

Public Document Pack

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 1st December 2022 at 7.00 pm

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

ALSO PRESENT: 1 Member of the Press, Reverend T Parkman, H Frank (Cornwall Council) and M Worth (Cornwall Council), S Burrows (Town Clerk) and M Thomas (Senior Policy and Data Compliance Officer).

APOLOGIES: Councillor J Foster.

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

264/22/23 PRAYERS.

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

Reverend Tim Parkman led prayers.

265/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

266/22/23 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
Lennox-Boyd	PA22/09800	Non-Pecuniary	Applicant is personal friend.	Yes

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

None.

267/22/23 CHAIRMAN'S REPORT.

The Chairman briefed Members on the successful meetings held with Cornwall Councillor Connor Donnithorne and Sheryll Murray MP.

The Chairman thanked Mrs Gloria Challen who recently resigned from the Town Council, for her service as Mayor, Deputy Mayor and Ward Councillor.

It was **RESOLVED** to note.

268/22/23 MONTHLY CRIME FIGURES.

No report.

269/22/23 REPORT BY COMMUNITY ENTERPRISES PL12.

It was **RESOLVED** to note.

270/22/23 CORNWALL GATEWAY COMMUNITY REPORT FOR NOTING OR MATTERS ARISING.

The Chairman invited Cornwall Councillor Frank – Chairman of the Cornwall Gateway Community Network Panel - to speak.

Councillor Frank advised that the review of the network panel continues and updates on this, considerations regarding an elected Mayor for Cornwall and presentations on the proposed Devolution Deal will be received as part of the report from Cornwall Councillors (agenda item 13).

The Chairman informed Members that the next CNP meeting is to be held on 7th December at the Guildhall at 6pm.

It was **RESOLVED** to note.

271/22/23 CORNWALL GATEWAY COMMUNITY ACTION POINTS FOR REPORTS.

No Actions.

272/22/23 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.

Councillor Lennox-Boyd provided Members with an overview of topics covered at the recent meeting of Safer Saltash.

These included:

- A presentation on assertive outreach - utilising street based youth work to lessen anti-social behaviour with young people in community spaces;
- Ongoing concern regarding the Tamar Bridge parapets and the impact on residents living below;
- An increase in hate language being used at Saltash.net and the impact on mental health.

It was **RESOLVED** to note.

273/22/23 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.

No Report.

274/22/23 TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP.

No Report.

275/22/23 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.

Devolution Deal

Councillor Worth gave a verbal update on the Devolution Deal. Briefing sessions are scheduled for Cornwall Councillors tomorrow (2nd December) followed by Town and Parish Councils later in the day.

Members were advised that they may wish to make comments as members of the public at the meeting of the Customer and Support Services Overview and Scrutiny Committee being held on 6th December 2023. The public consultation period will commence from 9th December 2023 and end on 17th February 2023 following the publication of the details of the deal.

Councillor Martin asked Councillor Worth to feedback to Cornwall Council how difficult the scheduled briefing session times are for Members who work.

Phase 2 – Treledan

Councillor Worth updated Members on the recent pre-application submitted by Bloor Homes for phase 2 of the development at Treledan. Cornwall Councillors, the Planning Officer and the Directors of Bloor Homes will be meeting on a site visit on 9th December and Members are invited to submit questions via the Town Clerk.

It was **RESOLVED** to note.

276/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

277/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

The Chairman informed Members a public question was received, however, it was viewed a complaint and therefore will not be received this evening.

278/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 3RD 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.

Councillor P Samuels informed the Chairman that he will not be supporting the minutes he will be voting against and requested a recorded vote so that there is a record that he did not support the minutes.

The Chairman offered Councillor P Samuels the opportunity to propose an amendment to the minutes. Councillor P Samuels confirmed he did not wish to make an amendment, but to show that he voted against the minutes.

Bickford	For
Bullock	For
Dent	For
Gillies	For
Griffiths	Abstained
Lennox-Boyd	For
Martin	For
Miller	For
Peggs	For
B Samuels	Against
P Samuels	Against
Stoyel	Abstained
Yates	For

It was proposed by Councillor Bickford, seconded by Councillor Peggs and following a recorded vote of 9 for, 2 against and 2 abstentions, **RESOLVED** that the minutes of the Full Town Council Meeting held on 3rd November 2022 were confirmed as a true and correct record subject to the amendment of Councillor Gillies name under Minute number 241/22/23.

279/22/23 FINANCE:

- a. To advise the receipts for October 2022;

It was **RESOLVED** to note.

- b. To advise the payments for October 2022;

It was **RESOLVED** to note.

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

None.

- 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.

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.

280/22/23 **TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

- a. Burial Authority held on 1st November 2022;
(Pursuant to FTC held on 3.11.22 minute nr. 247/22/23)

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

- b. Policy and Finance held on 8th November 2022;

RECOMMENDATION 1:

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 to 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.

RECOMMENDATION 2:

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.

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to approve the above two recommendations.

c. Extraordinary Personnel held on 11th November 2022;

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

d. Planning and Licensing held on 15th November 2022;

RECOMMENDATION 1:

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.

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

e. Extraordinary Policy and Finance held on 22nd November 2022;

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%.

The Chairman of Policy and Finance requested the recommendations be received under agenda items 20, 21, 22 and 23 of the December Full Town Council agenda.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to approve receiving the above recommendations under agenda items 20, 21, 22 and 23 of the December Full Town Council agenda.

- f. Personnel held on 24th November 2022.

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.

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

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).

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

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.

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

281/22/23 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Station Property held on 21st November 2022;

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

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.

It was proposed by Councillor Bullock, seconded by Councillor Yates and **RESOLVED** to approve the above recommendations subject to the update of the Tender Pack to include up to date passenger usage levels from the ORR and the list of bookings held in Isambard House over the last 12 months.

b. Library held on 23rd November 2022.

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

282/22/23 TO APPROVE THE TOWN COUNCIL FEES AND CHARGES FOR THE YEAR 2023/24.

Bickford	For
Bullock	For
Dent	For
Gillies	For
Griffiths	For
Lennox-Boyd	For
Martin	For
Miller	For
Peggs	For
B Samuels	For
P Samuels	For
Stoyel	For
Yates	For

A recorded vote was taken.

It was proposed by Councillor Bickford, seconded by Councillor Miller and following a recorded vote of 13 for, it was **RESOLVED** to approve the fees and charges for the year 2023/24 as attached.

283/22/23 TO APPROVE THE TOWN COUNCIL BUDGETS, VIREMENTS AND NOMINAL CODES FOR THE YEAR 2023/24.

A recorded vote was taken.

Bickford	For
Bullock	For
Dent	For
Gillies	For
Griffiths	For
Lennox-Boyd	For
Martin	For
Miller	For
Peggs	For
B Samuels	For
P Samuels	For
Stoyel	For
Yates	For

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and following a recorded vote of 13 for, it was **RESOLVED** to approve the Town Council Budgets, Virements and Nominal Codes for the year 2023/24 as attached.

284/22/23 TO SET THE TOWN COUNCIL LEVEL OF CONTINGENCY FOR THE YEAR 2023/24.

A recorded vote was taken.

Bickford	For
Bullock	For
Dent	For
Gillies	For
Griffiths	For
Lennox-Boyd	For
Martin	For
Miller	For
Peggs	For
B Samuels	For
P Samuels	For
Stoyel	For
Yates	For

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and following a recorded vote of 13 for, it was **RESOLVED**:

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.

285/22/23 TO SET THE TOWN COUNCIL PRECEPT FOR THE YEAR 2023/24.

The Chairman informed members of 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.

A recorded vote was taken.

Bickford	For
Bullock	For
Dent	For
Gillies	For
Griffiths	For
Lennox-Boyd	For
Martin	For
Miller	For
Peggs	For
B Samuels	For
P Samuels	For
Stoyel	For
Yates	For

It was proposed by Councillor Bickford, seconded by Councillor Miller and following a recorded vote of 13 for, it was **RESOLVED**:

1. To set the Town Council 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%.

286/22/23 TO CONSIDER RESCHEDULING THE FULL TOWN COUNCIL MEETING TO BE HELD 5TH JANUARY 2023.

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** to reschedule the 5th January 2023 Full Town Council meeting to Thursday 12th January 2023 due to the Christmas closure.

287/22/23 TO RECEIVE A REPORT ON THE USE OF SALTASH TOWN COUNCILS SEALS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk briefed Members on the use of the Town Council Seals by Saltash Borough Football Club.

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** 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.

288/22/23 TO RECEIVE A MAYOR OF CORNWALL UPDATE.

The Chairman updated Members on the latest position. Members were asked if they wished to consider voting to request a referendum.

It was proposed by Councillor Miller, seconded by Councillor Griffiths and **RESOLVED** to support a referendum.

289/22/23 TO RECEIVE AN UPDATE ON SALTASH LEISURE CENTRE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided Members an overview on the position of Saltash Leisure Centre.

It was **RESOLVED** to note.

290/22/23 TO RECEIVE AN UPDATE FROM THE SHARED PROSPERITY WORKING GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed Members of three submitted Expression of Interests:

- Town and Waterside connectivity;
- Bid Writer and Project Deliverer;
- Cultural Events Coordinator.

It was **RESOLVED** to note.

291/22/23 PLANNING:

Councillor Yates left the meeting.
Councillor Yates returned to the meeting.

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

a. Applications for consideration:

PA22/09800

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

Erection of one detached dwelling.

Ward: Tamar

It was proposed by Councillor Dent, seconded by Councillor P Samuels and resolved to **RECOMMEND REFUSAL** on the grounds of:

1. The concerns of the local Highways Development Management;
2. Local environment and overdevelopment.

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

b. 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

It was proposed by Councillor Miller, seconded by Councillor Bickford and resolved to **RECOMMEND** approval in line with the Cornwall Council Tree Officer.

292/22/23 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 10TH DECEMBER 2022 OUTSIDE BLOOM HEARING, FORE STREET.

a. The next scheduled meeting date Saturday 10th December 2022 outside Bloom Hearing, Fore Street.

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** for Councillors Peggs, Martin, Lennox-Boyd and Bickford to attend.

293/22/23 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.

294/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

295/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

296/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

Members information only:

1. Saltash Town Council Craft Fair to be held on Saturday 3rd December 2022 at the Guildhall;
2. Members to complete the recently received data audit to ensure the Town Council remains compliant;
3. Police survey with regard to seeing the next police front desks opened – closing date 1st January 2023;
4. Safe A38 future meeting for the Members to be held on Tuesday 6th December.

297/22/23 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 Stoyel and **RESOLVED** to issue the following Press and Social Media releases:

1. Full Town Council rescheduled meeting to 12th January 2023;
2. Tender for a Concessionaire for Isambard House café.

298/22/23 DATE OF NEXT MEETING: 5TH JANUARY 2023 AT 7:00 P.M.

Following the resolution under minute nr. 286/22/23 the following Full Council meeting is scheduled to be held on Thursday 12th January 2023 at 7.00pm

299/22/23 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: 9.04 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	FTC
Date	October 2022	Date	01.12.2022
Responsible Officer	AJT	Minute no.	280/22/23b
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 Approved FTC 01.12.2022 Min 280/22/23b

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.

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

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	Approved by	FTC
Date	October 2022	Date	01.12.2022
Responsible Officer	AJT	Minute no.	280/22/23b
Next review date	Annual or as required		

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Date	Version	Author/Editor	Notes
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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 Approved FTC 01.12.2022 Min 280/22/23b

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.

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	Approved by	FTC
Date	11/2022	Date	01.12.2022
Responsible Officer	AJT	Minute no.	280/22/23f
Next review date	Annual		

Version History			
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07/2019	2	CC/AJT	Updated model
11/2021	3	AJT	Reviewed as STC services expand Approved FTC 01.12.2022 Min 280/22/23f

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 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.

Date of booking	Booking	Type of booking	Refreshments booked
27/11/21	Lions Charter Evening	Social event	Yes
26/1/22	Cornwall People First	Consultation event	Yes
31/1/22	First Aid Training	Internal training	No
15/2/22	Town Team	Meeting	Yes
17/2/22	CC&E Working Group	Internal meeting	No
1/3/22	Psychology Associates	External meeting	No
9/3/22	Town Team	Meeting	Yes
14/3/22	Laira Green Primary School	School event	No
23/3/22	Creative Kernow event	Consultation event	No
20/4/22	Locally Led Learning	External meeting	No
3/5/22	Carbeile Primary School	School event	No
18/5/22	Scrapstore event	TK Funding	No
25/5/22	Scrapstore event	TK Funding	No
20/4/22	Locally Led Learning	External meeting	No
2/6/22	Jubilee event	Public event	Yes
6/6/22	Saltash Heritage talk	TK Funding	No
8/6/22	Scrapstore event	TK Funding	No
8/6/22	Firefighters reception	TK Funding	Yes
9/6/22	Sea Shanties festival	TK Funding	No
10/6/22	Sea Shanties festival	TK Funding	No
11/6/22	Saltash Heritage talk	TK Funding	No
12/6/22	Sea Shanties festival	TK Funding	No
13/6/22	Scrapstore event	TK Funding	No
13/6/22	Saltash Heritage talk	TK Funding	No
15/6/22	Cornwall Gateway CNP	External meeting	Yes
16/6/22	Locally Led Learning	External meeting	No
17/6/22	Town Team	Meeting	Yes
22/6/22	Scrapstore event	TK Funding	No
26/6/22	Scrapstore event	TK Funding	No
28/6/22	PL12 Art workshop	TK Funding	No

29/6/22	Locally Led Learning	Meeting	No
5/7/22	Safer Saltash	External meeting	Yes
6/7/22	SDT Training	Internal Training	No
7/7/22	SDT Training	Internal Training	No
13/7/22	Town Team	Meeting	Yes
28/7/22	Krowji	Public consultation	Yes
29/7/22	Locally Led Learning	Meeting	No
3/8/22	Coastal Communities Team	Meeting	Yes
17/8/22	Town Team	Meeting	Yes
23/8/22	Town Team	Meeting	Yes
24/8/22	Station Property Sub Committee	Internal meeting	No
25/8/22 – 4/9/22	Drawn to the Valley	Art exhibition	No
6/10/22	Town Team	Meeting	Yes
15/9/22	SDT Team meeting	Internal meeting	No
23/9/22	Town Team	Meeting	Yes
7/10/22	Saltash Rotary Club	External meeting	Yes
14-16/10/22	COVID Clinics	NHS clinic	No
21-23/10/22	COVID Clinics	NHS clinic	No
4-6/11/22	COVID Clinics	NHS clinic	No
25-28/10/22	SDT Appraisals	Internal meeting	No
1/11/22	Churchtown Farm AGM	External meeting	Yes
4-6/11/22	COVID Clinics	NHS clinic	No
10/11/22	NHS diabetes course	External meeting	No
11/11/22	Mayor meeting – hosting MP	Internal meeting	Yes
17/11/22	NHS diabetes course	External meeting	No
19/11/22	Private birthday party	External event	No
23/11/22	Locally Led Learning unveiling	External event	Yes
25-27/11/22	COVID Clinics	NHS clinic	No
29/11/22	CC&E Working group meeting	Internal meeting	No
5/12/22	GWR visit	Internal meeting	Yes

6/12/22	Saltash Waterside Coastal Communities meeting	External meeting	Yes
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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. Footfall figures from the recent Office of Rail and Road (ORR) data that Saltash train usage has increased by 38%, meaning the Station is the best performing Station in Cornwall.
- 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:

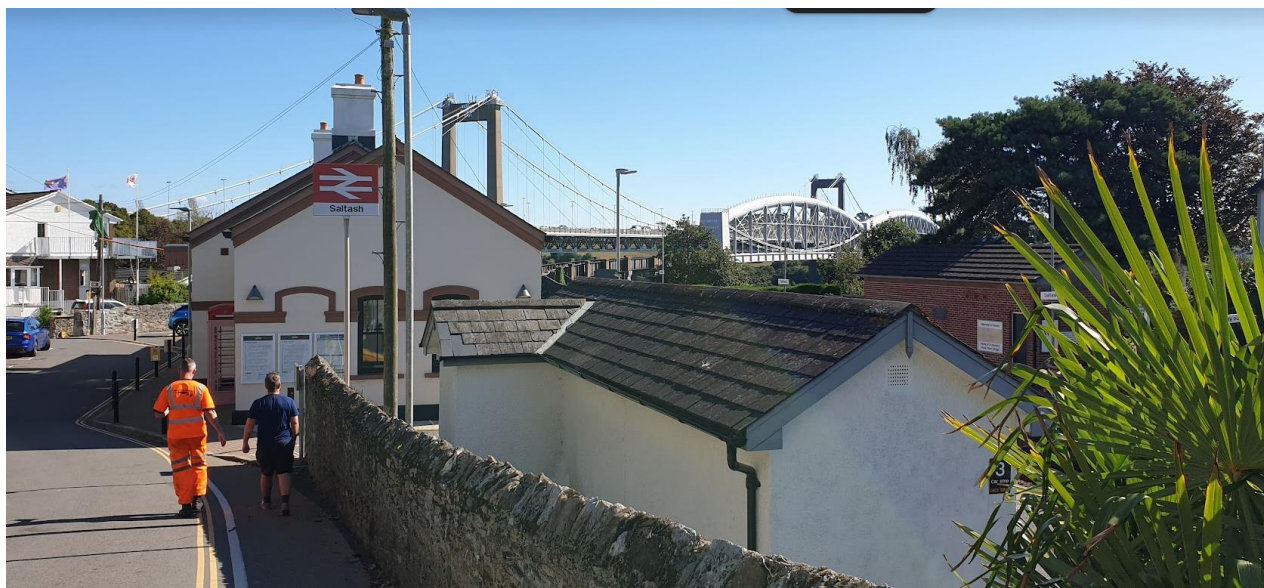
- To create the provision of a valued community facility at the station in particular access to a publicly available accessible toilet providing a toilet and baby change facility (during operational hours of the facility) and waiting area (free to use);
- Be cost neutral or where possible provide small 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.

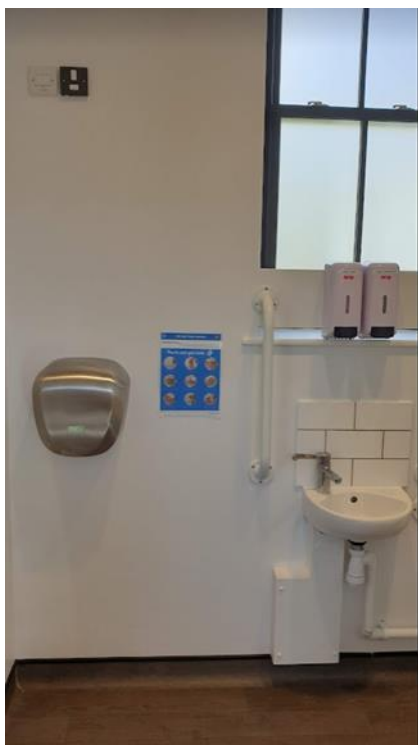
The Town Council is willing to permit the Concessionaire permission to adapt to incorporate necessary catering equipment to operate as a successful business.



- **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 1.00	End of year 1	End of year 2	End of year 3
Totals	1.00	0.00	0.00	0.00
		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).

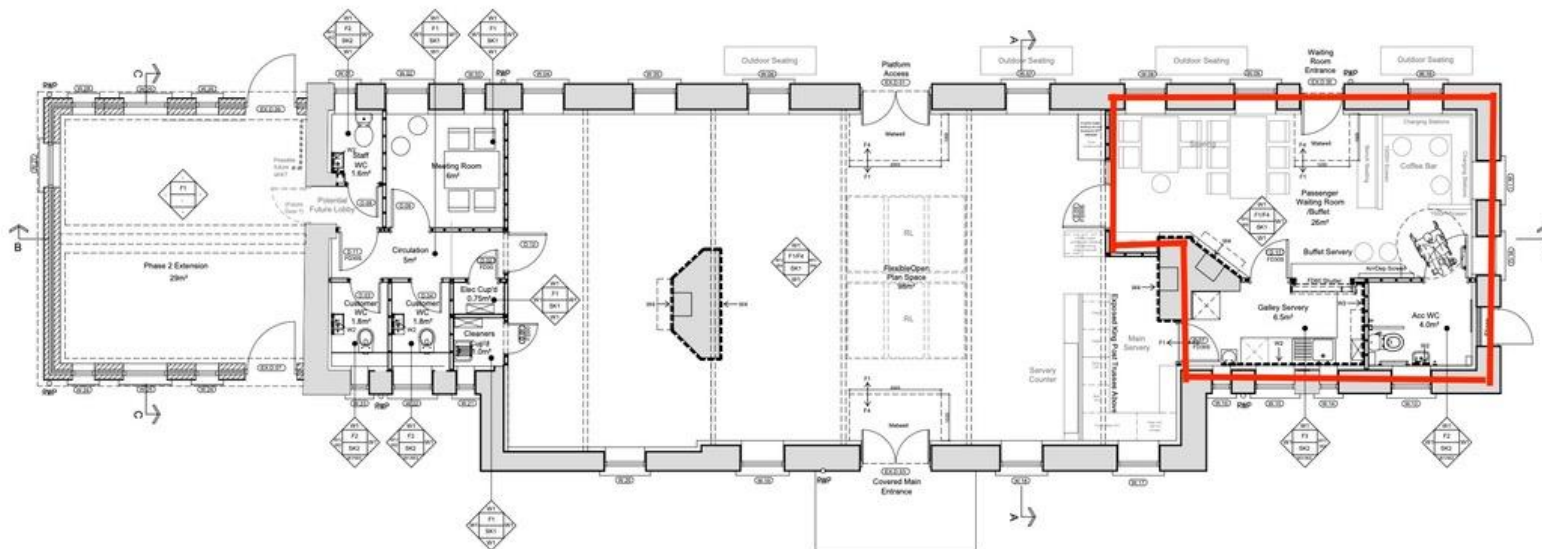
Hours of Operation

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

All works are to be carried out in accordance with the latest British Standards and Codes of Practice unless specifically directed otherwise in the specification.

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SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION

Refer to the relevant Constructivist (Design and Management) Documentation when 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.



C2	Does colour reference identified following	2015/2015/2015	19/02/2015
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C2	Order to your reference sources seeking confirmation of emergency finish.	January 19	19.02.2
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C1	Construction Issue	JOHN J. NUN	25.11.11
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Client
Saltash Town Council

Project:
Saltash Train Station
PL12 4EP

Drawing Title
Proposed Finishes Plan

Purpose of issue Construction		Status D2	
Project No. 29217		Scale @ A1 1:50	Date 25.11.19
Revision G2	Drawn By JD	Check By IJN	Approved By IJN

A1 Drawing Modifier 8811802007 / Award Complete

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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/uksi/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/uksi/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 Council	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)	<p>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.</p> <p>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.</p>
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):		Yes No
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>)	
*(<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</i>).	

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

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

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

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)

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 - 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 Civica)	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
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

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							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 - 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

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 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

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
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
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