



# ***Saltash Town Council***

***Konsel An Dre Essa***



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

8 March 2023

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Tuesday 14th March 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](mailto:enquiries@saltash.gov.uk) or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and indicate if you will be present at the meeting.

Yours sincerely,

S Burrows  
Town Clerk

To:

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

## Agenda

1. Health and Safety Announcements.
2. Apologies.
3. Declarations of Interest:
  - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
  - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
4. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.  
Please note: Any member of the public requiring to put a question to the Town Council must do so by 12 noon the day before the meeting.
5. To receive and approve the minutes of the Policy and Finance Committee held on 10th January 2023 as a true and correct record. (Pages 5 - 11)
6. All accounts and bank accounts reconciled up to 31st January 2023.
7. Petty cash reconciled up to 31st January 2023.
8. To receive a report on VAT. (Page 12)
9. To receive a report on investments. (Page 13)
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 14 - 23)
12. To receive a report from the Finance Officer. (Page 24)
13. The Town Clerks report on delegated authority to spend. (Page 25)
14. To consider Risk Management reports as may be received.
15. To ratify the Town Council Motor Vehicle Insurance Policy for the year 2023-24. (Pages 26 - 31)
16. To receive a report on the appointment of a Town Council Solicitor and consider any actions and associated expenditure. (Pages 32 - 35)
17. To receive Cornwall Councils formal Off-Street Parking Order and consider any actions and associated expenditure. (Pages 36 - 39)

18. To receive a recommendation from the Extraordinary Joint Burial Board Committee and consider any actions and associated expenditure. (Page 40)
19. To receive a recommendation from the Devolution Sub Committee and consider any actions and associated expenditure. (Pages 41 - 42)
20. To receive a report on the setup of the Meet Your Councillor Session and consider any actions and associated expenditure. (Page 43)
21. To consider a Festival Fund application:

- a. Festival Fund: (Pages 44 - 67)

| Application Number | Organisation           | Amount Requested |
|--------------------|------------------------|------------------|
| FF113              | Saltash Fair Committee | £3,000           |

22. To receive and note reports on funding awarded:
  - a. FF112 - Saltash Christmas Festival (Pages 68 - 70)
23. To receive a report on the Coronation from the May Fair Committee and consider any actions and associated expenditure. (Pages 71 - 72)
24. To receive the following recommended policies from the Services Committee and consider recommending to Full Council:
  - a. Town Council Playpark Match Funding; (Pages 73 - 85)  
**(Pursuant to Services Committee held on 9.2.23 minute nr. 118/22/23)**
  - b. Hire of Public Loudspeakers (Pages 86 - 95)  
**(Pursuant to Services Committee held on 9.2.23 minute nr. 118/22/23)**
25. To consider delegating to the Town Clerk to review the following Town Council documents:
  - a. Standing Orders;
  - b. Financial Regulations;
  - c. Scheme of Delegation;
  - d. Agenda setting.

26. To receive a quarterly report for the Commissioning of Professional Youth Work in Saltash: (Pages 96 - 101)
  - a. Livewire; (Pages 102 - 104)
  - b. The Core; (Pages 105 - 107)
  - c. Junkyard Skatepark. (Pages 108 - 110)
  
27. To receive reports from Working Groups and Outside Bodies:
  - a. Neighbourhood Plan Steering Group.
  - b. Saltash Team For Youth. (Pages 111 - 113)
  - c. Section 106 Panel.
  
28. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.
  
29. To consider any items referred from the main part of the agenda.
  
30. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
  
31. To consider urgent non-financial items at the discretion of the Chairman.
  
32. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Wednesday 10 May 2023 at 6.30 pm



## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 10th January 2023 at 6.30 pm

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

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

**APOLOGIES:** J Foster, M Griffiths and J Peggs.

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#### **125/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **126/22/23 DECLARATIONS OF INTEREST:**

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

| <b>Councillor</b> | <b>Agenda Item</b> | <b>Pecuniary/ Non-Pecuniary</b> | <b>Reason</b>      | <b>Left Meeting</b> |
|-------------------|--------------------|---------------------------------|--------------------|---------------------|
| Dent              | 17b                | Non-Pecuniary                   | Member of RBL      | No                  |
| Samuels B         | 17b                | Non-Pecuniary                   | Member of RBL      | No                  |
| Yates             | 16                 | Non-Pecuniary                   | Uses FCCA facility | Yes                 |

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

None.

**127/22/23** **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**128/22/23** **TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY POLICY AND FINANCE COMMITTEE HELD ON 22ND NOVEMBER 2022 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** that the minutes of the Extraordinary Policy and Finance Committee held on 22<sup>nd</sup> November 2022 were confirmed as a true and correct record.

**129/22/23** **ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 30TH NOVEMBER 2022.**

It was **RESOLVED** to note.

**130/22/23** **PETTY CASH RECONCILED UP TO 30TH NOVEMBER 2022.**

It was **RESOLVED** to note.

**131/22/23** **TO RECEIVE A REPORT ON VAT.**

It was **RESOLVED** to note.

**132/22/23** **TO RECEIVE A REPORT ON INVESTMENTS.**

It was **RESOLVED** to note.

**133/22/23** **TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS. IT WAS NOTED THAT THERE ARE NO DISCREPANCIES TO REPORT.**

It was **RESOLVED** to note.

**134/22/23 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.**

It was **RESOLVED** to note.

**135/22/23 TO RECEIVE A REPORT FROM THE FINANCE OFFICER.**

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

a. Savings Accounts

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

1. open a new 6 month savings account with Lloyds Bank;
2. delegate authority to the Town Clerk in consultation with the Chairman and Vice Chairman of the Policy and Finance Committee to determine the value of funding invested in the account.

b. Unclaimed refunds

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to write off the following credit notes as advised by the Internal Auditor:

|                  |                               |        |
|------------------|-------------------------------|--------|
| Allotment holder | Credit note raised March 2018 | £5.00  |
| Guildhall hire   | Credit note raised April 2020 | £36.00 |

c. Virements

It was proposed by Councillor Gillies, seconded by Councillor Bullock and **RESOLVED** to vire £304.00 from 6301 Stationery to 6304 Broadband to cover an overspend on broadband charges at the Pontoon due to contract changes.

**136/22/23 THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.**

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to ratify the Town Clerks delegated spend.

**137/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

**138/22/23 TO RECEIVE A REPORT ON THE TOWN COUNCIL PRECEPT LEAFLET FOR THE YEAR 2023/24 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members considered the report.

During discussion of this item, Councillor Dent gave her apologies and left the meeting.

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

1. To delegate authority to determine the final wording and layout of the precept leaflet to the Town Clerk, Chairman and Vice Chairman of the Policy and Finance Committee and the Chairman of the Council;
2. To **RECOMMEND** to Full Town Council to be held on 12<sup>th</sup> January 2023 that 10,500 copies of the precept leaflet (as attached) are printed for distribution as follows:

Printing

Appoint Company A at a cost of £875.00

Distribution

Appoint Company A at a cost of £1,230.30 + VAT

Undertake Social Media Geo Targeted advertising at a cost of £50.00

**Total cost from Budget Code 6301 Stationery/Postage/Printing: £2,155.30 ex VAT**

In addition, there will be advertising within Town Council buildings, notice boards, social media channels and press releases. The Mayor will highlight the leaflet distribution in the Town Messenger column.

Councillor Yates declared an interest in the next agenda item and left the room.

**139/22/23 TO CONSIDER A COMMUNITY CHEST APPLICATION:**

a. Community Chest.

| <b>Application Number</b> | <b>Organisation</b>                            | <b>Amount Requested</b> |
|---------------------------|--|-------------------------|
| CC265                     | Forder Conservation and Community Organisation | £600.00                 |

The application failed to meet the minimum score.

Councillor Yates was invited and returned to the room.

b. Festival Fund.

None.

**140/22/23 TO RECEIVE AND NOTE REPORTS ON FUNDING AWARDED:**

a. CC258 – Safe A38

It was **RESOLVED** to note.

b. FF112 – Festival of Remembrance

It was **RESOLVED** to note.

**141/22/23 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

a. Neighbourhood Plan Steering Group

No Report.

b. Saltash Team for Youth

No Report – next meeting to be held on the 13<sup>th</sup> January 2023.

c. Section 106 Panel

No Report.

**142/22/23 TO RECEIVE AN UPDATE FROM JUNKYARD SKATEPARK ON THE COMMISSIONING OF PROFESSIONAL YOUTH WORK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk reported an email received from Junkyard Skatepark confirming that they will not claim the remaining funding for the Commissioning of Professional Youth Work 2022-23 of £4,827.67 that they had previously been awarded.

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

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to vire £4,827.67 (as above) to next year's Budget Code 6222 Commissioning of Professional Youth Work.

**143/22/23 TO RECEIVE AND NOTE A PROPOSAL FROM JUNKYARD SKATEPARK.**

It was **RESOLVED** to note.

**144/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**145/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**146/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**147/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

148/22/23 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Tuesday 14 March 2023 at 6.30 pm

Rising at: 7.58 pm

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

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

# Agenda Item 8

## To receive a report on VAT

VAT Return for the period 1<sup>st</sup> October 2022 was submitted on 22<sup>nd</sup> January 2023. The refund amount was £12,452.96

The next VAT Return for the period 1<sup>st</sup> January 2023 – 31<sup>st</sup> March 2023 is due on 7<sup>th</sup> May 2023.

*Abbie Browne FMAAT (Finance Consultant)*

**End of Report**



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

- £200,000 with Public Sector Deposit Fund (Variable Interest – Nov 22 – 2.65%)
- £245,560 with Barclays Active Saver (Interest rate 0.25%)
- £500,650 with Nationwide 95 days' Notice (Interest Rate 0.4%)
- £981,831 with Cornwall Council Deposit Fund (Variable Interest at Feb 23 – 2.6%)

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

# Agenda Item 11

## Saltash Town Council Summary Budget Report 2022-23

Saltash Town Council

For the 10 months ended 31 January 2023

| 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     |
|---|-------------------------------|--------------------------|---|--------------------|-----------------------------------|--|------------------------|--------------------|--------------------|--------------------|
| <b>Operating Income</b>                                 |                               |                          |   |                    |                                   |  |                        |                    |                    |                    |
| <b>Total Operating Income</b>                           |                               |                          |   |                    |                                   |  |                        |                    |                    |                    |
| Burial Authority Income                                 | 23,802                        | 0                        | 0   | 17,500             | 15,858                            | 1,642  | 22,862                 | 25,171             | 27,713             | 30,512             |
| Burial Board Income                                     | 9,253                         | 0                        | 0   | 8,064              | 12,713                            | (4,649)  | 11,621                 | 12,689             | 13,970             | 15,382             |
| P&F Income  | 5,446                         | 0                        | 0   | 4,125              | 14,923                            | (10,798)   | 8,362                  | 9,206              | 10,136             | 11,160             |
| Guildhall Income  | 1,998                         | 0                        | 0   | 10,750             | 2,568                             | 8,182  | 10,750                 | 11,835             | 13,031             | 14,348             |
| Library Income  | 970                           | 0                        | 0   | 4,100              | 2,177                             | 1,923  | 1,868                  | 2,057              | 2,264              | 2,494              |
| Maurice Huggins Income                                  | 458                           | 0                        | 0   | 1,000              | 1,264                             | (264)  | 1,000                  | 1,101              | 1,212              | 1,335              |
| Station Income  | 1,983                         | 0                        | 0   | 6,000              | 3,876                             | 2,124  | 15,500                 | 17,066             | 18,789             | 20,686             |
| Service Delivery Income                                 | 15,567                        | 0                        | 0   | 21,617             | 17,777                            | 3,840  | 28,900                 | 27,899             | 30,717             | 33,819             |
| <b>Total Total Operating Income</b>                     | <b>59,477</b>                 | <b>0</b>                 | <b>0</b>                                    | <b>73,156</b>      | <b>71,155</b>                     | <b>2,001</b>                                       | <b>100,863</b>         | <b>107,024</b>     | <b>117,832</b>     | <b>129,736</b>     |
| Capital Income  | 1,284,018                     | 0                        | 0   | 0                  | 1,562,200                         | (1,562,200)  | 0                      | 0                  | 0                  | 0                  |
| <b>Total Operating Income</b>                           | <b>1,343,495</b>              | <b>0</b>                 | <b>0</b>                                    | <b>73,156</b>      | <b>1,633,354</b>                  | <b>(1,560,198)</b>                                 | <b>100,863</b>         | <b>107,024</b>     | <b>117,832</b>     | <b>129,736</b>     |
| <b>Operating Expenditure</b>                            |                               |                          |   |                    |                                   |  |                        |                    |                    |                    |
| <b>Operating Expenditure</b>                            |                               |                          |   |                    |                                   |  |                        |                    |                    |                    |
| Burial Authority Expenditure                            | 22,569                        | 0                        | 0   | 24,348             | 13,046                            | 11,302   | 25,143                 | 25,522             | 28,102             | 30,938             |
| Burial Authority Staffing Expenditure                   | 7,869                         | 0                        | 0   | 10,843             | 7,342                             | 3,501  | 9,472                  | 10,429             | 11,482             | 12,642             |
| Burial Board Expenditure                                | 1,923                         | 0                        | 0   | 5,743              | 1,472                             | 4,271  | 6,387                  | 7,032              | 7,742              | 8,524              |
| Burial Board Staffing Expenditure                       | 17,767                        | 0                        | 0   | 25,303             | 16,653                            | 8,650  | 22,102                 | 24,334             | 26,792             | 29,498             |
| P&F Expenditure   | 153,212                       | 0                        | 24,150                                      | 212,240            | 130,156                           | 106,234  | 216,184                | 235,494            | 256,754            | 280,159            |
| P&F Staffing Expenditure                                | 299,651                       | 0                        | 20,000                                      | 305,790            | 225,581                           | 100,209  | 329,561                | 361,435            | 397,404            | 437,007            |
| Guildhall Expenditure                                   | 24,070                        | 0                        | 0   | 29,267             | 23,116                            | 6,151  | 52,978                 | 58,328             | 64,219             | 70,704             |
| Guildhall Staffing Expenses                             | 23,004                        | 0                        | 0   | 28,405             | 17,241                            | 11,164   | 38,405                 | 42,283             | 46,554             | 51,256             |
| Library Expenditure                                     | 27,620                        | 0                        | 21,500                                      | 33,138             | 46,662                            | 7,976  | 82,062                 | 88,026             | 94,596             | 101,825            |
| Library Staffing Expenses                               | 112,705                       | 0                        | 0   | 127,319            | 98,693                            | 28,626   | 139,434                | 131,126            | 144,371            | 158,952            |
| Maurice Huggins Expenses                                | 1,786                         | 0                        | 0   | 3,641              | 2,129                             | 1,512  | 5,544                  | 6,104              | 6,721              | 7,400              |
| Station Expenditure                                     | 8,877                         | 0                        | 0   | 21,023             | 9,212                             | 11,811   | 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                            | 62,456                        | 0                        | 0   | 91,756             | 58,542                            | 33,214   | 107,236                | 118,068            | 129,987            | 145,608            |
| Service Delivery Staffing Expenditure                   | 204,888                       | 0                        | 0   | 307,858            | 160,925                           | 146,933  | 233,916                | 257,542            | 283,553            | 312,192            |
| Personnel Expenditure                                   | 9,713                         | 0                        | 8,945                                       | 10,669             | 13,973                            | 5,641  | 11,975                 | 13,185             | 14,517             | 15,983             |
| <b>Total Operating Expenditure</b>                      | <b>978,112</b>                | <b>0</b>                 | <b>74,595</b>                               | <b>1,245,438</b>   | <b>824,743</b>                    | <b>495,290</b>                                     | <b>1,310,571</b>       | <b>1,412,127</b>   | <b>1,549,368</b>   | <b>1,702,956</b>   |
| Capital Expenditure                                     | 23,009                        | 0                        | 0   | 0                  | 10,540                            | (10,540)   | 0                      | 0                  | 0                  | 0                  |
| 6701 ST EMF Staff Recruitment                           | 0                             | 0                        | 0   | 0                  | 947                               | (947)  | 0                      | 0                  | 0                  | 0                  |
| 6282 PF EMF Funding Bids                                | 0                             | 0                        | 0   | 0                  | 1,500                             | (1,500)  | 0                      | 0                  | 0                  | 0                  |
| <b>Total Operating Expenditure</b>                      | <b>1,001,121</b>              | <b>0</b>                 | <b>74,595</b>                               | <b>1,245,438</b>   | <b>837,729</b>                    | <b>482,304</b>                                     | <b>1,310,571</b>       | <b>1,412,127</b>   | <b>1,549,368</b>   | <b>1,702,956</b>   |
| <b>Total Operating Surplus/ (Deficit)</b>               | <b>342,374</b>                | <b>0</b>                 | <b>(74,595)</b>                             | <b>(1,172,282)</b> | <b>795,625</b>                    | <b>(2,042,502)</b>                                 | <b>(1,209,708)</b>     | <b>(1,305,103)</b> | <b>(1,431,536)</b> | <b>(1,573,220)</b> |
| <b>EMF Expenditure</b>                                  |                               |                          |   |                    |                                   |  |                        |                    |                    |                    |
| 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              | 15,367                            | 215,664  | 29,418                 | 10,000             | 10,000             | 10,000             |
| Guildhall EMF Expenditure                               | 0                             | 50,593                   | 0   | 20,000             | 6,290                             | 64,303   | 20,739                 | 0                  | 0                  | 0                  |
| Library EMF Expenditure                                 | 22,885                        | 85,664                   | 179,645                                     | 11,156             | 12,553                            | 263,912  | 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                  | 35,286                            | 80,201   | 0                      | 0                  | 0                  | 0                  |
| Service Delivery EMF Expenditure                        | 61,481                        | 85,925                   | 0   | 57,000             | 11,888                            | 131,037  | 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                  |
| <b>Total EMF Expenditure</b>                            | <b>170,388</b>                | <b>548,510</b>           | <b>230,995</b>                              | <b>97,156</b>      | <b>83,815</b>                     | <b>792,846</b>                                     | <b>98,049</b>          | <b>37,000</b>      | <b>37,000</b>      | <b>37,000</b>      |
| <b>Total Overall Expenditure (Operational &amp; EM)</b> | <b>1,148,500</b>              | <b>548,510</b>           | <b>305,590</b>                              | <b>1,342,594</b>   | <b>908,558</b>                    | <b>1,288,136</b>                                   | <b>1,408,620</b>       | <b>1,449,127</b>   | <b>1,586,368</b>   | <b>1,739,956</b>   |
| <b>Total Overall Budget Surplus/ Defecit</b>            | <b>171,986</b>                | <b>(548,510)</b>         | <b>(305,590)</b>                            | <b>(1,269,438)</b> | <b>711,810</b>                    | <b>(2,835,348)</b>                                 | <b>(1,307,757)</b>     | <b>(1,342,103)</b> | <b>(1,468,536)</b> | <b>(1,610,220)</b> |

### 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 10 months ended 31 January 2023

| Account   | Actual<br>Received/<br>Spend<br>2021/22 | EMF<br>Balances<br>B/F<br>2021/22 | To/From<br>Reserves &<br>Budget<br>Virements<br>2022/23 | Budget<br>2022/23 | Actual<br>Received/<br>Spend YTD<br>2022/23 | Actual Funds<br>To Receive/<br>Available to<br>Date 2022/23 | Precept/<br>Budget<br>2023/24 | Budget<br>2024/25 | Budget<br>2025/26 | Budget<br>2026/27 |
|---|---|-----------------------------------|---|-------------------|---|---|-------------------------------|-------------------|-------------------|-------------------|
| <b>Operating Income</b>   |   |                                   |   |                   |   |   |                               |                   |                   |                   |
| <b>Burial Authority Income</b>                                    |   |                                   |   |                   |   |   |                               |                   |                   |                   |
| 4612 BA Cemetery Fees (Churchtown)                                | 23,510                                  | 0                                 | 0   | 17,500            | 15,275                                      | 2,225   | 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             |
| <b>Total Burial Authority Income</b>                              | <b>23,802</b>                           | <b>0</b>                          | <b>0</b>  | <b>17,500</b>     | <b>15,858</b>                               | <b>1,642</b>  | <b>22,862</b>                 | <b>25,171</b>     | <b>27,713</b>     | <b>30,512</b>     |
| <b>Total Operating Income</b>                                     | <b>23,802</b>                           | <b>0</b>                          | <b>0</b>  | <b>17,500</b>     | <b>15,858</b>                               | <b>1,642</b>  | <b>22,862</b>                 | <b>25,171</b>     | <b>27,713</b>     | <b>30,512</b>     |
| <b>Operating Expenditure</b>                                      |   |                                   |   |                   |   |   |                               |                   |                   |                   |
| <b>Burial Authority Expenditure</b>                               |   |                                   |   |                   |   |   |                               |                   |                   |                   |
| 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               | 191   | 85  | 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               | 284   | (127)   | 173                           | 190               | 210               | 231               |
| 6014 BA Cemetery Software Subscription                            | 290                                     | 0                                 | 0   | 299               | 288   | 11  | 329                           | 362               | 399               | 439               |
| <b>Total Burial Authority Expenditure</b>                         | <b>22,569</b>                           | <b>0</b>                          | <b>0</b>  | <b>24,348</b>     | <b>13,046</b>                               | <b>11,302</b>   | <b>25,143</b>                 | <b>25,522</b>     | <b>28,102</b>     | <b>30,938</b>     |
| <b>Burial Authority Staffing Expenditure</b>                      |   |                                   |   |                   |   |   |                               |                   |                   |                   |
| 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            | 7,280                                       | 3,088   | 8,949                         | 9,853             | 10,848            | 11,944            |
| <b>Total Burial Authority Staffing Expenditure</b>                | <b>7,869</b>                            | <b>0</b>                          | <b>0</b>  | <b>10,843</b>     | <b>7,342</b>                                | <b>3,501</b>  | <b>9,472</b>                  | <b>10,429</b>     | <b>11,482</b>     | <b>12,642</b>     |
| <b>Total Operating Expenditure</b>                                | <b>30,439</b>                           | <b>0</b>                          | <b>0</b>  | <b>35,191</b>     | <b>20,388</b>                               | <b>14,803</b>   | <b>34,615</b>                 | <b>35,951</b>     | <b>39,584</b>     | <b>43,580</b>     |
| <b>Total Burial Authority Operating Expenditure</b>               | <b>30,439</b>                           | <b>0</b>                          | <b>0</b>  | <b>35,191</b>     | <b>20,388</b>                               | <b>14,803</b>   | <b>34,615</b>                 | <b>35,951</b>     | <b>39,584</b>     | <b>43,580</b>     |
| <b>Total Burial Authority Operating Surplus/ (Deficit)</b>        | <b>(6,637)</b>                          | <b>0</b>                          | <b>0</b>  | <b>(17,691)</b>   | <b>(4,530)</b>                              | <b>(13,161)</b>   | <b>(11,753)</b>               | <b>(10,780)</b>   | <b>(11,871)</b>   | <b>(13,068)</b>   |
| <b>Burial Authority EMF Expenditure</b>                           |   |                                   |   |                   |   |   |                               |                   |                   |                   |
| 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                 |
| <b>Total Burial Authority EMF Expenditure</b>                     | <b>2,498</b>                            | <b>28,835</b>                     | <b>0</b>  | <b>0</b>          | <b>1,360</b>                                | <b>27,475</b>   | <b>0</b>                      | <b>0</b>          | <b>0</b>          | <b>0</b>          |
| <b>Total Burial Authority Expenditure (Operational &amp; EMF)</b> | <b>32,937</b>                           | <b>28,835</b>                     | <b>0</b>  | <b>35,191</b>     | <b>21,748</b>                               | <b>42,278</b>   | <b>34,615</b>                 | <b>35,951</b>     | <b>39,584</b>     | <b>43,580</b>     |
| <b>Total Burial Authority Budget Surplus/ Deficit</b>             | <b>(9,135)</b>                          | <b>(28,835)</b>                   | <b>0</b>  | <b>(17,691)</b>   | <b>(5,890)</b>                              | <b>(40,636)</b>   | <b>(11,753)</b>               | <b>(10,780)</b>   | <b>(11,871)</b>   | <b>(13,068)</b>   |

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

Saltash Town Council

For the 10 months ended 31 January 2023

| 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  |
|---|-------------------------------|--------------------------|---|-----------------|-----------------------------------|--|-------------------------|-----------------|-----------------|-----------------|
| <b>Burial Board Operating Income</b>                          |                               |                          |   |                 |                                   |  |                         |                 |                 |                 |
| <b>Burial Board Income</b>                                    |                               |                          |   |                 |                                   |  |                         |                 |                 |                 |
| 4600 BB Cemetery Fees (St. Stephens)                          | 8,692                         | 0                        | 0   | 7,500           | 12,128                            | (4,628)  | 11,000                  | 12,111          | 13,334          | 14,681          |
| 4605 BB SLA Payment Grass Cutting                             | 561                           | 0                        | 0   | 564             | 585                               | (21)   | 621                     | 578             | 636             | 701             |
| <b>Total Burial Board Income</b>                              | <b>9,253</b>                  | <b>0</b>                 | <b>0</b>                                    | <b>8,064</b>    | <b>12,713</b>                     | <b>(4,649)</b>                                     | <b>11,621</b>           | <b>12,689</b>   | <b>13,970</b>   | <b>15,382</b>   |
| <b>Total Burial Board Operating Income</b>                    | <b>9,253</b>                  | <b>0</b>                 | <b>0</b>                                    | <b>8,064</b>    | <b>12,713</b>                     | <b>(4,649)</b>                                     | <b>11,621</b>           | <b>12,689</b>   | <b>13,970</b>   | <b>15,382</b>   |
| <b>Burial Board Operating Expenditure</b>                     |                               |                          |   |                 |                                   |  |                         |                 |                 |                 |
| <b>Burial Board Expenditure</b>                               |                               |                          |   |                 |                                   |  |                         |                 |                 |                 |
| 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           | 56                                | 1,225  | 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           |
| <b>Total Burial Board Expenditure</b>                         | <b>1,923</b>                  | <b>0</b>                 | <b>0</b>                                    | <b>5,743</b>    | <b>1,472</b>                      | <b>4,271</b>                                       | <b>6,387</b>            | <b>7,032</b>    | <b>7,742</b>    | <b>8,524</b>    |
| <b>Burial Board Staffing Expenditure</b>                      |                               |                          |   |                 |                                   |  |                         |                 |                 |                 |
| 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          | 16,509                            | 7,685  | 20,881                  | 22,990          | 25,312          | 27,868          |
| <b>Total Burial Board Staffing Expenditure</b>                | <b>17,767</b>                 | <b>0</b>                 | <b>0</b>                                    | <b>25,303</b>   | <b>16,653</b>                     | <b>8,650</b>                                       | <b>22,102</b>           | <b>24,334</b>   | <b>26,792</b>   | <b>29,498</b>   |
| <b>Total Burial Board Operating Expenditure</b>               | <b>19,691</b>                 | <b>0</b>                 | <b>0</b>                                    | <b>31,046</b>   | <b>18,125</b>                     | <b>12,921</b>                                      | <b>28,489</b>           | <b>31,366</b>   | <b>34,534</b>   | <b>38,022</b>   |
| <b>Total Burial Board Operating Expenditure</b>               | <b>19,691</b>                 | <b>0</b>                 | <b>0</b>                                    | <b>31,046</b>   | <b>18,125</b>                     | <b>12,921</b>                                      | <b>28,489</b>           | <b>31,366</b>   | <b>34,534</b>   | <b>38,022</b>   |
| <b>Total Burial Board Operating Surplus/ (Deficit)</b>        | <b>(10,438)</b>               | <b>0</b>                 | <b>0</b>                                    | <b>(22,982)</b> | <b>(5,412)</b>                    | <b>(17,570)</b>                                    | <b>(16,868)</b>         | <b>(18,677)</b> | <b>(20,564)</b> | <b>(22,640)</b> |
| <b>Burial Board EMF Expenditure</b>                           |                               |                          |   |                 |                                   |  |                         |                 |                 |                 |
| 6170 BB EMF Repairs to Cemetery Wall                          | 0                             | 920                      | 0   | 0               | 0                                 | 920  | 0                       | 0               | 0               | 0               |
| 6693 ST BB EMF Staff Contingency (St Stephens)                | 0                             | 2,800                    | 0   | 0               | 0                                 | 2,800  | 0                       | 0               | 0               | 0               |
| <b>Total Burial Board EMF Expenditure</b>                     | <b>0</b>                      | <b>3,720</b>             | <b>0</b>                                    | <b>0</b>        | <b>0</b>                          | <b>3,720</b>                                       | <b>0</b>                | <b>0</b>        | <b>0</b>        | <b>0</b>        |
| <b>Total Burial Board Expenditure (Operational &amp; EMF)</b> | <b>19,691</b>                 | <b>3,720</b>             | <b>0</b>                                    | <b>31,046</b>   | <b>18,125</b>                     | <b>16,641</b>                                      | <b>28,489</b>           | <b>31,366</b>   | <b>34,534</b>   | <b>38,022</b>   |
| <b>Total Burial Board Budget Surplus/Deficit</b>              | <b>(10,438)</b>               | <b>(3,720)</b>           | <b>0</b>                                    | <b>(22,982)</b> | <b>(5,412)</b>                    | <b>(21,290)</b>                                    | <b>(16,868)</b>         | <b>(18,677)</b> | <b>(20,564)</b> | <b>(22,640)</b> |

Services Committee - Guildhall Budget 2022-23

Saltash Town Council

For the 10 months ended 31 January 2023

| 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   |
|--|--------------------------------|--------------------------|---|-----------------|------------------------------------|--|-------------------------|-----------------|-----------------|------------------|
| <b>Guildhall Operating Income</b>                          |                                |                          |   |                 |                                    |  |                         |                 |                 |                  |
| <b>Guildhall Income</b>                                    |                                |                          |   |                 |                                    |  |                         |                 |                 |                  |
| 4200 GH Income - Guildhall Bookings                        | 1,899                          | 0                        | 0   | 10,261          | 2,395                              | 7,866  | 10,261                  | 11,297          | 12,438          | 13,695           |
| 4201 GH Income - Guildhall Refreshments                    | 98                             | 0                        | 0   | 257             | 269                                | (12)   | 257                     | 283             | 312             | 343              |
| 4206 GH Income - Guildhall Misc Property Income            | 1                              | 0                        | 0   | 232             | 1                                  | 231  | 232                     | 255             | 281             | 310              |
| <b>Total Guildhall Income</b>                              | <b>1,998</b>                   | <b>0</b>                 | <b>0</b>                                    | <b>10,750</b>   | <b>2,665</b>                       | <b>8,086</b>                                       | <b>10,750</b>           | <b>11,835</b>   | <b>13,031</b>   | <b>14,348</b>    |
| <b>Station Income</b>                                      |                                |                          |   |                 |                                    |  |                         |                 |                 |                  |
| 4301 SA Isambard House - Bookings                          | 0                              | 0                        | 0   | 0               | 25                                 | (25)   | 0                       | 0               | 0               | 0                |
| <b>Total Station Income</b>                                | <b>0</b>                       | <b>0</b>                 | <b>0</b>                                    | <b>0</b>        | <b>25</b>                          | <b>(25)</b>  | <b>0</b>                | <b>0</b>        | <b>0</b>        | <b>0</b>         |
| <b>Total Guildhall Operating Income</b>                    | <b>1,998</b>                   | <b>0</b>                 | <b>0</b>                                    | <b>10,750</b>   | <b>2,690</b>                       | <b>8,061</b>                                       | <b>10,750</b>           | <b>11,835</b>   | <b>13,031</b>   | <b>14,348</b>    |
| <b>Guildhall Operating Expenditure</b>                     |                                |                          |   |                 |                                    |  |                         |                 |                 |                  |
| <b>P&amp;F Expenditure</b>                                 |                                |                          |   |                 |                                    |  |                         |                 |                 |                  |
| 6216 PF Miscellaneous                                      | 0                              | 0                        | 0   | 0               | 6                                  | (6)  | 0                       | 0               | 0               | 0                |
| <b>Total P&amp;F Expenditure</b>                           | <b>0</b>                       | <b>0</b>                 | <b>0</b>                                    | <b>0</b>        | <b>6</b>                           | <b>(6)</b>   | <b>0</b>                | <b>0</b>        | <b>0</b>        | <b>0</b>         |
| <b>Guildhall Expenditure</b>                               |                                |                          |   |                 |                                    |  |                         |                 |                 |                  |
| 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             | 356                                | 413  | 847                     | 932             | 1,026           | 1,130            |
| 6402 GH Gas - Guildhall (6402)                             | 1,812                          | 0                        | 0   | 2,600           | 1,357                              | 1,243  | 6,500                   | 7,157           | 7,879           | 8,675            |
| 6403 GH Electricity - Guildhall (6403)                     | 3,383                          | 0                        | 0   | 5,200           | 2,521                              | 2,679  | 13,000                  | 14,313          | 15,759          | 17,350           |
| 6404 GH Fire & Security Alarm - Guildhall (6404)           | 1,024                          | 0                        | 0   | 1,268           | 782                                | 486  | 1,396                   | 1,537           | 1,692           | 1,863            |
| 6408 GH Cleaning Materials & Equipment - Guildhall (6408)  | 1,058                          | 0                        | 0   | 1,025           | 1,215                              | (190)  | 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           | 1,801                              | 777  | 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             | 85                                 | 291  | 414                     | 456             | 502             | 553              |
| 6414 GH Equipment - Guildhall                              | 951                            | 0                        | 0   | 1,006           | 176                                | 830  | 1,108                   | 1,219           | 1,343           | 1,478            |
| 6418 GH Professional Fees                                  | 960                            | 0                        | 0   | 1,052           | 1,950                              | (898)  | 10,000                  | 11,010          | 12,122          | 13,346           |
| 6420 GH Legionella Risk Assessment (Guildhall)             | 420                            | 0                        | 0   | 454             | 385                                | 69   | 500                     | 550             | 606             | 667              |
| <b>Total Guildhall Expenditure</b>                         | <b>24,070</b>                  | <b>0</b>                 | <b>0</b>                                    | <b>29,267</b>   | <b>23,074</b>                      | <b>6,193</b>                                       | <b>52,978</b>           | <b>58,328</b>   | <b>64,219</b>   | <b>70,704</b>    |
| <b>Guildhall Staffing Expenditure</b>                      |                                |                          |   |                 |                                    |  |                         |                 |                 |                  |
| Guildhall Staffing Expenses                                | 197                            | 0                        | 0   | 412             | 205                                | 207  | 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          | 17,019                             | 10,461   | 37,386                  | 41,162          | 45,319          | 49,897           |
| <b>Total Guildhall Staffing Expenditure</b>                | <b>23,004</b>                  | <b>0</b>                 | <b>0</b>                                    | <b>28,405</b>   | <b>17,241</b>                      | <b>11,164</b>                                      | <b>38,405</b>           | <b>42,283</b>   | <b>46,554</b>   | <b>51,256</b>    |
| <b>Grounds &amp; Premises Expenditure</b>                  |                                |                          |   |                 |                                    |  |                         |                 |                 |                  |
| 6508 SE Public Toilets (Operational Costs)                 | 0                              | 0                        | 0   | 0               | 57                                 | (57)   | 0                       | 0               | 0               | 0                |
| <b>Total Grounds &amp; Premises Expenditure</b>            | <b>0</b>                       | <b>0</b>                 | <b>0</b>                                    | <b>0</b>        | <b>57</b>                          | <b>(57)</b>  | <b>0</b>                | <b>0</b>        | <b>0</b>        | <b>0</b>         |
| <b>Total Operating Expenditure</b>                         | <b>47,074</b>                  | <b>0</b>                 | <b>0</b>                                    | <b>57,672</b>   | <b>40,378</b>                      | <b>17,294</b>                                      | <b>91,383</b>           | <b>100,611</b>  | <b>110,773</b>  | <b>121,960</b>   |
| <b>Total Guildhall Operating Expenditure</b>               | <b>47,074</b>                  | <b>0</b>                 | <b>0</b>                                    | <b>57,672</b>   | <b>40,315</b>                      | <b>17,357</b>                                      | <b>91,383</b>           | <b>100,611</b>  | <b>110,773</b>  | <b>121,960</b>   |
| <b>Total Guildhall Operating Surplus/ Deficit</b>          | <b>(45,076)</b>                | <b>0</b>                 | <b>0</b>                                    | <b>(46,922)</b> | <b>(37,650)</b>                    | <b>(9,272)</b>                                     | <b>(80,633)</b>         | <b>(88,776)</b> | <b>(97,742)</b> | <b>(107,612)</b> |
| <b>Guildhall EMF Expenditure</b>                           |                                |                          |   |                 |                                    |  |                         |                 |                 |                  |
| 6470 GH EMF Guildhall Maintenance                          | 0                              | 47,593                   | 0   | 20,000          | 6,290                              | 61,303   | 20,000                  | 0               | 0               | 0                |
| 6696 ST GH EMF Staff Contingency (Guildhall)               | 0                              | 3,000                    | 0   | 0               | 0                                  | 3,000  | 739                     | 0               | 0               | 0                |
| <b>Total Guildhall EMF Expenditure</b>                     | <b>0</b>                       | <b>50,593</b>            | <b>0</b>                                    | <b>20,000</b>   | <b>6,290</b>                       | <b>64,303</b>                                      | <b>20,739</b>           | <b>0</b>        | <b>0</b>        | <b>0</b>         |
| <b>Total Guildhall Expenditure (Operational &amp; EMF)</b> | <b>47,074</b>                  | <b>50,593</b>            | <b>0</b>                                    | <b>77,672</b>   | <b>46,605</b>                      | <b>81,660</b>                                      | <b>112,122</b>          | <b>100,611</b>  | <b>110,773</b>  | <b>121,960</b>   |
| <b>Total Guildhall Budget Surplus/ (Deficit)</b>           | <b>(45,076)</b>                | <b>(50,593)</b>          | <b>0</b>                                    | <b>(66,922)</b> | <b>(43,940)</b>                    | <b>(73,575)</b>                                    | <b>(101,372)</b>        | <b>(88,776)</b> | <b>(97,742)</b> | <b>(107,612)</b> |

**Services Committee - Library Budget 2022-23**  
Saltash Town Council  
For the year ended 31 March 2023

| Account  | Actual<br>Received/<br>Spend<br>2021/22 | EMF<br>Balances B/F<br>2021/22 | To/From<br>Reserves &<br>Budget<br>Virements | Budget<br>2022/23 | Actual<br>Received/<br>Spend<br>YTD | Actual Funds<br>To Receive/<br>Available to<br>Date | Precept/B<br>udget<br>2023/24 | Budget<br>2024/25 | Budget<br>2025/26 | Budget<br>2026/27 |
|--|---|--------------------------------|--|-------------------|-------------------------------------|---|-------------------------------|-------------------|-------------------|-------------------|
| <b>Library Operating Income</b>                          |   |                                |  |                   |                                     |   |                               |                   |                   |                   |
| <b>Library Income</b>                                    |   |                                |  |                   |                                     |   |                               |                   |                   |                   |
| 4517 LI Library - Fines                                  | 260                                     | 0                              | 0  | 650               | 645                                 | 5   | 48                            | 53                | 58                | 64                |
| 4518 LI Library - Photocopying Fees                      | 372                                     | 0                              | 0  | 800               | 701                                 | 99  | 600                           | 661               | 727               | 801               |
| 4524 LI Library Book Sales                               | 339                                     | 0                              | 0  | 300               | 481                                 | (181)   | 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                          | 0                                       | 0                              | 0  | 750               | 0                                   | 750   | 0                             | 0                 | 0                 | 0                 |
| 4529 Library Activities Sponsorship                      | 0                                       | 0                              | 0  | 600               | 350                                 | 250   | 600                           | 661               | 727               | 801               |
| <b>Total Library Income</b>                              | <b>970</b>                              | <b>0</b>                       | <b>0</b>                                     | <b>4,100</b>      | <b>2,177</b>                        | <b>1,923</b>  | <b>1,868</b>                  | <b>2,057</b>      | <b>2,264</b>      | <b>2,494</b>      |
| <b>Total Library Operating Income</b>                    | <b>970</b>                              | <b>0</b>                       | <b>0</b>                                     | <b>4,100</b>      | <b>2,177</b>                        | <b>1,923</b>  | <b>1,868</b>                  | <b>2,057</b>      | <b>2,264</b>      | <b>2,494</b>      |
| <b>Library Operating Expenditure</b>                     |   |                                |  |                   |                                     |   |                               |                   |                   |                   |
| <b>Library Expenditure</b>                               |   |                                |  |                   |                                     |   |                               |                   |                   |                   |
| 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               | 514                                 | (183)   | 364                           | 401               | 442               | 486               |
| 6902 LI Gas - Library                                    | 2,053                                   | 0                              | 0  | 2,249             | 1,183                               | 1,066   | 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               | 771                                 | 167   | 1,033                         | 1,137             | 1,252             | 1,378             |
| 6908 LI Cleaning Materials & Equipment - Library         | 965                                     | 0                              | 0  | 1,684             | 739                                 | 945   | 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             | 991                                 | 1,071   | 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             | 11                                  | 1,020   | 20,000                        | 22,020            | 24,244            | 26,693            |
| 6920 LI Legionella Risk Assessment - Library             | 455                                     | 0                              | 0  | 450               | 385                                 | 65  | 495                           | 545               | 601               | 661               |
| 6921 LI IT & Office Costs - Library                      | 5,165                                   | 0                              | 0  | 1,500             | 2,273                               | (773)   | 1,652                         | 1,818             | 2,002             | 2,204             |
| 6922 LI Library Activities                               | 1,667                                   | 0                              | (242)  | 3,000             | 2,457                               | 301   | 2,370                         | 2,609             | 2,873             | 3,163             |
| 6923 LI PWLB Loan Repayment & Interest                   | 0                                       | 0                              | 21,500                                       | 1,500             | 23,112                              | (112)   | 23,000                        | 23,000            | 23,000            | 23,000            |
| <b>Total Library Expenditure</b>                         | <b>27,620</b>                           | <b>0</b>                       | <b>21,644</b>                                | <b>33,138</b>     | <b>46,540</b>                       | <b>8,242</b>  | <b>82,062</b>                 | <b>88,026</b>     | <b>94,596</b>     | <b>101,825</b>    |
| <b>Library Staffing Expenditure</b>                      |   |                                |  |                   |                                     |   |                               |                   |                   |                   |
| 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           | 98,589                              | 25,784  | 136,189                       | 128,105           | 141,044           | 155,289           |
| <b>Total Library Staffing Expenditure</b>                | <b>112,705</b>                          | <b>0</b>                       | <b>0</b>                                     | <b>127,321</b>    | <b>98,639</b>                       | <b>28,682</b>                                       | <b>139,434</b>                | <b>131,126</b>    | <b>144,371</b>    | <b>158,952</b>    |
| <b>Total Operating Expenditure</b>                       | <b>140,325</b>                          | <b>0</b>                       | <b>21,644</b>                                | <b>160,459</b>    | <b>145,179</b>                      | <b>36,924</b>                                       | <b>221,496</b>                | <b>219,152</b>    | <b>238,967</b>    | <b>260,777</b>    |
| <b>Total Library Operating Expenditure</b>               | <b>140,325</b>                          | <b>0</b>                       | <b>21,644</b>                                | <b>160,459</b>    | <b>145,179</b>                      | <b>36,924</b>                                       | <b>221,496</b>                | <b>219,152</b>    | <b>238,967</b>    | <b>260,777</b>    |
| <b>Total Library Operating Surplus/ Deficit</b>          | <b>(139,355)</b>                        | <b>0</b>                       | <b>(21,644)</b>                              | <b>(156,359)</b>  | <b>(143,002)</b>                    | <b>(35,001)</b>                                     | <b>(219,628)</b>              | <b>(217,095)</b>  | <b>(236,703)</b>  | <b>(258,283)</b>  |
| <b>Library EMF Expenditure</b>                           |   |                                |  |                   |                                     |   |                               |                   |                   |                   |
| 6971 LI EMF Saltash Library Property Refurbishment       | 4,114                                   | 24,174                         | 199,930                                      | 0                 | 10,483                              | 213,621   | 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                 |
| <b>Total Library EMF Expenditure</b>                     | <b>22,885</b>                           | <b>85,664</b>                  | <b>180,086</b>                               | <b>11,156</b>     | <b>12,553</b>                       | <b>264,353</b>                                      | <b>10,000</b>                 | <b>0</b>          | <b>0</b>          | <b>0</b>          |
| <b>Total Library Expenditure (Operational &amp; EMF)</b> | <b>163,210</b>                          | <b>85,664</b>                  | <b>201,730</b>                               | <b>171,615</b>    | <b>157,732</b>                      | <b>301,277</b>                                      | <b>231,496</b>                | <b>219,152</b>    | <b>238,967</b>    | <b>260,777</b>    |
| <b>Total Library Budget Surplus/ (Deficit)</b>           | <b>(162,240)</b>                        | <b>(85,664)</b>                | <b>(201,730)</b>                             | <b>(167,515)</b>  | <b>(155,555)</b>                    | <b>(299,354)</b>                                    | <b>(229,628)</b>              | <b>(217,095)</b>  | <b>(236,703)</b>  | <b>(258,283)</b>  |

To/From Reserves & Budget Virements 2022/23

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

**Services Committee - Maurice Huggins Budget 2022-23**  
 Saltash Town Council  
 For the 10 months ended 31 January 2023

| Account  | Actual<br>Received/<br>Spend<br>2021/22 | EMF<br>Balances<br>B/F<br>2021/22 | To/From<br>Reserves &<br>Budget<br>Virements<br>2022/23 | Budget<br>2022/23 | Actual<br>Received/<br>Spend YTD<br>2022/23 | Actual Funds<br>To Receive/<br>Available to<br>Date 2022/23 | Precept/<br>Budget<br>2023/24 | Budget<br>2024/25 | Budget<br>2025/26 | Budget<br>2026/27 |
|--|---|-----------------------------------|---|-------------------|---|---|-------------------------------|-------------------|-------------------|-------------------|
| <b>Maurice Huggins Operating Income</b>                          |   |                                   |   |                   |   |   |                               |                   |                   |                   |
| <b>Maurice Huggins Income</b>                                    |   |                                   |   |                   |   |   |                               |                   |                   |                   |
| 4207 GH Maurice Huggins Room Income                              | 458                                     | 0                                 | 0   | 1,000             | 1,264                                       | (264)   | 1,000                         | 1,101             | 1,212             | 1,335             |
| <b>Total Maurice Huggins Income</b>                              | <b>458</b>                              | <b>0</b>                          | <b>0</b>  | <b>1,000</b>      | <b>1,264</b>                                | <b>(264)</b>  | <b>1,000</b>                  | <b>1,101</b>      | <b>1,212</b>      | <b>1,335</b>      |
| <b>Total Maurice Huggins Operating Income</b>                    | <b>458</b>                              | <b>0</b>                          | <b>0</b>  | <b>1,000</b>      | <b>1,264</b>                                | <b>(264)</b>  | <b>1,000</b>                  | <b>1,101</b>      | <b>1,212</b>      | <b>1,335</b>      |
| <b>Maurice Huggins Operating Expenditure</b>                     |   |                                   |   |                   |   |   |                               |                   |                   |                   |
| <b>Maurice Huggins Expenditure</b>                               |   |                                   |   |                   |   |   |                               |                   |                   |                   |
| 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               | 153   | 206   | 395                           | 435               | 479               | 528               |
| 7003 MA Electricity - Maurice Huggins                            | 472                                     | 0                                 | 0   | 1,025             | 349   | 676   | 2,563                         | 2,821             | 3,106             | 3,420             |
| 7004 MA Fire & Security Alarm - Maurice Huggins                  | 281                                     | 0                                 | 0   | 162               | 328   | (166)   | 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               | 245   | 268   | 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               | 385   | (57)  | 462                           | 509               | 561               | 617               |
| <b>Total Maurice Huggins Expenditure</b>                         | <b>1,786</b>                            | <b>0</b>                          | <b>0</b>  | <b>3,641</b>      | <b>2,129</b>                                | <b>1,512</b>  | <b>5,544</b>                  | <b>6,104</b>      | <b>6,721</b>      | <b>7,400</b>      |
| <b>Total Maurice Huggins Operating Expenditure</b>               | <b>1,786</b>                            | <b>0</b>                          | <b>0</b>  | <b>3,641</b>      | <b>2,129</b>                                | <b>1,512</b>  | <b>5,544</b>                  | <b>6,104</b>      | <b>6,721</b>      | <b>7,400</b>      |
| <b>Total Maurice Huggins Operating Surplus/ (Deficit)</b>        | <b>(1,329)</b>                          | <b>0</b>                          | <b>0</b>  | <b>(2,641)</b>    | <b>(865)</b>                                | <b>(1,776)</b>  | <b>(4,544)</b>                | <b>(5,003)</b>    | <b>(5,509)</b>    | <b>(6,065)</b>    |
| <b>Maurice Huggins EMF Expenditure</b>                           |   |                                   |   |                   |   |   |                               |                   |                   |                   |
| 6472 EMF Maurice Huggins Room                                    | 0                                       | 214                               | 0   | 0                 | 0   | 214   | 0                             | 0                 | 0                 | 0                 |
| 7071 MA EMF Maurice Huggins (Furniture & Sundry Items)           | 0                                       | 606                               | 0   | 0                 | 0   | 606   | 0                             | 0                 | 0                 | 0                 |
| <b>Total Maurice Huggins EMF Expenditure</b>                     | <b>0</b>                                | <b>820</b>                        | <b>0</b>  | <b>0</b>          | <b>0</b>                                    | <b>820</b>  | <b>0</b>                      | <b>0</b>          | <b>0</b>          | <b>0</b>          |
| <b>Total Maurice Huggins Expenditure (Operational &amp; EMF)</b> | <b>1,786</b>                            | <b>820</b>                        | <b>0</b>  | <b>3,641</b>      | <b>2,129</b>                                | <b>2,332</b>  | <b>5,544</b>                  | <b>6,104</b>      | <b>6,721</b>      | <b>7,400</b>      |
| <b>Total Maurice Huggins Budget Surplus/ (Deficit)</b>           | <b>(1,329)</b>                          | <b>(820)</b>                      | <b>0</b>  | <b>(2,641)</b>    | <b>(865)</b>                                | <b>(2,596)</b>  | <b>(4,544)</b>                | <b>(5,003)</b>    | <b>(5,509)</b>    | <b>(6,065)</b>    |

**Personnel Committee - Personnel Budget**  
Saltash Town Council  
For the 10 months ended 31 January 2023

| Account  | Actual<br>Received/<br>Spend<br>2021/22 | EMF<br>Balances B/F<br>2021/22 | To/From<br>Reserves<br>& Budget<br>Virements<br>2022/23 | Budget<br>2022/23 | Actual<br>Received/<br>Spend YTD<br>2022/23 | Actual Funds<br>Available to<br>Date 2022/23 | Precept/<br>Budget<br>2023/24 | Budget<br>2024/25 | Budget<br>2025/26 | Budget<br>2026/27 |
|--|---|--------------------------------|---|-------------------|---|--|-------------------------------|-------------------|-------------------|-------------------|
| <b>Personnel Operating Expenditure</b>                     |   |                                |   |                   |   |  |                               |                   |                   |                   |
| <b>Personnel Expenditure</b>                               |   |                                |   |                   |   |  |                               |                   |                   |                   |
| 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                  | 5,254                                   | 0                              | (3,000)   | 6,150             | 2,974                                       | 176  | 0                             | 0                 | 0                 | 0                 |
| 6658 ST SNB Miscellaneous Staffing Expenditure             | 5                                       | 0                              | 0   | 0                 | 0   | 0  | 0                             | 0                 | 0                 | 0                 |
| 6660 ST Staff Recognition                                  | 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            |
| <b>Total Personnel Expenditure</b>                         | <b>9,713</b>                            | <b>0</b>                       | <b>5,770</b>  | <b>10,669</b>     | <b>7,914</b>                                | <b>8,525</b>                                 | <b>11,975</b>                 | <b>13,185</b>     | <b>14,517</b>     | <b>15,983</b>     |
| <b>Total Personnel Operating Expenditure</b>               | <b>9,713</b>                            | <b>0</b>                       | <b>5,770</b>  | <b>10,669</b>     | <b>7,914</b>                                | <b>8,525</b>                                 | <b>11,975</b>                 | <b>13,185</b>     | <b>14,517</b>     | <b>15,983</b>     |
| <b>Total Personnel Operating Surplus/ (Deficit)</b>        | <b>(9,713)</b>                          | <b>0</b>                       | <b>(5,770)</b>  | <b>(10,669)</b>   | <b>(7,914)</b>                              | <b>(8,525)</b>                               | <b>(11,975)</b>               | <b>(13,185)</b>   | <b>(14,517)</b>   | <b>(15,983)</b>   |
| <b>EMF Personnel Expenditure</b>                           |   |                                |   |                   |   |  |                               |                   |                   |                   |
| 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                 | 600   | 2,575  | 0                             | 0                 | 0                 | 0                 |
| <b>Total EMF Personnel Expenditure</b>                     | <b>1,215</b>                            | <b>4,785</b>                   | <b>3,175</b>  | <b>2,000</b>      | <b>600</b>                                  | <b>9,360</b>                                 | <b>685</b>                    | <b>0</b>          | <b>0</b>          | <b>0</b>          |
| <b>Total Personnel Expenditure (Operational &amp; EMF)</b> | <b>10,928</b>                           | <b>4,785</b>                   | <b>8,945</b>  | <b>12,669</b>     | <b>8,514</b>                                | <b>17,885</b>                                | <b>12,660</b>                 | <b>13,185</b>     | <b>14,517</b>     | <b>15,983</b>     |
| <b>Total Personnel Budget Surplus/ (Deficit)</b>           | <b>(10,928)</b>                         | <b>(4,785)</b>                 | <b>(8,945)</b>  | <b>(12,669)</b>   | <b>(8,514)</b>                              | <b>(17,885)</b>                              | <b>(12,660)</b>               | <b>(13,185)</b>   | <b>(14,517)</b>   | <b>(15,983)</b>   |

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



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

Saltash Town Council

For the 10 months ended 31 January 2023

| 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   |
|--|-------------------------------|--------------------------|---|------------------|-----------------------------------|--|------------------------|------------------|------------------|------------------|
| <b>P&amp;F Operating Income</b>                          |                               |                          |   |                  |                                   |  |                        |                  |                  |                  |
| <b>P&amp;F Income</b>                                    |                               |                          |   |                  |                                   |  |                        |                  |                  |                  |
| 4901 PR Bank Interest Received                           | 5,429                         | 0                        | 0   | 4,125            | 14,698                            | (10,573)   | 8,362                  | 9,206            | 10,136           | 11,160           |
| 4908 PR Misc Income                                      | 17                            | 0                        | 0   | 0                | 225                               | (225)  | 0                      | 0                | 0                | 0                |
| <b>Total P&amp;F Income</b>                              | <b>5,446</b>                  | <b>0</b>                 | <b>0</b>                                    | <b>4,125</b>     | <b>14,923</b>                     | <b>(10,798)</b>                                    | <b>8,362</b>           | <b>9,206</b>     | <b>10,136</b>    | <b>11,160</b>    |
| <b>Total P&amp;F Operating Income</b>                    | <b>5,446</b>                  | <b>0</b>                 | <b>0</b>                                    | <b>4,125</b>     | <b>14,923</b>                     | <b>(10,798)</b>                                    | <b>8,362</b>           | <b>9,206</b>     | <b>10,136</b>    | <b>11,160</b>    |
| <b>P &amp; F Operating Expenditure</b>                   |                               |                          |   |                  |                                   |  |                        |                  |                  |                  |
| <b>P&amp;F Expenditure</b>                               |                               |                          |   |                  |                                   |  |                        |                  |                  |                  |
| 6200 PF Bank Charges (6200)                              | 700                           | 0                        | 0   | 1,108            | 693                               | 415  | 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            | 2,975                             | 1,984  | 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           | 14,876                            | 124  | 16,515                 | 18,183           | 20,019           | 22,041           |
| 6210 PF Community Chest (6210)                           | 3,570                         | 0                        | 0   | 10,000           | 3,704                             | 6,296  | 10,000                 | 10,000           | 10,000           | 10,000           |
| 6211 PF Website Maintenance (6211)                       | 684                           | 0                        | 0   | 1,000            | 558                               | 443  | 1,101                  | 1,212            | 1,335            | 1,469            |
| 6213 PF Councillor Training & Expenses (6213)            | 2,229                         | 0                        | 0   | 2,742            | 623                               | 2,119  | 3,019                  | 3,324            | 3,660            | 4,029            |
| 6214 PF Health & Safety (6214)                           | 8,522                         | 0                        | 0   | 7,500            | 4,539                             | 2,961  | 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            | 993                               | 1,007  | 0                      | 0                | 0                | 0                |
| 6220 PF Festival Fund                                    | 10,932                        | 0                        | 0   | 15,000           | 3,793                             | 11,207   | 15,000                 | 15,000           | 15,000           | 15,000           |
| 6221 PF Town Messenger (6221)                            | 3,758                         | 0                        | 0   | 5,000            | 2,858                             | 2,143  | 5,505                  | 6,061            | 6,673            | 7,347            |
| 6222 PF Commissioning Youth Work (6222)                  | 43,000                        | 0                        | 0   | 50,000           | 35,517                            | 14,483   | 55,050                 | 60,610           | 66,732           | 73,472           |
| 6224 PF Professional Costs                               | 1,923                         | 0                        | 10,000                                      | 2,050            | 1,586                             | 10,464   | 2,257                  | 2,485            | 2,736            | 3,012            |
| 6225 PF Neighbourhood Plan                               | 4,225                         | 0                        | (4,630)                                     | 5,156            | 536                               | (10)   | 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                                      | 25,516                        | 0                        | 9,650                                       | 33,000           | 22,447                            | 20,203   | 40,000                 | 44,040           | 48,488           | 53,385           |
| <b>Total P&amp;F Expenditure</b>                         | <b>153,192</b>                | <b>0</b>                 | <b>2,351</b>                                | <b>212,240</b>   | <b>130,150</b>                    | <b>84,441</b>                                      | <b>216,184</b>         | <b>235,494</b>   | <b>256,754</b>   | <b>280,159</b>   |
| <b>P&amp;F Staffing Expenditure</b>                      |                               |                          |   |                  |                                   |  |                        |                  |                  |                  |
| 6652 ST P&R Employers Pension - Monthly Fee              | 5,299                         | 0                        | 0   | 5,300            | 3,979                             | 1,321  | 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            | 36,173                            | 14   | 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            | 1,135                             | 2,990  | 4,542                  | 5,000            | 5,505            | 6,061            |
| P&F Staffing Costs                                       | 293,625                       | 0                        | 20,000                                      | 290,160          | 183,365                           | 126,795  | 310,475                | 341,833          | 376,358          | 414,370          |
| <b>Total P&amp;F Staffing Expenditure</b>                | <b>299,651</b>                | <b>0</b>                 | <b>53,186</b>                               | <b>305,790</b>   | <b>225,581</b>                    | <b>133,395</b>                                     | <b>329,561</b>         | <b>361,435</b>   | <b>397,404</b>   | <b>437,007</b>   |
| Guildhall Expenditure                                    | 0                             | 0                        | 0   | 0                | 42                                | (42)   | 0                      | 0                | 0                | 0                |
| 5590 S106 Quora Funding - Expenditure                    | 0                             | 0                        | 0   | 0                | 2,000                             | (2,000)  | 0                      | 0                | 0                | 0                |
| <b>Total P &amp; F Operating Expenditure</b>             | <b>452,843</b>                | <b>0</b>                 | <b>55,537</b>                               | <b>518,030</b>   | <b>357,731</b>                    | <b>215,794</b>                                     | <b>545,745</b>         | <b>596,929</b>   | <b>654,158</b>   | <b>717,166</b>   |
| <b>Total P &amp; F Operating Expenditure</b>             | <b>452,843</b>                | <b>0</b>                 | <b>55,537</b>                               | <b>518,030</b>   | <b>355,731</b>                    | <b>217,836</b>                                     | <b>545,745</b>         | <b>596,929</b>   | <b>654,158</b>   | <b>717,166</b>   |
| <b>Total P&amp;F Operating Surplus/ (Deficit)</b>        | <b>(447,397)</b>              | <b>0</b>                 | <b>(55,537)</b>                             | <b>(513,905)</b> | <b>(342,850)</b>                  | <b>(226,592)</b>                                   | <b>(537,383)</b>       | <b>(587,723)</b> | <b>(644,022)</b> | <b>(706,006)</b> |
| <b>P&amp;F EMF Expenditure</b>                           |                               |                          |   |                  |                                   |  |                        |                  |                  |                  |
| 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            | 265                               | 11,942   | 20,000                 | 10,000           | 10,000           | 10,000           |
| 6272 PF EMF Robes & Civic Regalia                        | 0                             | 2,000                    | 0   | 0                | 1,430                             | 570  | 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                | 525                               | 5,877  | 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                | 2,764                             | 81,236   | 0                      | 0                | 0                | 0                |
| 6282 PF EMF Funding Bids                                 | 0                             | 0                        | 10,000                                      | 0                | 1,500                             | 8,500  | 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                | 9,983                             | 12,063   | 0                      | 0                | 0                | 0                |
| 6694 ST PR EMF Staff Contingency (P&F)                   | 6,264                         | 69,665                   | (53,186)                                    | 0                | 16,479                            | 0  | 9,418                  | 0                | 0                | 0                |
| <b>Total P&amp;F EMF Expenditure</b>                     | <b>34,833</b>                 | <b>174,931</b>           | <b>57,713</b>                               | <b>7,000</b>     | <b>16,867</b>                     | <b>222,777</b>                                     | <b>29,418</b>          | <b>10,000</b>    | <b>10,000</b>    | <b>10,000</b>    |
| <b>Total P&amp;F Expenditure (Operational &amp; EMF)</b> | <b>487,676</b>                | <b>174,931</b>           | <b>113,250</b>                              | <b>525,030</b>   | <b>372,598</b>                    | <b>440,613</b>                                     | <b>575,163</b>         | <b>606,929</b>   | <b>664,158</b>   | <b>727,166</b>   |
| <b>Total P&amp;F Budget Surplus/ (Deficit)</b>           | <b>(482,231)</b>              | <b>(174,931)</b>         | <b>(113,250)</b>                            | <b>(520,905)</b> | <b>(359,718)</b>                  | <b>(449,368)</b>                                   | <b>(566,801)</b>       | <b>(597,723)</b> | <b>(654,022)</b> | <b>(716,006)</b> |

Notes

To/From Reserves & Budget Virements 2022/23

- £20,000 vired from 6694 EMF P&F Staffing Contingency to Staffing costs 2022-23 - Minute No 124/21/22
- £4,500 vired from General Reserves to 6202 Civic Occasions for Jubilee Celebration - Minute No 333/21/22
- £9,650 IT / Office Costs - £4750 vired from General Reserves to 6305 Finance Software to cover extra payroll costs & £4,900 vired from 6274 Internet Redevelopment to 6306 IT Maintenance to cover increase in costs - Minute No 19/22/23
- £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
- £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
- £10,000 Vired from General Reserves to 6282 PF EMF Funding bids - Minute no 222/22/23
- £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
- £450 vired from 6215 PF Annual Report to 6280 Town Vision - Minute No. FTC 283/22/23
- £4630 vired from 6225 PF Neighbourhood Plan to 6275 PF EMF Neighbourhood Plan - Minute No. FTC 283/22/23
- £1500 vired from 6228 PF Events & Consultations to 6284 PF EMF Consultations - Minute No. FTC 283/22/23
- £500 vired from 6502 PF Civic Christmas Events to 6283 PF EMF Events - Minute No. FTC 283/22/23
- £119 vired from 6513 PF Twinning to 6285 PF EMF Twinning - Minute No. FTC 283/22/23
- £14,600 vired from 6229 PF CCTV Annual Maintenance to 6270 PF EMF Crime Reduction - Minute No. FTC 283/22/23

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      |

Services Committee - Service Delivery Budget

Saltash Town Council

For the 10 months ended 31 January 2023

| 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   |
|---|-------------------------------|--------------------------|---|------------------|-----------------------------------|--|------------------------|------------------|------------------|------------------|
| <b>Service Delivery Operating Income</b>                          |                               |                          |   |                  |                                   |  |                        |                  |                  |                  |
| <b>Service Delivery Income</b>                                    |                               |                          |   |                  |                                   |  |                        |                  |                  |                  |
| <b>Grounds &amp; Premises Income</b>                              |                               |                          |   |                  |                                   |  |                        |                  |                  |                  |
| 4500 SE Allotment Rents   | 3,328                         | 0                        | 0   | 3,300            | 3,432                             | (132)  | 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                | 1,959                             | (1,959)  | 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            | 919                               | 834  | 2,003                  | 2,205            | 2,428            | 2,673            |
| <b>Total Grounds &amp; Premises Income</b>                        | <b>6,290</b>                  | <b>0</b>                 | <b>0</b>                                    | <b>6,617</b>     | <b>7,882</b>                      | <b>(1,265)</b>                                     | <b>11,435</b>          | <b>8,670</b>     | <b>9,546</b>     | <b>10,510</b>    |
| <b>Town &amp; Waterfront Income</b>                               |                               |                          |   |                  |                                   |  |                        |                  |                  |                  |
| 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            | 7,082                             | 1,918  | 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                |
| <b>Total Town &amp; Waterfront Income</b>                         | <b>9,277</b>                  | <b>0</b>                 | <b>0</b>                                    | <b>15,000</b>    | <b>10,359</b>                     | <b>4,641</b>                                       | <b>17,465</b>          | <b>19,229</b>    | <b>21,171</b>    | <b>23,309</b>    |
| <b>Total Service Delivery Income</b>                              | <b>15,567</b>                 | <b>0</b>                 | <b>0</b>                                    | <b>21,617</b>    | <b>18,241</b>                     | <b>3,376</b>                                       | <b>28,900</b>          | <b>27,899</b>    | <b>30,717</b>    | <b>33,819</b>    |
| <b>Total Service Delivery Operating Income</b>                    | <b>15,567</b>                 | <b>0</b>                 | <b>0</b>                                    | <b>21,617</b>    | <b>18,241</b>                     | <b>3,376</b>                                       | <b>28,900</b>          | <b>27,899</b>    | <b>30,717</b>    | <b>33,819</b>    |
| <b>Service Delivery Operating Expenditure</b>                     |                               |                          |   |                  |                                   |  |                        |                  |                  |                  |
| Library Expenditure   | 0                             | 0                        | 0   | 0                | 122                               | (122)  | 0                      | 0                | 0                | 0                |
| Maurice Huggins Staffing Expenses                                 | 0                             | 0                        | 0   | 0                | 54                                | (54)   | 0                      | 0                | 0                | 0                |
| Station Expenditure   | 0                             | 0                        | 0   | 0                | 298                               | (298)  | 0                      | 0                | 0                | 0                |
| <b>Service Delivery Expenditure</b>                               |                               |                          |   |                  |                                   |  |                        |                  |                  |                  |
| <b>Grounds &amp; Premises Expenditure</b>                         |                               |                          |   |                  |                                   |  |                        |                  |                  |                  |
| 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            | 1,683                             | (483)  | 1,321                  | 1,455            | 1,602            | 1,763            |
| 6506 SE Grounds Maintenance & Watering (6506)                     | 7,529                         | 0                        | 0   | 12,000           | 4,692                             | 7,308  | 10,000                 | 11,010           | 12,122           | 13,346           |
| 6508 SE Public Toilets (Operational Costs)                        | 4,909                         | 0                        | 0   | 4,024            | 4,401                             | (377)  | 4,430                  | 4,878            | 5,371            | 5,913            |
| 6517 SE Cross (Maintenance)                                       | 198                           | 0                        | 0   | 3,000            | 356                               | 2,644  | 3,303                  | 3,637            | 4,004            | 4,408            |
| 6525 GR Public Toilets (Repairs & Maintenance Costs)              | 3,019                         | 0                        | 0   | 2,500            | 1,519                             | 981  | 2,753                  | 3,031            | 3,337            | 3,674            |
| 6526 SE Tools, Equipment & Materials (Store & All Areas)          | 4,499                         | 0                        | 0   | 3,000            | 3,094                             | (94)   | 3,303                  | 3,637            | 4,004            | 4,408            |
| 6529 G&P Refuse Disposal  | 5,076                         | 0                        | 0   | 5,500            | 4,764                             | 736  | 6,056                  | 6,667            | 7,340            | 8,082            |
| 6907 SE Seagulls Bags   | 1,089                         | 0                        | 0   | 1,818            | 1,212                             | 606  | 2,002                  | 2,204            | 2,426            | 2,671            |
| <b>Longstone Expenditure</b>                                      |                               |                          |   |                  |                                   |  |                        |                  |                  |                  |
| 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              | 2,017                             | (1,606)  | 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              | 687                               | 230  | 1,010                  | 1,112            | 1,224            | 1,347            |
| 7107 LO Rent - Longstone  | 4,530                         | 0                        | 0   | 4,500            | 4,590                             | (90)   | 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              | 254                               | 246  | 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            | 548                               | 483  | 750                    | 826              | 909              | 1,001            |
| <b>Total Longstone Expenditure</b>                                | <b>11,560</b>                 | <b>0</b>                 | <b>(2,157)</b>                              | <b>13,617</b>    | <b>4,182</b>                      | <b>7,278</b>                                       | <b>21,612</b>          | <b>23,794</b>    | <b>26,195</b>    | <b>28,841</b>    |
| <b>Total Grounds &amp; Premises Expenditure</b>                   | <b>38,599</b>                 | <b>0</b>                 | <b>(2,157)</b>                              | <b>56,660</b>    | <b>31,553</b>                     | <b>22,950</b>                                      | <b>65,791</b>          | <b>72,436</b>    | <b>79,748</b>    | <b>87,801</b>    |
| <b>Town &amp; Waterfront Expenditure</b>                          |                               |                          |   |                  |                                   |  |                        |                  |                  |                  |
| 6504 SE Street Furniture (Maintenance)                            | 923                           | 0                        | 0   | 1,500            | 730                               | 770  | 2,000                  | 2,202            | 2,424            | 2,669            |
| 6505 SE Street Lighting   | 630                           | 0                        | 0   | 300              | 173                               | 127  | 750                    | 826              | 909              | 1,001            |
| 6511 SE Tourism & Signage   | 0                             | 0                        | 0   | 1,025            | 626                               | 399  | 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            | 389                               | 1,011  | 3,500                  | 3,854            | 4,243            | 4,671            |
| 6519 SE Flags & Bunting   | 2,653                         | 0                        | 0   | 2,500            | 1,780                             | 720  | 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           | 9,706                             | 294  | 12,600                 | 13,873           | 15,274           | 16,816           |
| 6527 SE Salt Bins Refill  | 521                           | 0                        | 0   | 1,031            | 188                               | 843  | 500                    | 551              | 606              | 667              |
| 6528 SE Pontoon Accommodation                                     | 5,777                         | 0                        | 0   | 10,827           | 6,122                             | 4,705  | 11,921                 | 13,125           | 14,450           | 15,910           |
| <b>Total Town &amp; Waterfront Expenditure</b>                    | <b>23,857</b>                 | <b>0</b>                 | <b>0</b>                                    | <b>35,906</b>    | <b>26,888</b>                     | <b>8,208</b>                                       | <b>41,445</b>          | <b>45,632</b>    | <b>50,239</b>    | <b>55,313</b>    |
| <b>Total Service Delivery Expenditure</b>                         | <b>62,456</b>                 | <b>0</b>                 | <b>(2,157)</b>                              | <b>91,756</b>    | <b>58,441</b>                     | <b>31,158</b>                                      | <b>107,236</b>         | <b>118,068</b>   | <b>129,987</b>   | <b>143,114</b>   |
| <b>Service Delivery Staffing Expenditure</b>                      |                               |                          |   |                  |                                   |  |                        |                  |                  |                  |
| Service Delivery Staffing Expenses                                | 6,125                         | 0                        | 0   | 4,999            | 3,662                             | 1,337  | 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          | 151,604                           | 141,255  | 217,402                | 239,360          | 263,535          | 290,152          |
| <b>Total Service Delivery Staffing Expenditure</b>                | <b>204,888</b>                | <b>0</b>                 | <b>0</b>                                    | <b>307,858</b>   | <b>160,925</b>                    | <b>146,933</b>                                     | <b>233,916</b>         | <b>257,542</b>   | <b>283,553</b>   | <b>312,192</b>   |
| <b>Total Operating Expenditure</b>                                | <b>267,344</b>                | <b>0</b>                 | <b>(2,157)</b>                              | <b>399,614</b>   | <b>219,841</b>                    | <b>177,616</b>                                     | <b>341,152</b>         | <b>375,610</b>   | <b>413,540</b>   | <b>455,306</b>   |
| <b>Total Service Delivery Operating Expenditure</b>               | <b>267,344</b>                | <b>0</b>                 | <b>(2,157)</b>                              | <b>399,614</b>   | <b>219,367</b>                    | <b>178,090</b>                                     | <b>341,152</b>         | <b>375,610</b>   | <b>413,540</b>   | <b>455,306</b>   |
| <b>Total Service Delivery Operating Surplus/ (Deficit)</b>        | <b>(251,777)</b>              | <b>0</b>                 | <b>2,157</b>                                | <b>(377,997)</b> | <b>(201,125)</b>                  | <b>(174,715)</b>                                   | <b>(312,252)</b>       | <b>(347,711)</b> | <b>(382,823)</b> | <b>(421,487)</b> |
| <b>Service Delivery EMF Expenditure</b>                           |                               |                          |   |                  |                                   |  |                        |                  |                  |                  |
| <b>Grounds &amp; Premises EMF Expenditure</b>                     |                               |                          |   |                  |                                   |  |                        |                  |                  |                  |
| 6471 GH EMF Heritage Centre                                       | 96                            | 4,960                    | 0   | 5,000            | 2,071                             | 7,889  | 0                      | 0                | 0                | 0                |
| 6571 SE EMF Saltash Recreation Areas                              | 1,249                         | 29,560                   | 0   | 10,000           | 448                               | 39,112   | 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            | 532                               | 1,468  | 2,000                  | 2,000            | 2,000            | 2,000            |
| <b>Longstone EMF Expenditure</b>                                  |                               |                          |   |                  |                                   |  |                        |                  |                  |                  |
| 7170 LO EMF Longstone Depot Capital Works                         | 0                             | 500                      | 0   | 0                | 0                                 | 500  | 2,000                  | 0                | 0                | 0                |
| <b>Total Longstone EMF Expenditure</b>                            | <b>0</b>                      | <b>500</b>               | <b>0</b>                                    | <b>0</b>         | <b>0</b>                          | <b>500</b>   | <b>2,000</b>           | <b>0</b>         | <b>0</b>         | <b>0</b>         |
| <b>Total Grounds &amp; Premises EMF Expenditure</b>               | <b>1,345</b>                  | <b>45,020</b>            | <b>0</b>                                    | <b>27,000</b>    | <b>4,741</b>                      | <b>67,279</b>                                      | <b>24,000</b>          | <b>2,000</b>     | <b>2,000</b>     | <b>2,000</b>     |
| <b>Town &amp; Waterfront EMF Expenditure</b>                      |                               |                          |   |                  |                                   |  |                        |                  |                  |                  |
| 6570 SE EMF Notice Boards (Repair & Replace)                      | 0                             | 1,839                    | 0   | 0                | 685                               | 1,154  | 0                      | 0                | 0                | 0                |
| 6572 SE EMF Festive Lights (6572)                                 | 9,263                         | 1,319                    | 0   | 10,000           | 4,978                             | 6,341  | 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                | 1,411                             | 1,037  | 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                |
| <b>Total Town &amp; Waterfront EMF Expenditure</b>                | <b>60,137</b>                 | <b>40,905</b>            | <b>2,157</b>                                | <b>30,000</b>    | <b>7,146</b>                      | <b>65,916</b>                                      | <b>13,207</b>          | <b>25,000</b>    | <b>25,000</b>    | <b>25,000</b>    |
| <b>Total Service Delivery EMF Expenditure</b>                     | <b>61,481</b>                 | <b>85,925</b>            | <b>2,157</b>                                | <b>57,000</b>    | <b>11,888</b>                     | <b>133,194</b>                                     | <b>37,207</b>          | <b>27,000</b>    | <b>27,000</b>    | <b>27,000</b>    |
| <b>Total Service Delivery Expenditure (Operational &amp; EMF)</b> | <b>328,826</b>                | <b>85,925</b>            | <b>0</b>                                    | <b>456,614</b>   | <b>231,254</b>                    | <b>311,285</b>                                     | <b>378,359</b>         | <b>402,610</b>   | <b>440,540</b>   | <b>482,306</b>   |
| <b>Total Service Delivery Budget Surplus/ (Deficit)</b>           | <b>(313,258)</b>              | <b>(85,925)</b>          | <b>0</b>                                    | <b>(434,997)</b> | <b>(213,013)</b>                  | <b>(307,909)</b>                                   | <b>(349,459)</b>       | <b>(374,711)</b> | <b>(409,823)</b> | <b>(448,487)</b> |

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 10 months ended 31 January 2023

| 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  |
|---|-------------------------------|--------------------------|---|-----------------|-----------------------------------|--|------------------------|-----------------|-----------------|-----------------|
| <b>Isambard House Operating Income</b>                              |                               |                          |   |                 |                                   |  |                        |                 |                 |                 |
| <b>Isambard House Income</b>  |                               |                          |   |                 |                                   |  |                        |                 |                 |                 |
| 4301 SA Isambard House - Bookings                                   | 1,962                         | 0                        | 0   | 5,000           | 3,741                             | 1,259  | 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           |
| <b>Total Isambard House Income</b>                                  | <b>1,983</b>                  | <b>0</b>                 | <b>0</b>                                    | <b>6,000</b>    | <b>3,761</b>                      | <b>2,239</b>                                       | <b>15,500</b>          | <b>17,066</b>   | <b>18,789</b>   | <b>20,686</b>   |
| <b>Total Isambard House Operating Income</b>                        | <b>1,983</b>                  | <b>0</b>                 | <b>0</b>                                    | <b>6,000</b>    | <b>3,761</b>                      | <b>2,239</b>                                       | <b>15,500</b>          | <b>17,066</b>   | <b>18,789</b>   | <b>20,686</b>   |
| <b>Isambard House Operating Expenditure</b>                         |                               |                          |   |                 |                                   |  |                        |                 |                 |                 |
| <b>Isambard House Expenditure</b>                                   |                               |                          |   |                 |                                   |  |                        |                 |                 |                 |
| 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           | 3,190                             | 418  | 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           | 1,265                             | 273  | 1,693                  | 1,864           | 2,053           | 2,260           |
| 6810 SA General Repairs & Maintenance - Isambard House              | 445                           | 0                        | 0   | 750             | 469                               | 281  | 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           |
| <b>Total Isambard House Expenditure</b>                             | <b>8,877</b>                  | <b>0</b>                 | <b>(2,132)</b>                              | <b>21,023</b>   | <b>8,914</b>                      | <b>9,977</b>                                       | <b>28,761</b>          | <b>31,666</b>   | <b>34,864</b>   | <b>38,386</b>   |
| <b>Isambard House Staffing Expenditure</b>                          |                               |                          |   |                 |                                   |  |                        |                 |                 |                 |
| 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               |
| <b>Total Isambard House Staffing Expenditure</b>                    | <b>0</b>                      | <b>0</b>                 | <b>0</b>                                    | <b>8,095</b>    | <b>0</b>                          | <b>8,095</b>                                       | <b>1,411</b>           | <b>1,553</b>    | <b>1,710</b>    | <b>1,882</b>    |
| <b>Total Operating Expenditure</b>                                  | <b>8,877</b>                  | <b>0</b>                 | <b>(2,132)</b>                              | <b>29,118</b>   | <b>8,914</b>                      | <b>18,072</b>                                      | <b>30,172</b>          | <b>33,219</b>   | <b>36,574</b>   | <b>40,268</b>   |
| <b>Total Isambard House Operating Expenditure</b>                   | <b>8,877</b>                  | <b>0</b>                 | <b>(2,132)</b>                              | <b>29,118</b>   | <b>8,914</b>                      | <b>18,072</b>                                      | <b>30,172</b>          | <b>33,219</b>   | <b>36,574</b>   | <b>40,268</b>   |
| <b>Total Isambard House Operating Surplus/ (Deficit)</b>            | <b>(6,893)</b>                | <b>0</b>                 | <b>2,132</b>                                | <b>(23,118)</b> | <b>(5,153)</b>                    | <b>(15,833)</b>                                    | <b>(14,672)</b>        | <b>(16,153)</b> | <b>(17,785)</b> | <b>(19,582)</b> |
| <b>Isambard House EMF Expenditure</b>                               |                               |                          |   |                 |                                   |  |                        |                 |                 |                 |
| 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               | 286                               | 2,214  | 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               |
| <b>Total Isambard House EMF Expenditure</b>                         | <b>47,476</b>                 | <b>113,237</b>           | <b>4,632</b>                                | <b>0</b>        | <b>35,286</b>                     | <b>82,583</b>                                      | <b>0</b>               | <b>0</b>        | <b>0</b>        | <b>0</b>        |
| <b>Total Isambard House Expenditure (Operational &amp; EMF)</b>     | <b>56,352</b>                 | <b>113,237</b>           | <b>2,500</b>                                | <b>29,118</b>   | <b>44,199</b>                     | <b>100,656</b>                                     | <b>30,172</b>          | <b>33,219</b>   | <b>36,574</b>   | <b>40,268</b>   |
| <b>Total Isambard House Budget Surplus/ (Deficit)</b>               | <b>(54,369)</b>               | <b>(113,237)</b>         | <b>(2,500)</b>                              | <b>(23,118)</b> | <b>(40,438)</b>                   | <b>(98,417)</b>                                    | <b>(14,672)</b>        | <b>(16,153)</b> | <b>(17,785)</b> | <b>(19,582)</b> |

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

## To receive a report from the Finance Officer

### 1. Parkinson Partnership:

The annual VAT meeting (part of STC consultancy fees) took place online to review the Town Councils VAT allocation and ensure the VAT calculation for the year 2022-23 is correct. Parkinson Partnership are content with the information provided.

### 2. Lloyds Fixed Savings Account – at the last P&F meeting it was agreed to:

#### a. Savings Accounts

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

1. open a new 6 month savings account with Lloyds Bank;
2. delegate authority to the Town Clerk in consultation with the Chairman and Vice Chairman of the Policy and Finance Committee to determine the value of funding invested in the account.

An application for the above savings account has been submitted on behalf of Saltash Town Council.

There has been a slight increase in the percentage from 2.7% to 2.9%.

The Chairman Cllr Miller and Vice Chairman Cllr P Samuels agreed a value of £240,000 to be invested in the Lloyds savings account, leaving a balance of £5,560 in the Barclays Active Saver.

3. 2022-23 year-end – we will soon be starting work on the year-end accounts. The internal audit will take place some time in May, report to follow.
4. Finance Officer Vacancy – recruitment remains under review.

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

| Supplier                  | Description   | Net     | VAT     | Policy Fee | Broker Fee | Gross   | Budget Code                            | Available Budget |
|---------------------------|---|---------|---------|------------|------------|---------|--|------------------|
| Southwest Signs           | Additional sign to be procured for Dog Fouling Matters Competition  | £27.50  | £5.50   | £0.00      | £0.00      | £33.00  | 6511 SE Tourism and Signage            | £399.00          |
| Barron Surveying Services | Due to Health and Safety concerns the Town Council Building Surveyor was appointed for Tender quotes for St Stephens Wall collapse. | £825.00 | £100.00 | £0.00      | £0.00      | £925.00 | 6224 PF Professional Costs             | £11,289.00       |
| SOS Consultancy           | 2 Access Points purchased for Wi-fi connections inclusive of next day delivery  | £382.50 | £76.50  | £0.00      | £0.00      | £459.50 | 6370 PF EMF Computer Equipment Renewal | £ 12,063         |
| SOS Consultancy           | Repair of Faulty Cat5 Socket + Rewire   | £75.00  | £15.00  | £0.00      | £0.00      | £90.00  | 6306 IT Maintenance                    | £14,725          |

## Farmers Plan Renewal Schedule



Policy number 50068626  
 Broker agency number 12534 Scheme 954

### Policy details

Policyholder Saltash Town Council  
 Address 12 Lower Fore Street, Saltash, PL12 6JX  
 Commencement date and time 06 March 2023 00:01  
 Expiry date 05 March 2024  
 Reason for issue Renewal acceptance

### Premium

Premium (excluding IPT) £2,569.00  
 IPT £308.28  
 Total premium due £2,877.28

### Vehicle details

| Make & model                      | Vehicle Type | Numbers | Registration / Chassis number | Year of manufacture | CC   | GVW  | Value   | Cover         | Class of use          | Annual rate per vehicle (excl. IPT) |
|-----------------------------------|--------------|---------|-------------------------------|---------------------|------|------|---------|---------------|-----------------------|-------------------------------------|
| KUBOTA F3890 RIDE ON MOWER        | Agricultural | 1       | RO200TG                       | 202                 | 0    |      | £20,561 | Comprehensive | Agricultural          | £540.00                             |
| WESTWARD V25 50H RIDE-ON-MOWER    | Agricultural | 1       | WA17PPX                       | 2017                | 1    |      | £4,500  | Comprehensive | Agricultural          | £121.00                             |
| KUBOTA RTV 900 + SPRAY TANK       | Agricultural | 1       | WK59DNE                       | 2009                | 1    | 1    | £9,230  | Comprehensive | Agricultural          | £246.00                             |
| CITROEN RELAY 35 L3 HDI 150 C/CAB | LCV          | 1       | BX15HWJ                       | 2015                | 2198 | 3500 | £15,369 | Comprehensive | Carriage Of Own Goods | £554.00                             |
| FORD TRANSIT CUSTOM 270 L1 100    | LCV          | 1       | EA14ZCZ                       | 2014                | 2198 | 2700 | £1      | Comprehensive | Carriage Of Own Goods | £554.00                             |
| FORD TRANSIT T280 VAN             | LCV          | 1       | YA11SVY                       | 2011                | 2198 | 3500 | £7,800  | Comprehensive | Carriage Of Own Goods | £554.00                             |

### Permitted drivers

| Registration / Chassis number | Driver restrictions                     |
|-------------------------------|---|
| RO200TG                       | Any Driver                              |
| WA17PPX                       | Any Driver                              |
| WK59DNE                       | Any Driver                              |
| BX15HWJ                       | Any Driver - Excluding Drivers Under 25 |
| EA14ZCZ                       | Any Driver - Excluding Drivers Under 25 |
| YA11SVY                       | Any Driver - Excluding Drivers Under 25 |

### Vehicle excess details

An excess is the amount you must pay in the event of any claim, regardless of who is to blame for an incident. However, there may be additional excess terms applied highlighted below in Additional excesses for young or inexperienced drivers, or shown in the attached Schedule of Endorsements.

| Registration / Chassis number | Total excess      |              | Windscreen excess               |                                      |                                  |                        |
|-------------------------------|-------------------|--------------|---------------------------------|--------------------------------------|----------------------------------|------------------------|
|                               | Accidental damage | Fire & theft | Repair by ERS approved supplier | Replacement by ERS approved supplier | Use of non-approved ERS supplier | Agricultural vehicles* |
| RO200TG                       | £100              | £100         | £10                             | £75                                  | £125                             | £50                    |
| WA17PPX                       | £100              | £100         | £10                             | £75                                  | £125                             | £50                    |
| WK59DNE                       | £100              | £100         | £10                             | £75                                  | £125                             | £50                    |
| BX15HWJ                       | £100              | £100         | £10                             | £75                                  | £125                             | £50                    |
| EA14ZCZ                       | £100              | £100         | £10                             | £75                                  | £125                             | £50                    |

\*regardless of which company carries out the repair or replacement

### **Additional excesses for young or inexperienced drivers**

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If your vehicle is damaged while a young or inexperienced person (including yourself) is driving, you will have to pay the first amount of any claim as shown below. This is on top of any other excess that you may have to pay.

| <b>Drivers</b>  | <b>Amount</b> |
|---|---------------|
| Under 21  | £300          |
| Aged 21 to 24   | £200          |
| 25 or over who has a provisional driving licence or has not held, for 12 months or more, a full driving licence issued by the UK or any country which is a member of the European Union | £200          |

These amounts do not apply if the loss or damage is caused by fire or theft.

**Policy wordings:** Please go to the web page [www.ers.com](http://www.ers.com) to view the policy wording by selecting documents from the menu.

# Farmers Plan

## Schedule of Endorsements



Policy number 50068626  
Effective date and time 06 March 2023 00:01

### ENDORSEMENTS APPLICABLE

Where a value is shown below, this refers to information relevant to an endorsement such as, but not restricted to, an excess amount, driver or security device.

### ENDORSEMENTS APPLICABLE TO SPECIFIC VEHICLES

| Vehicle type  | Registration / Chassis number                        | Endorsement number | Description  | Value | Specified driver(s) |
|---|--|--------------------|--|-------|---------------------|
| Agricultural, LCV, Agricultural, LCV, LCV, Agricultural | WA17PPX, YA11SVY, WK59DNE, EA14ZCZ, BX15HWJ, R0200TG | 001                | Damage, fire and theft excess                      | 100   |                     |
|   | All vehicles   | 002                | Damage, fire and theft excess for specified people | 500   | David Brady         |
| LCV, LCV, LCV   | YA11SVY, EA14ZCZ, BX15HWJ                            | 012                | Driving exclusion                                  | 25    |                     |
|   | All vehicles   | 525                | Trailer limit amended                              | 15000 |                     |
|   | All vehicles   | 530                | Legal expenses insurance                           |       |                     |
|   | All vehicles   | D77                | Trailer cover attached or detached                 |       |                     |

### ENDORSEMENT APPENDIX

#### 001 - Damage, fire and theft excess

We will not pay the first amount shown in the schedule for any claim under section 2 of your policy document.

This endorsement will not apply to claims made for windscreen damage only, and the amount shown is on top of any other amount which you may have to pay under this insurance.

#### 002 - Damage, fire and theft excess for specified people

We will not pay the first amount shown in the schedule for any claim under section 2 of your policy document for an event which happens while your vehicle is being driven by, or is in the charge of, the people named against this endorsement number.

This endorsement will not apply to claims made for windscreen damage only, and the amount shown is on top of any other amount which you may have to pay under this insurance.

#### 012 - Driving exclusion

We will not provide any cover while your vehicle is being driven by, or is in the charge of, any person under the age stated against this endorsement number.

#### 525 - Trailer limit amended

Within section 2 of your policy document, the sub-section "Agricultural trailers (agricultural vehicles only)" is amended to provide cover up to the amount shown against this endorsement number in your schedule.

#### 530 - Legal expenses insurance



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This insurance is extended to cover legal costs and expenses incurred in the recovery of uninsured losses or compensation for death or personal injuries, arising from an occurrence covered under this insurance.

### **Definitions**

You, your - the person named as 'the insured' in the schedule and any driver or passenger with the permission of the insured.

### **Administrator**

Arc Legal Group, The Gatehouse, Lodge Park, Lodge Lane, Colchester, CO4 5NE

Tel: 0344 770 9000

Email: enquiries@arclegal.co.uk

Appointed representative - a solicitor or any other qualified consultant appointed by you or the Administrator following notification of a claim.

Legal costs and expenses - unrecovered fees, costs and disbursements reasonably incurred by the Administrator or appointed representative and opponents costs of any civil proceedings for which you may be liable by order of the court or by agreement with the consent of the Administrator.

You must not investigate any event or claim without written advice from the Administrator. You must comply with all requests made by the Administrator and appointed representative for instructions, information, documents, attendance at meetings or court. If you fail to do so, we will discontinue the claim and any legal action and you will be responsible for all costs and expenses incurred. If you withdraw from, negotiate, commence or discontinue a claim or legal proceedings without prior written consent from the Administrator, you will also be responsible for all costs and expenses.

The appointed representative must at all times take instruction from, report to and supply information and documents to the Administrator. The Administrator will have direct access to the appointed representative and must be kept fully informed of all material developments.

If the Administrator believes that a claim has no reasonable prospect of success, we reserve the right to decline to pursue the matter or discontinue any claim or legal action.

If you are awarded costs, you must use these to repay the amount we have paid out on your behalf in connection with the proceedings. However, we will pay all legal costs and expenses up to the limit of this section when no costs or compensation are awarded. If the legal costs and expenses are greater than the amount you are awarded for the legal costs and expenses, we will pay the excess amount up to the limit of £50,000.

You must ensure that every step is taken to recover legal costs and expenses which have been paid out under this insurance.

### **Settling claims:**

We will pay up to £50,000 in total for any one accident or occurrence which shall be deemed to include a series of accidents or occurrences in connection with or arising out of one event.

### **Specific conditions**

- 1) You must tell us about any other legal expense insurance which you may have to cover the same loss.
- 2) The Administrator will have complete control over the legal proceedings. We will not be bound by any promises given by you without the Administrator's approval.
- 3) If you do not accept any solicitor appointed by the Administrator, we will ask the Law Society to name another solicitor who both you and the Administrator agree to. During this time, the Administrator may appoint a solicitor to act on your behalf, to protect your interests.

### **Specific exclusions**

We will not pay legal costs and expenses for the following circumstances:

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1)Where the Administrator considers that you will not get a reasonable settlement or where any expected settlement is small in relation to the time and expense involved.

2)If the Administrator has not agreed, in writing to the costs and expenses.

3)If we are not told of the claim within 180 days of the event causing it.

4)Claims which relate to fines and penalties awarded against you.

5)Claims involving disputes with us or our agents.

6)Claims involving actions carried out in order to fulfil a judgement or a legally- binding decision.

7)Claims which relate to an event which does not occur within the period of insurance.

We will not pay the following:

8)Claims caused by, contributed to or arising from:

(i)a contract or agreement entered into;

(ii)a criminal or deliberate act by you;

(iii)patents, copyrights and trademarks; or

(iv)libel or slander or verbal injury.

9)Claims relating to faults in your vehicle or incomplete, incorrect service or repair of the vehicle.

10)Claims which relate to an appeal unless the Administrators has agreed to them before the appeal has started.

11)Travelling expenses or compensation for being absent from work.

12)Legal costs and expenses if you withdraw from legal proceedings without our agreement.

13)Any legal costs and expenses involved in an action in a small claims court.

14)Legal claims which are covered under a more specific insurance or if a claim has been refused by another insurance company.

The general terms, conditions and exceptions of your insurance apply to this endorsement.

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#### **D77 - Trailer cover attached or detached**

Sections 1 and 2 of your policy document (Liability to others and Loss of or damage to your vehicle) are extended to apply to any trailer which is attached to or detached from your vehicle, provided that the value of the trailer does not exceed £5,000.

If the trailer is detached from your vehicle, cover will only apply if,

- the trailer is fitted with a security device which is in operation when the trailer is not in use; and
- the trailer is securely parked with the brakes on.

We are not liable for the loss of or damage to any contents in or on the trailer.



**To receive a report on the appointment of a Town Council Solicitor and consider any actions and associated expenditure**

**Information:**

**47/22/23 To consider reviewing the Town Council Solicitor services and consider any actions and associated expenditure.**

**Minutes – 12<sup>th</sup> July 2023:**

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

Further to the instructions of the Policy and Finance Committee, please see below an overview of the process together with costings:

It proved difficult ascertaining costs for solicitors as no one cost is applied.

Fees are dependent on the work entailed for each individual request, which can vary on a case by case basis.

In the past, the Town Council has used solicitors services for a variety of reasons including but are not limited to:

- Contractual Reviews;
- Commercial and Residential Sales or Purchases.

Solicitors work on fixed fees for certain projects as well as an hourly rate for others. Again, this is changeable dependent on the type of request from the client and the work undertaken.

Therefore, neighbouring Parish and Town Councils were approached for recommendations. Any associated costs provided by Solicitors are **not quotes** but for the purpose of a benchmarking exercise only.

**Financial Regulations – Section 12 Contracts:**

Solicitor work/contracts falls under 'specialist services' meaning the tender process differs due to the type of service considered.

## Costings:

### Current Provider – Nicholls and Sainsbury

Response received:

*'Many apologies for the delay in responding to you. I confirm that we do offer conveyancing services and Mr. Nicholls now deceased of this firm previously acted for the Council on a number of matters.*

*Jennifer Bennett has undertaken work for the Council as well.*

*So far as our fees are concerned, this would be on a case by case basis, depending on the nature of the transaction. Our minimum fee would be £750.00 plus vat for the sale of a piece of land plus expenditure on Office Copy Entries i.e. copies of the Title and ID checks for the Officers. There may be additional expenditure but until the transaction is commenced we would not necessarily know.'*

### Tavistock Town Council – [Foot Anstey](#)

Foot Anstey were approached and responded:

*'We are exceptionally busy at the moment and unlikely to be able to take on additional work at this time. If you would like me to suggest some alternative law firms who may be able to help you I'd be very happy to help with that.'*

The offer of alternative law firms was not taken up because there were already other firms that had provided costings.

### Liskeard Town Council – [Coodes Solicitors](#)

Coodes were extremely helpful and offered the following bench marked costs associated with the sale of Residential Land:

|                          |             |
|--------------------------|-------------|
| Transfer of Land         | £800.00+vat |
| Transfer of Part of Land | £650.00+vat |

The solicitor spoken too advised that fees may be abated dependant on the work entailed and actions requiring to be taken.

Response received:

*‘We are not able to give a ballpark figure of fees as it will depend on the documentation that is required on each transaction.*

*I thought it would be helpful though to provide you with the details of our charging rates and I set these out below:-*

|                                  |         |
|----------------------------------|---------|
| Solicitor and Supervisor         | £255.00 |
| Solicitor and Supervisor         | £255.00 |
| Legal Executive and Supervisor   | £255.00 |
| Solicitor                        | £255.00 |
| Solicitor                        | £255.00 |
| Solicitor                        | £255.00 |
| Legal Executive                  | £255.00 |
| Paralegal                        | £177.00 |
| Paralegal                        | £177.00 |
| Conveyancing & Probate Executive | £177.00 |
| Trainee Legal Executive          | £177.00 |
| Assistant                        | £126.00 |
| Assistant                        | £126.00 |
| Assistant                        | £126.00 |
| Assistant                        | £126.00 |
| Assistant                        | £126.00 |
| Assistant                        | £126.00 |
| Solicitor Apprentice             | £126.00 |

**All rates are subject to VAT.**

*If you instruct us on certain project and we are unable to provide you with a fixed estimate then the hourly rates above will apply.*

*In relation to the sales of land, have you considered asking each of the purchasers to pay your legal fees in each of those transactions?*

*Our firm has been established for more than a hundred years and has offices in Bodmin, Camelford and Wadebridge. We have a large conveyancing team and so someone will always be available to speak to you or deal with any queries you may have. Our approach is to provide a high quality bespoke service which is very different to the “pile it high sell it cheap” service that you may receive from some other solicitors or conveyancers, especially from large online conveyancing factories. Having been established in North Cornwall for so long, we have dealt with many properties before and we also have good relations with other local solicitors and estate agents.*

*If you favour us with your instructions, then you can be sure that we will:-*

- *Act quickly – there will be no delays on our part.*
- *Deal with emails, telephone calls and correspondence swiftly.*
- *Make sure that you are kept informed as to what is happening.*
- *Do whatever we can to overcome any hiccups there may be.*
- *Offer you guidance based on our knowledge and experience as to the right steps to take at the right time.*

*Do our best to make sure that your move goes as smoothly as possible, bearing in mind the number of other people that will be involved and the somewhat antiquated conveyancing process.'*

Callington Town Council - [Earl and Crocker](#)

Earl and Crocker have a local office in Liskeard. They have previously worked with Town and Parish Councils. They provided benchmarking costs based on information provided:

|  |             |
|--|-------------|
| Sale of land valued up to £200,000 inclusive of sale disbursements | £702.00+vat |
| Provisions of up-to-date land registry deeds                       | £7.20       |
| Referred to on deed  | £3.60       |
| Electronic money transfers   | £34.00      |

Earl and Crocker confirmed they would be able to assist with works relating to contractual reviews / writing and disputes in relation to conveyancing works.

**Recommendation:**

Due to the costs varying dependent on the type of work instructed to undertake, it has proved difficult to offer comparable prices for consideration.

Therefore, based on the research and contact made with various Solicitors it was found that Coodes in Liskeard have been the most professional and helpful for all enquiries posed to them.

**End of report**  
**Administration Officer**





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

**Your ref:**  
**My ref:** 2023 Parking Order  
**Date:** 24<sup>th</sup> February 2023

Dear Saltash Town Council

**2023 Off-Street Parking Order**

Cornwall Council is proposing to make a new Off-Street Parking Order, and in doing so make some alterations to car park operations and charges. Attached is the formal notice which sets out the proposed changes.

You can read more about the proposals on our website  
**[www.cornwall.gov.uk/TrafficConsult](http://www.cornwall.gov.uk/TrafficConsult)**

If you have any comments to make on the proposals, The Local Authorities' Traffic Orders (Procedure)(England and Wales) Regulations 1996 require them to be submitted within 21 days of the publication of the proposals, I would be grateful to receive them no later than:

**23<sup>rd</sup> March 2023**

To respond to this proposal, you can either:

1. Visit our website - **[www.cornwall.gov.uk/TrafficConsult](http://www.cornwall.gov.uk/TrafficConsult)** once registered you will be able to submit your response.
2. Email Parking Services on **[parking@cornwall.gov.uk](mailto:parking@cornwall.gov.uk)**, quoting the above title and indicating your support or objection to the proposals.
3. Respond in writing using the attached Response Form, indicating your support or objection to the proposals and return it to the address shown at the foot of the form.

If you wish to discuss any aspect of this, please contact me.

Yours faithfully

Zoe Hall  
Strategic Parking Manager  
**Environment and Connectivity Service**  
Email: [parking@cornwall.gov.uk](mailto:parking@cornwall.gov.uk)





### **The Cornwall Council (Off Street Parking Places) Order 2023**

Notice is hereby given that Cornwall Council proposes to make a new Order under Section 35(1) of the Road Traffic Regulation Act 1984, in accordance with Schedule 9 of the Act.

The proposed Order will revoke and replace The Cornwall Council (Off Street Parking Places) Order 2020 (as amended), whilst also making the following amendments:

1. Vary the parking charges in all Cornwall Council chargeable car parks to introduce tariff banding simplifying parking charges across the county
2. The following car parks will be revoked from the Order:
  - Dobwalls
  - Pendennis Point, Falmouth
  - Freathy
  - Towan Headland, Newquay
3. Amendments made to the definition of Motor home/ Camper within the order.

This Notice is intended to provide an indication of the Order's provisions. A copy of the draft Order may be inspected at any Cornwall Council One Stop Shop (check locally for opening times) using the public access computers. Copies may also be viewed at – **[www.cornwall.gov.uk/TrafficConsult](http://www.cornwall.gov.uk/TrafficConsult)**

Representations (objection or support) to the proposed Order should be in writing and received by **23<sup>rd</sup> March 2023** - addressed to: **Parking Services, PO Box 664, Truro, Cornwall, TR1 9DH**, to **[parking@cornwall.gov.uk](mailto:parking@cornwall.gov.uk)** or via the above website.

# Response Form

**Scheme Name:** 2023 Off-Street Parking Order

**Start of Response Period:** 2<sup>nd</sup> March 2023

**End of Response Period:** 23<sup>rd</sup> March 2023

**Title:** Mr  Mrs  Miss  Ms  Other

**Name:**  
Please print in block capitals .....

**Organisation:** Saltash Town Council  
(if applicable) .....

**Address:** .....  
.....  
.....  
**Postcode:** .....

**E-mail:** .....

**Date:**                    /                    /  
.....                    DD                    MM                    YYYY

1. What is your view on this scheme?      **Support**       **Object**   
(please tick one)

2. Please use the box below to provide any comments you have with regards to these proposals. If you wish to object, you **must** state your reasons for doing so.

.....

.....

.....

.....

.....

.....

.....

Please continue overleaf if necessary

**Please return this form to:** Parking Services, PO BOX 664, Truro, Cornwall, TR1 9DH

### Data Protection and Freedom of Information Notice

Any information which you may provide in response to this proposal shall be processed by Cornwall Council in accordance with the Data Protection Act 1998 and GDPR 2018 for the purposes of processing this proposal.

Please note that it may be necessary for the Council to include any information you provide in publicly available documents or to disclose it to third parties under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. Please contact the above if you have any concerns or queries regarding the processing of your information.



38/22/23

**TO RECEIVE A REPORT FROM THE TOWN COUNCIL BUILDING SURVEYOR TOGETHER WITH TENDER SUBMISSIONS RELATING TO THE CHURCH WALL OF ST STEPHENS AND TO CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the evaluation from the Town Council's Building Surveyor and discussed the three quotes received.

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** to appoint Company B to carry out works on the partially collapsed wall between St Stephens Courtyard and private residence 'Kellywyth', in accordance with the Specification of Works dated 2<sup>nd</sup> December 2022 at a total cost of £14,366.00+vat to be taken from budget code 6170 BB EMF Repairs to Cemetery Wall;

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND** to Full Town Council to vire £14,366.00+vat to budget code 6170 BB EMF Repairs to Cemetery Wall from General Reserves;

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND** to the Policy and Finance Committee to provide delegated authority to spend of £1,436.70+vat to the Town Clerk for the associated costs for the Town Council's Building Surveyor to be taken from budget code 6224 PF Professional Costs, relating to management of works to the partially collapsed wall between St Stephens Courtyard and private residence 'Kellywyth'.



**7/22/23 TO RECEIVE AN UPDATE ON THE TOWN COUNCIL'S IDENTIFIED DEVOLUTION ASSETS AND LAND PROGRAMME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

b. Cornwall Council Standard Heads of Terms for the Maurice Huggins Tea Room and Victoria Gardens;

The Town Clerk expressed concerns regarding items contained within Cornwall Council's Heads of Terms, such as, the use of the Maurice Huggins Room and the responsibility to repair Victoria Gardens in its current state (Grade II Listed monument, the walls, footpaths, railings, any gates and large trees).

The Town Clerk informed Members that the condition and health and safety aspect of the pine tree (photos provided) had been reported to Cornwall Council's Environment Team as this property falls under their management.

The Town Clerk brought Members attention to the Building Survey report conducted in 2018, five years on.

The report included concerns around the condition of the surrounding walls, railings, pathways and large trees situated in Victoria Gardens.

Members discussed in length their reasons for requesting to devolve as a Freehold Victoria Gardens and the Maurice Huggins Room (MHR) to the Town Council.

The Town Clerk advised Members that the Town Council has a responsibility to ensure due diligence has been met and advised Members to get an up to date Building Surveyors report together with full costing prior to committing the Town Council to a Lease or Freehold with Cornwall Council.

The Town Clerk further confirmed she understood Members frustration and that should they wish to undertake low maintenance works (bedding plants, grass cutting, shrub work) ready for the Spring/Summer months to request from Cornwall Council a Licence to work in Victoria Gardens for that period.

It was **RESOLVED** to note that Cormac are currently addressing uneven footpaths and trip hazards caused by tree roots in Victoria Gardens and that works will raise the paths with a special method that doesn't harm the trees and allow for future growth.

It was **RESOLVED** to note that Cornwall Council have given permission for Saltash Town Council to occupy the Maurice Huggins Room under an implied tenancy at will until such time as devolution is agreed.

It was proposed by Councillor Martin, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council;

1. To request a Licence or Service Level Agreement (SLA) from Cornwall Council to allow the Town Council to tidy the lower lying areas such as, the shrubs, grass cutting and bedding plants, during the months of Spring/Summer 2023;
2. The Climate Change and Environment Working Group to consider a short term vision to tidy Victoria Gardens working with the Town Council and relevant

volunteer groups, reporting back at the next Devolution Sub Committee Meeting;

3. To appoint the Town Council's Building Surveyor to provide an updated Building Surveyors Report and associated cost for Victoria Gardens only to be received at future Devolution Sub Committee meeting;
4. To request the latest Cornwall Council's tree condition survey and maintenance works for Victoria Gardens;
5. The Town Clerk to continue to liaise with Cornwall Council to undertake relevant work to the pine and monkey puzzle trees;
6. The Devolution Sub Committee to look at the long term vision of devolving Victoria Gardens and the Maurice Huggins Room to the Town Council;
7. Subject to better negotiations with Cornwall Council, to approve to devolve Victoria Gardens and the Maurice Huggins Room to Saltash Town Council as a Freehold site.

It was proposed by Councillor Martin, seconded by Councillor Peggs and resolved to **RECOMMEND** to Policy and Finance to allocate to budget code 6224 Professional Costs the Building Surveyors fees to undertake a Building Surveyors Report for Victoria Gardens only.

Cornwall Councillor Frank offered her support and assistance when applying for a Licence or SLA with Cornwall Council.

**To receive a report on the setup of the Town Councillor Sessions and consider any actions and associated expenditure**

Each month a small number of Members hold the 'Meet Your Councillor' session outside of Bloom hearing in Fore Street.

It has become custom and practice for these Members to call first at the Guildhall and collect the a-frame (now replaced with a pull-up banner) a table and other paraphernalia, carrying these items up Fore Street to where the items are assembled.

Members have, over a period of time, expressed concerns that not all are able to carry these items without difficulty and that possibly this has deterred some Members from attending these sessions.

This arrangement pre-dates our Service Delivery Department and the existence of STC vehicles.

I would propose that Council agrees to make these voluntary sessions easier to run and attend by asking Service Delivery to deliver the necessary items to the position outside of Blooms, in time for the 10.00 start, returning at 12.00 to pick up said items.

I would ask Members to support this proposal.

**End of report**

**Cllr Pete Samuels**



# Saltash Town Council



## Grant Application Form

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

Community Chest Grant

Festival Fund Grant

**DATE APPLICATION SUBMITTED:**

14<sup>th</sup> February 2023

|   |  |
|---|--|
| <b>Contact Name:</b>  | ██████████   |
| <b>Position:</b>  | Committee Member and Treasurer                       |
| <b>Organisation:</b>  | Saltash Fair Committee                               |
| <b>Contact Address:</b>                                     | ██████████<br>██████████<br>██████████<br>██████████ |
| <b>Telephone Number:</b>                                    | 0 ██████████   |
| <b>E-mail:</b>  | ██████████   |
| <b>Status of Organisation:</b>                              | Constituted committee of volunteers                  |
| <b>Charity/Company number (if applicable)</b>               | N/A  |
| <b>What geographical area does your organisation cover?</b> | Saltash  |
| <b>How long has your organisation been in existence?</b>    | Since 22 <sup>nd</sup> July 1980                     |



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

## 1. Organization Background

|  | Date Applied   | Project               | Amount Applied for | Successful Y/N |
|--|--|-----------------------|--------------------|----------------|
| <p><b>Have you applied for a grant from Saltash Town Council within the last 5 Years?</b></p> <p>(Please list – continue on a separate sheet if necessary)</p> | 2022   | Big Jubilee Lunch     | £1,500             | Y              |
|  | 2022   | Saltash May Fair 2022 | £2,976.72          | Y              |
|  | 2021   | SaltFest 2021         | £1,477.75          | Y              |
|  | 2019   | Saltash May Fair 2019 | £1,922             | Y              |
|  | 2018   | Saltash May Fair 2018 | £900               | Y              |
| <p><b>Please list the aims and objectives of your organization</b></p>   | <p><b>Aims as stated in the May Fair Constitution:</b></p> <ul style="list-style-type: none"> <li>• The aim of the Committee shall be to continue the revival of the community spirit in Saltash on which attention was focused by the Silver Jubilee of Her Majesty Queen Elizabeth II.</li> <li>• The purpose of the Committee is to provide aid for the local voluntary organisations and charities of Saltash, by means of the provision of a fair to be held normally on a Saturday in Saltash, together with any other events which the Committee shall organise from time to time for the community of Saltash.</li> </ul> <p><b>Other Aims:</b></p> <p>To offer a weekend event across Fore Street, Victoria Gardens and Longstone Park that is free admission, and involves a range of local performers, musicians, traders and charities. The Festival boosts footfall into the town centre, offers local musicians the opportunity to showcase their talent, promotes health and wellbeing, and promotes community cohesion.</p> <p>Saltash May Fair has joined the “Festival Vision 2025” initiative, working towards an environmentally sustainable festival. We aim to reduce waste wherever and whenever possible, reducing the amount of single use plastics, and removing plastic straws and cutlery. We will work with audiences to positively influence travel choices to reduce travel-related emissions.</p> <p>The main aim, however, is to deliver an event that brings the Saltash community together and promotes community pride and cohesion.</p> |                       |                    |                |

|   |   |
|---|---|
| <b>What are the main activities of your organization?</b> | <p>The Saltash May Fair Committee comprises volunteers, local to Saltash, who organise the Saltash May Fair, and other one-off major festivals such as SaltFest and the Big Jubilee Lunch.</p> <p>The volunteers on the committee engage in fundraising, and look to maintain an account credit to carry forward each year, to cover any financial issues that might arise.</p> |
|---|---|

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

## 2. Your project

|                |                          |                          |
|----------------|--------------------------|--------------------------|
| <b>Project</b> | <b>Start Date</b>        | 6 <sup>th</sup> May 2023 |
|                | <b>Finish Date</b>       | 7 <sup>th</sup> May 2023 |
|                | <b>Total Cost</b>        | £ 17,431                 |
|                | <b>Grant Applied For</b> | £ 3,000                  |

|                       |                  |
|-----------------------|------------------|
| <b>Project title:</b> | Saltash May Fair |
|-----------------------|------------------|

|  |   |
|--|---|
| <p><b>Description of project</b><br/>(please continue on a separate sheet if necessary):</p> | <p>Saltash May Fair delivers a street market on Fore Street, free entertainment and two stages, providing a platform for local community groups as well as for more professional entertainment, and giving local charities and community groups the chance to raise funds. Victoria Gardens is the venue for a Youth Village hosted by Saltash Town Youth Council.</p> <p>Last year, we collaborated with the Tamar Trotters to introduce a 'Wellbeing Sunday' and made the event a 2-day festival. This was a great success, and we aim to build on this in 2023 with a climbing wall in Longstone Park and various activities promoting a healthy lifestyle alongside the Saltash Half Marathon, a 5k race and a Fun Run.</p> <p>This year, the May Fair falls on the Coronation weekend, and we will be marking the occasion by hiring in large screens on Saturday 6th to broadcast the coronation, staging live music to run until 9pm in Longstone Park on Saturday 6<sup>th</sup>, as well as inviting the community to a Big Coronation Picnic Lunch in Longstone Park in the afternoon of Sunday 7<sup>th</sup>.</p> <p>Community engagement is encouraged through a variety of ways:</p> <ul style="list-style-type: none"> <li>• Local businesses and charities are invited to set up stalls to raise funds and awareness.</li> <li>• Free spaces (deposit scheme) are offered to businesses who have a shopfront in the town centre</li> <li>• Local groups are able to showcase their talent across the two stages</li> <li>• This year, the community will be invited to join their neighbours on Fore Street and Longstone Park to celebrate the Coronation of King Charles III</li> </ul> <p>Highlights of the 2-day Festival include:</p> <ul style="list-style-type: none"> <li>• A Civic Parade (Saturday 6<sup>th</sup>)</li> <li>• A Youth Village in Victoria Gardens (Saturday 6<sup>th</sup>)</li> <li>• A Parade of Youth (Saturday 6<sup>th</sup>)</li> <li>• A Dog Show (Saturday 6<sup>th</sup>)</li> <li>• Free music in Longstone Park until 9pm (Saturday 6<sup>th</sup>)</li> <li>• Half Marathon, 5K and Fun Run (Sunday 7<sup>th</sup>)</li> <li>• Outdoor climbing wall and promotion of healthy lifestyles (Sunday 7<sup>th</sup>)</li> <li>• Big Coronation Picnic Lunch (Sunday 7<sup>th</sup>)</li> </ul> <p>All of this helps to celebrate community, and promote community cohesion and civic pride.</p> |
| <p><b>Where will the project take place?</b></p>   | <p>Longstone Park, Victoria Gardens, Fore Street</p>  |

|   |  |
|---|--|
| <p><b>Who will benefit from the project?</b><br/>(What groups will benefit and approximately how many people will benefit in total)</p> | <p>The event expects to attract around 6,000 visitors from Saltash and the surrounding areas.</p> <p>It also has an inter-generational appeal, catering to various age groups and interests.</p> <p>The May Fair has a positive impact on local businesses, brings visitors to Saltash, and promotes our town to a wider audience.</p> |
|---|--|

|   |   |
|---|---|
|   | <p>Visitors (Approx. 6,000)<br/> Local charities (Approx. 50)<br/> Local business taking a stall (Approx. 70)</p>   |
| <p><b>What evidence do you have that this project is required?</b><br/> (This might be survey work or statistical evidence)</p>   | <p>Saltash May Fair has been staged for over 40 years, and has always been extremely well attended. It has consistently attracted extremely positive feedback from local shops, businesses, the community and visitors.</p>   |
| <p><b>What support have you received for this project?</b><br/> (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)</p>              | <p>The May Fair enjoys the support of local businesses, charities, community groups, and volunteers.</p> <p>Saltash Chamber of Commerce, Cornwall Council and Saltash Town Council have all supported the event significantly in the past.</p>  |
| <p><b>How will the project be managed and how will you measure its success?</b></p>   | <p>The event is managed by a volunteer committee, with logistical support by a local not-for-profit Community Interest Company to ensure the event runs safely and meets HSE regulations.</p> <p>We ran a feedback survey after the last May Fair, and will run a similar survey this time. We will use visitor numbers as another measure to judge the success.</p>  |
| <p><b>Please give the timescale and key milestones for your project, including a start date and finish date.</b></p>  | <p>The May Fair will be held on the first weekend of May. Paperwork for road closures has already been submitted, along with risk assessments.</p> <p>Raffle tickets will go on sale in the beginning of March.</p>   |
| <p><b>What arrangements do you have in place to ensure safeguarding of children and /or young people and/or vulnerable people (applicable only if your project involves working with this client group)</b></p> | <p>A full event management plan and risk assessments are produced to ensure the event is safe for all, including children, young people, and vulnerable people.</p> <p>This plan is circulated to the police, fire and ambulance services, as well as to Cornwall Council's Licensing, Streetworks and Events Departments. If the Events Department deems it necessary, it is also sent to the Local Event Safety Advisory Group.</p> |

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

|  |  |                   |       |               |       |                    |       |                        |     |               |       |                 |     |         |       |          |     |                  |     |                  |       |                    |     |                       |     |                   |       |               |     |                     |     |                    |                |                                  |  |  |  |
|--|--|-------------------|-------|---------------|-------|--------------------|-------|------------------------|-----|---------------|-------|-----------------|-----|---------|-------|----------|-----|------------------|-----|------------------|-------|--------------------|-----|-----------------------|-----|-------------------|-------|---------------|-----|---------------------|-----|--------------------|----------------|----------------------------------|--|--|--|
| <p><b>What will the money be spent on?</b><br/>(Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p> | <table> <tr><td>Staging and Sound</td><td>2,000</td></tr> <tr><td>Entertainment</td><td>2,500</td></tr> <tr><td>Traffic Management</td><td>2,250</td></tr> <tr><td>Licenses and Insurance</td><td>621</td></tr> <tr><td>Large screens</td><td>3,000</td></tr> <tr><td>Raffle printing</td><td>150</td></tr> <tr><td>Medical</td><td>1,020</td></tr> <tr><td>Security</td><td>540</td></tr> <tr><td>Waste Management</td><td>150</td></tr> <tr><td>Event Management</td><td>2,500</td></tr> <tr><td>Volunteer expenses</td><td>200</td></tr> <tr><td>Marketing &amp; Publicity</td><td>350</td></tr> <tr><td>Toilets, barriers</td><td>1,000</td></tr> <tr><td>Climbing Wall</td><td>650</td></tr> <tr><td>Music for Big Lunch</td><td>500</td></tr> <tr><td><b>Total costs</b></td><td><b>£17,431</b></td></tr> <tr><td colspan="2">STC grant will be used to cover:</td></tr> <tr><td colspan="2"> <ul style="list-style-type: none"> <li>• Medical</li> <li>• Stage and sound on Longstone Park</li> <li>• Security</li> </ul> </td></tr> </table> | Staging and Sound | 2,000 | Entertainment | 2,500 | Traffic Management | 2,250 | Licenses and Insurance | 621 | Large screens | 3,000 | Raffle printing | 150 | Medical | 1,020 | Security | 540 | Waste Management | 150 | Event Management | 2,500 | Volunteer expenses | 200 | Marketing & Publicity | 350 | Toilets, barriers | 1,000 | Climbing Wall | 650 | Music for Big Lunch | 500 | <b>Total costs</b> | <b>£17,431</b> | STC grant will be used to cover: |  | <ul style="list-style-type: none"> <li>• Medical</li> <li>• Stage and sound on Longstone Park</li> <li>• Security</li> </ul> |  |
| Staging and Sound  | 2,000  |                   |       |               |       |                    |       |                        |     |               |       |                 |     |         |       |          |     |                  |     |                  |       |                    |     |                       |     |                   |       |               |     |                     |     |                    |                |                                  |  |  |  |
| Entertainment  | 2,500  |                   |       |               |       |                    |       |                        |     |               |       |                 |     |         |       |          |     |                  |     |                  |       |                    |     |                       |     |                   |       |               |     |                     |     |                    |                |                                  |  |  |  |
| Traffic Management   | 2,250  |                   |       |               |       |                    |       |                        |     |               |       |                 |     |         |       |          |     |                  |     |                  |       |                    |     |                       |     |                   |       |               |     |                     |     |                    |                |                                  |  |  |  |
| Licenses and Insurance   | 621  |                   |       |               |       |                    |       |                        |     |               |       |                 |     |         |       |          |     |                  |     |                  |       |                    |     |                       |     |                   |       |               |     |                     |     |                    |                |                                  |  |  |  |
| Large screens  | 3,000  |                   |       |               |       |                    |       |                        |     |               |       |                 |     |         |       |          |     |                  |     |                  |       |                    |     |                       |     |                   |       |               |     |                     |     |                    |                |                                  |  |  |  |
| Raffle printing  | 150  |                   |       |               |       |                    |       |                        |     |               |       |                 |     |         |       |          |     |                  |     |                  |       |                    |     |                       |     |                   |       |               |     |                     |     |                    |                |                                  |  |  |  |
| Medical  | 1,020  |                   |       |               |       |                    |       |                        |     |               |       |                 |     |         |       |          |     |                  |     |                  |       |                    |     |                       |     |                   |       |               |     |                     |     |                    |                |                                  |  |  |  |
| Security   | 540  |                   |       |               |       |                    |       |                        |     |               |       |                 |     |         |       |          |     |                  |     |                  |       |                    |     |                       |     |                   |       |               |     |                     |     |                    |                |                                  |  |  |  |
| Waste Management   | 150  |                   |       |               |       |                    |       |                        |     |               |       |                 |     |         |       |          |     |                  |     |                  |       |                    |     |                       |     |                   |       |               |     |                     |     |                    |                |                                  |  |  |  |
| Event Management   | 2,500  |                   |       |               |       |                    |       |                        |     |               |       |                 |     |         |       |          |     |                  |     |                  |       |                    |     |                       |     |                   |       |               |     |                     |     |                    |                |                                  |  |  |  |
| Volunteer expenses   | 200  |                   |       |               |       |                    |       |                        |     |               |       |                 |     |         |       |          |     |                  |     |                  |       |                    |     |                       |     |                   |       |               |     |                     |     |                    |                |                                  |  |  |  |
| Marketing & Publicity  | 350  |                   |       |               |       |                    |       |                        |     |               |       |                 |     |         |       |          |     |                  |     |                  |       |                    |     |                       |     |                   |       |               |     |                     |     |                    |                |                                  |  |  |  |
| Toilets, barriers  | 1,000  |                   |       |               |       |                    |       |                        |     |               |       |                 |     |         |       |          |     |                  |     |                  |       |                    |     |                       |     |                   |       |               |     |                     |     |                    |                |                                  |  |  |  |
| Climbing Wall  | 650  |                   |       |               |       |                    |       |                        |     |               |       |                 |     |         |       |          |     |                  |     |                  |       |                    |     |                       |     |                   |       |               |     |                     |     |                    |                |                                  |  |  |  |
| Music for Big Lunch  | 500  |                   |       |               |       |                    |       |                        |     |               |       |                 |     |         |       |          |     |                  |     |                  |       |                    |     |                       |     |                   |       |               |     |                     |     |                    |                |                                  |  |  |  |
| <b>Total costs</b>   | <b>£17,431</b>   |                   |       |               |       |                    |       |                        |     |               |       |                 |     |         |       |          |     |                  |     |                  |       |                    |     |                       |     |                   |       |               |     |                     |     |                    |                |                                  |  |  |  |
| STC grant will be used to cover:   |  |                   |       |               |       |                    |       |                        |     |               |       |                 |     |         |       |          |     |                  |     |                  |       |                    |     |                       |     |                   |       |               |     |                     |     |                    |                |                                  |  |  |  |
| <ul style="list-style-type: none"> <li>• Medical</li> <li>• Stage and sound on Longstone Park</li> <li>• Security</li> </ul>                           |  |                   |       |               |       |                    |       |                        |     |               |       |                 |     |         |       |          |     |                  |     |                  |       |                    |     |                       |     |                   |       |               |     |                     |     |                    |                |                                  |  |  |  |
| <p>How will you promote STC once application and project are complete?</p>   | <p>Saltash Town Council will be promoted in editorial pieces as well as through social media, including our FB page, which has over 1,900 followers.</p>   |                   |       |               |       |                    |       |                        |     |               |       |                 |     |         |       |          |     |                  |     |                  |       |                    |     |                       |     |                   |       |               |     |                     |     |                    |                |                                  |  |  |  |

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

| <b>Organization</b>                             | <b>Contribution Sought (£)</b> | <b>Applied</b><br>(please tick as appropriate) | <b>Granted</b><br>(please tick as appropriate)  |
|---|--------------------------------|--|---|
| Business Sponsorship                            | £1500                          | ✓  | Too early for confirmation  |
| Stall Bookings                                  | £3000                          | ✓  | Too early for confirmation, but seems a reasonable assumption based on previous years |
| Fundraising                                     | £1500<br>(Raffle etc.)         | ✓  | Raffle tickets will go on sale in March   |
| Cornwall Council Community Chest Fund           | £650                           | ✓  |   |
| Awards For All<br>(Coronation Funding)          | £3000                          |  |   |
| Tamar Trotters<br>(from the Half Marathon etc.) | £500                           | ✓  |   |

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

## 4. Further information enclosed Checklist.

|   | Enclosed<br>(please tick)  |
|---|--|
| <b>A copy of your organization's most recent bank statements</b><br>(mandatory)   | ✓  |
| <b>Copies of all <u>relevant</u> Employer's, Building &amp; Public Liability Insurance Certificates &amp; Title Deeds if appropriate</b> (mandatory)                  | To follow  |
| <b>A letter head showing the organization's address and contact details</b>   | ✓  |
| <b>A copy of your constitution and articles of association</b> (or similar documents if the above do not exist, showing the organization's status)                    | ✓  |
| <b>A copy of your organization's latest set of accounting statements</b> (if any exist)   | Have attached latest bank statement  |
| <b>Copies of any letters of support for your project</b>  | ✓  |
| <b>If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council</b> | ✓  |
| <b>Other</b> (please list)  | Please find attached quotes for: <ul style="list-style-type: none"> <li>• Stage and Sound in Longstone Park (£1,560)</li> <li>• Security (£540)</li> <li>• Medical (£1,020)</li> </ul> <b>TOTAL: £3,,120</b> (but we recognise that the maximum STC can award is £3,000) |

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

**5. Declaration by the applicant**

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



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

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

I/we accept the following:

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

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

|                       |   |  |  |
|-----------------------|---|--|--|
| <b>Signed:</b>        |  |  |  |
| <b>Print Name(s):</b> |  |  |  |
| <b>Position(s):</b>   | <b>Committee Member</b>   |  |  |
| <b>Date:</b>          | <b>14<sup>th</sup> February 2023</b>  |  |  |



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|  |  |                                |                                |
|--|--|--------------------------------|--------------------------------|
| <b>Account name or alias</b><br>SALTASH FAIR COMMITT | <b>Account number</b><br>[REDACTED]        | <b>Sort code</b><br>[REDACTED] | <b>Account currency</b><br>GBP |
| <b>Debit or credit</b><br>Any                        | <b>Current cleared balance</b><br>10606.33 |                                |                                |

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

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| <b>Date</b> | <b>Type</b> | <b>Transaction details</b> | <b>Debit</b> | <b>Credit</b> | <b>Balance</b>   |
|-------------|-------------|----------------------------|--------------|---------------|------------------|
|             |             | <b>Closing balance</b>     |              |               | <b>10,606.33</b> |
|             |             | <b>Opening balance</b>     |              |               |                  |
|             |             | <b>Totals</b>              | <b>0.00</b>  | <b>0.00</b>   |                  |

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Saltash May Fair Committee

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

# CONSTITUTION OF THE SALTASH FAIR COMMITTEE

## TITLE

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

## THE CONSTITUTION

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

## DATE OF OPERATION

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

## SCOPE OF OPERATION

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

## OWNERSHIP

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

## THE AIM AND PURPOSE OF THE COMMITTEE

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

## MEMBERSHIP OF THE COMMITTEE

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

## FUNCTION OF THE COMMITTEE

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

## FINANCE

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

### **ANNUAL GENERAL MEETING**

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

### **EXTRAORDINARY GENERAL MEETING**

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

### **AMENDMENTS TO THE CONSTITUTION**

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

### **ASSETS AND PROPERTY**

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

### **DISSOLUTION**

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

*Correct as of Feb. 2020*



Quote Date: 07/02/2023

**To:** Diverse Events

**From:** Heppz Security Limited  
97 Newnham Road  
Plympton  
Devon  
PL7 4AU  
Web: [www.heppz-security.co.uk](http://www.heppz-security.co.uk)  
Email: [contact@heppz-security.co.uk](mailto:contact@heppz-security.co.uk)

| DESCRIPTION        | DATE       | TIME          | HOURS     | OVERTIME | RATE         | AMOUNT      |
|--------------------|------------|---------------|-----------|----------|--------------|-------------|
| 1 Door Supervisor  | 05/05/2023 | 20:00 – 06:00 | 10 HRS    |          | £18ph        | 180         |
| 3 Door Supervisors | 06/05/2023 | 18:00 – 22:00 | 4 HRS x 3 |          | £18ph        | 216         |
| 1 Door Supervisor  | 06/05/2023 | 22:00 – 06:00 | 8 HRS     |          | £18ph        | 144         |
|                    |            |               |           |          |              |             |
|                    |            |               |           |          |              |             |
|                    |            |               |           |          | <b>TOTAL</b> | <b>£540</b> |

Thank you.

**DEVON  
EMS**



**AmbFAS**

18<sup>th</sup> January 2023

Thank you for asking for a quote for cover for :

**Saltash May Fair**

6<sup>th</sup> and 7<sup>th</sup> May 2023 in Fore Street and Longstone Park Saltash, PL12

1 x MFAU/Ambulance (inc. mileage of 50 miles base to base) for 16 hours

3 x First Responders for 16 hours

1 x Medical Car (on 7<sup>th</sup> May only, to cover the running events) for 4 hours

**£1,020**

Please do not hesitate to contact us with any questions.

[services@devonems304.onmicrosoft.com](mailto:services@devonems304.onmicrosoft.com)

## Diverse Events



XLA Audio  
28 WHITEHAVEN WAY  
PLYMOUTH  
PL66BJ

## Quotation: Saltash May Fair 2023 Longstone Park

|                       |                                      |                         |
|-----------------------|--------------------------------------|-------------------------|
| <b>Order Date</b>     | 08/01/2023                           | <b>Delivery Address</b> |
| <b>Our Reference</b>  | 64                                   |                         |
| <b>Your Reference</b> |                                      |                         |
| <b>Rental Period</b>  | 06/05/2023 09:00 to 06/05/2023 22:00 |                         |

| Item                                     | Type   | Quantity | Price | Surcharge | Total |
|--|--------|----------|-------|-----------|-------|
| <b>Staging</b>                           |        |          |       |           |       |
| 4ft by 2ft Stage Deck                    | Rental | 10       |       |           |       |
| 3ft Stage Legs ( <i>accessory</i> )      | Rental | 17       |       |           |       |
| Inflatable Stage                         | Rental | 1        |       |           |       |
| <b>Amplifiers</b>                        |        |          |       |           |       |
| L'Acoustics LA4                          | Rental | 1        |       |           |       |
| L'Acoustics LA8                          | Rental | 1        |       |           |       |
| <b>Speakers</b>                          |        |          |       |           |       |
| L'Acoustics 12XT                         | Rental | 2        |       |           |       |
| L'Acoustics ETR12-2 ( <i>accessory</i> ) | Rental | 2        |       |           |       |
| L'Acoustics Kilo                         | Rental | 2        |       |           |       |
| L'Acoustics Kiva                         | Rental | 8        |       |           |       |
| L'Acoustics Kibu-sb ( <i>accessory</i> ) | Rental | 2        |       |           |       |
| L'Acoustics SB18                         | Rental | 4        |       |           |       |

## Diverse Events



XLA Audio  
28 WHITEHAVEN WAY  
PLYMOUTH  
PL66BJ

## Quotation: Saltash May Fair 2023 Longstone Park

| Item                               | Type    | Quantity  | Price | Surcharge | Total |
|------------------------------------|---------|-----------|-------|-----------|-------|
| <b>Mixing Consoles</b>             |         |           |       |           |       |
| DIGICO S21                         | Rental  | 1         |       |           |       |
| DIGICO D-Rack ( <i>accessory</i> ) | Rental  | 1         |       |           |       |
| <b>Power Distribution</b>          |         |           |       |           |       |
| 32/3 disro                         | Rental  | 1         |       |           |       |
| <b>Lighting Fixtures</b>           |         |           |       |           |       |
| Marq Gesture Spot 500              | Rental  | 2         |       |           |       |
| Equinox 260ZR                      | Rental  | 4         |       |           |       |
| <b>Lighting Consoles</b>           |         |           |       |           |       |
| Chamsys Magic Q PC Wing Compact    | Rental  | 1         |       |           |       |
| <b>Truss</b>                       |         |           |       |           |       |
| Truss Podiums 1m                   | Rental  | 2         |       |           |       |
| Truss Podiums 2m                   | Rental  | 2         |       |           |       |
| <b>Crew</b>                        |         |           |       |           |       |
| Day Rate                           | Service | 2 x 1 Day |       |           |       |
| Crew                               | Service | 2 x 1 Day |       |           |       |

## Transport



**Diverse Events**

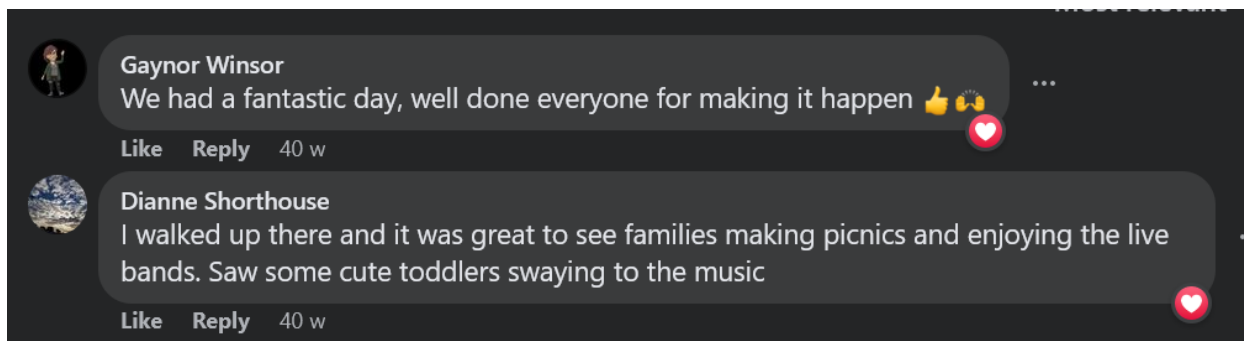
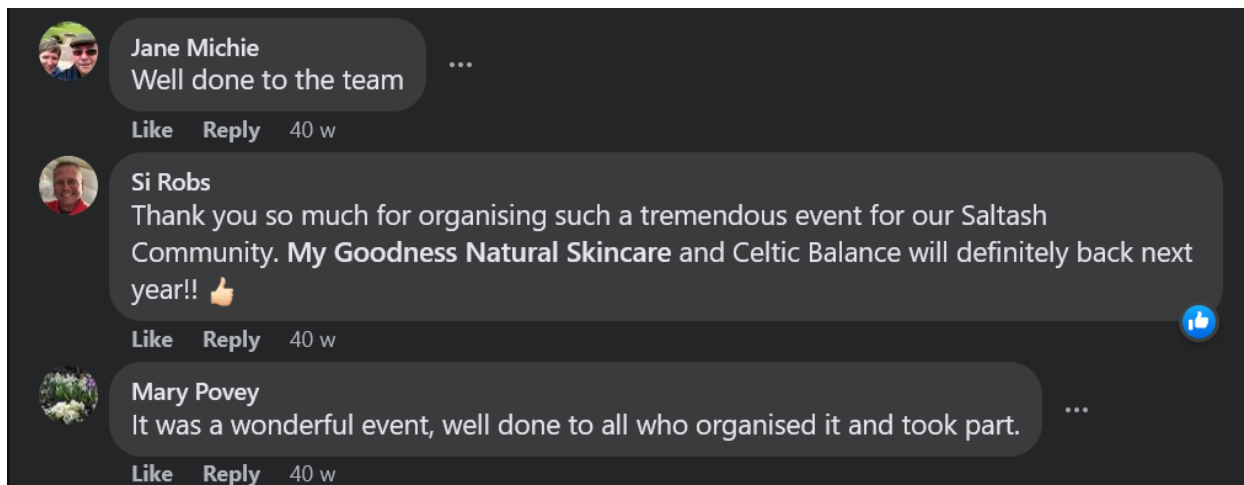
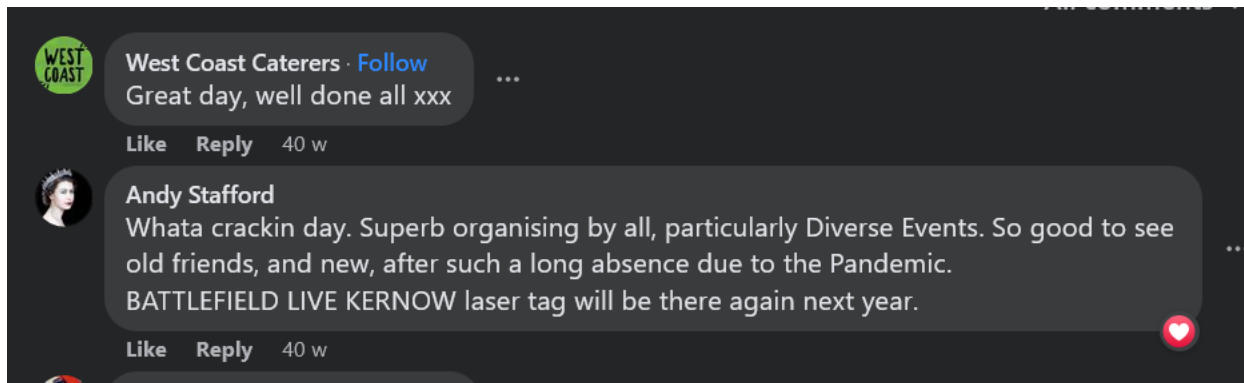


XLA Audio  
28 WHITEHAVEN WAY  
PLYMOUTH  
PL66BJ

Quotation: Saltash May Fair 2023 Longstone Park

| Item                        | Type    | Quantity    | Price | Surcharge | Total            |
|-----------------------------|---------|-------------|-------|-----------|------------------|
| Delivery & Collection       | Service | 1 x 1 miles |       |           |                  |
| <b>Charge total</b>         |         |             |       |           | <b>£1,300.00</b> |
| <b>Tax total</b>            |         |             |       |           | <b>£260.00</b>   |
| <b>Charge and tax total</b> |         |             |       |           | <b>£1,560.00</b> |

## SOME FACEBOOK COMMENTS AFTER MAY FAIR 2022



**SATURDAY 10AM - 8PM**  
FORE STREET, LONGSTONE PARK. & VICTORIA GARDENS

|                               |            |
|-------------------------------|------------|
| Street market in Fore Street  | 10am - 4pm |
| Entertainment in Fore Street  | 10am - 4pm |
| Food stalls in Longstone Park | 10am - 8pm |
| Live music in Longstone Park  | 10am - 8pm |
| Dog show in Fore Street       | 3pm - 4pm  |

Youth Village in Victoria Gardens  
Children's activities and inflatables

Did you know the Saltash May Fair comes with a price tag of over £12,000?  
Help fund the fun by buying raffle tickets!

**SUNDAY 9.30AM - 3PM**  
LONGSTONE PARK

Saltash Half Marathon, 5k, and Fun Run  
Food stalls, climbing wall, and inflatables  
Taster sessions in Yoga, Pilates, and Dance  
Silent Disco @ 2.15pm  
Sign up to activities and the runs via our Facebook!

**RAFFLE**  
1<sup>ST</sup> PRIZE £150 | 2<sup>ND</sup> PRIZE £100 | 3<sup>RD</sup> PRIZE £50

**CARLTON PLASTICS**  
PLUMBING & HEATING

**ADS GAS**  
PLUMBING & HEATING

**इलाहाबादी तन्दूरवादी**  
AUTHENTIC INDIAN & BENGALI CUISINE

**CORNWALL COUNCIL**  
one and all - one way all

**UK-TECK**

**SALTASH TOWN COUNCIL**  
Cornwall's 1<sup>st</sup> Place

**ECLECTIC AT HOME**

**Diverse Events CIC**

**FTaSGROUP**  
Traffic Management

**THE BOOK SHELF**

**CHAPPLE**  
Sales & Lettings  
01752 847033

## AN EXAMPLE OF SALTASH TOWN COUNCIL LOGO PLACEMENT ON A FACEBOOK POST

**Saltash May Fair**  
23 April 2022 · 🌐

A huge thank you to our sponsors, who collectively provide a good chunk of the funds required to run the Saltash May Fair!

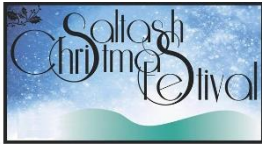
🗨️ We still need to raise £3623.07, so HELP FUND THE FUN by purchasing raffle tickets 🎟️, available over the Saltash May Fair 2022 weekend, or currently available from [The Bookshelf](#), [Community Enterprises PL12](#) or [Piglets](#)

- 💜 Saltash Town Council
- 💙 Cornwall Council
- 💛 Saltash Tandoori Restaurant
- 💚 Carlton Plastics - SW Ltd
- 🤍 Ads Gas
- 🖤 Chapple Property Management
- 🧡 Eclectic at home
- 🤎 The Bookshelf
- ❤️ UKTeck Computer Services & Repairs

**Sponsors:**

- CARLTON PLASTICS
- CORNWALL COUNCIL one and all - ones big all
- SALTASH Cornwall's 1<sup>st</sup> Place TOWN COUNCIL
- ECLECTIC AT HOME
- THE BOOK SHELF
- ADS GAS PLUMBING & HEATING SW
- UK-TECK
- Diverse Events CIC
- FTaSGROUP Traffic Management
- CHAPPLE Sales & Lettings 01752 847033
- 鹽塔噠 tandoori AUTHENTIC INDIAN & BENGALI CUISINE





SALTASH CHRISTMAS FESTIVAL COMMITTEE  
c/o SALTASH CHAMBER OF COMMERCE

Saturday 3rd December, 2022

## REPORT TO SALTASH TOWN COUNCIL

The volunteer team at the Saltash Chamber of Commerce that organises and delivers the Saltash Christmas Festival is delighted to celebrate another successful event, bringing the community together in the retail heart of the town.

Total expenditure on the Festival amounts to just under £9,000. This is a large sum for the Chamber to raise, so we are extremely grateful to the Town Council for their grant of £1,500. Saltash Scrapstore was our other major sponsor this year, with a donation of £2,000 to cover the Lantern Parade and the sale of goods at the Pop-up Christmas shop organised by Scrapstore volunteers raising over £1,200.

It was the logos of the Chamber, Town Council and Scrapstore that featured on the poster and leaflets:



### **Christmas Market 1pm – 7pm**

The market proved to be extremely popular with exhibitors as well as the general public, with spaces selling out by the beginning of October, generating over £2,000 in income for the Festival.

### **Santas on Bikes 1pm**

Over 200 Santas on Bikes parked up on Fore Street in their annual ride to Little Harbour Children's Hospice. A total of £5,600 was raised for the charity.

### **Santa Fun Run 2pm**

Excellent organisation from Tamar Trotters Running Club ensured that the town's second Santa Fun Run was another jolly success, with 200 Santas running across the Tamar Bridge and back.

### **Pop-up Carols 5pm**

Collaboration with Redeemer Church delivered an outdoor Pop-up Carol Service, which was greatly enjoyed by all. A QR code linking to carol song sheets publicised on social media meant we could reduce the number of paper copies printed. Redeemer Church also delivered a popular Treasure Hunt with clues in Fore Street shops.

### **Lantern Parade**

The Chamber is extremely grateful to Saltash Air Cadets for allowing us to use their Drill Hall as 'Lantern HQ' and for their help with the logistics of the Parade. Thanks to funding from Saltash Scrapstore, workshops to make lanterns were held in all four primary schools, delivering an opportunity to spread the word about Scrapstore's efforts to minimise the amount going to landfill. The Parade was led by a blue and yellow Dove of Peace, carried by members of Saltash Wesley Youth Club and Ukrainians living in Saltash, who had made the lantern together in a workshop at the Church. The 'Saltash Bull', made before Covid, made a welcome reappearance, carried by submariners from HMS Drake.

### **Fireworks**

Celebration Pyrotechnics, based in Bodmin, delivered another fantastic display, bringing the Festival to a glorious close.

### **Window Dressing Competition**

Children from Saltash primary schools judged the window dressing competition, with the Chamber Cup being presented to Eclectic Interiors and the Children's Champion trophy going to West Country Embroidery.

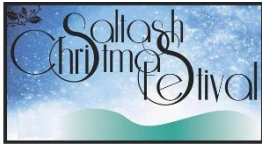
## Post on Facebook following the Festival:

Another HUGE thank you to those who contributed to this year's Saltash Christmas Festival, from sponsors, supporters, funders, stall holders, and of course all of you for purchasing raffle tickets (which really do help fund the event!)

The Saltash Christmas Festival would not be possible without the grants from Saltash Town Council and Cornwall Council, as well as donations from Saltash Scrapstore, sponsorship from All Home Improvements Cornwall, Carlton Plastics - SW Ltd, The Bookshelf.

In addition to our sponsors and funders, the Saltash Christmas Festival 2022 wouldn't happen without the countless hours of donated time, energy, and support from many supporting organisations and people:

- ❤️ Saltash Chamber of Commerce members (for delivering the event)
- 🧡 Tamar Trotters Running Club Saltash (for the Saltash Santa Fun Run 2022)
- 💛 Saltash Air Cadets (in supporting raffle sales and event stewarding and hosting the lanterns)
- 💚 Redeemer Church:Saltash (for the pop up carol singing and Treasure Hunt)
- 💙 Community Enterprises PL12 (for providing electric and housing the PA)
- 💜 FTaS Group Traffic Management (for road closures)
- 🤎 Diverse Events CIC (for event support and production)
- 🖤 Saltash Town Council (for use of the PA system)
- ❤️ Devon and Cornwall Cycle Marshals (for marshalling support)



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## Coronation May Fair Saturday 6<sup>th</sup>, Sunday 7<sup>th</sup> May 2023



Report on the May Fair meeting to discuss civic involvement in the Coronation May Fair with:

Cllr. Richard Bickford  
Cllr. Julia Peggs  
Cllr. Rachel Bullock

Buckingham Palace has not yet confirmed the timings on the day of the coronation, which adds a layer of complexity to setting times, but provisionally we are looking at:

|  |                                |                        |  |
|--|--------------------------------|------------------------|--|
| <b>Saturday<br/>6<sup>th</sup> May</b> | Street Market                  | 10am – 4pm             | Fore Street                                    |
|  | Parade of Youth & Civic Parade | 10am                   | Fore Street<br>(Leaving from Victoria Gardens) |
|  | Singing of National Anthem     | tbc                    | Fore Street                                    |
|  | Youth Village                  | 10am – 4pm             | Victoria Gardens                               |
|  | Live Music                     | 11am – 9pm             | Longstone Park                                 |
|  | Inflatables and Food Stalls    | 10am onwards           | Longstone Park                                 |
| <b>Sunday<br/>7<sup>th</sup> May</b>   | Fun Run, 5K and Half Marathon  | Throughout the morning | Longstone Park                                 |
|  | Wellness Activities            | 10am – 12 noon         |  |
|  | Climbing Wall                  | 10am – 3pm             |  |
|  | Coronation Big Lunch           | 1pm – 3pm              |  |
|  | Inflatables and Food Stall     | 10am onwards           |  |

8<sup>th</sup> March 2023

In recognition of the coronation:

- Two large screens will be placed on Fore Street to broadcast the ceremony in London to people in Saltash
- A representative from the Cornwall Lieutenancy (the King's representatives in Cornwall) has been invited to attend the Civic Parade, which will leave from Victoria Gardens and be led by the Parade of Youth
- We will invite everyone on Fore Street to join together in singing the National Anthem
- The event venues will be decorated in red, white and blue
- The concert on Longstone Park on Saturday 6<sup>th</sup> will finish one hour later than last year and will feature some highly acclaimed bands finishing with the popular Queen tribute act called the Good Old Fashioned Lover Boys
- We are responding to Buckingham Palace's call to host a Big Lunch and are inviting residents to a Coronation Picnic in the Park, where there will be live music delivered by RwindBand

These extra 'coronation' elements alone will cost in the region of £4,000 (including the large screens, extra bands, medical cover, toilets and waste management etc.). The committee is busy submitting funding bids and raising funds, but any funding that Saltash Town Council could provide to help us achieve this funding target would be gratefully received. Invoices and/or receipts can be provided on request.

### **May Fair Committee**

Hilary Frank

Tanya Hatch

Tracey Hayton

Adam Webb

8<sup>th</sup> March 2023

# Match Funding for Play Parks

RESPONSIBLE COMMITTEE: POLICY & FINANCE

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

---

| <b>Current Document Status</b> |              |                    |  |
|--------------------------------|--------------|--------------------|--|
| <b>Version</b>                 | 1 DRAFT      | <b>Approved by</b> |  |
| <b>Date</b>                    | January 2023 | <b>Date</b>        |  |
| <b>Responsible Officer</b>     | AJT          | <b>Minute no.</b>  |  |
| <b>Next review date</b>        |              |                    |  |

| <b>Version History</b> |                |                      |  |
|------------------------|----------------|----------------------|--|
| <b>Date</b>            | <b>Version</b> | <b>Author/Editor</b> | <b>Notes</b>   |
| January 2023           | 1 NEW          | AJT                  | New policy (Ref Services 08.12.2022 Min no 98/22/23) |
|                        |                |                      |  |
|                        |                |                      |  |

| <b>Document Retention Period</b> |
|----------------------------------|
| Until superseded                 |

# Match Funding for Play Parks

## Background

Saltash Town Council is committed to investment in suitably equipped public play parks designed for children to play in, usually outside with suitable equipment, for the use of residents and visitors within the town. A fund has been established to offer up to £10,000 as match funding to enable local groups and organisations to enhance and improve play facilities in their area.

## Eligibility

Applications should be submitted by Local Community Organisations with a formal constitution.

The play park should be within the Saltash Town Council boundary, open at no cost and accessible to all users.

Only one application per site will be permitted and match funding will not be provided retrospectively. Any unused funds must be returned to the Town Council on completion of the project.

## Application criteria

An application form is available on the town council website or from the Guildhall or community library hub during opening hours.

The applicant should provide the following:

- A copy of the organisations constitution.
- Proof of bank account.
- Evidence of local consultation demonstrating local need and community support.
- Accurate project costs with a detailed project plan.
  - Full costs for equipment with ongoing maintenance<sup>1</sup> requirements included.
  - Materials and equipment to be from responsibly sourced materials.
  - Details of any planning requirements.
- Written confirmation of permission and support from the landowner for the scheme.
- Evidence of secured funds raised by the organisation and any confirmed partnership funding.

---

<sup>1</sup> Ongoing maintenance will fall with the owner of the land/specific play park.

## **Evaluation of applications**

Applications fulfilling the criteria will be reviewed by the Town Clerk or a delegated Officer before being submitted for consideration by the Services Committee against the following benchmarks:

1. Accessibility and suitability of equipment.
2. Sustainability of equipment with long-term management and maintenance identified.
3. Filling strategic gaps in provision.
4. Deliverability of the project.
5. Local support for the project.
6. Funding requirements met.

There is no time limit for submitting applications but if the fund is oversubscribed, the council will look to award a higher number of projects requesting lower amounts of funding, rather than those requesting funds at the top of the limit. Once all the available funds have been allocated, no further applications will be accepted and the application form will be withdrawn from the website.

## **Post-application process**

The project should be completed within 12 months with an interim report submitted to the Town Council after six months have elapsed. On completion of the project a final report should be submitted together with receipts.

If there is a delay to the project this should be reported to the Town Council immediately in writing with details of the reason for the delay and the revised estimation for completion.

Any equipment or materials removed from a play park as part of the refurbishment should be recycled or disposed of in a sustainable manner or considered for use in other areas where still in a usable condition.

The installation of all equipment must be in line with the Royal Society for the Prevention of Accidents (RoSPA) regulations to ensure user safety. This will need to be signed off by the landowner and form part of ongoing risk assessments.

The contribution to the project by the Town Council should be acknowledged in any publicity.



## Applying for Match Funding

### Applicant: prior to application

- Established group with formal constitution and bank accounts.
- Contact land owner to gain permission and support for project in writing.
- Consult residents and local users of play park to compile evidence of need and support.
- Check if there are any planning requirements.
- Fund raising - this can include applying for grants from other external providers. Evidence of secured funds will be needed for the application.
- Plan and cost the project.
- Complete and submit the application form. It is the responsibility of the applicant to ensure all relevant documents are provided at the time of application.

### Consideration of the application

- The application will be reviewed for compliance by the Officer responsible.
- Applications that fail to provide the required information will be returned for the applicant to resubmit.
- Accepted applications will be reviewed by the Chairman and Vice Chairman of the Services Committee before being added to the next available meeting agenda.
- The Services Committee will consider the application and recommend to the Policy & Finance Committee to award match funding and the value to be awarded. The decision of the Policy & Finance Committee is final.

### After the Decision

- Applicants not awarded match funding will receive a summary of the reasons the application failed.
- Successful applicants will be advised in writing and asked to confirm when the funds they have raised are in place to release the match funding from the Town Council.
- An interim project report should be submitted 6 months into the project with a final report on completion of the project which should be within 12 months of the funding award. Any delay to the project should be reported promptly.
- The contribution made by the Town Council should be acknowledged in all publicity.



# Saltash Town Council



## Play parks Match Funding Application Form

DATE APPLICATION SUBMITTED:

|  |  |
|--|--|
| <b>Contact Name:</b>                                     |  |
| <b>Position:</b>   |  |
| <b>Organisation:</b>                                     |  |
| <b>Contact Address:</b>                                  |  |
| <b>Telephone Number:</b>                                 |  |
| <b>E-mail:</b>   |  |
| <b>Status of Organisation:</b>                           |  |
| <b>Charity/Company number (if applicable)</b>            | <b>Charity No:</b><br><b>Company No:</b> |
| <b>How long has your organisation been in existence?</b> |  |
| <b>Who owns the land the play park is situated on?</b>   |  |

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

**1. Organisation Background**

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

|  |                 |
|--|-----------------|
|  | Yes / No or N/A |
| Are you part of a religious group?   |                 |
| If application is for a Church, School, education, health or social service establishment? |                 |

**2. Your project**

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

|  |  |
|--|--|
| <b>Project title:</b>  |  |
| <b>Description of project</b><br>(please continue on a separate sheet if necessary): |  |
| <b>Where will the project/activity take place?</b>                                   |  |

|   |  |
|---|--|
| <p><b>Who will benefit from the project?</b><br/>         (What groups will benefit and approximately how many people will benefit in total)</p>  |  |
| <p><b>What evidence do you have that this project is required?</b><br/>         (This might be survey work or statistical evidence)</p>   |  |
| <p><b>What support have you received for this project?</b><br/>         (Please tell us about any expressions of support you have received from outside your organization<br/>         Consultation with Community)</p> |  |
| <p><b>How will the project be managed and how will you measure its success?</b></p>   |  |
| <p><b>Please give the timescale and key milestones for your project, including a start date and finish date.</b></p>  |  |

|  |  |
|--|--|
| <b>What arrangements do you have in place to ensure safeguarding of children and /or young people and/or vulnerable people (applicable only if your project involves working with this client group)</b> |  |
|--|--|

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

|  |  |
|--|--|
| <b>What will the money be spent on?</b><br>(Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on) |  |
| How will you promote STC once application and project are complete?  |  |

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

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

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

**4. Further information enclosed Checklist.**

|   | <b>Enclosed<br/>(please tick)</b> |
|---|-----------------------------------|
| <b>A copy of your organisation's most recent bank statements</b><br>(mandatory)   |                                   |
| <b>Evidence of local consultation demonstrating local need and community support</b> <ul style="list-style-type: none"> <li>• Copies of any letters of support for your project</li> </ul>  |                                   |
| <b>A letter head showing the organisation's address and contact details</b>   |                                   |
| <b>A copy of your constitution and articles of association</b> (or similar documents if the above do not exist, showing the organisation's status)  |                                   |
| <b>Accurate project costs with a detailed project plan</b> <ul style="list-style-type: none"> <li>• Full costs for equipment with ongoing maintenance<sup>1</sup> requirements included.</li> <li>• Materials and equipment to be from responsibly sourced materials.</li> <li>• Details of any planning requirements.</li> </ul> |                                   |
| <b>A copy of your organisation's latest set of accounting statements</b> (if any exist)   |                                   |
| <b>Written confirmation of permission and support from the landowner for the scheme</b>   |                                   |
| <b>If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council</b>   |                                   |

<sup>1</sup> Ongoing maintenance will fall with the owner of the land/specific play park.

|                            |  |
|----------------------------|--|
| <b>Other</b> (please list) |  |
|----------------------------|--|

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

## 5. Declaration by the applicant

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

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

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

I/we accept the following:

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



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

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

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

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

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

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

## Public Loudspeaker System

RESPONSIBLE COMMITTEE: P&F

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

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| Current Document Status |          |             |  |
|-------------------------|----------|-------------|--|
| Version                 | 1 DRAFT  | Approved by |  |
| Date                    | Feb 2023 | Date        |  |
| Responsible Officer     | AJT      | Minute no.  |  |
| Next review date        |          |             |  |

| Version History |         |               |       |
|-----------------|---------|---------------|-------|
| Date            | Version | Author/Editor | Notes |
| Feb 2023        | 1 DRAFT | AJT           | NEW   |
|                 |         |               |       |
|                 |         |               |       |

| Document Retention Period |
|---------------------------|
| Until superseded          |

## **Public Loudspeaker System**

### **Background**

The Town Council has installed a 12 speaker, weather resistant, outdoor sound system in Fore Street.

The system is provided to enhance and support community events, allowing announcements and entertainment to be heard throughout the street.

### **Restrictions**

Use of the system is regulated by the Control of Pollution Act 1974 c.40 Pt III s.62.

The loudspeakers may not be operated for any purpose between the hours of 9.00pm and 8.00am.<sup>1</sup>

Advertising of any entertainment, trade or business is not permitted at any time<sup>2</sup>.

### **Hire**

The system comprises an amplifier, mixer, wireless microphone system and media player and is available to hire on application in writing to the Guildhall. Acceptable licensed activities are listed in the STC Premises Licence which is available on the STC website [Saltash Town Council Premises Licence](#) .

Hire is free of charge.

Applications will be reviewed by the Town Clerk, concerns raised from Applications will be raised with the Chairman of the Council and or Chairman of the Services Committee.

The decision of the Town Council is final.

### **Conditions of Hire**

Planning:

Users of the loudspeaker system should be aware when planning their event that there is residential accommodation in close proximity to Fore Street. Not everyone will enjoy musical entertainment and there may be a negative impact, which may lead to complaints. The event organizer is responsible for appropriate and effective noise management and control.

The Town Council will publish notice of events via social media and notice boards. The hirer should provide adequate notice of events in any promotional material.

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<sup>1</sup> Control of Pollution Act 1974 c.40 Pt III s.62 (1)(a) This restriction will not apply where the loudspeakers are used for or police, fire and rescue authority or ambulance purposes or for purposes relating to the functions of Ministry of Defence fire-fighters (as defined in section 16 of the Armed Forces Act 2016)], by the Environment Agency , the Natural Resources Body for Wales, a water undertaker or a sewerage undertaker in the exercise of any of its functions, or by a local authority within its area

<sup>2</sup> Control of Pollution Act 1974 c.40 Pt III s.62 (1)(b)

**Use of the equipment:**

All electrical equipment being attached to the equipment should have a current PAT testing certificate and a copy (copies) should be provided with the application.

The decibel level has been capped at 85 decibels and users should not attempt to adjust this level or any other settings on the equipment.

**During the event:**

During the event the decibel levels will be monitored, and users may be requested to reduce volume levels.

Amplified music should not be played continuously for more than an hour. There should be a break of a minimum of 15 minutes.

The Town Council reserves the right to terminate an event where conditions are not complied with and/or numerous complaints are received.

**After the event**

The results of noise monitoring and any complaints are to be reported to the Town Clerk. Where future applications are received, consideration will be given to compliance with conditions, the number of complaints received and the applicants ability and co-operation in controlling noise levels from the event.

**Complaints**

Anyone wishing to make a complaint about an event should follow the Town Council [Code of Practice for Handling Complaints](#).

# SALTASH TOWN COUNCIL

Booking form for consent to use the loudspeakers in Saltash Fore Street for the following:

## Applicant Details

Title:Click or tap here to enter text.

First Name:Click or tap here to enter text.

Last Name:Click or tap here to enter text.

Address:Click or tap here to enter text.

Postcode:Click or tap here to enter text.

Mobile Telephone Number:Click or tap here to enter text.

Email:Click or tap here to enter text.

Is the person responsible for the event on the day, and testing of equipment before the event different from the above?

Yes:

No:

Please provide details of the person/s responsible for the event:

Title:Click or tap here to enter text.

First Name:Click or tap here to enter text.

Last Name:Click or tap here to enter text.

Address:Click or tap here to enter text.

Postcode:Click or tap here to enter text.

Mobile Telephone Number:Click or tap here to enter text.

Email:Click or tap here to enter text.

## Event Information

Name of the Event:

Address of the Event:

Estimated number of participants:

Date of Event: Click or tap to enter a date.

Start Time: Click or tap here to enter text.

End Time: Click or tap here to enter text.

Hours of Loudspeaker Operation:

Please check the type of sound to be emitted:

Speech:  Recorded Music:  Live Music:  Other:

Is the event a Fundraiser? Yes:  No:  Beneficiary: .....

Details of the nature of activities at this event (e.g. demonstration, march, speeches, instructions to participants):

Click or tap here to enter text.

State the reason why there is a need to use a loudspeaker for the period / hours / days applied for (e.g. incidental music, announcements, demonstration)

Click or tap here to enter text.

Will you require use of the wireless microphones:

Yes:  No:

### Applicant's Statement of Agreement:

I hereby affirm that the above information is true and correct in describing the intent of this application. I \_\_\_\_\_ the undersigned, agree to use the loudspeakers in a careful and prudent manner so as not to cause complaints from neighbours. I understand the decibel range has been capped at 85dB therefore should I require to, I will lower or terminate the amplification levels when requested. I understand it is an offense to use loudspeakers for any purpose in the street at night between 9pm and 8am and that the Council does not authorise use of the loudspeakers during that period of time.

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

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

**FOR OFFICE USE ONLY**

|   |  |
|---|--|
| Approved: <input type="checkbox"/>            | Not approved: <input type="checkbox"/> |
| By: _____ Date: Click or tap to enter a date. |  |
| (Administration Department Staff)             |  |
| Reason for Denial: _____                      |  |

DRAFT



# SALTASH TOWN COUNCIL

**Booking form for consent to use the loudspeakers in Saltash Fore Street for the following:**

## **Applicant Details**

Title:Click or tap here to enter text.

First Name:Click or tap here to enter text.

Last Name:Click or tap here to enter text.

Address:Click or tap here to enter text.

Postcode:Click or tap here to enter text.

Mobile Telephone Number:Click or tap here to enter text.

Email:Click or tap here to enter text.

Is the person responsible for the event on the day, and testing of equipment before the event different from the above?

Yes:

No:

Please provide details of the person/s responsible for the event:

Title:Click or tap here to enter text.

First Name:Click or tap here to enter text.

Last Name:Click or tap here to enter text.

Address:Click or tap here to enter text.

Postcode:Click or tap here to enter text.

Mobile Telephone Number:Click or tap here to enter text.

Email:Click or tap here to enter text.

## Event Information

Name of the Event:

Address of the Event:

Estimated number of participants:

Date of Event: Click or tap to enter a date.

Start Time: Click or tap here to enter text.

End Time: Click or tap here to enter text.

Hours of Loudspeaker Operation:

Please check the type of sound to be emitted:

Speech:  Recorded Music:  Live Music:  Other:

Is the event a Fundraiser? Yes:  No:  Beneficiary: .....

Details of the nature of activities at this event (e.g. demonstration, march, speeches, instructions to participants):

Click or tap here to enter text.

State the reason why there is a need to use a loudspeaker for the period / hours / days applied for (e.g. incidental music, announcements, demonstration)

Click or tap here to enter text.

Will you require use of the wireless microphones:

Yes:  No:

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

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

**FOR OFFICE USE ONLY**

|   |  |
|---|--|
| Approved: <input type="checkbox"/>            | Not approved: <input type="checkbox"/> |
| By: _____ Date: Click or tap to enter a date. |  |
| (Administration Department Staff)             |  |
| Reason for Denial: _____                      |  |

Report to Saltash Town Council from Livewire youth project for September, October, November and December 2022

1. Number of open access sessions run: 38 during these sessions young people have been able to have music lessons [guitar, bass, drums, keyboard, vocals, live sound and music technology], lessons in stage lighting, rehearsal space, perform on stage, and record. Young people can also take part in single issue programmes, have youth work support or counselling, volunteer, socialise and take part in our development group and on Wednesday evenings our junior members can take part in Art workshops. In addition to our open access sessions we have also had a young women's music session on Tuesday evenings 13 in total and during these sessions young women are encouraged to come along and make music with 2 musicians these sessions are also run by a JNC qualified youth worker so young women can also access youth work support and we have a counsellor attending these sessions so that counselling can also take part on Tuesday evenings. We have also continued to run our wellbeing sessions on Friday evenings, 13 in total, these sessions are designed to cater to young people that might be too anxious for open access sessions as they are quieter and young people attending these sessions can access the art workshops or support with a counsellor or JNC qualified youth worker who runs the session or they can make music with a musician, we also have a wellbeing volunteer at these sessions as well as a therapy dog. On Saturday we also run a recording session 15 in all for bands and individual young people with music to record. Although we are now running the recording studio on Monday evenings which started in December.
2. Number of detached/outreach youth work sessions run: 4 we haven't been running the detached/outreach sessions since the end of September because as the weather got colder and schools/colleges have gone back we've not seen young people hanging around the waterside area except of course on our open access evenings when they have been waiting for friends to come to Livewire.
3. There have been 3 single issue programmes during this time we have continued to run the one on anxiety because that still seems to be quite prevalent and we were looking at the environment because of the recycling clothes project but that has become more about recycling in general so the single issue programme has moved on naturally from the environment in general to recycling. The project making music that promoted drug and alcohol awareness completed although the single issue programme remained in place because it sparked lots of conversations about drugs and alcohol awareness.
4. Approximately 506 individual young people have been engaged with through open access sessions, detached/outreach sessions, young women's music making sessions, well being group sessions, counselling, daytime referral sessions and Saturday recording sessions.

5. All young people engaged with have received or are currently receiving individual or group support.
6. 1 young person has been supported in getting back into employment, education or training during this period. (Employment)
7. 203 young people have measurable distance travelled
8. 17 young people were referred from schools, 8 from CAHMS, 6 from targeted youth support workers, 3 from youth offending service, 6 from GP's, 0 from social workers and 0 from the police and 14 from The Zone. In total we have had 54 referrals from other organisations during this period.
9. 458 volunteer support worker hours have taken place in this period.
10. We have currently got a group of 6 young people making up our development group who meet regularly to discuss issues and young people's desires for development at Livewire. This group most recently finished the redecorating and refurbishment of the blue room at Livewire.
11. The match funding secured to date includes the Big Lottery funding of 219,000 over 5 years of which 15,000 per year is towards youth work. Plus 11,000 gift from the young family for youth work. Plus 6,500 from rocking by the river, which took place in March. We were also invited to take part in a local event which secured Livewire just over £10,000. We have had various gifts during December one of 1,000 from the post office, a gift left in a will of just over 2500, the rocking by the river which took place in October raised another just over 2000.

We have been busy again at Livewire with mental health still being a priority of ours and we have been getting referrals from young people and parents as well as organisations for our counselling and youth worker support sessions which are all going really well and amazingly there still isn't a waiting list. Although it is extremely sad that there are so many young people needing the support we feel honoured and privileged to be able to go some way at least to meeting that need locally. In fact amongst our priorities moving forward would be to expand the work we are already doing in that area. We have also been busy in other aspects of our work and we must never forget the young musicians that come to Livewire and perform at various events throughout year. As well as the young people that just learn to play an instrument for themselves, their own personal well being is so important in this. Young musicians have also so far last year performed at Saltash May Fair, St Mellion golf club and we feel it was a real achievement this year to have had 130 young people from all over Cornwall playing at Boardmasters during Thursday, Friday, Saturday and Sunday. We also had young people performing at Saltash regatta which was later in the year than normal. We have started a food project whereby young people can get free food this started with bread and soup or toast or both but it has since then grown as the community kitchen have started bringing food down on Mondays for us to give away so this really has been something that has captured the hearts and minds of the community. I mentioned earlier in the report the recycling project but don't believe I really did it justice when it was

mentioned. The recycling clothes project came about as a result of young people wanting to do something for the environment. We also intended to have some fashion shows 4 in total but we have passed the dates that the first two were planned which is fine because we shall be having them. The recycling clothes project has really taken off as young people are getting enthused and showing their friends what they make and their friends are getting involved as a result. This ties in really well with the reports on something called fast fashion which is having a dreadful affect on the environment, by saving clothes that otherwise might end up in landfill instead they are being revamped and ending up on someone else's back. The wellbeing project continues to thrive as does the young womens music making on Tuesday evenings all in all it has been an excellent few months at Livewire youth project.

**The Core**  
**Interim report to Saltash Town Council – Sept – Dec 2022**

**What the money has been spent on and what has been delivered.**

The money that Saltash Town Council awarded The Core Youth Project continues to employ our Youth Work Coordinator who manages and develops the youth provision at the centre. We have a staff team of 1 full time youth worker, 2 part time youth support workers and 4 sessional youth support worker, which has enabled us to continue to offer various youth work sessions. The following projects are funded by STC plus the match funding we have secured from other grants.

The following sessions are offered weekly at The Core for young people;

**Open Access Youth Sessions**

Senior club for 13-18 year olds every Monday evening 7-9pm

Junior club for 11-13 year olds every Thursday evening 6.30-8.30pm

**Grub Club**

Cooking workshop every Monday 3.15-5pm (Years 7-13)

**Craft Club**

Arts and crafts workshop every Thursday 3.15-4.30pm (Years 7-13)

**Just be You**

LGBT+ support and social group every Monday 3.15-4.30pm

**Home Education Group**

First Monday of the month 10.30-12.30pm for parents and children who are home educated.

**Saltash Amateur Boxing Club and Climbing Club** – Both of these clubs also run out of the centre and offer activities to young people 4 times per week.

**Match funding**

Multi year funding from Cornwall Community Foundation - £10,000

Police & Crime Commissioners Fund – £4,997

Waitrose - £975

**Total = £15,973**

**Plus - In house funding**

- Weekly subscriptions for youth club
- Revenue from room hire at the centre – Approx. £25,000 per year. Whilst this money is essentially raised to pay for the general running costs and other staffing costs, it does show that we are bringing in revenue to help keep the centre open for both the community and the young people.
- Fundraising and donations – We hold regular events for families plus craft fairs.

## **Outcomes and outputs achieved**

Total current number of members at The Core = 255

Number of open access sessions delivered Sept - Dec = 75

Number of young people receiving individual support = 5

Number of young people helped back in to employment, training or work = 3

Number of youth volunteer hours worked = 250

## **Youth Work**

### **Young volunteers**

We are extremely proud of our team of young volunteers and our growing Youth Committee. We feel that offering young people the chance to gain experience and skills in a safe and supportive environment enables them to grow as young adults and helps them to gain other opportunities or work.

We currently have a team of 6 young volunteers who help each week at our Junior Youth Club, which is invaluable help, as this is our busiest session. In addition to these volunteers we have our Youth Committee that currently has 6 members, they meet fortnightly and plan fundraising events or ways to involve young people in decision making about the service we provide. They get involved in town events such as May Fair and events which we offer at The Core such as Family Fun Days which are very popular. We also take part in the lantern parade in Saltash as part of the Christmas festival.

### **Youth Sessions**

Our sessions continue to be well attended which is evidence that young people need places to go and socialise and take part in activities. It is essential that youth centre's continue to open their doors and provide professional youth work, a safe and non-judgmental space, advice and information and most importantly...fun!

Our Junior youth sessions have become so popular in the last year that we had to move towards a booking system to keep the sessions both safe and fun for the young people.

We are currently running climbing training to our staff to enable us to offer our climbing club twice a week, instead of once, as we have a fantastic climbing wall in our sports hall, which is a resource, we are keen to utilise more. It will also give us the opportunity to offer climbing within youth sessions, which the young people would enjoy.

It is so important that we can offer young people not only a safe space to meet and socialise but also a range of support and activities to keep them healthy and happy and ensure that we make our programme diverse and interesting. Our programme offers; Cooking courses, Craft club, a range of sporting activities, LGBT+ support group, 1:1 advice and guidance, Sexual health advice, training and volunteering opportunities.



A vast majority of the young people who attend our sessions have experienced difficulties at school, have chaotic and sometimes unsafe home lives, are young carers, suffer with mental health problems, such as anxiety, low mood or self harm, are transgender or questioning their sexuality, have experienced bullying, are looked after children, suffer with autism/aspergus syndrome or have a disability (learning or physical) or are just finding the transition from childhood to adulthood difficult and need some support.

We work with a great deal of young people who have been through traumatic events in their lives and are experiencing a complexity of problems, by providing them with a safe space to come and access to professionally trained youth workers they have begun to increase in confidence and develop as individuals. We have seen an increase in young people requiring specialist support from agencies such as CAMHS and the Early Help Team due to their poor mental health, especially amongst our LGBTQ+ group.

Our successful partnership working with a range of outside agencies and local organisations has meant that we are able to offer more opportunities and activities for the young people we work with. We continue to work closely with Safer Saltash, Saltash Community School, Intercom Trust, Early Help Team and Social Care, Saltash Town Council, Police, Saltash Health Centre, Community Enterprises and Saltash Town Youth Council (which our youth work coordinator is Vice Chair of).

We hope it is evident from this report that the funding which we receive from Saltash Town Council is enabling us to continue to provide and develop a professional and innovative service to the young people of Saltash and the surrounding villages.

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## The Core Interim report to Saltash Town Council – Sept – Dec 2022

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First Monday of the month 10.30-12.30pm for parents and children who are home educated.

**Saltash Amateur Boxing Club and Climbing Club** – Both of these clubs also run out of the centre and offer activities to young people 4 times per week.

### **Match funding**

Multi year funding from Cornwall Community Foundation - £10,000

Police & Crime Commissioners Fund – £4,997

Waitrose - £975

**Total = £15,973**

### **Plus - In house funding**

- Weekly subscriptions for youth club
- Revenue from room hire at the centre – Approx. £25,000 per year. Whilst this money is essentially raised to pay for the general running costs and other staffing costs, it does show that we are bringing in revenue to help keep the centre open for both the community and the young people.
- Fundraising and donations – We hold regular events for families plus craft fairs.

## **Outcomes and outputs achieved**

Total current number of members at The Core = 255

Number of open access sessions delivered Sept - Dec = 75

Number of young people receiving individual support = 5

Number of young people helped back in to employment, training or work = 3

Number of youth volunteer hours worked = 250

## **Youth Work**

### **Young volunteers**

We are extremely proud of our team of young volunteers and our growing Youth Committee. We feel that offering young people the chance to gain experience and skills in a safe and supportive environment enables them to grow as young adults and helps them to gain other opportunities or work.

We currently have a team of 6 young volunteers who help each week at our Junior Youth Club, which is invaluable help, as this is our busiest session. In addition to these volunteers we have our Youth Committee that currently has 6 members, they meet fortnightly and plan fundraising events or ways to involve young people in decision making about the service we provide. They get involved in town events such as May Fair and events which we offer at The Core such as Family Fun Days which are very popular. We also take part in the lantern parade in Saltash as part of the Christmas festival.

### **Youth Sessions**

Our sessions continue to be well attended which is evidence that young people need places to go and socialise and take part in activities. It is essential that youth centre's continue to open their doors and provide professional youth work, a safe and non-judgmental space, advice and information and most importantly...fun!

Our Junior youth sessions have become so popular in the last year that we had to move towards a booking system to keep the sessions both safe and fun for the young people.

We are currently running climbing training to our staff to enable us to offer our climbing club twice a week, instead of once, as we have a fantastic climbing wall in our sports hall, which is a resource, we are keen to utilise more. It will also give us the opportunity to offer climbing within youth sessions, which the young people would enjoy.

It is so important that we can offer young people not only a safe space to meet and socialise but also a range of support and activities to keep them healthy and happy and ensure that we make our programme diverse and interesting. Our programme offers; Cooking courses, Craft club, a range of sporting activities, LGBT+ support group, 1:1 advice and guidance, Sexual health advice, training and volunteering opportunities.

A vast majority of the young people who attend our sessions have experienced difficulties at school, have chaotic and sometimes unsafe home lives, are young carers, suffer with mental health problems, such as anxiety, low mood or self harm, are transgender or questioning their sexuality, have experienced bullying, are looked after children, suffer with autism/aspergus syndrome or have a disability (learning or physical) or are just finding the transition from childhood to adulthood difficult and need some support.

We work with a great deal of young people who have been through traumatic events in their lives and are experiencing a complexity of problems, by providing them with a safe space to come and access to professionally trained youth workers they have begun to increase in confidence and develop as individuals. We have seen an increase in young people requiring specialist support from agencies such as CAMHS and the Early Help Team due to their poor mental health, especially amongst our LGBTQ+ group.

Our successful partnership working with a range of outside agencies and local organisations has meant that we are able to offer more opportunities and activities for the young people we work with. We continue to work closely with Safer Saltash, Saltash Community School, Intercom Trust, Early Help Team and Social Care, Saltash Town Council, Police, Saltash Health Centre, Community Enterprises and Saltash Town Youth Council (which our youth work coordinator is Vice Chair of).

We hope it is evident from this report that the funding which we receive from Saltash Town Council is enabling us to continue to provide and develop a professional and innovative service to the young people of Saltash and the surrounding villages.

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| JY Youth/Skatepark CIC |
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| End of year report January 2022 – November 2022 |
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## Who are we:-

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

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

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

## Open access Sessions and what we deliver over the year Funded by STC/Match Funding:-

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

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

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

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

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



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

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

-Friday/Saturday/Sunday

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

Outreach we deliver over the year work:-

. JY has continues to deliver out reach at Saltmill Skatepark, We have given a proposal to GW South and Cornwall council to take on the Lease or have a partnership for Saltmill Skatepark as we feel we would be able to turn the space around and look for funding to make changes to the space, we have listened and spoken to a lot of young people over the last few years and feel have a good indication of what they want to see down at Saltmill Skatepark, we have started to process surveys regarding Saltmill and we are awaiting for a quote to action works down at Saltmill Skatepark to better the area which we will keep Saltash Town council informed once this works takes place, Also a survey with the community to hear there views on the area and what they'd like to see happen down there, once we have these put together we will also be communicating with the Town council.

We also will be continuing to support young people in and around the town (Mainly Saltmill) to give them information on what groups and activities are available to them within Saltash, this will be flyer based etc.. pushing and promoting young people to attend Local youth club/centres keeping them safe and engaged with positive facilities throughout the winter months.

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

### JY highlight's from the year:-

-JY got involved with Mayfair this year which was a really fun day, we were on hand to give short starter coaching on Skateboarding, we had a tattoo stand and tech deck table and arts n crafts which was very popular with the young people, we spoke to members of the community about changes down at Saltmill Skatepark and it was all received very positively, We were in the youth corner alongside Livewire and the Core, Fun day had by all.

-JY did pizza nights with our new pizza oven which was funding by The Saltash Rotary Club, the young people loved this, they got to make the pizza's, choose there own toppings (which some were very creative) this was fun and very yummy.

-JY did a graffiti Project in the year also, we took ideas and designs from the young people and brought the Skatepark to life with a under water theme, which was create by the talented Cormack.

-JY received funding to create a larger seating space for our young people, which is a really cool and chilled area to hang out, we have put table and chairs in there, a Tv to watch extreme sports videos and gaming on, we also have heaters in there because the Skatepark can get very cold, the young peoples favourite part is the wall of Fame, where we've put loads of picture up of the young people from when we first start JY project to now, and memories of trip's and activities we've been up to over the years there was a lot of giggles with some of the pictures .

### special shout outs for the year :-

JY/Saltash's very own Lola Tambling has been accepted in to Skateboard GB Team, so fingers crossed on her journey on this and getting into the Olympics, an amazing achievement and we are all very proud of her here at JY.

Our Youthworker Lewis who's been with us for 3 yrs and before that was a youth member of JY from 11 yrs old has just been accepted into the police, he's worked really hard over these last few years juggling JY and volunteering in the police and courses etc.. but he's made it and even though we have to say goodbye to Lewis at JY we are very proud of him and wish him every luck in his new career.

## **Saltash Team For Youth Report for Policy & Finance Committee meeting on 14 March 2023**

The Saltash Team For Youth working group last met on Friday 13 January at The Core. Attended by Matt, Julia and Rachel from STC, Julie from Livewire and Charlotte from The Core.

Below are the notes of the meeting.

### **1. Updates from The Core and Livewire**

1.1 *The Core*. Charlotte reported that there continues to be lots of demand from young people for the activities provided. Lots of regular attendance by young people who are keen to socialise with others. In terms of young people with additional needs, Charlotte has observed that a higher percentage of the older young people (13-18) display ASD behaviours. In terms of future needs, there is a particular need for 1to1 support sessions for young people, particularly for those with SEND. Charlotte intends to increase the climbing wall activity to two nights per week and is working with Chris from Groundwork to make this happen. The Boxing Club continues to need a permanent home but unfortunately Fountain Head House School are unwilling to provide this.

The financial position is relatively stable considering the challenging times we're in. Maintaining the balance of earned / fundraised income is key and Charlotte is in the process of submitting a variety of applications to various sources.

1.2 *Livewire*. Julie reported that, like The Core, there is high demand for Livewire's activities. Their new Fast Fashion programme is proving popular and they are considering staging a fashion show at Livewire to build on this and to give young people an event to focus on putting together. Julie recognises that young people's mental health needs are significant describing it as a 'tip of the iceberg'. Livewire have 8 counsellors in their team providing 1to1 support but they recognise that they are not mental health experts. Unfortunately, they are having to increasingly fill the gap left by the cuts in CAMHS services meaning that qualified mental health workers are often unavailable, which is really challenging particularly when an individual is experiencing a mental health crisis. The team have also noticed an increasing need to feed young people when they attend Livewire, which they are meeting as much as they can with their community kitchen.

The financial position is also relatively stable and it has been heartening to receive donations from individuals together with a recent legacy. Like The Core, preparing fundraising applications takes a lot of time, which is a challenge when you are a small team.

### **2. Updates from Saltash Town Council**

2.1 *Cornwall Council – review of youth provision*. Matt explained that Cornwall Council is carrying out this review. The deadline for responses is Monday 23 January. The review has 3 key aims and the group agreed to address each of these questions at the meeting. Matt will then send our feedback to Sinead at Saltash Town Council for inclusion in the town council's response to Cornwall Council.

The 3 aims, and the working group's response for each, are set out below:

**1. To ascertain the current Youth Services across Cornwall including those with Special Educational Needs (SEND).**

- There is a wide range of charities and voluntary organisations providing activities for young people in Saltash. This has been built up over many years and is a positive feature of the town.
- ACTION: Charlotte will circulate the list of organisations to the group and Sinead so that she can include it in the town council's response.
- The support from Saltash Town Council, particularly its annual tendering process, and the existence of Saltash Team For Youth and Saltash Youth Council is also a positive feature.

**2. To identify gaps in Youth Service provision across Cornwall (place) including those with Special Educational Needs (SEND).**

- Whilst young people attending current activities in Saltash will often have additional needs, there are currently not specific, targeted activities in the town for young people with SEND. It was agreed that this is a gap as young people with SEND will have particular needs, which only a suitable skilled / qualified person can provide.
- Workforce recruitment / retention / training. This is a significant issue. Organisations need to recruit and retain more people, both paid and voluntary, to meet the increasing demand for their services. The workforce also need regular training opportunities e.g. safeguarding, gender awareness, LGBTQ+.
- The gap in availability of specialist mental support is a concern. Organisations in Saltash are noticing a significant increase in young people requiring mental health support. This should be provided by specialists like CAMHS who are under considerable pressure and their services have been cut. The group expressed it is not the role of youth workers to fill this gap. Yes, youth workers can provide general support for young people's mental health and wellbeing but they are not specialist mental health workers.

**3. To consider and make recommendations on how the Council can contribute and support Youth Provision in Cornwall particularly where a lack of service is identified.**

- As above
- And above all else, Cornwall Council must provide a **ringfenced budget for youth provision**, which is needed even more in this challenging time for young people. As was expressed at the meeting in terms of current youth provision: "Cornwall Council take the credit but invest nothing".
- In addition, there needs to be better county wide coordination and support provided by Cornwall Council. In the past, this has been provided by Young People Cornwall but the group were unclear about what its current role is.
- Better county wide coordination would mean organisations are better connected, young people have a pathway and can progress to further activities beyond what they currently do.
- Fundraising capacity. Many organisations are doing their own fundraising. Support from Cornwall Council to help with coordinated applications / fundraising capacity and expertise would be welcomed.

2.2 *Tendering process for professional youth work in 2023 / 24.* Matt outlined the timeline as follows:

Monday 20 March – tender process opens

Friday 14 April at 5pm – deadline for applications

Friday 21 April at 1pm – applications assessed and scored at The Guildhall

Wednesday 10 May – recommendations discussed at Policy & Finance Committee

Thursday 11 May – applicants notified

Matt confirmed that, positively, the 2023 / 24 budget had increased to £55,000, a 10% increase on the 2022 / 23 budget, recognising the importance of this work and the cost-of-living crisis.

Matt, Rachel and Julia reiterated the importance of applications **meeting all the requirements of the tender specification including providing the supporting organisational information / policies**. This is very important as the panel make their assessments based on the information provided on the day. An application will be rejected if the tender requirements aren't met.

### **3. Date of next meeting**

Friday 28 April 2023, 1pm at Livewire.

Cllr Matt Griffiths  
13/02/23