

SALTASH TOWN COUNCIL

Annual Report 2021-2022





A WARM WELCOME FROM THE MAYOR OF SALTASH



As with the previous year, this year has provided some challenges due to the pandemic, but as before, all sections of the Town Council have responded in positive and sometimes inventive ways, to continue to offer residents the highest possible level of service, whilst acting within the limitations imposed.

I would like to thank my fellow Councillors and Town Council staff for what has been achieved, sometimes under testing and difficult circumstances.

The beginning of the Town Council year in May, saw a return to face-to-face meetings, together with some new Members, following the elections held. As with any Town Council, there will be the occasional vacancy when a Member leaves, something that can occur for a variety of reasons, but it has been encouraging to see so many members of the public come forward to fill those vacancies as they occur.

Whilst some costs have risen over the past year, especially those associated with energy and fuel, with prudent planning and decisive actions, we have still managed to keep the Town Council precept to a minimum and although there has been a small increase for the year 2022-23, the amount that residents will pay is still below the amount of two years ago, due to a reduction in the precept last year.

We started this Town Council year still in lockdown, but as the year has progressed, we have commenced along the path to a new normality, enabling the return of the Remembrance Day Service and Parade in November and the Civic Service, during which the Citizen Awards will be presented, something that could only be done 'virtually' the previous year.

Some projects that have been in the pipeline for some time, have yet to come to fruition, but projects that faltered during the lockdown periods, including the refurbishment of the Library Hub and opening of the Station passenger waiting room, are now back on track, pun intended.

Back in September 2021 it was a delight and an honour to hold my Mayor Making Ceremony at the beautiful and welcoming St. Nicholas and St. Faith Church. This ceremony is usually held within very few weeks of a Mayor taking office, but I shall go down in history as the only Mayor to have waited thirteen months, this again due to the pandemic.

During the current year, the Town Council continued to refresh and update policy documents, to ensure that we are fully compliant and that there is an established procedure for all eventualities. During my Mayoral year 2021-22 I chose Dementia PL12 as the Mayor's Charity. Dementia PL12 work tirelessly on behalf of those who either suffer or are affected by this condition. I sincerely thank them for their hard work and dedication.

I would like to express my appreciation for all those in the community who volunteer and give their time to assist various charities and organisations. It has been a pleasure as one of my final official engagements, to present the Rotary Club of Saltash Citizen of the Year Award and Environmental Citizen Award together with Saltash Town Council's Young Citizen Award and Best Performance Cup to some very worthy recipients.

It has been an honour and a privilege to represent Saltash residents in my role as Mayor and Town Council Chairman for a period of 21 months but the time has now come to hand over the Mayoral Chain to the next incumbent to whom I wish every success in the role for the coming year.

Cllr Pete Samuels, Mayor of Saltash (from August) 2020-21 and 2021-22

Chairman of Saltash Town Council - Councillor Pete Samuels, Vice Chairman - Councillor Richard Bickford

YOUR MONEY MATTERS

How your council tax contributes to your community.

Summary of the Policy and Finance Committee since March 2021.

To summarise, as implied by its title, the Policy and Finance committee acts to manage the various policies used to control the activities of the Town Council and its finances. The terms of reference & matters delegated to the committee are listed on the Town Council website, together with copies of recent agendas, supporting documentation, minutes and detailed budget and expenditure information.

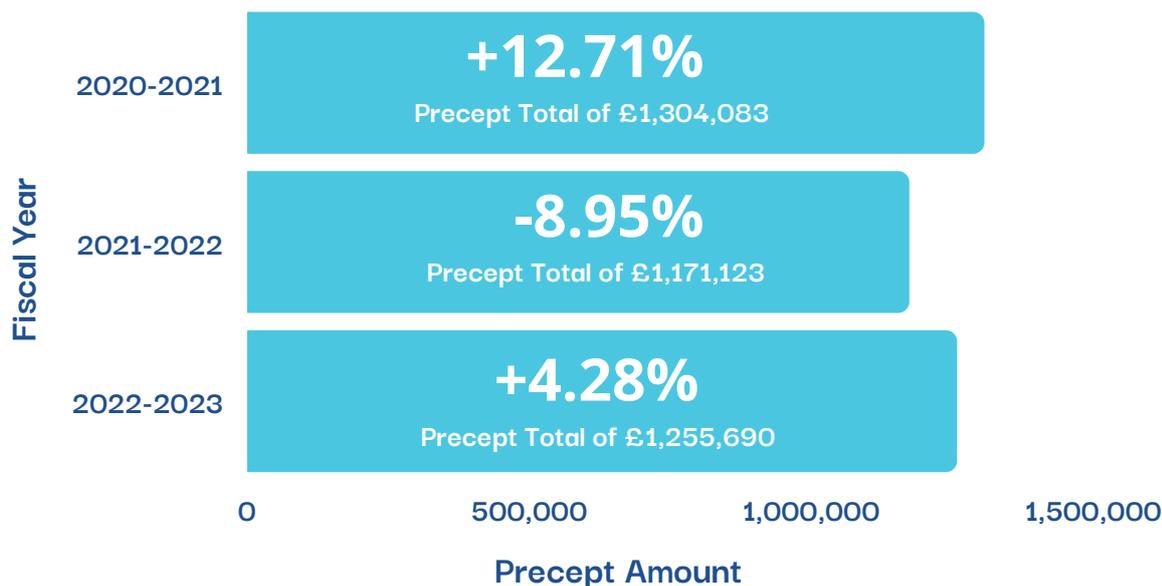
The continuing restrictions and resulting uncertainties during much of the last year have produced a considerable additional workload for council staff. This has been reflected in the increase in the committee's business.

One of the major responsibilities of the committee is to prepare annual estimates and update a 5-year forecast of income and expenditure of the Town Council on continuing services and of payments on capital account for the next financial year and to make a recommendation to Full Council as to the council tax charges to the public (or precept as it is titled) in time for its annual budget meeting each year.

The need to minimise expenditure and the resulting financial burden on members of the public is well understood. Despite the increase in some of the Town Council's expenditure this year as a result of increasing costs and responsibilities, the Town Council precept is still below what it was 2 years ago and the rise in the last 3 years has been limited to under 3%.

Saltash Town Council hold budget and precept meetings annually to determine the amount that is necessary to maintain services that residents would rightly expect. The Town Council strives to continue to improve efficiencies in the way it operates.

The graph and data below shows the past three years precepted figures and percentage increase and decrease rates.



Another one of the important activities of the committee is managing the award of grants to local organisations for projects and activities via the "Community Chest" and "Festival Fund" respectively. This allows the Town Council to support organisations in locally important activities and public events.

The committee is also the focal point for a number of Town Council Sub Committees covering a wide variety of issues including the Climate Emergency, information to the public and the Saltash Neighbourhood Development Plan which will give much greater local control of planning development.

Chairman of Policy and Finance - Councillor Steve Miller, Vice Chairman - Councillor David Yates

YOUR COMMUNITY

Did you know Saltash Town Council invites the local community to apply for two types of Grants - Community Chest and Festival Fund:

"If you have all your facts to hand and have read the criteria, it's painless to apply and the reward was a joy."
- Forder CCA

'The Friends of Tincombe found Saltash Town Council to be helpful, encouraging and efficient when making our funding application.'

'The Foundation has been very grateful for the funding received from the Council for various projects which has enabled the local community to participate in all the musical and dramatic projects staged over the years.'
- The Sue Hooper Charitable Foundation

Saltash Town Council is pleased to have awarded the following Grants in 2021-2022:

Community Chest Grants

Saltash United Juniors FC - £970
Coombe Woods Regeneration Project - £700
Sue Hooper Charitable Foundation - £700
Forder Conservation & Community Association - £1,000
Saltash Amateur Boxing Club - £1,000

Festival Fund

Due to the impact of the pandemic, many events applied for and awarded Festival Funding were postponed to the following year or even cancelled.

To find out more read our Grants Policy here: https://www.saltash.gov.uk/edit/stuploads/8193_435536206.pdf
Apply using our application forms here: <https://www.saltash.gov.uk/forms.php>

Case Study -

Friends of Tincombe

Festival Fund to hold Tincombe Tea Party

Friends of Tincombe were awarded money from the festival fund to hold a tea party for the community on Tincombe Green. The free event involved live music, activities for children and stalls with local crafts. The community group asked for funding to pay for the live music, toilet facilities, road closure fees and health and safety requirements of staging such an event. Further funding was sought and sponsorship received from local companies. Cornwall Council's Street Works Team supported the group in assisting with risk assessments and event management plans. This really was a community effort! The event was a great success with approx. 1000 people enjoying the day.

Case Study -

Saltash Bowling Club

Community Chest Grant for Juniors in the Club

Saltash Bowling Club were keen to expand further into Junior bowls and work with more primary school children in the town, including coaching them to compete in county competitions!

The club successfully applied for funds to purchase junior bowling woods that are suitable for children to try the sport and progress to competition stage if they wish to. The project has been a great success with children from Sir Robert Geoffrey's School taking part in a County Schools competition. Further competitions are planned with outreach work in local schools.

A worker wearing a high-visibility yellow vest, a blue shirt, and a red safety helmet with a clear face shield is operating a long-handled tool in a cemetery. The background shows several gravestones and a building.

YOUR TOWN COUNCIL WORKING FOR YOU

An organisation is only ever as good as the people within it - and we are proud to say that we have a great team of officers who look after the Town Council, its services and assets.

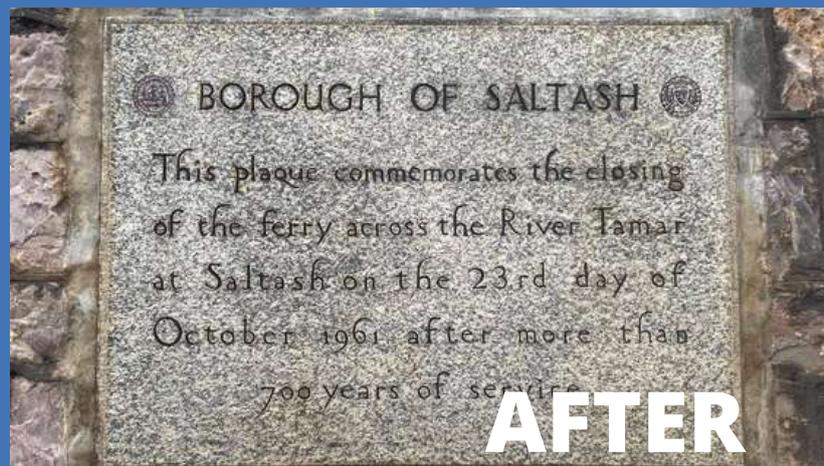
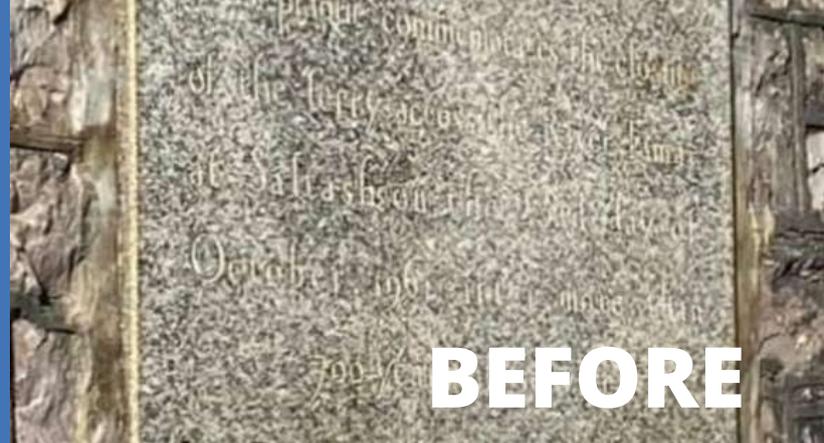
The Personnel Committee is the body within the Town Council which helps with all issues regarding Human Resources, the training and development of the Town Council officers, their wellbeing and the strategic direction the Town Council takes in terms of its staffing.

As a body the Personnel Committee is made up of just 6 of the 16 town councillors due to the confidential nature of its business - and the need to keep a fully committed and dedicated group of councillors who to provide continuity to the Town Council officers.

The last year has posed many changes for the officers. The change of administration with the May 2021 elections, the retirement of the Town Clerk after ten years of service to the Town leading to unprecedented staffing gaps within the Town Council - and of course the huge impact Covid had on how the Town Council could function.

Staff training and development is a key aspect of any organisation and the Town Council prides itself on providing the very best in training to ensure each member of the team is able to carry out their functions to the best of their abilities. Whether that is training on equipment within our Services division to keep our green and residential areas tidy - keeping up to date on first aid and mandatory training required by law, or identifying gaps in learning such as the use of communications and social media as an increasingly important tool to engage with our community.

Chairman of Personnel - Councillor Sarah Martin, Vice Chairman - Councillor Julia Peggs



SERVICE DELIVERY DEPARTMENT

The Service Delivery Department have undertaken various works throughout the year:

- Statutory health and safety inspections of all Town Council premises and assets.
- Various grounds maintenance works and maintaining Public Rights of Way throughout areas of Saltash.
- Managing and maintaining allotments and cemetery grounds alongside burials.
- Cleaning and maintenance of all public toilets and street furniture.
- Working in partnership with community organisations to plant wildflower meadows in and around Saltash to help support dwindling populations of native pollinators including butterflies, moths and bees, helping to sustain insects that pollinate our food crops.
- Preparing and planting flower beds and hanging baskets throughout the town to create a simple yet incredibly effective way to bring life and beauty into the town of Saltash. The plants and flowers are vibrant and create environmental enhancement and compliment the Town Council's bunting.
- Flying flags is a way of Saltash Town Council expressing joy and pride, they are emotive symbols which can boost local and national identities, strengthen community cohesion and mark civic pride.
- Christmas lights and the light switch on event held by the Mayor was a joyous time to bring the community together to enjoy the festivities and fantastic Window Wanderland displays led and organised by Saltash Chamber of Commerce.
- Saltash Town Council do not use herbicides to tackle weeding issues within the town. We do not carry out weed control within the town but where significant issues are reported the Service Delivery Department will use mechanical methods to remove the weeds. Any weeding issues that are a health and safety concern are to be reported to Cornwall Council for further action.

Our easy to use service delivery page on the Town Council's website provides you with the opportunity to report any concerns identified in the town.

You can find it here: https://www.saltash.gov.uk/service_delivery.php

YOUR COMMUNITY SERVICES



KEEP AN EYE OUT FOR OUR COMMUNITY SURVEYS

Have
Your
Say.....



Saltash Town Council run community surveys via Survey Monkey. In completing a short survey you are assisting Saltash Town Council in the decisions they make on behalf of the residents and community of Saltash.

Allotments



Allotments and community gardens are a great way to grow your own food and enjoy the fresh air whilst learning about cultivation, observing wildlife and improving your mental health and wellbeing.

Saltash Town Council oversees three allotment sites - Fairmead, Grenfell and Churchtown. We currently have waiting lists for all three sites. If you would like to be added to our waiting list please email enquiries@saltash.gov.uk.

Churchtown Cemetery



The Burial Authority is a full council committee.

It is responsible for maintaining Churchtown Cemetery located at the top of Farm Lane opposite St Stephen's Church.

The Service Delivery Department are responsible for the up-keep of the cemetery, they also supervise burials.

Saltash Town Council now offer further services to the public such as memorial benches and the planting of memorial rose bushes.

For further information please contact the Guildhall or visit our website: <https://www.saltash.gov.uk/churchtowncemetery.php>

Chairman of Burial Authority - Councillor Jean Dent, Vice Chairman - Councillor Brenda Samuels

Joint Burial Board

The Joint Burial Board committee work collaboratively with St Stephen's Church Parochial Council.

Saltash Town Council undertake the maintenance of St Stephen's Churchyard, by way of a service level agreement with Cornwall Council, to undertake the maintenance of the closed sections. During last year several areas of the cemetery were left to grow wild to allow natural species of wildflowers to establish. To support growth, yellow rattle seed has been planted to prepare the ground, enhance the colour and to encourage wildlife to those areas.

We wish to thank Saltash Rotary for donating yellow rattle seeds as part of their national billion seed challenge, SEA members for planting the seeds, and members of the local community for donating bulbs. Hopefully they are now beginning to germinate and grow, giving a natural display in the coming months. We are extremely grateful to all the volunteers who have assisted in making this part of Saltash a calm and tranquil area for bereaved families to visit.



Co-Chairman of Joint Burial Board for Saltash Town Council - Councillor Brenda Samuels

Co-Chairman of Joint Burial Board for St Stephen Church - Mrs Sandra McKee

Useful Information.....



Facilities to Hire

Saltash Town Council have facilities for hire to hold a variety of events. The rooms can be hired for meetings, dance classes, birthday parties, exhibitions, family celebrations, local fundraising events, and many more.

Check out our website to find out more: <https://www.saltash.gov.uk/facilitiesforhire.php>

Schedule of Meetings

Saltash Town Council recently approved the Town Council's Schedule of Meetings Calendar for the year 2022-2023.

The schedule can be found on the Town Council website <https://www.saltash.gov.uk/council.php>

Town Council meetings are held at The Guildhall and sometimes at other Town Council premises. Town Council meetings are open to the public and press. Agendas are published on the website, social media and noticeboards three clear working days before each meeting.

Any member of the public requiring to put a question to the Town Council must do so 24 hours prior to the meeting by email enquiries@saltash.gov.uk or by letter to the Acting Town Clerk, The Guildhall, 12 Lower Fore Street, Saltash PL12 6LW.

All residents are encouraged to attend and listen to the Town Council debate and decisions being made for the town.

Committee Organisational Structure

Saltash Town Council's website displays the Town Council Committee Organisational Structure including membership and an easy to follow flow chart of the parenting committees that oversee them. You can find the Organisational Structure here: <https://www.saltash.gov.uk/council.php>

Meet Your Councillors

Every second Saturday of the Month outside Bloom Hearing, Fore Street

ESSA



Cllr Richard Bickford
r.bickford@saltash.gov.uk



Cllr Rachel Bullock
r.bullock@saltash.gov.uk



Cllr Gloria Challen
g.challen@saltash.gov.uk



Cllr Jon Foster
j.foster@saltash.gov.uk



Cllr Matt Griffiths
m.griffiths@saltash.gov.uk



Cllr Sheila Lennox-Boyd
s.lennox-boyd@saltash.gov.uk

TAMAR



Cllr Lewis Challen
l.challen@saltash.gov.uk



Cllr Jean Dent
j.dent@saltash.gov.uk



Cllr Sarah Gilles
s.gillies@saltash.gov.uk



Cllr Sarah Martin
s.martin@saltash.gov.uk



Cllr Julia Peggs
j.peggs@saltash.gov.uk



Cllr Pete Samuels
p.samuels@saltash.gov.uk

TREMATON



Cllr Steve Miller
s.miller@saltash.gov.uk



Cllr Brenda Samuels
b.samuels@saltash.gov.uk



Cllr David Yates
d.yates@saltash.gov.uk



Cllr Brian Stoyel
b.stoyel@saltash.gov.uk

Devolution

Devolution means the Town Council can start taking over open spaces in the town and transforming them into the kind of living spaces our residents deserve. We have already begun to explore, in partnership with Councillors and officers of Cornwall Council, the potential of reinvigorating the Waterside area of Saltash by invoking by-laws to tidy up our beaches, and properly manage those areas. By coordinating our efforts with local partners we can help unlock potential opportunities making the most of what our great town has to offer.

Chairman of Devolution Sub Committee - Councillor Sarah Martin, Vice Chairman - Councillor Rachel Bullock



Planning and Licensing

The Planning and Licensing committee deal with between approximately 12 and 15 planning applications per month. Saltash Town Council are consultees to the planning and licensing system with the final decision being made by Cornwall Council's Planning and Licensing Committee.

Applications can range from small porch alterations to additional houses or bungalows. Councillors visit planning application sites and view various documentations prior to attending Planning and Licensing Committee meetings.

The approval of the Saltash Neighbourhood Development Plan approved by the residents of Saltash will now form part of future Planning and Licensing decisions together with the National Planning Framework and Cornwall Development Plan.

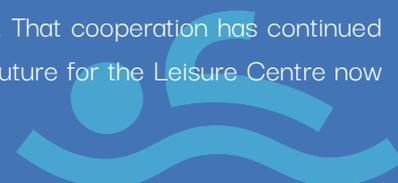
Saltash Town Council recently approved the Treledan development which is beginning to be built in the Trematon Ward of Saltash.

Chairman of Planning and Licensing - Councillor Brenda Samuels, Vice Chairman - Councillor Jean Dent

Saltash Leisure Centre

When the news first broke that Saltash Leisure Centre was threatened with closure, the Town Council, residents and community groups came together to fight the proposals, achieving a notable success in securing a reprieve. That cooperation has continued with the creation of a Working Group in partnership with Cornwall Council and GLL, making the future for the Leisure Centre now look much more promising.

Saltash Leisure Centre Working Group Representatives - Mayor and Deputy Mayor



Town Vision

The Town Vision Sub Committee have been working in partnership with the Town Team on the successful bid from the Cornwall Council Town Vitality Fund to bring a Community Space to Saltash. This will see consultation over the coming months with residents, business owners and stakeholders to identify a site in the heart of Saltash to become a green community event space, bringing future opportunities for retail, entertainment and urban green space.

Chairman of Town Vision Sub Committee - Councillor Sarah Gillies, Vice Chairman - Councillor Julia Peggs

Meet Your Cornwall Councillors

ESSA



Councillor

Hilary Frank

cll.hilary.frank@cornwall.gov.uk

TAMAR



Councillor

Sheila Lennox-Boyd

cll.sheila.lennox-boyd@cornwall.gov.uk

TREMATON & LANDRAKE



Councillor

Martin Worth

cll.martin.worth@cornwall.gov.uk

DID YOU KNOW



It can often be confusing trying to work out which service falls within the remit of each local authority, especially for residents who are unaware of the distinction. The table below provides a short guide to the different services provided at each level of local government. However, it should be stressed that Councils have some freedom to develop services to benefit the community which could be undertaken at either level of local government.

Saltash Town Council

- Saltash Library
- Saltash Public Toilets
- Allotments
- Planning and Licensing
- Play Parks
- Open Spaces
- Public Right of Ways
- Jubilee Green Pontoon
- Seagull Proof Bags
- Burials and Memorials

Cornwall Council

- Rubbish and Recycling
- Highways and Transport
- Council Tax
- Schools
- Parking
- Play Parks
- Open Spaces
- Benefits
- Health and Social Care
- Housing
- Planning and Licensing

To identify the exact locations of the above services please refer to Saltash Town Councils Portfolios which can be found on our website here: <https://www.saltash.gov.uk/town-council-portfolio.php>

THE FUTURE

Saltash Neighbourhood Plan

The Saltash Neighbourhood Plan Referendum on the 17 March asked:

'Do you want Cornwall Council to use the Neighbourhood Plan for Saltash to help it decide planning applications in the neighbourhood area?' The result was: YES 2343 (92.4%) NO 187 (7.3%)

This was a turnout of 19.9% of the Saltash electorate. This result will enable the Saltash Neighbourhood Development Plan to be brought into full force.

The plan, which reflects resident's wishes on planning matters, gives local people a huge say in any future planning applications. It will now be used to provide guidance on all planning related development in Saltash to both the Town Council and Cornwall Council Planning Department from now until the year 2030. The plan came as the culmination of 10 years of work by the people of Saltash managed by a Steering Group, made up of residents, consultants, local organisations and Town and Cornwall Councillors, reporting to Saltash Town Council. It was produced with the unstinting support of the many local volunteers who took part in what was a mammoth 10 year project including consultations, public events and questionnaires to establish what the people of Saltash wanted for the future. The plan itself is available online at plan4saltash.co.uk with paper copies available at Saltash Library and Guildhall.

Neighbourhood Plan Steering Group Representatives - Councillors David Yates and Brenda Samuels

Saltash Library Hub

After a difficult time through which Saltash Library continued to serve the people of Saltash, we are now open and back to offering all the activities for which we are renowned. With an ever-increasing Facebook following, interaction with local schools, organisations and businesses and hub activities galore check out our website for future activities and events: <https://www.saltash.gov.uk/library-event.php>

We must not forget our core business of providing reading materials. Be it fiction, nonfiction, newspapers, magazines and the ability to find and order almost any book that the library service in the whole of Cornwall has in stock! Saltash Town Council are looking forward to the future refurbishment works to upgrade our Grade 2 listed building to an excellent standard of modernisation that will provide a multi-use facility to serve its community now and in the future.

Chairman of Library Sub Committee - Councillor Jean Dent, Vice Chairman - Councillor David Yates

Isambard House

Isambard House is now open for bookings with the refurbishments complete. Saltash Town Council have recently advertised for expressions of interest for running a waiting room café and waiting area. Positive responses have been received and we are looking forward to progressing this in the near future.

With the majority of the refurbishment works having been funded by various Grants applied for and awarded by Cornwall Council's - Local Transport Plan fund, Great Western Railway and the Railway Heritage Trust, it is with great pleasure that we have such a fantastic Saltash asset available for the community. If you would like to book Isambard House, please contact us at enquiries@saltash.gov.uk

Chairman of Station Property Sub Committee - Councillor Richard Bickford, Vice Chairman - Councillor Rachel Bullock

Climate Change & Environmental Working Group

The Climate Change and Environment Working Group have established a community tree planting initiative with Saltash Environmental Action (SEA), the Saltash Tree Wardens and Forest for Cornwall to increase the tree coverage throughout the town. The project seeks to create green corridors and enhance the urban landscape with the planting of native trees, hedgerows and wildflowers where suitable. The group are looking for areas within the town to plant the trees and welcome residents' input and suggestions for locations around Saltash.

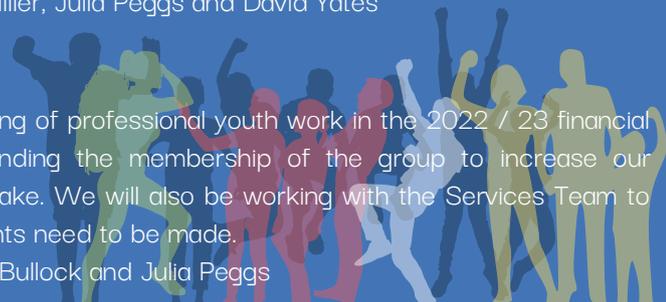
Contact us at enquiries@saltash.gov.uk

Working Group Members - Councillors Sarah Gillies, Sarah Martin, Steve Miller, Julia Peggs and David Yates

Saltash Team for Youth

We are pleased to have successfully increased the budget for the tendering of professional youth work in the 2022 / 23 financial year by 25% to £50,000. Our plans for next year also include expanding the membership of the group to increase our understanding of the issues young people face to inform the actions we take. We will also be working with the Services Team to carry out a mapping of existing play provision to identify where improvements need to be made.

Working Group Members - Councillors Sarah Martin, Matt Griffiths, Rachel Bullock and Julia Peggs



THE TEAM



Administration Department

Behind a great Town Council is a hardworking Administration Department. Comprised of the Town Clerk / RFO, Deputy Town Clerk, Senior Policy and Data Compliance Monitoring Officer, Administration Officer, Planning and General Administrator and the Mayor's Secretary / Receptionist.

This small but dedicated team are on hand to assist and support the Members of the the Town Council, residents of Saltash and the community. The Administration Department proudly supports and undertakes any work instructed by the Town Council following confirmed resolutions from committee meetings.

Service Delivery Department

The SD Department comprised of the Manager, Assistant Manager, Service Delivery General Assistants, a Cleaner/ Caretaker and Casual Caretaker. The team carry out works across the Town including, but not limited to, Pontoon Management, various Grounds Maintenance throughout the town and surrounding areas and General Maintenance on all Saltash Town Council premises and assets.



Saltash Library Hub

Saltash Library Hub has so much to offer to the community of Saltash. It is not possible to list the entire service here so what better way to learn about the library than seeing it for yourself.

The Community Hub Team Leader and the team would be more than happy to tell you all about the services of Saltash Library including information regarding proposed plans for the building refurbishment and community hub. The Library are pleased to have reverted back to their original opening hours prior to the pandemic as follows: Monday, Tuesday, Thursday and Friday 10am until 5pm and Saturday 10am until 1pm.

Finance Department

The Finance Department is comprised of the Finance Officer and Finance Assistant. The finance department undertake various financial processes and regularly monitoring the Town Council's income and expenditure against the approved budgets reporting at Town Council meetings.

The Finance Department has a rigorous internal control system to ensure the Town Council's finances for all transactions are adequately and effectively in line with the Governance and Accountability Practitioners Guide, Financial Regulation, Standing Orders, and Town Council finance policies. The Town Council appoints an internal and external auditor throughout the year to undertake a thorough audit of its financial statements, ensuring the Town Council provides full and appropriate accountability, with the Town Council being effectively accountable to the people of Saltash for their spending decisions.







CONTACT US



 enquiries@saltash.gov.uk

 01752 844846

 www.saltash.gov.uk

 @SaltashTownCouncilOfficial
@SaltashLibraryHub

 @SaltashTC

 The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX