

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.
---------------------------------	--------------------------------

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 (\$3,000.00 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 mhwoolford@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 IDo 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 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 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 mhwolford@gmail.com OR saltashtraders@gmail.com.

2. Breakdown of Project Management Costs

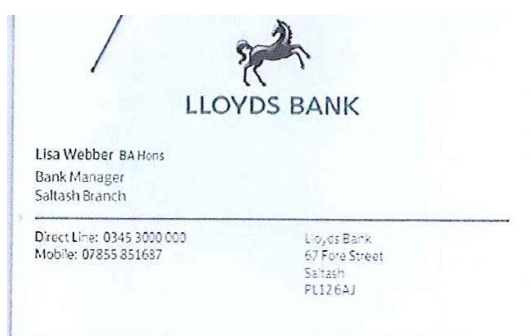
Item	Cost	Source of cost (Inc. estimate).	Included in Section D estimates?
No management costs	NIL.		

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.

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: _____

SALTASH TOWN COUNCIL

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

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

ALSO PRESENT: R Lane - Town Clerk, Mrs S Burrows - Administration Officer.

APOLOGIES: Councillors: R Austin – late arrival, M Coot, J Ellison – late arrival, D Holley.

HEALTH AND SAFETY ANNOUNCEMENTS

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

450/16/17 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

451/16/17 DECLARATIONS OF INTEREST

- a. 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.
- b. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
- c. Dispensations required.

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 Killea, 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.