13.02.25 Reviewed AFTC 15.05.25 Reviewed 11.12.25	115/24/25 15/25/26 56/25/26

Longstone Depot Lease	Composition	Reports to	Date Formed	Minute Nr.
BICKFORD MILLER B SAMUELS JOHNS VACANCY	4	SERVICES	12.02.26	108/25/26

Saltash Tunnel	Composition	Reports to	Date Formed	Minute Nr.
BICKFORD MARTIN MILLER	3	FTC	1.08.24 Reviewed AFTC 15.05.25	146/24/25 65/25/26

Churchtown Farm Nature Reserve	Composition	Reports to	Date Formed	Minute Nr.
ASHBURN BICKFORD BULLOCK GILLIES PEGGS STOYEL	6	FTC	FTC Reviewed AFTC 15.05.25	380/24/25 65/25/26

CIL Application - Fifth Round	Composition	Reports to	Date Formed	Minute Nr.
ASHBURN NOWLAN MARTIN BULLOCK JOHNS BICKFORD	6	FTC / SERVICES	15.01.2026	FTC 309/25/26

Public Conveniences	Composition	Reports to	Date Formed	Minute Nr.
A ASHBURN JOHNS BULLOCK NOWLAN	4	SERVICES	30.04.2026	10/26/27

Pontoon Maintenance	Composition	Reports to	Date Formed	Minute Nr.
BICKFORD JOHNS GILLIES PEGGS	4	SERVICES	30.04.2026	12/26/27

Sale of Burraton Field	Composition	Reports to	Date Formed	Minute Nr.
BRADY MARTIN JOHNS MILLER VACANCY		FTC		

Outside Partnership	Representative	Reserve	Notes	Other Members - For Information
OPCC Councillor Advocate Scheme	Councillors Brady, Martin and Peggs	All Members	Reports to FTC	
Safer Saltash	Councillors Bullock, Martin, Peggs, Stoyel		Reports to FTC	
Community Area Partnerships (CAP's)	Mayor	Deputy Mayor	Reports to FTC	
CAP Working Group - Transport, Connectivity and Accessibility and Economic Development	Councillor Bickford and Miller	Representatives unable to attend are responsible for seeking a substitute Councillor to attend on behalf of STC	Reports to CAP / FTC	
CAP Working Group - Health and Wellbeing	Councillor Peggs	Representatives unable to attend are responsible for seeking a substitute Councillor to attend on behalf of STC	Reports to CAP / FTC	
CAP Working Group - Climate Change and Nature Recovery Network	Councillor Ashburn and VACANCY	N/A	Reports to CAP / FTC	
CAP Working Group - Community Engagement	Councillor Martin and Johns	N/A	Reports to CAP / FTC	
Section 106 Panel	The Mayor, Deputy Mayor and Councillor P Samuels	Representatives unable to attend are responsible for seeking a substitute Councillor to attend on behalf of STC	Reports to P&F	
Town Team	Councillors Gillies, B Samuels & Stoyel	N/A	Reports to FTC	
Saltash Leisure Centre Working Group	Councillor Bickford and Bullock	N/A	Reports to FTC	
Saltash Waterside Partnership	Councillors Bickford and Johns	N/A	Reports to FTC	
Saltash Together	Councillors Bullock and Johns	N/A	Reports to FTC	
St Barnabus Project Team Sub Group	Councillor Peggs	Councillor Suter	Reports to FTC	

To receive notification from Cornwall Council regarding land and garages at Warraton Green, Saltash, and consider any actions and associated expenditure

Report to: Full Town Council

Date of Report: 29.05.26

Officer Writing the Report: Town Clerk / RFO

Purpose of the report: To provide Members with Cornwall Council's notification to a property asset in Saltash: Land and garages at Warraton Green, Saltash.

Officer's Recommendations

Members are asked to consider if they have an interest in the asset or not and what the likely future use of the asset by Saltash Town Council would be.

Report Summary

Attached for your consideration is a report from Cornwall Council regarding the above Cornwall Council asset, which is situated in Saltash.

Cornwall Council service responsible for the asset has determined that it no longer has an operational need to retain it. In these circumstances, Cornwall Council needs to consider the future of the asset, according to an established process.

The first step is to consider whether any other Cornwall Council service requires the asset for operational purposes. If no such internal use is identified, alternative options may be considered, which include (but are not limited to):

- (i) Examining the potential to transfer the asset to a local council or community group where service delivery will be maintained or improved, or alternative community benefit is identified, as part of the Council's devolution programme.

- (ii) Disposal of the asset. If disposal is pursued, this may be via sale or lease on the open market or a range of other transfer options. This could include an option to sell or lease the asset to a local council or community group, where this is appropriate.

In the case of the above asset, no requirement for Cornwall Council to retain the asset has been identified.

The local Cornwall Councillor and Council officers have already been consulted as part of Cornwall Council's asset release process for their views.

Before Cornwall Council commences activity to dispose of the asset, we want to engage with your Council to ensure that you have had the opportunity to provide any views that you may wish to express. Cornwall Council has a legal duty to obtain best consideration when disposing of its property, therefore any transfer to a local council at lower than Market Value would need a justification to consider this as an option.

Please could you let us know **within eight weeks** of the date of this email if your council would have any interest in this asset. Your response will enable Cornwall Council to understand your Council's interest before we take further actions.

It would be appreciated if you could respond using the form below, even if it is to indicate that your council has no interest in the asset.

If no response is received by this deadline date, it will be assumed that your council has no interest and it is likely that Cornwall Council would then proceed with activity to dispose of the asset.

What happens next?

- (i) If your council has no interest in the property, please use the form below to confirm that this is the case.
- (ii) If you would like to express interest in the asset, please confirm this by the deadline and include a brief explanation of the intended use of the asset in the form below. Where in exceptional circumstances additional time is required to enable your council to meet to make a decision on this matter, please let us know before the consultation deadline expires and confirm the date by which you will be able to respond.


Question	Response
Does your town/parish council have an interest in the asset?	<p><i>Please delete as applicable:</i></p> <p>The town/parish council has an interest in the asset YES/NO</p>
Please provide some brief details regarding the likely future use of the asset by your council.	<p><i>Please briefly comment below</i></p>

Signature of Officer:

Town Clerk / RFO

Asset Management Group Briefing Document

	Comment
Site name and address	Land & Garages at Warraton Green, Saltash, PL12 4HW
UPRN	18157 & 13112
Services	Public Spaces & Housing
Property Description	<p>Release is subject to clearance from HTAG.</p> <p>U181157 consist of 849 sq m of mostly car parking area/garage access which does not serve a POS purpose.</p> <p>U13112 is the garage building measuring 89 sq m.</p> <p>A grassed verge is to remain as POS, along with the adopted highway. The remainder is entirely tarmac for parking & private access; this land is not suitable for adoption as highway.</p>
Plan Insert or attach	

Photograph Insert or attach	
Recommendation	Subject to HTAG approving release of the site from the HRA. If cleared by HTAG and there is no further service requirement, follow the asset release process.
Surveyor	Ben Wormington
Date prepared	27/11/25

To receive a report on the Armed Forces Covenant and consider any actions and associated expenditure

Report to:

Full Town Council

Date of Report:

18.05.2026

Officer Writing the Report:

Administration Officer

Purpose of the report:

To provide Members with information on the Armed Forces Covenant and the Defence Employer Recognition Scheme.

Officer's Recommendations:

Members are asked to consider:

1. Approving 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 (**Appendix A**);
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. Any additional pledges the Town Council considers it can deliver (**Appendix B**);
4. That progression to the Employer Recognition Scheme be referred to the Personnel Committee for further consideration.

Report Summary

Following the Town Clerk's attendance at CALC's Larger Council meeting held in April, where a presentation was delivered on the Armed Forces Covenant (AFC) and the Defence Employer Recognition Scheme (ERS), the administrative team has undertaken research into what is required for the Town Council to participate.

The AFC is a voluntary, formal pledge through which organisations demonstrate their commitment to supporting the Armed Forces community.

This includes serving personnel, reservists, veterans, cadets, and their families. By signing the Covenant, an organisation publicly recognises the valuable contribution these groups make to society.

At its core, the Covenant is based on two key principles:

- Members of the Armed Forces community should not face disadvantage compared to other citizens in accessing public and commercial services.
- In certain circumstances, particularly for those who are injured or bereaved, special consideration may be appropriate.

Should the Town Council choose to sign the AFC, it would be required to make a series of written and public commitments outlining how it will provide support. These commitments are determined by the organisation itself and should be:

- Ambitious in intent
- Specific and measurable
- Relevant to the Town Council's role and its ability to make a positive local impact

Appendix B provides examples of pledges the Town Council may wish to consider.

A draft Covenant is attached as **Appendix A** to ensure that any pledges made by the Town Council are both meaningful and achievable, reflecting the Town Council's priorities and realistic commitments.

The Town Council are to confirm the use of the Town Council Seals on the front page of the document.

Following signing of the Covenant, it would be for the Town Council to decide whether it wished to strengthen its commitment further. Organisations are encouraged to apply for and pledge commitment to the ERS, which recognises employers who actively support the Armed Forces community. Further information on the scheme is available via the official ERS guidance located here: <https://www.gov.uk/government/publications/defence-employer-recognition-scheme>

Progression to the ERS would require additional consideration by the Personnel Committee, particularly due to its potential implications for recruitment, employment policies and practices.

In addition, if the Town Council wishes to formalise its commitment by signing the tailored Covenant, Members may also wish to consider representatives at Cornwall Council's upcoming event. This event will mark Cornwall Council's review and re-signing of its own pledge, alongside other towns and parishes.

- Date: 22 June 2026
- Location: County Hall
- Time: 10:45am – 1:00pm (followed by light refreshments and lunch)

The Town Council has been invited to sign its pledge at this event, with the option for 3 representatives to attend on behalf of the Town Council.

The date is particularly significant, as 22 June marks the start of Armed Forces Week, and the event will be attended by a range of organisations to recognise and commemorate this occasion.

In practical terms, signing the AFC would involve:

- Formally signing and publishing the Covenant
- Agreeing a set of clear and deliverable support pledges
- Tailoring commitments to reflect local priorities
- Promoting awareness and understanding of the Armed Forces community
- Considering progression to the ERS (subject to Personnel Committee review)
- Potential representation at civic events linked to the Covenant

There are no direct costs associated with signing the Covenant. Any future commitments would be considered within existing budgets or subject to further approval.

Signature of Officer:

Administration Officer

Appendix A



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:

Position:

Date:

Add company logo

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.

APPENDIX B

Signing the Armed Forces Covenant – Example Pledges

The Armed Forces Covenant is a promise by the nation that those who serve or have served in the Armed Forces, and their families, should be treated fairly and should not face disadvantages when seeking to access public or private goods and services in the UK. The Covenant also provides for special provision to be made for those who have given the most, where this is justified.

Signing the Covenant is voluntary. Organisations may choose to sign up in order to demonstrate their support for the Armed Forces Community and for the principles of the Covenant. All organisations – public, private or voluntary and small, medium or large – are welcome to sign the Covenant.

The Covenant is a flexible tool. While all signatories pledge to uphold and act in accordance with the basic principles of the Covenant, organisations are free to tailor their specific pledges to suit their circumstances. In other words, organisations are free to specify – with as much or as little detail as they think necessary – how exactly they plan to support and uphold the Covenant.

The team at Defence Relationship Management will help prospective signatories to develop their individualised Covenants. All prospective signatories begin with the basic Covenant template, but they can then choose what, if any, additional pledges they wish to add to this.

Listed below are some suggestions for pledges that prospective signatories may wish to consider. These can be edited or re-worded as appropriate. The suggestions are grouped thematically – each theme may be more or less relevant to particular organisations, depending on what that organisation does (for example, 'housing' may be especially relevant to certain local authorities, while private-sector businesses are likely to be particularly interested in pledges around 'employment').

Theme 1: Employment

- Support **Reservists** by offering them additional days of annual leave (paid/unpaid) in order to carry out their duties.
- Offer work placements, insight days, mentoring schemes and/or guaranteed interview schemes to **Veterans** seeking employment.
- Support the employment of Service **spouses, partners and dependants**, for example by: signing up to [Forces Families Jobs](#); offering short-notice leave to those whose partners are sent on deployment; and working with the tri-Service Families Federations.
- Promote **employment schemes** aimed at the Armed Forces Community, such as '[A Great Place to Work](#)' and '[Step Into Health](#)'.
- Offer additional (paid/unpaid) annual leave to **Cadet Force Adult Volunteers** to help them carry out their training requirement.
- Offer insight days to older **Cadets** looking for apprenticeships and further education opportunities.
- Engage with the [Career Transition Partnership](#).
- Work with relevant charities and the Career Transition Partnership to offer work opportunities to the **Wounded, Injured and Sick**.
- Consider ways in which **remote-working solutions** might benefit the mobile Armed Forces Community, especially partners and spouses.

Theme 2: Communications, engagement and outreach

- Provide and/or promote **training**, such as e-learning, for your staff on the Armed Forces Community.
- Promote the Armed Forces Covenant, the [Defence Employer Recognition Scheme](#) and your support for the Armed Forces Community to your staff, customers/service users, supply chains and the wider public.
- Support or promote **Armed Forces events**, such as Armed Forces Day/Week, Reserves Day, the Poppy Appeal and Remembrance activities.
- Use the **Covenant and Employer Recognition Scheme logos** in your communications and marketing.
- Create a dedicated Armed Forces page on your **website**.
- Establish an internal **Armed Forces Network** within your organisation, to enable staff members with an Armed Forces connection to meet and support one another and provide feedback to you as an organisation.
- Appoint an **Armed Forces Champion** within your organisation to act as a focal point for organising and promoting support for the Armed Forces Community.
- Engage with and support **local Armed Forces charities**, for example by supporting their fundraising activities.
- **Signpost** members of the Armed Forces Community to available support, for example from [Cobseo](#), the [Veterans' Gateway](#) or statutory services in your area.
- Run, facilitate or promote **support networks** (such as coffee mornings, breakfast clubs) for veterans and other members of the Armed Forces Community.

- Engage with any **local Armed Forces presence** – for example, local Army units, reservist units, RAF stations and/or naval bases.
- Develop relationships and **work collaboratively with other organisations supporting the Covenant** and the Armed Forces Community in your locality/region.

Theme 3: Commercial

- Offer and/or promote **commercial discounts** for members of the Armed Forces Community via the [Defence Discount Service](#).
- Waive **cancellation fees** for utility and other contracts for those posted overseas or to areas outside the service provision.
- Ensure the Armed Forces Community has **fair access** to your services and is not put at a disadvantage by their service, for example as a result of their high mobility.

Theme 4: Health and healthcare

- Take part in and/or promote **awareness-raising schemes**, such as veteran-friendly [accreditation for GP practices](#) and the [Veterans Covenant Healthcare Alliance](#).
- Ensure available **dedicated healthcare services** for members of the Armed Forces Community, such as [Op COURAGE](#) in England, are signposted and promoted.
- Offer **concessionary access** to leisure centres and sports facilities for members of the Armed Forces Community.

Theme 5: Housing

- Waive the **local-connection requirement** for eligibility for social housing for ex-Service personnel [statutorily, the requirement must be disapplied for those who left the Armed Forces within the last five years, but local authorities can choose to disapply it for all ex-Service personnel].
- Provide for **additional preference** in your social housing allocation scheme for certain members of the Armed Forces Community.
- Promote **awareness** of housing and homelessness services among the Armed Forces Community.

Theme 6: Education

- Note, promote and/or make use of the provisions for Armed Forces families in the **School Admissions Code** (England), for example by allocating school places in advance of a family arriving in a local area.

- Promote and/or use resources such as the **Service Children Progression Alliance's [Thriving Lives Toolkit](#)**.
- [For schools with Service children among their pupils] Develop a clear strategy for the effective use of any **dedicated funding** (for example the [Service Pupil Premium](#) in England) in support of Service pupils.
- Support and promote the **wellbeing of Service children**, recognising the particular experiences and challenges they may face.
- Promote **training and further/higher education opportunities** for Service leavers, ex-Service personnel and their families.

Theme 7: Civic responsibilities

- [If you are a local council] Ensure upkeep of **war memorials and war graves** (with support from the Commonwealth War Graves Commission).
- Organise, facilitate, promote and/or take part in **remembrance and other ceremonial activities**.

To receive a report from Saltash Red Bus and consider any actions and associated expenditure

Report to: Full Town Council

Date of Report: 29.05.26

Officer Writing the Report: Town Clerk / RFO

Purpose of the report: To update Members on the latest information received regarding the Saltash Red Bus 450 Service.

Officer's Recommendations

Members are asked to consider a request from Saltash Red Bus to support a day or part of a day to make the service more available to Saltash residents.

Report Summary

Saltash Red Bus have operated, route 450, Monday to Friday for the past three years in conjunction with Cornwall Council.

Unfortunately due to funding cuts Cornwall Council is only prepared to fund the service for one day a week in future.

The service operates at present for five days a week between 09.20 hrs and 14.45 hrs and costs £181 per day to operate

The service covers:

- The Railway station
- Fore St
- The Waterside
- China Fleet
- The Leisure Centre
- Grenfell Ave
- Latchbrook
- Lidl
- Waitrose
- Tamar View Garden centre

Before they reduce the service to one day a week they are writing to ask if the Town Council would consider supporting a day or part of a day to make it a more available service to Saltash residents.

They will still run three weekly services from Cargreen, St Dominic and Menheniot to Tamar View , Carkeel (Waitrose,Lidl etc) and Fore Street.

Saltash Red Bus wished to thank Members for taking their time to consider their request.

Q&A Section:

Q. On which day(s) of the week will the service continue to be funded by Cornwall Council, and what will the route and timetable look like?

A. The choice is ours and we are going for Thursday as it is the most popular

Q. what are the fares for passengers (single and return)?

A. because Cornwall will sponsor that day concessions are accepted from those who have a concession card

Q. what is the daily cost for Red Bus to operate the service?

A. It is costing £181 per day which is Labour £120, vehicle running cost £48 and Overheads, insurances, training, office etc £33

Q. what areas will the one service a week cover?

A. we will keep to the same route initially because any route change needs to be approved by Cornwall Council and then applied for at the Office of the Traffic Commissioner which is based in Leeds, This requires 28 days' notice.

We have discussed shortening the route but when we ask about what to cut out nobody wants to be left out.

Q. what are the shop's operational hours, and what administration or marketing resources are available to support its operation?

A. our shop is open Monday, Wednesday and Friday from 10.30 - 14.30 which we believe to be adequate as most of the trips and community bus services we promote usually operate at around 85% capacity. Anything involving Cornwall Council is available on to TFC web pages and timetables, anything else we can advertise on Facebook etc. We regularly have people walking into the shop asking for the town bus timetable, most days we have 3 -4 requests for timetables.

Q. does Red Bus work in partnership with other organisations to help support the running of the service, i.e. Plymouth Boat Trips, Regatta, May Fair?

A. Red Bus has always talked to anyone who will talk to us, we operate a blank sheet of paper policy where we listen to any and every request and see if we can assist. Sometimes we have paired up two or three similar requests to make one viable solution, that's how we now have six specialised wheelchair vehicles which can cope with young children and bariatric wheelchair users.

Plymouth Boat Trips has never approached us , Mayfair has on previous years and so has the Regatta albeit we haven't heard from the Regatta this year.

Q. would you be willing to prepare a short report for Saltash Town Council outlining the service and the challenges currently faced?

A. We can report on any specific item you wish or we can come and talk to you.

On this occasion we are concerned whether to continue with the 450 on more than one day a week. In the last week we have had two gents walk in to the shop from opposite Jubilee Green, one with a disability and one retired gent both stating how much they rely on the 450 to access Fore St.

There's been several Saltash residents in recent weeks saying that they are recently bereaved or have had to give up their driving licences and again saying it's a very valuable service to them if they are not on the Stagecoach No 2 route.

We know from our drivers and PAs who live outside of Saltash in Cornwall how much other towns would like to have a similar community bus service which is why we now operate at Menheniot, Landulph, Cargreen and St Dominic.

We even get asked if we could service some Plymouth districts and Plymouth clubs like The Arts Society of Plymouth & South Devon who contacted us today.

But we are Saltash based and want to help our community, hence the initial contact to you.

Signature of Officer:

Town Clerk / RFO

Wednesday 20th January 2026

Oaklands Community Centre – Oaklands Information Café and Mobile Food Larder -
Councillor Support Report

Councillors attended from 10am-12noon on: Wednesday 11th February, Wednesday 11th March, Wednesday 8th April and Wednesday 13th May.

The aim of the sessions is to provide residents with a friendly space to chat, ask questions, and find support from a range of local services. The local police service were in attendance when available, as well as representatives from Cornwall Housing and MD Group who carry out local repairs, our local Social Prescriber.

In November 2025 Saltash Town Council granted funds to contribute towards Stage 2 of the centre's improvement works, helping to purchase essential kitchen equipment. This has been vital in supporting the mobile food larder which is essential in supporting members of the local community who struggle to get to Fore Street.

Social media has been important for gaining momentum. Councillors in attendance have been able to offer signposting to local residents, attendance and physical presence has exemplified STC's continuing support for community groups in Saltash.

Jackie Ashton (Vice Chair) has asked me to pass on thanks to STC for supporting the sessions thus far. Oaklands have started collecting data which will evidence community engagement and access to the larder. There are now a group of locals residents who attend monthly to socialise and use the larder. The reach for the May session was 14 residents attending the session which potentially means the larder supported 14 families in the one 2 hour session. It is likely the centre will begin a second food larder per month, once per month of an afternoon, so the larder can reach more residents who potentially can't access the sessions on Wednesday mornings.

For as long as Councillors wish to volunteer to attend, my recommendation is to:

1. Continue to support the monthly sessions and renew our commitment, that we continue attending the sessions and report back to Council only where matters arise that require consideration, I am happy to write an updated report if requested (as advised by TC staff to keep FTC agendas manageable).
2. I would also like to recommend that STC continue to post monthly on social media signposting the public to our attendance at Oaklands for the Information Café and Food Larder.

The next session is on Wednesday 10th June 2026 10am-12pm.

Thank you Saltash Town Council
from everyone at **Oaklands Community Centre.**

For our grant of **£925** we bought a new cooker, dishwasher, soup warmer and other cooking utensils as seen here.



Thankyou to all who attended **Oaklands Community Centre** food larder/information cafe this morning. Special thanks to Mayor Councillor Brian Stoyel and his wife and Councillors Rachel Bullock, **Alice Victoria Ashburn** and Jane Suter, also **Cornwall Housing** team and the social perscriber. The centre will be open again Thursday morning 10-12. The next larder/information cafe will be held on Wednesday 10th June 10-12



Cllr. Mrs. Alice Victoria Ashburn Essa Ward. End of report.