

**To receive a report on Town Council policies and procedures and
consider any actions and associated expenditure**

Report to:

Full Town Council

Date of Report:

2 April 2026

Officer Writing the Report:

Town Clerk / RFO

Purpose of the report:

To provide Saltash Town Council with support to carry out an assessment of its governance framework providing a clearer, more coherent and more practical approach to policy management, easing the unnecessary pressure on the Town Council and its staff.

Pursuant Minute:

Policy and Finance held on 10 March 2026 – 325/25/26

Officer's Recommendations

Members are asked to consider the following:

1. Adopting CALC's new streamlined policy framework, which is fully aligned with sector best practice and removes duplication (see Section 5).
2. Adopting CALC's proposed amendments to the policies within the new streamlined structure, as provided via the [SharePoint link](#).
3. Appointing CALC to undertake Stage 2 of the review, progressing implementation of the revised framework, at a cost of £400 per day plus travel expenses, for an estimated 3–4 days allocated to budget code 6273 EMF Legal Fees.
4. Delegate authority to the Town Clerk to work in conjunction with CALC relating to their recommendations listed from B to I, ensuring these are considered in the context of the Town Council's recent work and strategic direction for Saltash, to secure the most appropriate outcomes.

Report Summary

Saltash Town Council acknowledges that its governance framework requires a significant review. Over the years, the number of Council policies has steadily increased, resulting in a substantial volume of work needed to review and update the full suite of policies and governance documents. Due to the scale of this task, the Council determined that external support would be necessary.

At the most recent Policy and Finance Committee meeting, the CALC was appointed to undertake Stage 1 of the process—conducting a comprehensive review of all Saltash Town Council policies and governance documents.

The CALC have produced a number of documents from their review for members consideration together with the Town Clerk's recommendation:

1. Review of Saltash Town Council Policy Framework.
2. Full analysis of Saltash Town Council's policies.
3. All 51 Saltash policies annotated as provided via the [SharePoint Link](#)

Signature of Officer:

Town Clerk / RFO