



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall*  
*12 Lower Fore Street*  
*Saltash*  
*PL12 6JX*  
*Telephone: 01752 844846*  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

7 September 2022

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Tuesday 13th September 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 by **12 noon the day before the meeting** either by email to [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk) or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and indicate if you will be present at the meeting.

Yours sincerely,

S Burrows  
Town Clerk

To:

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

## **Agenda**

1. Health and Safety Announcements.
2. Apologies.
3. Declarations of Interest:
  - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
  - b. The 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 Town Council must do so by 12 noon the day before the meeting.
5. To receive and approve the minutes of the Policy and Finance Committee held on 12th July 2022 and the Extraordinary Policy and Finance Committee held on 16th August 2022 as a true and correct record. (Pages 5 - 16)
6. All accounts and bank accounts reconciled up to 31st July 2022.
7. Petty cash reconciled up to 31st July 2022. (Page 17)
8. To receive a report on VAT. (Page 18)
9. To receive a report on investments. (Page 19)
10. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.
11. To receive and note the Town Council Concluded Annual Governance and Accountability Return for the year ended 31st March 2022. (Pages 20 - 21)
12. To receive the current STC and Committee budget statements. (Pages 22 - 31)
13. To receive, consider and approve recommendations from the Personnel Committee held on Thursday 26th May 2022 and the Extraordinary Personnel Committee meeting held on Monday 6th June 2022. (Pages 32 - 33)
14. To receive a report from the Finance Officer. (Page 34)
15. To receive the Town Council Insurance Policy Renewal and consider any actions and associated expenditure. (Pages 35 - 41)



16. To receive a report on Delegated Authority and consider any actions and associated expenditure. (Page 42)
17. The Town Clerks report on delegated authority to spend.
18. To consider Risk Management reports as may be received.
19. To receive a brief overview on the Community Infrastructure Levy and consider any actions and associated expenditure.
20. To consider Community Chest applications: (Pages 43 - 123)

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
CC262	Saltash Bowls Club	£650.00
CC263	Tamar Tolls Action Group	£954.29
CC264	Friends of Summerfields Pack	£1000.00

21. To receive and note a report from Saltash Sailing Club on funding awarded. (Pages 124 - 129)
22. To receive and consider recommending the amendments to the Grants Policy to Full Council. (Pages 130 - 152)
23. To receive and note a report from Saltash Youth Organisations:
  - a. Livewire; (Pages 153 - 154)
  - b. The Core;
  - c. Junkyard Skatepark.
24. To receive reports from Working Groups and Outside Bodies:
  - a. Neighbourhood Plan Steering Group - No Report.
  - b. Saltash Team For Youth - No Report.
  - c. Section 106 Panel - No Report.
25. 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.

26. To consider any items referred from the main part of the agenda.
27. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
28. To consider urgent non-financial items at the discretion of the Chairman.
29. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Tuesday 8 November 2022 at 6.30 pm

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 12th July 2022 at 6.30 pm**

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

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

**APOLOGIES:** G Challen, L Challen, S Lennox-Boyd and S Martin.

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#### **29/22/23     HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **30/22/23     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.

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>	<b>Left Meeting</b>
Dent	15b	Non-Pecuniary	Member of RBL	Yes
Samuels B	15b	Non-Pecuniary	Member of RBL	Yes

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

None.

#### **31/22/23     QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**32/22/23      TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 10TH MAY 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 Bickford and **RESOLVED** that the minutes of the Policy and Finance Committee held on 10<sup>th</sup> May 2022 were confirmed as a true and correct record.

The Chairman asked the Town Clerk to report on the next finance items in the absence of a Finance Officer.

**33/22/23      ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31ST MAY 2022.**

It was **RESOLVED** to note.

**34/22/23      PETTY CASH RECONCILED UP TO 31ST MAY 2022.**

It was **RESOLVED** to note.

**35/22/23      TO RECEIVE A REPORT ON VAT.**

It was **RESOLVED** to note.

**36/22/23      TO RECEIVE A REPORT ON INVESTMENTS.**

It was **RESOLVED** to note.

**37/22/23      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.

**38/22/23      TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.**

It was **RESOLVED** to note.

**39/22/23      TO RECEIVE A REPORT FROM THE FINANCE OFFICER.**

1. It was **RESOLVED** to note the report.
2. It was **RESOLVED** to note. The Town Clerk reminded Members that the CIL (Community Infrastructure Levy) income received should be spent within five years and asked that potential projects are considered at the next meeting.
3. It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to reappoint Parkinson Partnership as VAT Consultants for the year 2022-23 at a cost of £600.00 allocated to P&F budget code 6224 Professional Fees.

**40/22/23      TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.**

No report.

**41/22/23      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

The Chairman brought forward agenda item 16 as the next item of business to be considered.

**42/22/23      TO RECEIVE AND NOTE A REPORT FROM THE TAMAR PRESERVATION SOCIETY - MARY NEWMAN'S COTTAGE ON FUNDING AWARDED.**

It was **RESOLVED** to note the report and that the organisation is the Tamar Protection Society.

43/22/23

**TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:**

a. Community Chest.

Application Number	Organisation	Amount Requested
CC258	Safe 38	£434.00

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED** to award £434.00.

Councillors Dent and B Samuels declared an interest in the next item and left the room.

b. Festival Funds

Application Number	Organisation	Amount Requested
FF112	RBL	£850.00

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** that the application did not meet the criteria for a Festival Fund application, but did meet the criteria for a Community Chest application and would be scored against that criteria. The organisation is to be advised that future applications should be made to the Community Chest fund.

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and **RESOLVED** to award £850.00 from the Community Chest fund.

Councillors Dent and B Samuels were invited and returned to the meeting.

**TO RECEIVE AND CONSIDER RECOMMENDING THE FOLLOWING POLICIES TO FULL COUNCIL:**

a. Data Retention and Disposal

It was proposed by Councillor Miller, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Council to be held on 4<sup>th</sup> August 2022 to approve the amendments to the Data Retention and Disposal Policy as attached.

b. Receiving Public Questions at Meetings

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Council to be held on 4<sup>th</sup> August 2022 to approve the amendments to the Receiving Public Questions at Meetings Policy as attached.

c. Standing Orders

Councillor Foster left the meeting.

Councillor Foster returned to the meeting.

It was proposed by Councillor Miller, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Council to be held on 4<sup>th</sup> August 2022 to approve the amendments to Standing Orders as attached.

d. Terms of Reference STC Committees and Sub Committees

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to be held on 4<sup>th</sup> August 2022 to approve the amendments to the Terms of Reference STC Committees and Sub Committees document as attached.

e. Customer Feedback

It was proposed by Councillor Miller, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to be held on 4<sup>th</sup> August 2022 to adopt the replacement Code of Practice for Handling Complaints Policy, in place of the Customer Feedback Policy as attached.

f. Unreasonable Customer Behaviour and Persistent Complaints

It was proposed by Councillor Miller, seconded by Councillor Griffiths and resolved to **RECOMMEND** to Full Council to be held on 4<sup>th</sup> August 2022 to approve the amendments to the Unreasonable Customer Behaviour and Persistent Complaints Policy as attached.

g. Provision of IT Equipment and Acceptable Use

A discussion took place regarding provision of IT for Town Council Members.

The Town Clerk asked Members to be mindful of the importance of having a Town Council device to house Town Council related emails and documents for Councillors protection as well as the Town Council in reducing a potential data breach.

The Town Clerk advised the Chairman that the Provision of IT to Town Councillors is not included on this evening's agenda.

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Council to be held on 4<sup>th</sup> August 2022 to approve the amendments to the Provision of IT Equipment and Acceptable Use Policy as attached.

**45/22/23      TO RECEIVE AND NOTE A REPORT ON FREEDOM OF INFORMATION REQUESTS.**

It was **RESOLVED** to note the report. Members requested that future reports include details of the number of hours spent on Freedom of Information requests.

**46/22/23      TO RECEIVE AND NOTE A REPORT ON UK GDPR.**

It was **RESOLVED** to note.

**47/22/23      TO CONSIDER REVIEWING THE TOWN COUNCIL SOLICITOR SERVICES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to delegate to the Town Clerk to obtain quotes reporting back to a future P&F meeting.



**48/22/23      TO RECEIVE A REPORT ON A DEFIBRILLATOR IN THE TOWN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk updated Members on the background to the agenda item with authority required for the continuing maintenance costs to be paid by the Town Council.

It was noted that the defibrillator and cabinet housing recently removed from Appleby Westward and the defibrillator and cabinet housing located outside Bloom Hearing in Fore Street were purchased from public fundraising with the support of Saltash Rotary.

It was further noted that the cabinet housing for the defibrillator outside Bloom Hearing will need upgrading to enable continued support from the emergency services. Authority is required for the Town Council to continue to pay for the annual maintenance of the defibrillator in Fore Street.

It was noted that at the time of receiving the information/cost it was evident there were insufficient funds in the Services budget. To avoid delay the Chairman approved for the item to be received and considered at the next P&F meeting.

It was proposed by Councillor Miller, seconded by Councillor Bullock and **RESOLVED** to note the update and that:

1. Members submit suggestions to the Administration Officer for locations for a defibrillator that has recently been removed from a site at Appleby Westward;
2. Councillor B Samuels circulates the defibrillator map link to Members.

It was proposed by Councillor Miller, seconded by Councillor Bullock and resolved to **RECOMMEND** to the Extraordinary Services Committee that:

3. Saltash Rotary report to the next Extraordinary Services Committee Meeting regarding the cabinet access and if they wish to request that the Town Council continues to pay for the annual maintenance.

**49/22/23      TO RECEIVE AND NOTE A REPORT FROM LIVEWIRE YOUTH PROJECT.**

It was **RESOLVED** to note the report and thank Livewire for their continued work in the community.

**50/22/23      TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

a. Neighbourhood Plan Steering Group

No Report.

b. Saltash Team for Youth

It was **RESOLVED** to note the report and thank the Saltash Team for Youth for their ongoing work supporting the local youth organisations in the Town.

c. Section 106 Panel

It was **RESOLVED** to note.

**51/22/23      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

**52/22/23      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**53/22/23      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**54/22/23      TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

55/22/23

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

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

- a. Community Chest grants awarded.

**DATE OF NEXT MEETING**

Tuesday 13 September 2022 at 6.30 pm

Rising at: 8.18 pm

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

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

## **SALTASH TOWN COUNCIL**

### **Minutes of the Extraordinary Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 16th August 2022 at 7.00 pm**

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

**ALSO PRESENT:** S Burrows (Town Clerk), S Webber (Service Delivery Manager) and F Morris (Planning and General Administrator)

**APOLOGIES:** G Challen, L Challen, J Foster, S Lennox-Boyd and S Martin.

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#### **56/22/23      HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **57/22/23      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.

None.

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

None.

**TO RECEIVE A REPORT ON THE TOWN COUNCIL HEALTH AND SAFETY CONTRACT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk and Service Delivery Manager provided Members an overview on the existing provider of the Town Council's Health and Safety provision and the urgency for review to ensure the Town Council's compliance.

Councillors discussed the report and quotations received.

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

1. To note the reports and quotes received;
2. To terminate the Town Council's current Health and Safety Contract with Moorepay with immediate effect; providing the required 30 days' notice based on a three month termination notification;
3. To appoint Contractor B as Health and Safety consultants for Saltash Town Council as itemised a-c below at a total cost of £1,252.00 plus VAT allocated to Budget Code 6214 P&F Health and Safety:
  - a. Item 4: The preparation of a bespoke Health and Safety Policy, Procedures and Arrangements at a cost of £657.00 plus VAT;
  - b. Item 6: The completion of one full Health and Safety Audit and Review. This audit will include an inspection of the site and a review of business activities. The audit will encompass Health and Safety, Legionella and Fire Safety along with a check on existing policies, procedures and risk assessments. A detailed report and action plan will be prepared and a total audit score will also be provided.

This will include a review of Health policies and procedures and updates in line with current legal requirements. Ongoing email or telephone support for that year at a cost of £595.00 plus VAT;

- c. Item 7: On-going advice and support with respect to Health and Safety by telephone and e-mail as required for the duration of the contract. No additional charge as items 4 & 6 are included in the contract;

4. Delegate authority to the Town Clerk to proceed with any required actions as may be identified by the audit up to the existing budget allocation of £5,643.00.

**DATE OF NEXT MEETING**

Tuesday 13 September 2022 at 6.30 pm

Rising at: 7.25 pm

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

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

## **PETTY CASH**

The current Town Council system requires a top up of petty cash to £300 at the end of each month.

The petty cash spends for the last 6 months are:

- August (to date) £41.60
- July - £19.84
- June - £6.59
- May - £26.38
- April - £5.17
- March - £37.23

Therefore, it is suggested that Members consider a reduction in the tins total monthly figure from £300 to £125.

**End of Report**  
**Finance Officer**

## VAT

The most recent VAT report was submitted on **5<sup>th</sup> August 2022**, the calculated result of which was a refund of **£13,365.56**.

The next return is due to be submitted no later than **7<sup>th</sup> November 2022** for the period 1<sup>st</sup> July – 30<sup>th</sup> September 2022.

Calculations as of **25<sup>th</sup> August 2022** equate to a refund of **£9,457.38** due as of that date.

**End of Report**  
**Finance Officer**



## **Investments**

- £200,000 with Public Sector Deposit Fund (Variable Interest Current Average 0.69%)
- £149,614.90 with Barclays Active Saver. (Interest Rate 0.01% rising to 0.15%)
- £500,650 with Nationwide on a 95 Days' Notice. (Interest Rate 0.4%)
- £968,105.45 with Cornwall Council instant Access Account. (Interest Rate Variable currently between 0.55% - 0.63%)

**End of Report**  
**Finance Officer**

## Saltash Town Council

### Notice of conclusion of audit

#### Annual Governance & Accountability Return for the year ended 31 March 2022

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for <b>Saltash Town Council</b> for the year ended 31 March 2022 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. <b>This must include publication on the smaller authority's website.</b> The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of <b>Saltash Town Council</b> on application to:	
(a) <u>SINEAD BURROWS - Town Clerk /</u> <u>RESPONSIBLE FINANCE OFFICER to SALTASH</u> <u>Town Council, The Guildhall, 12 Lower</u> <u>FORE STREET, SALTASH, PL12 6TX</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) <u>MONDAY TO FRIDAY 9AM TO 5PM</u>	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of <u>£0.10</u> (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>SINEAD BURROWS - Town Clerk / RFO</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>30th AUGUST 2022</u>	(e) Insert the date of placing of the notice

## Section 3 – External Auditor Report and Certificate 2021/22

In respect of **SALTASH TOWN COUNCIL – CO0211**

### 1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

### 3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

Date

**25/08/2022**

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

# Agenda Item 12

Saltash Town Council Summary Budget Report 2022-23  
Saltash Town Council  
For the 5 months ended 31 August 2022

Account	Actual Received/Spent 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spent 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
<b>Operating Income</b>											
<b>Total Operating Income</b>											
Burial Authority Income	23,802	0	0	17,500	7,049	10,451		17,938	18,386	18,846	19,317
Burial Board Income	9,253	0	0	8,064	7,100	964		8,266	8,472	8,684	8,901
P&F Income	5,446	0	0	4,125	3,180	945		4,228	4,333	4,442	4,553
Guildhall Income	1,998	0	0	10,750	1,199	9,551		11,019	11,294	11,577	11,866
Library Income	970	0	0	4,100	1,073	3,027		3,247	2,995	3,070	3,146
Maurice Huggins Income	458	0	0	1,000	324	676		1,025	1,051	1,077	1,104
Station Income	1,983	0	0	6,000	3,427	2,573		6,150	6,304	6,461	6,623
Service Delivery Income	15,567	0	0	21,617	12,940	8,677		22,158	22,711	23,280	23,862
<b>Total Total Operating Income</b>	<b>59,477</b>	<b>0</b>	<b>0</b>	<b>73,156</b>	<b>36,292</b>	<b>36,864</b>		<b>74,031</b>	<b>75,546</b>	<b>77,437</b>	<b>79,372</b>
Capital Income	1,284,018	0	0	0	922,498	(922,498)		0	0	0	0
<b>Total Operating Income</b>	<b>1,343,495</b>	<b>0</b>	<b>0</b>	<b>73,156</b>	<b>958,790</b>	<b>(885,634)</b>		<b>74,031</b>	<b>75,546</b>	<b>77,437</b>	<b>79,372</b>
<b>Operating Expenditure</b>											
<b>Operating Expenditure</b>											
Burial Authority Expenditure	22,569	0	0	24,348	1,992	22,356		24,422	24,498	13,883	3,269
Burial Authority Staffing Expenditure	7,869	0	0	10,843	4,607	6,236		11,167	11,499	11,841	12,194
Burial Board Expenditure	1,923	0	0	5,743	1,322	4,421		5,887	6,033	6,185	6,339
Burial Board Staffing Expenditure	17,767	0	0	25,303	9,115	16,188		26,056	26,831	27,632	28,455
P&F Expenditure	152,269	0	14,150	212,240	62,150	164,240		214,097	217,047	220,074	223,038
P&F Staffing Expenditure	299,651	0	20,000	305,790	103,640	222,150		335,485	345,467	355,751	366,340
Guildhall Expenditure	24,070	0	0	29,267	13,606	15,661		29,998	30,748	31,517	32,304
Guildhall Staffing Expenses	23,004	0	0	28,405	8,625	19,780		29,250	30,122	31,024	31,949
Library Expenditure	27,343	0	21,500	33,138	17,274	37,364		55,430	56,240	57,046	57,895
Library Staffing Expenses	112,705	0	0	127,319	50,243	77,076		131,126	135,044	139,081	143,236
Maurice Huggins Expenses	1,786	0	0	3,641	1,135	2,506		3,731	3,823	3,919	4,018
Station Expenditure	8,877	0	0	21,023	4,972	16,051		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	21,072	70,684		93,941	96,173	98,464	100,814
Service Delivery Staffing Expenditure	204,888	0	0	307,858	96,193	211,665		317,019	326,453	336,168	346,172
Personnel Expenditure	9,713	0	8,945	10,669	4,543	15,071		10,935	11,208	11,489	11,775
<b>Total Operating Expenditure</b>	<b>976,861</b>	<b>0</b>	<b>64,595</b>	<b>1,245,438</b>	<b>400,490</b>	<b>909,543</b>		<b>1,318,424</b>	<b>1,351,847</b>	<b>1,375,540</b>	<b>1,400,087</b>
Capital Expenditure	23,009	0	0	0	4,540	(4,540)		0	0	0	0
<b>Total Operating Expenditure</b>	<b>999,870</b>	<b>0</b>	<b>64,595</b>	<b>1,245,438</b>	<b>405,029</b>	<b>905,004</b>		<b>1,318,424</b>	<b>1,351,847</b>	<b>1,375,540</b>	<b>1,400,087</b>
<b>Total Operating Surplus/ (Deficit)</b>	<b>343,625</b>	<b>0</b>	<b>(64,595)</b>	<b>#####</b>	<b>553,761</b>	<b>(1,790,638)</b>	<b>#####</b>	<b>#####</b>	<b>#####</b>	<b>#####</b>	<b>#####</b>
<b>EMF Expenditure</b>											
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	5,469	235,562		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	179,645	11,156	11,078	265,387		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	35,000	80,487		0	0	0	0
Service Delivery EMF Expenditure	61,481	85,925	0	57,000	3,302	139,623		17,000	17,000	17,000	17,000
Personnel EMF Expenditure	1,215	4,785	0	2,000	1,072	5,713		0	0	0	0
<b>Total EMF Expenditure</b>	<b>170,388</b>	<b>548,510</b>	<b>240,995</b>	<b>97,156</b>	<b>57,341</b>	<b>829,320</b>		<b>22,000</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>
<b>Total Overall Expenditure (Operational &amp; EM)</b>	<b>1,147,249</b>	<b>548,510</b>	<b>305,590</b>	<b>1,342,594</b>	<b>457,831</b>	<b>1,738,863</b>		<b>1,340,424</b>	<b>1,368,847</b>	<b>1,392,540</b>	<b>1,417,087</b>
<b>Total Overall Budget Surplus/ Defecit</b>	<b>173,237</b>	<b>(548,510)</b>	<b>(305,590)</b>	<b>#####</b>	<b>496,420</b>	<b>(2,619,958)</b>	<b>#####</b>	<b>#####</b>	<b>#####</b>	<b>#####</b>	<b>#####</b>

**Policy & Finance (P&F) Committee - P & F Budget 2022-23**

Saltash Town Council

For the 5 months ended 31 August 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
<b>P&amp;F Operating Income</b>											
<b>P&amp;F Income</b>											
4901 PR Bank Interest Received	5,429	0	0	4,125	3,063	1,062		4,228	4,333	4,442	4,553
4908 PR Misc Income	17	0	0	0	117	(117)		0	0	0	0
<b>Total P&amp;F Income</b>	<b>5,446</b>	<b>0</b>	<b>0</b>	<b>4,125</b>	<b>3,180</b>	<b>945</b>		<b>4,228</b>	<b>4,333</b>	<b>4,442</b>	<b>4,553</b>
<b>Total P&amp;F Operating Income</b>	<b>5,446</b>	<b>0</b>	<b>0</b>	<b>4,125</b>	<b>3,180</b>	<b>945</b>		<b>4,228</b>	<b>4,333</b>	<b>4,442</b>	<b>4,553</b>
<b>P &amp; F Operating Expenditure</b>											
<b>P&amp;F Expenditure</b>											
6200 PF Bank Charges (6200)	700	0	0	1,108	420	688		1,136	1,164	1,193	1,223
6201 PF Audit (6201)	3,400	0	0	3,450	(200)	3,650		3,536	3,625	3,715	3,808
6202 PF Civic Occasions (including Road Closures) (f	1,808	0	4,500	3,500	4,383	3,617		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	8,788	13,344		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	13,611	1,389		15,375	15,759	16,153	16,557
6210 PF Community Chest (6210)	3,570	0	0	10,000	3,119	6,881		10,000	10,000	10,000	10,000
6211 PF Website Maintenance (6211)	684	0	0	1,000	250	750		1,025	1,051	1,077	1,104
6213 PF Councillor Training & Expenses (6213)	2,229	0	0	2,742	560	2,182		2,810	2,881	2,953	3,027
6214 PF Health & Safety (6214)	8,522	0	0	7,500	1,907	5,593		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	441	1,559		2,050	2,101	2,154	2,208
6220 PF Festival Fund & Event Expenditure	10,932	0	0	15,000	2,293	12,707		15,000	15,000	15,000	15,000
6221 PF Town Messenger (6221)	3,758	0	0	5,000	1,358	3,643		5,125	5,253	5,384	5,519
6222 PF Commissioning Youth Work (6222)	43,000	0	0	50,000	11,839	38,161		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	10,501	32,149		33,826	34,671	35,538	36,426
5500 Bad Debt Expense	20	0	0	0	0	0		0	0	0	0
<b>Total P&amp;F Expenditure</b>	<b>152,269</b>	<b>0</b>	<b>14,150</b>	<b>212,240</b>	<b>62,153</b>	<b>164,237</b>		<b>214,097</b>	<b>217,047</b>	<b>220,074</b>	<b>223,038</b>
<b>P&amp;F Staffing Expenditure</b>											
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	28,035	3,000	17,543	13,492		3,075	3,152	3,231	3,311
P&F Staffing Expenses	644	0	0	2,413	9	2,404		2,473	2,534	2,598	2,663
6656 ST P&R Staff Training	(911)	0	0	4,125	280	3,845		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
<b>Total P&amp;F Staffing Expenditure</b>	<b>299,651</b>	<b>0</b>	<b>48,035</b>	<b>305,790</b>	<b>73,711</b>	<b>280,114</b>		<b>335,485</b>	<b>345,467</b>	<b>355,751</b>	<b>366,340</b>
<b>Total P &amp; F Operating Expenditure</b>	<b>451,920</b>	<b>0</b>	<b>62,185</b>	<b>518,030</b>	<b>135,864</b>	<b>444,351</b>		<b>549,582</b>	<b>562,514</b>	<b>575,825</b>	<b>589,378</b>
<b>Total P &amp; F Operating Expenditure</b>	<b>451,920</b>	<b>0</b>	<b>62,185</b>	<b>518,030</b>	<b>135,864</b>	<b>444,351</b>		<b>549,582</b>	<b>562,514</b>	<b>575,825</b>	<b>589,378</b>
<b>Total P&amp;F Operating Surplus/ (Deficit)</b>	<b>(446,474)</b>	<b>0</b>	<b>(62,185)</b>	<b>(513,905)</b>	<b>(132,685)</b>	<b>(443,405)</b>		<b>(545,354)</b>	<b>(558,181)</b>	<b>(571,383)</b>	<b>(584,825)</b>
<b>P&amp;F EMF Expenditure</b>											
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	5,000	17,046		0	0	0	0
6694 ST PR EMF Staff Contingency (P&F)	6,264	69,665	(48,035)	0	0	21,630		0	0	0	0
<b>Total P&amp;F EMF Expenditure</b>	<b>34,833</b>	<b>174,931</b>	<b>31,065</b>	<b>7,000</b>	<b>5,469</b>	<b>207,527</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total P&amp;F Expenditure (Operational &amp; EMF)</b>	<b>486,753</b>	<b>174,931</b>	<b>93,250</b>	<b>525,030</b>	<b>141,334</b>	<b>651,877</b>		<b>549,582</b>	<b>562,514</b>	<b>575,825</b>	<b>589,378</b>
<b>Total P&amp;F Budget Surplus/ (Deficit)</b>	<b>(481,307)</b>	<b>(174,931)</b>	<b>(93,250)</b>	<b>(520,905)</b>	<b>(138,154)</b>	<b>(650,932)</b>		<b>(545,354)</b>	<b>(558,181)</b>	<b>(571,383)</b>	<b>(584,825)</b>

## Notes

### To/From Reserves & Budget Virements 2022/23

1. £20,000 vired from 6694 EMF P&F Staffing Contingency to Staffing costs 2022-23 - Minute No 124/21/22
2. £4,500 vired from General Reserves to 6202 Civic Occasions for Jubilee Celebration - Minute No 333/21/22
3. £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
4. £15,930 vired from 6694 ST PR EMF Staff Contingency (P&F) and transferred to 6661 ST P&R Finance Consultancy Fees - Minute No. 23/22/23
5. £12,105 vired from 6694 ST PR EMF Staff Contingency (P&F) and transferred to 6661 ST P&R Finance Consultancy Fees - Minute No. 16/22/23

**Services Committee - Guildhall Budget 2022-23**

Saltash Town Council  
For the 5 months ended 31 August 2022

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
<b>Guildhall Operating Income</b>											
<b>Guildhall Income</b>											
4200 GH Income - Guildhall Bookings	1,899	0	0	10,261	1,080	9,181		10,518	10,780	11,050	11,326
4201 GH Income - Guildhall Refreshments	98	0	0	257	119	138		263	270	277	284
4206 GH Income - Guildhall Misc Property Income	1	0	0	232	0	232		238	244	250	256
<b>Total Guildhall Income</b>	<b>1,998</b>	<b>0</b>	<b>0</b>	<b>10,750</b>	<b>1,199</b>	<b>9,551</b>		<b>11,019</b>	<b>11,294</b>	<b>11,577</b>	<b>11,866</b>
<b>Total Guildhall Operating Income</b>	<b>1,998</b>	<b>0</b>	<b>0</b>	<b>10,750</b>	<b>1,199</b>	<b>9,551</b>		<b>11,019</b>	<b>11,294</b>	<b>11,577</b>	<b>11,866</b>
<b>Guildhall Operating Expenditure</b>											
<b>Guildhall Expenditure</b>											
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	457	2,143		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	549	476		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	1,258	1,320		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	2,295	705		3,075	3,152	3,231	3,311
6413 GH Refreshment Costs - Guildhall	271	0	0	376	49	327		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	140	314		465	477	489	501
<b>Total Guildhall Expenditure</b>	<b>24,070</b>	<b>0</b>	<b>0</b>	<b>29,267</b>	<b>13,606</b>	<b>15,661</b>		<b>29,998</b>	<b>30,748</b>	<b>31,517</b>	<b>32,304</b>
<b>Guildhall Staffing Expenditure</b>											
Guildhall Staffing Expenses	197	0	0	412	123	289		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
<b>Total Guildhall Staffing Expenditure</b>	<b>23,004</b>	<b>0</b>	<b>0</b>	<b>28,405</b>	<b>5,281</b>	<b>23,124</b>		<b>29,250</b>	<b>30,122</b>	<b>31,024</b>	<b>31,949</b>
<b>Total Operating Expenditure</b>	<b>47,074</b>	<b>0</b>	<b>0</b>	<b>57,672</b>	<b>18,886</b>	<b>38,786</b>		<b>59,248</b>	<b>60,870</b>	<b>62,541</b>	<b>64,253</b>
<b>Total Guildhall Operating Expenditure</b>	<b>47,074</b>	<b>0</b>	<b>0</b>	<b>57,672</b>	<b>18,886</b>	<b>38,786</b>		<b>59,248</b>	<b>60,870</b>	<b>62,541</b>	<b>64,253</b>
<b>Total Guildhall Operating Surplus/ Deficit</b>	<b>(45,076)</b>	<b>0</b>	<b>0</b>	<b>(46,922)</b>	<b>(17,688)</b>	<b>(29,234)</b>		<b>(48,229)</b>	<b>(49,576)</b>	<b>(50,964)</b>	<b>(52,387)</b>
<b>Guildhall EMF Expenditure</b>											
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
<b>Total Guildhall EMF Expenditure</b>	<b>0</b>	<b>50,593</b>	<b>0</b>	<b>20,000</b>	<b>620</b>	<b>69,973</b>		<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Guildhall Expenditure (Operational &amp; EMF)</b>	<b>47,074</b>	<b>50,593</b>	<b>0</b>	<b>77,672</b>	<b>19,506</b>	<b>108,759</b>		<b>64,248</b>	<b>60,870</b>	<b>62,541</b>	<b>64,253</b>
<b>Total Guildhall Budget Surplus/ (Deficit)</b>	<b>(45,076)</b>	<b>(50,593)</b>	<b>0</b>	<b>(66,922)</b>	<b>(18,308)</b>	<b>(99,207)</b>		<b>(53,229)</b>	<b>(49,576)</b>	<b>(50,964)</b>	<b>(52,387)</b>



Services Committee - Service Delivery Budget  
Saltash Town Council  
For the 5 months ended 31 August 2022

Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/S pend 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
<b>Service Delivery Operating Income</b>											
<b>Service Delivery Income</b>											
<b>Grounds &amp; Premises Income</b>											
4500 SE Allotment Rents	3,328	0	0	3,300	3,377	(77)		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	1,347	(1,347)		0	0	0	0
4523 SE Service Delivery Income - Seagull Bags	1,332	0	0	1,753	502	1,251		1,797	1,841	1,888	1,935
<b>Total Grounds &amp; Premises Income</b>	<b>6,290</b>	<b>0</b>	<b>0</b>	<b>6,617</b>	<b>6,798</b>	<b>(181)</b>		<b>6,783</b>	<b>6,951</b>	<b>7,126</b>	<b>7,305</b>
<b>Town &amp; Waterfront Income</b>											
4520 SE Waterfront Income - Trusted Boat Scheme	0	0	0	4,000	1,718	2,282		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	490	1,510		2,050	2,101	2,154	2,208
<b>Total Town &amp; Waterfront Income</b>	<b>9,277</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>6,136</b>	<b>8,864</b>		<b>15,375</b>	<b>15,760</b>	<b>16,154</b>	<b>16,557</b>
<b>Total Service Delivery Income</b>	<b>15,567</b>	<b>0</b>	<b>0</b>	<b>21,617</b>	<b>12,935</b>	<b>8,682</b>		<b>22,158</b>	<b>22,711</b>	<b>23,280</b>	<b>23,862</b>
<b>Total Service Delivery Operating Income</b>	<b>15,567</b>	<b>0</b>	<b>0</b>	<b>21,617</b>	<b>12,935</b>	<b>8,682</b>		<b>22,158</b>	<b>22,711</b>	<b>23,280</b>	<b>23,862</b>
<b>Service Delivery Operating Expenditure</b>											
<b>Service Delivery Expenditure</b>											
<b>Grounds &amp; Premises Expenditure</b>											
6209 PF Oyster Beds	0	0	0	1	0	1		1	1	1	1
6500 SE Tree Survey and Tree Maintenance	0	0	0	10,000	4,150	5,850		10,250	10,506	10,769	11,038
6503 SE Allotments	721	0	0	1,200	715	485		1,230	1,261	1,292	1,325
6506 SE Grounds Maintenance & Watering (6506)	7,529	0	0	12,000	1,193	10,807		12,300	12,608	12,923	13,246
6508 SE Public Toilets (Operational Costs)	4,909	0	0	4,024	1,651	2,373		4,125	4,228	4,333	4,442
6517 SE Cross (Maintenance)	198	0	0	3,000	258	2,742		3,075	3,152	3,231	3,311
6525 GR Public Toilets (Repairs & Maintenance Costs)	3,019	0	0	2,500	876	1,624		2,563	2,627	2,692	2,760
6526 SE Tools, Equipment & Materials (Store & All Areas)	4,499	0	0	3,000	1,586	1,414		3,075	3,152	3,231	3,311
6529 G&P Refuse Disposal	5,076	0	0	5,500	1,802	3,698		5,638	5,778	5,923	6,071
6907 SE Seagulls Bags	1,089	0	0	1,818	303	1,515		1,864	1,910	1,958	2,007
<b>Longstone Expenditure</b>											
7100 LO Rates - Longstone	2,104	0	0	2,157	(4,104)	6,261		2,211	2,266	2,322	2,380
7101 LO Water Rates - Longstone	547	0	0	411	669	(258)		421	432	443	454
7103 LO Electricity - Longstone	1,262	0	0	2,461	(229)	2,690		2,522	2,585	2,650	2,716
7104 LO Fire & Security Alarm - Longstone	409	0	0	917	357	561		940	964	988	1,013
7105 LO Fire Extinguishers - Longstone	0	0	0	0	125	(125)		0	0	0	0
7107 LO Rent - Longstone	4,500	0	0	4,500	1,925	2,575		4,500	4,500	4,500	4,500
7108 LO Cleaning Materials & Equipment - Longstone	273	0	0	615	271	344		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	52	973		1,051	1,077	1,104	1,131
7121 LO IT & Office Costs - Longstone	1,053	0	0	1,031	77	954		1,057	1,083	1,110	1,138
<b>Total Longstone Expenditure</b>	<b>11,530</b>	<b>0</b>	<b>0</b>	<b>13,617</b>	<b>(780)</b>	<b>14,397</b>		<b>13,845</b>	<b>14,078</b>	<b>14,317</b>	<b>14,563</b>
<b>Total Grounds &amp; Premises Expenditure</b>	<b>38,569</b>	<b>0</b>	<b>0</b>	<b>56,660</b>	<b>11,754</b>	<b>44,906</b>		<b>57,966</b>	<b>59,301</b>	<b>60,670</b>	<b>62,075</b>
<b>Town &amp; Waterfront Expenditure</b>											
6504 SE Street Furniture (Maintenance)	923	0	0	1,500	315	1,185		1,538	1,576	1,615	1,656
6505 SE Street Lighting	630	0	0	300	136	164		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	191	5,809		6,150	6,304	6,461	6,623
6524 SE Vehicle Maintenance and Repair Costs	9,799	0	0	10,000	4,971	5,029		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	3,103	7,724		11,098	11,375	11,660	11,951
<b>Total Town &amp; Waterfront Expenditure</b>	<b>23,857</b>	<b>0</b>	<b>0</b>	<b>35,096</b>	<b>9,319</b>	<b>25,777</b>		<b>35,975</b>	<b>36,872</b>	<b>37,794</b>	<b>38,739</b>
<b>Total Service Delivery Expenditure</b>	<b>62,426</b>	<b>0</b>	<b>0</b>	<b>91,756</b>	<b>21,072</b>	<b>70,684</b>		<b>93,941</b>	<b>96,173</b>	<b>98,464</b>	<b>100,814</b>
<b>Service Delivery Staffing Expenditure</b>											
Service Delivery Staffing Expenses	6,125	0	0	4,999	1,957	3,042		5,125	5,253	5,385	5,519
6676 ST Services Delivery Staff Training	6,340	0	0	10,000	5,309	4,691		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
<b>Total Service Delivery Staffing Expenditure</b>	<b>204,888</b>	<b>0</b>	<b>0</b>	<b>307,858</b>	<b>63,424</b>	<b>244,434</b>		<b>317,019</b>	<b>326,453</b>	<b>336,168</b>	<b>346,172</b>
<b>Total Operating Expenditure</b>	<b>267,314</b>	<b>0</b>	<b>0</b>	<b>399,614</b>	<b>84,497</b>	<b>315,117</b>		<b>410,960</b>	<b>422,626</b>	<b>434,632</b>	<b>446,986</b>
<b>Total Service Delivery Operating Expenditure</b>	<b>267,314</b>	<b>0</b>	<b>0</b>	<b>399,614</b>	<b>84,497</b>	<b>315,117</b>		<b>410,960</b>	<b>422,626</b>	<b>434,632</b>	<b>446,986</b>
<b>Total Service Delivery Operating Surplus/ (Deficit)</b>	<b>(251,747)</b>	<b>0</b>	<b>0</b>	<b>(377,997)</b>	<b>(71,562)</b>	<b>(306,435)</b>		<b>(388,802)</b>	<b>(399,915)</b>	<b>(411,352)</b>	<b>(423,124)</b>
<b>Service Delivery EMF Expenditure</b>											
<b>Grounds &amp; Premises EMF Expenditure</b>											
6471 GH EMF Heritage Centre	96	4,960	0	5,000	2,071	7,889		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	890	9,110		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
<b>Longstone EMF Expenditure</b>											
7170 LO EMF Longstone Depot Capital Works	0	500	0	0	0	500		0	0	0	0
<b>Total Longstone EMF Expenditure</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Grounds &amp; Premises EMF Expenditure</b>	<b>1,345</b>	<b>45,020</b>	<b>0</b>	<b>27,000</b>	<b>2,961</b>	<b>69,059</b>		<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>Town &amp; Waterfront EMF Expenditure</b>											
6570 SE EMF Notice Boards (Repair & Replace)	0	1,839	0	0	30	1,809		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
<b>Total Town &amp; Waterfront EMF Expenditure</b>	<b>60,137</b>	<b>40,905</b>	<b>0</b>	<b>30,000</b>	<b>341</b>	<b>70,564</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>Total Service Delivery EMF Expenditure</b>	<b>61,481</b>	<b>85,925</b>	<b>0</b>	<b>57,000</b>	<b>3,302</b>	<b>139,623</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>
<b>Total Service Delivery Expenditure (Operational &amp; EMF)</b>	<b>328,796</b>	<b>85,925</b>	<b>0</b>	<b>456,614</b>	<b>87,799</b>	<b>454,740</b>	<b>427,960</b>	<b>439,626</b>	<b>451,632</b>	<b>463,986</b>
<b>Total Service Delivery Budget Surplus/ (Deficit)</b>	<b>(313,228)</b>	<b>(85,925)</b>	<b>0</b>	<b>(434,997)</b>	<b>(74,865)</b>	<b>(446,057)</b>	<b>(405,802)</b>	<b>(416,915)</b>	<b>(428,352)</b>	<b>(440,124)</b>

**Burial Authority Committee - Burial Authority Budget 2022-23**

Saltash Town Council

For the 5 months ended 31 August 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/S pend 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
<b>Operating Income</b>											
<b>Burial Authority Income</b>											
4612 BA Cemetery Fees (Churchtown)	23,510	0	0	17,500	6,466	11,034		17,938	18,386	18,846	19,317
4614 BA Memorial Bench Income (Churchtown)	292	0	0	0	583	(583)		0	0	0	0
<b>Total Burial Authority Income</b>	<b>23,802</b>	<b>0</b>	<b>0</b>	<b>17,500</b>	<b>7,049</b>	<b>10,451</b>		<b>17,938</b>	<b>18,386</b>	<b>18,846</b>	<b>19,317</b>
<b>Total Operating Income</b>	<b>23,802</b>	<b>0</b>	<b>0</b>	<b>17,500</b>	<b>7,049</b>	<b>10,451</b>		<b>17,938</b>	<b>18,386</b>	<b>18,846</b>	<b>19,317</b>
<b>Operating Expenditure</b>											
<b>Burial Authority Expenditure</b>											
6000 BA Petrol	120	0	0	300	87	213		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	557	(57)		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	34	242		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
<b>Total Burial Authority Expenditure</b>	<b>22,569</b>	<b>0</b>	<b>0</b>	<b>24,348</b>	<b>1,992</b>	<b>22,356</b>		<b>24,422</b>	<b>24,498</b>	<b>13,883</b>	<b>3,269</b>
<b>Burial Authority Staffing Expenditure</b>											
Burial Authority Staffing Expenses	152	0	0	269	37	232		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
<b>Total Burial Authority Staffing Expenditure</b>	<b>7,869</b>	<b>0</b>	<b>0</b>	<b>10,843</b>	<b>2,317</b>	<b>8,526</b>		<b>11,167</b>	<b>11,499</b>	<b>11,841</b>	<b>12,194</b>
<b>Total Operating Expenditure</b>	<b>30,439</b>	<b>0</b>	<b>0</b>	<b>35,191</b>	<b>4,309</b>	<b>30,882</b>		<b>35,589</b>	<b>35,997</b>	<b>25,724</b>	<b>15,463</b>
<b>Total Burial Authority Operating Expenditure</b>	<b>30,439</b>	<b>0</b>	<b>0</b>	<b>35,191</b>	<b>4,309</b>	<b>30,882</b>		<b>35,589</b>	<b>35,997</b>	<b>25,724</b>	<b>15,463</b>
<b>Total Burial Authority Operating Surplus/ (Deficit)</b>	<b>(6,637)</b>	<b>0</b>	<b>0</b>	<b>(17,691)</b>	<b>2,740</b>	<b>(20,431)</b>		<b>(17,651)</b>	<b>(17,611)</b>	<b>(6,878)</b>	<b>3,854</b>
<b>Burial Authority EMF Expenditure</b>											
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
<b>Total Burial Authority EMF Expenditure</b>	<b>2,498</b>	<b>28,835</b>	<b>0</b>	<b>0</b>	<b>800</b>	<b>28,035</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Burial Authority Expenditure (Operational &amp; EMF)</b>	<b>32,937</b>	<b>28,835</b>	<b>0</b>	<b>35,191</b>	<b>5,109</b>	<b>58,917</b>		<b>35,589</b>	<b>35,997</b>	<b>25,724</b>	<b>15,463</b>
<b>Total Burial Authority Budget Surplus/ Deficit</b>	<b>(9,135)</b>	<b>(28,835)</b>	<b>0</b>	<b>(17,691)</b>	<b>1,941</b>	<b>(48,467)</b>		<b>(17,651)</b>	<b>(17,611)</b>	<b>(6,878)</b>	<b>3,854</b>

**Joint Burial Board Committee - Burial Board Budget 2022-23**

Saltash Town Council

For the 5 months ended 31 August 2022

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
<b>Burial Board Operating Income</b>											
<b>Burial Board Income</b>											
4600 BB Cemetery Fees (St. Stephens)	8,692	0	0	7,500	6,515	985		7,688	7,880	8,077	8,279
4605 BB SLA Payment Grass Cutting	561	0	0	564	585	(21)		578	592	607	622
<b>Total Burial Board Income</b>	<b>9,253</b>	<b>0</b>	<b>0</b>	<b>8,064</b>	<b>7,100</b>	<b>964</b>		<b>8,266</b>	<b>8,472</b>	<b>8,684</b>	<b>8,901</b>
<b>Total Burial Board Operating Income</b>	<b>9,253</b>	<b>0</b>	<b>0</b>	<b>8,064</b>	<b>7,100</b>	<b>964</b>		<b>8,266</b>	<b>8,472</b>	<b>8,684</b>	<b>8,901</b>
<b>Burial Board Operating Expenditure</b>											
<b>Burial Board Expenditure</b>											
6100 BB Petrol	279	0	0	400	202	198		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
<b>Total Burial Board Expenditure</b>	<b>1,923</b>	<b>0</b>	<b>0</b>	<b>5,743</b>	<b>1,322</b>	<b>4,421</b>		<b>5,887</b>	<b>6,033</b>	<b>6,185</b>	<b>6,339</b>
<b>Burial Board Staffing Expenditure</b>											
Burial Board Staff Expenses	304	0	0	628	86	542		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
<b>Total Burial Board Staffing Expenditure</b>	<b>17,767</b>	<b>0</b>	<b>0</b>	<b>25,303</b>	<b>6,085</b>	<b>19,218</b>		<b>26,056</b>	<b>26,831</b>	<b>27,632</b>	<b>28,455</b>
<b>Total Burial Board Operating Expenditure</b>	<b>19,691</b>	<b>0</b>	<b>0</b>	<b>31,046</b>	<b>7,407</b>	<b>23,639</b>		<b>31,943</b>	<b>32,864</b>	<b>33,817</b>	<b>34,794</b>
<b>Total Burial Board Operating Expenditure</b>	<b>19,691</b>	<b>0</b>	<b>0</b>	<b>31,046</b>	<b>7,407</b>	<b>23,639</b>		<b>31,943</b>	<b>32,864</b>	<b>33,817</b>	<b>34,794</b>
<b>Total Burial Board Operating Surplus/ (Deficit)</b>	<b>(10,438)</b>	<b>0</b>	<b>0</b>	<b>(22,982)</b>	<b>(307)</b>	<b>(22,675)</b>		<b>(23,677)</b>	<b>(24,392)</b>	<b>(25,133)</b>	<b>(25,893)</b>
<b>Burial Board EMF Expenditure</b>											
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
<b>Total Burial Board EMF Expenditure</b>	<b>0</b>	<b>3,720</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,720</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Burial Board Expenditure (Operational &amp; EMF)</b>	<b>19,691</b>	<b>3,720</b>	<b>0</b>	<b>31,046</b>	<b>7,407</b>	<b>27,359</b>		<b>31,943</b>	<b>32,864</b>	<b>33,817</b>	<b>34,794</b>
<b>Total Burial Board Budget Surplus/Deficit</b>	<b>(10,438)</b>	<b>(3,720)</b>	<b>0</b>	<b>(22,982)</b>	<b>(307)</b>	<b>(26,395)</b>		<b>(23,677)</b>	<b>(24,392)</b>	<b>(25,133)</b>	<b>(25,893)</b>

**Services Committee - Library Budget 2022-23**

Saltash Town Council

For the 5 months ended 31 August 2022

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
<b>Library Operating Income</b>											
<b>Library Income</b>											
4517 LI Library - Fines (Collected on behalf of CC)	260	0	0	650	589	61		325	0	0	0
4518 LI Library - Photocopying Fees	372	0	0	800	258	543		820	841	862	883
4524 LI Library Book Sales	339	0	0	300	217	83		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
<b>Total Library Income</b>	<b>970</b>	<b>0</b>	<b>0</b>	<b>4,100</b>	<b>1,064</b>	<b>3,036</b>		<b>3,247</b>	<b>2,995</b>	<b>3,070</b>	<b>3,146</b>
<b>Total Library Operating Income</b>	<b>970</b>	<b>0</b>	<b>0</b>	<b>4,100</b>	<b>1,064</b>	<b>3,036</b>		<b>3,247</b>	<b>2,995</b>	<b>3,070</b>	<b>3,146</b>
<b>Library Operating Expenditure</b>											
<b>Library Expenditure</b>											
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	329	1,920		2,305	2,363	2,422	2,482
6903 LI Electricity - Library	2,055	0	0	2,000	357	1,643		2,050	2,101	2,154	2,208
6904 LI Fire & Security Alarm - Library	550	0	0	938	490	448		961	985	1,010	1,035
6908 LI Cleaning Materials & Equipment - Library	965	0	0	1,684	183	1,501		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	716	1,346		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	49	701		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	140	310		461	473	485	497
6921 LI IT & Office Costs - Library	5,127	0	0	1,500	811	689		1,538	1,576	1,615	1,656
6922 LI Library Activities	1,617	0	0	3,000	606	2,394		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
<b>Total Library Expenditure</b>	<b>27,343</b>	<b>0</b>	<b>21,500</b>	<b>33,138</b>	<b>17,274</b>	<b>37,364</b>		<b>55,430</b>	<b>56,240</b>	<b>57,046</b>	<b>57,895</b>
<b>Library Staffing Expenditure</b>											
Library Staff Expenses	411	0	0	1,947	50	1,898		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
<b>Total Library Staffing Expenditure</b>	<b>112,705</b>	<b>0</b>	<b>0</b>	<b>127,319</b>	<b>30,169</b>	<b>97,150</b>		<b>131,126</b>	<b>135,044</b>	<b>139,081</b>	<b>143,236</b>
<b>Total Operating Expenditure</b>	<b>140,048</b>	<b>0</b>	<b>21,500</b>	<b>160,457</b>	<b>47,442</b>	<b>134,515</b>		<b>186,556</b>	<b>191,284</b>	<b>196,127</b>	<b>201,131</b>
<b>Total Library Operating Expenditure</b>	<b>140,048</b>	<b>0</b>	<b>21,500</b>	<b>160,457</b>	<b>47,442</b>	<b>134,515</b>		<b>186,556</b>	<b>191,284</b>	<b>196,127</b>	<b>201,131</b>
<b>Total Library Operating Surplus/ Deficit</b>	<b>(139,077)</b>	<b>0</b>	<b>(21,500)</b>	<b>(156,357)</b>	<b>(46,378)</b>	<b>(131,479)</b>		<b>(183,309)</b>	<b>(188,289)</b>	<b>(193,057)</b>	<b>(197,985)</b>
<b>Library EMF Expenditure</b>											
6971 LI EMF Saltash Library Property Refurbishmen	4,114	24,174	199,930	0	9,283	214,821		0	0	0	0
6972 LI EMF Library Equipment & Furniture	18,771	13,146	0	0	830	12,316		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	965	250		0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	3,844	0	11,156	0	15,000		0	0	0	0
<b>Total Library EMF Expenditure</b>	<b>22,885</b>	<b>85,664</b>	<b>179,645</b>	<b>11,156</b>	<b>11,078</b>	<b>265,387</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Library Expenditure (Operational &amp; EMF)</b>	<b>162,933</b>	<b>85,664</b>	<b>201,145</b>	<b>171,613</b>	<b>58,521</b>	<b>399,901</b>		<b>186,556</b>	<b>191,284</b>	<b>196,127</b>	<b>201,131</b>
<b>Total Library Budget Surplus/ (Deficit)</b>	<b>(161,963)</b>	<b>(85,664)</b>	<b>(201,145)</b>	<b>(167,513)</b>	<b>(57,457)</b>	<b>(396,865)</b>		<b>(183,309)</b>	<b>(188,289)</b>	<b>(193,057)</b>	<b>(197,985)</b>

To/From Reserves &amp; 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

**Services Committee - Maurice Huggins Budget 2022-23**  
Saltash Town Council  
For the 5 months ended 31 August 2022

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
<b>Maurice Huggins Operating Income</b>											
<b>Maurice Huggins Income</b>											
4207 GH Maurice Huggins Room Income	458	0	0	1,000	274	726		1,025	1,051	1,077	1,104
<b>Total Maurice Huggins Income</b>	<b>458</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>274</b>	<b>726</b>		<b>1,025</b>	<b>1,051</b>	<b>1,077</b>	<b>1,104</b>
<b>Total Maurice Huggins Operating Income</b>	<b>458</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>274</b>	<b>726</b>		<b>1,025</b>	<b>1,051</b>	<b>1,077</b>	<b>1,104</b>
<b>Maurice Huggins Operating Expenditure</b>											
<b>Maurice Huggins Expenditure</b>											
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	63	296		368	377	386	396
7003 MA Electricity - Maurice Huggins	472	0	0	1,025	124	901		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	140	188		336	345	353	362
<b>Total Maurice Huggins Expenditure</b>	<b>1,786</b>	<b>0</b>	<b>0</b>	<b>3,641</b>	<b>1,135</b>	<b>2,506</b>		<b>3,731</b>	<b>3,823</b>	<b>3,919</b>	<b>4,018</b>
<b>Total Maurice Huggins Operating Expenditure</b>	<b>1,786</b>	<b>0</b>	<b>0</b>	<b>3,641</b>	<b>1,135</b>	<b>2,506</b>		<b>3,731</b>	<b>3,823</b>	<b>3,919</b>	<b>4,018</b>
<b>Total Maurice Huggins Operating Surplus/ (Deficit)</b>	<b>(1,329)</b>	<b>0</b>	<b>0</b>	<b>(2,641)</b>	<b>(861)</b>	<b>(1,780)</b>		<b>(2,706)</b>	<b>(2,772)</b>	<b>(2,842)</b>	<b>(2,914)</b>
<b>Maurice Huggins EMF Expenditure</b>											
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
<b>Total Maurice Huggins EMF Expenditure</b>	<b>0</b>	<b>820</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>820</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Maurice Huggins Expenditure (Operational &amp; EMF)</b>	<b>1,786</b>	<b>820</b>	<b>0</b>	<b>3,641</b>	<b>1,135</b>	<b>3,326</b>		<b>3,731</b>	<b>3,823</b>	<b>3,919</b>	<b>4,018</b>
<b>Total Maurice Huggins Budget Surplus/ (Deficit)</b>	<b>(1,329)</b>	<b>(820)</b>	<b>0</b>	<b>(2,641)</b>	<b>(861)</b>	<b>(2,600)</b>		<b>(2,706)</b>	<b>(2,772)</b>	<b>(2,842)</b>	<b>(2,914)</b>

**Recommendation from the Personnel Committee meeting held on Thursday 26<sup>th</sup> May 2022 minute nr. 16/22/23**

**16/22/23      TO RECEIVE A REPORT ON THE APPOINTMENT OF ROSEVALE ACCOUNTANTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to continue with the appointment of Rosevale Accountants up to August 2022 to carry out the role of the Finance Assistant up to 30 hours per week at a cost of £26.50 + VAT per hour allocated to budget code 6661 Finance Consultancy Fees.

It was proposed by Councillor Martin, seconded by Councillor Miller and resolved to **RECOMMEND** to Policy and Finance to vire £12,105 from budget code 6694 P&F Staffing Contingency to 6661 P&F Finance Consultancy Fees.

**Recommendation from the Extraordinary Personnel Committee meeting held on Monday 6<sup>th</sup> June 2022 minute nr. 23/22/23:**

**23/22/23      TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK.**

Finance Officer and Finance Assistant roles:

The Town Clerk officially confirmed to Members the Finance Officer has terminated her employment with Saltash Town Council, her last working day is 1<sup>st</sup> July 2022.

Due to the vacant Finance Assistant post and shortly a vacant Finance Officer post, the necessity to appoint for both roles with immediate effect is paramount therefore the Town Clerk sought prior approval from Members of the Personnel Committee to:

1. Appoint HR Support Consultancy to undertake on behalf of Saltash Town Council the recruitment process for both roles with immediate effect up to interview stage at a maximum cost of £1,500 + VAT
2. Work up the advertisement notice, job description, person specification for the position of Finance Officer and Finance Assistant (as attached)

3. Advertise the vacant posts with CALC, Town Council website, social media channels, all notice boards, Plymouth City Council recruitment website (all free of charge) and Indeed at a cost of £280 + VAT per advert
4. Allocate the above cost to budget 6657 Staff Recruitment Advertising.

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** to ratify the above decision of the Personnel Committee.

Further to the above, the Town Clerk provided Members a report to review and consider temporary finance cover and training up to the appointment of a Finance Officer and Finance Assistant.

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

1. Increase Rosevale Accountants weekly hours from the 1<sup>st</sup> July 2022 on a temporary basis from 30 hours to a maximum of 60 hours per week to undertake Town Council finance work at a cost of £29.50 + VAT per hour
2. Review the temporary finance arrangements at the 29<sup>th</sup> September's Personnel Committee Meeting

It was proposed by Councillor Peggs, seconded by Councillor Dent and resolved to **RECOMMEND** to the next Policy and Finance Committee to vire £15,930 from budget code 6694 P&F Staffing Contingency to 6661 P&F Finance Consultancy Fees.

## **Finance Officers Report**

Apologies, I am not available to attend my first Policy and Finance Committee meeting due to annual leave booked prior to joining Saltash Town Council.

It is very early stages for me in the role of Finance Officer to Saltash Town Council. I am working closely with the external accountants, Rosevale, to learn the role and understand Local Government accounting.

I do not intend to recommend any finance changes until I fully understand the Town Council systems, however, I am more than happy to investigate matters on the instruction of the Town Council.

I have joined Saltash Town Council at one of its busiest times of the year – budget setting through to precept submission. This year's budget setting will no doubt be tricky due to the unknown energy cost and changes to Central Government, plus the unknown Union pay claim.

The internal auditor (Hudson Accounting) is due to audit the accounts sometime in October. Report to follow.

I am reviewing the Town Council premises to see if there is any room to reduce energy cost reporting at a future Property Maintenance Sub Committee meeting and seek the best available energy deal for the Town Council, although this is not proving the easiest of tasks!

**End of Report**  
**Finance Officer**



# INSURANCE RENEWAL PROPOSAL FOR Saltash Town Council

Prepared by

**Mr Jonathan Meiseles**

26th August 2022

# 1. Introduction

Thank you for insuring with us last year.

We hope that you will renew your policy with us for the coming year. If you do, you will continue to receive the combination of high quality insurance, excellent service and competitive pricing that we provide.

- **High quality insurance**

Our policy has been designed for Councils such as yours. We have over 20 years of experience working with Town, Parish and Community Councils and are the largest insurer of public services in the UK.

Zurich are also pleased to announce that **Key Personnel cover** is available as a paid for option to all Town, Parish and Community Council policies. Key Personnel insurance is designed to protect councils 24 hours a day, 7 days a week in the event that an accident or assault renders a vital member of your team unable to work to their normal capacity. Your council could claim weekly benefits of up to £500 to assist with replacing vital staff or volunteers.

- **Excellent service**

We pride ourselves on providing swift, friendly service. Highlights of this service include: a dedicated Account Manager (you have my direct line and email address); no admin fees when you make a change to your policy; and free access to legal and counselling helplines. Our customer service currently scores 4.7 out of 5 on the independent rating site Feefo.

Should you need to make a claim, it will be managed by our dedicated team of claims specialists. They will work with you to settle the claim quickly and minimise disruption in the meantime. They manage claims ranging from the simplest accidental damage to the most complex legal cases, so, whatever may happen, you will have experts on your side.

### Competitive pricing

We are proposing premiums shown in the table below

LTA Term*	Price proposed for this year (including all applicable taxes)
1 or 2 year extension of existing agreement	£9,331.97
New 3 Year agreement with 2 year extension option	£10,455.72

\* You may choose to enter a Long Term Agreement with us, this would reduce the price of your policy over the life of the agreement in return for your commitment to stay with us. See Section 4 for details.

In addition to these benefits, if you choose to renew with us you will have bought from a company that makes a significant contribution to society: The Zurich Community Trust, a registered charity that is funded by corporate and employee donations, has given support to over 600 UK and overseas charities through grants and volunteering programmes.

## 2. Next steps

It is important that you **carefully read the attached document your 'Local Council Policy Schedule'** and check that the facts we have about you are correct and that we have included all the covers that you want. Please call us if you have any questions or need to make changes.

Once you are happy with the Schedule, all your organisation needs to do to purchase your policy is send us an acceptance email.

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### 3. The cost of this policy

The cost of this policy is £9,331.97 (including taxes, based on an extension agreement).

This is made up of £8,289.66 for your policy, £923.45 Insurance Premium Tax (at the prevailing rate, which is levied on insurance policies) and £118.86 VAT

This quotation is valid for 90 days from the quotation date specified on the front cover of this proposal.

### 4. Long Term Agreement

You may choose to set up a Long Term Agreement (LTA) with us. This means that you commit to keep your policy with us for the period of the LTA and in return you receive the discount detailed in the pricing table.

An LTA will also freeze the rates which we apply to your sums insured or indemnity levels in order to calculate your annual premium. So, if we raise rates during your LTA, the rise won't apply to your premium.

Please note, this doesn't mean that your premium will not rise over the period of the LTA. It would rise if:

- a) Your sums insured increase

We will index-link your sums insured.

- b) Your levels of indemnity increase

Again, this may be necessary to ensure that your policy is giving you the appropriate level of protection.

- c) Your claims history is poor

If this did occur, you would have the option to exit the LTA.

The following lines of cover are not subject to LTA rate freezes: Engineering, Legal Expenses and Terrorism.

Do please contact us if you have any questions or would like to set up an LTA.

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## 5. How we will support you

We will be available to support you throughout the year with activities such as:

- Insuring new projects and events which you may be considering
- Making changes to your policy
- De-mystifying the sometimes complicated language used in insurance documents

Our approach to fees:

- We do not charge administrative fees or for providing duplicate documents.
- We will make no charge if you request changes or amendments to your policy that would cost less than £50.

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## 6. Changes to your policy wording

We would like to draw your attention to some specific changes to the Policy schedule. For the most part these amendments are clarifications of the Policy wording, however some of them could be considered to be a change to the Policy terms.

*Business Interruption – We have applied a new endorsement that can be found on your policy schedule. This endorsement restates the special extension provided under section 5.2 in respect of notifiable diseases. Whilst our policy limits remain unchanged, notifiable diseases are now clearly defined under the policy providing clarity as to when this cover will operate.*

Please email or call me if you have any questions about these changes.

## 7. How to purchase this policy

To renew this policy, all you need to do is call or send us an email confirming that you wish to go ahead.

We will then email you electronic copies of your policy documents, along with an invoice. Payment is due before your cover starts, or immediately if your cover is already in place. Failure to do so could result in your insurance being cancelled.

## 8. Conclusion

This proposal and the attached 'Local Council Policy Schedule' should clearly describe your insurance requirements and how we plan to meet them. If they do not, or if you have any questions, please contact me on 01243 832117 or at [jonathan.meiseles@uk.zurich.com](mailto:jonathan.meiseles@uk.zurich.com)

We hope that a combination of our council expertise, the service we provide, and the price offered will convince you to renew your insurance with us.

**Zurich Municipal is a trading name of Zurich Insurance plc.** A public limited company incorporated in Ireland. Registration No. 13460. Registered Office: Zurich House, Ballsbridge Park, Dublin 4, Ireland. UK Branch registered in England and Wales Registration No. BR7985. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance plc is authorised and regulated by the Central Bank of Ireland. Authorised by the Prudential Regulation Authority and with deemed variation of permission. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details of the Temporary Permissions Regime, which allows EEA-based firms to operate in the UK for a limited period while seeking full authorisation, are available on the Financial Conduct Authority's website. Our FCA Firm Reference Number is 203093.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

## Delegated Authority

Members are asked to consider the Town Clerk and in the absence, the Assistant Town Clerk, the appropriate delegated authority to enable the Town Clerk to carry out the role in a more smooth, efficient, and timely manner, to avoid some items needing to be received at the next appropriate Town Council Committee / Sub Committee meeting or even an Extraordinary meeting.

There are multiple areas where Members may wish to consider this to take place to assist with the day-to-day operations of the Town Council, but due to insufficient time to review the relevant Town Council Policies/Procedures and put forward further suggested amendments, the following two areas of importance / recently presented the most problems are:

1. Delegated authority to determine free or discounted hire of all Town Council premises;
2. Delegated authority to determine the use of the Town Seals.

Decisions regarding both points 1 and 2 may be determined in conjunction with an appropriate committee Chairman and in the absence the Vice Chairman, or Chairman of the Town Council and in the absence the Deputy Chairman, reporting at a future Town Council meeting.

The importance of getting this in place now, is demonstrated by the fact that whilst delegated authority has been given to provide free use of Isambard House without seeking Committee approval, use of the Guildhall would require Committee approval, as does the use of the Tow Seals.

**End of Report  
Town Clerk**



## **Safeguarding Policy Saltash Bowls Club.**

### **Safeguarding and Child Protection Policy**

Saltash Bowling Club has considered its responsibilities to the young people participating in bowls at our premises and within our club very carefully, and has produced this Safe- guarding and Child Protection Policy setting out the standards we wish to uphold in providing activities for children and safeguarding them accordingly. Saltash Bowling Club is affiliated to Bowls England, its National Governing Body and the Club recognises the policies of its Governing Body, as set in out in its “Safeguarding Bowls Guidelines”.

**1. Policy Statement** Saltash Bowling Club acknowledges its duty of care to safeguard the welfare of all young people (defined as those under 18) involved in bowls within the club. All young people have a right to protection, and have their particular needs taken into account Saltash Bowling Club will endeavour to ensure the safety and protection of all young people involved with the club through the Safeguarding and Child Protection Procedures adopted by the Committee of the club.

### **2. Policy Aims**

- To provide young people with appropriate safety and protection whilst in the care of the club and also help them to enjoy their experience of the sport.
- To reassure parents that their children will receive the best practicable care possible whilst participating in activities within the club.
- To provide support to club members and volunteers to make informed and confident responses to specific child protection issues and to fulfil their role effectively.
- 
-

- **3. Principles**

- The welfare of young people is paramount.
- All young people and adults, whatever their age, culture, disability, gender, language, ethnic origin and religious beliefs have the right to protection from abuse.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded too swiftly and appropriately.
- All members have a responsibility to report concerns to the Club Welfare Officer.
- Club members, coaches and umpires will be supported to understand their role and responsibility with regard to the duty of care and protection of young people.
- Individuals will, as necessary, receive support through education and training to be aware of and understand best practice and how to manage any welfare or child protection issues that may come too light.
- Saltash Bowling Club will work in partnership with young people and parents to review and implement child protection and safeguarding procedures.

- Saltash Bowling Club's policy and procedures are based on the above principles and UK and international legislation and government guidance, including:
- The Children Act 1989 and 2004.
- Working Together to Safeguard Children 2013.
- The UN Convention on the Rights of the Child.
- Any subsequent legislation relating to child protection would implicitly be incorporated into this document.

#### **4. Responsibilities, Communication, Monitoring and Review**

- The Saltash Bowling Club Safeguarding and Child Protection Policy will be available to all members and parents.
- The Policy will be reviewed by the Committee every three years or in response to significant legislation and amended as appropriate. Guidance from Bowls England will be sought as part of the review.
- The Committee has responsibility for ensuring that the policy and procedures are implemented, including referring any appropriate disciplinary action to the national governing body as appropriate.
-

- ***The Club Welfare Officer*** has responsibility for responding to any allegations, concerns or child protection incidents, passing information to the Bowls England Safeguarding Officer and informing club officers where appropriate. Where there is not a ***Welfare Officer*** the ***Club President*** has the responsibility.
- **Parents** have a responsibility to work with the club in implementing procedures and providing their children with the necessary information to keep themselves safe.
- The policy will be monitored in partnership with Bowls England and Bowls Development Alliance Procedures.



# Saltash Town Council



## Grant Application Form

APPLYING FOR:  
(Tick one box)

Community Chest Grant

☒

Festival Fund Grant

☐

DATE APPLICATION SUBMITTED:

Contact Name:	<div></div>	
Position:	BOWLS COACH & MEN'S SECRETARY	
Organisation:	SALTASH BOWLS CLUB.	
Contact Address:	<div></div>	
Telephone Number:	<div></div>	
E-mail:	saltashbowlsclub@gmail.com	
Status of Organization:	BOWLS CLUB	
Charity/Company number (if applicable)	Charity No:	NONE
	Company No:	NONE
What geographical area does your organization cover?	PL12	



How long has your organization been in existence?	99 1/2 YEARS.
---	---------------

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

### 1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
<p>Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>?</p> <p>(Please list – continue on a separate sheet if necessary)</p>		We had a grant for Junior Bowls via Gloria Chanon possibly 4 years ago but could be 5.		
		Junior Bowls x 4 sets	£500?	Y/N
<p>Please list the aims and objectives of your organization</p>	<p>The aims of Saltash Bowls Club is to encourage new people into Bowling including School Children. Further sets of Junior Bowls would help us do that. This year Brunel Primary and Sir Robert Jeffrey School have entered the Schools Competitions.</p>			



What are the main activities of your organization?	Lawn Bowls Club for people of all ages and abilities.
--	---

	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	Ongoing
	Finish Date	Ongoing
	Total Cost	£ 650-00
	Grant Applied For	£ 650-00

Project title:	Schools Bowls
----------------	---------------



<b>Description of project</b> (please continue on a separate sheet if necessary):	Annual School Bowls Tournament. 1 School 3 years ago 1 team 2 Schools this year 3 teams 18 children.
<b>Where will the project/activity take place?</b>	SATTISH BOWLS CLUB.

<b>Who will benefit from the project?</b> (What groups will benefit and approximately how many people will benefit in total)	Junior School Children. 18 - 36 each year.
<b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)	As above 1 school originally 1 team of 6 2 schools this year 3 teams of 6
<b>What support have you received for this project?</b> (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)	Mayor Richard Bickford has said that he approves very much of what is happening within the local schools.




How will the project be managed and how will you measure its success?	The project will be managed by the Coachers. Success will be measured by more children playing.
Please give the timescale and key milestones for your project, including a start date and finish date.	The project is ongoing.
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)	We have been in touch with the local school ( <del>Brunel</del> Brunel) and plan to run an after school club. Supervision will be by school staff

### 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)	The costs involved are for the Junior Bowls only
How will you promote STC once application and project are complete?	More than happy to put information on Website & Facebook

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

<b>Organization</b>	<b>Contribution Sought (£)</b>	<b>Applied</b> (please tick as appropriate)	<b>Granted</b> (please tick as appropriate)
N/A.			

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

**4. Further information enclosed Checklist.**

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

<b>A letter head showing the organization's address and contact details</b>		✓
<b>A copy of your constitution and articles of association</b> (or similar documents if the above do not exist, showing the organization's status)		Can drop into STC if required
<b>A copy of your organization's latest set of accounting statements</b> (if any exist)		
<b>Copies of any letters of support for your project</b>		
<b>If your organization has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council</b>		
<b>Other (please list)</b>	Believe you might have provided 4 sets already, probably 3 years ago. PTO →	

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

Our constitution is quite long and we would be more than happy to drop into STC if required.
--



## 5. Declaration by the applicant

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

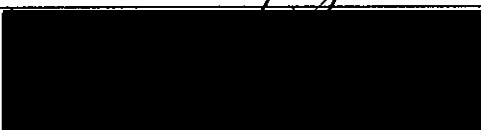

I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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

I/we accept the following:

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

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

<b>Signed:</b>			
<b>Print Name(s):</b>			
<b>Position(s):</b>	Mens Secretary and Coach.		
<b>Date:</b>	2nd August 2022		

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

COMPLETED FORMS SHOULD BE RETURNED TO:

The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street,  
Saltash PL12 6JX Email: [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

OFFICE USE ONLY:	
Date received	
Received by:	
Application Reference:	
Date to P&R Chairman/Vice 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	

# LLOYDS BANK



J31C71010IHMBAA0000039977001002 393 000

SALTASH BOWLING CLUB

## Your account statement

Issue date: 30 June 2022

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](http://www.lloydsbank.com)

Your branch: ROYAL PARADE

Sort code: 3

BIC: LOYDGB

IBAN: GB34 LOYD 3096 6802 8524 43

### TREASURERS ACCOUNT

SALTASH BOWLING CLUB

#### Account summary

<b>Balance On 30 May 2022</b>	<b>£14,730.67</b>
Total Paid In	£1,137.00
Total Paid Out	£1,820.45
<b>Balance On 29 Jun 2022</b>	<b>£14,047.22</b>

#### Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
<b>30 May 22</b>		<b>STATEMENT OPENING BALANCE</b>			<b>14,730.67</b>
31 May 22	DEP	500277	625.00		15,355.67
31 May 22	DEP	500277	128.00		15,483.67
06 Jun 22	FPO	JOHN PAYNE 600000000945170330 SHED PAINT BISCUIT 301274 10 03JUN22 10:14		18.70	15,464.97
06 Jun 22	FPO	LORD PINNACLE CLEA 500000000945435530 SALTASH BOWLS CLUB 309626 10 03JUN22 10:16		150.00	15,314.97
08 Jun 22	FPO	LORD PINNACLE CLEA 600000000947507650 SALTASH BOWLS 1261 309626 10 08JUN22 10:03		60.00	15,254.97
10 Jun 22	FPI	PESKETT M STEVE PESKETT RP4679964180118000 206810 10 10JUN22 17:40	65.00		15,319.97
13 Jun 22	FPO	M & C ROWE 300000000953475881 BOWLS CATERING 309668 10 13JUN22 09:37		31.18	15,288.79
13 Jun 22	DEP	500278	202.00		15,490.79
13 Jun 22	DEP	500278	52.00		15,542.79
15 Jun 22	FPO	BOWLS CORNWALL 300000000954591096 SALTASH BC AFFILIA 208794 10 15JUN22 13:18		80.00	15,462.79
15 Jun 22	FPO	SALTASH TOWN COUNC 300000000954591885 INV - 4365 205040 10 15JUN22 13:20		298.11	15,164.68
16 Jun 22	FPO	JO LAMBOURNE 300000000954988056 COACH HIRE 301274 10 16JUN22 09:59		58.50	15,106.18
20 Jun 22	FPO	JOHN PAYNE 500000000953555845 KEYS, ENVELOPES 301274 10 20JUN22 11:04		54.60	15,051.58
22 Jun 22	FPO	PETER SKINNER 100000000951234462 REPLACEMENT LAMPS 301274 10 22JUN22 11:03		8.99	15,042.59
27 Jun 22	CHQ	002102		225.00	14,817.59
27 Jun 22	FPO	A.NICHOLSON 500000000957036035 SCHOOL BOWL TRAVEL 070116 10 27JUN22 10:30		18.00	14,799.59
27 Jun 22	DEP	500279	65.00		14,864.59
28 Jun 22	DD	SCOTTISHPOWER 16113412216		273.00	14,591.59

Your Account activity is continued overleaf





Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
29 Jun 22	FPO	SOUTH WEST WATER B 400000000963107623 5030506001 300000 10 29JUN22 15:27		18.87	14,572.72
29 Jun 22	FPO	SALTASH TOWN COUNC 600000000958103559 INV - 4372 205040 10 29JUN22 16:11		405.50	14,167.22
29 Jun 22	FPO	LORD PINNACLE CLEA 200000000954423048 SALTASH BOWLS 1405 309626 10 29JUN22 16:14		120.00	14,047.22
<b>29 Jun 22</b>		<b>STATEMENT CLOSING BALANCE</b>	<b>1,137.00</b>	<b>1,820.45</b>	<b>14,047.22</b>

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

DD - Direct Debit

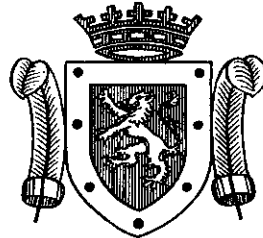
FPO - Faster Payment

# SALTASH BOWLS CLUB

FOUNDED 1923

Mens President Mr Colin Burt  
Ladies President Mrs Susan Ashton

Club Secretary  
Liz Nicholson



Hon Treasurer  
Steven Grose



Affiliated to  
Bowls England  
Bowls Cornwall  
ESMBA CCSMBA  
P & D League  
E.C.B.L.



# Certificate of Employers' Liability Insurance(a)

*(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy.)*

1. Policy number: SZ/18451237/220631

2. Name of policyholder: Saltash Bowling Club

3. Date of commencement of insurance policy 1st April 2022

4. Date of expiry of insurance policy 1st April 2023

We hereby certify that subject to paragraph 2:-

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b); and
2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c);  
~~(b) the cover provided under this policy relates to claims in excess of £ — but not exceeding £~~

Signed on behalf of **Allianz Insurance plc**  
 Authorised Insurers



Jonathan Dye  
 Chief Executive

## Notes

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3 (1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable specify the amount of cover provided by the relevant policy.

Allianz Insurance plc 57 Ladymead, Guildford Surrey GU1 1DB Tel 01483 568161 Fax 01483 300952 [www.allianz.co.uk](http://www.allianz.co.uk)

Allianz Insurance plc is authorised by the Prudential Regulation Authority and Regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Financial Services Register Number 121849.

Allianz Insurance plc Registered in England number 5441840 Registered Office 57 Ladymead Guildford, Surrey GU1 1DB UK

04/07

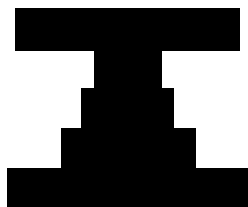
INCOME		SALTASH BOWLING CLUB INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD ENDING 31 MAY 2022	EXPENDITURE		2020-21 Notes to the Accounts at Month 9
2020/2021 with Prior Period Adjustments	2021/2022 to Month 9		2021/2022 to Month 9	2020/2021 with Prior Period Adjustments	
£	£		£	£	
6,133.80	7,871.00	Affiliation; Registration & Subscription	1,002.50	939.50	1. 94 Full Membership Subscriptions received 2. 20 Social Memberships Subscriptions received 3. Bowls Cornwall Affiliation £940.00 4. Group 2 Affiliation £62.50
69.95	452.05	County & National Competitions	634.40	701.40	
-	-	League Competitions	126.00	-	
411.50	109.00	Club Competitions	-	-	
		Engraving	327.50	41.00	
		Overheads	3,624.17	4,273.87	1. Cleaning £1,120.00 (Run Rate £140.00 per Calendar Month) 2. Saltash Town Council - Water £105.87 (Run Rate £17.64 per Calendar Month - NB these bills increase after M09) 3. Scottish Power £ 1,741.60 (Run Rate £217.70 per Calendar Month) (NB: Currently £273 per month) 4. Source for Business - Water £ 112.52 (Run Rate £22.50 per Calendar Month) 5. Rent £400 per annum
		Insurance/Firewatch Security	327.50 103.49	1,331.13	
406.00		Green & Building Maintenance	5,422.87	6,799.08	1. Green Maintenance - Seeder £552 2. Green Maintenance - Grass Seed Mix £538 3. Green Maintenance - Equipment Winter Maintenance £406.28 4. Green Maintenance - Grass seed Mix £ 390 5. Green Maintenance - Green Roller - Fixed Contract £360 6. Club Maintenance - South Elevation Roof Repairs £1,880
101.10	63.00	Green Fees			
67.00	68.00	Locker Hire	-	-	
5,620.90		Social Committee - Bar		3,301.88	1. Accounts produced annually - no data available
444.20	719.94	Social Committee - Catering	123.74	24.00	1. Accounts produced annually - only cash at bank available
-	152.00	Social Committee - Events			
168.00	278.25	Socail Committee - Raffle	168.00		
-	1,297.50	Luncheons and Presentations	1,500.00		1. Payment for December Presentation 2021 £1,150 2. Prepayment for December Presentation 2022 £350
699.20	419.15	Sale & Purchase of Bowlers Goods	139.79	175.30	
34.00	321.00	New & Second Hand Equipment	-	9,096.98	
18,100.20	382.67	Donations Received or Paid		-	
	1,105.00	Short Mat - Contribution to Club Funds			
205.24	51.18	Miscellaneous Expenses	2,304.57	331.43	1. CPR Machine £1,450.00 2. Bowling Arm £154.99
		Training	54.00		
	237.76	Room Hire			
		Club Furniture, Fittings and Appliances	2,050.47		1. Glass Washer £807.60 2. Cam Lock Security Grille £454.00 3. Kitchen Equipment £309.77 4. Bar Improvements £283.12 5. Sum Up machine £119.99
		Travel Mens/Ladies	84.60	50.00	
<b>32,461.09</b>	<b>13,527.50</b>	<b>SUB TOTAL</b>	<b>17,993.60</b>	<b>27,065.57</b>	
		Profit/(Loss)	- 4,466.10	5,395.52	
<b>£32,295.89</b>	<b>£13,527.50</b>		<b>13,527.50</b>	<b>32,461.09</b>	
OPENING BANK BALANCE (Current Account) AT 31st AUGUST 2021			16,529.54	15,227.87	
Net Surplus			- 1,798.87	1,301.67	
CLOSING BANK BALANCE (Current Account) AT 31st May 2022			<b>14,730.67</b>	<b>16,529.54</b>	
<b>Current Assets</b>					
Current Account			14,730.67	16,529.54	
Business Account No.1			5,000.53	5,000.12	
Business Account No.2			-	-	Bar Account - not in use at this point
Cash			247.40	2,915.04	
			<b>19,978.60</b>	<b>24,444.70</b>	
<b>Equity</b>					
Opening Balance			24,444.70		
Loss for 2021-22			- 4,466.10		
<b>Total Equity</b>			<b>19,978.60</b>		

# SALTASH BOWLS CLUB

FOUNDED 1923

Mens President Mr Colin Burt  
Ladies President Mrs Susan Ashton

Club Secretary  
Liz Nicholson



Hon Treasurer  
Steven Grose



Affiliated to  
Bowls England  
Bowls Cornwall  
ESMBA CCSMBA  
P & D League  
E.C.B.L.

8th August 2022

Good afternoon Lindsay,

When you look at our finances it does look as if we are a club that has more than enough money to buy our own sets of Bowls for the Schools. However there are new costs this year which have arisen along with in 2023 we will be celebrating our 100th anniversary.

I enclose the up to date accounts which hopefully will suffice.

When looking at the accounts please bear in mind we have a full repairing Lease from Cornwall County Council and one item on there is the repair to a small part of the roof which was £1,880.00. We do have to this coming winter have to either repair the guttering or replace it. Also, the wooden fencing at tieback of the Green is in need of repair. Two things we are aware of at an unknown cost. There could be other things.

Due to how the water supply to both the Green (Sprinkler System) and the Club House were set up many years ago we are now paying Saltash Town Council for the water used, this of course is both proper and correct. The Club House annual Bill will be around £300.00 (approx guess) with the Sprinkler System being in the region of £1,800.00 (approx guess).

As a Bowls Club the one thing of paramount importance is our Green and whilst general maintenance is covered we feel we need to keep a large sum of money to one side should we need to replace our main mower. This cost could be in the region of £6,000.00.

You will notice that we do spend out monies and this has been highlighted by us buying a C.P.R. machine which was £1,450.00. Another cost that could occur is for a Para Wheelchair for those members who are unable to Bowl from the normal standing position. Currently we have one on loan from the County, but as we have recently enrolled a new Para Bowler where a wheelchair is needed this could well be an additional cost. The price could be as much as £2,000.00 depending on what specification is required.

Finally, 2023 will see us celebrating our 100th anniversary and there is no doubt addition costs will be incurred. One of those costs is for New Club Shirts which will be in the region of £2,500.00.

Regards,  
Andrew Nicholson  
Mens Secretary & Mens Match Secretary.  
Saltash Bowls Club.



# Saltash Town Council



## Grant Application Form

**APPLYING FOR:**

(Tick one box)

Community Chest Grant ☒

Festival Fund Grant ☐

**DATE APPLICATION SUBMITTED:**

26-08-2022

<b>Contact Name:</b>	[REDACTED]
<b>Position:</b>	Chair
<b>Organisation:</b>	Friends of Summerfields Park
<b>Contact Address:</b>	[REDACTED]
<b>Telephone Number:</b>	[REDACTED]
<b>E-mail:</b>	[REDACTED]
<b>Status of Organization:</b>	Unincorporated Group
<b>Charity/Company number (if applicable)</b>	Charity No: N/A Company No: N/A
<b>What geographical area does your organization cover?</b>	Saltash

<b>How long has your organization been in existence?</b>	Constituted on 1 November 2021
--	--------------------------------

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

### **1. Organisation Background**

	<b>Date Applied</b>	<b>Project</b>	<b>Amount Applied for</b>	<b>Successful Y/N</b>
<b>Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>?</b>  (Please list – continue on a separate sheet if necessary)				
			N/A	
<b>Please list the aims and objectives of your organization</b>	To re-establish and promote Summerfields Park as a beautiful, fun and safe environment for young people and families to enjoy.			

<b>What are the main activities of your organization?</b>	<p><b>1. Organising volunteer site clearance days</b> Working with Cormac to keep the park tidy and safe ready for installation of new equipment.</p> <p><b>2. Design of park and play equipment</b> Working up design drawings and specification with Cornwall Council.</p> <p><b>3. Promotion</b> Making the case for the refurbishment of the park and keeping residents informed about progress.</p> <p><b>4. Fundraising</b> Organising fundraising events, submitting applications and liaising with Cornwall Council to utilise the Section 106 funding available for the area.</p>
---	--

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

## 2. Your project

<b>Project</b>	<b>Start Date</b>	1 December 2022
	<b>Finish Date</b>	31 July 2023 (provisional)
	<b>Total Cost</b>	£77,459
	<b>Grant Applied For</b>	£1000

<b>Project title:</b>	The Renovation of Summerfields Park
<b>Description of project</b> (please continue on a separate sheet if necessary):	<p>Friends of Summerfields Park is a voluntary committee of local residents with the aim of renovating Summerfields Park in St Stephens, Saltash as a beautiful, fun and safe environment for young people and families to enjoy. We were constituted on 1 November 2021 as an Unincorporated Group.</p> <p>Since 2009, Summerfields Park has fallen into a state of disrepair with play equipment being removed by Cornwall Council and not replaced. The park currently has no play equipment in it whatsoever and is not maintained as well as it could be. Trees, brambles and slippery moss have been left to grow over the boundaries and on the paths. Some local residents have also allowed dogs to foul in the park amongst the long grass. All of this now makes it a dangerous place for our children to play. Our nearest play area is over 1 mile away at Longstone Park so children living in St Stephens currently have no local space to be able to play in safely and this has led to them not knowing who their neighbour's are.</p> <p>Since our formation in November 2021, we have written a business plan (attached), carried out volunteer site clearance days in collaboration with Cormac and raised over £1000 as a result of local fundraising events.</p> <p>In June 2022, we were pleased to receive confirmation from Cornwall Council that they intend to refurbish some the park in collaboration with us using Section 106 money identified for the area. This is dependent on us raising an additional £30,000 in matched funding to complete the renovation in full.</p> <p>We have now finalised the design scheme for the park with Cornwall Council who have prepared the required procurement documents to invite approved suppliers to tender to carry out the installation of the play equipment.</p>



<b>Where will the project/activity take place?</b>	At Summerfields Park, St Stephens, Saltash
--	--

<b>Who will benefit from the project?</b> (What groups will benefit and approximately how many people will benefit in total)	<p>We have agreed with Cornwall Council that the park will be primarily for early years and primary age children (3yrs to 10yrs) and their families.</p> <p>In addition, at the top section of the park, a nature / recreation area will be developed for older people to enjoy and for families to watch their children playing.</p> <p>An important principle we are working to is that the park will be an inclusive space. To that end, the play equipment will be accessible and will include a sensory area at the top of the park for Disabled people whose physical mobility is restricted.</p> <p>A projected breakdown of the numbers of people who will visit the park <b>each year</b> is as follows:</p> <table border="1"> <thead> <tr> <th>Who</th><th>How many</th></tr> </thead> <tbody> <tr> <td>Early years children (0-5)</td><td>520</td></tr> <tr> <td>Primary aged children (5-11)</td><td>780</td></tr> <tr> <td>Secondary aged children (11-16)</td><td>260</td></tr> <tr> <td>Young adults (16-25)</td><td>52</td></tr> <tr> <td>Adults</td><td>104</td></tr> <tr> <td><b>Totals</b></td><td><b>1716</b></td></tr> </tbody> </table>	Who	How many	Early years children (0-5)	520	Primary aged children (5-11)	780	Secondary aged children (11-16)	260	Young adults (16-25)	52	Adults	104	<b>Totals</b>	<b>1716</b>
Who	How many														
Early years children (0-5)	520														
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Secondary aged children (11-16)	260														
Young adults (16-25)	52														
Adults	104														
<b>Totals</b>	<b>1716</b>														
<b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)	<p>One of the first things we implemented at the time of our formation in November 2021 was a survey for the local community to establish evidence of need. 92% of the 286 respondents saying they would like to see the park refurbished and 79% saying they would use it. The results of the survey are included in the attached business plan.</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)

Who	What
<b>Local government</b>	
Cornwall Council	Site owners; managing capital build and ongoing maintenance
Saltash Town Council	General advice and guidance
<b>Companies</b>	
Pengelly Funeral Service	Cash Donation
Essa Taxis	Cash Donation
AR Carpets and Rugs	Cash Donation and raffle prize
AME Builders	Cash raffle prize
Vulcanising SW	Raffle prize
USE Ability	Raffle prize
Flow Aesthetics	Raffle prize
Foreign Muck	Raffle prize
Saphira Jewelers	Raffle prize
Xin at the Rodney	Raffle prize
The Blondie Bar	Raffle prize
EW Music Services	Raffle prize
The Bookshelf	Raffle prize
Scents & Scentsibility	Raffle prize
Larry Coco Wax Melts	Raffle prize
Shell's Beauty Boutique	Raffle prize
All 4 Smalls	Raffle prize
Jelly Bears Workshop	Raffle prize
Tamar Wipers	Raffle prize
Serenity Mobile Beauty	Raffle prize
Marvel & Mum	Raffle prize
Florabella Florist	Raffle prize
Applejack Barn	Raffle prize
Bakes with Love	Raffle prize
Home Sewn	Raffle prize
Perfectly Precious	Raffle prize
FM with Kirsty	Raffle prize
Ronnies of Saltash	Raffle prize

	Em's & Ali's Sweet Treats	Raffle prize
	Xcel Dance School	Raffle prize
	Nicky's Glow Beads	Raffle prize
	Moor 2 Shore Carpet Cleaning	Raffle prize
	Eclectic Interior	Raffle prize
	Bradleys Estate Agents	Raffle prize
	Belvoir Estate Agents	Raffle prize
	KL Therapies	Raffle prize
	Hell of a Crafty	Raffle prize
	Saltash Bakery	Raffle prize
	The Cecil	Charity collection box on bar
	The Brunel	Charity collection box on bar
	The Railway	Charity collection box on bar
	The Two Bridges	Charity collection box on bar
	The Union	Charity collection box on bar
	Saltash Social Club	Charity collection box on bar
	The Rodney	Charity collection box on bar
	The Ploughboy	Charity collection box on bar
	<b>Voluntary groups</b>	
	Friends of Tintcombe	Maintaining Park and developing flower beds
	Saltash Lions	Holding fundraising events
	Saltash Scrap Store	Lending tools for clearance days
	<b>Volunteers</b>	
		Fundraising events
		Promotion and publicity

<p><b>How will the project be managed and how will you measure its success?</b></p>	<p><b>1. Cornwall Council</b> As owners of the land and equipment on which Summerfields Park is situated, Cornwall Council are legally responsible for the management of the capital build, ongoing safety and maintenance of the site and health &amp; safety requirements.</p> <p><b>2. Friends of Summerfields Park</b> Responsible for raising funds additional to the Section 106 funding; promoting and publicising Summerfields Park; continued collaboration with Cornwall Council to ensure successful completion of the capital build; the ongoing maintenance of the site.</p> <p>Measures of success monitored by the Friends of Summerfields Park include:</p> <ul style="list-style-type: none"> <li>• Increased donations</li> <li>• Increased visits to and participation in social media channels</li> <li>• Increased volunteers</li> <li>• Local press and PR coverage secured</li> <li>• Capital build completed on time and on budget</li> <li>• Park user numbers meet projected targets in first year of operation</li> </ul>								
<p><b>Please give the timescale and key milestones for your project, including a start date and finish date.</b></p>	<p>Provisional timetable:</p> <table border="1"> <thead> <tr> <th>What</th><th>When</th></tr> </thead> <tbody> <tr> <td>1. Contractor appointed by Cornwall Council following tender process</td><td>By 1/12/22</td></tr> <tr> <td>2. Work starts on site</td><td>By 5/1/23</td></tr> <tr> <td>3. Park opens</td><td>By 31/7/23</td></tr> </tbody> </table>	What	When	1. Contractor appointed by Cornwall Council following tender process	By 1/12/22	2. Work starts on site	By 5/1/23	3. Park opens	By 31/7/23
What	When								
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<p><b>What arrangements do you have in place to ensure safeguarding of children and /or young people and/or vulnerable people (applicable only if your project involves working with this client group)</b></p>	<ol style="list-style-type: none"> <li>1. Summerfields Park falls under the jurisdiction of Cornwall Council's Child Protection &amp; Safeguarding Policy:  <a href="https://www.cornwall.gov.uk/health-and-social-care/childrens-services/child-protection-and-safeguarding/">https://www.cornwall.gov.uk/health-and-social-care/childrens-services/child-protection-and-safeguarding/</a></li> <li>2. In addition, the Friends of Summerfields Park has its own Safeguarding Policy and the Secretary is the designated Safeguarding Officer.</li> </ol>
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### 3. How you will pay for your project.

<p><b>What will the money be spent on?</b>          (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	<table border="1"> <thead> <tr> <th>Cost</th><th>Amount £</th></tr> </thead> <tbody> <tr> <td>Basket Swing</td><td>8,960</td></tr> <tr> <td>Climbing Frame</td><td>8,350</td></tr> <tr> <td>Spinner</td><td>2,455</td></tr> <tr> <td>Parallel Bars</td><td>1,297</td></tr> <tr> <td>Bank Slide</td><td>19,652</td></tr> <tr> <td>See Saw</td><td>12,205</td></tr> <tr> <td>Toddler Multi Play</td><td>23,340</td></tr> <tr> <td>Delivery</td><td>1,200</td></tr> <tr> <td></td><td></td></tr> <tr> <td><b>Total</b></td><td><b>77,459</b></td></tr> </tbody> </table> <p>These figures are taken from our original research with a play supplier. We are awaiting official quotes which we are due to receive by 01/12/22. If this application is successful the £1500 grant from Saltash Town Council would be used towards the cost of the basket swing as this the first item we plan to install.</p>	Cost	Amount £	Basket Swing	8,960	Climbing Frame	8,350	Spinner	2,455	Parallel Bars	1,297	Bank Slide	19,652	See Saw	12,205	Toddler Multi Play	23,340	Delivery	1,200			<b>Total</b>	<b>77,459</b>
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<p>How will you promote STC once application and project are complete?</p>	<p>If this grant application is successful, the support of Saltash Town Council will be acknowledged in all publicity materials and on the Friends of Summerfields Park social media channels.</p>																						

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

<b>Organisation</b>	<b>Contribution Sought (£)</b>	<b>Applied</b>	<b>Granted</b>
Persimmon Homes	1000	✓	TBC
Pengelly Funeral Services	50	Donation	✓
Essa Taxis	20	Donation	✓
AR Carpets and Rugs	20	Donation	✓
Cornwall Council Section 106	21,950.67	✓	✓
Saltash Lions Quiz Night	50	Donation	✓
Coffee Morning and Raffle	1199	Total donations	✓
Just Giving Donations	178	Total donations	✓
Go Fund Me Donations	181	Total donations	✓
Rotary Club	Currently being reviewed	Donation	TBC
Lady Boyd – Ince Castle	Currently being reviewed	Donation	TBC
Warburtons	400	✓	TBC

<b>Please confirm the bank account your project is using is in the project's name/organization name</b>	The bank account is called 'Summerfields Play'
---	--

**4. Further information enclosed Checklist.**

	<b>Enclosed (please tick)</b>
<b>A copy of your organization's most recent bank statements</b> (mandatory)	✓
<b>Copies of all <u>relevant</u> Employer's, Building &amp; Public Liability Insurance Certificates &amp; Title Deeds if appropriate</b> (mandatory)	✓
<b>A letter head showing the organization's address and contact details</b>	✓
<b>A copy of your constitution and articles of association</b> (or similar documents if the above do not exist, showing the organization's status)	✓
<b>A copy of your organization's latest set of accounting statements</b> (if any exist)	✓
<b>Copies of any letters of support for your project</b>	N/A
<b>If your organization has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council</b>	N/A
<b>Other</b> (please list)	Business Plan Confirmation of S106 funds available

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

**Declaration by the applicant**

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

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

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

I/we accept the following:

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

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



<b>Signed:</b>			
<b>Print Name(s):</b>	██████████	██████████	
<b>Position(s):</b>	Chair	Secretary	
<b>Date:</b>			

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

COMPLETED FORMS SHOULD BE RETURNED TO:  
The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street,  
Saltash PL12 6JX or [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

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



Summerfields Play

Your Account

Sort Code  
Account Number

**TREASURERS ACCOUNT**

01 August 2022 to 12 August 2022

Money In	£119.62	Balance on 01 August 2022	£1,370.48
Money Out	£0.00	Balance on 12 August 2022	£1,490.10

**Your Transactions**

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
09 Aug 22	MORTIMORE LB BPO JUSTGIVING	FPI	119.62		1,490.10

**Transaction types**

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

Friends of Summerfields Park accounts 06/04/2022 - 05/04/2023

Opening Balance £1380.68

**April 2022**

Date	Description	In	Out	Total
06/04/2022	Opening Balance			£1380.68
30/04/2022	Closing Balance			£1380.68

£181.48 bank

£1199.20 cash

TOTAL £1380.68

**May 2022**

Date	Description	In	Out	Total
01/05/2022	Opening Balance			£1380.68
31/05/2022	Closing Balance			£1380.68

£181.48 bank

£1199.20 cash

TOTAL £1380.68

**June 2022**



Date	Description	In	Out	Total
01/06/2022	Opening Balance			£1380.68
30/06/2022	Closing Balance			£1380.68

£181.48 bank

£1199.20 cash

TOTAL £1380.68

#### July 2022

Date	Description	In	Out	Total
01/07/2022	Opening Balance			£1380.68
13/07/2022	Lions Quiz Night	£50		£1430.68
31/07/2022	Closing Balance			£1430.68

£1370.48 bank


£60.20 cash

TOTAL £1430.68



## Insurance Policy for Charities and Community Groups

### Policy Schedule – Effective Date 03-Sep-2022

Policy Number CD63603  
Policyholder friends of summerfields park  
Address 

Period of Insurance 03-Sep-2022 to 02-Sep-2023 (both dates inclusive)  
Premium £117.00 (+ IPT @ 12.00% = £14.04)  
Total Payable £131.04

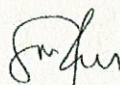
#### Public Liability

Limit £5,000,000 for each claim but in respect of Products Liability, £5,000,000 in total for all claims occurring during the Period of Insurance  
Excess £100 applicable to each third party property claim  
Applicable Courts UK

#### Employer's Liability

Limit £10,000,000 in total for all claims occurring during the period of Insurance  
Applicable Courts UK

Signed:



Managing Director, Markel (UK) Limited

Date:

22-Aug-2022





Friends of Summerfields Park

email - [SummerfieldsPlay@gmail.com](mailto:SummerfieldsPlay@gmail.com)





# **A proposal for the renovation of Summerfields Park**

**By Friends of Summerfields Park  
February 2022**

## **1. Introduction**

I personally moved into Summerfields in 2006 when the park was mostly furnished. It had a toddler swing on the top level. 2 swings and a medium slide on the middle section. A bank slide from the middle section to the bottom and a see saw in the bottom corner. There was also space for another item in the other bottom corner but this had already been removed. Cormac has subsequently told me there was originally climbing apparatus there.

My own children with many other local youngsters living in the surrounding streets used to spend most of their weekends and school holidays playing in the park with. It was a lovely, local and safe space that they could all play in together.

Around 2009 equipment started to be removed, I contacted Cornwall Council when the swings were taken and was assured that they would be replaced. They never have been. Over the years more and more equipment was removed which led to local children no longer having an enjoyable place to play together. It has now led to many local children not knowing others who are their neighbours.

The area now has no play equipment at all and is not maintained as well as it could be. Trees and brambles have been left to grow over the boundaries considerably and the paths left to grow slippery moss. Some local residents have also allowed dogs to foul in the park amongst the long grass. All of this now makes it a dangerous place for our children to play.

*Lisa Mortimore – Summerfields Resident and Chair of Friends of Summerfield Park*

When I moved here in 2001 my son was two and loved the baby swing. As it was close to our house we used it every day and spent hours in there in each week, no matter the time of year. My daughter soon arrived and then it was a place of safety for them both to grow, learn and play also meeting children from the area. As they grew they could play on the bigger equipment and also using fallen branches to build dens, pirate ships and all manner of make believe. It was a big part of their childhood and we would like to bring it back to a place of safety for children to play and have fun.



*Sarah Hirst – Summerfields Resident and Friends of Summerfields Park committee member*

Like many of the local grandparents, I took my granddaughter to play in the park when the play equipment was in place. When it was removed, we were repeatedly told it would be replaced. Since then, there are now 2 new housing estates in St Stephens.

Local children are experiencing social problems affecting their wellbeing and Covid 19 has exacerbated this. Communities are rightly being urged to become greener and cut fuel consumption. Many local families cannot afford to travel to alternative sites and little children lack the strength to walk far. For these and many other reasons, we think it is vital that positive action is taken to ensure Summerfields Park is reinstated as soon as possible.

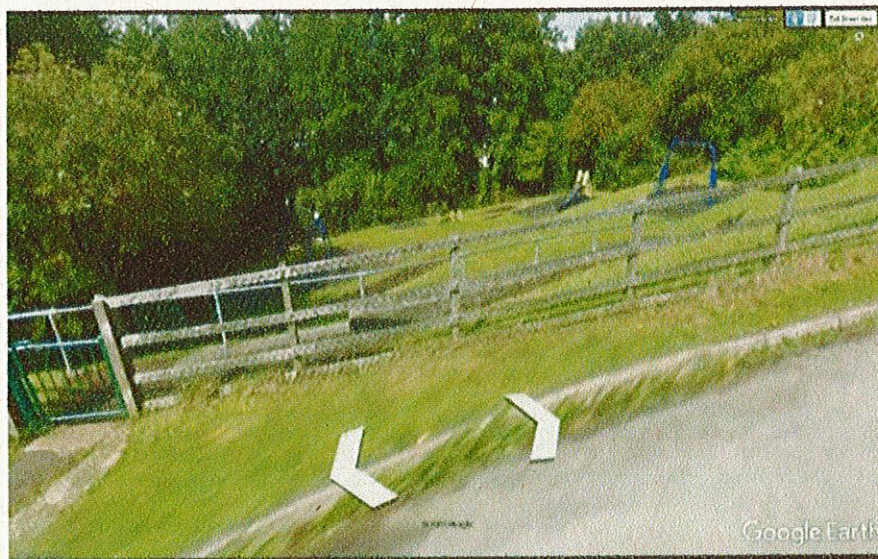
*Jane Scantlebury, Summerfields Resident and Secretary of Friends of Summerfields Park*

## **2. History**

One of the play equipment providers advising us did some research and told us the following:

" This was a satellite image from 2007, it clearly shows the original locations of equipment. I would initially focus on all the areas where equipment once was, I have also attached a google street view from 2011 when the site was well maintained. It looks like between 2010 and 2015 the majority of the equipment was removed, and maintenance ceased in 2018/2019. "





### **3. Vision**

The aim of Friends of Summerfields Park is:





“ To re-establish and promote Summerhelds Park as a beautiful, fun and safe environment for young people and families to enjoy. ”

We, and local residents as a whole, are desperate for the local play park to be refurbished.

We would like a multi play area with several pieces of equipment for all ages.

### **3.1 Equipment specification**

When we conducted a consultation survey with local residents, we asked what play equipment they would like. This is what they said in order of preference:

- Swings
- Slide
- Climbing Frame / Monkey Bars
- Roundabout
- Obstacle / Trim Trail
- See Saw
- Toddler Swing
- Toddler Area
- Trampoline
- Zip Wire

In addition, we also contacted teachers in local primary schools who asked children in Early Years, Key Stage 1 and Key Stage 2 classes what they would like to see in the park. The children stated, in order of preference, that they would like to see:

- Swings
- Climbing frame
- Slide
- See Saw

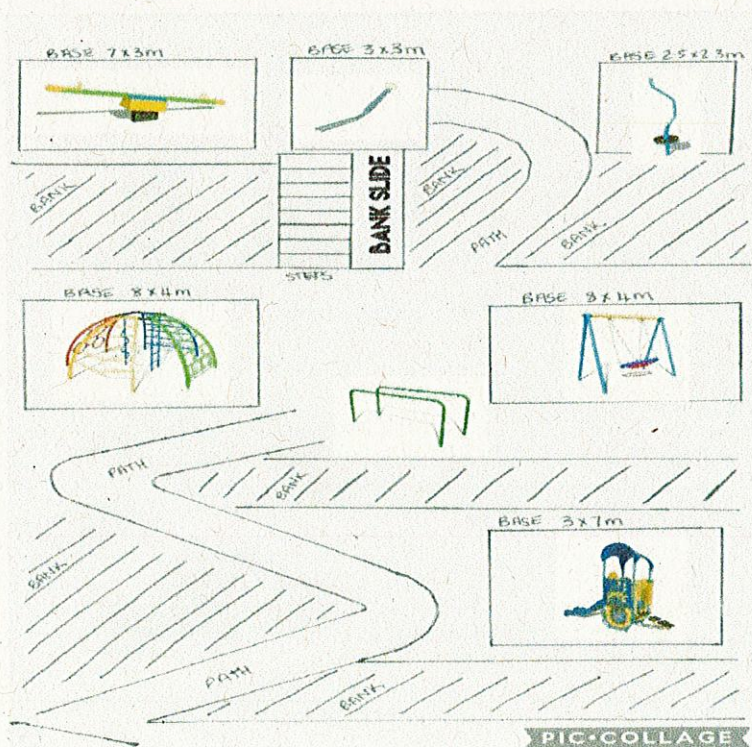
After considering the above feedback we have established the following wish list of preferred equipment:

- o Bank Slide
- o Swings
- o Climbing Frame
- o See Saw
- o Roundabout
- o Toddler Area

### 3.2 Location plan

Following advice received from Cormac and play equipment providers, we have devised the following location plan for the play equipment utilising the current spaces in the park and ensuring that the required falling space is provided:

We also would like to take advantage of the banks by planting wildflowers or plants that will attract wildlife. We also would like bird boxes and bug hotels to be placed around the site.





### **3.3 Durability, access and space considerations**

Cormac and play providers have advised us that we should opt for steel over wood as it has a much longer shelf life. Wood is also not a good choice for this site as it down in a dip and surrounded by tall trees. As we are limited on space, due to the width of each level, we have been advised that we should opt for a basket swing. This is also inclusive for disabled children and also suitable for toddlers and older children.

There is not the space to accommodate all the equipment in the wish list. There is a small space in the bottom right hand corner that will only fit a small item. We decided to opt for a spinner instead of a roundabout as this can be placed in this small space. If we were to go with a full sized roundabout we would lose either the climbing frame or swing.

### **3.4 A phased approach**

We would like to explore the possibility of completing the restoration in stages as we feel this will get equipment in the park quickly and generate more local support in fundraising as people see the progress step by step. This will help to maintain their interest and enthusiasm to reach each stage.

### **3.5 The current state of the site**

Below are some pictures of the site currently, as you can see the site is very overgrown and unkept compared to the earlier pictures above when equipment was in place.

View from top



View from middle to bottom left corner





View from top of steps to bottom where bank slide was positioned

View from bottom path to



right side

#### **4. Evidence of Need**

Since we established ourselves in autumn 2021, many local Saltash residents have come forward to offer help, support and feedback. The overwhelming evidence is that this park is really needed, the next local play area being over 1 mile away.

There are many families within the local area who will hugely benefit from the park being restored. Currently, children and their families are losing out. This park has been redundant for many years now and it is unfair that youngsters should have nowhere to play.

The park originally provided a safe community space for local children to play together, they now have nowhere to go. We now see in our community DIY



swings being put up in trees in precarious positions over dangerous roads. A furnished park will stop these unofficial play areas sprouting up.

An outdoor play area is vital to support children and young people's positive wellbeing and social development. What better childhood is there than playing outside with your friends in a safe outdoor space?

Here's a photo of local children, residents and supporters, which accompanied an editorial in the local press in October 2021. We had very short notice to take the photo. We had a very good turn-out on the day considering we had less than 24 hours' notice and it was a weekday, meeting just after school.



**4.1**

**Our**

#### **survey to assess evidence of need**

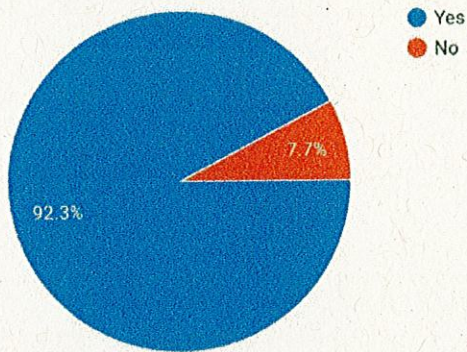
A survey of local residents was devised and distributed in October / November 2021 asking for their views. We had an amazing response, receiving 286 responses. These results illustrate and reinforce how much Summerfields Park is needed by the local community.

A summary of the results follows:



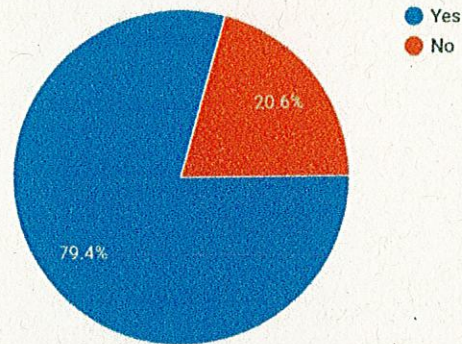
Would you like to see the park in Summerfields refurbished?

286 responses



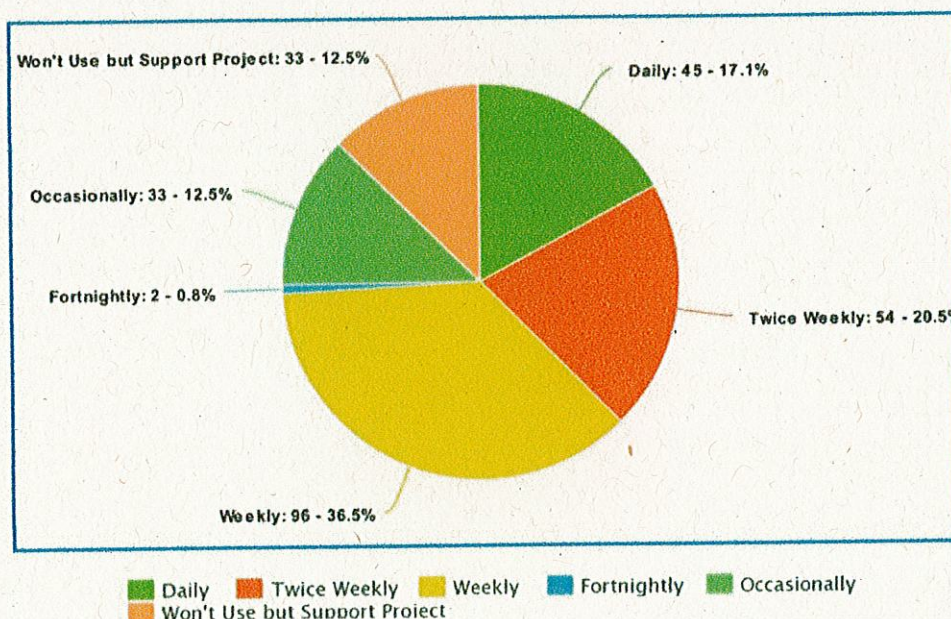
If the park were to be refurbished would you use it?

286 responses



These 2 charts clearly show there is a lot of support for the park being refurbished with 92% of respondents saying they would like to see the park refurbished and 79% of respondents saying they would use it.

*How much would you use the park?*

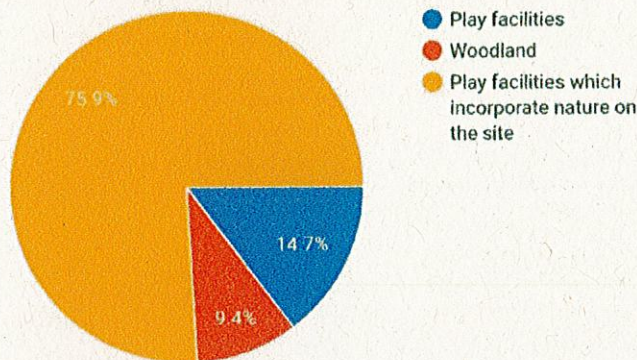


You can see from the chart above that 74.9% of respondents have said that they would use the park regularly. 'Occasionally' refers to grandparents and people who visit the area. 'Won't use but support project' refers to people in the area who support the aim of the project but will not directly use it themselves.



What is more important to you, play facilities or woodland?

286 responses



75.9% of respondents would like to see play facilities that incorporate nature on site. We aim to incorporate nature by utilising the grass banks and placing bird and bug boxes around the site as mentioned earlier.

#### 4.2 Comments from local residents in the survey

Here is a selection of the comments received:

"Saltash doesn't have any decent parks that my children enjoy visiting we always have to travel to Plymouth or outlying villages if we want to use a park. Parks like Central Park or St Dominick, Craffhole, Tothill Park, have so much to offer compared to Saltash."

"Having a park close to home for children is really important for their health, physical and mental. Additionally it's part of what creates a community. A nearby park which is safe to get to is key to building independence in children."

"Children need a place to play that is safe within a safe area. Children will use anything to play with. If they are not provided with safe things they will use anything and may hurt themselves as a result."

"The park was awesome when I was younger and brought all the kids together, not only from Summerfields but also the surrounding areas. I made so many friends and it was a big part of life growing up."

"My children and local children, even children visiting family have no safe park to play in, so sad a beautiful area such as this has no play area for kids and family to make memories and friends."

"As there are no other parks or safe spaces to play near to Summerfields it would be great if this was refurbished as there are more and more houses been built in the area."

"It's a great shame that this facility has fallen into disrepair. There are a lot of children and families in the area that would use it regularly if it was refurbished."



"I think it is important to have a local play area for the kids so they can make friends with local kids of different ages etc and not just kids from there school class."

"This play park would be brilliant; I live in the St Stephens area and have no park within short walking distance. More to the point the children would love it!"

"Would love to see a park that is a less than 20 minute walk, Summerfields would fulfil that nicely. Would also like to see a decently equipped park in Saltash."

"My grandson loves climbing frames. Perranporth has excellent play facilities. Play facilities are not distributed fairly around the County. It's not fair."

"Having the ability to take our kids somewhere local and safe to play is very important! Little things like this bring a community together."

"Local play facilities are needed for our children. Our grandchild is 9 months old and we would like somewhere to take him when he visits."

"Need play facilities within walking distance for little ones. Other playgrounds are too far away for little ones to walk to."

"There are many young children in the local area who would benefit massively from the play facilities being reinstated."

"I feel this is needed for that part of Saltash it would be a great asset to the area and will get a lot of good use."

"This area of Saltash does not have alternative play facilities/park in safe walking distance for smaller children."

"The park has been empty and unused for far too long. Getting it 'up and running' again is a splendid project."

"My sons used to play there with their friends from Summerfields , please give it back to the children."

"Children need somewhere to play. If it isn't provided and they cannot find it then that's when trouble arises."

"I loved playing in this park as a child and would love it to be restored for other children to enjoy."

"Would be amazing to have a decent park in Saltash. One that would accommodate smaller children too."

"So many happy memories of this park and growing up in Summerfields. So sad it's like this now. Really hope it's made into a park again for all the kids in the area."

"My children would absolutely love a park here."

"Kids need to keep active, as much time as possible outdoors in the fresh air, playing safely!!!!!"

"I would love to see the park come back to life; it is very much wanted for the local residents."

"I never had children but I believe children should be provided with local playgrounds to play in."

"My grandchild visits several times a week and I would like to walk to a playground with her."

"So important to have out of doors play facilities for everyone to get us out of the house."

"The reinstatement is LONG overdue as there are NO play facilities in the area at all."

"Other Saltash parks are too far away for little children to walk to from their homes."

"We have a baby and would like to be able to take her to the park and use baby swings."

"Although I have no children I think local children need a playground with equipment."

"We'd really appreciate it as there is no play equipment in this area for children."

"Thanks for all you're doing. Important to get this park re-established."

"We played here as kids and would like to continue to use with our kids."

"Important to have play facilities close by for visiting grandchildren."

"Not many parks for children in the area such a shame if not developed."

"Children currently cross a busy road to play on a non-maintained swing."

"It would be nice to be able to visit a park within walking distance."

"Vital to have this for youngsters as little else available nearby."

"Give children the option, a healthy lifestyle and fresh air."

"There are not enough safe places on the doorstep to play in."

"It is important to have play equipment for different ages."

"My children are grown up but I think playgrounds are important."

"There is section 106 money for the playground, spend it."

"My kids are so happy at the thought of getting a park."

"1 adult and 4 children here would use the playground."

"This is an incredibly important community facility."

"This area will help towards individuals wellbeing."

"Children need high quality safe play equipment."

"Would really like to see this park refurbished."

"My children would absolutely love a park here."

"This is very important for the local community."

"Play facilities are a real need for children."

"These spaces are important to the community."

"Desperately needed facility for the area."

"This is really what our community needs."

"Children need safe play facilities."

"I live locally and have 3 children."

"This has been a long time coming."

"Do not close any more parks!"

"Please don't close the park."

"I have 2 children under 7."

"Please make it happen."

"We need a park NOW."

"Please do it."

"We need it."

## **5. Friends of Summerfields Park Committee**

Friends of Summerfields Park was formally constituted as an unincorporated group on 1 November 2021 (the constitution is attached).

We decided to form an official committee to ensure the refurbishment of Summerfields Park happens. In addition to our constitution, we have set up a bank account and a Facebook page - Friends of Summerfields Park - to stay connected with local residents and informed about progress.

Forming an official committee also enables us to fundraise and apply for grants that Cornwall Council / Saltash Town Council cannot access and to set up our own fundraising activities.

Below is a list of all the residents who form the committee.

Chair – Lisa Mortimore

Secretary – Jane Scantlebury

Treasurer – Stacie Simpson

## **6. Budget**

### **6.1 Draft expenditure for equipment and its installation.**

<b>Equipment</b>	<b>Cost £</b>	<b>Install £</b>	<b>Delivery £</b>	<b>Total £</b>
See Saw	4,882	7,323		12,205
Slide	7,861	11,791		19,652
Basket Swing	3,584	5,376		8,960
Toddler Multi Play	9,336	14,004		23,340
Climbing Frame	3,340	5,010		8,350
Spinner	982	1,473		2,455
Parallel Bars	519	778		1,297
<b>TOTAL</b>			<b>1,200</b>	<b>77,459</b>

These prices are based on information provided by Wicksteed Playgrounds. Installation cost is calculated at 1.5 times equipment cost as a working estimate as suggested by Cormac.

### **6.2 Income**

We understand from Cornwall Council that Section 106 money of £21k is available.

We plan to raise more money through applying for different grants and funds. We will also be doing our own fundraising events.

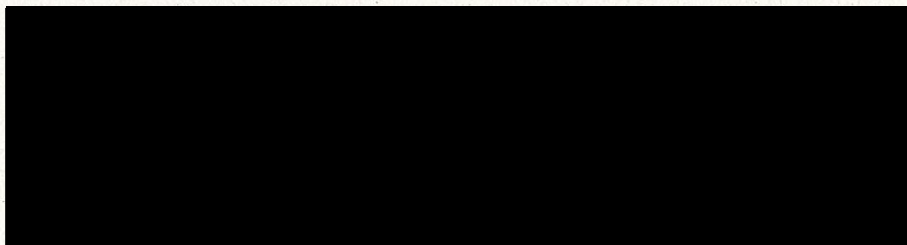
We currently have a small bank balance of £181.48 which was raised through kind donations by local residents in autumn last year.

## **8. Provisional timeline for 2022**



- 9<sup>th</sup> Feb** Meeting of Services Committee of Saltash Town Council to discuss the proposal.
- 12<sup>th</sup> Feb** Friends of Summerfields Park committee meeting to discuss outcome of meeting and agree next steps.
- 26<sup>th</sup> Feb** Volunteer day to clear overgrown site, organised with Cormac.
- Apr - Jun** Governance and management arrangements discussed and finalised with all interested parties.
- Summer 22** Fundraising events.
- Autumn 22** New equipment begins to be installed as part of a phased approach.

## **9. Contact Details**





## RE: Summerfields Section 106 Funds

From: Stuart Wallace

Sent: Friday, 12 August, 15:31

Information Classification: CONTROLLED

Hi Lisa

The value currently available is £21,950.67

The two schemes linked to Summerfield are below:

Site Address	Amount Due/ Paid	Amount Spent	Amount Remaining	Date payment received	Date to be used by
Old Churchtown Farm, Farm Lane, St Stephens, Saltash	£21,950.67	0	£21,950.67	03-Jun-21	03-Jun-26
Land to the West of 6 Churchtown Drive, St Stephens, Cornwall, PL12 4FB	Not received	0	Status of development not known		

Many thanks

Stuart Wallace  
Public Space Officer

From:

Sent:

To: Stu

Subject: Summerfields Section 106 Funds

**CAUTION:** This is an **EXTERNAL** email which was sent from outside of Cornwall Council's network. Do not click links, open attachments, or reply unless you recognise the sender and know the content is safe. Do not provide any login or password details if requested.

Hi Stuart

I hope this finds you well.



Would it be possible to have confirmation of the S106 amount that is available for us at all so that we can use it for match funding applications?

Best Wishes



Chair - Friend's of Summerfields Park

Get [Outlook for Android](#)

This e-mail and attachments are intended for above named only and may be confidential. If they have come to you in error you must take no action based on them, nor must you copy or show them to anyone; please e-mail us immediately at

[enquiries@cornwall.gov.uk](mailto:enquiries@cornwall.gov.uk). Please note that this e-mail may be subject to recording and/or monitoring in accordance with the relevant legislation and may need to be disclosed under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. Security Warning: It is the responsibility of the recipient to ensure that this e-mail and any attachments are virus free. The Authority will not accept liability for any damage caused by a virus.





# Saltash Town Council



## Grant Application Form

APPLYING FOR:  
(Tick one box)

Community Chest Grant ☒

Festival Fund Grant ☐

DATE APPLICATION SUBMITTED:

14/08/22

Contact Name:	[REDACTED]
Position:	Treasurer
Organisation:	Tamar Toll Action Group
Contact Address:	[REDACTED]
Telephone Number:	[REDACTED]
E-mail:	[REDACTED]
Status of Organization:	Non profit-making public organisation
Charity/Company number (if applicable)	Charity No: N/A Company No: N/A
What geographical area does your organization cover?	Saltash and surrounding areas

How long has your organization been in existence?	Since 21/04/22
---	----------------

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

### 1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
<b>Have you applied for a grant from Saltash Town Council within the last 5 Years?</b>  (Please list – continue on a separate sheet if necessary)	N/A			
<b>Please list the aims and objectives of your organization</b>	1. The abolition of the tolls to cross the Tamar. 2. To progress agreed actions to the overall benefit of the Tamar Crossing users. 3. To suggest increases in efficiency and effectiveness of Tamar Crossing services. 4. The committee will seek to work with the Tamar Crossings management and Joint Committee in the interests of all users - residents, businesses and other regular users.			

<b>What are the main activities of your organization?</b>	Raising awareness in the community through our facebook page and local meetings of the impact of the unfair cost of the Tamar Crossings toll charges. Researching and analysing data to substantiate a proper and robust argument for change. Lobbying our local MPs on the consequences of the toll charges and how the Government needs to provide support for all residents.
---	---

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

## 2. Your project

<b>Project</b>	<b>Start Date</b>	25 / 04 / 2022
	<b>Finish Date</b>	Ongoing /
	<b>Total Cost</b>	£ Ongoing
	<b>Grant Applied For</b>	£ 954.29

<b>Project title:</b>	Tamar Toll Action Group
-----------------------	-------------------------



<b>Description of project</b> (please continue on a separate sheet if necessary):	<p>We are seeking a fair deal for residents, businesses and other regular users of the Tamar Crossings.</p> <p>We need to reach out to the people of Saltash to increase the public support which will be required to put pressure on our Councils and MPs to implement a fairer system.</p> <p>We will need to advertise (using flyers and banners), hold public meetings and have stalls at public events to engage with the public.</p> <p>We will then campaign and lobby MPs and both Plymouth and Cornwall councils to seek funding for the Tamar Crossings from central Government so that the tolls can be abolished.</p>
<b>Where will the project/activity take place?</b>	<p>Saltash and surrounding areas</p>

<b>Who will benefit from the project?</b> (What groups will benefit and approximately how many people will benefit in total)	<p>As described in the covering letter, we are campaigning on behalf of all Saltash residents and businesses, but particularly for those suffering due to the increased toll charges. The benefit would be felt by all, especially those regularly crossing the Tamar daily with no viable alternative route (many of the approx 20,000 local Tamar Tag holders). In addition, we believe that local businesses are suffering due to the costs of crossing the Tamar back to Devon, and that the abolition of the tolls will promote tourism to Saltash/ SE Cornwall, so hugely benefiting the local economy.</p>
<b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)	<p>In the 4 months since we set up the facebook group over 1900 people have joined our action group to campaign for a fairer system; there are numerous posts on our page stating that the Tamar Tolls are an unfair and unjust cost.</p> <p>At our stall at the Saltash May Fair, 222 people engaged with us and participated in our snap poll - 218/222 people expressed the wish that the Tamar Toll pricing would change to make it fairer for locals and regular users .</p>
<b>What support have you received for this project?</b> (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)	<p>The committee has been approached by several media groups as it is clear that the Tamar Tolls are an unfair cost to the Saltash Community (regular users and businesses). We have also had support from 218 members of the community, as described in the section above.</p> <p>Please see the further examples in note 1.</p>



<b>How will the project be managed and how will you measure its success?</b>	We have appointed a full committee and constitution from a group of people, all local to Saltash, who have the desire and determination to manage this project through to completion. We have a comprehensive agenda on how we are going to steer our campaign, and we aim to report on our progress in public meetings, on our facebook page and on our website throughout the year. We will measure the success of this part of the project by increased membership numbers; we believe this will be greatly helped by the distribution of flyers and by the presence of a website for those residents not on social media. Our ultimate success will be when we have been able to make improvements for all Tamar Crossings users.
<b>Please give the timescale and key milestones for your project, including a start date and finish date.</b>	Key milestones are as follows: 1. By the end of the year to have been in contact (in person or by letter) with all local councillors, to show how important this cause is to the local community, and encourage as many of them to support us as possible and determine how we can help them by providing both research, case studies and a groundswell of public support. 2. By the end of 12 months to have doubled our membership. 3. Our target is to submit questions to all relevant council meetings.
<b>What arrangements do you have in place to ensure safeguarding of children and /or young people and/or vulnerable people (applicable only if your project involves working with this client group)</b>	N/A

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

<b>What will the money be spent on?</b> (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	Please see the spreadsheet and information attached (note 2).
How will you promote STC once application and project are complete?	As described in the covering letter, we would be delighted to credit Saltash Town Council as a funding partner on all of our campaign material, including banners, flyers, our facebook group and our website.

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

Organization	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Saltash Lions Club	Quiz proceeds raised on night		£185

Please confirm the bank account your project is using is in the project's name/organization name	Yes, bank account name is Tamar Toll Action Group
--	---

**4. Further information enclosed Checklist.**

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

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

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

## 5. Declaration by the applicant

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

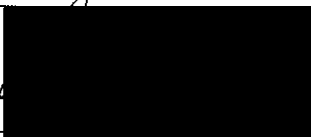

I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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

I/we accept the following:

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

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

<b>Signed:</b>			
<b>Print Name(s):</b>			
<b>Position(s):</b>	TREASURER		
<b>Date:</b>	15/8/22		



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

COMPLETED FORMS SHOULD BE RETURNED TO:  
The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street,  
Saltash PL12 6JX Email: [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

OFFICE USE ONLY:	
Date received	
Received by:	
Application Reference:	
Date to P&R Chairman/Vice 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	

## Appendix 2

### Definition of Voluntary / Community Organisation

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

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

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

# Tamar Toll Action Group Constitution

## 1. Name

The name of the group shall be Tamar Toll Action Group (TTAG)

## 2. Aims

The aims of Tamar Toll Action Group are:

- Abolition of the Toll to cross the Tamar.
- To progress agreed actions to the overall greatest benefit of the Bridge and Ferry users.
- To suggest increases in efficiency and effectiveness of services
- The committee will seek to work with the Crossings' management and Joint Committee in the interests of all users.

## 3. Membership

Membership of the TTAG Facebook group is open to people wishing to support the campaign aims. Anyone wishing to receive regular updates by email is asked to contact the Membership Secretary and provide their name, postcode and email address.

A list of members will be kept by the Membership Secretary.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way may be asked not to attend further meetings or to leave the group if an apology is not given or the behavior is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made. The committee reserves the right to exclude anyone for any behaviour listed above

## 4. Officers and committee

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than four times a year (this may be combined with a General Meeting). Voting on decisions may be carried out at formal meetings using electronic means where appropriate and agreed by a simple majority.

The Committee will consist of up to 20 members, and must include the officers listed below:

Chair - who shall chair both general and committee meetings  
Deputy Chair - who shall chair general and committee meetings in the absence of the Chair  
Minutes Secretary - who shall be responsible for the taking of minutes and the distribution of all papers  
Membership Secretary - who shall be responsible for keeping records of members  
Treasurer - who shall be responsible for maintaining accounts  
Social Media -- who shall be responsible for promoting the group online

Roles may be combined, and in the event of an officer standing down during the year a replacement will be elected at the subsequent Committee meeting..

- .. Committee meetings may be called by the Chair or Minutes Secretary. Committee members must receive notice of meetings at least 7 days before the meeting, although may agree to less.

The quorum for Committee meetings is 50% of Committee members, including at least two Officers.. Meetings of the Committee will be open to any member of the TTAG wishing to attend, but 7 days' prior notice must be given due to venue criteria. These members are entitled to speak but not vote.

Any committee member not attending consecutive meetings may be contacted by the committee and asked to resign, which may be enforced by a committee vote.

## 5. General Meetings

### 5.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified by email and social media at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the Committee may be made to the Secretary before the meeting, or at the meeting if no prior nomination has been received. Such must be seconded by another member and validated by the nominee, who may submit a short statement of their suitability.

The quorum for the AGM will be 1% of the membership or 15 members, whichever is the lesser number.

At the AGM:-

The Chairman will present a report of the work of the TTAG over the year.  
The Treasurer will present the accounts of the TTAG for the previous year.  
Any other reports or proposals from the Committee may be received.





The officers and Committee for the ensuing year will be elected.

Any proposals given to the Secretary at least 7 days in advance of the meeting will be notified to all members and added to the agenda for discussion.

## 5.2 General Meetings

General Meetings are open to all members and at least one will be held every year in addition to the AGM, and more often if necessary.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and draft agenda, and notice may be by telephone, email or post.

Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

The quorum for any General Meeting will be 1% of the membership or 15 members, whichever is the lesser number.

## 5.3 Special General Meetings

The Secretary (or any officer) will consider calling a Special General Meeting at the request of three of the committee or at least ten members, giving a written request to the Chairman or Secretary stating the reason for their request.

The meeting, if approved, will take place within twenty-eight days of the request,

All members will be given a minimum of one week's notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email and social media.

The quorum for the Special General Meeting will be 1% of the membership or 15 members, whichever is the lesser number.

5.4 All members present at any of the meetings are entitled to a vote.

## 6. Rules of Procedure for meetings

If the Chair is not present, the Deputy Chair shall chair the meeting.

If neither are present, the first item of business will be to select an Acting Chair from the Committee members present, which may require a vote.

All agenda items will be discussed openly, and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached, a vote will be taken and a decision will be made by a simple

majority of members present and entitled to vote. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote. If more than two options are presented and none achieves majority support, the least popular option will be removed and a re-vote taken until that is achieved.

AOB may be taken at the discretion of the Chairman presiding.

## 7. Finances

An account will be maintained on behalf of the Association at a bank agreed by the committee.

Three signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be validated by two of the signatories in an appropriate method.

eg. For cheque payments, the nominees will sign the cheque.

For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note or other process will be verified by two signatories, and recorded by the treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial update statement given at each meeting.

All money raised by or on behalf of the TTAG is only to be used to further the aims of the group, as specified in item 2 of this constitution.

## 8. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

## 10. Dissolution

If a decision is taken at a meeting, by simple majority of those present, that it is necessary to close down the group a Special General Meeting will be called to do so. The sole business of this meeting will be to dissolve the group.

If 75% of members present agree to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

## 11. Validation

This constitution was discussed at the inaugural General Meeting, and agreed by the Interim Committee at their meeting on the date below, to be ratified at the next Special General Meeting.

Date of meeting where Interim Committee agreed the Constitution: 26, July, 2022

Name and position in group  
MEL PRISTON - Chair

Signed ..

Name and position in group  
SCOTT SLAVIN - Deputy Chair

Signed ..

Name and position in group  
LEE LIDSTONE - Treasurer

Signed .....

Updated  
V4 - 26th July 22

<b>Funding Description</b>	<b>Amount</b>
<b>Stalls £15 x 4 (Regatta, Mayfair, Xmas, Torpoint)</b>	£60.00
<b>Public Meeting Large Room Hire 3 hrs x1</b>	£64.50
<b>Postage 2nd class stamp x 50</b>	£34.00
<b>Photocopier Paper + Envelopes</b>	£8.49
<b>Banners 2m x 4</b>	£110.40
<b>Flyers Printing 5000</b>	£151.90
<b>Observer Distribution 5 x 1000</b>	£275.00
<b>IT website</b>	£250.00
<b>Total</b>	£954.29



Up to date details can be found on the [Facebook event page](#).

If you have special requirements to the standard exhibition area, please don't hesitate to contact us on [info@diverse-events.com](mailto:info@diverse-events.com).

#### EXHIBITION SPACES:

- £15.00 – Charity (Longstone Park or Fore Street)
- £40.00 – Exhibitor (Longstone Park or Fore Street)
- £80.00 – Food Vendor (Longstone Park only)

Exhibitor spaces consist of a 3m x 3m space only.

Spaces are allocated over Longstone Park and Fore Street. Longstone will be for all food vendors, and any 'festival' style traders. Longstone traders till 8pm (Fore Street till 4pm), with the opportunity to continue to trade on the Sunday,

Requests for exhibitor locations or requirements will be taken into account, but cannot be guaranteed.

For Saltash retailers with a shop front the £15.00 fee will reserve you a space on Fore Street. This can be refunded at the end of the

50°24'31.8"N 4°12'47.3"W //  
50.408819, -4.213130

[///desks.starfish.fidgeting](http://desks.starfish.fidgeting)  
[Show on Google Maps](#)

## FACEBOOK



**Saltash May Fair**  
about 2 months ago





## Saltash Town Council Fees and Charges

Description	2022/2023 Charge
<b>Room Hire (min of 2 hour booking from 01/04/2014) (Non VATable)</b>	
<b>Guildhall</b>	Casual ph - weekdays 9am- 5pm (Community Rate) £10.30
	Casual ph - weekends & evenings (Community Rate) £21.50
	Casual ph - weekdays 9am - 5pm (Commercial Rate) £15.40
	Casual ph - weekends & evenings (Commercial Rate) £25.90
<b>Council Chamber</b>	Casual ph - weekdays 9 am - 5pm (Community Rate) £10.30
	Casual ph - weekends & evenings (Community Rate) £15.40
	Casual ph - weekdays 9am - 5pm (Commercial Rate) £15.40
	Casual ph - weekends & evenings (Commercial Rate) £18.50
<b>20% Discount for regular bookers evenings and weekends</b>	
<b>Room Hire Extras (VATable)</b>	Tea/coffee per cup with biscuits (Community) £1.00
	Tea/coffee per cup with biscuits (Commercial) £1.00
	Photocopying 20p black 35p colour
<b>Room Hire (min of 2 hour booking) (VATable)</b>	
<b>Isambard House (Station Building)</b>	Including VAT
	Casual ph - weekdays 9am- 5pm (Community Rate) £10.00
	Casual ph - weekends & evenings (Community Rate) £15.00
	Casual ph - weekdays 9am - 5pm (Commercial Rate) £15.00
	Casual ph - weekends & evenings (Commercial Rate) £30.00
<b>20% Discount for regular bookers evenings and weekends</b>	
<b>Room Hire Extras (VATable)</b>	Tea/coffee per cup with biscuits (Community) £1.00
	Tea/coffee per cup with biscuits (Commercial) £1.00
<b>Other Charges (VATable)</b>	Including VAT
	Freedom of Information Charge (first 18 hours free of charge) £25.00 per hour
	Environmental Information Regulations 2004 (first 18 hours free of charge) £25.00 per hour
<b>Mooring Fees (VATable)</b>	Including VAT
	Pontoon (Berth) per metre - permanent users, charge per annum, minimum £900 (Non Commercial) £155.00
	Pontoon (Berth) per metre - permanent users, charge per annum, minimum £1,300 (Commercial) £235.00
	Visiting boats - (2 hours free); charge for 24 h (Non Commercial) £25.00
	Visiting boats - (2 hours free); charge for 24 h (Commercial) £37.50
	Visiting boats - 3 day stay (1 Day free of charge) (Non Commercial) £50.00
	Trusted boated scheme - (casual users); charge per annum £75.00
<b>Library Charges</b>	Set by Cornwall Council
<b>Replacement membership cards:</b>	
	Adult members £1.50
	Concessions, Access, Young Adult £1.00
	Under 16s £0.50
<b>Hire Charges:</b>	
	from £0.50 to £3.00 per week
	DVDs :
	Access Member limited to 2 at a time Free
	Non-fiction Free
	CDs: £1.00
	Access Member Free
	Computer games (where available) £3.00 per week
	Audiobook CDs per 3 week loan
	Adults Free
	Children Free
	Free
	Access members, housebound member and looked after children
<b>Reservations:</b>	



## Saltash Town Council Fees and Charges

Description	2022/2023 Charge
Adults and Concessionary users	£1.00 per item if placed by staff member
Online reservations	Free with a limit of 6 at any one time
Access and Housebound members	Free
Under 18s	Free with a limit of 6 at any one time
Reader's groups free for items provided from the reading group sets (items outstanding for over 1 month will be charged as lost)	Free
Books on Prescription	Free
<b>Performing Arts collection:</b>	
Vocal and Orchestral sets	no charge
<b>Vocal and orchestral sets requested from outside Cornwall</b>	
Vocal scores	10 Scores at £4 per month
Orchestral sets	£10.00 per set per three months
Postage charge (please note this charge may vary, ask staff for details)	£7.00 per 20 copies
Reservation charge from library authorities inside South West Region (non-refundable)	£6.00
Reservation charge from library authorities outside South West Region (non-refundable)	£12.05
<b>Renewals will be charged at the rates and time periods as listed above</b>	
Late returns charge applies	£10.00
Missing part charged, unless a new copy is supplied by customer	at cost plus £5.00 administration fee
<b>Out of County Inter Library Loan Requests:</b>	
Adults	£10.10
Concessions, Young Adults	£9.10
Children	£4.10
British library book loan request	£19.00
British Library periodical request	£13.25
British Library Loan Renewal	£5.10 per 3 week renewal period
<b>Please note that persons owing more that £5.00 in library charges may be prevented from borrowing until the balance is reduced. Please speak to a member of staff for advice.</b>	
<b>Use of public computers (subject to availability):</b>	
Cornwall library members	Free for two hours
Other library members (English and Welsh Library Authorities on production of a library card)	Free for one hour
Non-members	Free for half an hour - no extension
Access to Wi-Fi	Free
<b>Extension of time after the free period is dependent on availability and at the discretion of the library supervisor.</b>	
<b>Please note that persons owing more than £5.00 in library charges will be regarded as non-members for computer charging purposes</b>	
<b>Printing from any source:</b>	
<b>1-29 sheets (price per sheet)</b>	
Monochrome A4	£0.10
Monochrome A3	£0.20
Colour A4	£0.50
Colour A3	£1.00
<b>30 plus sheets (price per sheet)</b>	
Monochrome A4	£0.08
Monochrome A3	£0.16
Colour A4	£0.40
Colour A3	£0.80
High gloss colour printing on customer's own paper	£1.00
High gloss colour printing on library paper	£1.25 per sheet





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Catalogue code: BBS2

Fifty 2nd Class self-adhesive stamps in a neat, convenient folded sheet.

Perfect for sending cards and letters to friends family, businesses and customers.

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Delivered in 1 - 2 working days

**£34.00**

Quantity:

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(/)

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Brands Offers Occasions & Themes Surrey Quays (1 Miles) Open Today: 09:00 - 19:00 My Account

ORDER BY MIDNIGHT FOR NEXT DAY DELIVERY  
DELIVERY OPTIONS FROM £4.95\*  
(/DELIVERY)

ALL OF OUR 265 STORES ARE OPEN  
FIND YOUR NEAREST STORE  
(/STORES)

FREE RETURNS TO STORE!  
PEACE OF MIND GUARANTEED  
(/RETURNSANDREFUNDS)

## Your Basket

You have 5 item(s) in your basket



## Multipurpose Copier Paper

(/stationery/office-stationery-supplies/computer-accessories/multipurpose-copier-paper)

£4.49 per item

Sold by The Range

(/stationery/office-stationery-supplies/computer-accessories/multipurpose-copier-paper)

Quantity 1 Remove from Basket

Add to wishlist

Estimated Delivery Tomorrow

Delivery ✓ Collection ✓

£4.49

## Basket Summary

Basket Subtotal (5 items)

Basket Total £8.49

or 4 payments of £2.13 with clearpay

Spend £66.51 more to be eligible to pay by Klarna

Delivery to: SW1H

Home Delivery £3.95

Delivery to store £3.95

Proceed To Checkout



## Peel and Seal Envelopes - White / 8.9x15.2CM / 45

(/stationery/packaging-and-mailing/envelopes/peel-and-seal-envelopes)

£1.00 per item

Sold by The Range

(/stationery/packaging-and-mailing/envelopes/peel-and-seal-envelopes)

Quantity 4 Remove from Basket

Add to wishlist

Estimated Delivery Tomorrow

Delivery ✓ Collection ✓

£4.00

<https://www.tiktok.com/@therangeuk?> <http://www.facebook.com/therange/> <https://instagram.com/therangeuk/> <http://www.pinterest.com/therange/> <http://twitter.com/T>

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## Customer Service

Help Centre (/helpcentre)  
Store Finder (/stores)  
Delivery (/delivery)  
Returns & Refunds (/returnsandrefunds)  
Contact Us (/contact)  
Product Recalls (/product-recalls)  
Store Feedback (/storefeedback)  
Finance (/finance)  
Klarna (/klarna)  
Clearpay (/clearpay)

## About Us

Our Story (/our-story)  
Sell With Us (<https://plus.therange.co.uk/sp/>)  
Property (/property)  
Careers (/careers)  
Affiliate Programme (/affiliate-programme/)  
Iceland at The Range (/iceland/)  
Jonas & James Kitchens  
(<https://jonasandjames.co.uk/>)




## Legal







Terms & Conditions (/terms-and-conditions)  
Cookie Policy (/cookies)  
Privacy Notice (/privacy-notice)  
Modern Slavery Statement (/corporate-information/modern-slavery-statement)  
Corporate Information (/corporate-information/)  
Sustainability Report (/corporate-information/environmental-and-sustainability-report/)

We deliver to 27 countries

The Range, Elsie Margaret House, William Prance Road, Plymouth, PL6 5ZD  
Registered No. 2699203 VAT Number 591272335

Klarna clearpay

THUMBNAIL	ITEM DETAILS	QTY	VAT RATE	PRICE
	2m x .6m 440gsm PVC Trimmed With Eyelets	× 1	% 20	27.60
	2m x .6m 440gsm PVC Welded Hems & Eyelets	× 1	% 20	27.60
	Flyers 120gsm Uncoated No Lamination Single Sided Square Cut Flat A5 Turnaround: 3-4 Working Days	× 5000	% 0	151.90
ITEM TOTAL				£ 207.10
SUBTOTAL				£ 207.10

THUMBNAIL	ITEM DETAILS	QTY	VAT RATE	PRICE
	<b>2m x .6m 440gsm PVC</b> Trimmed With Eyelets	 x 1	% 20	27.60
	<b>2m x .6m 440gsm PVC</b> Welded Hems & Eyelets	 x 1	% 20	27.60
	<b>Flyers</b> 120gsm Uncoated No Lamination Single Sided Square Cut Flat A5 Turnaround: 3-4 Working Days	 x 5000	% 0	151.90
ITEM TOTAL				£ 207.10
SUBTOTAL				£ 207.10



Lee Lidstone &lt;leelidstone66@gmail.com&gt;

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**Tamar Toll Action Group**

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Mon, Aug 8, 2022 at 4:14 PM

[REDACTED]

Hello Lee,

Further to our conversation ...

A5 Leaflets £55.00 per 1000 no vat - The leaflets must be supplied to me in bundles of 100 & banded.

I can deliver up to 7000 leaflets, which need to be with me at least 10 days before delivery date.

*Kindest regards Mary*

Mary Crawford  
Editor/Observer

[REDACTED]

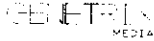
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**From:** [REDACTED]  
**Sent:** 0 [REDACTED]  
**To:** ma [REDACTED]  
**Subject:** [REDACTED]

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## Web Design Quote




Home Services The Process Get Started Portfolio Contact


Professional, Responsive Web Design




Geetrix Media. A Female parent, a mother.




WordPress Websites




WooCommerce



Branding



White Labelling



Olivia Swallow

to me ▾

9:34 AM (4 hours ago) ☆ ↶ ⋮






Hi Lee!

Apologies for the delay in reply.

If you can provide all of the information required- the content, layout etc and be very specific with what you require (I'm happy to source some images if needed) I'd be able to do it for £250.

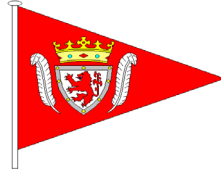
I usually do charge a considerable amount more, however as this is a local cause I'd love to be able to help, and charging £250 will cover my time as well as hosting fees etc.

Hope this helps!



## SALTASH SAILING CLUB

ESTABLISHED 1898



Waterside, SALTASH. Cornwall, PL12 4EL.

Tel: 01752 845988. Fax: 01752 848166

---

Email: [enquiries@saltashsailingclub.co.uk](mailto:enquiries@saltashsailingclub.co.uk)

20 August 2022

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

Dear Town Council

Saltash Sailing Club are writing to pass on our thanks for the grant under the Community Chest Funding.

Yours sincerely

**Mike Robins**  
**Cadet Principal**  
**Saltash Sailing Club**

# **Saltash Town Council Community Chest**

## **Project Approval**

Project Name/Organisation: Saltash Sailing Club

Amount Approved: £1000

Minute Number: 16/22/23

Start Date: 4/6/2022

The project was to replace unsafe trolleys currently being used by the Sailing Club Cadets. They were for four of our most popular dinghies, the RS Vision and RS Feva.

The trolleys for the RS Vision had to be custom made, which took some time to arrange, and were manufactured by Admiral Trailers, Honiton - Invoice attached

The RS Feva trollies were available direct from Trident Marine - Invoice attached.

The trollies are a fantastic improvement on the old and increasingly difficult to use and dangerous trollies that we had, with all cadets finding them easier and safer to move the dinghies around in the yard and on the slipway.

The grant funding from the Town Council has been recognised by the Management Committee and has been publicised on our Facebook Page and Instagram feeds.

We are arranging for stickers for the dinghies to recognise the Council's contribution.

Pictures of the trollies in use are also attached.

Mike Robins

Cadet Principal











Admiral Trailers Ltd  
Unit 28  
Flightway Business Park  
Dunkeswell  
Honiton  
Devon EX14 4RJ  
sales@admiraltrailers.co.uk  
www.admiraltrailers.co.uk  
01404 891913  
VAT: 178598830

Mike Robins  
Saltash Sailing Club  
Tamar Street  
Saltash  
PL12 4EL

**INVOICE 2467**  
**25 July 2022**  
Payment Terms: Due on receipt

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
2 Products	RS Vision Launching Trolley	295.83	20%	591.66
Product	Discount	-41.65	20%	-41.65
Product	Delivery to Saltash SC	16.66	20%	16.66
Net Total				566.67
VAT				113.33
GBP Total				£680.00

#### Payment Details

NatWest  
Bank/Sort Code: 535055  
Account Number: 58103597  
Payment Reference: 2467

#### Other Information

Company Registration Number: 08851434

Please pay invoice promptly by the due date. Bacs payment to Admiral Trailers Ltd, Sort Code 53 50 55 Acc no. 58103597  
Many thanks



# TAX INVOICE

Invoice #: INV188703  
 Invoice Date: 14 Jul 2022  
 Order #: TR188703  
 Order Date: 20 Jun 2022

TridentUK  
 South Shore Road  
 Gateshead  
 Tyne And Wear  
 NE8 3AE  
 United Kingdom

## Billing Address

Ms Catherine Haycock  
 Saltash Sailing Club  
 Tamar Street  
 Saltash,  
 PL12 4EL  
 United Kingdom  
 T: 01752845988

## Shipping Address

Ms Catherine Haycock  
 Saltash Sailing Club  
 Tamar Street  
 Saltash,  
 PL12 4EL  
 United Kingdom  
 T: 01752845988

## Payment Method

BACS Payment before dispatch

## Shipping Method

Shipping - Free Shipping Large Items - Allow 5 Working Days  
 Total Order Weight: 50 kgs

SKU	Product	Price	Qty	Country of Origin	Commodity Code	Line Total (ex)	VAT	Line Total (inc)
TRTRAI25FEVA	RS Feva Launching Trolley	£243.00	2	United Kingdom	7616999009	£405.00	£81.00	£486.00

Subtotal: £405.00

Grand Total (Excl. Tax): £405.00

VAT Standard (20%): £81.00

Grand Total (Incl. Tax): £486.00

Tax Rate	Base Amount	Tax Amount	Subtotal
20%	£405.00	£81.00	£486.00

TridentUK 6 South Shore Road, Gateshead, Tyne And Wear, NE8 3AE 0191 4901736  
 sales@tridentuk.com <https://www.tridentuk.com>

TridentUK Ltd, Registered in England. Company No. 460951 Registered Office: 230 Park View, Whitley Bay NE26 3GR

Policy Group: General

Grants Policy DRAFT

Deleted: Grants 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	Approved by	
Date	August 2022 DRAFT	Date	
Responsible Officer	AJT	Minute no.	
Next review date	Annual or as required		

Version History			
Date	Version	Author/Editor	Notes
January 2019	1(final)	AJT	New policy - review one year Approved FTC 497/18/19d(i)
April 2021	1	AJT	Review for reapproval – new council
May 2022	1/2022	AJT	Reapproved ATM
August 2022	2/2022	AJT	Updated following review

Document Retention Period
Until superseded

## Contents

1. Policy/Procedure Background .....	<u>4</u>	Deleted: 4
2. Policy Statement.....	<u>4</u>	Deleted: 4
3. Application principles .....	<u>4</u>	Deleted: 4
4. Application process .....	<u>5</u>	Deleted: 5
5. Types of grant and funding limits .....	<u>7</u>	Deleted: 7
6. Normal Eligibility Criteria .....	<u>8</u>	Deleted: 8
7. Applications that will not be eligible.....	<u>9</u>	Deleted: 9
8. Guidelines for Grant Applications and Further Information.....	<u>9</u>	Deleted: 9
9. Banking Arrangements .....	<u>11</u>	Deleted: 11
10. Chairman Refusal.....	<u>11</u>	Deleted: 11
11. Automatic Refusal .....	<u>12</u>	Deleted: 12
12. Appeals Procedure.....	<u>12</u>	Deleted: 12
Grant Application Form .....	<b>Error! Bookmark not defined.</b>	Deleted: 13
Appendix 2 .....	<u>22</u>	Deleted: 22
Appendix 3 .....	<u>23</u>	Deleted: 23

## Saltash Town Council Grants Policy

### 1. Policy/Procedure Background

This document sets out a clear and structured procedure for grant applications being submitted to Saltash Town Council.

This procedure is prepared in accordance with the Town Council's policy on grants in paragraph 2.

Saltash Town Council is committed to support a range of causes each year within a limited budget. It is therefore imperative that the Town Council has in place an established method of scrutinising grant applications to ensure it uses its budget to the best possible effect.

*Applications will be considered providing sufficient funds remain in the budget and the criteria in the policy are met in full.*

### 2. Policy Statement

A grant or subsidy is any payment made by Saltash Town Council to be used by an organisation in the furtherance of the well-being of the community, either generally, or for a specific purpose and which is not directly controlled or administered by Saltash Town Council. The purpose of any grant or subsidy given by Saltash Town Council is to support initiatives in the local community and to help create opportunities for the residents of Saltash that are not, as a matter of course, funded by Saltash Town Council or Cornwall Council.

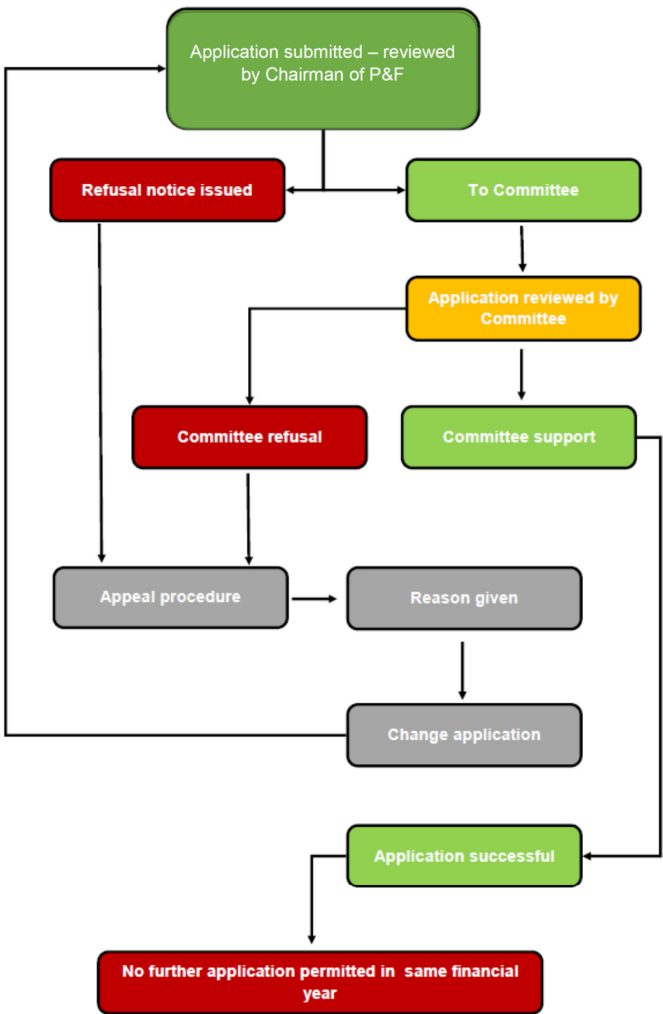
### 3. Application principles

1. Applications must be fully completed and assessed against a set of criteria laid down by members of Saltash Town Council.
2. If an application is refused by the Committee, then an appeal procedure can be implemented under certain circumstances and within a set deadline.
3. If an application is:
  - a. not called in by a relevant number of Town Councillors;
  - b. is refused on appeal;
  - c. is not appealed within the deadline set or
  - d. has been turned down by members at a previous Committee meeting;

then a new request/re-application or a request of a similar nature will automatically be turned down for a period of not less than 12 months' time

from the date the previous application was turned down without the ability to appeal.

4. Application process



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### **Application Submitted**

Applications should be made using the Grant application form (Appendix 1). Applicants should ensure that all relevant documents are included or there may be a delay to the application being considered. It is the responsibility of the applicant to ensure that the application is submitted a minimum of six weeks before the meeting of the Policy and Finance Committee. (The calendar of meetings can be found on the Town Council website.) Successful applicants will be expected to clearly acknowledge the support of the Town Council on publicity material and sufficient time to undertake this should be factored in when submitting the application.

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### **Application reviewed by Chairman of Policy and Finance Committee<sup>1</sup>**

The application will be reviewed by the Chairman of Policy and Finance Committee against the eligibility criteria (listed in this document) and will either notify the applicant of refusal with details of the appeal procedure or submit it to the next available meeting of the Policy and Finance Committee.

### **Chairman of Policy and Finance Committee Refusal**

When an application is refused by the Chairman of Policy and Finance Committee the applicant will be notified immediately and given 30 days to appeal. Members of the Policy and Finance Committee will also be notified who may choose to call in the application themselves.

### **Appeal procedure**

Following notification of refusal, applicants have 30 days to appeal in writing. Within this period a member of the Policy and Finance Committee may request that the application is called in.

### **No appeal or appeal refused**

Appeals will be considered by the Chairman of the Policy and Finance Committee. Where no appeal is received this will be noted on the application form.

### **Successful appeal or call in**

Where an appeal is successful, or a member of the committee has called the application in, it will be submitted to the next available meeting of the Policy and Finance Committee.

### **Restrictions on re-applications**

Applications that have been refused by the Chairman of the Policy and Finance Committee, the Policy and Finance Committee or that have not been appealed after 30 days will be closed. Applicants may not apply for a grant for the same or similar scheme until 12 months from the date of closure.

<sup>1</sup> If the Chairman is unavailable, the Vice Chairman will undertake all roles outlined in this document

### **Chairman of the Policy and Finance Committee Support**

Where the Committee Chairman considers the application is valid and meets required criteria the application will be placed on the agenda for the next Policy and Finance meeting.

#### **Application submitted to committee**

The Policy and Finance Committee will consider applications at the next available meeting. The applicants will be invited to attend the meeting to answer questions and will be given at least five working days' notice. If an applicant is unable to attend the Committee Chairman may defer the application to a future meeting.

#### **Application successful**

Successful applicants will be advised in writing and given two months to apply for funding to be released. Any conditions placed on the funding will have to be met before funds are released. If the applicant wishes to extend this period, the request should be put in writing and this will be passed to the Committee Chairman for a decision.

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#### **Application refused**

If an application has been heard by the Policy and Finance Committee and been refused, the applicant cannot reapply or submit a further grant request for the same or a similar project for a period of 12 months. Any application received will be automatically rejected without appeal or the option for a member to call in the application.

## **5. Types of grant and funding limits**

Saltash Town Council has two separate funds available to the local community. To enable as many organisations as possible to benefit from the grants, there will only be one grant per organisation permitted in any financial year.

The Community Chest supports small scale community projects intended to improve the town environment to strengthen the community or the common economy of the town.

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The Festivals Fund supports larger events that are free, 6 to 7-hour long events likely to attract several thousand people. Other festivals may be considered

Both funds have a cap on the amount which can be awarded:

The Community Chest grant will not exceed £1000.

The Festivals Fund grant will not exceed £1500 per day up to a maximum of two days per event.

## 6. Normal Eligibility Criteria

This section outlines the criteria ~~which~~ organisations ~~are required~~ to fulfil ~~to qualify~~ for grants.

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### a. Mandatory requirements

All of the following requirements must normally be met by applicants. Where they are not met a clear reason should be given in writing with the application.

- i. Copies of the most recent bank statements must be provided.
- ii. Public Liability Insurance Certificates are required for any events or projects.
- iii. If staff will be involved Employee Liability Insurance Certificates are required.
- iv. Buildings Insurance will be required if an application relates to funding towards this purpose.
- v. Full contact details for the applicant as well as any registered address for the organisation should be supplied.
- vi. A copy of the constitution for the organisation should be included.
- vii. Applicants may be required to attend a meeting to answer questions on the application or make a presentation.
- viii. Match funding is extremely important and the applicant needs to demonstrate that this is in the process of being sought or is already committed.
- ix. All successful ~~applicants~~ will be required to provide receipts and supporting documents after the event and return to the Town Council any unused grant awarded.

Deleted: applications

### b. Key Priority Areas

Grants may be given for projects that fit into one or more of the following areas:

- i. The promotion of tourism and leisure for both residents and visitors to the area with a community focus.
- ii. Supporting local safety campaigns.
- iii. Benefit health and wellbeing.
- iv. Promote pride in the community.
- v. Highlight important local issues/history/culture to local residents and students.
- vi. Promote a sports -related initiative or event.
- vii. Increases visitors to Saltash and improves the local economy.
- viii. Promotes environmental issues which improve the local area.
- ix. Takes into account ~~local residents~~ when organising events.
- x. Takes the environment and waste management into consideration.

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## **7. Applications that will not be eligible**

The Town Council will not consider applications for or from the following except in exceptional circumstances:

- a. Statutory services.
- b. Expeditions or trips.
- c. Replacement for statutory funding.
- d. Bursaries or scholarships.
- e. Projects outside of Saltash.
- f. Individuals.
- g. Hospitality.
- h. National Charities.
- i. Salaries or routine administration costs.
- j. "Upward funders"- local groups who send fundraising to central headquarters for redistribution.
- k. Private organisations operating as a business to generate a profit or surplus.
- l. Projects with party political links.
- m. Organisations intending to support or oppose any particular political party or to discriminate on any grounds.
- n. Projects which discriminate on any grounds.
- o. Projects which do not benefit the Saltash community at large.
- p. "Branches" that could be funded by the main organisation.
- q. Buildings that are uninsured.
- r. A project that competes or conflicts with any service, project or event being supported, organised or funded by the Town Council.
- s. Applications from organisations with substantial and allocated resources will not be considered a priority for funding and will usually be unsuccessful.
- t. Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

## **8. Guidelines for Grant Applications and Further Information**

- a. If an organisation (or a subgroup of the same organisation) is successful in obtaining a grant in one financial year, it is unlikely it will receive another grant in the same financial year.
- b. It is a condition of any grant application that the group or project must bring direct benefit to the residents of Saltash. All applications must clearly demonstrate how this will be achieved.
- c. Local suppliers should be used where possible.
- d. Application forms are available from the Guildhall or from the Town Council website. Application forms must be submitted along with the latest set of the group's accounts. It is important that all questions on the



application form are fully answered and that any appropriate additional information, which supports an application, is provided at the time of submission.

- e. Applications cannot be made retrospectively. Please allow three months before funds are required.
- f. The scheme provides start-up funding for new community groups as well as grants for existing organisations. Applications will not be considered for day-to-day running expenses.
- g. Saltash Town Council will only grant aid to churches for parish clocks and possibly for environmental purposes. Church Halls can also be grant aided if they are used by the community.
- h. Schools will only be grant aided for environmental purposes or if, in the opinion of Saltash Town Council, their application is for the benefit of the wider community. The project must also be in addition to statutory services.
- i. Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish. The project must also be in addition to statutory services.
- j. Grants will not be available for buildings owned by Cornwall Council.
- k. Grant applications will be considered against the following criteria:
  - i. meeting the priorities as set out above
  - ii. meeting an identified need
  - iii. viability of the project
  - iv. the majority of those benefiting our residents of the town
- l. A grant must only be used for the purpose for which it was awarded. Written approval must be obtained from the Town Council in advance for a change in use of grant money.
- m. Saltash Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
- n. **Grants will not be awarded retrospectively.**
- o. Any underspent portion of the grant must be returned to Saltash Town Council within six months of the award or the completion of the project, whichever is sooner.
- p. Where equipment has been purchased using grant funding and is going to be disposed of the Town Council should be given the opportunity to have the items returned to them so that they may be offered to other eligible organisations.
- q. Administration of and accounting for the grant is the responsibility of the recipient.
- r. The Town Council reserves the right to request any further information that it deems necessary to assist the decision-making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fundraising activities.

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- s. In the case of the grant awarded for projects for which additional grant funding is to be sought to enable the project to proceed, the funds approved will only be available to the organisation when all other funding is in place/secured subject to a time limit of 12 months from date of approval. After this 12-month period the applicant should submit in writing a full update, reasons for the delay and a request to extend the period of the grant. Requests will be considered by the Policy and Finance Committee following a review by the Chairman.
- t. Organisations seeking funds for buildings must demonstrate a reasonable security of tenure in the relevant property.
- u. The amount of any grant awarded is at the discretion of the Policy and Finance Committee.
- v. All awards are made subject to any additional conditions and requirements as deemed appropriate by the Policy and Finance Committee.
- w. The Town Council reserves the right to refuse any application considered inappropriate or not meeting the objectives of the Council.
- x. The organisation awarded a grant must publicise the support of the Town Council.
- y. All successful projects will be used as evidence by the Town Council when promoting the Community Chest and Festival Fund award schemes.

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## 9. Banking Arrangements

Organisations should have a bank account in the name of the organisation. If your organisation does not have a bank account, please contact the Administration team for advice before applying.

## 10. Chairman Refusal

This section provides details of possible reasons for the Chairman of the Policy and Finance Committee refusing an application. It is not an exhaustive list and attempts to provide clarity over some of the topics which are considered:

- a. Application does not meet the eligibility criteria
- b. Application is not complete
- c. Further information requested on an application has not been received in good time and no-communication has been achieved with the applicant
- d. Standard mandatory requirements are not in place/being met
- e. Does not fit in with the Key Priorities of the Town Council
- f. Similar applications have been rejected
- g. Following an established precedent
- h. Such an application would set an unfair or unsustainable precedent for future applications of a similar nature

- i. The project is considered too high risk for public funds to be contributed to it
- j. The business case is considered flawed or unsustainable (if appropriate)
- k. The Town Council does not hold any more funding for grants and there are no suitable reserves that could be utilised
- l. Any other relevant reason(s) which are considered important enough to warrant refusal to safeguard the Town Council and the local public funds.
- m. If an application has been submitted in the last 12 months it will be refused.

## 11. Automatic Refusal

An application will automatically be refused with no appeal rights if it is an application for the same or is similar to a previously refused application.

## 12. Appeals Procedure

- a. The Appeals Procedure is only available to applicants at the initial stages of the process whereby an Officer has issued an "Chairman Refusal Notice". The applicant has 30 days from the date of the "Chairman Refusal Notice" to apply for an appeal to the decision, irrespective of when the applicant receives the Notice (which may be via email or in the post).
- b. To appeal, the applicant needs to do any of the following:
  - i. answer and justify any observations made to the satisfaction of the Chairman;
  - ii. provide information which is required by the Chairman ;
  - iii. put forward a strong case for an Chairman to re-view the decision taken;
  - iv. give further clarification on how the application meets the normal qualifying criteria.
- c. An Officer will take any appeal requests deemed valid to the committee Chairman/Vice Chairman to obtain approval to progress the application to committee or to refuse the appeal.
- d. Applicants, who are appealing under 12b, must make sure they correctly justify why their project does meet the normal criteria and does not conflict with any of the Town Council's strategies.

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Appendix 1: Sample Grant Application Form (separate document provided to applicants).

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Appendix 2: Definition of a Voluntary Community Organisation

Appendix 3: Application scoring matrix

## Appendix 1

### Saltash Town Council – Grant Application Form (sample)

APPLYING FOR:            Community Chest Grant ☐  
(Tick one box)            Festival Fund Grant       ☐

DATE APPLICATION SUBMITTED:

Contact Name:	
Position:	
Organisation:	
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organisation:	
Charity/Company number (if applicable)	Charity No: Company No:
What geographical area does your organisation cover?	
How long has your organisation been in existence?	



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	Date Applied	Project	Amount Applied for	Successful Y/N
<p><b>Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>?</b></p> <p>(Please list – continue on a separate sheet if necessary)</p>				
<p><b>Please list the aims and objectives of your organisation</b></p>       <p><b>What are the main activities of your organisation?</b></p>				

	Yes / No or N/A
Are you part of a religious group?	
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?	
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?	
If application is from an education, health or social service establishment – do you work in partnership with other groups?	
If application is from an education, health or social service establishment – is project in addition to statutory services?	

## 2. Your project

<b>Project</b>	<b>Start Date</b>	/ /
	<b>Finish Date</b>	/ /
	<b>Total Cost</b>	£
	<b>Grant Applied For</b>	£

<b>Project title:</b>	
<b>Description of project</b> (please continue on a separate sheet if necessary):	

<p><b>Where will the project/activity take place?</b></p>	
<p><b>Who will benefit from the project?</b> (What groups will benefit and approximately how many people will benefit in total)</p>	
<p><b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)</p>	
<p><b>What support have you received for this project?</b> (Please tell us about any expressions of support you have received from outside your organisation Consultation with Community)</p>	
<p><b>How will the project be managed and how will you measure its success?</b></p>	

Please give the timescale and key milestones for your project, including a start date and finish date.	
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)	

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

<b>What will the money be spent on?</b> (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	
How will you promote <u>the contribution to your project from STC?</u>	

**Deleted:** STC once application and project are complete?

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:

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




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

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**4. Further information enclosed Checklist.**

	Enclosed (please tick)
<b>A copy of your organisation's most recent bank statements</b> (mandatory)	
<b>Copies of all <u>relevant</u> Employer's, Building &amp; Public Liability Insurance Certificates &amp; Title Deeds if appropriate</b> (mandatory)	
<b>A letter head showing the organisation's address and contact details</b>	
<b>A copy of your constitution and articles of association</b> (or similar documents if the above do not exist, showing the organisation's status)	
<b>A copy of your organisation's latest set of accounting statements</b> (if any exist)	

<b>Copies of any letters of support for your project</b>		
<b>If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council</b>		
<b>Other (please list)</b>		

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) it is a condition of the grant that the support of the Town Council is clearly 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.
- (vi) Saltash Town Council will use successful grant applications to publicise the Community Chest and Festival Fund.

I/we confirm that on completion of the project the following will be provided within one calendar month:

- a report to the Town Council demonstrating how the grant was used;
- evidence showing how the support of the Town Council was promoted;
- copies of all receipts.

NOTE: You will be notified whether your application has been successful shortly after the relevant Council meeting.

Signed:			
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**Deleted:** the support of the Town Council will be publicised;

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

<b>Print Name(s):</b>			
<b>Position(s):</b>			
<b>Date:</b>			

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

COMPLETED FORMS SHOULD BE RETURNED TO:

The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street,  
Saltash PL12 6JX Email: [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

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



## Appendix 2

### Definition of Voluntary / Community Organisation

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

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

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

## Appendix 3

### Application scoring matrix

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#### Key Priority Areas

Grants may be given for projects that fit into one or more of the following areas:

1	The promotion of tourism and leisure for both residents and visitors to the area with a community focus	
2	Supporting local safety campaigns	
3	Benefit health and wellbeing	
4	Promote pride in the community	
5	Highlight important local issues/history/culture to local residents and students	
6	Promote a sport - related initiative or event	
7	Increases visitors to Saltash and improves the local economy	
8	Promotes environmental issues which improve the local area	
9	Financial management and attempts to generate matched funding	
Total		

#### Scoring:

- 0 Does not meet criteria
- 1 Partially meets criteria
- 2 Meets criteria

Applications must score a minimum of SIX to be eligible to receive grant funding.

## Report to Saltash Town Council from Livewire youth project for June, July and August 2022

1. Number of open access sessions run: 31 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 our development group and on Wednesday evenings our junior members can take part in Art workshops. In addition to our open access sessions we have also had a young women's music session on Tuesday evenings 11 in total and during these sessions young women are encouraged to come along and make music with 2 musicians these sessions are also run by a JNC qualified youth worker so young women can also access youth work support. We have also continued to run our wellbeing sessions on Friday evenings, 12 in total, these sessions are designed to cater to young people that might be too anxious for open access sessions as they are quieter and young people attending these sessions can access the art workshops or support with a counsellor or JNC qualified youth worker who runs the session or they can make music with a musician, we also have a wellbeing volunteer at these sessions as well as a therapy dog. On Saturday we also run a recording session 11 in all for bands and individual young people with music to record.
2. Number of detached/outreach youth work sessions run: 35 these have been carried out around the waterside area because in the summer months there are a lot of young people on the waterside and there were a number of issues in previous years but we haven't seen or heard any to date this year and it has been good to connect with these young people some local and some from further afield.
3. There have been 4 single issue programmes during this time one has been on bullying as a result of requests from a young person, we have continued to run the one on anxiety because that still seems to be quite prevalent and we are also currently looking at the environment due to our plans for recycled fashion shows requested again by young people. We are also currently running a programme to record songs that promote drug and alcohol awareness.
4. Approximately 388 individual young people have been engaged with through open access sessions, detached/outreach sessions, young women's music making sessions, well being group sessions, counselling, daytime referral sessions and Saturday recording sessions.
5. All young people engaged with have received or are currently receiving individual or group support.
6. No young people have been supported in getting back into employment, education or training during this period.
7. 187 young people have measurable distance travelled

8. 12 young people were referred from schools, 6 from CHAMS, 4 from targeted youth support workers, 1 from youth offending service, 8 from GP's, 1 from social workers and 0 from the police and 8 from Youth Enquiry service. In total we have had 40 referrals from other organisations during this period.
9. 380 volunteer support worker hours have taken place in this period.
10. We have currently got a group of 6 young people making up our development group who meet regularly to discuss issues and young people's desires for development at Livewire. This group most recently finished the redecorating and refurbishment of the blue room at Livewire.
11. 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, which took place in March. We were also invited to take part in a local event which secured Livewire just over £10,000.

We have been busy again at Livewire with mental health still being a priority of ours and we have been getting referrals from young people and parents as well as organisations for our counselling and youth worker support sessions which are all going really well. Although it is extremely sad that there are so many young people needing the support we feel honoured and privileged to be able to go some way at least to meeting that need locally. In fact amongst our priorities moving forward would be to expand the work we are already doing in that area. We have also been busy in other aspects of our work and we must never forget the young musicians that come to Livewire and perform at various events throughout year. As well as the young people that just learn to play an instrument for themselves, their own personal well being is so important in this. Young musicians have also so far this year performed at Saltash May Fair, St Mellion golf club and we feel it was a real achievement this year to have had 130 young people from all over Cornwall playing at Boardmasters during Thursday, Friday, Saturday and Sunday.