

Public Document Pack

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 24th September 2024 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, J Dent, J Foster, S Martin, S Miller (Chairman), J Peggs, B Samuels, P Samuels (Vice-Chairman) and B Stoyel.

ALSO PRESENT: 1 Member of the Public, S Burrows (Town Clerk / RFO), W Peters (Finance Officer) and M Thomas (Senior Policy and Data Compliance Officer).

APOLOGIES: J Brady, S Gillies, M Griffiths, S Lennox-Boyd, L Mortimore and D Yates.

53/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

54/24/25 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.

None.

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

None.

55/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

56/24/25 **TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 9 JULY 2024 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.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** that the minutes of the Policy and Finance Committee held on 9 July 2024 were confirmed as a true and correct record.

57/24/25 **TO RECEIVE A RECOMMENDATION FROM THE TOWN VISION SUB COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk was asked by the Chairman to provide the Committee with an overview on the item.

Members were reminded that they had previously resolved that the role of the Policy and Finance Committee is Governance/Policy led, supporting all aspects of the six Strategic Priorities. The Town Vision Sub Committee asked for the Committee to reconsider. A number of draft 'Aims' for Committee had been worked up and included in the reports pack for consideration. Members discussed the draft 'Aims' and their relevance to the work of the Committee.

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

1. To note the Town Vision Sub Committee recommendation;
2. To approve the business plan deliverables for the Policy and Finance Committee as attached;
3. To note the Policy and Finance Committee scoring for the first quarter was missed due to the late arrival of their deliverables.

58/24/25 **TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO JULY 2024.**

It was **RESOLVED** to note.

59/24/25 **TO NOTE THAT PETTY CASH IS RECONCILED UP TO AUGUST 2024.**

It was **RESOLVED** to note.

60/24/25 **TO RECEIVE AND NOTE A REPORT ON VAT.**

It was **RESOLVED** to note.

61/24/25 **TO RECEIVE A REPORT ON INVESTMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer briefed the Committee on the items in the investment report.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED**:

1. To note the report;
2. To approve the Finance Officer to withdraw £500,000 from the Nationwide Account during the period of December 2024 to March 2025 to cover future Town Council liabilities;
3. To delegate to the Finance Officer to reinvest the Lloyds deposit of £340,000 in a new Nationwide Business One Year Fixed Term Saver Issue 27 at an investment rate of 4.25%, subject to that option being available and the most competitive in November.

62/24/25 **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.

63/24/25 **TO RECEIVE THE CURRENT STC COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Peggs to vire £7,581 from EMF 6279 Restart Business Support Grant to budget code 6220 Festival Fund.

Councillor Martin subsequently withdrew the proposal supported by Councillor Peggs.

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

1. To note the budget statements;
2. To vire £1,000 from EMF 6279 Restart Business Support Grant to budget code 6220 Festival Fund, in support of future applications.

64/24/25 **TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer briefed Members on her report.

Councillor B Samuels informed Members of minute number 141/21/22 and her belief that a valuation of STC property and assets was recommended to Full Council at that meeting which is within the last 5 years.

It was proposed by Councillor Miller, seconded by Councillor B Samuels and **RESOLVED:**

1. To note the report;
2. To review budget code 6279 EMF Restart Business Support Grant under agenda item 17;
3. To delegate authority to the Finance Officer to obtain 3 valuation quotes for the valuation of STC property and assets by the appointment of a surveyor working within budget code 6224 Professional Costs, reporting back to a future P and F meeting subject to establishing that a valuation has not taken place during that time.

65/24/25 TO RECEIVE A REPORT ON INSURANCE CLAIMS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note that there are no outstanding insurance claims to report.

66/24/25 TO RECEIVE THE TOWN COUNCIL MAIN INSURANCE POLICY RENEWAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members reviewed the Town Council Main Insurance Policy renewal proposal from Zurich Insurance for the year 2024/25.

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to approve Zurich 3 year policy extension for the year 2024/25 at a cost of £11,668.94 (including all applicable taxes) from budget code 6205 Insurance.

67/24/25 TO RECEIVE THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Nothing to report.

68/24/25

TO SET THE POLICY AND FINANCE BUDGET FOR THE YEAR 2025/26 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE TO BE HELD ON 12 NOVEMBER 2024.

The Finance Officer worked through the budget statement for the year 2025/26 contained within the circulated reports pack.

It was proposed by Councillor B Samuels, seconded by Councillor Stoyel and resolved to **RECOMMEND** to the Policy and Finance Committee to be held on 12 November 2024 the Policy and Finance Committee budget statement for the year 2025/26 (as attached) including the following amendments:

Operating Expenditure:

1. To vire unspent funds from budget code 6202 PF Civic Occasions to 6272 EMF Robes and Civic Regalia;
2. To vire unspent funds from budget code 6514 Town Leaflets / Reprinting to the Services Committee budget code 6511 Tourism and Signage, deleting code 6514 Town Leaflets / Reprinting;
3. To create a new code 6532 Social Media advertising, to promote / advertise the work of the Town Council, setting a budget of £1,000;
4. To vire unspent funds from budget code 6661 Finance Consultancy Fees to the Personnel Committee budget code 6694 EMF Staff Contingency, deleting code 6661 Finance Consultancy Fees;
5. To not increase budget code 6270 EMF Crime Reduction;
6. To increase budget code 6275 EMF Neighbourhood Plan by £2,500 to support future Neighbourhood Plan updates by the appointment of a consultant;
7. To vire unspent funds from budget code 6279 EMF Restart Business Support Grant to budget code 6282 Funding Bids (Consultancy Fees);
8. To consolidate budget code 6283 EMF Events and vire unspent funds to budget code 6284 EMF Consultations;
9. To not increase budget code 6285 EMF Twinning;
10. To delete budget code 6286 EMF CLUP Waterside Connectivity Project, due to funding received has now been spent;
11. To create a new code 6287 EMF Website (Capital Expenditure), to better promote / advertise the work of the Town Council, setting a budget of £6,000;

12. To rename budget code 6370 EMF Computer Equipment Renewal to EMF Computer and Office Equipment Renewal;
13. To vire unspent funds from budget code 6302 Office and IT Equipment to budget code 6370 EMF Computer and Office Equipment Renewal, deleting code 6302 Office and IT Equipment;
14. To vire unspent funds from budget code 6306 IT Maintenance to budget code 6370 EMF Computer and Office Equipment Renewal

69/24/25 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

Councillor Peggs left the meeting.

70/24/25 **TO CONSIDER A COMMUNITY CHEST APPLICATION:**

- a. CC276 Girlguiding Saltash

Councillor Peggs returned to the meeting.

The Chairman informed the Committee of the attendance of Julie Dingle, a trustee of Saltash Girl Guides, at the meeting. He thanked Julie for her attendance and invited her to brief the Committee on the background to the application received and contained in the reports pack.

Councillor Foster gave his apologies and left the meeting

It was proposed by Councillor Bickford, seconded by Councillor Martin and **RESOLVED** to award £1,000.

71/24/25 **TO CONSIDER A FESTIVAL FUND APPLICATION:**

- a. FF126 Saltash Music, Speech and Drama Festival

It was proposed by Councillor Peggs, seconded by Councillor Bickford and **RESOLVED** to award £1,000.

72/24/25

TO RECEIVE REPORTS ON FUNDING AWARDED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. CC274 Saltash Community Shed.

It was proposed by Councillor Peggs, seconded by Councillor P Samuels and **RESOLVED**:

1. To note the report;
2. To request the refund of surplus funds of £75.01 due to the request not meeting the original description of the project application, which was workbenches, in accordance with the Town Council policy which the Town Council must abide to.

b. FF122 Songs and Shanties Festival.

It was **RESOLVED** to note.

c. FF124 Saltash Regatta.

It was **RESOLVED** to note.

73/24/25

TO RECEIVE AMENDMENTS TO THE FOLLOWING POLICIES AND CONSIDER ANY ACTIONS:

a. Co-option Policy.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Co-option Policy (as attached) to Full Council to be held on 3 October 2024.

b. Match Funding for Festivals.

Members discussed the draft Match Funding for Festivals Policy and how it would work within the current grant funding strategy.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** that there is no requirement at this stage to introduce a Match Funding for Festivals Policy due to the existing Grants Policy being available.

74/24/25 **TO RECEIVE AND REVIEW THE FOLLOWING POLICIES AND CONSIDER ANY ACTIONS:**

The Town Clerk advised Members that it is good practice to review Town Council policies during the year and falls in line with the requirements of the Internal and External Auditors.

Members reviewed the following policies.

- a. Acquisition or Sale of Land and Property.
- b. Civic Handbook.
- c. Election of Mayor and Deputy Mayor.
- d. Public Loudspeaker System (Fore Street).

It was proposed by Councillor Stoyel, seconded by Councillor Dent and **RESOLVED** to note that following a review of the policies listed above and as attached, no amendments were required at this stage.

75/24/25 **TO RECEIVE AND NOTE QUARTERLY REPORTS FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:**

- a. Livewire.

It was **RESOLVED** to note.

- b. The Core.

It was **RESOLVED** to note.

76/24/25 **TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

a. Neighbourhood Plan Steering Group

Nothing to report.

b. Saltash Team for Youth

The Town Clerk referred Members to The Core seeking to renegotiate it's 30-year lease with Cornwall Council and the complexity of the process.

Councillor Peggs provided an overview of the visit to Saltash Community School praising the work of the Head Teacher.

It was **RESOLVED** to note.

c. Section 106 Panel

Nothing to report.

77/24/25 **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.

78/24/25 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

79/24/25 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

80/24/25

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

It was proposed by Councillor Martin, seconded by Councillor Bullock and **RESOLVED** to issue the following Press and Social Media release:

1. Community Chest and Festival Fund grant awards.


DATE OF NEXT MEETING


Tuesday 12 November 2024 at 6.30 pm


Rising at: 7.55 pm


Signed: _____
Chairman


Dated: _____


Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Policy and Finance Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.</p>	<p>To maintain a formal agreement between the Town Twinning to build and maintain a friendship and promote international understanding.</p>	<p>Work together with the twinned Plougestal community on projects and activities.</p> <p>Host a regular town twinning festival or celebration, alternating between the two towns, to celebrate the partnership. This could include cultural performances, food, and art from each town.</p>	<p>Create a Town Twinning agreement to ensure it reflects current objectives, values and commitments to Plougestal.</p> <p>Promote and celebrate the Town Council's sustained friendship and collaboration with the Plougestal.</p> <p>Work in partnership with the Twinning Association as appropriate.</p>					
		<p>To support the enhancement of community engagement by providing grants and funding for local events, community initiatives and programs.</p>	<p>Supporting events, programs and initiatives that enhance the towns attractiveness and economic activity.</p> <p>Improved community cohesion that fosters local talent and promotes diversity.</p>						

Strategic Priority 2 - Health and Wellbeing		Aims of the Policy and Finance Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.</p>	<p>To continue supporting professional youth work and to foster collaboration among youth organisations through effective partnership working</p>	<p>Continue to provide grants and funding opportunities</p> <p>Establish a platform and network for youth organisations to collaborate, share ideas and pool resources</p> <p>Facilitate regular meetings or forums where organisations can discuss common challenges and opportunities for partnership</p> <p>Promote awareness for youth work by raising awareness of its benefits</p> <p>Share success stories from projects to demonstrate the impact and value of professional youth work</p>						

Strategic Priority 3 - Housing		Aims of the Policy and Finance Committee
	<p>To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council</p>	<p>The Policy and Finance Committee recognise Strategic Priority 3 - Housing did not fit within the remit (Terms of Reference) of the Committee.</p>

Strategic Priority 4 - Travel and Transport		Aims of the Policy and Finance Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.</p>								

Strategic Priority 5 - Climate Emergency		Aims of the Policy and Finance Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.</p>	<p>To embed sustainability and climate conscious principles into financial and policy decisions</p>	<p>Support and encourage community projects, infrastructure developments and public services ensuring they align with environmental best practices where possible.</p>						
			<p>Commit to integrating climate change action into the Town Council policies.</p>						

Strategic Priority 6 - Recreation and Leisure		Aims of the Policy and Finance Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To continue to provide, improve, and support in Saltash, play parks, open green spaces, library service, cultural activity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.</p>	<p>Establish, review and promote funding policies to enhance, develop and support playparks, open green spaces and recreational areas and activities</p>							

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept 2025/26	Notes	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
P&F Operating Income										
P&F Income										
4901 PF Bank Interest Received	72,874	37,140	34,447	2,693	38,255	Current Budget + CPI 3% (22/23 £27k, 23/24 £72k, 24/25 YTD 4 months £34k, difficult to predict future interest rates for deposits)	39,403	40,586	41,804	43,059
4908 PF Misc Income	390	0	14	(14)	0	24/25 YTD HMRC VAT refund £14	0	0	0	0
Total P&F Operating Income	73,263	37,140	34,461	2,679	38,255		39,403	40,586	41,804	43,059
P & F Operating Expenditure										
6200 PF Bank Charges	1,597	1,866	617	1,249	1,922	Current Budget + CPI 3%	1,980	2,040	2,102	2,166
6201 PF Audit	3,300	4,000	(2,100)	6,100	4,000	Same as Current Budget - no increase required	4,120	4,244	4,372	4,504
6202 PF Civic Occasions (including Road Closures)	1,498	6,500	2,469	4,031	9,500	VE Day 80 £6k Remembrance 25 £1.5k Mayor Making £500 Freeman £1.5k Vire unused balance at year-end to 6272 PF EMF Robes & Civic Regalia	9,785	10,079	10,382	10,694
6203 PF Mayors' Allowance	5,160	5,418	1,084	4,334	5,581	Agreed. Current budget + CPI 3%	5,749	5,922	6,100	6,283
6204 PF Councillors' Allowance	1,374	2,952	0	2,952	3,946	Agreed. Current budget + CPI 3%	4,065	4,187	4,313	4,443
6205 PF Insurance	16,824	26,146	10,857	15,289	30,510	Advised by current insurer to increase by 50%	31,426	32,369	33,341	34,342
6206 PF Youth Council	4,000	4,726	0	4,726	4,000	Same as Prior Year	4,120	4,244	4,372	4,504
6208 PF Subscriptions	14,947	18,006	14,822	3,184	16,869	Increase Actual by 10% Majority of supplier T&C's quote pricing is made up of many factors, including currency exchange, increased salaries/materials, investment in software upgrades etc.	17,376	17,898	18,435	18,989
6210 PF Community Chest	1,080	10,000	7,940	2,060	10,300	Current Budget + CPI 3%	10,609	10,928	11,256	11,594
6211 PF Website Maintenance	105	1,000	555	445	1,030	Current Budget + CPI 3%	1,061	1,093	1,126	1,160
6213 PF Councillor Training & Expenses	773	3,019	250	2,769	1,100	Based on 4 year average (reduction of £1,919 from 24/25)	1,133	1,167	1,203	1,240
6214 PF Health & Safety	7,705	8,861	2,390	6,471	9,127	Current Budget + CPI 3%	9,401	9,684	9,975	10,275
6217 PF Data Protection	55	200	55	145	206	Current Budget + CPI 3%	213	220	227	234
6220 PF Festival Fund	7,040	15,000	9,088	5,912	15,450	Current Budget + CPI 3%	15,914	16,392	16,884	17,391
6221 PF Town Messenger	3,960	4,250	1,320	2,930	4,378	Current Budget + CPI 3%	4,510	4,646	4,786	4,930
6222 PF Commissioning Youth Work	59,876	59,069	19,690	39,379	60,842	Current Budget + CPI 3%	62,668	64,549	66,486	68,481
6224 PF Professional Costs	7,571	20,000	1,607	18,393	5,000	Based on 4 year average (reduction of 15k from 24/25 budget)	5,150	5,305	5,465	5,629
6514 PF-Town-Leaflets/-Reprinting	46	100	0	100	0	Move budget to Services. Precept 25/26 £103 incl CPI 3%				
6516 PF-Road-Safety-Grant	0	215	0	215	0	Delete code. Vire balance to 6275 PF EMF Neighbourhood Plan £215	0	0	0	0
6532 PF Social Media Advertising (New Code)					1,000	New Code (promotions, advertising and social media - to be used by Communication & Engagement Officer)	1,030	1,061	1,093	1,126
P&F IT/Office Costs	29,169	49,040	16,499	32,541	33,776	See below for details	34,790	35,834	36,910	38,018
Total P&F Expenditure	166,079	240,368	87,143	153,225	218,537		225,100	231,862	238,828	246,003
P&F Staffing Expenditure										
6661-ST-PF-Finance-Consultancy-Fees	23,701	9,096	0	9,096	0	Delete code. No plans for finance consultancy Vire balance to 6694 ST PE EMF Staff Contingency (P&F)	0	0	0	0
P&F Staffing Expenses	393	800	354	446	824	Current Budget + CPI 3%	858	921	0	0
Total P&F Staffing Expenditure	24,094	9,896	354	9,542	824		858	921	0	0
Total P & F Operating Expenditure	190,173	250,264	87,497	162,767	219,361		225,958	232,783	238,828	246,003
Total P&F Operating Surplus/ (Deficit)	(116,910)	(213,124)	(53,036)	(160,088)	(181,106)		(186,555)	(192,197)	(197,024)	(202,944)
P&F EMF Expenditure										
6270 PF EMF Crime Reduction	97	58,360	0	58,360	0	Agreed no increase required	0	0	0	0
6271 PF EMF Election	11,485	26,457	0	26,457	30,000	April 23 £11.5k for one ward. CC advised costs to increase by 25%. £11.5k x increase by 25% x 3 wards = £43,125 Balance in EMF £26,457 Budget required £16,668 Additional £13.5k for contingency for by-elections	10,000	10,000	10,000	10,000

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept 2025/26	Notes	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
6272 PF EMF Robes & Civic Regalia	45	4,525	589	3,936	4,500	Require £6k over next 2 years	4,500	0	0	0
6273 PF EMF Legal Fees	0	5,601	0	5,601	0	Agreed no increase required	0	0	0	0
6275 PF EMF Neighbourhood Plan	637	5,630	188	5,442	2,500	Agreed increase for 25/26	0	0	0	0
6278 PF EMF CIL Planning Income	0	13,221	0	13,221	0	This is income received by CC	0	0	0	0
6279 PF EMF Restart Business Support Gant	0	7,581	0	7,581	0	CC Grant during COVID. Vire £1,000 to 6220 PF Festival Fund Vire £6,581 to 6282 PF EMF Funding Bids (Consultancy Fees)	0	0	0	0
6280 PF EMF Town Vision	355	10,095	430	9,665	0	TV committee recommend no increase required	0	0	0	0
6281 PF EMF Town Vitality Funding Grant	66,282	10,975	4,050	6,925	0	No increase required	0	0	0	0
6282 PF EMF Funding Bids (Consultancy Fees)	5,000	13,500	1,080	12,420	0	No increase required	0	0	0	0
6283-PF-EMF-Events	0	500	0	500	0	Agreed merging this code with 6284 PF EMF Consultations Vire £500 to 6284 PF EMF Consultations	0	0	0	0
6284 PF EMF Consultations	0	1,500	0	1,500	0	See 6283 PF EMF Events	0	0	0	0
6285 PF EMF Twinning	0	500	0	500	0	Agreed no increase required	0	0	0	0
6286-PF-EMF-CLUP-Waterside-Connectivity-Project	79,597	0	0	0	0	This code can be deleted due to all funding being spent				
6287 PF EMF Website (Capital Expenditure) (New Code)					6,000	New Code - New website construction - planned for 26/27	6,000	6,000	0	0
6370 PF EMF Computer & Office Equipment Renewal (Rename code)	1,559	0	0	12,349	0	No increase required due to recommended virements. Sufficient budget for 24/25 Recommend renaming code	0	0	0	0
Total P&F EMF Expenditure	165,057	158,445	6,336	164,458	43,000		20,500	16,000	10,000	10,000
Total P&F Expenditure (Operational & EMF)	355,230	408,709	93,833	327,225	262,361		246,458	248,783	248,828	256,003
Total P&F Budget Surplus/ (Deficit)	(281,966)	(371,569)	(59,372)	(324,546)	(224,106)		(207,055)	(208,197)	(207,024)	(212,944)

**P&F IT/Office Costs
Nominal Code**

	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept 2025/26	Notes	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
6300 Telephone	2,956	2,865	2107	758	3,046	Prior Year + CPI 3%	3,138	3,233	3,330	3,430
6301 Stationery	2,543	3,000	373	2,627	3,090	Current Budget + CPI 3%	3,183	3,279	3,378	3,480
6302-Office-and-IT-Equipment	507	2,000	164	1,836	0	Recommend merging this code with 6370 PF EMF Computer Equipment Renewal Vire unused budget to 6370 PF EMF Computer Equipment Renewal at year-end				
6303 Copier Maintenance	3,482	3,756	2299	1,457	3,869	Current Budget + CPI 3%	3,986	4,106	4,230	4,357
6304 Broadband	304	859	126	733	885	Current Budget + CPI 3%	912	940	969	999
6305 Finance Software	4,993	6,560	2949	3,611	4,362	Increase Actual by 10% Majority of supplier T&C's quote pricing is made up of many factors, including currency exchange, increased salaries/materials, investment in software upgrades etc.	4,493	4,628	4,767	4,911
6306 IT Maintenance	14,380	30,000	8995	21,005	18,524	24/25 Monthly £1,232 + 5%. Additional £3,000 for unforeseen services Vire unused budget to 6370 PF EMF Computer Equipment Renewal at year-end	19,080	19,653	20,243	20,851
TOTALS	29,168	49,040	17,013	32,027	33,776		34,792	35,839	36,917	38,028

Estimated CPI 3% for Qtr 4 2024/25*
* Bank of England Monetary Policy Report August 24

Precept 2024/25 (excluding salaries)	(216,870)
Precept 2025/26	(224,106)
Increase / (Decrease)	7,236
Difference as %	3.3%

Co-option

RESPONSIBLE COMMITTEE: P&F

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

Current Document Status			
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03.2024	2024	AJT	FTC 07.03.2024	367/23/24c	Recommended from P&F. Approved
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08.2024	2024	AJT	P&F 24.09.2024		Minor text amendments. Delegated authority to operate policy to Town Clerk.
Document Retention Period					

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Co-option Policy

This policy sets out the procedure to be followed when co-opting members to fill a casual vacancy within the Town Council ensuring compliance with relevant legislation.

The operation of this policy is delegated to the Town Clerk, reporting back to Full Council.

Templates included in the appendix:

- Appendix A: Notice of a Casual Vacancy
- Appendix B: Co-option criteria
- Appendix C: Co-option eligibility declaration
- Appendix D: Application form
- Not included but to be sent with the Application Pack is the STC Privacy Notice

Background

s.87(2) of the Local Government Act 1972 requires a local council to give public notice of casual vacancies.

Casual Vacancy

A casual vacancy occurs when:

1. a councillor fails to deliver their declaration of acceptance of office at the proper time; or
2. a councillor resigns; or
3. a councillor dies; or
4. in the case of a councillor who is disqualified by virtue of a criminal conviction, under section 34 of the Localism Act 2011, the expiry of the period for making an application or appeal, or if an appeal or application has been made, the date that any such application or appeal process comes to an end;

5. on the date of a report or certificate of an election court that declares an election void;
6. a person ceases to be qualified to be a councillor for a reason not mentioned above; or
7. a councillor fails to attend a meeting for six consecutive months (section 85 of the 1972 Act).

Cornwall Council is notified by the Town Clerk of the vacancy and will post a formal Notice of Vacancy. The notice will be displayed for fourteen days during which ten members of the parish can request (in writing) that an election takes place. Cornwall Council will then organise the by-election.

If no election is called or following the call for an election no candidates stand, the Town Council will then fill the seat by co-option.

NOTE: if the vacancy falls within six months before the date when the councillor in question would have regularly retired (e.g. four days after the next ordinary election), a by-election will not be held but the Town Council may, but need not, co-opt a member to fill the vacancy. It must still give public notice of the vacancy.

Vacancies after an ordinary election

Section 21 of the Representation of the People Act 1985 provides that where an insufficient number of candidates is validly nominated at an ordinary local council election to fill the vacancies on the town council, those who have been validly nominated are automatically elected as councillors.

Provided that those elected constitute at least a quorum (three or one third of the total number of councillors, whichever is the greater), the town council may co-opt any person(s) to fill the vacancy(ies).¹ There is no statutory requirement² to give public notice of the vacancy(ies) before exercising the power of co-option. However, in practice this may be a sensible way to attract possible candidates and demonstrates transparency.

¹ Where the power of co-option is not exercised within 35 working days, Cornwall Council may exercise powers to hold a further election or take other appropriate action to fill the vacancy(ies).

² s.21(2) Representation of the People Act 1985

The co-option process should be completed within six weeks of the new Town Council taking office (four days after the election).

Eligibility for Co-option

A person is eligible to be co-opted provided he is qualified to be a councillor³ and is not disqualified by the s.80 of the 1972 Act.

Eligibility criteria:

1. they are an elector for the parish; or
2. has resided in the parish for the past twelve months or rented/tenanted land in the parish; or
3. has lived within 3 miles (direct) of the parish.

There are certain disqualifications for election of which the main are:

1. holding a paid office under the local authority;
2. bankruptcy
3. having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election; and
4. being disqualified under any enactment relating to corrupt or illegal practices.

Applying for a Casual Vacancy

Application packs can be downloaded from the Town Council website <https://www.saltash.gov.uk/councillorvacancies.php> or on request from the Town Council. (See appendix for templates)

Councillors co-opted to the Town Council are not eligible to claim the Members Allowance.

³ s.79 of the 1972 Act

Procedure

<p>Vacancy arises</p>	<ul style="list-style-type: none"> • Councillors notified. • Electoral Services notified.
<p>Co-option stage 1 (where no by-election is called)</p>	<ul style="list-style-type: none"> • Advertise notice of vacancy to be filled by co-option with a 14-day deadline. The notices will be placed on all Town Council notice boards; the Town Council website and social media pages; issued as a press and media release. • Prepare application packs including a copy of the STC Privacy Notice. • Application packs made available on website or on request.
<p>After closing date</p>	<ul style="list-style-type: none"> • Town Clerk (or officer with delegated authority) checks applications for eligibility. Eligible candidates invited to co-option meeting. • All eligible applications are circulated to Councillors three days before the co-option meeting. These will only be sent to council email addresses marked to be treated as Strictly Private and Confidential. • Agenda issued for the meeting to include agenda item: To receive applications for the office of Town Councillor and to co-opt a candidate to fill the existing vacancy in ----- Ward.
<p>Co-option meeting (note this must be a</p>	<ul style="list-style-type: none"> • Where a candidate is a relative of an existing Councillor, that Councillor

**Full Town Council meeting
open to the public)**

should declare a prejudicial interest and withdraw from the meeting.

- Each candidate (in alphabetical order) will be given five minutes to speak - introducing themselves to the town council, giving information on their background and experience and explaining why they wish to become a member of the Town Council.
- After the presentations Councillors may ask questions of the candidates before proceeding to the vote.
- Each Councillor present has one vote per vacancy to be filled. The Chairman has the casting vote (Standing Order 3.19). For a candidate to be successful they will need to obtain an absolute majority of votes cast at the meeting. If there are more than two candidates and there is no candidate with an absolute majority in the first round of voting, the candidate with the least number of votes will drop out. Further rounds of voting will take place until a candidate has an absolute majority.
- A successful candidate signs Acceptance of Office and immediately becomes a Councillor. They may then take their place at the table.

<p>After the meeting</p>	<ul style="list-style-type: none"> • Town Clerk notifies Electoral Services of the new Councillor appointed. • Declaration of Interests paperwork to be completed within 28 days • Administration office to issue induction pack and undertake all necessary administration processes.
<p>Where insufficient candidates come forward for co-option</p>	<ul style="list-style-type: none"> • The vacancy will be re-advertised and the process continue until an appointment is made.

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Saltash Town Council

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NOTICE OF CASUAL VACANCY

CO-OPTION FOR TOWN COUNCILLOR <insert> WARD

Any person who wishes to be considered for co-option should contact the Town Council at the address shown below.

If you are interested in the vacancy you are required to complete an application form.

You can obtain an application pack either on our website

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

or contact us via post or email:

The Town Clerk, Saltash Town Council

The Guildhall

12 Lower Fore Street

Saltash

PL12 6JX

Tel: 01752 844846

OR

Email: humanresources@saltash.gov.uk

Please return your application to us via email or post.

CLOSING DATE : <insert date> 5pm

Prospective applicants should note that there are rules for eligibility which can be found in the application pack or can be obtained on request.

Canvassing of Council members will disqualify applicants from standing.

Date of Co-option Meeting: <insert date>

CO-OPTION CRITERIA

Name of Local Council: **SALTASH TOWN COUNCIL**

Description of Office: Saltash Town Councillor

COMPETENCY	ESSENTIAL	DESIRABLE
Relevant knowledge, Education, Professional Qualifications & Training	<ul style="list-style-type: none"> • Sound knowledge and understanding of local affairs and the local community. 	
Experience, Skills, Knowledge and Ability	<ul style="list-style-type: none"> • Solid interest in local matters. • Ability and willingness to represent the Council and their community. • Good interpersonal skills. • Ability to communicate clearly both orally and in writing. • Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff. • Good reading and analytic skills. • Ability and willingness to work with the council's partners (e.g. voluntary groups, other parish 	<ul style="list-style-type: none"> • Knowledge of HR, procurement, contract management, financial control or risk management and compliance, public relations. • Experience of working in another public body or not for profit organization. • Experience of working with voluntary and or local community/interest groups. • Basic knowledge of legal issues relating to town and parish councils or local authorities.

	<p>councils, unitary authority, charities).</p> <ul style="list-style-type: none"> • Ability and willingness to undertake relevant training. • Ability to work under pressure. 	<ul style="list-style-type: none"> • Experience of delivering presentations. • Experience of working with the media. • Experience in financial control/budgeting. • Experience of staff management.
Other requirements	<ul style="list-style-type: none"> • Ability and willingness to attend meetings of the council (or the meetings of other local authorities and local bodies) in the evening and events in the evening and at weekends. • Flexible. • Enthusiastic. 	

APPENDIX C

CO-OPTION ELIGIBILITY FORM

Are you a British subject or citizen of the Commonwealth? **YES/NO**

On the relevant date (the day on which you are co-opted) are you 18 years of age or over? **YES/NO**

Please tick all that apply:

a. I am registered as a local government elector for the town of Saltash.	<input type="checkbox"/>
b. During the whole preceding 12 months (of the day on which you are co-opted) you have occupied as owner or tenant any land or other premises in Saltash.	<input type="checkbox"/>
c. My principal or only place of work during that 12 months has been in Saltash.	<input type="checkbox"/>
d. During the whole of the preceding 12 months I have resided in Saltash or within three miles of it.	<input type="checkbox"/>

Under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a local councillor if specific criteria are not met:

a. Are you employed by Saltash Town Council?	YES/NO
b. Are you the subject of a bankruptcy restrictions order or interim order?	YES/NO
c. Have you within the last five years been convicted of an offence in the UK, Channel Islands or Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	YES/NO

d. Are you disqualified by an order of court from being a member of a local authority?	YES/NO
--	---------------

DECLARATION

I <insert full name> hereby confirm that I am eligible for the vacancy of Saltash Town Councillor and the information given on this form is a true and accurate record.

Signed: _____

Print: _____

Date: _____

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Saltash Town Council

Konsel An Dre Essa

Application Form: Town Councillor

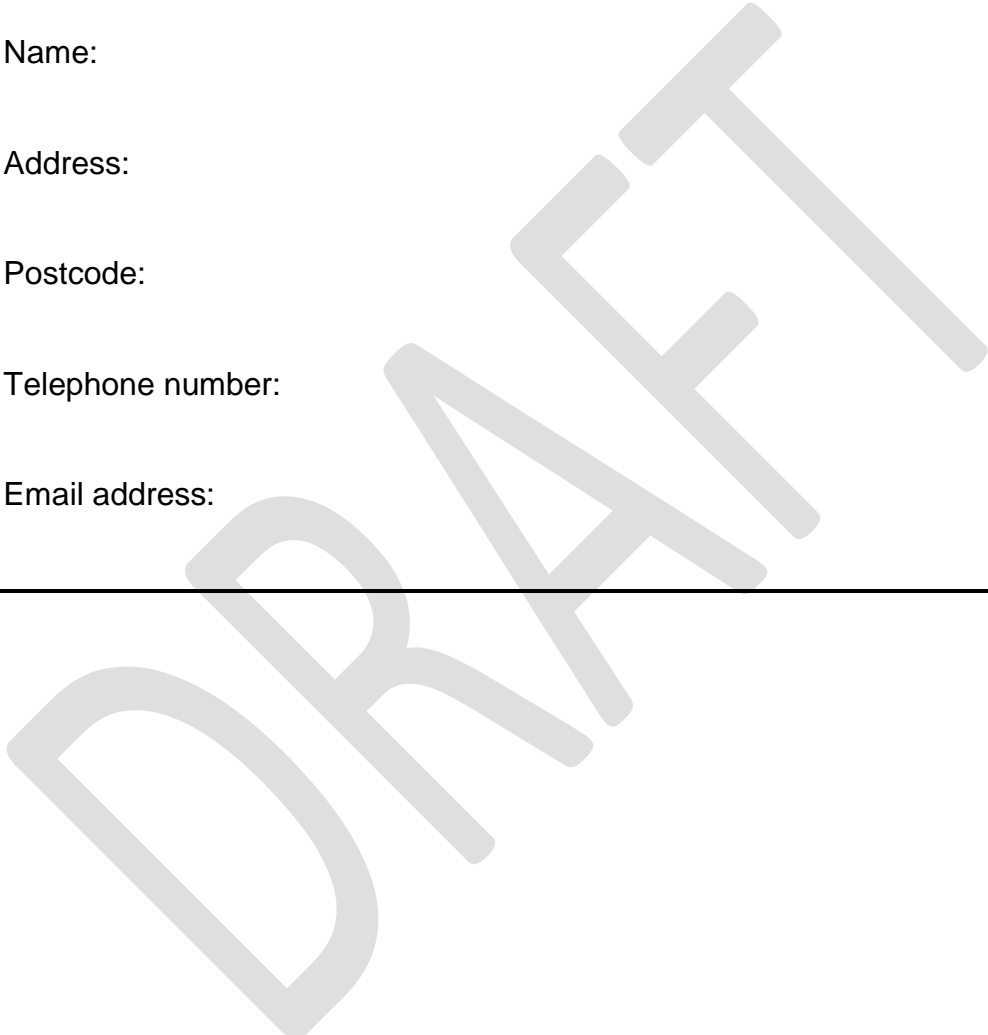
Name:

Address:

Postcode:

Telephone number:

Email address:



**Please tell us why you would like to become a Town Councillor.
(Maximum 300 words.)**

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**Please detail any experience you feel is relevant (e.g. volunteering,
community projects, community interest)**



Please supply details of two referees:

Reference 1	Reference 2
Name:	Name:
Connection:	Connection:
Telephone number:	Telephone number:
Email address:	Email address:

I confirm that I have the permission of those named as referees to share their details with Saltash Town Council for the purpose of this application. YES/NO

Name of Applicant:

Signature:

Date:

Deadline for receipt of applications: <insert date and time>

The meeting to consider applications for co-option will be held on <insert date and time>.

Please return your completed application form and confirmation of eligibility form to:

Saltash Town Council

The Guildhall

12 Lower Fore Street

Saltash

PL12 6JX

Email: humanresources@saltash.gov.uk

Your Data:

Please refer to the privacy notice on the Town Council website to see how Saltash Town Council uses your data.

Acquisition or Sale of Land and Property

RESPONSIBLE COMMITTEE: P&F

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

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03.2018	1	RL/AJT	FTC 08.03.2018	565/17/18(i)	Rec from Business Strategy & Forward Planning Sub Committee. Adopted.
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Until superseded

Acquisition or Sale of Land and Property

1. All land or property appropriated, transferred, gifted, purchased, disposed or sold by STC will be subject to the requirement of the Local Government Act 1972 (NALC Legal Topic Note LTN 45 attached).
2. STC will consider land and property acquisitions and requests for sale on a case by case basis subject to:
 - A risk assessment to include financial, operational and environmental issues.
 - A solicitor's search.
 - A current market valuation report.
3. Any funds received from the sale or acquisition of land will ordinarily be ring fenced for community projects in that estate or community area.

Appendix:

- | | |
|---------|---|
| LTN 45 | Disposal and Appropriation of Land by Local Councils |
| LTN 45a | Disposal of Charity Land by Local Councils Acting as Sole or Managing Trustee |

SALTASH TOWN COUNCIL CIVIC HANDBOOK

RESPONSIBLE COMMITTEE: P&F

The Civic and Constitutional Role of the Mayor.

Current Document Status			
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Introduction

If you are reading this as the newly elected Mayor of Saltash – Congratulations on your election!

This handbook has been produced to assist both the incumbent Mayor and Councillors considering standing for office by providing information on the two distinct aspects to the role - the ceremonial duties and that of the Chairman of Saltash Town Council.

The handbook is divided into three sections:

The Mayoral Candidate – giving information that the potential candidate may wish to consider before standing for election to the office.

The Office of Mayor – the civic role explained.

The Chairman of the Council – the legal role and responsibilities.

The Mayoral Candidate

If you are thinking about putting yourself forward as a candidate for the position of Mayor, you will need to consider how different the role of Mayor is to that of Councillor. It has different rules, working hours and restraints and can be physically and mentally demanding. This must be considered in advance of accepting the office particularly in respect of employment and family life. It is however reported to be an enjoyable and rewarding experience by those who have undertaken the role.

What should you consider?

You need to remember that there are two different facets to the role of Mayor – the Civic role where you are the face of the Council in the community and that of the Chairman of the Town Council both of which can require a lot of your time.

Paul Millward, former Chairman of the National Association of Civic Officers and recently appointed President of the Association, gives a comprehensive list of considerations for Members considering standing for Mayor in 'Civic Ceremonial, A Handbook, History and Guide for Mayors, Councillors and Officers' (Millward, 2007). Copyright prevents duplication of the full text here but the book is available to read in the Guildhall on request and any Councillor considering standing for the office is encouraged to read chapter three.

The list of considerations is as follows:

- The effect of becoming Mayor on their family and friends.
- The effect on a career or job.
- The effect on a political career.
- The effect on personal and religious beliefs.
- The pomp, circumstance and protocol.
- The effect on non-Town Council interests.
- The effect on the Mayoral partner.
- The effect on a Mayor's relationships with other councillors.
- The effect on the Mayor's relationship with their constituents.

- The effect on the prospective Mayor themselves.

In addition, it is advised to speak to former Mayors about their experiences and the wider effect of the role on their lives although you should remember that everyone is different!

What skills do you need?

A presentation made to the National Association of Civic Officers suggested the following key skills to be an effective Mayor:

- Leadership
- Chairing¹
- Organisational skills
- Team working and relationship building
- Communication
- Knowledge

You may find this a daunting list or you might think 'I've already got these skills' but remember there are opportunities to undertake training.

The role of the Chairman will require you to become much more involved in the work of the Town Council than you might have previously been. The Town Clerk is the Proper Officer of the Town Council and will be able to talk to you about the role.

In addition, once you have made the decision to stand for election, you can prepare for the role as follows:

- Check and practice your skills
- Talk to your Officers
- Talk to the current and previous Mayors
- Read the handbook

¹ You may find the Councillor workbook on Chairing Skills produced by the Local Government Association useful

- Check your wardrobe
- Attend events that the current Mayor is attending
- Start distancing yourself from controversial matters

The Election process

The election of the Mayor and Deputy for the following year will take place in March (except in an election year) with a call for nominations and follows the procedure laid out in the Policy for the Election of the Mayor and Deputy. Please refer to the website for the most up to date version.

The Office of Mayor

The History of the Mayor of Saltash

Circa 1225 Reginald de Valletort, Lord of Trematon Castle and Trematon Manor, granted a Charter (not dated) to the burgesses of Essa, as Saltash borough was then called. He confirmed all the privileges which they had received from his ancestors. The charter contained a clause stating that the burgesses would be able to elect a reeve themselves. A reeve was a borough administrator.

Two centuries later the term “Mayor of Saltash” began to appear in some documents; gradually it became the standard title. It was made official in the charter granted to Saltash borough by Queen Elizabeth I in 1585.

The Town of Saltash is twinned with Plougastel in Brittany.

For more information on the history of the town please visit [Saltash Heritage](#).

The Civic Head of the Town

The Mayor is the First Citizen of the Town and will be in the public eye for the whole of their term. The central role is as representative for the Town Council, the community and local democracy.

The Office of Mayor can be used to:

- Promote the Council’s aims and objectives
- Promote the town and economic investment
- Champion causes raising their profile
- Raise awareness of local democracy
- Celebrate success
- Be the face of the Town in times of sadness
- Welcome visitors on behalf of the Town.

Note: A female Mayor is not a Mayoress which is a title that may apply to a Mayor’s nominated female partner.

The Deputy Mayor

Duties and responsibilities:

1. The Deputy Mayor deputises for the Mayor when they are unable to fulfil the duties of the post, at the request of the Mayor.
2. Support the Mayor at annual civic events or other events hosted by the Town Council, at the request of the Mayor.
3. Carry out duties of the post fairly and without discrimination, and in accordance with the aims and objectives of the Town Council.

The Consort

The role of the Consort, whilst not recognised by law, is accorded precedence alongside the Mayor. Whilst it is not obligatory to appoint a Consort they can provide assistance as follows:

- Personal support to the Mayor
- Accompany the Mayor on engagements
- Observance of civic protocol
- Support with Mayor's charities and events

The Consort will not normally attend engagements without the Mayor.

When carrying out their roles, the Mayor, Deputy Mayor and Consorts should at all times consider the public nature of their office. Behaviour and manner will need to be appropriate at all times and not bring the Town Council into disrepute. They should follow the advice and guidance issued by the Mayor's office at all times and should not:

- Attend any function or otherwise give support to any organisation or person whose objectives are contrary to law and/or Town Council policy;
- Solicit engagements or visits or otherwise procure favours by virtue of office.

A note on precedence

The Town Council has a protocol in place for order of precedence at Civic Events² in the town. Where a member of the Royal Family visits the Lord Lieutenant will advise on the required protocols and precedence. Guidance can also be found in the NALC Legal Topic Note 10³.

² Appendix 1

³ Appendix 2

Initial actions on election as Chairman of the Town Council (Mayor)

Appoint a Consort (if desired)	Chairman of the Town Council (Mayor) to appoint and advise the Mayor's Secretary.
Appoint a Chaplain (if desired)	The Chairman of the Town Council (Mayor) should personally approach the Chaplain and, once the position has been accepted, advise the Mayor's Secretary of the name and contact details for the Chaplain.
Appoint a Mayor's Cadet (if desired)	If you have a personal connection with a youth organisation, you may wish to select a Cadet. Alternatively, a request for nominations can be issued. This should be discussed with the Mayor's Secretary.
Choose a town based charity/organisation/group town to support during the year.	If you wish to support a local charity/organisation/group please make the details known to the Mayor's Secretary.
Make an appointment with the Mayor's Secretary	<p>This first appointment should be used to:</p> <ul style="list-style-type: none"> • Provide biographic notes for inclusion on the Mayor's page of the website. • Notify any dates where you will be unavailable during your term of office. • Advise of any special requirements that might need to be communicated to organizers of events (please note that any

	details provided will be protected by Data Protection/ UK GDPR.)
Purchase a supply of thank you cards!	A handwritten note from the Mayor after an event will be appreciated by organisations.

The role of the Mayor's Secretary

The Mayor's Secretary is the Officer of the Town Council who will support the Mayor in their civic role. This forms only part of their role as a full time member of the administration team.

The Mayor's Secretary will:

- Receive invitations for the Mayor and reply after consultation with the Mayor
- Maintain the Civic Diary
- Maintain the Mayor's Page on the STC website
- Organise Civic and Community events (e.g. Civic Service, Remembrance Service) and attend as directed by the Assistant Town Clerk
- Produce the monthly Chairman's Report

Carrying out the role

A word on home security – you will be out and about and away from home for much of the Mayoral year. Whilst engagements are not published in advance by the office you may wish to review your home security arrangements.

Engagements

Every invitation for the Mayor to attend an event must be routed through the Mayor's Secretary. If the Mayor is contacted directly the correspondent should be asked to resubmit their invitation through the official channels. This allows the Mayor's Secretary to run an accurate diary and is also a requirement for insurance purposes. The Chain will only be covered at Town Council events or where the Mayor is representing the Town Council at an event. If the Council are not aware of the Mayor attending an event, this would be difficult to prove it is on Town Council business if the Town Council don't know about it and therefore the Chain would not be covered.

The Mayor will be expected to attend the majority of engagements with the Deputy only being involved where there is a double booking or during the Mayor's holiday, unforeseen illness etc.

Once an invitation has been accepted it should not be cancelled, except in an emergency, and it is not acceptable to 'change your mind' if a later invitation is

received that is more appealing. Events and engagements within the town will always take precedence over events outside the town boundary.

The Mayor should not attend commercial functions where their name may be used for advertising purposes except where it is of clear benefit to the town.

The Mayor should attend punctually (but not too early), being ready to take their place at the appointed time whilst allowing time for robing if necessary.

After an engagement the Mayor may wish to send a handwritten note of thanks to the hosts.

The Mayor's Secretary writes the Mayor's Monthly report to the Town Council which includes details of all engagements attended the previous month.

Speeches

Please note that the Mayor is responsible for writing their own speeches.

Town Messenger

The Mayor is responsible for writing a monthly column for the Town Messenger.⁴

Mayor's Charity

If you choose to support a local charity during your year in office, it is your responsibility to lead in any fund raising initiative(s). The Mayor's Secretary is in place to support the smooth running of Civic Events but not charity events. When looking at these events the Mayor should give thought as to how they can be organised without assuming that Officers will be able to staff and organise them.

Where money is collected at a fund raising charity event run by the Mayor the following procedure should be followed:

Any money collected should be deposited in a sealed collection tin during the event and brought into the Guildhall for opening.

The Mayor's Secretary will open the collection tin and count the money with another member of staff present, recording on the appropriate forms to enable the Finance Officer to deposit the funds into the Mayor's Charity Bank Account.

⁴ Communications Policy

Once the total amount raised is confirmed the Mayor's Secretary will notify the Mayor who can publicise this if they wish.

Chains, Badges and Robes

Chains and badges – safe custody guidelines:

The Town Council has agreed the following guidelines for the safekeeping of the Civic Regalia. You should read these carefully and adhere to them. Please contact the office if you have any queries.

Responsibilities:

1. The Town Council will:

- 1.1. Maintain insurance cover for all civic regalia under the Town Council insurance policy;
- 1.2. Be responsible for the maintenance of the regalia including any damage or wear and tear etc.

2. The Mayor and Deputy:

- 2.1. Ensure the specific conditions of the Town Council insurance are followed (you will be briefed by the Town Clerk following your election).
- 2.2. As far as is practical follow the other guidelines for the safe custody of the regalia.
- 2.3. Do not attempt to clean or repair any part of the Regalia. Report any damage immediately to the Town Clerk.
- 2.4. Take reasonable precautions to minimise loss and injury and consider every situation carefully.

For example:

If travelling to an event (especially if alone) is it safe to wear whilst driving or whilst walking to an event?

However, if parking at the event, it would be expected for the Mayor to be wearing the Chain on entry to the event, so wearing it travelling from the car to the event would be reasonable.

Store the Chain in the case provided when not being worn.

Follow guidance provided on the safe custody of all parts of the Regalia.

Guidance on wearing the Civic Regalia

Note: Civic chains are not worn with military uniform but may be worn over academic dress or full canonicals by a member of the clergy.

A buttonhole (the exception being a poppy) is not normally worn with the Mayoral Chain.

The section on Election Purdah also applies to wearing of Civic Regalia.

Item	Guidance on wearing/use of item
Mayoral Chain	When undertaking official duties as Mayor and/or private places/engagements: with suitable precautions adhered to including reserved parking space where possible and the agreement of the Town Clerk. In other parish/town: only with written permission of the Mayor's office of that parish/town.
Consort's Chain and Medallion	The Consort will only wear the chain and medallion when accompanying the Mayor wearing the chain. (Same guidance applies.)
Deputy Mayors Chain and Pendant	The Deputy Mayor does not wear the chain and pendant at Town Council meetings except in the absence of the Mayor when they will take the Chair. The Deputy Mayor may wear the chain and pendant in the presence of the Mayor when attending Civic, Ceremonial and official functions.
Deputy Consort's Pendant	May be worn when accompanying the Deputy Mayor.

Mayoral Robes	<p>May be worn when attending a Civic Event.</p> <p>Comprises:</p> <p>Bicorn with gold flash (Tricorn for female Mayors)</p> <p>Red robe trimmed with fur</p> <p>White gloves</p> <p>Lace Jabot</p> <p>(plus, Chain of office)</p> <p>At the discretion of the Mayor the accompanying Town Sergeant, Mace Bearer and Town Clerk will also be in Civic dress.</p>
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When the Mayor is wearing full official Robes and Hat, the Hat should be removed when:

- Acknowledging Salutes;
- During the playing of the National Anthem;
- In the presence of a member of the Royal Family;
- During March Pasts, the Mayor should remove and replace the Hat:
 - As each section passes the salute;
 - When the Colours pass; and
 - On an Inspection when the Mayor passes the Colours.

Wearing the Chains

You may need to secure the Chains to your clothing to correctly position them. You may for example wish to have some loops attached to a suit jacket but it is worth considering the delicacy of any fabric when selecting an outfit for an official engagement.

Budgets, Allowances and Hospitality

The Chairman of the Town Council is paid an allowance (taxable) during the term of office to reflect expenses incurred (LGA 1972, s15 (5) and 34 (5)). The objective of the allowance (which is separate from the Councillors Allowance) is to allow any Councillor to be able to be Mayor regardless of personal financial circumstances and to allow each Mayor to fulfil the duties of the role with dignity.

The Finance Officer will advise on the allocation of the Mayor's allowance.

Who pays for what?

The Chairman is given the allowance in the expectation that they will fund a number of things while other expenses are paid from the Civic Occasions budget. The LGA does not stipulate the type or category of expenditure. A breakdown is shown below and while not an exhaustive list, the examples should cover most expenditure items of the year. If you are in any doubt as to whether you are expected to pay for something, please ask.

Category	Paid from the Chairman of the Town Councils Allowance	Paid from the Civic Ceremonial Events Budget
Flowers	Personal bouquets; buttonholes; special arrangements	Remembrance Sunday costs including wreaths
Food/Drink	Private catering/working lunches including alcohol	Official lunch meetings Special meetings (e.g. the High Sherriff)
Photos	Photography for civic events; official photographs	
Travel	Mileage to and from events	
Entry to events	Tickets for events	
Charity events	Raffle prizes/tickets; charitable fundraising	
Donations	Donations to charities	

Additional Mayor Making Expenditure	All additional expenses must be paid from the Mayor's Allowance	Pennies and Fruit
Administration expenses	Telephone, stationery, printing and postage	

Hospitality

The Mayor is entitled to two free uses of the Town Council premises for fundraising events.

Where the Mayor offers hospitality to organisations, groups or officers/representatives from other Councils that may not come from the Chairman's allowance, this should be checked with the Finance Officer first to ensure that there are sufficient funds in the appropriate budget.

Gifts

Personal gifts received by the Mayor worth £50 or more are subject to the Code of Conduct. Gifts presented to the Mayor in their ceremonial capacity as the First Citizen of the town shall be accepted by the Mayor for the town/Council, may not be retained by the Mayor either during their term of office or after and shall be passed to the Town Clerk who shall manage such gifts on behalf of the Town Council. Where the gift is of nominal value and/or similar gifts are presented to and retained by other members of the Town Council and/or officers the Town Clerk may deem it appropriate for the Mayor to retain a gift. The Code of Conduct requires all Councillors, including the Chairman of the Town Council, to register any gifts or hospitality worth £50 or over that are received in connection with their official duties within 28 days of receipt. All gifts/hospitality declared will be recorded in the Declaration Book stating the date of receipt, details of gift, value of gift (or reasonable estimate) and what happened to the gift.

The acceptance of a gift or hospitality may become an interest declarable in law at a Town Council meeting if connected in any way with a matter under discussion. The Town Clerk should be consulted in any case of doubt or the Monitoring Officer for Cornwall Council.

The Civic Year

There is a structure to the year with a number of regular Civic events that will appear in the Mayor's Diary as follows:

Mayor Making

As soon as you are elected you will be asked if you wish to hold a Mayor Making Ceremony. This is entirely up to you but is an opportunity to continue the traditions associated with the event (also known as Mayor Choosing) with your friends, family and colleagues.

The Mayor's Secretary will assist with the arrangements although the booking of a photographer (if desired) and the catering (including drinks) are the responsibility of the Mayor to arrange and pay for. The venue is also the choice of the Mayor but if not held in the Guildhall the associated costs are the responsibility of the Mayor.

Civic Service

This is normally held towards the end of the Civic Year (March/April). The Mayor also presents an award to a group that has entertained them during their year in office. More information can be found in the Civic Awards Policy.

The Mayor's Secretary will assist in the arrangements.

Remembrance Sunday – the closest Sunday to 11th November

The Town Council holds an annual service and parade followed by wreath laying.

This is a Civic Event held with the Saltash Branch of the Royal British Legion.

Armistice Day – the 11th November

A short service of commemoration is held in Fore Street organised and led by the Saltash Branch of the Royal British Legion at 11.00 a.m. and is a Civic Event.

Other Town events that may request a Civic presence/parade:

- May Fair
- Saltash Regatta
- Christmas Event

These organisations need to invite the Mayor and formally request the event to be Civic through the Town Council well in advance.

Civic Funerals

Any serving Councillor who dies during their term of office is entitled to a Civic Funeral but only at the express wish of the family.

Any former Mayor who dies is entitled to a Civic Funeral but only at the express wish of the family. There is a protocol in place and the Town Clerk will offer guidance.⁵

Death of Senior Member of the Royal Family (or other significant National Figure where public mourning is indicated)

There is a protocol in place and the Town Clerk will offer guidance.

Honorary Positions

The Mayor holds the following honorary positions:

- Royal Naval Association- Patron.
- Rotary Club of Saltash - Honorary member and welcome to attend meetings and give a talk.
- Saltash Sailing Club- Honorary member.

⁵ Appendix 3

The Chairman of the Council

The Town Council cannot operate without a Chairman and the Local Government Act 1972 provides legislation to ensure:

- a. that there is always someone to preside over a meeting;
- b. the person presiding has a casting vote which must be used.

The Chairman should ensure they have a good understanding of the Town Council Standing Orders as they begin their term of office. It is also recommended that training on chairing skills is undertaken.



Make sure that you have all the dates for Council meetings that you will chair in your diary. If you are not able to attend give your Deputy sufficient notice for them to be fully briefed and able to chair the meeting effectively.

Term of Office

The Chairman's term of office continues until the appointment of a successor, other than where the Chairman resigns or is disqualified.

Legislation

At the Annual Meeting:

The first item of business is to elect a Chairman. ⁶

The Chairman of the Town Council remains in office until his successor has been elected and should preside even if they have not been elected to the Town Council.⁷

The retiring Chairman will:

- Receive apologies and confirm the meeting is quorate
- Receive nominations and count votes for the election of the new Chairman
- If the retiring Chairman has been elected as a Councillor, they have an original vote but is under no duty to cast it. ⁸

⁶ LGA 1972 ss.15(1) and (2)

⁷ LGA 1972 ss.15(4)

⁸ LGA 1972 Sch12 para 39(1)

- If the retiring Chairman has not been elected as a Councillor they do not have an original vote⁹
- In the event of a tie the retiring Chairman (regardless of whether they are an elected Councillor) must use their casting vote to break the deadlock.¹⁰

Note: there is no reason why a candidate shall not vote for themselves.

On election the Chairman will immediately sign the Declaration of Acceptance of Office¹¹ in front of the Town Clerk and then preside over the remaining business.

If the Declaration of Acceptance of Office is not signed at the due time or before the next meeting of the Town Council, the councillor will thereupon vacate the office and a casual vacancy will arise.

Note: The Vice-Chairman does not sign a Declaration of Acceptance of Office as Vice-Chairman but (simply) acceptance of office of councillor.

⁹ LGA 1972 ss.15(2)

¹⁰ LGA 1972 s.15(3)

¹¹ LGA 1972 s.83(4)

The Role of the Chairman at Meetings



Be prepared! It is the Chairman's responsibility to carry out their own research prior to attending meetings of the Town Council.

If present, the Chairman of the Town Council must preside at Town Council meetings.

If the Chairman is not present, the Vice-Chairman must (if present) preside.

In the event that neither the Chairman nor Vice-Chairman is present, the Town Council shall vote for a member to preside at that meeting.

The Chairman or member of the council presiding at a meeting, will sign the minutes of that meeting.

It is the Chairman's responsibility (McCourt; Millward, 2007):

1. To determine that the meeting is properly constituted and that a quorum is present;
2. To be informed as to the business and objects of the meeting;
3. To preserve order in the conduct of those present;
4. To confine discussion within the scope of the meeting and reasonable limits to time;
5. To decide whether proposed motions and amendments are in order;
6. To formulate for discussion and decision questions which have been moved for the consideration of the meeting;
7. To decide points of order and other incidental questions which require decision at the time;
8. To ascertain the sense of the meeting by:
 - 8.1. Putting relevant questions to the meeting and taking the vote thereon (and if so minded giving a casting vote);
 - 8.2. Declaring the result; and
 - 8.3. Causing a ballot to be taken if duly demanded;
9. To approve the draft of the minutes or other record of proceedings (with the consent of the meeting);
10. To adjourn the meeting when circumstances justify or require that course; and
11. To declare the meeting closed when its business has been completed.

CALC suggests some ground rules for running a successful meeting as Chairman:

- Stick to the agenda and keep to time;
- Work towards consensus;
- Everyone is encouraged, but no-one is forced, to participate. No-one dominates;
- Be courteous towards others, including members of the public, guest speakers and other council members;
- Try not to interrupt when someone else is speaking;
- Respect the ideas of others. Everyone has something of value to contribute.
- If you wish to challenge – challenge the idea not the person;
- Remain open-minded and non-judgmental.

Voting

During the meeting, if a vote on a matter is tied, the Chairman, or other person presiding, has a second or casting vote. (See above.)

Whilst it is a convention in some councils that the Chairman will not vote when a matter is put before the meeting and will only use their casting vote, there is no rule of law on this and it is becoming a practice little followed. Some councils apply a convention that the Chairman will use his or her second or casting vote in a way to support the status quo and keep the question open for reconsideration at a later date, which is generally considered to be best practice. The choice remains with the individual Chairman.

Outside of the meeting

Relevant policies available on the Town Council website:

- Scheme of Delegation
- Communications Policy and Strategy
- Protocol for Member Officer Relations

The Chairman has much more involvement in the Town Council during their term of office working closely with and supporting the Town Clerk and the Assistant Town Clerk. You should be prepared to receive more direct emails and phone calls.

The Town Clerk may approach the Chairman of the Town Council to informally discuss matters that arise or informally consult on decisions that is within the remit of the Town Clerk to make. The Chairman of the Town Council may also be asked for information about the town.

Correspondence to and from the Town Council is normally dealt with by the Town Clerk or their delegated officer.

The Monthly Meeting of the Town Council

The agenda for the monthly meeting of the Town Council will be worked up with the Town Clerk/Assistant Town Clerk and you will be asked to approve the agenda before it is issued. There are legal requirements for issuing notice of meetings which the administration office work to and you may find it helpful to set time aside in your calendar to ensure you are able to respond in good time especially where you have questions. You should also give plenty of notice of any items you would like to add to the agenda.

Prior to the meeting there will be a briefing with the Town Clerk. You should be able to estimate the time needed per item from this meeting.

Extraordinary Meetings

The Chairman of the Town Council has the power to call an Extraordinary Meeting at any time. The Town Clerk will advise you further on this power.

Authorisation for payments

At any time, the Chairman of the Town Council may be contacted for authorisation under the Scheme of Delegation. Please ensure you are familiar with your role under this policy.

Press releases and communicating with the media

The Town Clerk, or Assistant Town Clerk will clear all press releases, or comments to the media, with the Chairman of the Town Council or the Chairman of the relevant committee as appropriate.¹²

Where comments are requested from the media, the Chairman of the Town Council will normally be the authorised spokesperson.

Please refer to the Communications Policy and Strategy.

Official Signatory

The Chairman of the Council will on occasion be required to be a signatory (in addition to the Town Clerk or in their absence the Assistant Town Clerk) to the Town Council's official seal on documents on behalf of the Town Council.

Resignations

The Chairman of the Town Council is the person who receives the resignations of other councillors or the Town Clerk.

Neutrality

The convention has been that during the Civic Year the Chairman of the Town Council reduces their political profile and displays even handedness, avoiding involvement in contentious issues.

The Chairman of the Town Council should not attend political events in their capacity as Mayor of Saltash and wearing the Chain.

Election purdah

Special conditions apply to the issue of publicity in the period leading up to elections. During the six-week period leading up to an election, the Town Council must take special care not to issue any publicity that might conceivably be perceived as having the potential to influence the outcome of the poll.¹³

¹² Communications Policy and Strategy

¹³ Representation of the People Act 1983; Local Government Act 1986; Local Authority Publicity Code of Recommended Practice 2001

To ensure compliance with the various Acts and Publicity Code, the Town Council will avoid issuing any publicity in this period in the name of or associated directly with any Councillor, including the Chairman of the Town Council.

No Civic Events should be held during this period and the Chairman of the Town Council (or any previous Chairman of the Town Council) should not use any photographs of them wearing Mayoral Robes or any Civic Regalia in election publicity material.

The end of your year in office

- Write your final column for the Town Messenger.
- Write any letters of thanks.
- Ensure all items of Civic Regalia and keys are returned to the Guildhall and checked in with the Mayor's Secretary.

The final role will be to chair the first item at the Annual Meeting, the election of the new Chairman of the Town Council.

You will be presented with a Mayor's Badge engraved with your name and term of office by the new Chairman of the Town Council.

Appendix 1

Protocol for precedence at Civic Events

Civic Event Order of Precedence Protocol

Town Sergeant to exercise control and form up parade.

Town Sergeant and Mace Bearer

Mayor and Mayoress/Consort or Lord Lieutenant if present.

Town Clerk and Mayors Chaplain
plus, Mayoress/Consort if Lord Lieutenant present.

Deputy Mayor and Deputy Mayoress/Consort.

Mayors Cadets

Councillors (In order of length of service/seniority).

Freeman of Town (In order of length of award)

Member of Parliament

Town Crier plus May Queen and Princesses.

Visiting dignitaries

Police /Fire Representatives

Others

ROYAL VISITS

Introduction

1. This Legal Topic Note explains the formalities and rules of precedence associated with a visit to a town; parish or community by a member of the Royal Family or the Lord Lieutenant.

Legislation

2. By virtue of section 3(4) of the Local Government Act 1972 'The chairman of a district council shall have precedence in the district, but not so as prejudicially to affect Her Majesty's royal prerogative'.

Royal Prerogative

3. Her Majesty the Queen has made known her wishes about precedence in connection with Royal visits by Her Majesty the Queen, and by those members of the Royal Family styled His or Her Highness and their spouses.
4. Except where a District matter is the purpose of a Royal visit to a county the order of presentation by the Lord-Lieutenant to the Royal visitor normally be:-
 - a. Lord-Lieutenant's spouse;
 - b. High Sheriff and spouse;
 - c. Chairman of County Council and spouse;
 - d. County Chief Executive and spouse;
 - e. Chairman of District Council and spouse;
 - f. District Chief Executive and spouse;
 - g. Member of Parliament and spouse;
 - h. Chief Constable and spouse; and

- i. The Principal Organiser of the event.
5. Thereafter other necessary presentations may be deputed to the Principal Organiser.
6. Where a District matter is the purpose of the Royal visit, the Chairman of the District Council (or Mayor of the Borough) will take precedence over the Chairman of the County Council (s. 3(4) of the Act of 1972). Where there is doubt whether the visit is for a District matter organisers are expected to consult the Lord-Lieutenant.

Town, Parish and Community Councils – Visits

7. There is no provision in the formal order of precedence on Royal visits for the Town Mayor or Chairman of the Parish or Community Council. Where the visit has a particularly local character and is taking place in a Town, Parish or Community the Town Mayor or Chairman would normally be presented as a courtesy after the organiser of the event. In cases of difficulty, it should be possible for the Lord Lieutenant to resolve the problem. Advice in advance can also be sought from the Private Secretary to the Member of the Royal family.

Events Not Involving Royal Family

8. The Lord-Lieutenant, if present, takes precedence as the representative of Her Majesty. The Mayor of the Borough or Chairman of the district council has precedence (next after the Lord-Lieutenant) in the borough or district over all other persons (s. 3(4) of the Act of 1972). This statutory right applies even at functions or meetings convened by a Town Mayor or Chairman of a Parish or Community Council. In his town or parish or community the Town Mayor or Chairman should have precedence after the Borough Mayor or District Chairman.
9. The question of precedence is a social, not an executive issue. Accordingly notwithstanding the rules of precedence, the person entitled to preside, or the person convening the meeting or event, whichever is appropriate, will preside. So at a Town Council dinner the Town Mayor presides even though the District Chairman is present.
10. The order of civic precedence after the local Mayor or Chairman is not pre-determined. So far as is necessary it should be arranged by the organiser of the event. Modelling the list so far as possible on that prescribed for Royal visits and differentiating between equals by reference to the date of first taking up the position currently held should normally provide a satisfactory answer. Where

there are clear local customs these should be followed. For social precedence there is a clear and long list mainly based on titles or honours to be found in standard books of etiquette.

Insignia

11. Invitations to events should as a matter of courtesy indicate the style and dress and, in particular, invitations by Town Mayors or Chairmen to the heads of other local authorities should say whether civic insignia (such as a Mayoral chain) is to be worn. This is a matter for the convenor of the event. The organiser does not have to follow any direction or wish of the Mayor of the borough or Chairman of the district although normal civic courtesy would give weight to any request from him.

Titles

12. A Town Mayor should be described as 'The Town Mayor of ____'. A chairman of a parish or community council should be entitled 'The Chairman of the Parish (or Community) Council of ____'. A member of a town parish or community council should, if any title is used, be entitled 'Councillor (Miss or Mrs) ____'.

Forms of Address

13. In view of the need to distinguish between borough mayors and town mayors it is thought that the proper forms of address should be 'Mr (or Madam) Town Mayor', Mr (or Madam) Chairman, or 'Town Mayor'. Members of councils should be addressed as 'Councillor (Mrs or Miss) ____' where formality is required. A deputy should be addressed as 'Mr (or Madam) Deputy Town Mayor' not as 'Mr Deputy'.

Civic Services

14. There are no generally followed forms of church service for use on civic occasions. It is normal practice for the service to be settled by arrangement between the clergyman and the local authority.
15. Further information can be found in "Civic Ceremonial: A Handbook, History and Guide for Mayors, Councillors and Officers" by Paul Millward.

Other Legal Topic Notes (LTNs) relevant to this subject:

LTN	Title	Relevance
12	Honorary Titles and Officers of Dignity	Sets out the powers of councils to grant honorary freedoms.

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Appendix 3

Civic Funeral Protocol

The procedure for a civic funeral will normally follow closely that governing the attendance of the Town Council at church services

The Town Council will normally attend a funeral formally only if the deceased was a past Chairman of the Town Council or serving member of the Town Council or Freeman and then only at the invitation of the deceased's family

For the funeral of a Chairman of the Town Council who died in office the senior member of the Town Council will follow the coffin bearing the Mayoral Regalia on a black cushion.

However, the overriding factor shall be that of the family's wishes and protocol will not dictate precedence or procedure in these circumstances.

If the Chairman of the Town Council is to attend and the chain is to be worn the church must be notified and the family of the deceased may then mention the attendance of the Mayor during the service if they so wish.

On all occasions of public mourning either for royalty or for any of the above the head of the maces should be draped in black or a black bow tied around the shaft.

The Town Council flag shall be flown at half-mast from the day of the death until sunset on the day of the funeral.

Procedure notes:

- Agree with family/funeral director what the Town Council input into the service should be.
- St Stephens Church and St Nicholas and St Faith have a special pew for the Mayor that dictates where the Civic Party sit together with dedicated mace stands however other churches will require the mace stands to be in place beforehand.
- The Chairman of the Town Council will advise past Chairmen of the Town Council, Freeman, MP and past MPs that a civic funeral will be taking places so that they can make a decision to be part of the Civic Party if they choose to.
- Town Sergeant and Mace Bearer to be notified (The black hoods for the maces are in the Guildhall safe).

Election of Mayor and Deputy Mayor

RESPONSIBLE COMMITTEE: P&F

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

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Policy for the Election of Mayor and Deputy Mayor

Background

The 1972 Local Government Act s 15 (2) requires that the first item of business at the Annual Meeting of the Town Council is to elect a Chairman for the municipal year.

The current custom and practice at the Town Council is to pre-select the Chairman and Vice Chairman (the Mayor and Deputy Mayor) at the Full Council meeting held in February. The election and installation takes place at the Annual Meeting.

This policy sets out a revised process for the nomination of a Mayor Elect and Deputy Mayor Elect, and subsequent installation in both election and non-election years.

1. Nomination and Election of Mayor

1.1. In a non-election year

1.1.1. At the meeting of full council held in March the outgoing Mayor will call for written nominations for the office of Mayor.

1.1.2. Nomination will be by written submission, proposed and seconded by two members of the Town Council and counter signed by the nominee. The Town Clerk will make a standard nomination form available, although its use is not compulsory provided the requisite information is supplied. Electronic signatures will be accepted.

1.1.3. Completed nominations must be submitted to the Town Clerk within 7 days of the issue of the call for nominations.

1.1.4. A special meeting of the Town Council will be held within 28 days of the issue of the call for nomination where the only items of business are to elect the Mayor Elect and Deputy Mayor-Elect.

1.1.5. At least 48 hours prior to the special meeting of the Town Council the Town Clerk shall circulate the names of the nominated candidates to all councillors.

1.1.6. Prior to the vote for each election:

1.1.6.1. The proposer of each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.

1.1.6.2. Each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.

1.1.7. Where there is only one candidate for a post, a vote shall be taken which will be by a show of hands as to whether to elect or not elect the nominated candidate.

1.1.8. If the nominated candidate is not elected then the council will agree arrangements for a re-opening of nominations, allowing at least 48 hours for candidates to be nominated in accordance with point 1a(ii) above.

1.1.9. Where there is more than one candidate for the post, the election will be carried out by recorded vote.

1.1.10. Where there are more than two candidates, the successful candidate must achieve a clear majority* (excluding abstentions). Where there is no clear majority, the candidate achieving the lowest number of votes will withdraw and a second ballot held. This process will continue until there is a clear majority.

1.1.11. The candidate achieving the clear majority will be nominated as Mayor at the Annual Meeting of the Council held in May.

1.1.12. A tie in votes may be settled by the casting vote of the Chairman of the meeting.

1.1.13. The election of the Mayor shall be the first item of business at the Annual Meeting of Saltash Town Council in May by a recorded vote.

The successful candidate will immediately sign a Declaration of Acceptance of Office and take the chair for the remainder of the meeting.

Advisory note:

All councillors present are permitted to vote for the election of Mayor or Deputy Mayor, including the Chairman of the meeting and those standing for office. It is advised that candidates exercise their right to vote once unless they have agreed not to do so in advance with the other candidates.

*** The definition of a majority vote is more than half of the votes cast.
Abstentions are excluded in calculating a majority vote.**

1.2. In an election year (where the Annual Meeting must be held within 14 days of the election)

1.2.1. As soon as possible, and in any case by the end of the fourth day after the elections, the Town Clerk will issue a call for written nominations for the office of Mayor to all councillors to allow sufficient time for the Annual Meeting of the Town Council to be held within 14 days.

1.2.2. Nomination will be by written submission, proposed and seconded by two members of the Town Council and counter signed by the nominee. The Town Clerk will make a standard nomination form available, although its use is not compulsory provided the requisite information is supplied. Electronic signatures will be accepted.

1.2.3. Completed nominations must be submitted to the Town Clerk by the end of the sixth day after the election.

1.2.4. As soon as possible, and in any case at least 24 hours prior to the Annual Meeting of the Town Council the Town Clerk shall circulate the names of the nominated candidates to all councillors.

1.2.5. The Annual Meeting of the Town Council will be held no later than fourteen days after the election where the first item of business will be the election of the Mayor by a recorded vote.

1.2.6. Prior to the vote for each election:

1.2.6.1. The proposer of each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.

1.2.6.2. Each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.

1.2.7. Where there is only one candidate for a post, a recorded vote shall be taken which will be by a show of hands as to whether to elect or not elect the nominated candidate.

1.2.8. If the nominated candidate is not elected then the council will agree arrangements for a re-opening of nominations, allowing at least 48 hours for candidates to be nominated in accordance with point 1b(ii) above but still allowing for the Annual Meeting of the Town Council to be held within 14 days of the election.

1.2.9. Where there is more than one candidate for the post, the election will be carried out by recorded vote which will be by a show of hands.

1.2.10. Where there are more than two candidates, the successful candidate must achieve a clear majority (excluding abstentions). Where there is no clear majority, the candidate achieving the lowest number of votes will withdraw and a second ballot will be held. This process will continue until there is a clear majority.

1.2.11. A tie in votes will be settled by the casting vote of the Chairman of the meeting.

1.2.12. The successful candidate will immediately sign a Declaration of Acceptance of Office and take the chair for the remainder of the meeting.

Advisory notes:

1. If the retiring Chairman is present in the council chamber, then they must take the chair at the start of the Annual Meeting of the Town Council.
If they have been elected as a councillor for the new Town Council, then in the election of the new Chairman:

- They have an original vote but are not under a duty to cast it
- If there is an equality of votes the Chairman has a casting vote which they must use to break the deadlock; and
- There is no legal requirement that a Chairman should use either their original or casting vote in any particular way. There is no legal prohibition against a Chairman using either their original or casting vote in their own favour.

If the retiring councillor has not been elected as a councillor for the new Town Council then they must preside the meeting until the election of the new Chairman is completed, and their successor appointed. The retiring Chairman's duties include noting the members present/absent, receiving nominations and counting votes in the election of the new Chairman but

- They do not have an original vote; and
 - If there is an equality of votes then they have a casting vote which they must use in order to break the deadlock.
2. If the retiring Chairman is not present the retiring Deputy Mayor will take the chair for the election of the Chairman. If neither is present those councillors in attendance will vote for the councillor to take the chair for the election of the Chairman.
 3. All councillors present are permitted to vote for the election of Mayor or Deputy Mayor, including the Chairman of the meeting (see advisory note 1 above) and those standing for office. It is advised that candidates exercise their right to vote for themselves unless they have agreed not to do so in advance with the other candidates.
 4. In an election year there will be a Ceremonial Installation of the Mayor at a date to be arranged following the Annual Meeting of the Town Council.

2. Nomination of Deputy Mayor

- 2.1. The election of the Deputy Mayor will take place as the second item of business at the Annual Meeting of Saltash Town Council.
- 2.2. The process for the nomination of the Deputy Mayor will follow the same timetable and procedure as that for the Mayor.
- 2.3. All nominations must be received in accordance with this policy.

3. Nomination of Mayor During The Municipal Year

- 3.1. Where a vacancy for the office of Mayor occurs during the municipal year, the process for the election of a new Mayor will be in accordance with 1b of this policy excepting that the timetable shall run from the date of the vacancy rather than of the election.
- 3.2. The Deputy Mayor will assume the responsibilities of the role of Mayor and chair the election of the Mayor which will take place as the first item of business at the next meeting of Saltash Town Council.

4. Nomination of Deputy Mayor During The Municipal Year

- 4.1. Where a vacancy for the office of Deputy Mayor occurs during the municipal year, the process for the election of a new Deputy Mayor will be in accordance with 1b of this policy excepting that the timetable shall run from the date of the vacancy rather than of the election.

Public Loudspeaker System

RESPONSIBLE COMMITTEE: P&F

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

Current Document Status			
Version	2024/25	Approved by	ATM
Date	02.05.2024	Responsible Officer	AJT
Minute no.	64/24/25c(11)	Next review date	Annual or as required

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
Feb 2023	1 DRAFT	AJT	-	-	NEW
Oct 2023	2 DRAFT	AJT	P&F 09.01.2024	133/23/24a	REVISED DRAFT – updated responsibility re PPL PRS licence and decibel levels. REC to FTC
01.2024	01.2024	AJT	FTC 11.01.2024	302/23/24c	Adopted.
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05.2024	2024	AJT	ATM 02.05.2024	64/24/25c(11)	Readopted

Document Retention Period
Until superseded

Public Loudspeaker System

Background

The Town Council has installed a 12 speaker, weather resistant, outdoor sound system in Fore Street.

The system is provided to enhance and support community events, allowing announcements and entertainment to be heard throughout the street.

Restrictions

Use of the system is regulated by the Control of Pollution Act 1974 c.40 Pt III s.62.

The loudspeakers may not be operated for any purpose between the hours of 9.00pm and 8.00am.¹

Advertising of any entertainment, trade or business is not permitted at any time².

Hire

The system comprises an amplifier, mixer, wireless microphone system and media player and is available to hire on application in writing to the Guildhall. Acceptable licensed activities are listed in the STC Premises Licence which is available on the STC website. Hirers should note that the restrictions on loudspeaker operating times above apply under the Premises Licence Appendix 2 Clause 2.4.3 Prevention of public nuisance.

Hire is free of charge.

The hirer is responsible for providing a Phonographic Performance Limited/ Performing Rights Society (TheMusicLicence from PPL PRS) licence where required. A copy of the licence should be submitted with the application.

Applications will be reviewed by the Town Clerk, concerns raised from Applications will be raised with the Chairman of the Town Council and/or Chairman of the Services Committee.

The decision of the Town Council is final.

¹ Control of Pollution Act 1974 c.40 Pt III s.62 (1)(a)

² Control of Pollution Act 1974 c.40 Pt III s.62 (1)(b)

Conditions of Hire

Planning:

Users of the loudspeaker system should be aware when planning their event that there is residential accommodation in close proximity to Fore Street. Not everyone will enjoy musical entertainment and there may be a negative impact, which may lead to complaints. The event organizer is responsible for appropriate and effective noise management and control.

The Town Council will publish notice of events via social media and notice boards. The hirer should provide adequate notice of events in any promotional material.

Use of the equipment:

All electrical equipment being attached to the equipment should have a current PAT testing certificate and a copy (copies) should be provided with the application.

The decibel level has been set and users should not attempt to adjust this level or any other settings on the equipment.

During the event:

During the event users may be asked to reduce volume levels. If you are asked to reduce volume levels you should immediately comply with the request.

Amplified live music should not be played continuously for more than an hour in a built up area. Users are asked to be mindful of this and ensure a break of a minimum of 15 minutes is applied.

The Town Council reserves the right to terminate a hire of the loudspeakers where conditions are not complied with and/or numerous complaints are received.

After the event

The results of noise monitoring and any complaints are to be reported to the Town Clerk. Where future applications are received, consideration will be given to compliance with conditions, the number of complaints received and the applicants ability and co-operation in controlling noise levels from the event.

Complaints

Anyone wishing to make a complaint about an event should follow the Town Council Code of Practice for Handling Complaints. This can be viewed on the Town Councils website on the following weblink <https://www.saltash.gov.uk/policies.php>

SALTASH TOWN COUNCIL

Booking form for consent to use the loudspeakers in Saltash Fore Street for the following:

Applicant Details

Title:Click or tap here to enter text.

First Name:Click or tap here to enter text.

Last Name:Click or tap here to enter text.

Address:Click or tap here to enter text.

Postcode:Click or tap here to enter text.

Mobile Telephone Number:Click or tap here to enter text.

Email:Click or tap here to enter text.

Is the person responsible for the event on the day, and testing of equipment before the event different from the above?

Yes:

No:

Please provide details of the person/s responsible for the event:

Title:Click or tap here to enter text.

First Name:Click or tap here to enter text.

Last Name:Click or tap here to enter text.

Address:Click or tap here to enter text.

Postcode:Click or tap here to enter text.

Mobile Telephone Number:Click or tap here to enter text.

Email:Click or tap here to enter text.

Event Information

Name of the Event:

Address of the Event:

Estimated number of participants:

Date of Event: Click or tap to enter a date.

Start Time: Click or tap here to enter text.

End Time: Click or tap here to enter text.

Hours of Loudspeaker Operation:

Please check the type of sound to be emitted:

Speech: Recorded Music: Live Music: Other:

It is the responsibility of the person / organisation applying to obtain a PRS\PPL license for the use of the loudspeakers.

PRS\PPL License has been obtained Yes: Not applicable:

If not applicable state why is it not applicable.....

Is the event a Fundraiser? Yes: No: Beneficiary:

Details of the nature of activities at this event (e.g. demonstration, march, speeches, instructions to participants):

Click or tap here to enter text.

State the reason why there is a need to use a loudspeaker for the period / hours / days applied for (e.g. incidental music, announcements, demonstration)

Click or tap here to enter text.

Will you require use of the wireless microphones:

Yes: No:

Applicant's Statement of Agreement:

I hereby affirm that the above information is true and correct in describing the intent of this application. I _____ the undersigned, agree to use the loudspeakers in a careful and prudent manner so as not to cause complaints from neighbours. I understand the decibel range has been capped at 85dB therefore should I require to, I will lower or terminate the amplification levels when requested. I will ensure that where amplified music is played in a built up area there will be a break of a minimum of fifteen minutes every hour. I understand it is an offense to use loudspeakers for any purpose in the street at night between 9pm and 8am and that the Town Council does not authorise use of the loudspeakers during that period of time. I understand it is my responsibility to obtain a PRS licence if required.

Signature: _____

Date: _____

FOR OFFICE USE ONLY

Approved: <input type="checkbox"/>	Not approved: <input type="checkbox"/>
By: _____ Date: Click or tap to enter a date.	
(Administration Department Staff)	
Reason for Denial: _____	