

APPENDIX A

Since the last meeting the Mayor has attended the following:

Tuesday 4 th July	Meeting with students at Burraton CP School, Saltash
Sunday 9 th July	Sea Sunday Service at the Minster Church of St. Andrew, Plymouth
Sunday 9 th July	RWindband Summer Proms Concert at Saltash Social Club
Monday 10 th July	Saltash Town Council Inauguration of the Mayor
Tuesday 11 th July	Saltash May Fair Committee AGM at The Core, Saltash
Wednesday 19 th July	Tamar Trotters Junior Athletics Club Presentation at saltash.net Community School
Thursday 20 th July	Bishop Cornish School Leavers Service at St. Stephen's Church
Saturday 22 nd July	Rotary Club of Saltash Cheese & Wine Event at Ashtorre Rock
Tuesday 1 st August	The High Sheriff of Cornwall & Mr. Ted Coryton at Pentillie Castle

APPENDIX B

Report to Saltash Town Council: August 3rd 2017

Annual General Meeting *Now Tuesday 19 September*

Since my last report, we have decided to change the date of our AGM. It is now Tuesday 19 September, approx 7.15pm (venue tbc)

We are doing this because we are going to hold a **Special Event** about the future of local enterprise immediately beforehand at **6pm**. It will be an opportunity for local people and businesses to come and meet the BBC SW Business and Industry Correspondent, Neil Gallagher informally over drinks.



Neil's professional work as a journalist in Devon and Cornwall is well-known....but he was actually brought up in Saltash, and still lives in the Tamar Valley. There is something special and unusual about this sort of continuity, and Neil will be drawing on this in a short talk, which will be followed by questions.

The AGM will follow. All welcome to stay on.

Progress

I will happily answer questions on any other enterprises and activities during your Meeting. The headlines are:

- We are preparing a new Business Plan for **Community Transport**, which we hope will secure the continuity of the Derriford service along with other Hopper services. We are thinking that we may need to acquire a third bus to realise our ambitions to expand. I should be able to provide fuller details in the autumn.
- We have had confirmation from Cornwall Council that our management of **18 Belle Vue Road** can continue for two more years after expiry of the current lease in November. We are pleased to have recently found a tenant for the small unlet office on the first floor - some of you may know about this! We are also going to plough back some of our surplus into improvements to the building during the autumn.

Local Produce Market

Please note that the next Market takes place this Friday 4th August 10am to 2pm. Another will take place on Saturday 19 August at the same times. Don't forget to drop in!

These special markets complement our own Fruit and Veg stall which operates each week Thurs-Sat.

July 31 2017

Peter Thistlethwaite
Chair

APPENDIX C

Meeting:	Cornwall Gateway Community Network Panel and AGM
Date:	Tuesday 27 June 2017
Time:	6.30pm
Location:	St Germans (Eliot Hall) Community Centre

Present	Title/Representing
Sheila Lennox-Boyd	Cornwall Councillor – Saltash North
Hilary Frank	Cornwall Councillor – Saltash South
Jesse Foot	Cornwall Councillor – St Germans and Landulph
Gary Davis	Cornwall Councillor – Torpoint East
John Crago	Cornwall Councillor – Torpoint West
John Tivnan BEM	Torpoint Town Council
Jean Dent	Mayor of Saltash, Saltash Town Council
Steve Miller	Saltash Town Council
Tony Parry	Saltash CIC
Trevor Aughey	Botus Fleming Parish Council
Nicky Roberts	Millbrook Parish Council
Alan Hodge	St Germans Parish Council
Nigel Witton	St Germans Parish Council
Diana Lester	Sheviocck Parish Council
Gerry Stevenson	Member of Public
Michael Henwood	Member of Public

Tim Fleckney	Member of Public
Catherine Thomson	Community Link Officer, Cornwall Council
Lisa Grigg	Communities Support Assistant, Cornwall Council
Apologies for absence: Cornwall Councillor Derek Holley (Saltash East) Cornwall Councillor George Trubody (Rame Peninsula) Councillor Nigel Witton (St Germans Parish Council) - for late arrival Cornwall Councillor John Crago (Torpoint West) - for early departure	

Item	Key/Action Points	Action by:
1.	Welcome and Introductions Catherine Thomson, Community Link Officer welcomed all present and called for nominations for Chairman.	
2.	Election of Chair Cornwall Councillor Derek Holley was proposed by Cornwall Councillor John Crago and seconded by Cornwall Councillor Hilary Frank. The Community Link Officer advised that Councillor Holley was unable to attend the meeting but had indicated that he would be willing to accept the appointment if nominated.	
	Voting then took place and it was unanimously agreed that Councillor	DH

	Holley be elected Chairman. Election of Vice-Chairman Councillor John Tivnan was proposed by Cornwall Councillor Gary Davis and seconded by Cornwall Councillor John Crago. Voting then took place and it was unanimously agreed that Councillor Tivnan be elected Vice-Chairman. In the absence of the Chairman, it was agreed the Vice-Chairman would assume the Chair for the meeting. Community Network Panel Terms of Reference The Terms of Reference tabled at the meeting were agreed with the following amendments;	JT
--	--	----

3.0 – “For the meeting to be quorate a minimum of 3 elected Cornwall Councillors and 3 *Town or Parish representatives from any Town or Parish Council* should be present (unless the Town or Parish Council has asked their elected Cornwall Councillor to represent their views at the meeting)”.

3.0 – “A member of the public *can raise any question for discussion under Public Question Time on the agenda*”.

Community Network Panel Priorities

The priorities were considered and revised as follows;

Town Centres

- Parking charges
- Libraries
- One Stop Shop provision

Connectivity

- Bus services
- Internet access
- Waterside transport

Highways and Infrastructure

- A38
- Air quality (with a specific reference to Tideford)
- Rame transport proposals

Health

- Consider elements that emerge from the NHS Sustainability and Transformation Plan (STP).

It was recognised that the Coastal Community Teams are part of the mechanism to support the above priorities.

The involvement of the local MP in helping to progress priorities was queried. In response, it was clarified that Cornwall Councillors were invited to attend quarterly meetings with the MP.

Update on current priorities

Highways and Infrastructure – Ongoing discussions with Highways

	<p>England and Department for Transport as part of a wider economic investment project for South East Cornwall.</p> <p>Waterside transport – Review is underway of the previous brief.</p> <p>Healthcare – An update has been requested following the STP consultation undertaken earlier in the year and will be circulated when available.</p> <p>Coastal Community Teams – Saltash renamed “Waterfront Development Partnership”.</p> <p>Agreed ‘Updates on Priorities’ will be included as a standing agenda item for future meetings.</p>	<p>CT</p> <p>CT/LG</p>
3.	<p>Public Participation</p> <p>Mr Tim Fleckney raised concerns in relation to air quality in Tideford. The following points were raised;</p> <ul style="list-style-type: none"> • The current air quality level is double the allowable level. Further development should not be permitted until this is addressed. • The current nitrogen dioxide levels for Tideford are 81µg/m³ (micrograms per cubic meter of air). The national objective is 40µg/m³. 	
	<ul style="list-style-type: none"> • Traffic has increased over the years resulting in greater risk and harm to pedestrians. Pedestrians also have to wait longer to cross the roads thus breathing in further pollution. • The latest Action Plan produced by Cornwall to tackle air quality contains fewer actions than the last plan even though the situation has worsened. • There is a greater emphasis on making use of electric cars in future but the topography of Cornwall needs to be taken into account. Electric vehicles are also more expensive to buy. There will still be issues with commercial vehicles and HGVs. <p>CT advised that the Network Panel has agreed to consider air quality as one of their priorities. It was agreed that a local Focus Group will be established to work collectively on this issue. It was also suggested involving NHS Kernow and MEDACT.</p> <p>An update to be provided at the next meeting.</p>	<p>CT</p> <p>CT</p>
4.	<p>Cornwall Council Electoral Review</p> <p>The Community Link Officer updated that the Local Government Boundary Commission for England (LGBCE) has written to Cornwall Council to indicate their preference is for a council size of 87 Councillors from 2021.</p> <p>Since this particular number has not been put forward by Cornwall Council, the LGBCE is holding a further public consultation before confirming a final size. The deadline for the consultation is the 7th August.</p> <p>All Town and Parish Councils are encouraged to respond to the consultation. Further details and how to respond can be found at; http://www.lgbce.org.uk/data/assets/pdf_file/0006/33648/Cornwall-c-size-consultation-Jun17.pdf</p>	ALL

	<p>The following comments were raised:</p> <ul style="list-style-type: none"> • How does this proposed figure fit with CNPs? What is the justification to reduce it to 87 when current Cornwall Councillors already have heavy workloads. • The Electoral Review Panel has done an exhaustive amount of work to try and keep community network (CN) areas and parish boundaries the same. 99 was put forward by the Panel. 87 does fit with the CN and parish boundaries and does not divide areas. • It's too formulaic. • It will be impossible for Members to balance being a Councillor as well as having a full time job. You will lose a number of skills. • Before unitary there were 331 Councillors in the county representing 3581 constituents on average. With this cut, it would increase to over 6000 constituents on average. • More work will be placed on Town and Parish Councils. • Cornwall is disadvantaged compared to other areas. The unique geography of Cornwall needs to be taken into account. <p>Councillor Frank has developed a research paper with regard to the number of Councillors and comparisons against other rural councils. HF to circulate. (Post meeting note: circulated to the Panel on 28.6.17).</p>
<p>5.</p>	<p>Pots, Tubs and Trays Recycling Trial</p> <p>In 2016 Cornwall Council trialled the impact of adding plastic pots, tubs and trays to the existing kerbside recycling service. The trial included 46,000 properties in central Cornwall. The results were very positive and Members voted to extend the service across the whole of Cornwall in a phased approach during 2017.</p> <p>The collection of this additional material will be 'phased in' across Cornwall, covering every property in Cornwall by December 2017. It will be collected on the same day as the current recycling collections.</p> <p>A leaflet explaining the expansion of the service will be sent to every household within each particular phase, six weeks prior to commencement of the collections. This enables residents to order additional recycling equipment if required.</p> <p>For more information please visit; http://www.cornwall.gov.uk/environment-and-planning/recycling-rubbish-and-waste/recycling-collections/pots-tubs-and-trays-recycling-trial/</p>
<p>6.</p>	<p>Neighbourhood Plan Updates – open discussion</p> <p>Botus Fleming</p> <p>Very active Steering Group which meets fortnightly. Consultation carried out with the local community including 5 newsletters and 3 engagement events. One of the recent engagement events was held in parallel with the "Big Lunch" event which attracted 350 attendees. Evidence has been collated on key elements and work will start shortly on drafting the policies.</p> <p>Saltash</p> <p>Steering Group divided into 4 'theme' teams; Housing, Education, Infrastructure and Transport. Weekly meetings and policies currently being put together. Progress being made.</p>

	<p>Torpoint Final draft to be considered by the Town Council on the 20th July for submission to Cornwall Council.</p> <p>Rame Peninsula The Rame Peninsula Neighbourhood Development Plan was successful at the referendum on the 4th May. The number of votes cast in favour was 1834 (88%). Congratulations were extended to the Group.</p> <p>Landulph – Neighbourhood plan progressing well. Some confusion around the affordable housing element as were informed by Cornwall Council that the requirement has been met. In response, it was understood that 350 new dwellings are needed outside of the Saltash and Torpoint areas and that no decision has yet been made on where these will be allocated. A housing needs survey has been undertaken for the parish.</p>	
7.	<p>Notes of the last meeting The notes of the last meeting held on 12th January were agreed as an accurate record.</p> <p>Matters arising CT to send revisions made to the Road Investment Strategy (RIS) 2 to Councillor Witton.</p>	CT
8.	<p>Urgent Items Councillor Witton highlighted that a Governance Review was also being carried out in parallel with the Electoral Review.</p> <p>Further details available at; http://www.cornwall.gov.uk/council-and-democracy/councillors-and-democracy/governance-how-council-decisions-are-made/2016-governance-review-of-cornwall-council/</p>	
9.	<p>Dates of meetings for 2017 The Community Link Officer explained that the proposed future meeting dates may need to change as Wednesdays are proving inconvenient for some attendees.</p> <p>LG to revisit potential dates and will circulate to the panel.</p>	<p>ALL</p> <p>LG</p>
	<u>The meeting closed at 8.30pm</u>	

Contact Officers:

If you have any queries about the Community Network Panel, please contact:

Name	Role	Telephone	Email
<i>Catherine Thomson</i>	Community Link Officer	07769 724877	catherine.thomson@cornwall.gov.uk
<i>Lisa Grigg</i>	Communities Support Assistant	01726 223604	lisa.grigg@cornwall.gov.uk

Website: <http://www.cornwall.gov.uk/community-and-living/communities-and-devolution/community-networks/cornwall-gateway/>

APPENDIX D

Subject: Saltash Town Youth Council Youth Panel Proposal

Dear Town Clerk and Councillor Julie Rance

12/07/2017

I am writing on behalf of the Saltash Youth Town Council a local body made up of youth providers who come together to provide the towns youth provision. This council has been running for 25 years and has in the past been fortunate to be awarded £3,000 a year from the town's precept that is set aside to support the youth of the town or groups with small grants of up to £250; plus additional youth projects which are organised when appropriate in association with memberships groups within the Saltash Town Youth Council.

In March 2017, I Camille Smith and Ffion Stanton from the East Create Your Way team were fortunate enough to be granted the roles of Joint Chair. With a proven track record of helping the youth projects across the town and across the East of Cornwall it was felt that our support would be useful to the youth council as a way of moving forward. It was through these discussions that the development of a Youth panel was discussed. This idea was then developed further and supported by Pete Bond from Saltash.net and presented to the Youth Council on the 6th June and voted unanimously to be supported and developed as a matter of urgency with the hope to launch this part of the project in the autumn. It was also agreed that the youth council would set aside a portion of the current £3000 grant to set up and run the panel. An amount of £500 was proposed and seconded. It was also agreed that the Town council would be contacted and asked if this was acceptable as part of the monies awarded to the youth council by Saltash Town Council. Therefore, this letter does just that.

The Youth Panel will be made up of local school council representatives as well as from the Youth Council's youth membership. It will meet once a month and will be developed in lines with the needs of the youth of the town. It is hoped that it will over time become a valued mechanism for communicating with the youth of the town and seen as a useful way of engaging them in the town's decision-making processes.

I ask that the council support this decision and see it as a valuable addition to a well-established and supported group that operates independently within the town.

Yours sincerely

Camille Smith

Participation Worker (East)
Your Way
Young People Cornwall,

APPENDIX E

E-mail to Jean Dent
c.c. Ray Lane Town Clerk

Jean,

CCTV IN SALTASH

I am writing to you as Mayor in the hope that you may be able to pursue matters to alleviate the concerns of Chamber members.

At our July monthly meeting the issue of CCTV in the town centre was raised and many members were concerned that there appears to be a rise in the level of shoplifting and anti-social behaviour in the town. This not only affects the businesses directly but also indirectly as anti-social behaviour deters the community from shopping in the town.

With CCTV being prevalent in Plymouth and other communities it is felt that the lack of CCTV in the town is deterring potential customers who are then going to other shopping areas.

We understand that Police and Crime Commissioner has set aside a fund to be used for the provision of CCTV in those communities where it is not already in place.

Although we are aware that the issue of CCTV has been considered by the Town Council in the past, and rejected, I have been asked to write to you to ask is STC will revisit this issue with a view to providing a safe environment for shoppers.

Yours sincerely

P. B. RYLAND
Chairman
Saltash Chamber of Commerce

APPENDIX F

SALTASH TOWN COUNCIL

CHILDREN, YOUNG PEOPLE & ADULTS SAFEGUARDING POLICY

1. Introduction

Everyone has a duty to safeguard children, young people and vulnerable adults. This policy outlines practice that will promote the safety of children, young people and vulnerable adults using Town Council facilities. The policy will be reviewed by the Town Council annually.

2. Definitions

Children and young people:

- Anyone under the age of 18 years
- Vulnerable Adult (Anyone over 18 who is):
 - Unable to care for themselves.
 - Unable to protect themselves from significant harm or exploitation.
 - Or may be in need of community care services.

3. To whom this policy applies

This policy applies to anyone working for or on behalf of Saltash Town Council whether in a paid, voluntary or commissioned capacity.

4. Promoting a safe environment

In order to promote a safe environment for children, young people and vulnerable adults, Saltash Town Council wishes to promote a safeguarding culture in its premises and activity areas. In order to achieve this, Saltash Town Council will:

- Provide safe facilities and undertake regular safety assessments.
- Ensure that employees, and Councillors are aware of the safeguarding expectations.
- Ensure any leaders of workshops run by the Council (where children are involved) are enhanced DBS checked.

Employees, Councillors, contractors and volunteers all have a duty to protect children, young people and vulnerable adults but are not responsible for deciding whether abuse is taking place. If they have concerns, these should be passed on to the Council's Administration Officer, or direct to the Multi Agency Referral Unit (MARU) on **0300 123 1116** or Cornwall and Isles of Scilly Safeguarding Children Board (CISSCB) on **0300 1234 131**.

5. Allegations against staff and volunteers

- All staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- All staff should be aware of the settings behaviour/discipline policy.
- The Town Council should follow the CISSCB procedures for managing allegations against staff/volunteers, a copy of which can be found on the CISSCB website - www.safechildren-cios.co.uk

No attempt should be made to investigate or act on any allegation before consultation with the CISSCB.

6. Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff or volunteers fail to do so.

All staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the CISSCB.

7. What should be a cause for concern

Staff, contractors and volunteers should be concerned by any behaviour, action or inaction, which significantly harms the physical and/or emotional development of a child. A child may be abused by parents, other relatives or carers, professionals and other children, and abuse can occur in any family OR in any other area of society, regardless of social class, wealth or geographical location.

Abuse falls into four main categories:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect

All staff, contractors and volunteers need to have an awareness that there are many other forms of abuse. Ideally, staff, contractors and volunteers who engage with children will have accessed appropriate child protection training through the CISSCB but further information about types of abuse, signs to look for and what to do if you are concerned are also available on the CISSCB website - www.safechildren-cios.co.uk

8. Town Council Assets

- Guildhall
- Maurice Huggins Room
- Churchtown Cemetery
- Allotments
- Waterfront, Alexandra Square, Belle Vue & Longstone Park Toilets
- Waterfront Pontoon
- Railway Station Building & Land

How to make a safeguarding children and young people alert/referral

If you wish to report an incidence of abuse or neglect, please contact the Multi Agency Referral Unit on: **0300 123 1116**.

Outside of normal working hours there is an out of hours service available to ensure that urgent situations are responded to appropriately. The out of hours service runs from Monday to Thursday 5:15pm and 4:45pm on Fridays until 8:45am weekdays and for 24 hours on Saturdays and Sundays and can be contacted by phoning **0300 1234 100**.

How to make a safeguarding adults alert/referral

In Cornwall and the Isles of Scilly a safeguarding adult's referral is called a safeguarding adults alert. To make a safeguarding adults alert in Cornwall you need to contact the Access Team within Education, Health and Social Care on **0300 1234 131**.

Your call will be put through to the Access Team. They will listen to what you have to say and will ask you questions so they fully understand the concerns you are raising.

When the offices are closed you can call 01208 251 300 for emergencies only.

Other Useful websites:

Cornwall & Isles of Scilly Local Safeguarding Children Board

www.safechildren-cios.co.uk

Safeguarding Adult Board Website:

www.cornwall.gov.uk/safeguardingadults

South West Child Protection and Safeguarding Procedures

www.swcpp.org.uk

APPENDIX G

Waterfront and Town Warden Vacancy Report

Following the resignation of the appointed Waterfront and Town Warden, the Chairman of Staffing recommended to appoint the next highest candidate interviewed. The appointment was accepted.

E – POST APPOINTMENT

3. Where a post becomes vacant within six months of the successful applicant taking up post, the Council may agree to appoint the next available candidate of appointable quality without need for a further process.
-

APPENDIX H

SALTASH TOWN COUNCIL

Toilet Cleaning and Repair Costs 2016/17

Waterfront Toilets

Repairs	£	577.04
Cleaning	£	5,536.04
Total Costs	£	6,113.08

Belle Vue Toilets

Repairs	£	993.87
Cleaning	£	3,560.10
Total Costs	£	4,553.97

Longstone Toilets

Repairs	£	992.88
Cleaning	£	5,500.38
Total Costs	£	6,493.26

Total Costs 2016/2017	£	17,160.31
------------------------------	---	------------------

Alexandra Square Toilets

Estimated total cost for 2017/18 based on average of the above costs	£	5,720.10
---	---	----------

2017/18 Budget for all Public Toilets	£	30,000.00
---------------------------------------	---	-----------

Saltash Town Council

Extra Cleaning Costs

Cleaner/Caretaker - 5 additional hours from 1st September 2017 - 31st March 2018

Gross Pay	£	1,345.77
Employers NI	£	185.72
Employers Pension	£	251.66
	£	<u>1,783.15</u>

Cleaner/Caretaker - 5 additional hours - Annual Cost

Gross Pay	£	2,307.03
Employers NI	£	318.37
Employers Pension	£	431.41
	£	<u>3,056.81</u>

Cleaner - 9 hours a week (36 hours - 4 weekly) x 2 - from 1st September 2017 - 31st March 2018

Cleaner 1

Gross Pay	£	2,354.40
Employers NI	£	-
Employers Pension	£	440.27
	£	<u>2,794.67</u>

Cleaner 2

Gross Pay	£	2,354.40
Employers NI	£	-
Employers Pension	£	440.27
	£	<u>2,794.67</u>

TOTAL

£ 5,589.35

Cleaner - 9 hours a week (36 hours - 4 weekly) x 2 - Annual Cost

Cleaner 1

Gross Pay	£	4,080.96
Employers NI	£	-
Employers Pension	£	763.14
	£	<u>4,844.10</u>

Cleaner 2

Gross Pay	£	4,080.96
Employers NI	£	-
Employers Pension	£	763.14
	£	<u>4,844.10</u>

TOTAL

£ 9,688.20

APPENDIX I

From: John Brady
Sent: Monday, July 10, 2017 9:34:35 AM
To: Holley Derek CC
Subject: RE: road accident Landrake

Good morning Derek,

Are you still involved as Road Safety CC.

I am referring to the Tragic accident at Landrake yesterday. My daughter and son-in-law were at the wedding of the young Mum who died and my son-in-law grew up with the husband in Landrake. My daughter and her husband, like so many Landrake people are distraught over this accident.

Obviously, we need to let the investigators complete their enquiries, but and this is not 'knee jerk' reaction, is it not now time to re-open and push for the much needed by pass at Landrake. The death of the Lollipop lady 20+ years ago resulted in the Bridge going over the road but with the continuous increase in road traffic we now need a Bypass which should have been actioned years ago.

I collect my Grandchildren every day from Sir Robert Jeffrey school at Landrake and every day I dread it due to the volume and speed of Traffic.

A bypass was mooted across Broadmoor some years ago, and I feel we should now be looking at this again.

I hope you understand how important is the fact that something needs to be done with regard to the Traffic situation at Landrake

Regards

From: Holley Derek CC
Sent: 11 July 2017 04:34
To: John Brady
Subject: RE: road accident Landrake

Yes, it is deeply distressing, John. The Area Road Safety Committee started a campaign two years ago. We have enlisted the two parish council old and theoretically have a programme which we asked them to follow they will write regularly and/ or make the case to MP and CC. At the same time, I retrieved the old finalised route proposal and I gave copies to all the senior CC staff who had not seen them before. To be fair CC have now agreed to put their weight and when phase two of the A30 is finished resources to improving with HD the A38 in SE Cornwall. My aim is to get the old proposals taken off the shelf. Then to push them up the order. Can you get STC to back this. It looks as if HD might be thinking seriously about proposals for Tideford which is a start. The problem remains Liskeard STC who seem unable to see that improving Saltash to Trerule will benefit their economy most. Difficult because we really need their support.

Will keep going.

Regards
Derek

APPENDIX J

SALTASH SECTION 106 FUNDING DEPLOYMENT PANEL **APPLICATION FORM**

A. Overview

1. Name & Address of Organisation SALTASH CHAMBER OF
COMMERCE
2. Title of Project CHRISTMAS FESTIVAL 2/12/17
3. Brief description of project: A STREET FESTIVAL IN
ROBE ST AND OTHER AREAS OF THE TOWN
CENTRE INCLUDING ENTERTAINMENT, STALLS,
FIREWORK DISPLAY, LANTERN PARADE, CIVIC PARADE
AND A CAROL SERVICE.
4. Total Funding requested : SEVEN THOUSAND POUNDS
5. Dates/instalments that funding is required: ASAP IN ORDER TO
PAY BOOKING FEES ETC.
6. Please tick to indicate that the following documents have been enclosed:-

Copy of accounts (except for public bodies) <i>TO FOLLOW</i>	<input type="checkbox"/>	N/A
Copy of Standing Orders (except for public bodies)	<input type="checkbox"/>	N/A
Copy of Insurance for this project (if applicable)	<input type="checkbox"/>	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 : PETER RILAND

Date: 6/6/17

C. About the applicant organisation:-

1. Brief description of aims of organisation: TO PROVIDE SUPPORT /
GUIDANCE TO CHAMBER MEMBERS AND TO REPRESENT
THE BUSINESS COMMUNITY OF SPETSALL

2. Status of organisation:-

Charity ☐ Public Body ☐ Community Organisation ☐

CIC ☐ Other CHAMBER OF COMMERCE ☐

3. Date founded: 1950

4. Project contact name: DANIELLE FLITTH

Position: VICE CHAIRMAN

Contact tel.: 07580 083083

E-mail: daniellefritho@gmail.com

5. Senior contact name: PETER RYAN

Position: CHAIRMAN

Contact tel.: 07715 645357

E-mail: peter@hillmore.co.uk

6. Please give a brief description of other projects delivered by the organisation; particularly those of a similar nature to the project you are bidding for: WITHIN MEMBERSHIP OF THE CHAIRMAN WE HAVE ORGANISED LAST YEARS LOVE SALTASH FESTIVAL, ARTS FESTIVAL, CHILDRENS CINEMA, TOWN CENTRE HAWKING-BEACHES, WEDDING-AND-TURNER FAIR, WEDDING-FAIR.

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

About the Project/Project Element

1. Title of Project/Project Element: CHRISTMAS FESTIVAL 2017

2. Description: _____

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

i) Town Centre Regeneration ☒

THE ENCOURAGEMENT OF FOOTFALL IN THE TOWN

ii) Generation of Employment Space ☐

iii) Other Community Benefit ☐

THE EVENT INCLUDES ENTERTAINMENT AND OTHER ACTIVITIES WHICH ENCOURAGES THE COMMUNITY INTO THE TOWN AND PROVIDES A SPRINGBOARD FOR CHRISTMAS

4. Details of volunteer time involved in project: ORGANISING OF EVENT INCLUDING ORGANISING ENTERTAINMENT, CONCEPTUAL INSPIRATION, FINANCIAL APPLICATIONS, MEETINGS WITH TRADERS AND LIAISING WITH INTERESTED BODIES

5. Details of other sources/amounts of funding secured: NONE

6. Details of other sources/amounts of funding pending: _____
APPLICATIONS WILL BE MADE TO STC (TO RELEASE HEUD FUNDS), SPONSORSHIP AND THE FESTIVAL FUND

7. Breakdown of costs

Item	Cost	Source of cost (including estimate)
STREET ENTERTAINMENT	£ 400	VARIOUS
LEAFLET PRODUCTION/PRINTING	£ 250	VARIOUS
ROAD CLOSURE/STEWARDED	£ 1520	FTAS / AIR CADETS
ADVERTISING	£ 400	OBSERVER
LANTERN WORKSHOPS/PARADE	£ 2200	SILLIMONSON / BALTASH DIY
TRANSPORT	£ 100	CARRIVATICK
INSURANCE	£ 250	TBA
MARKET MANAGEMENT	£ 750	DIVERSE EVENTS
FIREWORKS	£ 600	TBA
MEDICAL COVER	£ 150	FIRST RESPONDERS
TOTAL	£ 7130	

8. Total costs requested from Section 106 Funding: £ 7130

9. If approved, when would the project begin? 2/12/17

10. When would the project be complete? 2/12/17

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

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

If yes, please give details PUBLIC LIABILITY - TBA

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: _____

TEMPORARY EVENT NOTICE
ROAD CLOSURE

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

Risk Item	Severity	Proposed Mitigation
ALL RISKS COVERED BY PROFESSIONAL ESTIMATE OF MAINTENANCE TEAM		

E. Project Management

1. Project Managers name: DANIELLE FRITH

Position: See Section B

Contact tel.: See Section B

E-mail: See Section B

2. Breakdown of Project Management Costs N/A

Item	Cost	Source of cost (inc. estimate).	Included in Section D estimates?

Total			
-------	--	--	--

F. Total Costs requested from Section 106 Funding - £7130

G. Treatment of Value Added Tax –

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

CONSTITUTION

SALTASH AND DISTRICT CHAMBER OF COMMERCE

**As approved at the Annual General
Meeting dated 1st October 2012**

1. The Association shall be named the Saltash and District Chamber of Commerce.

2. The aim of the Association shall be:-

(a) To promote the feeling of goodwill between traders/professionals generally

(b) To further and protect the interest of traders/professionals within the Saltash and District, and of members in particular

(c) To discuss any matter affecting the interests of such traders etc. and to take such action thereon whether local or Parliamentary or otherwise as may be conducive to the welfare of the general body of traders and professions etc.

(d) To promote by all possible means any measure for the advancement of the general interests of the town of Saltash and District

(e) To be proactive with other organisations which exist within Saltash and District that enable the promotion/enhancement of members interests

(e) To provide a facility for promotion of trade within Saltash and District

(f) To keep members up to date on matters that potentially will have an impact on their trade/business

3. MEMBERSHIP

(a) FULL MEMBERSHIP - Entitles members to access all facilities of the Chamber as shall be determined at time to time by the Committee and to be able to vote at all/any meetings of the Association

(b) ASSOCIATE MEMBERSHIP - Entitles members to limited facilities of the Chamber as shall be determined at time to time by the Committee and will have no voting power at any/all meetings of the Association nor will

be eligible to be a member of the Committee

(c) Membership shall be open to any individual, company, partnership, association or professional practice which carries out trade, business or professional representation in the town and/or its surrounding district or represents either in part or in whole the business interests of Saltash and the surrounding district. Application shall be made for membership on the requisite form prescribed by the Committee from time to time and give such undertakings as may be required by them from time to time. Such application must be proposed and seconded by two members of the Association and such application discussed and voted upon by the Committee hereinafter referred to no later than the second Committee Meeting after the receipt of such application.

The Committee may reject any application without explanation.

4. The Membership subscription shall be such amount as is fixed by the Association from

time to time at its Annual General Meeting, or such other general meeting that is called

to consider such, subject as follows:-

(a) The subscription shall be payable on the First day of November in each year

(b) Subscriptions of Members joining at or after the Annual General Meeting in the year shall cover Membership from the First day of November to the following year

(c) Members whose subscriptions have not been paid by the First day of January shall after having been given a further twenty one days written notice shall cease to be

Members

(d) Those whose Membership has lapsed may rejoin during the same year without loss

of continuity on payment of a rejoining fee which shall be determined from time to time by the Committee

5. A Member wishing to withdraw from the Association shall give written notice to the

3

Hon. Secretary

6. The Committee have the power to request any Member to resign or terminate any Membership without explanation upon the vote of not less than two thirds of the whole

Committee. At the discretion of the Committee upon termination of the membership under this Rule the subscription paid for the current year and may be returned to the Member wholly or in part (determined by the Committee)

7. Upon nomination by two Members, a general Meeting may elect any Member who has

rendered the Club exceptional service to be an Honorary Member. Such Member shall

be exempt from the Membership subscriptions.

8. The management of the Chamber shall be controlled by a Committee made up of Chairman, Vice Chairman, Hon. Secretary, Hon. Treasurer, Membership Secretary and a Committee of up to seven full members representing the traders, professions and

associations in the area with power to co-opt. Four shall form a quorum over which at least two shall be the Chairman, Vice Chairman, Hon. Secretary or Hon. Treasurer.

9. All officers and all Members of the Committee shall retire annually but shall be eligible

for re-election

10. The Annual General Meeting of the Association shall be held not earlier than the First

day of October nor later than the Thirtieth day of October in every year to transact the following business:-

(a) To receive a report by the Chairman as to the state of the Association's affairs and of the past year's activities

(b) To consider and approve and adopt a statement of the Association's accounts for the preceding financial year

(c) To elect a Chairman and Vice Chairman

(d) To elect the Honorary Secretary and Honorary Treasurer and Members of the Committee

(e) To appoint the Auditors

(f) To consider resolutions requiring the approval of the Members in General Meeting

(g) To deal with any special matter that the Committee desires to bring before the Members

(h) To determine the amount of the Annual Subscription

(i) To agree any changes to the Constitution

11. If any officer of the Association is unable to complete his/her term of office the

Committee may appoint a Member to serve in his/her place but any officer so appointed

shall retire at the next Annual General Meeting but may stand for re-election

12. Ordinary Meetings will be held on the first Monday of each month or other such day as

determined by the committee. The committee will meet after the ordinary meeting if necessary.

13. Nominations for Chairman Vice Chairman Hon. Secretary and Hon. Treasurer together

with any resolutions to be discussed at the Annual General Meeting must be submitted

in writing to the Hon. Secretary not less than ten days prior to the date of the Annual

General Meeting. The nominations must include written confirmation by the nominees

that they are prepared to stand for election

14. The Hon. Secretary shall maintain a true record of all proceedings at each/every Meeting

and by way of e-mail communicate such minutes to members and conduct

correspondence, and the Membership Secretary shall maintain an up to date role of members.

15. The Hon. Treasurer shall receive subscriptions and keep a general account of all monies

received and paid out and present an income and expenditure account at each Annual General Meeting

16. The Chairman or the Chair of any Meeting shall have a second or casting vote on all

matters where a division is equal. In all votes the majority shall be fifty one percent of those present and able to vote. Proxy and postal votes will not be permitted (unless determined otherwise)

17. Every officer and Committee Member shall be entitled to recover from the Club the

proper and reasonable expenses he/she has incurred in executing the duties with which

he/she has been charged by the Committee save that travelling expenses to Meetings shall not be recoverable

18. No officer Committee Member nor any person acting on their behalf shall be liable for

the acts receipts neglect or default or any officer Committee Member or person acting on their behalf or for any loss or expense to the Club arising from any error or judgement

or any oversight on his/her part or from the bankruptcy insolvency or wrongful act of any

person with whom any money securities or effects shall be entrusted or for any loss damage and misfortune whatsoever which shall happen in the execution of his/her office

unless the same shall happen through his/her own wilful act or default.

19. For the avoidance of doubt the Association is not an arbiter of disputes between its

Members nor is responsible for the promotion of any matter on behalf of single members

which may be regarded as being to the detriment of another member of the Association

20 Changes to this Constitution can be made at the Annual general meeting or at an Extraordinary General Meeting if required

21. If the Chamber should enter dissolution then any assets should be either vested in a like minded organisation to continue the aims of the Chamber Of Commerce, or with Saltash Heritage to maintain the History of the Chamber of Commerce.

This CONSTITUTION was agreed at the Annual General Meeting dated 1st October 2012

APPENDIX K

Good morning

Please find attached your invitation to attend **Project Griffin Awareness Sessions** which will be presented by Devon and Cornwall Police at:

- ☐ New County Hall in Truro Tuesday 15th August 2-4pm and 6-8pm
- ☐ St Johns Hall in Penzance Wednesday 23rd August 2-4pm and 6-8pm

Project Griffin is a national counter terrorism awareness initiative for business and event organisers. Its primary mission is to engage, encourage and enable members of the community to work in partnership with the police to deter, detect and counter terrorist activity and crime.

The events are presented by trained police advisers delivering a range of counter terrorism awareness modules, which in turn will allow participants to consider their own procedures for dealing with terror related incidents.

In addition, Cornwall Council's Resilience & Emergency Management team will give a short presentation setting out the wider 'emergency preparedness' considerations for event organisers. This brief will assist organisers to prepare and deliver a safer event, having given appropriate consideration and planning for the wider impacts of emergencies on, or as a result of, their event. The necessity for multi-agency liaison and planning, especially with the emergency services, is an important factor. This is included in the overall timings shown on the event invitation fliers attached.

If you would like to attend please reply with your chosen venue and time directly to ctsa@devonandcornwall.pnn.police.uk Please include your name, event/business you are representing and contact details.

Do **NOT** reply to this email.

Full Town Council Appendices Thursday 3rd August 2017

Please be aware that parking during the day at New County Hall in Truro is limited so if you choose the 2-4pm session on Tuesday 15th August you would be advised to use the Park and Ride bus which stops at New County Hall.

For those attending St Johns Hall in Penzance, Pay and Display parking can be found close by at Penalverne Car Park, St Erbyns Car Park and Penlee House/Wellfields Car Park.

Please note you must be registered to attend and all replies must be sent to ctsa@devonandcornwall.pnn.police.uk

Kind regards

Nicola

Nicola Saunders
Event Planning Coordinator
Neighbourhoods & Public Protection
Cornwall Council
Internal tel: 473267
External tel: 01208 893267
eventplanning@cornwall.gov.uk
nsaunders1@cornwall.gov.uk

Visit us as www.cornwall.gov.uk or www.businessregulatorysupport.gov.uk