

Agenda No. 5a**DISPENSATION REQUEST FORM**

Please give full details of the following in support of your application for a dispensation. If you need any help completing this form please contact the parish clerk.

Your name	GNOLIA CHALLEN
The business for which you require a dispensation (refer to agenda item number if appropriate)	CHAMBER OF COMMERCE
Details of your interest in that business	MEMBER
Date of meeting or time period (up to 4 years) for which dispensation is sought	07-06-2018
Dispensation requested to participate, or participate further, in any discussion of that business by that body	<input checked="" type="radio"/> Yes / No
Dispensation requested to participate in any vote, or further vote, taken on that business by that body	Yes / <input checked="" type="radio"/> No
REASON(S) FOR DISPENSATION	
33 a) 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	
33b) without the dispensation the representation of different political groups would be affected so as to alter the likely outcome of any vote	
33c) the dispensation is in the interests of persons living in the authority's area	Yes.
33e) that it is otherwise appropriate to grant a dispensation Reason :	

Signed



Dated: 07.06.2018

DECISION :	
Dispensation Given : YES / NO	LENGTH OF DISPENSATION :
Date:	Minute Number:
Signed : Clerk to the Council	

Agenda No. 5a**DISPENSATION REQUEST FORM**

Please give full details of the following in support of your application for a dispensation. If you need any help completing this form please contact the parish clerk.

Your name	Steve Miller
The business for which you require a dispensation (refer to agenda item number if appropriate)	Chamber of Commerce
Details of your interest in that business	Member
Date of meeting or time period (up to 4 years) for which dispensation is sought	to May 2021
Dispensation requested to participate, or participate further, in any discussion of that business by that body	Yes / No
Dispensation requested to participate in any vote, or further vote, taken on that business by that body	Yes / No
REASON(S) FOR DISPENSATION	
33 a) 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	
33b) without the dispensation the representation of different political groups would be affected so as to alter the likely outcome of any vote	
33c) the dispensation is in the interests of persons living in the authority's area	Participation in Council and Chamber activities are
33e) that it is otherwise appropriate to grant a dispensation Reason :	normally complementary functions

Signed: _____ Dated: 4-6-2018

DECISION :	
Dispensation Given : YES / NO	LENGTH OF DISPENSATION :
Date:	Minute Number:
Signed : Clerk to the Council	

Agenda No. 5b

DISPENSATION REQUEST FORM

Please give full details of the following in support of your application for a dispensation. If you need any help completing this form please contact the parish clerk.

Your name	Julie Rance
The business for which you require a dispensation (refer to agenda item number if appropriate)	To Act as chair for Commissioning youth work + saltash team for youth
Details of your interest in that business	I work at Liveactive
Date of meeting or time period (up to 4 years) for which dispensation is sought	1 year
Dispensation requested to participate, or participate further, in any discussion of that business by that body	Yes / No
Dispensation requested to participate in any vote, or further vote, taken on that business by that body	Yes / No
REASON(S) FOR DISPENSATION	
33 a) 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	
33b) without the dispensation the representation of different political groups would be affected so as to alter the likely outcome of any vote	
33c) the dispensation is in the interests of persons living in the authority's area	
33e) that it is otherwise appropriate to grant a dispensation	I have an excellent understanding of youth work and the commissioning team would be at a serious disadvantage without my input.
Reason :	

Signed: Dated: 4/6/18

DECISION :	
Dispensation Given : YES / NO	LENGTH OF DISPENSATION :
Date:	Minute Number:
Signed : Clerk to the Council	

Agenda No. 8

www.communityenterprisespl12.co.uk

4 Fore Street, Saltash PL12 6JL

Report to Saltash Town Council: June 7 2018

We were delighted that Councillor Gloria Challen was able to attend our most recent Directors Meeting as your representative. We restated that an effective partnership with the Town Council is central to our thinking, and should be mutually beneficial.

At that meeting, we were mainly concerned with arrangements for ensuring cover at number 4 Fore Street, and we may soon create a part-time post to help us with our ever-increasing administrative tasks. We are also updating our general policies and our arrangements for health and safety, and implementing a new approach to safeguarding. This is all a consequence of our expansion in recent years.

Transport Bob Austin and Tony Parry are now our Lead Directors. They have overseen the final withdrawal of the Derriford service, obviously with some regret and disappointment. This will have the benefit of strengthening our finances. Otherwise, there is a lot of demand for transport services, and we are trying to build up our voluntary driver pool.

Dementia Voice PL12 This Enterprise is doing amazingly well, as I said last time. I have attached below a copy of the activity report we received at our last Directors meeting, which Town Council Members should find very interesting.

The Market at 4 Fore Street The local food markets which operate roughly fortnightly are proving consistently popular, and a local farmer who sells his own meat and meat products has made a great impact in recent months. Worth a visit. We have always sold craft materials in the market, and we are linking up with the proposed Scrapstore over this. Our smallholder () donated material recently to help Brunel School, who lost their materials during asbestos removal. We recently had a visit from people in Ivybridge to look at our model.

Other Enterprises are ticking over. Happy to answer questions on the night.

Peter Thistlethwaite

Chair

June 4 2018

Dementia Voice PL12 Summary of Activity

The first walk took place on 2 May at Saltmill and was much enjoyed by all, the schedule of future walks has been agreed until 17 October

Members of the Veterans Group had a wonderful day as honoured guests at the Britannia Royal Naval College in Dartmouth.

We manned a stall outside No 4 for the May Fair which enabled us to raise the profile of what we do.

During Dementia Action Week we had a stall inside the Co-op and we met some people who are affected by dementia who were unaware of what we do and hopefully will be coming to the drop-in café soon.

The Race Night took place at Saltash Social Club on Friday 25 May and due to the support and generosity of businesses and individuals we raised the amazing sum of £1,040. This means that, due to this and a previous donation, we will be able to start to set up the 'Do you mind if I sing' sessions.

Two of our lovely volunteers got married last Wednesday and chose to hold their wedding reception at the Veterans Group session last Saturday. They have lived at Greenwich Place for the last three years and feel that Dementia Voice attendees and volunteers are like a family to them. It was kept as a surprise for those of us who attended and a wonderful time was had by all.

We will be arranging a session in the waiting area at Saltash Health Centre to promote what we do in the next few weeks.

Agenda No. 18

GDPR UPDATE

FTC 07.06.2018

The new General Data Protection Regulations are now in place and the Town Council is working steadily towards compliance.

Current status:

The IT systems have now been updated following the installation of the new server and the consultant has advised that the structure now meets the necessary requirements.

Data audit – ongoing. Security of paper assets is being complied with.

Privacy notices have been put in place.

Information Asset Register – work continues on this.

Procedures are in place for the correct handling and security of personal data, data breach reporting and handling subject access requests. Policies will be put in place as required.

The registration of Members as Data Controllers is being actioned.

Recommendations are being sought from CALC for the appointment of a suitable Data Protection Officer.

A training session was made available for members and available staff to attend and view the Cornwall Council member briefing. A further session will be held for staff shortly.

Website: As part of an ongoing review of the website and content all personal details have been removed. Action from the webmaster is awaited to update the relevant areas and forms before the areas are updated.

Notes for Members:

Members are reminded that if they were unable to attend in house training they can watch the Cornwall Council briefing using the link previously circulated.

All Members are being registered as data controllers and should be aware that all saltash.gov.uk email accounts are subject to FOI and GDPR.

Information packs have been provided.

Meet your Councillors – please complete the new format record sheet which will require confirmation of consent where personal data is recorded.]

Agenda No. 19

Saltash Town Council



Information & Data Protection Policy

Introduction

In order to conduct its business, services and duties, Saltash Town Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

Saltash Town Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

This Policy will be linked to our Quality Policy and ICT Policy (to be established) which will ensure information considerations are central to the ethos of the organisation.

The Town Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Town's communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

Protecting Confidential or Sensitive Information

Saltash Town Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulation (GDPR) which became law on 25th May 2018 and will like the the Data Protection Act 1998 before them, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Town Council with legitimate reasons for using personal information.

The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Data Protection Terminology

Data subject - means the person whose personal data is being processed.

That may be an employee, prospective employee, associate or prospective associate of BTC or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

Personal data - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person.

It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller - means a person who (either alone or jointly or in common with other persons) (e.g. Town Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data

- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the Technology used.

Saltash Town Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any **sensitive personal information** and the Town Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

Who is responsible for protecting a person's personal data?

The Town Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Data & FOI Officer.

- Email: TBC
- Phone: 01752 844846
- Correspondence: The Data & FOI Officer, The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX

The Town Council has also appointed an external Data Protection Officer to ensure compliance with Data Protection legislation who may be contacted at: TBC

Diversity Monitoring & Personnel Data

Saltash Town Council does not monitor the diversity of its employees or Councillors.

The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information provided to us

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Saltash Town Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however where ever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Town Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

The Councils Right to Process Information

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the legitimate interests of the Council.

Information Security

The Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Rights of a Data Subject

Access to Information: an individual has the right to request access to the information we have on them. They can do this by contacting the Data & FOI Officer.

Information Correction: If they believe that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact: Data & FOI Officer.

Information Deletion: If the individual wishes the Town Council to delete the information about them, they can do so by contacting the Data & FOI Officer.

Right to Object: If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Data & FOI Officer.

The Town Council does not use automated decision making or profiling of individual personal data.

Complaints: If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Data & FOI Officer, Data Protection Officer (when appointed) or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Making Information Available

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It will be supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council, but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Disclosure Information

The Council will as necessary undertake checks on both staff and Members with the the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

Data Transparency

The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

"Public data" means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council's decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

Demand led: new technologies and publication of data should support transparency and accountability

Open: the provision of public data will be integral to the Council's engagement with residents so that it drives accountability to them.

Timely: data will be published as soon as possible following production.

Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These councils will be exempt from the requirement to have an external audit from April 2017. Saltash Town Council exceeds this turnover but will nevertheless ensure the following information is published on its Website for ease of access:

- All transactions above £100.
- End of year accounts
- Annual Governance Statements
- Internal Audit Reports
- List of Councillor or Member responsibilities
- Details of public land and building assets
- Draft minutes of Council and committees within one month
- Agendas and associated papers no later than three clear days before the meeting.

Adopted by Council: Saltash Town Council
Review Date: (Relevant date)

Agenda No. 20

Saltash Town Council



Name of Policy:

Freedom of Information – Policy for handling requests

Date of Inception:

This is a Policy or Procedure document of Saltash Town Council and must be fully adhered to by both Councillors and employees.

Current Status			
Version		Approved by	
Date		Date of approval	
Responsible Officer		Minute reference	
Responsible Committee		Review date	

Version History			
Date	Version	Author/Editor	Comments

Review Record				
Date	Type of Review	Date of completion	Summary of actions	Completed by

SALTASH TOWN COUNCIL
Freedom of Information Act
Policy for Handling Requests for Information *

Freedom of Information

Saltash Town Council adopted the Model Publication Scheme with effect from 1st January 2009. This scheme will enable members of the public to view and access information held by the Town Council.

Obtaining Information and Information held

There are three ways to obtain the information:

Parish Council web site

The web site holds the type of information which the Council routinely publishes e.g. minutes and agendas. The information you want may already be included in the publication scheme – so please check the documents on the web site first.

Inspect Documents held by the Clerk

If you wish to view certain documents, you should contact the Clerk, either via the facility on the web site or by telephone, or in writing. Some documents require some time to locate, so it may be necessary to make an appointment. Please note hours of work are

Individual Written Request

If the information is not included in the publication scheme or on the web site, you may send a written request to

Data & FOI Officer, The Guildhall, 12 Lower Fore Street, Saltash P12 6JX

Your request must include your name, address for correspondence, and a description of the information you require.

Council's Response to a Written Request

Within 20 working days of receipt of your written request the Council will:

- confirm to you whether or not it holds the information
- advise you if a fee will be charged

- provide you with the information (after any relevant fee has been paid) unless an exemption applies (see 'Exemptions' paragraph below).

Fees

The Act only allows the Council to charge for answering Freedom of Information requests in the following circumstances:

- Disbursement costs such as printing, photocopying and postage; and
- When estimated staff costs involved in locating and or compiling the information exceed £450. Under these circumstances, the Council can refuse the request on the grounds of cost, or charge the applicant £20 per hour, plus disbursements for the estimated work.

For the majority of requests, or a series of requests from the same applicant within a 12 month period, it is expected that the charge for locating and compiling information will be less than £450 and therefore, except for disbursement costs, no reimbursement can be sought. However, where costs are estimated to exceed £450 (based on an hourly charge-out rate of £20), the Council can decide to:

- refuse the request; or
- comply with the request and charge for allowable costs as prescribed in the regulations; or
- comply with the request free of charge.

If the estimated cost of a request is more than £450, and it is decided to release the information and make a charge for the information then:

- A fee notice will be sent to the applicant requesting the appropriate fee.
- The request will not be answered until the fee has been received.
- If the actual cost of completing the request is more than the estimate then the Council will incur the additional cost.
- Where the cost is less than the estimated cost then the difference will be refunded to the applicant.

For disbursements costs, it is proposed that the Council will charge 10p per sheet for photocopying and printing documents, and recover the actual cost of postage or any other transmission costs from the applicant.

Exemptions

Some information may not be provided by the Council as there are 23 exemptions in the Freedom of Information Act, for example, personal data about individuals which is protected by the Data Protection Act 1998, or commercially confidential information.

Further Help

If you need help in accessing information from the Council under the Freedom of Information Act, please contact the Data & FOI Officer (address as before).

You will also find more detailed guidance on the website of the Information Commissioner.

Complaints

If you are dissatisfied with the response from the Council then you should put your complaint in writing to the Clerk at the address above. If you are still dissatisfied, you may contact the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Tel: 01625 545700

Email: mail@ico.gov.uk

Agenda No. 22**GREAT WAR 1914-1918 COMMEMORATIVE EVENTS COMMITTEE –****REPORT TO SALTASH TOWN COUNCIL IN REQUESTING A CIVIC UNVEILING
OF THE SILENT SOLDIER CEREMONY AUGUST 4TH 2018 – 12.00PM****(MUSTER 11.45AM)**

On August 4th 1914 Britain declared War on Germany.

Between 1914 and 1918 thousands of Troops left Saltash to fight on the Western Front.

They left Saltash by Train from the Saltash Station and the Saltash Ferry Slip on Saltash Waterside, crossed over the River Tamar to the Channel Ports on their brave journey to fight for their Country in the Great War.

140 associated with Saltash never returned. Many of the men lived, worked and played in Saltash (some had been billeted in Saltash, and some were from all over Cornwall). Many of those that did return were badly injured and emotionally affected for the rest of their lives.

During 2018 Saltash will recognise and honour the sacrifice those men made, and various events are being organised by the Great War Commemorative Events Committee on the 100th Anniversary of the end of WW1

Already the Committee have commissioned 4 Memorial Banners which will be displayed around Saltash; and carpets of poppies are being slowly produced to be displayed in the gardens of St Nicholas and St Faith Church in November.

August 4th 1914 was when Britain declared War on Germany, and the Commemorative Events Committee will be marking that date with a Service and the unveiling of the representation of the WW1 Silent Soldier at the Memorial Peace Garden in association with Saltash Town Council (Mr Jim Virgo has agreed to install the Silent Soldier).

For this most honourable, respectful and memorial event the Committee has requested that the Saltash Town Council considers this Service to be a Civic event please.

If Saltash Town Council agrees with the unveiling Service being Civic we would call upon the Council to advise us of the correct and respectful protocol so that we can oversee a smooth and respectful event fitting to the memory and in appreciation of all those who lost their lives during the Great War conflict of 1914-1918; and indeed of our own loss of 140 men.

Thank you

Sue Hooper MBE
Chair (GWCEC) – 7/06/2018