



# Saltash Town Council

*Konsel An Dre Essa*

*The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX  
Telephone: 01752 844846  
[www.saltash.gov.uk](http://www.saltash.gov.uk)*

7<sup>th</sup> May 2020

Dear Councillor

I write to summon you to the meeting of Saltash Town Council to be held on the virtual Zoom platform on **Thursday 14<sup>th</sup> May 2020 at 7:00 p.m.**

The meeting is open to members of the public and press. Members of the public and press wishing to attend the meeting require the following details:

**Web link:**

<https://us02web.zoom.us/j/85143272844?pwd=TTJpY3Q2dnFTZkVLS1JMTVpPVFg3UT09>

**Meeting ID:** 851 4327 2844

**Password:** 103180

**Dial by your location:** 0131 460 1196 United Kingdom

Any member of the public requiring to put a question to the Town Council must do so 24 hours prior to the meeting by email [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

Yours sincerely,

R Lane  
Town Clerk

To:

<b>Saltash North</b>	<b>Saltash South</b>	<b>Saltash East</b>	<b>Saltash West</b>
S Gillies	M Fox	R Bickford	G Challen – Chairman
J Peggs	S Lennox-Boyd	M Parker	J Dent
W Phillips	S Martin	J Rance	S Miller
B Samuels	A Pinckney	P Samuels – Vice Chairman	D Yates

## **Agenda**

1. Announcements:
  - a. To confirm that all present can hear the proceedings.
  - b. Roll call of Members, Public and Press present.
  - c. To confirm the meeting is quorate.
  - d. Meeting procedure.
2. 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.

3. Prayers
4. Apologies.
5. 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.
6. Chairman's Report.
7. To resolve to adopt supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings, and this lasts until 7<sup>th</sup> May 2021 or the repeal of legislation whichever is the earlier.
8. To resolve to adopt the Virtual Meeting Protocol and Procedure Rules.
9. To resolve to adopt the Remote Meeting Procedure and Roles.
10. To formally approve the COVID-19 Delegated Decision Register and Process 2020.

11. 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 email.

12. To receive the Minutes of the Full Town Council Meetings held on Thursday 5<sup>th</sup> March 2020.

13. Finance:

- a. To ratify the following receipts and payments during COVID-19 for the month of February and March 2020.
- b. Urgent and essential works actioned by the Clerk under Financial Regulations.
- c. To note that bank reconciliations up to 31<sup>st</sup> March 2020 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk.
- d. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.

14. To receive a report from Cllr B Samuels on Civic Regalia.

15. 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.

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

17. Public Bodies (Admission to Meetings) Act 1960

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

18. To consider urgent non-financial items at the discretion of the Chairman.

19. Press and social media releases.

20. Date of next meeting: Thursday 4<sup>th</sup> June 2020 at 7 p.m.

21. 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.

<b>Agenda Item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>	<b>Left the Meeting</b>	<b>Remained at Meeting and did not Vote</b>	<b>Ongoing Dispensation</b>	<b>Dispensation Requested</b>	<b>No Interest Declared</b>