



Saltash Town Council

Konsel An Dre Essa

The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

27th April 2018

Dear Councillor,

I write to summon you to the **Annual Town Meeting of Saltash** to be held at the Guildhall on **Thursday 3rd May 2018 at 7:00 p.m.**

Planning applications can be viewed by Members of the Council immediately prior to the meeting or by arrangement with the Town Clerk. Please note that the applications may also be seen on the Cornwall Council's website www.cornwall.gov.uk.

Members of the public may view planning applications during normal working hours of 9:30 a.m. – 4:30 p.m. daily at the Guildhall or at Saltash Library on Saturday mornings.

Any member of the public requiring to put a question to the Council must complete a request form to be returned to the Guildhall 24 hours prior to the meeting.

Yours sincerely,

R Lane
Town Clerk

To:

Saltash North	Saltash South	Saltash East	Saltash West
J Brady	S Lennox-Boyd	R Bickford	G Challen
C Cook	A Pinckney	M Parker	J Dent
W Phillips	S Thorn	J Rance	S Miller
G Taylor	C Warrington	P Samuels	D Yates

Agenda

1. Health and safety announcements.
2. To elect a Chairman.
(The outgoing Mayor to present the Mayors Chain to the incoming Mayor)
3. To present the Past Mayor's Badge to the outgoing Mayor.
4. To elect a Vice Chairman.
5. Recording of meetings – please notify the Chairman if you are intending to record this meeting.

Please note: All meetings are open to the public and could be filmed or recorded by broadcasters, the media, council members, the Council, or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed we cannot guarantee this especially if you are speaking or taking an active role.

6. Prayers.
7. Apologies.
8. Declarations of Interest:
 - a. To Note ongoing dispensations:
 - i. for Councillor Rance to act as Chairman of the Saltash Team for Youth and commissioning of Youth Work.
 - ii. for Councillors Challen and Miller for Full Council and all associated Committees in relation to their roles as representatives of Saltash Town Council on the Chamber of Commerce.
9. Chairman's Report.
10. Monthly Crime Figures.
11. Report by Community Enterprises PL12.
12. CNA report for noting or matters arising: No Report.
13. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.

Please note: Questions must be submitted in writing to the Guildhall 24 hours before the meeting and that responses may be in writing at a later date.

14. To approve the Minutes of the Full Town Council Meetings held on Thursday 5th April 2018 and Tuesday 17th April 2018 and an Extraordinary Full Town Council Meeting held on Monday 26th March 2018.

15. Finance:
 - a. To advise the following receipts in:
 - i. March 2018.
 - b. To advise the following payments in:
 - ii. March 2018.
 - c. Urgent and essential works actioned by the Clerk under Financial Regulation 3.4 of the Town Council's Standing Orders.
 - d. To note that bank reconciliations up to 31st March 2018 were reviewed as correct by the Chairman of Policy & Resources Committee and the Town Clerk.
16. Annual Governance and Accountability Return 2017/18:
 - a. To approve and sign section 1 Annual Governance Statement 2017/18.
 - b. To approve and sign section 2 Accounting Statements 2017/18.
17. Correspondence:
 - a. Community Networks Highways Scheme.
18. To consider the role of Council Representatives on the S106 Panel.
19. To consider appointments to Committees.
20. To consider appointments to Sub Committees.
21. To consider appointments to Working Parties.
22. To consider appointments to Outside Bodies.
23. To adopt STC Sub Committee schedule of meetings.
24. To approve the Scheme of Delegation.
25. To approve the Annual Health and Safety Policy Statement.
26. To approve the minutes of the following Committees:
 - a. Staffing held on Tuesday 10th April 2018.
 - b. Policy & Resources held on Tuesday 10th April 2018.
 - c. Policy & Resources held on Tuesday 17th April 2018.
27. To consider Recommendations and Matters Arising from the minutes.
28. To approve the minutes of the Business Strategy & Forward Planning Sub Committee held on Tuesday 24th April 2018.
29. To consider Recommendations and Matters Arising from the minutes.

30. Station:
- a. To approve the re-appointment of Bailey Partnership for the second phase of the Station project.
 - b. To approve and sign the acceptance form from the Railway Heritage Trust for a £60,000 grant towards the Station project.
31. To receive the Longstone Depot and Workshop tender report and to appoint a contractor.
32. To approve a Civic Reception for Saltash Rugby Club.
33. To receive a report from the Chamber of Commerce on the two-hour car parking rebate scheme.
34. Planning:
- a. Applications for consideration: None.
 - b. Tree applications/notifications:
 - i. Applications: None.
 - ii. Notifications: None.
 - c. 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.
35. Consideration of License Applications: None.
36. Meet your Councillors:
- a. Arrangements for future meetings.
37. 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.
38. To consider any items referred from the main part of the agenda.
39. Public Bodies (Admission to Meetings) Act 1960
To resolve that the public and press be re-admitted to the meeting.
40. To consider urgent non-financial items at the discretion of the Chairman.
41. Press releases.
42. Date of next meeting:
Tuesday 15th May 2018 at 6:15 p.m.
43. Common Seal:
To Order that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

Please note: It is Members responsibility to disclose a non-registerable interest or a disclosable pecuniary interest in any matter being considered or to be considered at the meeting.

Please leave the form in your folder provided for the Administration Officer to collect at the end of the meeting.

Councillor: _____

Committee: _____

Date of Meeting: _____

Declarations of Interest:

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

Agenda Item	Pecuniary	Non-Pecuniary	Reason	Left the Meeting	Remained at Meeting	Ongoing Dispensation	Dispensation Requested