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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 3rd March 2022 at 7.00 pm

PRESENT: Councillors: R Bickford (Vice-Chairman), R Bullock, J Dent, J Foster, S Gillies, M Griffiths, S Lennox-Boyd, S Martin, S Miller, J Peggs, B Samuels, P Samuels (Chairman), B Stoyel and D Yates.

ALSO PRESENT: S Burrows (Acting Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: Councillors: G Challen and L Challen.

The Chairman announced the first item of business would be agenda item 2 – Prayers and asked those attending to observe two minutes silence to reflect and pay tribute to those affected by the conflict in Ukraine.

390/21/22 PRAYERS.

Reverend Tim Parkman led prayers followed by a two minute silence for those who have been affected by the conflict in Ukraine.

391/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

392/21/22 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 the Meeting
Bickford	20b	Non-Pecuniary	Member of the Regatta Committee	Yes
Martin	20b	Non-Pecuniary	Member of the Regatta Committee	Yes
Dent	23	Non-Pecuniary	Chairman of Saltash Heritage	Yes

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

None.

393/21/22 CHAIRMAN'S REPORT

It was **RESOLVED** to note.

394/21/22 MONTHLY CRIME FIGURES

It was **RESOLVED** to note.

395/21/22 REPORT BY COMMUNITY ENTERPRISES PL12

It was **RESOLVED** to note.

396/21/22 CORNWALL GATEWAY COMMUNITY REPORT FOR NOTING OR MATTERS ARISING - NO REPORT

No Report.

397/21/22 CORNWALL GATEWAY COMMUNITY ACTION POINTS FOR REPORTS - NO ACTIONS

No Actions.

398/21/22 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH

The next meeting for Safer Saltash is due to be held on Friday 4th March 2022 therefore there was nothing to report.

399/21/22 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE

It was **RESOLVED** to note.

400/21/22 TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING PARTY

Councillor Gillies confirmed the date for the first event to be held at Isambard House is scheduled for Friday 6th May 2022.

It was **RESOLVED** to note.

401/21/22 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS

Members were informed that the Cornwall Councillors report was received at the Annual Meeting with Parishioners of Saltash.

402/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED

None.

403/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL

None.

404/21/22 **TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 3RD FEBRUARY 2022 AND THE EXTRAORDINARY FULL TOWN COUNCIL MEETING HELD ON 10TH FEBRUARY 2022 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 Bickford, seconded by Councillor Foster and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 3rd February 2022 were confirmed as a true and correct record.

It was proposed by Councillor P Samuels, seconded by Councillor Gillies and **RESOLVED** that the minutes of the Extraordinary Full Town Council Meeting held on Thursday 10th February 2022 were confirmed as a true and correct record.

405/21/22 **FINANCE:**

a. To advise the following receipts in:

i. January 2022

It was **RESOLVED** to note.

b. To advise the following payments in:

ii. January 2022

It was **RESOLVED** to note.

c. Urgent and essential works actioned by the Acting Town Clerk under Financial Regulations.

None.

d. To note that bank reconciliations up to 31st January 2022 were reviewed as correct by the Chairman of Policy & Finance Committee and the Acting Town Clerk.

It was **RESOLVED** to note.

e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

406/21/22 TO RECEIVE AND APPROVE A NOTICE BETWEEN SALTASH TOWN COUNCIL AND FIRST GREATER WESTERN LTD CONFIRMING THE LEASE WILL BE EXCLUDED FROM THE SECURITY OF TENURE PROVISIONS OF THE LANDLORD & TENANT ACT 1954.

It was proposed by Councillor P Samuels, seconded by Councillor Bullock and **RESOLVED** to approve the Chairman to sign a Notice between Saltash Town Council and First Great Western Ltd confirming the lease will be excluded from the security of tenure provisions of the Landlord and Tenant Act 1954 relating to the land beneath the BT phone box.

407/21/22 THE MAYOR TO ANNOUNCE THE CALL FOR WRITTEN NOMINATIONS FOR THE OFFICE OF MAYOR AND DEPUTY MAYOR FOR THE YEAR 2022/23. AN EXTRAORDINARY MEETING OF THE TOWN COUNCIL, TO ELECT THE MAYOR ELECT AND DEPUTY MAYOR ELECT, IS SET FOR TUESDAY 15TH MARCH 2022 AT 6.00 P.M.

It was proposed by Councillor P Samuels, seconded by Councillor Bickford and **RESOLVED** to note the call and approve the Extraordinary Full Council meeting of the Town Council to elect the Mayor elect and Deputy Mayor elect on Tuesday 15th March 2022 at 6 p.m.

408/21/22 CORRESPONDENCE.

- a. Saltash Baptist Church - Letter of thanks.

It was **RESOLVED** to note and to thank Saltash Baptist Church for setting up the project in the town.

Councillor Bickford and Martin declared an interest in the next agenda item and left the meeting.

- b. Regatta Committee - Civic Parade to be held on Saturday 3rd September 2022.

It was proposed by Councillor P Samuels, seconded by Councillor Bullock and **RESOLVED** to approve a Civic Parade to be held on Saturday 3rd September 2022 for this year's Saltash Regatta.

Councillor Bickford and Martin were invited and returned to the meeting.

409/21/22 TO RECEIVE A VERBAL UPDATE ON SALTASH LEISURE CENTRE.

Councillor Bickford updated Members on the progress of the Saltash Leisure Centre Working Group.

It was proposed by Councillor Bickford, seconded by Councillor Foster and **RESOLVED:**

1. In the short term, to support the Mayor and Deputy Mayor to represent Saltash Town Council at future meetings.
2. That Members submit ideas and questions to the Mayor and Deputy Mayor to raise at future meetings.
3. That the Mayor and Deputy Mayor seek further clarification of the Saltash Leisure Centre Working Group Membership at the next meeting.

Councillor Bullock informed Members of a planned coffee morning to be held at the Leisure Centre between 9am and 1pm on Saturday 5th March 2022 in aid of Summerfields Play Park.

It was **RESOLVED** to note.

410/21/22 TO RECEIVE A VERBAL UPDATE FROM THE QUEENS JUBILEE WORKING GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE

Councillor Bickford informed Members on the associated costs to reinstall the wood burning beacon and the virtual trail sites: Saltash Library Hub, Maurice Huggins Room, Cornish Cross, Saltash Heritage, Mary Newman's Cottage, Isambard House and the noticeboard at Ashtorre Rock.

Members discussed the requirement of a rolling road closure from Victoria Gardens to the Waterside and a full road closure for Old Ferry Road. Members agreed the importance of appointing a specialist company to undertake the road closures and event management on the night, cost to be allocated to the approved budget code Civic Occasions.

It was **RESOLVED** to note.

Councillor Dent declared an interest in the next agenda item and left the meeting.

411/21/22 TO RECEIVE AND CONSIDER APPROVING FUNDING APPLICATIONS.

Councillor Peggs left the meeting.

Councillor Bickford informed Members on the draft application to be submitted for the Tresorys Kernow fund created to assist new cultural initiatives in a number of town centres across Cornwall. The idea is for STC to run a series of events that would appeal to a wide range of public, utilising Isambard House as a high quality flexible venue.

Councillor Peggs returned to the meeting.

It was proposed by Councillor Bickford, seconded by Councillor Foster and **RESOLVED** to

1. Support in principle the Tresorys Kernow funding application delegating to the Acting Town Clerk to update the final application liaising with Cllrs Bickford, Bullock and Yates prior to submission.
2. Form a short term Working Group, comprising of Councillors Bickford, Bullock, Gillies and Peggs to drive forward plans for the proposed events to be held at Isambard House.

Cornwall Councillor Frank offered support to the working group in preparations for the bid and delivery of events should funding streams be approved.

Councillor Dent was invited and returned to the meeting.

412/21/22 TO RECEIVE AND CONSIDER APPROVING THE DRAFT DESIGN TOWN COUNCIL ANNUAL REPORT.

It was proposed by Councillor P Samuels, seconded by Councillor Griffiths and **RESOLVED** to approve the design of the Town Council Annual Report.

The final draft report is to be received by Members prior to publication in May 2022.

413/21/22 TO APPOINT A MEMBER TO THE PROPERTY MAINTENANCE SUB COMMITTEE.

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** to appoint Councillor Stoyel to the Property Maintenance Sub Committee.

414/21/22 TO APPOINT A MEMBER TO THE WATERFRONT MANAGEMENT WORKING GROUP.

It was proposed by Councillor Bullock, seconded by Councillor Dent and **RESOLVED** to appoint Councillor Lennox-Boyd to the Waterfront Management Working Group.

415/21/22 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

- a. Joint Burial Board held on Tuesday 8th February 2022

It was **RESOLVED** to note. There were no recommendations.

- b. Services held on Wednesday 9th February 2022

It was **RESOLVED** to note. There were no recommendations.

- c. Extraordinary Policy and Finance held on Tuesday 22nd February 2022

RECOMMENDATION 1:

159/21/22 TO CONSIDER RECOMMENDING TO FULL COUNCIL THE APPROVAL TO USE THE TOWN SEALS FOR THE SALTASH NEIGHBOURHOOD PLAN REFERENDUM DOCUMENTS.

Councillor Yates reported that the Saltash Neighbourhood Plan referendum documents have now been sent for printing and it is too late to add the Town Seals.

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 3rd March 2022 to approve the use of the Town Seals on any future Saltash Neighbourhood Plan documents.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to approve the above recommendation.

Councillor Miller proposed the following recommendations be taken on block. Members approved Cllr Millers proposal.

RECOMMENDATION 2:

161/21/22 ANNUAL BUSINESS CONTINUITY PLAN

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 3rd March 2022 to adopt the Annual Business Continuity Plan for the year 2022-23 subject to the attached amendments.

RECOMMENDATION 3:

162/21/22 ANNUAL INTERNAL AUDIT AND BUSINESS RISK ASSESSMENT

It was proposed by Councillor Griffiths, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 3rd March 2022 to adopt the Annual Internal Audit and Business Risk Assessment for the year 2022-23 subject to the attached amendments.

RECOMMENDATION 4:

163/21/22 ANNUAL RESERVES POLICY

It was proposed by Councillor P Samuels, seconded by Councillor Griffiths and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 3rd March 2022 to adopt the Annual Reserves Policy for the year 2022-23 subject to the attached amendments.

RECOMMENDATION 5:

164/21/22 ANNUAL STATEMENT ON INTERNAL CONTROL

It was proposed by Councillor Gillies, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 3rd March 2022 to adopt the Annual Statement on Internal Control for the year 2022-23 subject to the attached amendments.

RECOMMENDATION 6:

165/21/22 ANNUAL TREASURY MANAGEMENT STRATEGY

It was proposed by Councillor Miller, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 3rd March 2022 to adopt the Annual Treasury Management Strategy for the year 2022-23 subject to the attached amendments.

RECOMMENDATION 7:

166/21/22 ANTI BRIBERY POLICY STATEMENT AND ANTI FRAUD AND CORRUPTION STRATEGY

It was proposed by Councillor Griffiths, seconded by Councillor B Samuels and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 3rd March 2022 to adopt the Anti-Bribery Policy Statement and Anti-Fraud and Corruption Strategy for the year 2022-23 subject to the attached amendments.

RECOMMENDATION 8:

167/21/22 FINANCE SCHEDULE AND PRECEPT PLAN

It was proposed by Councillor Miller, seconded by Councillor Griffiths and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 3rd March 2022 to adopt the Finance Schedule and Precept Plan for the year 2022-23 subject to the attached amendments.

RECOMMENDATION 9:

168/21/22 FINANCIAL REGULATIONS

It was proposed by Councillor Gillies, seconded by Councillor Bickford and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 3rd March 2022 to adopt the Financial Regulations for the year 2022-23 subject to the attached amendments.

RECOMMENDATION 10:

169/21/22 RECEIPTING OF INCOME AND BANKING PROCEDURES

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 3rd March 2022 to adopt the Receipting of Income and Banking Procedures for the year 2022-23 subject to the attached amendments.

RECOMMENDATION 11:

170/21/22 RISK MANAGEMENT PLAN STATEMENT

It was proposed by Councillor Yates, seconded by Councillor B Samuels and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 3rd March 2022 to adopt the Risk Management Plan Statement for the year 2022-23 subject to the attached amendments.

RECOMMENDATION 12:

171/21/22 RISK MANAGEMENT STRATEGY

It was proposed by Councillor Bickford, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 3rd March 2022 to adopt the Risk Management Strategy for the year 2022-23 subject to the attached amendments.

RECOMMENDATION 13:

172/21/22 SCHEME OF DELEGATION

It was proposed by Councillor Stoyel, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 3rd March 2022 to adopt the Scheme of Delegation for the year 2022-23 subject to the attached amendments.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to approve the above recommendations.

416/21/22 **TO RECEIVE AND NOTE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON WEDNESDAY 23RD FEBRUARY 2022 AND CONSIDER ANY RECOMMENDATIONS.**

It was **RESOLVED** to note. There were no recommendations.

417/21/22 **MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 12TH MARCH 2022 OUTSIDE BLOOM HEARING, FORE STREET.**

- a. The next scheduled meeting date Saturday 12th March 2022 outside Bloom Hearing, Fore Street.

It was **RESOLVED** for Councillors Dent, Martin and Peggs to attend. Councillor Yates will be attending the Neighbourhood Plan.

418/21/22 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

419/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

420/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

To resolve that the public and press be re-admitted to the meeting.

421/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

Support for Ukraine

The Chairman informed Members that The National Association of Local Councils (NALC) joined the Local Government Association (LGA) in endorsing a statement from the political leadership of the Council of European Municipalities and Regions (CEMR), which strongly condemns the multiple attacks and violations of the territorial integrity and sovereignty of Ukraine.

It was proposed by Councillor P Samuels, seconded by Councillor Bickford and **RESOLVED** that Saltash Town Council endorses the statement in support and solidarity with peers in Ukraine.

It was proposed by Councillor Stoyel, seconded by Councillor Griffiths and **RESOLVED** to give delegated authority to the Acting Town Clerk, liaising with the Mayor and Deputy Mayor to offer additional community support as deemed required and within the powers of the Town Council.

The above resolutions are to be ratified at Thursday 7th April 2022 Full Town Council meeting.

422/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor P Samuels, seconded by Councillor Bickford and **RESOLVED** to issue the following Press and Social Media releases:

1. Town Council's support for Ukraine
2. Saltash Neighbourhood Plan Referendum to be held on 17th March 2022.

423/21/22 **DATE OF NEXT MEETING:**

An Extraordinary Meeting of Full Town Council to be held on Tuesday 15th March 2022 at 6.00p.m.

424/21/22 **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: 8.40 pm

Signed: _____
Chairman

Dated: _____