

**To receive a report on Deed of Variation of Saltash Heritage Centre and
consider any actions and associated expenditure**

Report to: Full Town Council Committee

Date of Report: 17 December 2025

Officer Writing the Report: Planning and General Administrator

Pursuant to: FTC 11.1.24 minute nr. 303/23/24

Purpose of the report: To receive and consider the draft Licence to Assign from Earl and Crocker regarding the Saltash Heritage Centre, following a Deed of Variation request.

Officer's Recommendations

Members are asked to receive and consider the letter and Licence to Assign document from Earl and Crocker and confirm the Chairman of the Town Council and one other Councillor sign on behalf of the Town Council in the presence of the Town Clerk.

Report Summary

In January 2024, Members delegate authority to the Town Clerk to work with Anthony Earl of Earl and Crocker Solicitors, to review options regarding the potential conversion of the Trustees of Saltash Heritage currently unincorporated body to a CIO.

Since this review of options, a letter has been received from Earl & Crocker regarding a Deed of Variation for Saltash Heritage Centre, see **Appendix A**.

A licence to assign is essential for transferring a lease properly as it protects landlord interests, allows tenants to legally exit a lease and ensures all legal conditions are met.

Members are asked to approve the immediate past Chairman of the Town Council along with immediate past Deputy Chairman (due to registered interests), and in the presence of the Town Clerk as the witness, sign the licence agreement on behalf of the Town Council.

See **Appendix B** for the draft licence to assign agreement.

Signature of Officer:

Planning and General Administrator