

To note the Town Council's existing policies and procedures for the year 2026/27

Report to:

Annual Meeting of Saltash Town Council

Date of Report:

28 April 2026

Officer Writing the Report:

Office Manager / Assistant to the Town Clerk

Purpose of the report:

To formally note the Town Council's existing policies and procedures for 2026/27 at the Annual Meeting.

Pursuant Minute:

Pursuant to FTC held on 9.4.26 minute nr. 20/26/27 and P&F held on 5.03.26 minute nr. 325/25/26.

Officer's Recommendations

To note the Town Council's existing policies and procedures for 2026/27

The Town Clerk is to bring the Council's resolution under FTC held on 9.4.26 minute nr. 20/26/27 into fruition as soon as possible in the new municipal year.

Report Summary

Members considered and endorsed a report commissioned from CALC at Full Council held in April following concerns that the Town Council's governance framework was no longer effective.

CALC was formally thanked for a high-quality review and members agreed with its findings, including the need to clearly separate governance responsibilities from operational matters.

It was agreed that Stage 2 of the review will be commissioned but acknowledged it would not be completed in time for the 2026/27 municipal year.

By unanimous vote, members adopted CALC's streamlined policy framework and amendments, appointed CALC to deliver Stage 2 at an agreed cost, and delegated authority to the Town Clerk to progress the recommendations in line with the Council's strategic direction for Saltash and bring to fruition.

You can find the Town Council's existing policies on the Town Council website located here: <https://www.saltash.gov.uk/policies.php>

You can find CALC's new policy suit together with annotations for Stage 2 work approved at April's Full Town Council meeting here: [SharePoint link.](#)

Signature of Officer:

Office Manager / Assistant to the Town Clerk