



## SALCOMBE TOWN COUNCIL

Dear Councillor,

You are summoned to attend the meeting of the Salcombe Town Council to be held in the Council's Meeting Room at Cliff House, Salcombe at 6:30pm on Wednesday 28<sup>th</sup> August 2024.

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

22<sup>nd</sup> August 2024

### **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. MINUTES OF PREVIOUS TOWN COUNCIL MEETING**

- i) Minutes of the meeting held on Wednesday 24<sup>th</sup> July 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

#### **6. PLANNING & LICENSING APPLICATIONS**

See Appendix August 2024 P

#### **7. ASSET REGISTER**

To review the Council's Asset Register and note:

- i) The additions and disposals of assets made during 2023/24 as per the Schedule of Assets Additions and Disposals
- ii) Under the Internal Auditor's advisement, the revalue of assets, which were previously valued at a Nominal Value, to be valued at £1 each - as per the Schedule of Assets Additions and Disposals
- iii) Value of Assets Register as at 31<sup>st</sup> March 2024 is £346,382, which matches Box 9 value in the Annual Accounting Statement for 2023/24

#### **8. INTERNAL AUDIT AND ANNUAL GOVERNANCE STATEMENT 2023/24**

- i. Receive and note the Annual Internal Audit Report
- ii. Resolve to action any recommendations or findings therein, before completing and approving the Annual Governance Statement



- iii. Receive and note the Accounting Statements 2023/24 duly completed, presented, signed and dated by the Responsible Financial Officer
- iv. If agreed, approve the Accounting Statements and for the Chairman to sign and date such, within the meeting.
- v. If agreed, approve the dates of the period for the Exercise of Public Rights

#### **9. PARK AND RIDE ROUTE**

To consider:

- i. Request from residents for other Councillors, following Cllr Christine Milton's visit, to visit the impacted areas on the Park and Ride Route
- ii. A social media post to advise residents of the Council's current perspective on the Park and Ride Service.

#### **10. BUS STOP MURAL**

To consider a mural at the bus stop at Beadon Cross, Main Road.

#### **11. REPAIRS/MAINTENANCE TO THE PARK AND RIDE FIELD**

To discuss and consider the quotes for the repairs/maintenance to the Park and Ride Field

#### **12. THE VICTORIA INN: LICENCE AND PLANNING APPLICATIONS**

Following recent communication with and the SHDC licensing hearing on 20th August, Council to consider accepting an invitation from the CEO and staff of St Austell Brewery, to discuss the issues raised by the 17 objectors and the Council to the recent planning and licensing applications at the Victoria Inn and that Cllr Peter Dickinson opens communication with the Brewery accordingly.

#### **13. PROPOSED REMOVAL OF ATM/PAYPHONE**

To consider if Council wishes to respond to SHDC's public consultation regarding BT's proposed removal of the ATM/Payphone (by The Kings Arms).

#### **14. BUDGET FOR UNREGISTERED LAND WORKING GROUP**

To consider the Unregistered Land Working Group having a budget of £100 for 2024/25 and access to the Town Council's Land Registry e-commerce account to enable members of the Working Group to establish ownership of land within Salcombe, where appropriate.

#### **15. DEVON COMMUNITY RESILIENCE FORUM**

To consider setting up a Working Group, with Councillor(s) to attend the Devon Community Resilience Forum on Thursday 26th September, run by Devon Communities Together

#### **16. THE SAFETY OF LITHIUM BATTERIES (USED IN E-BIKE AND E-SCOOTERS) AND THEIR DISPOSAL.**

To consider a request from Ron Bailey, researcher for Lord (Don) Foster, to support Lord Foster's proposed Bill to make provisions regarding the safety of electric-powered micromobility vehicles and of lithium batteries.

#### **17. SHDC: CYCLE STORAGE IN TOWN**

To consider setting up a Working Group to liaise with SHDC, at their request, regarding cycle storage in town.

#### **18. MARITIME MUSEUM: APPLICATION FOR A GRANT OF £3k**

To consider the Maritime Museum's grant application for £3K

#### **19. ST. STEPHEN'S GREEN**

Following the Director, Stephen Thompson, of Park Green, requesting for an agreement in principle to allow either South West Water's contractor or their contractor to put the sewer drain underneath Jubilee Park, outside of following statutory process, to ratify the Council's decision to decline this request and that the Council does not grant access to its land until statutory process has been followed via South West Water.

#### **20. GOAL POSTS AT THE BERRY**

To consider a request from South West Water to move the goals so they are lengthways on The Berry and fixed. to help prevent footballs ending up in their reservoir site and therefore stop people accessing the site to retrieve balls.



## **21. SURVEY MONKEY**

To consider the renewal of Survey Monkey at a cost of £300

## **22. WORKING GROUPS, COMMITTEES AND OUTSIDE ORGANISATIONS**

To consider membership of Working Groups, Committees and outside organisations

## **23. 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 (including leads of Working Groups and liaison for local organisations)
- iii) Clerk
- iv) Asset Transfer Committee
- v) HR & Staffing Committee

## **24. COUNCIL'S PRIORITY LIST**

To discuss the removal of this agenda item from future Council meetings.

## **25. FINANCE**

- i) To receive invoices and payroll for approval and payment
- ii) To receive and approve finance report/bank reconciliation
- iii) To receive and consider budget/reserve report for Q1 24/25
- iv) To consider adopting the following procedure for the verification and payment of invoices and adding to the Council's Finance Regulations:
  - 1. Town Clerk to check invoices to be paid against quotes etc
  - 2. Town Clerk to input invoices into Scribe and pulls off a report for 'invoices awaiting approval' ahead of monthly Town Council meetings.
  - 3. Two Councillors from Finance Working Group to check invoices and sign report
  - 4. Council to discuss and consider approval of invoices at Town Council meeting
  - 5. Mayor signs report to confirm approval.

To note: The Councillor who is approving payments is not one of the Councillors who carries out the pre-Council meeting checks.

- v) To consider purchasing a replacement laptop for the office.

## **26. EXCLUSION OF PUBLIC AND PRESS**

To consider a resolution that in view of the nature of the business about to be transacted at agenda item 27 and 28 below it is advisable, in the public interest, that the public and press be temporarily excluded.

## **27. OPEN FORUM AT JULY'S TOWN COUNCIL MEETING**

To consider a resident's request for a formal apology from Council

## **28. LEGAL**

- i. To discuss and consider the:
  - a. Lease for Salcombe Information Centre
  - b. Lease for Maritime Museum
  - c. If an EPC is required for the Council Hall
  - d. To select companies to source quotes to review rental amount
  - e. Setting up a working party to carry out a maintenance/landlord's obligation's review/ and set up a maintenance programme

## **29. NEXT MEETING**

To resolve that the next meeting will be held on Wednesday 25<sup>th</sup> September 2024 commencing at 6.30p.m in the Council's Meeting Room at Cliff House, Salcombe