



Saltash Town Council

Konsel An Dre Essa



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

3 November 2021

Dear Councillor

I write to summon you to the **Meeting of the Policy and Finance Committee** to be held at the Guildhall on **Tuesday 9th November 2021 at 6.30 pm.**

We encourage members of the public and press attending Council meetings to wear a face covering, unless medically exempt, to be mindful and respect others space and to consider their own unique circumstances before attending.

The meeting is open to members of the public and press. 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,

C Cook
Locum Town Clerk

To:

Essa	Tamar	Trematon
R Bickford R Bullock G Challen M Griffiths S Lennox-Boyd Vacancy	L Challen J Dent S Gillies S Martin J Peggs P Samuels	S Miller (Chairman) B Samuels G Taylor D Yates (Vice-Chairman)

Agenda

1. Health and Safety Announcements
2. Apologies.
3. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
4. 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.
5. To receive and approve the minutes of the Policy and Finance Committee held on 7th September 2021 as a true and correct record. (Pages 5 - 12)
6. All accounts and bank accounts reconciled up to 30th September 2021.
7. Petty cash reconciled up to 30th September 2021.
8. To receive a report on Petty Cash (Page 13)
9. To receive a report on VAT. (Page 14)
10. To receive a report on investments and consider the investment threshold limit. (Page 15)
11. To consider CCLA Local Authorities Property Fund investment suitability report application. (Pages 16 - 26)
12. 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.
13. To receive the current STC and Committee budget statements. (Pages 27 - 36)
14. To receive a report from the Finance Officer. (Page 37)
15. Clerks report on delegated authority to spend.
16. To consider Risk Management reports as may be received.
17. To receive the Interim Internal Audit Report (Pages 38 - 42)

18. To receive a report on Insurance (Page 43)
19. To consider carrying out the insurance valuation process on Council buildings
(Pursuant to Property Maintenance Sub Committee 06.10.2021 Minute no. 08/20/21)
20. To receive a report and consider appointing a Photocopier Supplier. (Pages 44 - 47)
21. To receive and review the IT report and consider re-appointing an IT Consultant to act on behalf of the Town Council.
22. To receive a report on IT provision for Members (Pages 48 - 50)
23. To receive a report on UKGDPR/Data Protection (Pages 51 - 52)
24. To consider reinstating the Town Council Annual Report.
25. To receive reports for the following awarded grant applications:
 - a. Application CC250 - Coombe Woods Regeneration Project - £700 awarded - Tree identification plaques (Page 53)
 - b. Application FF100 - Saltash Royal British Legion - Annual Festival of Remembrance - grant returned (Pages 54 - 55)
 - c. Application FF101 - Saltash Regatta - £2,929.43 awarded - Annual Regatta (Pages 56 - 62)
 - d. Application FF104 Tincombe Tea Party (Pages 63 - 65)
26. To receive, consider and recommend amendments to the following policies to the next Full Council Meeting:
 - a. Social Media. (Pages 66 - 71)
27. To re-establish and set Saltash Town Council Priority Setting Processess (Pages 72 - 75)
(Pursuant to FTC held on 2.09.21 minute nr. 190/21/22)
28. To receive a report from Saltash Town Youth Council and request for annual grant funding (Pages 76 - 81)
29. Saltash Team for Youth

- a. To receive and consider a finance report from Saltash Team For Youth and any recommendations. (Pages 82 - 83)
 - b. To receive and consider adopting Saltash Team For Youth Terms of Reference. (Pages 84 - 85)
30. To receive reports from Working Groups and Outside Bodies:
- a. Neighbourhood Plan Steering Group
 - b. Saltash Team For Youth
 - c. Section 106 Panel
No report.
31. 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.
32. To consider any items referred from the main part of the agenda.
33. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
34. To consider urgent non-financial items at the discretion of the Chairman.
35. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Wednesday 24 November 2021 at 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of Policy and Finance Committee held at the Guildhall on Tuesday 7th September 2021 at 6.30 pm

PRESENT: Councillors: R Bickford, G Challen, L Challen, J Dent, M Griffiths, S Miller (Chairman), B Samuels, P Samuels, G Taylor and D Yates (Vice-Chairman).

ALSO PRESENT: C Cook (Locum Town Clerk), M Thomas (Senior Policy and Data Compliance Officer) and S Emmett (Finance Officer)

APOLOGIES: Councillors: R Bullock, S Gillies, S Martin, J Peggs and A Pinckney.

62/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

63/21/22 DECLARATIONS OF INTEREST:

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

None.

b. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

64/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

65/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON TUESDAY 13TH JULY 2021 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** that the minutes of the Policy and Finance Committee held on Tuesday 13th July 2021 were confirmed as a true and correct record.

66/21/22 ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 30TH JUNE 2021

It was **RESOLVED** to note.

67/21/22 PETTY CASH RECONCILED UP TO 31ST JULY 2021 - NO TRANSACTIONS SINCE 31ST MARCH 2021.

It was **RESOLVED** to note.

68/21/22 TO RECEIVE A REPORT ON VAT.

It was **RESOLVED** to note.

69/21/22 TO RECEIVE A REPORT ON INVESTMENTS.

It was **RESOLVED** to note and request that the Finance Officer review Financial Regulations and the Investment Strategy relating to investment limits reporting back at the next Policy and Finance Committee meeting.

70/21/22 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.

71/21/22 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.

It was **RESOLVED** to note.

72/21/22 TO RECEIVE AND CONSIDER MEMORIAL BENCH FEES AND CHARGES 2021-22.

It was proposed by Councillor Miller, seconded by Councillor G Challen and **RESOLVED** to defer this item to the next Joint Burial Board and

Burial Authority meetings to review the provision and maintenance of Memorial Benches, reporting back to the Policy and Finance Committee.

73/21/22 TO RECEIVE AN UPDATED INSURANCE CLAIMS REPORT.

It was **RESOLVED** to note.

74/21/22 TO RECEIVE A REPORT FROM THE FINANCE OFFICER.

The Finance Officer reported:

- a. The Guildhall is available for hire as of 31st August 2021.

It was **RESOLVED** to note.

- b. Approval requested to amend the payment method for Longstone Depot rent to Cornwall Council from BACS to direct debit.

It was **RESOLVED** to approve.

- c. To ratify the recommencement of library fees and charges as of 1st September 2021.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to ratify the recommencement of library fees and charges as of 1st September 2021.

75/21/22 CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.

No report.

76/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

77/21/22 TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:

- a. Community Chest Fund: None
- b. Festival Fund: None

78/21/22 TO RECEIVE AND NOTE A REPORT ON FUNDING AWARDED:

- a. Application CC249 – Saltash United Junior FC - £970 awarded – SUJFC Relaunch Project

It was **RESOLVED** to note.

- b. Application FF102 – Cornwall Pride CIC - £500 awarded – Cornwall Pride Tour

It was **RESOLVED** to note.

- c. Application FF103 – SaltFest - £1,477.75 awarded – SaltFest event

It was **RESOLVED** to note.

79/21/22

TO REVIEW AND APPROVE AMENDMENTS TO THE FOLLOWING POLICIES:

- a. Grants Policy

It was proposed by Councillor Miller, seconded by Councillor G Challen and **RESOLVED** to defer to the next Policy and Finance meeting with a working group comprising Councillors Miller, Yates and Griffiths to review the policy with the Senior Policy and Data Compliance Monitoring Officer.

- b. Civic Handbook

It was proposed by Councillor Taylor, seconded by Councillor Yates and resolved to **RECOMMEND** approval to Full Council to be held on 7th October 2021.

- c. Standing Orders

It was proposed by Councillor Miller, seconded by Councillor L Challen and **RESOLVED** to defer to the next Policy and Finance meeting with a working group comprising Councillors Miller, Yates, Dent and B Samuels to review the Standing Orders relating to public questions at meetings, particularly at meetings of the Planning and Licensing Committee, with the Senior Policy and Data Compliance Monitoring Officer.

- d. Terms of Reference Committees and Sub-Committees

It was proposed by Councillor Miller, seconded by Councillor Griffiths and **RESOLVED** to:

1. Defer the amendment relating to public questions to the next Policy and Finance meeting.

It was proposed by Councillor Miller, seconded by Councillor Griffiths and resolved to **RECOMMEND** to Full Council to be held on 7th October 2021 to:

2. Approve the amendment relating to ratification of decisions;
3. Merge the Committee and Sub Committee Terms of Reference into one document.

e. Recruitment Policy

It was proposed by Councillor Miller, seconded by Councillor Taylor and resolved to **RECOMMEND** approval to Full Council to be held on 7th October 2021.

f. Photography and Filming Policy Statement

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** approval to Full Council to be held on 7th October 2021.

80/21/22 TO RECEIVE A REPORT AND RECOMMENDATION FOR PROFESSIONAL YOUTH WORK TENDERS 2021/22.

The report from Saltash Team for Youth recommended three bids that had been submitted, were complete and could be considered for funding by STC.

The total bids exceeded the £40,000 available in the budget but, considering the huge need for youth work in the town due to the Covid-19 pandemic it was requested that the additional £3,000 be vired from General Reserves.

It was proposed by Councillor Dent, seconded by Councillor Miller and resolved to **RECOMMEND** approval to Full Council to be held on 7th October 2021 that:

- a. £3,000.00 be vired from General Reserves to budget code 6222 Commissioning Youth Work;
- b. The Commissioning Youth Work funding for 2021-22 be awarded to:
 1. Livewire £15,000
 2. The Core £15,000
 3. Junkyard Skatepark £13,000

81/21/22 TO RECEIVE AND CONSIDER QUOTES FOR THE ADVERTISING OF THE TOWN MESSENGER

Three quotes for publishing the Town Messenger were considered.

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

1. Appoint quote B at a cost of £300 (none Vatable) for the monthly Town Messenger half a page rate within budget;
2. Appoint quote B at a cost of £2.52 (None Vatable) per column centimetre for editorial work within budget;
3. Allocate costs to budget code 6221 Town Messenger;
4. Note quote B covers Saltash and surrounding areas, delivered direct to homes and businesses via letterboxes and remaining copies to Forder, Antony Passage, Carkeel, Landrake, Hatt Industrial areas;
5. Note quote B operates via Facebook and website uploading STC latest news. Twitter is used to promote the release of monthly copies;
6. Note the above rates commence from March 2022 and are assessed annually (March to February) by the supplier.

82/21/22 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

a. Neighbourhood Plan Steering Group

Councillor Yates gave a verbal report. Progress is being made slowly with editorial meetings due to be held this week.

It was **RESOLVED** to note.

b. Saltash Team for Youth

Councillor Griffiths gave a verbal report. The Saltash Team for Youth will meet on 27th September to discuss recommending changes to the tender process, the purpose of the Saltash Team for Youth and to consider involving young people.

It was **RESOLVED** to note.

c. Section 106 Panel

Councillor Bickford gave a verbal report. The S106 committee have recently approved applications for Saltfest, the Christmas event and from Saltash Chamber of Commerce for discounted parking in December.

It was **RESOLVED** to note.

83/21/22 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.

84/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

85/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

86/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

87/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was **RESOLVED** to issue the following press and social media release:

1. The receipt of reports from groups who have received grants from the Town Council.

DATE OF NEXT MEETING

Tuesday 9 November 2021 at 6.30 pm

Rising at: 7.57 pm

Signed: _____
Chairman

Dated: _____

Petty Cash Discrepancy Report

The petty cash reconciliation at the end of September 2021 shows a discrepancy of £20 short.

All banking for September 2021 has been checked.

The Finance Assistant checked with Lloyds Bank if they had any discrepancies following the banking the Finance Assistant had made. Lloyds confirmed their tills balanced.

There is a possibility the discrepancy occurred during the exchange of monies for the Murder Mystery event held at Isambard House but there is no evidence to confirm this is the case.

Please find attached the petty cash reconciliation.

The following internal action has taken place to safeguard public money:

- 1) Petty cash transactions are to be managed by the finance department.
- 2) Petty cash is to be managed by two members of staff at all times. In the first instance, the two members of staff are to be finance. In the absence of a finance member of staff the receptionist will assist as a checking mechanism only.
- 3) Petty cash tin and receipt vouchers to be relocated to the reception side wall safe.

Committee's approval is required to write off the £20 discrepancy.

End of the report
Finance Officer

Agenda Item 9

To receive a report on VAT.

The VAT return was submitted for the period 01/07/21 – 31/10/21

A VAT Refund of £12,182.23 is due for the period of 1/7/21 – 31/10/21

To receive a report on investments.

- £200,000 with Public Sector Deposit Fund (Variable Interest Current Average 0.02%)
- £479,570 with Barclays Active Saver. (Interest Rate 0.1%)
- £500,650 with Nationwide on a 95 Days' Notice. (Interest Rate 0.4%)
- £674,417 with Cornwall Council instant Access Account. (Interest Rate Variable currently between 0.56%-0.67%)

Investment Threshold Limit £750,000

Following my review on investments and in light of the increase in precept over recent years the investment threshold limit of £500,000 is no longer sustainable. I would propose for the threshold to be increased to £750,000 which will cover periods when the precept instalments are received.

The Treasury Management Strategy Policy will be updated upon the P&F committee's decision.

STC to Invest in Local Authority Property Fund

The process for being able to invest in the CCLA Local Authority Property Fund has changed. The first stage of this process requires a suitability study report to be carried out by a treasury advisor independent of the CCLA. Arlingclose has been recommended by the CCLA, this study is at a cost of £795.

If the council agrees to go ahead then the attached questionnaire needs to be signed.

Following this suitability check, the members of the council need to be aware this is a long-term investment and if the council invested only for the short term, then the council is likely to make a loss.

I have had the following feedback from local councils in Cornwall that are already investing in the fund.

- 1) St Agnes Parish Council invested £100,000 a few years ago. In the last 12 months the returns have been £3,859.25. to put this into context, pre-pandemic estimates were a return of £4,000pa. So, the fact that it's there or thereabouts despite COVID is very encouraging.

The Property Fund is strong, despite the drop in demand for office space – this is because the portfolio is broad and there are increases in value in a range of other properties that the CCLA Fund owns.

- 2) Falmouth Town Council: Invest only up to the limit of any long term reserves you may hold – We invest £150,000, which during the pandemic dropped to a BID valuation of £146,792 as of 31st March 2020 (£3208 potential loss) this has now recovered but please ensure that your Councillors are aware that this is a long-term investment.

Returns are great – 2020/21 – net income of £6367.34 (4.24%)

Please find attached the return figures for the last five years.

Finance Officer's Recommendation

- 1) To go ahead with the suitability study report at a cost of £795 with Arlingclose. Following this report to bring back the results of the report to the next P&F meeting for members to further consider available options.
- 2) For members to email any queries regarding the investment to the Finance Officer so they can be resolved before the next P&F meeting.

1	Arlingclose Reference	CP1220
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CONSULTANCY ENGAGEMENT FORM

2	Lead Client:	Saltash Town Council
3	Date of Engagement	15/10/2021
4	Arlingclose Lead Consultant	Name Paul Roberts
		Title Assistant Client Director
		Email proberts@arlingclose.com
5	Client Contact	Name Sonia Emmett
		Title Finance Officer
		Email sonia.emmett@saltash.gov.uk

Scope of Consultancy	
6	<p>Work is to assess the suitability of a proposed investment in the CCLA Local Authorities Property Fund (LAPF) by the council</p> <p>Work to include</p> <ul style="list-style-type: none"> - Provision of a questionnaire for completion by the client - Subsequent discussion if required - Arlingclose to assess the questionnaire and other information provided by the council - Arlingclose to provide a suitability report detailing whether the proposed investment in the CCLA LAPF is appropriate for the council <p>The work will not assess whether a more suitable investment is available, nor will it form part of a general investment review</p>

7	State the organisations which will have access to the completed work.	Saltash Town Council
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Please note: Arlingclose reports are private and confidential and cannot be shared with unnamed parties

8	Deadline for draft	
9	Expected invoicing Date	Normally two weeks after draft
10	Is a P.O. number required?	Yes
11	If yes, please insert here	

12	Fees (excludes VAT):	<u>795 (+ VAT)</u>
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13	Client Signature	
14	Name and Title [Print]	
15	On behalf of:	

Arlingclose cannot begin work until this form is completed and returned to Arlingclose Lead Consultant via email

CCLA LOCAL AUTHORITIES' PROPERTY FUND

SUITABILITY QUESTIONNAIRE

Council Name

1. Introduction

Please read and complete this questionnaire carefully to ensure it reflects the Council's circumstances, objectives, and priorities. If the Council does not agree with any of the statements or any information is subsequently found to be incorrect or there has been a material change to your circumstances, please tell us immediately as it may affect our recommendation. Please note that comments in red text are for information only and should be deleted as appropriate and/or replaced with your own comments.

The answers to this questionnaire will be used solely to determine if an investment in the CCLA Local Authorities Property Fund (LAPF) is suitable for the Council. It will not be used to ascertain if a better investment is available or to conduct a broader investment review.

2. Financial Circumstances

We must first understand the Council's financial circumstances to ensure it can afford to make the proposed investment of £XXX,XXX in the LAPF without serious negative impact to the provision of services. For this we require the latest:

- Investment strategy
- Annual report/accounts (specifically information on income, expenditure, reserves etc)
- Budget
- Investment portfolio

These are used to understand the Council's i) regular financial commitments, ii) source and extent of any regular income, iii) assets (including liquid assets, investments, and property), iv) capacity to absorb losses

If there have been any recent material changes or forthcoming updates to any of the above documents which may affect our recommendation, please provide details below.

Comments
Please highlight changes such as amendments to limits on new investments, use of reserves etc....

3. Investment Objectives and Constraints

The Council's investment objectives and constraints will be used as the basis for our recommendation.

Objectives include the desired investment return and risk tolerance. The return objective may require targets for income and capital/total return while risk tolerance assesses willingness and ability to bear risk.

Constraints include liquidity factors (short and medium-term spending needs), investment time horizon and any other factors which need to be taken into consideration (e.g. ESG, use of derivatives).

The return objectives and investment constraints should be detailed in the tables below:

Return Objective	Important? (Rank 1-3*)	Target Return (% per annum)	Nominal or Real Return**?	Acceptable Tolerance (Optional)	Comments
Capital	2	X.X%	Nominal	-0.5%	
Income	1	X.X%	Nominal	-1.0%	
Total	3	X.X%	Nominal	-1.5%	

* 1 = most important, 3 = least important; ** Nominal means return before inflation, real return includes inflation

Constraint	Details
Liquidity	At least XX% of the investment portfolio must be held in liquid funds (immediate access)
Time horizon	The Council has a time horizon of 5+ years for the investment in the LAPF, however fund performance will be reviewed on a three-yearly basis
Other factors	

4. Willingness and Ability to Take Risk

Understanding the Council's attitude to risk and capacity for loss is a key part of the process. Its willingness to bear risk, ability to do so, and capacity for loss must also be considered.

Willingness to take risk

All investment involves a degree of risk due to financial market uncertainty but also inflation and/or other economic risks including not achieving target returns. Investment returns are usually proportional to the level of risk (volatility) taken and to short, medium, or long-term losses.

In the table below please specify what risk of investment loss the Council deems acceptable:

Risk	Not for any period	Up to 1 year	1-3 years	3-5 years	5-10 years	10+ years
No capital loss is acceptable						
5% fall in capital value						
10% fall in capital value						
10%+ fall in capital value						

Between 1990 and 2020 the annual capital return of the LAPF has been positive (above 0%) for 18 years and negative for 13 years, with the largest single annual gain of 15% and largest annual fall of over -30%. The Council must therefore understand and accept that such fluctuations can occur and even if investing for the

long-term, it may receive less capital back than was originally invested. Moreover, the high costs associated with investing in property means the LAPF has a total bid/offer spread of 8.30%, which immediately reduces the capital value from the amount invested. It is assumed that the acceptable capital loss stated above is outside of the impact of this spread.

While the Council has deemed an acceptable level of loss above, it understands that financial market conditions may cause investment losses exceeding those specified above and that the bid/offer spread on the LAPF will immediately reduce the capital value compared to the amount invested. Please acknowledge acceptance of this in the box below together with any additional comments.

Comments
Yes/No

Ability to take risk and capacity for loss

Given the cyclical and illiquid nature of property, Arlingclose suggests an investment in the LAPF should be made with the intention of holding it for at least five years. If the Council has a timescale for redeeming some or all of the proposed investment, please detail it below:

Period	£/% To be Realised	Comments
Less than 1 year		
1-2 years		
2-3 years		
3-5 years		
5-10 years		
10+ years		

The Council's capacity for loss indicates how much it could afford to lose if the LAPF does not perform as anticipated without it seriously affecting its investment objectives and provision of services.

For the reserves held (please tailor the 'type of reserves' listed to those held by the Council), please state in the table below the type, amount, and proportion of reserves available to cover investment losses. The reserves position is shown as at **XXth XXXX 2021** (please insert appropriate date):

Type of Reserves	Balance of Reserves (£)	% Available to Cover Investment Losses	Amount Available to Cover Losses (£)
Dedicated Treasury Management Reserves	10,000	100%	10,000
General Reserves	50,000	25%	12,500

Earmarked Reserves	5,000		
Other Reserves (please state)	0	0%	0
Total	65,000	N/A	22,500

5. CCLA LAPF Investor Documentation

Prior to investing in the LAPF, the Council should read and understand the documentation published by CCLA on the fund, including (but not limited to):

- Fact sheet
- Fund profile
- Key Information Document (KID)
- Scheme information

After reviewing of these documents if there are any issues requiring further discussion or clarification, please detail this below:

Comments

6. Asset Allocation

Stable long-term investment returns are typically obtained from a diversified portfolio not overly focused on any one investment or asset class. It is assumed the Council's investment in the LAPF will be in accordance with these principles but accepts that an assessment of this is outside the scope of this report.

7. Approved on behalf of the Council

Please ensure a person with the relevant authorisation approves below on behalf of the Council.

Name	Signature	Position	Date

The Local Authorities' Property Fund Prices and Dividend Yields



End of	May-17	Apr-17	Mar-17	Feb-17	Jan-17	Dec-16	Nov-16	Oct-16	Sep-16	Aug-16	Jul-16	Jun-16
Offer Price p	308.64	307.19	307.78	306.76	305.85	305.24	302.55	301.32	301.38	302.71	302.74	302.80
Net Asset Value p	289.13	287.77	288.32	287.36	286.51	285.94	283.42	282.27	282.32	283.57	283.60	283.65
Bid Price p	284.64	283.31	283.85	282.91	282.07	281.51	279.02	277.89	277.95	279.17	279.20	279.25
Dividend* on XD Date p			3.23			3.22			3.29			3.45
Dividend* - Last 12 Months p	13.19	13.19	13.19	13.63	13.63	13.63	13.79	13.79	13.79	14.16	14.16	14.16
Dividend Yield on NAV %	4.56	4.58	4.57	4.74	4.76	4.77	4.86	4.88	4.88	5.00	4.99	4.99
Fund Size £m	747.8	710.2	707.8	687.8	674.3	663.6	648.7	637.2	622.9	617.2	617.3	617.5

* The dividend is paid gross and is after all charges

Source: CCLA

Risk Warning

Please remember that the value of units and the income from them can fall as well as rise and an investor may not get back the full amount invested. Past performance is no guarantee of future returns. The Property Fund's unit value will reflect fluctuations in property values and rents. The units are intended only for long-term investment and are not suitable for money liable to be spent in the near future. They are realisable only on each month end valuation date and a period of notice may be imposed for the redemption of units.

CCLA FUND MANAGERS LIMITED

Senator House
85 Queen Victoria Street
London EC4V 4ET
Telephone: 0800 022 3505
www.ccla.co.uk

CCLA is Authorised & Regulated by the Financial Conduct Authority.

The Local Authorities' Property Fund Prices and Dividend Yields



End of	May-18	Apr-18	Mar-18	Feb-18	Jan-18	Dec-17	Nov-17	Oct-17	Sep-17	Aug-17	Jul-17	Jun-17
Offer Price p	323.55	322.45	322.40	320.69	319.65	319.44	315.83	315.20	314.48	312.74	310.87	310.22
Net Asset Value p	303.09	302.06	302.01	300.41	299.44	299.24	295.86	295.27	294.60	292.96	291.21	290.60
Bid Price p	298.39	297.38	297.33	295.75	294.80	294.60	291.27	290.69	290.03	288.42	286.70	286.10
Dividend* on XD Date p			3.21			3.38			3.77			3.34
Dividend* - Last 12 Months p	13.70	13.70	13.70	13.71	13.71	13.71	13.56	13.56	13.56	13.07	13.07	13.07
Dividend Yield on NAV %	4.52	4.54	4.54	4.56	4.58	4.58	4.58	4.59	4.60	4.46	4.49	4.50
Fund Size £m	1017.3	978.9	976.3	947.7	933.4	930.8	883.6	863.0	836.2	813.6	776.9	764.7

* The Dividend is paid gross and is after all charges

Source: CCLA

Risk Warning

Please remember that the value of units and the income from them can fall as well as rise and an investor may not get back the full amount invested. Past performance is no guarantee of future returns. The Property Fund's unit value will reflect fluctuations in property values and rents. The units are intended only for long-term investment and are not suitable for money liable to be spent in the near future. They are realisable only on each month end valuation date and a period of notice may be imposed for the redemption of units.

CCLA FUND MANAGERS LIMITED

Senator House
85 Queen Victoria Street
London EC4V 4ET
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CCLA is Authorised & Regulated by the Financial Conduct Authority.

**The Local Authorities' Property Fund
Prices and Dividend Yields**



End of	May-19	Apr-19	Mar-19	Feb-19	Jan-19	Dec-18	Nov-18	Oct-18	Sep-18	Aug-18	Jul-18	Jun-18
Offer Price p	328.16	327.19	327.40	328.01	328.84	329.35	326.46	324.15	324.17	324.40	324.00	324.10
Net Asset Value p	307.41	306.50	306.70	307.27	308.04	308.53	305.82	303.65	303.67	303.89	303.51	303.61
Bid Price p	302.64	301.75	301.95	302.51	303.27	303.75	301.08	298.95	298.97	299.18	298.81	298.90
Dividend* on XD Date p			3.31			3.32			3.17			3.28
Dividend* - Last 12 Months p	13.08	13.08	13.08	12.98	12.98	12.98	13.04	13.04	13.04	13.64	13.64	13.64
Dividend Yield on NAV %	4.25	4.27	4.26	4.22	4.21	4.21	4.26	4.29	4.29	4.49	4.49	4.49
Fund Size £m	1174.9	1150.9	1127.1	1105.9	1102.2	1099.0	1066.0	1054.9	1047.8	1046.5	1033.0	1027.7

* The Dividend is paid gross and is after all charges

Source: CCLA

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The Local Authorities' Property Fund
Prices and Dividend Yields



End of	May-20	Apr-20	Mar-20	Feb-20	Jan-20	Dec-19	Nov-19	Oct-19	Sep-19	Aug-19	Jul-19	Jun-19
Offer Price p	305.90	310.33	315.70	321.47	321.90	322.70	322.32	323.45	324.35	324.90	326.10	327.66
Net Asset Value p	286.55	290.71	295.74	301.14	301.55	302.30	301.94	303.00	303.84	304.36	305.48	306.94
Bid Price p	282.11	286.20	291.15	296.47	296.87	297.61	297.26	298.30	299.13	299.64	300.75	302.19
Dividend* on XD Date p			3.25			3.21			3.45			3.15
Dividend* - Last 12 Months p	13.06	13.06	13.06	13.12	13.12	13.12	13.22	13.22	13.22	12.94	12.94	12.94
Dividend Yield on NAV %	4.56	4.49	4.42	4.36	4.35	4.34	4.38	4.36	4.35	4.25	4.24	4.22
Fund Size £m	1168.6	1185.5	1206.0	1205.9	1206.8	1200.1	1191.1	1177.3	1173.1	1174.2	1174.9	1178.2

* The Dividend is paid gross and is after all charges

Source: CCLA

Risk Warning

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The Local Authorities' Property Fund
Prices and Dividend Yields



End of	Apr-21	Mar-21	Feb-21	Jan-21	Dec-20	Nov-20	Oct-20	Sep-20	Aug-20	Jul-20	Jun-20	May-20
Offer Price p	314.43	313.45	311.36	307.64	306.91	303.10	302.33	302.56	301.67	302.10	303.14	305.90
Net Asset Value p	294.55	293.63	291.67	288.19	287.50	283.94	283.22	283.43	282.60	283.00	283.97	286.55
Bid Price p	289.98	289.08	287.15	283.72	283.05	279.54	278.83	279.04	278.22	278.61	279.57	282.11
Dividend on XD Date p		2.98			3.74			3.10			2.80	
Dividend - Last 12 Months p	12.63	12.63	12.90	12.90	12.90	12.37	12.37	12.37	12.72	12.72	12.72	13.06
Dividend Yield on NAV %	4.29	4.30	4.42	4.48	4.49	4.36	4.37	4.37	4.50	4.49	4.48	4.56
Fund Size £m	1211.6	1202.9	1194.9	1175.8	1172.6	1158.0	1155.0	1155.8	1152.4	1154.1	1158.0	1168.6

Risk Warning

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Source: CCLA

CCLA Fund Managers Limited

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Saltash Town Council Summary Budget Report 2021-22
Saltash Town Council
As at 1st November 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
Operating Income							
Total Operating Income							
Burial Authority Income	24,183	0	0	15,000	15,277	(277)	
Burial Board Income	14,538	0	0	8,050	4,941	3,109	
P&F Income	5,780	0	0	4,024	1,594	2,430	
Guildhall Income	13,985	0	0	5,355	909	4,446	
Library Income	664	0	0	4,920	368	4,552	
Maurice Huggins Income	0	0	0	0	128	(128)	
Station Income	0	0	0	3,750	1,605	2,145	
Service Delivery Income	10,652	0	0	20,450	15,296	5,154	
Total Total Operating Income	69,802	0	0	61,549	40,118	21,431	
Total Operating Income	69,802	0	0	61,549	40,118	21,431	
Operating Expenditure							
Operating Expenditure							
Burial Authority Expenditure	23,401	0	0	24,760	11,341	13,419	
Burial Authority Staffing Expenditure	11,275	0	0	10,548	4,279	6,269	
Burial Board Expenditure	3,084	0	0	6,284	1,075	5,209	
Burial Board Staffing Expenditure	26,297	0	0	24,613	9,984	14,629	
P&F Expenditure	134,736	0	26,900	163,327	61,505	128,722	
P&F Staffing Expenditure	300,411	0	0	354,437	175,518	178,919	
Guildhall Expenditure	19,960	0	0	26,733	15,849	10,884	
Guildhall Staffing Expenses	26,148	0	0	23,833	13,508	10,325	
Library Expenditure	25,613	0	0	55,134	20,382	34,752	
Library Staffing Expenses	84,837	0	20,691	98,312	61,242	57,761	
Maurice Huggins Expenses	21	0	0	0	812	(812)	
Station Expenditure	4,846	0	0	16,005	7,334	8,671	
Station Staffing Expenses	0	0	7,000	1,250	0	8,250	
Service Delivery Expenditure	72,221	0	0	74,483	27,790	46,693	
Service Delivery Staffing Expenditure	120,264	0	30,000	207,407	109,902	127,505	
Personnel Expenditure	3,562	0	0	10,613	6,111	4,502	
Total Operating Expenditure	856,678	0	84,591	1,097,739	526,632	655,698	
Total Operating Expenditure	856,678	0	84,591	1,097,739	526,632	655,698	
Total Operating Surplus/ (Deficit)	(786,875)	0	(84,591)	(1,036,190)	(486,514)	(634,267)	
EMF Expenditure							
Burial Authority EMF Expenditure	2,126	21,333	0	10,000	494	30,839	
Burial Board EMF Expenditure	0	3,720	0	0	0	3,720	
P&F EMF Expenditure	20,157	135,225	(11,416)	37,000	4,766	156,043	
Guildhall EMF Expenditure	3,916	34,433	0	16,160	0	50,593	
Library EMF Expenditure	11,881	65,146	(12,097)	34,000	15,149	71,900	
Maurice Huggins EMF Expenditure	394	2,606	0	0	0	2,606	
Station EMF Expenditure	143,272	96,273	26,939	20,000	43,657	99,555	
Service Delivery EMF Expenditure	145,021	103,764	(30,000)	49,000	27,991	94,773	
Personnel EMF Expenditure	0	6,000	0	0	0	6,000	
Total EMF Expenditure	326,768	468,500	(26,574)	166,160	92,057	516,029	
Total Overall Expenditure (Operational & EMF)	1,183,445	468,500	58,017	1,263,899	618,689	1,171,727	
Total Overall Budget Surplus/ Defecit	(1,113,643)	(468,500)	(58,017)	(1,202,350)	(578,572)	(1,150,295)	

Notes

To/From Reserves & Budget Virements 2021/22

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

Burial Authority Committee - Burial Authority Budget
Saltash Town Council
As at 1st November 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
Operating Income							
Burial Authority Income							
4612 BA Cemetery Fees (Churchtown)	24,183	0	0	15,000	15,277	(277)	
Total Burial Authority Income	24,183	0	0	15,000	15,277	(277)	
Total Operating Income	24,183	0	0	15,000	15,277	(277)	
Operating Expenditure							
Burial Authority Expenditure							
6000 BA Petrol	99	0	0	250	101	149	
6001 BA Machinery Maintenance Costs	317	0	0	450	0	450	
6003 BA Health & Safety	56	0	0	108	0	108	
6004 BA General Site Maintenance	241	0	0	750	63	687	
6005 BA Fire Extinguishers	(5)	0	0	80	41	39	
6008 BA Tree Survey & Tree Maintenance	425	0	0	700	0	700	
6009 BA Electricity Costs	417	0	0	269	38	231	
6010 BA PWLB Loan Repayment & Interest	21,385	0	0	21,385	10,692	10,693	
6011 BA Water	0	0	0	323	0	323	
6013 BA Security Alarm Maintenance	175	0	0	153	117	36	
6014 BA Cemetery Software Subscription	290	0	0	292	288	4	
Total Burial Authority Expenditure	23,401	0	0	24,760	11,341	13,419	
Burial Authority Staffing Expenditure							
Burial Authority Staffing Expenses	103	0	0	262	34	228	
6666 ST BA Staff Training (Churchtown)	12	0	0	201	0	201	
Burial Authority Staffing Costs	11,160	0	0	10,085	4,245	5,840	
Total Burial Authority Staffing Expenditure	11,275	0	0	10,548	4,279	6,269	
Total Operating Expenditure	34,676	0	0	35,308	15,620	19,688	
Total Burial Authority Operating Expenditure	34,676	0	0	35,308	15,620	19,688	
Total Burial Authority Operating Surplus/ (Deficit)	(10,493)	0	0	(20,308)	(343)	(19,965)	
Burial Authority EMF Expenditure							
6070 BA EMF Churchtown Cemetery Capital Works	1,578	7,668	0	0	0	7,668	
6071 BA EMF Replace Machinery & Equipment	0	9,967	0	10,000	0	19,967	
6073 BA EMF Memorial Garden	548	2,498	0	0	494	2,004	
6692 ST BA EMF Staff Contingency (Churchtown)	0	1,200	0	0	0	1,200	
Total Burial Authority EMF Expenditure	2,126	21,333	0	10,000	494	30,839	
Total Burial Authority Expenditure (Operational & EMF)	36,803	21,333	0	45,308	16,113	50,528	
Total Burial Authority Budget Surplus/ Deficit	(12,620)	(21,333)	0	(30,308)	(836)	(50,805)	

Joint Burial Board Committee - Burial Board Budget
Saltash Town Council
As at 1st November 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
Burial Board Operating Income							
Burial Board Income							
4600 BB Cemetery Fees (St. Stephens)	13,299	0	0	7,500	4,380	3,120	
4605 BB SLA Payment Grass Cutting	550	0	0	550	561	(11)	
4613 BB Memorial Bench Income - St. Stephens	689	0	0	0	0	0	
Total Burial Board Income	14,538	0	0	8,050	4,941	3,109	
Total Burial Board Operating Income	14,538	0	0	8,050	4,941	3,109	
Burial Board Operating Expenditure							
Burial Board Expenditure							
6100 BB Petrol	232	0	0	350	236	114	
6101 BB Machinery Maintenance Costs	620	0	0	1,184	125	1,059	
6103 BB Health & Safety	304	0	0	269	0	269	
6104 BB General Site Maintenance	568	0	0	1,250	714	536	
6105 BB Fire Extinguishers	85	0	0	0	0	0	
6108 BB Tree Survey & Tree Maintenance	1,275	0	0	3,231	0	3,231	
Total Burial Board Expenditure	3,084	0	0	6,284	1,075	5,209	
Burial Board Staffing Expenditure							
Burial Board Staff Expenses	229	0	0	612	79	533	
6670 ST BB Staff Training (St. Stephens)	27	0	0	469	0	469	
Burial Board Staffing Costs	26,040	0	0	23,532	9,905	13,627	
Total Burial Board Staffing Expenditure	26,297	0	0	24,613	9,984	14,629	
Total Burial Board Operating Expenditure	29,381	0	0	30,897	11,059	19,838	
Total Burial Board Operating Expenditure	29,381	0	0	30,897	11,059	19,838	
Total Burial Board Operating Surplus/ (Deficit)	(14,843)	0	0	(22,847)	(6,118)	(16,729)	
Burial Board EMF Expenditure							
6170 BB EMF Repairs to Cemetery Wall	0	920	0	0	0	920	
6693 ST BB EMF Staff Contingency (St Stephens)	0	2,800	0	0	0	2,800	
Total Burial Board EMF Expenditure	0	3,720	0	0	0	3,720	
Total Burial Board Expenditure (Operational & EMF)	29,381	3,720	0	30,897	11,059	23,558	
Total Burial Board Budget Surplus/Deficit	(14,843)	(3,720)	0	(22,847)	(6,118)	(20,449)	

Policy & Finance (P&F) Committee - P & F Budget
Saltash Town Council
As at 1st November 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
P&F Operating Income							
P&F Income							
4901 PR Bank Interest Received	5,611	0	0	4,024	1,594	2,430	
4908 PR Misc Income	170	0	0	0	0	0	
Total P&F Income	5,780	0	0	4,024	1,594	2,430	
Total P&F Operating Income	5,780	0	0	4,024	1,594	2,430	
P & F Operating Expenditure							
P&F Expenditure							
6200 PR Bank Charges (6200)	735	0	0	1,081	454	627	
6201 PR Audit (6201)	2,500	0	0	3,366	600	2,766	
6202 PR Civic Occasions (including Road Closures) (6202)	1,415	0	0	2,500	763	1,737	
6203 PR Mayors' Allowance	4,809	0	0	4,838	2,419	2,419	
6204 PR Councillors' Allowance	2,556	0	0	3,434	0	3,434	
6205 PR Insurance	12,413	0	0	22,000	17,293	4,707	
6206 PR Youth Council (6206)	3,000	0	0	4,000	0	4,000	
6208 PR Subscriptions (6208)	3,891	0	0	11,500	8,979	2,521	
6210 PR Community Chest (6210)	5,600	0	0	15,000	1,670	13,330	
6211 PR Website Maintenance (6211)	633	0	0	570	490	80	
6212 PR Councillor Expenses	0	0	0	0	53	(53)	
6213 PR Councillor Training & Expenses (6213)	735	0	0	2,675	1,888	787	
6214 PR Health & Safety (6214)	5,884	0	1,900	5,644	5,170	2,374	
6215 PR Annual Report	0	0	0	450	0	450	
6216 PR Miscellaneous	0	0	0	100	0	100	
6217 PR Data Protection (6217)	55	0	0	100	55	45	
6219 PR Covid 19 H&S Materials & Equipment	13,413	0	0	2,500	2,970	(470)	
6220 PR Festival Fund & Event Expenditure	0	0	15,000	0	5,555	9,445	
6221 PR Town Messenger (6221)	3,957	0	0	4,308	1,500	2,808	
6222 PR Commissioning Youth Work (6222)	40,000	0	0	40,000	(3,333)	43,333	
6224 PR Professional Costs	848	0	0	2,000	727	1,273	
6225 PR Neighbourhood Plan	2,604	0	0	5,030	846	4,184	
6226 PR Town Vision Sub Committee	0	0	10,000	0	0	10,000	
6502 SE Civic Christmas Event	0	0	0	526	0	526	
6513 SE Twinning	0	0	0	116	0	116	
6514 SE Town Leaflets/ Reprinting	0	0	0	526	0	526	
6516 SE Road Safety Grant	0	0	0	210	0	210	
P&F IT/Office Costs	25,547	0	0	30,853	13,404	17,449	
6417 GH Belle Vue Office Costs	4,142	0	0	0	0	0	
Total P&F Expenditure	134,736	0	26,900	163,327	61,505	128,722	
P&F Staffing Expenditure							
6652 ST P&R Employers Pension - Monthly Fee	5,300	0	0	5,300	3,094	2,206	
6659 ST P&R Town Sergeant & Mace Bearer Fees	150	0	0	773	125	648	
6661 ST P&R Finance Consultancy Fees	1,325	0	0	3,000	650	2,350	
P&F Staffing Expenses	719	0	0	2,354	569	1,785	
6656 ST P&R Staff Training	3,485	0	0	4,024	(1,604)	5,628	
P&F Staffing Costs	289,432	0	0	338,986	172,684	166,302	
Total P&F Staffing Expenditure	300,411	0	0	354,437	175,518	178,919	
Total P & F Operating Expenditure	435,148	0	26,900	517,764	237,023	307,641	
Total P & F Operating Expenditure	435,148	0	26,900	517,764	237,023	307,641	
Total P&F Operating Surplus/ (Deficit)	(429,368)	0	(26,900)	(513,740)	(235,429)	(305,211)	
P&F EMF Expenditure							
6270 PR EMF Crime Reduction	0	36,950	0	0	0	36,950	
6271 PR EMF Election	0	29,760	0	5,000	0	34,760	
6272 PR EMF Robes & Civic Regalia	0	2,000	0	0	0	2,000	
6273 PR EMF Legal Fees	0	7,598	0	0	0	7,598	
6274 PR EMF Internet Redevelopment	6,125	3,400	0	2,000	0	5,400	
6275 PR EMF Neighbourhood Plan	915	1,772	0	0	1,200	572	
6277 EMF Expenditure transferred to 21/22	0	25,000	(25,000)	0	0	0	
6278 EMF CIL Planning Income	0	0	1,584	0	0	1,584	
6279 EMF Restart Business Support Gant	0	0	12,000	0	0	12,000	
6370 PO EMF Computer Equipment Renewal	0	7,046	0	15,000	0	22,046	
6694 ST PR EMF Staff Contingency (P&F)	13,117	21,699	0	15,000	3,566	33,133	
Total P&F EMF Expenditure	20,157	135,225	(11,416)	37,000	4,766	156,043	
Total P&F Expenditure (Operational & EMF)	455,305	135,225	15,484	554,764	241,789	463,684	
Total P&F Budget Surplus/ (Deficit)	(449,525)	(135,225)	(15,484)	(550,740)	(240,195)	(461,254)	

Notes

To/From Reserves & Budget Virements 2021/22

1. £15,000 vired from 6277 EMF Expenditure 21/22 to 6220 Festival Fund
2. £10,000 vired from 6277 EMF Expenditure 21/22 to 6226 Town Vision Sub Committee
3. £1,900 vired from General Reserves for H&S Contract
4. £1,584 EMF Income Received for CIL Planning Funds
5. £12,000 6279 EMF Business Start Up Support Grant Received.

Services Committee - Guildhall Budget
Saltash Town Council
As at 1st November 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
Guildhall Operating Income							
Guildhall Income							
4200 GH Income - Guildhall Bookings	5,842	0	0	5,100	863	4,237	
4201 GH Income - Guildhall Refreshments	0	0	0	130	46	84	
4202 GH Guildhall Piano	0	0	0	10	0	10	
4206 GH Income - Guildhall Misc Property Income	8,143	0	0	115	1	114	
Total Guildhall Income	13,985	0	0	5,355	909	4,446	
Total Guildhall Operating Income	13,985	0	0	5,355	909	4,446	
Guildhall Operating Expenditure							
Guildhall Expenditure							
6400 GH Rates - Guildhall (6400)	8,608	0	0	8,691	8,608	83	
6401 GH Water Rates - Guildhall (6401)	271	0	0	750	221	530	
6402 GH Gas - Guildhall (6402)	1,538	0	0	2,000	505	1,495	
6403 GH Electricity - Guildhall (6403)	3,406	0	0	4,000	1,183	2,817	
6404 GH Fire & Security Alarm - Guildhall (6404)	758	0	0	1,237	918	319	
6405 GH Fire Extinguishers - Guildhall (6405)	361	0	0	0	0	0	
6408 GH Cleaning Materials & Equipment - Guildhall (6408)	1,132	0	0	1,000	788	212	
6409 GH Boiler Service & Maintenance	609	0	0	1,006	195	811	
6410 GH General Repairs & Maintenance	1,154	0	0	2,515	813	1,702	
6411 GH TV License & PRS	128	0	0	375	21	354	
6412 GH Lift Service & Maintenance	1,685	0	0	2,500	2,095	405	
6413 GH Refreshment Costs - Guildhall	0	0	0	190	27	163	
6414 GH Replace Equipment - Guildhall	30	0	0	1,000	263	737	
6418 GH Professional Fees	0	0	0	1,026	0	1,026	
6420 GH Legionella Risk Assessment (Guildhall)	280	0	0	443	210	233	
Total Guildhall Expenditure	19,960	0	0	26,733	15,849	10,884	
Guildhall Staffing Expenditure							
Guildhall Staffing Expenses	27	0	0	402	28	374	
6678 ST GH Staff Training (Guildhall)	0	0	0	500	0	500	
Guildhall Staffing Costs	26,121	0	0	22,931	13,480	9,451	
Total Guildhall Staffing Expenditure	26,148	0	0	23,833	13,508	10,325	
Total Operating Expenditure	46,108	0	0	50,566	29,357	21,209	
Total Guildhall Operating Expenditure	46,108	0	0	50,566	29,357	21,209	
Total Guildhall Operating Surplus/ Deficit	(32,123)	0	0	(45,211)	(28,448)	(16,763)	
Guildhall EMF Expenditure							
6470 GH EMF Guildhall Maintenance	3,916	32,593	0	15,000	0	47,593	
6696 ST GH EMF Staff Contingency (Guildhall)	0	1,840	0	1,160	0	3,000	
Total Guildhall EMF Expenditure	3,916	34,433	0	16,160	0	50,593	
Total Guildhall Expenditure (Operational & EMF)	50,023	34,433	0	66,726	29,357	71,802	
Total Guildhall Budget Surplus/ (Deficit)	(36,039)	(34,433)	0	(61,371)	(28,448)	(67,356)	

Services Committee - Library Budget
Saltash Town Council
As at 1st November 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
Library Operating Income							
Library Income							
4517 LI Library - Fines (Collected on behalf of CC)	5	0	0	568	96	472	
4518 LI Library - Photocopying Fees	0	0	0	566	77	489	
4519 LI Hire of Video, DVDs & Books (Collected on behalf of CC)	0	0	0	110	0	110	
4524 LI Library Book Sales	307	0	0	151	194	(43)	
4525 Library - Miscellaneous Income	353	0	0	0	0	0	
4526 LI Library Activity Income	0	0	0	100	0	100	
4527 LI Library Cafe Rental Income	0	0	0	3,000	0	3,000	
4528 Library Merchandise Income	0	0	0	425	0	425	
Total Library Income	664	0	0	4,920	368	4,552	
Total Library Operating Income	664	0	0	4,920	368	4,552	
Library Operating Expenditure							
Library Expenditure							
6900 LI Rates - Library	13,473	0	0	14,004	13,473	531	
6901 LI Water Rates - Library	0	0	0	323	0	323	
6902 LI Gas - Library	1,251	0	0	1,730	315	1,415	
6903 LI Electricity - Library	1,742	0	0	1,412	719	693	
6904 LI Fire & Security Alarm - Library	504	0	0	915	619	296	
6905 LI Fire Extinguishers - Library	227	0	0	0	0	0	
6908 LI Cleaning Materials & Equipment - Library	337	0	0	1,643	300	1,343	
6909 LI Boiler Service & Maintenance - Library	205	0	0	1,006	64	942	
6910 LI General Repairs & Maintenance - Library	692	0	0	2,012	763	1,249	
6911 LI TV License & PRS - Library	283	0	0	1,258	57	1,201	
6913 LI Refreshment Costs - Library	0	0	0	252	0	252	
6914 LI Replace Equipment - Library	979	0	0	1,026	0	1,026	
6918 LI Professional Fees (Private Contractors)	945	0	0	1,006	0	1,006	
6920 LI Legionella Risk Assessment - Library	280	0	0	516	245	271	
6921 LI IT & Office Costs - Library	4,118	0	0	5,131	2,611	2,520	
6922 LI Library Activities	575	0	0	1,400	1,216	184	
6923 LI PWLB Loan Repayment & Interest	0	0	0	21,500	0	21,500	
Total Library Expenditure	25,613	0	0	55,134	20,382	34,752	
Library Staffing Expenditure							
Library Staff Expenses	264	0	0	1,900	26	1,874	
6682 ST LI Staff Training (Library)	340	0	0	1,509	138	1,371	
Library Staffing Costs	84,234	0	20,691	94,903	61,078	54,516	
Total Library Staffing Expenditure	84,837	0	20,691	98,312	61,242	57,761	
Total Operating Expenditure	110,450	0	20,691	153,446	81,624	92,513	
Total Library Operating Expenditure	110,450	0	20,691	153,446	81,624	92,513	
Total Library Operating Surplus/ Deficit	(109,786)	0	(20,691)	(148,526)	(81,256)	(87,961)	
Library EMF Expenditure							
6971 LI EMF Saltash Library Property Maintenance (from CC)	11,298	11,788	0	16,500	0	28,288	
6972 LI EMF Library Equipment & Furniture	583	14,417	0	17,500	15,149	16,768	
6973 LI EMF Loan Repayment for 2020-21	0	23,000	0	0	0	23,000	
6698 ST LI EMF Staff Contingency (Library)	0	15,941	(12,097)	0	0	3,844	
Total Library EMF Expenditure	11,881	65,146	(12,097)	34,000	15,149	71,900	
Total Library Expenditure (Operational & EMF)	122,331	65,146	8,594	187,446	96,773	164,413	
Total Library Budget Surplus/ (Deficit)	(121,667)	(65,146)	(8,594)	(182,526)	(96,405)	(159,861)	

Notes

To/From Reserves & Budget Virements 2021/22

1. £10,000 vired from 6698 EMF Library Staff Contingency to Library Staffing Costs
2. £5,105 from 6971 EMF allocated to the Library Refurbishment Project

Services Committee - Maurice Huggins Budget
Saltash Town Council
As at 1st November 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
Maurice Huggins Operating Income							
Maurice Huggins Income							
4207 GH Maurice Huggins Room Income	0	0	0	0	128	(128)	
Total Maurice Huggins Income	0	0	0	0	128	(128)	
Total Maurice Huggins Operating Income	0	0	0	0	128	(128)	
Maurice Huggins Operating Expenditure							
Maurice Huggins Expenditure							
7000 MA Rates - Maurice Huggins	(268)	0	0	0	209	(209)	
7001 MA Water Rates - Maurice Huggins	0	0	0	0	14	(14)	
7003 MA Electricity - Maurice Huggins	(192)	0	0	0	142	(142)	
7004 MA Fire & Security Alarm - Maurice Huggins	157	0	0	0	158	(158)	
7005 MA Fire Extinguishers - Maurice Huggins	44	0	0	0	0	0	
7010 MA General Repairs & Maintenance - Maurice Huggins	0	0	0	0	45	(45)	
7020 MA Legionella Risk Assessment - Maurice Huggins	280	0	0	0	245	(245)	
Total Maurice Huggins Expenditure	21	0	0	0	812	(812)	
Total Maurice Huggins Operating Expenditure	21	0	0	0	812	(812)	
Total Maurice Huggins Operating Surplus/ (Deficit)	21	0	0	0	(685)	685	
Maurice Huggins EMF Expenditure							
6472 EMF Maurice Huggins Room	0	2,000	0	0	0	2,000	
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	394	606	0	0	0	606	
Total Maurice Huggins EMF Expenditure	394	2,606	0	0	0	2,606	
Total Maurice Huggins Expenditure (Operational & EMF)	415	2,606	0	0	812	1,794	
Total Maurice Huggins Budget Surplus/ (Deficit)	(373)	(2,606)	0	0	(685)	(1,922)	

Notes

To/From Reserves & Budget Virements 2021/22

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

Account	Actual Received/ Spend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spent YTD 2021/22	Actual Funds To Receive/ Available to Date 2021/22	Notes
Isambard House Operating Income							
Isambard House Income							
4301 SA Isambard House - Bookings	0	0	0	1,250	1,605	(355)	
4302 SA Isambard - Refreshment Income	0	0	0	2,500	0	2,500	
Total Isambard House Income	0	0	0	3,750	1,605	2,145	
Total Isambard House Operating Income	0	0	0	3,750	1,605	2,145	
Isambard House Operating Expenditure							
Isambard House Expenditure							
6800 SA Rates - Isambard House	3,583	0	0	3,659	3,543	116	
6801 SA Water Rates - Isambard House	53	0	0	572	(53)	625	
6802 SA Gas - Isambard House	159	0	0	1,869	433	1,436	
6803 SA Electricity - Isambard House	159	0	0	2,775	(159)	2,934	
6804 SA Fire & Security Alarm - Isambard House	77	0	0	954	893	61	
6805 SA Fire Extinguishers - Isambard House	184	0	0	0	0	0	
6808 SA Cleaning Materials & Equipment - Isambard House	0	0	0	1,500	1,391	109	
6810 SA General Repairs & Maintenance - Isambard House	300	0	0	500	140	360	
6811 SA TV License & PRS - Isambard House	0	0	0	2,080	0	2,080	
6813 SA Refreshments Costs - Isambard House	0	0	0	105	300	(195)	
6814 SA Replace Equipment - Isambard House	81	0	0	965	845	120	
6818 SA Professional Costs - Isambard House	250	0	0	1,026	0	1,026	
Total Isambard House Expenditure	4,846	0	0	16,005	7,334	8,671	
Isambard House Staffing Expenditure							
6671 Staff Expenses - Isambard House	0	0	0	250	0	250	
6672 ST SA Staff Training - Isambard House	0	0	0	1,000	0	1,000	
6627 ST SA Caretaking & Cleaning Staff - Gross Pay - Isambard House	0	0	7,000	0	0	7,000	
Total Isambard House Staffing Expenditure	0	0	7,000	1,250	0	8,250	
Total Operating Expenditure	4,846	0	7,000	17,255	7,334	16,921	
Total Isambard House Operating Expenditure	4,846	0	7,000	17,255	7,334	16,921	
Total Isambard House Operating Surplus/ (Deficit)	(4,846)	0	(7,000)	(13,505)	(5,729)	(14,776)	
Isambard House EMF Expenditure							
6473 SA EMF Station Building (Purchase & Capital Works)	143,272	82,273	33,939	0	40,256	75,956	
6870 SA EMF Isambard House	0	5,000	0	20,000	3,402	21,598	
6695 ST SA EMF Staff Contingency - Isambard House	0	9,000	(7,000)	0	0	2,000	
Total Isambard House EMF Expenditure	143,272	96,273	26,939	20,000	43,657	99,555	
Total Isambard House Expenditure (Operational & EMF)	148,118	96,273	33,939	37,255	50,991	116,476	
Total Isambard House Budget Surplus/ (Deficit)	(148,118)	(96,273)	(33,939)	(33,505)	(49,386)	(114,331)	

Notes

To/From Reserves & Budget Virements 2021/22

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

Services Committee - Service Delivery Budget
Saltash Town Council
As at 1st November 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
Service Delivery Operating Income							
Service Delivery Income							
Grounds & Premises Income							
4500 SE Allotment Rents	2,512	0	0	3,000	3,298	(298)	
4510 SE Public Footpath Grant	1,223	0	0	1,240	1,526	(286)	
4512 SE Misc Income Grounds & Premises	96	0	0	0	15	(15)	
4523 SE Service Delivery Income - Seagull Bags	677	0	0	1,710	1,049	661	
Total Grounds & Premises Income	4,507	0	0	5,950	5,888	62	
Town & Waterfront Income							
4521 SE Waterfront Income - Annual Mooring Fees	6,095	0	0	8,500	8,268	232	
4522 SE Waterfront Income - Daily Mooring Fees	50	0	0	3,000	1,141	1,859	
4530 SE Waterfront Income - Dingy Park	0	0	0	0	0	0	
4532 SE Contract Income	0	0	0	3,000	0	3,000	
Total Town & Waterfront Income	6,145	0	0	14,500	9,408	5,092	
Total Service Delivery Income	10,652	0	0	20,450	15,296	5,154	
Total Service Delivery Operating Income	10,652	0	0	20,450	15,296	5,154	
Service Delivery Operating Expenditure							
Service Delivery Expenditure							
Grounds & Premises Expenditure							
6209 PR Oyster Beds	0	0	0	1	0	1	
6503 SE Allotments	1,162	0	0	800	183	617	
6506 SE Grounds Maintenance & Watering (6506)	24,761	0	0	8,500	2,555	5,945	
6508 SE Public Toilets (Operational Costs)	6,403	0	0	4,000	2,104	1,896	
6517 SE Cross (Maintenance)	2,728	0	0	2,515	74	2,441	
6525 GR Public Toilets (Repairs & Maintenance Costs)	1,553	0	0	1,000	935	65	
6526 SE Tools, Equipment & Materials (Store & All Areas)	5,595	0	0	4,000	1,819	2,181	
6529 G&P Refuse Disposal	3,706	0	0	5,030	2,753	2,277	
6907 SE Seagulls Bags	780	0	0	1,774	792	982	
Longstone Expenditure							
7100 LO Rates - Longstone	0	0	0	2,104	0	2,104	
7101 LO Water Rates - Longstone	0	0	0	401	185	216	
7103 LO Electricity - Longstone	574	0	0	1,893	57	1,836	
7104 LO Fire & Security Alarm - Longstone	265	0	0	895	309	586	
7105 LO Fire Extinguishers - Longstone	142	0	0	0	0	0	
7107 LO Rent - Longstone	0	0	0	4,500	3,000	1,500	
7108 LO Cleaning Materials & Equipment - Longstone	326	0	0	600	291	309	
7110 LO General Repairs & Maintenance - Longstone	1,513	0	0	733	119	614	
7114 LO Replace Equipment - Longstone	1,352	0	0	1,000	50	950	
7121 LO IT & Office Costs - Longstone	1,057	0	0	1,006	881	125	
6419 GH Longstone Depot	495	0	0	0	(2,000)	2,000	
Total Longstone Expenditure	5,724	0	0	13,132	2,892	10,240	
Total Grounds & Premises Expenditure	52,410	0	0	40,752	14,107	26,645	
Town & Waterfront Expenditure							
6504 SE Street Furniture (Maintenance)	1,119	0	0	2,000	895	1,105	
6505 SE Street Lighting	302	0	0	200	102	98	
6511 SE Tourism & Signage	0	0	0	1,000	0	1,000	
6512 SE Bus Shelters (Maintenance)	0	0	0	500	0	500	
6515 SE Festive Lights Maintenance & Electricity	1,364	0	0	900	746	154	
6519 SE Flags & Bunting	1,831	0	0	3,078	1,763	1,316	
6522 SE Pontoon (Maintenance Costs) (6522)	2,431	0	0	5,478	3,043	2,435	
6524 SE Vehicle Maintenance and Repair Costs	10,360	0	0	8,000	3,950	4,050	
6527 SE Salt Bins Refill	629	0	0	1,006	0	1,006	
6528 SE Pontoon Accommodation	1,776	0	0	10,563	3,185	7,378	
6530 SE Contract Expenditure	0	0	0	1,006	0	1,006	
Total Town & Waterfront Expenditure	19,811	0	0	33,731	13,683	20,048	
Total Service Delivery Expenditure	72,221	0	0	74,483	27,790	46,693	
Service Delivery Staffing Expenditure							
Service Delivery Staffing Expenses	2,779	0	0	4,829	3,559	1,270	
6676 ST Services Delivery Staff Training	3,668	0	0	7,500	631	6,869	
Service Delivery Staffing Costs	113,817	0	30,000	195,078	105,711	119,367	
Total Service Delivery Staffing Expenditure	120,264	0	30,000	207,407	109,902	127,505	
Total Operating Expenditure	192,486	0	30,000	281,890	137,692	174,198	
Total Service Delivery Operating Expenditure	192,486	0	30,000	281,890	137,692	174,198	
Total Service Delivery Operating Surplus/ (Deficit)	(181,834)	0	(30,000)	(261,440)	(122,396)	(169,044)	
Service Delivery EMF Expenditure							
Grounds & Premises EMF Expenditure							
6471 GH EMF Heritage Centre	0	5,056	0	0	96	4,960	
6571 SE EMF Saltash Recreation Areas	0	26,809	0	4,000	0	30,809	
6588 EMF Victoria Gardens	0	0	0	10,000	0	10,000	
Longstone EMF Expenditure							
7170 LO EMF Longstone Depot Capital Works	0	500	0	0	0	500	
Total Longstone EMF Expenditure	0	500	0	0	0	500	
Total Grounds & Premises EMF Expenditure	0	32,365	0	14,000	96	46,269	
Town & Waterfront EMF Expenditure							
6570 SE EMF Notice Boards (Repair & Replace)	13	1,839	0	0	0	1,839	
6572 SE EMF Festive Lights (6572)	17,675	5,582	0	5,000	582	10,000	
6573 SE EMF Public Art & Maintenance	520	1,443	0	0	0	1,443	
6574 SE EMF Salt Bins	0	2,728	0	0	264	2,464	
6575 SE EMF Street Furniture (New & Replace)	0	2,749	0	0	301	2,448	
6578 SE EMF Equipment and Vehicles (Capital Works)	49,816	(10,213)	0	30,000	3,053	16,734	
6582 SE EMF Town War Memorial (6582)	0	1,978	0	0	0	1,978	
6584 SE EMF Pontoon Maintenance Costs	0	10,697	0	0	0	10,697	
7000 EMF Staff Contingency (Service Delivery)	76,999	54,596	(30,000)	0	23,695	901	
Total Town & Waterfront EMF Expenditure	145,021	71,399	(30,000)	35,000	27,895	48,504	
Total Service Delivery EMF Expenditure	145,021	103,764	(30,000)	49,000	27,991	94,773	
Total Service Delivery Expenditure (Operational & EMF)	337,507	103,764	0	330,890	165,684	268,970	
Total Service Delivery Budget Surplus/ (Deficit)	(326,855)	(103,764)	0	(310,440)	(150,387)	(263,817)	

Notes

To/From Reserves & Budget Virements 2021/22

1. £30,000 vired from 7000 EMF Service Delivery Staff Contingency to Service Delivery Staffing Costs

Personnel Committee - Personnel Budget
Saltash Town Council
As at 1st November 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
Personnel Operating Expenditure							
Personnel Expenditure							
6654 ST Staff Welfare	0	0	0	1,500	0	1,500	
6657 ST SNB Staff Recruitment Advertising	153	0	0	6,000	4,249	1,751	
6658 ST SNB Miscellaneous Staffing Expenditure	0	0	0	205	5	200	
6662 SNB HR Professional Fees	3,409	0	0	2,908	1,857	1,051	
Total Personnel Expenditure	3,562	0	0	10,613	6,111	4,502	
Total Personnel Operating Expenditure	3,562	0	0	10,613	6,111	4,502	
Total Personnel Operating Surplus/ (Deficit)	(3,562)	0	0	(10,613)	(6,111)	(4,502)	
EMF Personnel Expenditure							
6691 ST EMF Legal Fees (Staffing)	0	6,000	0	0	0	6,000	
Total EMF Personnel Expenditure	0	6,000	0	0	0	6,000	
Total Personnel Expenditure (Operational & EMF)	3,562	6,000	0	10,613	6,111	10,502	
Total Personnel Budget Surplus/ (Deficit)	(3,562)	(6,000)	0	(10,613)	(6,111)	(10,502)	

Finance Officer's Report

1) CIL Planning Funds

To Note STC is due to receive two further CIL Planning application monies as below:

PA19/09772 Saltash £385.99 Old Churchtown Farm Lane St Stephens Saltash Cornwall PL12 4AR

PA18/09294 Saltash £840.00 Land On The North Side Of 1 Castle View St Stephens PL12 4RD

This gives a total of CIL funds to date of £2,808.99 which needs to be spent within the next five years.

2) CIL 2020-21 Report

To note the attached STC CIL reports for 2020-21 which are also published on the website.

3) Credit Limit on Store Credit Cards.

Currently the current limit on store credit cards is £1,000 and there has been occasions over the past year where we have reached this credit limit with a few suppliers, and this has resulted in a stop been put on the account and unable to obtain the goods until the account is clear. I would recommend for this credit limit to be increased to £2,000.

The financial regulations will be updated upon P&F committee's decision.



HUDSON ACCOUNTING LTD.
INTERIM INTERNAL AUDIT REPORT:
TO THE MEMBERS OF SALTASH TOWN COUNCIL
YEAR ENDED 31ST MARCH 2022.

ISSUE DATE: 06/10/2021
ISSUED TO: ACTING TOWN CLERK

INTRODUCTION:

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Scope:

The scope of the audit covers, as a minimum, the areas included in the Internal Audit Report contained in the Annual Governance & Accountability Return and the Transparency Code.

Any areas not covered at this interim stage will be included later in the year or during the final audit activity.

Approach:

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's

Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2021.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed.

GENERAL COMMENTS:

We would like to thank the staff for their assistance and co-operation during the audit.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

It should be noted that assurance can never be absolute. The most that the internal audit service can provide is a reasonable assurance that there are no major weaknesses in risk management, governance, and control processes. The audit does not guarantee that the accounting records are free from fraud or error.

We have provided a table of audit recommendations that allow for the Council's response which can be used as an ongoing monitoring tool. We would be grateful if, in due course, it is completed and returned to us.

AUDIT COMMENTARY:

Items in **bold text** within the body of the report represent our findings in respect of the application of controls, text in *italics* represent suggested actions that fall short of being a formal recommendation or do not necessarily pertain to the application of internal controls.

Previous Recommendations

The current position in respect of previous recommendations is set out in the Internal Audit Response Record appended to this report.

Accounting Records

The accounts are maintained on Xero accounting software; they were up to date and appeared free from material errors.

Financial Regulations

Financial Regulations were last reviewed in May 2021.

Payments

A sample of payments was tested to establish whether the spending decision, procurement process, certification and approval for payment were in line with Financial Regulations as well as ensuring that payments were supported by invoices, VAT was correctly accounted for, and payment controls were applied.

Authority to spend:

Spending decisions are traceable to Member approvals in the Minutes.

Procurement:

Within the sample tested the procurement requirements of Financial Regulations had been met.

Payment:

Testing revealed no issues to report, controls were consistently applied and data, including VAT, was accurately reflected in the ledger.

Risk

Risk Assessment:

The Council reviewed its Risk Management arrangements in May 2021.

It also re-affirmed its qualification for the general Power of Competence.

Insurance:

Statutory insurances are in place and the Fidelity Guarantee is adequate at £2 million.

A comparison of the asset register and insurance schedule showed that the Councils major property holdings are insured.

Cash:

A Treasury Management Policy covering the 2021/22 financial year is in place and regular reports on Investment activity are provided to Members.

Budgets

Setting:

We reviewed the 2021/22 budget setting process as part of our final audit work last year and we review the 2022/23 process later in the year.

Monitoring:

Budget monitoring reports are provided to each Committee meeting with appropriate actions taken where necessary.

Income

Systems were tested to ensure that suitable controls are in place to ensure that all income is received in a timely manner, that charges are correctly applied and that any cash received is promptly receipted and banked.

Precept:

The precept payment received is in accord with that set by the Council.

Annual Moorings:

Fees have been accurately applied and collected in a timely manner.

The scale of fees and charges does not make clear whether the charge, including the minimum charge, is inclusive of VAT (which is how it is being applied).

It would be sensible to make the VAT position clear on the published charges.

Allotments:

All allotment charges have been correctly billed and promptly collected.

VAT:

VAT claims are up to date.

Payroll

2021/22 pay award:

The national pay award has yet to be agreed.

New Starters:

There have been a number of new employees all have been issued contracts of employment and are being paid in accordance with them.

Re-gradings:

Changes to terms and conditions of existing employees have been duly authorised by Members and accurately implemented.

Bank Reconciliations

Bank reconciliations are carried out monthly and are reported to Members.

Testing of reconciliations carried out showed that they were accurate with no old unrepresented payments.

Electors Rights

The 2020/21 Annual Governance & Accountability Return was properly approved by Full Council.

The opportunity for electors to examine the accounts was properly advertised and the publication requirements in respect of the 2020/21 accounts have been met.

INTERNAL AUDIT REPORT RESPONSE RECORD – SALTASH TOWN COUNCIL

Page 42

No	Recommendation	Management Response	Timescale/ Responsibility	Follow Up (for auditor use)
FINAL REPORT 2016/17				
1	The Councils website page dedicated to the Transparency Code is fully populated at the earliest opportunity and those items included within the Model Publication Scheme are also made available on the website.	Ongoing	Finance officer	Information on website - closed

Report to Policy & Finance Committee 9th November 2021

Background

Saltash Town Council renewed the Insurance Property & Liability portfolio* in 2019 under a Long Term Agreement (LTA) contract for 3 years with a 2 year extension (until October 2022), excluding Motor cover. Motor risks are insured separately on an annual premium basis with a local Brokerage.

Current position October 2021

The Council will renew Insurance* within the terms of the (LTA) subject to uplift on property value sums insured. The premium is within budget for 2021/2022.

Insurance market 2022

Insurance rates are currently at their softest except for motor risks and premiums will harden over the next couple of years.

Zurich Municipal are experts in Underwriting Local Council business and offer competitive rates and long term Policy discounts. Zurich also deliver an excellent claims service and flexible with underwriting new risks. An extension period would avoid a Tender process until 2024, and the (LTA) can be addressed anytime during 2022.

Recommendation

That the Policy & Finance Committee agree to extend the Long Term Agreement with Zurich Municipal until October 2024. Recommendation to Full Council 2nd December 2021.

C Cook (Locum) Town Clerk

Photocopier Contractor Report

Information:

The Town Council's current contract with regard to the 2 freestanding print, copy and scan machines located in the Guildhall Reception and Top Office ends in **April 2022**. It is therefore necessary to relook at options and associated costs to ascertain Council requirements, costs and contract length.

It has also been highlighted by the Finance Assistant that due to the recent growth of the Council, it would be suitable to review all the printers currently owned and used within the various departments. Currently 5 desktop printers are in regular use. These printers incur costs with regard to ink cartridges and the staff time required to procure the consumables.

Research:

The report outlines 4 quotes from 4 separate providers as well as additional options which can be included. For example, equipment and services. These have been identified and consideration given to the requirements for each department within the Council.

Please note that contracts are normally for a 5-year lease period. Companies do offer shorter leases. However, after researching, it is believed a 5-year lease period is the best value for money and allows sufficient time for technologies to advance prior to contracting into a further lease period in the future.

The recommendation put forward below is based on current usage, requirements, and ecological impact.

Equipment:

Current Equipment Held:

- 2 Photocopier machines including booklet makers.

Proposed Equipment:

Guildhall Reception:

- Photocopier Machine
- Booklet Maker

Guildhall Top Office:

- Photocopier Machine
- Internal Multi Position Stapler

Town Clerk's Office & Longstone Garage and Store:

- A3 Printers x 2

Costs and Budget:

Current Annual Cost: £5,365.00

Budget Code: 6303 PO Copier Maintenance P&F Budget

These costs do not include consumable costs for stand alone printers at Longstone or Town Clerk's Office.

Options:

Members to consider appointing a company for a 5-year lease period and approve the equipment recommendation as per the above at a total cost as follows:

Photocopiers – Total Costs Per Quarter and Per Year

Guildhall Reception:

Includes machine and booklet maker

	<u>Per Quarter</u>	<u>Per Year</u>
Company A:	£238.63	£954.52
Company B:	£220.92	£883.68
Company C:	£216.45	£865.80
Company D:	£234.50	£938.00

Guildhall Top Office:

Includes machine and internal multi position stapler

	<u>Per Quarter</u>	<u>Per Year</u>
Company A:	£191.10	£764.40
Company B:	£189.37	£757.48
Company C:	£166.46	£665.84
Company D:	£188.60	£754.40

Papercut:

	<u>Per Quarter</u>	<u>Per Year</u>
Company A:	£139.50	£558.00
Company B:	£103.33	£413.32
Company C:	£132.57	£530.28

(After 1st year upgrade insurance of £156.00 per year to be included in the above quote)

Company D: Offered an alternative as felt Papercut was not required and too expensive.

A3 Desktop Printers:

2 x additional A3 machines for the Town Clerk's Office and Longstone Garage and Store.

	<u>Per Quarter</u>	<u>Per Year</u>
Company A:	£131.10	£524.40
Company B:	£192.00	£768.00
Company C:	£328.00	£1,312.00
Company D:	Free of Charge	Free of Charge

After further consideration the papercut software package is not required as the Council would not benefit from the software's multiple functions.

Total Costs per year based on equipment recommendation:

Company A	£2,243.32
Company B	£2,409.16
Company C	£2,843.64
Company D	£1,692.40

If the Council were to appoint company B the cost savings on the maintenance and printing totals would be £85 per quarter which assists with the additional lease cost of 2 x A3 printers for Longstone and Town Clerk Office.

END OF REPORT

IT Consultant Report

Information:

The Town Council's contract with its current IT provider is due for review by April 2022.

This review is practiced every three years to ensure the Town Council is receiving the best quality service and value for money dependent on the ever-changing needs of the Town Council services and employment growth.

Research:

IT Services are exceptionally complex and many providers offer a variety of services.

Five quotes have been received from five suppliers, one of those being the Town Council's current provider. Local companies, as well as those from further afield have provided quotes. All of these companies offer different packages subject to the needs of the Town Council.

Please note that costs can vary. This is due to costs either being charged per user or as a standard monthly fee based on the Town Council's size. It is also worth noting that these costs fluctuate depending on the number of users, usage and data. Therefore, a yearly cost would be estimated and not confirmed. All total costs are subject to fluctuation dependent upon the Town Council's requirements.

It is required that Members should consider the options and the initial capital costs for IT Services. It is considerably cheaper to remain with our current provider as there are no capital costs. However, it must be considered whether this is in fact the best working practice for the Town Council when allowing for future service requirements.

Company A – Current Provider:

<u>IT Support and Maintenance</u>	<u>Cost Per Month</u>
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Support / Maintenance:	£140.00
Office365 Business Standard:	£148.20
Office365 Exchange:	£100.80
Anti-Virus:	£44.00
Online Backup	£27.50
PSTN Line Guildhall CC Machine:	£14.00
Email Protection:	£96.25
Email Signatures:	£47.25
Duo Security:	£63.05

<u>Broadband Services</u>	<u>Cost Per Month</u>
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Library – Lease Line	£309.00 (Contract ends 31.03.22)
Longstone – Unlimited Business ADSL	£25.00
Guildhall – Unlimited Business Fabre Broadband	£36.00
Guildhall – 10GB Business ASDL CC Machine	£15.00
Pontoon – EE Dongle B Sim Unlimited 1	£23.00 (Contract ends 24.10.22)

Total Cost Per Month	£1,089.05
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Company A Summary:

- These prices are to increase with the CPI average of 2.5% for the year 2022/23 with an estimated total amount of £1,116.27.
- Although a local company, due to their size, IT issues incurred by employees of STC can vary in time for resolutions to be reached therefore creating a loss of service STC are providing to its residents.
- Due to the Council's continued growth the services provided have been added over time with many areas identified as areas that can now be consolidated to achieve cost savings for the Town Council and streamlined to assure less operational impacts on IT services across all departments.
- Library Lease line contract is up for renewal and will be considerably cheaper with an estimated saving of around £250.00 per month.

Company B:

<u>IT Support and Maintenance</u>	<u>Cost Per Month</u>
Support / Maintenance:	£305.50
Office365 Business Premium:	£202.80
Office365 Exchange:	£98.00
End-Point Threat Management:	£227.50
Acronis Cloud Backup	£78.00
Clip Training	Free for 3 Months

<u>Broadband Services</u>	<u>Capital Cost</u>	<u>Cost Per Month</u>
Library 50-100Mb 36 Mths	£0.00	£275.08
Longstone ADSL 12 Mths & Managed Router	£197.00	£25.00
Guildhall FTTP 1000/115 12 Mths & Managed Router	£160.00	£102.50
Pontoon – FTTC 80/20 12 Months & Managed Router	£197.00	£24.60
Station – ADSL 12 months & Managed Router	£197.00	£13.95

<u>Set Up</u>	<u>Capital Cost</u>
Transfer and Audit	£300.00
Set Up and Migration	£4,000.00
Classroom and Virtual Training	£2,000.00

Total Capital Cost: £6,770.00

Total Monthly Cost: £1,386.83

Company B Summary:

- IT Support and Maintenance from the IT Technical Centre between 8am and 6pm with support available 24hours for an additional cost per user per month.
- Office 365 Business Premium accounts required for maximum security and allows for secure remote working.
- MS Teams Business Voice available if the Town Council wished to combine IT Services with telecommunications at a cost of £14.50 per user per month.
- Clip Training available per month at £2.50 per user with any new starter to receive first 3 months free of charge to ensure full training and knowledge of IT systems and functionalities used within the various Town Council departments and auditable by their line manager.
- Has offered to present to the Town Council how their services would operate in practice.
- Data Migration, regarding moving Microsoft Tenant confirmation has been received that there will be no disruption whatsoever, when migrating the data from the server to SharePoint, the company would normally perform this out of

hours or over a weekend to limit any disruption, unfortunately they cannot guarantee that there will be no disruption, but it is priority to keep this to a minimum.

- SharePoint access, SharePoint is a full Document Management platform that has access control and permission sets from site to folder to file, this will allow restricted access to a folder but should there be a specific document that needs to be shared outside of the permission set the staff would be able to do so, this can also be done the opposite way around, a file can be locked to anybody but the owner while the folder is open to the permission set.
- Ticket and Support Priority, the company will liaise with staff to work out the process of the requirement priorities i.e. system crashed should be a P1, I want to change my signature a P3 (happy to share examples of what is in place for other customers). P1 being critical, P2 urgent, and so on. All users will have a helpdesk email they can send to as well as a phone number to call. Weekly ticket reviews to see what tickets had been created, what the action was to resolve, time opened, and time closed. These reviews are very helpful and can assist in future training.
- Device Management and Auditing. With Microsoft Intune (Part of the current MS licenses) all devices are managed and maintained, the company will also keep a register of IT hardware and equipment and do a quarterly, biannual, or annual review with the Town Council, in the review the company will look at what options are available to the Town Council.

Company C

<u>IT Support and Maintenance</u>	<u>Cost Per Month</u>
Server Standard Support:	£50.00
UTM Firewall Standard Support:	£250.00
Network Device Standard Support:	£35.00
PC Standard Support:	£200.00
1 Hour Block Time:	£140.00
Managed Backup & Disaster Recovery:	£135.00
Office365 Managed Backup:	£90.00
Office365 Business Premium:	£122.20
Office365 Exchange:	£69.00

<u>Broadband Services</u>	<u>Capital Cost</u>	<u>Cost Per Month</u>
Library 100/100Mb Est.. 100Mb Down 100Mb Up (Includes Managed Router)	£400.00	£49.50
Longstone ADSL2+ Broadband (Inc PSTN Line and Router)	£300.00	£39.50
Guildhall FTTP Est.. 160Mb Down 30Mb Up (Includes Router)	£400.00	£49.50
Pontoon FTTC 60Mb Down 12Mb Up (Includes PSTN Line and Router)	£300.00	£39.50
Station FTTC 80Mb Down 20Mb Up (Includes PSTN Line and Router)	£300.00	£39.50

<u>Set Up</u>	<u>Capital Cost</u>
1 x SOPHOS XGS107 Wifi Next Generation Firewall with 3 Year Extreme Protection Bundle	
4 x SOPHOS XGS87 Wifi Next Generation Firewall with 3 Year Extreme Protection Bundle	
5 x Estimated Configuration & Installation	
25 SOPHOS Central Endpoint Protection Advanced 3 Years	
25 SOPHOS Central Intercept X Ransomware Protection 3 Years	
1 x SOPHOS Server Protections Advanced - 3 Years	
1 x Estimated Configuration and Installation	£11,247.65
Total Capital Cost:	£12,997.65
Total Monthly Cost:	£1,308.70

Company C Summary

- Option to pay capital costs over 36 months - Example 3-year Lease Rental Option for £12,997.65 Capital Cost. Initial Payment of £410.34 followed by 35 monthly payments of £410.34. **Please note**; this is through a in-house finance broker (Southwest Comms), 50% deposit is required to secure the order. The rate is based on **£34.54 per thousand borrowed**. This is a lease purchase, so all equipment would be the Town Council's at the end of the term.
- Provisions to consolidate IT & Communications partnership, streamlining support and costs into a single relationship, offer to contribute towards a fully featured Unified Communications within the IT Support contract. Wildix software is **free** when initially registering for IT Services RRP worth in excess of £368.35 with handsets included. This cost would be for the 36-month term when contracting to IT services.
- SOPHOS is a reputable and recognised supplier of security software. Company C believes prevention is better than a cure. For example, if one ransomware was to succeed in infiltrating the Town Council's anti-virus software this could create a massive GDPR issue with costly fines occurred and additional costs to obtain any recoverable data. This also may include a loss of data due to it not being recoverable which could have a huge impact on the Town Council's services.
- Has offered to present to the Town Council how their services would operate in practice.

Company D

<u>IT Support and Maintenance</u>	<u>Cost Per Month</u>
Server Standard Support:	£240.00
Office365 Business Standard:	£122.50
Exchange Mailboxes	£81.25
DUO 2FA Security	£63.05
Email Signature Software	£46.00
Email Filtering Software	£91.00
AntiVirus Cloud Hosted	£24.00

<u>Broadband Services</u>	<u>Cost Per Month</u>
Library FTTC Line	£38.00
Longstone	£38.00
Guildhall	£38.00
Pontoon	£38.00
Station	£38.00

No set up costs.

Company D Summary

- The company has assured transgression to this company will have little impact across departments and services.
- To note the company runs a minimal service to clients on a Friday due to COVID. Priorities will be answered if they arise.
- The company assures the Town Council that all security currently in place is sufficient to the needs of the Town Council.
- The company works in partnership with the Town Council's current telecommunications supplier.
- The company has offered to present to the Town Council how their services would operate in practice.

Company E

<u>IT Support and Maintenance</u>	<u>Cost Per Month</u>
Managed Workplace for Desktops and Laptops	£712.50
Managed Servers	£259.20
Managed Network Service	£201.60
Cloud Services Office 365 Management	£157.50
Sophos Yearly protection	£137.50

<u>Set Up</u>	<u>Capital Cost</u>
5 x SOPHOS XGS107	£2,900.00
Network Firewall Deployment	£3,000.00

<u>Broadband Services</u>	<u>Cost Per Month</u>
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Advised

Total Capital Cost:	£12,997.65
Total Monthly Cost:	£1,554.20

Company E Summary

- Proposal submitted at a late stage when compiling the report therefore information has been limited and does not include broadband costs however, they can be supplied if the Town Council wish to pursue further with this proposal.
- Company E is not local to the southwest.
- Security is a key factor in the proposal with the suggestion of a SOPHOS network firewall rather than email / cloud security.

Finance Summary:

Available Budget for IT Maintenance 2022/2023:

6306 IT Maintenance	£8,624.35
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Available Budget for Capital Costs:

6370 Computer Equipment Renewal	£7,000.00
6274 Internet Redevelopment (to be vired)	£5,000.00

Please note no computers are due for renewal in the year 2022/23 with sufficient funds still available for Councillor IT Equipment should this be required.

Internet redevelopment funds (£5,000) are no longer required. The Town Council have the option to vire the funds.

If Members chose to appoint Company C, it would have a total amount of £1,000 added to the precept for the year 2022/2023.

Overall Summary:

IT Services are crucial to the Town Council's day to day operations. Any negative impact caused by deficient IT services has a knock-on effect to all departments. As a consequence, employees cannot complete work that is heavily reliant upon IT services in an efficient and timely manner.

The impact of a change of IT supply and differing working practices could affect services provided by the Town Council. Please note; any change in IT services would require training of the software packages and processes if they were to be implemented.

There are a vast amount of competing IT services available in the current marketplace. It has been difficult to determine exactly what is required to streamline the Town Council's IT services and working practices. Additionally the identification of services which may not be suitable anymore due to the Town Council's increased size has proved challenging.

Therefore, Members are requested to consider and approve one of the following options:

Option 1:

To reappoint the Town Council's existing IT Consultant for a period of 3 years.

Options 2:

To appoint an IT Consultant based on the information provided.

Option 3:

To appoint a qualified and experienced external IT specialist to write a specification to go out for tender.

Option 4:

To create a working party to further investigate the proposals received and report back to Members with a recommendation.

END OF REPORT

Report to P&F - Provision of IT to Council Members

Further to the establishment of a policy to offer IT provision to all Council Members a budget of £15,000.00 was added to the EMF Computer Equipment Renewal to facilitate this.

The rationale behind the proposal was outlined in an email to Members:

Whilst it will be impossible to stop the use of a personal phone used to access emails 'on the move' you are encouraged to think very carefully about downloading to personal devices from a GDPR and Data Protection point of view. With a Town Council device, you can download your emails and working documents to a device that you know is secure and that no-one else will have access to.

Town Council meetings – all the documents available to you on the device and you will be able to make any notes on the device prior to the meeting. Everything in one place!

A 'Green' approach to business – this would allow the paperless meeting to be a reality! Ultimately a time saving and cost cutting approach for the Council. Confidential papers can be delivered and destroyed effectively without anyone having to worry about 'where did I leave that piece of paper'.

Ultimately having a Council issued device to keep all your Council related emails and documents on is for your protection as well as the Council. Those of you who attended the Data Protection Training will be aware of the importance of good data management - knowing what you have and where it is. Using multiple devices that could be accessed by others, even devices that are shared with other family members, poses a risk that can be avoided.

To keep the process as straightforward as possible two options have been suggested – a laptop or an iPad including appropriate accessories with the emphasis on portability, camera for remote meetings and a suitable size screen for viewing documents at meetings.¹ All devices will be set up with required software.

The devices will remain the property of the Town Council on loan for the period of office. Members will be required to sign for the devices on collection and confirm that they will abide by the Provision of IT and Acceptable IT Usage Policy and the Information and Data Protection Policy.

Members who choose not to take up the offer of IT will be asked to sign a form confirming that they will conform with the Information and Data Protection Policy when processing data within their Saltash.gov.uk email account.

¹ Requests for reasonable adjustments will be considered.

Poll

A poll was held asking Members for their opinion as follows:

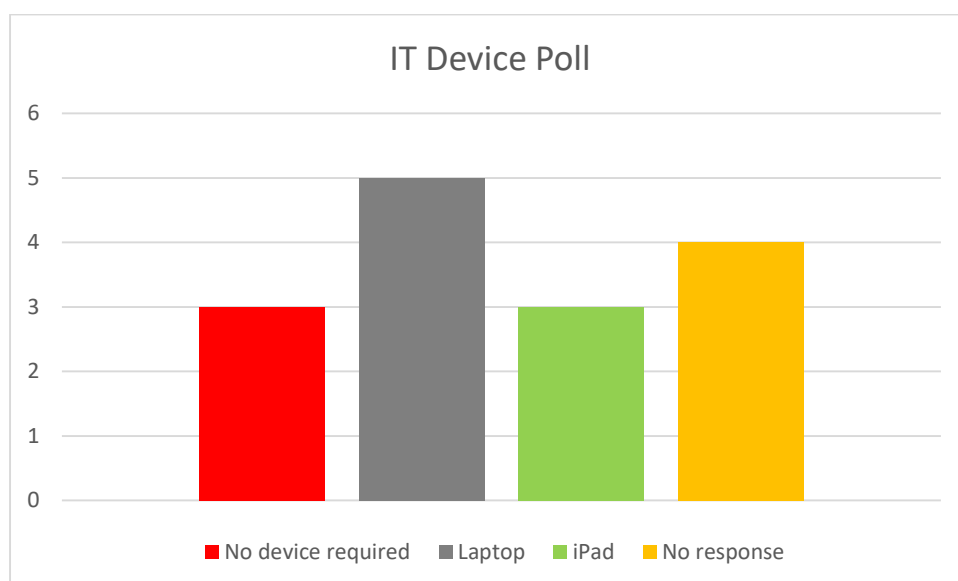
Please indicate whether or not you would like an IT device

A No I do not require an IT device

B Yes I would like a laptop

C Yes I would like an iPad

Poll results: (11 responses)



Quotations were obtained from two sources – an external business supplier and the Council IT Consultant. Prices and device specifications were comparable.

External Business Supplier: Devices would need to be set up using STC licences and the Council IT Consultant is unable to offer any support where devices are not supplied by his company.

Council IT Consultant: Devices will include all required software and set up in the cost quoted. Ongoing support can be provided.

Device details

Item	Quoted cost (£) + VAT
Laptop (Dell)*	600.00
iPad Air	539.00
Smart Keyboard	154.00
Apple Pencil (Gen 2)	104.00
Setup	Included

*Please note that there is a problem with the supply of laptops at present and it is possible that those quoted for may not be available at time of order or be subject to a delay.

Additional costs:

Targus Protective Laptop Bag from Amazon	£13.19
Logitech Wireless Mouse from Amazon	£9.99
Seymac Slim Protective iPad case (where no keyboard required)	£25.99
Upgrade to software licences: £8 per account (+ VAT)	

Recommendation

The recommendation is to proceed with purchase from the Council IT Consultant.

UKGDPR/Data Protection – Report to P&F November 2021

Training

ICO guidance places a responsibility on the Town Council as the Data Controller to ensure that all Data Processors are given adequate and appropriate training. In response to this guidance two training sessions were held for Members providing information on their responsibilities when handling data arising from their roles. These sessions were part of the mandatory induction training for all Members and the second session was scheduled around the diaries of those who had been unable to attend the first session.

Session 1: 5 attended (one of these has now left the Council)

Session 2: 4 attended

Of those remaining one Member was away, one sent late apologies, one did not reply, two confirmed attendance but did not attend on the night and one had only just joined.

As the Officer responsible for overseeing compliance I feel very strongly that it is important for this training to be delivered to Members and holding this as a live session that allows interaction is important. One further session will be held to include all those Members who have yet to attend and this will be arranged in due course.

Site visits

1. Library

Following the introduction of the procedures for photography and filming at events, a visit was made to see how it is working. I can report that it appears to be working extremely well with a member of staff in clear control of the administration and greeting visitors arriving for an event to check they had completed a form. The team reported that there had been no objections to the data collection and felt the form was clear and appropriate.

Advice has been given on the need to digitise data promptly and minimise retention of paper copies.

It was requested that I review the permission form for one off events which I will do in consultation with the Community Hub Team Leader.

It was noted that there is only one small lockable cupboard available on the main library floor. There is a large cabinet within the office but the lock is broken. The Service Delivery Team will look at this.

2. Service Delivery Department

The SDM requested a visit to assess compliance at Longstone and the Waterside Office.

It was clear from the visit that data protection is embedded in the day to day running of the department and the historical paperwork is being dealt with as time allows.

Whilst the importance of good data protection practice is impressed on all members of the team when they join I will review the current training that is in place to see if I can make it more relatable.

The office at the Waterside is now used by the ASDM when he is not out on site. Again good awareness is in place but the office needs a shredder and small printer/scanner which will remove the need for any paperwork to be physically taken to the main office and allow secure disposal.

Coombe Woods

Community Chest funding

£600 has been spent on 12 tree signs and a further two wood signs. There is £100 refund due to the Council.

The project has been hampered by COVID however now eight of the signs are in place with plans for the rest to be installed ASAP.



RBL Festival Fund Application 100 – Annual Festival of Remembrance 30th October 2021 CANCELLED

Correspondence was received on Friday 10th September to inform Members that unfortunately due to Covid restrictions in the Wesley church, advice had been taken from RBL Head office and it was decided to cancel the Festival of Remembrance event on October 30th for which the applicants – Saltash RBL were awarded a £700 grant from the Festival Fund.

The Finance department is in the process of retrieving the monies and will update the Festival Funds budget accordingly.

END OF REPORT.



Ms Sinead Burrows
Assistant Town Clerk
Saltash Town Council
The Guildhall
12 Lower Fore Street
Saltash
Cornwall
PL12 6JX

23 September 2021

Your Ref: FF100

Dear Ms Burrows

Festival Funding

I am returning the offer letters to you that were sent recently to unsigned.

Unfortunately, due to COVID-19, we have had to cancel our forthcoming Festival of Remembrance Service and I therefore also enclose our cheque for £700.00 as a refund of the grant, that was kindly paid to us in support of this event.

Yours sincerely

Treasurer
RBL Saltash & District



Saltash Regatta Committee

info@saltashregatta.co.uk

28/09/2021

Regatta Reflections – Chairs report

Regatta 4th & 5th September 2021

Karen Lilley, Chair and Aaron Monk (Diverse Events CIC) along with the volunteers organising the annual Regatta and Waterside Festival, are delighted to celebrate another successful event enjoyed by many visitors, near and far.

Feedback has been very positive overall.

After the postponement last year due to Covid, and delays organising this year's event, for the same reason; it was a challenge to pull everything together in time for the 2021 Regatta. The Gig rowers were unsure if they could attend and there was great concern that the event would fall flat, but thankfully; they came, along with Saltash Rowing Club and the sail by from the Cargreen Regatta. The Tamar was awash with activity and Brunel green was packed.

With only days before the event, toilets could not be sourced, and volunteers could not be engaged. It was a scramble at the end that saw Karen and Aaron and everyone who could, begging for toilets. In the future we will take no chances and payments will be made in advance to ensure we are not in this situation again. We will use a new supplier after being let down badly, despite booking our toilets.

The kindness of many supporters who contributed through our Go Fund Me Appeal, along with a monumental donation from John Lawler from Waterways Drainage Specialists in Saltash, meant we were able to bring in a truckload of sand at the end of July, just in time for the school holidays. I believe that waterways will probably always sponsor the sand, it has been suggested already. I think "Go Fund Me" has probably run its course now for sand.

Sponsorship was sourced from Saltash Town Council as the main sponsor, with financial contributions gained from Cornwall Councilors, Carlton Plastics, Spinnaker International, Grove Nurseries Boarding Kennels and Ambers Angels. This was significantly lower although Jolly's have expressed an interest in future sponsorship.

Carlton has confirmed they will always sponsor the event. Nonetheless, this year we did make a loss so are starting the New Year without a lot of money. This is a concern and needs the most attention.

The support the event received from the Royal Navy Submariners was exemplary. They helped with all aspects of the management, in particular roadblocks. Additionally, they had a great attitude and got involved in the races at the same time.

The event supporters included CBL Hire and Sales, Sky View Media, Waitrose, Redeemer Church, Mike Pitches Photography and Community Enterprises, PL12.

We were grateful to have the Saltash Hopper Bus expertly arranged by Alan Marks to help visitors get up the hill! This year we did not pay for the buses, and we usually have to. It was very helpful to not have to run Gig rowers around and to not need to find more money for the buses. In future we will not provide transport for Rowers, but we expect we will need to pay the buses.

The Saltash service deliver team, (Mike and Steve) proved to be really helpful throughout every stage of the preparations and the event itself. We were grateful to be able to access power, although on reflection, we did not actually use any notable quantity. It was helpful to know we had it if needed.

The team kept toilets in order and kindly ensured we had the portable covid units. It makes all the difference to know that the Town Council are rooting for you!

A huge thanks to the Mayor at the Civic and Children's Parade. The Mayor opened the event and spent some time visiting the stalls and selling cakes at Ashtorre. Special guests included Brunel School who made a huge effort; along with a few Dinosaurs to add to the spectacle. Saltash Town Band led the procession safely to the Waterside, where prizes, donated by Truly Scrumptious Sweets, were handed out. The parade had fewer children due to its timing in September, when schools are not engaged. Perhaps in the future we need to plan this more with the schools. Karen also feels that she may have missed some invitees and will address this for the future. Namely, the High Sheriff and other dignitaries.

Saturday afternoon saw the popular Wild Swim and the introduction of a new fun race: The Regatta Relay. Paddle boards were kindly be provided by Mai adventures to local businesses and groups to have plenty of watery fun. The outright winners were MoreCore Gym, Saltash, who took the top spot from the Royal Navy Submarine Service. This was fun event, cleverly put together by Redeemer church and will be continued, I am sure. Mai Adventures enabled this to take place with use of paddle

boards etc. There were many people saying how paddle board hire at the Waterside would be a good thing.

Activities on Sunday included the glorious Paint Party and the thrills and spills of the Cardboard Boat Race. Jon and Dee White, along with their team of volunteers from Redeemer Church, have been organising this infamous spectacle for four years now, setting up a workshop in Studio 79 on Fore Street as a hub of remarkable creativity and cardboard. Intrepid sailors competed for coveted titles including the Most Impressive Sinking and the Brunel Award for the Best Eco-creative Design.

This year was so popular that we had a waiting list! This is no doubt the highlight. Plans for the future could include having the boats carried down in the parade...watch this space!

Another public appeal saw a local company called "We Dump 4 U" kindly collect the large amount of cardboard waste for us as a kind help. The Tamar was expertly cleaned of all debris. The site was also constantly being cleaned by "Saltash Environmental Action", alongside "Clean our Patch". I feel confident the site was very clean after the event.

The future is creative fundraising, the Regatta will return again but we need to push very hard for community support and sponsors, as despite it being a great event; sadly this year we did end up over budget and these costs rise year on year

We could not have run this event without the financial support received by Saltash Town Council and we are very grateful.

Yours Sincerely

Karen Lilley

INCOME				EXPENDITURE			
Date	Amount paid	Description	Type	Date	Amount	Description	Type
03/08/21	£2,929.43	Saltash Town Council Festival Fund	Grant	07/09/21	£2,232.77	Management (inc staffing)	Hire and Services
06/09/21	£4,999.44	Stalls (Diverse Events)	Stalls		£2,000.00	Management	Hire and Services
28/07/21	£350.00	Crowdfunder	Sponsorship / Fundraising	01/09/21	£561.60	Waterside Green Sound	Hire and Services
28/07/21	£1,000.00	Sand donation - Waterways	Sponsorship / Fundraising	21/09/21	£75.00	Staging (Chamber of Commerce)	Entertainment
13/10/21	£195.00	Raffle - Cash (after prizes given)	Entertainment	03/08/21	£850.00	Jubilee Green Staging	Entertainment
05/09/21	£1,000.00	Shelley's cash donation (paying bands/PA/Sam, etc)	Sponsorship / Fundraising	02/09/21	£901.38	Jubilee Green Sound	Hire and Services
13/10/21	£100.00	Ambers Angels (Averil) - Cash	Sponsorship / Fundraising	20/08/21	£703.43	Insurance	Insurance & Licences
06/09/21	£250.00	Spinnaker - Raffle 1st Prize	Entertainment	03/08/21	£1,094.40	Medical - Coast Medical	Hire and Services
17/09/21	£200.00	Carlton Plastics - Raffle 2nd prize- cash	Entertainment	20/08/21	£200.00	Saltash Observer	Advertising
12/09/21	£100.00	Grove Nurseries - Raffle 3rd prize	Entertainment	07/09/21	£100.00	Paint Party	Entertainment
	£1,000.00	Cornwall Council Community Chest	Sponsorship / Fundraising	06/09/21	£834.00	Toilets	Hire and Services
09/09/21	£757.00	Stalls (Diverse Events)	Stalls	07/09/21	£420.00	toilet servicing	Hire and Services
	£500.00	Medical refund	Hire and Services	03/09/21	£50.00	Electric to The Union - Cash	Hire and Services
05/09/21	£150.00	yertis donation	Sponsorship / Fundraising	17/08/21	£615.60	Sand	Entertainment
				07/09/21	£577.50	Security	Entertainment

					07/09/2021	£846.64	Bins	Hire and Services		
					20/08/21	£100.00	Premises Licence	Insurance & Licences		
					20/08/21	£16.77	3x trophies - cardboard boat race	Entertainment		
					07/09/21	£108.00	sign	Advertising		
					20/08/21	£78.00	Premises licence notice	Insurance & Licences		
					20/08/21	£31.00	Temporary Events Notice	Insurance & Licences		
					07/09/21	£150.00	Facebook adverts	Advertising		
					07/09/21	£66.00	Raffle tickets	Sponsorship / Fundraising		
					07/09/21	£20.00	Whistles	Entertainment		
					06/09/21	£100.00	Livewire	Entertainment		
					06/09/21	£100.00	Riptide	Entertainment		
					06/09/21	£100.00	Iris	Entertainment		
					06/09/21	£300.00	Sultans	Entertainment		
					13/09/21	£250.00	Saltash Town Band (Parade only)	Entertainment		
					07/09/21	£80.00	Kat Towers	Entertainment		
					06/09/21	£380.00	Billy Wiz	Entertainment		
					10/09/21	£50.00	Grace Notes	Entertainment		
					06/09/21	£100.00	Dave Gilbert	Entertainment		
					06/09/21	£180.00	Simon and John (1.5 hour set in the end)	Entertainment		
					06/09/21	£180.00	Lost Cousins	Entertainment		
					06/09/21	£200.00	Morzim	Entertainment		
					05/09/21	£200.00	The Wireless - Cash paid by Shelley	Entertainment		

Tincombe Tea Party - Event Report

The very first Tincombe Tea Party took place on 22nd August 2021 organised by the **Friends of Tincombe**.



With the help of many residents and members of the wider Saltash community, the Tea Party commenced at 2pm and wound down around 5.30pm. The afternoon was started by Thomas Tingcombe who popped along from the 1750's. At that time, it was the Tingcombe family that owned the land our event was held on.

Thomas spent the afternoon meeting the community, giving chocolate coins (Thomas Tingcombe left £1 to the parish of St. Stephens when he died in 1750) to the children and educating them a little on the history of Tincombe. Meanwhile the Sunset Swing Band played swing music melodiously in the background.

At 3.30pm we held an ugly bug ball in which the smaller children dressed up as bugs and a prize was given to the most interesting fancy dress. All competitors received a prize.



The Friends of Tincombe ran a coffee and cake stall along with some home-made items we had for sale. The Friends also had a stall that allowed children to make bug boxes to take home and information sheets to colour in. We also allowed people to

We also hosted many other stalls at the Tea Party including Cornwall Wildlife Trust, Celtic Balance, Hannah's Charity, Saltash environmental Action, Baby & Bump, Bridge View Quilters.

All the stalls that attended live locally and many live adjacent to the park. Stalls attending only sold hand made products and for a few sellers it was their first time selling from a stall as they were starting a new businesses.





In our estimates around 1000 people passed through on the day with perhaps around 150-200 at any one time.

The Friends of Tincombe would like to thank **Saltash Town Council** for it's support of this event and for funding it at such short notice.

The Tea Party had many positive comments from visitors and adjacent homes. A very glowing report came from **Cornwall Wildlife Trust** which I have copied for you below.

"Just wanted to congratulate the friends group on a successful event today. This was easily the best event of this kind I've attended over the years. A lovely atmosphere with families relaxing and the band were great."

James Jenkins (Chair)
Friends of Tincombe

Saltash Town Council

Policy/Procedure:

Social Media Policy DRAFT

Date of Adoption:

▼

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

Current Status

Version	<u>2 DRAFT</u>	Approved by	▼
Date	May 2021	Date of approval	▼
Responsible Officer	AJT	Minute reference	▼
Responsible Committee	<u>P&F</u>	Review date	As required

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Version History

Date	Version	Author/Editor	Comments
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<u>October 2021</u>	<u>2 DRAFT</u>	<u>LP</u>	

Review Record

Date	Type of Review	Minute number	Summary of actions	Completed by
April 2021	Review for reapproval – new council			AJT

Document Retention

Document retention period	Until superseded
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Saltash Town Council

Social Media Policy

Saltash Town Council (STC) is a trusted organisation that needs to have a strong social media voice. The council needs to have active two way conversations. Social media should be

- [Relevant](#)
- [Interesting](#)
- [Informative](#)
- [Tell a story](#)
- [Seek feedback](#)

Deleted: "If your council isn't using Facebook, test the water. It's a great way of getting information out to people. Used well, it can cut calls to your contact centre. But it isn't just about marketing. It's not simply for customer service and it's not solely about engagement either. It's all of those things. It's about bringing councils closer to the communities we serve" - Sandwell Council's press officer¶

Section A: Operation of policy

1. This policy will be reviewed every 6 months by the Working Group who will recommend any changes to Council.
2. Minor changes can be implemented by agreement of Clerk / Working Group Chair – for example minor additions to content, modifications to style, experimenting with different media etc.

Section B: Aims of use of social media

The aims of the council's expansion into social media include:

- To meet the requirement for communication as part of Quality Council Status.
- To communicate with more people, including younger people.
- To provide information for people who can't get to the Guildhall.
- To provide an alternative way for residents to communicate views, issues and question, bearing in mind that some are more comfortable communicating online.
- To promote tourism.
- To provide positive publicity for the town, town centre, town organisations, town events and town council.
- Town centre promotion.
- To receive residents views and issues.
- To promote two-way communication and consultation.
- Potentially in future to broadcast (podcast) council meetings, increasing 'attendance' and awareness.

Section C: Types of Social Media

1. STC will initially use a Facebook page (a 'like' page, as opposed to a personal account with 'friends') and a Twitter account.
2. STC will potentially expand into use of a blog (allowing councillors to post personal projects and views) and Googleplus.
3. In the medium term STC will consider the use of podcasting and a YouTube Channel.

Section D: Responsibilities & appropriate use

1. Both the Facebook page and the Twitter account will be the responsibility of the Administration Officer assisted by those other staff members who have been trained. They will be registered 'administrators' for the Facebook page and will have the username and password for the Twitter Account, and will assist in promoting the pages (see Section H).
2. This is not expected to be an onerous task for any of the staff involved and should not take up a significant amount of time. Facebook and Twitter posts that need to be repeated will be scheduled in advance to be spread out throughout the day/evening in order to engage with as wide an audience as possible.
3. The Town Clerk will monitor and offer guidance as required.
4. The Chair of the Working Group will also monitor, will give feedback to the Clerk and staff, and may be consulted for guidance if required. S/he will be an administrator for the Facebook page and will have the username and password for the Twitter Account: this is solely to provide continuity of access if staff are on leave/ill/leave etc.
5. Councillors will not be involved in 'official posting' but are encouraged to promote the pages (see Section H).
6. Official posts must conform to the content and style guidelines below.
7. All staff must not post in their personal capacity during office hours.
8. Councillor posts, or staff posts in their own time, must make clear whether any opinions posted are either official STC policy or their own personal view.

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Section F: Administration guidelines

1. In general, STC will only 'like' or follow organisations who provide information related to public services or public transport that is likely to be of interest to residents of Saltash, and will otherwise not 'like' or 'follow' other pages and users of Twitter.
2. Further to F1, The Clerk or Chair of the Working Group can approve additional pages to be liked or followed.
3. STC will reply as appropriate where posts are not abusive/using inappropriate language.
4. Where a member of the public or page has liked or shared our post they will be invited to like the STC page as a way of organically growing followers.

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5. Users who do post abusively or using inappropriate language will be warned once and then blocked or banned.
 6. These guidelines will be posted on the Facebook page and Twitter account where possible.

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Section G: Content & style guidelines

1. If unsure on any point of content or style consult the Admin Officer in the first instance and then the Clerk or the Chair of the Working Group.
2. Official posts must express no personal opinions: only factual information or council policy.
3. In general, anything that would be allowed on the STC noticeboards will be allowed on the Facebook page and will be re-tweeted.
 - a. General content should include:
 - i. Regular items
 - ii. Next meeting: main topics.
 - iii. Major town events.
 - iv. Photos from events/engagement if available.
 - v. Updates on work being undertaken across Saltash to include before and after photos
 - b. As and when items
 - i. Consultations on items such as toilet opening times, colours to paint a public building. A narrow field of options will be given and the results given on social media with follow up photos.
 - ii. Elections – reminder when and where to vote.
 - iii. Important public information (school closures, road closures etc.).
 - c. Periodic reminders
 - i. Allotments.
 - ii. Guildhall hire.
 - iii. Festival fund.
 - iv. Community chest.
 - v. Notice-boards.
4. Post using 'we' rather than 'I'.
5. Try to spread posts – too close together and it may bore people, or they won't see everything you share. Over-posting can put people off, especially on Facebook.
6. Postings should be in plain everyday English not 'council speak' or acronyms – for example 'snow' not 'inclement weather' and 'budget setting' rather than 'pre-cepting'. Use of informal language where appropriate should be used to engage younger audiences.
7. Where possible share posts that have been written by trusted organisations such as Cornwall Council instead of rewriting
8. Add photographs where possible. Avoid using photographs that clearly identify under-18s unless they are supplied by organisations with clear child protection procedures (such as schools or sports clubs).
9. Facebook live and videos will be used to engage a wider audience. 'Ask the Mayor' style sessions will be held where the Mayor will respond via video to

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[questions submitted. Behind the scenes at STC videos will be used to engage with the community.](#)

10. ~~On Twitter~~, Use hashtags (#) and at signs (@) as appropriate. '#' flags up a post as being about a particular topic so people can easily find it so #severeweathersaltash please ring Saltash TC on 844846 if a grit bin near you in Saltash needs refilling'. '@' identifies a particular twitter user so '@sheryllmurray attending Town Council this evening: come along to give her your view on transport issues in Saltash' etc.

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11. [The use of emojis should be used where appropriate. For example using a weather symbol when talking about predicted bad weather or flowers when highlighting the floral displays. All emojis can be checked for suitability at \[emojipedia.org\]\(#\)](#)
12. If a post requires a response of general interest (e.g. about a road closure) post or tweet to everyone. If it requires an individual response (e.g. about a casework issue) message them on Facebook, or tweet contact details (as replying individually requires 'following').
13. When replying to queries or comments speak as you would to a customer in person or on the phone.
14. If a query relates to something that STC doesn't deal with try to give as much information as possible about who to contact (e.g. officer name if possible). Remember that as they are already online a link to a web page or email address may be better than a phone number.

Section H Promotion

STC staff and members will aim to promote the Facebook account (to get 'likes') and the Twitter account (to get 'followers') via

- a. Town Messenger
- b. STC Website
- c. STC Noticeboards
- d. Suggestions on Facebook
- e. Word of mouth
- f. Other appropriate ways as agreed

Post meeting Priority Order - * indicates amended wording							
	Yout h	Publi c	Insid ers	Provisio nal	Meetin g 1	Meetin g 2	2014 - 2015 Council review
Top priority							
4 Continuing existing improvement projects (free parking, extra signage, hanging baskets etc.)	Medi um	High	Top	High	Top		
High Priority	Yout h	Publi c	Insid ers	Overall	Meetin g		
1 Continuing to develop a Saltash Neighbourhood Plan (for housing, jobs etc. for the next 20 years)	High	High	High	Top	High		
29 Promoting appropriate developments to waterside amenities	High	High	Mediu m	High			
30 Providing grants for community groups (Community Chest)	Low	Medi um	High	Medium	High		
46 Funding festivals in general	Medi um	Medi um	High	Medium	High		
70 Promoting development of Saltash station building (including additional passenger/community facilities	Medi um	Top	High	High	High		
79 Improving play areas	High	Medi um	Mediu m	Medium	High		
92 Developing the use of the Maurice Huggins Room within current budget*	None	Medi um	High	Medium	High		
High Priority - Sub category 'To investigate options around devolution of Cornwall Council Services'							
80 Supplementing Cornwall Council's weed control	Low	Low	None	Low			
81 Additional street cleaning	Low	Medi um	None	Low			
83 Providing local services where CC declines (e.g. Pillmere)	None	Low	Low	Low			
86 Investigating joint service provision with Cornwall Council for all grass cutting / weeding	Low	Medi um	Low	Low			
87 Taking on green spaces and parks from Cornwall Council	Low	Low	Low	Low			
88 Taking on further public toilets from Cornwall Council	Low	High	High	Medium	Low		
89 Negotiating taking on Cornwall Council Car Parks.	None	Medi um	Mediu m	Low			
90 Investigate taking over management of the boat-park & garages on Jubilee Green from Cornwall Council	None	Low	Low	Low			
121 Initiatives to reduce litter and dog mess in Saltash (ASBO group)							New priority
Medium Priority	Yout h	Publi c	Insid ers	Overall	Meetin g 1		
5 Supporting enhancements to the look of empty buildings in the Town Centre	Medi um	High	Mediu m	Medium			
8 Providing bike racks and dog stakes in fore street	High	Low	Low	Medium			
13 Investigating providing more car parks / spaces	High	Low	Low	Medium			
17 Promoting digital technology in the town centre (broadband, free wi-fi etc.)	High	Low	Mediu m	Medium			
19 Providing further markets at top/bottom of Fore Street	Medi um	Low	Mediu m	Medium	Medium		
20 Providing sports/recreation opportunities in Fore St (exercise equipment, rowing machines etc)	High	None	Mediu m	Medium			
21 Subsidising local economy initiatives (e.g. Saltash Card)	Medi um	Medi um	Mediu m	Medium			
24 Initiatives for job creation (rental support, publicity, grant support, premises location) etc.	Medi um	High	Mediu m	Medium			
27 Tourism and publicity initiatives	Low	Low	High	Medium			
34 Funding Saltash Town Youth Council	Low	Low	Low	Low	Medium		
35 Funding Citizen's Advice Bureau activities within Saltash	Low	High	High	Medium			
36 Acquiring new space for Saltash Heritage in partnership with Heritage and Saltash CIC	None	High	High	Medium			
39 Saltash Christmas Event	High	Medi um	Mediu m	Medium			
40 Establishing the Christmas lantern parade as an annual event	Low	Low	Mediu m	Low	Medium	Medium	
43 STC community events (Saltash Showcase, Beating The Bounds etc.)	None	None	Low	None			
44 Promote/fund more sports activities & festivals	Medi um	Low	Low	Low	Medium	Mediu m	
50 Maintaining Elwell woods	Low	Medi um	Low	Low			

51 Community toilet scheme	High	High	Medium	High	Medium	Medium	
53 Treeplanting/community orchard schemes	Medium	Low	Medium	Medium			
55 Expanding provision of salt bins to cover remaining key areas*	Low	Medium	None	Low	Medium		
58 Community clean-up projects	Medium	Medium	Low	Medium			
59 Other Environmental initiatives (e.g. clean air initiatives, car sharing, Recycler of the Year, Saltash shopping bag (as in Modbury) etc.	Medium	Low	Low	Low	Medium		
60 Providing additional litter bins in outer areas	Medium	Medium	Low	Medium			
68 Promoting public transport use in/to/from Saltash (other than through subsidy)	Low	Medium	Medium	Medium			
71 Promoting 'integrated transport' between bus, train, cycle ways, footpaths etc.	Low	Medium	Medium	Medium			
72 Maintaining Public Rights of Way	None	High	Medium	Medium			
74 Developing new cycling or walking opportunities	Medium	Medium	Low	Medium			
95 Working with partners who may provide additional leisure facilities	Top	Low	High	High			Medium
98 Providing further youth facilities for younger people (pre-teens)	Medium	Medium	Low	Medium	Medium		
102 Staff and councillor training	Low	None	Medium	Low			
104 Developing Guildhall as a venue (for weddings, licence etc.)	Low	Low	Medium	Low	Medium	Medium	
107 Items directly related to Quality Town Status	None	None	Medium	Low			
108 Increased STC use of social media (facebook, twitter etc)	None	None	High	Low		Medium	
111 Reintroducing STC 'Panel of Youth' or suitable alternative.	Low	Low	Medium	Low	Medium	Medium	
115 Updating and improving the STC website	None	Low	High	Low	Medium		
117 Crime reduction projects (CATS, clubs and projects etc.)	Medium	Low	Low	Low	Medium		
122 More proactively negotiate with developers over service provision							New priority
Low priorities	Youth	Public	Insiders	Overall	Meeting 1	Meeting 2	
2 Providing a 'vibrant Saltash' office (paid employee to oversee publicity, co-ordinate festivals, support community groups, town centre management etc). For further investigation and final decision by full council*	Medium	Medium	High	Medium	High		Low
3 Extension of the planning Conservation Area	Medium	Medium	Medium	Medium	Medium		
9 Promoting a night time economy (late night opening)	Medium	None	Low	Low			Low
10 Acquiring a building for a major town centre 'legacy project'	Low	None	Low	Low			
11 Building a town square	Medium	None	Low	Low			
12 Installing partial street coverings (canopies) for the town centre	Low	Low	Low	Low			
15 Proactive marketing to major chains to come to the town centre	High	Medium	High	High	Medium		Low
23 Proactive marketing to major business for industrial units	Low	Low	Medium	Low			Low
25 Providing advice and support for small start-up businesses.*	Medium	Medium	Medium	Medium	Medium		
26 Encouraging more shops around the town (outside Fore St)	Medium	Low	None	Low			
28 Providing a tourist information/visitor centre	Low	Low	Medium	Low			
33 Staff support for community groups (e.g. residents associations/neighbourhood watch)	Low	None	Low	Low			
37 Seed funding large-scale community projects	None	Low	Low	Low			
41 Events to commemorate centenary of the First World War / 70 years since D Day (2014)	Medium	Low	Medium	Medium	Low		
42 Support/fund a community fireworks event	Medium	None	Medium	Low			
45 Replacement & maintenance fund for festive lights	Low	Low	Low	Low			
47 Beautifying roundabouts	Low	None	Low	Low			
48 Maintaining verges on highways	Low	Medium	None	Low		Low	

49 Additional public art in the town	Medium	None	Low	Low			
52 Providing additional STC allotments	Low	Low	Low	Low			
56 Revival of gardens for allotments scheme	Low	Low	Low	Low			
57 Providing additional planting/floral areas in the town	Low	Low	None	Low			
62 Providing recycling bins (in and outside Fore St)	Medium	Low	Low	Low			
63 Providing additional benches/picnic tables in parks	Medium	Medium	None	Low			
64 Replacing and providing additional benches in and out of Fore St	Low	Low	None	Low			
69 Providing additional bus shelters	Medium	Low	Low	Low			
73 Producing further footpath / walk leaflets	Low	Low	Low	Low			
77 Increased toilet cleaning	High	Medium	Medium	Medium			
78 Acquiring / maintaining new playing fields	Medium	Low	None	Low		Low	
84 Increased emptying of litter bins	Medium	Medium	None	Low		Low	
85 Additional civil enforcement (for parking, dog mess etc)	Low	Medium	Low	Low			
93 Developing the use of the Toc H Building	Low	Low	Low	Low			
94 Providing covered area in Longstone Park	Medium	None	None	Low			
99 Expanding the range of sporting facilities in the town	Medium	Low	None	Low			
101 Restoration and protection of civic regalia	None	Low	Medium	Low			
103 Funding road safety initiatives	Low	Low	None	Low			
105 Development of Guildhall long room as an art gallery	None	Low	Low	Low			
109 Expanding town messenger (colour/pages/number of issues)	None	None	Medium	Low			
113 Improving, replacing and supplementing STC notice boards	None	Low	Low	Low			
114 Developing further public consultation on STC activities	None	Low	Medium	Low			
116 Providing CCTV	Medium	Medium	Low	Medium	Low		
118 Increased restoration of damaged gravestones at cemetery	Medium	None	None	Low			
119 Digitising cemetery records (for family history / research etc.)	Low	None	Low	Low	Low		
120 Fair-trade initiatives	Medium	Low	None	Low			

Non-priorities	Youth	Public	Insiders	Overall	Meeting 1	Meeting 2	
6 Community/subsidised paint of Fore St	Medium	Low	Medium	Medium			
7 Additional planters in Fore Street	Low	None	None	None			None
14 Investigating the widening of Fore St	Medium	None	None	Low			
16 Provision of dedicated disabled parking on Fore St (n.b. Cornwall Council responsibility)	Medium	Low	None	Low		None	
22 Additional signage for industrial estates	None	None	Low	None		None	
31 General funding to Saltash Community Interest Company (for project work / staff etc.)	None	None	None	None			
32 Funding for specific Saltash Community Interest Company projects	None	None	Low	None			
38 Providing insurance / maintenance for community projects	None	Low	None	None			
54 Providing STC dog bins	Medium	High	None	Medium	None		
65 Subsidising bus services to provide additional services/retain threatened services	Medium	Medium	None	Low			
66 Subsidising rail services to provide additional services/retain threatened services	Medium	Medium	None	Low		None	
67 Subsidising ferry services (including subsidy to Barbican Ferry)	Low	Low	None	Low		None	
75 Providing maintenance and power for new streetlighting,	Low	None	None	None		None	
76 Building / managing new STC public toilets	Medium	High	None	Medium	None		
82 Additional work to tackle potholes / uneven pavements	High	High	None	Medium	None		
91 Investigate taking over lease of boat sheds under bridge from Network Rail	None	None	Low	None			None
96 Investigating building an outdoor swimming pool	High	None	None	Low			
97 Providing a homeless shelter	High	None	None	Low			
100 Continuing refurbishment of guildhall except where there is a robust business case related to item 104.	None	Low	None	None			

106 Investigating technological solutions to display planning applications	None	None	Low	None			
110 Building email database of residents for electronic communication	None	None	None	None			
112 Holding additional 'meet the people' events (including outside Fore Street)	None	Low	None	None			

Report from Saltash Town Youth Council and request for annual grant

Please find attached an invoice from Saltash Town Youth Council requesting the annual Precept funding Grant for Youth Organisations and young people of Saltash.

Also attached are last year's accounts and our accounts to date. In September Saltash Town Youth Council finally managed to meet face to face for the first time since March 2020. However, we have been able to offer support to our youth organisations by way of Grants and send regular emails keeping everyone up to date with all the help that is available including outside funding, Covid updates etc.

Some of the Youth Organisations have struggled throughout this pandemic and have just started to find their feet after the summer. Some have not yet resumed due to lack of leaders and for the St John Ambulance lack of premises. (Their hall is being used for storage for NHS) Many of those who did resume activities had to adapt their working practices to comply with Covid restrictions and this has incurred additional costs for volunteer training and equipment. We have supported those who have applied for funding and would like to thank them for their concerted efforts in getting their organisations up and running, which has at times been very challenging and time consuming.

We as a committee recognise how vital it is to support these clubs and thus the mental health and wellbeing of young people. We will, with your help continue to support them in any and every way that we can. Many of their fund raising opportunities have been curtailed for some considerable time. It is imperative that we support these organisations so that they can support our young people.

To this end, in recognition of the difficulties the clubs have experienced we have suspended the annual £5 subscription and increased the Grant per organisation from £250 to £500 until the end of December. At our last meeting we also agreed to explore the possibility of sponsoring some young people who may be finding it financially challenging to attend a local club. We will work with schools and the clubs to identify young people who may benefit from this support. We would also like to encourage any youth organisations in the town who are not affiliated to the Youth Council to join us and benefit from the grants and information/connections we have.

Also attached is a list of 60+ Youth clubs/organisations/facilities we have in the town – these include our current members, not for profit, charities, National youth groups and private businesses. This is just a simple list for anyone who wants to know what is available to young people in the area – all clubs and up to date information can be found using a simple internet search of Google/Facebook which will bring up the suitable ages/venues/days/contact details etc.. Not all clubs have a specific youth section but will welcome young people with a parent/carer. Please feel free to add this list to your website and let us know of any clubs that you feel should be added.

We would like to take this opportunity to thank Saltash Town Council for their continued support which will undoubtedly prove vital when normal business is fully resumed.

Any queries/problems please do not hesitate to contact us.

Many thanks

Treasurer Saltash Town Youth Council.

SALTASH TOWN YOUTH COUNCIL

Saltash and District Group /organisations – ages/contact details
can all be found through Facebook or internet searches

****SCOUTS AND BROWNIES**

2ND SALTASH BEAVERS

2ND SALTASH CUBS

2ND SALTASH EXPLORER SCOUTS

RAINBOWS

BROWNIES

GUIDES

RANGERS

WATERSIDE SCOUTS AND D OF E

YOUTH CLUBS

****THE CORE**

****JUNKYARD SKATE PARK**

****LIVEWIRE YOUTH MUSIC PROJECT**

****WESLEY SHELL CLUB/YOUTH CLUB**

Fusion Youth Club – Baptist Church

****JUST BE YOU LGBTQ+ SUPPORT GRP @THE CORE**

SPORTS CLUBS

****SALTASH YOUTH RUGBY**

****SALTASH UNITED JUNIORS FOOTBALL CLUB**

Saltash Youth FC

Ladies/girls football @saltmill

Caradon Gig Club juniors

Tamar Canoe association

Zero Gravity Gymnastics and soft play

Zero Gravity Parent and toddler

Zero Gravity Trampolining

Zero Gravity parkour

Zero Gravity Teen Club

Ballare School of performing arts – acro classes

****SAILING CLUB CADETS**

6 aside football saltmill

****CARADON SWIMMING**

Ju jutso

Saltash Karate Club

Doryoku Ryu Karate Jutso

Tennis Club

****AMATUER BOXING**

St Stephens Cricket Club

Saltash Cricket with Callington

Indoor Climbing club - @the Core

Saltash Bowls Club

Ladies football – Saltmill

THEATRE/DRAMA/DANCE/MUSIC

Ballare School of performing arts

****ESSA DRAMA CLUB**

****PAGE 2 STAGE**

****SALTASH TOWN BAND YOUTH SECTION**

Geraldine Lamb Dance Ballet/tap
Geraldine Lamb musical Theatre
Geraldine Lamb Acrobatics
Geraldine Lamb speech and drama

ARTS AND CRAFTS/BOOKS

Craft Club @The Core

UNIFORMED ORGANISATIONS

Saltash Air Cadets
Saltash Army Cadets

****SALTASH MARITIME CADETS**

****SALTASH FIRE CADETS**

****ST JOHNS AMBULANCE BADGES**

****ST JOHN AMBULANCE CADETS**

NO SPECIFIC YOUTH SECTION BUT FAMILIES AND CHILDREN WELCOME WITH SUPERVISING ADULT

Saltash Library
Saltash Environmental Action group
Saltash Scrapstore Sewing and Crafts
Model club
Saltash Lions
Essa Cycling

NOT IN SALTASH BUT CLOSE

Sea Cadets – Plymouth and Torpoint
Liskeard Netball Club
Great Trethew Pony Club – nr Liskeard
Caradon Hockey Club
Table Tennis - Plymouth
Volunteer Police Cadets - Plymouth
Young Farmers - Landrake
Plymouth Fencing Club
Plymouth Archery club
Everyone active dive training - Plymouth
Liskeard Inclusive Badminton
Liskeard and Looe Hash Runners
Lidstone Library online book club
Surf Club - Tregonhawke beach

NO club but facilities

Adreneline Quarry karting – Menheniot
China Fleet Golf Driving Range – Saltash

Those highlighted in Yellow and/ or**are members of the Saltash Town Youth Council and have access to grants for projects and support for young people – check out our Facebook page for more information about joining us.

SALTASH TOWN YOUTH COUNCIL

Saltash Town Council

STYC Invoice 001/2021

DATE	DESCRIPTION	AMOUNT
02/10/2021	Award of Precept Funding to be distributed to Saltash and district Youth Groups and young individuals in accordance with the Constitution, Rules and aims of the Saltash Town Youth Council.	£4000.00
	SUBTOTAL	£4000.00
	TAX	£ NIL
	TOTAL	4000.00

<p>BACS Payments to: Saltash Town Youth Council</p>
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Saltash Team for Youth

Information

As an advisory working group for the Town Council, Saltash Team for Youth (STY) recognise they have no powers to make financial decisions or a budget therefore reporting recommendations to the Policy & Finance Committee.

STY agreed that due to the nature of the group and potentially working unsupervised with children and young adults, it would be necessary for STC Members to hold an Enhanced Disclosure & Barring Service (DBS) certificate. Two of the four Members of the STY hold an enhanced DBS certificate therefore two STC Members would be required to apply.

STY see the need to increase the budget for the tendering process for youth service provision in the town (it's remained stagnant for many years at £40k) and also to establish a new budget for publicity / events / consultations we hold in the future.

STY also identified play spaces as areas that need further consideration. STY discussed the possibility of mapping play space provision in the town and how each one is managed. For example, Summerfields in Essa Ward is in an overgrown state with no play facilities currently available. The land is owned by Cornwall County Council and a friends group of local residents has recently been set up to address the issues.

STY Recommendations

1. An increase to the existing budget code 6222 for the tendering of youth service provision by 25% for the year 2022/23 to £50k.

Budget code: 6222 PR Commissioning Youth Work.

Subject to approval, the increase of £10,000 be added to the precept for the year 2022-23.

2. Request to create a new budget code for publicity, events and consultations with an available budget of £1,500.00.

Subject to approval, a new budget code would be created and £1,500 added to the precept for the year 2022-23.

3. Request to create a new budget for commissioning a mapping of existing play space provision in the town to inform future needs with an available budget of £5,000.00.

Subject to approval, a new budget code would be created and £5,000 added to the precept for the year 2022-23.

4. DBS

Enhanced DBS Check costs: £40 per person

Administration Fee (Cornwall Council): £10 one off payment.

Total: £90.00

Budget Code: 6657 ST SNB Staff Recruitment Advertising

Budget Available: £2,751.00

End of report.

Saltash Team For Youth Terms of Reference

1. Aim

- *Saltash Team For Youth* exists to ensure the views and participation of young people is represented in the work of Saltash Town Council.

2. Outcomes

- Young people in Saltash are more involved, connected and can progress in the town where they live.
- Saltash Town Council's decision making is better informed due to young people's perspectives and involvement.
- The strategic priorities of Saltash Town Council increasingly consider their impact on young people, the next generation.

3. Governance and Membership

- Saltash Team For Youth is a working group of Saltash Town Council.
- It is an advisory group and as such has no executive powers. The group therefore makes recommendations to the Policy & Finance Committee, a committee of Saltash Town Council, who refer these recommendations for ratification at full council meetings where appropriate.
- Its membership comprises of four Saltash Town Council councillors and representatives from six youth organisations including young people themselves.
- The four Saltash Town Councillors on the group will be DBS checked.
- Membership is by invitation, is limited to ten people and meets for a minimum of six times each year.
- As a working group of Saltash Town Council, the group provides its own administration and elects a Chair for each meeting.
- Outside of the meetings, each member commits to carrying out duties to achieve the outcomes of Saltash Team For Youth. These will include visiting youth activities in the town and assisting in publicising future events.

4. Key Activities in 2021 / 22

- Assess and monitor the youth work tender process making any recommendations to the Policy & Finance Committee of Saltash Town Council.

- Refresh the current youth work tender criteria and specification document for implementation from April 2022.
- Agree recruitment strategy for recruiting representatives from youth organisations and young people to Saltash Team For Youth.
- Increase understanding of the issues facing young people, particularly those experiencing barriers in their lives as a result of poverty, poor mental health and wellbeing, special educational needs, disability and discrimination.
- Contribute to the 2022/23 precept budget setting process to ensure the inclusion of financial support for organisations working for and with young people.

Cllr Matt Griffiths
28/9/21