

APPENDIX A

Since the last meeting, the Mayor has attended the following:

Saturday 4 th March	Opening of the Baby Fair at Saltash Social Club
Sunday 5 th March	Civic Service at Saltash Baptist Church
Monday 6 th March	Presentation to Mr. Jon Foster of the Saltash Environmental Citizen of the Year Award
Thursday 9 th March	U3A Showcase at Saltash Wesley Church
Monday 13 th March	Commonwealth Day Flag Ceremony
Saturday 18 th March	Mr. & Mrs. Lawrence's 50 th Wedding Anniversary
Sunday 19 th March	Page2Stage Production of Disney's Little Mermaid at saltash.net
Tuesday 21 st March	Saltash Live at Home Scheme AGM
Saturday 25 th March	25 th Anniversary Service at Saltash Baptist Church
Saturday 25 th March	Sensory Trust Dementia Club Launch at The Core
Wednesday 29 th March	Re-dedication of Able Seaman George Stone's headstone at St. Stephen's Cemetery
Thursday 30 th March	Bishop Cornish Easter Passion Play, St. Nicholas & St. Faith Church
Saturday 1 st April	Saltash Girlguiding District Easter Coffee Morning
Saturday 1 st April	Fundraising Coffee Morning for British Heart Foundation at Old Ferry Road
Saturday 1 st April	Youngstagers Production of Peter Pan at BCC
Thursday 6 th April	Easter Coffee morning at Abbeyfield, Saltash

APPENDIX B

Town Council 06.04.2017

Monthly Crime Figures

January 2017

Crime types:

Anti-social behaviour (21)
Bicycle theft (0)
Burglary (5)
Criminal damage and arson (4)
Drugs (1)
Other crime (3)
Other theft (6)
Possession of weapons (0)
Public order (3)
Robbery (0)
Shoplifting (1)
Theft from the person (0)
Vehicle crime (2)
Violence and sexual offences (16)

APPENDIX C

Report to Saltash Town Council, April 6 2017

4 Fore Street

We are approaching the fourth birthday of the Community Hub/Market. The balance has shifted somewhat from Market to Hub, and we get a lot of callers now looking for information, and buying bus tickets. We are improving facilities at present.

18 Belle Vue Road

We have just started to write a proposal to Cornwall Council for a Community Asset Transfer to take place when our 2-year Lease expires at the end of November. This is based on the fact that our initial Business Plan is proving successful. We have no idea how this will work out....

We had a meeting of tenants this week, and we have come up with a list of improvements to the building which we will now action. The tenants are of course re-assured that we are taking a long-term view.

Dementia Voice PL12

We are very pleased how this enterprise is going. The weekly Memory Cafe is about to have its first birthday; and the fortnightly Veterans Group is proving very popular. Training of "dementia friends" has re-started, and a range of activities and developments is being planned for the rest of the year.

Health and Social Care Network

It appears that there has been such a negative response across Cornwall to the proposed NHS Sustainability and Transformation Plan that the timescale for the next stages has been put back. However, locally we have had a very positive response from Kernow CCG and from Cornwall Partnership Foundation Trust to our joint proposal for a special project in Saltash under the STP. Two meetings have already taken place, with another planned this month. The project is being led personally by the Chief Executive of CPFT (Phil Confue) and we interpret this as very strong support. The focus is on:

- locating all local community health and care staff at St Barnabas and running a variety of integrated services from there - an exciting vision
 - taking pressures off the surgeries with innovative specialist support services in the town
 - Relocating “Minor Injuries” (suitably upgraded) to the Clinic behind the former Registry Office - which would be a great enhancement if together we can make it happen
 - contracting with local Nursing Homes to re-provide the beds lost from St Barnabas, and supporting them with one of the specialist teams
- So far, so good.

Saltash Hopper - Derriford Service

See Appendix for a summary of the story so far...

We plan to continue the piloting of the service during the month of May. Please do help us in promoting this. It is apparent that many people are still not aware that the service exists, and we hope that by spreading the word further we will be able to increase passenger numbers and so make the service sustainable.

With elections about to take place, I'd like to end by thanking Council members and officers for their encouragement and support in recent years. I believe the partnership that has developed between us is not only productive, but is a rare achievement also.

Peter Thistlethwaite, Chair

March 31 2017

Appendix

Derriford Bus Service - The story so far

- About three years ago, STC asked us if we could consider using the Hopper for a bus service to Derriford. Our response was that we would like to do that....but we had to have a second bus as back-up. We set about looking to acquire one.
- We learned at the end of 2015 that we were going to receive a new bus through a government scheme, and we set about consulting local people about a Derriford service. We had a promising and positive response, from staff and public.
- The bus was delivered in September 2016. We contacted all the respondents to the earlier consultation, and started publicity. A timetable was worked out around the

expressed preferences of these initial consultees. The service commenced in January 2017. The set-up process was helped by a grant from s106 fund.

- We started with a free “taster” service for staff over three weeks, using volunteer drivers. A good response was received, and it provided us with a good learning experience. However, one unanticipated problem was the roadworks at the Derriford roundabout which continue...
- We decided nevertheless to set an ambitious timetable, shaped again by our members/passengers, mainly using paid drivers.
- Passenger numbers diminished a little as soon as we introduced charging - with some other passengers deterred by a difficult day when unexploded bombs were found in the roadworks.
- Despite this, and the fact that we cannot offer a free service to Bus Pass holders, numbers began to grow, albeit slowly. But operating losses were considerable. Two services were therefore dropped from the schedule, and two (in the middle of the day) were taken over by volunteer drivers to make costs more manageable. One of the services dropped was the last one of the day which we expected to be popular with hospital visitors: this did not prove to be the case.
- We have just decided to continue to run the service throughout April. There will be an operating loss, but this can be covered by other income from Hopper services. We are doing this because we are selling plenty of SaltashCards to people who want to use the service, ticket sales are stable, passenger numbers are creeping up, and customer feedback is positive.
- We have set a target for passenger increase, which we hope will be attained so that we can continue during May.

APPENDIX D

CORNWALL COUNCIL REPORT

This will be my final Cornwall Council Report, and the final Full Council of this administration takes place on Tuesday this week. My comments are purely factual, as we are now in the “purdah” period when any comments that could be construed as political are forbidden.

There is however an issue at Council which could have implications in Saltash – Council will vote on a number of recommendations relating to the future of the library service in Camborne, Redruth and Helston, which will involve the assets, the staffing and amalgamation of other services, which could provide a model for the future of Saltash Library. Cornwall has just agreed a grant of £1,500 for a full structural survey of the building as a first step, and I will report verbally on the outcome of the Camborne/Redruth/Helston vote on Thursday. Aside from this, no major decisions, except on procedural matters are on the agenda.

On 1st April 2017, the transition to the new leisure services operator, GLL will take place. All the leisure facilities currently owned by Cornwall, including Saltash Leisure Centre. Are included in the new contract to be awarded to GLL on a long term 25-year lease whilst Cornwall will retain the freehold.

The Spring Budget confirmed a new grant for Adult Social Care, so that Cornwall will receive £24 million over the next three years (£12m, £8m and £4m each year respectively). The Chancellor also announced additional support for businesses that face the steepest increases in business rates as a result of revaluation. For Cornwall this will amount to about £2.7 million over the next four years, also frontloaded with £1.6 million in 2017/18.

Cornwall also has two new initiatives to improve public housing. **Homes for Cornwall** works with Galliford Try and Devon & Cornwall Housing to develop affordable housing on Cornwall land. !! sites are being developed, although none are in this area. **Contemporary Cornish Living** is to provide private rented houses, starting at Bodmin and Tolvaddon.

The Localism agenda is continuing apace. In the case of Saltash, I am disappointed that the Waterside devolution of assets and day to day management (boat park, pontoon etc.) has not already come to fruition during my time as a councillor, but I am confident that by April 2018, all this area will be under Saltash Town Council management, and I will continue to be involved with the Coastal Communities Team as a member of SWRA.

At this point, I would like to pay tribute to Catherine Thomson, our Community Liaison Officer for the great work she has done for the community of Saltash. Although I'm not convinced of the usefulness of the formal Community Network Area, which includes Torpoint and Rame, Localism really does work for us. Also a Cornwall Council officer, Catherine works on our behalf, and is the best friend Saltash could have.

Cornwall has just announced a major funding initiative called Green Infrastructure for Growth, for seven towns in Cornwall, one of which is Saltash. Apparently £3.5 million will be spent over the next three years on "public recreational areas, roadside verges and old churchyards", but we have no further information than that. Could I suggest to the next Council that they could lobby for the remodelling of the central play area at Pillmere ? – removal of the play equipment and re-landscaping.

My views on our lack of ability to make major policy changes, and influence officers are well known. So could I wish the new Cornwall Councillors all the best of luck in attracting resources to SE Cornwall in general and to Saltash in particular.

Joe Ellison

APPENDIX E

Dear Sir

Re: Lidl, Saltash- s106 money

I am writing to you in relation to the section 106 agreement for the Lidl development in Saltash and the associated contribution towards Town Centre Regeneration and other Community and Employment Improvements. Clause 6.2 of the section 106 states as follows

"If expenditure of any one or more of the Contributions required to be made pursuant to this Agreement has not been fully committed within ten years of the date of its receipt by the Council then the relevant Contribution or any uncommitted balances as may be appropriate shall in each case be repaid to the Applicant together with all interest at the rate of the current Bank of England basic rate that shall have accrued thereon"

According to my records the contribution is currently held by Saltash Town Council and £106,241.00 remains unspent. I would therefore like to take this opportunity to remind you that any funds remaining uncommitted by the 21 January 2018 will need to be returned along with interest accrued to Lidl UK GmbH. I therefore strongly recommend that efforts are made to spend all money held as a matter of urgency.

Yours faithfully



Mrs Eleanor Farnes
Development Officer (s106)
Planning & Enterprise
Tel: 01208 265661
Email: efarnes@cornwall.gov.uk

APPENDIX F

Last year, the Town Council was issued with a 'call to arms' regarding the need to show fitting respect to people with a Saltash connection who have given their lives in conflict.

And in his letter dated 2nd December 2016 Peter Clements says: *Before any additions, alterations or corrections are made to Saltash or St. Stephens by Saltash War Memorials please can proper research be conducted? Researching and establishing 'ownership'; the history of the war memorial and all the names, dates, facts and details - making sure these are correct, especially the spellings. And please can this be done before, not after, any additions, alterations or corrections are made."*

Peter Clement's letter was debated at our Full Council meeting, held on 5th January. We gave thanks to Peter Clements, who had conducted many, many hours of research on his own - all in a voluntary capacity. At the meeting, we resolved to search for a genealogist to progress Peter's research. Recognising the possibility that future research establishes there are names that are not recorded on existing war memorials, we further resolved to set aside money in the precept so that we had the capacity to recognise all our war heroes.

We are fortunate that an expert genealogist living in Saltash has come forward to help out. Christine Douglas is with us tonight. So far, she has given 50 hours of research on a completely voluntary basis. Christine has delivered excellent work, and uncovered a wealth of information on people with a Saltash connection who fell in WW1. Her projections, however, show that many, many more hours of work are required.

On 7th March 2017, in an email to all councillors, Peter Clements says: "I think I have now gone just about as far as I can with this project." Christine has therefore put together comprehensive costings for the research required, including the Virtual War Memorial.

The Town Council has a duty to approach various bodies for funding, and it should be remembered that the deadline for committing the LIDL money is fast approaching. The VWM project does incorporate an element of work experience and employment; Christine has been in touch with Saltash.net, for example, who are very interested in the valuable work experience this would afford their Design and Technology students. It must be remembered that the wording of the S106 deed says: '***This Contribution will be channelled into Town Centre Regeneration and other Community and Employment Improvements.***' So the S106 money is not exclusively for Town Centre regeneration...

The direct impact on living relatives of war heroes is of paramount importance. But there is also the wider impact as we believe Saltash will be the first town in the UK to establish a Virtual War Memorial, a website that is not 'set in stone' as traditional war memorials literally are, which can be amended as new information comes to light. There is also the opportunity for young people in Saltash to get involved. I've spoken

with the head of Saltash.net, for example, who is very keen for students there to be involved in the research of the names listed on the Memorial Board in the school.

Personally, I am keen for the project to be completed by November 2018, as it will be a fitting tribute to mark the centenary of the end of WW1. I feel that the Town Council, as a compassionate council, should be leading this project, and I feel that S106 funding is a potential avenue of funding in the journey to achieving that goal.

**Saltash Section 106 Funding Deployment Panel
Application Form
31.3.17 DRAFT ii**

A. Overview

1. Name & Address of Organisation

Saltash Town Council, The Guildhall, 2 Lower Fore Street, Saltash PL12 6JX.

2. Title of Project

Saltash War Memorial Research Project

3. Brief Description of Project

Saltash has ten memorials to the Great War, World War II and more recent conflicts which record c. 200 names, although some of these names are not registered by the Commonwealth War Graves Commission (CWGC). In addition, some names registered by CWGC are not recorded on Saltash war memorials, and further names are not commemorated by either. There is significant support from the local community to address this issue and ensure that all names with a Saltash connection who fell in conflict are publicly honoured. As a result, Saltash Town Council (STC) proposes a programme of research to validate names of the fallen with a Saltash connection (estimated at 300 in total) and to publish their stories on a 'virtual war memorial' (VWM) that would serve as a perpetual 'registry of honour' to those who died. The VWM would provide an easily accessible depository of information for the local community and their input to it would be actively encouraged (for example, by contributing letters, photographs, stories from the wars, etc.). The VWM would be of particular interest and value to the families of those who died in the two World Wars, to schoolchildren and students working on local studies projects, and also people researching family ancestry and/or with an interest in Saltash's war-time history and heritage. It would also avert the risks (i.e. in terms of accuracy and completeness) associated with commissioning new physical memorials (e.g. the cost of rectifying mistakes on Bodmin Town Council's 1989 war memorial is estimated at £10k). It is hoped the research itself will enable application to CWGC to register names with a Saltash connection currently not held on their database.

4. Total Funding Requested

£15,056 (£8,326 for the research programme and £6,730 for the VWM).

5. Dates/instalments that funding is required

By 1.6.17 so work can be completed within an 18 month timeframe to coincide with the centenary of the end of the Great War (on 11.11.18).

Please tick to indicate that the following documents have been enclosed

- | | |
|--|--------------------------|
| Copy of Accounts (except for public bodies) | <input type="checkbox"/> |
| Copy of Standing Orders (except for public bodies) | <input type="checkbox"/> |
| Copy of Insurance for this project (if applicable) | <input type="checkbox"/> |

B. Declaration

I confirm that all of the details on this form, including any attachments, are correct to the best of my knowledge, and understand that false or inaccurate information on the form may result in funding being refused or withdrawn

Project Contact _____

Date _____

C. About the applicant organisation

1. Brief description of aims of organisation

Town Council.

2. Status of organisation

- | | | | | | |
|---------|--------------------------|--------------------|--------------------------|------------------------|--------------------------|
| Charity | <input type="checkbox"/> | <u>Public Body</u> | <input type="checkbox"/> | Community Organisation | <input type="checkbox"/> |
| CIC | <input type="checkbox"/> | Other | <input type="checkbox"/> | | |

3. Date founded

n/a

4. Project Contact name [complete details after STC decision on 6.4.17]

Position _____
Contact tel. _____
Email _____

5. Senior Contact name Ray Lane

Position Town Clerk
Contact tel. 01752 844846
Email enquiries@saltash.gov.uk

6. Please give a brief description of other projects delivered by the organisation; particularly those of a similar nature to the project you are bidding for.

n/a

In the event that your organisation ceased to exist, what would happen to its resources and assets?

n/a

D. About the Project / Project Element

1. Title of Project / Project Element

Saltash War Memorial Research Project

2. Description

See attached project proposal.

3. Please tick to indicate which priorities your project (element) meets, and explain how it meets them.

(i) Town Centre Regeneration

(ii) Generation of Employment Space

The project will create two jobs in Saltash: a war memorial researcher, and a VWM designer. The former role will last for at least the life of the project (12-18 months) with the intention of ongoing employment afterwards. This would be either with STC (e.g. in a second phase of the programme) or with other organisations looking to carry out similar research. For the VWM designer, two options are being considered. Firstly, a local IT student (or group of students) for whom this would be either a first paid contract, or completed as work experience in the final year of studies. Four schools/colleges had been approached so far and all have expressed an interest. Secondly, a local service leaver, recuperating serviceperson or veteran with appropriate skills. The MoD's resettlement arm, the Career Transition Partnership, has expressed an interest in this. Ongoing employment at the end of the project would come from continued VWM support and maintenance for STC and/or securing further work with other organisations looking to create similar websites. It is noted that there is a groundswell of interest in such work, both nationally and internationally, and it is hoped that the researcher and VWM designer will be able to use credentials gained from this project to secure ongoing employment further afield than Saltash, albeit based in Saltash.

(iii) Other Community Benefit

There is significant local interest in ensuring those with a Saltash connection who fell in conflict are appropriately and publicly commemorated. Such interest is evident across the country and STC is not alone in wishing to fulfil the wishes of its residents in this respect. In some places (e.g. Bodmin and Tidworth), the matter has become contentious and caused negativity within the local community. STC is keen to avert such a situation and instead leverage the interest constructively and in a way that creates positive community spirit. In particular, many of those with a Saltash connection who fell in conflict still have relatives in the town, and these family members are keen to see their loved ones publicly remembered and honoured. This is particularly the case, for example, where their loved one is not recorded on a Saltash memorial. Given an estimated 300 names with a Saltash connection who fell in conflict, there is possibly over a thousand surviving relatives who would be touched by the work. They also may have artefacts, information and mementos from their loved ones that could be held on the VWM for posterity.

As examples of current local interest in commemoration, families of two of the fallen from World War II are lobbying for their relatives' names to be added to a Saltash memorial, and another local resident has lobbied CWGC for a new headstone in St Stephen's churchyard for Able Seaman George Stone (RN). The latter application was successful, with a dedication service taking place on 29.3.17. This was attended by over 50 people, including George Stone's daughters, grandchildren and great grandchildren, plus representatives from HMS Heroes, HMS Raleigh, the RBL, STC, and other local community groups. A photo of the new headstone is attached to this application.

Both the research and VWM will provide an invaluable information resource for schoolchildren and students about both World Wars, particularly where their studies are set in a local context. It also will provide a free, easily-accessible database of information for historians, people researching family ancestry, and those with an interest in local heritage.

There are further plans to use the work as a platform for ongoing community engagement, with initial ideas including an exhibition or similar event to commemorate the centenary of the end of the Great War on 11.11.18.

STC is committed to researching and honouring those with a Saltash connection who fell in conflict and believes this project proposal to be the only viable means of achieving this. Out of respect for the fallen and their families, it is vital that the research be completed in a robust, professional and sensitive manner, and this requires significant commitment from an experienced, local researcher. Once

information has been collected and validated, the VWM is considered to be the most effective and efficient means of publicising the outputs, and of publicly honouring those who gave their lives in conflict. This is particularly important for those who are not recorded on a physical Saltash memorial at present.

The attached project proposal includes the following points in favour of a VWM: provides a formal, structured framework in which to record information about those who lost their lives; provides a free, public-access archive of local heritage data (for research and educational purposes); can be used to encourage community input to the project (e.g. information about names such as letters, photographs, official records, etc.); demonstrates a transparent civic commitment to perpetual commemoration; and does not preclude a physical memorial in the longer term (and may inform a decision on such).

4. Details of volunteer time involved in project

Saltash resident, Peter Clements, has spent over 200 hours investigating war memorial issues that he subsequently brought before STC. Saltash resident, Christine Douglas, who has submitted a formal proposal for the project (on which this application is based) has spent over 50 volunteer hours on preliminary research in order to understand the scale and scope of the required work. It is envisaged that a Saltash Town Councillor will oversee the project and this will involve volunteer time over and above their statutory duties. The time estimated for this is one hour per week over 18 months, i.e. 78 hours. Total volunteer time, therefore, is estimated at a minimum 328 hours vs 1,085 chargeable hours.

5. Details of other sources/amounts of funding secured

n/a

6. Details of other sources/amounts of funding pending

n/a

7. Breakdown of costs

Item	Cost	Source of cost (inc. estimate)
Desk research for WW1	£1,870	See attached project proposal.
Desk research for WW2	£2,620	
Non-desk research for WW1 and WW2	£150	
Final outputs for WW1 and WW2	£240	
Application for CWGC registration of Saltash names for WW1 and WW2	£800	
Project management for WW1 and WW2	£600	
Research hours contingency @ 5%	£628	
Ancillaries	£1,182	
Ancillaries contingency @ 20%	£236	
Total cost for research programme	£8,326	

Item	Cost	Source of cost (inc. estimate)
Website creation	£1,500	See attached project proposal.
Website support and maintenance (first 12 months)	£500	
Domain name registration (first 12 months)	£10	
Domain name hosting (first 12 months)	£150	
Prepare/upload research material (300 names @ 1 hour per name)	£3,000	
Monthly blog (for first 12 months @ 2 hours per blog)	£240	
Handling emails from the public (first 12 months @ 2 hours per month)	£240	
Administration, e.g. writing website page text, seeking copyright permission for uploading material (first 12 months @ 4 hours per month)	£480	
Project management	£610	
Total cost for virtual war memorial	£6,730	

8. Total costs requested from Section 106 Funding
£15,056

9. If approved, when would the project begin?
1.6.17

10. When would the project be complete?
Latest 11.11.18 (to coincide with the centenary of the end of the Great War).

11. What ongoing maintenance would be required, and how would this be funded (including if it is part of the bid)?
Ongoing maintenance of the VWM would be included in STC's annual precept.

12. Do you require insurance for this project? Yes No
If yes, please give details

13. Does the project require work valued at £2,500 or above from any individual supplier?
Yes No

If yes, please note that submitting this form commits you to obtain three quotations for any such piece of work.

Under STC's Financial Regulation 11.1.a(ii), competitive quotes are not required because the work constitutes a specialist service. As per Financial Regulation 11.1.c, STC has resolved to appoint a local researcher and web designer in order to generate local employment.

14. Does the project require work valued at £25,000 or above from any individual supplier?
Yes No

If yes, please note that submitting this form commits you to carry out a full tender process for any such piece of work.

15. Do you require any further permission(s) for this work, including planning permission? If so, please indicate the permissions required and current stage
No.

16. Please provide a brief summary of any project risks and how they will be mitigated.

Risk Item	Severity	Proposed Mitigation

NOTE A further Section D should be submitted for each discrete project or project element. Please number as D1, D2, etc.

E. Project Management

1. Project Manager name tbc after the May 2017 election
Position Saltash Town Councillor
Contact tel. tbc after the May 2017 election
Email tbc after the May 2017 election

Note this covers all aspects of day-to-day project management except for invoice payment which will be handled by the Town Clerk.

2. Breakdown of Project Management Costs

Item	Cost	Source of cost (inc. estimate).	included in Section D estimates?
Research programme	£600	See attached project proposal.	Yes
Virtual war memorial	£610		
Total	£1,210		

F. Total Costs requested from Section 106 Funding

1. Costs from Section D1 Research programme £8,326
VWM £6,730
2. Costs from Section D2 n/a
3. Costs from Section E Included in D1
4. TOTAL COSTS £15,056

G. Treatment of Value Added Tax

Please note that the grants under this scheme are provided net of VAT.

**Commonwealth War Graves Commission Headstone for Able Seaman George Stone RN
Dedicated at St Stephen's by Saltash on 29.3.17**

APPENDIX G

Saltash Section 106 Funding Deployment Panel

Application Form

A. Overview

1. Name & Address of Organisation Saltash Events Team
95 FORE STREET, Saltash, PL12 6AE
2. Title of Project Town Events co-ordination.
3. Brief Description of Project To organise 2 annual community events to increase football and community spirit of Saltash. Also offer more opportunity to retailers in the High Street, Kenst Awns, Lower Fore Street and the Courtyard.
4. Total Funding Requested £ 6000-00 (£3000-00 per event)
5. Dates/instalments that funding is Required 1st Event 1st Oct 2017.
2nd Event 1st JAN 2018
SEE :- D2 for further Details.
6. Please tick to indicate that the following documents have been enclosed
 - Copy of Accounts (except for public bodies) N/A
 - Copy of Standing Orders (except for public bodies) N/A
 - Copy of Insurance for this project (if applicable) N/A

B. Declaration

I confirm that all of the details on this form, including any attachments, are correct to the best of my knowledge, and understand that false or inaccurate information on the form may result in funding being refused or withdrawn

Project Contact MIKE WOOLFORD, MIKE PARKER, DANIELE FRITH.

Date 16th March - 2017.

C. About the applicant organisation

1. Brief description of aims of organisation To co-ordinate and Steer 2 Major events per year in Saltash etc.
See 3. ABOVE.

Our 1st EVENT would be The Christmas Festival DEC 2017
2nd EVENT " " Valentines week FEB 2108

2. Status of organisation

Charity Public Body Community Organisation
CIC Other _____

3. Date founded

January 2017

4. Project Contact name

Mike Woolford

Position

Spokes person.

Contact tel.

07807 888528

Email

mkwoolford@gmail.com

5. Senior Contact name

MIKE WOOLFORD

MIKE PARKER

DANIELLE FRITH

Position

CHAIRMAN

TREASURER

SECRETARY

Contact tel.

07807 888528

07811 954830

07580 083083

Email

mkwoolford@gmail.com

mikep_2042@yahoo.co.uk

daniellefrith@
gmail.com

6. Please give a brief description of other projects delivered by the organisation; particularly those of a similar nature to the project you are bidding for

Saltash Cinema, Love Saltash Festival,
May fair, Arts Festival, Baby and Toddler Fair,
Wedding Fair, Pumpkin Rolling, Family Fun Day.

7. In the event that your organisation ceased to exist, what would happen to its resources and assets?

In the event of such,
a final Audit would be undertaken and all assets
would be handed back to the community.

D. About the Project / Project Element

1. Title of Project / Project Element As item A2 above.

2. Description SALTASH EVENTS TEAM.

wish to continue progress and Plan the
Christmas Festival in December 2017 and introduce
a new event VALENTINS WEEK

CONTINUED OVER....

CONT'D.

The members of the Saltash Events Team are completely Voluntary and will not expect or accept any Financial Reward.

The Grant will be funding of running expenses of each Event, i.e. Road Closures, environmental requirements, insurance, advertising, first aid etc.

No further grants from the 106 funding will be required as we will be self sustaining for all events in future years.

This will make substantial savings for 106 and council funds. Audited accounts will be published after each event from now and for many years to come.

As our application for the Love Saltash Festival to be held in August has been fully approved, we make the following comments.

Valentines, is a completely NEW EVENT therefore will need a new committee.

Following the resignation of Mr Matt Coot and leaving MIKE WOOLFORD as full chairman, we have resumed responsibility of the Christmas Festival with the committee that had been approved at FROST on FRIDAY 24th FEB 2017.

3. Please tick to indicate which priorities your project (element) meets, and explain how it meets them

i) Town Centre Regeneration ✓

To increase footfall, community spirit and encourage local spending in the Town Centre.

To raise the profile of our existing Town Centre for Retailers, other attractions and the Historic Heritage sites of interest.

Also to increase the volume of visitors from surrounding Towns and Villages.

ii) Generation of Employment Space ✓

Opening of New Shops due to increased footfall and improved economy in Saltash.

iii) Other Community Benefit ✓

Bring Residents of Saltash together and improve community togetherness.

Also allow Retailers and Charities to join together and create an improved community spirit.

4. Details of volunteer time involved in project

The said and named Saltash Events Team are 100% volunteers and will not expect or accept any financial reward.

5. Details of other sources/amounts of funding secured N/A

6. Details of other sources/amounts of funding pending N/A

7. Breakdown of costs PER EVENT i.e. 2 events per annum.

Item	Cost	Source of cost (including estimate)
Marketing costs	£ 500-00	
Road Closures	1500-00	
Waste Disposal	250-00	
Insurances.	100-00	
1st Aid, assets and safety equipment as and when required.	650-00	
TOTAL	£ 3000-00	PER EVENT X 2.

8. Total costs requested from Section 106 Funding £6000-00

9. If approved, when would the project begin? 1st Oct 2017.

10. When would the project be complete? March 2018.

11. What ongoing maintenance would be required, and how would this be funded (including if it is part of the bid)?

NONE

12. Do you require insurance for this project? Yes No

If yes, please give details. To be arranged i.e. Public Liability prior to the events.

13. Does the project require work valued at £2,500 or above from any individual supplier? Yes No

If yes, please note that submitting this form commits you to obtain three quotations for any such piece of work.

14. Does the project require work valued at £25,000 or above from any individual supplier? Yes No

If yes, please note that submitting this form commits you to carry out a full tender process for any such piece of work.

15. Do you require any further permission(s) for this work, including planning permission? If so, please indicate the permissions required and current stage _____

- 1) Temporary event Notice
- 2) Road Closures.
- 3) Local Public Transport.

16. Please provide a brief summary of any project risks and how they will be mitigated:

Risk Item	Severity	Proposed Mitigation
NOT APPLICABLE.		

NOTE: A FURTHER SECTION D SHOULD BE SUBMITTED FOR EACH DISCRETE PROJECT OR PROJECT ELEMENT. Please number as D1, D2 etc.

E. Project Management

1. Project Manager name	MIKE WOOLFORD	MIKE PARKER	DANIELLE FRITH
Position	CHAIRMAN	TREASURER	SECRETARY
Contact tel.	07807 888528	07811 954830	07580 083083
Email	mhwolford@gmail.com	mike_2042@yahoo.co.uk	daniellefrith@googlemail.com

2. Breakdown of Project Management Costs

Item	Cost	Source of cost (inc. estimate).	Included in Section D estimates?
No management costs	NIL		

Total	£		

F. Total Costs requested from Section 106 Funding

1. Costs from Section D1 £ _____
2. Costs from Section D2 £ _____
3. Costs from Section E £ _____
4. TOTAL COSTS £ _____

G. Treatment of Value Added Tax

Please note that the grants under this scheme are provided net of VAT.

CONSTITUTION OF: SALTASH EVENTS TEAM

ON: 13TH MARCH 2017

1 Name

The name of the Group shall be: SALTASH EVENTS TEAM

2 Aims

The aims of the Group shall be to: Organise community events within Saltash

3 Powers

In order to achieve its aims the Group may:

- a. Raise money
- b. Open bank accounts
- c. Take out insurance
- d. Instruct contractors
- e. Organise events
- g. Work with other groups and exchange information
- h. Do anything that is lawful which will help it to fulfil its aims

4 Management

- (a) The Officers of the Management Committee shall be: the Chairperson, the Treasurer and the Secretary.
- (b) The Management Committee shall meet at least 12 times a year.
- (c) The Chairperson shall Chair all meetings of the Group.
- (d) The quorum for Management Committee meetings shall be 4 members.
- (e) Voting at Management Committee meetings shall be by show of hands. If there is a tied vote then the Chairperson shall have a second vote.

5 Duties of the Officers

- (a) The duties of the Chairperson are to: • chair meetings of the Committee and the Group • represent the Group at functions/meetings that the Group has been invited to • act as spokesperson for the Group when necessary
- (b) The duties of the Secretary are to: • take and keep minutes of meetings • prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson • maintain the membership list • deal with correspondence • collect and circulate any relevant information within the Group
- (c) The duties of the Treasurer are to: • supervise the financial affairs of the Group • keep proper accounts that show all monies collected and paid out by the Group

6 Finance

- (a) Any money obtained by the Group shall be used only for the Group.
- (b) Any bank accounts opened for the Group shall be in the name of the Group.
- (c) Any cheques issued shall be signed 2 of the 3 nominated officials.

7 Annual General Meeting

- (a) The Group shall hold an Annual General Meeting (A.G.M.) in the month of January.
- (b) All members shall be given at least fourteen days' notice of the A.G.M. and shall be entitled to attend and vote. The quorum for an AGM shall be 4 members.
- (c) The business of the A.G.M. shall include:
 - (i) receiving a report from the Chairperson on the Group's activities over the year
 - (ii) receiving a report from the Treasurer on the finances of the Group
 - (iii) electing a new Management Committee and (iv) considering any other matter as may be decided.

8 Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

9 Dissolution

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given back to the community.

This constitution was adopted at a general meeting of the Group on 13th March 2017

Signed by:

Chairperson: Mike Woolford

Secretary: Danielle Frith

Treasurer: Michael Parker

Other Committee members:



Clubs Charities and Societies



[Home](#) [Contact Us](#)

How do I open a new CC&S account?

Accounts for CC&S customers are not opened in branch, instead, you must complete a [referral form](#) which is available here. Once the form has been submitted, your customer will receive a call back within 48 hours on working days.

How do I alter a signatory on a CC&S account?

Please see the advice on [mandate variation](#)



Owner: Community Bank Online Author: Community Bank Online Last updated: Thursday 24 Mar 2016
[Accessibility](#) [Copyright](#) [Help](#) [A-Z](#)
[Group Internet Sites](#) [lloydsbankinggroup.com](#) [lloydsbank.com](#) [halifax.co.uk](#) [bankofscotland.com](#)



UPDATED NOTIFICATION

A bank account has now been fully approved and opened
 AT:- Lloyds Bank - SALTASH.
 16/03/2017.

It has been agreed in principle, following our meeting with the Manager of Lloyds Bank in Saltash, to above account being opened when needed. This notation made 10th JAN 2017.

APPENDIX H

SALTASH TOWN COUNCIL

Minutes of a Meeting of Saltash Town Council held in The Guildhall on Thursday 2nd March 2017 upon the rising of the Annual Meeting with Parishioners

PRESENT: Councillors: Mrs Hilary Frank, (Chairman), R Austin, R Bickford, J Brady, Mrs G Challen, Mrs Jean Dent, J Ellison, D Holley, Mrs S Hooper MBE, A Killeya, W Phillips, Mrs J Rance, D Yates.

ALSO PRESENT: 5 Members of the Public, 2 Members of the Press, P Thistlethwaite - CIC, R Lane - Town Clerk, Mrs S Burrows - Administration Officer.

APOLOGIES: Councillors: M Coot, Mrs S Hooper MBE – late arrival, J Shepherd.

HEALTH AND SAFETY ANNOUNCEMENTS

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

464/16/17 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

PRAYERS

Councillor Holley led the prayers.

465/16/17 DECLARATIONS OF INTEREST

- a. Declarations from Members of any registerable (5A of the Interim Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
- b. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting
- c. To consider dispensations required:

Councillor	Agenda Item	Pecuniary/Non Pecuniary	Reason
Phillips	19	Non-pecuniary	I am a member of Saltash Rotary Club

466/16/17 To note an on-going dispensation for Councillor Shepherd to act as Chairman of the Saltash Team for Youth.

It was **RESOLVED** to note.

CHAIRMAN'S REPORT AND PRESENTATION OF CHEQUES TO THE MAYOR'S CHARITIES, REPRESENTED BY WENDY CHILD, GIRLGUIDING DISTRICT COMMISSIONER AND SHARON BERRY OBE, FOUNDER OF STORYBOOK DADS

See attached appendix A to the minutes for the Chairman's Report.

It was **RESOLVED** to note.

Mayor's Charities

The Mayor updated member of the hard work and commitment of her two mayoral charities, Girl guiding Saltash and Storybook Dads, and invited Al Williams, Chair of Tamar Trotters to help present each charity with a cheque of £1,000.00.

It was **RESOLVED** to note.

The Mayor then presented a certificate to the Tamar Trotters, in recognition of Outstanding Achievement and Commitment to the Community and their kind donation to the mayoral charities.

It was **RESOLVED** to note.

Councillor Mrs G Challen left the meeting.

467/16/17 **CHURCHTOWN FARM – INTRODUCTION OF NEW WARDEN, NATALIE MITCHELL**

Councillor Mrs G Challen returned to the meeting.

The Mayor introduced the new Churchtown Farm Warden Natalie Mitchell who gave a presentation of her work.

Councillor Mrs S Hooper MBE arrived at the meeting.

It was **RESOLVED** to note.

MONTHLY CRIME FIGURES

See attached appendix B to the minutes.

It was **RESOLVED** that the Town Clerk writes to Barclays Bank (copying in the Police) raising concern regarding out of hours Wi-Fi access availability to the public that has encouraged groups to gather outside the premises for internet usage resulting in anti-social behaviour.

REPORT BY COMMUNITY ENTERPRISES PL12

a. To receive report and consider any actions arising.

See attached appendix C to the minutes.

It was **RESOLVED** to note.

468/16/17 CORNWALL COUNCIL REPORT

a. To receive report from Saltash Cornwall Councillors.

See attached appendix D to the minutes.

It was **RESOLVED** to note.

469/16/17 S106 APPLICATION – SALTASH EVENTS TEAM

See attached appendix E to the minutes.

Councillor Brady presented the S106 application for members' consideration.

Councillor Brady left the meeting.

Councillor Brady returned to the meeting.

It was **RESOLVED** that:

1. STC support the application for funding of £3,000 for the Love Saltash Festival.
2. STC ask the Saltash Events Team to work closely with existing volunteer groups organising events in the town.
3. STC welcomes future S106 applications from the Saltash Events Team.

470/16/17 **QUESTIONS FROM THE PUBLIC**

None.

The Chairman announced a convenience break.

471/16/17 **MINUTES**

See attached appendix F to the minutes.

The minutes of the meetings of the Town Council held on Thursday 2nd February 2017 and Tuesday 21st February 2017 were confirmed and signed as a correct record.

It was **RESOLVED** to note.

472/16/17 **MATTERS ARISING FROM THE MINUTES**

None.

473/16/17 **FINANCE**

a. Receipts in January 2017

See attached appendix G to the minutes.

It was **RESOLVED** to note.

b. Payments in January 2017

See attached appendix H to the minutes.

It was **RESOLVED** to note.

c. Urgent and essential works actioned by the Clerk under Financial Regulation 3.4 of the Town Council's Standing Orders.

None

d. To note that bank reconciliations up to 31st January 2017 were reviewed as correct by the Chairman of Policy & Resources Committee and the Town Clerk.

It was **RESOLVED** to note.

474/16/17 **PLANNING**

PA17/01276

Mr and Mrs J Trinick – **10 Larch Close, Latchbrook, PL12 4XT.**

Two storey extension to side of property.

Ward: West

Date received: 16.02.2017

It was resolved to **RECOMMEND APPROVAL**

- a. Tree applications/notifications:
 - i. Applications – None.
 - ii. Notifications – None.

- b. Decisions taken by Cornwall Council where the decisions reached were contrary to the recommendations made at the Town Council meeting or a poll taken: None.

475/16/17 **CONSIDERATION OF LICENSE APPLICATIONS**

None.

476/16/17 **CORRESPONDENCE**

- a. Support for a NHS Careers Day – Cllr Armand Toms, Mayor of Looe.

See attached appendix I to the minutes.

It was **RESOLVED** that STC supports transport costs to a maximum value of £100 and delegates the Town Clerk to allocate funds to an appropriate budget head.

477/16/17 **APPROVAL OF THE MINUTES OF THE FOLLOWING COMMITTEES**

See attached appendix J to the minutes.

The minutes of the meeting of the Policy and Resources Committee held on Tuesday 21st February 2017 were confirmed and signed as a correct record.

Policy and Resources Committee Recommendations 21st February 2017

Minute 127/16/17

- a. To consider Community Chest Applications.

Councillor Phillips declared an interest in the next agenda item and left the meeting.

Councillor Ellison in the Chair.

1. Saltash Rotary Club requesting £750 for a project to refurbish the club sleigh which is used extensively in December each year.

It was **RESOLVED** to award £750.00.

Councillor Phillips was invited and returned to the meeting.

Councillor Phillips in the Chair.

2. Saltash Maritime Cadets requesting £1500 for the purchase of 2 Ceremonial Flags, 1 June, 1 Senior, with all the accessories such as carrying straps, poles, carry case etc.

It was **RESOLVED** to award £1,000.00.

3. Tamar Trotters Juniors requesting £555 for training for adults to coach youngsters.

It was **RESOLVED** to award £555.00.

b. To consider Festival Fund applications.

1. Cornwall International Male Choral Festival 2017 requesting £250.00 for the Biennial Festival of 2000 singers from over 60 choirs to take part in some 50 events across Cornwall. Includes Regional Concert in Saltash and outreach programme to local schools.

It was **RESOLVED** to award £250.00.

Minute No. 133/16/17

To consider quotes for replacement of the Guildhall Boiler. (Pursuant to FTC 05.01.2017 Minute no. 398/16/17)

1. Approve replacement of the Guildhall boiler and control panel and to overhaul the system at the time of the installation.

It was **RESOLVED** to approve replacement of the Guildhall boiler and control panel and to overhaul the system.

2. Appoint Jackman Peckover as recommended by the Building Surveyor at the lowest quote received.

It was **RESOLVED** to approve the appointment of Jackman Peckover as recommended by the Building Surveyor.

3. Fund the boiler replacement and works up to a value of £9,342.00 allocated to EMF Guildhall Maintenance.

It was **RESOLVED** to approve the funding of the boiler replacement and works up to an increased value of £9,742.00 due to a rise in material costs allocated to EMF General Maintenance.

Minute No. 134/16/17

Mayor Making Ceremony

It was **RESOLVED** to adopt a revised timetable for election years and that the Policy for the Election of Mayor and Deputy Mayor be changed accordingly.

478/16/17 **UPDATE ON THE SITUATION AT ST BARNABAS AND THE CORNWALL AND ISLES OF SCILLY SUSTAINABILITY AND TRANSFORMATION PLAN**

The Mayor updated members on talks regarding the situation at St. Barnabas and invited members to the St. Barnabas Spring Fayre on the 18th March. The Mayor then informed members that a meeting of NHS executives and local stakeholders had taken place that morning to discuss the Sustainability and Transformation Plan.

Councillor Holley left the meeting.

It was **RESOLVED** that:

1. The Mayor issues a letter to the Cornwall Partnership NHS Foundation Trust requesting an update on the temporary closure of St Barnabas and reassurance that it will be reopened.
2. The petition be amended to allow members of the public to add their name by email, and this facility be promoted on social media.
3. The Mayor continues to inform councillors of meetings regarding the Sustainability and Transformation Plan and healthcare provision in Saltash.

Councillor Holley returned to the meeting.

479/16/17 **TO NOTE THE APPOINTMENT OF A TOWN AND WATERFRONT WARDEN FROM 01.03.2017**

The Mayor informed members of the appointment of Jeff Diamond the Town and Waterfront Warden.

It was **RESOLVED** to note.

Councillor Brady left the meeting.

480/16/17 TO RECEIVE A TENDER REPORT AND APPOINT A CONTRACTOR FOR GUILDHALL MAINTENANCE WORKS

See attached appendix K to the minutes.

It was **RESOLVED** to:

1. Award the contract to Shaun Libby Building Solutions as recommended by the Council's Property and Building Surveyor for the lowest tender to the value of £61,737.00.
2. Proceed with the first phase of works up to a value of £30,000.

481/16/17 TO CONSIDER DESIGNATING THE PARADE AT SALTASH REGATTA (17TH AND 18TH JUNE) A CIVIC PARADE (COUNCILLOR BICKFORD)

It was **RESOLVED** to approve the Regatta Parade on the 17th and 18th June 2017 as a Civic Event.

482/16/17 MEET YOUR COUNCILLORS:

- a. Arrangements for 4th March 2017.

It was **RESOLVED** Councillors Holley, Yates and Mrs J Rance will attend the next meeting in Fore Street to be held on Saturday 4th March and that St Barnabas Hospital League of Friends will also attend.

- b. Proposed arrangements.

There will be no meeting on the 8th April and 29th April and throughout May due to purdah.

The next meet your councillors will be held on June 3rd.

It was **RESOLVED** to note.

483/16/17 UPDATE ON STATION BUILDING

No report.

484/16/17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, it was **RESOLVED** that the public and press leave the meeting because of the confidential nature of the business to be transacted.

485/16/17 CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

None.

486/16/17 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was **RESOLVED** that the public and press be re-admitted to the Meeting.

487/16/17 **URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

Civic Service

The Mayor informed members of arrangements for the Civic Service being held on Sunday 5th March in Saltash Baptist Church at 3pm.

Spring Fair

St Barnabas Hospital League of Friends Spring Fair to be held at the Guildhall Saturday 18th March 10am to 12 noon.

Flying the Commonwealth Flag

The Mayor informed members that the Commonwealth Flag will be raised and flown at 10am on 13th March.

Headstone Dedication

The Mayor informed members that a Commonwealth War Graves Commission headstone dedication for Able Seaman George Stone will be conducted by Reverend C Sigrist at St. Stephens Church on the 29th March following communion at 10am.

488/16/17 **PRESS RELEASES AND FUTURE ARTICLES REQUIRED**

Press Releases

St Barnabas Hospital.

489/16/17 **DATE OF NEXT MEETING**

Tuesday 21st March 2017 at 6.15 p.m.

490/16/17 **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: 21:20

Signed: _____
Chairman

Dated: _____

APPENDIX A

Since the last meeting, the Mayor has attended:

Friday 3 rd February	Opening of the newly refurbished Co-op on Fore Street.
Saturday 4 th February	Saltash Music, Speech & Drama Festival Gala Concert at Saltash Wesley Church.
Sunday 5 th February	Plymouth & Cornwall Wing of ATC Annual Parade at St. Nicholas & St. Faith Church.
Monday 6 th February	International Asia Day at saltash.net School.
Saturday 18 th February	Mayor's Valentine Ball at the China Fleet Club.
Friday 24 th February at	Tamar Trotters AGM and presentation of cheque Saltash Rugby Club.
Tuesday 28 th February	St. Columb Major Town Council Annual "Hurling" Event.

The Deputy Mayor has attended:

Sunday 5 th February	Liskeard Civic Church Service.
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APPENDIX B

Monthly Crime Figures for Saltash

Reported in December 2016

Crime types:

Anti-social behaviour (20)

Bicycle theft (1)

Burglary (5)
Criminal damage and arson (7)
Drugs (0)
Other crime (3)
Other theft (11)
Possession of weapons (0)
Public order (1)
Robbery (0)
Shoplifting (10)
Theft from the person (0)
Vehicle crime (3)
Violence and sexual offences (20)

APPENDIX C

4 Fore Street, Saltash PL12 6JL

www.communityenterprisespl12.co.uk email:
chair@communityenterprisespl12.co.uk

Report to Saltash Town Council, March 2 2017

Local Food Market

The monthly food market on the first Friday of the month is now going to operate additionally on alternate Saturdays - the opportunity to do this has been created by the closure of the regular market at Crocadon. The first one took place last Saturday, with some new traders. This is an unexpected development for us, so please watch for further announcements about how this will operate.

Dementia Voice PL12

I can confirm that the Forces Veterans' Group has now been established after the recent launch. It will meet on alternate Saturday afternoons.

Health and Social Care Network

With the recent bad news about the so-called temporary closure of St Barnabas Hospital, an idea was formed during the recent NHS consultations on its Sustainability

and Transformation Plan for Cornwall to seek a special project to secure a better balance of provision in future between Saltash and Liskeard. This has now been put forward with support from Patient Groups, a GP, the St Barnabas League of Friends, ourselves and the Mayor. We envisage that a broad based project team will be set up right away. The aim will be to ensure that we have a proper Urgent Care service based in the town, and a long-term commitment for a suitable role for St Barnabas.

Saltash Hopper

Just to update you on the experimental Derriford service....passenger numbers are increasing slightly as the service becomes more widely known, but we are a long way off being able to break even financially. Feedback about the service is always positive, and we are pleased to be having a try. We are currently working hard on publicity - which does bring regular enquiries - and this will reach a crescendo this week. We are planning to review the project formally on March 3, when we hope that passenger and financial data will have improved further.

Peter Thistlethwaite, Chair (20.02.17)

APPENDIX D

Cornwall Council report for Saltash Town Council February 2017

The Cornwall council budget has been set and passed. The council tax for the coming year will raise £260 million. This includes an increase of 1.97% for the councils own purposes and an additional 2% to be spent solely on adult social care as per the governments wishes. This is equivalent to a band D charge of £1398.

Countywide devolution plans are said to be proceeding satisfactorily. There have been various consultations and meetings about the implications both positive and negative of Brexit for the County. Because of the importance of the agricultural sector considerable weight has been put in to making representations to the government about the urgent need to replace or otherwise ameliorate the impact of the end of the single payment system for individual farmers.

The counties new St Dennis incinerator or EFW (energy-from-waste) project, as it is sometimes known, is in the last phase of testing. Some estimates indicate a starting date for July.

Jim McKenna has resigned from his post as Cabinet member in charge of adult social care to take up the position of chief executive for the Royal Cornwall Hospital Trust. The post will not be filled until after the election. The cabinet have decided not to change car park charges for the coming year and have said that they will re-consult in the autumn. The leader has written to me saying that it was because of the numerous objections received about the new charges.

Saltash Town Council may wish to take an opinion on and make representations supporting or opposing the bid to make Truro and Cornwall the European Capital of Culture. A minimum of £336,000 now of residents money would be needed for the first stage of the bid and the cabinet says that the rest of the £536,000 cost could act as leverage in various ways to get money from other sources. This proposal went from the cabinet to the scrutiny panel where it met with an exact 50-50 response and on the casting vote of the chairman was not opposed. It will now go back to cabinet. Your Cornwall Councillors are split on this with Councillors Frank and Austin supporting and Councillors Holley and Ellison opposing the project. Councillors Frank and Austin support it on the grounds that the bid itself may generate income through publicity and a successful bid may bring (on the evidence from other cities) a huge amount of tourist cash into the county. Councillor Holley's objection was solely on the grounds of spending residents' money without any certainties of return at this difficult financial time of austerity and saving in other areas and not on the cultural principle of the bid. Councillor Ellison opposes it on the same grounds but also because he thinks the benefit will be largely around Truro and the west.

Two other initiatives at the moment are a current consultation on the ASBO strategy that the county should adopt and the finalisation of the county's sexual health strategy.

Derek Holley
Cornwall Councillor, Saltash East.

APPENDIX E

Saltash Section 106 Funding Deployment Panel

Application Form

A. Overview

1. Name & Address of Organisation Saltash Events Team.
95 Fore Street, Saltash, PL12 6AE.
2. Title of Project Town Events Co-ordination.
3. Brief Description of Project To organise 4 annual community events, to increase football and community spirit of Saltash. Also offer more opportunity to Retailers in the High Street, Keast News, Lower Fore Street and The Courtyard.
4. Total Funding Requested £ 12,000.00 (£3000.00 per event).

5. Dates/instalments that funding is Required 1st event 1st JULY 2017,
2nd event 1st October 2017, 3rd event 1st Jan 2018,
4th event 1st March 2018 (SEE D2 for further details)

6. Please tick to indicate that the following documents have been enclosed

- Copy of Accounts (except for public bodies) N/A
- Copy of Standing Orders (except for public bodies) N/A
- Copy of Insurance for this project (if applicable) N/A.

B. Declaration

I confirm that all of the details on this form, including any attachments, are correct to the best of my knowledge, and understand that false or inaccurate information on the form may result in funding being refused or withdrawn

Project Contact MIKE WOOLFORD, MIKE PARKER, DANIELLE FRITH

Date 10th JAN 2017.

C. About the applicant organisation

1. Brief description of aims of organisation To co-ordinate and
Steer 4 major events per year in Saltash High Street,
Lower Fore Street, Keast Meadows and The Courtyard.

2. Status of organisation

- Charity Public Body Community Organisation
- CIC Other

3. Date founded

January 2017.

4. Project Contact name Mike Woolford
 Position Spokes person.
 Contact tel. 07807 888528
 Email mhwolford@gmail.com.
5. Senior Contact name N/A.
 Position MIKE WOOLFORD and MIKE PARKER.
 Contact tel. _____
 Email _____
6. Please give a brief description of other projects delivered by the organisation; particularly those of a similar nature to the project you are bidding for Saltash Cinema, Love Saltash Festival, May Fair, Arts Festival, Baby and Toddler Fair, Wedding Fair, Pumpkin Rolling, Family Fun Day.

7. In the event that your organisation ceased to exist, what would happen to its resources and assets? In the event of such, a final Audit would be undertaken and all Assets would be handed back to the Community.

D. About the Project / Project Element

1. Title of Project / Project Element As item A2 above.
2. Description We aim to improve, enhance and Unify existing committees such as Mayfair, The Christmas Festival, Love Saltash Festival and to introduce a New Event to be known as Valentines Week.

Continued Over

Our 1st event, should our application be approved, will be The Love Saltash Festival of Arts in Last Bank holiday of August 2017. Followed by our 2nd event. The Christmas Festival on the 1st Saturday of December 2017. 3rd event would be The Valentines Week in February 2018 and finally May Fair in May 2018.

The members of the Saltash Events Team are completely Voluntary and will not expect or accept any financial reward. The Grant will be funding of running expenses of each event i.e. Road Closures, environmental requirements, insurance, advertising, first aid etc.

No further grants will be required as we will be self sustaining for all events in future years.

This will make substantial Savings for LDC and Council funds. Audited accounts will be published after each event from now and for many years to come.

3. Please tick to indicate which priorities your project (element) meets, and explain how it meets them

i) Town Centre Regeneration ✓

To increase footfall, community spirit and encourage local spending in The Town Centre.

To raise the profile of our existing Town Centre for Retailers, other attractions and the Historic Heritage sites of interest.

Also in increase the volume of visitors from surrounding Towns and Villages.

ii) Generation of Employment Space ✓

Opening of New Shops due to increased footfall and improved economy in Saltash.

iii) Other Community Benefit



Bring Residents of Saltash together and improve community togetherness.

Also allow Retailers and Charities to join together and create an improved community spirit.

4. Details of volunteer time involved in project

The said and named Saltash Events Team are 100% volunteers and will not expect or accept any financial reward.

5. Details of other sources/amounts of funding secured

N/A

6. Details of other sources/amounts of funding pending

N/A

7. Breakdown of costs

PER EVENT

i.e. 4 events per annum.

PER EVENT i.e. 4 events per year

Item	Cost	Source of cost (including estimate)
Marketing Costs	£500-00	
Road Closures	1500-00	
Waste Disposal	250-00	
Insurances	100-00	
1st Aid, assets and safety equipment as and when required	650-00	
TOTAL	£3000-00	PER EVENT x 4

8. Total costs requested from Section 106 Funding £12000-00
9. If approved, when would the project begin? 1st JULY 2017.
10. When would the project be complete? MAY 2018
11. What ongoing maintenance would be required, and how would this be funded (including if it is part of the bid)? NONE.
12. Do you require insurance for this project? Yes No
 If yes, please give details To be arranged, i.e. Public Liability prior to our first event i.e. Love Saltash Festival in August 2017.
13. Does the project require work valued at £2,500 or above from any individual supplier? Yes No
 If yes, please note that submitting this form commits you to obtain three quotations for any such piece of work.
14. Does the project require work valued at £25,000 or above from any individual supplier? Yes No
 If yes, please note that submitting this form commits you to carry out a full tender process for any such piece of work.

15. Do you require any further permission(s) for this work, including planning permission? If so, please indicate the permissions required and current stage _____

- 1) Temporary event Notice.
- 2) Road Closures.
- 3) Local Public Transport.

16. Please provide a brief summary of any project risks and how they will be mitigated:

Risk Item	Severity	Proposed Mitigation
NOT APPLICABLE.		

NOTE: A FURTHER SECTION D SHOULD BE SUBMITTED FOR EACH DISCRETE PROJECT OR PROJECT ELEMENT. Please number as D1, D2 etc.

E. Project Management

1. Project Manager name MIKE WOOLFORD, MIKE PARKER, DANIELLE FRITH.
 Position Saltash Events Team.
 Contact tel. 07807 888528 or 01752 849793.
 Email mhwoolford@gmail.com OR saltashtraders@gmail.com.

2. Breakdown of Project Management Costs

Item	Cost	Source of cost (inc. estimate).	Included in Section D estimates?
No management costs	NIL.		

F. Total Costs requested from Section 106 Funding

1. Costs from Section D1 £ _____
2. Costs from Section D2 £ _____
3. Costs from Section E £ _____
4. TOTAL COSTS £ _____

G. Treatment of Value Added Tax

Please note that the grants under this scheme are provided net of VAT.



It has been agreed in principle, following our meeting with the Manager of Lloyds Bank in Saltash, to above account being opened when needed.

APPENDIX F

SALTASH TOWN COUNCIL

Minutes of a Meeting of Saltash Town Council held in The Guildhall on Thursday 2nd February 2017 at 7.00 p.m.

PRESENT: Councillors: Mrs Hilary Frank, (Chairman), R Bickford, M Coot, Mrs Jean Dent, J Ellison, Mrs G Challen, D Holley, Mrs S Hooper MBE, A Killeya, W Phillips, Mrs J Rance, D Yates.

ALSO PRESENT: 2 Members of the Press, 14 Members of the Public, Reverend Michelle Parkman, P Thistlethwaite - CIC, M Finch - CIC, R Lane - Town Clerk, Mrs A Browne - Finance Officer, Mrs S Burrows - Administration Officer.

APOLOGIES: Councillors: R Austin, J Brady, Mrs G Challen – late arrival, J Shepherd.

HEALTH AND SAFETY ANNOUNCEMENTS

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

423/16/17 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

None.

PRAYERS

Reverend Michelle Parkman led the prayers.

424/16/17 **DECLARATIONS OF INTEREST**

- e. Declarations from Members of any registerable (5A of the Interim Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
- f. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting
- g. To consider dispensations required:

Councillor	Agenda Item	Pecuniary/Non Pecuniary	Reason
Coot	22a & 22b	Non Pecuniary	Letter from me
Killeya	21	Non Pecuniary	Trustee of Heritage
Mrs S Hooper MBE	21	Non Pecuniary	Trustee of Heritage

425/16/17 To note an on-going dispensation for Councillor Shepherd to act as Chairman of the Saltash Team for Youth.

It was **RESOLVED** to note.

426/16/17 To note a dispensation to all Committees and Full Council to allow setting of budgets and the precept without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business

It was **RESOLVED** to note.

CHAIRMAN'S REPORT WITH GUEST – 1ST SALTASH SENIOR SECTION GIRLGUIDING SALTASH

Since the last meeting, the Mayor has attended:

Friday 6 th January	Waterside Explorer Scouts Presentation Evening.
Friday 20 th January	Saltash Sailing Club Cadet Presentation Evening.
Monday 23 rd January	Saltash Music, Speech & Drama Festival Opening.
	Saltash Music, Speech & Drama Festival Mayor's Award.
Friday 27 th January	RNLI SOS (Share Our Soup) at Saltash Sailing Club.
Saturday 28 th January	Dementia Voice PL12 Veterans Group Launch.
Wednesday 1 st February	St. Anne's Dignity Action Day.

The Chairman introduced the leader and Guides from 1st Saltash Senior Section, Girlguiding Saltash.

Corinne Ashcroft (Leader) talked about the 1st Saltash Senior Section, Girlguiding Saltash, which was set up recently. She explained that it is for all young women aged 14 to 25 and offers a range of unique opportunities, with a programme designed around personal development.

The Guides talked about various fundraising events to fund their trip to Switzerland where they experienced a wide range of activities and team building exercises.

The 1st Saltash Senior Section thanked Cornwall Council and Saltash Town Council for their support in fundraising to keep young people involved in these types of activities.

The Mayor presented a certificate to the 1st Saltash Senior Section, Girlguiding Saltash, in recognition of Outstanding Achievement and Commitment to the Community.

It was **RESOLVED** to note the Council's thanks to the Leader and Guides of the 1st Saltash Senior Section, as well as to the parents for their support.

Councillor Mrs G Challen arrived at the meeting.

MONTHLY CRIME FIGURES

Monthly Crime Figures (November 2016)

Anti-social behaviour (23)
Bicycle theft (0)
Burglary (0)
Criminal damage and arson (4)
Drugs (1)
Other crime (1)
Other theft (3)
Possession of weapons (0)
Public order (2)
Robbery (0)
Shoplifting (7)
Theft from the person (0)
Vehicle crime (1)
Violence and sexual offences (8)

It was **RESOLVED** that the Town Clerk writes to the Police raising concern regarding the figures of anti-social behaviour and that an update be provided.

427/16/17 REAR ADMIRAL M WOOD CBE DL JP – THE HONOURS SYSTEM

The Chairman introduced members to Rear Admiral M Wood CBE DL JP.

Rear Admiral Wood explained that as well as being Deputy Lieutenant he was also Chair of Trustees of the China Fleet Country Club, pointing out that China Fleet has 215 employees and brings in around £6 million of business for the local area. He went on to talk about the honours system.

The honours system recognises people who have made achievements in public life, committed themselves to serving and helping Britain. They'll usually have made life better for other people or be outstanding at what they do. Anyone can nominate someone for an honour, but of course only exceptional individuals actually receive an honour. The honour they get is decided by an honours committee. The committee's decisions go to the Prime Minister and then to the Queen, who awards the honour.

Historically, the proportion of people from Cornwall who are nominated for an honour is quite low, and the Lieutenancy is keen to ensure that all those in Cornwall who deserve an honour have the chance of being given one. Details can be found at www.gov.uk/honours.

Apart from the honours award, there are other opportunities for nominating people, like the Queens Award for Voluntary Service, Lord Lieutenant's Fund for Youth and an invitation to a Royal Garden Party.

It was **RESOLVED** to note the Council's thanks to Rear Admiral M Wood CBD DL JP, and for the hard work and commitment the China Fleet Trust and Country Club provide to the town.

REPORT BY COMMUNITY ENTERPRISES PL12

b. To receive report and consider any actions arising.

Report to Saltash Town Council, February 2 2017

4 Fore Street

The function of this building has been evolving. We treat it as our "HQ", and as an information point for the public about our activities and more general things where people call in for advice, book Hopper trips, and to buy the SaltashCard (which is going strong - as a discount card, membership card, and travel card).

We open Tuesday to Saturday. The building is less of a market than it was, but we still have regular stallholders Wednesday through to Saturday and this is supplemented by the monthly Local Produce Market (first Friday of the month).

On Tuesdays, we host the Dementia Cafe, which has proved supportive for families affected by dementia, and is a coordinating point for services.

On Thursdays, we operate our Volunteering advice service, which has been recruiting well recently.

Our own Fruit & Vegetable stall operates Thursday to Saturday, and is generating a nice profit to support our activities.

None of this would be possible without consistent, and in some cases considerable, input from our Directors and other volunteers.

We are currently investing in the infrastructure of the building, e.g. phones, computers, printers as responsibilities and demands have grown. We have hired some freelance help in developing our administrative systems.

Dementia Voice PL12

This voluntary group which has been in existence for more than a year, and was supported with a grant from the Council last year, has now formally become one of our Community Enterprises. Tim Parkman remains the Chair, and one of our Directors, Rose Edwards, will be its representative on our Board. Everyone is delighted with this move, which should give practical support in the further development of the group and enable it to access more sources of funding.

See [Appendix](#) for further details. At the time of writing, we are about to start running a fortnightly group for Veterans at 4 Fore Street after the market closes on Saturday afternoons.

Health and Social Care Network

We have for some years made efforts to ensure that the public is alerted to current issues in the NHS and care services, and to gather opinions and ideas, and feed these into the relevant bodies. We have put a lot of effort into strengthening the patient voice in the two local surgeries.

We have been very pleased therefore that the Council has played such a strong role in engaging with the current *Shaping our Future* consultation being led by Kernow Commissioning Group and Cornwall Council which will lead to the production of a Sustainability and Transformation Plan for Cornwall, which is required by the government. STC's input has made it easier for patients to express views, and I think the particular needs of the PL12 area have been given a good airing.

The major pressures on the NHS and care services are well known, eg increased demands and staff recruitment. With the MIU already closed at St Barnabas Hospital, and a clear threat to the continuation of medical care there, there is an urgent need for a community input into the final stage of the Plan. Without this, local services may come to be denuded. As a Community Interest Company, we seek to work in partnership with other bodies and individuals at this important stage.

Saltash Hopper

We are now running two buses and expanding what we do. This does take its toll on our organisation and on individuals, of course. The original bus is continuing its work with local groups, and special trips.

The new bus is concentrating on the experiment to establish a Saltash-Derriford service. We have been piloting this for several weeks now, learning as we go. From the week commencing 30 January, we are hoping to take the plunge with a more regular service throughout the day

shaped by the views we are receiving from local people. This will last for four weeks or so, by which time we hope that passenger numbers will have increased sufficiently to justify the effort, and the cost - particularly of paid drivers. I hope our lead Director Mike Finch will be able to come along to the meeting again to give an up-to-date briefing on progress.

Maurice Huggins Room

Although we have not been responsible for the building in the current financial year, you may be interested to know we do still get occasional requests to use the building, which we try to accommodate.

We look forward to news of the planned improvements up there.

Pop-Up Shop

We are pleased that we have been able to find a continuing use for these unoccupied premises, with a strong group of individuals setting up stall there. We monitor it carefully and our lead Director Peter Ryland deals with issues arising. We take the financial risk (eg fuel and Rates bills) but have broken even with the rents paid by the tenants.

18 Belle Vue Road

We remain very pleased with this project, and our tenants seem equally happy. Our Business Plan is working out well, and we should have resources to invest in improvements to the building in the current year. We have one small room available to let.

The challenge now is to prepare for discussions with Cornwall Council about taking ownership of the building from 2018 - hopefully via some form of asset Transfer. Assistance in this from STC would be greatly appreciated.

Peter Thistlethwaite, Chair

January 26 2017

It was **RESOLVED** to note.

428/16/17 CORNWALL COUNCIL REPORT

- a. To receive report from Saltash Cornwall Councillors.

Affordable housing

I have been hearing a few rumours about the allocation of the new houses at Fairway being allocated to people from Manchester or Birmingham, this needs to be nipped in the bud right away, so if any councillors hear this rumour this is the reply from the affordable housing team at Cornwall Council.

“As discussed please accept our assurances that neither the Council nor Westward Housing will be mass-allocating these properties to households relocating from Birmingham. I have attached the scheme s.106 agreement which sets out the local connection criteria which gives priority in the first instance to households with a local connection to Saltash then the wider county (Cornish connection) – which is our standard Town approach”.

Great Place Scheme

Saltash was one of 6 Cornish towns included in a bid put together by Cornwall Council to the Great Place Scheme, a funding programme being administered by the Heritage Lottery Fund and the Arts Council. Designed to help put arts, culture and heritage at the heart of communities the total money available is £15 million. In December, Cornwall Council was informed it had been shortlisted, and was invited to draw up a more detailed application, which was submitted in the middle of January. The results will be announced by the beginning of March.

Car Parking

The decision on new Car parking has again been deferred to which there is a full report, too large to include for this report but I have a copy from John Pollard letter 23/1/17 included, but in essence the bottom line reads:

“We recognise that the time given to the Parking Service and Town representatives between the approval of the budget at Cabinet on 9/11/2016, and the deadline for a new order to be finalised by the end of January 2017 allowed relatively little time for a dialogue. We have therefore agreed with the Cabinet member for Transport to delay the implementation of the proposed schedule of charges associated with the order to allow local discussion to take place. The outcome of these discussions may generate alternative options for charging on a locally specific basis and therefore require a new consultation. Any shortfall in the budget can be accommodated to allow sufficient time for full discussion and consideration before a new parking order is put in place”.

In the meantime, I therefore suggest that the TC comes up with a serious alternative proposal if there is an appetite for it, that suits Saltash commerce and would be a variant to the current line of thinking within CC.

Councillor Bob Austin
26th January 2017

It was **RESOLVED** to note.

429/16/17 COMMUNITY NETWORK AREA REPORT

b. Community Network Area Report for noting or matters arising.

The Chairman informed members this was the last CNA meeting prior to the elections.

It was **RESOLVED** to note.

430/16/17 **QUESTIONS FROM THE PUBLIC**

A doctor from a local GP Surgery spoke in opposition to current and potential future changes to in-house and MIU patient care at St Barnabas Hospital.

It was **RESOLVED** that:

1. The Chairman issues a letter to the Cornwall Partnership NHS Foundation Trust, raising concern regarding the temporary closure of beds and the MIU service at St Barnabas, copying in, Sheryll Murray MP, the Chair of League of Friends and the Practice Managers of the local GP Surgeries.
2. The Chairman writes to Sheryll Murray MP, for clarification of the comments made in her email and asking for her strong support for ensuring that health care services in Saltash are maintained at a level commensurate with a town of this size.
3. After consulting with the League of Friends, the Chairman contacts the Local and Regional Press to publicise the closure of beds and the MIU service at St Barnabas, and that STC creates a petition to welcome public support in retaining health care services at St Barnabas.
4. The Chairman arranges to meet with the Practice Managers and Doctors of local GP surgeries to explore the feasibility of opening an MIU at the Health Centre.
5. The Council authorises the Mayor to take further reasonable action as necessary in consultation with interested parties, and that Councillors are kept informed at all times.

The Chairman announced a short break.

431/16/17 **MINUTES**

The minutes of the meetings of the Town Council held on Thursday 5th January 2017 and Tuesday 17th January 2017 were confirmed and signed as a correct record.

It was **RESOLVED** to note

432/16/17 **MATTERS ARISING FROM THE MINUTES**

War Memorial

The Town Clerk updated members on progress to date of the application to the Diocese of Truro for the inclusion of 2 additional names to be put on the St Stephen's War Memorial.

The Mayor informed members that a researcher had been approached to assist Mr Peter Clements with the research currently being conducted with regard to the accuracy of memorial inscriptions and roll of honour.

It was **RESOLVED** to note.

433/16/17 FINANCE

a. To advise the following receipts in:

i. December 2016

	Details	Net	VAT	Gross	S106
Allotment Income		£1,350.00	£0.00	£1,350.00	
Barclays	Loyalty Reward	£5.44	£0.00	£5.44	
Blackwell Bate	Christmas Event Income	£50.00	£0.00	£50.00	
China Fleet Club	Christmas Event Income	£50.00	£0.00	£50.00	
Earl of Plymouth	Cemetery Fees	£930.00	£0.00	£930.00	
Guildhall Income		£589.38	£0.00	£589.38	
Pengellys	Cemetery Fees	£1,860.00	£0.00	£1,860.00	
Photocopying Fees		£4.00	£0.80	£4.80	
Public Sector Deposit Fund	Interest	£46.43	£0.00	£46.43	
Quickstore	Christmas Event Income	£50.00	£0.00	£50.00	
St. Stephens	Burial Fees - November 2016	£2,160.00	£0.00	£2,160.00	

b. To advise the following payments in:

i. December 2016

Supplier	Details	Net	VAT	Gross	S106
Amazon	Stationery	£203.74	£40.75	£244.49	
Backbone Media	Christmas Event Expenses	£450.00	£0.00	£450.00	
Backbone Media	Town Messenger]	£300.00	£0.00	£300.00	
Barclays	Bank Charges	£21.73	£0.00	£21.73	
CALC	Consultation	£950.00	£190.00	£1,140.00	
Cecil Arms	Community Toilet Scheme	£300.00	£0.00	£300.00	

Celebration Pyrotechnics	Christmas Event Expenses	£600.00	£120.00	£720.00	
Chubb	Fire Extinguishers - Rental Fees	£31.92	£6.38	£38.30	
Consortium	Stationery	£119.00	£0.00	£119.00	
Cormac Solutions Ltd	Longstone Toilets - Cleaning Charges	£700.47	£140.09	£840.56	
Cormac Solutions Ltd	Belle Vue Toilets - Cleaning Charges	£423.07	£84.61	£507.68	
Cormac Solutions Ltd	Waterside Toilets - Cleaning Charges	£608.00	£121.60	£729.60	
Cormac Solutions Ltd	Longstone Toilets - Repairs	£162.57	£32.51	£195.08	
Cornish T Shirt Company	Flags	£48.32	£9.66	£57.98	
Cornwall Council	Pension - November 2016	£2,886.78	£0.00	£2,886.78	
Cornwall Council	Guildhall - Rates	£690.00	£0.00	£690.00	
Cornwall Council	Waterside Toilets - Rates	£85.00	£0.00	£85.00	
Cornwall Council	Maurice Huggins - Rates	£79.00	£0.00	£79.00	
Cornwall Council	S106 – highway repayment	£8,600.00	£0.00	£8,600.00	S106 Lidl
Cornwall Farmers	Replace Equipment - Churchtown Cemetery	£47.10	£9.42	£56.52	
Cornwall Farmers	Replace Equipment - Churchtown Cemetery	£49.14	£9.83	£58.97	
Cube Services Ltd	Air Conditioning Service	£60.00	£12.00	£72.00	
EDF - Christmas Lights - Point 1	Electricity - Festive Lights	£18.88	£3.78	£22.65	
EDF - Christmas Lights - Point 2	Electricity - Festive Lights	£18.33	£3.67	£22.00	
EDF - Christmas Lights - Point 3	Electricity - Festive Lights	£17.01	£3.40	£20.41	
EDF - Christmas Lights - Point 4	Electricity - Festive Lights	£17.26	£3.45	£20.71	
EDF - Christmas Lights - Point 5	Electricity - Festive Lights	£17.50	£3.50	£21.00	
EDF - Christmas Lights - Point 6	Electricity - Festive Lights	£18.13	£3.63	£21.76	

Encore	Christmas Event Expenses	£75.00	£0.00	£75.00	
Ftas Group	Christmas Event Expenses	£511.88	£102.38	£614.25	
Glendale Grounds Maintenance	Grounds Maintenance	£1,403.91	£280.78	£1,684.69	
Hine Brothers	MPG Expenses	£600.00	£0.00	£600.00	
HMRC	PAYE Payment - November 2016	£2,798.18	£0.00	£2,798.18	
ICOM	Telephone Charges - Guildhall	£59.78	£11.96	£71.73	
IRQ Systems Ltd	IT Monthly Maintenance	£240.25	£48.05	£288.30	
Mayors Allowance		£320.00	£0.00	£320.00	
Parish Online	Neighbourhood Plan Expenses	£476.00	£95.20	£571.20	
Petty Cash		£271.22	£0.00	£271.22	
Richer Sounds	Remote control for TV	£69.95	£13.99	£83.94	
Saltash Cards	Saltash Parking Refund	£29.00	£0.00	£29.00	S106 Waitrose
Saltash DIY	Misc Guildhall Repairs	£60.14	£12.03	£72.17	
Saltash DIY	Christmas Event Expenses	£300.00	£60.00	£360.00	
Saltash Town Band	Christmas Event Expenses	£200.00	£0.00	£200.00	
Saltash Window Cleaning	Window Cleaning	£45.00	£0.00	£45.00	
Screwfix	Guildhall Repairs - Fire Doors	£210.08	£42.02	£252.10	
Simeon Dignam-Crotty	Christmas Event Expenses	£300.00	£0.00	£300.00	
South West Water	Belle Vue Toilets - Water	£179.61	£0.00	£179.61	
South West Water	Waterside Toilets - Water	£339.07	£0.00	£339.07	
Staff Salaries		£10,713.42	£0.00	£10,713.42	
Tamar Medical Services	Christmas Event Expenses	£180.00	£0.00	£180.00	
TAVATA	Subscription	£50.00	£0.00	£50.00	
The Bookshelf	Saltash Parking Refund	£40.00	£0.00	£40.00	S106 Waitrose
The Bookshelf	Saltash Parking Refund	£32.00	£0.00	£32.00	S106 Waitrose

The Christmas Decorators	Christmas Decorations	£2,400.00	£480.00	£2,880.00	
The Core	Youth Work	£5,000.00	£0.00	£5,000.00	
The Flowery	Remembrance Sunday Expenses	£40.00	£0.00	£40.00	
UK Fuels Ltd	Purchase Payment	£39.98	£8.00	£47.97	
WPS Insurance	Insurance	£658.75	£0.00	£658.75	

- c. Urgent and essential works actioned by the Clerk under Financial Regulation 3.4 of the Town Council's Standing Orders.

None.

- h. To note that bank reconciliations up to 31st December 2016 were reviewed as correct by the Chairman of Policy & Resources Committee and the Town Clerk.

It was **RESOLVED** to note.

434/16/17 APPROVAL OF THE MINUTES OF THE FOLLOWING COMMITTEES

The minutes of the meetings of the Services Committee held on Wednesday 11th January 2017, the Staffing Committee held on Tuesday 17th January 2017, and the Policy and Resources Committee held on Tuesday 24th January 2017 were confirmed and signed as a correct record.

SERVICES COMMITTEE

No recommendations.

STAFFING COMMITTEE

No recommendations.

POLICY & RESOURCES COMMITTEE

No recommendations.

435/16/17 TO RECEIVE AND APPROVE COMMITTEE BUDGETS FOR 2017/18

It was **RESOLVED** to accept and approve the budgets for 2017/18 as attached.

436/16/17 **TO SET AND APPROVE THE PRECEPT FOR 2017/18**

It was **RESOLVED** to accept and approve:

1. The precept of £608,673, an increase of 1.6%.
2. The increase to band D dwelling of 1.34%.
3. The Town Clerk signs the precept demand for 2017/18.

437/16/17 **PLANNING**

- a. To note that Cornwall Councillors will vote upon the information before them at this meeting but in the light of subsequent information received at Cornwall Council, Councillors may vote differently at that meeting.
- b. To note that in the event that the Cornwall Council officer wishes to recommend opposite to the Town Council's view they will contact the Town Council by email. In light of time constraints the Town Council will then hold an online poll of Councillors to determine whether to accept the officers' view or to ask for the application to be called into committee. The results of these polls will be read into the record at the next town council meeting. Members of the public may request, via the clerk, to be copied into any correspondence.
- c. Applications for consideration:

PA17/00155

Mr and Mrs P Bebbington – **8 Mote Park PL12 4JX**

Conversion and enlargement of the garage to provide a sitting room, utility room and WC.

Ward: West

Date received: 19.01.2017

It was resolved to **RECOMMEND APPROVAL**

- d. Tree applications/notifications:
 - iii. Applications – None.
 - iv. Notifications – None.
- e. Decisions taken by Cornwall Council where the decisions reached were contrary to the recommendations made at the Town Council meeting or a poll taken: None.

438/16/17 **CONSIDERATION OF LICENSE APPLICATIONS**

None.

Councillors Killeya and Mrs S Hooper MBE declared an interest in the next agenda item and left the meeting.

439/16/17 **TO CONSIDER TENDERS AND THE APPOINTMENT OF A CONTRACTOR FOR REFURBISHMENT WORKS TO THE HERITAGE BUILDING**

Members received tenders for the appointment of a contractor to conduct the refurbishment works at the Heritage Centre.

It was **RESOLVED** to award the contract to Devon and Cornwall Maintenance Solutions as recommended by the Council's Property and Building Surveyor for the lowest tender to the value of £22,121.00.

Councillors Killeya and Mrs S Hooper MBE were invited and returned to the meeting.

440/16/17 **CORRESPONDENCE**

- a. Events in Saltash – Mr Coot.

Dear Madam Mayor

I would like to notify you, and the council, of my intentions regarding events in the town of Saltash.

Saltash has some amazing events, each that hold potential in growing and improving each year.

The events are not-for-profit and run by volunteers. These volunteers give up their own time to make sure these festivals are run the best that they can be for the wider community. These volunteers do fantastic work and should be applauded for their hard work.

Before continuing, I would like to take this opportunity to thank you for all your hard work with the various events and festivals that have promoted the sense of community within the town of Saltash. Without you, there would not be a Christmas festival or Kalan Gwav, and we wouldn't have had any event to celebrate the Olympics in 2012. You have also been instrumental in working with the committees to organise the Regatta and the May Fair events in recent years. Thank you, Madam Mayor, for all of your hard work at making sure the town has events that it can be proud of. Thank you for being an inspirational role model to encourage others to take voluntary action to do good for the town.

Unfortunately, one of the festivals, that you were instrumental in setting up and running, is now without an organising committee. The Christmas Festival is a much loved event in the town's calendar and

it is currently at risk of not continuing. This is a problem that I intend to solve.

There are also common difficulties that each committee organising an event in this town must overcome, each year, to ensure that they can go ahead: funding, licensing, equipment hire, etc. Again, these are problems that I intend to solve.

FROST - Planning Christmas:

It is my intention to form a new FROST committee. As you, and the council, are aware, FROST stands for Festive Representatives of Saltash Town. The acronym was created by a good friend to the town, and a good friend to me, Chris Tandy. The recent loss of Chris will severely affect the events of this town as he was truly instrumental in ensuring they always went ahead without a hitch. Chris did this because he loved this town. He wanted to give back to the town. I'm inspired by Chris, and I would like the acronym FROST to continue in his honour.

The first meeting for this new FROST committee will be on **Friday 24th February 2017 at 6pm in the Council Chamber of the Guildhall**. Everyone who wants to volunteer to make the Christmas Festival a success is invited to come along to the meeting. Even if you don't want to be on the committee, you are welcome to come along to share ideas and formulate a strategy.

The new FROST committee will form with six core roles: chairman, vice-chairman, treasurer, secretary, entertainment co-ordinator, and media co-ordinator. We will also be needing general committee members. It will also be requested that the new committee have a representative from Saltash Town Council and the Chamber of Commerce. Once the committee is officially formed, we will contact the council again to request that this is considered.

The committee will use the previous Christmas events as a template and will learn from what went well and what didn't go well to make sure it is a success. Using the information from previous Christmas events, I have already established a provisional budget for the event, which will be proposed to the new committee. Along with this, I have managed to work out how the committee can become sustainable after the first year. It will be proposed that the committee request approx. £2,500 from S106. Within this application, it will be proposed to the committee that, two snow machines be purchased rather than hired. This will lower ongoing costs. It will also be proposed that the fireworks must be a sponsored-only activity. This will mean that if the fireworks do not gain the appropriate funding through sponsorship, then the fireworks will not go ahead. This is to lower costs but also encourage engagement with sponsorship. The new FROST committee will only organise the festival. It will not organise the lights.

Other plans:

It is my intention to submit an application to the Arts Council requesting funding for professional staging equipment and sound equipment. Each events committee will be consulted for their input with what they require in respects of a stage and sound equipment. This will then be reflected in the Arts Council application. An estimate of the funding request will be approx. £6,000. This will then be able to be hired by community organisations for a lower cost than what is available through commercial means.

It is also my intention to submit a S106 application for the creation of a budget for storage costs for the next five years so that each event committee can store their equipment. This will have many benefits:

- The event committees will be able to store equipment without concerns regarding the costs of storage,
- The event committees will easily be able to share equipment as it will all be in one location,
- Lowering overall costs for community organisations that plan town events will, in turn, allow for more money to be spent on the events themselves and, in turn, this will benefit the town centre.

The estimated cost of storage for one year would be £1,400. Therefore, the estimated cost for five years would be £7,000.

A further intention is to set up a bi-monthly meeting of representatives from each event committee to network and discuss common problems. It is my hope that this will encourage greater co-operation and synchronisation between the events committees. It would also negate the reason for the proposed 'town centre manager', as this would instead make use of the existing groups coming together to plan events.

I hope that this letter has given you sufficient information regarding my intentions in easing difficulties that event committees continuously face. If anyone has any questions, I request that they contact me through the contact information found on this letter.

I look forward to seeing anyone interested in joining FROST on Friday 24th February at 6pm.

Yours sincerely,
Matt Coot

It was **RESOLVED** to note.

b. Saltash Short Story Competition – Mr Coot.

Dear Madam Mayor

I have some exciting news for you and for the town! As representatives of the town, I thought it would be appropriate to write this letter to you so that you are aware of, and can disseminate the news to residents, the brand new national writing completion that has been created in this town: The Saltash Short Story Competition.

You will find a press release along with this letter. It will hopefully give you sufficient information about competition. I will also send some flyers and a poster.

It is rather exciting that this has the attention of the bestselling magazine, The Writing Magazine, and has also been taking social media by storm. We are expecting many entries from throughout the UK.

I have been liaising with many authors and other professionals in the literary world to see if they would like to be judges. We can, at this stage, confirm that we have agreement from three published writers: Annalisa Crawford, Jessica Mann and Simon Hall. You, and the other councillors on Saltash Town Council, are the first to know the names of the judges! I will release this news, on social media, following your meeting on 2nd February 2017. I have included short profiles on each of these judges. I am hoping to have agreements from more potential judges soon.

As you can see from the press release, I have been working closely with the Saltash May Fair Committee on this competition. I have been doing this as a private citizen, and under the name of Rallidae Productions, which is the independent film production company that I will soon be launching. The competition is self-funded and will not, at all, request funding from Saltash Town Council. I have not been doing this as a councillor. This letter is merely correspondence to offer some great news and to spread the word of this fantastic opportunity for the town.

If you have any questions or queries regarding the competition, please do contact me or find the competition 'event' on Facebook ("The Saltash short Story Competition"), which can be found through the Saltash May Fair 'page'.

Yours sincerely,
Matt Coot

It was **RESOLVED** to note.

c. Three Rivers Race – Caradon Pilot Gig Club.

On behalf of Caradon Gig Club, I write to give you notice of our forthcoming 'Three Rivers Race' which will take place on Saturday 4th March 2017. We anticipate approximately 40-50 gigs attending this event, which is always popular, it being the first event on the racing calendar.

A few gig clubs may bring their gigs to Saltash the night before the event and these will be parked in the Jubilee Green car park overnight, but the majority will arrive on the Saturday morning from approximately 7:00 a.m. We appreciate that whilst the launching of gigs is taking place, this may cause some delays along Old Ferry Road but will endeavour to keep this to a minimum. We will be using both the slipways to launch the gigs, which should be completed by 9:00 a.m. Trailers will be stored on Jubilee Green whilst racing is in progress. The event should be finished by early afternoon with all gigs being back on their trailers by then.

We will be doing a 'mail drop' to all residents along Old Ferry Road, giving them notice of the event and through a copy of this letter, will also be notifying Saltash Town Council, Ashtorre, Just Be and Saltash Police Station.

Thank you for your co-operation and support of this event.

It was **RESOLVED** to note.

441/16/17 **MEET YOUR COUNCILLORS:**

c. Arrangements for future meetings.

It was **RESOLVED** Councillors Holley, Mrs J Dent, Coot and Yates will attend the next meeting in Fore Street to be held on Saturday 4th February.

442/16/17 **DISCUSSION OF THE STATION BUILDING SITE**

Councillor Bickford, Chair of the Station Working Group, reported that assessments carried out by the third party that had been intending to purchase the Station Building site had cast doubt on the viability of their initial financial projections. The third party will carry out further assessments, including a Heritage Assessment, and further discussions with the Town Council will take place after these reports have been analysed.

443/16/17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, it was **RESOLVED** that the public and press leave the meeting because of the confidential nature of the business to be transacted.

444/16/17 CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

None.

445/16/17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was **RESOLVED** that the public and press be re-admitted to the Meeting.

446/16/17 URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN

None

447/16/17 PRESS RELEASES AND FUTURE ARTICLES REQUIRED

It was **RESOLVED** to issue press releases regarding:

1. Current and potential future changes to in-house and MIU patient care at St Barnabas Hospital.
2. Refurbishment work to the Heritage Building.
3. The Honours System.
4. Saltash Town Council 2017/18 Precept.

448/16/17 DATE OF NEXT MEETINGS

Tuesday 21st February 2017 at 6.15 p.m.

Thursday 2nd March 2017 Annual Meeting with Parishioners at 6.00 p.m.

Thursday 2nd March 2017 upon the rising of the Annual Meeting with Parishioners.

Tuesday 21st March 2017 at 6.15 p.m.

Thursday 6th April 2017 at 7.00 p.m.

Tuesday 18th April 2017 at 6.15 p.m.

Please note there is no meeting on Thursday 4th May 2017 as this is the date of the Town Council and Cornwall Council Elections.

The Chairman reminded members of the Civic Service, to be held on Sunday 5th March at 3pm in the Baptist Church.

Councillor	Agenda Item	Pecuniary/Non Pecuniary	Reason
None			

452/16/17 To note an ongoing dispensation for Councillor Shepherd to act as Chairman of the Saltash Team for Youth.

It was **RESOLVED** note.

453/16/17 **QUESTIONS FROM THE PUBLIC**

None.

454/16/17 **PLANNING**

- a. It was noted that Cornwall Councillors will vote upon the information before them at this meeting but in the light of subsequent information received at Cornwall Council, Councillors may vote differently at that meeting.
- b. It was noted that in the event that the Cornwall Council officer wishes to recommend opposite to the Town Council's view they will contact the Town Council by email. In light of time constraints the Town Council will then hold an online poll of Councillors to determine whether to accept the officers' view or to ask for the application to be called into committee. The results of these polls will be read into the record at the next town council meeting. Members of the public may request, via the clerk, to be copied into any correspondence.
- c. Applications for consideration:

PA17/00192

Unimains Ltd – **Unit 3 Enterprise Park, Moorlands Trading Estate, Callington Road, PL12 6LX.**

Change of use from redundant non-residential education facility to warehouse storage and distribution (Class D1 to B8).

Ward: North

Date received: 18.01.2017.

It was resolved to **RECOMMEND APPROVAL**

Councillor Austin arrived at the meeting.

Councillor Ellison arrived at the meeting.

PA17/00315

P Phelps – **Land West of 41 Home Park Road.**

New detached dwelling to include demolition of garden buildings.

Ward: East

Date received: 20.01.2017.

It was resolved to **RECOMMEND APPROVAL**

PA17/00430

Ms J Meekings – **125 St Stephens Road, PL12 4NQ.**

First floor extension at the rear of the property to provide a toilet next to the bedrooms.

Ward: South

Date received: 19.01.2017.

It was resolved to **RECOMMEND APPROVAL**

PA17/00447

S Slavin – **1 Carkeel Barns, Carkeel, PL12 6PR.**

Installation of a wood or solid fuel burner in the main living room area on the upper floor of the property.

Ward: North

Date received: 02.02.2017.

It was resolved to **RECOMMEND APPROVAL**

PA17/00861

Mr and Mrs M Greet – **Land East of Trehan Farm, St Stephens PL124QN**

Conversion of 2 barns to residential accommodation.

Ward: West

Date received: 10.02.2017.

It was resolved to **RECOMMEND APPROVAL**

PA17/01074

S Cox, House to Home Improvements – **15 St Annes Road PL12 6EJ**

Side extension and loft alteration.

Ward: East

Date received: 14.02.2017

It was resolved to **RECOMMEND APPROVAL**

d. Tree applications/notifications:

v. Applications.

PA17/00805

1 Clover Walk, PL12 4UU.

Crown reduce an Ash tree.

Ward: West

Date received: 02.02.2017.

It was resolved to **RECOMMEND APPROVAL**

PA17/00950

B Smith, Hi Line – **14 Lower Fore Street PL12 6JX**

0062 – Lucombe Oak, Prune lateral and sub lateral branches to provide approximately 500mm clearance from adjacent overhead BT service line only. Branches no greater than 75 mm max will be removed to achieve the above clearances from the service line. Reason: To provide sufficient clearance from the service line in order to prevent and/or alleviate damage to the service provided.

Ward: East

Date received: 03.02.2017.

It was resolved to **RECOMMEND APPROVAL**

vi. Notifications – None.

- e. Decisions taken by Cornwall Council where the decisions reached were contrary to the recommendations made at the Town Council meeting or a poll taken:

PA16/11063

W Benn - **12 Essa Road, PL12 4ED.** Variation of condition 2 (in accordance with approved plans) of application PA16/04702 dated **30.03.16.** (Material Amendment to convert existing Annexe into two new dwellings in place of demolition).

Ward: East

Date received: 15.12.2016.

At the Town Council Meeting on 5th January 2017 it was resolved to **RECOMMEND REFUSAL.**

Object due to design that is out of keeping with the street scene particularly with respect to the roof.

Note: We have no objection in principle to the increase in height or the proposal to convert rather than demolish.

Having held a Poll on this planning application the result is:

Stick with our original position and request call-in	4 votes
Accept the Officer's position	10 votes
Abstain	0 votes

Therefore the Council has voted to accept the Officer's position and approve the Planning Application.

04.02.17. Decision received from Cornwall Council: Approved with conditions.

It was **RESOLVED** to note.

- f. Westward Housing new build site - Street naming consultation.

The Chairman informed members of the street naming consultation.

It was **RESOLVED** that STC has no objection to the name of Church View subject to confirmation that the Emergency Services and Royal Mail have been consulted and find it acceptable.

455/16/17 **CORNWALL COUNCIL – NOTICE OF INTENTION FROM LICENCING REGARDING THE RE-ADOPTION OF LEGISLATION**

It was **RESOLVED** to note.

456/16/17 **STATION BUILDING**

Councillor Bickford updated members on the Station Building.

It was **RESOLVED** that:

1. Councillor Bickford's report be noted.
2. The Chair of the Station Working Party to acknowledge correspondence received from the owner.
3. The Town Clerk writes to Cornwall Council to pursue the progress of the improvement enforcement order.
4. The Town Clerk writes a letter to the three members of the community who have been actively involved in trying to safeguard the future of the Station Building, expressing the Council's appreciation for all their efforts.

457/16/17 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, it was **RESOLVED** that the public and press leave the meeting because of the confidential nature of the business to be transacted.

458/16/17 **CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

459/16/17 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was **RESOLVED** that the public and press be re-admitted to the meeting.

460/16/17 **URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

None.

461/16/17 **PRESS RELEASES AND FUTURE ARTICLES REQUIRED**

None.

462/16/17 **DATE OF NEXT MEETING**

Thursday 2nd March 2017 upon the rising of the Annual Meeting with Parishioners at 6.00 p.m.

463/16/17 **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 19:00

Signed: _____
Chairman

Dated: _____

APPENDIX G

- a. To advise the following receipts in:
 - ii. January 2017

	Details	Net	VAT	Gross	S106
Allotment Income	Sales Receipt	£710.00	£0.00	£710.00	
Barclays	Loyalty Reward	£4.29	£0.00	£4.29	
Diverse Events	Stall Income	£1,078.20	£0.00	£1,078.20	
Guildhall Income		£195.50	£0.00	£195.50	
Martin & Sons	Churchtown Cemetery Fees	£150.00	£0.00	£150.00	
Pengellys	Churchtown Cemetery Fees	£700.00	£0.00	£700.00	
Public Sector Deposit Fund	Interest	£43.77	£0.00	£43.77	
St. Stephens	Cemetery Fees - Dec 2016	£930.00	£0.00	£930.00	
Zurich	Insurance Payment	£1,406.00	£0.00	£1,406.00	

APPENDIX H

b. To advise the following payments in:

ii. January 2017

Supplier	Details	Net	VAT	Gross	S106
Anthony Taxi's	Staff Travelling Expenses	£72.00	£0.00	£72.00	
Bakers Coffee Shop	Community Toilet Scheme	£100.00	£20.00	£120.00	
Barclays	Bank Charges	£17.14	£0.00	£17.14	
British Gas	Gas - Guildhall	£713.68	£142.73	£856.41	
British Gas	Belle Vue Toilets - Electricity	£61.96	£3.09	£65.05	
Chubb Fire Ltd	Rental Fees	£31.92	£6.38	£38.30	
Consortium	Cleaning Products	£110.85	£22.17	£133.02	
Cormac Solutions Ltd	Repairs - Belle Vue Toilets	£103.96	£20.80	£124.76	
Cormac Solutions Ltd	Repairs - Waterside Toilets	£134.02	£26.80	£160.82	
Cormac Solutions Ltd	Cleaning - Waterside Toilets	£390.40	£78.08	£468.48	
Cormac Solutions Ltd	Cleaning - Belle Vue Toilets	£271.66	£54.33	£325.99	
Cormac Solutions Ltd	Cleaning - Longstone Toilets	£449.78	£89.96	£539.74	
Cornwall Council	Pension - December 2016	£2,882.41	£0.00	£2,882.41	
Cornwall Council	Pension - January 2017	£2,914.93	£0.00	£2,914.93	
Cornwall Council	Rates - Guildhall	£690.00	£0.00	£690.00	
Cornwall Council	Rates - Waterside Toilets	£85.00	£0.00	£85.00	
Cornwall Council	Rates - Maurice Huggins	£79.00	£0.00	£79.00	

Cornwall Farmers Ltd	Ride on Mower	£4,500.00	£900.00	£5,400.00	
Cornwall Farmers Ltd	Coat - Cemetery Warden	£27.00	£5.40	£32.40	
CRC DDC Ltd	Community Payback Scheme	£746.66	£149.33	£895.99	
CRC DDC Ltd	Community Payback Scheme	£373.33	£74.67	£448.00	
Crown Copiers	Photocopying Charges	£385.95	£77.19	£463.14	
Devon Contract Waste	Refuse Collection - Guildhall	£255.00	£51.00	£306.00	
Driftwood	Saltash Parking Refund	£32.00	£0.00	£32.00	S106 Waitrose
Duchy Cemeteries	Cemetery Works	£165.00	£0.00	£165.00	
EDF	Elwell Woods - Electricity	£59.75	£2.99	£62.74	
Eldreds Auctioneers & Valuers	Valuation - Paintings & Furniture	£150.00	£30.00	£180.00	
EON	Electricity - Guildhall	£367.48	£73.50	£440.98	
EON	Churchtown - Electricity	£19.55	£0.98	£20.53	
Eric Distin	Station - Legal Fees	£350.00	£70.00	£420.00	
FD Builders	Works - Cemetery Hut	£1,185.00	£237.00	£1,422.00	
Glendale Grounds Maintenance	Grounds Maintenance	£1,403.91	£280.78	£1,684.69	
Glendale Grounds Maintenance	Tree Works - Pilmere	£1,520.00	£304.00	£1,824.00	
Glendale Grounds Maintenance	Tree Works - Allotments	£600.00	£120.00	£720.00	
Gordon Morris	Sound System Report	£348.75	£69.75	£418.50	

HMRC	PAYE - December 2016	£2,835.09	£0.00	£2,835.09	
HMRC	PAYE - January 2017	£2,839.92	£0.00	£2,839.92	
ICOM	Reception Telephone	£140.00	£28.00	£168.00	
ICOM	Telephone Charges - Guildhall	£59.77	£11.96	£71.73	
IRQ Systems Ltd	Monitor	£150.00	£30.00	£180.00	
IRQ Systems Ltd	Monthly IT Maintenance	£240.25	£48.05	£288.30	
Jill Hudson	Christmas Event Expenses	£1,700.00	£0.00	£1,700.00	
Junkyard	Youth Work	£3,500.00	£0.00	£3,500.00	
Livewire	Youth Work	£5,000.00	£0.00	£5,000.00	
Mayors Allowance		£320.00	£0.00	£320.00	
Mike Angear	Works - Beacon	£56.50	£0.00	£56.50	
Public Works Loan Board		£10,692.33	£0.00	£10,692.33	
Quickstore	Heritage - Storage	£207.80	£41.56	£249.36	
Quickstore	Heritage - Storage	£207.80	£41.56	£249.36	
Saltash CIC	Derriford Hopper Bus	£5,000.00	£0.00	£5,000.00	S106 Lidl
Saltash DIY	Various DIY - Guildhall	£17.98	£3.60	£21.57	
Saltash Observer	Christmas Event Expenses	£350.00	£0.00	£350.00	
Saltash Window Cleaning	Window Cleaning	£45.00	£0.00	£45.00	
Saphira Jewellers	Saltash Parking Refund	£11.20	£0.00	£11.20	S106 Waitrose
SECTA	Subscription	£50.00	£0.00	£50.00	
Siemens	Photocopier Rental Charges	£429.75	£85.95	£515.70	

South West Water	Water Charges - Belle Vue	£196.97	£0.00	£196.97	
South West Water	Water Charges - Waterside	£534.68	£0.00	£534.68	
Staff Salaries		£10,693.91	£0.00	£10,693.91	
UK Fuel Ltd	Petrol - Ride on Mower	£20.15	£4.03	£24.18	
Western Web	Website Maintenance	£60.00	£12.00	£72.00	

APPENDIX I

Dear Fellow Mayors

NATIONAL HEALTH SERVICE (NHS) CAREERS DAY IN SOUTH EAST CORNWALL

I have over the last few months been working on an idea of holding a National Health Service (NHS) careers day in South East Cornwall. For the first time Royal Cornwall and Derriford Hospitals and Cornwall Partnership Foundation Trust are to work together on a careers day.

This letter is asking for your support in involving your local schools, as the target pupils are in years 8, 9 and 10.

Also to ask your Council to support any transport costs to get the children to and from the event.

Having spoken to Jane Pascoe, the Mayor of Liskeard it is hoped to hold it there, this is a more central location with better road, bus and rail connections. The date has yet to be set, but early conversations are that early April would be the most convenient time.

You will have seen many press articles over a number of years about the shortages of staff in the National Health Service.

I hope that this event will inspire our local children to take up a much needed and rewarding career.

Yours faithfully



**Councillor Armand Toms
Mayor of Looe**

e-mail: looetowncouncil@ymail.com
website: www.looetowncouncil.gov.uk

APPENDIX J

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 21st February 2017 at 7.00pm.

PRESENT: Councillors: Mrs H Frank (Mayor, ex-officio), Mrs J Dent (Deputy Mayor, ex-officio), R Bickford, J Ellison, Mrs S Hooper MBE, A Killeya, W Phillips, Mrs J Rance, J Shepherd, D Yates.

ALSO PRESENT: 1 Member of the Public, Councillor Austin, Ray Lane – Town Clerk, Mrs S Burrows - Administration Officer.

APOLOGIES: None.

HEALTH AND SAFETY ANNOUNCEMENTS

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

120/16/17 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

121/16/17 DECLARATIONS OF INTEREST

- a. To receive any declarations from Members of any registerable (5A of the Interim Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
- b. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
- c. To consider dispensations required.

Councillor	Item	Pecuniary/Non-pecuniary	Reason
Phillips	9	Non-pecuniary	I am a member of Saltash Rotary Club

122/16/17 To note an ongoing dispensation for Councillor Shepherd to act as Chairman of the Saltash Team for Youth.

It was **RESOLVED** note.

123/16/17 QUESTIONS FROM THE PUBLIC

None.

124/16/17 **FINANCE**

- a. Report from Finance Officer.
- All accounts and bank accounts reconciled up to 31st January 2017.
 - Petty Cash is up to date and reconciled up to 31st January 2017.
 - The setting of the Precept has now been completed and approved.
 - The VAT Partial Exemption Calculation has been done and we are under the threshold.

It was **RESOLVED** to note.

- b. To receive the current Committee budget statement.

It was **RESOLVED** to note.

- c. To receive a report on investments.
- £200,000 with Public Sector Deposit Fund.
 - £401,316 with Barclays Active Saver (£200,000) is Precept Funds that is gradually transferred to the Current Account as we need it).
 - £203,464 with Lloyds Bank.

It was **RESOLVED** to note.

- d. VAT.
- VAT Return was submitted for the period 01/10/2016 – 31/12/2016 and we have now received the VAT refund. Our next VAT Return is due on 7th May 2017 for the period 01/01/2017 – 31/03/2017.

It was **RESOLVED** to note.

- e. VAT Partial Exemption Calculation for 2014/15 and 2015/16
- I have advised DCK Beavers of the Capital Expenditure we have coming up on the Guildhall and other properties/buildings, but they have not yet replied to my email to advise further.

It was **RESOLVED** to note and that a VAT Partial Exemption Calculation Forecast Report for 2017/18 will be provided for the next P&R Meeting.

125/16/17 **CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND**

None.

126/16/17 **TO CONSIDER THE COMMUNITY CHEST AND FESTIVAL FUND APPROVAL PROCESS**

The Town Clerk informed members of the current Community Chest and Festival Fund approval process.

It was **RESOLVED** that there be no change to the existing process.

127/16/17 **TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS**

a. To consider Community Chest applications.

Councillor Phillips declared an interest in the next agenda item and left the meeting.

Councillor Ellison in the Chair.

- 208 Saltash Rotary Club £750.00
Project to refurbish the club sleigh which is used extensively in December each year.

It was **RECOMMENDED** to award £750.00.

Councillor Phillips was invited and returned to the meeting.

Councillor Phillips in the Chair.

- 209 Saltash Maritime Cadets £1,500.00
Purchase of 2 Ceremonial Flags, 1 Junior, 1 Senior, with all the accessories such as carrying straps, poles, carry case etc.

It was **RECOMMENDED** to award £1,000.00

- 210 Tamar Trotters Juniors £555.00
Training for adults to coach youngsters.

It was **RECOMMENDED** to award £555.00

b. To consider Festival Fund applications.

- 74 Cornwall International Male Choral Festival 2017 £250.00
Biennial Festival of 2000 singers from over 60 choirs to take part in some 50 events across Cornwall. Includes Regional Concert in Saltash and outreach programme to local schools.

It was **RECOMMENDED** to award £250.00

128/16/17 **S106 FUNDING**

No report.

129/16/17 **TRANSPORTATION (BUS/TRAIN/ROAD)**

No report.

130/16/17 **SERVICE DEVOLUTION AND ASSET TRANSFERS**

a. Notes from DOG Meeting held on 26th January 2017.

Councillor Mrs J Dent updated members on the recent Devolution Options Group meeting.

It was **RESOLVED** to note.

b. To consider accommodation options for Waterfront and Town Warden.

Councillor Mrs J Dent informed members of office and welfare accommodation options for the Waterfront and Town Warden.

It was **RESOLVED** to:

1. Hire an office and welfare cabin for the Waterfront and Town Warden at a cost of £30.00 per week.
2. Approve the transportation costs of the office cabin at a cost of £110.00 each way.
3. Locate the office cabin next to the pontoon in Jubilee car park subject to agreement with Cornwall Council.

131/16/17 **MAURICE HUGGINS ROOM**

a. Building upgrade.

Councillor Mrs J Dent updated members on options for Equality Act building upgrades to the Maurice Huggins room.

It was **RESOLVED** to defer the item to the first P&R meeting of the new Council.

Councillor Bickford left the meeting.

Councillor Bickford returned to the meeting.

b. Hire and lettings.

It was **RESOLVED** to defer the item to the first P&R meeting of the new Council.

132/16/17 REVIEW OF HALL LETTINGS & REGISTRATION OF GUILDHALL AS A CIVIL CEREMONIES VENUE
(Deferred from 13.12.2016)

Councillor Mrs J Dent updated members on the progress of the Guildhall registration as a civil ceremony venue.

It was **RESOLVED** that the item be deferred to a future meeting following the outcome of the proposed refurbishment works to the Guildhall.

133/16/17 TO CONSIDER QUOTES FOR REPLACEMENT OF THE GUILDHALL BOILER
(Pursuant to FTC 05.01.2017 Minute no. 398/16/17)

It was **RECOMMENDED** to:

4. Approve replacement of the Guildhall boiler and control panel and to overhaul the system at the time of the installation.
5. Appoint Jackman Peckover as recommended by the Building Surveyor at the lowest quote received.
6. Fund the boiler replacement and works up to a value of £9,342.00 allocated to EMF Guildhall Maintenance.

134/16/17 MAYOR MAKING CEREMONY (COUNCILLOR MRS FRANK)

As a result of the revised policy for the election of the Mayor and Deputy Mayor which was adopted by Full Town Council on 14th December 2016 and that this is an election year, the following timetable was proposed for 2017:

Event	Date	Notes
Elections	Thursday May 4 th 2017	
Old Council ceases	Monday 8 th May 2017	All current members cease to be councillors
New Council term	Tuesday 9 th May 2017	Earliest date that summons to Annual Meeting of the Town Council can be sent
Call for nominations for Mayor/Deputy Mayor	Tuesday 9 th May 2017	As per policy
Deadline for receipt of nominations	Thursday 11 th May 2017	As per policy
Nomination details circulated	Friday 12 th May 2017	As per policy
Annual Meeting of the Town Council	Tuesday 16 th May 2017	Mayor and Deputy Mayor elected at this meeting.

Following the meeting on 16th May and the election of the Mayor, a date will then be decided for the Mayoral Installation Ceremony.

It was **RECOMMENDED** that the proposed timetable be adopted for election years and that the Policy for the Election of Mayor and Deputy Mayor be changed accordingly.

135/16/17 **ASHTORRE ROCK – REQUEST FOR DEFIBRILLATOR TO BE INSTALLED OUTSIDE PUBLIC CONVENIENCES ON WATERFRONT AND OFFER OF DONATION TOWARDS COST**

Mr R Lane
Town Clerk
Saltash Town Council
The Guildhall
12 Lower Fore Street
Saltash

Dear Mr Lane

Ashtorre Rock has been raising funds for a defibrillator and we have £1,200. However, as you are aware, Ashtorre Rock is only open between the hours of 10.00 am and 4.00 pm, 7 days a week – volunteers permitting. Our Committee therefore feels that it would be more appropriate if a defibrillator could be made accessible to everyone in the Waterside area 24 hours per day. Perhaps outside the public conveniences being an ideal location. Therefore, I am writing to ask if the Town Council would be kind enough to consider funding and siting a defibrillator and accept our donation of £1,200 towards costs.

Thank you for your consideration.

Yours sincerely

Lynn Marsh (Mrs)
Chair – Ashtorre Rock

It was **RESOLVED** that:

1. In principle the Council supports the installation of a defibrillator on the Waterfront area.
2. Councillor Phillips to seek further information and liaise directly with Ashtorre Rock to progress the initiative.

136/16/17 TO CONSIDER ALL FUTURE REMEMBRANCE DAY SERVICES TO BE HELD AT WESLEY CHURCH (COUNCILLOR MRS FRANK)

It was **NOTED** that this agenda item had been added in error and that this was not proposed as an agenda item by Councillor Mrs H Frank.

137/16/17 SALTASH PUBLICITY LOCAL ACTION TEAM – TO CONSIDER OPTIONS AND PRICES FOR PRODUCING A SALTASH TOWN GUIDE (COUNCILLOR BICKFORD)

Councillor Bickford updated members on options and prices for producing a Saltash Town Visitors Guide.

It was **RESOLVED** that three quotes and supporting paper work be provided to be received at the next Full Council meeting.

138/16/17 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

- a. Neighbourhood Plan Steering Group.

Author: Councillor D Yates

The Theme Teams reports have now been consolidated into a list of proposed draft policies.

The Theme Teams are now reviewing these draft policies to finalise their content and produce further draft policies where gaps have been identified.

It is hoped that the finalised list of draft policy topics and the majority of the policies themselves will be produced by the beginning of March.

In parallel the Coastal Communities group is considering the possible options for improvements to the waterside and waterfront.

It was **RESOLVED** to note.

- b. Road Safety Committee.

Unfortunately we have to report that the police did not attend the first quarter meeting which makes proceedings quite difficult - with the police attending many smaller comments and complaints can be dealt with straight away instead of writing to local or Middlemoor stations. The representatives from the four local parishes, who nearly always attend, find the police presence particularly valuable because the police never attend parish meetings.

Much of the meeting was taken up with two issues , firstly the road safety situation around schools particularly with regard to the Lollipop Lady issue and to car speeds near schools and secondly with the

A38 between Saltash and Trerulefoot, particularly with regard to two areas, Carkeel roundabout and Tideford.

Derek Holley, Chair
Saltash Area Road Safety Committee.

It was **RESOLVED** to note.

- c. Anti-social Behaviour.

**Notes for Antisocial Behaviour Public Meeting
Wednesday 8th February 2016
Held at Council Chamber, Saltash Guildhall, 1.30pm**

Present: Cllr Bob Austin (Chair), Cllr Derek Holley (Sec), Cllr Joe Ellison, Cllr Bill Phillips, Cllr David Yates, Margaret Butfield (Head of Saltash Cornwall College), Cllr Julie Rance (Livewire), Charlotte Carpenter (Core).

Apologies: Cllr Hilary Frank (Mayor), Cllr James Shephard, Karen Centini, Martyn Tambling (Junkyard), Stephanie Tambling (Junkyard), Peter Bond (Saltash.net), Mary Wells (Police).

Copy: Town Clerk, Mike Finch (Community Transport) Julia Angear (room bookings)

Welcome and Introduction

The Committee introductions and H&S noted by Cllr Bob Austin (Chair).

1. Police report.

1.1 No Report

Re last meeting notes Graffiti on Football Club wall – BA asked Town Clerk to arrange to get this cleaned off by Payback team. This cannot be done as the team has had their equipment stolen. Could this be replaced by TC ref to P&R.

Action: Youth Organisations to involve the “Detached Team” to investigate the area. CC & JR

1.2 Last meeting Peter Bond updated on the vandalism to property on Broad Walk, PCSO Kirsty has visited all schools to find the culprit from the CCTV provided. There may be a lead!

Action: Police/Peter Bond to report back at the next meeting.

1.3 Peter Bond reported that pupils last year had requested more CCTV around Saltash.net “because it makes them feel safer”

Action: Cllr Gloria Challen (Pub Watch), youth groups, police, schools, college, to report back at next meeting with a view.
Question: Should we have more CCTV and where around the town should they be placed?

2. Pub Watch & Off Watch - No Report

3. Neighbourhood Watch

New report with Cllr Bill Phillips will report back at next meeting

4. Crime Prevention Budget (STC) £6,950

Junkyard Stephanie suggested a report be raised

Action: ST to raise a report

5. CORE Youth Centre/Livewire

A general request made by the Chair that numbers are required from each youth organisation for the number of young people needing transport from the PL12 area starting on Thursday evenings in order that we can organise the Saltash Hopper to provide a service. A supervisor would be required from each organisation on a rota basis. Awaiting figures.

5.1 CORE

Thursday's average attendance 26

Mondays very busy

Restaurant being run by volunteers until a manager is found interviews being held this week and meeting next Wednesday to discuss.

29 young people visiting Supertramp at Laira

Nigel's Funday Wed 15th during half term

Kiddies cinema (Finding Cory) 11am Wed

5.2 Livewire

1 to 1 session are increasing.

Mar 25th Dementia Awareness day at Livewire

Girls only fitness sessions are getting very popular.

5.3 Junkyard

No Report

Action: Junkyard will assess the existing BMX track at Saltmill and report back to the Chair and the Chair of STC Services committee

5.4 Zero Gravity

No report.

6. Saltash College/Saltash.net

6.1 Saltash College

18/3 Sat Morning open day 9-12

Req grant info for planting flowers outside the catering complex.
Action BA

Cllr Phillips to involve Rotary for planting.

6.2 Saltash School

No Report.

7. Latest Hotspots

No Problems noted – too cold!

8. East Cornwall Anti-Social Officer (Housing)

No details

9. CCTV Cllr Yates reported on information from the Tolvaddan safety in the community. Costs estimated at £25k for 7 cameras and 40 hrs/week viewing.

10. Police Licensing

No details

11. A.O.B.

None

Close of Meeting – 3.30pm

Date of Next Meeting 10/4/2017 1.30 pm at the Guildhall.

It was **RESOLVED** to note.

d. Guildhall Property Maintenance and Marketing Working Party.

i. Report on Heritage Centre.

Councillor Phillips updated members on the pre-contract meeting. Refurbishment works to be carried out in two phases, the first phase starting 27th February over a four week period.

It was **RESOLVED** to note.

ii. Notes from meeting held 19th January 2017.

It was **RESOLVED** to note.

139/16/17 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.

140/16/17 AS REQUIRED OR IF NECESSARY

None.

141/16/17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

142/16/17 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR

None.

143/16/17 TO CONSIDER IF ANY PRESS REPORTS OR ARTICLES ARE REQUIRED

None.

144/16/17 DATE OF NEXT MEETING

Tuesday 18th April 2017.

Rising at: 20:40

Signed: _____
Chairman

Dated: _____

APPENDIX K

Guildhall Maintenance Works - Tenders and appointment of contractors

Tenders were received from:

- a. Shaun Libby Building Solutions
- b. Devon and Cornwall Building and Maintenance
- c. FD Builders

Tender amount:

1. £59084.00*
2. £61737.00
3. Nil return – too busy to undertake the work

* An arithmetic check of the figures on the collection page adds up to £64 992.00. A sum of £5 908.00 was missed from the final calculation thus making tender no.1

£64 992.00.

Both contractors that returned tenders have carried out contracts for Saltash Town Council, to the standards required, in the past and I am happy to recommend Shaun Libby Building Solutions as the contractor for this particular contract.

STC Building Surveyor.

SALTASH TOWN COUNCIL

Minutes of a Meeting of Saltash Town Council held in The Guildhall on Tuesday 21st March 2017 at 6.15 p.m.

PRESENT: Councillors: Mrs H Frank (Chairman), R Austin, R Bickford, J Brady, Mrs G Challen, M Coot, Mrs J Dent, J Ellison, D Holley, Mrs S Hooper MBE, A Killeya, W Phillips, Mrs J Rance, J Shepherd, D Yates.

ALSO PRESENT: 2 Members of the Public, R Lane - Town Clerk, Mrs S Burrows, Administration Officer.

APOLOGIES: Councillors: None.

HEALTH AND SAFETY ANNOUNCEMENTS

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

491/16/17 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

492/16/17 **DECLARATIONS OF INTEREST**

- d. 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.
- e. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
- f. Dispensations required.

Councillor	Agenda Item	Pecuniary/Non Pecuniary	Reason
Holley	PA17/01875	Non Pecuniary	Know applicant well.

Mrs H Frank	PA17/01565	Non Pecuniary	Applicants are personal friends
Mrs G Challen	PA17/0138		Personal friend

493/16/17 To note an ongoing dispensation for Councillor Shepherd to act as Chairman of the Saltash Team for Youth.

It was **RESOLVED** to note.

494/16/17 **QUESTIONS FROM THE PUBLIC**

None.

495/16/17 **PLANNING**

g. It was noted that Cornwall Councillors will vote upon the information before them at this meeting but in the light of subsequent information received at Cornwall Council, Councillors may vote differently at that meeting.

h. It was noted that in the event that the Cornwall Council officer wishes to recommend opposite to the Town Council's view they will contact the Town Council by email. In light of time constraints the Town Council will then hold an online poll of Councillors to determine whether to accept the officers' view or to ask for the application to be called into committee. The results of these polls will be read into the record at the next town council meeting. Members of the public may request, via the clerk, to be copied into any correspondence.

i. Applications for consideration:

PA17/00960

V Babolhavaeji – **11 Wesley Lane, PL12 6TT.**

8 sq.m extension of first floor flat, erection of a fence and reduction in height of an existing wall and change window to door.

Ward: East

Date received: 15.02.2017

It was resolved to **RECOMMEND APPROVAL**

PA17/01314

Tesco Stores Ltd – **Unit 10 and part Unit 13, Gilston Road, Carkeel, PL12 6LF.**

Certificate of lawfulness for existing works undertaking accordance with planning permission PA10/04741.

Ward: North

Date received: 28.02.2017

It was resolved to **RECOMMEND APPROVAL**

Councillor Mrs G Challen declared an interest in the next agenda item and left the meeting.

PA17/01381

Lord Boyd – **Land adj Voss Cottage, Voss Road, Trematon, PL12 4RX.**

Erection of a machinery store.

Ward: West

Date received: 23.02.2017

It was resolved to **RECOMMEND APPROVAL**

Councillor Mrs G Challen was invited and returned to the meeting.

PA17/01472

Mr Sullivan – **12 Clover Walk, PL12 4UU.**

Proposed side extension and conversion of garage.

Ward: West

Date received: 17.02.2017

It was resolved to **RECOMMEND APPROVAL**

PA17/01473

Mr Dunsford – **2 Carey Court, PL12 6UN.**

Demolition of existing conservatory and formation of proposed garden room.

Ward: North

Date received: 17.02.2017

It was resolved to **RECOMMEND APPROVAL**

PA17/01563

D Honey, Westcountry Skip Hire – **Westcountry Skip Hire, Kingsmill Road, Carkeel, PL12 6LD.**

Rebuilding of workshops and repositioning of offices.

Ward: North

Date received: 09.03.2017

It was resolved to **RECOMMEND APPROVAL**

Councillor Mrs H Frank declared an interest in the next agenda item and left the meeting.

Councillor Mrs J Dent in the Chair.

PA17/01565

Mr and Mrs P Hutchings – **Warraton House, Warraton Lane, PL12 4AA.**

Erection of a single storey and two storey rear extension.

Ward: South

Date received: 22.02.2017

It was resolved to **RECOMMEND APPROVAL**

Councillor Mrs H Frank was invited and returned to the meeting.

Councillor Mrs H Frank in the Chair.

PA17/01567

P Turner – **Land adjacent to Marina Villa, Adit Lane, South Pill, PL12 6HS.**

Alterations to dwelling (as approved decision PA14/12182) unit 2 to include new garden room and new rear dormer to master bedroom to match front dormer.

Ward: North

Date received 08.03.2017

It was resolved to **RECOMMEND APPROVAL**

PA17/01703

C Saxby – **1 Bronsley Villas, Fairmead Road, PL12 4JQ.**

Rear extension and alterations to existing dwelling; reduction in works previously approved (PA16/00203).

Ward: North

Date received: 27.02.2017

It was resolved to **RECOMMEND APPROVAL**

PA17/01723

Ms L Clark – **Lynher House, Antony Passage, St Stephens, PL12 4QT.**

Proposed alterations to existing internal walls, doors and windows; proposed addition of new doors, windows and balconies; proposed new bridge to garden, and new porch.

Ward: West

Date received: 28.02.2017

It was resolved to **RECOMMEND APPROVAL**

Councillor Holley declared an interest in the next agenda item and left the meeting.

PA17/01875

M Anstey – **26 Deer Park, PL12 6HE.**

Construction of first floor conservatory over existing balcony.

Ward: East

Date received: 03.03.2017

It was resolved to **RECOMMEND APPROVAL**

Councillor Holley was invited and returned to the meeting.

PA17/01986

K Stevens – **19 Moorland View, PL12 6BZ.**

Formation of single storey rear extension.

Ward: East

Date received: 14.03.2017

It was resolved to **RECOMMEND TO DEFER THIS APPLICATION UNTIL SALTASH TOWN COUNCIL ARE PROVIDED WITH FURTHER INFORMATION ON THE CONSERVATION AREA.**

j. Tree applications/notifications:

vii. Applications – none.

viii. Notifications

PA17/01986

K Stevens – **19 Moorland View PL12 6BZ**

Formation of single storey rear extension. (Includes notification for works to trees in a Conservation Area.)

Ward: East

Date received: 14.03.2017

It was resolved to **RECOMMEND TO DEFER THIS APPLICATION UNTIL SALTASH TOWN COUNCIL ARE PROVIDED WITH FURTHER INFORMATION ON THE CONSERVATION AREA.**

k. Decisions taken by Cornwall Council where the decisions reached were contrary to the recommendations made at the Town Council meeting or a poll taken: none.

496/16/17 **CONSIDERATION OF LICENCE APPLICATIONS**

None

497/16/17 **SALTASH PUBLICITY LOCAL ACTION TEAM – TO CONSIDER OPTIONS AND PRICES FOR PRODUCING A SALTASH TOWN GUIDE (COUNCILLOR BICKFORD)**
(Pursuant to Policy and Resources Committee 21.02.2017 Minute no. 137/16/17)

See appendix A to the minutes.

It was **RESOLVED** to:

7. Appoint Cornerstone Vision for the design and content of the Saltash Town Guide 2017 at a cost of £500.00 from the SPLAT budget.
8. Appoint Moorprint for the 4000 printed copies at a cost of £776.00 from the SPLAT budget subject to meeting quality standards.

498/16/17 **TO CONSIDER QUOTES FOR THE CLEANING AND OPERATION OF THE PUBLIC TOILETS**

See appendix B to the minutes.

It was **RESOLVED** to:

1. Re-appoint Cormac on a one year contract 2017/18 for the cleaning and operation of the public toilets.

2. Approve the quote of £23,542.51 from Public Toilets (Operational Costs) budget.
3. To set aside Financial Regulations for tendering the contract due to the select nature of the contract relating to this council's policy to pay the Living Wage Foundation rate of pay.

499/16/17 **CARKEEL ROUNDABOUT (FEATURE) – TO CONSIDER COMMISSIONING A FIRST PHASE DESIGN AND ROAD SAFETY AUDIT**

See appendix C to the minutes.

It was **RESOLVED** to note the Council's thanks to Councillor Austin and Chris Wells the Artist for their hard work throughout the first phase of this project.

It was **RESOLVED** that:

1. STC commission the first phase of the Carkeel Roundabout design and road safety audit up to a maximum value of £5,000.00.
2. Funding be allocated to Public Art & Maintenance budget.
3. This item be delegated to the Town Clerk to ensure the continuation of the project until a lead member is appointed and for the inclusion on future town council agendas.
4. The Chairman to issue a letter of thanks to Chris Wells.

500/16/17 **TO CONSIDER QUOTES FOR BUNTING**

See appendix D to the minutes.

It was **RESOLVED** to:

1. Appoint the Christmas Decorators to purchase, install, maintain and conduct health and safety checks for bunting on Fore Street and the Waterfront.
2. Purchase black and gold bunting for Fore Street and red, white and blue bunting for Jubilee and Brunel Greens.
3. Fund up to a value of £2,000.00 from General Reserves.

501/16/17 **STATION BUILDING**

No Report.

502/16/17 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**
Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, it was **RESOLVED** that the public and press leave the meeting because of the confidential nature of the business to be transacted.

503/16/17 **CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**
None.

504/16/17 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**
It was **RESOLVED** that the public and press be re-admitted to the meeting.

505/16/17 **URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**
None.

506/16/17 **PRESS RELEASES**
It was **RESOLVED** to issue press releases regarding:
1. The Saltash Rugby Club Quarter Finals Match.

507/16/17 **DATE OF NEXT MEETING**
Thursday 6th April 2017 at 7.00 p.m.

508/16/17 **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: 19:35

Signed: _____
Chairman

Dated: _____

APPENDIX I

Saltash Neighbourhood Plan Report 6 April 2017

Since my last report to the Annual Parish Meeting and Town Council the Neighbourhood Plan Steering Group has been reviewing the topic based proposed draft policies.

The review has now got to the stage that the policies themselves can now start to be written and we are setting up weekly meetings to expedite the process

For this activity we need the continuing support of a consultant to ensure that the policies both meet the public's identified requests and the legislative requirements.

It is intended to use Steve Besford-Foster, one of the consultants originally nominated, (after a competitive selection process) to support the Neighbourhood Plan. He will be supported as required by the other consultants originally selected under his management.

The cost of this next stage of the process is estimated to be £5,650, the proposed bid is attached. This is in addition to the existing agreed management costs of £3,300.

About £6,000 is available for consultant support from other contractors as required.

Currently the budget remaining for Line 5183, the Neighbourhood Plan EMF, is £15,127.

It is requested that Town Council approval is given to start the policy writing process and then continue until completion of the Neighbourhood Plan within the existing budget.

SALTASH NEIGHBOURHOOD PLAN

PROPOSAL TO SALTASH TOWN COUNCIL BY PLANSUPPORT

Stage 5 of the NDP preparation process has been reached, i.e. Plan Drafting. Three more stages follow to completion of the Plan.

My current agreement with STC is to provide activity and project support for the Steering Group in Stages 5 to 8 totalling 16.5 days, with a value at £200 per day of £3,300. Details are given below.

Technical writing of the NDP is not covered in the current arrangements, and would need to be treated as additional work. My proposal is to offer plan writing work for my current charge rate of £350 per consultancy day.

My estimate is that, following completion of the current round of meetings to agree the basic content, some ten days' work is necessary to prepare a first working draft for discussion with the Steering Group, Town Council and the Cornwall Council planning team. Following this a further 5 days would be necessary to complete the document. This work would be spread out over about two months, as necessary to accommodate responses to information requests, meeting schedules, and fit in with other activity. The work will involve checking and ensuring that the evidence base is sound,

researching solutions, and contact with CC officers to explore options, in support of the drafting work.

In addition, I estimate that 2 days mapping work will be necessary, which I would charge out at £200 per day.

Other work associated with the publication, consultation on and submission of the NDP to Cornwall Council would come under the existing arrangements.

Therefore, my proposal is for 15 days @ £350 per consultancy day, and 2 days @ £200, a total of £5,650.

Current PlanSupport arrangement.

Stage 5, Draft NP :

Policy writing workshop for SG 1.5 day

Project Management 2 days

Stage Total 3.5 days

Stage Costs £700

Stage 6, Consultation and submission:

Preparation formal letters & adverts, press liaison 1 day

Setting up consultation response management system 1 day

Basic Conditions documents are in good order and submitted as per legal requirements 2 days

Project Management 2 days

Stage Total 6 days

Stage Costs £1,200

Stage 7, Independent Examination:

Assist approve examiner 0.5 day

Respond to examiner requests 0.5 day

Project Management 2 days

Stage Total 3 days

Stage Costs £600

Stage 8, Referendum & adoption:

Advising Saltash TC on referendum procedures 1 day

Liaison with CC 1 day

Project Management 2 days

Stage Total 4 days

Stage Costs £800

Saltash NP Costs SBF	Estimate	Actual	One-Off	Total	Disburs	Invoice
Stage 1	£1,400	£1,537	£850	£2,387	£42	01/2015
Stage 2	£1,400	£1,600		£1,600	£278	02/2015
Grant app			£100	£100		03/2015
Stage 3	£1,000	£664		£664	£541	04/2015
Stage 4	£1,000	£1,000	£636	£1,636		01/2016 & 02/2016
Stage 5	£700			£0		
Stage 6	£1,200			£0		
Stage 7	£600			£0		
Stage 8	£800			£0		
TOTAL	£8,100	£4,801	£1,586	£6,387		
One -Off Costs						
Website etc	£850	01/2015				
Workshop 2	£636	02/2016				
Locality Grant app	£100	03/2105				
TOTAL	£1,586					
Disbursements						
Printing etc	£278	02/2015				
Display	£541	04/2015				
Domain/Hosting	£42	01/2015				
TOTAL	£860					

APPENDIX J

10 March 2017



Cornwall Council draft Customer Promise

Dear City, Town and Parish Council colleagues,

I am writing to you to let you know that, in line with our Customer Access Strategy, we are producing a new Customer Promise, which will set out what customers of our services, can expect from the Council.

A Customer Promise is really important for us to help our staff understand what is expected of them and also explains the level of service residents and customers should receive from the Council. Our Customer Promise is our first step towards setting out Customer Standards within our services to meet specific needs for people who access or use our services.

With continued funding cuts, we have to accept that Council services must change to deliver savings and provide services efficiently. Within this changing shape of local Government, we greatly value your input into shaping our Customer Promise to make sure we are able to clearly explain what level of service you, and our residents, can expect to receive.

We would appreciate your views on our [draft version of our Customer Promise](#) as our partners as well as our customers

You can give us your views on our draft Customer Promise

- via our online survey: [Draft Customer Promise survey](#)
- or by email to: haveyoursay@cornwall.gov.uk

We would be grateful if you could let us have your response before 12 May 2017

We would like to know if you have confidence in our Customer Promise and whether it will help to deliver the Council services you use or access. We would also like to know if you think that our Customer Promise is clear about what you can expect from the Council and which areas of our Promise are most important to you. Finally we want to know if you think our Promise includes everything you think it should.

We will use what you tell us to help inform and develop our final Customer Promise.

If you have any questions about the Customer Promise please email haveyoursay@cornwall.gov.uk

Kind regards

Mark Read
Cornwall Council
Service Director for Customer Access and Digital Services

APPENDIX K

Dear Hilary

St Barnabus Hospital

Thank you for your letter regarding the above.

I can confirm that the temporary closure of the beds is due to safe staffing issues in the community hospitals in East Cornwall and that once we have secured safe staffing levels we will look to re-open the service.

In the meantime community and outpatient services continue to be run from the site and we continue to work with you and local stakeholders about what health and social care services Saltash need.

Yours sincerely



Phil Confue
Chief Executive

APPENDIX L

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Services Committee held in The Guildhall on Wednesday 8th March 2017 at 7.00 p.m.

PRESENT: Councillors: R Austin, M Coot, Mrs J Dent, (Deputy Mayor, ex-officio), J Ellison, Mrs H Frank, (Mayor, ex-officio), D Yates (Chairman).

ALSO PRESENT: 5 Members of the Public, Councillor R Bickford, Jeff Diamond - Waterfront and Town Warden, R Lane - Town Clerk, Mrs S Burrows - Administration Officer.

APOLOGIES: Mrs S Hooper MBE.

HEALTH AND SAFETY ANNOUNCEMENTS

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

115/16/17 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

A member of the public notified the Chairman of the recording of this meeting.

116/16/17 **DECLARATIONS OF INTEREST**

- d. 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.
- e. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
- f. To consider dispensations required.

Councillor	Item	Pecuniary/Non-pecuniary	Reason
None			

117/16/17 To note an ongoing dispensation for Councillor Shepherd to act as Chairman of the Saltash Team for Youth.

It was **RESOLVED** to note.

118/16/17 **QUESTIONS FROM THE PUBLIC**

Residents of Pillmere raised an objection to the proposal for potential allotments at Dartmoor View Pillmere.

The Chairman announced that agenda item 10a would be received as the next item of business.

119/16/17 **PILLMERE**

- a. To report on Pillmere survey.

See attached appendix A to the minutes.

Residents of Pillmere referred to the results of a survey that had been circulated to all residents on the Pillmere Estate to determine their views regarding the proposal for allotments at Dartmoor View.

It was **RESOLVED** to note that the council has a statutory obligation to provide allotments for residents of the town and that the survey results determined that the provision of allotments with allocated parking is welcomed by the majority of respondents to the survey.

The Chairman announced that agenda item 11 would be received as the next item of business.

120/16/17 **TO CONSIDER REDEVELOPMENT OPTIONS AT SALTMILL AND COSTS**

See attached appendix B to the minutes.

Members received a support funding request from Martyn Tambling representing Junk Yard Skate Park to enable essential health and safety works to be carried out to the Saltmill BMX Track.

It was **RESOLVED** to:

1. Approve funding of up to £3000 to support Junk Yard Skate Park conducting essential health and safety maintenance works to the Saltmill BMX Race Track from the Saltash Recreation Areas EMF budget.
2. Junk Yard Skate Park to obtain and supply Saltash Town Council with copies of all necessary undertakings, approvals and agreements required to conduct the work from the land owner Cornwall Council to release the support funding.
3. The Devolution Options Group contact Cornwall Council to discuss devolution options for the long term ownership and management of the BMX Race Track.

121/16/17 **FINANCE**

- a. Current Committee budget statement.

See attached appendix C to the minutes.

The Chairman queried figures relating to the Public Footpaths and Bridleways budget.

It was **RESOLVED** to note the budget statement and that the budget sheet be re-circulated to members upon verification of the Public Footpaths and Bridleways budget by the Finance Officer.

122/16/17 **REPORTS FROM WORKING GROUPS**

- a. Saltash Town Centre Improvement Group – verbal brief from Chairman.

It was **RESOLVED** to setup a working group comprising of Councillors Coot and Austin to determine the future role of STIG.

The Mayor paid tribute to all current and past Chairman of STIG for their hard work and commitment.

- b. Festive Representatives of Saltash Town (FROST) – verbal brief from Chairman.

It was **RESOLVED** that:

1. Festive Representatives of Saltash Town (FROST) be disbanded.
2. The Services Committee have no further involvement in the organisation, running or funding of the Christmas event. Save that of releasing the Christmas Festival Support Fund set aside for any group taking on the organisation of the event.

It was **NOTED** that the Christmas Event will become a community organised event and that the Lantern Parade will be organised as a separate event by Saltash Rotary.

123/16/17 **GRITTING AND SNOW CLEARING ARRANGEMENTS**

No further reports until further notice.

124/16/17 **ALLOTMENTS**

Councillor Austin updated members on an offer received for the purchase of a strip of land at Churchtown Cemetery.

It was **RESOLVED** to note.

125/16/17 **PILLMERE**

- b. To consider and approve ground works.

See attached appendix D to the minutes.

It was **RESOLVED** to approve the quote for £4,012.14 to conduct the works from the Pillmere Estate (Capital Works) EMF budget.

126/16/17 **PUBLIC TOILETS – TO CONSIDER THE COST OF CLEANING AND OPERATION**

See attached appendix E to the minutes.

It was **RECOMMENDED** to:

4. Re-appoint Cormac on a one year contract 2017/18 for the cleaning and operation of the public toilets.
5. Approve the quote of £23,542.51 from Public Toilets (Operational Costs) budget.

6. To set aside Financial Regulations for tendering the contract due to the select nature of the contract relating to this council's policy to pay the Living Wage Foundation rate of pay.

127/16/17 **BOUNDARY STONES – MAINTENANCE**

See attached appendix F to the minutes.

It was **RESOLVED** to refer this item to Cornwall Council Highways as the responsible body for carrying out remedial and conservation works to boundary stones.

128/16/17 **WATERFRONT – UPDATE**

See attached appendix G to the minutes.

It was **RESOLVED** to note.

129/16/17 **OTHER AREAS THAT THE SERVICES COMMITTEE IS RESPONSIBLE FOR:**

The following items will be taken upon notification by members to the Chairman prior to the meeting with a short written report summary.

- a. Community toilet scheme.

No report.

- b. Bus shelters & stops.

No Report.

- c. Play areas/play grounds

It was **RESOLVED** to remove this item from all future agendas.

- d. Elwell Woods/Cornish Cross

It was **RESOLVED** to purchase three apple trees to a maximum budget of £200.00 from the Grounds Maintenance and Watering budget.

- e. Festive Lights – To consider quotes for Waterside/Waterfront.

See attached appendix H to the minutes.

It was **RESOLVED** to:

1. Approve the quote from SSE for festive lighting support columns of £2,695.81 subject to a site survey from the Waterfront (Capital Works) EMF budget.

2. Approve the quote from the Christmas Decorators for festoon lighting of £1,300.00 subject to a site survey from the Festive Lights EMF budget.

f. Festive Lights – To consider quotes for Christmas Decorations.

See attached appendix H to the minutes.

Councillor Ellison left the meeting.

It was **RESOLVED** to:

1. Setup a Working Group comprising of Councillors Coot, Mrs H Frank, Jim Virgo – Grounds and Premises Warden, Jeff Diamond – Waterfront and Town Warden and David Wilde.
2. The Working Group to determine the current setup and future options for Christmas light displays.

130/16/17 **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.

131/16/17 **AS REQUIRED OR IF NECESSARY**

None.

132/16/17 **PUBLIC BODIES (Admission to Meetings) Act 1960**
To resolve that the public and press be re-admitted to the meeting.

133/16/17 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

None.

134/16/17 **PRESS RELEASES**

None.

135/16/17 **DATE OF NEXT MEETING**

Wednesday 14th June 2017 at 7.00 p.m.

Rising at: 21:20.

Signed: _____
Chairman

Dated: _____

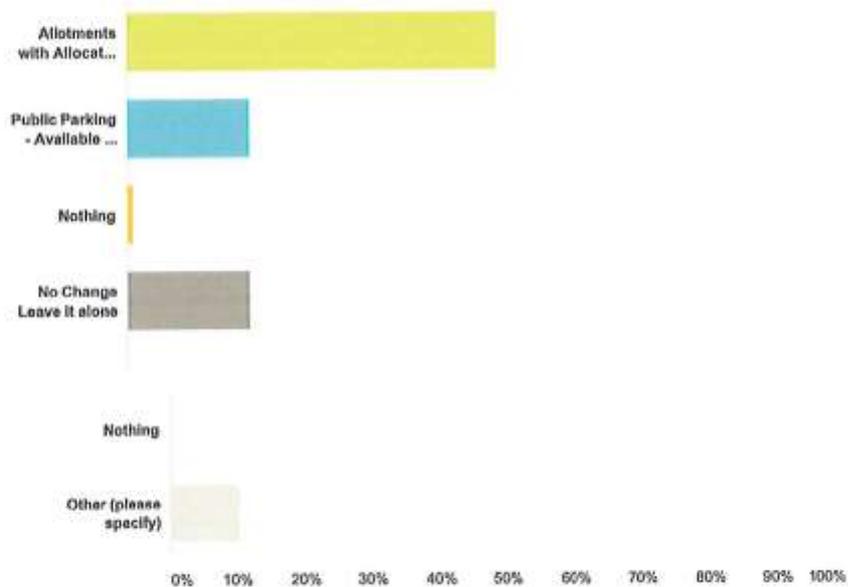
APPENDIX A

Pillmere Survey

SurveyMonkey

Q1 Saltash Town Council has a duty to provide allotments, and would like to provide 10-12 on the spare/waste ground in Dartmoor View. These allotments will have allocated compulsory parking within the plot for each allotment with secure access.

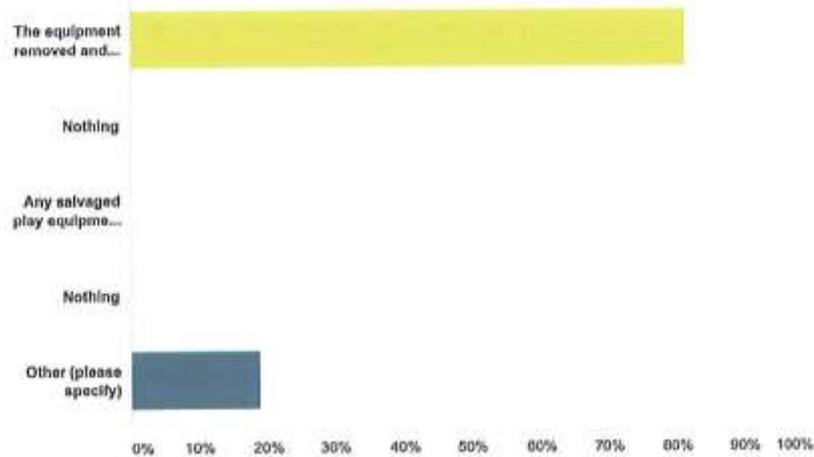
Answered: 118 Skipped: 1



Answer Choices	Responses
Allotments with Allocated Parking	53.39% 63
Public Parking - Available to all on a first come first served basis	17.80% 21
Nothing	0.85% 1
No Change Leave it alone	17.80% 21
Nothing	0.00% 0
Other (please specify)	10.17% 12
Total	118

Q2 Saltash Town Council would also like to address the problem of the derelict central adventure play area rear of Greenfinch Crescent. There is no funding to bring it back into use. What would you prefer?

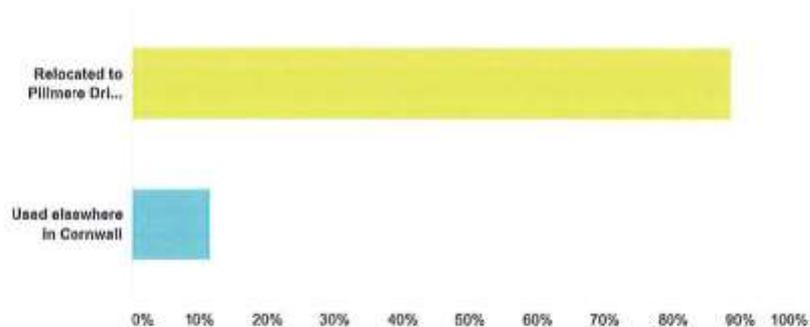
Answered: 117 Skipped: 2



Answer Choices	Responses	Count
The equipment removed and re-landscaped	81.20%	95
Nothing	0.00%	0
Any salvaged play equipment relocated to Pillmore Drive Play Park?	0.00%	0
Nothing	0.00%	0
Other (please specify)	18.80%	22
Total		117

Q3 If there is any salvageable play equipment from the park, what would you like to happen to it?

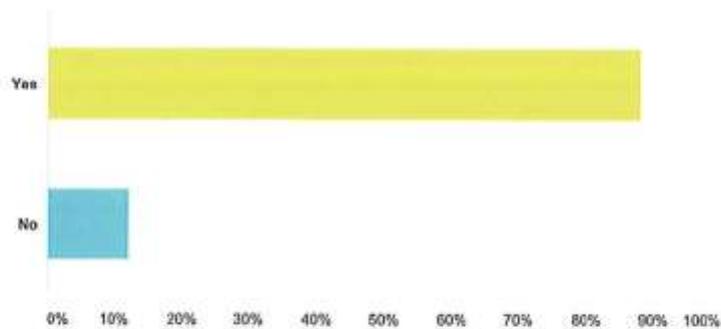
Answered: 114 Skipped: 5



Answer Choices	Responses	Count
Relocated to Pillmore Drive Play Park	88.60%	101
Used elsewhere in Cornwall	11.40%	13
Total		114

Q4 Saltash Town Council have suggested that the spare/waste ground on Grassmere Way (opposite Greenfinch Crescent) is made into a wild meadow edged with boulders. Do you agree with this suggestion?

Answered: 116 Skipped: 3



Answer Choices

Yes

Responses

87.93%

102

APPENDIX B

The BMX track in Saltmill Park is in a sad state of neglect and has not been usable for many years.

Martyn Tambing, of Junkyard Skatepark, has brought forward a quote to bring the BMX track in to use as a pump track. Examples of a pump track are shown below, but it is a circuit of banked turns and features designed to be ridden completely by riders "pumping" - creating momentum via up and down body moments.



The quote is for £2,650 plus VAT, and includes moving onsite earth to tidy up and reshape the track, and rolling over the earth to harden ready for re-use.



**BLING
CONSTRUCTION
LTD**

COMPANY NUMBER
9599934

**QUOTE
CLIENT REF:
062**

CUSTOMER: SALTASH TOWN COUNCIL
SALTASH GUILDHALL PL12

DESCRIPTION:
PRICE IS FOR: Using earth onsite to move around and re-shape and tidy up the track, roller over new track to harden ready for re-use again
PRICE COVERS:
Digger hire .Roller hire .Dumper Hire .Labor for driving machinery

FULL AMOUNT PAYABLE	£2,650 +vat
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Please sign below to except our quote:

Print name:

-Work starting (to be confirmed)
-All waste, rubbish to be remove by Bling Construction ltd
-30% deposit paid with final payment on completion
.Please note the following quote is base on the dates above- to be confirmed
.please note the following quote is for the works listed above and attached page(s)
.please note extra items/materials/man hours may need purchasing/adding on to complete job in unforeseeable circumstances , this will be discussed with the client beforehand.

APPENDIX C

Code	Income Description	Revised 2019/20	Budgeted Income 2019/20	Revised YTD 2019/20	Notes/Comments	Comments	Proposed Estimated Y/E Income	Proposed Budgeted Income 2019/20	Comments	Forecast 2019/20	Forecast 2019/20
4300	Admission Fees	2,782	2,500	2,727			2,727	2,500	FBSD INC2019	2,320	2,617
4311	Public Footpath Grant	1,324	1,200	1,239			1,200	1,200	FBSD INC2019	1,200	1,242
4313	Grants from Income	593	500	1,197			1,197	1,197	FBSD INC2019 - Grants from Income	1,197	1,242
4314	Donor Event Income	840	500	1,028			1,028	1,028	From Income	10,300	15,000
4321	Marquise Income	-	30,000	-	30,000		-	30,000		10,300	15,000
	Total Income	4,989	34,500	6,491	70,000		6,315	34,500		33,247	39,109
Code	Expenditure Description	Spent 2019/20	Budget 2019/20	Forecast 2019/20	Actual Spend YTD 2019/20	Notes/Comments	Comments	Proposed Estimated Y/E Spend	Proposed Budget 2019/20	Forecast 2019/20	Forecast 2019/20
2511	Salaries	403	2,400	2,400	2,400			2,400	2,400	2,140	2,220
2502	Highways Waste Control	-	14,500	2,282	7,425	4,125	1,400,000	12,300	13,500	13,795	14,240
2511	Other Christmas Events	6,232	6,150	1,108	6,344	1,193	1,028	6,150	600	510	620
2512	Aliments	958	1,570	852	745	745		1,570	1,600	1,607	1,670
2513	Street Furniture Maintenance	31	2,000	1,274	31	31		2,000	2,000	2,000	2,141
2514	Street Lighting	498	490	506	49	49	10,000 (2019-2020)	506	500	507	520
2515	Marquise Maintenance & Wearing	17,177	20,000	19,879	1,069	1,069		20,000	20,000	20,489	20,000
2542	Community Toilet Scheme	800	1,400	800	800	800		800	1,400	1,400	1,400
2544	Public Toilets (Operational Costs)	8,548	40,000	17,300	22,700	10,265	210,000 (2019-2020) 170,000 (2019-2020) 210,000 (2019-2020)	20,300	20,000	21,000	21,210
2556	Hydroponics	110	110	110	110	110		110	110	110	120
2567	Trailer Paddock & Maintenance	1,808	1,500	1,780	1,780	870		1,500	1,500	1,544	1,611
2571	Turfgrass and Turfgrass	200	2,000	313	1,743	1,743	21,000 (2019-2020) (2019-2020)	2,000	2,000	2,137	2,180
2523	Public Maintenance	877	500	500	500	500	200 (2019-2020)	500	500	510	524
2562	Working	14	110	31	78	78		31	110	112	114
2511	Open Landscaping	160	160	160	160	160		160	160	160	178
2522	Organic (Organic) Street	160	160	160	160	160		160	160	160	178
2518	Footway Light Maintenance and Electricity	888	1,500	213	1,287	1,287		1,500	1,545	1,566	1,626
2526	Road Safety Signs	-	200	200	-	-		200	200	204	206
2533	Signs & Road Works Maintenance	725	1,870	281	1,279	1,279		1,870	2,000	1,967	1,923
2529	Highways Training & Equipment	-	2,000	-	2,000	2,000		2,000	2,000	2,048	2,081
2534	Flags and Bunting	400	1,500	1,186	214	214		1,500	1,500	1,567	1,580
2528	Community Facilities Scheme	2,240	2,000	2,287	2,013	2,013		2,000	2,000	2,100	2,026
2524	Marquise Access Maintenance	680	2,000	2,000	2,000	2,000		2,000	2,000	2,100	2,026
2567	Waterfront (Maintenance Costs)	-	20,000	20,000	20,000	20,000		20,000	20,000	20,000	20,000
	Public Footpaths & Mileways			81,174	81,174	81,174				81,174	81,174
	Total Expenditure	41,583	142,820	39,479	120,244	70,000		87,717	111,615	113,868	116,148
Code	Expenditure (2019/20)	Spent 2019/20	Budget 2019/20	Forecast 2019/20	Actual Spend YTD 2019/20	Notes/Comments	Comments	Proposed Estimated Y/E Spend	Proposed Budget 2019/20	Forecast 2019/20	Forecast 2019/20
2511	Salaries	30	2,000	1,500	740	303	210 (2019-2020)	1,500	2,000	1,500	1,500
2517	Salaries (Operational Costs)	3,200	20,740	19,850	20,740	20,740		20,740	20,740	20,740	20,740
2511	Other Christmas Events	27,813	4,000	384	3,307	3,307		4,000	4,000	4,000	4,000
2527	Public Art and Maintenance	7,879	2,000	1,768	9,282	5,188		2,000	2,000	2,000	2,000
2528	Sal Mar	142	18,420	-	18,420	18,420		18,420	18,420	18,420	18,420
2529	Street Furniture (Signs and Equipment)	-	1,500	2,000	-	2,000		1,500	2,000	1,500	1,500
2530	Street Furniture (Signs and Equipment)	-	1,500	2,000	-	2,000		1,500	2,000	1,500	1,500
2544	Public Toilets (Capital Works)	-	13,000	9,800	7,000	7,000	27,000 (2019-2020) (2019-2020)	7,000	8,000	7,250	7,250
2570	Waterfront (Capital Works)	-	5,000	20,800	27,800	27,800		27,800	12,400	27,800	27,800
2571	Sal Mar Installation	-	10,000	-	10,000	10,000	10,000 (2019-2020)	10,000	10,000	10,000	10,000
2572	Public Toilets	160	27,000	-	26,840	19,262		19,262	-	26,840	26,840
2573	Memorial Peace Garden	2,101	5,000	746	7,261	426		5,000	-	7,261	7,261
	Total EBF	3,908	68,221	38,928	68,269	68,269		70,763	36,000	70,763	36,000
	Grand Total	44,816	168,221	122,845	148,227	148,227		158,480	147,615	154,631	152,148

APPENDIX D

Pillmere Works:

1. Area 1 flail cut once - £660.00
2. Plus boulders - £2,392.14
3. Area 3 cut once - £960.00

Total - £4,012.14

Cllr Phillips

APPENDIX E

Public Toilet Cleaning and Operations Quote 2017/18

CORMAC

Cleaning and operation of public toilets 2017/18 costs:

Cormac rates:

Facility	Summer	Winter	Total Charge for year
Waterside	£2,725.18	£2,710.28	£5,435.46
Belle Vue (Automatic Locking System)	£2,452.66	£2,439.26	£4,891.91
Longstone Park	£3,270.21	£3,252.34	£6,522.55
Alexandra Square (Automatic Locking System)	£2,452.66	£2,439.26	£4,891.91
		TOTAL	£21,741.83

Cormac are not part of the Living Wage Foundation

Revised quote based on the Living Wage Foundation rate of £8.45ph:

Facility	Summer	Winter	Total Charge for year
Waterside	£2,950.88	£2,934.75	£5,885.63
Belle Vue (Automatic Locking System)	£2,655.79	£2,641.28	£5,297.06
Longstone Park	£3,541.05	£3,521.70	£7,062.75

Alexandra Square (Automatic Locking System)	£2,655.79	£2,641.28	£5,297.07
		TOTAL	£23,542.51

The reason there is only a very small difference between summer and winter charges for your facilities is that there is only one day's difference in our calculation for Summer and Winter. We provide the same cleaning frequency of one clean per day across the whole year for you hence the figures are very similar.

ORANGEMAN CLEANING SERVICES

No response.

CCS PROFESSIONAL

No response.

TARGET SERVICES

Cleaning and operation of public toilets 2017/18 costs:

Facility	Sub Total	Management Fee @ 11%	Total Charge for Year
Waterside	£7,438.11	£818.19	£8,256.30

Belle Vue (Automatic Locking System)	£7,743.70	£851.81	£8,595.51
Longstone Park	£7,743.70	£851.81	£8,595.51
Alexandra Square (Automatic Locking System)	£7,743.70	£851.81	£8,595.51
		TOTAL	£34,042.83

Target Services are not part of the Living Wage Foundation they pay their operatives hourly rates equivalent to or above the statutory 'living wage' requirements and in line with the equal rights regulations

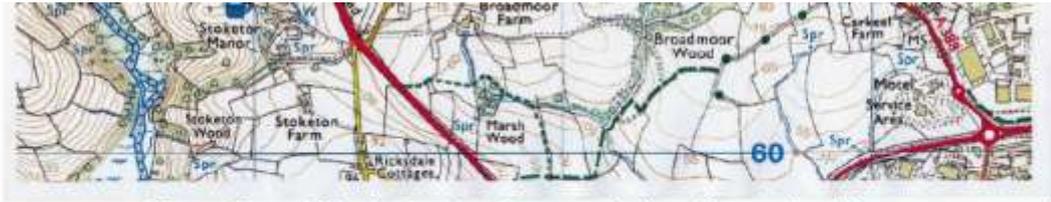
APPENDIX F

Dear Saltash Town Councillors and Clerk

Condition of the Borough of Saltash (Saltash Town) Boundary Stones.

The following map and the photographs (all taken during a walk today) show the position and current condition of Saltash Town Council's Six Boundary Stones.





The positions of the six Boundary Stones are indicated by small red flags





On the unclassified road bridge over Clark's Lake (a stream that's Saltash Town Boundary) to the North of East Town Farm, Carkeel.





At 'Smallacombe' on Clark's Lake (the stream that is Saltash Town Boundary)





Just off the A388, East of 'Roodscroft', South of 'New Park' (the Cardinals Hatt)



On the unclassified road bridge over Cock's Lake (another stream that's Saltash Town Boundary)
West of Roodscroft and North of Notter.



In the wall of the old bridge across the River Lynher at Notter Bridge
(the Western boundary of Saltash Town)



This Saltash Borough Boundary Stone is on the verge of the A38 at the rear of a safety barrier. The Borough Boundary Stone is 200 feet East of the Saltash Town Boundary: the Lynher River.

In 1991 an Act of Parliament altered Saltash Boundary and made Cock's Lake (*a stream*) and the River Lynher the Saltash Town Council's North Western and West Boundary.

The St. Germans or Lynher River is Saltash Town's Southern Boundary and the Tamar the East Boundary. Kingsmill Lake, Clark's Lake and Cock's Lake the Northern Boundary. Saltash Town is almost surrounded by water

All six Boundary Stones are in need of some tender loving care and are worth preservation. Please can some remedial and conservation action be taken?

Thank you

Peter Clements.

APPENDIX G

Waterfront Report

As I have reported to Town Council the devolution of the Waterfront from Cornwall Council is progressing. The work on a map showing the parcels of land that we are either taking on or managing on behalf of Cornwall Council has been finalised.

A Waterfront and Town Warden has been appointed. Mr Jeff Diamond will be starting on 1st March.

A hired mobile portacabin base for the warden has been agreed and work is on-going as to where to put it. Advice on the necessity for planning permission and agreement from Parking at Cornwall Council is awaited.

The refurbishment of the pontoon is progressing and the Duchy money for the fundus has been obtained from the LDF and will be available when the pontoon has returned.

Network Rail has offered a lease hold on the buildings owned by them around the bridges including the waterfront toilets. This offer is being investigated at present.

APPENDIX H

Christmas Decorations Report:

QUOTE 1

- Installation and removal of lit garlands on the Museum, Elliotts and the Guildhall.
- Installation, removal and storage of the town's cross-road Christmas lights.
- Installation, decoration and removal of a fresh tree (min 20ft) in Victoria Gardens plus safety fencing.
- Installation, decoration and removal of a fresh tree (min 20ft) Waterfront plus safety fencing.

Christmas Decorators - £3,500.00

Lite – Declined to quote.

Festive Lighting – Design work only – Declined to quote.

- Illuminated lights on the railing of Victoria Gardens (design to be determined).
- LED lights in trees in front of the Coral shop.

Christmas Decorators - £1,750.00

Lite – Declined to quote.

Festive Lighting – Design work only – Declined to quote.

- A sign - 'Merry Christmas' or 'Merry Christmas and A Happy New Year from Saltash' perhaps also in Cornish. Design to be determined. Approximately 4m x 3m sign.

Christmas Decorators - £1,500 - £2,000.00.

Lite – Declined to quote.

Festive Lighting – Design work only – Declined to quote.

- Replacement of catenary wire and bulbs on Fore Street prior to the install of Christmas lights (November).

Christmas Decorators - £10,000.00 approx.

Lite – Declined to quote.

Festive Lighting – Design work only – Declined to quote.

QUOTE 2

- Purchase of Fore Street cross-road Christmas lights, garlands, Christmas trees for Victoria Gardens and the Waterfront, LED lights for the railings at Victoria Gardens, LED lights in the trees in front of the Coral shop.

Field and Lawn - £15,000.00

- Hire of Fore Street cross-road Christmas lights, garlands, Christmas trees for Victoria Gardens and the Waterfront, LED lights for the railings at Victoria Gardens, LED lights in the trees in front of the Coral shop.

Field and Lawn – Hire price for year 1: £8,000.00

Hire price for year 2: £4,000.00

Hire price for year 3: £4,000.00

- Installation and removal of the above lights which will include all electrical infrastructure and consumables and provision of transport and labour, and access equipment.

Field and Lawn – Yearly price of £7,300.00

- Purchase of a Merry Christmas sign from one of their schemes installed last year. It is approximately 14m x 1.5m.
- Installation.

Field and Lawn - £1,000.00 purchase of sign

Field and Lawn – installation costs TBC

- To provide a team to carry out a soft switch on.

Field and Lawn – Yearly price of £750.00

- To provide new catenary wires and electrical cable / plugs and sockets.

Field and Lawn – £1,200.00

- To store and create yearly condition reports on the festive lights.

Field and Lawn – Yearly price of £1,000.00

Please note after year 1 there would be a small cost to cover consumables in following years.

Total Cost:

Christmas Decorators - £17,250.00.

Field and Lawn Purchase - £25,250.00

Field and Lawn Hire - £18,250.00 (Year 1)

£14,250.00 (Year 2 & 3)

Budget: EMF Festive Lights = £29,166.00

2016 Costs: Christmas Decorators - lights, garlands, Victoria Gardens Christmas tree: £2,400.00.

Hine Brothers - Waterfront Christmas tree: £100.00.

All of the above to include – installation, maintenance, removal, subsequent storage, health and safety and subject to a site survey

Bunting Report:

- 400m of heavy duty black and gold vinyl bunting to dress all existing light runs and cross street catena wires with double levels at each end of Fore Street.
- To supply, install, maintain and take down at the end of the year, cherry picker and out of hour's work where necessary.

Christmas Decorators - £1,400.00

SSE – do not supply or install bunting

Cormac – Declined to quote.

Online bunting suppliers unable to install or maintain the bunting if damaged.

- 255m of existing heavy duty red, white and blue vinyl bunting to dress existing light runs on Jubilee and Brunel Green as last year.
- To supply, install, maintain and take down at the end of the year, and out of hour's work where necessary.

Christmas Decorators - £400.00

SSE – don't provide or install bunting

Cormac – Declined to quote.

Online bunting suppliers unable to install or maintain the bunting if damaged.

Total Cost:

Christmas Decorators - £1,800.00

2016 Costs: Christmas Decorators - Jubilee Green and Brunel Green, purchase and install 255m of bunting: £950.00.

Christmas Decorators - Fore Street, purchase and install 360m of bunting: £1,032.50.

The reason for the increase in cost is due to the extra length of bunting to cover the two cross street wires at the lower end of Fore Street, last year the Christmas Decorators covered these from stock, plus customised colours as opposed to last year's special offers on red, white and blue!

Budget: Flags and Bunting - £1,530.00

All of the above to include – installation, maintenance, removal, health and safety and subject to a site survey

Waterfront Supporting Columns Report:

Brief insight, Cornwall Council will not approve the festive light application without supporting columns provided by SSE however, the Christmas Decorators also provided a quote. This application is to support installation of festive lights across the Union Pub and Livewire area.

- Replace existing columns A108 and A109 with new heavy duty galvanised columns. Re use existing embellishment kits, lanterns and control gear. Finished unit to be painted black including excavation for column, backfilling and reinstatement.

SSE - £1,751.60

- Install one heavy duty galvanised column and paint the unit black. Including excavation for column, backfilling and reinstatement.

SSE - £506.45

- To disconnect and reconnect the DNO supply cable feeding columns A108 and A109.

SSE - £437.76

-
- Following a survey, two additional supports will be required, positioned at the top of the beach next to the parking area. In similar black finish as the existing lampposts and topped with ex Plymouth lamps (supplied by Stax).

Christmas Decorators - £1,100.00

- Replacement of the existing temporary post in the playground to match existing columns.

Christmas Decorators - £550.00

- DNO supply cable. The Christmas Decorators don't believe disconnection is required.

Total Costs:

SSE - £2,695.81

Christmas Decorators - £1,650.00

Budget: Waterfront (Maintenance Costs) - £5,000.00

EMF Waterfront (Capital Works) - £37,350.00

All of the above to include – installation, maintenance and health and safety and subject to a site survey

Waterfront Festoon Lighting Report

- Install catenary wire and lighting in similar style to existing.
- No further supply being necessary as connecting to existing product.

Christmas Decorators - £1,300.00

- Install catenary wire and MaxiLED ultra bright festoon lighting and control box containing a timer. There will be a slight difference compared to the existing lighting style and brightness.

SSE - £2,155.06

Ashtorre Rock kindly sent a donation of £565.56 for the install of Waterfront lights.

Budget: Waterfront (Maintenance Costs) - £5,000.00

EMF Waterfront (Capital Works) - £37,350.00

2016 Costs: Christmas Decorators – Supply and install lighting and catenary wires to the Waterfront area: £1,350.00.

All of the above to include – installation, maintenance and health and safety and subject to a site survey

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 21st March 2017 at 7.00 p.m.

PRESENT: Councillors: Mrs J Dent, (Chairman), J Brady, Mrs H Frank, (Mayor, ex-officio), A Killeya, W Phillips, Mrs J Rance.

ALSO PRESENT: R Lane - Town Clerk.

APOLOGIES: None.

HEALTH AND SAFETY ANNOUNCEMENTS

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

73/16/17 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

74/16/17 **DECLARATIONS OF INTEREST**

- g. 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.
- h. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
- i. Dispensations required.

Councillor	Agenda Item	Pecuniary/Non Pecuniary	Reason
None			

75/16/17 **QUESTIONS FROM THE PUBLIC**

None.

76/16/17 **HEALTH AND SAFETY**

The Town Clerk reported that PPE and a monitoring system for lone working by the Waterfront and Town Warden are being implemented.

Councillor Killeya referred to the potential requirement for DBS enhanced checks to be conducted for any staff employed to work at the Waterfront and in Town.

It was **RESOLVED** that the Town Clerk consult and determine if enhanced DBS checks are required to be carried out for staff employed to work at the waterfront and in town.

77/16/17 **TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED**

Members received the staff training record and considered training requests.

The Town Clerk reported that the Administration Officer had agreed to act as the Designated Safeguarding Officer subject to training and that the Grounds and Premises Warden has been recorded as the Designated Legionnaire Officer.

The Town Clerk reported that 12 places have been booked with Cornwall Council on 25th May 2017 for staff and new councillors to attend Code of Conduct Training.

The Town Clerk reported that arrangements for the Dementia Awareness Training had now been received and conveyed to staff and members for their opportunity to attend.

The Town Clerk reported that the newly appointed Waterfront and Town Warden is currently undergoing induction, first aid and health and safety training with additional training to follow as may be required.

It was **RESOLVED** that the following training be approved within budget:

Designated Safeguarding Officer Training for Children and Vulnerable Adults – Administration Officer.

Code of Conduct – Administration Staff and Councillors.

SLCC Negotiation Skills – Town Clerk.

SLCC Promotion of Assets, Venues and Facilities – Town Clerk and Senior Administration Officer.

SLCC Planning – Town Clerk.

SLCC Data Protection - Town Clerk

SLCC VAT – Town Clerk, Finance Officer and Administration Officer

Cornwall Council Local Government Pension Scheme Employer Training – Finance Officer and subject to the delegated decision of the Town Clerk the Administration Officer.

78/16/17 **BUDGET STATEMENTS**

- a. To receive the current Committee budget statement

It was **RESOLVED** to note.

79/16/17 **STAFFING**

- a. Staff Welfare.

The Town Clerk reported that a welfare accommodation unit to be located at the Waterfront for the Waterfront and Town Warden is in the process of selection and procurement.

It was **RESOLVED** to note.

- b. Emerging staff structure.

It was **RESOLVED** to defer to the next meeting.

- c. To consider an S106 application for 3 part-time Waterfront and Town Wardens from April 2017.

It was **RESOLVED** to defer to the next meeting.

- d. To report back on appraisals.

The Chairman reported that all staff appraisals had been conducted.

It was **RESOLVED** to note and approve incremental increases for those staff not at the top of their scale.

- e. Administration support.

It was **RESOLVED** to approve 9 additional hours per week from 1st April 2017 until 30th September 2017 for the Receptionist P.M. to provide additional administration support subject to consultation and agreement with the Senior Administration Officer and the Receptionist P.M.

The additional hours to be worked Wednesday to Friday 9 a.m. to 12 noon utilising the vacant Finance Officers desk.

- f. To approve the nationally agreed pay award for 2017 of 1% as of 1st April 2017.

It was **RESOLVED** approve.

80/16/17 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 and having regard to the confidential nature of the business to be discussed, it was **RESOLVED** that the press/public be excluded from the meeting for the following item of business.

81/16/17 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

82/16/17 **REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

None

83/16/17 **ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR**

None

84/16/17 **TO CONSIDER PRESS RELEASES**

None

85/16/17 DATE OF NEXT MEETING

Tuesday 20th June 2017 at 7.00 p.m.

Rising at 8.20 p.m.

Signed:

Chairman

Dated: _____

APPENDIX M

22 March 2017

Mayor H Frank,
Saltash Town Council,
Saltash Guildhall,
Lower Fore Street,
Saltash.

Dear Madam Mayor,

It is with great pleasure that invite you, your consort and the entire council to this year's Saltash May Fair on Saturday 29th April 2017.

The Civic Parade is scheduled to start from the Guildhall at approx. 9.45am. It will be led by the town band and followed by the Parade of Youth. The parade will continue up Fore Street, along Callington Road, into the Longstone Park car park, into the park itself, and then into the arena in front of the main stage. The Mayor and the civic party are requested to gather at the stage, whilst the youth groups 'form up' in the arena ready for your inspection. There will then be a one minute silence in memory of Chris Tandy, who was a hardworking member of the Saltash Fair Committee and also was involved with the Air Cadets. It will be at this point that the event will be officially opened by you and several awards will be presented.

We would like to take this opportunity to thank you for the financial support that the council have given to the Saltash May Fair. We are continuing to raise funds as, due to various unforeseen reasons, we haven't yet reached our fundraising total. We currently have a crowdfunding page set up on <http://www.crowdfunder.co.uk/saltash-may-fair-2017>. At the time of writing this letter, the campaign has reached 20% of the target. If we get to 25%, we can apply for funding from different funders. Please could you share this information with the council, members of the public, and press?

Many thanks,

Matt Coot
Honorary Secretary of the Saltash Fair Committee