

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 5th June 2025 at 7.00 pm

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

ALSO PRESENT: 7 Members of the Public, 2 Members of the Press, 8 Candidates for Co-option, H Frank (Cornwall Council), P Cador (Cornwall Council) and K Johnson (Cornwall Council), S Burrows (Town Clerk / RFO) and D Joyce (Office Manager / Assistant to the Town Clerk)

APOLOGIES: L Mortimore.

75/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

76/25/26 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.

77/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

78/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE ANNUAL MEETING OF SALTASH TOWN COUNCIL HELD ON 15 MAY 2025 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 Brady, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Annual Meeting of Saltash Town Council held on 15 May 2025 were confirmed as a true and correct record.

79/25/26 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

- a. Planning and Licensing held on 20 May 2025;

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

- b. Personnel held on 29 May 2025.

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

RECOMMENDATION 1

17/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL CHRISTMAS AND NEW YEAR OPERATIONAL HOURS FOR THE YEAR 2025/26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council:

1. The Christmas shutdown period to commence at midday on Wednesday 24 December 2025 and reopen on Monday 5 January 2026;
2. Staff are not requested to allocate half-day annual leave on 24 December 2025;
3. Staff to allocate annual leave for the remaining working days during the Christmas period;
4. This will not apply to operational staff who are required to remain on duty during this period by an agreed rota system to carry out essential services only in the town.

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

RECOMMENDATION 2

18/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL 'SALTASH DAY' FOR THE YEAR 2025/26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Mortimore, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Town Council to award all staff a Saltash Day on Friday 2 January 2026 subject to departmental rota's.

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

RECOMMENDATION 3

19/25/26 TO RECEIVE A REPORT ON THE ROLE OF THE TOWN CRIER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Brady, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council:

1. Approval of the attached job description for the position of Saltash Town Crier subject to HR Support Consultancy final check to ensure it complies with Employment Law;
2. To delegate to the Development and Engagement Manager working with the Mayor's Secretary to advertise for auditions for the role of Town Crier;
3. To delegate to the Development and Engagement Manager and Mayor's Secretary working with the Mayor of Saltash Town Council and a Town Crier from a neighbouring town to form the audition panel;
4. The associated cost of £25 per event be payable to the Town Crier through payroll allocated to budget code 6659 Town Sergeant and Mace Bearer Fees;
5. To delegate to the Mayor's Secretary to procure Town Council branded livery after the post holder has been in post for 12 months allocated to budget code 6272 Robe and Civic Regalia;
6. To purchase annual membership to the Ancient and Honourable Guild of Town Criers for Saltash Town Crier allocated to budget code 6272 Robe and Civic Regalia.

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

RECOMMENDATION 4

22/25/26 TO RECEIVE AMENDMENTS TO THE FOLLOWING POLICIES AND CONSIDER ANY ACTIONS:

a. Safeguarding;
(Pursuant to Extraordinary Personnel Committee meeting held on 19.12.24 minute nr. 63/24/25).

It was proposed by Councillor Brady, seconded by Councillor P Samuels and resolved to **RECOMMEND** the amendments to the Safeguarding Policy, as attached, to Full Council to be held on 5 June 2025.

b. Recruitment.

It was proposed by Councillor Brady, seconded by Councillor Stoyel and resolved to **RECOMMEND** the amendments to the Recruitment and Selection Policy, as attached, to Full Council to be held on 5 June 2025.

The Chairman of Personnel, Councillor Peggs, requested a further amendment be made to the Recruitment and Selection Policy to state, in the absence of the Chairman of Personnel, Chairman of the employee committee, and Vice Chairman, the Personnel Committee will be called upon so that the recruitment of the Town Council is not pro-longed.

The Chairman took the policy recommendations en-bloc.

It was proposed by Councillor Brady, seconded by Councillor Stoyel and **RESOLVED** to approve the above recommendations and further amendment to the Recruitment and Selection Policy (as attached).

RECOMMENDATION 5

26/25/26 TO RECEIVE A REPORT ON THE STRUCTURE OF THE ADMINISTRATION DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To note that due to the operations of the Town Council, the position of Senior Policy and Data Compliance Monitoring Officer is no longer required;
2. To approve the Finance Officers recommendation to vire £19,977.49 to budget code 6694 P&F EMF Staff Contingency;
3. To delegate to the Office Manager / Assistant to the Town Clerk to outsource and oversee the work relating to GDPR reviews, access and freedom of information requests, obtaining best value, working within budget code 6662 Professional Fees, reporting to the relevant committee;
4. To **RECOMMEND** to Full Council to be held on 5 June 2025 to withdraw the Senior Policy and Data Compliance Monitoring Officer role from the Town Council's organisation structure with immediate effect, liaising with HR Support Consultancy to ensure changes comply with Employment Law.

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

80/25/26 TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

81/25/26 TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.

Local PCSO Tony Thorp, present at this evening's meeting was invited to discuss the crime figures detailed in the circulated report pack.

The data indicates an increase in crime, as detailed in the report. However, the PCSO provided context, explaining that while statistics may make the figures seem significant, the actual rise in crimes such as theft and shoplifting amounts to just eight incidents so far this year.

Antisocial behaviour remains a concern, as it is in many towns. Nevertheless, the police are actively working to identify offenders and pursue charges where appropriate.

At present there are no emerging crime trends causing particular concern for the police.

It was **RESOLVED** to note.

82/25/26 TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

83/25/26 TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Due to no meeting having been held there was no report to be received at this evening's meeting.

The Annual CAP meeting is to be held on 1 July 2025.

84/25/26 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Due to no meeting having been held there was no report to be received at this evening's meeting.

85/25/26 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Due to the Chairman of Saltash Chamber of Commerce being on annual leave there was no report to be received at this evening's meeting.

86/25/26 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

87/25/26 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

88/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

89/25/26 FINANCE:

a. To advise the receipts for April 2025;

It was **RESOLVED** to note.

b. To advise the payments for April 2025;

It was **RESOLVED** to note.

c. Urgent and essential works actioned by the Town Clerk under Financial Regulations.

Nothing to report.

d. To note that bank reconciliations up to 30 April 2025 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk.

It was **RESOLVED** to note.

e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

**90/25/26 TO RECEIVE HUDSON ACCOUNTING INTERNAL AUDITORS YEAR
END REPORT DATED 31 MARCH 2025 AND CONSIDER ANY
ACTIONS.**

The Town Clerk briefed Members on the report received and contained within the reports pack.

It was **RESOLVED** to note the Internal Auditors Year-end Report dated 31st March 2025 and that there are no recommended actions (as attached);

**91/25/26 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024-
2025 (AGAR):**

- a. To review and confirm whether there is no conflict of interest or if a conflict arises with the appointment of BDO LLP (External Auditor).

It was proposed by Councillor Stoyel, seconded by Councillor Brady and **RESOLVED** to confirm that at this stage there are no conflicts of interest with the appointment of BDO LLP as the External Auditors to Small Authorities Audit Appointment (as attached).

- b. To review the appointment of Hudson Accounting as the Internal Auditor to Saltash Town Council and consider any actions and associated expenditure.

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

1. To continue with the appointment of Hudson Accounting Ltd as Saltash Town Council's Internal Auditor for the year 2025-26 based on their competence and independence (as attached);
 2. At cost of £1,200 to be allocated to budget code 6201 P&F Audit.
- c. To receive the Annual Governance Statement (Section 1) and consider any actions.

It was proposed by Councillor B Samuels, seconded by Councillor Gillies and **RESOLVED** to approve the Annual Governance Statement 2024-25 (Section 1) as attached.

- d. To receive the Accounting Statements (Section 2) and consider any actions.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to approve the Accounting Statements 2024-25 (Section 2) as attached.

Members thanked staff for their continued hard work to obtain a clean audit and for their work in preparing the Town Council AGAR papers and asked for it to be noted.

- e. To set the commencement date for the exercise of public rights.

It was proposed by Councillor Stoyel, seconded by Councillor Bickford and **RESOLVED** to set the commencement date for the exercise of public rights on the 6 June 2025 for a period of 30 working days (as attached), displayed in the Town Council notice boards, on the website, and to issue a Press and Social media release.

92/25/26 TO RECEIVE A REPORT ON GWR CUSTOMER AND COMMUNITY IMPROVEMENT FUND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bickford summarised the circulated report, expressing thanks to the Development and Engagement Manager (D&EM) for her efforts on funding applications and submissions.

Councillor Bickford reported that sadly, on this occasion, the funding submissions for the GWR Customer and Community Improvement Fund had been unsuccessful.

Councillor Bickford spoke of the promotional leaflet project, praised by GWR's Regional Development Manager and of the potential direct funding opportunities from GWR.

Councillor Bickford sought the Town Council support for the Railway200 Exhibition, aiming to celebrate Saltash's rail heritage while promoting train travel for residents and visitors.

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** to create a working group, comprising of Councillors Bickford, Bullock, Gillies, B Samuels and Stoyel, with support from the Development and Engagement Manager (D&EM), to advance the promotional leaflet project and Railway200 Exhibition, reporting back to the Station Property Sub-Committee.

93/25/26 TO RECEIVE AN UPDATE FROM THE SALTASH TUNNEL WORKING GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and discussed the report contained within the circulated reports pack.

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

1. To continue to support National Highways to communicate to the public other forms of transport leading up to and during the works to the Saltash Tunnel;
2. To note Members have the opportunity to feedback to the Development and Engagement Manager with any public, or general comments received regarding the tunnel works to be communicated to National Highways.

94/25/26 TO RECEIVE A REPORT FROM THE COASTAL COMMUNITIES TEAM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bickford provided a verbal overview on the report received and contained within the circulated reports pack.

It was proposed by Councillor Bickford, seconded by Councillor Martin and **RESOLVED** to proceed with the scope of works, updating the proposals and visual images to reflect the general consensus by appointment of John Grimes Partnership at a total cost of £2,300 + VAT to be allocated to budget code EMF Saltash Waterfront Revitalisation Grant.

95/25/26 TO RECEIVE A CONSULTATION FROM CORNWALL COUNCIL ON THE PROPOSED GILSTON ROAD WORKS AND CONSIDER ANY ACTIONS.

Members reviewed the consultation, addressing multiple concerns about highways issues within the area, concerns were raised as to the safety of the current road systems. Various comments were shared, highlighting key issues, along with discussion of the consultation end date.

It was proposed by Councillor Bullock, seconded by Councillor B Samuels and **RESOLVED** for Members to provide feedback to the Town Clerk to draft and submit a response to Cornwall Council's Highways consultation on the Gilston Road works on behalf of the Town Council.

96/25/26 TO RECEIVE A CONSULTATION FROM CORNWALL COUNCIL ON THE PROPOSED 2-BAY BUS SHELTER AND CONSIDER ANY ACTIONS.

It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** to support the proposal to install a living roof 2-bay bus shelter on the A388 Carkeel, Saltash.

97/25/26 TO RECEIVE A REPORT ON THE ARRANGEMENTS FOR MEET YOUR COUNCILLOR SESSIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members considered Councillor P Samuels proposal to align Meet Your Councillor Sessions with Saltash Market Day, held on the third Saturday of the month. They discussed and debated the logistics and suitability of this adjustment.

Councillor Miller left and returned to the meeting during the discussions held.

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

1. To approve moving future Meet Your Councillor sessions to the third Saturday of the month to Saltash Market Day, subject to available stall space;
2. To commence on Saturday 19 July 2025;
3. To review the success of the sessions following the last market day to be held on 16 August 2025;
4. Councillor attendance to remain between 10am and 12noon.

98/25/26 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 14 JUNE OUTSIDE SUPERDRUG, FORE STREET.

The next scheduled meeting date Saturday 14 June 2025 outside Superdrug, Fore Street.

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** for Councillors Bullock, Peggs, P Samuels and Stoyel to attend.

99/25/26 TO RATIFY THE AMENDMENTS TO THE TOWN COUNCIL'S CO-OPTION POLICY.

It was proposed by Councillor Brady, seconded by Councillor P Samuels and **RESOLVED** to ratify the amendments made to the Town Council Co-option Policy, as attached.

The Chairman called a brief comfort break at 8:04pm. The meeting reconvened at 8:14pm.

100/25/26 TO RECEIVE APPLICATIONS FOR THE OFFICE OF TOWN COUNCILLOR AND TO CO-OPT CANDIDATES TO FILL THE EXISTING VACANCY IN WARDS:

The Chairman sought members support to receive the following items as one.

- a. Essa
- b. Tamar
- c. Trematon

Members agreed.

The Chairman opened the item of business by first thanking the candidates in attendance for their applications, expressing how great it was to see so many Saltash residents interested in becoming a Saltash Town Councillor.

The Chairman informed Members that the applications received had been checked and verified by the Town Clerk as eligible for co-option to any of the three vacant wards.

Members confirmed they had received the candidate applications prior to this evening's meeting and have access to them during the meeting.

The Chairman provided clarity on the evening's process, in line with the Town Council Co-option Policy.

The Chairman stated that it is worth noting that Cornwall Council have issued a notice of casual vacancy for a seat in Tamar Ward. If by 13 June, a request by TEN electors is received, an election will be held at an expensive cost to the tax-payer.

If not, Cornwall Council will ask Saltash Town Council to enact its Co-option Policy.

Therefore, any candidates not successful this evening were encouraged to stay in contact with the Town Council and if an election is called or co-option vacancy is announced to apply.

The co-option process began with each candidate (in alphabetical order) welcomed to the table and given up to 3 minutes to speak, allowing time for an introduction, an opportunity to provide further information on their background and experience, and explaining why they wished to become a member of the Town Council.

Members had the opportunity to ask each candidate questions following their presentations.

Following all 9 candidates presentations the Office Manager / Assistant to the Town Clerk provided all Members the first Ballot Paper.

The Chairman reminded Members that to ensure a vote is counted, they must follow instructions on the ballot paper, writing their name and one clear cross next to their chosen candidate per ballot. Once completed, Members were requested to fold it twice and leave on their desk to be collected by the officer.

The officer then collected the ballot papers confirming there were no duplicates and counted the votes on each ballot for each candidate, these were verified by the Town Clerk with the Town Clerk informing the Chairman of the results.

During the ballot voting process, the Chairman informed Members that the meeting was heading to exceed 2 ½ hours as per Standing Orders.

It was proposed by Councillor Stoyel, seconded by Councillor Brady and **RESOLVED** to suspend Standing Order Section 3.26 to continue with the remaining items of business this evening.

The voting process repeated until there was an absolute majority for a candidate in each vacant ward.

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

1. To thank all candidates for their interest in becoming a Saltash Town Councillor;
2. To co-opt Alice Ashburn as a Town Councillor for Essa Ward vacant seat on this Council,
3. To co-opt Peter Nowlan as a Town Councillor for Tamar Ward vacant seat on this Council,
4. To co-opt Gordon McCaw as a Town Councillor for Trematon Ward vacant seat on this Council,

101/25/26 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.

102/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

103/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

104/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

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

1. Annual Governance and Accountability Return 2024-2025 (AGAR);
2. Meet Your Councillor session Saturday 14 June 2025;
3. Meet Your Councillor sessions to coincide with Saltash Market Day from 19 July 2025;
4. Successful Co-opted Candidates;
5. Gilston Road Public Consultation.

105/25/26 COMMON SEAL:

It was **RESOLVED** to Move to Order that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

106/25/26 DATE OF NEXT MEETING: 03 JULY 2025 AT 7:00 P.M.

Thursday 3 July 2025 at 7.00pm

Rising at: 10.01 am

Signed: _____
Chairman

Dated: _____