



SALCOMBE TOWN COUNCIL

Dear Councillor,

You are summoned to attend the meeting of the Salcombe Town Council to be held in the Library, Cliff House, Salcombe at 6.30pm on Wednesday 27th September 2023.

NOTE – Councillors are reminded that if a matter has not been specified on the agenda no formally binding decision can be made on it.

SD Jones

Clerk to the Council

22nd September 2023

AGENDA

1. APOLOGIES

To receive and note

2. DECLARATIONS OF INTEREST

To invite Members to declare any pecuniary interests and non-pecuniary interests that they may have in any matters to be considered at this meeting; and to note that a Member with a disclosable pecuniary interest, in any matter must, withdraw from the Chamber at the commencement of the consideration of that business or, if later, the time at which the interest becomes apparent, whilst also considering if there had been any changes.

3. OPEN FORUM

- i) Members of the public are invited to attend and discuss matters relating to the parish; they are invited to speak for a maximum of 3 minutes unless directed by the chairman of the meeting.
- ii) To note matters raised in the open forum and consider any to be added to the agenda for a future meeting

4. TO RECEIVE VERBAL OR NOTE ANY WRITTEN REPORTS FROM COUNTY OR DISTRICT COUNCILLORS OR ANY REPRESENTATIVE FROM THE DEVON AND CORNWALL POLICE

Councillors are welcome to raise any questions they have and consider any matters raised to be added to the agenda for a future meeting.

5. DEVON COUNTY COUNCIL PROPOSED ON-STREET PAY-N-DISPLAY PARKING

To receive report from Working Group, following meeting with Chris Rook and Cty Cllr Rufus Gilbert, with the view to consider next steps.

6. TO APPROVE AS A TRUE RECORD THE MINUTES OF THE TOWN COUNCIL MEETINGS:

- i) Wednesday 2nd August 2023
- ii) Wednesday 23rd August 2023

and if agreed for the Chair to sign as a true and correct record.

7. COUNCILLOR CO-OPTION

Following the resolution at the Town Council meeting on 26th July 2023 to postpone the decision of Agenda item 5, to now consider the vacancy and any applications for co-option resulting from the uncontested election in May 2023.

8. PLANNING & LICENSING APPLICATIONS

See Appendix Sept 23 P

9. SHDC'S COMMUNITY ECONOMIC PLAN

To consider Salcombe's participation in SHDC's Community Economic Plan.

10. ENGAGEMENT WITH THE LOCAL BUSINESSES

To consider engaging with the local business, arranging to hold a meet and greet and the format of this.

11. SOCIAL MEDIA



To consider:

- i) Setting up of an Instagram Account
- ii) Purchasing a scheduling post platform
- iii) Setting up of a Google account

12. STAFFING COMMITTEE

To consider:

- i) Staffing committee to be named HR & Staffing Committee
- ii) To review number of committee members and seek to appoint new members with relevant personnel, management experience.
- iii) Appointment of chair and deputy chair
- iv) Terms of reference

13. WORKING GROUPS AND LOCAL ORGANISATIONS

To:

- i) Review current working groups and consider appointment/removable of Councillors to these
- ii) Consider appointing a Councillor to liaise with and attend meetings of Bonfire Hill Allotment Association
- iii) Consider appointing a Councillor to liaise with and attend meetings of the Town Regatta Committee
- iv) Consider appointing a Councillor to liaise with and attend meetings of Salcombe-Kingsbridge Estuary Conservation Forum
- v) Consider setting up of a Licensing Working Group

14. STANDING ORDERS

To review the Standing Orders and to consider the Legal Working Group's recommendations

15. FINANCIAL REGULATIONS

To review the Financial Regulations and to consider the Finance Working Group's recommendations

16. INVESTMENT STRATEGY

To consider:

- i) Investment policy; as drawn up by the Finance Working Group
- ii) Investment strategy for the Council's reserves

17. SOUTHERN CLUSTER GROUP MEETING

To ratify Town Clerk and Mayor to attend the meeting with Cllr. Julian Brazil (Leader of South Hams District Council) and the other 21 parishes in South Hams on Monday 9th October.

18. HAWK PROGRAMME

To consider the continuation for the provision of this service for next year.

19. MORTUARY BUILDING REPAIRS

To:

- i) Review repairs carried out on the Mortuary Building and any outstanding snagging
- ii) Consider payment of the invoice for £25,620.00
- iii) Consider the previously approved works on replacing the gutters with cast aluminium half round gutter and downpipe, including the two short runs on the main building, at a cost of £3,345.00 + VAT.

20. FREQUENCY OF TOWN COUNCIL MEETINGS

To consider Agenda item 7 (moving Town Council meetings to fortnightly) from 23rd August 2023 Town Council meeting, where the decision was to postpone consideration until September's Town Council meeting.

21. REPORTS

Please note that these are reports on attendance at meetings, representatives on public bodies/associations or working groups; no matter will be raised for the Council to consider apart from any matters to be added to the agenda for a future meeting.

- i. Mayor



- ii. Councillors
- iii. Clerk

22. FINANCE

- i. To receive invoices for approval and payment
- ii. To receive and approve finance report/bank reconciliation.
- iii. To review bank signatories
- iv. To receive and consider the report regarding the potential VAT liability from Parkinson Partnership.

23. EXCLUSION OF PUBLIC AND PRESS

To consider a resolution that in view of the nature of the business about to be transacted at agenda items 24, 25 and 26 below it is advisable, in the public interest, that the public and press be temporarily excluded.

24. CITIZEN OF THE YEAR

To consider nominations for Citizen of the Year

25. STAFFING

To ratify the appointment of a temp to support the Town Clerk.

26. LEGAL MATTERS

- a) Park n Ride Options

To consider next steps of the proposal for the future of the Park n Ride

- b) Maritime Museum

To consider:

- i) Draft lease for Maritime Museum
- ii) Town Clerk to write letter confirming details of lease, as requested by Maritime Museum

- c) Maintenance and Gardening Contract

To consider options ahead of maintenance and gardening contract with SHDC, expiring 28 February 2024

- d) Cliff House Lease

To consider quotes from solicitor firms and appoint solicitor for Cliff House Lease

27. NEXT MEETING

To resolve that the next meeting will be held on Wednesday 25th October 2023 commencing at 6.30p.m and the location of meeting.