



Saltash Town Council

Konsel An Dre Essa



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

25 November 2022

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 1st December 2022 at 7.00 pm.**

The meeting is open to members of the public and press. Any member of the public requiring to put a question to the Town Council must do so by **12 noon the day before the meeting** either by email to enquiries@saltash.gov.uk or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and indicate if you will be present at the meeting.

Planning applications can be viewed by Members of the Council prior to the meeting on the Cornwall Council's website www.cornwall.gov.uk. Members of the public may view planning applications during normal working hours of 9:30 a.m. – 4:30 p.m. online at Saltash Library.

Yours sincerely,

S Burrows
Town Clerk

To:

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

Agenda

1. Health and Safety Announcements.
2. Prayers.
3. Apologies.
4. 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.
5. Chairman's Report. (Pages 7 - 8)
6. Monthly Crime Figures.
7. Report by Community Enterprises PL12. (Pages 9 - 10)
8. Cornwall Gateway Community report for noting or matters arising.
9. Cornwall Gateway Community Action Points for Reports.
10. To receive a report on behalf of Safer Saltash.
11. To receive a report from Saltash Chamber of Commerce.
12. To receive a report from the Climate Change and Environmental Working Group.
13. To receive a report from Cornwall Councillors.
14. To consider Risk Management reports as may be received.
15. 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.
16. To receive and approve the Minutes of the Full Town Council Meeting held on 3rd November 2022 as a true and correct record. (Pages 11 - 24)

17. Finance:
- a. To advise the receipts for October 2022; (Page 25)
 - b. To advise the payments for October 2022; (Pages 26 - 27)
 - c. Urgent and essential works actioned by the Town Clerk under Financial Regulations;
 - d. To note that bank reconciliations up to 31st October 2022 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk;
 - e. 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.
18. To receive and note the minutes of the following Committees and consider any recommendations:
- a. Burial Authority held on 1st November 2022; (Pages 28 - 33)
(Pursuant to FTC held on 3.11.22 minute nr. 247/22/23)
 - b. Policy and Finance held on 8th November 2022; (Pages 34 - 57)
 - c. Extraordinary Personnel held on 11th November 2022; (Pages 58 - 59)
 - d. Planning and Licensing held on 15th November 2022; (Pages 60 - 68)
 - e. Extraordinary Policy and Finance held on 22nd November 2022; (Pages 69 - 88)
 - f. Personnel held on 24th November 2022. (Pages 89 - 109)
19. To receive and note the minutes of the following Sub Committees and consider any recommendations:
- a. Station Property held on 21st November 2022; (Pages 110 - 184)
 - b. Library held on 23rd November 2022. (Pages 185 - 188)
20. To approve the Town Council Fees and Charges for the year 2023/24. (Pages 189 - 192)
This will be a recorded vote.
21. To approve the Town Council Budgets, Virements and Nominal Codes for the year 2023/24. (Pages 193 - 208)
This will be a recorded vote.

22. To set the Town Council level of contingency for the year 2023/24. (Page 209)
This will be a recorded vote.

Section 106 of the Local Government Finance Act 1992 makes it an offence for a Councillor in Council Tax arrears (with at least two months unpaid bills) to vote at a Meeting of Saltash Town Council where financial matters relating to the Council Tax are being considered – agenda item 23.

23. To set the Town Council Precept for the year 2023/24.
This will be a recorded vote.
24. To consider rescheduling the Full Town Council meeting to be held 5th January 2023.
25. To receive a report on the use of Saltash Town Councils Seals and consider any actions and associated expenditure. (Pages 210 - 211)
26. To receive a Mayor of Cornwall update. (Pages 212 - 214)
27. To receive an update on Saltash Leisure Centre and consider any actions and associated expenditure. (Pages 215 - 216)
28. To receive an update from the Shared Prosperity Working Group and consider any actions and associated expenditure.
29. Planning:
- a. To note that Councillor Lennox-Boyd will vote upon the information before her at the meeting but in the light of subsequent information received at Cornwall Council, Councillor Lennox-Boyd may vote differently at that meeting.
 - b. To note that if Councillor Lennox-Boyd wishes to recommend opposite to the Town Council's view she will contact the Town Council by email. Considering time constraints, the Town Council will then hold an online poll of Councillors to determine whether to accept the Officer's view or to ask for the application to be called into committee. The results of these polls will be read into the record at the next Town Council meeting. Members of the public may request, via the Clerk, to be copied into any correspondence.
 - c. Applications for consideration:

PA22/09800

Mr D Bennetts Modol Ltd – **Public Conveniences Callington Road Saltash PL12 6LW**

Erection of one detached dwelling.

Ward: Tamar

Date received: 09/11/22

Response date: 05/12/22

[https://planning.cornwall.gov.uk/online-](https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RKOJDXFG)

[applications/applicationDetails.do?activeTab=summary&keyVal=RKOJDXFG](https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RKOJDXFG)
I3G00

d. Tree applications/notifications:

PA22/09825

Levi Atkin - **2 Clover Walk Saltash PL12 4UU**

Works to a tree under a Tree Preservation Order (TPO) Either maintained to a manageable size. Lopped or felled or even better cut down as it is dying.

Ward: Trematon

Date received: 14/11/22

Response date: 05/12/22

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RKQ5PXFGJ5500>

30. Meet your Councillors: The next scheduled meeting date Saturday 10th December 2022 outside Bloom Hearing, Fore Street.
31. 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.
32. To consider any items referred from the main part of the agenda.
33. Public Bodies (Admission to Meetings) Act 1960
To resolve that the public and press be re-admitted to the meeting.
34. To consider urgent non-financial items at the discretion of the Chairman.
35. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
36. Date of next meeting: 5th January 2023 at 7:00 p.m.
37. Common Seal:
To Order that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

MAYOR'S REPORT TO SALTASH TOWN COUNCIL THURSDAY 5 DECEMBER 2022

Since the last meeting, the Mayor has attended the following:

Friday 11 th November	6.30am	Presenting wreath to GWR Poppy Train, Saltash Railway Station
Friday 11 th November	11.00am	Two minutes silence for Remembrance Day, Fore Street, Saltash
Saturday 12 th November	6.30pm	Saltash Sailing Club Dinner, China Fleet Club, Saltash
Sunday 13 th November	10.50am	Remembrance at St Stephens War Memorial, Saltash
Sunday 13 th November	11.40am	Saltash Waterside to lay wreath
Sunday 13 th November	12.00pm	Saltash Railway Station to lay wreath
Sunday 13 th November	2.00pm	Remembrance Day Service at Saltash Wesley Church and wreath lay at St Nicholas and St Faith War Memorial
Thursday 17 th November	10.00am	Lantern Workshop, Burraton School
Friday 18 th November	4.30pm	Christmas light switch on, Saltash
Sunday 20 th November	3.30pm	Sheriff of Cornwall's Legal Service, Truro Cathedral
Monday 21 st November	10.00am	Lantern Workshop, Brunel School
Wednesday 23 rd November	10.30am	Dock Dung china mosaic unveiling, Saltash Library
Wednesday 23 rd November	2.30pm	Locally Led Learning art unveiling, Isambard House, Saltash
Wednesday 23 rd November	8.00pm	Royal British Legion meeting/social, Saltash Football Club

Thursday 24 th November	10.00am	Lantern Workshop, St Stephens School
Friday 25 th November	7.30pm	Lord Mayor's Charity Dinner New Continental Hotel, Plymouth
Tuesday 29 th November	11.45am	Saltash Rock Choir presentation to Saltash Foodbank, Saltash Baptist Church
Wednesday 30 th November	10.00am	Saltash Library tree planting

DEPUTY MAYOR'S REPORT TO SALTASH TOWN COUNCIL
THURSDAY 1ST DECEMBER 2022

Friday 18 th November	10.00am	Lantern Workshop, Burraton School
Friday 18 th November	4.30pm	Christmas light switch on, Saltash
Friday 25 th November	7.30pm	Lord Mayor's Charity Dinner New Continental Hotel, Plymouth
Monday 28 th November	10.00am	Lantern Workshop, Bishop Cornish School



REPORT TO L12!TOWN COUNCIL

28.11.22

Once again, it has been a busy month for all of us at CEPL12

Our Community Kitchen has now been open for 6 months and is rapidly becoming a hub for our local community with many customers returning on a regular basis. The increasing range of activities has meant that more people are becoming aware of all we have to offer. Over the last month the book signing and detective activities drew families and young children into the Kitchen and a second community play was also enjoyed by new visitors. We hosted a pumpkin carving session, our thanks go to Smeaton's Farm who donated the pumpkins.

The Community Fridge is now well established in No 8, with an average of 41 people coming to each session. We are now able to have regular collections from Fare Share which has really supported both the kitchen and fridge.

For more information about all our activities, please check out our website: www.cepl12.co.uk

Our shop team continue to work hard to ensure No 4 is well stocked, hopefully the 'Shop Local' initiative will mean that the footfall increases before Christmas and helps to draw people into Fore Street. Once again this year we supported the poppy appeal which generates income for the British Legion, we are now delighted to be able to support the RNLI by selling their cards in the shop. We have developed links with the Tamar Bridge Visitors' Centre who are now selling our own Saltash themed goods in the Centre, they are also planning to use No 8 as a base for their bridge tours next summer. This will, hopefully, also bring more visitors to Fore Street.

Our Eco crafters group continues to grow and thrive, they have now outgrown No 4 and so the group meets weekly in No 8. They have made some stunning decorations out of recycled materials for our tree at the Tree Festival. The DV group have also decorated a tree for the festival.

Our DV group was one of the local charities supported by the Co-op this year, they raised £3944 which will help to fund activities for the DV Café. We were invited to set up a display in the Co-op to promote our activities and say thank you to the Co-op shoppers who supported us. Next year the Community Kitchen has been chosen as a local charity. We also set up a stall to promote our work and share our aspirations for the future.

We are thrilled to be working alongside the Town Council regarding Saltash becoming a dementia friendly community. Our DV volunteers, Rose Edwards and Carol Emmet, are hoping to assist with an audit of all STC owned property and land.

Earlier this month I was able to meet with Catherine Thompson and Hilary Frank to chat through our vision and aspirations for CEPL12, it was helpful to share ideas about how we might work together in the future. We are currently evolving a new role of Community Liaison director, Cathy Jane is working with other organisations and community groups to ensure we collaborate for the benefit of the PL12 community. Please let us know if you have any thoughts or ideas about how we can work together in the future.

For some time now our volunteers have been able to collect time credits as a reward for volunteer hours worked, these can be exchanged for a range of services and activities, however the services in Cornwall are limited. Our aspiration is to register No 4 as a partner organization where credits can be used to get discounts off our products. Ultimately it would be great to extend the scheme to other local voluntary organisations in Saltash.

To the future...

We are planning a 'thank you' evening for our amazing team of volunteers on 14th December to show how much we

appreciate the incredible support we are given by so many people. As you know, we are reliant on donations and volunteers in order to run our activities – we couldn't survive without them. If you would like to pop in, we would be delighted to welcome you.

I have heard a whisper that Santa is taking a few hours off from his busy schedule to visit No 8 on 3rd December, he'll be there to chat to local children, find out how they have been getting on this year and what they would like for Christmas. Later in the day he will also be visited by a group of Disney Princesses to add to the fun!

As always we are pleased to be able to support the annual Christmas lights switch on, No 4 provides the power for the loud speaker system and we have booked a couple of pitches to promote our work.

Our kitchen and shop will be closed over the Christmas period, however we are opening No 8 from 28 – 30th December as a welcoming warm space and a place for people to meet and chat. We have received funding to extend our opening hours in order to provide a 'warm space' for people over the winter months, we are increasingly finding that people especially appreciate a chance to sit down in the warm and have a chat with our Kitchen manager and volunteers,

2022 has been a busy, turbulent year for us, we can look back with enormous pride at all we have achieved over the last twelve months. and now can look forward to 2023 with optimism. On behalf of everyone at CEPL12 I wish you all a peaceful Christmas and a prosperous New Year.

NADELIK LOWEN HA BLYTHEN NOWYDH DA

Jo Grail
Chair CEPL12

Report to STC December 2022

Cllr. Hilary Frank



1. EV Charging Points

Unfortunately, there has been a delay in the installation of EV charging points in Belle Vue west as National Grid are installing a new substation at the site. National Grid are currently unable to confirm the date for installation and so there is no date for when the installation will get underway. The intention is still to deliver the following charging points in Saltash.

Location	Site	Charger type	Number	Estimated timescale for installation
Saltash	Belle Vue West Car Park	7kW	2	Oct-Dec 22
Saltash	Belle Vue West Car Park	50kW	1	Oct-Dec 22
Saltash	Culver Road Car Park	7kW	3	Jan-Mar 23
Saltash	Culver Road Car Park	50kW	1	Jan-Mar 23

Cornwall Council's public charging points are available via the GeniePoint application, and a detailed map of public and private charging points is available at [ZapMap.co.uk](https://www.zapmap.co.uk).

2. Review of Community Network Panels

Views from town and parish councils on the ongoing review of the network panels were collated and submitted in a report to the Neighbourhoods Overview and Scrutiny Committee on 24th November. The proposals received a mixed response.

Here is a link to the webcast, for anyone wishing to view it: [Archived webcasts - Cornwall Council](#)

3. Devolutions Deal

Details of the Deal that has been negotiated between Cornwall Council's Senior Leadership Team and the government are still confidential, but will apparently be published on December 9th. In the Autumn Statement, the Chancellor announced that any such Deal would be tied to moving to a governance model where the Council is led by a Mayor who would be elected in a separate vote to the election of councillors.

Cabinet has said there will be a public consultation period once the details of the Deal have been published. Cabinet has also said a report on the public consultation will be drafted by one of the Council's committees, and that any vote on whether to accept the Deal and a directly-elected Mayor will be taken after this report has been submitted.

There is still no clarity on who will actually vote for the Deal and the change in governance - whether it will be the 87 Cornwall Councillors, or whether there will be a referendum for all voters in Cornwall.

The final three items are issues 'carried over' from my previous report:

4. Double Yellow Lines on Station Road

The surfacing team have returned several times to Station Road to try and complete the painting of the double yellow lines following the resurfacing. Each time, there are cars parked in the way... but each time they manage to paint a little more.

5. St Barnabas

No further update since November, when I wrote:

I've enquired about when the engagement work in relation to the future of St Barnabas is likely to recommence. The NHS has responded with: *Despite us having regular conversations across the system about our need and wish to re-start the engagement asap we still do not have an agreed start date from the system.*

6. Traffic schemes on Broadwalk and Long Park Road

No further update since November, when I wrote:

The public consultation on the proposals to improve access and safety around St Stephens School and Saltash Community School ended in June, but we have heard nothing since. I have written to ask for an update and was told that the delay is partly due to a change in times for the loading bay being proposed for the junction of St Stephens Road and Cowdray Terrace. It is a legal requirement for this change to be advertised for a minimum of 21 days. I've been given assurances that once the legal process for this has been completed Cornwall Council will send letters to the residents who submitted their views during the public consultation to evidence how their concerns have been addressed.

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 3rd November 2022 at 7.00 pm

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

ALSO PRESENT: 2 Members of the Public, Reverend T Parkman, H Frank (Cornwall Council) and M Worth (Cornwall Council), S Burrows (Town Clerk), R Lumley (Assistant Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: Councillors: G Challen, L Challen and M Griffiths.

The Chairman announced the first item of business would be agenda item 2 – Prayers.

231/22/23 PRAYERS.

Reverend Tim Parkman led prayers.

232/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

233/22/23 DECLARATIONS OF INTEREST:

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

None.

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

None.

234/22/23 CHAIRMAN'S REPORT.

The Chairman thanked Councillor Lennox-Boyd for inviting Lewis Gardener Portfolio Holder for Economy to a recent meeting and spoke of future meetings being arranged with our MP Sheryl Murray.

It was **RESOLVED** to note.

235/22/23 MONTHLY CRIME FIGURES.

It was **RESOLVED** to note.

236/22/23 REPORT BY COMMUNITY ENTERPRISES PL12.

The Town Clerk drew Members attention to the support for the Ukrainian appeal and the reinstatement of PL12 being a drop off point for resources to be transported. The Town Clerk asked if this could be promoted through the Town Council's social media.

The Chairman agreed promotions of PL12 as a drop off point for Ukraine support would be most welcome.

It was **RESOLVED** to note.

237/22/23 CORNWALL GATEWAY COMMUNITY REPORT FOR NOTING OR MATTERS ARISING.

The Chairman invited Cornwall Councillor Frank – Chairman of the Cornwall Gateway Community Network Panel (CNP) to speak on the report received.

Councillor Frank advised that the review of the network panels is ongoing and that further information on the review would be received under Agenda Item 13 – To receive a report from Cornwall Councillors.

It was **RESOLVED** to note.

238/22/23 CORNWALL GATEWAY COMMUNITY ACTION POINTS FOR REPORTS.

The Chairman asked Cornwall Councillor Frank - Chairman of Cornwall Gateway CNP if there were any actions specifically wished for Members further consideration and input.

Councillor Frank requested Members further input be received regarding Highways and Transport. The scheme, which is now entering the second year of the project, is open for Town and Parishes to bid for funding.

Councillor Frank asked for bids to show urgent needs for improvements in identified areas requiring additional road and transport safety.

The Chairman requested Members provide suggestions to the Assistant Town Clerk by email which can then be correlated and further considered, prior to submission to the Community Link Officer (CLO), at the following Full Town Council meeting to be held 1st December 2022.

Councillor Peggs advised Members that the Road Safety minutes, from a recent meeting held, are to be circulated and contain identified areas requiring further safety improvements.

It was **RESOLVED** to note.

239/22/23 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.

Councillor Lennox-Boyd provided a verbal report on the previous meeting held by Safer Saltash on 13th September 2022 and 11th October 2022.

Councillor Lennox-Boyd spoke of various crimes reported within the Saltash area which included car theft, anti-social behaviour and fly-tipping of automobiles.

Councillor Lennox-Boyd added that recent patrols conducted in partnership with various enforcement teams were undertaken to assist in the prevention of crime.

Safer Saltash are keen to engage with the youth of Saltash, with the youth being invited to participate in future meetings and speak on areas that have caused them concern. Safer Saltash wish to promote inclusivity and diversity to encourage tolerance of those from alternative backgrounds.

The Town Clerk informed Members of the next scheduled meeting of Safer Saltash to be held on Tuesday 8th November 2022.

It was **RESOLVED** to note.

240/22/23 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.

No report.

241/22/23 TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP.

Councillor Gilles briefed Members on the report received.

The Chairman thanked Councillor Gilles for the report and answered the questions contained within.

Hanging Baskets

Town Council procured hanging baskets already use peat free only compost.

Carbon Survey – Fleet Vehicles

The Property Maintenance Sub Committee have requested a detailed report be received at a future Sub Committee meeting regarding energy usage across Town Council buildings. The Service Delivery Manager will be reviewing the fleet vehicles and their environmental impact and usage.

It was **RESOLVED** to note.

242/22/23 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.

Councillor Worth gave a verbal update on the future visit of the newly appointed Portfolio Member for Transport – Councillor Connor Donnithorne.

Councillor Frank gave a brief overview of the written report submitted.

EV Charging Points

Councillor Frank requested further suggestions for suitable public locations for the installation of EV charging points. Members agreed to consider and submit suggestions to the Assistant Town Clerk to correlate and submit to the CLO.

Review of the Community Network Panels

Councillor Frank asked for Members feedback on the proposal of the networks received, their size and how funding may be allocated to each network area.

Members agreed to submit their feedback to the Chairman by the end of next week to be reported to the Community Link Officer by 17th November 2022.

It was **RESOLVED** to note.

243/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

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

The Chairman advised two questions had been received from Members of the public.

Question 1:

Will Council take more positive steps to remember properly the names of the fallen not recorded on our Borough War Memorials?

Answer 1:

The Chairman invited Mr Brooking to ask his question, and agreed he would seek further evidence as required.

The Chairman thanked Mr Brooking for the question posed to the Town Council.

The Chairman outlined his personal support for the addition of the identified names of those fallen but not yet recorded on a Town Council Borough War Memorial.

Councillor Dent spoke of the vast amount of work undertaken by a Saltash resident in identifying all of the names not yet recorded and of the incredible amount of work that is required to have those names included, as well as the lengthy process to obtain permissions to record the names on a Borough War Memorial.

Councillor Dent, B Samuels and Peggs agreed to look into what would be required to remember properly the names of the fallen not recorded on a Borough War Memorial.

Mr Brooking was given an opportunity to respond.

Cllr Peggs reminded Members that the names of the fallen not yet recorded are planned to be read at the following Remembrance Service to be held this November 2022.

The Chairman thanked Mr Brooking for his question.

Question 2:

What steps are Saltash Town Council taking to keep any increase in the Precept for year 23/24 below 5% rather than the 14/18% showing in the draft budgets?

Answer 2:

The Chairman thanked Mr Brady for the question posed to the Town Council.

The Chairman asked Mr Brady why he has referred to 5% rise and whether he thought that was an acceptable rate increase.

Mr Brady replied that he thought a 5% rise was acceptable.

The Chairman spoke of the Precept setting process which is ongoing and not yet determined. The Chairman spoke of the current changing inflation rates and energy price caps having to be taken into consideration to continue operating.

The Chairman added that the Town Council employees and Members were working exceptionally hard to keep operating costs as low as possible with many savings having been identified and implemented across all departments.

The Chairman reassured Mr Brady that the Town Council is always, and will continue to be, mindful of the budgets when setting the Precept.

The Chairman welcomed Mr Brady to attend future meetings and engage with the Precept process.

Mr Brady was given an opportunity to respond.

The Chairman thanked Mr Brady and reiterated the invitation to attend and ask questions at Precept setting meetings.

Councillor Foster left the meeting.

Councillor Yates left the meeting.

245/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 6TH OCTOBER 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 Bickford, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 6th October 2022 were confirmed as a true and correct record.

246/22/23 FINANCE:

a. To advise the following receipts:

i. September 2022

It was **RESOLVED** to note.

Councillor Foster returned to the meeting.

b. To advise the following payments:

ii. September 2022

It was **RESOLVED** to note.

c. Urgent and essential works actioned by the Town Clerk under Financial Regulations.

None.

Councillor Martin left the meeting.

d. To note that bank reconciliations up to 30th September 2022 were reviewed as correct by the Chairman of the Policy & Finance Committee and the Town Clerk.

It was **RESOLVED** to note.

e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Council's Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

247/22/23 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

- a. Services held on 4th October 2022;

It was **RESOLVED** to note. There were no recommendations.

Councillor Yates returned to the meeting.

- b. Services held on 13th October 2022;

It was **RESOLVED** to note. There were no recommendations.

- c. Planning and Licensing held on 18th October 2022;

It was **RESOLVED** to note. There were no recommendations.

The Chairman of Planning and Licensing Councillor B Samuels reminded Members that the planning portal is due to be unavailable on Friday 4th November 2022 from 5pm until 8 pm and on Tuesday 8th November 2022 9am until Thursday 10th November 2022 at 6pm. Therefore, planning applications would not be able to be viewed online.

- d. Joint Burial Board held on 25th October 2022;

It was **RESOLVED** to note. There were no recommendations.

Councillor Martin returned to the meeting.

- e. Burial Authority held on 1st November 2022

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to defer the Burial Authority minutes to the next Full Council meeting to be held on Thursday 1st December 2022.

248/22/23 TO RECEIVE AND NOTE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 11TH OCTOBER 2022 AND CONSIDER ANY RECOMMENDATIONS.

It was **RESOLVED** to note. There were no recommendations.

249/22/23 TO RECEIVE AN UPDATE ON TOWN COUNCIL OPERATIONAL SERVICES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Public Conveniences Operating Hours – Winter period only:

The Chairman spoke of a proposal to amend the Town Council public conveniences' opening hours to close at 4:30pm instead of 5pm for 2022 and following years. This would be for the winter period only, to assist with staffing efficiencies and work schedules within the Service Delivery Department.

It was proposed by Councillor Bickford, seconded by Councillor Yates and **RESOLVED** to amend the advertised closing times of the public conveniences to 4:30pm for the winter periods with the Service Delivery Manager to review with a desire to leave toilets open slightly longer when operationally possible.

Guildhall Reception Operating Hours

Members discussed a proposal to amend the operational hours of the Guildhall reception to assist with staffing efficiencies within the Administration Department.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to reduce the Guildhall operational hours from 10am to 4pm whilst maintaining the closure over for the lunchtime period of 1pm to 2pm.

250/22/23 TO RECEIVE A MAYOR OF CORNWALL VERBAL UPDATE.

Cornwall Councillor Worth provided a brief verbal update to Members that further information regarding the Mayor of Cornwall is to follow as soon as possible.

Members reiterated that they wished to have more detail and the time to debate once further details are received in order to form an opinion.

Councillor Peggs left the meeting.

It was **RESOLVED** to note.

251/22/23 TO RECEIVE AND NOTE THE SALTASH TOWN VITALITY FUNDING EXTENSION.

Councillor Peggs returned to the meeting.

The Town Clerk updated Members on the recently applied extension to deliver the Saltash Town Vitality Funding Project.

Cornwall Council confirmed that the 'Saltash Community Space – a new green realm in the retail heart of the town' project has been extended for a period of six months, extending the project completion date to 7th October 2023.

The Town Council accepted the extension as the accountable body.

It was **RESOLVED** to note.

252/22/23 TO RECEIVE THE TOWN VITALITY DRAFT PROCUREMENT DOCUMENTS AND ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor B Samuels gave a verbal update on the appointment of an external Consultant who has provided an extremely comprehensive document for the receipt of Tender applications to deliver the project.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to approve the procurement documents to tender for a vibrant green realm in the heart of the Town, subject to receiving the latest Town Team Terms of Reference.

253/22/23 TO RECEIVE AN UPDATE FROM THE SHARED PROSPERITY WORKING GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided a verbal update on a recent meeting held by the Shared Prosperity Working Group in which a plan for expressions of interest had been proposed with feedback to be received prior to submissions of applications for funding.

Councillor Stoyel left the meeting.

It was **RESOLVED** to note.

254/22/23 TO RECEIVE A REPORT ON THE PROPOSED PLAN FOR THE TOWN COUNCIL TO BE A DEMENTIA FRIENDLY COMMUNITY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman thanked the Assistant Town Clerk for the positive actions detailed in the report.

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

1. To undertake a full audit of all STC owned property/land actioned by Service Delivery with support from Dementia Voice Saltash (audit free of charge) to support those living with dementia. Audit to be received at a future FTC meeting.
2. To include Dementia Voice Saltash as the Town Council local Dementia partnership to the Annual Town Meeting with Parishioners of Saltash.
3. To provide yearly training sessions/seminars tailored for all Councillors, staff, local businesses and community groups held at the Guildhall, to update awareness on how we can all play our part in creating a dementia friendly town/shopping environment for the Community, led by Saltash Town Council working in partnership with Dementia Voice Saltash.
5. To appoint Councillor Peggs to be responsible for the promotion of the Dementia- Friendly Community approach.

Councillor Stoyel returned to the meeting

It was proposed by Councillor Bickford, seconded by Councillor Dent and resolved to **RECOMMEND** to the Personnel Committee to review the Town Council Employee Handbook to ensure policies reflect the Town Council being a Dementia Friendly Employer.

255/22/23 TO RECEIVE THE DRAFT TOWN COUNCIL PRECEPT LEAFLET FOR THE YEAR 2023/24 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** to approve the draft design of the Precept leaflet for the year 2023/24.

256/22/23 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 12TH NOVEMBER 2022 OUTSIDE BLOOM HEARING, FORE STREET.

- a. The next scheduled meeting date Saturday 12th November 2022 outside Bloom Hearing, Fore Street.

It was proposed by Councillor Bickford, seconded by Councillor Martin and **RESOLVED** that:

1. Councillors Martin, Lennox-Boyd and Dent attend Meet Your Councillors on Fore Street to be held on Saturday 12th November 2022.
2. Councillors Yates and Bullock attend Saltash Library Hub on Saturday 12th November 2022.

Councillor B Samuels advised that Members of the Public Participation Group would be joining Meet Your Councillors session scheduled for Saturday 12th November 2022.

257/22/23 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.

258/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

259/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

260/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

261/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** to issue the following Press and Social Media releases:

1. Dementia Friendly working closely with Dementia Voice Saltash;
2. Town Vitality Tender;
3. Meet Your Councillor;
4. Operational Services.

262/22/23 DATE OF NEXT MEETING: THURSDAY 1ST DECEMBER 2022 AT 7:00 P.M.

Thursday 1st December 2022 at 7.00pm

263/22/23 COMMON SEAL:

It was **RESOLVED** that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

Rising at: 9.12 pm

Signed: _____
Chairman

Dated: _____

Bank Receipts

Saltash Town Council

For the period 1 October 2022 to 31 October 2022

Contact	Description	Net	VAT	Gross
Beating the Bounds	Beating of the Bounds Income	£ 70.00	£ -	£ 70.00
Charity Crafters	Guildhall Craft Fair Bookings Income	£ 50.00	£ -	£ 50.00
Cornwall Council	Transfer of funds for CIL Parish Payments	£ 3,250.30	£ -	£ 3,250.30
Cornwall Council Deposit Fund	Transfers from Cornwall Council Deposit Fund Account	£ 25,000.00	£ -	£ 25,000.00
Daily Moorings income		£ 145.83	£ 29.17	£ 175.00
DB Auto Ltd	Insurance Claim for repairs to Work Van	£ 300.00	£ -	£ 300.00
Isambard House Bookings Income		£ 555.25	£ 101.05	£ 656.30
Library Income	Library Fines income	£ 3.75	£ 0.75	£ 4.50
Library Income	Library Photocopying Fees income	£ 73.92	£ 14.78	£ 88.70
Library Book Sales		£ 47.19	£ -	£ 47.19
Churchtown Cemetary Income		£ 133.00	£ -	£ 133.00
Photocopying	Guildhall Photocopying Fees income	£ 0.50	£ 0.10	£ 0.60
Public Sector Deposit Funding	Interest Received	£ 287.42	£ -	£ 287.42
Maurice Huggins Room Bookings income		£ 225.00	£ -	£ 225.00
Guildhall Bookings Income		£ 131.03	£ 7.67	£ 138.70
Seagull Bags Income		£ 76.67	£ 15.33	£ 92.00
St Stephen Parish Church	St Stephens - Cemetery Income	£ 1,533.00	£ -	£ 1,533.00
Trusted Boat Scheme Income		£ 33.33	£ 6.67	£ 40.00
Grand Total		£ 31,916.19	£ 175.52	£ 32,091.71

Bank Payments

Saltash Town Council

For the period 1 October 2022 to 31 October 2022

Contact	Description	Net	VAT	Gross
All Seasons Window Cleaning	Monthly Station Window Cleaning - September 2022	£ 35.00	£ -	£ 35.00
Aquastorage System Cleaning Ltd	The Guild Hall, Library, Maurice Huggins Room and Train Station - Legionella Risk Assessments	£ 140.00	£ 28.00	£ 168.00
Aquastorage System Cleaning Ltd	The Guild Hall, Library and Maurice Huggins Room - Legionella Risk Assessments	£ 105.00	£ 21.00	£ 126.00
ASG Security	Annual fee for the maintenances & 24 hour monitoring of security alarms	£ 201.23	£ 40.25	£ 241.48
ATS Euromaster Ltd.	Tyre repair for Transit van YA11SVY	£ 69.45	£ 13.88	£ 83.33
Barclays	Covering Bank Charges for Mayor Charity Account	£ 30.00	£ -	£ 30.00
Barclays	Bank Charges	£ 8.50	£ -	£ 8.50
Cleansing Service Group Ltd	Saltash Town Council Waterside Cabin - Cleaning and disposal Costs	£ 160.00	£ -	£ 160.00
Cornwall Climate Care	Cornwall Climate Care film presentations	£ 250.00	£ -	£ 250.00
Cornwall Council	Rent and Insurance for Garage and Depot at Longstone Park Glebe Avenue Saltash	£ 385.00	£ -	£ 385.00
Cornwall Pension Fund	Pension Fund Payment - October 2022	£ 9,056.76	£ -	£ 9,056.76
Credit Card Purchases (IPS UK)	IT and Office Costs - Library	£ 62.50	£ -	£ 62.50
Credit Card Purchases (Amazon)	IT Equipment - P&F	£ 127.28	£ 25.41	£ 152.69
Credit Card Purchases (Amazon)	Stationary - P&F	£ 8.27	£ 1.65	£ 9.92
Credit Card Purchases (Amazon)	IT Equipment - P&F	£ 11.65	£ 2.33	£ 13.98
Credit Card Purchases (Amazon)	Amazon Prime Subscription	£ 80.00	£ 16.00	£ 96.00
Credit Card Purchases (Amazon)	IT Costs - P&F	£ 20.82	£ 4.17	£ 24.99
Credit Card Purchases (Amazon)	Office Equipment - Library	£ 26.20	£ 5.24	£ 31.44
Credit Card Purchases (DVLA)	12 Months Vehicle Tax	£ 292.50	£ -	£ 292.50
Credit Card Purchases (Meta Quest)	Library Activities	£ 31.23	£ 6.25	£ 37.48
Credit Card Purchases (Xero (UK) Ltd)	Xero Accounting Software Monthly Subscription- October 2022	£ 28.00	£ 5.60	£ 33.60
Credit Card Purchases (Survey Monkey)	Automatic Renewal for Survey Money subscription (to be refunded)	£ 320.00	£ 64.00	£ 384.00
Dainton Group Services	Rent for Waterside Cabin and Effluent Tank	£ 332.13	£ 66.43	£ 398.56
DB Autos Ltd	Items And Labour To Fix Starting Issues On Work Van YA11 SVY	£ 351.18	£ 70.24	£ 421.42
Denmans	Battery for Guildhall Carbon Monoxide Detector	£ 39.62	£ 7.92	£ 47.54
Devon Contract Waste Ltd	Longstone Depot recycling costs 29/09/2022	£ 65.69	£ 13.14	£ 78.83
Devon Contract Waste Ltd	Longstone Depot recycling costs 17/10/2022	£ 35.00	£ 7.00	£ 42.00
Diverse Events	Broadcast equipment and staffing for commemoration service on Sunday 18 September	£ 120.00	£ -	£ 120.00
Duchy Defibrillators	Annual Maintenance - Defib unit - Bloom Hearing	£ 190.00	£ 38.00	£ 228.00
EE	Staff Mobiles & Pontoon Broadband charges	£ 357.94	£ 71.59	£ 429.53
Efficient Comms Ltd	Telephone Call and Service Charges - September	£ 174.08	£ 34.82	£ 208.90
EON	Electricity Charges - Isambard House - 24/06/2021 - 31/07/2022	£ 1,734.28	£ 86.72	£ 1,821.00
EON	Electricity Charges - Isambard House 01/08/2022 - 31/08/2022	£ 165.80	£ 8.29	£ 174.09
EON	Electricity Charges - Isambard House 01/09/2022 - 30/09/2022	£ 541.53	£ 27.08	£ 568.61
Flags4sale	Flags purchased for Fore Street decorations	£ 182.29	£ 36.46	£ 218.75
Funky Punky / Cher's Funky Faces	Facepaint artist for Halloween Saturday - 2 hours	£ 95.00	£ -	£ 95.00
Glendale Grounds Management Ltd	Cost to reduce height of Conifer trees to the rear of the allotments and reduce overhang.	£ 397.20	£ 79.44	£ 476.64
Greenham	Cleaning Supplies - Public toilets	£ 18.96	£ 3.79	£ 22.75
HMRC	PAYE Payment - October 2022	£ 8,590.14	£ -	£ 8,590.14
Hygiene 2 Health Ltd	Health and Safety Audit for all STC Sites 25/08/2022	£ 585.00	£ 117.00	£ 702.00
Hygiene 2 Health Ltd	Drafting of Risk Assessments based on Safety Audit	£ 630.00	£ 126.00	£ 756.00
Laser - Cemetary - 1051640	Electricity Charges - 01/06/2022 to 31/08/2022	£ 48.62	£ 2.43	£ 51.05
Laser - Guildhall Gas	Gas Charges - 31/07/2022 to 31/08/2022	£ 63.86	£ 3.19	£ 67.05
Laser - Unmetered supply - 1051655	Unmetered electricity charge at Moorland View, Salt Mill Skate Park - 01/08/2022 to 31/08/2022	£ 8.44	£ 0.42	£ 8.86
Laser- Haldo Pillar Park light 1051653	Haldo Pillar Park Light - Electricity Charges 01/06/2022 to 31/08/2022	£ 44.52	£ 2.23	£ 46.75

Livewire Youth Music Project	Professional Youth Work in Saltash	£ 5,877.33	£ -	£ 5,877.33
Lynher Training Limited	Working at Height Awareness course fees for Service Delivery Staff	£ 150.00	£ -	£ 150.00
Mike Pitches	Photography for Queen's commemorative service	£ 50.00	£ -	£ 50.00
Moorepay	HR Consultancy Fees	£ 74.37	£ 14.87	£ 89.24
Opayo	Card Machine Charges	£ 5.31	£ -	£ 5.31
Opayo (previously Sage)	Card Machine Charges	£ 14.60	£ 2.92	£ 17.52
Otis Ltd	Contractual Maintenance carried out on Guildhall Lift	£ 599.13	£ 119.83	£ 718.96
Parc Signs Ltd	Replacement locks for poster cases	£ 276.96	£ 55.39	£ 332.35
Print Copy Scan Ltd	Print for New Photocopiers 26/08/2022 - 27/09/2022	£ 58.29	£ 11.66	£ 69.95
Public Works Loan Board	Loan repayment from Library	£ 12,420.00	£ -	£ 12,420.00
Rick Cowdery	Library - Author talk 27/08/2022	£ 80.00	£ -	£ 80.00
Rosevale Accountants Ltd	Finance Consultancy Fees	£ 1,457.50	£ 291.50	£ 1,749.00
Rosevale Accountants Ltd	Finance Consultancy Fees	£ 1,298.50	£ 259.70	£ 1,558.20
Rosevale Accountants Ltd	Finance Consultancy Fees	£ 689.00	£ 137.80	£ 826.80
Royal British Legion	Wreaths for Remembrance service	£ 110.00	£ -	£ 110.00
Saltash & District Observer	Town Messenger - August and September 2022	£ 600.00	£ -	£ 600.00
Sarah-Linda Johnson	Mindfulness & Alexander Technique Sessions	£ 80.00	£ -	£ 80.00
SOS Consultancy	Staffing days for setting up IT equipment, Office 365 Licenses and Anti-Virus Software - Councillors	£ 2,972.80	£ 594.56	£ 3,567.36
South West Assessment & Training	Water Regulation Course, Exam and Current Water Regulation Book	£ 185.00	£ 33.00	£ 218.00
South West Water - Alexandra Sq	Water Rates and Sewerage Charges - 18/06/2022 to 31/08/2022	£ 170.05	£ -	£ 170.05
South West Water - Belle Vue Toilets	Water Rates and Sewerage Charges - 30/06/2022 to 30/09/2022	£ 235.01	£ -	£ 235.01
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water Rates and Sewerage Charges - 02/08/2022 to 05/09/2022	£ 275.68	£ 21.70	£ 297.38
South West Water - Maurice Huggins Room	Water Charges and Sewerage Charges - Maurice Huggins Room 02/08/2022 - 05/09/2022	£ 13.62	£ 1.22	£ 14.84
South West Water - Maurice Huggins Room	Water Charges and Sewerage Charges - Victoria Park Water Charges 06/09/2022 - 04/10/2022	£ 21.56	£ 1.81	£ 23.37
South West Water - Waterside	Water Rates and Sewerage Charges - 18/06/2022 to 31/08/2022	£ 281.55	£ -	£ 281.55
Speedy Prints	Library - 4x A2 competition posters	£ 69.96	£ -	£ 69.96
Spot-On-Supplies	Cleaning Supplies - Library	£ 22.90	£ 4.58	£ 27.48
Spot-On-Supplies	Cleaning Supplies - Longstone	£ 227.81	£ 45.56	£ 273.37
Staff Expenses - check Nominal & VAT	Staff Expenses for Keys cut	£ 20.00	£ -	£ 20.00
Staff Salaries	Staff Salaries - October 2022	£ 31,315.24	£ -	£ 31,315.24
SumUp	Card Machine Charges	£ 2.37	£ -	£ 2.37
Thirsty Work	Water Cooler Hire and Purchase of water bottles - June 2022	£ 44.75	£ 8.95	£ 53.70
Thirsty Work	Water Cooler Hire and Purchase of water bottles - July 2022	£ 149.00	£ 29.80	£ 178.80
Thirsty Work	Water Cooler Hire and Purchase of water bottles - August 2022	£ 132.95	£ 26.59	£ 159.54
Thirsty Work	Water Cooler Hire and Purchase of water bottles - September 2022	£ 44.75	£ 8.95	£ 53.70
Thomas Fattorini	Former Mayor's badges, Freeman Pendant, bar and Postage	£ 1,227.53	£ 245.51	£ 1,473.04
Travis Perkins Trading Company Ltd	Materials to repairs public toilet doors	£ 87.53	£ 17.51	£ 105.04
UK Fuels Ltd	Fuel and Maintenance for Vehicles	£ 299.24	£ 59.85	£ 359.09
UK Identity Ltd	ID Badges for Staff and Postage	£ 18.95	£ 3.50	£ 22.45
Westcountry Skip Hire	Green Waste Refuse Disposals - 22nd August, 22nd September and 5th October	£ 106.08	£ 21.22	£ 127.30
Westcountry Skip Hire	28/09/22, WTN27269, Large Builders Skip Enclosed, Exchange General 1	£ 297.00	£ 59.40	£ 356.40
Wilf Dawes Tyres & Batteries	Puncture Repair for Ride-On Mower	£ 12.50	£ 2.50	£ 15.00
Wilf Dawes Tyres & Batteries	Battery for STC Service Deliver vehicle	£ 112.08	£ 22.42	£ 134.50
Wilf Dawes Tyres & Batteries	Replacement tires and fitting costs for Service Delivery Mower	£ 195.83	£ 39.17	£ 235.00
Grand Total		£ 88,603.40	£ 3,177.44	£ 91,780.84

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Burial Authority Committee held at the Guildhall on Tuesday 1st November 2022 at 7.00 pm

PRESENT: Councillors: R Bullock, J Dent (Chairman), J Foster and S Miller (Vice-Chairman).

ALSO PRESENT: Councillor D Yates (JBB Committee Member), S Burrows (Town Clerk), R Lumley (Assistant Town Clerk), S Webber (Service Delivery Manager), A Primmer (Finance Officer) and D Joyce (Administration Officer)

APOLOGIES: Councillors: M Griffiths and S Lennox-Boyd.

17/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

18/22/23 DECLARATIONS OF INTEREST:

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

None.

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

None.

19/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

The Town Clerk informed the Chairman that no public questions had been received.

The Town Clerk informed the Chairman that Councillor Yates is in attendance as a Member of the Joint Burial Board (JBB) Committee and advised that Members may wish to request input from Councillor Yates should any questions arise regarding Agenda Item 11 - To set the Burial Board Fees and Charges for the year 2023/24 recommending to the Policy and Finance Committee.

20/22/23 TO RECEIVE AND APPROVE THE MINUTES FROM THE BURIAL AUTHORITY MEETING HELD ON 28TH JUNE 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 Dent, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Burial Authority Committee held on 28th June 2022 were confirmed as a true and correct record.

21/22/23 TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

22/22/23 TO RECEIVE A FEES AND CHARGES REQUEST FROM THE JOINT BURIAL BOARD COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk briefed Members on the request received.

Members discussed the operational implications of implementing such a mechanism and available funding options such as the National Government Funeral Expenses Payment Scheme <https://www.gov.uk/funeral-payments> available for those who may require help with funeral costs.

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to note and sign post enquiries to the available funding options.

23/22/23 TO RECEIVE A REPORT ON THE REMOVAL AND CLEANING OF HEADSTONES AND CREMATION TABLETS AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.

The Town Clerk provided an overview of the administration work for removing headstones and cremation tablets at Churchtown Cemetery.

It was proposed by Councillor Bullock, seconded by Councillor Foster and resolved to **RECOMMEND** to Policy and Finance to approve a fee for the permission to remove a headstone or cremation tablet other than for an additional inscription at cost of £56 to be included in the Burial Authority Fees and Charges for the year 2023/24.

24/22/23 TO SET THE BURIAL AUTHORITY BUDGET FOR THE YEAR 2023/24 RECOMMENDING TO POLICY AND FINANCE COMMITTEE.

Members discussed the budget setting for the year 2023/24.

It was proposed by Councillor Foster, seconded by Councillor Bullock and resolved to **RECOMMEND** the Burial Authority Budget for the year 2023/24 to the Extraordinary Policy and Finance Committee meeting to be held on the 22nd November 2022 as attached.

25/22/23 TO SET THE BURIAL AUTHORITY FEES AND CHARGES FOR THE YEAR 2023/24 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.

The Town Clerk provided an overview of the Churchtown Cemetery fees and charges for the year 2023-24.

Members considered an alteration to the wording contained within the fees and charges to provide a streamlined service for the administration process and avoid confusion to the client.

It was proposed by Councillor Dent, seconded by Councillor Foster and resolved to **RECOMMEND** to Policy and Finance to approve the amendment to the fees and charges for the year 2023-24 as follows:

1. Transfer of ERB certificate up to a maximum of 2 hours, and then charged on an hourly basis at £25 per hour.	£51
2. Transfer of ERB certificate by Statutory Declaration up to a maximum of 2 hours, and then charged on an hourly basis at £25 per hour	£84

It was proposed by Councillor Dent, seconded by Councillor Foster and resolved to **RECOMMEND** the Burial Authority Fees and Charges, with no increases to be implemented, for the year 2023/24 to the Extraordinary Policy and Finance Committee meeting to be held on the 22nd November 2022 as attached.

26/22/23 TO SET THE BURIAL BOARD FEES AND CHARGES FOR THE YEAR 2023/24 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.

It was proposed by Councillor Dent, seconded by Councillor Miller and resolved to **RECOMMEND** the Burial Board Fees and Charges for the year 2023/24, with no increases to be implemented, to the Extraordinary Policy and Finance Committee meeting to be held on the 22nd November 2022 as attached.

27/22/23 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

No Report.

28/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

29/22/23 TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Service Delivery Manager (SDM) provided an overview on the report received.

The SDM informed Members there is currently no signage identifying the Memorial Rose Garden.

Members discussed possible associated costs for the procurement of a suitable and in keeping sign to clearly identify the Memorial Rose Garden area at Churchtown Cemetery.

It was proposed by Councillor Dent, seconded by Councillor Foster and **RESOLVED** to note the report and provide delegated authority to the SDM to procure a suitable sign for the Memorial Rose Garden at a maximum cost of £1,500 to be allocated to budget code 6073 BA EMF Memorial Garden.

30/22/23 TO RECEIVE A QUOTE TO EXTEND THE ASH PLOT GARDEN AT CHURCHTOWN CEMETERY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** to appoint Duchy Cemetery's Ltd to extend the ash plot garden at Churchtown Cemetery at a total cost of £560 to be allocated to budget code 6070 BA EMF Churchtown Cemetery Capital Works, subject to clarification if the total cost includes the replacement / re-planting of the existing hedge.

31/22/23 TO RECEIVE A REPORT RELATING TO CHURCHTOWN CEMETERY MANAGEMENT POLICY AND REGULATIONS AND CONSIDER ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Dent, seconded by Councillor Miller and resolved to **RECOMMEND** to Policy and Finance to approve the following updates to the Town Council Application for Interment, Fees and Charges, and Management Policy and Regulations:

1. Amendment to the Application for Interment and Fees and Charges:

FROM:

Non-resident fees are at the discretion of the Chairman of the Burial Authority Committee.

TO:

Non-resident fees are at the discretion of the Town Clerk and in the absence the Assistant Town Clerk.

2. Additional sections 4.4.3. and 4.4.4. Management Policy and Regulations:

4.4.3. Double standard fees apply to non-Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the Town Clerk and in the absence the Assistant Town Clerk).

4.4.4. The Administration Department to obtain available evidence with regard to Saltash residency two years prior to the date of death. This being unavailable, to request the Funeral Director gives written confirmation of residency.

32/22/23 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. (As required or if necessary).

33/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

34/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

35/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

36/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.41 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 8th November 2022 at 6.30 pm

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

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

APOLOGIES: S Lennox-Boyd and J Peggs.

90/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

91/22/23 DECLARATIONS OF INTEREST:

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

None.

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

None.

92/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

93/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 28TH SEPTEMBER 2022 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Miller, seconded by Councillor Foster and **RESOLVED** that the minutes of the Policy and Finance Committee held on 28th September 2022 were confirmed as a true and correct record.

94/22/23 ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 30TH SEPTEMBER 2022.

It was **RESOLVED** to note.

95/22/23 PETTY CASH RECONCILED UP TO 30TH SEPTEMBER 2022.

It was **RESOLVED** to note.

96/22/23 TO RECEIVE A REPORT ON VAT.

It was **RESOLVED** to note.

97/22/23 TO RECEIVE A REPORT ON INVESTMENTS.

It was **RESOLVED** to note.

98/22/23 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.

99/22/23 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.

It was **RESOLVED** to note subject to Rosevale Accountants sign off.

100/22/23 TO SET THE POLICY AND FINANCE BUDGET FOR THE YEAR 2023/24 RECOMMENDING TO THE EXTRAORDINARY POLICY AND FINANCE MEETING.

Councillor Foster left the meeting.
Councillor Foster returned to the meeting.

Members considered the following virements:

1. 6215 Annual Report £450 to EMF 6280 Town Vision;
2. 6216 Miscellaneous £100 to General Reserves;
3. 6225 Neighbourhood Plan £4,630 to EMF 6275 Neighbourhood Plan;
4. 6228 Events and Consultations £1,500 to new code EMF Consultations;
5. 6229 CCTV Annual Maintenance £14,600 to EMF 6270 Crime Reduction;
6. 6502 Civic Christmas Event £500 to new code EMF Events;
7. 6513 Twinning £119 to new code EMF Twinning.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** the Policy and Finance Budget for the year 2023/24 to include the above virements to the Extraordinary Policy and Finance Meeting to be held on 22nd November 2022 as attached.

101/22/23 TO RECEIVE A REPORT FROM THE FINANCE OFFICER.

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

1. Open a new Nationwide 95 Day Saver account and transfer funds from the existing Nationwide account to the new Nationwide 95 Day Saver account;
2. Open a new Virgin Money 95 Day Business Notice Account transferring funds within the recommended limits.

102/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

103/22/23 TO RECEIVE THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.

No report.

104/22/23 TO RECEIVE THE TOWN COUNCIL PONTOON INSURANCE POLICY RENEWAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Gillies, seconded by Councillor Bickford and **RESOLVED** to appoint Axis to renew the Town Council Pontoon Insurance at a cost of £2,108 allocated to budget code 6205 P&F Insurance.

105/22/23 TO RECEIVE THE CYBER LIABILITY INSURANCE RENEWAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE

It was proposed by Councillor Miller, seconded by Councillor Foster and **RESOLVED** to delegate authority to the Town Clerk liaising with the Chairman, Vice Chairman and Councillor Gillies to obtain the highest level of Cyber Insurance cover available at a cost not exceeding an annual premium of £550.

106/22/23 TO RECEIVE AND CONSIDER APPROVING RECOMMENDATIONS FROM THE PERSONNEL COMMITTEE HELD ON 29TH SEPTEMBER 2022.

RECOMMENDATION 1:

55/22/23 TO RECEIVE A REPORT ON THE PROVISION OF LONE WORKING DEVICES AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note that sufficient Risk Assessments and Safety Systems across the Service Delivery Department are now in place and staff have been consulted throughout the process.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Policy and Finance to:

1. Terminate 10 devices with immediate effect;
2. Continue to utilise 3 devices that remain within contract and terminate at the end of the two year contract;
3. To note a cost saving of £2,100 against budget code 6214 P&F Health and Safety;
4. Not pursue with Health and Safety Mobile Applications.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to approve the above recommendation.

RECOMMENDATION 2:

59/22/23 TO RECEIVE AN UPDATE ON ROSEVALE ACCOUNTANTS FINANCE SUPPORT AGREEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To continue with the appointment of Rosevale Accountants to undertake the finance handover/support for both the Finance Officer and Finance Assistant posts;
2. To reduce Rosevale Accountants weekly hours from a maximum of 60 hours to a maximum of 30 hours per week from 1st October to 31st December 2022 at a cost of £26.50 per hour;
3. That the Personnel Committee further review the status at Novembers Personnel Committee meeting.

It was proposed by Councillor Martin, seconded by Councillor Peggs and resolved to **RECOMMEND** to the next Policy and Finance Committee to vire £5,151 from budget code 6694 EMF Staff Contingency to 6661 Finance Consultancy Fees to cover the above cost.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to approve the above recommendation.

107/22/23 TO RECEIVE AND NOTE REPORTS ON FUNDING AWARDED:

- a. CC246 – Saltash Rotary Club

It was **RESOLVED** to note.

- b. FF110 – Tincombe Tea Party

It was **RESOLVED** to note.

**108/22/23 TO RECEIVE AND CONSIDER RECOMMENDING THE FOLLOWING
POLICY UPDATES TO FULL COUNCIL:**

a. Civic Awards

Members of the Policy and Finance Committee requested the Civic Award Policy be updated in line with other Town Councils to create a best practice all inclusive draft policy for Members consideration.

Councillor B Samuels reported that due incompatibility in the Civic Awards Policy previously adopted and exclusion from the competing list of awards proposed in the revised policy put before P&F, the Rotary Club of Saltash have resolved to cease to award the Citizen and Environmental Citizen of the Year in conjunction with the Town Council. The trophies currently held will have to be returned to the Rotary Club of Saltash at the end of the current award year. Rotary will continue to make these awards independently.

Councillor P Samuels expressed regret on behalf of Rotary at the meeting, that almost 45 years of operating the awards in partnership, is now at an end.

It was proposed by Councillor Bickford, seconded by Councillor Dent and resolved to **RECOMMEND** the Civic Awards Policy to Full Council to be held on 1st December 2022 in replacement of the existing policy, subject to amendments as attached.

b. STC Seals and Modern Logo

It was proposed by Councillor Griffiths, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to be held on 1st December 2022, subject to amendments as attached.

**109/22/23 TO RECEIVE A REPORT FROM SALTASH TOWN YOUTH COUNCIL
AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

It was **RESOLVED** to note.

110/22/23 TO RECEIVE A LETTER FROM JUNKYARD SKATEPARK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Griffiths, seconded by Councillor Stoyel and **RESOLVED** to delegate authority to the Town Clerk working with Councillor Griffiths to write to Junkyard Skatepark requesting:

1. Confirmation that all insurances and policies remain in place in line with the Town Council tender specification;
2. Further clarification and detail on the services being delivered under the contract with Saltash Town Council at the Policy and Finance meeting to be held on 10th January 2023 prior to releasing the final payment.

111/22/23 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

- a. Neighbourhood Plan Steering Group

No report.

- b. Saltash Team for Youth

It was **RESOLVED** to note.

- c. Section 106 Panel

No report.

112/22/23 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.

113/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

114/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

115/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

116/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 22 November 2022 at 6.30 pm

Rising at: 8.43 pm

Signed: _____
Chairman

Dated: _____

Civic Awards

RESPONSIBLE COMMITTEE: P&F

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

Current Document Status			
Version	4/2022 DRAFT	Approved by	
Date	October 2022	Date	
Responsible Officer	AJT	Minute no.	
Next review date			

Version History			
Date	Version	Author/Editor	Notes
March 2020	1 DRAFT	JRA/AJT	New policy
September 2020	1a APPROVED	AJT	Approved policy
May 2021	2 DRAFT	AJT	Revised
May 2022	2/2022	AJT	Readopted ATM 05.05.2022 Min no 54/22/23e(ii)
June 2022	3/2022 DRAFT	AJT	Revisions proposed by Cllr P Samuels on behalf of Rotary Club of Saltash. Draft rejected P&F 09/22
October 2022	4/2022 DRAFT	AJT	Revised Awards format

Document Retention Period
Until superseded

Saltash Town Council

Civic Awards Policy

Introduction

Saltash Town Council recognises the significant contribution made by people active in different sectors of the community. An awards ceremony is held annually and nominations are invited for a number of different categories that the awards panel will consider.

The Award Categories

Contribution to the Community

This award recognises individuals or community and voluntary groups based in Saltash who have made a positive contribution to the local community. People who make an outstanding effort to bring the community together, improve the town of Saltash either environmentally or aesthetically, or those who go out of their way to help others, in their own time.

Youth Achievement

Awarded to an individual aged 18 or under who has made a significant, positive contribution to the town, demonstrating exceptional community spirit or for excellence in areas not normally recognised. This may be acts of bravery, kindness, caring for others or improving their community.

Lifetime Achievement

Recognising exceptional and continued commitment to the life of the community of Saltash over a considerable period of time. The award recognises a real commitment to others in the community, going over and above what would ordinarily be expected, through volunteering, community work, helping neighbours or carrying out exceptional deeds spanning a lifetime.

Youth Group Leader Award

Presented in recognition of inspirational and committed volunteer youth group leadership in the town.

Sporting Achievement Award

Recognising the achievement of a team or an individual, participating in, organising or contributing to local sports. The award may celebrate a sporting performance at local, national or international level or those who give their time working behind the scenes at local sports clubs or groups.

Cultural Contribution Award

Recognising significant contribution to the cultural life of the town by an individual or group of people.

Best Performance

Selected and awarded by the Mayor alone for the group that has best entertained them during their Civic Year.

Mayor's Award

A discretionary award that may be made by the Mayor to recognise exceptional achievement in any field.

Note: The awarding of each of the Civic Awards is at the discretion of the Awards Panel, therefore each of the award categories might not be allocated a winner every year, or multiple awards of the same category could be awarded.

How to make a nomination

- Nominations will only be accepted on the Civic Award Nomination Form. Completed forms must be received by 5pm on the closing date advertised. This form is available to download online or a blank form is available from The Guildhall during office hours. Please complete electronically where possible.
- Self-nomination is not permitted.
- A separate form must be completed for each nomination.
- Nominees should be active within the town boundary and the nomination be in respect of recent activity in the area they are nominated for.
- Nominations for previous award winners will not be considered for the same award for a period of four years.

The Awards Panel

The awards panel comprises:

- The Mayor of Saltash
- The Deputy Mayor of Saltash
- The longest serving Member of the Council¹
- The Freeman of the Town²

Following the deadline date, the Awards Panel will meet to consider the nominations and select the award winners.

Announcement and presentation of Awards

The awards will be announced and presented at a date to be arranged. Nominees, their nominators and guests will be invited to attend the presentations.

¹ Where the longest serving Member of the Council is the Mayor/Deputy Mayor, the next longest serving Member of the Council will be invited to attend.

² Available and able to attend.

Appendix 1 – Civic Awards Nomination Form

Saltash Town Council

Civic Awards Nomination Form

Category of Civic Award nominated for (please tick one only)

<input type="checkbox"/>	Contribution to the Community
<input type="checkbox"/>	Youth Achievement
<input type="checkbox"/>	Lifetime Achievement
<input type="checkbox"/>	Youth Group Leader
<input type="checkbox"/>	Sporting Achievement
<input type="checkbox"/>	Cultural Contribution

I nominate the following person/organisation for a Civic Award:

Surname	
Forename	
Title	
Name of Organisation	
Address	
Postcode	
Contact telephone number	

NOTE: If you are nominating someone under the age of 18 please confirm that their parent/guardian is aware of the nomination and have given permission for their details to be shared.

This section is for you to provide details of how the nominee has made a significant contribution to qualify for the nominated category and how their achievements make them stand out.

Please state in no more than 250 words why the nominee should win a Civic Award.

DRAFT

Details of the person making the nomination:

Surname	
Forename	
Title	
Address	
Post code	
Telephone number	
Email address	
Relationship to nominee	
<i>I confirm that to the best of my knowledge the information I have provided is accurate.</i>	
<i>Where a nominee is under the age of 18 I have informed their parent/guardian of the nomination.</i>	
Signed	
Date	

Please return this form by 5pm on the closing date advertised to:

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

Or by email to: mayors-secretary@saltash.gov.uk

Please note:

Nominations will be acknowledged but no further correspondence will be entered into.

Saltash Town Council will disclose the names of each winner, the reason for their nomination and the award category to the press and other media.

The decision of the Awards Panel is final.

Your privacy:

Saltash Town Council collects this information for the sole purpose of evaluating the nominations for the Civic Awards.

Your data will only be shared for the purposes of administration with the Officers and Members of the Awards Panel.

Nomination forms will be retained for a period of four years.

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

For office use only:

Date received:	
Date acknowledged:	
Date to be destroyed:	

Appendix 2 – Internal Procedure

Officer supporting the Civic Awards process: Mayor's Secretary

Advertising the awards and nomination process

Two months before the awards ceremony:

Media release (Appendix 3).

Promote on TC social media/website/noticeboards with weekly refresh on social media.

Receiving nominations

Only nominations on official forms accepted.

All nominations acknowledged in writing.

The nominations are checked for eligibility.

Selection process

The Mayor's Secretary sets a date for the Awards Panel to meet in the Guildhall and notifies members. Members of the Awards Panel may declare a personal interest if they wish to do so.

Selection packs comprise:

- Copies of nomination forms
- Score sheet

All Members of the Awards Panel have an equal vote. In the event of a tie, the Mayor has a casting vote.

Following the Awards Panel Meeting:

Recall trophies, check and clean.

Certificates printed and signed by the Mayor.

Invitations sent to the nominees, the nominators and guests.

Presentation Ceremony

The Mayor presents the awards annually.

Administration: The recipient must sign for trophies on the day.

Recipients of awards should be asked for written permission for photographs taken by and on behalf of STC to be used on the STC media sites and in media releases.

Appendix 3 – Media Release – Civic Awards

Saltash Town Council Civic Awards

Nominations are invited for the annual Civic Awards to be presented by the Mayor at <insert date/event>.

The Award Categories

Contribution to the Community

This award recognises individuals or community and voluntary groups based in Saltash who have made a positive contribution to the local community. People who make an outstanding effort to bring the community together, improve the town of Saltash either environmentally or aesthetically, or those who go out of their way to help others, in their own time.

Youth Achievement

Awarded to an individual aged 18 or under who has made a significant, positive contribution to the town, demonstrating exceptional community spirit or for excellence in areas not normally recognised. This may be acts of bravery, kindness, caring for others or improving their community.

Lifetime Achievement

Recognising exceptional and continued commitment to the life of the community of Saltash over a considerable period of time. The award recognises a real commitment to others in the community, going over and above what would ordinarily be expected, through volunteering, community work, helping neighbours or carrying out exceptional deeds spanning a lifetime.

Youth Group Leader Award

Presented in recognition of inspirational and committed volunteer youth group leadership in the town.

Sporting Achievement

Recognising the achievement of a team or an individual, participating in, organising or contributing to local sports. The award may celebrate a sporting performance at local, national or international level or those who give their time working behind the scenes at local sports clubs or groups.

Cultural Contribution

Recognising significant contribution to the cultural life of the town by an individual

Note: The awarding of each of the Civic Awards is at the discretion of the Awards Panel, therefore each of the award categories might not be allocated a winner every year, or multiple awards of the same category could be awarded.

Nominations must be made using the official nomination form available from the STC website or from The Guildhall and received by 5pm on <insert date>.

Nominations should be sent to:

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

or

by e-mail to mayors-secretary@saltash.gov.uk

DRAFT

STC Seals & Logo

RESPONSIBLE COMMITTEE: P&F

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

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

Version History			
Date	Version	Author/Editor	Notes
March 2011	1	AK	New – Min. 291/10/11 Approved FTC 03.02.2018
May 2021	1/2021	AJT	Reapproved – new council
May 2022	1/2022	AJT	Reapproved ATM 050522 Min 54/22/23b(xxii)
October 2022	2/2022 DRAFT	AJT	Revised delegated authority

Document Retention Period
Until superseded

Saltash Town Council

Policy on use of STC Seals & Modern Logo

All applications to use the Town Seals or Modern Logo should be submitted in writing to the Town Clerk.

This policy provides guidance on when permission will or will not be given for use of the Town Seals or Modern Logo by external organisations.

Background

The need to protect the integrity of the Town Seals requires any organisation wishing to use the seals or Modern Logo to seek permission before using them. The copyright remains with the Town Council at all times.

The Town Seals

The Town Seals represent the history and dignity of the town and need to be preserved and respected as such, with their use limited to situations that will not devalue them.

The Modern Logo

The Modern Logo represents the modern face and image of Saltash: it can be used more widely, but must still only be used in situations that could not bring the town into disrepute or associate it with inappropriate commercial ventures.

Permission to use the Town Seals or Modern Logo

The Town Clerk, or in their absence the Assistant Town Clerk, has delegated authority to make decisions on requests to use the Town Seals or Modern Logo. Decisions made under delegated authority will be reported to the next meeting of the Town Council.

Protocol

1. Except in exceptional circumstances, permission to use either the Town Seals or Modern Logo will not be granted where use is not in line with the purposes, policies and values of Saltash Town Council.
2. Approval to use the Town Seals will normally only be granted:
 - a. For use within Saltash;
 - b. For Town Council projects or requests that have a strong direct link to the Town Council– i.e. through funding or ongoing association;
 - c. Are in a permanent stationary place (e.g. not on vehicles, memorabilia, flyers etc.) or, on official Town Council publications;
 - d. Are of a suitably dignified nature;
 - e. Not unacceptable under point 1 above.

3. The use of the Modern Logo should be approved only for instances that:
 - a. Are for Town Council projects or have a direct relevant link to the Town Council – i.e. through funding or ongoing association;
 - b. Will not bring the Town or Town Council into disrepute;
 - c. Not unacceptable under point 1 above.

DRAFT

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Personnel Committee held at the Guildhall on Friday 11th November 2022 at 6.00 pm

PRESENT: Councillors: J Dent, J Foster, S Martin (Chairman), S Miller and B Stoyel.

ALSO PRESENT: S Burrows (Town Clerk)

APOLOGIES: J Peggs (Vice-Chairman)

65/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

66/22/23 DECLARATIONS OF INTEREST:

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

None.

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

None.

67/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

The Chairman informed Members that the meeting is now in Part Two.

The Chairman reminded Members that items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

The Chairman asked Members to refrain from taking notes in part two confidential session, reports have been provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

Members noted the Chairman's statement.

68/22/23 TO RECEIVE A REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

Councillor Foster left the meeting.

69/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

DATE OF NEXT MEETING

Thursday 24 November 2022 at 6.30 pm

Rising at: 7.40 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 15th November 2022 at 6.30 pm

PRESENT: Councillors: R Bullock, J Dent (Vice-Chairman), J Foster, S Lennox-Boyd, S Miller, J Peggs, B Samuels (Chairman), P Samuels, B Stoyel and D Yates.

ALSO PRESENT: 2 Members of the Public, S Burrows (Town Clerk), R Lumley (Assistant Town Clerk) and F Morris (Planning and General Administrator).

APOLOGIES: R Bickford, S Gillies, M Griffiths and S Martin.

87/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

88/22/23 DECLARATIONS OF INTEREST:

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

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
B Samuels	PA22/08968	Non-Pecuniary	Commercial reasons with the landlord of the premises.	Yes
P Samuels	PA22/08968	Non-Pecuniary	Commercial reasons with the landlord of the premises.	Yes
S Lennox - Boyd	PA22/09431	Non-Pecuniary	Friend of applicant.	Yes

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

None.

89/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

90/22/23 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON TUESDAY 18TH OCTOBER 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 B Samuels, seconded by Councillor Foster and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 18th October 2022 were confirmed as a true and correct record.

91/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

92/22/23 PLANNING:

- a. To note that Councillor Lennox-Boyd will vote upon the information before her at the meeting but in the light of subsequent information received at Cornwall Council, Councillor Lennox-Boyd may vote differently at that meeting.
- b. To note that if Councillor Lennox-Boyd wishes to recommend opposite to the Town Council's view she will contact the Town Council by email. Considering time constraints, the Town Council will then hold an online poll of Councillors to determine whether to accept the Officer's view or to ask for the application to be called into committee. The results of these polls will be read into the record at the next Town Council meeting. Members of the public may request, via the Clerk, to be copied into any correspondence.

c. Applications for consideration:

Councillor Miller joined the meeting.

PA22/08631

Mr Roland Clarke – **315 New Road Saltash PL12 6HL**

Permission to drop kerb and create a hard standing parking area at front of property.

Ward: Tamar

Date received: 13/10/22

Response date: 18/11/22

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and resolved to **RECOMMEND APPROVAL**.

The Chairman withdrew the below application PA22/08741 from the Agenda, as the Town Council has been informed by Cornwall Council that the application is invalid. Should an updated application be received by Cornwall Council, then this will be submitted to the Town Council for consideration.

PA22/08741

Mr & Mrs S Rogers – **Higher Castle Farm Castle Hill Forder Saltash PL12 4QW**

Erection of storage shed for small tractor, sit on mower for applicants' private use.

Ward: Trematon

Date received: 28/10/22

Response date: 18/11/22

Councillors B Samuels and P Samuels both declared an interest in the next agenda item and left the meeting.

Vice-Chairman, Councillor Dent in the chair.

The Vice-Chairman requested Members approval to allow a member of the public to speak up to three minutes in support of the PA22/08968. Members approved the Vice Chairman's request.

PA22/08968

Domino's Pizza UK & Ireland – **Unit 3 Burley Court Pillmere Drive Saltash PL12 6FH**

Change of use of the ground floor of the building from car valeting business (Use Class E) to hot food takeaway (sui generis); installation of extraction and ventilation equipment; external alterations including replacement access ramp/steps and entrance doors.

Ward: Tamar

Date received: 25/10/22

Response date: 18/11/22

It was proposed by Councillor Peggs, seconded by Councillor Bullock and resolved to **RECOMMEND APPROVAL**.

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

The Chairman, Councillor B Samuels in the chair.

PA22/09377

Mr M Pascoe – **The Ferns Carkeel Saltash PL12 6NR**

Application for a lawful development certificate for the existing use of buildings and land as a dwelling and garden land used for ancillary and incidental purposes forming the curtilage to the dwelling.

Ward: Trematon

Date received: 28/10/22

Response date: 18/11/22

It was **RESOLVED** to note.

Councillor Foster left the meeting.

Councillor Foster returned to the meeting.

PA22/09396

Mr & Mrs Vidler – **6 Drakefield Drive Saltash PL12 6BU**

Rear extension, enlarged front dormer and new raised hardstanding.

Ward: Tamar

Date received: 20/10/22

Response date: 18/11/22

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and resolved to **RECOMMEND APPROVAL**.

Councillor Lennox-Boyd declared an interest in the next agenda item and left the meeting.

PA22/09431

Mr B Venables Brunel Recycling Ltd – **Office Building At Roodscroft A388 Between Junction South Of The Cardinals Hatt And Hatt Roundabout Hatt Saltash**

New offices and welfare unit.

Ward: Trematon

It was proposed by Councillor Yates, seconded by Councillor Dent and resolved to **RECOMMEND APPROVAL** subject to compliance with the Countryside Access Officer's comment which states that Footpath 636/3/1 must remain open and accessible at all times.

Councillor Lennox-Boyd was invited and returned to the meeting.

d. Tree Applications:

PA22/09277

Mr Robin Cole China Fleet Country Club – **China Fleet Country Club Ltd Pill Lane North Pill Saltash PL12 6LJ**

Works to trees subject to a Tree Preservation Order (TPO) to fell two Oaks.

Ward: Tamar

Date received: 31/10/22

Response date: 21/11/22

The Chairman informed Members of the Saltash Town Council Voluntary Tree Wardens' Report.

It was proposed by Councillor Peggs, seconded by Councillor Foster and resolved to **RECOMMEND REFUSAL** to fell the trees subject to the Tree Officers opinion on the safety aspect of the tree location.

93/22/23 TO RECEIVE A TREE PRESERVATION ORDER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Yates, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Town Council to submit a Tree Preservation Order with regard to the Cornish Darley Oak Sapling, planted at Jubilee Green as attached.

94/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

95/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

96/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

97/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

Consultation for a reserved matters application for Phase 2 of Treledan Saltash

The Chairman informed members of a letter received from Bloor Homes regarding a Public Consultation for a reserved matters application for Phase 2 of Treledan, Saltash. The Assistant Town Clerk to forward the letter to all members with details of the online and in-person consultations on 21st and 23rd November respectively.

98/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Yates, seconded by Councillor Stoyel and **RESOLVED** to issue the following Social Media Release:

1. Bloor Homes Public consultation for a reserved matters application for Phase 2 of Treledan, Saltash.

DATE OF NEXT MEETING

Tuesday 20 December 2022 at 6.30 pm

Rising at: 7.25 pm

Signed: _____
Chairman

Dated: _____

Planning and Regeneration

Email: planning@cornwall.gov.uk

Telephone: 0300 1234 151

Website: www.cornwall.gov.uk

West	Planning & Regeneration, Cornwall Council, Dolcoath Avenue, Camborne, TR14 8SX
Central	Planning & Regeneration, Cornwall Council, Carrick House, Pydar Street, Truro, TR1 1EB
East	Planning & Regeneration, Cornwall Council, Chy Trevail, Bodmin, Cornwall, PL31 2FR
Householder Team	Planning & Regeneration, Cornwall Council, Dolcoath Avenue, Camborne, TR14 8SX

Request a Tree Preservation Order (TPO)

The Council is able to make new Tree Preservation Orders at any time that it perceives that important trees are under threat. The Council has discretion to determine when trees are important and when it would be expedient to protect them. In general, the appropriate test for making a Tree Preservation Order is that the loss or damage to the tree(s) would cause significant harm to public amenity.

Your details:

Name	Saltash Town Council
Address	The Guildhall 12 Lower Fore Street Saltash
Postcode	PL12 6JX
Phone	01752 844846
Email	planning@saltash.gov.uk
What is your interest in the land?	The land is owned and administered by Cornwall Council.
Reason for requesting a TPO	The sapling was planted on Thursday 31 st March 2022, by The Mayor and Mayoress of Saltash as part of the celebrations to mark the Queen's Platinum Jubilee. A plaque has been placed in front of the sapling which is protected by a netted cage. The sapling is highly valued as one of only a few given out every year from the 1000 year old Cornish Darley Oak, situated on the edge of Bodmin Moor. This is the only mature Darley Oak in the country and is the subject of a TPO. Once matured, this sapling will be a valuable addition to the number of young Darley Oaks throughout the region. Saltash Town Council wishes to ensure that the sapling and plaque can be preserved as part of the history of Saltash. It is hoped that as the tree grows it will provide immense pleasure and be a source of pride to both residents and visitors to the historic town of Saltash.

Details of tree(s):

Species	Darley Oak.
Age (eg young, middle aged, mature, veteran)	Young
Location	Jubilee Green, Saltash.
Address or description	Jubilee Green Saltash Cornwall
Postcode	PL12 6BN
Grid ref	Google Grid Reference: Google Grid Ref: 50.409407, -4.207254 Cornwall Council Interactive Map Reference: Ord. Survey 100049047 Grid Ref SX 43211 58942
Map	Separate plans and photographs attached.

Visibility:

Describe where the tree or trees are visible from	Jubilee Green is a significant Community Space on the waterside in Saltash. The sapling would be visible to visitors to Jubilee Green, the Waterside and can be seen by surrounding householders and passing pedestrians/vehicles.
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Threats:

Describe what are perceived to be the threats to the tree(s)	<p>The sapling could be threatened by vandalism or accidental damage.</p> <p>Any future rejuvenation of the area could put the tree at risk should it not be considered a significant addition to any new development proposals such as housing or tourist facilities.</p>
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Additional Comments:

Provide additional information here	The Queen's Platinum Jubilee is a unique national event, as no other Monarch has reached this milestone. The project entitled the Queen's Green Canopy is a national initiative to plant woodland areas and individual trees across the nation. All trees will be marked with the plaque as is the tree in Saltash. In years to come it will encourage conversation about the Platinum Jubilee and will be a piece of Saltash's history. The tree has been registered on the Green Canopy interactive map so anyone who wishes to view it can do so. In addition the tree was gifted to the Town Council as part of Cornwall Council's Landmark Tree Initiative.
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Date	15.11.2022
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Please complete and submit this form to your local Planning office.

Data Protection Act 1998

Cornwall Council confirms that it will at all times comply with the provisions and obligations applicable to it under the Data Protection Act 1998. Cornwall Council is a Data Controller under the Data Protection Act. We hold information for the purposes specified in our notification to the Information Commissioner and may use this information for any of them. We may get information about you from others, or we may give information to them. If we do it will only be as the law permits, to check the accuracy of information, prevent fraud, detect crime or to protect public funds.

Freedom of Information Act 2000

Cornwall Council as a Public Authority is subject to the provisions of the Freedom of Information Act 2000. The Freedom of Information Act will apply to the Council from the 1st January 2005. Under the Act certain confidential or commercially sensitive information supplied to the Council will, in response to a request for information under the Act, be examined in light of exemptions provided for in the Act. In the event that information supplied to the Council is disclosable under the Freedom of Information Act, then the Council will be entitled to disclose such information. If you have any concerns in relation to this clause you should seek independent legal advice.

SALTASH TOWN COUNCIL

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

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

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

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

117/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

118/22/23 DECLARATIONS OF INTEREST:

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

None.

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

None.

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

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

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

It was **RESOLVED** to note.

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

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

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

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

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

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

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

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

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

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

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

DATE OF NEXT MEETING

Tuesday 10 January 2023 at 6.30 pm

Rising at: 6.55 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL
SUMMARY OF EXPENDITURE PLANNED FOR 2023/2024

	2022/2023	2023/2024	Percentage increase/ decrease %
	£	£	
Burial Authority : Churchtown	35,191	34,616	-1.6
Burial Board : St Stephen's	31,046	28,489	-8.2
Services	738,658	757,687	2.6
Policy & Finance	525,029	575,162	9.5
Personnel	12,668	12,661	-0.1
TOTAL EXPENDITURE	1,342,592	1,408,615	4.9
Less Income, Refunds, Grants	73,155	100,862	37.9
Planned Budget	1,269,437	1,307,753	3.0
Add Funding for Devolved Contingency			
Less Central Government Council Tax Support Funding	13,747	-	
Precept	1,255,690	1,307,753	4.15
Amount per Band D Dwelling: Tax Base 23/24 : 5514.28	228.78	237.16	3.66
<u>Capital & Reserves</u>	<u>2021/2022</u>	<u>2022/2023</u>	
Capital Works arising from Assets and Services Required			
(General Reserves)	259,922	308,503	
Earmarked Reserve	562,512	817,954	
Saltash Waterfront Revitalisation Grant	16,046	-	
S106 (LIDL)	2,540	-	
S106 (Waitrose)	7,501	4,961	
Contingency 5.5 Months	584,870	599,387	
Estimated Reserves at 31st March:	1,433,391	1,730,805	
Employees at 31st March:	22.8 FTE	19.3 FTE	

Further details are available if required between Opening Hours: Mon - Fri 10am to 1pm, 2pm to 4pm from
Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX
Telephone : 01752 844846 www.saltash.gov.uk

Burial Authority Committee - Burial Authority Budget 2022-23
Saltash Town Council
For the year ended 31 August 2022

Account	Actual Received/S pend 2021/22	EMF Balances 8/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/S pend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept 2023/24	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Operating Income												
Burial Authority Income												
4612 BA Cemetery Fees (Churchtown)	23,510	0	0	17,500	9,109	8,391	21,862	Based on current year income	24,070	26,501	29,177	32,124
4614 BA Memorial Bench Income (Churchtown)	292	0	0	0	583	(583)	1,000	Based on current year income	1,101	1,212	1,335	1,469
Total Burial Authority Income	23,802	0	0	17,500	9,692	7,808	22,862		25,171	27,713	30,512	33,594
Total Operating Income	23,802	0	0	17,500	9,692	7,808	22,862		25,171	27,713	30,512	33,594
Operating Expenditure												
Burial Authority Expenditure												
6000 BA Petrol	120	0	0	300	87	213	378	costs as of 30/09/22 are 26% higher, have raised by this figure	416	458	504	555
6001 BA Machinery Maintenance Costs	38	0	0	250	0	250	275	Increased by CPI 10.1%	303	334	367	404
6003 BA Health & Safety	0	0	0	50	0	50	55	Increased by CPI 10.1%	61	67	73	81
6004 BA General Site Maintenance	233	0	0	500	557	(57)	613	Increased by CPI 10.1%	675	744	819	901
6005 BA Fire Extinguishers	61	0	0	82	41	41	90	Increased by CPI 10.1%	99	109	120	133
6008 BA Tree Survey & Tree Maintenance	81	0	0	718	718	0	791	Increased by CPI 10.1%	870	958	1,055	1,162
6009 BA Electricity Costs	206	0	0	276	34	242	690	Increased by 150% relative to last years budget	760	836	921	1,014
6010 BA PWLB Loan Repayment & Interest	21,385	0	0	21,385	10,692	10,693	21,385	Fixed	21,385	23,545	25,923	28,541
6011 BA Water	0	0	0	331	0	331	364	Increased by CPI 10.1%	401	442	486	536
6012 BA Memorial Bench (Expenditure)	0	0	0	0	147	(147)	0		0	0	0	0
6013 BA Security Alarm Maintenance	156	0	0	157	119	38	173	Increased by CPI 10.1%	190	210	231	254
6014 BA Cemetery Software Subscription	290	0	0	299	288	11	329	Increased by CPI 10.1%	362	399	439	484
Total Burial Authority Expenditure	22,569	0	0	24,348	12,684	11,664	25,144		25,524	28,102	30,940	34,065
Burial Authority Staffing Expenditure												
Burial Authority Staffing Expenses	152	0	0	269	46	223	296	Staff Clothing £59 Travelling costs £34 Staff Mobiles £203 2022/23 + CPI @ 10.1%	326	359	395	435
6666 ST BA Staff Training (Churchtown)	0	0	0	206	0	206	227	Increased by CPI 10.1%	250	275	303	333
Burial Authority Staffing Costs	7,718	0	0	10,368	4,756	5,612	8,949	NJC Scales 2022-2023 + 3% (BA - 30%)	9,853	10,848	11,944	13,150
Total Burial Authority Staffing Expenditure	7,869	0	0	10,843	4,802	6,041	9,472		10,429	11,482	12,642	13,918
Total Operating Expenditure	30,439	0	0	35,191	17,487	17,704	34,616		35,952	39,584	43,582	47,983
Total Burial Authority Operating Expenditure	30,439	0	0	35,191	17,487	17,704	34,616		35,952	39,584	43,582	47,983
Total Burial Authority Operating Surplus/ (Deficit)	(6,637)	0	0	(17,691)	(7,794)	(9,897)	(11,754)		(10,782)	(11,871)	(13,070)	(14,390)
Burial Authority EMF Expenditure												
6070 BA EMF Churchtown Cemetery Capital Works	0	7,668	0	0	0	7,668	0		0	0	0	0
6071 BA EMF Replace Machinery & Equipment	0	14,967	0	0	0	14,967	0		0	0	0	0
6073 BA EMF Memorial Garden	2,498	5,000	0	0	800	4,200	0		0	0	0	0
6692 ST BA EMF Staff Contingency (Churchtown)	0	1,200	0	0	0	1,200	0	£250 not required	0	0	0	0
Total Burial Authority EMF Expenditure	2,498	28,835	0	0	800	28,035	0		0	0	0	0
Total Burial Authority Expenditure (Operational & EMF)	32,937	28,835	0	35,191	18,286	45,740	34,616		35,952	39,584	43,582	47,983
Total Burial Authority Budget Surplus/ Deficit	(9,135)	(28,835)	0	(17,691)	(8,594)	(37,932)	(11,754)		(10,782)	(11,871)	(13,070)	(14,390)

Joint Burial Board Committee - Burial Board Budget 2022-23
Saltash Town Council
For the 5 months ended 31 August 2022

Account	Actual Received/S pend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/S pend YTD 2022/23	Actual Funds to Receive/ Available to Date 2022/23	Precept 2023/24	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Burial Board Operating Income												
Burial Board Income												
4600 BB Cemetery Fees (St. Stephens)	8,692	0	0	7,500	8,250	(750)	11,000	Based on current year income	12,111	13,334	14,681	16,164
4605 BB SLA Payment Grass Cutting	561	0	0	564	585	(21)	621	last years budget +10.1% CPI	578	636	701	771
Total Burial Board Income	9,253	0	0	8,064	8,835	(771)	11,621		12,689	13,971	15,382	16,935
Total Burial Board Operating Income	9,253	0	0	8,064	8,835	(771)	11,621		12,689	13,971	15,382	16,935
Burial Board Operating Expenditure												
Burial Board Expenditure												
6100 BB Petrol	279	0	0	400	202	198	504	Fuel has risen 26% relative to this time last year, so budgeted based on that increase	555	611	673	741
6101 BB Machinery Maintenance Costs	535	0	0	650	0	650	716	Increased by CPI 10.1%	788	868	955	1,052
6103 BB Health & Safety	0	0	0	100	0	100	110	Increased by CPI 10.1%	121	133	147	162
6104 BB General Site Maintenance	714	0	0	1,281	0	1,281	1,410	Increased by CPI 10.1%	1,553	1,710	1,882	2,072
6108 BB Tree Survey & Tree Maintenance	396	0	0	3,312	1,120	2,192	3,647	Increased by CPI 10.1%	4,015	4,420	4,867	5,358
Total Burial Board Expenditure	1,923	0	0	5,743	1,322	4,421	6,387		7,032	7,742	8,524	9,385
Burial Board Staffing Expenditure												
Burial Board Staff Expenses	304	0	0	628	108	520	691	Staff clothing £138 Travel expenses £80 Staff Mobiles £473 - Increased by CPI 10.1%	761	838	923	1,016
6670 ST BB Staff Training (St. Stephens)	133	0	0	481	0	481	530	Increased by CPI 10.1%	583	642	707	778
Burial Board Staffing Costs	17,329	0	0	24,194	10,618	13,576	20,881	NJC Scale 2022-2023 + 3% (BB - 70%)	22,990	25,312	27,868	30,683
Total Burial Board Staffing Expenditure	17,767	0	0	25,303	10,726	14,577	22,102		24,334	26,792	29,498	32,477
Total Burial Board Operating Expenditure	19,691	0	0	31,046	12,049	18,997	28,489		31,366	34,534	38,022	41,862
Total Burial Board Operating Expenditure	19,691	0	0	31,046	12,049	18,997	28,489		31,366	34,534	38,022	41,862
Total Burial Board Operating Surplus/ (Deficit)	(10,438)	0	0	(22,982)	(3,214)	(19,768)	(16,868)		(18,677)	(20,563)	(22,640)	(24,927)
Burial Board EMF Expenditure												
6170 BB EMF Repairs to Cemetery Wall	0	920	0	0	0	920	0		0	0	0	0
6693 ST BB EMF Staff Contingency (St Stephens)	0	2,800	0	0	0	2,800	0	£820 not required	0	0	0	0
Total Burial Board EMF Expenditure	0	3,720	0	0	0	3,720	0		0	0	0	0
Total Burial Board Expenditure (Operational & EMF)	19,691	3,720	0	31,046	12,049	22,717	28,489		31,366	34,534	38,022	41,862
Total Burial Board Budget Surplus/Deficit	(10,438)	(3,720)	0	(22,982)	(3,214)	(23,488)	(16,868)		(18,677)	(20,563)	(22,640)	(24,927)

Account	Actual Received/Sp end 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Sp end YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept 2023/24	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Service Delivery Operating Income												
Service Delivery Income												
Grounds & Premises Income												
4500 SE Allotment Rents	3,328	0	0	3,300	3,377	(77)	4,000	Churchtown - 50 plots = £50 + £10 water Grenfell - 15 plots - £30.00 plots - £45 + £10 water	4,404	4,849	5,339	5,878
4510 SE Public Footpath Grant	1,526	0	0	1,564	1,573	(9)	1,722	Added 10.1% CPI	1,896	2,087	2,298	2,530
4511 SE Christmas Event income	0	0	0	0	0	0	150		165	182	200	220
4512 SE Misc Income Grounds & Premises	104	0	0	0	1,347	(1,347)	0	Monies charged to Saltash bowls club to pay water bill .	0	0	0	0
4513 - SE Water Rates Income (Propose new code)	0	0	0	0	0	0	3,560	New code for Saltash Bowls Water Rates income +10.1% CPI				
4523 SE Service Delivery Income - Seagull Bags	1,332	0	0	1,753	640	1,113	2,003		2,205	2,428	2,673	2,943
	6,290	0	0	6,617	6,937	(320)	11,434		8,670	9,546	10,510	11,572
Town & Waterfront Income												
4520 SE Waterfront Income - Trusted Boat Scheme	0	0	0	4,000	1,752	2,248	4,265		4,696	5,170	5,692	6,267
4521 SE Waterfront Income - Annual Mooring Fees	7,939	0	0	9,000	3,928	5,072	10,800		11,891	13,092	14,414	15,870
4522 SE Waterfront Income - Daily Mooring Fees	1,339	0	0	2,000	823	1,177	2,400		2,642	2,909	3,203	3,527
	9,277	0	0	15,000	6,503	8,497	17,465		19,229	21,171	23,309	25,664
	15,567	0	0	21,617	13,440	8,177	28,899		27,899	30,717	33,820	37,235
	15,567	0	0	21,617	13,440	8,177	28,899		27,899	30,717	33,820	37,235
Service Delivery Operating Expenditure												
Service Delivery Expenditure												
Grounds & Premises Expenditure												
6209 PF Oyster Beds	0	0	0	1	0	1	1		1	1	1	1
6500 SE Tree Survey and Tree Maintenance	0	0	0	10,000	4,150	5,850	11,010	current budget +10.1%CPI	12,122	13,346	14,694	16,178
6503 SE Allotments	721	0	0	1,200	778	422	1,321	current budget +10.1%CPI	1,455	1,602	1,763	1,941
6506 SE Grounds Maintenance & Watering (6506)	7,529	0	0	12,000	4,493	7,507	10,000	Based on current expenditure	11,010	12,122	13,346	14,694
6508 SE Public Toilets (Operational Costs)	4,909	0	0	4,024	1,651	2,373	4,430	current budget +10.1%CPI	4,878	5,371	5,913	6,510
6517 SE Cross (Maintenance)	198	0	0	3,000	258	2,742	3,303	current budget +10.1%CPI	3,637	4,004	4,408	4,854
6525 GR Public Toilets (Repairs & Maintenance Costs)	3,019	0	0	2,500	876	1,624	2,753	current budget +10.1%CPI	3,031	3,337	3,674	4,045
6526 SE Tools, Equipment & Materials (Store & All Areas)	4,499	0	0	3,000	1,938	1,062	3,303	current budget +10.1%CPI	3,637	4,004	4,408	4,854
6529 G&P Refuse Disposal	5,076	0	0	5,500	2,255	3,245	6,056	current budget +10.1%CPI	6,667	7,340	8,082	8,898
6907 SE Seagulls Bags	1,089	0	0	1,818	303	1,515	2,002	current budget +10.1%CPI	2,204	2,426	2,671	2,941
Grounds & Premises Expenditure Total							44,178		48,640	53,553	58,962	64,917
Longstone Expenditure												
7100 LO Rates - Longstone	2,104	0	0	2,157	(4,104)	6,261	2,375	current budget +10.1%CPI. Vire £2157 to EMF Utilities & Rates	2,615	2,879	3,170	3,490
7101 LO Water Rates - Longstone	547	0	0	411	1,310	(899)	4,012	Previous years budget + 10.1% CPI + Income from Water Rates figure (4513)	4,417	4,863	5,355	5,895
7103 LO Electricity - Longstone	1,262	0	0	2,461	(229)	2,690	6,153	Current Budget + 150% based on current expenditure and current economic factors.	6,774	7,458	8,211	9,041
7104 LO Fire & Security Alarm - Longstone	409	0	0	917	357	561	1,010	current budget +10.1%CPI	1,112	1,224	1,347	1,484
7105 LO Fire Extinguishers - Longstone (merge code with 7104)	0	0	0	0	0	0	0	Merge with 7104 LO Fire & Security Alarm - Longstone	0	0	0	0
7107 LO Rent - Longstone	4,500	0	0	4,500	2,310	2,190	4,955	current budget +10.1%CPI	5,455	6,006	6,612	7,280
7108 LO Cleaning Materials & Equipment - Longstone	273	0	0	615	367	248	677	current budget +10.1%CPI	746	821	904	995
7110 LO General Repairs & Maintenance - Longstone	693	0	0	500	78	422	551	current budget +10.1%CPI	606	667	735	809
7114 LO Equipment - Longstone	690	0	0	1,025	52	973	1,129	current budget +10.1%CPI	1,243	1,368	1,506	1,658
7121 LO IT & Office Costs - Longstone	1,053	0	0	1,031	77	954	750	Based on current expenditure	826	909	1,001	1,102
Total Longstone Expenditure	11,530	0	0	13,617	216	13,401	21,610		23,792	26,195	28,841	31,754
Town & Waterfront Expenditure	38,569	0	0	56,660	16,919	39,741	65,788		72,433	79,748	87,803	96,670
6504 SE Street Furniture (Maintenance)	923	0	0	1,500	315	1,185	2,000	Requested increase due to recent vandalism	2,202	2,424	2,669	2,939
6505 SE Street Lighting	630	0	0	300	144	156	750	Current Budget + 150% based on current expenditure and current economic factors	826	909	1,001	1,102
6511 SE Tourism & Signage	0	0	0	1,025	0	1,025	250	Based on current expenditure	275	303	334	367
6512 SE Bus Shelters (Maintenance)	0	0	0	513	0	513	565	current budget +10.1%CPI	622	685	754	830
6515 SE Festive Lights Maintenance & Electricity	756	0	0	1,400	(277)	1,677	3,500	Current Budget + 150% based on current expenditure and current economic factors	3,854	4,243	4,671	5,143
6519 SE Flags & Bunting	2,653	0	0	2,500	880	1,620	2,753	current budget +10.1%CPI	3,031	3,337	3,674	4,045
6522 SE Pontoon (Maintenance Costs) (6522)	2,800	0	0	6,000	7,173	(1,173)	6,606	current budget +10.1%CPI	7,273	8,008	8,817	9,707

6524 SE Vehicle Maintenance and Repair Costs	9,799	0	0	10,000	5,378	4,622	12,600	Prices have gone up by 26% relative to October 2021, have costed accordingly	13,873	15,274	16,816	18,515
6527 SE Salt Bins Refill	521	0	0	1,031	0	1,031	500	Based on usage	551	606	667	735
6528 SE Pontoon Accommodation	5,777	0	0	10,827	3,103	7,724	11,921	Hire of Pontoon hut £3,696 - current budget +10.1%CPI	13,125	14,450	15,910	17,516
	23,857	0	0	35,096	16,716	18,380	41,444		45,630	50,238	55,312	60,899
	62,426	0	0	91,756	33,635	58,121	107,232		118,062	129,987	143,115	157,569
Service Delivery Staffing Expenditure												
Service Delivery Staffing Expenses	6,125	0	0	4,999	2,011	2,988	5,504	current budget +10.1%CPI 6673 Clothing - £2,270 6674 - Mobiles £2,325 6675 Travel - £909	6,060	6,672	7,346	8,088
6676 ST Services Delivery Staff Training	6,340	0	0	10,000	4,709	5,291	11,010	current budget +10.1%CPI	12,122	13,346	14,694	16,178
Service Delivery Staffing Costs	192,423	0	0	292,859	89,032	203,827	217,402	NJC Scale 2022-2023 + 3%	239,360	263,535	290,152	319,457
	204,888	0	0	307,858	95,752	212,106	233,916		257,541	283,553	312,192	343,723
	267,314	0	0	399,614	129,386	270,228	341,148		375,604	413,540	455,307	501,293
Total Service Delivery Operating Expenditure	267,314	0	0	399,614	129,386	270,228	341,148		375,604	413,540	455,307	501,293
Total Service Delivery Operating Surplus/ (Deficit)	(251,747)	0	0	(377,997)	(115,947)	(262,050)	(312,248)		(347,704)	(382,823)	(421,488)	(464,057)
Service Delivery EMF Expenditure												
Grounds & Premises EMF Expenditure												
6471 GH EMF Heritage Centre	96	4,960	0	5,000	2,071	7,889	0		0	0	0	0
6571 SE EMF Saltash Recreation Areas	1,249	29,560	0	10,000	0	39,560	20,000	Added by Property Maintenance on 11/10/2022	0	0	0	0
6580 SE EMF Public Toilets (Capital Works)	0	0	0	10,000	1,690	8,310	0		0	0	0	0
6588 EMF Victoria Gardens	0	10,000	0	0	0	10,000	0		0	0	0	0
6589 EMF Community Tree Planting Initiatives	0	0	0	2,000	0	2,000	2,000		2,000	2,000	2,000	2,000
Total Grounds & Premises EMF Expenditure	1,345	44,520	0	27,000	3,761	67,759	22,000		2,000	2,000	2,000	2,000
Longstone EMF Expenditure												
7170 LO EMF Longstone Depot Capital Works	0	500	0	0	0	500	2,000	Added by Property Maintenance on 11/10/2022	0	0	0	0
	0	500	0	0	0	500	2,000		0	0	0	0
	1,345	45,020	0	27,000	3,761	68,259	24,000		2,000	2,000	2,000	2,000
Town & Waterfront EMF Expenditure												
6570 SE EMF Notice Boards (Repair & Replace)	0	1,839	0	0	30	1,809	0		0	0	0	0
6572 SE EMF Festive Lights (6572)	9,263	1,319	0	10,000	0	11,319	10,000		10,000	10,000	10,000	10,000
6573 SE EMF Public Art & Maintenance	0	1,443	0	0	0	1,443	0		0	0	0	0
6574 SE EMF Salt Bins	264	2,464	0	0	0	2,464	0		0	0	0	0
6575 SE EMF Street Furniture (New & Replace)	301	2,448	0	0	398	2,050	0		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	5,000
6582 SE EMF Town War Memorial (6582)	0	1,978	0	0	0	1,978	0		0	0	0	0
6584 SE EMF Pontoon Maintenance Costs	4,566	6,131	0	0	73	6,058	0	Forecast Added by Property Maintenance on 11/10/2022	10,000	10,000	10,000	10,000
6585 SE EMF Utilities & Rates (new code)	0	0	0	0	0	0	0	Virements. £2157 from 7100 Rates - Longstone				
7000 EMF Staff Contingency (Service Delivery)	30,705	18,534	0	0	0	18,534	3,207	Increase to 10% of Staffing Costs (£21741)	0	0	0	0
	60,137	40,905	0	30,000	501	70,404	13,207		25,000	25,000	25,000	25,000
	61,481	85,925	0	57,000	4,262	138,663	37,207		27,000	27,000	27,000	27,000
Total Service Delivery Expenditure (Operational & EMF)	328,796	85,925	0	456,614	133,648	408,891	378,355		402,604	440,540	482,307	528,293
Total Service Delivery Budget Surplus/ (Deficit)	(313,228)	(85,925)	0	(434,997)	(120,209)	(400,713)	(349,455)		(374,704)	(409,823)	(448,488)	(491,057)

Services Committee - Guildhall Budget 2022-23
Saltash Town Council
For the year ended 31 August 2022

Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds to Receive/ Available to Date 2022/23	Precept 2023/24	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Guildhall Operating Income												
Guildhall Income												
4200 GH Income - Guildhall Bookings	1,899	0	0	10,261	1,121	9,140	10,261		11,297	12,438	13,695	15,078
4201 GH Income - Guildhall Refreshments	98	0	0	257	119	138	257		283	312	343	378
4206 GH Income - Guildhall Misc Property Income	1	0	0	232	0	232	232		255	281	310	341
Total Guildhall Income	1,998	0	0	10,750	1,240	9,510	10,750		11,836	13,031	14,347	15,796
	1,998	0	0	10,750	1,240	9,510	10,750		11,836	13,031	14,347	15,796
Guildhall Operating Expenditure												
Guildhall Expenditure												
6400 GH Rates - Guildhall (6400)	8,608	0	0	8,908	8,608	300	9,808	last year budget + CPI 10.1%	10,798	11,889	13,090	14,412
6401 GH Water Rates - Guildhall (6401)	532	0	0	769	294	475	847	last year budget + CPI 10.1%	932	1,026	1,130	1,244
6402 GH Gas - Guildhall (6402)	1,812	0	0	2,600	457	2,143	6,500	Current Budget + 150% based on current expenditure and current economic factors.	7,157	7,879	8,675	9,551
6403 GH Electricity - Guildhall (6403)	3,383	0	0	5,200	838	4,362	13,000	Current Budget + 150% based on current expenditure and current economic factors.	14,313	15,759	17,350	19,103
6404 GH Fire & Security Alarm - Guildhall (6404)	1,024	0	0	1,268	703	565	1,396	last year budget + CPI 10.1%	1,537	1,692	1,863	2,051
6408 GH Cleaning Materials & Equipment - Guildhall (6408)	1,058	0	0	1,025	703	322	1,129	last year budget + CPI 10.1%	1,243	1,368	1,506	1,658
6409 GH Boiler Service & Maintenance	218	0	0	1,031	119	912	1,135	last year budget + CPI 10.1%	1,250	1,376	1,515	1,668
6410 GH General Repairs & Maintenance	2,509	0	0	2,578	1,258	1,320	2,838	last year budget + CPI 10.1%	3,125	3,441	3,788	4,171
6411 GH TV License & PRS	21	0	0	0	0	0	1,000	PRS needed for Town Speakers estimate added to budget - Propose name change of GH Entertainment Licenses	1,101	1,212	1,335	1,469
6412 GH Lift Service & Maintenance	2,301	0	0	3,000	2,295	705	3,303	last year budget + CPI 10.1%	3,637	4,004	4,408	4,854
6413 GH Refreshment Costs - Guildhall	271	0	0	376	49	327	414	last year budget + CPI 10.1%	456	502	553	608
6414 GH Equipment - Guildhall	951	0	0	1,006	99	907	1,108	last year budget + CPI 10.1%	1,219	1,343	1,478	1,628
6418 GH Professional Fees	960	0	0	1,052	0	1,052	10,000	Increased to £10,000 in Services meeting 13/10/22	11,010	12,122	13,346	14,694
6420 GH Legionella Risk Assessment (Guildhall)	420	0	0	454	140	314	500	last year budget + CPI 10.1%	550	606	667	735
Total Guildhall Expenditure	24,070	0	0	29,267	15,561	13,706	52,977		58,328	64,219	70,705	77,846
Guildhall Staffing Expenditure												
Guildhall Staffing Expenses	197	0	0	412	123	289	454	last year budget + CPI 10.1% - 6677 Travel & Mobiles £227. 6679 Clothing £227	499	550	605	667
6678 ST GH Staff Training (Guildhall)	391	0	0	513	16	497	565	last year budget + CPI 10.1%	622	685	754	830
Guildhall Staffing Costs	22,416	0	0	27,480	8,486	18,994	37,386	NJC Scale 2022-2023 + 3%	41,162	45,319	49,897	54,936
Total Guildhall Staffing Expenditure	23,004	0	0	28,405	8,625	19,780	38,404		42,283	46,554	51,256	56,433
	47,074	0	0	57,672	24,186	33,486	91,381		100,611	110,773	121,961	134,279
Total Guildhall Operating Expenditure	47,074	0	0	57,672	24,186	33,486	91,381		100,611	110,773	121,961	134,279
Total Guildhall Operating Surplus/ Deficit	(45,076)	0	0	(46,922)	(22,946)	(23,976)	(80,631)		(88,775)	(97,741)	(107,613)	(118,482)
Guildhall EMF Expenditure												
6470 GH EMF Guildhall Maintenance	0	47,593	0	20,000	620	66,973	20,000	Minute 62/21/22 of Extraordinary Services meeting resolved to Precept £5,000 in 2023/24 to 6470 + £10,000 Proposed by Property Maintenance on 11/10/2022. £5,000 added on 14/11/2022	0	0	0	0
6696 ST GH EMF Staff Contingency (Guildhall)	0	3,000	0	0	0	3,000	739	10% of Staffing Costs (£3739)	0	0	0	0
	0	50,593	0	20,000	620	69,973	20,739		0	0	0	0
Total Guildhall Expenditure (Operational & EMF)	47,074	50,593	0	77,672	24,806	103,459	112,120		100,611	110,773	121,961	134,279
Total Guildhall Budget Surplus/ (Deficit)	(45,076)	(50,593)	0	(66,922)	(23,566)	(93,949)	(101,370)		(88,775)	(97,741)	(107,613)	(118,482)

Account	Actual Received/S pend 2021/22	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 2023/2024	Notes	Budget 2024/25	Budget 2025/26	Budget 2027/28	Budget 2028/29
Library Operating Income												
Library Income												
4517 LI Library - Fines (Collected on behalf of CC)	260	0	0	650	589	61	48	Based on this years figures	53	58	64	71
4518 LI Library - Photocopying Fees	372	0	0	800	258	543	600		661	727	801	882
4524 LI Library Book Sales	339	0	0	300	227	74	320	£120 (Bookshelf Gift Vouchers)	352	388	427	470
4526 LI Library Activity Income	0	0	0	250	0	250	250		275	303	334	367
4527 LI Library Café Rental Income (new name)	0	0	0	750	0	750	50	Change to Library Vending Machines Income	55	61	67	73
4528 Library Merchandise Income (delete code)	0	0	0	750	0	750	0	Propose to delete code	0	0	0	0
4529 Library Activities Sponsorship	0	0	0	600	0	600	600		661	727	801	882
Total Library Income	970	0	0	4,100	1,073	3,027	1,868		2,057	2,264	2,493	2,745
Total Library Operating Income	970	0	0	4,100	1,073	3,027	1,868		2,057	2,264	2,493	2,745
Library Operating Expenditure												
Library Expenditure												
6900 LI Rates - Library	13,473	0	0	14,354	13,473	881	15,804	Last years Budget + 10.1% CPI	17,400	19,157	21,092	23,223
6901 LI Water Rates - Library	0	0	0	331	0	331	364	Last years Budget + 10.1% CPI.	401	442	486	536
6902 LI Gas - Library	1,864	0	0	2,249	329	1,920	5,623	Current Budget + 150% based on current expenditure and current economic factors	6,190	6,816	7,504	8,262
6903 LI Electricity - Library	2,055	0	0	2,000	357	1,643	5,000	Current Budget + 150% based on current expenditure and current economic factors	5,505	6,061	6,673	7,347
6904 LI Fire & Security Alarm - Library	550	0	0	938	490	448	1,033	Last years Budget + 10.1% CPI	1,137	1,252	1,378	1,518
6908 LI Cleaning Materials & Equipment - Library	965	0	0	1,684	183	1,501	1,854	Last years Budget + 10.1% CPI	2,041	2,248	2,475	2,724
6909 LI Boiler Service & Maintenance - Library	86	0	0	1,031	119	912	1,135	Last years Budget + 10.1% CPI	1,250	1,376	1,515	1,668
6910 LI General Repairs & Maintenance - Library	908	0	0	2,062	716	1,346	2,270	Last years Budget + 10.1% CPI	2,500	2,752	3,030	3,336
6911 LI TV License & PRS - Library	57	0	0	0	0	0	428		471	519	571	629
6913 LI Refreshment Costs - Library	0	0	0	258	0	258	284	Last years Budget + 10.1% CPI	313	344	379	417
6914 LI Equipment - Library	186	0	0	750	49	701	750	Last years Budget	826	909	1,001	1,102
6918 LI Professional Fees (Private Contractors)	0	0	0	1,031	0	1,031	20,000	minute 26/22/23 or Library sub-committee meeting 07/09/22 increase to £20,000	22,020	24,244	26,693	29,389
6920 LI Legionella Risk Assessment - Library	455	0	0	450	140	310	495	Last years Budget + 10.1% CPI	545	601	661	728
6921 LI IT & Office Costs - Library	5,127	0	0	1,500	811	689	1,652	Last years Budget + 10.1% CPI	1,818	2,002	2,204	2,427
6922 LI Library Activities	1,617	0	0	3,000	606	2,394	2,370	Library Sub Committee reduced budget on 07/09/2022	2,609	2,873	3,163	3,483
6923 LI PWLB Loan Repayment & Interest	0	0	21,500	1,500	0	23,000	23,000	£23,000 annually	23,000	23,000	23,000	23,000
Total Library Expenditure	27,343	0	21,500	33,138	17,274	37,364	82,062		88,027	94,595	101,826	109,787
Library Staffing Expenditure												
Library Staff Expenses	411	0	0	1,947	50	1,898	2,144	6681 Travelling Expenses £869 6680 Staff Clothing £1,275	1,996	2,198	2,420	2,664
6682 ST LI Staff Training (Library)	592	0	0	1,000	0	1,000	1,101	Last years Budget + 10.1% CPI	1,025	1,129	1,243	1,368
Library Staffing Costs	111,702	0	0	124,372	30,119	94,253	136,189	NJC Scale 2022-2023 + 3%	128,105	141,044	155,289	170,973
Total Library Staffing Expenditure	112,705	0	0	127,319	30,169	97,150	139,434		131,126	144,370	158,951	175,005
Total Operating Expenditure	140,048	0	21,500	160,457	47,442	134,515	221,496		219,153	238,965	260,777	284,793
Total Library Operating Expenditure	140,048	0	21,500	160,457	47,442	134,515	221,496		219,153	238,965	260,777	284,793
Total Library Operating Surplus/ Deficit	(139,077)	0	(21,500)	(156,357)	(46,369)	(131,488)	(219,628)		(217,096)	(236,700)	(258,284)	(282,048)
Library EMF Expenditure												
6971 LI EMF Saltash Library Property Refurbishment	4,114	24,174	199,930	0	9,283	214,821	10,000		0	0	0	0
6972 LI EMF Library Equipment & Furniture	18,771	13,146	0	0	830	12,316	0		0	0	0	0
6973 LI EMF Loan Repayments	0	44,500	(21,500)	0	0	23,000	0		0	0	0	0
6974 LI EMF Tresorys Kernow Funding (new name)	0	0	1,215	0	965	250	0	New name EMF Library Funding	0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	3,844	0	11,156	0	15,000	0		0	0	0	0
Total Library EMF Expenditure	22,885	85,664	179,645	11,156	11,078	265,387	10,000		0	0	0	0
Total Library Expenditure (Operational & EMF)	162,933	85,664	201,145	171,613	58,521	399,901	231,496		219,153	238,965	260,777	284,793
Total Library Budget Surplus/ (Deficit)	(161,963)	(85,664)	(201,145)	(167,513)	(57,448)	(396,874)	(229,628)		(217,096)	(236,700)	(258,284)	(282,048)

To/From Reserves & Budget Virements 2022/23

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

Services Committee - Isambard House (Station Building) Budget 2023-24
Saltash Town Council
For the year ended 31 August 2022

Account	Actual Received/Spe nd 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spe nd YTD 2022/23	Actual Funds To Receive/Availabl e to Date 2022/23	Precept 2023/24	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Isambard House Operating Income												
Isambard House Income												
4301 SA Isambard House - Bookings	1,962	0	0	5,000	3,477	1,523	10,000		11,010	12,122	13,346	14,694
4302 SA Isambard - Refreshment Income	22	0	0	1,000	0	1,000	500		551	606	667	735
4504 - SA Isambard - Café Rental (Propose New Code)							5,000	Based on full letting from 01/04/23 @£100PW	5,505	6,061	6,673	7,347
Total Isambard House Income	1,983	0	0	6,000	3,477	2,523	15,500		17066	18789	20687	22776
Total Isambard House Operating Income	1,983	0	0	6,000	3,477	2,523	15,500		17,066	18,789	20,687	22,776
Isambard House Operating Expenditure												
Isambard House Expenditure												
6800 SA Rates - Isambard House	3,543	0	0	3,750	3,543	207	4,125	Last Years Budget + 10.1% CPI added	4,546	5,005	5,510	6,067
6801 SA Water Rates - Isambard House	(53)	0	0	586	0	586	645	Last Years Budget + 10.1% CPI added.	710	782	861	948
6802 SA Gas - Isambard House	902	0	0	2,430	(197)	2,627	6,075	Current Budget + 150% based on current expenditure and current economic factors.	6,689	7,364	8,108	8,927
6803 SA Electricity - Isambard House	(159)	0	0	3,608	0	3,608	9,020	Current Budget + 150% based on current expenditure and current economic factors.	9,931	10,934	12,038	13,254
6804 SA Fire & Security Alarm - Isambard House	774	0	0	978	644	334	1,000	Set by Station Sub Committee	1,101	1,212	1,335	1,469
6808 SA Cleaning Materials & Equipment - Isambard House	1,669	0	0	1,538	489	1,049	1,693	Last Years Budget + 10.1% CPI added	1,864	2,053	2,260	2,488
6810 SA General Repairs & Maintenance - Isambard House	445	0	0	750	181	569	1,000	Set by Station Sub Committee	1,101	1,212	1,335	1,469
6811 SA TV License & PRS - Isambard House	0	0	0	2,132	0	2,132	0	Vire 2022/23 budget to new code (6872)	0	0	0	0
6813 SA Refreshments Costs - Isambard House	552	0	0	210	0	210	210	No increase	231	255	280	309
6814 SA Equipment - Isambard House	954	0	0	989	0	989	989	No increase	1,089	1,199	1,320	1,453
6818 SA Professional Costs - Isambard House	250	0	2,000	1,052	0	3,052	2,000	Virement from minute 8/22/23 as of 24/08/22	2,202	2,424	2,669	2,939
6821 SA IT & Office Costs - Isambard House	0	0	(500)	1,000	0	500	1,000	Virement from minute 8/22/23 as of 24/08/22	1,101	1,212	1,335	1,469
6822 SA Activities & Events	0	0	(1,500)	2,000	0	500	1,000	Virement from minute 8/22/23 as of 24/08/22	1,101	1,212	1,335	1,469
Total Isambard House Expenditure	8,877	0	0	21,023	4,660	16,363	28,761		31,666	34,864	38,386	42,263
Isambard House Staffing Expenditure												
6671 Staff Expenses - Isambard House	0	0	0	256	0	256	282	Last Years Budget + 10.1% CPI added - Merge with 6671	310	342	376	414
6672 ST SA Staff Training - Isambard House	0	0	0	1,025	0	1,025	1,129	Last Years Budget + 10.1% CPI added - Merge with 6672	1,243	1,368	1,506	1,658
Station Staffing Expenses	0	0	0	6,814	0	6,814	0	Moved budget to Guildhall	0	0	0	0
Total Isambard House Staffing Expenditure	0	0	0	8,095	0	8,095	1,410		1,553	1,710	1,882	2,037
Total Operating Expenditure	8,877	0	0	29,118	4,660	24,458	30,172		33,219	36,574	40,268	43,570
Total Isambard House Operating Expenditure	8,877	0	0	29,118	4,660	24,458	30,172		33,219	36,574	40,268	44,299
Total Isambard House Operating Surplus/ (Deficit)	(6,893)	0	0	(23,118)	(1,183)	(21,935)	(14,672)		(16,153)	(17,785)	(19,581)	(21,523)
Isambard House EMF Expenditure												
6473 SA EMF Station Building (Purchase & Capital Works)	40,967	92,745	0	0	35,000	57,745	0		0	0	0	0
6870 SA EMF Isambard House	6,508	18,492	0	0	0	18,492	0		0	0	0	0
6871 SA EMF Tresorys Kernow Funding	0	0	2,250	0	0	2,250	0		0	0	0	0
6872 SA Entertainment Licenses (new code)	0	0	0	0	0	0	0	Vire from 6811 (£2132)	0	0	0	0
6695 ST SA EMF Staff Contingency - Isambard House	0	2,000	0	0	0	2,000	0		0	0	0	0
Total Isambard House EMF Expenditure	47,476	113,237	2,250	0	35,000	80,487	0		0	0	0	0
Total Isambard House Expenditure (Operational & EMF)	56,352	113,237	2,250	29,118	39,660	104,945	30,172		33,219	36,574	40,268	44,299
Total Isambard House Budget Surplus/ (Deficit)	(54,369)	(113,237)	(2,250)	(23,118)	(36,183)	(102,422)	(14,672)		(16,153)	(17,785)	(19,581)	(21,523)

Notes

To/From Reserves & Budget Virements 2023/24
1.£2,250 received from Tresorys Kernow Funding - 6871 EMF Tresorys Kernow Funding

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

Account	Actual Received/Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept 2023/24	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27
Maurice Huggins Operating Income											
Maurice Huggins Income											
4207 GH Maurice Huggins Room Income	458	0	0	1,000	274	726	1,000		1,101	1,212	1,335
Total Maurice Huggins Income	458	0	0	1,000	274	726	1,000		1,101	1,212	1,335
Total Maurice Huggins Operating Income	458	0	0	1,000	274	726	1,000		1,101	1,212	1,335
Maurice Huggins Operating Expenditure											
Maurice Huggins Expenditure											
7000 MA Rates - Maurice Huggins	209	0	0	441	429	12	486	Last years budget + 10.1% CPI	535	589	648
7001 MA Water Rates - Maurice Huggins	115	0	0	359	63	296	395	Last years budget + 10.1% CPI	435	479	528
7003 MA Electricity - Maurice Huggins	472	0	0	1,025	124	901	2,563	Current Budget + 150% based on current expenditure and current economic factors.	2,821	3,106	3,420
7004 MA Fire & Security Alarm - Maurice Huggins	281	0	0	162	162	0	178	Last years budget + 10.1% CPI	196	216	238
7008 MA Cleaning Materials & Equipment - Maurice Huggins	3	0	0	300	202	98	330	Last years budget + 10.1% CPI	364	400	441
7010 MA General Repairs & Maintenance - Maurice Huggins	251	0	0	513	15	498	565	Last years budget + 10.1% CPI	622	685	754
7018 MA Professional Costs - Maurice Huggins	0	0	0	513	0	513	565	Last years budget + 10.1% CPI	622	685	754
7020 MA Legionella Risk Assessment - Maurice Huggins	455	0	0	328	140	188	462	Annual cost + 10.1% CPI	509	561	617
Total Maurice Huggins Expenditure	1,786	0	0	3,641	1,135	2,506	5,544		6,104	6,720	7,399
Total Maurice Huggins Operating Expenditure	1,786	0	0	3,641	1,135	2,506	5,544		6,104	6,720	7,399
Total Maurice Huggins Operating Surplus/ (Deficit)	(1,329)	0	0	(2,641)	(861)	(1,780)	(4,544)		(5,003)	(5,508)	(6,065)
Maurice Huggins EMF Expenditure											
6472 EMF Maurice Huggins Room	0	214	0	0	0	214	0		0	0	0
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	606	0	0	0	606	0		0	0	0
Total Maurice Huggins EMF Expenditure	0	820	0	0	0	820	0		0	0	0
Total Maurice Huggins Expenditure (Operational & EMF)	1,786	820	0	3,641	1,135	3,326	5,544		6,104	6,720	7,399
Total Maurice Huggins Budget Surplus/ (Deficit)	(1,329)	(820)	0	(2,641)	(861)	(2,600)	(4,544)		(5,003)	(5,508)	(6,065)

Account	Actual Received/Spe nd 2021/22	EMF Balances 8/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spe nd YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept 2023/24	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27
P&F Operating Income											
P&F Income											
4901 PR Bank Interest Received	5,429	0	0	4,125	4,181	(56)	8,362	Based on Current Year Received	9,206	10,136	11,160
4908 PR Misc Income	17	0	0	0	197	(197)		Sale of Eqpt, Beating the 0 bounds tickets and Craft fair table hire	0	0	0
Total P&F Income	5,446	0	0	4,125	4,377	(252)	8,362		9,206	10,136	11,160
Total P&F Operating Income	5,446	0	0	4,125	4,377	(252)	8,362		9,206	10,136	11,160
P & F Operating Expenditure											
P&F Expenditure											
6200 PF Bank Charges (6200)	700	0	0	1,108	497	611	1,220	increased by CPI 10.1%	1,343	1,479	1,628
6201 PF Audit (6201)	3,400	0	0	3,450	(200)	3,650	4,000	Based on current year expenditure	4,404	4,849	5,339
6202 PF Civic Occasions (including Road Closures) (6202)	1,808	0	4,500	3,500	4,553	3,447	5,354	increased by CPI 10.1% + £1500 for Coronation	5,894	6,490	7,145
6203 PF Mayors' Allowance	4,838	0	0	4,959	1,488	3,471	5,160	4.06% increase	5,682	6,255	6,887
6204 PF Councillors' Allowance	1,932	0	0	3,520	0	3,520	3,663	4.06% increase	4,033	4,440	4,889
6205 PF Insurance	18,308	0	0	22,132	8,788	13,344	24,367	increased by CPI 10.1%	26,828	29,538	32,521
6206 PF Youth Council (6206)	4,000	0	0	4,000	0	4,000	4,404	increased by CPI 10.1%	4,849	5,339	5,878
6208 PF Subscriptions (6208)	10,231	0	0	15,000	13,611	1,389	16,515	increased by CPI 10.1% (£8,900 for Clivica + 12.3% RPI set by Clivica)	18,183	20,019	22,041
6210 PF Community Chest (6210)	3,570	0	0	10,000	3,119	6,881	10,000	Budgeted from 2021/22	10,000	10,000	10,000
6211 PF Website Maintenance (6211)	684	0	0	1,000	250	750	1,101	increased by CPI 10.1%	1,212	1,335	1,469
6213 PF Councillor Training & Expenses (6213)	2,229	0	0	2,742	560	2,182	3,019	increased by CPI 10.1%	3,324	3,660	4,029
6214 PF Health & Safety (6214)	8,522	0	0	7,500	3,155	4,345	8,258	increased by CPI 10.1%	9,092	10,010	11,021
6215 PF Annual Report (delete code)	0	0	0	450	0	450		propose to vire £450 to EMF 0 6280 Town Vision and delete code	0	0	0
6216 PF Miscellaneous (delete code)	0	0	0	100	0	100		0 Delete code	0	0	0
6217 PF Data Protection (6217)	55	0	0	100	115	(15)	200	Based on current year expenditure	220	242	267
6219 PF Covid 19 H&S Materials & Equipment (delete code)	3,564	0	0	2,000	441	1,559		0 Delete code	0	0	0
6220 PF Festival Fund & Event Expenditure (new code name)	10,932	0	0	15,000	2,293	12,707	15,000	New code name - 6220 PF Festival Fund	15,000	15,000	15,000
6221 PF Town Messenger (6221)	3,758	0	0	5,000	1,958	3,043	5,505	Increase by CPI 10.1%	6,061	6,673	7,347
6222 PF Commissioning Youth Work (6222)	43,000	0	0	50,000	17,716	32,284	55,050	increase by CPI 10.1%	60,610	66,732	73,472
6224 PF Professional Costs	1,923	0	0	2,050	43	2,007	2,257	increased by CPI 10.1%	2,485	2,736	3,012
6225 PF Neighbourhood Plan (delete code)	4,225	0	0	5,156	526	4,630		Vire £4630 to 6275 EMF 0 Neighbourhood plan and delete code	0	0	0
6227 PF Town Speakers PRS Licence	0	0	0	3,000	1,764	1,236	3,303	increased by CPI 10.1%	3,637	4,004	4,408
6228 PF Events & Consultations (delete code)	0	0	0	1,500	0	1,500		0 Vire £1500 to new EMF Consultations and delete code	0	0	0
6229 PF CCTV Annual Maintenance	0	0	0	14,600	0	14,600	7,000	Vire £14,600 to 6270 Crime Reduction, £7000 added on 14/11/2022	7,707	8,485	9,342
6502 PF Civic Christmas Event (delete code)	0	0	0	500	0	500		0 Vire £500 to new EMF Events	0	0	0
6513 PF Twinning (delete code)	0	0	0	119	0	119		0 Vire £119 to new EMF Twinning and delete code	119	119	119
6514 PF Town Leaflets/ Reprinting	0	0	0	539	0	539	593	increased by CPI 10.1%	653	719	792
6516 PF Road Safety Grant	0	0	0	215	0	215	215		237	261	287
6300 -6306 P&F IT/Office Costs	24,573	0	9,650	33,000	12,344	30,306	40,000	Please see breakdown below - increased to £40,000	44,040	48,488	53,385
Total P&F Expenditure	152,249	0	14,150	212,240	73,021	153,369	216,184		235,612	256,872	280,279
P&F Staffing Expenditure											
6652 ST P&R Employers Pension - Monthly Fee	5,299	0	0	5,300	2,653	2,647	6,095	15% increase based on previous price rise	5,300	5,300	5,300
6659 ST P&R Town Sergeant & Mace Bearer Fees	343	0	0	792	463	330	792		872	960	1,057
6661 ST P&R Finance Consultancy Fees	650	0	28,035	3,000	21,505	9,530	5,000		5,505	6,061	6,673
P&F Staffing Expenses	644	0	0	2,413	293	2,120	2,657	Parking space - £387 Staff clothing - £1135. Staff Travel - £1135	2,925	3,220	3,546
6656 ST P&R Staff Training	(911)	0	0	4,125	250	3,875	4,542	increased by CPI 10.1%	5,000	5,505	6,061
P&F Staffing Costs	293,625	0	20,000	290,160	103,244	206,916	310,475	NIC Scale 2022-2023 + 3%	341,833	376,358	414,370
Total P&F Staffing Expenditure	299,651	0	48,035	305,790	128,407	225,418	329,560		361,435	397,405	437,008
Total P & F Operating Expenditure	451,900	0	62,185	518,030	201,428	378,787	545,744		597,048	654,277	717,287
Total P & F Operating Expenditure	451,900	0	62,185	518,030	201,428	378,787	545,744		597,048	654,277	717,287
Total P&F Operating Surplus/ (Deficit)	(446,454)	0	(62,185)	(513,905)	(197,051)	(379,039)	(537,383)		(587,842)	(644,142)	(706,127)
P&F EMF Expenditure											
6270 PF EMF Crime Reduction	0	36,950	0	0	0	36,950	0	Vire in £14,600 from 6229 PF CCTV Annual Maintenance	0	0	0
6271 PF EMF Election	23,553	11,207	0	7,000	0	18,207	20,000		10,000	10,000	10,000
6272 PF EMF Robes & Civic Regalia	0	2,000	0	0	1,228	772	0		0	0	0
6273 PF EMF Legal Fees	1,597	6,001	0	0	400	5,601	0		0	0	0
6274 PF EMF Internet Redevelopment (delete code)	0	4,900	(4,900)	0	0	0	0	0 Delete code	0	0	0
6275 PF EMF Neighbourhood Plan	0	1,772	0	0	0	1,772	0	Vire in £4,630 from 6225 PF Neighbourhood plan	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 Grant	3,420	7,580	0	0	0	7,580	0		0	0	0
6280 PF EMF Town Vision	0	10,000	0	0	0	10,000	0	Vire in £450 from 6215 Annual Report	0	0	0
6281 PF EMF Town Vitality Funding Grant	0	0	84,000	0	69	83,931	0		0	0	0
6370 PF EMF Computer Equipment Renewal	0	22,046	0	0	5,127	16,919	0		0	0	0
6282 PF EMF Funding Bids	0	0	10,000	0	0	10,000	0		0	0	0
6283 PF EMF Events (new code)	0	0	0	0	0	0	0	Vire in £500 from 6502 PF Civic Christmas Events	0	0	0

6284 PF EMF Consultations (new code)	0	0	0	0	0	0	0	0	Vire in £1,500 from 6228 PF Events and Consultations			
6285 PF EMF Twinning (new code)	0	0	0	0	0	0	0	0	Vire £119 from 6513 PF Twinning			
6694 ST PR EMF Staff Contingency (P&F)	6,264	69,665	(48,035)	0	0	21,630	9,418	10% of Staffing Costs (£31,048)		0	0	0
Total P&F EMF Expenditure	34,833	174,931	41,065	7,000	6,824	216,172	29,418			10,000	10,000	10,000
Total P&F Expenditure (Operational & EMF)	486,733	174,931	103,250	525,030	208,252	594,959	575,162			607,048	664,277	727,287
Total P&F Budget Surplus/ (Deficit)	(481,287)	(174,931)	(103,250)	(520,905)	(203,875)	(595,211)	(566,801)			(597,842)	(654,142)	(716,127)

Notes

To/From Reserves & Budget Virements 2022/23

- 1. £20,000 vired from 6694 EMF P&F Staffing Contingency to Staffing costs 2022-23 - Minute No 124/21/22
- 2. £4,500 vired from General Reserves to 6202 Civic Occasions for Jubilee Celebration - Minute No 333/21/22
- 3. £9,650 IT / Office Costs - £4750 vired from General Reserves to 6305 Finance Software to cover extra payroll costs & £4,900 vired from 6274 Internet Redevelopment to 6306 IT Maintenance to cover increase in costs - Minute No 19/22/23
- 4. £15,930 vired from 6694 ST PR EMF Staff Contingency (P&F) and transferred to 6661 ST P&R Finance Consultancy Fees - Minute No. 23/22/23
- 5. £12,105 vired from 6694 ST PR EMF Staff Contingency (P&F) and transferred to 6661 ST P&R Finance Consultancy Fees - Minute No. 16/22/23
- 6. £10,000 Vired from General Reserves to 6276 PF EMF Funding Bids - Minute no 222/22/23

1. P&F IT/Office Costs				
Nominal Code	Budget 2022/23	Virements	Total Budget	Precept 2023/24
6300 Telephone	£2,425		£2,425	£ 2,670
6301 Stationary	£4,312		£4,312	£ 4,748
6302 Office and IT Equipment	£7,008		£7,008	£ 7,716
6303 Copier Maintenance	£5,499		£5,499	£ 6,054
6304 Broadband	£496		£496	£ 546
6305 Finance Software	£3,435	£4,750	£8,185	£ 3,782
6306 IT Maintenance	£9,825	£4,900	£14,725	£ 14,484
TOTALS	£33,000	£9,650	£42,650	£ 40,000

Personnel Committee - Personnel Budget
Saltash Town Council
For the 5 months ended 31 August 2022

Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/S pend YTD 2022/23	Actual Funds Available to Date 2022/23	Precept 2023/24	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Personnel Operating Expenditure												
Personnel Expenditure												
6654 ST Staff Welfare	1,313	0	0	1,538	627	911	1,693	last years budget + CPI	1,864	2,053	2,260	2,488
6657 ST SNB Staff Recruitment Advertising	5,254	0	0	6,150	113	6,037	0	Vire £3000 to new EMF Staff Recruitment	0	0	0	0
6658 ST SNB Miscellaneous Staffing Expenditure (delete code)	5	0	0	0	0	0	0	Delete code	0	0	0	0
6660 ST Staff Recognition	0	0	200	0	25	175	0	Vire £175 to new EMF Staff Recruitment	0	0	0	0
6662 SNB HR Professional Fees	3,141	0	8,745	2,981	3,679	8,047	10,282	last years budget + CPI - Additional £7,000 precepted	11,321	12,464	13,723	15,109
Total Personnel Expenditure	9,713	0	8,945	10,669	4,443	15,171	11,975		13,185	14,517	15,983	17,597
Total Personnel Operating Expenditure	9,713	0	8,945	10,669	4,443	15,171	11,975		13,185	14,517	15,983	17,597
Total Personnel Operating Surplus/ (Deficit)	(9,713)	0	(8,945)	(10,669)	(4,443)	(15,171)	(11,975)		(13,185)	(14,517)	(15,983)	(17,597)
EMF Personnel Expenditure												
6691 ST EMF Legal Fees (Staffing)	1,215	4,785	0	2,000	0	6,785	685	Precept for CPI at 10.1%	0	0	0	0
6692 ST EMF Staff Recruitment (new code)	0	0	0	0	0	0	0	Vire £175 from 6660 ST Staff Recognition. Vire £3000 from 6657 ST SNB Staff Recruitment Advertising				
Total EMF Personnel Expenditure	1,215	4,785	0	2,000	0	6,785	685		0	0	0	0
Total Personnel Expenditure (Operational & EMF)	10,928	4,785	8,945	12,669	4,443	21,956	12,661		13,185	14,517	15,983	17,597
Total Personnel Budget Surplus/ (Deficit)	(10,928)	(4,785)	(8,945)	(12,669)	(4,443)	(21,956)	(12,661)		(13,185)	(14,517)	(15,983)	(17,597)

Notes

To/From Reserves & Budget Virements 2022/23

1. £200 from General Reserves to 6660 Staff Recognition - Minute No 88/22/23

1. £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

Saltash Town Council Fees and Charges

Description	2022/2023 Charge	2023/24 Proposed Charge
Room Hire (min of 2 hour booking from 01/04/2014) (Non VATable)		
Guildhall		
Casual ph - weekdays 9am- 5pm (Community Rate)	£10.30	£10.30
Casual ph - weekends & evenings (Community Rate)	£21.50	£21.50
Casual ph - weekdays 9am - 5pm (Commercial Rate)	£15.40	£15.40
Casual ph - weekends & evenings (Commercial Rate)	£25.90	£25.90
Council Chamber		
Casual ph - weekdays 9 am - 5pm (Community Rate)	£10.30	£10.30
Casual ph - weekends & evenings (Community Rate)	£15.40	£15.40
Casual ph - weekdays 9am - 5pm (Commercial Rate)	£15.40	£15.40
Casual ph - weekends & evenings (Commercial Rate)	£18.50	£18.50
20% Discount for regular bookers evenings and weekends		
Room Hire Extras		
(VATable) Tea/coffee per cup with biscuits (Community)	£1.00	£1.00
Tea/coffee per cup with biscuits (Commercial)	£1.00	£1.00
Photocopying	20p black 35p colour	20p Black 35p Colour
Room Hire (min of 2 hour booking) (VATable)		
Isambard House (Station Building)	Including VAT	Including VAT
Casual ph - weekdays 9am- 5pm (Community Rate)	£10.00	£10.00
Casual ph - weekends & evenings (Community Rate)	£15.00	£15.00
Casual ph - weekdays 9am - 5pm (Commercial Rate)	£15.00	£15.00
Casual ph - weekends & evenings (Commercial Rate)	£30.00	£30.00
20% Discount for regular bookers evenings and weekends		
Room Hire Extras		
(VATable) Tea/coffee per cup with biscuits (Community)	£1.00	£1.00
Tea/coffee per cup with biscuits (Commercial)	£1.00	£1.00
Other Charges (VATable)		
Freedom of Information Charge (first 18 hours free of charge)	Including VAT £25.00 per hour	Including VAT £25.00 per hour
Environmental Information Regulations 2004 (first 18 hours free of charge)	£25.00 per hour	£25.00 per hour
Mooring Fees (VATable)		
	Including VAT	Including VAT
Pontoon (Berth) per metre - permanent users, charge per annum, minimum £900 (Non Commercial)	£155.00	£186.00
Pontoon (Berth) per metre - permanent users, charge per annum, minimum £1,300 (Commercial)	£235.00	£282.00
Visiting boats - (2 hours free);charge for 24 h (Non Commercial)	£25.00	£30.00
Visiting boats - (2 hours free);charge for 24 h (Commercial)	£37.50	£45.00
Visiting boats - 3 day stay (1 Day free of charge) (Non Commercial)	£60.00	£60.00
Trusted boated scheme - (casual users); charge for period of 1st September - 31st March	£40.00	£48.00
Trusted boated scheme - (casual users); charge for period of 1st April - 31st August	£75.00	£80.00
Library Charges		
	Set by Cornwall Council	Set by Cornwall Council
Replacement membership cards:		
Adult members	£1.50	£1.50
Concessions, Access, Young Adult	£1.00	£1.00
Under 16s	£0.50	£0.50
Hire Charges:		
DVDs :	from £0.50 to £3.00 per week	from £0.50 to £3 per week
Access Member limited to 2 at a time	Free	free
Non-fiction	Free	free
CDs:	£1.00	Service no longer available, line to be deleted
Access Member	Free	Free
Computer games (where available)	£3.00 per week	Service no longer available, line to be deleted
Audiobook CDs per 3 week loan		
Adults	Free	Free
Children	Free	Free
Access members, housebound member and looked after children	Free	Free
Reservations:		
Adults and Concessionary users	£1.00 per item if placed by staff member	£1 per item if placed by staff member
Online reservations	Free with a limit of 6 at any one time	Free with a limit of 6 at any one time
Access and Housebound members	Free	Free
Under 18s	Free with a limit of 6 at any one time	Free with a limit of 6 at any one time
Reader's groups free for items provided from the reading group sets (items outstanding for over 1 month will be charged as lost)	Free	Free
Books on Prescription	Free	Free
Performing Arts collection:		
Vocal and Orchestral sets	no charge	No charge
Vocal and orchestral sets requested from outside Cornwall		
Vocal scores	10 Scores at £4 per month	10 Scores at £4 per month
Orchestral sets	£10.00 per set per three months £7.00 per 20 copies	£10 per set per 3 months £7 per 20 copies
Postage charge (please note this charge may vary, ask staff for details)		
Reservation charge from library authorities inside South West Region (non-refundable)	£6.00	£6.00
Reservation charge from library authorities outside South West Region (non-refundable)	£12.50	£12.50
Renewals will be charged at the rates and time periods as listed above		
Late returns charge applies	£10.00	Service no longer available, line to be deleted
Missing part charged, unless a new copy is supplied by customer	at cost plus £5.00 administration fee	Service no longer available, line to be deleted
Out of County Inter Library Loan Requests:		
Adults	£10.10	£10.10
Concessions, Young Adults	£9.10	£9.10
Children	£4.10	£4.10
British library book loan request	£19.00	£19.00
British Library periodical request	£13.25	£13.25
British Library Loan Renewal	£5.10 per 3 week renewal period	£5.10 per 3 week renewal period
Please note that persons owing more than £5.00 in library charges may		

Saltash Town Council Fees and Charges

Description	2022/2023 Charge	2023/24 Proposed Charge	
be prevented from borrowing until the balance is reduced. Please speak to a member of staff for advice.		No charges for book fines, line to be deleted	
Use of public computers (subject to availability): Cornwall library members Other library members (English and Welsh Library Authorities on production of a library card) Non-members Access to Wi-Fi	Free for two hours Free for one hour Free for half an hour - no extension Free	Free for two hours Free for one hour Free for half an hour - no extension Free	
Extension of time after the free period is dependent on availability and at the discretion of the library supervisor.			
Please note that persons owing more than £5.00 in library charges will be regarded as non-members for computer charging purposes		No charges for book fines, line to be deleted	
Printing from any source: 1-29 sheets (price per sheet) Monochrome A4 Monochrome A3 Colour A4 Colour A3 30 plus sheets (price per sheet) Monochrome A4 Monochrome A3 Colour A4 Colour A3 High gloss colour printing on customer's own paper High gloss colour printing on library paper	£0.10 £0.20 £0.50 £1.00 £0.08 £0.16 £0.40 £0.80 £1.00 £1.25 per sheet	£0.10 £0.20 £0.50 £1.00 £0.08 £0.16 £0.40 £0.80 £1.00 per sheet £1.25 per sheet	
Commission rates: Requires signed agreement in place between artist and relevant Council	30%	30%	
Additional Library Charges	Set by Saltash Town Council	Set by Saltash Town Council	
Merchandise Items with logo	2022/23		
Jute Bags (Each)	£1.90	Service not provided, delete line	
Coffee Mugs (Each)	£1.99	Service not provided, delete line	
Writing Kits (Each)	£5.99	Service not provided, delete line	
Seagull Bags	£3.50	new line and increase cost to be added £4.00	
Activities	Price to be given on application	Ticket price to be given on application	
Description	2022/2023	2023/2024	2024/2025
Allotments	£30.00	£30.00	£40.00
(Non VATable)	£40.00	£45.00	£55.00
Grenfell Avenue pa	£40.00	£50.00	£60.00
Fairmead Road pa	£30.00	£30.00	£40.00
Churchtown pa	£10.00	£10.00	£30.00
Grenfell Avenue New Site pa			
Water pa			

Burial Authority - Churchtown Cemetery

Fees and Charges

Description	2022/2023 (As of 1st April 2022)	2023/2024 (As of 1st April 2023)
<u>Interment Fees</u>		
Interment under the age of 18 years - (Saltash residents only)	No Charge	No Charge
1st Interment over the age of 18 years - (triple depth plot)	£700	£700
2nd & 3rd Interment over the age of 18 years - (ERB determined)	£700	£700
1st Interment of ashes in a casket - (double depth plot)	£333	£333
2nd Interment of ashes in a casket - (ERB determined)	£333	£333
1st Interment of loose ashes - (double depth plot)	£167	£167
2nd Interment of loose ashes - (ERB determined)	£167	£167
Interment of ashes in Garden of Remembrance	£333	£333
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	No Charge	No Charge
<u>Exclusive Right of Burial including Plot Deed (Exclusive Right of Burial must be purchased with 1st Interment) - Length of Exclusive Right of Burial - 10 Years</u>		
Exclusive Right of Burial under the age of 18 years	No Charge	No Charge
Exclusive Right of Burial 1st Interment over the age of 18 years	£333	£333
Exclusive Right of Burial 1st Interment of ashes in a casket	£111	£111
Exclusive Right of Burial 1st Interment of loose ashes	£111	£111
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	No Charge	No Charge
<u>Memorial Permissions - Length of Right to Erect a Memorial - 10 years</u>		
Permission to erect headstone including first inscription	£111	£111
Additional inscriptions	£56	£56
Permission to place cremated remains tablet	£56	£56
Permission for the removal of a headstone or cremation tablet other than for an additional inscription (Minute No. BA 23/22/23)	-	£56
Renewal of Grant of Right to Erect a Memorial	£28	£28
Permission to erect/place monument CWG/MOD	No Charge	No Charge
Cremation foundation slab and tablet to be supplied by ERB owner		
<u>Renewal of Exclusive Rights of Burial - Length of Exclusive Right of Burial - 10 Years</u>		
Single grave for the interment under the age of 18 years - (Saltash resident only)	No Charge	No Charge
Second and third interment admin fee (ERB must be determined)	£28	£28
Renewal of Exclusive Rights of Burial	£28	£28
Renewal of Exclusive Rights of Cremated Remains	£28	£28
Issue & registration of duplicate deed of grant of grave space	£28	£28
Inspection of Burial Register	£28	£28
Transfer of ERB certificate up to a maximum of 2 hours, and then charged on an hourly basis at £25 per hour	£51	£51
Transfer of ERB certificate by Statutory Declaration up to a maximum of 2 hours, and then charged at an hourly basis at £25 per hour	£84	£84
Permission of right to CWG Commission or MOD	No Charge	No Charge
Permission to place a war grave marker	No Charge	No Charge
Exhumations of coffins or cremated remains casket/loose ashes	Price on Application	Price on Application
Search of Registers by our staff (per search)	£28	£28
Search of Registers by our staff (non resident)	£56	£56
Double standard fees apply to non Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the Chairman of the Burial Authority Committee)	All Fees Double	All Fees Double
<u>Benches & Other Memorials - 10 Years Lease (Residents & Non Residents) (VATABLE)</u>	Including VAT	
Rose Bush - Permission to place a rose bush and memorial plaque at Churchtown Cemetery in the memorial garden	£100	£100 inc. VAT
Memorial Plaque on a bench at Churchtown Cemetery	£350	£350 + VAT

Joint Burial Board - St. Stephens Cemetery

Fees and Charges

Description	2022/2023 (As of 1st April 2022)	2023/2024 (As of 1st April 2023)
<u>Interment Fees</u>		
Re-opening / Interment of a body (Saltash residents)	£700	£700
Re-opening / Burial of cremated remains (Saltash residents)	£335	£335
Double standard fees apply to non Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the STC Co-Chairman of the Burial Board Committee.)	All Fees Double	All Fees Double
<u>Benches</u>		
To supply, fit and maintain a memorial bench	Price on Application	£350 + VAT

SALTASH TOWN COUNCIL
SUMMARY OF EXPENDITURE PLANNED FOR 2023/2024

	2022/2023	2023/2024	Percentage increase/ decrease %
	£	£	
Burial Authority : Churchtown	35,191	34,616	-1.6
Burial Board : St Stephen's	31,046	28,489	-8.2
Services	738,658	757,687	2.6
Policy & Finance	525,029	575,162	9.5
Personnel	12,668	12,661	-0.1
TOTAL EXPENDITURE	1,342,592	1,408,615	4.9
Less Income, Refunds, Grants	73,155	100,862	37.9
Planned Budget	1,269,437	1,307,753	3.0
Add Funding for Devolved Contingency			
Less Central Government Council Tax Support Funding	13,747	-	
Precept	1,255,690	1,307,753	4.15
Amount per Band D Dwelling: Tax Base 23/24 : 5514.28	228.78	237.16	3.66
<u>Capital & Reserves</u>	<u>2021/2022</u>	<u>2022/2023</u>	
Capital Works arising from Assets and Services Required			
(General Reserves)	259,922	308,503	
Earmarked Reserve	562,512	817,954	
Saltash Waterfront Revitalisation Grant	16,046	-	
S106 (LIDL)	2,540	-	
S106 (Waitrose)	7,501	4,961	
Contingency 5.5 Months	584,870	599,387	
Estimated Reserves at 31st March:	1,433,391	1,730,805	
Employees at 31st March:	22.8 FTE	19.3 FTE	

To retain the Town Council contingency at 5.5 months P&F recommend to Full Council a transfer of £14,517 from General Reserves.

Further details are available if required between Opening Hours: Mon - Fri 10am to 1pm, 2pm to 4pm from
Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX
Telephone : 01752 844846 www.saltash.gov.uk

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 24th November 2022 at 6.30 pm

PRESENT: Councillors: J Dent, S Martin (Chairman), S Miller, J Peggs (Vice-Chairman) and B Stoyel.

ALSO PRESENT: N Ackerley (HR Support Consultancy), S Burrows (Town Clerk)

APOLOGIES: None.

70/22/23 DECLARATIONS OF INTEREST:

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

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

None.

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

None.

71/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON THURSDAY 29TH SEPTEMBER 2022 AND THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON FRIDAY 11TH 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 Martin, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Personnel Meeting held on Thursday 29th September 2022 were confirmed as a true and correct record.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** that the minutes of the Extraordinary Personnel Meeting held on Friday 11th November 2022 were confirmed as a true and correct record.

The Chairman announced the next item to be considered is Agenda Item 15 – Public Bodies Act (Admission to Meetings) Act 1960.

72/22/23

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

The Chairman informed Members that the meeting is now in Part Two.

The Chairman reminded Members that items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

The Chairman asked Members to refrain from taking notes in part two confidential session, reports have been provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

Members in attendance noted the Chairman's statement.

The Chairman announced the next item to be considered is Agenda Item 18 – To receive a report on the benchmarking exercise and consider any actions and associated expenditure.

73/22/23

TO RECEIVE A REPORT ON THE BENCH MARKING EXERCISE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to defer the report to the next scheduled Personnel Committee meeting to be held on 25th January 2023.

The Chairman announced the next item to be considered is Agenda Item 20 – To receive a report from the Town Clerk and consider any actions and associated expenditure.

**74/22/23 TO RECEIVE A REPORT FROM THE TOWN CLERK AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note the advertisement of a Finance Officer in the New Year.

Nicky Ackerley left the meeting.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to approve the Town Clerk working from home when appropriate.

The Town Clerk informed Members of the low recruitment market at present and the need to continue the appointment of the Service Delivery Manager to ensure the Town Council is compliant, working safely, and to fully support the department and Town Clerk.

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

1. To continue the appointment of the sub-contractor to undertake the role of the Service Delivery Manager on a 6 month rolling contract from 1st January 2023;
2. A remuneration of £950 per week to commence 1st January 2023 allocated to budget code – Services Delivery Staffing Costs;
3. A contract to be drawn up to confirm the details of the agreement and that the sub-contractor covers the Town Council legal cost.

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

The Chairman announced the next item to be considered is Agenda Item 16 – To consider any items referred from the main part of the agenda.

**75/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF
THE AGENDA.**

None.

76/22/23 TO RECEIVE AND APPROVE THE PRIVATE AND CONFIDENTIAL MINUTES OF THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON FRIDAY 11TH NOVEMBER 2022 AS A TRUE AND CORRECT RECORD.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to approve the Private and Confidential minutes of the Extraordinary Personnel Committee held on Friday 11th November 2022 as a true and correct record.

The Chairman announced the next item to be considered is Agenda Item 21 – Public Bodies (Admission to Meetings) Act 1960.

77/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

The Chairman announced the next item to be considered is Agenda Item 4 – To consider Risk Management Reports as may be received.

78/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

79/22/23 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

No report.

80/22/23 TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

81/22/23 TO NOTE THE APPOINTMENT OF AN ASSISTANT TOWN CLERK.

It was **RESOLVED** to note the appointment of Ricky Lumley the Assistant Town Clerk to Saltash Town Council.

82/22/23 TO REPORT BACK ON STAFF PERFORMANCE REVIEWS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note that all staff performance reviews had been successfully completed.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to approve all incremental point progressions for eligible staff for the year 2023-24 commencing 1st April 2023.

83/22/23 TO REVIEW THE EMPLOYEE HANDBOOK REQUEST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to appoint Human Resources Support Consultancy to ensure the Employee Handbook reflects the Town Council being a dementia friendly employer, reporting back at a future meeting.

84/22/23 TO REVIEW COVID-19 WORKING PRACTICES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. All staff are to follow the Town Council sickness absence procedure should they become unwell to work;
2. Remaining Saltash Town Council LFT are available to all staff as required.

85/22/23 TO REVIEW ROSEVALE ACCOUNTANTS FINANCE SUPPORT AGREEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED**:

1. To note Rosevale Accountants fee increase from 1st January 2023 to £29.00ph;
2. To continue with the appointment of Rosevale Accountants to work with the Town Clerk covering the work of the Finance Officer, training and year end to a maximum of 30hr per week;
3. To note Rosevale Accountants are not available to work for Saltash Town Council from 25th January 2023 to 26th March 2023;
4. That the Personnel Committee further review the status at January's Personnel Committee meeting.

86/22/23 TO RECEIVE AND CONSIDER RECOMMENDING TO FULL TOWN COUNCIL THE SAFEGUARDING POLICY.

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and resolved to **RECOMMEND** adopting the Safeguarding Policy to Full Town Council to be held on Thursday 1st December 2022 (as attached).

87/22/23 TO RECEIVE THE SERVICE DELIVERY CHRISTMAS ROTA AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to approve the Service Delivery Department Christmas rota and duties.

The Personnel Committee thanked the Service Delivery Department for their commitment during the festive period.

88/22/23 TO REVIEW THE CHRISTMAS PAYROLL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Peggs, seconded by Councillor Martin and **RESOLVED** to approve the change in date for December's payroll from 30th December to 16th December 2022 due to the Christmas shutdown.

The Chairman announced the next item to be considered is Agenda Item 19 and that the item is to be received in Part One of the meeting – To receive a report on the NJC Pay Claim Deal 2022-23 and consider any actions and associated expenditure.

89/22/23 TO RECEIVE A REPORT ON THE NJC PAY CLAIM DEAL 2022-23 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Dent, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to be held on Thursday 1st December 2022 to accept and implement the pay award back dated to 1st April 2022 as follows:

1. An increase of £1,925 on all NJC pay points 1 and above;
2. An increase of 4.04% for Fire Wardens;
3. With effect from 1st April 2023, an increase of one day to all employees annual leave entitlement;
4. With effect from 1st April 2023, the deletion of pay point 1 from the NJC pay spine.

90/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

91/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Thursday 26 January 2023 at 6.30 pm

Rising at: 20:54

Signed: _____
Chairman

Dated: _____

Safeguarding Policy

RESPONSIBLE COMMITTEE: PERSONNEL

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

Current Document Status			
Version	3 DRAFT	Approved by	
Date	11/2022	Date	
Responsible Officer	AJT	Minute no.	
Next review date	Annual		

Version History			
Date	Version	Author/Editor	Notes
11/2021	3 DRAFT	AJT	Reviewed as STC services expand
07/2019	2	CC/AJT	Updated model
08/2017	1	CC/SB	From training

Document Retention Period
Until superseded

Saltash Town Council

Safeguarding Policy

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Introduction

Saltash Town Council (STC) recognises that safeguarding children, young people and adults at risk is a collective responsibility. The purpose of this policy is to make sure that all Members, employees, volunteers and contractors are aware of what is required in relation to the protection of children, young people and vulnerable adults. This policy will also help maintain a safe and positive environment for users of Saltash Town Council services.

Policy Application

This policy applies to:

- all employees of STC including temporary and agency staff,
- all Council elected Members,
- all organisations with a working relationship with STC including external suppliers,
- work experience volunteers working with STC,
- volunteers working with STC.

NOTE: It is not the role of Saltash Town Council to investigate allegations of abuse. However, all Members, employees, volunteers and contractors working in partnership with Saltash Town Council have a responsibility to take action when they suspect or recognise that a child or vulnerable adult may be a victim or at risk of significant harm or abuse.

Policy Statement

Saltash Town Council is committed to taking all reasonable precautions to safeguard the welfare of children, young people and vulnerable adults that use its services and will promote a safeguarding culture and environment.

- We will endeavour to keep children, young people and vulnerable adults safe from abuse.
- Suspicion of abuse will be responded to promptly and appropriately.
- We will always act in the best interests of the child, young person or vulnerable adult.
- We will proactively seek to promote the welfare and protection of all children, young people and vulnerable adults living in the local community.
- We will endeavour to ensure that unsuitable people are prevented from working with children, young people and vulnerable adults through, as appropriate, the recruitment and selection policy and by reminding hirers of their safeguarding responsibilities.
- We will take any concern made by a member, employee, volunteer or contracted service provider or child / vulnerable adult seriously and treat it with sensitivity.

Legal framework

This policy is drawn up based on legislation, policy and guidance that seeks to protect children, young people, and vulnerable adults in England.

Section 11 of the Children Act 2004 places a duty on a range of organisations to ensure their functions and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children.

The Care Act 2014 sets out statutory duties for safeguarding adults.

Definitions of Abuse

- **Abuse** covers any form of physical, emotional, mental and sexual abuse including bullying, including lack of care that leads to injury or harm. For vulnerable adults abuse may also be financial.
- **Neglect** is where people fail to meet a child's or vulnerable person's basic physical / psychological needs and is likely to result in the serious impairment of their health or development, e.g. failure to ensure that a child is protected from unnecessary risk of injury, or exposing them to undue cold.
- **Physical Abuse** is where physical pain or injury is caused, e.g. hitting, shaking, biting, etc.
- **Sexual Abuse** is where children or vulnerable adults knowingly or unknowingly take part in an activity that meets the sexual needs of the other person or persons involved. This includes inappropriate photography or videoing.
- **Emotional / Mental Abuse** is where there is persistent emotional ill treatment that causes severe and persistent adverse effects on the child's or vulnerable person's emotional status e.g. bullying (including cyber and text bullying), constant criticism and unrealistic pressure to perform.

Responsibilities

1. Safer Recruitment¹

Saltash Town Council demonstrates its commitment to safeguarding and promoting the welfare of children, young people and adults at all stages of the recruitment and selection process.

Consistent, fair and thorough safer recruitment practices and procedures are in place that will ensure that those recruited are suitable to work within the Town Council's services.

¹ Recruitment and Selection Policy applies

2. Training and Awareness²

Everyone will be advised on the boundaries of appropriate behaviour as part of their employee and volunteer induction and informed of the relevant policies. More in depth mandatory training is undertaken on a regular basis by employees working in frontline areas delivering services that are used by members of the public.

Councillors will be provided with safeguarding awareness information as part of their induction.

Line managers are responsible for ensuring that safe and appropriate working practices are in operation. An ongoing culture of vigilance with a commitment to safeguarding with clear procedures and support for raising concerns should be in place.

3. Signposting and Prevention

We recognise that we can play a significant part in the prevention of harm to children, young person or vulnerable adult by providing them with effective lines of communication with trusted adults, supportive friends and an ethos of protection. Our organisation will support children, young people or adults by:

- Establishing and maintaining an ethos, understood by everyone, which enables children, young people or adults to feel secure and encourages them to talk, knowing that they will be listened to.
- Promoting a caring, safe and positive environment ensuring that all children, young people or adults know that there is someone in our organisation whom they can approach if they are worried or in difficulty.
- Posters signposting to support services will be displayed in the community hub.

4. Running safe activities and events

a. Risk evaluation and management

Activities and events should be planned in accordance with the requirements of the current Health and Safety Manual.

Regular checks should be made on equipment used by children, young people, adults, employees and volunteers in accordance with the requirements of the current Health and Safety Manual.

² Employee Handbook

b. Information and consent

Consent to activities should be obtained before participation from parents/carers/children/young people as appropriate.

Only necessary information should be collected and stored securely in accordance with the UKGDPR guidance provided.

Details of information that might be needed in an emergency should be kept in an accessible but secure place.

c. Use of photography and video

The use of photography and video at events run by Saltash Town Council will be controlled to prevent possible misuse. All employees will follow the Photography and Filming Guidance for Staff.

i. Events held at Saltash Library

The procedures in the Photography and Filming Statement at Saltash Library Hub (Appendix 1) should be followed.

ii. Events held at the Guildhall

Where events are held at the Guildhall, the Officer leading the event will follow the procedures laid out in Appendix 2.

iii. Photography/Filming to record STC work/activities

Where this is undertaken the guidance in Appendix 2 should be followed.

[Allegations against employees, Council Members or volunteers](#)

All employees, Members and volunteers should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

- All employees should be aware of the settings behaviour/discipline policy.
- The Town Council should follow the CISSCB procedures for managing allegations against employees/volunteers, a copy of which can be found on the CISSCB website - [Cornwall and the Isles of Scilly Safeguarding Children Partnership - Home page \(ciossafeguarding.org.uk\)](https://ciossafeguarding.org.uk)

Where an employee, Member of the Council or volunteer becomes aware of an allegation against them or another employee, Member of the Council or volunteer this should immediately be reported to their Line Manager who will raise it with the Assistant Town Clerk. Volunteers should report to the senior member of staff in the department they help in and Members of the Council should report to the Assistant Town Clerk.

No attempt should be made to investigate or act on any allegation before consultation with the CISSCB.

How to report a safeguarding concern

1. How to make a safeguarding children and young people alert/referral

To report an incidence of abuse or neglect, please contact the Multi Agency Referral Unit on: 0300 123 1116.

Outside of normal working hours there is an out of hours service available to ensure that urgent situations are responded to appropriately. The out of hours service runs from Monday to Thursday 5:15pm and 4:45pm on Fridays until 8:45am weekdays and for 24 hours on Saturdays and Sundays and can be contacted by phoning 0300 1234 100.

2. How to make a safeguarding adults alert/referral

In Cornwall and the Isles of Scilly a safeguarding adult's referral is called a safeguarding adults alert. To make a safeguarding adults alert in Cornwall you need to contact the Access Team within Education, Health and Social Care on 0300 1234 131.

Your call will be put through to the Access Team. They will listen to what you have to say and will ask you questions so they fully understand the concerns you are raising.

When the offices are closed you can call 01208 251 300 for emergencies only.

[Safeguarding Lead](#)

The nominated child protection/safeguarding lead is the Assistant Town Clerk

In the absence of the Assistant Town Clerk the contact is the Town Clerk.

Appendix 1- Photography and/or Filming by Saltash Town Council (not including Saltash Library Hub)

Photography and/or Filming by Saltash Town Council (not including Saltash Library Hub)

- **Events in the Guildhall – public attending**
- **Events in the Community – public attending**

Clear signage should always be in place where photography or filming will take place at STC events where members of the public will attend. This is even more important where children, young people and/or vulnerable adults may attend.

No photography or filming should be recorded on personal devices.

The procedures outlined in Appendix 1 should be followed, adapting as required to meet the requirements of the event.

The guidance provided for staff³ should be read and adhered to with further advice sought from the Senior Policy and Data Compliance Monitoring Officer where required as a UKGDPR/Data Protection issue.

Where there is a potential safeguarding issue, advice should be sought from the relevant Line Manager in the first instance, referring to the Assistant Town Clerk as required.

Photography/Filming to record STC work/activities

Any photographs/videos that are to be taken as records of work for publication on the Town Council website and social media sites should be reviewed to ensure no identifiable individuals are included without permission. (This includes images of members of staff.)

The guidance provided for staff⁴ should be read and adhered to with further advice sought from the Senior Policy and Data Compliance Monitoring Officer where required as a UKGDPR/Data Protection issue.

³ Filming and Photography on STC sites – Guidance for staff (internal document)

⁴ Filming and Photography on STC sites – Guidance for staff (internal document)

Photography and Filming at Saltash Library Hub*

*This document should be read alongside the STC Safeguarding Policy and applies to all staff, volunteers and other adults associated with Saltash Library Hub.

Saltash Library Hub (as part of Saltash Town Council) works with children and families as part of its activities in the community.

The purpose of this document is to:

- Protect children and young people who take part in Saltash Library Hub's services;
- Set out the principles that guide our approach to photographs/videos being taken of children and young people during our events and activities;
- To ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.

We have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

We recognise that:

- Sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation;
- The welfare of the children and young people taking part in our activities is paramount;
- Children, their parents and carers have a right to decide whether their images are taken and how these may be used;
- Consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images;
- There are potential risks associated with sharing images of children online.

We will seek to keep children and young people safe by:

- Always asking for written consent from a child and their parents or carers before taking and using a child's image;
- Always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children;
- Only using the first names of children if we need to identify them;

- Never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo);
- Making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information);
- Reducing the risk of images being copied and used inappropriately by only using images of children in appropriate clothing, including safety wear if necessary;
- Using images that positively reflect young people's involvement in the activity.

We will also develop a procedure for reporting the abuse or misuse of images as part of our safeguarding procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

Photography and/or filming for Saltash Library Hub's use

Children, young people, parents and carers must be made aware that photography and filming is taking place and give written consent.

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- Providing the photographer with a clear brief about appropriate content and behaviour;
- Ensuring the photographer wears identification at all times;
- Informing children, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their children being taken and shared;
- Not allowing the photographer to have unsupervised access to the children;
- Not allowing the photographer to carry out sessions outside the event or at a child's home;
- Reporting concerns regarding inappropriate or intrusive photography following our safeguarding procedures.

Photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by Saltash Town Council) or students wish to record one of our events and share the images professionally or in the wider world, they should seek written permission from the Community Hub Team Leader in advance.

They should provide:

- The name and address of the person using the camera;

- The names of the children they wish to take images of (where possible);
- The reason for taking the images/what the images will be used for;
- A signed declaration that the information provided is valid and that the images will only be used for the reasons given.

The Community Hub Team Leader will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended subjects and their parents and inform the photographer of anyone who does not give their consent.

At the event there will be a prominent notice informing children, parents and carers that an external photographer is present and ensure they are easily identifiable, for example by issuing them with a coloured identification badge.

If Saltash Library Hub is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our safeguarding procedures.

Storing images

We will store images of children securely, in accordance with our safeguarding policy and data protection law.

DRAFT

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Station Property Sub Committee held at the Isambard House on Monday 21st November 2022 at 6.00 pm

PRESENT: Councillors: R Bickford, R Bullock (Chairman), S Gillies, J Peggs, P Samuels and D Yates.

ALSO PRESENT: S Burrows (Town Clerk) and D Joyce (Administration Officer).

APOLOGIES: None.

24/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

25/22/23 DECLARATIONS OF INTEREST:

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

None.

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

None.

26/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

**27/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE STATION
PROPERTY SUB COMMITTEE MEETING HELD ON WEDNESDAY
24TH AUGUST 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 Bullock, seconded by Councillor Bickford and **RESOLVED** that the minutes of the Station Property Sub Committee held on Wednesday 24th August 2022 were confirmed as a true and correct record.

**28/22/23 TO RECEIVE THE CURRENT STATION PROPERTY COMMITTEE
BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND
ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**29/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE
RECEIVED.**

None.

The Chairman informed Members Steve Sandercock of Kennall Consulting is due to join the meeting this evening, but due to travel disruptions he will be arriving later than planned therefore Agenda Item 8 is to be received when Steve joins the meeting.

The Chairman announced the next item of business to be received is Agenda Item 9 – To receive a feasibility quote from Bailey Partnership and consider any actions and associated expenditure.

30/22/23 TO RECEIVE A FEASIBILITY QUOTE FROM BAILEY PARTNERSHIP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the feasibility quote received from Bailey Partnership.

Members expressed concern and the necessity for short term storage solutions to accommodate the Town Council's assets and equipment.

It was proposed by Councillor Bullock, seconded by Councillor Gillies and **RESOLVED** to appoint Bailey Partnership to undertake a feasibility study for the car park area at a cost of £2,250.00 + VAT to be allocated to budget code 6473 SA EMF Station Building (Purchase & Capital Works).

The Town Clerk is to continue to review further short term storage solutions in conjunction with the Service Delivery Manager.

31/22/23 TO RECEIVE EXTERNAL NOTICE BOARD QUOTES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the requirement for an external notice board to advertise events and the menu for the Concessionaire at Isambard House.

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

1. To purchase option C – Weathershield external notice board rounded headed panel - size 1100mm (w) x 1400mm (h) with a black frame and grey felt interior;
2. To personalise the notice board – Saltash Town Council;
3. To site the notice board on the external corner wall to the right hand side of the telephone box of Isambard House;
4. To allocate the cost of £779.94 inclusive of VAT to budget code 6814 SA Equipment - Isambard House.

Steve Sandercock arrived at the meeting.

The Chairman announced the next item of business to be received is Agenda Item 8 – To receive Isambard House Café Procurement Documents and consider any actions and associated expenditure.

32/22/23 TO RECEIVE ISAMBARD HOUSE CAFE PROCUREMENT DOCUMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk briefed Members on the café procurement documents for consideration.

It was proposed by Councillor Bullock, seconded by Councillor Peggs and **RESOLVED** to invite all Station Property Members to attend the opening of bids received and evaluation session (date to be confirmed), subject to Members availability.

It was proposed by Councillor Bullock, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Town Council held on 1st December 2022:

1. The procurement documents (as attached) to tender for a Concessionaire for Isambard House Café;
2. To provide delegated authority to the Town Clerk and Station Property Sub Committee Members to appoint a Concessionaire for Isambard House Café.

The Chairman and Members thanked Steve for his attendance. Steve left the meeting.

The Chairman announced the next item of business to be received was Agenda Item 11 – To receive an update on Isambard House building snags and consider any actions or associated expenditure.

**33/22/23 TO RECEIVE AN UPDATE ON ISAMBARD HOUSE BUILDING
SNAGS AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

Councillor Bickford updated Members on the recent correspondence with Cormac in relation to various snagging issues identified following the refurbishment works at Isambard House.

Councillor Bickford spoke in particular of the concerns arising from the crack in the concreted floor. A Cormac Surveyor is due to attend site within the next ten days to undertake a survey of the area.

Councillor Bickford is to circulate a full detailed list of all reported snags and keep Members informed of the outcome of the survey.

It was **RESOLVED** to note.

**34/22/23 TO RECEIVE A REPORT ON THE INSTALLATION OF SOLAR
PANELS AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** to delegate to Councillors Bickford and Yates to further explore the options for the installation of solar panels to Isambard House, working with Bailey Partnership at no cost to the Town Council reporting back to a future Station Property Sub Committee.

35/22/23

TO CONSIDER INSTALLING A WEBCAM ON THE NORTH EAST FACING EXTERNAL WALL OF ISAMBARD HOUSE AND ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the proposal received from Rail Cam UK Ltd.

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

1. To appoint Railcam UK Ltd to purchase, install and maintain two Axis M3116-LVE network cameras;

Camera 1: "wide" view of the bridges, made publicly available on the Railcam website, on any website related to Saltash Projects or Saltash Town Council - and optionally on YouTube. Free to view.

Camera 2: A second camera more closely focused on the railway aspect, exclusive to Railcam UK Ltd subscribers.

2. To install the two cameras to the North East facing external wall of Isambard House, with install works referred to the Town Council Service Delivery Department;
3. That both cameras would be funded, installed and maintained by Railcam UK Ltd, no financial contribution from Saltash Town Council;
4. That both cameras operate from the existing broadband;
5. That either party have the option to submit a request to remove the cameras at any point in time;
6. Subject to the Town Clerk being content that GDPR concerns are met prior to the installation works taking place.

36/22/23

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.

37/22/23

TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

38/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

39/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

40/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Gillies, seconded by Councillor Bullock and **RESOLVED** to issue the following Press and Social Media Releases:

1. Isambard House Café Tender – Subject to Full Council approval on Thursday 1st December 2022;
2. Installation of webcams at Isambard House – Subject to confirmation of installation and Town Clerk sign off.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.28 pm

Signed: _____
Chairman

Dated: _____



Saltash Town Council
Working for the People of Saltash



SCHEDULE 1 - CONCESSION SPECIFICATION

Isambard House Cafe Tender

Saltash Town Council

December 2022 Version (Final)

OFFICIAL: SENSITIVE

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1. BACKGROUND INFORMATION

To find a Concessionaire to operate a kitchen and café, waiting area and Accessible toilet providing a toilet and baby changing facility (the Concession) at Isambard House, Saltash Railway Station, Saltash. Some key features important to understand:

- Saltash Town Council owns and operates Isambard House, which is set on Platform 2 of Saltash station. Live train information can be viewed at <https://tiger.worldline.global/SASH/staff;scrollbar=true>. The building has benefited from extensive renovation work throughout during 2019-2022. The building in its current renovated form was reopened in 2021.
- The Concession facilities (i.e. kitchen and café, waiting area and Accessible toilet providing a toilet and baby changing facility) are part of the overall Isambard House, with adjoining doorway (lockable) into a central hall area, and onwards to a further toilet and storage facilities, plus currently vacant an end room at the east of the premises.
- The central hall area of the premises is rented out by Saltash Town Council to a range of community and interest groups, along with key partners. Details of events and nature of bookings can be found in Appendix 1. (Below – Art exhibition August 22)



- Saltash station is situated on the main Penzance to Paddington, London line – the entry point from Devon accessed via Isambard Kingdom Brunel iconic grade 1 listed Royal Albert Bridge.
- The Concession Café is situated on the upward line to Paddington access from Station Road, Saltash.
- The station is a short walk from the town centre and waterside close to Saltash Heritage Centre, Library, local transport link, cafes and bars.



Footfall consists of:

- Rail users – First outbound train from Saltash station is 06:37 hrs with typically hourly services (outbound and return) and in peak commute times approximately every 30 minutes. The station services a number of industries for commuters from Saltash into Plymouth as well as a daily number of school and college pupils.
- Isambard House events – as noted Isambard House hosts a range of community events as outlined in appendix 1. With such events creates footfall and access to potential customers for any Concession.
- There is also opportunity to maximise special events in connection with the railway itself for example visiting steam trains or other special train services which pass through the station onwards into and back out of Cornwall.
- Pre-pandemic footfall figures were around 85,000 passenger journeys for the year 2019/20. GWR report that passenger numbers in the South West have returned to, or are better than before the pandemic, in stark contrast to the South East.
- As well as the Town Council Key partner organisation(s) which the Concessionaire would need to be mindful of are:
 - GWR – who manage and operate the platform and wider station. GWR would be a key point of contact for anything on the platform and adjacent road, permissions will from time to time be required where planned actions are likely to impact on the wider operation of the station
 - Network Rail – who own the underlying infrastructure, platforms, track, bridges etc.
 - Cornwall Council – who have provided funding as part of the development of Isambard House and seeking public benefits such as access to waiting areas and accessible toilet providing a toilet and baby change facility. In addition, the Council are also the planning authority who's permission would be required in event of any consideration of external modifications. Some signage additions may be allowable with permission of GWR and under permitted development rights.
 - Saltash Rail Users Group - who generally promote rail use and campaign for a better rail service at Saltash.

This Specification and the accompanying tender documents are designed to enable accurate response to this opportunity, and to ensure that all parties submitting tenders have a clear understanding of the extent and quality of the services required, and the importance placed on the partnership between the parties involved.

- The Concession is offered in line with the overall Headline Terms as issued with this Tender and is offered solely under Licence.

2. OBJECTIVES

The specific objective of letting the Concessions Contract are:

- To create the provision of a valued community facility at the station in particular access to a publicly available accessible toilet providing a toilet and baby change facility (during operational hours of the facility) and waiting area (free to use);
- Be cost neutral or where possible provide small income / return to the Town Council;
- To have a Concessionaire who takes pride in operating from the site, including being the “eyes and ears” for the area, supporting keeping the site clean and tidy;
- Have a Concessionaire who shares the passion of the Town Council to make the overall premises a successful and valued community asset and work in partnership with the Town Council and key partners.
- To positively support the objectives of the Town Plan – <https://plan4saltash.co.uk>;
- Where possible support Plastic free / other sustainable objectives such as Healthy Eating;
- Be of low resource impact for the Town Council.

The Town Council would seek an area for customers to have enjoyable, value for money experiences, whether as part of commuting and using the railway or whilst enjoying the wider community assets. The Concessionaire shall deliver these objectives through:

- Working in effective partnership with the Town Council;
- Sharing knowledge and developing effective systems;
- Demonstrating agility in response to existing and potential market needs;
- Being proactive in extending the services and seeking new opportunities.

3. INTRODUCING ISAMBARD HOUSE CAFE

The Council is seeking to appoint a Concessionaire for the provision of a café for public food and beverage offer available at Isambard House, Saltash station, Saltash.



To enable the operating a Concession as a cafe facility for commuters, members of the public and visitors to the station, then the core facilities of this Concession include:

- **Kitchen** (3 metres by 2 metres) – The kitchen has basic fitted out cupboards / worktop, kitchen sink with hot and cold running water, electrical points (three charging sockets with 2 x 13 amp), and wall cupboard. There is a lockable access door from the central hall area and direct door and hatch access to the waiting area.

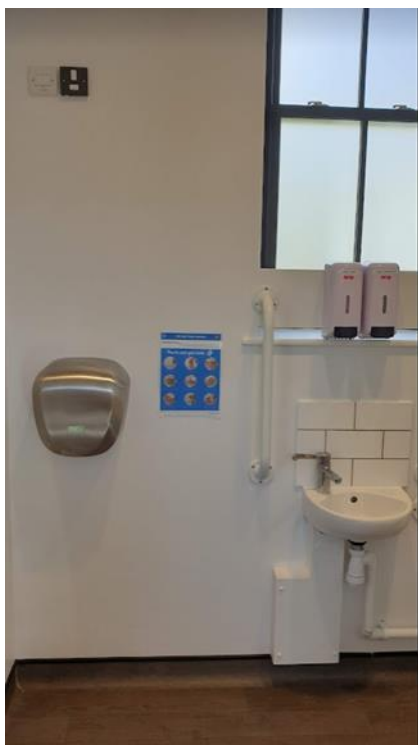
The Town Council is willing to permit the Concessionaire permission to adapt to incorporate necessary catering equipment to operate as a successful business.



- **Waiting / Café area** (7 by 3 metres) - This area would be required to be open free of charge as a waiting area for the public. The Town Council is willing to permit the Concessionaire permission to situate tables / chairs / seating for serving and consumption of food plus siting of food / drink related vending machines within this space (should that be part of any plans by the concessionaire). The area has public electrical points (2x USB sockets) for charging laptops / phones plus a screen indicating train times and travel information. The Town Council acquired a decent number of small bistro style square tables and chairs that can be used if required. This currently provides for 18 covers (see pictures).



- **Accessible toilet providing a toilet and baby change facility** (2.5 by 2 metres)
 – In delivery of the cafe, providing provision of a disabled toilet for use by customers, members of the public and visitors to the station. This includes an accessible toilet providing a toilet and baby change facility / grab rails, emergency call feature, sink, electric hand dryer and hygiene sanitation facilities.



Additional space which the Town Council would consider including as part of the concession should the concessioner feel that they would be able to positively utilise would be:

- Service strip (1.2 metres wide by 5 metres) behind the railings to outside of main building fronting the platform for provision of tabled seating for customers to the café. The Town Council may wish to reserve option to have this space for use of booked events with the main hall, with agreed notice to the Concessionaire. Takeaway food and drink can be consumed anywhere on the station platform.



- In addition to service strip the Town Council is also willing to permit any Concessionaire to operate table facilities (or vending facilities) to the outside areas as detailed on the accompanying plan. Any such provision will require consultation with the Town Council and station operator GWR in respect of style and nature of tables, including the security of those tables.



Should the Concessionaire wish to explore the utilisation of the currently vacant end room to the east of the building (5 metres x 5 metres) as part of the facilities the Town Council would be prepared to consider this but on a commercial basis. Additional, if outside normal opening hours, the Town Council might want to utilise the waiting room space to supplement the main hall usage, and at all times users of the main hall may require access through to the accessible toilet.

As noted, the Town Council hires the central hall for events. As part of any agreed concession the Town Council would be willing to provide the requirement of any hiring body to seek the services of the Concessionaire should they require event catering. The Town Council would commit to work with the Concessionaire so they are fully aware of activities being held in the central hall.

The Town Council wishes to retain some rights of access to all areas in order to provide the best community resource possible, with clear agreement with the Concessionaire.

Also, if out of the agreed operating hours and the Concessioner is not providing event catering, should the hirer wish to have access to the kitchen for then this would be done in agreement and at an agreed rate with the Concessionaire (it is noted that in such cases agreement will need to be reached in order to secure any equipment / products of the Concessioner).

The tender for this opportunity is the first time that it has been put to tender and as such the concession area is vacant and unincumbered from any previous incumbent.

Utilities - The site benefits from mains water, electricity, mains drainage and mains gas to the boiler situated in the kitchen. It should be noted that at the present time there is no separate meters for the different parts of the premises. The Town Council would be prepared to provide free access to utilities to the Concessionaire for the first 12 months as a minimum and review any reasonable changes in discussion and agreement with the Concessionaire. In return the Concessionaire would be responsible for ensuring careful usage of utilities (see also Environmental and Waste Management sections). The Town Council reserves the right that to review with the Concessionaire charges during the term and adjust in light of any market changes.

The Concessionaire would be responsible for the cleaning and maintenance of the Concession (both the service kitchen but also including Accessible toilet providing a toilet and baby change facility and waiting room).

Furniture, Fittings and Equipment – The Town Council has already provided furniture (tables / chairs) within the Concession area and in working in agreement with the Concessionaire be willing to consider inclusion of some external furniture subject to it being suitable. The Concessionaire would be required to kit out the facilities to a professional quality standard this may include:

- Shelving
- Crockery / utensils
- Coffee / barista machine
- Microwave / toaster

The Concessionaire will be required to install further fixtures and fittings as they see fit.

All repairs to the premises, maintenance and statutory testing of the fabric of the building – e.g. doors, walls etc. and infrastructure e.g. fire alarms, emergency lighting etc. will be the responsibility of the Town Council who will be granted access by the Concessionaire to undertake such repairs, maintenance and statutory testing under the terms of the Licence.

Storage space is limited, and if additional space is considered necessary this will require to be in agreement with the Town Council.

In addition to the Concession as described the Concessionaire will have, in agreement and sign off by the Town Council, the opportunity to arrange, organise and run community related events on the adjoining land. The Town Council consider that there are significant potential to maximise commercial opportunity across the site and would welcome proposals to work in partnership to maximise the main hall when not booked on a commercial basis.

4. BUDGET COMMITMENTS

As noted the Town Council has provided furniture to the inside of the concession, any additional capital commitments will be the responsibility of the Concessionaire.

Likewise any repairing, replacing and maintaining Appliances; Furniture, fixtures and fittings; and Light Equipment will be the responsibility of the Concessionaire.

The Concessionaire will ensure all Appliances, furniture, fixtures and fittings and Light Equipment are cleaned and regularly checked and tested as per manufacturer operating manuals and Health and Safety Regulations.

5. QUALITY OF SERVICE / FOOD STANDARDS OVERVIEW

The Concessionaire will have freedom to operate in a manner that is commercially viable. However, in support of this the aim will be for the Concessionaire to:

- Provide a welcoming and friendly service for customers, one which is inclusive to all;
- Provide a consistent quality of service for customers, to a standard that meets or exceeds their expectations;
- Provide a clear and competitive pricing which reflects good value for money.

Price tariffs shall be presented in a format that shows the total cost to the Customer.

The Concessionaire will ensure compliance with Food Hygiene Standards. In addition, the Concessionaire will ensure clear and accurate food labelling around allergies.

Within the limitations of the site and overall Concession itself where possible the Concessionaire would look to support principles of:

- Choice;
- Grab and go nature options (noting restrictions of travellers and set train times);
- Healthy eating;
- Local sourcing / seasonality / Fairtrade;
- Dietary-specific options such as vegan, vegetarian and gluten free;
- Waste minimisation and work to reduce food waste
- Transparent food labelling;
- Maintain a five-star Food Hygiene Rating.

6. EQUALITIES

The Concessionaire shall support and develop equality of opportunity, diversity, inclusion and representation in the service provided to customers and the community.

7. BRAND AND MARKETING

The Concessionaire will be responsible for marketing and promoting of the facility, including both physical signage on site as well as social media. The Town Council is amenable to branding signage being placed to the outside of the building (subject to any necessary planning permission).

The Concessionaire shall be responsible for the costs associated with marketing the Concession. The Town Council may also contribute to joint marketing as it decides.

8. CONCESSIONAIRE TEAM

The Concessionaire will ensure that the services shall be performed by appropriately trained and qualified personnel, with exceptional customer service skills. The Concessionaire will make every effort to maximise local employment opportunities, as well as local produce and support principles of community inclusion / apprenticeship.

9. TRAINING

The Concessionaire shall be responsible for their staff training. It is recommended that all staff are trained at least to a minimum Foundation Certificate in Food Hygiene and Safety, Health and Safety and Customer Care skills.

Staff should have a sufficient understanding of special diets to provide customers with accurate advice about the options available.

Staff will be aware of any standards to which foods have been certified, and further background information about these standards will be made freely available on the premises, or on the supplier's website.

10. CASH HANDLING

The Concessionaire shall be responsible for all cash receipts, including VAT, from the cafe.

The management and cost of cash collection and security will be the sole responsibility of the Concessionaire.

11. ENVIRONMENTAL MANAGEMENT

The Concessionaire shall support the goals of environmental management, including, start-up and shutdown schedule for lights, equipment, and other energy-consuming items.

The Concessionaire shall have a maintenance checklist and records of inspections for lighting, equipment, and other energy-consuming items.

The Concessionaire shall perform and document manufacturer recommended cleaning to all Appliances on site to ensure all equipment is functioning properly and maintaining energy efficiency levels.

The Concessionaire shall have a water conservation checklist and records of inspections that include at least the following:

- Turn off taps not in use;
- Regularly check for leaks;
- Do not use running water to melt ice in sinks;
- Operate dishwashers when full, whenever possible;
- Dishwasher temperature shall be set to the lowest temperature allowed by health regulations and consistent with the type of sanitising system used.

12. WASTE MANAGEMENT

The Concessionaire will pay for all waste collection associated with running the Concession.

To reduce waste generation, the Concessionaire shall look to serve food / beverages using reusable cutlery, glassware and crockery, and also customer option to bring own reusable cups. Takeaway food/beverages should be served in re-cyclable materials.

Incentives should be given to Customers for utilising their own reusable cups and other ethical takeaway food storage solutions.

13. RECYCLING FOOD WASTE, FATS, OILS AND GREASES

Where available, used frying oil and oil from grease recovery devices shall be recycled with proven partnerships for using the oil for biodiesel production or other means of replacing fossil fuel use. Waste fats, oils and greases shall be stored in a weather and vandal resistant container with a bund of sufficient capacity to hold any leaks.

All suitable food waste shall be reused where possible through local channels – e.g. through local homeless charities.

The Concessionaire shall have clearly marked sorting mechanisms – i.e. bins – in areas where food waste is collected.

14. OTHER RECYCLATES

The Concessionaire shall look to maximise opportunities for recycling options. Materials to be recycled shall include, but are not limited to, aluminium and steel food and drink cans, plastics, glass, and cardboard.

15. DISPOSABLE PRODUCTS

The Concessionaire shall eliminate non-essential disposable products and the following items shall not be used:

- Polystyrene packaging and cups;
- PS06 (polystyrene) (e.g. utensils);
- Plastic bags (except for bin liners);

In addition, single portion condiments and disposable napkins, utensils, and straws (not plastic) shall be provided upon customer request or with single portion dispensers, where applicable. Costs of waste disposal will be the sole responsibility of the Concessionaire.

Wherever possible the Concessionaire shall look to avoid the use of Single Use Plastic.

16. PEST CONTROL, CLEANING AND DEEP CLEANING

The Concessionaire will be responsible for all cleaning and deep cleaning in the Concession, leaving them hygienic and ready for the next subsequent use at the end of each day.

17. ENTRY AND OPENING HOURS

To support the provision of access to the Accessible toilet providing a toilet and baby change facility and waiting room the Town Council would require minimum hours of access based on the following:

- Monday to Friday 07:15 hours to 14:00 hours

Beyond this the overall the opening times for the Concession will be up to the Concessionaire to set based on optimum commercial opportunity but will only be permitted seven days per week between the hours of 06:30 hours to 22:00 hours.

There is an expectation that the café should be open at regular intervals between April and September, weather conditions permitting. Whilst winter footfall may be reduced it would be important to have a waiting room café provision even if on reduced hours from the summer opening times.

Bidders should state if they consider there would be any variations during the year.

People do travel all year round although it is noted there are no trains on Christmas Day and Boxing Day. There may also be no trains during planned engineering works but this is well advertised in advance and other outages such as strike action but again this is well advertised. The Town Council would not expect the waiting room to operate on those days, however, it may be that operator wishes to open due to other trade using the service i.e. local businesses.

Weekend travel has become much more important for the railway and these are considered busy days, even if the service is less. It may be that the Concessionaire opens later at the weekend. The Town Council welcome bidders to indicate what weekend opening times look like.

The Concessionaire shall be responsible for providing clear and transparent information to customers and members of the public on opening times.

The Concessionaire will be responsible for security in regards to opening and locking of the premises aligned to the hours of operation of the Concession. This will include ensuring that the premises are empty of members of the public at time of locking.

The Town Council is willing to work with the appointed Concessionaire to review the opening hours after 6 months and 12 months of commencement of the agreement to maximise benefits from the concession and avoidance of unnecessary opening where return does not match resource inputs.

18. HEADLINE TERMS

The Town Council has drafted Headline Terms for the Concession. This should be read in conjunction with this Specification and will apply to the Concessionaire.

19. CONCESSION FEE

The Concessionaire will deliver to the Town Council the agreed commercial model as per the Contract. Where applicable and in line with the commercial model the Concessionaire will pay the Town Council all its fees either annually or quarterly (June, September, December and March).

Six months ahead of end of year will see annual review periods introduced. Agreement to extend beyond year 3 will be subject to review of overall performance of the Concessionaire and an assessment of return based on Operating Profit. The Town Council in conjunction with the Concessionaire will review the potential for commercial payback to the Town Council at end of year three based on Operating Profit.

To assist the discussions the Concessionaire would be required to provide the accounts for the concession operations on the basis of an Open Book Accounting basis.

20. LIVING WAGE

It should be noted that the Town Council is an employer that pays all its employees, as a minimum, the 'Real Living Wage'. This currently stands at £10.90 per hour for all employees over 18 years of age and will only enter into a contract with a Concessionaire that do similar. Any Concessionaire tendering for the works as described in this document, by doing so, confirmed that it also pays all employees over 18 years of age the 'Real Living Wage'.

21. SOCIAL VALUE

The Concessionaire's attention is drawn to the fact that consideration on award of the Concession will include assessing how the Concessionaire will deliver Social Value in the community.

As part of the applicant's response to the method statement they will be asked to outline how they would support Social Value in the delivery of the Concession. In relation to this contract the Town Council sees the following as being areas where through the delivery of the Services positive outcomes to Social, Economic and Environmental outcomes could be achieved, in particular:

- Within the workforce this could be supporting apprenticeships, plus arrangements to ensure that staff are fairly recompensed for work undertaken.
- Supporting environmental outcomes (including reduction of use of products / material that are harmful to the environment or working practices that minimise environmental damage), as well as making a positive contribution to the Town Council's pledge around removing use of "single use plastics".
- Social outcomes may also include details on how the Supplier would look to support community initiatives and / or work to make a positive outcome within the wider community.
- Social benefits to communities within the area including increasing social inclusion and breaking down social exclusion.

The above list is not exclusive or exhaustive but an indication on what are deemed to be relevant and proportional areas for Social Value consideration to this Concession.

22. DEFINITIONS

Appliances	In summary this shall include (but not be limited to): Cooker, microwave, kettles / boiler, coffee maker, dishwasher etc.
Concession	Means the café and facility at Isambard House, Saltash railway station
Concessionaire	Means the organisation named in the articles of agreement
Customer	Means a third party to whom the Concessionaire provides services
Events	Means Events that are approved by the Town Council within the premises adjoining the Concession
Furniture	In summary this shall include related furniture for customers of the Concession and may include tables and chairs both within and outside of the premises.
Licence	Means the licence to occupy the premises
Light Equipment	In summary this shall include (but is not limited to): Crockery, cutlery and glassware, display dishes, display and marketing boards, Kitchenware including pots and pans, tills and IT equipment
Operating Profit	Means operating profit is a company's profit after all expenses are taken out
Open Book Accounting	Means the Concessionaire providing transparent records of the costs they have incurred around the Concession in order to support negotiations on annual reviews from year 3 onwards
Town Council	Means Saltash Town Council and the Town Council's representative, appointed for the purpose of managing the contract

SCHEDULE 2 - COMMERCIAL/PRICE DETAILS

PART A
Background information

Please state below details in regards to forecasts around your commercial proposal. Details are to be made on an informed basis.
Please provide assumptions and logic applied in compiling your figures.

Forecast Turnover (£/p)	End of year 1 End of year 2 End of year 3				
	High turnover				
	Moderate				
	Low turnover				
	Average	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Please state assumptions / supporting details:					
a)					
b)					
c)					

Forecast net profit / loss (£/p)	End of year 1 End of year 2 End of year 3				
	High profit				
	Moderate				
	Low profit				
	Average	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Please state assumptions / supporting details:					
a)					
b)					
c)					

PART B
Overall Concession Sum payable to the Council

Please outline below overall income / return to the Town Council from the overall commercial proposal. Please state details on what this would consist of
Please ensure sufficient detail is provided to ensure expectations and implications on expected expenditure is clearly identified

	Nominal Sum	End of year 1 End of year 2 End of year 3			
	1.00				
Totals	1.00	0.00	0.00	0.00	1.00
Total expenditure (end of Year 3)					1.00
Please state assumptions / supporting details:					
a)					
b)					
c)					

PART C

TOTALS	Years 1 to 3 income to the Town Council	1.00
	Total return	1.00

NOTES:

The total sum to include a £1.00 nominal sum to enable calculations of any return whereby no Concession Sum is offered.
For the purposes of evaluation sum the used will be the total Concession Sum at the end of Year 3.
The proposal affords the Tenderers to set out a Concession Sum offer that fits within their commercial operating framework
There is no obligation for the Tenderer to put forward any concession sum (no excluding the £1 nominal sum), however Tenderers should note that this may have a bearing on evaluation scores in the case where another Tenderers put forward a Concession Sum.
Likewise there is no obligation for the Tenderer during all years, e.g. Years 1 to 5, nor any obligation for the Concession Sum to be constant year on year.
The Council is including the option to review after year 3 with potential for commercial payback to the Town Council at end of year three based on operating margins. ☒

Schedule 3

Headline Terms

Isambard House Café – Licence to operate

Purpose

A licence to operate a café, waiting room and Accessible toilet providing a toilet and baby change facility at Isambard House, Saltash railway station which is owned and maintained by Saltash Town Council. See Schedule 4 – Plan of Premises Red highlighted area.

Parties

1. Saltash Town Council, The Guildhall, Lower Fore Street, Saltash, Cornwall PL12 6JX (The Town Council)
2. TBC (The Concessionaire)

Agreement

The Council to maintain the premises to a reasonable standard and to be responsible for the maintenance of the fabric of the building and any fixtures which become its responsibility. Any equipment provided by the Town Council will remain its property at the end of the licence.

The Concessionaire to maintain the café, kitchen, toilet and surrounding area, including outside furniture in a clean, tidy and safe state and to provide a café refreshment service with due regard to high standards of national and local health and environmental policies and practices.

The Town Council to retain ownership of the building and to be responsible for maintenance of the fabric of the building. The Town Council reserve the right to use the waiting room (or hirers of the Town Council) whilst not being used by the Concessionaire. The Concessionaire to run the café under licence and maintain the toilets for use by the public during opening hours. The Concessionaire will be required to always allow access to members of the public / service users through the waiting room to the accessible toilet, which must be available to all building users.

Provision of right of use of the Café is permitted only under the terms of the licence and a does not confer ownership or access rights beyond what is permitted through the licence.

The Concessionaire has a minimum of one car park space and is permitted to store bins in the car park. The Concessionaire is to consider its own storage masterplan outside of the space provided for the Town Council's consideration.

Responsibilities of The Concessionaire

- To maintain the café and toilets in a clean and safe condition and to provide a catering service with due regard to high standards of cleanliness, health and environmental policies and practices.
- To maintain furniture and equipment on the site in a clean, safe and fit condition.
- To commit to achieving a 5-star food hygiene assessment or similar accreditation within 12 months of the commencement of this agreement.
- Not to make any alterations or additions whatsoever to the site or premises without the express written consent of the Town Council.
- To install suitable fixtures and fittings, kitchen and catering equipment to operate the café.
- To undertake day to day maintenance of the premises and to co-operate with the Town Council to enable it to inspect the premises from time to time and to perform its responsibilities under the licence.
- To be responsible for legionella testing, electrical testing, compliance with fire regulations and environmental health regulations, providing the Town Council with the appropriate certification.
- To provide consumables and cleaning materials for the café, waiting room and toilet.
- To open the toilets and waiting room to the public during core opening hours and to maintain them in a clean, safe and operational condition.
- To manage waste and its disposal in accordance with legal and good practice guidance, with a particular focus on resourceful recycling of waste.
- Not to display any advertisement, sign boards, name plate, inscription, flag, banner, placard, poster or signs or notices at the site other than those required to promote the café without the consent of the Town Council.
- Not to do or permit to be done on the site anything that is illegal, or which may be or may become a nuisance.
- Maintain adequate employers and public liability insurance cover (minimum [£10m]) and insure against all risks arising in connection with the operation of the facility by the Concessionaire.
- To insure the contents of the building as the concessionaire sees fit.

- To pay the licence fee to the Town Council on the 1st June each year in accordance with the agreement.
- The Concessionaire shall be responsible for reporting any defects in relation to the premises that may affect their ability to effectively fulfil the requirements of the Concession to the Town Council. Any reports should be made within 3 working days of this coming to the attention of the Concessionaire. If the defect presents a danger or Health and Safety concern, then this shall be reported at the first available opportunity.
- The Concessionaire shall work with the Town Council in a partnered manner that supports the overall appearance of the Isambard House and surrounding area so that it remains clean, tidy and free from antisocial behaviour as far as reasonable.
- The Concessionaire will be responsible for all taxes, rates and utilities costs (as agreed with the Town Council) in connection with the running of the facility.
- The concessionaire is not permitted to sell alcohol, tobacco, lottery tickets or permit other forms of gambling at the premises.

The Town Council's responsibilities

- To keep the premises, in a good order and safe condition suitable for use by the public.
- To insure the building and such fixtures as it should see fit.
- To be responsible for maintaining the fabric of the building and any fixtures or fittings which are deemed to be the responsibility of the Town Council (as agreed by both parties).

Variations to this Agreement

Variations to this agreement are permitted in agreement with both parties and to be recorded in writing and signed by each party.

Termination

To allow the agreement to be terminated upon six months' written notice by either party.

Service Charge

The Concessionaire to pay the Town Council the agreed sum as set out as part of their bid proposal of [£xxxx] per annum payable on the 1st June each year (or quarterly June, September, December and March) to be reviewed each April in line with changes to the RPI and/or changes in service requirements.

Review Periods / Open Book Accounting

Six months ahead of end of year will see annual review periods introduced. Agreement to extend beyond year 3 will be subject to review of overall performance of the Concessionaire and an assessment of return based on Operating Profit. The Town Council in conjunction with the Concessionaire will review the potential for commercial payback to the Town Council at end of year three based on Operating Profit.

To assist the discussions the Concessionaire would be required to provide the accounts for the concession operations on the basis of an Open Book Accounting basis.

Commencement

The agreement to commence on the [(Date TBC)].

Term

Three years from the commencement date (option to extend annually for further 4 years with the Council's approval).

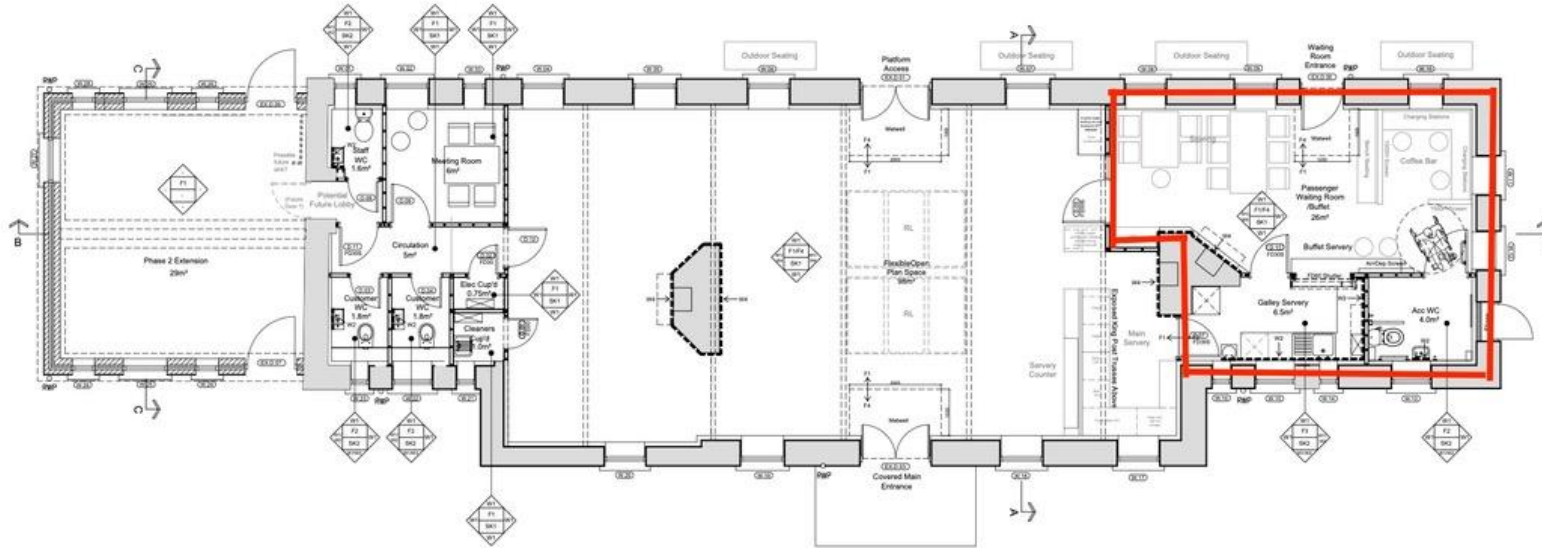
Hours of Operation

To support the provision of access to the Accessible toilet providing a toilet and baby change facility and waiting room the Town Council would require minimum hours of access based on the following:

- Monday to Friday 07:15 hours to 14:00 hours

Beyond this the overall the opening times for the Concession will be based on the Concessionaires bid proposal in order to make optimum commercial opportunity but will only be permitted seven days per week between the hours of 06:30 hours to 22:00 hours.

The Town Council is willing to work with the Concessionaire to review the opening hours after 6 months and 12 months of commencement of the agreement to maximise benefits from the concession and avoidance of unnecessary opening where return does not match resource inputs.



Notes

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Discrepancies and/or omissions within this drawing, between it and information given elsewhere, must be reported immediately to the architect for clarification before proceeding.

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SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION

Refer to the relevant Construction (Design and Management) documentation where available.

It is assumed that all works on this drawing will be carried out by a competent contractor, working where appropriate to an approved method statement.



Proposed Finishes - to be installed in accordance with recommendations and as follows:

Wall Finishes:
W1 - White Diamond Eggshell paint - 100% K1000 (OP White)
W2 - Substrate - Johnson's Plaster - 200/1000 - White, with base and large joint joint (see M13)
W3 - Colour Additive paint - 100% K1000 (OP White), White, with base and large joint joint (see M13)
W4 - Localised water resistant (see C1 Plan) - painted finish - White Diamond Eggshell paint - 100% K1000 (OP White) to match wall finish

Floor Finishes:
F1 - Exposed concrete with anti-slip finish
F2 - Anti - Slip Servery - White (see space direction to be laid length ways in space)
F3 - Anti - Slip Servery - White (see space direction to be laid length ways in space)
F4 - Concrete - Reinforced (see C1 Plan) - painted finish - White Diamond Eggshell paint - 100% K1000 (OP White) to match wall finish

Skirting:
S1 - Painted Timber Skirting - White Diamond Eggshell paint - 100% K1000 (OP White)
S2 - Anti - Slip Servery - White (see space direction to be laid length ways in space)
S3 - Anti - Slip Servery - White (see space direction to be laid length ways in space)
S4 - Concrete - Reinforced (see C1 Plan) - painted finish - White Diamond Eggshell paint - 100% K1000 (OP White) to match wall finish

Floor Tiles:
T1 - White - 100% K1000 (OP White) - Range to suit floor finish as manufacturer's guidelines - Colour - White

Other:
P1 - Painted - White Diamond Eggshell paint - 100% K1000 (OP White)

Colour:
Refer to Proposed Reflected Ceiling Plan

Tile Tiles:
T1 - White - 100% K1000 (OP White) - Range to suit floor finish as manufacturer's guidelines - Colour - White

Skirting:
S1 - Painted Timber Skirting - White Diamond Eggshell paint - 100% K1000 (OP White)
S2 - Anti - Slip Servery - White (see space direction to be laid length ways in space)
S3 - Anti - Slip Servery - White (see space direction to be laid length ways in space)
S4 - Concrete - Reinforced (see C1 Plan) - painted finish - White Diamond Eggshell paint - 100% K1000 (OP White) to match wall finish

Notes:
1. All dimensions to be checked on site prior to installation/commencement.

C2	Door colour reference amended following confirmation of rooming finish.	JOUNJUN	19.02.2020
C1	Construction Issue	JOUNJUN	25.11.19
Rev	Description	By / Check / Appr/Date	



Client
Salthash Town Council

Project
Salthash Train Station
PL12 4EP

Drawing Title
Proposed Finishes Plan

Purpose of Issue	Construction	Sheet	D2
Project No.	29217	Scale @ A1	1:50
Revision	C2	Drawn By	JD
		Check By	LJN
		Approved By	LJN

A1 Drawing Number
Project Origin
Zone Level Type Rule
STS BP 00 00 DR A 400 001

www.baileypartnership.co.uk



Saltash Town Council

Working for the People of Saltash



Volume One (1)

**Catering Concession for:
Isambard House, Saltash Railway Station,
Saltash, Cornwall**

INVITATION TO TENDER (ITT)

Background Information, Instructions and
Conditions of Tender

Applicants should read this Volume first

If you would like this information in another format please email

Email: tenders@saltash.gov.uk

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Information and Instructions

Section 1 – About the Council

- 1.1 Saltash was founded as a market town by the lord of Trematon Castle in the 12th century. The town was sited at a point where an ancient highway crossed the Tamar estuary by means of a ferry. By the end of that century Saltash had achieved borough status.
- 1.2 Saltash also developed as a port, the first to be established on the system of estuaries reaching far inland from Plymouth Sound. In consequence, the borough was entrusted with jurisdiction over all those waters, an arrangement that was challenged many times but was not terminated until 1901. Trade on the estuaries invigorated rural life in St Stephens and other adjoining parishes.
- 1.3 The town's strategic position and maritime interests led to its involvement in many important events and produced some lively personalities.
- 1.4 During the Civil War, 1642-46, fighting took place in Saltash on several occasions, resulting in numerous fatalities (mostly on the Parliamentary side) and the destruction of many buildings.
- 1.5 Saltash has produced many champion rowers, of whom the redoubtable Ann Glanville was the most famous. Between 1830 and 1850 at regattas all over England, she and her crews of Saltash women were seldom beaten in 4-oared gig races, even against male competitors.
- 1.6 The engineer-genius Isambard Kingdom Brunel chose Saltash as the site for a bridge, of unique design, to carry the railway into Cornwall. The Royal Albert Bridge, Brunel's masterpiece completed in 1859 is undoubtedly the town's most famous feature.
- 1.7 Saltash Town Council has 16 elected Councillors. Saltash is divided into 3 Wards - Essa, Tamar and Trematon. There are Councillors for each Ward and they are elected from the community every 4 years.
- 1.8 The Council provides a wide range of services including:
 - Saltash Library
 - Saltash Public Toilets
 - Allotments
 - Planning and Licensing
 - Play Parks
 - Open Spaces
 - Public Right of Ways
 - Jubilee Green Pontoon
 - Seagull Proof Bags
 - Burials and Memorials

1.9 Further information about all of which can be found on the Council's website:

<https://www.saltash.gov.uk/index.php>

[Annual Report 2021-22 https://www.saltash.gov.uk/edit/stuploads/8541_1304124358.pdf.](https://www.saltash.gov.uk/edit/stuploads/8541_1304124358.pdf)

<https://plan4saltash.co.uk/>

Section 2 – About the Tender

- 2.1 The Town Council is seeking to appoint a Concessionaire run a café facility at Isambard House, Saltash Railway Station. The appointed Supplier, the Concessionaire, would pay a licence fee to the Town Council for the right to operate the Café.
- 2.2 The value of the Concession will be determined through this Tender exercise.
- 2.3 Full details around the Tender can be found in the accompanying documentation, in particular:
- i. Volume 2 – Applicant Response (Tender)
 - ii. Schedule 1 – Specification / Brief
 - iii. Schedule 2 – Commercial Model
 - iv. Schedule 3 – Headline Terms
 - v. Schedule 4 – Plan of site
- 2.4 This is a request to submit a fixed price quotation (RFQ) for specified consultancy work to oversee the completion of the main project.

Contract / Contract Period

- 2.5 Headline Terms and Conditions are attached in the Operating licence. The Contract period is 3 years plus options of annual renewals to a maximum of 7 years in total.

Insurance Levels

- 2.6 Employer's Liability Insurance - The Council's minimum requirement is **£5m**
- 2.7 Public Liability Insurance - The Council's minimum requirement is **£10m**

Transfer of Undertakings (Protection of Employment) Regus 2006 (TUPE)

- 2.8 It is the responsibility of the Applicant to consider whether or not TUPE is likely to apply in the particular circumstances of this tender exercise and to act accordingly. Applicants should therefore take their own advice regarding the likelihood of TUPE applying.
- 2.9 For more information please use the websites listed below:

<https://www.gov.uk/transfers-takeovers>

<https://www.legislation.gov.uk/uksi/2006/246/contents/made>

Section 3 - About the Procurement Process

Procurement Procedure

- 3.1 The Tender is below Threshold Works level and the Town Council is issuing this Invitation to Tender (ITT) and is inviting bids from Applicants in response to the published Contract Notice.
- 3.2 The procurement process that the Council has selected is the Open Procedure in line with the Public Contracts Regulations (the Regulations) 2015, which means that all Applicants that submit a Bid shall be evaluated in accordance with these Instructions and set process.

Instructions for Completion

- 3.3 All response must be written in English and costs submitted are to be presented in Pounds Sterling, exclusive of VAT, but inclusive of all other costs where not stated in the Pricing Document.
- 3.4 Where details are provided by the Applicant in literature that they submit in connection with the response, they must ensure that clear cross-references are given to the Town Council.
- 3.5 Any information relating to the Town Council and supplied by the Town Council shall be kept by the Applicant in strictest confidence.
- 3.6 Applicants are advised that the Town Council is not bound to accept any tender submitted, nor to reimburse any expense incurred during the process.

Clarification Process

- 3.7 All clarification enquiries should be directed to the Authorised Representative and by no later than the date indicated in the Procurement Timetable detailed elsewhere in this document.
- 3.8 Applicants are advised that where such enquiries have been made, and it is appropriate to do so, the Town Council will distribute to all Applicants a copy of the Clarification and the written reply, with anonymity preserved.

Council Representatives

- 3.9 No person in the Town Council's employ or other agent, except as so authorised by the Town Council Authorised Representative, has any authority to make any representation or explanation to Applicants as to the meaning of the Contract or any other document or as to anything to be done or not to be done by Applicants or the **successful** Applicant or as to these instructions or as to any other matter or thing so as to bind the Town Council.

Council Authorised Representative contact details:

NAME: Sinead Burrows – Town Clerk

Email: tenders@saltash.gov.uk

Format of Response / Submission

3.10 The response must be delivered by no later than the time and date stated on Volume 2

3.11 Loading and submitting of the tender must be completed by the final submission time, and Applicants must take into account the speed of your Internet connection, system configuration and general web traffic that may impact on the time required to complete the transaction.

3.12 The Tender response must remain valid for acceptance for a period of 90 days from the return date.

Procurement Timetable

3.13 This procurement will follow a clear and transparent process, to ensure that all Applicants are treated equally. The key dates for this procurement are anticipated to be as follows:

Procurement Stage	Applicable to	Dates
Publication of advertisement (Contract Notice)	ITT	02/12/2022
Latest date for Clarification questions to be submitted by	ITT	13/01/2023
Clarification responses to be issued by	ITT	20/01/2023
Bid Deadline (noon)	ITT	27/01/2023
Evaluation (completed)	ITT	24/02/2023
Notification of Contract award (Contract Award Notice)	ITT	03/03/2023
Contract start – Main Contract	ITT	10/04/2023

3.14 The above is indicative and the Town Council reserves the right to change the timetable.

Evaluation Approach

- Bids will be evaluated in two parts, Selection and Award

3.15 The Town Council will first evaluate the Selection Questionnaire (SQ) response (if applicable). Applicants deemed not to satisfy the elements of the SQ in line with the scored approach will be excluded from the remainder of the process and their bid shall not be considered further. Applicants who satisfy the SQ stage (if applicable) will have the remainder of their bid evaluated in accordance with the Award Criteria.

Selection Questionnaire

- 3.16 Selection is the process by which the Town Council is able to assess the suitability of the Applicant to undertake work on behalf of the Town Council. The questions asked within Selection Questionnaire are compliant with Regulation 57 of the Regulations.
- 3.17 The Town Council requires all Applicants to complete all sections of the Selection Questionnaire included within Volume Two (2) Applicant's Offer in full. Any Applicants who do not fully meet the requirements of or misrepresent any information or evidence provided in relation to Regulation 57 may be excluded from further consideration.
- 3.18 The Applicant's responses to the Selection questions should be succinct, concise and self-contained not referring to additional documents or other supporting statements other than the European Single Procurement Document (ESPD).
- 3.19 Where Applicants choose to submit all or any part of the ESPD in place of an element required in the Selection questions this must be clearly identified and referenced by the Applicant. Any ESPD responses will be assessed in the same way as any other response.

Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.

- 3.20 This standard Selection Questionnaire is a self-declaration, made by the Applicant (the potential supplier), that they do not meet any of the grounds for exclusion. If there are grounds for exclusion, there is an opportunity to explain the background and any measures taken to rectify the situation (also referred to as self-cleaning).
- 3.21 A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently, the Town Council will require all the organisations that the Applicant would rely on to meet the selection criteria to provide a completed Part 1 and Part 2.
- 3.22 For example, these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where the Applicant is joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that are relied on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

Supplier Selection Questions: Part 3

- 3.23 Where an Applicant is bidding on behalf of a group (consortium) or it is intending to use sub-contractors, the Applicant should complete all selection questions on behalf of the consortium and / or any sub-contractors.

3.24 If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay the Town Council reserve the right to amend the contract award decision and award to the next compliant bidder.

Selection Questionnaire Approach

3.25 The Town Council proposes to use the following criteria to assess Selection Questionnaire submissions:

Section	Title	Type of Question	Weighting (%)
Part 1	Potential supplier information	Information only	Not evaluated and scored
Part 2	Exclusion grounds (Mandatory and Grounds for discretionary exclusion)	Pass/fail	In the event of a supplier being awarded a 'fail', the remainder of their submission will not be evaluated and they will be eliminated from the process.
NOTE ON EVALUATION: Ideally the Town Council would be seeking confirmation that the Contractor has not been or is not currently in breach of any of the Grounds for Exclusion. If Grounds for Exclusion have applied or currently apply, then the Town Council would be seeking clarity on what measures have been put in place to self-cleanse as set out by the Regulations. Where Grounds for Exclusion previously applied or currently apply and suitable evidence and measures to self-cleanse cannot be demonstrated, this will be deemed a "fail". Reference will be made to Crown Commercial Services Procurement Policy Note: Standard Selection Questionnaire (SQ) Action Note 8/16, 9 September 2016 – Appendix C. See: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/558531/PPN_8_16_StandardSQ_Template_v3.pdf			
Part 3 Section 8 8.1	Insurance	Pass/Fail	In the event of a supplier being awarded a 'fail', the remainder of their submission will not be evaluated and they will be eliminated from the process.
NOTE ON EVALUATION: The Town Council would be seeking confirmation that the required insurance and levels exist and that they would be maintained during any awarded contract, or in the case that they do not exist currently that the Contractor would firstly be able to obtain the required levels of insurance and would if successful in the Tender would actually obtain that insurance. If this cannot be demonstrated, then this would be deemed a "fail"			

Information Only Questions

3.26 These must be completed but will be used for information purposes only and not scored. However, failure to provide sufficient information as requested may still lead to disqualification for non-compliance. It is important that where a question does not apply this is recorded as 'Not applicable' or 'None' in the spaces provided.

3.27 Where sections are scored as being '**Pass / Fail**' the following definitions will apply:

Definition	Criteria
Pass	Demonstration of a clear response given with good level of detail and evidence to support the response from the Applicant in line with and applicable to the Selection Questionnaire question.
Fail	A limited, or non-complete response from the Applicant and / or not relevant or demonstrating the expectations as set out and applicable to the Selection Questionnaire question.

3.28 Where an Applicant is awarded a "fail" (inc. evaluation of the Tender response), the remainder of their submission will not be evaluated and they will be eliminated from the process.

Consequences of misrepresentation

3.29 If the Applicant seriously misrepresent any factual information in filling in the Selection Questionnaire and so induce an Town Council to enter into a contract, there may be significant consequences. They may include be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into the Applicant may be sued for damages and the contract may be rescinded.

3.30 If fraud, or fraudulent intent, can be proved, the Applicant or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

Award Criteria

3.31 Award is the process that considers the extent to which the Applicant's Bid delivers the Most Economically Advantageous solution to the Town Council requirements and as such Applicants responses to the questions asked should give a clear indication of what the organisation is offering for the quoted price.

3.32 The Town Council has not provided a word limit for responses to the Award questions however, the Town Council would like to inform Applicants that responses should be relevant to the question and be proportionate in length. Supporting information may be submitted, provided that it is clearly referenced in the question to which it relates and appended to the main bid.

3.33 The following Award Criteria / weightings will be used in evaluation of the Applicants response:

Evaluation Criteria Breakdown		Means of Evaluation	
		Sub Criteria	Main Criteria
Criteria: Quality			70%
The tenderer will be required to submit a detailed response to the Method Statements as set out in Volume 2.			
Supporting the Objectives (MS1)	20%		
Operational Delivery (MS2)	50%		
Criteria: Social Value, inc. environmental (MS3)			10%
Criteria: Commercials			20%
Concession Sum return (over the 3 year term)	20%		

Method Statement (MS)

Scoring Guidelines

3.34 The questions asked of Applicants as part of their response to the Tender shall be scored using the marking system described within this section. Applicants should refer to the Town Council's requirements to ensure that they meet. All scored question shall be evaluated in accordance with the guidelines below:

Scoring Matrix for Quality Criteria		
SCORE	DEFINITION	ASSESSMENT
5	An excellent response submitted in terms of detail and relevance which clearly fully meets the requirements with no negative implications and evidence in their ability / proposed methodology to deliver a solution	Excellent
4	A good response submitted in terms of detail and relevance that meets the requirements without significant negative (indications / implications) or inconsistencies. The Tenderer demonstrates the understanding of the requirement and evidence of their ability / proposed methodology to deliver a solution. The requirements would be met to a good standard without intervention or significant ongoing issues	Good
3	A satisfactory response submitted in terms of the level of detail, accuracy, relevance and evidence in their ability / proposed methodology to deliver a solution. Aspects of the response may be good but there are some omissions of important factors or negative indications that reduce the extent to which the requirements will be met.	Satisfactory
2	Satisfies the requirement but there are clearly minor reservations of the response provided, either in understanding the requirement, and / or details around proposed methodology, and / or limited evidence to support the response. There would be concerns that requirements would require intervention or ongoing issues	Minor Reservations
1	Limited response provided, or a response that is inadequate, inaccurate and / or only partially addresses the question. Serious reservations of the response provided, either in understanding the requirement, and / or details around proposed methodology, and / or little / no evidence to support the response.	Serious reservations
0	Does not meet the requirement. Does not comply and / or insufficient information provided to demonstrate that either in understanding the requirement, and / or details around proposed methodology, with little / no evidence to support the response. Alternatively, no response to the question or a response that is significantly irrelevant or inaccurate	Unacceptable

Commercial / Price Evaluation

3.35 The Commercial Schedule contains details and requirements relating to the tender price element. This may include, but is not limited to, the inclusion of specific instructions, documents, templates, pricing structures, for the Applicant's to return as part of their response.

3.36 Price shall be evaluated using the following scoring methodology, with the Tenderer's prices being scored on a comparative basis.

3.37 This will be done by recording the highest concession sum at the 3 year total in the price submitted by any of the Tenderers in the Price Schedule accompanying this tender. Then for each Tenderer, dividing this price by the Tenderers' price and then multiplying it by the allocated weighting (e.g. 40% if that is the percentage chosen by the Town Council). The equation set out below explains this in a simpler way:

$$(\text{Tenderer price} \div \text{Highest Concession Sum Tenderer's price}) \times \text{Weighting} = \text{Score}$$

3.38 To accompany the above there is a worked example below to help explain this. The example assumes only 3 prices were submitted and that price was awarded 20% of the overall marks (i.e. quality / Social was awarded 80%). Figures as shown are for illustrative purpose only:

	L	W	Tenderer 1		Tenderer 2		Tenderer 3	
Evaluation Elements	Highest Concession Sum Submitted price (£)	Max Weighting %	Tendered Price	Score	Tendered Price	Score	Tendered Price	Score
Total Contract Sum (as per price schedule)	£5,000	20%	£5,000	20.0%	£3,200	12.8%	£1.00	0.004%
Quality and Social Value Score		80%		52%		63%		77%
Total Score				72%		75.8%		77%

Section 4 – Conditions of Tender

Town Council's Warranties and Disclaimers

- 4.1 The fact that an Applicant has been invited to bid does not necessarily mean that the Applicant has completely satisfied all the Town Council's criteria and the Town Council may require further information as appropriate and assess this as part of the evaluation process.
- 4.2 The Applicant shall have no claim whatsoever against the Town Council in respect of such matters and in particular (but without limitation) the Town Council shall not make any payments to the successful Applicant save as expressly provided for in the (Call-Off) Contract and (save to the extent set out in the (Call-Off) Contract) no compensation or remuneration shall otherwise be payable by the Town Council to the Applicant in respect of the services by reason of the specification being different from that envisaged by the Applicant or otherwise.
- 4.3 Whilst the information in this document has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified. With the exception of statements made fraudulently, the Town Council does not accept any liability or responsibility for the adequacy, accuracy or completeness of such information. The Town Council does not make any representation or warranty (express or implied) with respect to the information contained in the document or with respect to any written or oral information made or to be made available to any Applicant or its professional advisors.
- 4.4 Each Applicant to whom the document is sent must make its own independent assessment of the proposed terms after making such investigation and taking such professional advice as it deems necessary to determine its interest in the Contract.
- 4.5 This document is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded the Applicant to bid or enter into any other contractual agreement. Under no circumstances shall the Town Council be liable to an Applicant in respect of any costs incurred by an Applicant (whether directly or otherwise) in relation to the preparation or submission of an offer.

Ownership

- 4.6 The procurement documentation and all copies thereof are and shall remain the property of the Town Council and save for the purposes of the Bid, must not be copied or reproduced in whole or in part and must be returned to the Town Council upon demand.

Discrepancies, Omissions and Enquiries concerning the Documents

- 4.7 Should the Applicant find discrepancies in, or omissions from, the procurement documents, the Town Council shall be immediately notified by the Applicant.
- 4.8 Should any additions or deletions arising from such notification, or in the event that the Town Council requires an amendment to be made, these will be issued by the Town Council to Applicants and will be deemed to form part of the documentation.
- 4.9 The Town Council reserves the right to extend any date of submission accordingly.

Relevant and Associated Legislation, Directives and Codes

- 4.10 This is a Tender being conducted under Public Sector procurement rules and Regulations. The Applicant shall ensure that they are aware of their obligations and comply with all relevant Legislation and Regulatory matters, plus the obligations placed on the Town Council, particular reference shall be taken to the following Legislation:

Public Contracts Regulations (2015):

<https://www.legislation.gov.uk/ukxi/2015/102/contents>

The Bribery Act (2010): **<https://www.legislation.gov.uk/ukpga/2010/23/contents>**

Public Services (Social Value) Act 2012:

<https://www.legislation.gov.uk/ukpga/2012/3/contents>

Freedom of Information Act 2000:

<https://www.legislation.gov.uk/ukpga/2000/36/contents>

Environmental Information Regulations 2004:

<https://www.legislation.gov.uk/ukxi/2004/3391/contents>

Data Protection Act 2018

<https://www.legislation.gov.uk/ukpga/2018/12/contents>

Transparency Code 2015

<https://www.gov.uk/government/publications/local-government-transparency-code-2015>

Counter Terrorism and Security Act 2015

<https://www.legislation.gov.uk/ukpga/2015/6/contents>

Modern Slavery Act 2015

<https://www.legislation.gov.uk/ukpga/2015/30/contents>

Late Payment Directive 2015

<https://www.gov.uk/government/publications/late-payment-directive-user-guide-to-the-recast-directive>

Study of the Document

- 4.11 Documents issued by the Town Council to a prospective Applicant must not be passed on to a third party without the express permission of the Town Council.
- 4.12 Applicants are expected to read, understand and agree to the Volumes (including the terms and conditions) of the document as they will in their entirety form part of the resultant Contract.
- 4.13 The Applicant is required to obtain all information as it may require them to make a Bid. The Applicant shall be deemed to have satisfied itself as to the correctness and sufficiency of its Bid. No claims whatsoever shall be entertained arising out of the Applicants failure to study the documents; the information provided will be relied upon as being true and accurate and will form part of the Contract with the successful Applicant. If any of the information given by your organisation within the document is subsequently identified as being inaccurate, this may exclude your organisation from further consideration.

- 4.14 The Applicant's price shall (except in so far as it is otherwise provided in the Contract (or Framework Agreement) cover all obligations under the (Call-Off) Contract and Applicants shall also be deemed to have obtained for itself all necessary information as to risks, contingencies and any other circumstances which might reasonably influence or affect its Bid.
- 4.15 The Applicant is responsible for all costs, expenses and liabilities incurred by the Applicant in connection with preparing its Bid.

Consortia and Sub-contracting

- 4.16 Where an Applicant wishes to make its application as a Consortium or utilising sub-contractors the Town Council advises the group of organisations to select a Lead Applicant in whose name the Bid is to be submitted.
- 4.17 The Lead Applicant is advised to confirm precisely what the arrangements are within its Bid including providing the names of all the organisations to be involved, the nature and extent of their involvement and proposals regarding the structure and management of the Consortium or arrangements.
- 4.18 The Lead Applicant should provide details of the actual or proposed percentage shareholding of the constituent members within the Consortium or the exact nature of and degree to which the Supplies / Services or Works will be sub-contracted.
- 4.19 Applicants that wish to bid as a Consortium or sub-contractor are discouraged from also making their own individual application or from participating in Consortia or providing sub-contracting arrangements for multiple Lead Applicants.
- 4.20 The Town Council recognises that arrangements in relation to Consortia and sub-contracting may (within limits) be subject to future change. Applicants should therefore respond to this opportunity in the light of the arrangements as they are currently envisaged. Applicants are informed that any future change in relation to Consortia and sub-contracting must be notified to the Town Council during the procurement process or in the event that they are the successful Contractor and in any event as soon as that change is known.
- 4.21 The Town Council may then make a further evaluation of that Applicant or Contractor by applying the Selection criteria to the new information provided. In the event that the Town Council's evaluation of the new information results in an outcome that is different from the original, the Town Council reserves the right to deselect that Applicant from the process on those grounds and the Applicant shall be notified accordingly. As such, the Lead Applicant shall undertake to ensure that any change to its Consortium or sub-contractors shall not have a negative impact upon the arrangements.
- 4.22 If a Consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided. Where the proposed Lead Applicant is a special purpose vehicle or holding company, information should be provided regarding the extent to which it will call upon the resources and expertise of its members.
- 4.23 Please note that the Town Council reserves the right to require a successful Consortium to form a single legal entity in accordance with Regulation 19 of the Regulations.
- 4.24 Where an Applicant requires additional time in the procurement process to establish relationships with suitable consortia partners it is advised to notify the Town Council at the earliest convenience and request an extension to the procurement timescales. Applicants may do this through the messaging facility described at section Clarification and Circular Advices of this Volume One (1) Instructions and Information.

Terms and Conditions

- 4.25 The applicable terms and conditions accompany this tender. Applicants will be required to declare that they have read and understood and will comply with said clauses as part of the submission process.
- 4.26 Any queries regarding the terms and conditions, including an Applicant's request to suggest alternative drafting on some or all of the clauses contained therein, may be raised during the clarification period and in accordance with the Clarification Process.
- 4.27 Where the Town Council is in agreement with any changes to the terms and conditions proposed during that period it will update and republish the relevant documentation and all Applicants will be notified accordingly.
- 4.28 When the period for clarification has closed Applicants shall no longer be allowed to raise any further queries regarding the terms and conditions. Applicant shall not be permitted to reserve their right to comment or negotiate upon the terms and conditions at any point thereafter.
- 4.29 Applicants are required to agree to the terms and conditions associated with this procurement opportunity as part of the submission process and the Town Council reserves its right to class any Bid submitted to the contrary as non-compliant. All such Applicants shall be judged to have failed with their submitted Bids, shall be evaluated no further and notified accordingly.
- 4.30 The Contractor(s) shall accept the terms and conditions as they are drafted in the final Contract. No further negotiation shall take place nor changes allowed. Where a Contractor disputes this position the Town Council reserves the right to withdraw the Contract award and class the submission as non-compliant.

Clarification and Circular Advices

- 4.31 Upon commencement of the procurement process the Applicant shall not approach any member of the Town Council in relation to this tender, other than by using the agreed contact email.
- 4.32 Applicants should note that unless a question is innovation based, responses will be provided to all Applicants.
- 4.33 Where a question is of a commercially confidential nature and the Applicant does not wish it or the associated answer to be shared with other Applicants, the Applicant shall state this clearly within its question.
- 4.34 The identity of Applicants raising any questions will remain confidential.
- 4.35 Relevant questions together with the answers will be posted on Contracts Finder and it will be the requirement for the Applicant to check any updates.
- 4.36 When Applicants first access the procurement documentation, they should satisfy themselves that they have seen any further messages posted via Contracts Finder. It is in the Applicant's interest to visit the site regularly as clarifications may fundamentally affect requirements.
- 4.37 If during the period the Town Council, issues any circular letters to Applicants in order to clarify or alter part of the documents then such circular letters shall form part of the Contract and Applicants shall be deemed to have taken account of them in preparing their Bid. Applicants shall promptly acknowledge any circular letters that they receive.

Completion of the Document

- 4.38 For the avoidance of doubt all of the sections included within Volume Two (2) Applicant's Offer must be completed and submitted by the Applicant in order to be considered by the Town Council as a fully complete and official Bid.
- 4.39 Any Bids made omitting any of the sections, or any of the requirements therein, will be considered as incomplete and may be disqualified from further evaluation and therefore exclusion from the procurement process.
- 4.40 Documents should only be completed and submitted in the format in which they currently appear. It is essential that Applicants do not re-format or re-brand any of the procurement documentation in accordance with their own standards on formatting, e.g. if the documents are issued in Microsoft Word, the Town Council requires them to be returned in the same format.
- 4.41 Applicants will answer all appropriate questions and sign (if possible) where specified. Applicants will clearly reference its replies and any supporting documentation.
- 4.42 Any pro-formas must be fully completed even if your organisation has previously submitted Bids to the Town Council. It is not sufficient to cross-refer to previous responses.
- 4.43 Where an Applicant requires assistance in completing the documents or meeting the submission requirements it is advised to notify the Town Council at the earliest convenience and request additional support, to include meeting with the Town Council Authorised Representative.

Applicant Site Visits

- 4.44 The Applicant is strongly advised to make necessary visit(s) to the site prior to completing its offer to ensure that it is fully familiar with the site locations, relevant conditions and features, and ensure all necessary due diligence as would reasonably be expected in submitting such a tender of this scale. The information in the attached schedules is given as an indication of the general requirements of the Contract. Claims on the grounds of lack of knowledge of site locations / conditions will not be accepted by the Town Council.

Alternatives and Variations

- 4.45 Innovative offers may be made in addition to making a full and complete Bid unless otherwise stated. The submission of an alternative or variant Bid will not be considered if the Applicant fails to make a compliant Bid in the prescribed format.
- 4.46 Should the Applicant wish to offer a variation or alternative Bid, including innovations to the Specification, please complete the Bid as described. This will constitute the 'compliant Bid'.
- 4.47 The Applicant's alternative or variant Bid should be prepared separately and submitted as such, giving clear details of your organisation's departure from the compliant Bid.
- 4.48 Applicants may submit alternative or variant Bids in instances where it believes it is able to offer an innovative solution to a 'traditional' specification or where elements of its proposed service delivery deviate from the specification and / or procurement requirements such that this may render an Applicant's Bid as non-compliant.

Return of Document

- 4.49 Documents must be returned in the correct and proper process for submitting the Applicant's Bid electronically. All Bids shall be submitted via the email address highlighted.

- 4.50 Applicants will not send their Bids to the Town Council in a paper or other 'hard' format unless specifically requested to do so within the associated bid documentation.
- 4.51 Any submissions that do not accord with the guidelines set out above shall be considered as non-compliant and will be treated as such.
- 4.52 It is the Applicant's responsibility to ensure the Bid is submitted prior to the deadline date / time. As such, Applicants are urged to make their submission well in advance of the stated deadline in order to avoid such issues as technical difficulties with the electronic system that may be due to the high volume of traffic attempting to submit offers.
- 4.53 Submissions made after the date and time specified on the documents or to a different address, electronically or otherwise, will not be considered under any circumstances.
- 4.54 **Applicant's Warranties**
- 4.55 In submitting their Bid the Applicant warrants and represents and undertakes to the Town Council that it has not done any of the acts or matters referred to in Regulation 57 of the Regulations and has complied in all respects with the requirements;
- it has full power and authority to enter into the Contract and provide the Supplies, Works or Services will if requested produce evidence of such to the Town Council;
 - it is of sound financial standing and the Applicant, its partners, directors, officers and employees are not aware of any circumstances (other than such circumstances as may be disclosed in the audited accounts or other financial statements of the Applicant submitted bid) which may adversely affect such financial standing in the future.

Evaluation of Bids

- 4.56 All Bids will be treated equally and assessed with transparency throughout the evaluation process. The successful offer(s) will be that which achieves the highest score within a best value framework (optimum combination of whole-life costs and quality) in line with the best value principles of Most Economically Advantageous Tender (MEAT).
- 4.57 The evaluation process is a critical part of the procurement process and is the means by which the Town Council is able to assess which Applicant will progress to the next stage of this procurement process and / or award the Contract.
- 4.58 The information disclosed by Applicants in its Bid will be used for the purposes of evaluation and shall form part of the resultant Contract.
- 4.59 Any responses to any of the Selection or Award questions or any other part of the Bid that are later found to be incorrect may lead to the Contractor being exempted from this procurement process or any future procurement process lead by the Town Council and could cause the termination of any resultant Contract.

Applicant's Price

- 4.60 The price offered by the Applicant shall be firm and fixed for the duration of the Contract. Any percentage discounts that may be applied must be detailed by the Applicant in its Bid.
- 4.61 All prices submitted shall be in pounds sterling and be exclusive of Value Added Tax (VAT).
- 4.62 The Applicant's price will be evaluated in accordance with the scoring methodology and weightings as set by the Town Council and declared within Volume Two (2) Applicant's Offer.

Errors and Omissions in the Applicant's Bid

4.63 If the Town Council discovers errors or omissions in the Bid, the Applicant may be required to justify the price or item(s) concerned. Any price adjustments to the Bid made by agreement between the parties concerned shall be confirmed in writing by the Applicant to the Town Council before final acceptance of the Bid.

Abnormally Low Bids

4.64 In the event that the Town Council receives a Bid which is abnormally low, in accordance with Regulation 69 of the Regulations, it shall require the Applicant to explain in writing the price or cost proposed in the submission. The Town Council shall assess the information provided by the Applicant and may reject the Bid where the evidence supplied does not satisfactorily account for the low level of price or costs proposed.

Demonstrations and Presentations

4.65 The Town Council reserves the right to invite Applicants, to attend a presentation or demonstration at which stage it will be a requirement to reinforce your position by presenting your bid to the key stakeholders involved. Where this forms part of the evaluation this will be detailed in Volume Two (2) Applicant's Offer.

4.66 Applicants will be contacted to be invited to the presentation / demonstration. The invite will detail the date, time and location and the required content of the demonstration / presentation, which will include any specific questions / topics to be covered and the marking system.

4.67 Presentations / demonstrations will be for the purpose of ensuring that shortlisted Applicants have full comprehension of all that is required under this Contract and that all information submitted is accurate.

Rejection of Offers

4.68 The Town Council may at its absolute discretion refrain from considering or reject a Bid if:

- (i) it is incomplete or vague or is submitted later than the prescribed date and time; or
- (ii) it is not in accordance with the approved format and all other provisions of the documents; or
- (iii) is in breach of any condition contained within it.

4.69 The Town Council reserves the right, subject to relevant legislation, at any time to reject any Bid and / or terminate the procurement process with one or all of the Applicants.

4.70 The Town Council reserves the right to disqualify any or all Applicants who makes material changes to, or (in the Town Council's opinion) a material change takes place in respect of, any aspect of either its pre-qualification submission or Bid unless substantial justification can be provided to the satisfaction of the Town Council.

4.71 Any submission in respect of which the Applicant

- has directly or indirectly canvassed any Official, Member, Officer, Agent or Advisor of the Town Council or obtained information from any other person who has been contracted to supply Supplies or provide the Service or Works to the Town Council concerning the award of the Contract or who has directly or indirectly obtained or attempted to obtain information from any such Official, Member, Officer, Agent or Advisor concerning any other Applicant; or

- fixes or adjusts the prices by or in accordance with any agreement or arrangement with any other person; or
- communicates to any person other than the Town Council the price or approximate price except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the bid or for the purposes of insurance or financing; or
- enters into any agreement with any other person that such other person shall refrain from submitting an offer or shall limit or restrict the prices to be shown or referred to by another Applicant; or
- offers to agree to pay to any person having direct connection with the procurement process or does pay or give any sum of money, inducement or valuable consideration, directly or indirectly, for doing or having done or causing or having caused to be done in relation to any other Applicant or any other person's proposal, any act or omission

4.72 shall not be considered for acceptance and shall accordingly be rejected by the Town Council provided always that such non-acceptance or rejection shall be without prejudice to any other civil remedies available to the Town Council or any criminal liability which such conduct by an Applicant may attract.

Acceptance of Offers

4.73 The Town Council does not bind itself to accept the lowest or any Bid and reserves the right to accept a Bid either in whole or in part, or such item or items specified in the procurement documents, and for such place or places of delivery as it thinks fit, each item and establishment being for this purpose considered as bid for separately, or to make no award at all.

Award of Contract (or Framework Agreement)

4.74 Submitted documents shall constitute an irrevocable offer to provide the Supplies / Works or Services. Any acceptance of it by the Town Council shall be communicated in writing to the Applicant. Upon such acceptance the Contract shall become binding on all parties.

4.75 The successful Applicant shall conclude a formal Contract with the Town Council, which shall embody the Applicant's offer. No Applicant may consider itself successful unless and until a formal Contract has been signed by a Duly Authorised Officer of the Town Council and co-signed by the Applicant's Authorised Officer.

4.76 The offer shall remain open for acceptance for a period of six (6) months from the closing date for the receipt of submission.

Intellectual Property Rights

4.77 Intellectual property rights (IPR) to any original ideas, designs, concepts or plans contained in any document, plan, specification, drawing or design submitted in response to this process will vest with the Town Council unless copyright is claimed prior to the lodgement of such materials with the Town Council.

Definitions

Applicant	Shall mean the organisation responding to the procurement through the procurement process
Authority	Shall mean the organisation preparing the procurement documents and/or the organisation for whom the resultant Contract will be performed
Town Council Authorised Representative	Shall mean the main client Officer for the procurement process and/or resultant Contract
Award	Shall mean the process by which the Town Council shall determine to whom the Contract will be awarded in accordance with the criteria listed at Regulation 67 of the Public Contracts Regulations 2015
Awarding Council	Town Shall mean the organisation for whom the resultant Contract will be performed; in this case it will be the Town Council
Bid	Shall mean the Applicant's offer to the Town Council, which shall be submitted as the completed procurement documents
Clarification	Shall mean the process by which queries on the Town Council's procurement document are raised by the Applicants and the process by which queries on the Applicant's Bid are raised by the Town Council
Commercially Sensitive information	Shall mean the information listed by an Applicant within its Bid at Volume Two (2) Applicant's Offer comprising the information of a commercially sensitive nature relating to the Contractor, its intellectual property rights or its business or which the Contractor has indicated to the Town Council that, if disclosed by the Town Council, would cause the Contractor significant commercial disadvantage or material financial loss
Consortia Consortium	/ Shall mean two (2) or more companies or organisations, at least one of whom is an economic operator, acting jointly for the purpose of being awarded a public contract (pursuant to Regulation 19 Public Contracts Regulations 2015)
Contract	Shall mean a formal and legally binding agreement entered in to between two or more parties to provide Supplies, Services or Works in return for financial remuneration including all documents to which reference may properly be made in order to ascertain the rights and obligations of all the parties involved
Contract Notice	Shall mean the publication in the Tender opportunity by the Town Council and its intention to procure a public supplies, services, or works Contract
Contractor	Shall mean the Applicant awarded the Contract culminating from an offer to supply accepted by the Town Council
Town Council	Shall mean Saltash Town Council
Employers' Liability (Compulsory Insurance)	Shall mean an insurance that enables organisations to meet the costs of damages and legal fees for employees who are injured or made ill at work through the fault of the employer. Employees injured due to an employer's negligence can seek compensation even if the organisation goes into liquidation or receivership. The NHS can also claim the costs of hospital treatment (including ambulance costs) when personal injury compensation is paid. This applies to incidents that occur either on or after 29 January 2007. By law, an employer must have EL insurance and be insured for at least £5 million. The insurance must cover all the organisation's employees in England, Scotland, Wales and Northern Ireland. If the organisation is not a limited company, and you are the only employee or you only employ close family members, you do not need compulsory Employers' Liability Insurance. Limited companies with only one employee, where that employee also owns 50 per cent or more of the issued share capital in the company, are also exempt from compulsory Employers' Liability Insurance. However, there is nothing to prevent an exempt employer from choosing to buy this insurance in view of the financial security it can provide.
Evaluation	Shall mean the process through which the Applicant's Bid is reviewed in accordance with the Evaluation Criteria, following which a decision to award a Contract is made
Evaluation Criteria	The means by which the Town Council will Evaluate an Applicant's Bid, to include all of the issues that must be considered so as to be able to judge the suitability of an Applicant's Bid

Invitation to Tender (ITT)	Shall mean the written request by the Town Council for an interested Applicant to submit a written Bid to facilitate the Town Council's requirements
Lead Applicant	Shall mean the organisation leading the bidding process on behalf of its consortia or sub-contractor partners
Lowest Price	Shall mean a means of evaluation whereby all Applicants to a procurement process will be assessed solely on the basis of their offer of price
Mandatory Requirements: Pass / Fail	Shall mean the Town Council's essential requirements that Applicants will be required to demonstrate their ability to meet so as to be able to pass through to the next stage of the procurement process
Mandatory Requirements: Scored	Shall mean the Town Council's essential requirements that Applicants will be required to demonstrate their ability to meet and that will be scored so as to be able to pass through to the next stage of the procurement process and / or as part of the Award criteria
Most Economically Advantageous Tender (MEAT)	Shall mean a means of evaluation whereby all Applicants to a procurement process will be assessed the basis of their offer of a combination of both quality factors and price
Officer	Shall mean the individual completing the procurement documents on behalf of the Town Council
Open	Shall mean the procurement process determined by the Public Contracts Regulations 2015
Pricing	Shall mean the value placed on a Bid by the Applicant that will purchase their offer to facilitate the Town Council's requirements
Procurement	Shall mean the acquisition of Supplies, Services or Works from an external source
Public Contracts Regulations 2015 (the Regulations)	Shall mean the legislation of the United Kingdom concerning the procedures for the award of public works contracts, public supply contracts and public service contracts
Public Liability Insurance	Shall mean an insurance that covers members of the public or customers coming to the organisation's premises or if the organisation's staff go to theirs (including if the organisation is based 'at home'). It covers any awards of damages given to a member of the public because of an injury or damage to their property caused by the organisation. It also covers any related legal fees, costs and expenses as well as costs of hospital treatment (including ambulance costs) that the NHS may claim from the organisation. Premiums are based on the type of business and rated on an estimate for the level of activity of the business.
Selection	Shall mean the process by which Applicants will be selected to move forward to the next stage of the procurement process, in accordance with the criteria listed at Regulation 58 of the Public Contracts Regulations 2015
Selection Questionnaire	Shall mean the process by which Applicants will be selected to move forward to the next stage of the procurement process, in accordance with the criteria listed at Regulation 58 of the Public Contracts Regulations 2015
Services	Shall mean a system supplying a need such as communications and transport, utilities such as electricity and fuel, the provision of advice or the performance of routine maintenance or repair work
Specification	Shall mean the detailed description of the Town Council's requirements
TUPE	Shall mean the "Transfer of Undertakings (Protection of Employment) Regulations 2006" as amended by the "Collective Redundancies and Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 2014"
Volume One (1) Instructions and Information	Shall mean the document containing advice to Applicants concerning the way that the procurement process will be conducted and the way in which the documentation should be completed - the Selection and Award criteria to be used in the procurement process and shall be the document in which the Applicant shall make its response to those criteria plus pricing and information concerning the Applicant's organisation
Volume Two (2) Applicant's Offer	Shall mean the document containing information specific to the opportunity, to include the specification



Saltash Town Council
Working for the People of Saltash



Volume Two (2) Applicant's Offer
Invitation to Tender

Catering Concession for:
Isambard House, Saltash Railway Station,
Saltash, Cornwall

Closing time and date for return of submission:

By 12:00 hrs 27/01/2023

To: tenders@saltash.gov.uk

Name of Applicant:

This document must be completed and returned in the published format. Failure to comply with this instruction may result in your Submission being discounted.

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1. General Notes

This document should be read in conjunction with the supporting information contained within Volume 1 “Invitation to Tender - Background Information, Instructions and Conditions of Tender” and associated documents also referenced.

This document and associated documents will form the basis of the Applicants formal tender response. Care should be taken to ensure that it is completed accurately, and all information required to submit a compliant tender is done ahead of submitting any final response.

2. Selection Questionnaire

Notes for completion

1. The “Town Council” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The Town Council recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the Town Council immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The Town Council will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The Town Council confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the Town Council is under a legal or regulatory obligation to make such a disclosure.

Part 1: Potential supplier information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Please mark 'X' in the relevant box to indicate your trading status	a) a public limited company
		b) a limited company
		c) a limited liability partnership
		d) other partnership
		e) sole trader
		f) other (please specify)
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
1.1(g)	Head office DUNS number (if applicable)	
1.1(h)	Registered VAT number	
1.1(i) – (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	
1.1(i) – (ii)	If you responded yes to 1.1(i) – (i), please provide the relevant details, including the registration number(s).	
1.1(j) – (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	
1.1(j) – (ii)	If you responded yes to 1.1(j) – (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1(k)	Trading name(s) that will be used if successful in this procurement	
1.1(l)	Please mark 'X' in the relevant box to indicate whether any of the following classifications apply to you	a) Voluntary, Community and Social Enterprise (VCSE)
		b) Sheltered workshop
		c) Public service mutual
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME)?	

1.1(n)	Details of Persons of Significant Control (PSC), where appropriate (Please enter N/A if not applicable)	
	Name:	
	Date of birth:	
	Nationality:	
	Country, state or part of the UK where the PSC usually lives:	
	Service address:	
	The date they became a PSC in relation to the company (for existing companies the 06 April 2016 should be used):	
	Which conditions for being a PSC are met:	
	Over 25% up to (and including) 50%	
	More than 50% and less than 75%	
1.1(o)	Details of immediate parent company (Please enter N/A if not applicable)	
	Full name of the immediate parent company:	
	Registered office address (if applicable):	
	Registration number (if applicable):	
	Head office DUNS number (if applicable):	
1.1(p)	Details of ultimate parent company (Please enter N/A if not applicable)	
	Full name of the ultimate parent company:	
	Registered office address (if applicable):	
	Registration number (if applicable):	
	Head office DUNS number (if applicable):	
Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the Persons of Significant Control of them.		

Please provide the following information about your approach to this procurement.						
Section 1	Bidding model					
Question number	Question	Response				
1.2(a) – (i)	Are you bidding as the lead contact for a group of economic operators?	Please indicate your answer by marking 'X' in the relevant box. <table border="1"> <tr> <th>Yes</th> <th>No</th> </tr> <tr> <td></td> <td></td> </tr> </table>	Yes	No		
	Yes		No			
If yes , please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3. If no , and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.						
1.2(a) – (ii)	Name of group of economic operators (if applicable)					
1.2(a) – (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.					
1.2(b) – (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes				
		No				

1.2(b) – (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.	
	Name:	
	Registered address:	
	Trading status:	
	Company registration number:	
	Head Office DUNS number (if applicable):	
	Registered VAT number:	
	Type of organisation:	
	SME (Yes/No):	
	The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables:	
The approximate % of contractual obligations assigned to each sub-contractor:		

Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the Council may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question number	Question	Response
1.3(a)	Contact name	
1.3(b)	Name of organisation	
1.3 (c)	Role in organisation	
1.3(d)	Phone number	
1.3 (e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (electronic is acceptable)	
1.3(h)	Date	

Part 2: Exclusion grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2				Grounds for mandatory exclusion	
Question number	Question	Response			
2.1(a)	Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this web page , which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage .				
	Participation in a criminal organisation If Yes please provide details at 2.1(b)				
	Corruption If Yes please provide details at 2.1(b)				
	Fraud If Yes please provide details at 2.1(b)				
	Terrorist offences or offences linked to terrorist activities If Yes please provide details at 2.1(b)				
	Money laundering or terrorist financing If Yes please provide details at 2.1(b)				
	Child labour and other forms of trafficking in human beings If Yes please provide details at 2.1(b)				
2.1(b)	If you have answered yes to question 2.1(a), please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.				
2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)				
2.3(a)	Regulation 57(3) Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?				
2.3(b)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.				
Please Note: The Town Council reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.					

Part 3: Selection questions

Section 8	Additional questions	
Question number	Question	Response
8.1	Insurance	
Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below (Please indicate your answer by marking 'X' in the relevant box):		
Employer's (Compulsory) Liability Insurance = £5m		
Public Liability Insurance = £10m		
* It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.		

3. Specification

The Tender is accompanied with associated Specification (Schedule 1). The below are pass fail questions, and in the event that you answer “no” to any of the questions then we will not evaluate your tender any further and will not be able to contract with you.

Ref	PASS / FAIL QUESTIONS – Confirmation that Tender is submitted on the following understanding:	Please delete as appropriate
1	The Concession will be in line with all issued documents and accompanying schedules issued with this Tender opportunity	Yes / No
2	You will be willing to contract with the Town Council under the Headline Terms as set out in Schedule 3	Yes / No
3	Any additional Capital Costs will be covered by the Concessionaire	Yes / No

The Tenderer is required to provide responses to the Method Statements as outlined below. The Tenderer is asked to clearly reference the response to each Method Statement and clearly reference any supporting documents.

Method Statements (MS)

MS1 Supporting the Objectives

The Tenderer's response to this Method Statement: is for the Tenderer to provide a detailed method statement that focuses on how they would support the Town Council in delivering the Contract objectives as set out in the Specification and the role that the Tenderer would play, particular attention should be taken to the following sections of the Specification:

- Section 2 - Objectives
- Section 5 – Quality of Service / Food Standards
- Section 6 - Equalities
- Section 11 – Environmental Management
- Section 12 – Waste Management
- Section 13 – Recycling Food Waste, Fats, Oils and Greases
- Section 14 – Other Recyclates
- Section 15 – Disposable Products

Please provide details around how you will meet these requirements, in summary we would be looking for the Tenderer to provide details around:

- How through their delivery of a Concession you would create the offer and environment that would achieve the objectives of the Town Council.

WHAT DOES A STRONG RESPONSE LOOK LIKE?

A strong submission would clearly demonstrate an understanding of the requirements as set out and what is necessary to deliver high quality successful outcomes against the Objectives. In supporting and evidencing a strong submission this could include:

- Overall vision for how the Tenderer's proposal would meet the specific Objectives as set out in Section 1 (Contract Objectives)
- Clarity on a partnered ethos to support the Town Council in achieving these
- The understanding that the opportunity is both for delivery of Catering but the importance to create a valued community asset
- Clarity on the role which the Tenderer would play in doing this and provide assurances on how they would go about doing this
- Approach to be applied in staff recruitment, retention and training from junior to senior staff
- Details on the logistics around resourcing the Concession and how they would go about efficiently and effectively managing the resources, through to the equipment and products to be used
- An understanding of what it takes to balance the competing demands around delivering catering and how this would be applied in this setting
- How this links to a credible and clear supporting business model

Please provide details here:

MS2 Commercial considerations – operational delivery

The Tenderer's response to this Method Statement: is for the Tenderer to provide a detailed method statement that focuses on the approach to Operational Delivery of the Café, Waiting room and accessible toilet as set out in the Specification. In particular, the Tenderer would be responding to:

- Section's 2 to 17 of the Specification

Please provide details around how you will meet the requirements. In summary we would be looking for the Tenderer to provide details around:

- How you would approach the operational delivery of the concession.

WHAT DOES A STRONG RESPONSE LOOK LIKE?

A strong response would really focus on the specifics on how the Concessionaire would deliver against the specific sections as listed above in the Specification from an operational delivery perspective.

This would be a case of setting out the business plan for the Concession, from mobilising, to operating as a successful operation, along with plans for growth and development over the timeframe of the concession.

The business plan would be clear and credible, well informed with necessary supportable information to provide a strong degree of confidence in both delivery of the plan and that the supplier is able to achieve the outcomes as set out.

Some areas this may simply be an acknowledgement to the requirement as set out by the Town Council in the Specification, for example, acknowledgement around working within the permitted hours for operations.

Equally in respect of Opening Hours the Town Council would also be wanting more details and clarity on how the Concessionaire would look to approach Seasonal opening and peak times, in a way that affords the Concessionaire commercial income and revenue but also supports the importance of having an open and active community asset.

A strong response would clearly demonstrate an understanding of the requirements as set out and what is necessary to deliver high quality outcomes and make this a successful venture. In supporting and evidencing a strong submission this would include:

- Details around how as part of your operational delivery you would support positive approaches towards Environmental Management, Waste Management, Recycling food waste, Fats, Oils and Grease / Other recyclates, and disposable Products
- Indicative menus / range of food to be offered and tariffs
- How the venture would look to appeal to a range of customers from commuters and travellers using the station to other visitors including families, children and students
- Options for people with specific dietary requirements – e.g. gluten free
- Proposed operating hours winter / summer / weekdays / weekends
- Where relevant lessons learned and experience from similar venues or operations and how these would be applied here

- Proposed approach to resourcing the site regarding staffing, training and pay arrangements
- A credible and clear link to the supporting business model that can be evidenced regarding actual operational delivery
- Details on marketing strategy and branding
- Details on proposals to positively exploit the wider potential of the site

Please provide details here:

MS3 Delivering Social Value outcomes

The Tenderer's response to this Method Statement: is for the Tenderer to provide details around how they would action and deliver Social Value outcomes. In particular the Tenderers response to:

- Section 2 – Objectives
- Section 3 – Introducing Isambard House Café
- Section 6 – Equalities
- Section 8 - Concessionaire Team (local employment and training / apprenticeships)
- Section 9 – Training
- Section 11 – Environmental Management
- Section 12 – Waste Management
- Section 13 – Recycling Food Waste, Fats, Oils and Greases
- Section 14 – Other Recyclates
- Section 15 – Disposable Products
- Section 20 – Living Wage
- Section 21 - Social Value

The main areas of focus and reference made in the Specification document under Section 20 Social Value are:

- Workforce, including supporting apprenticeships, ensuring staff are fairly recompensed for work undertaken.
- Social benefits to communities within the area which would increase social inclusion and breaking down social exclusion
- Supporting positive environmental outcomes as well as making a positive contribution to the Council's pledge around removing use of "single use plastics".
- Social outcomes that support community initiatives and / or work to make a positive outcome within the wider community

The above are indicative and not exhaustive around what or how the Tenderer could do around Social Value.

The Town Council is seeking clear commitment to Social Value outcomes from how the Concession arrangement is set up from any successful concessionaire;

WHAT DOES A STRONG RESPONSE LOOK LIKE?

A strong submission would clearly demonstrate an understanding of the requirements as set out and what is necessary to deliver high quality outcomes against the Objectives. In supporting and evidencing a strong submission this could include:

- Clarity on what Social Value would be committed as part of any overall awarded Contract, and in providing clarity on what is to be provided by the Concessionaire linking this to tangible and measurable outputs and outcomes.
- Provide clear methodology in how these are measured and a value that is attributable to what is to be provided as part of any awarded contract.

- Would be credible in what is set out, what is achievable and deliverable around Social Value plus is commensurate with the overall value, scale and expectations from the Concession.
- Clearly link to the strategic outcome for this project and / or wider strategic plans of the Council (e.g. the Town Plan).
- Provide certainty around what is proposed through willingness to make contractual commitments to deliver the stated outcomes.
- Confidence and assurance around how the Concessionaire would support the wider partnering ethos sought by the Town Council in respect of the Concessionaire appointment.

Please provide details here:

4. Commercial Schedule

Applicants are required to complete the Schedule 2 – Commercial Model accompanying this Tender. These costs will form the basis of the Bid submission. All prices shall be stated in pounds sterling and exclusive of VAT. If there is no charge for an item, please state none.

5. Certificates and Declarations

Conditions of Tender

CONDITIONS OF TENDER	
Reference number and Title of Contract: Shall be as per the Reference Number and Title of Contract as detailed on page one (1) of this Volume Two (2) Applicant's Offer	
1.	By submitting a Tender, Applicants are agreeing to be bound by the terms and conditions without further negotiation or amendment. <input type="checkbox"/> I/We fully accept the terms and conditions of contract for the provision of goods/works/services
2.	Having examined the tender documents for the provision of the above goods/works/services , we offer to provide the said goods/works/services in conformity, without qualification, therewith for the sum/sums enclosed at Schedule 5 of this Bid.
3.	The Authority does not bind itself to accept the lowest or any Tender, and reserves the right to accept a Tender either in whole or in part, for such item or items specified in the Invitation to Tender, and for such place or places of delivery as it thinks fit, each item and establishment being for this purpose considered as tendered for separately.
4.	I/We the undersigned DO HEREBY UNDERTAKE on the acceptance by the Authority of my/our Tender either in whole or in part, to supply (<i>or perform the services</i>), on such terms and conditions and in accordance with such specifications (<i>if any</i>), as are contained or incorporated in the Invitation to Tender. I/We agree and declare that the acceptance of this Tender by letter on behalf of the Authority, whether for the whole or part of the items included therein, will constitute a Contract for the supply of such items, I/We agree to enter into a further agreement for the due performance of the Contract, and I/We declare that I am/We are acting as the Delegated Authority for the purposes of signing off this Tender, and therefore, the Contract.

Commercial Model Declaration

I/We offer to supply the goods or services as per the Commercial Model above, in accordance with the Specification, terms and conditions and all other documents forming the Contract.

Certificate of Undertaking and Absence of Collusion or Canvassing

CERTIFICATE OF UNDERTAKING AND ABSENCE OF COLLUSION OR CANVASSING

The Applicant shall sign the below Certificate of Undertaking and Absence of Collusion clearly indicating whether they sign as a Consortium or Member of Consortium (Box A), or as a single body and/or individual (Box B) by striking through Box A or B, whichever does not apply.

Box A – Consortium

I/We the undersigned do hereby certify that:-

- (a) the consortium's tender is bona fide and intended to be competitive;
- (b) the consortium has not entered into any agreement with any person outside the consortium with the aim of preventing Tenders being made or asked the amount of another Tender of the conditions or which the Tender is made;
- (c) the consortium has not informed any person outside the consortium other than the person calling for the Tenders the amount or approximate amount of the Tender except where the disclosure in confidence of the approximate amount of the Tender was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Tender;
- (d) the consortium has not caused or induced any person to enter into such an agreement as is mentioned in (b) above or to inform the consortium of the amount or the approximate amount of any rival Tender for the Contract.
- (e) the consortium has not and will not canvass or solicit any Member, Officer or employee of the Authority in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by the consortium or acting on the consortium's behalf has done or will do such an act.
- (f) I/We further undertake that the consortium will not do any of the acts mentioned in (b), (c), (d) and (e) above before the hour and date specified for the return of the Tender.

Box B – Single Body and/or Individual

I/We the undersigned do hereby certify that:-

- (a) My/our Tender is bona fide and intended to be competitive and I/we have not fixed or adjusted the amount of the Tender by or under in accordance with any agreement or arrangement with any other person;
- (b) I/we have not indicated to any person other than the person calling for the Tender amount or approximate amount of the proposed Tender except where the disclosure in confidence of the approximate amount of the Tender was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Tender;
- (c) I/we shall have not entered into any agreement or arrangement with any other person that they shall refrain from Tendering or asked the amount of any Tender to be submitted;
- (d) I/we have not offered to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the said work any act or thing of the nature specified and described above.
- (e) I/we hereby certify that I/we have not and will not canvass or solicit any Member, Officer or employee of the Authority in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by me/us or acting on my/our behalf has done or will do such an act.
- (f) I/we further undertake that I/we will not do any of the acts mentioned in (b), (c) and (d) above before the hour and date specified for the return of the Tender.

Certificate of Confidentiality

CERTIFICATE OF CONFIDENTIALITY

I/we hereby agree with the Authority that I/we shall not at any time divulge or allow to be divulged to any person any information, confidential or otherwise, relating to information passed to me regarding this project.

It is appreciated by the parties that in the event of negotiations in respect of the proposed Contract being entered into between the Authority and my organisation that it may be necessary to share information with colleagues within my organisation. In this event this confidentiality clause may be waived to allow such information sharing to take place but not further or otherwise.

Commercially Sensitive Information

The Authority may be obliged to disclose information in or relating to this Bid following a request for information under the Freedom of Information Act (FOIA) or Environmental Information Regulations (EIR). Please outline in the table below items which you consider are confidential and genuinely commercially sensitive and which should not be disclosed in respect of your Bid. I declare that I wish the following information to be designated as Commercially Sensitive.

--

The reason(s) it is considered that this information should be exempt under Freedom of Information Act FOIA) or Environmental Information Regulations (EIR) is:

--

Conflict of Interest

CERTIFICATE OF CONFLICT OF INTEREST

I/we hereby notify the Authority that I/we consider the following declaration to be a conflict of interest (Applicant to insert details of the conflict of interest):

I/we hereby understand that in accordance with Article 24 of the Public Contract Regulations 2015 that the Authority is obliged to take appropriate measures to effectively prevent, identify and remedy conflicts of interest arising in the conduct of procurement procedures so as to avoid any distortion of competition and to ensure equal treatment of all economic operators.

Signatures

Signed*:	Date:
Name (<i>in block capitals</i>):	
In the capacity of: (<i>State official position, i.e. Director, Manager, etc.</i>)	
*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which they sign or are employed).	

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Library Sub Committee held at the Library on Wednesday 23rd November 2022 at 6.30 pm

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

ALSO PRESENT: S Burrows (Town Clerk), R Lumley (Assistant Town Clerk), D Orton (Community Hub Team Leader) and D Joyce (Administration Officer)

APOLOGIES: Councillor: S Martin.

38/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

The Chairman asked the Community Hub Team Leader to inform those present of the actions required in the event of a fire or emergency.

39/22/23 DECLARATIONS OF INTEREST:

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

None.

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

None.

40/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

41/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 7TH SEPTEMBER 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 Peggs, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Library Sub Committee held on 7th September 2022 were confirmed as a true and correct record.

42/22/23 TO RECEIVE THE LIBRARY SUB COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

43/22/23 TO RECEIVE A VIREMENT REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RESOLVED** to ratify the virement of £650.00 from budget code 6972 LI EMF Library Equipment & Furniture to 6921 IT and Office Costs.

44/22/23 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

No report.

45/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

**46/22/23 TO RECEIVE A REPORT ON THE HOME LIBRARY SERVICE AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members of Cornwall Councils Home Library Service offer to Saltash Town Council.

Members discussed the implications, cost, logistics and timeframe, but due to limited information provided by Cornwall Council a decision was unable to be made at this time.

Members noted Cornwall Council are to terminate the Service as at 1st January 2023 and recognise the potential impact to some of our residents.

It was proposed by Councillor Dent, seconded by Councillor P Samuels and **RESOLVED** to defer the item until sufficient information is received from Cornwall Council to allow Saltash Town Council to make a formal decision at a future Full Town Council meeting.

**47/22/23 TO RECEIVE A REPORT FROM THE COMMUNITY HUB TEAM
LEADER AND CONSIDER ANY ACTIONS OR ASSOCIATED
EXPENDITURE.**

The Community Hub Team Leader (CHTL) provided an update on the report received.

The Town Clerk informed Members of future event and activity data analysis reports to be received at future Library Sub Committee meetings to allow Members to monitor the performance of the Library Service.

It was **RESOLVED** to note.

**48/22/23 TO RECEIVE A WI-FI REPORT AND CONSIDER ANY ACTIONS
AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to defer the item to a future Library Sub Committee meeting until further investigation work has been carried out to support Town Council staff operating from the Library.

49/22/23 TO RECEIVE A REPORT ON THE LIBRARY REFURBISHMENT PROGRAMME AND TEMPORARY ACCOMMODATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the Library refurbishment programme and temporary accommodation at the Guildhall.

It was **RESOLVED** to note.

50/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, it was resolved that the public and press leave the meeting because of the confidential nature of the business to be transacted.

51/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

52/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

It was resolved that the public and press be re-admitted to the meeting.

53/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

54/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7:27pm.

Signed: _____
Chairman

Dated: _____

Saltash Town Council Fees and Charges

Description	2022/2023 Charge	2023/24 Proposed Charge
Room Hire (min of 2 hour booking from 01/04/2014) (Non VATable)		
Guildhall		
Casual ph - weekdays 9am- 5pm (Community Rate)	£10.30	£10.30
Casual ph - weekends & evenings (Community Rate)	£21.50	£21.50
Casual ph - weekdays 9am - 5pm (Commercial Rate)	£15.40	£15.40
Casual ph - weekends & evenings (Commercial Rate)	£25.90	£25.90
Council Chamber		
Casual ph - weekdays 9 am - 5pm (Community Rate)	£10.30	£10.30
Casual ph - weekends & evenings (Community Rate)	£15.40	£15.40
Casual ph - weekdays 9am - 5pm (Commercial Rate)	£15.40	£15.40
Casual ph - weekends & evenings (Commercial Rate)	£18.50	£18.50
20% Discount for regular bookers evenings and weekends		
Room Hire Extras		
(VATable) Tea/coffee per cup with biscuits (Community)	£1.00	£1.00
Tea/coffee per cup with biscuits (Commercial)	£1.00	£1.00
Photocopying	20p black 35p colour	20p Black 35p Colour
Room Hire (min of 2 hour booking) (VATable)		
Isambard House (Station Building)	Including VAT	Including VAT
Casual ph - weekdays 9am- 5pm (Community Rate)	£10.00	£10.00
Casual ph - weekends & evenings (Community Rate)	£15.00	£15.00
Casual ph - weekdays 9am - 5pm (Commercial Rate)	£15.00	£15.00
Casual ph - weekends & evenings (Commercial Rate)	£30.00	£30.00
20% Discount for regular bookers evenings and weekends		
Room Hire Extras		
(VATable) Tea/coffee per cup with biscuits (Community)	£1.00	£1.00
Tea/coffee per cup with biscuits (Commercial)	£1.00	£1.00
Other Charges (VATable)		
Freedom of Information Charge (first 18 hours free of charge)	Including VAT £25.00 per hour	Including VAT £25.00 per hour
Environmental Information Regulations 2004 (first 18 hours free of charge)	£25.00 per hour	£25.00 per hour
Mooring Fees (VATable)		
	Including VAT	Including VAT
Pontoon (Berth) per metre - permanent users, charge per annum, minimum £900 (Non Commercial)	£155.00	£186.00
Pontoon (Berth) per metre - permanent users, charge per annum, minimum £1,300 (Commercial)	£235.00	£282.00
Visiting boats - (2 hours free);charge for 24 h (Non Commercial)	£25.00	£30.00
Visiting boats - (2 hours free);charge for 24 h (Commercial)	£37.50	£45.00
Visiting boats - 3 day stay (1 Day free of charge) (Non Commercial)	£60.00	£60.00
Trusted boated scheme - (casual users); charge for period of 1st September - 31st March	£40.00	£48.00
Trusted boated scheme - (casual users); charge for period of 1st April - 31st August	£75.00	£80.00
Library Charges		
	Set by Cornwall Council	Set by Cornwall Council
Replacement membership cards:		
Adult members	£1.50	£1.50
Concessions, Access, Young Adult	£1.00	£1.00
Under 16s	£0.50	£0.50
Hire Charges:		
DVDs :	from £0.50 to £3.00 per week	from £0.50 to £3 per week
Access Member limited to 2 at a time	Free	free
Non-fiction	Free	free
CDs:	£1.00	Service no longer available, line to be deleted
Access Member	Free	Free
Computer games (where available)	£3.00 per week	Service no longer available, line to be deleted
Audiobook CDs per 3 week loan		
Adults	Free	Free
Children	Free	Free
Access members, housebound member and looked after children	Free	Free
Reservations:		
Adults and Concessionary users	£1.00 per item if placed by staff member	£1 per item if placed by staff member
Online reservations	Free with a limit of 6 at any one time	Free with a limit of 6 at any one time
Access and Housebound members	Free	Free
Under 18s	Free with a limit of 6 at any one time	Free with a limit of 6 at any one time
Reader's groups free for items provided from the reading group sets (items outstanding for over 1 month will be charged as lost)	Free	Free
Books on Prescription	Free	Free
Performing Arts collection:		
Vocal and Orchestral sets	no charge	No charge
Vocal and orchestral sets requested from outside Cornwall		
Vocal scores	10 Scores at £4 per month	10 Scores at £4 per month
Orchestral sets	£10.00 per set per three months £7.00 per 20 copies	£10 per set per 3 months £7 per 20 copies
Postage charge (please note this charge may vary, ask staff for details)		
Reservation charge from library authorities inside South West Region (non-refundable)	£6.00	£6.00
Reservation charge from library authorities outside South West Region (non-refundable)	£12.50	£12.50
Renewals will be charged at the rates and time periods as listed above		
Late returns charge applies	£10.00	Service no longer available, line to be deleted
Missing part charged, unless a new copy is supplied by customer	at cost plus £5.00 administration fee	Service no longer available, line to be deleted
Out of County Inter Library Loan Requests:		
Adults	£10.10	£10.10
Concessions, Young Adults	£9.10	£9.10
Children	£4.10	£4.10
British library book loan request	£19.00	£19.00
British Library periodical request	£13.25	£13.25
British Library Loan Renewal	£5.10 per 3 week renewal period	£5.10 per 3 week renewal period
Please note that persons owing more than £5.00 in library charges may		

Saltash Town Council Fees and Charges

Description	2022/2023 Charge	2023/24 Proposed Charge
be prevented from borrowing until the balance is reduced. Please speak to a member of staff for advice.		No charges for book fines, line to be deleted
Use of public computers (subject to availability): Cornwall library members Other library members (English and Welsh Library Authorities on production of a library card) Non-members Access to Wi-Fi	Free for two hours Free for one hour Free for half an hour - no extension Free	Free for two hours Free for one hour Free for half an hour - no extension Free
Extension of time after the free period is dependent on availability and at the discretion of the library supervisor.		
Please note that persons owing more than £5.00 in library charges will be regarded as non-members for computer charging purposes		No charges for book fines, line to be deleted
Printing from any source: 1-29 sheets (price per sheet) Monochrome A4 Monochrome A3 Colour A4 Colour A3 30 plus sheets (price per sheet) Monochrome A4 Monochrome A3 Colour A4 Colour A3 High gloss colour printing on customer's own paper High gloss colour printing on library paper	 £0.10 £0.20 £0.50 £1.00 £0.08 £0.16 £0.40 £0.80 £1.00 £1.25 per sheet	 £0.10 £0.20 £0.50 £1.00 £0.08 £0.16 £0.40 £0.80 £1.00 per sheet £1.25 per sheet
Commission rates: Requires signed agreement in place between artist and relevant Council	 30%	 30%
Additional Library Charges	Set by Saltash Town Council	Set by Saltash Town Council
Merchandise Items with logo	2022/23	
Jute Bags (Each)	£1.90	Service not provided, delete line
Coffee Mugs (Each)	£1.99	Service not provided, delete line
Writing Kits (Each)	£5.99	Service not provided, delete line
Seagull Bags	£3.50	new line and increase cost to be added £4.00
Activities	Price to be given on application	Ticket price to be given on application

Burial Authority - Churchtown Cemetery

Fees and Charges

Description	2022/2023 (As of 1st April 2022)	2023/2024 (As of 1st April 2023)
<u>Interment Fees</u>		
Interment under the age of 18 years - (Saltash residents only)	No Charge	No Charge
1st Interment over the age of 18 years - (triple depth plot)	£700	£700
2nd & 3rd Interment over the age of 18 years - (ERB determined)	£700	£700
1st Interment of ashes in a casket - (double depth plot)	£333	£333
2nd Interment of ashes in a casket - (ERB determined)	£333	£333
1st Interment of loose ashes - (double depth plot)	£167	£167
2nd Interment of loose ashes - (ERB determined)	£167	£167
Interment of ashes in Garden of Remembrance	£333	£333
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	No Charge	No Charge
<u>Exclusive Right of Burial including Plot Deed (Exclusive Right of Burial must be purchased with 1st Interment) - Length of Exclusive Right of Burial - 10 Years</u>		
Exclusive Right of Burial under the age of 18 years	No Charge	No Charge
Exclusive Right of Burial 1st Interment over the age of 18 years	£333	£333
Exclusive Right of Burial 1st Interment of ashes in a casket	£111	£111
Exclusive Right of Burial 1st Interment of loose ashes	£111	£111
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	No Charge	No Charge
<u>Memorial Permissions - Length of Right to Erect a Memorial - 10 years</u>		
Permission to erect headstone including first inscription	£111	£111
Additional inscriptions	£56	£56
Permission to place cremated remains tablet	£56	£56
Permission for the removal of a headstone or cremation tablet other than for an additional inscription (Minute No. BA 23/22/23)	-	£56
Renewal of Grant of Right to Erect a Memorial	£28	£28
Permission to erect/place monument CWG/MOD	No Charge	No Charge
Cremation foundation slab and tablet to be supplied by ERB owner		
<u>Renewal of Exclusive Rights of Burial - Length of Exclusive Right of Burial - 10 Years</u>		
Single grave for the interment under the age of 18 years - (Saltash resident only)	No Charge	No Charge
Second and third interment admin fee (ERB must be determined)	£28	£28
Renewal of Exclusive Rights of Burial	£28	£28
Renewal of Exclusive Rights of Cremated Remains	£28	£28
Issue & registration of duplicate deed of grant of grave space	£28	£28
Inspection of Burial Register	£28	£28
Transfer of ERB certificate up to a maximum of 2 hours, and then charged on an hourly basis at £25 per hour	£51	£51
Transfer of ERB certificate by Statutory Declaration up to a maximum of 2 hours, and then charged at an hourly basis at £25 per hour	£84	£84
Permission of right to CWG Commission or MOD	No Charge	No Charge
Permission to place a war grave marker	No Charge	No Charge
Exhumations of coffins or cremated remains casket/loose ashes	Price on Application	Price on Application
Search of Registers by our staff (per search)	£28	£28
Search of Registers by our staff (non resident)	£56	£56
Double standard fees apply to non Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the Chairman of the Burial Authority Committee)	All Fees Double	All Fees Double
<u>Benches & Other Memorials - 10 Years Lease (Residents & Non Residents) (VATABLE)</u>	Including VAT	
Rose Bush - Permission to place a rose bush and memorial plaque at Churchtown Cemetery in the memorial garden	£100	£100 inc. VAT
Memorial Plaque on a bench at Churchtown Cemetery	£350	£350 + VAT

Joint Burial Board - St. Stephens Cemetery

Fees and Charges

Description	2022/2023 (As of 1st April 2022)	2023/2024 (As of 1st April 2023)
<u>Interment Fees</u>		
Re-opening / Interment of a body (Saltash residents)	£700	£700
Re-opening / Burial of cremated remains (Saltash residents)	£335	£335
Double standard fees apply to non Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the STC Co-Chairman of the Burial Board Committee.)	All Fees Double	All Fees Double
<u>Benches</u>		
To supply, fit and maintain a memorial bench	Price on Application	£350 + VAT

SALTASH TOWN COUNCIL SUMMARY OF EXPENDITURE PLANNED FOR 2023/2024

	2022/2023	2023/2024	Percentage increase/ decrease %
	£	£	
Burial Authority : Churchtown	35,191	34,616	-1.6
Burial Board : St Stephen's	31,046	28,489	-8.2
Services	738,658	757,687	2.6
Policy & Finance	525,029	575,162	9.5
Personnel	12,668	12,661	-0.1
TOTAL EXPENDITURE	1,342,592	1,408,615	4.9
Less Income, Refunds, Grants	73,155	100,862	37.9
Planned Budget	1,269,437	1,307,753	3.0
Add Funding for Devolved Contingency			
Less Central Government Council Tax Support Funding	13,747	-	
Precept	1,255,690	1,307,753	4.15
Amount per Band D Dwelling: Tax Base 23/24 : 5514.28	228.78	237.16	3.66
<u>Capital & Reserves</u>	<u>2021/2022</u>	<u>2022/2023</u>	
Capital Works arising from Assets and Services Required			
(General Reserves)	259,922	308,503	
Earmarked Reserve	562,512	817,954	
Saltash Waterfront Revitalisation Grant	16,046	-	
S106 (LIDL)	2,540	-	
S106 (Waitrose)	7,501	4,961	
Contingency 5.5 Months	584,870	599,387	
Estimated Reserves at 31st March:	1,433,391	1,730,805	
Employees at 31st March:	22.8 FTE	19.3 FTE	

Further details are available if required between Opening Hours: Mon - Fri 10am to 1pm, 2pm to 4pm from
Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX
Telephone : 01752 844846 www.saltash.gov.uk

Burial Authority Committee - Burial Authority Budget 2022-23
Saltash Town Council
For the year ended 31 August 2022

Account	Actual Received/S pend 2021/22	EMF Balances 8/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/S pend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept 2023/24	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Operating Income												
Burial Authority Income												
4612 BA Cemetery Fees (Churchtown)	23,510	0	0	17,500	9,109	8,391	21,862	Based on current year income	24,070	26,501	29,177	32,124
4614 BA Memorial Bench Income (Churchtown)	292	0	0	0	583	(583)	1,000	Based on current year income	1,101	1,212	1,335	1,469
Total Burial Authority Income	23,802	0	0	17,500	9,692	7,808	22,862		25,171	27,713	30,512	33,594
Total Operating Income	23,802	0	0	17,500	9,692	7,808	22,862		25,171	27,713	30,512	33,594
Operating Expenditure												
Burial Authority Expenditure												
6000 BA Petrol	120	0	0	300	87	213	378	costs as of 30/09/22 are 26% higher, have raised by this figure	416	458	504	555
6001 BA Machinery Maintenance Costs	38	0	0	250	0	250	275	Increased by CPI 10.1%	303	334	367	404
6003 BA Health & Safety	0	0	0	50	0	50	55	Increased by CPI 10.1%	61	67	73	81
6004 BA General Site Maintenance	233	0	0	500	557	(57)	613	Increased by CPI 10.1%	675	744	819	901
6005 BA Fire Extinguishers	61	0	0	82	41	41	90	Increased by CPI 10.1%	99	109	120	133
6008 BA Tree Survey & Tree Maintenance	81	0	0	718	718	0	791	Increased by CPI 10.1%	870	958	1,055	1,162
6009 BA Electricity Costs	206	0	0	276	34	242	690	Increased by 150% relative to last years budget	760	836	921	1,014
6010 BA PWLB Loan Repayment & Interest	21,385	0	0	21,385	10,692	10,693	21,385	Fixed	21,385	23,545	25,923	28,541
6011 BA Water	0	0	0	331	0	331	364	Increased by CPI 10.1%	401	442	486	536
6012 BA Memorial Bench (Expenditure)	0	0	0	0	147	(147)	0		0	0	0	0
6013 BA Security Alarm Maintenance	156	0	0	157	119	38	173	Increased by CPI 10.1%	190	210	231	254
6014 BA Cemetery Software Subscription	290	0	0	299	288	11	329	Increased by CPI 10.1%	362	399	439	484
Total Burial Authority Expenditure	22,569	0	0	24,348	12,684	11,664	25,144		25,524	28,102	30,940	34,065
Burial Authority Staffing Expenditure												
Burial Authority Staffing Expenses	152	0	0	269	46	223	296	Staff Clothing £59 Travelling costs £34 Staff Mobiles £203 2022/23 + CPI @ 10.1%	326	359	395	435
6666 ST BA Staff Training (Churchtown)	0	0	0	206	0	206	227	Increased by CPI 10.1%	250	275	303	333
Burial Authority Staffing Costs	7,718	0	0	10,368	4,756	5,612	8,949	NJC Scales 2022-2023 + 3% (BA - 30%)	9,853	10,848	11,944	13,150
Total Burial Authority Staffing Expenditure	7,869	0	0	10,843	4,802	6,041	9,472		10,429	11,482	12,642	13,918
Total Operating Expenditure	30,439	0	0	35,191	17,487	17,704	34,616		35,952	39,584	43,582	47,983
Total Burial Authority Operating Expenditure	30,439	0	0	35,191	17,487	17,704	34,616		35,952	39,584	43,582	47,983
Total Burial Authority Operating Surplus/ (Deficit)	(6,637)	0	0	(17,691)	(7,794)	(9,897)	(11,754)		(10,782)	(11,871)	(13,070)	(14,390)
Burial Authority EMF Expenditure												
6070 BA EMF Churchtown Cemetery Capital Works	0	7,668	0	0	0	7,668	0		0	0	0	0
6071 BA EMF Replace Machinery & Equipment	0	14,967	0	0	0	14,967	0		0	0	0	0
6073 BA EMF Memorial Garden	2,498	5,000	0	0	800	4,200	0		0	0	0	0
6692 ST BA EMF Staff Contingency (Churchtown)	0	1,200	0	0	0	1,200	0	£250 not required	0	0	0	0
Total Burial Authority EMF Expenditure	2,498	28,835	0	0	800	28,035	0		0	0	0	0
Total Burial Authority Expenditure (Operational & EMF)	32,937	28,835	0	35,191	18,286	45,740	34,616		35,952	39,584	43,582	47,983
Total Burial Authority Budget Surplus/ Deficit	(9,135)	(28,835)	0	(17,691)	(8,594)	(37,932)	(11,754)		(10,782)	(11,871)	(13,070)	(14,390)

Joint Burial Board Committee - Burial Board Budget 2022-23
Saltash Town Council
For the 5 months ended 31 August 2022

Account	Actual Received/S pend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/S pend YTD 2022/23	Actual Funds to Receive/ Available to Date 2022/23	Precept 2023/24	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Burial Board Operating Income												
Burial Board Income												
4600 BB Cemetery Fees (St. Stephens)	8,692	0	0	7,500	8,250	(750)	11,000	Based on current year income	12,111	13,334	14,681	16,164
4605 BB SLA Payment Grass Cutting	561	0	0	564	585	(21)	621	last years budget +10.1% CPI	578	636	701	771
Total Burial Board Income	9,253	0	0	8,064	8,835	(771)	11,621		12,689	13,971	15,382	16,935
Total Burial Board Operating Income	9,253	0	0	8,064	8,835	(771)	11,621		12,689	13,971	15,382	16,935
Burial Board Operating Expenditure												
Burial Board Expenditure												
6100 BB Petrol	279	0	0	400	202	198	504	Fuel has risen 26% relative to this time last year, so budgeted based on that increase	555	611	673	741
6101 BB Machinery Maintenance Costs	535	0	0	650	0	650	716	Increased by CPI 10.1%	788	868	955	1,052
6103 BB Health & Safety	0	0	0	100	0	100	110	Increased by CPI 10.1%	121	133	147	162
6104 BB General Site Maintenance	714	0	0	1,281	0	1,281	1,410	Increased by CPI 10.1%	1,553	1,710	1,882	2,072
6108 BB Tree Survey & Tree Maintenance	396	0	0	3,312	1,120	2,192	3,647	Increased by CPI 10.1%	4,015	4,420	4,867	5,358
Total Burial Board Expenditure	1,923	0	0	5,743	1,322	4,421	6,387		7,032	7,742	8,524	9,385
Burial Board Staffing Expenditure												
Burial Board Staff Expenses	304	0	0	628	108	520	691	Staff clothing £138 Travel expenses £80 Staff Mobiles £473 - Increased by CPI 10.1%	761	838	923	1,016
6670 ST BB Staff Training (St. Stephens)	133	0	0	481	0	481	530	Increased by CPI 10.1%	583	642	707	778
Burial Board Staffing Costs	17,329	0	0	24,194	10,618	13,576	20,881	NJC Scale 2022-2023 + 3% (BB - 70%)	22,990	25,312	27,868	30,683
Total Burial Board Staffing Expenditure	17,767	0	0	25,303	10,726	14,577	22,102		24,334	26,792	29,498	32,477
Total Burial Board Operating Expenditure	19,691	0	0	31,046	12,049	18,997	28,489		31,366	34,534	38,022	41,862
Total Burial Board Operating Expenditure	19,691	0	0	31,046	12,049	18,997	28,489		31,366	34,534	38,022	41,862
Total Burial Board Operating Surplus/ (Deficit)	(10,438)	0	0	(22,982)	(3,214)	(19,768)	(16,868)		(18,677)	(20,563)	(22,640)	(24,927)
Burial Board EMF Expenditure												
6170 BB EMF Repairs to Cemetery Wall	0	920	0	0	0	920	0		0	0	0	0
6693 ST BB EMF Staff Contingency (St Stephens)	0	2,800	0	0	0	2,800	0	£820 not required	0	0	0	0
Total Burial Board EMF Expenditure	0	3,720	0	0	0	3,720	0		0	0	0	0
Total Burial Board Expenditure (Operational & EMF)	19,691	3,720	0	31,046	12,049	22,717	28,489		31,366	34,534	38,022	41,862
Total Burial Board Budget Surplus/Deficit	(10,438)	(3,720)	0	(22,982)	(3,214)	(23,488)	(16,868)		(18,677)	(20,563)	(22,640)	(24,927)

Account	Actual Received/Sp end 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Sp end YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept 2023/24	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Service Delivery Operating Income												
Service Delivery Income												
Grounds & Premises Income												
4500 SE Allotment Rents	3,328	0	0	3,300	3,377	(77)	4,000	Churchtown - 50 plots = £50 + £10 water Grenfell - 15 plots - £30.00 plots - £45 + £10 water	4,404	4,849	5,339	5,878
4510 SE Public Footpath Grant	1,526	0	0	1,564	1,573	(9)	1,722	Added 10.1% CPI	1,896	2,087	2,298	2,530
4511 SE Christmas Event income	0	0	0	0	0	0	150		165	182	200	220
4512 SE Misc Income Grounds & Premises	104	0	0	0	1,347	(1,347)	0	Monies charged to Saltash bowls club to pay water bill .	0	0	0	0
4513 - SE Water Rates Income (Propose new code)	0	0	0	0	0	0	3,560	New code for Saltash Bowls Water Rates income +10.1% CPI				
4523 SE Service Delivery Income - Seagull Bags	1,332	0	0	1,753	640	1,113	2,003		2,205	2,428	2,673	2,943
Town & Waterfront Income	6,290	0	0	6,617	6,937	(320)	11,434		8,670	9,546	10,510	11,572
4520 SE Waterfront Income - Trusted Boat Scheme	0	0	0	4,000	1,752	2,248	4,265		4,696	5,170	5,692	6,267
4521 SE Waterfront Income - Annual Mooring Fees	7,939	0	0	9,000	3,928	5,072	10,800		11,891	13,092	14,414	15,870
4522 SE Waterfront Income - Daily Mooring Fees	1,339	0	0	2,000	823	1,177	2,400		2,642	2,909	3,203	3,527
	9,277	0	0	15,000	6,503	8,497	17,465		19,229	21,171	23,309	25,664
	15,567	0	0	21,617	13,440	8,177	28,899		27,899	30,717	33,820	37,235
	15,567	0	0	21,617	13,440	8,177	28,899		27,899	30,717	33,820	37,235
Service Delivery Operating Expenditure												
Service Delivery Expenditure												
Grounds & Premises Expenditure												
6209 PF Oyster Beds	0	0	0	1	0	1	1		1	1	1	1
6500 SE Tree Survey and Tree Maintenance	0	0	0	10,000	4,150	5,850	11,010	current budget +10.1%CPI	12,122	13,346	14,694	16,178
6503 SE Allotments	721	0	0	1,200	778	422	1,321	current budget +10.1%CPI	1,455	1,602	1,763	1,941
6506 SE Grounds Maintenance & Watering (6506)	7,529	0	0	12,000	4,493	7,507	10,000	Based on current expenditure	11,010	12,122	13,346	14,694
6508 SE Public Toilets (Operational Costs)	4,909	0	0	4,024	1,651	2,373	4,430	current budget +10.1%CPI	4,878	5,371	5,913	6,510
6517 SE Cross (Maintenance)	198	0	0	3,000	258	2,742	3,303	current budget +10.1%CPI	3,637	4,004	4,408	4,854
6525 GR Public Toilets (Repairs & Maintenance Costs)	3,019	0	0	2,500	876	1,624	2,753	current budget +10.1%CPI	3,031	3,337	3,674	4,045
6526 SE Tools, Equipment & Materials (Store & All Areas)	4,499	0	0	3,000	1,938	1,062	3,303	current budget +10.1%CPI	3,637	4,004	4,408	4,854
6529 G&P Refuse Disposal	5,076	0	0	5,500	2,255	3,245	6,056	current budget +10.1%CPI	6,667	7,340	8,082	8,898
6907 SE Seagulls Bags	1,089	0	0	1,818	303	1,515	2,002	current budget +10.1%CPI	2,204	2,426	2,671	2,941
Grounds & Premises Expenditure Total	1,089	0	0	1,818	303	1,515	44,178		48,640	53,553	58,962	64,917
Longstone Expenditure												
7100 LO Rates - Longstone	2,104	0	0	2,157	(4,104)	6,261	2,375	current budget +10.1%CPI. Vire £2157 to EMF Utilities & Rates	2,615	2,879	3,170	3,490
7101 LO Water Rates - Longstone	547	0	0	411	1,310	(899)	4,012	Previous years budget + 10.1% CPI + Income from Water Rates figure (4513)	4,417	4,863	5,355	5,895
7103 LO Electricity - Longstone	1,262	0	0	2,461	(229)	2,690	6,153	Current Budget + 150% based on current expenditure and current economic factors.	6,774	7,458	8,211	9,041
7104 LO Fire & Security Alarm - Longstone	409	0	0	917	357	561	1,010	current budget +10.1%CPI	1,112	1,224	1,347	1,484
7105 LO Fire Extinguishers - Longstone (merge code with 7104)	0	0	0	0	0	0	0	Merge with 7104 LO Fire & Security Alarm - Longstone	0	0	0	0
7107 LO Rent - Longstone	4,500	0	0	4,500	2,310	2,190	4,955	current budget +10.1%CPI	5,455	6,006	6,612	7,280
7108 LO Cleaning Materials & Equipment - Longstone	273	0	0	615	367	248	677	current budget +10.1%CPI	746	821	904	995
7110 LO General Repairs & Maintenance - Longstone	693	0	0	500	78	422	551	current budget +10.1%CPI	606	667	735	809
7114 LO Equipment - Longstone	690	0	0	1,025	52	973	1,129	current budget +10.1%CPI	1,243	1,368	1,506	1,658
7121 LO IT & Office Costs - Longstone	1,053	0	0	1,031	77	954	750	Based on current expenditure	826	909	1,001	1,102
Total Longstone Expenditure	11,530	0	0	13,617	216	13,401	21,610		23,792	26,195	28,841	31,754
Town & Waterfront Expenditure	38,569	0	0	56,660	16,919	39,741	65,788		72,433	79,748	87,803	96,670
6504 SE Street Furniture (Maintenance)	923	0	0	1,500	315	1,185	2,000	Requested increase due to recent vandalism	2,202	2,424	2,669	2,939
6505 SE Street Lighting	630	0	0	300	144	156	750	Current Budget + 150% based on current expenditure and current economic factors	826	909	1,001	1,102
6511 SE Tourism & Signage	0	0	0	1,025	0	1,025	250	Based on current expenditure	275	303	334	367
6512 SE Bus Shelters (Maintenance)	0	0	0	513	0	513	565	current budget +10.1%CPI	622	685	754	830
6515 SE Festive Lights Maintenance & Electricity	756	0	0	1,400	(277)	1,677	3,500	Current Budget + 150% based on current expenditure and current economic factors	3,854	4,243	4,671	5,143
6519 SE Flags & Bunting	2,653	0	0	2,500	880	1,620	2,753	current budget +10.1%CPI	3,031	3,337	3,674	4,045
6522 SE Pontoon (Maintenance Costs) (6522)	2,800	0	0	6,000	7,173	(1,173)	6,606	current budget +10.1%CPI	7,273	8,008	8,817	9,707

6524 SE Vehicle Maintenance and Repair Costs	9,799	0	0	10,000	5,378	4,622	12,600	Prices have gone up by 26% relative to October 2021, have costed accordingly	13,873	15,274	16,816	18,515
6527 SE Salt Bins Refill	521	0	0	1,031	0	1,031	500	Based on usage	551	606	667	735
6528 SE Pontoon Accommodation	5,777	0	0	10,827	3,103	7,724	11,921	Hire of Pontoon hut £3,696 - current budget +10.1%CPI	13,125	14,450	15,910	17,516
	23,857	0	0	35,096	16,716	18,380	41,444		45,630	50,238	55,312	60,899
	62,426	0	0	91,756	33,635	58,121	107,232		118,062	129,987	143,115	157,569
Service Delivery Staffing Expenditure												
Service Delivery Staffing Expenses	6,125	0	0	4,999	2,011	2,988	5,504	current budget +10.1%CPI 6673 Clothing - £2,270 6674 - Mobiles £2,325 6675 Travel - £909	6,060	6,672	7,346	8,088
6676 ST Services Delivery Staff Training	6,340	0	0	10,000	4,709	5,291	11,010	current budget +10.1%CPI	12,122	13,346	14,694	16,178
Service Delivery Staffing Costs	192,423	0	0	292,859	89,032	203,827	217,402	NJC Scale 2022-2023 + 3%	239,360	263,535	290,152	319,457
	204,888	0	0	307,858	95,752	212,106	233,916		257,541	283,553	312,192	343,723
	267,314	0	0	399,614	129,386	270,228	341,148		375,604	413,540	455,307	501,293
Total Service Delivery Operating Expenditure	267,314	0	0	399,614	129,386	270,228	341,148		375,604	413,540	455,307	501,293
Total Service Delivery Operating Surplus/ (Deficit)	(251,747)	0	0	(377,997)	(115,947)	(262,050)	(312,248)		(347,704)	(382,823)	(421,488)	(464,057)
Service Delivery EMF Expenditure												
Grounds & Premises EMF Expenditure												
6471 GH EMF Heritage Centre	96	4,960	0	5,000	2,071	7,889	0		0	0	0	0
6571 SE EMF Saltash Recreation Areas	1,249	29,560	0	10,000	0	39,560	20,000	Added by Property Maintenance on 11/10/2022	0	0	0	0
6580 SE EMF Public Toilets (Capital Works)	0	0	0	10,000	1,690	8,310	0		0	0	0	0
6588 EMF Victoria Gardens	0	10,000	0	0	0	10,000	0		0	0	0	0
6589 EMF Community Tree Planting Initiatives	0	0	0	2,000	0	2,000	2,000		2,000	2,000	2,000	2,000
Total Grounds & Premises EMF Expenditure	1,345	44,520	0	27,000	3,761	67,759	22,000		2,000	2,000	2,000	2,000
Longstone EMF Expenditure												
7170 LO EMF Longstone Depot Capital Works	0	500	0	0	0	500	2,000	Added by Property Maintenance on 11/10/2022	0	0	0	0
	0	500	0	0	0	500	2,000		0	0	0	0
	1,345	45,020	0	27,000	3,761	68,259	24,000		2,000	2,000	2,000	2,000
Town & Waterfront EMF Expenditure												
6570 SE EMF Notice Boards (Repair & Replace)	0	1,839	0	0	30	1,809	0		0	0	0	0
6572 SE EMF Festive Lights (6572)	9,263	1,319	0	10,000	0	11,319	10,000		10,000	10,000	10,000	10,000
6573 SE EMF Public Art & Maintenance	0	1,443	0	0	0	1,443	0		0	0	0	0
6574 SE EMF Salt Bins	264	2,464	0	0	0	2,464	0		0	0	0	0
6575 SE EMF Street Furniture (New & Replace)	301	2,448	0	0	398	2,050	0		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	5,000
6582 SE EMF Town War Memorial (6582)	0	1,978	0	0	0	1,978	0		0	0	0	0
6584 SE EMF Pontoon Maintenance Costs	4,566	6,131	0	0	73	6,058	0	Forecast Added by Property Maintenance on 11/10/2022	10,000	10,000	10,000	10,000
6585 SE EMF Utilities & Rates (new code)	0	0	0	0	0	0	0	Virements. £2157 from 7100 Rates - Longstone				
7000 EMF Staff Contingency (Service Delivery)	30,705	18,534	0	0	0	18,534	3,207	Increase to 10% of Staffing Costs (£21741)	0	0	0	0
	60,137	40,905	0	30,000	501	70,404	13,207		25,000	25,000	25,000	25,000
	61,481	85,925	0	57,000	4,262	138,663	37,207		27,000	27,000	27,000	27,000
Total Service Delivery Expenditure (Operational & EMF)	328,796	85,925	0	456,614	133,648	408,891	378,355		402,604	440,540	482,307	528,293
Total Service Delivery Budget Surplus/ (Deficit)	(313,228)	(85,925)	0	(434,997)	(120,209)	(400,713)	(349,455)		(374,704)	(409,823)	(448,488)	(491,057)

Services Committee - Guildhall Budget 2022-23

Saltash Town Council

For the year ended 31 August 2022

Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds to Receive/ Available to Date 2022/23	Precept 2023/24	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Guildhall Operating Income												
Guildhall Income												
4200 GH Income - Guildhall Bookings	1,899	0	0	10,261	1,121	9,140	10,261		11,297	12,438	13,695	15,078
4201 GH Income - Guildhall Refreshments	98	0	0	257	119	138	257		283	312	343	378
4206 GH Income - Guildhall Misc Property Income	1	0	0	232	0	232	232		255	281	310	341
Total Guildhall Income	1,998	0	0	10,750	1,240	9,510	10,750		11,836	13,031	14,347	15,796
	1,998	0	0	10,750	1,240	9,510	10,750		11,836	13,031	14,347	15,796
Guildhall Operating Expenditure												
Guildhall Expenditure												
6400 GH Rates - Guildhall (6400)	8,608	0	0	8,908	8,608	300	9,808	last year budget + CPI 10.1%	10,798	11,889	13,090	14,412
6401 GH Water Rates - Guildhall (6401)	532	0	0	769	294	475	847	last year budget + CPI 10.1%	932	1,026	1,130	1,244
6402 GH Gas - Guildhall (6402)	1,812	0	0	2,600	457	2,143	6,500	Current Budget + 150% based on current expenditure and current economic factors.	7,157	7,879	8,675	9,551
6403 GH Electricity - Guildhall (6403)	3,383	0	0	5,200	838	4,362	13,000	Current Budget + 150% based on current expenditure and current economic factors.	14,313	15,759	17,350	19,103
6404 GH Fire & Security Alarm - Guildhall (6404)	1,024	0	0	1,268	703	565	1,396	last year budget + CPI 10.1%	1,537	1,692	1,863	2,051
6408 GH Cleaning Materials & Equipment - Guildhall (6408)	1,058	0	0	1,025	703	322	1,129	last year budget + CPI 10.1%	1,243	1,368	1,506	1,658
6409 GH Boiler Service & Maintenance	218	0	0	1,031	119	912	1,135	last year budget + CPI 10.1%	1,250	1,376	1,515	1,668
6410 GH General Repairs & Maintenance	2,509	0	0	2,578	1,258	1,320	2,838	last year budget + CPI 10.1%	3,125	3,441	3,788	4,171
6411 GH TV License & PRS	21	0	0	0	0	0	1,000	PRS needed for Town Speakers estimate added to budget - Propose name change of GH Entertainment Licenses	1,101	1,212	1,335	1,469
6412 GH Lift Service & Maintenance	2,301	0	0	3,000	2,295	705	3,303	last year budget + CPI 10.1%	3,637	4,004	4,408	4,854
6413 GH Refreshment Costs - Guildhall	271	0	0	376	49	327	414	last year budget + CPI 10.1%	456	502	553	608
6414 GH Equipment - Guildhall	951	0	0	1,006	99	907	1,108	last year budget + CPI 10.1%	1,219	1,343	1,478	1,628
6418 GH Professional Fees	960	0	0	1,052	0	1,052	10,000	Increased to £10,000 in Services meeting 13/10/22	11,010	12,122	13,346	14,694
6420 GH Legionella Risk Assessment (Guildhall)	420	0	0	454	140	314	500	last year budget + CPI 10.1%	550	606	667	735
Total Guildhall Expenditure	24,070	0	0	29,267	15,561	13,706	52,977		58,328	64,219	70,705	77,846
Guildhall Staffing Expenditure												
Guildhall Staffing Expenses	197	0	0	412	123	289	454	last year budget + CPI 10.1% - 6677 Travel & Mobiles £227. 6679 Clothing £227	499	550	605	667
6678 ST GH Staff Training (Guildhall)	391	0	0	513	16	497	565	last year budget + CPI 10.1%	622	685	754	830
Guildhall Staffing Costs	22,416	0	0	27,480	8,486	18,994	37,386	NJC Scale 2022-2023 + 3%	41,162	45,319	49,897	54,936
Total Guildhall Staffing Expenditure	23,004	0	0	28,405	8,625	19,780	38,404		42,283	46,554	51,256	56,433
	47,074	0	0	57,672	24,186	33,486	91,381		100,611	110,773	121,961	134,279
Total Guildhall Operating Expenditure	47,074	0	0	57,672	24,186	33,486	91,381		100,611	110,773	121,961	134,279
Total Guildhall Operating Surplus/ Deficit	(45,076)	0	0	(46,922)	(22,946)	(23,976)	(80,631)		(88,775)	(97,741)	(107,613)	(118,482)
Guildhall EMF Expenditure												
6470 GH EMF Guildhall Maintenance	0	47,593	0	20,000	620	66,973	20,000	Minute 62/21/22 of Extraordinary Services meeting resolved to Precept £5,000 in 2023/24 to 6470 + £10,000 Proposed by Property Maintenance on 11/10/2022. £5,000 added on 14/11/2022	0	0	0	0
6696 ST GH EMF Staff Contingency (Guildhall)	0	3,000	0	0	0	3,000	739	10% of Staffing Costs (£3739)	0	0	0	0
	0	50,593	0	20,000	620	69,973	20,739		0	0	0	0
Total Guildhall Expenditure (Operational & EMF)	47,074	50,593	0	77,672	24,806	103,459	112,120		100,611	110,773	121,961	134,279
Total Guildhall Budget Surplus/ (Deficit)	(45,076)	(50,593)	0	(66,922)	(23,566)	(93,949)	(101,370)		(88,775)	(97,741)	(107,613)	(118,482)

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

Account	Actual Received/S pend 2021/22	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 2023/2024	Notes	Budget 2024/25	Budget 2025/26	Budget 2027/28	Budget 2028/29
Library Operating Income												
Library Income												
4517 LI Library - Fines (Collected on behalf of CC)	260	0	0	650	589	61	48	Based on this years figures	53	58	64	71
4518 LI Library - Photocopying Fees	372	0	0	800	258	543	600		661	727	801	882
4524 LI Library Book Sales	339	0	0	300	227	74	320	£120 (Bookshelf Gift Vouchers)	352	388	427	470
4526 LI Library Activity Income	0	0	0	250	0	250	250		275	303	334	367
4527 LI Library Café Rental Income (new name)	0	0	0	750	0	750	50	Change to Library Vending Machines Income	55	61	67	73
4528 Library Merchandise Income (delete code)	0	0	0	750	0	750	0	Propose to delete code	0	0	0	0
4529 Library Activities Sponsorship	0	0	0	600	0	600	600		661	727	801	882
Total Library Income	970	0	0	4,100	1,073	3,027	1,868		2,057	2,264	2,493	2,745
Total Library Operating Income	970	0	0	4,100	1,073	3,027	1,868		2,057	2,264	2,493	2,745
Library Operating Expenditure												
Library Expenditure												
6900 LI Rates - Library	13,473	0	0	14,354	13,473	881	15,804	Last years Budget + 10.1% CPI	17,400	19,157	21,092	23,223
6901 LI Water Rates - Library	0	0	0	331	0	331	364	Last years Budget + 10.1% CPI.	401	442	486	536
6902 LI Gas - Library	1,864	0	0	2,249	329	1,920	5,623	Current Budget + 150% based on current expenditure and current economic factors	6,190	6,816	7,504	8,262
6903 LI Electricity - Library	2,055	0	0	2,000	357	1,643	5,000	Current Budget + 150% based on current expenditure and current economic factors	5,505	6,061	6,673	7,347
6904 LI Fire & Security Alarm - Library	550	0	0	938	490	448	1,033	Last years Budget + 10.1% CPI	1,137	1,252	1,378	1,518
6908 LI Cleaning Materials & Equipment - Library	965	0	0	1,684	183	1,501	1,854	Last years Budget + 10.1% CPI	2,041	2,248	2,475	2,724
6909 LI Boiler Service & Maintenance - Library	86	0	0	1,031	119	912	1,135	Last years Budget + 10.1% CPI	1,250	1,376	1,515	1,668
6910 LI General Repairs & Maintenance - Library	908	0	0	2,062	716	1,346	2,270	Last years Budget + 10.1% CPI	2,500	2,752	3,030	3,336
6911 LI TV License & PRS - Library	57	0	0	0	0	0	428	Last years Budget	471	519	571	629
6913 LI Refreshment Costs - Library	0	0	0	258	0	258	284	Last years Budget + 10.1% CPI	313	344	379	417
6914 LI Equipment - Library	186	0	0	750	49	701	750	Last years Budget	826	909	1,001	1,102
6918 LI Professional Fees (Private Contractors)	0	0	0	1,031	0	1,031	20,000	minute 26/22/23 or Library sub-committee meeting 07/09/22 increase to £20,000	22,020	24,244	26,693	29,389
6920 LI Legionella Risk Assessment - Library	455	0	0	450	140	310	495	Last years Budget + 10.1% CPI	545	601	661	728
6921 LI IT & Office Costs - Library	5,127	0	0	1,500	811	689	1,652	Last years Budget + 10.1% CPI	1,818	2,002	2,204	2,427
6922 LI Library Activities	1,617	0	0	3,000	606	2,394	2,370	Library Sub Committee reduced budget on 07/09/2022	2,609	2,873	3,163	3,483
6923 LI PWLB Loan Repayment & Interest	0	0	21,500	1,500	0	23,000	23,000	£23,000 annually	23,000	23,000	23,000	23,000
Total Library Expenditure	27,343	0	21,500	33,138	17,274	37,364	82,062		88,027	94,595	101,826	109,787
Library Staffing Expenditure												
Library Staff Expenses	411	0	0	1,947	50	1,898	2,144	6681 Travelling Expenses £869 6680 Staff Clothing £1,275	1,996	2,198	2,420	2,664
6682 ST LI Staff Training (Library)	592	0	0	1,000	0	1,000	1,101	Last years Budget + 10.1% CPI	1,025	1,129	1,243	1,368
Library Staffing Costs	111,702	0	0	124,372	30,119	94,253	136,189	NJC Scale 2022-2023 + 3%	128,105	141,044	155,289	170,973
Total Library Staffing Expenditure	112,705	0	0	127,319	30,169	97,150	139,434		131,126	144,370	158,951	175,005
Total Operating Expenditure	140,048	0	21,500	160,457	47,442	134,515	221,496		219,153	238,965	260,777	284,793
Total Library Operating Expenditure	140,048	0	21,500	160,457	47,442	134,515	221,496		219,153	238,965	260,777	284,793
Total Library Operating Surplus/ Deficit	(139,077)	0	(21,500)	(156,357)	(46,369)	(131,488)	(219,628)		(217,096)	(236,700)	(258,284)	(282,048)
Library EMF Expenditure												
6971 LI EMF Saltash Library Property Refurbishment	4,114	24,174	199,930	0	9,283	214,821	10,000		0	0	0	0
6972 LI EMF Library Equipment & Furniture	18,771	13,146	0	0	830	12,316	0		0	0	0	0
6973 LI EMF Loan Repayments	0	44,500	(21,500)	0	0	23,000	0		0	0	0	0
6974 LI EMF Tresorys Kernow Funding (new name)	0	0	1,215	0	965	250	0	New name EMF Library Funding	0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	3,844	0	11,156	0	15,000	0		0	0	0	0
Total Library EMF Expenditure	22,885	85,664	179,645	11,156	11,078	265,387	10,000		0	0	0	0
Total Library Expenditure (Operational & EMF)	162,933	85,664	201,145	171,613	58,521	399,901	231,496		219,153	238,965	260,777	284,793
Total Library Budget Surplus/ (Deficit)	(161,963)	(85,664)	(201,145)	(167,513)	(57,448)	(396,874)	(229,628)		(217,096)	(236,700)	(258,284)	(282,048)

To/From Reserves & Budget Virements 2022/23

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

Services Committee - Isambard House (Station Building) Budget 2023-24
Saltash Town Council
For the year ended 31 August 2022

Account	Actual Received/Spe nd 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spe nd YTD 2022/23	Actual Funds To Receive/Availabl e to Date 2022/23	Precept 2023/24	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Isambard House Operating Income												
Isambard House Income												
4301 SA Isambard House - Bookings	1,962	0	0	5,000	3,477	1,523	10,000		11,010	12,122	13,346	14,694
4302 SA Isambard - Refreshment Income	22	0	0	1,000	0	1,000	500		551	606	667	735
4504 - SA Isambard - Café Rental (Propose New Code)							5,000	Based on full letting from 01/04/23 @£100PW	5,505	6,061	6,673	7,347
Total Isambard House Income	1,983	0	0	6,000	3,477	2,523	15,500		17066	18789	20687	22776
Total Isambard House Operating Income	1,983	0	0	6,000	3,477	2,523	15,500		17,066	18,789	20,687	22,776
Isambard House Operating Expenditure												
Isambard House Expenditure												
6800 SA Rates - Isambard House	3,543	0	0	3,750	3,543	207	4,129	Last Years Budget + 10.1% CPI added	4,546	5,005	5,510	6,067
6801 SA Water Rates - Isambard House	(53)	0	0	586	0	586	645	Last Years Budget + 10.1% CPI added.	710	782	861	948
6802 SA Gas - Isambard House	902	0	0	2,430	(197)	2,627	6,075	Current Budget + 150% based on current expenditure and current economic factors.	6,689	7,364	8,108	8,927
6803 SA Electricity - Isambard House	(159)	0	0	3,608	0	3,608	9,020	Current Budget + 150% based on current expenditure and current economic factors.	9,931	10,934	12,038	13,254
6804 SA Fire & Security Alarm - Isambard House	774	0	0	978	644	334	1,000	Set by Station Sub Committee	1,101	1,212	1,335	1,469
6808 SA Cleaning Materials & Equipment - Isambard House	1,669	0	0	1,538	489	1,049	1,693	Last Years Budget + 10.1% CPI added	1,864	2,053	2,260	2,488
6810 SA General Repairs & Maintenance - Isambard House	445	0	0	750	181	569	1,000	Set by Station Sub Committee	1,101	1,212	1,335	1,469
6811 SA TV License & PRS - Isambard House	0	0	0	2,132	0	2,132	0	Vire 2022/23 budget to new code (6872)	0	0	0	0
6813 SA Refreshments Costs - Isambard House	552	0	0	210	0	210	210	No increase	231	255	280	309
6814 SA Equipment - Isambard House	954	0	0	989	0	989	989	No increase	1,089	1,199	1,320	1,453
6818 SA Professional Costs - Isambard House	250	0	2,000	1,052	0	3,052	2,000	Virement from minute 8/22/23 as of 24/08/22	2,202	2,424	2,669	2,939
6821 SA IT & Office Costs - Isambard House	0	0	(500)	1,000	0	500	1,000	Virement from minute 8/22/23 as of 24/08/22	1,101	1,212	1,335	1,469
6822 SA Activities & Events	0	0	(1,500)	2,000	0	500	1,000	Virement from minute 8/22/23 as of 24/08/22	1,101	1,212	1,335	1,469
Total Isambard House Expenditure	8,877	0	0	21,023	4,660	16,363	28,761		31,666	34,864	38,386	42,263
Isambard House Staffing Expenditure												
6671 Staff Expenses - Isambard House	0	0	0	256	0	256	282	Last Years Budget + 10.1% CPI added - Merge with 6671	310	342	376	414
6672 ST SA Staff Training - Isambard House	0	0	0	1,025	0	1,025	1,129	Last Years Budget + 10.1% CPI added - Merge with 6672	1,243	1,368	1,506	1,658
Station Staffing Expenses	0	0	0	6,814	0	6,814	0	Moved budget to Guildhall	0	0	0	0
Total Isambard House Staffing Expenditure	0	0	0	8,095	0	8,095	1,410		1,553	1,710	1,882	2,037
Total Operating Expenditure	8,877	0	0	29,118	4,660	24,458	30,172		33,219	36,574	40,268	43,570
Total Isambard House Operating Expenditure	8,877	0	0	29,118	4,660	24,458	30,172		33,219	36,574	40,268	44,299
Total Isambard House Operating Surplus/ (Deficit)	(6,893)	0	0	(23,118)	(1,183)	(21,935)	(14,672)		(16,153)	(17,785)	(19,581)	(21,523)
Isambard House EMF Expenditure												
6473 SA EMF Station Building (Purchase & Capital Works)	40,967	92,745	0	0	35,000	57,745	0		0	0	0	0
6870 SA EMF Isambard House	6,508	18,492	0	0	0	18,492	0		0	0	0	0
6871 SA EMF Tresorys Kernow Funding	0	0	2,250	0	0	2,250	0		0	0	0	0
6872 SA Entertainment Licenses (new code)	0	0	0	0	0	0	0	Vire from 6811 (£2132)	0	0	0	0
6695 ST SA EMF Staff Contingency - Isambard House	0	2,000	0	0	0	2,000	0		0	0	0	0
Total Isambard House EMF Expenditure	47,476	113,237	2,250	0	35,000	80,487	0		0	0	0	0
Total Isambard House Expenditure (Operational & EMF)	56,352	113,237	2,250	29,118	39,660	104,945	30,172		33,219	36,574	40,268	44,299
Total Isambard House Budget Surplus/ (Deficit)	(54,369)	(113,237)	(2,250)	(23,118)	(36,183)	(102,422)	(14,672)		(16,153)	(17,785)	(19,581)	(21,523)

Notes

To/From Reserves & Budget Virements 2023/24
1.£2,250 received from Tresorys Kernow Funding - 6871 EMF Tresorys Kernow Funding

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

Account	Actual Received/Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept 2023/24	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27
Maurice Huggins Operating Income											
Maurice Huggins Income											
4207 GH Maurice Huggins Room Income	458	0	0	1,000	274	726	1,000		1,101	1,212	1,335
Total Maurice Huggins Income	458	0	0	1,000	274	726	1,000		1,101	1,212	1,335
Total Maurice Huggins Operating Income	458	0	0	1,000	274	726	1,000		1,101	1,212	1,335
Maurice Huggins Operating Expenditure											
Maurice Huggins Expenditure											
7000 MA Rates - Maurice Huggins	209	0	0	441	429	12	486	Last years budget + 10.1% CPI	535	589	648
7001 MA Water Rates - Maurice Huggins	115	0	0	359	63	296	395	Last years budget + 10.1% CPI	435	479	528
7003 MA Electricity - Maurice Huggins	472	0	0	1,025	124	901	2,563	Current Budget + 150% based on current expenditure and current economic factors.	2,821	3,106	3,420
7004 MA Fire & Security Alarm - Maurice Huggins	281	0	0	162	162	0	178	Last years budget + 10.1% CPI	196	216	238
7008 MA Cleaning Materials & Equipment - Maurice Huggins	3	0	0	300	202	98	330	Last years budget + 10.1% CPI	364	400	441
7010 MA General Repairs & Maintenance - Maurice Huggins	251	0	0	513	15	498	565	Last years budget + 10.1% CPI	622	685	754
7018 MA Professional Costs - Maurice Huggins	0	0	0	513	0	513	565	Last years budget + 10.1% CPI	622	685	754
7020 MA Legionella Risk Assessment - Maurice Huggins	455	0	0	328	140	188	462	Annual cost + 10.1% CPI	509	561	617
Total Maurice Huggins Expenditure	1,786	0	0	3,641	1,135	2,506	5,544		6,104	6,720	7,399
Total Maurice Huggins Operating Expenditure	1,786	0	0	3,641	1,135	2,506	5,544		6,104	6,720	7,399
Total Maurice Huggins Operating Surplus/ (Deficit)	(1,329)	0	0	(2,641)	(861)	(1,780)	(4,544)		(5,003)	(5,508)	(6,065)
Maurice Huggins EMF Expenditure											
6472 EMF Maurice Huggins Room	0	214	0	0	0	214	0		0	0	0
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	606	0	0	0	606	0		0	0	0
Total Maurice Huggins EMF Expenditure	0	820	0	0	0	820	0		0	0	0
Total Maurice Huggins Expenditure (Operational & EMF)	1,786	820	0	3,641	1,135	3,326	5,544		6,104	6,720	7,399
Total Maurice Huggins Budget Surplus/ (Deficit)	(1,329)	(820)	0	(2,641)	(861)	(2,600)	(4,544)		(5,003)	(5,508)	(6,065)

Account	Actual Received/Spe nd 2021/22	EMF Balances 8/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spe nd YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept 2023/24	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27
P&F Operating Income											
P&F Income											
4901 PR Bank Interest Received	5,429	0	0	4,125	4,181	(56)	8,362	Based on Current Year Received	9,206	10,136	11,160
4908 PR Misc Income	17	0	0	0	197	(197)		Sale of Eqpt, Beating the 0 bounds tickets and Craft fair table hire	0	0	0
Total P&F Income	5,446	0	0	4,125	4,377	(252)	8,362		9,206	10,136	11,160
Total P&F Operating Income	5,446	0	0	4,125	4,377	(252)	8,362		9,206	10,136	11,160
P & F Operating Expenditure											
P&F Expenditure											
6200 PF Bank Charges (6200)	700	0	0	1,108	497	611	1,220	increased by CPI 10.1%	1,343	1,479	1,628
6201 PF Audit (6201)	3,400	0	0	3,450	(200)	3,650	4,000	Based on current year expenditure	4,404	4,849	5,339
6202 PF Civic Occasions (including Road Closures) (6202)	1,808	0	4,500	3,500	4,553	3,447	5,354	increased by CPI 10.1% + £1500 for Coronation	5,894	6,490	7,145
6203 PF Mayors' Allowance	4,838	0	0	4,959	1,488	3,471	5,160	4.06% increase	5,682	6,255	6,887
6204 PF Councillors' Allowance	1,932	0	0	3,520	0	3,520	3,663	4.06% increase	4,033	4,440	4,889
6205 PF Insurance	18,308	0	0	22,132	8,788	13,344	24,367	increased by CPI 10.1%	26,828	29,538	32,521
6206 PF Youth Council (6206)	4,000	0	0	4,000	0	4,000	4,404	increased by CPI 10.1%	4,849	5,339	5,878
6208 PF Subscriptions (6208)	10,231	0	0	15,000	13,611	1,389	16,515	increased by CPI 10.1% (£8,900 for Clivica + 12.3% RPI set by Clivica)	18,183	20,019	22,041
6210 PF Community Chest (6210)	3,570	0	0	10,000	3,119	6,881	10,000	Budgeted from 2021/22	10,000	10,000	10,000
6211 PF Website Maintenance (6211)	684	0	0	1,000	250	750	1,101	increased by CPI 10.1%	1,212	1,335	1,469
6213 PF Councillor Training & Expenses (6213)	2,229	0	0	2,742	560	2,182	3,019	increased by CPI 10.1%	3,324	3,660	4,029
6214 PF Health & Safety (6214)	8,522	0	0	7,500	3,155	4,345	8,258	increased by CPI 10.1%	9,092	10,010	11,021
6215 PF Annual Report (delete code)	0	0	0	450	0	450		propose to vire £450 to EMF 0 6280 Town Vision and delete code	0	0	0
6216 PF Miscellaneous (delete code)	0	0	0	100	0	100		0 Delete code	0	0	0
6217 PF Data Protection (6217)	55	0	0	100	115	(15)	200	Based on current year expenditure	220	242	267
6219 PF Covid 19 H&S Materials & Equipment (delete code)	3,564	0	0	2,000	441	1,559		0 Delete code	0	0	0
6220 PF Festival Fund & Event Expenditure (new code name)	10,932	0	0	15,000	2,293	12,707	15,000	New code name - 6220 PF Festival Fund	15,000	15,000	15,000
6221 PF Town Messenger (6221)	3,758	0	0	5,000	1,958	3,043	5,505	Increase by CPI 10.1%	6,061	6,673	7,347
6222 PF Commissioning Youth Work (6222)	43,000	0	0	50,000	17,716	32,284	55,050	increase by CPI 10.1%	60,610	66,732	73,472
6224 PF Professional Costs	1,923	0	0	2,050	43	2,007	2,257	increased by CPI 10.1%	2,485	2,736	3,012
6225 PF Neighbourhood Plan (delete code)	4,225	0	0	5,156	526	4,630		Vire £4630 to 6275 EMF 0 Neighbourhood plan and delete code	0	0	0
6227 PF Town Speakers PRS Licence	0	0	0	3,000	1,764	1,236	3,303	increased by CPI 10.1%	3,637	4,004	4,408
6228 PF Events & Consultations (delete code)	0	0	0	1,500	0	1,500		0 Vire £1500 to new EMF Consultations and delete code	0	0	0
6229 PF CCTV Annual Maintenance	0	0	0	14,600	0	14,600	7,000	Vire £14,600 to 6270 Crime Reduction, £7000 added on 14/11/2022	7,707	8,485	9,342
6502 PF Civic Christmas Event (delete code)	0	0	0	500	0	500		0 Vire £500 to new EMF Events	0	0	0
6513 PF Twinning (delete code)	0	0	0	119	0	119		0 Vire £119 to new EMF Twinning and delete code	119	119	119
6514 PF Town Leaflets/ Reprinting	0	0	0	539	0	539	593	increased by CPI 10.1%	653	719	792
6516 PF Road Safety Grant	0	0	0	215	0	215	215		237	261	287
6300 -6306 P&F IT/Office Costs	24,573	0	9,650	33,000	12,344	30,306	40,000	Please see breakdown below - increased to £40,000	44,040	48,488	53,385
Total P&F Expenditure	152,249	0	14,150	212,240	73,021	153,369	216,184		235,612	256,872	280,279
P&F Staffing Expenditure											
6652 ST P&R Employers Pension - Monthly Fee	5,299	0	0	5,300	2,653	2,647	6,095	15% increase based on previous price rise	5,300	5,300	5,300
6659 ST P&R Town Sergeant & Mace Bearer Fees	343	0	0	792	463	330	792		872	960	1,057
6661 ST P&R Finance Consultancy Fees	650	0	28,035	3,000	21,505	9,530	5,000		5,505	6,061	6,673
P&F Staffing Expenses	644	0	0	2,413	293	2,120	2,657	Parking space - £387 Staff clothing - £1135. Staff Travel - £1135	2,925	3,220	3,546
6656 ST P&R Staff Training	(911)	0	0	4,125	250	3,875	4,542	increased by CPI 10.1%	5,000	5,505	6,061
P&F Staffing Costs	293,625	0	20,000	290,160	103,244	206,916	310,475	NIC Scale 2022-2023 + 3%	341,833	376,358	414,370
Total P&F Staffing Expenditure	299,651	0	48,035	305,790	128,407	225,418	329,560		361,435	397,405	437,008
Total P & F Operating Expenditure	451,900	0	62,185	518,030	201,428	378,787	545,744		597,048	654,277	717,287
Total P & F Operating Expenditure	451,900	0	62,185	518,030	201,428	378,787	545,744		597,048	654,277	717,287
Total P&F Operating Surplus/ (Deficit)	(446,454)	0	(62,185)	(513,905)	(197,051)	(379,039)	(537,383)		(587,842)	(644,142)	(706,127)
P&F EMF Expenditure											
6270 PF EMF Crime Reduction	0	36,950	0	0	0	36,950	0	Vire in £14,600 from 6229 PF CCTV Annual Maintenance	0	0	0
6271 PF EMF Election	23,553	11,207	0	7,000	0	18,207	20,000		10,000	10,000	10,000
6272 PF EMF Robes & Civic Regalia	0	2,000	0	0	1,228	772	0		0	0	0
6273 PF EMF Legal Fees	1,597	6,001	0	0	400	5,601	0		0	0	0
6274 PF EMF Internet Redevelopment (delete code)	0	4,900	(4,900)	0	0	0		0 Delete code	0	0	0
6275 PF EMF Neighbourhood Plan	0	1,772	0	0	0	1,772	0	Vire in £4,630 from 6225 PF Neighbourhood plan	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 Grant	3,420	7,580	0	0	0	7,580	0		0	0	0
6280 PF EMF Town Vision	0	10,000	0	0	0	10,000	0	Vire in £450 from 6215 Annual Report	0	0	0
6281 PF EMF Town Vitality Funding Grant	0	0	84,000	0	69	83,931	0		0	0	0
6370 PF EMF Computer Equipment Renewal	0	22,046	0	0	5,127	16,919	0		0	0	0
6282 PF EMF Funding Bids	0	0	10,000	0	0	10,000	0		0	0	0
6283 PF EMF Events (new code)	0	0	0	0	0	0		0 Vire in £500 from 6502 PF Civic Christmas Events	0	0	0

6284 PF EMF Consultations (new code)	0	0	0	0	0	0	0	0	Vire in £1,500 from 6228 PF Events and Consultations			
6285 PF EMF Twinning (new code)	0	0	0	0	0	0	0	0	Vire £119 from 6513 PF Twinning			
6694 ST PR EMF Staff Contingency (P&F)	6,264	69,665	(48,035)	0	0	21,630	9,418	10% of Staffing Costs (£31,048)	0	0	0	
Total P&F EMF Expenditure	34,833	174,931	41,065	7,000	6,824	216,172	29,418		10,000	10,000	10,000	
Total P&F Expenditure (Operational & EMF)	486,733	174,931	103,250	525,030	208,252	594,959	575,162		607,048	664,277	727,287	
Total P&F Budget Surplus/ (Deficit)	(481,287)	(174,931)	(103,250)	(520,905)	(203,875)	(595,211)	(566,801)		(597,842)	(654,142)	(716,127)	

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 6276 PF EMF Funding Bids - Minute no 222/22/23

1. P&F IT/Office Costs				
Nominal Code	Budget 2022/23	Virements	Total Budget	Precept 2023/24
6300 Telephone	£2,425		£2,425	£ 2,670
6301 Stationary	£4,312		£4,312	£ 4,748
6302 Office and IT Equipment	£7,008		£7,008	£ 7,716
6303 Copier Maintenance	£5,499		£5,499	£ 6,054
6304 Broadband	£496		£496	£ 546
6305 Finance Software	£3,435	£4,750	£8,185	£ 3,782
6306 IT Maintenance	£9,825	£4,900	£14,725	£ 14,484
TOTALS	£33,000	£9,650	£42,650	£ 40,000

Personnel Committee - Personnel Budget
Saltash Town Council
For the 5 months ended 31 August 2022

Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/S pend YTD 2022/23	Actual Funds Available to Date 2022/23	Precept 2023/24	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Personnel Operating Expenditure												
Personnel Expenditure												
6654 ST Staff Welfare	1,313	0	0	1,538	627	911	1,693	last years budget + CPI	1,864	2,053	2,260	2,488
6657 ST SNB Staff Recruitment Advertising	5,254	0	0	6,150	113	6,037	0	Vire £3000 to new EMF Staff Recruitment	0	0	0	0
6658 ST SNB Miscellaneous Staffing Expenditure (delete code)	5	0	0	0	0	0	0	Delete code	0	0	0	0
6660 ST Staff Recognition	0	0	200	0	25	175	0	Vire £175 to new EMF Staff Recruitment	0	0	0	0
6662 SNB HR Professional Fees	3,141	0	8,745	2,981	3,679	8,047	10,282	last years budget + CPI - Additional £7,000 precepted	11,321	12,464	13,723	15,109
Total Personnel Expenditure	9,713	0	8,945	10,669	4,443	15,171	11,975		13,185	14,517	15,983	17,597
Total Personnel Operating Expenditure	9,713	0	8,945	10,669	4,443	15,171	11,975		13,185	14,517	15,983	17,597
Total Personnel Operating Surplus/ (Deficit)	(9,713)	0	(8,945)	(10,669)	(4,443)	(15,171)	(11,975)		(13,185)	(14,517)	(15,983)	(17,597)
EMF Personnel Expenditure												
6691 ST EMF Legal Fees (Staffing)	1,215	4,785	0	2,000	0	6,785	685	Precept for CPI at 10.1%	0	0	0	0
6692 ST EMF Staff Recruitment (new code)	0	0	0	0	0	0	0	Vire £175 from 6660 ST Staff Recognition. Vire £3000 from 6657 ST SNB Staff Recruitment Advertising				
Total EMF Personnel Expenditure	1,215	4,785	0	2,000	0	6,785	685		0	0	0	0
Total Personnel Expenditure (Operational & EMF)	10,928	4,785	8,945	12,669	4,443	21,956	12,661		13,185	14,517	15,983	17,597
Total Personnel Budget Surplus/ (Deficit)	(10,928)	(4,785)	(8,945)	(12,669)	(4,443)	(21,956)	(12,661)		(13,185)	(14,517)	(15,983)	(17,597)

Notes

To/From Reserves & Budget Virements 2022/23

1. £200 from General Reserves to 6660 Staff Recognition - Minute No 88/22/23

1. £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

Saltash Town Council Recommended Virements

1. Burial Authority:

No Virements

2. Burial Board:

No Virements

3. Services:

- £2,157 from code 7100 LO Rates – Longstone TO EMF Utilities & Rates
- £2,132 from 6811 SA TV License & PRS - Isambard House TO 6872 SA Entertainment Licenses (**new code**)

4. P & F:

- £450 from 6215 PF Annual Report (delete code) to 6280 PF EMF Town Vision
- £1500 from 6228 PF Events & Consultations (delete code) to 6284 PF EMF Consultations (new code)
- £4,630 from 6225 PF Neighbourhood Plan (delete code) to 6275 PF EMF Neighbourhood Plan
- £500 from 6502 PF Civic Christmas Event (delete code) to 6283 PF EMF Events (new code)
- £119 from 6513 PF Twinning (delete code) to 6285 PF EMF Twinning (new code)
- £14,600 from 6229 PF CCTV Annual Maintenance to 6270 PF EMF Crime Reduction

Personnel:

- £175 from 6660 ST Staff Recognition to 6692 ST EMF Staff Recruitment (new code)
- £3,000 from 6657 ST SNB Staff Recruitment Advertising to 6692 ST EMF Staff Recruitment (new code)

END OF REPORT

Saltash Town Council Recommended Nominal Codes

Library:

The Town Council have funding grants coming into the Library that currently have no accurate account to be placed. It is therefore proposed the current code (6974) is amended as below:

From: 6974 LI EMF Tresorys Kernow Funding

To: 6974 LI EMF Library Funding

Various Committees:

Several further changes have been proposed in order to ensure the funds are easily and correctly allocated. Some of these changes have already been considered and accepted by their respective committees. Here is a list of the proposed amendments for consideration:

Codes to rename:

1. 4527 LI Library Café Rental Income – Propose to rename '4527 LI Library Vending Machines Income'
2. 6220 PF Festival Fund and Event Expenditure – Propose to rename '6220 Festival Fund'
3. 6411 GH TV License & PRS – Propose to rename to 6411 GH Entertainment licenses

Codes to merge:

1. 7105 LO Fire Extinguishers – Longstone – Propose to merge with 7104 – LO Fire & Security Alarm – Longstone

Codes to Delete:

2. 4528 Library Merchandise Income – Proposed to delete code
3. 6219 PF Covid H&S Materials & Equipment – Propose to delete code
4. 6215 PF Annual Report – Propose to delete code
5. 6216 PF Miscellaneous – Propose to delete code
6. 6658 ST SNB Miscellaneous Staffing Expenditure – Propose to delete code

7. 6225 PF Neighbourhood plan – Propose to delete code
8. 6228 PF Events and Consultations – Propose to delete code
9. 6502 PF Civic Christmas event – Propose to delete code
- 10.6513 PF Twinning – Propose to delete code
- 11.6274 PF EMF Internet Redevelopment – Propose to delete code

New codes:

1. 6283 PF EMF Events – Propose new code
2. 6284 PF EMF Consultations – Propose new code
3. 6285 PF EMF Twinning – Propose new code
4. 4504 – SA Isambard – Café Rental – Propose New Code
5. 6585 SE EMF Utilities & Rates – Propose new code
6. 6872 SA Entertainment Licenses – Propose new code
7. 4513 SE Water Rates Income – Propose new code

SALTASH TOWN COUNCIL SUMMARY OF EXPENDITURE PLANNED FOR 2023/2024

	2022/2023	2023/2024	Percentage increase/ decrease %
	£	£	
Burial Authority : Churchtown	35,191	34,616	-1.6
Burial Board : St Stephen's	31,046	28,489	-8.2
Services	738,658	757,687	2.6
Policy & Finance	525,029	575,162	9.5
Personnel	12,668	12,661	-0.1
TOTAL EXPENDITURE	1,342,592	1,408,615	4.9
Less Income, Refunds, Grants	73,155	100,862	37.9
Planned Budget	1,269,437	1,307,753	3.0
Add Funding for Devolved Contingency			
Less Central Government Council Tax Support Funding	13,747	-	
Precept	1,255,690	1,307,753	4.15
Amount per Band D Dwelling:	228.78	237.16	3.66
Tax Base 23/24 : 5514.28			
<u>Capital & Reserves</u>	<u>2021/2022</u>	<u>2022/2023</u>	
Capital Works arising from Assets and Services Required			
(General Reserves)	259,922	308,503	
Earmarked Reserve	562,512	817,954	
Saltash Waterfront Revitalisation Grant	16,046	-	
S106 (LIDL)	2,540	-	
S106 (Waitrose)	7,501	4,961	
Contingency 5.5 Months	584,870	599,387	
Estimated Reserves at 31st March:	1,433,391	1,730,805	
Employees at 31st March:	22.8 FTE	19.3 FTE	

To retain the Town Council contingency at 5.5 months a transfer of £14,517 from General Reserves is required.

Further details are available if required between Opening Hours: Mon - Fri 10am to 1pm, 2pm to 4pm from
Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX
Telephone : 01752 844846 www.saltash.gov.uk

Saltash Borough Football Club use of Saltash Town Council seal

Saltash Borough Football Club comprises of men's, ladies and veterans' teams playing in local leagues, they are based at Salt Mill Park. Looking at their performance they have had recent success with the men's team winning the St Piran League East in 2021-2022. The team logo used by the club is the Saltash Town Council seal (pictures attached).

The club were previously called St Stephens Borough A.F.C., the name was changed to Saltash Borough Football Club approximately five years ago due to confusion with St Stephens in Saltash.

The seal is currently used as their logo and appears on their social media, match advertising and fixtures, league trackers online, club kit including presentation kit, warm up kit, and official playing kit. It is also on the kit of a team they have sponsored in Africa. Below is a link to their Facebook page.

<https://www.facebook.com/people/Saltash-Borough-FC/100057885660175/>

The Manager and Secretary of the team took over the club five years ago and were informed by their predecessors that permission to use the seals was given in the 1970's, however no record of this can be found by either the football club or Saltash Town Council.

The policy on the use of Saltash Town Council Seals and Modern Logo states:

6. The Council will generally only be minded to approve the use of the Seals for instances that are:

- **Are for Town Council projects or requests that have a strong direct link to the town council – i.e. through funding or ongoing association;**
- **Are in a permanent stationary place (e.g. not on vehicles, memorabilia, flyers etc.) or, on official Town Council publications**

Below link to the policy document on the STC website

https://www.saltash.gov.uk/edit/stuploads/8566_1052338173.pdf

Recommendation

It is recommended to delegate authority to the Town Clerk to liaise with the management of the club to remove use of the logo on social media, match fixtures and league trackers and to phase out use of the logo when items such as the team kit are routinely replaced.

Examples of how the logo is currently used by the football club



End of report
Mayor's Secretary/Receptionist

17th November 2022

Dear One and All,

Devolution to Cornwall

In the past weeks and months, we have been working hard to negotiate a second devolution deal for Cornwall to secure long-term investment and to enable more decisions about Cornwall being made in Cornwall for the benefit of our residents and businesses.

Which is why I was pleased to read the Chancellor of the Exchequer's Autumn Statement and see confirmation that the Government was in "advanced discussions" with the Council on a proposed devolution deal.

This isn't the first time Cornwall has been at the forefront of devolution. We were the first rural authority to agree a deal with Government in 2015. That deal allowed us to deliver better public transport. It allowed us to retain and reinvest business rates in Cornwall. It allowed us to press ahead with deep geothermal exploration, which could prove so vital for our energy security in the future. The 2015 devolution deal has delivered real benefits to our residents, our communities and our economy.

Cornwall made a success of the first deal and we know that we are well placed to go even further with a new deal, laying a future path to deeper and broader devolution.

We know that the key to securing the most ambitious, bespoke deal possible from Government requires a change in how the political leadership of the Council is determined; from a Council Leader appointed by the 87 members of the Council, to a Council Mayor directly elected by the people of Cornwall.

The Government has made it clear that the proposed deal is conditional on making this governance change. The deal falls if we don't have an elected Mayor of Cornwall Council directly accountable to the people of Cornwall.

An elected Council Mayor is also about giving Cornwall a stronger and more influential voice to Government to understand the unique challenges that Cornwall faces.

It's about levelling up with similar powers, freedoms and investment secured by metropolitan areas like Greater Manchester and West Midlands. It is about making sure Cornwall is not the poor relation and left behind. It is about a stronger and more sustainable Cornwall for current and future generations – a devolution deal to deliver the 2050 Cornwall Plan shaped by thousands of residents in 2020.

In the next few weeks, as the Chancellor outlined, we hope that details of the proposed deal we are seeking to secure for Cornwall will be announced by Government. You will soon be able to see the shape of the deal and the wealth of benefits on offer to your communities.

In the meantime, I want to ask everyone to keep an open mind as to how an ambitious devolution package could make a huge difference to the lives and livelihoods of those living and working in Cornwall.

It is evident that devolution deals aren't idle words, with research suggesting that devolution to Greater Manchester has had a positive impact on health and increased life expectancy across the region.

Securing a devolution deal for Cornwall now would go a significant way towards benefitting one and all, not only during this hugely challenging time but delivering on our mission of working with communities for a carbon neutral Cornwall, where everyone can start well, live well and age well.

Once the proposed deal has been agreed in principle with Government, Cornwall Council will be conducting a robust consultation on the deal and the required change of governance. We will be working alongside the Consultation Institute to ensure that best practice is followed.

The results of the consultation will be considered before any final decisions are made to proceed with and to finalise the Deal, including making the required change to the Council's governance to that of a directly elected Mayor. The results will also be shared with Government.

I want to thank you all for your patience so far and that once the proposed devolution deal is published, you're able to consider the direct and indirect benefits of the deal alongside the required governance change.

In the meantime, please visit the dedicated devolution webpage that explains how we've arrived at this point and the benefits that a second devolution deal could bring to Cornwall.

Cllr Linda Taylor

Leader of the Council

Cornwall Council

1st December 2022

Proposed Cornwall Devolution Deal update

Dear One and All

We committed to update you on the proposed Devolution Deal for Cornwall as soon as we could. We are now in a position to do that.

As key partners, we want to offer you the opportunity to hear directly from us about the content of the proposed deal and required change in governance.

We will be holding two Town and Parish Council online briefing sessions.

To join an online session, please click on either of the links below, which will take you to the Teams meeting.

- [Friday 2 December 5 - 6pm](#)
- [Tuesday 6 December 4 - 5pm](#)

You will have received an email on 17 November providing you with information on the [Devolution Deal for Cornwall](#) and we will be sharing further details on our [website](#).

I appreciate the first date is very short notice but wanted to take the earliest opportunity we could and hope you will be able to join us at one of the briefing sessions.

There will be other opportunities for you to learn more about the proposed deal during the public consultation, which will begin on 9 December 2022 and end on 17 February 2023.

Yours sincerely

Clr Linda Taylor

Leader of the Council

Cornwall Council

To receive an update on Saltash Leisure Centre

Elly Hammersley:

- The survey work, including a building survey, have been completed and the CC Head of Property is due to visit the leisure centre in on 20th December to meet GLL. It was agreed that Graham Potter would be invited to the January meeting in order to provide an update from the property perspective.
- The Sport England report looking at leisure centres nationally as hubs is due to be released soon and will be share it with the group when available

James Curry:

Nationally there is a massive issue regarding utility costs. Reviews on consumption are ongoing and consideration where there is slack in the programmes in order to compress opening times in order to reduce costs. GLL has looked at whole programme and the 10 pools it manages in Cornwall and is making minor adjustments to the pool opening times to reduce financial costs over winter (as the pools are making a loss). The aim is to keep centres open and there are no closures on the cards as they are managing the resources as carefully as possible.. Christmas is traditionally quiet, so the Christmas opening times will be tweaked more this year with reduced offer.

Saltash leisure centre:

Finances

October was a broadly positive month versus budget. Income for month = £53k, £3k above budget. Expenditure £63k, £2k worse than budget. Centre was £1k better than budget at trading level. Half term was relatively busy, though casual swimming income was lower than budgeted, this is a trend we need to keep an eye on.

Year to date Centre is trading at a £50k loss, but £36k better than budget, which remains positive with the utilities £35k overspent year to date.

Membership

Centre membership was 613 at end of P10. A small increase on September, but down on August. Sales were slow in September, but have picked up since October, with the Centre also 93% towards November target as of today.

Swim School is at 507 heads at end of P10 an increase of 14 heads in the month. The Centre is at 92% of pre-Covid levels and numbers continue to grow. There are plans for adult lessons to recommence in January 2023.

Energy

Saltash Leisure Centre spent £93,965 in 2019 on gas and electricity. Our budget for 2022 was £118,121. When the prices rocketed in the spring, the forecast based on a normal years consumptions saw the cost for 2022 reaching £228,192. Following positive work on reducing consumption we are now estimating by the end of December Saltash will have spent £168,000. Clearly this is still £50,000 more than budgeted, but better than was projected.

In October Saltash used 32% less electricity than budgeted, or 12,000 Kwh and 38% less gas, or 27,500 KWh. This saving on energy support the figures above.

Winter Programmes

Recognising the challenges with saving energy through the winter will be greater, GLL are introducing winter programmes specifically designed to support further cost savings (mainly energy), while also minimising customer disruption. In Saltash GLL are reducing the pool programme by 1.5 hours per week, with 30 minutes off Monday, Tuesday and Thursdays close time.

Prices

Core Prices will be going up in January, but again at below inflation levels, but these rises are unfortunately unavoidable to achieve a balanced budget position. There will remain a focus on reminding customers that live in Cornwall that they can apply for the Cornwall Card which gives discounts of 20 – 25% off the pay and play price. Other schemes such as 'Kids For a Quid' swimming will continue.

Other

- The Saltash steel frame that had badly corroded has now been repaired at a cost of £60,000, 16 legs needed repair. The steels have been dug out, the corroded area removed or treated and then the steels cuffed and painted. The concreting of the steels will be done in a couple of weeks.
- Junior Fitness Classes are launching in January to add to the programme and support young people in the area.
- Christmas opening times will be published shortly, but again there will be a focus on compressing opening times to keep costs down at a traditionally quiet time of year.
- Centre is fully staffed currently, no vacancies.
- Saltash now has 2 x 60+ swim sessions which are proving popular. These swims run before lunchtime and help support the café OAP menu and vice versa.
- Family membership is being set up and will launch in the New Year, details to follow.

Next meeting:

It was agreed to cancel the next meeting (which was due to be held on 22nd December) but James Curry will still provide an monthly update on how the Saltash leisure centre has performed. The next meeting will be in January (dates for 2023 to be scheduled) and will have a focus on the future of the centre.

End of Report

Community Link Officer