

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 4th August 2022 at 7.00 pm**

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

**ALSO PRESENT:** S Burrows (Town Clerk), D Joyce (Administration Officer) and D Orton (Community Hub Team Leader).

**APOLOGIES:** Councillors: R Bullock, G Challen, L Challen and B Samuels.

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The Chairman announced the first item of business would be agenda item 2 – Prayers.

**135/22/23 PRAYERS.**

In the absence of the Mayor's Chaplain, Councillor Yates led prayers.

**136/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

**137/22/23 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.

<b>Cllr</b>	<b>Agenda Item</b>	<b>Pecuniary / Non-Pecuniary</b>	<b>Reason</b>	<b>Left the Meeting</b>	<b>Remained but did not vote</b>
Stoyel	21	Non-Pecuniary	Trustee of Scrapstore	No	Yes

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

None.

**138/22/23 CHAIRMAN'S REPORT.**

It was **RESOLVED** to note.

**139/22/23 MONTHLY CRIME FIGURES.**

No report.

**140/22/23 REPORT BY COMMUNITY ENTERPRISES PL12.**

No report.

**141/22/23 CORNWALL GATEWAY COMMUNITY REPORT FOR NOTING OR MATTERS ARISING - NO REPORT.**

No report.

**142/22/23 CORNWALL GATEWAY COMMUNITY ACTION POINTS FOR REPORTS - NO ACTIONS.**

No Actions.

**143/22/23 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.**

It was **RESOLVED** to note.

**144/22/23 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.**

No report.

**145/22/23 TO RECEIVE A VERBAL REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP.**

Councillor Gillies provided a verbal report on behalf of the Climate Change and Environmental Working Group advising Members of ongoing consultations with residents for tree placement and planting October / November.

It was **RESOLVED** to note.

**146/22/23 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.**

Cornwall Councillor Frank provided an update to Members on the recent discussions held with Cabinet and Chairman's / Vice Chairman's of Cornwall Council Community Network Panels regarding the draft proposal to review the number and size of network panel areas. A further update will be provided to the Town Council at a future meeting.

The Chairman thanked Cornwall Councillor Frank for the written report and requested further discussions on the available funding, provided by the Shared Prosperity Fund, and its suitability for any future Town Council projects. It was agreed to meet at a future date.

Councillor Yates added that many proposed and supported projects, that may be suitable for further progression and applications for funding, are contained within the Saltash Neighbourhood Plan which can be reviewed at <https://plan4saltash.co.uk/>

Cornwall Councillor Worth provided a verbal update informing Members of positive and progressive conversations being held with various stakeholders in regards to bus services and community network services in Southwest Cornwall. A further update is to be provided to the Town Council at a future meeting.

It was **RESOLVED** to note.

**147/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

**148/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**149/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 7TH JULY 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 7<sup>th</sup> July 2022 were confirmed as a true and correct record.

**150/22/23**    **FINANCE:**

a. To advise the following receipts:

i. June 2022

It was **RESOLVED** to note.

b. To advise the following payments:

ii. June 2022

It was **RESOLVED** to note.

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

None.

d. To note that bank reconciliations up to 30<sup>th</sup> June 2022 were reviewed as correct by the Chairman of the Policy & Finance Committee and the 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 Council's Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

**151/22/23 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

a. Policy and Finance held on Tuesday 12th July 2022

It was **RESOLVED** to note the minutes and consider the following recommendations;

**RECOMMENDATION 1:**

44/22/23 TO RECEIVE AND CONSIDER RECOMMENDING THE FOLLOWING POLICIES TO FULL COUNCIL:

a. Data Retention and Disposal

It was proposed by Councillor Miller, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Council to be held on 4th August 2022 to approve the amendments to the Data Retention and Disposal Policy as attached.

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

**RECOMMENDATION 2:**

b. Receiving Public Questions at Meetings

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Council to be held on 4th August 2022 to approve the amendments to the Receiving Public Questions at Meetings Policy as attached.

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

**RECOMMENDATION 3:**

c. Standing Orders

It was proposed by Councillor Miller, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Council to be held on 4th August 2022 to approve the amendments to Standing Orders as attached.

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

#### **RECOMMENDATION 4:**

##### d. Terms of Reference STC Committees and Sub Committees

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to be held on 4th August 2022 to approve the amendments to the Terms of Reference STC Committees and Sub Committees document as attached.

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

#### **RECOMMENDATION 5:**

##### e. Customer Feedback

It was proposed by Councillor Miller, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to be held on 4th August 2022 to adopt the replacement Code of Practice for Handling Complaints Policy, in place of the Customer Feedback Policy as attached.

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

#### **RECOMMENDATION 6:**

##### f. Unreasonable Customer Behaviour and Persistent Complaints

It was proposed by Councillor Miller, seconded by Councillor Griffiths and resolved to **RECOMMEND** to Full Council to be held on 4th August 2022 to approve the amendments to the Unreasonable Customer Behaviour and Persistent Complaints Policy as attached.

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

#### **RECOMMENDATION 7:**

##### g. Provision of IT Equipment and Acceptable Use

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Council to be held on 4th August 2022 to approve the amendments to the Provision of IT Equipment and Acceptable Use Policy as attached.

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

b. Planning and Licensing held on Tuesday 19th July 2022

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

c. Extraordinary Services held on Tuesday 26th July 2022

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

d. Personnel held on Thursday 28th July 2022

It was **RESOLVED** to note the minutes and consider the following recommendations;

**RECOMMENDATION 1:**

32/22/23 TO RECEIVE AND CONSIDER RECOMMENDING TO FULL COUNCIL AMENDMENTS TO THE MEMBER/OFFICER RELATIONS POLICY.

It was proposed by Councillor Martin, seconded by Councillor Dent and resolved to **RECOMMEND** the amendments to the Member / Officer Relations Policy to Full Council to be held on Thursday 4th August 2022 as attached.

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

**RECOMMENDATION 2:**

33/22/23 TO RECEIVE AND CONSIDER RECOMMENDING TO FULL COUNCIL AMENDMENTS TO THE RECRUITMENT AND SELECTION POLICY.

It was proposed by Councillor Martin, seconded by Councillor Miller and resolved to **RECOMMEND** the amendments to the Recruitment and Selection Policy to Full Council to be held on Thursday 4th August 2022 as attached.

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

**RECOMMENDATION 3:**

39/22/23 TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK.

Assistant Service Delivery Manager:

It was proposed by Councillor Martin, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Council to:

1. Uplift the Assistant Service Delivery Manager scale to reflect the temporary duties and responsibilities backdated to 26th May 2022 to 31st July 2022 (P&C letter retained for internal auditor check);
2. Review and uplift the Assistant Service Delivery Manager scale to reflect the duties and responsibilities of the post (P&C letter retained for internal auditor check);

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

152/22/23 TO RECEIVE AND NOTE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON TUESDAY 2ND AUGUST 2022 AND CONSIDER ANY RECOMMENDATIONS.

It was **RESOLVED** to note the minutes and consider the following recommendation;

**RECOMMENDATON 1:**

7/22/23 TO RECEIVE AND CONSIDER RECOMMENDING THE PROPERTY MAINTENANCE SUB COMMITTEE TERMS OF REFERENCE TO FULL COUNCIL.

It was proposed by Councillor Dent, seconded by Councillor Yates and resolved to **RECOMMEND** the Property Maintenance Sub Committee Terms of Reference to Full Council to be held on Thursday 4th August 2022.

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



**153/22/23 TO RECEIVE AND CONSIDER APPROVING A SCRAPSTORE GRANT APPLICATION FOR SALTASH LIBRARY HUB.**

The Community Hub Team Leader (CHTL) provided Members a brief verbal overview of the report received.

It was proposed by Councillor Dent, seconded by Councillor Foster and **RESOLVED** to approve the Saltash Library Hub grant application to Scrapstore at a value of £450.00 to provide a unique session of music workshops to inspire children and adults and promote re-cycling in a creative and fun manner.

The CHTL left the meeting.

**154/22/23 TO RECEIVE AND NOTE A REPORT ON SALTASH YOUTH COUNCIL CELEBRATES ITS 30TH ANNIVERSARY.**

It was **RESOLVED** to note.

**155/22/23 SALTASH TOWN COUNCIL VIEW ON A MAYOR OF CORNWALL AND CONSIDER ANY ACTIONS.**

The Chairman apologised to Members for any confusion on the title of the agenda item. The Chairman added that this agenda item is not for discussions to be held on the Town Council's view of an elected Mayor for Cornwall.

The correspondence asks if the Town Council agrees on a referendum to let the people of Cornwall decide if there should be a Mayor of Cornwall.

Members discussed the pros and cons of having a Mayor of Cornwall. All Members agreed that, due to lack of information on the proposal, consideration to support a referendum as a suitable course of action cannot be further considered at this stage.

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** to defer to a future Full Council meeting upon sufficient information on the proposal being available for further discussion.

**156/22/23 TO RECEIVE A REPORT FROM THE TOWN TEAM AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

Town Vitality

Councillor Gillies informed Members of the slight amendment to the application, from holding a Charrette to working up a specification to appoint an architect and to carry out consultations with the residents. Councillor Gillies confirmed Cornwall Council Town Renewal Team approved the amendment.

Members asked Town Team representatives if a specification had been further considered and drafted for the Town Council's approval.

Councillor Gillies informed Members that discussions on the specification to appoint a contractor are to be held at the next Town Team meeting on Wednesday 17<sup>th</sup> August 2022.

Councillor Yates offered to share relevant details that assisted the Saltash Neighbourhood Plan when composing draft specifications for feasibility studies.

Town Speakers

Members considered the possibility of the Town speakers being regularly used on a Saturday morning with the Saltash community radio.

The Town Clerk advised Members further consultation must be given to residents in close proximity of the installed speakers prior to any further developments of regular use. There is a possibility of relocating speakers that have a direct impact on residents, this is yet to be further investigated.

Members considered the first regular Saturday morning to be September's Meet Your Councillor Session, subject to the Town Clerk's approval.

Members commended the Town Team for projects undertaken to date.

It was **RESOLVED** to note.

**157/22/23 TO RECEIVE A REPORT AND REVIEW THE IT PROVISIONS FOR TOWN COUNCIL MEMBERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman informed Members of the amendments in the procurement cost due to a change in IT provider and inflation.

The Town Clerk reported that cost previously provided to Members were received in November 2021 and have since fluctuated. The report received at this evening's meeting shows the revised cost impact on both the capital cost including additional equipment, IT set up, hourly fee for support, and ongoing monthly cost (anti-virus and Office 365).

The Town Clerk reiterated that the procurement of Town Council devices for Members protects the security of the Town Council as a whole and not just individual Members.

Saltash Town Council has a responsibility to protect personal data under the requirements of the UK GDPR and that includes being able to demonstrate compliance with good systems and practices in place. Members of the Town Council have a responsibility to ensure they comply and follow those good practices.

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

1. To approve the capital cost of £7,143.51 for the procurement of Town Council Members IT Equipment inclusive of additional equipment items, system set up and one hour IT support from the Town Council's IT Consultant.
2. To approve the hourly rate of £60.00 within budget for the IT Consultant to provide additional support should it be required by Members.
3. To approve the pro rata annual cost of £2,172.80 for the provision of software (anti-virus) and subscriptions (Office 365) for all Members.
4. To allocate the above costs at a pro rata total of £9,316.31 to budget code EMF 6370 Computer Equipment Renewal.
5. That the monthly ongoing annual cost of £3,259.20 for Members subscriptions and software be included in the precept for the year 2023/24.

**158/22/23 TO RECEIVE A REPORT AND PROTOCOL FOR THE TOWN COUNCIL REMEMBRANCE CIVIC SERVICE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman thanked the Mayor's Secretary for researching and drafting the report received.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** to approve and adopt the proposed plans and protocol for the Town Council Remembrance Civic Service for the year 2022-23, subject to the amendment of a wreath and or petal laying at the Waterside, a wet weather contingency plan, and clear instructions in the invite letter.

**159/22/23 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 13TH AUGUST 2022 OUTSIDE BLOOM HEARING, FORE STREET.**

a. The next scheduled meeting date Saturday 13<sup>th</sup> August 2022 outside Bloom Hearing, Fore Street.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** for Councillors Griffiths, Dent, Gillies and Bickford to attend.

Cornwall Councillor Frank gave her apologies as she is unable to attend this month's Meet Your Councillors.

**160/22/23 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.

**161/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**162/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**163/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**164/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Bickford, seconded by Councillor Foster and **RESOLVED** to issue the following Press and Social Media release:

1. Saltash Town Council Remembrance Civic Service.

**165/22/23 DATE OF NEXT MEETING: 1ST SEPTEMBER 2022 AT 7:00 P.M.**

Thursday 1<sup>st</sup> September 2022 at 7.00pm

**166/22/23 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: 8.31 pm

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

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