



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall*  
*12 Lower Fore Street*  
*Saltash*  
*PL12 6JX*  
*Telephone: 01752 844846*  
[www.saltash.gov.uk](http://www.saltash.gov.uk)  
2 March 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 8th March 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](mailto:enquiries@saltash.gov.uk)

Yours sincerely,

S Burrows  
Acting Town Clerk

To:

<b>Essa</b>	<b>Tamar</b>	<b>Trematon</b>
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 B Stoyel D Yates (Vice-Chairman)

## **Agenda**

1. Health and Safety Announcements
2. Apologies.
3. Declarations of Interest:
  - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
  - b. 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 11th January 2022 and the Extraordinary meeting held on Tuesday 22nd February 2022 as a true and correct record. (Pages 5 - 17)
6. All accounts and bank accounts reconciled up to 31st January 2022
7. Petty cash reconciled up to 31st January 2022.
8. To receive a report on VAT. (Page 18)
9. To receive a report on investments. (Page 19)
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 20 - 29)
12. To receive a report from the Finance Officer. (Page 30)
13. To receive the Acting Town Clerks report on delegated authority to spend. (Page 31)
14. To consider Risk Management reports as may be received.

15. To consider Community Chest and Festival Fund applications:

- a. Community Chest Fund:  
None.
- b. Festival Fund: (Pages 32 - 127)

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
FF105	Cornwall International Choral Festival	£250.00
FF106	Saltash Lions Club	£650.00
FF107	May Fair Committee – Saltash May Fair	£2,976.72
FF108	May Fair Committee – Big Jubilee Lunch	£1,500.00

16. To receive and consider recommending to Full Council the following policies:

- a. Civic Awards Policy (Pages 128 - 137)
- b. Awarding the Freedom of the Town (Pages 138 - 152)

17. To receive and consider approving the revised Saltash Town Council Delivery of Professional Youth Work Tender Specification. (Pages 153 - 156)  
**(Pursuant to P&F held on 13.07.21 minute nr. 54/21/22)**

18. To receive reports from Professional Youth Work Organisations

- a. Junkyard Skatepark (Pages 157 - 159)
- b. Livewire (Page 160)

19. To receive reports from Working Groups and Outside Bodies:

- a. Neighbourhood Plan Steering Group
- b. Saltash Team For Youth
- c. Section 106 Panel

20. 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.

21. To consider Cornwall Council continuing to act on behalf of Saltash Town Council for any complaints received by identified persistent complainants.

22. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
23. To consider urgent non-financial items at the discretion of the Chairman.
24. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting:                      Tuesday 10 May 2022 at 6.30 pm



## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 11th January 2022 at 6.30 pm**

**PRESENT:** Councillors: R Bickford, R Bullock, G Challen, J Foster, S Gillies, M Griffiths, S Lennox-Boyd, S Miller (Chairman), B Samuels, P Samuels and D Yates (Vice-Chairman).

**ALSO PRESENT:** 2 Members of the Public, S Burrows (Acting Town Clerk), S Emmett (Finance Officer), F Morris (Planning and General Administrator).

**APOLOGIES:** L Challen, S Martin and J Peggs.

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#### **126/21/22 HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **127/21/22 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.

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>	<b>Left Meeting</b>
Yates	16a CC254	Non-Pecuniary	User of Forder Village Hall	Yes

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

None.

#### **128/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**129/21/22     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.**

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 Tuesday 9<sup>th</sup> November 2021 and the Extraordinary Policy and Finance Committee held on Wednesday 24<sup>th</sup> November 2021 were confirmed as a true and correct record.

Councillor Challen queried whether a dispensation should have been sought in connection with the £5,000 awarded to The Saltash Heritage Museum.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to delegate the investigation of this query to The Acting Town Clerk, reporting back to The Chairman, Vice-Chairman, Councillor Challen and The Policy and Finance Committee.

**130/21/22     ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 30TH NOVEMBER 2021.**

It was **RESOLVED** to note.

**131/21/22     PETTY CASH RECONCILED UP TO 30TH NOVEMBER 2021.**

It was **RESOLVED** to note.

**132/21/22     TO RECEIVE A REPORT ON VAT.**

It was **RESOLVED** to note.

**133/21/22     TO RECEIVE A REPORT ON INVESTMENTS.**

It was **RESOLVED** to note.

134/21/22 **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.

135/21/22 **TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.**

It was **RESOLVED** to note.

136/21/22 **TO RECEIVE A REPORT FROM THE FINANCE OFFICER.**

a. Website Maintenance.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to vire £500 from Budget Code 6274 EMF Website to Budget Code 6211 Website Maintenance due to increased usage by the Library and updates to web pages for certain civic events..

b. Covid 19 H&S Budget

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to vire £1,000 from Budget Code EMF 6279 Restart Business Support Grant to Budget Code 6219 Covid 19 H & S Budget for the purchase of safety screens for staff desks.

c. Staff Welfare

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13<sup>th</sup> January 2022 to vire £500 from General Reserves to Budget Code 6654 for the purchase of essential vaccinations for new staff members of the Service Delivery Department.

137/21/22 **TO RECEIVE A REPORT TO RATIFY THE CYBER AND PONTOON INSURANCE.**

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to ratify the decision to renew the Cyber Insurance at a cost of £299.99 and Pontoon Insurance at a cost of £2,108 for the period from 14<sup>th</sup> December 2022-2023.

**138/21/22     ACTING TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.**

No report.

**139/21/22     TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

**140/21/22     TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:**

a. Community Chest.

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
CC253	Sue Hooper Charitable Foundation	£400-700

Councillor Challen queried the costs of previous works carried out to tune the piano. The Finance Officer to email Councillor Challen with this information.

It was proposed by Councillor Miller, seconded by Councillor Challen and **RESOLVED** to award up to £700 to Sue Hooper Charitable Foundation.

Councillor Yates declared an interest in the following agenda item and left the meeting.

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
CC254	Forder Conservation & Community Association	£1,000

It was proposed by Councillor Miller, seconded by Councillor Challen and **RESOLVED** to award £1,000 to Forder Conservation and Community Association.

Councillor Yates was invited and returned to the meeting.

Councillor Foster left the meeting during the discussion of the next agenda item.

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
CC255	Saltash Amateur Boxing Club	£1,000

It was proposed by Councillor Challen, seconded by Councillor P Samuels and **RESOLVED** to award £1,000 to Saltash Amateur Boxing Club, subject to receiving an updated version of their Safeguarding Policy.

Councillor Foster returned to the meeting during the discussion of the above agenda item.

b. Festival Funds

None.

**141/21/22    TO RECEIVE AND CONSIDER RECOMMENDING EMERGENCY COVID-19 AMENDMENTS TO THE SCHEME OF DELEGATION.**

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13<sup>th</sup> January 2022 to approve that the Acting Town Clerk should have the delegated authority to take any actions necessary with associated expenditure up to £5,000 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.

**142/21/22    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.**

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13<sup>th</sup> January 2022 to appoint Company A at a cost of £4,800 plus VAT to carry out the revaluation works and to request the sum of £2,800 to be vired from General Reserves to make up the shortfall.

**143/21/22     TO APPROVE THE RECOMMENDATION TO APPOINT AN IT CONSULTANT TO ACT ON BEHALF OF THE TOWN COUNCIL.**

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Council to be held on Thursday 13<sup>th</sup> January 2022 to approve the following:

1. The appointment of Company D at a cost of £240 per month for the provision of IT Services only and a monthly cost of £782.75 for the support and operational services to be allocated to Budget Code 6306 IT Maintenance.
2. To delegate authority to the Acting Town Clerk up to an expenditure limit of £1,000 to further progress additional IT projects, including the use of Sharepoint which will require additional training for staff and Councillors as required.

Councillor Bickford requested that the meeting thanked the Administration Officer for her hard work and detailed presentation of the IT Project.

**144/21/22     TO RECEIVE A REPORT AND CONSIDER RECOMMENDING TO FULL COUNCIL A REDUCTION TO THE QUORUM LEVEL FOR ALL TOWN COUNCIL SUB COMMITTEES.**

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13<sup>th</sup> January 2022 to reduce the quorum level to four for all Town Council Sub Committees.

**145/21/22     TO RECEIVE AND CONSIDER RECOMMENDING TO FULL COUNCIL THE AWARDING THE FREEDOM OF SALTASH POLICY.**

It was proposed by Councillor P Samuels, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13<sup>th</sup> January 2022 to adopt the Awarding the Freedom of Saltash Policy subject to the following amendment to the survey poll requirements:

1. Nomination Procedures – Points 7 & 8, page 4, to be amended to read ‘two thirds of respondents’, rather than ‘two thirds of Members’.

**146/21/22     TO RECEIVE AND CONSIDER RECOMMENDING TO FULL COUNCIL THE GUILDHALL COVID-19 PHYSICAL FACE TO FACE TOWN COUNCIL MEETINGS RISK ASSESSMENT.**

It was proposed by Councillor Miller, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13<sup>th</sup> January 2022 to adopt the Guildhall Covid-19 Physical Face to Face Town Council Meetings Risk Assessment.

**147/21/22     TO CONSIDER EXTENDING THE MAYORS USAGE OF THE GUILDHALL TO ALL TOWN COUNCIL PREMISES FOR FUNDRAISING EVENTS.**

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13<sup>th</sup> January 2022 to adopt the proposal to extend the Mayor's usage of the Guildhall to all Town Council premises for fundraising events only and to amend the Civic Handbook.

**148/21/22     TO RECEIVE AND CONSIDER THE PRECEPT LEAFLET REPORT AND ANY ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to appoint Company B to print the Precept Leaflet 2022-23 at a cost of £770.00 plus VAT and to appoint Company 3 to distribute the Precept Leaflet 2022-23 at a cost of £746.63 plus VAT to be allocated to Budget Code 6301 Stationery/Postage/Printing.

**149/21/22     TO CONSIDER REINSTATING THE TOWN COUNCIL ANNUAL REPORT.**

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13<sup>th</sup> January 2022 to approve:

1. To reinstate the Town Council Annual Report.
2. The Mayor, Committee and Sub Committee Chairs and Vice-Chairs to work up their contributions.
3. To review the design in the lead up to the Annual Meeting in May 2022.

Councillor Challen left the meeting.

**150/21/22    TO RECEIVE AND NOTE A REPORT ON FREEDOM OF INFORMATION REQUESTS.**

It was **RESOLVED** to note.

**151/21/22    TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

a. Neighbourhood Plan Steering Group

Councillor Yates gave a verbal report and informed the meeting that no further progress has been made in connection with the requirement for Cornwall Council to hold a referendum.

It was **RESOLVED** to note.

b. Saltash Team for Youth

The Chairman thanked Councillor Griffiths for his work with Saltash Team for Youth.

It was **RESOLVED** to note.

c. Section 106 Panel

No report due to the panel having not met.

**152/21/22    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.

**153/21/22    TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**154/21/22    PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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



155/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

156/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Gilles, seconded by Councillor Foster and **RESOLVED** to issue the following press and social media release:

1. To promote the Community Chest Awards.

**DATE OF NEXT MEETING**

Tuesday 22 February 2022 at 6.30 pm

Rising at: 8.07 pm

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

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

## **SALTASH TOWN COUNCIL**

### **Minutes of the Extraordinary Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 22nd February 2022 at 6.30 pm**

**PRESENT:** Councillors: R Bickford, R Bullock, S Gillies, M Griffiths, S Miller (Chairman), B Samuels, P Samuels, B Stoyel and D Yates (Vice-Chairman).

**ALSO PRESENT:** S Burrows (Acting Town Clerk), M Thomas (Senior Policy and Data Compliance Officer) and S Emmett (Finance Officer).

**APOLOGIES:** G Challen, J Dent, J Foster, S Martin and J Peggs.

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#### **157/21/22 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **158/21/22 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.

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>	<b>Left Meeting</b>
B Samuels	4	Non-Pecuniary	STC Representative on NPSG	Yes

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

None.

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

**159/21/22     TO CONSIDER RECOMMENDING TO FULL COUNCIL THE APPROVAL TO USE THE TOWN SEALS FOR THE SALTASH NEIGHBOURHOOD PLAN REFERENDUM DOCUMENTS.**

Councillor Yates reported that the Saltash Neighbourhood Plan referendum documents have now been sent for printing and it is too late to add the Town Seals.

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 3<sup>rd</sup> March 2022 to approve the use of the Town Seals on any future Saltash Neighbourhood Plan documents.

Councillor B Samuels was invited and returned to the meeting.

**160/21/22     TO RECEIVE AND CONSIDER RECOMMENDING THE FOLLOWING FINANCE POLICIES TO FULL COUNCIL:**

The Chairman informed Members that a full review of Finance Policies will be undertaken by the Finance Officer working with the Acting Town Clerk in the coming year with a view to streamlining and simplifying the annual procedures.

**161/21/22     ANNUAL BUSINESS CONTINUITY PLAN**

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 3<sup>rd</sup> March 2022 to adopt the Annual Business Continuity Plan for the year 2022-23 subject to the attached amendments.

**162/21/22     ANNUAL INTERNAL AUDIT AND BUSINESS RISK ASSESSMENT**

It was proposed by Councillor Griffiths, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 3<sup>rd</sup> March 2022 to adopt the Annual Internal Audit and Business Risk Assessment for the year 2022-23 subject to the attached amendments.

**163/21/22     ANNUAL RESERVES POLICY**

It was proposed by Councillor P Samuels, seconded by Councillor Griffiths and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 3<sup>rd</sup> March 2022 to adopt the Annual Reserves Policy for the year 2022-23 subject to the attached amendments.

**164/21/22     ANNUAL STATEMENT ON INTERNAL CONTROL**

It was proposed by Councillor Gillies, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 3<sup>rd</sup> March 2022 to adopt the Annual Statement on Internal Control for the year 2022-23 subject to the attached amendments.

**165/21/22     ANNUAL TREASURY MANAGEMENT STRATEGY**

It was proposed by Councillor Miller, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 3<sup>rd</sup> March 2022 to adopt the Annual Treasury Management Strategy for the year 2022-23 subject to the attached amendments.

**166/21/22     ANTI BRIBERY POLICY STATEMENT AND ANTI FRAUD AND CORRUPTION STRATEGY**

It was proposed by Councillor Griffiths, seconded by Councillor B Samuels and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 3<sup>rd</sup> March 2022 to adopt the Anti-Bribery Policy Statement and Anti-Fraud and Corruption Strategy for the year 2022-23 subject to the attached amendments.

**167/21/22     FINANCE SCHEDULE AND PRECEPT PLAN**

It was proposed by Councillor Miller, seconded by Councillor Griffiths and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 3<sup>rd</sup> March 2022 to adopt the Finance Schedule and Precept Plan for the year 2022-23 subject to the attached amendments.

**168/21/22     FINANCIAL REGULATIONS**

It was proposed by Councillor Gillies, seconded by Councillor Bickford and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 3<sup>rd</sup> March 2022 to adopt the Financial Regulations for the year 2022-23 subject to the attached amendments.

**169/21/22     RECEIPTING OF INCOME AND BANKING PROCEDURES**

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 3<sup>rd</sup> March 2022 to adopt the Receipting of Income and Banking Procedures for the year 2022-23 subject to the attached amendments.

**170/21/22     RISK MANAGEMENT PLAN STATEMENT**

It was proposed by Councillor Yates, seconded by Councillor B Samuels and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 3<sup>rd</sup> March 2022 to adopt the Risk Management Plan Statement for the year 2022-23 subject to the attached amendments.

**171/21/22     RISK MANAGEMENT STRATEGY**

It was proposed by Councillor Bickford, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 3<sup>rd</sup> March 2022 to adopt the Risk Management Strategy for the year 2022-23 subject to the attached amendments.

**172/21/22     SCHEME OF DELEGATION**

It was proposed by Councillor Stoyel, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 3<sup>rd</sup> March 2022 to adopt the Scheme of Delegation for the year 2022-23 subject to the attached amendments.

**DATE OF NEXT MEETING**

Tuesday 8 March 2022 at 6.30 pm

Rising at: 7.23 pm

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

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

# Agenda Item 8

## **To receive a report on VAT.**

The VAT return for the period 01/09/21-31/12/21 was submitted with a VAT refund of £14,328.81

The next VAT return is due on the 7<sup>th</sup> May 2022 for period of 1<sup>st</sup> January 2022 to 31<sup>st</sup> March 2022.

## **To receive a report on investments.**

- £200,000 with Public Sector Deposit Fund (Variable Interest Current Average 0.35%)
- £123,610 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 0.33%-0.45%)

## **Approval Required**

To cover operational expenditure until the 1<sup>st</sup> instalment of the next year's precept is due from Cornwall Council.

Approval is required to transfer £150,000 from Cornwall Council A/c to Barclays Active Saver.

**Burial Authority Committee - Burial Authority Budget**  
Saltash Town Council  
As at 25th February 2022

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
<b>Operating Income</b>							
<b>Burial Authority Income</b>							
4612 BA Cemetery Fees (Churchtown)	24,183	0	0	15,000	22,097	(7,097)	
<b>Total Burial Authority Income</b>	<b>24,183</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>22,097</b>	<b>(7,097)</b>	
<b>Total Operating Income</b>	<b>24,183</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>22,097</b>	<b>(7,097)</b>	
<b>Operating Expenditure</b>							
<b>Burial Authority Expenditure</b>							
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	217	533	
6005 BA Fire Extinguishers	(5)	0	0	80	102	(22)	
6008 BA Tree Survey & Tree Maintenance	425	0	0	700	81	619	
6009 BA Electricity Costs	417	0	0	269	38	231	
6010 BA PWLB Loan Repayment & Interest	21,385	0	0	21,385	21,385	0	
6011 BA Water	0	0	0	323	0	323	
6013 BA Security Alarm Maintenance	175	0	0	153	275	(122)	
6014 BA Cemetery Software Subscription	290	0	0	292	288	4	
<b>Total Burial Authority Expenditure</b>	<b>23,401</b>	<b>0</b>	<b>0</b>	<b>24,760</b>	<b>22,544</b>	<b>2,216</b>	
<b>Burial Authority Staffing Expenditure</b>							
Burial Authority Staffing Expenses	103	0	0	262	135	127	
6666 ST BA Staff Training (Churchtown)	12	0	0	201	0	201	
Burial Authority Staffing Costs	11,160	0	0	10,085	6,827	3,258	
<b>Total Burial Authority Staffing Expenditure</b>	<b>11,275</b>	<b>0</b>	<b>0</b>	<b>10,548</b>	<b>6,961</b>	<b>3,587</b>	
<b>Total Operating Expenditure</b>	<b>34,676</b>	<b>0</b>	<b>0</b>	<b>35,308</b>	<b>29,506</b>	<b>5,802</b>	
<b>Total Burial Authority Operating Expenditure</b>	<b>34,676</b>	<b>0</b>	<b>0</b>	<b>35,308</b>	<b>29,506</b>	<b>5,802</b>	
<b>Total Burial Authority Operating Surplus/ (Deficit)</b>	<b>(10,493)</b>	<b>0</b>	<b>0</b>	<b>(20,308)</b>	<b>(7,408)</b>	<b>(12,900)</b>	
<b>Burial Authority EMF Expenditure</b>							
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	2,489	5,009	
6692 ST BA EMF Staff Contingency (Churchtown)	0	1,200	0	0	0	1,200	
<b>Total Burial Authority EMF Expenditure</b>	<b>2,126</b>	<b>21,333</b>	<b>0</b>	<b>10,000</b>	<b>2,489</b>	<b>28,844</b>	
<b>Total Burial Authority Expenditure (Operational &amp; EMF)</b>	<b>36,803</b>	<b>21,333</b>	<b>0</b>	<b>45,308</b>	<b>31,994</b>	<b>34,647</b>	
<b>Total Burial Authority Budget Surplus/ Deficit</b>	<b>(12,620)</b>	<b>(21,333)</b>	<b>0</b>	<b>(30,308)</b>	<b>(9,897)</b>	<b>(41,744)</b>	

**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 1st March 2022

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
<b>Burial Board Operating Income</b>							
<b>Burial Board Income</b>							
4600 BB Cemetery Fees (St. Stephens)	13,299	0	0	7,500	8,038	(538)	
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	
<b>Total Burial Board Income</b>	<b>14,538</b>	<b>0</b>	<b>0</b>	<b>8,050</b>	<b>8,599</b>	<b>(549)</b>	
<b>Total Burial Board Operating Income</b>	<b>14,538</b>	<b>0</b>	<b>0</b>	<b>8,050</b>	<b>8,599</b>	<b>(549)</b>	
<b>Burial Board Operating Expenditure</b>							
<b>Burial Board Expenditure</b>							
6100 BB Petrol	232	0	0	350	279	71	
6101 BB Machinery Maintenance Costs	620	0	0	1,184	535	649	
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	396	2,835	
<b>Total Burial Board Expenditure</b>	<b>3,084</b>	<b>0</b>	<b>0</b>	<b>6,284</b>	<b>1,923</b>	<b>4,361</b>	
<b>Burial Board Staffing Expenditure</b>							
Burial Board Staff Expenses	229	0	0	612	265	347	
6670 ST BB Staff Training (St. Stephens)	27	0	0	469	133	336	
Burial Board Staffing Costs	26,040	0	0	23,532	15,929	7,603	
<b>Total Burial Board Staffing Expenditure</b>	<b>26,297</b>	<b>0</b>	<b>0</b>	<b>24,613</b>	<b>16,327</b>	<b>8,286</b>	
<b>Total Burial Board Operating Expenditure</b>	<b>29,381</b>	<b>0</b>	<b>0</b>	<b>30,897</b>	<b>18,250</b>	<b>12,647</b>	
<b>Total Burial Board Operating Expenditure</b>	<b>29,381</b>	<b>0</b>	<b>0</b>	<b>30,897</b>	<b>18,250</b>	<b>12,647</b>	
<b>Total Burial Board Operating Surplus/ (Deficit)</b>	<b>(14,843)</b>	<b>0</b>	<b>0</b>	<b>(22,847)</b>	<b>(9,651)</b>	<b>(13,196)</b>	
<b>Burial Board EMF Expenditure</b>							
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	
<b>Total Burial Board EMF Expenditure</b>	<b>0</b>	<b>3,720</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,720</b>	
<b>Total Burial Board Expenditure (Operational &amp; EMF)</b>	<b>29,381</b>	<b>3,720</b>	<b>0</b>	<b>30,897</b>	<b>18,250</b>	<b>16,367</b>	
<b>Total Burial Board Budget Surplus/Deficit</b>	<b>(14,843)</b>	<b>(3,720)</b>	<b>0</b>	<b>(22,847)</b>	<b>(9,651)</b>	<b>(16,916)</b>	

**Services Committee - Guildhall Budget**  
Saltash Town Council  
As at 1st March 2022

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
<b>Guildhall Operating Income</b>							
<b>Guildhall Income</b>							
4200 GH Income - Guildhall Bookings	5,842	0	0	5,100	1,899	3,201	
4201 GH Income - Guildhall Refreshments	0	0	0	130	78	53	
4202 GH Guildhall Piano	0	0	0	10	0	10	
4206 GH Income - Guildhall Misc Property Income	8,143	0	0	115	1	114	
<b>Total Guildhall Income</b>	<b>13,985</b>	<b>0</b>	<b>0</b>	<b>5,355</b>	<b>1,977</b>	<b>3,378</b>	
<b>Total Guildhall Operating Income</b>	<b>13,985</b>	<b>0</b>	<b>0</b>	<b>5,355</b>	<b>1,977</b>	<b>3,378</b>	
<b>Guildhall Operating Expenditure</b>							
<b>Guildhall Expenditure</b>							
6400 GH Rates - Guildhall (6400)	8,608	0	0	8,691	8,608	83	
6401 GH Water Rates - Guildhall (6401)	271	0	0	750	317	433	
6402 GH Gas - Guildhall (6402)	1,538	0	0	2,000	1,402	598	
6403 GH Electricity - Guildhall (6403)	3,406	0	0	4,000	2,076	1,924	
6404 GH Fire & Security Alarm - Guildhall (6404)	758	0	0	1,237	1,177	60	
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	1,024	(24)	
6409 GH Boiler Service & Maintenance	609	0	0	1,006	195	811	
6410 GH General Repairs & Maintenance	1,154	0	0	2,515	2,448	67	
6411 GH TV License & PRS	128	0	0	375	21	354	
6412 GH Lift Service & Maintenance	1,685	0	0	2,500	2,107	393	
6413 GH Refreshment Costs - Guildhall	0	0	0	190	148	42	
6414 GH Replace Equipment - Guildhall	30	0	0	1,000	985	15	
6418 GH Professional Fees	0	0	0	1,026	960	66	
6420 GH Legionella Risk Assessment (Guildhall)	280	0	0	443	350	93	
<b>Total Guildhall Expenditure</b>	<b>19,960</b>	<b>0</b>	<b>0</b>	<b>26,733</b>	<b>21,818</b>	<b>4,915</b>	
<b>Guildhall Staffing Expenditure</b>							
Guildhall Staffing Expenses	27	0	0	402	141	261	
6678 ST GH Staff Training (Guildhall)	0	0	0	500	215	285	
Guildhall Staffing Costs	26,121	0	0	22,931	20,359	2,572	
<b>Total Guildhall Staffing Expenditure</b>	<b>26,148</b>	<b>0</b>	<b>0</b>	<b>23,833</b>	<b>20,715</b>	<b>3,118</b>	
<b>Total Operating Expenditure</b>	<b>46,108</b>	<b>0</b>	<b>0</b>	<b>50,566</b>	<b>42,533</b>	<b>8,033</b>	
<b>Total Guildhall Operating Expenditure</b>	<b>46,108</b>	<b>0</b>	<b>0</b>	<b>50,566</b>	<b>42,533</b>	<b>8,033</b>	
<b>Total Guildhall Operating Surplus/ Deficit</b>	<b>(32,123)</b>	<b>0</b>	<b>0</b>	<b>(45,211)</b>	<b>(40,556)</b>	<b>(4,655)</b>	
<b>Guildhall EMF Expenditure</b>							
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	
<b>Total Guildhall EMF Expenditure</b>	<b>3,916</b>	<b>34,433</b>	<b>0</b>	<b>16,160</b>	<b>0</b>	<b>50,593</b>	
<b>Total Guildhall Expenditure (Operational &amp; EMF)</b>	<b>50,023</b>	<b>34,433</b>	<b>0</b>	<b>66,726</b>	<b>42,533</b>	<b>58,626</b>	
<b>Total Guildhall Budget Surplus/ (Deficit)</b>	<b>(36,039)</b>	<b>(34,433)</b>	<b>0</b>	<b>(61,371)</b>	<b>(40,556)</b>	<b>(55,248)</b>	

**Services Committee - Library Budget**  
Saltash Town Council  
As at 1st March 2022

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
<b>Library Operating Income</b>							
<b>Library Income</b>							
4517 LI Library - Fines (Collected on behalf of CC)	5	0	0	568	184	384	
4518 LI Library - Photocopying Fees	0	0	0	566	216	350	
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	314	(163)	
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	
<b>Total Library Income</b>	<b>664</b>	<b>0</b>	<b>0</b>	<b>4,920</b>	<b>713</b>	<b>4,207</b>	
<b>Total Library Operating Income</b>	<b>664</b>	<b>0</b>	<b>0</b>	<b>4,920</b>	<b>713</b>	<b>4,207</b>	
<b>Library Operating Expenditure</b>							
<b>Library Expenditure</b>							
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	992	738	
6903 LI Electricity - Library	1,742	0	0	1,412	1,267	145	
6904 LI Fire & Security Alarm - Library	504	0	0	915	822	93	
6905 LI Fire Extinguishers - Library	227	0	0	0	0	0	
6908 LI Cleaning Materials & Equipment - Library	337	0	0	1,643	541	1,102	
6909 LI Boiler Service & Maintenance - Library	205	0	0	1,006	64	942	
6910 LI General Repairs & Maintenance - Library	692	0	0	2,012	818	1,194	
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	186	841	
6918 LI Professional Fees (Private Contractors)	945	0	0	1,006	0	1,006	
6920 LI Legionella Risk Assessment - Library	280	0	0	516	385	131	
6921 LI IT & Office Costs - Library	4,118	0	0	5,131	4,313	818	
6922 LI Library Activities	575	0	252	1,400	1,415	237	
6923 LI PWLB Loan Repayment & Interest	0	0	(21,500)	21,500	0	0	
<b>Total Library Expenditure</b>	<b>25,613</b>	<b>0</b>	<b>(21,500)</b>	<b>55,134</b>	<b>24,331</b>	<b>9,303</b>	
<b>Library Staffing Expenditure</b>							
Library Staff Expenses	264	0	0	1,900	411	1,489	
6682 ST LI Staff Training (Library)	340	0	0	1,509	592	917	
Library Staffing Costs	84,234	0	20,691	94,903	99,959	15,635	
<b>Total Library Staffing Expenditure</b>	<b>84,837</b>	<b>0</b>	<b>20,691</b>	<b>98,312</b>	<b>100,962</b>	<b>18,041</b>	
<b>Total Operating Expenditure</b>	<b>110,450</b>	<b>0</b>	<b>(809)</b>	<b>153,446</b>	<b>125,293</b>	<b>27,344</b>	
<b>Total Library Operating Expenditure</b>	<b>110,450</b>	<b>0</b>	<b>(809)</b>	<b>153,446</b>	<b>125,293</b>	<b>27,344</b>	
<b>Total Library Operating Surplus/ Deficit</b>	<b>(109,786)</b>	<b>0</b>	<b>809</b>	<b>(148,526)</b>	<b>(124,579)</b>	<b>(23,138)</b>	
<b>Library EMF Expenditure</b>							
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	17,542	14,375	
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	
<b>Total Library EMF Expenditure</b>	<b>11,881</b>	<b>65,146</b>	<b>9,403</b>	<b>34,000</b>	<b>17,542</b>	<b>91,007</b>	
<b>Total Library Expenditure (Operational &amp; EMF)</b>	<b>122,331</b>	<b>65,146</b>	<b>8,594</b>	<b>187,446</b>	<b>142,835</b>	<b>118,351</b>	
<b>Total Library Budget Surplus/ (Deficit)</b>	<b>(121,667)</b>	<b>(65,146)</b>	<b>(8,594)</b>	<b>(182,526)</b>	<b>(142,122)</b>	<b>(114,145)</b>	

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

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
<b>Maurice Huggins Operating Income</b>							
<b>Maurice Huggins Income</b>							
4207 GH Maurice Huggins Room Income	0	0	0	0	458	(458)	
<b>Total Maurice Huggins Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>458</b>	<b>(458)</b>	
<b>Total Maurice Huggins Operating Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>458</b>	<b>(458)</b>	
<b>Maurice Huggins Operating Expenditure</b>							
<b>Maurice Huggins Expenditure</b>							
7000 MA Rates - Maurice Huggins	(268)	0	0	0	209	(209)	
7001 MA Water Rates - Maurice Huggins	0	0	0	0	80	(80)	
7003 MA Electricity - Maurice Huggins	(192)	0	0	0	236	(236)	
7004 MA Fire & Security Alarm - Maurice Huggins	157	0	0	0	443	(443)	
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	251	(251)	
7020 MA Legionella Risk Assessment - Maurice Huggins	280	0	0	0	385	(385)	
<b>Total Maurice Huggins Expenditure</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,652</b>	<b>(1,652)</b>	
<b>Total Maurice Huggins Operating Expenditure</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,652</b>	<b>(1,652)</b>	
<b>Total Maurice Huggins Operating Surplus/ (Deficit)</b>	<b>(21)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1,195)</b>	<b>1,195</b>	
<b>Maurice Huggins EMF Expenditure</b>							
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	
<b>Total Maurice Huggins EMF Expenditure</b>	<b>394</b>	<b>2,606</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,606</b>	
<b>Total Maurice Huggins Expenditure (Operational &amp; EMF)</b>	<b>415</b>	<b>2,606</b>	<b>0</b>	<b>0</b>	<b>1,652</b>	<b>954</b>	
<b>Total Maurice Huggins Budget Surplus/ (Deficit)</b>	<b>(415)</b>	<b>(2,606)</b>	<b>0</b>	<b>0</b>	<b>(1,195)</b>	<b>(1,411)</b>	

Notes  
To/From Reserves & Budget Virements 2021/22

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

**Saltash Town Council Summary Budget Report 2021-22**

Saltash Town Council  
As at 1st March 2022

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
<b>Operating Income</b>							
<b>Total Operating Income</b>							
Burial Authority Income	24,183	0	0	15,000	22,097	(7,097)	
Burial Board Income	14,538	0	0	8,050	8,599	(549)	
P&F Income	5,780	0	0	4,024	2,811	1,213	
Guildhall Income	13,985	0	0	5,355	1,977	3,378	
Library Income	664	0	0	4,920	713	4,207	
Maurice Huggins Income	0	0	0	0	458	(458)	
Station Income	0	0	0	3,750	1,881	1,869	
Service Delivery Income	10,652	0	0	20,450	15,443	5,007	
<b>Total Total Operating Income</b>	<b>69,802</b>	<b>0</b>	<b>0</b>	<b>61,549</b>	<b>53,980</b>	<b>7,569</b>	
<b>Total Operating Income</b>	<b>69,802</b>	<b>0</b>	<b>0</b>	<b>61,549</b>	<b>53,980</b>	<b>7,569</b>	
<b>Operating Expenditure</b>							
<b>Operating Expenditure</b>							
Burial Authority Expenditure	23,401	0	0	24,760	22,544	2,216	
Burial Authority Staffing Expenditure	11,275	0	0	10,548	6,961	3,587	
Burial Board Expenditure	3,084	0	0	6,284	1,923	4,361	
Burial Board Staffing Expenditure	26,297	0	0	24,613	16,327	8,286	
P&F Expenditure	134,736	0	28,700	163,327	117,804	74,223	
P&F Staffing Expenditure	300,411	0	(39,230)	354,437	276,610	38,597	
Guildhall Expenditure	19,960	0	0	26,733	21,818	4,915	
Guildhall Staffing Expenses	26,148	0	0	23,833	20,715	3,118	
Library Expenditure	25,613	0	(21,500)	55,134	24,331	9,303	
Library Staffing Expenses	84,837	0	20,691	98,312	100,962	18,041	
Maurice Huggins Expenses	21	0	0	0	1,652	(1,652)	
Station Expenditure	4,846	0	0	16,005	8,515	7,490	
Station Staffing Expenses	0	0	7,000	1,250	0	8,250	
Service Delivery Expenditure	72,221	0	0	74,483	52,091	22,392	
Service Delivery Staffing Expenditure	120,264	0	5,357	207,407	178,514	34,250	
Personnel Expenditure	3,562	0	500	10,613	9,359	1,754	
<b>Total Operating Expenditure</b>	<b>856,678</b>	<b>0</b>	<b>1,518</b>	<b>1,097,739</b>	<b>860,128</b>	<b>239,130</b>	
<b>Total Operating Expenditure</b>	<b>856,678</b>	<b>0</b>	<b>1,518</b>	<b>1,097,739</b>	<b>860,128</b>	<b>239,130</b>	
<b>Total Operating Surplus/ (Deficit)</b>	<b>(786,875)</b>	<b>0</b>	<b>(1,518)</b>	<b>(1,036,190)</b>	<b>(806,148)</b>	<b>(231,560)</b>	
<b>EMF Expenditure</b>							
Burial Authority EMF Expenditure	2,126	21,333	0	10,000	2,489	28,844	
Burial Board EMF Expenditure	0	3,720	0	0	0	3,720	
P&F EMF Expenditure	20,157	135,225	37,540	37,000	33,179	176,586	
Guildhall EMF Expenditure	3,916	34,433	0	16,160	0	50,593	
Library EMF Expenditure	11,881	65,146	9,403	34,000	17,542	91,007	
Maurice Huggins EMF Expenditure	394	2,606	0	0	0	2,606	
Station EMF Expenditure	143,272	96,273	44,439	20,000	47,178	113,534	
Service Delivery EMF Expenditure	145,021	103,764	(5,357)	49,000	49,496	97,911	
Personnel EMF Expenditure	0	6,000	0	0	1,215	4,785	
<b>Total EMF Expenditure</b>	<b>326,768</b>	<b>468,500</b>	<b>86,025</b>	<b>166,160</b>	<b>151,099</b>	<b>569,586</b>	
<b>Total Overall Expenditure (Operational &amp; EMF)</b>	<b>1,183,445</b>	<b>468,500</b>	<b>87,543</b>	<b>1,263,899</b>	<b>1,011,226</b>	<b>808,716</b>	
<b>Total Overall Budget Surplus/ Defecit</b>	<b>(1,113,643)</b>	<b>(468,500)</b>	<b>(87,543)</b>	<b>(1,202,350)</b>	<b>(957,247)</b>	<b>(801,146)</b>	

Notes

To/From Reserves & Budget Virements 2021/22

**Policy & Finance (P&F) Committee - P & F Budget**  
Saltash Town Council  
As at 1st March 2022

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
<b>P&amp;F Operating Income</b>							
<b>P&amp;F Income</b>							
4901 PR Bank Interest Received	5,611	0	0	4,024	2,794	1,230	
4908 PR Misc Income	170	0	0	0	17	(17)	
<b>Total P&amp;F Income</b>	<b>5,780</b>	<b>0</b>	<b>0</b>	<b>4,024</b>	<b>2,811</b>	<b>1,213</b>	
<b>Total P&amp;F Operating Income</b>	<b>5,780</b>	<b>0</b>	<b>0</b>	<b>4,024</b>	<b>2,811</b>	<b>1,213</b>	
<b>P &amp; F Operating Expenditure</b>							
<b>P&amp;F Expenditure</b>							
6200 PF Bank Charges (6200)	735	0	0	1,081	651	430	
6201 PF Audit (6201)	2,500	0	0	3,366	600	2,766	
6202 PF Civic Occasions (including Road Closures) (6202)	1,415	0	4,500	2,500	1,713	5,287	
6203 PF Mayors' Allowance	4,809	0	0	4,838	4,354	484	
6204 PF Councillors' Allowance	2,556	0	0	3,434	0	3,434	
6205 PF Insurance	12,413	0	2,800	22,000	19,701	5,099	
6206 PF Youth Council (6206)	3,000	0	0	4,000	4,000	0	
6208 PF Subscriptions (6208)	3,891	0	0	11,500	12,165	(665)	
6210 PF Community Chest (6210)	5,600	0	0	15,000	4,270	10,730	
6211 PF Website Maintenance (6211)	633	0	500	570	589	481	
6213 PF Councillor Training & Expenses (6213)	735	0	0	2,675	2,130	545	
6214 PF Health & Safety (6214)	5,884	0	1,900	5,644	8,794	(1,250)	
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	1,000	2,500	3,320	180	
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	3,000	1,308	
6222 PF Commissioning Youth Work (6222)	40,000	0	3,000	40,000	20,333	22,667	
6224 PF Professional Costs	848	0	0	2,000	1,903	97	
6225 PF Neighbourhood Plan	2,604	0	0	5,030	2,761	2,269	
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	21,890	8,964	
6417 PF Belle Vue Office Costs	4,142	0	0	0	0	0	
5500 Bad Debt Expense	0	0	0	0	20	(20)	
<b>Total P&amp;F Expenditure</b>	<b>134,736</b>	<b>0</b>	<b>28,700</b>	<b>163,327</b>	<b>117,804</b>	<b>74,223</b>	
<b>P&amp;F Staffing Expenditure</b>							
6652 ST P&R Employers Pension - Monthly Fee	5,300	0	0	5,300	4,860	440	
6659 ST P&R Town Sergeant & Mace Bearer Fees	150	0	0	773	343	430	
6661 ST P&R Finance Consultancy Fees	1,325	0	0	3,000	650	2,350	
P&F Staffing Expenses	719	0	0	2,354	628	1,726	
6656 ST P&R Staff Training	3,485	0	0	4,024	(911)	4,935	
P&F Staffing Costs	289,432	0	(39,230)	338,986	271,040	28,716	
<b>Total P&amp;F Staffing Expenditure</b>	<b>300,411</b>	<b>0</b>	<b>(39,230)</b>	<b>354,437</b>	<b>276,610</b>	<b>38,597</b>	
<b>Total P &amp; F Operating Expenditure</b>	<b>435,148</b>	<b>0</b>	<b>(10,530)</b>	<b>517,764</b>	<b>394,414</b>	<b>112,820</b>	
<b>Total P &amp; F Operating Expenditure</b>	<b>435,148</b>	<b>0</b>	<b>(10,530)</b>	<b>517,764</b>	<b>394,414</b>	<b>112,820</b>	
<b>Total P&amp;F Operating Surplus/ (Deficit)</b>	<b>(429,368)</b>	<b>0</b>	<b>10,530</b>	<b>(513,740)</b>	<b>(391,603)</b>	<b>(111,607)</b>	
<b>P&amp;F EMF Expenditure</b>							
6270 PF EMF Crime Reduction	0	36,950	0	0	0	36,950	
6271 PF EMF Election	0	29,760	0	5,000	23,553	11,207	
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	(500)	2,000	0	4,900	
6275 PF EMF Neighbourhood Plan	915	1,772	0	0	0	1,772	
6277 PF EMF Expenditure transferred to 21/22	0	25,000	(25,000)	0	0	0	
6278 PF EMF CIL Planning Income	0	0	2,810	0	0	2,810	
6279 PF EMF Restart Business Support Gant	0	0	11,000	0	3,420	7,581	
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 PR EMF Staff Contingency (P&F)	13,117	21,699	39,230	15,000	6,207	69,722	
<b>Total P&amp;F EMF Expenditure</b>	<b>20,157</b>	<b>135,225</b>	<b>37,540</b>	<b>37,000</b>	<b>33,179</b>	<b>176,586</b>	
<b>Total P&amp;F Expenditure (Operational &amp; EMF)</b>	<b>455,305</b>	<b>135,225</b>	<b>27,010</b>	<b>554,764</b>	<b>427,593</b>	<b>289,406</b>	
<b>Total P&amp;F Budget Surplus/ (Deficit)</b>	<b>(449,525)</b>	<b>(135,225)</b>	<b>(27,010)</b>	<b>(550,740)</b>	<b>(424,782)</b>	<b>(288,193)</b>	

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
8. £4,500 vired from General Reserves to 6202 Civic Occasions for Jubilee Celebrations
9. £2,800 vired from General Reserves to 6205 Insurance for Property Revaluation Works
10. £1,000 vired from 6279 EMF Business Start Up Support Grant to 6219 Covid 19 H&S Materials & Equipment
11. £500 vired from 6274 Internet Development to 6211 Website Maintenance to cover extra operational expenditure

**Personnel Committee - Personnel Budget**  
 Saltash Town Council  
 As at 1st March 2022

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
<b>Personnel Operating Expenditure</b>							
<b>Personnel Expenditure</b>							
6654 ST Staff Welfare	0	0	500	1,500	1,194	806	
6657 ST SNB Staff Recruitment Advertising	153	0	0	6,000	5,254	746	
6658 ST SNB Miscellaneous Staffing Expenditure	0	0	0	205	5	200	
6662 SNB HR Professional Fees	3,409	0	0	2,908	2,906	2	
<b>Total Personnel Expenditure</b>	<b>3,562</b>	<b>0</b>	<b>500</b>	<b>10,613</b>	<b>9,359</b>	<b>1,754</b>	
<b>Total Personnel Operating Expenditure</b>	<b>3,562</b>	<b>0</b>	<b>500</b>	<b>10,613</b>	<b>9,359</b>	<b>1,754</b>	
<b>Total Personnel Operating Surplus/ (Deficit)</b>	<b>(3,562)</b>	<b>0</b>	<b>(500)</b>	<b>(10,613)</b>	<b>(9,359)</b>	<b>(1,754)</b>	
<b>EMF Personnel Expenditure</b>							
6691 ST EMF Legal Fees (Staffing)	0	6,000	0	0	1,215	4,785	
<b>Total EMF Personnel Expenditure</b>	<b>0</b>	<b>6,000</b>	<b>0</b>	<b>0</b>	<b>1,215</b>	<b>4,785</b>	
<b>Total Personnel Expenditure (Operational &amp; EMF)</b>	<b>3,562</b>	<b>6,000</b>	<b>500</b>	<b>10,613</b>	<b>10,574</b>	<b>6,539</b>	
<b>Total Personnel Budget Surplus/ (Deficit)</b>	<b>(3,562)</b>	<b>(6,000)</b>	<b>(500)</b>	<b>(10,613)</b>	<b>(10,574)</b>	<b>(6,539)</b>	

Notes  
 To/From Reserves & Budget Virements 2021/22

1. £500 vired from General Reserves to 6654 Staff Welfare for new SDGAs vaccinations

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
<b>Service Delivery Operating Income</b>							
<b>Service Delivery Income</b>							
<b>Grounds &amp; Premises Income</b>							
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	82	(82)	
4523 SE Service Delivery Income - Seagull Bags	677	0	0	1,710	1,271	439	
<b>Total Grounds &amp; Premises Income</b>	<b>4,507</b>	<b>0</b>	<b>0</b>	<b>5,950</b>	<b>6,166</b>	<b>(216)</b>	
<b>Town &amp; Waterfront Income</b>							
4521 SE Waterfront Income - Annual Mooring Fees	6,095	0	0	8,500	7,939	561	
4522 SE Waterfront Income - Daily Mooring Fees	50	0	0	3,000	1,339	1,661	
4530 SE Waterfront Income - Dinghy Park	0	0	0	0	0	0	
4532 SE Contract Income	0	0	0	3,000	0	3,000	
<b>Total Town &amp; Waterfront Income</b>	<b>6,145</b>	<b>0</b>	<b>0</b>	<b>14,500</b>	<b>9,277</b>	<b>5,223</b>	
<b>Total Service Delivery Income</b>	<b>10,652</b>	<b>0</b>	<b>0</b>	<b>20,450</b>	<b>15,443</b>	<b>5,007</b>	
<b>Total Service Delivery Operating Income</b>	<b>10,652</b>	<b>0</b>	<b>0</b>	<b>20,450</b>	<b>15,443</b>	<b>5,007</b>	
<b>Service Delivery Operating Expenditure</b>							
<b>Service Delivery Expenditure</b>							
<b>Grounds &amp; Premises Expenditure</b>							
6209 PF Oyster Beds	0	0	0	1	0	1	
6503 SE Allotments	1,162	0	0	800	400	400	
6506 SE Grounds Maintenance & Watering (6506)	24,761	0	0	8,500	7,070	1,430	
6508 SE Public Toilets (Operational Costs)	6,403	0	0	4,000	4,100	(100)	
6517 SE Cross (Maintenance)	2,728	0	0	2,515	124	2,391	
6525 GR Public Toilets (Repairs & Maintenance Costs)	1,553	0	1,500	1,000	2,378	122	
6526 SE Tools, Equipment & Materials (Store & All Areas)	5,595	0	0	4,000	3,758	243	
6529 G&P Refuse Disposal	3,706	0	0	5,030	4,155	875	
6907 SE Seagulls Bags	780	0	0	1,774	792	982	
<b>Longstone Expenditure</b>							
7100 LO Rates - Longstone	0	0	0	2,104	0	2,104	
7101 LO Water Rates - Longstone	0	0	0	401	450	(49)	
7103 LO Electricity - Longstone	574	0	0	1,893	771	1,122	
7104 LO Fire & Security Alarm - Longstone	265	0	0	895	648	247	
7105 LO Fire Extinguishers - Longstone	142	0	0	0	0	0	
7107 LO Rent - Longstone	0	0	0	4,500	4,500	0	
7108 LO Cleaning Materials & Equipment - Longstone	326	0	0	600	291	309	
7110 LO General Repairs & Maintenance - Longstone	1,513	0	0	733	520	213	
7114 LO Replace Equipment - Longstone	1,352	0	0	1,000	690	310	
7121 LO IT & Office Costs - Longstone	1,057	0	0	1,006	949	57	
6419 GH Longstone Depot	495	0	0	0	(2,000)	2,000	
<b>Total Longstone Expenditure</b>	<b>5,724</b>	<b>0</b>	<b>0</b>	<b>13,132</b>	<b>6,817</b>	<b>6,315</b>	
<b>Total Grounds &amp; Premises Expenditure</b>	<b>52,410</b>	<b>0</b>	<b>1,500</b>	<b>40,752</b>	<b>29,595</b>	<b>12,657</b>	
<b>Town &amp; Waterfront Expenditure</b>							
6504 SE Street Furniture (Maintenance)	1,119	0	0	2,000	895	1,105	
6505 SE Street Lighting	302	0	0	200	159	41	
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	630	270	
6519 SE Flags & Bunting	1,831	0	0	3,078	2,494	584	
6522 SE Pontoon (Maintenance Costs) (6522)	2,431	0	(1,500)	5,478	2,794	1,184	
6524 SE Vehicle Maintenance and Repair Costs	10,360	0	0	8,000	9,496	(1,496)	
6527 SE Salt Bins Refill	629	0	0	1,006	521	485	
6528 SE Pontoon Accommodation	1,776	0	0	10,563	5,508	5,055	
6530 SE Contract Expenditure	0	0	0	1,006	0	1,006	
<b>Total Town &amp; Waterfront Expenditure</b>	<b>19,811</b>	<b>0</b>	<b>(1,500)</b>	<b>33,731</b>	<b>22,497</b>	<b>9,734</b>	
<b>Total Service Delivery Expenditure</b>	<b>72,221</b>	<b>0</b>	<b>0</b>	<b>74,483</b>	<b>52,091</b>	<b>22,392</b>	
<b>Service Delivery Staffing Expenditure</b>							
Service Delivery Staffing Expenses	2,779	0	0	4,829	5,298	(469)	
6676 ST Services Delivery Staff Training	3,668	0	0	7,500	3,756	3,744	
Service Delivery Staffing Costs	113,817	0	5,357	195,078	169,460	30,975	
<b>Total Service Delivery Staffing Expenditure</b>	<b>120,264</b>	<b>0</b>	<b>5,357</b>	<b>207,407</b>	<b>178,514</b>	<b>34,250</b>	
<b>Total Operating Expenditure</b>	<b>192,486</b>	<b>0</b>	<b>5,357</b>	<b>281,890</b>	<b>230,605</b>	<b>56,642</b>	
<b>Total Service Delivery Operating Expenditure</b>	<b>192,486</b>	<b>0</b>	<b>5,357</b>	<b>281,890</b>	<b>230,605</b>	<b>56,642</b>	
<b>Total Service Delivery Operating Surplus/ (Deficit)</b>	<b>(181,834)</b>	<b>0</b>	<b>(5,357)</b>	<b>(261,440)</b>	<b>(215,162)</b>	<b>(51,635)</b>	
<b>Service Delivery EMF Expenditure</b>							
<b>Grounds &amp; Premises EMF Expenditure</b>							
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	
<b>Longstone EMF Expenditure</b>							
7170 LO EMF Longstone Depot Capital Works	0	500	0	0	0	500	
<b>Total Longstone EMF Expenditure</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500</b>	
<b>Total Grounds &amp; Premises EMF Expenditure</b>	<b>0</b>	<b>32,365</b>	<b>0</b>	<b>14,000</b>	<b>1,345</b>	<b>45,020</b>	
<b>Town &amp; Waterfront EMF Expenditure</b>							
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	9,263	1,319	
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	4,566	6,131	
7000 EMF Staff Contingency (Service Delivery)	76,999	54,596	(5,357)	0	30,705	18,534	
<b>Total Town &amp; Waterfront EMF Expenditure</b>	<b>145,021</b>	<b>71,399</b>	<b>(5,357)</b>	<b>35,000</b>	<b>48,152</b>	<b>52,890</b>	
<b>Total Service Delivery EMF Expenditure</b>	<b>145,021</b>	<b>103,764</b>	<b>(5,357)</b>	<b>49,000</b>	<b>49,496</b>	<b>97,911</b>	
<b>Total Service Delivery Expenditure (Operational &amp; EMF)</b>	<b>337,507</b>	<b>103,764</b>	<b>0</b>	<b>330,890</b>	<b>280,101</b>	<b>154,553</b>	
<b>Total Service Delivery Budget Surplus/ (Deficit)</b>	<b>(326,855)</b>	<b>(103,764)</b>	<b>0</b>	<b>(310,440)</b>	<b>(264,658)</b>	<b>(149,546)</b>	

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 from Service Delivery Staffing Costs to 7000 Service Delivery Staffing Contingency to cover Agency Fees. Amount difference in point 1&2 is £5,357.
- 3. £1,500 Transferred from 6522 Pontoon (Maintenance Costs) to budget code 6525 Public Toilets (Repair & Maintenance).



**Services Committee - Isambard House (Station Building) Budget**  
Saltash Town Council  
As at 1st March 2022

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
<b>Isambard House Operating Income</b>							
<b>Isambard House Income</b>							
4301 SA Isambard House - Bookings	0	0	0	1,250	1,866	(616)	
4302 SA Isambard - Refreshment Income	0	0	0	2,500	15	2,485	
<b>Total Isambard House Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,750</b>	<b>1,881</b>	<b>1,869</b>	
<b>Total Isambard House Operating Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,750</b>	<b>1,881</b>	<b>1,869</b>	
<b>Isambard House Operating Expenditure</b>							
<b>Isambard House Expenditure</b>							
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	705	1,164	
6803 SA Electricity - Isambard House	159	0	0	2,775	(159)	2,934	
6804 SA Fire & Security Alarm - Isambard House	77	0	0	954	946	8	
6805 SA Fire Extinguishers - Isambard House	184	0	0	0	0	0	
6808 SA Cleaning Materials & Equipment - Isambard House	0	0	0	1,500	1,526	(26)	
6810 SA General Repairs & Maintenance - Isambard House	300	0	0	500	404	96	
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	954	11	
6818 SA Professional Costs - Isambard House	250	0	0	1,026	250	776	
<b>Total Isambard House Expenditure</b>	<b>4,846</b>	<b>0</b>	<b>0</b>	<b>16,005</b>	<b>8,515</b>	<b>7,490</b>	
<b>Isambard House Staffing Expenditure</b>							
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	
<b>Total Isambard House Staffing Expenditure</b>	<b>0</b>	<b>0</b>	<b>7,000</b>	<b>1,250</b>	<b>0</b>	<b>8,250</b>	
<b>Total Operating Expenditure</b>	<b>4,846</b>	<b>0</b>	<b>7,000</b>	<b>17,255</b>	<b>8,515</b>	<b>15,740</b>	
<b>Total Isambard House Operating Expenditure</b>	<b>4,846</b>	<b>0</b>	<b>7,000</b>	<b>17,255</b>	<b>8,515</b>	<b>15,740</b>	
<b>Total Isambard House Operating Surplus/ (Deficit)</b>	<b>(4,846)</b>	<b>0</b>	<b>(7,000)</b>	<b>(13,505)</b>	<b>(6,634)</b>	<b>(13,871)</b>	
<b>Isambard House EMF Expenditure</b>							
6473 SA EMF Station Building (Purchase & Capital Works)	143,272	82,273	51,439	0	40,967	92,745	
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	
<b>Total Isambard House EMF Expenditure</b>	<b>143,272</b>	<b>96,273</b>	<b>44,439</b>	<b>20,000</b>	<b>47,178</b>	<b>113,534</b>	
<b>Total Isambard House Expenditure (Operational &amp; EMF)</b>	<b>148,118</b>	<b>96,273</b>	<b>51,439</b>	<b>37,255</b>	<b>55,693</b>	<b>129,274</b>	
<b>Total Isambard House Budget Surplus/ (Deficit)</b>	<b>(148,118)</b>	<b>(96,273)</b>	<b>(51,439)</b>	<b>(33,505)</b>	<b>(53,812)</b>	<b>(127,405)</b>	

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

## **Finance Officer's Report –**

### **Year-end Overdrawn budgets**

The highlighted budgets in red show an overdrawn balance which is due to the costs been split over two years e.g., annual subscriptions / service contracts. Please note that these budgets will balance once the accruals and prepayments have been processed at year-end.

### **Loss of Income**

The current deficit income stands at £7,569 due to mainly the budgeted loss of income at the library & Station this will be absorbed by the under-expenditure which I currently predict will be around £150,000.

### **Approval Required**

#### **Virements – 2021-22 Budgets**

<b>Service Delivery Budget</b>	<b>Amount</b>	<b>From</b>
1) 6673 Service Delivery Clothing Training	£1000	6676 Service Delivery Staff

Reason: Due to new Service Delivery recruitment

### **Insurance Renewals**

#### **Motor Insurance Policy**

The motor insurance cover for 2022-23 was due for renewal on 6th March.

Under delegated authority the renewal was authorised to go ahead through James Hallam (WPS) brokers at a cost of £2,527.08 which was an increase in cost of £162.01 compared to last year

Description	Net	VAT	Gross	Budget Code	Available Budget
Breakthrough Communications – GDPR compliance support and access to the online hub service (template documents and free training)	£1,145	£229.00	£1,374	6224 Professional Fees	£1,242
Print Scan Copy – Precept leaflet additional printing	£41.62	£8.32	£49.94	6301 Stationery/postage/Printing	£2,311
Royal Mail – Precept leaflet distribution	£25.00	£0.00	£25.00	6301 Stationery/Postage/Printing	£2,311
Every Corner Distribution – Saltash Neighbourhood Plan	£1,415	£283.00	£1,698	6225 Neighbourhood Plan	£2,459
Print Minor – Saltash Neighbourhood Plan Printing Leaflets	£190.00	£0.00	£190.00	6225 Neighbourhood Plan	£2,459
Print Minor – Saltash Neighbourhood Plan Information Leaflet	£475.00	£0.00	£475.00	6225 Neighbourhood Plan	£2,459
SharePoint Business Premium – Councillor and Officer Mailbox	£561.60	£112.32	£673.92	6306 IT Maintenance	£9,414 2022/23 Budget



# Saltash Town Council



## Grant Application Form

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

Community Chest Grant ☐

Festival Fund Grant ☒

**DATE APPLICATION SUBMITTED:**

27.1.22

<b>Contact Name:</b>	John Larke
<b>Position:</b>	Vice Chairman
<b>Organisation:</b>	Cornwall International Choral Festival
<b>Contact Address:</b>	
<b>Telephone Number:</b>	
<b>E-mail:</b>	
<b>Status of Organization:</b>	Registered Charity
<b>Charity/Company number (if applicable)</b>	<b>Charity No:</b> 1099924  <b>Company No:</b> 509936
<b>What geographical area does your organization cover?</b>	The whole of Cornwall

<b>How long has your organization been in existence?</b>	Since 2003
--	------------

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

## 1. Organisation Background

<b>Have you applied for a grant from Saltash Town Council within the last 5 Years?</b>  (Please list – continue on a separate sheet if necessary)	<b>Date Applied</b>	<b>Project</b>	<b>Amount Applied for</b>	<b>Successful Y/N</b>
	January 2019	2019 Festival	£300	No
	Applied for £300 and declined			
	The Council Supported the 2017 Festival with a grant of £250			
<b>Please list the aims and objectives of your organization</b>	<p>* To create the largest and most influential international Male Choir Festival in Britain and Europe in order to maintain and extend male voice singing as an important aspect of Cornwall's cultural heritage.</p> <p>* To increase the numbers of male singers in Cornwall, particularly of younger male singers.</p> <p>* To encourage Cornish composers and UK composers to write new works for male choirs.</p>			
<b>What are the main activities of your organization?</b>	<p>We are a biennial International Festival which brings together thirty male choirs from the UK and abroad together with a matching number of Cornish male choirs.</p> <p>We run regional concerts in every major Cornish town as well as a major singing competition and a Youth outreach programme.</p> <p>In our intervening year we run an International Composers competition.</p>			

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

<b>Project</b>	<b>Start Date</b>	28 / 4 / 2022
	<b>Finish Date</b>	2 / 5 / 2022
	<b>Total Cost</b>	£ 147,105
	<b>Grant Applied For</b>	£ 250

<b>Project title:</b>	<b>Overall Project Title:</b> Cornwall International Male Choral Festival 2022 <b>Specific Project Title:</b> Regional Concert in Saltash Wesley Methodist Church
<b>Description of project</b> (please continue on a separate sheet if necessary):	<p>We are a biennial Festival, but have survived and extended to three years in this cycle because of Covid. This year, we are expecting more than 2000 singers from over 50 choirs to take part in some 40 events across Cornwall.</p> <p>As well as over 25 Cornish Choirs, we will have 20 from the rest of the UK and 5 from abroad including Canada, Iceland, Germany, and Switzerland.</p> <p>We are holding regional concerts in the major towns in Cornwall. The concert in Saltash will be hosted by Burraton Male Voice Choir, and will feature a Canadian Boys Choir and a German Youth Choir.</p> <p>A special feature of the Festival is our outreach programme, which engages with local schools. We will be running a major workshop in South East Cornwall and will be inviting schools from Saltash.</p>
<b>Where will the project/activity take place?</b>	Saltash Wesley Methodist Church and a youth workshop in SE Cornwall (venue to be confirmed).

<p><b>Who will benefit from the project?</b>  <b>(What groups will benefit and approximately how many people will benefit in total)</b></p>	<p>The Festival, which is a registered charity, will be bringing direct musical activity to Saltash, involving both residents and Saltash schools.</p> <p>The Saltash concert offers the Town Council the opportunity to raise its profile in an international festival, and helps encourage music and singing in the town. The Festival offers Burraton Male Voice Choir the opportunity for exchange with choirs from abroad and other parts of the UK.</p>
<p><b>What evidence do you have that this project is required?</b>          (This might be survey work or statistical evidence)</p>	<p>We have run regional concerts in Saltash with international choirs since 2005.</p> <p>These have always been well attended.</p>
<p><b>What support have you received for this project?</b>          (Please tell us about any expressions of support you have received from outside your organization          Consultation with Community)</p>	<p>The attendance at our many events over the years has shown how much they are appreciated.</p> <p>The ticket income also allows us to be financially viable and sustainable.</p>
<p><b>How will the project be managed and how will you measure its success?</b></p>	<p>The Festival operates as a Company Limited by Guarantee and as a Registered Charity, and engages a Festival Director.</p> <p>Our Trustees and Board members, including our President Colonel Bolitho (the Lord Lieutenant of Cornwall), are all volunteers, and most take an active role in running part of the Festival operation.</p> <p>We measure our success in audience numbers, youth attendance at workshops and our financial bottom line.</p>
<p><b>Please give the timescale and key milestones for your project, including a start date and finish date.</b></p>	<p>Our Festival runs from 28 April until 2 May.</p> <p>Our first major milestone has been achieved in that we have over 50 choirs committed to performing. 30 of these are from outside Cornwall and will be staying in the County.</p>

<b>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)</b>	Our Youth Programme is run in conjunction with Cornwall Music Service Trust and complies with all their safeguarding procedures.
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### 3. How you will pay for your project.

<b>What will the money be spent on?</b> (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	<p>Expenses for concerts £26,225 Competition Expenses £13,305 Visiting Choir Support £30,000 Marketing &amp; Promotion £22,500 Director and Administration £55,075 Total costs: £147,105</p> <p>STC grant will be used as support for the visiting youth choirs who will be singing in the Saltash concert</p>
How will you promote STC once application and project are complete?	STC will be mentioned in our souvenir brochure (print run of 8,000), on our website and in press releases. (An article on the Saltash concert has already appeared in the Saltash Observer.)



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

<b>Organization</b>	<b>Contribution Sought (£)</b>	<b>Applied</b> (please tick as appropriate)	<b>Granted</b> (please tick as appropriate)
Liskeard Town Council	250	✓	
St Austell Town Council	250	✓	
St Just Town Council	250	✓	
Falmouth Town Council;	1000	✓	
Truro Town Council	2000	✓	
Cornwall Councillors	£200 from councillors with a Regional Concert in their Division	✓	To date, just under £3000 has been granted

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

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

<b>A letter head showing the organization's address and contact details</b>	✓
<b>A copy of your constitution and articles of association</b> (or similar documents if the above do not exist, showing the organization's status)	✓
<b>A copy of your organization's latest set of accounting statements</b> (if any exist)	✓
<b>Copies of any letters of support for your project</b>	See website and 2019 sponsors
<b>If your organization has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council</b>	
<b>Other</b> (please list)	

If any of the above documents have not been enclosed, please give reasons why in the box below: ***We do not put our insurance in place until we are running physical concerts which will be later this year. We can supply copies then***

## 5. Declaration by the applicant

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

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

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

I/we accept the following:

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

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

<b>Signed:</b>			
<b>Print Name(s):</b>	John Larke		
<b>Position(s):</b>	Vice Chairman		
<b>Date:</b>	31.1.22		



**CORNWALL INTERNATIONAL**  
**MALE CHORAL** *festival*  
**2nd - 6th May 2019**

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**President**

Col Edward Bolitho OBE

**Vice Presidents**

Michael Galsworthy CVO CBE

Dr Roy Wales

David Peters

Ellen Winsor MBE DL

**Festival Registered Office**

Peat House

Newham Road

Truro

Cornwall TR1 2DP

[www.cimcf.uk](http://www.cimcf.uk)

Company Reg No 4509936

Charity Registration No 1099924

**Artistic Festival Director**

Gareth Churcher MA LTCL MAAT

CMST

Truro School

Trennick Lane

Truro

Cornwall TR1 1TH

[director@cimcf.uk](mailto:director@cimcf.uk)

SWIFTBIC BUKBGB22

IBAN GB62 BUKB 2087 9420 8511 67

Issued on 31 December 2021



2/3

# Your Business Current Account

## At a glance

### 30 Nov - 30 Dec 2021

Date	Description	Money out £	Money in £	Balance £
30 Nov	Start Balance	-	-	6,230.00
	On-Line Banking Bill Payment to G B Churcher Ref: Monthly Fee	1,458.33		4,771.67
1 Dec	Direct Credit From Cher Varya Group L Ref: Lesley Ibbotson		300.00	5,071.67
6 Dec	Commission Charges For The Period 13 Oct /14 Nov	14.50		5,057.17
	Direct Credit From Peter Benjamin Gor Ref: CC Mannsingt		150.00	5,207.17
	Direct Credit From Coif Char Deposit Ref: 011470001C		0.20	5,207.37
	Business Banking Loyalty Reward For Period 13 Oct - 14 Nov		0.90	5,208.27
20 Dec	On-Line Banking Bill Payment to Ewan Cacace Ref: Performance	75.00		5,133.27
	On-Line Banking Bill Payment to Harry Hoyland Ref: Performance	75.00		5,058.27
	On-Line Banking Bill Payment to Ryan Nevill Ref: Performance	75.00		4,983.27
	On-Line Banking Bill Payment to Aiden Wright Ref: Performance	75.00		4,908.27
	On-Line Banking Bill Payment to Mark Hounsell Ref: Performance	150.00		4,758.27

Continued

Start balance	£6,230.00
Money out	£6,177.51
► Commission charges £14.50	
► Interest paid £0.00	
Money in	£5,451.10
► Loyalty Reward £0.90	
End balance	£5,503.59

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

**CORNWALL INTERNATIONAL MALE CHORAL FESTIVAL  
(LIMITED BY GUARANTEE)**

Unaudited Trustees' report and financial statements  
for the year ended 30 June 2021

Company registration number 4509936

Charity registration number 1099924

# Cornwall International Male Choral Festival (Limited by guarantee)

## Financial Statement for the year ended 30 June 2021

Contents	Page
Legal and administrative information	1-2
Trustees' report	3-7
Reporting accountants report	8
Statement of financial activities	9
Statement of financial position	10
Notes to the financial statements	11-16

# Cornwall International Male Choral Festival (Limited by guarantee)

Legal and administrative information

*For the year ended 30 June 2021*

Name of Charity:	Cornwall International Male Choral Festival.	
Company Registration Number:	4509936	
Charity Registration Number:	1099924	
Governing instrument:	Memorandum and Articles of Association.	
Constitution:	Limited company	
Charity objects:	<p>The main objects of the charity as defined by the Memorandum of Association are:-</p> <p>- to advance, promote, develop and maintain public education in, and appreciation of, the art and science of male voice singing in all its aspects, particularly, but not exclusively through the holding of an international festival.</p>	
Charity Trustees:	<p>B Taylor                      Chairman J Larke J Burn (resigned 30/10/19) JT Coplin RVL Ellis RJA Robinson A Howells Mrs A Renshaw Ms D Skinnard A Lancaster J Pollard D C Lansdowne J Houldsworth D E Hughes (appointed 30/10/19)</p>	

The above Trustees constitute directors of the company for the purposes of the Companies Act 2006. No director has any beneficial interest in the company. All trustees are members of the company and each guarantee to contribute £10 in the event of a winding up.

President	Colonel Edward Bolitho OBE Lord-Lieutenant of Cornwall	
Honorary Vice Presidents	Michael Galsworthy CBE, CVO, DL David Peters Peter Davies	Dr Roy Wales BEM Ellen Winsor MBE DL
Festival Artistic Director	G Churcher	



## Cornwall International Male Choral Festival (Limited by guarantee)

Legal and administrative information *continued*:

*For the year ended 30 June 2021*

Suitable personnel are identified by the existing trustees on the basis of their skills and knowledge and invited to become trustees. Newly appointed trustees are provided with copies of the charity's accounts and memorandum and articles of association prior to appointment. Guidance on the charity's ethos and activities is provided by the Chairman and Festival Artistic Director.

The following trustees retire by rotation at the next annual general meeting and offer themselves for re-election:- J Larke, R Robinson, A Renshaw, A Lancaster and J Pollard

Principal address and registered:  
office of the charity

Peat House  
Newham Road  
TRURO  
TR1 2DP

Bankers:

Barclays Bank  
14, King Street  
Truro  
TR1 2RB

CCLA Investment Manager Ltd  
COIF Charity Funds  
85, Queen Victoria Street  
London  
EC4V 4ET

Independent Examiner:

Hodgsons  
Chartered Accountants  
48 Arwenack Street  
Falmouth  
TR11 3JH

Organisation structure:

The Trustees are responsible for the management and control of the charity and receive regular reports from the Festival Artistic Director

The Festival Executive Committee which includes the Chairman, Vice-Chairman, Treasurer and Festival Director liaise on a regular basis in order to make key decisions relating to Festival events.

As a result of the Covid-19 pandemic, face to face meetings have been temporarily suspended and when communication is required, this is undertaken via video conferencing.

# Cornwall International Male Choral Festival (Limited by guarantee)

## **Trustees' report**

*For the year ended 30 June 2021*

The Trustees present their annual report which includes the Directors Report for Companies Act purposes and financial statements for the year ended 30 June 2021.

Legal and administrative information set out on pages 1 and 2 forms part of this report.

The trustees have adopted the provisions of the Charities SORP (FRS102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

## **Objects and principal activity of the charity**

The Trustees have complied with the duty in Section 17 (5) of the Charities Act 2011 and have had due regard to public benefit guidance published by the Charity Commission in setting the activities required to meet its objects

The charity's objects are to advance, promote, develop and maintain public education in male voice choral singing.

The principal activity of the charity during the year was to continue to undertake the planning for the tenth International Male Choral Festival which was planned for 2 – 6 May 2021 but due to the covid pandemic needed to be postponed until 28 April and 2 May 2022. This has involved investigating and securing venues, recruiting choirs and adjudicators and receiving entries for the 2021 International Composers competition which will be judged later in the year. The 2020 International Composers Competition was judged during the year and to fill the void left by the planned 2021 Festival, a virtual Festival was organised through the internet between 1<sup>st</sup> and 3 May.

In addition the Charity has continued to support the establishment of young male choirs in the county at primary and secondary ages.

# Cornwall International Male Choral Festival (Limited by guarantee)

## **Trustees' report**

*For the year ended 30 June 2021*

### **Chairman's Report 2021**

Under "normal" circumstances 2021 would have been the year when we would have held our 10<sup>th</sup> Festival and I am sure that this report would have been reflecting on what would have been another great Festival. Unfortunately with the Covid-19 Pandemic continuing to dominate our lives the 2021 Festival did for obvious reasons not happen and whilst this was of course a major disappointment it has given us the time to look at other opportunities to keep the Festival flag flying!

One example of this being the virtual presentation in November last year of the International Composers Competition which attracted 650 virtual viewers and some fantastic entries. Another being the CIMCF Virtual Choral Festival that was held online during May this year which brought together choristers, composers and music professionals from all over the world. My thanks on behalf of the Festival must go to Arts Council England for their funding to support this event in particular and CIMCF on a wider scale, with thanks also to the generous support of CIMCF by local charities FEAST and The Tanner Trust. The success of these virtual events will also help us shape future events and the next International Composers Competition presentation in November will be a blended event with a mix of in person and virtual elements, which is also likely to be a feature of the future main event Festivals.

I would like to thank Gareth our Festival Artistic Director for his continuing commitment, enthusiasm and innovation in these very challenging times and would also like convey my sincere thanks to our President, Vice Presidents, the Board and other members of the Company, our Patrons and Sponsors, Choirs and supporters for their continued support.

We have endeavoured to keep the Festival moving forward and with plans for a LIVE 10<sup>th</sup> Festival in 2022 (28<sup>th</sup> April to 2<sup>nd</sup> May), we have been greatly encouraged by the number of choirs already signed up and committed to take part, something at long last for us all to look forward to!!

**Bruce Taylor**

# Cornwall International Male Choral Festival (Limited by guarantee)

## **Trustees' report**

*For the year ended 30 June 2021*

### **Festival Artistic Director's Report 2021**

If CIMCF was in the normal run of activities then this report would have been commenting on the Festival that should have run in 2021. Instead CIMCF has found itself in somewhat of a holding pattern in 2021 and in the earliest stages of planning for the postponed festival that will now run in 2022.

However the “downtime” has been used to great advantage affording innovations in practices that, if it was not for the COVID pandemic, would not have been explored. Instead the festival can boast that during the period that his report covers, a virtual presentation of the International Composers Competition happened in November attracting 650 virtual viewers. Furthermore CIMCF brought together choristers, composers and music professionals from all over the world through the Virtual Choral Festival that was held online during May 2021. This attracted much needed funding from Arts Council England to help the event and CIMCF on a wider scale and again CIMCF was supported generously by local charities in FEAST and The Tanner Trust.

The pedagogical and musical benefits of these events were clearly demonstrated and it joined musicians together who would not otherwise have been able to. These virtual events also kept the profile of CIMCF high and this heightened awareness due to the diversification of activities attracted a new audience.

It is exciting to note that the learning from these virtual events will be embedded in future CIMCF's with blended options available going forward. The next International Composers Competition presentation, an additional event in the normal run of CIMCF activities, will be a blended event with a mix of in person and virtual elements and this most likely will be a feature of future main festivals.

On a personal level I would like to acknowledge the support and empathetic vision of the festival board and executive committee. I am sure at times there will have been concerns and apprehensions in many regards but the encouragement and support has been unwavering.

Looking forward to 2022 I am relatively reassured at the current level of registrations of visiting choirs and maintain that CIMCF 2022 will be an important aspiration for many Male Choirs. A light at the end of what has been a very long and dark tunnel.

**Gareth Churcher**

# Cornwall International Male Choral Festival (Limited by guarantee)

## Trustees' report

*For the year ended 30 June 2021*

### Review of Financial Position

The income and expenses for the year are disclosed on page 9. The Charity suffered a deficit of £3,921 during the year on its unrestricted activities. In addition to donations the trustees were successful in obtaining a grant from the Arts Council Culture Recovery Fund to assist with the cost of the 2021 virtual activities and secure the charity's ability to return to holding live events in 2022. Unrestricted Reserves of £22,925 remain at 30 June 2021 which will enable the Charity to hold the tenth Festival which has now been postponed until 2022.

### Investment policy

The charity's investment powers are set out in its Memorandum and Articles. The Trustees consider the day to day cash flow requirements of the charity are such that surplus funds need to be held on a short, rather than a long term basis. Cash funds are monitored on a regular basis and where possible are invested on short term deposit although current low interest rates provided little opportunity to do this.

### Reserves Policy

The Trustees aim is to create sufficient reserves to ensure the charity's long term viability and in particular to support the holding of further male choral festivals. The Unrestricted Reserves stood at £22,925 at 30 June 2021 and based on their budgets of income and expenses the trustees are satisfied that the holding of the delayed tenth Festival in 2022 will be financially viable and an adequate level of reserves can be retained at 30 June 2022 to allow the Charity to continue to meet its objects. The balance of the Arts Council grant in restricted reserves of £12,589 will also be available to support future festival costs

In addition, thanks to a generous legacy from a former trustee of the Charity in 2016, restricted funds of £10,768 are held which will be used for the future support and development of two of the county's young male choirs

### Risk Management

The Trustees have assessed the major risks which they have identified and to which the charity is exposed and are satisfied that systems are in place to mitigate the charity's exposure. The major risks relate to:-

- a) financial viability which the trustees have adopted a reserves policy to address and
- b) event risk for which insurance cover is held
- c) the covid pandemic which has resulted in the postponement of the 2021 live Festival to 2022

A detailed risk assessment will be undertaken in advance of the Festival events with particular reference to any implications of the Covid-19 pandemic that may still apply at that time.

### Tax Status

The company being a registered charity is exempt from corporation tax on its investment and other non-trading income.

### Future Plans

Having made the decision to defer the main festival event until 2022 the planning for this will continue in 2021 and consideration will be given in 2021 to holding digital on line activities to maintain interest in male voice singing and promote the 2022 festival.

# Cornwall International Male Choral Festival (Limited by guarantee)

## Trustees' report

*For the year ended 30 June 2021*

### STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Cornwall International Male Choral Festival for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the board of trustees on 10 August 2020 and signed on its behalf by:

**RJA Robinson**  
Secretary  
10 October 2021

Peat House  
Newham Road  
TRURO  
TR1 2DP

# Cornwall International Male Choral Festival (Limited by guarantee)

## **Independent examiner's report to the trustees of Cornwall International Male Choral Festival ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 June 2021.

### **Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached

J P D Hodgson BA (Hons) FCA  
Hodgsons  
Chartered Accountants  
48 Arwenack Street  
Falmouth  
Cornwall  
TR11 3JH

Date:- .....

Cornwall International Male Choral Festival (Limited by guarantee)  
**Statement of financial activities (including income and expenditure account)**  
**For the year ended 30 June 2021**

		Restricted	Unrestricted	Total	Total
		2021	2021	2021	2020
	Notes	£	£	£	£
<b>Income from</b>					
<b>Voluntary income</b>					
Donations and legacies	3	21,700	8,600	30,300	0
<b>Investments</b>		0	7	7	118
<b>Charitable activities</b>					
Competition		0	1,259	1,259	0
Programme sales and advertising		0	0	0	0
Ticket sales (including fundraising concert)		0	0	0	63
Commissions receivable		0	0	0	0
<b>Total</b>		<b>21,700</b>	<b>9,866</b>	<b>31,566</b>	<b>181</b>
<b>Expenditure on</b>					
<b>Cost of generating funds</b>					
Grant consultancy		0	0	0	0
<b>Charitable activities</b>					
Festival director's fee, travel and accommodation		0	8,750	8,750	17,541
Postage, stationery and telephone		0			81
Virtual Festival and composer competition and costs		3,025	3,750	6,775	30
Supporting IT costs		586	278	864	0
Cost of visiting choirs		0	0	0	0
Marketing and public relations		0	404	404	1,193
Brochures and programmes		0	0	0	0
Administration costs	4	0	605	605	464
<b>Total</b>		<b>3,611</b>	<b>13,787</b>	<b>17,398</b>	<b>19,309</b>
<b>Net (expenditure)/ income</b>	5	<b>18,089</b>	<b>(3,921)</b>	<b>14,168</b>	<b>(19,128)</b>
<b>Transfers</b>		<b>(5,500)</b>	<b>5,500</b>	<b>0</b>	<b>0</b>
<b>Funds at 1 July 2020</b>		<b>10,768</b>	<b>21,346</b>	<b>32,114</b>	<b>51,242</b>
<b>Funds at 30 June 2021</b>		<b>23,357</b>	<b>22,925</b>	<b>46,282</b>	<b>32,114</b>

**Continuing operations**

All income and expenditure has arisen from continuing activities



**Cornwall International Male Choral Festival (Limited by guarantee)**  
 Company registration number 4509936 Charity registration number 1099924

**Statement of Financial Position**

*As at 30 June 2021*

			<b>2021</b>		<b>2020</b>
	<i>Notes</i>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Current assets</b>					
Debtors	7	<b>1,400</b>		67	
Cash at bank		<b><u>53,016</u></b>		<b><u>37,335</u></b>	
		<b>54,416</b>		<b>37,402</b>	
<b>Current liabilities</b>					
<b>Creditors: amounts falling due within one year</b>	8	<b><u>(8,134)</u></b>	<b><u>46,282</u></b>	<b><u>(5,288)</u></b>	<b><u>32,114</u></b>
<b>Net Current assets</b>			<b><u>46,282</u></b>		<b><u>32,114</u></b>
<b>Charity funds</b>	9				
Unrestricted funds			<b>22,925</b>		21,346
Restricted funds			<b>23,357</b>		10,768
			<b><u>46,282</u></b>		<b><u>32,114</u></b>

Statement by the directors :

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 June 2021.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 30 June 2021 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the charitable company keeps accounting records which comply with sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been completed in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small charitable companies.

These financial statements were approved by the Board of Trustees on 10 October 2021 and were signed on its behalf by:

B Taylor  
 Director

# Cornwall International Male Choral Festival (Limited by guarantee)

## Notes

*(Forming part of the financial statements)*

### 1. Constitution

The company was incorporated in England under the Companies Act 2006 as a company Limited by Guarantee and not having a share capital. In the event of winding up, every member of the company is liable to contribute a sum not exceeding £10 per member towards the debts and liabilities of the charity and the costs and expenses of winding up.

### 2. Accounting policies

#### ***Basis of preparing the financial statements***

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

#### ***Financial reporting standard 102 – reduced disclosure exemptions***

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

#### ***Donations***

Income from donations is credited to the statement of financial activities when it is receivable.

#### ***Grants***

Grant income is recognised when the charity is entitled to the income and receipt is probable.

#### ***Resources expended***

Resources expended are included in the statement of financial activities on an accruals basis.

# Cornwall International Male Choral Festival (Limited by guarantee)

## Notes

(Forming part of the financial statements – continued)

### Unrestricted funds

These are monies received by the charity which can be used by the trustees without restriction to meet the charity's objects.

### Restricted funds

These are monies received by the charity for a specific purpose imposed by the donor

### Deferred income

Deferred income is income received during the year which is carried forward as it relates to following years

### Going Concern

There are no material uncertainties about the charity's ability to continue.

3. Donations and Legacies	2021 £	2020 £
<b>Grants</b>		
County, Town and City Councils	1,000	0
Tanner Trust (restricted)	2,500	0
Creative Kernow (restricted)	1,000	0
Arts Council (restricted)	18,200	0
	<u>22,700</u>	<u>0</u>
<b>Sponsorship and donations</b>		
Private Donations and Gift Aid	7,600	0
	<u>7,600</u>	<u>0</u>
Total	<u>30,300</u>	<u>0</u>

# Cornwall International Male Choral Festival (Limited by guarantee)

## Notes

(forming part of the financial statements continued)

<b>4. Administration costs</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Insurance	<b>477</b>	317
Other administration costs	<b><u>128</u></b>	<u>147</u>
	<b><u>605</u></b>	<u>464</u>
<b>5. Net Expenditure/(Income)</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<i>Incoming resources for the year are stated after charging:</i>		
Directors' remuneration	<b>nil</b>	nil

The directors who are also trustees received no remuneration or expenses during the year (2020 £Nil)

## 6. Taxation.

The company is not subject to tax due to its charitable status.

<b>7. Debtors</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Gift Aid	<b>1,300</b>	0
Other debtors	<b><u>100</u></b>	<u>67</u>
	<b><u>1,400</u></b>	<u>67</u>

# Cornwall International Male Choral Festival (Limited by guarantee)

## Notes

(forming part of the financial statements continued)

### 8. Creditors: amounts falling due within one year

	2021	2020
	£	£
Other creditors and accruals	4,280	1,089
Deferred income	<u>3,854</u>	<u>4,199</u>
	<u>8,134</u>	<u>5,288</u>

### 9. Statement of movements on charity funds

#### Unrestricted funds

	£
Balance at 1 July 2020	21,346
Incoming resources for the year	9,866
Outgoing resources for the year (transfer)	(13,787)
Transfers	<u>5,500</u>
<b>Balance at 30 June 2021</b>	<u><b>22,925</b></u>

#### Restricted funds

	Youth Choirs	Virtual Festival	Arts Council	Total
	£	£	£	£
Balance at 1 July 2020	10,768	0	0	10,768
Incoming resources for the year	0	3,500	18,200	21,700
Outgoing resources for the year	0	(3,500)	(111)	(3,611)
Transfers	<u>0</u>	<u>0</u>	<u>(5,500)</u>	<u>(5,500)</u>
<b>Balances at 30 June 2021</b>	<u><b>10,768</b></u>	<u><b>0</b></u>	<u><b>12,589</b></u>	<u><b>23,357</b></u>

(a) The youth choirs restricted fund relates to supporting youth choirs in Cornwall

(b) The virtual festival funds relate to two grants given to support a virtual festival in 2021

(c) The Arts Council Recovery Fund grant was provided to partly support the virtual festival and also to assist the charity in continuing its activities which were affected by COVID

### 10. Deferred income

	2021	2020
	£	£
Balance at 1 July 2020	4,199	0
Allocated to income in year	(1,259)	(0)
Amounts deferred in the year	<u>914</u>	<u>4,199</u>
<b>Balance at 30 June 2021</b>	<u><b>3,854</b></u>	<u><b>4,199</b></u>

### 11. Services received in kind

The trustees are appreciative of the services provided by Hodgsons in acting as Honorary Independent Examiners.

# Cornwall International Male Choral Festival (Limited by guarantee)

## Notes

(forming part of the financial statements continued)

## 12. Comparatives for the statement of financial activities

	Restricted	Unrestricted	Total
	2020	2020	2020
	£	£	£
<b>Income from</b>			
<b>Voluntary Income</b>			
Donations and legacies	0	0	0
<b>Investments</b>	0	118	118
<b>Charitable activities</b>			
Competition	0	0	0
Programme sales and advertising	0	0	0
Ticket sales (including fundraising concert)	0	63	63
CD and photo sales	0	0	0
Commissions receivable	0	0	0
<b>Total incoming resources</b>	0	181	181
<b>Expenditure on</b>			
<b>Cost of generating funds</b>			
Grant consultancy	0	0	0
<b>Charitable activities</b>			
Festival director's fee, travel and accommodation	0	17,541	17,541
Postage, stationery and telephone	0	81	81
Festival concert, competition and event costs	0	30	30
Supporting young voices	0	0	0
Cost of visiting choirs	0	0	0
Marketing and public relations	0	1,193	1,193
Brochures and programmes	0	0	0
Administration costs	0	464	464
<b>Total resources expended</b>	0	19,309	19,309
<b>Net (expenditure)/ income</b>	0	(19,128)	(19,128)
<b>Funds at 1 July 2019</b>	10,768	40,474	51,242
<b>Funds at 30 June 2020</b>	10,768	21,346	32,114

## Cornwall International Male Choral Festival (Limited by guarantee)

### **Notes**

*(forming part of the financial statements continued)*

#### **13. Related party disclosures**

There were no related party transactions for the year ended 30 June 2021

The trustees and festival director are listed on page 1 of the charity's financial statements

4509936



## THE COMPANIES ACTS 1985 TO 1989

### COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

#### MEMORANDUM OF ASSOCIATION

1. The *Company's* name is "Cornwall International Male Voice Choral Festival Limited" (and in this document it is called "the *Charity*").
2. The *Charity's* registered office is to be situated in England/Wales.
3. The *Charity's* objects ("*the Objects*") are:

to advance, promote, develop and maintain public education in, and appreciation or, the art and science of male voice choral singing in all its aspects, particularly, but not exclusively, through the holding of an international festival.
4. *In furtherance of the Objects but not otherwise the Charity may exercise the following powers:*
  - 4.1 To draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments, and to operate bank accounts in the name of the *Charity*;
  - 4.2 To raise funds and to invite and receive contributions: provided that in raising funds the *Charity* shall not undertake any substantial permanent trading activities and shall conform to any relevant statutory regulations;
  - 4.3 To acquire, alter, improve and (subject to such consents as may be required by law) to charge or otherwise dispose of property;
  - 4.4 Subject to clause 5 below to employ such staff, who shall not be directors of the *Charity* (hereinafter referred to as "*the 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;
  - 4.5 To establish or support any charitable trusts, associations or institutions formed for all or any of the *Objects*;
  - 4.6 To co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the *Objects* or similar charitable purposes and to exchange information and advice with them;
  - 4.7 To pay out of the funds of the *Charity* the costs, charges and expenses of and incidental to the formation and registration of the *Charity*;
  - 4.8 To do all such other lawful things as are necessary for the achievement of the *Objects*.
5. The income and property of the *Charity* shall be applied solely towards the promotion of the *Objects* and no part shall be paid or transferred, directly or indirectly, by way of a dividend, bonus or otherwise by way of profit, to members of the *Charity*, and no *trustee* shall be appointed to any office of the *Charity* paid by salary or fees or receive any



remuneration or other benefit in money or money's worth from the *Charity*: provided that nothing in this document shall prevent any payment in good faith by the *Charity*:

- 5.1 of the usual professional charges for business done by any trustee who is a solicitor, accountant or other person engaged in a profession, or by any partner of his or hers, when instructed by the *Charity* to act in a professional capacity on its behalf: provided that at no time shall a majority of the trustees benefit under this provision and that a trustee shall withdraw from any meeting at which his or her appointment or remuneration, or that of his or her partner is under discussion;
- 5.2 of reasonable and proper remuneration for any services rendered to the *Charity* by any member, officer or servant of the *Charity* who is not a trustee;
- 5.3 of interest on money lent by any member of the *Charity* at a reasonable and proper rate per annum not exceeding 2 per cent less than the published base lending rate of a clearing bank to be selected by the trustees;
- 5.4 of fees, remuneration or other benefit in money or money's worth to any company of which a trustee may also be a member holding not more than 1/100<sup>th</sup> part of the issued capital of that company;
- 5.5 of reasonable and proper rent for premises demised or let by any member of the *Charity* or a trustee;
- 5.6 to any trustee of reasonable out-of-pocket expenses;
- 5.7 of any premium in respect of any indemnity insurance to cover liability of the trustees:
  - (i) which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the *Charity*; or
  - (ii) to make contributions to the assets of the *Charity* in accordance with the provisions of section 214 of the Insolvency Act 1986.

*Provided that any such insurance in the case of (i) above cannot extend to any claim arising from any act or omission which the trustees knew to be a breach of trust or breach of duty or which was committed by the trustees in reckless disregard of whether there was a breach of trust or breach of duty or not AND PROVIDED ALSO THAT any such insurance shall not extend to the costs of an unsuccessful defence to criminal prosecution brought against the trustees in their capacity as trustees of the *Charity*; and in the case of (ii) above shall not extend to any liability to make such contribution, where the basis of the trustees liability is his knowledge prior to the insolvent liquidation of the *Charity* (or reckless failure to acquire that knowledge) that there was no reasonable prospect that the *Charity* would avoid going into insolvent liquidation.*

*And provided that nothing in this document shall prevent any trustee or their families from benefiting from the services of the *Charity* in accordance with the Objects as someone attending or participating in the events and services provided by the *Charity**

- 6. The liability of the members is limited.
- 7. Every member of the *Charity* undertakes to contribute such amount as may be required (not exceeding £10) to the *Charity's* assets if it should be wound up while he or she is a

member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.

8. If the *Charity* is wound up or dissolved and after all its debts and liabilities have been satisfied there remains any property, it shall not be paid to or distributed among the members of the *Charity* but shall be given or transferred to some other charity or charities having objects similar to the Objects which prohibits the distribution of its or their income and property and chosen by the members of the *Charity* at or before the time of dissolution and if that cannot be done then to some other charitable object.

**We the persons whose names and addresses are written below, wish to be formed into a company under this Memorandum of Association.**

---

Signatures

Names and Addresses of Subscribers

---

---

Dated:

Witness to the above Signatures:

Name:

Address:

Occupation:

---

**The Companies Acts 1985 and 1989  
Company Limited by Guarantee and not having a Share  
Capital**

**Articles of Association of  
The Cornwall International Male Voice Choral Festival Limited**

**Interpretation.**

1. In these articles:

“the Charity” means the company intended to be regulated by these articles;

“the Act” means the Companies Act 1985 including any statutory modification or re-enactment thereof for the time being in force;

“the articles” means these Articles of Association of the Charity;

“clear days” in relation to the period of a notice means the period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;

“executed” includes any mode of execution;

“the memorandum” means the memorandum of association of the Charity;

“office” means the registered office of the Charity;

“the seal” means the common seal of the Charity if it has one;

“secretary” means the secretary of the Charity or any other person appointed to perform the duties of the secretary of the Charity, including a joint, assistant or deputy secretary;

“the trustees” means the directors of the Charity (and “trustee” has a corresponding meaning);

“the United Kingdom” means Great Britain and Northern Ireland; and

words importing the masculine gender only shall include the feminine gender.

Subject as aforesaid, words or expressions contained in these Articles shall, unless the context requires otherwise, bear the same meaning as in the Act.

**Members.**

2. (1) The subscribers to the memorandum and such other persons or organisations as are admitted to membership in accordance with the rules made under Article 63

shall be members of the Charity. No person shall be admitted a member of the Charity unless his application for membership is approved by the trustees.

- (2) Unless the trustees or the Charity in general meeting shall make other provision under Article 63, the trustees may in their absolute discretion permit any member of the Charity to retire, provided that after such retirement the number of members is not less than two.
- (3) A member may at any time withdraw from the Charity by giving at least 7 clear days notice to the trustees. Membership shall not be transferable and shall cease on death.
- (4) The trustees may, without showing cause, by resolution passed by a majority numbering not less than half of the trustees at the time being and not being less than two thirds of those present and entitled to vote at the meeting of the trustees specially convened for the purpose of considering such resolution and the Charity may without showing cause by a resolution passed at any general meeting refuse to allow any member to continue as a member of the Charity and if such resolution shall be passed then such person shall thereupon cease to be a member of the charity and his or her name shall be removed from the register.

#### **General meetings.**

3. The Charity shall hold an annual general meeting each year in addition to any other meetings in that year, and shall specify the meeting as such in the notices calling it; and not more than fifteen months shall elapse between the date of one annual general meeting of the Charity and that of the next: Provided that so long as the Charity holds its first annual general meeting within eighteen months of its incorporation, it need not hold it in the year of its incorporation or in the following year. The annual general meeting shall be held at such times and places as the trustees shall appoint. All general meetings other than annual general meetings shall be called extraordinary general meetings.
4. The trustees may call general meetings and, on the requisition of members pursuant to the provisions of the Act, shall forthwith proceed to convene an extraordinary general meeting for a date not later than eight weeks after receipt of the requisition. If there are not within the United Kingdom sufficient trustees to call a general meeting, any trustee or any member of the Charity may call a general meeting.

#### **Notice of general meetings.**

5. An annual general meeting and an extraordinary general meeting called for the passing of a special resolution appointing a person as a trustee shall be called by at least twenty-one clear days' notice. All other extraordinary general meetings shall be called by at least fourteen clear days' notice but a general meeting may be called by shorter notice if it is so agreed:
  - (1) in the case of an annual general meeting, by all the members entitled to attend and vote; and
  - (2) in the case of any other meeting by a majority in number of members having a right to attend and vote, being a majority together holding not less than 95 percent of the total voting rights at the meeting of all the members.

The notice shall specify the time and place of the meeting and the general nature of the business to be transacted and, in the case of an annual general meeting, shall specify the meeting as such.

The notice shall be given to all the members and to the trustees and auditors.

6. The accidental omission to give notice of a meeting to, or the non- receipt of notice of a meeting by any person entitled to receive notice shall not invalidate the proceedings at that meeting.

**Proceedings at general meetings.**

7. No business shall be transacted at any meeting unless a quorum is present. Five persons entitled to vote upon the business to be transacted, each being a member or a duly authorised representative of a member organisation, or one tenth of the total number of such persons for the time being, whichever is the greater, shall constitute a quorum.
6. If a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the trustees may determine.
7. The chairman, if any, of the trustees or in his absence some other trustee nominated by the trustees shall preside as chairman of the meeting, but if neither the chairman nor such other trustee (if any) be present within fifteen minutes after the time appointed for holding the meeting and willing to act, the trustees present shall elect one of their number to be chairman and, if there is only one trustee present and willing to act, he shall be chairman.
8. If no trustee is willing to act as chairman, or if no trustee is present within fifteen minutes after the time appointed for holding the meeting, the members present and entitled to vote shall choose one of their number to be chairman.
9. A trustee shall, notwithstanding that he is not a member, be entitled to attend and speak at any general meeting.
10. The chairman may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.
11. 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. Subject to the provisions of the Act, a poll may be demanded:
  - (1) by the chairman; or

- (2) by at least two members having the right to vote at the meeting; or
  - (3) by a member or members representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting.
- 12. Unless a poll is duly demanded a declaration by the chairman that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
  - 13. The demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the chairman. The withdrawal of a demand for a poll shall not invalidate the result of a show of hands declared before the demand for the poll was made.
  - 14. A poll shall be taken as the chairman directs and he may appoint scrutineers (who need not be members) and fix a time and place for declaring the results of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
  - 15. In the case of an equality of votes, whether on a show of hands or on a poll, the chairman shall be entitled to a casting vote in addition to any other vote he may have.
  - 16. A poll demanded on the election of a chairman or on a question of adjournment shall be taken immediately. A poll demanded on any other question shall be taken either immediately or at such time and place as the chairman directs not being more than thirty days after the poll is demanded. The demand for a poll shall not prevent continuance of a meeting for the transaction of any business other than the question on which the poll is demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.
  - 17. No notice need be given of a poll not taken immediately if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In other cases at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.

#### **Votes of members.**

- 18. Subject to Article 15, every member shall have one vote.
- 19. No member shall be entitled to vote at any general meeting unless all moneys then payable by him to the Charity have been paid.
- 20. A resolution in writing executed by or on behalf of each member who would have been entitled to vote upon it if it had been proposed at a general meeting which he was present shall be as effectual as if it had been passed at a general meeting duly convened and held and may consist of several instruments in the like form each executed by or on behalf of one or more members
- 21. No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not

disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the chairman whose decision shall be final and conclusive.

22. A vote given or poll demanded by the duly authorised representative of a member organisation shall be valid notwithstanding the previous determination of the authority of the person voting or demanding a poll unless notice of the determination was received by the Charity at the office before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.
23. Any organisation which is a member of the Charity may by resolution of its Council or other governing body authorise such person as it thinks fit to act as its representative at any meeting of the Charity, and the person so authorised shall be entitled to exercise the same powers on behalf of the organisation which he represents as the organisation could exercise if it were an individual member of the Charity.

#### **Trustees**

24. The number of trustees shall be not less than *three* but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.
25. The first trustees shall be those persons named in the statement delivered pursuant to section 10(2) of the Act, who shall be deemed to have been appointed under the articles. Future trustees shall be appointed as provided subsequently in the articles.

#### **Powers of trustees.**

26. Subject to the provisions of the Act, the memorandum and the articles and to any directions given by special resolution, the business of the Charity shall be managed by the trustees who may exercise all the powers of the Charity. No alteration of the memorandum or the articles and no such direction shall invalidate any prior act of the trustees which would have been valid if that alteration had not been made or that direction had not been given. The powers given by this article shall not be limited by any special power given to the trustees by the articles and a meeting of trustees at which a quorum is present may exercise all the powers exercisable by the trustees.
27. In addition to all powers hereby expressly conferred upon them and without detracting from the generality of their powers under the articles the trustees shall have the following powers, namely:
  - (1) to expend the funds of the Charity in such manner as they shall consider most beneficial for the achievement of the objects and to invest in the name of the Charity such part of the funds as they may see fit and to direct the sale or transposition of any such investments and to expend the proceeds of any such sale in furtherance of the objects of the charity;
  - (2) to enter into contracts on behalf of the Charity.

#### **Appointment and retirement of trustees.**

28. *At the first annual general meeting all the trustees shall retire from office, and at every subsequent annual general meeting one-third of the trustees who are subject to retirement by rotation or, if their number is not three or a multiple of three, the number nearest to one third shall retire from office; but, if there is only one trustee who is subject to retirement by rotation, he shall retire.*
29. *Subject to the provisions of the Act, the trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment, but as between persons who became or were last re-appointed trustees on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.*
30. *If the Charity at the meeting at which a trustee retires by rotation, does not fill the vacancy the retiring trustee shall, if willing to act, be deemed to have been re-appointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the trustee is put to the meeting and lost.*
31. *No person other than a trustee retiring by rotation shall be appointed or re-appointed a trustee at any general meeting unless:*
  - (1) *he is recommended by the trustees; or*
  - (2) *not less than fourteen nor more than thirty-five clear days before the date appointed for the meeting, notice executed by a member qualified to vote at the meeting has been given to the Charity of the intention to propose that person for appointment or reappointment stating the particulars which would, if he were so appointed or re-appointed, be required to be included in the Charity's register of trustees together with a notice executed by that person of his willingness to be appointed or re-appointed.*
33. *No person may be appointed as a trustee:*
  - (1) *if they are under the age of 18 years unless the charity is a registered company;*  
*or*
  - (2) *in circumstances such that, had he already been a trustee, he would have been disqualified from acting under the provisions of Article 38.*
34. *Not less than seven nor more than twenty-eight clear days before the date appointed for holding a general meeting notice shall be given to all persons who are entitled to receive notice of the meeting of any person (other than a trustee retiring by rotation at the meeting) who is recommended by the trustees for appointment or reappointment as a trustee at the meeting or in respect of whom notice has been duly given to the Charity of the intention to propose him at the meeting for appointment or reappointment as a trustee. The notice shall give the particulars of that person which would, if he were so appointed or re-appointed, be required to be included in the Charity's register of trustees.*
35. *Subject as aforesaid, the Charity may by ordinary resolution appoint a person who is willing to act to be a trustee either to fill a vacancy or as an additional trustee and may also determine the rotation in which any additional trustees are to retire.*



- 36 *The trustees may appoint a person who is willing to act to be a trustee either to fill a vacancy or as an additional trustee provided that the appointment does not cause the number of trustees to exceed any number fixed by or in accordance with the articles as the maximum number of trustees. A trustee so appointed shall hold office only until the next following annual general meeting and shall not be taken into account in determining the trustees who are to retire by rotation at the meeting. If not re-appointed at such annual general meeting, he shall vacate office at the conclusion thereof.*
- 37 *Subject as aforesaid a trustee who retires at an annual general meeting may, if willing to act, be re-appointed.*
- 38 *A trustee shall cease to hold office if he*
- (1) ceases to be a trustee by virtue of any provision in the Act or is disqualified from acting as a trustee by virtue of section 2 of the Charities Act 1993 (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 own affairs;*
  - (3) resigns his office by notice to the Charity (but only if at least two trustees will remain in office when the notice of resignation is to take effect); or*
  - (4) 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 office be vacated.*
  - (5) Becomes prohibited from holding office by reason of any matters in the act or the Company Directors Disqualification Acts 1986 or otherwise becomes prohibited by law from being a director of a company*

**Trustees' expenses.**

- 39 *The trustees may be paid all reasonable travelling, hotel and other expenses properly incurred by them in connection with their attendance at meetings of trustees or committees of trustees or general meetings or otherwise in connection with the discharge of their duties, but shall otherwise be paid no remuneration.*

**Trustees' appointments.**

40. *Subject to the provisions of the Act and to Clause 5 of the memorandum, the trustees may appoint one or more of their number to the unremunerated office of managing director or to any other unremunerated executive office under the Charity. Any such appointment may be made upon such terms as the trustees determine. Any appointment of a trustee to an executive office shall terminate if he ceases to be a trustee. A managing director and a trustee holding any other executive office shall not be subject to retirement by rotation.*
41. *Except to the extent permitted by clause 5 of the memorandum, no trustee shall take or hold any interest in property belonging to the Charity or receive remuneration or be interested otherwise than as a trustee in any other contract to which the Charity is a party.*

#### **Proceedings of trustees.**

42. Subject to the provisions of the articles, the trustees may regulate their proceedings as they think fit. A trustee may and the secretary at the request of a trustee shall, call a meeting of the trustees. It shall not be necessary to give notice of a meeting to a trustee who is absent from the United Kingdom. Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes the chairman shall have a second or casting vote.
43. The quorum for the transaction of the business of the trustees may be fixed by the trustees but shall not be less than *one third* of their number or two trustees, whichever is the greater.
44. The trustees may act notwithstanding any vacancies in their number, but, if the number of trustees is less than the number fixed as the quorum, the continuing trustees or trustee may act only for the purpose of filling vacancies or of calling a general meeting.
45. The trustees may appoint one of their number to be the chairman of their meetings and may at any time remove him from that office. Unless he is unwilling to do so, the trustee so appointed shall preside at every meeting of trustees at which he is present. But if there is no trustee holding that office, or if the trustee holding it is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the trustees present may appoint one of their number to be chairman of the meeting.
46. The trustees may appoint one or more sub-committees consisting of *three* or more trustees for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the trustees would be more conveniently undertaken or carried out by a sub-committee, provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the trustees.
47. All acts done by a meeting of trustees, or of a committee of trustees, shall, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any trustee or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a trustee and had been entitled to vote.
48. A resolution in writing, signed by all the trustees entitled to receive notice of a meeting of trustees or of a committee of trustees, shall be as valid and effective as if it had been passed at a meeting of trustees or (as the case may be) a committee of trustees duly convened and held. Such a resolution may consist of several documents in the same form, each signed by one or more of the trustees.
49. Any bank account in which any part of the assets of the Charity is deposited shall be operated by the trustees and shall indicate 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.

**Secretary.**

50. Subject to the provisions of the Act, the secretary shall be appointed by the trustees for such term, at such remuneration (if not a trustee) and upon such conditions as they may think fit; and any secretary so appointed may be removed by them.

**President.**

51. *The Charity may in general meeting and subject to the consent of the appointee appoint an Honorary President or joint Honorary Presidents. The appointee need not be a Trustee nor a member of the Charity, but in such cases shall be entitled to attend and speak at meetings of the Trustees and at general meetings but not to vote. The appointee shall hold the position for a term of three years and may be re-appointed in general meeting.*

**Minutes.**

52. The trustees shall keep minutes in books kept for the purpose:
- (1) of all appointments of officers made by the trustees; and
  - (2) of all proceedings at meetings of the Charity and of the trustees and of committees of trustees including the names of the trustees present at each such meeting.

**The Seal.**

53. The seal shall only be used by the authority of the trustees or of a committee of trustees authorised by the trustees. The trustees may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a trustee and by the secretary or by a second trustee

**Accounts.**

54. Accounts shall be prepared in accordance with the provisions of Part VII of the Act.

**Annual Report.**

55. 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.

**Annual Return.**

56. 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.

#### **Notices.**

57. Any notice to be given to or by any person pursuant to the articles shall be in writing except that a notice calling a meeting of the trustees need not be in writing.
58. The Charity may give any notice to a member either personally or by sending it by post in a prepaid envelope addressed to the member at his registered address or by leaving it at that address. A member whose registered address is not within the United Kingdom and who gives to the company an address within the United Kingdom at which notices may be given to him shall be entitled to have notices given to him at that address. but otherwise no such member shall be entitled to receive any notice from the Charity.
59. A member present in person at any meeting of the Charity shall be deemed to have received notice of the meeting and, where necessary, of the purposes for which it was called.
60. Proof that an envelope containing a notice was properly addressed. prepaid and posted shall be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted.

#### **Indemnity**

61. Subject to the provisions of the Act every trustee or other officer or auditor of the Charity shall be indemnified out of the assets of the Charity against any liability incurred by him in that capacity in defending any proceedings, whether civil or criminal, in which judgement is given in his favour or in which he is acquitted or in connection with any application in which relief is granted to him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Charity.
62. Subject to the provisions of the Act and clause 5.7 of the memorandum the trustees may purchase and maintain insurance at the expense of the Charity for the benefit of the trustees or other officers of the Charity which attaches to them or loss or expenditure which they incur in relation to anything done or omitted as trustees or officers of the Charity.

#### **Rules.**

63. (1). The trustees may from time to time make such rules or bye laws as they may deem necessary or expedient or convenient for the proper conduct and management of the Charity and for the purposes of prescribing classes of and conditions of membership, and in particular but without prejudice to the generality of the foregoing, they may by such rules or bye laws regulate:
  - (i) the admission and classification of members of the Charity (including the admission of organisations to membership) and the rights and privileges of such members, and the conditions of membership and the terms on which members may resign or have their membership terminated and the entrance fees, subscriptions and other fees or payments to be made by members;

- (ii) the conduct of members of the Charity in relation to one another, and to the Charity's servants:
- (iii) the setting aside of the whole or any part or parts of the Charity's premises at any particular time or times or for any particular purpose or purposes:
- (iv) the procedure at general meetings and meetings of the trustees and committees of the trustees in so far as such procedure is not regulated by the articles:
- (v) generally, all such matters as are commonly the subject matter of company rules.

- (2). The Charity in general meeting shall have power to alter, add to or repeal the rules or bye laws and the trustees shall adopt such means as they think sufficient to bring to the notice of members of the Charity all such rules or bye laws, which shall be binding on all members of the Charity. Provided that no rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in, the memorandum or the articles.

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Signatures

Names and Addresses of Subscribers

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Dated:

Witness to the above Signatures:

Name:

Address:

Occupation:



# Saltash Town Council



## Grant Application Form

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

Community Chest Grant ☐

Festival Fund Grant ☒

**DATE APPLICATION SUBMITTED:**

22/2/2022

<b>Contact Name:</b>	MARK FOX
<b>Position:</b>	TREASURER
<b>Organisation:</b>	SALTASH LIONS CLUB
<b>Contact Address:</b>	
<b>Telephone Number:</b>	
<b>E-mail:</b>	
<b>Status of Organization:</b>	CHARITABLE INCORPORATED ORGANISATION PART OF INTERNATIONAL ASSC- LIONS CLUBS
<b>Charity/Company number (if applicable)</b>	Charity No: 1180991 Company No: —
<b>What geographical area does your organization cover?</b>	SALTASH

How long has your organization been in existence?	SINCE 1921
---	------------

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

# 1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
<b>Have you applied for a grant from Saltash Town Council within the last 5 Years?</b>  (Please list – continue on a separate sheet if necessary)				
<b>Please list the aims and objectives of your organization</b>	Promoting Community Volunteering Relief of Poverty + those in need Provide an open forum for discussion of public interest. Encouraging Service Minded people to serve their community Support Youth organisations to develop skills, capacities + capabilities.			



What are the main activities of your organization?	we have a charity shop in our High Street. We organise + attend events in and around Saltash.
--	--

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

## 2. Your project

Project	Start Date	04 / 06 / 2022
	Finish Date	04 / 06 / 2022
	Total Cost	£ 1250-00
	Grant Applied For	£ 650-00

Project title:	SALTASH LIONS PLATINUM JUBILEE CELEBRATIONS
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<b>Description of project</b> (please continue on a separate sheet if necessary):	Fun day for people of Saltash. Planned events are - Dog Show, Big & Bouncy Area, Local Fair + Music events throughout the day.
<b>Where will the project/activity take place?</b>	Warfelton Field - Saltash

<b>Who will benefit from the project?</b> (What groups will benefit and approximately how many people will benefit in total)	Families + Friends of Saltash Residents
<b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)	Part of Queen Elizabeth Platinum Jubilee Celebrations
<b>What support have you received for this project?</b> (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)	We have permission from Cornwall Council to hold the event. We have 4 other parties taking part in the day who are sharing the cost.

How will the project be managed and how will you measure its success?	our members will manage the project and success will be how many people attend + enjoy the event
Please give the timescale and key milestones for your project, including a start date and finish date.	one full day of activities on the field on Saturday 4th June 2022.
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)	Portable Toilet Blocks.  FESTA ID COVERAGE
How will you promote STC once application and project are complete?	By adding STC to our publicity either on social media, written press releases etc

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

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

Please confirm the bank account your project is using is in the project's name/organization name	Lions Club of Saltash.
--	------------------------

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)	✓

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

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.

<b>Signed:</b>			
<b>Print Name(s):</b>	MARK FOX		
<b>Position(s):</b>	TREASURER		
<b>Date:</b>	22/2/2022		

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

COMPLETED FORMS SHOULD BE RETURNED TO:

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

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

<b>OFFICE USE ONLY:</b>	
<b>Date received</b>	
<b>Received by:</b>	
<b>Application Reference:</b>	
<b>Date to P&amp;R Chairman/Vice Chairman</b>	
<b>Approved to go to Committee</b>	
<b>Committee Date</b>	
<b>Decision/Minute number</b>	
<b>Amount awarded</b>	
<b>Application refused by P&amp;R Chairman or refused by Committee</b>	
<b>Appeal notice issued</b>	
<b>Appeal received</b>	
<b>Approved for Committee</b>	
<b>Decision/Minute number</b>	

## Appendix 2

### Definition of Voluntary / Community Organisation

For the purposes of Saltash Town Council's Community Grants Scheme, a voluntary or community organisation is:

1. **Formal.** It has a formally-constituted character (excludes informal groups, households, families and friends) and may be a company limited by guarantee, a housing association, an unincorporated association, a friendly society, etc.
2. **Private.** It is not a part of government, established by statute or royal charter, or under a substantial degree of executive control by government (excludes universities and non-department public bodies); it may include consortia composed of local authorities and others (e.g. local regeneration and development bodies), if the consortium is formally constituted and, at the very least, given a name
3. **Self-governing.** It has its own decision-making system and usually a formal constitution with procedures for accountability to independent trustees or its own members or constituents (e.g., excludes any so-called "self-help groups" which are in fact directly run by clinicians)
4. **Non-profit-making and distributing.** It does not distribute any surpluses to owners or members but spends them on serving its basic purpose (excludes commercial concerns but includes organisations which charge users or the public for services, undertake contracts for statutory bodies or operate commercial subsidiaries which trade and transfer profits to parent organisations)
5. **Non-political.** It is not engaged in supporting candidates for political office (excludes political parties but includes campaigning and pressure groups, even though they are not eligible for charitable status e.g. Greenpeace, Child Poverty Action Group)
6. **Voluntary.** It has an element of involvement of volunteers (some voluntary and community organisations appear to be entirely reliant on paid staff; however, their trustees or committee members are, in fact, their only volunteers).

While this definition applies to formal organisations (those with constitutions or rules and which probably are registered with the Charity Commission, local authority or intermediary bodies, etc.), less-formal groups based in neighbourhoods or local communities are not necessarily excluded.



Charity number: 1180991 (04/12/2018)

## SALTASH LIONS CLUB

### CONSTITUTION

for a

**Charitable Incorporated Organisation registered with  
the Charity Commission of England and Wales**

Adopted on *4<sup>th</sup> December* 2018

#### **Vision statement**

*To be the global leader in community and humanitarian service*

#### **Mission statement**

*To empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote  
international understanding through Lions Clubs*

*Chartered under the jurisdiction of*

***THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS***

#### **Notes:**

This standard form is recommended for adoption by the Lions Clubs in Multiple District 105 (British Isles) and this model is for use in England & Wales only. The Charity Commission require this standard form constitution to be adopted without amendment (other than where there are "blanks" to be filled in or options within the document). Any other amendments are likely to be queried by the Charity Commission and will delay registration.

Immediately upon registration as a charity, the secretary needs to add the charity registration number and date of registration and file a permanent copy of this constitution and the by-laws in his/her record book.

Claire Hartley MSc FCII  
Client Advisor

Marsh Ltd  
Merlin House  
Brunel Road  
Theale  
RG7 4BY  
01189 654210  
07585 803864  
claire.hartley@marsh.com  
www.marsh.com

## To Whom It May Concern

31 August 2021

Dear Sirs,

### CONFIRMATION OF INSURANCE – Lions Clubs International MD105 – British Isles

As requested by the above client, we are writing to confirm that we act as Insurance Brokers to the client and that we have arranged insurance(s) on its behalf as detailed below:

#### Employers Liability

**INSURER:** Aviva Insurance Ltd

**POLICY NUMBER:** 100685724CCI

**PERIOD OF INSURANCE:** 1 September 2021 to 31 August 2022

**LIMIT(S) OF LIABILITY:** GBP 10,000,000 any one claim including all costs and expenses

#### Public & Products Liability

**INSURER:** Chubb European Group Ltd & Aspen Insurance UK Ltd

**POLICY NUMBER:** IECANA03504 and B0901CU2022880000

**PERIOD OF INSURANCE:** 1 September 2021 to 31 August 2022

**LIMIT(S) OF LIABILITY:** GBP 10,000,000 any one claim in respect of Public Liability & in the aggregate in respect of Products Liability

#### Medical Malpractice

**INSURER:** Ecclesiastical Insurance Office plc

**POLICY NUMBER:** 100685724CCI

**PERIOD OF INSURANCE:** 1 September 2021 to 31 August 2022

**LIMIT(S) OF LIABILITY:** GBP 1,000,000 any one claim and in the aggregate

We have placed the insurance which is the subject of this letter after consultation with the client and based upon the client's instructions only. Terms of coverage, including limits and deductibles, are based upon information furnished to us by the client, which information we have not independently verified.



This letter is issued as a matter of information only and confers no right upon you other than those provided by the policy. This letter does not amend, extend or alter the coverage afforded by the policies described herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this letter may be issued or pertain, the insurance afforded by the policy described herein is subject to all terms, conditions, limitations, exclusions and cancellation provisions and may also be subject to warranties. Limits shown may have been reduced by paid claims.

We express no view and assume no liability with respect to the solvency or future ability to pay of any of the insurance companies which have issued the insurance(s).

We assume no obligation to advise yourselves of any developments regarding the insurance(s) subsequent to the date hereof. This letter is given on the condition that you forever waive any liability against us based upon the placement of the insurance(s) and/or the statements made herein with the exception only of wilful default, recklessness or fraud.

This letter may not be reproduced by you or used for any other purpose without our prior written consent.

This letter shall be governed by and shall be construed in accordance with the law of England and Wales and any disputes as to its terms shall be submitted to the exclusive jurisdiction of the courts of England and Wales.

Yours faithfully,



**Claire Hartley MSc FCII**  
**Client Advisor**



Lions Club of Saltash

Charitable · Lion Com Serv %

GBP 3,713.20

Make a payment

Print

Balance details

Recent transac...

Next working ...

Statements

Statement issued on 29 Jan 2022

Show another statement

Download

Advanced search

Interest rates for this statement

View or download all statements

Date	Type	Description
29 Dec 2021		Balance Brought Forward
06 Jan 2022	CR	SumUp Payments Acc PID130571-SUMUP
07 Jan 2022	CR	SumUp Payments Acc PID130763-SUMUP

Paid o

Need help?

Our Chat Assistant can help with frequently asked questions or connect you with an agent, during our opening hours.

Get help

Maybe later

Date	Type	Description	Paid out	Paid in	Balance
10 Jan 2022	CR	SumUp Payments Acc PID130996-SUMUP		14.26	4,303.55
11 Jan 2022	CR	SumUp Payments Acc PID131183-SUMUP		9.83	4,313.38
12 Jan 2022	BP	Eric Distin Saltash Lions	775.97		
12 Jan 2022	CR	SumUp Payments Acc PID131374-SUMUP		1.97	3,539.38
14 Jan 2022	CR	SumUp Payments Acc PID131779-SUMUP		4.92	3,544.30
17 Jan 2022	CR	SumUp Payments Acc PID132015-SUMUP		3.94	3,548.24
19 Jan 2022	DR	TOTAL CHARGES TO 28DEC2021			
19 Jan 2022	CR	SumUp Payments Acc PID132408-SUMUP			
20 Jan 2022	CR	MEALS DELIVERY SOUTHWELL MT			
21 Jan 2022	CR	SumUp Payments Acc PID132803-SUMUP			

## Need help?

Our Chat Assistant can help with frequently asked questions or connect you with an agent, during our opening hours.

[Get help](#)
[Maybe later](#)

Date	Type	Description	Paid out	Paid in	Balance
24 Jan 2022	CR	SumUp Payments Acc PID133036-SUMUP		10.33	3,614.31
End of sheet 456					
29 Jan 2022		Balance Carried Forward			3,614.31

Show another statement

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## Need help?



Our Chat Assistant can help with frequently asked questions or connect you with an agent, during our opening hours.

[Get help](#)[Maybe later](#)



# Saltash Town Council



## Grant Application Form

**APPLYING FOR:**

(Tick one box)

Community Chest Grant ☐

Festival Fund Grant ☒

**DATE APPLICATION SUBMITTED:**

28<sup>th</sup> February 2022

<b>Contact Name:</b>	Tracey Hayton
<b>Position:</b>	Committee Member
<b>Organisation:</b>	Saltash Fair Committee
<b>Contact Address:</b>	c/o 4 Fore Street Saltash PL12 6JL
<b>Telephone Number:</b>	
<b>E-mail:</b>	<a href="mailto:mayfairsaltash@googlemail.com">mayfairsaltash@googlemail.com</a>
<b>Status of Organisation:</b>	Constituted committee of volunteers
<b>Charity/Company number (if applicable)</b>	N/A
<b>What geographical area does your organisation cover?</b>	Saltash
<b>How long has your organisation been in existence?</b>	Since 22 <sup>nd</sup> July 1980

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

## 1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
<b>Have you applied for a grant from Saltash Town Council within the last 5 Years?</b>  (Please list – continue on a separate sheet if necessary)	The May Fair had to be cancelled in 2020 and 2021 due to the Covid pandemic, but the May Fair committee managed to organise a similar event called SaltFest in July 2021, for which funding was received.			
	2021	SaltFest 2021	£1,477.75	Y
	2019	Saltash May Fair 2019	£1,922	Y
	2018	Saltash May Fair 2018	£900	Y
	2017	Saltash May Fair 2017	£2,000	Y
<b>Please list the aims and objectives of your organization</b>	<b>Aims as stated in the May Fair Constitution:</b> <ul style="list-style-type: none"> <li>The aim of the Committee shall be to continue the revival of the community spirit in Saltash on which attention was focused by the Silver Jubilee of Her Majesty Queen Elizabeth II.</li> <li>The purpose of the Committee is to provide aid for the local voluntary organisations and charities of Saltash, by means of the provision of a fair to be held normally on a Saturday in Saltash, together with any other events which the Committee shall organise from time to time for the community of Saltash.</li> </ul>			
	<b>Other Aims:</b> To offer a weekend event in the town centre that is free admission, and involves a range of local performers, musicians, traders and charities.			
	Saltash May Fair has joined the “Festival Vision 2025” initiative, working towards an environmentally sustainable festival. We aim to reduce waste wherever and whenever possible, reducing the amount of single use plastics, remove plastic straws and cutlery. We will work with audiences to positively influence travel choices to reduce travel-related emissions.			
	We are keen for May Fair 2022 to be a platform to support young people after months of Covid. As such, we will continue to engage with Saltash Community School, especially their Ambassadors, offering them diverse experiences in organising an event and engaging with the community. Additionally, this year we are collaborating with the Saltash Town Youth Council to set up a ‘Youth Village’ in Victoria Gardens on 7 <sup>th</sup> May, showcasing the opportunities that Saltash has to offer young people.			
	The main aim, however, is to deliver an event that brings the Saltash community together and promotes community cohesion.			



<b>What are the main activities of your organization?</b>	<p>The Saltash May Fair Committee comprises volunteers, local to Saltash, who organise the Saltash May Fair, and other one-off major festivals such as SaltFest.</p> <p>The volunteers on the committee engage in fundraising, and look to maintain an account credit to carry forward each year, to cover any financial issues that might arise.</p>
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	Yes / No or N/A
Are you part of a religious group?	No
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	N/A
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	N/A
If application is from an education, health or social service establishment – do you work in partnership with other groups?	N/A
If application is from an education, health or social service establishment – is project in addition to statutory services?	N/A

## 2. Your project

<b>Project</b>	<b>Start Date</b>	7 <sup>th</sup> May 2022
	<b>Finish Date</b>	8 <sup>th</sup> May 2022
	<b>Total Cost</b>	£ 12680
	<b>Grant Applied For</b>	£ 2976.72

<b>Project title:</b>	Saltash May Fair
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<b>Description of project</b> (please continue on a separate sheet if necessary):	<p>In recent years, Saltash May Fair has been a 1-day community festival, with a street market on Fore Street, free entertainment and two stages, providing a platform for local community groups as well as for more professional entertainment.</p> <p>This year, we are collaborating with the Tamar Trotters to introduce a Healthy Sunday and make the event a 2-day festival. A climbing wall will be set up in Longstone Park, and various activities promoting a healthy lifestyle will be delivered alongside a Half Marathon, a 5k race and a Fun Run.</p> <p>The Committee was not able to organise May Fair in 2020 or 2021 due to Covid, but managed to organise a similar event called SaltFest once restrictions had eased in July 2021. This was a great success, and some SaltFest elements will be incorporated into this year's May Fair, such as music on the stage in Longstone Park until 8pm.</p> <p>Community engagement is encouraged through a variety of ways:</p> <ul style="list-style-type: none"> <li>• Local businesses and charities are invited to set up stalls to sell goods and raise awareness.</li> <li>• Free spaces (deposit scheme) are offered to businesses who have a shopfront in the town centre</li> <li>• Local groups are able to showcase their talent across the two stages</li> </ul> <p>Highlights of the 2-day Festival include:</p> <ul style="list-style-type: none"> <li>• A Youth Village in Victoria Gardens (Saturday 7<sup>th</sup>)</li> <li>• A Parade of Youth (Saturday 7<sup>th</sup>)</li> <li>• A dog show (Saturday 7<sup>th</sup>)</li> <li>• Free music in Longstone Park until 8pm (Saturday 7<sup>th</sup>)</li> <li>• Half Marathon, 5K and Fun Run (Sunday 8<sup>th</sup>)</li> <li>• Outdoor climbing wall and promotion of healthy lifestyles (Sunday 8<sup>th</sup>)</li> </ul> <p>All of this helps to celebrate community, and promote community cohesion.</p>
<b>Where will the project take place?</b>	Longstone Park, Victoria Gardens, Fore Street

<b>Who will benefit from the project?</b> <b>(What groups will benefit and approximately how many people will benefit in total)</b>	<p>The event expects to attract around 5,000 visitors from Saltash and the surrounding areas.</p> <p>The person who won first prize in the SaltFest raffle lives in Gunnislake, and the person winning second prize lives in Plymouth. This alone demonstrates the wide geographical appeal of the Saltash May Fair.</p> <p>It also has an inter-generational appeal, catering to various age groups and interests.</p> <p>The May Fair has a positive impact on local businesses, brings visitors to Saltash, and promotes our town to a wider audience.</p> <p>Visitors (Approx. 5,000)          Local charities (Approx. 50)          Local business taking a stall (Approx. 70)</p>
--	---

<p><b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)</p>	<p>Saltash May Fair has been staged for many years, and has always been extremely well attended. It has consistently attracted extremely positive feedback from local shops, businesses, the community and visitors. Additionally, the community needs to have a chance to come together and celebrate after the lifting of Covid restrictions.</p>
<p><b>What support have you received for this project?</b> (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)</p>	<p>The May Fair enjoys the support of local businesses, charities, community groups, and volunteers.</p> <p>Saltash Chamber of Commerce, Cornwall Council and Saltash Town Council have all supported the event significantly in the past.</p>
<p><b>How will the project be managed and how will you measure its success?</b></p>	<p>The event is managed by a volunteer committee, with logistical support by a local not-for-profit Community Interest Company to ensure the event runs safely and meets HSE regulations.</p> <p>We ran a feedback survey after the last May Fair, and will run a similar survey this time. We will use visitor numbers as another measure to judge the success.</p>
<p><b>Please give the timescale and key milestones for your project, including a start date and finish date.</b></p>	<p>The May Fair will be held on the first weekend of May. Paperwork for road closures has already been submitted, along with risk assessments.</p> <p>Raffle tickets will go on sale in the beginning of March.</p>
<p><b>What arrangements do you have in place to ensure safeguarding of children and /or young people and/or vulnerable people (applicable only if your project involves working with this client group)</b></p>	<p>A full event management plan and risk assessments are produced to ensure the event is safe for all, including children, young people, and vulnerable people.</p> <p>This plan is circulated to the police, fire and ambulance services, as well as to Cornwall Council's Licensing, Streetworks and Events Departments. If the Events Department deems it necessary, it is also sent to the Local Event Safety Advisory Group.</p>

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

<p><b>What will the money be spent on?</b> (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	<p>Staging and Sound £3,000 Entertainment £2,500 Licenses and Insurance £600 Raffle printing £100 Medical £850 Security £350 Waste Management £200 Traffic Management £1,750 Event Management £1,750 Volunteer expenses £200 Marketing &amp; Publicity £350 Transport £180 Toilets, barriers £300 Climbing Wall £550 Total costs £12,680</p> <p>STC grant will be used to cover:</p> <ul style="list-style-type: none"> <li>• Hire of toilets and barriers</li> <li>• Stage and sound on Longstone Park</li> <li>• Publicity in the Saltash Observer</li> </ul>
<p>How will you promote STC once application and project are complete?</p>	<p>Saltash Town Council will be promoted in editorial pieces as well as through social media, including our FB page, which has nearly 1,500 followers.</p>

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

<b>Organization</b>	<b>Contribution Sought (£)</b>	<b>Applied</b> (please tick as appropriate)	<b>Granted</b> (please tick as appropriate)
Business Sponsorship	£1000		Too early for confirmation
Stall Bookings	£3000	✓	Too early for confirmation, but seems a reasonable assumption based on previous years
Fundraising	£1500 (Raffle etc.)		Raffle tickets will go on sale in March
Cornwall Council Community Chest Fund	£550	✓	
Awards For All	£2000	✓	

<b>Please confirm the bank account your project is using is in the project's name/organization name</b>	No. We are using the bank account of the Chamber of Commerce until a new account has been set up for the Fair Committee.
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#### **4. Further information enclosed Checklist.**

	<b>Enclosed</b> (please tick)
<b>A copy of your organization's most recent bank statements (mandatory)</b>	

<b>Copies of all <u>relevant</u> Employer's, Building &amp; Public Liability Insurance Certificates &amp; Title Deeds if appropriate</b> (mandatory)		To follow
<b>A letter head showing the organization's address and contact details</b>		✓
<b>A copy of your constitution and articles of association</b> (or similar documents if the above do not exist, showing the organization's status)		✓
<b>A copy of your organization's latest set of accounting statements</b> (if any exist)		✓
<b>Copies of any letters of support for your project</b>		✓
<b>If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council</b>		✓
<b>Other</b> (please list)	Please find attached quotes for: <ul style="list-style-type: none"> <li>• Large Stage and Sound (£2,603.50)</li> <li>• Toilets and barriers (£273.22)</li> <li>• Advertising in the Observer (£100)</li> </ul> <b>TOTAL : £2976.72</b>	

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

The Saltash Fair Committee bank account that was held with HSBC was closed by HSBC in November 2021. We are currently in the process of setting up a new bank account with NatWest.

In the interim, Fair Committee money is in a bank account held by the Saltash Chamber of Commerce.

I have attached a photo of the cheque we received from HSBC in November 2021 for the closing balance of £2847.98

## 5. Declaration by the applicant

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

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

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

I/we accept the following:

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

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

<b>Signed:</b>			
<b>Print Name(s):</b>	Tracey Hayton		
<b>Position(s):</b>	Committee Member		
<b>Date:</b>	27 <sup>th</sup> February 2022		



# Brandon Hire Station

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**T:** 01179 719 119 **E:** customercare@brandonhirestation.com  
**National Hire Desk** 0370 99 00 999

## Hire Order

Order No : 82006089  
Date : 11/02/2022  
Your Ref : May fair  
Our Ref : chayle  
Page : 1 of 1

DIVERSE EVENTS CIC

Account: A1105213


Item	Description	Quantity	Unit	Price	Period	Total	VAT
<b>Order 82006089/1 Start of hire Friday 06/05/22 to Monday 09/05/22(2 days)</b>							
Deliver To: Diverse Events CIC Saltash May Fair Longstone Park Saltash PL12 6DW							
Despatch From: 82 Brandon Hire Station Plympton Date 06/05/2022							
310392	Event Toilet	1	Each(F)	46.26	Week	46.26	S
310398	Disabled Toilet	1	Each(F)	60.50	Week	60.50	S
RSG01	Crowd Control Barrier	20	Each	2.20	Week	44.00	S
071085							
150300	Mobile Fire Alarm Point	2	Each(F)	32.45	Week	51.92	S
TRTOOLSDEL	Transport Tools Delivery	2	Each	12.50	Each	25.00	S
Goods:				227.68			
VAT:				45.54			
Total:				273.22			
Total Weight:				18	Kg		




## Comments of support for the 2019 May Fair




**Sheila Osmond**




Like · Reply · 4 w

↳  Izzy Williams replied · 3 replies



**Terry Edmondson**



Like · Reply · 4 w



**Faye Arnold**

Fabulous event which makes Saltash somewhere special to live. Would be such a shame to lose it!

Like · Reply · Message · 1 y



**Craig Mills**

There are very few communities around the uk now that have these events. I feel Saltash town council and those looking at running the events should be very proud if the traditions this town has, and the continued support it has from the community. Ahw... See more


Like · Reply · Message · 1 y



**Lin Roseveare**

Look at the photo,a picture paints a thousand words!


Like · Reply · Message · 1 y



**Rose Edwards**

The May Fair is an amazing event which attracts residents and visitors to Fore Street. It celebrates all that is wonderful in our lovely town and, as a resident, I fully support the funding bid.


Like · Reply · Message · 1 y



**Lisa Mortimore**

Mayfair is the best event that saltash has! It brings a very large footfall from visitors outside of our town. So many people get involved and look forward to it.


Like · Reply · Message · 1 y



**Charlotte Carpenter**

The Core would support this its a fantastic event


Like · Reply · Message · 1 y



**Susan Pearce**

May fair is an amazing event, hope you are successful x


Like · Reply · Message · 1 y



**Sky Roselynd Alexandra Weekes**

There's only 2 good events in Saltash and this is one of them! It's a must I always attend Mayfair

Like · Reply · Message · 1 y



**Lin Jennings**

This is a tradition that shows the amazing community spirit in Saltash, something to be very proud of!! Looked forward to by us all every year, important to the local businesses which we all continue to support. Do not let this tradition die!!!!!!


Like · Reply · Message · 1 y



**Julie Dingle**

On behalf of Saltash District Girlguiding I would like to express that this is a fantastic event we all look forward to and enjoy attending. Being part of the parade of youth is a fabulous celebration of all the work that goes on all year round providing great opportunities for young people in Saltash. It is also an opportunity for many of these voluntary organisations to do fundraising to ensure youth groups continue to offer facilities for all children.


Like · Reply · Message · 1 y



**John Walker**

If there is anything that the landlord/landlady of The Two Bridges can do to help just let us know, we would love to help where we can,

Like · Reply · Message · 1 y



**Sue Cook**

You all do an amazing job, and Geraldine Lamb Dance SchoolLove being part of it.

Like · Reply · Message · 1 y



**Mary Brown**

Always enjoy Saltash May Fair, long may it last


Like · Reply · Message · 1 y



**Leila Jensen**

Absolutely amazing event - LOVE it

Like · Reply · Message · 1 y



**Sandra Barnes**

We always go to the may fair and love it,great day for Saltash.


Like · Reply · Message · 1 y



**Jackie Parkins**

Everyone get behind this fantastic event how about a themed walking carnival or Mayfair they used to be so brilliant.

Like · Reply · Message · 1 y



**Patricia Mcdaid**

I agree with Julie Dingle. May Fair in Saltash is a fabulous occasion . Saltash is a beautiful but small town and the May fair organisers put on a marvellous event like Saltash May Fair. People come from miles around to enjoy this fantastic day. Good luck for May Fair 2020. I look forward to the great day out!

Like · Reply · Message · 1 y

# **CONSTITUTION OF THE SALTASH FAIR COMMITTEE**

## **TITLE**

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

## **THE CONSTITUTION**

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

## **DATE OF OPERATION**

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

## **SCOPE OF OPERATION**

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

## **OWNERSHIP**

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

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

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

## **MEMBERSHIP OF THE COMMITTEE**

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

## **FUNCTION OF THE COMMITTEE**

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

## **FINANCE**

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

### **ANNUAL GENERAL MEETING**

- 10. .1 The AGM shall be held no later than six months after the end of the financial year. Public notice must be given at least 14 days before the AGM.
- 10. .2 The AGM will hear reports of the years work, receive the report of the finances, accept the resignation of the outgoing Committee and elect Committee members for the next year.
- 10. .3 All members are entitled to vote.
- 10. .4 Voting shall be by a show of hands.
- 10. .5 If no committee is formed at the AGM, an EGM will be called. If no committee is formed at the EGM the committee will cease to exist after distributing the assets and property.

### **EXTRAORDINARY GENERAL MEETING**

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

### **AMENDMENTS TO THE CONSTITUTION**

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

### **ASSETS AND PROPERTY**

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

### **DISSOLUTION**

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

*Correct as of Feb. 2020*



HSBC UK

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#C79KEC8C

40-37-15

118 Commercial Road, Portsmouth PO1 1EP

Pay \*\*\*\*\*

Date 23 November 2021

Saltash Fair Committee

£2,847.98

To HSBC UK Bank plc

A/C  
PAYEE

For and on behalf of HSBC UK Bank plc

Amount of pounds in words, pence as in figures

Hund. Thous.	Ten Thousands	Thousands	Hundreds	Tens	Units
ZERO	ZERO	TWO	EIGHT	FOUR	SEVEN

#C79KEC8C

AUTHORISED SIGNATORIES

⑈770901⑈ 40⑈3715⑈ 99001549⑈



Saltash May Fair Committee  
c/o Community Enterprises PL12  
4 Fore Street  
Saltash  
PL12 6JL

[mayfairsaltash@googlemail.com](mailto:mayfairsaltash@googlemail.com)



## How Saltash May Fair promoted Saltash Town Council when funding was received in 2019.

### Social media posts

2-3-2020

**Saltash May Fair**  
Published by Aaron Monk · 2 March 2020 ·

Thank you to those sponsors and supporters who help us year on year with grants, financial support, or with payment in kind.


Like all of the volunteer ran, community events, we are also desperate for finances! We have a range of sponsorship packages available, please message us for more information.

We are currently looking for a 1st prize (£200.00) and 2nd prize (£100.00) sponsor for the Cash Raffle (3rd prize is already sponsored)!

Your logo will go on raffle ticket, the leaflet and you'll be included in any mentions on social media posts about raffle.

**Saltash May Fair**  
Published by Aaron Monk · 17 April 2019 ·

Thank you once again to all of our sponsors and partners, without them we simply wouldn't be able to offer 12 hours of stage entertainment, 100s of stalls, and ... [See more](#)



8-10-2019

**Saltash May Fair**  
Published by Aaron Monk · 8 October 2019 ·



**Saltash May Fair**  
Published by Aaron Monk · 17 April 2019 ·

Thank you once again to all of our sponsors and partners, without them we simply wouldn't be able to offer 12 hours of stage entertainment, 100s of stalls, and street entertainment all for FREE to the public!

Saltash Town Council  
[Waitrose & Partners](#)  
[Quora Developments](#)  
[Ads Gas](#)  
[Westcountry Skip Hire](#)  
[Saphira Jewellers](#)  
[The Bookshelf and Tea Rooms](#)  
[Computech IT Services Ltd](#)  
[UKTeck Computer Services & Repairs](#)

17-4-2019

**Saltash May Fair**  
Published by Aaron Monk · 17 April 2019 ·

Thank you once again to all of our sponsors and partners, without them we simply wouldn't be able to offer 12 hours of stage entertainment, 100s of stalls, and street entertainment all for FREE to the public!

Saltash Town Council  
[Waitrose & Partners](#)  
[Quora Developments](#)  
[Ads Gas](#)  
[Westcountry Skip Hire](#)  
[Saphira Jewellers](#)  
[The Bookshelf and Tea Rooms](#)  
[Computech IT Services Ltd](#)  
[UKTeck Computer Services & Repairs](#)



26-3-2019

**Saltash May Fair**  
Published by Aaron Monk · 26 March 2019 ·

Thank you to all of our sponsors, without them we simply wouldn't be able to offer 12 hours of stage entertainment, 100s of stalls, and street entertainment all for FREE to the public!

[Ads Gas](#)  
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12 People reached  
20 Engagements  
[Boost post](#)



## Leaflet

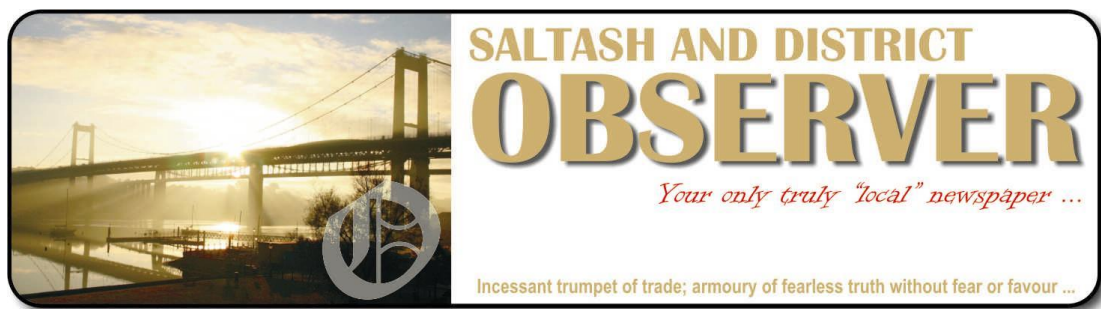
2,000 paper copies of the leaflet were printed, and the digital version was included in a double page spread in the Love Saltash magazine, as well as in the Saltash Observer, and shared various times on social media (14-4-2019 / 1-4-2019 / 28-3-2019)



Mention in Love Saltash magazine







Hendra Manor, Higher Tremar, Nr Liskeard, Cornwall PL14 5HJ

Telephone: (01579) 345699 • Mobile: 07971 484872

E: maryecrawford@hotmail.com W: [www.saltash-observer.co.uk](http://www.saltash-observer.co.uk) FB: Saltash Observer

## QUOTE

Quote for:  
May Fair Committee  
Saltash

*February 2022*

<u>Description</u>	<u>TOTAL</u>
Special rate for May Fair ad Insertion Date March or April edition	<b>£100</b> (no vat)

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To enable the Saltash and District Observer to maintain exceptional value for money, we would appreciate **payment within 7days of invoice/statements**  
**7.5% interest will be added to overdue accounts per month accumulative**

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## XLA Audio

28 WHITEHAVEN WAY  
PLYMOUTH  
PL6 6BJ  
Accounts@xlaaudio.co.uk  
VAT Registration No: 394433476  
Company Registration No: 12832400



### QUOTE

#### QUOTATION TO

Diverse Events

Dispatch 7/5/2022  
Return 7/5/2022

Invoice 21-1043  
Date 26/2/2022  
Terms Net 12  
VALID UNTIL 10/3/2022  
Account Diverse\_Events

DESCRIPTION	UNIT COST	QTY	AMOUNT
<b>Stageing</b>			
Inflatable canopy	£750.00	1	£750.00
8ft-4ft Steel Deck (Fitted)	£22.00	9	£198.00
STAGE SIZE WOULD BE 12FT DEEP BY 24FT WIDE			<b>£948.00</b>
<b>Sound</b>			
L'Acoustics SB18	£21.00	4	£84.00
L'Acoustics Kiva	£21.00	8	£168.00
L'Acoustics KIlo	£18.00	2	£36.00
L'Acoustics KIBU-SB	£10.00	2	£20.00
L'Acoustics LA8	£50.00	1	£50.00
L'Acoustics LA4	£22.50	1	£22.50
Monitors	£20.00	4	£80.00
Digico S21 + D2 Rack	£108.00	4	£432.00
Power & Signal Cable Pack	£0.00	1	£0.00
Microphone Package	£85.00	1	£85.00
Sennheiser G3 EW500 Per Way Hand Held (DAY)	£12.50	4	£50.00
Klark Technik DI	£3.00	4	£12.00
			<b>£1,039.50</b>
<b>Lighting</b>			
Chamsys MQ40	£80.00	1	£80.00
truss package	£100.00	1	£100.00
Wash Automated Heads	£30.00	6	£180.00
Automated Spots	£40.00	2	£80.00
Blinders	£16.00	4	£64.00
Winch Stands	£7.50	2	£15.00
Par 64 4 Fixture Bar	£22.50	2	£45.00
Power & Signal Cable Pack	£0.00	1	£0.00

				<b>£564.00</b>
<b>Power</b>				
ASAP 63KVA Generator PRICE TBC	£0.00			£0.00
63A Distro	£52.00	1		£52.00
				<b>£52.00</b>

Notes:

**SUBTOTAL** £2,603.50  
**DISCOUNT 35%** £911.23  
**VAT TOTAL** £338.46  
**Balance Due** **£2,030.73**

	<b>EQUIPMENT VALUE.</b>	<b>RATE</b>	<b>VAT</b>	<b>NET</b>
	£83,761.00	20%	£338.46	£2,603.50



# Saltash Town Council



## Grant Application Form

**APPLYING FOR:**

(Tick one box)

Community Chest Grant ☐

Festival Fund Grant ☒

**DATE APPLICATION SUBMITTED:**

28<sup>th</sup> February 2022

<b>Contact Name:</b>	Jo Baskott
<b>Position:</b>	Committee Member
<b>Organisation:</b>	Saltash Fair Committee
<b>Contact Address:</b>	c/o 4 Fore Street Saltash PL12 6JL
<b>Telephone Number:</b>	
<b>E-mail:</b>	mayfairsaltash@googlemail.com
<b>Status of Organisation:</b>	Constituted Committee of volunteers
<b>Charity/Company number (if applicable)</b>	N/A
<b>What geographical area does your organisation cover?</b>	Saltash
<b>How long has your organisation been in existence?</b>	Since 22 <sup>nd</sup> July 1980

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

## 1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
<b>Have you applied for a grant from Saltash Town Council within the last 5 Years?</b>  (Please list – continue on a separate sheet if necessary)	The May Fair Committee is applying to Saltash Town Council for funding for the 2022 May Fair. We have received funding in the past for May Fair, as shown below, but this application is for a one-off event to mark the Queen's Platinum Jubilee.			
	2019	Saltash May Fair 2019	£1,922	Y
	2018	Saltash May Fair 2018	£900	Y
	2017	Saltash May Fair 2017	£2000	Y
<b>Please list the aims and objectives of your organisation</b>	<p>The May Fair Constitution states: 'the aim of the Committee shall be to continue the revival of the community spirit in Saltash on which attention was focused by the Silver Jubilee of Her Majesty Queen Elizabeth II.'</p> <p>The main aim of the Big Jubilee Lunch is to ensure that residents have the opportunity to celebrate both the Queen's Platinum Jubilee and the incredible community spirit that has kept us strong throughout lockdowns.</p> <p>Saltash May Fair Committee has joined the "Festival Vision 2025" initiative, working towards an environmentally sustainable event. We intend to work with Saltash Scrapstore to reduce waste wherever possible, reduce the amount of single use plastics, plastic straws and plastic cutlery, and work with to positively influence travel choices and reduce travel-related emissions.</p>			
<b>What are the main activities of your organisation?</b>	<p>The Saltash May Fair Committee holds an annual weekend festival across Fore Street, Victoria Gardens, and Longstone Park. It offers a street market, free entertainment and music to the local community and surrounding areas in Devon and Cornwall.</p> <p>The volunteers on the committee engage in fundraising, and look to maintain an account credit to carry forward each year, to cover any financial issues that might arise.</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

<b>Project</b>	<b>Start Date</b>	Sunday 5 <sup>th</sup> June 2022
	<b>Finish Date</b>	Sunday 5 <sup>th</sup> June 2022
	<b>Total Cost</b>	£ 4131.80
	<b>Grant Applied For</b>	£ 1500 (towards the cost of the road closure)

<b>Project title:</b>	Big Jubilee Lunch on Fore Street
<b>Description of project</b> (please continue on a separate sheet if necessary):	<p>Her Majesty, Queen Elizabeth II, will be celebrating her Platinum Jubilee this year. The May Fair Committee is keen for Saltash to be able to join with other communities across the nation in hosting a Big Jubilee Lunch, one of the official events of the celebrations.</p> <p>Various venues were considered, including Longstone Park, but looking at historical photos of past Jubilee celebrations in Saltash, and considering the national and historical significance of the occasion, it was agreed that the best venue would be Fore Street, despite the extra costs incurred through a road closure.</p> <p>We are keen to ensure there will be plenty of ways for fun community engagement, including art workshops to make 'Garden Party' hats and decorations. We are also planning on distributing seeds for red, white and blue flowers to schools, which can be used as table decorations on the day.</p> <p>We intend to work with Scrapstore to recycle and reuse materials to make items like tablecloths and games for children (e.g. beanbags)</p>

<b>Where will the project/activity take place?</b>	On Fore Street. The road will be closed to traffic, and we will set up 100 tables to enable people a street party to be held.
<b>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</b>	<p>The Jubilee Big Lunch on Fore Street will strengthen community cohesion and raise the profile of the town as a whole. It will benefit:</p> <ul style="list-style-type: none"> <li>• Residents, especially those who want to take part in a street party but are not able to close off the road in front of their house</li> <li>• Businesses, who will be able to sponsor a table that they can then offer to loyal customers, staff or donate to their nominated 'local heroes'.</li> </ul>
<b>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</b>	<p>The Big Jubilee Lunch is one of the official events selected by the Queen and Buckingham Palace to mark the Platinum Jubilee.</p> <p>From the Platinum Jubilee website: 'Every year since the idea began in 2009, The Big Lunch has encouraged communities to celebrate their connections and get to know each other a little better. Following the success of the first Big Jubilee Lunch, to celebrate Her Majesty's Diamond Jubilee in 2021, The Big Lunch will bring the Jubilee celebrations into the heart of every community again in 2022.'</p>
<b>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation, Consultation with Community)</b>	We have had preliminary discussions with various local groups, including the Saltash Chamber of Commerce, Community Enterprises PL12 and The Core Youth and Community Centre, who have all been extremely receptive to the event.
<b>How will the project be managed and how will you measure its success?</b>	<p>The event is being managed by volunteers from the May Fair committee, who have a wealth of experience in organising events such as the May Fair and Saltash Christmas Festival.</p> <p>The success will be measured in attendance and feedback.</p>

<p><b>Please give the timescale and key milestones for your project, including a start date and finish date.</b></p>	<p>The Big Jubilee Lunch will take place on the 5<sup>th</sup> June 2021.</p> <p>We are currently finalising the details of:</p> <ul style="list-style-type: none"> <li>* the application for a road closure to be submitted to Cornwall Council along with risk assessments</li> <li>* Community Engagement Projects</li> <li>* Ticketing system to manage bookings. While we are hoping some businesses will sponsor tables, the majority of tables will be free. We still need to manage all bookings, though, to give us an idea of numbers to help inform safety measures.</li> <li>* Grant applications to various funding bodies, including the Let's Create Jubilee Fund and the Tresorys Kernow fund.</li> </ul>
<p><b>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people</b> (applicable only if your project involves working with this client group)</p>	<p>A full event management plan and risk assessments are being produced to ensure the event is safe for all, including children, young people and vulnerable people.</p> <p>This plan is circulated to the police, fire and ambulance services, as well as to Cornwall Council's Licensing, Streetworks and Events Departments.</p>

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

<p><b>What will the money be spent on?</b> (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	<p><b>Road Closure</b> £1669</p> <p><b>Hire of Tables</b> £600</p> <p><b>Tablecloths, table decorations etc.</b> £150</p> <p><b>Community Engagement Projects</b> £350</p> <p><b>Entertainment</b> £500</p> <p><b>Publicity and Ticket Management</b> £200</p> <p><b>Medical Cover</b> £180</p> <p><b>Insurance</b> £482.80</p> <p><b>TOTAL COSTS:</b> £4,131.80</p> <p>We would like to ask Saltash Town Council for £1500 towards the cost of the road closure. (Quote attached.)</p>
<p>How will you promote STC once application and project are complete?</p>	<p>Saltash Town Council will be promoted on all social media advertising, as well as editorial content.</p>



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

<b>Organisation</b>	<b>Contribution Sought (£)</b>	<b>Applied</b> (please tick as appropriate)	<b>Granted</b> (please tick as appropriate)
Sponsorship through offering businesses the chance to 'sponsor' a table.	Estimated 10 tables at £50 each: £500.00		Too early for confirmation (bookings have not gone live yet)
Cornwall Council (Publicity and Medical Cover)	£380	✓	
Tresorys Kernow (Community engagement projects to create decorations)	£500		
Let's Create Jubilee Fund (Entertainment)	£500		
Saltash May Fair (Insurance)	£482.80	✓	✓
<b>NB</b> : Any shortfall in funding will be covered by funds of the Saltash Fair Committee. Any surplus will be put towards organising next year's May Fair.			

<b>Please confirm the bank account your project is using is in the project's name/organisation name</b>	No
---	----

**4. Further information enclosed Checklist.**

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

<b>A copy of your constitution and articles of association</b> (or similar documents if the above do not exist, showing the organization's status)	✓
<b>A copy of your organisation's latest set of accounting statements</b> (if any exist)	✓
<b>Copies of any letters of support for your project</b>	
<b>If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council</b>	✓
<b>Other</b> (please list)	Quote for road closure

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

The Saltash Fair Committee bank account that was held with HSBC was closed by HSBC in November 2021. We are currently in the process of setting up a new bank account with NatWest.

In the interim, Fair Committee money is in a bank account held by the Saltash Chamber of Commerce.

I have attached a photo of the cheque we received from HSBC in November 2021 for the closing balance of £2847.98

## 5. Declaration by the applicant

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

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

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

I/we accept the following:

- (i) that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;

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

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

<b>Signed:</b>			
<b>Print Name(s):</b>	Jo Baskott		
<b>Position(s):</b>	May Fair Committee Member		
<b>Date:</b>			



info@diverse-events.com

Invoice number: PROFORMA-QUOTE  
 Invoice date: QUOTE  
 Due date: QUOTE

Invoice To:  
 Saltash May Fair Committee  
 Saltash  
 PL12

Description	Total
Big Jubilee Lunch, Fore Street Saltash, 5 <sup>th</sup> June 2022 – Custom Quote	
- Advance notice signage	£40.00
- Vehicles	£40.00
- No waiting cones	£80.00
- Traffic cones	£36.00
- Diversion signs	£30.00
- Diverted traffic signs	£30.00
- Road closed signs	£40.00
- Road ahead closed signs	£30.00
- Sandbags	£14.00
- Keep left/right	£15.00
- Staffing	£1200.00
- Insurances, vehicles, overheads, storage & miscellaneous costs	£150.00
-	<b>Total £1669.00</b>
-	
-	
-	

BACS reference: SF2021  
 Account number: 61625160  
 Sort code: 30-12-74  
 Cheques: "Chris Tandy"

Thank you for choosing FTaSGROUP.

# **CONSTITUTION OF THE SALTASH FAIR COMMITTEE**

## **TITLE**

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

## **THE CONSTITUTION**

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

## **DATE OF OPERATION**

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

## **SCOPE OF OPERATION**

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

## **OWNERSHIP**

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

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

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

## **MEMBERSHIP OF THE COMMITTEE**

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

## **FUNCTION OF THE COMMITTEE**

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

## **FINANCE**

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

### **ANNUAL GENERAL MEETING**

- 10. .1 The AGM shall be held no later than six months after the end of the financial year. Public notice must be given at least 14 days before the AGM.
- 10. .2 The AGM will hear reports of the years work, receive the report of the finances, accept the resignation of the outgoing Committee and elect Committee members for the next year.
- 10. .3 All members are entitled to vote.
- 10. .4 Voting shall be by a show of hands.
- 10. .5 If no committee is formed at the AGM, an EGM will be called. If no committee is formed at the EGM the committee will cease to exist after distributing the assets and property.

### **EXTRAORDINARY GENERAL MEETING**

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

### **AMENDMENTS TO THE CONSTITUTION**

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

### **ASSETS AND PROPERTY**

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

### **DISSOLUTION**

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

*Correct as of Feb. 2020*



HSBC UK

www.hsbc.co.uk

#C79KEC8C

40-37-15

118 Commercial Road, Portsmouth PO1 1EP

Pay \*\*\*\*\*

Date 23 November 2021

Saltash Fair Committee

£2,847.98

To HSBC UK Bank plc

A/C  
PAYEE

Amount of pounds in words, pence as in figures

For and on behalf of HSBC UK Bank plc

Hund. Thous.	Ten Thousands	Thousands	Hundreds	Tens	Units
ZERO	ZERO	TWO	EIGHT	FOUR	SEVEN

#C79KEC8C

AUTHORISED SIGNATORIES

770901 40 37151 99001549



Saltash May Fair Committee  
c/o Community Enterprises PL12  
4 Fore Street  
Saltash  
PL12 6JL

[mayfairsaltash@googlemail.com](mailto:mayfairsaltash@googlemail.com)



INCOME				EXPENDITURE			
Date	Amount	Description	Type	Date	Amount	Description	Type
30/04/2019	£2,534.12	Stalls (Diverse Events)	Stalls	03/08/2018	£27.73	Storage Aug	Storage
24/04/2019	£100.00	Ads Gas	Sponsorship	03/09/2018	£27.73	Storage Sept	Storage
26/04/2019	£100.00	Computech	Sponsorship	03/10/2018	£27.73	Storage Oct	Storage
30/04/2019	£100.00	Westcountry Skip Hire	Sponsorship	03/11/2018	£27.73	Storage Nov	Storage
17/04/2019	£300.00	Quora	Sponsorship	03/12/2018	£27.73	Storage Dec	Storage
04/05/2019	£100.00	The Bookshelf (Cash)	Sponsorship	03/01/2019	£27.73	Storage Jan	Storage
10/05/2019	£715.11	Raffle money	Entertainment	03/02/2019	£27.73	Storage Feb	Storage
10/05/2019	£135.00	Treasure Hunt raffle	Entertainment	03/03/2019	£27.73	Storage March	Storage
09/05/2019	£1,215.47	Stalls (Diverse Events)	Stalls	03/04/2019	£27.73	Storage April	Storage
10/05/2019	£5.00	Donation (Diverse Events)	Sponsorship	11/04/2019	£50.00	Leaflet artwork	Advertising
18/11/2019	£215.00	Waitrose Green Tokens Sponsorship	Sponsorship	11/04/2019	£944.77	Diverse Events	Hire and Services
07/02/2019	£1,922.00	STC Festival Fund	Grant	11/04/2019	£2.50	Letters to shops (Diverse Events)	Advertising
01/05/2019	£100	Saphira Jewellers (Voucher)	Sponsorship	12/04/2019	£21.00	Temporary Event Notice	Insurance & Licences
01/05/2019	£15	UK Teck (Trophy for Unsung Hero)	Sponsorship	12/04/2019	£250.00	SkyMind Studios	Entertainment
				12/04/2019	£332.40	Medical	Hire and Services
				12/04/2019	£300.40	Brandon Hire	Hire and Services
				14/04/2019	£1,000.00	Big Stage	Entertainment
				15/04/2019	£42.00	Raffle Books	Entertainment
				15/04/2019	£548.00	Big Stage	Entertainment
				15/04/2019	£9.99	A2 laminated (Diverse Events)	Entertainment
				21/04/2019	£62.00	Leaflets	Advertising
				22/04/2019	£180.00	Love Saltash	Advertising
		In	£7,556.70	22/04/2019	£157.50	Saltash Observer	Advertising
		Out	£7,169.78	25/04/2019	£300.00	Costume Characters	Entertainment
		P&L	£386.92	22/04/2019	£3.50	Stickers & raffle book (Diverse Events)	Entertainment
				30/04/2019	£30.00	STC Staging	Entertainment
				03/05/2019	£27.73	Storage May	Storage
				04/05/2019	£200.00	1st prize Raffle	Entertainment
				04/05/2019	£100.00	2nd prize raffle	Entertainment
				04/05/2019	£50.00	3rd prize raffle	Entertainment
				09/05/2019	£150.00	Samba Kernow	Entertainment
				09/05/2019	£171.60	Security	Hire and Services
				12/05/2019	£100.00	Shades	Entertainment
				12/05/2019	£6.80	Volunteers snacks	Expenses
				12/05/2019	£3.35	Volunteers water	Expenses
				12/05/2019	£23.25	Haribo trail & volunteers snacks	Expenses
				12/05/2019	£36.00	Food vouchers	Expenses
				12/05/2019	£49.26	2x Staff	Expenses
				12/05/2019	£50.00	Cycle Marshal	Expenses
				12/05/2019	£30.00	2x staff	Expenses
				12/05/2019	£22.98	Youth Trophy	Entertainment
				22/05/2019	£60.00	Bins	Hire and Services
				25/05/2019	£50.00	Charlie Harris	Entertainment
				29/05/2019	£790.00	FTAS Traffic Management	Hire and Services
				29/05/2019	£273.22	Cormac	Hire and Services
				03/06/2019	£27.73	Storage June	Storage
				03/07/2019	£27.73	Storage July	Storage
				03/09/2019	£300.00	Saltash Town Band	Entertainment
				24/01/2019	£20.00	Raffle Licence	Insurance & Licences
				15/11/2019	£16.50	Save the date banner	Advertising
				01/05/2019	£100	Prize for Treasure Hunt	Expenses

# How Saltash May Fair promoted Saltash Town Council when funding was received in 2019.

## Social media posts

2-3-2020

**Saltash May Fair**  
Published by Aaron Monk · 2 March 2020 ·

Thank you to those sponsors and supporters who help us year on year with grants, financial support, or with payment in kind.

Like all of the volunteer ran, community events, we are also desperate for finances! We have a range of sponsorship packages available, please message us for more information.

We are currently looking for a 1st prize (£200.00) and 2nd prize (£100.00) sponsor for the Cash Raffle (3rd prize is already sponsored)!

Your logo will go on raffle ticket, the leaflet and you'll be included in any mentions on social media posts about raffle.



**Saltash May Fair**  
Published by Aaron Monk · 17 April 2019 ·

Thank you once again to all of our sponsors and partners, without them we simply wouldn't be able to offer 12 hours of stage entertainment, 100s of stalls, and ... [See more](#)

8-10-2019

**Saltash May Fair**  
Published by Aaron Monk · 8 October 2019 ·



**Saltash May Fair**  
Published by Aaron Monk · 17 April 2019 ·

Thank you once again to all of our sponsors and partners, without them we simply wouldn't be able to offer 12 hours of stage entertainment, 100s of stalls, and street entertainment all for FREE to the public!

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17-4-2019


**Saltash May Fair**  
Published by Aaron Monk · 17 April 2019 ·

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







26-3-2019

**Saltash May Fair**  
Published by Aaron Monk · 26 March 2019 ·

Thank you to all of our sponsors, without them we simply wouldn't be able to offer 12 hours of stage entertainment, 100s of stalls, and street entertainment all for FREE to the public!

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12  
People reached

20  
Engagements

Boost post

## Leaflet

2,000 paper copies of the leaflet were printed, and the digital version was included in a double page spread in the Love Saltash magazine, as well as in the Saltash Observer, and shared various times on social media (14-4-2019 / 1-4-2019 / 28-3-2019)



Mention in Love Saltash magazine





# Saltash Town Council

**Policy/Procedure:**

**Civic Awards Policy for Citizen, Young Citizen, Environmental Citizen of the Year and Best Performance Annual Awards DRAFT**

**Date of Adoption:**

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

Current Status			
<b>Version</b>	3 DRAFT	<b>Approved by</b>	
<b>Date</b>	Feb. 2022	<b>Date of approval</b>	
<b>Responsible Officer</b>	AJT	<b>Minute reference</b>	
<b>Responsible Committee</b>	P&F	<b>Review date</b>	As required

Version History			
<b>Date</b>	<b>Version</b>	<b>Author/Editor</b>	<b>Comments</b>
March 2020	1 DRAFT	JRA/AJT	New policy
September 2020	1a APPROVED	AJT	Approved policy
May 2021	2 DRAFT	AJT	Revised
Feb. 2022	3 DRAFT	AJT	Proposed amendments from the Mayor

Review Record				
<b>Date</b>	<b>Type of Review</b>	<b>Minute number</b>	<b>Summary of actions</b>	<b>Completed by</b>

Document Retention	
Document retention period	Until superseded

## Saltash Town Council

### Civic Awards Policy for Citizen, Young Citizen, Environmental Citizen of the Year and Best Performance Annual Awards

There are four awards that the Mayor presents annually:

Award	Selection panel
Citizen of the Year Award (Rotary)	The Mayor President of Saltash Rotary Club All Freemen of the Town (if available and wishing to participate)
Environmental Citizen Award (Rotary)	The Mayor President of Saltash Rotary Club All Freemen of the Town (if available and wishing to participate)
Young Citizen Award (STC)	The Mayor President of Saltash Rotary Club All Freemen of the Town (if available and wishing to participate)
Best Performance Cup (STC)	The Mayor This cup is presented to the group that has entertained them most in their civic year.

Awards are presented at the Mayor's Civic Service which is normally held in the first quarter of the year.

#### Advertising for nominations for the Citizen, Environmental Citizen and Young Citizen awards:

Minimum of six weeks before the Civic Service the Mayor's Secretary will:

- Issue a press release (Appendix 1)
- Email all Councillors and local schools
- Post on social media, Town Council website and noticeboards
- Weekly refresh of social media post.

#### Eligibility criteria:

- Nominees should be resident within Saltash town electoral boundaries
- Only nominations for individuals will be accepted
- Self-nomination is acceptable
- Currently active in the community work for which they are nominated
- Nominees for the Young Citizen Award should be under the age of 21

- Councillors and employees of Saltash Town Council are not eligible for the awards
- Nominees should not be in paid employment for their community work
- Awards cannot be given posthumously
- No recipient may be nominated again within five years of receiving an award.

All nominations should be made in writing using the nomination form (Appendix 2) to Saltash Town Council and contain as much information as possible including contact details for the nominee.

The Mayor's Secretary will acknowledge receipt of nominations in writing advising that the successful candidates will be announced <insert date>.

The Mayor's Secretary will contact the current holders of the cups/trophies to arrange their return.

### **Selection process for the Citizen of the Year and Environmental Citizen of the Year awards:**

1. The Mayor's Secretary arranges a meeting at the Guildhall and invites the following:  
The Mayor  
The President of Saltash Rotary Club  
All Freemen of the Town.
2. All nominations are checked for eligibility and selection packs made up for each category.  
The pack will contain:
  - A copy of the nomination forms
  - A score sheet.
3. At the start of the meeting any panel member wishing to declare a personal interest is welcome to do so.
4. Following the meeting the spreadsheet of recipients (held on the I drive) is updated.
5. Certificates are printed and signed by the Mayor and then framed ready to be presented.
6. The nominees are sent an invitation to the Civic Service.
7. The Mayor's Secretary recalls all trophies for checking and cleaning in preparation for the next presentation at the Civic Service. They will be stored in the safe or safe room.

**Presentation of Awards:**

The Mayor's Secretary is responsible for taking the certificates and cups to the Civic Service.

The cups must be signed for by the recipient on the day (Appendix 3).

Written permissions must be given by the recipients for photographs taken by and on behalf of Saltash Town Council, to be used on STC social media/press releases/website.





**SALTASH CITIZEN AWARD,**  
**SALTASH ENVIRONMENTAL CITIZEN AWARD**  
**and**  
**SALTASH YOUNG CITIZEN AWARD**  
**<insert year>.**

Each year Saltash Town Council, in conjunction with the Rotary Club, select a Saltash resident to receive the Saltash Citizen Award and a Saltash Environmental Citizen Award. These are prestigious awards which go to an individual who has served the community/environment in some special way. It could be an outstanding one-off contribution to the well-being of the Town or consideration will be given also to a person who has given a period of service to the Town, not just in the prior year, however the person must still be active and cannot be an employee or councillor of Saltash Town Council.

There is also a similar award for the Young Citizen, who should be under the age of 21 at the start of an academic school year and living in Saltash.

Nominations for the <insert year> awards are now being requested. Each recommendation should be using the nomination form on the website or from the Mayor's Secretary.

Nominations should be sent to:

The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX or by e-mail to [mayors-secretary@saltash.gov.uk](mailto:mayors-secretary@saltash.gov.uk) by <insert date>



## Saltash Town Council

### Civic Award Nomination Form

#### Confidentiality:

The information contained in this nomination form is strictly confidential and will not be communicated to any person other than those involved in the administration of the awards.

The nominee should not be told that they have been nominated, as it is not fair to raise their expectations.

#### Acknowledgement and progress of nominations:

We will acknowledge receipt of your nomination but regret that we will be unable to enter into any further correspondence.

#### NOMINEE

#### I nominate the following person for (tick one):

- ☐ Citizen of the Year
- ☐ Young Citizen of the Year
- ☐ Environmental Citizen of the Year

#### Full name of person being nominated:

---

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

**Why are you nominating this person?**

Please tell us how your nominee has made a significant contribution to their area of activity.

It is important to give as much detail as possible about what your nominee has achieved which makes them stand out against others. If the achievements are in more than one area, please make this clear.

<b>Details of the person making the nomination</b>
--

**Full name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Relationship to nominee:** \_\_\_\_\_

I confirm that to the best of my knowledge the information I have provided is accurate.

**Signature:** \_\_\_\_\_

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

<b>Please send the completed form to:</b>
---

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

or by email to: [mayors-secretary@saltash.gov.uk](mailto:mayors-secretary@saltash.gov.uk)

**Your personal information**

Please refer to the [Privacy Notice](#) to understand how we process your personal data.

## Templates: Receipt forms

\*Print on STC headed paper

All to include the following text and a copy of the Town Council Privacy Notice:

You will be contacted by the Mayor's Secretary towards the end of the year to return the award. Please ensure that it is cleaned to a high standard and inform the Town Council of any damage.

Please refer to the Town Council Privacy Notice for details of how we protect your personal data.

---

Received from Saltash Town Council, the Citizen of the Year trophy which will be returned when requested.

Signed:

.....

Name & Address:

.....

.....

.....

Date:

.....

**OR**

Received from Saltash Town Council, the Young Citizen of the Year trophy which will be returned when requested.

Signed:

.....

Name & Address:

.....

.....

.....

### Appendix 3: Award receipt forms

Date:

.....

**OR**

Received from Saltash Town Council, the Environmental Citizen of the Year trophy which will be returned when requested.

Signed:

.....

Name & Address:

.....

.....

.....

Date:

.....

**OR**

Received from Saltash Town Council, the Best Performance Cup which will be returned when requested.

Signed:

.....

Name & Address:

.....

.....

.....

Date:

.....

# Awarding the Honorary Freedom of Saltash

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

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Current Document Status			
Version	2 DRAFT	Approved by	
Date	February 2022	Date	
Responsible Officer	AJT	Minute no.	
Next review date	One year following adoption		

Version History			
Date	Version	Author/Editor	Notes
Nov 2021	1	AJT	New – review required
February 2022	2 DRAFT	AJT	

Document Retention Period
Until superseded

# Awarding the Honorary Freedom of Saltash

## 1. Introduction

The Honorary Freedom of the Town of Saltash is an award made at the discretion of the Town Council. This is the highest honour that the Town Council can bestow and will be awarded only on rare and exceptional occasions and in accordance with legislation<sup>1</sup>.

## 2. The Award

The award confers no special privileges or automatic entitlement to participate in the proceedings of council meetings or civic events. The award is for the lifetime of the individual and is not hereditary. It cannot be awarded posthumously.

The Honorary Freeman/Freewoman will have their name added to the roll of honour board in the Council Chamber. An engraved medallion and illuminated scroll will be presented.

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

The maximum number of Honorary Freeman/Freewomen at any one time is not restricted.

The Town Council reserves the right to withdraw by resolution of the Council the Honour where the actions of a recipient are deemed to bring the award into disrepute.

The award will be promoted annually at a time determined by the Town Clerk with nominations normally received once a year although other circumstances may be considered. Nominations will not be considered until at least 28 days have elapsed following promotion of the award.

## 3. Who can make a nomination?

Nominations may be made by anyone living within the town electoral boundaries and are on the electoral roll. They should refer to this policy and/or seek guidance from the administration team at the Guildhall.

## 4. Eligibility

4.1 Individuals from all walks of life and all sections of the community who have made a significant contribution to community life in Saltash are eligible to be nominated as Honorary Freeman/Freewomen.

4.2 In keeping with the exceptional 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'.

---

<sup>1</sup> See Appendix 1



4.3 It would be expected that the nominee will have given extensive and distinguished service to the community that goes beyond local government i.e. service to other organizations, voluntary and community groups, in a largely voluntary capacity.

4.4 The nominee must have made such an outstanding contribution to the Town to make their contribution stand above that made by other people and 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.

4.5 If the nomination is for service as a former Member of the Town Council, they should have served at least three terms of office (12 years) although these do not have to be consecutive.

4.6 Nominations will not be accepted for current serving members of the Town Council. A suitable qualifying period of at least one month must have elapsed since vacating their role as a Councillor before a nomination is accepted.

## **5. Nomination criteria**

The following should be taken into account when consideration is given to granting the honour of Honorary Freeman/Freewoman of Saltash.

5.1 Preference should be given to a person who performs in a voluntary capacity but this should not preclude the honour being awarded to a person whose dedication and contribution is significantly above that expected from their occupation.

5.2 The contribution to the welfare of the community must involve a significant contribution of the person's time in serving members of the community for the improvement of their welfare or the promotion, achievement and/or delivery of community services in which a real personal role and contribution is made.

**The contribution must be so outstanding that it can be seen to stand above the contributions of most other people.**

## **6. Nomination procedure**

6.1 Nominations should be made in confidence without the knowledge of the nominee as it would be unfair to raise expectations in case they are not met.

Nominations should be in writing on the form attached (Appendix 3) and sent to the Town Clerk.

- 6.2 The Town Clerk will acknowledge receipt of the nomination(s) but no further correspondence will be entered into. The Mayor will be informed of the nomination(s).
- 6.3 The Mayor will call a meeting of the Panel<sup>2</sup> to review the nomination(s).

## **7. Consideration of nominations**

- 7.1 The Panel will consider whether the nomination(s) meet the criteria required. They may request further information in support of the nomination either by asking the Town Clerk to contact the proposer or making their own discreet enquiries. They may choose to hold a further meeting to consider further evidence.
- 7.2 On conclusion of the assessment the Mayor (or Member Chairing the Panel) will ask the Town Clerk to put the following item on the agenda for the next available meeting of the Full Council: 'To receive a report on a nomination/nominations for Honorary Freeman/Freewoman and consider calling an Extraordinary Meeting of the Council to make a decision on the award of the honour.'  
  
(The item will be considered in Confidential Part II.)
- 7.3 The Full Council Meeting will receive a report from the Mayor or Member Chairing the Panel on the assessment of the nomination(s).
- 7.4 Members consider the nomination(s) and vote to consider whether the nomination should be received at an Extraordinary Meeting of the Town Council.
- 7.5 Where it is resolved to receive the nomination(s) at an Extraordinary Meeting the Mayor will call the meeting on a date and time arranged in consultation with the Town Clerk.
- 7.6 At the Extraordinary Meeting the nomination(s) will be considered in confidential session. The motion to make the award(s) should be approved by no less than two thirds of Members present and voting. The decision of the Town Council is final.
- 7.7 Where a resolution is passed to award the Honorary Freedom of the Town, the Town Clerk will contact the nominee(s) in writing informing them of the honour, what it confers and asking if they wish to accept.
- 7.8 Only when the honour has been accepted in writing will press and social media releases be issued confirming the award has been made, the name of the recipient, and why the award has been conferred.

---

<sup>2</sup> See Appendix 2

## **8. Presentation**

The presentation of the award will be in line with the wishes of the recipient subject to approval by the Policy and Finance Committee of expenditure from the Civic Occasions budget.

DRAFT

## Appendix 1

### Legislation

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.<sup>3</sup>

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 purpose 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).”

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<sup>3</sup> Local Government Act 1972 (as amended) s.249 (5)

## Appendix 2 - Procedure

Process	Action	Notes
Promotion and application process starts	Town Clerk to action	
Nomination(s) received	<p>Town Clerk acknowledges OR requests resubmission on nomination form.</p> <p>No earlier than 28 days following promotion the Town Clerk advises Mayor who calls meeting of panel to consider nominations.</p>	<p>Panel comprises Mayor, Deputy Mayor &amp; Chair of P&amp;F.</p> <p>Where a panel Member is nominating or actively involved in the nomination, they cannot sit on the panel. The Vice Chair of P&amp;F will substitute.</p>
<p>The Panel meets to consider whether the nomination meets the criteria for the award.</p> <p>The Panel does not make a decision on conferring the award.</p>	<p>The Panel may request more information in support of a nomination – to be received by a given date. (Town Clerk to action.)</p> <p>If more information is requested a further meeting of panel will be called to consider.</p>	<p>If a Member is sponsoring the nomination they should be asked for the information. The Panel may make discreet enquiries.</p>
The Panel concludes assessment	The Mayor asks the Town Clerk to put the item on next available meeting of FTC (in confidential Part II).	‘To receive a report on a nomination/nominations for Honorary Freeman/Freewoman and consider calling an Extraordinary Meeting of the Council to award the honour.’

The Panel reports to FTC (in Part II of ordinary meeting)	<p>The Chair of the Panel briefs Members on the criteria for the award and reports the assessment of the panel on the nomination(s) received.</p> <p>Where a Member is sponsoring or has made the nomination they may answer questions and provide background evidence in support.</p> <p>All Members vote on a resolution to call Extraordinary Meeting to consider granting the award.</p>	
<p>Extraordinary meeting called to consider nomination for the award.</p> <p>Note – name(s) of nominee(s) should not be disclosed at any point,</p>	<p>Each nomination will require a Proposer and a Secunder.</p> <p>For the award to be made a resolution must be passed by not less than two thirds of Members present and voting.</p>	The debate and vote take place in Confidential Part II
Following the Extraordinary meeting	Where the award is made – Town Clerk to contact nominee in writing asking if they wish to accept the award and what it confers.	Where the nominee accepts the award a press release is issued and arrangements put in place, in line with the wishes of the nominee, for the presentation of the scroll and medallion.

## Appendix 3

### Saltash Town Council

#### Nomination for the award of the Freedom of Saltash

*The Freedom of Saltash is a rare and exceptional award made at the discretion of the Town Council and conferment will be strictly limited to those who have made a very significant contribution to the Town.*

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

The proposer is advised to read the policy document Awarding the Freedom of Saltash before completing this form to ensure their nominee meets the award criteria. Advice may be sought from the administration team at the Guildhall:

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

Telephone: 01752 844846

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#### Confidentiality:

The information contained in this nomination form is strictly confidential and will not be communicated to any person other than those involved in the administration of the awards.

The nominee should not be told that they have been nominated, as it is not fair to raise their expectations.

#### Acknowledgement and progress of nominations:

We will acknowledge receipt of your nomination but regret that we will be unable to enter into any further correspondence unless more information in support of the nomination is required.

#### Your personal information

Please refer to the [Privacy Notice](#) to understand how we process your personal data.

## About the person you wish to nominate

Full name of person being nominated:

---

Their address (including full postcode)

---

---

### Why are you nominating this person?

Please tell us why you think that this person should receive this exceptional award by giving as much detail as possible in 500 words or less.

When completing this section please note that Section 249 (5)-(10) of the Local Government Act 1972 as amended gives the Town Council the power to confer the award on

- A person of distinction and/or
- A person who has, in the opinion of the Town Council, 'rendered eminent services to the Town'.

Please provide evidence of how the nominee fits into one or both of these categories. If the activities that the nominee is being recommended for are as part of an organisation or charity, please provide the name.

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Your name



Your address

---

Your email address

Contact telephone number

---

What is your connection to the nominee?

---

---

---

I confirm that to the best of my knowledge the information I have provided is accurate.

Signature: \_\_\_\_\_

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

Please send the completed form to:

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

or by email to: [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

## Appendix 4

### **THE HONORARY FREEDOM OF THE TOWN OF SALTASH**

The Honorary Freedom of the Town of Saltash is an award made at the sole discretion of the Town Council. This is the highest honour that the Town Council can bestow and will be awarded only on rare and exceptional occasions and in accordance with legislation.

While the award is made infrequently, nominations may be submitted by anyone living within the electoral boundaries of the Town. Nominees should have made a very significant contribution to the community life of the Town, normally over a prolonged period and largely in a voluntary capacity.

For more information, please read the Town Council Policy 'Awarding the Freedom of Saltash' (available on the Town Council website) or request a copy from the Guildhall. Advice may be obtained either by contacting one of your local Council Members or the administration team at the Guildhall.

If you wish to make a nomination, please use the nomination form which can be obtained from the website or on request from the Guildhall.

Nominations should be sent to:

The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX or by e-mail to [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

## **Appendix 5**

### **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.

## **Saltash Team For Youth Report for Policy & Finance Committee meeting on 8 March 2022**

The main agenda item at the last working group meeting on Friday 14 January was to review and refresh the criteria for the *Delivery of Professional Youth Work in Saltash* tender document.

The recommended changes to the criteria are two-fold:

### **1. Evidence of need**

It was agreed to include a question about evidence of need in the next tender document. It was felt that this was important to assist Saltash Town Council's understanding about the situation for young people and the challenges they face. This would then help to inform council priorities. It will also help the applicants to be clear on the focus of their work, what they seek to address and the intended outcomes.

### **2. Required matched funding**

It was also agreed to expand the question about the required matched funding asking the applicants what the source of this will be in addition to the amount. This will help to track progress if the application is successful and increase the likelihood of the matched funding actually being secured alongside the investment from Saltash Town Council.

The above changes, together with some minor changes in the text, have been incorporated into the tender document and included on the agenda for this evening's meeting for approval. The changes are marked in red.

My apologies for this evening's meeting as I'm working in Manchester.

Saltash Team For Youth next meets on Friday 11 March, 1pm at Livewire.

Cllr Matt Griffiths  
17/02/22



## **SALTASH TOWN COUNCIL**

### **Delivery of Professional Youth Work in Saltash in 2022/23**

Saltash Town Council has budgeted £50,000 for the provision of professional youth work services in Saltash in the period April 2022 to March 2023. This is an increase of 25% from the 2021/22 budget.

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

#### **Outline Specification**

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

## Measuring the Service Performance

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

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

## How to apply

Interested organisations should send their bid proposal to the Assistant Town Clerk at the address below by **Monday 15<sup>th</sup> August 2022 at 5pm.**

### Proposals should address:

1. The requirements of the specification.
2. The elements of the service the organisation proposes to deliver.
3. How much the organisation is asking for.
4. The organisation's ability to deliver the service in Saltash.
5. Evidence of need describing the challenges faced by the young people the organisation supports. Both qualitative and quantitative data is welcomed.
6. The amount of matched funding secured and the source of this.

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

### Policies:

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

### Insurances:

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

Accounts:

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

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

**To:**

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

Or by email to [tenders@saltash.gov.uk](mailto:tenders@saltash.gov.uk)

**Enquiries**

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

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



## JY Youth/Skatepark cic

### First quarterly report :- September 2021- December 2021

#### Who are we:-

JY Skatepark cic is a youth Hub where young people can use the facility to hang out and feel part of something within their community, we try to make it feel like it's their home from home and to take ownership of the space.

we have professional youth workers on hand to support young people with their needs and deliver on lots of different single issues such as anti-bullying awareness, mental health, sexual advice, social media and the effects it can bring, keeping a healthy body and mind.

We thrive to engage fully with all our young people, building strong relationships and gaining their trust whilst in a safe environment, we encourage working as a team at JY and everyone is to be included and treated equally, we also aim to push those friendships that may not happen in different social scenes such as School or maybe other competitive and structural sports clubs, even though JY focuses on extreme sports as its tool to engage with young people it is forefront all about young people having a safe space to hang out and chill with their peers and finding themselves as they develop into young adults.

#### Open access Sessions Funded by STC/Match Funding:-

##### Monday (last one of the month) Girls only Night (6:30pm-8:30pm)

. We run this session as a Girls only night, this gives them time and space to build on their confidence and share their time and space with other females who are less confident when going to a club, it supports with their social anxiety and gives them a space to find themselves and meet new friends, this session also has a professional coach delivering skills within extreme sports.

##### Tuesday Youth nights (7:00pm-9:00pm)

. This session is ran as a Youth Club open access for ages 11-19yrs, We have professional youth workers at these sessions, engaging and supporting young people with their needs within a safe and fun environment, We also use extreme sports again as a tool to engage and support their confidence of skills and we have other different projects throughout the year within these sessions to give young people skills for either now or later life skills.

##### Wednesday Skate Skool (5:30pm -7:30pm) (7:30pm-9:30pm)

. Our Skate Skool sessions are ran by our qualified Skate Coach. He coaches them skills within Skateboarding, growing their confidence and understanding of how to use the Skateboard safely whether it be at JY or other Skateparks they visit, this session has two levels beginner and intermediate.

Thursday Youth Nights (7:00pm -9:00pm) . This session is ran as a Youth Club open access for ages 11-19yrs, We have professional youth workers at these sessions, engaging and supporting young people with their needs within a safe and fun environment, We also use extreme sports again as a tool to engage and support their confidence of skills and we have other different projects throughout the year within these sessions to give young people skills for either now or later life skills.

### Friday/Saturday/Sunday

. We use these day's for people to book the space for Private hires for Birthday party's or just a session with friends or Family etc..

### **Outreach work:-**

. JY has continued over the last few months to deliver out reach at Saltmill Skatepark, We have given a proposal to GW South and Cornwall council to take on the Lease or have a partnership for Saltmill Skatepark as we feel we would be able to turn the space around and look for funding to make changes to the space, we have listened and spoken to a lot of young people over the last few years and feel have a good indication of what they want to see down at Saltmill Skatepark, we will be looking to do a survey with our young people first regarding Saltmill Skatepark and Also a survey with the community to hear there views on the area and what they'd like to see happen down there, once we have these put together we will also be communicating with the Town council.

We also will be continuing to support young people in and around the town (Mainly Saltmill) to give them information on what groups and activities are available to them within Saltash, this will be flyer based etc..

We will also again work with the town council, Police, Schools within Saltash to support with the needs when it comes to Anti Social behaviours within the town.

### **News:**

. We would like to give a big shout out to the Saltash Rotary for there funding support which we have purchased a Pizza machine, we will be using this at Youth Nights and getting the young people involved learning how to make there own pizzas.

JY also received a funding bid from community cornwall, which will be used to purchase safety equipment for JY young people and in the summer we will take the safety equipment down to Saltmill for young people to borrow should they not be in a position to have there own.

We have also been working really hard over the Christmas period to open up a space at Jy for a more comfortable and spacious seating area for our young people at youth nights to support a space to engage with them and also a comfy space for parents or carers on Skate Skool Nights, it looks so cool and we can't wait to get using the space.

### **Match funding:-**

We have applied to awards for all for £10,000 and we are now waiting to hear back if we are successful or not, we have received funding so far from Saltash Rotary Club of £1000 and Community Cornwall we received £2000, we will also be looking at funding for bigger pots like changing spaces money if we move further with the Saltmill Skatepark Project later this year.

In house funding will be monies from Skate Skool, Private Hires, Girls Nights, Tuck shop. We are also looking at putting on events this year in house to raise funds, Quiz Nights, Skateboard Competitions.

**Open access hours:-**

September 2021 – December 2021 – 60hrs

25 young people per 2 hrs session supported

**Outreach hours:-**

September 2021 – December 2021 – 15 hrs

10 – 15 young people support every visit to Saltmill Skatepark

**Single issues :** 2 Health and Wellbeing, effect of social media



Report to Saltash Town Council from Livewire youth project from September 2021 to December 2021

1. Number of open access sessions run: 39 during these sessions young people have been able to have music lessons [guitar, bass, drums, keyboard, vocals, live sound and music technology], lessons in stage lighting, rehearsal space, perform on stage, take part in single issue programmes, have youth work support or counselling, volunteer, socialise and take part in Art workshops on Wednesday evenings.
2. There have been 3 single issue programmes during this time one on Online safety, one on housing issues and one on body image.
3. 469 young people engaged with through open access sessions, young women's music sessions, well being group attendance, counselling, daytime referral sessions, Saturday recording sessions,
4. All young people engaged with are receiving individual or group support
5. 6 young people have been supported in getting back into employment, education or training.
6. 56 young people have measurable distance travelled
7. 12 young people were referred from schools, 4 from CAMH's, 5 from targeted youth support workers, 2 from youth offending service, 8 from GP's, 4 from social workers and 2 from the police. In total we have had 37 referrals from other organisations.
8. 821 volunteer support worker hours have taken place in this period.
9. The match funding secured to date includes the Big Lottery funding of £219,000 over 5 years of which 15,000 per year is towards youth work.

We have been really busy since we reopened last summer when the NYA guidance allowed and since September most particularly as the restrictions on numbers were lifted. We have also been asked to implement mechanism for young people to guide service delivery. I am sorry this hasn't been made clear but it is something that has always been really important here at Livewire. We have a young people's development group which changes as young people move on but this group has been established at Livewire since the 90's. This group of young people have been responsible for feeding back to the management committee on behalf of the membership their views for developments at Livewire. They have been involved with all developments over the years from the name change to the developments in the venue and everything in between.

Currently they are working on amongst other things a refurbishment project in the blue room at Livewire which is used for Art workshops on a Wednesday evening and is increasingly used for lessons on Mondays and Thursdays so it was felt by young people at Livewire that the room needs some clever reworking.