



Saltash Town Council

Konsel An Dre Essa



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

21 May 2021

Dear Councillor

I write to summon you to the meeting of **Policy and Finance Committee** to be held at the Guildhall on **Thursday 27th May 2021 at 6.30 pm.**

The meeting is open to members of the public and press, however, **please note** due to Covid-19 safe working practices the number of attendees has been reduced significantly, limiting the Guildhall (long room) Covid-19 capacity number of people to 27.

We ask that members of the public and press attending Council meetings **arrive no earlier than 6:15pm** and consider their own unique circumstances before attending.

Please review and adhere to the [Guildhall Risk Assessment together with the Councils Protocol](#) and note that it is not likely to cover all scenarios.

Any member of the public requiring to put a question to the Town Council must do so 24 hours prior to the meeting by email enquiries@saltash.gov.uk

Yours sincerely,

PP R Lane
Town Clerk

To:

Essa	Tamar	Trematon
R Bickford R Bullock G Challen M Fox (Vice-Chair, in the Chair) A Pinckney	L Challen S Gillies S Martin J Peggs P Samuels VACANCY	S Miller (Chairman) B Samuels G Taylor D Yates

VACANCY		
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Agenda

1. Health and Safety Announcements
2. To appoint a Chairman.
3. To appoint a Vice Chairman.
4. Apologies.
5. 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. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
6. 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.
7. To receive and approve the minutes of the Policy and Finance Committee held on 9th March 2021 as a true and correct record. (Pages 7 - 15)
8. All accounts and bank accounts reconciled up to 31st March 2021.
9. Petty cash reconciled up to 31st March 2021.
10. To receive a report from the Finance Officer. (Pages 16 - 28)
11. To receive a report on VAT. (Page 29)
12. To receive a report on investments. (Page 30)
13. 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.
14. To receive the end of year budget statements (Pages 31 - 40)
15. To receive the end of year finance report (Pages 41 - 47)
16. To receive the current STC and Committee budget statements. (Pages 48 - 57)
17. To receive a report on Saltash Town Mayors Community Account. (Page 58)
18. To consider Risk Management reports as may be received.

19. Clerks report on delegated authority to spend.

20. To ratify the COVID-19 Delegated Decision Register. (Pages 59 - 60)

Ref Nr.	Details	Decision Agreed	Committee	Sub Committee
STC91	Approve Transfer of £350,000 to Active Saver Precept Funds which takes it above the Risk Threshold of £500,000 for a month	APPROVED	P&F	N/A
STC92	Transfer £240,000 Precept Funds to Cornwall Council	APPROVED	P&F	N/A
STC94	Reopening of the Guildhall reception only as of 17th May 2021 under step 3 of the roadmap out of lockdown	APPROVED	P&F	N/A
STC96	Procurement of an ergonomic desk for the Reception of the Guildhall	APPROVED	P&F	N/A
STC97	Renewal of the three annual Zoom Licences	APPROVED	P&F	N/A
STC98	Increase of SIP Channels to 14 – Guildhall Telephone system	APPROVED	P&F	N/A
STC99	Approved VAT consultancy quote for 2021/22 with Parkinson Partnership	APPROVED	P&F	N/A

21. To consider Community Chest and Festival Fund applications:

a. Community Chest: (Pages 61 - 99)

Application	Organisation	Amount Requested
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CC249	Saltash United Juniors FC	£970.00
CC250	Coombe Woods Regeneration Project	£700.00

b. Festival Fund: (Pages 100 - 191)

Application Number	Organisation	Amount Requested
FF100	Royal British Legion - Saltash	£700.00
FF101	Saltash Regatta	£2,929.43
FF102	Cornwall Pride	£500.00
FF103	Salt Fest	£1,477.75

22. To receive and note a report on funding awarded: (Pages 192 - 193)
 - a. Application CC239 - Saltash Football Club - £1,000 awarded – replacement of existing boilers and showers in home and away changing rooms.
23. To review the advertising of the Town Messenger
24. To receive the final reports from the Professional Youth Work team:
 - a. Junkyard Skatepark (Pages 194 - 195)
 - b. Livewire (Pages 196 - 197)
 - c. The Core (Pages 198 - 200)
25. To approve the Professional Youth Work to go out to tender for the year 2021-2022
26. To receive a report on Freedom of Information requests (Pages 201 - 205)
27. To receive a report on UK GDPR and Data Protection (Page 206)
28. To consider increasing the composition of the Personnel Committee from six to eight Members. (Page 207)
29. To review and approve the following policies:
 - a. Standing Orders (Pages 208 - 249)
 - b. Civic Awards Policy (Pages 250 - 259)
 - c. Model Publication Scheme (Pages 260 - 268)
 - d. Scheme of Delegation (Pages 269 - 274)

- e. Remote Meetings Protocol and Procedure Rules. (Pages 275 - 279)
30. To adopt the following policies/protocols:
- a. Training and Development Policy (Pages 280 - 284)
 - b. Guildhall Covid-19 Physical Face to Face Council Meetings Protocol (Pages 285 - 288)
 - c. Guildhall Covid-19 Physical Face to Face Council Meetings Risk Assessment 10.05.2021 (Pages 289 - 303)
31. To receive reports from Working Groups and Outside Bodies:
- a. Neighbourhood Plan Steering Group.
 - b. Saltash Team for Youth
 - c. Section 106 Steering Group
32. 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.
33. To consider Cornwall Council acting on behalf of Saltash Town Council for any complaints received from persistent complainant number PC001 under the code.
34. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
35. To receive any items for information purposes only at the discretion of the Chairman.
36. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

SALTASH TOWN COUNCIL

Minutes of the Meeting of Policy and Finance Committee held on the Virtual Zoom Platform on Tuesday 9th March 2021 at 6.30 pm

PRESENT: Councillors: R Bickford, G Challen, J Dent, M Fox (Chairman), S Gillies, S Miller, J Peggs, B Phillips (Vice-Chairman), A Pinckney, B Samuels, P Samuels and D Yates.

ALSO PRESENT: R Lane (Town Clerk), S Burrows (Assistant Town Clerk), M Thomas (Senior Policy and Data Compliance Officer) and S Emmett (Finance Officer)

APOLOGIES: Councillor: S Martin

151/20/21 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.

152/20/21 RECORDING OF MEETINGS - PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING.

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

153/20/21 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.

Cllr	Agenda item	Pecuniary/ Non-Pecuniary	Reason	Left the Meeting	Remained at the Meeting and did not vote
Bickford	22	Non-pecuniary	Worked with Ashtorre on project	Yes	n/a
Phillips	19	Non-pecuniary	Member of Saltash Rotary	Yes	n/a
Samuel s B	19	Non-pecuniary	Member of Saltash Rotary	Yes	n/a
Samuel s P	19	Non-pecuniary	Member of Saltash Rotary	Yes	n/a

- b. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.

None.

- c. To consider dispensations required.

It was proposed by Councillor Bickford, seconded by Councillor Fox and **RESOLVED** to issue a dispensation to all Members remaining in the meeting for the consideration of the Community Chest application.

154/20/21 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

155/20/21 TO NOTE AND RECEIVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON TUESDAY 12TH JANUARY 2021 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Fox and seconded by Councillor Phillips and **RESOLVED** that the minutes of the Policy and Finance Committee held on Tuesday 12th January 2021 were confirmed as a true and correct record.

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

156/20/21 ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31ST JANUARY 2021.

It was **RESOLVED** to note.

157/20/21 PETTY CASH RECONCILED UP TO 31ST JANUARY 2021.

It was **RESOLVED** to note.

158/20/21 TO RECEIVE A REPORT ON VAT.

It was **RESOLVED** to note.

159/20/21 TO RECEIVE A REPORT ON INVESTMENTS.

It was **RESOLVED** to note.

160/20/21 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.

161/20/21 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.

It was **RESOLVED** to note.

162/20/21 TO RECEIVE A REPORT FROM THE FINANCE OFFICER.

It was **RESOLVED** to note.

163/20/21 TO APPROVE THE THREE-YEAR APPOINTMENT OF THE INTERNAL AUDITOR.

The Finance Officer reported that she has 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 have also 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.

It was proposed by Councillor Fox, seconded by Councillor Phillips and **RESOLVED** to approve the three-year appointment of the Internal Auditor at a cost of £1,200 per annum.

164/20/21 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.

It was **RESOLVED** to note.

165/20/21 CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.

None.

166/20/21 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

167/20/21 TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER.

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

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

Councillors Phillips, B Samuels and P Samuels declared an interest in the next item and left the meeting.

168/20/21 TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:

a. Community Chest

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

It was proposed by Councillor Challen, seconded by Councillor Dent and **RESOLVED** to award £1,000.

b. Festival Fund

None.

169/20/21 TO RECEIVE A REPORT REGARDING THE PURCHASE OF IT EQUIPMENT FOR MEMBERS - COUNCILLOR BICKFORD.

Councillor Bickford gave a verbal report updating Members on the status of this item.

It was **RESOLVED** to note.

170/20/21 TO CONSIDER A REPORT FOR FUNDING FOR SCHOOL IT EQUIPMENT - BRUNEL FRIENDS ASSOCIATION.

It was proposed by Councillor Phillips, seconded by Councillor Miller and **RESOLVED** to refuse the application for funding.

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

171/20/21 TO CONSIDER THE FORMAL ADOPTION AND MAINTENANCE OF THE SALTASH FERRY SCULPTURE SITUATED ON TAMAR STREET.

It was proposed by Councillor Fox, seconded by Councillor Phillips and **RESOLVED** to formally adopt and maintain the Saltash Ferry Sculpture situated on Tamar Street.

Councillor Bickford was invited and returned to the meeting.

172/20/21 POLICIES:

a. Annual Statement of Internal Control

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

b. Annual Business Continuity Plan

It was **RESOLVED** to defer this item to the next Full Council meeting.

c. Annual Internal Audit Business Risk Assessment

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

d. Annual Treasury Management Strategy

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL** subject to the document being reformatted.

e. Annual Reserves Policy

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

f. Anti Bribery Policy Statement & Anti Fraud & Anti-Corruption Strategy

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

g. Finance Schedule and Precept Plan

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

h. Scheme of Delegation

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

i. Financial Regulations

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

j. Risk Management Plan Statement

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

k. Risk Management Strategy

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

l. Receiving Public Questions at Meetings

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

173/20/21 TO ADOPT THE FOLLOWING POLICIES:

a. Co-option Policy

It was proposed by Councillor Martin, seconded by Councillor P Samuels and resolved to **RECOMMEND APPROVAL** subject to the removal of the requirement for a Proposer and Seconder on page 5 of the policy.

b. Equality and Diversity Policy

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and resolved to **RECOMMEND APPROVAL**.

c. Communication Policy

It was **RESOLVED** to defer this item to the next Full Council Meeting.

d. Provision of IT and Acceptable Use Policy

It was proposed by Councillor Fox, seconded by Councillor Bickford and resolved to **RECOMMEND APPROVAL**.

174/20/21 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

a. Neighbourhood Plan Steering Group

Councillor Yates reported that the Neighbourhood Plan Steering Group is in the process of identifying an examiner.

b. Saltash Team for Youth

No report

c. Section 106 Steering Group

No report.

175/20/21 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.

176/20/21 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

177/20/21 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

178/20/21 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN.

None.

179/20/21 PRESS AND SOCIAL MEDIA RELEASES.

None.

180/20/21 DATE OF NEXT MEETING: THURSDAY 27TH MAY 2021 AT 6:30P.M.

Thursday 27th May 2021 at 6:30p.m.

DATE OF NEXT MEETING

Thursday 27 May 2021 at 6.30 pm

Rising at: 7.40 pm

Signed: _____
Chairman

Dated: _____

Agenda Item 10) Finance Officer's Report

ERDF Funding Claim The claim for the next funding phase will be submitted before the deadline of the 30th June.

CIL Planning Income

STC have received £1,584 for two planning applications so far. An EMF 6278 has been set up to facilitate the income and expenditure of this fund. Please find attached in the agenda reports details on the fund and what the funds can be used for.

H&S Audit Contract.

It has come to our attention that we haven't got sufficient Health and Safety Contract in place. When arranging the initial contract with Moorepay I based it on the service provided by our previous H&S Contract providers a 1-day audit a year. After discussions with Moorepay and the Service Delivery Manager. One day a year is no longer adequate for the number of buildings which the councils now owns and manages and a 4-day yearly H&S audit is required. It takes about 2-2.5 hours on average to carry out the audit on a building of the Guildhall size. We have seven different buildings altogether with all the public toilets classed as one and the completion of the paperwork required.

For the extra 3 days Moorepay have provided three different payment options and I have managed to negotiate a discount for all:

Option 1

Buy 3 days each year which will be billed upon completion of the individual days. $\text{£}850.00 \times 3 = \text{£}2,550.00$ (I can reduce this by 20% = $\text{£}680.00 \times 3 = \text{£}2,040.00$). As mentioned when we complete a day we will invoice you in full for $\text{£}850.00$ ($\text{£}680.00$). You would then need to repeat this in subsequent years to make sure we have sufficient cover.

Option 2

Buy 6 days to cover 2021 and 2022. As you would be buying in bulk I am able to reduce the overall cost by 15% (25%). $\text{£}850.00 \times 6 = \text{£}5,100.00 - 15\% = \text{£}4,335.00$ ($\text{£}637.50 \times 6 = \text{£}3,825.00$). This option would require us to collect the fees on a monthly basis spread over the next 12 months ($\text{£}361.25$ per month) ($\text{£}318.75$ per month) but you know you then have days for 2021 and 2022 and there'll be nothing to pay on completion of the individual days.

Option 3

Buy 9 days to cover 2021,2022 and 2023. As you would be buying even more in bulk I am able to reduce the overall cost by 20% (25%). $£850.00 \times 9 = £7,650.00 - 20\% = £6,120.00$ ($£637.50 \times 9 = £5,737.50$). This option would require us to collect the fees on a monthly basis spread over the next 12 months (£510.00 per month) (£478.13 per month) but you know you then have days for 2021, 2022 and 2023 and there'll be nothing to pay on completion of the individual days.

I would recommend going for option 2 so it will takes it to the end of the contract with Moorepay and when the contracts for HR, H&S and Payroll can be reviewed at the same time. A virement of £1,900 for the cost of this year's audit will need to made from reserves.

Please can I have your approval to go for option 2 and your authorisation to transfer the funds from reserves



**CORNWALL
COUNCIL**
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Community Infrastructure Levy **Guidance for Town and Parish Councils – Neighbourhood Portion**

October 2019



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1.Introduction

- 1.1. The Community Infrastructure Levy (CIL) is a charge which allows planning authorities to charge development to fund infrastructure which addresses the cumulative impact of development. It came into force on 6 April 2010 through the Community Infrastructure Levy Regulations 2010 (as amended).
- 1.2. CIL is a fixed rate per square metre of development, and the rates for development in Cornwall are set out in a Charging Schedule. The Charging Schedule came into effect in Cornwall on 1 January 2019. From this date, developments creating one or more dwellings, or new floorspace of 100sqm or more, could be charged CIL. However, CIL will only become payable on commencement of a development (not granting of planning permission), which means there is always likely to be delay between a development being granted permission and when it has to make a CIL payment.
- 1.3. CIL will make an important contribution towards financing the infrastructure required to deliver the development strategy for Cornwall as set out in the Local Plan¹. The money raised through CIL can be used to help fund a wide range of infrastructure that is needed as a result of development; this can include new road schemes, flood defences, schools, health facilities, park improvements, green spaces and leisure centres.
- 1.4. Within Cornwall Council, the CIL process is managed by the Infrastructure Team within Planning Policy.

2.Chargeable Development

- 2.1. CIL is charged on development that creates one or more dwellings, or new floorspace of 100sqm or more. However, the following types of development are not charged CIL in Cornwall:

- Development granted planning permission prior to 1 January 2019
- Open market element of Rural Exception Sites
- Sheltered or extra care housing, and care homes
- Strategic Sites – defined as residential developments allocated in the Site Allocations Development Plan Document (DPD)
- Housing developments with a holiday occupancy condition
- Residential developments in CIL Charging Zone 5

¹ <https://www.cornwall.gov.uk/localplancornwall>

- Most types of non-residential development
- Affordable Housing (but exemption from liability to pay must be claimed)

2.2. CIL is triggered when a development is granted planning permission. For developments permitted by way of general consent, CIL is triggered at the point of commencement. The Infrastructure Team send a Liability Notice to the developer setting out how much CIL they need to pay. Payment does not become due until the development commences.

2.3. If appropriate, the developer can claim one of the exemptions and reliefs that are available, but they must do this prior to commencement of the development. Relief is available for self-build housing, residential annexes and extensions, social housing, charitable development, and relief is also offered in Exceptional Circumstances. It is not expected that many developments will be awarded Exceptional Circumstances Relief due to the need to have entered into a planning obligation agreement and undertake a viability assessment to demonstrate inability to pay CIL. If any exemption or relief is granted, a revised Liability Notice is sent out.

2.4. The developer must notify us when they have a commencement date for their development. We then use this date to work out when the CIL payment, or payments, should be made. This is set out in a Demand Notice, which is sent to the developer.

2.5. Only Demand Notices give an accurate indication of what CIL income should be expected. Figures included on initial Liability Notices will not necessarily result in CIL income because relief may be granted or the development may never commence.

3. How CIL is calculated

3.1. CIL is calculated by multiplying the net increase in gross internal floor area (GIA), measured in square metres (sqm), by the relevant CIL rate (£ per sqm). From 1 January 2020, indexation will also be applied to take account of any inflation/ deflation between the year in which the Charging Schedule took effect (1 January 2019) and the year in which planning permission was granted. The formula is shown below.

$$\frac{R \times A \times Ip}{Ic}$$

Where:

- **R** is the CIL rate in £ per sqm
- **A** is the net increase in gross internal floor area
- **Ip** is the All-in Tender Price Index for the year in which planning permission was granted
- **Ic** is the All-in Tender Price Index for the year in which the charging schedule started operation

3.2. The CIL rate per sqm is dependent on which CIL Charging Zone the development sits within. There are 5 zones across Cornwall, and each Parish in Cornwall is within one of these zones. Zone 1 sees the highest rate per sqm, sliding down to Zone 5 where residential development is not charged CIL at all. Each zone also has two residential development rates depending on the size of the proposed site. See Appendix 1 for the CIL Charging Zone Parish List and Appendix 2 for the full breakdown of zones and the rates for residential and non-residential development.

4. Neighbourhood Portion of CIL

4.1. Of the CIL income received, 5% can be retained by the Charging Authority (Cornwall Council) for administering the process, 15-25% is paid to the Town or Parish Council in which development takes place (the 'Neighbourhood Portion'), and the remaining 70-80% (the 'Strategic Share') must be spent on infrastructure to support the development of the area.

4.2. Town and Parish Councils will receive 15% of any CIL raised from development within their area. This is capped at £100 per existing Council Tax paying dwelling. Where there is an adopted Neighbourhood Development Plan, the Town or Parish Council will receive 25% (uncapped) of any CIL raised in their area.

4.3. As Zone 5 residential developments have no CIL charge and will, therefore, not receive any CIL income from development in their area, Cornwall Council has made the decision to pay parishes in Zone 5, where development has taken place, a Neighbourhood Portion from the remaining 'Strategic Share'. The amount paid will be equivalent to the development being charged at the appropriate Zone 4 rate. These payments will be made to the Zone 5 parishes at the same time as the Neighbourhood Portion is paid to the other Town and Parish Councils.

4.4. The CIL Strategic Share that is retained by Cornwall Council is going to be made available to communities, organisations, and other Council services, via a bidding process. Further guidance on how parishes may bid for funds from the Strategic Share will be provided separately.

4.5. If a liable party does not pay the amount of CIL when it becomes due, then surcharges and late payment interest may be applied. Where this happens, the relevant proportion - 15 or 25% - of any late payment interest received by Cornwall Council will be passed to the local council along with any CIL receipts. Income from surcharges will be wholly retained by Cornwall Council.

5. When will the Neighbourhood Portion be paid?

5.1. Town and Parish Councils will receive their Neighbourhood Portion twice a year. For CIL that Cornwall Council receives from 1 April to 30 September (in any financial year), payment must be made to Town and Parish Councils by 28 October of that financial year. For CIL that is received from 1 October to 31 March (in any financial year), payment must be made by 28 April of the following financial year.

5.2. The Neighbourhood Portion is paid based on CIL income received rather than anticipated income as, if the development were not to commence, for instance, then the CIL amount anticipated would never become due and would never be paid.

6. What can the Neighbourhood Portion be spent on?

6.1. CIL Regulation 59C sets out that a local council must use CIL receipts passed to it to 'support the development of the local council's area, or any part of that area, by funding:

- a) *the provision, improvement, replacement, operation or maintenance of infrastructure: or*
- b) *anything else that is concerned with addressing the demands that development places on an area'.*

6.2. The Town or Parish Council can pass back CIL to the Charging Authority to support the delivery of infrastructure projects and/or maintenance of infrastructure that the local council does not have jurisdiction or responsibility for, e.g., extensions to schools. Local councils may also wish to pool their CIL receipts with other neighbouring local councils to deliver some infrastructure that will be mutually beneficial.

6.3. Unlike the Strategic Share, local councils can spend their Neighbourhood Portion on the provision of affordable housing.

6.4. CIL payments to Zone 5 areas will be made from the Strategic Share, and so those parishes must spend the CIL they receive in line with the rest of the Strategic Share, as set out in CIL Regulation 59(1):

‘...must apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area’.

7. Spending responsibilities

7.1. Town and Parish Councils have five years from receipt to spend their Neighbourhood Portion on infrastructure projects within their area that meet the criteria set out in CIL Regulation 59C (see section 6).

7.2. Under CIL Regulation 59E, if a Town or Parish Council fails to spend the CIL Neighbourhood Portion within the set timescales, or has spent it on something which is not in accordance with Regulation 59C, some or all of the unspent CIL may be required to be repaid to Cornwall Council. If a Town or Parish Council is unable to repay the full amount, Cornwall Council will recover the rest of the amount out of that local councils future CIL payments.

7.3. Cornwall Council will then have a duty to spend that recovered money in the area from which they have recovered it, in line with the criteria set out for local council spend.

8. Reporting responsibilities

8.1. CIL Regulation 121B sets out that Town and Parish Councils must prepare a report for any financial year ("the reported year") in which it receives CIL receipts.

8.2. The report must include:

- a) the total CIL receipts for the reported year;
- b) the total CIL expenditure for the reported year;
- c) summary details of CIL expenditure during the reported year including—
 - i. the items to which CIL has been applied;
 - ii. the amount of CIL expenditure on each item;

- d) details of any notices received in accordance with regulation 59E (recovery of unspent CIL receipts), including—
 - i. the total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year;
 - ii. the total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year;
- e) the total amount of—
 - i. CIL receipts for the reported year retained at the end of the reported year;
 - ii. CIL receipts from previous years retained at the end of the reported year.

8.3. The report must be published on the Town or Parish Council's website, or on Cornwall Council's website if the local council does not have a website of its own. The local council must also send a copy of the report to Cornwall Council by 30th November following the reported year. This will feed into an Infrastructure Funding Statement which Cornwall Council has to produce each year.

8.4. The reports should be emailed to cil@cornwall.gov.uk, or posted to: Cornwall Council, Infrastructure Team – Planning Policy, Room 3B, Pydar House, Pydar Street, Truro TR1 1XU.

Appendix 1 – CIL Charging Zone Parish List

Value Zone	Towns	Other Settlements	Parishes
1		Rock with Tredrizzick Gerrans/Portscatho Fowey	Boconnoc CP; Broadoak CP; Cuby CP; Feock CP; Fowey CP; Gerrans CP; Lanhydrock CP; Maker-with-Rame CP; Mawnan CP; Mylor CP; North Tamerton CP; Philleigh CP; Ruanlanihorne CP; St. Anthony-in-Meneage CP; St. Clement CP; St. Just-in-Roseland CP; St. Mellion CP; St. Michael Penkevil CP; St. Minver Lowlands CP; St. Sampson CP; St. Veep CP; St. Wenn CP; Treneglos CP; Veryan CP; Withiel CP
2	St Ives	Padstow, St Merryn/Shop, Constantine	Constantine CP; Helland CP; Landulph CP; Lanlivery CP; Lanteglos CP; Manaccan CP; Mawgan-in-Pydar CP; Padstow CP; Paul CP; Perranarworthal CP; Shevioc CP; St. Austell Bay CP; St. Ewe CP; St. Ives CP; St. Merryn CP; St. Minver Highlands CP; St. Winnow CP; Tregoney CP; Zennor CP
3	Falmouth and Penryn Truro with Threemilestone Newquay	Lostwithiel Mevagissey Marazion	Antony CP; Blisland CP; Boyton CP; Budock CP; Cardinham CP; Carlyon CP; Chacewater CP; Crantock CP; Falmouth CP Grampound with Creed CP; Jacobstow CP; Kea CP; Kenwyn CP; Lanivet CP; Launcells CP; Linkinhorne CP; Lostwithiel CP; Marazion CP; Mevagissey CP; Morvah CP; Morwenstow CP; Newquay CP; Penryn CP; Pentewan Valley CP; Pillaton CP; Poundstock CP; Sancreed CP; Sennen CP; South Hill CP; St. Allen CP; St. Dominick CP; St. Endellion CP; St. Germans CP; St. Goran CP; St. Hilary CP; St. Levan CP; Stokeclimsland CP; Towednack CP; Trewen CP; Truro CP
4	Bodmin Bude with Stratton and Poughill Callington Camelford Hayle Launceston Penzance with Newlyn Heamoor, Gulval and Long Rock Saltash Wadebridge Torpoint	Bosccastle Gunnislake Kilkhampston Looe Mullion Perranporth Porthleven St Agnes St Blazey/Par St. Columb Major St Just Tintagel	Advent CP; Altarnun CP; Bodmin CP; Botusfleming CP; Breage CP; Bude-Stratton CP; Callington CP; Calstock CP; Camelford CP; Colan CP; Cubert CP; Cury CP; Davidstow CP; Devioc CP; Duloe CP; Egloshayle CP; Egloskerry CP; Forrabury and Minster CP; Germoe CP; Grade-Ruan CP; Gunwalloe CP; Gweek CP; Gwennap CP; Gwinear-Gwithian CP; Hayle CP; Kilkhampston CP; Ladock CP; Landewednack CP; Landrake with St. Erney CP; Laneast CP; Lanreath CP; Lansallos CP; Launceston CP; Lewannick CP; Lezant CP; Looe CP; Ludgvan CP; Luxulyan CP; Mabe CP; Madron CP; Marhamchurch CP; Mawgan-in-Meneage CP; Michaelstow CP; Millbrook CP; Morval CP; Mullion CP; North Hill CP; North Petherwin; Otterham CP; Penzance CP; Perranuthnoe CP; Perranzabuloe CP; Porthleven CP; Portreath CP; Probus CP; Quethiok CP; Saltash CP; Sithney CP; St. Agnes CP; St. Blaise CP; St. Breock CP; St. Breward CP; St. Buryan CP; St. Clether CP; St. Columb Major CP; St. Erme CP; St. Ervan CP; St. Gennys CP; St. Gluvias CP; St. Issey CP; St. Ive CP; St. John CP; St. Juliot CP; St. Just CP; St. Keverne CP; St. Kew CP; St. Mabyn CP; St. Martin-in-Meneage CP; St. Mewan CP; St. Neot CP; St. Newlyn East CP; St. Stephens By Launceston Rural CP; St. Tudy CP; Stithians CP; Tintagel CP; Torpoint CP; Tremain CP; Tywardreath and Par CP; Wadebridge CP; Warleggan CP; Week St. Mary CP; Wendron CP; Werrington CP; Whitstone CP
5	Camborne with Pool, Illogan and Redruth Helston Liskeard St Austell	IndianQueens with St Columb Rd & Fraddon Delabole	Camborne CP; Carharrack CP; Carn Brea CP; Crowan CP; Dobwalls and Trewidland CP; Helston CP; Illogan CP; Lanner CP; Lawhitton Rural CP; Lesnewth CP; Liskeard CP; Menheniot CP; Pelynt CP; Redruth CP; Roche CP; South Petherwin CP; St. Austell CP; St. Cleer CP; St. Day CP; St. Dennis CP; St. Enoder CP; St. Erth CP; St. Eval CP; St. Keyne CP; St. Martin-by-Looe CP; St. Michael Caerhays CP; St. Pinnock CP; St. Stephen-in-Brannel CP; St. Teath CP; St. Thomas the Apostle Rural CP; Tresmeer CP; Trevalga CP; Treverbyn CP; Warbstow CP

Appendix 2 – CIL Rates

Type of Development	Planning Use Class	Zone	Rate £psm, all sites of 1-5 dwellings, and sites of 6-10 not in a DRA/AONB	Rate £psm, all sites of 11+ dwellings, and sites of 6-10 in a DRA/AONB
Housing	C3 & C4	1	£400	£200
		2	£200	£100
		3	£100	£60
		4	£100	£35
		5	£0	£0
Sheltered and Extra Care Housing	C3	All	£0	£0
Strategic sites	C3 & C4	All	£0	£0

Type of Development	Planning Use Class	Zone	Rate £psm
Out of town centre convenience retail > 280sqm	A1	All	£100
Out of town centre, non- food retail > 280sqm	A1	All	£100
Restaurant, out of town centre>	A3/A5	All	£100
All other non-residential	All	All	£0

More information

The Community Infrastructure Levy Charging Schedule, and other information about the levy, can be viewed on the Council's website www.cornwall.gov.uk/cil

If you would like this information in another format or language please contact:

Cornwall Council, County Hall, Treyew Road, Truro TR1 3AY

Telephone: 0300 1234 100

Email: enquiries@cornwall.gov.uk

www.cornwall.gov.uk



 **eylgylghya rag Kernow**

Planning and Regeneration General\\17_012

Agenda Item 11) To receive a report on VAT.

VAT: The VAT return for the period 01/01/21 – 31/03/21 was submitted and a refund of £20,442.59 was received. The next VAT return is due on 7th August for the period 01/04/21 - 30/06/21.

Agenda Item 12) To receive a report on investments.

- £200,000 with Public Sector Deposit Fund (Variable Interest Current Average 0.02%)
- £573,570 with Barclays Active Saver. (Interest Rate 0.1%)
- £500,650 with Nationwide on a 95 Days' Notice. (Interest Rate 0.4%)
- £497,614 with Cornwall Council instant Access Account. (Interest Rate Variable currently between 0.40%-0.70%)

Agenda Item 14 - No 1

Saltash Town Council Summary Budget Report 20-21
Saltash Town Council
For the year ended 31 March 2021

Account	Actual Received/S pend 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	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
Operating Income												
Total Operating Income												
Burial Authority Income	17,269	0	0	10,250	24,183	(13,933)		15,000	15,090	15,181	15,272	15,363
Burial Board Income	8,426	0	0	10,200	14,538	(4,338)		8,050	8,098	8,147	8,196	8,245
P&F Income	9,940	0	0	4,000	5,780	(1,780)		4,024	4,048	4,072	4,097	4,121
Guildhall Income	10,620	0	0	10,706	13,985	(3,279)		5,355	10,770	10,835	10,900	10,965
Library Income	2,711	0	0	5,754	664	5,090		4,920	9,592	9,650	9,706	9,764
Maurice Huggins Income	0	0	0	5,000	0	5,000		0	0	0	0	0
Station Income	0	0	0	7,550	0	7,550		3,750	7,550	7,595	7,641	7,687
Service Delivery Income	21,876	0	0	30,668	10,652	20,016		20,450	30,813	30,999	31,184	31,373
Total Total Operating Income	70,840	0	0	84,128	69,802	14,326		61,549	85,961	86,479	86,996	87,518
Total Operating Income	70,840	0	0	84,128	69,802	14,326	0	61,549	85,961	86,479	86,996	87,518
Operating Expenditure												
Operating Expenditure												
Burial Authority Expenditure	23,027	0	0	25,251	23,401	1,850		24,760	24,779	24,800	24,821	24,841
Burial Authority Staffing Expenditure	13,760	0	(3,281)	15,007	11,275	451		10,548	10,854	11,170	11,493	11,825
Burial Board Expenditure	1,681	0	0	7,022	3,084	3,938		6,284	6,322	6,359	6,398	6,436
Burial Board Staffing Expenditure	31,874	0	(7,656)	35,018	26,297	1,065		24,613	25,326	26,060	26,816	27,595
P&F Expenditure	125,674	0	(10,000)	190,932	134,736	46,196		163,327	183,014	183,702	184,398	185,098
P&F Staffing Expenditure	253,096	0	10,251	297,720	300,411	7,560		354,437	364,669	375,235	386,117	397,323
Guildhall Expenditure	28,881	0	0	34,411	19,960	14,451		26,733	27,078	27,240	27,404	27,568
Guildhall Staffing Expenses	32,899	0	0	27,242	26,148	1,094		23,833	27,523	28,326	29,158	30,008
Library Expenditure	31,878	0	(23,000)	56,789	25,613	8,176		55,134	55,334	55,537	55,741	55,949
Library Staffing Expenses	64,294	0	(10,000)	98,758	84,837	3,921		98,312	101,180	104,132	107,173	110,307
Maurice Huggins Expenses	3,373	0	0	0	21	(21)		0	0	0	0	0
Station Expenditure	3,635	0	0	17,848	4,846	13,002		16,005	16,205	16,301	16,401	16,497
Station Staffing Expenses	0	0	(14,000)	15,530	0	1,530		1,250	15,258	15,685	16,126	16,578
Service Delivery Expenditure	58,925	0	0	107,512	72,221	35,291		74,483	77,340	77,776	78,216	78,657
Service Delivery Staffing Expenditure	115,538	0	(82,511)	213,815	120,264	11,040		207,407	213,333	219,436	225,720	232,190
Personnel Expenditure	8,059	0	0	13,805	3,562	10,243		10,613	10,677	10,741	10,806	10,870
Total Operating Expenditure	796,596	0	(140,197)	1,156,660	856,678	159,785		1,097,739	1,158,892	1,182,500	1,206,788	1,231,742
Total Operating Expenditure	796,596	0	(140,197)	1,156,660	856,678	159,785	0	1,097,739	1,158,892	1,182,500	1,206,788	1,231,742
Total Operating Surplus/ (Deficit)	(725,755)	0	140,197	(1,072,532)	(786,875)	(145,460)		(1,036,190)	(1,072,931)	(1,096,021)	(1,119,792)	(1,144,224)
EMF Expenditure												
Burial Authority EMF Expenditure	2,239	23,474	1,088	284	2,126	22,720		10,000	0	0	0	0
Burial Board EMF Expenditure	14,580	3,058	0	662	0	3,720		0	0	0	0	0
P&F EMF Expenditure	15,021	79,040	29,749	46,594	20,157	135,226		37,000	0	0	0	0
Guildhall EMF Expenditure	271	18,261	0	20,088	3,916	34,433		16,160	15,000	15,000	0	0
Library EMF Expenditure	70,423	13,790	44,966	18,271	11,881	65,146		34,000	0	0	0	0
Maurice Huggins EMF Expenditure	8,833	3,000	0	0	394	2,606		0	0	0	0	0
Station EMF Expenditure	549,729	84,231	150,314	5,000	143,272	96,273		20,000	0	0	0	0
Service Delivery EMF Expenditure	50,391	101,337	100,448	47,000	145,021	103,764		49,000	0	0	0	0
Personnel EMF Expenditure	525	12,475	(15,000)	8,525	0	6,000		0	0	0	0	0
Total EMF Expenditure	712,014	338,666	311,565	146,424	326,768	469,887		166,160	15,000	15,000	0	0
Total Overall Expenditure (Operational & EMF)	1,508,609	338,666	171,368	1,303,084	1,183,445	629,673		1,263,899	1,173,892	1,197,500	1,206,788	1,231,742
Total Overall Budget Surplus/ Defecit	(1,437,769)	(338,666)	(171,368)	(1,218,956)	(1,113,643)	(615,347)		(1,202,350)	(1,087,931)	(1,111,021)	(1,119,792)	(1,144,224)

Notes

To/From Reserves & Budget Virements 2020/21

1. All budget virements are detailed on the individual committee budget sheets

Agenda Item 14 - No 2

Burial Authority Committee - Burial Authority Budget
Saltash Town Council
For the year ended 31 March 2021

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	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
Operating Income												
Burial Authority Income												
4612 BA Cemetary Fees (Churchtown)	17,269	0	0	10,250	24,183	(13,933)		15,000	15,090	15,181	15,272	15,363
Total Burial Authority Income	17,269	0	0	10,250	24,183	(13,933)		15,000	15,090	15,181	15,272	15,363
Total Operating Income	17,269	0	0	10,250	24,183	(13,933)		15,000	15,090	15,181	15,272	15,363
Operating Expenditure												
Burial Authority Expenditure												
6000 BA Petrol	223	0	0	321	99	222		250	252	253	255	256
6001 BA Machinery Maintenance Costs	231	0	0	428	317	111		450	453	455	458	461
6003 BA Health & Safety	37	0	0	107	56	51		108	108	109	110	110
6004 BA General Site Maintenance	585	0	0	1,231	241	990		750	755	759	764	768
6005 BA Fire Extinguishers	0	0	0	53	(5)	58		80	80	81	81	82
6006 BA Miscellaneous Costs	15	0	0	0	0	0		0	0	0	0	0
6007 BA Hand Tool Costs	60	0	0	0	0	0		0	0	0	0	0
6008 BA Tree Survey & Tree Maintenance	90	0	0	696	425	271		700	704	709	713	717
6009 BA Electricity Costs	251	0	0	267	417	(150)		269	270	272	273	275
6010 BA PWLB Loan Repayment & Interest	21,385	0	0	21,385	21,385	0		21,385	21,385	21,385	21,385	21,385
6011 BA Water	0	0	0	321	0	321		323	325	327	329	331
6013 BA Security Alarm Maintenance	151	0	0	152	175	(23)		153	154	155	156	157
6014 BA Cemetery Software Subscription	0	0	0	290	290	0		292	293	295	297	299
Total Burial Authority Expenditure	23,027	0	0	25,251	23,401	1,850		24,760	24,779	24,800	24,821	24,841
Burial Authority Staffing Expenditure												
Burial Authority Staffing Expenses	134	0	0	265	103	162		262	263	265	267	268
6666 ST BA Staff Training (Churchtown)	348	0	0	300	12	288		201	203	204	205	206
Burial Authority Staffing Costs	13,278	0	(3,281)	14,442	11,160	1		10,085	10,388	10,701	11,021	11,351
Total Burial Authority Staffing Expenditure	13,760	0	(3,281)	15,007	11,275	451		10,548	10,854	11,170	11,493	11,825
Total Operating Expenditure	36,787	0	(3,281)	40,258	34,676	2,301		35,308	35,633	35,970	36,314	36,666
Total Burial Authority Operating Expenditure	36,787	0	(3,281)	40,258	34,676	2,301		35,308	35,633	35,970	36,314	36,666
Total Burial Authority Operating Surplus/ (Deficit)	(19,518)	0	3,281	(30,008)	(10,493)	(16,234)		(20,308)	(20,543)	(20,789)	(21,042)	(21,303)
Burial Authority EMF Expenditure												
6070 BA EMF Churchtown Cemetery Capital Works	0	8,158	1,088	0	1,578	7,668		0	0	0	0	0
6071 BA EMF Replace Machinery & Equipment	0	9,967	0	0	0	9,967		10,000	0	0	0	0
6072 BA EMF Burial Administration	285	1,387	0	0	0	1,387		0	0	0	0	0
6073 BA EMF Memorial Garden	1,954	3,046	0	0	548	2,498		0	0	0	0	0
6692 ST BA EMF Staff Contingency (Churchtown)	0	916	0	284	0	1,200		0	0	0	0	0
Total Burial Authority EMF Expenditure	2,239	23,474	1,088	284	2,126	22,720		10,000	0	0	0	0
Total Burial Authority Expenditure (Operational & EMF)	39,026	23,474	(2,193)	40,542	36,803	25,020		45,308	35,633	35,970	36,314	36,666
Total Burial Authority Budget Surplus/ Deficit	(21,757)	(23,474)	2,193	(30,292)	(12,620)	(38,953)		(30,308)	(20,543)	(20,789)	(21,042)	(21,303)

Notes

To/From Reserves & Budget Virements 2020/21

1. £3,281 Staffing costs vired to Service Delivery staffing costs
2. £1,088 received for insurance claim for cemetery gates

Agenda Item No14 - No 3

Joint Burial Board Committee - Burial Board Budget
Saltash Town Council
For the year ended 31 March 2021

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	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
Burial Board Operating Income												
Burial Board Income												
4600 BB Cemetery Fees (St. Stephens)	8,426	0	0	10,200	13,299	(3,099)		7,500	7,545	7,590	7,636	7,682
4605 BB SLA Payment Grass Cutting	0	0	0	0	550	(550)		550	553	557	560	563
4613 BB Memorial Bench Income - St. Stephens	0	0	0	0	689	(689)		0	0	0	0	0
Total Burial Board Income	8,426	0	0	10,200	14,538	(4,338)		8,050	8,098	8,147	8,196	8,245
Total Burial Board Operating Income	8,426	0	0	10,200	14,538	(4,338)		8,050	8,098	8,147	8,196	8,245
Burial Board Operating Expenditure												
Burial Board Expenditure												
6100 BB Petrol	247	0	0	750	232	518		350	352	354	356	358
6101 BB Machinery Maintenance Costs	389	0	0	1,177	620	557		1,184	1,191	1,198	1,206	1,213
6103 BB Health & Safety	0	0	0	267	304	(37)		269	270	272	273	275
6104 BB General Site Maintenance	719	0	0	1,509	568	941		1,250	1,258	1,265	1,273	1,280
6105 BB Fire Extinguishers	0	0	0	107	85	22		0	0	0	0	0
6106 Miscellaneous Costs	14	0	0	0	0	0		0	0	0	0	0
6107 BB Hand Tool Costs	114	0	0	0	0	0		0	0	0	0	0
6108 BB Tree Survey & Tree Maintenance	198	0	0	3,212	1,275	1,937		3,231	3,251	3,270	3,290	3,310
Total Burial Board Expenditure	1,681	0	0	7,022	3,084	3,938		6,284	6,322	6,359	6,398	6,436
Burial Board Staffing Expenditure												
Burial Board Staff Expenses	313	0	0	619	229	390		612	616	619	623	627
6670 ST BB Staff Training (St. Stephens)	580	0	0	700	27	673		469	472	475	478	481
Burial Board Staffing Costs	30,982	0	(7,656)	33,699	26,040	3		23,532	24,238	24,966	25,715	26,487
Total Burial Board Staffing Expenditure	31,874	0	(7,656)	35,018	26,297	1,065		24,613	25,326	26,060	26,816	27,595
Total Burial Board Operating Expenditure	33,555	0	(7,656)	42,040	29,381	5,003		30,897	31,648	32,419	33,214	34,031
Total Burial Board Operating Expenditure	33,555	0	(7,656)	42,040	29,381	5,003		30,897	31,648	32,419	33,214	34,031
Total Burial Board Operating Surplus/ (Deficit)	(25,129)	0	7,656	(31,840)	(14,843)	(9,341)		(22,847)	(23,550)	(24,272)	(25,018)	(25,786)
Burial Board EMF Expenditure												
6170 BB EMF Repairs to Cemetery Wall	14,580	920	0	0	0	920		0	0	0	0	0
6693 ST BB EMF Staff Contingency (St Stephens)	0	2,138	0	662	0	2,800		0	0	0	0	0
Total Burial Board EMF Expenditure	14,580	3,058	0	662	0	3,720		0	0	0	0	0
Total Burial Board Expenditure (Operational & EMF)	48,135	3,058	(7,656)	42,702	29,381	8,723		30,897	31,648	32,419	33,214	34,031
Total Burial Board Budget Surplus/Deficit	(39,709)	(3,058)	7,656	(32,502)	(14,843)	(13,061)		(22,847)	(23,550)	(24,272)	(25,018)	(25,786)

Notes

To/From Reserves & Budget Virements 2020/21

1. £7656 Staffing costs vired to Service Delivery staffing costs

Agenda Item 14 - No 4

Police & Finance (P&F) Committee - P & F Budget
Saltash Town Council
For the year ended 31 March 2021

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	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
P&F Operating Income												
P&F Income												
4901 PR Bank Interest Received	8,518	0	0	4,000	5,611	(1,611)		4,024	4,048	4,072	4,097	4,121
4908 PR Misc Income	1,422	0	0	0	170	(170)		0	0	0	0	0
Total P&F Income	9,940	0	0	4,000	5,780	(1,780)		4,024	4,048	4,072	4,097	4,121
Total P&F Operating Income	9,940	0	0	4,000	5,780	(1,780)		4,024	4,048	4,072	4,097	4,121
P & F Operating Expenditure												
P&F Expenditure												
6200 PR Bank Charges (6200)	763	0	0	1,075	735	340		1,081	1,088	1,084	1,101	1,108
6201 PR Audit (6201)	3,290	0	0	3,346	2,500	846		3,366	3,386	3,407	3,427	3,448
6202 PR Civic Occasions (including Road Closures) (6202)	1,093	0	0	4,817	1,415	3,402		2,500	2,515	2,530	2,545	2,561
6203 PR Mayors' Allowance	4,715	0	0	4,809	4,809	0		4,838	4,867	4,896	4,925	4,955
6204 PR Councillors' Allowance	2,508	0	0	3,414	2,556	858		3,434	3,455	3,476	3,497	3,518
6205 PR Insurance	16,614	0	0	26,138	12,413	13,725		22,000	22,132	22,265	22,398	22,533
6206 PR Youth Council (6206)	3,000	0	0	3,000	3,000	0		4,000	3,000	3,000	3,000	3,000
6208 PR Subscriptions (6208)	3,523	0	0	3,660	3,891	(231)		11,500	11,569	11,638	11,708	11,778
6210 PR Community Chest (6210)	3,630	0	0	10,000	5,600	4,400		15,000	10,000	10,000	10,000	10,000
6211 PR Website Maintenance (6211)	303	0	0	567	633	(66)		570	574	577	581	584
6212 PR Councillor Expenses	97	0	0	0	0	0		0	0	0	0	0
6213 PR Councillor Training & Expenses (6213)	2,495	0	0	2,659	735	1,924		2,675	2,691	2,707	2,723	2,740
6214 PR Health & Safety (6214)	3,355	0	0	5,610	5,884	(274)		5,644	5,678	5,712	5,746	5,780
6215 PR Annual Report	0	0	0	450	0	450		450	453	455	458	461
6216 PR Miscellaneous	25	0	0	107	0	107		100	101	101	102	102
6217 PR Data Protection (6217)	55	0	0	1,000	55	945		100	101	101	102	102
6218 PR Mayors Badges	45	0	0	0	0	0		0	0	0	0	0
6219 PR Covid 19 H&S Materials & Equipment	0	0	15,000	0	13,413	1,587		2,500	2,515	2,530	2,545	2,561
6220 PR Festival Fund & Event Expenditure	1,300	0	(15,000)	15,000	0	0		0	15,000	15,000	15,000	15,000
6221 PR Town Messenger (6221)	3,880	0	0	4,282	3,957	325		4,308	4,334	4,360	4,386	4,412
6222 PR Commissioning Youth Work (6222)	40,000	0	0	40,000	40,000	0		40,000	40,000	40,000	40,000	40,000
6224 PR Professional Costs	1,010	0	0	4,705	848	3,857		2,000	2,012	2,024	2,036	2,048
6225 PR Neighbourhood Plan	0	0	0	5,000	2,604	2,396		5,030	5,060	5,091	5,121	5,152
6226 PR Town Vision Sub Committee	0	0	(10,000)	10,000	0	0		0	10,060	10,120	10,181	10,242
6502 SE Civic Christmas Event	0	0	0	523	0	523		526	529	532	536	539
6513 SE Twinning	0	0	0	115	0	115		116	116	117	118	118
6514 SE Town Leaflets/ Reprinting	0	0	0	523	0	523		526	529	532	536	539
6516 SE Road Safety Grant	0	0	0	209	0	209		210	212	213	214	215
P&F IT/Office Costs	27,877	0	0	29,923	25,547	4,376		30,853	31,037	31,224	31,412	31,602
6417 GH Belle Vue Office Costs	6,094	0	0	10,000	4,142	5,858		0	0	0	0	0
Total P&F Expenditure	125,674	0	(10,000)	190,932	134,736	46,196		163,327	183,014	183,702	184,398	185,098
P&F Staffing Expenditure												
6652 ST P&R Employers Pension - Monthly Fee	5,300	0	0	5,300	5,300	0		5,300	5,300	5,332	5,364	5,396
6659 ST P&R Town Sergeant & Mace Bearer Fees	786	0	0	768	150	618		773	777	782	787	791
6661 ST P&R Finance Consultancy Fees	7,438	0	0	6,014	1,325	4,689		3,000	3,018	3,036	3,054	3,073
P&F Staffing Expenses	1,563	0	0	2,340	719	1,621		2,354	2,368	2,382	2,396	2,410
6656 ST P&R Staff Training	2,911	0	0	4,000	3,485	515		4,024	4,048	4,072	4,097	4,121
P&F Staffing Costs	235,098	0	10,251	279,298	289,432	117		338,986	349,158	359,631	370,419	381,532
Total P&F Staffing Expenditure	253,096	0	10,251	297,720	300,411	7,560		354,437	364,669	375,235	386,117	397,323
Total P & F Operating Expenditure	378,770	0	251	488,652	435,148	53,755		517,764	547,683	558,937	570,515	582,421
Total P & F Operating Expenditure	378,770	0	251	488,652	435,148	53,755		517,764	547,683	558,937	570,515	582,421
Total P&F Operating Surplus/ (Deficit)	(368,831)	0	(251)	(484,652)	(429,368)	(55,535)		(513,740)	(543,635)	(554,865)	(566,418)	(578,300)
P&F EMF Expenditure												
6270 PR EMF Crime Reduction	0	36,950	0	0	0	36,950		0	0	0	0	0
6271 PR EMF Election	190	19,760	0	10,000	0	29,760		5,000	0	0	0	0
6272 PR EMF Robes & Civic Regalia	76	2,000	0	0	0	2,000		0	0	0	0	0
6273 PR EMF Legal Fees	951	4,754	0	2,844	0	7,598		0	0	0	0	0
6274 PR EMF Internet Redevelopment	0	2,025	0	7,500	6,125	3,400		2,000	0	0	0	0
6275 PR EMF Neighbourhood Plan	6,543	2,687	0	0	915	1,772		0	0	0	0	0
6277 EMF Expenditure transferred to 21/22	0	0	25,000	0	0	25,000		0	0	0	0	0
6370 PO EMF Computer Equipment Renewal	0	7,046	0	0	0	7,046		15,000	0	0	0	0
6694 ST PR EMF Staff Contingency (P&F)	7,261	3,818	4,749	26,250	13,117	21,700		15,000	0	0	0	0
Total P&F EMF Expenditure	15,021	79,040	29,749	46,594	20,157	136,226		37,000	0	0	0	0
Total P&F Expenditure (Operational & EMF)	393,791	79,040	30,000	535,246	455,305	188,981		554,764	547,683	558,937	570,515	582,421
Total P&F Budget Surplus/ (Deficit)	(383,852)	(79,040)	(30,000)	(531,246)	(449,525)	(190,761)		(550,740)	(543,635)	(554,865)	(566,418)	(578,300)

Notes

To/From Reserves & Budget Virements 2020/21

- £15,000 vired from General Reserves for 6219 Covid H&S Materials & Equipment
- £15,000 vired from 6220 Festival Fund operational budget to 6587 EMF to be used in 2021/22
- £10,000 vired from 6226 Town Vision operational budget to 6587 EMF to be used in 2021/22
- £15,000 vired from 6690 EMF Personnel Staff Contingency to 6694 P&F Staff Contingency to be used in 2021/22
- £10,251 vired from 6694 EMF P&F Staff Contingency to P&F Staff Costs to cover amendments to staff costs

Agenda Item No 14 - No 5

Services Committee - Guildhall Budget
 Saltash Town Council
 For the year ended 31 March 2021

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	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
Guildhall Operating Income												
Guildhall Income												
4200 GH Income - Guildhall Bookings	10,329	0	0	10,200	5,842	4,358		5,100	10,261	10,323	10,385	10,447
4201 GH Income - Guildhall Refreshments	252	0	0	255	0	255		130	257	258	260	261
4202 GH Guildhall Piano	0	0	0	20	0	20		10	20	20	20	20
4206 GH Income - Guildhall Misc Property Income	39	0	0	231	8,143	(7,912)		115	232	234	235	237
Total Guildhall Income	10,620	0	0	10,706	13,985	(3,279)		5,355	10,770	10,835	10,900	10,965
Total Guildhall Operating Income	10,620	0	0	10,706	13,985	(3,279)		5,355	10,770	10,835	10,900	10,965
Guildhall Operating Expenditure												
Guildhall Expenditure												
6400 GH Rates - Guildhall (6400)	8,470	0	0	8,639	8,608	31		8,691	8,743	8,795	8,848	8,901
6401 GH Water Rates - Guildhall (6401)	618	0	0	1,017	271	746		750	755	759	764	768
6402 GH Gas - Guildhall (6402)	1,450	0	0	3,319	1,538	1,781		2,000	2,012	2,024	2,036	2,048
6403 GH Electricity - Guildhall (6403)	3,745	0	0	4,925	3,406	1,519		4,000	4,024	4,048	4,072	4,097
6404 GH Fire & Security Alarm - Guildhall (6404)	1,976	0	0	1,071	758	313		1,237	1,245	1,252	1,260	1,268
6405 GH Fire Extinguishers - Guildhall (6405)	397	0	0	824	361	463		0	0	0	0	0
6406 GH Window Cleaning - Guildhall (6406)	1,245	0	0	0	0	0		0	0	0	0	0
6408 GH Cleaning Materials & Equipment - Guildhall (6408)	1,162	0	0	2,409	1,132	1,277		1,000	1,006	1,012	1,018	1,024
6409 GH Boiler Service & Maintenance	345	0	0	1,000	609	391		1,006	1,012	1,018	1,024	1,030
6410 GH General Repairs & Maintenance	5,279	0	0	2,500	1,154	1,346		2,515	2,530	2,545	2,561	2,576
6411 GH TV License & PRS	230	0	0	160	128	32		375	377	380	382	384
6412 GH Lift Service & Maintenance	2,738	0	0	5,000	1,685	3,315		2,500	2,515	2,530	2,545	2,561
6413 GH Refreshment Costs - Guildhall	306	0	0	374	0	374		190	376	379	381	383
6414 GH Replace Equipment - Guildhall	306	0	0	1,713	30	1,683		1,000	1,006	1,012	1,018	1,024
6418 GH Professional Fees	300	0	0	1,020	0	1,020		1,026	1,032	1,038	1,045	1,051
6420 GH Legionella Risk Assessment (Guildhall)	315	0	0	440	280	160		443	445	448	451	453
Total Guildhall Expenditure	28,881	0	0	34,411	19,960	14,451		26,733	27,078	27,240	27,405	27,568
Guildhall Staffing Expenditure												
Guildhall Staffing Expenses	0	0	0	400	27	373		402	404	406	410	412
6678 ST GH Staff Training (Guildhall)	135	0	0	1,000	0	1,000		500	503	506	509	512
Guildhall Staffing Costs	32,764	0	0	25,842	26,121	(279)		22,931	26,616	27,414	28,239	29,084
Total Guildhall Staffing Expenditure	32,899	0	0	27,242	26,148	1,094		23,833	27,523	28,326	29,158	30,008
Total Operating & EMF Expenditure	61,780	0	0	61,653	46,108	15,545		50,566	54,601	55,566	56,563	57,576
Total Guildhall Operating Expenditure	61,780	0	0	61,653	46,108	15,545		50,566	54,601	55,566	56,563	57,576
Total Guildhall Operating Surplus/ Deficit	(51,161)	0	0	(50,947)	(32,123)	(18,824)		(45,211)	(43,831)	(44,731)	(45,663)	(46,611)
Guildhall EMF Expenditure												
6470 GH EMF Guildhall Maintenance	63	16,509	0	20,000	3,916	32,593		15,000	15,000	15,000	0	0
6696 ST GH EMF Staff Contingency (Guildhall)	209	1,752	0	88	0	1,840		1,160	0	0	0	0
Total Guildhall EMF Expenditure	271	18,261	0	20,088	3,916	34,433		16,160	15,000	15,000	0	0
Total Guildhall Expenditure (Operational & EMF)	62,052	18,261	0	81,741	50,023	49,979		66,726	69,601	70,566	56,563	57,576
Total Guildhall Budget Surplus/ (Deficit)	(51,432)	(18,261)	0	(71,035)	(36,039)	(53,257)		(61,371)	(58,831)	(59,731)	(45,663)	(46,611)

Notes

Local Restriction Support Grant Income

- £6,000 Grant received from Cornwall Council for loss of income for the Guildhall not being operational during lockdown
- £8,143 Grant received for Cornwall Council towards Business Rates fro the 2nd & 3rd lockdown periods

Agenda Item No 14 - No 6

Services Committee - Library Budget
 Saltash Town Council
 For the year ended 31 March 2021

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	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
Library Operating Income												
Library Income												
4517 LI Library - Fines (Collected on behalf of CC)	1,448	0	0	1,130	5	1,125		568	1,137	1,144	1,150	1,157
4518 LI Library - Photocopying Fees	831	0	0	1,126	0	1,126		566	1,133	1,140	1,146	1,153
4519 LI Hire of Video, DVDs & Books (Collected on behalf of CC)	144	0	0	248	0	248		110	219	221	222	223
4523 SE Service Delivery Income - Seagull Bags	1,385	0	0	0	0	0		0	0	0	0	0
4524 LI Library Book Sales	176	0	0	150	307	(157)		151	152	153	154	155
4525 Library - Miscellaneous Income	111	0	0	0	353	(353)		0	0	0	0	0
4526 LI Library Activity Income	0	0	0	100	0	100		100	101	101	102	102
4527 LI Library Cafe Rental Income	0	0	0	3,000	0	3,000		3,000	6,000	6,036	6,072	6,109
4528 Library Merchandise Income	0	0	0	0	0	0		425	850	855	860	865
Total Library Income	4,096	0	0	5,754	664	5,090		4,920	9,592	9,650	9,706	9,764
Total Library Operating Income	4,096	0	0	5,754	664	5,090		4,920	9,592	9,650	9,706	9,764
Library Operating Expenditure												
Library Expenditure												
6900 LI Rates - Library	13,257	0	0	13,920	13,473	447		14,004	14,088	14,172	14,257	14,343
6901 LI Water Rates - Library	0	0	0	321	0	321		323	325	327	329	331
6902 LI Gas - Library	1,923	0	0	1,720	1,251	469		1,730	1,741	1,751	1,762	1,772
6903 LI Electricity - Library	2,129	0	0	1,404	1,742	(338)		1,412	1,421	1,429	1,438	1,447
6904 LI Fire & Security Alarm - Library	2,120	0	0	750	504	246		915	920	926	931	937
6905 LI Fire Extinguishers - Library	185	0	0	408	227	181		0	0	0	0	0
6907 SE Seagulls Bags	1,620	0	0	0	0	0		0	0	0	0	0
6908 LI Cleaning Materials & Equipment - Library	599	0	0	1,633	337	1,296		1,643	1,653	1,663	1,673	1,683
6909 LI Boiler Service & Maintenance - Library	2,341	0	0	1,000	205	795		1,006	1,012	1,018	1,024	1,030
6910 LI General Repairs & Maintenance - Library	1,399	0	0	2,000	692	1,308		2,012	2,024	2,036	2,048	2,061
6911 LI TV License & PRS - Library	680	0	0	1,250	283	967		1,258	1,265	1,273	1,280	1,288
6913 LI Refreshment Costs - Library	102	0	0	250	0	250		252	253	255	256	258
6914 LI Replace Equipment - Library	154	0	0	1,020	979	41		1,026	1,032	1,038	1,045	1,051
6918 LI Professional Fees (Private Contractors)	1,981	0	0	1,000	945	55		1,006	1,012	1,018	1,024	1,030
6920 LI Leigionella Risk Assessment - Library	210	0	0	513	280	233		516	519	522	525	529
6921 LI IT & Office Costs - Library	4,798	0	0	5,100	4,118	982		5,131	5,161	5,192	5,224	5,255
6922 LI Library Activities	0	0	0	1,500	575	925		1,400	1,408	1,417	1,425	1,434
6923 LI PWLB Loan Repayment & Interest	0	0	(23,000)	23,000	0	0		21,500	21,500	21,500	21,500	21,500
Total Library Expenditure	33,498	0	(23,000)	56,789	25,613	8,176		55,134	55,334	55,537	55,741	55,949
Library Staffing Expenditure												
Library Staff Expenses	37	0	0	750	264	486		1,900	1,912	1,923	1,934	1,946
6682 ST LI Staff Training (Library)	626	0	0	1,500	340	1,160		1,509	1,518	1,527	1,536	1,546
Library Staffing Costs	63,632	0	(10,000)	96,508	84,234	2,274		94,903	97,750	100,682	103,703	106,815
Total Library Staffing Expenditure	64,294	0	(10,000)	98,758	84,837	3,921		98,312	101,180	104,132	107,173	110,307
Total Operating & EMF Expenditure	97,792	0	(33,000)	155,547	110,450	12,097		153,446	156,514	159,669	162,914	166,256
Total Library Operating Expenditure	97,792	0	(33,000)	155,547	110,450	12,097		153,446	156,514	159,669	162,914	166,256
Total Library Operating Surplus/ Deficit	(93,697)	0	33,000	(149,793)	(109,786)	(7,007)		(148,526)	(146,922)	(150,019)	(153,208)	(156,492)
Library EMF Expenditure												
6474 LI EMF Saltash Library	14,276	1,120	0	0	0	1,120		0	0	0	0	0
6971 LI EMF Saltash Library Property Maintenance (from CC)	54,760	10,000	11,966	0	11,298	10,668		16,500	0	0	0	0
6972 LI EMF Library Equipment & Furniture	0	0	0	15,000	583	14,417		17,500	0	0	0	0
6973 LI EMF Loan Repayment for 2020-21	0	0	23,000	0	0	23,000		0	0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	1,387	2,670	10,000	3,271	0	15,941		0	0	0	0	0
Total Library EMF Expenditure	70,423	13,790	44,966	18,271	11,881	65,146		34,000	0	0	0	0
Total Library Expenditure (Operational & EMF)	168,215	13,790	11,966	173,818	122,331	77,243		187,446	156,514	159,669	162,914	166,256
Total Library Budget Surplus/ (Deficit)	(164,120)	(13,790)	(11,966)	(168,064)	(121,667)	(72,153)		(182,526)	(146,922)	(150,019)	(153,208)	(156,492)
Notes												
To/ From Reserves & Budget Virements 2020/21												
1. £23,000 vired from 6923 PWLB Loan Repayment 20/21 into 6973 EMF Loan Repayment for a future year's loan repayments 2. £10,000 vired from Library Staffing Costs surplus to 6698 EMF Staff Contingency for next year's Library Staffing Costs 3. £11,966 received for insurance claim for library roof damage in February 2020												

Agenda Item No 14 - No 7

Services Committee - Maurice Huggins Budget
Saltash Town Council
For the year ended 31 March 2021

Account	Actual Received/ Spend 2019/20	EMF Balances B/F 2019/20	To/From Reserves & Budget Virements 2020/21	Budget 2020/221	Actual Received/Spend YTD 2020/21	Actual Funds To Receive/ Available to Date 2020/21	Notes	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
Maurice Huggins Operating Income												
Maurice Huggins Income												
4207 GH Maurice Huggins Room Income	0	0	0	5,000	0	5,000		0	0	0	0	0
Total Maurice Huggins Income	0	0	0	5,000	0	5,000		0	0	0	0	0
Total Maurice Huggins Operating Income	0	0	0	5,000	0	5,000		0	0	0	0	0
Maurice Huggins Operating Expenditure												
Maurice Huggins Expenditure												
7000 MA Rates - Maurice Huggins	407	0	0	0	(268)	268		0	0	0	0	0
7003 MA Electricity - Maurice Huggins	276	0	0	0	(192)	192		0	0	0	0	0
7004 MA Fire & Security Alarm - Maurice Huggins	1,259	0	0	0	157	(157)		0	0	0	0	0
7005 MA Fire Extinguishers - Maurice Huggins	35	0	0	0	44	(44)		0	0	0	0	0
7018 MA Professional Costs - Maurice Huggins	1,115	0	0	0	0	0		0	0	0	0	0
7020 MA Legionella Risk Assessment - Maurice Huggins	280	0	0	0	280	(280)		0	0	0	0	0
Total Maurice Huggins Expenditure	3,373	0	0	0	21	(21)		0	0	0	0	0
Total Maurice Huggins Operating Expenditure	3,373	0	0	0	21	(21)		0	0	0	0	0
Total Maurice Huggins Operating Surplus/ (Deficit)	3,373	0	0	5,000	21	4,979		0	0	0	0	0
Maurice Huggins EMF Expenditure												
6472 EMF Maurice Huggins Room	8,833	2,000	0	0	0	2,000		0	0	0	0	0
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	1,000	0	0	394	606		0	0	0	0	0
Total Maurice Huggins EMF Expenditure	8,833	3,000	0	0	394	2,606		0	0	0	0	0
Total Maurice Huggins Expenditure (Operational & EMF)	12,207	3,000	0	0	415	2,585		0	0	0	0	0
Total Maurice Huggins Budget Surplus/ (Deficit)	(5,460)	(3,000)	0	5,000	(373)	2,373		0	0	0	0	0

Notes
To/From Reserves & Budget Virements 2020/21

1. £2,000 6472 EMF to be used against operational expenditure in 2021/22

Agenda Item No 14 - No 8

Services Committee - Station Budget
 Saltash Town Council
 For the year ended 31 March 2021

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	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
Station Operating Income												
Station Income												
4301 SA Station - Bookings	0	0	0	2,550	0	2,550		1,250	2,550	2,565	2,581	2,596
4302 SA Station - Refreshment Income	0	0	0	5,000	0	5,000		2,500	5,000	5,030	5,060	5,091
Total Station Income	0	0	0	7,550	0	7,550		3,750	7,550	7,595	7,641	7,687
Total Station Operating Income	0	0	0	7,550	0	7,550		3,750	7,550	7,595	7,641	7,687
Station Operating Expenditure												
Station Expenditure												
6800 SA Rates - Station	3,578	0	0	3,637	3,583	54		3,659	3,681	3,703	3,725	3,747
6801 SA Water Rates - Station	0	0	0	569	53	516		572	576	579	583	586
6802 SA Gas - Station	0	0	0	1,858	159	1,699		1,869	1,880	1,892	1,903	1,914
6803 SA Electricity - Station	0	0	0	2,758	159	2,599		2,775	2,791	2,808	2,825	2,842
6804 SA Fire & Security Alarm - Station	0	0	0	600	77	523		954	959	965	971	976
6805 SA Fire Extinguishers - Station	57	0	0	462	184	278		0	0	0	0	0
6808 SA Cleaning Materials & Equipment - Station	0	0	0	1,707	0	1,707		1,500	1,509	1,518	1,527	1,536
6809 SA Boiler Service & Maintenance - Station	0	0	0	1,000	0	1,000		0	0	0	0	0
6810 SA General Repairs & Maintenance	0	0	0	2,068	300	1,768		500	503	506	509	512
6811 SA TV License & PRS - Station	0	0	0	1,000	0	1,000		2,080	2,093	2,105	2,118	2,131
6813 SA Refreshments Costs - Station	0	0	0	210	0	210		105	210	211	213	214
6814 SA Replace Equipment - Station	0	0	0	959	81	878		965	971	976	982	988
6818 SA Professional Costs - Station	0	0	0	1,020	250	770		1,026	1,032	1,038	1,045	1,051
Total Station Expenditure	3,635	0	0	17,848	4,846	13,002		16,005	16,205	16,301	16,401	16,497
Station Staffing Expenditure												
6671 Staff Expenses (Station)	0	0	0	250	0	250		250	252	253	255	256
6672 ST SA Staff Training (Station)	0	0	0	1,000	0	1,000		1,000	1,006	1,012	1,018	1,024
6627 ST SA Caretaking & Cleaning Staff - Gross Pay (Station)	0	0	(14,000)	14,280	0	280		0	14,000	14,420	14,853	15,298
Total Station Staffing Expenditure	0	0	(14,000)	15,530	0	1,530		1,250	15,258	15,685	16,126	16,578
Total Operating & EMF Expenditure	3,635	0	(14,000)	33,378	4,846	14,532		17,255	31,463	31,986	32,527	33,075
Total Station Operating Expenditure	3,635	0	(14,000)	33,378	4,846	14,532		17,255	31,463	31,986	32,527	33,075
Total Station Operating Surplus/ (Deficit)	(3,635)	0	14,000	(25,828)	(4,846)	(6,982)		(13,505)	(23,913)	(24,391)	(24,886)	(25,388)
Station EMF Expenditure												
6473 SA EMF Station Building (Purchase & Capital Works)	549,729	82,231	143,314	0	143,272	82,273		0	0	0	0	0
6870 SA EMF Station Building	0	0	0	5,000	0	5,000		20,000	0	0	0	0
6695 ST SA EMF Staff Contingency (Station)	0	2,000	7,000	0	0	9,000		0	0	0	0	0
Total Station EMF Expenditure	549,729	84,231	150,314	5,000	143,272	96,273		20,000	0	0	0	0
Total Station Expenditure (Operational & EMF)	553,364	84,231	136,314	38,378	148,118	110,805		37,255	31,463	31,986	32,527	33,075
Total Station Budget Surplus/ (Deficit)	(553,364)	(84,231)	(136,314)	(30,828)	(148,118)	(103,255)		(33,505)	(23,913)	(24,391)	(24,886)	(25,388)

Notes

To/From Reserves & Budget Virements 2020/21

- £143,314 6473 EMF Station Building external funding received for the Station Building refurbishment
- £14,000 6627 Staffing Costs £7,000 vired to 6695 EMF Staff Contingency to be used for Staffing Costs next year, £7,000 into 7000 Service Delivery Staffing Countingency for temp fees 2020/21

Agenda Item 14 - No 9

Services Committee - Service Delivery Budget												
Saltash Town Council												
For the year ended 31 March 2021												
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	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
Service Delivery Operating Income												
Service Delivery Income												
Grounds & Premises Income												
4500 SE Allotment Rents	3,004	0	0	2,614	2,512	102		3,000	3,018	3,036	3,054	3,073
4510 SE Public Footpath Grant	1,757	0	0	1,046	1,223	(177)		1,240	1,247	1,255	1,262	1,270
4512 SE Misc Income Grounds & Premises	31	0	0	0	96	(96)		0	0	0	0	0
4523 SE Service Delivery Income - Seagull Bags	0	0	0	1,700	677	1,023		1,710	1,720	1,731	1,741	1,752
Total Grounds & Premises Income	4,792	0	0	5,360	4,507	853		5,950	5,985	6,022	6,057	6,095
Town & Waterfront Income												
4521 SE Waterfront Income - Annual Mooring Fees	7,838	0	0	7,568	6,095	1,473		8,500	8,551	8,602	8,654	8,706
4522 SE Waterfront Income - Daily Mooring Fees	2,781	0	0	6,240	50	6,190		3,000	6,277	6,315	6,353	6,399
4530 SE Waterfront Income - Dingy Park	0	0	0	6,000	0	6,000		0	6,000	6,036	6,072	6,109
4531 SE Waterfront Income - Car Park	0	0	0	1,500	0	1,500		0	0	0	0	0
4532 SE Contract Income	0	0	0	4,000	0	4,000		3,000	4,000	4,024	4,048	4,072
4311 SE Misc Income Town & Waterfront	5,080	0	0	0	0	0		0	0	0	0	0
Total Town & Waterfront Income	15,699	0	0	25,308	6,145	19,163		14,500	24,828	24,977	25,127	25,278
Total Service Delivery Income	20,490	0	0	30,668	10,652	20,016		20,450	30,813	30,999	31,184	31,373
Total Service Delivery Operating Income	20,490	0	0	30,668	10,652	20,016		20,450	30,813	30,999	31,184	31,373
Service Delivery Operating Expenditure												
Service Delivery Expenditure												
Grounds & Premises Expenditure												
6209 PR Oyster Beds	1	0	0	1	0	1		1	1	1	1	1
6501 SE Highways Weed Control (6501)	40	0	0	0	0	0		0	0	0	0	0
6503 SE Allotments	796	0	0	1,673	1,162	511		800	805	810	814	819
6506 SE Grounds Maintenance & Watering (6506)	23,285	0	0	28,660	24,761	3,899		8,500	10,000	10,060	10,120	10,181
6508 SE Public Toilets (Operational Costs)	7,227	0	0	12,000	6,403	5,597		4,000	4,024	4,048	4,072	4,097
6517 SE Cross (Maintenance)	2,466	0	0	2,500	2,728	(228)		2,515	2,530	2,545	2,561	2,576
6525 GR Public Toilets (Repairs & Maintenance Costs)	387	0	0	2,040	1,553	487		1,000	1,006	1,012	1,018	1,024
6526 SE Tools, Equipment & Materials (Store & All Areas)	0	0	0	5,000	5,595	(595)		4,000	4,024	4,048	4,072	4,097
6529 G&P Refuse Disposal	0	0	0	5,000	3,706	1,294		5,030	5,060	5,091	5,121	5,152
6907 SE Seagulls Bags	0	0	0	1,763	780	983		1,774	1,784	1,795	1,806	1,817
Longstone Expenditure												
7100 LO Rates - Longstone	0	0	0	2,091	0	2,091		2,104	2,116	2,129	2,142	2,154
7101 LO Water Rates - Longstone	0	0	0	399	0	399		401	404	406	409	411
7103 LO Electricity - Longstone	585	0	0	1,882	574	1,308		1,893	1,905	1,916	1,928	1,939
7104 LO Fire & Security Alarm - Longstone	3,179	0	0	750	265	485		895	900	906	911	916
7105 LO Fire Extinguishers - Longstone	104	0	0	261	142	119		0	0	0	0	0
7107 LO Rent - Longstone	0	0	0	0	0	0		4,500	4,500	4,500	4,500	4,500
7108 LO Cleaning Materials & Equipment - Longstone	322	0	0	1,133	326	807		600	604	607	611	615
7110 LO General Repairs & Maintenance - Longstone	2,143	0	0	729	1,513	(784)		733	738	742	747	751
7114 LO Replace Equipment - Longstone	612	0	0	2,040	1,352	688		1,000	1,006	1,012	1,018	1,024
7121 LO IT & Office Costs - Longstone	1,276	0	0	1,000	1,057	(57)		1,006	1,012	1,018	1,024	1,030
7120 LO Leigionella Risk Assessment - Longstone	105	0	0	410	0	410		0	0	0	0	0
6419 GH Longstone Depot	(2,181)	0	0	0	495	(495)		0	0	0	0	0
Total Longstone Expenditure	6,146	0	0	10,695	5,724	4,971		13,132	13,185	13,236	13,290	13,340
Total Grounds & Premises Expenditure	40,349	0	0	69,332	52,410	16,922		40,752	42,419	42,646	42,875	43,104
Town & Waterfront Expenditure												
6504 SE Street Furniture (Maintenance)	917	0	0	3,137	1,119	2,018		2,000	2,012	2,024	2,036	2,048
6505 SE Street Lighting	167	0	0	575	302	273		200	201	202	204	205
6507 SE Community Toilet Scheme (6507)	800	0	0	836	0	836		0	0	0	0	0
6510 SE Trailer (Repair & Maintenance)	45	0	0	0	0	0		0	0	0	0	0
6511 SE Tourism & Signage	0	0	0	5,000	0	5,000		1,000	1,006	1,012	1,018	1,024
6512 SE Bus Shelters (Maintenance)	0	0	0	627	0	627		500	503	506	509	512
6515 SE Festive Lights Maintenance & Electricity	698	0	0	1,000	1,364	(364)		900	905	911	916	922
6519 SE Flags & Bunting	718	0	0	3,060	1,831	1,229		3,078	3,097	3,115	3,134	3,153
6522 SE Pontoon (Maintenance Costs) (6522)	10,074	0	0	5,445	2,431	3,014		5,478	5,511	5,544	5,577	5,610
6524 SE Vehicle Maintenance and Repair Costs	3,537	0	5,000	5,000	10,360	(360)		8,000	8,048	8,096	8,145	8,194
6527 SE Salt Bins Refill	0	0	0	1,000	629	371		1,006	1,012	1,018	1,024	1,030
6528 SE Waterfront Accommodation	0	0	(5,000)	10,500	1,776	3,724		10,563	10,626	10,690	10,754	10,819
6530 SE Contract Expenditure	0	0	0	2,000	0	2,000		1,006	2,000	2,012	2,024	2,036
Total Town & Waterfront Expenditure	16,956	0	0	38,180	19,811	18,369		33,731	34,921	35,130	35,341	35,553
Total Service Delivery Expenditure	57,305	0	0	107,512	72,221	35,291		74,483	77,340	77,776	78,216	78,657
Service Delivery Staffing Expenditure												
Service Delivery Staffing Expenses	2,745	0	0	4,800	2,779	2,021		4,829	4,858	4,887	4,916	4,946
6676 ST Services Delivery Staff Training	7,321	0	0	12,500	3,668	8,832		7,500	7,545	7,590	7,636	7,682
Service Delivery Staffing Costs	105,472	0	(82,511)	196,515	113,817	187		195,078	200,930	206,959	213,168	219,562
Total Service Delivery Staffing Expenditure	115,538	0	(82,511)	213,815	120,264	11,040		207,407	213,333	219,436	225,720	232,190
Total Operating & EMF Expenditure	172,844	0	(82,511)	321,327	192,486	46,330		281,890	290,673	297,212	303,936	310,847
Total Service Delivery Operating Expenditure	172,844	0	(82,511)	321,327	192,486	46,330		281,890	290,673	297,212	303,936	310,847
Total Service Delivery Operating Surplus/ (Deficit)	(152,353)	0	82,511	(290,659)	(181,834)	(26,314)		(261,440)	(259,860)	(266,213)	(272,752)	(279,474)
Service Delivery EMF Expenditure												
Grounds & Premises EMF Expenditure												
6471 GH EMF Heritage Centre	996	5,056	0	0	0	5,056		0	0	0	0	0
6571 SE EMF Saltash Recreation Areas	7,145	26,809	0	0	0	26,809		4,000	0	0	0	0
6585 EMF Grassmere Way & Honeysuckle Close	1,240	0	0	0	0	0		0	0	0	0	0
6586 EMF Ashton Way	3,396	0	0	0	0	0		0	0	0	0	0
6588 EMF Victoria Gardens	0	0	0	0	0	0		10,000	0	0	0	0
Longstone EMF Expenditure												
7170 LO EMF Longstone Depot Capital Works	740	500	0	0	0	500		0	0	0	0	0
Total Longstone EMF Expenditure	740	500	0	0	0	500		0	0	0	0	0
Total Grounds & Premises EMF Expenditure	13,517	32,365	0	0	0	32,365		14,000	0	0	0	0
Town & Waterfront EMF Expenditure												
6570 SE EMF Notice Boards (Repair & Replace)	1,091	851	0	1,000	13	1,838		0	0	0	0	0
6572 SE EMF Festive Lights (6572)	4,515	13,256	5,000	5,000	17,675	5,582		5,000	0	0	0	0
6573 SE EMF Public Art & Maintenance	2,043	1,963	0	0	520	1,443		0	0	0	0	0
6574 SE EMF Salt Bins	0	7,728	(5,000)	0	0	2,728		0	0	0	0	0
6575 SE EMF Street Furniture (New & Replace)	0	2,749	0	0	0	2,749		0	0	0	0	0
6578 SE EMF Equipment and Vehicles (Capital Works)	7,864	29,603	0	10,000	49,816	(10,213)		30,000	0	0	0	0
6582 SE EMF Town War Memorial (6582)	0	1,978	0	0	0	1,978		0	0	0	0	0
6584 SE EMF Pontoon Maintenance Costs	0</											

Agenda Item 14 - No 10

Personnel Committee - Personnel Budget
Saltash Town Council
For the year ended 31 March 2021

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 Available to Date 2020/21	Notes	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
Personnel Operating Expenditure												
Personnel Expenditure												
6654 ST Staff Welfare	0	0	0	0	0	0		1,500	1,509	1,518	1,527	1,536
6657 ST SNB Staff Recruitment Advertising	6,754	0	0	10,710	153	10,557		6,000	6,036	6,072	6,109	6,145
6658 ST SNB Miscellaneous Staffing Expenditure	0	0	0	204	0	204		205	206	208	209	210
6662 SNB HR Professional Fees	1,304	0	0	2,891	3,409	(518)		2,908	2,926	2,943	2,961	2,979
Total Personnel Expenditure	8,059	0	0	13,805	3,562	10,243		10,613	10,677	10,741	10,806	10,870
Total Personnel Operating Expenditure	8,059	0	0	13,805	3,562	10,243		10,613	10,677	10,741	10,806	10,870
Total Personnel Operating Surplus/ (Deficit)	(8,059)	0	0	(13,805)	(3,562)	(10,243)		(10,613)	(10,677)	(10,741)	(10,806)	(10,870)
EMF Personnel Expenditure												
6690 ST EMF Staff Contingency Reserve	525	9,475	(15,000)	5,525	0	0		0	0	0	0	0
6691 ST EMF Legal Fees (Staffing)	0	3,000	0	3,000	0	6,000		0	0	0	0	0
Total EMF Personnel Expenditure	525	12,475	(15,000)	8,525	0	6,000		0	0	0	0	0
Total Personnel Expenditure (Operational & EMF)	8,584	12,475	(15,000)	22,330	3,562	16,243		10,613	10,677	10,741	10,806	10,870
Total Personnel Budget Surplus/ (Deficit)	(8,584)	(12,475)	15,000	(22,330)	(3,562)	(16,243)		(10,613)	(10,677)	(10,741)	(10,806)	(10,870)

Notes

To/From Reserves & Budget Virements 2020/21

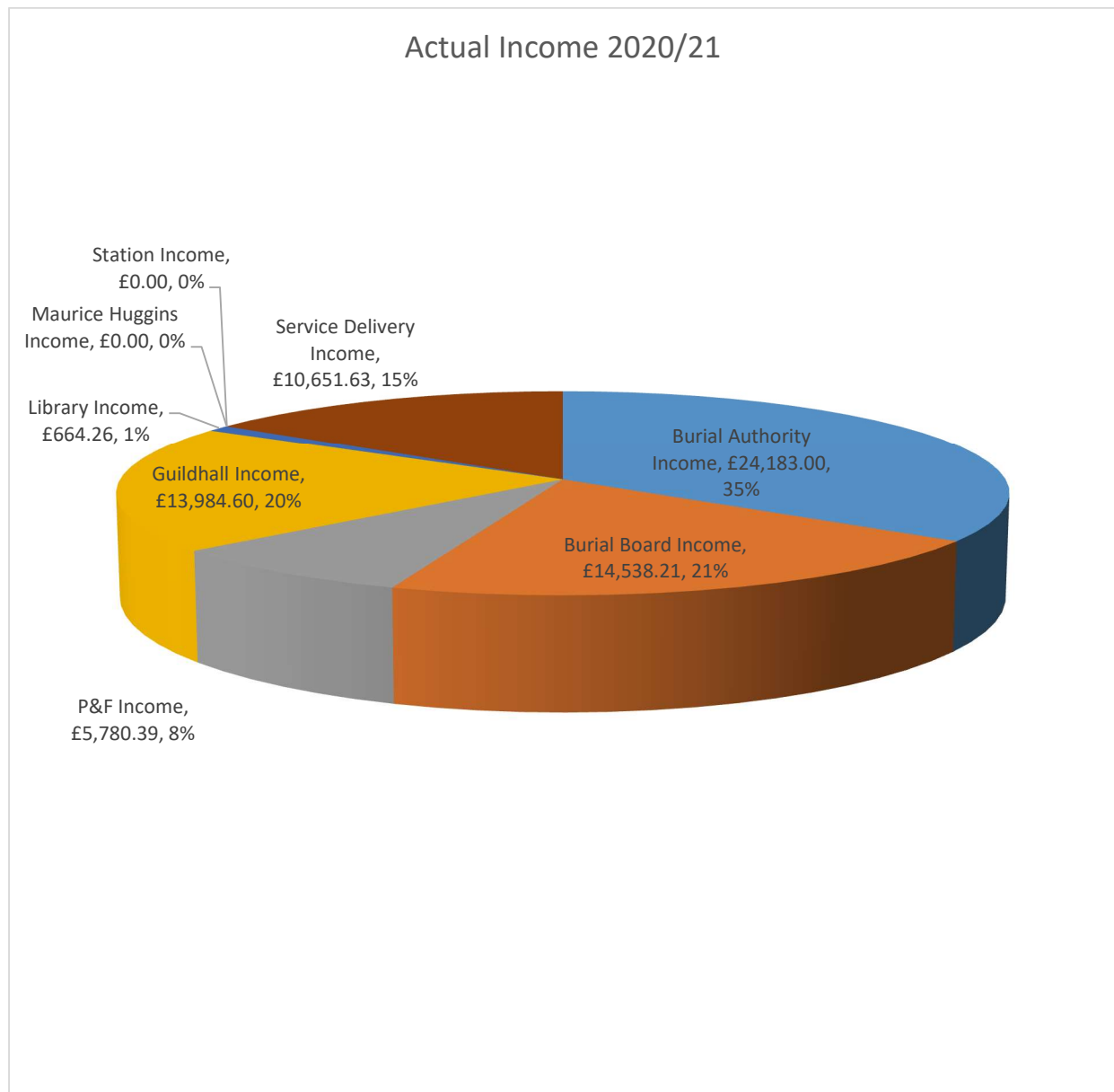
1. £15,000 vired from 6690 EMF Personnel Staff Countingency to 6694 EMF P&F Staff Contingency for 2021/22

Saltash Town Council**End of Year Financial Report 2020/21**

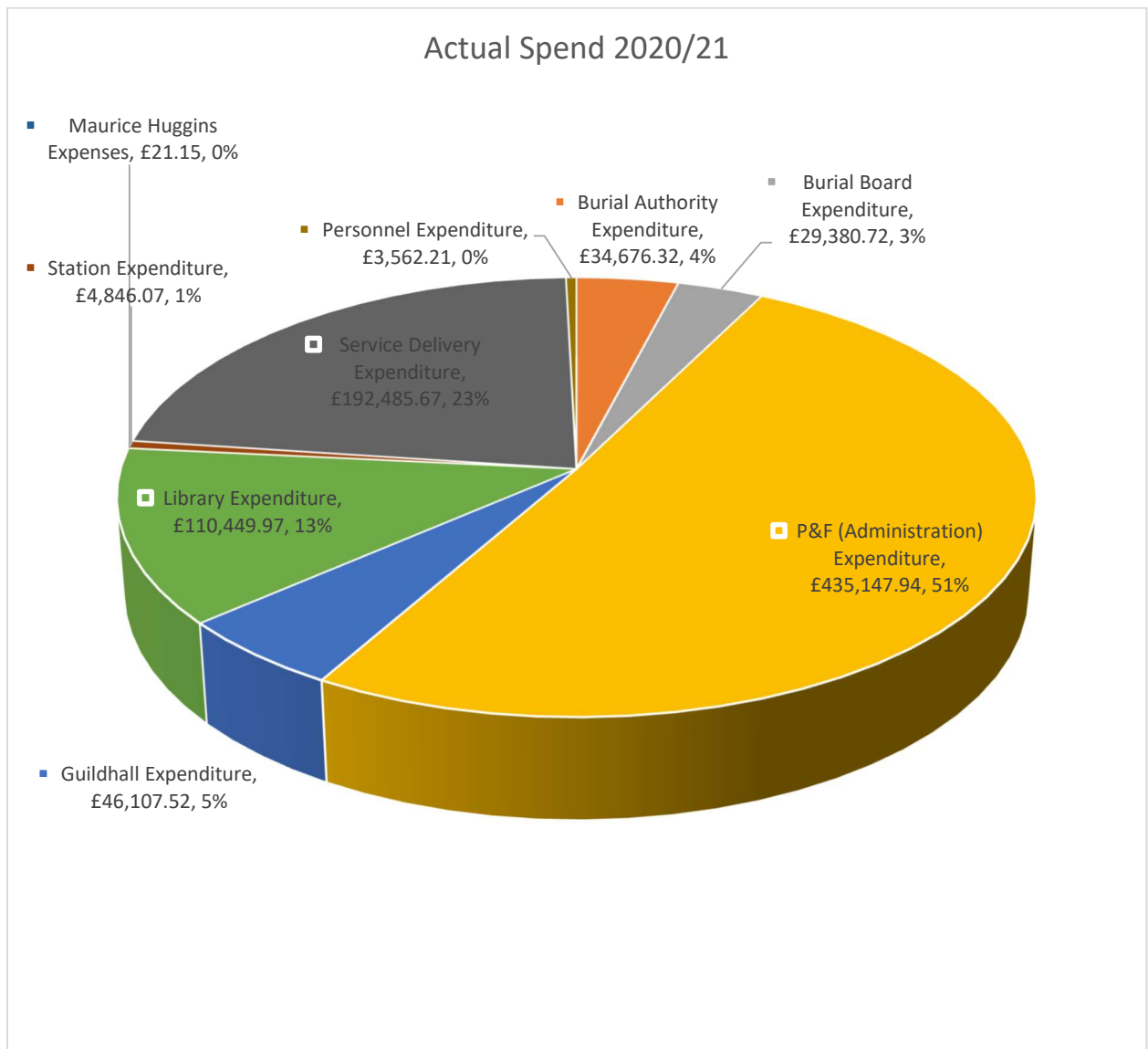
Despite Covid restrictions, the finance department has been able to operate throughout the year and provide the council with updated budget committee reports and weekly reports on available funds.

There were a lot of adjustments that had to be made, as we needed to obtain authorisations for purchase ledger invoices electronically instead of in person. This has meant we have had to introduce a add on software to the accounting system to facilitate this, which was purchased in January 2021. This has also given all departments the ability to be able to raise orders themselves and be able to view up to date budget information.

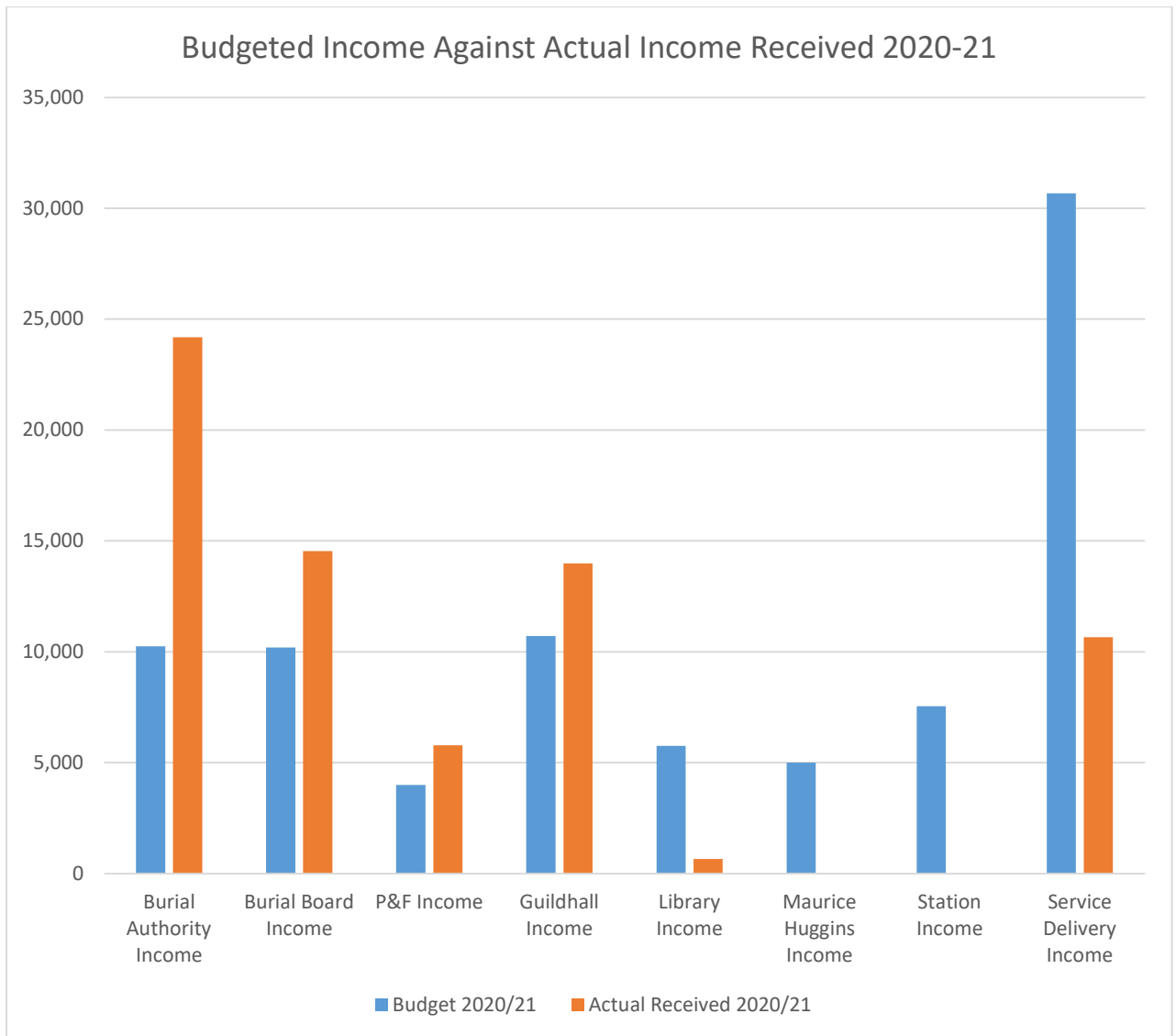
A breakdown of 2021 total income of £69,802.09 is as follows

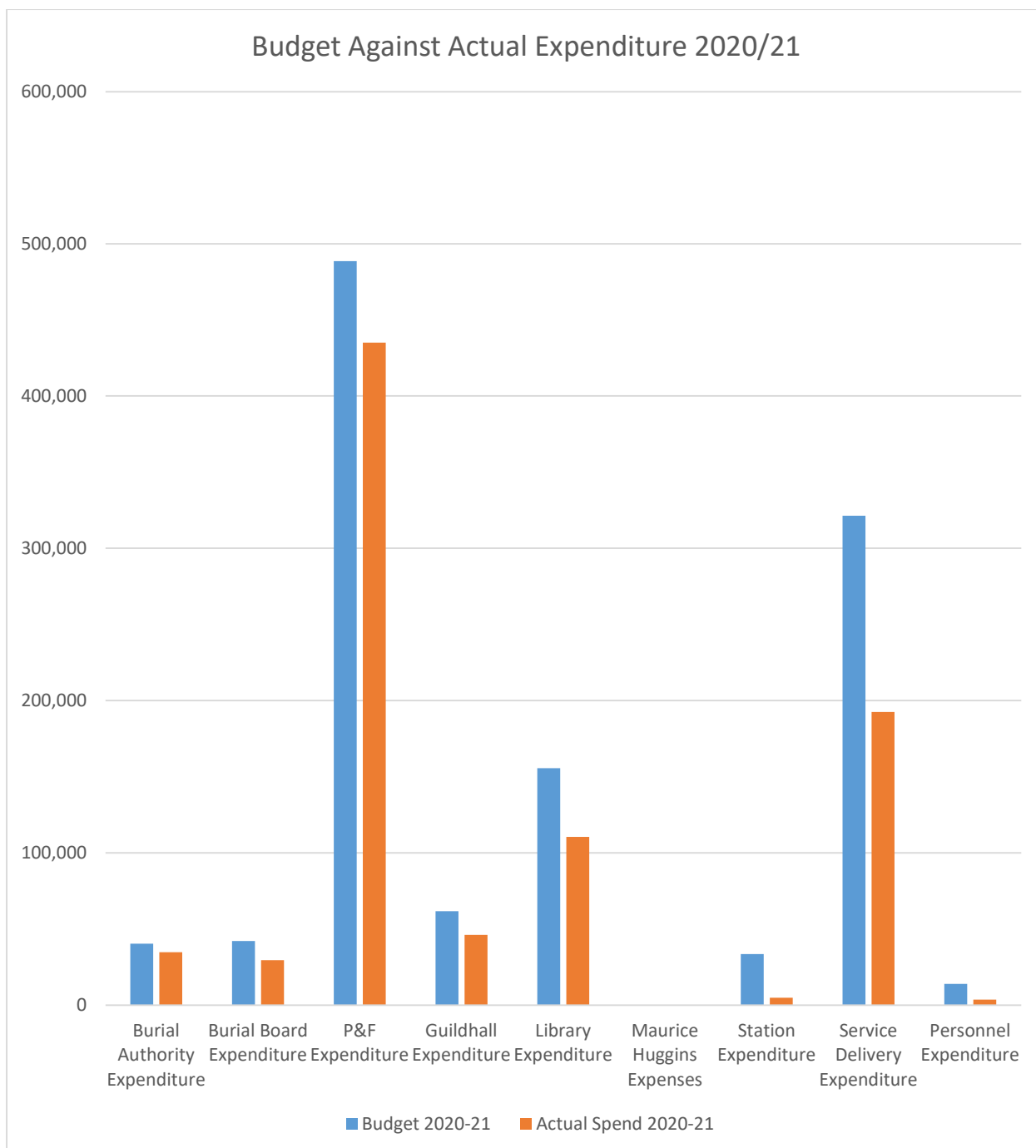


A breakdown of 2020/21 total operational expenditure of £856,677.57 is as follows:



The year-end accounts show an underspend of £285,656. This has been generated over all of the budgets and have now been added to the reserves figure to reallocate for future projects/ contingency funds.





Covid Impact

Covid had an impact on the overall income and expenditure during 2020-21. The income resulted in a loss of £37,656 and contributed to the £299,982 underspend on expenditure accounts due to the council services not being fully operational during lockdown and devolution projects being put on hold.

All together including the increases on income compared to budget, this resulted in an underspend of £285,656. The breakdown of underspend on operational income & expenditure is as follows

Burial Authority Budget

Income: Increase in burial income compared to budget of £13,933, however according to burial records this isn't due to Covid related deaths.

Expenditure: There is an underspend of £5,582 mainly due to less work being carried out for the first three months of 2020/21 due to Covid. A planned reduction in the operational expenditure budget for 2021 -22 of £4,950 was due to mainly a reduction in staffing hours required.

Burial Board Budget

Income: Increase burial income compared to budget of £4,338, reason unknown.

Expenditure: There is an underspend of £12,659 mainly due to less works being carried out for the first three months of 2020-21 due to Covid. There is a planned reduction in the operational expenditure budget for 2021 -22 of £11,143 mainly due to a reduction in staffing hours required.

Policy & Finance Budget

Income: Increase in bank interest income of £1,780 received compared to budget

Expenditure: An underspend of £53,504 compared to the budget due to fewer civic events and festival events taking place during 2020-21 due to Covid. There has been an increase in budget for 2021-22 due to an increase in administration staffing levels.

Guildhall (Services) Budget

Income: There was an increase on the budget of £3,279 due to receiving grants for loss of income and against business rates for the building not being operational during 2020-21.

Expenditure: An underspend of £15,545 due to the building not being operational most of the year due to Covid. There has been a reduction in the budget for 2021-22 of £11,087 due to Covid related expenditure reduced by six months as agreed by the council at the precept setting.

Library (Services) Budget

Income: £5,090 loss of income due to Covid, being unable to charge library fees and charges safely because of Covid restrictions.

Expenditure: An underspend of £45,097 due to the library building not being fully functional throughout 2020-21 due to Covid. Also, the library staffing recruitment of a Community Hub Leader was delayed during the first lockdown. A reduction in budget of £2,101 due to Covid related expenditure was reduced by six months as agreed by the council at the precept setting.

Maurice Huggins (Services) Budget

Income: A loss of £5,000 due to being unable to hire out the building during covid lockdown.

Expenditure: No budgeted expenditure during 2020-21. £21 Overall spent. Credit from the energy company for the year before absorbed the costs for last year.

Station (Services) Budget

Income: Loss of income of £7550 as the refurbishment completion was delayed due to Covid which meant the council was unable to take over the building until mid-way through the year.

Expenditure: An underspend of £28,532 due again to the building not being operational during 2020-21. A reduction in budget in 2021-22 due to Covid related expenditure reduced by six months as agreed by the council at the precept setting.

Service Delivery (Services) Budget

Income: A loss of income of £20,016 due to services not being fully operation during Covid and the expected income from the devolution of assets. There was also an issue with the pontoon gate which meant it was difficult to police the charging of fees and charges for the daily moorings on the pontoon.

Expenditure: Underspend of £128,841 due to devolution of assets not taking place and recruitment of Service Delivery Manager and SDGAs delayed due to Covid restrictions.

Personnel Budget

Expenditure: An underspend of £10,243 due to a reduction in recruitment expenditure.

All budgets were adjusted according to previous year's expenditure and future year's predicted expenditure for 2021-22.

Breakdown of Free Reserves at Year-End	
Opening Balance as at 31 st March of 'Free Reserves'	£114,900
Plus Loss of Income & Underspend from Operational Income & Expenditure	£285,656
Plus Transfer from Reserves for Covid Expenditure	£15,000
Less Transfers to EMFs to cover temporary agency fees during 2020-21 and 2021-22 Operational Expenditure	(£155,197)
Plus EMF Deleted at Year-End	£1,387
Total 'Free Reserves at start of 2021/22	£261,746

Currently the available total in General Reserves 'Free Reserves' is £254,711

Options for Utilisation of Overall 'Free Reserves':

- 1) To increase the contingency reserve to Six months of operating expenditure equating to £584,870:
Therefore, £102,929 will needed to be vired
This will mean that if the council was planning on increasing this in the future this won't have any impact on the precept.
- 2) To offset the proposed library works loan of £200,000 or part of it.
- 3) To create EMF to enable the investment in a property purchase in the future.
- 4) It will be prudent to keep at least £100,000 in 'free reserves' in case of any unexpected expenditure during this year.

Option for Contingency Investment

- 1) Investment in the Local Authorities Property Fund with the CCLA.

The Local Authorities Property Fund is an option I would recommend. At the moment the contingency stands at £481,941. If a small part of this contingency were to be invested it would currently be earning around 4% return on the investment. For example, £100,000 would earn £4,000 in the year. The council currently as a public sector deposit account with CCLA. (which makes up part of the contingency fund earning about 0.1% currently).

If the council invested into the Property Fund, it will be earning a return for its community whilst acting as a contingency. This comes with draw back there is a three-month notice withdrawal period and the cost of the withdrawal is currently 8.33% if the council made a withdrawal early within the investment it would lose this amount on the investment if it didn't have time to create a return.

This is long-term investment and the minimum term recommended is five years. A few local councils within Cornwall invest in this fund including Falmouth, Wadebridge, St Agnes and Camelford.

I can provide more information to the council before final approval.

Finance Officer

End of Report

Saltash Town Council Summary Budget Report 2021-22
Saltash Town Council
As at 17th May 2021

Account	Actual Received/S pend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds To Receive/ Available to Date 2021/22	Notes	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
Operating Income											
Total Operating Income											
Burial Authority Income	24,183	0	0	15,000	1,745	13,255		15,090	15,181	15,272	15,363
Burial Board Income	14,538	0	0	8,050	687	7,363		8,098	8,147	8,196	8,245
P&F Income	5,780	0	0	4,024	231	3,793		4,048	4,072	4,097	4,121
Guildhall Income	13,985	0	0	5,355	495	4,860		10,770	10,835	10,900	10,965
Library Income	664	0	0	4,920	51	4,869		9,592	9,650	9,706	9,764
Station Income	0	0	0	3,750	0	3,750		7,550	7,595	7,641	7,687
Service Delivery Income	10,652	0	0	20,450	12,912	7,538		30,813	30,999	31,184	31,373
Total Total Operating Income	69,802	0	0	61,549	16,121	45,428		85,961	86,479	86,996	87,518
Total Operating Income	69,802	0	0	61,549	16,121	45,428		85,961	86,479	86,996	87,518
Operating Expenditure											
Operating Expenditure											
Burial Authority Expenditure	23,401	0	0	24,760	436	24,324		24,779	24,800	24,821	24,841
Burial Authority Staffing Expenditure	11,275	0	0	10,548	698	9,850		10,854	11,170	11,493	11,825
Burial Board Expenditure	3,084	0	0	6,284	96	6,188		6,322	6,359	6,398	6,436
Burial Board Staffing Expenditure	26,297	0	0	24,613	1,629	22,984		25,326	26,060	26,816	27,595
P&F Expenditure	134,736	0	25,000	163,327	1,282	187,045		183,014	183,702	184,398	185,098
P&F Staffing Expenditure	300,411	0	0	354,437	21,446	332,991		364,669	375,235	386,117	397,323
Guildhall Expenditure	19,960	0	0	26,733	9,620	17,113		27,078	27,240	27,404	27,568
Guildhall Staffing Expenses	26,148	0	0	23,833	2,055	21,778		27,523	28,326	29,158	30,008
Library Expenditure	25,613	0	0	55,134	14,171	40,963		55,334	55,537	55,741	55,949
Library Staffing Expenses	84,837	0	10,000	98,312	8,266	100,046		101,180	104,132	107,173	110,307
Maurice Huggins Expenses	21	0	0	0	95	(95)		0	0	0	0
Station Expenditure	4,846	0	0	16,005	3,902	12,103		16,205	16,301	16,401	16,497
Station Staffing Expenses	0	0	7,000	1,250	0	8,250		15,258	15,685	16,126	16,578
Service Delivery Expenditure	72,221	0	0	74,483	5,217	69,266		77,340	77,776	78,216	78,657
Service Delivery Staffing Expenditure	120,264	0	30,000	207,407	11,771	225,636		213,333	219,436	225,720	232,190
Personnel Expenditure	3,562	0	0	10,613	190	10,423		10,677	10,741	10,806	10,870
Total Operating Expenditure	856,678	0	72,000	1,097,739	80,875	1,088,864		1,158,892	1,182,500	1,206,788	1,231,742
Total Operating Expenditure	856,678	0	72,000	1,097,739	80,875	1,088,864		1,158,892	1,182,500	1,206,788	1,231,742
Total Operating Surplus/ (Deficit)	(786,875)	0	(72,000)	(1,036,190)	(64,754)	(1,043,436)		(1,072,931)	(1,096,021)	(1,119,792)	(1,144,224)
EMF Expenditure											
Burial Authority EMF Expenditure	2,126	21,333	0	10,000	25	31,308		0	0	0	0
Burial Board EMF Expenditure	0	3,720	0	0	0	3,720		0	0	0	0
P&F EMF Expenditure	20,157	135,225	(23,416)	37,000	263	148,546		0	0	0	0
Guildhall EMF Expenditure	3,916	34,433	0	16,160	0	50,593		15,000	15,000	0	0
Library EMF Expenditure	11,881	65,146	(10,000)	34,000	1,160	87,986		0	0	0	0
Maurice Huggins EMF Expenditure	394	2,606	0	0	0	2,606		0	0	0	0
Station EMF Expenditure	143,272	96,273	9,439	20,000	0	125,712		0	0	0	0
Service Delivery EMF Expenditure	145,021	103,764	(30,000)	49,000	3,598	119,166		0	0	0	0
Personnel EMF Expenditure	0	6,000	0	0	0	6,000		0	0	0	0
Total EMF Expenditure	326,768	468,500	(53,977)	166,160	5,047	575,636		15,000	15,000	0	0
Total Overall Expenditure (Operational & EMF)	1,183,445	468,500	18,023	1,263,899	85,922	1,664,500		1,173,892	1,197,500	1,206,788	1,231,742
Total Overall Budget Surplus/ Defecit	(1,113,643)	(468,500)	(18,023)	(1,202,350)	(69,801)	(1,619,072)		(1,087,931)	(1,111,021)	(1,119,792)	(1,144,224)

Notes

To/From Reserves & Budget Virements 2021/22

1. All budget virements are detailed on the individual committee budget sheets

Agenda Item 16 - No 2

Burial Authority Committee - Burial Authority Budget
 Saltash Town Council
 As at 17th May 2021

Account	Actual Received/ Spend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds To Receive/ Available to Date 2021/22	Notes	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
Operating Income											
Burial Authority Income											
4612 BA Cemetary Fees (Churchtown)	24,183	0	0	15,000	1,745	13,255		15,090	15,181	15,272	15,363
Total Burial Authority Income	24,183	0	0	15,000	1,745	13,255		15,090	15,181	15,272	15,363
Total Operating Income	24,183	0	0	15,000	1,745	13,255		15,090	15,181	15,272	15,363
Operating Expenditure											
Burial Authority Expenditure											
6000 BA Petrol	99	0	0	250	33	217		252	253	255	256
6001 BA Machinery Maintenance Costs	317	0	0	450	0	450		453	455	458	461
6003 BA Health & Safety	56	0	0	108	0	108		108	109	110	110
6004 BA General Site Maintenance	241	0	0	750	0	750		755	759	764	768
6005 BA Fire Extinguishers	(5)	0	0	80	41	39		80	81	81	82
6008 BA Tree Survey & Tree Maintenance	425	0	0	700	0	700		704	709	713	717
6009 BA Electricity Costs	417	0	0	269	(43)	312		270	272	273	275
6010 BA PWLB Loan Repayment & Interest	21,385	0	0	21,385	0	21,385		21,385	21,385	21,385	21,385
6011 BA Water	0	0	0	323	0	323		325	327	329	331
6013 BA Security Alarm Maintenance	175	0	0	153	117	36		154	155	156	157
6014 BA Cemetery Software Subscription	290	0	0	292	288	4		293	295	297	299
Total Burial Authority Expenditure	23,401	0	0	24,760	436	24,324		24,779	24,800	24,821	24,841
Burial Authority Staffing Expenditure											
Burial Authority Staffing Expenses	103	0	0	262	8	254		263	265	267	268
6666 ST BA Staff Training (Churchtown)	12	0	0	201	0	201		203	204	205	206
Burial Authority Staffing Costs	11,160	0	0	10,085	690	9,395		10,388	10,701	11,021	11,351
Total Burial Authority Staffing Expenditure	11,275	0	0	10,548	698	9,850		10,854	11,170	11,493	11,825
Total Operating Expenditure	34,676	0	0	35,308	1,134	34,174		35,633	35,970	36,314	36,666
Total Burial Authority Operating Expenditure	34,676	0	0	35,308	1,134	34,174		35,633	35,970	36,314	36,666
Total Burial Authority Operating Surplus/ (Deficit)	(10,493)	0	0	(20,308)	611	(20,919)		(20,543)	(20,789)	(21,042)	(21,303)
Burial Authority EMF Expenditure											
6070 BA EMF Churchtown Cemetery Capital Works	1,578	7,668	0	0	0	7,668		0	0	0	0
6071 BA EMF Replace Machinery & Equipment	0	9,967	0	10,000	0	19,967		0	0	0	0
6073 BA EMF Memorial Garden	548	2,498	0	0	25	2,473		0	0	0	0
6692 ST BA EMF Staff Contingency (Churchtown)	0	1,200	0	0	0	1,200		0	0	0	0
Total Burial Authority EMF Expenditure	2,126	21,333	0	10,000	25	31,308		0	0	0	0
Total Burial Authority Expenditure (Operational & EMF)	36,803	21,333	0	45,308	1,160	65,481		35,633	35,970	36,314	36,666
Total Burial Authority Budget Surplus/ Deficit	(12,620)	(21,333)	0	(30,308)	585	(52,226)		(20,543)	(20,789)	(21,042)	(21,303)

Joint Burial Board Committee - Burial Board Budget
 Saltash Town Council
 As at 17th May 2021

Account	Actual Received/ Spend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds to Receive/ Available to Date 2021/22	Notes	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
Burial Board Operating Income											
Burial Board Income											
4600 BB Cemetery Fees (St. Stephens)	13,299	0	0	7,500	687	6,813		7,545	7,590	7,636	7,682
4605 BB SLA Payment Grass Cutting	550	0	0	550	0	550		553	557	560	563
4613 BB Memorial Bench Income - St. Stephens	689	0	0	0	0	0		0	0	0	0
Total Burial Board Income	14,538	0	0	8,050	687	7,363		8,098	8,147	8,196	8,245
Total Burial Board Operating Income	14,538	0	0	8,050	687	7,363		8,098	8,147	8,196	8,245
Burial Board Operating Expenditure											
Burial Board Expenditure											
6100 BB Petrol	232	0	0	350	76	274		352	354	356	358
6101 BB Machinery Maintenance Costs	620	0	0	1,184	0	1,184		1,191	1,198	1,206	1,213
6103 BB Health & Safety	304	0	0	269	0	269		270	272	273	275
6104 BB General Site Maintenance	568	0	0	1,250	20	1,230		1,258	1,265	1,273	1,280
6105 BB Fire Extinguishers	85	0	0	0	0	0		0	0	0	0
6108 BB Tree Survey & Tree Maintenance	1,275	0	0	3,231	0	3,231		3,251	3,270	3,290	3,310
Total Burial Board Expenditure	3,084	0	0	6,284	96	6,188		6,322	6,359	6,398	6,436
Burial Board Staffing Expenditure											
Burial Board Staff Expenses	229	0	0	612	20	592		616	619	623	627
6670 ST BB Staff Training (St. Stephens)	27	0	0	469	0	469		472	475	478	481
Burial Board Staffing Costs	26,040	0	0	23,532	1,610	21,922		24,238	24,966	25,715	26,487
Total Burial Board Staffing Expenditure	26,297	0	0	24,613	1,629	22,984		25,326	26,060	26,816	27,595
Total Burial Board Operating Expenditure	29,381	0	0	30,897	1,725	29,172		31,648	32,419	33,214	34,031
Total Burial Board Operating Expenditure	29,381	0	0	30,897	1,725	29,172		31,648	32,419	33,214	34,031
Total Burial Board Operating Surplus/ (Deficit)	(14,843)	0	0	(22,847)	(1,038)	(21,809)		(23,550)	(24,272)	(25,018)	(25,786)
Burial Board EMF Expenditure											
6170 BB EMF Repairs to Cemetery Wall	0	920	0	0	0	920		0	0	0	0
6693 ST BB EMF Staff Contingency (St Stephens)	0	2,800	0	0	0	2,800		0	0	0	0
Total Burial Board EMF Expenditure	0	3,720	0	0	0	3,720		0	0	0	0
Total Burial Board Expenditure (Operational & EMF)	29,381	3,720	0	30,897	1,725	32,892		31,648	32,419	33,214	34,031
Total Burial Board Budget Surplus/Deficit	(14,843)	(3,720)	0	(22,847)	(1,038)	(25,529)		(23,550)	(24,272)	(25,018)	(25,786)

Agenda Item 16 - No 4

Police & Finance (P&F) Committee - P & F Budget
 Saltash Town Council
 As at 17th May 2021

Account	Actual Received/ Spend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds To Receive/ Available to Date 2021/22	Notes	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
P&F Operating Income											
P&F Income											
4901 PR Bank Interest Received	5,611	0	0	4,024	231	3,793		4,048	4,072	4,097	4,121
4908 PR Misc Income	170	0	0	0	0	0		0	0	0	0
Total P&F Income	5,780	0	0	4,024	231	3,793		4,048	4,072	4,097	4,121
Total P&F Operating Income	5,780	0	0	4,024	231	3,793		4,048	4,072	4,097	4,121
P & F Operating Expenditure											
P&F Expenditure											
6200 PR Bank Charges (6200)	735	0	0	1,081	36	1,045		1,088	1,094	1,101	1,108
6201 PR Audit (6201)	2,500	0	0	3,366	(2,400)	5,766		3,386	3,407	3,427	3,448
6202 PR Civic Occasions (including Road Closures) (6202)	1,415	0	0	2,500	179	2,321		2,515	2,530	2,545	2,561
6203 PR Mayors' Allowance	4,809	0	0	4,838	0	4,838		4,867	4,896	4,925	4,955
6204 PR Councillors' Allowance	2,556	0	0	3,434	0	3,434		3,455	3,476	3,497	3,518
6205 PR Insurance	12,413	0	0	22,000	7,945	14,055		22,132	22,265	22,398	22,533
6206 PR Youth Council (6206)	3,000	0	0	4,000	0	4,000		3,000	3,000	3,000	3,000
6208 PR Subscriptions (6208)	3,891	0	0	11,500	5,362	6,138		11,569	11,638	11,708	11,778
6210 PR Community Chest (6210)	5,600	0	0	15,000	(1,000)	16,000		10,000	10,000	10,000	10,000
6211 PR Website Maintenance (6211)	633	0	0	570	45	525		574	577	581	584
6213 PR Councillor Training & Expenses (6213)	735	0	0	2,675	0	2,675		2,691	2,707	2,723	2,740
6214 PR Health & Safety (6214)	5,884	0	0	5,644	805	4,839		5,678	5,712	5,746	5,780
6215 PR Annual Report	0	0	0	450	0	450		453	455	458	461
6216 PR Miscellaneous	0	0	0	100	0	100		101	101	102	102
6217 PR Data Protection (6217)	55	0	0	100	0	100		101	101	102	102
6218 PR Mayors Badges	0	0	0	0	5	(5)		0	0	0	0
6219 PR Covid 19 H&S Materials & Equipment	13,413	0	0	2,500	938	1,562		2,515	2,530	2,545	2,561
6220 PR Festival Fund & Event Expenditure	0	0	15,000	0	0	15,000		15,000	15,000	15,000	15,000
6221 PR Town Messenger (6221)	3,957	0	0	4,308	0	4,308		4,334	4,360	4,386	4,412
6222 PR Commissioning Youth Work (6222)	40,000	0	0	40,000	(13,333)	53,333		40,000	40,000	40,000	40,000
6224 PR Professional Costs	848	0	0	2,000	25	1,975		2,012	2,024	2,036	2,048
6225 PR Neighbourhood Plan	2,604	0	0	5,030	427	4,603		5,060	5,091	5,121	5,152
6226 PR Town Vision Sub Committee	0	0	10,000	0	0	10,000		10,060	10,120	10,181	10,242
6502 SE Civic Christmas Event	0	0	0	526	0	526		529	532	536	539
6513 SE Twinning	0	0	0	116	0	116		116	117	118	118
6514 SE Town Leaflets/ Reprinting	0	0	0	526	0	526		529	532	536	539
6516 SE Road Safety Grant	0	0	0	210	0	210		212	213	214	215
P&F IT/Office Costs	25,547	0	0	30,853	2,247	28,606		31,037	31,224	31,412	31,602
6417 GH Belle Vue Office Costs	4,142	0	0	0	0	0		0	0	0	0
Total P&F Expenditure	134,736	0	25,000	163,327	1,282	187,045		183,014	183,702	184,398	185,098
P&F Staffing Expenditure											
6652 ST P&R Employers Pension - Monthly Fee	5,300	0	0	5,300	442	4,858		5,300	5,332	5,364	5,396
6659 ST P&R Town Sergeant & Mace Bearer Fees	150	0	0	773	0	773		777	782	787	791
6661 ST P&R Finance Consultancy Fees	1,325	0	0	3,000	650	2,350		3,018	3,036	3,054	3,073
P&F Staffing Expenses	719	0	0	2,354	0	2,354		2,368	2,382	2,396	2,410
6656 ST P&R Staff Training	3,485	0	0	4,024	(2,429)	6,453		4,048	4,072	4,097	4,121
P&F Staffing Costs	289,432	0	0	338,986	22,783	316,203		349,158	359,631	370,419	381,532
Total P&F Staffing Expenditure	300,411	0	0	354,437	21,446	332,991		364,669	375,235	386,117	397,323
Total P & F Operating Expenditure	435,148	0	25,000	517,764	22,728	520,036		547,683	558,937	570,515	582,421
Total P & F Operating Expenditure	435,148	0	25,000	517,764	22,728	520,036		547,683	558,937	570,515	582,421
Total P&F Operating Surplus/ (Deficit)	(429,368)	0	(25,000)	(513,740)	(22,497)	(516,243)		(543,635)	(554,865)	(566,418)	(578,300)
P&F EMF Expenditure											
6270 PR EMF Crime Reduction	0	36,950	0	0	0	36,950		0	0	0	0
6271 PR EMF Election	0	29,760	0	5,000	0	34,760		0	0	0	0
6272 PR EMF Robes & Civic Regalia	0	2,000	0	0	0	2,000		0	0	0	0
6273 PR EMF Legal Fees	0	7,598	0	0	0	7,598		0	0	0	0
6274 PR EMF Internet Redevelopment	6,125	3,400	0	2,000	0	5,400		0	0	0	0
6275 PR EMF Neighbourhood Plan	915	1,772	0	0	0	1,772		0	0	0	0
6277 EMF Expenditure transferred to 21/22	0	25,000	(25,000)	0	0	0		0	0	0	0
6278 EMF CIL Planning Income	0	0	1,584	0	0	1,584		0	0	0	0
6370 PO EMF Computer Equipment Renewal	0	7,046	0	15,000	0	22,046		0	0	0	0
6694 ST PR EMF Staff Contingency (P&F)	13,117	21,699	0	15,000	263	36,436		0	0	0	0
Total P&F EMF Expenditure	20,157	135,225	(23,416)	37,000	263	148,546		0	0	0	0
Total P&F Expenditure (Operational & EMF)	455,305	135,225	1,584	554,764	22,991	668,582		547,683	558,937	570,515	582,421
Total P&F Budget Surplus/ (Deficit)	(449,525)	(135,225)	(1,584)	(550,740)	(22,760)	(664,789)		(543,635)	(554,865)	(566,418)	(578,300)

Notes
To/From Reserves & Budget Virements 2021/22

- £15,000 vired from 6277 EMF Expenditure 21/22 to 6220 Festival Fund
- £10,000 vired from 6277 EMF Expenditure 21/22 to 6226 Town Vision Sub Committee
- £1,584 EMF Income Received for CIL Planning Funds

Agenda Item 16 - No 5

Services Committee - Guildhall Budget
 Saltash Town Council
 As at 17th May 2021

Account	Actual Received/ Spend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds to Receive/ Available to Date 2021/22	Notes	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
Guildhall Operating Income											
Guildhall Income											
4200 GH Income - Guildhall Bookings	5,842	0	0	5,100	495	4,605		10,261	10,323	10,385	10,447
4201 GH Income - Guildhall Refreshments	0	0	0	130	0	130		257	258	260	261
4202 GH Guildhall Piano	0	0	0	10	0	10		20	20	20	20
4206 GH Income - Guildhall Misc Property Income	8,143	0	0	115	0	115		232	234	235	237
Total Guildhall Income	13,985	0	0	5,355	495	4,860		10,770	10,835	10,900	10,965
Total Guildhall Operating Income	13,985	0	0	5,355	495	4,860		10,770	10,835	10,900	10,965
Guildhall Operating Expenditure											
Guildhall Expenditure											
6400 GH Rates - Guildhall (6400)	8,608	0	0	8,691	8,608	83		8,743	8,795	8,848	8,901
6401 GH Water Rates - Guildhall (6401)	271	0	0	750	(19)	769		755	759	764	768
6402 GH Gas - Guildhall (6402)	1,538	0	0	2,000	0	2,000		2,012	2,024	2,036	2,048
6403 GH Electricity - Guildhall (6403)	3,406	0	0	4,000	(216)	4,216		4,024	4,048	4,072	4,097
6404 GH Fire & Security Alarm - Guildhall (6404)	758	0	0	1,237	363	874		1,245	1,252	1,260	1,268
6405 GH Fire Extinguishers - Guildhall (6405)	361	0	0	0	123	(123)		0	0	0	0
6408 GH Cleaning Materials & Equipment - Guildhall (6408)	1,132	0	0	1,000	280	720		1,006	1,012	1,018	1,024
6409 GH Boiler Service & Maintenance	609	0	0	1,006	67	939		1,012	1,018	1,024	1,030
6410 GH General Repairs & Maintenance	1,154	0	0	2,515	16	2,499		2,530	2,545	2,561	2,576
6411 GH TV License & PRS	128	0	0	375	21	354		377	380	382	384
6412 GH Lift Service & Maintenance	1,685	0	0	2,500	375	2,125		2,515	2,530	2,545	2,561
6413 GH Refreshment Costs - Guildhall	0	0	0	190	0	190		376	379	381	383
6414 GH Replace Equipment - Guildhall	30	0	0	1,000	0	1,000		1,006	1,012	1,018	1,024
6418 GH Professional Fees	0	0	0	1,026	0	1,026		1,032	1,038	1,045	1,051
6420 GH Legionella Risk Assessment (Guildhall)	280	0	0	443	0	443		445	448	451	453
Total Guildhall Expenditure	19,960	0	0	26,733	9,620	17,113		27,078	27,240	27,405	27,568
Guildhall Staffing Expenditure											
Guildhall Staffing Expenses	27	0	0	402	0	402		404	406	410	412
6678 ST GH Staff Training (Guildhall)	0	0	0	500	0	500		503	506	509	512
Guildhall Staffing Costs	26,121	0	0	22,931	2,055	20,876		26,616	27,414	28,239	29,084
Total Guildhall Staffing Expenditure	26,148	0	0	23,833	2,055	21,778		27,523	28,326	29,158	30,008
Total Operating & EMF Expenditure	46,108	0	0	50,566	11,675	38,891		54,601	55,566	56,563	57,576
Total Guildhall Operating Expenditure	46,108	0	0	50,566	11,675	38,891		54,601	55,566	56,563	57,576
Total Guildhall Operating Surplus/ Deficit	(32,123)	0	0	(45,211)	(11,180)	(34,031)		(43,831)	(44,731)	(45,663)	(46,611)
Guildhall EMF Expenditure											
6470 GH EMF Guildhall Maintenance	3,916	32,593	0	15,000	0	47,593		15,000	15,000	0	0
6696 ST GH EMF Staff Contingency (Guildhall)	0	1,840	0	1,160	0	3,000		0	0	0	0
Total Guildhall EMF Expenditure	3,916	34,433	0	16,160	0	50,593		15,000	15,000	0	0
Total Guildhall Expenditure (Operational & EMF)	50,023	34,433	0	66,726	11,675	89,484		69,601	70,566	56,563	57,576
Total Guildhall Budget Surplus/ (Deficit)	(36,039)	(34,433)	0	(61,371)	(11,180)	(84,624)		(58,831)	(59,731)	(45,663)	(46,611)

Agenda Item 16 - No 6

Services Committee - Library Budget
 Saltash Town Council
 As at 17th May 2021

Account	Actual Received/ Spend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds To Receive/ Available to Date 2021/22	Notes	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
Library Operating Income											
Library Income											
4517 LI Library - Fines (Collected on behalf of CC)	5	0	0	568	0	568		1,137	1,144	1,150	1,157
4518 LI Library - Photocopying Fees	0	0	0	566	0	566		1,133	1,140	1,146	1,153
4519 LI Hire of Video, DVDs & Books (Collected on behalf of CC)	0	0	0	110	0	110		219	221	222	223
4524 LI Library Book Sales	307	0	0	151	51	100		152	153	154	155
4525 Library - Miscellaneous Income	353	0	0	0	0	0		0	0	0	0
4526 LI Library Activity Income	0	0	0	100	0	100		101	101	102	102
4527 LI Library Cafe Rental Income	0	0	0	3,000	0	3,000		6,000	6,036	6,072	6,109
4528 Library Merchandise Income	0	0	0	425	0	425		850	855	860	865
Total Library Income	664	0	0	4,920	51	4,869		9,592	9,650	9,706	9,764
Total Library Operating Income	664	0	0	4,920	51	4,869		9,592	9,650	9,706	9,764
Library Operating Expenditure											
Library Expenditure											
6900 LI Rates - Library	13,473	0	0	14,004	13,473	531		14,088	14,172	14,257	14,343
6901 LI Water Rates - Library	0	0	0	323	0	323		325	327	329	331
6902 LI Gas - Library	1,251	0	0	1,730	0	1,730		1,741	1,751	1,762	1,772
6903 LI Electricity - Library	1,742	0	0	1,412	(150)	1,562		1,421	1,429	1,438	1,447
6904 LI Fire & Security Alarm - Library	504	0	0	915	262	653		920	926	931	937
6905 LI Fire Extinguishers - Library	227	0	0	0	0	0		0	0	0	0
6908 LI Cleaning Materials & Equipment - Library	337	0	0	1,643	0	1,643		1,653	1,663	1,673	1,683
6909 LI Boiler Service & Maintenance - Library	205	0	0	1,006	64	942		1,012	1,018	1,024	1,030
6910 LI General Repairs & Maintenance - Library	692	0	0	2,012	0	2,012		2,024	2,036	2,048	2,061
6911 LI TV License & PRS - Library	283	0	0	1,258	57	1,201		1,265	1,273	1,280	1,288
6913 LI Refreshment Costs - Library	0	0	0	252	0	252		253	255	256	258
6914 LI Replace Equipment - Library	979	0	0	1,026	0	1,026		1,032	1,038	1,045	1,051
6918 LI Professional Fees (Private Contractors)	945	0	0	1,006	0	1,006		1,012	1,018	1,024	1,030
6920 LI Leigionella Risk Assessment - Library	280	0	0	516	35	481		519	522	525	529
6921 LI IT & Office Costs - Library	4,118	0	0	5,131	0	5,131		5,161	5,192	5,224	5,255
6922 LI Library Activities	575	0	0	1,400	430	970		1,408	1,417	1,425	1,434
6923 LI PWLB Loan Repayment & Interest	0	0	0	21,500	0	21,500		21,500	21,500	21,500	21,500
Total Library Expenditure	25,613	0	0	55,134	14,171	40,963		55,334	55,537	55,741	55,949
Library Staffing Expenditure											
Library Staff Expenses	264	0	0	1,900	0	1,900		1,912	1,923	1,934	1,946
6682 ST LI Staff Training (Library)	340	0	0	1,509	0	1,509		1,518	1,527	1,536	1,546
Library Staffing Costs	84,234	0	10,000	94,903	8,266	96,637		97,750	100,682	103,703	106,815
Total Library Staffing Expenditure	84,837	0	10,000	98,312	8,266	100,046		101,180	104,132	107,173	110,307
Total Operating & EMF Expenditure	110,450	0	10,000	153,446	22,437	141,009		156,514	159,669	162,914	166,256
Total Library Operating Expenditure	110,450	0	10,000	153,446	22,437	141,009		156,514	159,669	162,914	166,256
Total Library Operating Surplus/ Deficit	(109,786)	0	(10,000)	(148,526)	(22,386)	(136,140)		(146,922)	(150,019)	(153,208)	(156,492)
Library EMF Expenditure											
6971 LI EMF Saltash Library Property Maintenance (from CC)	11,298	11,788	0	16,500	0	28,288		0	0	0	0
6972 LI EMF Library Equipment & Furniture	583	14,417	0	17,500	1,160	30,757		0	0	0	0
6973 LI EMF Loan Repayment for 2020-21	0	23,000	0	0	0	23,000		0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	15,941	(10,000)	0	0	5,941		0	0	0	0
Total Library EMF Expenditure	11,881	65,146	(10,000)	34,000	1,160	87,986		0	0	0	0
Total Library Expenditure (Operational & EMF)	122,331	65,146	0	187,446	23,597	228,995		156,514	159,669	162,914	166,256
Total Library Budget Surplus/ (Deficit)	(121,667)	(65,146)	0	(182,526)	(23,546)	(224,126)		(146,922)	(150,019)	(153,208)	(156,492)

Notes

To/From Reserves & Budget Virements 2021/22

- £10,000 vired from 6698 EMF Library Staff Contingency to Library Staffing Costs

Agenda Item 16 - No 7

Services Committee - Maurice Huggins Budget
Saltash Town Council
As at 17th May 2021

Account	Actual Received/ Spend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds To Receive/ Available to Date 2021/22	Notes	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
Maurice Huggins Operating Expenditure											
Maurice Huggins Expenditure											
7000 MA Rates - Maurice Huggins	(268)	0	0	0	0	0		0	0	0	0
7003 MA Electricity - Maurice Huggins	(192)	0	0	0	(97)	97		0	0	0	0
7004 MA Fire & Security Alarm - Maurice Huggins	157	0	0	0	117	(117)		0	0	0	0
7005 MA Fire Extinguishers - Maurice Huggins	44	0	0	0	41	(41)		0	0	0	0
7020 MA Legionella Risk Assessment - Maurice Huggins	280	0	0	0	35	(35)		0	0	0	0
Total Maurice Huggins Expenditure	21	0	0	0	95	(95)		0	0	0	0
Total Maurice Huggins Operating Expenditure	21	0	0	0	95	(95)		0	0	0	0
Total Maurice Huggins Operating Surplus/ (Deficit)	21	0	0	0	95	(95)		0	0	0	0
Maurice Huggins EMF Expenditure											
6472 EMF Maurice Huggins Room	0	2,000	0	0	0	2,000		0	0	0	0
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	394	606	0	0	0	606		0	0	0	0
Total Maurice Huggins EMF Expenditure	394	2,606	0	0	0	2,606		0	0	0	0
Total Maurice Huggins Expenditure (Operational & EMF)	415	2,606	0	0	95	2,511		0	0	0	0
Total Maurice Huggins Budget Surplus/ (Deficit)	(373)	(2,606)	0	0	95	(2,701)		0	0	0	0

Notes
To/From Reserves & Budget Virements 2021/22

1. £2,000 6472 EMF to be used for operational expenditure 2021/22

Agenda Item 16 - No 8

Services Committee - Station Budget
 Saltash Town Council
 As at 17th May 2021

Account	Actual Received/ Spend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds To Receive/ Available to Date 2021/22	Notes	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
Station Operating Income											
Station Income											
4301 SA Station - Bookings	0	0	0	1,250	0	1,250		2,550	2,565	2,581	2,596
4302 SA Station - Refreshment Income	0	0	0	2,500	0	2,500		5,000	5,030	5,060	5,091
Total Station Income	0	0	0	3,750	0	3,750		7,550	7,595	7,641	7,687
Total Station Operating Income	0	0	0	3,750	0	3,750		7,550	7,595	7,641	7,687
Station Operating Expenditure											
Station Expenditure											
6800 SA Rates - Station	3,583	0	0	3,659	3,543	116		3,681	3,703	3,725	3,747
6801 SA Water Rates - Station	53	0	0	572	(53)	625		576	579	583	586
6802 SA Gas - Station	159	0	0	1,869	(159)	2,028		1,880	1,892	1,903	1,914
6803 SA Electricity - Station	159	0	0	2,775	(159)	2,934		2,791	2,808	2,825	2,842
6804 SA Fire & Security Alarm - Station	77	0	0	954	185	769		959	965	971	976
6805 SA Fire Extinguishers - Station	184	0	0	0	0	0		0	0	0	0
6808 SA Cleaning Materials & Equipment - Station	0	0	0	1,500	145	1,355		1,509	1,518	1,527	1,536
6810 SA General Repairs & Maintenance	300	0	0	500	400	100		503	506	509	512
6811 SA TV License & PRS - Station	0	0	0	2,080	0	2,080		2,093	2,105	2,118	2,131
6813 SA Refreshments Costs - Station	0	0	0	105	0	105		210	211	213	214
6814 SA Replace Equipment - Station	81	0	0	965	0	965		971	976	982	988
6818 SA Professional Costs - Station	250	0	0	1,026	0	1,026		1,032	1,038	1,045	1,051
Total Station Expenditure	4,846	0	0	16,005	3,902	12,103		16,205	16,301	16,401	16,497
Station Staffing Expenditure											
6671 Staff Expenses (Station)	0	0	0	250	0	250		252	253	255	256
6672 ST SA Staff Training (Station)	0	0	0	1,000	0	1,000		1,006	1,012	1,018	1,024
6627 ST SA Caretaking & Cleaning Staff - Gross Pay (Station)	0	0	7,000	0	0	7,000		14,000	14,420	14,853	15,298
Total Station Staffing Expenditure	0	0	7,000	1,250	0	8,250		15,258	15,685	16,126	16,578
Total Operating & EMF Expenditure	4,846	0	7,000	17,255	3,902	20,353		31,463	31,986	32,527	33,075
Total Station Operating Expenditure	4,846	0	7,000	17,255	3,902	20,353		31,463	31,986	32,527	33,075
Total Station Operating Surplus/ (Deficit)	(4,846)	0	(7,000)	(13,505)	(3,902)	(16,603)		(23,913)	(24,391)	(24,886)	(25,388)
Station EMF Expenditure											
6473 SA EMF Station Building (Purchase & Capital Works)	143,272	82,273	16,439	0	0	98,712		0	0	0	0
6870 SA EMF Station Building	0	5,000	0	20,000	0	25,000		0	0	0	0
6695 ST SA EMF Staff Contingency (Station)	0	9,000	(7,000)	0	0	2,000		0	0	0	0
Total Station EMF Expenditure	143,272	96,273	9,439	20,000	0	125,712		0	0	0	0
Total Station Expenditure (Operational & EMF)	148,118	96,273	16,439	37,255	3,902	146,065		31,463	31,986	32,527	33,075
Total Station Budget Surplus/ (Deficit)	(148,118)	(96,273)	(16,439)	(33,505)	(3,902)	(142,315)		(23,913)	(24,391)	(24,886)	(25,388)

Notes

To/From Reserves & Budget Virements 2021/22

- £7,000 vired from 6695 EMF Station Staff Contingency to Station Staffing Costs
- £16,439 EMF Income received from S106 External Funding for Refurbishment Works

Agenda Item 16 - No 9

Services Committee - Service Delivery Budget
 Saltash Town Council
 As at 17th May 2021

Account	Actual Received/ Spend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds To Receive/ Available to Date 2021/22	Notes	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
Service Delivery Operating Income											
Service Delivery Income											
Grounds & Premises Income											
4500 SE Allotment Rents	2,512	0	0	3,000	3,280	(280)		3,018	3,036	3,054	3,073
4510 SE Public Footpath Grant	1,223	0	0	1,240	1,111	129		1,247	1,255	1,262	1,270
4512 SE Misc Income Grounds & Premises	96	0	0	0	1	(1)		0	0	0	0
4523 SE Service Delivery Income - Seagull Bags	677	0	0	1,710	90	1,620		1,720	1,731	1,741	1,752
Total Grounds & Premises Income	4,507	0	0	5,950	4,482	1,468		5,985	6,022	6,057	6,095
Town & Waterfront Income											
4521 SE Waterfront Income - Annual Mooring Fees	6,095	0	0	8,500	8,120	380		8,551	8,602	8,654	8,706
4522 SE Waterfront Income - Daily Mooring Fees	50	0	0	3,000	310	2,690		6,277	6,315	6,353	6,391
4530 SE Waterfront Income - Dingy Park	0	0	0	0	0	0		6,000	6,036	6,072	6,109
4532 SE Contract Income	0	0	0	3,000	0	3,000		4,000	4,024	4,048	4,072
Total Town & Waterfront Income	6,145	0	0	14,500	8,431	6,069		24,828	24,977	25,127	25,278
Total Service Delivery Income	10,652	0	0	20,450	12,912	7,538		30,813	30,999	31,184	31,373
Total Service Delivery Operating Income	10,652	0	0	20,450	12,912	7,538		30,813	30,999	31,184	31,373
Service Delivery Operating Expenditure											
Service Delivery Expenditure											
Grounds & Premises Expenditure											
6209 PR Oyster Beds	0	0	0	1	0	1		1	1	1	1
6503 SE Allotments	1,162	0	0	800	118	682		805	810	814	819
6506 SE Grounds Maintenance & Watering (6506)	24,761	0	0	8,500	91	8,409		10,000	10,060	10,120	10,181
6508 SE Public Toilets (Operational Costs)	6,403	0	0	4,000	2,894	1,106		4,024	4,048	4,072	4,097
6517 SE Cross (Maintenance)	2,728	0	0	2,515	(15)	2,530		2,530	2,545	2,561	2,576
6525 GR Public Toilets (Repairs & Maintenance Costs)	1,553	0	0	1,000	28	972		1,006	1,012	1,018	1,024
6526 SE Tools, Equipment & Materials (Store & All Areas)	5,595	0	0	4,000	206	3,794		4,024	4,048	4,072	4,097
6529 G&P Refuse Disposal	3,706	0	0	5,030	270	4,760		5,060	5,091	5,121	5,152
6907 SE Seagulls Bags	780	0	0	1,774	0	1,774		1,784	1,795	1,806	1,817
Longstone Expenditure											
7100 LO Rates - Longstone	0	0	0	2,104	0	2,104		2,116	2,129	2,142	2,154
7101 LO Water Rates - Longstone	0	0	0	401	0	401		404	406	409	411
7103 LO Electricity - Longstone	574	0	0	1,893	(29)	1,922		1,905	1,916	1,928	1,939
7104 LO Fire & Security Alarm - Longstone	265	0	0	895	230	665		900	906	911	916
7105 LO Fire Extinguishers - Longstone	142	0	0	0	0	0		0	0	0	0
7107 LO Rent - Longstone	0	0	0	4,500	0	4,500		4,500	4,500	4,500	4,500
7108 LO Cleaning Materials & Equipment - Longstone	326	0	0	600	6	595		604	607	611	615
7110 LO General Repairs & Maintenance - Longstone	1,513	0	0	733	0	733		738	742	747	751
7114 LO Replace Equipment - Longstone	1,352	0	0	1,000	0	1,000		1,006	1,012	1,018	1,024
7121 LO IT & Office Costs - Longstone	1,057	0	0	1,006	67	939		1,012	1,018	1,024	1,030
6419 GH Longstone Depot	495	0	0	0	(1,625)	1,625		0	0	0	0
Total Longstone Expenditure	5,724	0	0	13,132	(1,351)	14,483		13,185	13,236	13,290	13,340
Total Grounds & Premises Expenditure	52,410	0	0	40,752	2,241	38,511		42,419	42,646	42,875	43,104
Town & Waterfront Expenditure											
6504 SE Street Furniture (Maintenance)	1,119	0	0	2,000	154	1,846		2,012	2,024	2,036	2,048
6505 SE Street Lighting	302	0	0	200	(0)	200		201	202	204	205
6511 SE Tourism & Signage	0	0	0	1,000	0	1,000		1,006	1,012	1,018	1,024
6512 SE Bus Shelters (Maintenance)	0	0	0	500	0	500		503	506	509	512
6515 SE Festive Lights Maintenance & Electricity	1,364	0	0	900	(59)	959		905	911	916	922
6519 SE Flags & Bunting	1,831	0	0	3,078	0	3,078		3,097	3,115	3,134	3,153
6522 SE Pontoon (Maintenance Costs) (6522)	2,431	0	0	5,478	1,684	3,794		5,511	5,544	5,577	5,610
6524 SE Vehicle Maintenance and Repair Costs	10,360	0	0	8,000	1,064	6,936		8,048	8,096	8,145	8,194
6527 SE Salt Bins Refill	629	0	0	1,006	0	1,006		1,012	1,018	1,024	1,030
6528 SE Waterfront Accommodation	1,776	0	0	10,563	133	10,430		10,626	10,690	10,754	10,819
6530 SE Contract Expenditure	0	0	0	1,006	0	1,006		2,000	2,012	2,024	2,036
Total Town & Waterfront Expenditure	19,811	0	0	33,731	2,977	30,754		34,921	35,130	35,341	35,553
Total Service Delivery Expenditure	72,221	0	0	74,483	5,217	69,266		77,340	77,776	78,216	78,657
Service Delivery Staffing Expenditure											
Service Delivery Staffing Expenses	2,779	0	0	4,829	1,254	3,575		4,858	4,887	4,916	4,946
6676 ST Services Delivery Staff Training	3,668	0	0	7,500	(3,035)	10,535		7,545	7,590	7,636	7,682
Service Delivery Staffing Costs	113,817	0	30,000	195,078	13,552	211,526		200,930	206,959	213,168	219,562
Total Service Delivery Staffing Expenditure	120,264	0	30,000	207,407	11,771	225,636		213,333	219,436	225,720	232,190
Total Operating & EMF Expenditure	192,486	0	30,000	281,890	16,988	294,902		290,673	297,212	303,936	310,847
Total Service Delivery Operating Expenditure	192,486	0	30,000	281,890	16,988	294,902		290,673	297,212	303,936	310,847
Total Service Delivery Operating Surplus/ (Deficit)	(181,834)	0	(30,000)	(261,440)	(4,076)	(287,364)		(259,860)	(266,213)	(272,752)	(279,474)
Service Delivery EMF Expenditure											
Grounds & Premises EMF Expenditure											
6471 GH EMF Heritage Centre	0	5,056	0	0	0	5,056		0	0	0	0
6571 SE EMF Saltash Recreation Areas	0	26,809	0	4,000	0	30,809		0	0	0	0
6588 EMF Victoria Gardens	0	0	0	10,000	0	10,000		0	0	0	0
Longstone EMF Expenditure											
7170 LO EMF Longstone Depot Capital Works	0	500	0	0	0	500		0	0	0	0
Total Longstone EMF Expenditure	0	500	0	0	0	500		0	0	0	0
Total Grounds & Premises EMF Expenditure	0	32,365	0	14,000	0	46,365		0	0	0	0
Town & Waterfront EMF Expenditure											
6570 SE EMF Notice Boards (Repair & Replace)	13	1,839	0	0	0	1,839		0	0	0	0
6572 SE EMF Festive Lights (6572)	17,675	5,582	0	5,000	0	10,582		0	0	0	0
6573 SE EMF Public Art & Maintenance	520	1,443	0	0	0	1,443		0	0	0	0
6574 SE EMF Salt Bins	0	2,728	0	0	0	2,728		0	0	0	0
6575 SE EMF Street Furniture (New & Replace)	0	2,749	0	0	0	2,749		0	0	0	0
6578 SE EMF Equipment and Vehicles (Capital Works)	49,816	(10,213)	0	30,000	0	19,787		0	0	0	0
6582 SE EMF Town War Memorial (6582)	0	1,978	0	0	0	1,978		0	0	0	0
6584 SE EMF Pontoon Maintenance Costs	0	10,697	0	0	0	10,697		0	0	0	0
7000 EMF Staff Contingency (Service Delivery)	76,999	54,596	(30,000)	0	3,598	20,998		0	0	0	0
Total Town & Waterfront EMF Expenditure	145,021	71,399	(30,000)	35,000	3,598	72,801		0	0	0	0
Total Service Delivery EMF Expenditure	145,021	103,764	(30,000)	49,000	3,598	119,166		0	0	0	0
Total Service Delivery Expenditure (Operational & EMF)	337,507	103,764	0	330,890	20,586	414,068		290,673	297,212	303,936	310,847
Total Service Delivery Budget Surplus/ (Deficit)	(326,855)	(103,764)	0	(310,440)	(7,674)	(406,530)		(259,860)	(266,213)	(272,752)	(279,474)

Notes
 To/From Reserves & Budget Virements 2021/22
 1. £30,000 vired from 7000 EMF Service Delivery Staff Contingency to Service Delivery Staffing Costs

Personnel Committee - Personnel Budget
Saltash Town Council
As at 17th May 2021

Account	Actual Received/ Spend 2020/21	EMF Balances B/F 2019/20	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds Available to Date 2021/22	Notes	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
Personnel Operating Expenditure											
Personnel Expenditure											
6654 ST Staff Welfare	0	0	0	1,500	0	1,500		1,509	1,518	1,527	1,536
6657 ST SNB Staff Recruitment Advertising	153	0	0	6,000	0	6,000		6,036	6,072	6,109	6,145
6658 ST SNB Miscellaneous Staffing Expenditure	0	0	0	205	0	205		206	208	209	210
6662 SNB HR Professional Fees	3,409	0	0	2,908	190	2,718		2,926	2,943	2,961	2,979
Total Personnel Expenditure	3,562	0	0	10,613	190	10,423		10,677	10,741	10,806	10,870
Total Personnel Operating Expenditure	3,562	0	0	10,613	190	10,423		10,677	10,741	10,806	10,870
Total Personnel Operating Surplus/ (Deficit)	(3,562)	0	0	(10,613)	(190)	(10,423)		(10,677)	(10,741)	(10,806)	(10,870)
EMF Personnel Expenditure											
6691 ST EMF Legal Fees (Staffing)	0	6,000	0	0	0	6,000		0	0	0	0
Total EMF Personnel Expenditure	0	6,000	0	0	0	6,000		0	0	0	0
Total Personnel Expenditure (Operational & EMF)	3,562	6,000	0	10,613	190	16,423		10,677	10,741	10,806	10,870
Total Personnel Budget Surplus/ (Deficit)	(3,562)	(6,000)	0	(10,613)	(190)	(16,423)		(10,677)	(10,741)	(10,806)	(10,870)

Agenda Item 17) Saltash Town Mayor's Community Account.

Currently the Mayor's Charity A/c is set up as non-community account which means it occurs charges each month. To avoid such charges the account needs to be set up as a Community A/c in the name of Saltash Town Community A/c and to be unlinked to the main council account.

These details have been checked with the internal auditor and he has advised that this is all ok to proceed with.

Please could I have your approval to go ahead with the application.



OFFICER DELEGATED DECISION REGISTER 2021-2022

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	Ref Nr.	Decision Taken By	Details	Decision Agreed	Financial Value	S137 Yes or No	Committee	Sub Committee
09/04/21	STC91	Councillors P Samuels, M Fox & B. Phillips	Approve Transfer of £350,000 to Active Saver Precept Funds which takes it above the Risk Threshold of £500,000 for a month	APPROVED	N/A		P&F	
09/04/21	STC92	Councillors P Samuels, M Fox & B. Phillips	Transfer £240,000 Precept Funds to Cornwall Council	APPROVED	N/A		P&F	
12/04/21	STC93	Councillors P Samuels, M Fox & B. Phillips, R. Bickford	Approved to cancel all Guildhall Bookings up to the 31st May 2021 except polling station booking	APPROVED	N/A		SERVICES	
16/04/21	STC94	Councillors P Samuels, B Phillips, R Bickford, M Fox	Reopening of the Guildhall reception only as of 17th May 2021 under step 3 of the roadmap out of lockdown	APPROVED	N/A		P&F	
16/04/21	STC95	Members Library Sub Com	To approve Finance Officer 's Recommended Library PWLB Loan Repayment Method - EIP	APPROVED	N/A		FULL COUNCIL	LIBRARY
20/04/21	STC96	Councillors Fox and Phillips	Procurement of an ergonomic desk for the Reception of the Guildhall	APPROVED	£750.00		P&F	
30/04/21	STC97	Councillors Fox and Phillips	Renewal of the three annual Zoom Licences	APPROVED	£359.70		P&F	
5/05/21	STC98	Councillors Fox and Phillips	Increase of SIP Channels to 14	APPROVED	£390.00		P&F	
4/05/21	STC99	Councillors Fox and Phillips	Approved VAT consultancy quote for 2021/22 with Parkinson Partnership	APPROVED	£600		P&F	

12/05/21	STC100	Mayor Cllr P Samuels	To approve the appointment of Sovereign Fire and Security - Intruder and Fire Alarm, Monitoring Centre Works for the Station Building	APPROVED	£1,102.92	Full Council
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Saltash Town Council



Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest Grant ☒

Festival Fund Grant ☐

DATE APPLICATION SUBMITTED:

20/4/21

Contact Name:	
Position:	CHAIRMAN SALTASH UNITED JUNIORS
Organisation:	A JUNIOR FOOTBALL CLUB BASED IN SALTASH
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organization:	FA AFFILIATED FOOTBALL CLUB
Charity/Company number (if applicable)	Charity No: N/A Company No:
What geographical area does your organization cover?	SALTASH - WIDER SOUTH EAST CORNWALL AREA - HATT - LANDRAKE

How long has your organization been in existence?	SINCE 1974.
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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
Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u> ? (Please list – continue on a separate sheet if necessary)	JULY 2019	REPLACE GOALPOSTS AT WAREGTON.	£1,500	Y
Please list the aims and objectives of your organization	OUR MISSION STATEMENT is to provide a footballing environment for young people and children which will be inclusive, promote respect for others and encourage a culture of fairness.			

What are the main activities of your organization?	To coach football to children and help them develop as players and promote a team ethic by encouraging good behaviours
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	Yes / No or N/A
Are you part of a religious group?	N
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?	N
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?	N
If application is from an education, health or social service establishment – do you work in partnership with other groups?	N
If application is from an education, health or social service establishment – is project in addition to statutory services?	N

2. Your project

Project	Start Date	27 / 4 / 21
	Finish Date	1 / 7 / 21
	Total Cost	£ 1,300
	Grant Applied For	£ 970

Project title:	SUSFC - Relaunch Project
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Description of project (please continue on a separate sheet if necessary):	Football in the area is increasing in popularity, Especially among the 4 to 10 age range. We need to update a lot of the resources we use and adapt to new covid related regulations
Where will the project/activity take place?	All the new equipment will primarily be used at Saltmill on the Saturday morning sessions which are divided into three age groups.
Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	90-100 children from ages of 4 to 10 will benefit
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	Growing numbers at Saltmill - 2015 - 20-30 children 2022 - over 100 children. Local contribution covers Saltmill costs - which have increased over this period.
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)	The sessions which are run are very popular and are stripping our current resources. We have had interested parties offering further support to me the target.

How will the project be managed and how will you measure its success?	The club do have experience in resourcing and we have a storage facility. Success will be measured on numbers being maintained and increased and higher quality 4 player - may go on to play professionally.
Please give the timescale and key milestones for your project, including a start date and finish date.	We have started costing, (see attached). The FA will contribute through its grow the game fund. START DATE 25/4/21. END DATE 1/7/21 purchases in place for start of new season
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)	Berries, bibs, new goals are all necessary to replace existing previous stock. New wiping + washing arrangements will be in place.

3. How you will pay for your project.

What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	See attached
How will you promote STC once application and project are complete?	Our annual presentation event and through our website.

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:

Organization	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
FA 'Grow the Game'	£470	✓	

Please confirm the bank account your project is using is in the project's name/organization name	✓
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4. Further information enclosed Checklist.

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

A letter head showing the organization's address and contact details		✓
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)		✓
A copy of your organization's latest set of accounting statements (if any exist)		✓
Copies of any letters of support for your project		N/A
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		✓
Other (please list)		

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

There is considerable support for the project a verbal question asked of 60 parents present was 100% support.

No liability as such as we are fully affiliated to the FA and meet all their safeguarding and policy requirements.

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.

Signed:			
Print Name(s):			
Position(s):	CHAIRMAN		
Date:	24/4/21		

SALTASH UNITED JUNIORS

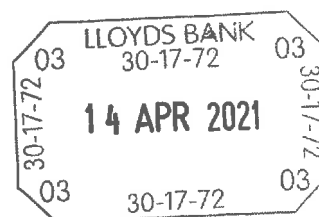
Branch Name:

account statement

TREASURERS ACCOUNT
SALTASH UNITED JUNIORSSheet: 73 Of 73
Date issued: 01/12/2020

Date	Activity	Paid out	Paid in	Balance
30Oct20				4,500.34
02Nov20	FPI		25.00	4,525.34
30Nov20	FPI		35.00	4,560.34
TOTAL PAYMENTS/RECEIPTS:		0.00	60.00	

BGC-Bank Giro Credit BP-Bill Payments CHG-Charge CHQ-Cheque(s) COM-Commission COR-Correction CPT-Cashpoint CSH-Cash CSQ-Cash/Cheque(s) DD-Direct Debit DEB-Debit card DEP-Deposit DR-Overdrawn Balance EUR-Euro Cheque IB-Internet Banking MPI-Mobile Payment In MPO-Mobile Payment Out PAY-Counter withdrawal PSV-Paysave SAL-Salary SCR-Refund Debit SDC-Collection Credit SDD-Collection Debit SDR-Reversal Credit SO-Standing Order SUR-Excess Management Reversal



SALTASH UNITED JUNIORS

Branch Name:

account statement

TREASURERS ACCOUNT
SALTASH UNITED JUNIORSSheet: 72 Of 73
Date issued: 30/10/2020

Date	Activity	Paid out	Paid in	Balance
01Oct20				3,945.34
05Oct20	FPI		165.00	4,110.34
	04OCT20 07:52			
09Oct20	DEP SALTASH BRANCH		220.00	4,330.34
12Oct20	FPI CWLL COUNTY FA		60.00	4,390.34
15Oct20	FPI		110.00	4,500.34
TOTAL PAYMENTS/RECEIPTS:		0.00	555.00	

BGC-Bank Giro Credit BP-Bill Payments CHG-Charge CHQ-Cheque(s) COM-Commission COR-Correction CPT-Cashpoint CSH-Cash CSQ-Cash/Cheque(s) DD-Direct Debit DEB-Debit card DEP-Deposit DR-Overdrawn Balance EUR-Euro Cheque IB-Internet Banking MPI-Mobile Payment In MPO-Mobile Payment Out PAY-Counter withdrawal PSV-Paysave SAL-Salary SCR-Refund Debit SDC-Collection Credit SDD-Collection Debit SDR-Reversal Credit SO-Standing Order SUR-Excess Management Reversal





Club Constitution and Rules



Constitution and Club Rules

1. Name

The club shall be called **Saltash United Juniors Football Club** (the "Club")

2. Objects

The objects of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members and community participation in the same.

3. Status of Rules

These rules (the "Club Rules") form a binding agreement between each member of the Club.

4. Rules and Regulations

- (a) The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate, use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulations of The Football Association Limited ("The FA"), Cornwall County Football Association to which the Club is affiliated ("Parent County Association") and Competitions in which the Club participates, for the time being in force.
- (b) No alteration to the Club Rules shall be effective without prior written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.
- (c) The Club will also abide by The FA's Child Protection Policies and Procedures, Codes of Conduct and the Equality Policy as shall be in place from time to time.



5. Club Membership

- (a) The members of the Club from time to time shall be those persons listed in the register of members (the "Membership Register") which shall be maintained by the Club Secretary.
- (b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register.
- (c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- (d) The FA and Parent County Association shall be given access to the Membership Register on demand.

6. Annual Membership Fee

- (a) An annual fee payable by each member shall be determined from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
- (b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

7. Resignation and Expulsion

- (a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of his/her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.



- (b) The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time.
- (c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the "Club Property").

8. Club Committee

- (a) The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer and Secretary and up to five other members, elected at an Annual General Meeting.
- (b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairman or in their absence the Secretary. The quorum for the transaction of business of the Club Committee shall be three.
- (c) Decisions of the Club Committee of meetings shall be entered into the Minutes of the Club to be maintained by the Club Secretary.
- (d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.
- (e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.



- (f) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- (g) The position of a Club Officer shall be vacated if such person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

9. Annual and Extraordinary General Meetings

- (a) An AGM shall be held in each year to:

- Receive a report of the activities of the Club over the previous year
- Receive a report of the Club's finances over the previous year
- Elect members of the Club Committee
- Consider any other business

Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the meeting.

- (b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM.
- (c) An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.
- (d) The Secretary shall send to each member at their last known address written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.



(e) The quorum for a General Meeting shall be:

- The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.
- The Club Secretary, or in their absence a member of the Club Committee, shall enter a record of General Meetings into the Minutes of the Club.

10. Club Teams

- (a) At its first meeting following each AGM the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members ("Team Managers") shall be responsible for managing the affairs of the team.
- (b) Each team may determine their own design of kit, but all first kit colours must be red and black. The Club Committee must approve any variants and all kit (including away kits) must be sanctioned by the Committee before purchase.
- (c) All kit, unless otherwise specified by the donating sponsor, will belong to the Club.
- (d) All Team Managers will be responsible for their team's kit and will ensure that all players are dressed appropriately when they take to the field of play.
- (e) Where playing kit has been replaced by new, reasonable effort shall be made to recycle the old kit by donating it to worthy causes.

11. Club Finances

- (a) A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Club Chairperson, the Treasurer and the Club Secretary. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.



- (b) The income and assets of the Club ("Club Property") shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.
- (c) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.
- (d) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- (e) The Club may also in connection with the sports purposes of the Club:
 - Sell and supply food, drink and related sports clothing and equipment
 - Employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present
 - Pay for reasonable hospitality for visiting teams and guests
 - Indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- (f) The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six years.
- (g) The Club shall prepare an annual "Financial Statement", in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.



- (h) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer ("the Custodians"), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minutes shall be conclusive evidence of such a decision.
- (i) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- (j) On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.
- (k) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

12. Fund Raising

- (a) Fund raising shall be the responsibility of the whole Club Committee and shall be for the purpose of the general well being of the Club.
- (b) Team Managers may, at their discretion, raise funds for individual team requirements. Success or failure of these fund raising events will be the responsibility of the Team Manager with no redress on the Club.
- (c) Team Managers, or a designated person, may hold an individual team's money in a separate bank account under the name of Saltash United Juniors FC (.....). The person(s) responsible for such accounts must retain receipts for all items purchased. All accounts must be provided for inspection by the Treasurer prior to the AGM each year.



13. Club Trophies

At the Annual Presentation Evening, awards will be presented for the following achievements:

- (a) A Club 'service' award for all players who have taken part in football matches during the preceding season.
- (b) For each individual Team, awards for the Most Improved Player, Managers Player, Team Player and Players Player.
- (c) A Golden Boot award will be presented to the player throughout all age groups who has scored the most goals for his / her team during the preceding season.
- (d) Manager of the Year and Chairman's Award.

14. Discipline

- (a) All Club Members, Team Managers, Assistants and Committee Members are obliged to abide by Club rules and regulations, as defined in this document, at all times.
- (b) All Club Members, Team Managers, Assistants and Committee Members must conduct themselves in compliance with the spirit and guidelines of the FA Respect campaign at all times.
- (c) In addition, Team Managers, Assistants and Committee Members should endeavour to ensure that all parents and spectators associated with Saltash United Juniors FC teams also conduct themselves within the scope of the FA Respect scheme.
- (d) Any breaches of discipline should be reported to the Club Committee and will be dealt with on a case by case basis. Action against any person associated with Saltash United Juniors FC will be decided upon by the Committee.
- (e) Appeals against any disciplinary action deemed necessary by the Committee, may be made through the Complaints procedure.
- (f) Concerning league disciplinary matters, fines for disciplinary offences will be paid in the first instance by the Club. This money is to be repaid to the Club by the individual(s) concerned within 14 days. Failure to comply within the permitted time will result in the player being suspended from team fixtures until payment is received.



15. Competitions

- (a) The Club will pay entry fees for competitions entered under the auspices of the Devon Junior & Minor League ("DJM") or the Cornwall County Football Association ("CCFA").
- (b) For any other competitions, entry fees will be paid by the individual team involved, unless decided otherwise by the Club Committee.

16. Dissolution

- (a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.
- (b) The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- (c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a Competition, the Parent County Association or The FA for use by them for related community sports. Alternatively, such assets may be disposed of in such other manner as the members of the Club determine, subject to the consent of the Parent Association.

This document defines the Constitution and Club Rules of the Saltash United Juniors Football Club and is verified as accepted by the Club Committee.

Signed:..... Date: 8th June 2010
SUJFC Chairman

Signed:..... Date: 8th June 2010
SUJFC Secretary



15. Competitions

- (a) The Club will pay entry fees for competitions entered under the auspices of the Devon Junior & Minor League ("DJM") or the Cornwall County Football Association ("CCFA").
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This document defines the Constitution and Club Rules of the Saltash United Juniors Football Club and is verified as accepted by the Club Committee.

Signed:.....
I SUJFC Chairman

Date: 8th June 2010

Signed.....
SUJFC Secretary

Date: 8th June 2010

Saltash United Juniors Financial Statement end of season 2019/20

expenditure

Pitch fees	£690
player ID cards	£593
coaching courses	£410
Team support	£300
league fees	£838
meal	£180
saltmill	£10,677
djm fines	£87
saltash.net	£2,897
crc/dsb	£50
transfer fees	£18
affiliation	£150
insurance	£250
first aid course	£250
electrics update	£130
locks and keys	£135
total	£17,655

carried over from 2019	£2,611
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income

registration fees & Saltmill income	£19,044
total	£21,655

income	£21,655
expenditure	£17,655

to be carried over to 2020/21	£4,000
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Saltash United Juniors Football Club
Est. 1974



Success Through Fair Play

Chairman:



**Copy of the request for our last bid.
With a report**

Our bid is for £1,000 to replace one pair of the goalposts at Warfelton. These goalposts have been in place many years and are rusty, not fit for purpose and we suspect are dangerous.

We have recently been awarded a grant of £1,000 which will replace the adult posts on the bottom pitch. By having both sets replaced at the same time will result in a considerable saving.

The replacement of the posts will fit in well with the recently established landscaping at Warfelton. It will considerably improve the leisure experience of the 174 registered players with Saltash United Juniors. It will improve the area in terms of appearance and vista. The residents will benefit as will dog walkers.

The replacement goal posts have a portable element to them which means that in the Summer they can be removed. The council used to do this but this has not been the case in recent years. We plan to do this and the whole area will be enhanced with the unsightly and frankly dangerous posts being removed and new ones in place which meet safety and FA standards, but also enhancement of experience and vista in the summer with no goalposts at all.

Any visit to Warfelton will show posts are removed on a regular basis and less slightly. There was publicity when this project was put in place, it was celebrated at the presentation, attended by the Mayor

I have enclosed photographs showing the current state of the goalposts. We have received support from Cornwall Airport for one set of goalposts of £1,000. This grant was awarded as part of the sponsorship of the Duchy League which the Cornwall Airport has initiated. The bid we made was deemed the most appropriate out of seven bids that were made. There will be considerable publicity attached to this and we can include further references to a successful outcome on this current bid

This was highlighted in the Cornish Times and reference was made to the updating of the top set of goalposts linked to the Saltash council bid. I think we received £800

Saltash United Juniors Football Club
Est. 1974



Success Through Fair Play



Chairman:

Community Chest application

Details of expenditure

Discountfootballkits

Two bazooka original goals, portable solid £95 x 2	£190
Crowd barrier x 2	£100
Range of bibs	£100
30 balls x £10	£300

Networksports

Forza 4 x 2 target goal x 4	£120
Rapid fire rebound boards 150 by 40 (pair)	£160
Total	£970

Grant Application Checklist

PLEASE CHECK THAT THE APPLICATION DOES NOT CONFLICT WITH THE FOLLOWING:

- Statutory services.
- Expeditions or trips.
- Replacement for statutory funding.
- Bursaries or scholarships.
- Projects outside of Saltash.
- Individuals.
- Hospitality.
- National Charities.
- Salaries or routine administration costs.
- “Upward funders”- local groups who send fundraising to central headquarters for redistribution.
- Private organisations operating as a business to generate a profit or surplus.
- Projects with party political links.
- Organisations intending to support or oppose any particular political party or to discriminate on any grounds.
- Projects which discriminate on any grounds.
- Projects which do not benefit the Saltash community at large.
- “Branches” that could be funded by the main organisation.
- Buildings that are uninsured.
- A project that competes or conflicts with any service, project or event being supported, organised or funded by the Town Council.
- Applications from organisations with substantial and allocated resources will not be considered a priority for funding and will usually be unsuccessful.
- Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

Is application fully completed:	<input checked="" type="checkbox"/>
Have the organisation, or a sub group of the same organization, applied for funding in the same financial year:	No
When is the event or project to commence:	25/04/21
Does the application directly benefit the residents of Saltash and clearly demonstrate this:	Yes
Is the application submitted 20 working days prior to the next P&F Meeting:	Yes
Has the application shown intent to clearly acknowledge the support of the Town Council on publicity material:	Yes
Amount of funding applied for:	£970.00
If Community Chest application has the grant applied for exceeded £1000:	No
If Festival Fund application has the amount exceeded £1500 per day: <i>(please note maximum of 2 days per event)</i>	N/A

Mandatory requirements:

All of the following requirements must normally be met by applicants. Where they are not met a clear reason should be given in writing with the application. Please ensure all relevant documents are received:

Copies of the most recent bank statements must be provided.	Yes
Public Liability Insurance Certificates are required for any events or projects.	N/A Applicant states insurance is not required due to affiliation with FA and meeting all safeguarding and policy requirements.
If staff will be involved Employee Liability Insurance Certificates are required.	N/A
Buildings Insurance will be required if an application relates to funding towards this purpose.	No
Full contact details for the applicant as well as any registered address for the organisation should be supplied.	Yes
A copy of the constitution for the organisation should be included.	Yes
Match funding is extremely important and the applicant needs to demonstrate that this is in the process of being sought or is already committed.	Yes

What Key Priority Area does the application fall under:

(Please tick all that apply)

The promotion of tourism and leisure for both residents and visitors to the area with a community focus.	<input checked="" type="checkbox"/>
Supporting local safety campaigns.	<input type="checkbox"/>
Benefit health and wellbeing.	<input checked="" type="checkbox"/>
Promote pride in the community.	<input checked="" type="checkbox"/>
Highlight important local issues/history/culture to local residents and students.	<input type="checkbox"/>
Promote a sports -related initiative or event.	<input checked="" type="checkbox"/>
Increases visitors to Saltash and improves the local economy.	<input checked="" type="checkbox"/>
Promotes environmental issues which improve the local area.	<input type="checkbox"/>
Takes into account locals when organising events.	<input checked="" type="checkbox"/>
Takes the environment and waste management into consideration.	<input type="checkbox"/>

Date application sent for review by the Chair and Vice Chair of P&F:	26/04/21
Date approved by Chair and Vice Chair of P&F: If application is refused please follow appeal procedures.	04/05/21
Date to be received by P&F Committee:	27/05/21

Checklist after Committee Consideration:

Date letter sent to inform applicant of the decision:	Click or tap to enter a date.
Date for supporting documents and receipts to be received:	Click or tap to enter a date.
Date for report to be received by P&F Committee after the event:	Click or tap to enter a date.

Checklist after Event / Project Completed:

Receipts sent to Finance:	Choose an item.
Did all the funding awarded be utilized:	Choose an item.
If not how much was unspent:	£0.00
Date Finance has been informed of funding used:	Click or tap to enter a date.
Date report received by P&F:	Click or tap to enter a date.

Date Admin Completed:	Click or tap to enter a date.	Signed:	
Date Finance Completed:	Click or tap to enter a date.	Signed:	



Saltash Town Council



Grant Application Form

APPLYING FOR:

(Tick one box)

Community Chest Grant

☒

Festival Fund Grant

☐

DATE APPLICATION SUBMITTED:

29/04/2021

Contact Name:	
Position:	
Organisation:	
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organization:	
Charity/Company number (if applicable)	Charity No: Company No:
What geographical area does your organization cover?	Coombe Woods

How long has your organization been in existence?	12 years in September
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Please note that it may be asked to attend a meeting of the Policy and Finance Committee to answer questions on your application.

1. Organisation Background

Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u> ? (Please list – continue on a separate sheet if necessary)	Date Applied	Project	Amount Applied for	Successful Y/N
	April 19	Coombe Woods Regeneration Project	£600.00	Yes
	April 20	Coombe Woods Regeneration Project	£600.00	Yes
Please list the aims and objectives of your organization	My aims and objectives is to educate people of the community of the beauty and landscape of Coombe Woods. This will allow them to learn what birds, trees and other wildlife habitat in the woods as well as what plants and flowers there are. By regenerating the woods it allows people to enjoy walks, sit down and take in the sounds of nature and have some peace and quiet away from normal life.			

What are the main activities of your organization?	The main activities of Coombe Woods involve litter picking, keeping the woods clean and tidy for all to use and maintaining the brambles. Coppicing trees to make live hedges, planting saplings and bulbs to enhance and entice wildlife in to the woods for all to enjoy.
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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

Project	Start Date	1st / June / 2021
	Finish Date	30th / June / 2021
	Total Cost	£ 700
	Grant Applied For	£ 700

Project title:	Coombe Woods Regeneration Project- Tree identification plaques.
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Description of project (please continue on a separate sheet if necessary):	The Project is the Regeneration of Coombe Woods. To make the woods as educational as possible and pleasant for people to enjoy.
Where will the project/activity take place?	Coombe Woods
Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	This project will benefit everyone. There are no specific groups as everyone such as walkers, children and adults can enjoy.
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	Word of mouth, social media and local news articles.
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)	I do not get any support from others organizations. I solely do this by myself.

How will the project be managed and how will you measure its success?	I will manage the project myself. Its success will speak for its self, as everyone will reap the benefits.
Please give the timescale and key milestones for your project, including a start date and finish date.	This project is ongoing. I am aiming to get thee plaques in by the end of June hopefully.
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)	N/A

3. How you will pay for your project.

What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	The money will be spent on plaques for the Identification of different tree species.
How will you promote STC once application and project are complete?	Word of mouth and social media and hopefully local news articles.

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:

Organization	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)

Please confirm the bank account your project is using is in the project's name/organization name	Saltash Lions Club
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4. Further information enclosed Checklist.

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

A letter head showing the organization's address and contact details		N/A
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)		N/A
A copy of your organization's latest set of accounting statements (if any exist)		N/A
Copies of any letters of support for your project		N/A
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		
Other	Bird signs and Maps are present in the woods at the moment.	

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

Do not have access to bank statements of Saltash Lions Club and as I'm not an organization I do not have a letter head.

I have used Saltash Lions Club before and they are happy to let me use their bank account again if this grant is approved.

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.

Signed:			
Print Name(s):			
Position(s):			
Date:	29/4/2021		

Applicants should refer to the Privacy Notice on the Town Council Website www.saltash.gov.uk for details on how we use your data.

Grant Application Checklist

PLEASE CHECK THAT THE APPLICATION DOES NOT CONFLICT WITH THE FOLLOWING:

- Statutory services.
- Expeditions or trips.
- Replacement for statutory funding.
- Bursaries or scholarships.
- Projects outside of Saltash.
- Individuals.
- Hospitality.
- National Charities.
- Salaries or routine administration costs.
- “Upward funders”- local groups who send fundraising to central headquarters for redistribution.
- Private organisations operating as a business to generate a profit or surplus.
- Projects with party political links.
- Organisations intending to support or oppose any particular political party or to discriminate on any grounds.
- Projects which discriminate on any grounds.
- Projects which do not benefit the Saltash community at large.
- “Branches” that could be funded by the main organisation.
- Buildings that are uninsured.
- A project that competes or conflicts with any service, project or event being supported, organised or funded by the Town Council.
- Applications from organisations with substantial and allocated resources will not be considered a priority for funding and will usually be unsuccessful.
- Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

Name of Organisation/ Applicant:	Coombe Woods Regeneration Project
Is application fully completed:	<input type="checkbox"/>
Have the organisation, or a sub group of the same organization, applied for funding in the same financial year:	No
When is the event or project to commence:	01/06/21
Does the application directly benefit the residents of Saltash and clearly demonstrate this:	Yes
Is the application submitted 20 working days prior to the next P&F Meeting:	Yes
Has the application shown intent to clearly acknowledge the support of the Town Council on publicity material:	Yes
Amount of funding applied for:	£700.00
If Community Chest application has the grant applied for exceeded £1000:	No
If Festival Fund application has the amount exceeded £1500 per day: <i>(please note maximum of 2 days per event)</i>	N/A
How much does the organisation have as substantial and allocated resources?	N/A

Mandatory requirements:

All of the following requirements must normally be met by applicants. Where they are not met a clear reason should be given in writing with the application. Please ensure all relevant documents are received:

Copies of the most recent bank statements must be provided.	No
Public Liability Insurance Certificates are required for any events or projects.	No
If staff will be involved Employee Liability Insurance Certificates are required.	No
Buildings Insurance will be required if an application relates to funding towards this purpose.	N/A
Full contact details for the applicant as well as any registered address for the organisation should be supplied.	Yes
A copy of the constitution for the organisation should be included.	No
Match funding is extremely important and the applicant needs to demonstrate that this is in the process of being sought or is already committed.	No

What Key Priority Area does the application fall under:

(Please tick all that apply)

The promotion of tourism and leisure for both residents and visitors to the area with a community focus.	<input type="checkbox"/>
Supporting local safety campaigns.	<input type="checkbox"/>
Benefit health and wellbeing.	<input checked="" type="checkbox"/>
Promote pride in the community.	<input checked="" type="checkbox"/>
Highlight important local issues/history/culture to local residents and students.	<input type="checkbox"/>
Promote a sports -related initiative or event.	<input type="checkbox"/>
Increases visitors to Saltash and improves the local economy.	<input type="checkbox"/>
Promotes environmental issues which improve the local area.	<input checked="" type="checkbox"/>
Takes into account locals when organising events.	<input checked="" type="checkbox"/>
Takes the environment and waste management into consideration.	<input type="checkbox"/>

Date application sent for review by the Chair and Vice Chair of P&F:	12/05/21
Date approved by Chair and Vice Chair of P&F: If application is refused please follow appeal procedures.	12/05/21
Date to be received by P&F Committee:	27/05/21

Checklist after Committee Consideration:

Date letter sent to inform applicant of the decision:	Click or tap to enter a date.
Date for supporting documents and receipts to be received:	Click or tap to enter a date.
Date for report to be received by P&F Committee after the event:	Click or tap to enter a date.

Checklist after Event / Project Completed:

Receipts sent to Finance:	Choose an item.
Did all the funding awarded be utilized:	Choose an item.
If not how much was unspent:	£0.00
Date Finance has been informed of funding used:	Click or tap to enter a date.
Date report received by P&F:	Click or tap to enter a date.

Date Admin Completed:	Click or tap to enter a date.	Signed:	
Date Finance Completed:	Click or tap to enter a date.	Signed:	



Saltash Town Council



Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest Grant ☐

Festival Fund Grant ☒

DATE APPLICATION SUBMITTED:

1st March 2021

Contact Name:	
Position:	SOCIAL & PR SECRETARY - SALTASH BRANCH
Organisation:	Saltash & District Royal British Legion - BR2274
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organization:	Local Branch
Charity/Company number (if applicable)	Charity No: 219279 Company No:
What geographical area does your organization cover?	SALTASH & DISTRICT

How long has your organization been in existence?	Branch is 100 years old on 23rd July 2021
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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
Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>? (Please list – continue on a separate sheet if necessary)	2016	Festival of Remembrance	£432.00	Yes
	2017	Festival of Remembrance	£543.00	Yes
	2018	Festival of Remembrance	£700.00	Yes
	2019	Festival of Remembrance	£300.00	Yes
	2020	Festival of Remembrance	£550.00	Yes but returned event did not go ahead due to Covid
Please list the aims and objectives of your organization	The RBL has been supporting members of the Royal Navy, Royal Marines, British Army, Royal Air Force, Reservists, Veterans and their families since 1921 Offers financial guidance, help to live independently, help to get serving members back into the community after their service Provides a helping hand with the Handy van service Provides assisted holidays for service members, veterans and their families Offers help with health & rehabilitation issues Provides Admiral Nurses to offer practical, clinical and emotional support to families and carers of those with dementia. Just to name a few Many local residents have received support and welfare from the local RBL, which has been funded by the monies raised by the local Poppy Appeal			

What are the main activities of your organization?	<p>To raise awareness of the services offered by the RBL to the local community</p> <p>To raise funds for the Poppy Appeal to be spent on the welfare and support of local people.</p> <p>Provide support to the local Dementia Veterans group</p> <p>Through the School Affiliation programme we ensure that the younger generation do not forget the past & continue to commemorate remembrance of those who gave their lives so that we can live ours.</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

Project	Start Date	30 / 10 / 2021
	Finish Date	30 / 10 / 2021
	Total Cost	£ 700
	Grant Applied For	£ 700 Any monies not used will be returned

Project title:	Saltash & District Royal British Legion Festival of Remembrance 2021
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Description of project (please continue on a separate sheet if necessary):	<p>The Annual Festival of Remembrance event launches the 2021/22 Poppy Appeal for the Saltash & District area and will commemorate all the 100th Anniversary of the Branch and Centenary of the RBL</p> <p>The Concert part will be provided by all local groups: Saltash Town Band, either the Brunel School Choir or St Stephens Primary School Choir, and the Burraton Male Voice Choir and the service part includes the Parade of Standards from RBL branches from Devon and Cornwall, Other groups and cadets from Saltash & the surrounding area with a blessing by the Branch chaplain.</p> <p>It will engage local residents and dignitaries both young and old within the community as they come together to remember and celebrate those who gave their lives for town & Country. We do hope that you will support us by helping us to fund this event</p>
Where will the project/activity take place?	<p>Wesley Methodist Church Callington Road Saltash</p>

Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	<p>The Festival of Remembrance launches the Poppy Appeal within the Saltash & District area. The more money raised within the area, the more people can benefit, whether it is equipment to help mobility, white and brown goods for severe welfare cases and/or assistance with funerals for veterans in financial difficulties. e.g over £14,000 was spent in Saltash & District in only one quarter of 2019 This is what the Poppy Appeal raises funds for. Due to covid-19 we do not have figures for 2020</p>
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	<p>This is an annual event, where the community gets together to remember and to start the Poppy Appeal fortnight.</p>
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)	<p>Due to the Covid-19 restrictions, I am unsure if normal fees will be waived this year as everyone is struggling to keep going.</p> <p>I may not be able to use the normal groups therefore am unsure of exact fees needed.</p> <p>The booking form for Saltash Town Band indicates their fee is £250. I am not sure at this stage whether they will waive this, but need to include the cost in this application.</p>

How will the project be managed and how will you measure its success?	<p>Festival of Remembrance will be advertised throughout Devon & Cornwall via local press and social media. Invites will be sent out to the other branches within Cornwall to take part, youth groups, schools and all cadet units will be invited to take part.</p> <p>Tickets will be on sale from a month before and banners will be put up throughout the town.</p> <p>A raffle will take place during the event, and there will also be merchandise available.</p>
Please give the timescale and key milestones for your project, including a start date and finish date.	<p>A month before - advertising, banners and tickets go on sale</p> <p>The festival occurs on 30th October. The Poppy Appeal is launched at this event and continues for a further 12 months until next year's event</p>
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)	<p>Risk assessments of the church have been provided</p> <p>I have previously been DBS checked and was a Health & Safety Administrator so fully aware of the safeguarding issues. Any children will be accompanied by their teachers or parents</p>

3. How you will pay for your project.

What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	<p>£100 estimated costs of banners & advertising</p> <p>£75 estimated costs for programmes & tickets</p> <p>£175 for cost of hiring the Wesley church</p> <p>£250 for Saltash Town Band</p> <p>£100 on other musicians and sundries</p> <p>total of £700</p>
How will you promote STC once application and project are complete?	<p>Saltash Town Council will be acknowledged on the banners and in the programmes as being funded by the Festival Fund.</p> <p>A vote of thanks will also be given by the Master of Ceremonies at the end of the event. The Mayor, their consort, and members of the STC will be invited to attend</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:

Organization	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Donations for the Raffle are provided by local businesses within the town Local Shops advertise by putting up posters for the event Two musical groups have agreed to provide their services this year by waiving their fees			
We are seeking the grant solely from the Saltash Festival Funds, however as this event will be promoted throughout the County, it will highlight Saltash Town Council's participation with this annual event.			

Please confirm the bank account your project is using is in the project's name/organization name	
---	--

4. Further information enclosed Checklist.

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

A letter head showing the organization's address and contact details	✓
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)	We have the Royal Charter available online
A copy of your organization's latest set of accounting statements (if any exist)	✓
Copies of any letters of support for your project	N/A
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	Copy of programme and poster from 2019
Other (please list)	

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

The Royal Charter can be found:
<https://www.britishlegion.org.uk/quick-links/the-royal-charter>

The document is too large to enclose

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.

Signed:			
Print Name(s):			
Position(s):	SOCIAL & PR SECRETARY - SALTASH BRANCH		
Date:	1st March 2021		

SUMMARY OF PUBLIC/PRODUCTS LIABILITY INSURANCE

Policy No

Name of policy holder	The Royal British Legion and subsidiary companies
Date of commencement of insurance policy.	01 October 2020
Date of expiry of Insurance policy.	30 September 2021
Limit of Indemnity	
Public Liability	£25,000,000 each event
Products Liability	£25,000,000 any one period of insurance

We confirm that the above numbered policy, subject to its terms conditions and exceptions will cover the insured against:

1. Legal liability to pay damages

And
2. Claim costs

In respect of

 - a. Bodily Injury (other than to any Employed person)
 - b. Property damage
 - c. Nuisance, trespass to land or trespass to goods, or interference with any easement

Which arises in connection with the Business and which occurs during the period of insurance

For on behalf of
Royal & Sun Alliance Insurance plc

Stewart Chamberlain
Senior Underwriter
Commercial Risk Solutions

Notes:

Policy information regularly requested from Employing companies is noted above. Please refer to the Policy, Schedule and wording for additional information regarding the specific policy endorsements, exclusions, excesses or conditions



The Royal British Legion – Saltash & District

Telephone:

[Email:](#)

Date: 1st March 2021

The Town Clerk – Mr Ray Lane
Saltash Town Council - Saltash Festival Fund Committee
Guildhall
Saltash
Cornwall

Dear Mr Lane

Re: Annual Festival of Remembrance Concert to launch the Poppy Appeal.

As Social & PR Secretary for the Saltash & District branch of the Royal British Legion, I am writing to you enclosing our application for Festival Funding, in order to launch this year's Poppy Appeal here in Saltash, with our Annual Festival of Remembrance event at the Wesley Church on the 30th October 2021.

I do hope the Committee look favorably on this application, as without the Festival Funding, we would not be able to stage this event which brings the Saltash Community together at this poignant time of year, particularly as this year we are celebrating 100years of the Branch and Centenary of TRBL

Any queries, please do not hesitate to contact me.

Yours faithfully

Saltash & District – Social & PR Secretary

Enc.



BRANCH ACCOUNTS

for the year ended 30th June 2020

Year End Unsigned

Branch Saltash RBL

County/District Cornwall

Branch Contact Address:

Branch Code

Branch Certificate

The summaries of Receipts & Payments and of Branch Assets and Liabilities which include all funds in the hands of the Branch or held on their behalf were approved by the Branch Committee on and we confirm that there are no other accounts or assets relative to the Branch.

We confirm that the duties of the Trustees have been carried out during the financial year 01 July 2019 to 30 June 2020 and on behalf of the Branch Committee, acknowledge that it is the Committee's duty as managing Trustees to maintain proper accounting records and to safeguard the property and funds of the Branch. We confirm that members of the Committee have been informed of this duty.

Signed _____	Chairman _____	Signed _____	Vice-Chairman _____
Signed _____	Treasurer _____	Signed _____	Secretary _____

Report of the Independent Examiner

(Note: An Auditor must submit an Audit Report in the format prescribed by their professional standards. This report will be attached to the Accounts.)

In accordance with the relevant Terms of Reference issued by the Board of Trustees of the Royal British Legion, I/we have examined the summary of Receipts and Payments in the General Account, Benevolent Account, Property Transactions and Other Funds for the year ended 30 June 2020 and of the Branch Assets and Liabilities as at that date together with the books and vouchers relating to those summaries.

In my/our opinion, the said summaries fairly state the transactions of the Branch for the year ended 30 June 2020, and its Assets and Liabilities at that date.

Except where stated below (if none then state none), no matter has come to my/our attention which gives reasonable cause to believe that proper accounting records have not been kept or that these Branch Accounts are not prepared in accordance with the books and supporting vouchers or that the Branch does not have proper title to the assets and stated bank balances.

Matters of Concern:

- ☒ I have checked bank statements, bank reconciliations and attached copies of bank statements are correct.
- ☐ I have checked Investment Reports and attached copies of Investments reports are correct, (if applicable).

Signed _____
Name And Address _____

Qualification BREC Nat. Dip. bma

Date 31/7/20

Annual General Meeting

These Accounts were adopted by the Annual General Meeting of the Branch on

Signed Secretary

This form must be completed, audited (or examined by an Independent Examiner) and the original sent to your County Secretary before 30 September 2020 together with stapled copies of all relevant bank accounts statements showing the balance at 30 June 2020. One photocopy (or scanned copy) to be retained by the Auditor/Examiner (as required) and one photocopy to be retained by the Branch. Please note that the Accounts should be submitted to County/District office prior to approval at AGM where the AGM is held after 30 September 2020

Branch Name

Saltash RBL

GENERAL ACCOUNT
RECEIPTS AND PAYMENTS SUMMARY
FOR YEAR ENDED 30TH JUNE 2020

Branch Code

	Current Year	Prior Year
	2020	2019
Receipts		
1. Membership Fees		
Legion membership fees collected	38.00	0.00
Branch subs from members (overseas only)	0.00	0.00
Branch subs from head office	180.00	0.00
	218.00	0.00
2. Branch Poppy Appeal Events		
Poppy Appeal events income	463.50	2,441.82
	463.50	2,441.82
3. Branch Fundraising Events		
Branch fundraising event income	715.00	2,488.88
	715.00	2,488.88
4. Festival of Remembrance Tickets		
Festival of Remembrance ticket income	0.00	0.00
	0.00	0.00
5. Branch Property Income (BPT)		
Rental income received from head office	0.00	367.28
Rental/hire income received locally	0.00	0.00
	0.00	367.28
6. Legacies		
Legacies received from head office	0.00	0.00
Legacies received locally	0.00	0.00
	0.00	0.00
7. Donations		
Donations	119.10	225.00
	119.10	225.00
8. Interest and Investment Income		
Bank interest	0.00	0.00
BFI interest	25.44	0.00
Interest and dividends on investments	0.00	0.00
Unrealised gains/losses on investments	0.00	0.00
Gain/loss on sale of investment	0.00	0.00
	25.44	0.00
9. Other Income		
BPT transitional funding	0.00	0.00
Other income from other parts of the Legion	20.00	0.00
Other Income (external)	50.00	0.00
Transfers	0.00	0.00
	70.00	0.00
Total Receipts (add 1 to 9)	£ 1,611.04	£ 5,522.98

Payments

11 Membership Fees

Legion membership fees paid to Novacroft

12 Poppy Appeal Events

Poppy Appeal event expenditure

Poppy Appeal event proceeds paid to head office

13 Branch Fundraising Events

Branch fundraising event expenditure

14 Festival of Remembrance Tickets

Festival of remembrance payments to head office

15 Branch Property Expenditure (BPT)

BPT rent paid

BPT rates

BPT property insurance

BPT utilities

BPT small property repairs and maintenance

BPT cleaning and caretakers

BPT property related legal and professional fees

BPT other expenditure

16 Ceremonial Expenditure (non - BCS)

Band/bugle player

Standard bearer's expenses

Standard bearer's equipment

Dignatory refreshments

Purchases of badges and wreaths

Other branch ceremonial event costs

17 Branch Community Support (BCS)

Hospital/home visiting travel expenses

Telephone buddy call expenses

Bereavement support travel expenses

One off gifts (not to exceed £20 per beneficiary)

Branch awareness events

Local Touchpoint expenditure

BCS Committee/Representative expenses

Branch Crisis Grant

18 Management and Administration

Conferences and meetings (inc travel expenses)

Hire of premises for meetings (non branch prop)

Bank charges (inc audit letters)

Audit and inde examination fees and expenses

Training and development costs and expenses

Branch recruitment expenditure

Printing, Stationery, Postage and Telephone

19 Purchase of Equipment

38.00	38.00	0.00	0.00
0.00		250.00	
634.00	634.00	375.71	625.71
499.07	499.07	0.00	0.00
0.00	0.00	0.00	0.00
0.00		0.00	
0.00		0.00	
0.00		0.00	
0.00		0.00	
0.00		0.00	
0.00		0.00	
0.00		0.00	
0.00	0.00	0.00	0.00
0.00		777.82	
0.00		0.00	
0.00		0.00	
0.00		0.00	
0.00		0.00	
0.00		0.00	
0.00		0.00	
0.00	0.00	0.00	777.82
0.00		0.00	
0.00		0.00	
0.00		0.00	
0.00		0.00	
0.00		0.00	
0.00		0.00	
0.00		0.00	
0.00	0.00	0.00	0.00
0.00		0.00	
0.00		0.00	
0.00		0.00	
0.00		0.00	
0.00		0.00	
139.31	139.31	0.00	0.00

Purchase of branch equipment

20 Payment to Other Parts of the Legion

Donations to RBL County or District
Donations to RBL care home or break centre
Donations to Poppy Appeal from branch funds
Donations to NMA
Other payments to other parts of the Legion

21 Other Expenditure

Other expenditure

Total Payments (add 11 to 21)

Surplus/(Deficit) on Property Transactions

Surplus/(Deficit) on General Account

Opening Balance at 1st July

Closing Balance at 30th June

84.99	0.00
84.99	0.00
150.00	0.00
0.00	0.00
25.00	0.00
0.00	0.00
75.00	0.00
250.00	0.00
242.00	0.00
242.00	0.00
£ 1,887.37	£ 1,403.53
0.00	0.00
£ -276.33	£ 292.38
3,050.03	2,757.65
£ 2,773.70	£ 3,050.03

Branch Name	Saltash RBL	Branch Code	
BENEVOLENT ACCOUNT		PROPERTY TRANSACTIONS	
FOR YEAR ENDED 30TH JUNE 2020		FOR YEAR ENDED 30TH JUNE 2020	
Receipts		Receipts	
27. Membership Fees		53. Branch Property Income (BPT)	
Legion membership fees collected	0.00	Rental income received from head office	0.00
Branch subs from members (overseas only)	0.00	Rental/hire income received locally	0.00
Branch subs from head office	0.00	Transfers	0.00
	0.00		0.00
28. Branch Poppy Appeal Events			£ 0.00
Poppy Appeal events income	0.00		
	0.00	54. Total Receipts	
29. Branch Fundraising Events		Payment	
Branch fundraising event income	0.00	55. Branch Property Expenditure (BPT)	
	0.00	BPT rent paid	0.00
30. Festival of Remembrance Tickets		BPT rates	0.00
Festival of Remembrance ticket income	0.00	BPT property insurance	0.00
	0.00	BPT utilities	0.00
31. Branch Property Income (BPT)		BPT small property repairs and maintenance	0.00
Rental income received from head office	0.00	BPT cleaning and caretakers	0.00
Rental/hire income received locally	0.00	BPT property related legal and professional fees	0.00
	0.00	BPT other expenditure	0.00
32. Legacies			0.00
Legacies received from head office	0.00	56. Total Payments	£ 0.00
Legacies received locally	0.00	57. Surplus/(Deficit) Trf To General Account or Transferred to separate Property Fund	£ 0.00
	0.00		
	0.00	58. Details of Branch Freehold/Leasehold Property	

33. Donations

Donations	0.00	
		0.00

34. Interest and Investment Income

Bank interest	0.00	
BFI interest	0.00	
Interest and dividends on investments	0.00	
Unrealised gains/losses on investments	0.00	
Gain/loss on sale of investment	0.00	
		0.00

35. Other Income

BPT transitional funding	0.00	
Other income from other parts of the Legion	0.00	
Other income (external)	0.00	
Transfers	0.00	
		0.00

36. Total Receipts (add 27 to 35)

£	0.00
---	------

Payments**All Welfare\Benevolent Payment -****37. Membership Fees**

Legion membership fees paid to Novacroft	0.00	
		0.00

38. Poppy Appeal Events

Poppy Appeal event expenditure	0.00	
Poppy Appeal event proceeds paid to head office	0.00	
		0.00

39. Branch Fundraising Events

Branch fundraising event expenditure	0.00	
		0.00

40. Festival of Remembrance Tickets

Festival of remembrance payments to head office	0.00	
		0.00

41. Branch Property Expenditure (BPT)

BPT rent paid	0.00	
BPT rates	0.00	
BPT property insurance	0.00	
BPT utilities	0.00	
BPT small property repairs and maintenance	0.00	
BPT cleaning and caretakers	0.00	
BPT property related legal and professional fees	0.00	
BPT other expenditure	0.00	
		0.00

42. Ceremonial Expenditure (non - BCS)

Band/bugle player	0.00
Standard bearer's expenses	0.00

Details of Property

Is Property Freehold or Leasehold? _____

Date Acquired _____

Cost Price/Improvements to Year End £ _____

Mortgage Outstanding at Year End £ _____

Market Value at Year End * £ _____

Is the Branch Property vested in the Royal British Legion as Trustee _____

Current Annual Rent Receivable £ _____

Date of next Rent Review _____

Name of Tenant _____

For additional properties please continue to the last page

* To be completed by Head Office

Standard bearer's equipment	0.00	
Dignatory refreshments	0.00	
Purchases of badges and wreaths	0.00	
Other branch ceremonial event costs	0.00	
		0.00
43. Branch Community Support (BCS)		
Hospital/home visiting travel expenses	0.00	
Telephone buddy call expenses	0.00	
Bereavement support travel expenses	0.00	
One off gifts (not to exceed £20 per beneficiary)	0.00	
Branch awareness events	0.00	
Local Touchpoint expenditure	0.00	
BCS Committee/Representative expenses	0.00	
Branch Crisis Grant	0.00	
		0.00
44. Management and Administration		
Conferences and meetings (inc travel expenses)	0.00	
Hire of premises for meetings (non-branch prop)	0.00	
Bank charges (inc audit letters)	0.00	
Audit and inde examination fees and expenses	0.00	
Training and development costs and expenses	0.00	
Branch recruitment expenditure	0.00	
Printing, stationery and postage	0.00	
		0.00
45. Purchase of Equipment		
Purchase of branch equipment	0.00	
		0.00
46. Payment to Other Parts of the Legion		
Donations to RBL County or District	0.00	
Donations to RBL care home or break centre	0.00	
Donations to Poppy Appeal from branch funds	0.00	
Donations to NMA	0.00	
Other payments to other parts of the Legion	0.00	
		0.00
47. Other Expenditure		
Other expenditure	0.00	
		0.00
48. Total Payments (add 37 to 47)	£	0.00
49. Service Committee Costs Refunded		0.00
50. Surplus/(Deficit) on Benevolent Account	£	0.00
51. Opening Balance at 1st July		0.00
52. Closing Balance at 30th June	£	0.00

Branch Name

Saltash RBL

SUMMARY OF BRANCH ASSETS AND LIABILITIES

AT 30TH JUNE 2020

59. BANK AND CASH BALANCES**General Account**

Cash

Details of financial institution, account number and sort code

Current Account

BFI Account -

Total General Account (including investments and assets)

Less Investments purchase/sales

Less assets purchase/sales

Total for General Account (balance must agree to line 26 excluding property fund transferred if applicable)

Earmarked funds

Details of financial institution, account number and sort code

Current Account -

Total Earmarked funds (including investments and assets)

Less Investments purchase/sales

Less assets purchase/sales

Total for Earmarked funds

60. FREEHOLD AND LEASEHOLD PROPERTY

Estimated Market Value at 30th June *

Balance at 1st July

Freehold or Leasehold Properties

61. INVESTMENTS

Balance at 1st July

Total Market Value at 30th June

62. OTHER ASSETS

Fixtures and Fittings Balance at 1st July

Fixtures and Fittings

63. DEBTORS (monies owed to Branch)

Total Debtors

64. CREDITORS (monies owed by Branch)

Total Creditors

65. TOTAL NET ASSETS OF BRANCH

Current Year: 2020	Prior Year: 2019
0.00	0.00
1,479.30	1,781.07
1,294.40	1,268.96
£ 2,773.70	£ 3,050.03
£ 0.00	£ 0.00
£ 0.00	£ 0.00
£ 2,773.70	£ 3,050.03
0.00	0.00
£ 0.00	£ 0.00
£ 0.00	£ 0.00
£ 0.00	£ 0.00
£ 0.00	£ 0.00
£	£
£ 0.00	£ 0.00
£ 0.00	£ 0.00
0.00	0.00
£ 0.00	£ 0.00
£ 0.00	£ 0.00
£ 0.00	£ 0.00
£ 0.00	£ 0.00
£ 0.00	£ 0.00
£ 0.00	£ 0.00
£ 2,773.70	£ 3,050.03

* To be completed by Head Office

BRANCH ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2020

Continuation Sheet

Branch Name

Branch Code

Give details of any major transactions or unusual circumstances occurring after 30 June 2020

(if none state none)

NONE

Give details of any outstanding Guarantees given by the Branch, any future commitments entered into or contingent liabilities. (if none state none)

Chq for £125.00 not presented as at 30/6/20 payable to RBL Poppy Appeal.

For Field Staff Comments

For Finance Use Only

1. Recorded on CBA (please tick)

2. Entered in SUN

Journal No

3. Other observations

<u>Branch name</u> Saltash RBL	OTHER FUNDS FOR THE YEAR ENDED 30 June 2020	<u>Branch Code</u>
<u>PROPERTY</u> <u>Receipts</u>	Current Year: 2020	Prior Year: 2019

Branch Property Income (BPT)	0.00	0.00
Rental income received from head office	0.00	0.00
Rental/hire income received locally	0.00	0.00
Transfers		
	0.00	0.00
	0.00	0.00
Total Receipts		
Payments		
Branch Property Expenditure (BPT)	0.00	0.00
BPT rent paid	0.00	0.00
BPT rates	0.00	0.00
BPT property insurance	0.00	0.00
BPT utilities	0.00	0.00
BPT small property repairs and maintenance	0.00	0.00
BPT cleaning and caretakers	0.00	0.00
BPT property related legal and professional fees	0.00	0.00
BPT other expenditure	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
Total Payments		
Surplus/Deficit on Fund		
Opening Balance at 1st July		
Closing Balance at 30th June	£ 0.00	£ 0.00

<u>Branch name</u>	OTHER FUNDS	<u>Branch Code</u>
Saltash RBL	FOR THE YEAR ENDED 30 June 2020	
Name of Fund: Saltash Festival of Remembrance 2018	Current Year: 2020	Prior Year: 2019
Reason for Restriction/Keeping Separate		
Annual Event		
Receipts		
Membership Fees	0.00	795.50
Branch subs from members (overseas only)		
	0.00	795.50
	0.00	795.50
Total Receipts	0.00	795.50
Surplus/Deficit on Fund		
Opening Balance at 1st July	0.00	0.00
Closing Balance at 30th June	£ 0.00	£ 0.00
Name of Fund: Monies collected for Poppy Appeal	Current Year: 2020	Prior Year: 2019
Reason for Restriction/Keeping Separate		
Payments for wreaths and monies raised from fundraising		
Receipts		
Branch Poppy Appeal Events	464.48	0.00
Poppy Appeal events income		
	464.48	0.00

Total Receipts	464.48	0.00
Payments		
Poppy Appeal Events		
Poppy Appeal event expenditure	339.48	0.00
	339.48	0.00
Other Expenditure		
Other expenditure	125.00	0.00
	125.00	0.00
	464.48	0.00
Total Payments		
Surplus/Deficit on Fund	0.00	0.00
Opening Balance at 1st July	0.00	0.00
Closing Balance at 30th June	£ 0.00	£ 0.00

Name of Fund: Saltash Festival of Remembrance 2019

Reason for Restriction/Keeping Separate

For Poppy Appeal

Receipts

Branch Poppy Appeal Events

Poppy Appeal events income

Total Receipts

Payments

Poppy Appeal Events

Poppy Appeal event expenditure

Poppy Appeal event proceeds paid to head office

Total Payments

Surplus/Deficit on Fund

Opening Balance at 1st July

Closing Balance at 30th June

Current Year: 2020

Prior Year: 2019

978.00	0.00
978.00	0.00
978.00	0.00
300.00	0.00
678.00	0.00
978.00	0.00
978.00	700.00
0.00	-700.00
0.00	700.00
£ 0.00	£ 0.00

BRANCH ACCOUNTS - ADDITIONAL INFORMATION

Branch Name Saltash RBL

Branch Code

DETAILS OF ADDITIONAL FREEHOLD/LEASEHOLD PROPERTY

Details of property

Is property Freehold or Leasehold?

Leasehold

Cost Price/Improvements to 30th September

£ 0.00

Date Acquired

Mortgage Outstanding at 30 June

£ 0.00

Estimated Market Value at 30 June *

£

Is the Branch property vested in The Royal British Legion as Trustee?

No

Current Annual Rent Receivable

£

0.00

Date of next Rent Review

Name of Tenant

* To be completed by Head Office

FOR ADDITIONAL INFORMATION

DO NOT SEND THIS REPORT TO FINANCE AT YEAR-END. THIS REPORT IS FOR TREASURER AND COMMITTEE PURPOSES ONLY.

Pls state clearly currency you are using if not Pounds Sterling

Page 1

V09.01

Forthcoming Remembrance Events

Saturday 2nd November 2019 – 10.00am til 12 noon

RBL Coffee Morning – Wesley Church, Callington Road, Saltash

~~~~~

**Sunday 10<sup>th</sup> November 2019 – 2pm**

Civic Remembrance Service at Wesley Methodist Church

Followed by a Parade down to St Nicholas & St Faith Church for

Wreath laying

~~~~~

Monday 11th November 2019 – 10.45am muster

RBL 2 Minutes Silence & Salute - Outside Brunel Pub, Fore St, Saltash

Please feel free to join us in

~~~~~

# LIVE ON

TO THE MEMORY OF THE FALLEN  
AND THE FUTURE OF THE LIVING



You don't have to have served  
to become a member of the  
**Royal British Legion**

Reg Charity No: 219279

The Royal British Legion is not only about the "Poppy" on Remembrance Day. The Legion provides support for members of the Royal Navy, British Army and Royal Air Force, Reservists, veterans and their families all year round. From money worries, seaside breaks with the family, careers advice after Service, independent living to care in later life, we're here to help.

If you want to join a network of people who care about, and campaign for, Armed Forces personnel and their families during and after their Service, then we are looking for you to become a member of the **SALTASH & DISTRICT** Branch (BR2274)

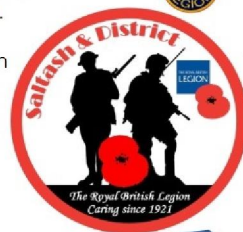
Meetings are every 4<sup>th</sup> Wednesday of the month, 7.30pm for 8.00pm except August & December  
Saltash Football Club, Kimberley Stadium, Saltash.

For more information, please contact:

Branch Secretary on email: [redacted]

To join: [www.britishlegion.org.uk/membership](http://www.britishlegion.org.uk/membership) or phone: 0808 802 8080

**JOIN TODAY**



**ROYAL BRITISH LEGION**  
**Saltash & District Branch**



## Festival of Remembrance



**to launch the Poppy Appeal**

**Saturday 26<sup>th</sup> October 2019 - 7.30pm**

Wesley Methodist Church  
Callington Road, Saltash

**With Music from**



**Choir**



Our thanks also go to Saltash Town Council and the Festival Fund for helping us to fund this event

Good Evening, Ladies and Gentlemen

Welcome to our 2019 Festival of Remembrance which marks the start of our Poppy Appeal. This year RWindband are joined again by St Stephens Primary School Choir and we have the Burraton Male Voice Choir returning to the repertoire. I think the music will reflect the occasion, so sit back and enjoy the show.

As always our Branch has been very busy at many fund raising events, for which I voice my thanks to my hard working team of volunteers, my thanks also to the very generous people of Saltash. Thank you.

Chairman  
Saltash & District  
Royal British Legion



Reveille – RWindband  
~~~~~

The National Anthem – RWindband

God save our gracious Queen,
Long live our noble Queen,
God save the Queen:
Send her victorious,
Happy and glorious,
Long to reign over us:
God save the Queen.

Thy choicest gifts in store,
On her be pleased to pour;
Long may she reign:
May she defend our laws,
And ever give us cause
To sing with heart and voice
God save the Queen
~~~~~

March of the British Legion - RWindband  
~~~~~

Vote of Thanks – (President of Saltash RBL)
~~~~~

Barnum & Bailey’s Fractured Favorite – RWindband

The organisers of this event wish to say a big “Thank You” to all the performers and volunteers for their help and support

Our thanks also go to Saltash Town Council and the Festival Fund for helping us to fund this event



## Hymn

Jerusalem (Tune – Parry) - Accompanied by

And did those feet in ancient time  
Walk upon England's mountain green?  
And was the holy Lamb of God  
On England's pleasant pastures seen?  
And did the countenance divine  
Shine forth upon our clouded hills?  
And was Jerusalem builded here  
Among those dark satanic mills?

Bring me my bow of burning gold!  
Bring me my arrows of desire!  
Bring me my spear! O clouds, unfold!  
Bring me my chariot of fire!  
I will not cease from mental fight,  
Nor shall my sword sleep in my hand,  
Till we have built Jerusalem  
In England's green and pleasant land.

~~~~~

Act of Remembrance

Last Post – RWindband

Exhortation – (Chairman of Saltash RBL)

They shall grow not old, as we that are left grow old;
Age shall not weary them, nor the years condemn
At the going down of the sun and in the morning
We will remember them
WE WILL REMEMBER THEM

Programme

Opening Address - : (President of Saltash RBL)

March of the British Legion - RWindband
~~~~~

### Introduction to the St Stephens School Choir

A Land Fit for Heroes (from Edith's Wartime Scrapbook)

We Shall Remember

A Special Song written for this occasion  
~~~~~

Introduction to the RWindband

Abide with Me

Sheltering Sky

Shannon Falls
~~~~~

### Introduction to the Burraton Male Voice Choir

Anthem from Chess

Finlandia

The Last Farewell  
~~~~~

Service of Remembrance

Opening Address - (President of Saltash RBL)

Service - Branch Chaplain Prebendary

~~~~~

## Hymn

Dear Lord and Father of Mankind (Tune: Repton) –  
Accompanied by

Dear Lord and Father of mankind, forgive our foolish ways!  
Re-clothe us in our rightful mind, in purer lives thy service find,  
in deeper reverence, praise; in deeper reverence, praise.

In simple trust like theirs who heard, beside the Syrian sea,  
the gracious calling of the Lord, let us, like them, without a word,  
rise up and follow thee; rise up and follow thee.

O Sabbath rest by Galilee! O calm of hills above,  
where Jesus knelt to share with thee the silence of eternity  
interpreted by love! interpreted by love!

Drop thy still dews of quietness, till all our strivings cease;  
take from our souls the strain and stress,  
and let our ordered lives confess  
the beauty of thy peace; the beauty of thy peace.

Breathe through the heats of our desire thy coolness and thy balm;  
let sense be dumb, let flesh retire; speak through the earthquake,  
wind, and fire,  
O still, small voice of calm; O still, small voice of calm.  
~~~~~

Reading - Branch Chaplain Prebendary

Hymn

Eternal Father (Tune: Melita) - RWindband

Eternal Father, strong to save,
Whose arm doth bind the restless wave,
Who bidd'st the mighty ocean deep
Its own appointed limits keep:
hear us when we cry to thee
For those in peril on the sea.

Saviour, whose almighty word
The winds and waves submissive heard,
Who walkedst on the foaming deep,
And calm amid its rage didst sleep:
hear us when we cry to thee
For those in peril on the sea

sacred Spirit, who didst brood
Upon the chaos dark and rude,
Who bad'st its angry tumult cease,
And gavest light and life and peace:
hear us when we cry to thee
For those in peril on the sea.

Trinity of love and power,
Our brethren shield in danger's hour;
From rock and tempest, fire and foe,
Protect them wheresoe'er they go:
And ever let their rise to thee
Glad hymns of praise from land and sea.

~~~~~

Prayers - Branch Chaplain Prebendary

## **Grant Application Checklist**

### **PLEASE CHECK THAT THE APPLICATION DOES NOT CONFLICT WITH THE FOLLOWING:**

- Statutory services.
- Expeditions or trips.
- Replacement for statutory funding.
- Bursaries or scholarships.
- Projects outside of Saltash.
- Individuals.
- Hospitality.
- National Charities.
- Salaries or routine administration costs.
- “Upward funders”- local groups who send fundraising to central headquarters for redistribution.
- Private organisations operating as a business to generate a profit or surplus.
- Projects with party political links.
- Organisations intending to support or oppose any particular political party or to discriminate on any grounds.
- Projects which discriminate on any grounds.
- Projects which do not benefit the Saltash community at large.
- “Branches” that could be funded by the main organisation.
- Buildings that are uninsured.
- A project that competes or conflicts with any service, project or event being supported, organised or funded by the Town Council.
- Applications from organisations with substantial and allocated resources will not be considered a priority for funding and will usually be unsuccessful.
- Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

|                                                                                                                         |                                     |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Is application fully completed:                                                                                         | <input checked="" type="checkbox"/> |
| Have the organisation, or a sub group of the same organization, applied for funding in the same financial year:         | No                                  |
| When is the event or project to commence:                                                                               | 30/10/21                            |
| Does the application directly benefit the residents of Saltash and clearly demonstrate this:                            | Yes                                 |
| Is the application submitted 20 working days prior to the next P&F Meeting:                                             | Yes                                 |
| Has the application shown intent to clearly acknowledge the support of the Town Council on publicity material:          | Yes                                 |
| Amount of funding applied for:                                                                                          | £700.00                             |
| If Community Chest application has the grant applied for exceeded £1000:                                                | N/A                                 |
| If Festival Fund application has the amount exceeded £1500 per day:<br><i>(please note maximum of 2 days per event)</i> | No                                  |

Mandatory requirements:

All of the following requirements must normally be met by applicants. Where they are not met a clear reason should be given in writing with the application. Please ensure all relevant documents are received:

|                                                                                                                                                  |     |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Copies of the most recent bank statements must be provided.                                                                                      | Yes |
| Public Liability Insurance Certificates are required for any events or projects.                                                                 | Yes |
| If staff will be involved Employee Liability Insurance Certificates are required.                                                                | N/A |
| Buildings Insurance will be required if an application relates to funding towards this purpose.                                                  | Yes |
| Full contact details for the applicant as well as any registered address for the organisation should be supplied.                                | Yes |
| A copy of the constitution for the organisation should be included.                                                                              | Yes |
| Match funding is extremely important and the applicant needs to demonstrate that this is in the process of being sought or is already committed. | Yes |

What Key Priority Area does the application fall under:

**(Please tick all that apply)**

|                                                                                                          |                                     |
|----------------------------------------------------------------------------------------------------------|-------------------------------------|
| The promotion of tourism and leisure for both residents and visitors to the area with a community focus. | <input checked="" type="checkbox"/> |
| Supporting local safety campaigns.                                                                       | <input type="checkbox"/>            |
| Benefit health and wellbeing.                                                                            | <input checked="" type="checkbox"/> |
| Promote pride in the community.                                                                          | <input checked="" type="checkbox"/> |
| Highlight important local issues/history/culture to local residents and students.                        | <input checked="" type="checkbox"/> |
| Promote a sports -related initiative or event.                                                           | <input type="checkbox"/>            |
| Increases visitors to Saltash and improves the local economy.                                            | <input checked="" type="checkbox"/> |
| Promotes environmental issues which improve the local area.                                              | <input type="checkbox"/>            |
| Takes into account locals when organising events.                                                        | <input checked="" type="checkbox"/> |
| Takes the environment and waste management into consideration.                                           | <input type="checkbox"/>            |

|                                                                                                                    |          |
|--------------------------------------------------------------------------------------------------------------------|----------|
| Date application sent for review by the Chair and Vice Chair of P&F:                                               | 09/04/21 |
| Date approved by Chair and Vice Chair of P&F:<br><b>If application is refused please follow appeal procedures.</b> | 23/04/21 |
| Date to be received by P&F Committee:                                                                              | 27/05/21 |

Checklist after Committee Consideration:

|                                                                  |                               |
|------------------------------------------------------------------|-------------------------------|
| Date letter sent to inform applicant of the decision:            | Click or tap to enter a date. |
| Date for supporting documents and receipts to be received:       | Click or tap to enter a date. |
| Date for report to be received by P&F Committee after the event: | Click or tap to enter a date. |

Checklist after Event / Project Completed:

|                                                 |                               |
|-------------------------------------------------|-------------------------------|
| Receipts sent to Finance:                       | Choose an item.               |
| Did all the funding awarded be utilized:        | Choose an item.               |
| If not how much was unspent:                    | £0.00                         |
| Date Finance has been informed of funding used: | Click or tap to enter a date. |
| Date report received by P&F:                    | Click or tap to enter a date. |

|                         |                               |         |  |
|-------------------------|-------------------------------|---------|--|
| Date Admin Completed:   | Click or tap to enter a date. | Signed: |  |
| Date Finance Completed: | Click or tap to enter a date. | Signed: |  |



# Saltash Town Council



## Grant Application Form

**APPLYING FOR:**

(Tick one box)

**Community Chest Grant**

☐

**Festival Fund Grant**

☒

**DATE APPLICATION SUBMITTED:**

06/04 /2021

|                                                   |                                              |
|---------------------------------------------------|----------------------------------------------|
| <b>Contact Name:</b>                              |                                              |
| <b>Position:</b>                                  | Chairman                                     |
| <b>Organisation:</b>                              | Saltash Regatta                              |
| <b>Contact Address:</b>                           |                                              |
| <b>Telephone Number:</b>                          |                                              |
| <b>E-mail:</b>                                    |                                              |
| <b>Status of Organization:</b>                    | Community Organisation                       |
| <b>Charity/Company number<br/>(if applicable)</b> | <b>Charity No:</b><br><br><b>Company No:</b> |

|                                                             |                                                                 |
|-------------------------------------------------------------|-----------------------------------------------------------------|
| <b>What geographical area does your organization cover?</b> | Saltash , Cornwall                                              |
| <b>How long has your organization been in existence?</b>    | Over 20 years, current committee has been in place for 7 years. |

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

| <b>Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>?</b><br><br>(Please list – continue on a separate sheet if necessary) | <b>Date Applied</b> | <b>Project</b>  | <b>Amount Applied for</b> | <b>Successful Y/N</b>           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------|---------------------------|---------------------------------|
|                                                                                                                                                                | 11/11/2019          | Saltash Regatta | £ 2985.20                 | Yes – not accessed due to Covid |
|                                                                                                                                                                | 15/10/2018          | Saltash Regatta | 2320                      | Yes                             |
|                                                                                                                                                                | 21/3/2017           | Saltash Regatta | 2000                      | Yes                             |
|                                                                                                                                                                | 20/2/2016           | Saltash Regatta | 1742                      | Yes                             |
|                                                                                                                                                                | 2015                | Saltash Regatta | 1512                      | Yes                             |

|                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Please list the aims and objectives of your organization</b></p> | <p>The aims of the committee are to continue to offer this two day Waterside event for free; involving a range of performers, entertainers, musicians, bands, traders and charity supporters.</p> <p>This year we need to ensure our event is as Covid secure as it can be, despite selecting a later date. We still want to ensure we are following all current guidelines.</p> <p>Community engagement is usually high; with all schools invited to join the children's parade. Transport to the event is provided. Every aspect of this years event will be tailored to meet the guidelines at the time.</p> <p>We will again run a Hoppa bus service providing easy opportunities to visitors visiting the town. The cardboard boat race has great interest and attracts many businesses and spectators. It is our intention to hold the cardboard boat race this year and invite the local paddleboard company to offer safe paddle board experiences.</p> <p>Our aim is to run the regatta in a prudent manner and we hope to maintain an account credit to carry forwards each year. We intend to continue to grow in a steady manner over the coming years, with an intention to become the best riverside event in Devon and Cornwall. Our commitment to banning single use plastic is high and we have made great progress in become more ecofriendly.</p> <p>All our local supporters are key to this aim, and provide essential support.</p> <p>Our intention each year is to seek further regional funding to continue our growth. We raise funding from sponsors including Tesco and Waitrose.</p> <p>We have upgraded our stage in previous years, by hiring equipment which complements the trailer from Saltash Chamber of Commerce. The event has used two stages for the last few years as we want to ensure community bands are given the opportunity to perform, along with</p> |
|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                  | <p>'paid for' entertainers. It means entertainment will be across the whole site, not just on Waterside Green.</p> <p>This event offers so much to the community; it showcases Saltash and brings together the community, businesses and stakeholders. It covers two days and is run essentially with volunteers. This year we will again be engaging with the Community Ambassadors and seek support from Saltash.net students. This gives young people volunteering hours and can benefit their future CVs and experiences.</p> <p>We reflect the support we are given in our entire marketing, website, Facebook etc, as logos and named supporters. The over arching aim is to ensure this event continues and can try to make a small profit to carry forwards.</p>                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>What are the main activities of your organization?</b></p> | <p>The Saltash Regatta committee runs a 2 day Waterside festival, based around the Caradon Gig Rowing Championships which offers free entertainment, music, water sports and stalls to the local community and surrounding areas in Devon and Cornwall.</p> <p>Community engagement is encouraged through a variety of ways:</p> <ol style="list-style-type: none"> <li>1. The Caradon Gig Rowing Championship is held on the River Tamar, attracting gigs from all over Cornwall to compete. This year we are unsure of the level of engagement from the gigs, due to the impact of the pandemic.</li> <li>2. Saltash Sailing Club holds a one day Regatta event, with local teams of all ages, from Devon and Cornwall taking part.</li> <li>3. A children's parade usually opens the Regatta, where all local schools, organisations, preschools, brownies, rainbows and the local Town band are invited to join this civic parade. This year we are unsure of how this will happen and are waiting on covid guidance regarding social distancing.</li> <li>4. Local shops and charities are invited to attend as traders to sell goods and raise awareness. Free</li> </ol> |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>pitches are offered to Saltash businesses (non food).</p> <ol style="list-style-type: none"> <li>5. Sponsorship is sought from local businesses.</li> <li>6. The Committee is led by volunteers, local to Saltash.</li> <li>7. The cardboard raft race attracts local competitors as a fun event.</li> <li>8. The paint party attracts children and adults to create colour and laughter.</li> <li>9. Churches Together enjoy an outdoor service on Sunday morning.</li> <li>10. Strong links with Livewire provides a platform for local musicians to show case their talents and boost their potential in the music industry.</li> <li>11. Two stages are used across both days; covering the whole site, using the Saltash Chamber of Commerce trailer and a hired platform stage.</li> </ol> <p>The committee organises the full event, booking traders, advertising, maintaining safety, setting up and clearing away the event and all associated administration.</p> |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                             | 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? | N/A             |
| If application is from an education, health or social service establishment – do you work in partnership with other groups?                                                                 | N/A             |
| If application is from an education, health or social service establishment – is project in addition to statutory services?                                                                 | N/A             |

## 2. Your project

|                |                          |                |
|----------------|--------------------------|----------------|
| <b>Project</b> | <b>Start Date</b>        | 04 / 09 / 2021 |
|                | <b>Finish Date</b>       | 05 / 09 / 2021 |
|                | <b>Total Cost</b>        | £ 16609.43     |
|                | <b>Grant Applied For</b> | £ 2928.43      |

|                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project title:</b>                                                                | Saltash Regatta 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Description of project</b><br>(please continue on a separate sheet if necessary): | <p>Saltash Regatta is one of the most colourful events held in Cornwall and, certainly for South East Cornwall, is the most popular annual regatta.</p> <p>On the river there is sailing, canoeing and wild swimming, as well as the very popular cardboard boat race.</p> <p>Saltash Regatta is not just about water sports; there is so much more ashore to keep everyone in the family happy and entertained; bands of all types, street entertainers and children's rides and entertainment. A wide range of market stalls and food vendors will cater to suit all tastes and budgets, alongside some quirky and interesting craft stalls.</p> |
| <b>Where will the project/activity take place?</b>                                   | Jubilee Green Car Park, Old Ferry Road, Waterside Green and Brunel Green.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

|                                                                                                                                                                                                       |                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Who will benefit from the project?</b><br/>(What groups will benefit and approximately how many people will benefit in total)</p>                                                               | <p>The event attracts on average 10,000 visitors from Saltash and surrounding areas over two days. This impacts on local businesses and brings visitors to the area.</p>                                            |
| <p><b>What evidence do you have that this project is required?</b><br/>(This might be survey work or statistical evidence)</p>                                                                        | <p>It is an event that has run for over one hundred years; is well attended and attracts very positive feedback.</p>                                                                                                |
| <p><b>What support have you received for this project?</b><br/>(Please tell us about any expressions of support you have received from outside your organization<br/>Consultation with Community)</p> | <p>We are well supported by local businesses, schools and charities. Larger organisations such as St Austell Brewery and Tesco have offered us financial support in the past and we intend this for the future.</p> |
| <p><b>How will the project be managed and how will you measure its success?</b></p>                                                                                                                   | <p>Numbers of visitors and feedback.</p>                                                                                                                                                                            |

|                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Please give the timescale and key milestones for your project, including a start date and finish date.</b>                                                                                                   | It is essential that we are in a position to start making payments from July 2021                                                                                                                                                               |
| <b>What arrangements do you have in place to ensure safeguarding of children and /or young people and/or vulnerable people</b><br><br>(applicable only if your project involves working with this client group) | We risk assess activities, provide medical cover, security and use volunteers who have been fully inducted. Children and vulnerable adults will not be our sole responsibility at any point, but safety is an overarching principle and factor. |

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

|                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |         |                                    |         |                                 |         |                        |         |                          |         |                              |           |               |         |                                               |         |                      |         |         |         |                               |         |                                 |         |             |          |         |        |          |
|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------------------------------------|---------|---------------------------------|---------|------------------------|---------|--------------------------|---------|------------------------------|-----------|---------------|---------|-----------------------------------------------|---------|----------------------|---------|---------|---------|-------------------------------|---------|---------------------------------|---------|-------------|----------|---------|--------|----------|
| <b>What will the money be spent on?</b><br>(Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on) | <p>Highlighted in yellow are the costs asked for in this application</p> <table> <tr> <td>£380.00</td><td>Billy Wiz – Children’s entertainer</td></tr> <tr> <td>£820.00</td><td>Sound for stages – This funding</td></tr> <tr> <td>£850.00</td><td>Staging – This funding</td></tr> <tr> <td>£703.43</td><td>Insurance – This funding</td></tr> <tr> <td>£175.00</td><td>Samba Kernow Cornish dancers</td></tr> <tr> <td>£1,300.00</td><td>Medical cover</td></tr> <tr> <td>£350.00</td><td>Traditional Marketing (Observer/Love Saltash)</td></tr> <tr> <td>£100.00</td><td>Leaflets / timetable</td></tr> <tr> <td>£150.00</td><td>Artwork</td></tr> <tr> <td>£200.00</td><td>Misc Marketing (social media)</td></tr> <tr> <td>£500.00</td><td>Volunteers, including HMS Drake</td></tr> <tr> <td>£100.00</td><td>Paint Party</td></tr> <tr> <td>£1032.00</td><td>Toilets</td></tr> <tr> <td>£40.00</td><td>Trophies</td></tr> </table> | £380.00 | Billy Wiz – Children’s entertainer | £820.00 | Sound for stages – This funding | £850.00 | Staging – This funding | £703.43 | Insurance – This funding | £175.00 | Samba Kernow Cornish dancers | £1,300.00 | Medical cover | £350.00 | Traditional Marketing (Observer/Love Saltash) | £100.00 | Leaflets / timetable | £150.00 | Artwork | £200.00 | Misc Marketing (social media) | £500.00 | Volunteers, including HMS Drake | £100.00 | Paint Party | £1032.00 | Toilets | £40.00 | Trophies |
| £380.00                                                                                                                                        | Billy Wiz – Children’s entertainer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |         |                                    |         |                                 |         |                        |         |                          |         |                              |           |               |         |                                               |         |                      |         |         |         |                               |         |                                 |         |             |          |         |        |          |
| £820.00                                                                                                                                        | Sound for stages – This funding                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |         |                                    |         |                                 |         |                        |         |                          |         |                              |           |               |         |                                               |         |                      |         |         |         |                               |         |                                 |         |             |          |         |        |          |
| £850.00                                                                                                                                        | Staging – This funding                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |         |                                    |         |                                 |         |                        |         |                          |         |                              |           |               |         |                                               |         |                      |         |         |         |                               |         |                                 |         |             |          |         |        |          |
| £703.43                                                                                                                                        | Insurance – This funding                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |                                    |         |                                 |         |                        |         |                          |         |                              |           |               |         |                                               |         |                      |         |         |         |                               |         |                                 |         |             |          |         |        |          |
| £175.00                                                                                                                                        | Samba Kernow Cornish dancers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |         |                                    |         |                                 |         |                        |         |                          |         |                              |           |               |         |                                               |         |                      |         |         |         |                               |         |                                 |         |             |          |         |        |          |
| £1,300.00                                                                                                                                      | Medical cover                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |         |                                    |         |                                 |         |                        |         |                          |         |                              |           |               |         |                                               |         |                      |         |         |         |                               |         |                                 |         |             |          |         |        |          |
| £350.00                                                                                                                                        | Traditional Marketing (Observer/Love Saltash)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |         |                                    |         |                                 |         |                        |         |                          |         |                              |           |               |         |                                               |         |                      |         |         |         |                               |         |                                 |         |             |          |         |        |          |
| £100.00                                                                                                                                        | Leaflets / timetable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |         |                                    |         |                                 |         |                        |         |                          |         |                              |           |               |         |                                               |         |                      |         |         |         |                               |         |                                 |         |             |          |         |        |          |
| £150.00                                                                                                                                        | Artwork                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |                                    |         |                                 |         |                        |         |                          |         |                              |           |               |         |                                               |         |                      |         |         |         |                               |         |                                 |         |             |          |         |        |          |
| £200.00                                                                                                                                        | Misc Marketing (social media)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |         |                                    |         |                                 |         |                        |         |                          |         |                              |           |               |         |                                               |         |                      |         |         |         |                               |         |                                 |         |             |          |         |        |          |
| £500.00                                                                                                                                        | Volunteers, including HMS Drake                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |         |                                    |         |                                 |         |                        |         |                          |         |                              |           |               |         |                                               |         |                      |         |         |         |                               |         |                                 |         |             |          |         |        |          |
| £100.00                                                                                                                                        | Paint Party                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |         |                                    |         |                                 |         |                        |         |                          |         |                              |           |               |         |                                               |         |                      |         |         |         |                               |         |                                 |         |             |          |         |        |          |
| £1032.00                                                                                                                                       | Toilets                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |                                    |         |                                 |         |                        |         |                          |         |                              |           |               |         |                                               |         |                      |         |         |         |                               |         |                                 |         |             |          |         |        |          |
| £40.00                                                                                                                                         | Trophies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |                                    |         |                                 |         |                        |         |                          |         |                              |           |               |         |                                               |         |                      |         |         |         |                               |         |                                 |         |             |          |         |        |          |

|                                                                     |           |                                                                                                                                |
|---------------------------------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------|
|                                                                     | £550.00   | Buses                                                                                                                          |
|                                                                     | £50.00    | Electric to The Union                                                                                                          |
|                                                                     | £2,825.00 | Musical Entertainment                                                                                                          |
|                                                                     | £384.00   | Skip Hire                                                                                                                      |
|                                                                     | £100      | Chamber stage (trailer)                                                                                                        |
|                                                                     | £700.00   | Sand                                                                                                                           |
|                                                                     | £1000.00  | Security                                                                                                                       |
|                                                                     | £550.00   | Bins                                                                                                                           |
|                                                                     | £150.00   | Premises License                                                                                                               |
|                                                                     | £1,600.00 | Event Management                                                                                                               |
|                                                                     | £2,000.00 | Traffic Management                                                                                                             |
|                                                                     |           |                                                                                                                                |
| How will you promote STC once application and project are complete? |           | Saltash town Council will be promoted as our biggest sponsor on all marketing, social media, programmes and radio advertising. |

**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:**

| Organization        | Contribution Sought (£) | Applied<br>(please tick as appropriate) | Granted<br>(please tick as appropriate) |
|---------------------|-------------------------|-----------------------------------------|-----------------------------------------|
| Tesco Bags for Life | £1000                   | Yes                                     | Unknown( too early)                     |
| St Austell Brewery  | £1200                   | Yes                                     | Unknown( too early)                     |
| Local businesses    | £3500                   | Yes                                     | Unknown( too early)                     |
| Stall bookings      | £7500                   | Yes                                     | Unknown( too early)                     |

|            |       |         |                     |
|------------|-------|---------|---------------------|
| Go Fund Me | £750  | Planned |                     |
| Waitrose   | £ 450 | Planned | Unknown( too early) |
|            |       |         |                     |

|                                                                                                         |                             |
|---------------------------------------------------------------------------------------------------------|-----------------------------|
| <p>Please confirm the bank account your project is using is in the project's name/organization name</p> | <b>Saltash Regatta Fund</b> |
|                                                                                                         | <b>Account number</b>       |
|                                                                                                         | <b>Sort Code</b>            |

**4. Further information enclosed Checklist.**

|                                                                                                                                                      | <b>Enclosed</b><br>(please tick) |
|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>A copy of your organization's most recent bank statements</b><br>(mandatory)                                                                      |                                  |
| <b>Copies of all <u>relevant</u> Employer's, Building &amp; Public Liability Insurance Certificates &amp; Title Deeds if appropriate</b> (mandatory) |                                  |
| <b>A letter head showing the organization's address and contact details</b>                                                                          |                                  |

|                                                                                                                                                                       |                                                                                                                                                                                                                    |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <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)                    |                                                                                                                                                                                                                    |  |
| <b>A copy of your organization's latest set of accounting statements</b> (if any exist)                                                                               |                                                                                                                                                                                                                    |  |
| <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> |                                                                                                                                                                                                                    |  |
| <b>Other</b> (please list)                                                                                                                                            | <p>I have used historic quotes – updated quotes will be forwarded as soon as available. Some invoices require a payment and we want to avoid commitment at this early stage due to ongoing Covid restrictions.</p> |  |

If any of the above documents have not been enclosed, please give reasons why in the box below: (I have noted in box above as this box cannot be typed in).

| Date     | Amount paid | Description                            | Type                      |
|----------|-------------|----------------------------------------|---------------------------|
| 30/11/18 | £2,288.40   | Saltash Town Council Festival Fund     | Grant                     |
| 01/03/19 | £1,000.00   | Tesco bags of help                     | Grant                     |
| 15/03/19 | £400.00     | Carlton Plastics                       | Sponsorship / Fundraising |
| 15/03/19 | £200.00     | Spinnaker                              | Sponsorship / Fundraising |
| 23/03/19 | £5,303.68   | Stalls (Diverse Events)                | Stalls                    |
| 30/05/19 | £164.00     | Quiz                                   | Sponsorship / Fundraising |
| 31/05/19 | £150.00     | Cornwall College                       | Sponsorship / Fundraising |
| 13/06/19 | £150.00     | Eco Windows                            | Sponsorship / Fundraising |
| 20/06/19 | £250.00     | Baileys - cups                         | Sponsorship / Fundraising |
| 20/06/19 | £450.00     | Creative Kernow                        | Sponsorship / Fundraising |
| 11/07/19 | £1,000.00   | Shelley's Bar and Thatchers            | Sponsorship / Fundraising |
| 25/06/19 | £53.39      | Bucket shaking (Diverse Events)        | Sponsorship / Fundraising |
| 26/06/19 | £100.00     |                                        | Sponsorship / Fundraising |
| 09/07/19 | £2,495.89   | Stalls (Diverse Events)                | Stalls                    |
| 10/07/19 | £300.00     | refund                                 | Entertainment             |
| 11/07/19 | £661.00     | Cornwall Councillors (Sand) -          | Grant                     |
| 11/07/19 | £489.82     | Cornwall Councillors -                 | Grant                     |
| 11/07/19 | £1,422.50   | Cups                                   | Other                     |
| 11/07/19 | £20.00      | Essa Taxis                             | Sponsorship / Fundraising |
| 12/07/19 | £272.00     | Cups to Football Club                  | Other                     |
| 01/08/19 | £50.00      | Bond Timber                            | Sponsorship / Fundraising |
| 05/08/19 | £151.40     | Buses                                  | Sponsorship / Fundraising |
| 16/08/19 | £400.00     | St Austell Brewery - after Port Elliot | Sponsorship / Fundraising |
| 28/10/19 | £109.40     | Scrapstore                             | Sponsorship / Fundraising |
| 18/09/19 | £482.00     | Waitrose                               | Sponsorship / Fundraising |
| 01/10/19 | £50.00      | Grove Nurseries                        | Sponsorship / Fundraising |
|          |             | UKTeck                                 | Sponsorship / Fundraising |
|          |             | Just Be                                | Sponsorship / Fundraising |
|          |             | Income                                 | £18,413.48                |
|          |             | Expenditure                            | £16,676.40                |
|          |             | Profit                                 | <b>£1,737.08</b>          |
|          |             | Bank balance at end of year            | <b>£7,367.91</b>          |

| Date     | Amount    | Description                                   | Type                 |
|----------|-----------|-----------------------------------------------|----------------------|
| 06/02/19 | £549.19   | Diverse Events first payment                  | Hire and Services    |
| 05/02/19 | £380.00   | Billy Wiz                                     | Entertainment        |
| 28/03/19 | £536.70   | Sound ( repaid)                               | Entertainment        |
| 25/04/19 | £90.00    | STC Staging                                   | Entertainment        |
| 11/06/19 | £593.52   | Insurance                                     | Insurance & Licences |
| 11/06/19 | £1,244.88 | Cups                                          | Other                |
| 17/06/19 | £930.40   | Medical                                       | Hire and Services    |
| 17/06/19 | £400.00   |                                               | Hire and Services    |
| 17/06/19 | £240.00   | Love Saltash - DPS - 15th May deadline        | Advertising          |
| 17/06/19 | £150.00   | Saltash Observer (15 x 3) - 22nd May deadline | Advertising          |
| 23/06/19 | £120.00   | Volunteer refreshments                        | Expenses             |
| 24/06/19 | £157.50   | Paint Party                                   | Entertainment        |
| 24/06/19 | £828.00   | Toilets                                       | Hire and Services    |
| 24/06/19 | £38.45    | Trophies                                      | Expenses             |
| 24/06/19 | £530.00   | Buses                                         | Hire and Services    |
| 11/07/19 | £50.00    | Electric to The Union                         | Hire and Services    |
| 24/06/19 | £150.00   | Wreckers                                      | Entertainment        |
| 24/06/19 | £615.60   | Sand                                          | Entertainment        |
| 24/06/19 | £200.00   | Joint Chiefs                                  | Entertainment        |
| 24/06/19 | £200.00   | The Morzim                                    | Entertainment        |
| 24/06/19 | £300.00   | The Andy Quick Band                           | Entertainment        |
| 24/06/19 | £400.00   | Malavita                                      | Entertainment        |
| 24/06/19 | £250.00   | Smokey King Shufflers                         | Entertainment        |
| 24/06/19 | £250.00   | Horses on the beach                           | Entertainment        |
| 24/06/19 | £115.00   | Riptide                                       | Entertainment        |
| 24/06/19 | £300.00   | Datura roots                                  | Entertainment        |
| 24/06/19 | £1,253.00 | Suitcase Singers                              | Entertainment        |
| 24/06/19 | £70.90    | Bus stop signs (Diverse Events)               | Advertising          |
| 24/06/19 | £58.00    | Banners (Diverse Events)                      | Advertising          |
| 24/06/19 | £40.00    |                                               | Entertainment        |
| 24/06/19 | £39.99    | Craft Tape                                    | Entertainment        |
| 24/06/19 | £18.00    | sweets                                        | Entertainment        |
| 25/06/19 | £584.06   | Event Management remaining                    | Hire and Services    |
| 25/06/19 | £120.00   | Artwork to Ambika                             | Advertising          |
| 26/06/19 | £300.00   | error, refunded                               | Entertainment        |
| 27/06/19 | £100.00   | uncle                                         | Entertainment        |
| 01/07/19 | £125.00   | Cornish Jam                                   | Entertainment        |
| 01/07/19 | £343.20   | Security                                      | Hire and Services    |
| 02/07/19 | £109.68   | Cancellation policy                           | Insurance & Licences |
| 05/07/19 | £400.00   | - Fish                                        | Expenses             |
| 05/07/19 | £200.00   | Volunteers                                    | Hire and Services    |
| 05/07/19 | £300.00   | BBC band - now Levens Four                    | Entertainment        |
| 08/07/19 | £840.00   | Large stage                                   | Entertainment        |
| 08/07/19 | £50.00    |                                               | Expenses             |
| 10/07/19 | £324.00   | Skip                                          | Hire and Services    |
| 10/07/19 | £2.50     | Letters to shops (Diverse Events)             | Advertising          |
| 10/07/19 | £79.83    | Craft tape (Diverse Events)                   | Entertainment        |
| 10/07/19 | £25.00    | Website Domain ( )                            | Advertising          |
| 10/07/19 | £21.00    | Temporary Event Licence (Diverse Events)      | Insurance & Licences |
| 11/07/19 | £200.00   | HMS Drake                                     | Entertainment        |
| 22/07/19 | £80.00    |                                               | Hire and Services    |
| 09/08/19 | £100.00   | Scrapstore Band                               | Hire and Services    |
| 07/09/19 | £1,273.00 | Traffic management                            | Entertainment        |

## **CONSTITUTION – SALTASH REGATTA COMMITTEE 2021**

**Name :** Saltash Regatta Committee

**Location :** Saltash Cornwall

**Objectives :** To organise and stage the annual Saltash Regatta

**Powers :** In furtherance of the objectives, but not otherwise, the management committee (Committee) may exercise the power to :

1. Raise funds and to invite and receive contributions, provided that in raising funds, the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
2. Buy, rent or take lease or in exchange any property or assets necessary for the achievement of the objectives, and maintain or equip for use as necessary.
3. Subject to any consents required by law, the Committee may also sub-let property, and sell, loan or rent its assets to other organisations in Saltash and district.
4. Subject to any consents required by law, the Committee may borrow money and charge all or any part of the assets of the Regatta with repayment of the money so borrowed.
5. Subject to any consents required by law, the Committee may operate a lottery or draw in order to raise funds.
6. Co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objectives, and to exchange information and advice with them.
7. Appoint and constitute such advisory committees as the Committee may think fit.
8. Do all such other lawful actions as are necessary for the achievement of the objectives.

**Membership :** Membership is open to anyone, subject to approval by the Committee. There will be no membership fees.

**Management Committee :** The Committee shall consist of at least three members, but there is no maximum limit to Committee members co-opted.

1. Meetings shall be held at least three times per year. One third of Committee members must be present to form a quorum (minimum three members).
2. The Regatta may take out and pay for indemnity insurance for the annual event, or personal indemnity on behalf of Committee members, or insurance of the assets.
3. All Committee members are elected for a period of one year. They will retire at the AGM, but may be re-elected.
4. The Committee shall produce a set of annual accounts.
5. Committee Officers will include an elected Chairman, Treasurer and Secretary.

**Annual General Meeting (AGM) :** The AGM shall be held no later than six months after the end of the financial year. Public notice must be given at least 14 days before the AGM. The AGM will hear reports of the years work, receive the report of the Treasurer, accept the resignation of the outgoing Committee and elect Committee members for the next year.

**Voting at AGM :** All members are entitled to vote. Voting shall be by a show of hands. In the event of a tie, the Chairman's vote is decisive.

**Special General Meeting (SGM)** : The Chairman may call a SGM to resolve a serious problem or if it is proposed to change the Constitution. 14 days public notice of a SGM must be given.

**Amendment** : The Constitution may be amended by a majority vote at the AGM or SGM.

**Assets and Property** : These are the responsibility of the Committee at all times, and a Register should be maintained.

**Income and Expenditure** : This is the responsibility of the Treasurer and Committee. Proper accounts shall be kept and made available to members at the AGM. Accounts shall be audited annually according to law by a qualified person who is not a member. The accounting year shall be from each September.

**Bank Account** : An account shall be opened in the name of the Regatta and the signatures of at least two Committee members will be needed for cheques to be drawn on the account.

**Dissolution** : The organisation may be dissolved if deemed necessary by the members in a majority vote at an AGM or SGM. Funds and other remaining assets shall be distributed to other local charities or to Saltash Town Council in respect of assets acquired with grants.

Chair –

Treasurer –

Secretary –



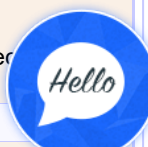
# The Specialist Broker

## Your Quotation

Here is your quotation. If you wish to accept the quotation, confirm you have read our Terms and Conditions and Policy Details below and then press the **Continue** button.

To edit your information please press the [back](#) button, change your details and re-submit.

|                                                                                  |                 |                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Total Payable (Single Period Policy)</b>                                      | <b>£703.43</b>  |                                                                                                                                                                                                                                                                                                                                                                            |
| Insurance Provider                                                               |                 | Covéa Insurance                                                                                                                                                                                                                                                                                                                                                            |
| The premiums shown are based on current rates and are valid for this quote only. |                 |                                                                                                                                                                                                                                                                                                                                                                            |
| Turnover                                                                         | Max.<br>£30,000 |                                                                                                                                                                                                                                                                                                                                                                            |
| Number of Visitors                                                               | 10000           |                                                                                                                                                                                                                                                                                                                                                                            |
| Public Liability (compulsory)                                                    |                 | £5,000,000                                                                                                                                                                                                                                                                                                                                                                 |
| Employers Liability (optional)                                                   |                 | £10,000,000                                                                                                                                                                                                                                                                                                                                                                |
| Number of Employees                                                              | 15              |                                                                                                                                                                                                                                                                                                                                                                            |
| Property Cover (optional)                                                        |                 | £5,000                                                                                                                                                                                                                                                                                                                                                                     |
| Single Article Limit                                                             |                 | £4,000                                                                                                                                                                                                                                                                                                                                                                     |
| Cancellation (optional)                                                          |                 | Not Available                                                                                                                                                                                                                                                                                                                                                              |
| Marquee - Property Damage (optional)                                             |                 | Not Required                                                                                                                                                                                                                                                                                                                                                               |
| Public Liability Excess                                                          | £250.00         | This excess is not applicable to the Public Liability personal injury section.                                                                                                                                                                                                                                                                                             |
| Employers Liability Excess                                                       | N/A             | This excess is not applicable to the Employees Liability section.                                                                                                                                                                                                                                                                                                          |
| Property Excess                                                                  | £250.00         |                                                                                                                                                                                                                                                                                                                                                                            |
| Money Excess                                                                     |                 |                                                                                                                                                                                                                                                                                                                                                                            |
| Stock Excess                                                                     |                 |                                                                                                                                                                                                                                                                                                                                                                            |
| Gazebo Excess                                                                    | £500.00         | This excess is not applicable to the Public Liability personal injury section.                                                                                                                                                                                                                                                                                             |
| Exclude - Water Based Activities                                                 |                 | Excludes any water based activity                                                                                                                                                                                                                                                                                                                                          |
| Sale or Supply of Food and Drink                                                 |                 | In respect of Section 1:<br><br>Public Liability Cover (e) is added to the Policy as shown below:-<br><br>(e) the sale or supply of food and drink in connection with the Event                                                                                                                                                                                            |
| Gazebo Requirements                                                              |                 | In respect of Section 1: Public Liability<br><br>If You use a Gazebo during Your Event this item must not be left erected overnight and at all other times it must have secure straps fitted over each corner and securely pegged to the ground in addition to their normal fixings.<br><br>The Policy Excess is increased to £500 in respect of damage caused by a Gazebo |



|                             |        |  |
|-----------------------------|--------|--|
| The above amount includes:  |        |  |
| Insurance Premium Tax (IPT) | £74.30 |  |
| Policy Fee                  | £10.00 |  |

Start Date of Event: 03/09/2021  
End Date of Event: 06/09/2021

- ☐ I have read the [Terms and Conditions](#)
- ☐ I have read the [Policy Details](#)
- ☐ I have read the [Policy Summary](#)
- ☐ I have read the [Insurance Act](#)

Continue

|  |  |                      |                                      |                            |                         |                          |
|--|--|----------------------|--------------------------------------|----------------------------|-------------------------|--------------------------|
|  |  | <a href="#">Home</a> | <a href="#">Terms and Conditions</a> | <a href="#">Contact Us</a> | <a href="#">Privacy</a> | <a href="#">Security</a> |
|--|--|----------------------|--------------------------------------|----------------------------|-------------------------|--------------------------|

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**ADDRESS**

Saltash Regatta

**DATE**  
 13/11/2019

**TOTAL**  
**£820.00**

| DATE       | ACTIVITY                               | DESCRIPTION                                                     | QTY | AMOUNT           |
|------------|----------------------------------------|-----------------------------------------------------------------|-----|------------------|
| 13/11/2019 | <b>Bishop Sound BB215A</b>             | Bishop Sound BB215A Loudspeaker                                 | 2   | 40.00            |
| 13/11/2019 | <b>Bishop Sound Dual 15" Subwoofer</b> | Beta 15" Dual 1200w RMS Passive Subwoofer                       | 2   | 40.00            |
| 13/11/2019 | <b>Allen &amp; Heath GLD80</b>         | GLD 80 - 48ch Digital Mixer                                     | 1   | 50.00            |
| 13/11/2019 | <b>Mackie SMR 450</b>                  | 450 Watt Active Speaker                                         | 4   | 60.00            |
| 13/11/2019 | <b>SM58</b>                            | Shure SM58 wired Microphone                                     | 4   | 20.00            |
| 13/11/2019 | <b>Shure SM57</b>                      | Shure SM57 Microphone                                           | 2   | 20.00            |
| 13/11/2019 | <b>AKG Drum Kit Mic Set</b>            | AKG Drum Set Session 1 Microphone Set                           | 1   | 15.00            |
| 13/11/2019 | <b>Boom Stand</b>                      | Tall Boom Stand                                                 | 6   | 0.00             |
| 13/11/2019 | <b>Sound Engineer</b>                  | Sound Engineer                                                  | 20  | 300.00           |
|            |                                        |                                                                 |     | Subtotal: 545.00 |
| 13/11/2019 | <b>1.5 Metre Truss Podium</b>          | 1.5 Metre F34 Global Truss Podium including base and top plates | 2   | 45.00            |
| 13/11/2019 | <b>1 Metre Truss Podium</b>            | 1 Metre F34 Global Truss Podium including base and top plates   | 2   | 20.00            |
| 13/11/2019 | <b>MARQ Gesture Spot 500</b>           | 120W LED Motorized Focus Spotlight                              | 2   | 30.00            |
| 13/11/2019 | <b>Par 64</b>                          | Par 64 1000W Long Nose                                          | 8   | 80.00            |
| 13/11/2019 | <b>6 Channel Dimmer</b>                | 6 Channel DMX Dimmer                                            | 2   | 20.00            |
| 13/11/2019 | <b>ADJ LED par</b>                     | ADJ Tri Par Profile Plus                                        | 8   | 80.00            |

**Terms & Conditions**

Please note quotes are valid for up to and including 30 (Thirty) days from the document date.

**TOTAL****£820.00**

THANK YOU.

**ADDRESS**

Saltash Regatta

**DATE**  
 13/11/2019

**TOTAL**  
**£850.00**

| DATE       | ACTIVITY                       | DESCRIPTION                                   | QTY | AMOUNT |
|------------|--------------------------------|-----------------------------------------------|-----|--------|
| 13/11/2019 | <b>Deliver &amp; Install</b>   | Deliver & Setup Stage Deck & Canopy           | 1   | 250.00 |
| 13/11/2019 | <b>Stage Deck</b>              | 8'x4' Steel Deck C/W Legs and Screw Jacks     | 9   | 180.00 |
| 13/11/2019 | <b>Stage Skirt</b>             | Black Stage Skirt                             | 1   | 0.00   |
| 13/11/2019 | <b>Stage Steps</b>             | Adjustable Stage Steps                        | 1   | 20.00  |
| 13/11/2019 | <b>6mx3m Stage Canopy</b>      | 6mx3m Black Gazebo                            | 1   | 150.00 |
| 13/11/2019 | <b>Collect &amp; Take down</b> | Collection & Take down of Stage Deck & Canopy | 1   | 250.00 |

**Terms & Conditions**

Please note quotes are valid for up to and including 30 (Thirty) days from the document date.

**TOTAL** **£850.00**

THANK YOU.

Full terms & conditions are available upon request.

Confirmation of any quotation maybe subject to a deposit to secure goods and services.

If you have any queries please feel free to contact us.

Accepted By

Accepted Date



Saltash Regatta Committee

[info@saltashregatta.co.uk](mailto:info@saltashregatta.co.uk)

Re: Saltash Regatta 2019

#### Chairman's report

This was a very successful event this year. We had high numbers on the Saturday as the sun was shining. Sunday was a lot wetter and therefore, was less well attended. This seems to be a pattern each year and I feel we should adapt the entertainment on Sunday of Regatta to reflect this. We had several acts singing to a very small number of people on Jubilee Green, I feel this should be adjusted for future years. The committee and partners are exploring Classic Car options as an alternative. We have had positive feedback and happy visitors.

For the first time in over 10 years; the event has not made a loss.

Factors influencing this were Tesco funding, Saltash Town Council funding, Eco cups, Cornwall Councillors Community Chest funding, increased stall bookings, (thanks to Diverse events) and a few more sponsors, thanks to [redacted] at Born Hectic and her brewery contacts. [redacted] did a great job with contacting local businesses, we have learnt for the future that our fund raiser needs to send the invoices as soon as sponsorship is agreed and take the money before adding them to marketing as one or two did not pay.

**Set up and preparation** was relatively straight forward and was very smooth until approximately 16.30 on Friday. At this time all volunteers were being briefed; someone jumped the bridge; the generator turned up; traders were disgruntled about pitches and we did not have enough hands on deck. It was also a later finish than usual. Cars were still parked in the way on Old Ferry Road and Jubilee Car Park.

Possible recommendations –

1. Have the volunteer meeting the night before.
2. Ask traders to arrive after midday on the Friday so we spend less hours on site preparing or have two shifts of helpers.
3. Attempt an earlier road closure?



### **Next year's thoughts**

- 1 A greasy pole
- 2 Ask Cornwall Pride back
- 3 Clarity on who does what (ie banners etc)
- 4 Prepare a time line and schedule things in like preparing the programme so we all have the time.
- 5 Use SWW water stations
- 6 Try and get an ATM
- 7 Have ashtrays
- 8 Use Urinals
- 9 Treasure Hunt on Saturday after parade
- 10 Be clearer on music and who is booking and confirming acts.
- 11 More cups and a new design
- 12 Separate meetings for different aspects – Boat race / Marketing / Funding / Logistics
- 13 Consider security for future Regattas, in particular, Saturday 14.00 – 20.00 (peak drinking time)
- 14 Make a feature of the novelty race using “sit on tops”.

Our many partners help to make this event happen, Saltash Sailing Club and Caradon Pilot Gig Club in particular keep this a true Regatta, but there are a host of other organisations, sponsors, stall holders and individuals that help make it all happen.

Saltash Town Council was our biggest sponsor and we reflected this in our marketing. The Saltash Town Council logo was prominent on all our programmes, Facebook marketing and Website. We thanked them in our local advertising, The Observer, Love Saltash and radio interview with radio Cornwall. The logo was on our banners.

### **Annual Report Saltash Regatta 2020**

Due to the current global pandemic the Saltash Regatta Committee were not able to hold their annual event in 2020. The decision to postpone to 2021 was made with a provisional date of 4<sup>th</sup> and 5<sup>th</sup> September 2021 made prior to the recent Government roadmap being announced.

The Committee are looking at all options and assessing the ever changing circumstances with the hope to hold an event this summer, dependent on further developments and Government guidance in the coming months as to what the restrictions and possible relaxation of measures may be.

Yours Sincerely

Saltash Regatta  
Committee Chair:

**Saltash Gateway CIC**

4 Fore Street, Saltash  
Cornwall PL12 6JL



22/04/2021

Saltash Regatta 2021

Letter of support

To Whom It May Concern

We have been supporters of this event for many years and we shall continue to offer our full backing to the successful running of the event. We provide transport to visitors of the event and have helped to ferry the gig rowers and members of the public from various locations in Saltash, over both days. We will support in a similar way this year, following relevant guidelines and working within the capacity we can manage.                      always talks to us about what the Regatta needs and we have already begun discussing 2021.

We fully support the event; it is great for the community and brings trade to our town at the same time.

Regards

Hub & Transport Manager Community Enterprises PL12

This was a very successful event this year. We had high numbers on the Saturday as the sun was shining. Sunday was a lot wetter and therefore, was less well attended. This seems to be a pattern each year and I feel we should adapt the entertainment on Sunday of Regatta to reflect this. We had several acts singing to a very small number of people on Jubilee Green, I feel this should be adjusted for future years. The committee and partners are exploring Classic Car options as an alternative. We have had positive feedback and happy visitors.

For the first time in over 10 years; the event has not made a loss.

The event made a **profit** of £1687.08. Factors influencing this were Tesco funding, Saltash Town Council funding, Eco cups, Cornwall Councillors Community Chest funding, increased stall bookings, (thanks to Diverse events) and a few more sponsors, thanks to , Born Hectic and her brewery contacts . did a great job with contacting local businesses, we have learnt for the future that our fund raiser needs to send the invoices as soon as sponsorship is agreed and take the money before adding them to marketing as one or two did not pay.

**Set up and preparation** was relatively straight forward and was very smooth until approximately 16.30 on Friday. At this time all volunteers were being briefed; someone jumped the bridge; the generator turned up; traders were disgruntled about pitches and we did not have enough hands on deck. It was also a later finish than usual. Cars were still parked in the way on Old Ferry Road and Jubilee Car Park.

Possible recommendations –

1. Have the volunteer meeting the night before.
2. Ask traders to arrive after midday on the Friday so we spend less hours on site preparing or have two shifts of helpers.
3. Attempt an earlier road closure?

The **parade** this year was a bit quiet and I would not want to do this without a marching band again. We did adapt and overcome but missed the band and Samba Kernow. It was a good idea using the big stage and car park for presentations. It was great to have recognition from Saltash Town Council.

Possible recommendations:

1. Make sure we get confirmation of bands early.
2. Consider a new theme – School /Nursery Junk bands – make own instruments, set out a song to practice, engage with scrap store. This will be eco and fun!  
(Update - A letter has been sent to each school and nursery).

**Transport and Parking** as always, issues with lack of room and a little hiccup with rowers and towers! However, overall the service was excellent; Community Enterprises were flexible, accommodating and good value. A service we need and can not do without.

Possible recommendations:

1. Set times for 3 buses to collect all rowers (7.30 am – 8.00 am), Take back towers, and then set a time for end of day.

**Music and Entertainment** highlights were Riptide, Levens Four, , Malavita, Cornish Jam, Rock Choir, had a hiccup with The Union but this is manageable in the future.

Possible recommendations:

- 1 Wreckers to have set slot
2. Engage with the junk band at Scrapstore for a slot
3. Consider what we have on Sunday on Waterside Green and less paid acts

(Update – working towards car show on Sunday)

The **Cardboard Boat Race** was epic, outstanding, well organised and all went beautifully! I am so grateful to Jon, Dee and Simon. The video was amazing. We must get this contact for next year.

In all, our Success stories were:

- 1 The Boat Race – Thanks I
- 2 Funding – Thanks and the Chair.
- 3 Stall bookings – Thanks to
- 4 Using waterproof stages – Good contact from
- 5 Eco glasses – Thanks and West Design products
- 6 Fish and FEAST– Thanks
- 7 Team spirit and external support – Thanks to our committee and volunteers
- 8 Great feedback – Thanks to our community
- 9 Waste management – Thanks to
- 10 Spotless sight - Thanks to and SEA

### **Next year's thoughts**

- 1 A greasy pole
- 2 Ask Cornwall Pride back
- 3 Clarity on who does what (ie banners etc)
- 4 Prepare a time line and schedule things in like preparing the programme so we all have the time.
- 5 Use SWW water stations
- 6 Try and get an ATM
- 7 Have ashtrays
- 8 Use Urinals
- 9 Treasure Hunt on Saturday after parade
- 10 Be clearer on music and who is booking and confirming acts.
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- 13 Consider security for future Regattas, in particular, Saturday 14.00 – 20.00 (peak drinking time)
- 14 Make a feature of the novelty race using “sit on tops”.

Our many partners help to make this event happen, Saltash Sailing Club and Caradon Pilot Gig Club in particular keep this a true Regatta, but there are a host of other organisations, sponsors, stall holders and individuals that help make it all happen.

It is a great event, lots of work, but long may it continue!

Chair 2019

SALTASH  
**Regatta** 2019  
WATERSIDE FESTIVAL

PROGRAMME  
OF **EVENTS**

22<sup>ND</sup> & 23<sup>RD</sup>  
**JUNE**



# SALTASH Regatta

WATERSIDE FESTIVAL 2019

**FREE MUSIC AND ENTERTAINMENT**  
and a variety of stalls and activities ALL WEEKEND

## SATURDAY 22<sup>ND</sup> JUNE

Meet at Victoria Gardens at 10am for the 'Seaside' themed parade. We will leave at 10.30am heading down Fore Street to the Waterside with a fishy surprise! Opening ceremony will follow on Jubilee Green.

### ON LAND

#### JUBILEE GREEN

10.00 - 17.00 Market and inflatables  
12.00 - 17.00 Billy Wiz  
appearing throughout the day

#### JUBILEE GREEN STAGE

10.45 Official Opening  
12.00 Rock Choir  
13.20 Horses on the Beach  
14.50 Morzim  
16.00 The Viewers  
17.20 Cornish Jam

#### OLD FERRY ROAD

10.00 - 17.00 Market and children's rides

#### WATERSIDE GREEN

10.00 - 17.00 Market stalls

#### WATERSIDE GREEN STAGE

11.00 Livewire  
13.20 The Sultans  
14.50 Cornwall Pride  
16.00 Riptide

#### BRUNEL GREEN

Caradon Pilot Gig Club Regatta  
'Mixed Championships'

### ON THE WATER

10.00 - 18.00 Caradon Pilot Gig Club gig racing with a guest crew from Italy  
10.00 - 16.00 Saltash Sailing Club dinghy pursuit races  
13.00 - The 5-Town Challenge, starting from the slipway by Ashtorre Rock  
Come and cheer on dignitaries from five local towns as they fight it out kayaking for the Five Towns Trophy!

## SUNDAY 23<sup>RD</sup> JUNE

### ON LAND

#### JUBILEE GREEN

10.00 - 17.00 Market stalls and inflatables

#### JUBILEE GREEN STAGE

12.00 The Joint Chiefs  
13.00 The Andy Quick Band  
14.20 Dautara Collective  
15.30 Malavita

#### OLD FERRY ROAD

10.00 - 17.00 Market stalls and rides

#### WATERSIDE GREEN

10.00 - 17.00 Market stalls

#### WATERSIDE GREEN STAGE

10.30 Saltash Churches Together  
11.30 Tom Baker  
13.30 Simon and his Uncle  
14.30 Charlie Louise  
15.30 BBC Band

#### SLIPWAY BY ASHTORRE ROCK

Specially imported Regatta beach

10.00 Wild Swim  
12.45 Cardboard Boat Race with a blessing of the boats by Rev. Brian Anderson  
17.00 Community litter pick  
EVERYONE WELCOME

#### BRUNEL GREEN

10.00 - 14.00 Caradon Gig Club Taster Day  
13.30 Paint Party

### ON THE WATER

Saltash Rowing Club 'Flash Boat Regatta'  
Saltash Sailing Club Try sailing!  
Caradon Gig Club Taster Day

### DID YOU KNOW?

We have made the Festival Vision 2025 pledge. We aim to achieve a 50% reduction in festival-related greenhouse gas emissions.

### BY 2025 OUR AIMS ARE...

No plastic bottles  
No plastic straws  
An increased amount of recycling  
No plastic cutlery or food packaging  
Working to reduce transport emissions



### ALL WEEKEND

Saltash Sailing Club will be open for drinks and cream teas  
Livewire will be rocking refreshments and hosting a table-top sale  
Ashtorre Rock serving teas, coffee and snacks



# SALTASH Regatta 2019

WATERSIDE FESTIVAL

IS SPONSORED BY:



OUR EVENT PARTNERS ARE:



Diverse Events



Page 155

[saltashregatta.co.uk](http://saltashregatta.co.uk)

**Saltash Regatta and Waterside Festival 2019**



12/4/2021

Quote to: Saltash Regatta

Date: 4<sup>th</sup> September 2021

Fee: £175

Cheque payable to: Samba Kernow

BACS:

Please identify the BACS for our reference purposes.

Many thanks,

(treasurer)



Saltash Regatta Committee  
c/o 14 Lockyer Terrace  
Saltash  
PL12 6DF  
[info@saltashregatta.co.uk](mailto:info@saltashregatta.co.uk)

Re: Saltash Regatta 2019 - **A massive Thank you**

We would like to express our thanks for giving your support.

The event is mainly run by volunteers and relies heavily on local sponsorship, support, and the coming together of the community.

Fortunately, once again our sponsors and supporters made the event financially viable to go ahead, without them we simply wouldn't have an event! Saltash Town Council was instrumental in their support as our biggest sponsor and we could not have had the visitors we had without Community Enterprises.

In addition to our sponsors, the support of HMS Drake, Barne Barton Ambassadors, and students from Saltash.net Six Form meant we had enough physical support to ensure the event was safe and enjoyable for all who attended. The Saltash Town Council wardens could not do enough to help and were invaluable during the weekend.

We were thrilled the Major could open the event and the way in which schools, preschools and local groups made such a massive effort to attend the parade, along with our visiting dignitaries.

The Sailing Club helped with safety on the water; The Union helped with electric (and parking issues), CBL moved the sand and United Reform Church made the cardboard boat race epic!

A special note of gratitude goes from myself as the Chair, to Diverse Events, Aaron has increased our exhibitor bookings significantly, as well as constantly going above and beyond his remit to ensure the event is a success.

So many helped – too many to list, thank you to you all.

Let's do it again shall we?

If you want to make sure you are involved next year and have any feedback, please do get in touch by contacting [info@saltashregatta.co.uk](mailto:info@saltashregatta.co.uk)

Kindest Regards,

Chairperson  
Saltash Regatta Committee

## Transactions

|                      |           |
|----------------------|-----------|
| Available balance    | £6,847.69 |
| Last night's balance | £6,847.69 |
| Overdraft limit      | £0.00     |

Showing 1 transaction between 27/02/2020 and 27/02/2020 from 30/10/2019 to 28/02/2020

| Date       | Description                                                 | Money in | Money out | Balance   |
|------------|-------------------------------------------------------------|----------|-----------|-----------|
| 27/02/2020 | Counter Credit<br>CREATIVE KERNOW LT<br>CREATIVE KERNOW BGC | £50.00   |           | £7,467.91 |

### Need to view older transactions?

If you have registered for online statements, then follow the link to view them

If you don't have online statements, then statements may still be visible in Cloud It

If you can't find the relevant statement/transactions online, you can order a copy statement

Bank UK PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register No. 759676).

Registered in England. Registered No. 9740322. Registered Office: 1 Churchill Place, London E14 5HP.

# Billy Wiz Entertainments

## Diverse Events

### CONTRACT No:

*This contract is confirmation that you have booked Billy Wiz Magician to perform as detailed in the following engagement schedule. Please check all information is correct and confirm via email to or you can confirm online at within 7 days.*

*Thank you for booking Billy Wiz Magician, I look forward to seeing you on the day.*

### ENGAGEMENT SCHEDULE:

**ACT:** Magic Shows and Close Up Magic  
**DATE:** Sunday 5th September 2021  
**TIME:** 12 to 5pm  
**EVENT:** Saltash Regatta  
**VENUE:** Saltash

**FEE: £380** The fee is payable by cash, cheque or BACS

I have read the Engagement Schedule and General Terms & Conditions below and agree they will be adhered to.

Bookers Signature: x

Date: x

Bookers Tel No:

Mobile:

Artistes Signature:

Date: 6th April 2021

### GENERAL TERMS & CONDITIONS

- Contract:** Please check all the information is correct and confirm via email to or confirm on line at  
These inclusive terms and conditions shall deemed accepted even if it is not confirmed within the prescribed 7 days, provided no written objection has been made.
- Cancellations:** Cancellations must be made either by telephone or registered post. If a cancellation is made 28 days or less prior to the engagement date the booker shall be liable for the full performance fee.
- Outdoor Venues:** Billy Wiz's magic show cannot be performed outdoors unless he's undercover with three sides, He shall not be expected to perform in adverse weather or ground conditions, and the contractual fee shall be paid irrespective of the weather. He will be prepared to perform in a reasonable alternative venue within reasonable distance of the original venue. Billy Wiz's decision as to the working conditions is final.
- \*\* Parking:** It's the client's responsibility to ensure there is adequate parking close to the venue entrance for Billy Wiz.  
If Billy wiz cannot perform the show due to lack of parking, the client shall still be liable for the Full Performance Fee.  
(Unloading then parking elsewhere is not an option.) The client is responsible for any parking charges incurred.
- Performance Times:** It's the client's responsibility to ensure that the children are present on time, so the show can start at the booked time.  
A late start may mean a shortened show to allow Billy Wiz to finish on time. In this happens the full performance fee will still be payable.
- Adult Supervision:** Billy Wiz is not engaged in a supervisory role, therefore please ensure at least two responsible adults are present in the room always during the entertainment to act in such a role. For safety reasons, any children present who are under 3 years old must be kept safely away from the performance area.



## **Grant Application Checklist**

### **PLEASE CHECK THAT THE APPLICATION DOES NOT CONFLICT WITH THE FOLLOWING:**

- Statutory services.
- Expeditions or trips.
- Replacement for statutory funding.
- Bursaries or scholarships.
- Projects outside of Saltash.
- Individuals.
- Hospitality.
- National Charities.
- Salaries or routine administration costs.
- “Upward funders”- local groups who send fundraising to central headquarters for redistribution.
- Private organisations operating as a business to generate a profit or surplus.
- Projects with party political links.
- Organisations intending to support or oppose any particular political party or to discriminate on any grounds.
- Projects which discriminate on any grounds.
- Projects which do not benefit the Saltash community at large.
- “Branches” that could be funded by the main organisation.
- Buildings that are uninsured.
- A project that competes or conflicts with any service, project or event being supported, organised or funded by the Town Council.
- Applications from organisations with substantial and allocated resources will not be considered a priority for funding and will usually be unsuccessful.
- Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

|                                                                                                                         |                                     |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Is application fully completed:                                                                                         | <input checked="" type="checkbox"/> |
| Have the organisation, or a sub group of the same organization, applied for funding in the same financial year:         | No                                  |
| When is the event or project to commence:                                                                               | 04/09/21                            |
| Does the application directly benefit the residents of Saltash and clearly demonstrate this:                            | Yes                                 |
| Is the application submitted 20 working days prior to the next P&F Meeting:                                             | Yes                                 |
| Has the application shown intent to clearly acknowledge the support of the Town Council on publicity material:          | Yes                                 |
| Amount of funding applied for:                                                                                          | £2928.43                            |
| If Community Chest application has the grant applied for exceeded £1000:                                                | N/A                                 |
| If Festival Fund application has the amount exceeded £1500 per day:<br><i>(please note maximum of 2 days per event)</i> | No                                  |

Mandatory requirements:

All of the following requirements must normally be met by applicants. Where they are not met a clear reason should be given in writing with the application. Please ensure all relevant documents are received:

|                                                                                                                                                  |                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Copies of the most recent bank statements must be provided.                                                                                      | Yes                                                                 |
| Public Liability Insurance Certificates are required for any events or projects.                                                                 | No – They wish to request funding for the purchase of the insurance |
| If staff will be involved Employee Liability Insurance Certificates are required.                                                                | N/A                                                                 |
| Buildings Insurance will be required if an application relates to funding towards this purpose.                                                  | N/A                                                                 |
| Full contact details for the applicant as well as any registered address for the organisation should be supplied.                                | Yes                                                                 |
| A copy of the constitution for the organisation should be included.                                                                              | Yes                                                                 |
| Match funding is extremely important and the applicant needs to demonstrate that this is in the process of being sought or is already committed. | Yes                                                                 |

What Key Priority Area does the application fall under:

**(Please tick all that apply)**

|                                                                                                          |                                     |
|----------------------------------------------------------------------------------------------------------|-------------------------------------|
| The promotion of tourism and leisure for both residents and visitors to the area with a community focus. | <input checked="" type="checkbox"/> |
| Supporting local safety campaigns.                                                                       | <input type="checkbox"/>            |
| Benefit health and wellbeing.                                                                            | <input checked="" type="checkbox"/> |
| Promote pride in the community.                                                                          | <input checked="" type="checkbox"/> |
| Highlight important local issues/history/culture to local residents and students.                        | <input checked="" type="checkbox"/> |
| Promote a sports -related initiative or event.                                                           | <input checked="" type="checkbox"/> |
| Increases visitors to Saltash and improves the local economy.                                            | <input checked="" type="checkbox"/> |
| Promotes environmental issues which improve the local area.                                              | <input type="checkbox"/>            |
| Takes into account locals when organising events.                                                        | <input checked="" type="checkbox"/> |
| Takes the environment and waste management into consideration.                                           | <input checked="" type="checkbox"/> |

|                                                                                                                    |          |
|--------------------------------------------------------------------------------------------------------------------|----------|
| Date application sent for review by the Chair and Vice Chair of P&F:                                               | 27/04/21 |
| Date approved by Chair and Vice Chair of P&F:<br><b>If application is refused please follow appeal procedures.</b> | 04/05/21 |
| Date to be received by P&F Committee:                                                                              | 27/05/21 |

Checklist after Committee Consideration:

|                                                                  |                               |
|------------------------------------------------------------------|-------------------------------|
| Date letter sent to inform applicant of the decision:            | Click or tap to enter a date. |
| Date for supporting documents and receipts to be received:       | Click or tap to enter a date. |
| Date for report to be received by P&F Committee after the event: | Click or tap to enter a date. |

Checklist after Event / Project Completed:

|                                                 |                               |
|-------------------------------------------------|-------------------------------|
| Receipts sent to Finance:                       | Choose an item.               |
| Did all the funding awarded be utilized:        | Choose an item.               |
| Date Finance has been informed of funding used: | Click or tap to enter a date. |
| Date report received by P&F:                    | Click or tap to enter a date. |



# Saltash Town Council



## Grant Application Form

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

Community Chest Grant ☐

Festival Fund Grant ☒

**DATE APPLICATION SUBMITTED:**

|                                                             |                                          |
|-------------------------------------------------------------|------------------------------------------|
| <b>Contact Name:</b>                                        |                                          |
| <b>Position:</b>                                            |                                          |
| <b>Organisation:</b>                                        | Saltash May Fair Committee               |
| <b>Contact Address:</b>                                     |                                          |
| <b>Telephone Number:</b>                                    |                                          |
| <b>E-mail:</b>                                              |                                          |
| <b>Status of Organization:</b>                              | Constituted Community Group              |
| <b>Charity/Company number (if applicable)</b>               | <b>Charity No:</b><br><b>Company No:</b> |
| <b>What geographical area does your organization cover?</b> | Saltash, Cornwall                        |

|                                                   |                                         |
|---------------------------------------------------|-----------------------------------------|
| How long has your organization been in existence? | Since the 22 <sup>nd</sup> of July 1980 |
|---------------------------------------------------|-----------------------------------------|

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

| Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u> ?<br><br>(Please list – continue on a separate sheet if necessary) | Date Applied                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Project               | Amount Applied for | Successful Y/N                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------|-----------------------------------------------------------------|
|                                                                                                                                                          | 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Saltash May Fair 2019 |                    | £1499.50<br>Yes, but never received (cancelled due to covid-19) |
|                                                                                                                                                          | 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Saltash May Fair 2018 |                    | £900<br>£1550 S106                                              |
|                                                                                                                                                          | 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Saltash May Fair 2017 |                    | £2000<br>£2875 S106                                             |
|                                                                                                                                                          | 2016                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Saltash May Fair 2016 | £1344.61           | £1350.00                                                        |
|                                                                                                                                                          | 2015                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Saltash May Fair 2015 | £974.99            | £974.99                                                         |
| Please list the aims and objectives of your organization                                                                                                 | <b>Constitutional Aims and Purpose:</b><br>The aim of the Committee shall be to continue the revival of the community spirit in Saltash on which attention was focused by the Silver Jubilee of Her Majesty Queen Elizabeth II.<br><br>The purpose of the Committee is to provide aid for the local voluntary organisations and charities of Saltash, by means of the provision of a fair to be held normally on a Saturday in Saltash, together with any other events which the Committee shall organise from time to time for the community of Saltash generally. |                       |                    |                                                                 |
|                                                                                                                                                          | <b>Other Aims:</b><br>To offer a one day Town Centre event for free; involving a range of performers, entertainers, musicians, bands, traders and charities.                                                                                                                                                                                                                                                                                                                                                                                                        |                       |                    |                                                                 |

|                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                  | <p>Saltash May Fair, and by extension, “SaltFest” has joined the “Festival Vision 2025” initiative, in working towards an environmentally sustainable festival. We hope to reduce waste where possible, reduce the amount of single use plastics, remove plastic straws and cutlery, and work with audiences to positively influence travel choices to reduce travel-related emissions.</p> <p>We aim to continue to raise funds from Waitrose Community Matters, sponsorship, and through grants.</p> <p>This event will offer two stages, one providing a platform for local community groups, and one for more festival style entertainment. We want to ensure community groups and acts are given the opportunity to perform, as well as enabling the event to spread across Fore Street and Longstone Park.</p> <p>The event offers so much to the community; it showcases Saltash and brings together the community, businesses, and groups within Saltash and further afield.</p> <p>The main aim is to bring the Saltash community together.</p> |
| <p><b>What are the main activities of your organization?</b></p> | <p>The Saltash May Fair Committee traditionally holds a one day festival across Fore Street, Victoria Gardens, and Longstone Park. Offering free entertainment, music, and stalls to the local community and surrounding areas in Devon and Cornwall. This couldn’t happen in May 2020, or May 2021, so a new event is planned, “SaltFest”, for when Covid-19 restrictions are lifted, which will follow a similar template.</p> <p>Community engagement is encouraged through a variety of ways:</p> <ul style="list-style-type: none"> <li>- Local shops and charities are invited to attend as traders to sell goods and raise awareness</li> <li>- Free spaces (deposit scheme) are offered to businesses who have a shopfront in Fore Street or the immediate area</li> <li>- Sponsorship is sought from local businesses</li> <li>- The Committee is led by volunteers, local to Saltash</li> <li>- Local groups are able to showcase their talent across the two stages</li> </ul>                                                                |

|                                                                                                                                                                                             |                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
|                                                                                                                                                                                             | 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?                                 | N/A             |
| 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? | N/A             |
| If application is from an education, health or social service establishment – do you work in partnership with other groups?                                                                 | N/A             |
| If application is from an education, health or social service establishment – is project in addition to statutory services?                                                                 | N/A             |

## 2. Your project

|                |                          |                |
|----------------|--------------------------|----------------|
| <b>Project</b> | <b>Start Date</b>        | 31 / 07 / 2021 |
|                | <b>Finish Date</b>       | 31 / 07 / 2021 |
|                | <b>Total Cost</b>        | £11525.05      |
|                | <b>Grant Applied For</b> | £1477.75       |

|                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project title:</b>                                                                | SaltFest 2021                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Description of project</b><br>(please continue on a separate sheet if necessary): | <p>SaltFest 2021 is a one day free community festival held in Saltash. Events include: dog show, two stages of entertainment (both community based and festival based), market stalls, charity stalls, and kids activities. The event is free to the public and free to attend.</p> <p>It is estimated that the visitor numbers will reach over 5,000 visitors, similar to the May Fair.</p> |

|                                                    |                                               |
|----------------------------------------------------|-----------------------------------------------|
| <b>Where will the project/activity take place?</b> | Longstone Park, Victoria Gardens, Fore Street |
|----------------------------------------------------|-----------------------------------------------|

|                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Who will benefit from the project?</b><br>(What groups will benefit and approximately how many people will benefit in total)                                                              | <p>The event is estimated to attracts around 5,000 visitors from Saltash and the surrounding areas. This positively impacts on local businesses, brings visitors to the area, increases social interaction, and greatly increases community cohesion .</p> <p>Visitors (Approx 5,000)<br/>Local charities (Approx 50)<br/>Local business stall holders (Approx 72)</p>                                                                                                                                                                                                                                                                     |
| <b>What evidence do you have that this project is required?</b><br>(This might be survey work or statistical evidence)                                                                       | <p>Saltash May Fair has run for many years, being well attended, and attracts very positive feedback from local shops, businesses, the community, and the visitors to the event. After two years without the May Fair, the community is in need of a community event.</p> <p>A lack of events means many charities and community groups are struggling to reach their audience.</p> <p>Additionally research suggest that community cohesion has declined quite substantially during the pandemic. The pandemic has put a higher strain on social resources among the community, who have experienced negative changes in their lives.</p> |
| <b>What support have you received for this project?</b><br>(Please tell us about any expressions of support you have received from outside your organization<br>Consultation with Community) | <p>SaltFest is supported by local businesses, charities, community groups, and volunteers.</p> <p>The Saltash Chamber of Commerce, Cornwall Council, and Saltash Town Council have all supported the May Fair significantly over the past years to ensure the event can go ahead, we hope to gain the same support in regards to SaltFest.</p>                                                                                                                                                                                                                                                                                             |

|                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>How will the project be managed and how will you measure its success?</b>                                                                                                                            | <p>The event is managed by a volunteer committee, with logistical support by a local not-for-profit Community Interest Company to ensure the event runs safely and meets HSE regulations.</p> <p>Attendance and the sense of community achieved by such events is how the success of the event will be measured, alongside visitor numbers and feedback.</p>                  |
| <b>Please give the timescale and key milestones for your project, including a start date and finish date.</b>                                                                                           | The event will take place on the 31 <sup>st</sup> of July 2021.                                                                                                                                                                                                                                                                                                               |
| <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> | A full event management plan and risk assessments are produced to ensure the event is safe for all, including children, young people, and vulnerable people. This plan is circulated to police, fire, ambulance, licencing, Streetworks, and Cornwall Council Events Team. If the events team deem it necessary it is also sent to the Local Event Safety and Guidance Group. |

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

|                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |         |         |         |         |           |                  |           |         |         |                  |        |                                  |         |          |         |                         |         |                  |
|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|---------|---------|-----------|------------------|-----------|---------|---------|------------------|--------|----------------------------------|---------|----------|---------|-------------------------|---------|------------------|
| <b>What will the money be spent on?</b><br>(Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on) | <p>Below is the budget for SaltFest 2021. We are requesting funding for the highlighted items.</p> <table border="1"> <tr> <td>£350.00</td><td>Storage</td></tr> <tr> <td>£150.00</td><td>Artwork</td></tr> <tr> <td>£1,625.05</td><td>Event Management</td></tr> <tr> <td>£1,300.00</td><td>Medical</td></tr> <tr> <td>£177.75</td><td>Saltash Observer</td></tr> <tr> <td>£75.25</td><td>Traditional Marketing (Leaflets)</td></tr> <tr> <td>£500.00</td><td>Security</td></tr> <tr> <td>£200.00</td><td>Staffing and Volunteers</td></tr> <tr> <td>£225.00</td><td>Waste Management</td></tr> </table> | £350.00 | Storage | £150.00 | Artwork | £1,625.05 | Event Management | £1,300.00 | Medical | £177.75 | Saltash Observer | £75.25 | Traditional Marketing (Leaflets) | £500.00 | Security | £200.00 | Staffing and Volunteers | £225.00 | Waste Management |
| £350.00                                                                                                                                        | Storage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |         |         |         |           |                  |           |         |         |                  |        |                                  |         |          |         |                         |         |                  |
| £150.00                                                                                                                                        | Artwork                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |         |         |         |           |                  |           |         |         |                  |        |                                  |         |          |         |                         |         |                  |
| £1,625.05                                                                                                                                      | Event Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |         |         |         |         |           |                  |           |         |         |                  |        |                                  |         |          |         |                         |         |                  |
| £1,300.00                                                                                                                                      | Medical                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |         |         |         |           |                  |           |         |         |                  |        |                                  |         |          |         |                         |         |                  |
| £177.75                                                                                                                                        | Saltash Observer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |         |         |         |         |           |                  |           |         |         |                  |        |                                  |         |          |         |                         |         |                  |
| £75.25                                                                                                                                         | Traditional Marketing (Leaflets)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |         |         |         |         |           |                  |           |         |         |                  |        |                                  |         |          |         |                         |         |                  |
| £500.00                                                                                                                                        | Security                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |         |         |         |           |                  |           |         |         |                  |        |                                  |         |          |         |                         |         |                  |
| £200.00                                                                                                                                        | Staffing and Volunteers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |         |         |         |           |                  |           |         |         |                  |        |                                  |         |          |         |                         |         |                  |
| £225.00                                                                                                                                        | Waste Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |         |         |         |         |           |                  |           |         |         |                  |        |                                  |         |          |         |                         |         |                  |

|                                                                     |                                                                                                                                        |                                      |
|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
|                                                                     | £1,500.00                                                                                                                              | Traffic Management                   |
|                                                                     | £150.00                                                                                                                                | Saltash Town Band (Parade & Perform) |
|                                                                     | £100.00                                                                                                                                | SCC Stage                            |
|                                                                     | £480.00                                                                                                                                | Fore Street Stage Sound              |
|                                                                     | £100.00                                                                                                                                | Live music FS                        |
|                                                                     | £1,800.00                                                                                                                              | Live Music LSP                       |
|                                                                     | £1,668.00                                                                                                                              | Longstone Stage & Sound              |
|                                                                     | £21.00                                                                                                                                 | Event Licence                        |
|                                                                     | £150.00                                                                                                                                | COVID measures                       |
|                                                                     | £111.00                                                                                                                                | Toilets                              |
|                                                                     | £50.00                                                                                                                                 | Raffle 3rd prize                     |
|                                                                     | £100.00                                                                                                                                | Raffle 2nd prize                     |
|                                                                     | £150.00                                                                                                                                | Raffle 1st prize                     |
|                                                                     | £42.00                                                                                                                                 | Raffle ticket printing               |
|                                                                     | £500.00                                                                                                                                | Insurances                           |
| How will you promote STC once application and project are complete? | Saltash Town Council will be promoted and thanked on social media, as well as any editorial we achieve after a successful funding bit. |                                      |

**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:**

| Organization                      | Contribution Sought (£) | Applied (please tick as appropriate) | Granted (please tick as appropriate)               |
|-----------------------------------|-------------------------|--------------------------------------|----------------------------------------------------|
| Saltash Town Council Festival Fun | £1477.75                | ✓                                    |                                                    |
| Waitrose Bags of Help             | £300.00                 | ✓                                    | Too early for confirmation                         |
| Business Sponsorship              | £1000.00                | ✓                                    | Too early for confirmation                         |
| Stall Bookings                    | £3500.00                | ✓                                    | Too early for confirmation, currently have £547.00 |
| Fundraising                       | £1000.00                | ✓                                    | Too early for confirmation                         |

|                                                                                                  |                        |
|--------------------------------------------------------------------------------------------------|------------------------|
| Please confirm the bank account your project is using is in the project's name/organization name | Saltash Fair Committee |
|--------------------------------------------------------------------------------------------------|------------------------|

**4. Further information enclosed Checklist.**

|                                                                                                                                                                              | <b>Enclosed</b><br>(please tick)                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <b>A copy of your organization's most recent bank statements</b><br>(mandatory)                                                                                              | TBC                                                                       |
| <b>Copies of all <u>relevant</u> Employer's, Building &amp; Public Liability Insurance Certificates &amp; Title Deeds if appropriate</b> (mandatory)                         |                                                                           |
| <b>A letter head showing the organization's address and contact details</b>                                                                                                  | ✓                                                                         |
| <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)                           | ✓                                                                         |
| <b>A copy of your organization's latest set of accounting statements</b> (if any exist)                                                                                      | ✓                                                                         |
| <b>Copies of any letters of support for your project</b>                                                                                                                     | ✓                                                                         |
| <b>If your organization has previously received a grant from <b>STC</b> please include a brief report and evidence of how you promoted the contribution from the Council</b> | ✓                                                                         |
| <b>Other</b> (please list)                                                                                                                                                   | Please find attached quotes for:<br>- Medical Cover<br>- Saltash Observer |

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

The event's Public Liability Insurance, and Employer's Liability Insurance has not been included as it will be purchased closer to the time. As the uncertainty continues in relation to events being able to go ahead due to COVID, we haven't renewed the insurance as of yet to save on expenditure that may not be needed.

Copies of all public liability insurance for contractors and exhibitors and entertainers and performers is held by the May Fair Committee as bookings are confirmed. As bookings have not been confirmed (only pencilled in) due to COVID, we do not yet have copies of these.

**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>   | Committee member |  |  |
| <b>Date:</b>          |                  |  |  |

## **Grant Application Checklist**

### **PLEASE CHECK THAT THE APPLICATION DOES NOT CONFLICT WITH THE FOLLOWING:**

- Statutory services.
- Expeditions or trips.
- Replacement for statutory funding.
- Bursaries or scholarships.
- Projects outside of Saltash.
- Individuals.
- Hospitality.
- National Charities.
- Salaries or routine administration costs.
- “Upward funders”- local groups who send fundraising to central headquarters for redistribution.
- Private organisations operating as a business to generate a profit or surplus.
- Projects with party political links.
- Organisations intending to support or oppose any particular political party or to discriminate on any grounds.
- Projects which discriminate on any grounds.
- Projects which do not benefit the Saltash community at large.
- “Branches” that could be funded by the main organisation.
- Buildings that are uninsured.
- A project that competes or conflicts with any service, project or event being supported, organised or funded by the Town Council.
- Applications from organisations with substantial and allocated resources will not be considered a priority for funding and will usually be unsuccessful.
- Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

|                                                                                                                         |                                     |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Name of Organisation/ Applicant:                                                                                        | SaltFest                            |
| Is application fully completed:                                                                                         | <input checked="" type="checkbox"/> |
| Have the organisation, or a sub group of the same organization, applied for funding in the same financial year:         | No                                  |
| When is the event or project to commence:                                                                               | 31/07/21                            |
| Does the application directly benefit the residents of Saltash and clearly demonstrate this:                            | Yes                                 |
| Is the application submitted 20 working days prior to the next P&F Meeting:                                             | Yes                                 |
| Has the application shown intent to clearly acknowledge the support of the Town Council on publicity material:          | Yes                                 |
| Amount of funding applied for:                                                                                          | 1477.75                             |
| If Community Chest application has the grant applied for exceeded £1000:                                                | N/A                                 |
| If Festival Fund application has the amount exceeded £1500 per day:<br><i>(please note maximum of 2 days per event)</i> | No                                  |
| How much does the organisation have as substantial and allocated resources?                                             | £1599.40                            |

#### Mandatory requirements:

All of the following requirements must normally be met by applicants. Where they are not met a clear reason should be given in writing with the application. Please ensure all relevant documents are received:

|                                                                                                                                                  |     |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Copies of the most recent bank statements must be provided.                                                                                      | Yes |
| Public Liability Insurance Certificates are required for any events or projects.                                                                 | No  |
| If staff will be involved Employee Liability Insurance Certificates are required.                                                                | N/A |
| Buildings Insurance will be required if an application relates to funding towards this purpose.                                                  | N/A |
| Full contact details for the applicant as well as any registered address for the organisation should be supplied.                                | Yes |
| A copy of the constitution for the organisation should be included.                                                                              | Yes |
| Match funding is extremely important and the applicant needs to demonstrate that this is in the process of being sought or is already committed. | No  |

What Key Priority Area does the application fall under:

**(Please tick all that apply)**

|                                                                                                          |                                     |
|----------------------------------------------------------------------------------------------------------|-------------------------------------|
| The promotion of tourism and leisure for both residents and visitors to the area with a community focus. | <input checked="" type="checkbox"/> |
| Supporting local safety campaigns.                                                                       | <input type="checkbox"/>            |
| Benefit health and wellbeing.                                                                            | <input checked="" type="checkbox"/> |
| Promote pride in the community.                                                                          | <input checked="" type="checkbox"/> |
| Highlight important local issues/history/culture to local residents and students.                        | <input checked="" type="checkbox"/> |
| Promote a sports -related initiative or event.                                                           | <input type="checkbox"/>            |
| Increases visitors to Saltash and improves the local economy.                                            | <input checked="" type="checkbox"/> |
| Promotes environmental issues which improve the local area.                                              | <input checked="" type="checkbox"/> |
| Takes into account locals when organising events.                                                        | <input checked="" type="checkbox"/> |
| Takes the environment and waste management into consideration.                                           | <input checked="" type="checkbox"/> |

|                                                                                                                    |          |
|--------------------------------------------------------------------------------------------------------------------|----------|
| Date application sent for review by the Chair and Vice Chair of P&F:                                               | 12/05/21 |
| Date approved by Chair and Vice Chair of P&F:<br><b>If application is refused please follow appeal procedures.</b> | 14/05/21 |
| Date to be received by P&F Committee:                                                                              | 27/05/21 |

Checklist after Committee Consideration:

|                                                                  |                               |
|------------------------------------------------------------------|-------------------------------|
| Date letter sent to inform applicant of the decision:            | Click or tap to enter a date. |
| Date for supporting documents and receipts to be received:       | Click or tap to enter a date. |
| Date for report to be received by P&F Committee after the event: | Click or tap to enter a date. |

Checklist after Event / Project Completed:

|                                                 |                               |
|-------------------------------------------------|-------------------------------|
| Receipts sent to Finance:                       | Choose an item.               |
| Did all the funding awarded be utilized:        | Choose an item.               |
| If not how much was unspent:                    | £0.00                         |
| Date Finance has been informed of funding used: | Click or tap to enter a date. |
| Date report received by P&F:                    | Click or tap to enter a date. |

|                         |                               |         |  |
|-------------------------|-------------------------------|---------|--|
| Date Admin Completed:   | Click or tap to enter a date. | Signed: |  |
| Date Finance Completed: | Click or tap to enter a date. | Signed: |  |



## Your Statement



### Account Summary

|                 |          |
|-----------------|----------|
| Opening Balance | 1,599.36 |
| Payments In     | 0.00     |
| Payments Out    | 0.00     |
| Closing Balance | 1,599.36 |

**Interest Rate - Valid as at end date of the statement period**  
0.01% AER

**17 January to 16 February 2021**

### Account Name

Saltash Fair Committee

### Your Business Money Manager details

| <i>Date</i> | <i>Payment type and details</i> | <i>Paid out</i> | <i>Paid in</i> | <i>Balance</i> |
|-------------|---------------------------------|-----------------|----------------|----------------|
| 16 Jan 21   | BALANCE BROUGHT FORWARD         |                 |                | 1,599.36       |
| 16 Feb 21   | BALANCE CARRIED FORWARD         |                 |                | 1,599.36       |

### Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([www.hsbc.co.uk](http://www.hsbc.co.uk)).

## Your Statement



### Account Summary

|                 |          |
|-----------------|----------|
| Opening Balance | 1,599.36 |
| Payments In     | 0.04     |
| Payments Out    | 0.00     |
| Closing Balance | 1,599.40 |

**Interest Rate - Valid as at end date of the statement period**  
0.01% AER

**17 February to 16 March 2021**

### Account Name

Saltash Fair Committee

### Your Business Money Manager details

| Date      | Payment type and details       | Paid out | Paid in | Balance  |
|-----------|--------------------------------|----------|---------|----------|
| 16 Feb 21 | BALANCE BROUGHT FORWARD        |          |         | 1,599.36 |
| 16 Mar 21 | CR GROSS INTEREST TO 15MAR2021 |          | 0.04    | 1,599.40 |
| 16 Mar 21 | BALANCE CARRIED FORWARD        |          |         | 1,599.40 |

### Information about the Financial Services Compensation Scheme

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## Your Statement



### Account Summary

|                 |          |
|-----------------|----------|
| Opening Balance | 1,599.40 |
| Payments In     | 0.00     |
| Payments Out    | 0.00     |
| Closing Balance | 1,599.40 |

**Interest Rate - Valid as at end date of the statement period**  
0.01% AER

**17 March to 16 April 2021**

### Account Name

Saltash Fair Committee

### Your Business Money Manager details

| <i>Date</i> | <i>Payment type and details</i> | <i>Paid out</i> | <i>Paid in</i> | <i>Balance</i> |
|-------------|---------------------------------|-----------------|----------------|----------------|
| 16 Mar 21   | BALANCE BROUGHT FORWARD         |                 |                | 1,599.40       |
| 16 Apr 21   | BALANCE CARRIED FORWARD         |                 |                | 1,599.40       |

### Information about the Financial Services Compensation Scheme

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## Your Statement



### Account Summary

|                 |          |
|-----------------|----------|
| Opening Balance | 4,316.55 |
| Payments In     | 0.00     |
| Payments Out    | 27.73    |
| Closing Balance | 4,288.82 |

17 January to 16 February 2021

### Account Name

Saltash Fair Committee

### Your Community Account details

| Date      | Payment type and details | Paid out | Paid in | Balance  |
|-----------|--------------------------|----------|---------|----------|
| 16 Jan 21 | BALANCE BROUGHT FORWARD  |          |         | 4,316.55 |
| 03 Feb 21 | SO ATLAS STORAGE         |          |         |          |
|           | SALTASH MAYFAIR          | 27.73    |         | 4,288.82 |
| 16 Feb 21 | BALANCE CARRIED FORWARD  |          |         | 4,288.82 |

### Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([www.hsbc.co.uk](http://www.hsbc.co.uk)).

| Credit Interest Rates       | balance | AER<br>variable | Debit Interest Rates | balance | EAR<br>variable |
|-----------------------------|---------|-----------------|----------------------|---------|-----------------|
| Credit interest is not paid |         |                 | Debit interest       |         | 21.34%          |

## Your Statement



### Account Summary

|                 |          |
|-----------------|----------|
| Opening Balance | 4,288.82 |
| Payments In     | 0.00     |
| Payments Out    | 27.73    |
| Closing Balance | 4,261.09 |

17 February to 16 March 2021

### Account Name

Saltash Fair Committee

### Your Community Account details

| Date      | Payment type and details | Paid out | Paid in | Balance  |
|-----------|--------------------------|----------|---------|----------|
| 16 Feb 21 | BALANCE BROUGHT FORWARD  |          |         | 4,288.82 |
| 03 Mar 21 | SO ATLAS STORAGE         |          |         |          |
|           | SALTASH MAYFAIR          | 27.73    |         | 4,261.09 |
| 16 Mar 21 | BALANCE CARRIED FORWARD  |          |         | 4,261.09 |

### Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([www.hsbc.co.uk](http://www.hsbc.co.uk)).

| Credit Interest Rates       | balance | AER<br>variable | Debit Interest Rates | balance | EAR<br>variable |
|-----------------------------|---------|-----------------|----------------------|---------|-----------------|
| Credit interest is not paid |         |                 | Debit interest       |         | 21.34%          |

## Your Statement



### Account Summary

|                 |          |
|-----------------|----------|
| Opening Balance | 4,261.09 |
| Payments In     | 0.00     |
| Payments Out    | 27.73    |
| Closing Balance | 4,233.36 |

17 March to 16 April 2021

### Account Name

Saltash Fair Committee

### Your Community Account details

| Date      | Payment type and details | Paid out | Paid in | Balance  |
|-----------|--------------------------|----------|---------|----------|
| 16 Mar 21 | BALANCE BROUGHT FORWARD  |          |         | 4,261.09 |
| 06 Apr 21 | SO ATLAS STORAGE         |          |         |          |
|           | SALTASH MAYFAIR          | 27.73    |         | 4,233.36 |
| 16 Apr 21 | BALANCE CARRIED FORWARD  |          |         | 4,233.36 |

### Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([www.hsbc.co.uk](http://www.hsbc.co.uk)).

| Credit Interest Rates       | balance | AER<br>variable | Debit Interest Rates | balance | EAR<br>variable |
|-----------------------------|---------|-----------------|----------------------|---------|-----------------|
| Credit interest is not paid |         |                 | Debit interest       |         | 21.34%          |

## **CONSTITUTION OF THE SALTASH FAIR COMMITTEE**

### **TITLE**

1. The Title of the Committee hereinafter referred to, shall be "The Saltash Fair Committee"

### **THE CONSTITUTION**

2. The Committee hereby formulate the following rules as the Constitution of the Committee.

### **DATE OF OPERATION**

3. The Constitution shall come into effect on 22<sup>nd</sup> July 1980

### **SCOPE OF OPERATION**

4. The Constitution, as amended from time to time, is the sole course of authority of the Committee

### **OWNERSHIP**

5. All cash and other assets collected by, or donated to the Committee, or acquired by the Committee, are the property of the Committee and are held to be in the name of the Committee.

### **THE AIM AND PURPOSE OF THE COMMITTEE**

6. .1 The aim of the Committee shall be to continue the revival of the community spirit in Saltash on which attention was focused by the Silver Jubilee of Her Majesty Queen Elizabeth II.
6. .2 The purpose of the Committee is to provide aid for the local voluntary organisations and charities of Saltash, by means of the provision of a fair to be held normally on a Saturday in Saltash, together with any other events which the Committee shall organise from time to time for the community of Saltash generally.

### **MEMBERSHIP OF THE COMMITTEE**

7. .1 Membership is open to anyone who supports the aim and purpose of the committee
7. .2 There will be no membership fees
7. .3 The Committee will consist of at least three members, but there is no maximum limit to Committee members
7. .4 All Committee members are elected for a period of one year. They will retire at the AGM, but may be re-elected
7. .5 The Committee will consist of at least 3 people elected at the AGM
7. .6 Members will take on responsibilities to chair meetings and take notes as required
7. .7 One member of the Committee shall be appointed by the others as Treasurer

### **FUNCTION OF THE COMMITTEE**

8. .1 Meetings shall be held as necessary
8. .2 A quorum shall be three members
8. .3 All Committee members are elected for a period of one year. They will retire at the AGM, but may be re-elected

### **FINANCE**

9. .1 The Committee is responsible for the safety and proper management of the assets of the Committee
9. .2 The Committee shall produce a set of annual accounts
9. .3 Each financial year shall begin on 1<sup>st</sup> July and end on 30<sup>th</sup> June

### **ANNUAL GENERAL MEETING**

10. .1 The AGM shall be held no later than six months after the end of the financial year. Public notice must be given at least 14 days before the AGM.
10. .2 The AGM will hear reports of the years work, receive the report of the finances, accept the resignation of the outgoing Committee and elect Committee members for the next year.
10. .3 All members are entitled to vote.
10. .4 Voting shall be by a show of hands.

10. .5 If no committee is formed at the AGM, an EGM will be called. If no committee is formed at the EGM the committee will cease to exist after distributing the assets and property.

#### **EXTRAORDINARY GENERAL MEETING**

- 11. .1 An EGM may be called to resolve a serious problem or if it is proposed to change the Constitution.
- 11. .2 14 days public notice of an EGM must be given.

#### **AMENDMENTS TO THE CONSTITUTION**

- 12. .1 The Constitution may be amended by a majority vote at the AGM or EGM.

#### **ASSETS AND PROPERTY**

- 13. .1 These are the responsibility of the Committee at all times
- 13. .2 A register of property should be maintained

#### **DISSOLUTION**

- 14. .1 The organisation may be dissolved if deemed necessary by the members in a majority vote at an AGM or EGM. Funds and other remaining assets shall be distributed to other local events or charities.

| INCOME     |           |                                   |               | EXPENDITURE |           |                                         |                      |
|------------|-----------|-----------------------------------|---------------|-------------|-----------|-----------------------------------------|----------------------|
| Date       | Amount    | Description                       | Type          | Date        | Amount    | Description                             | Type                 |
| 30/04/2019 | £2,534.12 | Stalls (Diverse Events)           | Stalls        | 03/08/2018  | £27.73    | Storage Aug                             | Storage              |
| 24/04/2019 | £100.00   | Ads Gas                           | Sponsorship   | 03/09/2018  | £27.73    | Storage Sept                            | Storage              |
| 26/04/2019 | £100.00   | Computech                         | Sponsorship   | 03/10/2018  | £27.73    | Storage Oct                             | Storage              |
| 30/04/2019 | £100.00   | Westcountry Skip Hire             | Sponsorship   | 03/11/2018  | £27.73    | Storage Nov                             | Storage              |
| 17/04/2019 | £300.00   | Quora                             | Sponsorship   | 03/12/2018  | £27.73    | Storage Dec                             | Storage              |
| 04/05/2019 | £100.00   | The Bookshelf (Cash)              | Sponsorship   | 03/01/2019  | £27.73    | Storage Jan                             | Storage              |
| 10/05/2019 | £715.11   | Raffle money                      | Entertainment | 03/02/2019  | £27.73    | Storage Feb                             | Storage              |
| 10/05/2019 | £135.00   | Treasure Hunt raffle              | Entertainment | 03/03/2019  | £27.73    | Storage March                           | Storage              |
| 09/05/2019 | £1,215.47 | Stalls (Diverse Events)           | Stalls        | 03/04/2019  | £27.73    | Storage April                           | Storage              |
| 10/05/2019 | £5.00     | Donation (Diverse Events)         | Sponsorship   | 11/04/2019  | £50.00    | Leaflet artwork                         | Advertising          |
| 18/11/2019 | £215.00   | Waitrose Green Tokens Sponsorship | Sponsorship   | 11/04/2019  | £944.77   | Diverse Events                          | Hire and Services    |
| 07/02/2019 | £1,922.00 | STC Festival Fund                 | Grant         | 11/04/2019  | £2.50     | Letters to shops (Diverse Events)       | Advertising          |
| 01/05/2019 | £100      | Saphira Jewellers (Voucher)       | Sponsorship   | 12/04/2019  | £21.00    | Temporary Event Notice                  | Insurance & Licences |
| 01/05/2019 | £15       | UK Teck (Trophy for Unsung Hero)  | Sponsorship   | 12/04/2019  | £250.00   | SkyMind Studios                         | Entertainment        |
|            |           |                                   |               | 12/04/2019  | £332.40   | Medical                                 | Hire and Services    |
|            |           |                                   |               | 12/04/2019  | £300.40   | Brandon Hire                            | Hire and Services    |
|            |           |                                   |               | 14/04/2019  | £1,000.00 | Big Stage                               | Entertainment        |
|            |           |                                   |               | 15/04/2019  | £42.00    | Raffle Books                            | Entertainment        |
|            |           |                                   |               | 15/04/2019  | £548.00   | Big Stage                               | Entertainment        |
|            |           |                                   |               | 15/04/2019  | £9.99     | A2 laminated (Diverse Events)           | Entertainment        |
|            |           |                                   |               | 21/04/2019  | £62.00    | Leaflets                                | Advertising          |
|            |           |                                   |               | 22/04/2019  | £180.00   | Love Saltash                            | Advertising          |
|            |           |                                   |               | 22/04/2019  | £157.50   | Saltash Observer                        | Advertising          |
|            |           |                                   |               | 25/04/2019  | £300.00   | Costume Characters                      | Entertainment        |
|            |           |                                   |               | 22/04/2019  | £3.50     | Stickers & raffle book (Diverse Events) | Entertainment        |
|            |           |                                   |               | 30/04/2019  | £30.00    | STC Staging                             | Entertainment        |
|            |           |                                   |               | 03/05/2019  | £27.73    | Storage May                             | Storage              |
|            |           |                                   |               | 04/05/2019  | £200.00   | 1st prize Raffle                        | Entertainment        |
|            |           |                                   |               | 04/05/2019  | £100.00   | 2nd prize raffle                        | Entertainment        |
|            |           |                                   |               | 04/05/2019  | £50.00    | 3rd prize raffle                        | Entertainment        |
|            |           |                                   |               | 09/05/2019  | £150.00   | Samba Kernow                            | Entertainment        |
|            |           |                                   |               | 09/05/2019  | £171.60   | Security                                | Hire and Services    |
|            |           |                                   |               | 12/05/2019  | £100.00   | Shades                                  | Entertainment        |
|            |           |                                   |               | 12/05/2019  | £6.80     | Volunteers snacks                       | Expenses             |
|            |           |                                   |               | 12/05/2019  | £3.35     | Volunteers water                        | Expenses             |
|            |           |                                   |               | 12/05/2019  | £23.25    | Haribo trail & volunteers snacks        | Expenses             |
|            |           |                                   |               | 12/05/2019  | £36.00    | Food vouchers                           | Expenses             |
|            |           |                                   |               | 12/05/2019  | £49.26    | 2x Staff                                | Expenses             |
|            |           |                                   |               | 12/05/2019  | £50.00    | Cycle Marshal                           | Expenses             |
|            |           |                                   |               | 12/05/2019  | £30.00    | 2x staff                                | Expenses             |
|            |           |                                   |               | 12/05/2019  | £22.98    | Youth Trophy                            | Entertainment        |
|            |           |                                   |               | 22/05/2019  | £60.00    | Bins                                    | Hire and Services    |
|            |           |                                   |               | 25/05/2019  | £50.00    | Charlie Harris                          | Entertainment        |
|            |           |                                   |               | 29/05/2019  | £790.00   | FTAS Traffic Management                 | Hire and Services    |
|            |           |                                   |               | 29/05/2019  | £273.22   | Cormac                                  | Hire and Services    |
|            |           |                                   |               | 03/06/2019  | £27.73    | Storage June                            | Storage              |
|            |           |                                   |               | 03/07/2019  | £27.73    | Storage July                            | Storage              |
|            |           |                                   |               | 03/09/2019  | £300.00   | Saltash Town Band                       | Entertainment        |
|            |           |                                   |               | 24/01/2019  | £20.00    | Raffle Licence                          | Insurance & Licences |
|            |           |                                   |               | 15/11/2019  | £16.50    | Save the date banner                    | Advertising          |
|            |           |                                   |               | 01/05/2019  | £100      | Prize for Treasure Hunt                 | Expenses             |



**In**      **£7,556.70**  
**Out**    **£7,169.78**  
**P&L**    **£386.92**




[illegible]



Overview of the two accounts. 10 Sept 2020



Account overview




Last Updated 10 Sep 2020 12:29  

| Account                    | Balance      |   |
|----------------------------|--------------|--------------------------------------------------------------------------------------|
| Community - Saltash Fair   | GBP 4,963.85 |   |
| Bmm Account - Saltash Fair | GBP 1,599.28 |  |

Overview of the two accounts. 30 April 2021

Account overview

Last Updated 30 Apr 2021 05:58  

| Account                    | Balance       |
|----------------------------|----------------------------------------------------------------------------------------------------|
| Community - Saltash Fair   | GBP 4,233.36  |
| Bmm Account - Saltash Fair | GBP 1,599.40  |

Please provide us with a full billing address  
for our records

Event Services (S.W.) Ltd.  
Unit 4, The Chicken Shed  
Horningtops  
PL14 3GF  
office@eventservicesonline.com  
01752 829333  
www.eventservicesonline.com

## Quotation: Saltash 'Saltfest' 31st July 2021

|                       |                                      |                                 |
|-----------------------|--------------------------------------|---------------------------------|
| <b>Order Date</b>     | 26/04/2021                           | <b>Delivery Address</b>         |
| <b>Our Reference</b>  | 981                                  | Longstone Park Saltash          |
| <b>Your Reference</b> |                                      | Longmeadow Rd                   |
| <b>Rental Period</b>  | 30/07/2021 09:00 to 01/08/2021 22:00 | Saltash                         |
| <b>Deliver</b>        | 30/07/2021 09:00 to 30/07/2021 09:00 | PL12 6DW                        |
| <b>Use</b>            | 31/07/2021 09:00 to 31/07/2021 22:00 | Please Provide a contact number |
| <b>Collect</b>        | 01/08/2021 09:00 to 01/08/2021 09:00 | for the driver                  |

| Item | Type | Quantity | Price | Surcharge | Total |
|------|------|----------|-------|-----------|-------|
|------|------|----------|-------|-----------|-------|

### Outdoor Stage

|                                           |        |   |        |      |                |
|-------------------------------------------|--------|---|--------|------|----------------|
| Stage 1                                   | Rental | 1 | 700.00 | 0.00 | 700.00         |
| 65mm nut and bolt set (truss) (accessory) | Rental | 6 | 0.00   | 0.00 | 0.00           |
| Trilite Spigot (accessory)                | Rental | 6 | 0.00   | 0.00 | 0.00           |
| Trilite Clip (accessory)                  | Rental | 6 | 0.00   | 0.00 | 0.00           |
| 3m Trilite (accessory)                    | Rental | 2 | 0.00   | 0.00 | 0.00           |
| 65mm nut and bolt set (truss) (accessory) | Rental | 6 | 0.00   | 0.00 | 0.00           |
| Trilite Spigot (accessory)                | Rental | 6 | 0.00   | 0.00 | 0.00           |
| Trilite Clip (accessory)                  | Rental | 6 | 0.00   | 0.00 | 0.00           |
| <b>Total for Outdoor Stage:</b>           |        |   |        |      | <b>£700.00</b> |

### Sound

|                         |        |   |        |      |                |
|-------------------------|--------|---|--------|------|----------------|
| 6kw PA system           | Rental | 1 | 450.00 | 0.00 | 450.00         |
| <b>Total for Sound:</b> |        |   |        |      | <b>£450.00</b> |

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## Quotation: Saltash 'Saltfest' 31st July 2021

| Item | Type | Quantity | Price | Surcharge | Total |
|------|------|----------|-------|-----------|-------|
|------|------|----------|-------|-----------|-------|

### Crew

|                 |         |           |        |  |         |
|-----------------|---------|-----------|--------|--|---------|
| Audio Engineer  | Service | 1 x 1 Day | 180.00 |  | 180.00  |
| Total for Crew: |         |           |        |  | £180.00 |

### Transport

|                      |         |       |       |  |        |
|----------------------|---------|-------|-------|--|--------|
| Delivery             | Service | 1 x 1 | 30.00 |  | 30.00  |
| Collection           | Service | 1 x 1 | 30.00 |  | 30.00  |
| Total for Transport: |         |       |       |  | £60.00 |

|                 |           |                      |           |
|-----------------|-----------|----------------------|-----------|
| Rental charges  | £1,150.00 | Charge total         | £1,390.00 |
| Sale charges    | £0.00     | Tax total            | £278.00   |
| Service charges | £240.00   | Charge and tax total | £1,668.00 |



---

## Print deadline and advert costs

---

23 April 2021 at 11:29

Good morning to you,

### Available issues:

My thoughts... the best two issues would be ... End of May issue & End of June issue

**May** to introduce the event & promote/encourage any participation required

**June** to promote, add further updates & make a note in diary for the long-awaited return of an exciting event in the town.

### Copy Date:

**May issue:** Wed 12th/Fri 14th May

**June issue:** Wed 16th/Fri 18th June

Could you give me an idea of size you might require?

*(Normal Rate £8.95pcc)*

**Your Reduced Rate - £3.95 per column centimetre**

I will be quite happy to place editorial with advert.

**Our exceptional & dedicated team have work endlessly to deliver the Observer into homes in Saltash & outlying areas for nearly 30 Years**

**We rely on your continued support to maintain a complimentary independent newspaper in Saltash**

From: SKYMIND STUDIOS

To: Diverse Events

|              |            |
|--------------|------------|
| Issue Date   | 20/04/2021 |
| Estimate No. | 000003     |

| Item                  | Description       | Unit Cost | Qty | Total  |
|-----------------------|-------------------|-----------|-----|--------|
|                       | Live Sound System | 300.00    | 1   | 300.00 |
|                       | Sound Engineer    | 150.00    | 1   | 150.00 |
|                       | Fuel              | 30.00     | 1   | 30.00  |
| Sub Total:            |                   |           |     | 480.00 |
| Estimate Total (GBP): |                   |           |     | 480.00 |

## **Saltash Football Club**

Application CC239 awarded £1000 in year 2019-2020 towards installation of new boilers and shower facilities.

Report:

The installation of new boilers and showers has now been completed and commissioned.

Thanks to yourselves and Cornwall Community Foundation for their help in funding the project.

The players can at last after all these years have a decent shower after matches without the system running out of hot water or breaking down completely.

The pic of the doors is what encloses the boilers.

The Town Council was advertised on all social media outlets and on notice boards throughout the club.





|                                                              |            |
|--------------------------------------------------------------|------------|
| JY Youth/Skateaprk FINAL REPORT<br>FOR SALTASH TOWN COUNCIL: | 2020- 2021 |
|--------------------------------------------------------------|------------|

## DELIVERING OF YOUTHWORK/OUTREACH WORK FOR SALTASH TOWN COUNCIL YOUTH FUNDING AWARD 2020-2021:-

Its been a tough couple of years for all of our young people of the Saltash community, but they have been amazing and dealt with the massive change Covid 19 has brought at JY and we couldn't be more prouder of our young people, how they have coped and how they have supported their family and friends throughout.

unfortunately with Covid 19 hitting Youth centres have had to close at times throughout the year following government guidelines, however all our dedicated team at JY have stayed positive and continued to deliver outreach youth work throughout this time, using Saltmill Skatepark as a hotspot for this, also delivering support and advice on our social media pages, covering different single issue subjects throughout the year, we have also been able to deliver 1-1 youthwork with our JNC youth worker delivering on this, mainly supporting one young person who was having difficulties within there home environment, also supporting another young person with getting there application done for the Royal Navy and we have our fingers crossed they get in.

Whilst we've been out delivering outreach work we have seen a lot of young people sticking to the government guidelines for been out In open spaces the best they can and giving advice were needed and giving them updates on when youth centres can reopen etc...

When we have been able to open at JY throughout the year the young people have been excited to get back in the door and its great for us to see them and hear what they've all been up to and how they've been coping throughout the year, We have had two young females in year 11 who have been volunteering with us when we have been open and they are a great asset and its fabulous watching there confidence grow as they were really shy when they first started, now they are chatting to the young people who attend and supporting JY staff were needed and hopefully this will lead onto other job opportunities/ college, we also bought a dartboard and its been a great way to hang out with the young people and chat in a casual fun way, we also have the Tuck shop that's been open and did a free spag bol and curry night which went down really well, there was 2<sup>nd</sup> and 3<sup>rd</sup> helpings so must of tasted good, We have also just been allocated a small pot of funding from the Rotary club which is fantastic news and we will be getting a pizza oven with this so we can run homemade pizza station, were they can make there own pizzas, which will be a great bonding night, everyone loves Pizza.

We have worked with the local primary schools over the Christmas period, doing Christmas dinner hampers for those families who were struggling financially, we had support from Waitrose with this which we really appreciated, and the feed back from the Schools was how happy the families were with the hampers, We will definitely look to do this again this year, We have stayed inContact with Saltash.net to let them know if there is anything JY can do to support with there young people to let us know,

however the School Guidelines have been that no one can be onsite, But we will look to hopefully offering support later this year once we are able to attend.

We now have our Mini bus working and ready to go, so we will be looking to take our young people on trips later summer, we have also said to The Core in Saltash that they can use the mini Bus when needed as we want it to get used as much as possible.

We have attended a couple of Safer Saltash meetings to see what is happening within the town and where we can support and we will continue to do so moving forward.

We have managed to secure Match funding £10,000 from Grants we've received throughout the year, we have also received smaller funding pots which have supported with us been able to run JY following Covid19 Guidelines.

We love the work we do here at JY and we really hope we can continue to deliver on this with the continued support from Saltash Town Council.

Please see below a bullet point 2020-2021:

|                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| : JY open access youth sessions Tuesday/ Thursdays 7-9pm for ages 11-19yrs ( upto 15 young people per night)                                                         |
| : Outreach sessions x 2 throughout Covid19 lockdown, following government guidelines                                                                                 |
| : Social media support and advice for various single issues, Anti Bullying, just say no, mental health support, and covid19 support and advice/guideline information |
| :Christmas Hampers for families needing support                                                                                                                      |
| :Mini bus onsite (Summer Trips)                                                                                                                                      |
| :Saltmill Skatepark outreach                                                                                                                                         |
| : Safer Saltash                                                                                                                                                      |
| :Match Funding £10,000 business rate Grant, £2500 awards for all, £850 Sport England, £150 Waitrose                                                                  |
|                                                                                                                                                                      |

## **Livewire youth project report to Saltash Town Council January 2021 to March 2021**

In January 2021 we started to run a walk and talk service for local young people aimed at supporting through one to one sessions young people's mental health and general wellbeing. We have found this service to be an excellent opportunity to not only give young people support and someone to talk to but also to get them out of the house and a little exercise. For some young people this is the only time they have been out of their houses and it has proved very successful with so many young people getting supported in this way.

January saw further restrictions regarding our open access provision and everything was halted and returned to online support except the music delivery on Monday Thursday and Saturday which became one to one support and the walk and talk service which continued thanks to the National Youth Agency (NYA) securing key worker status for youth workers.

Online services provided by Livewire for local young people included our Monday, Wednesday and Thursday sessions which have continued since last March and not been interrupted by the reopening of Livewire. During these sessions young people have been able to chat with both students, youth workers and volunteers, have music lessons and enter our competitions which have been posted online for them between January and March 2021 the total number of sessions = 37

The Tuesday evening wellbeing session continued also and between January and March 2021 the total number of sessions = 13

Online one to one youth work support has also continued mainly through zoom sessions which have increased and have been taking place on a weekly basis since January this has been 9 per week. We have been supporting young people and children as young as 6 through zoom.

Online counselling has continued throughout and whilst we have started to meet young people in person for this support and the numbers are increasing steadily some young people still prefer to remain online for their counselling sessions (through zoom, skype, teams and telephone) which we also accommodate.

Telephone and text support is still ongoing daily.

Livewire was back open in February and face to face delivery throughout February and March included:

Music sessions for young people with high needs on a Monday and Thursday evenings and Saturday recording sessions at Livewire. Sessions in February and March = 25 and in January we had 11 sessions with one young person attending each session.

Our young women's music sessions between February and March = 9

Our daytime music sessions and school work support for referrals from social care and schools continued throughout January so between January and March we had 62 sessions with 10 young people benefitting, this work varies considerable according to need.

Face to face counselling and Youth work support has continued to be a huge success and integral to the work at Livewire.

Young men and Young women's support groups meeting at Livewire again this was online throughout January and February but returned to Livewire in March and both groups have been hugely successful in March we have had 5 sessions face to face.

Number of young people engaged with between January and March 2021: 263

Number of single-issue programmes run between January and March 2021: 4, online safety has continued to be a theme we have also run sessions on Kindness (to oneself). Anger and how to channel it and body image.

Number of young people receiving individual or group support between January and March 2021: 129 (48 receiving counselling, 29 receiving 1 to 1 youth work support, 52 young people have received group support in this period)

Number of young people helped into or back into education, training or work: 0 although we are starting to support an employability project by offering work experience starting May 2021.

Number of young people referred to Livewire from other organisations, Targeted youth support, school, social workers, early help hub: 18

Numbers of volunteer support worker hours: 386

Match funding secured between January and March 2021:

£1000 donation from an individual

£9640 Caradon community foundation grant

£1448.14 Co-Op grant

£2000 Albert hunt trust grant

## **The Core Youth Project** **End of year report to Saltash Town Council – May 2021**

### **What the money has been spent on and what has been delivered.**

The money that Saltash Town Council awarded The Core Youth Project continues to employ our Youth Work Coordinator who manages and develops the youth provision at the centre. We have a staff team of 1 full time youth worker and 2 part time youth support workers, which has enabled us to continue to offer various youth work sessions. The following projects are funded by STC and the match funding we have secured from other grants.

### **Covid-19 and changes to provision**

Since receiving the STC monies the pandemic has forced us to close several times in the last year. However we have maintained contact with the young people throughout the lockdowns via Zoom quizzes and 1:1 phone calls where needed. We have also been unable to offer our usual drop-in's at the secondary school this year with the sexual health work and triage support, therefore our 1:1 work has been less this year as a result. However this time has given us the opportunity to relook at our provision and at what has worked and what hasn't and we have now got a wide variety of youth sessions to suit a range of interests and needs.

Following guidance from the National Youth Agency we limited our numbers to a max of 15 young people per session and reduced the sessions to 1 hour. All sessions were pre-booked and a full risk assessment was in place to keep young people as safe as possible.

Since the beginning of May the guidance has changed and there are now no limitations on the number of young people we can have in the centre, which has meant that we are now able to return to our usual sessions, however the booking system is still in place.

The following sessions are what we are offering this term;

### **Open Access Youth Sessions**

Senior club for 13-18 year olds every Monday evening 7-9pm

Junior club for 11-13 year olds every Thursday evening 6.30-8.30pm

### **Grub Club**

Cooking workshop every Monday 3.15-4.30pm (Years 7-13)

### **Craft Club**

Arts and crafts workshop every Thursday 3.15-4.30pm (Years 6-13)

### **Just be You**

LGBT+ group offered weekly where young people are able to meet and share experiences. Every Monday. This session has had to be put on hold since December, due to low numbers, it is hoped that once we can get into school again

we will be able to promote it in the Autumn.

We are also hoping to re start our sexual health outreach sessions at Saltash Community School in September. However this is still a service that can be accessed by any young person and we are a registered C-card venue.

Since the lockdown hit last summer we have working hard on creating an outside space for both young people and the community to enjoy. The garden is already being enjoyed by the young people on youth nights and they are getting involved in the planning of planting out the vegetable beds, flower beds and trees. We are also nearly finished building our fire pit area, which will provide a lovely space for young people to sit outside around a fire. Our hope is that the garden will provide a space to grow, play and reflect which we feel is extremely beneficial for young people, especially in these challenging times.

#### **Match funding**

IWill Fund - £5000

Build Back Better Fund - £12,872

**Total = £17,872**

#### **In house funding**

- Weekly subscriptions for youth club
- Revenue from room hire at the centre – Approx. £20,000 per year. Whilst this money is essentially raised to pay for the general running costs and other staffing costs, it does show that we are bringing in revenue to help keep the centre open for both the community and the young people.
- Fundraising and donations – £2000. During the lockdowns we were fortunate enough to have received private donations.

**Outcomes and outputs achieved – These have been severely affected during the last year due to the restrictions we have been under.**

Total current number of members at The Core = 64

Number of open access sessions delivered 2020/21 = Due to the pandemic all our sessions have to be pre booked so we have been unable to offer open access sessions.

Number of young people receiving individual support = 10

Our usual drop in's at school have been unable to happen this year so our numbers have been affected.

Number of young people helped back in to employment, training or work = 3

Number of youth volunteer hours worked = The only opportunity we had this year for young people to volunteer has been through the food project we offered during the lockdowns and our young volunteers helping at our Junior youth session.

### **Youth Work**

We believe after the year we have all had it is even more important that we can offer young people not only a safe space to meet and socialise but also a range of support and activities to keep them healthy and happy and ensure that we make our programme diverse and interesting. Our programme now offers; Cooking courses, Craft club, a range of sporting activities, LGBT+ support group, 1:1 advice and guidance, Sexual health advice, training and volunteering opportunities.

A vast majority of the young people who attend our sessions have experienced difficulties at school, have chaotic and sometimes unsafe home lives, are young carers, suffer with mental health problems, such as anxiety, low mood or self harm, are transgender or questioning their sexuality, have experienced bullying, are looked after children, suffer with autism/aspergus syndrome or have a disability (learning or physical) or are just finding the transition from childhood to adulthood difficult and need some support.

We work with a great deal of young people who have been through traumatic events in their lives and are experiencing a complexity of problems, by providing them with a safe space to come and access to professionally trained youth workers they have begun to increase in confidence and develop as individuals

Our successful partnership working with a range of outside agencies and local organisations has meant that we are able to offer more opportunities and activities for the young people we work with. We continue to work closely with Saltash Community School, Early Help Team and Social Care, Police, Saltash Health Centre, Safer Saltash, Xenzone, Young People Cornwall and Saltash Town Youth Council,

We hope it is evident from this report that the funding which we receive from Saltash Town Council is enabling us to continue to provide and develop a professional and innovative service to the young people of Saltash and the surrounding villages.

Due to the Coronavirus outbreak we have had to close The Core at several points during this year. We are extremely concerned about the effect this pandemic will have had on young people and their mental health and have been proactive in getting all our groups back up and running as soon as the guidance allowed. Our groups are filling up fast and we are delighted to be welcoming the young people back into the centre and enabling them to socialise and meet new people again after the tough year they have experienced.

Report to: Policy & Finance Committee May 2021  
From: Senior Policy & Data Compliance Monitoring Officer  
Subject: Freedom of Information (FOI) and Environmental Information  
Regulations (EIR) Requests 01.04.2020 – 31.03.2021

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The Information Commissioner's Office states:

*“Good FOI practice benefits public authorities. As well as complying with the law, there are reputational and financial benefits from efficient and effective FOI practices.*

*It also provides an opportunity to develop a relationship with the public based on openness and transparency.”*

In the period between 1<sup>st</sup> April 2020 and 31<sup>st</sup> March 2021 a total of twelve requests were made to the Town Council for information. Of these six are still within the internal review period and will be added to the disclosure log once the file is closed.

The majority of requests received are under the FOI but the Town Council has received two under the EIR which are subject to different process of management and legislation.

All have been complied with in the required time period (twenty working days).

All of the requests have been fulfilled within the ‘appropriate limit’ where the cost of compliance is estimated to be within 18 hours of staff work and therefore the cost (excluding any permitted charges) is borne by the Town Council.

One request (still within the internal review period) has been refused on the grounds of being manifestly unreasonable. (In this instance this means that the cost of compliance with the request would be too great.)

An additional member of staff has received internal training to assist with requests.

The Information Commissioner's Office is constantly updating their resources and guidance. It has recently published a self-assessment toolkit which will provide an opportunity to reflect on performance to date.

## **FREEDOM OF INFORMATION RESPONSES 01.04.2020 – 31.03.2021**

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### **FOI – Saltash Library**

**Request reference number:** FOI 2021 02/02

**Date of response:** 02.03.2021

**Summary of request:**

The through life costings for the Saltash Library Facility.  
This should include all projected maintenance and renewal costs.  
And the final disposal and rebuild costs at end of life.

**Response:**

Information supplied:

1. Extract from Saltash Library One Stop Shop Site Manual – Cornwall Council December 2016 v1
2. Statistical Information for devolving sites – Saltash Library and Information Service Period: April 2016 – end March 2017 – Cornwall Council November 2017

**FILE CLOSED**

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### **FOI – Voting details at FTC meeting**

**Request reference number:** FOI 2021 01/02

**Date of response:** 04.02.2021

**Summary of request:**

Names of Councillors that voted for, against and abstained on the agenda item 278/20/21 at the FTC meeting of 14.01.2021

**Response:**

Voting on this item was not a recorded vote and therefore it is only necessary for the minutes to note the resolution. The Town Clerk calls out names to ensure every vote is counted. There are no records retained.

**FILE CLOSED**

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**FOI – Membership of Library in 2018 and 2019 including the current membership as at 30/10/2020.**

**Request reference number:** FOI 2020 07/10

**Date of response:** 11.11.2020

**Summary of request:**

What was the Library membership for STC in 2018 and 2019. Under the FOI Act I am requesting you supply the information as requested above including the current membership as at 30/10/2020.

**Response:**

This information is held by Cornwall Council and the requester was advised to contact the FOI team at County Hall.

**FILE CLOSED**

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**FOI – Hours and cost of work for former Town Councillor since resignation**

**Request reference number:** FOI 2020 06/10

**Date of response:** 13.11.2020

**Summary of request:**

Please provide all hours of manpower and total costings of all the work carried out on behalf of a former Saltash Town Councillor since resignation.

**Response:**

**FILE CLOSED**

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## **FOI – Saltash Library Public Consultation**

**Request reference number:** FOI 2020 05/09

**Date of response:** 19.10.2020

### **Summary of request:**

#### **Saltash Library Public Consultation**

1. How many responses to the Consultation document were returned and how many were distributed.
2. What was the % rate of returns in comparison to the overall electorate numbers
3. What % is STC's level in determining whether the Consultation is enough to go ahead and at what % will STC decide to park the refurbishment or re-consult, mindful the Consultation document was minus all costings.
4. Will STC provide a full breakdown of the answers to the 4 questions contained in the Consultation document and %.
5. Who authorised the consultation document to be distributed, who proof read it before distribution, who has collated the returns
6. Has the fee of £3,722.00 been paid to marketing company A, as per item 55/19/20 30th January 2020, and if so was there a clause to pay back those funds if the Consultation is found to be flawed.

### **Response:**

**A detailed response was sent comprising 21 pages of data from the library consultation and extracts from the following meeting minutes:**

**FTC 01.10.2021 Minute no. 123/20/21**

**FILE CLOSED**

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## **FOI – Costs relating to the Unreasonable Persistent Complaints Policy**

**Request reference number:** FOI 2020 04/03

**Date of response:** 01.04.2021

### **Summary of request:**

Provision of the costs incurred by Saltash Town Council in implementing the Persistent Complaints Policy and the cost to date to administer.

### **Response:**

**1. Costs incurred by Saltash Town Council in implementing the PC policy**

£294 – Cornwall Council legal fees

**2. Cost to date to administer**

£3.75 – cost of processing/payment of invoice from Cornwall Council

**3. Provision in hours to administer this policy:**

The approximate time spent processing an invoice is 15 minutes.

Establishment of policy (liaison with Cornwall Council, Extraordinary Meeting of the Policy and Finance Committee 02.07.2019) 2 hours.

**FILE CLOSED**

Report to: Policy & Finance Committee May 2021  
From: Senior Policy & Data Compliance Monitoring Officer  
Subject: Data Protection/UK GDPR Report

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The provision of services by the Town Council leads to all departments processing personal data at some level so it is by default vital that all members of staff have a good understanding of their responsibilities.

Members will also process data during their work as a Councillor and similarly need to be aware of the need to process data safely and in line with legislation. Training will be arranged shortly.

The ICO recently held the annual Data Protection Practitioners Conference online which allowed me to attend some of the seminars. These were very useful as the legislative requirements continue to change and it was an opportunity to be briefed on the latest guidance including the new Data Sharing Code of Practice which has just been laid before parliament.

There was also a seminar on Cyber Security. Ransomware attacks are becoming increasingly common. An attack on Redcar and Cleveland Borough Council last year took several months to recover from and cost between £11 and £18 million. All staff and Members are reminded never to click on any links in emails that they are unsure of and login details to all STC systems should be secure and confidential.

The information gathered from these seminars will be fed back through training in due course.

Since the GDPR came into force in 2018 the ICO has continued to update their guidance resources and recently produced an accountability framework which has proved useful as a tool to identify areas that need attention. This continues to be worked on but the level of compliance within the Town Council is good. It is hoped to be able to resume onsite spot checks as the lockdown situation eases.

## Report for Agenda Item 28 Policy and Finance Committee 27<sup>th</sup> May 2021

This proposal is to amend the terms of reference of the Personnel Committee to increase membership from six to eight Members.

The rationale behind this proposal is to reflect the increase in staff numbers that has occurred since the membership was set at six and to ensure that this Committee is supported by the widest base of knowledge and experience that is available.

Our staff, including the Town Clerk, Assistant Town Clerk, the admin team, Service Delivery and Library Hub are part of the lifeblood of this Council and it is therefore essential to ensure that in all matters, when decisions are taken, those decisions are supported by the widest possible knowledge and experience base and therefore with the most positive outcomes.

Members may also consider as to whether the Town Mayor (and possibly Deputy Mayor) should have automatic membership of the Personnel Committee, the rationale of which is to address the current disconnect that exists.

Matters discussed at the Personnel Committee are of a confidential nature and as has been proven over recent months, decisions can be taken which ultimately the Mayor will need to support and justify, including items that the serving Mayor may have had no prior knowledge of, or input into, due to the confidential nature of all items discussed at Personnel Committee meetings.

End of report.

Cllr P Samuels



## Saltash Town Council



**Policy/Procedure:**

**Standing Orders 2021 DRAFT FOR APPROVAL**

**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>               | 05/2021  | <b>Approved by</b>      |             |
| <b>Date</b>                  | May 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>      | As required |

| Version History |                |                      |                                                                                                   |
|-----------------|----------------|----------------------|---------------------------------------------------------------------------------------------------|
| <b>Date</b>     | <b>Version</b> | <b>Author/Editor</b> | <b>Comments</b>                                                                                   |
| 14.02.2019      | 2019           | AJT/SB               | P&R Min193/18/19(d)                                                                               |
| 23.10.2019      | 10/2019        | SB/AJT               | Contracts & procurement (Sections 17-19)                                                          |
| 14.05.2020      | 05/2020        | AJT                  | Front appendix added re SI 2020 No. 392                                                           |
| June 2020       | 06/2020        | AJT                  | P&F Min157/19/20 Pages 12,16,17,34                                                                |
| January 2021    | 01/2021        | AJT                  | Removed 9b (appts to outside bodies)                                                              |
| May 2021        | 02/2021        | AJT                  | Amendment 6a(i) p18 part not legally required (SB)<br>Removal of front appendix re SI 2020 No.392 |

| Review Record |                       |                      |                           |                     |
|---------------|-----------------------|----------------------|---------------------------|---------------------|
| <b>Date</b>   | <b>Type of Review</b> | <b>Minute number</b> | <b>Summary of actions</b> | <b>Completed by</b> |
|               |                       | 539/19/19(c)         |                           |                     |

| Document Retention        |                  |
|---------------------------|------------------|
| Document retention period | Until superseded |



# STANDING ORDERS MAY ~~APRIL~~ 2021

**Standing Orders May April 2021**

## **~~Saltash Town Council – Standing Orders Appendix (April 2020)~~**

~~This document should be read in conjunction with the Standing Orders of the Council and the Remote Meetings Protocol and Procedure Rules.~~

### **~~Background~~**

~~The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on 4 April 2020. These regulations apply to meetings that are held or due to be held before 7 May 2021 unless the legislation is repealed prior to that date.~~

- ~~• **Part 2** of the Regulations make provision for remote access to meetings of local authorities by members of a local authority and by the press and public.~~
- ~~• **Regulation 4** enables local authorities to hold and alter the frequency and occurrence of meetings without requirement for further notice.~~
- ~~• **Regulation 5** makes provision for members of local authorities to attend meetings remotely.~~
- ~~• **Part 3 of the Regulations** modifies the existing legislative requirements for local authority meetings.~~
- ~~• **Regulation 6** removes the requirement to hold an annual meeting.~~
- ~~• **Regulations 13 to 17** modify legislation relating to public and press access to information relating to decisions made by local authorities to enable such access to be available through remote means.~~

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~~The following amendments to Standing Orders apply to arrangements for meetings (which include committee and sub-committee meetings) held by Saltash Town Council until 7<sup>th</sup> May 2021 or earlier if the legislation is repealed.~~

~~The Regulations made under s78 of the Coronavirus Act 2020 apply and where there is a conflict between these and any other adopted standing orders or legislation, these Remote Meetings Protocol and Procedure Rules take precedence in relation to any remote meeting.~~

### **~~Standing Order 1d: General~~**

~~The requirement to give one month's notice, and then adopt by resolution by two thirds majority of the full Council, to alter the frequency of meetings of the Council is removed.<sup>1</sup>~~

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<sup>1</sup> Local Authorities and Policy and Crime Panels (Coronavirus) (Flexibility of Local Authority and Policy and Crime Panel Meetings) (England and Wales) Regulations 2020 Part 2 (4)(1)

## **~~Requirement for meetings to be held~~**

~~The minimum number of meetings to be held this year is now three.~~

## **~~Standing Order 6a: Annual Meetings~~**

- ~~1. The requirement for STC to hold an Annual Meeting in May has been removed and may only take place prior to 7<sup>th</sup> May 2021~~

~~a. where called by the Chair~~

~~b. following a resolution calling for an annual meeting being passed at an ordinary or extraordinary meeting of the Council.~~

- ~~2. Existing governance may remain in place until 7<sup>th</sup> May 2021 or a rescheduled Annual Meeting (whichever is the sooner).<sup>2</sup>~~

- ~~3. Mayor and Deputy Mayor:~~

~~The Mayor and Deputy Mayor will continue in Office until the next Annual Meeting unless they resign or become disqualified.~~

- ~~4. Appointments to Committees:~~

~~All appointments will remain in place until the next Annual Meeting unless a Member resigns or becomes disqualified.~~

- ~~5. Appointments to Outside Bodies:~~

~~All appointments will remain in place until the next Annual Meeting unless a Member resigns or becomes disqualified.~~

## **~~Standing Order 2: Meetings~~**

### **~~Place of Meeting~~**

~~A meeting of the Town Council is no longer limited to a place in which all Members are present. A 'place' where a meeting is held includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.<sup>3</sup>~~

### **~~Scheduling of Meetings~~**

~~Meetings will be scheduled as required and may vary from the annual calendar.<sup>4</sup>~~

### **~~Attendance by Members~~**

~~Any Member of the Town Council will be deemed to be in (remote) attendance (i.e. present) for purposes of the six-month rule if the following conditions are satisfied<sup>5</sup>:~~

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<sup>2</sup> Part 2 (2)

<sup>3</sup> Part 2 (5) (1)

<sup>4</sup> Part 2 (4)

<sup>5</sup> Part 2 (5) (3.a-c)

~~The Member is able to:~~

- ~~a. hear, and where practicable see and, where practicable, be seen by, the other members in attendance;~~
- ~~b. hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and~~
- ~~c. to be so heard and, where practicable, be seen by any other members of the public attending the meeting.~~

### **~~Public and Press attendance~~**

~~Meetings shall be open to the public and press in remote attendance where access is provided including (but not limited to) video conferencing, live webcast, live interactive streaming and where a meeting is accessible to the public through such remote means the meeting is open to the public whether or not members of the public are able to attend the meeting in person.<sup>6</sup>~~

~~Any member of the public or press in attendance will continue to be excluded by resolution from the meeting where an item of confidential business is to be discussed. The minutes will record that only Members remain in the meeting for these items.~~

### **~~Notice of Meetings~~** (including publication of associated documents)

~~Notice of meetings shall be posted on the Town Council website and social media with three clear days' notice. All associated documents shall continue to be posted on the Town Council website.~~

### **~~Voting on items~~**

~~Standing order 2r continues to apply.~~

~~All votes shall be recorded in the normal manner to ensure accuracy by a roll call in alphabetical order of those present at the meeting and eligible to vote.~~

### **~~Ordinary Meetings~~**

~~Order of business:~~

- ~~a. To choose a person to preside if the Mayor and Deputy Mayor are absent~~
- ~~b. Introduction to meeting format including:~~
  - ~~i. Rules of debate~~
  - ~~ii. Recording of meeting~~
  - ~~iii. Voting procedure~~
  - ~~iv. Public attendance~~

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<sup>6</sup> Part 3 (13)

- ~~v. Procedure in event of technical incident(s)~~
- ~~e. Roll call of Members present~~
- ~~d. Apologies~~
- ~~e. To received Declarations of Interests and consider written requests for dispensations~~
- ~~f. Public participation (maximum of 15 minutes) – to consider written questions from Members of the public 24 hours prior to the meeting by email [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)~~
- ~~g. To read and approve as correct the Minutes of Full Council~~
- ~~h. To receive and note Minutes of Committees and Sub Committees reporting to Full Council and consider recommendations therein.~~
- ~~i. To consider other matters placed on the agenda.~~
- ~~j. To consider other matters submitted by motion.~~
- ~~k. To consider matters of public engagement and communication.~~
- ~~l. To note the date of the next meeting.~~
- ~~m. To move to order that the Common Seal of the Council be affixed to all deeds and documents necessary to give effect to the foregoing acts and proceedings.~~

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## 1. General principles

- a. These Standing Orders apply to the meetings and actions of Saltash Town Council, and to its Committees and Sub Committees and supersede as and when required any delegated authorities as required and as may be in place from time to time. over relevant legislation and in particular the relevant provisions of the Local Government Act, 1972 Schedule 12, Part IV.
- b. All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- c. A motion to add to, vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least six (6) Councillors to be given to the Proper Officer in accordance with Standing Order 10.
- d. Any variation or amendment to these Standing Orders, including their Appendices, will not come into force until they have been adopted by resolution passed by a two-thirds majority of the full Council, having given one month's notice of the agreed changes.
- e. A printed copy of these Standing Orders and their Appendices shall be kept by the Proper Officer and shall be available for inspection by any member of the Public and made available on the Council website. An electronic or printed copy of the Standing Orders shall be given to each member of the Council by the Clerk as soon as possible following the member's Declaration of Acceptance of Office, and a printed or electronic copy, as requested, of the Standing Orders and their Appendices be given to all Members by the Clerk on request.
- f. The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

## **2. Meetings generally**

- a. **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b. **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c. **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- d. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend at that point identified on the agenda for public participation.
- e. At the Chairman's discretion and with the agreement of the Council, a member of the public may be invited to answer questions on matters of fact relating to the item under consideration by the Council at that point on the agenda where the matter is being discussed.
- f. The period of time designated for public participation at a meeting in accordance with standing order 2(d) above shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g. Subject to standing order 2(e) above, a member of the public shall not speak for more than 3 minutes.
- h. In accordance with standing order 2(d) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i. Any member of the public wanting to put a question to the Council must do so 24 hours prior to the meeting by writing or email [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)
- j. A person who speaks at a meeting shall direct their comments to the chairman of the meeting.

- k. Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l. During Planning and Licensing Committee meetings members of the public who have registered to do so may speak at the discretion of the Chairman and with the approval of members of the Planning and Licensing Committee.
- m. There will be no public attendance or participation at meetings of the Personnel Committee.
- n. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor of the Council may in their absence be done by, to or before the Deputy Mayor of the Council.**
- p. **The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor, if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- q. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting.**
- r. **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**
- s. **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving to the vote and will be taken in alphabetical order of those present at the meeting and eligible to vote.
- t. The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of Councillors present and absent;

- iii. interests that have been declared by Councillors and non-Councillors with voting rights;
  - iv. the grant of dispensations (if any) to Councillors with voting rights;
  - v. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
- u. **A Councillor (or a non-Councillor) with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in the matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
  - v. **No business may be transacted at a meeting unless at least 7 (seven) members of the Council are present.** The Terms of Reference for each standing committee will define its quorum which in no case be less than three (3).
  - w. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
  - x. A meeting shall not exceed a period of 2 ½ hours.

### **3. Rules of debate at meetings**

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

- f. If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h. A Councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j. Subject to standing order 3(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k. One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l. A Councillor may not move more than one amendment to an original or substantive motion.
- m. The mover of an amendment has no right of reply at the end of debate on it.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o. Unless permitted by the chairman of the meeting, a Councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another Councillor;
  - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. in exercise of a right of reply.

- p. During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q. A point of order shall be decided by the chairman of the meeting and their decision shall be final.
- r. When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s. Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t. Excluding motions moved under standing order 3(r) above, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

#### **4. Disorderly conduct at meetings**

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any Councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

- c. If a resolution made under standing order 4(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

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## **5. Committees and sub-committees**

- a. **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the Committee.**
- b. **The members of a committee may include non-Councillors unless it is a committee which regulates and controls the finances of the Council.**
- c. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-Councillors.**
- d. The Council has established Terms of Reference for the governance of its Committees which are attached as an appendix to these Standing Orders. They confirm the membership, voting rights, delegated authority and training requirements, and may only be varied by resolution of a meeting of the Policy and Finance Committee.
- e. The Council may appoint committees as may be necessary, and:
  - i. shall determine their terms of reference including the scheme of delegation and the role of Chairman and Vice Chairman as ex officio members with or without voting rights;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next Annual Meeting of full Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 5(b) and (c) above, appoint and determine the terms of office of members of such a committee;
  - v. shall permit a committee to appoint its own chairman at the first meeting of the committee;
  - vi. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
  - vii. shall determine if the public may participate at a meeting of a committee;
  - viii. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

- ix. shall determine if the public may participate at a meeting of a subcommittee that they are permitted to attend; and
  - x. may dissolve a committee.
- f. Members of the Town Council shall have the right to attend the Policy and Finance, Services, Planning and Licensing and Burial Authority Committees.

Six members of the Town Council will be appointed to the Personnel Committee and all members of the Committee must be willing to commit to undertake employment law training as soon as they are elected subject to course availability.

Members of the Town Council shall have the right to attend all Sub Committees and Working Parties as non-voting members. They may sit at the table at the discretion of the Committee and may speak at the invitation of the Chairman.

All members of the Planning and Licensing Committee are to undertake Planning training within six months of their appointment subject to course availability.

- g. Where the press and public are excluded from any part of a meeting, members of the Council not appointed to serve on the committee will also be excluded from that part of the meeting.

## 6. Meetings

The following shall be considered as full Council meetings:

- a. Annual Town Council meeting
- b. Ordinary meetings of the Council
- c. Extraordinary meetings of the Council

### a. Annual Meetings

- i. In an election year, the Annual Meeting of the Council shall be held on the third Thursday of May, or the first Thursday after the Elections if the date is varied and **must in any case take place within 14 days following the day on which the new Councillors elected take office.**
- ii. In a year which is not an election year, the Annual Meeting of a Council shall be held on the first Thursday in May at 7pm.
- iii. The first business conducted at the Annual Meeting of the Council shall be the election of the Mayor and Deputy Mayor of the Council.
- iv. The Mayor, unless they have resigned or become disqualified, shall continue in office and preside at the Annual Meeting until their successor is elected.
- v. The Deputy Mayor, unless they resign or become disqualified, shall hold office until immediately after the election of the Mayor of the Council at the next Annual Meeting of the Council.
- vi. In an election year, if the current Mayor of the Council has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Mayor of the Council has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor of the Council but must give a casting vote in the case of an equality of votes.
- vii. In an election year, if the current Mayor of the Council has been re-elected as a member of the Council, they shall preside at the meeting until a new Mayor of the Council has been elected. They may exercise an original vote in respect of the election of the new Mayor of the Council and must give a casting vote in the case of an equality of votes.
- viii. Following the election of the Mayor and Deputy Mayor of the Council at the Annual Meeting of the Council, the business of the Annual Meeting shall include:

- a) **In an election year, delivery by the Mayor of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
- b) Confirmation of the accuracy of the minutes of the last meeting of the Council;
- c) Receipt of the minutes of the last meeting of a committee;
- d) Consideration of the recommendations made by a committee;
- e) Review of delegation arrangements to committees, subcommittees, staff and other local authorities;
- f) Review of the terms of reference for committees;
- g) Appointment of members to existing committees;
- h) Appointment of any new committees in accordance with standing order 5 above;
- i) In an election year, to confirm that the Council has met the eligibility criteria and is able to adopt and exercise the general power of competence;
- j) Determining the time and place of ordinary meetings of the full Council up to and including the next Annual Meeting of full Council.

**b. Ordinary Meetings**

- i. **Ordinary Full Council meetings shall be held on the first Thursday of each month excepting May, unless otherwise determined by resolution at the Annual Meeting of the Council.**
- ii. **In addition to the Annual Meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- iii. At Ordinary Full Council Meetings the order of business shall be:
  - a) Health and safety announcements.
  - b) To choose a person to preside if the Mayor and Deputy Mayor be absent.
  - c) Prayers, where permitted by Motion of the Council and desired by the Mayor/Chairman.
  - d) Apologies for absence.

- e) To receive Declarations of Interests as required by the Code of Conduct or by relevant legislation and consider written requests for dispensations.
- f) Guest speakers should normally be limited to one per meeting with the permission of the Council and shall not exceed 10 minutes unless directed by the Chairman.
- g) To receive reports from the Mayor, Police crime figures, Saltash Gateway CIC, Cornwall Gateway Community Network Area, and other bodies or Members at the discretion of the Mayor.
- h) To consider Written Questions from Members of the Public.
- i) To read and approve as a correct record the Minutes of Full Council.
- j) Meetings not yet approved but ready for approval.
- k) To consider Financial Matters.
- l) To consider Correspondence.
- m) To receive and note Minutes of Committees of the Council, and of Sub Committees reporting to Full Council, and consider any recommendations therein.
- n) To consider other matters placed on the agenda.
- o) To consider other matters submitted by motion.
- p) To consider Planning and Licensing Matters.
- q) To consider matters of public engagement and communication.
- r) To note the Dates of the Next Meetings.
- s) To move to order that the Common Seal of the Council be affixed to all deeds and documents necessary to give effect to the foregoing acts and proceedings.

**c. Extraordinary meetings of the Council and committees and sub committees**

- i. **The Mayor of the Council may convene an extraordinary meeting of the Council at any time.**
- ii. **If the Mayor of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two Councillors.**

- iii. The Chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- iv. If the Chairman of a committee or a sub-committee does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee or the sub-committee, any two members of the committee or the subcommittee may convene an extraordinary meeting of a committee or a sub-committee.
- v. **At Extraordinary Full Council Meetings, the order of business shall be:**
  - a) Health and safety announcements.
  - b) To choose a person to preside if the Mayor and Deputy Mayor are absent.
  - c) Apologies for absence.
  - d) To receive Declarations of Interests as required by the Code of Conduct or by relevant legislation and consider written requests for dispensations.
  - e) To consider the matters specified when the meeting was called.
  - f) To note the Dates of the next meetings.
  - g) To move to order that the Common Seal of the Council be affixed to all deeds and documents necessary to give effect to the foregoing acts and proceedings.

d. **Annual Town Meeting**

- i. The Annual Town Meeting shall be held between March 1<sup>st</sup> and June 1<sup>st</sup>, at a time fixed by resolution of the full Council.
- ii. At the Annual Town Meeting the order of business shall be:
  - a) Health and safety announcements.
  - b) To choose a person to preside if the Mayor and Deputy Mayor be absent.
  - c) Prayers, where permitted by Motion of the Meeting and desired by the Mayor/Chairman.
  - d) Apologies for absence.
  - e) To adopt the minutes of the last Annual Town Meeting of electors.

- f) To receive annual reports from the Mayor, Saltash Town Council, Cornwall Council, Police, Saltash Gateway, CIC and representatives of outside partners within the area of Saltash.
- g) To consider questions from members of the public.
- h) To note the date of the next Annual Town Meeting with electors.

## **7. Filming and recording meetings**

### **a. Filming and Recording Council meetings**

- i. **When a meeting of the Council, its committees or sub committees is open to the public, any person, if present, may:**
  - a) film, photograph or make an audio recording of a meeting;
  - b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
  - c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.
- ii. **Oral reporting, commentary or broadcasting is not permitted during any part of a meeting of the Council, its committees and sub committees.**
- iii. An individual must be present and able to use their equipment in order to film, photograph or audio record a meeting. There will be no opportunity to report on any part of the meeting where the Council has resolved to exclude the press and public.

### **b. Disruptive behaviour whilst filming and recording**

- i. No filming, photographing or audio recording of a meeting should be carried out in such a way as to disrupt the proceedings of the meeting.
- ii. If person(s) disregard the request of the chairman of the meeting to moderate or improve their behaviour whilst filming or recording, any Councillor or the chairman of the meeting may move that the person be instructed to cease filming, photographing or audio recording. The motion, if seconded, shall be put to the vote without discussion.
- iii. If a resolution under standing order 7 b(ii) above is ignored, the chairman of the meeting may take further reasonable steps to

restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

- iv. Members of the Council recording meetings are reminded of their obligations under the Council's Code of Conduct in respect of confidential matters.

## **8. Previous resolutions and Rescission of minutes**

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least six (6) Councillors to be given to the Proper Officer in accordance with standing order 10 below.
- b. The Mayor or Chairman of the relevant committee may call an Extraordinary meeting to consider a written notice to rescind a decision of that meeting when in receipt of a notice under standing order 10.
- c. When a motion moved pursuant to standing order 8 (a) above has been disposed of, no similar motion may be moved within a further six months.

## **9. Voting on appointments**

### **a. Election of Officers**

- i. Where two or more persons have been nominated for a position to be filled as an officer of the Council, election will take place by recorded ballot.

Where more than two persons have been nominated for a position to be filled by the Council, the vote will be taken by a written ballot of those members present and eligible to vote. The outcome of the vote will be reported by the Clerk.

- ii. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person.
- iii. A tie in votes may be settled by the casting vote of the Chairman of the meeting.

## **10. Motions for a meeting that require written notice to be given to the Proper Officer**

- a. A motion shall relate to the responsibilities of the meeting to which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b. A written notice of motion received in accordance with these Standing Orders may be referred to any meeting of the Council or its committees or sub committees. The final decision as to where the motion will be considered will be made by the Proper Officer.
- c. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least ten (10) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- d. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10 (b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- e. If the Proper Officer considers the wording of a motion received in accordance with standing order 10 (b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least eight (8) clear days before the meeting.
- f. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the relevant Committee meeting or the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- g. A written notice of motion shall not relate to any matter which may be considered under the Council's Code of Conduct, Complaints Procedure or employment policies.
- h. Subject to standing order 10 (e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

## **11. Motions at a meeting that do not require written notice**

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting.
  - ii. to move to a vote.
  - iii. to defer consideration of a motion.

- iv. to refer a motion to a particular committee or sub-committee.
- v. to appoint a person to preside at a meeting.
- vi. to change the order of business on the agenda.
- vii. to proceed to the next business on the agenda.
- viii. to require a written report.
- ix. to appoint a committee or sub-committee and their members.
- x. to extend the time limits for speaking.
- xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest.
- xii. to not hear further from a Councillor or a member of the public.
- xiii. to exclude a Councillor or member of the public for disorderly conduct.
- xiv. to temporarily suspend the meeting.
- xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements).
- xvi. to adjourn the meeting or
- xvii. to close a meeting.

## **12. Management of information**

(see also standing order 20)

- a. The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b. The Council shall have in place, and keep under review, policy for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c. The agenda, papers that support the agenda and the minutes of the meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d. Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## **13. Minutes**

- a. The Minutes of all Committees shall be reported to Full Council to consider any Recommendations and matters arising from them. If a copy has been circulated to each member of the Council not later than the date of issue of the summons to attend the Meeting, the minutes will be taken as read.**
- b. Minutes of Sub Committees will be received and considered by the relevant Committee. Working Groups may keep notes but shall not be required to keep Minutes except by resolution of the Full Council.**
- c. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 11 (a) i above.**
- d. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.**
- e. If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the**

minutes and include a paragraph in the following terms or to the same effect:

“The Chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- f. Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## **14. Code of Conduct and dispensations**

### **General**

- a. The Council has adopted the Cornwall Code of Conduct for City, Community, Parish and Town Councils which will apply to Councillors and members of the public co-opted to serve on Committees and sub Committees of the Council in respect of the entire meeting.

All interests arising from the Code of Conduct adopted by the Council will be recorded in the minutes giving the existence and nature of the interest.

- b. Members must have particular regard to their obligation to record and leave the room for matters in which they have an interest as defined by the Code of Conduct or by relevant legislation.
- c. The Council shall maintain for public inspection, a Register of Members' interests that is compliant with the Code of Conduct and with relevant legislation.

### **Members and the Code of Conduct**

- a. All Councillors and members of the public co-opted to serve on Council committees and sub committees shall observe the Code of Conduct adopted by the Council.
- b. All Councillors and members of the public co-opted to serve on Council committees and sub committees shall maintain a Register of Disclosable Pecuniary Interests and must update their register by notifying the Monitoring Officer and the Clerk of any changes within 28 days.
- c. All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.
- d. Unless granted a dispensation, a Councillor or non-Councillor with voting rights who has registered a Disclosable Pecuniary Interest in relation to any item of business being transacted at a meeting, shall leave the room whenever the item is being discussed, including any part of the meeting where the public are entitled to speak.

- e. Unless granted a dispensation, a Councillor or non-Councillor with voting rights who has registered a non-registerable interest in relation to any item of business being transacted at a meeting, shall leave the room whenever the item is being discussed, including any part of the meeting where the public are entitled to speak.
- f. Where a non-registerable interest arises from membership of an outside body as defined in 3.5A of the Council's Code of Conduct, a Councillor may remain in the room to address the meeting, provide a short statement and answer questions for no more than three (3) minutes before leaving the room at the request of the Chairman.
- g. Members must record in a Register of Interests maintained by the Proper Officer any gifts or hospitality that you are offered or receive in connection with your official duties as a member and the source of the gift or hospitality worth £25 or over.
- h. A Member of the Council may, for the purposes of their duty as a member but not otherwise, inspect any document which has been considered by a Committee or by the Council. The Proper Officer or Solicitor to the Council may decline to allow inspection of any document which is protected by other legislation or in the event of legal proceedings would be protected by privilege arising from the relationship of solicitor and client. All Minutes kept for any Committee shall be open for the inspection of any member of the Council during office hours.

### **Code of Conduct Complaints**

- i. Notification of any complaint shall remain confidential to the Proper Officer of the Council until such time as the matter has been concluded, when the outcome of the complaint shall be reported to a meeting of full Council.
- j. Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor or Deputy Mayor of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer as set out in this Standing Order, and who shall continue to act in respect of that matter as such until the complaint is resolved.
- k. Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
- l. The Council may:
  - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.

- m. References to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the Code of Conduct by a Councillor.
- n. Upon notification by the Monitoring Officer of Cornwall Council that a Councillor or Non-Councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider any recommendations and what, if any, action to take against him. Such action excludes disqualification or suspension from Office and shall be limited to those sanctions recommended by the Monitoring Officer as part of the Decision Notice.
- o. **In the event of a complaint received by the Proper Officer or Administration Staff relating to a standing Council member (submitted by either a Council member or member of the public), the complainant shall be directed to the Chairman of the Council to resolve or referred to the Monitoring Officer.**

## Dispensations

- a. The Council has adopted the Cornwall Association of Local Councils, A Guide To Awarding Dispensations 2012, for the issuing of dispensations which is in accordance with the Council's Code of Conduct. It is attached to these Standing Orders as an appendix.
- b. The Guide shall apply to all meetings of the Council, its Committees and Sub Committees.
- c. No dispensation will be awarded for any meeting where there are no minutes of the proceedings.
- d. Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e. A decision as to whether to grant a dispensation shall be made by meeting of the Council, or Committee or Sub Committee for which the dispensation is required that decision is final.
- f. A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest of other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g. A dispensation may be granted in accordance with Standing Order 14(a) above if having regard to all relevant circumstances the following applies:
  - i. without the dispensation the number of person prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or
  - ii. granting the dispensation is in the interests of persons living in the Council's area or
  - iii. it is otherwise appropriate to grant a dispensation

## 15. Proper Officer

- a. The Proper Officer shall be either (i) the Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Proper Officer shall put in place arrangements to:
  - i. **at least three clear days before a meeting of the Council, a committee and a sub-committee serve on Councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer;**
  - ii. **provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them);**
  - iii. **convene a meeting of full Council for the election of a new Mayor of the Council, occasioned by a casual vacancy in their office;**
  - iv. **facilitate inspection of the minute book by local government electors;**
  - v. retain acceptance of office forms from Councillors;
  - vi. retain a copy of every Councillor's register of interests;
  - vii. prepare and make available all agendas and minutes in line with the provisions of these Standing Orders;
  - viii. To act as the exempting officer and respond to requests made under the Freedom of Information Act 2000 and Data Protection Act 2018, in accordance with and subject to the Council's policies and procedures relating to the same;
  - ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
  - x. manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form;
  - xi. arrange for legal deeds to be executed; (See also standing order 22 below);
  - xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;
  - xiii. refer a planning and or a licensing application received by the Council to the Mayor or the Chairman of the Planning and Licensing Committee within two working days of receipt to facilitate an

extraordinary meeting if the nature of a planning and or licensing application requires consideration before the next ordinary meeting of the Council or Planning and Licensing Committee;

- xiv. manage access to information about the Council via the publication scheme; and
- xv. retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect;  
(See also standing order 21 below).
- xvi. receive and retain copies of byelaws made by other local authorities.

## **16. Responsible Financial Officer**

- a. When the Responsible Finance Officer is absent, the Council will appoint a Member to an unpaid post to undertake the work of the Responsible Finance Officer if required.

## **17. Procurement**

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 1st 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.

## **18. Orders for Work, Goods and Services**

- a. 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.
- b. Order books shall be controlled by the RFO.

- c. 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 20.a below.
- d. A member may not issue an official order or make any contract on behalf of the Council.
- e. 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.

## **19. Contracts**

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 19.a (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.

## **20. Payments Under Contracts for Building Or Other Construction Works**

- a. 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).

- b. 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.
- c. 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.

## **21. Handling staff matters**

- a. A matter personal to a member of staff that is being considered by a meeting of the Personnel Committee is subject to standing order 12 above.
- b. Subject to the Council's policies regarding the handling of performance, capability and disciplinary matters, the Council's most senior staff member (or other member of staff) shall contact the Chairman of Personnel Committee or in their absence the Vice Chairman of the Personnel Committee in respect of an informal or formal matter and this shall be reported back and progressed by resolution of the Personnel Committee in accordance with its terms of reference.
- c. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chairman of the Personnel Committee of absence occasioned by illness or other reason and that person shall report such absence to Personnel Committee at its next meeting.
- d. The Mayor and Chairman of the Personnel Committee shall conduct a review of the performance and annual appraisal of the work of Proper Officer. The review and appraisal shall be reported in writing and is subject to approval by resolution by the Personnel Committee.
- e. Subject to the Council's policy regarding the handling of grievance matters, the Proper Officer shall advise the Chairman of the Personnel Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Committee or its appointed representatives.
- f. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff and relates to the Mayor or Chairman of the Personnel Committee, this shall be communicated to another member of the Personnel Committee, which shall be reported back and progressed by resolution of the Personnel Committee.

- g. Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- h. The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- i. In accordance with Standing Order 18(b) the Council will identify two persons with line management responsibilities who may have access to staff records referred to in standing order 18(g) & (h).
- j. Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 18(f) and (g) above shall be provided only to the Proper Officer and the Chairman of the Personnel Committee.

## **22. Responsibilities to provide information**

(See also standing order 19)

- a. In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council
- b. The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

## **23. Responsibilities under Data Protection Legislation**

(See also standing order 12)

- a. The Council may appoint a Data Protection Officer.
- b. The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.
- c. The Council shall have a written policy in place responding to and managing a personal data breach.
- d. The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effect and the remedial action taken.
- e. The Council shall ensure that information communicated in its privacy notice (s) is in an easily accessible and available form and kept up-to-date.
- f. The Council shall maintain a written record of the processing activities.

## **24. Relations with the press/media**

- a. Requests from the press or other media for an oral or written comment of statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## **25. Execution and sealing of legal deeds**

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b. Where any document will be a necessary step in legal proceedings on behalf of the Council it shall be signed by the Clerk to the Council, unless any enactment otherwise requires or authorises, or the Council shall have given the necessary authority to some other person.

## **26. Communicating with Unitary Authority Councillors**

- a. An invitation to attend a meeting of the Council shall be sent to the ward Councillor(s) of the Unitary Authority representing the area of the Council, together with the agenda for the meeting and other relevant papers.
- b. Unless the Council determines otherwise, a copy of relevant correspondence sent to the Unitary Authority shall be sent to the ward Councillor(s) representing the area of the Council.
- c. At the Chairman's discretion and with the approval of the Council, a divisional member may be invited to speak during any item on the agenda to make a short statement and answer any questions.

## **27. Restrictions on Councillor activities**

- a. Unless authorised by a resolution, no Councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions;
  - iii. issue any order respecting any works which are being carried out by or on behalf of the Council;
  - iv. incur any expenditure on behalf of the Council or issue an instruction to incur expenditure.

## Appendix

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# CORNWALL ASSOCIATION OF LOCAL COUNCILS

UNIT 1/1A,  
1 RIVERSIDE HOUSE, HERON WAY, NEWHAM, TRURO, CORNWALL, TR1 2XN  
*Serving the parish and town councils of Cornwall*

## A GUIDE TO AWARDING DISPENSATIONS 2012

### Introduction

Parish Councils are now responsible for determining requests for a dispensation by a parish councillor under Section 33 of Localism Act 2011. This is because they are a “relevant authority” under section 27(6) (d) of the Act.

This guide explains:-

- a. the purpose and effect of dispensations
- b. the procedure for requesting dispensations
- c. the criteria which are applied in determining dispensation requests
- d. the terms of dispensations

### a. Purpose and effect of Dispensations

In certain circumstances Councillors may be granted a dispensation which enables them to take part in Council business where this would otherwise be prohibited because they have a Disclosable or Non Registerable Pecuniary Interest. Provided Councillors act within the terms of their dispensation there is deemed to be no breach of the Code of Conduct or the law.

Section 31(4) of the Localism Act 2011 states that dispensations may allow the Councillor:

- a. to participate, or participate further, in any discussion of the matter at the meeting(s); and/or
- b. to participate in any vote, or further vote, taken on the matter at the meeting(s).

If a dispensation is granted, the Councillor may remain in the room where the meeting considering the business is being held and if the dispensation allows may also vote.

***Please note: If a parish councillor participates in a meeting where he/she has a Disclosable Pecuniary Interest and he/she does not have a dispensation, they may be committing a criminal offence under s34 Localism Act 2011.***

**b. Process for making requests**

Any Councillor who wishes to apply for a dispensation must fully complete a Dispensation Request form and submit it to the Proper Officer of the council (ie. the Clerk) as soon as possible before the meeting at which the dispensation is required.

Applications may also be made at the parish council meeting itself (if parish councils have a standing item on the agenda to deal with dispensation requests) and the nature of the interest has only become apparent to a councillor at the meeting itself.

**c. Consideration by the Parish Council**

The Parish Council can either delegate to the parish clerk the authority to grant dispensations or reserve such decisions for the full parish council.

In either case, the decision must be based on one or more of the following criteria:

- a. so many members of the decision-making body have Non Disclosable or Non Registerable Pecuniary Interests that it would impede the transaction of the business (ie. the meeting would be inquorate); or
- b. the authority considers that the dispensation is in the interests of persons living in the authority's area; or
- c. it is otherwise appropriate to grant a dispensation.

The parish clerk or parish council should formally notify the Councillor and the Monitoring Officer of its decision and reasons in writing at the earliest opportunity and in any event within 5 working days of the decision. A copy of any dispensation should be held with the Member's Register of Interests.

**d. Delegation to the Clerk**

If the parish council decides to delegate this role to the parish clerk then it will need to make a formal resolution to this effect, on the lines of:

“RESOLVE that the Council delegates the power to grant dispensations to the Clerk. The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2).

**e. Criteria for Determination of Requests**

In reaching a decision on a request for a dispensation the parish council or the parish clerk (as appropriate) will take into account:

- a. the nature of the Councillor’s prejudicial interest
- b. the need to maintain public confidence in the conduct of the Council’s business
- c. the possible outcome of the proposed vote
- d. the need for efficient and effective conduct of the Council’s business
- e. any other relevant circumstances

**f. Terms of Dispensations**

Dispensations may be granted:

- for one or more meetings of the Council; or
- for a named period not exceeding 4 years (normally the annual meeting after the next elections)

**g. Disclosure of Decision**

Any Councillor who has been granted a dispensation must declare the nature and existence of the dispensation before the commencement of any business to which it relates.

A copy of the dispensation will be kept with the Register of Councillors’ Interests.

## **Terms of Reference of Committees**

Please refer to the document on the Town Council website [www.saltash.gov.uk](http://www.saltash.gov.uk)

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# Saltash Town Council



**Policy/Procedure:**

**Civic Awards Policy for Citizen, Young Citizen, Environmental Citizen of the Year and Best**

**Date of Adoption:**

**08.09.2020**

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

| Current Status               |          |                         |             |
|------------------------------|----------|-------------------------|-------------|
| <b>Version</b>               | 2 DRAFT  | <b>Approved by</b>      |             |
| <b>Date</b>                  | May 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>      | As required |

| Version History |                |                      |                 |
|-----------------|----------------|----------------------|-----------------|
| <b>Date</b>     | <b>Version</b> | <b>Author/Editor</b> | <b>Comments</b> |
| March 2020      | 1 DRAFT        | JRA/AJT              | New policy      |
| September 2020  | 1a APPROVED    | AJT                  | Approved policy |
| May 2021        | 2 DRAFT        | AJT                  | Revised         |

| Review Record |                       |                      |                           |                     |
|---------------|-----------------------|----------------------|---------------------------|---------------------|
| <b>Date</b>   | <b>Type of Review</b> | <b>Minute number</b> | <b>Summary of actions</b> | <b>Completed by</b> |
|               |                       |                      |                           |                     |
|               |                       |                      |                           |                     |
|               |                       |                      |                           |                     |

| Document Retention        |                  |
|---------------------------|------------------|
| Document retention period | Until superseded |

## **Saltash Town Council**

### **Civic Awards Policy for Citizen, Young Citizen, Environmental Citizen of the Year and Best Performance Annual Awards**

There are four awards that the Mayor presents annually:

| <b>Award</b>                | <b>Selection panel</b>                                                                                             |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------|
| Citizen of the Year Award   | The Mayor<br>President of Saltash Rotary Club<br>All Freemen of the Town (if available and wishing to participate) |
| Environmental Citizen Award | The Mayor<br>President of Saltash Rotary Club                                                                      |
| Young Citizen Award         | The Mayor                                                                                                          |
| Best Performance Cup        | The Mayor<br>This cup is presented to the group that has entertained him/her most in their civic year.             |

Awards are presented at the Mayor's Civic Service which is normally held in the first quarter of the year.

#### **Advertising for nominations for the Citizen, Environmental Citizen and Young Citizen awards:**

Minimum of six weeks before the Civic Service the Mayor's Secretary will:

- Issue a press release (Appendix 1)
- Email all Councillors and local schools
- Post on social media, Town Council website and noticeboards
- Weekly refresh of social media post.

#### **Eligibility criteria:**

- Nominees should be resident within Saltash town electoral boundaries
- Only nominations for individuals will be accepted
- Self-nomination is acceptable
- Currently active in the community work for which they are nominated
- Nominees for the Young Citizen Award should be under the age of 21
- Councillors and employees of Saltash Town Council are not eligible for the awards
- Nominees should not be in paid employment for their community work
- Awards cannot be given posthumously

- No recipient may be nominated again within five years of receiving an award.

All nominations should be made in writing using the nomination form (Appendix 2) to Saltash Town Council and contain as much information as possible including contact details for the nominee.

The Mayor's Secretary will acknowledge receipt of nominations in writing advising that the successful candidates will be announced <insert date>.

The Mayor's Secretary will contact the current holders of the cups/trophies to arrange their return.

**Selection process for the Citizen of the Year and Environmental Citizen of the Year awards:**

1. The Mayor's Secretary arranges a meeting at the Guildhall and invites the following:  
The Mayor  
The President of Saltash Rotary Club  
All Freemen of the Town.
2. All nominations are checked for eligibility and selection packs made up for each category.  
The pack will contain:
  - A copy of the nomination forms
  - A score sheet.
3. At the start of the meeting any panel member wishing to declare a personal interest is welcome to do so.
4. Following the meeting the spreadsheet of recipients (held on the I drive) is updated.
5. Certificates are printed and signed by the Mayor and then framed ready to be presented.
6. The nominees are sent an invitation to the Civic Service.
7. The Mayor's Secretary recalls all trophies for checking and cleaning in preparation for the next presentation at the Civic Service. They will be stored in the safe or safe room.

**Presentation of Awards:**

The Mayor's Secretary is responsible for taking the certificates and cups to the Civic Service.

The cups must be signed for by the recipient on the day (Appendix 3).

Written permissions must be given by the recipients for photographs taken by and on behalf of Saltash Town Council, to be used on STC social media/press releases/website.

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**SALTASH CITIZEN AWARD,**  
**SALTASH ENVIRONMENTAL CITIZEN AWARD**  
**and**  
**SALTASH YOUNG CITIZEN AWARD**  
**<insert year>.**

Each year Saltash Town Council, in conjunction with the Rotary Club, select a Saltash resident to receive the Saltash Citizen Award and a Saltash Environmental Citizen Award. These are prestigious awards which go to an individual who has served the community/environment in some special way. It could be an outstanding one-off contribution to the well-being of the Town or consideration will be given also to a person who has given a period of service to the Town, not just in the prior year, however the person must still be active and cannot be an employee or councillor of Saltash Town Council.

There is also a similar award for the Young Citizen, who should be under the age of 21 at the start of an academic school year and living in Saltash.

Nominations for the <insert year> awards are now being requested. Each recommendation should be using the nomination form on the website or from the Mayor's Secretary.

Nominations should be sent to:

The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX or by e-mail to [mayors-secretary@saltash.gov.uk](mailto:mayors-secretary@saltash.gov.uk) by <insert date>

## Saltash Town Council

### Civic Award Nomination Form

#### Confidentiality:

The information contained in this nomination form is strictly confidential and will not be communicated to any person other than those involved in the administration of the awards.

The nominee should not be told that they have been nominated, as it is not fair to raise their expectations.

#### Acknowledgement and progress of nominations:

We will acknowledge receipt of your nomination but regret that we will be unable to enter into any further correspondence.

#### NOMINEE

#### I nominate the following person for (tick one):

- ☐ Citizen of the Year
- ☐ Young Citizen of the Year
- ☐ Environmental Citizen of the Year

#### Full name of person being nominated:

---

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

**Why are you nominating this person?**

Please tell us how your nominee has made a significant contribution to their area of activity.

It is important to give as much detail as possible about what your nominee has achieved which makes them stand out against others. If the achievements are in more than one area, please make this clear.

|                                                    |
|----------------------------------------------------|
| <b>Details of the person making the nomination</b> |
|----------------------------------------------------|

**Full name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Relationship to nominee:** \_\_\_\_\_

I confirm that to the best of my knowledge the information I have provided is accurate.

**Signature:** \_\_\_\_\_

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

|                                           |
|-------------------------------------------|
| <b>Please send the completed form to:</b> |
|-------------------------------------------|

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

or by email to: [mayors-secretary@saltash.gov.uk](mailto:mayors-secretary@saltash.gov.uk)

**Your personal information**

Please refer to the [Privacy Notice](#) to understand how we process your personal data.

## Templates: Receipt forms

\*Print on STC headed paper

All to include the following text and a copy of the Town Council Privacy Notice:

You will be contacted by the Mayor's Secretary towards the end of the year to return the award. Please ensure that it is cleaned to a high standard and inform the Town Council of any damage.

Please refer to the Town Council Privacy Notice for details of how we protect your personal data.

---

Received from Saltash Town Council, the Citizen of the Year trophy which will be returned when requested.

Signed:

.....

Name & Address:

.....

.....

.....

Date:

.....

**OR**

Received from Saltash Town Council, the Young Citizen of the Year trophy which will be returned when requested.

Signed:

.....

Name & Address:

.....

.....

.....

### Appendix 3: Award receipt forms

Date:

.....

**OR**

Received from Saltash Town Council, the Environmental Citizen of the Year trophy which will be returned when requested.

Signed:

.....

Name & Address:

.....

.....

.....

Date:

.....

**OR**

Received from Saltash Town Council, the Best Performance Cup which will be returned when requested.

Signed:

.....

Name & Address:

.....

.....

.....

Date:

.....



# Saltash Town Council



**Policy/Procedure:**

**Information Available Under the Model Publication Scheme 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               |            |                         |        |
|------------------------------|------------|-------------------------|--------|
| <b>Version</b>               | 2021 DRAFT | <b>Approved by</b>      |        |
| <b>Date</b>                  | May 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 |                |                      |                                   |
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| <b>Date</b>     | <b>Version</b> | <b>Author/Editor</b> | <b>Comments</b>                   |
| May 2021        | 2021           | AJT                  | Reviewed & updated from ICO model |
|                 |                |                      |                                   |
|                 |                |                      |                                   |

| Review Record |                       |                      |                           |                     |
|---------------|-----------------------|----------------------|---------------------------|---------------------|
| <b>Date</b>   | <b>Type of Review</b> | <b>Minute number</b> | <b>Summary of actions</b> | <b>Completed by</b> |
|               |                       |                      |                           |                     |
|               |                       |                      |                           |                     |
|               |                       |                      |                           |                     |

| Document Retention        |                  |
|---------------------------|------------------|
| Document retention period | Until superseded |



## Saltash Town Council

### FREEDOM OF INFORMATION ACT 2000

#### GUIDE TO CLASSES OF INFORMATION AVAILABLE

This guide details what information is readily available from Saltash Town Council under the Freedom of Information Act 2000 Model Publication Scheme. The Model Publication Scheme issued by the Information Commissioner was adopted by Saltash Town Council on -----. Any information not listed may be requested, in writing, but may not always be available for reasons outside the control of the Town Council e.g. personal information covered by the Data Protection Act 2018 and GDPR. However, each request for information will be treated according to its merits and where information cannot be made available, the reasons will be given.

| Information to be published                                                                                                                                                              | How the information can be obtained | Cost                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------|
| <b>Class 1 – Who we are and what we do</b><br>Organisational information, structures, locations and contacts<br>This will be current information only                                    |                                     |                             |
| Who's who on the Council and its Committees                                                                                                                                              | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))                                                     | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| Location of main Council office and accessibility details                                                                                                                                | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| Staffing structure<br>The current staffing structure is available on the <a href="#">Council Staff</a> page<br>Current vacancies can be viewed on the <a href="#">Job Vacancies</a> page | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |

| Information to be published                                                                                                                                                                                                              | How the information can be obtained | Cost                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------|
| <b>Class 2 – What we spend and how we spend it</b><br>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.<br><br>Current and previous financial year as a minimum |                                     |                             |
| Annual return form and report by external auditor                                                                                                                                                                                        | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| Annual Accounts                                                                                                                                                                                                                          | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| Finalised budget                                                                                                                                                                                                                         | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| Precept                                                                                                                                                                                                                                  | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| Borrowing Approval letter                                                                                                                                                                                                                | Hard Copy                           | 20p or<br>35p/sheet         |
| Financial Standing Orders and Regulations                                                                                                                                                                                                | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| Grants given and received                                                                                                                                                                                                                | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| List of current contracts awarded and value of contract                                                                                                                                                                                  | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| Members' allowances and expenses                                                                                                                                                                                                         | Hard Copy                           | 20p or<br>35p/sheet         |

| Information to be published                                                                                                                    | How the information can be obtained | Cost                        |
|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------|
| <b>Class 3 – What our priorities are and how we are doing</b><br>Strategies and plans, performance indicators, audits, inspections and reviews |                                     |                             |
| Policy Plan                                                                                                                                    | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| Financial Management Strategy                                                                                                                  | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| Short, medium and long term financial strategy                                                                                                 | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| Annual Report to Parish                                                                                                                        | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| Internal Audit Reports                                                                                                                         | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |

| Information to be published                                                                                                                          | How the information can be obtained | Cost                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------|
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br><br>Current and previous council year as a minimum |                                     |                             |
| Timetable of meetings                                                                                                                                | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| Agendas of meetings                                                                                                                                  | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| Minutes of meetings                                                                                                                                  | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| Reports presented to council meetings                                                                                                                | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| Reponses to consultation papers<br><a href="http://saltash.gov.uk">Consultations (saltash.gov.uk)</a>                                                | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| Responses to planning applications                                                                                                                   | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |

| Information to be published                                                                                                                                                                                                                                                                                                                                                                   | How the information can be obtained | Cost                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------|
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities).<br>Current information only                                                                                                                                                                                                            |                                     |                             |
| Policies and procedures for the conduct of council business:<br><br>Standing Orders<br>Financial Regulations<br>Committee and Sub-Committee Terms of Reference<br>Delegated authority in respect of officers<br>Members' Code of Conduct<br>Policy statements                                                                                                                                 | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| Policies and procedures for the provision of services and about the employment of staff:<br>Equality and Diversity policy<br>Health and Safety policy<br>Recruitment policies (including current policies)<br>Policies and procedures for handling requests for information<br>Complaints procedures (including those covering requests for information and operating the publication scheme) | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| Information security policy                                                                                                                                                                                                                                                                                                                                                                   | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| Records management policies (records retention, destruction and archive)                                                                                                                                                                                                                                                                                                                      | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| Data protection policies                                                                                                                                                                                                                                                                                                                                                                      | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| Schedule of charges (for the publication of information)                                                                                                                                                                                                                                                                                                                                      | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |

| Information to be published                                                                                                                                                  | How the information can be obtained        | Cost                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----------------------------|
| <b>Class 6 – Lists and Registers</b><br>Currently maintained lists and registers only – some information may only be available by personal visit and inspection.             |                                            |                             |
| Any publicly available register or list                                                                                                                                      | Personal visit by appointment & inspection |                             |
| Burials Register                                                                                                                                                             | Personal visit by appointment & inspection |                             |
| Assets Register                                                                                                                                                              | Personal visit by appointment & inspection |                             |
| Freedom of Information Disclosure Log                                                                                                                                        | Website<br>Hard Copy                       | Free<br>20p or<br>35p/sheet |
| Register of members' interests<br><br>A link is provided on the <a href="#">Data Transparency Page</a> to the Register of Members' Interests on the Cornwall Council website | Website<br>Hard Copy                       | Free<br>20p or<br>35p/sheet |

| Information to be published                                                                                                                                                                                                                                                                                                                                     | How the information can be obtained | Cost                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------|
| <b>Class 7 – The services we offer</b><br>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Some information may only be available by personal visit and inspection.<br><br>The <a href="#">Portfolios</a> on the Town Council website contain information about land and property. |                                     |                             |
| Allotments                                                                                                                                                                                                                                                                                                                                                      | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| Burial grounds and closed churchyards                                                                                                                                                                                                                                                                                                                           | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| Saltash Library Hub                                                                                                                                                                                                                                                                                                                                             | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| Parks, footpaths and recreational facilities                                                                                                                                                                                                                                                                                                                    | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| Seating, litter bins, clocks, memorials and lighting                                                                                                                                                                                                                                                                                                            | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| Bus shelters                                                                                                                                                                                                                                                                                                                                                    | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| Public conveniences                                                                                                                                                                                                                                                                                                                                             | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |
| Agency agreements                                                                                                                                                                                                                                                                                                                                               | Hard Copy                           | 20p or<br>35p/sheet         |
| A summary of services for which the council is entitled to recover a fee, together with those fees<br>This can be found in the Fees & Charges on the <a href="#">Facilities for Hire</a> page of the website                                                                                                                                                    | Website<br>Hard Copy                | Free<br>20p or<br>35p/sheet |

## Schedule of charges

| Type of charge    | Description                           | Basis of charge                                             |
|-------------------|---------------------------------------|-------------------------------------------------------------|
| Disbursement cost | Photocopying @ 20p per sheet (B&W)    | Actual cost                                                 |
|                   | Photocopying @ 35p per sheet (colour) | Actual cost                                                 |
|                   | Postage                               | Actual cost of Royal Mail standard 2 <sup>nd</sup> class    |
| Statutory fee     |                                       | In accordance with the relevant legislation (quote statute) |



# 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               |            |                         |             |
|------------------------------|------------|-------------------------|-------------|
| <b>Version</b>               | 6 DRAFT    | <b>Approved by</b>      |             |
| <b>Date</b>                  | May 2021   | <b>Date of approval</b> |             |
| <b>Responsible Officer</b>   | Town Clerk | <b>Minute reference</b> |             |
| <b>Responsible Committee</b> | P&F        | <b>Review date</b>      | As Required |

| Version History |         |               |                                                                |
|-----------------|---------|---------------|----------------------------------------------------------------|
| Date            | Version | Author/Editor | Comments                                                       |
| May 2021        | 6 DRAFT | AJT           | Delete Covid-19 appendix                                       |
| March 2021      | 5       | 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:<br>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.~~



# Saltash Town Council

**Policy/Procedure:**

**Virtual Meeting Protocol and Procedure Rules DRAFT**

**Date of Adoption:**

**12.01.2021**

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

| Current Status               |          |                         |             |
|------------------------------|----------|-------------------------|-------------|
| <b>Version</b>               | 3        | <b>Approved by</b>      |             |
| <b>Date</b>                  | MAY 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>      | As required |

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|-----------------|----------------|----------------------|--------------------------------|
| <b>Date</b>     | <b>Version</b> | <b>Author/Editor</b> | <b>Comments</b>                |
| May 2020        | 1              | AJT                  | New document                   |
| January 2021    | 2              | AJT                  | Section 5 amended              |
| May 2021        | 3              | AJT                  | Legislation no longer in force |

| Review Record |                       |                      |                           |                     |
|---------------|-----------------------|----------------------|---------------------------|---------------------|
| <b>Date</b>   | <b>Type of Review</b> | <b>Minute number</b> | <b>Summary of actions</b> | <b>Completed by</b> |
|               |                       |                      |                           |                     |
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| Document Retention        |                  |
|---------------------------|------------------|
| Document retention period | Until superseded |

# Saltash Town Council

## Virtual Meeting Protocol and Procedure Rules

Date of adoption: 14.05.2020

Updated ~~January 2021~~ May 2021

~~Scope of application: 4<sup>th</sup> April 2020 to 7<sup>th</sup> May 2021~~

This document should be read in conjunction with the Standing Orders of the Council.

~~This protocol and procedure will apply to meetings held where legislation permits.~~

~~The Regulations made under s78 of the Coronavirus Act 2020 apply and where there is a conflict between these and any other adopted standing orders or legislation, these Remote Meetings Procedures take precedence in relation to any remote meeting.~~

### **Background:**

~~The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on 4 April 2020. These regulations apply to meetings of the Council that are held or due to be held before 7 May 2021 (unless the legislation is repealed before that date) and make provision for remote access to meetings of local authorities by members of a local authority and by the press and public.~~

**Meeting platform:** Annual Zoom Subscription.

### **1. Preparation:**

All staff and Members have been informed of how to access and use the virtual meeting platform.

Members have been given details of the member of staff to contact if they require support or have any technical issues.

Public/Press access: details of how to join a meeting will be noted on the Town Council agenda.

### **2. Notice of Meeting:**

1. The Proper Officer will give the requisite notice to the public of the time of the meeting, and the agenda, together with details of how to join the meeting. This will also be available on the website and social media platforms.
2. Members will be notified of a remote meeting by email and all agenda papers will be available on the Town Council website.
3. The 'place' at which the meeting is held may be at an Authority building or may be where the organiser of the meeting is located or may be an electronic or a digital or virtual location, a web address or a conference call telephone number; or could be a number of these combined. The meeting may also be held in a

meeting room or Chamber with a proportion of the membership and any participating public additionally attending remotely.

### **3. Remote access to Meetings:**

1. Members and members of the press and public will be encouraged to use any video conferencing facilities provided by the Council to attend a meeting remotely.
2. If this is not possible, attendance may be through an audio link or by electronic means as referred to in Regulation 5(6)(c) of the Regulations.
3. If technology fails for a wholly remote meeting, and the meeting is no longer open to the public, any decisions made could be challenged as unlawful. Therefore, if the Council become aware of a failure, the meeting will be immediately adjourned by the Chairman until the issue is resolved and only recommence when the Proper Officer is confident that the meeting is again open to the public. If it is not possible to restore the service within a reasonable timeframe, the remaining business will be considered at a time and date fixed by the Chairman or, if a date is not fixed, at the next ordinary meeting.
4. There is a distinction between public accessing the meeting by remote means and public attending to exercise a right to speak. A member of the public who attends to exercise their right to speak and is unable to do so renders only their item incapable of proceeding.

### **4. Members: Management of remote meetings:**

1. Any Member participating in a meeting remotely, must when they are speaking, be able to be heard (and ideally seen) by all other Members in attendance, and the remote participant must, in turn, be able to hear (and ideally see) those other Members participating.
2. In addition, a remote participant must be able to be heard by, and in turn hear any members of the public entitled to attend the meeting and who exercise a right to speak at the meeting.
3. The Chair will confirm at the outset and at any reconvening of a meeting that they can see and hear all participating members. Any Member participating remotely should also confirm at the outset and at any reconvening of the meeting that they can see and hear the proceedings and the other participants.
4. The Chair will confirm that the Meeting is quorate.
5. The Chair will outline how the meeting will be run including arrangements for speaking, voting and the availability of documents (which will have been previously circulated and made available on the Town Council website.)

6. The Minute Taker will record the attendance of Members at the meeting in the normal manner.
7. Normal quorum requirements for meetings as set out in Standing Orders and Terms of Reference for Committees and Sub Committees will also apply to remote meetings.
8. The Code of Conduct still applies in a remote meeting. Members that declare an interest must raise their hand informing the Chairman and will be removed to the waiting room for the duration of the item.
9. Members must make themselves known to the public and press and must not use 'iPad' or a nickname. The 'Cllr' prefix followed by first name and surname should be used.
10. In the event of any apparent failure of the video, telephone or conferencing connection, the Chair will immediately determine if the meeting is still quorate:
  - if it is, then the business of the meeting will continue; or
  - if there is no quorum, then the meeting shall adjourn for a period specified by the Chair, expected to be no more than ten or fifteen minutes, to allow the connection to be re-established.
11. Should any aspect of an individual's remote participation fail, the Chair may call a short adjournment of up to five minutes or so to determine whether the connection can quickly be re-established, either by video technology or telephone in the alternative. If the connection is not restored within that time, the meeting should continue to deal with the business whilst this happens, **providing the meeting remains quorate and the public are able to hear.**
12. In order to maintain good sound quality and remove background noise, Members will be on mute and unmuted when speaking. Should they wish to speak they should raise their hand.

## **5. Public participation:**

1. A member of the public or press wishing to attend the meeting will be admitted when visible in the waiting room.
2. A member of the public is in remote attendance when they are able to:
  - a. hear and where practicable see and be heard and, where practicable, be seen by members of the Town Council at the meeting;
  - b. hear and where practicable see and be heard by other members of the public attending the meeting including those wishing to speak, where permitted, during the public session or as invited by the Chairman.
3. A member of the public in remote attendance will be deemed to have left the meeting where the conditions in 2 above are not met.

4. Subject to the above, the Chairman may, if appropriate:
  - a. Adjourn the meeting to permit conditions for remote attendance to be re-established;
  - b. Vary the order of the agenda or complete the remaining business of the meeting in the absence of the member of the public in remote attendance.
5. Questions will continue to be received at meetings as laid out in the policy and Standing Orders for receiving public questions at meetings.
6. Disruptive behaviour by a member of the public during a remote meeting of the Council will not be tolerated and the Town Council reserves the right to curtail the contribution of that person and exclude them from the meeting (Standing Order 4).

#### **7. Closing the meeting**

On completion of the meeting the host will end the broadcast. Members and members of the public are reminded to ensure that they leave the meeting and that their connections have been closed.



# Saltash Town Council



**Policy/Procedure:**

**Training and Development 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>                  | May 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>      |  |

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| <b>Date</b>     | <b>Version</b> | <b>Author/Editor</b> | <b>Comments</b> |
| May 2021        | 1 DRAFT        | AJT                  | NEW             |
|                 |                |                      |                 |
|                 |                |                      |                 |

| Review Record |                       |                      |                           |                     |
|---------------|-----------------------|----------------------|---------------------------|---------------------|
| <b>Date</b>   | <b>Type of Review</b> | <b>Minute number</b> | <b>Summary of actions</b> | <b>Completed by</b> |
|               |                       |                      |                           |                     |
|               |                       |                      |                           |                     |
|               |                       |                      |                           |                     |

| Document Retention        |                  |
|---------------------------|------------------|
| Document retention period | Until superseded |

# **Saltash Town Council**

## **Training and Development Policy**

### **1. Introduction**

Saltash Town Council is committed to provide a level of training for both its members and staff to enable them to undertake their respective roles for the betterment of not only the Council and the Community it serves, but also the Councillor and Officer personnel development.

Employees should also refer to their contracts and the Section 6 of the Employee Handbook.

### **2. Training**

- a. Training is defined as “a planned process to develop the abilities of the individual and to satisfy the current and future needs of the Council”.
- b. Learning can be categorised into the following:
  - Intuitive – learning which happens by chance and we may not be conscious of it.
  - Incidental – learning by reflection on particular events or activities.
  - Retrospective – a system approach to reflecting on activities and identifying what we learned from them.
  - Proactive – planning to learn from an activity, reflecting on it and planning to use what we learned.
- c. It is anticipated that member/staff learning will reflect many of the above.

### **3. Training Aims**

- a. The Council’s training aims are the following:
  - i. To improve the understanding of its members, of their role as a local Councillor, the powers available to the Council and how best to utilise the resource available to the Council for the betterment of the residents it serves.
  - ii. To provide the necessary training to its staff to ensure that they are able to undertake their respective roles.
  - iii. To ensure an acceptable level of succession planning in order to:
    1. Ensure the Council can operate effectively following local elections and potential changes to the Council membership.
    2. Ensure the Council can continue to operate during times where staff may be unavailable (e.g. holidays, sickness staff turnover etc.)

#### 4. Staff Training

- a. Training and Development are the responsibility of each member of staff and therefore all employees are encouraged to be proactive in identifying their training and development needs.
- b. Induction training is provided for all new employees.
- c. The Line Manager will be responsible for identifying training needs due to changing circumstances, health and safety issues or new legislation and appropriate training will be given whenever necessary.
- d. Future training requirements will form part of the annual appraisal for every member of staff.
- e. The Line Manager may suggest additional training any time.
- f. All staff are encouraged to read regular publications such as 'The Clerk' and updates from council support services such as CALC, SLCC and NALC.
- g. Any member of staff may apply to take qualification training. Authorisation and sponsorship will be dependent upon corporate and service priorities and each application will be considered on this basis.
- h. Any training and development key to the Career Personal Development of an individual will be supported.

#### 5. Councillors' Training

**All Councillors should conform to the training needs specified by the Council in order to develop their skill set and knowledge which will support the smooth operation of the Council and its work for the community.**

- a. All Councillors will be provided with an Induction pack following Local Council Elections.
- b. New Councillors will be encouraged to complete a skills audit to identify training needs.
- c. Individual training requirements will be discussed with Councillors.
- d. All Councillors are encouraged to read the following publications: Guidance for New Councillors, A Councillor's Workbook on Local Government Finance and Governance & Accountability.
- e. All Councillors are encouraged to attend conferences and training events as appropriate to members and Councils needs and responsibilities.
- f. Councillors training and development opportunities will be arranged mainly through the Cornwall Association of Local Councils (CALC) and also in-house.

- g. All Councillors will be required to:
  - i. undertake Code of Conduct training within six months of taking office;
  - ii. undertake Standing Orders and Financial Regulations training within six months of taking office;
  - iii. undertake Planning training within six months of taking office;
  - iv. undertake Data Protection and Freedom of Information training within six months of taking office.

All Councillors on the Personnel Committee will be required to undertake HR training on a six monthly basis.

## **6. Prioritising Training and Development**

Any personal development training will be prioritised as follows:

- a. Corporate/Service delivery,
- b. Specialist needs,
- c. Improving existing skills,
- d. Personal development.

## **7. Financial Assistance**

- a. A training budget will be set and approved annually to cover provision of training activities, attendance at conferences and training publications for members & staff.
- b. Where training is approved, the Town Council will pay and/or assist with expenses incurred which may cover such items as tuition and examination fees.
- c. Travel expenses will be met by the Town Council following pre-approval from the Town Clerk.
- d. Individual employees are responsible for their own registration on a course, but not before approval has been obtained. The Town Council will not meet a financial commitment where prior approval has not been granted.

## **8. Evaluation and Training Records**

- a. All employees and members who undertake training are expected to complete a training evaluation form upon completion of the training to measure its relevance and effectiveness. A record of all training will be kept on the staff training matrix.
- b. Members training will be recorded in the members' training folder.
- c. An annual record of employee training will be presented to the Personnel Committee.

- d. In certain circumstances an employee may be required to provide a briefing note or discuss the training at a team meeting.
- e. All employees are expected to keep their training record up to date.

DRAFT



# Saltash Town Council



**Policy/Procedure:**

**Guildhall Covid-19 Physical Face to Face Meetings Protocol**

**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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| <b>Version</b>               | 1        | <b>Approved by</b>      |             |
| <b>Date</b>                  | May 2021 | <b>Date of approval</b> |             |
| <b>Responsible Officer</b>   | TC       | <b>Minute reference</b> |             |
| <b>Responsible Committee</b> | P&F      | <b>Review date</b>      | As required |

| Version History |                |                      |                 |
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| May 2021        | 1              | SB                   | NEW             |
|                 |                |                      |                 |
|                 |                |                      |                 |

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|---------------|-----------------------|----------------------|---------------------------|---------------------|
| <b>Date</b>   | <b>Type of Review</b> | <b>Minute number</b> | <b>Summary of actions</b> | <b>Completed by</b> |
|               |                       |                      |                           |                     |
|               |                       |                      |                           |                     |
|               |                       |                      |                           |                     |

| Document Retention        |                  |
|---------------------------|------------------|
| Document retention period | Until superseded |

# **Guildhall Covid-19 Physical Face to Face Council Meetings Protocol**

**HANDS**

**FACE**

**SPACE**

## **Introduction**

The legislation permitting remote meetings of Saltash Town Council came to an end at midnight on 6<sup>th</sup> May 2021. As it currently stands, all Council meetings held on, or after 7<sup>th</sup> May, must therefore return to a face-to-face format.

This protocol details the format and processes required to enable meetings of the Council to take place in a face-to-face format, to enable the business of the Council to be transacted, whilst ensuring strict adherence to Covid-19 guidance and keeping the risk of transmission of the virus to a minimum.

A Covid-19 Face to Face Council Meetings Risk Assessment has been undertaken which has informed this protocol.

A Members Briefing Session is to be held on the virtual Zoom platform w/c 17<sup>th</sup> May 2021 to give Members the opportunity to ask questions, raise concerns, and review the Guildhall Risk Assessment.

## **Venue**

All meetings of the Council shall take place in the Guildhall (long room) same layout pre covid that has been assessed in line with the Covid-19 risk assessment until 21<sup>st</sup> June 2021 – at which point all restrictions on indoor gatherings are expected to have been lifted allowing Council meetings to return to the Council Chamber.

The Guildhall (long room) is designated as a Covid-19 Secure workplace venue. As such, larger groups are permitted to meet, subject to adherence of Covid-19 secure guidelines which are detailed in this Protocol and the Risk Assessment.

## **Layout**

The Guildhall shall be laid out in a horseshoe shape, as normal. Where it is not possible for Councillor seats to be at a 2m distance, Covid-19 secure venues are permitted to enable seating at '1m plus', provided mitigating measures are in place - Please refer to the Covid-19 Physical Face to Face Council Meetings Risk Assessment.

## **Guildhall Covid-19 Physical Face to Face Council Meetings**

### **Protocol**

#### **Before the meeting**

Upon entering the building, Councillors and members of the public will be welcomed by the Councils Casual Caretaker and asked to use the automatic hand sanitising dispenser, at that point your temperature will be taken by the Casual Caretaker and recorded.

Both Councillors and members of the public are asked to use the QR Code to register their attendance at the venue for NHS Track and Trace purposes. Those not able to use this facility will be asked their name and contact number, the details will be safely kept for 21 days in line with Track and Trace guidelines, after which the details will be securely destroyed.

Councillors will be asked to arrive in staggered time slots to minimise congestion within the building. **Please arrive on time.** Councillors will be asked to take their seats, which will be named, alphabetically in order of Wards to allow easy access to your seat.

The lift will be available for those with accessibility requirements, one person at a time.

Unfortunately, at this stage Saltash Town Council are not in a position to live stream Council meetings to minimise the number of persons wishing to attend, however, this is something we are working towards.

At any time, the maximum identified capacity for public attendance has been reached, no further entry will be allowed.

#### **During the meeting**

All persons attending the meeting must remain seated unless required to stand to use the toilet facilities or to declare an interest at which point a face covering must be worn unless medically exempt and the Risk Assessment adhered to.

All persons attending the meeting must **not** move any of the furniture.

Members should access agendas and report documents via Civica – Modern.gov prior to attending the meeting and via their own device at the meeting to reduce the need to handle paper. Members **should not share** their writing material with others, to reduce the risk of transmitting the virus.

## **Guildhall Covid-19 Physical Face to Face Council Meetings**

### **Protocol**

#### **After the meeting**

Members of the public will be asked to leave first, via the same entrance in an orderly single filed manner, maintaining social distancing requirements, using the automatic hand sanitiser located in the foyer. Members of the public should immediately disperse once outside the building.

Councillors will be asked to leave in their entry Wards via the fire exit back door of the Guildhall (long room) lead by the Assistant Town Clerk, using the automatic hand sanitiser located by the back door. Members should immediately disperse once outside the building.

Those with accessibility requirements are permitted reverse access by using the lift. One person at a time.

Members must take any writing material or refreshments home with them and leave nothing on site.

#### **General Housekeeping**

There will be no refreshments, any person wishing to have refreshments will need to bring their own for their sole use, and take away with them at the end of the meeting.

Toilet facilities are prohibited unless absolutely necessary - persons wishing to use the toilet facilities will exit the Guildhall (long room) and use the toilet facilities available on the first floor landing. Those with accessibility requirements will be permitted to use the fully accessible toilet on the ground floor via the lift.

All persons must use the sanitising stations upon re-entering the meeting located in the Guildhall (long room).

Attendees must not mingle or congregate – if a queue does form whilst awaiting entry to the Guildhall, attendees must stand on the socially distanced space markers on the floor whilst others take their seats.

All attendees should dress appropriately for the weather conditions of the evening – windows and doors will be open and floor standing fans in operation to ensure adequate ventilation of the room and building.



## Saltash Town Council



**Policy/Procedure:**

**Guildhall Covid-19 Physical Face to Face Council Meetings Risk Assessment**

**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        | <b>Approved by</b>      |             |
| <b>Date</b>                  | May 2021 | <b>Date of approval</b> |             |
| <b>Responsible Officer</b>   | TC       | <b>Minute reference</b> |             |
| <b>Responsible Committee</b> | P&F      | <b>Review date</b>      | As required |

| Version History |         |               |          |
|-----------------|---------|---------------|----------|
| Date            | Version | Author/Editor | Comments |
| 10.05.2021      | 1       | SB            | NEW      |
|                 |         |               |          |
|                 |         |               |          |

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

| Document Retention        |                                        |
|---------------------------|----------------------------------------|
| Document retention period | <b>Until superseded or insert date</b> |

### **Guildhall Covid-19 Physical Face to Face Council Meetings Risk Assessment**

All meetings of Saltash Town Council, its committees, sub committees or any other meeting held under the 1972 Local Government Act Sch 12 10 must be held as a physical, face to face meeting from 7<sup>th</sup> May 2021.

Covid-19 is a new illness that is currently known to affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This **Risk Assessment** is designed for dealing with the current Covid-19 situation in the workplace (Saltash Town Council – Guildhall) and while carrying out 1:1 interviews with Officers of the Council and an online Councillors Briefing Sessions it is not likely to cover all scenarios and Officers and Councillors attending should consider their own unique circumstances. To keep up to date with the latest guidance to workplaces and Covid-19 in this fast changing situation please visit the following links:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

<https://www.gov.uk/coronavirus>

All Councillors, Council Officers and members of the public to read and familiarise themselves with the risk assessment together with the protocol. Councillors and members of the public to contact the Assistant Town Clerk with areas of concern and Council Officers to contact their line manager.

**Company Name:** Saltash Town Council

**Assessment carried out by:** Assistant Town Clerk

**Date assessment was carried out:** 10<sup>th</sup> May 2021

**Review Date:** 18<sup>th</sup> June 2021

### Method of Scoring Risk Assessments

The following shows how the risk of each hazard is scored. Probability x Severity = Risk rating, where any score of 16 or above is deemed unacceptable.

SEVERITY is the degree of harm to people that could arise from a hazard being realised.

The Guildhall has a maximum Covid safe working seating capacity of 27 people. At any time, the maximum identified capacity for public attendance has been reached, no further entry will be allowed.

|             |                   | SEVERITY |            |                |                  |                    |            |
|-------------|-------------------|----------|------------|----------------|------------------|--------------------|------------|
|             |                   | P x S    | Minor<br>1 | Moderate<br>2  | Significant<br>3 | Serious<br>4       | Major<br>5 |
| PROBABILITY | Rare              | 1        | 1          | 2              | 3                | 4                  | 5          |
|             | Unlikely          | 2        | 2          | 4              | 6                | 8                  | 10         |
|             | Possible          | 3        | 3          | 6              | 9                | 12                 | 15         |
|             | Likely            | 4        | 4          | 8              | 12               | 16                 | 20         |
|             | Almost<br>Certain | 5        | 5          | 10             | 15               | 20                 | 25         |
|             | Risk<br>Level     | =        | Low<br>1-5 | Medium<br>6-10 | High<br>11-15    | Very High<br>16-25 |            |

Risk Rating

Probability (1 to 5)

X

Severity (1 to 5)

=

Risk Rating (1 to 25)

| Area of activity     | Hazard                                                                         | Who is at risk                                                   | Controls                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Probability | Severity | RR (Prob x Sev) | Person(s) Responsible                 |
|----------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------|-----------------|---------------------------------------|
| Attendance generally | Highly vulnerable categories / those not vaccinated attending Council meetings | Officers of the Council<br><br>Councillors<br><br>Public / Press | <p>Those in highly vulnerable categories are recommended not to attend meetings</p> <p>Where possible, one-way system through the building</p> <p>Lift available for those with accessibility requirements, one person at a time</p> <p>The Guildhall has a maximum Covid safe working seating capacity of 27 people. At any time, the maximum identified capacity for public attendance has been reached, no further entry will be allowed</p> <p>Anyone displaying symptoms, tested positive, or returned from abroad in the last 14 days</p> | 3           | 4        | 12              | Everyone attending Council meeting(s) |

| Area of activity | Hazard                                                                                   | Who is at risk                      | Controls                                                                                                                                                                                                                                          | Probability | Severity | RRR (Freq x Sev) | Person Responsible                    |
|------------------|------------------------------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------|------------------|---------------------------------------|
| Covid symptoms   | Person(s) presenting with continuous cough, temperature and loss of taste and / or smell | Everyone attending Council meetings | Any person(s) experiencing Covid-19 symptoms not to enter the Guildhall<br>Councillors to give their apologies<br><br>Anyone falling ill with symptoms during attendance at the Guildhall will be requested to leave and medical attention sought | 3           | 4        | 12               | Everyone attending Council meeting(s) |

| Area of activity | Hazard                                                            | Who is at risk                      | Controls                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Probability | Severity | RRR (Freq x Sev) | Person Responsible                                     |
|------------------|-------------------------------------------------------------------|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------|------------------|--------------------------------------------------------|
| Room capacity    | Guildhall (long room) accommodates social distancing requirements | Everyone attending Council meetings | <p>All Council meetings to be held in the Guildhall (long room) to accommodate safe working practices. To be reviewed on 21<sup>st</sup> June 2021 in line with the Government Roadmap</p> <p>Councillors declaring an interest must leave the room wearing a face covering unless medically exempt and wait at the bottom of the top floor stairs next to the cleaner's room</p> <p>Seating to be spaced at 2m intervals or 1m with risk mitigations where 2m is not viable</p> <p>Public gallery chairs to be spaced at 2m intervals or 1m with risk mitigations where 2m is not viable</p> <p>All tables / seating not to be moved during meeting(s)</p> <p>Hand sanitiser available within Guildhall (long room)</p> | 1           | 2        | 2                | Service Delivery Department / on duty Casual Caretaker |

|  |  |  |                                                                                                                                                                                                     |  |  |  |  |
|--|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
|  |  |  | The Guildhall has a maximum Covid safe working seating capacity of 27 people. At any time, the maximum identified capacity for public attendance has been reached, no further entry will be allowed |  |  |  |  |
|--|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|

| Area of activity                              | Hazard                                                    | Who is at risk                        | Controls                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Probability | Severity | RRR (Freq x Sev) | Person Responsible                    |
|-----------------------------------------------|-----------------------------------------------------------|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------|------------------|---------------------------------------|
| Transmission of Virus<br><br>Contract Tracing | Airborne particulates<br><br>Surface based viral material | Everyone attending Council meeting(s) | <p>All persons must wear a face covering unless medically exempt when entering the building and in communal areas. Councillors can remove face covering once seated, members of the public to continue to wear a face covering</p> <p>Automatic hand sanitiser dispenser in place and must be used by persons on arrival</p> <p>Temperature check and recording must be taken by the Casual Caretaker immediately on arrival</p> <p>QR Code scanned immediately on arrival</p> <p>Register held for 21 days for those not able to use QR Code</p> <p>Notices displayed around the building reminding of 'hands / face/ space'</p> <p>Hard copy agendas and reports will not be available at the meeting</p> | 3           | 3        | 9                | Everyone attending Council meeting(s) |

|  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |  |  |
|--|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
|  |  |  | <p>Agendas and reports to be accessed via Civica – Modern.gov / Town Council website</p> <p>Councillors to bring their own writing materials which must be taken home at the end of the meeting</p> <p>Councillors <u>not</u> to share paperwork or pens, take home and destroy</p> <p>Internal doors to be kept open</p> <p>Windows to be opened ajar and floor standing fans activated to allow good ventilation</p> <p>Use of kitchen facilities prohibited – attendees to bring their own and return with them</p> <p>Toilet facilities prohibited unless absolutely necessary</p> <p>Keep meeting times as short as possible and more focused</p> |  |  |  |  |
|--|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|

| Area of activity            | Hazard                          | Who is at risk                      | Controls                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Probability | Severity | RRR (Freq x Sev) | Person Responsible                                           |
|-----------------------------|---------------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------|------------------|--------------------------------------------------------------|
| Social Distancing Generally | Attendees congregate and mingle | Everyone attending Council meetings | <p>Where possible Councillors provided staggered arrival times</p> <p>Councillors to be seated no later than 6:45 p.m. to allow members of the public to arrive</p> <p>Councillors to follow the social distancing queuing system outside the Guildhall</p> <p>Councillors to follow the internal social distancing queuing system</p> <p>Everyone to respect each other's space and be mindful not everyone has been vaccinated</p> <p>Councillors not to engage with the public gallery</p> <p>One-way system upon entry and exit for Councillors only (except for those with accessibility requirements)</p> <p>Clear entry and exit signage displayed</p> | 3           | 4        | 12               | Everyone attending Council meeting(s) / Assistant Town Clerk |

| Area of activity        | Hazard                            | Who is at risk                      | Controls                                                                                                                                                                                                                            | Probability | Severity | RRR (Freq x Sev) | Person Responsible                                        |
|-------------------------|-----------------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------|------------------|-----------------------------------------------------------|
| End of Council Meetings | Councillors congregate and mingle | Everyone attending Council meetings | <p>Mayor / Chairman / Vice Chairman to remind all present to leave as per protocol</p> <p>Face covering to be worn when leaving meeting unless medically exempt</p> <p>Councillors to disperse after meeting and not congregate</p> | 2           | 2        | 4                | Mayor / Chairman / Vice Chairman and Assistant Town Clerk |

| Area of activity | Hazard                                   | Who is at risk                      | Controls                                                                                                                                                                                                                                                                  | Probability | Severity | RRR (Freq x Sev) | Person Responsible     |
|------------------|------------------------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------|------------------|------------------------|
| Council Officers | Not abiding by Covid secure requirements | Everyone attending Council meetings | <p>Officers to follow the Covid-19 Risk Assessment and protocol at all times</p> <p>Officers only attend meetings they Clerk, minute take, or for items they are required to be present for, then depart</p> <p>Officers to disperse after meeting and not congregate</p> | 2           | 2        | 4                | Officers in attendance |

| Area of activity     | Hazard                                                      | Who is at risk                      | Controls                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Probability | Severity | RRR (Freq x Sev) | Person Responsible |
|----------------------|-------------------------------------------------------------|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------|------------------|--------------------|
| Public Participation | Congregate, mingle, do not follow Covid secure requirements | Everyone attending Council meetings | <p>Only attend if absolutely necessary</p> <p>Members of the public to arrive no earlier than 6:45 p.m.</p> <p>The Guildhall has a maximum Covid safe working seating capacity of 27 people. At any time, the maximum identified capacity for public attendance has been reached, no further entry will be allowed.</p> <p>Members of the public must wear a face covering at all times when entering the building unless medically exempt or addressing the Council</p> <p>Follow social distancing at all times</p> <p>Everyone to respect each other's space and be mindful not everyone has been vaccinated</p> <p>Remain seated for duration of the meeting</p> <p>Toilet facilities prohibited unless absolutely necessary</p> | 2           | 2        | 4                | Attendees          |

|  |  |  |                                                                                                                                                                        |  |  |  |  |
|--|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
|  |  |  | <p>Hard copy agendas not provided, take any paperwork home with them and destroy</p> <p>Members of the public should disperse after the meeting and not congregate</p> |  |  |  |  |
|--|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|

| Area of activity | Hazard                                                             | Who is at risk                      | Controls                                                                                                                                                                                                                                                                   | Probability | Severity | RRR (Freq x Sev) | Person Responsible          |
|------------------|--------------------------------------------------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------|------------------|-----------------------------|
| Cleaning         | Not cleaned to required standards, risk of virus remaining present | Everyone attending Council meetings | <p>Follow non-clinical setting cleaning guidance</p> <p>Frequent cleaning of high touch areas</p> <p>Disinfect tables / chairs before and after meeting</p> <p>Use of fogging machine</p> <p>Guildhall (long room) to remain locked and used for Council meetings only</p> | 2           | 2        | 4                | Service Delivery Department |