

To receive a report on the Saltash Plougastel Twinning and consider any actions and associated expenditure.

Report to: Full Town Council

Date of Report: 16 December 2025

Officer Writing the Report: Mayor's Secretary/ Receptionist

Purpose of the report:

To receive a request from Saltash Plougastel Twinning Association for the Town Council to strengthen links.

Officers Recommendations

1. To accept the offer of the Mayor holding an honorary position on the Association's Committee, attending key celebrations and events during the French group's bi-annual visits during May, and the Association's Annual General Meeting in January;
2. To consider the Mayor and their family's participation in the Association's biennial trips to France visiting Plougastel and biennial hosting of a reciprocal visit, with any associated costs such as travel insurance to be purchased by the Town Council;
3. To receive and circulate the minutes of future Association meetings for Members information;
4. To consider requesting Town Council representation at scheduled meetings;
5. To delegate to the Mayor's Secretary/ Receptionist, working with the Mayor and Saltash Plougastel Twinning Association Committee, on the reaffirming of the friendship charter, subject to the Town Clerk's final sign off and confirmation of any legal or ceremonial protocol for signing such charters;

6. To accept the gifts received from the Twinning Association and to organise display in the area as described in Appendix C;
7. To request Saltash Heritage gift the original oath to the Town Council to display alongside the proposed Saltash Plougastel Charter of Friendship in the Guildhall;
8. To consider free ongoing room hire for bi-annual welcome reception events and for the 2026 40th Anniversary Reaffirmation;
9. To update the Civic Handbook accordingly to reflect the Town Council's decision.

Report Summary

The Administration Department has been actively fostering relationships with the Saltash Plougastel Twinning Association, as this was identified as a business plan deliverable for the Policy and Finance Committee.

The original Saltash and Plougastel Daoulas Twinning Oath was located at Saltash Heritage Centre with the Heritage kindly loaning the Town Council the oath for translation.

Please see attached **Appendix A** of the translation of the oath signed in 1986 by Charles Hampton and J Jullien – Mayors of Saltash and Plougastel Doulas.

Following engagement with the Twinning Association requests have been received for the Town Council to further strengthen its relationship with the Committee.

Proposal to Formalise and Strengthen Relationships:

The first proposal received in writing (please refer to **Appendix B**) includes the following suggestions for Members' consideration:

- The Mayor to hold an honorary position on the Association's committee;
- The Mayor to attend key events during French group's biennial visits to Saltash;
- The Mayor to be invited to key biennial celebrations of the Twinning, typically held Thursday to Sunday in mid-May (subject to school exam schedules);
- Participation in the Association's biennial trips to France;
- The Mayor to attend the Association's Annual General Meeting in January;
- Minutes of future Association meetings to be received and circulated to Members for information;
- Town Council representation at scheduled meetings to be considered, if requested.

Request for Free Room Hire:

A further request has been submitted by the Committee for free room hire at Isambard House to host the 40th Anniversary of the Twinning. The event will include a formal buffet for approximately 60 guests and is scheduled to take place between 6:30pm and 11:30pm.

At this event, it is proposed to reaffirm a Charter of Friendship in honour of the 40th anniversary of the Twinning, to be signed by both Mayors currently in office.

Research indicates that a Charter of Friendship is a formal agreement or declaration between two communities - such as sister towns - intended to strengthen relationships, promote cultural exchange, support mutual projects, and celebrate shared history and values. It typically outlines commitments for cooperation in areas such as art, heritage, sport, and education, and is signed by representatives of both parties.

This proposal aligns with the intention to reaffirm the original oath signed 40 years ago.

The event will be organised by the Association Committee, with additional support requested from the Town Council to invite dignitaries and assist with event coordination. The celebration is scheduled for Friday 15 May 2026.

The Association Committee further requested ongoing free room hire for bi-annual welcome receptions when the Plougastel visitors visit Saltash, usually in mid-May subject to school exam schedules, and typically on a Friday evening.

The requests for free room hire have been submitted in accordance with the Town Council's Hire of Premises and Events Policy and supports the strategic priorities outlined in the Town Council's Business Plan.

However, the proposed meetings fall outside normal operational hours, which would incur additional staffing costs for Members to consider.

It should also be noted that the request exceeds the maximum guideline of three hours for free hire, and any request will not include refreshments as part of the free hire provision, Members may wish to review this aspect for such occasions.

Gifts and Display

The Association Committee recently visited the Guildhall to view items gifted to the Town Council over the years and expressed their appreciation for the current display in the glass cabinet and on the adjacent walls at the bottom of the Guildhall staircase (see Appendix C).

The Committee has informed the Administration Department that gifts received by the Association are to be offered to the Town Council for display. As the current cabinet is nearly full, it is recommended items may be displayed for two years before being archived or offered to Saltash Heritage Centre, provided they hold no historical or monetary value. The Mayor also receives an annual gift, which they have the option to keep or donate to the Town Council.

In addition, the reaffirmed Charter of Friendship could be mounted on the wall adjacent to the cabinet, as requested by the Association for display within the Guildhall.

The Association are yet to confirm an inventory of gifts they wish to gift to the Town Council for display.

How Does This Meet the Business Plan?

Boosting jobs and economic prosperity

- Promote Saltash as a vibrant and welcoming visitor destination

Recreation and Leisure

- To continue to provide, improve and support in Saltash cultural activity

Budgets

Budget Codes: 6285 EMF Twinning

Budget Availability: £1,000

Committed Spend: £0

Signature of Officer:

Mayor's Secretary/ Receptionist