

**To receive a report on the Annual Town Meeting with Parishioners of Saltash and consider any actions and associated expenditure.**

**Report to:** Full Town Council

**Date of Report:** 11 November 2025

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

**Purpose of the report:**

To consider rescheduling the date of the Annual Town Meeting with Parishioners of Saltash to accommodate a larger event in conjunction with Shop Your Town and the Civic Awards.

### **Officers Recommendations**

To approve the rescheduling of the Annual Town Meeting with Parishioners of Saltash, in line with standing orders, to the proposed date of 26 March 2026 in conjunction with the Civic Awards and Shop Your Town delegating to the Administration Team to organise in conjunction with the Mayor.

To approve a £100 advertisement budget allocated to budget code 6230 Social Media Advertising.

## Report Summary

The date for the Annual Town Meeting with Parishioners of Saltash is currently set to be held on 5 March 2026, followed by Full Council.

This year, it is proposed that the Civic Awards be held immediately following this meeting, in conjunction with a Shop Your Town event.

This combined approach is intended to help increase attendance and enhance public engagement in these Mayor led events.

Standing orders states:

*The Annual Town Meeting with Parishioners shall be held on the first Thursday in March, prior to the Ordinary Full Town Council Meeting, or in the event of any unforeseen circumstance, on a convenient day and time between 1st March and 1st June inclusive decided by a resolution of the Council.*

Following discussions with the Mayor, a suitable date has been identified for rescheduling the Annual Parishioners' Meeting to Thursday 26 March 2026, should Members approve. This timing does not conflict with any other engagements and provides the Administration Team with sufficient time to organise the event and deliver enhanced advertising and communications for the larger, combined programme.

The Civic Awards Ceremony has traditionally formed part of the Mayor's Civic Service; however, due to the service's attendance list and limited capacity, it has not been possible to accommodate many additional attendees for the Civic Awards element.

A combined Civic Awards Ceremony, held alongside the Parishioners of Saltash Meeting and the Shop Your Town event, has the potential to increase engagement while effectively showcasing what the town has to offer.

The Shop Your Town event where local organisations that submit annual reports to the Town Council for receipt at the Annual Town Meeting with Parishioners of Saltash may host small stalls, provides a valuable opportunity for groups to showcase their work and engage with potential members and volunteers. Increased attendance resulting from the combined programme is expected to further raise the profile of this showcasing event.

Enquiries with several Town Councils confirmed that most Towns and Parishes present their Civic Awards during Mayor Making. Due to capacity constraints, this approach is not feasible for Saltash Town Council.

By bringing together the Annual Town Meeting with Parishioners of Saltash, the Shop Your Town event, and the Civic Awards into a single evening, it is hoped that greater attendance will be achieved, offering an enhanced opportunity to promote the town, its parishioners, and its community champions.

Please see **Appendix A** for the proposed amended Schedule of Meetings for 2025/26, which includes the rescheduled date.

## **How Does This Meet the Business Plan?**

Boosting Jobs and Economic Prosperity

- Promoting Saltash as a vibrant and welcoming visitor destination

Recreation and Leisure

- To continue to provide, improve and support in Saltash cultural activities, leisure and sport facilities.

## **Budgets**

**Budget Codes:** 6230 Social Media Advertising

**Budget Availability:** £745

**Committed Spend:** £210

**Signature of Officer:**

Mayor's Secretary/ Receptionist