



Saltash Town Council

Konsel An Dre Essa

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

26th April 2019

Dear Councillor,

I write to summon you to an **Annual Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 2nd May 2019 at 7:00 p.m.**

Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email enquiries@saltash.gov.uk

Yours sincerely,

R Lane
Town Clerk

To:

Saltash North	Saltash South	Saltash East	Saltash West
J Brady	M Fox	R Bickford	G Challen
J Peggs	S Lennox-Boyd	M Parker	J Dent
W Phillips	S Martin	J Rance	S Miller
B Samuels	A Pinckney	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. Incoming elected Chairman 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 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 this meeting.
 - c. To consider dispensations required.
9. Chairman's Report.
10. Monthly Crime Figures.
11. Report by Community Enterprises PL12.
12. CNA report for noting or matters arising.
13. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.

Please note: Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email.

14. To approve the Minutes of the Full Town Council Meeting held on Thursday 4th April 2019 and the Extraordinary Full Town Council Meeting held on Thursday 4th April 2019.

15. Finance:
 - a. To advise the following receipts in:
 - i. March 2019
 - b. To advise the following payments in:
 - ii. March 2019
 - c. Urgent and essential works actioned by the Clerk under Financial Regulations.
 - d. To note that bank reconciliations up to 31st March 2019 were reviewed as correct by the Chairman of Policy & Resources Committee and the Town Clerk.
 - e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Resources in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.
16. Correspondence.
17. To approve the minutes of the following Committees and to consider any Recommendations:
 - a. Planning and Licensing held on 16th April 2019.
 - b. Staffing held on 30th April 2019.
18. To approve the minutes of the following Sub Committees and to consider any Recommendations:
 - a. Business Strategy and Forward Planning held on 1st May 2019.
19. To consider Risk Management Reports as may be received.
20. To approve the annual Health and Safety Policy Statement.
21. CALC vacancies on Planning Partnership – to note a poll was held and Councillor M Fox nominated the Planning Partnership Member.
(Pursuant to minute no.09/19/20)
22. Cornwall Council-investment in south-east Cornwall - To arrange an engagement meeting with Councillors.
(Pursuant to minute no. 14/19/20)
23. To note and ratify the adoption of the new Committee Structure, Committee Terms of Reference, Schedule of Meetings 2019/20, Standing Orders and Financial Regulations as approved at Full Council held on Thursday 7th March 2019. **(Pursuant to minute no. 539/18/19)**

24. To appoint Members to the following Committees:
- Personnel – Six Members.
(Personnel members to note that ACAS employment training will take place on Thursday 20th June 2019)
 - Joint Burial Board – Four Members.

25. To consider appointments to the following Working Party:

Working Party	Composition	Current Membership
Neighbourhood Plan Steering Group	Two members	Cllrs Dent & Yates

26. To consider appointments to the following Outside Bodies:

Outside Bodies	Current Councillor Representative	Current Councillor Reserve
Age Concern	Dent	Vacancy
Cornwall Association of Large Councils	Town Clerk	N/A
Livewire	Fox	Vacancy
Mabbot Trust	Dent	Vacancy
May Fair	Miller	Challen
Regatta	Martin	B Samuels
Road Safety	Parker	Miller
Saltash Chamber of Commerce	Challen	Miller
Community Enterprises PL12	Miller	Brady
Saltash Gateway CNA	Brady	Challen
Saltash Heritage	Dent	Vacancy
SWRA	Bickford	Rance
TAVATA	Phillips	Vacancy
The Core	Martin	Rance
Saltash Youth Council	Rance	Vacancy

27. Meet your Councillors:
- Arrangements for future meetings.

28. 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.

29. To consider any items referred from the main part of the agenda.

30. Public Bodies (Admission to Meetings) Act 1960

To resolve that the public and press be re-admitted to the meeting.

31. To consider urgent non-financial items at the discretion of the Chairman.
32. Press and social media releases.
33. Date of next meeting: Full Town Council held on Thursday 6th June 2019 at 7:00 p.m.
34. 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	No Interest Declared