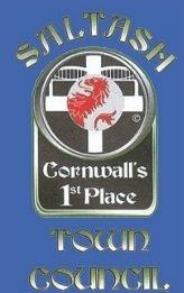
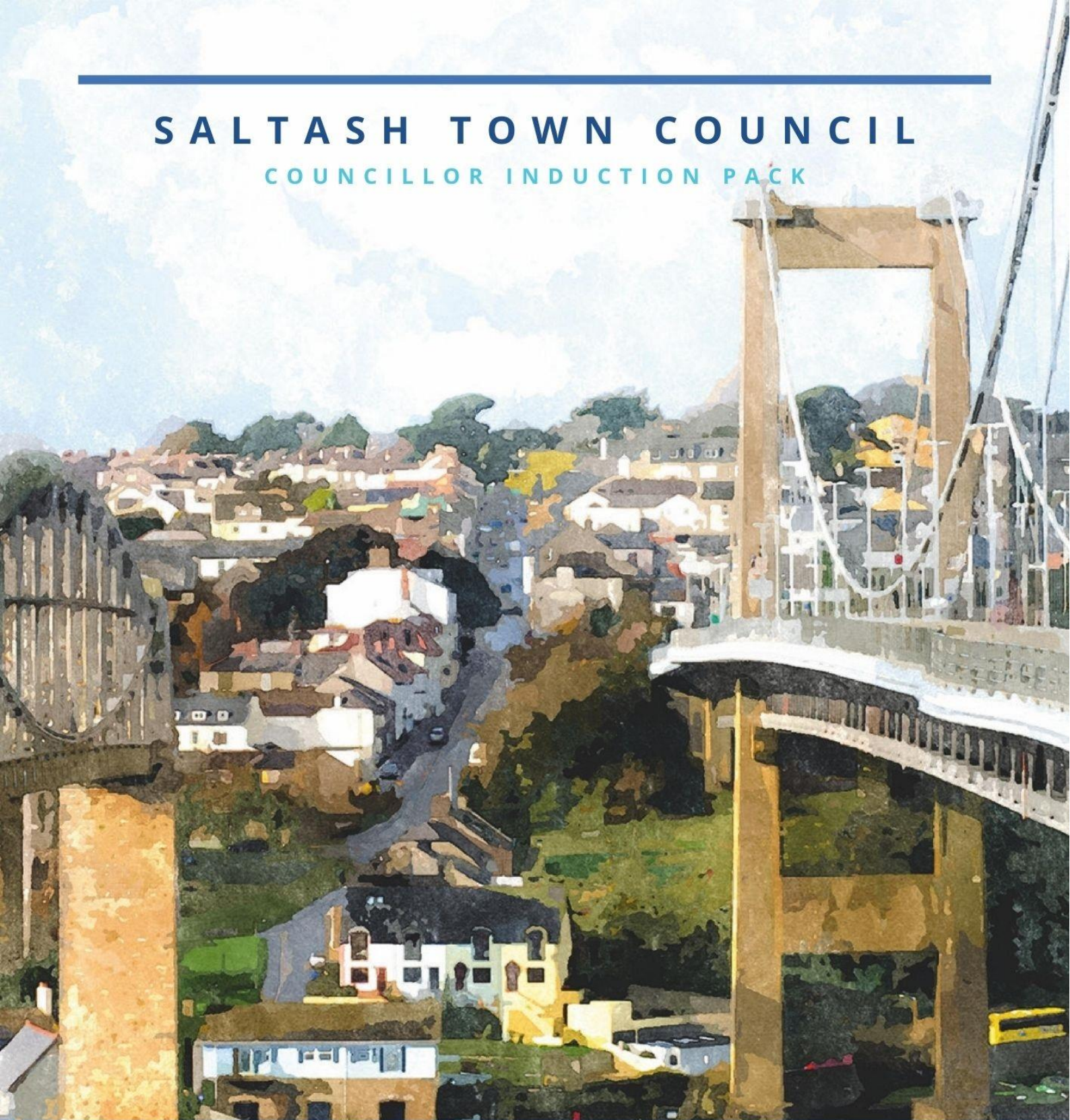


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# SALTASH TOWN COUNCIL

## COUNCILLOR INDUCTION PACK



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## Welcome to Saltash Town Council

Welcome and congratulations on your election to serve as a member of Saltash Town Council. This pack is best viewed on a computer or a tablet computer as it contains links to further information. If you need any assistance or have any suggestions for improvements to the pack for future years, please contact the Administration Department.

This guide is to help you understand:

- Your obligations as a Councillor
- Your role as an elected member
- The Council's rules and procedures for the conduct of its business.

This guide also contains details to access the Council's policies, Standing Orders, Financial Regulations and other documents which you will find offer helpful guidance.

The Council uses email and Civica for the mailing of Council agendas, meeting reports and other notices. To receive your correspondence electronically you will be provided with a Town Council email address which is confidential to you as a Councillor and not accessible by anyone else. This will become your official email address and correspondence will be subject to requests under the Freedom of Information Act.

If you have any queries during your term of office, please do not hesitate to contact the Clerk who is always willing to help.

### CONTACT DETAILS

Town Clerk: Sinead Burrows  
Address: The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX  
Telephone: 01752 844846  
Email: [Sinead.Burrows@saltash.gov.uk](mailto:Sinead.Burrows@saltash.gov.uk)

The Clerk is normally available between the hours of 9.00am – 5.00pm Monday to Friday subject to attending Council meetings and site visits.

The Clerk is your first point of contact for all matters including any complaints, or requests for action or matters concerning the business of the Council.

## Structure of the Council

### Administration

Town Clerk	Sinead Burrows	<a href="mailto:Sinead.Burrows@saltash.gov.uk">Sinead.Burrows@saltash.gov.uk</a>
Assistant Town Clerk	Ricky Lumley	<a href="mailto:Ricky.Lumley@saltash.gov.uk">Ricky.Lumley@saltash.gov.uk</a>
Senior Policy & Data Compliance Officer	Mandy Thomas	<a href="mailto:Mandy.Thomas@saltash.gov.uk">Mandy.Thomas@saltash.gov.uk</a>
Administration Officer	Dawn Joyce	<a href="mailto:Dawn.Joyce@saltash.gov.uk">Dawn.Joyce@saltash.gov.uk</a>
Planning Officer & General Administrator	Fiona Morris	<a href="mailto:Fiona.Morris@saltash.gov.uk">Fiona.Morris@saltash.gov.uk</a> <a href="mailto:Planning@saltash.gov.uk">Planning@saltash.gov.uk</a>
Receptionist / Mayor's Secretary	Lindsay Peters	<a href="mailto:Lindsay.Peters@saltash.gov.uk">Lindsay.Peters@saltash.gov.uk</a> <a href="mailto:Mayors-secretary@saltash.gov.uk">Mayors-secretary@saltash.gov.uk</a>

### Finance

Finance Officer	VACANCY	VACANCY
Finance Assistant	Kayne Appleby	<a href="mailto:Kayne.Appleby@saltash.gov.uk">Kayne.Appleby@saltash.gov.uk</a> <a href="mailto:Accounts@saltash.gov.uk">Accounts@saltash.gov.uk</a>

### Service Delivery

SD Manager	Shaun Webber	<a href="mailto:Shaun.Webber@saltash.gov.uk">Shaun.Webber@saltash.gov.uk</a>
Assistant SD Manager	Michael Cotton	<a href="mailto:Michael.Cotton@saltash.gov.uk">Michael.Cotton@saltash.gov.uk</a>
SD Admin Assistant	Rachel Ackland	<a href="mailto:Rachel.Ackland@saltash.gov.uk">Rachel.Ackland@saltash.gov.uk</a>
SD General Assistants	Kevin Cotton	<a href="mailto:Kevin.Cotton@saltash.gov.uk">Kevin.Cotton@saltash.gov.uk</a>
	Richard Cochrane	<a href="mailto:Richard.Cochrane@saltash.gov.uk">Richard.Cochrane@saltash.gov.uk</a>
	Dave Brady	<a href="mailto:Dave.Brady@saltash.gov.uk">Dave.Brady@saltash.gov.uk</a>
	John McManus	<a href="mailto:John.McManus@saltash.gov.uk">John.McManus@saltash.gov.uk</a>
Cleaner / Caretaker	Jeanette Crudge	<a href="mailto:Jeanette.Crudge@saltash.gov.uk">Jeanette.Crudge@saltash.gov.uk</a>
Casual Caretaker	Grahame O'Donoghue	

### Library

Community Hub Team Leader	David Orton	<a href="mailto:David.Orton@saltash.gov.uk">David.Orton@saltash.gov.uk</a>
Library and Information Assistants	Jane Newman	<a href="mailto:Jane.Newman@liscornwall.org.uk">Jane.Newman@liscornwall.org.uk</a>
	Sue Clark	<a href="mailto:Sue.Clark@saltash.gov.uk">Sue.Clark@saltash.gov.uk</a>
	Emi Nakamura	<a href="mailto:Emi.Nakamura@liscornwall.org.uk">Emi.Nakamura@liscornwall.org.uk</a>
	Samantha Brooker	<a href="mailto:Samantha.Brooker@saltash.gov.uk">Samantha.Brooker@saltash.gov.uk</a>
SD General Assistant	Joe McKay	<a href="mailto:Joe.McKay@liscornwall.org.uk">Joe.McKay@liscornwall.org.uk</a>

### [Click here to view the Staff Organisational Chart](#)

The link above shows a clear structure of those employed by Saltash Town Council.

### [Click here to view the Department Contact Information](#)

If you require contact details for a specific department, please follow the above link to each department contact details.

## Councillor Roles

### What Parish Councillors Do

Parish councillors have a dual role:-

- They represent the views and concerns of the residents of the parish to the parish council itself and, through it, to the district, county or unitary authority;
- They report back to residents on issues affecting the parish.

The formal part of these roles, especially the first one, is carried out by attending meetings and corresponding with the parish clerk. The parish council might have committees and even sub-committees. This is more likely to be the case in larger councils. Individual councillors do not have, and cannot be given, powers to make decisions on behalf of the parish council. This applies to the chairman as much as to the other councillors, although the chairman does have personal responsibilities in connection with the running of formal meetings.

The less formal part of these roles of listening and talking to people, including the local elected members of the district, county or unitary council, will almost certainly take up more of the councillor's time. However, it is important to remember that "rules of behaviour" apply whenever activities of being a parish councillor are being undertaken.

What follows below are guidance notes intended to assist councillors in avoiding pitfalls which can catch the unwary in the carrying out of what might seem the most straightforward of activities. The information will also help parish clerks to advise their councillors both inside and outside meetings and to induct newly-elected or co-opted councillors.

The requirement to complete a register of interests is a crucial element of complying with the code of conduct. In rural parishes, and those centred on smaller settlements in particular, the risk of councillors being affected by disclosable pecuniary or other interests can be quite high. Also, it can be difficult to maintain an appropriate distance from local lobby or campaign groups. This is most likely to be the case in planning matters, an issue that should engage particularly those councillors who are also elected members of the local planning authority.

### Ward Councillors

All elected Members have a responsibility for the residents and businesses in the ward they represent. This can include speaking as an advocate for residents at Planning and Licensing Committee meetings and working to improve the lives of local individuals and communities. However, ward Councillors also have a responsibility to the town and the Council as a whole, which can sometimes lead to Councillors needing to balance competing priorities. The role is ultimately as varied as the personalities of Councillors themselves, with each elected member bringing a different approach to the different demands of each area.

## Site Visits

When visiting planning sites and entering people's homes please ensure you attend with another Member in your Ward for safeguarding reasons. Do not put yourselves or others at risk.

If you drive by the site there is no requirement to attend with another Member.

Please ensure you always wear your Town Council ID lanyard and it is visible to members of the public.

If you attend site prior to a Planning and Licensing Committee meeting, but are unable to attend the P&L meeting, please refer all information to the Chairman and Vice Chairman of P&L copying in the Acting Town Clerk and Planning Administrator for our records on the night.

As much information received prior to the meeting is much appreciated and will assist the Council on the evening.

## Mayor and Deputy Mayor

The 1972 Local Government Act s15(2) requires that the first item of business at the Annual Meeting of the Council is to elect a Chairman for the municipal year.

The current custom and practice at the Town Council **in a none elected year** is to pre-select the Mayor and Deputy Mayor at the full Council meeting held in February. The election and installation takes place at the Annual Meeting.

**[Click here to read the policy for the Election of Mayor and Deputy Mayor](#)**

## Committee Chairman and Vice Chairman

Every committee has a Chairman and Vice Chair who has responsibility for controlling and progressing the business of a meeting. The Chairman has considerable control in a meeting and also holds a casting vote in the event of a tied vote. Officers may also consult with committee Chairman and Vice Chairman on business which is relevant to their committee or on the development of a meeting's agenda.

## [Click here to view the Committee Organisational Chart](#)

The link above shows all the committees, sub committees and working groups of the Council and their Membership, including an easy to follow flow chart of the parenting committees that oversee them.

**[Click here to view the Committee's Terms of Reference](#)**

Saltash Town Council has appointed a number of committees to undertake work for and on behalf of the Council. The specific responsibilities of each committee / sub-committee are confirmed by its Terms of Reference.

The policy link above sets out the Terms of Reference of each committee / sub-committee of the Council and confirms the following:

- Membership and number of seats
- Role of the Mayor and Deputy Mayor
- Frequency of meetings
- Remit of the Committee and reporting structure
- Delegated Authority

In the absence of any policy, a committee / sub-committee of the Council will abide by the criteria established for Full Council as prescribed by the Council's Standing Orders.

**[Click here to view the Sub Committees Terms of Reference](#)**



## Getting Started

### Declarations of Acceptance of Office

On accepting the office as Councillor you will be asked to complete a Declaration of Acceptance of Office form. When you sign the Declaration you will undertake to observe the Code of Conduct adopted by the Council so it is essential you have read the Code, a copy of which is referenced on page 15.

You cannot participate as a Councillor (including participating in any meetings of the Council, its committees, sub committees or as a representative on an outside body) until you have signed a Declaration of Acceptance of Office form.

You are required to sign this form in the presence of the Town Clerk, or in his absence the Assistant Town Clerk. If you have not already received your booked appointment a member of staff will be in contact to arrange a suitable date and time for you to do so prior to attending the Annual Town Meeting.

### [Click here to view the Registering Financial and Other Interests Form](#)

As a member of a local authority you are also statutorily required to complete a Register of Pecuniary (Financial) Interests. This form will be lodged with the Monitoring Officer of Cornwall Council and the Town Clerk will also hold a copy for future reference. It is a public document and will be published online by Cornwall Council and Saltash Town Council; it may also be inspected on request by any member of the public and may be referred to where there is an alleged breach of the Council's Code of Conduct.

A Register of Pecuniary Interest form will be available for you to complete when attending your booked appointment at the Guildhall at the time of completing your Declaration of Interest of Office. The Register of Pecuniary Interest form must be completed within 28 days of the election. This is a requirement of the Code and will enable you to register your Disclosable Pecuniary Interests. Full instructions are given on the form regarding its completion on page 15.

The details, which you will need to register, are set out in full in Part 5 of the Code of Conduct for Members. You are also required to register any change to the interests previously registered, within 28 days of becoming aware of such a change. If you have any changes to register at any time, please inform the Town Clerk and ensure that the appropriate changes are advised to the Monitoring Officer.

Please note that you are responsible for keeping your Register entries up to date. The fact that you have registered a particular interest in writing, does not absolve you from making a disclosure of that interest at meetings should circumstances arise. In fact, it should remind you of the need to make a disclosure. Further information on making disclosures at meetings is given under the Code of Conduct and Declaration of Interests section on page 15.

## **Members' Allowances**

The Council has adopted the Local Authorities (Members Allowances) (England) Regulations 2003 for the payment of an annual basic allowance of £213.00 per annum. If you wish to claim this allowance, please contact the Finance Department for further information.

The Council can make payments in respect of Travelling and Subsistence Allowance (Regulation 26) for approved duties in line with the Council's expenses policy and agreed rates for reimbursement. "Approved Duties" include Members attending training events or attending meetings as a representative of the Council and need to be specifically approved by the Council in advance.

## **Freedom of Information (FOI)**

The Freedom of Information Act 2000 provides public access to information held by public authorities in two ways:

- Public authorities are required to publish certain information about their activities.
- Members of the public are entitled to request information from public authorities.

The main principle is that people have a right to know unless there is a good reason for them not to.

The Act covers all recorded information which may include (e.g.) notes, drafts, emails, recorded meetings and telephone conversations both created and received. As part of the Council, Members are also covered by this requirement and may be required to produce information following a request under the FOIA.

Any requests received from the public or press by Members should not be actioned but advice sought at the earliest opportunity from the Clerk.

## **Data Protection (GDPR)**

The Data Protection Act 2018 sits alongside and supplements the UK General Data Protection Regulation (GDPR). It sets out the key principles, rights and obligations for most processing of personal data in the UK.

It is your responsibility as a Councillor to ensure that people can trust you to use their data fairly, responsibly and within the law. The onus is on you to think about and justify how and why you use personal data.

A guide to Data Protection will be emailed to all Members of the Council by the Senior Policy and Data Compliance Monitoring Officer - [mandy.thomas@saltash.gov.uk](mailto:mandy.thomas@saltash.gov.uk)

## Training

The Council recognises that Members and the Clerk should attend regular training sessions to update and improve our understanding of matters affecting local government. It supports and encourages Councillors and the Clerk to attend training events, conferences and seminars provided by organisations including the Cornwall Association of Local Councils, Society of Local Council Clerks, and Cornwall Council. Members are expected to undertake Code of Conduct training within six months of your election, and it is recommended that you also attend training relevant to any role you undertake within the Council.

The Administration Officer will be in contact with Members to arrange attendance at the following training sessions:

- Code of Conduct
- Being a good Councillor including roles and responsibilities
- Chairmanship
- HR – **Members of the Personnel Committee ONLY**
- Planning and Licensing
- Finance including budgeting, audit and risk management
- In-house Data Protection / GDPR sessions.

Please contact the Clerk for further information on your training requirements.

## Council Meetings

### Attending your first meeting

Having completed all of the above, the first meeting you attend will be the first meeting after your election/co-option to office. An agenda and reports will be sent to you at least 3 working days before the meeting and you must familiarise yourself with the items for discussion. You may find it helpful to meet with the Town Clerk and/or Chairman/Vice Chairman before your first meeting to understand the issues to be discussed.

### [Click here to view the Schedule of Meetings](#)

The Council meets monthly on the first Thursday of every month. In addition to the Full Council meetings, the Council also has a number of committees which meet on a regular basis. The schedule of meetings for all committee meetings is determined by the Council prior to the start of the new fiscal year and Members should endeavour to attend as many meetings as possible.

You can find the schedule of meetings for the current year on the website. The schedule of meetings is to be approved at the Annual Meeting of Saltash Town Council to be held in May.

Committee meetings are scheduled monthly, bi-monthly and quarterly with sub committees as and when required called by the Chairman of the sub committee. You can download direct to your electronic calendar from the website [here](#).

In addition, the Chairman may call additional meetings of Full Council as required. These are known as Extraordinary meetings of the Council and may be called giving 3 clear days' notice.

### The Annual Town Meeting with Parishioners

The Annual Town Meeting must be held between March and June of each year. The meeting is open to all the electors in the Town and is normally chaired by the Chairman of the Council.

Strictly speaking electors can set the agenda, and in practice these meetings often celebrate local activities and debate current issues in the community. Members will therefore find it useful to be present.

The Annual Meeting with Parishioners is held on the first Thursday in March.

## The Annual Meeting of the Council

The Annual Meeting of the Council is held in May. The agenda for this meeting includes:

- To elect a Chairman and Vice Chairman for the year
- To confirm and note that all Members of the Town Council have completed and returned their Declaration of Acceptance of Office in the presence of the Town Clerk/Assistant Town Clerk
- Confirmation of the accuracy of the minutes of the last meeting of the Council
- Receipt of the minutes of the last meeting of a committee/sub committee and any recommendations
- Confirmation of the Council's committees
- Appointment of Members to the various Council committees
- To confirm that the Council has met the eligibility criteria and is able to adopt and exercise the general power of competence
- To confirm the schedule of meetings of the council.

### [Click here to view Minutes, Agenda's & Reports](#)

The start time of the meetings vary between 6pm and 7pm. Please note that sub committee meetings may start at other times and you should always check the date, time, and venue before attending any Council meeting.

An agenda is produced by the Town Clerk in conjunction with the Chairman and Vice Chairman of each committee / sub-committee, and copies of the agenda together with supporting reports becomes available to Members for their review prior to attending a Council meeting.

Links to view the agenda together with supporting documentation is available on the Town Council website sent to Members Council email addresses.

The statute requires that Members are 'summoned' to attend a Council meeting. This formal notice will give Members the date, time, and place of the meeting and will include an agenda providing details of the items to be discussed and the level of discussion to take place i.e. whether Members are considering what action to take, receiving a report, resolving to take action. It is extremely important that Members take the time to read all reports prior to attending a Council meeting and to familiarise yourself with the issues to be discussed.

When Members receive agendas and reports for meetings, there will sometimes be a report marked "**CONFIDENTIAL**". Any information in this report is to be treated as confidential and **must not be divulged** to anyone who is not a Member of the Council; where the report relates to a committee meeting this may also include other Members who are not on the committee. If you have any doubts, please contact the Town Clerk who will be able to advise.

Planning and Licensing committee meetings are held monthly. The Council is a statutory consultee on the local development plan and the local development framework. It is not a statutory consultee on planning applications. Cornwall Council planning authority must notify the Council of planning and licensing applications in Saltash to be considered at the Planning and Licensing monthly committee

meetings. Members attending site to consider an application prior to receiving at a committee meeting must consider their own safety and not attend site alone. Please attend with a fellow Councillor to protect yourself and the Council.

After each Council meeting minutes of the Council are prepared. The Council agenda, together with the Minutes of the last meeting and of meetings of committees form the basis on which the Council conducts its business.

The Council also has a system of public participation time at its meetings, where members of the public can raise issues, speak on items listed on the agenda and question Council decisions.

If you wish to have an item added to the Agenda for discussion, please contact the Town Clerk and Chairman of the relevant committee.

Previous agenda's, minutes and reports are available to view on the Council website.

Please click on the title 'Minutes, Agenda's & Reports' and select the committee you wish to view and follow the navigation links to view all documents and reports relating to that Committee or Sub Committee meeting.

### **[Constitution of Committees and Committee Structure](#)**

The Council determines its committee structure at its Annual Meeting in May.

You will receive copies of all reports relating to any of the Council's committees and if the Standing Orders allow, may be able to attend and observe their meetings. However, you will not be able to participate or vote on committees unless you have been appointed to the committee by the Council.

### **[Click here to view the Standing Orders](#)**

Standing Orders are the written rules of the Council's internal organisational, administrative, procurement procedures and procedural matters for meetings.

Standing Orders outline the statutory (**bold text**) and non-statutory requirements of the Council.

### **[Click here to view the Scheme of Delegation](#)**

Members can locate the Scheme of Delegation on the Council website by following the link above. It is important you understand the respective roles of a Councillor and that of the Council and Town Clerk in helping the Council to function, and how these roles work in practice.

## **Council Roles**

### **The Role of Members**

Members are collectively responsible for making Council policy, for which they are accountable to the electorate.

Members are not directly involved in the day-to-day provision of services to the public. This does not of course mean that there should be no contact between Members and the Town Clerk on such matters and, indeed, Members may often find that they are asked by electors to pursue matters on their behalf. However, Members have no executive authority, and will need to deal with all matters either through their collective Council membership or in liaison with the Town Clerk concerning a local problem.

It therefore follows that there are no circumstances where an individual Member can issue an instruction to the Town Clerk or a Contractor. Likewise, a Member must never act “on behalf of the Council” in the organisation of any function or service.

Particular care should be taken in letters/comments to the Press, to ensure they understand you speak as a “Councillor” and not on behalf of the Council as a whole. Generally, the Town Clerk on behalf of the Council and the Mayor authorises Administration to issue Press Releases.

### **The Role of the Town Clerk**

The role of the Town Clerk is twofold, for which they are accountable to the Council. Firstly, they are the professional advisor to the Council on matters of policy and, secondly, the executor of Council policy, i.e. in carrying out the instructions of the Council.

The Town Clerk takes no part in the decision making of the Council except that they provide the independent and unbiased information to support the Council in its decision making.

### **How these roles work in practice?**

Members take decisions on matters of major policy at meetings of the Council, after having considered the recommendations of any committee. Any committee will, in turn, have considered the recommendations of the Town Clerk. Members take decisions on policy matters of more limited significance at meetings of any committees, after having considered the recommendations of the Town Clerk and depending on their delegated powers. Within the framework of policies decided by Members, either at full Council or committees level, the Town Clerk, often in consultation with the Chairman, will take many decisions every working day. Most of these decisions will be concerned with the day-to-day management of services to the public, but others will be concerned with more important matters.

## **Statutory Powers and Duties**

The Council derives its powers from statute. A few of these are mandatory (i.e. the Council must carry them out) but most are discretionary (i.e. the Council can carry them out if it wishes). In all cases, both Members and Officers must work within the law. The Town Clerk will act as advisor to the Council to ensure that it acts legally at all times. From time to time this may mean the Town Clerk advising Members during a meeting to alert Members to possible legal issues in the decision making process.

### **Summary**

- Members are responsible for making Council policy, but do not have executive authority.
- The Town Clerk is responsible for advising Members on the making of Council policy and for ensuring that such policy is carried out.
- The Council's Terms of Reference determines which committee, if any, deals with particular matters, and at which level decisions are taken.
- Many matters are delegated to the Town Clerk, who can make decisions on them working within established Council policies.
- The day-to-day management of services is the responsibility of the Town Clerk.
- Both Members and the Town Clerk must work within the law.
- Mutual respect between the Officer of the Council and Members is essential in order for the Council to function effectively. Personal attacks on Officers are contrary to the Code of Conduct. Under the convention of Local Government, Officers are unable to defend themselves from such comments in public.



## [Click here to view the Code of Conduct](#)

### **Introduction**

The law relating to the declaration of Disclosable Pecuniary Interests and Non Registerable Interests is complicated. It is laid out in the Localism Act 2011 and associated regulations but the purpose of this note is to simplify matters as far as possible. There are a number of guidance notes which give more detailed information and can be referred to as particular circumstances arise.

Agenda reports are generally despatched approximately 5 days in advance of the meeting to which they relate. On receiving an agenda, you should check the items of business listed, and consider whether there is a need to declare an interest (and, if so, what type of interest) in any of the items. Please contact Cornwall Council Monitoring Officer for advice and guidance.

### **Declaration of Interests**

During your term as a councillor you will from time to time have close links to items being discussed. The Council's Code of Conduct requires you to consider these links and if necessary declare a level of interest in the matter and leave the room when the matter is being discussed.

There will be an opportunity at the beginning of the agenda for the Chairman / Vice Chairman to notify the meeting of any interest but Members also have a duty to declare an interest as soon as a Member has become aware of it later on. This may mean declaring the interest during the discussion rather than at the start of the meeting.

You must state the level of interest and the nature of it and ensure that these are recorded in the Minutes of the Meeting.

### **Disclosable Pecuniary Interests**

Members are required to complete a Register of Disclosable Pecuniary Interests which is held by the Monitoring Officer at Cornwall Council and locally with the Town Clerk. You are required to declare interests held by yourself and your spouse/civil partner under the following headings.

- Employment
- Sponsorship
- Contracts
- Land
- Licences
- Corporate Tenancies
- Securities
- Trade Union Membership
- Interests

Further guidance and clarification is provided in the Code of Conduct for Members.

[Click here to view.](#)

You will have a Disclosable Pecuniary Interest whenever the Council is discussing something which affects anything on this register and you must declare the interest and **MUST LEAVE THE ROOM** during the discussion (including when raised by the public during public participation).

The Localism Act 2011 confirms that a breach of this part of the code is a criminal offence with a potential police prosecution and a fine of £5,000.

### **Non Registerable Interests**

During your term of Office, the Council will also discuss many things which may have an impact or relevance to a Member, a family member, a close personal acquaintance or an outside body on which you serve. If this interest is financial i.e. would have a financial impact on a Member, a family member, close personal acquaintance or outside body, you have a Non Registerable Interest.

Only you can decide this, but remember it is not whether you think that your judgement of the public interest would be prejudiced, but what a member of the public with the relevant facts would reasonably think. In other words, you must put yourself in the position of an ordinary member of the public and view the situation through their eyes, and not have regard to what you might consider to be your incorruptibility.

If you decide that you do have a Non Registerable interest, you **MUST LEAVE THE ROOM** any time when the item is being discussed. Again, your withdrawal from the meeting will be recorded in the Minutes.

This is a complex area; if you have any queries you should always seek advice from the Monitoring Officer or CALC. You may find the following examples useful:

#### **Example 1 - Planning**

Your neighbour has submitted a planning application. You must declare a Disclosable Pecuniary Interest because the application affects the land which you have declared on your Register. You also have a Non Registerable Interest because the proposal will affect you, your family and neighbours. You must leave the room whenever the matter is being discussed including any discussion during public participation. You re-join the meeting as soon as the public participation on the application has finished and leave the room again whilst the Council is considering the proposal. Your actions will be recorded in the Minutes.

As a Councillor you are unable to address the Council to raise your concerns/comments. You may write to the Council, ask someone to represent you, and signpost the public to other Members of the Council.

## **Example 2 - Funding Application**

You chair a local group which has applied to the Council for a grant. The grant affects the financial wellbeing of an outside body, you will therefore declare a Non Registerable Interest in the item. However, the Code recognises that the Council might benefit from your knowledge and therefore you will be invited to stay during the first part of the discussion to help inform the discussion. The Chairman will then ask you to leave the room whilst the Council makes its final decision.

You re-join the meeting as soon as the public participation on this item has finished and your actions will be recorded in the Minutes.

If you are in any doubt whatsoever as to whether or not you have an interest, and particularly whether or not it is a Disclosable Pecuniary Interest, you should always err on the side of caution. The Town Clerk is able to offer advice and guidance on such matters before the meeting, but, as stated above, the decisions on whether or not you have an interest is yours, and yours alone. No other Member of the Council can force you to make any declaration, but failure to do so could result in a complaint being made against you.

### **Dispensations**

At times it may be helpful for the Council to allow a Member or Members to stay in the room in spite of the declared interest. In certain circumstances, the Council can award a dispensation which either allows you to stay for the discussion or stay for the discussion and vote. Requests must be made in writing and meet one of the statutory criteria. For more information on a dispensation please contact the Town Clerk or Assistant Town Clerk.

### **Gifts and Hospitality**

Guidance regarding the acceptance of gifts and hospitality, and the declarations of such, is also included in the Code of Conduct. The Council's Code establishes the policy for gifts and hospitality and you must bear this in mind at all times.

You should treat with caution any offer of a gift or hospitality that is made to you personally, particularly if the person making the offer may be doing or seeking to do, business with the Council, or may be applying for planning permission or some other kind of decision.

In addition to the above-mentioned requirements, you are strongly advised to register all offers of gifts or hospitality whatever the value and whether you accept them or not. You will then be protected in the event of a complaint or enquiry, and Cornwall Council's Monitoring Officer will be made aware of inappropriate offers made to Members (especially where a series of lower value offers is made).

Guidance Notes with a list of principles, which the Secretary of State has ordered should govern the conduct of Members and in which the Code of Conduct is consistent with, can be found [here](#).

### **Click here to view the Town Council Website**

We successfully launched the new Council website at the beginning of 2021. It is currently undergoing some slight amendments as we continue to integrate the new software purchase of Civica – Modern.gov.

The website is a fantastic source of information for both Members and the public. Make sure to visit the website and familiarise yourself with various works undertaken by Saltash Town Council to provide more of an understanding of all the areas in which the Council owns, manages and maintains, and areas covered under its remit.

### **Modern.gov**

The Modern.Gov software is a cloud based app approved by Council in 2020-21 and has now been implemented within Saltash Town Council and launched on the 1<sup>st</sup> April 2021.

It is highly recommended that Members download the application to their personal devices as soon as possible.

This application supports paperless meetings and provides 24/7 secure access for committees and Members to view and annotate the latest Council documents. You will now find it easy to download agendas, reports, decisions and meeting minutes. With information available offline too, giving Members access to everything they need when they need it.

Assistance with the use of Modern.gov is provided by the Administration Department upon request, however, if you have any questions or would like assistance with downloading the app please don't hesitate to contact [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

### **Click here to view the Councils Policies**

The Council policy portfolio facilitates the running and management of the areas that it is responsible for including Employees, Finance, Health and Safety, Administration, Library, Civic and other areas of procedure. There are also a number of internal operational protocols.

Policies can be located on the website by following the link above, if you have an enquiry or question regarding Councils policies please contact our Senior Policy & Data Compliance Monitoring Officer – [mandy.thomas@saltash.gov.uk](mailto:mandy.thomas@saltash.gov.uk)

### **Click here to view the Town Council Portfolio's**

Saltash Town Council owns, manages and maintains various land, property and assets within Saltash. Members can familiarise themselves with the areas that Saltash Town Council are responsible for within their ward by following the above link to the Portfolio documents. Please note Saltash Town Council ward boundaries changed as of May 2021, the Portfolios reflect the new wards.

## Finance

### **[Click here to view the Audit, AGAR, Budgets and Annual Reports](#)**

The Council's finances are audited by an external auditor on a regular basis. Members can view the Council's budgets relating to each committee by following the link above. If you have any queries or questions regarding budgets, income or expenditure please contact the finance department - [accounts@saltash.gov.uk](mailto:accounts@saltash.gov.uk)

### **[Click here to view the Financial Regulations](#)**

Financial regulations govern the conduct of the financial management by the Council and may only be amended or varied by resolution of the Council.

The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Council meets these responsibilities.

### **Approval of Expenditure**

The Council invested in a cloud based approval system named Zahara. The system is an approval system for purchases requisition, orders and invoicing to simplify time-consuming and overly complicated financial processes. Zahara provides complete visibility of expected costs and enables better spend control and an effective way for Members and Officers to get spend approved.

## Who Does What

### Administration Department

Behind every great Council is a hardworking Administration Department. Comprising of the Town Clerk, Assistant 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 Members with requests you may have as a Councillor, whether it be IT issues, planning applications or general information and advice, the team are more than happy to assist.

### Finance Department

The Finance Department comprises of the Finance Officer and Finance Assistant. The Responsible Finance Officer (RFO) is the Town Clerk. The financial processes involve dealing with payments, receipts, sales invoices, purchase orders, processing of purchase invoices, payroll, VAT returns and regularly monitoring the Council's income and expenditure against the approved budgets, year-end internal and external audits, annual governance and accountability return (AGAR), assist the Council in setting the budget and precept, making the Councils financial management completely transparent.

The Finance Department has a rigorous system of internal controls to ensure the council accounts for all financial transactions adequately and effectively in line with the local council practitioners guide and financial procedures/policies of the Council to minimise theft and fraudulent activity.

All procurement ensures public funds are used in an economic and efficient manner to ensure the best possible value for money.

### 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.

Once you have settled in your post as a Councillor the Community Hub Team Leader Dave Orton will be in contact to arrange an induction session on the operations and services of Saltash Library to include what the future of the Library looks like for the Council and its community.

### Service Delivery Department

The SD Team comprises of the Manager, Assistant Manager, Service Delivery General Assistants, a Cleaner/ Caretaker and Casual Caretaker. They 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 buildings and assets. The Service Delivery Manager – Richard Enticknap will be in contact once you have settled into your role as Councillor, to arrange a tour of STC land, property and assets currently maintained by the Councils Service Delivery Department.

## Saltash Town Council or Cornwall Council

Saltash Town Council provides the most local level of government to its residents and community. It has an important role in promoting the town, representing its interests and supporting the work of different groups in the community.

Saltash Town Council consists of 16 elected Councillors who represent different areas of Saltash. Members are fundamental in making decisions that relate to the town, its residents and its visitors. Officers of the Council play a crucial part in implementing and ensuring that the decisions of the Council as a Corporate Body are then carried out.

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.

<b>Saltash Town Council</b>	<b>Cornwall Council</b>
Saltash Library	Rubbish and Recycling
Saltash Public Toilets	Highways and Transport
Allotments	Council Tax
Planning and Licensing	Schools
Events	Parking
Open Spaces	Benefits
Public Right of Ways	Health and Social Care
Pontoon	Housing
Seagull Bags	Planning and Licensing

## Useful Information and Guides

Please select the hyperlink below to view

- [It takes all sorts](#)
- [The Good Councillor Guide](#)
- [The Good Councillors Guide on Finance and Transparency](#)
- [The Good Councillors Guide to Cyber Security.](#)



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