



# ***Saltash Town Council***

***Konsel An Dre Essa***



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

16 November 2022

Dear Councillor

I write to summon you to an **Extraordinary Policy and Finance Committee meeting** to be held at the Guildhall on **Tuesday 22nd November 2022 at 6.30 pm.**

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

Yours sincerely,

Councillor Steve Miller  
Chairman of Policy and Finance

To:

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

## **Agenda**

1. Health and Safety Announcements.
2. Apologies.
3. Declarations of Interest:
  - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
  - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
4. To receive and approve the minutes of the Policy and Finance Committee held on 8th November 2022 as a true and correct record. (Pages 3 - 10)
5. To receive and note the Interim Internal Audit Report for the year ended 31st March 2023. (Pages 11 - 14)
6. To receive the Town Council recommended Budgets, Virements and Nominal Codes for the year 2023/24 and consider any actions and associated expenditure. (Pages 15 - 30)
7. To receive the Town Council recommended Fees and Charges for the year 2023/24 and consider any actions and associated expenditure. (Pages 31 - 34)
8. To receive the Town Council recommended level of contingency and consider any actions and associated expenditure. (Page 35)
9. To consider recommending the Town Council Precept for the year 2023/24 to Full Council to be held on 1st December 2022.

Date of Next Meeting: Tuesday 10 January 2023 at 6.30 pm

## **SALTASH TOWN COUNCIL**

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

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

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

**APOLOGIES:** S Lennox-Boyd and J Peggs.

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#### **90/22/23      HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **91/22/23      DECLARATIONS OF INTEREST:**

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

None.

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

None.

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

None.

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

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

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

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

It was **RESOLVED** to note.

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

It was **RESOLVED** to note.

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

It was **RESOLVED** to note.

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

It was **RESOLVED** to note.

**98/22/23      TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS. IT WAS NOTED THAT THERE ARE NO DISCREPANCIES TO REPORT.**

It was **RESOLVED** to note.

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

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

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

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

Members considered the following virements:

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

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

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

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

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

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

No report.

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

No report.

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

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

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

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

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

**RECOMMENDATION 1:**

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

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

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

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

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

#### RECOMMENDATION 2:

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

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

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

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

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

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

- a. CC246 – Saltash Rotary Club

It was **RESOLVED** to note.

- b. FF110 – Tincombe Tea Party

It was **RESOLVED** to note.

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

- a. Civic Awards

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

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

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

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

- b. STC Seals and Modern Logo

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



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

It was **RESOLVED** to note.

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

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

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

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

- a. Neighbourhood Plan Steering Group

No report.

- b. Saltash Team for Youth

It was **RESOLVED** to note.

- c. Section 106 Panel

No report.

**112/22/23     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

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

None.

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

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

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

None.

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

None.

**DATE OF NEXT MEETING**

Tuesday 22 November 2022 at 6.30 pm

Rising at: 8.43 pm

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

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

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

Saltash Town Council

For the 6 months ended 30 September 2022

Account	Actual Received/Spent 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spent YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept 2023/24	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
<b>P&amp;F Operating Income</b>												
<b>P&amp;F Income</b>												
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	12,287
4908 PR Misc Income	17	0	0	0	197	(197)	0	Sale of Eqpt, Beating the bounds tickets and Craft fair table hire	0	0	0	0
<b>Total P&amp;F Income</b>	<b>5,446</b>	<b>0</b>	<b>0</b>	<b>4,125</b>	<b>4,377</b>	<b>(252)</b>	<b>8,362</b>		<b>9,206</b>	<b>10,136</b>	<b>11,160</b>	<b>12,287</b>
<b>Total P&amp;F Operating Income</b>	<b>5,446</b>	<b>0</b>	<b>0</b>	<b>4,125</b>	<b>4,377</b>	<b>(252)</b>	<b>8,362</b>		<b>9,206</b>	<b>10,136</b>	<b>11,160</b>	<b>12,287</b>
<b>P &amp; F Operating Expenditure</b>												
<b>P&amp;F Expenditure</b>												
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	1,793
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	5,878
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	7,867
6203 PF Mayors' Allowance	4,838	0	0	4,959	1,488	3,471	4,959		5,460	6,011	6,618	7,287
6204 PF Councillors' Allowance	1,932	0	0	3,520	0	3,520	3,520		3,876	4,267	4,698	5,172
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	35,806
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	6,471
6208 PF Subscriptions (6208)	10,231	0	0	15,000	13,611	1,389	16,515	increased by CPI 10.1%	18,183	20,019	22,041	24,268
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	0
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	1,618
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	4,436
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	12,134
6215 PF Annual Report (delete code)	0	0	0	450	0	450	0	propose to vire £450 to EMF 6280 Town Vision and delete code	0	0	0	0
6216 PF Miscellaneous (delete code)	0	0	0	100	0	100	0	Delete code	0	0	0	0
6217 PF Data Protection (6217)	55	0	0	100	115	(15)	200	Based on current year expenditure	220	242	267	294
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	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	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	8,089
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	80,892
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	3,317
6225 PF Neighbourhood Plan (delete code)	4,225	0	0	5,156	526	4,630	0	Vire £4630 to 6275 EMF 0 Neighbourhood plan and delete code	0	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	4,854
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	0
6229 PF CCTV Annual Maintenance	0	0	0	14,600	0	14,600	0	Vire £14,600 to 6270 Crime Reduction	0	0	0	0
6502 PF Civic Christmas Event (delete code)	0	0	0	500	0	500	0	Vire £500 to new EMF Events	0	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	119
6514 PF Town Leaflets/ Reprinting	0	0	0	539	0	539	593	increased by CPI 10.1%	653	719	792	872
6516 PF Road Safety Grant	0	0	0	215	0	215	215		237	261	287	316
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	58,777
<b>Total P&amp;F Expenditure</b>	<b>152,249</b>	<b>0</b>	<b>14,150</b>	<b>212,240</b>	<b>73,021</b>	<b>153,369</b>	<b>208,840</b>		<b>227,526</b>	<b>247,970</b>	<b>270,478</b>	<b>285,259</b>
<b>P&amp;F Staffing Expenditure</b>												
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	5,300
6659 ST P&R Town Sergeant & Mace Bearer Fees	343	0	0	792	463	330	792		872	960	1,057	1,164
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	7,347
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	3,904
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	6,674
P&F Staffing Costs	293,625	0	20,000	290,160	103,244	206,916	307,117	NIC scale 2021/22 +10%	338,136	372,288	409,889	451,287
<b>Total P&amp;F Staffing Expenditure</b>	<b>299,651</b>	<b>0</b>	<b>48,035</b>	<b>305,790</b>	<b>128,407</b>	<b>225,418</b>	<b>326,202</b>		<b>357,738</b>	<b>393,334</b>	<b>432,526</b>	<b>475,676</b>
<b>Total P &amp; F Operating Expenditure</b>	<b>451,900</b>	<b>0</b>	<b>62,185</b>	<b>518,030</b>	<b>201,428</b>	<b>378,787</b>	<b>535,042</b>		<b>585,265</b>	<b>641,304</b>	<b>703,003</b>	<b>760,934</b>
<b>Total P &amp; F Operating Expenditure</b>	<b>451,900</b>	<b>0</b>	<b>62,185</b>	<b>518,030</b>	<b>201,428</b>	<b>378,787</b>	<b>535,042</b>		<b>585,265</b>	<b>641,304</b>	<b>703,003</b>	<b>760,934</b>
<b>Total P&amp;F Operating Surplus/ (Deficit)</b>	<b>(446,454)</b>	<b>0</b>	<b>(62,185)</b>	<b>(513,905)</b>	<b>(197,051)</b>	<b>(379,039)</b>	<b>(526,681)</b>		<b>(576,059)</b>	<b>(631,168)</b>	<b>(691,844)</b>	<b>(748,648)</b>
<b>P&amp;F EMF Expenditure</b>												
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	0
6271 PF EMF Election	23,553	11,207	0	7,000	0	18,207	20,000		10,000	10,000	10,000	10,000
6272 PF EMF Robes & Civic Regalia	0	2,000	0	0	1,228	772	0		0	0	0	0
6273 PF EMF Legal Fees	1,597	6,001	0	0	400	5,601	0		0	0	0	0
6274 PF EMF Internet Redevelopment (delete code)	0	4,900	(4,900)	0	0	0	0	Delete code	0	0	0	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	0
6278 PF EMF CIL Planning Income	0	2,810	0	0	0	2,810	0		0	0	0	0
6279 PF EMF Restart Business Support Grant	3,420	7,580	0	0	0	7,580	0		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	0
6281 PF EMF Town Vitality Funding Grant	0	0	84,000	0	69	83,931	0		0	0	0	0

6370 PF EMF Computer Equipment Renewal	0	22,046	0	0	5,127	16,919	0		0	0	0	0
6282 PF EMF Funding Bids	0	0	10,000	0	0	10,000	0		0	0	0	0
6283 PF EMF Events ( <b>new code</b> )	0	0	0	0	0	0	0	Vire in £500 from 6502 PF Civic Christmas Events				
6284 PF EMF Consultations ( <b>new code</b> )	0	0	0	0	0	0	0	Vire in £1,500 from 6228 PF Events and Consultations				
6285 PF EMF Twinning ( <b>new code</b> )	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	(58,035)	0	0	11,630	24,321	Increased to 10% of Staffing Costs	0	0	0	0
<b>Total P&amp;F EMF Expenditure</b>	<b>34,833</b>	<b>174,931</b>	<b>31,065</b>	<b>7,000</b>	<b>6,824</b>	<b>206,172</b>	<b>44,321</b>		<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Total P&amp;F Expenditure (Operational &amp; EMF)</b>	<b>486,733</b>	<b>174,931</b>	<b>93,250</b>	<b>525,030</b>	<b>208,252</b>	<b>584,959</b>	<b>579,363</b>		<b>595,265</b>	<b>651,304</b>	<b>713,003</b>	<b>770,934</b>
<b>Total P&amp;F Budget Surplus/ (Deficit)</b>	<b>(481,287)</b>	<b>(174,931)</b>	<b>(93,250)</b>	<b>(520,905)</b>	<b>(203,875)</b>	<b>(585,211)</b>	<b>(571,002)</b>		<b>(586,059)</b>	<b>(641,168)</b>	<b>(701,844)</b>	<b>(758,648)</b>

Notes

To/From Reserves & Budget Virements 2022/23

- £20,000 vired from 6694 EMF P&F Staffing Contingency to Staffing costs 2022-23 - Minute No 124/21/22
- £4,500 vired from General Reserves to 6202 Civic Occasions for Jubilee Celebration - Minute No 333/21/22
- £9,650 IT / Office Costs - £4750 vired from General Reserves to 6305 Finance Software to cover extra payroll costs & £4,900 vired from 6274 Internet Redevelopment to 6306 IT Maintenance to cover increase in costs - Minute No 19/22/23
- £15,930 vired from 6694 ST PR EMF Staff Contingency (P&F) and transferred to 6661 ST P&R Finance Consultancy Fees - Minute No. 23/22/23
- £12,105 vired from 6694 ST PR EMF Staff Contingency (P&F) and transferred to 6661 ST P&R Finance Consultancy Fees - Minute No. 16/22/23
- £10,000 Vired from General Reserves to 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								
<b>TOTALS</b>	<b>£33,000</b>	<b>£9,650</b>	<b>£42,650</b>	<b>£ 40,000</b>								

# Civic Awards

RESPONSIBLE COMMITTEE: P&F

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

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

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

Document Retention Period
Until superseded

# **Saltash Town Council**

## **Civic Awards Policy**

### **Introduction**

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

### **The Award Categories**

#### **Contribution to the Community**

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

#### **Youth Achievement**

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

#### **Lifetime Achievement**

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

#### **Youth Group Leader Award**

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

#### **Sporting Achievement Award**

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

#### **Cultural Contribution Award**

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

## **Best Performance**

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

## **Mayor's Award**

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

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

## **How to make a nomination**

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

## **The Awards Panel**

The awards panel comprises:

- The Mayor of Saltash
- The Deputy Mayor of Saltash
- The longest serving Member of the Council<sup>1</sup>
- The Freeman of the Town<sup>2</sup>

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.

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<sup>1</sup> 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.

<sup>2</sup> 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.**

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**Details of the person making the nomination:**

Surname	
Forename	
Title	
Address	
Post code	
Telephone number	
Email address	
Relationship to nominee	
<b><i>I confirm that to the best of my knowledge the information I have provided is accurate.</i></b>	
<b><i>Where a nominee is under the age of 18 I have informed their parent/guardian of the nomination.</i></b>	
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](mailto: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](mailto:mayors-secretary@saltash.gov.uk)**

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# STC Seals & Logo

RESPONSIBLE COMMITTEE: P&F

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

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

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

Document Retention Period
Until superseded

## **Saltash Town Council**

### **Policy on use of STC Seals & Modern Logo**

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

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

#### **Background**

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

#### The Town Seals

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

#### The Modern Logo

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

#### **Permission to use the Town Seals or Modern Logo**

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

#### **Protocol**

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

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

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HUDSON ACCOUNTING LTD.  
INTERIM INTERNAL AUDIT REPORT:  
TO THE MEMBERS OF SALTASH TOWN COUNCIL  
YEAR ENDED 31ST MARCH 2023.

ISSUE DATE: 11/11/2022  
ISSUED TO: TOWN CLERK

**INTRODUCTION:**

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

**Scope:**

The scope of the audit covers, as a minimum, the areas included in the Internal Audit Report contained in the Annual Governance & Accountability Return.

Any areas not covered at this interim stage will be included later in the year or during the final audit activity.

**Approach:**

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2022.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed.

**GENERAL COMMENTS:**

We would like to thank the staff for their assistance and co-operation during the audit.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

It should be noted that assurance can never be absolute. The most that the internal audit service can provide is a reasonable assurance that there are no major weaknesses in risk management, governance, and control processes. The audit does not guarantee that the accounting records are free from fraud or error.

We have provided a table of audit recommendations, where required that allow for the Council's response which can be used as an ongoing monitoring tool. We would be grateful if, in due course, it is completed and returned to us.

## AUDIT COMMENTARY:

### Previous Recommendations

There are no previous recommendations requiring action.

### Accounting Records

The accounts are maintained on Xero accounting software they were up to date and appeared free from material errors.

### Financial Regulations

Financial Regulations were last reviewed in June 2022.

### Payments

A sample of payments was tested to establish whether the spending decision, procurement process, certification and approval for payment were in line with Financial Regulations as well as ensuring that payments were supported by invoices, VAT was correctly accounted for, and payment controls were applied.

#### *Purchasing*

A scheme of delegation is in place and purchase orders in use.

#### *Procurement*

A sample of contracts was reviewed to ascertain compliance with financial regulations. All was found to be in order.

#### *Payment*

Payments are supported by invoices and all payment controls are consistently applied.

#### *Payment methods*

The primary payment method is internet banking where adequate separation of duties is employed.

The Council's credit card is operated within the requirements of Financial Regulations.

### Risk

#### *Risk Assessment*

The review move the Councils risk management arrangements is scheduled for February 2023.

#### *Insurance*

Statutory insurances are in place and the Fidelity Guarantee is adequate at £5 million.

#### *Investments*

An Investment Strategy covering the 2022/23 financial year is in place.

### Budgets

#### *Setting*

We reviewed the 2022/23 budget setting process as part of our final audit work last year and we review the 2023/24 process later in the year.

#### *Monitoring*

Budget monitoring reports are provided to each committee meeting.

### Income

Systems were tested to ensure that suitable controls are in place to ensure that all income is received in a timely manner, that charges are correctly applied and that any cash received is promptly receipted and banked.

#### *Precept*

The precept received is in accord with that set by the Council.

#### *Burials*

**Burial income testing revealed no issues to report.**

#### *Room Hire*

**A booking system is in place and fees were found to have been correctly applied. VAT and not been applied to several invoices for Isambard House in October; this has now been corrected.**

#### *Allotments*

**Transaction relating to Grenfell Avenue were tested. A register is in place and tenants have been correctly invoiced.**

#### *Library*

**Ledger entries were checked to till totals and there are no issues to report.**

#### *Pontoons*

**Testing of income relating to the pontoons found no issues to report.**

#### *VAT*

**VAT claims are up to date.**

### **Payroll**

#### *New Starters*

**New employees have been issued with contracts of employment and have been paid in accordance with them.**

#### *Re-gradings*

**Changes in employee's terms and conditions have been approved by Members and accurately implemented.**

#### *Tax, NI & Pensions*

**PAYE and pension provisions have been met.**

### **Bank Reconciliation**

**Bank reconciliations are carried out monthly and are reported to Members. In addition they are reviewed by the Town Clerk and the Chair of the Policy & Finance Committee.**

**The latest reconciliations were found to be accurate with no old unrepresented payments.**

### **Electors Rights**

**Full Council properly approved the 2021/22 AGAR.**

**The opportunity for electors to examine the accounts was properly advertised and the publication requirements in respect of the 2021/22 accounts have been met.**

## 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
<b>TOTAL EXPENDITURE</b>	<b>1,342,592</b>	<b>1,408,615</b>	<b>4.9</b>
Less Income, Refunds, Grants	<b>73,155</b>	<b>100,862</b>	<b>37.9</b>
Planned Budget	1,269,437	1,307,753	3.0
<b>Add Funding for Devolved Contingency</b>			
<b>Less Central Government Council Tax Support Funding</b>	<b>13,747</b>	<b>-</b>	
<b>Precept</b>	<b>1,255,690</b>	<b>1,307,753</b>	<b>4.15</b>
Amount per Band D Dwelling: Tax Base 23/24 : 5514.28	228.78	237.16	3.66
<b><u>Capital &amp; Reserves</u></b>	<b><u>2021/2022</u></b>	<b><u>2022/2023</u></b>	
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 2022/2023 (6 months 2021/22 - £481,941)	584,870	599,387	
<b>Estimated Reserves at 31st March:</b>	<b>1,433,391</b>	<b>1,730,805</b>	
<b>Employees at 31st March:</b>	<b>22.8 FTE</b>	<b>19.3 FTE</b>	

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](http://www.saltash.gov.uk)



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

Account	Actual Received/S pend 2021/22	EMF Balances 8/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/S pend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept 2023/24	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
<b>Operating Income</b>												
<b>Burial Authority Income</b>												
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
<b>Total Burial Authority Income</b>	<b>23,802</b>	<b>0</b>	<b>0</b>	<b>17,500</b>	<b>9,692</b>	<b>7,808</b>	<b>22,862</b>		<b>25,171</b>	<b>27,713</b>	<b>30,512</b>	<b>33,594</b>
<b>Total Operating Income</b>	<b>23,802</b>	<b>0</b>	<b>0</b>	<b>17,500</b>	<b>9,692</b>	<b>7,808</b>	<b>22,862</b>		<b>25,171</b>	<b>27,713</b>	<b>30,512</b>	<b>33,594</b>
<b>Operating Expenditure</b>												
<b>Burial Authority Expenditure</b>												
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
<b>Total Burial Authority Expenditure</b>	<b>22,569</b>	<b>0</b>	<b>0</b>	<b>24,348</b>	<b>12,684</b>	<b>11,664</b>	<b>25,144</b>		<b>25,524</b>	<b>28,102</b>	<b>30,940</b>	<b>34,065</b>
<b>Burial Authority Staffing Expenditure</b>												
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
<b>Total Burial Authority Staffing Expenditure</b>	<b>7,869</b>	<b>0</b>	<b>0</b>	<b>10,843</b>	<b>4,802</b>	<b>6,041</b>	<b>9,472</b>		<b>10,429</b>	<b>11,482</b>	<b>12,642</b>	<b>13,918</b>
<b>Total Operating Expenditure</b>	<b>30,439</b>	<b>0</b>	<b>0</b>	<b>35,191</b>	<b>17,487</b>	<b>17,704</b>	<b>34,616</b>		<b>35,952</b>	<b>39,584</b>	<b>43,582</b>	<b>47,983</b>
<b>Total Burial Authority Operating Expenditure</b>	<b>30,439</b>	<b>0</b>	<b>0</b>	<b>35,191</b>	<b>17,487</b>	<b>17,704</b>	<b>34,616</b>		<b>35,952</b>	<b>39,584</b>	<b>43,582</b>	<b>47,983</b>
<b>Total Burial Authority Operating Surplus/ (Deficit)</b>	<b>(6,637)</b>	<b>0</b>	<b>0</b>	<b>(17,691)</b>	<b>(7,794)</b>	<b>(9,897)</b>	<b>(11,754)</b>		<b>(10,782)</b>	<b>(11,871)</b>	<b>(13,070)</b>	<b>(14,390)</b>
<b>Burial Authority EMF Expenditure</b>												
6070 BA EMF Churchtown Cemetery Capital Works	0	7,668	0	0	0	7,668	0		0	0	0	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
<b>Total Burial Authority EMF Expenditure</b>	<b>2,498</b>	<b>28,835</b>	<b>0</b>	<b>0</b>	<b>800</b>	<b>28,035</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Burial Authority Expenditure (Operational &amp; EMF)</b>	<b>32,937</b>	<b>28,835</b>	<b>0</b>	<b>35,191</b>	<b>18,286</b>	<b>45,740</b>	<b>34,616</b>		<b>35,952</b>	<b>39,584</b>	<b>43,582</b>	<b>47,983</b>
<b>Total Burial Authority Budget Surplus/ Deficit</b>	<b>(9,135)</b>	<b>(28,835)</b>	<b>0</b>	<b>(17,691)</b>	<b>(8,594)</b>	<b>(37,932)</b>	<b>(11,754)</b>		<b>(10,782)</b>	<b>(11,871)</b>	<b>(13,070)</b>	<b>(14,390)</b>

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
<b>Burial Board Operating Income</b>												
<b>Burial Board Income</b>												
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
<b>Total Burial Board Income</b>	<b>9,253</b>	<b>0</b>	<b>0</b>	<b>8,064</b>	<b>8,835</b>	<b>(771)</b>	<b>11,621</b>		<b>12,689</b>	<b>13,971</b>	<b>15,382</b>	<b>16,935</b>
<b>Total Burial Board Operating Income</b>	<b>9,253</b>	<b>0</b>	<b>0</b>	<b>8,064</b>	<b>8,835</b>	<b>(771)</b>	<b>11,621</b>		<b>12,689</b>	<b>13,971</b>	<b>15,382</b>	<b>16,935</b>
<b>Burial Board Operating Expenditure</b>												
<b>Burial Board Expenditure</b>												
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
<b>Total Burial Board Expenditure</b>	<b>1,923</b>	<b>0</b>	<b>0</b>	<b>5,743</b>	<b>1,322</b>	<b>4,421</b>	<b>6,387</b>		<b>7,032</b>	<b>7,742</b>	<b>8,524</b>	<b>9,385</b>
<b>Burial Board Staffing Expenditure</b>												
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
<b>Total Burial Board Staffing Expenditure</b>	<b>17,767</b>	<b>0</b>	<b>0</b>	<b>25,303</b>	<b>10,726</b>	<b>14,577</b>	<b>22,102</b>		<b>24,334</b>	<b>26,792</b>	<b>29,498</b>	<b>32,477</b>
<b>Total Burial Board Operating Expenditure</b>	<b>19,691</b>	<b>0</b>	<b>0</b>	<b>31,046</b>	<b>12,049</b>	<b>18,997</b>	<b>28,489</b>		<b>31,366</b>	<b>34,534</b>	<b>38,022</b>	<b>41,862</b>
<b>Total Burial Board Operating Expenditure</b>	<b>19,691</b>	<b>0</b>	<b>0</b>	<b>31,046</b>	<b>12,049</b>	<b>18,997</b>	<b>28,489</b>		<b>31,366</b>	<b>34,534</b>	<b>38,022</b>	<b>41,862</b>
<b>Total Burial Board Operating Surplus/ (Deficit)</b>	<b>(10,438)</b>	<b>0</b>	<b>0</b>	<b>(22,982)</b>	<b>(3,214)</b>	<b>(19,768)</b>	<b>(16,868)</b>		<b>(18,677)</b>	<b>(20,563)</b>	<b>(22,640)</b>	<b>(24,927)</b>
<b>Burial Board EMF Expenditure</b>												
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
<b>Total Burial Board EMF Expenditure</b>	<b>0</b>	<b>3,720</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,720</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Burial Board Expenditure (Operational &amp; EMF)</b>	<b>19,691</b>	<b>3,720</b>	<b>0</b>	<b>31,046</b>	<b>12,049</b>	<b>22,717</b>	<b>28,489</b>		<b>31,366</b>	<b>34,534</b>	<b>38,022</b>	<b>41,862</b>
<b>Total Burial Board Budget Surplus/Deficit</b>	<b>(10,438)</b>	<b>(3,720)</b>	<b>0</b>	<b>(22,982)</b>	<b>(3,214)</b>	<b>(23,488)</b>	<b>(16,868)</b>		<b>(18,677)</b>	<b>(20,563)</b>	<b>(22,640)</b>	<b>(24,927)</b>

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
<b>Service Delivery Operating Income</b>												
<b>Service Delivery Income</b>												
<b>Grounds &amp; Premises Income</b>												
4500 SE Allotment Rents	3,328	0	0	3,300	3,377	(77)	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 ( <b>Propose new code</b> )	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
<b>Town &amp; Waterfront Income</b>	<b>6,290</b>	<b>0</b>	<b>0</b>	<b>6,617</b>	<b>6,937</b>	<b>(320)</b>	<b>11,434</b>		<b>8,670</b>	<b>9,546</b>	<b>10,510</b>	<b>11,572</b>
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
<b>Service Delivery Operating Expenditure</b>												
<b>Service Delivery Expenditure</b>												
<b>Grounds &amp; Premises Expenditure</b>												
6209 PF Oyster Beds	0	0	0	1	0	1	1		1	1	1	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
<b>Grounds &amp; Premises Expenditure Total</b>	<b>1,089</b>	<b>0</b>	<b>0</b>	<b>1,818</b>	<b>303</b>	<b>1,515</b>	<b>44,178</b>		<b>48,640</b>	<b>53,553</b>	<b>58,962</b>	<b>64,917</b>
<b>Longstone Expenditure</b>												
7100 LO Rates - Longstone	2,104	0	0	2,157	(4,104)	6,261	2,375	current budget +10.1%CPI. Vire E2157 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 ( <b>merge code with 7104</b> )	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
<b>Total Longstone Expenditure</b>	<b>11,530</b>	<b>0</b>	<b>0</b>	<b>13,617</b>	<b>216</b>	<b>13,401</b>	<b>21,610</b>		<b>23,792</b>	<b>26,195</b>	<b>28,841</b>	<b>31,754</b>
<b>Town &amp; Waterfront Expenditure</b>	<b>38,569</b>	<b>0</b>	<b>0</b>	<b>56,660</b>	<b>16,919</b>	<b>39,741</b>	<b>65,788</b>		<b>72,433</b>	<b>79,748</b>	<b>87,803</b>	<b>96,670</b>
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
<b>Service Delivery Staffing Expenditure</b>												
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
<b>Total Service Delivery Operating Expenditure</b>	<b>267,314</b>	<b>0</b>	<b>0</b>	<b>399,614</b>	<b>129,386</b>	<b>270,228</b>	<b>341,148</b>		<b>375,604</b>	<b>413,540</b>	<b>455,307</b>	<b>501,293</b>
<b>Total Service Delivery Operating Surplus/ (Deficit)</b>	<b>(251,747)</b>	<b>0</b>	<b>0</b>	<b>(377,997)</b>	<b>(115,947)</b>	<b>(262,050)</b>	<b>(312,248)</b>		<b>(347,704)</b>	<b>(382,823)</b>	<b>(421,488)</b>	<b>(464,057)</b>
<b>Service Delivery EMF Expenditure</b>												
<b>Grounds &amp; Premises EMF Expenditure</b>												
6471 GH EMF Heritage Centre	96	4,960	0	5,000	2,071	7,889	0		0	0	0	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
<b>Total Grounds &amp; Premises EMF Expenditure</b>	<b>1,345</b>	<b>44,520</b>	<b>0</b>	<b>27,000</b>	<b>3,761</b>	<b>67,759</b>	<b>22,000</b>		<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>Longstone EMF Expenditure</b>												
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
<b>Town &amp; Waterfront EMF Expenditure</b>												
6570 SE EMF Notice Boards (Repair & Replace)	0	1,839	0	0	30	1,809	0		0	0	0	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
<b>Total Service Delivery Expenditure (Operational &amp; EMF)</b>	<b>328,796</b>	<b>85,925</b>	<b>0</b>	<b>456,614</b>	<b>133,648</b>	<b>408,891</b>	<b>378,355</b>		<b>402,604</b>	<b>440,540</b>	<b>482,307</b>	<b>528,293</b>
<b>Total Service Delivery Budget Surplus/ (Deficit)</b>	<b>(313,228)</b>	<b>(85,925)</b>	<b>0</b>	<b>(434,997)</b>	<b>(120,209)</b>	<b>(400,713)</b>	<b>(349,455)</b>		<b>(374,704)</b>	<b>(409,823)</b>	<b>(448,488)</b>	<b>(491,057)</b>

**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
<b>Guildhall Operating Income</b>												
<b>Guildhall Income</b>												
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
<b>Total Guildhall Income</b>	<b>1,998</b>	<b>0</b>	<b>0</b>	<b>10,750</b>	<b>1,240</b>	<b>9,510</b>	<b>10,750</b>		<b>11,836</b>	<b>13,031</b>	<b>14,347</b>	<b>15,796</b>
	1,998	0	0	10,750	1,240	9,510	10,750		11,836	13,031	14,347	15,796
<b>Guildhall Operating Expenditure</b>												
<b>Guildhall Expenditure</b>												
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 - <b>Propose name change of GH Entertainment Licenses</b>	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
<b>Total Guildhall Expenditure</b>	<b>24,070</b>	<b>0</b>	<b>0</b>	<b>29,267</b>	<b>15,561</b>	<b>13,706</b>	<b>52,977</b>		<b>58,328</b>	<b>64,219</b>	<b>70,705</b>	<b>77,846</b>
<b>Guildhall Staffing Expenditure</b>												
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
<b>Total Guildhall Staffing Expenditure</b>	<b>23,004</b>	<b>0</b>	<b>0</b>	<b>28,405</b>	<b>8,625</b>	<b>19,780</b>	<b>38,404</b>		<b>42,283</b>	<b>46,554</b>	<b>51,256</b>	<b>56,433</b>
	47,074	0	0	57,672	24,186	33,486	91,381		100,611	110,773	121,961	134,279
<b>Total Guildhall Operating Expenditure</b>	<b>47,074</b>	<b>0</b>	<b>0</b>	<b>57,672</b>	<b>24,186</b>	<b>33,486</b>	<b>91,381</b>		<b>100,611</b>	<b>110,773</b>	<b>121,961</b>	<b>134,279</b>
<b>Total Guildhall Operating Surplus/ Deficit</b>	<b>(45,076)</b>	<b>0</b>	<b>0</b>	<b>(46,922)</b>	<b>(22,946)</b>	<b>(23,976)</b>	<b>(80,631)</b>		<b>(88,775)</b>	<b>(97,741)</b>	<b>(107,613)</b>	<b>(118,482)</b>
<b>Guildhall EMF Expenditure</b>												
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
<b>Total Guildhall Expenditure (Operational &amp; EMF)</b>	<b>47,074</b>	<b>50,593</b>	<b>0</b>	<b>77,672</b>	<b>24,806</b>	<b>103,459</b>	<b>112,120</b>		<b>100,611</b>	<b>110,773</b>	<b>121,961</b>	<b>134,279</b>
<b>Total Guildhall Budget Surplus/ (Deficit)</b>	<b>(45,076)</b>	<b>(50,593)</b>	<b>0</b>	<b>(66,922)</b>	<b>(23,566)</b>	<b>(93,949)</b>	<b>(101,370)</b>		<b>(88,775)</b>	<b>(97,741)</b>	<b>(107,613)</b>	<b>(118,482)</b>

**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
<b>Library Operating Income</b>												
<b>Library Income</b>												
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 ( <b>new name</b> )	0	0	0	750	0	750	50	Change to Library Vending Machines Income	55	61	67	73
4528 Library Merchandise Income ( <b>delete code</b> )	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
<b>Total Library Income</b>	<b>970</b>	<b>0</b>	<b>0</b>	<b>4,100</b>	<b>1,073</b>	<b>3,027</b>	<b>1,868</b>		<b>2,057</b>	<b>2,264</b>	<b>2,493</b>	<b>2,745</b>
<b>Total Library Operating Income</b>	<b>970</b>	<b>0</b>	<b>0</b>	<b>4,100</b>	<b>1,073</b>	<b>3,027</b>	<b>1,868</b>		<b>2,057</b>	<b>2,264</b>	<b>2,493</b>	<b>2,745</b>
<b>Library Operating Expenditure</b>												
<b>Library Expenditure</b>												
6900 LI Rates - Library	13,473	0	0	14,354	13,473	881	15,804	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
<b>Total Library Expenditure</b>	<b>27,343</b>	<b>0</b>	<b>21,500</b>	<b>33,138</b>	<b>17,274</b>	<b>37,364</b>	<b>82,062</b>		<b>88,027</b>	<b>94,595</b>	<b>101,826</b>	<b>109,787</b>
<b>Library Staffing Expenditure</b>												
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
<b>Total Library Staffing Expenditure</b>	<b>112,705</b>	<b>0</b>	<b>0</b>	<b>127,319</b>	<b>30,169</b>	<b>97,150</b>	<b>139,434</b>		<b>131,126</b>	<b>144,370</b>	<b>158,951</b>	<b>175,005</b>
<b>Total Operating Expenditure</b>	<b>140,048</b>	<b>0</b>	<b>21,500</b>	<b>160,457</b>	<b>47,442</b>	<b>134,515</b>	<b>221,496</b>		<b>219,153</b>	<b>238,965</b>	<b>260,777</b>	<b>284,793</b>
<b>Total Library Operating Expenditure</b>	<b>140,048</b>	<b>0</b>	<b>21,500</b>	<b>160,457</b>	<b>47,442</b>	<b>134,515</b>	<b>221,496</b>		<b>219,153</b>	<b>238,965</b>	<b>260,777</b>	<b>284,793</b>
<b>Total Library Operating Surplus/ Deficit</b>	<b>(139,077)</b>	<b>0</b>	<b>(21,500)</b>	<b>(156,357)</b>	<b>(46,369)</b>	<b>(131,488)</b>	<b>(219,628)</b>		<b>(217,096)</b>	<b>(236,700)</b>	<b>(258,284)</b>	<b>(282,048)</b>
<b>Library EMF Expenditure</b>												
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 ( <b>new name</b> )	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
<b>Total Library EMF Expenditure</b>	<b>22,885</b>	<b>85,664</b>	<b>179,645</b>	<b>11,156</b>	<b>11,078</b>	<b>265,387</b>	<b>10,000</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Library Expenditure (Operational &amp; EMF)</b>	<b>162,933</b>	<b>85,664</b>	<b>201,145</b>	<b>171,613</b>	<b>58,521</b>	<b>399,901</b>	<b>231,496</b>		<b>219,153</b>	<b>238,965</b>	<b>260,777</b>	<b>284,793</b>
<b>Total Library Budget Surplus/ (Deficit)</b>	<b>(161,963)</b>	<b>(85,664)</b>	<b>(201,145)</b>	<b>(167,513)</b>	<b>(57,448)</b>	<b>(396,874)</b>	<b>(229,628)</b>		<b>(217,096)</b>	<b>(236,700)</b>	<b>(258,284)</b>	<b>(282,048)</b>

To/From Reserves & Budget Virements 2022/23

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

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

Account	Actual Received/Spe nd 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spe nd YTD 2022/23	Actual Funds To Receive/Availabl e to Date 2022/23	Precept 2023/24	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
<b>Isambard House Operating Income</b>												
<b>Isambard House Income</b>												
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 ( <b>Propose New Code</b> )							5,000	Based on full letting from 01/04/23 @£100PW	5,505	6,061	6,673	7,347
<b>Total Isambard House Income</b>	<b>1,983</b>	<b>0</b>	<b>0</b>	<b>6,000</b>	<b>3,477</b>	<b>2,523</b>	<b>15,500</b>		<b>17066</b>	<b>18789</b>	<b>20687</b>	<b>22776</b>
<b>Total Isambard House Operating Income</b>	<b>1,983</b>	<b>0</b>	<b>0</b>	<b>6,000</b>	<b>3,477</b>	<b>2,523</b>	<b>15,500</b>		<b>17,066</b>	<b>18,789</b>	<b>20,687</b>	<b>22,776</b>
<b>Isambard House Operating Expenditure</b>												
<b>Isambard House Expenditure</b>												
6800 SA Rates - Isambard House	3,543	0	0	3,750	3,543	207	4,129	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
<b>Total Isambard House Expenditure</b>	<b>8,877</b>	<b>0</b>	<b>0</b>	<b>21,023</b>	<b>4,660</b>	<b>16,363</b>	<b>28,761</b>		<b>31,666</b>	<b>34,864</b>	<b>38,386</b>	<b>42,263</b>
<b>Isambard House Staffing Expenditure</b>												
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
<b>Total Isambard House Staffing Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,095</b>	<b>0</b>	<b>8,095</b>	<b>1,410</b>		<b>1,553</b>	<b>1,710</b>	<b>1,882</b>	<b>2,037</b>
<b>Total Operating Expenditure</b>	<b>8,877</b>	<b>0</b>	<b>0</b>	<b>29,118</b>	<b>4,660</b>	<b>24,458</b>	<b>30,172</b>		<b>33,219</b>	<b>36,574</b>	<b>40,268</b>	<b>43,570</b>
<b>Total Isambard House Operating Expenditure</b>	<b>8,877</b>	<b>0</b>	<b>0</b>	<b>29,118</b>	<b>4,660</b>	<b>24,458</b>	<b>30,172</b>		<b>33,219</b>	<b>36,574</b>	<b>40,268</b>	<b>44,299</b>
<b>Total Isambard House Operating Surplus/ (Deficit)</b>	<b>(6,893)</b>	<b>0</b>	<b>0</b>	<b>(23,118)</b>	<b>(1,183)</b>	<b>(21,935)</b>	<b>(14,672)</b>		<b>(16,153)</b>	<b>(17,785)</b>	<b>(19,581)</b>	<b>(21,523)</b>
<b>Isambard House EMF Expenditure</b>												
6473 SA EMF Station Building (Purchase & Capital Works)	40,967	92,745	0	0	35,000	57,745	0		0	0	0	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 ( <b>new code</b> )	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
<b>Total Isambard House EMF Expenditure</b>	<b>47,476</b>	<b>113,237</b>	<b>2,250</b>	<b>0</b>	<b>35,000</b>	<b>80,487</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Isambard House Expenditure (Operational &amp; EMF)</b>	<b>56,352</b>	<b>113,237</b>	<b>2,250</b>	<b>29,118</b>	<b>39,660</b>	<b>104,945</b>	<b>30,172</b>		<b>33,219</b>	<b>36,574</b>	<b>40,268</b>	<b>44,299</b>
<b>Total Isambard House Budget Surplus/ (Deficit)</b>	<b>(54,369)</b>	<b>(113,237)</b>	<b>(2,250)</b>	<b>(23,118)</b>	<b>(36,183)</b>	<b>(102,422)</b>	<b>(14,672)</b>		<b>(16,153)</b>	<b>(17,785)</b>	<b>(19,581)</b>	<b>(21,523)</b>

Notes

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

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

Account	Actual Received/Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept 2023/24	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27
<b>Maurice Huggins Operating Income</b>											
<b>Maurice Huggins Income</b>											
4207 GH Maurice Huggins Room Income	458	0	0	1,000	274	726	1,000		1,101	1,212	1,335
<b>Total Maurice Huggins Income</b>	<b>458</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>274</b>	<b>726</b>	<b>1,000</b>		<b>1,101</b>	<b>1,212</b>	<b>1,335</b>
<b>Total Maurice Huggins Operating Income</b>	<b>458</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>274</b>	<b>726</b>	<b>1,000</b>		<b>1,101</b>	<b>1,212</b>	<b>1,335</b>
<b>Maurice Huggins Operating Expenditure</b>											
<b>Maurice Huggins Expenditure</b>											
7000 MA Rates - Maurice Huggins	209	0	0	441	429	12	486	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
<b>Total Maurice Huggins Expenditure</b>	<b>1,786</b>	<b>0</b>	<b>0</b>	<b>3,641</b>	<b>1,135</b>	<b>2,506</b>	<b>5,544</b>		<b>6,104</b>	<b>6,720</b>	<b>7,399</b>
<b>Total Maurice Huggins Operating Expenditure</b>	<b>1,786</b>	<b>0</b>	<b>0</b>	<b>3,641</b>	<b>1,135</b>	<b>2,506</b>	<b>5,544</b>		<b>6,104</b>	<b>6,720</b>	<b>7,399</b>
<b>Total Maurice Huggins Operating Surplus/ (Deficit)</b>	<b>(1,329)</b>	<b>0</b>	<b>0</b>	<b>(2,641)</b>	<b>(861)</b>	<b>(1,780)</b>	<b>(4,544)</b>		<b>(5,003)</b>	<b>(5,508)</b>	<b>(6,065)</b>
<b>Maurice Huggins EMF Expenditure</b>											
6472 EMF Maurice Huggins Room	0	214	0	0	0	214	0		0	0	0
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	606	0	0	0	606	0		0	0	0
<b>Total Maurice Huggins EMF Expenditure</b>	<b>0</b>	<b>820</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>820</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Maurice Huggins Expenditure (Operational &amp; EMF)</b>	<b>1,786</b>	<b>820</b>	<b>0</b>	<b>3,641</b>	<b>1,135</b>	<b>3,326</b>	<b>5,544</b>		<b>6,104</b>	<b>6,720</b>	<b>7,399</b>
<b>Total Maurice Huggins Budget Surplus/ (Deficit)</b>	<b>(1,329)</b>	<b>(820)</b>	<b>0</b>	<b>(2,641)</b>	<b>(861)</b>	<b>(2,600)</b>	<b>(4,544)</b>		<b>(5,003)</b>	<b>(5,508)</b>	<b>(6,065)</b>



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/ Available to Date 2022/23	Precept 2023/24	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27
<b>P&amp;F Operating Income</b>											
<b>P&amp;F Income</b>											
4901 PR Bank Interest Received	5,429	0	0	4,125	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
<b>Total P&amp;F Income</b>	<b>5,446</b>	<b>0</b>	<b>0</b>	<b>4,125</b>	<b>4,377</b>	<b>(252)</b>	<b>8,362</b>		<b>9,206</b>	<b>10,136</b>	<b>11,160</b>
<b>Total P&amp;F Operating Income</b>	<b>5,446</b>	<b>0</b>	<b>0</b>	<b>4,125</b>	<b>4,377</b>	<b>(252)</b>	<b>8,362</b>		<b>9,206</b>	<b>10,136</b>	<b>11,160</b>
<b>P &amp; F Operating Expenditure</b>											
<b>P&amp;F Expenditure</b>											
6200 PF Bank Charges (6200)	700	0	0	1,108	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 ( <b>delete code</b> )	0	0	0	450	0	450		propose to vire £450 to EMF 0 6280 Town Vision and <b>delete</b> <b>code</b>	0	0	0
6216 PF Miscellaneous ( <b>delete code</b> )	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 ( <b>delete code</b> )	3,564	0	0	2,000	441	1,559		0 Delete code	0	0	0
6220 PF Festival Fund & Event Expenditure ( <b>new code name</b> )	10,932	0	0	15,000	2,293	12,707	15,000	New code name - <b>6220 PF Festival Fund</b>	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 ( <b>delete code</b> )	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 ( <b>delete code</b> )	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 ( <b>delete code</b> )	0	0	0	500	0	500		0 Vire £500 to new EMF Events	0	0	0
6513 PF Twinning ( <b>delete code</b> )	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
<b>Total P&amp;F Expenditure</b>	<b>152,249</b>	<b>0</b>	<b>14,150</b>	<b>212,240</b>	<b>73,021</b>	<b>153,369</b>	<b>216,184</b>		<b>235,612</b>	<b>256,872</b>	<b>280,279</b>
<b>P&amp;F Staffing Expenditure</b>											
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
<b>Total P&amp;F Staffing Expenditure</b>	<b>299,651</b>	<b>0</b>	<b>48,035</b>	<b>305,790</b>	<b>128,407</b>	<b>225,418</b>	<b>329,560</b>		<b>361,435</b>	<b>397,405</b>	<b>437,008</b>
<b>Total P &amp; F Operating Expenditure</b>	<b>451,900</b>	<b>0</b>	<b>62,185</b>	<b>518,030</b>	<b>201,428</b>	<b>378,787</b>	<b>545,744</b>		<b>597,048</b>	<b>654,277</b>	<b>717,287</b>
<b>Total P &amp; F Operating Expenditure</b>	<b>451,900</b>	<b>0</b>	<b>62,185</b>	<b>518,030</b>	<b>201,428</b>	<b>378,787</b>	<b>545,744</b>		<b>597,048</b>	<b>654,277</b>	<b>717,287</b>
<b>Total P&amp;F Operating Surplus/ (Deficit)</b>	<b>(446,454)</b>	<b>0</b>	<b>(62,185)</b>	<b>(513,905)</b>	<b>(197,051)</b>	<b>(379,039)</b>	<b>(537,383)</b>		<b>(587,842)</b>	<b>(644,142)</b>	<b>(706,127)</b>
<b>P&amp;F EMF Expenditure</b>											
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 ( <b>delete code</b> )	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 ( <b>new code</b> )	0	0	0	0	0	0	0	Vire in £500 from 6502 PF Civic Christmas Events	0	0	0

6284 PF EMF Consultations ( <b>new code</b> )	0	0	0	0	0	0	0	0	Vire in £1,500 from 6228 PF Events and Consultations			
6285 PF EMF Twinning ( <b>new code</b> )	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	0
<b>Total P&amp;F EMF Expenditure</b>	<b>34,833</b>	<b>174,931</b>	<b>41,065</b>	<b>7,000</b>	<b>6,824</b>	<b>216,172</b>	<b>29,418</b>		<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	
<b>Total P&amp;F Expenditure (Operational &amp; EMF)</b>	<b>486,733</b>	<b>174,931</b>	<b>103,250</b>	<b>525,030</b>	<b>208,252</b>	<b>594,959</b>	<b>575,162</b>		<b>607,048</b>	<b>664,277</b>	<b>727,287</b>	
<b>Total P&amp;F Budget Surplus/ (Deficit)</b>	<b>(481,287)</b>	<b>(174,931)</b>	<b>(103,250)</b>	<b>(520,905)</b>	<b>(203,875)</b>	<b>(595,211)</b>	<b>(566,801)</b>		<b>(597,842)</b>	<b>(654,142)</b>	<b>(716,127)</b>	

Notes

To/From Reserves & Budget Virements 2022/23

- £20,000 vired from 6694 EMF P&F Staffing Contingency to Staffing costs 2022-23 - Minute No 124/21/22
- £4,500 vired from General Reserves to 6202 Civic Occasions for Jubilee Celebration - Minute No 333/21/22
- £9,650 IT / Office Costs - £4750 vired from General Reserves to 6305 Finance Software to cover extra payroll costs & £4,900 vired from 6274 Internet Redevelopment to 6306 IT Maintenance to cover increase in costs - Minute No 19/22/23
- £15,930 vired from 6694 ST PR EMF Staff Contingency (P&F) and transferred to 6661 ST P&R Finance Consultancy Fees - Minute No. 23/22/23
- £12,105 vired from 6694 ST PR EMF Staff Contingency (P&F) and transferred to 6661 ST P&R Finance Consultancy Fees - Minute No. 16/22/23
- £10,000 Vired from General Reserves to 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
<b>TOTALS</b>	<b>£33,000</b>	<b>£9,650</b>	<b>£42,650</b>	<b>£ 40,000</b>

**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
<b>Personnel Operating Expenditure</b>												
<b>Personnel Expenditure</b>												
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
<b>Total Personnel Expenditure</b>	<b>9,713</b>	<b>0</b>	<b>8,945</b>	<b>10,669</b>	<b>4,443</b>	<b>15,171</b>	<b>11,975</b>		<b>13,185</b>	<b>14,517</b>	<b>15,983</b>	<b>17,597</b>
<b>Total Personnel Operating Expenditure</b>	<b>9,713</b>	<b>0</b>	<b>8,945</b>	<b>10,669</b>	<b>4,443</b>	<b>15,171</b>	<b>11,975</b>		<b>13,185</b>	<b>14,517</b>	<b>15,983</b>	<b>17,597</b>
<b>Total Personnel Operating Surplus/ (Deficit)</b>	<b>(9,713)</b>	<b>0</b>	<b>(8,945)</b>	<b>(10,669)</b>	<b>(4,443)</b>	<b>(15,171)</b>	<b>(11,975)</b>		<b>(13,185)</b>	<b>(14,517)</b>	<b>(15,983)</b>	<b>(17,597)</b>
<b>EMF Personnel Expenditure</b>												
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				
<b>Total EMF Personnel Expenditure</b>	<b>1,215</b>	<b>4,785</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>6,785</b>	<b>685</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Personnel Expenditure (Operational &amp; EMF)</b>	<b>10,928</b>	<b>4,785</b>	<b>8,945</b>	<b>12,669</b>	<b>4,443</b>	<b>21,956</b>	<b>12,661</b>		<b>13,185</b>	<b>14,517</b>	<b>15,983</b>	<b>17,597</b>
<b>Total Personnel Budget Surplus/ (Deficit)</b>	<b>(10,928)</b>	<b>(4,785)</b>	<b>(8,945)</b>	<b>(12,669)</b>	<b>(4,443)</b>	<b>(21,956)</b>	<b>(12,661)</b>		<b>(13,185)</b>	<b>(14,517)</b>	<b>(15,983)</b>	<b>(17,597)</b>

Notes

To/From Reserves & Budget Virements 2022/23

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

1. £8,745.22 - £1,200 from General Reserves to 6662 HR Professional Fees to Cover Additional Costs and £2,795.22 and £4,750 from General Reserves to 6662 HR Professional Fees to cover additional costs - Minute No 88/22/23

## Saltash Town Council Recommended Virements

### 1. Burial Authority:

No Virements

### 2. Burial Board:

No Virements

### 3. Services:

- £2,157 from code 7100 LO Rates – Longstone TO EMF Utilities & Rates
- £2,132 from 6811 SA TV License & PRS - Isambard House TO 6872 SA Entertainment Licenses (**new code**)

### 4. P & F:

- £450 from 6215 PF Annual Report (delete code) to 6280 PF EMF Town Vision
- £1500 from 6228 PF Events & Consultations (delete code) to 6284 PF EMF Consultations (new code)
- £4,630 from 6225 PF Neighbourhood Plan (delete code) to 6275 PF EMF Neighbourhood Plan
- £500 from 6502 PF Civic Christmas Event (delete code) to 6283 PF EMF Events (new code)
- £119 from 6513 PF Twinning (delete code) to 6285 PF EMF Twinning (new code)
- £14,600 from 6229 PF CCTV Annual Maintenance to 6270 PF EMF Crime Reduction

Personnel:

- £175 from 6660 ST Staff Recognition to 6692 ST EMF Staff Recruitment (new code)
- £3,000 from 6657 ST SNB Staff Recruitment Advertising to 6692 ST EMF Staff Recruitment (new code)

**END OF REPORT**

## **Saltash Town Council Recommended Nominal Codes**

### **Library:**

The Town Council have funding grants coming into the Library that currently have no accurate account to be placed. It is therefore proposed the current code (6974) is amended as below:

**From:** 6974 LI EMF Tresorys Kernow Funding

**To:** 6974 LI EMF Library Funding

### **Various Committees:**

Several further changes have been proposed in order to ensure the funds are easily and correctly allocated. Some of these changes have already been considered and accepted by their respective committees. Here is a list of the proposed amendments for consideration:

### **Codes to rename:**

1. 4527 LI Library Café Rental Income – Propose to rename '4527 LI Library Vending Machines Income'
2. 6220 PF Festival Fund and Event Expenditure – Propose to rename '6220 Festival Fund'
3. 6411 GH TV License & PRS – Propose to rename to 6411 GH Entertainment licenses

### **Codes to merge:**

1. 7105 LO Fire Extinguishers – Longstone – Propose to merge with 7104 – LO Fire & Security Alarm – Longstone

### **Codes to Delete:**

2. 4528 Library Merchandise Income – Proposed to delete code
3. 6219 PF Covid H&S Materials & Equipment – Propose to delete code
4. 6215 PF Annual Report – Propose to delete code
5. 6216 PF Miscellaneous – Propose to delete code
6. 6658 ST SNB Miscellaneous Staffing Expenditure – Propose to delete code

7. 6225 PF Neighbourhood plan – Propose to delete code
8. 6228 PF Events and Consultations – Propose to delete code
9. 6502 PF Civic Christmas event – Propose to delete code
- 10.6513 PF Twinning – Propose to delete code
- 11.6274 PF EMF Internet Redevelopment – Propose to delete code

New codes:

1. 6283 PF EMF Events – Propose new code
2. 6284 PF EMF Consultations – Propose new code
3. 6285 PF EMF Twinning – Propose new code
4. 4504 – SA Isambard – Café Rental – Propose New Code
5. 6585 SE EMF Utilities & Rates – Propose new code
6. 6872 SA Entertainment Licenses – Propose new code
7. 4513 SE Water Rates Income – Propose new code

## Saltash Town Council Fees and Charges

Description	2022/2023 Charge	2023/24 Proposed Charge
<b>Room Hire (min of 2 hour booking from 01/04/2014) (Non VATable)</b>		
<b>Guildhall</b>		
Casual ph - weekdays 9am- 5pm (Community Rate)	£10.30	£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
<b>Council Chamber</b>		
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
<b>20% Discount for regular bookers evenings and weekends</b>		
<b>Room Hire Extras</b>		
(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
<b>Room Hire (min of 2 hour booking) (VATable)</b>		
<b>Isambard House (Station Building)</b>	<b>Including VAT</b>	<b>Including VAT</b>
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
<b>20% Discount for regular bookers evenings and weekends</b>		
<b>Room Hire Extras</b>		
(VATable) Tea/coffee per cup with biscuits (Community)	£1.00	£1.00
Tea/coffee per cup with biscuits (Commercial)	£1.00	£1.00
<b>Other Charges (VATable)</b>		
Freedom of Information Charge (first 18 hours free of charge)	<b>Including VAT</b> £25.00 per hour	<b>Including VAT</b> £25.00 per hour
Environmental Information Regulations 2004 (first 18 hours free of charge)	£25.00 per hour	£25.00 per hour
<b>Mooring Fees (VATable)</b>		
	<b>Including VAT</b>	<b>Including VAT</b>
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
<b>Library Charges</b>		
	Set by Cornwall Council	Set by Cornwall Council
<b>Replacement membership cards:</b>		
Adult members	£1.50	£1.50
Concessions, Access, Young Adult	£1.00	£1.00
Under 16s	£0.50	£0.50
<b>Hire Charges:</b>		
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
<b>CDs:</b>	<b>£1.00</b>	<b>Service no longer available, line to be deleted</b>
Access Member	Free	Free
<b>Computer games (where available)</b>	<b>£3.00 per week</b>	<b>Service no longer available, line to be deleted</b>
Audiobook CDs per 3 week loan		
Adults	Free	Free
Children	Free	Free
Access members, housebound member and looked after children	Free	Free
<b>Reservations:</b>		
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
<b>Performing Arts collection:</b>		
Vocal and Orchestral sets	no charge	No charge
<b>Vocal and orchestral sets requested from outside Cornwall</b>		
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
<b>Renewals will be charged at the rates and time periods as listed above</b>		
Late returns charge applies	£10.00	<b>Service no longer available, line to be deleted</b>
Missing part charged, unless a new copy is supplied by customer	at cost plus £5.00 administration fee	<b>Service no longer available, line to be deleted</b>
<b>Out of County Inter Library Loan Requests:</b>		
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
<b>Please note that persons owing more than £5.00 in library charges may</b>		



## Saltash Town Council Fees and Charges

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

## Burial Authority - Churchtown Cemetery

### Fees and Charges

Description	2022/2023 (As of 1st April 2022)	2023/2024 (As of 1st April 2023)
<b><u>Interment Fees</u></b>		
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
<b><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></b>		
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
<b><u>Memorial Permissions - Length of Right to Erect a Memorial - 10 years</u></b>		
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		
<b><u>Renewal of Exclusive Rights of Burial - Length of Exclusive Right of Burial - 10 Years</u></b>		
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
<b><u>Benches &amp; Other Memorials - 10 Years Lease (Residents &amp; Non Residents) (VATABLE)</u></b>	<b>Including VAT</b>	
Rose Bush - Permission to place a rose bush and memorial plaque at Churchtown Cemetery in the memorial garden	£100	£100 inc. VAT
Memorial Plaque on a bench at Churchtown Cemetery	£350	£350 + VAT

# Joint Burial Board - St. Stephens Cemetery

## Fees and Charges

Description	2022/2023 (As of 1st April 2022)	2023/2024 (As of 1st April 2023)
<b><u>Interment Fees</u></b>		
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
<b><u>Benches</u></b>		
To supply, fit and maintain a memorial bench	Price on Application	£350 + VAT

## SALTASH TOWN COUNCIL SUMMARY OF EXPENDITURE PLANNED FOR 2023/2024

	2022/2023	2023/2024	Percentage increase/ decrease %
	£	£	
Burial Authority : Churchtown	35,191	34,616	-1.6
Burial Board : St Stephen's	31,046	28,489	-8.2
Services	738,658	757,687	2.6
Policy & Finance	525,029	575,162	9.5
Personnel	12,668	12,661	-0.1
<b>TOTAL EXPENDITURE</b>	<b>1,342,592</b>	<b>1,408,615</b>	<b>4.9</b>
Less Income, Refunds, Grants	<b>73,155</b>	<b>100,862</b>	<b>37.9</b>
Planned Budget	1,269,437	1,307,753	3.0
<b>Add Funding for Devolved Contingency</b>			
<b>Less Central Government Council Tax Support Funding</b>	<b>13,747</b>	<b>-</b>	
<b>Precept</b>	<b>1,255,690</b>	<b>1,307,753</b>	<b>4.15</b>
Amount per Band D Dwelling: Tax Base 23/24 : 5514.28	228.78	237.16	3.66
<b><u>Capital &amp; Reserves</u></b>	<b><u>2021/2022</u></b>	<b><u>2022/2023</u></b>	
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	
<b>Contingency 5.5 Months</b> 2022/2023 (6 months 2021/22 - £481,941)	584,870	<b>599,387</b>	
<b>Estimated Reserves at 31st March:</b>	<b>1,433,391</b>	<b>1,730,805</b>	
<b>Employees at 31st March:</b>	22.8 FTE	19.3 FTE	

To retain the Town Council contingency at 5.5 months a transfer of £14,517 from General Reserves is required.

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