

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Town Vision Sub Committee held at the Guildhall on Thursday 15th February 2024 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, S Gillies (Vice-Chairman), M Griffiths (Chairman), S Martin and J Peggs.

ALSO PRESENT: Councillor Miller, S Burrows (Town Clerk) and M Thomas (Senior Policy and Data Compliance Officer).

APOLOGIES: J Brady and D Yates.

40/23/24 HEALTH AND SAFETY ANNOUNCEMENTS

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

The Town Clerk informed the Chairman of the attendance of Councillor Miller at this evening's meeting and that, at the discretion of the Sub Committee, the Councillor may sit at the table and speak at the invitation of the Chairman, but has no voting rights.

The Chairman and Members welcomed Councillor Miller to the meeting and invited him to sit at the table.

41/23/24 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. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

42/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL

None received.

43/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE TOWN VISION SUB COMMITTEE HELD ON 16TH NOVEMBER 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 Griffiths, seconded by Councillor Bickford and **RESOLVED** that the minutes of the Town Centre Vision Sub Committee held on 16th November 2023 were confirmed as a true and correct record.

44/23/24 **TO RECEIVE THE TOWN VISION BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman spoke on the Town Vision budget statement received and contained within the circulated reports pack.

It was **RESOLVED** to note.

45/23/24 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None received.

46/23/24

TO RECEIVE THE DRAFT TOWN COUNCIL BUSINESS PLAN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman referred Members to the circulated draft Town Council Business Plan contained within the reports pack.

Members considered and discussed the draft Town Council Business Plan.

It was proposed by Councillor Griffiths, seconded by Councillor Gillies and **RESOLVED** to delegate to the Town Clerk to further progress the Town Council Business Plan working with the Chairman and Vice Chairman, reporting back to Members by email.

It was proposed by Councillor Griffiths, seconded by Councillor Gillies and resolved to **RECOMMEND:**

1. To approve and adopt the Town Council Business Plan (as attached) to Full Council to be held on 7th March 2024;
2. To display the Town Council Business Plan on the Library TV, Town Council website and social media channels with hard copies available to view at the Library and Guildhall and reference to the Business Plan in Meet your Councillors leaflets;
3. For the Town Council Business Plan to be received and noted at the Annual Meeting of the Town Council on 2nd May 2024.

47/23/24

TO RECEIVE A REPORT ON THE DESIGN OF THE BUSINESS PLAN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman referred Members to the circulated report on the design of the Town Council Business Plan. Members considered the design of the Business Plan and the options contained within the report.

It was proposed by Councillor Griffiths seconded by Councillor Peggs and **RESOLVED** to ratify the appointment for the design of the Town Council Business Plan under delegated authority made by the Town Clerk of Company B at a cost of £285 allocated to budget code 6280 EMF Town Vision.

Members further discussed the design options and associated costs and it was proposed by Councillor Griffiths, seconded by Councillor Gillies and **RESOLVED** to delegate to the Town Clerk to further progress the design to include the creation of infographics and a style guide for the Town Council Business Plan and future publications, with an additional budget available up to £315 allocated to budget code 6280 EMF Town Vision.

48/23/24 **TO RECEIVE THE DRAFT TOWN COUNCIL BUSINESS PLAN APPENDICES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman referred Members to the Draft Town Council Business Plan Appendices comprising of a monitoring template and activity plan, circulated in the reports pack.

The Town Clerk explained the function of the documents, the role of the Committees and Sub Committees, with the need for the Town Vision to undertake an overarching monitoring role on behalf of the Town Council.

It was proposed by Councillor Griffiths, seconded by Councillor Peggs and resolved to **RECOMMEND:**

1. Approval of the Activity Plan and Monitoring Template to Full Council to be held on 7th March 2024, to support the Business Plan;
2. The Activity Plan to the relevant Committees and Sub Committees for regular review;
3. Delegation to the Town Clerk to continue to work up the Activity Plan and Monitoring Template for April 2024, to include the colour coding from the Business Plan;
4. Delegation to the Town Vision Sub Committee to undertake an overarching monitoring role on behalf of the Town Council, reporting back as required.

49/23/24 **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.

50/23/24 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

51/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

52/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

53/23/24 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 May 2024 at 6.30 pm

Rising at: 7.27 pm

Signed: _____
Chairman

Dated: _____