

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

- 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
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

a. 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

a. 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	

- b. 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 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:
 - i. Applications – None.
 - ii. 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:**

a. 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.

449/16/17 **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: 21:15

Signed: _____
Chairman

Dated: _____