

**To receive a report on appointing a photographer and consider any actions  
and associated expenditure**

**Report to:** Policy and Finance Committee

**Date of Report:** 12<sup>th</sup> December 2024

**Officer Writing the Report:** Mayor's Secretary/Receptionist

**Officers Recommendations**

To approve company A to produce photographs based on the photographs being edited to ensure the highest quality timeless photographs for the Town Council to use in the portfolio's, website, social media, and any other need that arises. Company A's quote included seven hours of editing across all photos taken to ensure the highest quality and best possible photos are provided.

**Report Summary**

Saltash Town Council regularly produces leaflets and information both in print and on social media using photographs of places in the town.

A catalogue of photos has been created which are used regularly on documents and social media. The photos are used frequently by different departments for a variety of reasons such as website or social media. At present there is a lack of clear photographs of assets and places which means the same poor quality photos are used time and again and where photos are present it is often only one photo, showing one angle. The majority of photos were taken by staff on mobile phones leading to restrictions on how they can be edited and enlarged due to their quality.

There are currently many assets that are not photographed at all, this causes issues when wanting to advertise them as a cultural asset to the town. There are opportunities to publicise the rich heritage of Saltash in leaflets but professional quality photographs are required to do this.

A list of places and assets to be photographed was created together with a specification both sent to potential suppliers for quotes.

**Report Images**

Appendix A shows examples of how the images will be used and why there is a need for clear photographs.

Appendix B shows the project specification and the list of places chosen to be photographed which was sent to all companies when requesting a quote.

## How Does This Meet the Business Plan?

The project supports the strategic priority Boosting Jobs and Economic Development by using the photographs in publications and social media promoting Saltash as a vibrant and welcoming visitor destination. It also supports Recreation and Leisure by showcasing the cultural activities and facilities on offer in the town through publications and social media.

## Budget Overview

Please see quotes provided for description of services to be provided.

## Quotes Provided

Three companies were approached to quote for the project, however only two companies responded. Examples of their work can be found in Appendix C.

| Action   | Company A                                 | Company B |
|--|---|-----------|
| Produce two photographs per asset/place                      | Yes                                       | Yes       |
| Photos produced in 300dpi                                    | Yes                                       | Yes       |
| Photos edited to ensure best quality                         | Yes. A full day of editing on all photos. | No        |
| Drone photos and camera photos                               | No  | Yes       |
| Photos to belong to the Town Council and are not watermarked | Yes                                       | Yes       |
| Photos to be received by 12 <sup>th</sup> February 2025      | Yes                                       | Yes       |
| Quote price  | £785                                      | £300      |

## Financial Regulations/ Procurement Threshold

Does this project meet the procurement threshold?

Yes. Quotes were received for best value.

## **Budgets**

**Budget Availability:** £12,134

**Budget Codes:** 6224 – Professional Costs

**Committed Spend:** Services Committee recommended to Policy and Finance that solicitor cost for Pillmere land work to be allocated to 6224:

To **RECOMMEND** to the Policy and Finance Committee to approve associated legal costs be allocated to 6224 Professional Fees, managed by the Town Clerk to remain within budget.

**Signature of Officer:**

Mayor's Secretary/Receptionist

## Appendix A - Examples of photographs used in publications



# Visit Saltash

Saltash, a charming town at the gateway to Cornwall, is a hidden gem that offers a unique blend of history, natural beauty, and vibrant community spirit.

Visitors can explore the historic Saltash Waterside, with its picturesque views of the Tamar River and the iconic Royal Albert Bridge, designed by the renowned engineer Isambard Kingdom Brunel.

The town's rich heritage is evident in landmarks like Mary Newman's Cottage, believed to be the home of Sir Francis Drake's first wife, with a visit to the History Museum being worthwhile too!

Outdoor enthusiasts will appreciate the scenic walking and cycling trails, such as those in the Tamar Valley, an Area of Outstanding Natural Beauty. With its welcoming atmosphere, quaint shops, and delightful eateries, Saltash provides a perfect escape for those looking to experience the serene charm of Cornish life.

With so many reasons to visit and explore the beauty of Saltash this summer - what are you waiting for?

Scan the QR code to find out more reasons to visit Saltash or visit the Town Council website <https://www.saltash.gov.uk/visitsaltash.php>





Saltash Town Council

13 May · 🌐

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👋👋👋 Some residents might have noticed scaffolding being erected around the Guildhall. 🙄🙄🙄

The Town Council has appointed contractors to undertake essential maintenance to the exterior of the building. The Guildhall will remain open as normal during the works.

The site of the Guildhall dates back to the 16th century when Alexandra Square was the town's market place. It was formally adopted as the Guildhall of the Borough in 1894 and in 1952 it gained listed status with special architectural or historical interest. It has undergone several significant periods of work including in 1924 when it was partially reconstructed due to badly decayed timber and further restoration work was carried out in the 1980s and 1990s.

Historic photos courtesy Saltash Heritage.

[#saltash](#) [#saltashguildhall](#) [#community](#) [#listedbuilding](#) [#restore](#)



### Examples of poor quality photographs



## **Appendix B Saltash Town Council project specification and list of photos required**

### **Aim**

The Town Council has a portfolio of assets, buildings and landmarks under its ownership. Accurate photos of each asset are required for use in the portfolios, promotion of the town and for historical reference.

### **Specification**

Multiple copies of each asset are required to show from different angles. Photos should be in focus and have the asset where possible at the centre of the image and in good clear light. Artistic licence is permitted with two photos of each asset required but all photos must be of high quality. The resolution should be 300 DPI as the photos will be resized to multiple sizes both small and large and in JPEG format.

Two photos of each asset are required and the print

Drone photos are also desirable, but not essential.

All the photos and drone footage must be logo free and become the property of the Town Council once payment has been made.

Photos must be delivered by 12<sup>th</sup> February.

Examples of how the assets will be used include

| <b>Area</b>   | <b>Details of location</b>                                      |
|---|---|
| Land off Elwell Road, PL12 6AP                                    | Triangle piece of land with boat planter and bus stop           |
| Dartmoor View   | On Pillmere Estate, STC responsible for grounds maintenance     |
| Grassmere Way   | On Pillmere Estate, STC responsible for grounds maintenance     |
| Pillmere Green  | On Pillmere Estate, STC responsible for grounds maintenance     |
| Pillmere Drive  | On Pillmere Estate, STC responsible for grounds maintenance     |
| Pillmere Meadow   | On Pillmere Estate, STC responsible for grounds maintenance     |
| Land Lying to the South of Grassmere Way                          | On Pillmere Estate, STC responsible for grounds maintenance     |
| Land on the North Side of Grassmere Way (Grassmere Way Play Area) | On Pillmere Estate, STC responsible for grounds maintenance     |
| Honeysuckle (Play Area)   | On Pillmere Estate, STC responsible for grounds maintenance     |
| Ashton Way Play Area  | On Pillmere Estate, STC responsible for grounds maintenance     |
| Land Adjoining Grenfell Avenue (Grenfell Allotments)              | Allotments located opposite Burraton Community Centre, PL12 4JB |

|   |   |
|---|---|
| Allotment Gardens at the R/O Grenfell Avenue    | Allotments located opposite Burraton Community Centre, PL12 4JB                   |
| Fairmead Allotments                             | Allotments located on the edge of Tincombe Woods, underneath Hodge Close          |
| Longstone Public Convenience                    | Public toilet in Longstone Park   |
| Brunel Bench                                    | Metal bench on Fore Street located outside number 46/44 Fore Street               |
| Trematon Animal Pound                           | Medieval stone structure located on the crossroads opposite Trematon Manor House, |
| Maurice Huggins Room                            | Located at the far end of Victoria Gardens at the top of Fore Street              |
| Victoria Gardens                                | As above  |
| Planted areas east and west of station property | Areas on station platform which are planted up with flowers                       |
| St Stephen's Churchyard                         | PL12 4AP  |
| Churchyard Cemetery                             | As above  |
| Churchtown Allotments                           | Located by cemetery as above  |
| Silverstreet                                    | PL12 4EB  |
| Huntley Gardens                                 | PL12 4EB  |
| The Saltash Guildhall                           | PL12 6JX  |
| Saltash Library                                 | PL12 6DX. Inside and Outside shots  |
| 17 Lower Fore Street Saltash Heritage           | 17 Lower Fore Street, PL12 6JQ  |
| Pontoon   | Located on Saltash waterside, If you need the access code for the day let me know |
| Brunel Bust.                                    | Located opposite slipway to come into Saltash from the Tamar Bridge               |
| War memorials - SNSF and St Stephens            | Located in Church next to the Guildhall   |
| Fore Street                                     | Looking up and down Fore Street   |
| Memorial peace garden                           | Located just off the Guildhall, PL12 6JX  |
| Memorial Bench Churchtown Cemetery              | PL12 4AP  |
| Cornish Cross                                   | Located next to Elwell Road PL12 6AP  |

**Appendix C Example of work from companies who have quoted  
Company A**







Company B – please note these have been edited which is not included in the quote.



