

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Town Vision Sub Committee held at the Guildhall on Thursday 24th October 2024 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, S Gillies (Vice-Chairman), M Griffiths (Chairman) and J Peggs.

ALSO PRESENT: S Burrows (Town Clerk / RFO) and D Joyce (Administration Officer)

APOLOGIES: S Martin, B Stoyel and D Yates.

30/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

31/24/25 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.

32/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

33/24/25 **TO RECEIVE AND APPROVE THE MINUTES OF THE TOWN VISION SUB COMMITTEE HELD ON 15 AUGUST 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 Griffiths, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Town Vision Sub Committee held on 15 August 2024 were confirmed as a true and correct record.

34/24/25 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

35/24/25 **TO RECEIVE THE TOWN VISION BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members reviewed the budget statement contained within the circulated reports pack.

The Town Clerk informed Members, at a future meeting, they may wish to identify areas through the Business Plan together with the Town Council budget statements to see if funds are needed to bring project(s) to fruition by utilising budget code 6280 EMF Town Vision (available balance £9,665).

Further to this, Members were informed that the Development and Engagement Manager is to prepare a draft funding strategy to be considered at a future meeting as part of the Terms of Reference for the Town Vision.

It was **RESOLVED** to note.

36/24/25

TO RECEIVE THE RESULTS OF THE TRIAL IMPACT ASSESSMENT ON TOWN COUNCIL PROJECTS AND CONSIDER ANY ACTIONS.

Members reviewed the Climate Change Impact Assessment questions and Project Impact Assessment results contained and circulated in the reports pack.

Members expressed their thanks to the Senior Policy and Data Compliance Officer for her hard work in developing the Climate Change Impact Assessment for further consideration this evening.

Members agreed that the Climate Change Impact Assessment questions were as expected from previous discussions held.

Members discussed the following Project Impact Assessment results in detail:

- Wilding and Wildflower Town Areas
- Play Parks
- Library Refurbishment
- Christmas Lights

Members agreed a few amendments to the Project Impact Assessment are needed for clarity. These included:

- Missing text from the inner ring 'Health and Wellbeing';
- Replace the wording of the outer ring score number 3 from 'no known impact' to 'not applicable' and the associated colour to change from white to grey;
- Town Clerk to work with the line managers to ensure the questions answered capture the correct information specific to the project which then provides the results of the project.

It was proposed by Councillor Griffiths, seconded by Councillor Gillies and **RESOLVED:**

1. To approve the above amendments to the Project Impact Assessment;
2. That Officers are to continue to trial the Impact Assessment for Town Council Projects only reporting back at the next Town Vision Sub Committee meeting.

37/24/25

TO RECEIVE THE BUSINESS PLAN DELIVERABLES WORKFLOW AND CONSIDER ANY ACTIONS.

The Town Clerk provided a verbal overview of the workflow received and contained within the circulated reports pack.

The Town Clerk highlighted the scheduled dates for the Personnel Committee, noting that they do not align with the quarterly Town Vision review meetings.

The Town Clerk noted that Devolution had not yet met to review its Terms of Reference against the Business Plan Deliverables, adding that Sub Committees with set deliverables may not meet quarterly due to meetings being held when there is business to be considered.

It was proposed by Councillor Griffiths, seconded by Councillor Bullock and **RESOLVED** to approve the Business Plan Deliverables Workflow, as attached.

38/24/25

TO RECEIVE THE TOWN COUNCIL BUSINESS PLAN DELIVERABLES FOR QUARTER TWO AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk gave a verbal overview of the deliverables to date contained and circulated in the reports pack.

The Town Clerk informed Members that the Town Vision recommendations from the previous meeting were received at each Committee and Sub Committee and actioned accordingly, apart from, the Devolution Sub Committee due to a meeting not yet taken place and the Personnel Committee are due to meet on 31 October.

The Town Clerk was pleased to report that the Policy and Finance Committee and the Property Maintenance Sub Committee reviewed the Town Vision recommendations and aligned 'Aims' with relevant strategic priorities against their Terms of Reference to support the Town Council's Business Plan. However, because of the lateness in doing so, scores were not applied for quarter one. The same applies to the Library Sub Committee who created new 'Aims' at their last meeting.

The Town Clerk also informed Members that for quarter two some 'Actions' have been updated but not all scores have increased due to the level of work undertaken not being enough to warrant an increase. In some cases, the scores have decreased.

Progress on each Committee and Sub Committees deliverables can be tracked quarter to quarter by referring to the 'Actions' highlighted in **bold text**.

Members received, reviewed and discussed each Committees and Sub Committees deliverables in detail.

It was proposed by Councillor Griffiths, seconded by Councillor Gillies and **RESOLVED:**

1. To thank the Committees and Sub Committees for taking action from the Town Vision recommendations;
2. To note the Personnel Committee are yet to meet to review their 'Actions' and scores for quarter one and two;
3. To note the Devolution Sub Committee are yet to meet to consider the Town Council Strategic Priorities against the Sub Committee Terms of Reference;

4. To **RECOMMEND** to Policy and Finance to:
 - a) Add under Strategic Priority 2 'Actions' – Continue to support the Delivery of Professional Youth Work in Saltash for the year 2024-25, setting a budget of £59,069 through a tender process.
 - b) Add under Strategic Priority 2 'Actions' – Continue to support Saltash Youth Network for the year 2024-25, setting a budget of £4,726. To note; a formal Agreement is to be considered to improve the process in the coming years.
5. To **RECOMMEND** to Property Maintenance to:
 - a) Add under Strategic Priority 4 'Actions' – Support the roll out of Beryl Bikes across Saltash and provide a parking bay at Isambard House.
6. To **RECOMMEND** to Station Property to:
 - a) Add under Strategic Priority 4 'Actions' – Invest in the car park resurfacing and safety to improve the levels for users to access.
 - b) Add under Strategic Priority 5 'Actions' – The sale of slate tiles from the fixtures of the original building (Isambard House) to be used by a member of the public on a project, recycling rather than sending to landfill.
7. To approve quarter two deliverables (as attached) to be displayed on the Town Council website for transparency.

39/24/25 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.

40/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

41/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

42/24/25

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

It was proposed by Councillor Gillies, seconded by Councillor Bullock and **RESOLVED** to issue a Press and Social Media Release on the progress of the Business Plan Deliverables.

DATE OF NEXT MEETING

Thursday 23 January 2025 at 6.30 pm

Rising at: 8.00 pm

Signed: _____
Chairman

Dated: _____