



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk
5 January 2022

Dear Councillor

I write to summon you to the **Meeting of the Policy and Finance Committee** to be held at the Guildhall on **Tuesday 11th January 2022 at 6.30 pm.**

All persons must wear a face covering unless medically exempt when entering the Guildhall building and in communal areas. Councillors can remove face covering once seated, members of the public and press are to continue wearing a face covering.

Prior to attending Town Council meetings please review the Guildhall Covid-19 Physical Face to Face Council Meetings Risk Assessment here: <https://modern.saltash.gov.uk/documents/s3207/Guildhall%20Covid-19%20Physical%20Face%20to%20Face%20Council%20Meetings%20Risk%20Assessment.pdf> .

We ask everyone to respect each other's space and to consider their own unique circumstances before attending Town Council meetings. Please do not attend if you feel unwell or tested positive for Covid-19.

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,

S Burrows
Acting Town Clerk
To:

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

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. Acting 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 Tuesday 9th November 2021 and the Extraordinary Policy and Finance Committee held on Wednesday 24th November 2021 as a true and correct record. (Pages 5 - 20)
6. All accounts and bank accounts reconciled up to 30th November 2021.
7. Petty cash reconciled up to 30th November 2021.
8. To receive a report on VAT. (Page 21)
9. To receive a report on investments. (Page 22)
10. 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.
11. To receive the current STC and Committee budget statements. (Pages 23 - 33)
12. To receive a report from the Finance Officer. (Page 34)
13. To receive a report to ratify the Cyber and Pontoon insurance. (Page 35)
14. Acting Town Clerks report on delegated authority to spend.
15. To consider Risk Management reports as may be received.

16. To consider Community Chest and Festival Fund applications:

a. Community Chest Fund: (Pages 36 - 122)

Application	Organisation	Amount Requested
CC253	Sue Hooper Charitable Foundation	£400 - £700
CC254	Forder CCA	£1,000
CC255	Saltash Amateur Boxing Club	£1,000

b. Festival Fund: None

17. To receive and consider recommending emergency Covid-19 amendments to the Scheme of Delegation. (Pages 123 - 128)

18. To receive and consider recommending to Full Council the appointment of a Building Surveyor to carry out an insurance valuation of the Council's asset portfolio. (Page 129)

(Pursuant to Property Maintenance Sub Com held on 6.10.21 minute nr. 8/20/21)

19. To approve the recommendation to appoint an IT Consultant to act on behalf of the Town Council. (Pages 130 - 138)

(Pursuant to P&F held on 9.11.21 minute nr.107/21/22)

20. To receive a report and consider recommending to Full Council a reduction to the quorum level for all Town Council Sub Committees. (Page 139)

21. To receive and consider recommending to Full Council the Awarding the Freedom of Saltash Policy. (Pages 140 - 148)

22. To receive and consider recommending to Full Council the Guildhall Covid-19 Physical Face to Face Town Council Meetings Risk Assessment. (Pages 149 - 164)

23. To consider extending the Mayors usage of the Guildhall to all Town Council premises for fundraising events.

24. To receive and consider the precept leaflet report and any associated expenditure. (Pages 165 - 166)

25. To consider reinstating the Town Council Annual Report. (Pages 167 - 170)

(Pursuant to P&F held on 09.11.2021 Minute no. 110/21/22)

26. To receive and note a report on Freedom of Information Requests. (Pages 171 - 172)

27. To receive reports from Working Groups and Outside Bodies:
- a. Neighbourhood Plan Steering Group
 - b. Saltash Team for Youth (Page 173)
 - c. Section 106 Panel: No Report.
28. 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.
29. To consider any items referred from the main part of the agenda.
30. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
31. To consider urgent non-financial items at the discretion of the Chairman.
32. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Tuesday 22 February 2022 at 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 9th November 2021 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, J Dent, S Gillies, M Griffiths, S Martin, S Miller (Chairman), J Peggs 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) and D Joyce (Administration Officer)

APOLOGIES: Councillors: G Challen, L Challen, S Lennox-Boyd, B Samuels, P Samuels and G Taylor.

88/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

89/21/22 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.

90/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

91/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 7TH SEPTEMBER 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 Yates and **RESOLVED** that the minutes of the Policy and Finance Committee held on 7th September 2021 were confirmed as a true and correct record.

92/21/22 ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 30TH SEPTEMBER 2021.

It was **RESOLVED** to note.

93/21/22 PETTY CASH RECONCILED UP TO 30TH SEPTEMBER 2021.

It was **RESOLVED** to note.

94/21/22 TO RECEIVE A REPORT ON PETTY CASH

It was proposed by Councillor Yates, seconded by Councillor Miller and resolved to **RECOMMEND** approval to Full Council to be held on 2nd December 2021 to write off the £20.00 discrepancy in the petty cash reconciliation at the end of September 2021.

95/21/22 TO RECEIVE A REPORT ON VAT.

It was **RESOLVED** to note.

96/21/22 TO RECEIVE A REPORT ON INVESTMENTS AND CONSIDER THE INVESTMENT THRESHOLD LIMIT.

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021 that the investment threshold limit for the Cornwall Council Instant Access Account is increased to £1,000,000 with the investment threshold remaining at £500,000 for all other accounts.

97/21/22 TO CONSIDER CCLA LOCAL AUTHORITIES PROPERTY FUND INVESTMENT SUITABILITY REPORT APPLICATION.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to defer and review further at the Policy and Finance Meeting to be held on 8th March 2022.

98/21/22 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.

99/21/22 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.

It was **RESOLVED** to note.

100/21/22 TO RECEIVE A REPORT FROM THE FINANCE OFFICER.

- a. CIL Planning Fund

It was **RESOLVED** to note.

- b. CIL 2020-21 Report

It was **RESOLVED** to note.

- c. Credit Limit on Store Credit Cards

It was proposed by Councillor Miller, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021 that the credit limit on store credit cards be increased from £1,000 to £2,000.

101/21/22 CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.

No report.

102/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

103/21/22 TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT

It was **RESOLVED** to note.

104/21/22 TO RECEIVE A REPORT ON INSURANCE

It was proposed by Councillor Miller, seconded by Councillor Gillies and **RESOLVED** to defer this item and review insurance requirements at the Policy and Finance meeting to be held in July 2022.

105/21/22 TO CONSIDER CARRYING OUT THE INSURANCE VALUATION PROCESS ON COUNCIL BUILDINGS

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to delegate authority to the Locum Town Clerk to obtain valuations for insurance purposes on all Town Council buildings, reporting back to the Policy and Finance Committee meeting to be held on 11th January 2022.

106/21/22 TO RECEIVE A REPORT AND CONSIDER APPOINTING A PHOTOCOPIER SUPPLIER.

It was proposed by Councillor Dent, seconded by Councillor Griffiths and resolved to **RECOMMEND** to Full Town Council to be held on 2nd December 2021 that Company B be appointed as the photocopier supplier at a cost of £2,409.16 per annum allocated to budget code 6303 PO Copier Maintenance on a five year contract commencing April 2022 to include:

Guildhall Reception:

Photocopier including booklet maker	£883.68 per annum
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Guildhall Top Office

Photocopier including internal multi position stapler:	£757.48 per annum
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A3 Desktop Printers

Town Clerk's Office and Longstone Depot:	£768.00 per annum
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107/21/22 TO RECEIVE AND REVIEW THE IT REPORT AND CONSIDER RE-APPOINTING AN IT CONSULTANT TO ACT ON BEHALF OF THE TOWN COUNCIL.

It was proposed by Councillor Martin, seconded by Councilor Peggs and **RESOLVED** to delegate authority to a Working Party comprising of Councillors Miller, Yates, Bickford, the Acting Town Clerk and the Administration Officer to review the IT report and appoint a company to provide IT services to the Town Council commencing April 2022 within the available budget and reporting back to the next available meeting of the Policy and Finance Committee.

108/21/22 TO RECEIVE A REPORT ON IT PROVISION FOR MEMBERS

It was proposed by Councillor Miller, seconded by Councillor Gillies and **RESOLVED** to approve the purchase of IT equipment for Members from the Town Council IT Consultant within budget allocated to EMF Computer Equipment Renewal subject to a further poll of Members to confirm requirements.

109/21/22 TO RECEIVE A REPORT ON UKGDPR/DATA PROTECTION

It was **RESOLVED** to note.

110/21/22 TO CONSIDER REINSTATING THE TOWN COUNCIL ANNUAL REPORT.

It was proposed by Councillor Miller, seconded by Councillor Gillies and **RESOLVED** to defer this item until the meeting of the Policy and Finance Committee to be held on 11th January 2022. Previous copies of the Annual Report will be circulated to all Members.

111/21/22 TO RECEIVE REPORTS FOR THE FOLLOWING AWARDED GRANT APPLICATIONS:

- a. Application CC250 - Coombe Woods Regeneration Project - £700 Awarded - Tree Identification Plaques

It was **RESOLVED** to note.

- b. Application FF100 - Saltash Royal British Legion - Annual Festival of Remembrance - Grant Returned

It was **RESOLVED** to note.

- c. Application FF101 - Saltash Regatta - £2,929.43 Awarded - Annual Regatta

It was **RESOLVED** to note.

- d. Application FF104 Tincombe Tea Party

It was **RESOLVED** to note.

112/21/22 TO RECEIVE, CONSIDER AND RECOMMEND AMENDMENTS TO THE FOLLOWING POLICIES TO THE NEXT FULL COUNCIL MEETING:

- a. Social Media Policy

It was proposed by Councillor Miller, seconded by Councillor Bullock and **RESOLVED** to refer the draft policy to the Communications and Engagement Working Party, reporting back to the Policy and Finance Committee.

113/21/22 TO RE-ESTABLISH AND SET SALTASH TOWN COUNCIL PRIORITY SETTING PROCESSES

It was proposed by Councillor Gillies, seconded by Councillor Peggs and **RESOLVED** to refer this item to the Town Centre Vision Sub Committee meeting to be held on 17th November 2021, reporting back to the Policy and Finance Committee.

**114/21/22 TO RECEIVE A REPORT FROM SALTASH TOWN YOUTH COUNCIL
AND REQUEST FOR ANNUAL GRANT FUNDING**

It was **RESOLVED** to note the report and that the request for the award of the annual grant be received at the meeting of the Extraordinary Policy and Finance Precept Committee meeting to be held on 24th November 2021.

115/21/22 SALTASH TEAM FOR YOUTH

- a. To receive and consider a finance report from Saltash Team for Youth and any recommendations.

It was **RESOLVED** to note the report.

It was proposed by Councillor Griffiths, seconded by Councillor Peggs and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Precept Committee meeting to be held on the 24th November 2021:

1. An increase of £10,000 to budget code 6222 PR Commissioning Youth Work for the year 2022-23
 2. To create a new budget code for publicity, events and consultations with an available budget of £1,500
 3. The mapping of existing play space provision by the Service Delivery Team to include information identified by Saltash Team for Youth
 4. Two enhanced DBS checks be undertaken at a cost of £40.00 per person plus a one off administration fee to Cornwall Council of £10.00 at a total cost of £90.00 allocated to budget code 6657 ST SNB Staff Recruitment Advertising.
- b. To receive and consider adopting Saltash Team for Youth Terms of Reference.

It was proposed by Councillor Miller, seconded by Councillor Peggs and **RESOLVED** to adopt the Saltash Team for Youth Terms of Reference subject to the removal of specific dates from the document.

116/21/22 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

a. Neighbourhood Plan Steering Group

Councillor Yates reported that there was no further update at this time.

It was **RESOLVED** to note.

b. Saltash Team For Youth

It was noted that this item was covered under minute number 119/21/22a.

c. Section 106 Panel

No report.

117/21/22 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.

118/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

119/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

120/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

121/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Wednesday 24 November 2021 at 6.30 pm

Rising at: 8.25 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Policy and Finance Committee held at the Guildhall on Wednesday 24th November 2021 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, J Dent, S Gillies, S Lennox-Boyd, S Miller (Chairman), J Peggs 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: M Griffiths, S Martin, B Samuels and P Samuels.

122/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

123/21/22 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.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left the Meeting
Dent	4b	Non-pecuniary	Chair, Saltash Heritage	Yes
Bullock	4b	Non-pecuniary	Member of Saltash Heritage	No

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

None.

**124/21/22 TO RECEIVE AND CONSIDER BUDGET/PRECEPT
RECOMMENDATIONS FROM TOWN COUNCIL COMMITTEES AND
SUB COMMITTEES:**

a. Personnel held on 28th September 2021 Minute nr 80/21/22 a1 to 2 and b1 to 7.

1. To withdraw the Administration/HR Assistant budget line for the year 2021-22.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to withdraw the Administration/HR Assistant budget line for the year 2021-22 and request that the Personnel Committee revisit this post.

2. To vire surplus from the Administration/HR Assistant budget 2021-22 of £27,886.46 to budgets P&F Staffing Contingency, salary uplift to the temporary Acting Town Clerk post and the interim Town Clerk post.

The Finance Officer reported that since the Personnel Meeting held on 28th September 2021 the staffing structure has changed and the figure to vire has been amended to £39,230.00

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to note the change and that following the reallocation of the P&F staffing budget salary uplift to the temporary Acting Town Clerk post, to vire £39,230.00 from P&F staffing costs 2021/22 to budget codes 6694 P&F Staffing Contingency and vire £20,000.00 to P&F Staffing budget costs 2022/23.

3. To vire surplus from the P&F Staffing budget 2021-22 of £12,895.00 to the P&F Staff Contingency budget for the year 2022-23 (allocated as per minute number 80/21/22a point 2 above).

This item was taken under minute number 124/21/22 a2 as above.

4. To vire surplus from the Service Delivery Staffing budget 2021- 22 of £24,643.00 to the Service Delivery Staff Contingency budget for the year 2022-23. To note; points one and two above will avoid an increase in the Precept for the year 2022-23.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to vire the surplus from the Service Delivery Staffing budget 2021- 22 of £24,643.00 to the Service Delivery Staff Contingency budget for the year 2022-23.

5. To increase the Library Staffing Contingency budget to £15,000.00 for the year 2022-23.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to increase the Library Staffing Contingency budget to £15,000.00 for the year 2022-23.

6. To withdraw the Casual Library Information Assistant budget line for the year 2022-23, there are no available funds to vire from this budget.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to withdraw the Casual Library Information Assistant budget line for the year 2022-23.

7. To increase the Personnel Committee EMF Legal Fees from £6,000.00 to £8,000.00 for the year 2022-23.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to increase the Personnel Committee EMF Legal Fees from £6,000.00 to £8,000.00 for the year 2022-23.

8. To increase the Personnel Committee Operating Expenditure by 2.5% CPI.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to increase the Personnel Committee Operating Expenditure by 2.5% CPI.

9. To set the Personnel Committee budget (as attached) for the year 2022-23.

This item was taken under minute number 125/21/22d.

- b. Extraordinary Services held on 3rd November 2021 Minute nr 63/21/22.

1. To approve Cornwall Council's proposal to withdraw all library fines and be recompensed a total of £975.00 by 2025.

It was **RESOLVED** to note.

2. To vire £21,500.00 from budget 6923 PWLB Loan Repayment and Interest to 6973 EMF Loan Repayment and precept a further £1,500.00 for the estimated repayment of £23,000.00 per year;

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to vire £21,500.00 from budget 6923 PWLB Loan Repayment and Interest to 6973 EMF Loan Repayment and precept a further £1,500.00 for the estimated repayment of £23,000.00 per year.

3. To increase the Services Committee Operating Expenditure by 2.5% CPI.

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to increase the Services Committee Operating Expenditure by 2.5% CPI.

4. To set the Services Committee budgets (as attached) for the year 2022/23.

This item was taken under minute number 125/21/22d.

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

Councillor Bullock declared an interest in the next item but remained in the meeting and did not vote.

5. The Heritage Museum budget requirements were referred to the Extraordinary Policy and Finance Committee meeting to be held on the 24th November 2021 due to Cllrs Dent and Bullock declaring an interest leaving the meeting inquorate;

It was proposed by Councillor Yates, seconded by Councillor Peggs and **RESOLVED** to add £5,000.00 to EMF Heritage Centre for roof repairs.

Councillor Dent was invited and returned to the meeting.

6. The request to precept £10,000.00 for the station canopy works was deferred until further information can be provided by the Chairman of the Station Property Sub Committee Councillor Bickford;

Councillor Bickford informed the meeting that following a review of the Station Building budget with the Finance Officer he wished to withdraw the request to precept £10,000.00 for the station canopy.

It was **RESOLVED** to note.

7. To increase the allotment fees and charges at Churchtown only by £10 and Fairmead only by £5 for the year 2023/24.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to increase the allotment fees and charges at Churchtown only by £10 and Fairmead only by £5 for the year 2023/24.

8. To set the Fees and Charges (as attached) for the year 2022/23.

This item was taken under minute number 125/21/22b.

- c. Policy and Finance held on 9th November 2021 Minute nr 115/21/22 a1 to a4.

1. To increase by £10,000.00 budget code 6222 PR Commissioning Youth Work for the year 2022-23;

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to increase by £10,000.00 budget code 6222 PF Commissioning Youth Work for the year 2022-23.

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

It was proposed by Councillor Miller, seconded by Councillor Peggs and **RESOLVED** to create a new budget code for publicity, events and consultations with an available budget of £1,500.00

3. The mapping of existing play space provision by the Service Delivery Team to include information identified by Saltash Team for Youth;

It was **RESOLVED** to note.

4. Two enhanced DBS checks be undertaken at a cost of £40.00 per person plus a one off administration fee to Cornwall Council of £10.00 at a total cost of £90.00 allocated to budget code 6657 ST SNB Staff Recruitment Advertising.

It was **RESOLVED** to note.

125/21/22 FINANCE:

- a. To set the Policy and Finance budgets for the year 2022/23.

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021 the Policy and Finance budgets (as attached) for the year 2022/23.

- b. To set the fees and charges for the year 2022/23.

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021 the Policy and Finance fees and charges (as attached) for the year 2022/23.

- c. To set the level of contingency for the year 2022/23.

It was proposed by Councillor Miller, seconded by Councillor Bickford and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021 a 5.5 month level of statutory contingency for the year 2022/23.

- d. To recommend to Full Council the budgets for the year 2022/23.

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021 the budgets (as attached) for the year 2022/23.

- e. To recommend to Full Council the fees and charges for the year 2022/23.

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021 the fees and charges (as attached) for the year 2022/23.

The Chairman called for a short recess prior to the next item and the meeting reconvened at 8.00p.m.

- f. To recommend to Full Council the Precept for 2022/23.

It was proposed by Councillor Miller, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021 the 2022/23 Precept of £1,255,690.00

DATE OF NEXT MEETING

Tuesday 11 January 2022 at 6.30 pm

Rising at: 8.18 pm

Signed: _____
Chairman

Dated: _____

Agenda Item 8

To receive a report on VAT.

The next VAT return is due on the 7th February for the period 01/09/21-31/12/21

To receive a report on investments.

- £200,000 with Public Sector Deposit Fund (Variable Interest Current Average 0.04%)
- £327,570 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 0.60%-0.67%)

Saltash Town Council Summary Budget Report 2021-22
Saltash Town Council
As at 31st December 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	16,869	(1,869)	
Burial Board Income	14,538	0	0	8,050	6,249	1,801	
P&F Income	5,780	0	0	4,024	1,979	2,045	
Guildhall Income	13,985	0	0	5,355	1,458	3,897	
Library Income	664	0	0	4,920	490	4,430	
Maurice Huggins Income	0	0	0	0	195	(195)	
Station Income	0	0	0	3,750	1,708	2,042	
Service Delivery Income	10,652	0	0	20,450	15,548	4,902	
Total Total Operating Income	69,802	0	0	61,549	44,496	17,053	
Total Operating Income	69,802	0	0	61,549	44,496	17,053	
Operating Expenditure							
Operating Expenditure							
Burial Authority Expenditure	23,401	0	0	24,760	11,397	13,363	
Burial Authority Staffing Expenditure	11,275	0	0	10,548	5,549	4,999	
Burial Board Expenditure	3,084	0	0	6,284	1,499	4,785	
Burial Board Staffing Expenditure	26,297	0	0	24,613	12,947	11,666	
P&F Expenditure	134,736	0	19,900	163,327	92,663	90,564	
P&F Staffing Expenditure	300,411	0	(39,230)	354,437	238,348	76,859	
Guildhall Expenditure	19,960	0	0	26,733	16,416	10,317	
Guildhall Staffing Expenses	26,148	0	0	23,833	17,264	6,569	
Library Expenditure	25,613	0	(21,500)	55,134	21,766	11,868	
Library Staffing Expenses	84,837	0	20,691	98,312	80,682	38,321	
Maurice Huggins Expenses	21	0	0	0	896	(896)	
Station Expenditure	4,846	0	0	16,005	7,842	8,163	
Station Staffing Expenses	0	0	7,000	1,250	0	8,250	
Service Delivery Expenditure	72,221	0	0	74,483	35,588	38,895	
Service Delivery Staffing Expenditure	120,264	0	5,357	207,407	142,014	70,750	
Personnel Expenditure	3,562	0	0	10,613	6,435	4,178	
Total Operating Expenditure	856,678	0	(7,782)	1,097,739	691,305	398,652	
Total Operating Expenditure	856,678	0	(7,782)	1,097,739	691,305	398,652	
Total Operating Surplus/ (Deficit)	(786,875)	0	7,782	(1,036,190)	(646,809)	(381,599)	
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	39,040	37,000	5,849	205,416	
Guildhall EMF Expenditure	3,916	34,433	0	16,160	0	50,593	
Library EMF Expenditure	11,881	65,146	9,403	34,000	16,760	91,789	
Maurice Huggins EMF Expenditure	394	2,606	0	0	0	2,606	
Station EMF Expenditure	143,272	96,273	44,439	20,000	46,466	114,246	
Service Delivery EMF Expenditure	145,021	103,764	(5,357)	49,000	32,042	115,365	
Personnel EMF Expenditure	0	6,000	0	0	0	6,000	
Total EMF Expenditure	326,768	468,500	87,525	166,160	101,611	620,574	
Total Overall Expenditure (Operational & EMF)	1,183,445	468,500	79,743	1,263,899	792,915	1,019,227	
Total Overall Budget Surplus/ Defecit	(1,113,643)	(468,500)	(79,743)	(1,202,350)	(748,420)	(1,002,173)	

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 31st December 2021

Account	Actual Received/S pend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds To Receive/ Available to Date 2021/22	Notes
Operating Income							
Burial Authority Income							
4612 BA Cemetery Fees (Churchtown)	24,183	0	0	15,000	16,869	(1,869)	
Total Burial Authority Income	24,183	0	0	15,000	16,869	(1,869)	
Total Operating Income	24,183	0	0	15,000	16,869	(1,869)	
Operating Expenditure							
Burial Authority Expenditure							
6000 BA Petrol	99	0	0	250	120	130	
6001 BA Machinery Maintenance Costs	317	0	0	450	38	412	
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	11,397	13,363	
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	5,515	4,570	
Total Burial Authority Staffing Expenditure	11,275	0	0	10,548	5,549	4,999	
Total Operating Expenditure	34,676	0	0	35,308	16,946	18,362	
Total Burial Authority Operating Expenditure	34,676	0	0	35,308	16,946	18,362	
Total Burial Authority Operating Surplus/ (Deficit)	(10,493)	0	0	(20,308)	(77)	(20,231)	
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	(5,000)	10,000	0	14,967	
6073 BA EMF Memorial Garden	548	2,498	5,000	0	494	7,004	
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	17,439	49,202	
Total Burial Authority Budget Surplus/ Deficit	(12,620)	(21,333)	0	(30,308)	(570)	(51,071)	

Notes

To/From Reserves & Budget Virements 2021/22

1. Transfer of EMFs £5,000 from EMF 6071 Replace Machinery & Equipment to EMF 6073 Memorial Garden

Joint Burial Board Committee - Burial Board Budget
Saltash Town Council
As at 31st December 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	5,688	1,812	
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	6,249	1,801	
Total Burial Board Operating Income	14,538	0	0	8,050	6,249	1,801	
Burial Board Operating Expenditure							
Burial Board Expenditure							
6100 BB Petrol	232	0	0	350	279	71	
6101 BB Machinery Maintenance Costs	620	0	0	1,184	281	903	
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	225	3,006	
Total Burial Board Expenditure	3,084	0	0	6,284	1,499	4,785	
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	12,868	10,664	
Total Burial Board Staffing Expenditure	26,297	0	0	24,613	12,947	11,666	
Total Burial Board Operating Expenditure	29,381	0	0	30,897	14,446	16,451	
Total Burial Board Operating Expenditure	29,381	0	0	30,897	14,446	16,451	
Total Burial Board Operating Surplus/ (Deficit)	(14,843)	0	0	(22,847)	(8,197)	(14,650)	
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	14,446	20,171	
Total Burial Board Budget Surplus/Deficit	(14,843)	(3,720)	0	(22,847)	(8,197)	(18,370)	

Policy & Finance (P&F) Committee - P & F Budget
Saltash Town Council
As at 31st December 2021

Account	Actual Received/S pend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds To Receive/ Available to Date 2021/22	Notes
P&F Operating Income							
P&F Income							
4901 PF Bank Interest Received	5,611	0	0	4,024	1,962	2,062	
4908 PF Misc Income	170	0	0	0	17	(17)	
Total P&F Income	5,780	0	0	4,024	1,979	2,045	
Total P&F Operating Income	5,780	0	0	4,024	1,979	2,045	
P & F Operating Expenditure							
P&F Expenditure							
6200 PF Bank Charges (6200)	735	0	0	1,081	542	539	
6201 PF Audit (6201)	2,500	0	0	3,366	600	2,766	
6202 PF Civic Occasions (including Road Closures) (6202)	1,415	0	0	2,500	1,013	1,487	
6203 PF Mayors' Allowance	4,809	0	0	4,838	3,387	1,451	
6204 PF Councillors' Allowance	2,556	0	0	3,434	0	3,434	
6205 PF Insurance	12,413	0	0	22,000	19,701	2,299	
6206 PF Youth Council (6206)	3,000	0	0	4,000	4,000	0	
6208 PF Subscriptions (6208)	3,891	0	0	11,500	11,944	(444)	
6210 PF Community Chest (6210)	5,600	0	0	15,000	1,570	13,430	
6211 PF Website Maintenance (6211)	633	0	0	570	490	80	
6213 PF Councillor Training & Expenses (6213)	735	0	0	2,675	2,080	595	
6214 PF Health & Safety (6214)	5,884	0	1,900	5,644	7,285	259	
6215 PF Annual Report	0	0	0	450	0	450	
6216 PF Miscellaneous	0	0	0	100	0	100	
6217 PF Data Protection (6217)	55	0	0	100	55	45	
6219 PF Covid 19 H&S Materials & Equipment	13,413	0	0	2,500	3,043	(543)	
6220 PF Festival Fund & Event Expenditure	0	0	15,000	0	5,555	9,445	
6221 PF Town Messenger (6221)	3,957	0	0	4,308	1,800	2,508	
6222 PF Commissioning Youth Work (6222)	40,000	0	3,000	40,000	11,000	32,000	
6224 PF Professional Costs	848	0	0	2,000	758	1,242	
6225 PF Neighbourhood Plan	2,604	0	0	5,030	2,046	2,984	
6226 PF Town Vision Sub Committee	0	0	0	0	0	0	
6502 PF Civic Christmas Event	0	0	0	526	0	526	
6513 PF Twinning	0	0	0	116	0	116	
6514 PF Town Leaflets/ Reprinting	0	0	0	526	0	526	
6516 PF Road Safety Grant	0	0	0	210	0	210	
P&F IT/Office Costs	25,547	0	0	30,853	15,773	15,080	
6417 PF Belle Vue Office Costs	4,142	0	0	0	0	0	
5500 Bad Debt Expense	0	0	0	0	20	(20)	
Total P&F Expenditure	134,736	0	19,900	163,327	92,663	90,564	
P&F Staffing Expenditure							
6652 ST P&F Employers Pension - Monthly Fee	5,300	0	0	5,300	3,978	1,322	
6659 ST P&F Town Sergeant & Mace Bearer Fees	150	0	0	773	343	430	
6661 ST P&F Finance Consultancy Fees	1,325	0	0	3,000	650	2,350	
P&F Staffing Expenses	719	0	0	2,354	628	1,726	
6656 ST P&F Staff Training	3,485	0	0	4,024	(1,365)	5,389	
P&F Staffing Costs	289,432	0	(39,230)	338,986	234,113	65,643	
Total P&F Staffing Expenditure	300,411	0	(39,230)	354,437	238,348	76,859	
Total P & F Operating Expenditure	435,148	0	(19,330)	517,764	331,011	167,423	
Total P & F Operating Expenditure	435,148	0	(19,330)	517,764	331,011	167,423	
Total P&F Operating Surplus/ (Deficit)	(429,368)	0	19,330	(513,740)	(329,032)	(165,378)	
P&F EMF Expenditure							
6270 PF EMF Crime Reduction	0	36,950	0	0	0	36,950	
6271 PF EMF Election	0	29,760	0	5,000	0	34,760	
6272 PF EMF Robes & Civic Regalia	0	2,000	0	0	0	2,000	
6273 PF EMF Legal Fees	0	7,598	0	0	0	7,598	
6274 PF EMF Internet Redevelopment	6,125	3,400	0	2,000	0	5,400	
6275 PF EMF Neighbourhood Plan	915	1,772	0	0	0	1,772	
6277 EMF Expenditure transferred to 21/22	0	25,000	(25,000)	0	0	0	
6278 EMF CIL Planning Income	0	0	2,810	0	0	2,810	
6279 EMF Restart Business Support Gant	0	0	12,000	0	0	12,000	
6280 PF EMF Town Vision	0	0	10,000	0	0	10,000	
6370 PF EMF Computer Equipment Renewal	0	7,046	0	15,000	0	22,046	
6694 ST PF EMF Staff Contingency (P&F)	13,117	21,699	39,230	15,000	5,849	70,080	
Total P&F EMF Expenditure	20,157	135,225	39,040	37,000	5,849	205,416	
Total P&F Expenditure (Operational & EMF)	455,305	135,225	19,710	554,764	336,860	372,839	
Total P&F Budget Surplus/ (Deficit)	(449,525)	(135,225)	(19,710)	(550,740)	(334,881)	(370,794)	

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.
6. £10,000 6226 Town Vision now an EMF code 6280
7. £39,230 vired from Staffing Costs to 6694 EMF P&F Staffing Contingency. £20,000 to go against P&F Staffing costs 2022-23

Services Committee - Guildhall Budget
Saltash Town Council
Ast at 31st December 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	1,387	3,713	
4201 GH Income - Guildhall Refreshments	0	0	0	130	71	59	
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	1,458	3,897	
Total Guildhall Operating Income	13,985	0	0	5,355	1,458	3,897	
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	702	1,298	
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	835	165	
6409 GH Boiler Service & Maintenance	609	0	0	1,006	195	811	
6410 GH General Repairs & Maintenance	1,154	0	0	2,515	1,100	1,415	
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	29	161	
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	245	198	
Total Guildhall Expenditure	19,960	0	0	26,733	16,416	10,317	
Guildhall Staffing Expenditure							
Guildhall Staffing Expenses	27	0	0	402	85	317	
6678 ST GH Staff Training (Guildhall)	0	0	0	500	50	450	
Guildhall Staffing Costs	26,121	0	0	22,931	17,129	5,802	
Total Guildhall Staffing Expenditure	26,148	0	0	23,833	17,264	6,569	
Total Operating Expenditure	46,108	0	0	50,566	33,679	16,887	
Total Guildhall Operating Expenditure	46,108	0	0	50,566	33,679	16,887	
Total Guildhall Operating Surplus/ Deficit	(32,123)	0	0	(45,211)	(32,221)	(12,990)	
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	33,679	67,480	
Total Guildhall Budget Surplus/ (Deficit)	(36,039)	(34,433)	0	(61,371)	(32,221)	(63,583)	

Services Committee - Library Budget
Saltash Town Council
As at 31st December 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	143	425	
4518 LI Library - Photocopying Fees	0	0	0	566	152	414	
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	490	4,430	
Total Library Operating Income	664	0	0	4,920	490	4,430	
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	399	1,331	
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	490	1,153	
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	(252)	252	0	0	
6914 LI Replace Equipment - Library	979	0	0	1,026	168	858	
6918 LI Professional Fees (Private Contractors)	945	0	0	1,006	0	1,006	
6920 LI Legionella Risk Assessment - Library	280	0	0	516	280	236	
6921 LI IT & Office Costs - Library	4,118	0	0	5,131	3,480	1,651	
6922 LI Library Activities	575	0	252	1,400	1,255	397	
6923 LI PWLB Loan Repayment & Interest	0	0	(21,500)	21,500	0	0	
Total Library Expenditure	25,613	0	(21,500)	55,134	21,766	11,868	
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	80,518	35,076	
Total Library Staffing Expenditure	84,837	0	20,691	98,312	80,682	38,321	
Total Operating Expenditure	110,450	0	(809)	153,446	102,448	50,189	
Total Library Operating Expenditure	110,450	0	(809)	153,446	102,448	50,189	
Total Library Operating Surplus/ Deficit	(109,786)	0	809	(148,526)	(101,958)	(45,759)	
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	16,760	15,157	
6973 LI EMF Loan Repayments	0	23,000	21,500	0	0	44,500	
6698 ST LI EMF Staff Contingency (Library)	0	15,941	(12,097)	0	0	3,844	
Total Library EMF Expenditure	11,881	65,146	9,403	34,000	16,760	91,789	
Total Library Expenditure (Operational & EMF)	122,331	65,146	8,594	187,446	119,208	141,978	
Total Library Budget Surplus/ (Deficit)	(121,667)	(65,146)	(8,594)	(182,526)	(118,719)	(137,547)	

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
3. £252 vired from 6913 Refreshment costs to 6922 Library Activities
4. £21,500 vired from 6923 PWLB Loan Repayment to 6973 EMF Loan Repayments for 2022/23 Loan Repayment

Services Committee - Maurice Huggins Budget
Saltash Town Council
As at 31st December 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	195	(195)	
Total Maurice Huggins Income	0	0	0	0	195	(195)	
Total Maurice Huggins Operating Income	0	0	0	0	195	(195)	
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	
7008 MA Cleaning Materials & Equipment - Maurice Huggins	0	0	0	0	49	(49)	
7010 MA General Repairs & Maintenance - Maurice Huggins	0	0	0	0	45	(45)	
7020 MA Legionella Risk Assessment - Maurice Huggins	280	0	0	0	280	(280)	
Total Maurice Huggins Expenditure	21	0	0	0	896	(896)	
Total Maurice Huggins Operating Expenditure	21	0	0	0	896	(896)	
Total Maurice Huggins Operating Surplus/ (Deficit)	(21)	0	0	0	(701)	701	
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	896	1,710	
Total Maurice Huggins Budget Surplus/ (Deficit)	(415)	(2,606)	0	0	(701)	(1,905)	

Notes

To/From Reserves & Budget Virements 2021/22

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

Services Committee - Isambard House (Station Building) Budget
Saltash Town Council
As at 31st December 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/Spen d 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	1,708	(458)	
4302 SA Isambard - Refreshment Income	0	0	0	2,500	0	2,500	
Total Isambard House Income	0	0	0	3,750	1,708	2,042	
Total Isambard House Operating Income	0	0	0	3,750	1,708	2,042	
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	1,496	4	
6810 SA General Repairs & Maintenance - Isambard House	300	0	0	500	152	348	
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	400	(295)	
6814 SA Replace Equipment - Isambard House	81	0	0	965	887	78	
6818 SA Professional Costs - Isambard House	250	0	0	1,026	250	776	
Total Isambard House Expenditure	4,846	0	0	16,005	7,842	8,163	
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	7,842	16,413	
Total Isambard House Operating Expenditure	4,846	0	7,000	17,255	7,842	16,413	
Total Isambard House Operating Surplus/ (Deficit)	(4,846)	0	(7,000)	(13,505)	(6,134)	(14,371)	
Isambard House EMF Expenditure							
6473 SA EMF Station Building (Purchase & Capital Works)	143,272	82,273	51,439	0	40,256	93,456	
6870 SA EMF Isambard House	0	5,000	0	20,000	6,210	18,790	
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	44,439	20,000	46,466	114,246	
Total Isambard House Expenditure (Operational & EMF)	148,118	96,273	51,439	37,255	54,308	130,659	
Total Isambard House Budget Surplus/ (Deficit)	(148,118)	(96,273)	(51,439)	(33,505)	(52,600)	(128,617)	

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 6473 Income received from S106 External Funding for Refurbishment Works
3. £35,000 EMF 6473 Funding received towards the Station Building Fencing

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	3,287	(287)	
4510 SE Public Footpath Grant	1,223	0	0	1,240	1,526	(286)	
4512 SE Misc Income Grounds & Premises	96	0	0	0	39	(39)	
4523 SE Service Delivery Income - Seagull Bags	677	0	0	1,710	1,116	594	
Total Grounds & Premises Income	4,507	0	0	5,950	5,968	(18)	
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	1,312	1,688	
4530 SE Waterfront Income - Dinghy 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	9,580	4,920	
Total Service Delivery Income	10,652	0	0	20,450	15,548	4,902	
Total Service Delivery Operating Income	10,652	0	0	20,450	15,548	4,902	
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	3,539	4,961	
6508 SE Public Toilets (Operational Costs)	6,403	0	0	4,000	2,129	1,871	
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	1,147	(147)	
6526 SE Tools, Equipment & Materials (Store & All Are	5,595	0	0	4,000	2,173	1,827	
6529 G&P Refuse Disposal	3,706	0	0	5,030	3,565	1,465	
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	235	166	
7103 LO Electricity - Longstone	574	0	0	1,893	57	1,836	
7104 LO Fire & Security Alarm - Longstone	265	0	0	895	884	11	
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	157	576	
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	951	55	
6419 GH Longstone Depot	495	0	0	0	(2,000)	2,000	
Total Longstone Expenditure	5,724	0	0	13,132	3,625	9,507	
Total Grounds & Premises Expenditure	52,410	0	0	40,752	17,227	23,525	
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	119	81	
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	923	(23)	
6519 SE Flags & Bunting	1,831	0	0	3,078	2,494	584	
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	6,002	1,998	
6527 SE Salt Bins Refill	629	0	0	1,006	521	485	
6528 SE Pontoon Accommodation	1,776	0	0	10,563	4,365	6,198	
6530 SE Contract Expenditure	0	0	0	1,006	0	1,006	
Total Town & Waterfront Expenditure	19,811	0	0	33,731	18,361	15,370	
Total Service Delivery Expenditure	72,221	0	0	74,483	35,588	38,895	
Service Delivery Staffing Expenditure							
Service Delivery Staffing Expenses	2,779	0	0	4,829	4,186	643	
6676 ST Services Delivery Staff Training	3,668	0	0	7,500	1,079	6,421	
Service Delivery Staffing Costs	113,817	0	5,357	195,078	136,749	63,686	
Total Service Delivery Staffing Expenditure	120,264	0	5,357	207,407	142,014	70,750	
5190 Saltash Revitalisation Grant - Expenditure	0	0	0	0	6,046	(6,046)	
Total Operating Expenditure	192,486	0	5,357	281,890	183,647	103,600	
Total Service Delivery Operating Expenditure	192,486	0	5,357	281,890	177,601	109,646	
Total Service Delivery Operating Surplus/ (Deficit)	(181,834)	0	(5,357)	(261,440)	(162,053)	(104,744)	

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	1,249	29,560	
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	1,345	45,020	
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	1,167	9,415	
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	(5,357)	0	25,912	23,327
Total Town & Waterfront EMF Expenditure	145,021	71,399	(5,357)	35,000	30,697	70,345
Total Service Delivery EMF Expenditure	145,021	103,764	(5,357)	49,000	32,042	115,365
Total Service Delivery Expenditure (Operational & E	337,507	103,764	0	330,890	209,643	225,011
Total Service Delivery Budget Surplus/ (Deficit)	(326,855)	(103,764)	0	(310,440)	(194,095)	(220,109)

Notes

To/From Reserves & Budget Virements 2021/22

- 1. £30,000 vired from 7000 EMF Service Delivery Staff Contingency to Service Delivery Staffing Costs
- 2. Adjustment to point 1. £24,643 to be vired back from Service Delivery Staffing Costs to 7000 Service Delivery Staffing Contingency to cover Agency Fees. Amount difference in point 1&2 is £5,357.

Personnel Committee - Personnel Budget
Saltash Town Council
As at 31st December 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	25	1,475	
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	2,156	752	
Total Personnel Expenditure	3,562	0	0	10,613	6,435	4,178	
Total Personnel Operating Expenditure	3,562	0	0	10,613	6,435	4,178	
Total Personnel Operating Surplus/ (Deficit)	(3,562)	0	0	(10,613)	(6,435)	(4,178)	
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	6,435	10,178	
Total Personnel Budget Surplus/ (Deficit)	(3,562)	(6,000)	0	(10,613)	(6,435)	(10,178)	

Finance Officer's Report - Virements – 2021-22 Budgets

P&F Budget	Amount	From
1) 6211 Website Maintenance Maintenance	£500	6274 EMF Website

Reason: Due to an increase in website usage by the Library and updates to web-pages for certain civic events.

2) 6219 Covid 19 H&S Budget	£1,000	General Reserves
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Reason: Purchase of desk screens for staff desks.

Personnel Budget

1) 6654 Staff Welfare	£500	General Reserves
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Reason: Essential vaccinations for new members of Service Delivery staff

Insurance Renewals

1) Cyber Insurance Policy

Zurich no longer offers Cyber Insurance cover. Therefore, I obtained quotes from other insurers who were only able to provide liability cover for £250,000 instead of the £500,000 which we had with Zurich.

Under delegated authority this was authorised to go ahead with the policy with the above liability cover which is the maximum cover with BHIB at a cost of £299.99 from the 20th November 2021 for a year.

2) Pontoon Structure Insurance Renewal Policy

There is limited number of insurers who will insure the pontoon structure because of the marine specialist field. Therefore, the policy we had through WPS brokers was the most cost effective policy with an increase of £123 compared to last year.

Under delegated authority this was agreed to be renewed through WPS brokers at a cost of £2,108 from the 14th December 2021 for another year.

7 Saltash Town Council



Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest

☐ Grant

☐

DATE APPLICATION SUBMITTED:

22nd November 2021

Contact Name:	Kenneth Martin
Position:	Trustee
Organisation:	Sue Hooper Charitable Foundation
Contact Address:	
Telephone Number:	██████████
E-mail:	████████████████████
Status of Organization:	Registered Charity
Charity/Company number (if applicable)	Charity No: 1083647 Company No:

What geographical area does your organization cover?	Saltash PL12
How long has your organization been in existence?	21 years

Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.

1. Organisation Background

Have you applied for a grant from Saltash Town Council within the last <u>5</u> Years? (Please list – continue on a separate sheet if necessary)	Date Applied	Project	Amount Applied for	Successful Y/N
	2018	“Blood Red Rose” A community musical and theatre project and community performances to celebrate 100 years of Votes for Women	£1,000	yes

Please list the aims and objectives of your organization	To administer funds, for further education and skills, practical support and advice to individuals and groups in their studies and advancement in all disciplines of the performing arts, and to platform where and when possible such skills in performance opportunities at all levels
What are the main activities of your organization?	To promote, improve, develop and maintain interest and education in, and appreciation and enjoyment of the performing arts and musical education in all their disciplines

	Yes / No or N/A
Are you part of a religious group?	No
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	N/A
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	N/A
If application is from an education, health or social service establishment – do you work in partnership with other groups?	N/A
If application is from an education, health or social service establishment – is project in addition to statutory services?	N/A

2. Your project

Project	Start Date	31 / 1 / 2022
	Finish Date	30 / 06 / 2022

	Total Cost	£ 600 - 900
	Grant Applied For	£ 400-700

Project title:	Restoration and upgrading of Saltash Community baby grand piano, which has been made available by the Sue Hooper Charitable Foundation that owns the piano. This is the first such restoration since the piano was placed in the Guildhall. The Trust is unsure how long the restoration will take as the technician has said that he has to order the parts from overseas, this has been reflected in the project dates
	Please see written estimate for piano specialist
Where will the project/activity take place?	Piano workshop in Yelverton, Devon

Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	<p>The grand piano is sitting in the long room of the Saltash Guildhall, and over the years has been used for charitable community piano recitals, concerts, charitable fund raising events and Saltash Town Council use when appropriate and relevant. STC use has been for civic events over many years, and for the benefit of hirers of the guildhall.</p> <p>When the long room has been used for musical and civic events there potentially would be over 100 in each audience, therefore, over the years many hundreds of people would benefit. The current piano replaced the STC piano, as it was grander and more aesthetic to an historic setting. It is very possible that the STC previous piano which was an upright and not a baby grand, would by now possibly need restoration and repairs over its years of use. Please take into account that Covid-19 had closed buildings for public use.</p>
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What evidence do you have that this project is required? (This might be survey work or statistical evidence)	The professional piano specialist has given written and verbal advice as to the work needed to the piano as his letter indicates (see copy provided)
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)	The Saltash community have always supported musical events that have been organised for their enjoyment. Often by the Sue Hooper Charitable Foundation. Covid-19 had sadly put a hold on such planned charitable events. Local audience want to come back to concerts and staged piano, stringed and orchestral recitals and performances. Saltash Guildhall has staged renowned local and national pianist over the years and people are really looking forward to coming back to such a beautiful and atmospheric venue with a lovely baby grand piano too!
How will the project be managed and how will you measure its success?	Saltash Town Council already facilitates the piano specialist, who also tunes the piano, and as the grand piano is on site, the SHCF can easily manage and oversee the works as is deemed suitable and appropriate and in association with the requirements of STC
Please give the timescale and key milestones for your project, including a start date and finish date.	The piano specialist has indicated that from start to finish could take approx. 3 -4 months depending on the delivery of parts that are needed There will be no payment until the work has been completed. The specialist is UK renowned as a professional in his field. The payment to the piano technician if agreed could stay in the STC accounts system until such works are completed and invoiced, whatever is deemed most appropriate.

What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)	N/A
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3. How you will pay for your project.

What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	Please see letter and works to be undertaken attached
How will you promote STC once application and project are complete?	Through the Trust own webpage, press, and Facebook community pages.

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

Organization	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Sue Hooper Charitable Foundation contribution	£200		agreed

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

	Enclosed (please tick)
A copy of your organization's most recent bank statements (mandatory)	attached
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	N/A
A letter head showing the organization's address and contact details	attached
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)	attached
A copy of your organization's latest set of accounting statements (if any exist)	attached
Copies of any letters of support for your project	attached
If your organization has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council	(see attached)
Other (please list)	N/A

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

5. Declaration by the applicant

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

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

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

I/we accept the following:

- (i) that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
- (ii) that any grant offered will be used only for the purposes set out in this application;
- (iii) that we will provide reports on progress at the request of the Town Council;
- (iv) the support of the Town Council will be publicised;

- (v) that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.

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

Signed:	Ken Martin		
Print Name(s):	Ken Martin		
Position(s):	Trustee		
Date:	22 nd November 2021		

THIS DECLARATION OF TRUST made the 31st day of July

2000 BY SUSAN ELIZABETH HOOPER of

Saltash Cornwall PETER CHARLES DURBIN of

Drive Saltash Cornwall HELEN CYNTHIA JANE WHITE of the

Alexandra Road Mutley Plymouth PL4 7EE JANET BREED of

Saltash PL12 4BW and MARGARET FLORENCE RAWLE of

Stoke Plymouth ("the First Trustees who together with the future Trustees or Trustees of this Deed are referred to as the Trustees")

WHEREAS the First Trustees hold the sum of Ten pounds (£10.00) on the trusts declared in this Deed and it is contemplated that further money or assets may be paid or transferred to the Trustees upon the same trust

NOW THIS DEED WITNESSES AS FOLLOWS:-

1. ADMINISTRATION

The charitable trust constituted by this Deed ("the Charity") and its property ("the Trust Fund") shall be administered and managed by the Trustees under the name of THE SUE HOOPER CHARITABLE FOUNDATION or by such other name as the Trustees from time to time decide with the approval of the Charity Commissioners for England and Wales ("the Commissioners")

2. OBJECTS

The Trustees shall hold the Trust Fund and its income upon trust to apply them for the following objects ("the objects") in the area of Saltash in the County of Cornwall ("the area of benefit") which are to promote improve develop and maintain public education in and appreciation of the art and science of music drama and the performing arts in all their aspects within the area of benefit by the presentation of public concerts plays and recitals and for the general



dated 31 July 2000

DECLARATION OF TRUST

-oOo-

SUSAN ELIZABETH HOOPER

-oOo-

PETER CHARLES DURBIN

-oOo-

HELEN CYNTHIA JANE WHITE

-oOo-

JANET BREED

-oOo-

MARGARET FLORENCE RAWLE

-oOo-

THE SUE HOOPER CHARITABLE FOUNDATION

-oOo-

Messrs Thompson & Jackson
Solicitors
4 & 5 St Lawrence Road
Plymouth PL4 6HR

-oOo-

purposes of such charitable bodies or for such other purposes as shall be exclusively charitable as the ~~Trustees~~ may from time to time decide

3. POWERS

In furtherance of the objects but not otherwise the Trustees may exercise any of the following powers:-

- (i) to raise funds and invite and receive contributions: provided that in raising funds the Trustees shall not undertake any substantial permanent trading activity and shall conform to any relevant statutory regulations;
- (ii) to buy take on lease or exchange hire or otherwise acquire any property necessary for the achievement of the objects and to maintain and equip it for use;
- (iii) subject to any consents required by law to sell lease or otherwise dispose of all or any part of the property comprised in the Trust Fund;
- (iv) to co-operate with other charities voluntary bodies and statutory authorised operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- (v) to establish or support any charitable trusts associations or instructions formed for the objects or any of them;
- (vi) to appoint and constitute such advisory committees as the Trustees may think fit;
- (vii) to employ such staff (who shall not be Trustees) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation to staff and their dependants;
- (viii) to permit any investments comprised in the Trust Fund to be held in the name of any clearing bank any trust corporation or any stockbroking company which is a member of the Stock Exchange (or any subsidiary of such a stockbroking company) as nominee for the Trustees and to

pay any such nominee reasonable and proper remuneration for acting as such;

- (ix) to delegate to any one or more of the Trustees the transaction of any business or the performance of any act required to be transacted or performed in the execution of the trust of the Charity and which is within the professional or business competence of such Trustee or Trustees: provided that the Trustees shall exercise reasonable supervision over any Trustee or Trustees acting on their behalf under this provision and shall ensure that all their acts and proceedings are fully and promptly reported to them;
- (x) to expend funds for the teaching of musical dramatic and other skills the provision of books journals newspapers reports or periodicals leaflets music sheets and scores or any other documents any recording of music in any form or any equipment for any production or play the provision of teaching equipment and aids the provision of and the cost of attendance at meetings lectures performances projects and courses of instructions the provision of scholarships and bursaries the provision of grants of money for musical instruments or otherwise and funding for research in any matter connected with the objects of the foundation;
- (xi) to do all such other lawful things as are necessary for the achievement of the objects

4. APPOINTMENT OF TRUSTEES

- (1) There shall be at least three Trustees. Every future Trustee shall be appointed by a resolution of the Trustees passed at a special meeting called under Clause
- (2) In selecting persons to be appointed as Trustees the Trustees shall take into account the benefits of appointing a person who through residence occupation employment or otherwise has special knowledge of the area of benefit or who is otherwise able by virtue of his or her personal or professional qualifications to

make a contribution to the pursuit of the objects of the management of the Charity

- (3) When any new Trustee is appointed the Trustees shall ensure that any land belonging to the Charity which is not vested or about to be vested in the Official Custodian for Charities or in a custodian Trustee and all other property of the Charity which is not vested or about to be vested in the Official Custodian for Charities a custodian Trustee or nominee is effectively vested in the persons who are the Trustees following such appointment
- (4) If for any reason Trustees cannot be appointed in accordance with the foregoing positions the statutory powers of appointing new or additional Trustees shall be exercisable

5. ELIGIBILITY FOR TRUSTEESHIP

- (1) No person shall be appointed as Trustee:-
 - (a) unless he or she has attained the age of 18 years or
 - (b) in circumstances such that had he or she already been a Trustee he or she would have been disqualified from office under the provisions of the following clause:
- (2) No person shall be entitled to act as a Trustee whether on a first or on any subsequent entry into office until after signing in the minute book of the Trustees a declaration of acceptance and willingness to act in the trust of the Charity

6. DETERMINATION OF TRUSTEESHIP

A Trustee shall cease to hold office if he or she:-

- (1) is disqualified from acting as a Trustee by virtue of Section 45 of the Charities Act 1992 (or any statutory re-enactment or modification of that provision);

- (2) becomes incapable by reason of mental disorder illness or injury of managing and administering his or her own affairs;
- (3) is absent without the permission of the Trustees from all their meetings held within a period of six months and the Trustees resolve that his or her office be vacated; or
- (4) notifies to the Trustees a wish to resign (but only if at least two Trustees will remain in office when the notice of resignation is to take effect)

7. VACANCIES

If a vacancy occurs the Trustees shall note the fact in their minute book at their next meeting. Any eligible Trustee may be re-appointed. So long as there shall be fewer than two Trustees none of the powers of discretion hereby or by law vested in the Trustees shall be exercisable except for the purpose of appointing a new Trustee or Trustees

8. ORDINARY MEETINGS

The Trustees shall hold at least two ordinary meetings in each year

9. CALLING MEETINGS

The first meeting of the Trustees shall be called by Susan Elizabeth Hooper or if no meeting has been called within three months after the date of this deed by any two of the Trustees. Subsequent meetings shall be arranged by the Trustees at their meetings or may be called at any time by the chairman of any two Trustees upon not less than ten days' notice being given to the other Trustees

10. CHAIRMAN

The Trustees at their first ordinary meeting in each year shall elect one of their number to be chairman of their meetings until the commencement of the first ordinary meeting in the following year. The chairman shall always be eligible for re-election. If the chairman is not present within ten minutes after the time appointed for holding a meeting or there is no chairman the Trustees present shall choose one of their number to be chairman of the meeting

11. SPECIAL MEETINGS

A special meeting may be called at any time by the chairman or any two Trustees upon not less than four days' notice being given to the other Trustees of the matters to be discussed but if the matters include an appointment of a Trustee (or a proposal to amend any of the Trusts of this deed) then upon not less than 21 days' notice being so given. A special meeting may be called to take place immediately after or before an ordinary meeting

12. QUORUM

There shall be a quorum when at least one-third of the number of Trustees for the time being or ^{three}~~two~~ Trustees whichever is the greater are present at a meeting

13. VOTING

Every matter shall be determined by a majority of votes of the Trustees present and voting on the question. The chairman of the meeting shall have a casting vote whether he or she has not voted previously on the same question but no Trustee in any other circumstances shall give more than one vote

14. MINUTES

The Trustees shall keep minutes in books kept for the purpose of the proceedings at their meetings

15. ACCOUNTS

The Trustees shall comply with the obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to:-

- (1) the keeping of accounting records for the Charity;
- (2) the preparation of annual statements of account for the Charity;
- (3) the auditing or independent examination of the statements of account of the Charity and
- (4) the transmission of the statements of account of the Charity to the Commissioners

16. ANNUAL REPORT

The Trustees shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commissioners

17. ANNUAL RETURN

The Trustees shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Commissioners

18. GENERAL POWER TO MAKE REGULATIONS

Within the limits of this deed the Trustees shall have full power from time to time to make regulations for the management of the Charity and for the conduct of their business including the calling of meetings the deposit of money at a bank and the custody of documents

19. BANK ACCOUNT

Any bank account in which any part of the Trust Fund is deposited shall be operated by the Trustees and shall be held in the name of the Charity. All

cheques and orders for the payment of money from such account shall be signed by at least two Trustees

20. TRUSTEES NOT TO BE PERSONALLY INTERESTED

- (1) Subject to the provisions of sub-clause (2) of this clause no Trustee shall acquire any interest in property belonging to the Charity (otherwise than as a Trustee for the Charity) or receive remuneration or be interested (otherwise than as a Trustee) in any contract entered into by the Trustees
- (2) Any Trustee who is a solicitor accountant or other person engaged in any profession may charge and be paid all the usual professional charges for business done by him or her or his or her firm when instructed by the other Trustees to act in a professional capacity on behalf of the Charity Provided that at no time shall a majority of the Trustees benefit under this provision and that a Trustee shall withdraw from any meeting of the Trustees at which his or her own instruction or remuneration or that of his or her firm is under discussion

21. MANAGEMENT OF LAND

Subject to any consents which may be required by law, the Trustees shall either sell or let any land belonging to the Charity which is not required to be retained or occupied in furtherance of the objects

22. LEASES

The Trustees shall ensure that on the grant by them of any Lease the Tenant shall execute a Counterpart Lease. Every Lease shall contain a covenant on the part of the Tenant for the payment of rent and a proviso for re-entry on non-payment of the rent or non-performance of the covenants contained in the Lease

23. REPAIR AND INSURANCE

The Trustees shall keep in repair and insure to their full value against fire and other usual risks at all the buildings of the Charity which are not required to be kept in repair and insured by the Tenant and shall insure suitably in respect of public liability and employer's liability

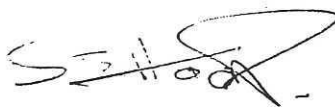
24. AMENDMENT OF TRUST DEED

- (1) The Trustees may amend the provisions of this deed provided that:
 - (a) no amendment may be made to clause 2 (the objects clause) unless it appears to the Trustees that the objects can no longer provide a suitable and effective method of using the Trust Fund
 - (b) no amendment may be made to clause 20 (Trustees not to be personally interested clause) or this clause without the prior consent in writing of the Commissioners and
 - (c) no amendment may be made which has the effect of the Charity ceasing to be a Charity at law
- (2) Any amendment shall be made by deed under the authority of a resolution passed at a special meeting of the Trustees
- (3) The Trustees should promptly send to the Commissioners a copy of any amendments made under this clause

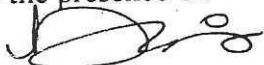
IN WITNESS whereof the parties have signed this Instrument as a Deed the day and year first before written

SIGNED as a Deed by the said
SUSAN ELIZABETH HOOPER
in the presence of:-

Sheila Friend



SIGNED as a Deed by the said
PETER CHARLES DURBIN
in the presence of:-



H. L. MORRIS legal Secretary

SIGNED as a Deed by the said
HELEN CYNTHIA JANE WHITE
in the presence of:-

Helen CJ White

Rudney Miller

SIGNED as a Deed by the said
JANET BREED
in the presence of:-



J B M.

Jacqueline Austin

SIGNED as a Deed by the said
MARGARET FLORENCE RAWLE

Margaret Rawle

in the presence of:-

x Rudney Miller



THE SUE HOOPER CHARITABLE
FOUNDATION

MG 021962 F1VI082A 709F305FJ00118 39300 96436 B

Issued on 06 October 2021



1/2

Your Community Account

At a glance

06 Aug - 05 Oct 2021

Date	Description	Money out £	Money in £	Balance £
6 Aug	Start Balance			1,866.04
6 Sep	Direct Credit From Coif Char Deposit Ref: 553630001C		0.10	1,866.14
5 Oct	Balance carried forward			1,866.14
Total Payments/Receipts		0.00	0.10	

Start balance	£1,866.04
Money out	£0.00
► Commission charges	£0.00
Money in	£0.10
► Gross Interest earned	£0.00
End balance	£1,866.14

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

21962 127983 F1VI082A 1 of 2



THE SUE HOOPER CHARITABLE
FOUNDATION

MG 019414 F1V1264A 709F309FK00117 39300 B 19867

Issued on 08 November 2021



1/3

Your Community Account

At a glance

06 Oct - 05 Nov 2021

Date	Description	Money out £	Money in £	Balance £
6 Oct	Start Balance			1,866.14
	Giro Direct Credit From Coif Char Deposit Ref: 553630001C		0.10	1,866.24
4 Nov	Giro Direct Credit From Coif Char Deposit Ref: 553630001C		0.10	1,866.34
5 Nov	Balance carried forward			1,866.34
	Total Payments/Receipts	0.00	0.20	

Start balance	£1,866.14
Money out	£0.00
► Commission charges	£0.00
Money in	£0.20
► Gross interest earned	£0.00
End balance	£1,866.34

Your deposit is eligible for protection
by the Financial Services
Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

19414 138029 F1V1264A 1 of 3

1866-34
95-00 - CHQ NOT CASHED

1771.34

Grantham Piano Services

Hamilton
Harrowbeer Lane
Yelverton
Devon
PL20 6EA
www.granthampianos.co.uk
general@granthampianos.co.uk

Piano Tuning Restoration Maintenance

Tel : (01822) 855757

15th November 2021

Fiona Morris
Planning and General Administrator
Saltash Town Council

Dear Fiona and the Sue Hooper Charitable Foundation

Please find our estimate for work needed to John Broadwood Grand Piano in the Saltash Guildhall to make the instrument playable again.

The key leads in the keys have corroded and swollen up so much that they inhibit the movement of each adjacent key. This has rendered the piano unplayable. To rectify this issue we propose removing the piano action and bringing to our workshop. We will then remove all the key leads. We can then assess how many key leads and the weights etc we need. These will be ordered from Germany.

Once we have received the new key leads we will install them and return the keys to the piano in the Guildhall.

We can not be sure how many leads are required until we remove them and also the cost of the new leads and the delivery charge from Germany so our best estimate of this work is in the region of £600.00 - £900.00.

Please do not hesitate to contact us if you have any further questions.


Kind regards

Janette and John Steuart




Saltash

Cornwall

PL12 4 

SALTASH TOWN COUNCIL

Monday 22nd November 2021

Dear Councillors,

May I refer to the application by the Sue Hooper Charitable Foundation (reg ch 1083647) for funding towards the upgrading and restoration of the baby grand piano which is situated at the Saltash Guildhall.

This is a letter of support

I have known and have supported the Trust for over 20 years and during that time; I have attended dozens of fund raising concerts and recitals staged by the Foundation, which have been exceedingly enjoyable.

In addition to the Trust's aims and objectives in awarding funding and practical support to the Saltash community in many fields, I have also very much admired the way that the Trust platforms young people and adults alike to perform and demonstrate the skills that they have developed within the performing arts.

Over the years, I have attended many venues of the Trust's concerts and recitals, including piano and violin recitals at the Saltash Guildhall and have very much enjoyed these events, and indeed listening to the dulcet tones of the replacement baby grand piano amongst other stringed instruments.

To name but a few of the pianist performing were the national composer and pianist Clive Jenkins, and in addition, the well-known and much admired Edward Jacobs and Norman Hutchings; in addition the piano has been used as accompaniment to an internationally renowned opera singer.

The baby grand piano which sits in the beautiful restored Guildhall is an asset to the community at large, and the funding would enable the piano to be

restored and played again for the local community and similarly, for concert enthusiasts further afield.

I hope this letter of support will help.

Yours sincerely

A solid black rectangular box used to redact a signature.



Livewire Youth Music Project
Brooke Close
The Waterside
Saltash
Cornwall
PL12 4EN

e info@livewireyouth.com
w www.livewireyouth.com
t/f +44 (0)1752 843570

23/11/2021

Dear Councillors

I am writing this letter of support regarding an application from Sue Hooper charity foundation to upgrade and restore the baby grand piano in the long room of the Guildhall.

We have known of the trust for many years and have been to a number of their charity concerts and recitals during that time.

Whilst the trust does have a small bursary, this is needed for the local young people and those that are progressing in the arts as was intended. To that end they are applying to you for the funding to pay for the restoration and upgrade of their piano. I am writing to say that we at Livewire totally support this application and believe that it will be of benefit to the community of Saltash to carry out the work on the piano not only in terms of the use of the piano by the trust but also for civic occasions for which I believe it has also been employed in the past. The baby grand piano is an asset to the local community and therefore we believe it should be restored and played again.

Thank you in anticipation

A handwritten signature in dark ink, appearing to read "Julie Rance", written in a cursive style.

Julie Rance on behalf of Livewire youth project



Saltash Town Council



Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest Grant ☒

Festival Fund Grant ☐

DATE APPLICATION SUBMITTED:

10/11/21

Contact Name:	Nigel Courtenay Crabb
Position:	Treasurer
Organisation:	Forder Conservation and Community Association
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organization:	Charitably Incorporated Organisation
Charity/Company number (if applicable)	Charity No: 1179921 Company No:
What geographical area does your organization cover?	The Forder Conservation Area and nearby Saltash

How long has your organization been in existence?	55 years
---	----------

Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
Have you applied for a grant from Saltash Town Council within the last 5 Years? (Please list – continue on a separate sheet if necessary)		No		
		No		
		No		
		No		
		No		
Please list the aims and objectives of your organization	<p>The objects of the FCCA are:</p> <p>a) the provision of facilities for recreation and leisure in the interests of improving social welfare and environment for FCCA members, the inhabitants of Forder and of the surrounding areas.</p> <p>b) the preservation and protection of the natural environment and endangered species (plants and animals) for the public benefit; and</p> <p>c) to promote such other charitable purposes as may be from time to time be determined</p> <p>d) to establish, or secure the management of, a Village Hall (hereinafter called "the Village Hall") and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects.</p> <p>FCCA shall be non-party in politics and non-sectarian in religion.</p>			

What are the main activities of your organization?	<p>The objects of the FCCA are:</p> <p>a) the provision of facilities for recreation and leisure in the interests of improving social welfare and environment for FCCA members, the inhabitants of Forder and of the surrounding areas.</p> <p>b) the preservation and protection of the natural environment and endangered species (plants and animals) for the public benefit; and</p> <p>c) to promote such other charitable purposes as may be from time to time be determined</p> <p>d) to establish, or secure the management of, a Village Hall (hereinafter called "the Village Hall") and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects.</p> <p>FCCA shall be non-party in politics and non-sectarian in religion.</p>
--	---

	Yes / No or N/A
Are you part of a religious group?	No
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	N/A
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	N/A
If application is from an education, health or social service establishment – do you work in partnership with other groups?	N/A
If application is from an education, health or social service establishment – is project in addition to statutory services?	N/A

2. Your project

Project	Start Date	01 / 03 / 2022
	Finish Date	31 / 03 / 2022
	Total Cost	£ 9875.00
	Grant Applied For	£ 1000.00

Project title:	"Decking the Hall"
Description of project (please continue on a separate sheet if necessary):	The replacement of wooden decking which was installed when we built the hall in 2008 and which allows disabled access to the hall up a long slope at the rear of the hall. We are intending to replace the wooden structure with something more durable to ensure the problem does not occur in the future and will cut down on the maintenance as well as being environmentally friendly by using "once in a lifetime materials".
Where will the project/activity take place?	On the Creekside at Forder

Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	All people using the village hall, disabled persons desiring to vote, anyone who needs ease of access to the village hall.
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	The walkway on the front balcony has started to rot and it "bounces" when you stand on it in several places, particularly the top end of the disabled ramp where access is gained into the hall via a balcony
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)	We have discussed this with several councillors, Cllr Yates being the principal among those we have spoken to as well as Cornwall Cllr Martin Worth.

How will the project be managed and how will you measure its success?	The Treasurer and the Chairman plus various members of the board of Trustees will be taking responsibility to oversee the works when in progress as they all live within the conservation area.
Please give the timescale and key milestones for your project, including a start date and finish date.	2 months
What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)	N/A

3. How you will pay for your project.

What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	We have already raised the majority of the money. I have attached an estimate from the builder undertaking the work.
How will you promote STC once application and project are complete?	We will commission a plaque stating that funding was given to assist the replacement of the decking as well as holding an opening ceremony to which the press will be invited.

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

Organization	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Cornwall Community Fund	£5000	Yes	Out come n ot advised
Cornwall Councillors Community Chest	£300	Yes	Outcome n\ot advised

Please confirm the bank account your project is using is in the project's name/organization name	Nat West Launceston Forder Conservation and Community Association (FCCA) Sort Code 53-61-44 Acc. 68693400
---	---

4. Further information enclosed Checklist.

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

A letter head showing the organization's address and contact details		√
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)		√
A copy of your organization's latest set of accounting statements (if any exist)		√
Copies of any letters of support for your project		None available at present
If your organization has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council		N/A
Other (please list)	N/A	

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

--

5. Declaration by the applicant

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

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

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

I/we accept the following:

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

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

Signed:	<i>Nigel C Crabb</i>		
Print Name(s):	Nigel Courtenay Crabb		
Position(s):	Treasurer		
Date:	10/11/21		

This is to confirm that

FORDER COMMUNITY AND CONSERVATION ASSOCIATION (FCCA)

was entered on the Register of Charities on

13 September 2018

Registered charity number:

1179921

Rt Hon Baroness Stowell of Beeston MBE
Chair

Dr Helen Stephenson CBE
Chief Executive Officer

CHARITY COMMISSION
FOR ENGLAND AND WALES

This certificate confirms that a charity has been entered on to the Register of Charities.
You can check a charity's current registration status by visiting the Register of Charities
at www.gov.uk/charity-commission

Constitution of Forder Community and Conservation Association (FCCA).

Date of constitution (last amended): 10 May

2002 1. Name

The name of the Charitable Incorporated Organisation is Forder Community and Conservation Association (FCCA).

2. National location of principal office

The principal office of the FCCA is in England.

3. Objects

The objects of the FCCA are:

- a) the provision of facilities for recreation and leisure in the interests of improving social welfare and environment for FCCA members, the inhabitants of Forder and of the surrounding areas.
- b) the preservation and protection of the natural environment and endangered species (plants and animals) for the public benefit; and
- c) to promote such other charitable purposes as may be from time to time be determined
- d) to establish, or secure the management of, a Village Hall (hereinafter called "the Village Hall") and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects.

FCCA shall be non-party in politics and non-sectarian in religion. 4. Powers

The FCCA has power to do anything which is calculated to further its objects or is conducive or incidental to doing so. In particular, the FCCA's powers include power to:

- (1) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The FCCA must comply as appropriate with sections 124 and 125 of the Charities Act 2011 if it wishes to mortgage land.
- (2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use.
- (3) sell, lease, or otherwise dispose of all or any part of the property belonging to the FCCA. In exercising this power, the FCCA must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011.

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- (2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use.
- (3) sell, lease, or otherwise dispose of all or any part of the property belonging to the FCCA. In exercising this power, the FCCA must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011.

- (4) employ and remunerate such staff as are necessary for carrying out the work of the FCCA. The FCCA may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of those clauses;
- (5) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the FCCA to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;

5. Application of income and property

- (1) The income and property of the FCCA must be applied solely towards the promotion of the objects.
 - (a) A charity trustee is entitled to be reimbursed from the property of the FCCA or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the FCCA.
 - (b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the FCCA's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- (2) None of the income or property of the FCCA may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the FCCA. This does not prevent a member who is not also a charity trustee receiving:
 - (a) a benefit from the FCCA as a beneficiary of the FCCA.
 - (b) reasonable and proper remuneration for any goods or services supplied to the FCCA.
- (3) Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

6. Benefits and payments to charity trustees and connected persons

- (1) General provisions

No charity trustee or connected person may:

 - (a) buy or receive any goods or services from the FCCA on terms preferential to those applicable to members of the public.
 - (b) sell goods, services, or any interest in land to the FCCA.
 - (c) be employed by, or receive any remuneration from the FCCA.
 - (d) receive any other financial benefit from the FCCA.

unless the payment of benefit is permitted by sub-clause (2) of this clause, or authorised by the court, or the prior written consent on the Charity Commission (the Commission) has been obtained. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money, or has a monetary value.

(2) Scope and powers permitting trustees' or connected persons' benefits

(a) A charity trustee or connected person may receive a benefit from the FCCA as a beneficiary provided that it is available generally to the beneficiaries of the FCCA.

(b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the FCCA where that is permitted in accordance with, and subject to the conditions in, section 185 to 188 of the Charities Act 2011.

(c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the FCCA with goods that are not supplied in connection with services provided to the FCCA by the charity trustee or connected person.

(d) A charity trustee or connected person may receive interest on money lent to the FCCA at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).

(e) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the FCCA. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.

(f) A charity trustee or connected person may take part in the normal trading and fundraising activities of the FCCA on the same terms as members of the public.

(3) Payment for supply of goods only -controls

The FCCA and its charity trustees may only rely upon the authority provided by sub-clause (2)(c) of this clause if each of the following conditions is satisfied:

(a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the FCCA and the charity trustee or connected person supplying the goods ("the supplier").

(b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.

(c) The other charity trustees are satisfied that it is in the best interests of the FCCA to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.

(d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the FCCA.

(e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.

(f) The reason for their decision is recorded by the charity trustees in the minute book.

- (g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.
- (4) In sub-clauses (2) and (3) of this clause:
- (a) "the FCCA" includes any company in which the FCCA:
- (i) holds more than 50% of the shares; or
 - (ii) controls more than 50% of the voting rights attached to the shares; or
 - (iii) has the right to appoint one or more directors to the board of the company.
- (b) "connected person" includes any person within the definition set out in clause 28 (Interpretation)

7. Conflicts of interest and conflicts of loyalty

A charity trustee must:

- (1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the FCCA or in any transaction or arrangement entered into by the FCCA which has not previously been declared; and
- (2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the FCCA and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

8. Liability of members to contribute to the assets of the FCCA if it is wound up

If the FCCA is wound up, the members of the FCCA have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

9. Membership of the FCCA

(1) Admission of New Members (a)

Eligibility

Membership shall be open, irrespective of sex, sexual orientation, race, nationality, or political, religious, or other opinion, to individuals aged eighteen years and over

- (a) who live within the area of benefit, as determined by their name appearing on the relevant electoral roll, or

(b) who live outside the area of benefit, but have been invited by a Trustee to join the FCCA, as a consequence, but not exclusively, of:

- their obvious interest in, and support of, the FCCA
- their past membership/association with the FCCA and their stated desire to remain a member

and in both cases support the aims and objectives of the FCCA 'caring for the community: protecting the environment', and have their membership approved by the Trustees.

(2) Duty of members

It is the duty of each member of the FCCA to exercise his or her powers as a member of the FCCA in the way he or she decides in good faith would be most likely to further the purposes of the FCCA.

(3) Termination of membership

(a) Membership of the FCCA comes to an end if:

- (i) the member dies, or
- (ii) the member sends a notice of resignation to the charity trustees; or
- (iii) any sum of money owed by the member to the FCCA is not paid in full within six months of its falling due; or
- (iv) the charity trustees decide that it is in the best interests of the FCCA that the member in question should be removed from membership and pass a resolution to that effect.

(b) Before the charity trustees take any decision to remove someone from membership of the FCCA they must:

- (i) inform the member of the reasons why it is proposed to remove him, her or it from membership.
- (ii) give the member at least 21 clear days' notice in which to make representations to the charity trustees as to why he, she or it should not be removed from membership.
- (iii) at a duly constituted meeting of the charity trustees, consider whether or not the member should be removed from membership.
- (iv) consider at that meeting any representations which the member makes as to why the member should not be removed; and
- (v) allow the member, or the member's representative, to make those representations in person at that meeting, if the member so chooses.

(4) Membership fees

The FCCA may require members to pay reasonable membership fees to the FCCA.

10. Members' decisions

(1) General provisions

Except for those decisions that must be taken in a particular way as indicated in sub-clause (3) of this clause, decisions of the members of the FCCA may be taken either by vote at a general meeting as provided in sub-clause (2) of this clause.

(2) Taking ordinary decisions by vote

Subject to sub-clause (3) of this clause, any decision of the members of the FCCA may be taken by means of a resolution at a general meeting. Such a resolution may be passed by a simple majority of votes cast at the meeting.

(3) Decisions that must be taken in a particular way

- (a) Any decision to remove a trustee must be taken in accordance with clause 15(2).
- (b) Any decision to amend this constitution must be taken in accordance with clause 26 of this constitution (Amendment of Constitution).
- (c) Any decision to wind up or dissolve the FCCA must be taken in accordance with clause 27 of this constitution (Voluntary winding up or dissolution). Any decision to amalgamate or transfer the undertaking of the FCCA to one or more other FCCAs must be taken in accordance with the provisions of the Charities Act 2011.

General meetings of members

(1) Types of general meeting

There must be an annual general meeting (AGM) of the members of the FCCA. The first AGM must be held within 18 months of the registration of the FCCA, and subsequent AGMs must be held at intervals of not more than 15 months. The AGM must receive the annual statement of accounts (duly audited or examined where applicable) and the trustees' annual report and must elect trustees as required under clause 13.

Other general meetings of the members of the FCCA may be held at any time. All general meetings must be held in accordance with the following provisions.

Calling general meetings

- (a) The charity trustees:
 - (i) must call the annual general meeting of the members of the FCCA in accordance with sub-clause (1) of this clause, and identify it as such in the notice of the meeting; and
 - (ii) may call any other general meeting of the members at any time.
- (b) The charity trustees must, within 21 days, call a general meeting of the members of the FCCA if:
 - (i) they receive a request to do so from at least 10% of the members of the FCCA; and
 - (ii) the request states the general nature of the business to be dealt with at the meeting and is authenticated by the member(s) making the request.
- (c) If, at the time of any such request, there has not been any general meeting of the members of the FCCA for more than 12 months, then sub-clause (b)(i) of this clause shall have effect as if 5% were substituted for 10%.
- (d) Any such request may include particulars of a resolution that may properly be proposed, and is intended to be proposed, at the meeting.
- (e) A resolution may only properly be proposed if it is lawful, and is not defamatory, frivolous, or vexatious.

- (f) Any general meeting called by the charity trustees at the request of the members of the FCCA must be held within 28 days from the date on which it is called.
 - (g) If the charity trustees fail to comply with this obligation to call a general meeting at the request of its members, then the members who requested the meeting may themselves call a general meeting.
 - (h) A general meeting called in this way must be held not more than 3 months after the date when the members first requested the meeting.
 - (i) The FCCA must reimburse any reasonable expenses incurred by the members calling a general meeting by reason of the failure of the charity trustees to duly call the meeting, but the FCCA shall be entitled to be indemnified by the charity trustees who were responsible for such failure.
- (3) Notice of general meetings
- (a) The charity trustees, or, as the case may be, the relevant members of the FCCA, must give at least 14 clear days' notice of any general meeting to all of the members, and to any charity trustee of the FCCA who is not a member.
 - (b) If it is agreed by not less than 90% of all members of the FCCA, any resolution may be proposed and passed at the meeting even though the requirements of sub-clause (3) (a) of this clause have not been met. This sub-clause does not apply where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations.
 - (c) The notice of any general meeting must:
 - (i) state the time and date of the meeting;
 - (ii) give the address at which the meeting is to take place.
 - (iii) give particulars of any resolution which is to be moved at the meeting, and of the general nature of any other business to be dealt with at the meeting; and
 - (iv) if a proposal to alter the constitution of the FCCA is to be considered at the meeting, include the text of the proposed alteration.
 - (v) include, with the notice for the AGM, the annual statement of accounts and trustees' annual report, details of persons standing for election or re-election as trustee, or where allowed under clause 21 (Use of electronic communication), details of where the information may be found on the FCCA's website.
 - (d) Proof that an envelope containing a notice was properly addressed, prepaid, and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.
 - (e) The proceedings of a meeting shall not be invalidated because a member who was entitled to receive notice of the meeting did not receive it because of accidental omission by the FCCA.

(4) Chairing of general meetings

The person nominated as chair by the charity trustees under clause 18(2) (Chairing of meetings), shall, if present at the general meeting and willing to act, preside as chair of the meeting. Subject to that, the members of the FCCA who are present at a general meeting shall elect a chair to preside at the meeting.

5) Quorum at general meetings

- (a) No business may be transacted at any general meeting of the members of the FCCA unless a quorum is present when the meeting starts.
- (b) Subject to the following provisions, the quorum for general meetings shall be the greater of 5% or three members. An organisation represented by a person present at the meeting in accordance with sub-clause (7) of this clause, is counted as being present in person.
- (c) If the meeting has been called by or at the request of the members and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the meeting is closed.
- (d) If the meeting has been called in any other way and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the chair must adjourn the meeting. The date, time, and place at which the meeting will resume must either be announced by the chair or be notified to the FCCA's members at least seven clear days before the date on which it will resume.
- (e) If a quorum is not present within 15 minutes of the start time of the adjourned meeting, the member or members present at the meeting constitute a quorum.
- (f) If at any time during the meeting a quorum ceases to be present, the meeting may discuss issues and make recommendations to the trustees but may not make any decisions. If decisions are required which must be made by a meeting of the members, the meeting must be adjourned.

6) Voting at general meetings

- (a) Any decision other than one falling within clause 10(3) (Decisions that must be taken in a particular way) shall be taken by a simple majority of votes cast at the meeting (including proxy votes). Every member has one vote unless otherwise provided in the rights of a particular class of membership under this constitution.
- (b) A resolution put to the vote of a meeting shall be decided on a show of hands, unless (before or on the declaration of the result of the show of hands) a poll is duly demanded. A poll may be demanded by the chair or by at least 10% of the members present in person or by proxy at the meeting.
- (c) A poll demanded on the election of a person to chair the meeting or on a question of adjournment must be taken immediately. A poll on any other matter shall be taken, and the result of the poll shall be announced, in such manner as the chair of the meeting shall decide, provided that the poll must be taken, and the result of the poll announced, within 30 days of the demand for the poll.
 - (d) A poll may be taken:

- (i) at the meeting at which it was demanded; or
 - (ii) at some other time and place specified by the chair; or
 - (iii) through the use of postal or electronic communications.
- (e) In the event of an equality of votes, whether on a show of hands or on a poll, the chair of the meeting shall have a second, or casting vote.
- (f) Any objection to the qualification of any voter must be raised at the meeting at which the vote is cast and the decision of the chair of the meeting shall be final.

(7) Representation of organisations and corporate members

An organisation or a corporate body that is a member of the FCCA may, in accordance with its usual decision-making process, authorise a person to act as its representative at any general meeting of the FCCA.

The representative is entitled to exercise the same powers on behalf of the [organisation or] corporate body as the [organisation or] corporate body could exercise as an individual member of the FCCA.

(8) Adjournment of meetings

The chair may with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting to another time and/or place. No business may be transacted at an adjourned meeting except business which could properly have been transacted at the original meeting.

12. Charity trustees

(1) Functions and duties of charity trustees

The charity trustees shall manage the affairs of the FCCA and may for that purpose exercise all the powers of the FCCA. It is the duty of each charity trustee:

- (a) to exercise his or her powers and to perform his or her functions as a trustee of the FCCA in the way he or she decides in good faith would be most likely to further the purposes of the FCCA; and
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and
 - (ii) if he or she acts as a charity trustee of the FCCA in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

(2) Eligibility for trusteeship

- (a) Every charity trustee must be a natural person.
- (b) No one may be appointed as a charity trustee:

- if he or she is under the age of 18 years; or
 - if he or she would automatically cease to hold office under the provisions of clause 15(l)(f).
- (c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.
- (3) Number of charity trustees
- (a) There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees or appoint a new charity trustee.
- (b) The maximum number of charity trustees is 12. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.
- (4) First charity trustees
The first charity trustees of the FCCA are -
- John Beale,
- Carole Brown,
- Roger Fursier,
- Joe Hall, Lynn
- Vickers, Tony
- Parry, Keith
- Rawlings, David
- Salt. Pat Salt

13. Appointment of charity trustees

- (1) At the first and subsequent annual general meetings of the members of the FCCA all the charity trustees shall retire from office, but they may be re-elected or reappointed.
- (2) The members or the charity trustees may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or been removed in accordance with clause 15 (Retirement and removal of charity trustees), or as an additional charity trustee, provided that the limit specified in clause 12(3) on the number of charity trustees would not as a result be exceeded;

- (3) A person so appointed by the members of the FCCA shall retire in accordance with the provisions of sub-clause (1) of this clause.

14. Information for new charity trustees

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- (a) a copy of this constitution and any amendments made to it; and
- (b) a copy of the FCCA's latest trustees' annual report and statement of accounts.

15. Retirement and removal of charity trustees

- (1) A charity trustee ceases to hold office if he or she:
 - (a) retires by notifying the FCCA in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
 - (b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated.
 - (c) dies.
 - (d) in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months.
 - (e) is removed by the members of the FCCA in accordance with sub-clause (2) of this clause; or
 - (f) is disqualified from acting as a charity trustee by virtue of section 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).
- (2) A charity trustee shall be removed from office if a resolution to remove that trustee is proposed at a general meeting of the members called for that purpose and properly convened in accordance with clause 11, and the resolution is passed by a two-thirds majority of votes cast at the meeting.
- (3) A resolution to remove a charity trustee in accordance with this clause shall not take effect unless the individual concerned has been given at least 14 clear days' notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been given a reasonable opportunity of making oral and/or written representations to the members of the FCCA.

16. Reappointment of charity trustees

Any person who retires as a charity trustee by giving notice to the FCCA is eligible for reappointment.

17. Taking of decisions by charity trustees

Any decision may be taken either:

at a meeting of the charity trustees; or

by resolution in writing or electronic form agreed by all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to each of which one or more charity trustees has signified their agreement.

18. Meetings and proceedings of charity trustees

(1) Calling meetings

(a) Any charity trustee may call a meeting of the charity trustees.

(b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

(2) Chairing of meetings

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

(3) Procedure at meetings No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is two charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.

Questions arising at a meeting shall be decided by a majority of those eligible to vote.

In the case of an equality of votes, the chair shall have a second or casting vote.

19. Saving provisions

(1) Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:

who was disqualified from holding office.

who had previously retired or who had been obliged by the constitution to vacate office.

who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise.

if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.

- (2) Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).

20. Execution of documents

- (1) The FCCA shall execute documents by signature.
- (2) A document is validly executed by signature if it is signed by at least two of the charity trustees.

21. Use of electronic communications

The FCCA will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

- (a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;
- (b) any requirements to provide information to the Commission in a particular form or manner.

22. Minutes

The charity trustees must keep minutes of all:

- (1) appointments of officers made by the charity trustees.
- (2) proceedings at general meetings of the FCCA.
- (3) meetings of the charity trustees and committees of charity trustees including:
 - the names of the trustees present at the meeting.
 - the decisions made at the meetings; and
 - where appropriate the reasons for the decisions.
- (4) decisions made by the charity trustees otherwise than in meetings.

23. Accounting records, accounts, annual reports and returns, register maintenance

- (1) The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of

statements of accounts, and to the preparation of annual reports and returns. The statements of accounts, reports and returns must be sent to the Charity Commission, regardless of the income of the FCCA, within 10 months of the financial year end.

- (2) The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the FCCA entered on the Central Register of Charities.

24. Rules

The charity trustees may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the FCCA, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the FCCA on request.

25. Disputes

If a dispute arises between members of the FCCA about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

26. Amendment of constitution

As provided by clauses 224-227 of the Charities Act 2011:

- (1) This constitution can only be amended:
 - (a) by resolution agreed in writing by all members of the FCCA; or
 - (b) by a resolution passed by a 75% majority of votes cast at a general meeting of the members of the FCCA.
- (2) Any alteration of clause 3 (Objects), clause 27 (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the FCCA or persons connected with them, requires the prior written consent of the Charity Commission.
- (3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.
- (4) A copy of any resolution altering the constitution, together with a copy of the FCCA's constitution as amended, must be sent to the Commission within 15 days from the date on which the resolution is passed. The amendment does not take effect until it has been recorded in the Register of Charities.

27. Voluntary winding up or dissolution

- (1) As provided by the Dissolution Regulations, the FCCA may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the FCCA can only be made:
 - (a) at a general meeting of the members of the FCCA called in accordance with clause 11 (Meetings of Members), of which not less than 14 days' notice has been given to those eligible to attend and vote:
 - (i) by a resolution passed by a 75% majority of those voting, or
 - (ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or
 - (b) by a resolution agreed in writing by all members of the FCCA.
- (2) Subject to the payment of all the FCCA's debts:
 - (a) Any resolution for the winding up of the FCCA, or for the dissolution of the FCCA without winding up, may contain a provision directing how any remaining assets of the FCCA shall be applied.
 - (b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the FCCA shall be applied.
 - (c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the FCCA.
- (3) The FCCA must observe the requirements of the Dissolution Regulations in applying to the Commission for the FCCA to be removed from the Register of Charities, and in particular:
 - (a) the charity trustees must send with their application to the Commission:
 - (i) a copy of the resolution passed by the members of the FCCA.
 - (ii) a declaration by the charity trustees that any debts and other liabilities of the FCCA have been settled or otherwise provided for in full; and
 - (iii) a statement by the charity trustees setting out the way in which any property of the FCCA has been or is to be applied prior to its dissolution in accordance with this constitution.
 - (b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the FCCA, and to any charity trustee of the FCCA who was not privy to the application.
- (4) If the FCCA is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

28. Interpretation In this constitution:

"connected person" means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the charity trustee.
- (b) the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above.
- (c) a person carrying on business in partnership with the charity trustee or with any person falling within sub-clause (a) or (b) above.
- (d) an institution which is controlled -
 - (i) by the charity trustee or any connected person falling within sub-clause (a), (b), or (c) above: or
 - (ii) by two or more persons falling within sub-clause (d)(i), when taken together
- (e) a body corporate in which -
 - (i) the charity trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
 - (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

"General Regulations" means the Charitable Incorporated Organisations (General) Regulations 2012.

"Dissolution Regulations" means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The "Communications Provisions" means the Communications Provisions in [Part 10, Chapter 4] of the General Regulations.

"charity trustee" means a charity trustee of the FCCA.

A "poll" means a counted vote or ballot, usually (but not necessarily) in writing.

10/11/2021

Unity Insurance Services
Suite 8 The Quadrant
60 Marlborough Road
Lancing Business Park
Lancing • West Sussex • BN15 8UW

T: 0345 040 7703

F: 0345 040 7705

E: scouts@unityins.co.uk

unityins.co.uk/scout-insurance

To Whom It May Concern

Cover Confirmation

We write as insurance brokers to Forder Community Conservation Association and can confirm the following cover:

Policyholder: Forder Community Conservation Association

Period of Insurance: 20th February 2021- 19th February 2022

Insurer: Victor Insurance

Policy Number: CC008647

Cover	Limit
Buildings	£92,319
Stock	£2,500
Machinery, Plant and All Other Contents	£23,000
Employers Liability	£10,000,000
Public Liability	£5,000,000
Trustees Liability	£100,000
Money	Various (please see schedule)
Goods in Transit	£2,500
Deterioration of stock	£500
Equipment Breakdown	£5,000,000
Cyber Liability	£50,000
Legal Expenses	£250,000

The above details are a summary of cover and limits only.

Other policy exclusions, limitation and restrictions apply.

For full details of the policy cover a full policy schedule should be viewed in conjunction with the policy wording.

We trust the foregoing is in order but should you have any queries please do not hesitate to contact us.

Yours Sincerely

Ushuaia Escobar

Senior Account Handler

Unity Insurance Service

T: 0345 040 7715

E: Ushuaia.escobar@unityins.co.uk

BUSINESS CURRENT ACCOUNT

IBAN: **GB24 NWBK 5361 4468 6934 00**
 FORDER COMMUNITY AND CONSERVATION
 ASSOCIATION (FCCA)
 BUSINESS CURRENT ACCOUNT

Branch Details	Your current details	Period	7 Oct 2021 to 5 Nov 2021
AUNCESTON 4 WESTGATE STREET AUNCESTON CORNWALL PL15 7AG	FORDER COMMUNITY AND CONSERVAT	Previous Balance	£4,451.58
		Paid out	£234.53
		Paid in	£0.00
		New Balance	£4,217.05

Date	Type	Description	Paid in	Paid out	Balance
BROUGHT FORWARD					4,451.58
15 Oct 2021	DIRECT DEBIT	PENNON WATER SRVCS, 2269966401		✓ 14.53	4,437.05
18 Oct 2021	ONLINE TRANSACTION	A DERBYSHIRE , FORDER MOORING , VIA ONLINE - PYMT		✓ 100.00	4,337.05
20 Oct 2021	ONLINE TRANSACTION	ACE FIRE EQUIPMENT, FC101/158464 , VIA ONLINE - PYMT , FP 20/10/21 10 , 16161639297543000N		✓ 120.00	4,217.05

*Reconciled
7/11/21*

Deposit Guarantee Scheme Information

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your online statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk

Forder Community & Conservation Association (FCCA)

Receipts

Year to 31st January 2021

	2020/2021	2019/2020
Hall Income:		
Donations for Use of Hall	25	45
Polling Station	-	430
Film Club (net)	39	262
Coffee Mornings	20	130
MacMillan's Coffee Morning	-	175
World Wildlife Coffee Morning	-	65
Craft Mornings	-	108
	84	1,215
Grant:		
Cornwall Council Covid Grant	10,000	-
Other Income:		
Interest from Bank	46	129
Mooring Fees	5,624	4,973
Sale of Maps	-	12
Fête	-	1,115
Carol Service, Ribbons	146	182
Christmas Hampers	721	-
Sale of Trees	-	75
	<u>6,537</u>	<u>6,486</u>
Total Receipts (to page 3)	<u>£16,621</u>	<u>£7,701</u>

Forder Community & Conservation Association (FCCA)

Payments Year to 31st January 2021

	2020/2021	2019/2020
Hall Expenses:		
Light & Heat	275	494
Water Rates	44	63
Boiler Service	114	105
Alarms (testing and servicing)	132	308
Empty Cesspit	-	171
Repairs and Renewals	<u>481</u>	<u>1,369</u>
	1,046	2,510
Other Expenses:		
Donations:		
Lighthouse	211	-
Christmas Hampers	656	-
St Stephen's Church	-	155
Macmillan's	-	175
Air Ambulance	-	152
Great War Committee	-	100
Mayor's Appeal	-	50
Other	<u>-</u>	<u>285</u>
	867	917
Rent	1,810	1,810
Legal Charges	1,500	-
Insurance	1,316	1,173
Grass Cutting	610	780
Postage and Stationery	104	84
Fête	-	227
Carol Service & PA system	342	170
Land Registry Fees	120	-
Blue Ray Equipment	159	-
Zoom Fees	72	-
Letter Box	38	-
Sundries	<u>-</u>	<u>8</u>
	6,071	4,252
<u>Total Payments</u> (to page 3)	<u>£7,984</u>	<u>£7,679</u>

Forder Community & Conservation Association (FCCA)

Balance Sheet as at 31st January 2021

	31/01/21	31/01/20
Fixed Asset:		
Village Hall at Cost	64,024	64,024
<u>Less: Grants Received</u>	<u>37,240</u>	<u>37,240</u>
Net Cost to FCCA	26,784	26,784
Current Assets:		
Charities Deposit Fund	22,906	21,860
NatWest, Treasurer's Account	8,503	889
Cash in Hand	<u>68</u>	<u>91</u>
	<u>31,477</u>	<u>22,840</u>
Total Assets at 31/01/21	<u>£58,261</u>	<u>£49,624</u>
Represented by:		
Capital Account:		
Balance brought forward at 01/02/20	49,624	49,602
<u>Add: Profit for the Year</u>		
Receipts from page 1	16,621	7,701
<u>Less: Payments, page 2</u>	<u>7,984</u>	<u>7,679</u>
Net Profit	- 8,637	- 22
Balance at 31/01/21, carried forward	<u>£58,261</u>	<u>£49,624</u>
<u>Comprising:</u>		
Village Hall fund	26,784	26,784
Quay Wall repair fund	4,900	4,500
Legal charges reserve	2,500	4,000
Redecoration reserve	1,000	500
General reserves	<u>23,077</u>	<u>13,840</u>
	<u>£58,261</u>	<u>£49,624</u>

COIF Charities Deposit Fund

Statement of Account

Mr N C Crabb

30 September 2021

Client Name: FORDER COMMUNITY AND CONSERVATION ASSOCIATION (FCCA)**Account Number:** 041330001C

Statement of account for the quarter ending 30 September 2021				
Date	Description	Withdrawn £	Deposited £	Balance £
01/07/21	Brought Forward			27,907.22
01/07/21	Interest retained		0.28	27,907.50
02/08/21	Interest retained		0.34	27,907.84
01/09/21	Interest retained		0.28	27,908.12
30/09/21	Balance Carried Forward			27,908.12

The average Fund yield for this quarter was 0.013% p.a. (0.088% p.a. on balances over £15 million)

Interest for the Quarter is as follows:

Month	Date paid	Amount £
Jul 21	02 Aug 2021	0.34
Aug 21	01 Sep 2021	0.28
Sep 21	01 Oct 2021	0.28

Please telephone our Client Services team on the number below if you require a new book of deposit and withdrawal slips.

Reports and Accounts, yearly and half yearly are available free of charge on our website www.ccla.co.uk. If you require a copy, please contact Client Services team on the number below.

Registered address: Senator House, 85 Queen Victoria Street,
London EC4V 4ET. Freephone: 0800 022 3505 please note that
telephone lines are recorded.

CCLA Fund Managers Limited (Registered in England No. 8735639) is authorised and regulated by the Financial Conduct Authority under the Financial Services and Markets Act 2000 (FSMA) and is the manager of the COIF Charities Deposit Fund (Registered Charity No. 104249). Deposits taken by the COIF Charities Deposit Fund are exempted from the FSMA under the Financial Services and Markets Act (Exemption) Order 2001.

Please be advised The COIF Charities Deposit Fund report and accounts will be produced in line with FCA requirements the full year accounts will be available within four months after the year end.

From: JULIAN HALL <
To:
Date: Oct 31, 2021 6:09:07 PM
Subject: Quote for work to Forder Community Hall from J Hall Building and Maintenance

Dear Sir /Madam

Further to my site visit please find the outline of works and cost .

Proposed work to Forder Community Hall

Remove the old decking and handrails etc from
the front and rear entrances and the back disabled ramp.

To the front and rear entrances and the rear disabled ramp.

Rebuild in block work on a strip foundation ,fill with ballast cap off with 4 " concrete and lay paving slabs with textured slabs on the steps and where necessary ,

Clad with the sides to the block work with shiplap boarding and supply and fix new newel posts ,handrails ,bottom rails and spindles ,

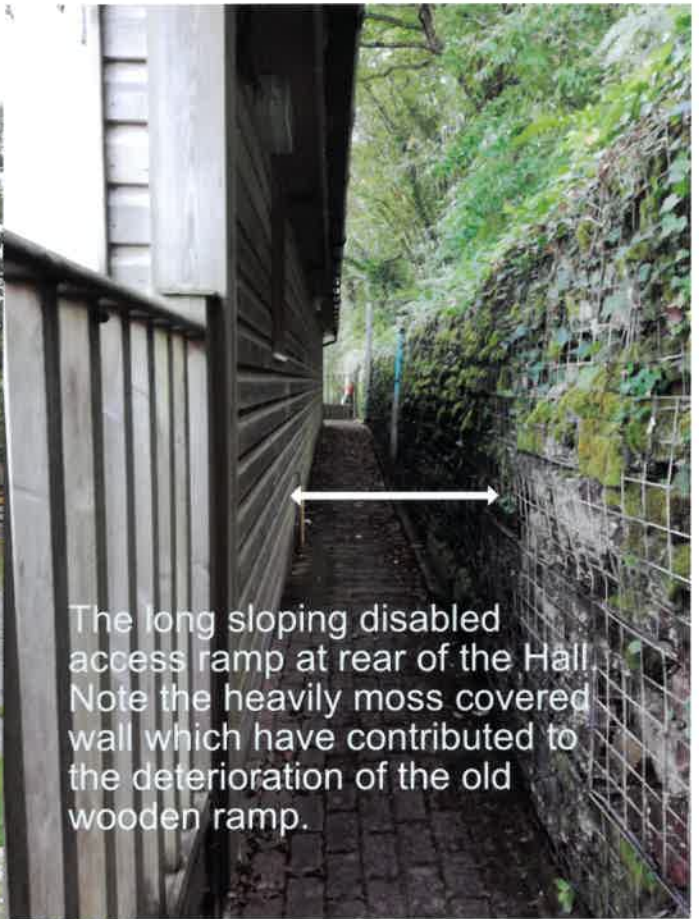
Cart away all debris and leave the site clean and tidy .

Total for labour and materials £9875.00 (No Vat to be added)

Kind Regards Julian Hall J Hall Building and Maintenance



Forder Village Hall. Built 2008. Oak framed timber building with ship lap external walls. In this picture the creek is to the right.



The long sloping disabled access ramp at rear of the Hall. Note the heavily moss covered wall which have contributed to the deterioration of the old wooden ramp.



This is the front balcony and main doors into the hall. The disabled ramp is on the left of the picture where the grey pipe may be seen. This whole structure is to be removed because of rot and safety concerns.



Rear balcony and access steps to rear door. The balcony rails will be replaced with timber; the floor and walls will be blockwork and paving stones with shiplap decoration to match main hall.



1st Dec.

Saltash Town Council



Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest Grant ☒

Festival Fund Grant ☐

DATE APPLICATION SUBMITTED:

24/11/2021

Contact Name:	MICKY NORTHFIELD MBE
Position:	SECRETARY, WELFARE OFFICER
Organisation:	SALTASH AMATEUR BOXING CLUB
Contact Address:	C/O THE CORE YOUTH & COMMUNITY CLUB, CHURCH ROAD, SALTASH PL12 4AE
Telephone Number:	
E-mail:	
Status of Organization:	COMMUNITY AMATEUR SPORTS CLUB CASC CHARITY STATUS WITH HMRC.
Charity/Company number (if applicable)	Charity No: Company No:
What geographical area does your organization cover?	SALTASH, COLLINGTON, ST GERMAN'S, LOOE LISKEARD

How long has your organization been in existence?

10 YEARS - 6-10-10

Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
<p>Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>?</p> <p>(Please list – continue on a separate sheet if necessary)</p>				
	No			
<p>Please list the aims and objectives of your organization</p>	<p>LOW COST AND AFFORDABLE BOXING FOR AGES 9+. IMPROVING CONFIDENCE, SELF-ESTEEM, FITNESS, COMMITMENT AND HEALTHY LIFESTYLE. CHANNELLING ENERGY AND AGGRESSION IN A POSITIVE MANNER.</p>			

What are the main activities of your organization?	BOXING FITNESS TRAINING, BOXING TECHNIQUES, BOXING SHOWS, COMPETITIONS.
--	---

	Yes / No or N/A
Are you part of a religious group?	NO
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	N/A
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	N/A
If application is from an education, health or social service establishment – do you work in partnership with other groups?	YES
If application is from an education, health or social service establishment – is project in addition to statutory services?	YES

2. Your project

Project	Start Date	1 / 1 / 2022
	Finish Date	31 / 12 / 2022
	Total Cost	£1000
	Grant Applied For	£1000

Project title:	NATIONAL AWARDS, ENDORSED BY ENGLAND BOXING
----------------	---

Description of project (please continue on a separate sheet if necessary):	Coaching youngsters both male and female and putting them through the National Bowlers Programmes. Hall hire Costs Contribution from Club funds
Where will the project/activity take place?	Twice Weekly at The Core during Training Sessions

Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	75 Male and Female boxers Groups - 9 - 11 yrs 11 - 18 yrs 19+ Costs £20 for 3 awards per Boxer
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	The Club has till now period for the awards but due to Covid we don't have the income to fully fund this project.
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)	We can commit ^{£444} £500 towards ^{AWARDS} the project. The Boxers are really keen to get some recognition for all the hard work and effort ^{AND HIRE}

How will the project be managed and how will you measure its success?	Managed in house by Staff Volunteers With assessments from our Boxing Owens Tutor. The project will be a success as it is a existing project that has run since 2008.
Please give the timescale and key milestones for your project, including a start date and finish date.	Start Date Feb 2022 end date Feb 2023.
What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)	England Boxing Safeguarding Course done by all Coaches, Volunteers and helpers. Mandatorily

3. How you will pay for your project.

What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	75 Owens Packs @ £11 each 225 medals @ £3 each = £1500. Hall hire Cost £500
How will you promote STC once application and project are complete?	Put up a display board outlining the project and STC Contribution.

Photo of Owens Ceremonies

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

Organization	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
SALTASH AMATEUR BOXING CLUB	£1000	✓	✓

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

4. Further information enclosed Checklist.

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

A letter head showing the organization's address and contact details		* 1
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)		✓
A copy of your organization's latest set of accounting statements (if any exist)		✓
Copies of any letters of support for your project		* 2.
If your organization has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council		* 3 W/A.
Other (please list)		

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

* 1 JUST RELOCATED BASED TO THE CAFE (SEP 21)
and no correspondence with new address yet.

* 2 W/A.

* 3 W/A.

5. Declaration by the applicant

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

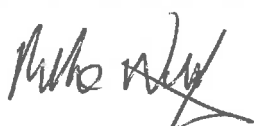

I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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

I/we accept the following:

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

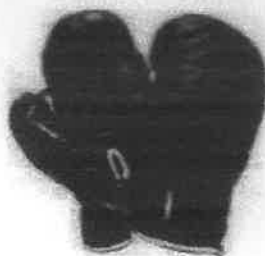
Please be aware that the decision as to whether you have been successful in your application will be communicated to you shortly after the relevant Council meeting.

Signed:			
Print Name(s):	M.A. NORFIELD	J. MCKINTY	
Position(s):	SECRETARY	CHAIRMAN	
Date:	28/11/21	28/11/21	

Boxing Club Membership details

The club currently has 39 members and 19 attendees who have recently joined. The club has a policy of asking new attendees to attend for four weeks before joining as members.

From the above numbers 36 members and 17 attendees live within the Saltash boundary.



CONSTITUTION

(Latest Amended Version 5, 6 August 2019)

SALTASH AMATEUR BOXING CLUB

1. Title

The club will be called **Saltash Amateur Boxing Club**, hereafter referred to as 'Saltash ABC' and is a registered Community Amateur Sports Club (CASC) with HRMC and will be affiliated to England Boxing, Western Division.

2. Aims and objectives

The main purposes of the club are to provide facilities for and to promote participation in the amateur sport of Boxing in Saltash and surrounding areas. Offering coaching and competitive opportunities in boxing, ensuring a duty of care to all members of the club and that all present and future members receive fair and equal treatment.

3. Membership

Individual membership shall be open to any person, regardless of race, age, gender, sexual orientation, ability, disability, religion or other beliefs who completes a membership form and pays the relevant subscription/joining fees determined by the Annual General Meeting of Saltash ABC Members. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted. Members will be enrolled in one of the following categories:

- a. Full member
- b. Associate member
- c. Junior member

4. Membership fees

Membership fees will be set annually and agreed by the Management Committee or at the Annual General Meeting. Fees will be paid on the occasion of attendance at any session.

5. Officers of the club

The officers of the club will be:

- a. Chair
- b. Honorary Secretary
- c. Treasurer

d. Club Welfare Officer

e. Head Coach

f. Parent Volunteer.

Officers will be elected annually at the Annual General Meeting. All officers will retire each year but will be eligible for re-appointment.

6. Committee

The club will be managed through the Management Committee consisting of: Chair, Secretary, Treasurer, Head Coach, Owner Jumpin Jack's Gym and Parent Volunteer. Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee will be convened by the Secretary of the club and held no less than three meetings per year. The quorum required for business to be agreed at Management Committee meetings will be: Four.

The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club. The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules, regulations or the constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

7. Finance

All club monies will be banked in an account held in the name of the club. The Club Treasurer will be responsible for the finances of the club. The financial year of the club will end on: 31 August annually. An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should be signed by the Treasurer plus one from the Chairman or Head Coach.

8. Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members. The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM. Elections of officers are to take place at the AGM. All members have the right to vote at the AGM. The quorum for AGMs will be 25% of paid up members.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM. In the event of an equal vote on any proposal the Chair shall have an additional casting vote.

9. Discipline and appeals

Where applicable the procedures laid down within the England Boxing Discipline & Appeals Procedures will be adhered to. All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within 28 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action up to & including Suspensions and/or expulsions up to and including 6 months;

hearing. There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 28 days of the Secretary receiving the appeal.

10. Non-Profit Making

a. All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

11. Alterations to the Constitution

Any proposed alteration to the Organisation Constitution may only be considered at an Annual General Meeting or Special General Meeting convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a Full Member of Saltash ABC and seconded by another Full member. Such alterations shall be passed, if supported by a majority vote of those full members present at the meeting, assuming that a quorum has been achieved.

12. Dissolution

a. If at any General Meeting of the Organisation, a resolution to passed calling for the dissolution of the Organisation, the Secretary shall immediately convene a Special General Meeting of the organisation to be held not less than one month thereafter to discuss and vote on the resolution.

b. If, at that Special General Meeting, the resolution is carried by at least two-thirds of the full members present at the meeting. The Management Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the organisation and discharge all debts and liabilities of the Organisation.

c. Upon dissolution of the club and remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

13. Declaration

SALTASH AMATEUR BOXING CLUB hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

SIGNED:

NAME: John W McKinty

NAME: Micky Northfield MBE

POSITION: Club Chair

POSITION: Club Secretary

DATE: 6 August 2019

DATE: 6 August 2019

Contact tel 03457 60 60 60
see reverse for call times
Text phone 03457 125 563
used by deaf or speech impaired customers
www.hsbc.co.uk

008598_300 1/ 2 00003 75915 17752 39300

Saltash Amateur Boxing Club
The Management Centre
K2
Church Road
Saltash
Cornwall
PL12 4AE



Your Statement

Account Summary

Opening Balance	3,256.80
Payments In	0.00
Payments Out	300.50
Closing Balance	2,956.30

International Bank Account Number

GB82HBUK40401561439391

Branch Identifier Code

HBUKGB4152W

28 September to 27 October 2021

Account Name

Saltash Amateur Boxing Club

Sortcode

40-40-15

Account Number Sheet Number

61439391 141

Your Community Account details

Date	Payment type and details	Paid out	Paid in	Balance
27 Sep 21	BALANCE BROUGHT FORWARD			3,256.80
15 Oct 21	CHQ 200101	300.50		2,956.30
27 Oct 21	BALANCE CARRIED FORWARD			2,956.30

Information about the Financial Services Compensation Scheme

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

Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not applied			Debit interest		21.34%



Bluefin Sport

The Paragon
32-36 Victoria Street
Bristol
BS1 6BX
bluefinsport.co.uk

ENGLAND BOXING LTD

CONFIRMATION OF COVER

The Insured: England Boxing Ltd and Subsidiary Companies and all Affiliated Associations, Divisions, Clubs and Members registered on the England Boxing database each of whom shall separately be called the Insured.

Indemnity shall not be provided for the Combined Services Amateur Boxing Association, the British University Sports Association and the respective members of each.

Activities Insured: All activities controlled, sponsored, recognised or authorised by England Boxing Ltd

Period of Insurance: Commences 1st November 2020 and renewed annually

Membership of the Association is granted, under the provisions laid down by the Articles of the Association to Clubs and Members who have paid their annual subscription and registered with their Regional Association. Membership and registration of the Association automatically includes insurance in accordance with the following details, subject to the Terms, Conditions and Exclusions of the policies issued by Insurers and arranged by Bluefin Sport, The Paragon, 32-36 Victoria Street, Bristol, BS1 6BX:-

Public/Products Liability - Policy No: GBT001763200
--

Indemnity to the Insured for legal liability for damages and legal costs arising out of third party injury, loss or damage, in connection only with activities controlled, sponsored, recognised or authorised by England Boxing Ltd and notified to the insurers during the Period of Insurance.

Limit of Indemnity:

£10,000,000 any one occurrence.

In respect of goods sold or supplied, the limit applies in the aggregate in any one period of insurance.

Note: For any activities not controlled, sponsored, recognised or authorised by England Boxing Ltd, individual clubs must arrange their own Public Liability Insurance.

Liability hereunder extends only to legal liability arising out of activities and events which are controlled, sponsored, recognised or authorised by England Boxing Ltd and this is not a substitute for the club's own insurance arrangements and all clubs are advised to take out their own Public Liability cover.



Registered in England and Wales Number: 1507274, Registered Office: 1 Tower Place
West, Tower Place, London EC3R 5BU

 MARSH & McINNAN

Professional Indemnity - Policy No: GBT001763200

Limit of Indemnity:

£2,000,000 any one claim.

Personal Accident - Policy No: UK00002435SP19A

Insured Person:

Any registered member of England Boxing Ltd. A Member shall be deemed to include all young persons' training and sparring at an Affiliated Club, but must be placed on the England Boxing database. Recreational Members will also be included, so long as they are registered for the current season.

Cover:

Accidental bodily injury, which is the sole cause of:

Benefit	Amount
Death	£10,000
Permanent Partial Disablement	£50,000
Permanent Total Disablement	£50,000
Temporary Total Disablement	£50 per week (up to a maximum of 104 weeks, with a 1 week deferment period)

Operative Time:

- Whilst taking part in any contest, competition or training organised by England Boxing Ltd within the United Kingdom or away from Britain including whilst Commuting, or
- Whilst undertaking training organised by a Member Club under the supervision of an instructor or official of England Boxing Ltd or Member Club within Britain, or
- Whilst taking part in any contest or competition organised by a Member Club within Britain or away from Britain which has been granted permission by England Boxing Ltd including whilst Commuting.





This document is a summary of the terms of the Insurance and does not contain the full terms and conditions of the covers that can be found in the Insurance document. A copy can be obtained from IntoSport 14/16 Ivegate, Yeadon, Leeds LS19 7RE.

Name of the insurer

Type of insurance and cover

Key covers, features and exceptions

An Abuse cover extension is applicable to Gold membership only. Please refer to the Policy Wording for full details of the cover applicable.

Sports Included

Coverage hereunder is applicable to the following sports or activities:

Aerobics	Camogie	Gyrotonics	Nordic Walking	Snowboarding (on-piste)
Aerobic Pilates	Canoeing	Handball	Octopush	Softball
Aerial Hoop Dancing	Capoeira	Hapkido	Orienteering	Spinning Classes
Aerial Silks (3 metres max)	Cheerleading	Hip Hop Fit	Paddleboarding	Squash
Aerobics	Chess	Hip-Hop Dancing	Paddlesport	Stoolball
Aikido Jujitsu	Children's Multi-Sport	Hockey (Field)	Parachuting	Street Dancing
Aikido	Chi-Yoga	Hockey (Inline)	Personal Trainer	Surf Life Saving
American Football	Choy Lee Fut	Hockey (Roller)	Pétanque	Surfing
Archery	Circuit Training	Hula Hoop	Pilates	Swimmers (disabilities)
Ballet	Climbing (Indoor)	Hurling	Pole Dancing	Swimming (open water)
Ballet Barre	Contra Dancing	Iaido	Pole Fit	Swimming (pool)
Basketball	Country Dancing	Ice Hockey	Powerlifting	Swing Dancing
Basketball	Cricket	Ice Skating	Powerplate	Synchronised Swimming
Belly Dancing	Croquet	Inline Skating	Pre & Post Natal Fitness	Table Tennis
Bicycle Polo	Cross Fit	Insanity Workout	Praying Mantis	Tae Kwon Do
Boccia	Crossbow Shooting	Japanese Karate	Qi Gong	Tai Chi
Boccia	Curling	Jazz Dancing	Racquet Ball	Tai Chi Chuan
Body Attack	CX Work	Jazzercise	Tang Soo Do	Tap Dancing
Body Balance	Cycling	Jeet Kune Do	Ringette	Tap Fit
Boxing Combat (Non Contact)	Dance	Judo	Rock-it-Ball	T-ball
	Darts	Jujutsu	Rogaining	Tchoukball
	Disabled Sports	Jumpstyle	Roller Hockey	Ten Pin Bowling
	Diving (Board)	Kanga Training	Roller Skating	Tennis
	Dodgeball	Karate	Rounders	Thump Boxing
	Dragon Boating	Kayaking	Rowing	Tobogganing
	Exercise Class	Kempo	RPM	Touch Football
	Fell Running	Kendo	Rugby League	Touch Rugby
	Fencing	Kettlebells	Rugby Union	Trampoline
	Fishing	Korfball	Running	Triathlon
	Fit Steps	Koriken Karate	Sailing	Tri-Golf
	Fencing	Kung Fu	Salsa Dancing	Tug of War
	Football Classes	Kyudo	Salsa Fit	
	Fitness Classes	Lacrosse	San Soo Kung Fu	Ultimate Frisbee
	Fives	Laido	Savate	Vigoro
	Flamenco Dancing	Land Yachting	Scotching	Volleyball
	Floorball	Latin Dancing	Sh'Bam	Wakeboarding
	Folk Dancing	Latin Fit	Shindo Junen Ryu	Water Exercise
	Football/Soccer	Luge	Shinty	Water Polo
	Freestyle Kung Fu	Marching	Shooting	Water Skiing
	Gaelic Football	Martial Arts	Shotokan	Weight Lifting
	Gaelic Hurling	Metarfit	Skateboarding	Windsurfing
	Gaelic Sport	Modern Dancing	Skater Hockey	Wushu
	General Exercise Class	Modern Pentathlon	Skating	Yoga
	Golf	Mountain Biking	Ski-bob	Zumba
	Golfers	Movement & Dance	Sliding (cross country)	
	Gymnastics	Netball	Slipping Classes	
	Gymnastics	Ninja/Jiu	Snooker	

Sports Liability - Public & Products
Liability
features and benefits

Protection against your legal liability for Bodily Injury to third parties and Damage to their property including nuisance, trespass, wrongful arrest or interference

The limit(s) of indemnity any one occurrence applicable are :

Gold Membership - £10,000,000 (£5,000,000 Abuse)
 Silver Membership - £5,000,000 (No cover for Abuse)

Cover includes:

Liability caused by or arising from any tuition instruction, safety briefing or advice given, provided that such tuition instruction, safety briefing or advice is given by You or under Your direct supervision

'Member to Member' and 'Participant to Participant' liability (excluding contact sports - noted as Category 4 Sports in the Definitions Section of the Policy) in respect of activities authorised and recognised by sports coach UK and that are normally associated with the training and playing with the Sports noted on the first page

Cover extends to include:

- Health and Safety at Work Act Prosecution defence costs
- Defective premises Act
- Consumer Protection Act
- Employee's motor's clothing/personal effects up to £10,000
- Rendering of first aid or medical services by medical persons employed by the insured
- Erection, demolition, alteration or addition of buildings on your behalf up to £25,000
- Volunteers working on your behalf as long as they are qualified to perform the duties required
- Personal Liability of Employees and directors whilst they are overseas on your Business
- Liability for Damage to premises hired or rented to You for the purpose of your Business
- Liability arising from Products supplied including those hired out by You and food or drink sold or supplied
- Motor contingent liability arising out of the use of vehicles not owned by You within the UK
- Civil Liability arising from abuse of a physical, sexual or psychological nature. This cover is provided on a 'claims made' basis

Sports Liability - Public & Products
Liability
exceptions and limitations

Liability arising from or out of:

- Malicious Damage caused by the Insured or others for whom the Insured is responsible
- Damage to or the cost of making good defective products, including their recall or removal
- The use of any aircraft or hovercraft
- Any landing area for any aircraft
- The use of mechanically propelled vehicles requiring Road Traffic Act cover
- Personal Injury to any employee
- Personal Injury to a participant caused by a participant when involved in a Category 4 Sport (as noted in the Definitions Section of the Policy)
- The use of any aircraft, hovercraft
- Watercraft or vessel exceeding 8 metres in length and only whilst on inland or coastal waters
- Assault, battery, deliberate violence, sexual assault, sexual harassment or rape
- Riots, strikes, war invasion or act of foreign enemy
- Assumed under contract unless you are or would have been held liable under civil law
- Demolition of buildings/ structures over 10 metres height
- Smoke, soot, acids and chemical leakage unless by a sudden unexpected and unintended happening
- Vibration or weakening of structures
- Boiler or other vessel collapse or explosion
- Claims brought outside the jurisdiction of Great Britain, Northern Ireland, the Isle of Man or the Channel Islands
- Fungus, Mildew and Mould
- AIDS or Hepatitis C or Cancer
- Asbestos
- Acts of Terrorism
- Defamation, libel, slander or breach of copyright
- Performance, surety, credit or financial guarantee
- Liquidated, punitive, aggravated or exemplary damages including all fines and penalties
- Arc, flame cutting, welding or similar operation
- Economic or Pecuniary loss where no Personal Injury or damage to tangible property occurs
- Abuse or attempt thereof which occurred or is alleged to have occurred prior to the retroactive date
- Any fines or penalties or the costs of defending and criminal proceedings in respect of abuse extension
- The first part of any claim (your excess)

Sports Liability - Professional Indemnity
features and benefits

Protection against your legal liability arising from negligent acts, errors or omissions committed in connection with the sports(s) including all sports authorised and recognised by sports coach UK

The limit of indemnity is £5,000,000 any one occurrence and in the aggregate

The limit(s) of indemnity any one occurrence and in the aggregate applicable are:

Gold Membership - £5,000,000
 Silver Membership - £5,000,000

Cover includes:

Liability caused by or arising from any tuition instruction, safety briefing or advice given, provided that such tuition instruction, safety briefing or advice is given by You or under Your direct supervision

'Member to Member' and 'Participant to Participant' liability (excluding contact sports - noted as Category 4 Sports in the Definitions Section of the Policy) in respect of activities authorised and recognised by sports coach UK and that are normally associated with the training and playing with the Sports noted on the first page

Sports Liability - Professional Indemnity
exceptions and limitations

This section of the policy is a 'claims made' wording

- Claims made or threatened prior to inception of the policy
- Circumstances which the Insured had become aware of prior to the policy inception
- Dishonest, fraudulent, criminal or malicious acts
- Ownership, maintenance, operation of any aircraft, boats or vehicles
- Insolvency, bankruptcy or liquidation
- Sale or supply of goods
- Physical assault or interference
- Non medically prescribed drugs
- AIDS or Hepatitis C or Cancer
- Riots, strikes, war invasion or act of foreign enemy
- Claims brought outside the jurisdiction of Great Britain, Northern Ireland, the Isle of Man or the Channel Islands
- Acts of Terrorism
- Liquidated, punitive, aggravated or exemplary damages including all fines and penalties
- Trading debts
- Discharge, disposal, release or escape of pollutants
- Reckless disregard and/or willful breach of duty
- The first part of any claim (your excess)

Sports Accident features and benefits

Set benefits payable when You suffer Bodily Injury, while engaged under the auspices of your Sports coaching which is the sole, direct and independent cause of your injury in connection with the sports(s) including all sports authorised and recognised by sports coach UK and that are normally associated with the training and playing with the Sports noted on the first page

This section does not apply to Silver Membership. The benefits applicable to Gold Membership are as follows:

£100,000	Death and Permanent Disablement
£1,200	Physiotherapy and chiropractic
£500	Dental services to sound whole teeth only

Maximum percentages of the full benefit payable will apply. Please refer to the policy wording.

Benefits include:

- Death of Insured Persons
- Permanent total and irrecoverable loss of sight or lens in one or both eyes
- Permanent total and irrecoverable loss of use of one or two limbs
- Permanent total and irrecoverable loss of hearing in one or both ears
- Total and permanent disablement from engaging in or attending to any occupation when disablement has continued for a period of 12 calendar months.
- Hospital Accommodation and ancillary medical benefits
- Physiotherapy and Chiropractic
- Dental Expenses to sound whole teeth only

Sports Accident exceptions and limitations

- Suicide or attempted suicide, intentional self-injury or deliberate exposure to unusual danger
- Engaging in or taking part in any sport/s other than the sport/s recognised by sports coach UK and that are normally associated with the training and playing with the Sports noted on the first page
- Driving or riding in any kind of race, or taking part in hazardous sports
- Engaging in air travel except as a passenger operated by a commercial air carrier
- Any pre-existing defect, infirmity or sickness
- Unreasonable failure to seek or follow medical advice
- AIDS
- Acts of Terrorism, War or Civil Commotion
- Persons of the age of 75 or above
- The first part of any claim (your excess)

Period of Insurance

The Insurance will remain in force for 12 months from the date of commencement of your membership with sports coach UK.

Your right to cancel

Your Insurance remains in force whilst You are a member of Sportscove UK. If You wish to cancel the Insurance please contact IntoSport, 14/16 Ivegate, Yeadon, Leeds LS19 7RE

Claims

If you wish to make a claim, please contact IntoSport. The information which is required is detailed in your Policy Wording

Our complaints procedure

We aim to provide you with a first class service. If We have not delivered the service that You expect or You are concerned with the service provided, We would like the opportunity to put things right. Initially please raise your concerns with Sportscove Europe Ltd, PO Box HQ 420, St Helen's, 1 Undershaft, London EC3P 3DQ.

If your complaint is not resolved or You are not happy with Our response and the course of action proposed, you can progress your complaint. You may refer the matter to the Policyholder & Market Assistance Department at Lloyd's, One Lime Street, London EC3M 7HA, telephone 020 7327 5693 or email complaints@lloyds.com. The Society of Lloyd's is regulated by the Financial Conduct Authority whose arbitration service is the Financial Ombudsman Service and You may be able to refer your complaint to them:

Financial Ombudsman Service, South Quay Plaza, 183 Marsh Wall, London E14 9SR
Telephone: 0845 0801800 Email: complaint.info@financial-ombudsman.org.uk

Website: www.financial-ombudsman.org.uk

Your rights

Your rights as a customer to take legal action remain unaffected by the existence or use of any complaint procedures referred to above. However, the Financial Ombudsman Services will not adjudicate on any cases where litigation has commenced

Compensation

Lloyd's is a member of the Financial Services Compensation Scheme (FSCS). This scheme provides compensation in case any of its members go out of business or into liquidation and are unable to meet any valid claim under its policies. You may be entitled to compensation from the scheme if we cannot meet our obligations. This depends on the type of business and the circumstances of the claim. The first £2,000 of a claim is protected in full. Above this threshold, 90% of remainder of the claim will be met. For compulsory classes of insurance, 100% of the claim will be met without any upper limit

Further information about compensation scheme arrangements is available from the FSCS.



SPORTSCOVER

SCF SKF sports coach UK 06.14

SALTASH AMATEUR BOXING CLUB

FOREWORD

The Management Committee [MC] endorses and adopts this Child Protection Policy [CPP]. This document confirms the importance placed on the protection of children and young people and should be accepted as an indication that this MC is determined to ensure that everyone in the organisation takes all necessary steps to protect our young athletes and associated members. Which enables children and young people to flourish in a safe and enjoyable environment.

The appointment of our Welfare Officer will ensure a cohesive transparent approach to this policy.

We will also ensure that all coaches, officials and volunteers are instructed in this policy. In so doing we shall provide a clear understanding of this Policy, seek to develop a culture of understanding of CP issues and a pathway of help and advice when Child Protection concerns are raised.

Designated Officers:

Alfie Northfield MBE, Child Protection Officer -07505 265 874
John McKinty - Vulnerable Adults Officer - 07792 979712

Effective Date: 07 January 2019

Review Date: 06 January 2020

1. INTRODUCTION and OVERIDING PRINCIPLES

This Document is a living publication where best practice and continuing review will ensure a transparent and credible approach to child protection within Boxing.

Adherence to this Policy & its Procedures applies to all and is mandatory for all staff, members, athletes, coaches, officials, club officers and volunteers.

This policy document will be subject to major review at least every three years.

It is the responsibility of every adult involved in Amateur Boxing to ensure that every child and young person is able to participate in our sport in a safe and friendly environment. There can be no excuses whatsoever for any form of abuse and all such reported concerns will be rigorously addressed. All should recognise their responsibility to safeguard the welfare of all

children and young people by protecting them from all forms of emotional, physical, sexual abuse and neglect. This includes bullying.

All children and young people should be valued and treated with equity and fairness. The interests and welfare of children and young people is paramount and they have a right to expect the highest standards of care and the MC will expect nothing less from those charged with this duty of care and protection regardless of the child's age, culture, disability, ability, gender, language, racial origin, religious belief or sexual identity.

This policy outlines concise instruction regarding, procedures and responsibilities around child protection. 'Child', 'Children' and 'Young People' are used in this document to identify persons under the age of 18.

All members including joining members, employees, coaches, athletes, officials and volunteers of Saltash Amateur Boxing Club shall be made aware of the mandatory adoption of this policy. This policy is to be openly displayed within the club premises.

2. ELEMENTS OF CHILD PROTECTION MAKING UP THIS POLICY

- **Recognising and referring** – this involves recognising the nature and scope of child protection issues and when there is evidence of a breach of this policy in respect of a child. The first and immediate step to take is to refer the matter to your Club, Welfare Officer, who will immediately forward the details to the Regional Welfare Officer.
- **Prevention and precautions** – this involves identifying areas of risk, including practices and individuals that give rise to CP concerns. In terms of identifying individuals who may pose a risk to children an important part of this process involves CRB certification, and as such is dealt with in some detail within the linked document 'England Boxing CRB Checks and Procedures'.
- **Training and Professional Development of all people involved with Children and Young People** – the Board and Council intends to work with the National Child Protection and Equity Manager [NCPem] in order to establish a framework for the training of Club, Divisional and Regional Welfare Officers, coaches, officials and team managers.

There will always be a robust recruitment process which will address Child Protection issues where the inclusion of references, self-declaration and Criminal Records Bureau Disclosure at the appropriate level will be required.

3. CHILDREN IN BOXING

England Boxing is guided by core values that determine good practice. These values are drawn from the United Nations Convention of Human Rights which incorporates the following:

- **Needs of the Child**

The experience for children in sport should at all times reflect what is best for children. This demands that their carers and others charged with their welfare should have a basic

understanding of their stages of development and their emotional, physical and personal needs.

- Integrity in Relationships

Adults interacting with children and young people in sport are placed in a unique position of trust and should at all times ensure that they treat them with integrity and respect. The relationship between carer and child athlete must at all times be one of openness and respect. As in society, verbal, physical, emotional and sexual abuse or the threat of such abuse is totally unacceptable.

- Importance of preserving childhood

The importance of preserving childhood should be understood and embraced at all levels within amateur boxing.

- Sporting atmosphere and ethos

Amateur boxing for children and young people should be conducted in a safe, positive and encouraging atmosphere.

Standards of behavior expected of children and coaches in Amateur Boxing should be treated with the same level of importance as those set for sports performance. It therefore follows that standards of sporting excellence should embrace standards of personal conduct.

- Fair Play

This is defined by the European Code of Sports Ethics as:

'Much more than playing within the rules. It incorporates the concepts of friendship, respect for others and always playing within the right spirit. Fair play is defined as a way of thinking, not just a way of behaving. It incorporates issues concerned with the elimination of cheating, gamesmanship, doping, violence [both verbal and physical], exploitation, unequal opportunities, excessive commercialism and corruption'

4. STATEMENT OF CP RISKS TO CHILDREN AND YOUNG PEOPLE

It is not possible to identify all the risks to children and young people which Saltash ABC Coaches and volunteers need to be aware of. However the MC feel strongly that some attempt to identify those risks currently apparent should be made and the following list is a guide to the sort of issues that give rise to concern.

It is important to recognise that although incidences of sexual abuse [in its widest definition] exist, and when they occur they are of huge consequence and concern, they are relatively rare and numerically the totality of the non-sexual threats far outweighs them. We would be failing our children and young people if we limited our vigilance exclusively to that of sexual abuse.

As such the MC is concerned to identify and eradicate the following types of behaviour;

- Bullying, which can take the form of bullying practiced on a child or young person by another child or young person [or a group] or bullying by an adult whose role in relation to the child may be as coach, club official or volunteer;

- **Inappropriate training**, this is a form of abuse and involves any activity in which an adult forces or encourages physical training at a level which is too intense and fatiguing for a child or young person.

In boxing this can take many forms including too frequent, hard competitive 'sparing' 'endurance' or 'stamina' training such as over-long runs, or distance runs at a pace that causes extreme fatigue and distress.

There is the risk of over exertion during 'gym work' which could involve inappropriate levels of training in excess of a child's natural capacity, or with a frequency that is inappropriate for their age and physical development.

- **Placing unrealistic expectations of success on a child or young person**. Each child or young person has their natural ability which can be developed by training and coaching. However any adult with responsibility in this area should be aware of their limitations and be realistic about the goals that a child or young person should be set.
- **Disabled People**. There have been a number of studies which suggest children [or adults] with disabilities are at increased risk of abuse. Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or adequately communicate that abuse has occurred.
- **Race and Racism**. Children from black and minority ethnic groups [and their parents] are likely to have experienced harassment, racial discrimination and institutional racism. Although racism causes significant harm it is not, in itself, a category of abuse. However, this may be categorised as emotional abuse, under child protection procedures.
- **Drugs and Doping**. This is the scourge of all sports and it cannot be pretended that this problem does not exist within Amateur Boxing. Any exposure of a child or young person to drug taking or doping is a serious abuse of a child or young person and a significant Child Protection issue.
- **Verbal Abuse**. This can consist of verbal admonishments rather than encouragement and tuition. Swearing and the use of inappropriate language, metaphor or simile can constitute abuse and can be threatening to children, giving rise to anxiety and fear. Inappropriate language will not be tolerated.
- **Physical Abuse**. It is never acceptable to physically assault a child or young person. Certain forms of physical contact such as restraint might be justified for the child's safety. Physical contact for the purpose of coaching and instruction is obviously permissible but care needs to be taken.
- **Mismatching Opponents**. In Amateur Boxing, guidance within the Rule Book for the matching of children and young people is extensive. It should be noted that such infringements of these rules can on many occasions constitute abuse and shall be dealt with under this Policy and through discipline procedures.
- **Favouritism**. It is tempting to lavish praise and attention on young athletes who appear to be developing quickly and showing talent. It is wrong however to do this in a way that undermines other athletes in the group or makes anyone feel inferior. It is important to give proportionate attention to all children and young people under the control and supervision of an adult.

- **Neglect.** If a child or young person is placed under the care and supervision of an adult it is that adult's duty to attend to that child or young person's welfare and not to neglect the child even if there are competing pressures on the supervising adult's time and attention.
- **Sexual Abuse.** This includes any form of physical contact with a view to sexual gratification or sexual activity however minor both upon and towards a child or young person. Sexual abuse arises wherever an adult uses a child for sexual gratification however it is done.
- **Video and Film.** In some sports there have been incidences of people filming children participating in sport for the purpose of sexual gratification and circulation. The filming of children must be controlled and only carried out for a proper purpose and with the correct authority – in Amateur Boxing authority is granted by those who issue tournament permits. Such activity should never be carried out within changing rooms even under permit.

Note: All persons who participate in commercial [for payment] photography and / or video recording at any establishment [this shall include gymnasiums and tournament venues] within Amateur Boxing must be in possession of a 'current' CRB Disclosure.

The above examples are merely a selection of the types of behavior which we aim to eliminate from our sport. It is not an exhaustive list.

The over-riding principle is that any behavior that threatens the welfare of a child or young person is prohibited and requires reporting and possible action. The participation of children and young people in the sport of Amateur Boxing should be enjoyable and safe. Any behavior that affects these goals amounts to a Child Protection issue.

As well as identifying and eliminating Child Protection threats arising from a child's participation in the sport of Amateur Boxing, all responsible adults should be aware of indicators of abuse that may be taking place away from the sport, for instance at home or school.

5. GUIDELINES FOR CLUB CHANGING ROOM POLICIES

The main points around changing room policy is as follows:

- Adults and young people [under 18 years] should not change or shower at the same time;
- Separate changing facilities must be provided for males and females – the exception can be that females, adults and young people change at different times;
- If adults and young people do change and/or shower together, parental consent must be obtained and, parents should be allowed to supervise such changing arrangements;
- Changing and shower areas are provided for just that, all members of clubs should be encouraged to shower and change in a timely way and quit the changing area upon completion.
- If a young person does not wish to shower / change at the club they must not be forced to do so, in these circumstances issue should not be made regarding this.
- The practice of unauthorised entry into changing room areas should not be permitted examples are at gymnasiums and / or tournaments where visitors gather to support

an athlete. Club officials and / or Officials in Charge should ensure that such practices do not take place.

- The use of photography of any type is strictly forbidden in changing rooms. This practice may well lead to disciplinary action.
- The practice of children and / or young people changing in public areas will not be tolerated examples of this are at tournaments held in licensed premises where a bar area is used for changing whilst at the same time, members of the public are present or even consuming alcohol.
- At tournaments, the practice of weighing-in both children and adults in changing rooms is not permitted. Such procedures may take place in a separate area however, when children are being weighed, the room must be cleared of all who are not authorised to be present.
- The policy of allowing all coaches / competition secretaries and spectators to attend throughout will not be permitted. In brief terms, officials in charge must ensure that 'only those who expressly need to be present are present.
- Parents of children who weigh-in may be permitted to be present during the weigh-in of their child only.

This list is not exhaustive and coaches and officials in charge must adopt common sense and proportionality when dealing with concerns around changing areas for children and young people.

Our Safeguarding Children Partnership for Cornwall and Isles of Scilly

This is to certify that
Micky Northfield MBE

attended the following training:

**Level 3 1 Day Multi Agency Responses to
Neglect Course**

On: **Tuesday 15 September 2020.**



John Clements

Independent Chair of Our Safeguarding Children Partnership





Saltash Town Council



Policy/Procedure:

Scheme of Delegation

Date of Adoption:

TBC

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

Current Status			
Version	7	Approved by	FTC
Date	January 2022	Date of approval	
Responsible Officer	Town Clerk	Minute reference	
Responsible Committee	P&F	Review date	As Required

Version History			
Date	Version	Author/Editor	Comments
January 2022	7 DRAFT	SB	Appendix added re Covid-19
May 2021	6	AJT	Delete Covid-19 appendix
March 2021	5	SE	Update
November 2020	4	AJT	Appendix added re Covid-19
Feb 2020	3	SE	Update
May 2019	2	SB	Increased monitory values in line with new Committee Structure
May 2013	1	RL	Re-approved (new Council)
March 2011	1	RL	First adoption

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

Document Retention	
Document retention period	Until superseded

Saltash Town Council Scheme Of Delegation

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

Section A Financial

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

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

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

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

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

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

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

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

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

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

Section B Personnel

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

Section C Other

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

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

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

Version History

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

Appendix 1: Covid-19 Emergency Scheme of Delegation

Saltash Town Council delegates authority to the Town Clerk informed by consultation with Members of the Town Council, to take any actions necessary with associated expenditure up to **£ VALUE** to protect the interest of the community and ensure council business continuity during the period of the coronavirus pandemic where it is deemed inappropriate to meet.

Commented [SB1]: The value should be a practical amount to allow the council to function outside of meetings if required. It should be more than the normal delegated amount in financial regulations (£1,000).

Report to Policy & Finance Committee 11th January 2022

Background

The Property Maintenance Sub-Committee meeting 6th October 2021 (minute 8/20/21) recommended to Policy & Finance Committee 9th November 2021 to give authorization for the Locum Town Clerk to ascertain costs and timescales for the insurance valuation of the Council's asset portfolio. (pursuant to minute 105/21/22) and resolved to delegate to the Locum Town Clerk and report back to Policy & Finance Committee 11th January 2022

Current position December 2021

The Locum Town Clerk approached three Building Surveyor companies, as recommended by Zurich Municipal, as Companies understating of the Local Authority risks and the requirement for reinstatement valuations. Only two of the three Companies approached responded viz-

Company A - £4,800 +vat

Company B - £5,000 +vat

Company C - No quote.

Recommendation

That the Policy & Finance Committee agree to Company A being appointed to carry out the buildings revaluations during January 2022 at a cost of £4,800 +vat.

The surveying fees to be met against Insurance cost centre code 6205 in the sum of £2,000 and a virement of £2,800 from general reserves.

C. Cook (Locum) Town Clerk

Recommendation to Policy and Finance – IT Consultant

Information:

Following the Policy and Finance meeting held on 9th November 2021 minute nr. **107/21/22** **TO RECEIVE AND REVIEW THE IT REPORT AND CONSIDER RE-APPOINTING AN IT CONSULTANT TO ACT ON BEHALF OF THE TOWN COUNCIL.**

It was proposed by Councillor Martin, seconded by Councilor Peggs and **RESOLVED** to delegate authority to a Working Party comprising of Councillors Miller, Yates, Bickford, the Acting Town Clerk and the Administration Officer to review the IT report and appoint a company to provide IT services to the Town Council commencing April 2022 within the available budget and reporting back to the next available meeting of the Policy and Finance Committee.

Research:

A further two further proposals were received from two separate IT providers that currently provide services for Town / Parish Councils of similar size to STC.

The working party shortlisted the seven proposals received and met with three companies to discuss services proposed and their suitability for STC.

The proposals and services provided identified areas in which the Council's IT functionality could be improved and potential areas that could offer cost savings to the Town Council.

Recommendation:

The Working Party recommends to the Policy and Finance Committee:

1. To appoint Company D for the provision of IT services at a cost of £240.00 per month for IT Support Services as outlined in the anonymised template of the Measured Terms Agreement. This includes ongoing support of all computer workstations (excluding hardware support), network operating systems, mail systems and Microsoft Office Suite.

Monthly Service Costs and Operational Subscriptions:

<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
Broadband (library)	£42.95
Broadband (longstone & guildhall)	£72.00
AntiVirus Cloud Hosted	£24.00
Total monthly support and operating costs:	£782.75
Total annual support and operating costs:	£9,393.00

2. To be allocated to budget code 6306 IT Maintenance available funds: £9,720.00
3. To delegate authority to the Acting Town Clerk to further progress IT projects deemed necessary and suitable to improve the Town Council's IT functionality within the Town Clerk's delegated expenditure (£1,000). Any IT projects actioned will be allocated to budget code 6370 Computer Equipment Renewal available funds £7,000.00

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

End of Report.

MEASURED TERMS AGREEMENT

between

and

Saltash Town Council, (the “Client”)
whose registered office address is: xxx

Version: 1.1
Date: December 2021

INTRODUCTION

This contract sets out the IT support service to be provided by _____ to Saltash Town Council during the period commencing on 1st April 2022 and terminating on 31st March 2024.

SERVICE SPECIFICATION

1.0 Service Includes

- 1.1 Ongoing support of all computer workstations (excluding hardware support), network operating systems, mail systems and Microsoft Office Suite.
- 1.2 The provision of _____ for reporting all ICT related incidents and obtaining information on service status and matters associated with any reported incident. This includes the logging, monitoring and escalation (where appropriate) of all incidents reported to the HelpDesk. The work resulting from any logged request is dealt with in Section 2.
- 1.3 The provision of advice and assistance to identify suitable IT and Telecomms products in response to a need expressed by the Client. Requests for such assistance will be introduced as a request for support under the procedure outlined in section 4.0.

2.0 Service Delivery

- 2.1 The Service will be for up to 3.5 on-site hours and up to 4 remote support/maintenance hours per calendar month during the period Monday to Friday excluding public or national holidays.
- 2.2 The Service will be delivered in the main by a team of Technical Support Analysts with the back up of additional Technical Support, Communication and Networking Analysts where necessary from _____ Services team.
- 2.3 The Technical staff will acknowledge requests for ICT Support and fault calls, normally within 8 working hours.
- 2.4 When appropriate and in order to provide a more efficient and rapid response, the Technical staff will resolve faults and satisfy requests by issuing instructions to the Client via telephone or e-mail.
- 2.5 Depending on the urgency of the logged call when an on-site visit, i.e. to the Client's registered office address, is necessary to resolve a fault or satisfy a request, the visit will normally be made within 3 working days of receipt of logged call.
- 2.6 Revised or new ICT policy will be recommended where appropriate and directed to the Client for consideration. Where recommendations are to be actioned and require an IT resource to implement any aspect, these must be introduced as requests for additional services as described in paragraph 3.3 below.

3.0 Service Exclusions

- 3.1 The supply or maintenance of any items deemed by the manufacturer to be consumable i.e. ribbons, floppy disks, toner, drums, fusers, filters, printheads, CRT's etc.
- 3.2 The hardware maintenance of all servers, computers and associated networking equipment and cabling, workstation hardware and printers.
- 3.3 Requests for support, which fall outside the service specified in 1.0 above can still be made to the HelpDesk (within the working parameters outlined in Section 2) and will be considered as a request for additional support. Charges for resulting work will be agreed in advance of the work being undertaken.

4.0 Call Logging Procedure

- 4.1 All faults or requests for IT support should be logged with the HelpDesk or via e-mail to the HelpDesk. The Client in each case should provide a realistic priority of any logged call.
- 4.2 All relevant details about the fault or request must be given to the HelpDesk operator as appropriate. All requests will be logged with the HelpDesk so that service delivery can be monitored.
- 4.3 Serious issues, escalations and complaints should be directed at the earliest opportunity to Director, either by phone call or via e-mail.

TERMS AND CONDITIONS

5.0 Costs

- 5.1 The cost for the provision of the Service specified in Section 1.0 above for the period from 1st April 2022 to 31st March 2024 inclusive is £240.00 per calendar month. On the 1st January each year, the contract value will increase in line with RPI.
- 5.2 The hourly fee will then be at £60 per hour.

This hourly charge will also be levied when it is necessary to either work off or to take work off-site, e.g. to offices, to resolve the problem
- 5.3 All reasonable expenses incurred by the Technical support staff, whilst carrying out any duties as part of this agreement, will be re-charged to the Client at cost, e.g. parking, and mileage will be charged at the rate of 50p per mile. Mileage expenses for contracted days at the head office are included in the daily rate.
- 5.4 All charges will be invoiced in arrears. Invoices will be addressed to Accounts Dept., at the address shown on the front page, unless is instructed otherwise.

All costs quoted above are ex VAT.
- 5.5 Data Protection

- The Contractor shall duly observe all its obligations under the General Data Protection Regulation 2018 (“the GDPR”) in connection with the Service and this Agreement and shall ensure that the Client shall not be in breach of its obligations under the GDPR as a result of any act or omission of the Contractor. The Contractor shall not:
 - o Use the data or information nor reproduce the data or information in whole or in part in any form except with the prior written agreement; or
 - o Disclose the data or information to any third party or persons not authorised by the Client to receive it, except with the prior written consent of the Client; or
 - o Alter, delete, add to or otherwise interfere with the data or information (save where expressly required to do so by the client to perform maintenance/operations on the ICT system).
 - To the extent that any data or information relating to the Client, its staff and customers is personal data.
 - The Contractor will not transmit such data and information to a country or territory outside the European Economic Area without the Client’s express consent; and
 - The Contractor will take such technical and organisation measures (5.6) against unauthorised or unlawful processing of such data and information and against accidental loss or destruction of, or damage to, such data and information as are appropriate to the Client as data controller.
- The Contractor shall indemnify the Client in full respect of any claims, proceedings, actions, damages, legal costs, expenses and other liabilities arising from the breach of this Condition by the Contractor

5.6 Organisational Data Protection Measures

- Should the contractor ever be required to take data from the clients site, it will be in an encrypted form, and the contractor will ensure that it’s a secondary copy (i.e. There will be another backup) of the data before leaving site.
- All e-mails between the contractor and the client are encrypted via TLS.
- All documents stored by the contractor are held in an encrypted format and/or require 2FA (2nd factor authentication) to access them.

5.7.1 Organisational Security Measures

Security Management

- a. Security policy and procedures: Contractor (**Processor**) must document a security policy regarding the processing of personal data.
- b. Roles and responsibilities :
 - i. Roles and responsibilities related to the processing of personal data are clearly defined and allocated in accordance with the security policy.
 - ii. During internal reorganisations or terminations and change of employment, revocation of rights and responsibilities with respective handover procedures is clearly defined.
- c. Access Control Policy: Specific access control rights are allocated to each role involved in the processing of personal data, following the need-to-know principle.

Incident response and business continuity

- a. Incidents handling / Personal data breaches:
 - i. Processor will report without undue delay to Controller any security incident that has resulted in a loss, misuse or unauthorised acquisition of any personal data.
- b. Business continuity: Processor establishes the main procedures and controls to be followed in order to ensure the required level of continuity and availability of the IT system processing personal data (in the event of an incident/personal data breach).

Human resources

- a. Confidentiality of personnel: Processor ensures that all employees understand their responsibilities and obligations related to the processing of personal data. Roles and responsibilities are clearly communicated during the pre-employment and/or induction process.
- b. Training: Processor ensures that all employees are adequately informed about the security controls of the IT system that relate to their everyday work. Employees involved in the processing of personal data are also properly informed about relevant data protection requirements and legal obligations through regular awareness campaigns.

Technical security measures

Access control and authentication

- a. An access control system applicable to all users accessing the IT system is implemented. The system allows creating, approving, reviewing and deleting user accounts.
- b. When granting access or assigning user roles, the “need-to-know principle” shall be observed in order to limit the number of users having access to personal data only to those who require it for achieving the Processor’s processing purposes.
- c. Where authentication mechanisms are based on passwords, Processor requires the password to be at least eight characters long and conform to very strong password control parameters including length, character complexity, and non-repeatability.
- d. The authentication credentials (such as user ID and password) shall never be transmitted unprotected over the network.

Security of data at rest

a. Server/Database security

- i. Database and applications servers only process the personal data that are actually needed to be processed in order to achieve its processing purposes.

b. Workstation security:

- i. Users are not able to deactivate or bypass security settings.
- ii. Anti-virus applications are configured on a regular basis.

- iii. Users don't have privileges to install or deactivate unauthorised software applications.
- iv. The system has session time-outs when the user has not been active for a certain period.
- v. Critical security updates released by the operating system developer are installed regularly.

Network/Communication security:

- a. Whenever access is performed through the Internet, communication is encrypted through cryptographic protocols.
- b. Traffic to and from the IT system is monitored and controlled through Firewalls and Intrusion Detection Systems.

Back-ups:

- a. Backup and data restore procedures are defined, documented and clearly linked to roles and responsibilities.
- b. Backups are given an appropriate level of physical and environmental protection consistent with the standards applied on the originating data.
- c. Execution of backups is monitored to ensure completeness.

Mobile/Portable devices:

- a. Mobile and portable device management procedures are defined and documented establishing clear rules for their proper use.
- b. Mobile devices that can access the information system are pre-registered and pre-authorised.

Data deletion/disposal:

- a. Software-based overwriting will be performed on media prior to their disposal. In cases where this is not possible (CD's, DVD's, etc.) physical destruction will be performed.
- b. Shredding of paper and portable media used to store personal data is carried out.

Physical security: The physical perimeter of the IT system infrastructure is not accessible by unauthorised personnel. Appropriate technical measures (e.g. Intrusion detection system, locking system) or Organisational measures (e.g., security guard) shall be set in place to protect security areas and their access points against entry by unauthorised persons.

6.1 The personnel provided by _____ will remain under the control of _____
Neither _____ nor the Client shall solicit the services of or
employ or otherwise contract for the services of any present or future employee of the other
without the consent of the other until 6 months after the earlier of (a) the termination of such
employee's employment or contract, or (b) the termination of this Agreement

7.0 Review and reporting

7.1 A director of _____ will be available to meet on a regular basis (to be agreed
with the Client) to discuss any service issues or any new requirements, in order to ensure
optimal value for money is being derived from this contract.

7.2 The Client will be responsible at all times for all ICT policy and procedures.
Ltd. will advise the Client, as appropriate, where there is an apparent need to change or add
any policy or procedures where they will be of benefit to the Client.

8.0 Termination

8.1 This contract may be terminated by either party for whatever reason by giving the other 90
days written notice.

AGREEMENT

**By signing this contract you are formally indicating your agreement to the terms and conditions
detailed in this document.**

Signed: _____

Date: _____

For and on behalf of Saltash Town Council

Name (please print): _____

Position: _____

Signed: _____

Date: __1st April 2022_____

Name (please print):

Position _____ Director _____

Quorum Level for all Town Council Sub Committees

A Town Council is empowered to appoint one or more committees for the purpose of discharging any of its functions; and unless the Town Council otherwise directs, a committee may itself arrange for the discharge of its functions by a sub-committee.

The membership and terms of office of committees are fixed by the council and of sub-committees.

The Town Council may at any time abolish a committee/sub-committee, change its membership or withdraw or alter the powers delegated to it.

The Local Government Act 1972 states that no business shall be transacted at a meeting of a Town Council unless at least one-third of the whole number of Members for the Town Council are present at the meeting; in no case shall the quorum be less than three.

The Town Council's Standing Orders are concerned with such matters as the quorum and states (see 1 and 2 below). The Town Council can vary or revoke the following as the Town Council decides:

1. **No business may be transacted at a meeting unless at least seven Members of the Council are present.** The Terms or Reference for each standing committee define its quorum.
2. The council may appoint committees as may be necessary and shall determine the place, notice requirements and quorum for a meeting of a committee and sub-committee which shall be no less than three.

The composition for all sub-committees is eight Members.

In recent times the level of attendance at Sub Committees is below the councils quorum level of five. Members are asked to consider reducing the quorum level to four for all sub-committees. Should Members resolve to reduce the level to four, please note, it is then not a reason to not attend sub-committee meetings when summoned to attend.

Polite reminder: As a councillor you have a responsibility to attend meetings when summoned to do so; the notice to attend a council meeting is, in law, a summons, because you have a duty to attend.

End of Report.

Awarding the Freedom of Saltash

RESPONSIBLE COMMITTEE: POLICY & FINANCE

*This is a policy/procedure document of Saltash
Town Council to be followed by both Council
Members and Employees.*

Current Document Status			
Version	1 NEW	Approved by	
Date	November 2021	Date	
Responsible Officer	AJT	Minute no.	
Next review date			

Version History			
Date	Version	Author/Editor	Notes
Nov 2021	1	AJT	New

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Until superseded

Awarding the Freedom of Saltash

The Freedom of the Town is an exceptional award made at the discretion of the Town Council.

This honour will be awarded only on rare and exceptional occasions, and in accordance with legislation.

Background

The Local Government Act 1972 (as amended by the Local Democracy, economic Development and Construction Act 2009) Section 249 (5) - (10) enables all local councils to confer honorary titles, namely “honorary freeman” or “honorary freewoman” to:

- a. Persons of distinction, and
- b. Persons who have, in the opinion of the authority, rendered eminent services to that place or area.¹

Section 249 (7) (as amended) states that the power in subsection (5) is exercisable by resolution of the relevant authority.

Section 249 (8) (as amended) states that the resolution under subsection (7) must be passed:

- a. At a meeting which is specially convened for the purpose and where notice of the object of the meeting has been given; and
- b. By not less than two thirds of the members of the relevant authority who vote on it.

Section 249 (9) (as amended) states that:

“A relevant authority may spend such reasonable sum as it thinks fit for the purposed of presenting an address or a casket containing an address to a person on whom the authority has conferred the titled of honorary freeman or honorary freewoman under subsection (5).”

Eligibility

1. Individuals from all walks of life and all sections of the community who have made a difference to the town of Saltash are eligible to be nominated as honorary freemen/freewomen.
2. In keeping with the special nature of the award it shall be strictly limited to those who have made a very significant contribution to the community of Saltash or a significant national contribution relative to the Town and who have demonstrated ‘service above self’.

Preference will be given to a person who performs in a voluntary capacity, but this should not preclude the honour being awarded to a person whose

¹ Local Government Act 1972 (as amended) s.249 (5)

dedication and contribution is significantly above that expected from their occupation.

3. The honour will be awarded for the individual's lifetime and not as a hereditary award.
4. The maximum number of honorary freemen or freewomen at any one time is not restricted.
5. Any nominated Town Councillor should have retired from the post. It would be expected that the nominee will have given extensive and distinguished service to the community which transcends local government i.e. service to other organisations, voluntary and community groups, in a largely voluntary capacity and not usually for long service on the Town Council.
6. The nominee must have made an outstanding contribution to the Town and should normally involve one or more of the following factors:
 - A significant allocation of the person's time in serving members of the community for the improvement of their wellbeing.
 - The promotion, achievement and/or delivery of community services in which a real personal contribution has been made.
 - Whilst difficult to define, the contribution must be outstanding in that it can be seen to stand above the contributions of most other persons.

Nomination Procedures

1. Nominations must be made in the strictest confidence without the nominee's knowledge. Any resident or elector of the Town of Saltash may make a nomination, but it must be sponsored by a Town Councillor.
2. Nominations must be made in writing to the Town Clerk. The submission should be evidence-based by outlining the voluntary service provided by the individual to the community and any other examples of 'community spirit' to justify the honour. On receipt of a nomination, it will be circulated to all Councillors for confidential consideration at the earliest opportunity.
3. All nominations are to be treated in the strictest of confidence. The nominee should not be informed that they have been nominated as it is not fair to raise expectations in case they are not met. It is imperative that submissions are not discussed with any other persons. Any disclosure will make the application invalid.
4. Nominations will be acknowledged in writing but no correspondence will be entered into.
5. Members may request that the Town Clerk contact the proposer for further information in support of the nomination.

6. Members may conduct discreet inquiries to verify the merits of the nomination.
7. A confidential survey poll will be held to establish whether two thirds of Members consider that the nominee fulfils the criteria for the award and support the nomination.
8. Where the survey poll finds that two thirds of Members support the nomination the nominee will be contacted in writing by the Town Clerk asking if they will accept the award.
9. Following a response from the nominee indicating that they will accept the award the Town Clerk will advise the Mayor who will call an Extraordinary Meeting of the Town Council to formally consider the nomination.

Consideration by the Town Council

1. An Extraordinary Meeting of the Town Council will be called to consider the nomination. The notice of the meeting must make clear the object of the meeting.²
2. The motion must be approved by no less than two thirds of Members present and voting.
3. Following a resolution by Full Council that an award is justified the title of Honorary Freeman/Freewoman of the Town will be granted.
4. The decision of the Town Council on all nominations are final.
5. A press release will be issued confirming the award of the honour.

Privileges

The award confers no special privileges or automatic entitlement to participate in the proceedings of council meetings or civic events.

Name on roll of honour board in Council Chamber.

Engraved medallion.

Illuminated scroll

The Honorary Freeman/Freewoman may be invited to participate in Civic Events and Civic Parades at the invitation of the current Mayor.

Presentation of the award

1. Budget : The Policy and Finance Committee will be asked to approve expenditure from the Civic Occasions budget for the following:
 - a. An illuminated scroll to be presented to the Honorary Freeman/Freewoman and suitable frame;

² Local Government Act 1972 as amended Part XII s.249 (8) (a)

- b. The inscription of a medallion;
 - c. The addition of the name of the recipient to the Honours Board in the Council Chamber;
 - d. A Civic Reception for the presentation of the award.
2. The Civic Reception will be held in the Guildhall, hosted by the Mayor on a date mutually agreed with the nominee.

The following will be invited to attend with numbers kept within the appropriate regulations:

- The nominee, their family and guests
- Members of the Town Council
- The Town Clerk
- All current Honorary Freemen/Freewomen of the Town
- The proposer

Appendix 1

Press release

PRESS RELEASE FROM SALTASH TOWN COUNCIL

At an Extraordinary Meeting of Saltash Town Council held on <insert date> it was resolved to award the status of Honorary <Freeman/Freewoman> of the Town to <insert name> in recognition of <insert reason>.

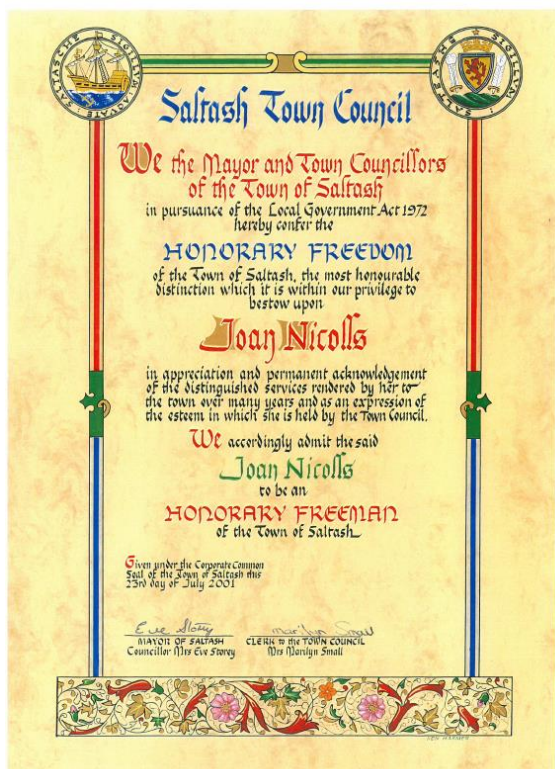
Formal presentation of the award will take place at a later date.

THIS PRESS RELEASE IS EMBARGOED UNTIL <INSERT DATE AND TIME AFTER MEETING>.

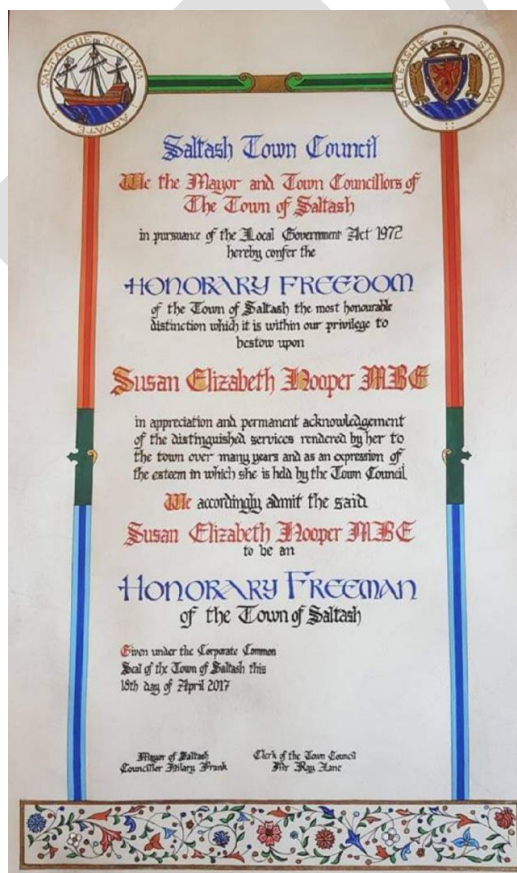
DRAFT

Appendix 2

The Illuminated Scroll



Example scroll hand drawn on vellum 2001.



Example scroll 2017

The Scroll should include:

- The date of the extraordinary meeting
- The name of the recipient
- Reference to Section 249 of the Local Government Act 1972
- Space for the seal to be applied
- Signatures of the Mayor & Town Clerk

DRAFT

Guildhall Covid-19 Physical Face to Face Council Meetings Risk Assessment

This is a fast moving issue and should be read as correct at the time of writing it.

All meetings of Saltash Town Council, its committees, sub committees or any other meeting held under the 1972 Local Government Act Sch 12 10 must be held as a physical, face to face meeting from 7th May 2021.

Covid-19 is a new illness that is currently known to affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. Further to this Covid-19 viruses constantly change and mutate when they reproduce themselves. The latest Omicron variant has multiple mutations to its spike protein, which is found on the virus's surface. The spike protein plays a role in infecting cells. There are concerns that the mutations could make it harder for people's immune systems to fight off the variant.

This **Risk Assessment** is designed for dealing with the current Covid-19 situation in the workplace (Saltash Town Council) and while carrying out 1:1 interviews with Officers of the Council and if required an online Councillors Briefing Session can be arranged but it is not likely to cover all scenarios and Officers and Councillors attending should consider their own unique circumstances. To keep up to date with the latest guidance to workplaces and Covid-19 in this fast changing situation please visit the following links:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

<https://www.gov.uk/coronavirus>

All Councillors, Council Officers and members of the public are to read and familiarise themselves with the risk assessment together with the protocol. Councillors and members of the public to contact the Acting Town Clerk with areas of concern and Council Officers to contact their line manager.

Company Name: Saltash Town Council

Assessment carried out by: Acting Town Clerk

Date assessment was carried out: 4th January 2022

Review Date: 31st January 2022

Method of Scoring Risk Assessments

The following shows how the risk of each hazard is scored. Probability x Severity = Risk rating, where any score of 16 or above is deemed unacceptable.

SEVERITY is the degree of harm to people that could arise from a hazard being realised.

The Council Chamber identifies areas of risk therefore safety measures are to be implemented to manage and reduce the spread of the virus.

The Council Chamber public gallery is to be reduced to 6 people (1m socially distanced). At any time, the maximum identified capacity for public attendance has been reached, no further entry will be allowed.

		SEVERITY					
		P x S	Minor 1	Moderate 2	Significant 3	Serious 4	Major 5
PROBABILITY	Rare	1	1	2	3	4	5
	Unlikely	2	2	4	6	8	10
	Possible	3	3	6	9	12	15
	Likely	4	4	8	12	16	20
	Almost Certain	5	5	10	15	20	25
	Risk Level	=	Low 1-5	Medium 6-10	High 11-15	Very High 16-25	

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Area of activity	Hazard	Who is at risk	Controls	Probability	Severity	RR (Prob x Sev)	Person(s) Responsible
Attendance generally	Highly vulnerable categories / those not vaccinated attending Council meetings	Everyone attending Council meetings	<p>Those in highly vulnerable categories are recommended not to attend meetings</p> <p>The Council Chamber has a maximum Covid safe working seating capacity of 24 people. At any time, the maximum identified capacity for public attendance has been reached, no further entry will be allowed</p> <p>Anyone displaying symptoms, tested positive, or returned from abroad in the last 14 days</p>	3	4	12	Everyone attending Council meeting(s)

Area of activity	Hazard	Who is at risk	Controls	Probability	Severity	RR (Prob x Sev)	Person(s) Responsible
Covid symptoms	Person(s) presenting with continuous cough, difficulty breathing, temperature and loss of taste and / or smell	Everyone attending Council meetings	<p>Any person(s) experiencing Covid-19 symptoms not to enter the Guildhall Building</p> <p>Councillors to give their apologies</p> <p>Officers to report their absence to their line manager</p> <p>Anyone falling ill with symptoms during attendance at Council meetings will be requested to leave and medical attention sought</p> <p>Any person(s) encouraged to take a lateral flow test prior to attending Council meetings to ensure they are not carrying the virus (preferably an hour before the meeting)</p>	3	4	12	Everyone attending Council meeting(s)

Area of activity	Hazard	Who is at risk	Controls	Probability	Severity	RR (Prob x Sev)	Person(s) Responsible
Room capacity	Council Chamber does not accommodate social distancing therefore presents a risk	Everyone attending Council meetings	<p>All Council meetings to be held in the Council Chamber due to the poor acoustics in the Guildhall (long room). To be reviewed on 31st January 2022 in line with the latest Government directive</p> <p>Councillors declaring an interest must leave the room wearing a face covering (unless medically exempt) and wait in reception</p> <p>Social distancing is not achievable due to lack of available space. Individual desks and protective screens purchased to mitigate the risk where social distancing is not viable</p> <p>Council Chamber does not lend well to change of layout. Opposite desk more than 2m separation to mitigate the risk</p> <p>Public gallery chairs to be spaced at 1m members of the public to remain wearing a face covering to mitigate the risk where 2m is not viable</p>	1	2	2	<p>Service Delivery Manager / Assistant Service Delivery Manager/ Service Delivery Department / on duty Casual Caretaker</p> <p>Everyone attending Council meeting(s)</p>

Page 154			<p>Tables, chairs and screens not to be moved during meeting(s)</p> <p>Automatic hand sanitiser available within the Council Chamber room and reception area</p>				
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Area of activity	Hazard	Who is at risk	Controls	Probability	Severity	RR (Prob x Sev)	Person(s) Responsible
Transmission of Virus Contract Tracing	Airborne particulates Surface based viral material	Everyone attending Council meeting(s)	<p>All persons must wear a face covering unless medically exempt when entering/exiting the building and in communal areas. Councillors can remove face covering once seated, members of the public must continue to wear a face covering at all times</p> <p>Automatic hand sanitiser dispenser in place to be used by persons on arrival</p> <p>QR Code scanned immediately on arrival</p> <p>Register held for 21 days for those not able to use QR Code</p> <p>Those who are fully vaccinated and are identified as a contact of someone with Covid-19 are strongly advised to take a rapid lateral flow test every day for 7 days or until 10 days since the last contact with the person who tested positive (if this is earlier) and continue to attend your setting as normal,</p>	3	3	9	Everyone attending Council meeting(s)

			<p>unless you have a positive result, if tested positive stay at home and immediately inform the Acting Town Clerk</p> <p>Those who are not fully vaccinated are legally required to stay at home and self-isolate if informed by NHS Test and Trace that you are a contact of a person who has had a positive test result for Covid-19 and to immediately inform the Acting Town Clerk</p> <p>Notices displayed around the building reminding of 'hands / face/ space'</p> <p>Hard copy agendas and reports will <u>not</u> be available at the meeting</p> <p>Agendas and reports to be accessed via Civica – Modern.gov / Town Council website</p> <p>Councillors to bring their own writing materials which must be taken home at the end of the meeting</p>				
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			<p>Councillors <u>not</u> to share paperwork or pens, take home and destroy</p> <p>Windows and doors should always be open when the Council Chamber is occupied. The amount of opening is weather dependent; in windy conditions less aperture is necessary to maintain airflow.</p> <p>Additional purging by fully opening windows for 10 minutes when convenient (after use or during a break) will assist refreshing the room and reduce the risk of catching or spreading covid-19.</p> <p>The more fresh air let into the room, the less likely a person is to inhale infectious particles</p> <p>All persons to wear extra layers to help keep warm</p> <p>Use of kitchen facilities prohibited, all persons to bring their own refreshments and take home when leaving</p>				
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			<p>Ground floor fully accessible toilet to be available but please be mindful the Guildhall building is a place of work for Town Council Officers</p> <p>Town Council, committee and sub-committee agendas to be scaled back where possible and more focused to reduce the length of time in the room with people you do not live with indoors</p>				
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Area of activity	Hazard	Who is at risk	Controls	Probability	Severity	RR (Prob x Sev)	Person(s) Responsible
<p>Social Distancing Generally</p>	<p>Attendees congregate and mingle</p> <p>Social distancing is not a Government requirement however Public Health England confirm it is critical to socially distance to help reduce the spread of the virus</p>	<p>Everyone attending Council meetings</p>	<p>Councillors to follow the social distancing queuing system outside the Guildhall</p> <p>Limited number of people at entry and exit points of the Guildhall Building to two people at any one time to allow for social distancing rules to be maintained Councillors and members of the public and press to remain outside in an orderly fashion observing social distancing until it is safe to enter</p> <p>Everyone to respect each other's space and be mindful not everyone has been vaccinated and could be highly vulnerable</p> <p>Councillors to wear a face covering when engaging with the public gallery</p>	3	4	12	Everyone attending Council meeting(s)

Area of activity	Hazard	Who is at risk	Controls	Probability	Severity	RR (Prob x Sev)	Person(s) Responsible
End of Council Meetings	Councillors congregate and mingle	Everyone attending Council meetings	<p>Mayor / Deputy Mayor / Chairman / Vice Chairman to remind all present to leave the meeting following the risk assessment</p> <p>Automatic hand sanitiser dispenser in place to be used by persons when leaving</p> <p>Face covering to be worn when leaving unless medically exempt</p> <p>Councillors to disperse after meeting and not to congregate</p>	2	2	4	Everyone attending Council meeting(s)

Area of activity	Hazard	Who is at risk	Controls	Probability	Severity	RR (Prob x Sev)	Person(s) Responsible
Council Officers	Not abiding by Covid secure measures	Everyone attending Council meetings	<p>Officers to adhere to the Covid-19 Risk Assessment at all times</p> <p>The Council Chamber has a maximum Covid safe working seating capacity of 24 people. At any time, the maximum identified capacity for public attendance has been reached, no further entry will be allowed</p> <p>Officers only attend meetings they Clerk, minute take, or for items they are required to be present for, then depart</p> <p>Officers to disperse after meeting and not congregate</p>	2	2	4	Officers in attendance / Acting Town Clerk / Line Managers

Area of activity	Hazard	Who is at risk	Controls	Probability	Severity	RR (Prob x Sev)	Person(s) Responsible
Public Participation	Congregate, mingle, do not follow Covid secure measures	Everyone attending Council meetings	<p>Only attend if absolutely necessary</p> <p>The Council Chamber has a maximum Covid safe working seating capacity of 24 people. At any time, the maximum identified capacity for public attendance has been reached, no further entry will be allowed</p> <p>Members of the public must wear a face covering at all times when entering/exiting the building and in communal areas unless medically exempt or addressing the Council</p> <p>Follow social distancing at all times</p> <p>Everyone to respect each other's space and be mindful not everyone has been vaccinated and could be highly vulnerable</p> <p>Remain seated for duration of the meeting</p>	2	2	4	Attendees

			<p>Toilet facilities prohibited unless absolutely necessary (ground floor fully accessible toilet)</p> <p>Hard copy agendas not provided, take any paperwork home with them and destroy</p> <p>Members of the public should disperse after the meeting and not congregate</p>				
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Area of activity	Hazard	Who is at risk	Controls	Probability	Severity	RR (Prob x Sev)	Person(s) Responsible
Cleaning	Not cleaned to required standards, risk of virus remaining present	Everyone attending Council meetings	<p>Follow non-clinical setting cleaning guidance</p> <p>Frequent cleaning of high touch areas</p> <p>Disinfect tables before and after meeting</p> <p>Use of fogging machine</p>	2	2	4	Service Delivery Manager / Assistant Service Delivery Manager / Service Delivery Department

Precept Leaflet Report 2022-23

Printing Specification:

9,905 - All postcodes in the Saltash Wards - PL12 4, 5 and 6
A3
Double Sided Full Colour
130gsm FSC approved recyclable paper
Folded to A6 size

Quotes:

1. Printing Only - Company A

£ 810.00 +VAT

2. Printing Only - Company B

£770.00 + VAT

3. Printing Only - Company C

Response received:

'I am sure you will have asked Company B to quote for this, we would not be able to compete with them on this job'

Distribution Specification:

To deliver 9,905 leaflets to all Saltash postcodes (PL12 4, 5 and 6)

Quotes:

1. Distribution Only - Company 1

"Thank you for your enquiry. Unfortunately, at present we aren't able to service enquiries in Cornwall. We are only able to reach Plymouth or outsource distribution to areas out of the city".

2. Distribution Only - Company 2

£738.31 + VAT

This option requires a 3-week lead time for delivery and distribution.

The Town Council would be required to send the Precept Leaflets to the company prior to distribution. Company 2 is not local to the Southwest and they use a sub contractor to distribute.

Please note: Further to the quote, when calling the company on numerous occasions an answerphone message is received, proving difficult to make contact.

3. Distribution Only - Company 3

Delivery	£653.63 + VAT
Palette Collection	£93 + VAT.
<u>Total Cost:</u>	<u>£746.63 + VAT</u>

This option requires a 4-week lead time in booking and collection of leaflets for distribution. The Council have used their service in the past which has proved successful.

Budget Code: 6301 Stationery and Printing

Available Budget: £3,449.00

Cornwall Council have confirmed the provisional scheduled date for CC Council tax bills to be received is the 14th and 15th March 2022

End of Report.



SALTASH TOWN COUNCIL



Annual Report 2015/16

June 2016

REPORT FROM THE MAYOR SALTASH 2015/16 - COUNCILLOR BILL PHILLIPS

Well the usual busy year for the Town Council this year with a selection of Civic Events, starting with the Mayor Choosing at which I was sworn in as the Mayor, followed by my Civic service, the Regatta, Remembrance and our great Christmas event. The final event was the Mayfair which was in the town centre where it started many years ago.

One downside to the year was the loss of Cllr Martin Gee, who was a mainstay of the council and admired by all who met him. This meant the co-option of Cllr Julie Rance who is settling in well to council work.

Many changes are taking place in the town due to the devolvement of services from Cornwall Council, with now three sets of public toilets being under our control and a possible fourth set in the pipeline and discussions on play parks under way.

Discussions are also well underway for our takeover of the water front, which meant this year we decided to increase our precept to cover this and other responsibilities such as the takeover of all the green space in Pillmere.

Our staff are now back to full strength, working hard to keep up with all the changes taking place, including the employment of a Cemetery Warden now that our Churchtown Cemetery is open.

Town centre shops continue to rotate as one would expect from an ever changing market place with a few empty shops. One disappointment was the loss of two banks which again is the start of things to come I'm afraid as we change our habits.

We also as a council, after some trials and tribulations, managed to go to paperless meetings mainly planning being the driver due to Cornwall pushing that way, we have our big screen and I believe it will work.

Cllr Bill Phillips Mayor of Saltash 2015/16.

POLICY & RESOURCES COMMITTEE

1. Festival funds were dispensed of over £3000 – to Groundwork (Saltmill), Royal British Legion (Remembrance), Speech & Drama Festival and Mayfair.
2. Community Chest funds amounting to over £4700 were agreed – to Junkyard, Saltash Youth Football Club, Saltash Youth Rugby Club, Dementia Voice, Heritage (Blue Plaque scheme) and Volunteer Service. In addition a separate grant of £5000 was approved to support the Citizens Advice Bureau.
3. P & R approved recommendations from the DOG (Devolution Options Group) Working Party, notably including recommendations from the Waterside Coastal Community Team. The intention for 2016/17 is for Saltash Town Council to take over from Cornwall Council a number of assets including the Pontoon, the Dinghy Park etc and the Jubilee Car Park. It is also intended to assume management and maintenance responsibilities, by means of the appointment of a "Waterside Steward".

(Continued on next page)

Policy and Resources Committee report continued

4. Councillor Training was arranged.
5. The thresholds for committee expenditure were re-arranged – to £5000 per committee or £2000 per Chair/Deputy.
6. Reports were received from P & R Working Groups – Neighbourhood Plan, Road Safety, Anti Social Behaviour and Property Working Groups. A Sustainable Transport working party was set up.
7. Policy & Resources committee adjusted and approved budgets for this and other Council Committees, and set a Precept for 2016/17 of £594,108, a substantial increase of 39%.
8. Cllr Bill Phillips was elected Chairman for 2016/17.

Cllr Joe Ellison, Committee Chairman 2015/16

SERVICES COMMITTEE

The responsibilities of the Services Committee have grown considerably and will probably continue to grow for the foreseeable future particularly as more tasks are taken up by Saltash Town Council that used to be a Cornwall Council function. The main target of the committee continues to be to provide as effective a service as possible at an affordable cost. Some of the committee's responsibilities are described below.

As well as the transfer of land and facilities from Cornwall Council, which is well underway, Saltash Town Council is taking over responsibility for maintenance of much of the public land in Pillmere.

On behalf of the Town Council the Services Committee, in co-operation with others, has continued initiatives to increase the footfall in the town, particularly in Fore Street, by supporting Town Centre events and improving the town's visual amenities.

The return of the May Fair to Fore Street should continue this process.

A smartphone based visitor's guide to Saltash has been produced and will continue to be supported.

Toilets

A decision has been made to take over and gradually improve as many of the town's public toilets as feasible. The Alexandra Square toilets will also be brought back into service. Although these changes will add significant costs to the budget public toilets are seen as an essential community facility for both residents and visitors. At the time of writing this report the Services Committee has taken responsibility for the toilets at Longstone Park, Belle Vue and the Waterside.

Weed Spraying

After much deliberation weed spraying (which used to be done on behalf of Cornwall Council) has been restarted within Saltash. A single spray was done this year. Future spraying will be continued and evaluated for its effectiveness.

Memorial Garden

The gardens at Alexandra Square have been transformed into a memorial garden in memory of all who have lost their lives in conflict. It has given us a place of peace and memory.

Allotments

The allotments throughout Saltash are going from strength to strength with the new allotments in Grenfell Avenue now available.

Gritting

As stated in previous reports the committee produced a Cold Weather Plan including the provision of extra grit bins in Saltash and guidance on the Town Council Website. Once again last winter was not as cold as two years ago so actual cost has been minimal when compared with funding predictions.

Cllr David Yates, Committee Chairman 2015/16

BURIAL BOARD & BURIAL AUTHORITY

Since the opening of Churchtown Cemetery the cemetery committee has now been split in two.

1. St Stephen's cemetery is now controlled by "The Burial Board".
Co-Chairs Councillor Bob Austin & Mr Barry Jones
2. Churchtown Cemetery is now being controlled by "The Burial Authority".
Chairman Cllr Bob Austin - Vice Chair Cllr Jean Dent.

St Stephens Cemetery

1. There is now no more room for new graves, the cemetery is still open for second burials, children's graves and burial of cremated remains and is likely to be for many years.
2. There has been no increase in burial fees for 2016/17 in fact there has been no increase in fees for four years.
3. There have been several cherry trees that have died and had to be taken down. These will be replaced wherever necessary.
4. We are still having problems in repairing the Harrison tomb and still continuing negotiations with Cornwall Council (who has this responsibility).
5. Grass cutting is becoming more of a problem as CC reduce the cutting regime from 3 to 2 cuts per year. In the short term more communication must take place between the Church Wardens and CC to communicate particular dates to cover church events. In the long term we are asking the STC devolution group to investigate the possibilities of the TC to take over the cutting of this grass and including it with the payback team regime.
6. It has been agreed by the Burial Board that work will commence as soon as possible on Kellywithe wall after final agreement with Full Council. The budget is in place.
7. Now the cemetery is closed to new graves the soil pile in the SE corner of the cemetery is to be removed and the full Devon hedge returned back to the way it was.
8. We are now very much dependant on the Community Payback scheme. It has been recognised that both cemeteries are far too big for one warden to maintain the current required level, so therefore it is essential that work continues to keep the cemetery maintained.

Churchtown Cemetery

1. Since the opening of the Cemetery (Jan 16) we have had 10 burials.
2. The authority has agreed a new plan to be drawn up by Chris Wells to include all graves and allotments.
3. The main gates have now been re varnished by the warden.
4. The damaged notice board has been reordered under cover of the TC insurance.

Cllr Bob Austin, Burial Board Co-Chairman 2015/16

STAFFING COMMITTEE

The Staffing Committee continues the work of ensuring that we are supporting our staff correctly and meeting all legal requirements. We meet bi-monthly to focus on approving/reviewing staffing policies, responding to issues raised by staff and councillors. We continue to review staff training and health and safety issues.

Cllr Mrs Jean Dent, Committee Chairman 2015/16

Where your money goes

	2013/14	2014/15	2015/16
Burial Board	29285	33535	-
Burial Board – St Stephens	-	-	16631
Burial Authority - Churchtown	-	-	28647
Policy & Resources (Office)	9720	16125	15176
Policy & Resources (General)	60137	74308	109420
Policy & Resources (Property)	32756	35901	41625
Services	77570	54340	118305
Staffing	153271	178696	177507
Planned budget	321084	348756	459356
Precept	281355	295328	430510

Membership of Saltash Town Council 2015/16

North

BRADY John
 *ELLISON Joe
 PHILLIPS Bill
 RUSSELL Lee

South

COOT Matt
 *FRANK Hilary
 HOOPER Sue
 KILLEA Adam

East

BICKFORD Richard

GEE Martin (Dec'd) To 6th September 2015

*HOLLEY Derek

RANCE Julie Co-opted 30th November 2015

West

*AUSTIN Bob

CHALLEN Gloria

DENT Jean

YATES David

SHEPHERD James

* Indicates Cornwall Councillor

Contact details for all Councillors available from the Guildhall, Town Council noticeboards & website

Administration

The Town Clerk is Ray Lane.

The Council Office is situated at the Guildhall, 12 Lower Fore Street, Saltash PL12 6JX

Opening hours are 9.00am to 5.00pm, Monday to Friday and at other times by appointment.

Telephone: 01752 844846 Email: enquiries@saltash.gov.uk Website: www.saltash.gov.uk

Meetings of the Council

The Town Council meet on the first Thursday of each month at 7.00pm at the Guildhall. There is a fifteen minute period at the start of each meeting during which members of the public may ask questions of the Council. By giving notification at the start of the meeting, the public may also speak about items on the agenda at the appropriate time at the invitation of the Chairman. In addition, meetings of the Council are held on the third Tuesday of the month to discuss planning applications.

Saltash Town Council has adopted the Code of Conduct in accordance with the Localism Act 2011.

Freedom of Information / Environmental Information Regulations Requests 2021 – report to P&F Committee

In the period 1st January 2021 to 16th December 2021 there have been a total of 13 requests for information under either the Freedom of Information Act or the Environmental Information Regulations.

Of those 13 applications one is still within the appeal period so is not yet on the report summary which is attached to this report. One request was refused.

This is almost a 100% increase on the number of requests received the previous year.

The full disclosure log is available on the website via a link from the Data Protection and Freedom of Information page.

Background

There is a set procedure for handling requests and a timeline to be adhered to. The legal requirement is to respond to requests within 20 working days of receipt and the Information Commissioner's Office will only permit an extension in exceptional circumstances.

Some requests are quite simple to answer whilst others take a number of hours of Officer time – sometimes more than one Officer is involved. No charge can be made for up to 18 hours of Officer time although charges can be applied for printing, redaction, postage and media devices used to supply information if appropriate. Where it is considered that responding to a request may take more than 18 hours it may be possible to refuse but there must be a justifiable reason for doing so and the requester should receive assistance to make the request more manageable.

The FOI Officer is responsible to ensuring compliance with the requirements of the FOIA and that any exemptions relied upon are correct. This may involve taking advice from the ICO and/or the Monitoring Officer of Cornwall Council as well as consulting guidance documents. A recent example that may have looked quite straightforward took 12 hours of Officer time. Any request received has to be given priority over any other work to ensure complete and correct compliance.

FOI and EIR Requests received 2021

FOI/EIR Number	Subject
2021 01/02	Voting details at FTC meeting
2021 02/02	Through life costings for Saltash Library Facility
2021 02/03	Insurance of planter boats; Memorial Peace Garden - licence between CC and STC
2021 02/04	Christmas Lights & Town Events Sub Committee meeting held on 21.01.2021 - draft minutes
2021 03/01	Saltash Library - Public Works Loan application and Grade 2 listing
2021 03/02	Saltash Library
2021 03/03	Correspondence relating to Christmas Lights & Town Events Sub Committee meeting
2021 03/04	Copy of information provided relating to Christmas Lights & Town Events Sub Committee meeting
2021 03/05	Transparency around proposed Treledan/Broadmoor Farm development
2021 06/01	Candidates standing for co-option for vacant seats on Essa and Tamar Wards.
2021 08/01a	Churchtown Cemetery wall ownership and maintenance
2021 08/01b	Churchtown Cemetery burial estimates and provision of allotments

Saltash Team For Youth

The working group next meets on Friday 14 January at 1pm where we will be joined by Margaret Butfield from Fountain Head House School and Charlotte Carpenter from The Core. Charlotte will be attending on behalf of Saltash Youth Council. We are also inviting representatives from Junkyard Skatepark, Livewire, Saltash Library and Saltash Community School to join the group. We will update these representatives on our progress to date, our future plans and consult with them on how best to involve young people themselves in the working group.

The main item on the agenda will be to review and refresh the criteria for the *Delivery of Professional Youth Work in Saltash* tender document. Our goal is to get this document approved at the meeting of the Policy & Finance Committee on Tuesday 8 March 2022.

The working group will also be working with the Services Committee for the forthcoming mapping of existing play provision in Saltash.

Cllr Matt Griffiths

14/12/21