

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of The Annual Meeting of Saltash Town Council held at the Guildhall on Thursday 20th May 2021 at 7.00 pm

**PRESENT:** Councillors: R Bickford (Vice-Chairman), R Bullock, G Challen, L Challen, M Fox, S Gillies, S Martin, S Miller, J Peggs, A Pinckney, B Samuels, P Samuels (Chairman), G Taylor and D Yates.

**ALSO PRESENT:** 2 Members of the Public, Chairman of Cornwall Council H Frank (Cornwall Councillor), S Lennox-Boyd (Cornwall Council), M Worth (Cornwall Council) and Press, S Burrows (Assistant Town Clerk) and D Joyce (Administration Officer)

**APOLOGIES:** None.

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#### **28/21/22 HEALTH AND SAFETY ANNOUNCEMENTS.**

The Chairman informed those present of the actions required in the event of a fire or emergency.

Cllr G Challen informed the Chairman she would be recording the meeting.

#### **29/21/22 TO ELECT A CHAIRMAN.**

It was proposed by Councillor Peggs, seconded by Councillor Martin and following a recorded vote;

Bickford	For
Bullock	For
Challen G	Against
Challen L	Against
Fox	Abstain
Gillies	For
Martin	For
Miller	For
Peggs	For
Pinckney	Against
Samuels B	For
Samuels P	For
Taylor	Abstain
Yates	For

it was **RESOLVED** that Councillor P Samuels be appointed Chairman for the year 2021-22.

The Chairman read and signed the Chairman's Declaration of Acceptance of Office.

The Chairman signed the Book of Oaths.

**30/21/22**     **INCOMING ELECTED CHAIRMAN TO PRESENT THE PAST MAYOR'S BADGE TO THE OUTGOING MAYOR IN A SOCIALLY DISTANCED MANNER.**

Councillor Yates presented the Mayor's badge to the re-elected Mayor Councillor P Samuels.

**31/21/22**     **TO ELECT A VICE CHAIRMAN.**

It was proposed by Councillor Yates, seconded by Councillor Miller and following a recorded vote;

Bickford	For
Bullock	For
Challen G	For
Challen L	For
Fox	For
Gillies	For
Martin	For
Miller	For
Peggs	For
Pinckney	Abstain
Samuels B	For
Samuels P	For
Taylor	For
Yates	For

it was **RESOLVED** that Councillor Bickford be appointed Vice Chairman for the year 2021-22.

The Mayor presented the Deputy Mayor's medallion to Councillor Bickford the incoming Deputy Mayor with the approval of all members that it be worn for the duration of the meeting.

**32/21/22**     **TO CONFIRM AND NOTE THAT ALL MEMBERS OF THE TOWN COUNCIL HAVE SIGNED THEIR DECLARATION OF ACCEPTANCE OF OFFICE IN THE PRESENCE OF THE ASSISTANT TOWN CLERK.**

The Assistant Town Clerk confirmed that all 14 Members of the Town Council have signed their Declaration of Acceptance of Office in the presence of the Assistant Town Clerk.

It was **RESOLVED** to note.

**33/21/22**      **DECLARATIONS OF INTEREST:**

- a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
G Challen	12	Non-Pecuniary	Member on Standard Committee	No

- b. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

**34/21/22**      **TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 1ST APRIL 2021 AS A TRUE AND CORRECT RECORD**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor P Samuels, seconded by Councillor Bickford and **RESOLVED** that the minutes of the Full Town Council meeting held on Thursday 1<sup>st</sup> April 2021 were confirmed as a true and correct record.

**35/21/22**      **TO NOTE AND RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

- a. Policy and Finance held on 9th March 2021

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was **RESOLVED** to receive and note the minutes. There were the following recommendations:

**RECOMMENDATION 1:**

172/20/21 POLICIES:

- a. Annual Statement of Internal Control

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL.**

b. Annual Business Continuity Plan  
It was **RESOLVED** to defer this item to the next Full Council meeting.

c. Annual Internal Audit Business Risk Assessment  
It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

d. Annual Treasury Management Strategy  
It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL** subject to the document being reformatted.

e. Annual Reserves Policy  
It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

f. Anti Bribery Policy Statement & Anti Fraud & Anti-Corruption Strategy  
It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

g. Finance Schedule and Precept Plan  
It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

h. Scheme of Delegation  
It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

i. Financial Regulations  
It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

j. Risk Management Plan Statement  
It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

k. Risk Management Strategy  
It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

l. Receiving Public Questions at Meetings  
It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

It was proposed by Councillor Fox, seconded by Councillor Yates and **RESOLVED** to approve all recommendations under minute 172/20/21 collectively.

## **RECOMMENDATION 2:**

### **173/20/21 TO ADOPT THE FOLLOWING POLICIES:**

#### **a. Co-option Policy**

It was proposed by Councillor Martin, seconded by Councillor P Samuels and resolved to **RECOMMEND APPROVAL** subject to the removal of the requirement for a Proposer and Seconder on page 5 of the policy.

#### **b. Equality and Diversity Policy**

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and resolved to **RECOMMEND APPROVAL**.

#### **c. Communication Policy**

It was **RESOLVED** to defer this item to the next Full Council Meeting.

#### **d. Provision of IT and Acceptable Use Policy**

It was proposed by Councillor Fox, seconded by Councillor Bickford and resolved to **RECOMMEND APPROVAL**.

It was proposed by Councillor Fox, seconded by Councillor Peggs and **RESOLVED** to approve all recommendations under minute 173/20/21 collectively.

#### **b. Planning and Licensing held on 16th March 2021**

It was **RESOLVED** to receive and note the minutes. There were no recommendations.

#### **c. Personnel held on 13th April 2021**

It was **RESOLVED** to receive and note the minutes. There were the following recommendations.

## **RECOMMENDATION 1:**

### **7/21/22 TO RECEIVE UPDATES TO THE PENSION POLICY.**

The Finance Officer updated Members on the Pension Policy updates and the monthly re-attribution calculations.

It was proposed by Councillor Dent, seconded by Councillor Fox and resolved to **RECOMMEND** to Full Council to adopt the updates to the Local Government Pension Scheme Policy.

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** to adopt the updates to the Local Government Pension Scheme Policy.

**RECOMMENDATION 2:**

14/21/22 STAFFING:

It was proposed by Councillor Rance, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to:

1. Approve all incremental point progressions for eligible staff.

It was proposed by Councillor B Samuels, seconded by Councillor Fox and **RESOLVED** to approve all incremental point progression for eligible staff.

**RECOMMENDATION 3:**

2. Reflect the duties and responsibilities of the post of Assistant Service Delivery Manager at scale 13 - 17 and to receive an uplift from point 13 to 15 back dated to 1st April 2021 in recognition of work undertaken to date.

It was proposed by Councillor B Samuels, seconded by Councillor Pinckney and **RESOLVED** to approve the uplift from point 12 to 15 back dated to 1<sup>st</sup> April 2021 for the post of Assistant Service Delivery Manager.

**RECOMMENDATION 4:**

3. Increase the Assistant Town Clerk scale from 29 - 32 to 37 - 41 starting on point 39 and to be back dated to 1st April 2021 until such time the Town Clerk resumes his normal duties and responsibilities and as the Town Council circumstances change.

It was proposed by Councillor B Samuels, seconded by Councillor Fox and **RESOLVED** to approve the Assistant Town Clerk increase in scale to 37 -41 starting on point 39 to be back dated to 1<sup>st</sup> April 2021 until such time the Town Clerk resumes his normal duties and responsibilities and as the Town Council circumstances change.

d. Planning and Licensing held on 20th April 2021

It was **RESOLVED** to receive and note the minutes. There were no recommendations.

e. Extraordinary Personnel held on 29th April 2021

It was **RESOLVED** to receive and note the minutes. There were no recommendations.

**36/21/22** **TO NOTE AND RECEIVE THE MINUTES OF THE CHRISTMAS LIGHTS AND TOWN EVENTS SUB COMMITTEES HELD ON 23RD MARCH 2021 AND CONSIDER ANY RECOMMENDATIONS.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was **RESOLVED** to receive and note the minutes. There were no recommendations.

**37/21/22** **TO REAFFIRM THE COUNCIL HAS MET THE ELIGIBILITY CRITERIA AND IS ABLE TO ADOPT AND EXERCISE THE GENERAL POWER OF COMPETENCE.**

The Assistant Town Council informed Members of the General Power of Competence:

The General Power of Competence (GPC) is the power of first resort and was introduced to provide Councils the power to do anything individuals generally may do if they do not break other laws.

For a Council to be eligible it must have a qualified Clerk who holds either the Certificate in Local Council Administration or Certificate of Higher Education in Local Policy. Two thirds of its members must be elected Councillors rather than co-opted.

The Council must resolve that it meets the criteria to be eligible for the GPC at its Annual Town Meeting following elections and to revisit that decision and make a new resolution at every Annual Town Meeting of the council following elections.

It was proposed by Councillor G Challen, seconded by Councillor Fox and **RESOLVED** to reaffirm that Saltash Town Council meets the eligibility criteria and agreed to adopt the General Power of Competence.

38/21/22

**TO CONSIDER ADOPTING CORNWALL COUNCIL NEWLY ADOPTED CODE OF CONDUCT AS RECOMMENDED BY THE COMMITTEE ON STANDARDS IN PUBLIC LIFE.**

Councillor G Challen declared an interest and advised she would not be voting.

The Assistant Town Clerk informed Members of Cornwall Councils new code of conduct for Councils in Cornwall.

The House of Lords Committee in standards of public life made a number of significant recommendations as part of its review into the code of conduct; after detailed work the Cornwall code has been updated to reflect these recommendations.

CALC strongly supports this single code for all elected members in Cornwall and is pleased to recommend the 2021 edition.

As the legislation and role of elected Members is slightly different between the two tiers of local government, it will always be difficult to have a single version which reflects both.

The code contained a number of elements specific to the Unitary Authority and the actions of Unitary Councillors as individuals.

Therefore CALC made a number of minor amendments which are highlighted in red on the version circulated to Members.

The Assistant Town Clerk advised Members to adopt the Cornwall Council Code of Conduct as recommended by the Committee on Standards in Public Life and CALC.

It was proposed by Councillor Fox, seconded by Councillor Gillies and **RESOLVED** to approve and adopt Cornwall Councils newly adopted Code of Conduct.

39/21/22

**TO RECEIVE AND NOTE THE SCHEDULE OF MEETINGS CALENDAR FOR THE YEAR 2021-22 FUTURE MEETINGS OF THIS TOWN COUNCIL.**

It was **RESOLVED** to note subject to amendments as follows:

- a. Mayfair event name change to Salt Fest and is to be held on 31<sup>st</sup> July 2021.
- b. Regatta to be held on 4<sup>th</sup> and 5<sup>th</sup> September 2021.



**40/21/22**      **TO NOTE THE TIME AND PLACE OF FULL COUNCIL MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF FULL COUNCIL.**

It was **RESOLVED** to note that Full Town Council meetings are to be held at the Guildhall subject to Covid-19 restrictions on the first Thursday of each month at 7:00 p.m with the next Annual Town Council Meeting to be held on Thursday 5<sup>th</sup> May 2022.

**41/21/22**      **TO APPROVE THE CO-OPTION PROCESS TO FILL THE TAMAR AND ESSA VACANT SEAT ON THIS TOWN COUNCIL.**

It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** to:

1. Approve the co-option process to fill the Tamar and Essa vacant seat on the Council.
2. Advertise the two vacancies from Friday 21<sup>st</sup> May 2021 with a closing date of 4<sup>th</sup> June 2021.
3. Schedule an Extraordinary Full Town Council meeting to carry out co-option interviews to be held on Thursday 10<sup>th</sup> June 2021.
4. Appoint two successful candidates to Essa and Tamar Wards.

**42/21/22**      **TO APPOINT MEMBERS TO THE FOLLOWING COMMITTEES:**

**(To note; Services, Policy & Finance, Planning & Licensing and Burial Authority Committees hold a composition of sixteen Members therefore appointments are not required, all Members will be summoned to the scheduled meetings of this Town Council)**

a. Personnel

**(Composition of six Members. All members of this Committee must undertake employment law training within 6 months of taking Office subject to course availability.)**

Following a vote, it was **RESOLVED** that Councillors G Challen, Fox, Miller, Peggs, B Samuels and Taylor be appointed to the Personnel Committee.

b. Joint Burial Board

**(Membership established by separate constitution together with St Stephens PCC - composition of four STC Members)**

Following a vote, it was **RESOLVED** that Councillors B Samuels and Yates be appointed to the Joint Burial Board Committee with two vacancies requiring to be filled.

**TO APPOINT MEMBERS TO THE FOLLOWING SUB COMMITTEES:**

- a. Devolution  
**(Composition of eight Members)**

Following a vote, it was **RESOLVED** that Councillors Bickford, Bullock, Gillies, Martin, Peggs, B Samuels, P Samuels and Yates be appointed to the

- b. Property Maintenance  
**(Composition of eight Members)**

Following a vote, it was **RESOLVED** that Councillors Bickford, Martin, Miller, P Samuels and Taylor be appointed to the Property Maintenance Sub Committee with three vacancies requiring to be filled.

- c. Station Property  
**(Composition of eight Members)**

Following a vote, it was **RESOLVED** that Councillors Bickford, Bullock, Miller, Peggs, P Samuels, Taylor and Yates be appointed to the Station Property Sub Committee with one vacancy requiring to be filled.

- d. Town Centre Vision  
**(Composition of eight Members)**

Following a vote, it was **RESOLVED** that Councillors Bullock, Gillies, Martin, Miller, Peggs, Taylor and Yates be appointed to the Town Centre Vision Sub Committee with one vacancy requiring to be filled.

- e. Library  
**(Composition of eight Members)**

Following a vote, it was **RESOLVED** that Councillors Bullock, G Challen, Fox, Martin, B Samuels, P Samuels, Taylor and Yates be appointed to the Library Sub Committee.

- f. Christmas Lights and Town Events  
**(Composition of eight Members)**

Following a vote, it was **RESOLVED** that Councillors L Challen, Gillies, Miller, Peggs and P Samuels be appointed to the Christmas Lights and Town Events Sub Committee with three vacancies requiring to be filled.

44/21/22

**TO APPOINT MEMBERS TO THE FOLLOWING WORKING PARTIES:**

- a. Neighbourhood Plan  
**(Composition of two Council representatives)**

Following a vote, it was **RESOLVED** that Councillors Taylor and Yates be appointed on the Neighbourhood Plan Working Party.

- b. Saltash Team for Youth  
**(Composition of four Members)**

Following a vote, it was **RESOLVED** that Councillors Fox, Martin and Peggs be appointed to the Saltash Team for Youth Working Party with 1 vacancy requiring to be filled.

- c. S106 Working Party  
**(Composition of four Members)**

It was proposed by Councillor P Samuels, seconded by Councillor Martin and **RESOLVED** to discontinue the S106 working party as it is no longer required.

- d. Climate Change and Environmental Working Party  
**(Composition of five Members)**

Following a vote, it was **RESOLVED** that Councillors Gillies, Martin, Miller, Peggs and Yates be appointed to the Climate Change and Environmental Working Party.

- e. Waterfront Management  
**(Composition of six Members)**

Councillor Bickford briefed Members on the remit and vision of the Waterfront Management Working Party.

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to approve to increase the composition to 7 Members and following a vote Councillors Bickford, Bullock, G Challen, Martin, P Samuels, Taylor and Yates be appointed to the Waterfront Management Working Party.

45/21/22

**TO APPOINT MEMBERS TO OUTSIDE PARTNERSHIPS:**

- a. Section S106 Steering Group  
**(Composition of two Members, Mayor and Deputy Mayor)**

Following a vote, it was **RESOLVED** that Councillor Peggs, The Mayor and Deputy Mayor be appointed to represent the Town Council on the Section S106 Steering Group with 1 vacancy to be determined if required, subject to the S106 Terms of Reference.

- b. Town Team  
**(Composition of four Members)**

Following a vote, it was **RESOLVED** that Councillors Bullock, Martin, B Samuels and once elected the Chairman of the Town Centre Vision Sub Committee be appointed to represent the Town Council on Town Team.

46/21/22

**TO READOPT THE FOLLOWING TOWN COUNCIL POLICIES:**

Please note the following policies can be viewed on the website here: <https://www.saltash.gov.uk/policies.php>

a. Employees

- i. Data Protection Criminal Records
- ii. Data Protection Policy Employees
- iii. Disability Employment
- iv. Employee Handbook
- v. Recruitment
- vi. Staff Members Relations

b. Finance

- i. Receipting of Income & Banking Procedures
- ii. Annual Business Continuity Plan  
**(Pursuant to P&F held on 9.03.21 minute nr. 172/20/21)**

c. General

- i. Acquisition or Sale of Land and Property
- ii. Customer Feedback
- iv. Data Retention and Disposal
- v. Freedom of Information
- vi. Grants Policy and Application
- vii. Information and Data Protection
- viii. Management of Transferable Data
- ix. Model Publication Scheme
- x. Planning Handbook
- xi. Safeguarding
- xii. Social Media

- xiii. STC Seals and Logo
- xiv. Terms of Reference – Committees
- xv. Unreasonable Persistent Complaints
- xvi. Zero Tolerance

d. Health & Safety

- i. Health and Safety Handbook
- ii. Library
- iii. Library Computer Access and Usage
- iv. Library Information Security
- v. Library Information Storage
- vi. Stock Management
- vii. Wi-Fi Acceptable Use

f. Members

- i. Advisory Dress Code Councillors
- ii. Code of Conduct
- iii. Election of Mayor and Deputy Mayor

It was proposed by Councillor P Samuels, seconded by Councillor Fox and **RESOLVED** to:

1. Re-adopt all policies from 20a through to 20f with the exception of policy 20c iii
2. Receive the remaining policies at the next Full Council meeting to be held on 3<sup>rd</sup> June 2021.

Members identified the requirement for policies to be further reviewed at an Extraordinary Policy and Finance meeting to be held at a later date.

c. General

- iii. Communications Policy

It was proposed by Councillor P Samuels, seconded by Councillor Fox and **RESOLVED** to approve and formally adopt the Communications Policy.

**47/21/22**      **TO NOTE THE TOWN COUNCIL INSURANCE POLICIES:**

- a. Employers Liability  
**(Limit of Indemnity £10M)**

It was **RESOLVED** to note.

- b. Public Liability  
**(Limit of Indemnity £15M)**

It was **RESOLVED** to note and to ensure the limit of indemnity provides enough coverage for the Town Council.

**48/21/22**      **TO RECEIVE ANY ITEMS FOR INFORMATION PURPOSES ONLY.**

Training:

The Assistant Town Clerk advised Members sign up to the following training sessions:

1. Code of Conduct – Monday 21st June 2021 at 7pm
2. Being a Good Councillor including roles and responsibilities – Monday 5th July 2021 at 7pm
3. Chairmanship Training – Monday 12th July 2021 at 7pm.

The Assistant Town Clerk informed Members of the Personnel Committee of their attendance required at the ACAS for beginners training sessions in line with the Terms of Reference for the Committee. Course date and time to follow.

Elections Expenses:

The Assistant Town Clerk reminded Members to return their Election Expenses forms to the Returning Office by 3<sup>rd</sup> June 2021.

**49/21/22**      **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**50/21/22** **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was **RESOLVED** to issue the following Press and Social Media releases:

1. Co-option Vacancies and Advertisement
2. The appointment of Office of Mayor and Deputy Mayor of Saltash for the year 2021-22.

Councillor Pinckney left the meeting.

**51/21/22** **DATE OF NEXT MEETING: THURSDAY 3RD JUNE 2021 AT 7:00P.M.**

Thursday 3<sup>rd</sup> June 2021 at 7:00 p.m.

**52/21/22** **COMMON SEAL:**

It was **RESOLVED** that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

Rising at: 8.19 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_