



Saltash Town Council

Konsel An Dre Essa

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

31st July 2020

Dear Councillor,

I write to summon you to an **Annual Meeting of Saltash Town Council** to be held on the virtual Zoom platform on **Thursday 6th August 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/85255082508?pwd=VGNrbl2UTJxNWRCYXVRRTIxL1Rldz09>

Meeting ID: 852 5508 2508

Password: 562666

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

Yours sincerely,

R Lane
Town Clerk

To:

Saltash North	Saltash South	Saltash East	Saltash West
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. To elect a Chairman.
The outgoing Mayor to virtually present the Mayors Chain to the incoming Mayor.
3. Incoming elected Chairman to virtually present the Past Mayor's Badge to the outgoing Mayor.
4. To elect a Vice Chairman.
The Chairman to virtually present the Vice Chairman's Chain to the incoming 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. To appoint Members to the following Committees:
 - a. Personnel – Composition of six elected Members
(The Town Council recognizes that a stable membership of the Committee is desirable and as such membership of the Committee should be seen as a long-term commitment. Current Members are ACAS trained).
 - b. Joint Burial Board – Composition of four elected Members.
10. To elect Chairs and Vice Chairs for the following Committees:
 - a. Planning and Licensing
 - b. Services
 - c. Policy and Finance
 - d. Personnel – **By the six elected Members of the Committee.**
 - e. Burial Authority
 - f. Joint Burial Board – **Two Co-Chairmen to be elected (one from STC and one from St Stephens Church) from the Members of the Joint Burial Board at the first meeting in each Council year.**
11. Chairman's Report.
12. Monthly Crime Figures.
13. Report by Community Enterprises PL12.
14. CNP report for noting or matters arising.
15. CNP action points for reports.
16. 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.
17. To receive the Minutes of the Full Town Council Meeting held on Thursday 2nd July 2020 and the Extraordinary Full Town Council Meeting held on Monday 27th July 2020.

18. Finance:

- a. To advise the following receipts in:
 - i. June 2020
- b. To advise the following payments in:
 - ii. June 2020
- c. Urgent and essential works actioned by the Clerk under Financial Regulations.
- d. To note that bank reconciliations up to 30th June 2020 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.

19. To receive Covid 19 hybrid meetings update.

20. To ratify the COVID-19 Delegated Decision Register:

Ref Nr.	Details	Decision Agreed	Committee	Sub Committee
51	Cornwall Council – A Fair and Just Future for Cornwall.	Cllrs Challen & P Samuels	Annual Meeting of Saltash	N/A
52	Emergency Licensing Determination Procedure - Pavement Licence	Cllrs Dent and Fox	Annual Meeting of Saltash	N/A

21. Correspondence.

- a. Residents of Lynher View Estate - To receive a letter of thanks for joining the 50th year celebrations.
- b. BT - New BT Consultation Review.
- c. Cormac Solutions Ltd – EDG1685 Cornwall Gateway Year 2 Community Network Scheme.
- d. NHS Kernow Clinical Commissioning Group – Review of Community Services – Saltash.
- e. Plymouth City Council – Transforming City Fund Tranche 2 Submission.

22. To approve the minutes of the following Committees and to consider any recommendations:
- a. Services held on Wednesday 8th July 2020
 - b. Personnel held on Tuesday 28th July 2020.
23. To approve the minutes of the Town Centre Vision Sub Committee held Tuesday 14th July 2020 and to consider any Recommendations.
24. To approve the Planning and Licensing Committee Terms of Reference.
25. To consider Risk Management Reports as may be received.
26. To approve the annual Health and Safety Policy Statement.
27. To consider appointments to the following Outside Bodies:
Pursuant to minute number 131/19/20 - P&F meeting held 10.12.2019 as follows:

The Role of Saltash Town Council Representatives on Outside Bodies:

1. Members who have are a constituted active, controlling or financial member with voting rights of an Outside Body may not be appointed as a Council Representative to the same Outside Body.
2. Members cannot be a Council Representative to an Outside Body if they are a member of the same Outside Body and have a dispensation in place.

It was **RESOLVED** to approve in principle subject to agreed changes and further updates.

Outside Bodies	Current Councillor Representative	Current Councillor Reserve
Age Concern	J Dent	B Phillips
Livewire	J Peggs	Vacancy
Mabbot Trust	J Dent	M Fox
Regatta	S Martin	B Samuels
Road Safety	S Miller	M Parker
Saltash Chamber of Commerce	S Lennox-Boyd	S Miller
Community Enterprises PL12	S Miller	J Dent
Saltash Gateway CNA	G Challen	P Samuels
Saltash Heritage	J Dent	P Samuels
SWRA	R Bickford	J Rance
TAVATA	B Phillips	Vacancy
The Core	S Martin	J Rance
Saltash Youth Council	J Peggs	J Rance
Junkyard Skatepark	B Phillips	Vacancy

Saltash Environmental Action	S Martin	S Gillies
Town Centre Regeneration Forum	S Lennox-Boyd	Vacancy
Safer Saltash	ALL MEMBERS	

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 receive a report from the Coastal Community Team.

30. Public Bodies (Admission to Meetings) Act 1960

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

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

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

33. Press and social media releases.

34. Date of next meeting: Thursday 3rd September 2020 at 7:00 p.m.

35. 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