



# ***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)

3 March 2021

Dear Councillor

I write to summon you to the meeting of **Policy and Finance Committee** to be held on the Virtual Zoom Platform on **Tuesday 9th March 2021 at 6.30 pm**.

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/81131394931?pwd=clpsSnYzUHliY3ljb05DODN4OXBtUT09>

**Meeting ID:** 811 3139 4931

**Password:** 869292

**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,

A handwritten signature in black ink, appearing to read 'R Lane'.

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 - Chairman	R Bickford	G Challen
J Peggs	S Lennox-Boyd	R Bullock	J Dent
W Phillips – Vice Chairman	S Martin	J Rance	S Miller
B Samuels	A Pinckney	P Samuels	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. Apologies.
4. Declarations of Interest:
  - a. To receive any declarations from Members of any registrable (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.
5. 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.
6. To note and receive the minutes of the Policy and Finance Committee held on Tuesday 12th January 2021 as a true and correct record. (Page 6)
7. All accounts and bank accounts reconciled up to 31st January 2021.
8. Petty cash reconciled up to 31st January 2021.
9. To receive a report on VAT. (Page 7)
10. To receive a report on investments.

11. 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.
12. To receive the current STC and Committee budget statements. (Pages 8 - 21)
13. To receive a report from the Finance Officer. (Pages 22 - 23)
14. To approve the three-year appointment of the Internal Auditor.
15. To note a personal injury claim against Saltash Town Council as a result of an accident on Fore Street involving a member of the public.
16. Clerks report on delegated authority to spend.
17. To consider Risk Management reports as may be received.
18. To ratify the COVID-19 Delegated Decision Register. (Pages 24 - 29)

<b>Ref Nr.</b>	<b>Details</b>	<b>Decision Agreed</b>	<b>Committee</b>	<b>Sub Committee</b>
STC84	Website integration costs to allow for CIVICA Modern.gov application	APPROVED	P&F	N/A
STC85	Renewal of CANVA subscription	APPROVED	P&F	N/A
STC86	The procurement of an additional SSL certificate from April 2022 for two years due to CIVICA application requirements	APPROVED	P&F	N/A
STC87	Approve Transfer of £250,000 from Cornwall Council Investment A/C to Barclays Active Saver for operational expenditure up to 31 <sup>st</sup> March 2021	APPROVED	P&F	N/A
STC88	To renew Annual Fleet Motor Insurance with WPS	APPROVED	P&F	N/A

19. To consider Community Chest and Festival Fund applications: (Pages 30 - 39)  
a. Community Chest

Application number.	Organisation	Amount requested
246	Rotary Club of Saltash	£1,000

- b. Festival Fund

None.

20. To receive a report regarding the purchase of IT equipment for Members - Councillor Bickford.
21. To consider a report for funding for school IT equipment - Brunel Friends Association. (Page 40)
22. To consider the formal adoption and maintenance of the Saltash Ferry Sculpture situated on Tamar Street. (Page 41)
23. Policies: (Pages 42 - 145)
- a. Annual Statement of Internal Control
  - b. Annual Business Continuity Plan
  - c. Annual Internal Audit Business Risk Assessment
  - d. Annual Treasury Management Strategy
  - e. Annual Reserves Policy
  - f. Anti Bribery Policy Statement & Anti Fraud & Anti-Corruption Strategy
  - g. Finance Schedule and Precept Plan
  - h. Scheme of Delegation
  - i. Financial Regulations
  - j. Risk Management Plan Statement
  - k. Risk Management Strategy
  - l. Receiving Public Questions at Meetings

24. To adopt the following policies: (Pages 146 - 173)
  - a. Co-option Policy
  - b. Equality and Diversity Policy
  - c. Communication Policy
  - d. Provision of IT and Acceptable IT Usage Policy
25. To receive reports from Working Groups and Outside Bodies:
  - a. Neighbourhood Plan Steering Group
  - b. Saltash Team for Youth
  - c. Section 106 Steering Group
26. 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.
27. To consider any items referred from the main part of the agenda.
28. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
29. Urgent non-financial matters brought forward at the discretion of the Chairman.
30. Press and social media releases.
31. Date of next Meeting: Thursday 27th May 2021 at 6:30p.m.

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Policy and Finance Committee held at The Guildhall on Tuesday 12<sup>th</sup> January 2021 at 6.30 p.m.

**PRESENT:** Councillors R Bickford, G Challen, J Dent, M Fox - Chairman, S Gillies, S Lennox-Boyd, S Miller, J Peggs, W Phillips – Vice Chairman, A Pinckney, J Rance, B Samuels, P Samuels, D Yates.

**ALSO PRESENT:** R Lane – Town Clerk, S Burrows – Assistant Town Clerk, S Emmett – Finance Officer, A-J Thomas – Senior Policy and Data Compliance Monitoring Officer, J Hingley – Finance Assistant.

**APOLOGIES:** Councillors S Martin, S Miller (early departure), J Rance.

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### **ANNOUNCEMENTS**

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all person's present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the meetings procedures.

119/20/21 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

The Senior Policy and Data Compliance Monitoring Officer informed the Chairman that the meeting would be recorded for the purpose of minute taking.

**120/20/21 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.

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/ Non-Pecuniary</b>	<b>Reason</b>	<b>Left the Meeting</b>	<b>Remained at the Meeting and did not Vote</b>
Bickford	22	Non Pecuniary	CIC member – website company is tenant in Belle Vue office	No	
Challen	21	Non-Pecuniary	Member of Standards Committee	Yes	N/A
Lennox-Boyd	22	Non-Pecuniary	Chamber of Commerce member – website company also a member	No	
Peggs	22	Non-Pecuniary	CIC member – website company is tenant in Belle Vue office	No	

- c. To consider dispensations required.

None.

**121/20/21 QUESTIONS FROM THE PUBLIC**

None.

122/20/21 **TO NOTE AND RECEIVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON TUESDAY 10<sup>TH</sup> NOVEMBER 2020 AND THE EXTRAORDINARY POLICY AND FINANCE COMMITTEE HELD ON THURSDAY 26<sup>TH</sup> NOVEMBER 2020 AS A TRUE AND CORRECT RECORD**

Please see a copy of the minutes on the STC website.

It was proposed by Councillor Fox, seconded by Councillor Phillips and **RESOLVED** that the minutes of the Policy and Finance Committee held on Tuesday 10<sup>th</sup> November 2020 were confirmed as a true and correct record.

It was proposed by Councillor Fox, seconded by Councillor Phillips and **RESOLVED** that the minutes of the Extraordinary Policy and Finance Committee held on Thursday 26<sup>th</sup> November 2020 were confirmed as a true and correct record.

The minutes will be signed upon the return to the Guildhall and made available upon request.

123/20/21 **ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 30<sup>TH</sup> NOVEMBER 2020**

It was **RESOLVED** to note.

124/20/21 **PETTY CASH RECONCILED UP TO 30<sup>TH</sup> NOVEMBER 2020**

It was **RESOLVED** to note.

125/20/21 **TO RECEIVE A REPORT ON VAT**

It was **RESOLVED** to note.



**126/20/21 TO RECEIVE A REPORT ON INVESTMENTS**

It was **RESOLVED** to note.

**127/20/21 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**

It was **RESOLVED** to note.

**128/20/21 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS**

It was **RESOLVED** to note.

**129/20/21 TO RECEIVE A REPORT FROM THE FINANCE OFFICER**

It was proposed by Councillor Fox, seconded by Councillor Phillips and **RESOLVED** to approve the Finance Officers report.

**130/20/21 TO RECEIVE THE RECOMMENDATION OF VIREMENTS WITHIN THE SERVICES BUDGETS**

It was proposed by Councillor Fox, seconded by Councillor Yates and **RESOLVED** to approve the virements within the Services budget.

**131/20/21 TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021**

It was proposed by Councillor Fox, seconded by Councillor Challen and **RESOLVED** to receive and note the interim internal audit report for the year ended 31<sup>st</sup> March 2021.

**132/20/21 CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND**

None.

**133/20/21 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

**134/20/21 TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER**

Ref Nr.	Details	Decision Agreed	Committee	Sub Committee
STC79	To renew the annual main insurance for the Council with Zurich, 2nd Year of a 3 Year Contract	APPROVED	P&F	N/A
STC80	To renew the annual cyber insurance with Zurich	APPROVED	P&F	N/A
STC81	To renew the annual pontoon insurance with WPS	APPROVED	P&F	N/A

It was proposed by Councillor Fox, seconded by Councillor B Samuels and **RESOLVED** to ratify the Covid-19 Delegated Decision Register.

**135/20/21 TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS**

a. Community Chest:

Application number	Organisation	Amount requested
245	Bridge View Quilters	£500.00

It was proposed by Councillor Fox, seconded by Councillor Challen and **RESOLVED** to refuse the application on the basis that the application does not qualify within the terms of the Grants Policy.

b. Festival Fund

None.

**136/20/21 TO RECEIVE A REPORT FROM THE FINANCE ASSISTANT FOR THE PURCHASE AND ANNUAL SUBSCRIPTION OF SOFTWARE**

It was proposed by Councillor Fox, seconded by Councillor Dent and **RESOLVED** to approve:

1. The annual subscription of the software at a cost of £1,351.50
2. The annual OCR invoice scanning up to 1,200 invoices at a cost of £306.00
3. Allocation of costings to budget code 6305 Sage Accounts.
4. The training and implementation costs at a cost of £850.00
5. Allocation of costings to budget code 6661 Finance Consultancy Fees.

Councillor Peggs joined the meeting.

**137/20/21**    **TO CONSIDER PRINTING AND DISTRIBUTION COSTS RELATING TO THE PRECEPT LEAFLET 2021/22**

Councillor Challen briefly lost connection and re-joined the meeting prior to the vote.

It was proposed by Councillor Fox, seconded by Councillor P Samuels and **RESOLVED** to approve:

1. The appointment of Company A for the distribution of leaflets at a cost of £925.00 plus VAT
2. The allocation of costs to budget code 6301 Stationary and Printing.

It was proposed by Councillor Fox, seconded by Councillor Dent and **RESOLVED** to approve:

1. Delegation to the Chairman, Vice-Chairman and Assistant Town Clerk to determine the number of leaflets to be printed and appointment of a printing company
2. Allocation of costs to budget code 6301 Stationary and Printing.

Councillor Challen declared an interest in the next agenda item and left the meeting.

**138/20/21**    **TO RECEIVE AND APPROVE THE RESPONSE TO NALC: STANDARDS MATTER 2: CONSULTATION AND PUBLIC SECTOR SURVEY**

It was proposed by Councillor B Samuels, seconded by Councillor Fox and **RESOLVED** that the council submits Councillor Yates responses as a corporate response.

Councillor Challen was invited and returned to the meeting.

Councillors Bickford, Lennox-Boyd and Peggs declared an interest in the next agenda item but remained in the meeting.

**139/20/21 TO CONSIDER PROMOTION OF A COMMUNITY BUSINESS WEBSITE PAGE – SHOP SALTASH**

It was proposed by Councillor Fox, seconded by Councillor Gillies and **RESOLVED** to approve the promotion of the website page to enable all businesses in Saltash to be promoted as widely as possible.

Councillor Miller left the meeting.

**140/20/21 TO ADOPT STATUTORY DECLARATION FORMS AND TO APPROVE THE UPDATES TO THE GUIDE TO GRAVE OWNERSHIP AND DEEDS OF TRANSFER**

It was proposed by Councillor Fox, seconded by Councillor Dent and **RESOLVED** to approve and adopt the statutory declaration forms and updates to the Guide to Grave Ownership and Deeds of Transfer.

**141/20/21 TO RECIVE REPORTS FROM THE PROFESSIONAL YOUTH WORK TEAM:**

a. Junkyard Skatepark

It was **RESOLVED** to note.

b. Livewire

It was **RESOLVED** to note.

c. The Core

It was **RESOLVED** to note.

**142/20/21 TO APPROVE AND FORMALLY NOTE THAT FULL TOWN COUNCIL MUST APPROVE ALL POLICY CHANGES AND UPDATES**

It was proposed by Councillor Fox, seconded by Councillor B Samuels and **RESOLVED** to approve and note that Full Town Council must approve all policy changes and updates.

**143/20/21** **TO APPROVE THE UPDATES TO THE REMOTE MEETING PROCEDURES AND ROLES AND VIRTUAL MEETING PROTOCOL AND PROCEDURE RULES**

It was proposed by Councillor Fox, seconded by Councillor Dent and **RESOLVED** to approve the updates to the Remote Meeting Procedures and Roles and Virtual Meeting Protocol and Procedure Rules.

**144/20/21** **TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES**

- a. Neighbourhood Plan Steering Group

It was **RESOLVED** to note that the document is now with Cornwall Council but it is not known how long the review will take.

- b. Saltash Team for Youth

Previously covered under minute number 126/20/21 as above.

- c. Section 106 Steering Group

No report.

**145/20/21** **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.

**146/20/21** **AS REQUIRED OR IF NECESSARY**

None.

**147/20/21** **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**148/20/21 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

None.

**149/20/21 PRESS AND SOCIAL MEDIA RELEASES**

It was proposed by Councillor Fox, seconded by Councillor Yates and **RESOLVED** to issue press and social media releases on:

1. Supporting local businesses with the promotion of the Shop Saltash website.
2. Publicising the date (when known) of the delivery of the Precept leaflet 2021-22.

**150/20/21 DATE OF NEXT MEETING**

Tuesday 9<sup>th</sup> March 2021 at 6.30 p.m.

Rising at 7.30 p.m.

Signed: \_\_\_\_\_

Chairman

Dated: \_\_\_\_\_

## P & F Committee – 9th March 2021 – Finance Report

**Agenda Item 9)** To receive a report on VAT.

VAT: The VAT return for the period 01/10/20 – 31/12/20 was submitted and a refund of £30,418.32 was received. The next VAT return is due on 7th May for the period 01/01/20 - 31/03/21.

**Agenda Item 10)** To receive a report on investments.

- £200,000 with Public Sector Deposit Fund (Variable Interest Current Average 0.04%)
- £351,070 with Barclays Active Saver. (Interest Rate 0.1%)
- £500,650 with Nationwide on a 95 Days' Notice. (Interest Rate 0.4%)
- £257,614 with Cornwall Council instant Access Account. (Interest Rate Variable currently between 0.30%-0.65%)



Burial Authority Committee - Burial Authority Budget  
Saltash Town Council  
As at 1st March 2021

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Account	Actual Received/ Spend 2019/20	EMF Balances B/F 2019/20	To/From Reserves & Budget Virements 2020/21	Budget 2020/21	Actual Received/Spend YTD 2020/21	Actual Funds To Receive/ Available to Date 2019/20	Notes
<b>Operating Income</b>							
<b>Burial Authority Income</b>							
4612 BA Cemetary Fees (Churchtown)	17,269	0	0	10,250	22,128	(11,878)	
<b>Total Burial Authority Income</b>	<b>17,269</b>	<b>0</b>	<b>0</b>	<b>10,250</b>	<b>22,128</b>	<b>(11,878)</b>	
<b>Total Operating Income</b>	<b>17,269</b>	<b>0</b>	<b>0</b>	<b>10,250</b>	<b>22,128</b>	<b>(11,878)</b>	
<b>Operating Expenditure</b>							
<b>Burial Authority Expenditure</b>							
6000 BA Petrol	223	0	0	321	87	234	
6001 BA Machinery Maintenance Costs	231	0	0	428	313	115	
6003 BA Health & Safety	37	0	0	107	56	51	
6004 BA General Site Maintenance	585	0	0	1,231	164	1,067	
6005 BA Fire Extinguishers	0	0	0	53	36	17	
6006 BA Miscellaneous Costs	15	0	0	0	0	0	
6007 BA Hand Tool Costs	60	0	0	0	0	0	
6008 BA Tree Survey & Tree Maintenance	90	0	0	696	0	696	
6009 BA Electricity Costs	251	0	0	267	340	(73)	
6010 BA PWLB Loan Repayment & Interest	21,385	0	0	21,385	21,385	0	
6011 BA Water	0	0	0	321	0	321	
6013 BA Security Alarm Maintenance	151	0	0	152	270	(118)	
6014 BA Cemetery Software Subscription	0	0	0	290	288	2	
<b>Total Burial Authority Expenditure</b>	<b>23,027</b>	<b>0</b>	<b>0</b>	<b>25,251</b>	<b>22,940</b>	<b>2,311</b>	
<b>Burial Authority Staffing Expenditure</b>							
Burial Authority Staffing Expenses	134	0	0	265	103	162	
6666 ST BA Staff Training (Churchtown)	348	0	0	300	12	288	
Burial Authority Staffing Costs	13,278	0	(3,281)	14,442	10,471	690	
<b>Total Burial Authority Staffing Expenditure</b>	<b>13,760</b>	<b>0</b>	<b>(3,281)</b>	<b>15,007</b>	<b>10,587</b>	<b>1,139</b>	
<b>Total Burial Authority Operating Expenditure</b>	<b>36,787</b>	<b>0</b>	<b>(3,281)</b>	<b>40,258</b>	<b>33,526</b>	<b>3,451</b>	
<b>Total Burial Authority Operating Surplus/ (Deficit)</b>	<b>(19,518)</b>	<b>0</b>	<b>3,281</b>	<b>(30,008)</b>	<b>(11,398)</b>	<b>(15,329)</b>	

Account	Actual Received/ Spend 2019/20	EMF Balances B/F 2019/20	To/From Reserves & Budget Virements 2020/21	Budget 2020/21	Actual Received/Spend YTD 2020/21	Actual Funds To Receive/ Available to Date 2019/20	Notes
<b>1. EMF Expenditure</b>							
6070 BA EMF Churchtown Cemetery Capital Works	0	8,158	1,088	0	1,578	7,668	
6071 BA EMF Replace Machinery & Equipment	0	9,967	0	0	0	9,967	
6072 BA EMF Burial Administration	285	1,387	0	0	0	1,387	
6073 BA EMF Memorial Garden	1,954	3,046	0	0	548	2,498	
6692 ST BA EMF Staff Contingency (Churchtown)	0	916	0	284	0	1,200	
<b>Total EMF Expenditure</b>	<b>2,239</b>	<b>23,474</b>	<b>1,088</b>	<b>284</b>	<b>2,126</b>	<b>22,720</b>	

**Notes**

£3,281 Staffing costs vired to Servive Delivery Staffing Costs

£1,088 received for insurance claim for cemetery gates

Joint Burial Board Committee - Burial Board Budget  
Saltash Town Council  
As at 1st March 2021

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Account	Actual Received/ Spend 2019/20	EMF Balances B/F 2019/20	To/From Reserves & Budget Virements 2020/21	Budget 2020/21	Actual Received/Spend YTD 2020/21	Actual Funds to Receive/ Available to Date 2020/21	Notes
<b>Operating Income</b>							
<b>Burial Board Income</b>							
4600 BB Cemetery Fees (St. Stephens)	8,426	0	0	10,200	11,916	(1,716)	
4605 BB SLA Payment Grass Cutting	0	0	0	0	550	(550)	
4613 BB Memorial Bench Income - St. Stephens	0	0	0	0	689	(689)	
<b>Total Burial Board Income</b>	<b>8,426</b>	<b>0</b>	<b>0</b>	<b>10,200</b>	<b>13,155</b>	<b>(2,955)</b>	
<b>Total Operating Income</b>	<b>8,426</b>	<b>0</b>	<b>0</b>	<b>10,200</b>	<b>13,155</b>	<b>(2,955)</b>	
<b>Operating Expenditure</b>							
<b>Burial Board Expenditure</b>							
6100 BB Petrol	247	0	0	750	202	548	
6101 BB Machinery Maintenance Costs	389	0	0	1,177	608	569	
6103 BB Health & Safety	0	0	0	267	304	(37)	
6104 BB General Site Maintenance	719	0	0	1,509	430	1,079	
6105 BB Fire Extinguishers	0	0	0	107	85	22	
6106 Miscellaneous Costs	14	0	0	0	0	0	
6107 BB Hand Tool Costs	114	0	0	0	0	0	
6108 BB Tree Survey & Tree Maintenance	198	0	0	3,212	0	3,212	
<b>Total Burial Board Expenditure</b>	<b>1,681</b>	<b>0</b>	<b>0</b>	<b>7,022</b>	<b>1,628</b>	<b>5,394</b>	
<b>Burial Board Staffing Expenditure</b>							
Burial Board Staff Expenses	313	0	0	619	229	390	
6670 ST BB Staff Training (St. Stephens)	580	0	0	700	27	673	
Burial Board Staffing Costs	30,982	0	(7,656)	33,699	24,433	1,610	
<b>Total Burial Board Staffing Expenditure</b>	<b>31,874</b>	<b>0</b>	<b>(7,656)</b>	<b>35,018</b>	<b>24,690</b>	<b>2,672</b>	
<b>Burial Board Operating Expenditure</b>	<b>33,555</b>	<b>0</b>	<b>(7,656)</b>	<b>42,040</b>	<b>26,318</b>	<b>8,066</b>	
<b>Burial Board Operating Surplus/ (Deficit)</b>	<b>(25,129)</b>	<b>0</b>	<b>7,656</b>	<b>(31,840)</b>	<b>(13,163)</b>	<b>(11,021)</b>	

Account	Actual Received/ Spend 2019/20	EMF Balances B/F 2019/20	To/From Reserves & Budget Virements 2020/21	Budget 2020/21	Actual Received/Spend YTD 2020/21	Actual Funds to Receive/ Available to Date 2020/21	Notes
<b>1. EMF Expenditure</b>							
6170 BB EMF Repairs to Cemetery Wall	14,580	920	0	0	0	920	
6693 ST BB EMF Staff Contingency (St Stephens)	0	2,138	0	662	0	2,800	
<b>Total EMF Expenditure</b>	<b>14,580</b>	<b>3,058</b>	<b>0</b>	<b>662</b>	<b>0</b>	<b>3,720</b>	

Notes

£7,656 Staffing costs vired to Service Delivery Staffing Costs

Account	Actual Received/Spend 2019/20	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2020/21	Budget 2020/21	Actual Received/Spend YTD 2020/21	Actual Funds to Receive/ Available to Date 2020/21	Notes
<b>Operating Income</b>							
<b>Guildhall Income</b>							
4200 GH Income - Guildhall Bookings	10,329	0	0	10,200	6,106	4,094	
4201 GH Income - Guildhall Refreshments	252	0	0	255	0	255	
4202 GH Guildhall Piano	0	0	0	20	0	20	
4206 GH Income - Guildhall Misc Property Income	39	0	0	231	0	231	
<b>Total Guildhall Income</b>	<b>10,620</b>	<b>0</b>	<b>0</b>	<b>10,706</b>	<b>6,106</b>	<b>4,600</b>	
<b>Total Operating Income</b>	<b>10,620</b>	<b>0</b>	<b>0</b>	<b>10,706</b>	<b>6,106</b>	<b>4,600</b>	
<b>Operating Expenditure</b>							
<b>Guildhall Expenditure</b>							
6400 GH Rates - Guildhall (6400)	8,470	0	0	8,639	3,608	5,031	
6401 GH Water Rates - Guildhall (6401)	618	0	0	1,017	159	858	
6402 GH Gas - Guildhall (6402)	1,450	0	0	3,319	906	2,413	
6403 GH Electricity - Guildhall (6403)	3,745	0	0	4,925	2,527	2,398	
6404 GH Fire & Security Alarm - Guildhall (6404)	1,976	0	0	1,071	878	193	
6405 GH Fire Extinguishers - Guildhall (6405)	397	0	0	824	484	340	
6406 GH Window Cleaning - Guildhall (6406)	1,245	0	0	0	0	0	
6408 GH Cleaning Materials & Equipment - Guildhall (6408)	1,162	0	0	2,409	751	1,658	
6409 GH Boiler Service & Maintenance	345	0	0	1,000	436	564	
6410 GH General Repairs & Maintenance	5,279	0	0	2,500	980	1,520	
6411 GH TV License & PRS	230	0	0	160	149	11	
6412 GH Lift Service & Maintenance	2,738	0	0	5,000	2,060	2,940	
6413 GH Refreshment Costs - Guildhall	306	0	0	374	0	374	
6414 GH Replace Equipment - Guildhall	306	0	0	1,713	30	1,683	
6418 GH Professional Fees	300	0	0	1,020	0	1,020	
6420 GH Legionella Risk Assessment (Guildhall)	315	0	0	440	245	195	
<b>Total Guildhall Expenditure</b>	<b>28,881</b>	<b>0</b>	<b>0</b>	<b>34,411</b>	<b>13,212</b>	<b>21,199</b>	
<b>Guildhall Staffing Expenditure</b>							
Guildhall Staffing Expenses	0	0	0	400	27	373	
6678 ST GH Staff Training (Guildhall)	135	0	0	1,000	0	1,000	
Guildhall Staffing Costs	32,764	0	0	25,842	24,281	1,561	
<b>Total Guildhall Staffing Expenditure</b>	<b>32,899</b>	<b>0</b>	<b>0</b>	<b>27,242</b>	<b>24,308</b>	<b>2,934</b>	
<b>Total Guildhall Operating Expenditure</b>	<b>61,780</b>	<b>0</b>	<b>0</b>	<b>61,653</b>	<b>37,520</b>	<b>24,133</b>	
<b>Total Guildhall Operating Surplus/ Deficit</b>	<b>(51,161)</b>	<b>0</b>	<b>0</b>	<b>(50,947)</b>	<b>(31,415)</b>	<b>(19,532)</b>	

Account	Actual Received/Spend 2019/20	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2020/21	Budget 2020/21	Actual Received/Spend YTD 2020/21	Actual Funds to Receive/ Available to Date 2020/21	Notes
<b>1. EMF Expenditure</b>							
<b>Guildhall EMF Expenditure</b>							
6470 GH EMF Guildhall Maintenance	63	16,509	0	20,000	3,916	32,593	
6696 ST GH EMF Staff Contingency (Guildhall)	209	1,752	0	88	0	1,840	
<b>Total Guildhall EMF Expenditure</b>	<b>271</b>	<b>18,261</b>	<b>0</b>	<b>20,088</b>	<b>3,916</b>	<b>34,433</b>	
<b>Total EMF Expenditure</b>	<b>271</b>	<b>18,261</b>	<b>0</b>	<b>20,088</b>	<b>3,916</b>	<b>34,433</b>	

**Notes**

£6,000 Grant received from Cornwall Council for Loss of Income for the Guildhall not being operational during Lockdown

£5,000 Grant received from Cornwall Council towards Business Rates for the 2nd & 3rd lockdown periods.

Account	Actual Received/ Spend 2019/20	EMF Balances B/F 2019/20	To/From Reserves & Budget Virements 2020/21	Budget 2020/21	Actual Received/Spend YTD 2020/21	Actual Funds To Receive/ Available to Date 2020/21	Notes
<b>Operating Income</b>							
<b>Library Income</b>							
4517 LI Library - Fines (Collected on behalf of CC)	1,448	0	0	1,130	5	1,125	
4518 LI Library - Photocopying Fees	831	0	0	1,126	0	1,126	
4519 LI Hire of Video, DVDs & Books (Collected on behalf of CC)	144	0	0	248	0	248	
4524 LI Library Book Sales	176	0	0	150	280	(130)	
4525 Library - Miscellaneous Income	111	0	0	0	65	(65)	
4526 LI Library Activity Income	0	0	0	100	0	100	
4527 LI Library Cafe Rental Income	0	0	0	3,000	0	3,000	
<b>Total Library Income</b>	<b>2,711</b>	<b>0</b>	<b>0</b>	<b>5,754</b>	<b>351</b>	<b>5,403</b>	
<b>Total Operating Income</b>	<b>2,711</b>	<b>0</b>	<b>0</b>	<b>5,754</b>	<b>351</b>	<b>5,403</b>	
<b>Operating Expenditure</b>							
<b>Library Expenditure</b>							
6900 LI Rates - Library	13,257	0	0	13,920	13,473	447	
6901 LI Water Rates - Library	0	0	0	321	0	321	
6902 LI Gas - Library	1,923	0	0	1,720	694	1,026	
6903 LI Electricity - Library	2,129	0	0	1,404	1,147	257	
6904 LI Fire & Security Alarm - Library	2,120	0	0	750	681	69	
6905 LI Fire Extinguishers - Library	185	0	0	408	615	(207)	
6908 LI Cleaning Materials & Equipment - Library	599	0	0	1,633	299	1,334	
6909 LI Boiler Service & Maintenance - Library	2,341	0	0	1,000	142	858	
6910 LI General Repairs & Maintenance - Library	1,399	0	0	2,000	299	1,701	
6911 LI TV License & PRS - Library	680	0	0	1,250	340	910	
6913 LI Refreshment Costs - Library	102	0	0	250	0	250	
6914 LI Replace Equipment - Library	154	0	0	1,020	979	41	
6918 LI Professional Fees (Private Contractors)	1,981	0	0	1,000	945	55	
6920 LI Legionella Risk Assessment - Library	210	0	0	513	245	268	
6921 LI IT & Office Costs - Library	4,798	0	0	5,100	3,500	1,600	
6922 LI Library Activities	0	0	0	1,500	575	925	
6923 LI PWLB Loan Repayment & Interest	0	0	(23,000)	23,000	0	0	
<b>Total Library Expenditure</b>	<b>31,878</b>	<b>0</b>	<b>(23,000)</b>	<b>56,789</b>	<b>23,935</b>	<b>9,854</b>	
<b>Library Staffing Expenditure</b>							
Library Staff Expenses	37	0	0	750	264	486	
6682 ST LI Staff Training (Library)	626	0	0	1,500	263	1,237	
Library Staffing Costs	63,632	0	(10,000)	96,508	75,908	10,600	
<b>Total Library Staffing Expenditure</b>	<b>64,294</b>	<b>0</b>	<b>(10,000)</b>	<b>98,758</b>	<b>76,435</b>	<b>12,323</b>	
<b>Total Library Operating Expenditure</b>	<b>96,172</b>	<b>0</b>	<b>(33,000)</b>	<b>155,547</b>	<b>100,370</b>	<b>22,177</b>	
<b>Total Library Operating Surplus/ Deficit</b>	<b>(93,462)</b>	<b>0</b>	<b>33,000</b>	<b>(149,793)</b>	<b>(100,020)</b>	<b>(16,773)</b>	

Account	Actual Received/ Spend 2019/20	EMF Balances B/F 2019/20	To/From Reserves & Budget Virements 2020/21	Budget 2020/21	Actual Received/Spend YTD 2020/21	Actual Funds To Receive/ Available to Date 2020/21	Notes
<b>1. EMF Expenditure</b>							
<b>Library EMF Expenditure</b>							
6474 LI EMF Saltash Library	14,276	1,120	0	0	0	1,120	
6971 LI EMF Saltash Library Property Maintenance (from CC)	54,760	10,000	11,966	0	11,298	10,668	
6972 LI EMF Library Equipment & Furniture	0	0	0	15,000	583	14,417	
6973 LI EMF Loan Repayment for 2020-21	0	0	23,000	0	0	23,000	
6698 ST LI EMF Staff Contingency (Library)	1,387	2,670	10,000	3,271	0	15,941	
<b>Total Library EMF Expenditure</b>	<b>70,423</b>	<b>13,790</b>	<b>44,966</b>	<b>18,271</b>	<b>11,881</b>	<b>65,146</b>	
<b>Total EMF Expenditure</b>	<b>70,423</b>	<b>13,790</b>	<b>44,966</b>	<b>18,271</b>	<b>11,881</b>	<b>65,146</b>	

**Notes**

£23,000 6923 PWLB Repayment for 20/21 vired into an EMF 6973 for a future year's loan repayment

Library Staffing costs 20/21 surplus of £10,000 vired into EMF 6698 Staff Contingency for next year's staffing costs.

6971 EMF Property Maintenance Insurance reimbursement of £11,966 received for damage to the Library roof in February 2020.

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Account	Actual Received/Spend 2019/20	EMF Balances B/F 2019/20	To/From Reserves & Budget Virements 2020/21	Budget 2020/2021	Actual Received/Spend YTD 2020/21	Actual Funds To Receive/ Available to Date 2020/21	Notes
<b>Operating Income</b>							
<b>Maurice Huggins Income</b>							
4207 GH Maurice Huggins Room Income	0	0	0	5,000	0	5,000	
<b>Total Maurice Huggins Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	
<b>Total Operating Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	
<b>Operating Expenditure</b>							
<b>Maurice Huggins Expenses</b>							
7000 MA Rates - Maurice Huggins	407	0	0	0	(52)	52	
7003 MA Electricity - Maurice Huggins	276	0	0	0	(653)	653	
7004 MA Fire & Security Alarm - Maurice Huggins	1,259	0	0	0	274	(274)	
7005 MA Fire Extinguishers - Maurice Huggins	35	0	0	0	85	(85)	
7018 MA Professional Costs - Maurice Huggins	1,115	0	0	0	0	0	
7020 MA Legionella Risk Assessment - Maurice Huggins	280	0	0	0	245	(245)	
<b>Total Maurice Huggins Expenses</b>	<b>3,373</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(102)</b>	<b>102</b>	
<b>Total Maurice Huggins Operating Expenditure</b>	<b>3,373</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(102)</b>	<b>102</b>	
<b>Total Maurice Huggins Operating Surplus/ (Deficit)</b>	<b>3,373</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>(102)</b>	<b>5,102</b>	

Account	Actual Received/Spend 2019/20	EMF Balances B/F 2019/20	To/From Reserves & Budget Virements 2020/21	Budget 2020/2021	Actual Received/Spend YTD 2020/21	Actual Funds To Receive/ Available to Date 2020/21	Notes
<b>1. EMF Expenditure</b>							
<b>Maurice Huggins EMF Expenditure</b>							
6472 EMF Maurice Huggins Room	8,833	2,000	0	0	0	2,000	
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	1,000	0	0	394	606	
<b>Total Maurice Huggins EMF Expenditure</b>	<b>8,833</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>394</b>	<b>2,606</b>	
<b>Total EMF Expenditure</b>	<b>8,833</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>394</b>	<b>2,606</b>	

Notes

6472 EMF £2,000 to be used against operational expenditure in 2021/22

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Account	Actual Received/Spend 2019/20	EMF Balances B/F 2019/20	To/From Reserves & Budget Virements 2020/21	Budget 2020/21	Actual Received/Spend YTD 2020/21	Actual Funds To Receive/ Available to Date 2020/21	Notes
<b>Operating Income</b>							
Burial Authority Income	17,269	0	0	10,250	22,128	(11,878)	
Burial Board Income	8,426	0	0	10,200	13,155	(2,955)	
P&F Income	9,940	0	0	4,000	3,850	150	
Guildhall Income	10,620	0	0	10,706	6,106	4,600	
Library Income	2,711	0	0	5,754	351	5,403	
Maurice Huggins Income	0	0	0	5,000	0	5,000	
Station Income	0	0	0	7,550	0	7,550	
Service Delivery Income	21,875	0	0	30,668	10,611	20,057	
<b>Total Operating Income</b>	<b>70,840</b>	<b>0</b>	<b>0</b>	<b>84,128</b>	<b>56,201</b>	<b>27,927</b>	
<b>Operating Expenditure</b>							
<b>Operating Expenditure</b>							
Burial Authority Expenditure	23,027	0	0	25,251	22,940	2,311	
Burial Authority Staffing Expenditure	13,760	0	(3,281)	15,007	10,587	1,139	
Burial Board Expenditure	1,681	0	0	7,022	1,628	5,394	
Burial Board Staffing Expenditure	31,874	0	(7,656)	35,018	24,690	2,672	
P&F Expenditure	125,674	0	(10,000)	190,932	113,193	67,739	
P&F Staffing Expenditure	253,096	0	12,251	297,720	271,700	38,271	
Guildhall Expenditure	28,881	0	0	34,411	13,212	21,199	
Guildhall Staffing Expenses	32,899	0	0	27,242	24,308	2,934	
Library Expenditure	31,878	0	(23,000)	56,789	23,935	9,854	
Library Staffing Expenses	64,294	0	(10,000)	98,758	76,435	12,323	
Maurice Huggins Expenses	3,373	0	0	0	(102)	102	
Station Expenditure	3,635	0	0	17,848	4,351	13,497	

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<b>Account</b>	<b>Actual Received/Spend 2019/20</b>	<b>EMF Balances B/F 2019/20</b>	<b>To/From Reserves &amp; Budget Virements 2020/21</b>	<b>Budget 2020/21</b>	<b>Actual Received/Spend YTD 2020/21</b>	<b>Actual Funds To Receive/ Available to Date 2020/21</b>	<b>Notes</b>
Station Staffing Expenses	0	0	(14,000)	15,530	0	1,530	
Service Delivery Expenditure	58,925	0	0	107,512	53,356	54,156	
Service Delivery Staffing Expenditure	115,538	0	(83,415)	213,815	100,962	29,438	
Personnel Expenditure	8,059	0	0	13,805	3,091	10,714	
<b>Total Operating Expenditure</b>	<b>796,595</b>	<b>0</b>	<b>(139,101)</b>	<b>1,156,660</b>	<b>744,286</b>	<b>273,273</b>	
<b>EMF Expenditure</b>							
Burial Authority EMF Expenditure	2,239	23,474	1,088	284	2,126	22,720	
Burial Board EMF Expenditure	14,580	3,058	0	662	0	3,720	
P&F EMF Expenditure	15,021	79,040	27,749	46,594	20,012	133,371	
Guildhall EMF Expenditure	271	18,261	0	20,088	3,916	34,433	
Library EMF Expenditure	70,423	13,790	44,966	18,271	11,881	65,146	
Maurice Huggins EMF Expenditure	8,833	3,000	0	0	394	2,606	
Station EMF Expenditure	549,729	84,231	140,314	5,000	142,064	87,481	
Service Delivery EMF Expenditure	50,391	101,337	101,352	47,000	117,791	131,898	
Personnel EMF Expenditure	525	12,475	(15,000)	8,525	0	6,000	
<b>Total EMF Expenditure</b>	<b>712,014</b>	<b>338,666</b>	<b>300,469</b>	<b>146,424</b>	<b>298,185</b>	<b>487,374</b>	
<b>Total Operating &amp; EMF Expenditure</b>	<b>1,508,608</b>	<b>338,666</b>	<b>161,368</b>	<b>1,303,084</b>	<b>1,042,471</b>	<b>760,647</b>	
<b>Total Surplus/ (Deficit)</b>	<b>(1,437,768)</b>	<b>(338,666)</b>	<b>(161,368)</b>	<b>(1,218,956)</b>	<b>(986,270)</b>	<b>(732,720)</b>	

**P&F Committee - P & F Budget**  
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Account	Actual Received/ Spend 2019/20	EMF Balances B/F 2019/20	To/From Reserves & Budget Virements 2020/21	Budget 2020/21	Actual Received/Spend YTD 2020/21	Actual Funds To Receive/ Available to Date 2020/21	Notes
<b>Operating Income</b>							
<b>P&amp;F Income</b>							
4901 PR Bank Interest Received	8,518	0	0	4,000	3,850	150	
4908 PR Misc Income	1,422	0	0	0	0	0	
<b>Total P&amp;F Income</b>	<b>9,940</b>	<b>0</b>	<b>0</b>	<b>4,000</b>	<b>3,850</b>	<b>150</b>	
<b>Total Operating Income</b>	<b>9,940</b>	<b>0</b>	<b>0</b>	<b>4,000</b>	<b>3,850</b>	<b>150</b>	
<b>Operating Expenditure</b>							
<b>P&amp;F Expenditure</b>							
6200 PR Bank Charges (6200)	763	0	0	1,075	700	375	
6201 PR Audit (6201)	3,290	0	0	3,346	100	3,246	
6202 PR Civic Occasions (including Road Closures) (6202)	1,093	0	0	4,817	1,315	3,502	
6203 PR Mayors' Allowance	4,715	0	0	4,809	4,408	401	
6204 PR Councillors' Allowance	2,508	0	0	3,414	0	3,414	
6205 PR Insurance	16,614	0	0	26,138	18,487	7,651	
6206 PR Youth Council (6206)	3,000	0	0	3,000	3,000	0	
6208 PR Subscriptions (6208)	3,523	0	0	3,660	4,169	(509)	
6210 PR Community Chest (6210)	3,630	0	0	10,000	4,600	5,400	
6211 PR Website Maintenance (6211)	303	0	0	567	498	70	
6212 PR Councillor Expenses	97	0	0	0	0	0	
6213 PR Councillor Training & Expenses (6213)	2,495	0	0	2,659	735	1,924	
6214 PR Health & Safety (6214)	3,355	0	0	5,610	4,041	1,569	
6215 PR Annual Report	0	0	0	450	0	450	
6216 PR Miscellaneous	25	0	0	107	0	107	
6217 PR Data Protection (6217)	55	0	0	1,000	55	945	
6218 PR Mayors Badges	45	0	0	0	0	0	
6219 PR Covid 19 H&S Materials & Equipment	0	0	15,000	0	12,070	2,930	
6220 PR Festival Fund & Event Expenditure	1,300	0	(15,000)	15,000	0	0	
6221 PR Town Messenger (6221)	3,880	0	0	4,282	3,504	778	
6222 PR Commissioning Youth Work (6222)	40,000	0	0	40,000	26,667	13,333	
6224 PR Professional Costs	1,010	0	0	4,705	768	3,937	
6225 PR Neighbourhood Plan	0	0	0	5,000	2,715	2,285	
6226 PR Town Vision Sub Committee	0	0	(10,000)	10,000	0	0	
6502 SE Civic Christmas Event	0	0	0	523	0	523	
6513 SE Twinning	0	0	0	115	0	115	
6514 SE Town Leaflets/ Reprinting	0	0	0	523	0	523	
6516 SE Road Safety Grant	0	0	0	209	0	209	
P&F IT/Office Costs	27,877	0	0	29,923	21,219	8,704	
6417 GH Belle Vue Office Costs	6,094	0	0	10,000	4,142	5,858	



**P&F Committee - P & F Budget**  
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Account	Actual Received/ Spend 2019/20	EMF Balances B/F 2019/20	To/From Reserves & Budget Virements 2020/21	Budget 2020/21	Actual Received/Spend YTD 2020/21	Actual Funds To Receive/ Available to Date 2020/21	Notes
<b>Total P&amp;F Expenditure</b>	<b>125,674</b>	<b>0</b>	<b>(10,000)</b>	<b>190,932</b>	<b>113,193</b>	<b>67,739</b>	
<b>P&amp;F Staffing Expenditure</b>							
6652 ST P&R Employers Pension - Monthly Fee	5,300	0	0	5,300	4,859	441	
6659 ST P&R Town Sergeant & Mace Bearer Fees	786	0	0	768	150	618	
6661 ST P&R Finance Consultancy Fees	7,438	0	0	6,014	850	5,164	
P&F Staffing Expenses	1,563	0	0	2,340	719	1,621	
6656 ST P&R Staff Training	2,911	0	0	4,000	769	3,231	
P&F Staffing Costs	235,098	0	12,251	279,298	264,353	27,196	
<b>Total P&amp;F Staffing Expenditure</b>	<b>253,096</b>	<b>0</b>	<b>12,251</b>	<b>297,720</b>	<b>271,700</b>	<b>38,271</b>	
<b>Total P &amp; F Operating Expenditure</b>	<b>378,770</b>	<b>0</b>	<b>2,251</b>	<b>488,652</b>	<b>384,894</b>	<b>106,009</b>	
<b>Total P &amp; F Operating Surplus/ (Deficit)</b>	<b>(368,831)</b>	<b>0</b>	<b>(2,251)</b>	<b>(484,652)</b>	<b>(381,043)</b>	<b>(105,860)</b>	

Account	Actual Received/ Spend 2019/20	EMF Balances B/F 2019/20	To/From Reserves & Budget Virements 2020/21	Budget 2020/21	Actual Received/Spend YTD 2020/21	Actual Funds To Receive/ Available to Date 2020/21	Notes
<b>1. EMF Expenditure</b>							
6270 PR EMF Crime Reduction	0	36,950	0	0	0	36,950	
6271 PR EMF Election	190	19,760	0	10,000	0	29,760	
6272 PR EMF Robes & Civic Regalia	76	2,000	0	0	0	2,000	
6273 PR EMF Legal Fees	951	4,754	0	2,844	0	7,598	
6274 PR EMF Internet Redevelopment	0	2,025	0	7,500	5,980	3,545	
6275 PR EMF Neighbourhood Plan	6,543	2,687	0	0	915	1,772	
6277 EMF Expenditure transferred to 21/22	0	0	25,000	0	0	25,000	
6370 PO EMF Computer Equipment Renewal	0	7,046	0	0	0	7,046	
6694 ST PR EMF Staff Contingency (P&F)	7,261	3,818	2,749	26,250	13,117	19,700	
<b>Total EMF Expenditure</b>	<b>15,021</b>	<b>79,040</b>	<b>27,749</b>	<b>46,594</b>	<b>20,012</b>	<b>133,371</b>	

**Personnel Committee - Personnel Budget**

Saltash Town Council  
As at 1st March 2021

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<b>Account</b>	<b>Actual Received/Spend 2019/20</b>	<b>EMF Balances B/F 2019/20</b>	<b>To/From Reserves &amp; Budget Virements 2020/21</b>	<b>Budget 2020/21</b>	<b>Actual Received/Spended YTD 2020/21</b>	<b>Actual Funds Available to Date 2020/21</b>	<b>Notes</b>
<b>Operating Expenditure</b>							
<b>Personnel Expenditure</b>							
6657 ST SNB Staff Recruitment Advertising	6,754	0	0	10,710	153	10,557	
6658 ST SNB Miscellaneous Staffing Expenditure	0	0	0	204	0	204	
6662 SNB HR Professional Fees	1,304	0	0	2,891	2,938	(47)	
<b>Total Personnel Expenditure</b>	<b>8,059</b>	<b>0</b>	<b>0</b>	<b>13,805</b>	<b>3,091</b>	<b>10,714</b>	
<b>EMF Personnel Expenditure</b>							
6690 ST EMF Staff Contingency Reserve	525	9,475	(15,000)	5,525	0	0	
6691 ST EMF Legal Fees (Staffing)	0	3,000	0	3,000	0	6,000	
<b>Total EMF Personnel Expenditure</b>	<b>525</b>	<b>12,475</b>	<b>(15,000)</b>	<b>8,525</b>	<b>0</b>	<b>6,000</b>	
<b>Total Operating Expenditure</b>	<b>8,584</b>	<b>12,475</b>	<b>(15,000)</b>	<b>22,330</b>	<b>3,091</b>	<b>16,714</b>	
<b>Operating Surplus/ (Deficit)</b>	<b>(8,584)</b>	<b>(12,475)</b>	<b>15,000</b>	<b>(22,330)</b>	<b>(3,091)</b>	<b>(16,714)</b>	

**Notes**

£15,000 vired to P&F Staff Contingency for 2021/22

**Services Committee - Service Delivery Budget**

Saltash Town Council  
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Account	Actual Received/ Spend 2019/20	EMF Balances B/F 2019/20	To/From Reserves & Budget Virements 2020/21	Budget 2020/21	Actual Received/Spent YTD 2020/21	Actual Funds To Receive/ Available to Date 2020/21	Notes
<b>Operating Income</b>							
<b>Service Delivery Income</b>							
<b>Grounds &amp; Premises Income</b>							
4500 SE Allotment Rents	3,004	0	0	2,614	2,512	102	
4510 SE Public Footpath Grant	1,757	0	0	1,046	1,223	(177)	
4512 SE Misc Income Grounds & Premises	31	0	0	0	96	(96)	
4523 SE Income - Seagull Bags	1,385	0	0	1,700	636	1,064	
<b>Total Grounds &amp; Premises Income</b>	<b>6,177</b>	<b>0</b>	<b>0</b>	<b>5,360</b>	<b>4,466</b>	<b>894</b>	
<b>Town &amp; Waterfront Income</b>							
4521 SE Waterfront Income - Annual Mooring Fees	7,838	0	0	7,568	6,095	1,473	
4522 SE Waterfront Income - Daily Mooring Fees	2,781	0	0	6,240	50	6,190	
4530 SE Waterfront Income - Dingy Park	0	0	0	6,000	0	6,000	
4531 SE Waterfront Income - Car Park	0	0	0	1,500	0	1,500	
4532 SE Contract Income	0	0	0	4,000	0	4,000	
4311 SE Misc Income Town & Waterfront	5,080	0	0	0	0	0	
<b>Total Town &amp; Waterfront Income</b>	<b>15,699</b>	<b>0</b>	<b>0</b>	<b>25,308</b>	<b>6,145</b>	<b>19,163</b>	
<b>Total Service Delivery Income</b>	<b>21,875</b>	<b>0</b>	<b>0</b>	<b>30,668</b>	<b>10,611</b>	<b>20,057</b>	
<b>Total Operating Income</b>	<b>21,875</b>	<b>0</b>	<b>0</b>	<b>30,668</b>	<b>10,611</b>	<b>20,057</b>	
<b>Operating Expenditure</b>							
<b>Service Delivery Expenditure</b>							
<b>Grounds &amp; Premises Expenditure</b>							
6209 PR Oyster Beds	1	0	0	1	0	1	
6501 SE Highways Weed Control (6501)	40	0	0	0	0	0	
6503 SE Allotments	796	0	0	1,673	772	901	
6506 SE Grounds Maintenance & Watering (6506)	23,285	0	0	28,660	18,052	10,608	
6508 SE Public Toilets (Operational Costs)	7,227	0	0	12,000	6,253	5,747	
6517 SE Cross (Maintenance)	2,466	0	0	2,500	715	1,785	
6521 SE Pillmere Estate (Maintenance)	0	0	0	0	152	(152)	
6525 GR Public Toilets (Repairs & Maintenance Costs)	387	0	0	2,040	301	1,739	
6526 SE Tools, Equipment & Materials (Store & All Areas)	0	0	0	5,000	3,372	1,628	
6907 SE Seagulls Bags	1,620	0	0	1,763	480	1,283	
<b>Longstone Expenditure</b>							
7100 LO Rates - Longstone	0	0	0	2,091	0	2,091	
7101 LO Water Rates - Longstone	0	0	0	399	0	399	
7103 LO Electricity - Longstone	585	0	0	1,882	(244)	2,126	
7104 LO Fire & Security Alarm - Longstone	3,179	0	0	750	420	330	
7105 LO Fire Extinguishers - Longstone	104	0	0	261	217	44	
7108 LO Cleaning Materials & Equipment - Longstone	322	0	0	1,133	265	868	
7110 LO General Repairs & Maintenance - Longstone	2,143	0	0	729	466	263	
7114 LO Replace Equipment - Longstone	612	0	0	2,040	1,286	754	

**Services Committee - Service Delivery Budget**

Saltash Town Council  
As at 1st March 2021

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Account	Actual Received/ Spend 2019/20	EMF Balances B/F 2019/20	To/From Reserves & Budget Virements 2020/21	Budget 2020/21	Actual Received/Spend YTD 2020/21	Actual Funds To Receive/ Available to Date 2020/21	Notes
7121 LO IT & Office Costs - Longstone	1,276	0	0	1,000	818	182	
7120 LO Leigionella Risk Assessment - Longstone	105	0	0	410	0	410	
6419 GH Longstone Depot	(2,181)	0	0	0	(1,992)	1,992	
<b>Total Longstone Expenditure</b>	<b>6,146</b>	<b>0</b>	<b>0</b>	<b>10,695</b>	<b>1,236</b>	<b>9,459</b>	
<b>Total Grounds &amp; Premises Expenditure</b>	<b>41,969</b>	<b>0</b>	<b>0</b>	<b>64,332</b>	<b>31,332</b>	<b>33,000</b>	
<b>Town &amp; Waterfront Expenditure</b>							
6504 SE Street Furniture (Maintenance)	917	0	0	3,137	1,274	1,863	
6505 SE Street Lighting	167	0	0	575	277	298	
6507 SE Community Toilet Scheme (6507)	800	0	0	836	0	836	
6510 SE Trailer (Repair & Maintenance)	45	0	0	0	0	0	
6511 SE Tourism & Signage	0	0	0	5,000	0	5,000	
6512 SE Bus Shelters (Maintenance)	0	0	0	627	0	627	
6515 SE Festive Lights Maintenance & Electricity	698	0	0	1,000	774	226	
6519 SE Flags & Bunting	718	0	0	3,060	1,571	1,489	
6522 SE Pontoon (Maintenance Costs) (6522)	10,074	0	0	5,445	3,239	2,206	
6524 SE Vehicle Maintenance and Repair Costs	3,537	0	5,000	5,000	9,947	53	
6527 SE Salt Bins Refill	0	0	0	1,000	314	686	
6528 SE Waterfront Accommodation	0	0	(5,000)	10,500	1,453	4,047	
6529 G&P Refuse Disposal	0	0	0	5,000	3,177	1,823	
6530 SE Contract Expenditure	0	0	0	2,000	0	2,000	
<b>Total Town &amp; Waterfront Expenditure</b>	<b>16,956</b>	<b>0</b>	<b>0</b>	<b>43,180</b>	<b>22,025</b>	<b>21,155</b>	
<b>Total Service Delivery Expenditure</b>	<b>58,925</b>	<b>0</b>	<b>0</b>	<b>107,512</b>	<b>53,356</b>	<b>54,156</b>	
<b>Service Delivery Staffing Expenditure</b>							
Service Delivery Staffing Expenses	2,745	0	0	4,800	1,705	3,095	
6676 ST Services Delivery Staff Training	7,321	0	0	12,500	(1,466)	13,966	
Service Delivery Staffing Costs	105,472	0	(83,415)	196,515	100,723	12,377	
<b>Total Service Delivery Staffing Expenditure</b>	<b>115,538</b>	<b>0</b>	<b>(83,415)</b>	<b>213,815</b>	<b>100,962</b>	<b>29,438</b>	
<b>Total Service Delivery Operating Expenditure</b>	<b>174,464</b>	<b>0</b>	<b>(83,415)</b>	<b>321,327</b>	<b>154,318</b>	<b>83,594</b>	
<b>Total Service Delivery Operating Surplus/ (Deficit)</b>	<b>(152,588)</b>	<b>0</b>	<b>83,415</b>	<b>(290,659)</b>	<b>(143,707)</b>	<b>(63,537)</b>	

Account	Actual Received/ Spend 2019/20	EMF Balances B/F 2019/20	To/From Reserves & Budget Virements 2020/21	Budget 2020/21	Actual Received/Spend YTD 2020/21	Actual Funds To Receive/ Available to Date 2020/21	Notes
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**1. EMF Expenditure**

Service Delivery EMF Expenditure

**Services Committee - Service Delivery Budget**

Saltash Town Council  
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Account	Actual Received/Spend 2019/20	EMF Balances B/F 2019/20	To/From Reserves & Budget Virements 2020/21	Budget 2020/21	Actual Received/Spend YTD 2020/21	Actual Funds To Receive/ Available to Date 2020/21	Notes
<b>Grounds &amp; Premises EMF Expenditure</b>							
6471 GH EMF Heritage Centre	996	5,056	0	0	0	5,056	
6571 SE EMF Saltash Recreation Areas	7,145	26,809	0	0	0	26,809	
6578 SE EMF Equipment and Vehicles (Capital Works)	7,864	29,603	0	10,000	29,254	10,349	
6585 EMF Grassmere Way & Honeysuckle Close	1,240	0	0	0	0	0	
6586 EMF Ashton Way	3,396	0	0	0	0	0	
<b>Total Grounds &amp; Premises EMF Expenditure</b>	<b>20,641</b>	<b>61,468</b>	<b>0</b>	<b>10,000</b>	<b>29,254</b>	<b>42,214</b>	
<b>Longstone EMF Expenditure</b>							
7170 LO EMF Longstone Depot Capital Works	740	500	0	0	0	500	
<b>Total Longstone EMF Expenditure</b>	<b>740</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500</b>	
<b>Town &amp; Waterfront EMF Expenditure</b>							
6570 SE EMF Notice Boards (Repair & Replace)	1,091	851	0	1,000	13	1,838	
6572 SE EMF Festive Lights (6572)	4,515	13,256	5,000	5,000	17,675	5,582	
6573 SE EMF Public Art & Maintenance	2,043	1,963	0	0	520	1,443	
6574 SE EMF Salt Bins	0	7,728	(5,000)	0	0	2,728	
6575 SE EMF Street Furniture (New & Replace)	0	2,749	0	0	0	2,749	
6582 SE EMF Town War Memorial (6582)	0	1,978	0	0	0	1,978	
6584 SE EMF Pontoon Maintenance Costs	0	10,697	0	0	0	10,697	
6700 ST Services Delivery Staff Contingency	21,361	147	101,352	31,000	70,330	62,169	
<b>Total Town &amp; Waterfront EMF Expenditure</b>	<b>29,010</b>	<b>39,369</b>	<b>101,352</b>	<b>37,000</b>	<b>88,537</b>	<b>89,184</b>	
<b>Total Service Delivery EMF Expenditure</b>	<b>50,391</b>	<b>101,337</b>	<b>101,352</b>	<b>47,000</b>	<b>117,791</b>	<b>131,898</b>	
<b>Total EMF Expenditure</b>	<b>50,391</b>	<b>101,337</b>	<b>101,352</b>	<b>47,000</b>	<b>117,791</b>	<b>131,898</b>	

**Notes**

£5,000 transferred from 6528 Waterfront Accommodation to 6524 Vehicle Maintenance to cover van hire

£83,415 transferred from Service Delivery Staffing Costs to 6700 Service Delivery Staffing Contingency, £45,000 of which to be used for staffing costs in 2021/22.

£5,000 transferred from 6574 EMF Salt Bins to 6572 EMF Festive Lights

£101,352 Staffing Contingency virement consists of £83,415 from Service Delivery Staffing Costs as above, £7,000 from Station Staffing Costs, £10,937 from Burial Authority/Burial Board Staffing Costs

Account	Actual Received/spend 2019/20	EMF Balances B/F 2019/20	To/From Reserves & Budget Virements 2020/21	Budget 2020/21	Actual Received/Spend YTD 20/21	Actual Funds To Receive/ Available to Date 2020/21	Notes
<b>Operating Income</b>							
<b>Station Income</b>							
4301 SA Station - Bookings	0	0	0	2,550	0	2,550	
4302 SA Station - Refreshment Income	0	0	0	5,000	0	5,000	
<b>Total Station Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,550</b>	<b>0</b>	<b>7,550</b>	
<b>Total Operating Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,550</b>	<b>0</b>	<b>7,550</b>	
<b>Operating Expenditure</b>							
<b>Station Expenditure</b>							
6800 SA Rates - Station	3,578	0	0	3,637	3,635	2	
6801 SA Water Rates - Station	0	0	0	569	0	569	
6802 SA Gas - Station	0	0	0	1,858	0	1,858	
6803 SA Electricity - Station	0	0	0	2,758	0	2,758	
6804 SA Fire & Security Alarm - Station	0	0	0	600	77	523	
6805 SA Fire Extinguishers - Station	57	0	0	462	370	92	
6808 SA Cleaning Materials & Equipment - Station	0	0	0	1,707	0	1,707	
6809 SA Boiler Service & Maintenance - Station	0	0	0	1,000	0	1,000	
6810 SA General Repairs & Maintenance	0	0	0	2,068	188	1,880	
6811 SA TV License & PRS - Station	0	0	0	1,000	0	1,000	
6813 SA Refreshments Costs - Station	0	0	0	210	0	210	
6814 SA Replace Equipment - Station	0	0	0	959	81	878	
6818 SA Professional Costs - Station	0	0	0	1,020	0	1,020	
<b>Total Station Expenditure</b>	<b>3,635</b>	<b>0</b>	<b>0</b>	<b>17,848</b>	<b>4,351</b>	<b>13,497</b>	
<b>Station Staffing Expenditure</b>							
6671 Staff Expenses (Station)	0	0	0	250	0	250	
6672 ST SA Staff Training (Station)	0	0	0	1,000	0	1,000	
6627 ST SA Caretaking & Cleaning Staff - Gross Pay (Station)	0	0	(14,000)	14,280	0	280	
<b>Total Station Staffing Expenditure</b>	<b>0</b>	<b>0</b>	<b>(14,000)</b>	<b>15,530</b>	<b>0</b>	<b>1,530</b>	
<b>Total Station Operating Expenditure</b>	<b>3,635</b>	<b>0</b>	<b>(14,000)</b>	<b>33,378</b>	<b>4,351</b>	<b>15,027</b>	
<b>Total Station Operating Surplus/ (Deficit)</b>	<b>(3,635)</b>	<b>0</b>	<b>14,000</b>	<b>(25,828)</b>	<b>(4,351)</b>	<b>(7,477)</b>	

Account	Actual Received/spend 2019/20	EMF Balances B/F 2019/20	To/From Reserves & Budget Virements 2020/21	Budget 2020/21	Actual Received/Spend YTD 20/21	Actual Funds To Receive/ Available to Date 2020/21	Notes
<b>1. EMF Expenditure</b>							
<b>Station EMF Expenditure</b>							
6473 SA EMF Station Building (Purchase & Capital Works)	549,729	82,231	133,314	0	142,064	73,481	
6870 SA EMF Station Building	0	0	0	5,000	0	5,000	
6695 ST SA EMF Staff Contingency (Station)	0	2,000	7,000	0	0	9,000	
<b>Total Station EMF Expenditure</b>	<b>549,729</b>	<b>84,231</b>	<b>140,314</b>	<b>5,000</b>	<b>142,064</b>	<b>87,481</b>	
<b>Total EMF Expenditure</b>	<b>549,729</b>	<b>84,231</b>	<b>140,314</b>	<b>5,000</b>	<b>142,064</b>	<b>87,481</b>	

**Notes**

6473 EMF £133,314 external funding received for the Station Building refurbishment.

£14,000 Staffing Costs £7,000 Vired into 6695 EMF Station Staff Contingency to be used next year, £7,000 into Service Delivery Staffing Contingency for temp fees.

## P & F Committee – 9th March 2021 – Finance Report

### **Agenda Item 13) Finance Officer's Report**

#### ERDF Claim

The 2nd funding phase claim deadline has been extended and a further opportunity for the council to implement further safety measures following the current lockdown.

#### Local Restrictions Support Grant

STC were eligible to apply for Local Restrictions Support Grant which is split into two different sections, 1st section is for the reimbursement of business rates due to not being unable to open the Guildhall to the public during lockdowns in November & January, STC received £5,000. 2nd portion is a grant for loss of income at the Guildhall STC received £6,000. We should receive further business rates support until lockdown restrictions are lifted for reopening of the Guildhall.

#### Virement

#### Services Budgets

1. To cover agency Fees: January – March 21. The following virements which were agreed at the last P&F meeting are no longer required due to the Temp staff being reduced from 3 to 2.

£800 from the Library Staffing Budget Surplus  
£1365 from Service Delivery Staffing Budget  
£643 for P&F Staffing Budget.

2. Guildhall Caretaking Budget (Shortfall of £268)  
No longer required due to overestimation.

### **Agenda Item 14) To Approve three-year appointment of the Internal Auditor**

An internal audit proposal received from the current auditor (Hudson Accounting Limited) Internal Audit services for 2021/22 – 2023-24 (3 Years). The cost is at £1,200 which has increased from £800 per annum. This increase is to reflect the increase in precept and volume of transactions.

I have carried out research on alternative local council internal auditors in the area and there don't seem to be any alternatives for this sector. CALC also have carried out research and have been unable to provide any other alternatives. It is a very niche area for auditing and there are not many auditors who are experienced to be able to undertake the work. Cornwall Council with CALC are currently putting an offer together for an internal audit service.

I recommend for the council to accept this proposal as we have always received excellent service and recommendations for the council and he is appropriately qualified and experienced for the sector.



**OFFICER DELGATED DECISION REGISTER 2020**

The following are decisions that have been taken by the Clerk as Proper Officer of the Town Council under the Emergency Scheme of Delegation as a result of the Coronavirus Bill 2020 and associated Government Restrictions. The Register is made in accordance with the 2014 Openness of Local Government Bodies Regulations.

For further details, please contact the Town Clerk by email at townclerk@saltash.gov.uk. Information exempted under the Freedom of Information Act 2000 and the General Data Protection Regulations marked \* will not be published.

Date of Decision	Reference Number	Decision Taken By	Details	Decision Agreed	Financial Value	S137 Yes or No	Committee	Sub Committee	Approved by Committee
27.03.2020	01	Cllrs P Samuels & B Phillips	Increase all business credit cards (X3) limits during the pandemic to allow supplier contiunity.	APPROVED	£2,500 per card		Policy & Finance		APPROVED P&F 9.06.20
30.03.20	02	Councillors B Phillips & P Samuels	To approve that we pause the sending out of invoices for Allotment rental and pontoon berth fees for 2020/21 until further notice	APPROVED	N/A		Policy & Finance		APPROVED P&F 9.06.20
31.03.2020	03	Cllrs P Samuels, B Phillips & R Bickford	Acknowledgment of notice to suspend works due to COVID-19 at Saltash Station	APPROVED			Policy & Finance / Town Council	Station	APPROVED FTC 4.06.20
02.04.2020	05	Cllrs B Phillips, P Samuels & C. Challen	Precept funds to be placed with Cornwall & Barlcays Saver which will take balances above the £500,000 Risk Threshold	APPROVED	Above £500,000 Risk Threshold		Policy & Finance		APPROVED P&F 9.06.20
16/04/2020	12	Cllrs B Samuels	Agreed to set up an annual payroll for members allowance	APPROVED	£200		Personnel		APPROVED PERSONNEL 28.07.20
24.04.20.	18	STC Members	Survey Poll - Re: Support for Power for the People Campaign - Local Electricity Bill	REFUSAL			Full Town Council		APPROVED FTC 6.04.20
04.05.20	20	Councillora B Phillips, P Samuels & M. Parker	Agreed to cancel all Guildhall bookings up to the end of June	APPROVED			Services		APPROVED SERVICES 8.07.
04.05.20	21	STC Members	Februay 2020 Bank receipts & Payments noted via email	NOTED	N/A		Full Town Council		N/A

04.05.20	22	STC Members	March 2020 Bank receipts & Payments noted via email	NOTES	N/A		Full Town Council	N/A
11.05.20	24	Councillors R Bickford and D Yates	To approve the evaluation process for consultant applications received for Saltash	APPROVED	N/A		Policy & Finance / Services	APPROVED P&F 9.06.20
01.04.20	30	All Members	Waterside:Proposed Public Realm and Flood Protection Improvements Mayor and Deputy Mayor to remain in post as well as all Chairs and Vice Chairs of each Committee and Sub Committees until such time as Council can resume full operations.	APPROVED			Policy and Finance / Full Town Council	APPROVED P&F 9.06.20
28.05.20	31	Councillors M.Parker, B.Phillips & P.Samules	Agreed to send out Pontoon & allotment Invoices on a pro rata basis from the 1st June 20 - 31st March 21	APPROVED			Services/ Policy and Finance	APPROVED P&F 9.06.20
02.06.20	36	Library Sub Committee Members	Reopening of library safety measures - Delegated authority to allocate up to £2,000 maximum budget plus additional sums at the discretion of Chairman.	APPROVED		£2,000	Library Sub Committee	APPROVED LIBRARY 27.08.20
15.06.20	39	Councillors B Phillips & P Samuels	To Increase the overall credit card limit to £7,500 and for the Administration Officer to have a card	APPROVED	N/A		Policy & Finance	APPROVED P&F 8.09.20
23.06.20	42	Councillors B Phillips & P Samuels	To split the mayors allowance over 12 months instead of 10 for 20/21	APPROVED	N/A		Policy & Finance	APPROVED P&F 8.09.20
30.06.20	43	Councillors P Samuels & G Challen	To extend Guildhall Cancellation up until the 31st July 20	APPROVED	N/A		Services	APPROVED SERVICES 8.07.20
30.06.20	44	Councillor B Samuels	Approved to hire & insurance two vans for Service Delivery usage for Staff Welfare	APPROVED		£100 per week for Hire		APPROVED SERVICES 8.07.20
20.07.20	50	Councillor P Samuels and B Phillips	The purchase of an additional PC and monitor for the Assistant Delivery Manager to be situated at Longstone Depot.	APPROVED		£785	Services Policy and Finance	APPROVED P&F 8.09.20

24.07.20	51	Councillors G Challen and P Samuels	Cornwall Council – A Fair and Just Future for Cornwall.	APPROVED	N/A		Full Town Council	APPROVED 06.08.20
28.07.20	52	Councillor Dent and Fox	Emergency Licensing Determination Procedure - Pavement Licence	APPROVED	N/A		Planning and Licensing / Full Town Council	APPROVED 6.08.20
31.07.20	57	Counillors Rance, Challen and Parker	Professional Youth Work tender application opening	RECOMMENDATIONS	N/A	£40,000	Policy and Finance	APPROVED P&F 8.09.20
4.08.20	60	Councillor Bill Phillips and Pete Samuels	People Safe - Lone working devices 2 year contract for 10 devices	APPROVED		£4,200	Policy and Finance	APPROVED P&F 8.09.20
31.07.20	61	Councillor Bill Phillips and Pete Samuels	To extend Guildhall Boking Cancellations up until the 31st August 20	APPROVED	N/A		Services	APPROVED SERVICES 14.10.20
17.08.20	STC62	Councillor B Phillips and P Samuels	Guildhall Phase one recovery purchase of signs, IT equipment and Water dispensers	APPROVED		£2,575.00	Policy and Finance	APPROVED P&F 8.09.20
01.09.20	STC63	Councillor M Fox and B Phillips	Annual Subscription to Survey Monkey	APPROVED		£384.00	Policy and Finance	APPROVED P&F 8.09.20
11.09.20	STC64	Library Sub Committee Members	To stop handling Payments via the Library & Information Service relating to Cornwall Council Services	APPROVED		N/A	Library Sub Committee	APPROVED SERVICES 14.10.20
15.09.20	STC65	CANCELLED	CANCELLED	CANCELLED		N/A	CANCELLED	CANCELLED
15.09.20	STC66	Councillor Dent and Phillips	Kitchen equipment for Maurice Huggins Room	APPROVED		£472.93	Property Maintenance Sub Committee	APPROVED PROPERTY MAINTENANCE 22.09.20
03.09.20	STC67	Councillor M.Fox, B Phillips and P Samuels	To extend Guildhall Booking Cancellations up until the 30th September20	APPROVED		N/A	Services	APPROVED SERVICES 14.10.20
22.09.20	STC68	Councillors Parker, Phillips and Dent	To approve a subscription to Libraries Connected CILIP for the Community Hub Team Leader	APPROVED		£100	Library / Services	APPROVED SERVICES 14.10.20

24.09.20	STC69	Councillors Fox, B.Phillips	To approve to transfer £220,000 of the Precept funds to Nationwide	APPROVED	N/A	P &F	APPROVED P&F 10.11.20
24.09.20	STC70	Councillors Fox, P Samuels	To approve to transfer £100,000 to the Active Saver which will take the balance above the approved Investment limit of £500,000 for a period of one month	APPROVED	N/A	P&F	APPROVED P&F 10.11.20
28.09.20	STC71	Library Sub Committee Members	To extend the amnesty for Library overdue charges until the end of 2020	APPROVED	N/A	Library Sub Committee	APPROVED SERVICES 14.10.20
30.09.20	STC72	Library Sub Committee Members	To approve the Library Phase 2 service and costings.	APPROVED	£391.20	Library Sub Committee/ Services	APPROVED SERVICES 14.11.20
2.10.20	STC73	Councillor Fox and Phillips	To approve additional expenditure for Operation London Bridge Town Seal Badge	APPROVED	£415.14	P&F	APPROVED SERVICES 10.11.20
5.10.20	STC74	Councillors Dent, Phillips and Parker	To approve the purchase of a PC for the Community Hub Team Leader situated at the Library.	APPROVED	£720.00	Library Sub Committee/ Services	APPROVED SERVICES 14.10.20
02.10.20	STC75	Councillor M.Fox, B Phillips and P Samuels	To extend Guildhall Booking Cancellations up until the 31st October 20	APPROVED	N/A	Services	APPROVED SERVICES 9.12.20
12.11.20	STC76	Councillor Parker & Phillips	Change of contract to purchase and maintain all fire extinguishers from Chubb Fire & Security	APPROVED	£624.40	Services	APPROVED SERVICES 9.12.20
03.11.20	STC77	Councillor M.Fox, B Phillips , M. Parker	To extend Guildhall Booking Cancellations up until the 30th November 20	APPROVED	N/A	Services	APPROVED SERVICES 9.12.20
03.12.20	STC78	Councillor M Fox and B Phillips, M., Parker	To extend Guildhall Booking Cancellations up until the end of the financial year 31st March 2021	APPROVED	N/A	Services	APPROVED SERVICES 9.12.20

10.10.20	STC79	Councillor M Fox & B.Phillips	To renew the Annual Main Insurance for the Council with Zurich, 2nd Year of a 3 Year Contract	APPROVED	£8,517.22	P&F		APPROVED P&F 12.01.21
11/11/2020	STC80	Councillor M Fox & B.Phillips	To renew the Annual Cyber Insurance with Zurich	APPROVED	£614.13	P&F		APPROVED P&F 12.01.21
11/12/2020	STC81	Councillor M Fox & B.Phillips	To renew the Annual Pontoon Insurance with WPS	APPROVED	£1,985	P&F		APPROVED P&F 12.01.21
05/01/2021	STC82	Councillor Parker & Phillips	To appoint a company to carry out all Fire Risk Assessments for all STC buildings and assets	APPROVED	£1,245	SERVICES		On Services Agenda 10.02.21
18/12/2020	STC83	Councillor Parker & Phillips	To appoint DCW to collect recycling waste.	APPROVED	£493.68	SERVICES		On Services Agenda 10.02.21
01/02/2021	STC84	Councillor Fox and Phillips	Website integration costs to allow for CIVICA Modern.gov application	APPROVED	£180.00	P&F		On P&F Agenda 9.03.21
09/02/21	STC85	Councillor Fox and Phillips	Renewal of CANVA annual subscription	APPROVED	£107.88	P&F		On P&F Agenda 9.03.21
09/02/21	STC85	Councillors Dent and Phillips	Approved letter regarding the listing of the Library building with Historic England	APPROVED		SERVICES	Library Sub Committee	
02/03/21	STC86	Councillors Fox and Phillips	Approved the procurement of an additional SSL certificate from April 2022 for two years due to Civica application requirements.	APPROVED	£150.00	P&F		On P&F Agenda 9.03.21
29/01/21	STC 87	Councillors Fox, Phillips, P Samuels	Approve Transfer of £250,000 from Cornwall Council Investment A/c to Barclays Active Saver for operational expenditure up until 31st March 2021	APPROVED		P&F		On P&F Agenda 9.03.21
05/03/202	STC 88	Councillors Fox and Phillips	To renew the Annual Fleet Motor Insurance with WPS	APPROVED	£1,870.76	P&F		On P&F Agenda 9.03.21





# Saltash Town Council



## Grant Application Form

**APPLYING FOR:**  
(Tick one box)

Community Chest Grant

Festival Fund Grant

**DATE APPLICATION SUBMITTED:**

25 January 2021

<b>Contact Name:</b>	
<b>Position:</b>	
<b>Organisation:</b>	Rotary Club of Saltash
<b>Contact Address:</b>	
<b>Telephone Number:</b>	
<b>E-mail:</b>	
<b>Status of Organization:</b>	Service Organisation with registered charity status
<b>Charity/Company number (if applicable)</b>	Charity No: 284149 Company No:
<b>What geographical area does your organization cover?</b>	Saltash and surrounding area

<b>How long has your organization been in existence?</b>	Saltash Club Chartered 1959
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Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.

**1. Organisation Background**

	Date Applied	Project	Amount Applied for	Successful Y/N
<b>Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>?</b>  (Please list – continue on a separate sheet if necessary)	March 2017	Refurbishment of Christmas Sleigh	£500	Yes
<b>Please list the aims and objectives of your organization</b>	<b>Please see article 5 page 2 of the constitution document.</b>			



<b>What are the main activities of your organization?</b>	<p><b>Service to the community locally, nationally and internationally.</b></p> <p><b>We support Mayfair, Saltash Regatta, events at Waterside, Saltash Schools with literacy, public speaking and holidays for children and the Christmas Festival with our sleigh.</b></p>
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	Yes / No or N/A
Are you part of a religious group?	No
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	No
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	No
If application is from an education, health or social service establishment – do you work in partnership with other groups?	No
If application is from an education, health or social service establishment – is project in addition to statutory services?	No

## 2. Your project

<b>Project</b>	<b>Start Date</b>	1st / March /2021
	<b>Finish Date</b>	31 / March /2022
	<b>Total Cost</b>	£ 2100
	<b>Grant Applied For</b>	£ 1000

<b>Project title:</b>	<p><b>Community Service Project to Renovate and re-use the redundant Telephone Kiosk at Saltash Railway Station as a defibrillator point for public use.</b></p>
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<b>Description of project</b> (please continue on a separate sheet if necessary):	Please see separate project description document
<b>Where will the project/activity take place?</b>	Telephone Kiosk adjacent to the newly restored Saltash Railway Station.

<b>Who will benefit from the project?</b> (What groups will benefit and approximately how many people will benefit in total)	The Saltash Community particularly those using or in the vicinity of the Railway Station.
<b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)	The K6 kiosk is in very poor condition and redundant and requires restoration and a new use.
<b>What support have you received for this project?</b> (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)	A number of references to the need for renovation on facebook groups and some local councilors.

<p><b>How will the project be managed and how will you measure its success?</b></p>	<p>The project will be managed by the Saltash Rotary Club and we have previous experience of defibrillator provision in Fore Street and Waterside. The plan milestone phases are shown in the project description document.</p>
<p><b>Please give the timescale and key milestones for your project, including a start date and finish date.</b></p>	<p>Milestone phases are shown in the project description. Timescales are generous to try and take account of Covid 19 restrictions. Phase 1: March 2021 – July 2021 Phase 2 August 2021 – September 2021 Phase 3 October 2021 – March 2022.  These dates may be shortened if Covid restrictions allow.</p>
<p><b>What arrangements do you have in place to ensure safeguarding of children and /or young people and/or vulnerable people (applicable only if your project involves working with this client group)</b></p>	<p>N/A</p>

**3. How you will pay for your project.**

<p><b>What will the money be spent on?</b> (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	<p>Costs are shown in the project description document.</p>
<p>How will you promote STC once application and project are complete?</p>	<p>We propose that logos are shown on the upper windows of both the Town Council and Rotary and that a notice is also displayed in the kiosk.</p>

**Saltash Town Council considers Match Funding is extremely important. Please list any applications you have made for funding from other organisations in the table below:**

<b>Organization</b>	<b>Contribution Sought (£)</b>	<b>Applied</b> (please tick as appropriate)	<b>Granted</b> (please tick as appropriate)
Rotary International Foundation District Grant	£500	3	3

<b>Please confirm the bank account your project is using is in the project's name/organization name</b>	Account Name Confirmed
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**4. Further information enclosed Checklist.**

	<b>Enclosed</b> (please tick)
<b>A copy of your organization's most recent bank statements</b> (mandatory)	3
<b>Copies of all <u>relevant</u> Employer's, Building &amp; Public Liability Insurance Certificates &amp; Title Deeds if appropriate</b> (mandatory)	3

<b>A letter head showing the organization's address and contact details</b>	3
<b>A copy of your constitution and articles of association</b> (or similar documents if the above do not exist, showing the organization's status)	3
<b>A copy of your organization's latest set of accounting statements</b> (if any exist)	3
<b>Copies of any letters of support for your project</b>	
<b>If your organization has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council</b>	Through the local press and social media.
<b>Other</b> (please list)	

If any of the above documents have not been enclosed, please give reasons why in the box below:

We have not sought letters of support but a number of comments on facebook community groups have been supportive.

**5. Declaration by the applicant**

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/we confirm that a risk assessment will be completed prior to an event granted funding by the Town Council.

I/we accept the following:

- (i) that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
- (ii) that any grant offered will be used only for the purposes set out in this application;
- (iii) that we will provide reports on progress at the request of the Town Council;
- (iv) the support of the Town Council will be publicised;
- (v) that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.

Please be aware that the decision as to whether you have been successful in your application will be communicated to you shortly after the relevant Council meeting.

<b>Signed:</b>			
<b>Print Name(s):</b>			
<b>Position(s):</b>			
<b>Date:</b>	25 January 2021		

**Applicants should refer to the Privacy Notice on the Town Council Website [www.saltash.gov.uk](http://www.saltash.gov.uk) for details on how we use your data.**

COMPLETED FORMS SHOULD BE RETURNED TO:

The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street,  
Saltash PL12 6JX

Email: [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

<b>OFFICE USE ONLY:</b>	
<b>Date received</b>	
<b>Received by:</b>	
<b>Application Reference:</b>	
<b>Date to P&amp;R Chairman/Vice Chairman</b>	
<b>Approved to go to Committee</b>	

<b>Committee Date</b>	
<b>Decision/Minute number</b>	
<b>Amount awarded</b>	
<b>Application refused by P&amp;R Chairman or refused by Committee</b>	
<b>Appeal notice issued</b>	
<b>Appeal received</b>	
<b>Approved for Committee</b>	
<b>Decision/Minute number</b>	





## Application for funding from Saltash Town Council

**Applicant:** Brunel Friends Association, (charity number 1190340) based at Brunel Primary and Nursery Academy, Saltash PL12 6DX

Contact email: [friendsofbrunelschool@hotmail.co.uk](mailto:friendsofbrunelschool@hotmail.co.uk)

Chair: Mrs Jennifer Hall

As the PTA for Brunel Primary school in Saltash, we are applying to Saltash Town Council for funding of 3 in No. 8<sup>th</sup> Generation 32GB iPads for use by Brunel pupils.

These iPads would supplement those supplied via the Department of Education allocation and those already owned by school. These would be used by pupils without access to technology to support home learning during school closures or isolation periods due to Covid-19. The school are very proud to have been able to allow all children access to online learning by loaning a laptop or iPad where families had no equipment. They have now turned to us as there is still a shortfall where a small number of families have siblings needing to share devices, severely restricting their learning opportunities.

The minimum additional iPads required is three, and we would appreciate any funding towards these if they cannot be funded in their entirety.

Each iPad will cost approx. £350 to include the device and installation of the necessary software.

Total Cost: £1,050.

Required: As soon as possible.

Post Covid-19 these will be lent to those children who school feel would benefit from having such a useful resource at home for homework / research etc and to support learning needs through continued access to educational programs and resources as have been provided while home learning.

Full acknowledgement of any funding or contribution made by STC will be shared with our school community.

**End of Report.**

## Agenda Item 22 – To consider the formal adoption and maintenance of the Saltash Ferry Sculpture situated on Tamar Street

The sculpture is made of Corten, the same metal as The Angel of the North, and needs no maintenance - in fact it continues to improve with age and has proven to withstand the high tides, etc.

Ashtorre Rock undertook to refurbish the brass plaques but that was only for aesthetic reasons but the brass should last forever and the current coating for years. The plaques are fixed with tamper proof bolts. They should only need re-cleaning (Brasso) were the text to become unreadable.



End of Report.



# Saltash Town Council

**Policy/Procedure:**

**Annual Statement on Internal Control 2021/22 DRAFT**

**Date of Adoption:**

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
<b>Version</b>	2021/22 DRAFT	<b>Approved by</b>	
<b>Date</b>	Feb 2021	<b>Date of approval</b>	
<b>Responsible Officer</b>	Town Clerk/RFO	<b>Minute reference</b>	
<b>Responsible Committee</b>	P&F	<b>Review date</b>	Annual

Version History			
Date	Version	Author/Editor	Comments
17.04.2018	2018	Town Clerk/RFO	
26.03.2019	2019	Town Clerk/RFO	
February 2020	2020/21	Town Clerk/RFO	
February 2021	2021/22	SE	Annual review; updated

Review Record				
Date	Type of Review	Minute number	Summary of actions	Completed by
		17/19/20b		

Document Retention	
Document retention period	Until superseded

# SALTASH TOWN COUNCIL

## ANNUAL STATEMENT ON INTERNAL CONTROL 2021/22

### 1. Introduction

Saltash Town Council is responsible for ensuring that the financial management of the Council is adequate and effective and that the Council has a sound system of internal financial control in accordance with legislation and proper practices for the safeguarding of public funds in an economic and efficient manner.

This statement of internal control should be read in conjunction with Saltash Town Council's standing orders and financial regulations. It provides details of the methodology by which the council affords itself protection in the day to day operation of its accounting procedures.

### 2. The Purpose of the System of Internal Council

The council's system of internal council is designed to manage risk to a reasonable level rather than to eliminate all risk of failure. It can therefore only provide reasonable and not an absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to:

- Identify and prioritise the risks to the achievement of the Town Council's policies, aims and objectives,
- Evaluate the likelihood of those risks being realised, and the impact should they be realised
- Manage them effectively and economically.

The system of internal control accords with the practices set out in the Practitioners Guide 2020.

### 3. The Internal Control Environment

Saltash Town Council seeks to ensure that the financial management of the town council is robust and, in particular, that the following management principles are incorporated within the system of internal control:

- Segregation of financial responsibilities
- Compliance with Council Policies including Standing Orders and Financial Regulations
- Compliance with budgetary procedure requirements
- Clearly defined budget Setting and capital expenditure guidelines
- Regular monitoring of reserves/balances
- Personal accountability of line managers as budget holders
- Regular reports showing actual expenditure and income against forecasts for reporting on and reviewing financial performance
- Management Supervision
- Development and maintenance of systems by managers

- Independent Internal Auditor
- Internal audits by Chair of Policy of Finance of monthly bank statements and purchase ledger payment
- Annual External Audit (Statutory requirement)
- Annual Governance & Accountability Return (AGAR) (Statutory requirement)
- Asset Register which is reviewed by the internal auditor
- Risk Management Strategy Policy
- Sufficient levels of insurance in place.
- Data Protection

#### **4. Review of Effectiveness**

The process agreed by the town council which is applied in maintaining and reviewing the effectiveness of governance arrangement, including the system of internal council includes:

- Internal Audit Reports
- Reporting on any issues relating to value for money, to ensure use of resources in an economical, effective and efficient way.
- Approval through the relevant standing committees of budget plans, the subsequent collation of comments for policy guidance at the Town Council meeting on the setting of the budget and any precept requirements for the following year.
- Responsibility through the Policy and Finance Committee for receiving regular reports on work in progress and to be programmed for the future on internal audit and external audit functions.
- Where any recommendations are made either by the internal or external auditor suggesting improvements to the effectiveness of the systems of governance and internal control, a plan of action will be agreed with the relevant officer within a reasonable period to address weaknesses and to ensure agreed action is undertaken.
- Risk Assessments are undertaken for all areas of the council
- Internal Audits by members are carried out and reported to Full Council and Policy and Finance Committee
- Regular Budget Monitoring is undertaken and the necessary virements are agreed by Policy and Finance Committee
- Insurance is regularly monitored in line with the asset register to ensure sufficient level of cover
- Asset Register is maintained at all times.

#### **Monthly Checks**

The Town Clerk and Chairman of Policy and Finance Committee checks the original bank statements against the figures shown in the monthly reconciliation print out created in Xero and this is reported to Full Council and Policy and Finance Committee. All invoices are checked by the Chairman of Policy and Finance on a monthly basis that they are in line with the council's financial regulations and reported to Full Council and Policy and Finance Committee.

## **5. Internal and External Audit**

The council appoints an Internal Auditor in accordance with its financial regulations and is responsible for ensuring that the person appointed meets the competency and independence requirements. For the financial years 2018/19 to 2020/21 this is Hudson Accounting Limited.

The external auditor is independently appointed and currently PKF Littlejohn LLP. The External Auditor examines the Annual Governance and Accountability Return (AGAR) and any other documents specifically requested.

Saltash Town Council is required to review at least annually the effectiveness of its system of financial control. The review of the effectiveness of the system of internal control is informed by the work of the internal auditors and the management of the Council who have responsibility for the development and maintenance of the internal control environment, and also by comments made by the external auditors in their annual letter and other reports.

## **6. Risk management**

The Council is responsible for:

- Establishing and monitoring the achievement of its objectives.
- The facilitation of policy and decision-making.
- Ensuring compliance with established policies, procedures, laws and regulations.
- The Council has overall responsibility for the management of risk.
- The Council all committees, the Town Clerk and staff all contribute to the identification and management of risk. Any identified weaknesses in this area are addressed and actioned by the Council.

Key staff are trained in health and safety, fire and general risk management and appropriate risk assessments are used to regularise these processes.

- Through its standing orders, financial regulations and delegated authority to the Town Clerk the Council has put in place a scheme of delegation, self-audit mechanisms and controls to ensure that best value and financial probity are achieved.
- All committees of the Council receive regular and up to date reports on financial activities under their direction.
- Performance is regularly monitored against financial and operational budgets.

## **7. Accounting Records and Reports to Council**

The Policy and Finance Committee has delegated responsibility for monitoring effectiveness by regular internal audit reports on systems, reports from the Town Clerk/ RFO and Finance Officer and matters raised by external auditors and from other retained professional advisers. It receives and considers such reports promptly and agrees appropriate action to address identified weaknesses.

Subject to any restrictions imposed by the Council the Responsible Financial Officer is required to determine:

- accounting records including the form of accounts and supporting accounting records;
- accounting control systems;
- ensuring that determined systems are adhered to, comply with proper practice and are up to date.

The Responsible Financial Officer is required by statute to:

- ensure that the records are kept in such a way as to enable the financial statements and related notes to be prepared;
- ensure that entries on a day by day basis record all money received and expended;
- record the assets and liabilities of the Authority;
- record separately income and expenditure relating to any claim for contribution, grant or subsidy from the government, a body funded by government or a community institution.

The system determined by the Responsible Financial Officer is as required by statute:

- to record transactions as soon as practicable;
- to put in place measures for the prevention and detection of inaccuracy and fraud;
- to put in place measures for the reconstitution of data if records are lost;
- to identify the duties of individual officers and the segregation of duties achieved for significant transactions;
- to only allow the write off of uncollectible amounts including bad debts with the Responsible Financial Officer's evidenced approval;
- to ensure appropriate measures to manage risk.

A system of internal financial control cannot be expected to completely eliminate the possibility of inaccuracy or fraud. In this Council due to the small number of staff and in common with other small organisations it is not possible to achieve full segregation of duties. However wherever possible division of financial responsibility has been introduced to promote best practice.

To compensate for this weakness all payments are approved, and cheques and other payment methods are checked and signed by two Councillors, the Town Clerk/RFO and FO.

Section 114 of the Local Government Finance Act 1988 requires the Responsible Financial Officer to report to the Full Council, Executive and External Auditor if STC or one of its Officers:

- Has made, or is about to make, a decision which involves incurring unlawful expenditure;

- Has taken, or is about to take, an unlawful action which has resulted or would result in a loss of deficiency to the Authority;
- Is about to make an unlawful entry in the Authority's accounts;
- If the expenditure of the authority is likely to exceed the resources available to it to meet that expenditure.

Section 114 of the 1988 Act also requires:

- The Responsible Financial Officer to nominate a properly qualified member of staff to deputise should he or she be unable to perform the duties under Section 114 personally; **this is currently the Finance Officer.**
- STC to provide the Responsible Financial Officer with sufficient staff, accommodation and other resources – including legal advice where necessary – to carry out the duties under Section 114.

The Council has a computerised accounting package that records all of the accounting transactions and is used to register unpaid supplier invoices and unpaid customer accounts. This package is used to provide financial information and to inform budgetary control.

As required by statute the Council has in place a system of internal audit carried out by an independent auditor. Issues raised by the internal auditor are reported in writing to the Council and agreed actions are monitored to ensure that they have been carried out and actioned within agreed timescales.

Additionally, the Council seeks and receives appropriate property, legal, insurance, V.A.T. health and safety and human resources advice to manage risk.

## **8. Significant Internal Control Issues**

No significant internal control issues were identified during the 2020-2021 financial year.

However, the Town Council recognises that the coronavirus pandemic which began in March 2020 has had significant impact on the way that work is carried out, and has reviewed and adapted following advice from the government, the Cornwall Association of Local Councils and others. In addition, this has caused a reduction in expected income, and unexpected, unbudgeted expenditure which were initially appraised by the Town Council in June 2020. This has been under constant review to ensure internal control systems are adapted and maintained to remain robust and effective.

Whilst no significant internal control issues were identified during the year the council strives for the continuous improvement of the system it has adopted at all times.





# Saltash Town Council

Policy/Procedure:

Annual Business Continuity Plan 2021/22

Date of Adoption:

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	2021/22 DRAFT	Approved by	P&F
Date	March 2021	Date of approval	
Responsible Officer	Town Clerk/RFO	Minute reference	
Responsible Committee	P&F	Review date	Annual review

Version History			
Date	Version	Author/Editor	Comments
October 2015	1	Town Clerk	New Document
August 2016	2	Town Clerk	Updated
March 2019	3	RL/AJT	Updated
Feb 2020	2020/21	Town Clerk	Annual review
June 2020	2020/21 v2	SB	Health Pandemic update
March 2021	2021/22	SB	Annual review

Review Record				
Date	Type of Review	Minute number	Summary actions	of Completed by
		17/19/20b		

Document Retention	
Document retention period	Until superseded

# Annual Business Continuity Plan

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## Distribution

1.	Reception Notice Board (hard copy)
2.	Town Clerk
3.	Mayor
4.	Line Managers
5.	Electronic copy backed up on the server

## 1. Introduction:

This plan has been developed to assist in minimising the effects of any potential major disruption and to facilitate the recovery or replacement of Saltash Town Council accommodation, **administration/financial operations** and services.

A major disruption is defined as a significant incident which threatens personnel, buildings or the operational structure of the businesses involved and requires special measures to be taken to restore things back to good working order.

## 2. Functions of Saltash Town Council:

The Guildhall houses the Saltash Town Council offices from where the day to day administration of the town council is undertaken, this includes regular council meetings.

The Guildhall also provides accommodation on a casual hire basis for community groups, public and private hire functions. Some of these are regular scheduled bookings.

To act as a community care and accommodation building in the event of a civil emergency.

Specifically, the Guildhall is designated as an emergency accommodation centre in the event of a disaster at the Saltash Bridge or tunnel.

Saltash Town Council also **owns/leases** and has public and staff responsibility for Churchtown Cemetery, Saltash Library, ~~and staff responsibility for Belle Vue Finance Office~~, Longstone Depot, ~~Waterfront Wardens Pontoon~~ Office and the Station Building to be operational in 2021~~0~~.

## 3. Business Risk Analysis:

The following are recognised as potential major risks for the establishments listed above operations of Saltash Town Council

- Fire
- Gas leak/explosion
- Loss of mains electrical power
- Damage to council offices
- Flooding (Environment agency indicate no risk)
- Loss of council documents due to fire, flood, theft or other causes
- Loss of council electronic data due to fault, damage, corruption, hardware failure or hacking attack
- Damage to park, allotments or other amenity area.
- Loss of council equipment due to fault damage, breakdown or theft

- Loss of Communications (Broadband / Telephones)
- Damage to Asbestos Containing materials
- Loss of Investment Money
- Failure to calculate precept on time
- Failure to account for and recover VAT
- Failure to stay within the agreed budgets/inadequate precept
- Failure to maintain fixed asset register
- Allegation of libel or slander
- Fraud by staff or members
- ~~• Flooding (Environment agency indicate no risk)~~
- Loss of Town Clerk/ Key Personnel due to resignation, incapacity, long term illness or death
- Death or serious injury to member of staff whilst carrying out town council duties
- Loss of councillors due to multiple resignations (causing the council to be inquorate)
- ~~• Damage to Asbestos Containing material~~
- Health Pandemic/ Lockdown

Business risk	Impact	Likelihood	Score	Mitigation strategy	Contingency Notes and Actions to Manage Risks
<u>Disaster impacting on Town</u>	<u>High</u> 4	<u>Low</u> 2	8		<ul style="list-style-type: none"> <li>• <u>Emergency plan including contact list of resources maintained by all departments.</u></li> <li>• <u>Key personnel will make themselves available</u></li> <li>• <u>Common sense used to determine appropriate action</u></li> <li>• <u>Actively listen for and monitor any communications</u></li> <li>• <u>Accept instructions from emergency services and Cornwall Council emergency planning team</u></li> </ul>
<u>Guildhall Unserviceable</u>	<u>Medium</u> 3	<u>Low</u> 2	6	<ul style="list-style-type: none"> <li>• <u>Carry out regular checks and fire risk assessments</u></li> <li>• <u>Maintain adequate insurance cover</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>There are no life critical services provided</u></li> <li>• <u>Management Team called together to agree priorities</u></li> <li>• <u>Short- term measure to recover in alternative location – e.g. Library</u></li> <li>• <u>Medium/ long term plan to return to Guildhall</u></li> </ul>
<b>Fire.</b> Damage to part of or loss of <u>the to</u>	<u>High</u> 4	<u>Unlikely</u> <u>Low</u>	8	<ul style="list-style-type: none"> <li>• <u>Provision of fire detection and centrally monitored</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Hire alternative accommodation and equipment to continue council functions and meetings.</u></li> </ul>

<p><u>any council building.</u></p> <p>Loss of life.</p>		<p><u>2</u></p>		<p>alarm systems, firefighting equipment.</p> <ul style="list-style-type: none"> <li><u>Fire Risk Assessment reviewed and updated regularly.</u></li> </ul>	<ul style="list-style-type: none"> <li><u>Cancel bookings and meetings.</u></li> </ul>
<p><b>Gas leak</b></p> <p>Loss of heating and hot water facilities <u>in any of the council buildings.</u></p>	<p><u>LowMedium</u></p> <p><u>3</u></p>	<p><u>UnlikelyLow</u></p> <p><u>2</u></p>	<p><u>6</u></p>	<ul style="list-style-type: none"> <li><u>Annual inspection of equipment by gas safe registered contractor.</u></li> </ul>	<ul style="list-style-type: none"> <li><u>Provide alternative means of providing heating &amp; hot water.</u></li> <li><u>Call out arrangements with Contractor</u></li> <li><u>Cancel bookings and meetings.</u></li> </ul>
<p><b>Loss of main electrical power (long term).</b></p> <p>Loss of heating, lighting, communications and alarm systems. Inability to use the building</p>	<p>Medium</p> <p><u>3</u></p>	<p><u>UnlikelyLow</u></p> <p><u>2</u></p>	<p><u>6</u></p>	<ul style="list-style-type: none"> <li><u>Internal fault:</u></li> <li><u>The electrical system is inspected and tested every 5 years by competent contractors.</u></li> <li><u>External fault:</u></li> <li><u>Contact with utility provider to provide information.</u></li> </ul>	<ul style="list-style-type: none"> <li><u>Hire alternative accommodation to continue council functions and meetings.</u></li> <li><u>Cancel bookings and meetings.</u></li> </ul>

safely during the hours of darkness <u>in any of the council buildings.</u>					
<b>Damage to Physical assets owned by the council – buildings, furniture, equipment. Complete loss of ICT, etc.</b>	Medium 3	Medium 3	9	<ul style="list-style-type: none"> <li>• <u>An up to date register of assets</u></li> <li>• <u>Physical verification of assets on register.</u></li> <li>• <u>Regular safety checks on physical assets</u></li> <li>• <u>Regular Maintenance arrangements for physical assets.</u></li> <li>• <u>Insurance regularly reviewed</u></li> <li>• <u>Buildings re-valued regularly</u></li> <li>• <u>Computer backups off site</u></li> <li>• <u>Reputable ICT support contractor/Supplier</u></li> <li>• <u>Buildings alarmed for security and fire</u></li> <li>• <u>Staff Training</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Record all information and inform the insurance company of any incident and obtain photographic evidence</u></li> <li>• <u>Town Council to advise Council and staff of incident</u></li> <li>• <u>If necessary, relocate to alternative premises or admin team may work from home.</u></li> <li>• <u>Town Council answer phone to state emergency mobile contact numbers</u></li> <li>• <u>Review risk assessment</u></li> </ul>

<b>Harm caused by failure to ensure adequate Health and Safety</b>	Medium 3	Medium 3	9	<ul style="list-style-type: none"> <li>• Risk Assessments carried out</li> <li>• H&amp;S Advisory service provided by Moorepay</li> <li>• Council property properly maintained</li> <li>• Specific training provided as per risk assessment findings inc First Aid</li> <li>• Regular H&amp;S review meetings</li> <li>• H&amp;S covered in team meetings</li> </ul>	
<b>Loss of council documents due to fire, flood, theft or other causes</b>	High 4	Low 2	8	<ul style="list-style-type: none"> <li>• <u>To operate a clear desk policy:</u></li> <li>1. <u>Ensure important documentation is stored securely in fire/ flood proof cabinets.</u></li> <li>2. <u>Ensure backup copies of paper documents i.e. electronic version is stored.</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Town Clerk to advise council and staff of the incident.</u></li> <li>• <u>Inform Police and Insurance company (If necessary).</u></li> <li>• <u>If appropriate consider security controls i.e. change of locks/ passwords</u></li> </ul>
<b>Loss of council electronic data due to fault,</b>	High 4	Low 2	8	<ul style="list-style-type: none"> <li>• <u>Ensure antivirus software is up to date.</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Town Clerk to advise council and staff of the incident.</u></li> </ul>



<b>damage, corruption, hardware failure or hacking attack</b>				<ul style="list-style-type: none"> <li>• <u>Ensure passwords are robust and regularly updated.</u></li> <li>• <u>Ensure data is regularly backed up and stored securely.</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Inform insurance company (if necessary)</u></li> <li>• <u>Update security as required</u></li> </ul>
<b>Damage to Park/allotments or other Amenity Area</b>	Medium 3	Low 2	6	<ul style="list-style-type: none"> <li>• <u>Maintain adequate insurance cover.</u></li> <li>• <u>Carry out risk assessments</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Secure Park</u></li> <li>• <u>Advise statutory authorities</u></li> <li>• <u>Access damage and advise insurance</u></li> <li>• <u>Prepare a recovery programme</u></li> </ul>

<p><b>Loss of council equipment due to fault, damage, breakdown or theft</b></p>	<p>High 4</p>	<p>Medium 2</p>	<p>8</p>	<ul style="list-style-type: none"> <li>• <u>Maintain adequate insurance cover</u></li> <li>• <u>Ensure regular maintenance and checks of equipment are carried out</u></li> <li>• <u>Regularly review security arrangements</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Report theft or criminal damage to police.</u></li> <li>• <u>Inform Insurance Company (If necessary)</u></li> <li>• <u>Arrange hire of temporary replacement equipment where possible.</u></li> <li>• <u>Arrange purchase of new equipment.</u></li> </ul>
<p><b>Loss of communications</b> (Broadband/ telephones).  (Long term)</p>	<p><u>Low</u><u>Medium</u> <u>3</u></p>	<p><u>Unlikely</u> <u>Low</u> <u>2</u></p>	<p><u>6</u></p>	<ul style="list-style-type: none"> <li>• <u>Electronic data backed up on line and accessible from other locations.</u></li> <li>• <u>Use of mobile phones for communications.</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Alternative accommodation hire with broadband access.</u></li> <li>• <u>Use of mobile phones and laptops.</u></li> </ul>
<p><b>Damage to Asbestos containing material -</b> release of fibres contamination of affected area.</p>	<p>High <u>4</u></p>	<p><u>Unlikely</u> <u>Low</u> <u>1</u></p>	<p><u>4</u></p>	<ul style="list-style-type: none"> <li>• <u>Asbestos register maintained, annual inspections for damage and deterioration, contractors are informed prior to undertaking any work in the building.</u></li> <li>• <u>A complete copy of the register and survey is held by the Service</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Initial evacuation of premises.</u></li> <li>• <u>Advise the Consultant Surveyor, H&amp;S consultants &amp; contact specialist asbestos removal contractors to undertake air testing and decontamination.</u></li> </ul>

				Delivery Manager and the Consultant Surveyor.	<ul style="list-style-type: none"> <li>Hire alternative accommodation as necessary.</li> </ul>
<b>Loss of Investment Money</b>	High 4	Low 2	8	<ul style="list-style-type: none"> <li>Maintain an adequate investment policy.</li> </ul>	<ul style="list-style-type: none"> <li>Quantify loss &amp; understand cause</li> <li>Take any immediate action to minimise the loss.</li> <li>Assess implication of services for remainder of year</li> <li>Review treasury management strategy policy</li> <li>Take action to adjust costs &amp; make provision for any necessary loan/ change of priorities</li> </ul>
<b>Failure to calculate/ precept on time</b>	Medium 3	Low 2	6	<ul style="list-style-type: none"> <li>Timetable agenda item for members providing sufficient time for additional meetings if required</li> </ul>	<ul style="list-style-type: none"> <li>Clerk/ RFO to inform members</li> <li>To contact Cornwall Council to make arrangements for late submission.</li> </ul>

<p><b>Failure to account for and recover VAT</b></p>	<p>Medium 3</p>	<p>Low 2</p>	<p>6</p>	<ul style="list-style-type: none"> <li>• <u>VAT Returns are scheduled</u></li> <li>• <u>Appropriate accounting system in place to account for VAT appropriately</u></li> <li>• <u>Staff to receive the necessary council VAT training.</u></li> <li>• <u>To insure update information is received from the council's VAT consultant</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Clerk/ RFO to inform members</u></li> <li>• <u>To liaise with the council's VAT consultant to rectify the issue.</u></li> </ul>
<p><b>Failure to stay within the agreed budgets/ inadequate precept</b></p>	<p>Medium 3</p>	<p>Low 2</p>	<p>6</p>	<ul style="list-style-type: none"> <li>• <u>To ensure that all committees have input in to the annual budget setting.</u></li> <li>• <u>Members to build sound budget, using risk register and known commitments</u></li> <li>• <u>Insurance in place with insurer (Zurich) to cover major risk</u></li> <li>• <u>To ensure a sufficient contingency is place to mitigate the risk of unforeseen events. This policy to reviewed each year in conjunction with the rest of the reserves. This is reviewed on annual basis when setting the following year budgets</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>RFO/FO to inform the relevant committee Chair &amp; Vice Chair</u></li> <li>• <u>Clerk to organise an extraordinary Policy and Finance committee if required.</u></li> <li>• <u>Resort to other funding sources or Public Works Loan Board</u></li> <li>• <u>Correct deficit via budget planning over subsequent years</u></li> </ul>

<b>Failure to maintain fixed asset register.</b>	Medium 3	Low 2	6	<ul style="list-style-type: none"> <li>• That all the necessary fixed asset purchases are recorded and monitored on the asset register.</li> <li>• Appropriate document e.g. invoices are kept for audit purposes.</li> <li>• Internal audit is carried of the fixed asset register</li> <li>• All staff are aware of the responsibilities of the fixed asset register.</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk to inform members and staff as appropriate.</li> <li>• To liaise with the internal auditor as necessary</li> </ul>
<b>Allegation of libel or slander</b>	Medium 3	Low 2	6	<ul style="list-style-type: none"> <li>• Review all press releases or newsletter articles before release.</li> <li>• Press protocol and social media policy in place</li> </ul>	<ul style="list-style-type: none"> <li>• Review insurance cover</li> </ul>
<b>Loss of money through fraud, theft, poor accounting systems</b>	Medium 3	Low 2	6	<ul style="list-style-type: none"> <li>• Ensure adequate internal controls are in place and these are documented</li> <li>• Internal controls are at least checked annually by an internal auditor</li> <li>• Informal monitoring, trust and spot checks</li> <li>• Regular reporting to members through committee</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk to inform members as appropriate</li> <li>• Insurance company is informed as appropriate.</li> <li>• Investigation to take place with appropriate disciplinary action as necessary</li> <li>• Police to be informed if appropriate.</li> </ul>

				<ul style="list-style-type: none"> <li>• Investment strategy and policy priorities security and liquidity of funds</li> <li>• Insurance in place to cover any resulting from financial losses.</li> <li>• Annual review of insurance</li> <li>• Limited cash kept on premises</li> <li>• Only designated staff have keys to any safes</li> <li>• Electronic banking procedure in place with secure passwords</li> <li>• Segregation of Duties</li> </ul>	
<b>Damage to third party property or individuals as a consequence of the council providing services or amenities to the public (Public Liability)</b>	Medium 3	Medium 3	9	<ul style="list-style-type: none"> <li>• Regular health and safety risk assessments</li> <li>• Regular safety checks</li> <li>• Adequate insurance</li> <li>• Training</li> </ul>	
<b>Loss of Town Clerk/ Key Personnel due to resignation, incapacity, long</b>	High 4	Medium 3	12	<ul style="list-style-type: none"> <li>• Ensure staffing team are briefed, made aware of interim measures and aware of their responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Mayor to contact next of kin</li> <li>• Mayor to be informed, who will advise council and staff</li> <li>• Mayor and Chair of Personnel to consider</li> </ul>

<b>term illness or death</b>				<ul style="list-style-type: none"> <li>• <u>Ensure all key tasks are prioritised.</u></li> <li>• <u>Access to log in details, keys and passwords are made available as necessary</u></li> </ul>	<p>appointment of temporary cover</p> <ul style="list-style-type: none"> <li>• <u>Recruit temporary replacement</u></li> <li>• <u>Carry out recruitment process to appointment permanent replacement</u></li> </ul>
<b>Death or serious injury to member of staff whilst carrying out town council duties</b>	Medium 3	Low 2	6	<ul style="list-style-type: none"> <li>• <u>Knowledge of duties with regard to Health &amp; Safety</u></li> <li>• <u>Knowledge of duties with regard to employment law and staff supervision</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Town Clerk inform council and other members of staff</u></li> <li>• <u>Insurance company informed (if appropriate)</u></li> <li>• <u>Health &amp; Safety Executive informed (if necessary)</u></li> </ul>
<b>Employers Liability</b>	Medium 3	Medium 3	9	<ul style="list-style-type: none"> <li>• <u>Ensure compliance with Employment Law through use of consultants (Moorepay)</u></li> <li>• <u>Comply with Inland Revenue requirements</u></li> <li>• <u>Legal compliance with council activities ensured through advice from staff, SLCC, NALC and solicitors when necessary. Advice recorded in the minutes.</u></li> </ul>	

<p><b>Loss of Councillors due to multiple resignations (causing the council to be inquorate)</b></p>	<p>High 4</p>	<p>Low 2</p>	<p>8</p>	<ul style="list-style-type: none"> <li>• <u>Co-optation of Councillors from waiting list/ reserves by Cornwall Council if necessary</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Clerk to inform remaining councillors and employees of the council</u></li> <li>• <u>Clerk to inform Cornwall Council Monitoring Officer</u></li> <li>• <u>Council to review procedure for recruitment of councillors.</u></li> </ul>
<p><b>Lack of public consultation by the council</b></p>	<p>Low 2</p>	<p>Low 2</p>	<p>4</p>	<ul style="list-style-type: none"> <li>• <u>Ensure meetings publicised on notice boards &amp; website.</u></li> <li>• <u>Use of Annual parish meetings</u></li> <li>• <u>Place articles in newsletters</u></li> <li>• <u>Include public participation on all council meeting agendas</u></li> <li>• <u>Ensuring seating available at meetings for the public</u></li> <li>• <u>Provide advice for members of the public attending</u></li> <li>• <u>Publish agenda and minutes on website/ notice boards</u></li> <li>• <u>Hold monthly meet your councillor sessions</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Clerk to inform appropriate members and staff</u></li> <li>• <u>Appropriate action to be taken to rectify the issue.</u></li> </ul>



<p><b>Health Pandemic</b></p> <p>A pandemic occurs when a new influenza virus, which people have no immunity to, emerges and starts spreading.</p> <p>Loss of life.</p>	<p>High <u>4</u></p>	<p><u>Likely</u> <u>Medi</u> <u>um</u> <u>3</u></p>	12	<ul style="list-style-type: none"> <li>• <u>Town Clerk / Assistant Town Clerk to provide staff Government Guidelines and updates from Public Health England.</u></li> <li>• <u>Ensure regular deep cleaning is in place to try and slow the spread of the virus.</u></li> <li>• <u>Provide hand sanitiser, soap, warm water and paper towels to avoid spreading the virus.</u></li> <li>• <u>Replace crockery with disposable paper cups and plates to mitigate the spread of germs whilst operating.</u></li> <li>• <u>Staff to inform their line manager if they start to feel unwell.</u></li> <li>• <u>Risk Assessments reviewed and updated regularly.</u></li> <li>• <u>Town Council to provide suitable materials and PPE to operate. Where this is not possible or due to none supply service to be shut down.</u></li> <li>• <u>Staff to shield / self-isolate.</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Close all public buildings.</u></li> <li>• <u>Reduce services to all STC business.</u></li> <li>• <u>Until full Government guidance is given suspend all Full Town Council and Committee meetings and accept a blanket apology to protect staff and councillors until further notice.</u></li> <li>• <u>Cancel bookings / events / activities.</u></li> <li>• <u>Review the Scheme of Delegation to ensure minimal disruption to the operations of the Town Council and its decision making.</u></li> <li>• <u>Notices displayed on buildings, website and social media to inform members of the public &amp; signpost were possible.</u></li> <li>• <u>Divert switchboard to Town Clerk / Assistant Town Clerk work mobiles &amp; setup of automated system.</u></li> </ul>
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					<ul style="list-style-type: none"><li>• <u>Where possible staff to operate remotely.</u></li><li>• <u>Determine appropriate lunch breaks and location for staff that remain working.</u></li><li>• <u>Finance Office to ensure payroll is processed and automatic setup of payments released.</u></li></ul> <ul style="list-style-type: none"><li>• <u>Finance Officer to contact suppliers if there is to be a delay with payments.</u></li><li>• <u>Emergency 999.</u></li><li>• <u>Summon agency staff.</u></li></ul>
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<p><b>Health Pandemic Lockdown</b></p>	<p>High <u>4</u></p>	<p><u>Likely</u> <u>Medi</u> <u>um</u> <u>3</u></p>	<p>12</p>	<ul style="list-style-type: none"> <li>• <u>Staff and councillor welfare is paramount.</u></li> <li>• <u>Safety of the community.</u></li> <li>• <u>Town Clerk / Assistant Town Clerk to provide staff and councillors Government Guidelines and updates from Public Health England.</u></li> <li>• <u>Staff to shield / self-isolate.</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Where possible staff to work from home adhering to Government guidelines.</u></li> <li>• <u>Service Delivery Team to operate where possible adhering to social distancing subject to risk assessments, Government guidelines and the Town Council’s approval.</u></li> <li>• <u>Determine appropriate lunch breaks and location for staff that remain working.</u></li> <li>• <u>Until full Government guidance is given suspend all Full Town Council and Committee meetings and accept a blanket apology to protect staff and councillors until further notice.</u></li> <li>• <u>To agree delegated authority powers by consensus to the Mayor, Deputy Mayor and Officers including closing or opening services as required and only spending on budget unless a matter of public or staff safety.</u></li> </ul>
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					<ul style="list-style-type: none"><li>• <u>Any other items requiring decisions to be by the democratic online voting of all Councillors.</u></li><li>• <u>No policies to be made.</u></li><li>• <u>All Councillors to be informed at all times, require consensus of the Town Council approval or not.</u></li><li>• <u>Potential for Town Council facilities and vehicle to be requisitioned to provide community food supply.</u></li><li>• <u>All staff to have their ID cards with them in the event of a lockdown.</u></li><li>• <u><a href="#">To hold council meetings via zoom platform whilst the council has been given approval from the government to do so. To be reviewed May 2021.</a></u></li><li>• <u>Terminate as may be necessary temporary employment contracts with immediate effect.</u></li></ul>
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#### 4. Responsibilities:

The Town Clerk will take the lead in the event of a major disruption advising the Mayor and Chairman of Personnel and summoning additional resources/personnel as required. In the absence of the Town Clerk the Assistant Town Clerk will take lead on this.

#### 5. Insurances:

Saltash Town Council has insurance that covers employer's liability, public liability and risks to buildings a content. Full insurance details are held at the Guildhall.

#### 6. Key/Alarm Fob holders contact list:

Saltash Town Council maintain a Key/Alarm holder contact list that is held internally and by the alarm monitoring company and police.

##### Main contacts list:

Function	Company	Contact number (s)
<b>Gas</b>		
Mains supply	National Gas Helpline	0800 111999 Emergency
Gas Safe Contractor	Jackman Peckover	01752 727999
<b>Electric</b>		
Mains supply	Western Power Distribution	105 Emergency
Electrical contractor	Pyramid	07828492597
<b>Water</b>		

Mains supply	South West Water	0344 3462020 Emergency
Plumber	Cormac	01872 324350 Emergency
<b>Insurance</b>		
Insurance Company	Zurich	01243 832116
<b>Health and Safety</b>		
H&S Consultant	Moorepay	Health and Safety Advice Line 0345 073 0240 Option 1.
HSE	HSE	01752 276300
<b>Maintenance contractors</b>		
Fire alarm	ASG	01752 848558
Fire extinguishers	Chubb	0844 8791666 / 0344 8791739
Building Consultant	Geoff Peggs	01752 847706 / 07712 797887
Air Conditioning	Cube Services	01752 696547
IT, Broadband and Landlines	IRQ	07801 930486 079 705 12349

Staff and Public Health		
	Government Guidelines	<a href="https://www.gov.uk/">https://www.gov.uk/</a>
	Public Health England	0121 424 3236 <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a>
	NHS	111

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# Saltash Town Council

**Policy/Procedure:**

**Annual Internal Audit Business Risk Assessment  
2021/22**

**Date of Adoption:**

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
<b>Version</b>	2021/22	<b>Approved by</b>	
<b>Date</b>	Feb 2020	<b>Date of approval</b>	
<b>Responsible Officer</b>	RFO	<b>Minute reference</b>	
<b>Responsible Committee</b>	P&F	<b>Review date</b>	Annual

Version History			
Date	Version	Author/Editor	Comments
Feb 2020	2020/21	RL	
February 2021	2021/22	SE	For signature

Review Record				
Date	Type of Review	Minute number	Summary of actions	Completed by
10/02/2020	Annual			RL

Document Retention	
Document retention period	Until superseded



**SALTASH TOWN COUNCIL  
ANNUAL INTERNAL AUDIT BUSINESS RISK ASSESSMENT 2021/22**

<b>Item Comment/Actions</b>	<b>Frequency</b>
<b>Insurance:</b>	
Public & Employers Liability	3 Yearly
Money & Fidelity Guarantee	3 Yearly
Personal Accident	3 Yearly
Buildings Cover and contents	3 Yearly
Premises Gas safety check/fire/electrical.	Annual
Tree maintenance survey and works	Annually & as required
Pontoon	Annual
Asset Valuations	As required and upon
	Insurance renewal
<b>Financial Matters:</b>	
Banking Arrangements	Annual
Insurance Providers	3 Yearly
VAT return completed/submitted	Quarterly
Internal Audit	Twice yearly
Salaries Reviewed and Documented	Annual
Budget agreed, monitored and reported	Monthly
Precept requested	Annual
Payments approval procedure	Annual
Bank Reconciliations overseen by Councillors	Monthly
Clerk's Salary reviewed & documented	Annual
Mayors Allowance reviewed at budget setting	Annual
Members Allowance reviewed at budget setting	Annual
External Audit	Annual
Internal check of financial records	Annual
<b>Record Keeping:</b>	
Minutes numbered and signed	Ongoing
Asset Register updated as required	Ongoing
Financial Regulations updated as required	Ongoing
Standing Orders updated as required	Ongoing
Shadow copies taken of computer records	Twice daily
Computer off-site backup	Daily

<b>Employee &amp; Contractors:</b>	
Contracts of employment	As required
Contractors Indemnity Insurance	Ongoing
Written arrangements with contractors	Ongoing
Review of Staffing Policies	Ongoing
Health and Safety Audit	Annual
Health & Safety and Human Resources Consultant	3 Yearly
VAT Consultant	3 Yearly
External Auditor	3 Yearly
<b>Members Responsibilities:</b>	
New Code of Conduct adopted	Ongoing
Register of Interests completed & updated	Ongoing
Register of Gifts/Hospitality	Ongoing
Declarations of interests recorded in minutes	Ongoing
Review of Standing Orders & Finance Regulations	Ongoing
National Legislation Awareness & Training	Ongoing

**Audit conducted by:**

**Date:**

**Signed:**

**Date:.....**

**Chairman .....**

### Version History

Date	Details
September 2018	Note: Words importing the masculine gender only shall include all other genders and vice versa.



# Saltash Town Council

Policy/Procedure:

Annual Reserves Policy 2021/22 DRAFT

Date of Adoption:

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	2021/22 DRAFT	Approved by	
Date	February 2021	Date of approval	
Responsible Officer	Town Clerk /RFO	Minute reference	
Responsible Committee	P&F	Review date	Annual

Version History			
Date	Version	Author/Editor	Comments
March 2019	2019/20	Town Clerk /RFO	Values updated
February 2021	2021-22 DRAFT	SE	Annual review

Review Record				
Date	Type of Review	Minute number	Summary of actions	Completed by
		17/19/20b		

Document Retention	
Document retention period	Until superseded

# SALTASH TOWN COUNCIL RESERVES POLICY

## Town Council Reserves

The Town Council needs to maintain reserves to protect against risk, ensure contingencies are in place and to support investment in future projects which are beneficial to the town – *detailed within Section 50 of the Local Government Finance Act 1992*; supported by CIPFA LAAP Bulletin 99 Local Authority Reserves and Balances July 2014.

The Reserves Policy presents information about the requirements to maintain appropriate financial reserves and provides details on the types of reserves and current and predicted balances. The Town Council manages risk by assessing the potential impacts of future events, based on the likelihood that they may occur and the severity of any impact. Mitigating actions are then identified to reduce the exposure and appropriate plans are put in place. As required under sections 31A, 42A of the Local Government Finance Act 1992.

### The Governance & Accountability for Local Councils Practitioners Guide:

“As with any financial entity, it is essential that authorities have sufficient Reserves (General and Earmarked) to finance both its day to day operations and future plans. It is important, however, given that its funds are generated from taxation/public levies, that such reserves are not excessive

It is important that each authority adopt, as a General Reserve policy, the level appropriate to their size and situation and plan their Budget so as to ensure that the adopted level is maintained. Changes in activity levels/range of services provided will inevitably lead to changes in the requisite minimum level of General Reserve in order to provide working capital for those activities”

The purpose of this Policy is to enable the Policy and Finance Committee to review the level of reserves to ensure they meet the current and future needs of Saltash Town Council.

The assessment of the adequacy of the Council’s balances and reserves is based on the guidance note on Local Authority Reserves and Balances, which whilst there is not a statutory requirement, is considered to set out current best practice with regard to balances and reserves. The guidance states that no case has yet been made to set a statutory minimum level of reserves and that each local authority should take advice from its Responsible Finance Officer and base its judgement on local circumstances.

## **Types of Reserves**

Saltash Town Council maintains two types of reserves:

### **1. Earmarked Reserves**

This provides a means of accumulating funds, for use in a later financial year, to meet known or planned policy initiatives.

Earmarked Reserves will increase through decisions of the Council and will decrease as they are spent on their specific intended purposes.

The purpose of an Earmarked Reserve is to set aside amounts for projects that extend beyond one year or as a contingency against a specific situation occurring and to support the General Reserve.

Once an Earmarked Reserve has been established by the Town Council it is the responsibility of the Responsible Finance Officer to ensure funds are spent in line with their purpose. The purpose of each Earmarked Reserve should be reviewed annually to ensure that it is still relevant.

### **2. General Reserves**

This represents the non-ring fenced (earmarked) balance of Council funds. The main purposes of the General Reserves are firstly to operate as a working balance to help manage the impact of uneven cash flows and secondly, to provide a contingency to cushion the impact of emerging or unforeseen events or genuine emergencies. In general, a robust level of reserve should be maintained and take account of operational and financial issues facing the Town Council.

A well-run authority with a prudent approach to setting its budget will each year consider its level of general reserves. These general reserves will also need to be supported by earmarked reserves for specific needs, contingencies and commitments. In assessing the level of the Town Council's reserves, account needs to be taken of the risks facing the Council in terms of any significant unforeseen expenditure requirements.

Further major elements which could impact adversely on future precepts are:

- Capping of Town Council Precept by Central Government;
- Cornwall Council as Billing Authority further reducing or ceasing the Council Tax Support grant through the localisation of council tax benefit support scheme.

## **Purpose of General Fund Reserves**

The purpose of general reserves is to minimise the possible financial impacts to the authority from; emergencies, unforeseen events and ad hoc emerging issues during the year.

## **General Fund Reserve – Risk Assessment**

Identifying the risks allows the Council to take account of the circumstances around current structural change due to service provision and economic circumstances.

Risks can be identified as: risks from potential one-off events; risks which will have general financial consequences and actions that need to be in place to minimise the potential for financial support.

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## Assessment of Potential Risks (not covered by insurance)

The outcome of this analysis has been to place an estimated total value on the range of risks that may arise, and which are not covered by insurance. **Saltash Town Council has set its contingency level to be equivalent to 5 months' revenue expenditure for 2021/22 which is £493,642.**

The council has budgeted for the following reserves in addition to this contingency as at 1<sup>st</sup> April 2021:

Earmarked Reserves: £386,338

General Reserves: £164,187

No	Risk	Effects/Action	Value of Risk
1	Five months budgeted salary costs for 2021/22	Contingency/ General Reserve to be used	£305,216
2	Loss of staff	Council could not function effectively Additional advertising costs to attract staff, pay for staff cover	£20,000
3	Major Loss of Service through fire/flood structural damage and other uninsurable losses	Premises not operational	£50,000
4	<del>Uninsurable losses</del>		<del>£20,000</del>
5	<del>ICT Security/data corruption</del>	<del>Loss of service robust security policies, backup, firewalls and off-site electronic document storage</del>	<del>£20,000</del>
4	Loss of Council Tax Support Grant	Funding shortfall.	£31,228 2021/22 receipt.
5	Election Reserve	Reserve to meet potential future Election Costs/By-election-Town Poll	£34,760 as at 2021/22 EMF annual top up to achieve full council election costs.
6	Unanticipated Legal costs	Legal costs that cannot be recovered	£50,000
<b>Total</b>			<b>£491,204</b>

## **Role of the Responsible Finance Officer**

It is the responsibility of the Responsible Finance Officer (RFO) to advise the Town Council about the level of reserves that it should hold and ensure that it has clear protocols for their establishment and use.

There is no statutory minimum but there are four significant safeguards in place against the Town Council over committing itself financially:

- a. The balanced budget requirement;
- b. RFO S114 Powers;
- c. The External Auditors responsibility to review and report on financial standing;
- d. The year-end audit report from the Town Council's Internal Auditor.

Saltash Town Council, on the advice of their RFO, is required to make its own judgements on the level of reserves, taking into account all relevant local circumstances however local circumstances vary.

A well-managed authority with a prudent approach to budgeting should operate with reserves in the Town Council's current range given its emerging service responsibilities.

It is the responsibility of the RFO to ensure reserves are spent in line with their purpose.

Where expenditure is planned in future accounting periods, it is prudent to build up reserves in advance.

The RFO has a fiduciary duty to local taxpayers and must be satisfied that the decisions taken on balances and reserves represent responsible stewardship of public funds.

## **Summary**

General Reserves should not reach the level of the precept.

The figure for General Reserves is obtained from an Assessment of Potential Risks and will be reviewed on a yearly basis.

It is recommended in the 'Good Councillor's Guide to Finance and Transparency' and '[The Governance & Accountability for Local Councils Practitioners Guide](#)' to hold a minimum of 3 to 12 months' reserves.





# Saltash Town Council



Policy/Procedure:

Anti-bribery Policy Statement and  
Anti-fraud and Corruption Strategy 2021-22 DRAFT

Date of Adoption:

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	2021-22	Approved by	
Date	February 2021	Date of approval	
Responsible Officer	Town Clerk/RFO	Minute reference	
Responsible Committee	P&F	Review date	Annual

Version History			
Date	Version	Author/Editor	Comments
01.11.2012	1	Town Clerk	Adopted by FTC
15.01.2013	2	Town Clerk	Updated to include credit card control
March 2019	3	Town Clerk/AJT	
February 2021	2021-22	SE	Annual review (no changes)

Review Record				
Date	Type of Review	Minute number	Summary of actions	Completed by
14.05.2013	New Council		Re-approved	FTC
04.09.2014	Policy		Reapproved until revisions required	FTC
		17/19/20b		
June 2020	Annual		For reapproval	P&F

Document Retention	
Document retention period	Until superseded

**SALTASH TOWN COUNCIL**  
**ANTI-BRIBERY POLICY STATEMENT AND ANTI-FRAUD AND**  
**CORRUPTION STRATEGY**

**Policy:**

**1. Introduction**

The Bribery Act 2010 which has been enacted represents the biggest change in UK laws in this area of business for many generations.

There are a new set of risks to navigate with the introduction of the legislation.

The Act introduces a new crime of “failure to prevent” bribery, which means that companies unable to demonstrate that they have implemented “adequate procedures” to prevent corrupt practices within their ranks, or by third parties on their behalf, could be exposed to unlimited fines.

Saltash Town Council values its reputation for ethical behaviour and for financial probity and reliability.

It recognises that over and above the commission of any crime, any involvement in bribery will also reflect adversely on its image and reputation.

The purpose of this Policy Statement is to set out for members and employees of the town council with the aim of limiting Saltash Town Council’s exposure to bribery by:

- Setting out a clear anti-bribery policy;
- Training all employees and members so that they can recognise and avoid the use of bribery by themselves and others;
- Encouraging its employees to be vigilant and to report any suspicions of bribery, providing them with suitable channels of communication and ensuring sensitive information is treated appropriately;
- Rigorously investigating instances of alleged bribery and assisting police and other appropriate authorities in any resultant prosecution;
- Taking firm and vigorous action against any individual(s) involved in bribery.

## **2. Scope**

This Policy Statement applies to Members, co-opted members and all employees who work for the council.

### **Saltash Town Council prohibits:**

The offering, the giving, the solicitation or the acceptance of any bribe, whether cash or other inducement.

#### **to or from**

- any person or company, wherever they are situated and whether they are a public official or body or private person or company

#### **by**

- any individual employee, member, agent or other person or body acting on the council's behalf

#### **in order to**

- gain any commercial, contractual or regulatory advantage for the Council in a way which is unethical

#### **or in order to**

- gain any personal advantage, pecuniary or otherwise, for the individual or anyone connected with the individual.

## **3. Further Clarification**

The council recognises that market practice varies across the areas in which it does business and what is normal and acceptable in one place may not be in another.

This policy statement prohibits any inducement which results in a personal gain or advantage to the recipient or any person or body associated with them, and which is intended to influence them to take action which may not be solely in the interests of the council or of the person or body employing them or whom they represent.

This policy is not meant to prohibit the following practices providing they are customary in a particular market, are proportionate and are properly recorded:

- Normal and appropriate hospitality;
- The giving of a ceremonial gift on a festival or another special time;
- The use of any recognized fast-track process which is available to all on payment of a fee;
- The offer of resources to assist the person or body to make the decision more efficiently provided that they are supplied for that purpose only.

Inevitably, decisions as to what is acceptable may not always be easy. If anyone is in doubt as to whether a potential act constitutes bribery, the matter should be referred to the Town Clerk.

#### **4. Employee and Member Responsibility**

The prevention, detection and reporting of bribery is the responsibility of all employees and members throughout the council. Suitable channels of communication by which employees and others can report confidentially any suspicion of bribery will be maintained by the Whistleblowing procedure as detailed in the Saltash Town Council Grievance Procedure Policy.

##### **Strategy:**

1. The Town Council is committed to an effective Anti-Fraud and Corruption Strategy to protect its integrity, its assets and ensure probity.
2. The ethos of the organisation is one of honesty and integrity, belief in the principles and practices of Best Value, and opposition to fraud and corruption.
3. All Members of the Town Council are required to abide by Standing Orders as approved from time to time, the Code of Conduct, Financial Regulations and Councillor/Staff Protocol.
4. All employees are required to maintain conduct of the highest standard such that confidence in their integrity, motives and impartiality is sustained.
5. Employees at all levels are required to assist in ensuring adherence to legal requirements, policy decisions, proper procedures and best practice, including in particular procurement.
6. All employees must register with the Town Clerk any gifts or hospitality, above the de minimis level set from time to time and abide by the provisions of Section 117 of the Local Government Act 1972 regarding any interest in contracts let by the Town Council.
7. The Council will maintain a system of financial control based on a framework of regular management information, financial regulations and administrative procedures which include segregation of duties, appropriate management and supervision, and a policy of delegation and accountability.

In particular, the system includes:

- comprehensive budgeting systems;
- structural budget preparation cycle;
- preparation of regular financial reports which indicate actual income and expenditure against forecasts;
- clearly defined capital and revenue guidelines;
- Council Credit Card Control for which the Town Clerk has delegated authority with the agreement of the Chairman of P and F, or in their absence that of the Committee Vice Chairman, Mayor or Deputy Mayor for registered staff to use the Town Council Credit Card, where the

expenditure in question is acceptable under council regulation, and where necessary for the efficient running of the council and for best value. However, in no case may this be used for individual expenses to be reclaimed, or in excess of the credit limit agreed by Full Council.

8. The Council has an internal auditor, who is independent and who will report back to the Council.
9. A programme of regular internal audit is carried out in accordance with proper practices by selected members as determined from time to time as well as a programme of special investigations to include economy, efficiency and effectiveness of operations.
10. The Town Council's operations, accounts, assets and systems are subject to an independent annual audit by an auditor appointed by the Audit Commission, following availability of the accounts for public inspection for the period prescribed by statute.
11. The Grievance Procedure is available for use by any employee wishing to make a "qualifying disclosure" under the Public Interest Disclosure Act 1998 and details of the criteria for this are set out in the Grievance Procedure.
12. If any "qualifying disclosure" under the Public Interest Disclosure Act 1998 is made an "Investigating Officer", normally the Town Clerk, will be appointed to be in charge of any investigation on a day to day basis.
13. The Investigating Officer will make records as the investigation proceeds and report to them Chairman of Personnel. Pending this, any employee making a "qualifying disclosure" must not discuss their suspicions with anyone.

The Town Clerk and Chairman of Personnel are empowered to decide when, or whether, any matters should be referred to the Police.

14.
  - a. Any such "qualifying disclosure" made in good faith, even if subsequently held to be unfounded, would result in no consequences whatsoever for the employee concerned unless found to have been initiated maliciously.
  - b. Any "qualifying disclosure", if subsequently upheld after investigation, could lead to action under the Disciplinary Procedure.
15. At the end of any such investigations, whether there is Police involvement or not, a report will go to the Town Council and to the external auditors.
16. The Town Council supports the principle of continuous development for staff, especially for those involved in the operation of internal control systems, to ensure that there is a culture of continuous improvement.

17. Any member of the public who believes there has been an incidence of fraud or corruption must submit the allegation in writing to the Town Clerk or Mayor, who will decide whether to initiate a formal investigation.
18. Any investigation conducted will be carried out in the method as recommended at that time by the Audit Commission and appropriate enforcement agencies.
19. Sections 11-15 to be read in conjunction with the Grievance Procedure Policy.

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# Saltash Town Council

**Policy/Procedure:**

**Finance Schedule and Precept Plan 2021-22 DRAFT**

**Date of Adoption:**

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
<b>Version</b>	2021-22 DRAFT	<b>Approved by</b>	
<b>Date</b>	Feb 2021	<b>Date of approval</b>	
<b>Responsible Officer</b>	RFO/FO	<b>Minute reference</b>	
<b>Responsible Committee</b>	P&F	<b>Review date</b>	ANNUAL

Version History			
Date	Version	Author/Editor	Comments
FEB 2020	2 DRAFT	RL/SE	Updated schedule to reflect external deadlines with precept submission
February 2021	2021-22 DRAFT	SE	Annual review (no changes)

Review Record				
Date	Type of Review	Minute number	Summary of actions	Completed by

Document Retention	
Document retention period	Until superseded

# **SALTASH TOWN COUNCIL**

## **FINANCE SCHEDULE AND PRECEPT PLAN**

### **April**

- Office produces end of year accounts, summary VAT claims etc.
- Each committee examines 4<sup>th</sup> quarter budget monitoring for their committee.
- P&F also receives summary report by committee to also consider any overall effects, particularly in relation to precept process predictions for 'rest of year expenditure' and quarterly VAT returns.

### **May**

- Full Council approves End of Year accounts (June if necessary).

### **July**

- Committees consider 1<sup>st</sup> quarter budget monitoring reports.
- P&F also receives summary report by committee to also consider any overall effects, including quarterly VAT returns.

### **October**

- Committees consider 2<sup>nd</sup> quarter budget monitoring report, and adjust estimated spend figures for financial year.
- P&F also receives summary report by committee to also consider any overall effects, including quarterly VAT returns.
- Special Council meeting considers Town Council priorities for forthcoming year.
- If necessary Chairs of Committees, Mayor and Clerk, meet to agree any changes to the precept process, and to agree which Committee should take on any new items.
- P&F sets target precept, and target increase in net revenue budget for each committee.

### **November**

- P&F agrees its own initial estimates for year-end spending and budget..

### **November-December**

- Following P&F each committee confirms estimates for year-end spending and sets initial budget for following year for that committee.

### **December**

- P&F considers committee recommendations, and passes any comments, including targets for net revenue changes, back to committees.



## January

- Committees reconsider and confirm or amend estimated spending and budgets in light of 3<sup>rd</sup> quarter budget monitoring report and P&F comments.
- P&F also receives summary report by committee to also consider any overall effects, including quarterly VAT returns.
- Special budget-only meeting of P&F makes final precept and budget recommendation.
- Full Council agrees precept and budget.
- Office prepares precept statement and information.

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# Saltash Town Council



Policy/Procedure:

Scheme of Delegation DRAFT

Date of Adoption:

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	5 DRAFT	Approved by	
Date	March 2021	Date of approval	
Responsible Officer	Town Clerk	Minute reference	
Responsible Committee	P&F	Review date	As Required

Version History			
Date	Version	Author/Editor	Comments
March 2021	5 DRAFT	SE	Update
November 2020	4	AJT	Appendix added re Covid-19
Feb 2020	3	SE	Update
May 2019	2	SB	Increased monitory values in line with new Committee Structure
May 2013	1	RL	Re-approved (new Council)
March 2011	1	RL	First adoption

Review Record					
Date	Type Review	of	Minute number	Summary of actions	Completed by
			14/19/20		
10/02/2020	Annual Review			Updated Petty Cash Amount	SE

Document Retention	
Document retention period	Until superseded

## **SALTASH TOWN COUNCIL SCHEME OF DELEGATION**

1. This scheme of delegation supersedes any extant permanent delegated authorities except where specified, and voids any such delegated authorities not referred to. No future permanent delegated authority shall be valid unless referred to in this scheme.
2. None of the authorities or limitations below should be taken as preventing the exercise of duties or authority clearly laid out in the Town Clerk's job description (for example as Line Manager)
3. Temporary delegations of authority to accomplish a particular task do not fall within the purview of this scheme: existing such temporary delegations stand, and further such temporary delegations may be agreed without amending this scheme.
4. This scheme shall lapse after the 1st full meeting of the Council following each set of Town Council Elections commencing in May 2013, unless re-approved by the Council with or without amendments.
5. Any reference to the Town Clerk in these documents will apply to the Assistant Town Clerk if and only if:
  - a. The Town Clerk is not reasonably contactable due to leave, illness etc.  
**AND**
  - b. The matter is of sufficient urgency that it cannot be reasonably delayed until the return of the Town Clerk.

### **Section A Financial**

The Clerk shall have sole delegated authority **and in his absence the Assistant Town Clerk shall have sole delegated authority** to:

- a. maintain and defray a petty cash float to a limit of **£350** for the purpose of defraying operational and other expenses, in line with Financial Regulation 6.19a;
- b. incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of **£1,000**, in line with Financial Regulation 4.6. The Clerk shall report the action to the appropriate Committee Chairman and Committee as soon as practicable thereafter. Where expenditure required cannot be met from savings made elsewhere within that Committee's approved budget, it shall be subject to the provisions of a budget head approved by the Policy and Finance Committee or the Council;

- c. Carry out the dispersal of Section 106 Money held by the Council, when authorised according to procedures already agreed by the Council.

The Town Clerk shall have delegated authority himself **and in his absence the Assistant Town Clerk shall have delegated authority** to authorise members of staff to disperse other monies with the authority of Full Council, or otherwise under the following restrictions:

- d. If within budget up to **£10,000** with the approval of the appropriate Committee Chairman, or in their absence that of the Committee Vice Chairman and Mayor or in their absence that of the Deputy Mayor. Approval may be verbally or by email initially, with a later signature.

However, in the case of the P&F (Office) budget, no such approval will be necessary.

- e. If within budget, up to **£20,000** only where that item has been resolved by the relevant Committee or Sub-Committee and with the approval of the appropriate Committee Chairman or in their absence that of the Committee Vice Chairman and Mayor or in their absence that of the Deputy Mayor.
- f. Monies over **£20,000** or not within budget only where that item has been resolved by the relevant Committee or Sub-Committee with an agreed spend or maximum spend.

Items spent under d. or e. will be reported back to the following meeting of the relevant Committee or Sub-Committee.

- g. The Town Clerk shall have delegated authority and delegated authority to authorise members of staff with the agreement of the Chairman of P&F, or in their absence that of the Vice Chairman of P & F, Mayor or Deputy Mayor, to use the Town Credit Card, where the expenditures in question are otherwise acceptable under Council regulations and where necessary for the efficient running of the Council and for best value. However, in no case may this be used for individual expenses to be reclaimed, or in excess of the credit limit agreed by full Council.
- h. **The Service Delivery Manager shall have delegated authority for the procurement of the Council's Service Delivery Department if within budget, up to £1,000, reporting back to the Chairman and Vice Chairman of Committee by means of the departments weekly progress report.**
- i. **Line Managers shall have delegated authority for the procurement of their department if within budget, up to £200.**
- j. **Line Managers shall have delegated authority to authorise staff training for team members up to the value of £200, reporting back to the Personnel Committee.**

- k. Finance Officer shall have delegated authority to transfer monies in relation to everyday cash flow between Barclays Active Saver to Barclays Current Account. This will be reported to Full Council within the monthly bank account receipts & payments reports.

## **Section B Personnel**

- a. All matters detailed in adopted personnel policies of the Council shall be taken as being encompassed with this scheme of delegation. For example, but not limited to:
  - i. The Clerk's authority to appoint staff where carried out in line with policy.
  - ii. Resolution of grievance and disciplinary matters.
  - iii. The authorisation of discretionary leave.
  - iv. Appraisal and exit interviews etc.
- b. The following functions shall be delegated to the Personnel Committee:
  - i. The line management of the Town Clerk by the Chairman, or Vice Chairman dealing with routine issue.
  - ii. The confirmation of progression along pay scales, and successful completion of probationary periods and recommendation not to progress staff or to approve completion of probation shall be recommended to full Council.

## **Section C Other**

- 1. The Clerk shall have sole delegated authority to:
  - a. exercise overall responsibility for Health and Safety;
  - b. have fly-posters removed from STC land, or from Cornwall Council land having checked that they do not have authority to be there;
  - c. waive charges for Guildhall room hire;
  - d. approve or reject links for display on the STC website, and items for display on the STC noticeboards;
  - e. Approve the use of the town's modern logo, in accordance with the principles outlined in the relevant policy.

2. The Town Clerk shall have delegated authority in consultation with the Mayor, or in their absence the Deputy Mayor, to:
  - a. Make any temporary arrangements necessary for the good running of the Council not falling under the Clerk's day to day exercise of duties, where they incur no expenditure, or the expenditure falls under the other delegated powers. These shall be reported back to the appropriate committee or full Council as soon as possible where they may recommend that they be made permanent or halted if appropriate, or else 'noted'.
  - b. Commence the election or co-option procedure for vacancies in the town Council in accordance with legislation and Council procedures.
  
3. The Town Clerk shall have delegated authority in consultation with the Mayor, or in his absence the Deputy Mayor, and the Chairman of P&F, or in their absence the Vice Chairman, to
  - a. Decline bookings for the Guildhall where they consider them inappropriate, or where they are for purposes that might be perceived as prejudicing the neutrality of the town Council on future developments.
  
4. The Town Clerk shall have delegated authority with the agreement with the Mayor or appropriate Committee Chairman, or in their respective absence the Deputy Mayor or Committee Vice Chairman to:
  - a. Send out Press Releases. In all cases the Mayor, or in their absence the Deputy Mayor, must either directly approve the release, or be sent a copy of the release at least 24 hours before it goes out in order to give them chance to object if necessary. No Press Release may be sent out under this authority if the Mayor or Deputy Mayor does object: in that instance they must be authorised by Full Council.

Note: Power C/4a shall also apply to the Chairman/Vice of the Neighbourhood Plan Steering Group, and any other Sub-Committee or Working Group of the Council granted this power by Full Council. However other delegated powers to Committees do not automatically apply.

### Version History

Date	Details
September 2018	Note: Words imputing the masculine gender only shall include all other genders and vice versa.

## **Appendix 1: Covid-19 Emergency Scheme of Delegation**

Saltash Town Council delegates authority to the Clerk as the Proper Officer in consultation with the Mayor and Deputy Mayor and/or Chairman and Vice Chairman of the relevant committee to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity during the period of the pandemic Coronavirus, informed by consultation with the Members of the Council.

All decisions will be ratified by Members at the next available Council meeting and a register will be published on the Town Council website.

The Emergency Scheme of Delegation will operate in conjunction with the existing Scheme of Delegation only whilst the Government restrictions imposed under the Coronavirus Act 2020 are in place.

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# Saltash Town Council



Policy/Procedure:

Financial Regulations 2021 DRAFT

Date of Adoption:

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current status			
Version	2021	Approved by	
Date	February 2021	Date of approval	
Responsible Officer	SE	Minute reference:	
Responsible Committee	P&F	Review date:	As required

Version History			
Date	Version	Author/Editor	Comments
June 2020	08/2019	SE	Update
August 2020 DRAFT	08/2020	SE	Update – approved 09/2020
February 2021	2021	SE	Update (see back page)

Review Record				
Date	Type of Review	Minute number	Summary of actions	Completed by
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DRAFT

# STC\_FINANCIAL\_ REGULATIONS 2021

**Financial Regulations 2021 DRAFT FOR  
APPROVAL**

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## 1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial Regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's Standing Orders and any individual Financial Regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council has established Financial Regulations for the governance and management of its finances and to meet the requirements of the audit and accountability regime in place at the time. These are attached as Part II of these Standing Orders.
- 1.4. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.
- 1.5. The Council's proper practices will be in accordance with the most recent JPAG guidance.
- 1.6. The Council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.7. These Financial Regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.8. **At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.**
- 1.9. A breach of these Regulations may result in disciplinary action.
- 1.10. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.

- 1.11. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.
- 1.12. The RFO;
- acts under the policy direction of the Council;
  - administers the Council's Financial affairs in accordance with all Acts, Regulations and Proper Practices;
  - determines on behalf of the Council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;
  - maintains the accounting records of the Council up to date in accordance with proper practices;
  - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the Council.
- 1.13. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations<sup>1</sup>.
- 1.14. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
  - a record of the assets and liabilities of the Council; and
  - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.15. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;

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<sup>1</sup> In England - Accounts and Audit (England) Regulations 2011/817  
In Wales - Accounts and Audit (Wales) Regulations 2005/368

- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.16. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular, any decision regarding:

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full Council only.

1.17. In addition, the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its Terms of Reference.

1.18. In these Financial Regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these Financial Regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## 2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, the Chairman of Policy and Finance Committee and Town Clerk shall be appointed to verify bank reconciliations (for all accounts) produced by the FO. The Chairman and Town Clerk shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations by **30<sup>th</sup> June annually.**
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
  - appointed every 3 years;
  - be competent and independent of the financial operations of the Council and declare such by a written statement on an annual basis;
  - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the Council.

- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
  - initiate or approve accounting transactions; or
  - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.
- 2.11. The Council will periodically review its internal day to day controls and procedures.

### **3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

- 3.1. Each committee shall review its five-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Policy and Finance Committee not later than the end of December each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than January prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by Policy and Finance Committee.
- 3.3. The Council shall consider annual budget proposals in relation to the Council's five-year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The contingency budget shall be a minimum of 5 months and a maximum of 12 months operating costs.

- 3.5. The contingency budget of a minimum of 5 months operating costs and a maximum of twelve months operating costs of the Council shall be related and available from the contingency, EMF's and capital works arising from devolved assets and services.
- 3.6. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.7. The approved annual budget shall form the basis of financial control for the ensuing year.

#### **4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the Committee approved budget. This authority is to be determined by:

- The Town Clerk shall have delegated authority himself and delegated authority to authorise members of staff to disperse other monies with the authority of Full Council or Committees under the following restrictions:
- Tender for all items over £50,000.
- Three written quotes up to £50k.
- The Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for items up to £10,000.

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. The FO to conduct regular checks to ensure all expenditure is within the powers of the Council to undertake and comply with the EU Procurement Directive (**see section 10.1 procurement**)



- 4.4. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.5. The salary budgets are to be reviewed at least annually in September by the individual Committees in conjunction with the Personnel Committee for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.6. In cases of extreme risk to the delivery of Council services, the clerk may authorise revenue expenditure on behalf of the Council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter.
- 4.7. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.
- 4.8. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.9. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of 15% of the budget.
- 4.10. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

## **5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a monthly schedule of payments made forming part of the Agenda for Full Council and present the schedule to Council. The Council shall review the schedule for compliance and having satisfied itself shall

authorise by a resolution of the Council. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

- 5.3. All invoices for payment shall be examined, verified and certified by the RFO, Budget Line Manager, Finance Officer and two Councillors to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.4. The Finance Officer shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The Finance Officer shall take all steps to pay all invoices submitted, and which are in order.
- 5.5. The Clerk and Finance Officer shall have delegated authority to authorise the payment of items only in the following circumstances:
  - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and Finance Officer certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council or
  - c) fund transfers within the Councils banking arrangements provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 5.6. For each financial year the Finance Officer shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council or a duly authorised committee may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 5.7. On a monthly basis a record of regular payments made under 5.6 above shall be drawn up and be signed by FO, RFO and two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any Policy statement approved by Council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the Chairman of Policy and Finance.

## **6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council shall be signed by two members of Council and countersigned by the **Clerk line manager** and Financial Officer in accordance with a resolution relating to that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall be reported to the Council at the next convenient meeting.
- 6.7. **If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to Council as made. The**

approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.

- 6.8. **If thought appropriate by the Council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the Council at least every two years.**
- 6.9. **If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.**
- 6.10. If thought appropriate by the Council payment for certain items may be made by the Council credit card or internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Any Credit/Debit Card issued for use will be specifically restricted to a limit of £4,000 to be paid off in full each month.  
The card only be used for corporate procurement and no personal use.  
The authorisation to use the card is delegated to the Chairman, Vice Chairman of Policy and Finance Committee, Finance Officer and the Clerk.

A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Council.

Any corporate credit card or trade card account opened by the Council will be specifically restricted to:

- A limit of £1,000 expenditure activity to be paid off in full each month.
- The accounts only be used for corporate procurement and no personal use.
- The authorisation to use the corporate credit card be delegated to the Chairman, Vice Chairman of Policy and Finance Committee, Finance Officer and the Clerk **and in the absence of the Clerk the Assistant Town Clerk.**

Personal credit or debit cards of members or staff shall not be used under any circumstances.

- 6.12. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be retained in a sealed dated envelope in the safe. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.13. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.14. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.15. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.16. Where internet banking arrangements are made with any bank, the Finance Officer shall be appointed as the Service Administrator. The Bank Mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.17. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.18. Supplier bank details used for electronic payments are particularly vulnerable to fraud or error and it is therefore essential that the following procedure is followed to carry out any changes.

Any requests for change to supplier bank details for payments must be received by written hard copy notification from the supplier.

The written hard copy notification from the supplier must be authenticated and confirmed by further email communication with the supplier.

The written hard copy notification from the supplier and the email authentication and confirmation must be signed by a Councillor and the Town Clerk prior to any change being made to the supplier bank details.

The Chairman or Vice Chairman of Policy and Finance Committee will check and sign off standing data of all suppliers' bank details on a monthly basis when signing the bank reconciliations.

- 6.19. The Finance Officer may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the FO with a claim for reimbursement.
- a) The FO shall maintain a petty cash float of £440 (which includes Library float) for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.2. The Clerk and Chairman of Policy and Finance Committee will conduct regular checks to ensure that PAYE and VAT regulations have been followed.
- 7.3. Employee timesheets do not need to be signed by the Clerk as long as this is carried out by individual line managers.
- 7.4. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.
- 7.5. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.

- 7.6. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any Councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.7. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.8. An effective system of personal performance management should be maintained for the senior officers.
- 7.9. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.10. Before employing interim staff, the Council must consider a full business case.

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full Council.
- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.4. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

- 8.5. All investments of money under the control of the Council shall be in the name of the Council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. INCOME**

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the



authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below).

**Please refer to the Income and Banking Procedure which is augment to the above income regulations.**

## **10. PROCUREMENT**

10.1. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2015 and the Utilities Contracts Regulations 2015 including thresholds shall be followed:

- Up to £25,000 Requirements in the Councils standing orders and financial standing orders.
- Over £25,000 Use of the Contract Finder website and other light touch rules in the Public Contracts Regulations 2015.

European Union requirements and the 'threshold' EU requirements apply to any contract the value of which exceeds the 'threshold'. The threshold is reviewed every two years. For contracts commencing on or after 1<sup>st</sup> January 2018 the threshold is:

- Over £181,302 for contracts for supplies and services or £4,551,413 for works contracts. Other detailed and complex requirements in the 2018 Regulations.

E.U. requirements include (but are not limited to) a requirement to advertise in the Official Journal of the European Union.

## **11. ORDERS FOR WORK, GOODS AND SERVICES**

11.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

11.2. Order books shall be controlled by the Finance Officer.

11.3. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 13.1 below.

11.4. A member may not issue an official order or make any contract on behalf of the Council.

- 11.5. The Finance Officer shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the Finance Officer shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

## 12. CONTRACTS

- 12.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
  - i. for the supply of gas, electricity, water, sewerage and telephone services;
  - ii. for specialist services such as are provided by legal professionals acting in disputes;
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
  - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where it is intended to enter into a contract exceeding £50,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from an appropriate approved list.
- c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition

state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed or secure email address (which account has access restricted to the Assistant Town Clerk and Administration Officer) until the prescribed date for opening tenders for that contract.

- e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk or Assistant Town Clerk in the presence of at least one member of the Council. Tenders received in the secure email account will be opened by either the Assistant Town Clerk or Administration Officer in the presence of the Town Clerk.
- f. If less than three tenders are received for contracts above £50,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- g. **Any invitation to tender issued under this regulation shall refer to the Anti-Bribery Policy Statement and Anti-Fraud and Corruption Strategy.**
- h. When it is intended to enter into a contract of less than £50,000 and above £5,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or FO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 12.1 (ii) above shall apply.
- i. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

### **13. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

- 13.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

- 13.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 13.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council or delegated committee and Clerk to the contractor in writing, the Council or delegated committee being informed where the final cost is likely to exceed the financial provision.

## **14. STORES AND EQUIPMENT**

- 14.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 14.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 14.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 14.4. The FO in conjunction with Line Managers shall be responsible for periodic checks of stocks and stores at least annually.

## **15. ASSETS, PROPERTIES AND ESTATES**

- 15.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 15.2. No tangible moveable property shall be purchased or otherwise acquired without the authority of the Council or delegated Committee, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1,000.
- 15.3. No tangible moveable property shall be sold, leased or otherwise disposed of, without the authority of the Council or delegated Committee, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 15.4. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a Report in writing shall be provided to Council in respect

of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 15.5. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 15.6. Subject only to the limit set in Reg.15.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council or delegated Committee. In each case a Report in writing shall be provided to Council with a full business case.
- 15.7. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **16. INSURANCE**

- 16.1. Following the annual risk assessment (Financial Regulation 18), the FO in conjunction with Line Managers shall effect all insurances and negotiate all claims on the Council's insurers in consultation with the Clerk.
- 16.2. Line Managers shall give prompt notification to the FO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 16.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 16.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.
- 16.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

## **17. CHARITIES**

- 17.1. Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity

Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

## **18. RISK MANAGEMENT**

- 18.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk with the FO and Senior Policy & Data Compliance Monitoring Officer shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 18.2. When considering any new activity, the Clerk with the FO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

## **19. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 19.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements with the FO and Senior Policy & Data Compliance Monitoring Officer to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 19.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

### **Notes to the Model**

Stated dates or months may be changed to suit local circumstances.

[square brackets ] This part may be deleted if not relevant. An alternative may have been provided.

Where the word “regularly” is used in the text it is for the individual Council to set the required interval, monthly, quarterly, or half-yearly. This period should never exceed 12 months.

The value inserted in square brackets in [...] any of the paragraphs (other than the EU Procurement thresholds referred to in 11.1(l)) may be varied by the Council and should be reviewed regularly and confirmed annually by the Council.

The appropriate approved list referred to in paragraph 13.1 shall be a list drawn up by the Clerk and approved by Council but, normally shall be based on the list maintained by the District Council for such works.

Every effort has been made to ensure that the contents of this document are correct at time of publication. The National Association of Local Councils (NALC) cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

## Saltash Town Council Financial Regulations Version History

Date	Summary of amendments
08.01.2015	Adopted FTC
07.04.2016	Revised Financial Regulations approved
April 2018	Updated P&R
August 2018	Updates recommended P&R Approved FTC September 2018
November 2018	7. Payment of salaries (timesheet signatories). Auditor advice.
January 2018	3.4/3.5 Statutory contingency (FTC 06.12.2018) 12e Tender opening, number of Councillors present increased to two. (Office Manager input.)
March 2019	NALC/CALC various recommendations.
August 2020	Amendments to sections 3;4;5;14;16 APPROVED 09/2020
March 2021	Amendments to 2.3; 6.4;6.11





# Saltash Town Council

**Policy/Procedure:**

**Risk Management Plan Statement 2021-22 DRAFT**

**Date of Adoption:**

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
<b>Version</b>	2021-22 DRAFT	<b>Approved by</b>	
<b>Date</b>	February 2021	<b>Date of approval</b>	
<b>Responsible Officer</b>	Town Clerk/RFO	<b>Minute reference</b>	
<b>Responsible Committee</b>	P&F	<b>Review date</b>	Annual

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Date	Version	Author/Editor	Comments
17.04.2018	2018/19	Town Clerk/RFO	
February 2021	2021-22 DRAFT	SE	Updated

Review Record				
Date	Type of Review	Minute number	Summary of actions	Completed by
		17/19/20b		

## Saltash Town Council: Risk Management Plan Statement 2021-22

Area	Risk	Impact	Likelihood	Score	Controls	Action
Assets	Protection of physical assets	Medium 3	Low 2	6	Buildings insured. Value increased annually by CPI.	Insurance revalue 2016. Current revaluation of all property, land and open spaces underway.
	Security of buildings, equipment etc.  Security of Regalia	Medium 3	Low 2	6	Alarms on all main buildings. Station Building secured by bolts and locks during first stage of refurbishment. Legionella monitoring in place for all buildings and toilets. Regalia and valuables kept in insurance company approved safe.	Fire and Security Systems Installed linked to monitoring station. Service contract in place.
	Maintenance of buildings etc.	Medium 3	Low 2	6	Survey and planned programme of electrical and safety equipment worked up in conjunction with building maintenance consultant. 5-year maintenance and budget plan in place. Linked to precept.	Completed September 2012  Updated 2018
	Failure to maintain fixed asset register.	Medium 3	Low 2	6	That all the necessary fixed asset purchases are recorded and monitored on the asset register.	Ongoing

					<p>Appropriate document e.g. invoices are kept for audit purposes.</p> <p>Internal audit is carried of the fixed asset register</p> <p>All staff are aware of the responsibilities of the fixed asset register.</p>	
Finance	Banking	Medium 3	Low 2	6	<p>All funds and investment deposits with high street banks and investment company.</p> <p>Funds distributed with a minimum of 3 separate investment bodies based on credit rating, interest rates and accessibility to funds.</p>	<p>Investment Strategy in place.</p> <p>Council Policy 2015 updated to LGA 3<sup>rd</sup> edition 2018.</p>
	Risk of consequential loss of income	Medium 3	Low 2	6	<p>Insurance to cover loss of income and relocating office. Important documents backed-up off site.</p>	<p>Maintain insurance and IT support.</p>
	Loss of cash through theft or dishonesty	Medium 3	Low 2	6	<p>Division of responsibility in operation as per Governance and Accountability recommendations and audit.</p> <p>Fidelity insurance in place.</p>	<p>Ongoing monitoring of work updated practices and audit trail.</p>
	Financial controls and records	Medium 3	Low 2	6	<p>Monthly bank reconciliation and quarterly VAT report prepared by FO and checked by Chairman of P &amp; F and Town Clerk and reported to Council. Two signatories for</p>	<p>Ongoing monitoring.</p>

					payments. Internal and external audit.	
	Failure to meet deadline for submission of AGAR (Annual Return)	Medium 3	Low 2	6	The external return is programmed in and to ensure that Full Council meeting is held for signing off the annual return in sufficient time for submission deadline.	Ongoing
	Comply with Customs and Excise Regulations	Medium 3	Low 2	6	Use help line when necessary. VAT payments and claims calculated by FO and checked by Town Clerk & Chairman of P&F. Internal and external auditor to provide double check.	VAT consultant engaged. to ensure compliance with partial exemption regulations and annual report.
	Sound budgeting to support annual precept	Medium 3	Low 2	6	Committees and Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to committees at each meeting.	Ongoing.
	Failure to calculate/ precept on time	Medium 3	Low 2	6	Timetable agenda item for members providing sufficient time for additional meetings if required	Ongoing
	Failure to respond to electors wishing to	Low 2	Low 2	4	Ensure appropriate public rights dates are obtained from the external auditor.	Ongoing

	exercise right of inspection				They are displayed on the website & notice boards as appropriate.  Details are advertised on how to obtain copies and inspect the annual accounts are published	
	Complying with borrowing restrictions	Low 2	Low 2	4	All borrowing conducted via CALC to Public Works Loan Board.	Ongoing.
Liability	Risk to third party, property or individuals	Medium 3	Low 2	6	Insurance in place. Property and land checked regularly. Trees inspection in place. Risk assessments of individual events such as Christmas lights and other events carried out as necessary.	Ongoing.
	Risks to staff & members	Medium 3	Low 2	6	Constant awareness of obstructions e.g. trailing wires, step ladders are used and provided where necessary, ensure electrical safety checks are carried out on all electronic equipment and using shredders and other equipment with safety precautions.	Ongoing
	Legal liability as consequence of asset ownership.	Medium 3	Low 2	6	Insurance in place. Regular safety inspections and checks conducted with records kept.	Ongoing.

Employer Liability	Comply with Employment Law	Medium 3	Low 2	6	HR consultants in place. Membership of various bodies including CALC regular checks for updates. Clerk is member of SLCC. Personnel Committee in place.	Ongoing.
	Comply with Inland Revenue requirements	Medium 3	Low 2	6	Regular advice from HMRC, Xero and Sage Payroll. Internal and external auditors carry out annual checks. Staff training in place.	Ongoing.
	Safety of Staff and visitors	Medium 3	Low 2	6	Health and Safety consultants retained as of 2012. Regular risk assessment checks of all buildings, premises and open spaces by Grounds and Premises Warden. Annual risk assessment audit by HR Consultant.	Ongoing.
	VDU/ Workstation usage by Staff	Low 2	Low 2	4	Health and safety checks are carried out to check workstation posture, regular eye tests, correct chairs purchased, DSE training to avoid RSI injuries, back injury, eye strain	Ongoing
	Violence and Aggression	Medium 3	Low 2	6	All office and library staff are given training on dealing with anger, violence and aggression	Ongoing
	Lone Working (Office)	Low 2	Low 2	4	That appropriate security measures are put in place. Ongoing communication with the lone worker is maintained to ensure they are monitored for their safety.	Ongoing

Legal Liability	Ensuring activities are within legal powers	Medium 3	Low 2	6	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary. Power of Competence taken up.	Ongoing.
	Proper and timely reporting via the Minutes	Medium 3	Low 2	6	Council meets once a month and always receives and approves minutes of meetings held in interim. minutes made available to press and public at the Guildhall and via the web site.	Ongoing.
	Inadequate awareness/ failure to comply of relevant legislation	Medium 3	Low 2	6	Maintain membership to CALC/ NALC on Annual basis  Clerk to attend committee meetings  SLCC training is maintained  Liaise with internal and external auditors	Ongoing
	Non – compliance with data protection	Medium 3	Low 2	6	All staff are made aware of the latest legislation around GDPR/ Data protection.  Appropriate training is undertaken as necessary for the relevant staff and members.	Ongoing

					A data protection officer is nominated and monitors the activity of the council	
	Proper document control	Medium 3	Low 2	6	Copies kept in the office and backed up off site. Original leases stored in safe.	Ongoing.
Councillor propriety	Registers of Interests and gifts and hospitality in place	Medium 3	Low 2	6	Register of interest completed and anti-bribery policy statement and anti-fraud and corruption strategy in place. Code of Conduct adopted.	Ongoing.
Direct Acquisition & Devolution receipt of Assets and Services	Financial cost and reputational risk linked to lack of service delivery standard	Medium 3	Low 2	6	Acquisition and acceptance of assets or services based on community need and cost benefit analysis and budgeting via working party scrutiny though to Full Council decision.	Ongoing.
General Reserve	Insufficient funds to match any unforeseen	Medium 3	Low 2	6	Assessed annually at precept and budget setting and supported by ear marked funds.	Ongoing.



	events or general emergencies				To ensure a sufficient contingency is place to mitigate the risk of unforeseen events. This policy to be reviewed each year in conjunction with the rest of the reserves. This is reviewed on annual basis when setting the following year budgets.	
Public Consultation	Lack of public consultation by the council	Medium 3	Low 2	6	<p>Ensure meetings publicised on notice boards &amp; website.</p> <p>Use of Annual parish meetings</p> <p>Place articles in newsletters</p> <p>Include public participation on all council meeting agendas</p> <p>Ensuring seating available at meetings for the public</p> <p>Provide advice for members of the public attending</p> <p>Publish agenda and minutes on website/ notice boards</p> <p>Hold monthly meet your councillor sessions</p>	Ongoing



# Saltash Town Council

**Policy/Procedure:**

**Risk Management Strategy 2021 – 22 DRAFT**

**Date of Adoption:**

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
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Version History			
Date	Version	Author/Editor	Comments
February 2021	1 DRAFT	SE	NEW POLICY

Review Record				
Date	Type of Review	Minute number	Summary of actions	Completed by

Document Retention	
Document retention period	Until superseded

# SALTASH TOWN COUNCIL RISK MANAGEMENT STRATEGY

## 1. Introduction

1.1. This document and annexes are the Council's Risk Management Strategy. It sets out the framework on which risk management processes at Saltash Town Council are based. This framework will assist in ensuring that a consistent approach is taken across the Town Council for the identification, assessment and evaluation of risks, and for ensuring that actions are proportionate to address risks thereby efficiently and effectively utilising resources and maintaining a balance between risks and controls.

The strategy defines:

- What is meant by risk management;
- Why the Council needs a risk management strategy;
- What is the Council's philosophy on risk management;
- The risk management process
- An outline of the associated roles of Councillors, Town Clerk, Line Managers and other employees; and
- A summary of future monitoring and reporting lines for risk management.

1.2. The objectives of this strategy are to:

- Further develop risk management and raise its profile across the Town Council;
- Integrate risk management into the culture of the organisation;
- Embed risk management through the ownership and management of risk as part of all decision making processes; and
- Manage risk in accordance with best practice.

## 2. What is Risk Management?

- 2.1. ***'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.'*** Audit Commission, *Worth the Risk: Improving Risk Management in Local Government*, (2001: p5)
- 2.2. Risk management is an essential feature of good governance, contributing to improved decision making and the achievement of objectives. It is vital to recognise that risk management is not simply about health and safety, but applies to all aspects of the Town Council's work. When embedded within the existing planning and decision making processes, risk management provides a basis for ensuring implications are thought through, and ensures that the impact of decisions, initiatives and projects are considered, and that conflicts are balanced. This will in turn influence success and improve service delivery.
- 2.3. Risk Management Benefits:
- Protecting and adding value to the Council and its stakeholders by supporting the achievement of the Council's aims and objectives;
  - Improved strategic, operational and financial management;
  - Ensuring future activity takes place in a consistent and controlled manner;
  - Improved decision making, planning and prioritisation;
  - Mitigation of key threats and taking advantage of key opportunities;
  - Contributing to more efficient use/allocation of resources;
  - Protecting and enhancing assets and image;
  - Optimising operational efficiency and therefore delivering efficiency gains and value for money;
  - Allocating time and management effort to major issues;
  - Avoiding shocks and crises;
  - Safeguarding tangible and intangible assets;
  - Promotion of innovation and change;

- Improved customer service delivery.

2.4. Risks can be classified into various types but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

**Strategic Risk** - Long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Town Council, loss of public confidence, in a worse case scenario Government Intervention.

**Compliance Risk** - Failure to comply with legislation, or laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, increased Best Value inspection, inability to enforce contracts.

**Financial Risk** - Fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council tax levels/impact on Council reserves.

**Operating Risk** - Failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

2.5. These risks can be broken down further into specific areas which could impact on the achievements of the Town Council's strategic objectives and day-to-day delivery of services:

**Political** - Those associated with the failure to deliver either local, regional or national policy;

**Financial** – Those affecting the ability of the Town Council to meet its financial commitments; failure of major projects; internal and external audit requirements; failure to prioritise and allocate resources effectively; poor contract management; initiative overload;

**Social** – Those relating to the effects of changes in demographic, residential, or socio-economic trends on the Town Council's ability to deliver its strategic priorities;

**Technological** – Those associated with the capacity of the Council to deal with the pace/scale of technological change, or its ability to use technology to address changing demands. It would also include the consequences of internal failures on the Town Council's ability to deliver its objectives;

**Legal** – The ability of the Town Council to meet legislative demands affecting breaches of legislation (UK & EU).

**Environmental** – Those relating to the environmental consequences of progressing the Town Council’s objectives in terms of energy, efficiency, pollution, recycling, emissions etc;

**Partnership/contractual** – Those associated with the failure of partners/contractors to deliver services to an agreed cost and specification and similarly failure of the Town Council to deliver services to an agreed cost and specification; compliance with procurement policies (internal/external); ensuring open and fair competition;

**Human Resources** – Those associated with the professional competence of staff; lack of training and development; over reliance on key personnel; ineffective project management; recruitment and selection issues;

**Organisational** – Those associated with the review of services and delivering continuous improvement;

**Health & Safety/Physical** – Those related to fire, safety, accident prevention and health & safety which pose a risk to both staff and the public; safeguarding and accounting of physical assets;

**Reputational** – Those associated with the changing needs of customers and the electorate; ensuring appropriate consultation; avoiding bad public and media relations.

- 2.6. Not all these risks are insurable and for some the premiums may not be cost-effective. Even where insurance is available, money may not be an adequate recompense. The emphasis should always be on eliminating or reducing risk, before costly steps to transfer risk to another party are considered.
- 2.7. Risk is not restricted to potential threats but can be connected with opportunities. Good risk management can facilitate proactive, rather than merely defensive, responses. Measures to manage adverse risks are likely to help with managing positive ones.

### **3 Why does the Council need a Risk Management Strategy?**

- 3.1 Risk management will strengthen the ability of the Town Council to achieve its objectives and enhance the value of services provided.
- 3.2 The Risk Management Strategy will help to ensure that all Committees and service areas have an understanding of ‘risk’ and that the Town Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.
- 3.3 The Risk Management Strategy provides assurances to members and officers on the adequacy of arrangements for the conduct of business and the use of

resources. Implementation of the strategy leads to greater risk awareness and improved control, which should mean fewer incidents and control failures and in some cases lower insurance premiums.

3.4 Strategic risk management is an important element in demonstrating continuous service improvement.

3.5 There is an Audit requirement under the Accounts and Audit Regulations 2015 to establish and maintain a systematic strategy, framework and process for managing risk. Risks and their control will be collated in a Risk Register. A statement about the system of internal control and the management of risk will be included as part of the Annual Statement of Accounts.

#### 4 What is the Council's Philosophy on Risk Management?

##### 4.1 Risk Management Policy Statement –

***Saltash Town Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its aims and objectives and to maximise the opportunities to achieve its vision.***

***The Town Council recognises that it is the responsibility of all Councillors and employees to have regard for risk in carrying out their duties. If uncontrolled, risk can result in a drain on resources that could better be directed to front line service provision, and to the meeting of the Council's objectives and community needs.***

***The Town Council will seek to embed effective risk management into its culture, processes and structure to ensure that opportunities are maximised. The Council will seek to encourage line managers to identify, assess and manage risks, and learn to accept the right risks.***

***The Town Council will carry insurance in such amounts and in respect of such perils as will provide protection against significant losses, where insurance is required by law or contract and in other circumstances where risks are insurable and premiums cost effective.***

***This policy has the full support of the Town Council which recognises that any reduction in injury, illness, loss or damage benefits the whole community. The co-operation and commitment of all employees is required to ensure that Council resources are not squandered as a result of uncontrolled risk.***

***Whilst it is acknowledged that risk cannot be totally eliminated it is accepted that much can be done to reduce the extent of injury, damage and financial loss. Therefore, Saltash Town Council is committed to identifying, reducing or eliminating the risks to both people and the natural and built environments.***

***Risk management is an integral part of the Town Council's Management processes.***

4.2 Objectives

The objectives of the Council's Risk Management Strategy are to:

- Integrate risk management into the culture of the council;
- Manage risk in accordance with best practice;
- Anticipate and respond to changing social, political, environmental, technological and legislative requirements;
- Prevent loss, disruption, damage and injury and reduce the cost of risk, thereby maximising resources;
- To inform policy and operational decisions by identifying risks and their likely impact;
- Raise awareness of the need for risk management by all those connected with the Council's delivery of services.

4.3 These objectives will be achieved by:

- Establishing clear roles, responsibilities and reporting lines within the Council for risk management;
- Embedding risk management into the Council's decision making process, service delivery, project management and partnership working;
- Providing opportunities for training and shared learning on risk management across the Council;
- Offering a framework to identify priority risk areas, including the provision of risk registers at strategic and operational levels;
- Reinforcing the importance of effective risk management as part of the everyday work of employees;
- Incorporating risk management considerations into all levels of Council service provision;
- Developing effective communication with, and the active involvement of, employees;
- Monitoring of arrangements, at all levels on an ongoing basis;



- Identification and evaluation of risks associated with partners, contractors and other agencies and community groups;
- Ensuring robust Business Continuity arrangements are in place.

## 5 What is the Risk Management Process?

5.1 **Risk Control** – Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

- **Elimination** – the circumstances from which the risk arises are removed so that the risk no longer exists;
- **Reduction** – loss control measures are implemented to reduce the impact/likelihood of the risk occurring;
- **Transfer** – the financial impact is passed to others e.g. by revising contractual terms;
- **Sharing** - the risk with another party;
- **Insuring** – insure against some or all of the risk to mitigate financial impact; and
- **Acceptance** – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

5.2 **Risk Register** – The Council currently prepares its generic Risk Register. In the case of all individual services, more specific risk assessments are undertaken. The Town Council also uses software provided by Moorepay to record Health and Safety Risk Assessments. (Currently being implemented)

The content of the Risk Register shall include the following:

- A description of the risk;
- The consequence of that risk;
- Existing controls;
- Residual rating (likelihood v impact);
- Required management action & controls;

- Officer responsibility;
- Review/target dates;
- Progress made

5.3 **Risk Monitoring** – The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time. The Risk Management Plan will be reviewed at least annually and approved by the Policy and Finance Committee.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

5.4 **Risk Management System** - Implementing the Strategy involves identifying, analysing/prioritising, managing and monitoring risks.

**Risk Identification** – Identifying and understanding the hazards and risks facing the Town Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed. All risks identified will be recorded in the Council's Risk Registers.

**Risk Analysis** – Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control it or respond to the risk.

**Risk Prioritisation** - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Negligible (1), Low (2) and Medium (3). The scores for impact and likelihood are added together. Risks scoring high (4) and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

		Impact			
		Negligible (1)	Low (2)	Medium (3)	High (4)
Likelihood	High (4)	4	8	12	16
	Medium (3)	3	6	9	12
	Low (2)	2	4	6	8
	Negligible (1)	1	2	3	4

## 6 How will it feed into the Council’s existing polices?

6.1 All reports to Council or Committees will consider risk management issues.  
Initial

Identification of strategic and operational risks will be by officers who will compile lists of strategic and operational risks. Regular reports on risk management will be presented to the Policy and Finance Committee for consideration.

6.2 **Best Practice** – the current economic climate means that risk management is now more important than ever, it is important for the council to reassess its objectives and the threats to achieving these objectives. The council will build risk management procedures into the way that it operates as part of a commitment to quality and continuous service improvement,

6.4 **Partnership Working** – the Council is entering into an increasing number of partnerships with organisations from the public, private, voluntary and community sectors to deliver its priorities and services. Some of these organisations may not have the same sensitivities to the risks that the Council sees as important. Part of the process of setting up future partnerships will be to ensure that all relevant risks are identified and that appropriate control mechanisms (be it through formal contracts or partnership agreements) are built into the management arrangements for the partnership.

## 7 Roles and Responsibilities

7.1 It is important that risk management becomes embedded into the everyday culture and performance management process of the Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is located in the right place. Those who best know the risks to a particular

service are those responsible for it. The process must be driven from the top but must also involve staff throughout the organisation.

7.2 **Councillors** – Risk management is seen as a key part of the Councillor's stewardship role and there is an expectation that councillors will lead and monitor the approach adopted. This will include:

- Gain an understanding of risk management and its benefits;
- Be aware of risk management implications of decisions;
- Ensure that officers develop and implement a strategic approach to risk management;
- Approval of the Risk Management Strategy;
- Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed;
- Consideration, and if appropriate, endorsement of the Annual Statement of Internal Control; and
- Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

Specific duties relating to individual officers are below:

7.3 **Town Clerk** – will act as the Lead Officer on Risk Management, overseeing the implementation of the detail of the Risk Management Strategy and will:

- Provide advice as to the legality of policy and service delivery choices;
- Provide advice on the implications of potential service actions for the Council's corporate aims and objectives;
- Update Town Council on the implications of new or revised legislation;
- Assist in handling any litigation claims;
- In consultation with the Town Council's external advisors as necessary, provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work related illness or injury;
- In consultation with the Town Council's external advisors as necessary, provide advice on any health and safety implications of the chosen or proposed arrangements for service delivery; and
- Report progress to Council via the Policy & Finance Committee.

8.5 **Responsible Finance Officer** – as the Council's Section 151 Officer, the Town Clerk & Finance Officer will:

- Assess and implement the Council's insurance requirements;
- Assess the financial implications of strategic policy options;
- Provide assistance and advice on budgetary planning and control;
- Ensure that the financial information system allows effective budgetary control; and
- Ensure the Town Council's Risk Register is maintained
- Manage the Town Council's investment and loan portfolio.

7.5 **Line Managers** - Will act as the risk champions for their areas of specialty, assisting with identifying all risks within their remit and the compilation of the Risk Register. They will manage risk effectively in their particular service areas or projects and report how threats and risks have been managed to the Town Clerk. This includes identifying, analysing, prioritising, monitoring and reporting on service risks and any control actions taken.

- Ensure that Risk Management is an integral part of any service review process;
- Ensure that recommendations for risk control are detailed in service review reports; and
- Will assist in developing and monitoring Performance Indicators for Risk Management.

7.6 **Employees** - Will undertake their job within risk management guidelines ensuring that the skills and knowledge passed to them are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed data into the formal process. They will work to control risks or threats within their jobs, monitor progress and report on job related risks to their line manager.

7.7 **Role of the Internal Auditor** – The Internal Auditor provides an important scrutiny role carrying out audits to provide independent assurance to the Policy & Finance Committee that the necessary risk management systems are in place and all significant business risks are being managed effectively.

The Internal Auditor assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

The Internal Audit Report, and any recommendations contained within it, will help to shape the Annual Statement of Internal Control.

7.8 **Policy & Finance Committee** - Development of the Risk Management Strategy and compilation of the Risk Register will be overseen by the Policy & Finance Committee and particularly the following:

- Chairman Policy & Finance Committee
- Vice-Chairman of Policy & Finance Committee
- Town Clerk
- Responsible Finance Officer & Finance Officer
- Line Managers

7.9 **Training** – Where appropriate risk management training will be provided to Councillors, Line Managers and key staff will be provided through a range of methods such as workshops, literature and in house service familiarisation. The aim will be to ensure that both Councillors and members and staff have the skills necessary to identify, evaluate and control the risks associated with the services they provide.

7.10 In addition to the roles and responsibilities set out above, the Town Council is keen to promote an environment within which individuals and groups are encouraged to report adverse incidents promptly and openly. To assist with this aspect, the Town Council has developed an Anti-Fraud and Corruption Policy and a Confidential Reporting ('whistleblowing') Policy.

## 8 **Future Monitoring**

8.1 **Review of Risk Management Strategy** - This Strategy will be reviewed on a regular basis as part of the Council's continuing review of its Policy Documents, Standing Orders and Financial Regulations. Recommendations for change will be reported to the Policy and Finance Committee.

8.2 Once the work to finalise the Risk Registers has been completed, it is crucial that the information is regularly reviewed and updated. New risks will emerge and need to be controlled. Feedback from Internal and External Audit can identify areas for improvement, as can the sharing of best practice via professional bodies such as the National Association of Local Councils and the Society of Local Council Clerks.

8.3 **Reporting on Progress** – The Policy and Finance Committee will be updated on progress on risk management as necessary during the year.

## 9 **Conclusion**

9.1 The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and effective corporate governance.

## 10 **Alignment with other Policies of the Council**

10.1 This Risk Management Strategy should be read in conjunction with the following policies of the Council:

- Standing Orders
- Financial Regulations
- Business Continuity Plan
- Corporate Governance Policy
- Anti-Fraud & Corruption Policy
- Whistleblowing Policy

## 11 **Freedom of Information**

11.1 In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council's Website and copies of this document and the Risk Register will be available for inspection on deposit in the Council Office.



# Saltash Town Council

Name of Policy: **Receiving Public Questions At Meetings DRAFT**

Date of Adoption:

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	2 DRAFT	Approved by	
Date	March 2021	Date of approval	
Responsible Officer	AJT	Minute reference	
Responsible Committee	P&R	Review date	4 yearly - start of new council

Version History			
Date	Version	Author/Editor	Comments
April 2018	1	AJT	
March 2021	2 DRAFT	AJT	Revised

Review Record					
Date	Type of Review	Minute number	Summary actions	of	Completed by
		07/18/19g			



# SALTASH TOWN COUNCIL

## RECEIVING PUBLIC QUESTIONS AT MEETINGS

Members of the public have a legal right to attend decision making meetings of the Town Council and its Committees, except where they are excluded for specific items which need to be discussed in confidence (e.g. staffing matters or tenders for contracts). A period of fifteen minutes will be designated for public participation at a meeting and this session is recorded in the minutes of the meeting.

### Submission of Questions

Questions must be submitted in writing **no later than 24 hours before the meeting** either by email to [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk) or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and address and indicate if you will be present at the meeting.

~~If the enquirer is unable to be present, the question will not be put to the meeting but they will receive a written answer.~~

No person may submit more than one question to a meeting and no more than one question may be asked on behalf of an organisation.

Any questions submitted after the deadline will be referred to the next meeting.

Anonymous questions will not be answered.

### Order of Questions

Questions will be taken in the order in which notice was received but the Chairman of the meeting may group together similar questions. ~~Where the enquirer is unable to be present their letter will be read out by the Town Clerk.~~

All questions shall be put to the Chairman and no member of the public may speak for longer than three minutes. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman shall direct in which order this will be.

A public question shall not start a debate at the meeting.

### Scope of Questions

Questions must relate to a matter to which the Council has powers or duties or which affect the town of Saltash.

Questions will not be allowed on matters which have previously been determined.

The Chairman of the meeting will reject a question if it:

- Is not about a matter for which the Town Council has a responsibility or which affects the town of Saltash.
- Is defamatory, frivolous or offensive.

- Requires the disclosure of confidential information.
- Is the same, or substantially the same question as one asked in the previous six months.

### Response to Questions

Questions may be answered by the Mayor, Deputy Mayor, Town Councillors or the Town Clerk and will be dealt with in one of the following ways:

- A verbal response may be made at the meeting.
- The Town Clerk will be asked to respond in writing.
- The Town Council may decide to place the item on an agenda for a future meeting (or refer it to a Committee) for further consideration.
- **Where the enquirer was not present at the meeting a copy of the response will be provided if made at the meeting.**

**Please note that offensive or threatening behaviour will not be tolerated. If a member of the public interrupts the proceedings of any meeting the Council reserves the right to curtail the contribution of that person and exclude a disorderly person or clear the public gallery.**

### Version History

Date	Details
September 2018	Note: Words importing the masculine gender only shall include all other genders and vice versa.



# Saltash Town Council

Policy/Procedure:

Co-option Policy DRAFT

Date of Adoption:

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	1 DRAFT	Approved by	
Date	February 2021	Date of approval	
Responsible Officer	AJT	Minute reference	
Responsible Committee	P&F	Review date	As required

Version History			
Date	Version	Author/Editor	Comments
January 2021	1 DRAFT	AJT	New policy

Review Record				
Date	Type of Review	Minute number	Summary of actions	Completed by

Document Retention	
Document retention period	Until superseded

# **SALTASH TOWN COUNCIL**

## **CO-OPTION POLICY**

This policy sets out the procedure to be followed when co-opting members to fill a casual vacancy within the Town Council ensuring compliance with relevant legislation.

Templates included in the appendix:

- Appendix A: Notice of a Casual Vacancy
- Appendix B: Co-option criteria
- Appendix C: Co-option eligibility declaration
- Appendix D: Application form
- Not included but to be sent with the Application Pack is the STC Privacy Notice

### **Background**

s.87(2) of the Local Government Act 1972 requires a local council to give public notice of casual vacancies.

### **Casual Vacancy**

A casual vacancy occurs when:

- a. a councillor fails to deliver his declaration of acceptance of office at the proper time; or
- b. a councillor resigns; or
- c. a councillor dies; or
- d. in the case of a councillor who is disqualified by virtue of a criminal conviction, under section 34 of the Localism Act 2011, the expiry of the period for making an application or appeal, or if an appeal or application has been made, the date that any such application or appeal process comes to an end;
- e. on the date of a report or certificate of an election court that declares an election void;
- f. a person ceases to be qualified to be a councillor for a reason not mentioned above; or
- g. a councillor fails to attend a meeting for six consecutive months (section 85 of the 1972 Act).

Cornwall Council is notified of the vacancy and will post a formal Notice of Vacancy. The notice will be displayed for fourteen days during which ten members of the parish can request (in writing) that an election takes place. Cornwall Council will then organise the by-election.

If no election is called or following the call for an election no candidates stand, the Town Council will then fill the seat by co-option.

NOTE: if the vacancy falls within six months before the date when the councillor in question would have regularly retired (e.g. four days after the next ordinary election), a by-election will not be held but the Town Council may, but need not, co-opt a member to fill the vacancy. It must still give public notice of the vacancy.

### **Vacancies after an ordinary election**

Section 21 of the Representation of the People Act 1985 provides that where an insufficient number of candidates is validly nominated at an ordinary local council election to fill the vacancies on the council, those who have been validly nominated are automatically elected as councillors.

Provided that those elected constitute at least a quorum (three or one third of the total number of councillors, whichever is the greater), the council may co-opt any person(s) to fill the vacancy(ies).<sup>1</sup> There is no statutory requirement<sup>2</sup> to give public notice of the vacancy(ies) before exercising the power of co-option. However, in practice this may be a sensible way to attract possible candidates and demonstrates transparency.

The co-option process should be completed within six weeks of the new council taking office (four days after the election).

### **Eligibility for Co-option**

A person is eligible to be co-opted provided he is qualified to be a councillor<sup>3</sup> and is not disqualified by the s.80 of the 1972 Act.

Eligibility criteria:

- a. he/she is an elector for the parish; or
- b. has resided in the parish for the past twelve months or rented/tenanted land in the parish; or
- c. has lived within 3 miles (direct) of the parish.

There are certain disqualifications for election of which the main are:

- a. holding a paid office under the local authority;
- b. bankruptcy
- c. having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election; and
- d. being disqualified under any enactment relating to corrupt or illegal practices.

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<sup>1</sup> Where the power of co-option is not exercised within 35 working days, Cornwall Council may exercise powers to hold a further election or take other appropriate action to fill the vacancy(ies).

<sup>2</sup> s.21(2) Representation of the People Act 1985

<sup>3</sup> s.79 of the 1972 Act

### **Applying for a Casual Vacancy**

Application packs can be downloaded from the Town Council website <https://www.saltash.gov.uk/councillorvacancies.php> or on request from the Town Council. (See appendix for templates)

Councillors co-opted to the Town Council are not eligible to claim the Members Allowance.

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## Procedure

<p><b>Vacancy arises</b></p>	<ul style="list-style-type: none"> <li>• Members notified</li> <li>• Electoral Services notified</li> </ul>
<p><b>Co-option stage 1 (where no by-election is called)</b></p>	<ul style="list-style-type: none"> <li>• Advertise notice of vacancy to be filled by co-option with a 14-day deadline. The notices will be placed on all Town Council notice boards; the Town Council website and social media pages; issued as a press release.</li> <li>• Prepare application packs including a copy of the STC Privacy Notice</li> <li>• Application packs made available on website or on request.</li> </ul>
<p><b>After closing date</b></p>	<ul style="list-style-type: none"> <li>• Town Clerk (or officer with delegated authority) checks applications for eligibility. Eligible candidates invited to co-option meeting.</li> <li>• All eligible applications are circulated to Members three days before the co-option meeting. These will only be sent to council email addresses marked to be treated as Strictly Private and Confidential.</li> <li>• Agenda issued for the meeting to include agenda item: To receive applications for the office of Town Councillor and to co-opt a candidate to fill the existing vacancy in ----- Ward.</li> </ul>
<p><b>Co-option meeting (note this must be a Full Town Council meeting open to the public)</b></p>	<ul style="list-style-type: none"> <li>• Where a candidate is a relative of an existing Councillor, that Councillor should declare a prejudicial interest and withdraw from the meeting.</li> <li>• Each candidate (in alphabetical order) will be given five minutes to speak - introducing themselves to the council, giving information on their background and experience and explaining why they wish to become a member of the Town Council.</li> <li>• After the presentations Members may ask questions of the candidates before proceeding to the vote.</li> <li>• <del>Each candidate will be proposed and seconded by councillors in attendance.</del> Each Councillor present has one vote per vacancy to be filled. The Chairman has the casting vote (Standing Order</li> </ul>

	<p>2r). For a candidate to be successful they will need to obtain an absolute majority of votes cast at the meeting. If there are more than two candidates and there is no candidate with an absolute majority in the first round of voting, the candidate with the least number of votes will drop out. Further rounds of voting will take place until a candidate has an absolute majority.</p> <ul style="list-style-type: none"> <li>• A successful candidate signs Acceptance of Office and immediately becomes a Councillor. They may then take their place at the table.</li> </ul>
<b>After the meeting</b>	<ul style="list-style-type: none"> <li>• Town Clerk notifies Electoral Services of the new Councillor appointed.</li> <li>• Declaration of Interests paperwork to be completed within 28 days</li> <li>• Administration office to issue induction pack and undertake all necessary administration processes.</li> </ul>
<b>Where insufficient candidates come forward for co-option</b>	<ul style="list-style-type: none"> <li>• The vacancy will be re-advertised and the process continue until an appointment is made.</li> </ul>

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# Saltash Town Council

*Konsel An Dre Essa*

## NOTICE OF CASUAL VACANCY CO-OPTION FOR TOWN COUNCILLOR EAST WARD

Any person who wishes to be considered for co-option should contact the Town Council at the address shown below.

If you are interested in the vacancy you are required to complete an application form. You can obtain an application pack either on our website <https://www.saltash.gov.uk/councillorvacancies.php> or contact us via post or email:

Saltash Town Council  
The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX

Tel: 01752 844846

OR

Email: [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)  
Please return your application to us via email or post.

**CLOSING DATE : <insert date> 5pm**

Prospective applicants should note that there are rules for eligibility which can be found in the application pack or can be obtained on request.

Canvassing of Council members will disqualify applicants from standing.

CO-OPTION CRITERIA

Name of Local Council: **SALTASH TOWN COUNCIL**

Description of Office: Saltash Town Councillor

COMPETENCY	ESSENTIAL	DESIRABLE
<b>Relevant knowledge, Education, Professional Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of local affairs and the local community.</li> </ul>	
<b>Experience, Skills, Knowledge and Ability</b>	<ul style="list-style-type: none"> <li>• Solid interest in local matters.</li> <li>• Ability and willingness to represent the Council and their community.</li> <li>• Good interpersonal skills.</li> <li>• Ability to communicate clearly both orally and in writing.</li> <li>• Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.</li> <li>• Good reading and analytic skills.</li> <li>• Ability and willingness to work with the council's partners (e.g. voluntary groups, other parish councils, unitary authority, charities).</li> <li>• Ability and willingness to undertake relevant training.</li> <li>• Ability to work under pressure.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of HR, procurement, contract management, financial control or risk management and compliance, public relations.</li> <li>• Experience of working in another public body or not for profit organization.</li> <li>• Experience of working with voluntary and or local community/interest groups.</li> <li>• Basic knowledge of legal issues relating to town and parish councils or local authorities.</li> <li>• Experience of delivering presentations.</li> <li>• Experience of working with the media.</li> <li>• Experience in financial control/budgeting.</li> <li>• Experience of staff management.</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to attend meetings of the council (or the meetings of other local authorities and local bodies) in the evening and events in the evening and at weekends.</li> <li>• Flexible.</li> <li>• Enthusiastic.</li> </ul>	

## CO-OPTION ELIGIBILITY FORM

Are you a British subject or citizen of the Commonwealth? **YES/NO**

On the relevant date (the day on which you are co-opted) are you 18 years of age or over? **YES/NO**

**Please tick all that apply:**

a. I am registered as a local government elector for the town of Saltash.	<input type="checkbox"/>
b. During the whole preceding 12 months (of the day on which you are co-opted) you have occupied as owner or tenant any land or other premises in Saltash.	<input type="checkbox"/>
c. My principal or only place of work during that 12 months has been in Saltash.	<input type="checkbox"/>
d. During the whole of the preceding 12 months I have resided in Saltash or within three miles of it.	<input type="checkbox"/>

**Under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a local councillor if specific criteria are not met:**

a. Are you employed by Saltash Town Council?	<b>YES/NO</b>
b. Are you the subject of a bankruptcy restrictions order or interim order?	<b>YES/NO</b>
c. Have you within the last five years been convicted of an offence in the UK, Channel Islands or Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	<b>YES/NO</b>
d. Are you disqualified by an order of court from being a member of a local authority?	<b>YES/NO</b>

### DECLARATION

**I <insert full name> hereby confirm that I am eligible for the vacancy of Saltash Town Councillor and the information given on this form is a true and accurate record.**

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_



# Saltash Town Council

*Konsel An Dre Essa*

Application Form: Town Councillor

Name:

Address:

Postcode:

Telephone number:

Email address:

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**Please tell us why you would like to become a Town Councillor.  
(Maximum 300 words.)**

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**Please detail any experience you feel is relevant (e.g. volunteering, community projects, community interest)**

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**Please supply details of two referees:**

Reference 1	Reference 2
Name:	Name:
Connection:	Connection:
Telephone number:	Telephone number:
Email address:	Email address:

I confirm that I have the permission of those named as referees to share their details with Saltash Town Council for the purpose of this application. YES/NO

Name of Applicant:

Signature:

Date:

Deadline for receipt of applications: <insert date and time>

**The meeting to consider applications for co-option will be held on <insert date and time>.**

Please return your completed application form and confirmation of eligibility form to:

Saltash Town Council  
The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX  
Email: [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

Your Data:

Please refer to the enclosed privacy notice to see how Saltash Town Council uses your data.

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# Saltash Town Council

**Policy/Procedure:**

**Equality and Diversity Policy DRAFT**

**Date of Adoption:**

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
<b>Version</b>	1 NEW	<b>Approved by</b>	
<b>Date</b>	March 2021	<b>Date of approval</b>	
<b>Responsible Officer</b>	AJT	<b>Minute reference</b>	
<b>Responsible Committee</b>	P&F	<b>Review date</b>	ANNUAL

Version History			
Date	Version	Author/Editor	Comments
March 2021	1 NEW	AJT	SLCC model

Review Record				
Date	Type of Review	Minute number	Summary of actions	Completed by

Document Retention	
Document retention period	<b>Until superseded</b>

# **Saltash Town Council**

## **Equality And Diversity Policy**

### **1. Introduction**

- a. Saltash Town Council is an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no applicant or member of staff receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.
- b. We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All employees are covered by this policy and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.
- c. The Town Clerk has particular responsibility for implementing and monitoring the Equality and Diversity in Employment Policy and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.
- d. All employees, workers or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Town Council.
- e. Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in the Town Council as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with the senior management team, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Town Council.



## **2. Our Commitment as an Employer**

- a. To create an environment in which individual differences and the contributions of our staff are recognised and valued.
- b. Every employee, worker or self-employed contractor is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- c. Training, development and progression opportunities are available to all staff.
- d. Equality in the workplace is good management practice and makes sound business sense.
- e. We will review all our employment practices and procedures to ensure fairness.

## **3. Our Commitment as a Service Provider**

- a. We aim to provide services to which all clients are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, offending past, caring responsibilities or social class.
- b. We will make sure that our services are delivered equitably and meet the diverse needs of our service users and clients by assessing and meeting the diverse needs of our clients.
- c. This policy is fully supported by the senior management team.
- d. This policy will be monitored and reviewed annually.
- e. We have clear procedures that enable our clients, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.
- f. Breaches of our equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings.

## **4. Equal Opportunity Policy Statements**

### **a. AGE**

We will:

- ensure that people of all ages are treated with respect and dignity;
- ensure that people of working age are given equal access to our employment, training, development and promotion opportunities; and
- challenge discriminatory assumptions about younger and older people.

b. **DISABILITY**

- provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities;
- challenge discriminatory assumptions about disabled people; and
- seek to continue to improve access to information by ensuring availability of: loop systems; Braille facilities; alternative formatting; and sign language interpretation.

c. **RACE**

We will:

- challenge racism wherever it occurs;
- respond swiftly and sensitively to racists incidents; and
- actively promote race equality in the Town Council.

d. **GENDER**

We will:

- challenge discriminatory assumptions about women and men;
- take positive action to redress the negative effects of discrimination against women and men;
- offer equal access for women and men to representation, services, employment, training and pay and encourage other organisations to do the same; and
- provide support to prevent discrimination against transsexual people who have or who are about to undergo gender reassignment.

e. **SEXUAL ORIENTATION**

We will:

- ensure that we take account of the needs of lesbians and gay men; and
- promote positive images of lesbians, gay men and bisexuals.

f. **RELIGION OR BELIEF**

We will:

- ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible; and
- respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

g. **PREGNANCY OR MATERNITY**

We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity;
- challenge discriminatory assumptions about the pregnancy or maternity of our employees; and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees' pregnancy or maternity.

h. **MARRIAGE OR CIVIL PARTNERSHIP**

We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership;
- challenge discriminatory assumptions about the marriage or civil partnership of our employees; and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees' marriage or civil partnership.

i. **EX-OFFENDERS**

We will:

- prevent discrimination against our employees regardless of their offending background (except where there is a known risk to children or vulnerable adults).

j. **EQUAL PAY**

We will:

- ensure that all employees, male or female, have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.



# Saltash Town Council

**Policy/Procedure:**

**Communications Policy DRAFT**

**Date of Adoption:**

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
<b>Version</b>	1 DRAFT	<b>Approved by</b>	
<b>Date</b>	January 2021	<b>Date of approval</b>	
<b>Responsible Officer</b>	AJT	<b>Minute reference</b>	
<b>Responsible Committee</b>	P&F	<b>Review date</b>	

Version History			
Date	Version	Author/Editor	Comments
January 2021	1 DRAFT	AJT	New policy

Review Record				
Date	Type of Review	Minute number	Summary of actions	Completed by

Document Retention	
Document retention period	Until superseded

# SALTASH TOWN COUNCIL COMMUNICATIONS POLICY

## Aims

- To set out how we will communicate with staff, Members, partners, local residents and the media.
- To ensure all communications are consistent and co-ordinated across all channels.
- To develop excellent, innovative and cost-effective communications to increase awareness of the Council's services and achievements and improve the reputation of the Council.
- To promote high quality customer service and ensure that everyone in the Council understands their role in delivering this.

## Outcomes

All communications issued by the Saltash Town Council will be:

- **Open and honest** – direct, truthful and factual
- **Timely** – up to date information communicated regularly, consistently and quickly
- **Clear and concise** – Plain English and jargon free – easily understood by all sectors of the community
- **Accessible** – easy to access through appropriate media / channels and in mixed format
- **Relevant** – targeted at the needs of the intended audience, appropriate information, informative and useful
- **Inclusive** – face to face communications wherever possible, designed to encourage and value discussion and feedback. Information available in suitable formats

## Scope

This policy covers all types of communications received by and issued by the Town Council, its officers and elected members and includes:

- Verbal
- Written
- Email
- Social media
- All correspondence issued by Council officers and staff
- All correspondence issued by Councillors

The Town Council will not consider any anonymous correspondence where the author cannot be identified or abusive or aggressive communications<sup>1</sup>.

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<sup>1</sup> Zero Tolerance Policy; Unreasonable Persistent Complaints Policy

## **Members:**

Members are reminded that the Code of Conduct applies to all forms of communications – verbal, written (including social media) and should be adhered to at all times.

### **A. Town Council Correspondence**

1. The point of contact for the council is the Town Clerk or the officer delegated to the relevant role or task.
2. No individual Councillor or Officer should be the sole custodian of any correspondence or information in the name of the town council, a committee, sub-committee or working party. Councillors and Officers do not have a right to obtain confidential information/documentation unless they can demonstrate a 'need to know' in order to carry out their role on behalf of the council.
3. All official communications should be sent in the name of the council using council letter headed paper and signed by the Town Clerk or, where another Council officer is signing, with the approval of a Line Manager or from an approved council email address.
4. All official communications issued by the office of Mayor or other nominated member must be authorised by council or relevant committee in advance. The Town Clerk or Assistant Town Clerk will be responsible for authorising all official communications prior to release.
5. All correspondence issued by Councillors in the name of the council must be copied to the Town Clerk or officer delegated to the relevant role or task.
6. Where correspondence is copied to persons other than the addressee, the addressee should be made aware that a copy is being forwarded to that other person (e.g. copy to XX) but data protection rules should be observed.
7. All communications should be compliant with the relevant data protection legislation, the Council's code of conduct, respect confidentiality and any other relevant council policies in place at the time.
8. A copy of correspondence with Unitary Authority Councillors will be sent to Ward Councillors<sup>2</sup>.

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<sup>2</sup> Standing Order 26b

## **B. Agenda Items for Council, Committees, Sub-Committees and Working Parties**

1. The agenda should be clear and concise. It should contain sufficient information to enable Councillors to make an informed decision, and for the public to understand what matters are being considered and what decisions are to be taken at a meeting.
2. Items for information will be circulated with the agenda and papers for the meeting and will be kept to a minimum.
3. Where a Councillor wishes to circulate matters for “information only”, this information will be circulated via the Town Clerk’s office, and circulated to all Councillors.
4. Motions for an agenda will be submitted to the Proper Officer in writing following the procedure laid out in Standing Orders.<sup>3</sup>
5. The Policy for Receiving Public Questions at Meetings will be followed where these are received.
6. Discussion and decision making should only take place by email or Survey Poll where it is used in exceptional circumstances under a scheme of delegation and in accordance with standing orders.

## **C. Communications with the Press and Public**

1. The Town Clerk, or Assistant Town Clerk will clear all press reports, or comments to the media, with the Town Mayor<sup>4</sup> or the Chair of the relevant committee as appropriate.
2. Press reports from the council, its committees or working parties should be from the Town Clerk or an officer delegated to the task or via the reporter’s own attendance at a meeting.
3. All articles for the Town Messenger will be checked and approved by the Assistant Town Clerk prior to publication.
4. Requests from the press/media for comments or statements should be sent to the Town Clerk’s office<sup>5</sup>.
5. Unless a Councillor has been authorised by the council to speak to the media on an issue, Councillors who are asked for comment by the press should make it clear that it is a personal view and ask that it be clearly reported as their personal view. The Mayor is the normal authorised spokesperson for the Council<sup>6</sup>.

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<sup>3</sup> Standing Order 10

<sup>4</sup> Mayor’s Protocol Guide p9

<sup>5</sup> Standing Order 24

<sup>6</sup> Mayor’s Protocol Guide p9

6. When representing the Council at a “Meet your Councillors” event Councillors should follow GDPR and data protection guidance, the Code of Conduct and relevant sections of this policy.
7. Unless a Councillor is certain that they are reporting the view of the council, they must make it clear to members of the public that they are expressing a personal view.
8. If Councillors receive a complaint from a member of the public, this should be passed immediately to the Town Clerk who will process it under the Customer Feedback Policy<sup>7</sup>.
9. Designated staff are authorised to promote the work of the Council on social media platforms, the website and noticeboards but operate strictly in accordance with the approved Social Media policy<sup>8</sup> of the council.
10. In making public comments, Councillors must respect decisions made by a majority vote and abide at all times to the Code of Conduct<sup>9</sup>.
11. The Town Council may undertake consultations with residents from time to time. Where possible and practicable there will be multiple means of participation to ensure all consultees are contacted and able to respond, particularly taking account of difficult to reach groups.

#### **D. Councillor Correspondence to external parties**

1. Individual Councillors are responsible for their own ward member correspondence. The Town Council does not provide administrative support for such purpose. Councillors must ensure they make clear where they are informing on official policy and where they are stating their personal views.
2. When using a Town Council email account, Councillors must always reflect the view of the Council.
3. A copy of all outgoing correspondence, including email relating to the council or a Councillor’s role within it, should be sent to the Clerk, or the appropriate designated official and the recipient made aware that the Clerk or designated/delegated official has been advised.

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<sup>7</sup> Customer Feedback Policy p3

<sup>8</sup> Social Media Policy

<sup>9</sup> Code of Conduct Part 2, General Obligations



## **E. Communications with Town Council Staff<sup>10</sup>**

1. Councillors must not give instructions to any member of staff<sup>11</sup>, unless authorised to do so through the Council's decision-making process and with their line manager's agreement.
2. No individual Councillor, regardless of whether or not they are the Town Mayor or the Chair of a committee or other meeting, may give instructions to the Clerk or to another employee which are inconsistent or conflict with council decisions or arrangements for delegated power.
3. Telephone calls should be appropriate to the work of the town council.
4. Instant replies should not be expected to e-mails to the Clerk or other members of staff; reasons for urgency should be clearly stated.
5. Councillors should acknowledge their e-mails when requested to do so.
6. For meetings with the Clerk or other officers an appointment should be made wherever possible, meetings should be relevant to the work of that officer and Councillors should be clear that the matter is legitimate council business and not matters driven by personal or political agendas.

### **Summary**

Saltash Town Council is committed to effective communications to ensure the Council's operations, priorities, objectives, values, ambitions and challenges are better understood by all our audiences - both internal and external.

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<sup>10</sup> Staff Members Relations Policy; Standing Orders

<sup>11</sup> Standing Order 27a(ii)



# Saltash Town Council

Policy/Procedure:

Provision Of It And Acceptable It Usage DRAFT

Date of Adoption:

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	1 NEW	Approved by	
Date	March 2021	Date of approval	
Responsible Officer	AJT	Minute reference	
Responsible Committee	P&F	Review date	Four yearly or if required

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Date	Version	Author/Editor	Comments
March 2021	1	AJT	New policy

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Document Retention	
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# SALTASH TOWN COUNCIL

## PROVISION OF IT AND ACCEPTABLE IT USAGE POLICY

This policy should be read in conjunction with the following:

Information and Data Protection Policy

Management of Transferable Data Policy

GDPR 2018

Data Protection Act 2018

Computer Misuse Act 1990

Members of staff should also refer to the Employee Handbook

Equality and Diversity Policy

### **Context:**

Saltash Town Council provides IT equipment to both staff and councillors to enable them to carry out their duties effectively in Council buildings and when working from home or in the community. This policy is in two parts – the provision of IT equipment and the individual's responsibilities when using IT.

### **Scope:**

This policy sets out the correct, appropriate and expected use of Saltash Town Council computing and networking facilities to ensure safe and reliable operation. This extends to all IT facilities including software, hardware, staff computers, Councillors devices, telephones (mobile and internal) provided and maintained by Saltash Town Council.

## **Part 1**

### **Provision of IT Equipment**

Virus detection is installed and managed centrally by the IT Consultant. Individuals must not remove or disable anti-virus software or attempt to remove virus infected files. These should be referred to the IT Consultant.

#### **a. Employees**

All employees are issued with appropriate IT equipment on commencement of employment with the Town Council. This may include a laptop, mobile phone, use of a computer in a council building, memory devices (e.g. USB) according to the requirements of the role. A unique email account, user ID and password are also issued with an authentication device if appropriate. Access levels to systems and information will be authorised appropriate to the users' job role.

Upon termination of contract all Council owned property should be returned. The Line Manager will ensure all authorised access is promptly removed.

#### **b. Councillors**

On joining the Council Members will be offered a device (usually a tablet or laptop) running a supported operating system, with the capability for joining

virtual meetings and accessing council emails and information, on long term loan for the length of their tenure as Town Councillor. The device will be procured by the Town Council and will be preloaded with software which will be licensed and managed by the Town Council IT Consultants. The specification of the device will ensure that it remains fit for purpose for the four-year term of the Council.

The Town Council will provide all Councillors with a unique email address, user ID and password with access to selected areas of the IT system.

On cessation of service as a Town Councillor the tablet/laptop/device should immediately be returned to the Town Council and all access rights will be rescinded.

c. Loss/Damage

i. Employees

Employees have a responsibility to take reasonable care of any device they are allocated, particularly when taking off site. Any loss or damage should be immediately reported to their Line Manager.

ii. Councillors

The Town Council will insure devices loaned to Councillors. It is accepted that these devices will be taken off site and Councillors have a responsibility to take reasonable care of the device. Any loss or damage should be immediately reported to the Assistant Town Clerk. Where a device has to be sent for repair it may be possible to provide a loan device but this cannot be guaranteed.

At the end of life of the devices it will be securely wiped of all data and donated to a suitable organisation for distribution to children/young people without access to IT for home study.

## Part 2

### Acceptable IT usage and user responsibilities

- a. All authorised users of Saltash Town Council computing facilities and network must ensure that:
- Any breaches or suspected security incidents concerning the Town Council network or computing facilities must be reported immediately.<sup>1</sup>
  - Passwords, PINs or any other unique authentication credentials should not be disclosed to anyone under any circumstances.

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<sup>1</sup> Data breaches – Senior Policy & Data Compliance Monitoring Officer  
Security breaches – IT Consultant + Assistant Town Clerk

- Passwords, PINs or any other unique authentication credentials should not be written down anywhere.
- You should change your password immediately if you believe it may have been compromised.
- Always 'screen lock' any device when leaving it unattended.
- Never attempt to perform any unauthorised changes to STC IT systems.
- All data held on STC systems may be subject to Freedom of Information or Subject Access Requests. For this reason, personal use of STC computing and network facilities cannot be deemed to be private.
- Do not use or attempt to use another individual's account.
- Never exceed the limits of your authorisation or specific business need by attempting to access systems or information that you do not need in order to carry out your role. A deliberate and intentional attempt to access unauthorised resources breaches the Computer Misuse Act 1990.
- If you believe you have mistakenly been granted access to IT systems, information or resources which are not appropriate or authorised by you, this should be immediately reported as a possible incident. Under no circumstances should you attempt to further access the information/resources.
- Do not facilitate or attempt to facilitate access for anyone who is not authorised to access specific information or systems.
- Never copy, store or transfer data or software owned by STC to any unmanaged device without the explicit written consent of the asset owner.
- Your login ID identifies you as an individual and holds you directly accountable for all actions which take place under your credentials. A logged in session should not be shared with anyone else.

b. Working off site

- Equipment and media taken off site must not be left unattended in public places and not left in sight in a car.
- Information must be protected against loss or compromise when working remotely.
- Particular care should be taken with the use of mobile devices such as mobile phones, laptops and tablets.

c. Internet and Email Conditions of Use

Use of STC internet and email is intended for business use. Personal use is not permitted and all individuals are accountable for their actions on the internet and email systems.

Emails must not be opened on a non STC device. Any employee who opens STC emails or data on a personal device unless they have prior and exceptional written permission from their line manager may be subject to disciplinary action.

Individuals must not:

- Use the internet or email for purposes of harassment or abuse.
- Use profanity, obscenities or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which STC considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.
- Use the internet or email to make personal gains or conduct a personal business.
- Use the internet or email to gamble.
- Use the emails systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- Place any information on the Internet that relates to STC, alter any information about it, or express any opinion about STC, unless they are specifically authorised to do this.
- Send unprotected sensitive or confidential information externally.
- Forward STC mail to personal (non-STC) email accounts.
- Make official commitments through the internet or email on behalf of STC unless authorised to do so.
- Download copyrighted material such as music media (MP3) files, film and video files (not an exhaustive list) without appropriate approval.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.
- Download any software from the internet without prior approval of the IT Consultant.