

Saltash Town Council

Konsel An Dre Essa

SALTASH BOROUGH WAR MEMORIAL WORKING GROUP NOTES Thursday 11 July 2024 5pm – Council Chamber

Present: S Burrows – Town Clerk, D Joyce – Administration Officer, Councillors Dent (Chairman), Peggs, B Samuels, P Samuels and Stoyel,

1. Apologies

- Councillor Bickford.

2. Update on Planning Application

- Members noted the planning application update.
- Members noted that planning approval has been received from Cornwall Council.
- Members were made aware of St Nicholas and St Faith's potential requirement to provide faculty planning permission. Reverend L Bushell Hawke to confirm.
- Admin Officer to circulate response from Reverend L Bushell Hawke that all is permitted to proceed with installation.

3. Memorial Bench Quotes

- Members received three detailed quotes and discussed the difference in the quotes. One quote, although lower than the others, was incomplete and did not provide the costs for concrete plinths, fixtures and installation of the benches. Admin Officer requested members consider this when appointing and wishing to pursue a total amount on a funding platform.
- Members approved to appoint Company F to supply and install two Cornish Granite benches with inscriptions, as detailed within the Town Council planning specification, at a total cost of £14,540, subject to receipt of BRAMM, Insurance Certification and confirmation no further planning permissions are required from St Nicholas and St Faith's PCC.
- To note the two benches will be installed on a reinforced concrete foundation and secured with stainless steel pins.

ACTIONS

DJ

DJ

ACTIONS

- Design to be as per the planning application – granite with names engraved in black on the face of the memorial matching the main memorial already in situ.
- The Admin Officer to confirm timescales upon appointment of Memorial Mason.
- Admin Officer to request Memorial Mason permission to use drawn designs within quote for publicity.
- Members noted the payment terms detailed in Company F quote for 50% of the total amount be paid upon appointment to assist with cost of materials.
- Therefore, Members requested a **recommendation** be made to Full Council to be held on 1 August 2024, to avoid any delay in the project as Services Committee is not scheduled until September 2024, to cover the cash flow at a cost of £7,270.00 taken from General Reserves and any funds raised from public subscription be used to reimburse once received.

DJ

DJ

JD

4. Funding Avenues

a. Tell Your Story

- Members approved the text with amendments as attached, be used for the funding platform front page and advertising of the project.

DJ

b. Funding Parameters and Charges

- Members noted the report;
- Members agreed to use the Crowdfunder platform.
- Members to encourage donations through the Crowdfunder platform only at this stage to ensure clear auditing of payments is achieved.
- Provided delegated authority to the Administration Officer to create a crowdfunding page with a target amount of the total cost of the appointment of Company F - Memorial Mason - £14,450.
- Members approved running a crowdfunding campaign for a period of 8 weeks to be launched on 1 August 2024 and ending on 26 September 2024, subject to final approval of page contents from the Chairman and Town Clerk.
- To approve setting the campaign to the option – Keep what you raise;
- To note the transaction fees of 2.4%+20p per transaction will be taken at the end of the campaign prior to being transferred to the Town Council;
- To provide delegated authority to the Finance Officer to ensure all banking regulations and verifications are set up and adhered to;
- To refer to the Communications Policy and Strategy for guidance in all communications;
- To provide delegated authority to the Administration Department to manage the campaign and thank supporters as donations are received should they not remain anonymous;

ALL

DJ

DJ / JD / SB

SB

ACTIONS

- To advertise through all channels available e.g. social media, email banners, Town Council Notice Boards, press release, Meet Your Councillors Leaflet and Saltash Library Hub;

DJ

- To delegate to the Administration Officer working with the Chairman to send a letter to all local community organisations and businesses to spread the word;

DJ

- To note the Town Council has approved for the difference in the goal amount be covered by the Town Council and taken from General Reserves.

c. Public Notice

- Members approved with amendments as attached.

DJ

5. To note letter sent to newly appointed Reverend Bushell Hawke

- Members noted.

7. Project Timeline

- To approve the project timetable subject to the amendments (as attached).
- To be received at future meetings as the project progresses.

DJ

DJ

8. A.O.B

- Members did not wish to pursue an option for +Extra funding on the crowdfunder platform, should the project be eligible, as to not overcomplicate the funding.

9. Date of next meeting

To be confirmed.

The Working Group meeting closed at 6:45p.m.