



## SALCOMBE TOWN COUNCIL

**Dear Councillor**

You are summoned to attend the annual meeting of Salcombe Town Council to be held in the Council's meeting room, Cliff House, Salcombe at 6.30pm on Wednesday 22<sup>nd</sup> May 2024

*SD Jones*

Sara Jones  
Clerk to the Council

16<sup>th</sup> May 2024

### **AGENDA**

**1) ELECTION OF THE TOWN MAYOR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

To receive nominations for and elect Town Mayor for mayoral year 2024/25 and upon election receive their Declaration of Acceptance of Office of Mayor.

**2) ELECTION OF DEPUTY TOWN MAYOR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

To receive nominations for and elect Deputy Town Mayor for mayoral year 2024/25 and upon election receive their Declaration of Acceptance of Office of Deputy Mayor.

**3) APOLOGIES**

To receive apologies for absence and note

**4) 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.

**5) 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

**6) TO RECEIVE DISTRICT AND COUNTY COUNCILLORS' REPORTS.**

**7) MINUTES OF PREVIOUS TOWN COUNCIL MEETING**

- i. Minutes of the meeting held on Wednesday 24th April 2024 for consideration and if agreed for the Chair to sign as a true and correct record.
- ii. To note only progress on outstanding items from previous meetings

**8) PLANNING & LICENSING APPLICATIONS**

See May 2024 Planning Appendix

**9) GOVERNANCE:**

**i. APPOINTMENTS TO WORKING PARTIES AND/OR COMMITTEES**

- a) To discuss and seek a resolution on working parties and/or committees, appoint members and a leader/chair for the mayoral year 2024/25.
- c) To approve any immediate projects that need to be reviewed/started by working parties/committees

**ii) REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

To appoint Members as representatives of Town Council on outside organisations for the mayoral year 2024/25 and review arrangements for reporting back.

**iii) COUNCIL'S AND/OR STAFF SUBSCRIPTIONS**

Review council's and/or staff subscriptions to other bodies.



#### **iv) POLICIES**

As per Town Council's standing orders, seek a resolution to decide which Committee/Working Group to review:

- a) Council's complaints procedure;
- b) Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- c) Council's policy for dealing with the press/media
- d) The Council's Model Publication Scheme

#### **v) FULL COUNCIL MEETINGS AND ANNUAL TOWN MEETING FOR 2024/25**

To determine dates, times and place of:

- a) Ordinary Full Council meetings up to and including the next annual meeting of Full Council.
- b) HR & Staffing Committee
- c) Asset Transfer Committee
- d) D-Day Celebration Committee
- e) Date of Annual Town Meeting in 2025

#### **10) COMMUNITY SURGERIES**

To determine dates, times and place of Community Surgeries for 2024/25 and rota.

#### **11) CITIZEN OF THE YEAR AWARD AND CIVIC LUNCH**

To consider and agree:

- i) changing of Civic Lunch to Civic Dinner
- ii) type /style of food
- iii) music or no music
- iv) free drink on arrival and then pay bar
- v) extension of coffee after Church Service Sunday
- vi) to set budget

#### **12) PARK AND RIDE**

To consider:

- i) The current Park and Ride service and possible re-route.

#### **13) WELCOME SIGN**

To consider:

- i) Bonfire Hill as the preferred location for the new Welcome Sign
- ii) The design process and the strategy presented in the resolution document
- iii) Preferred views on; wording, fonts, icons and materials to be considered as part of the second, detailed design phase.

#### **14) THE SALCOMBE CANNON WRECK**

To consider writing an open letter from Salcombe Town Council to Mr. George Osborne CH, Chair of the Board of Trustees of the British Museum, to be drafted by the Legal Working Group and sent by the Town Clerk, requesting that:

- i) Finds from The Salcombe Cannon wreck held by the British Museum, or a facsimile thereof are publicly displayed at the British Museum and/or
- ii) A facsimile of such finds is loaned by the British Museum for public display in Salcombe.

#### **15) INTERPRETATION BOARDS IN SALCOMBE**

To consider:

- i) In consultation with South Devon National Landscape, South Hams District Council and such other authorities, agencies and sponsors as are deemed appropriate, the installation of up to four interpretation boards in Salcombe relating to Salcombe's natural environment and landscape, heritage, commerce and trades including their subject-matter, design and construction, location and funding
- ii) Allocation of such project to an existing Working Group of the Council.

#### **16) COUNCIL'S PRIORITY LIST**

To review and consider Council's priority list.

#### **17) REPORTS**

To receive the following reports:

- i) Mayor



- ii) Councillors
- iii) Clerk
- iv) Representation of outside organisations

#### **18) COMMITTEE MEETINGS**

To receive and note the minutes from Committee meetings:

- i) D-Day Celebrations Committee
- ii) Asset Transfer Committee

#### **19) FINANCE**

- i) To receive finance report and invoices for payment
- ii) To approve the schedule of payments
- iii) To ratify the cost of £79+VAT for Scribe to carry out a Year End Health Check on the Council's accounts.
- iv) To consider replacing the bench at Beadon Cross, at a cost of approximately £550+VAT
- v) To consider the grant application from The Wind Project of £1500.00 and, if approved, the power to grant monies
- vi) To review and formally approve the banking signatory arrangements
- vii) To review and approve the continued use of a variable direct debit for:
  - BT Group Plc
  - IT Workhouse
  - HM Land Registry
  - ICO
  - NEST
  - SGW Payroll

#### **20) NEXT MEETING**

To confirm the next Town Council meeting will be on Wednesday 26<sup>th</sup> June 2024 to be held in the Council's meeting room, Cliff House, Salcombe.