



Saltash Town Council

Konsel An Dre Essa



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

7 July 2021

Dear Councillor

I write to summon you to the meeting of **Policy and Finance Committee** to be held at the Guildhall on **Tuesday 13th July 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	L Challen	S Miller (Chairman)
R Bullock	J Dent	B Samuels
G Challen	S Gillies	G Taylor
M Griffiths	S Martin	D Yates
A Pinckney	J Peggs	
Vacancy	P Samuels	

Agenda

1. Health and Safety Announcements.
2. To elect a Vice Chair.
3. Apologies.
4. Declarations of Interest:
5. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.
Please note: Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email.
6. To receive and note the minutes of the Policy and Finance Committee held on Thursday 27th May 2021 as a true and correct record. (Pages 4 - 13)
7. All accounts and bank accounts reconciled up to 31st May 2021.
8. Petty cash reconciled up to 31st May 2021 - No transaction since 31st March 2021
9. To receive a report on VAT. (Page 14)
10. To receive a report on investments. (Page 15)
11. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.
12. To receive the current STC and Committee budget statements. (Pages 16 - 25)
13. To receive a report from the Finance Officer. (Page 26)
14. To receive a report on insurance claims (Page 27)
15. Clerks report on delegated authority to spend.
16. To consider Risk Management reports as may be received.
17. To receive an update on the land known as Trematon Pound as a Heritage site with Heritage England. (Pages 28 - 34)
(Pursuant to FTC held on 3.06.21 minute nr. 72/21/22c)

18. To consider Community Chest and Festival Fund applications:
 - a. Community Chest: None
 - b. Festival Fund: None
19. To consider amendments to Standing Orders. (Pages 35 - 72)
20. To review the tender specification for Saltash Team For Youth. (Pages 73 - 75)
21. To consider a suggestion to form a Communications and Engagement Working Party - Councillor Martin (Page 76)
22. To receive reports from Working Groups and Outside Bodies:
 - a. Neighbourhood Plan Steering Group.
 - b. Saltash Team for Youth
 - c. Section 106 Steering Group
23. 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.
24. To consider any items referred from the main part of the agenda.
25. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
26. Urgent non-financial matters brought forward at the discretion of the Chairman.
27. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Tuesday 7 September 2021 at 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of Policy and Finance Committee held on the Guildhall on Thursday 27th May 2021 at 6.30 pm

PRESENT: Councillors: R Bickford, G Challen, L Challen, M Fox (Vice-Chair, in the Chair), S Gillies, S Martin, S Miller (Chairman), J Peggs, A Pinckney, B Samuels, P Samuels, G Taylor and D Yates.

ALSO PRESENT: 4 Members of the Public, S Burrows (Assistant Town Clerk), M Thomas (Senior Policy and Data Compliance Officer) and S Emmett (Finance Officer)

APOLOGIES: R Bullock.

1/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

Councillor Fox in the Chair.

The Chairman informed those present of the actions required in the event of a fire or emergency.

Councillor G Challen informed the Chairman she would be recording the meeting.

2/21/22 TO APPOINT A CHAIRMAN.

It was proposed by Councillor Bickford, seconded by Councillor Taylor and unanimously **RESOLVED** to appoint Councillor Miller as Chairman.

Councillor Miller asked Members if Councillor Fox could remain in the Chair for this meeting only because he had not had time to prepare.

It was proposed by Councillor Miller, seconded by Councillor Taylor and **RESOLVED** that Councillor Fox remains in the Chair for this meeting only.

3/21/22 TO APPOINT A VICE CHAIRMAN.

It was proposed by Councillor Miller, seconded by Councillor Taylor and unanimously **RESOLVED** to appoint Councillor Fox as Vice Chairman.

4/21/22

DECLARATIONS OF INTEREST:

- a. To receive any declarations from Members of any registrable (5A of the Code of Conduct) and/or non-registrable (5B) interests in matters to be considered at this meeting.
- b. To receive any written requests for dispensations.

None.

Cllr.	Agenda item	Pecuniary/Non-Pecuniary	Reason	Left the meeting	Remained at the meeting and did not vote.
Bickford	21b FF101	Non-pecuniary	Member of Saltash Regatta	Yes	n/a
Challen G	21a CC250	Non-pecuniary	Member of Saltash Lions	Yes	n/a
Challen G	21b FF101	Non-pecuniary	Member of Saltash Regatta	Yes	n/a
Fox	21a CC250	Non-pecuniary	Member of Saltash Lions	Yes	n/a
Martin	21b FF101	Non-pecuniary	Cttee. Member Saltash Regatta	Yes	n/a
Martin	21b FF103	Non-pecuniary	Cttee. Member SaltFest	Yes	n/a
Pinckney	21a CC250	Non-pecuniary	Member of Saltash Lions	Yes	n/a
Pinckney	21b FF101	Non-pecuniary	Member of Saltash Regatta	Yes	n/a

5/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

6/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 9TH MARCH 2021 AS A TRUE AND CORRECT RECORD.

It was proposed by Councillor Fox, seconded by Councillor P Samuels and **RESOLVED** that the minutes of the Policy and Finance Committee held on 9th March 2021 were confirmed as a true and correct record subject to amendment to minute nr 173/20/21a be changed to reflect Councillor Miller was the proposer and not Councillor Martin.

7/21/22 ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31ST MARCH 2021.

It was **RESOLVED** to note.

8/21/22 PETTY CASH RECONCILED UP TO 31ST MARCH 2021.

It was **RESOLVED** to note.

9/21/22 TO RECEIVE A REPORT FROM THE FINANCE OFFICER.

It was **RESOLVED** to note.

Health and Safety Audit Contract

It was proposed by Councillor B Samuels, seconded by Councillor Fox and resolved to **RECOMMEND** to Full Council to approve:

Option 2 to buy 6 days to cover for the year 2021-2022 at a cost of £4,335.00.

A virement of £1,900 from General Reserves to budget code 6214 health and safety to cover the cost of this year's audit.

10/21/22 TO RECEIVE A REPORT ON VAT.

It was **RESOLVED** to note.

11/21/22 TO RECEIVE A REPORT ON INVESTMENTS.

It was **RESOLVED** to note.

12/21/22 **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.

13/21/22 **TO RECEIVE THE END OF YEAR BUDGET STATEMENTS**

It was **RESOLVED** to note.

14/21/22 **TO RECEIVE THE END OF YEAR FINANCE REPORT**

Options for Utilisation of Overall 'Free Reserves'

It was proposed by Councillor B Samuels, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Council to approve:

Option 1 to increase the contingency reserve to Six months of operating expenditure equating to £584,870

To vire £102,929 from budget code 3199 'Free Reserves' to budget code 3130 'Contingency'.

Option for Contingency Investment

It was proposed by Councillor G Challen, seconded by Councillor Miller and **RESOLVED** that the Finance Officer further investigates investment in the Local Authorities Property Fund with the CCL reporting back to a future P&F meeting.

15/21/22 **TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.**

It was **RESOLVED** to note.

16/21/22 **TO RECEIVE A REPORT ON SALTASH TOWN MAYORS COMMUNITY ACCOUNT.**

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and **RESOLVED** to approve the Mayor's Charity A/c be set up as a Community A/c in the name of Saltash Town Community and to be unlinked to the main Town Council account to avoid monthly charges.

17/21/22 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

18/21/22 CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.

None.

19/21/22 TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER.

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

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

20/21/22

TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:

a. Community Chest

Application Number	Organisation	Amount Requested
CC249	Saltash United Juniors FC	£970.00

It was proposed by Councillor Yates, seconded by Councillor B Samuels and **RESOLVED** to award £970.00 to Saltash United Juniors FC.

Councillors G Challen, Fox and Pinckney declared an interest in the next item and left the meeting.

Councillor Miller in the Chair.

Application Number	Organisation	Amount Requested
CC250	Coombe Woods Regeneration Project	£700.00

It was proposed by Councillor Miller, seconded by Councillor Peggs and **RESOLVED** to award £700.00 to Coombe Woods Regeneration Project.

Councillors G Challen, Fox and Pinckney were invited and returned to the meeting.

Councillor Fox in the Chair.

b. Festival Fund:

Application Number	Organisation	Amount Requested
FF100	Royal British Legion - Saltash	£700.00

It was proposed by Councillor Bickford, seconded by Councillor Fox and **RESOLVED** to award £700 to the Royal British Legion – Saltash.

Councillors Bickford, G Challen, Martin and Pinckney declared an interest in the next item and left the meeting.

Application Number	Organisation	Amount Requested
FF101	Saltash Regatta	£2,929.43

It was proposed by Councillor B Samuels, seconded by Councillor Miller and **RESOLVED** to award £2,929.43 to Saltash Regatta.

Councillors Bickford, G Challen, Martin and Pinckney were invited and returned to the meeting.

Application Number	Organisation	Amount Requested
FF102	Cornwall Pride	£500.00

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** to award £500 to Cornwall Pride.

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

Application Number	Organisation	Amount Requested
FF103	SaltFest	£1,477.75

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and **RESOLVED** to award £1,477.75 to SaltFest.

Councillor Martin was invited and returned to the meeting.

The Chairman announced a five minute break.

21/21/22 TO RECEIVE AND NOTE A REPORT ON FUNDING AWARDED:

- a. Application CC239 – Saltash Football Club- £1,000 awarded for the replacement of existing boilers and showers in home and away changing rooms.

It was **RESOLVED** to note.

22/21/22 TO REVIEW THE ADVERTISING OF THE TOWN MESSENGER

It was proposed by Councillor Fox, seconded by Councillor L Challen and **RESOLVED** that options for publication of the Town Messenger together with quotes are obtained reporting back to a future P&F meeting.

23/21/22 TO RECEIVE THE FINAL REPORTS FROM THE PROFESSIONAL YOUTH WORK TEAM:

a. Junkyard Skatepark

It was **RESOLVED** to note

b. Livewire

It was **RESOLVED** to note

c. The Core

It was **RESOLVED** to note

24/21/22 TO APPROVE THE PROFESSIONAL YOUTH WORK TO GO OUT TO TENDER FOR THE YEAR 2021-2022

It was proposed by Councillor Fox, seconded by Councillor G Challen and **RESOLVED** to put the Professional Youth Work 2021-22 out to tender.

25/21/22 TO RECEIVE A REPORT ON FREEDOM OF INFORMATION REQUESTS

It was **RESOLVED** to note.

26/21/22 TO RECEIVE A REPORT ON UK GDPR AND DATA PROTECTION

It was **RESOLVED** to note.

27/21/22 TO CONSIDER INCREASING THE COMPOSITION OF THE PERSONNEL COMMITTEE FROM SIX TO EIGHT MEMBERS.

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels to increase the Membership of the Personnel Committee from six to eight Members.

The motion was defeated.

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to approve for the Mayor to attend parts one and two of the Personnel Committee meetings as an observer in the public gallery with no voting rights.

Councillor Bickford left the meeting.

28/21/22 TO REVIEW AND APPROVE THE FOLLOWING POLICIES:

- a. Standing Orders
- b. Civic Awards Policy
- c. Model Publication Scheme
- d. Scheme of Delegation
- e. Remote Meetings Protocol and Procedure Rules.

It was proposed by Councillor B Samuels, seconded by Councillor Martin and resolved to **RECOMMEND** to Full Council to approve all the policies listed under agenda item 29 collectively.

29/21/22 TO ADOPT THE FOLLOWING POLICIES/PROTOCOLS:

- a. Training and Development Policy
- b. Guildhall Covid-19 Physical Face to Face Council Meetings Protocol
- c. Guildhall Covid-19 Physical Face to Face Council Meetings Risk Assessment 10.05.2021

It was proposed by Councillor Fox, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to approve all the policies and protocols listed under agenda item 30 collectively.

30/21/22 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

- a. Neighbourhood Plan Steering Group

Councillor Yates reported that the Neighbourhood Plan Steering Group have been responding to questions from the examiner and the process remains ongoing.

- b. Saltash Team for Youth

No report.

- c. Section S106 Steering Group

No report.

31/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

It was **RESOLVED** 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.

32/21/22 TO CONSIDER CORNWALL COUNCIL ACTING ON BEHALF OF SALTASH TOWN COUNCIL FOR ANY COMPLAINTS RECEIVED FROM PERSISTENT COMPLAINANT NUMBER PC001 UNDER THE CODE.

It was proposed by Councillor P Samuels, seconded by Councillor Miller and **RESOLVED** that Cornwall Council continue to act on behalf of Saltash Town Council for any complaints received by identified persistent complainants.

33/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

It was **RESOLVED** that the public and press be re-admitted to the meeting.

34/21/22 TO RECEIVE ANY ITEMS FOR INFORMATION PURPOSES ONLY AT THE DISCRETION OF THE CHAIRMAN.

None.

35/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Miller, seconded by Councillor B Samuels and **RESOLVED** to issue the following press and social media releases:

1. Community Chest and Festival Fund grant awards.
2. Professional Youth Work Tender Applications.

DATE OF NEXT MEETING

Tuesday 13 July 2021 at 6.30 pm

Rising at: 8.35 pm

Signed: _____
Chairman

Dated: _____

Agenda Item 9

Agenda Item 9) To receive a report on VAT.

The next VAT return is due on 7th August for the period 01/04/21 - 30/06/21.

Agenda Item 10) To receive a report on investments.

- £200,000 with Public Sector Deposit Fund (Variable Interest Current Average 0.03%)
- £366,070 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 0.50%-0.70%)

Agenda Item 12 - No 1

Saltash Town Council Summary Budget Report 2021-22
Saltash Town Council
As at 30th June 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											
Total Operating Income											
Burial Authority Income	24,183	0	0	15,000	5,582	9,418		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	498	3,526		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	122	4,798		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	13,145	7,305		30,813	30,999	31,184	31,373
Total Total Operating Income	69,802	0	0	61,549	20,529	41,020		85,961	86,479	86,996	87,518
Capital Income	1,522,345	0	0	0	631,199	(631,199)		0	0	0	0
Total Operating Income	1,592,147	0	0	61,549	651,728	(590,179)		85,961	86,479	86,996	87,518
Operating Expenditure											
Operating Expenditure											
Burial Authority Expenditure	23,401	0	0	24,760	471	24,289		24,779	24,800	24,821	24,841
Burial Authority Staffing Expenditure	11,275	0	0	10,548	2,130	8,418		10,854	11,170	11,493	11,825
Burial Board Expenditure	3,084	0	0	6,284	179	6,105		6,322	6,359	6,398	6,436
Burial Board Staffing Expenditure	26,297	0	0	24,613	4,970	19,643		25,326	26,060	26,816	27,595
P&F Expenditure	134,736	0	26,900	163,327	18,881	171,346		183,014	183,702	184,398	185,098
P&F Staffing Expenditure	300,411	0	0	354,437	71,022	283,415		364,669	375,235	386,117	397,323
Guildhall Expenditure	19,960	0	0	26,733	11,952	14,781		27,078	27,240	27,404	27,568
Guildhall Staffing Expenses	26,148	0	0	23,833	5,731	18,102		27,523	28,326	29,158	30,008
Library Expenditure	25,613	0	0	55,134	16,873	38,261		55,334	55,537	55,741	55,949
Library Staffing Expenses	84,837	0	10,000	98,312	25,164	83,148		101,180	104,132	107,173	110,307
Maurice Huggins Expenses	21	0	0	0	382	(382)		0	0	0	0
Station Expenditure	4,846	0	0	16,005	5,086	10,919		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	6,814	67,669		77,340	77,776	78,216	78,657
Service Delivery Staffing Expenditure	120,264	0	30,000	207,407	41,584	195,823		213,333	219,436	225,720	232,190
Personnel Expenditure	3,562	0	0	10,613	622	9,991		10,677	10,741	10,806	10,870
Total Operating Expenditure	856,678	0	73,900	1,097,739	211,861	959,778		1,158,892	1,182,500	1,206,788	1,231,742
Capital Expenditure	41,097	0	0	0	5,656	(5,656)		0	0	0	0
Total Operating Expenditure	897,775	0	73,900	1,097,739	217,516	954,123		1,158,892	1,182,500	1,206,788	1,231,742
Total Operating Surplus/ (Deficit)											
	694,372	0	(73,900)	(1,036,190)	434,212	(1,544,302)		(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	160	31,173		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	(11,416)	37,000	2,464	158,345		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	13,467	75,679		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	33,989	91,723		0	0	0	0
Service Delivery EMF Expenditure	145,021	103,764	(30,000)	49,000	14,426	108,338		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	(41,977)	166,160	64,506	528,177		15,000	15,000	0	0
Total Overall Expenditure (Operational & EMF)											
	1,183,445	468,500	31,923	1,263,899	276,367	1,487,955		1,173,892	1,197,500	1,206,788	1,231,742
Total Overall Budget Surplus/ Defecit											
	367,605	(468,500)	(31,923)	(1,202,350)	369,705	(2,072,478)		(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 12 - No 2

Burial Authority Committee - Burial Authority Budget
Saltash Town Council
As at 30th June 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 Cemetery Fees (Churchtown)	24,183	0	0	15,000	5,582	9,418		15,090	15,181	15,272	15,363
Total Burial Authority Income	24,183	0	0	15,000	5,582	9,418		15,090	15,181	15,272	15,363
Total Operating Income	24,183	0	0	15,000	5,582	9,418		15,090	15,181	15,272	15,363
Operating Expenditure											
Burial Authority Expenditure											
6000 BA Petrol	99	0	0	250	53	197		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	15	735		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	471	24,289		24,779	24,800	24,821	24,841
Burial Authority Staffing Expenditure											
Burial Authority Staffing Expenses	103	0	0	262	17	245		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	2,113	7,972		10,388	10,701	11,021	11,351
Total Burial Authority Staffing Expenditure	11,275	0	0	10,548	2,130	8,418		10,854	11,170	11,493	11,825
Total Operating Expenditure	34,676	0	0	35,308	2,601	32,707		35,633	35,970	36,314	36,666
Total Burial Authority Operating Expenditure	34,676	0	0	35,308	2,601	32,707		35,633	35,970	36,314	36,666
Total Burial Authority Operating Surplus/ (Deficit)	(10,493)	0	0	(20,308)	2,981	(23,289)		(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	160	2,338		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	160	31,173		0	0	0	0
Total Burial Authority Expenditure (Operational & EMF)	36,803	21,333	0	45,308	2,762	63,879		35,633	35,970	36,314	36,666
Total Burial Authority Budget Surplus/ Deficit	(12,620)	(21,333)	0	(30,308)	2,820	(54,461)		(20,543)	(20,789)	(21,042)	(21,303)

Agenda 12 - No 3

Joint Burial Board Committee - Burial Board Budget
Saltash Town Council
As at 30th June 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	123	227		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	56	1,194		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	179	6,105		6,322	6,359	6,398	6,436
Burial Board Staffing Expenditure											
Burial Board Staff Expenses	229	0	0	612	40	573		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	4,930	18,602		24,238	24,966	25,715	26,487
Total Burial Board Staffing Expenditure	26,297	0	0	24,613	4,970	19,643		25,326	26,060	26,816	27,595
Total Burial Board Operating Expenditure	29,381	0	0	30,897	5,148	25,749		31,648	32,419	33,214	34,031
Total Burial Board Operating Expenditure	29,381	0	0	30,897	5,148	25,749		31,648	32,419	33,214	34,031
Total Burial Board Operating Surplus/ (Deficit)	(14,843)	0	0	(22,847)	(4,461)	(18,386)		(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	5,148	29,469		31,648	32,419	33,214	34,031
Total Burial Board Budget Surplus/Deficit	(14,843)	(3,720)	0	(22,847)	(4,461)	(22,106)		(23,550)	(24,272)	(25,018)	(25,786)

Agenda 12 - No 4

Policy & Finance (P&F) Committee - P & F Budget
 Saltash Town Council
 As at 30th June 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	498	3,526		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	498	3,526		4,048	4,072	4,097	4,121
Total P&F Operating Income	5,780	0	0	4,024	498	3,526		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	253	828		1,088	1,094	1,101	1,108
6201 PR Audit (6201)	2,500	0	0	3,366	(2,000)	5,366		3,386	3,407	3,427	3,448
6202 PR Civic Occasions (including Road Closures) (6202)	1,415	0	0	2,500	287	2,213		2,515	2,530	2,545	2,561
6203 PR Mayors' Allowance	4,809	0	0	4,838	484	4,354		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	8,388	13,612		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	8,247	3,253		11,569	11,638	11,708	11,778
6210 PR Community Chest (6210)	5,600	0	0	15,000	0	15,000		10,000	10,000	10,000	10,000
6211 PR Website Maintenance (6211)	633	0	0	570	150	420		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	1,900	5,644	1,636	5,908		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	3	97		101	101	102	102
6217 PR Data Protection (6217)	55	0	0	100	55	45		101	101	102	102
6219 PR Covid 19 H&S Materials & Equipment	13,413	0	0	2,500	2,046	454		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	600	3,708		4,334	4,360	4,386	4,412
6222 PR Commissioning Youth Work (6222)	40,000	0	0	40,000	(8,333)	48,333		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	846	4,184		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	6,194	24,659		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	26,900	163,327	18,881	171,346		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	1,326	3,974		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	17	2,337		2,368	2,382	2,396	2,410
6656 ST P&R Staff Training	3,485	0	0	4,024	(2,399)	6,423		4,048	4,072	4,097	4,121
P&F Staffing Costs	289,432	0	0	338,986	71,428	267,558		349,158	359,631	370,419	381,532
Total P&F Staffing Expenditure	300,411	0	0	354,437	71,022	283,415		364,669	375,235	386,117	397,323
Total P & F Operating Expenditure	435,148	0	26,900	517,764	89,903	454,761		547,683	558,937	570,515	582,421
Total P & F Operating Expenditure	435,148	0	26,900	517,764	89,903	454,761		547,683	558,937	570,515	582,421
Total P&F Operating Surplus/ (Deficit)	(429,368)	0	(26,900)	(513,740)	(89,405)	(451,235)		(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
6279 EMF Restart Business Support Gant	0	0	12,000	0	0	12,000		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	2,464	34,235		0	0	0	0
Total P&F EMF Expenditure	20,157	135,225	(11,416)	37,000	2,464	158,345		0	0	0	0
Total P&F Expenditure (Operational & EMF)	455,305	135,225	15,484	554,764	92,367	613,106		547,683	558,937	570,515	582,421
Total P&F Budget Surplus/ (Deficit)	(449,525)	(135,225)	(15,484)	(550,740)	(91,870)	(609,579)		(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
- £1,900 vired from General Reserves for H&S Contract
- £1,584 EMF Income Received for CIL Planning Funds
- £12,000 6279 EMF Business Start Up Support Grant Received.

Agenda 12 - No 5

Services Committee - Guildhall Budget
 Saltash Town Council
 As at 30th June 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	312	1,688		2,012	2,024	2,036	2,048
6403 GH Electricity - Guildhall (6403)	3,406	0	0	4,000	475	3,525		4,024	4,048	4,072	4,097
6404 GH Fire & Security Alarm - Guildhall (6404)	758	0	0	1,237	541	696		1,245	1,252	1,260	1,268
6405 GH Fire Extinguishers - Guildhall (6405)	361	0	0	0	0	0		0	0	0	0
6408 GH Cleaning Materials & Equipment - Guildhall (6408)	1,132	0	0	1,000	370	630		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	553	1,962		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	952	1,548		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	70	373		445	448	451	453
Total Guildhall Expenditure	19,960	0	0	26,733	11,952	14,781		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	5,731	17,200		26,616	27,414	28,239	29,084
Total Guildhall Staffing Expenditure	26,148	0	0	23,833	5,731	18,102		27,523	28,326	29,158	30,008
Total Operating & EMF Expenditure	46,108	0	0	50,566	17,683	32,883		54,601	55,566	56,563	57,576
Total Guildhall Operating Expenditure	46,108	0	0	50,566	17,683	32,883		54,601	55,566	56,563	57,576
Total Guildhall Operating Surplus/ Deficit	(32,123)	0	0	(45,211)	(17,188)	(28,023)		(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	17,683	83,476		69,601	70,566	56,563	57,576
Total Guildhall Budget Surplus/ (Deficit)	(36,039)	(34,433)	0	(61,371)	(17,188)	(78,616)		(58,831)	(59,731)	(45,663)	(46,611)

Agenda 12 - No 6

Services Committee - Library Budget
 Saltash Town Council
 As at 30th June 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	122	29		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	122	4,798		9,592	9,650	9,706	9,764
Total Library Operating Income	664	0	0	4,920	122	4,798		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	232	1,498		1,741	1,751	1,762	1,772
6903 LI Electricity - Library	1,742	0	0	1,412	286	1,126		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 Legionella Risk Assessment - Library	280	0	0	516	105	411		519	522	525	529
6921 LI IT & Office Costs - Library	4,118	0	0	5,131	1,642	3,489		5,161	5,192	5,224	5,255
6922 LI Library Activities	575	0	0	1,400	754	646		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	16,873	38,261		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	25,164	79,739		97,750	100,682	103,703	106,815
Total Library Staffing Expenditure	84,837	0	10,000	98,312	25,164	83,148		101,180	104,132	107,173	110,307
Total Operating & EMF Expenditure	110,450	0	10,000	153,446	42,037	121,409		156,514	159,669	162,914	166,256
Total Library Operating Expenditure	110,450	0	10,000	153,446	42,037	121,409		156,514	159,669	162,914	166,256
Total Library Operating Surplus/ Deficit	(109,786)	0	(10,000)	(148,526)	(41,915)	(116,611)		(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	13,467	18,450		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	13,467	75,679		0	0	0	0
Total Library Expenditure (Operational & EMF)	122,331	65,146	0	187,446	55,504	197,088		156,514	159,669	162,914	166,256
Total Library Budget Surplus/ (Deficit)	(121,667)	(65,146)	0	(182,526)	(55,382)	(192,290)		(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
- £5,105 plus £10,886 = Total = £15,991 from 6971 EMF allocated to the Library Refurbishment Project

Agenda 12 - No 7

Services Committee - Maurice Huggins Budget
Saltash Town Council
As at 30th June 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	87	(87)		0	0	0	0
7004 MA Fire & Security Alarm - Maurice Huggins	157	0	0	0	158	(158)		0	0	0	0
7005 MA Fire Extinguishers - Maurice Huggins	44	0	0	0	0	0		0	0	0	0
7010 MA General Repairs & Maintenance - Maurice Huggins	0	0	0	0	33	(33)		0	0	0	0
7020 MA Legionella Risk Assessment - Maurice Huggins	280	0	0	0	105	(105)		0	0	0	0
Total Maurice Huggins Expenditure	21	0	0	0	382	(382)		0	0	0	0
Total Maurice Huggins Operating Expenditure	21	0	0	0	382	(382)		0	0	0	0
Total Maurice Huggins Operating Surplus/ (Deficit)	21	0	0	0	382	(382)		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	382	2,224		0	0	0	0
Total Maurice Huggins Budget Surplus/ (Deficit)	(373)	(2,606)	0	0	382	(2,988)		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 12 - No 8

Services Committee - Station Budget
Saltash Town Council
As at 30th June 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	1,288	(334)		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	470	30		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	11	954		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	5,086	10,919		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	5,086	19,169		31,463	31,986	32,527	33,075
Total Station Operating Expenditure	4,846	0	7,000	17,255	5,086	19,169		31,463	31,986	32,527	33,075
Total Station Operating Surplus/ (Deficit)	(4,846)	0	(7,000)	(13,505)	(5,086)	(15,419)		(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	33,989	64,723		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	33,989	91,723		0	0	0	0
Total Station Expenditure (Operational & EMF)	148,118	96,273	16,439	37,255	39,075	110,892		31,463	31,986	32,527	33,075
Total Station Budget Surplus/ (Deficit)	(148,118)	(96,273)	(16,439)	(33,505)	(39,075)	(107,142)		(23,913)	(24,391)	(24,886)	(25,388)

Notes

To/From Reserves & Budget Virements 2021/22

1. £7,000 vired from 6695 EMF Station Staff Contingency to Station Staffing Costs
2. £16,439 EMF Income received from S106 External Funding for Refurbishment Works

Agenda 12 - No 9

Services Committee - Service Delivery Budget
Saltash Town Council
As at 30th June 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	3,230	(230)		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	15	(15)		0	0	0	0
4523 SE Service Delivery Income - Seagull Bags	677	0	0	1,710	367	1,343		1,720	1,731	1,741	1,752
Total Grounds & Premises Income	4,507	0	0	5,950	4,723	1,227		5,985	6,022	6,057	6,095
Town & Waterfront Income											
4521 SE Waterfront Income - Annual Mooring Fees	6,095	0	0	8,500	8,029	471		8,551	8,602	8,654	8,706
4522 SE Waterfront Income - Daily Mooring Fees	50	0	0	3,000	394	2,606		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	8,422	6,078		24,828	24,977	25,127	25,278
Total Service Delivery Income	10,652	0	0	20,450	13,145	7,305		30,813	30,999	31,184	31,373
Total Service Delivery Operating Income	10,652	0	0	20,450	13,145	7,305		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	11	8,489		10,000	10,060	10,120	10,181
6508 SE Public Toilets (Operational Costs)	6,403	0	0	4,000	(1,230)	5,230		4,024	4,048	4,072	4,097
6517 SE Cross (Maintenance)	2,728	0	0	2,515	29	2,486		2,530	2,545	2,561	2,576
6523 SE Public Footpaths & Bridleways	0	0	0	0	550	(550)		0	0	0	0
6525 GR Public Toilets (Repairs & Maintenance Costs)	1,553	0	0	1,000	689	311		1,006	1,012	1,018	1,024
6526 SE Tools, Equipment & Materials (Store & All Areas)	5,595	0	0	4,000	602	3,398		4,024	4,048	4,072	4,097
6529 G&P Refuse Disposal	3,706	0	0	5,030	1,313	3,717		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	57	1,836		1,905	1,916	1,928	1,939
7104 LO Fire & Security Alarm - Longstone	265	0	0	895	309	586		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	750	3,750		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	46	687		738	742	747	751
7114 LO Replace Equipment - Longstone	1,352	0	0	1,000	50	950		1,006	1,012	1,018	1,024
7121 LO IT & Office Costs - Longstone	1,057	0	0	1,006	117	889		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	(290)	13,422		13,185	13,236	13,290	13,340
Total Grounds & Premises Expenditure	52,410	0	0	40,752	1,790	38,962		42,419	42,646	42,875	43,104
Town & Waterfront Expenditure											
6504 SE Street Furniture (Maintenance)	1,119	0	0	2,000	580	1,420		2,012	2,024	2,036	2,048
6505 SE Street Lighting	302	0	0	200	17	183		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	53	3,026		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	2,527	5,473		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 Pontoon Accommodation	1,776	0	0	10,563	222	10,341		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	5,024	28,707		34,921	35,130	35,341	35,553
Total Service Delivery Expenditure	72,221	0	0	74,483	6,814	67,669		77,340	77,776	78,216	78,657
Service Delivery Staffing Expenditure											
Service Delivery Staffing Expenses	2,779	0	0	4,829	1,484	3,345		4,858	4,887	4,916	4,946
6676 ST Services Delivery Staff Training	3,668	0	0	7,500	(1,405)	8,905		7,545	7,590	7,636	7,682
Service Delivery Staffing Costs	113,817	0	30,000	195,078	41,505	183,573		200,930	206,959	213,168	219,562
Total Service Delivery Staffing Expenditure	120,264	0	30,000	207,407	41,584	195,823		213,333	219,436	225,720	232,190
Total Operating & EMF Expenditure	192,486	0	30,000	281,890	48,398	263,492		290,673	297,212	303,936	310,847
Total Service Delivery Operating Expenditure	192,486	0	30,000	281,890	48,398	263,492		290,673	297,212	303,936	310,847
Total Service Delivery Operating Surplus/ (Deficit)	(181,834)	0	(30,000)	(261,440)	(35,253)	(256,187)		(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	264	2,464		0	0	0	0
6575 SE EMF Street Furniture (New & Replace)	0	2,749	0	0	301	2,448		0	0	0	0
6578 SE EMF Equipment and Vehicles (Capital Works)	49,816	(10,213)	0	30,000	2,253	17,534		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	11,607	12,989		0	0	0	0
Total Town & Waterfront EMF Expenditure	145,021	71,399	(30,000)	35,000	14,426	61,973		0	0	0	0
Total Service Delivery EMF Expenditure	145,021	103,764	(30,000)	49,000	14,426	108,338		0	0	0	0
Total Service Delivery Expenditure (Operational & EMF)	337,507	103,764	0	330,890	62,824	371,830		290,673	297,212	303,936	310,847
Total Service Delivery Budget Surplus/ (Deficit)	(326,855)	(103,764)	0	(310,440)	(49,678)	(364,526)		(259,860)	(266,213)	(272,752)	(279,474)

Notes

To/From Reserves & Budget Virements 2021/22

- £30,000 vired from 7000 EMF Service Delivery Staff Contingency to Service Delivery Staffing Costs

Agenda 12 - No 10

Personnel Committee - Personnel Budget
Saltash Town Council
As at 30th June 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	51	5,949		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	571	2,337		2,926	2,943	2,961	2,979
Total Personnel Expenditure	3,562	0	0	10,613	622	9,991		10,677	10,741	10,806	10,870
Total Personnel Operating Expenditure	3,562	0	0	10,613	622	9,991		10,677	10,741	10,806	10,870
Total Personnel Operating Surplus/ (Deficit)	(3,562)	0	0	(10,613)	(622)	(9,991)		(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	622	15,991		10,677	10,741	10,806	10,870
Total Personnel Budget Surplus/ (Deficit)	(3,562)	(6,000)	0	(10,613)	(622)	(15,991)		(10,677)	(10,741)	(10,806)	(10,870)

Agenda Item 13) Finance Officer's Report

ERDF Reopening of High Street Funding Claim

The claim for the 2nd funding phase has been submitted. This funding has now closed.

Restart Business Support Grant

STC received £12,000 for the Restart Business Support Grant which was a follow-on grant from Local Restrictions Grant claimed in 2020-21. An EMF has been set up on the P&F Budget 6279.

Insurance Claim Log									
Date of Incident	Premises	Description of claim	Insurance Report Received	Crime Reference	Date reported to Insurance Company	Reported to Council	Claim Reference	Amount of Claim	Insurance Claim Received
29/08/2020	Pontoon Gate	Pontoon Gate Vandalised and not locking/ Shutting	Yes	CR/095041/20	06/10/2020	Yes	7748538	655.34 (Less £500 excess)	Claim still being processed
02/10/2020	Boat sunk on Pontoon	Notified Insurance company of incident	No	N/A	02/10/2020	Yes	7740824	N/A	N/A
09/10/2020	Council Van/ Third party Mirror	DL driving Mirror of Council Van hit third party vehicle's wing mirror	Yes	N/A	15/10/2020	Yes		£225.24	Claim still being processed
04/11/2020	On Pavement	Member of the public tripped on exposed plinth from removal of bench by a SDGA	Yes		06/11/2020	Yes. Council admitted Liability. Reported to P&F on 9/3/21 - Minute No 164/20/21	27202126624	N/A	Claim still being processed
02/06/2021	Festoon Lighting	SWW Driver damaged festoon lighting by third party vehicle	Yes	N/A	02/06/2021	Yes	27210000453	Quotes still being sought	

From: donotreply@HistoricEngland.org.uk

Sent: 10 June 2021 10:08

Subject: Listing and Designation Online Application (ref: 1476537)

Dear

Thank you for submitting your application ref: 1476537. This will now be considered by the Designation West Team, who will inform you about the progress of your application in due course. In the meantime, if you have any questions please email ApplicationsWest@HistoricEngland.org.uk and a member of the team will get back to you.

If you indicated that you would post any documents or photographs these should be sent to:

Historic England
Listing Team West
29 Queens Square
Bristol
BS14ND

Please quote this HE Application Reference Number in any correspondence: 1476537

Below is a summary of the application for your records. This is an automated email so please do not reply.

-

Application Summary

Contact Details

Telephone:

Alternative Telephone:

Organisation:

Job Title:

Address:

Application Type

Type: New
EAS Type: Free Standard Service.

Identification

Subject: TREMATON - Post Medieval Pound
Listing and Designation Online application
Primary County/Unitary Authority: Cornwall

Location

Descriptive Location: Grid Reference SX 3951 5976. At the junction of Duck Lane with Broad Lane, Trematon, Saltash, Cornwall.
National Grid Reference: SX395597

Extent

Extent saved.

Threat

Is this asset under threat: Other
Details of threat: Trematon Pound is a small (Post Medieval 1540 AD - 1900 AD) stone structure sited adjacent to the crossroads opposite Trematon Manor (PRN6416). It measures approximately 25ft east-west and 19ft north-south. The walls survive to a height of up to 8ft on the north side, but the other three sides have been reduced in the interest of viability for road users. The Cornwall and Isle of Scilly Historic Environment Record (HER Number 167029) record it as "Protected Status: None recorded". Historic England 'listing' would provide some protection from further destruction or reduction.
Current Planning Application/Permission/Marine Consent: This asset is **not** the subject of a current planning application, permission or marine consent.

Ownership & Occupancy

Owner: You are **not** the owner of part or all of the subject.
Occupier: You are **not** the occupier of part or all of the subject.

Owner/Occupier Details:

Saltash Town Council - Email: enquiries@saltash.gov.uk - Telephone: 01752844846 - Owner - Owner - The Guildhall, 14 Lower Fore Street, Saltash, , , PL12 6JX

Reasons

Historical Interest:

Trematon Animal Pound is believed to be centuries old, possibly medieval or even older. used to impound stray animals till the owner paid a redemption fee or any taxes due.

It probably fell into disuse as an animal pound in the early 20th century. In the 1900 the Village Postman had a Tin Hut in the pound where he rested and sorted mail.

In 1996 Saltash Old Cornwall Society decided that its restoration would be a society project in accordance with the society motto "Gather up the fragments that none may be lost" with the owners, Saltash Town Council's, support. The then Saltash Mayor opened up the restored Pound to public leisure and recreational use commenting that it was probably the oldest property in Saltash Town Council ownership: noting that restoration was carried out using traditional methods of mortar and cow dung.

Photographs

Uploaded Photograph/s:

IMG_0008.JPG - External - Pound exterior looking West towards gate
IMG_0001.JPG - External - Trematon Pound exterior looking east
IMG_0028.JPG - Other - descriptive plaque on wall inside Trematon Pound

Other Photograph/s:

You will post photographs.

Documents

Uploaded Documents:

Cornwall___Scilly_HER_record_167029.pdf - Cornwall & Isles of Scilly HER record no 167029
HER_email.docx - HER Enquiries & P Clements email
1868_OS_map_of_Trematon.docx - 1868 OS map shows Pound at Trematon
1889_OS_map_of_Trematon.docx - 1889 OS map shows Pound (disused) at Trematon

Other Documents

You will post documents.

Bibliographic References:

You have **not** provided any bibliographic references.

Comments

Correspondence received from Applicant – 11th June 2021

Re.: my application

As you can see from my application it lacks any 'bibliographic references'. If Saltash Town Council does know of any please can they be sent on to Historic England at the address on their reply quoting the application reference number.

Thanks

Correspondence received from Applicant – 15th June 2021

Dear all.

Attached is a copy of an email received from kresenkernow@cornwall.gov.uk. It is **Information Classification CONTROLLED** but I have asked and received permission to share it with Saltash Town Council and Saltash Heritage.

It would seem there possibly is a lot more information about Trematon Pound: but it is not digitalised therefore it is not available online. I have checked the online National Archive records – but did not get far with that: - and I am not going all the way to Redruth and spend hours, if not days, going through their paper records.

I have submitted my application, with all the supporting information I do have, to Historic England for Trematon Pound to be listed and received an 'automatic' acknowledgement. I submitted the application both electronically and by post (Royal Mail) including copies of historic maps, photographs, documents and two Saltash & District Observer articles.

If anyone should want copies of my application, please let me know.

On 14 Jun 2021, at 13:01, Kresen Kernow <kresenkernow@cornwall.gov.uk> wrote:

Information Classification: CONTROLLED

Dear

Thank you for your email.

We are currently working on the Manorial Documents Register Project for Cornwall, information about which can be found at <https://kresenkernow.org/our-collections/manorial-documents/>. I've checked with the project archivist who says that depending on the manor there was usually an officer appointed yearly at court to oversee the pound and stray animals etc. This information and any fines tenants would have received would be noted in the court rolls/books and accounts. Information about repairs would probably be noted in the steward accounts.

Trematon Manor was owned by the Duchy of Cornwall. Court rolls for the Duchy of Cornwall are mainly held at the National Archives, information about which is available at [Manors: further research - The National Archives](#). Archives for the Duchy are held by the Duchy of Cornwall Office, [Duchy of Cornwall Office | The National Archives](#). We do hold a plan of the manor, reference X59/14, which was produced to confirm and enfranchise the estates of conventional tenants of the manor in 1845.

The information board shown on one of your pictures states that the pound was also used by the parish. We hold a large collection of records for St Stephens by Saltash parish, catalogued under the reference number P214. This collection doesn't contain records specifically relating to the pound, but there may be information in the churchwardens' accounts (reference P214/5). The full catalogue for this collection can be searched on our online catalogue <https://kresenkernow.org/>.

You would be welcome to visit us to view any of the records or books we hold. We are open Tuesday to Thursday for booked appointments only. We are operating two sessions a day: morning (9.30am-12.30pm) and afternoon (1.30pm-4pm). Each person needs a separate booking. When booking please let us know whether you need the archive or the library. You need a space in the library if you wish to view books (except rare books), pamphlets and serials as well as parish registers, wills and newspapers which are on microfiche/film. An archive booking is required to view documents and rare books. More information about visiting us can be found on our website <https://kresenkernow.org/visit-us/>.

With all best wishes

Archivist/Kovskrifyades
Cornwall Council/Konsel Kernow

Correspondence received from Historic England – 28th June 2021

25 June 2021

Dear

TREMATON - Post Medieval Pound.

Thank you for your application for the assessment of the Pound at Trematon for listing. We appreciate your time and enthusiasm spent considering places that could be added to the National Heritage List for England and the research and photographs you supplied.

We have now carefully considered the contents of your application. Unfortunately, the current circumstances of the building do not fall into any of the three categories used by the Department for Digital, Culture, Media and Sport to prioritise designation resources on those sites that are most in need of protection. Those categories are:

1. **Threat:** any candidate for designation demonstrably under serious threat of demolition or major alteration
2. **Strategic Priority:** any candidate for designation of a type that is a strategic designation priority under the Historic England Action Plan, Historic England's programme of strategic work. You can find a list of this year's projects on our website
3. **Evident Significance:** any building or site that possesses evident significance that makes it obviously worthy of inclusion on the National Heritage List for England

Historic England is therefore currently unable to take your application further. Should the situation change, particularly with regard to any specific threat to the building, you could submit a new application in the future. It is felt that while the restoration of the building has been carried out sympathetically the loss of much of the structure means that the building doesn't qualify for national designation but is of local significance.

There are other approaches to the protection of this building that you can take. Your local authority can advise you on the local designation options available if you are not already aware of them, and you may wish to speak to your local Historic Environment Records Officer or conservation group for advice on such matters or to present them with any additional information they do not have. Please click on the link below to download our 'Frequently Asked Questions' document for further information:

<http://services.historicengland.org.uk/webfiles/GetFiles.aspx?av=3507BB50-537D-4413-A9F6-A0C08CC3AA26&cn=61574D38-24D5-49CF-8170-55AE4A22340F>

Please consult our website for more information at <https://historicengland.org.uk/>.

We are sorry if this is a disappointing response. Historic England administers a large number of applications for designation on behalf of the Department for Digital, Culture, Media and Sport. The Department has decided that the finite resources available for the assessment of designation applications have to be prioritised to the categories

most in need of attention. All applications are rigorously assessed on their individual merits - please see our website for further explanation of the criteria used to decide on designation, and for guidance on submitting designation applications. Answers to additional questions that you may have can also be found in the 'Frequently Asked Questions' document.

Yours sincerely

Correspondence from applicant to Historic England – 28th June 2021

Dear

Please may I ask that the decision to not 'list' Trematon Pound be 'reviewed'. Several Pounds in England are listed because they are considered by Historic England to be a structure, building or site that possesses evident significance that makes it obviously worth inclusion on the National Heritage List for England. Some of them have been reduced in height: suffered other damage; some repaired. But yet they are considered worthy of listing. This must also true for Trematon Pound.

The two most recent examples of listed Pounds I have been able to find is HE list entry number 1434683 at Stonewall in Staffordshire listed 22nd May 2016 - and HE list entry number 1413953, Milton Pound at Mole Valley in Surrey listed 5th April 2013.

Historic England listing Trematon Pound would reduce the threat of further structural reduction or other damage – which if it remains un-listed is and does remain a threat.

Thank you.

END OF REPORT



Saltash Town Council



Policy/Procedure:

Standing Orders 2021 DRAFT FOR APPROVAL

Date of Adoption:

July 2021

Deleted: June

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

Current Status

Version	<u>07/2021 DRAFT</u>	Approved by	FTC
Date	<u>July 2021</u>	Date of approval	03.06.2021
Responsible Officer	AJT	Minute reference	74/21/22a
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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) Removal of front appendix re SI 2020 No.392
<u>July 2021</u>	<u>07/2021</u>	<u>AJT</u>	<u>Deleted 2m</u>

Review Record

Date	Type of Review	Minute number	Summary of actions	Completed by
		539/19/19(c)		

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STANDING ORDERS 2021

Standing Orders 2021

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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
- 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;

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- 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 1st and June 1st, 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

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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.

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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.

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Terms of Reference of Committees

Please refer to the document on the Town Council website www.saltash.gov.uk

DRAFT



SALTASH TOWN COUNCIL

Delivery of Professional Youth Work in Saltash

Saltash Town Council has budgeted £40,000 for the provision of professional youth work services in Saltash.

The Town Council is inviting proposals from suitable organisations for the delivery of this service. Each organisation commissioned will be expected to work in partnership with other agencies, including Saltash Community School, Police, Housing (inc. ASB Officer), Safer Saltash, Action for Children, CAMHS, Youth Offending Team, Targeted Youth Support and Saltash Youth Council.

Outline Specification

1. Service is to support young people resident in the Saltash area and to be focused on those who are in particular need of help.
2. Service to include 30 detached youth work sessions. Detached youth work to include actively seeking to identify and provide support to young people away from formal settings who are not engaging with youth services.
3. Service to include at least two nights a week open access youth provision.
4. Service to provide single issue work with groups of young people depending on issues identified by Saltash Team for Youth.
5. All delivery to be led by professionally qualified (JNC) youth workers.
6. All youth workers, youth support workers and volunteers to receive professional supervision.
7. Delivery agency(ies) to have all relevant policies and procedures in place to ensure the protection of all young people they work with.
8. All staff and volunteers to be subject to enhanced DBS checks.
9. Delivery agency(ies) to implement mechanisms for young people to guide service delivery.
10. Delivery agency(ies) to secure match funding equal to the amount received from Saltash Town Council.

Measuring the Service Performance

Delivery agencies will be required to record and report the following outputs/outcomes:

1. Number of detached youth work sessions run.
2. Number of open access sessions run.
3. Number of single-issue programmes run.
4. Number of young people engaged with (defined as 3 or more hours of engagement).
5. Number of young people engaged with as defined in section 2 of the Outline Spec.
6. Number of young people receiving individual or group support.
7. Number of young people helped into or back into education, training or work.
8. Number of young people with measurable distance travelled.
9. Number of young people referred to youth workers from other organisations (e.g. school/college/police/etc.).
10. Number of volunteer support worker hours.
11. Match funding secured.

How to apply

Interested organisations should send their bid proposal to the Assistant Town Clerk at the address below by midnight on **Monday 16th August 2021 at 5pm.**

Proposals should address:

1. The requirements of the specification.
2. What elements of the service the organisation proposes to deliver.
3. How much the organisation is asking for.
4. The organisation's ability to deliver the service in Saltash.

Also, please include the following policies, insurances and accounts:

Policies:

1. Safeguarding Policy.
2. Policy & guidelines for good youth work practice.
3. Health & Safety Policy.
4. Data Protection Policy.
5. Equal Opportunities Policy.

Insurances:

1. Employers liability.
2. Public liability.
3. Professional indemnity.

Accounts:

1. A copy of the latest year's accounts.

Bid proposals must be returned in a stamped envelope (non-company franked), unmarked by any logos or franking machine print relating to the identity of the bidder, other than to state "Saltash Professional Youth Work Bid Proposal".

To:

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

Or by email to tenders@saltash.gov.uk

Enquiries

If you have any questions they should be addressed to the Assistant Town Clerk and sent by e-mail to tenders@saltash.gov.uk

Please note that all questions and answers will be made available to every organisation that has expressed an interest.

Motion to set up a Communications and Engagement Committee

With the profile of Saltash Town Council expanding with new assets devolved from Cornwall, and with the precept higher than ever, there needs to be more public-facing acknowledgement of our status as a council.

We need to ensure that we are communicating and engaging with the public in an appropriate and professional way - but also a way that is consistent and on brand around the ever-growing organisation and its responsibilities.

I would like to see STC form a committee to look at all levels of engagement with the community - for the sake of transparency but also to push us in a direction where we can respond well and with authority to situations that affect our town.

We also need to move towards promoting Saltash as a destination. In order to do this we need an effective corporate communications strategy in place for how we market the council but most importantly our town.

Sarah Martin