

Freedom of Information Disclosure Log 2021

Saltash Town Council is committed to being open and transparent. As part of our obligations under the Freedom of Information, responses to requests will be published here. This is also known as the disclosure log.

Environmental Information Regulations (EIR) applications will also be included here.

FOI – Voting details at FTC meeting

Request reference number: FOI 2021 01/02

Date of response: 04.02.2021

Summary of request:

Names of Councillors that voted for, against and abstained on the agenda item 278/20/21 at the FTC meeting of 14.01.2021

Response:

Voting on this item was not a recorded vote and therefore it is only necessary for the minutes to note the resolution. The Town Clerk calls out names to ensure every vote is counted. There are no records retained.

FILE CLOSED

FOI – Through life costings for Saltash Library Facility

Request reference number: FOI 2021 02/02

Date of response: 02.03.2021

Summary of request:

The through life costings for the Saltash Library Facility.
This should include all projected maintenance and renewal costs.
And the final disposal and rebuild costs at end of life.

Response: The following information was provided:

1. Extract from Saltash Library One Stop Shop Site Manual – Cornwall Council December 2016 v1
2. Statistical Information for devolving sites – Saltash Library and Information Service Period: April 2016 – end March 2017 – Cornwall Council November 2017

Copies available from the Guildhall on request.

FILE CLOSED

FOI – Insurance of planter boats

MPG pebble memorial – licence between Cornwall Council & STC

Request reference number: FOI 2021 02/03

Date of response: 19.03.2021

Summary of request:

1. The insurance of planter boats and
2. the licence between Cornwall Council and Saltash Town Council relating to the Memorial Peace Garden – specifically the pebble memorial.

Response:

1. Who insures the planter boats?

The Town Council does not insure the planter boats.

2. Does the licence between Cornwall Council and Saltash Town Council re the Peace Garden cover the pebble memorial in perpetuity?

The Town Council do not hold a copy of the licence. Please contact Cornwall Council for this information.

FILE CLOSED

FOI – Christmas Lights & Town Events Sub Committee meeting held on 21.01.2021 – draft minutes

Request reference number: FOI 2021 02/04

Date of response: 15.03.2021

Summary of request:

information on all trails of communication between elected Saltash Town Councillors and Saltash Town Council administration staff following the meeting of the Christmas Lights and Town Events Sub Committee held on Thursday 21st January 2021 and prior to the meeting of STC on Thursday 4th February 2021.

Response: The following information was provided:

Emails: 22.01.2021 – 02.02.2021

Emails: 03.02.2021 – 05.02.2021

Timeline of events from the Administration Officer

Copies available from the Guildhall on request.

FILE CLOSED

FOI – Saltash Library – Public Works Loan application and Grade 2 listing.

Request reference number: FOI 2021 03/01

Date of response: 29.01.2021

Summary of request: Status of PWL application and effect of Grade 2 listing on plans.

Response:

1. What is the outcome of the PWL application and its current status?

Saltash Town Council are awaiting a response from the Parish Borrowing Team.

2. What effect has the Grade 2 listing of the library building made to the refurbishment proposals and are any costings previously submitted superseded?

Saltash Town Council are reviewing all areas of the library refurbishment works for Members consideration at a future Library Sub Committee meeting.

3. Have STC now in the light of questions 1 and 2 cancelled the refurbishment proposals until the new Town Council is elected?

The library refurbishment works have not been cancelled.

FILE CLOSED

FOI – Saltash Library

Request reference number: FOI 2021 03/02

Date of response: 30.03.2021

Summary of request: Questions relating to Saltash Library

Response:

1. It is normal for any new owner of a facility to conduct their own Asset Condition Survey. This will give the company, or in this case, Town Council, a projected cost for running the facility from date of occupation. I note that this is missing from the pack I was sent. Perhaps you would be good enough to forward it to me. I would hope that the Town Council has not relied on the County Council costings, which to say the very least are out of date by a number of years.

The Building Survey Report carried out on behalf of the Town Council is attached.

Separate financial data was provided to the Finance Officer by Cornwall Council up to July 2018 (I have attached this), any missing data CPI was added to bring the figures up to date. Actual Expenditure £97,792 Against Budgeted £102,612 for 2019/20 (First Year of Operation). The difference was due to staff shortages from Oct 19 – Mar 20.

2. There is no Forward Maintenance Register in the pack. This should have been included as it would set out the list of items requiring renewal over the next 5 to 10, or even 15 years. It will give the Town Council a reasonable idea of the true running costs of the facility in the short to medium term.

A copy of the Five Year Maintenance Plan is attached.

3. There was no green energy statement. This would set out the County Councils proposals to capture green energy and cut the facilities carbon footprint. It would normally include feasibility studies for the installation of solar panels, geothermal heat recovery and the use of energy efficient glazing. The study should conclude if it is possible to utilise any of these plans to reduce the carbon footprint and the likely energy savings.

The Town Council considers this a statement, not a question.

4. The reactive maintenance budget as supplied by the County Council, only appears to cater for mechanical and electrical services. There appears to be no budget for reactive building repairs, perhaps you could enlighten me.

A copy of the Five Year Maintenance Plan is attached.

A copy of the Library Budget is attached.

5. There is nothing in the budget for the renewal of soft furnishings, this surprises me as the facility is open the public and, hopefully will get a lot of use.

A budget for soft furnishings for 2020/21 was added because a transition fund of £10,000 was received from Cornwall Council to buy any small furnishing needed for 2019/20.

6. Is there a disaster recovery plan in place, or is the Town Council going to draw up its own?

A copy of the STC Business Continuity Plan 2020/21 is available to view on the STC website. Please note that the latest update is currently awaiting approval at a meeting to be confirmed.

The documents referred to are available on request from the Guildhall.

FILE CLOSED

FOI – Christmas Lights and Town Event Sub Committee meeting

Request reference number: FOI 2021 03/03

Date of response: 29.03.2021

Summary of request: details of correspondence provided in respect of a FOI request regarding a Christmas Lights and Town Events Sub Committee meeting.

Response: The following information was provided:

Emails: 22.01.2021 – 02.02.2021

Emails: 03.02.2021 – 05.02.2021

Timeline of events from the Administration Officer

Copies available from the Guildhall on request.

FILE CLOSED

FOI – Christmas Lights and Town Event Sub Committee meeting

Request reference number: FOI 2021 03/04

Date of response: 29.03.2021

Summary of request: copy of information provided in respect of a FOI request regarding the Christmas Lights and Town Events Sub Committee meeting held on 21st January 2021.

Response: The following information was provided:

Emails: 22.01.2021 – 02.02.2021

Emails: 03.02.2021 – 05.02.2021

Timeline of events from the Administration Officer

Copies available from the Guildhall on request.

FILE CLOSED

EIR – Transparency around proposed Treledan/Broadmoor Farm development

Request reference number: FOI 2021 03/05

Date of response: 13.04.2021

Summary of request:

In accordance with The Freedom of Information Act, I would like to request copies of the following for the period of the last 3 years;

All correspondence (to include emails/memos and letters - not documents at this stage) between all members of Saltash Town Council and members of Cornwall Council and the developers* of the proposed Development of Treledan/Broadmoor Farm.

All Minutes and/or Transcripts of all Meetings held between Saltash Town Council (which may also include Cornwall Councillors) and the developers* of the proposed Development of Treledan/Broadmoor Farm.

All correspondence (to include emails/letters/memos) received from any members of the public to Saltash Town Council (which may also include Cornwall Councillors) about the proposed development at Treledan/Broadmoor Farm to include any replies.

*Please note the term Developers includes Barratt David Wilson and Foundation Communications where acting on their behalf.

Response: Request refused under EIR 2004 Regulation 12(4)b

FILE CLOSED

FOI – Names of candidates for co-option

Request reference number: FOI 2021 06/01

Date of response: 25.06.2021

Summary of request: The names of the candidates standing for co-option for the vacant seats on Essa and Tamar Wards.

Response: The names of the candidates were provided in an email.

Copies available from the Guildhall on request.

FILE CLOSED

EIR – Churchtown Cemetery wall ownership and maintenance

FOI - Burial Estimates and Provision of Allotments

Request reference number: EIR 2021 08/01a & FOI 2021 08/01b

Date of response: 10.09.2021

Summary of request: When will first part of cemetery be full (burials) & how will allotments in 2nd/3rd sections be moved/replaced?

Response: The following information was provided:

1. Who owns the walls around St Stephens church yard extension and hence who is allowed to cut the flowers or vegetation that grows in the wall gap?

Response:

The boundary around Churchtown Cemetery is owned and maintained by the Town Council. As part of the ongoing maintenance programme growth is cut back as necessary.

2. When is it estimated that the first part if the extension will be full of burials and hence when and how will the allotments in the 2nd and 3rd sections be moved/replaced?

Response:

The estimated number of full body burial plots available in phase one of the cemetery is 650. At 10th September 2021 there are 70 plots in use with the first burial having taken place in September 2015.

The forecast when the cemetery was planned was that the allotment sites would be in place for approximately 26 years following the commencement of burials in the cemetery.

I am unable to provide any information on future provision of allotments as this would be the decision of a future council as part of their budgeting and planning process. Currently the council is required to provide a five year forecast of expenditure which is updated annually when the precept is set.

FILE CLOSED
