

# Public Document Pack

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 17th July 2025 at 6.30 pm**

**PRESENT:** Councillors: A Ashburn, R Bickford, J Brady, S Gillies, S Martin, G McCaw, S Miller, P Nowlan, B Samuels, P Samuels, B Stoyel and J Suter.

**ALSO PRESENT:** 2 Members of the Public, I Bovis (Service Delivery Manager), D Joyce (Office Manager / Assistant to the Town Clerk) and F Morris (Planning and General Administrator).

**APOLOGIES:** R Bullock, L Mortimore and J Peggs.

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#### **21/25/26 TO ELECT A CHAIRMAN.**

Councillor Bickford in the Chair to open the meeting and deliver agenda item 1.

It was proposed by Councillor Brady, seconded by Councillor Martin, to nominate Councillor Bickford.

No further nominations were received.

Following a vote it was **RESOLVED** to elect Councillor Bickford as Chairman.

Councillor Bickford in the Chair.

#### **22/25/26 TO ELECT A VICE CHAIRMAN.**

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels, to nominate Councillor Brady.

It was proposed by Councillor Gillies, seconded by Councillor Martin, to nominate Councillor Gillies.

No further nominations were received.

Following a vote it was **RESOLVED** to elect Councillor Gillies as Vice Chairman.

**23/25/26      HEALTH AND SAFETY ANNOUNCEMENTS.**

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

**24/25/26      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.

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

None received.

**26/25/26      TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 10 APRIL 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 Bickford, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Services Committee held on 10 April 2025 were confirmed as a true and correct record.

**27/25/26      TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

- a. To receive the current Committee budget statement.

The Office Manager / Assistant to the Town Clerk gave a brief update with regard to the budget statements and confirmed that there are no areas of concern.

It was **RESOLVED** to note.

28/25/26 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** the next item of business to be received is agenda item 22.

**TO CONSIDER THE MAINTENANCE PROGRAMME OF THE WORLD WAR 1 PEBBLE MEMORIAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and reviewed the request and accompanying report received from the members of the former Saltash Great War Commemoration Committee (SGWCC) contained within the circulated reports pack.

The Chairman referred to L Marsh in attendance, a former member of the former SGWCC who with the agreement of the meeting, was invited to speak.

Members discussed the report in detail and debated the position of the Town Council who had adopted the World War I Pebble Memorial on 14 July 2021, and that of the former members of the SGWCC, who are requesting the Town Council consider supporting them in their wish to raise funds to repaint and restore the Memorial.

Members emphasised the importance of receiving Risk Assessments, Insurance documentation, and Health and Safety requirements before any work begins on a Town Council site.

It was confirmed by the former SGWCC that they are both capable of undertaking the task, having done similar projects previously, and willing to fundraise for the restoration, providing all necessary documentation to the Town Council upon appointment of contractors.

The former SGWCC are confident that the artist approached to carry out the work would do so sympathetically, responsibly and professionally. The paints used would be long lasting and the Memorial Pebbles would be decorated in keeping with the original designs.

The former SGWCC are confident that they could oversee the whole project in a professional manner, and that they would prefer to appoint and manage the works themselves, working with the Service Delivery Manager to ensure works are carried out safely.

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

1. The Town Council appoint an artist and contractor for the repainting and resin coating of the Memorial Pebbles with support for fundraising to be received from the former members of the SGWCC, allocating any shortfall of costs to budget code 6506 Grounds Maintenance and Watering;
2. To note future budgeting of funds be considered at the Services Precept meeting allocating to 6571 SE EMF Saltash Recreational Areas.

Councillor Miller requested a recorded vote.

Ashburn	Against
Bickford	Against
Brady	For
Bullock	Absent
Gillies	Against
Martin	Against
McCaw	Against
Miller	Against
Mortimore	Absent
Nowlan	Against
Peggs	Absent
B Samuels	Abstain
P Samuels	For
B Stoyel	Against
J Suter	Against

Following the recorded vote, the Officer Manager / Assistant to the Town Clerk confirmed that the proposal did not carry.

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

1. To allow the former members of the SGWCC to undertake the restoration project of the Memorials appearance;
2. The former members of the former SGWCC to appoint a contractor and provide relevant risk assessments, method statements and insurance certificates prior to the works commencing and signed off by the Service Delivery Manager;
3. The former members of the former SGWCC to report back to a future Services Committee Meeting on the journey and the outcome of the Community Project;
4. To note future budgeting of funds be considered at the Services Precept meeting allocating to 6571 SE EMF Saltash Recreational Areas.

The Chairman requested a recorded vote.

Ashburn	For
Bickford	For
Brady	Against
Bullock	Absent
Gillies	For
Martin	For
McCaw	For
Miller	For
Mortimore	Absent
Nowlan	For
Peggs	Absent
B Samuels	Abstain
P Samuels	Abstain
B Stoyel	For
J Suter	For

The Officer Manager / Assistant to the Town Clerk confirmed that the proposal carried.

The Chairman thanked the former members of the SGWCC for attending the meeting.

**30/25/26      TO RECEIVE RECOMMENDATIONS FROM TOWN VISION AND  
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members agreed to take Town Visions recommendations together with agenda item 11.

31/25/26 **TO REVIEW THE SERVICES COMMITTEE BUSINESS PLAN DELIVERABLES FOR QUARTER ONE OF THE 2025/26 FINANCIAL YEAR AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE**

Members considered the Town Vision recommendations, as outlined in the circulated reports pack, and received and reviewed the Service Committee Business Plan Deliverables for Quarter One 2025/26.

Following a discussion it was proposed by Councillor Bickford, seconded by Councillor Nowlan and **RESOLVED:**

1. To approve the Town Clerk's scores for Quarter One 2025/26;
2. To approve the Town Vision Sub Committee's recommendation (a-h) as attached;
3. To delegate to the Town Clerk to review the recommendations and apply accordingly for review at future Services Committee meeting;
4. To delegate to the Town Clerk to score Quarter Two 2025/26.

**TO RECEIVE REPORTS FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

a. Departmental Report;

Members received and reviewed the Service Delivery Department report as contained within the circulated reports pack.

The Service Delivery Manager provided an overview of the report, outlining the department's recent works.

Members discussed Longstone Public Conveniences opening hours and vandalism being experienced and the possibility of closing Longstone Toilets earlier but raised strong concerns due to community reliance during those hours.

Members felt changes could discourage use of Longstone Park and cause confusion, given the widely advertised opening times.

The Service Delivery Manager confirmed Cornwall Council will cut back surrounding shrubbery within 28 days which it was hoped would improve visibility and deter vandalism.

Members suggested that redesigning the entrance to create a more open layout could help deter vandalism.

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

1. To note the report received from the SD Department;
2. For Longstone Toilets to remain open as previously agreed - 8:30am to 7:00pm - 1st April to 30th September, delegating to the Services Delivery Manager to review the entrance design to the toilets, reporting back to the Property Maintenance Sub Committee.

b. Grounds Maintenance Works;

It was **RESOLVED** to note.

c. Work Request Log;

It was **RESOLVED** to note.

d. Vandalism and Anti-Social Behaviour Report;

It was **RESOLVED** to note.

e. Statutory and Mandatory Building Asset Checks.

It was **RESOLVED** to note.



**33/25/26      TO RECEIVE A REPORT ON SERVICE DELIVERY EQUIPMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and reviewed the Service Delivery equipment report contained within the circulated reports pack.

The Office Manager / Assistant to the Town Clerk informed the meeting that the quotes received and contained did not meet financial regulations, therefore it was advised to defer the item, requesting further information be provided at a future Services Committee meeting.

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

- a. To defer to the following Services Committee meeting to allow the Service Delivery Manager to provide a revised report containing three detailed quotes for an RTV and battery operated equipment, as per financial regulations, inclusive of a detailed inventory of what the SD Department currently have in stock and its condition, working with the Town Clerk for final sign off;
- b. To note the cost analysis comparing the purchase of a Cherry Picker against ongoing hiring costs.

**34/25/26      TO RECEIVE AND REVIEW AMENDMENTS TO THE NOTICEBOARDS POLICY AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor Bickford, seconded by Councillor Miller and resolved to **RECOMMEND** the amended Noticeboard Policy to Full Town Council to be held on 7 August 2025, as attached.

**35/25/26      TO RECEIVE AN UPDATED REPORT ON THE JUBILEE PONTOON AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and reviewed the updated report on the Jubilee Pontoon, contained within the circulated reports pack.

The Chairman thanked the Town Clerk for all of her hard work in connection with the repair and refurbishment of the pontoon.

The pontoon is now back in the water and fully operational with all ten berths full and several people on the waiting list.

It was **RESOLVED** to note.

**36/25/26      TO RECEIVE A RECOMMENDATION FROM THE PROPERTY  
MAINTENANCE SUB COMMITTEE AND CONSIDER ANY ACTIONS  
AND ASSOCIATED EXPENDITURE.**

Members received the recommendation from the Property Maintenance Sub Committee, contained within the circulated reports pack.

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

1. To note the recommendation from the Property Maintenance Sub Committee and approve Annual Maintenance checks are to be undertaken by the Service Delivery Department;
2. To ensure that the 2 yearly inspection costs be included in the 5-year Repair and Maintenance Plan, noting that no appointment to undertake the 2 yearly inspections is required at this stage.

**37/25/26      TO RECEIVE A REPORT ON PONTOON MAINTENANCE WORKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and reviewed the report for further maintenance works required to the link bridge section of the pontoon, detailed and contained within the circulated reports pack.

The SD Department had taken advantage of the pontoon not being in place, to carry out maintenance work on the deck boards. It was subsequently noticed that there is some corrosion to the walkway.

These areas are cause for concern and require to be addressed. However, it is not thought that this is an issue which requires immediate attention.

Members considered that the matter should be deferred to the October meeting of the Services Committee to allow opportunity to source alternative quotes and to plan for a programme of works in the winter period.

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

1. To approve in principle, repair works to the walkway sections of the pontoon to be undertaken in the winter months to avoid further disruption to the service;
2. To delegate to the Service Delivery Manager to obtain a further two quotes in line with Financial Regulations, reporting back to the following Services Committee meeting;
3. To note Primrose Marine's Pontoon Survey and recommendations.

Councillor Brady gave his apologies and left the meeting.

**38/25/26      TO RECEIVE A REPORT ON A PROPOSED ADDITIONAL FERRY SERVICE AND CONSIDER ANY ACTIONS.**

It was **RESOLVED** to note.

Councillor Martin left and returned to the meeting.

39/25/26

**TO RECEIVE A REPORT FROM THE CHRISTMAS LIGHTS WORKING GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and reviewed the Christmas lights working group report contained within the circulated reports pack.

Members appreciated the cost breakdown, but concerns were raised about the overall expense, particularly for items like road closures, entertainment and prizes.

Members discussed alternative locations emphasising the need for a balanced, safe and well-budgeted event.

Clarification was sought on whether it is a Town Council or Chamber of Commerce led event.

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

1. To approve a maximum budget of £2,500 allocated to budget code 6506 Grounds Maintenance and Watering;
2. To approve the Administration Department to invite Primary Schools to a ceremony to switch on the Christmas Lights on Fore Street;
3. To approve the Saltash Town Council representatives of the working group to lead on the treasure hunt;
4. To seek clarification of the Christmas Light Switch On working group as to whether this is a Town Council event supported by the Chamber of Commerce;
5. The Christmas Light Switch On working group to confirm the final event arrangements at October's Services meeting.

**40/25/26      TO RECEIVE A REPORT ON THE TOWN'S FESTIVE LIGHTING PROVISION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and reviewed the report on the Town's festive lighting provisions contained within the circulated reports pack.

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

1. To note the report and that EICR testing and upgrading of the infrastructure of Fore Street supply points had been completed in-house;
2. To approve a virement of £3,000 from budget code 6506 Grounds Management and Watering to 6515 Festive Lights Maintenance & Electricity, to replace the supply units with new components that match the specification and build quality recently installed, inclusive of stainless-steel brackets and to be completed in-house by the SD Department;
3. To install daylight detection timers for the Festoon Lighting at the same time as replacement of the supply units, working within budget code 6515 Festive Lights Maintenance & Electricity.

**41/25/26      TO RECEIVE AN UPDATED REPORT ON CCTV AND S106 APPLICATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and reviewed the CCTV report contained within the circulated reports pack.

The Chairman advised Members that the S106 application to fund the cameras in Fore Street had been signed off by the S106 Officer and is due to be considered by the S106 panel.

Members discussed the placement of the CCTV cameras and of the ability to redeploy cameras to different locations.

It was **RESOLVED** to note.

**42/25/26      TO RECEIVE A REPORT FROM GRENFELL AVENUE COMMUNITY ALLOTMENT AND CONSIDER ANY ACTIONS.**

Members praised the Grenfell Avenue Community Allotment for their excellent report, which clearly demonstrates the effective use of the plot.

It was **RESOLVED** to note.

**43/25/26      TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Nothing to report.

**44/25/26      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** 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.

**45/25/26      TO RECEIVE A REPORT ON THE APPOINTMENT OF A CONTRACTOR TO DELIVER THE TOWN'S CHRISTMAS LIGHTS DISPLAY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman confirmed that the meeting was now in Part Two and reminded Members that the items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

Members are to ensure all **CONFIDENTIAL** papers are returned to the Office Manager / Assistant to the Town Clerk immediately after this agenda item.

Members discussed the report received.

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

1. To note that this matter is taken in part two of the Public Bodies Act 1960 due to commercial sensitivity and contractual reasons;
2. To note that the procurement process was properly followed and that three bids were received. The Council approved the recommendation made by the evaluation panel as part of the procurement process to appoint Company A for a three-year period commencing in 2025, at a total cost of £88,242.90, subject to a full site survey;
3. The contract will be funded through equal annual payments of £29,414.30, allocated to Budget Code 6572 EMF Festive Lights, for the design, supply, installation, maintenance, removal, storage, with necessary approvals obtained as required, of all Christmas/festive lights and decorations;
4. To delegate authority to the Town Clerk to oversee the management of the contract between Saltash Town Council and Company A, including approval of any additional costs, provided they remain within the allocated budget of £90,000, reporting back to future Services Committee meetings as necessary.

**46/25/26      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**47/25/26      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** that the public and press be re-admitted to the meeting.

**48/25/26      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Vandalism reporting for public conveniences (Social Media Post);
2. CCTV, at the appropriate time;
3. Pebble Memorial Restoration in partnership with former members of the Saltash Great War Commemoration Committee;
4. Christmas Lights and the partnership with the Christmas Event, at the appropriate time;
5. Grenfell Avenue Community Allotment.

**DATE OF NEXT MEETING**

Thursday 9 October 2025 at 6.30 pm

Rising at: 8.58 pm

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

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



- a. Add under Strategic Priority 1 'Actions' – To continue to work and support Town Team with their initiatives to improve the Town by providing administrative, finance and funding support as necessary;
- b. Review Strategic Priority 4 'Aim' – Promote and encourage walking and cycling routes in the community, to see how the 'Aim' can be met or readjust if necessary;
- c. Add under Strategic Priority 4 'Actions' - Successful ferry service from the Royal William Yard to Saltash (return) and the opportunity to watch the British Firework Championships from the river Tamar;
- d. Review Strategic Priority 5 'what success looks like' – Continue to be environmentally and hedgehog friendly, recycle as much green waste as possible, adopt sustainable watering techniques – Members to consider what additional 'Actions' could be included to help achieve this 'Aim' or readjust if necessary;
- e. Add under Strategic Priority 5 'Aims' - To support community initiatives for tree planting and wildflower meadows – add under 'Actions' - STC to continue to provide funding for tree planting initiatives and continue to support Rotary with watering of flower beds in the Town Centre;
- f. Under Strategic Priority 5 'Aims' - Continue to be a Plastic Free Town Council – under 'Actions' add - to enhance promotions of STC's plastic free status and explore further opportunities for improvement in this area – such as partnering with external organisations to educate councilors, staff and the wider community on the importance of avoiding single-use plastics;
- g. Under Strategic Priority 6 'Aims' – Provide, maintain and support mental health and wellbeing with street furniture and green public spaces – under 'Actions' add – Working in partnership with Town Team to install new street furniture and sensory planting in Fore Street;
- h. Under Strategic Priority 6 'Aims' – Continue to provide pontoon facilities allowing access to the river and support better connectivity to neighbouring areas – add under 'Actions' - Successful ferry service from the Royal William Yard to Saltash (return) and the opportunity to watch the British Firework Championships from the river Tamar;

# Saltash Town Council Noticeboards

RESPONSIBLE COMMITTEE: SERVICES

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

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Current Document Status			
Version	V1	Approved by	
Date		Responsible Officer	LM
Minute no.		Next review date	Annual

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
06.2024	2024 DRAFT	SB	Services 13.06.2024	31/24/25	New policy. Recommended to FTC.
07.2024	2024	SB	FTC 04.07.2024	116/24/25a	Approved.
03.2025	2025	SB	P&F 11.03.2025	164/24/25c(19)	Reviewed
07.2025	V2	LM	Services 17.07.2025	34/25/26	Recommended to FTC

Document Retention Period
Until superseded

## **Introduction**

The provision of a community noticeboard is not a statutory duty of Town and Parish Councils; however, Saltash Town Council recognises the benefit of such a facility to its residents and provides many noticeboards for community notices to be displayed.

## **Background**

Saltash Town Council uses physical noticeboards to share relevant local information, as set out in the policy below. The policy tries to strike a balance between size of notice and space available to enable maximum availability and content. Priority should always be given to Town Council notices.

## **Location of Town Noticeboards**

There are 7 general Town Council noticeboards in Saltash:

1. Fore Street
2. Waterside
3. St Stephens Church
4. Yellow Tor Road
5. Pillmere
6. Callington Road
7. Fairmead Road

There are 3 premises specific Town Council noticeboards in Saltash:

1. Saltash Library Hub
2. Isambard House
3. Jubilee Pontoon

## **Use of Town Noticeboards**

General noticeboards can display (in order of priority):

- Town Council information and notifications, e.g. meetings, agendas, minutes, statutory notifications, AGAR, calls to tender, fees and charges, schedule of meetings calendar, consultations and Councillor information. (up to A4)
- Town council events, or those supported by the Town Council through festival or community chest funding, with the relevant acknowledgement as stated in the grant policy. (up to A4)
- Relevant public information events. (up to A4)
- Saltash based time specific community events. (up to A5)
- Saltash based time specific charity events. (up to A5)
- Saltash based organisations adverts (up to postcard/A6)

Any notice that is to be left in the noticeboards for more than three weeks are to be laminated or on suitable paper to reduce fading or curling.

Time specific event posters to be put in the noticeboard no earlier than three weeks before the event.

An organisation may only display a maximum of two notices at any time one. This may be reduced to one notice per organisation if there is insufficient room.

If there is insufficient room for current/important notices to be displayed, longtime posters will be removed and re-displayed when space becomes available, or event notices will be put in two weeks before the event rather than three weeks before the event.

A request for a notice to be permanently displayed can be made by an organisation for consideration by the Town Clerk. Where a notice is displayed permanently it may still be taken down temporarily to display Town Council notices.

Do not cover or overlap notices/posters. Avoid overcrowding.

The noticeboard in Fore Street is kept as one side for Saltash based community notices and the other side is split 50/50 for Town Council information only on one half and all Town Council events on the other half. Priority should be given to time specific events; ongoing activity notifications could be placed on the community side of the noticeboard if room dictates.

Premises specific noticeboards are to only have notices advertising events and meetings held in that location. General Town Council notices are only permitted under the direction of the Town Clerk. Community notices are not permitted in premises specific noticeboards.

Saltash Library Hub Noticeboard can display:

1. Agendas and Minutes for the library sub-committee.
2. Events held at the Library that meet the policy requirements for general noticeboards.

Isambard House Noticeboard can display:

1. Agendas and Minutes for the station property sub-committee.
2. Events held at Isambard House that meet the policy requirements for general noticeboards.
3. Relevant transport notices.
4. Trackside Café operational hours, menu, waiting room and toilet facilities.

Jubilee Pontoon Noticeboard can display:

1. Pontoon related notices, e.g. pontoon fees and charges, maintenance works.
2. Ferry information.
3. Visitor information.
4. Pop up sites.
5. Waterside event notices (subject to available space), that meet the policy requirements for general noticeboards.

No commercial advertising is allowed in any noticeboard. Exceptions will be made when Saltash Town Council is working in partnership with the commercial organisation e.g. Plymouth boat trips operating from the Town Council's pontoon or when the commercial activity is taking place in a Saltash Town Council premises e.g. an art show held at Isambard House.

Notices will not be displayed which advertise events outside the Town of Saltash except for free or charity events which are considered to be a benefit to the health and wellbeing of residents.

Political notices will not be displayed.

The Town Council has the right to refuse a poster should it not comply with the policy rules or space is not available at the time of the request.

### **Requirements to be met by advertisers**

Notices should be submitted to The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX ready to be displayed.

The Town Council is not responsible for printing posters for display.

Notices should contain information on the date of posting and the date the notice should be taken down.

If not clear from the notice the name and contact details of the author should be added to the notice, should we need to contact you.

### **Authority to use noticeboard and related matters**

Town Council officers have the authority to display notices on the noticeboards.

If in doubt, ask the Town Clerk.

### **Display of material on the Town Council website**

Notices approved for the physical town noticeboards will also be displayed on the virtual Town Council noticeboard and events diary ([www.saltash.gov.uk](http://www.saltash.gov.uk)). The same policy guidelines as above will apply.