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## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Town Vision Sub Committee held at the Guildhall on Thursday 24th August 2023 at 5.30 pm

**PRESENT:** Councillors: R Bickford, J Brady, S Gillies (Vice-Chairman), M Griffiths (Chairman), J Peggs and D Yates.

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

**APOLOGIES:** R Bullock and S Martin.

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#### **18/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **19/23/24 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.

#### **20/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

#### **21/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE TOWN VISION SUB COMMITTEE HELD ON 8TH AUGUST 2023 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 Yates, seconded by Councillor Bickford and **RESOLVED** that the minutes of the Town Vision Sub Committee held on 8<sup>th</sup> August 2023 were confirmed as a true and correct record.

**22/23/24**      **TO RECEIVE THE DRAFT TERMS OF REFERENCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman referred Members to the circulated Draft Terms of Reference contained within the reports pack.

Councillor Peggs arrived and joined the meeting.

Members discussed the draft Terms of Reference at length.

It was proposed by Councillor Griffiths, seconded by Councillor Brady and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 7<sup>th</sup> September 2023 the Town Vision Draft Terms of Reference subject to the amendments (as attached).

**23/23/24**      **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.

**24/23/24**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**25/23/24**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**26/23/24**      **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

Nothing to report.

**27/23/24**      **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Thursday 16 November 2023 at 6.30 pm

Rising at: 6.01 pm

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

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

## Town Vision Sub Committee of Saltash Town Council.

Composition:	<p><del>Eight members</del></p> <p>The Committee membership comprises of a maximum of eight Saltash Town Council Councillors together with the Town Clerk and Administration Officer. <del>The quorum is four.</del></p> <p>Executive input for the Committee is provided by the Town Clerk and administrative support is provided by the relevant Officers of the Town Council.</p>
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Town Council year. The serving Mayor will not be eligible for either of these positions.
Quorum:	Four
Meetings:	<p><del>As required</del></p> <p>The committee meets for a minimum of four times each financial year (April to March).</p>
Timing:	6.30 p.m.
Venue:	Guildhall
Reports to:	<p><del>Full Town Council</del></p> <p>The Committee reports directly to Full Council making strategic recommendations as required.</p>
Financial Matters	The Committee has delegated authority for expenditure up to £20,000. Any requests over this delegated authority of expenditure would require a recommendation to the Policy and Finance Committee for consideration.
Remit:	The purpose of the Town Vision Sub Committee is to support the Town Clerk in leading the business planning process for Saltash Town Council and to oversee its effective implementation.

### Terms of Reference & Matters Delegated to the Committee:

~~Finance delegated authority:~~

~~Expenditure up to £20,000 on any separate occasion within the budget~~

~~1. To establish and work towards a long term vision for Saltash.~~

~~2. To incorporate the goals of the declared Climate Emergency within decision making.~~

- ~~3. To establish clear engagement and consultation with the Town community.~~
- ~~4. To utilise the available advice and support of Cornwall Council for a shared vision for Saltash.~~
- ~~5. To establish an STC asset register (benches, bins, signage, buildings etc.) and ensure all STC assets are cleaned and maintained.~~
- ~~6. Recognise Saltash Fore Street as the central element to become a mixed use destination, shopping, leisure, residential and employment.~~
- ~~7. To recognise and support initiative throughout the Town.~~
- ~~8. Review traffic movement and usage of Fore Street to support a more welcoming pedestrian environment and improve air quality.~~
- ~~9. To seek funding and partnership opportunities for Town initiatives.~~
- ~~10. To recognise, celebrate and protect Saltash Heritage.~~
- ~~11. To consider the long term impact of Covid 19 on the local economy.~~

**The Town Vision Sub Committees intended Outcomes over the next three years are:**

1. A shared purpose through an agreed, overarching and unified business plan for Saltash Town Council.
2. Increased engagement, understanding and support from Saltash residents on Saltash Town Council's purpose, strategic priorities and activities.
3. Increased success in securing investment to further the strategic priorities of Saltash Town Council.
4. Effective governance and management for Saltash Town Council, clarifying roles and responsibilities, particularly the non-executive role of Councillors, Committees and Working Groups together with the executive roles of the Town Clerk and staff team.
5. A more collaborative, efficient and agile working culture avoiding fragmentation and duplication.

**The primary and initial output of the Town Vision Sub Committee will be:**

1. The production of a three-year business plan for the period April 2024 to March 2027, encompassing:
  - Vision, Mission & Values
  - Strategic priorities and outcomes
  - Activity plan
  - Communications strategy
  - Governance, Management & Operations
  - Fundraising strategy

- Budget forecasts

**Matters not delegated to the Sub Committee:**

Any matter falling within the remit of the Sub Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

DRAFT