



Saltash Town Council

Konsel An Dre Essa



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

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Tuesday 12th July 2022 at 6.30 pm.**

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

Yours sincerely,

S Burrows
Town Clerk

To:

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

Agenda

1. Health and Safety Announcements.
2. Apologies.
3. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
4. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.
Please note: Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email.
5. To receive and approve the minutes of the Policy and Finance Committee held on 10th May 2022 as a true and correct record. (Pages 5 - 14)
6. All accounts and bank accounts reconciled up to 31st May 2022.
7. Petty cash reconciled up to 31st May 2022.
8. To receive a report on VAT. (Page 15)
9. To receive a report on investments. (Page 16)
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 17 - 26)
12. To receive a report from the Finance Officer. (Pages 27 - 39)
13. Town Clerks report on delegated authority to spend.
14. To consider Risk Management reports as may be received.
15. To consider Community Chest and Festival Fund applications:
 - a. Community Chest Fund: (Pages 40 - 59)
 - a. Community Chest

Application Number	Organisation	Amount Requested
CC258	Safe 38	£434.00

- b. Festival Fund: (Pages 60 - 79)

b. Festival Fund

Application Number	Organisation	Amount Requested
FF112	RBL	£850.00

16. To receive and note a report from the Tamar Preservation Society - Mary Newman's Cottage on funding awarded. (Pages 80 - 82)
17. To receive and consider recommending the following policies to Full Council:
- a. Data Retention and Disposal (Pages 83 - 99)
 - b. Receiving Public Questions at Meetings (Pages 100 - 104)
 - c. Standing Orders (Pages 105 - 143)
(Pursuant to P&F held 07.09.2021 Minute no. 79/21/22 c)
 - d. Terms of Reference STC Committees and Sub Committees (Pages 144 - 171)
 - e. Customer Feedback (Pages 172 - 180)
 - f. Unreasonable Persistent Complaints. (Pages 181 - 195)
 - g. Provision of IT Equipment and Acceptable Use, UK GDPR Awareness Checklist and collection/return form. (Pages 196 - 205)
18. To receive and note a report on Freedom of Information Requests. (Pages 206 - 211)
19. To receive and note a report on UK GDPR. (Page 212)
20. To consider reviewing the Town Council Solicitor services and consider any actions and associated expenditure.
21. To receive a report on a defibrillator in the Town and consider any actions and associated expenditure.
22. To receive and note a report from Livewire Youth Project. (Page 213)

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

- a. Neighbourhood Plan Steering Group - No report
- b. Saltash Team For Youth (Pages 214 - 215)
- c. Section 106 Panel (Page 216)

24. 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.

25. To consider any items referred from the main part of the agenda.

26. Public Bodies (Admission to Meetings) Act 1960:

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

27. To consider urgent non-financial items at the discretion of the Chairman.

28. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Tuesday 13 September 2022 at 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 10th May 2022 at 6.30 pm

PRESENT: Councillors: R Bickford, J Dent, J Foster, S Gillies, S Miller (Chairman), B Samuels, P Samuels, B Stoyel and D Yates (Vice-Chairman).

ALSO PRESENT: S Burrows (Town Clerk) and M Thomas (Senior Policy and Data Compliance Officer)

APOLOGIES: R Bullock, G Challen, L Challen, M Griffiths, S Lennox-Boyd, S Martin and J Peggs.

1/22/23 HEALTH AND SAFETY ANNOUNCEMENTS

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

2/22/23 TO ELECT A CHAIRMAN

It was proposed by Councillor Yates, seconded by Councillor Dent to nominate Councillor Miller.

It was proposed by Councillor P Samuels, seconded by Councillor Foster to nominate Councillor P Samuels.

Following a vote it was **RESOLVED** to appoint Councillor Miller as Chairman.

Councillor Miller in the Chair.

3/22/23 TO ELECT A VICE CHAIRMAN

It was proposed by Councillor Yates, seconded by Councillor Foster and following a vote it was **RESOLVED** to appoint Councillor P Samuels as Vice Chairman.

Councillor Miller thanked Councillor Yates for his support as Vice Chairman in the preceding year.

4/22/23

DECLARATIONS OF INTEREST:

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

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
Bickford	17a (CC257)	Non-Pecuniary	Member of Saltash Sailing Club	Yes
Bickford	17b (FF111)	Non-Pecuniary	Member of Regatta Committee	Yes
Samuels B	18c	Non-Pecuniary	Member of Saltash Rotary	No
Samuels P	18c	Non-Pecuniary	Member of Saltash Rotary	No
Stoyel	18c	Non-Pecuniary	Member of Saltash Rotary	No

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

None.

5/22/23

QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

6/22/23

TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 8TH MARCH 2022 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 Foster and **RESOLVED** that the minutes of the Policy and Finance Committee held on 8th March 2022 were confirmed as a true and correct record.

7/22/23 ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31ST MARCH 2022.

It was **RESOLVED** to note.

8/22/23 PETTY CASH RECONCILED UP TO 31ST MARCH 2022.

It was **RESOLVED** to note.

9/22/23 TO RECEIVE A REPORT ON VAT.

It was **RESOLVED** to note.

10/22/23 TO RECEIVE A REPORT ON INVESTMENTS.

It was **RESOLVED** to note.

11/22/23 TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS. IT WAS NOTED THAT THERE ARE NO DISCREPANCIES TO REPORT.

It was **RESOLVED** to note.

12/22/23 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.

The Acting Town Clerk informed Members that the year end is progressing well and that the EMF balances remain unaudited and may vary. The prepayments and accruals may also have an impact on the budget figures.

It was **RESOLVED** to note.

13/22/23 TO RECEIVE A REPORT FROM THE FINANCE OFFICER.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to note the report and to retain the current Mayor's Charity Account with a monthly fee of around £8.00 to be paid by the Town Council allocated to Budget Code 6200 PR Bank Charges.

14/22/23 ACTING TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.

None.

15/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

16/22/23 TO CONSIDER AWARDING COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:

a. Community Chest:

Application Number	Organisation	Amount Requested
CC256	Tamar Protection Society	£500.00

It was proposed by Councillor P Samuels, seconded by Councillor Gillies and **RESOLVED** to award £500.00.

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

Application Number	Organisation	Amount Requested
CC257	Saltash Sailing Club	£1,000.00

It was proposed by Councillor Foster, seconded by Councillor Gillies and **RESOLVED** to award £1,000.00.

Councillor Bickford was invited and returned to the meeting.

b. Festival Fund:

Application Number	Organisation	Amount Requested
FF110	Friends of Tincombe	£335.00

It was proposed by Councillor Stoyel, seconded by Councillor P Samuels and **RESOLVED** to award £335.00.

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

Application Number	Organisation	Amount Requested
FF111	Saltash Regatta	£2,943.00

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED** to award £2,943.00.

Councillor Bickford was invited and returned to the meeting.

17/22/23 TO RECEIVE AND NOTE REPORTS ON FUNDING AWARDED:

- a. To receive and note a report from Forder Community and Conservation Association relating to the use of Community Chest funding.

It was **RESOLVED** to note.

- b. To receive and note a letter confirming the return of Town Council Community Chest awarded grant money from the Sue Hooper Charitable Foundation.

It was **RESOLVED** to note.

Cllrs B Samuels, P Samuels and Stoyel remained in the room for the next agenda item due to there being no discussion or vote that would require Members declaration of interest to leave the meeting.

- c. To receive and note a letter from Saltash Rotary Club relating to the BT phone box located outside Isambard House.

In addition to the letter Councillor B Samuels informed Members that the defibrillator was due to be delivered this week and works to commence as soon as practicable.

It was **RESOLVED** to note that the Rotary Club of Saltash confirmed that they will meet or exceed all the parameters listed in the British Telecommunications PLC Agreement for the sale or purchase of the telephone kiosk.

18/22/23 TO RECEIVE AND CONSIDER RECOMMENDING TO FULL COUNCIL THE FOLLOWING POLICY AMENDMENTS:

a. Financial Regulations 2022-23

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Council to be held on 9th June 2022 to adopt the amendments to the Financial Regulations 2022-23.

b. Standing Orders

It was proposed by Councillor Miller, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to be held on 9th June 2022 to adopt the amendments to the Standing Orders 2022-23.

c. Unreasonable Customer Behaviour and Persistent Complaints.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** that:

- i. The draft policy showing the amendments is circulated to all Members to review;
- ii. Members submit any comments to the Senior Policy and Data Compliance Monitoring Officer;

Subject to the above, it was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to defer the draft policy to Full Council to be held on 9th June 2022 for further consideration.

19/22/23 TO RECEIVE AN IT REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor B Samuels, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Council to be held on 9th June 2022 to:

- a. Vire £4,900 from Budget Code 6274 PR EMF Internet Redevelopment to Budget Code P&F 6306 IT Maintenance;
- b. Close Budget Code 6274 PR EMF Internet Redevelopment.

The Acting Town Clerk is to investigate the background to the shortfall reporting back to the Committee.

20/22/23 TO RECEIVE AND CONSIDER ADOPTING THE DRAFT TEMPLATE DESIGN FOR ALL FUTURE TOWN COUNCIL ANNOUNCEMENTS.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Town Council to be held on 9th June 2022 to adopt the revised announcement template with the addition of the Town Council Modern Logo.

21/22/23 TO RECEIVE A REPORT ON THE TENDER OPENING FOR THE DELIVERY OF PROFESSIONAL YOUTH WORK IN SALTASH FOR THE YEAR 2022-23 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to note the report and that the delivery of professional youth work in Saltash be awarded, subject to receipt of the required documentation set out in the specification:

- | | |
|-----------------------|------------|
| a. Livewire | £17,632.00 |
| b. The Core | £17,885.00 |
| c. Junkyard Skatepark | £14,483.00 |

22/22/23 TO RECEIVE A REPORT FROM PROFESSIONAL YOUTH WORK ORGANISATION

It was **RESOLVED** to note.

23/22/23 **TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

a. Neighbourhood Plan Steering Group

It was **RESOLVED** to note.

b. Saltash Team for Youth

It was **RESOLVED** to note.

c. Section 106 Panel

Councillor Bickford gave a verbal update that had been previously covered at the Annual Meeting of the Town Council where the new S106 Terms of Reference were approved. The date of the next meeting is yet to be confirmed and there is one outstanding application.

It was **RESOLVED** to note.

24/22/23 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was proposed by Councillor Dent, seconded by Councillor Bickford and **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

25/22/23 **TO RECEIVE A RECOMMENDATION FROM THE PERSONNEL COMMITTEE MEETING HELD ON 29TH MARCH 2022 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

During the discussion of this item Councillor Foster and Councillor Yates left the meeting briefly and returned to rejoin the meeting.

It was proposed by Councillor Miller, seconded by Councillor Gillies and **RESOLVED** to approve two of the three recommendations from the Personnel Committee held on 23rd March 2022:

- a. To appoint Cornwall Council to inform identified persistent complainants to only communicate through Cornwall Council's complaints email box or by post.
- b. Cornwall Council to forward any related Town Council business direct to Saltash Town Council if relevant to their services

Further to this, it was proposed by Councillor Miller, seconded by Councillor Gillies and **RESOLVED** to approve:

- i. The Town Council IT Consultant to block identified persistent complainants emails to all staff email boxes;
- ii. Members to block identified persistent complainants emails if they wish to;
- iii. The inclusion of the procedure to be added to the Unreasonable Customer Behaviour and Persistent Complaints policy.

26/22/23 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to resolve that the public and press be re-admitted to the meeting.

27/22/23 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

28/22/23

**TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE
OF THE MEETING.**

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

1. Feedback from the Forder Community and Conservation Association as an example of a successful funding outcome;
2. Community Chest and Festival Fund awards;
3. Delivery of Professional Youth Work awards.

DATE OF NEXT MEETING

Tuesday 12 July 2022 at 6.30 pm

Rising at: 8.29 pm

Signed: _____
Chairman

Dated: _____

Agenda Item 8

To receive a report on VAT.

VAT: The next VAT return is due for the 01/04/22 – 30/06/22 on the 7th August.

To receive a report on investments.

- £200,000 with Public Sector Deposit Fund (Variable Interest Current Average 0.69%)
- £386,610 with Barclays Active Saver. (Interest Rate 0.10%)
- £500,650 with Nationwide on a 95 Days' Notice. (Interest Rate 0.4%)
- £995,983 with Cornwall Council instant Access Account. (Interest Rate Variable currently between 0.55% - 0.63%)

Saltash Town Council Summary Budget Report 2022-23
Saltash Town Council
As at 30th June 2022

Account	Actual Received/S pend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Notes	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Operating Income											
Total Operating Income											
Burial Authority Income	23,802	0	0	17,500	1,770	15,730		17,938	18,386	18,846	19,317
Burial Board Income	9,253	0	0	8,064	4,025	4,039		8,266	8,472	8,684	8,901
P&F Income	5,446	0	0	4,125	1,140	2,985		4,228	4,333	4,442	4,553
Guildhall Income	1,998	0	0	10,750	919	9,831		11,019	11,294	11,577	11,866
Library Income	970	0	0	4,100	910	3,190		3,247	2,995	3,070	3,146
Maurice Huggins Income	458	0	0	1,000	233	768		1,025	1,051	1,077	1,104
Station Income	1,983	0	0	6,000	492	5,508		6,150	6,304	6,461	6,623
Service Delivery Income	15,567	0	0	21,617	11,567	10,050		22,158	22,711	23,280	23,862
Total Total Operating Income	59,477	0	0	73,156	21,055	52,101		74,031	75,546	77,437	79,372
Total Operating Income	59,477	0	0	73,156	21,055	52,101		74,031	75,546	77,437	79,372
Operating Expenditure											
Operating Expenditure											
Burial Authority Expenditure	22,569	0	0	24,348	1,762	22,586		24,422	24,498	13,883	3,269
Burial Authority Staffing Expenditure	7,869	0	0	10,843	2,289	8,554		11,167	11,499	11,841	12,194
Burial Board Expenditure	1,923	0	0	5,743	1,225	4,518		5,887	6,033	6,185	6,339
Burial Board Staffing Expenditure	17,767	0	0	25,303	6,020	19,283		26,056	26,831	27,632	28,455
P&F Expenditure	152,269	0	14,150	212,240	33,854	192,536		214,097	217,047	220,074	223,038
P&F Staffing Expenditure	299,651	0	20,000	305,790	60,263	265,527		335,485	345,467	355,751	366,340
Guildhall Expenditure	24,070	0	0	29,267	10,320	18,947		29,998	30,748	31,517	32,304
Guildhall Staffing Expenses	23,004	0	0	28,405	5,188	23,217		29,250	30,122	31,024	31,949
Library Expenditure	27,327	0	21,500	33,138	15,123	39,515		55,430	56,240	57,046	57,895
Library Staffing Expenses	112,705	0	0	127,319	30,119	97,200		131,126	135,044	139,081	143,236
Maurice Huggins Expenses	1,786	0	0	3,641	856	2,785		3,731	3,823	3,919	4,018
Station Expenditure	8,877	0	0	21,023	4,573	16,450		21,547	22,086	22,640	23,205
Station Staffing Expenses	0	0	0	8,095	0	8,095		8,333	8,575	8,826	9,084
Service Delivery Expenditure	62,426	0	0	91,756	7,893	83,863		93,941	96,173	98,464	100,814
Service Delivery Staffing Expenditure	204,888	0	0	307,858	61,303	246,555		317,019	326,453	336,168	346,172
Personnel Expenditure	9,713	0	8,945	10,669	889	18,725		10,935	11,208	11,489	11,775
Total Operating Expenditure	976,845	0	64,595	1,245,438	241,678	1,068,355		1,318,424	1,351,847	1,375,540	1,400,087
Total Operating Expenditure	976,845	0	64,595	1,245,438	241,678	1,068,355		1,318,424	1,351,847	1,375,540	1,400,087
Total Operating Surplus/ (Deficit)	(917,369)	0	(64,595)	(1,172,282)	(220,623)	(1,016,254)		(1,244,393)	(1,276,301)	(1,298,103)	(1,320,715)
EMF Expenditure											
Burial Authority EMF Expenditure	2,498	28,835	0	0	800	28,035		0	0	0	0
Burial Board EMF Expenditure	0	3,720	0	0	0	3,720		0	0	0	0
P&F EMF Expenditure	34,833	174,931	59,100	7,000	469	240,562		0	0	0	0
Guildhall EMF Expenditure	0	50,593	0	20,000	620	69,973		5,000	0	0	0
Library EMF Expenditure	22,885	85,664	178,430	11,156	3,728	271,522		0	0	0	0
Maurice Huggins EMF Expenditure	0	820	0	0	0	820		0	0	0	0
Station EMF Expenditure	47,476	113,237	2,250	0	0	115,487		0	0	0	0
Service Delivery EMF Expenditure	61,481	85,925	0	57,000	311	142,614		17,000	17,000	17,000	17,000
Personnel EMF Expenditure	1,215	4,785	0	2,000	0	6,785		0	0	0	0
Total EMF Expenditure	170,388	548,510	239,780	97,156	5,928	879,518		22,000	17,000	17,000	17,000
Total Overall Expenditure (Operational & EMF)	1,147,233	548,510	304,375	1,342,594	247,606	1,947,873		1,340,424	1,368,847	1,392,540	1,417,087
Total Overall Budget Surplus/ Defecit	(1,087,757)	(548,510)	(304,375)	(1,269,438)	(226,551)	(1,895,772)		(1,266,393)	(1,293,301)	(1,315,103)	(1,337,715)
Notes											
To/From Reserves & Budget Virements 2021/22											
1. All budget virements are detailed on the individual committee budget sheets											

Account	Actual Received/S pend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Notes	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Operating Income											
Burial Authority Income											
4612 BA Cemetery Fees (Churchtown)	23,510	0	0	17,500	1,478	16,022		17,938	18,386	18,846	19,317
4614 BA Memorial Bench Income (Churchtown)	292	0	0	0	292	(292)		0	0	0	0
Total Burial Authority Income	23,802	0	0	17,500	1,770	15,730		17,938	18,386	18,846	19,317
Total Operating Income	23,802	0	0	17,500	1,770	15,730		17,938	18,386	18,846	19,317
Operating Expenditure											
Burial Authority Expenditure											
6000 BA Petrol	120	0	0	300	45	255		308	315	323	331
6001 BA Machinery Maintenance Costs	38	0	0	250	0	250		256	263	269	276
6003 BA Health & Safety	0	0	0	50	0	50		51	53	54	55
6004 BA General Site Maintenance	233	0	0	500	421	79		513	525	538	552
6005 BA Fire Extinguishers	61	0	0	82	41	41		84	86	88	91
6008 BA Tree Survey & Tree Maintenance	81	0	0	718	718	0		735	754	773	792
6009 BA Electricity Costs	206	0	0	276	(18)	294		283	290	297	304
6010 BA PWLB Loan Repayment & Interest	21,385	0	0	21,385	0	21,385		21,385	21,385	10,693	0
6011 BA Water	0	0	0	331	0	331		339	348	357	365
6012 BA Memorial Bench (Expenditure)	0	0	0	0	147	(147)		0	0	0	0
6013 BA Security Alarm Maintenance	156	0	0	157	119	38		161	165	169	173
6014 BA Cemetery Software Subscription	290	0	0	299	288	11		307	314	322	330
Total Burial Authority Expenditure	22,569	0	0	24,348	1,762	22,586		24,422	24,498	13,883	3,269
Burial Authority Staffing Expenditure											
Burial Authority Staffing Expenses	152	0	0	269	9	260		276	282	289	297
6666 ST BA Staff Training (Churchtown)	0	0	0	206	0	206		211	216	222	227
Burial Authority Staffing Costs	7,718	0	0	10,368	2,280	8,088		10,680	11,001	11,330	11,670
Total Burial Authority Staffing Expenditure	7,869	0	0	10,843	2,289	8,554		11,167	11,499	11,841	12,194
Total Operating Expenditure	30,439	0	0	35,191	4,051	31,140		35,589	35,997	25,724	15,463
Total Burial Authority Operating Expenditure	30,439	0	0	35,191	4,051	31,140		35,589	35,997	25,724	15,463
Total Burial Authority Operating Surplus/ (Deficit)	(6,637)	0	0	(17,691)	(2,281)	(15,410)		(17,651)	(17,611)	(6,878)	3,854
Burial Authority EMF Expenditure											
6070 BA EMF Churchtown Cemetery Capital Works	0	7,668	0	0	0	7,668		0	0	0	0
6071 BA EMF Replace Machinery & Equipment	0	14,967	0	0	0	14,967		0	0	0	0
6073 BA EMF Memorial Garden	2,498	5,000	0	0	800	4,200		0	0	0	0
6692 ST BA EMF Staff Contingency (Churchtown)	0	1,200	0	0	0	1,200		0	0	0	0
Total Burial Authority EMF Expenditure	2,498	28,835	0	0	800	28,035		0	0	0	0
Total Burial Authority Expenditure (Operational & EMF)	32,937	28,835	0	35,191	4,851	59,175		35,589	35,997	25,724	15,463
Total Burial Authority Budget Surplus/ Deficit	(9,135)	(28,835)	0	(17,691)	(3,081)	(43,445)		(17,651)	(17,611)	(6,878)	3,854

Account	Actual Received/S pend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds to Receive/ Available to Date 2022/23	Notes	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Burial Board Operating Income											
Burial Board Income											
4600 BB Cemetery Fees (St. Stephens)	8,692	0	0	7,500	3,440	4,060		7,688	7,880	8,077	8,279
4605 BB SLA Payment Grass Cutting	561	0	0	564	585	(21)		578	592	607	622
Total Burial Board Income	9,253	0	0	8,064	4,025	4,039		8,266	8,472	8,684	8,901
Total Burial Board Operating Income	9,253	0	0	8,064	4,025	4,039		8,266	8,472	8,684	8,901
Burial Board Operating Expenditure											
Burial Board Expenditure											
6100 BB Petrol	279	0	0	400	105	295		410	420	431	442
6101 BB Machinery Maintenance Costs	535	0	0	650	0	650		666	683	700	717
6103 BB Health & Safety	0	0	0	100	0	100		103	105	108	110
6104 BB General Site Maintenance	714	0	0	1,281	0	1,281		1,313	1,346	1,380	1,414
6108 BB Tree Survey & Tree Maintenance	396	0	0	3,312	1,120	2,192		3,395	3,479	3,566	3,656
Total Burial Board Expenditure	1,923	0	0	5,743	1,225	4,518		5,887	6,033	6,185	6,339
Burial Board Staffing Expenditure											
Burial Board Staff Expenses	304	0	0	628	22	606		643	658	676	692
6670 ST BB Staff Training (St. Stephens)	133	0	0	481	0	481		493	505	518	531
Burial Board Staffing Costs	17,329	0	0	24,194	5,998	18,196		24,920	25,668	26,438	27,232
Total Burial Board Staffing Expenditure	17,767	0	0	25,303	6,020	19,283		26,056	26,831	27,632	28,455
Total Burial Board Operating Expenditure	19,691	0	0	31,046	7,245	23,801		31,943	32,864	33,817	34,794
Total Burial Board Operating Expenditure	19,691	0	0	31,046	7,245	23,801		31,943	32,864	33,817	34,794
Total Burial Board Operating Surplus/ (Deficit)	(10,438)	0	0	(22,982)	(3,221)	(19,762)		(23,677)	(24,392)	(25,133)	(25,893)
Burial Board EMF Expenditure											
6170 BB EMF Repairs to Cemetery Wall	0	920	0	0	0	920		0	0	0	0
6693 ST BB EMF Staff Contingency (St Stephens)	0	2,800	0	0	0	2,800		0	0	0	0
Total Burial Board EMF Expenditure	0	3,720	0	0	0	3,720		0	0	0	0
Total Burial Board Expenditure (Operational & EMF)	19,691	3,720	0	31,046	7,245	27,521		31,943	32,864	33,817	34,794
Total Burial Board Budget Surplus/Deficit	(10,438)	(3,720)	0	(22,982)	(3,221)	(23,482)		(23,677)	(24,392)	(25,133)	(25,893)

Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Notes	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
P&F Operating Income											
P&F Income											
4901 PR Bank Interest Received	5,429	0	0	4,125	1,140	2,985		4,228	4,333	4,442	4,553
4908 PR Misc Income	17	0	0	0	0	0		0	0	0	0
Total P&F Income	5,446	0	0	4,125	1,140	2,985		4,228	4,333	4,442	4,553
Total P&F Operating Income	5,446	0	0	4,125	1,140	2,985		4,228	4,333	4,442	4,553
P & F Operating Expenditure											
P&F Expenditure											
6200 PF Bank Charges (6200)	700	0	0	1,108	223	885		1,136	1,164	1,193	1,223
6201 PF Audit (6201)	3,400	0	0	3,450	(2,200)	5,650		3,536	3,625	3,715	3,808
6202 PF Civic Occasions (including Road Closures) (6202)	1,808	0	4,500	3,500	1,772	6,228		2,530	2,593	2,658	2,725
6203 PF Mayors' Allowance	4,838	0	0	4,959	496	4,463		5,083	5,210	5,340	5,474
6204 PF Councillors' Allowance	1,932	0	0	3,520	0	3,520		3,608	3,698	3,790	3,885
6205 PF Insurance	18,308	0	0	22,132	8,721	13,411		22,265	22,398	22,533	22,533
6206 PF Youth Council (6206)	4,000	0	0	4,000	0	4,000		4,000	4,000	4,000	4,000
6208 PF Subscriptions (6208)	10,231	0	0	15,000	12,108	2,892		15,375	15,759	16,153	16,557
6210 PF Community Chest (6210)	3,570	0	0	10,000	1,170	8,830		10,000	10,000	10,000	10,000
6211 PF Website Maintenance (6211)	684	0	0	1,000	160	840		1,025	1,051	1,077	1,104
6213 PF Councillor Training & Expenses (6213)	2,229	0	0	2,742	74	2,668		2,810	2,881	2,953	3,027
6214 PF Health & Safety (6214)	8,522	0	0	7,500	2,453	5,047		7,688	7,880	8,077	8,279
6215 PF Annual Report	0	0	0	450	0	450		461	473	485	497
6216 PF Miscellaneous	0	0	0	100	0	100		103	105	108	110
6217 PF Data Protection (6217)	55	0	0	100	55	45		103	105	108	110
6219 PF Covid 19 H&S Materials & Equipment	3,564	0	0	2,000	20	1,980		2,050	2,101	2,154	2,208
6220 PF Festival Fund & Event Expenditure	10,932	0	0	15,000	(650)	15,650		15,000	15,000	15,000	15,000
6221 PF Town Messenger (6221)	3,758	0	0	5,000	758	4,242		5,125	5,253	5,384	5,519
6222 PF Commissioning Youth Work (6222)	43,000	0	0	50,000	0	50,000		50,000	50,000	50,000	50,000
6224 PF Professional Costs	1,923	0	0	2,050	43	2,007		2,101	2,154	2,208	2,263
6225 PF Neighbourhood Plan	4,225	0	0	5,156	526	4,630		5,285	5,417	5,552	5,691
6227 PF Town Speakers PRS Licence	0	0	0	3,000	1,764	1,236		3,075	3,152	3,231	3,311
6228 PF Events & Consultations	0	0	0	1,500	0	1,500		1,538	1,576	1,615	1,656
6229 PF CCTV Annual Maintenance	0	0	0	14,600	0	14,600		14,965	15,339	15,723	16,116
6502 PF Civic Christmas Event	0	0	0	500	0	500		513	525	538	552
6513 PF Twinning	0	0	0	119	0	119		122	125	128	131
6514 PF Town Leaflets/ Reprinting	0	0	0	539	0	539		553	566	581	595
6516 PF Road Safety Grant	0	0	0	215	0	215		221	226	232	238
P&F IT/Office Costs	24,573	0	9,650	33,000	6,362	36,288		33,826	34,671	35,538	36,426
5500 Bad Debt Expense	20	0	0	0	0	0		0	0	0	0
Total P&F Expenditure	152,269	0	14,150	212,240	33,855	192,535		214,097	217,047	220,074	223,038
P&F Staffing Expenditure											
6652 ST P&R Employers Pension - Monthly Fee	5,299	0	0	5,300	1,327	3,973		5,433	5,568	5,708	5,850
6659 ST P&R Town Sergeant & Mace Bearer Fees	343	0	0	792	238	555		812	832	853	875
6661 ST P&R Finance Consultancy Fees	650	0	0	3,000	4,293	(1,293)		3,075	3,152	3,231	3,311
P&F Staffing Expenses	644	0	0	2,413	0	2,413		2,473	2,534	2,598	2,663
6656 ST P&R Staff Training	(911)	0	0	4,125	90	4,035		4,228	4,333	4,442	4,553
P&F Staffing Costs	293,625	0	20,000	290,160	54,315	255,845		319,464	329,048	338,919	349,088
Total P&F Staffing Expenditure	299,651	0	20,000	305,790	60,263	265,527		335,485	345,467	355,751	366,340
Total P & F Operating Expenditure	451,920	0	34,150	518,030	94,117	458,063		549,582	562,514	575,825	589,378
Total P & F Operating Expenditure	451,920	0	34,150	518,030	94,117	458,063		549,582	562,514	575,825	589,378
Total P&F Operating Surplus/ (Deficit)	(446,474)	0	(34,150)	(513,905)	(92,977)	(455,078)		(545,354)	(558,181)	(571,383)	(584,825)
P&F EMF Expenditure											
6270 PF EMF Crime Reduction	0	36,950	0	0	0	36,950		0	0	0	0
6271 PF EMF Election	23,553	11,207	0	7,000	0	18,207		0	0	0	0
6272 PF EMF Robes & Civic Regalia	0	2,000	0	0	0	2,000		0	0	0	0
6273 PF EMF Legal Fees	1,597	6,001	0	0	400	5,601		0	0	0	0
6274 PF EMF Internet Redevelopment	0	4,900	(4,900)	0	0	0		0	0	0	0
6275 PF EMF Neighbourhood Plan	0	1,772	0	0	0	1,772		0	0	0	0
6278 PF EMF CIL Planning Income	0	2,810	0	0	0	2,810		0	0	0	0
6279 PF EMF Restart Business Support Gant	3,420	7,580	0	0	0	7,580		0	0	0	0
6280 PF EMF Town Vision	0	10,000	0	0	0	10,000		0	0	0	0
6281 PF EMF Town Vitality Funding Grant	0	0	84,000	0	69	83,931		0	0	0	0
6370 PF EMF Computer Equipment Renewal	0	22,046	0	0	0	22,046		0	0	0	0
6694 ST PR EMF Staff Contingency (P&F)	6,264	69,665	(20,000)	0	0	49,665		0	0	0	0
Total P&F EMF Expenditure	34,833	174,931	59,100	7,000	469	240,562		0	0	0	0
Total P&F Expenditure (Operational & EMF)	486,753	174,931	93,250	525,030	94,587	698,624		549,582	562,514	575,825	589,378
Total P&F Budget Surplus/ (Deficit)	(481,307)	(174,931)	(93,250)	(520,905)	(93,447)	(695,639)		(545,354)	(558,181)	(571,383)	(584,825)

Notes

To/From Reserves & Budget Virements 2022/23

- £20,000 vired from 6694 EMF P&F Staffing Contingency to Staffing costs 2022-23 - Minute No 124/21/22
- £4,500 vired from General Reserves to 6202 Civic Occasions for Jubilee Celebration - Minute No 333/21/22
- £9,650 IT / Office Costs - £4750 vired from General Reserves to 6305 Finance Software to cover extra payroll costs & £4,900 vired from 6274 Internet Redevelopment to 6306 IT Maintenance to cover increase in costs - Minute No 19/22/23

Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds to Receive/ Available to Date 2022/23	Notes	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Guildhall Operating Income											
Guildhall Income											
4200 GH Income - Guildhall Bookings	1,899	0	0	10,261	841	9,420		10,518	10,780	11,050	11,326
4201 GH Income - Guildhall Refreshments	98	0	0	257	78	179		263	270	277	284
4206 GH Income - Guildhall Misc Property Income	1	0	0	232	0	232		238	244	250	256
Total Guildhall Income	1,998	0	0	10,750	919	9,831		11,019	11,294	11,577	11,866
Total Guildhall Operating Income	1,998	0	0	10,750	919	9,831		11,019	11,294	11,577	11,866
Guildhall Operating Expenditure											
Guildhall Expenditure											
6400 GH Rates - Guildhall (6400)	8,608	0	0	8,908	8,608	300		9,131	9,359	9,593	9,833
6401 GH Water Rates - Guildhall (6401)	532	0	0	769	(31)	800		788	808	828	849
6402 GH Gas - Guildhall (6402)	1,812	0	0	2,600	148	2,452		2,665	2,732	2,800	2,870
6403 GH Electricity - Guildhall (6403)	3,383	0	0	5,200	(338)	5,538		5,330	5,463	5,600	5,740
6404 GH Fire & Security Alarm - Guildhall (6404)	1,024	0	0	1,268	401	867		1,300	1,332	1,365	1,400
6408 GH Cleaning Materials & Equipment - Guildhall (6408)	1,058	0	0	1,025	337	688		1,051	1,077	1,104	1,131
6409 GH Boiler Service & Maintenance	218	0	0	1,031	119	912		1,057	1,083	1,110	1,138
6410 GH General Repairs & Maintenance	2,509	0	0	2,578	482	2,096		2,642	2,708	2,776	2,845
6411 GH TV License & PRS	21	0	0	0	0	0		0	0	0	0
6412 GH Lift Service & Maintenance	2,301	0	0	3,000	383	2,617		3,075	3,152	3,231	3,311
6413 GH Refreshment Costs - Guildhall	271	0	0	376	42	334		385	395	405	415
6414 GH Equipment - Guildhall	951	0	0	1,006	99	907		1,031	1,057	1,083	1,110
6418 GH Professional Fees	960	0	0	1,052	0	1,052		1,078	1,105	1,133	1,161
6420 GH Legionella Risk Assessment (Guildhall)	420	0	0	454	70	384		465	477	489	501
Total Guildhall Expenditure	24,070	0	0	29,267	10,320	18,947		29,998	30,748	31,517	32,304
Guildhall Staffing Expenditure											
Guildhall Staffing Expenses	197	0	0	412	31	381		422	432	444	454
6678 ST GH Staff Training (Guildhall)	391	0	0	513	16	497		525	538	552	566
Guildhall Staffing Costs	22,416	0	0	27,480	5,142	22,338		28,303	29,152	30,028	30,929
Total Guildhall Staffing Expenditure	23,004	0	0	28,405	5,188	23,217		29,250	30,122	31,024	31,949
Total Operating Expenditure	47,074	0	0	57,672	15,508	42,164		59,248	60,870	62,541	64,253
Total Guildhall Operating Expenditure	47,074	0	0	57,672	15,508	42,164		59,248	60,870	62,541	64,253
Total Guildhall Operating Surplus/ Deficit	(45,076)	0	0	(46,922)	(14,590)	(32,332)		(48,229)	(49,576)	(50,964)	(52,387)
Guildhall EMF Expenditure											
6470 GH EMF Guildhall Maintenance	0	47,593	0	20,000	620	66,973		5,000	0	0	0
6696 ST GH EMF Staff Contingency (Guildhall)	0	3,000	0	0	0	3,000		0	0	0	0
Total Guildhall EMF Expenditure	0	50,593	0	20,000	620	69,973		5,000	0	0	0
Total Guildhall Expenditure (Operational & EMF)	47,074	50,593	0	77,672	16,128	112,137		64,248	60,870	62,541	64,253
Total Guildhall Budget Surplus/ (Deficit)	(45,076)	(50,593)	0	(66,922)	(15,210)	(102,305)		(53,229)	(49,576)	(50,964)	(52,387)

Account	Actual Received/S pend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Notes	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Library Operating Income											
Library Income											
4517 LI Library - Fines (Collected on behalf of CC)	260	0	0	650	588	62		325	0	0	0
4518 LI Library - Photocopying Fees	372	0	0	800	214	586		820	841	862	883
4524 LI Library Book Sales	339	0	0	300	108	192		308	315	323	331
4526 LI Library Activity Income	0	0	0	250	0	250		256	263	269	276
4527 LI Library Cafe Rental Income	0	0	0	750	0	750		769	788	808	828
4528 Library Merchandise Income	0	0	0	750	0	750		769	788	808	828
4529 Library Activities Sponsorship	0	0	0	600	0	600		0	0	0	0
Total Library Income	970	0	0	4,100	910	3,190		3,247	2,995	3,070	3,146
Total Library Operating Income	970	0	0	4,100	910	3,190		3,247	2,995	3,070	3,146
Library Operating Expenditure											
Library Expenditure											
6900 LI Rates - Library	13,473	0	0	14,354	13,473	881		14,713	15,081	15,458	15,844
6901 LI Water Rates - Library	0	0	0	331	0	331		339	348	357	365
6902 LI Gas - Library	1,864	0	0	2,249	244	2,005		2,305	2,363	2,422	2,482
6903 LI Electricity - Library	2,055	0	0	2,000	(204)	2,204		2,050	2,101	2,154	2,208
6904 LI Fire & Security Alarm - Library	550	0	0	938	271	667		961	985	1,010	1,035
6908 LI Cleaning Materials & Equipment - Library	965	0	0	1,684	49	1,635		1,726	1,769	1,814	1,859
6909 LI Boiler Service & Maintenance - Library	86	0	0	1,031	119	912		1,057	1,083	1,110	1,138
6910 LI General Repairs & Maintenance - Library	908	0	0	2,062	60	2,002		2,114	2,167	2,221	2,276
6911 LI TV License & PRS - Library	57	0	0	0	0	0		0	0	0	0
6913 LI Refreshment Costs - Library	0	0	0	258	0	258		265	271	271	278
6914 LI Equipment - Library	186	0	0	750	0	750		769	788	788	808
6918 LI Professional Fees (Private Contractors)	0	0	0	1,031	0	1,031		1,057	1,083	1,110	1,138
6920 LI Legionella Risk Assessment - Library	455	0	0	450	70	380		461	473	485	497
6921 LI IT & Office Costs - Library	5,127	0	0	1,500	974	526		1,538	1,576	1,615	1,656
6922 LI Library Activities	1,601	0	0	3,000	67	2,933		3,075	3,152	3,231	3,311
6923 LI PWLB Loan Repayment & Interest	0	0	21,500	1,500	0	23,000		23,000	23,000	23,000	23,000
Total Library Expenditure	27,327	0	21,500	33,138	15,123	39,515		55,430	56,240	57,046	57,895
Library Staffing Expenditure											
Library Staff Expenses	411	0	0	1,947	0	1,947		1,996	2,046	2,097	2,149
6682 ST LI Staff Training (Library)	592	0	0	1,000	0	1,000		1,025	1,051	1,077	1,104
Library Staffing Costs	111,702	0	0	124,372	30,119	94,253		128,105	131,947	135,907	139,983
Total Library Staffing Expenditure	112,705	0	0	127,319	30,119	97,200		131,126	135,044	139,081	143,236
Total Operating Expenditure	140,032	0	21,500	160,457	45,242	136,715		186,556	191,284	196,127	201,131
Total Library Operating Expenditure	140,032	0	21,500	160,457	45,242	136,715		186,556	191,284	196,127	201,131
Total Library Operating Surplus/ Deficit	(139,062)	0	(21,500)	(156,357)	(44,332)	(133,525)		(183,309)	(188,289)	(193,057)	(197,985)
Library EMF Expenditure											
6971 LI EMF Saltash Library Property Refurbishment	4,114	24,174	199,930	0	3,450	220,654		0	0	0	0
6972 LI EMF Library Equipment & Furniture	18,771	13,146	0	0	278	12,868		0	0	0	0
6973 LI EMF Loan Repayments	0	44,500	(21,500)	0	0	23,000		0	0	0	0
6974 LI EMF Tresorys Kernow Funding	0	0	1,215	0	0	1,215		0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	3,844	0	11,156	0	15,000		0	0	0	0
Total Library EMF Expenditure	22,885	85,664	179,645	11,156	3,728	272,737		0	0	0	0
Total Library Expenditure (Operational & EMF)	162,917	85,664	201,145	171,613	48,970	409,452		186,556	191,284	196,127	201,131
Total Library Budget Surplus/ (Deficit)	(161,947)	(85,664)	(201,145)	(167,513)	(48,060)	(406,262)		(183,309)	(188,289)	(193,057)	(197,985)

Notes

- To/From Reserves & Budget Virements 2022/23
- £21,500 vired from 6973 EMF Loan Repayments to 6923 PWLB Loan Repayments/ Interests for 2022/23 Loan Repayment - Minute No 124/21/22
 - £199,930 PWLB Loan received on 1st April for the Library Refurbishment Works
 - £1,215 received from Tresorys Kernow Funding - Big Green Environment Show

Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Notes	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Maurice Huggins Operating Income											
Maurice Huggins Income											
4207 GH Maurice Huggins Room Income	458	0	0	1,000	233	768		1,025	1,051	1,077	1,104
Total Maurice Huggins Income	458	0	0	1,000	233	768		1,025	1,051	1,077	1,104
Total Maurice Huggins Operating Income	458	0	0	1,000	233	768		1,025	1,051	1,077	1,104
Maurice Huggins Operating Expenditure											
Maurice Huggins Expenditure											
7000 MA Rates - Maurice Huggins	209	0	0	441	429	12		452	463	475	487
7001 MA Water Rates - Maurice Huggins	115	0	0	359	39	320		368	377	386	396
7003 MA Electricity - Maurice Huggins	472	0	0	1,025	(61)	1,086		1,051	1,077	1,104	1,131
7004 MA Fire & Security Alarm - Maurice Huggins	281	0	0	162	162	0		166	170	174	179
7008 MA Cleaning Materials & Equipment - Maurice Huggins	3	0	0	300	202	98		308	315	323	331
7010 MA General Repairs & Maintenance - Maurice Huggins	251	0	0	513	15	498		525	538	552	566
7018 MA Professional Costs - Maurice Huggins	0	0	0	513	0	513		525	538	552	566
7020 MA Legionella Risk Assessment - Maurice Huggins	455	0	0	328	70	258		336	345	353	362
Total Maurice Huggins Expenditure	1,786	0	0	3,641	856	2,785		3,731	3,823	3,919	4,018
Total Maurice Huggins Operating Expenditure	1,786	0	0	3,641	856	2,785		3,731	3,823	3,919	4,018
Total Maurice Huggins Operating Surplus/ (Deficit)	(1,329)	0	0	(2,641)	(623)	(2,018)		(2,706)	(2,772)	(2,842)	(2,914)
Maurice Huggins EMF Expenditure											
6472 EMF Maurice Huggins Room	0	214	0	0	0	214		0	0	0	0
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	606	0	0	0	606		0	0	0	0
Total Maurice Huggins EMF Expenditure	0	820	0	0	0	820		0	0	0	0
Total Maurice Huggins Expenditure (Operational & EMF)	1,786	820	0	3,641	856	3,605		3,731	3,823	3,919	4,018
Total Maurice Huggins Budget Surplus/ (Deficit)	(1,329)	(820)	0	(2,641)	(623)	(2,838)		(2,706)	(2,772)	(2,842)	(2,914)

Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Notes	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Isambard House Operating Income											
Isambard House Income											
4301 SA Isambard House - Bookings	1,962	0	0	5,000	492	4,508		5,125	5,253	5,384	5,519
4302 SA Isambard - Refreshment Income	22	0	0	1,000	0	1,000		1,025	1,051	1,077	1,104
Total Isambard House Income	1,983	0	0	6,000	492	5,508		6,150	6,304	6,461	6,623
Total Isambard House Operating Income	1,983	0	0	6,000	492	5,508		6,150	6,304	6,461	6,623
Isambard House Operating Expenditure											
Isambard House Expenditure											
6800 SA Rates - Isambard House	3,543	0	0	3,750	3,543	207		3,844	3,940	4,039	4,140
6801 SA Water Rates - Isambard House	(53)	0	0	586	0	586		601	616	631	647
6802 SA Gas - Isambard House	902	0	0	2,430	(197)	2,627		2,490	2,553	2,617	2,682
6803 SA Electricity - Isambard House	(159)	0	0	3,608	0	3,608		3,698	3,790	3,885	3,982
6804 SA Fire & Security Alarm - Isambard House	774	0	0	978	644	334		1,002	1,027	1,053	1,079
6808 SA Cleaning Materials & Equipment - Isambard House	1,669	0	0	1,538	419	1,119		1,576	1,615	1,656	1,697
6810 SA General Repairs & Maintenance - Isambard House	445	0	0	750	164	586		769	788	808	828
6811 SA TV License & PRS - Isambard House	0	0	0	2,132	0	2,132		2,185	2,240	2,296	2,353
6813 SA Refreshments Costs - Isambard House	552	0	0	210	0	210		215	221	226	232
6814 SA Equipment - Isambard House	954	0	0	989	0	989		1,014	1,039	1,065	1,092
6818 SA Professional Costs - Isambard House	250	0	0	1,052	0	1,052		1,078	1,105	1,133	1,161
6821 SA IT & Office Costs - Isambard House	0	0	0	1,000	0	1,000		1,025	1,051	1,077	1,104
6822 SA Activities & Events	0	0	0	2,000	0	2,000		2,050	2,101	2,154	2,208
Total Isambard House Expenditure	8,877	0	0	21,023	4,573	16,450		21,547	22,086	22,640	23,205
Isambard House Staffing Expenditure											
6671 Staff Expenses - Isambard House	0	0	0	256	0	256		263	269	276	283
6672 ST SA Staff Training - Isambard House	0	0	0	1,025	0	1,025		1,051	1,077	1,104	1,131
6627 ST SA Caretaking & Cleaning Staff - Gross Pay - Isambard House	0	0	0	6,814	0	6,814		7,019	7,229	7,446	7,670
Total Isambard House Staffing Expenditure	0	0	0	8,095	0	8,095		8,333	8,575	8,826	9,084
Total Operating Expenditure	8,877	0	0	29,118	4,573	24,545		29,880	30,661	31,466	32,289
Total Isambard House Operating Expenditure	8,877	0	0	29,118	4,573	24,545		29,880	30,661	31,466	32,289
Total Isambard House Operating Surplus/ (Deficit)	(6,894)	0	0	(23,118)	(4,081)	(19,037)		(23,730)	(24,357)	(25,005)	(25,666)
Isambard House EMF Expenditure											
6473 SA EMF Station Building (Purchase & Capital Works)	40,967	92,745	0	0	0	92,745		0	0	0	0
6870 SA EMF Isambard House	6,508	18,492	0	0	0	18,492		0	0	0	0
6871 SA EMF Tressorys Kernow Funding	0	0	2,250	0	0	2,250		0	0	0	0
6695 ST SA EMF Staff Contingency - Isambard House	0	2,000	0	0	0	2,000		0	0	0	0
Total Isambard House EMF Expenditure	47,476	113,237	2,250	0	0	115,487		0	0	0	0
Total Isambard House Expenditure (Operational & EMF)	56,353	113,237	2,250	29,118	4,573	140,032		29,880	30,661	31,466	32,289
Total Isambard House Budget Surplus/ (Deficit)	(54,369)	(113,237)	(2,250)	(23,118)	(4,081)	(134,524)		(23,730)	(24,357)	(25,005)	(25,666)

Notes

To/From Reserves & Budget Virements 2022/23
1.£2,250 received from Tressorys Kernow Funding - 6871 EMF Tressorys Kernow Funding

Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Notes	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Service Delivery Operating Income											
Service Delivery Income											
Grounds & Premises Income											
4500 SE Allotment Rents	3,328	0	0	3,300	3,332	(32)		3,383	3,467	3,554	3,643
4510 SE Public Footpath Grant	1,526	0	0	1,564	1,573	(9)		1,603	1,643	0	1,727
4511 SE Christmas Event income	0	0	0	0	0	0		0	0	1,684	0
4512 SE Misc Income Grounds & Premises	104	0	0	0	667	(667)		0	0	0	0
4523 SE Service Delivery Income - Seagull Bags	1,332	0	0	1,753	266	1,487		1,797	1,841	1,888	1,935
Total Grounds & Premises Income	6,290	0	0	6,617	5,838	779		6,783	6,951	7,126	7,305
Town & Waterfront Income											
4520 SE Waterfront Income - Trusted Boat Scheme	0	0	0	4,000	1,593	2,407		4,100	4,203	4,308	4,415
4521 SE Waterfront Income - Annual Mooring Fees	7,939	0	0	9,000	3,928	5,072		9,225	9,456	9,692	9,934
4522 SE Waterfront Income - Daily Mooring Fees	1,339	0	0	2,000	208	1,792		2,050	2,101	2,154	2,208
Total Town & Waterfront Income	9,277	0	0	15,000	5,729	9,271		15,375	15,760	16,154	16,557
Total Service Delivery Income	15,567	0	0	21,617	11,567	10,050		22,158	22,711	23,280	23,862
Total Service Delivery Operating Income	15,567	0	0	21,617	11,567	10,050		22,158	22,711	23,280	23,862
Service Delivery Operating Expenditure											
Service Delivery Expenditure											
Grounds & Premises Expenditure											
6209 PF Oyster Beds	0	0	0	1	0	1		1	1	1	1
6500 SE Tree Survey and Tree Maintenance	0	0	0	10,000	500	9,500		10,250	10,506	10,769	11,038
6503 SE Allotments	721	0	0	1,200	667	533		1,230	1,261	1,292	1,325
6506 SE Grounds Maintenance & Watering (6506)	7,529	0	0	12,000	124	11,876		12,300	12,608	12,923	13,246
6508 SE Public Toilets (Operational Costs)	4,909	0	0	4,024	460	3,564		4,125	4,228	4,333	4,442
6517 SE Cross (Maintenance)	198	0	0	3,000	196	2,804		3,075	3,152	3,231	3,311
6525 GR Public Toilets (Repairs & Maintenance Costs)	3,019	0	0	2,500	536	1,964		2,563	2,627	2,692	2,760
6526 SE Tools, Equipment & Materials (Store & All Areas)	4,499	0	0	3,000	798	2,202		3,075	3,152	3,231	3,311
6529 G&P Refuse Disposal	5,076	0	0	5,500	781	4,719		5,638	5,778	5,923	6,071
6907 SE Seagulls Bags	1,089	0	0	1,818	0	1,818		1,864	1,910	1,958	2,007
Longstone Expenditure											
7100 LO Rates - Longstone	2,104	0	0	2,157	(2,104)	4,261		2,211	2,266	2,322	2,380
7101 LO Water Rates - Longstone	547	0	0	411	432	(21)	Covered by recharge from the Bowling Pavilion	421	432	443	454
7103 LO Electricity - Longstone	1,262	0	0	2,461	(491)	2,952		2,522	2,585	2,650	2,716
7104 LO Fire & Security Alarm - Longstone	409	0	0	917	252	665		940	964	988	1,013
7107 LO Rent - Longstone	4,500	0	0	4,500	1,155	3,345		4,500	4,500	4,500	4,500
7108 LO Cleaning Materials & Equipment - Longstone	273	0	0	615	116	499		630	646	662	679
7110 LO General Repairs & Maintenance - Longstone	693	0	0	500	78	422		513	525	538	552
7114 LO Equipment - Longstone	690	0	0	1,025	0	1,025		1,051	1,077	1,104	1,131
7121 LO IT & Office Costs - Longstone	1,053	0	0	1,031	38	993		1,057	1,083	1,110	1,138
6419 GH Longstone Depot	0	0	0	0	(2,000)	2,000		0	0	0	0
Total Longstone Expenditure	11,530	0	0	13,617	(2,524)	16,141		13,845	14,078	14,317	14,563
Total Grounds & Premises Expenditure	38,569	0	0	56,660	1,538	55,122		57,966	59,301	60,670	62,075
Town & Waterfront Expenditure											
6504 SE Street Furniture (Maintenance)	923	0	0	1,500	179	1,321		1,538	1,576	1,615	1,656
6505 SE Street Lighting	630	0	0	300	9	291		308	315	323	331
6511 SE Tourism & Signage	0	0	0	1,025	0	1,025		1,051	1,077	1,104	1,131
6512 SE Bus Shelters (Maintenance)	0	0	0	513	0	513		525	538	552	566
6515 SE Festive Lights Maintenance & Electricity	756	0	0	1,400	(277)	1,677		1,435	1,471	1,508	1,545
6519 SE Flags & Bunting	2,653	0	0	2,500	880	1,620		2,563	2,627	2,692	2,760
6522 SE Pontoon (Maintenance Costs) (6522)	2,800	0	0	6,000	189	5,811		6,150	6,304	6,461	6,623
6524 SE Vehicle Maintenance and Repair Costs	9,799	0	0	10,000	3,901	6,099		10,250	10,506	10,769	11,038
6527 SE Salt Bins Refill	521	0	0	1,031	0	1,031		1,057	1,083	1,110	1,138
6528 SE Pontoon Accommodation	5,777	0	0	10,827	1,475	9,352		11,098	11,375	11,660	11,951
Total Town & Waterfront Expenditure	23,857	0	0	35,096	6,356	28,740		35,975	36,872	37,794	38,739
Total Service Delivery Expenditure	62,426	0	0	91,756	7,894	83,862		93,941	96,173	98,464	100,814
Service Delivery Staffing Expenditure											
Service Delivery Staffing Expenses	6,125	0	0	4,999	831	4,168		5,125	5,253	5,385	5,519
6676 ST Services Delivery Staff Training	6,340	0	0	10,000	4,314	5,686		10,250	10,506	10,769	11,038
Service Delivery Staffing Costs	192,423	0	0	292,859	56,159	236,700		301,644	310,694	320,014	329,615
Total Service Delivery Staffing Expenditure	204,888	0	0	307,858	61,304	246,554		317,019	326,453	336,168	346,172
Total Operating Expenditure	267,314	0	0	399,614	69,198	330,416		410,960	422,626	434,632	446,986
Total Service Delivery Operating Expenditure	267,314	0	0	399,614	69,198	330,416		410,960	422,626	434,632	446,986
Total Service Delivery Operating Surplus/ (Deficit)	(251,747)	0	0	(377,997)	(57,630)	(320,367)		(388,802)	(399,915)	(411,352)	(423,124)
Service Delivery EMF Expenditure											
Grounds & Premises EMF Expenditure											
6471 GH EMF Heritage Centre	96	4,960	0	5,000	0	9,960		0	0	0	0
6571 SE EMF Saltash Recreation Areas	1,249	29,560	0	10,000	0	39,560		0	0	0	0
6580 SE EMF Public Toilets (Capital Works)	0	0	0	10,000	0	10,000		0	0	0	0
6588 EMF Victoria Gardens	0	10,000	0	0	0	10,000		0	0	0	0
6589 EMF Community Tree Planting Initiatives	0	0	0	2,000	0	2,000		2,000	2,000	2,000	2,000
Longstone EMF Expenditure											
7170 LO EMF Longstone Depot Capital Works	0	500	0	0	0	500		0	0	0	0
Total Longstone EMF Expenditure	0	500	0	0	0	500		0	0	0	0
Total Grounds & Premises EMF Expenditure	1,345	45,020	0	27,000	0	72,020		2,000	2,000	2,000	2,000
Town & Waterfront EMF Expenditure											
6570 SE EMF Notice Boards (Repair & Replace)	0	1,839	0	0	0	1,839		0	0	0	0
6572 SE EMF Festive Lights (6572)	9,263	1,319	0	10,000	0	11,319		10,000	10,000	10,000	10,000
6573 SE EMF Public Art & Maintenance	0	1,443	0	0	0	1,443		0	0	0	0
6574 SE EMF Salt Bins	264	2,464	0	0	0	2,464		0	0	0	0
6575 SE EMF Street Furniture (New & Replace)	301	2,448	0	0	311	2,137		0	0	0	0
6578 SE EMF Equipment and Vehicles (Capital Works)	15,038	4,749	0	20,000	0	24,749		5,000	5,000	5,000	5,000
6582 SE EMF Town War Memorial (6582)	0	1,978	0	0	0	1,978		0	0	0	0
6584 SE EMF Pontoon Maintenance Costs	4,566	6,131	0	0	0	6,131		0	0	0	0
7000 EMF Staff Contingency (Service Delivery)	30,705	18,534	0	0	0	18,534		0	0	0	0
Total Town & Waterfront EMF Expenditure	60,137	40,905	0	30,000	311	70,594		15,000	15,000	15,000	15,000
Total Service Delivery EMF Expenditure	61,481	85,925	0	57,000	311	142,614		17,000	17,000	17,000	17,000
Total Service Delivery Expenditure (Operational & EMF)	328,796	85,925	0	456,614	69,509	473,030		427,960	439,626	451,632	463,986
Total Service Delivery Budget Surplus/ (Deficit)	(313,228)	(85,925)	0	(434,997)	(57,942)	(462,980)		(405,802)	(416,915)	(428,352)	(440,124)

Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds Available to Date 2022/23	Notes	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Personnel Operating Expenditure											
Personnel Expenditure											
6654 ST Staff Welfare	1,313	0	0	1,538	627	911		1,576	1,615	1,656	1,697
6657 ST SNB Staff Recruitment Advertising	5,254	0	0	6,150	113	6,037		6,304	6,461	6,623	6,788
6658 ST SNB Miscellaneous Staffing Expenditure	5	0	0	0	0	0		0	0	0	0
6660 ST Staff Recognition	0	0	200	0	0	200		0	0	0	0
6662 SNB HR Professional Fees	3,141	0	8,745	2,981	150	11,576		3,055	3,132	3,210	3,290
Total Personnel Expenditure	9,713	0	8,945	10,669	889	18,725		10,935	11,208	11,489	11,775
Total Personnel Operating Expenditure	9,713	0	8,945	10,669	889	18,725		10,935	11,208	11,489	11,775
Total Personnel Operating Surplus/ (Deficit)	(9,713)	0	(8,945)	(10,669)	(889)	(18,725)		(10,935)	(11,208)	(11,489)	(11,775)
EMF Personnel Expenditure											
6691 ST EMF Legal Fees (Staffing)	1,215	4,785	0	2,000	0	6,785		0	0	0	0
Total EMF Personnel Expenditure	1,215	4,785	0	2,000	0	6,785		0	0	0	0
Total Personnel Expenditure (Operational & EMF)	10,928	4,785	8,945	12,669	889	25,510		10,935	11,208	11,489	11,775
Total Personnel Budget Surplus/ (Deficit)	(10,928)	(4,785)	(8,945)	(12,669)	(889)	(25,510)		(10,935)	(11,208)	(11,489)	(11,775)

Notes

To/From Reserves & Budget Virements 2022/23

- £200 from General Reserves to 6660 Staff Recognition - Minute No 88/22/23
- £8,745.22 - £1,200 from General Reserves to 6662 HR Professional Fees to Cover Additional Costs and £2,795.22 and £4,750 from General Reserves to 6662 HR Professional Fees to cover additional costs - Minute No 88/22/2

To receive a report from the Finance Officer.

- 1) Year-End accounts for 2021-22 show a General Reserve (Free Reserves) figure of £259,921, this is a reduction of £16,896 as a result of capital adjustments (EMFs) at year-end. After virements so far for 2022-23 the General Reserve figure is currently £234,201.

2) CIL Planning Report

The CIL Income/Expenditure Report has been submitted to Cornwall Council and published on STC's website. Please find a copy attached in your reports pack. STC have received £2,810 for three planning applications in 2021-22 so far. An EMF 6278 has been set up to facilitate the income and expenditure of this fund. Please find attached in the agenda reports details on the fund and what the funds can be used for.

3) VAT Consultancy

The annual renewal of the VAT consultancy contract is due renewal for the year 2022-23

Parkinson Partnership as provided the council with the following quote for 2022/23:

Annual advisory service £200 per annum

Partial exemption calculation for 2022/23 £200 per annum

One virtual visit by Zoom £200

Total Cost 2022/23 - £600

This is an invaluable consultancy service and specialist to Town Council's VAT exemption rules.

End of Report

Neighbourhood Portion of CIL

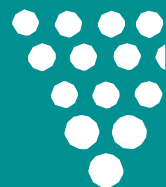
Saltash Town Council

Report for Year 2021 – 2022

a)		Total CIL receipts for the reported year	£2,810.05
b)		Total CIL expenditure for the reported year	£0
c)		Summary details of CIL expenditure during the reported year including:	£0
	i.	The items to which CIL has been applied	
	ii	The amount of CIL expenditure on each item	
d)		Details of any notices received in accordance with regulation 59E (recovery of unspent CIL receipts), including—	
	i.	Subject to notices served in accordance with regulation 59E during the reported year;	
	ii.	The total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year;	
e)		The total amount of—	
	i.	CIL receipts for the reported year retained at the end of the reported year;	£2,810.05
	ii	CIL receipts from previous years retained at the end of the reported year.	£0

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

October 2019



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1.Introduction

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

2.Chargeable Development

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

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

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

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

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

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

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

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

3. How CIL is calculated

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

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

Where:

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

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

4. Neighbourhood Portion of CIL

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

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

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

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

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

5. When will the Neighbourhood Portion be paid?

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

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

6. What can the Neighbourhood Portion be spent on?

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

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

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

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

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

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

7. Spending responsibilities

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

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

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

8. Reporting responsibilities

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

8.2. The report must include:

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

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

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

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

Appendix 1 – CIL Charging Zone Parish List

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

Appendix 2 – CIL Rates

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

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

More information

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

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

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

Telephone: 0300 1234 100

Email: enquiries@cornwall.gov.uk

www.cornwall.gov.uk



 **eylgylghya rag Kernow**

Planning and Regeneration General\\17_012



Saltash Town Council



Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest Grant



Festival Fund Grant



DATE APPLICATION SUBMITTED:

23-5-2022

Contact Name:	STEVE JACKSON
Position:	TREASURER
Organisation:	SAFE 38
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organisation:	
Charity/Company number (if applicable)	Charity No: N/A Company No: N/A
What geographical area does your organisation cover?	SOUTH EAST CORNWALL

How long has your organisation been in existence?	4 YEARS
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Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
Have you applied for a grant from Saltash Town Council within the last 5 Years? (Please list – continue on a separate sheet if necessary)	N/A			
Please list the aims and objectives of your organisation	CAMPAIGN FOR SAFETY IMPROVEMENTS TO EXISTING A38 IN S-E. CORNWALL IN THE SHORT TERM AND FOR A SAFER ROAD TO BE BUILT			

What are the main activities of your organisation?	① LOBBYING HIGHWAYS ENGLAND, COUNCILS, MPS AND GOVERNMENT TO IMPROVE THIS ROAD. ② PROMOTING DRIVER AWARENESS OF DANGERS & DRIVER EDUCATION
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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

Project	Start Date	APRIL 2018
	Finish Date	ONGOING
	Total Cost	£ ONGOING
	Grant Applied For	£ 434-00 SEE SEPARATE SHEET
Project title:	SAFE 38	

Description of project (please continue on a separate sheet if necessary):	SEE MAIN ACTIVITIES
Where will the project/activity take place?	ALONG ROAD CORRIDOR LOCAL PRESS AND SOCIAL MEDIA

Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	ALL ROAD USERS AND RESIDENTS ALONG ROAD
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	FATAL /SERIOUS CRASHES AIR POLLUTION IN VILLAGES RAT RUNNING DURING CLOSURES OF A38
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)	RESIDENTS, LOCAL AND COUNTY COUNCILLORS AND LOCAL MPS HAVE ALL EXPRESSED SUPPORT.

How will the project be managed and how will you measure its success?	SAFE 38 COMMITTEE MANAGE ACTIONS. REDUCING CRASHES AND DELAYS THROUGH CLOSURES WILL INDICATE SUCCESS
Please give the timescale and key milestones for your project, including a start date and finish date.	ONGOING UNTIL SAFE NEW ROAD BUILT. VARIOUS SAFETY INTERVENTIONS HAVE ALREADY BEEN DONE TO EXISTING ROAD. MORE STILL NEEDED
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)	SEE SEPARATE SHEET
How will you promote STC once application and project complete?	VIA OUR WEBSITE AND FACEBOOK PAGE

Please list any applications you have made for funding from other organisations in the table below:

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
CORNWALL COUNCIL	407	9/7/18 ✓	✓
ST. GERMAN'S PARISH COUNCIL	495	6/11/18 ✓	✓
ST. MENHENIOT PARISH COUNCIL	400	15/5/20 ✓	✓

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

4. Further information enclosed Checklist.

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

A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status)		✓
A copy of your organisation's latest set of accounting statements (if any exist)		✓
Copies of any letters of support for your project		N/A
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		N/A
Other (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.

Signed:		

Applicants should refer to the Privacy Notice on the Town Council Website 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

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



Safer A38 and Future Expressway

Your Account

Sort Code 30-98-97
Account Number 59890168

TREASURERS ACCOUNT

01 February 2022 to 28 February 2022

Money In	£0.00	Balance on 01 February 2022	£353.71
Money Out	£70.00	Balance on 28 February 2022	£283.71

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
28 Feb 22	PSL JACKSON 100000000892173992 ICO FEES	FPO		70.00	283.71

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

SAFE 38 COMMUNITY CHEST APPLICATION

DETAILS OF WHAT WE NEED MONEY FOR

8 X ROADSIDE VINYL BANNERS 1900 X 760 MM
VINYL BANNERS PRINTING £130.80

1000 X CAR STICKERS 210 X 70 MM
DISCOUNT STICKER PRINTING £248.27

10 X COLLECTION BOXES
ECL PLASTICS £43.80

500 X HANDOUT CARDS
VISTAPRINT £11.35

TOTAL £434.22

SAFE 38 ACCOUNTS 2021-22

①

INCOME

DATE	CORPORATE AND COUNCIL DONATIONS	COLLECTION BOXES
28/5/21		10.77
9/8		26.35
24/8		24.25
20/9		25.14
24/8		29.39
	<hr/>	<hr/>
	0.00	115.90

TOTAL INCOME £115.90 (2020-21 £469.26)

2021 - 22

(2)

OUTGOINGS

DATE	WEBSITE	PUBLICITY MATERIALS	ICO FEES
13/4/21	8.20		
13/5	8.20		
1/6		VINYL BANNERS 65.40	
14/6	8.20		
13/7	8.20		
13/8	8.20		
13/9	8.20		
13/10	8.20		
25/10		CAR STICKERS 248.27	
15/11	8.20		
27/2/22			
	<u>65.60</u>	<u>313.67</u>	<u>70.00</u> <u>70.00</u>

TOTAL OUTGOINGS ~~£449.27~~ (2020-21 £142.20)

OPENING BANK BALANCE 1/4/21 = £617.08

CLOSING BANK BALANCE 30/3/22 = £283.71

DECREASE IN BANK BALANCE = £333.37

I CONFIRM THESE ACCOUNTS ARE COMPLETE AND CORRECT.

Safe 38 Extraordinary General Meeting Agenda
Wednesday 17th November 7.30PM Via Zoom

1. Welcome
2. Apologies for Absence
3. Minutes from Previous Meeting
4. Matters Arising from Previous Meeting
5. Treasures Report
6. Review of Constitution
 - Election of Officers
 - Timing of Events
7. Campaign Review
8. Any Other Business

SAFE 38 Constitution

Name

The name of the organisation is S.A.F.E. – Safer A38 and Future Expressway ('the Organisation')

Administration

Subject to the matters set out below the Organisation shall be administered and managed in accordance with this constitution by members of the Management Committee, constituted by clause 7 of this constitution ('the Management Committee').

Mission Statement

The Mission Statement of the Organisation shall read,

To campaign for a safe A38 trunk road and future expressway, in order that road safety is improved. To enable the economy of Cornwall and the wider South West to thrive through the provision of a high-quality road and to work to provide a safe environment for residents living alongside the route.

Objectives

The objectives of the Organisation are:

- To demand improvements to the existing road in the short-term.
- To campaign for the delivery of a high quality A38 in Cornwall.
- To reflect the interests of local communities throughout the possible road improvement areas ensuring that the A38 trunk road is made safer and 'fit for purpose'.
- To represent the views and interests of the Organisation regarding the A38 trunk road to national government, local elected councils, Highways England and other interested bodies.
- To raise awareness of the health issues associated with poor air quality and to campaign for actions to tackle air pollution particularly in areas already designated as Air Quality Management Areas.
- To assist in the improvement of communication in the widest sense with relation to the A38 trunk road and its upgrade to high quality dual two lane carriageway standard with the highest environmental mitigations throughout its length within Cornwall.

Powers

In furtherance of the objectives, the Management Committee may exercise the following powers:

- Power to raise funds and to invite and receive contributions
- Power to buy or lease and to maintain equipment or materials necessary for the achievement of the objectives
- Power to publish books, periodicals, pamphlets and other material in printed, recorded or electronic format, and to hold intellectual property rights in any such material
- Power to organise conferences, debates, seminars, and other such special events as the management committee may determine
- Power to co-operate with other organisations in furtherance of any of the objectives or of similar purposes.

Power to provide indemnity insurance cover for members of the Management Committee (or any of them) out of the funds of the Organisation. Provided that any such insurance shall not extend to any claim arising from any act or omission which the members of the Management Committee (or any of them) knew to be a breach of duty or breach of trust or not.

Power to do all such other lawful things that are necessary for the achievement of the objectives.

Membership

Membership shall be open to all residents and groups who may be affected by any A38 improvement and who are interested in furthering the Organisation's objectives.

Membership shall also be open to any person or group who wishes to further the Organisation's objectives.

Membership is by an annual membership fee of £5 from the 1st January each year.

Members are expected to attend a minimum of 3 meetings a year in order to stand on the elected committee and maintain their right to vote.

Members will have the right to vote at the Annual General Meeting or at an Extraordinary General Meeting of the Organisation.

Members are to be subject to the Organisation's code of conduct available on request and published on the website.

At the AGM members shall vote on who shall form part of the elected committee. Individuals who want to be considered can request to be voted on and should make a short declaration as to why they want to be elected to the committee.

The Elected (management) Committee shall consist of no more than 11 individuals.

If more than 11 individuals want to be voted, positions shall be decided by numbers of votes for each individual.

Honorary Officers (which form part of the elected management committee)

During the Annual General Meeting the members of the elected committee shall elect from among themselves the following separate Honorary Officers, who shall hold office from the conclusion of that meeting:

The Chair, The Vice Chair, The Secretary, The Treasurer

Elected (management) Committee

The Chair

The Vice Chair

The Secretary

The Treasurer

Media officer

Campaign officer x 4

Up to 2 additional ex officio officers who may be required for future specific projects, who shall not have a vote on Management Committee proposals.

All members of the Management Committee shall retire from office together at the end of the annual general meeting next after the date on which they came into office, but they may be re-elected or re-appointed. There is no maximum term for any role on the management committee.

A member of the Management Committee shall cease to hold office if s/he:

Has been found to have breached the Organisation's code of conduct.

Has been found to have taken a role on the management committee purely in order to undermine the stated objectives of Safe38 as outlined in the constitution.

Has been convicted of any offence involving dishonesty or deception.

Has been adjudged bankrupt or sequestration of her/his estate has been awarded and s/he has not been discharged.

Has become incapable by reason of mental disorder, illness or injury of managing his or her own affairs.

Is absent without the permission of the Management Committee from all its meetings held within a period of six months and the Management Committee resolves that s/he shall cease to hold office or

Notifies the Management Committee of her/his resignation provided that at least four members of the Management Committee will remain in office when the notice of resignation is to take effect.

Meetings and proceedings of Management Committee

The Management Committee shall hold at least 6 ordinary meetings each year. A special meeting may be called using electronic mail or hard copy by the Chair or by any two members of the Management Committee upon not less than 3 days' notice being given to the members of the Management Committee of the matters to be discussed.

There shall be a quorum when 4 persons are present at the meeting. The quorum must consist of at least two Honorary Officers.

When a vote is taken the matter shall be decided by a majority of those present and voting. In the case of equality of votes the Chair shall have a second or casting vote and follow normal convention and vote for the status quo.

Minutes of the proceedings of the Management Committee shall be kept.

In the absence of the Chair, Vice Chair or Secretary, the first business of the meeting shall be to ensure that a substitute is appointed for the duration of the meeting.

All press statements to be passed by at least one Honorary Officer before publication. If circumstances dictate this is impracticable then only decisions or information previously made or agreed by the Management Committee are to be quoted.

Receipts and expenditure

The funds of the Organisation including all donations, contributions and bequests, and receipts of any other nature shall be paid into an account operated by the Management Committee in the name of the Organisation at such bank or other financial institution as the Management Committee shall from time to time decide.

All cheques drawn on the account must be signed by at least two Honorary Officers from three named signatories held by the Bank or other financial institution. The Funds belonging to the Organisation shall be applied only in furthering the objects.

Accounts

The Treasurer shall present to each ordinary meeting of the Management Committee an up-to-date statement of the accounts.

The Treasurer shall also prepare annual statements of accounts which, after examination by an independent person appointed by the Management Committee, shall be presented to the Annual General Meeting.

General meetings

There shall be an Annual General Meeting of the Organisation which shall normally be held in the month of May each year or as soon as is practicable thereafter. Every Annual General Meeting shall be called by the Management Committee.

The secretary shall give at least 21 days' notice of the Annual General Meeting to all members of the Organisation, who shall be entitled to attend and vote at the meeting. The financial statement shall be received by the meeting, at which the members shall also elect the Officers and the General Committee.

The Management Committee may call an Extraordinary General Meeting at any time. If at least four members of the Organisation request such a meeting in writing stating the business to be considered, the secretary shall call such a meeting without delay. At least 21 days' notice must be given and the notice must state the business to be discussed.

Alterations to the Constitution

This Constitution may be altered by a resolution passed by a majority at the Annual General Meeting or at any Extraordinary General Meeting.

Dissolution

If the Management Committee decides that it is necessary or advisable to dissolve the Organisation it shall call a General Meeting of all members of the Organisation, of which not less than 21 days' notice shall be given. If the proposal is confirmed by a majority of those present and voting, the Management Committee shall have the power to release any assets held by or on behalf of the Organisation. Any assets remaining after the satisfaction of any proper debts and liabilities shall be transferred to such other charitable organisation or organisations (having objectives similar to the Organisation) as the General Meeting or the Management Committee (in absence of direction from the General Meeting) may determine.

This constitution was updated and adopted on 17th November 2021 during an extraordinary general meeting superseding the previous constitution by the persons whose signatures appear at the bottom of this document.

Signed:
James Millidge

----- Chairperson:

David Landers

----- Secretary:

Steve Jackson

----- Treasurer:

Dated: 17th November 2021

Safe 38 Extraordinary General Meeting Agenda

Wednesday 17th November 7.30PM Via Zoom

1. Welcome

James welcomed everyone to the meeting. In attendance were James Millidge, Sarah Martin, Alan Hodge, Steve Jackson, Gerith Eden, Linda Davidson & David Landers.

2. Apologies for Absence

Apologies were received from Kate Ewart, Armard Toms Steve Miller, Neil & Gloria Challen

3. Minutes from Previous Meeting

The minutes from the previous meeting were read and approved, proposed by Linda & seconded by Sarah.

4. Matters Arising from Previous Meeting

James advised the Torpoint council have not yet confirmed a road safety emergency partly because they are declaring a climate emergency.

5. Treasures Report

Steve advised that £248.27 spent on stickers & banked £353.71.

6. Review of Constitution

- Election of Officers
- Timing of Events

A revised version of the constitution was produced and agreed Steve Proposed Linda seconded and the final version will be ready for viewing at the next meeting in January.

7. Campaign Review

James provided a summary of the last Stakeholder Engagement Meeting which was organised by National Highways last month. James advised they were looking at potentially 3 off route sections of the A38 between Trurelfoot and Stoketon Cross where improvements could be made. In addition, they were looking at a single carriage way alternative route to the North of A38 but at this stage they were not sure yet where any new section would join the dual carriage way after Trurulefoot. Alan said that Kate Ewart had attended a meeting recently and said there will be non-statutory public consultations starting in February next year which should be a real opportunity for residents to make their views known. The improvements are currently focusing on the safety aspects rather than economic factors but James said it would be too short-sighted and much clearer if we could look at multi lane carriageways improvements and thus leave the old road behind for use for other forms of transport. Alan Hodge advised they were looking at possibly building over the railway and considering potential land buying opportunities. He asked if they were able to purchase enough land so it could be a multi carriage way in the future but they said this could not be done but they did confirm that it will be built to allow for changes in the future.

James suggested we put a road safety emergency press release out in December. EG "Please act now the future of SE Cornwall depends on it."

The Peninsular group are meeting in early December and they help influence major projects. A Plymouth councillor has been campaigning for a motorway style A38 improvement from Exeter to Bodmin.

James said he will write to Sheryll Murray to express his dismay at the current proposals.

Public Liability Insurance

Steve said he will look at process for PL insurance.

8. Any Other Business

- The next meeting is the Safe 38 Christmas party on Thursday 16th December
- The next committee Meeting to be held on Wednesday 19th Jan
- The following meeting will be the AGM on the 23rd Feb



Saltash Town Council



Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest Grant ☐

Festival Fund Grant ☒

DATE APPLICATION SUBMITTED:

21st June 2022

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

How long has your organization been in existence?	Branch is 101 years old on 23rd July 2022
---	---

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

1. Organisation Background

Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u> ? (Please list – continue on a separate sheet if necessary)	Date Applied	Project	Amount Applied for	Successful Y/N
	2017	Festival of Remembrance	£543	Yes
	2018	Festival of Remembrance	£700	Yes
	2019	Festival of Remembrance	£300	Yes
	2020	Festival of Remembrance	£550	Yes but returned due to Covid
	2021	Festival of Remembrance	£700	Yes but returned due to Covid
Please list the aims and objectives of your organization	<p>The RBL has been supporting members of the Royal Navy, Royal Marines, British Army, Royal Air Force, Reservists, Veterans and their families since 1921. Offers financial assistance and guidance, help to live independently, help to get back into the community after service. Offers help with health & rehabilitation issues Provides Admiralty Nurses to offer practical, clinical and emotional support to families, carers of those with dementia, just to name a few</p> <p>Many local residents have received support and welfare from the local RBL, which has been funded by the monies raised by the Local Poppy Appeal.</p> <p>The Festival of Remembrance launches the Appeal for Saltash</p>			

What are the main activities of your organization?	<p>To raise awareness of the services offered by the RBL to the community</p> <p>To raise funds for the Poppy Appeal to be spent on the welfare and support of local people</p> <p>Provide support to the local Dementia Veterans Group and the Armed Forces & Veterans Breakfast Club group.</p> <p>Affiliated to all the schools and cadet groups in the town.</p> <p>Have a fundraising point in the Community Hub Shop</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?	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	29 / 10 / 2022
	Finish Date	29 / 10 / 2022
	Total Cost	£ 850
	Grant Applied For	£ 850 Any monies not used will be returned to the Council

Project title:	Saltash & District Royal British Legion Festival of Remembrance 2022
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Description of project (please continue on a separate sheet if necessary):	<p>The Festival of Remembrance launches the 2022/23 Poppy Appeal</p> <p>Concert part will include Saltash Town Band, School Choir and a community choir.</p> <p>The service part will include a Parade of Standards from branches around Devon & Cornwall, local cadet groups, military kids groups schools and other organisations</p> <p>It will engage local residents and dignitaries both young and old within the community as they come together to remember and celebrate those who gave their lives for town and country.</p> <p>we hope you will support us by helping to fund this event.</p>
Where will the project/activity take place?	<p>Wesley Methodist Church Callington Road Saltash</p>

Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	<p>The people of Saltash & District who qualify for help from monies raised from the Poppy, whether that be from mobility goods to brown goods, over £14000 was spent in the area during one quarter of 2019. Since Covid the needs of the vulnerable have increased which is why we need this event.</p>
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	<p>This has been an annual event (only Covid stopped it for the last 2 years) where the community gets together to remember, and to launch the Poppy Appeal Fortnight.</p>
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)	<p>Due to Covid, and the restrictions made on other groups, I am unsure if normal fees will be waived this year as everyone is struggling</p> <p>I may not be able to use the normal groups therefore am unsure of exact fees needed.</p> <p>The booking form for Saltash Town band indicates their fee is now £300 and I am not sure at this stage whether they will waive this, but need to include the cost in this application.</p>

How will the project be managed and how will you measure its success?	<p>The Festival of Remembrance will be advertised throughout Devon & Cornwall via local press and social media. Invites will be sent out to the other branches within Cornwall to take part, youth groups, schools and all cadet units will be invited also.</p> <p>Tickets will be on sale a month before and banners will be put up throughout the town</p> <p>A raffle will take place during the event, and there will also be merchandise available.</p>
Please give the timescale and key milestones for your project, including a start date and finish date.	<p>A month before - Advertising, banner and tickets go on sale. The Festival occurs on the evening of the 29th October. The Poppy Appeal is launched at this event and will continue for a further 12 months until next year's event</p>
What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)	<p>Risk assessments of the church have been provided. I have previously been DBS checked and was a Health & Safety Administrator so fully aware of the safeguarding issues</p> <p>Any children will be accompanied by their teachers or parents</p> <p>Covid 19 precautions will also be in place if required</p>

3. How you will pay for your project.

What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	<p>£100 estimated costs of new banners & advertising £ 75 estimated costs for programmes and tickets £175 cost of hiring Wesley Church £300 for Saltash Town Band £200 for other musicians and sundries</p> <p>£850 Total any monies not used will be returned</p>
How will you promote STC once application and project are complete?	<p>Saltash Town Council will be acknowledged on the banners and in the programmes. Master of Ceremonies will also include them in vote of thanks. The Mayor, their consort and members of STC will be invited to attend.</p>

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

Organization	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Donations for the raffle are provided by local businesses within the town Local shops advertise by putting up posters for the event We are seeking the grant solely from the Saltash Festival Funds however as this event will be promoted throughout the County, it will highlight Saltash Town Council's participation with this annual event			

Please confirm the bank account your project is using is in the project's name/organization name	Lloyds Bank Sort Code: 30-12-74 Account no.: 02114027 Royal British Legion Saltash
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4. Further information enclosed Checklist.

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

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

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

<p>The Royal Charter can be found: https://www.britishlegion.org.uk/quick-links/the-royal-charter</p> <p>The document is too large to enclose</p>

5. Declaration by the applicant

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

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

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

I/we accept the following:

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

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

Signed:			
Print Name(s):	CAROLANN PABST		
Position(s):	Social & PR Secretary - Saltash Branch		
Date:	21st June 2022		

Applicants should refer to the Privacy Notice on the Town Council Website 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

OFFICE USE ONLY:	
Date received	21/6/22
Received by:	Lindsay Mansfield
Application Reference:	FF112
Date to P&R Chairman/Vice Chairman	21/6/22
Approved to go to Committee	Yes
Committee Date	12/6/22
Decision/Minute number	
Amount awarded	
Application refused by P&R Chairman or refused by Committee	
Appeal notice issued	
Appeal received	
Approved for Committee	
Decision/Minute number	

LLOYDS BANK

J31B7100Q98MBA0000005677001002 393 B 000

ROYAL BRITISH LEGION SALTASH

Your account statement

Issue date: 30 June 2021

Write to us at: PO Box 1000, Andover

 Call us on: 0345 072 5555 (from UK)
 +44 1733 347338 (from Overseas)
Visit us online: www.lloydsbank.com

Your branch: ROYAL PARADE PLYMO

**TREASURERS ACCOUNT**

RYL BRIT LEGION SALTASH - REG NO 219279

Account summary

Balance On 28 May 2021	£1,840.44
Total Paid In	£172.50
Total Paid Out	£7.86
Balance On 16 Jun 2021	£2,005.08

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
28 May 21		STATEMENT OPENING BALANCE			1,840.44
10 Jun 21	DEP	500100	135.00		1,975.44
10 Jun 21	FPI	SALTASH TOWN C WREATH 2021-1 RP4679967911886900205040 10 10JUN21 16:18 001099	25.00		2,000.44
11 Jun 21	CHQ			7.86	1,992.58
16 Jun 21	FPI	MISS CAROLANN PABS POPPY APPEAL FUND 61057475912165F5SW 406420 10 16JUN21 12:19	12.50		2,005.08
16 Jun 21		STATEMENT CLOSING BALANCE	172.50	7.86	2,005.08

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

DEP - Deposit

FPI - Faster Payment

CHQ - Cheque



Annual Branch Accounts

For the year ended 30 June 2021

Year End Signed

Branch Saltash RBL

Branch Code 2274

County / District Cornwall

Currency GBP

Section 1 - Branch Certificate

We, the Branch Officers, confirm that:-

- the attached Annual Branch Accounts, including the Summary of Income and Expenditure and Summary of Branch Assets, are complete and accurate to the best of our knowledge, and have been prepared in accordance with the requirements of the Membership Handbook and related guidance;
- the Summary of Branch Assets includes all funds held by or on behalf of the branch as at 30 June 2021 (with the exception of Legacy and Branch Property Trust funds held at Head Office);
- the Summary of Income and Expenditure has been prepared on a receipts and payments basis, and includes all monies received into or paid out of branch funds during the year ended 30 June 2021;
- all restricted funds held by the branch have been separately identified as such;
- the accounts do NOT include any assets, liabilities, income or expenditure in relation to funds not controlled by the Royal British Legion. In particular, NO transactions or balances relating to RBL Clubs or members' social funds have been included; and
- during the period from 01 July 2020 to the date of the approval of these accounts, the Branch Officers have carried out their duties in accordance with the Royal Charter and Membership Handbook, including the duty to maintain proper accounting records and to safeguard the property and funds of the branch. We confirm that all members of the Committee have been informed of this duty.

'We have attached (please mark with an 'X'):-



'An Authority to Disclose Information form (ATDI) for each bank and investment institution used by the branch during the year.



For each bank account, a copy of the bank statement showing the balance as at 30 June 2021.



For each investment account (if applicable), a copy of the investment report showing the balance as at 30 June 2021.

The attached Branch Accounts were approved by the Branch Committee on 28/7/2021 (date)*

* must be prior to Independent Examiner endorsement

Signed

Chairman

Signed

Treasurer

BRANCH ACTION: This form must be completed correctly and in full (where applicable). On completion of the Branch Certificate above, the accounts (with supporting documentation) must be examined by an Independent Examiner (or audited if required - see Annual Branch Accounts Guide). Once finalised, the completed form must be sent to your Membership Support Officer (MSO) to be received no later than 30 September 2021, together with copies of all relevant ATDIs, bank statements and investment reports as set out above. A copy of the signed completed form should be retained by both the branch and the Independent Examiner/auditor.

Please note that the Branch Accounts do NOT require AGM approval prior to submission, and MUST be received by the MSO no later than 30 September 2021.

IMPORTANT NOTE FOR OVERSEAS BRANCHES ONLY: In order for this form to function correctly, it must be completed using a consistent currency throughout. Please enter the currency used in the relevant box at the top of this page.

If you have transactions and balances in multiple currencies, you should complete this form in the currency in which the majority of branch funds are held. Any transactions and balances held in other currencies should be translated to the reporting currency using the rates published at www.oanda.com as at 30 June 2021.

Please state below any balances or transactions which have been translated, the original currency the funds are held in, and the rate(s) used. Continue on a separate sheet if required:

Section 2 - Summary of Branch Assets

Branch Code:

As at 30 June 2021

BR 2274

			Opening Balance	Closing Balance
			01 July 2020	30 June 2021
Currency			GBP	GBP
Bank accounts (fill in details below)				
Bank name	Sort Code	Account No.		
Treasurers Account	301274	02114027	1,479.30	1,927.08
BFI				
Bank name	Sort Code	Account No.		
Saltash	301175	01200110	1,294.40	1,300.88
Investment accounts (fill in details below)				
Bank name	Sort Code	Account No.		
Petty cash (should not exceed £50)			0.00	0.00
Total branch funds held			2773.70	3227.96
Increase / decrease in branch funds				454.26

Section 3 - Summary of Income and Expenditure

Branch Code:

For the year ended 30 June 2021

BR 2274

Income

Currency GBP

Membership Fees	186.00
Legion membership fees collected	0.00
Branch subs from members (overseas only)	0.00
Branch subs from head office	186.00
Branch Poppy Appeal Events	2,476.73
Poppy Appeal events income	2,476.73
Branch Fundraising Events	485.44
Branch fundraising event income	485.44
Festival of Remembrance Tickets	0.00
Festival of Remembrance ticket income	0.00
Branch Property Income (BPT)	0.00
Rental income received from head office	0.00
Rental/hire income received locally	0.00
Legacies	0.00
Legacies received from head office	0.00
Legacies received locally	0.00
Donations	614.00
Donations	614.00
Interest and Investment Income	6.48
Bank interest	0.00
BFI interest	6.48
Interest and dividends on investments	0.00
Unrealised gains/losses on investments	0.00
Gain/loss on sale of investment	0.00

Expenditure

Currency GBP

Membership Fees	0.00
Legion membership fees paid to Novacroft	0.00
Poppy Appeal Events	2,489.23
Poppy Appeal event expenditure	0.00
Poppy Appeal event proceeds paid to head office	2,489.23
Branch Fundraising Events	262.21
Branch fundraising event expenditure	262.21
Festival of Remembrance Tickets	0.00
Festival of remembrance payments to head office	0.00
Branch Property Expenditure (BPT) (Analysed at Section 4)	0.00
Branch Property Expenditure (BPT)	0.00
Ceremonial Expenditure (non - BCS) (Analysed at Section 4)	0.00
Ceremonial Expenditure (non - BCS)	0.00
Branch Community Support (BCS) (Analysed at Section 4)	0.00
Branch Community Support (BCS)	0.00
Management and Administration	123.15
Conferences and meetings (inc travel expenses)	0.00
Hire of premises for meetings (non branch prop)	0.00
Bank charges (inc audit letters)	0.00
Audit and inde examination fees and expenses	19.99
Training and development costs and expenses	0.00
Branch recruitment expenditure	0.00
Printing, stationery and postage	103.16

Other Income (Analysed at Section 4)	100.00
Other Income	100.00

Purchase of Equipment	134.80
Purchase of branch equipment	134.80

Payment to Other Parts of the Legion (Analysed at Section 4)	131.00
Payment to Other Parts of the Legion	131.00

Other Expenditure (Analysed at Section 4)	274.00
Other Expenditure	274.00

Centenary Expenses	0.00
Centenary Expenses	0.00

Total Income **3868.65**

Total Expenditure **3414.39**

NET MOVEMENT IN BRANCH CASH **454.26**

Section 4 - Income and expenditure analysis

Branch Code:
BR 2274

Other Income	
BPT transitional funding	0.00
Other income from other parts of the Legion	0.00
Other Income (external)	100.00
Total Other Income	100.00

Branch Property Expenditure (BPT)	
BPT rent paid	0.00
BPT rates	0.00
BPT property insurance	0.00
BPT utilities	0.00
BPT small property repairs and maintenance	0.00
BPT cleaning and caretakers	0.00
BPT property related legal and professional fees	0.00
BPT other expenditure	0.00
Total Branch Property Expenditure (BPT)	0.00

Ceremonial Expenditure (non - BCS)	
Band/bugle player	0.00
Standard bearer's expenses	0.00
Standard bearer's equipment	0.00
Dignitary refreshments	0.00
Purchases of badges and wreaths	0.00
Other branch ceremonial event costs	0.00
Centenary Expenses	0.00
Total Ceremonial Expenditure (non - BCS)	0.00

Branch Community Support (BCS)

Hospital/home visiting travel expenses	0.00
Telephone buddy call expenses	0.00
Bereavement support travel expenses	0.00
One off gifts (not to exceed £20 per beneficiary)	0.00
Branch awareness events	0.00
Local Touchpoint expenditure	0.00
BCS Committee/Representative expenses	0.00
Branch Crisis Grant	0.00

Total Branch Community Support (BCS) 0.00

Payment to Other Parts of the Legion

Donations to RBL County or District	0.00
Donations to RBL care home or break centre	0.00
Donations to Poppy Appeal from branch funds	131.00
Donations to NMA	0.00
Other payments to other parts of the Legion	0.00

Total Payment to Other Parts of the Legion 131.00

Other Expenditure

Other expenditure	274.00
-------------------	--------

Total Other Expenditure 274.00

Section 5 - Restricted Funds

Branch Code:

BR 2274

The sections below should be completed for each restricted fund held by the Branch (excluding BPT and legacy trust funds held by head office). Restricted funds are those which are subject to legal restrictions on their use, usually imposed by the donor, which means that they can only be used for specific activities or in a specific geographical area. In order to qualify as a restricted fund, the legal restrictions in place must be narrower than the objects of the Legion as a whole. Funds should NOT be reported here as restricted simply because they have been earmarked or designated by the Branch for a particular use, and it is the Branch Committee's responsibility to keep its own records in respect of such funds which should be held locally.

As a general rule, it is considered highly unusual for branches to hold restricted funds. If in doubt, please contact the Branch Accounts team for further guidance.

Please note that all income, expenditure and funds reported below MUST also be included within the Statement of Income and Expenditure and Statement of Branch Assets at sections 2-4.

Opening balance as at 01 July 2020

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Closing balance as at 30 June 2021

Section 6 - Additional Information

Branch Code:

BR 2274

The following information should be completed by all branches. If there is nothing to report under a particular heading, please state 'None'. Refer to the Branch Guide for further guidance.

Details of any related party transactions in the year. This includes any receipts from, or payments to, Branch Officers, or parties connected to Branch Officers (such as family members or connected companies). Normal reimbursement of expenses does not need to be reported here. Please see Annual Branch Accounts Guide for further details.

NONE

Details of any local legacies received by the branch in the year (as entered at in section 3).

NONE

Details of any large or unusual transactions during the year, or since the year-end, or any other significant information of relevance to the Branch Accounts.

NONE

Annual General Meeting

(for branch use only - please do NOT wait until after AGM to submit these accounts)

These accounts were adopted by the Annual General Meeting of the branch held on _____ (date).

Signed _____ (Secretary)

9/11

Section 7 - County/MSO Use Only

Branch Code:
BR 2274

County or District Treasurer Comments:

For MSO use only

Accounts received:

(Date) _____

Uploaded to Sharepoint:

(Date) _____

Submission checklist (please mark 'X' as appropriate):

See section 7 of the Annual Branch Accounts Guide for more details on submission requirements.

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Scanned copy of Annual Branch Accounts form with all required signatures |
| <input type="checkbox"/> | Excel accounts template (if completed) |
| <input type="checkbox"/> | Bank Statements (all accounts) and reconciliations if required |
| <input type="checkbox"/> | Investment Reports (all accounts) and reconciliations if required |
| <input type="checkbox"/> | Authority to disclose (all bank and investment accounts) |
| <input type="checkbox"/> | Accruals accounts (if produced) |
| <input type="checkbox"/> | Full Audit Report (branches above audit threshold) |

MSO Observations:

Section 8 - Report of the Independent Examiner

Branch Code:

BR 2274

(Note: Where the accounts are subject to audit, the Auditor must submit an Audit Report in the format prescribed by their professional standards and attach it to the Accounts).

In accordance with the Terms of Reference issued by the Board of Trustees of The Royal British Legion, I/we have examined the Summary of Branch Assets as at 30 June 2021, and the Summary of Income and Expenditure for the year then ended, together with the books and vouchers relating to those summaries.

In my/our opinion, the said summaries fairly state the transactions of the Branch for the year ended 30 June 2021, and its assets and liabilities at that date.

Except as stated below under 'Exceptions', no matter has come to my/our attention, which gives reasonable cause to believe that:

- proper accounting records have not been kept; or
- the Branch Accounts are not prepared in accordance with the books and supporting vouchers; or
- the Branch does not have proper title to the assets and stated bank balances; or
- the Branch has not complied with Legion policies and accounting requirements.

Matters to report (please mark with an 'X'):

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | 1/ We have checked that there is an Authority to Disclose Information form for each bank and investment institution used during the year. |
| <input checked="" type="checkbox"/> | 1/ We have checked that the bank statements and bank reconciliations for each bank account are correct. |
| <input checked="" type="checkbox"/> | 1/ We have checked the investment reports and agreed balance confirmations (if applicable). |

Exceptions (If none, please state 'None'. Continue on an additional sheet if required):

NONE

Signed _____

Date 01/09/21

Print Name _____

Qualification LTFC Nat'l p. business finance

Address _____

Contact Number _____

REPORT RE GARDEN FURNITURE FOR MARY NEWMANS

Firstly thank you for the contribution of £500 towards the purchase of the Garden Furniture.

I would refer to my telephone conversation with the Finance Department on 30th May at 10.45am when I explained that the furniture in question had to be purchased by us so as to be in place for the opening for the 2022 season.

The old wooden furniture that has been at the cottage for many years had become totally unsafe and had to be discarded.

The furniture would have been bought for the opening in 2020 but due to Covid and Social Distancing we were unable to open until 2022 and therefore it was imperative that we had this in place which was why I spoke with the finance department on 30th May to let them know we had bought this furniture before approval of a community Grant was given.

The lady I spoke with fully understood our position and said I should write this in the report to you.

The furniture in question is totally in keeping with an Elizabethan Garden and also has the Tudor Rose Emblem on the Chairs.

We sincerely hope at some stage The Saltash Town Council will visit Mary Newman's Cottage and see for yourselves the difference this furniture makes over the very old wooden unsafe furniture which has now been taken away for us by a Waste Haulage Co.

Brigette Dixon 9 Chair0



FURNITURE PURCHASED FROM "LALY SUSAN"

FOR MARY NEWMAN'S GARDEN

TO ASSIST IN BUYING TO REPLACE OLD

WOODEN FURNITURE WHICH HAD BECOME
UNSAFE

1/6/2022

By Linda T. P.S



Policy Group: General

Data Retention & Disposal Policy

RESPONSIBLE COMMITTEE: P&F

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

Current Document Status			
Version	2/2022 DRAFT	Approved by	
Date	June 2022	Date	
Responsible Officer	AJT	Minute no.	
Next review date	Annual or as required		

Deleted: 1/2022

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Deleted: 05/2018

Deleted: 05.05.2022

Deleted: 54/22/23b(iv)

Version History			
Date	Version	Author/Editor	Notes
052018	1	SLCC/ajt	New
May 2021	1/2021	AJT	Readopted – new council
May 2022	1/2022	AJT	Readopted
June 2022	2/2022	AJT	Appendix B added

Document Retention Period
Until superseded

Deleted: Readopted 05

Saltash Town Council Data Retention and Disposal Policy

NOTE: This document refers to the now repealed Data Protection Act 1998 which has been replaced by the Data Protection Act 2018.

1. Introduction

- 1.1 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.
- 1.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.
- 1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.
- 1.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.
- 1.5 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the UK General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. Scope and Objectives of the Policy

- 2.1 The aim of this document is to provide a working framework to determine which documents are:
 - Retained – and for how long; or
 - Disposed of – and if so by what method.
- 2.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:
 - 'With compliments' slips.
 - Catalogues and trade journals.
 - Non-acceptance of invitations.
 - Trivial electronic mail messages that are not related to Council business.
 - Requests for information such as maps, plans or advertising material.
 - Out of date distribution lists.

- 2.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.
- 2.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations

3. Roles and Responsibilities for Document Retention and Disposal

- 3.1 The Council is responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the UK General Data Protection Regulations.
- 3.2 The Council should ensure that all employees are aware of the retention/disposal schedule.

4. Document Retention Protocol

- 4.1 Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.
- 4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:
- Facilitate an audit or examination of the business by anyone so authorised.
 - Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
 - Verify individual consent to record, manage and record disposal of their personal data.
 - Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.
- 4.3 To facilitate this the following principles should be adopted:
- Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the UK General Data Protection Regulations
 - Documents that are no longer required for operational purposes but need retaining should be placed at the records office.
- 4.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.
- 4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5. Document Disposal Protocol

- 5.1 Documents should only be disposed of if reviewed in accordance with the following:
- Is retention required to fulfil statutory or other regulatory requirements?
 - Is retention required to meet the operational needs of the service?
 - Is retention required to evidence events in the case of dispute?
 - Is retention required because the document or record is of historic interest or intrinsic value?
- 5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.
- 5.3 Documents can be disposed of by any of the following methods:
- Non-confidential records: place in waste paper bin for disposal.
 - Confidential records or records giving personal information: shred documents.
 - Deletion of computer records.
 - Transmission of records to an external body such as the County Records Office.
- 5.4 The following principles should be followed when disposing of records:
- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the UK General Data Protection Regulations.
 - the Freedom of Information Act or cause reputational damage.
 - Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
 - Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
 - Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).
- 5.5 Records should be maintained of appropriate disposals. These records should contain the following information:
- The name of the document destroyed.
 - The date the document was destroyed.
 - The method of disposal.

6. Data Protection Act 1998 (REPEALED AND REPLACED BY THE Data Protection Act 2018 23rd May 2018)– Obligation to Dispose of Certain Data

6.1 The Data Protection Act 1998 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:

Data that relates to a living individual who can be identified:

- a) from the data, or
- b) from those data and other information which is in the possession of, or is likely to come into the possession of the data controller.

It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

6.2 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.

6.3 Councils are responsible for ensuring that they comply with the principles of the under the UK General Data Protection Regulations namely:

- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.

6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

7. Scanning of Documents

7.1 In general, once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, **except** for those prescribed by HM Revenue and Customs.

7.2 As a general rule hard copies of scanned documents should be retained for three months after scanning.

7.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

8. Review of Document Retention

- 8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the Code of Practice on the Management of Records issued by the Lord Chancellor).
- 8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:
- *Local Council Administration*, Charles Arnold-Baker, 910^h edition, Chapter 11
 - Local Government Act 1972, sections 225 – 229, section 234
 - *SLCC Advice Note 316 Retaining Important Documents*
 - *SLCC Clerks' Manual: Storing Books and Documents*
 - *Lord Chancellor's Code of Practice on the Management of Records issued under Section 46 of the Freedom of Information Act 2000*

9. List of Documents

- 9.1 The full list of the Council's documents and the procedures for retention or disposal can be found in Appendix A: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements.
- 9.2 The management of email/Office 365 accounts for Members or employees leaving the council is contained in Appendix B: Management of Member and Employee Email/Office 365 Accounts and Mailboxes.

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Saltash Town Council

Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive		Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority
Agendas	5 years	Management		Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims		Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Scales of fees and charges	6 years	Management		Bin
Receipt and payment accounts	Indefinite	Archive		N/A
Receipt books of all kinds	6 years	VAT		Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit		Confidential waste
Bank paying-in books	Last completed audit year	Audit		Confidential waste
Cheque book stubs	Last completed audit year	Audit		Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)		Confidential waste A list will be kept of those

Document	Minimum Retention Period	Reason	Location Retained	Disposal
				documents disposed of to meet the requirements of the GDPR regulations.
Paid invoices	6 years	VAT		Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)		Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT		Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)		Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)		Bin
Wages books/payroll	12 years	Superannuation		Confidential waste
Insurance policies	While valid (but see next two items below)	Management		Bin
Insurance company names and policy numbers	Indefinite	Management		N/A
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management		Bin
Town Park equipment inspection reports	21 years			
Investments	Indefinite	Audit, Management		N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management		N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant			Bin
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).		N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Magazines and journals	<p>Council may wish to keep its own publications</p> <p>For others retain for as long as they are useful and relevant.</p>	The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1 st February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds.		Bin if applicable
	Record-keeping			
<p>To ensure records are easily accessible it is necessary to comply with the following:</p> <ul style="list-style-type: none"> A list of files stored in cabinets will be kept 	The electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programme supplied by the Council's IT company.	Management		Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
<ul style="list-style-type: none"> Electronic files will be saved using relevant file names 				A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
General correspondence	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.	Management		Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Correspondence relating to staff	If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3–6 months Recommend this period be for 3 years	After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.		Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
	Documents from legal matters, negligence and other torts Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. If in doubt, keep for the longest of the three limitation periods.			
Negligence	6 years			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Leases	12 years			Confidential waste.
Sums recoverable by statute	6 years			Confidential waste.
Personal injury	3 years			Confidential waste.
To recover land	12 years			Confidential waste.
Rent	6 years			Confidential waste.
Breach of trust	None			Confidential waste.
Trust deeds	Indefinite			N/A
For Halls, Centres, Recreation Grounds				
<ul style="list-style-type: none"> • Application to hire • Invoices • Record of tickets issued 	6 years	VAT		Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Lettings diaries	Electronic files linked to accounts	VAT		N/A
Terms and Conditions	6 years	Management		Bin
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management		Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
	For Allotments			
Register and plans	Indefinite	Audit, Management		N/A
Minutes	Indefinite	Audit, Management		N/A
Legal papers	Indefinite	Audit, Management		N/A
	For Burial Grounds			

Document	Minimum Retention Period	Reason	Location Retained	Disposal
<ul style="list-style-type: none"> • Register of fees collected • Register of burials • Register of purchased graves • Register/plan of grave spaces • Register of memorials • Applications for interment • Applications for right to erect memorials • Disposal certificates • Copy certificates of grant of exclusive right of burial 	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204)		N/A
	Planning Papers			
Applications	1 year	Management		Bin
Appeals	1 year unless significant development	Management		Bin
Trees	1 year	Management		Bin
Local Development Plans	Retained as long as in force	Reference		Bin
Local Plans	Retained as long as in force	Reference		Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes		N/A
	CCTV			
Daily notes	Daily	Data protection		Confidential waste
Radio rotas	1 week	Management		Confidential waste
Work rotas	1 month	Management		Confidential waste

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Observation sheets	3 years	Data protection		Confidential waste
Stats	3 years	Data protection		Confidential waste
Signing in sheets	3 years	Management		Confidential waste
Review requests	3 years	Data protection		Confidential waste
Discs – master and working	For as long as required	Data protection		Confidential waste
Internal Operations Procedure Manual	Destroy on renewal Review annually	Management		Confidential waste
Code of Practice	Destroy on renewal Review annually	Management		Confidential waste
Photographs/digital prints	31 days	Data protection		Confidential waste

Appendix B –

Data Retention and Disposal Policy – Management of Member and Employee Email/Office 365 Accounts and Mailboxes

This procedure is to be followed when a Member resigns from the Council or a member of staff leaves the employment of the Council.

Members:

Town Clerk notified of the resignation.

Town Clerk or delegated Officer - instruct IT Consultant by email to remove access to account immediately.

IT Consultant to archive mailbox and account contents for 12 months.

IT Consultant deletes account, mailbox and all contents after 12 months and notifies Town Clerk or delegated Officer in writing.

Employees:

a. Personal accounts

Town Clerk or delegated Officer – instruct IT Consultant by email to remove Office 365 access at 5.00pm on last day of employment

Mailbox to have out of office divert message for three months (keeping the account live)

After 3 months IT Consultant to archive mailbox for 2 years

After 2 years – IT Consultant to check with Town Clerk/delegated Officer for email confirmation that the account mailbox can be deleted.

b. Officer role specific accounts (eg Town Clerk, Finance Officer, Accounts, HR, Enquiries)

Town Clerk/delegated Officer – instruct IT Consultant by email to change password at 5.00pm on last day of employment maintaining access for other authorized staff.

c. Accounts where more than one employee has access

Town Clerk/Delegated Officer to instruct IT Consultant by email to change password at 5.00pm on last day of employment of departing team member maintaining access for other authorised staff.

d. Teams

Once the IT Consultant has removed Office 365 access is automatically removed. Chats should be deleted from Teams.

Policy Group: General

Receiving Public Questions, Representations and Evidence at Meetings

Deleted: Receiving Public Questions at Meetings

RESPONSIBLE COMMITTEE: P&F

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

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DRAFT 06/2022

Current Document Status			
Version	3/2022 DRAFT	Approved by	
Date	June 2022	Date	
Responsible Officer	AJT	Minute no.	
Next review date	Annual or as required		

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Deleted: 05.05.2022

Deleted: 54/22/23b(xvii)

Version History			
Date	Version	Author/Editor	Notes
April 2018	1	AJT	New – Min no.07/18/19g
March 2021	2 DRAFT	AJT	Revised
June 2021	2	AJT	For readoption – new council
May 2022	2/2022	AJT	Reviewed for reapproval
<u>June 2022</u>	<u>3/2022DRAFT</u>	<u>AJT</u>	<u>Revised to include Planning & Licensing Committee admendments</u>

Document Retention Period
Until superseded

Deleted: Readopted 05/2022

SALTASH TOWN COUNCIL

RECEIVING PUBLIC QUESTIONS, REPRESENTATIONS AND EVIDENCE AT MEETINGS

Members of the public have a legal right to attend decision making meetings of the Town Council and its Committees, except where they are excluded for specific items which need to be discussed in confidence (e.g. staffing matters or tenders for contracts). A period of fifteen minutes will be designated for public participation at a meeting and this session is recorded in the minutes of the meeting.

Submission of Questions, Representations and Evidence

Questions, representations and evidence must be submitted in writing **no later than 24 hours before the meeting** either by email to enquiries@saltash.gov.uk or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and address and indicate if you will be present at the meeting.

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No person may submit more than one question to a meeting and no more than one question may be asked on behalf of an organisation.

Any questions submitted after the deadline will be referred to the next meeting.

Anonymous questions will not be answered.

Order of Questions

Questions will be taken in the order in which notice was received but the Chairman of the meeting may group together similar questions. Where the enquirer is unable to be present their letter will be read out by the Town Clerk.

All questions shall be put to the Chairman and no member of the public may speak for longer than three minutes. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman shall direct in which order this will be.

A public question shall not start a debate at the meeting.

Scope of Questions

Questions must relate to a matter to which the Council has powers or duties or which affect the town of Saltash.

Questions will not be allowed on matters which have previously been determined.

The Chairman of the meeting will reject a question if it:

- Is not about a matter for which the Town Council has a responsibility or which affects the town of Saltash.
- Is defamatory, frivolous or offensive.
- Requires the disclosure of confidential information.

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- Is the same, or substantially the same question as one asked in the previous six months.

Response to Questions

Questions may be answered by the Mayor, Deputy Mayor, Town Councillors or the Town Clerk and will be dealt with in one of the following ways:

- A verbal response may be made at the meeting.
- The Town Clerk will be asked to respond in writing.
- The Town Council may decide to place the item on an agenda for a future meeting (or refer it to a Committee) for further consideration.
- Where the enquirer was not present at the meeting a copy of the response will be provided if made at the meeting.

Procedure in respect of planning applications

Members of the public wishing to speak about a planning application should register by email **no later than 12 noon the day before the meeting** where the application will be considered.

The Chairman will introduce the application and invite speakers in the following order:

- The applicant or their agent
- Objector
- Supporter
- Ward Members

Following this, Members of the Committee may debate and will then vote on the application.

Where more than one objector/supporter has registered to speak, the first received will be permitted to speak. Where there are number of interested parties in an application, they are advised to coordinate their response and nominate a speaker.

Time Limits

Each public speaker has a time limit of three minutes to make their representation. At the discretion of the Chairman and with the approval of Members, a further two minutes may be permitted where new information is available.

Protocol

Members of the public should not interrupt other speakers or the Committee debate. Where Members of the Committee ask questions of a public speaker this does not entitle them to participate in the debate.

All speakers must respect the Chairman and respond to instructions accordingly.

Speakers should restrict their comments to material planning considerations only

Please note that offensive or threatening behaviour will not be tolerated. If a member of the public interrupts the proceedings of any meeting the Council reserves the right to curtail the contribution of that person and exclude a disorderly person or clear the public gallery.

Version History

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

Policy Group: General

Standing Orders 2022-23 DRAFT

Deleted: [Standing Orders 2022-23](#)

RESPONSIBLE COMMITTEE: P&F

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

Current Document Status			
Version	<u>07/2022</u>	Approved by	FTC
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Responsible Officer	AJT	Minute no.	89/22/23a
Next review date	Annual or as required		

Deleted: June 2022

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July 2021	07/2021	AJT	Deleted 2m
August 2021	08/2021	AJT	New 2m; Version history pre 2021 moved to back of document
May 2022	2022	AJT	Readopted
June 2022	06/2022	SB/AJT	Section 17 p28 Section 19 p30
<u>July 2022</u>	<u>07/2022 DRAFT</u>	<u>AJT</u>	<u>Section 2 f.g.i.i</u> <u>Section 2m</u>

Document Retention Period
Until superseded

Deleted: 06/2022

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1. General principles

- a. These Standing Orders apply to the meetings and actions of Saltash Town Council, and to its Committees and Sub Committees and supersede as and when required any delegated authorities as required and as may be in place from time to time. over relevant legislation and in particular the relevant provisions of the Local Government Act, 1972 Schedule 12, Part IV.
- b. All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- c. A motion to add to, vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least six (6) Councillors to be given to the Proper Officer in accordance with Standing Order 10.
- d. Any variation or amendment to these Standing Orders, including their Appendices, will not come into force until they have been adopted by resolution passed by a two-thirds majority of the full Council, having given one month's notice of the agreed changes.
- e. A printed copy of these Standing Orders and their Appendices shall be kept by the Proper Officer and shall be available for inspection by any member of the Public and made available on the Council website. An electronic or printed copy of the Standing Orders shall be given to each member of the Council by the Clerk as soon as possible following the member's Declaration of Acceptance of Office, and a printed or electronic copy, as requested, of the Standing Orders and their Appendices be given to all Members by the Clerk on request.
- f. The decision of the Chairman of a meeting as to the application of standing orders at the meeting shall be final.

2. Meetings generally

- a. Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b. The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- d. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend at that point identified on the agenda for public participation.
- e. At the Chairman's discretion and with the agreement of the Council, a member of the public may be invited to answer questions on matters of fact relating to the item under consideration by the Council at that point on the agenda where the matter is being discussed.
- f. The period of time designated for public participation at a meeting in accordance with standing order 2(d) above shall not exceed 15 minutes unless directed by the Chairman of the meeting and with the approval of Members of the Council.
- g. Subject to standing order 2(e) above, a member of the public shall not speak for more than 3 minutes.
- h. In accordance with standing order 2(d) above, a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.
- i. Any member of the public wanting to put a question, make a representation or give evidence to the Council must do so 24 hours prior to the meeting by writing or email to enquiries@saltash.gov.uk
- j. A person who speaks at a meeting shall direct their comments to the Chairman of the meeting.

k. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman of the meeting shall direct the order of speaking.

l. During Planning and Licensing Committee meetings (or a meeting of Full Council where planning applications are considered) members of the public who have registered to do so by 12 noon the day before the meeting by writing or email to enquiries@saltash.gov.uk may speak at the discretion of the Chairman and with the approval of members of the Planning and Licensing Committee.

Commented [MT1]: The rationale behind the extended time is to give the Planning Administrator time to contact the Planning Officer if an answer to a question is required.

m. ~~The Mayor will attend meetings of the Personnel Committee as an observer.~~

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n. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

o. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor of the Council may in their absence be done by, to or before the Deputy Mayor of the Council.**

p. **The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor, if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**

q. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or Councilors with voting rights present and voting.**

r. **The Chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

s. **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for or against that question. Such a request shall be made before moving to the vote and will be taken in alphabetical order of those present at the meeting and eligible to vote.**

t. The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;

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- ii. the names of Councillors present and absent;
 - iii. interests that have been declared by Councillors and non-Councillors with voting rights;
 - iv. the grant of dispensations (if any) to Councillors with voting rights;
 - v. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u. **A Councillor (or a non-Councillor) with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in the matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- v. **No business may be transacted at a meeting unless at least 7 (seven) members of the Council are present.** The Terms of Reference for each standing committee will define its quorum which in no case be less than three (3).
- w. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x. A meeting shall not exceed a period of 2 ½ hours.

3. Rules of debate at meetings

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairman of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the Chairman of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

- f. If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chairman of the meeting, is expressed in writing to the Chairman.
- h. A Councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairman.
- j. Subject to standing order 3(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman of the meeting.
- k. One or more amendments may be discussed together if the Chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l. A Councillor may not move more than one amendment to an original or substantive motion.
- m. The mover of an amendment has no right of reply at the end of debate on it.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o. Unless permitted by the Chairman of the meeting, a Councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another Councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.

- p. During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q. A point of order shall be decided by the Chairman of the meeting and their decision shall be final.
- r. When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s. Before an original or substantive motion is put to the vote, the Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t. Excluding motions moved under standing order 3(r) above, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chairman of the meeting.

4. Disorderly conduct at meetings

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard the request of the Chairman of the meeting to moderate or improve their conduct, any Councillor or the Chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

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- c. If a resolution made under standing order 4(b) above is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

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5. Committees and sub-committees

- a. **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the Committee.**
- b. **The members of a committee may include non-Councillors unless it is a committee which regulates and controls the finances of the Council.**
- c. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-Councillors.**
- d. The Council has established Terms of Reference for the governance of its Committees which are attached as an appendix to these Standing Orders. They confirm the membership, voting rights, delegated authority and training requirements, and may only be varied by resolution of a meeting of the Policy and Finance Committee.
- e. The Council may appoint committees as may be necessary, and:
 - i. shall determine their terms of reference including the scheme of delegation and the role of Chairman and Vice Chairman as ex officio members with or without voting rights;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next Annual Meeting of full Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 5(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. shall permit a committee to appoint its own Chairman at the first meeting of the committee;
 - vi. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - vii. shall determine if the public may participate at a meeting of a committee;
 - viii. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

- ix. shall determine if the public may participate at a meeting of a subcommittee that they are permitted to attend; and
- x. may dissolve a committee.
- f. Members of the Town Council shall have the right to attend the Policy and Finance, Services, Planning and Licensing and Burial Authority Committees.

Six members of the Town Council will be appointed to the Personnel Committee and all members of the Committee must be willing to commit to undertake employment law training as soon as they are elected subject to course availability.

Members of the Town Council shall have the right to attend all Sub Committees and Working Parties as non-voting members. They may sit at the table at the discretion of the Committee and may speak at the invitation of the Chairman.

All members of the Planning and Licensing Committee are to undertake Planning training within six months of their appointment subject to course availability.

- g. Where the press and public are excluded from any part of a meeting, members of the Council not appointed to serve on the committee will also be excluded from that part of the meeting.

6. Meetings

The following shall be considered as full Council meetings:

- a. Annual Town Council meeting**
- b. Ordinary meetings of the Council**
- c. Extraordinary meetings of the Council**

a. Annual Meetings

- i. In an election year, the Annual Meeting of the Council shall be held on the third Thursday of May, or the first Thursday after the Elections if the date is varied and must in any case take place within 14 days following the day on which the new Councillors elected take office.**
- ii. In a year which is not an election year, the Annual Meeting of a Council shall be held on the first Thursday in May at 7pm.**
- iii. The first business conducted at the Annual Meeting of the Council shall be the election of the Mayor and Deputy Mayor of the Council.**
- iv. The Mayor, unless they have resigned or become disqualified, shall continue in office and preside at the Annual Meeting until their successor is elected.**
- v. The Deputy Mayor, unless they resign or become disqualified, shall hold office until immediately after the election of the Mayor of the Council at the next Annual Meeting of the Council.**
- vi. In an election year, if the current Mayor of the Council has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Mayor of the Council has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor of the Council but must give a casting vote in the case of an equality of votes.**
- vii. In an election year, if the current Mayor of the Council has been re-elected as a member of the Council, they shall preside at the meeting until a new Mayor of the Council has been elected. They may exercise an original vote in respect of the election of the new Mayor of the Council and must give a casting vote in the case of an equality of votes.**
- viii. Following the election of the Mayor and Deputy Mayor of the Council at the Annual Meeting of the Council, the business of the Annual Meeting shall include:**

- a) **In an election year, delivery by the Mayor of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
- b) Confirmation of the accuracy of the minutes of the last meeting of the Council;
- c) Receipt of the minutes of the last meeting of a committee;
- d) Consideration of the recommendations made by a committee;
- e) Review of delegation arrangements to committees, subcommittees, staff and other local authorities;
- f) Review of the terms of reference for committees;
- g) Appointment of members to existing committees;
- h) Appointment of any new committees in accordance with standing order 5 above;
- i) In an election year, to confirm that the Council has met the eligibility criteria and is able to adopt and exercise the general power of competence;
- j) Determining the time and place of ordinary meetings of the full Council up to and including the next Annual Meeting of full Council.

b. Ordinary Meetings

- i. **Ordinary Full Council meetings shall be held on the first Thursday of each month excepting May, unless otherwise determined by resolution at the Annual Meeting of the Council.**
- ii. **In addition to the Annual Meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- iii. At Ordinary Full Council Meetings the order of business shall be:
 - a) Health and safety announcements.
 - b) To choose a person to preside if the Mayor and Deputy Mayor be absent.
 - c) Prayers, where permitted by Motion of the Council and desired by the Mayor/Chairman.
 - d) Apologies for absence.

- e) To receive Declarations of Interests as required by the Code of Conduct or by relevant legislation and consider written requests for dispensations.
- f) Guest speakers should normally be limited to one per meeting with the permission of the Council and shall not exceed 10 minutes unless directed by the Chairman.
- g) To receive reports from the Mayor, Police crime figures, Saltash Gateway CIC, Cornwall Gateway Community Network Area, and other bodies or Members at the discretion of the Mayor.
- h) To consider Written Questions from Members of the Public.
- i) To read and approve as a correct record the Minutes of Full Council.
- j) Meetings not yet approved but ready for approval.
- k) To consider Financial Matters.
- l) To consider Correspondence.
- m) To receive and note Minutes of Committees of the Council, and of Sub Committees reporting to Full Council, and consider any recommendations therein.
- n) To consider other matters placed on the agenda.
- o) To consider other matters submitted by motion.
- p) To consider Planning and Licensing Matters.
- q) To consider matters of public engagement and communication.
- r) To note the Dates of the Next Meetings.
- s) To move to order that the Common Seal of the Council be affixed to all deeds and documents necessary to give effect to the foregoing acts and proceedings.

c. Extraordinary meetings of the Council and committees and sub committees

- i. **The Mayor of the Council may convene an extraordinary meeting of the Council at any time.**
- ii. **If the Mayor of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two Councillors.**

- iii. The Chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- iv. If the Chairman of a committee or a sub-committee does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee or the sub-committee, any two members of the committee or the subcommittee may convene an extraordinary meeting of a committee or a sub-committee.
- v. **At Extraordinary Full Council Meetings, the order of business shall be:**
 - a) Health and safety announcements.
 - b) To choose a person to preside if the Mayor and Deputy Mayor are absent.
 - c) Apologies for absence.
 - d) To receive Declarations of Interests as required by the Code of Conduct or by relevant legislation and consider written requests for dispensations.
 - e) To consider the matters specified when the meeting was called.
 - f) To note the Dates of the next meetings.
 - g) To move to order that the Common Seal of the Council be affixed to all deeds and documents necessary to give effect to the foregoing acts and proceedings.

d. **Annual Town Meeting**

- i. The Annual Town Meeting shall be held between March 1st and June 1st, at a time fixed by resolution of the full Council.
- ii. At the Annual Town Meeting the order of business shall be:
 - a) Health and safety announcements.
 - b) To choose a person to preside if the Mayor and Deputy Mayor be absent.
 - c) Prayers, where permitted by Motion of the Meeting and desired by the Mayor/Chairman.
 - d) Apologies for absence.
 - e) To adopt the minutes of the last Annual Town Meeting of electors.

- f) To receive annual reports from the Mayor, Saltash Town Council, Cornwall Council, Police, Saltash Gateway, CIC and representatives of outside partners within the area of Saltash.
- g) To consider questions from members of the public.
- h) To note the date of the next Annual Town Meeting with electors.

7. Filming and recording meetings

a. Filming and Recording Council meetings

- i. **When a meeting of the Council, its committees or sub committees is open to the public, any person, if present, may:**
 - a) **film, photograph or make an audio recording of a meeting;**
 - b) **use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;**
 - c) **report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.**
- ii. **Oral reporting, commentary or broadcasting is not permitted during any part of a meeting of the Council, its committees and sub committees.**
- iii. An individual must be present and able to use their equipment in order to film, photograph or audio record a meeting. There will be no opportunity to report on any part of the meeting where the Council has resolved to exclude the press and public.

b. Disruptive behaviour whilst filming and recording

- i. No filming, photographing or audio recording of a meeting should be carried out in such a way as to disrupt the proceedings of the meeting.
- ii. If person(s) disregard the request of the Chairman of the meeting to moderate or improve their behaviour whilst filming or recording, any Councillor or the Chairman of the meeting may move that the person be instructed to cease filming, photographing or audio recording. The motion, if seconded, shall be put to the vote without discussion.
- iii. If a resolution under standing order 7 b(ii) above is ignored, the Chairman of the meeting may take further reasonable steps to

restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

- iv. Members of the Council recording meetings are reminded of their obligations under the Council's Code of Conduct in respect of confidential matters.

8. Previous resolutions and Rescission of minutes

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least six (6) Councillors to be given to the Proper Officer in accordance with standing order 10 below.
- b. The Mayor or Chairman of the relevant committee may call an Extraordinary meeting to consider a written notice to rescind a decision of that meeting when in receipt of a notice under standing order 10.
- c. When a motion moved pursuant to standing order 8 (a) above has been disposed of, no similar motion may be moved within a further six months.

9. Voting on appointments

a. Election of Officers

- i. Where two or more persons have been nominated for a position to be filled as an officer of the Council, election will take place by recorded ballot.

Where more than two persons have been nominated for a position to be filled by the Council, the vote will be taken by a written ballot of those members present and eligible to vote. The outcome of the vote will be reported by the Clerk.

- ii. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person.
- iii. A tie in votes may be settled by the casting vote of the Chairman of the meeting.

10. Motions for a meeting that require written notice to be given to the Proper Officer

- a. A motion shall relate to the responsibilities of the meeting to which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b. A written notice of motion received in accordance with these Standing Orders may be referred to any meeting of the Council or its committees or sub committees. The final decision as to where the motion will be considered will be made by the Proper Officer.
- c. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least ten (10) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- d. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10 (b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- e. If the Proper Officer considers the wording of a motion received in accordance with standing order 10 (b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least eight (8) clear days before the meeting.
- f. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the relevant Committee meeting or the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- g. A written notice of motion shall not relate to any matter which may be considered under the Council's Code of Conduct, Complaints Procedure or employment policies.
- h. Subject to standing order 10 (e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

11. Motions at a meeting that do not require written notice

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting.
 - ii. to move to a vote.
 - iii. to defer consideration of a motion.

- iv. to refer a motion to a particular committee or sub-committee.
- v. to appoint a person to preside at a meeting.
- vi. to change the order of business on the agenda.
- vii. to proceed to the next business on the agenda.
- viii. to require a written report.
- ix. to appoint a committee or sub-committee and their members.
- x. to extend the time limits for speaking.
- xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest.
- xii. to not hear further from a Councillor or a member of the public.
- xiii. to exclude a Councillor or member of the public for disorderly conduct.
- xiv. to temporarily suspend the meeting.
- xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements).
- xvi. to adjourn the meeting or
- xvii. to close a meeting.

12. Management of information

(see also standing order 20)

- a. The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b. The Council shall have in place, and keep under review, policy for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c. The agenda, papers that support the agenda and the minutes of the meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d. Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

13. Minutes

- a. The Minutes of all Committees shall be reported to Full Council to consider any Recommendations and matters arising from them. If a copy has been circulated to each member of the Council not later than the date of issue of the summons to attend the Meeting, the minutes will be taken as read.
- b. Minutes of Sub Committees will be received and considered by the relevant Committee. Working Groups may keep notes but shall not be required to keep Minutes except by resolution of the Full Council.
- c. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 11 (a) i above.
- d. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- e. If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the

minutes and include a paragraph in the following terms or to the same effect:

"The Chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- f. Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

14. Code of Conduct and dispensations

General

- a. The Council has adopted the Cornwall Code of Conduct for City, Community, Parish and Town Councils which will apply to Councillors and members of the public co-opted to serve on Committees and sub Committees of the Council in respect of the entire meeting.

All interests arising from the Code of Conduct adopted by the Council will be recorded in the minutes giving the existence and nature of the interest.

- b. Members must have particular regard to their obligation to record and leave the room for matters in which they have an interest as defined by the Code of Conduct or by relevant legislation.
- c. The Council shall maintain for public inspection, a Register of Members' interests that is compliant with the Code of Conduct and with relevant legislation.

Members and the Code of Conduct

- a. All Councillors and members of the public co-opted to serve on Council committees and sub committees shall observe the Code of Conduct adopted by the Council.
- b. All Councillors and members of the public co-opted to serve on Council committees and sub committees shall maintain a Register of Disclosable Pecuniary Interests and must update their register by notifying the Monitoring Officer and the Clerk of any changes within 28 days.
- c. All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.
- d. Unless granted a dispensation, a Councillor or non-Councillor with voting rights who has registered a Disclosable Pecuniary Interest in relation to any item of business being transacted at a meeting, shall leave the room whenever the item is being discussed, including any part of the meeting where the public are entitled to speak.

- e. Unless granted a dispensation, a Councillor or non-Councillor with voting rights who has registered a non-registerable interest in relation to any item of business being transacted at a meeting, shall leave the room whenever the item is being discussed, including any part of the meeting where the public are entitled to speak.
- f. Where a non-registerable interest arises from membership of an outside body as defined in 3.5A of the Council's Code of Conduct, a Councillor may remain in the room to address the meeting, provide a short statement and answer questions for no more than three (3) minutes before leaving the room at the request of the Chairman.
- g. Members must record in a Register of Interests maintained by the Proper Officer any gifts or hospitality that you are offered or receive in connection with your official duties as a member and the source of the gift or hospitality worth £25 or over.
- h. A Member of the Council may, for the purposes of their duty as a member but not otherwise, inspect any document which has been considered by a Committee or by the Council. The Proper Officer or Solicitor to the Council may decline to allow inspection of any document which is protected by other legislation or in the event of legal proceedings would be protected by privilege arising from the relationship of solicitor and client. All Minutes kept for any Committee shall be open for the inspection of any member of the Council during office hours.

Code of Conduct Complaints

- i. Notification of any complaint shall remain confidential to the Proper Officer of the Council until such time as the matter has been concluded, when the outcome of the complaint shall be reported to a meeting of full Council.
- j. Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor or Deputy Mayor of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer as set out in this Standing Order, and who shall continue to act in respect of that matter as such until the complaint is resolved.
- k. Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
- l. The Council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.

- m. References to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the Code of Conduct by a Councillor.
- n. Upon notification by the Monitoring Officer of Cornwall Council that a Councillor or Non-Councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider any recommendations and what, if any, action to take against him. Such action excludes disqualification or suspension from Office and shall be limited to those sanctions recommended by the Monitoring Officer as part of the Decision Notice.
- o. **In the event of a complaint received by the Proper Officer or Administration Staff relating to a standing Council member (submitted by either a Council member or member of the public), the complainant shall be directed to the Chairman of the Council to resolve or referred to the Monitoring Officer.**

Dispensations

- a. The Council has adopted the Cornwall Association of Local Councils, A Guide To Awarding Dispensations 2012, for the issuing of dispensations which is in accordance with the Council's Code of Conduct. It is attached to these Standing Orders as an appendix.
- b. The Guide shall apply to all meetings of the Council, its Committees and Sub Committees.
- c. No dispensation will be awarded for any meeting where there are no minutes of the proceedings.
- d. Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e. A decision as to whether to grant a dispensation shall be made by meeting of the Council, or Committee or Sub Committee for which the dispensation is required that decision is final.
- f. A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest of other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g. A dispensation may be granted in accordance with Standing Order 14(a) above if having regard to all relevant circumstances the following applies:
 - i. without the dispensation the number of person prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or
 - ii. granting the dispensation is in the interests of persons living in the Council's area or
 - iii. it is otherwise appropriate to grant a dispensation

15. Proper Officer

- a. The Proper Officer shall be either (i) the Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Proper Officer shall put in place arrangements to:
 - i. **at least three clear days before a meeting of the Council, a committee and a sub-committee serve on Councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer;**
 - ii. **provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them);**
 - iii. **convene a meeting of full Council for the election of a new Mayor of the Council, occasioned by a casual vacancy in their office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. retain acceptance of office forms from Councillors;
 - vi. retain a copy of every Councillor's register of interests;
 - vii. prepare and make available all agendas and minutes in line with the provisions of these Standing Orders;
 - viii. To act as the exempting officer and respond to requests made under the Freedom of Information Act 2000 and Data Protection Act 2018, in accordance with and subject to the Council's policies and procedures relating to the same;
 - ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
 - x. manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form;
 - xi. arrange for legal deeds to be executed; (See also standing order 22 below);
 - xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;
 - xiii. refer a planning and or a licensing application received by the Council to the Mayor or the Chairman of the Planning and Licensing Committee within two working days of receipt to facilitate an

extraordinary meeting if the nature of a planning and or licensing application requires consideration before the next ordinary meeting of the Council or Planning and Licensing Committee;

- xiv. manage access to information about the Council via the publication scheme; and
- xv. retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect;
(See also standing order 21 below).
- xvi. receive and retain copies of byelaws made by other local authorities.

16. Responsible Financial Officer

- a. When the Responsible Finance Officer is absent, the Council will appoint a Member to an unpaid post to undertake the work of the Responsible Finance Officer if required.

17. Procurement

- 1.1. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2015 and the Utilities Contracts Regulations 2015 including thresholds shall be followed. UK tendering thresholds are set by Parliament every two years (01.01.22) and aligned to the European Union (EU) and World Trade Organisation (WTO) agreements.
 - Up to £25,000 (including VAT) requirements in the Councils standing orders and financial standing orders.
 - Over £25,000 (including VAT) use of the Contract Finder website, Official Journal of the European Union (OJEU), Find a Tender (www.gov.uk/find-tender) and other light touch rules in the Public Contracts Regulations 2015. If the Council is inviting specific firms and not opening up to wider competition, the Council does not have to advertise the opportunity on Contracts Finder (Public Contracts Regulations 2015, Reg 110(5)(b))
 - European Union requirements and the 'threshold' EU requirements apply to any contract the value of which exceeds the 'threshold'. The threshold is reviewed every two years. For contracts commencing on or after 1st January 2022 the threshold is:
 - Over £213,477 for goods or services, or £5,336.937 for public works (construction), must comply with the full requirements of the Public Contracts Regulations 2015. These include specific tendering methods and timescales, as well as a requirement to advertise on both the Contracts Finder website and Find-a-Tender (the UK e-notification service).

18. Orders for Work, Goods and Services

- a. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- b. Order books shall be controlled by the RFO.
- c. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 20.a below.
- d. A member may not issue an official order or make any contract on behalf of the Council.
- e. The Finance Officer shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the Finance Officer shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

19. Contracts

Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by legal professionals acting in disputes;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

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- b. Where it is intended to enter into a contract exceeding £50,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from an appropriate approved list.
- c. The Town Council must not split contracts to avoid the contract rules.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed or secure email address (which account has access restricted to the Assistant Town Clerk and Administration Officer) until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk or Assistant Town Clerk in the presence of at least one member of the Council. Tenders received in the secure email account will be opened by either the Assistant Town Clerk or Administration Officer in the presence of the Town Clerk.
- g. If less than three tenders are received for contracts above £50,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- h. Any invitation to tender issued under this regulation shall refer to the Anti-Bribery Policy Statement and Anti-Fraud and Corruption Strategy.
- i. When it is intended to enter into a contract of less than £50,000 and above £5,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or FO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 19.a (ii) above shall apply.
- j. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- k. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or

quote who was present when the original decision making process was being undertaken.

20. Payments Under Contracts for Building Or Other Construction Works

- a. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- b. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- c. Any variation to a contract or addition to or omission from a contract must be approved by the Council or delegated committee and Clerk to the contractor in writing, the Council or delegated committee being informed where the final cost is likely to exceed the financial provision.

21. Handling staff matters

- a. A matter personal to a member of staff that is being considered by a meeting of the Personnel Committee is subject to standing order 12 above.
- b. Subject to the Council's policies regarding the handling of performance, capability and disciplinary matters, the Council's most senior staff member (or other member of staff) shall contact the Chairman of Personnel Committee or in their absence the Vice Chairman of the Personnel Committee in respect of an informal or formal matter and this shall be reported back and progressed by resolution of the Personnel Committee in accordance with its terms of reference.
- c. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chairman of the Personnel Committee of absence occasioned by illness or other reason and that person shall report such absence to Personnel Committee at its next meeting.
- d. The Mayor and Chairman of the Personnel Committee shall conduct a review of the performance and annual appraisal of the work of Proper Officer. The review and appraisal shall be reported in writing and is subject to approval by resolution by the Personnel Committee.
- e. Subject to the Council's policy regarding the handling of grievance matters, the Proper Officer shall advise the Chairman of the Personnel Committee in respect of an informal or formal grievance matter, and this matter shall

be reported back and progressed by resolution of the Personnel Committee or its appointed representatives.

- f. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff and relates to the Mayor or Chairman of the Personnel Committee, this shall be communicated to another member of the Personnel Committee, which shall be reported back and progressed by resolution of the Personnel Committee.
- g. Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- h. The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- i. In accordance with Standing Order 18(b) the Council will identify two persons with line management responsibilities who may have access to staff records referred to in standing order 18(g) & (h).
- j. Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 18(f) and (g) above shall be provided only to the Proper Officer and the Chairman of the Personnel Committee.

22. Responsibilities to provide information

(See also standing order 19)

- a. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council**
- b. **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

23. Responsibilities under Data Protection Legislation

(See also standing order 12)

- a. **The Council may appoint a Data Protection Officer.**
- b. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c. **The Council shall have a written policy in place responding to and managing a personal data breach.**

- d. The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effect and the remedial action taken.
- e. The Council shall ensure that information communicated in its privacy notice (s) is in an easily accessible and available form and kept up-to-date.
- f. The Council shall maintain a written record of the processing activities.

24. Relations with the press/media

- a. Requests from the press or other media for an oral or written comment of statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

25. Execution and sealing of legal deeds

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b. Where any document will be a necessary step in legal proceedings on behalf of the Council it shall be signed by the Clerk to the Council, unless any enactment otherwise requires or authorises, or the Council shall have given the necessary authority to some other person.

26. Communicating with Unitary Authority Councillors

- a. An invitation to attend a meeting of the Council shall be sent to the ward Councillor(s) of the Unitary Authority representing the area of the Council, together with the agenda for the meeting and other relevant papers.
- b. Unless the Council determines otherwise, a copy of relevant correspondence sent to the Unitary Authority shall be sent to the ward Councillor(s) representing the area of the Council.
- c. At the Chairman's discretion and with the approval of the Council, a divisional member may be invited to speak during any item on the agenda to make a short statement and answer any questions.

27. Restrictions on Councillor activities

- a. Unless authorised by a resolution, no Councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions;
 - iii. issue any order respecting any works which are being carried out by or on behalf of the Council;
 - iv. incur any expenditure on behalf of the Council or issue an instruction to incur expenditure.

Appendix

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CORNWALL ASSOCIATION OF LOCAL COUNCILS

UNIT 1/1A,
1 RIVERSIDE HOUSE, HERON WAY, NEWHAM, TRURO, CORNWALL, TR1
2XN

Serving the parish and town councils of Cornwall

A GUIDE TO AWARDING DISPENSATIONS 2012

Introduction

Parish Councils are now responsible for determining requests for a dispensation by a parish councillor under Section 33 of Localism Act 2011. This is because they are a “relevant authority” under section 27(6) (d) of the Act.

This guide explains:-

- a. the purpose and effect of dispensations
- b. the procedure for requesting dispensations
- c. the criteria which are applied in determining dispensation requests
- d. the terms of dispensations

a. Purpose and effect of Dispensations

In certain circumstances Councillors may be granted a dispensation which enables them to take part in Council business where this would otherwise be prohibited because they have a Disclosable or Non Registerable Pecuniary Interest. Provided Councillors act within the terms of their dispensation there is deemed to be no breach of the Code of Conduct or the law.

Section 31(4) of the Localism Act 2011 states that dispensations may allow the Councillor:

- a. to participate, or participate further, in any discussion of the matter at the meeting(s); and/or
- b. to participate in any vote, or further vote, taken on the matter at the meeting(s).

If a dispensation is granted, the Councillor may remain in the room where the meeting considering the business is being held and if the dispensation allows may also vote.

Please note: If a parish councillor participates in a meeting where he/she has a Disclosable Pecuniary Interest and he/she does not have a dispensation, they may be committing a criminal offence under s34 Localism Act 2011.

b. Process for making requests

Any Councillor who wishes to apply for a dispensation must fully complete a Dispensation Request form and submit it to the Proper Officer of the council (ie. the Clerk) as soon as possible before the meeting at which the dispensation is required.

Applications may also be made at the parish council meeting itself (if parish councils have a standing item on the agenda to deal with dispensation requests) and the nature of the interest has only become apparent to a councillor at the meeting itself.

c. Consideration by the Parish Council

The Parish Council can either delegate to the parish clerk the authority to grant dispensations or reserve such decisions for the full parish council.

In either case, the decision must be based on one or more of the following criteria:

- a. so many members of the decision-making body have Non Disclosable or Non Registerable Pecuniary Interests that it would impede the transaction of the business (ie. the meeting would be inquorate); or
- b. the authority considers that the dispensation is in the interests of persons living in the authority's area; or
- c. it is otherwise appropriate to grant a dispensation.

The parish clerk or parish council should formally notify the Councillor and the Monitoring Officer of its decision and reasons in writing at the earliest opportunity and in any event within 5 working days of the decision. A copy of any dispensation should be held with the Member's Register of Interests.

d. Delegation to the Clerk

If the parish council decides to delegate this role to the parish clerk then it will need to make a formal resolution to this effect, on the lines of:

“RESOLVE that the Council delegates the power to grant dispensations to the Clerk. The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2).

e. Criteria for Determination of Requests

In reaching a decision on a request for a dispensation the parish council or the parish clerk (as appropriate) will take into account:

- a. the nature of the Councillor’s prejudicial interest
- b. the need to maintain public confidence in the conduct of the Council’s business
- c. the possible outcome of the proposed vote
- d. the need for efficient and effective conduct of the Council’s business
- e. any other relevant circumstances

f. Terms of Dispensations

Dispensations may be granted:

- for one or more meetings of the Council; or
- for a named period not exceeding 4 years (normally the annual meeting after the next elections)

g. Disclosure of Decision

Any Councillor who has been granted a dispensation must declare the nature and existence of the dispensation before the commencement of any business to which it relates.

A copy of the dispensation will be kept with the Register of Councillors’ Interests.

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Terms of Reference of Committees

Please refer to the document on the Town Council website www.saltash.gov.uk or the individual committee pages.

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Version History

Version History			
Date	Version	Author/Editor	Comments
14.02.2019	2019	AJT/SB	P&R Min193/18/19(d)
23.10.2019	10/2019	SB/AJT	Contracts & procurement (Sections 17-19)
14.05.2020	05/2020	AJT	Front appendix added re SI 2020 No. 392
June 2020	06/2020	AJT	P&F Min157/19/20 Pages 12,16,17,34
January 2021	01/2021	AJT	Removed 9b (appts to outside bodies)

Policy Group: General

Terms of Reference STC Committees and Sub Committees

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

Current Document Status			
Version	<u>03/2022 DRAFT</u>	Approved by	
Date	06/2022	Date	
Responsible Officer	AJT	Minute no.	
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May 2022	1/2022	AJT	Readopted
June 2022	2/2022	AJT	Amendment to Burial Authority membership, quorum and meeting requirements
<u>June 2022</u>	<u>3/2022</u>	<u>AJT</u>	<u>Page 4 – General re questions at P&L</u>

Document Retention Period
Until superseded

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(Committees listed in order as appear on website)

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Policy and Finance Committee	<u>10</u>	Deleted: 10
Services Committee	<u>13</u>	Deleted: 13
Devolution Sub Committee	<u>16</u>	Deleted: 16
Library Sub Committee	<u>17</u>	Deleted: 17
Property Maintenance Sub Committee	<u>19</u>	Deleted: 19
Station Property Sub Committee	<u>20</u>	Deleted: 20
Town Vision Sub Committee	<u>21</u>	Deleted: 21
Joint Burial Board Committee	<u>23</u>	Deleted: 23
Personnel Committee	<u>25</u>	Deleted: 25

April 2022 Note: incomplete document see annotations.

Terms of reference also available under each committee heading on website

Introduction

Saltash Town Council has appointed a number of Committees to undertake work for and on behalf of the Council. The specific responsibilities of each Committee are confirmed by Terms of Reference.

This policy sets out the Terms of Reference of each Committee of the Council and confirms the following:

- Membership and number of seats
- Role of the Mayor and Deputy Mayor
- Frequency of meetings
- Remit of the Committee and reporting structure
- Delegated Authority

In the absence of any policy, a Committee of the Council will abide by the criteria established for Full Council as prescribed by the Council's Standing Orders.

These terms of reference apply to Committees and Sub Committees.

Saltash Town Council has the General Power of Competence as a power of first resort. Where the Council becomes ineligible, it will refer to the Powers quoted in these Terms of Reference for the conduct of its business.

General

General Terms of Reference Applicable to all Committees, Sub Committees and Joint Burial Board:

The Terms of Reference of all Committees, Sub Committees and Joint Burial Board are subject to the following principles:

1. That powers be exercised in accordance with any policy adopted or directions given by the Town Council.
2. That powers be subject to the Council's Standing Orders and Financial Regulations.
3. That any unresolved differences between Committees shall be referred to Full Council for determination.
4. That any proposal which involves any change in the existing policies already approved by the Council shall be submitted to the Council for approval.
5. Day to day management of Council matters rests with the Town Clerk.
6. Urgent/emergency matters may be dealt with as they arise by the Town Clerk in consultation with the Chairman of Committee (or in his/her absence the Vice Chairman) and Mayor and reported to the next appropriate Committee or full Council meeting, whichever is first.
7. Committees and Sub Committees will bring to the attention of Council any matters being pursued by other local authority/statutory/voluntary or other bodies which have a beneficial or detrimental effect on the area of Saltash.
8. Guest speakers should normally be limited to one per meeting with the permission of the Council and shall not exceed 10 minutes unless directed by the Chairman of the meeting in accordance with Standing Order 6(6b.iii.f).
9. Public participation:
 - a. There will be, during each Committee meeting, a quarter of an hour public session with members of the public being able to speak and ask questions concerning the business of the Committee in accordance with the Standing Orders.
 - b. During Planning and Licensing Committee meetings members of the public who have registered to do so by 12 noon the day before the meeting by email may speak at the discretion of the Chairman and with the approval of members of the Planning and Licensing Committee.
 - c. The period of time designated for public participation at a meeting in accordance with standing order 2(d) shall not exceed 15 minutes unless directed by the Chairman of the meeting.
 - d. Subject to Standing Order 2(e) above, a member of the public shall not speak for more than 3 minutes.
 - e. ~~There will be no public participation at meetings of the Personnel Committee.~~
10. Committees will receive and approve their own minutes.

Deleted: NOTE: #9Amendment to P&F Sept 2021 not approved. Awaiting working party review.¶

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11. Committees will monitor/respond with critical appraisals to minutes, reports, documentation which from time to time are received from Cornwall Council or other bodies which have been brought to the Council's attention by the Town Clerk/individual Councillors or member of the public which may have an adverse or beneficial effect on the area of Saltash.
 12. From time to time a Committee may appoint up to two (2) members of the public to serve on a Council Committee or Sub Committee as non-voting members. Appointed members will be required to abide by the Council's Code of Conduct.
 13. All members of the Personnel and Planning and Licensing Committee will attend training relevant to the work of the Committee as identified and provided by the Council.

Delegation of Authority to Sub Committees:

Where a function within the Terms of Reference of a Committee has been further delegated to a Sub Committee that Sub Committee will report its findings and any recommendations back to the appropriate Committee or direct to the Council, as per the remit.

Burial Authority Committee

Composition:	Six members
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.
Quorum:	Four members
Meetings:	As required
Timing:	TBA
Venue:	Guildhall
Reports to:	Full Council
Remit:	Management and operation of Churchtown Cemetery and to work within the individual delegated authority budget.

Terms of Reference & Matters Delegated to the Committee:

1. The provision and management of a burial and cremated remains service.
2. The improvement, maintenance and management of the grounds in Churchtown Cemetery.
3. To consider such matters as may be delegated by the Council from time to time.
4. Reviewing the level of fees and charges of the Committee's functions and making appropriate recommendations to the P & F Committee.
5. To consider and submit to the P & F Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year and 5-year forecast.
6. Authorization of expenditure within the Committee budget, provided that the payment is made from a budget that is within the limits of the scheme of delegation or previously approved by the Council. The Committee cannot commit or spend from future budgets not confirmed or from future years.
7. The virement of funds within the Committee total budget must be authorized by the P & F Committee.
8. All aspects of Health and Safety that fall within the remit of the Committee.
9. Making recommendations to the Council on all matters not within existing policy.

- |
10. Preparation and review of a plan for future requirements within the scope of the Committee regardless of feasibility.

Matters not delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated: 09.06.2022

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Planning and Licensing Committee

Note that Proposed amendment to S/O P&F Sept 2021 not adopted. Working party to review in relation to public questions at P&L – may affect ToR

Composition:	Sixteen members
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.
Training:	All members of the Committee are to undertake Planning training within 6 months of their appointment subject to course availability
Quorum:	Seven members
Meetings:	Every Third Tuesday of the month
Timing:	6:30 p.m.
Venue:	Guildhall
Reporting WP:	Saltash Neighbourhood Plan
Reports to:	Town Council
Remit:	To consider and make responses on behalf of Saltash Town Council for all Planning and Licensing related matters.

Terms of Reference & Matters Delegated to the Committee:

1. Full delegated authority to make responses on behalf of Saltash Town Council to all applications for licensing or development in and outside the Saltash Town Council area (including Listed Building, Conservation Area consents, consent for advertisement displays etc.) received from Cornwall Council.
2. To consider any request for pre-application discussions with any developer and make a response on behalf of the Council in accordance with the Town and Parish Councils in Cornwall Guiding Principles for Pre-Application discussions.
3. To review the Council planning policy and procedure and make recommendations to Council to ensure that the Council is able to meet any additional requirements of the planning process.
4. To respond to consultation documents regarding tree preservation and other matters regarding general land development.

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5. To consider all appeals against planning refusal by Cornwall Council within Saltash Town Council area and to submit comments to the Planning Inspectorate.
 6. To consider any proposals for new and reviews of the Core Strategy and any other consultation documents of a planning nature and to make resolutions to the Council.
 7. During Planning Committee meetings members of the public who have registered to do so may speak at the discretion of the Chairman and with the approval of members of the Planning Committee.
 8. The period of time designated for public participation at a meeting in accordance with standing order 2(d) shall not exceed 15 minutes unless directed by the Chairman of the meeting.
 9. Consultation with other relevant bodies with similar interests, including other Local Councils and Cornwall Council.

Matters not Delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy including neighbourhood planning.

Terms of Reference last updated:

Policy and Finance Committee

Composition:	Sixteen members
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.
Quorum:	Seven members
Meetings:	Bi-Monthly
Timing:	6:30 p.m.
Venue:	Guildhall
Reports to:	Full Council
Remit:	Policy Administration and Finances of the Town Council and to work within the individual delegated authority budget.

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time.
2. To review, from time to time, policy objectives within the Committee's Terms of Reference for consideration by the Council.
3. To prepare annual estimates and update a 5-year forecast of income and expenditure of the Council on continuing services and of payments on capital account for the next financial year and to make a recommendation to the Council as to the precept in time for its annual budget meeting each year.
4. To regulate and control the finance of the Council and to have charge of the financial and accounting arrangements of the Council.
5. To consider matters arising from the report of the internal and external auditors and where considered necessary make changes to the Council's system of controls.
6. To receive and approve schedules of payments.
7. To agree virements between approved budget headings.
8. To make recommendations to the Council on the use of financial reserves.
9. To make recommendations to the Council on capital expenditure not already provided for in Council's estimates of expenditure for the current financial year.

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10. To consider grants to local organisations in accordance with the Council's adopted grants policy.
 11. To undertake annually the risk assessment in relation to the Council's insurance cover.
 12. To insure against such risks as the Committee deems necessary to cover.
 13. To make resolutions to the Council regarding the promotion and expenditure on tourism.
 14. To make resolutions to the Council regarding the Crime and Disorder Act 1998, following consultation with the appropriate bodies.
 15. To make resolutions to the Council regarding town twinning.
 16. To make resolutions to the Council regarding the prosecution or defence of any legal proceedings.
 17. To make resolutions to the Council for the use of powers to acquire by agreement, to appropriate, to dispose of land.
 18. To make resolutions to the Council for the use of its powers to promote a lottery.
 19. To make resolutions to the Council for the use of its powers to accept gifts, including land.
 20. To make resolutions to the Council regarding the future provision of civic regalia.
 21. To agree the use by any other organisation of the Town Crest.
 22. To review the Standing Orders and Financial Regulations on a regular basis and make recommendations to the Council.
 23. To make recommendations to the Council regarding the review of existing policy matters.
 24. The delegated power to keep all procedures under active review.
 25. The delegated power to maintain the Council's eligibility for General Power of Competence.
 26. The delegated power to exercise the Town Council's powers to direct as to the custody of parish property and documents.
 27. Authorisation of expenditure within the Committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The Committee cannot commit or spend from future budgets not

confirmed or from future years. The virement of funds within the P & F Committee's total budget must be authorised by the Council.

28. The negotiation of tenders which do not fall within the Terms of Reference of any other Committee and the acceptance of tenders and supervision of contracted projects (provided expenditure is within the budgetary provision) with the practical implementation of the contract devolved to the appropriate Committee.
29. All aspects of Health and Safety that fall within the remit of the Committee.
30. Making recommendations to the Council on all matters not within existing policy.
31. Preparation and review of a plan for future requirements within the scope of the Committee regardless of feasibility.
32. Monitoring the physical environment within the Council's area and carrying out improvements within budgetary provision. To recommend to the Council any matters outside this budgetary provision.
33. The consideration of recommendations of sub- Committees, working groups etc. under the control of the P & F Committee.
34. Consultation with other relevant bodies with similar interests, including other Town Council Committees and Sub Committees, and consideration of their recommendations.
35. Matters not already delegated to the Town Clerk which relate to the Town Council newsletter, websites, webcam, publicity and press and social media releases.
36. To consider such other matters of a general nature not clearly falling within the Terms of Reference of any other Committee referred either by the Council or the Town Clerk.
37. To draft, negotiate with the lessee/licensee terms and conditions of leases/licences for all Town Council property and land and submit resolution to Council.
38. To consider the renewal of leasing/licensing agreements and make proper resolution to Council if it is not felt appropriate to continue such an agreement.
39. To maintain the register of all Town Council property and ensure and maintain its registered title at the Land Registry.

Matters not Delegated to the Committee:

1. The consideration of new and reviews of consultation and policy documents of other bodies and any other consultation documents.
2. Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated:

Services Committee

Composition:	Sixteen members
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.
Quorum:	Seven members
Meetings:	Bi-monthly
Timing:	6:30 p.m.
Venue:	Guildhall
Reports to:	Full Council
Remit:	<p>The provision, maintenance, management, marketing and service function of all Town Council property, buildings, land and structures and to work within the individual delegated authority budget:</p> <ul style="list-style-type: none">• Property• Allotments• Open Spaces• Cemetery• Waterfront• Structures• Footpaths• Grounds Maintenance• Public Toilets• Christmas Lights

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time.
2. To consider and submit to the P & F Committee for the annual budget estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year and 5-year forecast plan.

3. Authorization of expenditure within the Committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the Committees total budget must be authorised by the P & F Committee.
4. Acceptance of tenders and supervision of contracted projects – provided expenditure is within the budgetary provision and is for areas within the scope of the Committee.
5. All aspects of Health and Safety that fall within the remit of the Committee.
6. Making recommendations to the Council on all matters not within existing policy.
7. Monitoring the physical environment and property within the Council's area and carrying out improvements within budgetary provision. To recommend to the Council any matters outside this budgetary provision.
8. Preparation and review of a plan for future requirements within the scope of the Committee regardless of feasibility.
9. The consideration of recommendations of Sub Committees, working groups etc. under the control of the Committee.
10. Consultation with other relevant bodies with similar interests, including other Town Council Committees and Sub Committees, and consideration of their recommendations.
11. The implementation of agency agreements for the delegation of services from Cornwall Council which fall within the remit of the Committee and have been negotiated and agreed by Full Council.
12. To consider such matters as may be delegated by the Council from time to time.
13. To consider the securing and security of all Town Council property and land and make resolutions to the Council.
14. To maintain the exterior and structural fabric of all Council buildings/structures.
15. To review the level of fees and charges of the Committee's functions and making appropriate recommendations to the P & F Committee.
16. To consider and submit to the P & F Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year and 5-year forecast.
17. Authorization of expenditure within the Committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the Committee's total budget must be authorised by the P & F Committee.

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18. Acceptance of tenders and supervision of contracted projects – provided expenditure is within the budgetary provision and is for areas within the scope of the Committee.
 19. All aspects of Health and Safety that fall within the remit of the Committee.
 20. Making recommendations to the Council on all matters not within existing policy.
 21. Preparation and review of a plan for future requirements within the scope of the Committee regardless of feasibility.
 22. Consultation with other relevant bodies with similar interests, including other Local Councils and Cornwall Council.

Matters not Delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated: Oct 2021

Devolution Sub Committee

Composition:	Eight members
Chairmanship:	Chair and Vice-Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.
Quorum:	Four
Meetings:	As required
Timing:	6.30pm
Venue:	Guildhall
Reports to:	Full Council

Remit:

Terms of Reference & Matters Delegated to the Committee:

Finance delegated authority:

Expenditure up to £20,000 on any separate occasion within the budget

1. To investigate and potentially progress devolution of assets from Cornwall Council to Saltash Town Council working with the Community Link Officer.
2. To explore funding options for remedial works from Cornwall Council upon the transfer of assets.

Matters not delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated: Oct 2021

Library Sub Committee

Composition:	Eight members
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.
Quorum:	Four
Meetings:	As required
Timing:	TBA
Venue:	Guildhall
Reports to:	Services Committee
Remit:	

Terms of Reference & Matters Delegated to the Committee:

Finance delegated authority:

Expenditure up to £20,000 on any separate occasion within the budget.

1. To oversee the management and maintenance of the library premises working within budget.
2. To oversee the transformation programme of the library premises and services.
3. To act as liaison with Cornwall Council library service.
4. To monitor performance of the library service provided by the Town Council.
5. To undertake public consultations where required making appropriate recommendations to services.
6. To receive and consider tenders for works to the library premises making appropriate recommendations to Full Council.
7. To work with the appointed Building Surveyor to Project Manage and carry out Construction (Design and Management) Regulations (CDM) works on behalf of the Town Council making appropriate recommendations to Full Council.
8. To approve applications to the Public Works Loan Board (PWLb) for works to the library premises making appropriate recommendations to Full Council.

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Matters not delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated: Nov 2021

DRAFT

Property Maintenance Sub Committee

ToR to be reviewed

Composition:	Eight members
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.
Quorum:	Four
Meetings:	As required
Timing:	TBA
Venue:	Guildhall
Reports to:	Services Committee
Remit:	

Terms of Reference & Matters Delegated to the Committee:

Finance delegated authority:

Expenditure up to £20,000 on any separate occasion within the budget

Terms of Reference last updated:

Station Property Sub Committee

Composition:	Eight members
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.
Quorum:	Four
Meetings:	As required
Timing:	TBA
Venue:	Guildhall
Reports to:	Policy and Finance Committee
Remit:	

Terms of Reference & Matters Delegated to the Committee:

Finance delegated authority:

Expenditure up to £20,000 on any separate occasion within the budget

1. To oversee the station building development project.
2. To identify and apply for appropriate grant and funding opportunities.
3. To act as liaison with Network Rail and GWR and other agencies.
4. To manage the appointment of tenants to the building.
5. To encourage and develop uses and a programme of activities at Isambard House.

Matters not delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated: August 2021

Town Vision Sub Committee

Composition:	Eight members
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.
Quorum:	Four
Meetings:	As required
Timing:	6.30 p.m.
Venue:	Guildhall
Reports to:	Full Council
Remit:	

Terms of Reference & Matters Delegated to the Committee:

Finance delegated authority:

Expenditure up to £20,000 on any separate occasion within the budget

1. To establish and work towards a long term vision for Saltash.
2. To incorporate the goals of the declared Climate Emergency within decision making.
3. To establish clear engagement and consultation with the Town community.
4. To utilise the available advice and support of Cornwall Council for a shared vision for Saltash.
5. To establish an STC asset register (benches, bins, signage, buildings etc.) and ensure all STC assets are cleaned and maintained.
6. Recognise Saltash Fore Street as the central element to become a mixed use destination, shopping, leisure, residential and employment.
7. To recognise and support initiative throughout the Town.
8. Review traffic movement and usage of Fore Street to support a more welcoming pedestrian environment and improve air quality.
9. To seek funding and partnership opportunities for Town initiatives.
10. To recognise, celebrate and protect Saltash Heritage.
11. To consider the long term impact of Covid 19 on the local economy.

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Matters not delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of reference last updated: Dec 2021

DRAFT

Joint Burial Board Committee

Composition:	Membership established by separate constitution - Four elected members.
Chairmanship:	Two Co-Chairmen to be elected (one from STC and one from St Stephens Church) from the members of the Joint Burial Board at the first meeting in each Council year.
Non-members:	Any member of the Council is able to attend and may participate at the discretion of the Chairman but may be asked to leave if the press and public are excluded.
Quorum:	Any 3 members for non-financial matters, 3 STC members for financial matters
Meetings:	Quarterly
Timing:	6:00 p.m.
Venue:	Guildhall
Reports to:	Full Council
Remit:	Maintenance and operation of St Stephen's Cemetery and to work within the individual delegated authority budget.

Terms of Reference & Matters Delegated to the Committee:

1. The improvement, maintenance and management of the open section of cemetery grounds in St Stephen's Cemetery.
2. To consider such matters as may be delegated by the Council from time to time.
3. Reviewing the level of fees and charges of the Committee's functions and making appropriate recommendations to the P & F Committee.
4. To consider and submit to the P & F Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year and 5-year forecast.
5. Authorisation of expenditure within the Committee's budget, provided that the payment is made from a budget that is within the limits of the scheme of delegation or previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years.
6. The virement of funds within the Committee's total budget must be authorised by the P & F Committee.
7. All aspects of Health and Safety that fall within the remit of the Committee.

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8. Making recommendations to the Council on all matters not within existing policy.
 9. Preparation and review of a plan for future requirements within the scope of the Committee regardless of feasibility.

Matters not delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated:

DRAFT

Personnel Committee

Councillors appointed to the Personnel Committee must be willing to commit to undertake employment law training as soon as they are elected to the Committee. The Town Council recognizes that a stable membership of the Committee is desirable and as such membership of the Committee should be seen as a long-term commitment.

Members of the Personnel Committee are advised to refrain from taking notes when in part two confidential session and to refer to the P&C reports.

Composition:	Six members There are no ex-officio members of the Personnel Committee. Note: A member will not be eligible for nomination to the Committee if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by or relating to a member of staff during the previous 12 months.
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.
Quorum:	Four members
Meetings:	Bi-monthly
Time:	6:30 p.m.
Venue:	Guildhall
Public attendance:	The meeting is open to members of the public and press up until the Public Bodies (Admission to Meetings) Act 1960.
Training:	All members of this Committee will undertake employment law training every 6 months provided by the Council subject to course availability.
Reports to:	Full Council
Remit:	Staff recruitment, grievance, appraisal, sickness, annual leave, maternity & paternity records, training, employment policies, health & safety and welfare matters and to work within the individual delegated authority budget.

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as delegated by Council or any Committee of the Council.
2. The overall performance and welfare of the staff, delegating the day to day line management to the Town Clerk.
3. To receive reports from the Town Clerk in respect of attendance, short- and long-term sickness, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, compassionate leave, and flexible leave requirements and with delegated powers to resolve any associated matters.
4. To review and recommend all employment policies to Council in consultation with members of staff.
5. To maintain the staffing levels necessary to efficiently discharge the work required by the Council and to review the workloads periodically and report any recommendations for change to the relevant Committee and or Full Council.
6. To oversee the recruitment process of all staff and where required, assist, when required, the Town Clerk in the recruitment of new staff.
7. To undertake the recruitment of the Town Clerk with any associated expenditure and making the appointment.
8. To review job descriptions, person specifications, staff establishment (including promotion, re-grading, redundancies and fixed term contracts) and to approve contracts of employment.
9. To maintain confidentiality over all staffing matters as required under the 2018 General Data Protection Regulations and the 2018 Data Protection Act as well as the Code of Conduct.
10. To deal with all matters relating to staff conduct.
11. Staff Appraisals:
 - a. To ensure that annual appraisals for all staff are carried out, agree and monitor any associated actions and outcomes.
 - b. The annual appraisal of the Town Clerk will be undertaken by the Mayor and Chairman of the Personnel Committee.
 - c. To oversee staff and member development including identify training opportunities and ensure that all training needs are met.
12. To consider and implement any changes which are required to comply with legislation and Terms and Conditions of Service as laid down by the National Joint Council (Green Book) and recommended by the National Association of Local Councils and Society of Local Council Clerks.
13. To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure referred by the Town Clerk.

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14. Where appropriate, appoint a panel to hear complaints made under the Council's Grievance and Disciplinary Procedure and full delegated responsibility to take whatever action necessary. If felt necessary, it has the delegated approval (including financial) to seek outside professional assistance in order to conclude a disciplinary or grievance matter.
 15. To prepare and submit to the P & F Committee budget proposals in respect of salaries and training - for all staff.
 16. Authorisation of expenditure within the Committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the Committee's total budget must be authorised by the P & F Committee.
 17. All aspects of Health and Safety that fall within the remit of the Committee.
 18. Making resolutions to the Council on all matters not within existing policy.
 19. Saltash Town Council recognises the Transfer of Undertakings Protection of Employment regulations 2006 known as TUPE.
 20. Saltash Town Council is committed to working with accredited trade unions to promote a good working relationship with its staff.

Matters not Delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated: Feb 2022

Code of Practice for Handling Complaints

RESPONSIBLE COMMITTEE: P&F

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

Current Document Status			
Version	1 DRAFT	Approved by	
Date	June 2022	Date	
Responsible Officer	AJT	Minute no.	
Next review date	Annual or as required		

Version History			
Date	Version	Author/Editor	Notes
June 2022	1 DRAFT	CALC/AJT	Replacement for Customer Feedback Policy (CALC model)

Document Retention Period
Until superseded

SALTASH TOWN COUNCIL

CODE OF PRACTICE FOR HANDLING COMPLAINTS

Saltash Town Council recognises that from time to time there will be concerns expressed by members of the public over the activities of the Council or one of its members or employees. To address these issues the Council has adopted a procedure for the handling of complaints. This procedure allows people to have a form of address to the Council if they feel they have a complaint, or have been unfairly treated in their dealings with the Council staff, Councillors, the Council or its Committees.

VERBAL COMPLAINTS

1. On receipt of a complaint by telephone, letter, fax or email the Clerk will try to satisfy the complainant immediately or as soon as is practicable.
2. If the Clerk is unable to answer the complaint immediately, then full details of the complaint together with the complainant's telephone number etc. will be recorded so that a further verbal response can be made as soon as possible.
3. If a verbal response is unable to satisfy, then the Clerk will ask that the complaint be put in writing in order that it can be investigated more fully.

WRITTEN COMPLAINTS

1. On receiving a written complaint, the Clerk shall try to settle the complaint directly.
2. If the complaint is about the behaviour of an employee or contractor of the council, the Clerk will also notify the person and offer the opportunity for comment on the manner in which it is intended to try and settle the complaint.
3. If necessary, the Clerk will send a holding letter to the complainant to allow further time to address the issues raised.
4. The Clerk or Chairman shall bring any written complaint which has not been settled to the next meeting of the Council and the Clerk shall notify the complainant of the date of the meeting. The Complainant will be offered the opportunity to explain the nature of the complaint to the meeting.
5. The Clerk shall consult with the Chairman/Vice Chairman to consider whether the written complaint warrants discussion at a Council meeting in the absence of the press and public, with the decision on the complaint shall be announced at the Council meeting in public.
6. The Clerk will communicate in writing the decision that has been made by the Council and the nature of any action taken by the Council.

COMPLAINTS AGAINST AN OFFICER OF THE COUNCIL

1. Any complaint against an officer must be submitted in writing.

2. If the complaint is against the actions of the Clerk, it should be submitted in writing to the Chairman.
3. If the complaint is made against the actions of an employee, it will be considered as an employment issue and the Clerk will present the complaint to the Personnel Committee of the Council for consideration at a meeting held in the absence of the press or public.
4. If the complaint is made against the actions of the Clerk, it will be considered as an employment issue and the Chairman will present the complaint to the Personnel Committee of the Council for consideration at a meeting held in the absence of the press or public.
5. The Complainant may be invited to attend part of the meeting to explain the nature of their complaint, in the absence of the public and press.
6. Persons mentioned in the complaint will have the opportunity to will explain the nature of their actions to the meeting, in the absence of the public and press.
7. The result of any council consideration of a complaint will be announced at a Council meeting in public.

COMPLAINTS AGAINST A MEMBER OF THE COUNCIL

The Council is unable to investigate complaints against any of its members. Parish and Town Councillors sign up to a Code of Conduct on taking office which adheres to the principles of public life. If you wish to submit a complaint for breach of this code should do so to the Monitoring Officer at Cornwall Council.

Mr S Mansell
Cornwall Council
Treyew Road
TRURO
Cornwall

Further information can be accessed from www.cornwall.gov.uk

Customer Feedback Policy

RESPONSIBLE COMMITTEE: P&F

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

Current Document Status			
Version	3/2022	Approved by	ATM
Date	06/2019	Date	05.05.2022
Responsible Officer	AJT	Minute no.	54/22/23b(ii)
Next review date	Annual or as required		

Version History			
Date	Version	Author/Editor	Notes
28.08.2018	1	AJT	New policy
March 2019	2	AJT	Update from CC policy
30.06.2019	3	SB	Amendment to Policy
May 2022	3/2022	AJT	Readopted

Document Retention Period
Until superseded

Saltash Town Council

Customer Feedback Policy

This policy is for complaints and general feedback. It sets out how to give Saltash Town Council feedback or make a complaint, and what happens next.

Introduction

We provide services to everyone in Saltash and we want to make it as easy as possible for you to let us know what you think. This document explains how you can tell us your views or make a complaint, and what we will do with the information you provide.

Our Customer Service Promise is that we will be trustworthy in how we deal with your feedback, say sorry if we get it wrong and aim to put things right.

Our Policy:

Your opinion counts

We are committed to putting you, our customer, first. This means that we are always pleased to hear what you have to say, whether you are a resident, business, organisation or visitor to Saltash. By letting us know what you think – when we are doing a good job and when you think we could do better – you will be helping to improve the Council for everybody.

This policy is for complaints and general feedback (suggestions, comments or compliments). We want to hear from you if:

- You have a suggestion or comment about our services;
- You would like to compliment us on a job well done;
- You want to complain because we have fallen short of your expectations or the standards we set ourselves.

We aim to deal with your feedback or complaint as promptly as we can and will offer you support when required.

How to give us feedback or make a complaint

The quickest and easiest way is through our online form at <http://www.saltash.gov.uk/enquiries.php>.

Suggestions and comments may also be left on the Town Council social media sites, emailed or sent to the Town Council in writing at The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX.

If you wish to remain anonymous, we will still use the feedback you give us to help improve services. However, we will not be able to reply to you unless you give us your contact details, and we may need to use them to get in touch if we need to check anything.

How we use your feedback and complaints

We always take notice of your feedback – whether good or bad – and aim to learn from it.

We promise you will not receive any unfavourable treatment as a result of making a complaint or giving feedback.

How we handle complaints

We have a complaints procedure to follow to make sure that every complaint is dealt with fairly and sorted out as quickly as possible. For most complaints, there are different steps we follow:

Informal Stage (service resolution)

Where possible a member of our team will do their best to resolve the issue for you. How to get in touch should be on any letters or emails we have sent you. You can also use our website www.saltash.gov.uk or call 01752 844846. If you remain unhappy, you can go through to the complaint's procedure:

Step One

All complaints should be addressed to the Town Clerk in writing and will be acknowledged if an email address has been provided. Complaints will be investigated by the Town Clerk or his nominated officer with an aim to resolve the complaint within 10 working days. Where this is not possible a timescale will be agreed with the complainant.

If you are not happy with the response a request can be made for a further review. This must be sent in writing within one calendar month of receiving the response detailing any reference number, any additional information, the reason for not being satisfied with the response and what you think can be done to put matters right.

Step Two

The complaint will be reviewed by the Town Clerk or his nominated officer who will not have been involved in the response to the original complaint. The review will ensure that the complaint has been comprehensively and accurately addressed and that the response was appropriate.

A final detailed response will be provided within 20 working days. If this is not possible a timescale will be agreed with the complainant.

Outcome

Where your complaint is upheld and justified, we will acknowledge this, apologise and explain how we intend to resolve your complaint. We will also tell you what we have done or will do to prevent a similar occurrence in future.

Where we consider your complaint cannot be upheld or is not justified, we will explain why and outline what further options are available to you.

Complaints that are dealt with differently

There are different procedures for:

- Complaints under the Data Protection Act and Freedom of Information Act – please refer to the Town Council website or contact the Guildhall reception team.
- Complaints against an elected Councillor - Councillors follow a Code of Conduct and have a separate complaints procedure.

Write to: The Monitoring Officer, Cornwall Council, New County Hall, Treyew Road, Truro, TR1 3AY or telephone: 0300 1234 100.

If you are unsure about the procedures then please look at the Council's website www.saltash.gov.uk, or contact the Guildhall reception team on 01752 844846.

The Local Government and Social Care Ombudsman

The Local Government and Social Care Ombudsman (LGSCO) is independent of the Council and is the final step of the complaints process. In most cases your complaint must go through both steps of investigation with the Council before the Ombudsman will consider it. However, there are exceptions to this and you have the right to contact the Local Government Ombudsman at any time about your complaint. They will advise you whether they are able to investigate.

During their investigation, the LGSCO will ask questions of the Council regarding your complaint. The Council will fully cooperate with their enquiry to enable them to make a decision as to whether we have acted unfairly in our service provision, or in considering your complaint.

Please see their website: www.lgo.org.uk or call 0300 061 0614.

Helping you to contact us

Please let us know if you would like help in making your views known. If appropriate, we may also suggest other organisations that might be able to help you.

Privacy Notice

A copy of the Privacy Notice may be viewed at the Guildhall or on the Town Council website.

Policy Group: General

Unreasonable Customer Behaviour and Persistent Complaints

RESPONSIBLE COMMITTEE: P&F

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

Current Document Status			
Version	<u>3 DRAFT</u>	Approved by	
Date	<u>June</u> 2022	Date	
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02.07.2019	1	AJT	NEW (P&F Min 36/19/20)
April 2021	1/2021	AJT	Review for reapproval – new council. 20.05.2021 Min 46/21/22c(xv)
April 2022	2 DRAFT	AJT	Policy reviewed and updated from CC model and LGSCO guidance. Approved FTC 062022
<u>June 2022</u>	<u>3 DRAFT</u>	<u>AJT</u>	<u>Section 9 deleted; ref to Complaint Handling Procedure amended to Complaint Handling Procedure</u>

Document Retention Period
Until superseded

Saltash Town Council

Unreasonable Customer Behaviour and Persistent Complaints Policy

1. Purpose of the policy

The aim of this policy is to help customers and staff to understand how Saltash Town Council manages unreasonably persistent and unreasonable behaviour by customers. It gives clear guidance as to the definition of unreasonable behaviour and explains what actions staff should take when presented with such behaviour or unreasonable requests. This Policy has been based on guidance issued by the Local Government and Social Care Ombudsman and the Information Commissioner's Office (ICO) and relates to unreasonably persistent written and verbal communication with the Council. This policy is not a replacement for the Zero Tolerance Policy.

2. Summary

Dealing with correspondence from customers, a complaint or information requests is usually a straightforward process. However, in a minority of cases, people pursue correspondence in a way that can impede the investigation of their complaint or can have significant resource implications for the Council. This policy has been formulated to deal with the small number of customers who make it necessary for special arrangements to be made. It should be noted that there are differences between Freedom of Information (FOI) and non-FOI related cases although the general principles below apply to both instances.

FOI references also apply to Environmental Information Regulation (EIR) requests which may relate to the environment, land or property. These will be dealt with under the guidance issued by the ICO.

Requests for personal information may fall under the UK General Data Protection Regulation (UK GDPR). These will be dealt with under guidance issued by the ICO.

We aim to deal with any correspondence or complaints in a way that is open, fair and transparent. Complaints and requests for information will be dealt with impartially and proportionately. We have developed this policy so that people who complain and the staff who manage those complaints understand what to do if people start to behave unreasonably.

IT SHOULD BE NOTED – This policy only deals with the conduct of the customer, not the substance of the complaint or concerns raised. The adopted procedures relating to the processing of complaints should be followed regardless of whether this policy is engaged, unless it is considered there are reasons for not doing so. If this is the case the customer should be advised of this at the earliest opportunity and if appropriate provided with an alternative route to remedy his complaint, such as referral to the Local Government Ombudsman.

3. Background

We do not normally limit the contact people have with us. Whether they are complaining, making a request for service, an information request or seeking help and guidance, we are committed to dealing with all requests fairly and impartially and to providing a high quality of service. We are keen to resolve any dispute and/or complaint as early as possible.

Occasionally, the behaviour of some customers can make it very difficult for us to deal with their concerns. In a small number of cases the actions of some customers become unacceptable because they involve abuse of processes, or violence and aggression to staff or other people, including Members of the Council. When this happens, we have a responsibility to our staff and Members to take appropriate steps to limit the customers contact with the Council. On other occasions we have to consider whether a customer's actions are having an impact on our ability to do our work and to provide a service to others. Such actions can occur while either the complaint is being investigated, or once we have completed the investigation.

We understand that people sometimes feel frustrated about matters, but we will not tolerate behaviour which we deem to be unacceptable, threatening, abusive or unreasonably persistent towards staff or Members or imposes such a burden on the council that is an unreasonable drain on our resources.

4. Scope

We define unreasonably persistent and unreasonable customers (referred to as Vexatious or Manifestly Unreasonable under FOI/EIR) and Manifestly Unfounded under UK GDPR, as those customers, who because of the frequency or nature of their contacts with us hinder our consideration of their or other people's issues or complaints.

These are generally covered under two key areas:

- customers who feel that the Council has not dealt with their issue, complaint or information request properly and are not prepared to leave it there; and
- customers who may have a justified dispute, complaint, information request or grievance, but these are either being pursued in inappropriate ways, or customers may be intent on pursuing the issue which appears to have no substance, or which may have already been investigated and determined. Their contacts with the Council may be amicable but still place very heavy demands on employee time, or they may be very emotionally charged and distressing for all involved.

Sometimes a situation between the Council and a customer can escalate and the behaviour moves from being unreasonable and unreasonably persistent to behaviour which is totally unacceptable.

Any decision resulting from the implication of the policy normally applies to the nature of the dispute, complaint or subject matter and not to the customer themselves. However, it is very likely that the customer's previous behaviour will have some

bearing on how to proceed with unrelated future correspondence or contact with the Council, particularly where there has been an element of extreme behaviour or verbal abuse.

5. Unreasonable Complainant Conduct

We will not tolerate racist, sexist, homophobic or other discriminatory language, or offensive, threatening, aggressive or violent behaviour towards our staff or Members of the Council.

If you use such language or behaviour, we will ask you to stop doing so in order to protect the wellbeing of our staff or Members of the Council. In exceptional circumstances we may immediately restrict your access to our services without prior warning. We will then write to you and explain the action we have taken.

If your use of language is because of a medical condition, we will discuss with you any reasonable adjustments we need to make to how we work with you. However, some language and behaviour is always unacceptable and we will always draw your attention to this and take appropriate action.

Where your behaviour is so extreme that it threatens the immediate safety and welfare of our staff we may report the matter to the police or consider taking legal action. In such cases, we may not give you prior warning.

6. Examples of unreasonable behaviour/actions?

The following is a list of some actions and behaviours which may be deemed as unreasonable, unreasonably persistent, (or vexatious/manifestly unreasonable under FOI/EIR). This list is by no means exhaustive and is designed to give an indication of the type of behaviour that is considered to be unreasonably persistent. For further advice, please contact the Town Clerk.

- Refusing to specify the grounds of a dispute and/or complaint, despite offers of assistance from Council employees;
- Refusing to co-operate with the complaints investigation process (Complaint Handling Procedure) while still wishing their complaint to be resolved;
- Refusing to accept that certain issues are not within the scope of the Council’s complaints procedure despite having been provided with information about the scope of the Complaint Handling Procedure;
- Insisting on the dispute and/or complaint being dealt with in ways which are incompatible with the Council’s adopted complaints procedure (Complaint Handling Procedure) or with good practice;
- Making unjustified complaints about employees who are trying to deal with the issues, and seeking to have them replaced or harbouring personal grudges;
- Changing the basis of the complaint as the investigation proceeds;
- Denying or changing statements made at an earlier stage;
- Introducing trivial or irrelevant new information at a later stage;

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- Raising numerous, detailed and unimportant questions and insisting they are all fully answered;
- Covertly recording meetings and conversations without the prior knowledge and consent of other persons involved;
- Submitting falsified documents from themselves or others;
- Adopting a ‘scattergun’ approach: pursuing parallel disputes and/or complaint(s) on the same issue with a variety of officers, Members, departments or services;
- Making unnecessarily excessive demands on the time and resources of employees whilst a dispute and/or complaint is being looked into. Making excessive telephone calls or sending emails to numerous Council officers or Members, writing lengthy complex letters every few days and expecting an immediate response;
- Submitting repeat complaints or information requests (after the complaints/FOI process has been completed) essentially about the same issue(s), with minor additions/variations which the customer insists make these a ‘new’ dispute and/or complaint;
- Being abusive or using aggressive language;
- Rejecting attempts by the Council to assist and advise and showing no willingness to engage with Council officers;
- Explicitly stating that it is their intention to cause disruption to the Council;
- Refusing to accept the decision; repeatedly arguing points with no new evidence;
- Using other family members, associates or membership of a group or body to attempt to re-open a complaint already pursued by a complainant or to try to further requests or complaints already pursued ; or
- Frequently using public questions at a meeting of the Council or a Committee to pursue a complaint or information request(s):
- Combinations of some or all of the above or other actions that are judged to be unreasonable.

The following sections set out the procedures in relation to non-FOI and FOI cases

For non-FOI related cases (sections 7 – 10)

The following sections cover non-FOI related issues such as complaints or wider Council contact/disputes.

7. What actions can be taken to stop or limit the behaviour?

The actions we take will depend upon the nature and extent of the behaviour(s). Any action taken should be appropriate and proportionate to the nature and frequency of the customer’s contacts with the Council. If their persistence adversely affects the

Council's ability to do its work, is disproportionately resource intensive and/or adversely affects the Council's ability to provide a service to another, the Council may need to address their behaviour.

When an officer reports a customer demonstrating unreasonable behaviour, the Town Clerk, in conjunction with the Chairman and Vice-Chairman of the Policy and Finance Committee and taking advice from the Monitoring Officer, will review the case within seven working days. A letter may be sent to the customer explaining that their conduct is becoming a concern. The letter will request that the behaviour exhibited is moderated and will suggest, where appropriate, who the customer should contact within the Council over their concerns. The letter will also advise what further actions may be taken if the request is ignored and a copy of this policy included. The customer will be asked to acknowledge the letter within seven working days.

Where the customer acknowledges the initial warning letter, the Town Clerk or their nominated representative will monitor the situation to ensure the behaviour has been moderated.

If the customer does not acknowledge the letter within seven working days there are two further stages which must be followed for a customer to be made unreasonably persistent or their unreasonable behaviour recognised as such. The Town Council may choose to appoint an external body to act on their behalf to provide this service.

Stage 1 (Formal prior warning)

If customer ignores the initial letter and is deemed to be unreasonably persistent or demonstrating unreasonable behaviour, the Town Clerk or their nominated representative will issue a formal prior warning letter, including the following points:

- An explanation of why the customer's behaviour is deemed unacceptable;
- An offer of a meeting, if deemed appropriate by the Council, with an officer from the council or their nominated representative to try and resolve the dispute / complaint / issue and explain to the customer why their behaviour is unacceptable;
- Advising of a single point of contact for any further correspondence;
- A statement of future intent to apply restrictive action to the customer's contact should their behaviour continue;
- Referencing and including a copy of the Unreasonable Customer Behaviour and Persistent Complaints policy.

Any arrangements for limiting a customer's contact must take account of the customer's individual circumstances however, such actions may include blocking a customer's email address denying the customer the ability to email the Council, officers and Members and/or refusing to take telephone calls from the customer.

Should such action be necessary the customer's name will be added to the Council's register as having been sent a formal prior warning letter and a report will be submitted to the next available meeting of the Policy and Finance Committee or the next Full Town Council meeting if earlier and the Town Clerk feels the matter is of sufficient

urgency. In either case the report will be received in confidential part two of the meeting.

Stage 2 (Full implementation of the policy)

- Full implementation of the policy will be undertaken by the Town Clerk, or their nominated representative, in liaison with the Policy and Finance Committee;
- Before the policy can be fully implemented, the Town Clerk, or their nominated representative, must be satisfied that the customer is behaving in an unreasonable or persistent manner (as per the policy), that the complaint / issue / dispute has been dealt with properly and in accordance with the Complaint Handling Procedure and stage 1, a formal prior warning letter has been sent to the customer as outlined above;
- Once satisfied, the Town Clerk, or their nominated representative will take a report (factual and unbiased) to the Policy and Finance Committee detailing a history of the dispute / complaint, the reasons why the customer's behaviour is felt to be unreasonable or persistently unreasonable, a log of contact with the customer (to include dates, times and nature of contact) and any other related information which is of relevance. The role of the Policy and Finance Committee is to consider if the customers contact with the Council is unreasonably persistent, it will not examine the complaint overall.
- Once completed, the report and recommendations from the Policy and Finance Committee will be passed to the Town Clerk who will check the report prior to it being submitted to the next available meeting of the Town Council for consideration;
- If the Town Council takes the decision to make the customer unreasonably persistent and apply restricted access, the Town Clerk or their nominated representative will write to the customer with a copy of the Unreasonable Customer Behaviour and Persistent Complaints Policy explaining:
 - why the decision has been taken;
 - what it means for their contacts with the Town Council;
 - how long any restrictions will last; and
 - what the customer can do to have the decision reviewed.
- Should a customer who has been declared unreasonably persistent raise new issues or complaints, these will be reviewed on their own merits and consideration given to any restrictions on the customer which have previously been applied before the new issues are processed.
- The customer will be added to the Council's register as being declared by the Town Council as a persistent complainant, also ensuring relevant officers/Members are made aware.

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8. What happens if a customer continues to contact the Council?

The Town Council will appoint a named officer or representative to deal with and review any future correspondence or contact from the customer. When reviewing any future correspondence, the officer should consider whether this relates to an existing issue or whether it is a new concern.

Where a customer continues to contact us about an existing issue to which this policy has been applied but provides no further new evidence to support their complaint, no further action will be taken on the issue. A letter will be sent to the complainant advising of this and then no further correspondence will be entered into.

If a customer raises a new complaint or provides further new evidence to support their existing complaint, the Town Clerk or their nominated representative will make a decision as to how this will be dealt with and whether any existing restrictions (as per this policy) are still appropriate;

If a customer's behaviour becomes abusive or threatening, we may take the decision to inform the police.

Customers should not seek to circumvent this policy by asking someone else who is connected to them, such as a family member, someone of close association, advocate, or simply to submit the same or identical complaints on their behalf. Should we consider that someone is acting in place of or with a declared unreasonably persistent complainant, the customer who has submitted the duplicate complaint will be treated in the same manner.

Should a customer seek to circumvent this policy by contacting their local MP or Councillor whilst we will engage with the MP or Councillor, we will ask that they assist us in maintaining the customer's status, subject to their own investigations into the matter.

Further, should a customer to whom the Policy has been applied, continue to email, write in or telephone, officers and Members have the right to not reply or respond to this communication without this being considered as a breach of the Code of Conduct for Members.

~~9. What can a customer do to challenge the Council's decision?~~

~~If a customer is unhappy with the decision the Council has taken under this policy or are unhappy with how they have been treated, they may make a complaint to the Local Government and Social Care Ombudsman (LGSCO).~~

~~We will co-operate fully with any investigation the LGSCO undertakes and will ensure that all paperwork and documentation is available.~~

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10. How does the Council review the decision?

Where restrictions (in line with this policy) have been applied to a customer, they will normally be in place for **12 months** but will be subject to a review at **6 months** by the Town Clerk or their nominated representative, reporting to the next available Policy and Finance Committee meeting. The customer will be advised of the review and outcome in writing.

At the end of the designated period of restrictions (normally **12 months**), the Town Clerk or their nominated representative will review the case, reporting to the Policy and Finance Committee.

Where the review finds no grounds for continuing restrictions these should be lifted and relationships restored to normal.

Where it is recommended that restrictions are to continue beyond **12 months**, the report should be evidence based and with good grounds for the extension. The report will be submitted to the next available meeting of the Town Council to approve and reappoint representatives to act for the Council in this case.

The Town Clerk (or their nominated representative) will write to the customer to advise them of the outcome of the review by the Policy and Finance Committee. Where any restrictions are to continue, the customer will be notified of this alongside an explanation of why and when the next review is scheduled to take place (normally **six months**).

11. Confidentiality, legal requirements and non-compliance

- All personal data provided to the Council will be processed in accordance with UK GDPR and the Data Protection Act 2018;
- ~~Any breach of the policy may result in the Council being referred to the Local Government and Social Care Ombudsman.~~

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For FOI/EIR related cases (sections 12-18)

The following sections cover FOI cases where it is deemed that a request is Vexatious under Section 14(1) of the Freedom of Information Act (FOIA) or Manifestly Unreasonable under regulation 12(4) b of the Environmental Information Regulations (EIRs).

Section 14(1) of the FOIA: The Council does not have to deal with requests that are vexatious under this section. This applies only to the request and not the requestor so there should be a careful assessment before a request is classified as vexatious. The Information Commissioner's Office (ICO) may be able to provide guidance and has set out indicators that may identify vexatious requests:

- Abusive or aggressive language is used;
- The requests are placing an undue burden on the Council;
- The requests form part of a personal grudge;

- The requests are unreasonably persistent;
- The requestor is intransigent;
- The requests are frequent and/or overlapping on the same issue;
- The requests are designed to cause annoyance;
- The requests require a disproportionate effort to fulfil;
- The requestor is using the information request route to pursue other complaints or grievances against the Council.

The application of s.14 (1) should be considered where it is believed that the request is disproportionate or unjustified.

12. What actions can be taken to stop or limit the behaviour?

Where it becomes apparent that the nature of a request or string of requests is potentially making a request vexatious or manifestly unreasonable, consideration should be given to warning the requestor that if they are to submit any further requests on the same issue, it is likely that these requests will be deemed as vexatious under FOI or manifestly unreasonable under EIR. There should be an attempt to work with the requester whilst taking account of the facts of the matter and any relevant history.

13. What happens if a customer continues to contact the Council?

If a further request is received on the same or similar subject matter under FOI/EIR then a decision will be taken by the Town Clerk in conjunction with the responsible officer that the request is vexatious/manifestly unreasonable and the requestor will be informed of the decision, along with the reasons for the decision being taken. Only the request itself can be considered vexatious and not the individual who submitted it. Therefore, any further requests from the same requestor should be treated and assessed independently.

Where necessary, further advice should be sought from CALC or the Monitoring Officer, Cornwall Council.

Where the time (or cost) of dealing with the request is the main issue, consideration will be given to applying Section 12 of the FOIA or Regulation 12(4) (d) under the EIR where the time/cost of dealing with a request is unreasonable and consideration given to asking the requestor to narrow down or reduce the scope of the request to bring it within an appropriate time frame (18 hours under the FOIA).

Where appropriate, consideration should be given as to whether the wider Unreasonable Customer Behaviour Policy should also be invoked in addition to making a request vexatious/manifestly unreasonable.

The requestor will then be added to the Council's register of customers who have been made vexatious as defined by this Policy, also ensuring relevant officers/Members are made aware.

Customers should not seek to circumvent this policy by asking someone else who is connected to them, such as a family member, someone of close association, MP, Local Member or advocate, or simply to submit the same or identical complaints on their behalf. Should we consider that someone is acting in place of or with a declared unreasonably persistent complainant, the customer who has submitted the duplicate complaint will be treated in the same manner.

14. What can a customer do to challenge the Council's decision?

If a requestor is unhappy with the decision to make their request vexatious/manifestly unreasonable, they have the right to ask the Council to carry out an Internal Review. The case will then be considered by an independent senior officer who will review the case and notify the requestor of the decision. If following the Internal Review, the requestor is still unhappy, they have the right to contact the Information Commissioner's Office (ICO) who will then decide on the evidence supplied, whether to investigate the case.

15. How does the Council review the decision?

Where a request has been made vexatious or manifestly unreasonable, no further requests to similar matters raised will be considered within a 12-month timeframe. Any new request will be reviewed within this timeframe and a decision will be taken as to whether this is a new request (and dealt with as a fresh request) or falls within the subject matter made vexatious/manifestly unreasonable.

16. Dealing with requests that are manifestly unfounded or excessive

A request for personal information made as a Subject Access Request (SAR) under UK GDPR can be refused if it is considered manifestly unfounded or excessive.

The ICO guidance says that a request may be manifestly unfounded if:

- the individual clearly has no intention to exercise their right of access. For example an individual makes a request, but then offers to withdraw it in return for some form of benefit from the organisation; or
- the request is malicious in intent and is being used to harass an organisation with no real purposes other than to cause disruption.

For example:

- the individual has explicitly stated, in the request itself or in other communications, that they intend to cause disruption;
- the request makes unsubstantiated accusations against you or specific employees;
- the individual is targeting a particular employee against whom they have some personal grudge; or

- the individual systematically sends different requests to you as part of a campaign, e.g. once a week, with the intention of causing disruption.

NOTE: You must consider a request in the context in which it is made, and you are responsible for demonstrating that it is manifestly unfounded.

In addition, you should not presume that a request is manifestly unfounded because the individual has previously submitted requests which have been manifestly unfounded or excessive or if it includes aggressive or abusive language.

The inclusion of the word “manifestly” means there must be an obvious or clear quality to it being unfounded. You should consider the specific situation and whether the individual genuinely wants to exercise their rights. If this is the case, it is unlikely that the request will be manifestly unfounded.

17. What does excessive mean?

A request may be excessive if:

- it repeats the substance of previous requests and a reasonable interval has not elapsed; or
- it overlaps with other requests.

However, it depends on the particular circumstances. It will not necessarily be excessive just because the individual:

- requested a large amount of information, even if you might find the request burdensome. Instead you should consider asking them for more information to help you locate what they want to receive, please see 'Can we clarify the request?'
- wanted to receive a further copy of information they have requested previously. In this situation a controller can charge a reasonable fee for the administrative costs of providing this information again and it is unlikely that this would be an excessive request;
- made an overlapping request relating to a completely separate set of information; or
- previously submitted requests which have been manifestly unfounded or excessive.

When deciding whether a reasonable interval has elapsed you should consider:

- the nature of the data – this could include whether it is particularly sensitive;
- the purposes of the processing – these could include whether the processing is likely to cause detriment (harm) to the requester if disclosed; and

- how often the data is altered – if information is unlikely to have changed between requests, you may decide you do not need to respond to the same request twice. However, if you have deleted information since the last request you should inform the individual of this.

18. Refusal to comply with a request

Where the Council is refusing to comply with a request, you must inform the individual without undue delay and within one month of receipt of the request of:

- the reasons you are not taking action;
- their right to make a complaint to the ICO or another supervisory authority; and
- their ability to seek to enforce this right through a judicial remedy.

You should also provide this information if you request a reasonable fee or need additional information to identify the individual

19. Record Keeping

The Town Clerk will keep adequate records of the details of the case and action taken. The register will also include cases where an initial warning letter has been sent.

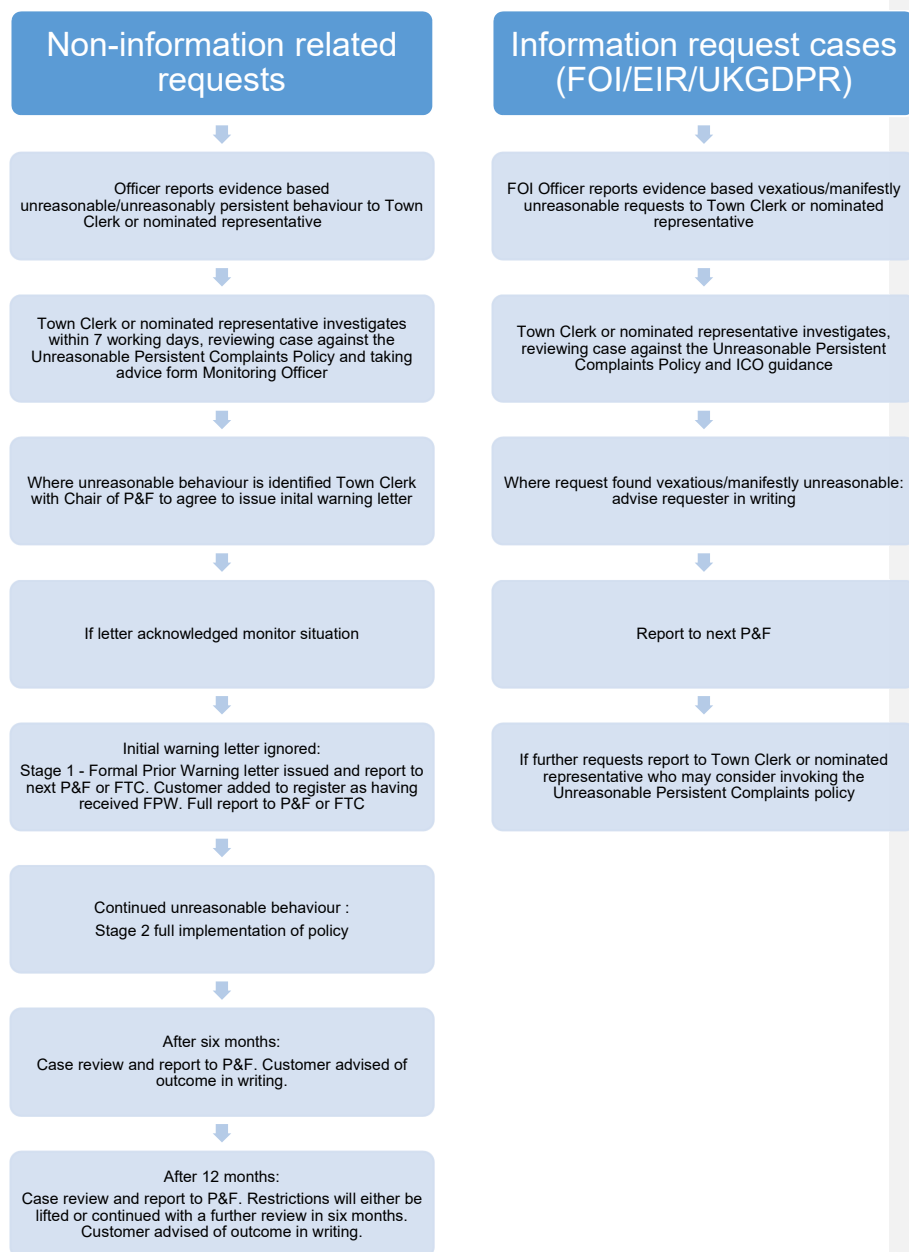
Records will be kept of:

- The name and address of each member of the public who has been identified as unreasonably persistent, vexatious or abusive and any other person who aids the complainant;
- When the restrictions came into force and end
- What the restrictions are
- When the person was advised and copies of correspondence
- Copies of all correspondence with appointed external representatives
- Dates of and copies of all reports to Council Committees.

Adequate records should also be kept to show:

- When a decision is taken not to apply the policy when an officer has asked for this to be done, or
- When a decision is taken to make an exception to the policy once it has been applied, or
- When a decision taken not to put a further complaint from this customer through the complaints procedure for any reason, and
- When a decision is taken not to respond to further correspondence, make sure any further letters or emails from the customer are checked to pick up any significant new information.

Summary of procedure



Policy Group:
Employees/Members

Provision of IT Equipment & Acceptable Use

RESPONSIBLE COMMITTEE: P&F

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

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~~Readopted 05/2022~~ DRAFT 06/2022

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Responsible Officer	AJT	Minute no.	54/22/23b(xvi)
Next review date	Annual or as required		

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Date	Version	Author/Editor	Notes
March 2021	1	AJT	New policy
May 2021	1/2021	AJT	Reapproved – new council
May 2022	1/2022	AJT	Readopted <u>05.05.2022 Min no. 54/22/23b(xvi)</u>
<u>June 2022</u>	<u>2/2022</u>	<u>AJT</u>	<u>Amendments re devices provided to Councillors</u>

Document Retention Period
Until superseded

SALTASH TOWN COUNCIL

PROVISION OF IT AND ACCEPTABLE IT USAGE POLICY

This policy should be read in conjunction with the following:

Information and Data Protection Policy

Management of Transferable Data Policy

[UK GDPR and Freedom of Information Act 2000-2018](#)

Data Protection Act 2018

Computer Misuse Act 1990

Members of staff should also refer to the Employee Handbook

Equality and Diversity Policy

Context:

Saltash Town Council provides IT equipment to both staff and councillors to enable them to carry out their duties effectively in Council buildings and when working from home or in the community. This policy is in two parts – the provision of IT equipment and the individual's responsibilities when using IT.

Scope:

This policy sets out the correct, appropriate and expected use of Saltash Town Council computing and networking facilities to ensure safe and reliable operation. This extends to all IT facilities including software, hardware, staff computers, Councillors devices, telephones (mobile and internal) provided and maintained by Saltash Town Council.

Part 1

Provision of IT Equipment

Virus detection is installed and managed centrally by the IT Consultant. Individuals must not remove or disable anti-virus software or attempt to remove virus infected files. These should be [immediately](#) referred to the IT Consultant [via the helpdesk](#).

a. Employees

All employees are issued with appropriate IT equipment on commencement of employment with the Town Council. This may include a laptop, mobile phone, use of a computer in a council building, memory devices (e.g. USB) according to the requirements of the role. A unique email account, user ID and password are also issued with an authentication device if appropriate. Access levels to systems and information will be authorised appropriate to the users' job role.

Upon termination of contract all Council owned property should be returned. The Line Manager will ensure all authorised access is promptly removed.

b. Councillors

On joining the Council Members will be offered a device ~~(usually a tablet or laptop)~~ for business use only. The device will ~~running-run~~ a supported operating

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system, with the capability for joining virtual meetings and accessing council emails and information, on long term loan for the length of their tenure as Town Councillor. The device will be procured by the Town Council and will be preloaded with software which will be licensed and managed by the Town Council IT Consultants. The specification of the device will ensure that it remains fit for purpose for the four-year term of the Council.

The Town Council will provide all Councillors with a unique email address, user ID and password with access to selected areas of the IT system.

On cessation of service as a Town Councillor the tablet/laptop/device should immediately be returned to the Town Council and all access rights will be rescinded.

c. Loss/Damage

i. Employees

Employees have a responsibility to take reasonable care of any device they are allocated, particularly when taking off site. Any loss or damage should be immediately reported to their Line Manager.

ii. Councillors

The Town Council will insure devices loaned to Councillors. It is accepted that these devices will be taken off site and Councillors have a responsibility to take reasonable care of the device. Any loss or damage should be immediately reported to the Assistant Town Clerk. Where a device has to be sent for repair it may be possible to provide a loan device but this cannot be guaranteed.

At the end of life of the devices it will be securely wiped of all data and donated to a suitable organisation for distribution to children/young people without access to IT for home study.

Part 2

Acceptable IT usage and user responsibilities

- a. All authorised users of Saltash Town Council computing facilities and network must ensure that:
- Any breaches or suspected security incidents concerning the Town Council network or computing facilities must be reported immediately.¹
 - Passwords, PINs or any other unique authentication credentials should not be disclosed to anyone under any circumstances.

¹ Data breaches – Senior Policy & Data Compliance Monitoring Officer
Security breaches – IT Consultant + Assistant Town Clerk

- Passwords, PINs or any other unique authentication credentials should not be written down anywhere.
- You should change your password immediately if you believe it may have been compromised.
- Always 'screen lock' any device when leaving it unattended.
- Never attempt to perform any unauthorised changes to STC IT systems.
- All data held on STC systems may be subject to Freedom of Information or Subject Access Requests. For this reason, personal use of STC computing and network facilities cannot be deemed to be private.
- Do not use or attempt to use another individual's account.
- Never exceed the limits of your authorisation or specific business need by attempting to access systems or information that you do not need in order to carry out your role. A deliberate and intentional attempt to access unauthorised resources breaches the Computer Misuse Act 1990.
- If you believe you have mistakenly been granted access to IT systems, information or resources which are not appropriate or authorised by you, this should be immediately reported as a possible incident. Under no circumstances should you attempt to further access the information/resources.
- Do not facilitate or attempt to facilitate access for anyone who is not authorised to access specific information or systems.
- Never copy, store or transfer data or software owned by STC to any unmanaged device without the explicit written consent of the asset owner.
- Your login ID identifies you as an individual and holds you directly accountable for all actions which take place under your credentials. A logged in session should not be shared with anyone else.

b. Working off site

- Equipment and media taken off site must not be left unattended in public places and not left in sight in a car.
- Information must be protected against loss or compromise when working remotely.
- Particular care should be taken with the use of mobile devices such as mobile phones, laptops and tablets.

c. Internet and Email Conditions of Use

Use of STC internet and email is intended for business use. Personal use is not permitted and all individuals are accountable for their actions on the internet and email systems.

Employees : Emails must not be opened on a non STC device. Any employee who opens STC emails or data on a personal device unless they have prior and exceptional written permission from their line manager may be subject to disciplinary action.

Individuals must not:

- Use the internet or email for purposes of harassment or abuse.
- Use profanity, obscenities or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which STC considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.
- Use the internet or email to make personal gains or conduct a personal business.
- Use the internet or email to gamble.
- Use the emails systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- Place any information on the Internet that relates to STC, alter any information about it, or express any opinion about STC, unless they are specifically authorised to do this.
- Send unprotected sensitive or confidential information externally.
- Forward STC mail to personal (non-STC) email accounts.
- Make official commitments through the internet or email on behalf of STC unless authorised to do so.
- Download copyrighted material such as music media (MP3) files, film and video files (not an exhaustive list) without appropriate approval.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.
- Download any software from the internet without prior approval of the IT Consultant.

d. Devices issued to Councillors

Devices issued to Councillors are for the sole use of the that Councillor and for business use only. The device must not be shared with other family members or loaned to other individuals.

Personal email accounts must not be used on the device.

All data on the device may be subject to release under the Freedom of Information Act 2000 and UK GDPR. It is the responsibility of the registered user of the device to ensure that personal data is only processed, collected or

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retained on the device within the guidance laid out in the Information and Data Protection Policy.

Where requested, the device should immediately be returned to the Town Council.

-

DRAFT

Saltash Town Council

UK General Data Protection Awareness Checklist for Councillors issued with STC IT devices

Town and Parish Councils are expected to comply with UK GDPR and individual Councillors using STC provided IT devices are required to ensure that they protect an individual's personal data whether it is stored electronically or as a hard copy.

This applies only to living individuals (not the deceased, companies, other authorities and charities).

Personal data includes:

- Names and addresses
- Telephone numbers
- Email addresses
- IP addresses

Councillors are recommended to ensure compliance by following the actions listed:

Action	Noted
Only use the email account provided by STC for council correspondence and keep separate from any personal email account.	
Only use the device issued for Council business – not any personal devices	
Do not forward on emails or email threads that may contain personal data (this data may be hidden for example as a BCC)	
Ensure the device is password protected and do not share the password	
Ensure that the router has a firewall and is turned on	
Where possible minimize the personal data that you retain on the device	
If hosting a meeting online ensure that you protect personal data (including your own or family members) by not having documents, photographs etc visible by the camera	
Inform the Clerk and Officer responsible for Data Protection immediately if you suspect there may have been a data breach and no later than 48 hours after the suspected breach	
Contact the Officer responsible for Data Protection if you require advice on data management and processing	

I confirm that I have read the information above and understand my responsibility as a Saltash Town Councillor for protecting personal data.

Name (print): _____

Signed: _____

Date: _____

COLLECTION FORM

Councillor Name:

Device:

Serial number:

Condition NEW

Accessories Mouse
 Case
 Keyboard
 Pencil

I have read and agree to abide by the Provision of IT and Acceptable Use Policy.
I acknowledge that this device is the property of Saltash Town Council and should be returned immediately if I cease to be a Town Councillor.

I understand that any data on this device may be subject to release under the Freedom of Information Act 2000 and is subject to UK GDPR.

Councillor Signatory:

Date:

Name/signatory of Officer releasing device/accessories:

Date:

RETURN FORM

Councillor Name:

Device:

Serial number:

Condition:

Accessories Mouse
Case
Keyboard
Pencil

Councillor Signatory:

Date:

Name/signatory of Officer receiving device/accessories:

Date:

Freedom of Information / Environmental Information Regulations Requests – report to P&F Committee July 2022

In the period 1st January 2022 to 30th June 2022 there have been a total of 6 requests for information under either the Freedom of Information Act or the Environmental Information Regulations.

Of those 6 applications one is still within the appeal period so is not yet on the report summary which is attached to this report.

The full disclosure log is available on the website via a link from the Data Protection and Freedom of Information page [here](#).

Background

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

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

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

Freedom of Information Disclosure Log – December 2021 – May 2022

Saltash Town Council is committed to being open and transparent. As part of our obligations under the Freedom of Information, responses to requests will be published here. This is also known as the disclosure log.

Environmental Information Regulations (EIR) applications will also be included here.

FOI– Copies of email correspondence

Request reference number: 2021 12 01

Date of response: December 2021

Summary of request:

Request for copies of email correspondence

Response:

Part one of the request is being withheld as in our view it is exempt under Section 40(1) of the Freedom of Information Act 2000 which provides an absolute exemption for information about the applicant. This does not mean that you do not have the right to request access to the information but that the request should be submitted as a Subject Access Request (SAR) under the Data Protection Act 1998 and UKGDPR. Part two of the request is being withheld as in our view it is exempt under Section 40(2) of the Freedom of Information Act 2000 which provides an absolute exemption. This exemption applies because disclosing personal data which is not the personal data of the requester (i.e. third party data) would contravene Data Protection principles. As this is an absolute exemption there is no requirement for a public interest test.

FILE CLOSED

FOI– Former employee information

Request reference number: 2022 02 01

Date of response: February 2022Re

Summary of request:

Did an employee leave with a non-disclosure agreement and what did this agreement cost Council?

Response:

The information requested is being withheld as in our view it is exempt under Section 40(2) of the Freedom of Information Act 2000 which provides an absolute exemption.

This exemption applies because disclosing personal data which is not the personal data of the requester (i.e. third party data) would contravene Data Protection principles. As this is an absolute exemption there is no requirement for a public interest test.

FILE CLOSED

FOI– Internal investigation by Personnel Committee

Request reference number: 2022 02 02

Date of response: February 2022

Summary of request:

Information regarding an internal investigation by Personnel Committee

Response:

The requester was referred to the draft minutes of FTC 03.02.2022.

FILE CLOSED

FOI– Recruitment Shortlisting

Request reference number: 2022 02 03

Date of response: March 2022

Summary of request:

Information regarding the persons present at the shortlisting of candidates for the Town Clerk/RFO vacant post.

Response:

The details of those attending were provided.

FILE CLOSED

FOI– Internal investigation by Personnel Committee

Request reference number: 2022 02 04

Date of response: March 2022

Summary of request:

Information regarding an internal investigation by Personnel Committee

Response:

No investigation was required.

FILE CLOSED

FOI– Licensing plans re Brunel Heights

Request reference number: 2022 05 01

Date of response: May 2022

Summary of request:

Licensing plans for business located in Brunel Heights

Response:

Information exempt under S.21 – information accessible and in the public domain. The requester was provided with links to the licensing application details and directed to Cornwall Council.

FILE CLOSED

FOI/EIR REQUESTS REGISTER

FOI/EIR Number	Subject	File
2018 01/09	Correspondence received at meeting 17.07.2018	2018
2018 02/09	Councillor emails	2018
2019 01/05	Councillor emails	2019
2019 02/05	Recording of planning meeting May 2019	2019
2019 03/11	Climate change correspondence	2019
2020 01/01	Costs relating to Saltash Library	2020
2020 02/01	Awarding of Youth Grants January 2020	2020
2020 03/01	Unreasonable Persistent Complaints Policy	2020
2020 04/03	Costs of implementing and administering the Persistent Complaints Policy	2020
2020 05/09	Saltash Library Public Consultation	2020
2020 06/10	Hours and cost of work for former Town Councillor since resignation	2020
2020 07/10	Membership of Library in 2018 and 2019 including the current membership at 30.10.2020	2020
2021 01/02	Voting details at FTC meeting	2021
2021 02/02	Through life costings for Saltash Library Facility	2021
2021 02/03	Insurance of planter boats; Memorial Peace Garden - licence between CC and STC	2021
2021 02/04	Christmas Lights & Town Events Sub Committee meeting held on 21.01.2021 - draft minutes	2021
2021 03/01	Saltash Library - Public Works Loan application and Grade 2 listing	2021
2021 03/02	Saltash Library	2021
2021 03/03	Correspondence relating to Christmas Lights & Town Events Sub Committee meeting	2021
2021 03/04	Copy of information provided relating to Christmas Lights & Town Events Sub Committee meeting	2021
2021 03/05	Transparency around proposed Treledan/Broadmoor Farm development	2021
2021 06/01	Candidates standing for co-option for vacant seats on Essa and Tamar Wards.	2021
2021 08/01a	Churchtown Cemetery wall ownership and maintenance	2021
2021 08/01b	Churchtown Cemetery burial estimates and provision of allotments	2021
2021 12 01	Request for copies of email correspondence	2021

2022 02 01	Information relating to an employee	2022
2022 02 02	Internal investigation by the Personnel Committee into the conduct of a Member of the Committee	2022
2022 02 03	Attendance details at shortlisting of candidates for Town Clerk/RFO position	2022
2022 02 04	Internal investigation by the Personnel Committee into the conduct of a Member of the Committee	2022
2022 05 01	Brunel Heights	2022

UK GDPR – Report to P&F Committee July 2022

Compliance continues to be monitored and there is a good level of understanding of requirements amongst staff. The annual audit has been delayed due to staffing issues but will be completed for report to the next meeting of the Committee.

Guidance and toolkits from the Information Commissioner's Office (ICO) continues to evolve and processes will be reviewed and refined as necessary. The announcement in the Queen's Speech in May of the upcoming Data Reform Bill may also bring changes to requirements and responsibilities placed on the Town Council. Regular newsletters are received from the Information Commissioner's Office that will notify of any changes to requirements to be actioned as will NALC and the SLCC.

Actions undertaken

Following the refusal under section 40 (1) (2) of a Freedom of Information request where the requester was advised (following guidance from the ICO) that this request may be made as a Subject Access Request (SAR), a request was subsequently received.

This was the first such request received since the introduction of GDPR in May 2018. The Town Clerk made the decision to engage an external company, Breakthrough Communications, on an annual contract to manage the request although this still required considerable administration support in house. This request has now been completed.

Background

The rules regarding requests made under UK GDPR differ from those made under the FOIA with different time compliance parameters, checks that need to be made and the ability to apply charges. Under the FOIA charges can be applied if more than 18 hours work is required and certain items can also be charged for although this is at the discretion of the authority. The Right of Access in UK GDPR does not allow charges to be applied and it is also manifestly more difficult to refuse a request. However, it is reasonable (and advised by the ICO) to assist by suggesting refinements to requests to make them more manageable (e.g. a specific time period for emails; a particular social media platform; CCTV at a particular location).

Report to Saltash Town Council from Livewire youth project from January 2022 to March 2022

1. Number of open access sessions run: 37 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 2 single issue programmes during this time one on Anxiety and one on body image.
3. 208 individual young people engaged with through open access 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. 3 young people have been supported in getting back into employment, education or training.
6. 160 young people have measurable distance travelled
7. 9 young people were referred from schools, 6 from CHAMS, 5 from targeted youth support workers, 0 from youth offending service, 7 from GP's, 2 from social workers and 0 from the police. In total we have had 29 referrals from other organisations.
8. 624 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. Plus 11,000 gift from the young family for youth work. Plus 6,500 from rocking by the river.

Again this has been a very busy period for Livewire, we have seen a significant rise in young people suffering with mental health issues since lockdown in 2020, we are I believe just beginning to see the aftermath of this pandemic. We have also seen some wonderful things in the centre and we are continuing to support young people in many ways. Although mental health has become a real priority at Livewire it's not all we do by any stretch of the imagination. Our development group along with a Marjon student (studying youth work) finished the refurbishment of the blue room (which hasn't actually been blue for a while but it's still affectionately known as the blue room) We have been most fortunate with our student intake from Marjon's and we are very pleased with the contribution they have made to the life of Livewire.

Saltash Team For Youth Report for Policy & Finance Committee meeting on 12 July 2022

The Saltash Team For Youth working group last met on Friday 10 May at The Core. Below is a summary of the discussions.

1. *Delivery of Professional Youth Work in Saltash tender*

The working group all agreed that moving the tender process and timeline forward had been very helpful. Matt provided general feedback on the tenders received and that Livewire, The Core and Junkyard Skatepark would each receive a letter from Saltash Town Council notifying them of the outcome.

In terms of the tendering process, Matt and Rachel stressed the importance of all organisations covering all aspects of the criteria in their tender together with ensuring all required supporting information and policies were attached with their application. The assessment panel assess based on the information in front of them on the day rather than on any prior knowledge of the organisation submitting the tender.

Documentation was missing in the applications so the letters to the youth organisations from Saltash Town Council will specify what the missing information is and that grants will only be made subject to the information being received. Matt and Rachel also clarified that the total amount applied for across all the tenders was greater than the budget available. The panel therefore had to reduce the amounts using an equitable formula.

2. *Joint funding applications*

We discussed the potential for Saltash Town Council to provide further advice on fundraising and the possibility of youth organisations in the town working strategically together submitting joint applications to other sources where appropriate. The youth work in Saltash is a real strength and this could be powerfully articulated in joint fundraising bids. Julie from Livewire explained that a joint bid had been prepared in the past, which had been unsuccessful. All agreed that there is the potential to do further joint applications in the future.

2. *Platinum Jubilee, June 2022*

Members of the working group updated each other on the events taking place from 2 - 5 June. Rachel reminded everyone that the Civic Parade takes place on Thursday 2 June from 8:30pm culminating in the lighting of a beacon and singing a specifically composed song at the waterside. One of the main events on Sunday 5 June is The Big Lunch at Longstone Park.

3. *The impact of cutting the PCSO roles in Saltash*

Charlotte from The Core raised that the lack of a police presence in Saltash is a concern. The previous PCSO roles in the town, which were sadly cut, were very positive in building relationships and trust with young people both directly and through youth organisations. This was agreed by all. Matt and Rachel mentioned it was an issue also discussed at the Saltash Town Council meeting on 5 May as part of a Safer Saltash update and that it was something the council were keen to keep on the agenda.

4. *Date of next meeting*

Saltash Team For Youth next meets on Friday 16 September, 1pm at Junkyard Skatepark.

Cllr Matt Griffiths
30/6/22

The S106 Panel met via Microsoft Teams on Tuesday 21st June 2022 with this meeting being convened to consider an application from Saltash Gateway CIC t/a Community Enterprises PL12.

Members of the Panel learned prior to the meeting that the application (agenda item number 3) had been withdrawn, however the meeting proceeded to consider other items on the published agenda.

As this was the first meeting of the year for 2022-23, agenda item number 2 called for election of a Chair and Deputy Chair for the Panel.

Cornwall Councillor Hilary Frank was nominated and duly elected for the role of Chair, with Cllr Pete Samuels of Saltash Town Council elected as Deputy Chair.

Under agenda item number 4 (AOB) a panel member expressed some confusion and misunderstanding with regards to the revised Terms of Reference that had been adopted. After a lengthy discussion it was agreed to remove item 10.4 which had been identified as the cause of the confusion and misunderstanding, subject to the agreement of those organisations represented on the Panel.

End of Report

Pete Samuels, Deputy Chair