

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Annual Meeting of Saltash Town Council held at the Guildhall on Thursday 15th May 2025 at 7.00 pm**

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

**ALSO PRESENT:** 7 Members of the Public, 2 Members of the Press; H Frank (Cornwall Councillor) and K Johnson (Cornwall Councillor), S Burrows (Town Clerk / RFO) and D Joyce (Office Manager / Assistant to the Town Clerk).

**APOLOGIES:** J Suter.

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#### **28/25/26 TO ELECT A CHAIRMAN.**

The Town Clerk informed Members one nomination has been received for the election of the Chairman/Mayor of Saltash Town Council:

Councillor Rachel Emily Bullock.

The original nomination form has been verified and validated.

The Town Clerk referred to Councillor Peggs as the proposer for Councillor Bullock, who spoke for up to three minutes.

Councillor Peggs invited the candidate, Councillor Bullock, to speak for up to three minutes.

The Town Clerk confirmed that the nomination for Chairman of the Town Council for the year 2025/26 was proposed by Councillor Peggs, seconded by Councillor Bickford and following a recorded vote;

Bickford	For
Brady	For
Bullock	For
Gillies	For
Martin	For
Miller	For
Mortimore	For
Peggs	For
Samuels B	For
Samuels P	For
Stoyel	For
Suter	Absent

It was **RESOLVED** that Councillor Bullock be elected Chairman for the year 2025/26.

The Chairman Councillor Bullock in the Chair.

**29/25/26**     **TO CONFIRM AND NOTE THAT THE CHAIRMAN OF SALTASH TOWN COUNCIL HAS SIGNED THEIR DECLARATION OF ACCEPTANCE OF OFFICE IN THE PRESENCE OF THE PROPER OFFICER.**

The Chairman signed the Chairman's Declaration of Acceptance of Office in the presence of the Proper Officer.

It was **RESOLVED** to note.

**30/25/26**     **INCOMING ELECTED CHAIRMAN TO PRESENT THE PAST CHAIRMAN'S BADGE TO THE OUTGOING CHAIRMAN.**

The newly elected Chairman for 2025/26 Councillor Bullock presented the Past Chairman's badge to the outgoing Chairman Councillor Peggs.

**31/25/26      TO ELECT A VICE CHAIRMAN.**

The Town Clerk informed Members one nomination has been received for the election of the Vice Chairman of Saltash Town Council:

Councillor Brian Arthur Ernest Stoyel.

The original nomination form has been verified and validated.

The Town Clerk referred to Councillor Miller as the proposer for Councillor Stoyel, who spoke for up to three minutes.

The Chairman then invited the candidate, Councillor Stoyel, to speak for up to three minutes.

The Town Clerk confirmed that the nomination for Vice Chairman of the Town Council for the year 2025/26 was proposed by Councillor Miller, seconded by Councillor Peggs and following a recorded vote;

Bickford	For
Brady	For
Bullock	For
Gillies	For
Martin	For
Miller	For
Mortimore	For
Peggs	For
Samuels B	For
Samuels P	For
Stoyel	For
Suter	Absent

It was **RESOLVED** that Councillor Stoyel be elected Vice Chairman for the year 2025/26.

The Chairman presented the Vice Chairman's Chain to Councillor Stoyel.

**32/25/26      HEALTH AND SAFETY ANNOUNCEMENTS**

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

**33/25/26      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.

Councillor	Agenda Item	Pecuniary / Non Pecuniary	Reason	Left the Meeting
Bickford	41	Non Pecuniary	Member of Regatta Committee	Yes

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

None.

**34/25/26      PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**35/25/26      TO NOTE THAT SALTASH TOWN COUNCILLORS HAVE COMPLETED THEIR DECLARATION OF ACCEPTANCE OF OFFICE FOR THE TERM 2025 TO 2029.**

The Proper Officer confirmed that all Saltash Town Councillors have completed their Declaration of Acceptance of Office for the term 2025 to 2029.

It was **RESOLVED** to note.

**36/25/26      TO NOTE THE TOWN COUNCIL HAS MET THE ELIGIBILITY CRITERIA TO ADOPT AND EXERCISE THE GENERAL POWER OF COMPETENCE FOR THE TERM 2025 TO 2029.**

The Town Clerk confirmed Saltash Town Council has met the eligibility criteria to adopt and exercise the General Power of Competence for the term 2025 to 2029.

It was **RESOLVED** to note.

37/25/26

**TO NOTE THERE ARE THREE VACANT SEATS ON THE TOWN COUNCIL AND THAT THE TOWN COUNCIL WILL BE ENACTING THEIR CO-OPTION POLICY TO FILL THE VACANT SEATS.**

The Town Clerk drew Members attention to the amended Co-option Policy contained within the circulated reports pack.

The Town Clerk provided a verbal overview in which it was explained that at the recent Induction Day following the elections, Members requested the Town Clerk review the Co-option Policy to ensure it is fit for purpose.

The Town Clerk confirmed a number of minor changes to ensure the Town Council is acting lawfully and consistently.

The Town Clerk asked if Members had any questions on the minor amendments presented at this evening's meeting.

Members did not have any questions on the updates received on the Co-option Policy received, as attached to the reports pack.

The Town Clerk asked Members, as advised by Cornwall Association of Local Councils, for agreement of the key changes to the process for the meeting on 5 June 2025 and for the Town Council to ratify this decision immediately prior to the co-option taking place.

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

1. To note there are three vacant seats on the Town Council;
2. To agree the minor amendments to the Co-option Policy, as attached, ratifying this decision immediately prior to the co-option taking place at Full Council to be held on Thursday 5 June 2025.

38/25/26

**TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 3 APRIL 2025 AS A TRUE AND CORRECT RECORD**

It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** to approve the Minutes of the Full Town Council Meeting held on 3 April 2025 as a true and correct record.

39/25/26

**TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

a. Services held on 10 April 2025;

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

**RECOMMENDATION 1:**

**12/25/26 TO RECEIVE AN UPDATED REPORT ON THE JUBILEE PONTOON AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the comprehensive report circulated in the reports pack.

The Chairman provided a verbal review of the report, noting that the Services Meeting approved removing the pontoon for inspection and repairs at the previous meeting held in February under Health and Safety.

The Town Clerk has been coordinating with the boatyard, insurers, and surveyors regarding the assessment of the Pontoon for storm damage and maintenance work.

Members received a quotation to fix the storm damage with the insurers confirming to pay only some of this cost, because they consider that some of the damage is caused by a lack of maintenance.

Members received further quotes to put the pontoon back together and into the water.

The insurers have confirmed they will pay 50% of the cost to take it out of the water and take it apart and another 50% to put it back together and into the water.

Two further quotes for works which are not essential, but described as desirable, to help with the longevity of the life of the pontoon were also received.

The desirable works proposed included stripping the pontoon back to bare metal and recoating it with paint and replating metal works. An additional quote to descale the five piles which hold the pontoon system in place and recoat with plating was also received.

The work on the piles would not be undertaken until the pontoon is back in the water so there may be a short period of time when the pontoon is closed.

Members discussed the work and agreed that as the pontoon is already out of the water it is an opportune time to maintain the pontoon to a high standard.

Members were reminded that a Tenancy at Will was signed with Cornwall Council by the Town Council to maintain the pontoon in a fit state.

Following a recorded vote, it was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED**:

1. To note the report;
2. To appoint Voyager Marine to undertake storm damage and maintenance work to the pontoon and the piles and reinstate it to the Tamar at a cost of £109,170.21 plus VAT.
3. To accept the insurance settlement offer of £13,913.13 towards storm damage repairs and 50% contribution towards the cost of lifting and reinstating the pontoon;
4. To **RECOMMEND** to Full Council to approve a virement of £109,170.21 to budget code 6584 EMF Pontoon Maintenance;
5. Members recognise the Services Committee is a full-standing committee and with confidence of this evening's recommendation, request the Town Council to proceed immediately with the appointment to avoid potential holding fees at the boatyard and delay in opening the pontoon to regain income.

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

## **RECOMMENDATION 2:**

### 14/25/26 TO RECEIVE A DRAFT INTERNAL CCTV POLICY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the Draft Internal CCTV Policy as circulated in the reports pack.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and resolved to **RECOMMEND** the CCTV Policy to a future Full Town Council Meeting, subject to inclusion of the town CCTV system (as attached).

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

b. Planning and Licensing held on 15 April 2025;

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

c. Burial Authority held on 15 April 2025;

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

**RECOMMENDATION:**

10/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL'S EXCLUSIVE RIGHTS OF BURIAL PROCESS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report as contained within the circulated reports pack.

The Office Manager / Assistant to the Town Clerk highlighted the main points in the report and informed members that the Administration Team have now commenced the Exclusive Right of Burial (EROB) and Memorial Permit Renewals.

Members discussed the renewal process and amendments to the accompanying documents in the reports pack.

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

1. Note the report;
2. **RECOMMEND** to Full Council the amendments to the Churchtown Cemetery Management Policy and Regulations, the Rules and Regulations for the erection of memorials and the Churchtown Cemetery Application Forms, as attached.

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



**40/25/26      TO RECEIVE AND NOTE THE MINUTES OF THE TOWN VISION SUB COMMITTEE HELD ON 24 APRIL 2025 AND CONSIDER ANY RECOMMENDATIONS.**

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

**RECOMMENDATION:**

**9/25/26      TO RECEIVE THE RESULTS OF THE TRIAL IMPACT ASSESSMENTS ON TOWN COUNCIL PROJECTS AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor Griffiths, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Council to approve and adopt the Climate Strategy Project Impact Assessment. This is for Town Council officers to complete for substantial Town Council projects to ensure the impact to the climate is positive (as attached).

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

**41/25/26      TO RECEIVE THE OUTGOING CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**42/25/26      TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.**

Councillor Peggs informed Members that the Police could not attend the meeting this evening due to their involvement in promoting a community app aimed at improving local engagement and communication with businesses.

Councillor Peggs spoke of disappointment in local businesses attendance at a recent meeting with representatives including the South East Cornwall Inspector, a cybercrime officer, a business retail officer, the Cornwall Council licensing officer, and other local police officers.

Members discussed the lack of noticeable advertisement for this meeting and welcomed improved communications to support this initiative.

It was **RESOLVED** to note.

**43/25/26      TO RECEIVE A REPORT BY COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**44/25/26      TO RECEIVE A REPORT FROM THE COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Nothing to report.

**45/25/26      TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Nothing to report.

**46/25/26      TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**47/25/26      TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman together with Members warmly welcomed the newly elected Cornwall Councillors attending this evening's meeting, Cornwall Councillor Hilary Frank (Essa Ward) and Cornwall Councillor Keith Johnson (Tamar Ward).

Both Cornwall Councillors thanked the Chairman and Members and are looking forward to working with Saltash Town Council in due course.

It was **RESOLVED** to note.

**48/25/26      TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Nothing to report. The next meeting is to be held on Wednesday 22 May 2025.

**49/25/26      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**50/25/26      FINANCE:**

- a. To advise the receipts for March 2025;

It was **RESOLVED** to note.

- b. To advise the payments for March 2025;

It was **RESOLVED** to note.

- c. To report urgent and essential works actioned by the Town Clerk under Financial Regulations;

Nothing to report.

- d. To note that bank reconciliations up to 31 March 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 Council's Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

**51/25/26      TO RECEIVE A REPORT ON THE TOWN COUNCIL BANK MANDATES AND CONSIDER ANY ACTIONS.**

Members received the report contained within the circulated reports pack.

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** to note the report and delegate to the Finance Officer to arrange the removal of former Town Councillors and staff from the bank mandate.

**52/25/26      TO NOTE THE APPOINTMENT OF THE TOWN COUNCIL INTERNAL AUDITOR, HUDSON ACCOUNTING FOR THE YEAR 2025/26.**

The Responsible Finance Officer provided an overview of the internal auditors appointment.

Saltash Town Council last term of office appointed Steve Hudson of Hudson Accounting to act as the Town Council's Internal Auditor based on his competence and independence. This met the requirement of BDO the External Auditor.

It was **RESOLVED** to note Saltash Town Council's appointment of the Internal Auditor, Steve Hudson (Hudson Accounting) for the year 2025/26, and that he is independent.

**53/25/26      TO RECEIVE THE CIVILITY AND RESPECT PLEDGE FOR THE YEAR 2025/26 AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to approve that the Chairman on behalf of Saltash Town Council, signs the Civility and Respect Pledge for the year 2025/26 to be displayed in all Town Council buildings.

**54/25/26      TO RECEIVE THE HEALTH AND SAFETY STATEMENT FOR THE YEAR 2025/26 AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor Mortimore, seconded by Councillor P Samuels and **RESOLVED** to approve that the Town Clerk on behalf of Saltash Town Council, signs the Health and Safety Statement for the year 2025/26 to be displayed in all Town Council buildings.

**55/25/26      TO RE-ADOPT THE TOWN COUNCIL BUSINESS PLAN AND DELIVERABLES FOR THE REMAINING TERM OF THE PLAN 2025 TO 2027.**

Members discussed the need to review the Town Council's Business Plan regularly.

The Town Clerk confirmed the Town Vision Sub Committee's remit is to regularly review the business plan reporting back to the relevant Committee / Sub Committees with recommendations and Full Council as required.

It was proposed by Councillor Gillies, seconded by Councillor Peggs and **RESOLVED** to re-adopt the Town Council Business Plan and deliverables for the remaining term of the plan 2025 to 2027.

**56/25/26      TO RE-ADOPT THE TOWN COUNCIL PORTFOLIOS FOR THE YEAR 2025/26.**

It was proposed by Councillor Bullock, seconded by Councillor B Samuels and **RESOLVED** to re-adopt the Town Council Portfolios for the year 2025/26.

**57/25/26      TO NOTE THE TOWN COUNCIL INSURANCES:**

Members received the following Town Council insurances en-bloc.

- a. Employers Liability;
- b. Public Liability;
- c. Cyber;
- d. Motor;
- e. Pontoon.

It was **RESOLVED** to note.

**58/25/26      TO CONSIDER A RECOMMENDATION TO ADOPT THE TOWN COUNCIL SCHEDULE OF MEETINGS CALENDAR FOR THE YEAR 2025/26.**

Members reviewed the recommended schedule of meetings calendar for the year 2025/26 contained within the circulated reports pack.

The Town Clerk requested a Personnel Committee meeting be scheduled for 29 May 2025.

Members requested that the Personnel Committee meeting scheduled for 25 June be moved to 31 July to allow adequate time between meetings for business to be received and considered.

It was proposed by Councillor B Samuels, seconded by Councillor Stoyel and **RESOLVED** to adopt the Town Council Schedule of Meetings Calendar for the year 2025/26 subject to the following amendments (as attached):

The 26 June meeting now becomes the 29 May. Additional meeting to be held on 31 July 2025.

**59/25/26      TO CONSIDER A RECOMMENDATION TO ADOPT THE TOWN COUNCIL BUDGET AND PRECEPT SCHEDULE OF MEETINGS FOR THE YEAR 2025/26.**

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** to approve the recommendation and adopt the Budget and Precept Setting dates, as attached.

**60/25/26      TO RE-ADOPT THE TOWN COUNCIL'S EXISTING POLICIES AND PROCEDURES FOR THE YEAR 2025/26:**

The Chairman requested the re-adoption of policies be taken en-bloc for each section.

Members were reminded that a robust review had been actioned throughout the year 2024-25 with all recommendations considered and approved at 11 March 2025 Policy and Finance Committee.

a. Employees

1. NJC Green Book
2. Data Protection - Criminal Records Information Policy
3. Data Protection Policy (Employees)
4. Disability Employment Policy
5. Employee Handbook
6. Employee Recognition Scheme
7. Equality and Diversity Policy
8. Local Government Pension Scheme
9. Protocol for Member Officer Relations
10. Provision of IT and Acceptable Use Policy
11. Recruitment & Selection Policy
12. Training and Development Policy

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to re-adopt the Town Council Employee policies for the year 2025/26.

b. Finance;

1. Accounts and Audit Regulations 2015
2. Annual Business Continuity Plan
3. Annual Internal Audit and Business Risk Assessment
4. Annual Reserves Policy
5. Annual Statement on Internal Control
6. Annual Treasury Management Strategy
7. Anti Bribery Policy Statement & Anti-Fraud & Corruption Strategy
8. Finance Schedule & Precept Plan
9. Receipting of Income & Banking Procedures
10. Risk Management Plan Statement
11. Risk Management Strategy
12. Scheme of Delegation
13. Financial Regulations

It was proposed by Councillor P Samuels, seconded by Councillor Gillies and **RESOLVED** to re-adopt the Town Council Finance policies for the year 2025/26.

c. General;

1. Acquisition or Sale of Land and Property
2. Allotments
3. Complaint Handling & Customer Behaviour Policies
4. Communications Policy & Strategy
5. Noticeboard Policy
6. Corrections and Additions to Saltash War Memorials
7. Data Protection & Retention Policies
8. Freedom of Information Policy, Procedure & Model Publication Scheme
9. Fundraising Strategy
10. Grants Policy
11. Grant Application Form - Word format
12. Hire of Town Council Premises and Events
13. Match Funding
14. Match Funding for Playparks Application Form - Word format
15. Planning - A Guide for Councillors
16. Public Loudspeaker Policy
17. Receiving Public Questions, Representations & Evidence at Meetings
18. Safeguarding Policy
19. Social Media Policy
20. Standing Orders
21. Terms of Reference - Committees & Sub Committees
22. STC Corporate Guidelines

It was proposed by Councillor Mortimore, seconded by Councillor Martin and **RESOLVED** to re-adopt the Town Council General policies for the year 2025/26.

- d. Health and Safety Manual;
  - 1. Health and Safety Manual

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to re-adopt the Town Council Health and Safety policy for the year 2025/26.

- e. Library;
  - 1. Home Library Service
  - 2. Library Stock Management
  - 3. Wi-Fi Acceptable Use Policy

It was proposed by Councillor P Samuels, seconded by Councillor Gillies and **RESOLVED** to re-adopt the Town Council Library policies for the year 2025/26.

- f. Members;
  - 1. Co-Option Policy
  - 2. Code of Conduct

It was proposed by Councillor Mortimore, seconded by Councillor Miller and **RESOLVED** to re-adopt the Town Council Members policies for the year 2025/26.

- g. Civic
  - 1. Awarding the Honorary Freedom of Saltash
  - 2. Civic Awards
  - 3. Civic Handbook
  - 4. Election of Mayor and Deputy Mayor

It was proposed by Councillor B Samuels, seconded by Councillor Bullock and **RESOLVED** to re-adopt the Town Council Civic policies for the year 2025/26.

61/25/26

**TO NOTE THAT THE FOLLOWING COMMITTEES REMAIN A COMPOSITION OF SIXTEEN MEMBERS THEREFORE APPOINTMENTS ARE NOT REQUIRED, ALL MEMBERS WILL BE SUMMONED TO THE SCHEDULED MEETINGS OF THIS TOWN COUNCIL DURING THE YEAR 2025/26.**

- a. Planning and Licensing;
- b. Policy and Finance;
- c. Services.

It was **RESOLVED** to note.



62/25/26

**TO RECEIVE A REPORT ON TOWN COUNCIL MEMBERSHIP AND  
CONSIDER ANY ACTIONS.**

The Town Clerk provided a brief verbal overview of the report contained within the circulated reports pack.

The Town Clerk confirmed the Town Council does not have Terms of Reference for how Members are elected to Committee, Sub Committee, Working Groups and Outside Partnerships if the membership level is oversubscribed.

Members agreed at the Induction Day held on 10 May 2025 a discussion would take place initially and if a consensus could not be reached, Members wished for names to be pulled out of a hat.

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

1. To approve option three (pull names from a hat) should a consensus not be reached;
2. To receive draft Membership Terms of Reference to Committees, Sub Committees, Working Groups and Outside Partnerships at a future Policy and Finance Committee meeting.

**TO APPOINT MEMBERS TO THE FOLLOWING COMMITTEES:**

a. Burial Authority;  
**(Composition of six)**

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** that Councillors Bullock, Miller, B Samuels and Stoyel be appointed to the Burial Authority Committee. There are two vacancies at this time.

b. Joint Burial Board  
**(Membership established by separate constitution - composition of four STC Members inclusive of the Mayor and Deputy Mayor)**

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** that Councillors Bullock (Mayor), Stoyel (Deputy Mayor), Peggs and B Samuels be appointed to the Joint Burial Board Committee in line with the constitution. There are no vacancies at this time.

c. Personnel  
**(Composition of six)**

**The Town Council recognises that a stable membership of the Committee is desirable and as such membership of the Committee should be seen as a long-term commitment.**

**All members of this Committee will undertake employment law training within 6 months provided by the Council subject to course availability.**

Seven Members expressed an interest in forming the membership of the Personnel Committee.

A consensus could not be reached.

In accordance with the resolution of minute nr. 62/25/26, the names of Members who had expressed interest were pulled from a hat.

Councillor Gillies announced the selected names. However, it was later identified that one name had been mistakenly omitted from the draw. To ensure fairness, the process was repeated with all eligible names included.

Councillor Gillies then announced the final selection.

It was proposed by Councillor Bullock, seconded by Councillor Martin and **RESOLVED** that Councillors Brady, Bullock, Mortimore, Peggs, P Samuels and Stoyel be appointed to the Personnel Committee. There are no vacancies at this time.

**TO APPOINT MEMBERS TO THE FOLLOWING SUB COMMITTEES:**

1. Devolution  
**(Composition of eight Members)**

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** that Councillors Bickford, Bullock, Gillies, Martin, Mortimore, Peggs, B Samuels and P Samuels be appointed to the Devolution Sub Committee. There are no vacancies at this time.

2. Library  
**(Composition of eight Members)**

It was proposed by Councillor B Samuels, seconded by Councillor P Samuels and **RESOLVED** that Councillors Bickford, Brady, Bullock, Gillies, Martin, Peggs, B Samuels and P Samuels be appointed to the Library Sub Committee. There are no vacancies at this time.

3. Property Maintenance  
**(Composition of eight Members)**

It was proposed by Councillor Stoyel, seconded by Councillor Bullock and **RESOLVED** that Councillors Bickford, Brady, Bullock, Miller, B Samuels, P Samuels and Stoyel be appointed to the Property Maintenance Sub Committee. There is one vacancy at this time.

4. Station Property  
**(Composition of eight Members)**

It was proposed by Councillor B Samuels, seconded by Councillor Stoyel and **RESOLVED** that Councillors Bickford, Brady, Bullock, Miller, B Samuels, P Samuels and Stoyel be appointed to the Station Property Sub Committee. There is one vacancy at this time.

5. Town Vision  
**(Composition of eight Members)**

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** that Councillors Bickford, Bullock, Gillies, Martin, Peggs, B Samuels and P Samuels be appointed to the Town Vision Sub Committee. There is one vacancy at this time.

**TO REVIEW THE TOWN COUNCIL WORKING GROUPS AND APPOINT MEMBERS ACCORDINGLY;**

- a. Waterfront Management and Water Transport;  
**(Composition of eight Members)**

It was proposed by Councillor Bullock, seconded by Councillor Mortimore and **RESOLVED** for Councillors Bickford, Brady, Bullock, Martin, and Mortimore to be Members of the Waterfront Management and Water Transport Working Group. There are three vacancies at this time.

- b. Neighbourhood Plan Steering Group;  
**(Composition of three Town Council Representatives)**

It was proposed by Councillor Brady, seconded by Councillor Peggs and **RESOLVED** for Councillors Brady, B Samuels and P Samuels to be Town Council Representatives of the Neighbourhood Plan Steering Group. There are no vacancies at this time.

- c. Communications and Engagement;  
**(Composition of four Members)**

It was proposed by Councillor Bickford, seconded by Councillor Martin and **RESOLVED** to approve to disband the Communications and Engagement Working Group with immediate effect.

- d. Saltash Team for Youth;  
**(Composition of four Members)**

It was proposed by Councillor Peggs, seconded by Councillor P Samuels and **RESOLVED** for Councillors Bullock, Martin, Peggs and Stoyel to be Members of the Saltash Team for Youth Working Group. There are no vacancies at this time.

- e. Beating of the Bounds;  
**(Composition of four Members)**

It was proposed by Councillor Stoyel, seconded by Councillor Bullock and **RESOLVED** for Councillors Bullock, Peggs, P Samuels and Stoyel to be Members of the Beating of the Bounds Working Group. There are no vacancies at this time.

- f. Shared Prosperity Funding;  
**(Composition of five Members including attendance from Cornwall Councillors)**

It was proposed by Councillor Miller, seconded by Councillor B Samuels and **RESOLVED** to approve to disband the Shared Prosperity Funding Working Group with immediate effect.

g. CIL Application Play Areas;  
**(Composition of five Members)**

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** to approve to disband the CIL Application Play Areas Working Group with immediate effect.

h. CIL Application - Fourth Round  
**(Composition of five Members)**

It was proposed by Councillor Bullock, seconded by Councillor Mortimore and **RESOLVED** for Councillors Bickford, Gillies, Mortimore and Peggs to be Members of the CIL Application – Fourth Round Working Group. There is one vacancy at this time.

i. D-Day 80;  
**(Composition of four Members)**

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to approve to disband the D-Day 80 Working Group with immediate effect.

j. Christmas Lights Switch on Event 2025  
**(Composition of five Members)**

It was proposed by Councillor Mortimore, seconded by Councillor P Samuels and **RESOLVED** for Councillors Bickford, Bullock, Mortimore, Peggs and Stoyel to be Members of the Christmas Light Switch on Event 2025 Working Group. There are no vacancies at this time.

k. Saltash Tunnel  
**(Composition of three Members)**

It was proposed by Councillor Bickford, seconded by Councillor Martin and **RESOLVED** for Councillors Bickford, Martin and Miller to be Members of the Saltash Tunnel Working Group. There are no vacancies at this time.

l. Churchtown Farm Nature Reserve  
**(Composition of six Members)**

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and **RESOLVED** for Councillors Bickford, Bullock, Gillies, Mortimore, Peggs and Stoyel to be Members of the Churchtown Farm Nature Reserve Working Group. There are no vacancies at this time.

**TO APPOINT MEMBERS TO OUTSIDE PARTNERSHIPS:**

- a. OPCC Councillor Advocate Scheme;  
**(Composition of three representatives)**

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** for Councillors Brady, Martin and Peggs to be representatives of Saltash Town Council on the OPCC Councillor Advocate Scheme. There are no vacancies at this time.

- b. Safer Saltash;  
**(Composition of four representatives)**

It was proposed by Councillor Miller, seconded by Councillor Peggs and **RESOLVED** for Councillors Bullock, Martin and Peggs to be representatives of Saltash Town Council on Safer Saltash. There is one vacancy remaining at this time.

- c. Community Area Partnerships (CAP's);  
**(Composition of two representatives, Mayor and Deputy Mayor)**

It was **RESOLVED** to note Councillor Bullock (Mayor) and Stoyel (Deputy Mayor) are the representatives of Saltash Town Council for the Community Area Partnerships. There are no vacancies at this time.

- d. Section S106 Panel;  
**(Composition of three representatives, Mayor and Deputy Mayor and one Member)**

It was proposed by Councillor Bullock, seconded by Councillor Brady and **RESOLVED** for Councillors Bullock (Mayor), Stoyel (Deputy Mayor) and P Samuels to be representatives of Saltash Town Council on the Section S106 Panel. There are no vacancies at this time.

- e. Town Team;  
**(Composition of three representatives, Chairman of Town Vision and two Members)**

It was proposed by Councillor Bullock, seconded by Councillor Martin and **RESOLVED** for Councillors B Samuels and Stoyel to be representatives of Saltash Town Council on Town Team together with the Chairman of the Town Vision Sub Committee once elected. There are no vacancies at this time.

f. Saltash Leisure Centre Working Group;  
**(Composition of two representatives)**

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** for Councillors Bickford and Bullock to be representatives of Saltash Town Council on the Saltash Leisure Centre Working Group. There are no vacancies at this time.

g. Saltash Waterside Partnership;  
**(Composition of two Members being the Chairman and Vice Chairman of Devolution)**

It was **RESOLVED** to note the two Members representing Saltash Town Council on the Saltash Waterside Partnership are to be confirmed following election of the Chairman and Vice Chairman of the Devolution Sub Committee.

h. CCTV  
**(Composition of four representatives)**

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** to approve to disband the CCTV Outside Partnership with immediate effect.

Councillor Bickford declared an interest in the next agenda item and left the meeting.

**67/25/26      TO RECEIVE A REQUEST FOR A CIVIC PARADE AT SALTASH REGATTA AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor Peggs, seconded by Councillor P Samuels and **RESOLVED** to accept Saltash Regatta's invitation to a Civic Parade on 7 June 2025 and approve for the Mayor to open the event and give out prizes.

Councillor Bickford was invited and returned to the meeting.

**68/25/26      TO RECEIVE A REPORT ON ATTENDANCE AT THE TOWN COUNCIL REGATTA STALL AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor Peggs, seconded by Councillor Martin and **RESOLVED** to approve the Town Council stall timetable, as attached, with Members confirming their availability in advance to fill any vacant slots potentially in partnership with co-opted Councillors following the Full Council meeting on 5 June.

**69/25/26      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.

**70/25/26      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**71/25/26      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**72/25/26      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 Stoyel and **RESOLVED** to issue the following Press and Social Media Releases:

1. Elected Mayor and Deputy Mayor for the year 2025/26;
2. Updated Co-option Policy;
3. Project Impact Assessment showing evidence of Saltash Town Council's commitment to Climate Change;
4. Civility and Respect Pledge;
5. Business Plan moving in to the new Council Term;
6. Regatta Civic Parade and Stall;
7. Schedule of Meetings 2025/26;
8. Budget and Precept Schedule of Meetings 2025/26.



**73/25/26      DATE OF NEXT MEETING: THURSDAY 5 JUNE 2025 AT 7:00P.M.**

Thursday 5 June 2025 at 7.00pm.

**74/25/26      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.

Rising at: 8.32 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_