



Saltash Town Council

Konsel An Dre Essa



*The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX*

Telephone: 01752 844846

www.saltash.gov.uk

4 January 2023

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Tuesday 10th January 2023 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 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:

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

Agenda

1. Health and Safety Announcements.
2. Apologies.
3. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. 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 Extraordinary Policy and Finance Committee held on 22nd November 2022 as a true and correct record. (Pages 4 - 6)
6. All accounts and bank accounts reconciled up to 30th November 2022.
7. Petty cash reconciled up to 30th November 2022.
8. To receive a report on VAT. (Page 7)
9. To receive a report on investments. (Page 8)
10. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.
11. To receive the current STC and Committee budget statements. (Pages 9 - 20)
12. To receive a report from the Finance Officer. (Pages 21 - 22)
13. The Town Clerks report on delegated authority to spend. (Page 23)
14. To consider Risk Management reports as may be received.
15. To receive a report on the Town Council Precept leaflet for the year 2023/24 and consider any actions and associated expenditure. (Pages 24 - 28)

16. To consider a Community Chest application: (Pages 29 - 69)

Application Number	Organisation	Amount Requested
CC265	Forder Conservation and Community Association	£600.

17. To receive and note reports on funding awarded:
- a. CC258 - Safe 38; (Pages 70 - 78)
 - b. FF112 - Festival of Remembrance. (Pages 79 - 92)
18. To receive an update from Junkyard Skatepark on the Commissioning of Professional Youth Work and consider any actions and associated expenditure.
19. To receive and note a proposal from Junkyard Skatepark. (Pages 93 - 94)
20. To receive reports from Working Groups and Outside Bodies:
- a. Neighbourhood Plan Steering Group;
 - b. Saltash Team For Youth;
 - c. Section 106 Panel.
21. 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.
22. To consider any items referred from the main part of the agenda.
23. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
24. To consider urgent non-financial items at the discretion of the Chairman.
25. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Tuesday 14 March 2023 at 6.30 pm

SALTASH TOWN COUNCIL

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

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

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

APOLOGIES: S Gillies, M Griffiths and S Lennox-Boyd.

117/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

118/22/23 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.

119/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 8TH NOVEMBER 2022 AS A TRUE AND CORRECT RECORD.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** that the minutes of the meeting of the Policy and Finance Committee held on 8th November 2022 were confirmed as a true and correct record.

120/22/23 TO RECEIVE AND NOTE THE INTERIM INTERNAL AUDIT REPORT FOR THE YEAR ENDED 31ST MARCH 2023.

It was **RESOLVED** to note.

121/22/23 TO RECEIVE THE TOWN COUNCIL RECOMMENDED BUDGETS, VIREMENTS AND NOMINAL CODES FOR THE YEAR 2023/24 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk provided Members an overview of the budget setting process and figures presented at the meeting.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Council to be held on 1st December 2022 the Town Council Budgets, Virements and Nominal Codes for the year 2023/24 as attached.

122/22/23 TO RECEIVE THE TOWN COUNCIL RECOMMENDED FEES AND CHARGES FOR THE YEAR 2023/24 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Dent, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Council to be held on 1st December 2022 the Town Council Fees and Charges for the year 2023/24 as attached.

123/22/23 TO RECEIVE THE TOWN COUNCIL RECOMMENDED LEVEL OF CONTINGENCY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and resolved to **RECOMMEND** to Full Council to be held on 1st December 2022:

1. To set the Town Council level of contingency at 5.5 months for the year 2023/24;
2. To vire £14,517 from General Reserves for the year 2023/24 to maintain the set level of contingency;
3. A contingency figure of £599,387 for the year 2023/24.

124/22/23 TO CONSIDER RECOMMENDING THE TOWN COUNCIL PRECEPT FOR THE YEAR 2023/24 TO FULL COUNCIL TO BE HELD ON 1ST DECEMBER 2022.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Council to be held on 1st December 2022 to set the Town Council Precept for the year 2023/24 as follows:

1. A Precept of £1,307,753, an increase of 4.15%.
2. £237.16 per annum for a Band D dwelling, an increase of 16p per week, 3.66%.

DATE OF NEXT MEETING

Tuesday 10 January 2023 at 6.30 pm

Rising at: 6.55 pm

Signed: _____
Chairman

Dated: _____

Agenda Item 8

To receive a report on VAT

VAT Return for the period 1st July 2022 – 30th September 2022 was submitted on 27th October 2022. The refund amount was £19,805.51

The next VAT Return for the period 1st October 2022 – 31 December 2022 is due on 7th February 2023.

Abbie Browne FMAAT (Finance Consultant)

End of Report

Agenda Item 9

To receive a report on investments

- £200,000 with Public Sector Deposit Fund (Variable Interest – Nov 22 - 2.65%)
- £409,622 with Barclays Active Saver (Interest Rate 0.25%)
- £500,650 with Nationwide 95 days Notice (Interest Rate 0.4%)
- £977,958 with Cornwall Council Deposit Fund (Variable Interest – Nov 22 – 2.00%)

Abbie Browne FMAAT (Finance Consultant)

End of Report

Agenda Item 11

Saltash Town Council Summary Budget Report 2022-23

Saltash Town Council

For the year ended 30 November 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	Precept/ Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Operating Income										
Total Operating Income										
Burial Authority Income	23,802	0	0	17,500	13,425	4,075	22,862	25,171	27,713	30,512
Burial Board Income	9,253	0	0	8,064	11,038	(2,974)	11,621	12,689	13,970	15,382
P&F Income	5,446	0	0	4,125	10,445	(6,320)	8,362	9,206	10,136	11,160
Guildhall Income	1,998	0	0	10,750	2,052	8,698	10,750	11,835	13,031	14,348
Library Income	970	0	0	4,100	1,907	2,193	1,868	2,057	2,264	2,494
Maurice Huggins Income	458	0	0	1,000	1,031	(31)	1,000	1,101	1,212	1,335
Station Income	1,983	0	0	6,000	4,138	1,862	15,500	17,066	18,789	20,686
Service Delivery Income	15,567	0	0	21,617	17,026	4,591	28,900	27,899	30,717	33,819
Total Total Operating Income	59,477	0	0	73,156	61,063	12,093	100,863	107,024	117,832	129,736
Operating Expenditure										
Operating Expenditure										
Burial Authority Expenditure	22,569	0	0	24,348	12,821	11,527	25,143	25,522	28,102	30,938
Burial Authority Staffing Expenditure	7,869	0	0	10,843	6,113	4,730	9,472	10,429	11,482	12,642
Burial Board Expenditure	1,923	0	0	5,743	1,415	4,328	6,387	7,032	7,742	8,524
Burial Board Staffing Expenditure	17,767	0	0	25,303	13,785	11,518	22,102	24,334	26,792	29,498
P&F Expenditure	152,269	0	24,150	212,240	108,929	127,461	216,184	235,494	256,754	280,159
P&F Staffing Expenditure	299,651	0	20,000	305,790	187,567	138,223	329,561	361,435	397,404	437,007
Guildhall Expenditure	24,070	0	0	29,267	17,950	11,317	52,978	58,328	64,219	70,704
Guildhall Staffing Expenses	23,004	0	0	28,405	13,932	14,473	38,405	42,283	46,554	51,256
Library Expenditure	27,582	0	21,500	33,138	33,553	21,085	82,062	88,026	94,596	101,825
Library Staffing Expenses	112,705	0	0	127,319	80,319	47,000	139,434	131,126	144,371	158,952
Maurice Huggins Expenses	1,786	0	0	3,641	1,704	1,937	5,544	6,104	6,721	7,400
Station Expenditure	8,877	0	0	21,023	8,177	12,846	28,761	31,666	34,864	38,386
Station Staffing Expenses	0	0	0	8,095	0	8,095	1,411	1,553	1,710	1,882
Service Delivery Expenditure	62,436	0	0	91,756	49,652	42,104	107,236	118,068	129,987	145,608
Service Delivery Staffing Expenditure	204,888	0	0	307,858	141,266	166,592	233,916	257,542	283,553	312,192
Personnel Expenditure	9,713	0	8,945	10,669	13,308	6,306	11,975	13,185	14,517	15,983
Total Operating Expenditure	977,110	0	74,595	1,245,438	690,490	629,543	1,310,571	1,412,127	1,549,368	1,702,956
Total Operating Surplus/ (Deficit)	(917,633)	0	(74,595)	(1,172,282)	(629,428)	(617,450)	(1,209,708)	(1,305,103)	(1,431,536)	(1,573,220)
EMF Expenditure										
Burial Authority EMF Expenditure	2,498	28,835	0	0	1,360	27,475	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	49,100	7,000	11,269	219,762	29,418	10,000	10,000	10,000
Guildhall EMF Expenditure	0	50,593	0	20,000	3,752	66,841	20,739	0	0	0
Library EMF Expenditure	22,885	85,664	179,645	11,156	11,353	265,112	10,000	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	35,091	80,396	0	0	0	0
Service Delivery EMF Expenditure	61,481	85,925	0	57,000	9,671	133,254	37,207	27,000	27,000	27,000
Personnel EMF Expenditure	1,215	4,785	0	2,000	1,072	5,713	685	0	0	0
Total EMF Expenditure	170,388	548,510	230,995	97,156	73,567	803,094	98,049	37,000	37,000	37,000
Total Overall Expenditure (Operational & EMF)	1,147,498	548,510	305,590	1,342,594	764,058	1,432,636	1,408,620	1,449,127	1,586,368	1,739,956
Total Overall Budget Surplus/ Defecit	(1,088,021)	(548,510)	(305,590)	(1,269,438)	(702,995)	(1,420,543)	(1,307,757)	(1,342,103)	(1,468,536)	(1,610,220)

Notes

To/From Reserves & Budget Virements 2021/22

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

Burial Authority Committee - Burial Authority Budget 2022-23

Saltash Town Council

For the year ended 30 November 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	Precept/ Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Operating Income										
Burial Authority Income										
4612 BA Cemetery Fees (Churchtown)	23,510	0	0	17,500	10,720	6,780	21,862	24,070	26,501	29,177
4614 BA Memorial Bench Income (Churchtown)	292	0	0	0	583	(583)	1,000	1,101	1,212	1,335
Total Burial Authority Income	23,802	0	0	17,500	11,303	6,197	22,862	25,171	27,713	30,512
Total Operating Income	23,802	0	0	17,500	11,303	6,197	22,862	25,171	27,713	30,512
Operating Expenditure										
Burial Authority Expenditure										
6000 BA Petrol	120	0	0	300	126	174	378	416	458	504
6001 BA Machinery Maintenance Costs	38	0	0	250	0	250	275	303	334	367
6003 BA Health & Safety	0	0	0	50	0	50	55	61	67	73
6004 BA General Site Maintenance	233	0	0	500	557	(57)	613	675	744	819
6005 BA Fire Extinguishers	61	0	0	82	41	41	90	99	109	120
6008 BA Tree Survey & Tree Maintenance	81	0	0	718	718	0	791	870	958	1,055
6009 BA Electricity Costs	206	0	0	276	132	145	690	760	836	921
6010 BA PWLB Loan Repayment & Interest	21,385	0	0	21,385	10,692	10,693	21,385	21,385	23,545	25,923
6011 BA Water	0	0	0	331	0	331	364	401	442	486
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	173	190	210	231
6014 BA Cemetery Software Subscription	290	0	0	299	288	11	329	362	399	439
Total Burial Authority Expenditure	22,569	0	0	24,348	12,821	11,527	25,143	25,522	28,102	30,938
Burial Authority Staffing Expenditure										
Burial Authority Staffing Expenses	152	0	0	269	62	207	296	326	359	395
6666 ST BA Staff Training (Churchtown)	0	0	0	206	0	206	227	250	275	303
Burial Authority Staffing Costs	7,718	0	0	10,368	6,051	4,317	8,949	9,853	10,848	11,944
Total Burial Authority Staffing Expenditure	7,869	0	0	10,843	6,113	4,730	9,472	10,429	11,482	12,642
Total Operating Expenditure	30,439	0	0	35,191	18,935	16,256	34,615	35,951	39,584	43,580
Total Burial Authority Operating Expenditure	30,439	0	0	35,191	18,935	16,256	34,615	35,951	39,584	43,580
Total Burial Authority Operating Surplus/ (Deficit)	(6,637)	0	0	(17,691)	(7,631)	(10,060)	(11,753)	(10,780)	(11,871)	(13,068)
Burial Authority EMF Expenditure										
6070 BA EMF Churchtown Cemetery Capital Works	0	7,668	0	0	560	7,108	0	0	0	0
6071 BA EMF Replace Machinery & Equipment	0	14,967	0	0	0	14,967	0	0	0	0
6073 BA EMF Memorial Garden	2,498	5,000	0	0	800	4,200	0	0	0	0
6692 ST BA EMF Staff Contingency (Churchtown)	0	1,200	0	0	0	1,200	0	0	0	0
Total Burial Authority EMF Expenditure	2,498	28,835	0	0	1,360	27,475	0	0	0	0
Total Burial Authority Expenditure (Operational & EMF)	32,937	28,835	0	35,191	20,294	43,732	34,615	35,951	39,584	43,580
Total Burial Authority Budget Surplus/ Deficit	(9,135)	(28,835)	0	(17,691)	(8,991)	(37,535)	(11,753)	(10,780)	(11,871)	(13,068)

Joint Burial Board Committee - Burial Board Budget 2022-23

Saltash Town Council

For the year ended 30th November 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	Precept/ Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Burial Board Operating Income										
Burial Board Income										
4600 BB Cemetery Fees (St. Stephens)	8,692	0	0	7,500	10,453	(2,953)	11,000	12,111	13,334	14,681
4605 BB SLA Payment Grass Cutting	561	0	0	564	585	(21)	621	578	636	701
Total Burial Board Income	9,253	0	0	8,064	11,038	(2,974)	11,621	12,689	13,970	15,382
Total Burial Board Operating Income	9,253	0	0	8,064	11,038	(2,974)	11,621	12,689	13,970	15,382
Burial Board Operating Expenditure										
Burial Board Expenditure										
6100 BB Petrol	279	0	0	400	295	105	504	555	611	673
6101 BB Machinery Maintenance Costs	535	0	0	650	0	650	716	788	868	955
6103 BB Health & Safety	0	0	0	100	0	100	110	121	133	147
6104 BB General Site Maintenance	714	0	0	1,281	0	1,281	1,410	1,553	1,710	1,882
6108 BB Tree Survey & Tree Maintenance	396	0	0	3,312	1,120	2,192	3,647	4,015	4,420	4,867
Total Burial Board Expenditure	1,923	0	0	5,743	1,415	4,328	6,387	7,032	7,742	8,524
Burial Board Staffing Expenditure										
Burial Board Staff Expenses	304	0	0	628	145	483	691	761	838	923
6670 ST BB Staff Training (St. Stephens)	133	0	0	481	0	481	530	583	642	707
Burial Board Staffing Costs	17,329	0	0	24,194	13,641	10,553	20,881	22,990	25,312	27,868
Total Burial Board Staffing Expenditure	17,767	0	0	25,303	13,785	11,518	22,102	24,334	26,792	29,498
Total Burial Board Operating Expenditure	19,691	0	0	31,046	15,200	15,846	28,489	31,366	34,534	38,022
Total Burial Board Operating Expenditure	19,691	0	0	31,046	15,200	15,846	28,489	31,366	34,534	38,022
Total Burial Board Operating Surplus/ (Deficit)	(10,438)	0	0	(22,982)	(4,163)	(18,819)	(16,868)	(18,677)	(20,564)	(22,640)
Burial Board EMF Expenditure										
6170 BB EMF Repairs to Cemetery Wall	0	920	0	0	0	920	0	0	0	0
6693 ST BB EMF Staff Contingency (St Stephens)	0	2,800	0	0	0	2,800	0	0	0	0
Total Burial Board EMF Expenditure	0	3,720	0	0	0	3,720	0	0	0	0
Total Burial Board Expenditure (Operational & EMF)	19,691	3,720	0	31,046	15,200	19,566	28,489	31,366	34,534	38,022
Total Burial Board Budget Surplus/Deficit	(10,438)	(3,720)	0	(22,982)	(4,163)	(22,539)	(16,868)	(18,677)	(20,564)	(22,640)

Services Committee - Guildhall Budget 2022-23

Saltash Town Council

For the year ended 30 November 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	Precept/ Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Guildhall Operating Income										
Guildhall Income										
4200 GH Income - Guildhall Bookings	1,899	0	0	10,261	1,614	8,647	10,261	11,297	12,438	13,695
4201 GH Income - Guildhall Refreshments	98	0	0	257	238	19	257	283	312	343
4206 GH Income - Guildhall Misc Property Income	1	0	0	232	1	231	232	255	281	310
Total Guildhall Income	1,998	0	0	10,750	1,852	8,898	10,750	11,835	13,031	14,348
Total Guildhall Operating Income	1,998	0	0	10,750	1,852	8,898	10,750	11,835	13,031	14,348
Guildhall Operating Expenditure										
Guildhall Expenditure										
6400 GH Rates - Guildhall (6400)	8,608	0	0	8,908	8,608	300	9,808	10,798	11,889	13,090
6401 GH Water Rates - Guildhall (6401)	532	0	0	769	259	510	847	932	1,026	1,130
6402 GH Gas - Guildhall (6402)	1,812	0	0	2,600	521	2,079	6,500	7,157	7,879	8,675
6403 GH Electricity - Guildhall (6403)	3,383	0	0	5,200	642	4,558	13,000	14,313	15,759	17,350
6404 GH Fire & Security Alarm - Guildhall (6404)	1,024	0	0	1,268	703	565	1,396	1,537	1,692	1,863
6408 GH Cleaning Materials & Equipment - Guildhall (6408)	1,058	0	0	1,025	1,125	(100)	1,129	1,243	1,368	1,506
6409 GH Boiler Service & Maintenance	218	0	0	1,031	346	685	1,135	1,250	1,376	1,515
6410 GH General Repairs & Maintenance	2,509	0	0	2,578	1,377	1,201	2,838	3,125	3,441	3,788
6411 GH Entertainment Licenses	21	0	0	0	0	0	1,000	1,101	1,212	1,335
6412 GH Lift Service & Maintenance	2,301	0	0	3,000	3,494	(494)	3,303	3,637	4,004	4,408
6413 GH Refreshment Costs - Guildhall	271	0	0	376	66	310	414	456	502	553
6414 GH Equipment - Guildhall	951	0	0	1,006	99	907	1,108	1,219	1,343	1,478
6418 GH Professional Fees	960	0	0	1,052	0	1,052	10,000	11,010	12,122	13,346
6420 GH Legionella Risk Assessment (Guildhall)	420	0	0	454	280	174	500	550	606	667
Total Guildhall Expenditure	24,070	0	0	29,267	17,519	11,748	52,978	58,328	64,219	70,704
Guildhall Staffing Expenditure										
Guildhall Staffing Expenses	197	0	0	412	192	220	454	499	550	605
6678 ST GH Staff Training (Guildhall)	391	0	0	513	16	497	565	622	685	754
Guildhall Staffing Costs	22,416	0	0	27,480	13,717	13,763	37,386	41,162	45,319	49,897
Total Guildhall Staffing Expenditure	23,004	0	0	28,405	13,925	14,480	38,405	42,283	46,554	51,256
Total Operating Expenditure	47,074	0	0	57,672	31,444	26,228	91,383	100,611	110,773	121,960
Total Guildhall Operating Expenditure	47,074	0	0	57,672	31,444	26,228	91,383	100,611	110,773	121,960
Total Guildhall Operating Surplus/ Deficit	(45,076)	0	0	(46,922)	(29,592)	(17,330)	(80,633)	(88,776)	(97,742)	(107,612)
Guildhall EMF Expenditure										
6470 GH EMF Guildhall Maintenance	0	47,593	0	20,000	3,752	63,841	20,000	0	0	0
6696 ST GH EMF Staff Contingency (Guildhall)	0	3,000	0	0	0	3,000	739	0	0	0
Total Guildhall EMF Expenditure	0	50,593	0	20,000	3,752	66,841	20,739	0	0	0
Total Guildhall Expenditure (Operational & EMF)	47,074	50,593	0	77,672	35,196	93,069	112,122	100,611	110,773	121,960
Total Guildhall Budget Surplus/ (Deficit)	(45,076)	(50,593)	0	(66,922)	(33,344)	(84,171)	(101,372)	(88,776)	(97,742)	(107,612)

Services Committee - Library Budget 2022-23

Saltash Town Council

For the year ended 30 November 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	Precept/ Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Library Operating Income										
Library Income										
4517 LI Library - Fines	260	0	0	650	604	46	48	53	58	64
4518 LI Library - Photocopying Fees	372	0	0	800	576	224	600	661	727	801
4524 LI Library Book Sales	339	0	0	300	370	(70)	320	352	388	427
4526 LI Library Activity Income	0	0	0	250	0	250	250	275	303	334
4527 LI Library Vending Machines Income	0	0	0	750	0	750	50	55	61	67
4528 Library Merchandise Income (delete in 23/24)	0	0	0	750	0	750	0	0	0	0
4529 Library Activities Sponsorship	0	0	0	600	350	250	600	661	727	801
Total Library Income	970	0	0	4,100	1,901	2,199	1,868	2,057	2,264	2,494
Total Library Operating Income	970	0	0	4,100	1,901	2,199	1,868	2,057	2,264	2,494
Library Operating Expenditure										
Library Expenditure										
6900 LI Rates - Library	13,473	0	0	14,354	13,473	881	15,804	17,400	19,157	21,092
6901 LI Water Rates - Library	0	0	0	331	0	331	364	401	442	486
6902 LI Gas - Library	2,053	0	0	2,249	486	1,763	5,623	6,190	6,816	7,504
6903 LI Electricity - Library	2,055	0	0	2,000	357	1,643	5,000	5,505	6,061	6,673
6904 LI Fire & Security Alarm - Library	550	0	0	938	692	246	1,033	1,137	1,252	1,378
6908 LI Cleaning Materials & Equipment - Library	965	0	0	1,684	523	1,161	1,854	2,041	2,248	2,475
6909 LI Boiler Service & Maintenance - Library	86	0	0	1,031	119	912	1,135	1,250	1,376	1,515
6910 LI General Repairs & Maintenance - Library	908	0	0	2,062	757	1,305	2,270	2,500	2,752	3,030
6911 LI TV License & PRS - Library	57	0	144	0	0	144	428	471	519	571
6913 LI Refreshment Costs - Library	0	0	242	258	0	500	284	313	344	379
6914 LI Equipment - Library	186	0	0	750	155	595	750	826	909	1,001
6918 LI Professional Fees (Private Contractors)	0	0	0	1,031	0	1,031	20,000	22,020	24,244	26,693
6920 LI Legionella Risk Assessment - Library	455	0	0	450	280	170	495	545	601	661
6921 LI IT & Office Costs - Library	5,127	0	0	1,500	2,128	(628)	1,652	1,818	2,002	2,204
6922 LI Library Activities	1,667	0	(242)	3,000	2,044	714	2,370	2,609	2,873	3,163
6923 LI PWLB Loan Repayment & Interest	0	0	21,500	1,500	12,420	10,580	23,000	23,000	23,000	23,000
Total Library Expenditure	27,582	0	21,644	33,138	33,433	21,349	82,062	88,026	94,596	101,825
Library Staffing Expenditure										
Library Staff Expenses	411	0	0	1,948	50	1,899	2,144	1,996	2,198	2,420
6682 ST LI Staff Training (Library)	592	0	0	1,000	0	1,000	1,101	1,025	1,129	1,243
Library Staffing Costs	111,702	0	0	124,373	80,270	44,104	136,189	128,105	141,044	155,289
Total Library Staffing Expenditure	112,705	0	0	127,321	80,319	47,002	139,434	131,126	144,371	158,952
Total Operating Expenditure	140,287	0	21,644	160,459	113,752	68,351	221,496	219,152	238,967	260,777
Total Library Operating Expenditure	140,287	0	21,644	160,459	113,752	68,351	221,496	219,152	238,967	260,777
Total Library Operating Surplus/ Deficit	(139,317)	0	(21,644)	(156,359)	(111,852)	(66,151)	(219,628)	(217,095)	(236,703)	(258,283)
Library EMF Expenditure										
6971 LI EMF Saltash Library Property Refurbishment	4,114	24,174	199,930	0	9,283	214,821	10,000	0	0	0
6972 LI EMF Library Equipment & Furniture	18,771	13,146	(144)	0	830	12,172	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 Library Funding	0	0	1,800	0	1,240	560	0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	3,844	0	11,156	0	15,000	0	0	0	0
Total Library EMF Expenditure	22,885	85,664	180,086	11,156	11,353	265,553	10,000	0	0	0
Total Library Expenditure (Operational & EMF)	163,172	85,664	201,730	171,615	125,106	333,903	231,496	219,152	238,967	260,777
Total Library Budget Surplus/ (Deficit)	(162,202)	(85,664)	(201,730)	(167,515)	(123,205)	(331,704)	(229,628)	(217,095)	(236,703)	(258,283)

To/From Reserves & Budget Virements 2022/23

1. £21,500 vired from 6973 EMF Loan Repayments to 6923 PWLB Loan Repayments/ Interests for 2022/23 Loan Repayment - Minute No 124/21/22
2. £199,930 PWLB Loan received on 1st April for the Library Refurbishment Works
3. £1,350 received from Tresorys Kernow Funding - Big Green Environment Show
4. £242 Vired from 6922 LI Library Activities to 6913 LI Refreshment Costs - Library Minute no. 29/22/23
5. £144 Vired from 6972 LI EMF Library Equipment & Furniture to 6911 LI TV License & PRS - Library - Minute no 30/22/23
6. £450 received from Saltash Scrapstore for EMF Library Funding (was EMF Tresorys Kernow Funding)

Services Committee - Maurice Huggins Budget 2022-23

Saltash Town Council

For the year ended 30 November 2022

Account	Actual Received/ Spend 2021/22	EMF Balance s 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	Precept/ Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Maurice Huggins Operating Income										
Maurice Huggins Income										
4207 GH Maurice Huggins Room Income	458	0	0	1,000	1,031	(31)	1,000	1,101	1,212	1,335
Total Maurice Huggins Income	458	0	0	1,000	1,031	(31)	1,000	1,101	1,212	1,335
Total Maurice Huggins Operating Income	458	0	0	1,000	1,031	(31)	1,000	1,101	1,212	1,335
Maurice Huggins Operating Expenditure										
Maurice Huggins Expenditure										
7000 MA Rates - Maurice Huggins	209	0	0	441	429	12	486	535	589	648
7001 MA Water Rates - Maurice Huggins	115	0	0	359	117	242	395	435	479	528
7003 MA Electricity - Maurice Huggins	472	0	0	1,025	196	829	2,563	2,821	3,106	3,420
7004 MA Fire & Security Alarm - Maurice Huggins	281	0	0	162	162	0	178	196	216	238
7008 MA Cleaning Materials & Equipment - Maurice Huggins	3	0	0	300	240	60	330	364	400	441
7010 MA General Repairs & Maintenance - Maurice Huggins	251	0	0	513	15	498	565	622	685	754
7018 MA Professional Costs - Maurice Huggins	0	0	0	513	0	513	565	622	685	754
7020 MA Legionella Risk Assessment - Maurice Huggins	455	0	0	328	280	48	462	509	561	617
Total Maurice Huggins Expenditure	1,786	0	0	3,641	1,438	2,203	5,544	6,104	6,721	7,400
Total Maurice Huggins Operating Expenditure	1,786	0	0	3,641	1,438	2,203	5,544	6,104	6,721	7,400
Total Maurice Huggins Operating Surplus/ (Deficit)	(1,329)	0	0	(2,641)	(407)	(2,234)	(4,544)	(5,003)	(5,509)	(6,065)
Maurice Huggins EMF Expenditure										
6472 EMF Maurice Huggins Room	0	214	0	0	0	214	0	0	0	0
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	606	0	0	0	606	0	0	0	0
Total Maurice Huggins EMF Expenditure	0	820	0	0	0	820	0	0	0	0
Total Maurice Huggins Expenditure (Operational & EMF)	1,786	820	0	3,641	1,438	3,023	5,544	6,104	6,721	7,400
Total Maurice Huggins Budget Surplus/ (Deficit)	(1,329)	(820)	0	(2,641)	(407)	(3,054)	(4,544)	(5,003)	(5,509)	(6,065)

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

Saltash Town Council

For the year ended 30 November 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	Precept/ Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
P&F Operating Income										
P&F Income										
4901 PR Bank Interest Received	5,429	0	0	4,125	9,111	(4,986)	8,362	9,206	10,136	11,160
4908 PR Misc Income	17	0	0	0	817	(817)	0	0	0	0
Total P&F Income	5,446	0	0	4,125	9,928	(5,803)	8,362	9,206	10,136	11,160
	5,446	0	0	4,125	9,928	(5,803)	8,362	9,206	10,136	11,160
P & F Operating Expenditure										
P&F Expenditure										
6200 PF Bank Charges (6200)	700	0	0	1,108	620	488	1,220	1,343	1,479	1,628
6201 PF Audit (6201)	3,400	0	0	3,450	400	3,050	4,000	4,404	4,849	5,339
6202 PF Civic Occasions (including Road Closures) (6202)	1,808	0	4,500	3,500	5,764	2,236	5,354	5,894	6,490	7,145
6203 PF Mayors' Allowance	4,838	0	0	4,959	2,480	2,480	5,160	5,682	6,255	6,887
6204 PF Councillors' Allowance	1,932	0	0	3,520	0	3,520	3,663	4,033	4,440	4,889
6205 PF Insurance	18,308	0	0	22,132	22,409	(277)	24,367	26,828	29,538	32,521
6206 PF Youth Council (6206)	4,000	0	0	4,000	4,000	0	4,404	4,849	5,339	5,878
6208 PF Subscriptions (6208)	10,231	0	0	15,000	13,691	1,309	16,515	18,183	20,019	22,041
6210 PF Community Chest (6210)	3,570	0	0	10,000	3,769	6,231	10,000	10,000	10,000	10,000
6211 PF Website Maintenance (6211)	684	0	0	1,000	490	510	1,101	1,212	1,335	1,469
6213 PF Councillor Training & Expenses (6213)	2,229	0	0	2,742	580	2,162	3,019	3,324	3,660	4,029
6214 PF Health & Safety (6214)	8,522	0	0	7,500	3,157	4,343	8,258	9,092	10,010	11,021
6215 PF Annual Report	0	0	(450)	450	0	0	0	0	0	0
6216 PF Miscellaneous	0	0	0	100	0	100	0	0	0	0
6217 PF Data Protection (6217)	55	0	0	100	115	(15)	200	220	242	267
6219 PF Covid 19 H&S Materials & Equipment	3,564	0	0	2,000	852	1,148	0	0	0	0
6220 PF Festival Fund	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	2,258	2,743	5,505	6,061	6,673	7,347
6222 PF Commissioning Youth Work (6222)	43,000	0	0	50,000	23,678	26,322	55,050	60,610	66,732	73,472
6224 PF Professional Costs	1,923	0	10,000	2,050	761	11,289	2,257	2,485	2,736	3,012
6225 PF Neighbourhood Plan	4,225	0	(4,630)	5,156	526	(0)	0	0	0	0
6227 PF Town Speakers PRS Licence	0	0	0	3,000	1,764	1,236	3,303	3,637	4,004	4,408
6228 PF Events & Consultations	0	0	(1,500)	1,500	0	0	0	0	0	0
6229 PF CCTV Annual Maintenance	0	0	(14,600)	14,600	0	0	7,000	7,707	8,485	9,342
6502 PF Civic Christmas Event	0	0	(500)	500	0	0	0	0	0	0
6513 PF Twinning	0	0	(119)	119	0	0	0	0	0	0
6514 PF Town Leaflets/ Reprinting	0	0	0	539	0	539	593	653	719	792
6516 PF Road Safety Grant	0	0	0	215	0	215	215	237	261	287
P&F IT/Office Costs	24,573	0	9,650	33,000	16,627	26,023	40,000	44,040	48,488	53,385
Total P&F Expenditure	152,249	0	2,351	212,240	106,232	108,359	216,184	235,494	256,754	280,159
P&F Staffing Expenditure										
6652 ST P&R Employers Pension - Monthly Fee	5,299	0	0	5,300	3,537	1,763	6,095	5,300	5,300	5,300
6659 ST P&R Town Sergeant & Mace Bearer Fees	343	0	0	792	588	205	792	872	960	1,057
6661 ST P&R Finance Consultancy Fees	650	0	33,186	3,000	33,099	3,088	5,000	5,505	6,061	6,673
P&F Staffing Expenses	644	0	0	2,413	343	2,070	2,657	2,925	3,220	3,546
6656 ST P&R Staff Training	(911)	0	0	4,125	865	3,260	4,542	5,000	5,505	6,061
P&F Staffing Costs	293,625	0	20,000	290,160	149,016	161,144	310,475	341,833	376,358	414,370
Total P&F Staffing Expenditure	299,651	0	53,186	305,790	187,447	171,529	329,561	361,435	397,404	437,007
	451,900	0	55,537	518,030	293,678	279,889	545,745	596,929	654,158	717,166
Total P & F Operating Expenditure	451,900	0	55,537	518,030	293,678	279,889	545,745	596,929	654,158	717,166
Total P&F Operating Surplus/ (Deficit)	(446,454)	0	(55,537)	(513,905)	(283,750)	(285,692)	(537,383)	(587,723)	(644,022)	(706,006)
P&F EMF Expenditure										
6270 PF EMF Crime Reduction	0	36,950	14,600	0	0	51,550	0	0	0	0
6271 PF EMF Election	23,553	11,207	0	7,000	0	18,207	20,000	10,000	10,000	10,000
6272 PF EMF Robes & Civic Regalia	0	2,000	0	0	1,228	772	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	4,630	0	0	6,402	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	450	0	0	10,450	0	0	0	0

6281 PF EMF Town Vitality Funding Grant	0	0	84,000	0	413	83,587	0	0	0	0
6282 PF EMF Funding Bids	0	0	10,000	0	0	10,000	0	0	0	0
6283 PF EMF Events	0	0	500	0	0	500	0	0	0	0
6284 PF EMF Consultations	0	0	1,500	0	0	1,500	0	0	0	0
6285 PF EMF Twinning	0	0	119	0	0	119	0	0	0	0
6370 PF EMF Computer Equipment Renewal	0	22,046	0	0	9,228	12,818	0	0	0	0
6694 ST PR EMF Staff Contingency (P&F)	6,264	69,665	(53,186)	0	0	16,479	9,418	0	0	0
	34,833	174,931	57,713	7,000	11,269	228,375	29,418	10,000	10,000	10,000

Total P&F Expenditure (Operational & EMF)	486,733	174,931	113,250	525,030	304,947	508,264	575,163	606,929	664,158	727,166
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Total P&F Budget Surplus/ (Deficit)	(481,287)	(174,931)	(113,250)	(520,905)	(295,019)	(514,067)	(566,801)	(597,723)	(654,022)	(716,006)
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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
6. £10,000 Vired from General Reserves to 6282 PF EMF Funding bids - Minute no 222/22/23
7. £5,151 Vired from 6694 ST PR EMF Staff Contingency (P&F) to 6661 ST P&R Finance Consultancy Fees - Minute no 59/22/23
8. £450 vired from 6215 PF Annual Report to 6280 Town Vision - Minute No. FTC 283/22/23
9. £4630 vired from 6225 PF Neighbourhood Plan to 6275 PF EMF Neighbourhood Plan - Minute No. FTC 283/22/23
10. £1500 vired from 6228 PF Events & Consultations to 6284 PF EMF Consultations - Minute No. FTC 283/22/23
11. £500 vired from 6502 PF Civic Christmas Events to 6283 PF EMF Events - Minute No. FTC 283/22/23
12. £119 vired from 6513 PF Twinning to 6285 PF EMF Twinning - Minute No. FTC 283/22/23
13. £14,600 vired from 6229 PF CCTV Annual Maintenance to 6270 PF EMF Crime Reduction - Minute No. FTC 283/22/23

1. P&F IT/Office Costs

Nominal Code	Budget 2022/23	Virements	Total Budget
6300 Telephone	£2,425		£2,425
6301 Stationary	£4,312		£4,312
6302 Office and IT Equipment	£7,008		£7,008
6303 Copier Maintenance	£5,499		£5,499
6304 Broadband	£496		£496
6305 Finance Software	£3,435	£4,750	£8,185
6306 IT Maintenance	£9,825	£4,900	£14,725
TOTALS	£33,000	£9,650	£42,650

Personnel Committee - Personnel Budget

Saltash Town Council

For the year ended 30 November 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 Available to Date 2022/23	Precept/ Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Personnel Operating Expenditure										
Personnel Expenditure										
6654 ST Staff Welfare	1,313	0	0	1,538	627	911	1,693	1,864	2,053	2,260
6657 ST SNB Staff Recruitment Advertising (delete in 23/24)	5,254	0	(3,000)	6,150	2,974	176	0	0	0	0
6658 ST SNB Miscellaneous Staffing Expenditure (delete in 23/24)	5	0	0	0	0	0	0	0	0	0
6660 ST Staff Recognition (delete in 23/24)	0	0	25	0	25	0	0	0	0	0
6662 SNB HR Professional Fees	3,141	0	8,745	2,981	4,288	7,438	10,282	11,321	12,464	13,723
Total Personnel Expenditure	9,713	0	5,770	10,669	7,914	8,525	11,975	13,185	14,517	15,983
Total Personnel Operating Expenditure	9,713	0	5,770	10,669	7,914	8,525	11,975	13,185	14,517	15,983
Total Personnel Operating Surplus/ (Deficit)	(9,713)	0	(5,770)	(10,669)	(7,914)	(8,525)	(11,975)	(13,185)	(14,517)	(15,983)
EMF Personnel Expenditure										
6691 ST EMF Legal Fees (Staffing)	1,215	4,785	0	2,000	0	6,785	685	0	0	0
6701 ST EMF Staff Recruitment	0	0	3,175	0	947	2,228	0	0	0	0
Total EMF Personnel Expenditure	1,215	4,785	3,175	2,000	947	9,013	685	0	0	0
Total Personnel Expenditure (Operational & EMF)	10,928	4,785	8,945	12,669	8,861	17,538	12,660	13,185	14,517	15,983
Total Personnel Budget Surplus/ (Deficit)	(10,928)	(4,785)	(8,945)	(12,669)	(8,861)	(17,538)	(12,660)	(13,185)	(14,517)	(15,983)

Notes

To/From Reserves & Budget Virements 2022/23

1. £200 from General Reserves to 6660 Staff Recognition - Minute No 88/22/23
2. £8,745.22 - £1,200 from General Reserves to 6662 HR Professional Fees to Cover Additional Costs and £2,795.22 and £4,750 from General Reserves to 6662 HR Professional Fees to cover additional costs - Minute No 88/22/23
3. £3000 vired from 6657 ST SNB Staff Recruitment Advertising to 6701 ST EMF Staff Recruitment - Minute No. FTC 283/22/23
4. £175 vired from 6660 ST Staff Recognition to 6701 ST EMF Staff Recruitment - Minute No. FTC 283/22/23

Services Committee - Service Delivery Budget

Saltash Town Council

For the year ended 30 November 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	Precept/ Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Service Delivery Operating Income										
Service Delivery Income										
Grounds & Premises Income										
4500 SE Allotment Rents	3,328	0	0	3,300	3,364	(64)	4,000	4,404	4,849	5,339
4510 SE Public Footpath Grant	1,526	0	0	1,564	1,573	(9)	1,722	1,896	2,087	2,298
4511 SE Christmas Event income	0	0	0	0	0	0	150	165	182	200
4512 SE Misc Income Grounds & Premises	104	0	0	0	1,647	(1,647)	0	0	0	0
4513 SE Water Rates Income	0	0	0	0	0	0	3,560	0	0	0
4523 SE Service Delivery Income - Seagull Bags	1,332	0	0	1,753	839	914	2,003	2,205	2,428	2,673
Total Grounds & Premises Income	6,290	0	0	6,617	7,423	(806)	11,435	8,670	9,546	10,510
Town & Waterfront Income										
4520 SE Waterfront Income - Trusted Boat Scheme	0	0	0	4,000	1,952	2,048	4,265	4,696	5,170	5,692
4521 SE Waterfront Income - Annual Mooring Fees	7,939	0	0	9,000	6,259	2,742	10,800	11,891	13,092	14,414
4522 SE Waterfront Income - Daily Mooring Fees	1,339	0	0	2,000	875	1,125	2,400	2,642	2,909	3,203
4311 SE Misc Income Town & Waterfront	0	0	0	0	450	(450)	0	0	0	0
Total Town & Waterfront Income	9,277	0	0	15,000	9,536	5,464	17,465	19,229	21,171	23,309
Total Service Delivery Income	15,567	0	0	21,617	16,958	4,659	28,900	27,899	30,717	33,819
Total Service Delivery Operating Income	15,567	0	0	21,617	16,958	4,659	28,900	27,899	30,717	33,819
Service Delivery Operating Expenditure										
Service Delivery Expenditure										
Grounds & Premises Expenditure										
6209 SE Oyster Beds	0	0	0	1	3	(2)	1	1	1	1
6500 SE Tree Survey and Tree Maintenance	0	0	0	10,000	5,647	4,353	11,010	12,122	13,346	14,694
6503 SE Allotments	721	0	0	1,200	1,671	(471)	1,321	1,455	1,602	1,763
6506 SE Grounds Maintenance & Watering (6506)	7,529	0	0	12,000	4,662	7,338	10,000	11,010	12,122	13,346
6508 SE Public Toilets (Operational Costs)	4,909	0	0	4,024	3,056	968	4,430	4,878	5,371	5,913
6517 SE Cross (Maintenance)	198	0	0	3,000	303	2,697	3,303	3,637	4,004	4,408
6525 GR Public Toilets (Repairs & Maintenance Costs)	3,019	0	0	2,500	1,209	1,291	2,753	3,031	3,337	3,674
6526 SE Tools, Equipment & Materials (Store & All Areas)	4,499	0	0	3,000	2,103	897	3,303	3,637	4,004	4,408
6529 G&P Refuse Disposal	5,076	0	0	5,500	3,538	1,962	6,056	6,667	7,340	8,082
6907 SE Seagulls Bags	1,089	0	0	1,818	909	909	2,002	2,204	2,426	2,671
Longstone Expenditure										
7100 LO Rates - Longstone	2,104	0	(2,157)	2,157	(4,104)	4,104	2,375	2,615	2,879	3,170
7101 LO Water Rates - Longstone	547	0	0	411	1,800	(1,389)	4,012	4,417	4,863	5,355
7103 LO Electricity - Longstone	1,262	0	0	2,461	(229)	2,690	6,153	6,774	7,458	8,211
7104 LO Fire & Security Alarm - Longstone	409	0	0	917	452	465	1,010	1,112	1,224	1,347
7107 LO Rent - Longstone	4,500	0	0	4,500	3,465	1,035	4,955	5,455	6,006	6,612
7108 LO Cleaning Materials & Equipment - Longstone	273	0	0	615	367	248	677	746	821	904
7110 LO General Repairs & Maintenance - Longstone	693	0	0	500	109	391	551	606	667	735
7114 LO Equipment - Longstone	690	0	0	1,025	52	973	1,129	1,243	1,368	1,506
7121 LO IT & Office Costs - Longstone	1,053	0	0	1,031	230	801	750	826	909	1,001
Total Longstone Expenditure	11,530	0	(2,157)	13,617	2,141	9,319	21,612	23,794	26,195	28,841
Total Grounds & Premises Expenditure	38,569	0	(2,157)	56,660	25,244	29,259	65,791	72,436	79,748	87,801
Town & Waterfront Expenditure										
6504 SE Street Furniture (Maintenance)	923	0	0	1,500	505	995	2,000	2,202	2,424	2,669
6505 SE Street Lighting	630	0	0	300	58	242	750	826	909	1,001
6511 SE Tourism & Signage	0	0	0	1,025	49	977	250	275	303	334
6512 SE Bus Shelters (Maintenance)	0	0	0	513	0	513	565	622	685	754
6515 SE Festive Lights Maintenance & Electricity	756	0	0	1,400	83	1,317	3,500	3,854	4,243	4,671
6519 SE Flags & Bunting	2,653	0	0	2,500	1,556	944	2,753	3,031	3,337	3,674
6522 SE Pontoon (Maintenance Costs) (6522)	2,800	0	0	6,000	7,173	(1,173)	6,606	7,273	8,008	8,817
6524 SE Vehicle Maintenance and Repair Costs	9,799	0	0	10,000	7,875	2,125	12,600	13,873	15,274	16,816
6527 SE Salt Bins Refill	521	0	0	1,031	0	1,031	500	551	606	667
6528 SE Pontoon Accommodation	5,777	0	0	10,827	4,838	5,989	11,921	13,125	14,450	15,910
Total Town & Waterfront Expenditure	23,857	0	0	35,096	22,136	12,960	41,445	45,632	50,239	55,313
Total Service Delivery Expenditure	62,426	0	(2,157)	91,756	47,380	42,219	107,236	118,068	129,987	143,114
Service Delivery Staffing Expenditure										
Service Delivery Staffing Expenses	6,125	0	0	4,999	3,180	1,819	5,504	6,060	6,672	7,346
6676 ST Services Delivery Staff Training	6,340	0	0	10,000	5,659	4,341	11,010	12,122	13,346	14,694
Service Delivery Staffing Costs	192,423	0	0	292,859	132,286	160,573	217,402	239,360	263,535	290,152
Total Service Delivery Staffing Expenditure	204,888	0	0	307,858	141,125	166,733	233,916	257,542	283,553	312,192
Total Operating Expenditure	267,314	0	(2,157)	399,614	188,504	208,953	341,152	375,610	413,540	455,306
Total Service Delivery Operating Expenditure	267,314	0	(2,157)	399,614	188,504	208,953	341,152	375,610	413,540	455,306
Total Service Delivery Operating Surplus/ (Deficit)	(251,747)	0	2,157	(377,997)	(171,546)	(204,294)	(312,252)	(347,711)	(382,823)	(421,487)

Service Delivery EMF Expenditure

Grounds & Premises EMF Expenditure										
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	20,000	0	0	0
6580 SE EMF Public Toilets (Capital Works)	0	0	0	10,000	1,690	8,310	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	361	1,639	2,000	2,000	2,000	2,000
Longstone EMF Expenditure										
7170 LO EMF Longstone Depot Capital Works	0	500	0	0	0	500	2,000	0	0	0
Total Longstone EMF Expenditure	0	500	0	0	0	500	2,000	0	0	0
Total Grounds & Premises EMF Expenditure	1,345	45,020	0	27,000	4,122	67,898	24,000	2,000	2,000	2,000
Town & Waterfront EMF Expenditure										
6570 SE EMF Notice Boards (Repair & Replace)	0	1,839	0	0	393	1,446	0	0	0	0
6572 SE EMF Festive Lights (6572)	9,263	1,319	0	10,000	4,578	6,741	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	434	2,014	0	0	0	0
6578 SE EMF Equipment and Vehicles (Capital Works)	15,038	4,749	0	20,000	0	24,749	0	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	73	6,058	0	10,000	10,000	10,000
6590 SE EMF Utilities & Rates	0	0	2,157	0	0	2,157	0	0	0	0
6700 EMF Staff Contingency (Service Delivery)	30,705	18,534	0	0	0	18,534	3,207	0	0	0
Total Town & Waterfront EMF Expenditure	60,137	40,905	2,157	30,000	5,478	67,584	13,207	25,000	25,000	25,000
Total Service Delivery EMF Expenditure	61,481	85,925	2,157	57,000	9,600	135,482	37,207	27,000	27,000	27,000
Total Service Delivery Expenditure (Operational & EMF)										
	328,796	85,925	0	456,614	198,104	344,435	378,359	402,610	440,540	482,306
Total Service Delivery Budget Surplus/ (Deficit)										
	(313,228)	(85,925)	0	(434,997)	(181,146)	(339,776)	(349,459)	(374,711)	(409,823)	(448,487)

To/From Reserves & Budget Virements 2022/23

1. £2157 vired from 7100 LO Rates - Longstone to 6585 SE EMF Utilities & Rates - Minute No. FTC 283/22/23

Services Committee - Isambard House (Station Building) Budget 2022-23

Saltash Town Council

For the year ended 30 November 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	Precept/ Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Isambard House Operating Income										
Isambard House Income										
4301 SA Isambard House - Bookings	1,962	0	0	5,000	4,058	942	10,000	11,010	12,122	13,346
4302 SA Isambard - Refreshment Income	22	0	0	1,000	20	980	500	551	606	667
4304 SA Isambard House - Cafe Rental	0	0	0	0	0	0	5,000	5,505	6,061	6,673
Total Isambard House Income	1,983	0	0	6,000	4,078	1,922	15,500	17,066	18,789	20,686
Total Isambard House Operating Income	1,983	0	0	6,000	4,078	1,922	15,500	17,066	18,789	20,686
Isambard House Operating Expenditure										
Isambard House Expenditure										
6800 SA Rates - Isambard House	3,543	0	0	3,750	3,543	207	4,129	4,546	5,005	5,510
6801 SA Water Rates - Isambard House	(53)	0	0	586	0	586	645	710	782	861
6802 SA Gas - Isambard House	902	0	0	2,430	(197)	2,627	6,075	6,689	7,364	8,108
6803 SA Electricity - Isambard House	(159)	0	0	3,608	2,657	951	9,020	9,931	10,934	12,038
6804 SA Fire & Security Alarm - Isambard House	774	0	0	978	644	334	1,000	1,101	1,212	1,335
6808 SA Cleaning Materials & Equipment - Isambard House	1,669	0	0	1,538	1,090	448	1,693	1,864	2,053	2,260
6810 SA General Repairs & Maintenance - Isambard House	445	0	0	750	405	345	1,000	1,101	1,212	1,335
6811 SA TV License & PRS - Isambard House	0	0	(2,132)	2,132	0	0	0	0	0	0
6813 SA Refreshments Costs - Isambard House	552	0	0	210	0	210	210	231	255	280
6814 SA Equipment - Isambard House	954	0	0	989	0	989	989	1,089	1,199	1,320
6818 SA Professional Costs - Isambard House	250	0	1,500	1,052	0	2,552	2,000	2,202	2,424	2,669
6821 SA IT & Office Costs - Isambard House	0	0	(500)	1,000	0	500	1,000	1,101	1,212	1,335
6822 SA Activities & Events	0	0	(1,000)	2,000	0	1,000	1,000	1,101	1,212	1,335
Total Isambard House Expenditure	8,877	0	(2,132)	21,023	8,142	10,749	28,761	31,666	34,864	38,386
Isambard House Staffing Expenditure										
6671 Staff Expenses - Isambard House	0	0	0	256	0	256	282	310	342	376
6672 ST SA Staff Training - Isambard House	0	0	0	1,025	0	1,025	1,129	1,243	1,368	1,506
6627 ST SA Caretaking & Cleaning Staff - Gross Pay - Isambard House	0	0	0	6,814	0	6,814	0	0	0	0
Total Isambard House Staffing Expenditure	0	0	0	8,095	0	8,095	1,411	1,553	1,710	1,882
Total Operating Expenditure	8,877	0	(2,132)	29,118	8,142	18,844	30,172	33,219	36,574	40,268
Total Isambard House Operating Expenditure	8,877	0	(2,132)	29,118	8,142	18,844	30,172	33,219	36,574	40,268
Total Isambard House Operating Surplus/ (Deficit)	(6,893)	0	2,132	(23,118)	(4,064)	(16,922)	(14,672)	(16,153)	(17,785)	(19,582)
Isambard House EMF Expenditure										
6473 SA EMF Station Building (Purchase & Capital Works)	40,967	92,745	0	0	35,000	57,745	0	0	0	0
6870 SA EMF Isambard House	6,508	18,492	0	0	0	18,492	0	0	0	0
6871 SA EMF Tresorys Kernow Funding	0	0	2,500	0	91	2,409	0	0	0	0
6872 SA EMF Entertainment Licenses	0	0	2,132	0	0	2,132	0	0	0	0
6695 ST SA EMF Staff Contingency - Isambard House	0	2,000	0	0	0	2,000	0	0	0	0
Total Isambard House EMF Expenditure	47,476	113,237	4,632	0	35,091	82,778	0	0	0	0
Total Isambard House Expenditure (Operational & EMF)	56,352	113,237	2,500	29,118	43,233	101,622	30,172	33,219	36,574	40,268
Total Isambard House Budget Surplus/ (Deficit)	(54,369)	(113,237)	(2,500)	(23,118)	(39,154)	(99,701)	(14,672)	(16,153)	(17,785)	(19,582)

Notes

To/From Reserves & Budget Virements 2022/23

1. £2,500 received from Tresorys Kernow Funding - 6871 EMF Tresorys Kernow Funding

2. £1,000 vired from 6822 SA Activities & Events & £500 vired from 6821 SA IT & Office Costs - Isambard House. Both transferred to 6818 SA Professional Costs - Isambard House. - 8/22/23

3. £2,321 vired from 6811 SA TV License & PRS - Isambard House to 6872 SA EMF Entertainment Licenses - Minute No. FTC 283/22/23

Agenda Item 12

To receive a report from the Finance Officer

1. **Precept Submitted** – Budget & Precept Setting have now been completed and submitted to Cornwall Council. Precept figures are now included on 2023/2024 forecast on Budget Sheets
2. **Report on Savings** - To report that the Savings Accounts previously approved at P&F cannot be found or do not exist. Please see below new Accounts for approval:
 - a. **Lloyds Fixed Term Deposit Account**
 - i. 3 months Deposit – 1.2%
 - ii. 6 months Deposit – 2.7%
 - iii. 9 months Deposit – 2.75%
 - iv. 12 months Deposit – 2.8%
 - v. Minimum deposit £10,000
 - vi. Early withdrawal – Lloyds states on website: *Once opened you can't make any further deposits or withdrawals until the maturity date*
 - vii. We already have a Lloyds Current Account set up, which would make setting these up easier
 - b. **HSBC Fixed Rate Savings Account**
 - i. 1 year – 3.5%
 - ii. 2 years – 3.75%
 - iii. Minimum deposit £2,000
 - iv. Early withdrawal – HSBC states on website: *Close early if you need to. Provided the deposit is under £50,000, you can close the account early for a fee of 90 days' interest. Do bear in mind that depending on when the withdrawal is made, you may get back less than you originally invested. If the deposit is £50,000 or over, you can't close your account or withdraw any money until the end of the deposit term*
 - v. We do not have a HSBC Account, if this was approved this would take time to set up.
 - c. **Please note, as interest rates are rising, many banks specify on their websites that there is a wait for setting up Savings Account at this time due to the high demand**
3. **Unclaimed Refunds** – There are a few unclaimed refunds in the Accounts that we would like to write off ready for the Year End Accounts.
 - a. Details are as follows:
 - i. £5.00 – Allotment Holder – credit note raised in March 2018. Currently no contact details on file

- ii. £36.00 – Regular Guildhall Hirer pre covid. Credit note raised 1st April 2020. Cannot be contacted and has not requested hire since covid restrictions have been lifted.
- b. Several attempts have been made to make contact with these individuals and we have received advice from our Internal Auditor and on that basis recommend that the above amounts are written off.

4. Virements

- a. There is an overspend on 6304 Broadband due to contract changes for Broadband at the Pontoon. We recommend a virement of £304 from 6301 Stationary (£3837 available) to 6304 Broadband to cover the increased cost.

Abbie Browne FMAAT (Finance Consultant)

End of Report

Supplier	Description	Net	VAT	Policy Fee	Broker Fee	Gross	Budget Code	Available Budget
SOS Consultancy	Overspend on Councillor IT Equipment due to cost increase	£8.01	£1.60	£0.00	£0.00	£9.61	6370 PF EMF Computer Equipment Renewal	£13,946.00
BHIB	Cyber Insurance	£983.25	£117.99	£50.00	£25.00	£1,176.24	6205 PF Insurance	£3,007

**To receive a report on the Town Council Precept leaflet for the year 2023/24
and consider any actions and associated expenditure**

Information:

In previous years the Town Council have opted to send a printed version of the precept leaflet to all postcodes within the PL12 4,5,6 and 9 catchment area to ensure residents are kept informed of the Town Council precept.

For the year 2021/22 the following was resolved:

Postcodes	Total Targeted Addresses	Amount Printed
PL12 4, 5, 6 and 9	10,459	10,500
Total Cost for Distribution: £788.25 +vat <i>This cost includes distribution, 0.3% JIC Levy and palette collection.</i>		

Artwork	Amount printed and folded
Completed internally	10,500
Total Cost for printing: £795.00 (vat exempt)	

Please note: Excess quantities are distributed to Town Council properties such as the Library and Guildhall.

Total Cost for the year 2021-22 Printing and Distribution: £1,583.25

For the year 2022/23:

Specification – A3 trifold to A6, full colour, double sided printed on FSC 130gsm paper.

Printing Companies	Cost		
	1,000	7,500	10,500
A	£415	£725	£875
B vat exempt	£313	£812	£957
C	£325	£1128	£1415

Distribution Companies	Postcodes	Total Targeted Addresses	Amount proposed to be Printed	Cost Approx.
A	PL12 4, 5, 6 and 9 and all businesses	10,459	10,500	£1,230.30 +vat
B	Approx 7000 residential houses and 300 businesses	7,400	7,500	£1,215.00 +vat
C	Unable to quote as services do not run in the area requested	N/A	N/A	N/A

Due to increased costs for paper resources, posting and the environmental impact of printing and distribution, consideration should be given to altering the approach taken.

Further options for Members consideration are detailed below:

Option 1 - Four Page Pull Out:

A local Newspaper has offered a discounted rate for a four-page pullout to be inserted into the middle of the paper, inclusive of an advert on the front page to inform readers, to be distributed on 6th March 2023.

The content would be totally independent of the paper and to be supplied by the Town Council in PDF format ready for printing. [Please click here to view a draft design.](#)

Company D	Saltash & surrounding areas. Delivered direct to homes/businesses via letterboxes. Remaining copies to Forder, Antony Passage, Carkeel, Landrake, Hatt, Industrial areas & more.	8500	8500	£2,000 (no vat)
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Option 2 - Targeted Advertising or Digital Version with Minimum Printing:

Consideration may wish to be given to offering a digital version of the Precept Leaflet with targeted advertising to ensure as many households as possible are reached.

Clear advertisements on the Town Council website, social media channels and within all Town Council buildings, notice boards and press releases, such as previously provided for the Annual Town Council Report in April / May 2022, with printed copies of the leaflet being available directly from the Town Council at the Guildhall and Library and personally distributed by Councillors at events such as Meet Your Councillors.

Additionally, a social media advert could be used to target all those within a set boundary should Members approve.

The local newspaper has been approached for quotes for a half-page and full-page advert for Members consideration. [Click here to view the draft advertisement full-page poster.](#)

Breakdown of costs relating to option 2:

Full Page Advertisement in local Newspaper £500.00 (no vat)
Social Media Geo Targeted Advertising £50.00

Please note: A £50 budget to boost a single post could potentially reach 812-2.3k social media users within an 8km radius. Anyone within the set radius would receive a targeted advertisement with statistics available for later analysis.

Example of Boost Post:

The screenshot shows the Facebook 'Boost post' interface. On the left, under 'Audience details', it shows the location as Saltash, Cornwall, with an 8km radius. The estimated audience size is 131.2K-154.4K. A map shows the location and radius. Below the map, a warning states: 'There may be issues with this ad. Audience sizes may vary significantly as people opt out of tracking on iOS 14 or use other data controls on Facebook (such as our updated privacy controls for people in the European region).' On the right, 'Estimated daily results' shows 'People reached' as 780-2.3K. Below that, 'Payment summary' shows a total budget and total amount of £50.00 GBP for a 7-day run. At the bottom, there is a 'Boost Post Now' button and a link to Meta's Terms & Conditions.

Further savings can be made in relation to printing cost. See below for the comparison of professional printing costs compared to in-house.

Option A (professional):

Printing cost for 100 leaflets with supplier	£130.00
Printing cost for 200 leaflets with supplier	£151.00
Printing cost for 300 leaflets with supplier	£170.00

Inclusive of:

Colours: 4 colour process both sides.

Origination: Supply High Resolution Sherpa proof. On approval print digitally.

Material: ECO GLOSS (FSC4) 130GSM FSC MIX BP.

Finishing: Folded, trimmed to finished size and packed suitably.

Option B (in-house):

Printing costs for 100 leaflets printed in house £88.98
This is inclusive of 2 hours of staff time to format, print and trifold. The cost per A3 double sided colour page print is 4.4p and due to paper costs fluctuating daily an average cost was sought at a cost of 2.4p per page for the cheapest quality paper.

Total cost of Option 2 and 2A: £680.00
Based on 100 leaflets printed.

Total costs of Option 2 and 2B: £638.98
Based on 100 leaflets and estimated staffing allocation.

If the Town Council wished to pursue more digital means of distribution, it could provide a cost saving of over £1,000 alone, as well as reducing the environmental impact.

This would reinforce previous pledges made by the Town Council to continue their commitment to reducing the environmental impact of council services and increasing efficiencies where and when possible.

[Please click here to view the proposed DRAFT precept leaflet in the A3 trifold format.](#)

Proposal:

To approve Option 2 and 2A:

- Approve the design and content (e.g. text and photos) of both the Advertising Poster and Precept Leaflet;
- Appoint Company D for a full-page advert at a cost of £500.00;
- Undertake a social media geo targeted campaign at a cost of £50.00;
- Appoint printing Company B to provide 100 printed and trifold leaflets at a cost of £130.00.

Total cost: £680.00

Budget Code: 6301 Stationary / Postage / Printing

Budget Availability: £4,312.00

End of Report
Administration Officer



Saltash Town Council



Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest Grant ☒

Festival Fund Grant ☐

DATE APPLICATION SUBMITTED:

Contact Name:	NIGEL CRABB
Position:	TREASURER
Organisation:	FORDER CONSERVATION AND COMMUNITY ASSOCIATION
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organization:	C I O
Charity/Company number (if applicable)	Charity No: 117 9921 Company No: N/A
What geographical area does your organization cover?	FORDER AND ANTONY PASSAGE CONSERVATION AREA OPEN TO ALL RESIDENTS OF SALTASH

How long has your organization been in existence?	56 YEARS
---	----------

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

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u> ? (Please list – continue on a separate sheet if necessary)	DEC 2021	RENEWING DISABLED ACCESS	£1000	Y
Please list the aims and objectives of your organization	PLEASE SEE CONSTITUTION.			

What are the main activities of your organization?	<p>TWO MAIN AREAS</p> <p>1) PRESERVING AND MAINTAINING ENVIRONMENT IN CONSERVATION AREA. MAINTAINING CREEK WALLS, MAINTAINING SLIPWAY TO ALLOW WATER SPORTS.</p> <p>2) COMMUNITY EVENTS, WEEKLY CLUBS VILLAGE FETE, CHRISTMAS CAROL SERVICE, MEETINGS, SOCIAL EVENTS.</p> <p>MAINTAINING VILLAGE HALL FOR COMMUNITY</p>
--	---

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

2. Your project

Project	Start Date	01 / 10 / 2022
	Finish Date	01 / 03 / 2023
	Total Cost	£ 872.27
	Grant Applied For	£ 600.00

Project title:	PROTECTION - CINEMA CLUB
----------------	--------------------------

Description of project (please continue on a separate sheet if necessary):	TO PURCHASE A DVD/BLURAY PROJECTOR AND SCREEN TO ALLOW REFORMATION OF CINEMA CLUB WHICH FLOURISHED BEFORE COVID LOCKDOWN USING BORROWED EQUIPMENT WHICH IS NOW DAMAGED AND OBSOLETE.
Where will the project/activity take place?	FORDER VILLAGE HALL

Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	1) FORDER COMMUNITY 80 2) CINEMA CLUB PATRONS APPROX 40 PER MONTH <u>40</u> 120
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	EVIDENCE OF PREVIOUS SUCCESSFUL OPERATION UNDER AUSPICES OF CFLYM (CORNWALL COUNCIL) A LACK OF EQUIPMENT PREVENTS RE-ESTABLISHMENT
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)	GENERAL MEETING IN FAVOUR TRUSTEES IN FAVOUR

How will the project be managed and how will you measure its success?	THERE IS AN APPOINTED FILM OFFICER WHO SELECTS, ORDERS AND STAGES SCREENING (COLIN BROWN) SUCCESS MEASURED BY AUDIENCE NUMBERS PREVIOUS GROUP MADE SMALL PROFIT
Please give the timescale and key milestones for your project, including a start date and finish date.	WE WOULD LIKE TO BE UP AND RUNNING BY END OF MARCH POSSIBLE KT SCREENING MARCH/APRIL 2023 ANNUAL REVIEWS BY TRUSTEES
What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)	N/A

3. How you will pay for your project.

What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	SEE ATTACHED SHEET
How will you promote STC once application and project are complete?	EQUIPMENT MARKED AS 1) BOUGHT WITH HELP STC 2) NEWSLETTER ARTICLE 3) SCREENING PUBLICITY WILL REFERENCE STC HELP

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)
FCCA TRUSTEES	£200	✓	✓

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

4. Further information enclosed Checklist.

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

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

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

5. Declaration by the applicant

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

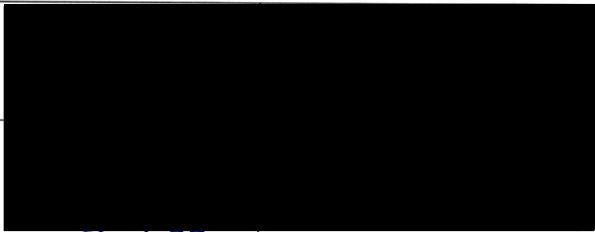
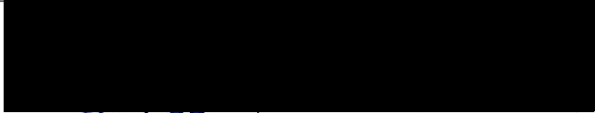
I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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

I/we accept the following:

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

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

Signed:		
Print Name(s):		
Position(s):	TREASURER	CHAIRMAN
Date:	10/11/2022	

Schedule

Multi Cover Third Sector Secure

Policy number: CC008647
Agent reference: 21331084

Client number: 50180230

Insured: Forder Community Conservation Association

Agent name: Scout Insurance Services Limited
t/a Unity Insurance Services

Postal address:

The Undercliff
Forder
Saltash
Cornwall
PL12 4QR

Agent address:

Suites 10 & 10a, The Quadrant
60 Marlborough Road
Lancing Business Park
Lancing
West Sussex
BN15 8UW

Issuing office: Victor Insurance, Grove House, Newland Street, Witham, Essex, CM8 2UP,
Castlemead, Lower Castle Street, Bristol, BS1 3AG

Your Activities: Community interest organisation set up to provide recreation and leisure facilities to improve social welfare and the environment in preserving and protecting the natural environment and endangered species of plants and animals.

Effective date: 20 February 2022
Expiry date: 19 February 2023

Date of issue: 16 February 2022

Premium ex IPT: £613.21
IPT @ 12.00%: £73.59
Underwriting fee: £35.00
Total premium: £721.80

Important Information

This **Schedule** forms part of the policy.

You must make a fair presentation of the risk to **Us** when **You** take out, renew or vary **Your** policy. This means that **You** must tell **Us** about all facts and circumstances which may be material to the risks covered by **Your** policy in a clear and accessible manner. Material facts are those which are likely to influence **Us** in the acceptance or assessment of the terms or pricing of **Your** policy. If **You** are in any doubt as to whether a fact is material, **You** should tell **Us** about it.

If **You** fail to make a fair presentation of the risk, where that failure is deliberate or reckless, or where, **We** would not have issued, renewed or varied **Your** policy had **You** told **Us** about a material fact or circumstance, **We** may treat **Your** policy as if it had not existed and refuse to pay any claims. In other cases, **We** may only pay part of the value of **Your Claim** or impose additional terms.



organisation or employed by **You**, **You** should check with them where appropriate that the facts and statements that **You** make are complete and accurate.

If any of the facts, statements or information about **You** or **Your Activities** are incomplete or inaccurate, **You** or **Your** agent must contact **Us** immediately. Failure to do so may mean that **Your Claim** will not be paid, or that we will impose different terms on **Your** policy, or charge **You** a higher premium or, in the worst case, invalidate **Your** policy and require **You** to repay any **Claims** that have already been paid under the policy.

Data Protection (this notice applies to all sections of this application)

You should understand that information **You** provide to **Us** may contain personal data as defined under the General Data Protection Regulation (Regulation (EU) 2016/679). By providing this information, **You** consent to the processing of **Your** personal data by **Us** and **Our** affiliated companies for the purposes set out in the Privacy Notice in the policy wording. **You** should be aware that some of these organisations may be located outside the **United Kingdom** and the European Economic Area. Please be assured that **We** have taken appropriate steps to safeguard **Your** information according to relevant data privacy laws. Please contact **Us** if **You** require further information on measures undertaken to protect **Your** data. An explanation detailing how **Your** information is used can be found within the Privacy Notice in the policy wording.

The policy wording applicable is: Multi Cover Third Sector Secure v7 01 10 2021 which is available to download at: <http://www.victorinsurance.co.uk/policy-wordings>

Important Notice for Victor Insurance Multi Cover Third Sector Secure Policyholders

With effect from renewal there have been changes to your policy wording

This notice must be read in conjunction with the attached Victor Insurance Multi Cover Third Sector Secure Policy Wording and Schedule. Please read these documents for full details of the terms, conditions and exclusions that apply as this notice only outlines the key changes. Please keep this notice safely with your policy documentation for future reference.

Key change	Detail	What this means to you
Communicable Disease	New definition added	Supports the Communicable Disease Exclusion
Communicable Disease Exclusion	New exclusion added	Excludes claims from a communicable disease to some sections of the policy (please refer to General Exclusions section of the policy for full details).
Electronic Risks Exclusion	New exclusion added	Please refer to General Exclusions section of the policy for full details.

Please contact Your Insurance Broker or Advisor immediately if the cover provided does not meet your needs.

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Statement of Fact

Multi Cover Third Sector Secure

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Agent reference: 21331084

Client number: 50180230

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t/a Unity Insurance Services

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For these reasons, it is important that **You** check all of the facts, statements and information set out in this document or any other information provided are complete and accurate and that **You** have answered any questions completely and accurately. If there is more than one person involved in **Your**

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General Information

Details of the Organisation

Organisation class	Environment
Organisation sub class	Land Management
Approximate date organisation established	01 January 1966
Projected 12 months Revenue	£18,000

Details of the Trustees, Directors or Officers

Been declared bankrupt or insolvent?	No
Had a proposal declined, renewal refused or insurance cancelled?	No
Had any complaints or investigations concerning the charity by or to the Charity Commissioners or any other regulatory or official body or institution?	No
Had any convictions or charged (but not yet tried) with any criminal offence other than motoring offences?	No
Had special terms imposed?	No

Details of the Organisations Activities

Do Your Activities involve work with persons under the age of 18 and/or vulnerable adults?	No
Is there an element of residential or overnight stays	
Do You arrange events or fundraising activities?	Yes
Do You work with animals?	No
Do You maintain gardens and landscaping or undertake other general maintenance?	No
Any of Your Activities carried out outside of the United Kingdom ?	No
Are You involved in any form of recycling?	No
Are You involved in supporting others who have or suffer from drug or alcohol addictions?	No
Are You involved in supporting others who have a history of being or are violent?	No

Details of Health and Safety

Do You currently have a safety policy in force?	Yes
Do You have a nominated health and safety officer?	No
Do You provide health and safety training to Employees ?	Yes
Do You undertake risk assessments?	Yes
Do You undertake workplace inspections?	Yes

Details of Employees, Volunteers and Revenue

Admin/clerical wage roll	£0
Manual work at Premises wage roll	£0
Manual work away from Premises wage roll	£0
Total expiring Wage roll	£0

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Cover Summary

The following selections of cover have been selected; please see individual sections of cover and Premises for full details.

Cover	Insured/Not Insured
Material Damage	✓
Business All Risks	✗
Business Interruption	✗
Book Debts	✗
Terrorism	✗
Employer's Liability	✓
Public and Products Liability	✓
Charity Trustees Management Liability	✓
Professional Liability	✗
Employee Dishonesty	✗
Money and Assault	✓
Goods in Transit	✓
Deterioration of Stock	✓
Personal Accident	✗
Travel	✗
Equipment Breakdown	✓
Cyber Liability	✓
Legal Expenses	✓

Schedule of Premises

	Premises address	Premises occupation
Premises 1	The Undercliff Forder Saltash PL12 4QR	Village Hall

Material Damage

The **Excess** applicable in respect of **Damage** is £100 unless otherwise stated below.

The **Excess** applicable in respect of **Damage** to Glass is £25

The **Excess** applicable to **Subsidence, Heave or Landslip** is £1,000

Premises 1

Property insured	Sum insured
Buildings	(£87,101) £100,166
Stock and materials in trade	£2,500
Does your Stock consist of any of the following:	
Beer, lager and cider?	No
Cigarettes, cigars and tobacco?	No
Electronic equipment?	No
Wines fortified wines and spirits?	No
	(£20,580)
Machinery, Plant and All Other Contents	£23,667
Year Premises built?	2008
Listed building?	Not Listed
Had evidence of Subsidence, Heave and Landslip at this Premises ?	No
Not maintained or in a poor state of repair?	No
You are not the sole occupant in the Premises ?	No
Premises sprinklered?	No
Premises Unoccupied ?	No
Any frying of food carried out on the Premises ?	No
Not constructed of brick, stone or concrete walls and slate or tiled roof?	No
Do You reside on or in adjacent premises?	No
Premises protected by an intruder alarm?	Yes
Automatic Fire Alarm linked to Central Station and fully maintained fire extinguishers?	Yes
CCTV present?	No
Housekeeping arrangements for storage and removal of combustible waste?	Yes

Endorsements

MCTS067 - Material Damage - Defined Contingencies

This Section does not cover **Damage** caused by or resulting from

Flood

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Volunteers who undertake admin/clerical work	0
Volunteers who undertake manual work at Premises	15
Work at height or depth?	No
Work using heat?	No
Work using powered machinery/tools?	No
Work involving heavy lifting?	No
Details of work in high risk areas	

Volunteers who undertake manual work away from Premises	0
--	---

Total number of Employees (including trustees, committee members, governors, directors and volunteers)	15
---	----

Projected Revenue for the next 12 months	£18,000
---	---------

Gross Annual Revenue for Your last complete financial year as shown in Your latest report and accounts	£8,000
---	--------

Insurance Information

Previously insured for any of the covers requested in the proposal	Yes
--	-----

LTA required	No
--------------	----

Claims History

No details provided



next 12 months?

Have **You** undergone any mergers, disposals or acquisitions over the past 12 months or are any anticipated during the next 12 months?

No

Were **Your** annual Report and Accounts audited or independently examined?

Yes

Have **Your** Report and Accounts been qualified in the last 3 years?

No

Money and Assault

Part A - Money

Crossed cheques and other non-negotiable instruments	£1,000,000
Money in vending or gaming machines on the Premises	£500
Money in safe on Premises overnight	Item 1 below
Money out of safe on Premises overnight	Item 2 below
Money in transit or on the Premises during Working Hours	Item 3 below
Money in Employee's homes	Item 4 below
Money at fundraising events	Item 5 below
Money at tin shakes (per person)	Item 6 below

Premises	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6
1	£2,500	£500	£4,000	£500	£250	£50

Part B - Assault

Death	£15,000
Loss of sight or hearing	£15,000
Loss of limbs	£15,000
Permanent total disablement	£15,000
Temporary total disablement	£150 per week
	Total weeks payable
	104 weeks
Temporary partial disablement	£75 per week
	Total weeks payable
	104 weeks

Goods in Transit

The **Excess** applicable to this section is £100.

Method of Transit Private car, commercial road vehicles, other road haulier, rail and post

Premises	Limit any one occurrence (£)
1	£2,500

Deterioration of Stock

Excess: **You** will pay the first 10% of each and every **Claim** (minimum £25) if the **Refrigerating Plant** is over 10 years old at the time of **Damage**

Premises	Refrigerating Plant
----------	---------------------

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Employers' Liability

Limit of liability £10,000,000
Do you do any outreach work? No

Public and Products Liability

The **Excess** applicable to third party **Property Damage** is £100

The **Excess** applicable to third party **Bodily Injury** is £0

Limit of liability £5,000,000

Premises and equipment in a good state of repair and will be so maintained Yes
Do **You** provide any form of treatment other than massage, reflexology or No
aromatherapy?
Do **You** manufacture, import, export, wholesale or retail any products? No
Do **You** sell/supply second hand articles as part of **Your** general activities or No
for fundraising purposes?

Endorsements Injury to participant

We will not provide cover in respect of **Bodily Injury** to persons participating in contact sports or training sessions unless caused by defects in **Your Premises**.

Martial arts

We will not provide cover in respect of:

- martial arts instruction, demonstration, advice or training given by, or on behalf of, **You**
- Bodily injury** to participants while practicing or competing in martial arts.

Charity Trustees Management Liability

The **Excess** applicable in respect of Organisational liability is £1,000

Trustees liability limit of liability £100,000
Organisational liability limit of liability £100,000

Any significant changes to the nature of **Your** objectives anticipated in the next 12 months? No

Have **You** undergone any **Employee** layoffs, early retirements, restructuring or redundancies over the past 12 months or are any anticipated during the No

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Certificate of Employers' Liability Insurance (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 as amended by the Employers' Liability (Compulsory Insurance) (Amendment) Regulations 2008, (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. This requirement will be satisfied if the certificate is made available in electronic form and each relevant employee has reasonable access to it in that form)

Policy Number CC008647

Name of Policyholder Forder Community Conservation Association

Date of Commencement of Insurance 20/02/2022

Date of Expiry of Insurance 19/02/2023

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, or to offshore installations in territorial waters around Great Britain and its Continental Shelf (b)
2. the minimum amount of cover provided by this Policy is no less than £5 million (c)

Signed on behalf of
Ageas Insurance Limited (Authorised Insurer)

A handwritten signature in black ink that reads 'Ant Middle'.

Ant Middle – CEO, Ageas Insurance Limited

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 its 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.

It is recommended that you retain a copy of each Employers' Liability certificate issued to you

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Balance Sheet as reported To Trustees and
General Meeting for 3rd QUARTER SHOWING
small net loss.
Forder Community and Conservation Association (FCCA)

Balance Sheet as of 4th October 2022

Fixed Asset	As @ 04/10/2022	As @ 31/01/2022
Village Hall at Cost	64,024	64,024
Less, Grants Received	37,240	37,240
Net Cost to FCCA (Insured for £85,000)	26,784	26,784

Current Assets:	As @ 04/10/2022	As @ 31/01/2022
Charities Deposit Fund (CCLA)	28,197	27,910
Nat West Current Account	1,699	10,156
Cash in Hand	43	116
Sub Totals	29,939	38,182
Add Fixed Asset	26,784	26,784
Total assets as at 04/10/2022	£56,723	£64,966

Represented by:

Capital Account	As @ 04/10/2022	As @ 31/01/2022
Balance brought forward at 01/02/2022	64,966	58,261
Add Surplus for the year to date		
Receipts	11,089	17,823
Less Payments		
Payments	19,332	11,118
Net Loss	-8,234	6,705
Balance on Capital Account as at 31/01/2023 carried forward	£56,732	£64,966

Comprising:		
Village Hall Fund	26,784	26,784
Quay Wall Repair Fund	5,500	5,500
Decking Repair Fund	0	10,000
Redecoration Reserve	2,500	2,500
General Reserves	21,939	20,182
TOTAL	£56,723	£64,966



Account type: **BUSINESS CURRENT**
Account number: **68693400**
Sort code: **53-61-44**
Account name: **FORDER COMMUNITY AND**

Transactions

Date: **26th October 2022**

Your transactions

Showing: Last 1 month (4 weeks), All Transactions

Date	Type	Description	Paid in	Paid out	Balance
19 Oct 2022	DPC	NIGEL CRABB , COPY PAPER WAITROS, VIA ONLINE - PYMT	-	£5.50	£1,730.08
17 Oct 2022	D/D	PENNON WATER SRVCS, 2269966401	-	£30.28	£1,735.58
14 Oct 2022	DPC	NIGEL CRABB , DYMO TAPE , VIA ONLINE - PYMT	-	£12.90	£1,765.86
12 Oct 2022	C/R	000130	£60.00	-	£1,778.76
10 Oct 2022	DPC	FROM A/C 35556269, VIA ONLINE - XFER	£10.00	-	£1,718.76
5 Oct 2022	DPC	CARTERS GARDENING , CGC 4709 , VIA ONLINE - PYMT , FP 05/10/22 10 , 12154819768230000N	-	£50.00	£1,708.76
5 Oct 2022	BAC	WELLS CHRISTOPHER , WELLS MOORING 18 , FP 05/10/22 1051 , FP22278003104175	£60.00	-	£1,758.76
27 Sep 2022	DPC	KEITH RAWLINGS , FCCA NOTICE BOARD , VIA ONLINE - PYMT	-	£45.00	£1,698.76

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COIF Charities Deposit Fund
Statement of Account

Mr N C Crabb



30 June 2022

Client Name: FORDER COMMUNITY AND CONSERVATION ASSOCIATION (FCCA)

Account Number: 041330001C

Statement of account for the quarter ending 30 June 2022				
Date	Description	Withdrawn £	Deposited £	Balance £
01/04/22	Brought Forward			27,918.28
01/04/22	Interest retained		✓ 9.87	27,928.15
14/04/22	Paid to bank	✓ 2,875.00		25,053.15
03/05/22	Interest retained		✓ 11.86	25,065.01
31/05/22	Deposit		✓ 3,000.00	28,065.01
01/06/22	Interest retained		✓ 15.95	28,080.96
30/06/22	Balance Carried Forward			28,080.96

The average Fund yield for this quarter was 0.729% p.a. (0.814% p.a. on balances over £15 million)

Interest for the Quarter is as follows:

Month	Date paid	Amount £
Apr 22	03 May 2022	11.86 ✓
May 22	01 Jun 2022	15.95 ✓
Jun 22	01 Jul 2022	20.53 ✓

Reconciled
21/7/2022
Ⓟ

This is to confirm that

FORDER COMMUNITY AND CONSERVATION ASSOCIATION (FCCA)

was entered on the Register of Charities on

13 September 2018

Registered charity number:

1179921

Rt Hon Baroness Stowell of Beeston MBE
Chair

Dr Helen Stephenson CBE
Chief Executive Officer

CHARITY COMMISSION
FOR ENGLAND AND WALES

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

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

5. Application of income and property

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

6. Benefits and payments to charity trustees and connected persons

- (1) General provisions

No charity trustee or connected person may:

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

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

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

7. Conflicts of interest and conflicts of loyalty

A charity trustee must:

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

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

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

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

9. Membership of the FCCA

- (1) Admission of New Members (a)

Eligibility

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

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

(2) Duty of members

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

(3) Termination of membership

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

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

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

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

(4) Membership fees

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

10. Members' decisions

(1) General provisions

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

(2) Taking ordinary decisions by vote

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

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

- (i) at the meeting at which it was demanded; or
 - (ii) at some other time and place specified by the chair; or
 - (iii) through the use of postal or electronic communications.
 - (e) In the event of an equality of votes, whether on a show of hands or on a poll, the chair of the meeting shall have a second, or casting vote.
 - (f) Any objection to the qualification of any voter must be raised at the meeting at which the vote is cast and the decision of the chair of the meeting shall be final.
- (7) **Representation of organisations and corporate members**
 An organisation or a corporate body that is a member of the FCCA may, in accordance with its usual decision-making process, authorise a person to act as its representative at any general meeting of the FCCA.
- The representative is entitled to exercise the same powers on behalf of the [organisation or] corporate body as the [organisation or] corporate body could exercise as an individual member of the FCCA.
- (8) **Adjournment of meetings**
 The chair may with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting to another time and/or place. No business may be transacted at an adjourned meeting except business which could properly have been transacted at the original meeting.

12. Charity trustees

- (1) **Functions and duties of charity trustees**
 The charity trustees shall manage the affairs of the FCCA and may for that purpose exercise all the powers of the FCCA. It is the duty of each charity trustee:
- (a) to exercise his or her powers and to perform his or her functions as a trustee of the FCCA in the way he or she decides in good faith would be most likely to further the purposes of the FCCA; and
 - (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and
 - (ii) if he or she acts as a charity trustee of the FCCA in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.
- (2) **Eligibility for trusteeship**
- (a) Every charity trustee must be a natural person.
 - (b) No one may be appointed as a charity trustee:

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

14. Information for new charity trustees

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

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

15. Retirement and removal of charity trustees

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

16. Reappointment of charity trustees

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

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

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

20. Execution of documents

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

21. Use of electronic communications

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

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

22. Minutes

The charity trustees must keep minutes of all:

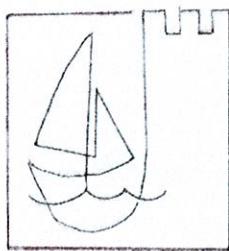
- (1) appointments of officers made by the charity trustees.
- (2) proceedings at general meetings of the FCCA.
- (3) meetings of the charity trustees and committees of charity trustees including:
 - the names of the trustees present at the meeting.
 - the decisions made at the meetings; and
 - where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

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

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

27. Voluntary winding up or dissolution

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



Forder Community and Conservation Association (FCCA)
The Community Hall,
Forder,
Saltash,
Cornwall,
PL12 4QR

'caring for the community: protecting the environment'

Grant Application to Saltash Town Council

Section 3

How will you pay for your project?

What will the money be spent on?

A Viewsonic PX703HD Projector from AV Parts Master	£597.96 inc vat
Celexon Manual Professional Screen from Cherrywood AV	£150.00 inc vat
Amer Projector Ceiling Mount	£24.00 inc vat
DVD Player Ceiling Mount	£18.00 inc vat
5 metre HDMI Cables from Currys	£25.00 inc vat
5 metre 3.5 mm jack audio cable from Currys	£15.00 inc vat
Dvd -player hand set control to replace missing control on gifted dvd player	£16.00 inc vat

Alterations

Timber to accommodate new screen across existing rafters

3 metres 50 x 100 Square edge Redwood planed from

Travis Perkins @ £8.77 per metre	<u>£26.31 inc vat</u>
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Total	<u>£872.27 inc vat</u>
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Alterations

We have been given a dvd player and we will make any alterations to the hut on a DIY basis. The screen will be moved closer to the end of the hall to allow for larger audiences and more comfort when viewing screen. The alterations needed are to permanently mount the screen in the rafters of the hall. Secure and fix the projector and dvd player at an appropriate height for projection. We will also conceal and secure cables for this permanent set up. Speakers will be rigged, cables concealed.

Samsung HTJ4500 AH59-02530A Home Cinema Remote Control

5.0 2 Reviews [Write a Review](#)



£16.05

1

ADD TO BASKET

Usually despatched within - 10 working days


Genuine spare part
Stock No: 38728090H

Remote controls naturally feature delicate parts that are vulnerable to damage. Buttons can be over-pressed, worn or pulled out. Liquids can be spilled and damage the remote's electrical system. This additional Samsung remote control is perfect for putting an end to those family squabbles over the remote or those moments of madness when it's simply been misplaced.

Please check model fit list to ensure this part is correct for your model.

- Type: AH59-02530A

Brands This Fits

5.0	5 Stars	2
2 Reviews	4 Stars	0
Write a Review	3 Stars	0
 100%	2 Stars	0
of respondents would recommend this to a friend	1 Star	0

Samsung HTJ4500 AH59-02530A Home ...

£16.05

Description ★ Reviews

5 Excellent Product

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I was pleased to get a genuine replacement for my remote control at a great price.

Submitted 1 year ago



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VIVANCO 3.5 mm to RCA Cable - 5 m

• [Ask an owner](#)

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Flexible credit on orders over £99

9 MONTH PAY DELAY. Pay nothing for up to 9 months. 24.9% APR representative (variable)*
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Enter town or full postcode

FREE FAST delivery on orders over £40

Free collection from store

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[Price promise](#)



3.5 mm / RCA connections

3.5 mm / RCA connections

Product information

Product code: 334637

The Vivanco 46032 3.5 mm to RCA Cable lets you connect your phone or MP3 player to a HiFi or amplifier and pump

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HAMA High Speed HDMI Cable with Ethernet - 5 m

£24.99

Flexible credit on orders over £99

9 MONTH PAY DELAY. Pay nothing for up to 9 months. 24.9% APR representative (variable)*
[+1 more offers](#)

Check stock in your area

Enter town or full postcode

FREE FAST delivery on orders over £40

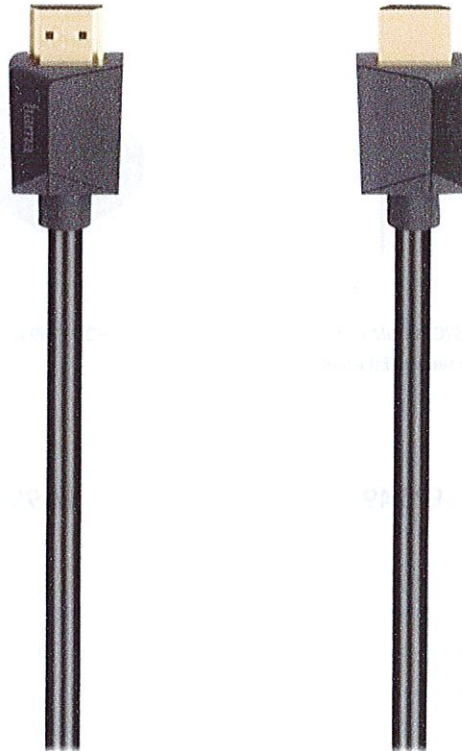
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[Price promise](#)



Suitable for 4K Ultra HD

Up to 10.2 Gbps

Gold-plated connector

Suitable for 4K Ultra HD

Up to 10.2 Gbps

Gold-plated connector

Product information

Product code: 32O283

Connect your 4K monitor to your PC or laptop using the Hama 00205007 High Speed HDMI Cable with Ethernet. For added convenience, the 5 meter HDMI cable also supports high speed Ethernet connectivity and Audio Return Channel.

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Specifications

* BEST BUY *

Electronics

Best Sellers

Deals

Phones & Accessories

TVs & Home Cinema

Camera & Photo

Audio & HiFi

Computers & Accessories

Wearable Technology



VonHaus Tilting TV Wall Bracket, Wall Mount Bracket For 26" to 55" TV, TV Wall Bracket For VESA Universal Mount Compatible TV's, For TV's Up To 45kg Weight, Ultra Slim, 2 year Warranty

7,765

£11⁹⁹[Back to results](#)

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VIDEO



Share

VonHaus wall shelf, wall bracket for DVD player/PS4/cable boxes/game consoles/TV accessories, black

Buying for work? Discover Amazon Business, for business-exclusive pricing, downloadable VAT invoices and more. [Create a FREE account](#)

[Visit the VonHaus Store](#)

1,273 ratings

£17⁹⁹

One-Day

& **FREE Returns****Spread the cost of your purchase over £100.**

Select Instalments by Barclays at checkout. Subject to financial status. Amazon is the credit broker.

Representative example: Credit limit £1200, Annual interest rate 12.2% variable, Representative APR 12.2% variable

[Learn more about Instalments by Barclays](#)

Note: This item is eligible for **FREE Click and Collect** without a minimum order subject to availability. [Details](#)

Mounting type Wall Mount

Movement type Tilt

Brand VonHaus

Material Plastic

Colour Black

Compatible devices Televisions

About this item

- This support shelf is suitable for DVD players, Blu-Ray, 3D, Freeview, Sky and Virgin boxes, consoles. This mount does not fit Sky+, Sky+ HD Boxes or PS3
- Ideal for saving space and secure storage of TV accessories
- Allows vertical and horizontal placement with adjustable hinged bracket
- The adjustable clamps (min. 25 mm, max. 45 mm) ensure a firm grip of the device and the two arms (200 mm - 450 mm) allow perfect adjustment for any device
- Contents: required fixings and user manual (English language not guaranteed)

[Report incorrect product information.](#)**£17⁹⁹**

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& **FREE Returns**

FREE delivery Tomorrow, November 8. Order within 7 hrs 5 mins. [Details](#)

[Deliver to Nigel - Saltash PL12 4](#)**In stock.**

Quantity: 1 ▾

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Packaging Shows what's inside...

[Details](#)

Return policy: [Returnable until Jan 31, 2023](#)

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Delivery

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VonHaus 23-55 Inch TV Wall Bracke...

8,324

£24⁹⁹

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AMER MOUNTS Projector Mount - Universal Ceiling Bracket LCD DLP Tilt 360Degree Swivel up to 14KG - White

Buying for work? Discover Amazon Business, for business-exclusive pricing, downloadable VAT invoices and more. [Create a FREE account](#)

Visit the AMER MOUNTS Store
2,056 ratings

-4% £23⁹⁹

RRP: £24.99 ⓘ

One-Day

& **FREE Returns****Spread the cost of your purchase over £100.**

Select Instalments by Barclays at checkout. Subject to financial status. Amazon is the credit broker.

Representative example: Credit limit £1200, Annual interest rate 12.2% variable, Representative APR 12.2% variable

[Learn more about Instalments by Barclays](#)

Note: This item is eligible for **FREE Click and Collect** without a minimum order subject to availability. [Details](#)

Colour Name: **White**

£23.99

1 option from
£51.05

£23.99

Brand AMER MOUNTS
Colour White
Compatible devices Projectors
Compatible phone models Universal
Mounting type Ceiling Mount

About this item

- Universal Mount
- Heavy Duty Aluminum die-cast structure (Stronger and Lighter)
- Fits projectors with mounting holes up to 12" apart (15.7" with optional arms AMRP10057 may be needed for Large projectors; not incl.)
- Ceiling to projector: 8.6" (additional 6", 12", 24" or 16-26" with optional extension pole AMRE5006, AMRE5012, AMRE5024, or AMREADJ1626 for high ceilings; not incl.)
- Color: White

[Report incorrect product information.](#)

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£23⁹⁹

One-Day

& **FREE Returns**

FREE delivery **Tomorrow, November 8.** Order within 6 hrs 46 mins. [Details](#)

Deliver to Nigel - Saltash PL12 4

In stock.

Quantity: 1 ▾

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Secure transactionDispatches from **Amazon**Sold by **the manufacturer**

Return policy: **Returnable until Jan 31, 2023**

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Delivery

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Sold by: Amazon

£29.67

Add to Basket

+ £5.00 delivery

Sold by: Stuff-uk

Have one to sell?

Sell on Amazon

QUOTE

VAT REGN. No. GB 408 5567 37

Your Ref:

Our Ref: 0478Q628080

Date : 28th November 2022

Customer: FCCA NIGEL CRABB

Your Office contact is Steven Haigh Page : 1

Site Ref : FCCA

Product Code	Description	Qty	Price Per	Disc %	Goods Amt
180006	REDWOOD PLANED SQUARE EDGE 5TH 50 X 100MM FINISHED SIZE 44 X 94MM	3.00 M	731.00 HM		21.93

Goods Total: £ 21.93

VAT Total : £ 4.39

Grand Total: £ 26.32

PLEASE QUOTE REF : 0478Q628080 WHEN PLACING THE ORDER
THIS QUOTATION IS ONLY APPLICABLE AT TRAVIS PERKINS SALTASH TP

** ALL PRICES QUOTED ARE EXCLUSIVE OF VAT - E. & OE. **

* Please be aware that due to current market volatility, we are experiencing * * unprecedented levels of rising commodity prices, currency fluctuations and *

Sign:	Print:	Date:	Time:
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Our Sales Terms apply, available online at <https://www.travisperkins.co.uk/content/legal-policies> and in branch on request. Your attention is in particular drawn to terms 4, 5 and 9.

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If you are a consumer we recognise that you may have additional rights and we confirm your statutory rights are not affected by these terms. For example, you may have cancellation rights which are set out in clause 10.2 of our Sales Terms, in which case, you may use the model cancellation form (available online or in branch on request), or in another written format.

From: [REDACTED]
To: [REDACTED]
Date: Nov 29, 2022 11:39:09 AM
Subject: AV Parts Master Quote

Hi Nigel,

AV Parts Master quote for the supply of a Viewsonic PX703 HD to the Forder Community and Conservation in the sum of £498.00 + VAT

Regards

Paul Jennings



This email may contain confidential information. Such information is to be kept confidential and must not be disclosed without our prior written consent.

We take reasonable care to ensure that our emails are not infected by any virus or other malicious software, but we do not guarantee this. The opinions expressed in this email are those of the author. They do not necessarily represent those of AV Parts Master Ltd.

CUSTOMER		DELIVERY ADDRESS	QUOTATION	
Nigel Crabb Forder Community and Conservation Association		Nigel Crabb Forder Community and Conservation Association	Quote Reference:	CWQ2022904
			Quote Date:	28/11/2022
			Valid Until:	05/12/2022
			Payment Terms:	Payment With Order
			Your Contact:	Jennifer
QTY	ITEM DESCRIPTION	UNIT PRICE (EX VAT)	LINE TOTAL (EX VAT)	
1	Celexon Manual Professional Plus screen (Recommended) - 200x113cm viewing area - 45cm top black border + 4cm side borders - 16:9 format to match the projector - Soft return mechanism - Case dimensions: 218 x 9 x 8 cm	£125.00	£125.00	
1	Delivery	£15.00	£15.00	
<ul style="list-style-type: none"> Prices are valid for 7 days or while stocks last. This quotation and any subsequent acceptance of it is subject to Cherrywood AV Ltd Terms and Conditions of Trade All prices and information are confidential and must not be shared with any third parties. 		TOTAL (EX VAT)	£140.00	
		VAT @ 20%	£28.00	
		TOTAL (INC VAT)	£168.00	

BANK DETAILS

Bank Name: Natwest
Account No: 78569176
Sort Code: 6070-23

Page 70

Registered Address: 8 New Street
Ossett
WF5 8BH
Company Reg No: 05229910
VAT Registration No: GB 847 7333 95

Report to Saltash Town Council re Safe38 grant

As detailed in the invoices previously submitted, we have spent the grant money on the following;

8 roadside banners now installed along A38 and approach roads; £180.26

4 T shirts with Safe38 logos for use by our volunteers at events such as Liskeard show; £54.48

10 pvc collection boxes for distribution to our supporting retail outlets; £46.20

500 car stickers for sale to promote Safe38 and road safety; 234.28

Total for the above: £515.22 of which your grant of £434.00 covered the majority.

Safe38 continues to press for urgent short-term safety measures on the existing road in South East Cornwall and for an upgraded, safer road in the longer term. We are also committed to raising driver awareness of the dangers of this road as far as we are able.

We thank the STC for their support.

Safe38 report to STC: Additional information.

The grant has supported Safe38 by allowing us to refresh our banners and stickers with our latest campaign messages. For example; when the Highways Agency are proposing to mildly modify the existing road instead of progressing with a single or dual-carriageway bypass for this dangerous stretch, we placed roadside banners saying ' Don't just TWEAK it, By-Pass it'.

We have also bought new collection boxes as we have increased the number of outlets where people can pick up our car stickers and donate to Safe38. The current list of our supporters is as follows:

Dave's Sheds, Trerulefoot

Pig Out Cafe, Bake Lakes

Windy Ridge Eating House, Trerulefoot

Riverside Garage, Tideford

Eliot Arms, St Germans

Landrake Stores

Bullers Arms, Landrake

Saltash Community Shop

Menheniot Post Office

Sportsmans Arms, Menheniot

Trago Butchers

Seaton Beach Cafe

Downderry Stores

Copley Arms, Hessenford

We had a stand at the Liskeard show in the summer and used a crashed car to attract attention. The T shirts, collection boxes and one of the new banners that the grant enabled were used. A large number of the show visitors approached us and we were able to explain our campaign so far and plans for the future.

As mentioned previously STC councillor Steve Miller attends our monthly meetings and helped out on our stand at the show (see attached pic). I'm sure he would answer on our behalf any other questions councillors may have regarding our campaign.



Steve Jackson
Treasurer



Vinyl Banners Printing
artwork@vinylbannersprinting.co.uk
0203 287 3786

INVOICE



Invoice Date: 17/06/2022
Order Number: 9099781
Order Date: 17/06/2022
Payment Method: Pay By Credit Card

Product	Quantity	Price
custom product calculator Material Select:: vinylbanner Finishing:: Straight Cut Delivery:: standarddelivery Hemming:: No ArtWork/Design:: ArtWork(Image Uploaded) Side:: single_side Images:: Tweak-it-artwork Unit:: mm Banner Width: 1900 Banner Height: 760	6	£109.52
Subtotal		£109.52
Shipping		£6.99 via Flat Rate
Total		£116.51

Paid from SAFE 38 A/C 17/6

Free design service on all orders, get your design within 30 minutes*. You only pay once you approve the design.

[Click here](#)

Linda Davidson



The De Soto & General Building Company
Universal House
Highway Labor
Military Plan
International
Dillon
P.O. 17198

14-01374-17132
Friedrich, Heinrich. 1822. 287 p. var. cat.

Bank Details: Norwest Bank
Account No. 86365709
Sort Code: 60 24 77

1945 10 20 - 1945 10 20

1344

03.07.22

October 1991

DeCoursey, P.H.

DEBATES

4 T-shirts with breast and back prints

0451

34510

431

20

547145

CDC

VAT CODE

DATE PAGE

2000

UNRELEAS

VAL

49.00

APPENDIX

£5/12

2.4.1. The Influence of Culture

£ 54.48

ECL Plastics Ltd
Unit 3, Egremont Close
Whitefield
Manchester
M45 8FH

Tel: 0161 766 6444
Email: sales@eclplastics.co.uk
VAT Reg No: 354749719

Company Number : 4581300



Incorporating



Charity & Fundraising Suppliers

INVOICE

Page 1

Invoice No	55120
Invoice Date	14/08/2022
Order No	
Account Ref	JACK0006

www.eclplastics.co.uk
www.direct-fundraising.co.uk

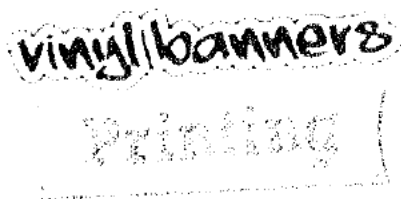
Quantity	Description	Unit Price	Net Amt	VAT %	VAT
10	Eco Box - Custom Colour White	2.85000	0.00	28.50	21.00
	Amount Paid	46.20			0.00
	Amount Due				

Deliver To :



Total Net Amount	£	28.50
Carriage Net	£	10.00
Total VAT Amount	£	7.70
Invoice Total	£	46.20

Please make cheques payable to ECL Plastics Ltd and forward with copy invoice to our office
For BACS payments : Virgin Money, 17-21 Oxford Street Bolton, BL1 1RD
Sort Code : 05-03-55 Account No : 56796589
IBAN : GB36YORK05035556796589 - SWIFT CODE : YORKGB21355
Prompt payment would be appreciated
Goods remain the property of ECL PLASTICS LTD until paid for in full



Vinyl Banners Printing
artwork@vinylbannersprinting.co.uk
0203 287 3786

INVOICE



Invoice Date: 19/10/2022
Order Number: 9107235
Order Date: 19/10/2022
Payment Method: Pay By Credit Card

Product	Quantity	Price
custom product calculator SOT:: Foldable Material Select:: vinylbanner Finishing:: Straight Cut Delivery:: standarddelivery Hemming:: No ArtWork/Design:: ArtWork(Image Uploaded) SOT:: Foldable Side:: single_side Images:: 9060748-Philip-Jackson-190-cm-x-76-cm-Qty-04-UC-demo Unit:: mm Banner Width: 1900 Banner Height: 760 Finishing: Straight Cut	1	£27.38
Vinyl Banner SOT:: Foldable Material Select:: vinylbanner Finishing:: Straight Cut Delivery:: standarddelivery Hemming:: No ArtWork/Design:: ArtWork(Image Uploaded) SOT:: Foldable Side:: single_side Images:: 9067546-Philip-Jackson-a-190-cm-x-76-cm-Qty-2-SA-Demo-1 Unit:: mm Banner Width: 1900 Banner Height: 760 Finishing: Straight Cut	1	£27.38

Product	Quantity	Price
Subtotal		£54.76
Shipping		£8.99 via Flat Rate
Total		£63.75

Free design service on all orders, get your design within 30 minutes*. **You only pay once you approve the design.**

IDSP_SU162904C : Thank you for your order

sales@discountstickerprinting.co.uk <sales@discountstickerprinting.co.uk>

Wed 19/10/2022 17:46

To:



Discountstickerprinting.co.uk.
Unit 8 Network Centre,
Doncaster Road,
Kirk Sandall, Doncaster,
DN3 1HP

VAT Reg. GB 116 8565 00
www.discountstickerprinting.co.uk

ESTIMATED DELIVERY DATE:

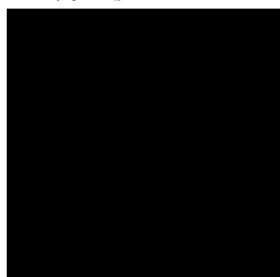
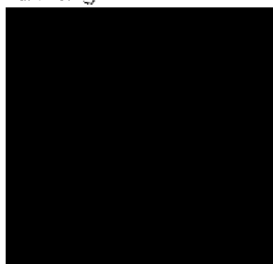
Phone Number Email Address

Re-Order Now

[Click here](#)

Billing Address

Shipping Address



Product	Price	Quantity	Total
Size: W:100mm X H:100mm			
Shape: Square			
Sub Total			£92.26
Delivery			£0.00
VAT			£18.46
Total			£110.72



The Royal British Legion – Saltash & District



Telephone: [REDACTED]

Email: SaltashDistrict.Committee2@RBL.Community

Date: 6th December 2022

Mayor's Secretary – Lindsay Mansfield
Saltash Town - Saltash Community Fund Committee
Guildhall
Saltash, Cornwall

Dear Ms Mansfield

Re: Annual Festival of Remembrance Concert to launch the Poppy Appeal - CC260 project form

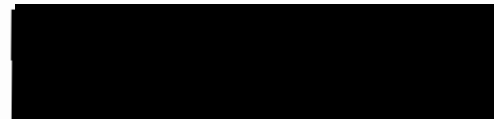
Firstly, please accept my apologies for the delay in getting this report to you. [REDACTED]

[REDACTED] I have attached an Expenses report to justify the spends of the grant you afforded us of £850.00. And I have included receipts to cover the same. We did not spend all of the grant, and therefore have included a cheque for the sum of £64.55 not allocated.

The event was a successful launch to this year's Poppy Appeal and we took over the following 2 week period around £15k which is a great start to the year. I would like to thank the Mayor and Mayoress Richard and Sarah Bickford for attending the Concert and supporting the Saltash Branch of the Royal British Legion.

Any queries, please do not hesitate to contact me.

Yours faithfully



Ms Carolann Pabst
Saltash & District – PR

Enc.

Forthcoming RBL Events

Saturday 5th November 2019 – 10.00am until 12 noon

RBL Coffee Morning – Wesley Methodist Church,
Callington Road, Saltash
~~~~~

**Friday 11<sup>th</sup> November 2022 – 10.45am muster**

RBL 2 Minutes Silence & Salute - Outside Brunel Pub, Fore St, Saltash  
Please feel free to join us at 10.45am  
~~~~~

afvbc

ARMED FORCES & VETERANS
BREAKFAST CLUBS

SALTASH

www.afvbc.NET



Unlimited
Tea or Coffee
with a
Full English
Only £10 per person *



1st and 3rd Friday
of every month

09:00 until 10:30

The Ploughboy Inn
60 Liskeard Road, Saltash. PL12 4HG

To book your place for the Breakfast,
please phone or text **07494 478239**
or email AFVBC.Saltash@gmail.com
at least 3 days prior to the event date

There are over 430 clubs in 15 countries who meet regularly to allow serving member of Her Majesty's Armed Forces and Veterans to meet face to face in a safe, relaxed environment to enjoy breakfast and banter, to combat loneliness and allow veterans to

Return to the Tribe

Even if you can't join us for the breakfast,
please join our Facebook group -
www.facebook.com/groups/afvbc.saltash/

*If you book your place and do not attend, please note you will still be asked to pay for your breakfast



ROYAL BRITISH LEGION
Saltash & District Branch

**Festival of
Remembrance
2022**



to launch the Poppy Appeal

Saturday 29th October 2022 - 7.30pm

Wesley Methodist Church
Callington Road, Saltash

With Music from

Saltash Town Band

Burraton Community Primary School Choir

Lewis Wilmot

Roxanne Danielle

Our thanks also go to Saltash Town Council and the Community
Fund for helping us to fund this event

Hymn

Jerusalem (Tune – Parry) – Saltash Town Band

And did those feet in ancient time
Walk upon England's mountain green?
And was the holy Lamb of God
On England's pleasant pastures seen?
And did the countenance divine
Shine forth upon our clouded hills?
And was Jerusalem builded here
Among those dark satanic mills?

Bring me my bow of burning gold!
Bring me my arrows of desire!
Bring me my spear! O clouds, unfold!
Bring me my chariot of fire!
I will not cease from mental fight,
Nor shall my sword sleep in my hand,
Till we have built Jerusalem
In England's green and pleasant land.

~~~~~

## Act of Remembrance

Last Post – Saltash Town Band

**Exhortation – Mr David Newman**  
**(Chairman of Saltash RBL)**

They shall grow not old, as we that are left grow old;  
Age shall not weary them, nor the years condemn  
At the going down of the sun and in the morning  
We will remember them  
**WE WILL REMEMBER THEM**

Reveille – Saltash Town Band

~~~~~

The National Anthem – Saltash Town Band

God save our gracious King,
Long live our noble King,
God save the King:
Send him victorious,
Happy and glorious,
Long to reign over us:
God save the King.

Thy choicest gifts in store,
On him be pleased to pour;
Long may he reign:
May he defend our laws,
And ever give us cause
To sing with heart and voice
God save the King

~~~~~

**Vote of Thanks – Mr Bill Dent (President of Saltash RBL)**

~~~~~

Standards and Dignitaries leave main hall
March of the British Legion - Saltash Town Band

~~~~~

*The organisers of this event wish to say a big  
"Thank You" to all the performers and  
volunteers for their help and support*

*Our thanks also go to Saltash Town Council  
and the Community Fund for helping us to fund this event*

# Saltash Royal British Legion Festival of Remembrance 2022

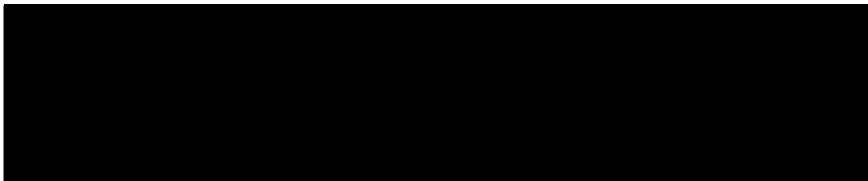
Page 33

| Grant from Council                         | monies in      | Expenses                             |                | invoice attached |
|--------------------------------------------|----------------|--------------------------------------|----------------|------------------|
| Estimated Costs of Banners & Advertising   | £100.00        | Cost of Banners                      | £47.43         | yes              |
|                                            |                | Cost of Flyers                       | £14.00         | yes              |
|                                            |                | Cost of Stickers                     | £5.25          | yes              |
| Estimated Costs for programmes and tickets | £75.00         | Cost of Programmes                   | £56.90         | yes              |
|                                            |                | Cost of tickets (business cards)     | £9.00          | yes              |
|                                            |                | Design costs (CornishCreativeCorner) | £42.42         | yes              |
| Estimated cost for hiring Wesley Church    | £175.00        | Wesley church                        | £154.50        | yes              |
| Hiring Saltash Town Band                   | £300.00        | Town band                            | £300.00        | yes              |
| Hiring other musicians and Sundries        | £200.00        | Roxanne Danielle                     | £100.00        | yes              |
|                                            |                | Lewis Wilmot                         | £20.00         | yes              |
|                                            |                | Additional printing (Paper & Ink)    | £35.95         | yes              |
|                                            |                | Grant money not used returne to STC  | £64.55         |                  |
| <b>Total</b>                               | <b>£850.00</b> |                                      | <b>£850.00</b> |                  |



Order information

Delivery address



Paid on 20 Sep 2022

Order total

|               |        |
|---------------|--------|
| 3 items       | £51.00 |
| Item discount | -£3.57 |
| Postage       | Free   |
| <hr/>         |        |
| Order total   | £47.43 |

Items bought from yourtradeprinter

Order number: 13-09120-80719

| Qty | Item name                                                                                       | Delivery service                 | Item price |
|-----|-------------------------------------------------------------------------------------------------|----------------------------------|------------|
| 3   | PVC BANNERS OUTDOOR VINYL BANNER ADVERTISING SIGN DISPLAY PRINTED HEAVY DUTY PVC (322780767566) | Evri (the new Hermes)<br>Tracked | £51.00     |



### Order information

### Delivery address



Paid on 23 Sep 2022

### Order total

|                    |               |
|--------------------|---------------|
| 2 items            | £19.25        |
| Postage            | Free          |
| <b>Order total</b> | <b>£19.25</b> |

### Items bought from a2zprintuk

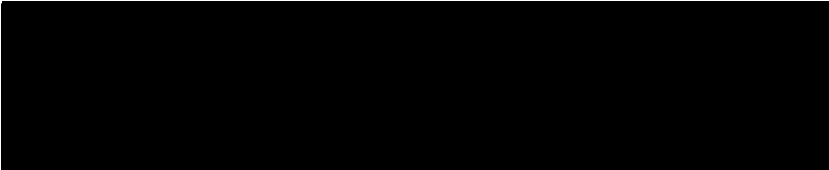
Order number: 03-09135-57093

| Qty | Item name                                                                                   | Delivery service | Item price |
|-----|---------------------------------------------------------------------------------------------|------------------|------------|
| 1   | A5 Flyers Leaflets Printed Full Colour Flyer Leaflet Printing 150 gsm silk (193320582303)   | Royal Mail 48    | £14.00     |
| 1   | LOGO Printed Round Stickers - Custom Logo labels - Circle Labels custom logo (193311589008) | Royal Mail 48    | £5.25      |



Order information

Delivery address



Paid on 27 Sep 2022

Order total

|             |        |
|-------------|--------|
| 1 item      | £56.90 |
| Postage     | Free   |
| <hr/>       |        |
| Order total | £56.90 |

Items bought from leafletmaker

Order number: 12-09148-45195

| Qty | Item name                                                                                  | Delivery service     | Item price |
|-----|--------------------------------------------------------------------------------------------|----------------------|------------|
| 1   | Full Colour A5 A4 Booklet Printing - Stapled Booklets - 170gsm 130gsm 90gsm (172958386818) | Other Courier 3 days | £56.90     |

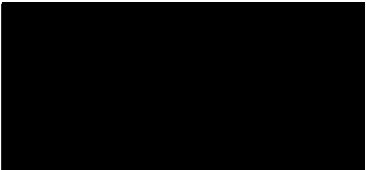


Order information



Paid on 22 Aug 2022

Delivery address



Order total

|               |        |
|---------------|--------|
| 1 item        | £10.00 |
| Item discount | -£1.00 |
| Postage       | Free   |
| <hr/>         |        |
| Order total   | £9.00  |

Items bought from a2zprintuk  
Order number: 14-09011-93305

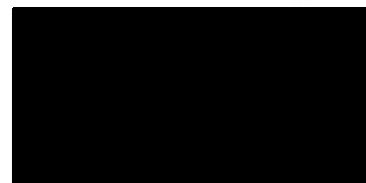
| Qty | Item name                                                         |
|-----|-------------------------------------------------------------------|
| 1   | Business Cards Personalised Printed Business Cards (193306908085) |

| Delivery service | Item price |
|------------------|------------|
| Royal Mail 48    | £10.00     |

# INVOICE



Cornish Creative Corner



13<sup>TH</sup> OCTOBER 2022

TO: Saltash & District Royal British Legion

For: Provision of Design and Art costs for Tickets, Posters & Programmes

For: Design of Banners

Total Cost

£ 42.42

Payable by bacs (details on request)

*Paid with thanks  
3<sup>rd</sup> November 2022*

Charity No: 1127542

**INVOICE**

**Page 1**

Royal British Legion Saltash District Branch

|                     |            |
|---------------------|------------|
| <b>Invoice No</b>   | 2267       |
| <b>Invoice Date</b> | 14/11/2022 |
| <b>Order No</b>     |            |
| <b>Account Ref</b>  | RBL        |

| Quantity | Description                                                                                | Unit Price | Net Amt | VAT % | VAT  |
|----------|--------------------------------------------------------------------------------------------|------------|---------|-------|------|
| 1.00     | Hire of Church, Room 1 and Room 2<br>on 29 October 2022 for the<br>Festival of Remembrance | 154.50     | 154.50  | 0.00  | 0.00 |

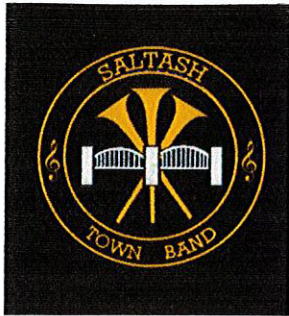
BACS Payment details:

**PAYMENT TERMS: THIRTY DAYS FROM DATE OF INVOICE**  
Receipts are not issued unless specifically requested – Thank you

Please make cheques payable to:  
**Saltash Wesley Methodist Church**

**Send remittance to:**  
The Church Administrator  
Saltash Wesley Church  
Callington Road  
Saltash, Cornwall. PL12 6LA

|                         |   |        |
|-------------------------|---|--------|
| <b>Total Net Amount</b> | £ | 154.50 |
| <b>Carriage Net</b>     | £ | 0.00   |
| <b>Total Tax Amount</b> | £ | 0.00   |
| <b>Invoice Total</b>    | £ | 154.50 |



**Invoice**  
111

To: Carolann Pabst  
Saltash & District Royal British Legion

Please remit to: Saltash Town Band

29/10/22

Name of Event: Saltash Festival of Remembrance  
Event Date: 29/10/22  
Amount Owed: £300.00

Thank you for inviting us to take part again this year.

Donna Townson

✂

Remittance Advice

Ref Invoice 111

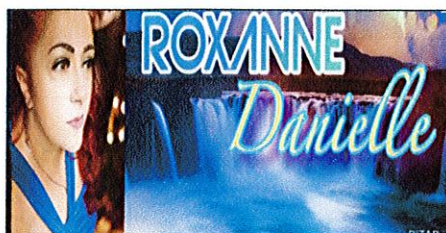
**Saltash Festival of Remembrance**

**£300.00**

Please make cheques payable to – Saltash Town Band  
Please return with payment, many thanks.

**BACS**

Account Name: Saltash Town Band



# Invoice

28<sup>TH</sup> OCTOBER 2022

TO: Saltash & District Royal British Legion

For: Singing in this years' Festival of Remembrance Concert

Total Cost

£ 100

Please pay by Cash

*Paid with thanks  
28<sup>th</sup> October 2022*

# Lewis Wilcot Piper



*28<sup>TH</sup> OCTOBER 2022*

*TO: Saltash & District Royal British Legion*

*For: Playing the bagpipes in this years' Festival of Remembrance Concert*

*Total Cost*

*£ 20*

*Please pay by Cash*

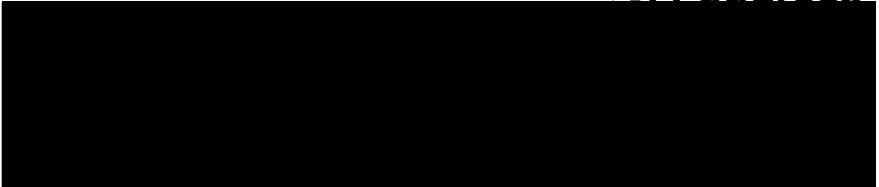
*Paid with thanks*

*28<sup>th</sup> October 2022*



Order information

Delivery address



Order total

|             |        |
|-------------|--------|
| 1 item      | £35.95 |
| Postage     | Free   |
| <hr/>       |        |
| Order total | £35.95 |

Paid on 2 Nov 2022

Items bought from



Order number: 24-09300-34508

| Quantity | Item name                                                                                 | Delivery service      | Item price |
|----------|-------------------------------------------------------------------------------------------|-----------------------|------------|
| 1        | HP 305 or 305XL Black & Tri-Colour Ink Cartridges for DeskJet 2710 Printer (284274207213) | Royal Mail Tracked 48 | £35.95     |



## **Proposal – Saltmill Skatepark**

### **Junkyard**

A small but dedicated team whom have successfully managed and delivered JY skatepark for 7 Years. Within those 7 years we have held; youth night sessions, competitions, under 10 sessions, skate schools and open access sessions for members of the Saltash Community and wider. The skatepark was designed and built by Martyn Tambling who utilised the space expertly creating an indoor skatepark fit for use by those who ride, skate and scoot.

We have been awarded small pots of charitable funding throughout our 7 years which we have utilised to keep costs low for our young people, to maintain the space, to pay our rent and other associated costs and cover any expenses for our team of volunteers.

For 7 years we have engaged with and supported some of our most vulnerable local young people utilising the skills of our volunteers supported by out JNC youth worker. Our young people have received support, advice, guidance and encouragement along with a safe and secure space to develop their confidence and skills.

We have been present as JY Skatepark at Saltmill skatepark during our 7 years hosting competitions and community events along with making small gestures to maintain Saltmill and keep it relatively safe for use, this has been done on a volunteer basis primarily for our young people and community to have access to the skatepark in a way that is safe and pleasant.

### **Our Vision**

We would like to lease Saltmill skatepark for a variety of reasons. Currently the space has been left in a manner which sees it as unsafe, unkept and being utilised in a way which is potentially not friendly and/or safe for our children and families. Ultimately we would like to, over time change the space through redesign and restructure being ran, managed and maintained by Junkyard. Our vision is to secure funding to allow us to bring the ultimate vision to life ending with a multi-function community hub incorporating a world class skatepark facility – Something which the space absolutely lends itself to. Our intention is to have a committee whom will assist with this vision and have overall responsibility for the skatepark in terms of its redesign and maintenance. We will hold regular community consultations and utilised both of these avenues by way of supporting funding bids throughout the lease term.

### **Our Vision – 1 – 4 Years**

In the first instance we will be looking to undertake all small repairs on the skatepark in order to make the space safer and more user friendly along with a repaint to once again disperse the graffiti and create a more friendly looking space. We will immediately source funding to undertake these necessary jobs in order to initially provide an overhaul of the space in its current format. We will promote our involvement to the community by way of social media and the voice of our young people and set up our committee in order to begin sourcing bigger and more sustainable funding. We will host a community engagement event whereby our local community can voice there views and

opinions regarding the skatepark making links with Safer Saltash, the local policing team along with other youth and community providers. We would explore the installation of CCTV and our team will immediately begin having a presence at the skatepark. We would like to erect and install a tuck shop/out house in order to house our equipment including safety helmets and pads for us to utilise during our presence at the skatepark. In addition we would seek to host competitions and events as a way of securing funds and a wider community interest in the skatepark capitalising on our knowledge and wider team of professional and world class riders and skaters.

### **Our Vision – 5 – 10 Years**

We will seek in this time to upgrade the full space through restructure and redesign exploring funding to support such an overhaul. We benefit from Martyn Tambling whom has undertaken and delivered numerous projects of this scale having been involved in skatepark designs both nationally and locally. We would explore the creation and sustainability of a community youth hub from which we can offer a café/tuck shop but also lessons, and coaching for the overall extreme sport which Saltmill lends itself to superbly. From the restructure we will be in a positive position to host international competitions drawing world class sportspeople to the space allowing us to promote and utilise social media in way which is beneficial seeking to put both Saltmill and our local talent 'on the map'. We will maintain the space regularly seeking to keep it safe, secure and useable for the local community encouraging and supporting ownership of the space. Our local links and community engagement will allow us to continuously evolve in way which supports our involvement with the space – We will increase our presence ensuring that the overall responsibility for the skatepark is ours.

### **Our Vision – 11 – 15 Years**

Our intention is to year on year grow and sustain Saltmill skatepark capitalising on our knowledge, dedication and expertise. At this point we would like to have a fully functioning and safe Skatepark hosting regular committee meetings, competitions, coaching opportunities and youth engagement activities. From our community youth hub we would be seeking to host workshops and maintenance opportunities potentially exploring recognised qualifications relating to extreme sports yet also community engagement and personal development programmes. We envision by this point providing our world class skatepark facility capitalising on our expected successes and utilising our developed relationships with our local and wider communities.

Overall our vision is to utilise the skatepark space to the maximum. We have a proven track record of applying for and receiving funding. We have existing and positive relationships with the local community and have a good working relationships with Groundwork South. We would provide updates to all required and invested parties regarding any plans we have and are able to provide a 3d model of what the skatepark could look like which we would seek to host somewhere like The Guildhall welcoming feedback and input from others.

Ultimately we are looking to create a safe, secure and welcoming space for our local and wider community. We have the knowledge and skills by which to do this and welcome the opportunity.

### **Our Questions**

1. How long can we have the lease? At what cost?
2. Are we able to work 'breakers' in to the lease contract?
3. We will receive backing from Cornwall County council for future funding bids?
4. Through the lease will we have full autonomy to redesign and restructure the skatepark where necessary?
5. What links do you anticipate us having with Groundwork South?
6. What is the reporting structure between us and Cornwall County Council?