

Public Document Pack

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Annual Meeting of Saltash Town Council held at the Guildhall on Thursday 2nd May 2024 at 7.00 pm

PRESENT: Councillors: R Bickford (Chairman), R Bullock, J Dent, S Gillies, M Griffiths, S Martin, S Miller, L Mortimore, J Peggs (Vice-Chairman), B Samuels, P Samuels, B Stoyel and D Yates.

ALSO PRESENT: 5 Members of the Public, S Burrows (Town Clerk / RFO) and D Joyce (Administration Officer)

APOLOGIES: J Brady, J Foster and S Lennox-Boyd.

36/24/25 TO ELECT A CHAIRMAN.

The Town Clerk informed Members one nomination has been received for the election of the Chairman of the Town Council, Councillor Julia Mary Peggs. The original nomination form has been verified and validated.

The Town Clerk referred to Councillor Bickford as the proposer for Councillor Peggs, who spoke for up to three minutes.

Councillor Bickford invited the candidate, Councillor Peggs, to speak for up to three minutes.

The Town Clerk confirmed that the nomination for Chairman of the Town Council for the year 2024-25 was proposed by Councillor Bickford, seconded by Councillor Dent and following a recorded vote;

Bickford	For
Brady	Absent
Bullock	For
Dent	For
Foster	Absent
Gillies	For
Griffiths	For
Lennox-Boyd	Absent
Martin	For
Miller	For
Mortimore	For
Peggs	For
B Samuels	For
P Samuels	For
Stoyel	For
Yates	For

It was **RESOLVED** that Councillor Peggs be elected Chairman for the year 2024/25.

37/24/25 **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.

The Town Clerk confirmed that the Chairman of Saltash Town Council had signed their Declaration of Acceptance of Office.

It was **RESOLVED** to note.

38/24/25 **INCOMING ELECTED CHAIRMAN TO PRESENT THE PAST CHAIRMAN'S BADGE TO THE OUTGOING CHAIRMAN.**

The newly elected Chairman for 2024/25 Councillor Peggs presented the Past Chairman's badge to the outgoing Chairman Councillor Bickford.

39/24/25 **TO ELECT A VICE CHAIRMAN.**

The Town Clerk informed Members one nomination has been received for the election of the Vice Chairman of the Town Council, Councillor Rachel Emily Bullock. The original nomination form has been verified and validated.

The Town Clerk referred to Councillor Peggs as the proposer for Councillor Bullock, who spoke for up to three minutes.

The Chairman then invited the candidate, Councillor Bullock, to speak for up to three minutes.

The Town Clerk confirmed that the nomination for Vice Chairman of the Town Council for the year 2024-25 was proposed by Councillor Peggs, seconded by Councillor Stoyel and following a recorded vote;

Bickford	For
Brady	Absent
Bullock	For
Dent	For
Foster	Absent
Gillies	For
Griffiths	For
Lennox-Boyd	Absent
Martin	For
Miller	For
Mortimore	For
Peggs	For
B Samuels	For
P Samuels	For
Stoyel	For
Yates	For

It was **RESOLVED** that Councillor Bullock be elected Vice Chairman for the year 2024/25.

40/24/25 **HEALTH AND SAFETY ANNOUNCEMENTS.**

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

41/24/25

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 the meeting
B Samuels	39c	Non-Pecuniary	Friend of Neighbour	Yes
P Samuels	39c	Non-Pecuniary	Friend of Neighbour	Yes

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

None.

42/24/25

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

Members discussed the following question and the current format of the Town Council Business Plan.

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to thank Mr Brooking for his question and to delegate to the Town Clerk, working with Councillor Griffiths, to respond to Mr Brooking's question.

Date Received	Public Question to the Town Council	Submitted By
1.05.24	I agree that Council should actively seek to work in positive collaboration with the Public to benefit Saltash, but may I ask that Council uses correct and accepted terminology, because the document produced by the Town Vision Group is, only an ambitious vision and 'wish list', and does not contain the necessary financial information in sufficient detail to properly be called a Business Plan?	B Brooking

The Chairman invited Mr Nicholson, in attendance, to pose his question as follows.

Date Received	Public Question to the Town Council	Submitted By
1.05.24	Could you tell me please why the Pillmere area gets all their parks maintained on a regular basis and the rear of Harding's Close with the two parks that have never been maintained since I lived here which is 19 years and the park at the rear of the brook seems to be going the same way. One off the parks at Harding's Close is a fair size it needs to be turned into a car park for local residents if it's not going to be maintained.	I Nicholson

Members advised that the land in question is not owned by the Town Council.

It was proposed by Councillor B Samuels, seconded by Councillor Stoyel and **RESOLVED** to delegate to the Town Clerk to obtain the HM Land Registry documents for the land in question at a cost to the Town Council to provide to Councillor Martin to undertake further investigation work on the proprietor of the land.

43/24/25 **TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY FULL TOWN COUNCIL MEETING FREEDOM OF SALTASH HELD ON 21ST MARCH 2024 AS A TRUE AND CORRECT RECORD.**

It was proposed by Councillor B Samuels, seconded by Councillor Mortimore and **RESOLVED** to approve the minutes of the Extraordinary Full Town Council meeting Freedom of Saltash held on 21st March 2024 as a true and correct record.

44/24/25 **TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 4TH APRIL 2024 AS A TRUE AND CORRECT RECORD.**

It was proposed by Councillor Peggs, seconded by Councillor Bickford and **RESOLVED** to amend the minutes of the Full Town Council meeting held on 4th April 2024 to reflect the correct date of the next meeting.

It was proposed by Councillor Gillies, seconded by Councillor Bickford and **RESOLVED** to approve the minutes of the Full Town Council meeting held on 4th April 2024 as a true and correct record.

45/24/25

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

a. Services held on 11th April 2024;

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

RECOMMENDATION:

8/24/25 TO RECEIVE A REPORT ON THE TOWN COUNCIL WORKING VEHICLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

9. To **RECOMMEND** to Full Council to be held on 2nd May 2024 to vire from General Reserves £30,000 to budget code 6578 Equipment and Vehicles (Capital Works) and £10,000 to 6588 EMF Victoria Gardens to replenish the used budgets.

It was proposed by Councillor Griffiths, seconded by Councillor P Samuels and **RESOLVED** to approve the above recommendation.

b. Extraordinary Personnel held on 12th April 2024

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

RECOMMENDATION:

9/24/25 TO RECEIVE A REPORT ON HEALTH SURVEILLANCE ASSESSMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Council to vire £5,000 from General Reserves to budget code 6654 Staff Welfare due to the outcome of the Health Surveillance Assessments.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to approve the above recommendation.

c. Planning and Licensing held on 16th April 2024;

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

d. Burial Authority held on 25th April 2024.

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

RECOMMENDATION:

11/24/25 TO RECEIVE AMENDMENTS TO THE CHURCHTOWN CEMETERY MANAGEMENT POLICY AND REGULATIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Griffiths, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to approve the amendments to the Churchtown Cemetery Management Policy and Regulations (as attached).

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to approve the above recommendation.

46/24/25

TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Property Maintenance held on 15th April 2024;

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

b. Station Property held on 18th April 2024.

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

RECOMMENDATION:

7/24/25 TO RECEIVE AN UPDATE ON ISAMBARD HOUSE CONCESSIONAIRE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

7. **RECOMMEND** to Full Council to be held on 2 May 2024 that Track Side Café at Saltash Station be the name of the café located at Isambard House, with all rights to the name to remain the ownership of Saltash Town Council not the café concessionaire.

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** to approve the above recommendation and to note that the café name is to be displayed 'Trackside' not 'Track Side'.

47/24/25 **TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

48/24/25 **TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman confirmed there were no written reports to be received from Cornwall Councillors at this evening's meeting.

The Town Clerk read an email received from Cornwall Councillor Frank regarding the Town Council concerns previously raised at the last Full Council meeting, at the poor condition of Carkeel Roundabout.

Cornwall Councillor Frank had taken up the question and received the following response:

"Unfortunately, this is not a simple issue to resolve. Cornwall Council are still in discussion regarding the handover of the roundabout (since its construction), back to National Highways. Cornwall Council will only carry out landscaping works where these impact upon the safe operation of the road".

Members stated the original query related to the untidiness and litter issues on Carkeel roundabout and not landscaping works.

Councillor Bickford informed Members it is Cornwall Council's duty to litter pick roundabouts and trunk roads.

It was proposed by Councillor Stoyel, seconded by Councillor Mortimore and **RESOLVED** to request Cornwall Councillor Frank to pursue Cornwall Council to address the untidiness and litter on Carkeel roundabout.

Councillor Martin left the meeting.

49/24/25 **TO CONSIDER THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.**

No report had been received for this evening's meeting.

The Chairman spoke of the intention to hold monthly meetings with the Police. At those meetings she will request up to date crime figures to be provided at future Full Council meetings.

Cllr Martin returned to the meeting.

50/24/25 TO RECEIVE A REPORT BY COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk drew Members attention to a few requests detailed within the report contained and circulated within the reports pack.

Requests included continued Town Council support, promotion and Members attendance to their DV launch event to be held at the Wesley Church on 5th June, with times to be confirmed.

It was **RESOLVED** to note.

51/24/25 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Nothing to report.

52/24/25 TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Nothing to report.

The Town Clerk reminded Members that The Annual General Meeting for the Community Area Partnership is to be held in Looe on 4 June 2024.

53/24/25 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Due to the Saltash Chamber of Commerce meeting not being held until 13 May 2024, there was nothing to report at this evening's meeting.

54/24/25 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

55/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

56/24/25 FINANCE:

a. To advise the receipts for March 2024;

It was **RESOLVED** to note.

b. To advise the payments for March 2024;

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 31st March 2024 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 Council's Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

57/24/25 TO RECEIVE THE TOWN COUNCIL BANK MANDATE AND CONSIDER ANY ACTIONS.

It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** to note the bank mandate with no additional requirements and to delegate to the Responsible Finance Officer and Finance Officer to review following the 2025 elections.

58/24/25 TO REVIEW THE TOWN COUNCIL BANKING SYSTEM AND DIRECT DEBITS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town clerk briefed Members on the report contained and circulated within the reports pack.

It was proposed by Councillor Miller, seconded by Councillor Martin and **RESOLVED** to note the Town Council banking system and direct debits and to approve the Finance Officer to set up a monthly direct debit for the Bright HR subscription at a monthly cost of £93.60.

59/24/25 TO RE-ADOPT THE TOWN COUNCIL BUSINESS PLAN AND APPENDICES FOR THE YEAR 2024-2025.

It was proposed by Councillor Griffiths, seconded by Councillor Dent and **RESOLVED** to readopt the Town Council Business Plan and appendices for the year 2024/25.

60/24/25 TO RE-ADOPT THE TOWN COUNCIL PORTFOLIOS FOR THE YEAR 2024-25.

It was proposed by Councillor Gillies, seconded by Councillor Mortimore and **RESOLVED** to readopt the Town Council Portfolios for the year 2024/25.

61/24/25 TO RECEIVE, APPROVE AND SIGN THE HEALTH AND SAFETY STATEMENT FOR THE YEAR 2024-2025.

It was proposed by Councillor B Samuels, seconded by Councillor Martin and **RESOLVED** to approve the Town Clerk to sign the Health and Safety General Policy Statement for the year 2024/25 on behalf of the Town Council.

62/24/25 TO RE-ADOPT THE CIVILITY AND RESPECT PLEDGE FOR THE YEAR 2024-25.

It was proposed by Councillor P Samuels, seconded by Councillor Mortimore and **RESOLVED** to approve the Chairman on behalf of the Town Council to sign the Civility and Respect Pledge for the year 2024/25.

63/24/25 **TO NOTE THE TOWN COUNCIL INSURANCE POLICIES IN RESPECT OF ALL INSURABLE RISKS:**

(Saltash Town Council are currently in a contract agreement with Zurich until October 2024)

- a. Employers Liability
(Limit of Indemnity £10m)

It was **RESOLVED** to note.

- b. Public Liability
(Limit of Indemnity £15m)

It was **RESOLVED** to note.

64/24/25 **TO RE-ADOPT THE TOWN COUNCIL'S EXISTING POLICIES AND PROCEDURES FOR THE YEAR 2024-25:**

The Chairman requested the re-adoption of policies be taken en-bloc for each section.

The Town Clerk reminded Members that a robust review had been actioned and received at the Extraordinary Policy and Finance Committee meeting held on 27th February 2024 with all recommendations considered and approved at 7th March 2024 Full Council.

Please note the following policies can be viewed on the website here:
<https://www.saltash.gov.uk/policies.php>

- a. Employees;
1. Data Protection Criminal Records Information Policy;
 2. Data Protection Policy (Employees);
 3. Disability Employment Policy;
 4. Employee Handbook;
 5. Provision of IT and Acceptable Use Policy;
 6. Recruitment & Selection;
 7. Equality and Diversity;
 8. Training and Development.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to readopt the Town Council's Employees policies for the year 2024/25.

b. Finance;

1. Annual Business Continuity Plan;
2. Annual Internal Audit and Business Risk Assessment;
3. Annual Reserves Policy;
4. Annual Statement on Internal Control;
5. Annual Treasury Management Strategy;
6. Anti Bribery Policy Statement & Anti Fraud & Corruption Strategy;
7. Finance Schedule & Precept Plan;
8. Local Government Pension Scheme;
9. Receipting of Income & Banking Procedures;
10. Risk Management Plan Statement;
11. Risk Management Strategy;
12. Scheme of Delegation;
13. Financial Regulations.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to readopt the Town Council's Finance policies for the year 2024/25.

c. General;

1. Acquisition or Sale of Land and Property
2. Allotments
3. Complaint Handling and Customer Behaviour
4. Communications Policy & Strategy
5. Data Retention and Disposal
6. Freedom of Information Policy
7. Grants Policy
8. Hire of Town Council Premises and Events
9. Match Funding
10. Planning – A guide for Councillors
11. Public Loudspeaker Policy
12. Receiving Public Questions, Representations and Evidence at Meetings
13. Safeguarding
14. Social Media
15. Standing Orders
16. STC Seals and Logo
17. Terms of Reference Committees and Sub-Committees

It was proposed by Councillor Gillies, seconded by Councillor Martin and **RESOLVED** to readopt the Town Councils General policies for the year 2024/25.

d. Health and Safety;

1. Health and Safety Manual.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to readopt the Town Councils Health and Safety policy for the year 2024/25.

e. Library;

1. Home Library Service;
2. Library Stock Management.

It was proposed by Councillor Dent, seconded by Councillor Griffiths and **RESOLVED** to readopt the Town Council's Library policies for the year 2024/25.

f. Members;

1. Co-Option
2. Code of Conduct

It was proposed by Councillor Gillies, seconded by Councillor Griffiths and **RESOLVED** to readopt the Town Council's Members policies for the year 2024/25.

g. Civic.

1. Awarding the Honorary Freedom of Saltash
2. Civic Awards
3. Civic Handbook
4. Election of Mayor and Deputy Mayor

It was proposed by Councillor Mortimore, seconded by Councillor B Samuels and **RESOLVED** to readopt the Town Council's Civic policies for the year 2024/25.

65/24/25 **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.**

- a. Planning and Licensing;
- b. Policy and Finance;
- c. Services.

It was **RESOLVED** to note.

66/24/25 **TO APPOINT MEMBERS TO THE FOLLOWING COMMITTEES:**

- a. Burial Authority.
(Composition of six)

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** that Councillors Bullock, Dent, Foster, Griffiths, Lennox-Boyd and Miller be appointed to the Burial Authority Committee.

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

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** that Councillors Peggs (Mayor), Bullock (Deputy Mayor), Dent and Mortimore be appointed to the Joint Burial Board Committee in line with the constitution.

- 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 Town Council subject to course availability.

Following a vote, it was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** that Councillors Dent, Foster, Martin, Miller, Peggs and Stoyel be appointed to the Personnel Committee.

TO APPOINT MEMBERS TO THE FOLLOWING SUB COMMITTEES:

- a. Devolution;
(Composition of eight Members)

It was proposed by Councillor B Samuels, seconded by Councillor Martin and **RESOLVED** that Councillors Bickford, Bullock, Gillies, Martin, Mortimore, Peggs, B Samuels and P Samuels be appointed to the Devolution Sub Committee.

- b. Library;
(Composition of eight Members)

It was proposed by Councillor Dent, seconded by Councillor Mortimore and **RESOLVED** that Councillors Bickford, Bullock, Dent, Miller, Peggs, B Samuels, P Samuels and Yates be appointed to the Library Sub Committee.

- c. Property Maintenance;
(Composition of eight Members)

It was proposed by Councillor Gillies, seconded by Councillor Miller and **RESOLVED** that Councillors Bickford, Brady, Bullock, Dent, Miller, Peggs, Stoyel and Yates be appointed to the Property Maintenance Sub Committee.

- d. Station Property;
(Composition of eight Members)

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** that Councillors Bickford, Bullock, Foster, Gillies, Peggs, B Samuels, P Samuels and Yates be appointed to the Station Property Sub Committee.

- e. Town Vision.
(Composition of eight Members)

It was proposed by Councillor Gillies, seconded by Councillor P Samuels and **RESOLVED** that Councillors Bickford, Brady, Bullock, Gillies, Griffiths, Martin, Peggs and Yates be appointed to the Town Vision Sub Committee.

68/24/25

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

The Chairman requested the following membership for all working groups be taken as received en-bloc unless any Members wished to leave or join.

- a. Waterfront Management and Water Transport;
(Composition of seven Members)
- b. Neighbourhood Plan Steering Group;
(Composition of three Council Representatives)
- c. Saltash Team for Youth;
(Composition of four Members)
- d. A38 Working Group;
(Composition of four Members)
- e. Communications and Engagement;
(Composition of five Members)
- f. Borough War Memorial;
(Composition of five Members with attendance and support required from the Town Clerk and Chairman due to the importance of the project)
- g. Beating of the Bounds;
(Composition of four Members)
- h. Shared Prosperity Funding;
(Composition of five Members including attendance from Cornwall Councillors)
- i. CIL Application Play Areas;
(Composition of five Members)
- j. D-Day 80;
(Composition of four Members)

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** to approve:

1. Councillor Mortimore to join the Waterfront Management and Water Transport Working Group, increasing the composition to eight Members;
2. Councillor Martin to step down from Saltash Team for Youth with Councillor Mortimore to join;

3. Councillor Bullock to step down from the Communications and Engagement Working Group, reducing the composition to four Members;
4. Councillor Bickford to remain on the Borough War Memorial Working Group as a Councillor to maintain continuity, Councillor Peggs to be appointed to the Working Group as the Chairman of the Town Council;
5. All other membership appointments to remain the same (as attached);
6. To close the A38 Working Group as it has now fulfilled its remit;
7. To delegate to the Administration Officer to close Working Groups that have fulfilled their remit within the year 2024/25, subject to confirmation from the Working Group Members.

69/24/25 TO APPOINT MEMBERS TO OUTSIDE PARTNERSHIPS:

The Chairman requested the following membership for all outside partnerships be taken as received en-bloc unless any Members wished to leave or join.

- a. Safer Saltash;
(Composition of four representatives)
- b. OPCC Councillor Advocate Scheme;
(Composition of four representatives)
- c. Community Area Partnerships (CAP's);
(Composition of two Members, Mayor and Deputy Mayor)
- d. Section S106 Panel;
(Composition of three representatives, Mayor and Deputy Mayor and one Member)
- e. Town Team.
(Composition of three representatives, Chairman of Town Vision and two Members)

It was proposed by Councillor P Samuels, seconded by Councillor Griffiths and **RESOLVED** to approve:

1. Councillor Mortimore to step down from Safer Saltash with Councillor Stoyel to join;
2. Councillor P Samuels to step down from the OPCC Councillor Advocate Scheme reducing representation to three Members.

70/24/25 **TO RECEIVE AND ADOPT THE SCHEDULE OF MEETINGS CALENDAR FOR FUTURE MEETINGS OF THE TOWN COUNCIL FOR THE YEAR 2024-2025.**

It was proposed by Councillor Gillies, seconded by Councillor B Samuels and **RESOLVED** to adopt the Town Council Schedule of Meetings Calendar for the year 2024-25.

71/24/25 **TO RECEIVE THE DRAFT ANNUAL TOWN COUNCIL REPORT FOR THE YEAR 2023-24 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk advised Members that the Annual Town Council report will be received at the Annual Town Council meeting with Parishioners of Saltash in 2025 under the title the Chairman's Annual Report 2024/25.

It was proposed by Councillor Mortimore, seconded by Councillor Griffiths and **RESOLVED** to approve the Annual Town Council Report for the year 2023/24 subject to the Town Clerks final sign off.

72/24/25 **TO RECEIVE A REPORT ON THE MAYORS CHAPLAIN STOLE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman referred to the report received, contained and circulated within the reports pack and presented the stole for Members consideration.

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED:**

1. To accept the Ministers Stole as a gift to Saltash Town Council to form part of the Town Council Civic Regalia at no cost to the Town Council;
2. To approve the use of the Town Council seals on the Ministers Stole;
3. To approve Ministers names to be added to the Stole at the start of their appointment at no cost to the Town Council;
4. To note that Councillor Peggs confirmed the seamstress will add future Minister names at no cost to the Town Council.

Councillor B Samuels and P Samuels declared an interest in the next item and left the meeting.

73/24/25 **PLANNING:**

PA24/02497

Mr Sunder - **Asheborough House Care Centre St Stephens Road Saltash Cornwall PL12 4AP**

Non material amendment in relation to decision notice E2/09/00624/FUL

dated 22/12/10: for the removal the large approved conservatory and replacing it with a small entrance porch. There's one additional window on the

North elevation (top right).

Footprint and exterior building size remain the same.

Ward: Essa

Date received: 25/04/24

Response date: 17/05/24

It was proposed by Councillor Bullock, seconded by Councillor Martin and resolved to **RECOMMEND APPROVAL.**

Councillors B Samuels and P Samuels were invited and returned to the meeting.

74/24/25 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

75/24/25 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

76/24/25 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

77/24/25 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Peggs, seconded by Councillor Mortimore and **RESOLVED** to issue the following Press and Social Media Releases:

1. Election of the Chairman and Vice Chairman for the year 2024/25;
2. Schedule of Meetings for the year 2024/25;
3. Annual Town Council Report for the year 2023/24;
4. Civility and Respect Pledge.

78/24/25 **DATE OF NEXT MEETING: WEDNESDAY 5TH JUNE 2024**

Wednesday 5th June 2024 at 7:00p.m.

79/24/25 **COMMON SEAL:**

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: 8.28 pm

Signed: _____
Chairman

Dated: _____

Waterfront Management & Water Transport	Composition	Reports to	Date Formed	Minute Nr.
BICKFORD BULLOCK GILLIES LENNOX-BOYD MARTIN MILLER MORTIMORE YATES	8	Services		

Neighbourhood Plan Steering Group	Composition	Reports to	Date Formed	Minute Nr.
BRADY SAMUELS B YATES	3	P&F		

Communications & Engagement	Composition	Reports to	Date Formed	Minute Nr.
BICKFORD MARTIN MILLER YATES	4	P&F	13.07.21	P&F 55/21/22

Saltash Team for Youth	Composition	Reports to	Date Formed	Minute Nr.
BULLOCK GRIFFITHS MORTIMORE PEGGS	4	P&F		

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

Shared Prosperity Funding	Composition	Reports to	Date Formed	Minute Nr.
BICKFORD BULLOCK GILLIES PEGGS SAMUELS B CC Worth and Frank to support	5	FTC	1.09.22	FTC 183/22/23

Borough War Memorial	Composition	Reports to	Date Formed	Minute Nr.
DENT BICKFORD CHAIRMAN OF TC SAMUELS B SAMUELS P STOYEL TOWN CLERK	6 (Town Clerk's attendance and support required due to the importance of the project)	FTC	12.01.23	FTC 320/22/23

CIL Application - Play Areas	Composition	Reports to	Date Formed	Minute Nr.
DENT MARTIN MILLER MORTIMORE SAMUELS B	5	SERVICES	SERVICES 27.04.23	16/23/24

CIL Application - Fourth Round	Composition	Reports to	Date Formed	Minute Nr.
BICKFORD BULLOCK DENT PEGGS MORTIMORE	5	SERVICES	SERVICES 11.04.24	12/24/25

D-Day 80	Composition	Reports to	Date Formed	Minute Nr.
DENT BULLOCK MARTIN PEGGS	4	FTC	11.01.24	309/23/24