

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Annual Meeting of Saltash Town Council held at the Guildhall on Thursday 4th May 2023 at 7.00 pm

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

ALSO PRESENT: 1 Member of the Public, H Frank (Cornwall Councillor), M Worth (Cornwall Councillor) and Reverend T Parkman, S Burrows (Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: S Gillies, S Lennox-Boyd and B Stoyel.

38/23/24 TO ELECT A CHAIRMAN.

The Town Clerk informed Members that at the Extraordinary Full Town Council meeting held on Thursday 16th March 2023 Councillor Bickford was nominated Mayor elect for the year 2023/2024.

The Town Clerk confirmed that the nomination for Mayor elect was proposed by Councillor Peggs, seconded by Councillor Bullock and following a recorded vote;

Bickford	For
Brady	Against
Bullock	For
Dent	For
Foster	For
Gillies	Absent
Griffiths	For
Lennox-Boyd	Absent
Martin	For
Miller	For
Mortimore	For
Peggs	For
B Samuels	Abstain
P Samuels	Abstain
Stoyel	Absent
Yates	For

It was **RESOLVED** that Councillor Bickford be elected Chairman for the year 2023/2024.

39/23/24 **INCOMING ELECTED CHAIRMAN TO PRESENT THE PAST MAYOR'S BADGE TO THE OUTGOING MAYOR.**

Councillor Yates presented the Past Mayor's badge to the re-elected Mayor Councillor Bickford.

40/23/24 **TO CONFIRM AND NOTE THAT CHAIRMAN OF SALTASH TOWN COUNCIL HAS SIGNED THEIR DECLARATION OF ACCEPTANCE OF OFFICE IN THE PRESENCE OF THE TOWN CLERK.**

The Chairman signed the Chairman's Declaration of Acceptance of Office in the presence of the Town Clerk.

The Town Clerk confirmed that the Chairman of Saltash Town Council had signed their Declaration of Acceptance of Office.

It was **RESOLVED** to note.

41/23/24 **TO ELECT A VICE CHAIRMAN.**

The Town Clerk informed Members that at the Extraordinary Full Town Council meeting held on Thursday 16th March 2023 Councillor Peggs was nominated as Deputy Mayor elect for the year 2023/2024.

The Town Clerk confirmed that the nomination for Deputy Mayor elect was proposed by Councillor Bickford, seconded by Councillor Dent and following a recorded vote;

Bickford	For
Brady	Against
Bullock	For
Dent	For
Foster	For
Gillies	Absent
Griffiths	For
Lennox-Boyd	Absent
Martin	For
Miller	For
Mortimore	For
Peggs	For
B Samuels	Abstain
P Samuels	Abstain
Stoyel	Absent
Yates	For

It was **RESOLVED** that Councillor Peggs be elected Vice Chairman for the year 2023/2024.

42/23/24 **HEALTH AND SAFETY ANNOUNCEMENTS.**

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

43/23/24 **PRAYERS.**

The Chairman thanked the Mayors Chaplain Reverend Tim Parkman for his continued service to not only the Town Council for the year 2023-2024 but also his ten year service to the Baptist Church and the residents of Saltash.

Reverend Tim Parkman led prayers.

44/23/24 **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.

None.

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

None.

45/23/24 **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

46/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 13TH APRIL 2023 AS A TRUE AND CORRECT RECORD.**

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to approve the minutes of the Full Town Council meeting held on 13th April 2023 as a true and correct record.

47/23/24 **CHAIRMAN'S REPORT.**

It was **RESOLVED** to note.

48/23/24 **MONTHLY CRIME FIGURES.**

No report due to the transition of the new Police system.

49/23/24 **TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.**

Members discussed the report received and contained within the reports pack from Safer Saltash following the meeting held today 4th May 2023.

Cornwall Councillor Frank confirmed the data contained within the report was an overview of Cornwall as a whole with Safer Saltash looking to set their strategic priorities for Saltash for the following year 2023-2024 at their next meeting.

Councillor Frank confirmed that Saltash had a lower crime level than other areas.

It was **RESOLVED** to note.

50/23/24 **TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.**

Cornwall Councillor Worth gave a brief overview of the following areas:

Saltash Police Force

Following a meeting with Alison Hernandez, Police and Crime Commissioner for Devon, Cornwall and the Isles of Scilly, at the China Fleet Club on the 25th March 2023. Councillor Worth received confirmation that the force's Head of Blue Light Collaboration intends to recruit for a new Saltash Tri-Service Safety Officer [Tri-Service Safety Officer - Cornwall Council](#)

The Commissioner is also aware of Cornwall Council and the Town Councils view regarding Saltash Police Station front desk being reopened.

Derriford Hospital Transport

Councillor Worth has engaged in discussions between Senior Managers at Derriford Hospital and the Managing Director of Go Cornwall Bus to improve public bus services from South East Cornwall for patients, visitors and staff. All parties have agreed they are going to work together using anonymous data on who is traveling from, where and when, to reduce private car use and the need for onsite car parking.

Councillor Worth to provide updates on the progress as it is confirmed.

Parking

Members asked if the results had been published following the recent parking consultation. Councillors Worth and Frank confirmed they had been received and would circulate the link to the Town Clerk to be circulated.

A38

Members asked if progress to make the A38 safer was being made after recent events. Councillor Worth informed Members that recent conversations had been held with the Portfolio Holder for Transport and Sheryll Murray MP for South East Cornwall in respect of a cross party collaboration working through the CAP's. Councillor Worth to update Members on any further progress as it is confirmed.

It was **RESOLVED** to note.

51/23/24 CORNWALL GATEWAY COMMUNITY REPORT FOR NOTING OR MATTERS ARISING.

No Report.

The Chairman informed Members of the first scheduled meeting for the Community Area Partnerships (CAP's) is due to be held on Wednesday 6th June at 6pm at a location to be confirmed. The Town Clerk will circulate further information when available.

The Chairman thanked Councillor Frank as the current Chairman for Cornwall Gateway CNP for her hard work and dedication to the role for the past two years.

52/23/24 CORNWALL GATEWAY COMMUNITY ACTION POINTS FOR REPORTS.

None.

53/23/24 REPORT BY COMMUNITY ENTERPRISES PL12.

No Report.

The Chairman thanked CEPL12 for their partnership working at Isambard House for the Flying Scotsman event.

54/23/24 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.

No Report.

55/23/24 **TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP.**

It was proposed by Councillor Bickford, seconded by Councillor Brady and **RESOLVED** to support the Big Green Week and for the Chairman to work with Councillor Gillies to further progress the recognition for participation.

56/23/24 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No Report.

57/23/24 **FINANCE:**

a. To advise the receipts for March 2023;

It was **RESOLVED** to note.

b. To advise the payments for March 2023;

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 31st March 2023 were reviewed as correct by the Chairman of 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.

58/23/24

TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Planning and Licensing held on 18th April 2023;

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

b. Extraordinary Personnel held on 17th April 2023;

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

RECOMMENDATION 1:

4/23/24 TO RECEIVE AN UPDATE ON THE FINANCE OFFICER VACANT POST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to uplift the Finance Officer scale to 29-32 to reflect the duties and responsibilities of the role.

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

RECOMMENDATION 2:

5/23/24 TO CONSIDER THE RECRUITMENT OF A SERVICE DELIVERY MANAGER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To uplift the Service Delivery Manager scale to 29-32 to reflect the duties and responsibilities of the role;
2. To vire the 2022-23 surplus staffing available funds (approximately £176k) to be divided between Service Delivery, Burial Authority, Burial Board and Policy and Finance contingency budgets to cover staffing costs for the year 2023-24.

It was proposed by Councillor Peggs, seconded by Councillor Foster and following a recorded vote;

Bickford	For
Brady	Against
Bullock	For
Dent	For
Foster	For
Gillies	Absent
Griffiths	For
Lennox-Boyd	Absent
Martin	For
Miller	For
Mortimore	Abstain
Peggs	For
B Samuels	Against
P Samuels	Against
Stoyel	Absent
Yates	Abstain

It was **RESOLVED** to approve the above recommendation.

RECOMMENDATION 3:

10/23/24 TO REVIEW THE TOWN CLERK / RESPONSIBLE FINANCE OFFICER ROLE AND SALARY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Council to uplift the Town Clerk / Responsible Finance Officer 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.

c. Services held on 27th April 2023.

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

5/23/24 TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members of an overspend against budget code EMF 6572 SE EMF Festive Lights.

It was proposed by Councillor Griffiths, seconded by Councillor Stoyel and resolved to note the budget statements and **RECOMMEND** to the Annual Meeting of Saltash Town Council to be held on Thursday 4th May 2023 to vire £3,400 from General Reserves to budget code EMF 6572 SE EMF Festive Lights to cover the overspend for the year 2022-2023.

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

59/23/24 **TO REVIEW THE COMMITTEES AND SUB COMMITTEES TERMS OF REFERENCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to approve the Committees and Sub Committee Terms of Reference subject to the amendments to the Joint Burial Board Committee Membership in line with the constitution (as attached).

60/23/24 **TO NOTE THAT THE FOLLOWING COMMITTEES REMAIN A COMPOSITION OF SIXTEEN MEMBERS THEREFORE APPOINTMENTS ARE NOT REQUIRED, ALL MEMBERS WILL BE SUMMONED TO THE SCHEDULED MEETINGS OF THIS TOWN COUNCIL.**

- a. Planning and Licensing;
- b. Policy and Finance;
- c. Services.

It was **RESOLVED** to note.

61/23/24 **TO APPOINT MEMBERS TO THE FOLLOWING COMMITTEES:**

- a. Personnel;
(Composition of six Members.)

The Town Council recognises that a stable membership of the Committee is desirable and as such membership of the Committee should be seen as a long-term commitment.

All members of this Committee will undertake employment law training within 6 months provided by the Town Council subject to course availability.

Following a vote, it was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** that Councillors Dent, Foster, Martin, Miller, Peggs and Stoyel be appointed to the Personnel Committee.

- b. Joint Burial Board;
(Membership established by separate constitution - composition of four STC Members inclusive of the Mayor and Deputy Mayor)

It was proposed by Councillor Bickford, seconded by Councillor Griffiths and **RESOLVED** that Councillors Bickford (Mayor), Bullock, Dent and Peggs (Deputy Mayor) be appointed to the Joint Burial Board Committee in line with the constitution.

- c. Burial Authority;
(Composition of six)

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** that Councillors Bullock, Dent, Foster, Griffiths, Lennox-Boyd and Miller be appointed to the Burial Authority Committee.

62/23/24 TO APPOINT MEMBERS TO THE FOLLOWING SUB COMMITTEES:

- a. Devolution
(Composition of eight Members)

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** that Councillors Bickford, Bullock, Gillies, Martin, Miller, Peggs, B Samuels and P Samuels be appointed to the Devolution Sub Committee.

- b. Library
(Composition of eight Members)

It was proposed by Councillor Bickford, seconded by Councillor Yates and **RESOLVED** that Councillors Bickford, Bullock, Dent, Martin, Peggs, B Samuels, P Samuels and Yates be appointed to the Library Sub Committee.

- c. Property Maintenance
(Composition of eight Members)

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** that Councillors Bickford, Brady, Bullock, Dent, Miller, Peggs, Stoyel and Yates be appointed to the Property Maintenance Sub Committee.

Councillor Foster gave his apologies and left the meeting.

d. Station Property
(Composition of eight Members)

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** that Councillors Bickford, Bullock, Foster, Gillies, Miller, Peggs, P Samuels and Yates be appointed to the Station Property Sub Committee.

e. Town Vision
(Composition of eight Members)

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** that Councillors Bickford, Brady, Bullock, Gillies, Griffiths, Martin, Peggs and Yates be appointed to the Town Vision Sub Committee.

63/23/24 **TO REVIEW THE TOWN COUNCIL WORKING GROUPS AND APPOINT MEMBERS ACCORDINGLY;**

The Chairman requested the following membership for all working groups be taken as received en-bloc unless any Members wished to leave or join any working group.

Members confirmed they were content with the current membership. Councillor B Samuels requested consideration be given to an additional Member for the Neighbourhood Plan Steering Group.

a. Waterfront Management and Water Transport;
(Composition of seven Members)

b. Neighbourhood Plan Steering Group;
(Composition of two Council Representatives)

c. Climate Change and Environmental;
(Composition of five Members)

d. Saltash Team for Youth;
(Composition of four Members)

e. A38 Working Group;
(Composition of four Members)

f. Communications and Engagement;
(Composition of five Members)

g. IT;
(Composition of three Members)

h. Beating of the Bounds;
(Composition of four Members)

- i. Shared Prosperity Funding;
(Composition of five Members)
- j. Borough War Memorial;
(Composition of five Members and the Town Clerks attendance and support due to the important nature of the project)

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

1. To terminate the IT Working Group as it is no longer required;
2. To increase the Membership to the Neighbourhood Plan Steering Group to 3 with Councillor Brady to join;
3. That all other Working Group membership remains the same (as attached).

64/23/24 TO APPOINT MEMBERS TO OUTSIDE PARTNERSHIPS:

- a. Safer Saltash;
(Composition of four representatives)

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to appoint Councillors Lennox-Boyd, Martin, Mortimore and Peggs as Town Council Representatives for Safer Saltash.

- b. OPCC Councillor Advocate Scheme;
(Composition of two representatives, the Mayor and one Member)

The Town Clerk confirmed Membership had been checked with the OPCC and it is recommended that the Membership be at least two Town Council Members and that all other Members are welcome to attend OPCC meetings should they wish to.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to appoint Councillors Brady, Martin, Peggs and P Samuels as Town Council Representatives to the OPCC Councillor Advocate Scheme.

- c. Cornwall Area Panel CAP's formerly Cornwall Gateway CNP;
(Composition of two Members, Mayor and Deputy Mayor)

The Chairman confirmed the correct title for CAP is Community Area Partnership.

The Town Clerk advised that the CAP's Terms of Reference are still yet to be drafted, but that the nomination form has been received. As with the Cornwall Gateway CNP, the CAP is seeking one named representative from each of the Town and Parish Councils, though other Town Council Members can attend but will have no voting rights on the new CAP.

It was proposed by Councillor Bickford, seconded by Councillor Brady and **RESOLVED**;

1. To appoint the Chairman to attend the inaugural CAP meeting on behalf of the Town Council scheduled to be held on Wednesday 6th June 2023 at a location to be confirmed;
2. To further review the Membership level at a future meeting subject to confirmation of the CAP's Terms of Reference.

- d. Section 106 Panel;
(Composition of three representatives, Mayor and Deputy Mayor and one Member)

It was proposed by Councillor Bickford, seconded by Councillor Brady and **RESOLVED** to appoint Councillors Bickford, Peggs and P Samuels as Town Council Representatives to the Section 106 Panel with Councillor Dent as the first reserve.

- e. Town Team;
(Composition of three representatives, Chairman of Town Vision and two Members)

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** to appoint Councillors Bullock, B Samuels and the Chairman of the Town Vision Sub Committee as the Town Council Representatives with the Vice Chairman of the Town Vision Sub Committee to be the first reserve.

65/23/24 TO REVIEW AND CONSIDER ADOPTING THE TOWN COUNCIL'S EXISTING POLICIES AND PROCEDURES FOR THE YEAR 2023-24:

The Chairman requested the re-adoption of policies be taken en-bloc.

Members discussed the number of policies the Town Council currently has and the need for detailed review.

Please note the following policies can be viewed on the website here:

<https://www.saltash.gov.uk/policies.php>

a. Employees;

- i. Employee Handbook 2022
- ii. NJC Green Book 2019
- iii. Data Protection – Criminal Records Information Policy
- iv. Data Protection Policy (Employees)
- v. Disability Employment Policy
- vi. Protocol for Members Officer Relations
- vii. Provision of IT and Acceptable Use Policy
- viii. Recruitment and Selection Policy

b. Finance;

- i. Accounts and Audit Regulations 2015
- ii. Annual Business Continuity Plan 2022-23
- iii. Annual Internal Audit Business Risk Assessment 2022-23
- iv. Annual Reserves Policy 2022-23
- v. Annual Statement on Internal Control 2022-23
- vi. Annual Treasury Management Strategy 2022-23
- vii. Anti-bribery Policy Statement & Anti-fraud & Corruption Strategy 2022-23
- viii. Finance Schedule and Precept Plan 2022-23
- ix. Local Government Pension Scheme Policy 2022-23
- x. Receipting of Income & Banking Procedures 2022-23
- xi. Risk Management Plan Statement 2022-23
- xii. Risk Management Strategy 2022-23
- xiii. Scheme of Delegation 2022-23
- xiv. STC Financial Regulations 2022-23 v2

c. General;

- i. Acquisition or Sale of Land and Property
- ii. Code of Practice for Handling Complaints
- iii. Communication Policy
- iv. Data Retention and Disposal Policy
- v. Equality and Diversity Policy
- vi. FOI Model Publication Scheme 2022
- vii. Freedom of Information Policy
- viii. Grants Policy 2022
- ix. Information & Data Protection Policy
- x. Management of Transferable Data Policy
- xi. Match Funding – Play Parks
- xii. Planning - A Guide for Councillors
- xiii. Receiving Public Questions, Representations & Evidence at Meetings
- xiv. Safeguarding Policy
- xv. Social Media Policy
- xvi. Standing Orders 2022-23
- xvii. STC Seals & Logo
- xviii. Terms of Reference - Committees & Sub Committees

- xix. Training and Development
- xx. Unreasonable Customer Behaviour and Persistent Complaints
- xxi. Zero Tolerance Policy

d. Health and Safety;

- i. Health and Safety Manual

e. Library;

- i. Library - Computer Access and Usage Policy
- ii. Library - Information Security Policy
- iii. Library - Information Storage Policy
- iv. Library Stock Management Policy
- v. Wi-Fi Acceptable Use Policy - Saltash Library

f. Members;

- i. Advisory Dress Code (Councillors)
- ii. Co-option Policy
- iii. Code of Conduct

g. Civic;

- i. Awarding the Honorary Freedom of Saltash
- ii. Civic Awards
- iii. Civic Handbook
- iv. Election of Mayor and Deputy Mayor

It was proposed by Councillor Miller, seconded by Councillor Bickford and **RESOLVED** to approve the Town Councils existing policies for the year 2023-2024, subject to the amendments to Standing Orders and Financial Regulations in line with the Public Contracts Regulations 2015 (policy amendments as attached).

The Town Clerk noted that the Town Council policies were in need of further review and a streamlined approach to reduce the number of policies in circulation. The Town Clerk to discuss further with the Chairman and Vice Chairman of the Policy and Finance Committee with assistance from Councillor Griffiths.

- 66/23/24** **TO NOTE THE TOWN COUNCIL INSURANCE POLICIES:**
- (Saltash Town Council are currently in a contract agreement with Zurich until October 2023)
- a. Employers Liability;
(Limit of Indemnity £10m)
- It was **RESOLVED** to note.
- b. Public Liability;
(Limit of Indemnity £15m)
- It was **RESOLVED** to note.
- 67/23/24** **TO RECEIVE, APPROVE AND SIGN THE HEALTH AND SAFETY POLICY STATEMENT.**
- It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to approve the Chairman to sign the Health and Safety General Policy Statement on behalf of the Town Council.
- 68/23/24** **TO RECEIVE AND ADOPT THE SCHEDULE OF MEETINGS CALENDAR FOR FUTURE MEETINGS OF THE TOWN COUNCIL.**
- It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to adopt the Town Council Schedule of Meetings Calendar for the year 2023-24.
- 69/23/24** **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.
- 70/23/24** **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**
- None.
- 71/23/24** **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**
- To resolve that the public and press be re-admitted to the meeting.

72/23/24 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

Members Attendance at Saltash May Fair

Saltash Town Council have a May Fair stall for Saturday from 10am – 4pm.

The Chairman confirmed a rota was in place with suitable shelter having been obtained should the weather deteriorate. A table is being provided by the Town Council with information leaflets for Members to distribute on subjects such as Friends of Victoria Gardens, Saltash Red Bus 450 Service, and the recently published Annual Town Council Report.

The Town Clerk together with the Town Councils Consultant will be in attendance to discuss the public consultation regarding the Town Vitality – Green open Spaces, to be held on Friday 16th and Saturday 17th June 2023.

73/23/24 **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 Peggs and **RESOLVED** to issue the following Press and Social Media releases:

1. Election of the Mayor and Deputy Mayor for the year 2023-24;
2. The next Meet Your Councillor session to be held in June;
3. Town Council Schedule of Meetings calendar for the year 2023-24;
4. The Big Green Week Promotions and Town Council support.

74/23/24 **DATE OF NEXT MEETING: 1ST JUNE 2023 AT 7:00P.M.**

Thursday 1st June 2023 at 7:00p.m.

75/23/24 **COMMON SEAL:**

To Order 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: 8.44 pm

Signed: _____
Chairman

Dated: _____