



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk
4 May 2023

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Wednesday 10th May 2023 at 6.30 pm.**

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

Yours sincerely,

S Burrows
Town Clerk

To:

Essa	Tamar	Trematon
R Bickford J Brady R Bullock J Foster M Griffiths S Lennox-Boyd	J Dent S Gillies S Martin L Mortimore J Peggs P Samuels	S Miller B Samuels B Stoyel D Yates

Agenda

1. To elect a Chairman.
2. To elect a Vice Chairman.
3. Health and Safety Announcements.
4. Apologies.
5. 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.
6. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.

Please note: Any member of the public requiring to put a question to the Town Council must do so by 12 noon the day before the meeting.
7. To receive and approve the minutes of the Policy and Finance Committee held on 14th March 2023 as a true and correct record. (Pages 5 - 15)
8. All accounts and bank accounts reconciled up to 31st March 2023.
9. Petty cash reconciled up to 31st March 2023.
10. To receive a report on VAT. (Page 16)
11. To receive a report on investments. (Page 17)
12. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.
13. To receive the current STC and Committee budget statements. (Pages 18 - 28)
14. To receive a report from the Finance Officer. (Page 29)
15. To receive the Town Clerks report on delegated authority to spend and consider any actions and associated expenditure. (Page 30)
16. To consider Risk Management reports as may be received.

17. To receive and note a report on the Precept Facebook Advert 2022-23. (Pages 31 - 33)
18. To receive an IT report and consider any actions and associated expenditure. (Pages 34 - 46)
19. To consider Community Chest and Festival Fund applications:
 - a. Community Chest Fund: (Pages 47 - 110)

Application Number	Organisation	Amount Requested
CC268	Saltash Cornwall Old Society	£300.00
CC269	Saltash United Football Club	£1,000.00

- b. Festival Fund: (Pages 111 - 134)

Application Number	Organisation	Amount Requested
FF115	Saltash Regatta	£3,000.00

20. To receive the Home Library Service policy of the Services Committee and consider recommending to Full Council. (Pages 135 - 162)
21. To receive and note a report on the Town Council Data Compliance. (Page 163)
22. To receive a report on the Delivery of Professional Youth Work Tenders in Saltash and consider any actions and associated expenditure. (Page 164)
23. To receive recommendations of the following Sub Committees:
 - a. Station Property held on 27th March 2023. (Page 165)
 - b. Property Maintenance held on 4th April 2023; (Page 166)
24. To receive a report to further revise Isambard House Fees and Charges and consider any actions and associated expenditure. (Page 167)
25. To receive reports from Working Groups and Outside Bodies:
 - a. Neighbourhood Plan Steering Group.
 - b. Section 106 Panel.
26. 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.

27. To consider any items referred from the main part of the agenda.
28. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
29. To consider urgent non-financial items at the discretion of the Chairman.
30. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Tuesday 11 July 2023 at 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 14th March 2023 at 6.30 pm

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

ALSO PRESENT: 1 Member of the Public, S Burrows (Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: J Brady.

149/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

150/22/23 DECLARATIONS OF INTEREST:

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

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
Dent	16	Non-Pecuniary	Affiliation through being a Member of Heritage	Yes
Samuels B	18	Non-Pecuniary	Friends with neighbouring property	Yes
Samuels P	18	Non-Pecuniary	Friends with neighbouring property	Yes
Stoyel	18	Non-Pecuniary	Friends with neighbouring property	Yes

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

None.

151/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

152/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 10TH JANUARY 2023 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 P Samuels and **RESOLVED** that the minutes of the Policy and Finance Committee held on 10th January 2023 were confirmed as a true and correct record.

153/22/23 ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31ST JANUARY 2023.

It was **RESOLVED** to note.

154/22/23 PETTY CASH RECONCILED UP TO 31ST JANUARY 2023.

It was **RESOLVED** to note.

155/22/23 TO RECEIVE A REPORT ON VAT.

It was **RESOLVED** to note.

156/22/23 TO RECEIVE A REPORT ON INVESTMENTS.

It was **RESOLVED** to note.

157/22/23 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.

158/22/23 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.

It was **RESOLVED** to note.

159/22/23 TO RECEIVE A REPORT FROM THE FINANCE OFFICER.

It was **RESOLVED** to note.

Members thanked the Town Clerk for her continued hard work due to the current vacancy of the Finance Officer and the Town Council's Finance Consultants being unavailable until the end of March 2023.

160/22/23 THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and **RESOLVED** to ratify the Town Clerk's delegated authority to spend.

161/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

162/22/23 TO RATIFY THE TOWN COUNCIL MOTOR VEHICLE INSURANCE POLICY FOR THE YEAR 2023-24.

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

1. Ratify the appointment of James Hallam Brooker for the year 2023/24 for ERS the underwriter to provide motor insurance cover at a cost of £2,902.28 including applicable taxes;
2. Allocate the cost to budget code 6205 Insurance.

Councillor Dent declared an interest in the next agenda item and left the meeting.

163/22/23 TO RECEIVE A REPORT ON THE APPOINTMENT OF A TOWN COUNCIL SOLICITOR AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk provided a brief verbal overview of the report received and contained within the reports pack.

It was proposed by Councillor Griffiths, seconded by Councillor B Samuels and **RESOLVED** to appoint Coodes Solicitors as the Town Council default Solicitor subject to the nature of the work and timescales involved.

Councillor Dent was invited and returned to the meeting.

164/22/23 TO RECEIVE CORNWALL COUNCILS FORMAL OFF-STREET PARKING ORDER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed Cornwall Council's formal off-street parking order. Members expressed concern and objection to the details contained within the proposal.

Members concerns included:

- lack of flexibility for town and parishes;
- Sunday charging will cause additional inconvenience for residents by visitors displaced from free car parking, and carriageway obstruction due to more street parking on single yellow lines. Hopefully a fear of the overall effect of increased charges on deterring people from casual visits to the town centre, further reducing footfall, has also been incorporated;
- Sunday charging will have a negative impact on residents attending church;
- Plymouth as the neighbouring city could influence people to travel to Plymouth and park in many 'district' car parks for free on any day for up to two hours;
- lack of parking scheme for Saltash residents who utilise the car parks on a regular basis due to limited on street parking.

It was proposed by Councillor Stoyel, seconded by Councillor Bullock and **RESOLVED** to provide delegated authority to the Town Clerk working with Councillor Bickford to respond to the public consultation on behalf of the Town Council.

Members were encouraged to individually respond to the public consultation.

Councillors B Samuels, P Samuels and Stoyel declared an interest in the following agenda item and left the meeting.

165/22/23 TO RECEIVE A RECOMMENDATION FROM THE EXTRAORDINARY JOINT BURIAL BOARD COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

RECOMMENDATION:

38/22/23 TO RECEIVE A REPORT FROM THE TOWN COUNCIL BUILDING SURVEYOR TOGETHER WITH TENDER SUBMISSIONS RELATING TO THE CHURCH WALL OF ST STEPHENS AND TO CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** to appoint Company B to carry out works on the partially collapsed wall between St Stephens Courtyard and private residence 'Kellywyth', in accordance with the Specification of Works dated 2nd December 2022 at a total cost of £14,366.67+vat to be taken from budget code 6170 BB EMF Repairs to Cemetery Wall.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND** to Full Town Council to vire £14,366.67+vat to budget code 6170 BB EMF Repairs to Cemetery Wall from General Reserves.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND** to the Policy and Finance Committee to provide delegated authority to spend of £1,437.00+vat to the Town Clerk for the associated costs for the Town Council's Building Surveyor to be taken from budget code 6224 PF Professional Costs, relating to management of works to the partially collapsed wall between St Stephens Courtyard and private residence 'Kellywyth'.

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

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

**166/22/23 TO RECEIVE A RECOMMENDATION FROM THE DEVOLUTION
SUB COMMITTEE AND CONSIDER ANY ACTIONS AND
ASSOCIATED EXPENDITURE.**

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

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

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

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

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

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

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

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

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

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

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

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

1. To request a Licence or Service Level Agreement (SLA) from Cornwall Council to allow the Town Council to tidy the lower lying areas such as, the shrubs, grass cutting and bedding plants, during the months of Spring/Summer 2023;
2. The Climate Change and Environment Working Group to consider a short term vision to tidy Victoria Gardens working with the Town Council and relevant volunteer groups, reporting back at the next Devolution Sub Committee Meeting;
3. To appoint the Town Council's Building Surveyor to provide an updated Building Surveyors Report and associated cost for Victoria Gardens only to be received at future Devolution Sub Committee meeting;
4. To request the latest Cornwall Council's tree condition survey and maintenance works for Victoria Gardens;
5. The Town Clerk to continue to liaise with Cornwall Council to undertake relevant work to the pine and monkey puzzle trees;
6. The Devolution Sub Committee to look at the long term vision of devolving Victoria Gardens and the Maurice Huggins Room to the Town Council;
7. Subject to better negotiations with Cornwall Council, to approve to devolve Victoria Gardens and the Maurice Huggins Room to Saltash Town Council as a Freehold site.

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

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

167/22/23 TO RECEIVE A REPORT ON THE SETUP OF THE MEET YOUR COUNCILLOR SESSION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor P Samuels, seconded by Councillor Martin and **RESOLVED** to approve the request for the Service Delivery Department to deliver and collect necessary items for Meet Your Councillors sessions outside Bloom Hearing Specialists on Fore Street.

168/22/23 TO CONSIDER A FESTIVAL FUND APPLICATION:

a. Festival Funds

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

It was proposed by Councillor Gillies, seconded by Councillor Peggs and **RESOLVED** to award £3,000.

169/22/23 TO RECEIVE AND NOTE REPORTS ON FUNDING AWARDED:

a. FF112 – Saltash Christmas Festival

It was **RESOLVED** to note.

170/22/23 TO RECEIVE A REPORT ON THE CORONATION FROM THE MAY FAIR COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members considered a request received from the Saltash May Fair Committee contained within the reports pack, to provide a funding contribution to the Coronation event.

Members discussed the Coronation celebrations and spoke of the money previously budgeted by the Town Council for the event.

It was proposed by Councillor Bickford, seconded by Councillor B Samuels and **RESOLVED** to approve £1,500.00 to the May Fair Committee for the extra Coronation elements for the event allocated to budget code 6202 Civic Occassions, subject to the relevant receipts and Town Council funding agreements being met.

171/22/23 TO RECEIVE THE FOLLOWING RECOMMENDED POLICIES FROM THE SERVICES COMMITTEE AND CONSIDER RECOMMENDING TO FULL COUNCIL:

- a. Town Council Playpark Match Funding
(Pursuant to Services Committee held on 9.2.23 minute nr. 118/22/23)

It was proposed by Councillor Peggs, seconded by Councillor Martin and resolved to **RECOMMEND** to Full Council to be held on Thursday 13th April 2023.

Councillor Martin left the meeting.

- b. Hire of Public Loudspeakers
(Pursuant to Services Committee held on 9.2.23 minute nr. 118/22/23)

Councillor Martin returned to the meeting.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to defer to a future Policy and Finance meeting the Hire of Public Loudspeakers until the levels of sound have been further investigated and associated expenditure for PPL/PRS licensing has been explored and considered.

172/22/23 TO CONSIDER DELEGATING TO THE TOWN CLERK TO REVIEW THE FOLLOWING TOWN COUNCIL DOCUMENTS:

The Town Clerk requested an additional Town Council document – Receiving Public Questions, Representations and Evidences at Meetings be considered in the delegation for review due to its correlation to Standing Orders.

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

1. Delegated authority to the Town Clerk to review Standing Orders, Financial Regulations, Scheme of Delegation, Receiving Public Questions, Representations and Evidence at Meetings and Agenda templates, reporting back at a future Policy and Finance meeting;
2. To terminate the Standing Orders Working Group as it is no longer required.

173/22/23 TO RECEIVE A QUARTERLY REPORT FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:

a. Livewire

It was **RESOLVED** to note.

b. The Core

It was **RESOLVED** to note.

c. Junkyard Skatepark

It was **RESOLVED** to note.

174/22/23 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

a. Neighbourhood Plan Steering Group

No further updates at this time.

b. Saltash Team for Youth

It was **RESOLVED** to note.

c. Section 106 Panel

No report due to meeting not taking place.

175/22/23 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.

176/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

177/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

178/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

179/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

Councillor Stoyel left the meeting.

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to issue the following Press and Social Media Releases;

1. Awarded Festival Fund Grant – Saltash Fair Committee;
2. Coronation funding liaising with the Saltash May Fair Committee;
3. Cornwall Council's Formal Off Street Parking Order.

DATE OF NEXT MEETING

Wednesday 10 May 2023 at 6.30 pm

Rising at: 8.17 pm

Signed: _____
Chairman

Dated: _____

To receive a report on VAT

VAT Return for the period 1st October 2022 – 31st December 2022 was submitted on 22nd January 2023. The refund amount was £12,452.96

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

Abbie Browne FMAAT (Finance Consultant)

End of Report

To receive a report on investments

- £200,000 with Public Sector Deposit Fund (Variable Interest – March 2023 – 4.06%)
- £505,536 with Barclays Active Saver (Interest Rate – March 2023 - 0.8%)
- £500,650 with Nationwide 95 days Notice (Interest Rate – March 2023 - 1.68%)
- £986,063 with Cornwall Council Deposit Fund (Variable Interest – March 2023 – 2.7%)
- £240,000 with Lloyds Fixed Term Deposit Account – 2.9% commencing 20th March with an end date of 20th September 2023.

I would like to recommend that we invest more funds with Public Sector Deposit Fund of £300,000 with the current interest rate as of 9th May 2023 at 4.26%. I recommend the transfer of £300,000 from Barclays Active Saver.

Abbie Browne FMAAT (Finance Consultant)

End of Report

Agenda Item 13

Saltash Town Council Summary Budget Report 2022-23

Saltash Town Council

For the year ended 31 March 2023

Account	Actual Received/Spend 2021/22 B/F	EMF Balances 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept/ Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Operating Income										
Total Operating Income										
Burial Authority Income	23,802	0	0	17,500	16,994	506	22,862	25,171	27,713	30,512
Burial Board Income	9,253	0	0	8,064	14,418	(6,354)	11,621	12,689	13,970	15,382
P&F Income	5,446	0	0	4,125	19,614	(15,489)	8,362	9,206	10,136	11,160
Guildhall Income	1,998	0	0	10,750	2,581	8,169	10,750	11,835	13,031	14,348
Library Income	970	0	0	4,100	2,485	1,615	1,868	2,057	2,264	2,494
Maurice Huggins Income	458	0	0	1,000	1,264	(264)	1,000	1,101	1,212	1,335
Station Income	1,983	0	0	6,000	4,095	1,905	15,500	17,066	18,789	20,686
Service Delivery Income	15,567	0	0	21,617	17,743	3,874	28,900	27,899	30,717	33,819
Total Total Operating Income	59,477	0	0	73,156	79,194	(6,038)	100,863	107,024	117,832	129,736
Total Operating Income	59,477	0	0	73,156	79,194	(6,038)	0	100,863	107,024	117,832
Operating Expenditure										
Operating Expenditure										
Burial Authority Expenditure	22,569	0	0	24,348	13,539	10,809	25,143	25,522	28,102	30,938
Burial Authority Staffing Expenditure	7,869	0	0	10,843	8,052	2,791	9,472	10,429	11,482	12,642
Burial Board Expenditure	1,923	0	0	5,743	1,722	4,021	6,387	7,032	7,742	8,524
Burial Board Staffing Expenditure	17,767	0	0	25,303	18,309	6,994	22,102	24,334	26,792	29,498
P&F Expenditure	153,242	0	24,150	212,240	159,256	77,134	216,184	235,494	256,754	280,159
P&F Staffing Expenditure	299,651	0	20,000	305,790	290,378	35,412	329,561	361,435	397,404	437,007
Guildhall Expenditure	24,070	0	0	29,267	26,435	2,832	52,978	58,328	64,219	70,704
Guildhall Staffing Expenses	23,004	0	0	28,405	22,928	5,477	38,405	42,283	46,554	51,256
Library Expenditure	27,660	0	21,500	33,138	51,109	3,529	82,062	88,026	94,596	101,825
Library Staffing Expenses	112,705	0	0	127,319	131,771	(4,452)	139,434	131,126	144,371	158,952
Maurice Huggins Expenses	1,786	0	0	3,641	1,303	2,338	5,544	6,104	6,721	7,400
Station Expenditure	8,877	0	0	21,023	13,028	7,995	28,761	31,666	34,864	38,386
Station Staffing Expenses	0	0	0	8,095	0	8,095	1,411	1,553	1,710	1,882
Service Delivery Expenditure	62,446	0	0	91,756	68,192	23,564	107,236	118,068	129,987	145,608
Service Delivery Staffing Expenditure	204,888	0	0	307,858	213,975	93,883	233,916	257,542	283,553	312,192
Personnel Expenditure	9,713	0	8,945	10,669	17,931	1,683	11,975	13,185	14,517	15,983
Total Operating Expenditure	978,171	0	74,595	1,245,438	1,037,927	282,106	1,310,571	1,412,127	1,549,368	1,702,956
Total Operating Expenditure	978,171	0	74,595	1,245,438	1,037,927	282,106	0	1,310,571	1,412,127	1,549,368
Total Operating Surplus/ (Deficit)	(918,694)	0	(74,595)	(1,172,282)	(958,733)	(288,144)	(1,209,708)	(1,305,103)	(1,431,536)	(1,573,220)
EMF Expenditure										
Burial Authority EMF Expenditure	2,498	28,835	0	0	2,264	26,571	0	0	0	0
Burial Board EMF Expenditure	0	3,720	0	0	0	3,720	0	0	0	0
P&F EMF Expenditure	34,833	174,931	49,100	7,000	27,234	203,797	29,418	10,000	10,000	10,000
Guildhall EMF Expenditure	0	50,593	0	20,000	7,290	63,303	20,739	0	0	0
Library EMF Expenditure	22,885	85,664	179,645	11,156	12,911	263,554	10,000	0	0	0
Maurice Huggins EMF Expenditure	0	820	0	0	0	820	0	0	0	0
Station EMF Expenditure	47,476	113,237	2,250	0	35,286	80,201	0	0	0	0
Service Delivery EMF Expenditure	61,481	85,925	0	57,000	21,636	121,289	37,207	27,000	27,000	27,000
Personnel EMF Expenditure	1,215	4,785	0	2,000	1,072	5,713	685	0	0	0
Total EMF Expenditure	170,388	548,510	230,995	97,156	107,691	768,970	98,049	37,000	37,000	37,000
Total Overall Expenditure (Operational & EMF)	1,148,559	548,510	305,590	1,342,594	1,145,618	1,051,076	1,408,620	1,449,127	1,586,368	1,739,956
Total Overall Budget Surplus/ Defecit	(1,089,082)	(548,510)	(305,590)	(1,269,438)	(1,066,424)	(1,057,114)	(1,307,757)	(1,342,103)	(1,468,536)	(1,610,220)

To/From Reserves & Budget Virements 2022/23

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

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

Saltash Town Council

For the year ended 31 March 2023

Account	Actual Received/Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept/ Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
P&F Operating Income										
P&F Income										
4901 PR Bank Interest Received	5,429	0	0	4,125	18,929	(14,804)	8,362	9,206	10,136	11,160
4908 PR Misc Income	17	0	0	0	225	(225)	0	0	0	0
Total P&F Income	5,446	0	0	4,125	19,154	(15,029)	8,362	9,206	10,136	11,160
Total P&F Operating Income	5,446	0	0	4,125	19,154	(15,029)	8,362	9,206	10,136	11,160
P & F Operating Expenditure										
P&F Expenditure										
6200 PF Bank Charges (6200)	700	0	0	1,108	821	287	1,220	1,343	1,479	1,628
6201 PF Audit (6201)	3,400	0	0	3,450	400	3,050	4,000	4,404	4,849	5,339
6202 PF Civic Occasions (including Road Closures) (6202)	1,808	0	4,500	3,500	5,764	2,236	5,354	5,894	6,490	7,145
6203 PF Mayors' Allowance	4,838	0	0	4,959	4,688	271	5,160	5,682	6,255	6,887
6204 PF Councillors' Allowance	1,932	0	0	3,520	715	2,805	3,663	4,033	4,440	4,889
6205 PF Insurance	18,308	0	0	22,132	25,311	(3,179)	24,367	26,828	29,538	32,521
6206 PF Youth Council (6206)	4,000	0	0	4,000	4,000	0	4,404	4,849	5,339	5,878
6208 PF Subscriptions (6208)	10,231	0	0	15,000	24,304	(9,304)	16,515	18,183	20,019	22,041
6210 PF Community Chest (6210)	3,570	0	0	10,000	3,704	6,296	10,000	10,000	10,000	10,000
6211 PF Website Maintenance (6211)	684	0	0	1,000	675	325	1,101	1,212	1,335	1,469
6213 PF Councillor Training & Expenses (6213)	2,229	0	0	2,742	623	2,119	3,019	3,324	3,660	4,029
6214 PF Health & Safety (6214)	8,522	0	0	7,500	5,269	2,231	8,258	9,092	10,010	11,021
6215 PF Annual Report	0	0	(450)	450	0	0	0	0	0	0
6216 PF Miscellaneous	0	0	0	100	9	91	0	0	0	0
6217 PF Data Protection (6217)	55	0	0	100	115	(15)	200	220	242	267
6219 PF Covid 19 H&S Materials & Equipment	3,564	0	0	2,000	1,176	824	0	0	0	0
6220 PF Festival Fund	10,932	0	0	15,000	6,793	8,207	15,000	15,000	15,000	15,000
6221 PF Town Messenger (6221)	3,758	0	0	5,000	2,858	2,143	5,505	6,061	6,673	7,347
6222 PF Commissioning Youth Work (6222)	43,000	0	0	50,000	35,517	14,483	55,050	60,610	66,732	73,472
6224 PF Professional Costs	1,923	0	10,000	2,050	1,586	10,464	2,257	2,485	2,736	3,012
6225 PF Neighbourhood Plan	4,225	0	(4,630)	5,156	536	(10)	0	0	0	0
6227 PF Town Speakers PRS Licence	0	0	0	3,000	4,826	(1,826)	3,303	3,637	4,004	4,408
6228 PF Events & Consultations	0	0	(1,500)	1,500	0	0	0	0	0	0
6229 PF CCTV Annual Maintenance	0	0	(14,600)	14,600	0	0	7,000	7,707	8,485	9,342
6502 PF Civic Christmas Event	0	0	(500)	500	0	0	0	0	0	0
6513 PF Twinning	0	0	(119)	119	0	0	0	0	0	0
6514 PF Town Leaflets/ Reprinting	0	0	0	539	36	503	593	653	719	792
6516 PF Road Safety Grant	0	0	0	215	0	215	215	237	261	287
P&F IT/Office Costs	25,545	0	9,650	33,000 Not	28,456	14,194	40,000	44,040	48,488	53,385
Total P&F Expenditure	153,222	0	2,351	212,240	158,183	56,408	216,384	235,494	256,754	280,159
P&F Staffing Expenditure										
6652 ST P&R Employers Pension - Monthly Fee	5,299	0	0	5,300	5,747	(447)	6,095	5,300	5,300	5,300
6659 ST P&R Town Sergeant & Mace Bearer Fees	343	0	0	792	738	55	792	872	960	1,057
6661 ST P&R Finance Consultancy Fees	650	0	33,186	3,000	36,173	14	5,000	5,505	6,061	6,673
P&F Staffing Expenses	644	0	0	2,413	358	2,055	2,657	2,925	3,220	3,546
6656 ST P&R Staff Training	(911)	0	0	4,125	1,135	2,990	4,542	5,000	5,505	6,061
P&F Staffing Costs	293,625	0	20,000	290,160	246,238	63,922	310,475	341,833	376,358	414,370
Total P&F Staffing Expenditure	299,651	0	53,186	305,790	290,388	68,589	329,561	361,435	397,404	437,007
Total P & F Operating Expenditure	452,873	0	55,537	518,030	448,570	124,997	545,745	596,929	654,158	717,166
Total P & F Operating Expenditure	452,873	0	55,537	518,030	448,570	124,997	545,745	596,929	654,158	717,166
Total P&F Operating Surplus/ (Deficit)	(447,427)	0	(55,537)	(513,905)	(429,416)	(140,026)	(537,383)	(587,723)	(644,022)	(706,006)
P&F EMF Expenditure										
6270 PF EMF Crime Reduction	0	36,950	14,600	0	0	51,550	0	0	0	0
6271 PF EMF Election	23,553	11,207	0	7,000	265	17,942	20,000	10,000	10,000	10,000
6272 PF EMF Robes & Civic Regalia	0	2,000	0	0	1,430	570	0	0	0	0
6273 PF EMF Legal Fees	1,597	6,001	0	0	400	5,601	0	0	0	0
6274 PF EMF Internet Redevelopment	0	4,900	(4,900)	0	0	0	0	0	0	0
6275 PF EMF Neighbourhood Plan	0	1,772	4,630	0	525	5,877	0	0	0	0
6278 PF EMF CIL Planning Income	0	2,810	0	0	0	2,810	0	0	0	0
6279 PF EMF Restart Business Support Gant	3,420	7,580	0	0	0	7,580	0	0	0	0
6280 PF EMF Town Vision	0	10,000	450	0	0	10,450	0	0	0	0
6281 PF EMF Town Vitality Funding Grant	0	0	84,000	0	14,242	69,758	0	0	0	0
6282 PF EMF Funding Bids	0	0	10,000	0	1,500	8,500	0	0	0	0
6283 PF EMF Events	0	0	500	0	0	500	0	0	0	0
6284 PF EMF Consultations	0	0	1,500	0	0	1,500	0	0	0	0
6285 PF EMF Twinning	0	0	119	0	0	119	0	0	0	0
6370 PF EMF Computer Equipment Renewal	0	22,046	0	0	10,371	11,675	0	0	0	0
6694 ST PR EMF Staff Contingency (P&F)	6,264	69,665	(53,186)	0	0	16,479	9,418	0	0	0
Total P&F EMF Expenditure	34,833	174,931	57,713	7,000	28,734	210,910	29,418	10,000	10,000	10,000
Total P&F Expenditure (Operational & EMF)	487,706	174,931	113,250	525,030	477,304	335,907	575,163	606,929	664,158	727,166
Total P&F Budget Surplus/ (Deficit)	(482,260)	(174,931)	(113,250)	(520,905)	(458,150)	(350,936)	(566,801)	(597,723)	(654,022)	(716,006)

To/From Reserves & Budget Virements 2022/23

1. £20,000 vired from 6694 EMF P&F Staffing Contingency to Staffing costs 2022-23 - Minute No 124/21/22
2. £4,500 vired from General Reserves to 6202 Civic Occasions for Jubilee Celebration - Minute No 333/21/22
3. £9,650 IT / Office Costs - £4750 vired from General Reserves to 6305 Finance Software to cover extra payroll costs & £4,900 vired from 6274 Internet Redevelopment to 6306 IT Maintenance to cover increase in costs - Minute No 19/22/23
4. £15,930 vired from 6694 ST PR EMF Staff Contingency (P&F) and transferred to 6661 ST P&R Finance Consultancy Fees - Minute No. 23/22/23
5. £12,105 vired from 6694 ST PR EMF Staff Contingency (P&F) and transferred to 6661 ST P&R Finance Consultancy Fees - Minute No. 16/22/23
6. £10,000 Vired from General Reserves to 6282 PF EMF Funding bids - Minute no 222/22/23
7. £5,151 Vired from 6694 ST PR EMF Staff Contingency (P&F) to 6661 ST P&R Finance Consultancy Fees - Minute no 59/22/23
8. £450 vired from 6215 PF Annual Report to 6280 Town Vision - Minute No. FTC 283/22/23
9. £4630 vired from 6225 PF Neighbourhood Plan to 6275 PF EMF Neighbourhood Plan - Minute No. FTC 283/22/23
10. £1500 vired from 6228 PF Events & Consultations to 6284 PF EMF Consultations - Minute No. FTC 283/22/23
11. £500 vired from 6502 PF Civic Christmas Events to 6283 PF EMF Events - Minute No. FTC 283/22/23
12. £119 vired from 6513 PF Twinning to 6285 PF EMF Twinning - Minute No. FTC 283/22/23
13. £14,600 vired from 6229 PF CCTV Annual Maintenance to 6270 PF EMF Crime Reduction - Minute No. FTC 283/22/23
14. £304.00 vired from 6301 Stationary to 6304 Broadband - Minute No. P&F 135/22/23

1. P&F IT/Office Costs

Nominal Code	Budget 2022/23	Virements	Total Budget
6300 Telephone	£2,425		£2,425
6301 Stationary	£4,312	(£304.00)	£4,008
6302 Office and IT Equipment	£7,008		£7,008
6303 Copier Maintenance	£5,499		£5,499
6304 Broadband	£496	£304.00	£800
6305 Finance Software	£3,435	£4,750	£8,185
6306 IT Maintenance	£9,825	£4,900	£14,725
TOTALS	£33,000	£9,650	£42,650

Services Committee - Guildhall Budget 2022-23

Saltash Town Council

For the year ended 31 March 2023

Account	Actual Received/Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds to Receive/ Available to Date 2022/23	Precept/ Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Guildhall Operating Income										
Guildhall Income										
4200 GH Income - Guildhall Bookings	1,899	0	0	10,261	2,329	7,932	10,261	11,297	12,438	13,695
4201 GH Income - Guildhall Refreshments	98	0	0	257	336	(79)	257	283	312	343
4206 GH Income - Guildhall Misc Property Income	1	0	0	232	4	228	232	255	281	310
Total Guildhall Income	1,998	0	0	10,750	2,669	8,081	10,750	11,835	13,031	14,348
Total Guildhall Operating Income	1,998	0	0	10,750	2,669	8,081	10,750	11,835	13,031	14,348
Guildhall Operating Expenditure										
Guildhall Expenditure										
6400 GH Rates - Guildhall (6400)	8,608	0	0	8,908	8,608	300	9,808	10,798	11,889	13,090
6401 GH Water Rates - Guildhall (6401)	532	0	0	769	356	413	847	932	1,026	1,130
6402 GH Gas - Guildhall (6402)	1,812	0	0	2,600	2,523	77	6,500	7,157	7,879	8,675
6403 GH Electricity - Guildhall (6403)	3,383	0	0	5,200	2,521	2,679	13,000	14,313	15,759	17,350
6404 GH Fire & Security Alarm - Guildhall (6404)	1,024	0	0	1,268	1,085	183	1,396	1,537	1,692	1,863
6408 GH Cleaning Materials & Equipment - Guildhall (6408)	1,058	0	0	1,025	1,305	(280)	1,129	1,243	1,368	1,506
6409 GH Boiler Service & Maintenance	218	0	0	1,031	463	568	1,135	1,250	1,376	1,515
6410 GH General Repairs & Maintenance	2,509	0	0	2,578	2,838	(260)	2,838	3,125	3,441	3,788
6411 GH Entertainment Licenses	21	0	0	0	0	0	1,000	1,101	1,212	1,335
6412 GH Lift Service & Maintenance	2,301	0	0	3,000	4,093	(1,093)	3,303	3,637	4,004	4,408
6413 GH Refreshment Costs - Guildhall	271	0	0	376	133	243	414	456	502	553
6414 GH Equipment - Guildhall	951	0	0	1,006	176	830	1,108	1,219	1,343	1,478
6418 GH Professional Fees	960	0	5,000	1,052	1,950	4,102	10,000	11,010	12,122	13,346
6420 GH Legionella Risk Assessment (Guildhall)	420	0	0	454	385	69	500	550	606	667
Total Guildhall Expenditure	24,070	0	5,000	29,267	26,435	7,832	52,978	58,328	64,219	70,704
Guildhall Staffing Expenditure										
Guildhall Staffing Expenses	197	0	0	412	218	194	454	499	550	605
6678 ST GH Staff Training (Guildhall)	391	0	0	513	76	437	565	622	685	754
Guildhall Staffing Costs	22,416	0	0	27,480	22,634	4,846	37,386	41,162	45,319	49,897
Total Guildhall Staffing Expenditure	23,004	0	0	28,405	22,928	5,477	38,405	42,283	46,554	51,256
Total Operating Expenditure	47,074	0	5,000	57,672	49,363	13,309	91,383	100,611	110,773	121,960
Total Guildhall Operating Expenditure	47,074	0	5,000	57,672	49,363	13,309	91,383	100,611	110,773	121,960
Total Guildhall Operating Surplus/ Deficit	(45,076)	0	(5,000)	(46,922)	(46,695)	(5,227)	(80,633)	(88,776)	(97,742)	(107,612)
Guildhall EMF Expenditure										
6470 GH EMF Guildhall Maintenance	0	47,593	0	20,000	7,290	60,303	20,000	0	0	0
6696 ST GH EMF Staff Contingency (Guildhall)	0	3,000	0	0	0	3,000	739	0	0	0
Total Guildhall EMF Expenditure	0	50,593	0	20,000	7,290	63,303	20,739	0	0	0
Total Guildhall Expenditure (Operational & EMF)	47,074	50,593	5,000	77,672	56,653	76,612	112,122	100,611	110,773	121,960
Total Guildhall Budget Surplus/ (Deficit)	(45,076)	(50,593)	(5,000)	(66,922)	(53,984)	(68,531)	(101,372)	(88,776)	(97,742)	(107,612)

To/From Reserves & Budget Virements 2022/2023

£5,000 vired from General Reverses to 6418 GH Professional Fees - Minute No. SE 94/22/23

Account	Actual Received/Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept/ Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Service Delivery Operating Income										
Service Delivery Income										
Grounds & Premises Income										
4500 SE Allotment Rents	3,328	0	0	3,300	5,802	(2,502)	4,000	4,404	4,849	5,339
4510 SE Public Footpath Grant	1,526	0	0	1,564	1,573	(9)	1,722	1,896	2,087	2,298
4511 SE Christmas Event income	0	0	0	0	0	0	150	165	182	200
4512 SE Misc Income Grounds & Premises	104	0	0	0	2,472	(2,472)	0	0	0	0
4513 SE Water Rates Income	0	0	0	0	0	0	3,560	0	0	0
4523 SE Service Delivery Income - Seagull Bags	1,332	0	0	1,753	1,096	657	2,003	2,205	2,428	2,673
Total Grounds & Premises Income	6,290	0	0	6,617	10,943	(4,326)	11,435	8,670	9,546	10,510
Town & Waterfront Income										
4520 SE Waterfront Income - Trusted Boat Scheme	0	0	0	4,000	1,952	2,048	4,265	4,696	5,170	5,692
4521 SE Waterfront Income - Annual Mooring Fees	7,939	0	0	9,000	6,773	2,227	10,800	11,891	13,092	14,414
4522 SE Waterfront Income - Daily Mooring Fees	1,339	0	0	2,000	875	1,125	2,400	2,642	2,909	3,203
Total Town & Waterfront Income	9,277	0	0	15,000	9,600	5,400	17,465	19,229	21,171	23,309
Total Service Delivery Income	15,567	0	0	21,617	20,543	1,074	28,900	27,899	30,717	33,819
Total Service Delivery Operating Income	15,567	0	0	21,617	20,543	1,074	28,900	27,899	30,717	33,819
Service Delivery Operating Expenditure										
Service Delivery Expenditure										
Grounds & Premises Expenditure										
6209 SE Oyster Beds	0	0	0	1	3	(2)	1	1	1	1
6500 SE Tree Survey and Tree Maintenance	0	0	0	10,000	7,297	2,703	11,010	12,122	13,346	14,694
6503 SE Allotments	721	0	0	1,200	1,696	(496)	1,321	1,455	1,602	1,763
6506 SE Grounds Maintenance & Watering (6506)	7,529	0	0	12,000	5,678	6,322	10,000	11,010	12,122	13,346
6508 SE Public Toilets (Operational Costs)	4,909	0	0	4,024	4,826	(802)	4,430	4,878	5,371	5,913
6517 SE Cross (Maintenance)	198	0	0	3,000	417	2,583	3,303	3,637	4,004	4,408
6525 GR Public Toilets (Repairs & Maintenance Costs)	3,019	0	0	2,500	2,005	495	2,753	3,031	3,337	3,674
6526 SE Tools, Equipment & Materials (Store & All Areas)	4,499	0	0	3,000	3,287	(287)	3,303	3,637	4,004	4,408
6529 G&P Refuse Disposal	5,076	0	0	5,500	5,465	35	6,056	6,667	7,340	8,082
6907 SE Seagulls Bags	1,089	0	0	1,818	1,212	606	2,002	2,204	2,426	2,671
Longstone Expenditure										
7100 LO Rates - Longstone	2,104	0	(2,157) Not	2,157	(4,104)	4,104	2,375	2,615	2,879	3,170
7101 LO Water Rates - Longstone	547	0	0	411	2,130	(1,719)	4,012	4,417	4,863	5,355
7103 LO Electricity - Longstone	1,262	0	0	2,461	687	1,774	6,153	6,774	7,458	8,211
7104 LO Fire & Security Alarm - Longstone	409	0	0	917	1,118	(201)	1,010	1,112	1,224	1,347
7107 LO Rent - Longstone	4,520	0	0	4,500	4,600	(100)	4,955	5,455	6,006	6,612
7108 LO Cleaning Materials & Equipment - Longstone	273	0	0	615	563	52	677	746	821	904
7110 LO General Repairs & Maintenance - Longstone	693	0	0	500	456	44	551	606	667	735
7114 LO Equipment - Longstone	690	0	0	1,025	52	973	1,129	1,243	1,368	1,506
7121 LO IT & Office Costs - Longstone	1,053	0	0	1,031	578	453	750	826	909	1,001
Total Longstone Expenditure	11,550	0	(2,157)	13,617	6,080	5,380	21,612	23,794	26,195	28,841
Total Grounds & Premises Expenditure	38,589	0	(2,157)	56,660	37,967	16,536	65,791	72,436	79,748	87,801
Town & Waterfront Expenditure										
6504 SE Street Furniture (Maintenance)	923	0	0	1,500	988	512	2,000	2,202	2,424	2,669
6505 SE Street Lighting	630	0	0	300	233	67	750	826	909	1,001
6511 SE Tourism & Signage	0	0	0	1,025	746	279	250	275	303	334
6512 SE Bus Shelters (Maintenance)	0	0	0	513	0	513	565	622	685	754
6515 SE Festive Lights Maintenance & Electricity	756	0	0	1,400	818	582	3,500	3,854	4,243	4,671
6519 SE Flags & Bunting	2,653	0	0	2,500	1,780	720	2,753	3,031	3,337	3,674
6522 SE Pontoon (Maintenance Costs) (6522)	2,800	0	0	6,000	7,484	(1,484)	6,606	7,273	8,008	8,817
6524 SE Vehicle Maintenance and Repair Costs	9,799	0	0	10,000	11,341	(1,341)	12,600	13,873	15,274	16,816
6527 SE Salt Bins Refill	521	0	0	1,031	188	843	500	551	606	667
6528 SE Pontoon Accommodation	5,777	0	0	10,827	6,603	4,224	11,921	13,125	14,450	15,910
Total Town & Waterfront Expenditure	23,857	0	0	35,096	30,182	4,915	41,445	45,632	50,239	55,313
Total Service Delivery Expenditure	62,446	0	(2,157)	91,756	68,149	21,450	107,236	118,068	129,987	143,114
Service Delivery Staffing Expenditure										
Service Delivery Staffing Expenses	6,125	0	0	4,999	3,995	1,004	5,504	6,060	6,672	7,346
6676 ST Services Delivery Staff Training	6,340	0	0	10,000	6,536	3,464	11,010	12,122	13,346	14,694
Service Delivery Staffing Costs	192,423	0	0	292,859	203,444	89,415	217,402	239,360	263,535	290,152
Total Service Delivery Staffing Expenditure	204,888	0	0	307,858	213,975	93,883	233,916	257,542	283,553	312,192
Total Operating Expenditure	267,334	0	(2,157)	399,614	282,124	115,333	341,152	375,610	413,540	455,306
Total Service Delivery Operating Expenditure										
Total Service Delivery Operating Surplus/ (Deficit)										
(251,767) 0 2,157 (377,997) (261,580) (114,260) (312,252) (347,711) (382,823) (421,487)										
Service Delivery EMF Expenditure										
Grounds & Premises EMF Expenditure										
6471 GH EMF Heritage Centre	96	4,960	0	5,000	2,071	7,889	0	0	0	0
6571 SE EMF Saltash Recreation Areas	1,249	29,560	0	10,000	506	39,054	20,000	0	0	0
6580 SE EMF Public Toilets (Capital Works)	0	0	0	10,000	1,690	8,310	0	0	0	0
6588 EMF Victoria Gardens	0	10,000	0	0	0	10,000	0	0	0	0
6589 EMF Community Tree Planting Initiatives	0	0	0	2,000	532	1,468	2,000	2,000	2,000	2,000
Longstone EMF Expenditure										
7170 LO EMF Longstone Depot Capital Works	0	500	0	0	0	500	2,000	0	0	0
Total Longstone EMF Expenditure	0	500	0	0	0	500	2,000	0	0	0
Total Grounds & Premises EMF Expenditure	1,345	45,020	0	27,000	4,800	67,220	24,000	2,000	2,000	2,000
Town & Waterfront EMF Expenditure										
6570 SE EMF Notice Boards (Repair & Replace)	0	1,839	0	0	685	1,154	0	0	0	0
6572 SE EMF Festive Lights (6572)	9,263	1,319	0	10,000	14,668	(3,349)	10,000	10,000	10,000	10,000
6573 SE EMF Public Art & Maintenance	0	1,443	0	0	0	1,443	0	0	0	0
6574 SE EMF Salt Bins	264	2,464	0	0	0	2,464	0	0	0	0
6575 SE EMF Street Furniture (New & Replace)	301	2,448	0	0	1,411	1,037	0	0	0	0
6578 SE EMF Equipment and Vehicles (Capital Works)	15,038	4,749	0	20,000	0	24,749	0	5,000	5,000	5,000

6582 SE EMF Town War Memorial (6582)	0	1,978	0	0	0	1,978	0	0	0	0
6584 SE EMF Pontoon Maintenance Costs	4,566	6,131	0	0	73	6,058	0	10,000	10,000	10,000
6590 SE EMF Utilities & Rates	0	0	2,157	0	0	2,157	0	0	0	0
6700 EMF Staff Contingency (Service Delivery)	30,705	18,534	0	0	0	18,534	3,207	0	0	0
Total Town & Waterfront EMF Expenditure	60,137	40,905	2,157	30,000	16,836	56,226	13,207	25,000	25,000	25,000
Total Service Delivery EMF Expenditure	61,481	85,925	2,157	57,000	21,636	123,446	37,207	27,000	27,000	27,000
Total Service Delivery Expenditure (Operational & EMF)	328,816	85,925	0	456,614	303,759	238,780	378,359	402,610	440,540	482,306
Total Service Delivery Budget Surplus/ (Deficit)	(313,248)	(85,925)	0	(434,997)	(283,216)	(237,706)	(349,459)	(374,711)	(409,823)	(448,487)

To/From Reserves & Budget Virements 2022/23

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

Burial Authority Committee - Burial Authority Budget 2022-23

Saltash Town Council

For the year ended 31 March 2023

Account	Actual Received/Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept/ Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Operating Income										
Burial Authority Income										
4612 BA Cemetery Fees (Churchtown)	23,510	0	0	17,500	16,355	1,145	21,862	24,070	26,501	29,177
4614 BA Memorial Bench Income (Churchtown)	292	0	0	0	583	(583)	1,000	1,101	1,212	1,335
Total Burial Authority Income	23,802	0	0	17,500	16,938	562	22,862	25,171	27,713	30,512
Total Operating Income	23,802	0	0	17,500	16,938	562	22,862	25,171	27,713	30,512
Operating Expenditure										
Burial Authority Expenditure										
6000 BA Petrol	120	0	0	300	126	174	378	416	458	504
6001 BA Machinery Maintenance Costs	38	0	0	250	0	250	275	303	334	367
6003 BA Health & Safety	0	0	0	50	0	50	55	61	67	73
6004 BA General Site Maintenance	233	0	0	500	557	(57)	613	675	744	819
6005 BA Fire Extinguishers	61	0	0	82	41	41	90	99	109	120
6008 BA Tree Survey & Tree Maintenance	81	0	0	718	818	(100)	791	870	958	1,055
6009 BA Electricity Costs	206	0	0	276	208	68	690	760	836	921
6010 BA PWLB Loan Repayment & Interest	21,385	0	0	21,385	10,692	10,693	21,385	21,385	23,545	25,923
6011 BA Water	0	0	0	331	0	331	364	401	442	486
6012 BA Memorial Bench (Expenditure)	0	0	0	0	147	(147)	0	0	0	0
6013 BA Security Alarm Maintenance	156	0	0	157	284	(127)	173	190	210	231
6014 BA Cemetery Software Subscription	290	0	0	299	665	(366)	329	362	399	439
Total Burial Authority Expenditure	22,569	0	0	24,348	13,539	10,809	25,143	25,522	28,102	30,938
Burial Authority Staffing Expenditure										
Burial Authority Staffing Expenses	152	0	0	269	62	207	296	326	359	395
6666 ST BA Staff Training (Churchtown)	0	0	0	206	0	206	227	250	275	303
Burial Authority Staffing Costs	7,718	0	0	10,368	7,990	2,378	8,949	9,853	10,848	11,944
Total Burial Authority Staffing Expenditure	7,869	0	0	10,843	8,052	2,791	9,472	10,429	11,482	12,642
Total Operating Expenditure	30,439	0	0	35,191	21,591	13,600	34,615	35,951	39,584	43,580
Total Burial Authority Operating Expenditure	30,439	0	0	35,191	21,591	13,600	34,615	35,951	39,584	43,580
Total Burial Authority Operating Surplus/ (Deficit)	(6,637)	0	0	(17,691)	(4,653)	(13,038)	(11,753)	(10,780)	(11,871)	(13,068)
Burial Authority EMF Expenditure										
6070 BA EMF Churchtown Cemetery Capital Works	0	7,668	0	0	1,464	6,204	0	0	0	0
6071 BA EMF Replace Machinery & Equipment	0	14,967	0	0	0	14,967	0	0	0	0
6073 BA EMF Memorial Garden	2,498	5,000	0	0	800	4,200	0	0	0	0
6692 ST BA EMF Staff Contingency (Churchtown)	0	1,200	0	0	0	1,200	0	0	0	0
Total Burial Authority EMF Expenditure	2,498	28,835	0	0	2,264	26,571	0	0	0	0
Total Burial Authority Expenditure (Operational & EMF)	32,937	28,835	0	35,191	23,855	40,171	34,615	35,951	39,584	43,580
Total Burial Authority Budget Surplus/ Deficit	(9,135)	(28,835)	0	(17,691)	(6,917)	(39,609)	(11,753)	(10,780)	(11,871)	(13,068)

Joint Burial Board Committee - Burial Board Budget 2022-23

Saltash Town Council

For the year ended 31 March 2023

Account	Actual Received/Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds to Receive/ Available to Date 2022/23	Precept/ Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Burial Board Operating Income										
Burial Board Income										
4600 BB Cemetery Fees (St. Stephens)	8,692	0	0	7,500	13,833	(6,333)	11,000	12,111	13,334	14,681
4605 BB SLA Payment Grass Cutting	561	0	0	564	585	(21)	621	578	636	701
Total Burial Board Income	9,253	0	0	8,064	14,418	(6,354)	11,621	12,689	13,970	15,382
Total Burial Board Operating Income	9,253	0	0	8,064	14,418	(6,354)	11,621	12,689	13,970	15,382
Burial Board Operating Expenditure										
Burial Board Expenditure										
6100 BB Petrol	279	0	0	400	295	105	504	555	611	673
6101 BB Machinery Maintenance Costs	535	0	0	650	0	650	716	788	868	955
6103 BB Health & Safety	0	0	0	100	0	100	110	121	133	147
6104 BB General Site Maintenance	714	0	0	1,281	56	1,225	1,410	1,553	1,710	1,882
6108 BB Tree Survey & Tree Maintenance	396	0	0	3,312	1,370	1,942	3,647	4,015	4,420	4,867
Total Burial Board Expenditure	1,923	0	0	5,743	1,722	4,021	6,387	7,032	7,742	8,524
Burial Board Staffing Expenditure										
Burial Board Staff Expenses	304	0	0	628	145	483	691	761	838	923
6670 ST BB Staff Training (St. Stephens)	133	0	0	481	0	481	530	583	642	707
Burial Board Staffing Costs	17,329	0	0	24,194	18,164	6,030	20,881	22,990	25,312	27,868
Total Burial Board Staffing Expenditure	17,767	0	0	25,303	18,309	6,994	22,102	24,334	26,792	29,498
Total Burial Board Operating Expenditure	19,691	0	0	31,046	20,031	11,015	28,489	31,366	34,534	38,022
Total Burial Board Operating Expenditure	19,691	0	0	31,046	20,031	11,015	28,489	31,366	34,534	38,022
Total Burial Board Operating Surplus/ (Deficit)	(10,438)	0	0	(22,982)	(5,613)	(17,369)	(16,868)	(18,677)	(20,564)	(22,640)
Burial Board EMF Expenditure										
6170 BB EMF Repairs to Cemetery Wall	0	920	14,366	0	0	15,286	0	0	0	0
6693 ST BB EMF Staff Contingency (St Stephens)	0	2,800	0	0	0	2,800	0	0	0	0
Total Burial Board EMF Expenditure	0	3,720	14,366	0	0	18,086	0	0	0	0
Total Burial Board Expenditure (Operational & EMF)	19,691	3,720	14,366	31,046	20,031	29,101	28,489	31,366	34,534	38,022
Total Burial Board Budget Surplus/Deficit	(10,438)	(3,720)	(14,366)	(22,982)	(5,613)	(35,455)	(16,868)	(18,677)	(20,564)	(22,640)

To/From Reserves & Budget Virements

1. Virement of £14,366.00 from General Reserves to 6170 BB EMF Repairs to Cemetery Wall (Minute No.BB 38/22/23)

Personnel Committee - Personnel Budget
Saltash Town Council
For the year ended 31 March 2023

Account	Actual Received/Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds Available to Date 2022/23	Precept/ Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Personnel Operating Expenditure										
Personnel Expenditure										
6654 ST Staff Welfare	1,313	0	0	1,538	627	911	1,693	1,864	2,053	2,260
6657 ST SNB Staff Recruitment Advertising	5,254	0	(3,000)	6,150	2,974	176	0	0	0	0
6658 ST SNB Miscellaneous Staffing Expenditure	5	0	0	0	0	0	0	0	0	0
6660 ST Staff Recognition	0	0	25	0	25	0	0	0	0	0
6662 SNB HR Professional Fees	3,141	0	8,745	2,981	4,288	7,438	10,282	11,321	12,464	13,723
Total Personnel Expenditure	9,713	0	5,770	10,669	7,914	8,525	11,975	13,185	14,517	15,983
Total Personnel Operating Expenditure	9,713	0	5,770	10,669	7,914	8,525	11,975	13,185	14,517	15,983
Total Personnel Operating Surplus/ (Deficit)	(9,713)	0	(5,770)	(10,669)	(7,914)	(8,525)	(11,975)	(13,185)	(14,517)	(15,983)
EMF Personnel Expenditure										
6691 ST EMF Legal Fees (Staffing)	1,215	4,785	0	2,000	0	6,785	685	0	0	0
6701 ST EMF Staff Recruitment	0	0	3,175	0	600	2,575	0	0	0	0
Total EMF Personnel Expenditure	1,215	4,785	3,175	2,000	600	9,360	685	0	0	0
Total Personnel Expenditure (Operational & EMF)	10,928	4,785	8,945	12,669	8,514	17,885	12,660	13,185	14,517	15,983
Total Personnel Budget Surplus/ (Deficit)	(10,928)	(4,785)	(8,945)	(12,669)	(8,514)	(17,885)	(12,660)	(13,185)	(14,517)	(15,983)

Notes

To/From Reserves & Budget Virements 2022/23

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

Services Committee - Library Budget 2022-23

Saltash Town Council

For the year ended 31 March 2023

Account	Actual Received/Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept/ Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Library Operating Income										
Library Income										
4517 LI Library - Fines	260	0	0	650	654	(4)	48	53	58	64
4518 LI Library - Photocopying Fees	372	0	0	800	916	(116)	600	661	727	801
4524 LI Library Book Sales	339	0	0	300	481	(181)	320	352	388	427
4526 LI Library Activity Income	0	0	0	250	0	250	250	275	303	334
4527 LI Library Vending Machines Income	0	0	0	750	0	750	50	55	61	67
4528 Library Merchandise Income	0	0	0	750	0	750	0	0	0	0
4529 Library Activities Sponsorship	0	0	0	600	350	250	600	661	727	801
Total Library Income	970	0	0	4,100	2,402	1,698	1,868	2,057	2,264	2,494
Total Library Operating Income	970	0	0	4,100	2,402	1,698	1,868	2,057	2,264	2,494
Library Operating Expenditure										
Library Expenditure										
6900 LI Rates - Library	13,473	0	0	14,354	13,473	881	15,804	17,400	19,157	21,092
6901 LI Water Rates - Library	0	0	0	331	534	(203)	364	401	442	486
6902 LI Gas - Library	2,053	0	0	2,249	3,778	(1,529)	5,623	6,190	6,816	7,504
6903 LI Electricity - Library	2,055	0	0	2,000	485	1,515	5,000	5,505	6,061	6,673
6904 LI Fire & Security Alarm - Library	550	0	0	938	771	167	1,033	1,137	1,252	1,378
6908 LI Cleaning Materials & Equipment - Library	965	0	0	1,684	1,125	559	1,854	2,041	2,248	2,475
6909 LI Boiler Service & Maintenance - Library	86	0	0	1,031	1,052	(21)	1,135	1,250	1,376	1,515
6910 LI General Repairs & Maintenance - Library	908	0	0	2,062	991	1,071	2,270	2,500	2,752	3,030
6911 LI TV License & PRS - Library	57	0	144	0	0	144	428	471	519	571
6913 LI Refreshment Costs - Library	0	0	242	258	0	500	284	313	344	379
6914 LI Equipment - Library	186	0	0	750	155	595	750	826	909	1,001
6918 LI Professional Fees (Private Contractors)	0	0	0	1,031	11	1,020	20,000	22,020	24,244	26,693
6920 LI Legionella Risk Assessment - Library	455	0	0	450	385	65	495	545	601	661
6921 LI IT & Office Costs - Library	5,205	0	0	1,500	2,461	(961)	1,652	1,818	2,002	2,204
6922 LI Library Activities	1,667	0	(242)	3,000	2,817	(59)	2,370	2,609	2,873	3,163
6923 LI PWLB Loan Repayment & Interest	0	0	21,500	1,500	23,112	(112)	23,000	23,000	23,000	23,000
Total Library Expenditure	27,660	0	21,644	33,138	51,151	3,631	82,062	88,026	94,596	101,825
Library Staffing Expenditure										
Library Staff Expenses	411	0	0	1,948	103	1,845	2,144	1,996	2,198	2,420
6682 ST LI Staff Training (Library)	592	0	0	1,000	0	1,000	1,101	1,025	1,129	1,243
Library Staffing Costs	111,702	0	0	124,373	131,667	(7,294)	136,189	128,105	141,044	155,289
Total Library Staffing Expenditure	112,705	0	0	127,321	131,771	(4,450)	139,434	131,126	144,371	158,952
Total Operating Expenditure	140,365	0	21,644	160,459	182,922	(819)	221,496	219,152	238,967	260,777
Total Library Operating Expenditure	140,365	0	21,644	160,459	182,922	(819)	221,496	219,152	238,967	260,777
Total Library Operating Surplus/ Deficit	(139,395)	0	(21,644)	(156,359)	(180,520)	2,517	(219,628)	(217,095)	(236,703)	(258,283)
Library EMF Expenditure										
6971 LI EMF Saltash Library Property Refurbishment	4,114	24,174	199,930	0	10,741	213,363	10,000	0	0	0
6972 LI EMF Library Equipment & Furniture	18,771	13,146	(144)	0	830	12,172	0	0	0	0
6973 LI EMF Loan Repayments	0	44,500	(21,500)	0	0	23,000	0	0	0	0
6974 LI EMF Library Funding	0	0	1,800	0	1,340	460	0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	3,844	0	11,156	0	15,000	0	0	0	0
Total Library EMF Expenditure	22,885	85,664	180,086	11,156	12,911	263,995	10,000	0	0	0
Total Library Expenditure (Operational & EMF)	163,250	85,664	201,730	171,615	195,833	263,176	231,496	219,152	238,967	260,777
Total Library Budget Surplus/ (Deficit)	(162,280)	(85,664)	(201,730)	(167,515)	(193,431)	(261,478)	(229,628)	(217,095)	(236,703)	(258,283)

To/From Reserves & Budget Virements 2022/23

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

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

Saltash Town Council

For the year ended 31 March 2023

Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept/ Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Isambard House Operating Income										
Isambard House Income										
4301 SA Isambard House - Bool	1,962	0	0	5,000	3,995	1,005	10,000	11,010	12,122	13,346
4302 SA Isambard - Refreshmer	22	0	0	1,000	20	980	500	551	606	667
4304 SA Isambard House - Cafe	0	0	0	0	0	0	5,000	5,505	6,061	6,673
Total Isambard House Income	1,983	0	0	6,000	4,015	1,985	15,500	17,066	18,789	20,686
Total Isambard House Operatin	1,983	0	0	6,000	4,015	1,985	15,500	17,066	18,789	20,686
Isambard House Operating Expenditure										
Isambard House Expenditure										
6800 SA Rates - Isambard Hous	3,543	0	0	3,750	3,543	207	4,129	4,546	5,005	5,510
6801 SA Water Rates - Isambar	(53)	0	0	586	0	586	645	710	782	861
6802 SA Gas - Isambard House	902	0	0	2,430	571	1,859	6,075	6,689	7,364	8,108
6803 SA Electricity - Isambard H	(159)	0	0	3,608	3,381	227	9,020	9,931	10,934	12,038
6804 SA Fire & Security Alarm -	774	0	0	978	644	334	1,000	1,101	1,212	1,335
6808 SA Cleaning Materials & E	1,669	0	0	1,538	1,724	(186)	1,693	1,864	2,053	2,260
6809 SA Boiler Service & Maint	0	0	0	0	97	(97)	0	0	0	0
6810 SA General Repairs & Mai	445	0	0	750	758	(8)	1,000	1,101	1,212	1,335
6811 SA TV License & PRS - Isan	0	0	(2,132)	2,132	0	0	0	0	0	0
6813 SA Refreshments Costs - I	552	0	0	210	0	210	210	231	255	280
6814 SA Equipment - Isambard	954	0	0	989	650	339	989	1,089	1,199	1,320
6818 SA Professional Costs - Isa	250	0	1,500	1,052	1,660	892	2,000	2,202	2,424	2,669
6821 SA IT & Office Costs - Isan	0	0	(500)	1,000	0	500	1,000	1,101	1,212	1,335
6822 SA Activities & Events	0	0	(1,000)	2,000	0	1,000	1,000	1,101	1,212	1,335
Total Isambard House Expendi	8,877	0	(2,132)	21,023	13,028	5,863	28,761	31,666	34,864	38,386
Isambard House Staffing Expenditure										
6671 Staff Expenses - Isambard	0	0	0	256	0	256	282	310	342	376
6672 ST SA Staff Training - Isam	0	0	0	1,025	0	1,025	1,129	1,243	1,368	1,506
6627 ST SA Caretaking & Cleani	0	0	0	6,814	0	6,814	0	0	0	0
Total Isambard House Staffing	0	0	0	8,095	0	8,095	1,411	1,553	1,710	1,882
Total Operating Expenditure	8,877	0	(2,132)	29,118	13,028	13,958	30,172	33,219	36,574	40,268
Total Isambard House Operatin	8,877	0	(2,132)	29,118	13,028	13,958	30,172	33,219	36,574	40,268
Total Isambard House Operatin	(6,893)	0	2,132	(23,118)	(9,012)	(11,974)	(14,672)	(16,153)	(17,785)	(19,582)
Isambard House EMF Expenditure										
6473 SA EMF Station Building (40,967	92,745	0	0	35,000	57,745	0	0	0	0
6870 SA EMF Isambard House	6,508	18,492	0	0	0	18,492	0	0	0	0
6871 SA EMF Tresorys Kernow l	0	0	2,500	0	286	2,214	0	0	0	0
6872 SA EMF Entertainment Lic	0	0	2,132	0	0	2,132	0	0	0	0
6695 ST SA EMF Staff Continge	0	2,000	0	0	0	2,000	0	0	0	0
Total Isambard House EMF Exp	47,476	113,237	4,632	0	35,286	82,583	0	0	0	0
Total Isambard House Expendi	56,352	113,237	2,500	29,118	48,313	96,542	30,172	33,219	36,574	40,268
Total Isambard House Budget	(54,369)	(113,237)	(2,500)	(23,118)	(44,298)	(94,557)	(14,672)	(16,153)	(17,785)	(19,582)

To/From Reserves & Budget Virements 2022/23

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

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

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

Services Committee - Maurice Huggins Budget 2022-23

Saltash Town Council

For the year ended 31 March 2023

Account	Actual Received/Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept/ Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Maurice Huggins Operating Income										
Maurice Huggins Income										
4207 GH Maurice Huggins Room Income	458	0	0	1,000	1,264	(264)	1,000	1,101	1,212	1,335
Total Maurice Huggins Income	458	0	0	1,000	1,264	(264)	1,000	1,101	1,212	1,335
Total Maurice Huggins Operating Income	458	0	0	1,000	1,264	(264)	1,000	1,101	1,212	1,335
Maurice Huggins Operating Expenditure										
Maurice Huggins Expenditure										
7000 MA Rates - Maurice Huggins	209	0	0	441	429	12	486	535	589	648
7001 MA Water Rates - Maurice Huggins	115	0	0	359	168	191	395	435	479	528
7003 MA Electricity - Maurice Huggins	472	0	0	1,025	(493)	1,518	2,563	2,821	3,106	3,420
7004 MA Fire & Security Alarm - Maurice Huggins	281	0	0	162	328	(166)	178	196	216	238
7008 MA Cleaning Materials & Equipment - Maurice Huggins	3	0	0	300	240	60	330	364	400	441
7010 MA General Repairs & Maintenance - Maurice Huggins	251	0	0	513	245	268	565	622	685	754
7018 MA Professional Costs - Maurice Huggins	0	0	0	513	0	513	565	622	685	754
7020 MA Legionella Risk Assessment - Maurice Huggins	455	0	0	328	385	(57)	462	509	561	617
Total Maurice Huggins Expenditure	1,786	0	0	3,641	1,303	2,338	5,544	6,104	6,721	7,400
Total Maurice Huggins Operating Expenditure	1,786	0	0	3,641	1,303	2,338	5,544	6,104	6,721	7,400
Total Maurice Huggins Operating Surplus/ (Deficit)	(1,329)	0	0	(2,641)	(39)	(2,602)	(4,544)	(5,003)	(5,509)	(6,065)
Maurice Huggins EMF Expenditure										
6472 EMF Maurice Huggins Room	0	214	0	0	0	214	0	0	0	0
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	606	0	0	0	606	0	0	0	0
Total Maurice Huggins EMF Expenditure	0	820	0	0	0	820	0	0	0	0
Total Maurice Huggins Expenditure (Operational & EMF)	1,786	820	0	3,641	1,303	3,158	5,544	6,104	6,721	7,400
Total Maurice Huggins Budget Surplus/ (Deficit)	(1,329)	(820)	0	(2,641)	(39)	(3,422)	(4,544)	(5,003)	(5,509)	(6,065)

To receive a report from the Finance Officer

1. **Precept Monies Received** – Payment 1 of 2 has been received from Cornwall Council for 2023/2024 Precept
2. **Year End/AGAR** – Work has started on Year End and AGAR is set to be completed by 25th May 2023. To be reported to Full Town Council on 1st June 2023.
3. **Budget Sheets** – Please note due to Accruals & Prepayments not yet been completed for the Year End some budgets look overspent. Final 2022/2023 Budgets will be issued at the next P&F Meeting along with b/f General Reserves figure for 2023/2024.
4. **Virements**
 - a. No P&F Virements to be recommended

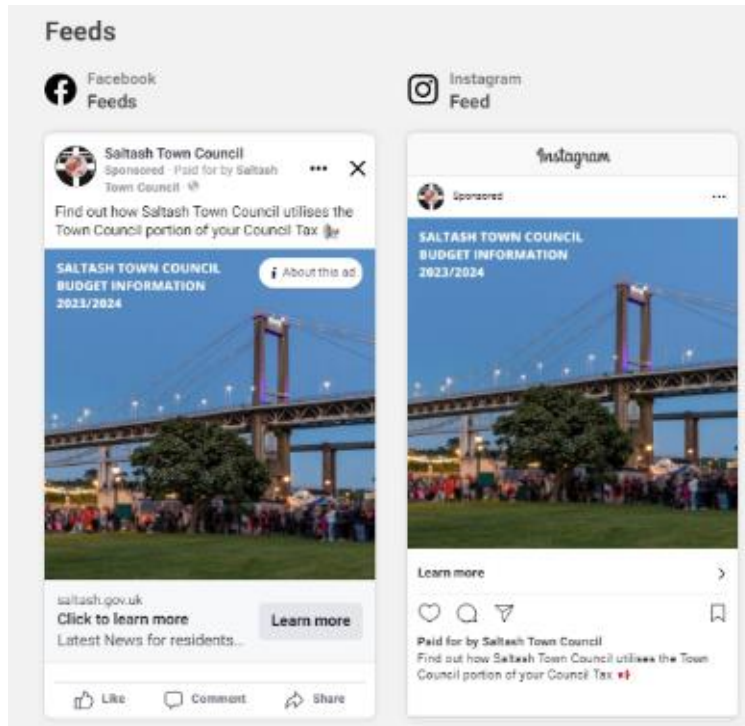
Abbie Browne FMAAT (Finance Consultant)

End of Report

Supplier	Description	Net	VAT	Gross	Budget Code	Available Budget
The Enamel Pin Factory	<p>Additional spend of £37.58 due to issues with pin badge design and creation for the civic awards. A larger sized badge was required at a higher cost and the quantity ordered has been reduced to 100. Lowering the overall cost. Backing cards and text have all remained the same.</p> <p>Original minute 352/22/23 Saltash Town Council - Thursday 2nd February 2023 7.00 pm To procure 200 of the Modern Logo designed lapel pin badges in soft enamel with presentation backing cards and text at a cost of £236.17+vat allocated to budget code 6202 PF Civic Occasions.</p>	£37.58	£7.52	£45.10	6202	£2,236

Facebook advert for the Precept leaflet evaluation report

A Facebook advert ran on the platform from Monday 13th March to Friday 17th March promoting the publication of the Town Councils precept leaflet for 2023-2024. The advert was targeted at PL12 4, 5 and 6 postcodes. The advert also ran on Instagram. Saltash Town Council does not have an Instagram account however the advert appeared on Instagram targeting the defined postcodes, due to falling under the META system.



On a mobile platform the advertisement would have looked like these images.

The budget for the advert was £50 for the duration the advert ran.

In total the advert appeared on over 11953 users feeds which Facebook label impressions. Impressions are how many times the contact appeared on screen if a person uses multiple devices each appearance on each device counts.

Facebook reach is the number of social media users who have seen your ad, this will be lower than impressions as the ad will appear on each user's screen multiple times.

The overall reach for the advert across the five days was 4602. Further to this in total 213 users clicked through to the Saltash Town Council website to view the Precept leaflet via the advert. The cost per click can also be viewed.

A breakdown of each day can be seen below.

Date	Clicks	Reach	Impressions	Cost per result
13/03/23	9	363	391	£0.21
14/03/23	59	1418	1971	£0.16
15/03/23	121	2932	5228	£0.20
16/03/23	160	3784	8077	£0.22
17/03/23	198	4602	10639	£0.23
Total	213	4864	11953	£50.00

Performance overview

Customise metrics

Link Clicks ⓘ

213

--

Per link click ⓘ

£0.23

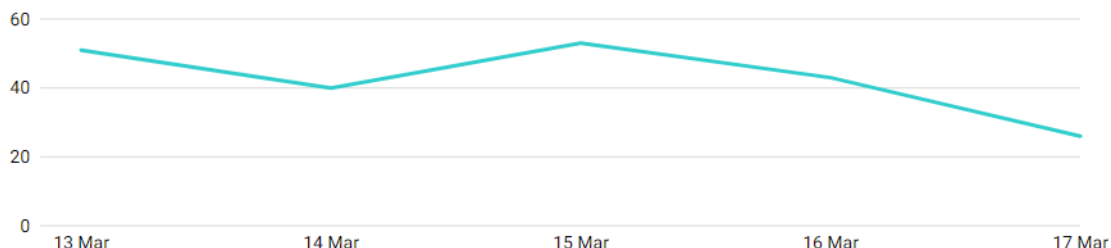
--

CTR (all) ⓘ

3.56%

--

Link Clicks

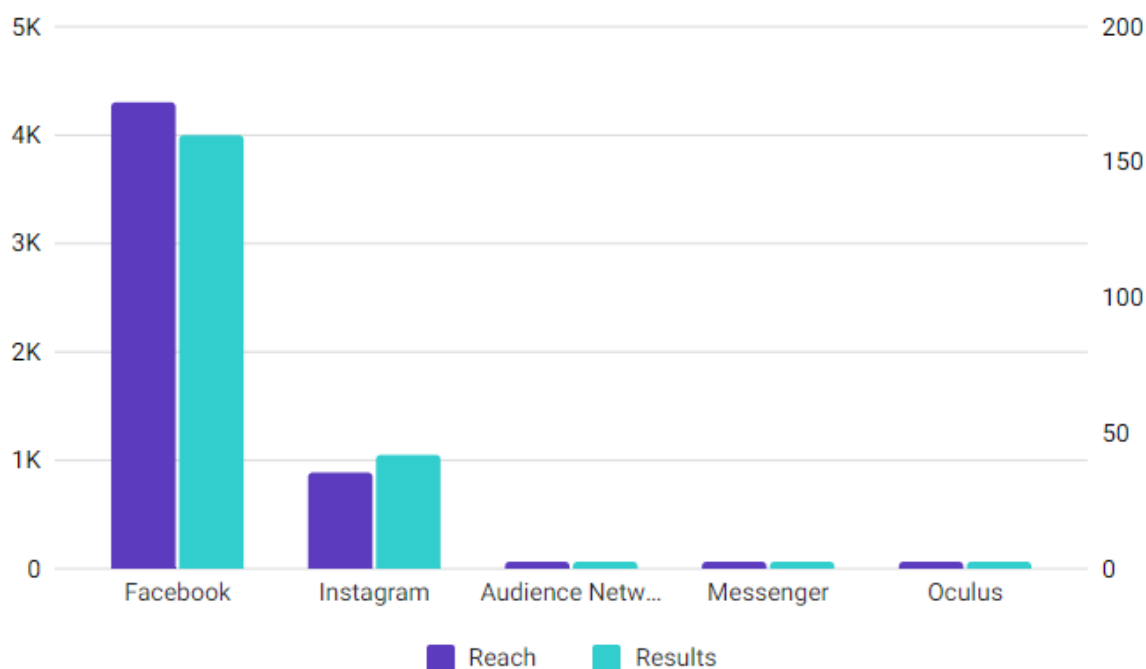


The advert reached many more people on Facebook than Instagram, as detailed in the graph below.

Placement per platform

Reach

Results



The highest age group that clicked through to the Saltash Town Council website is 65+ followed by 55-64 years. The lowest age group is 13-17 years and 18-24 years.

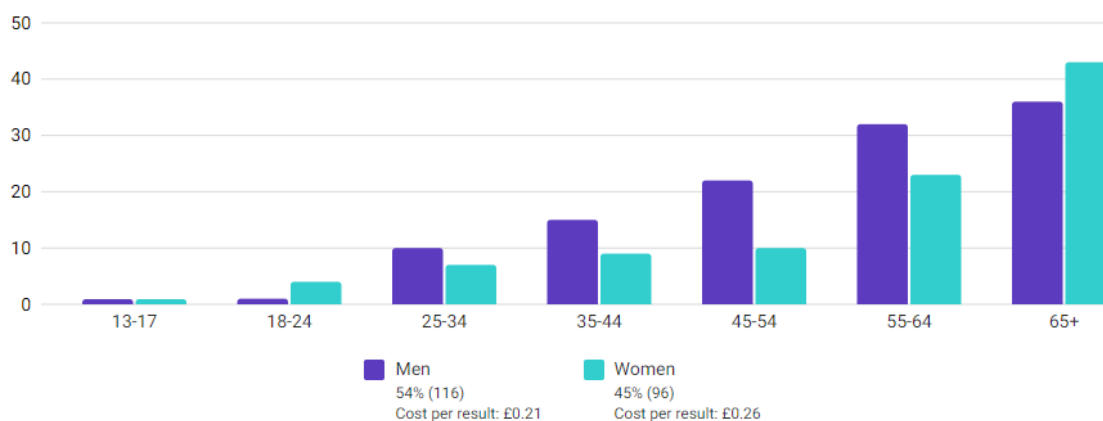
In addition more women than men in the 65+ age group viewed the advert but more men than women in the age groups 25-64 years viewed it.

This is in contrast to the followers on the Saltash Town Council Facebook page which breakdown as 88.9% women and 11.1% male. Most followers are in the 35-44years category.

Age and gender distribution

All

Results



Related minute

316/22/23 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

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

Members considered the report.

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

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

1. To delegate authority to determine the final wording and layout of the precept leaflet to the Town Clerk, Chairman and Vice Chairman of the Policy and Finance Committee and the Chairman of the Council;

2. To **RECOMMEND** to Full Town Council to be held on 12th January 2023 that 10,500 copies of the precept leaflet (as attached) are printed for distribution as follows:

Printing

Appoint Company A at a cost of £875.00

Distribution

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

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

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

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

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to note the minutes and approve the above recommendation subject to slight amendments to formatting issues with the design elements of the precept leaflet.

End of report

Mayor's Secretary/Receptionist

To receive an IT report and consider any actions and associated expenditure

Information for the year **2022/23**:

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

P&F IT / Office Cost (Merged Budget Codes 6300-6306 as Above).

IT Maintenance costs (IT Consultant cost)

- per month for the year 2022/23: £957.30 +vat
- annual for the year 2022/23: £11,487.60+v

Increased Cost for the year **2023/24**:

The IT Consultant has confirmed there is an increase in cost for the year 2023/24. At this stage the increase looks to be as follows, however, there is a possibility that a further **increase** could be received:

STAFF INCREASED COST:

Item	Monthly increase per item per month	Annual increase per item per month	Total in use	Total Annual Cost
Duo Security	48p	£5.76	13	£74.88+v
Office 365 License	£2.66	£31.92	13	£414.96+v
BD Antivirus Services	32p	£3.84	19	£72.96+v
TOTAL STAFF MONTHLY COST INCREASE: £46.90+v				
TOTAL STAFF ANNUAL COST INCREASE: £562.80+v				

Councillors increased cost:

Item	Monthly increase per item per month	Annual increase per item per month	Total in use	Total Annual Cost
Office 365 License	£2.66	£31.92	16	£510.72+vat
BD Antivirus Services	32p	£3.84	16	£61.44+vat
TOTAL MONTHLY COST INCREASE: £47.68+vat				
TOTAL ANNUAL COST INCREASE: £572.16+vat				

IT proposal received from the Town Council IT Consultant:

1. Security / Password Admin

IT Consultant confirmed: *'We can move the authentication from the server to 365, but at the same time we need to consider device security. To ensure this is good, we'd look at implementing Encryption and DUO MFA on all laptops.'*

The encryption is non-intrusive, as it sits in the background, and only becomes an issue if someone tries to steal the hard drive. DUO MFA – You're already using this on your remote access, but with the move of your files to the cloud, it makes sense to protect the mobile device at logon level. This can be done with your existing key-fobs, or the preferred and quicker way is with the free to download APP.'

Current DUO holders and 365 License Holders:

Town Clerk
Assistant Town Clerk
Finance Officer (Currently assigned to HRSC)
Community Hub Team Leader
Assistant Service Delivery Manager
Administration Officer
Planning & General Administrator
Finance Assistant
Senior Policy & Data Compliance Officer
Mayors Secretary / Receptionist
Administration Assistant
Service Delivery Manager
Finance Consultant (Temporary)

Members' laptops would require having the DUO MFA installed.

Item	Monthly cost increase per item	Annual cost increase per item	Total in use
DUO Security	£5.33	£63.96	16
TOTAL ANNUAL COST INCREASE : £1,023.36+vat			

Advice received following Data Protection Training from consultants Breakthrough Communications is that of a strong recommendation that from the inception of the new Council (following the elections in 2025) the plan should be that all Members are issued with a Council IT device including Office 365 as standard procedure. The current approach to taking up a device being optional is not ideal as it can increase the risk to the Town Council of data breaches, non-compliance and the management of subject access requests is also compromised.

2. Network Control

IT Consultant confirmed - *'This is purely a background task of us moving some policies from the server to the 365 Cloud, and at the Guildhall, replacing the router/firewall for something more substantial.'* **Total Cost:** £480+vat.

3. File Storage

IT Consultant confirmed - *'Moving all your files from the local server to 365 SharePoint. This is the largest of the tasks, and has to be planned to have minimal impact on users. There are two stages to this:*

Stage 1 - move all the Common/server directories to the cloud.

Stage 2- move users personal documents to the cloud, and remove connection to the local server.

Looking at this, it's around 3-4 days of background work to move the files, and 2-3 days of on-site work to re-configure the laptops and pc's. So, in the region of £3,500. Once this is completed, we can then break the link between the server and 365, which will allow self-service password resets.' **Anticipated Total Cost: £3,500+vat**

Town Council Resolution

At the P&F meeting held on 01.01.22 it was agreed to:

Minute number 143/21/22 - To delegate authority to the Acting Town Clerk up to an expenditure limit of £1,000 to further progress additional IT projects, including the use of SharePoint which will require additional training for staff and Councillors as required.

4. Remote File Access

IT Consultant confirmed - *'Once the file move above is done, there is then no-need for remote file access, as everything will be available via the cloud/staff laptops.'*

Town Council Information:

DUO Security is still required – it provides an additional layer of security when connecting to the server using a laptop and working in remote locations such as the Library and Longstone. The IT Consultant advises the Town Council to continue to use this system. Associated costs have already been provided.

5. Modern.gov Hosting

IT Consultant confirmed - *'TBD – Dawn, if you could contact your Civica account manager and explore having them host Modern.gov please, we can work from there.'*

Town Council Information:

The Administration Department sought costs from Modern.gov for hosting.

Further discussions were held with the Town Council's IT Consultant with three options identified for Members consideration:

Option 1: Modern.gov hosting Solution

Option 2: External cloud hosting

Option 3: Local Server

OPTION 1: Modern.gov Hosting Solution

IT Consultant confirmed - *circa £8k setup + £800 month – This is very expensive, but does achieve what we'd like for STC – Cloud based operations.*

Please note: CIVICA have offered a 10% discount for associated transferring and hosting costs. Purchase orders will need to be submitted by 30th June 2023 in order to be eligible for these savings. These costs have been included in the report in red.

Move to Hosting Quote		
Modern.Gov Hosting Solution (100GB)	£6,060 p.a.	After discount until 30 th June 2023 £5,454 p.a.
Data Transfer costs		
If data less than 150Gb:	£0 if electronic data transfer (please allow £200 if Civica need to supply a storage device)	
Initial transfer for Test (not time critical - no downtime)	2 days set-up blank system, plus 1.5 days transfer: £5,246.50 (3.5 x £1,499)	
Live Transfer for Go-Live:	No cost for disk (send same back) Final Data transfer from Civica servers (1 x day): £1,499 Re-transfer, check data and go live (1 x day): £1,499 5.5 days @£1,499 Total: £8,244.50	Day Rate reduced to £950 per day 5 days @ £950 Total: £5,225
TOTAL		
Year 1	£14,304.50 (+VAT)	£10,679.00+vat
Year 2 onwards	£6,060 (+VAT) (Annual costs increase in line with RPI)	£5,454+vat

Civica provides cloud-based hosting solutions as detailed above.

The total costs shown below are inclusive of the complete transfer of all Town Council data stored on the in-house Modern.gov server.

Type of Cost	Cost For	Total Cost
Capital Cost	Transfer of Existing Data to Modern.gov cloud (as detailed above)	£8,244.50+vat £5,225.00+vat
Annual Cost	Modern.gov Hosting (Increases in line with RPI)	£6,060.00+vat £5,454.00+vat
Monthly Cost	Monthly cost for hosting (For Members information)	£505.00+vat £454.50+vat
<p>Option 1 Total Capital Cost: £8,244.50+vat After Discounted Cost: £5,225.00+vat Option 1 Total Annual Cost: £6,060.00+vat After Discounted Cost: £5,454.00+vat</p>		

OPTION 2: External Hosting Solution

The Town Council's IT Consultant sought an alternative quote from a third-party provider for hosting the Modern.gov server. This offers a comparative quote for Members consideration.

IT Consultant confirmed – *‘SoS Hosting – This is our recommended option for you, in terms of cost/reliability, and functionality.*

We’ve leveraged some of our contacts over the last few weeks and have finally got a potential solution for hosting your Modern Server.

We went to several partners in total (ANS, 1and1, Hyve), most of which were unable to help, but a local hosting company in Plymouth was able to help us with a customised solution through our partnership with them.

The server is UK based, and data is kept in the UK, which ticks those GDPR boxes. This will give the same benefits of the Civica solution, but without the £8k on-boarding and £10/year running costs.

Cost:

On-boarding and data transfer from existing server - £1,500 (downtime expected to be around 24 hours while data transfer takes place)

Monthly costs - £285+vat (based on annual payments), it’s slightly more to pay over 12 months – approx. £312/month’.

Type of Cost	Cost For	Total Cost
Capital Cost	On-boarding and data transfer from existing server (as detailed above)	£1,500.00+vat
Annual Cost	Annual Hosting (If paid annually monthly cost breakdown equivalent to £285+vat)	£3,420.00+vat
Monthly Cost	Monthly cost for hosting (If paid monthly annual cost equates to £3,744+vat)	£312.00+vat
Option 2 Total Capital Cost: £1,500.00+vat Option 2 Total Annual Cost: £3,420.00+vat		

OPTION 3: Local Server

The option to replace the Town Council's current and existing server is not recommended by our IT Consultant. However, due diligence is advisable to be always actioned. Therefore, associated costs and works have been sought for Members information and consideration.

IT Consultant confirmed – ‘*Lastly, we’ve priced up a local server for you to replace the existing. This is NOT the route we suggest, as it still leaves you vulnerable to your internet connection/power issues/physically being stolen/water damaged etc’.*

The expenditure below is only a reflection of the costs charged by Modern.Gov to move the data for Issue Manager from one physical server to another:

Server Move quote	
Internal server move (3 days @ £1,499)	£4,497
Public server move (2.5 days @ £1,499)	£3,747.50
SQL database move (0.5 day @1,499)	£749.50
TOTAL (5.5 days @ £1,635.27)	£8,994

Prices are subject to change and quotes are valid for 30 days.

Type of Cost	Cost For	Total Cost
Capital Cost	Replacement physical server	£7,280+vat
Capital Cost	Installation	£2,000.00+vat
Capital Cost	Server move of Modern.Gov data only	£8,994.00+vat
Option 3 Total Capital Cost: £18,274.00+vat		

Budget Information:

The below offers clarity of all the associated costs contained within the IT Proposal received from the Town Council's IT Consultant, inclusive of increased charges for the year 2023/24.

Increased costs for IT Maintenance for 2023/24:

Staff:

Item	Annual Cost Increase
Duo Security	£74.88+vat
Office 365 Licenses	£414.96+vat
BD Antivirus Services	£72.96+vat
Total Increased Annual IT Maintenance Costs for Staff: £562.80+vat	

Total IT Maintenance costs per **month** for the year 2023/24: £1,004.20 +vat

Total **annual** costs based on this figure for the year 2023/24: £12,050.40+vat

Available Budget for IT Maintenance for the year 2023/24: £14,484.00

Councillors:

Item	Annual Cost Increase
Duo Security	£1,023.36+vat
Office 365 Licenses	£510.72+vat
BD Antivirus Services	£61.44+vat
Total Increased Annual IT Maintenance Costs for Councillors: £1,595.52+vat	

Current Annual Costs for the Provision of Councillor IT Maintenance: £3,379.20+vat

All 16 Members have Office 365 accounts. The costs were agreed to be allocated to budget code **PF EMF 6370 Computer Equipment Renewal** until 31st March 2023.

It has been identified that the annual cost for Councillors IT Provisions was **not** budgeted at Precept stage for the year 2023/24. Therefore, a virement from budget code **6370 PF EMF Computer Equipment Renewal to 6306 IT Maintenance** is required for the year 2023/24 for the provision of Councillor IT Maintenance:

6370 Available Budget: £11,675
Virement: £4,974.72+vat

Hosting Solutions:

Item	Option 1 Modern.gov	Option 2 External (SOS)	Option 3 Server
Network Control	£480.00	£480.00	N/A
File Storage <i>(This includes transfer of Town Council data to Office 365 cloud hosting - SharePoint)</i>	£3,500.00	£3,500.00	N/A
Data Transfer <i>(Storage and transfer of Issue Manager Data) (After Discount Costs)</i>	£14,403.50 £10,679.00	£4,920.00	£8,994.00
Server <i>(Inclusive of installation)</i>	N/A	N/A	£9,280.00
TOTAL <i>(After Discount Costs)</i>	£18,383.50+vat £14,659.00+vat	£8,900.00+vat	£18,274.00+vat

Please note the above costs are correct for the fiscal year 2023/24 and will therefore be subject to inflation for the year 2024/2025

Information:

The Town Council's IT Consultant has advised **not** to replace the server. Reasons for this include the following:

- *The server was purchased in 2016 and has software contained within from 2016. This software can become outdated and although the server has been supported for 6 years out of the expected 10, it is already apparent that the server is not running to the standards and capacity the Town Council Staff require to undertake work efficiently.*
- *The physical hardware contained within the server has support in place for 5 years and therefore is not currently supported.*
- *The server is a single point of failure and when appointing the Town Council's IT Consultant, it was with the view to move to the cloud at the earliest suitable opportunity.*

The Administration Department posed some questions to the IT Consultant on the work entailed in transferring the Town Council IT Operations to a cloud-based hosting solution. Please see questions and answers below:

1. Do SOS offer training for SharePoint or is this something we will require to undertake externally?
1A. We're happy to cover the basics with you, over what you can and can't do, and how to access. If you need in-depth training, then of course we'd always recommend a training course on that.
2. How will we manage minimal distribution? Is this work that will be done out of hours? Over a weekend?
2A. Disruption is minimal from the end-user side – there will be 1 day of disruption for users initially when they move over to the new shared files, and around an hour per user when changing their pc login to the new 365 Azure system.
3. What operational impact do we need to consider?
3A. We have 100% fallback in case of a "disaster". All local files are kept on the server until we're 100% sure the SharePoint move has worked, so it's very minimal.
4. Is there a timeline for moving to the cloud?
4A. Once approved, we would aim to have it done within around 6 weeks.
5. Any costs that we are not aware of?
5A. I don't think so at the moment!

There is a vast amount of information on the web in regard to an on-premises server v cloud hosting. Interesting reading and offers further clarity in the advantages and disadvantages of both options:

<https://www.parallels.com/blogs/ras/cloud-vs-server/#:~:text=When%20you%20use%20a%20cloud,outsourced%20to%20another%20IT%20provider.>

https://labforward.io/blog/cloud_server/

<https://www.microsoft.com/en-gb/microsoft-365/business-insights-ideas/resources/cloud-storage-vs-on-premises-servers>

Operational Impact:

Due to increased workloads and timescales of moving to the cloud the operational impact must be considered.

The Administration department posed their concerns to the IT Consultant and were advised:

We're a little worried about your server already, as it keeps on having "moments".

With that in mind, we're thinking that maybe we should get a copy of most of the data onto SharePoint (even if we're not using it), so if there were a disaster, we have a useable copy of the data there. We can schedule for it to be updated monthly. I'd be much happier this way, as would hate for you to have potentially a week or more of downtime if there was a hardware issue.

If it needs to be next year, then that's of course your decision, as we can't make you do it!! Timing wise though, we don't implement any projects over August – (mainly because I'm always away, and it allows all the engineers some downtime with their families) – so we could look at doing it in June/early July.

I will stress though, it's really not that much of a change from the existing way of working, and in a lot of cases will be easier. We've done much larger change overs than yours with minimal issues.

Recommendation from the IT Working Group:

1. To note there are sufficient funds to cover the increased cost for IT provisions for staff (Duo Security, Office 365 Licenses and BD Antivirus Services) for the year 2023/24;

Budget Code: 6306 IT Maintenance

Annual Cost 2023/24: £12,050.40+vat

Available Budget 2023/24: £14,484.00

2. To vire £4,974.72+vat (combination of Office 365, duo security and anti-virus costs - £1,595.52 + £3,379.20) from budget code 6370 PF EMF Computer Equipment Renewal to budget code 6306 IT Maintenance for **IT provisions for Members** for the year 2023/24;

Budget Code: 6370 PF EMF Computer Equipment Renewal

Annual Cost 2023/24: £4,974.72+vat

Available Balance 2023/24: £11,675

3. To recommend to Full Council to approve **Option 2** - External Cloud based hosting solutions provided by the IT Consultant, inclusive of Network Control, Office365 Cloud File Storage (SharePoint), Town Council Data Transfer, Modern.Gov Data Transfer and Annual Cloud Hosting at a total cost of **£8,900.00+vat** (subject to inflation) to **Precept** for the year **2024/2025**;
4. The IT Consultant be appointed to copy Town Council data onto the Office 365 Cloud as soon as feasibly possible **at no cost to the Town Council at this stage**, with the complete transfer of all Town Council data to the Office 365 Cloud to be actioned in **June 2024** to allow sufficient internal preparations and training.

Point 4 is based on the Town Council **approving point 3** at which point the IT Consultant would be paid.

End of Report

Administration Officer

Questions and answers received following issue of IT Report:

For Option 2, Do the 'Plymouth hosting company' have a name? Would this be hosted on a single server, thus potentially still be a single point of failure? We really need to know what their setup is. Is it a Secure data Centre, with power and comms backup etc. What are their SLA's for availability etc.

SOS Response:

With regards to option 2, yes it would be in a secure data centre, with an SLA, and backups. Managed by GSL Media.

Internal Response:

I have googled GSL Media Plymouth – please see this link for more information that may be helpful : <https://www.gslmedia.co.uk/>

Following a telephone discussion held between SOS and Administration Officer it was confirmed as follows:

GSL Media are to broker a connection for STC to host data at a ISO27001 I Data centre (national provider data centre) They currently host websites and are based in Plymouth.

They are compliant and safe.

There are 3 servers that could be utilised. However, as STC are not ready to move until next year this may change, as may the hosting costs.

SLA's will not be affected any more than currently (any issues are extremely rare with Civica data) as currently STC run our their own server onsite managed by SOS and not CIVICA

Internal Response:

Do you know where our data will be held? What company or data centre a deal is being brokered with?

SOS Response:

Sorry, I have nothing left to say on something that's not happening for a year.

Not being awkward, just genuinely can't enter any negotiations/terms/agreements with anyone until we know it's happening and closer to the time.

Can you confirm if Option 1, the Civica option annual costs include any of the licensing costs that we have to pay, or are they on top for all options?

Internal Response:

The costs detailed are for transferring the current data and for three years hosting only. We would also be paying for the Town Council annual licence and support package. I have updated the report as attached as CIVICA have offered a 10% discount.

The Councillor related costs for BD Antivirus, which I assume stands for BitDefender Antivirus, assumes that all 16 councillors are using it, that currently isn't the case, so we might be over paying. Can those without council supplied devices have access to a license key to install it on their own devices to protect them? I also note that there is a VPN add on, what would be the cost to add VPN access to the license costs for those that might need or want to secure their communications better.

SOS Response:

We really don't want to get into managing non-council owned devices, which is will what will happen the second you offer some installed software on a device. I can see it being a problem.

Of the thousands of devices we have out there, non of them run a VPN. The security focus is all on getting to the files/systems in the first place. It's another thing can could turn into a much bigger headache than needed.

We've installed BD on every device that we've issued or found that belongs to STC, so the numbers should be about correct.

Internal Response:

In regards to costs, I spoke to the Town Clerk and as there are 16 Members it is easier reflect the maximum cost for 16 devices within the report. If we allocate for 16 Members in the correct budget this removes any requirement to vire funds or utilise EMF budgets should they be required at a later date.

I have checked and only 5 Cllrs do not currently use Town Council IT Equipment. The annual cost being budgeted for 5 BD Antivirus licences is £307.20.

Not too much of a stretch when you take into consideration staffing costs for work involved to transfer / allocate should Members leave / change their mind.

An example of this is the previous two Cllrs who have joined have requested Town Council IT Equipment and as the monies were not budgeted an EMF has had to be used for monthly costs or transferred to the correct budget code. This creates an additional staffing cost as the Finance department need to manage this. I hope this offers clarity, happy to explain in person but I am sure the Town Clerk can offer further explanation as the RFO.

Additional Information which may be useful:

<https://www.iso.org/standard/27001>

What is ISO/IEC 27001?

ISO/IEC 27001 is the world's best-known standard for **information security management systems (ISMS)**. It defines requirements an ISMS must meet.

The ISO/IEC 27001 standard provides companies of any size and from all sectors of activity with guidance for establishing, implementing, maintaining and continually improving an information security management system.

Conformity with ISO/IEC 27001 means that an organization or business has put in place a system to manage risks related to the security of data owned or handled by the company, and that this system respects all the best practices and principles enshrined in this International Standard.



Saltash Town Council



Grant Application Form

APPLYING FOR: Community Chest

(Tick one box)

☐ ***Grant

Festival Fund Grant

☐

DATE APPLICATION SUBMITTED:

Contact Name:	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Position:	Secretary
Organisation:	Saltash Old Cornwall Society
Contact Address:	<div style="background-color: black; width: 400px; height: 1.2em;"></div>
Telephone Number:	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
E-mail:	
Status of Organization:	Local Organisation
Charity/Company number (if applicable)	Charity No: No Company No: NA
What geographical area does your organization cover?	Saltash

How long has your organization been in existence?	70 years approx.
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Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.

1. Organisation Background

	Date Applied	Project	Amount Applied for	
<p>Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>?</p> <p>(Please list – continue on a separate sheet if necessary)</p>				
	No			
<p>Please list the aims and objectives of your organization</p>	<p>Saltash Old Cornwall Society is a local organisation with a wide ranging aim of preserving and celebrating Cornwall's unique culture, tradition and its language and dialect and caring for the local environment; and preserving its Architecture and historic monuments Also to promote public awareness of these topics and projects, especially in Saltash</p>			

What are the main activities of your organization?	To share knowledge and history of Saltash and Cornwall. To invite speakers to meetings and learn more of Saltash and Cornwall and its Heritage – and is always open to new members which is encouraged. The group visit various places and buildings on historic interest, and often report findings in the local press. We feel this engages the community both historically and culturally
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	Yes / No or N/A
Are you part of a religious group?	No
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	NA
If application is for a School – Is, it for anything other than Environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	NA
If application is from an education, health or social service establishment – do you work in partnership with other groups?	NA
If application is from an education, health or social service establishment – is project in addition to statutory services?	NA

2. Your project

Project	Start Date	1st / June / 2023
	Finish Date	/ /
	Total Cost	£
	Grant Applied For	£300

Project title:	New Sound system
Description of project (please continue on a separate sheet if necessary):	To purchase a sound system (Microphone, stand and sound box) This system will be vital to accommodate speakers and members to produce sound clarity during meetings and gatherings. The sound system is portable and can be easily stacked away into a small space. At the moment, with our meetings in a hired Church Hall of St Nicholas, where SOCS has met for many years, the hall does not have a very good acoustics, so it is very difficult for members and guests to hear and communicate at meetings and guest speaker's presentations. The sound system when we tested a unit on test loan made all the difference.
Where will the project/activity take place?	St Nicholas and St Faith Church rooms which we hire for our meetings. The SOCS has no affiliation to the Church other than to hire the rooms for meetings and events
Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	The Saltash Old Cornwall Society and guests. The SOCS regularly invite guests as speakers (every month) and visitors from all over Cornwall for special events. We would be willing to loan the sound system to other organisations to increase use if deemed appropriate. SOCS has up to 50 members and with other organisations and guests beneficiaries would be in the hundreds
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	Each monthly meeting members struggle to hear, but when we brought in a test system the benefit vote was unanimous

<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)</p>	<p>Almost every member of the SOCS is members other organisations and as such relates to at least 200 personnel. They have all supported this project in the way of supporting the idea and results of such an excellent system. SOCS is a well-established and respected organisation and vital to Saltash's Community life.</p>
<p>How will the project be managed and how will you measure its success?</p>	<p>SOCS will manage the sound system and easily put it in place before the meetings and safely put away in the Church Hall store after meetings in a small space provided. We know of the success due to the test undertaken and unanimously agreed to the system</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>As soon as funding is allocated to SOCS the sound system will be purchased for immediate use. The system will be used in perpetuity</p>
<p>What arrangements do you have in place to ensure safeguarding of children and /or young people and/or vulnerable people (applicable only if your project involves working with this client group)</p>	<p>NA</p>

3. How you will pay for your project.

What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	Purchasing a new sound system Roland Mobile Cube Amp £225 Mic stand and bag £25 Microphone £100
How will you promote STC once application and project are complete?	Via press, media and Facebook/Social Media channels. Plus a label on the system with STC sponsorship printed

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

Organization	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Benefactor (deceased)	£50		bequeathed
Project cost £350 asking for £300 please			

Please confirm the bank account your project is using is in the project's name/organization name	yes
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4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organization's most recent bank statements (mandatory)	To follow
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	To follow
A letter head showing the organization's address and contact details	attached
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)	To follow
A copy of your organization's latest set of accounting statements (if any exist)	To follow
Copies of any letters of support for your project	To follow
If your organization has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council	NA
Other (please list)	

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

These will be delivered by hand in hard copies by Monday evening (late) through Guildhall door in envelope clearly marked

5. Declaration by the applicant

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

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



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

I accept the following:

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

of the organisation to repay the outstanding amount to the Town Council on demand.

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

Signed:			
Print Name(s):			
Position(s):	Secretary (SOCS)		
Date:	21 st April 2023		

Applicants should refer to the Privacy Notice on the Town Council Website www.saltash.gov.uk for details on how we use your data.

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

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

Old Cornwall Society - Saltash
Accounts for
MMXXII

Opening Balance	£ 2,118.85
Income	£ 1,338.50
Expenses	£ 406.67
Closing balance	£ 3,050.68
Cash in hand	£ 20.50
Balance in Bank	£ 3,071.18

J31D4501EF6MBA0000009491001002 393 000
SALTASH OLD CORNWALL SOCIETY

Your account statement

Issue date: 4 April 2023

Write to us at: PO Box 1000, Andover, BX1 1LT

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: ROYAL PARADE PLYMO

TREASURERS ACCOUNT

SALTASH OLD CORNWALL SOCIETY

Account summary

Balance On 03 Mar 2023	£3,010.18
Total Paid In	£183.00
Total Paid Out	£28.80
Balance On 04 Apr 2023	£3,164.38

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
03 Mar 23		STATEMENT OPENING BALANCE			3,010.18
13 Mar 23	CHQ	000655		10.00	3,000.18
30 Mar 23	CHQ	000656		18.80	2,981.38
04 Apr 23	DEP	500033	183.00		3,164.38
04 Apr 23		STATEMENT CLOSING BALANCE	183.00	28.80	3,164.38

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

CHQ - Cheque DEP - Deposit

Saltash Old Cornwall Society

PRESIDENT:



HON. SECRETARY:

The Town Clerk
Saltash Guildhall

Dear Madame

RE COMMUNITY CHEST APPLICATION

I refer to the application recently submitted on behalf of this society together with bank statements showing a reasonably substantial sum in credit.

This money is largely the result of a bequest from the late Colin Squires, a keen local historian and member of this society.

It has been agreed that the bequest should be put towards a project in his memory and the one that has found most favour is the restoration and re-erection of a medieval cross shaft found in the St. Stephens vicarage grounds and now recumbent. It was a project greatly favoured by Mr. Squires and he did some considerable work in communicating with the former Caradon council and the church authorities regarding the viability of the project. We have not yet carried out costings but anticipate that the obtaining of authority to do this work as well as the work itself would use up most of the moneys in hand and we may indeed be seeking grant funding from suitable sources to assist in this. We would of course have to retain some funding for the society's regular expenses. To this extent the money we hold is 'ring fenced.'

I will be pleased to answer any queries regarding this application.

Yours sincerely

CONSTITUTION OF SALTASH OLD CORNWALL SOCIETY as proposed at a Committee Meeting held on 17 February 1994 and amended on 15 March 1994

1. **NAME**
The name of the Society shall be **The Saltash Old Cornwall Society**. It shall be affiliated to the Federation of Old Cornwall Societies
2. **OBJECTS**
The objects of the Society shall be:
 - 2.1. collecting recording and handing on information relating to Cornwall which might otherwise be lost
 - 2.2. giving watchful care to antiquities and other items of interest in Saltash and the surrounding district:
 - 2.3 fostering the old customs of Cornwall
 - 2.4 encouraging interest in Cornish dialect and the Cornish language
 - 2.5 encouraging the use of public footpaths in Saltash and the surrounding district
 - 2.6 handing on to Cornish children their heritage of Cornish Tradition
3. **COLOURS OF THE SOCIETY**
The colours of the Society shall be royal blue, black and gold
4. **MEMBERSHIP**
Membership shall be open to all persons in sympathy with the aims of the Old Cornwall Movement
5. **SUBSCRIPTION**
The annual subscription shall be decided by the members present and voting at the Annual General Meeting. It shall be payable on 1st April in each year without demand but may be paid in advance at the Annual General Meeting when the amount of the ensuing year's subscription has been decided
6. **THE SOCIETY'S FINANCIAL YEAR AND BANKERS**
 - 6.1 The Society's financial year shall end on the 31st day of December in each year to which date the accounts of the Society shall be balanced
 - 6.2. The Bankers of the Society shall be Lloyds Bank PLC until such time as the Society by resolution at an AGM shall decide otherwise. The duly authorised officers to sign cheques shall be either the Treasurer or the President of the Society
7. **SOCIETY'S OFFICERS AND COMMITTEE**
 - 7 The affairs of the Society shall be managed by a Committee of not more than 12 persons comprising the Officers of the Society and three other members who shall (with the exception of the Immediate Past President and as stated below) be elected at the Annual General Meeting
 - 7.1 The Officers of the Society shall consist of:

The President	The Vice President
The Immediate Past President	The Recorder
The Secretary	The Treasurer
The Press Secretary	The Journeys Secretary
The Programme Secretary	
 - and the appropriate Officers shall carry out the duties specified from time to time by the Committee
 - 7.2 The Committee shall have power to co-opt additional members and to appoint one or more sub-committees for such purposes as it may deem appropriate
 - 7.3 Co-opted members shall be allowed to speak at Committee meetings but not to vote unless their position has been ratified by the members in general meeting
 - 7.4 Casual vacancies on the Committee shall be covered by co-option
8. **COMMITTEE MEETINGS**
 - 8.1 The Committee shall normally meet in October February and March in each year and there shall be such other meetings as the members of the Committee deem appropriate
 - 8.2 Minutes shall be taken of all the proceedings of the Committee
 - 8.3 A quorum shall comprise 5 members of the Committee
 - 8.4 In the event of a tied vote the Chairman of the meeting shall have a further casting vote

9. **ANNUAL GENERAL MEETING**

An Annual General Meeting of the Society shall normally be held on the fourth Monday in March in each year except when such Monday falls in the Easter weekend in which case the Annual General Meeting shall be held on either the preceding Monday or the following Monday at the discretion of the Committee
At the Annual General Meeting the following business shall be transacted:

- 9.1 Reports from the President the Secretary and such other Officers as shall have been decided by the Committee
- 9.2 The presentation and, if accepted, the passing of the audited accounts for the previous financial year ended on the 31st day of December prior to the meeting. The accounts shall comprise a balance sheet showing the moneys received by the Society and paid by the Society in the previous financial year.
- 9.3 The setting of the subscription and visitors' fees for the ensuing year after the presentation of a projected budget and the Committee's recommendations
- 9.4 Distribution of donations (if any) to be made by the Society
- 9.5 The election of the Society's Officers and Committee members, the Society's auditor (who may be a member of the Society) and the two representatives of the Society to the Federation of Old Cornwall Societies. The President shall normally serve for a period of 2 years and the Vice President shall be deemed to be the President elect. The President shall not normally be entitled to re-election until a period of four years has elapsed from the termination of his or her Presidency but in exceptional circumstances may serve for a further period of office after the expiration of the initial two years of his or her Presidency.
- 9.6 Such other business as shall have been communicated to the Honorary Secretary at least 7 days prior to the meeting or as may be accepted by the President for discussion at the meeting

10. **SPECIAL GENERAL MEETINGS**

An Extraordinary General Meeting may be requisitioned:

- 10.1 By request of the Committee OR
- 10.2 By written notice to the Secretary signed by not less than 10 members and specifying the purpose for which the meeting is required
- 10.3 Such extraordinary general meeting shall be convened as soon as practicable after the receipt of any such request or notice
- 10.4 The Committee shall decide the time and place of an extraordinary general meeting and notification of it shall be given to the members in writing

11. **QUORUM**

At a Meeting of any description at least one third of the members whose subscriptions have been paid for the current year and who are thus entitled to vote shall form a quorum

12. **AMENDMENTS TO THE CONSTITUTION**

No alteration or addition to this Constitution shall be made except by a resolution carried by a two thirds majority of the members present at an Annual General Meeting entitled to vote and actually voting

13. **VISITORS**

Visitors will be welcomed but shall pay such fees as shall be decided at the Annual General Meeting. No visitor shall be entitled to attend more than two meetings as a visitor in the winter period from September to April.

14. **DISSOLUTION OF THE SOCIETY**

If the Society shall pass in general meeting by a majority comprising three quarters or more of the members present and entitled to vote a resolution of intention to dissolve the Society any balance then in the accounts shall be disposed of as the Society at that meeting shall resolve and thereupon the Society shall be treated as dissolved. If the Society does not resolve within three months of the date of the resolution of the intention to dissolve upon the disposition of any such balance it shall be divided equally between all persons who were members of the Society at the date of the resolution of the intention to dissolve.



Confirmation of Liability Insurance

This document may be useful to you when you are asked to provide evidence of insurance to one of your clients.

Policyholder: The Federation of Old Cornwall Societies
Policy Number: S16000
Policy Wording: Charities and Community Groups

Professional liability insurance

Period of Insurance: 01 August 2022 to 31 July 2023 (both dates inclusive)
Limit: £500,000
Basis: Aggregate

Public liability insurance

Period of Insurance: 01 August 2022 to 31 July 2023 (both dates inclusive)
Limit: £5,000,000
Basis: Any One Claim / Aggregate

Signed for and on behalf of Markel (UK) Limited:

A handwritten signature in black ink, appearing to be "J. M. Fisher", followed by a period.

Dated 1 August 2022

Note: This certificate of insurance is for information purposes only. You should refer to the actual policy document for the binding terms, conditions and exclusions of cover

Saltash Old Cornwall Society



President: [REDACTED]
Secretary: [REDACTED]

Vice President: [REDACTED]
Treasurer: [REDACTED]

From: Bob Munro
Sent: 21 April 2023 19:40
To: saltash town council
Cc: sue hooper
Subject: Sound system funding application

To Saltash Town Council

I am more than happy, as someone who for 48 years has known about the Saltash Old Cornwall Society and its contribution to the life of our town, to support and endorse its application to you for £300 to fund a sound system, to use and loan as indicated on the application form by Saltash Old Cornwall Society.

With every good wish

--

Reverend Bob Munro



Saltash Town Council



Grant Application Form

APPLYING FOR:

(Tick one box)

Community Chest Grant ☒

Festival Fund Grant ☐

DATE APPLICATION SUBMITTED:

26/04/2023

Contact Name:	[REDACTED]
Position:	Grants Officer
Organisation:	Saltash United Football Club
Contact Address:	Callington Road Saltash Cornwall PL126DX
Telephone Number:	[REDACTED]
E-mail:	[REDACTED]
Status of Organization:	Community Amateur Sports Club
Charity/Company number (if applicable)	Charity No: CASC CH3345 Company No: N/A
What geographical area does your organization cover?	Cornwall

How long has your organization been in existence?	January 1950
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Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
Have you applied for a grant from Saltash Town Council within the last 5 Years? (Please list – continue on a separate sheet if necessary)	29/01/2019	Showers	£1000	Y
Please list the aims and objectives of your organization	Saltash United Football Club is registered as a Community Amateur Sports Club (non profit making), which is open to all the community. It offers the club facilities free of charge for anyone who wishes to hold functions such as weddings, birthday parties, meetings etc. It has 3 adult men's teams and one adult woman's team. It also has junior teams in the age groups 5-15 years totalling over 350 boys and girls. These teams are supplied with free food and drink after their games on a Saturday. This helps bond the local community within			

	the sport and is good for exercise and well being.
What are the main activities of your organization?	Football is the Clubs main activity. The Club is also used for Social activities such as weddings, wakes, birthday parties, disabled discos, meetings, bingo, darts, quiz nights, entertainment evenings etc.

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

2. Your project

	Start Date	01 / 06 / 2023
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Project	Finish Date	01 / 08 / 2023
	Total Cost	£ 13527.60
	Grant Applied For	£ 1000

Project title:	Toilet Refurbishment Project
Description of project (please continue on a separate sheet if necessary):	<p>The grant will go towards the complete refurbishment and alterations to the existing Ladies and Gents toilet facilities at the Football Club.</p> <p>There will be a need to replace all existing plumbing and sanitary ware to facilitate the creation of a unisex disabled toilet. Walls will have to be demolished and baby changing facilities added as well as new urinals, hand dryers and heaters. New ceilings and lighting will also be required with full re-decoration to complete the project to bring it up to the current WRAS regulation. A lot of work will be completed by persons on the committee and volunteers to reduce cost</p>
Where will the project/activity take place?	The project will take place where the existing toilets are which is near the main entrance to the Football Club

Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	<p>I have estimated around 3500 people will benefit from this project. These include all Football players (men, women and children) who use the Club.</p> <p>I have also tried to estimate the number of people who use the club in a social capacity for darts, bingo, parties, weddings, wakes, functions etc</p>
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	I have enclosed some pictures of our existing facilities as evidence

<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)</p>	<p>We are constantly being asked by visiting teams from other parts of Cornwall, Devon, Somerset and Avon when are your toilets being improved.</p> <p>We have no Disabled facilities at all and those people who need that facility have to use the nearby Leisure Centre</p>
<p>How will the project be managed and how will you measure its success?</p>	<p>We have a premises manager ([REDACTED]) who will manage the project.</p> <p>We will measure the success of the project with increased footfall through the Football Club</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>We have to complete the project between 1st June and 1st August which is the close season for Football.</p> <p>We also need the project to be managed in such a way that will not interfere with the cashflow of the Football Club</p>
<p>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)</p>	<p>The Football Club has its own safeguarding policy document along with other documents available to read on our website. www.saltashunited.co.uk</p> <p>I have enclosed a copy of this with the other document pack enclosed with this application</p>

3. How you will pay for your project.

What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	I have enclosed two quotations for the work but due to cost we will be going with the cheapest as a lot of the work will be completed by ourselves
How will you promote STC once application and project are complete?	On completion of the project a plaque will be mounted in the Football Club thanking all the organisations and volunteers who made this possible and announced by our Media Manager on our website, twitter, facebook and Instagram accounts

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

Organization	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Cornwall Community Fund Howton Solar Farm	£5000	/	
Spar Community Fund	£1000	/	
Football Foundation	£6175	/	

Please confirm the bank account your project is using is in the project's name/organization name	Yes it is
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4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organization's most recent bank statements (mandatory)	/
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	/
A letter head showing the organization's address and contact details	/
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)	/
A copy of your organization's latest set of accounting statements (if any exist)	/
Copies of any letters of support for your project	To follow /
If your organization has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council	Photo Enclosed with Documents
Other (please list)	I am still waiting for a few letters of support

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

5. Declaration by the applicant

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

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

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

I/we accept the following:

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

organisation to repay the outstanding amount to the Town Council on demand.

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

Signed:			
Print Name(s):	██████████		
Position(s):	GRANTS OFFICER		
Date:	26/04/2023		

Applicants should refer to the Privacy Notice on the Town Council Website www.saltash.gov.uk for details on how we use your data.

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

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



Saltash United Association Football Club

Rules

**Kimberley Stadium
Callington Road
Saltash, Cornwall, PL12 6DX**

Clubhouse: 01752 845746

**The Management Committee of the
Saltash United Association Football Club
express the hope that you will enjoy and
make full use of the facilities of the Club**

Rules as agreed at Club General Meeting –July 2022

1. NAME

The name of the Club shall be Saltash United Association Football Club.

2. HEADQUARTERS

The Club's headquarters shall be situated on the Club's ground at Waterways Stadium, Callington Road, Saltash.

3. OBJECTS

The objects of the Club shall be:

- a. To develop, encourage, promote and provide facilities for the playing of association football and other sporting, social, educational and recreational activities.
- b. To promote fellowship between members and to provide a meeting place for its members & for visiting teams where suitable entertainment & amenities are available.
- c. To promote such fundraising schemes as may be required to meet Club's objectives.

4. MANAGEMENT OF THE CLUB

- a. Officers of the Club
 - i. The officers of the Club who shall be elected annually at the AGM or a Special General Meeting shall consist of the Chairman, Vice Chairman, the Hon. Club Secretary, the Hon. Treasurer, the First Team Football Secretary, and the Premises Manager.
 - ii. In addition, a President and Vice President of the Club may be elected at a General Meeting of the Club and he, she or they shall hold such Honorary Office for such periods as the Club in General Meeting may from time to time determine.
- b. Committees
 - i. The affairs of the Club shall be managed by a Management Committee which shall consist of the officers of the Club and no more than 11 other members of the Club (including

Trustees) who shall be elected at the Annual General Meeting or at a Special General Meeting called for that purpose. Five members shall be deemed necessary to form a Quorum.

- ii. If a casual vacancy occurs in the Management Committee by the death, resignation, suspension or expulsion of one of the members, the Management Committee can appoint another member of the Club to fill the vacancy and any member so appointed shall hold office until the next Annual General Meeting, but he/she shall then be eligible for re-election.
- iii. The Management Committee shall have the power to form sub-committees to deal specifically with finance and to direct any other of the specific activities undertaken in the normal running of the Club. It may also appoint a Bar Committee.
- iv. Meetings of the Management Committee shall take place at least once every two months. The Committee may adjourn and regulate its proceedings by a majority of the votes of those present at the meeting and, in the event of an equality of voting, the Chairman of the meeting shall have a second or casting vote.
- v. The Management Committee shall appoint a Welfare Officer who shall ensure that the club operates a safe, child friendly environment and promotes good practice in line with the relevant Child Protection Policy.

c. Trustees

- i. The Chairman shall nominate such of the officers or members as he thinks fit to be Trustees of the Club. The Trustees will make all such dispositions of the Club property and enter into such agreements in relation thereto as the Chairman may deem proper for giving security for the repayment of loans and interest.
- ii. The property and assets of the Club shall be invested in the Trustees.
- iii. The Trustees shall be entitled to attend Management Committee Meetings and may vote at such meetings.
- iv. The appointed Trustees shall hold office until such time as they shall by mutual consent with the Chairman, relinquish such office, at that time a replacement shall be appointed.

d. Nominations

- i. Nominations for officers of the Club and members of the Management Committee shall be made in writing and received by the Club Secretary not later than 7 days before the Annual General Meeting.
- ii. Nominations for the Club's solicitors and accountants shall be made at the Annual General Meeting.

e. Meetings

- i. An Annual General Meeting shall be held at least once in every year, normally early in July, provided that a period not exceeding 15 months shall elapse between such Annual General Meetings.
- ii. At least 21 days notice shall be given of the Annual General Meeting. Such notice to be posted in the Club house.
- iii. The business to be transacted at the Annual General Meeting shall be all matters required to be dealt with under the terms of these rules, the adoption of the Club accounts together with any other business relevant to the Club's affairs.
- iv. A Special General Meeting may be convened by the Management Committee at any time. Any members entitled to attend and vote at a General Meeting may also summon such a meeting or require one to be summoned at any time on reasonable notice, if a specified number of them joined to do so; the number required being not more than 30 nor more than one fifth of the total number of the members so entitled. Such requisition should state the purpose for which such a meeting is required. At least 14 days notice shall be given to all members stating the purpose of the meeting, such notice being displayed in the Club house.
- v. At a General Meeting of the Club voting will be confined to ordinary members over the age of 18 years and each such member shall be entitled to exercise one vote upon every question falling to be decided at such meetings.
- vi. The quorum of a General Meeting shall be 15 or 5% of the ordinary members or whichever shall be the lesser.

5. MEMBERSHIP

- a. Membership to the Football Club is limited to members of the Club Lotto Competition, Season Ticket Holders and Club Voluntary workers but subject to a review every January. There is no additional charge for membership. Each applicant must complete a form on which is written all their contact details and in the case of a Lotto member an additional Direct Debit Bank Mandate. These details are held on a database and controlled by the Secretary.
- b. All senior Football Players registered as players for the club shall be deemed Club members for the period of their registration. This shall include the three senior men's teams and the Women's team
- c. Life members shall be nominated from amongst the ordinary membership from time to time by the Management Committee, such nomination to be recommended at the next Annual General Meeting. Subject to approval of such recommendation, election to life membership shall be by the Management Committee or in General Meeting or by the Management Committee with other Club members added to it and convened for that purpose. An up-to-date list of all life members shall be maintained by the Membership Secretary. All life members shall pay no membership fee but shall be entitled to the full use of the Club facilities. The number of life members shall not be more than 5% of the total ordinary membership.
- d. Honorary Vice Presidents together with their wives/husbands shall be nominated from time to time by the Management Committee such nomination to be recommended at the next Annual General Meeting where a formal election shall be carried out. Honorary Vice Presidents together with their wives/husbands shall automatically become Members of the Club subject to the Honorary Vice Presidents fee.
- e. The Management Committee shall have the power to elect as Honorary members, members of other clubs for a period not exceeding seven days. The Management Committee also has the right to confer Honorary membership in special circumstances. Any person employed by the club in any capacity will be granted Temporary membership for the period of their employment.

- f. The Management Committee shall have the right to suspend from membership of the Club any member or to exclude any guest (introduced as provided for in Rule 6) or visitor for misconduct or violation of the Rules of the Club.
- g. Any person not eligible for ordinary membership but who is the wife or husband or a child of an ordinary member shall be eligible for family membership within the provisions of Schedule 7 of the Licensing Act 1964.
- j. Junior members under the age of 16 associated with Saltash United, Saltash United Juniors and Saltash Youth Football Clubs shall automatically become Junior members of the Club with no required subscription payable. They shall be entitled to use and enjoy the premises and facilities of the Club at the discretion of the Management Committee for the purposes of watching and playing football and other activities within the objectives of the Club. They will not be supplied with or allowed to consume intoxicating liquor on the premises. All those junior members under the age of 16 shall be permitted to use the Club premises up until 9.00pm.
- k. On a Match Day Children, under the age of 16 years, will be allowed in free as long as they are accompanied by a responsible adult, plays for the Juniors and at the discretion of the Gate Manager. The exception to this will be for entrance to the national FA Cup and FA Vase competitions where the concessionary rate applies in accordance with FA rules.
- l. The Club is non-profit making and any surplus income or gains will be reinvested in the club and does not permit any distribution of club assets, in cash or in kind to members or third parties. This does not prevent donations by the Club to charities or to other clubs that are registered as Community Amateur Sports Clubs.

6. GUESTS

Members shall be entitled to introduce guests to the Club, provided no person whose application for membership has been declined or who has been expelled from the Club shall be introduced as a guest.

7. VISITORS

There may be admitted to the Club premises persons other than members or their guests and intoxicating liquor may be sold to such persons by or on behalf of the Club for consumption on the premises and not elsewhere provided sales of intoxicating liquor to persons other than members or their guests may only take place.

- a. On the occasion of a sporting or other fixture being held at the Club premises with teams from other Clubs or organisations provided that the only persons to whom intoxicating liquor may be sold on such occasions are members or supporters of such teams and the officials connected with the event.
- b. On the occasion of any other function approved by the Management Committee provided that no more than 12 such functions be held in each year. Details of these functions to be notified in writing to the Police Licensing Officer at Divisional Headquarters not less than 48 hours before the event.

8. SUBSCRIPTIONS

- a. Club Lotto members shall pay a monthly fee, via Direct Debit Bank Mandate which shall enter them into the monthly Lotto draw. The club shall distribute the monthly winning numbers by means of the Club web-site, Club Social media accounts, Club notice boards and Matchday programmes. Winners of Lotto prizes should claim from the club Treasurer. Failure to pay the Direct Debit shall eliminate that member from the Lotto and club membership shall cease.
- b. Season Ticket members shall pay a one-off annual fee for their season ticket, prior to the commencement of the football season, which provides entry to all First Team league matches at a reduced rate. The Season Ticket does not include entrance for Cup competitions for which normal entry fees will apply. The Season ticket shall provide Club membership for the duration of the close-season following the completion of the season for which the ticket applies.

- c. Any member reserving ticket(s) in respect of any function organised or assisted by the Club, shall be liable for payment in full for such tickets in the event of non-attendance at the function in question, unless the Club Secretary is notified of such non-attendance not less than 7 days prior to the date of the function.
- d. A list of the names and addresses of all members of the Club shall be available for inspection at any time.

9. CLUB HOURS

- a. The Club Premises shall open for such hours as the Management Committee shall from time to time determine.
- b. The permitted hours for the supply and sale of intoxicating liquor shall be subject to the Licensing Acts, be such hours as the Management Committee shall from time to time determine. Changes to the Club's permitted hours shall not become operative until the Clerk to the Justices has been informed of the alterations. The Chief Officer of Police for the area should also be informed.

10. PERSONS UNDER THE AGE OF 18 YEARS

No person under the age of 18 years shall be supplied with or allowed to consume intoxicating liquor on the premises.

11. CONDUCT OF MEMBERS

- a. Members shall at all times conduct themselves in a proper and seemly manner. Every member of the Club shall be subject to these rules and subject to the payment of their membership fee.
- b. The Management Committee may from time to time make such regulations it considers fit for the conduct and good government of the Club's affairs or any activity incidental thereto.
- c. The Management Committee may make by-laws for the proper running of the Club. All members shall be responsible for the observance of these by-laws by themselves, their guests and (if applicable) children. Breach of the by-laws may result in suspension or termination of membership.

- d. Unless proper arrangements have been made in advance, members must provide payment for whatever expenses they incur in the Club, whether on their own behalf or for their guests, before leaving the Clubhouse.
- e. The Club has no responsibility for any member's possessions wherever they may be left.
- f. All complaints shall be in writing and addressed to the Management Committee.

12.ALTERATIONS TO RULES

No alteration or addition to these rules shall be made except at a General Meeting. The Notice shall have contained particulars of the proposed alteration or addition. The Club Secretary shall within 28 days of making such alteration or addition to these rules, or of the officers of the Club, give written Notice thereof to:-

The Chief Office of Police
The Clerk to the Local Authority

13.CHANGE OF CHAIRMAN OR SECRETARY

Any change of Chairman or Secretary must be reported in writing to the Clerk to the Justices and to the Chief Officer of Police by the Chairman or Secretary within 42 days of the change.

14.POWERS OF BORROWING

- a. The Management Committee of the club shall be empowered to borrow such financial sums as may be required from time to time in pursuit of the objectives of the club.
- b. If at any time the Management Committee of the club passes a resolution authorising the club to borrow money:
 - i. The Management Committee may borrow money for the purposes of the club the amount of money (either at one time or from time to time) and at the rate of interest, in the form and manner and upon security specified in the resolution, and:
 - ii. The Trustees of the leasehold of the club must at the discretion of the Management Committee make any disposition of the club property or any part of it, and enter into any agreement in relation to the club property as the Management Committee thinks fit and proper to give security for any loan and interest.

- c. Every member of the club, whether he votes on a resolution authorising borrowing or not, and everyone becoming a member after the passing of such a resolution, is deemed to have assented to the resolution as if he had voted in favour of it.
- d. Any trustee of the club property or any member standing as a guarantor to any loan facility taken out by the club shall, so far as possible, be indemnified by the club from and against all actions, costs, claims and demands in respect of the enforcement of such guarantee prior to its discharge.

15.INDEMNITY

- a. The club shall at all times indemnify the members of the Management Committee from time to time from and against all actions, costs, claims and demands in respect of any matter (other than, their own dishonesty) arising out of their management and control of the club and consequent upon any action or resolution of the club.
- b. Neither the members of the Management Committee nor any individual member of the club shall be personally liable to repay any company body or individual who has lent money to the club in pursuit of its objectives, save to the extent that such committee members or individual members has given a personal written guarantee to repay such loan.

16.DISSOLUTION OF THE CLUB

If at any general meeting a resolution for the dissolution of the Club is passed by a majority of the members present then the Management Committee shall call a special general meeting that shall not be held less than six weeks later (of which not less than four weeks written notice has been given to each member). The terms of any dissolution resolution shall be stated in any notice to the members, and not less than one half of the members must be present at the special general meeting. The resolution must then be confirmed by a majority of two thirds of the members voting on it. The Management Committee must immediately, or at such future date as is specified in the resolution, proceed to realise the property and assets of the club and discharge its debts and liabilities. Any net assets remaining are to be applied to either:

- i) the purposes of the sports governing body for use in community related sport,
- ii) the purposes of another CASC within the scheme, or the purposes of a charity.

17.EQUAL OPPORTUNITIES POLICY

At all times the club shall operate an equal opportunities policy in order to encourage all of its members to participate equally in the game of football or the objectives of the club generally. Membership shall be open to all irrespective of age, gender, disability, race, ethnic origin, creed, colour, social status and sexual orientation. Failure to adhere to such a policy shall be a disciplinary matter to be determined in accordance with rule 5f. This will also apply in respect of visitors, guests and users of the club's premises.

Addendum

This addendum provides an overview of the changes to the club rules between this document, dated July 2022 as prepared by Club Chairwoman Julie Morley against those dated July 2022 as prepared by then Club Chairman David Bishop

- Section 4 a i – ‘Vice Chairman’ Be added to the list of club officers to be annually elected.
- Any persons giving the club monies or property will be asked to sign a declaration that it will not be asked for it’s return if the said persons leave the club.
- New Trustees will be appointed
- Section 5 k – This paragraph added to comply with FA Rules regarding entry fees to FA competitions.
- Section 8 – This section completely revised to reflect that Members are Lotto Members and Season Ticket Holders. No further or additional subscriptions are required.

CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE

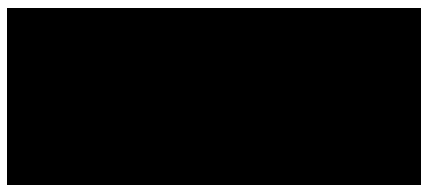
(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998, as amended by the Employers' Liability (Compulsory Insurance) (Amendment) Regulations 2008, (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policy holder employs persons covered by the policy. This requirement will be satisfied if the certificate is made available in electronic form and each relevant employee has reasonable access to it in that form)

Policy Ref.	APL00449BDX-22/SALTUNI-01
1 Name of Policyholder	The Officers, Committee & Members for the time being of Saltash United AFC
2 Date of commencement of Insurance Policy	16/06/2022
Date of expiry of Insurance Policy	15/06/2023

We hereby certify that subject to paragraph 2:

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Guernsey, the Island of Jersey or the Island of Alderney, or to off-shore installations in territorial waters around Great Britain and its Continental Shelf; and
2. The minimum amount of cover provided by this policy is no less than £5 million.

Signed on behalf of Arch Insurance (UK) Limited being the underwriters as defined in the Policy (Authorised Insurers)



Steve Bashford - Chief Executive Officer
Arch Insurance (UK) Limited

The information below is not required by the Regulations:

In paragraph 1 - Name of policyholder, "policyholder" means Insured as defined in the Policy.

Arch Insurance(UK) Limited, Registered address: 5th Floor, Plantation Place South, 60 Great Tower Street, London, EC3R 5AZ. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. FCA Register Number 229887. Arch UK Regional Division, consists of certain FCA registered companies of the Arch Insurance Group who may act as coverholders for certain leading Insurers.


SALTASH UNITED A F C
 

Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345.

Your balances on 31 March 2023

Business Current Accounts

£1,038.31

Business Current Account Statement

Sort Code 20-50-40 • Account No 00800554

SALTASH UNITED A.F.C.

Your Business Current Account

At a glance

03 - 31 Mar 2023

Start balance	£1,213.07
Money out	£5,110.26
► Commission charges	£0.00
► Interest paid	£0.00
Money in	£4,935.50
End balance	£1,038.31

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Date	Description	Money out £	Money in £	Balance £
3 Mar	Start Balance			1,213.07
	DD Direct Debit to BT Group PLC Ref: GP00005863-000098	207.74		1,005.33
6 Mar	DD Direct Debit to Fdr Pos Term Rent Ref: Fdgl138445221A	1.20		1,004.13
	Giro Direct Credit From BCard1114296050323		170.30	1,174.43
	Giro Direct Credit From BCard1114296040323		633.00	1,807.43
	Giro Direct Credit From Fdms 511325409 Ref: 511325409		126.10	1,933.53
7 Mar	DD Direct Debit to British Gas Busine Ref: 601469999090420000	512.00		1,421.53
	Giro Direct Credit From Fdms 511325409 Ref: 511325409		12.30	1,433.83
8 Mar	Giro Direct Credit From BCard1114296070323		77.50	1,511.33
	Giro Direct Credit From Fdms 511325409 Ref: 511325409		54.00	1,565.33
	Giro Direct Credit From Fdms 511325409 Ref: 511325409		337.30	1,902.63
	Deposit at Barclays 14222 Ref: 19.0607Marikpob000		825.19	2,727.82
9 Mar	Giro Direct Credit From BCard1114296080323		111.70	2,839.52
10 Mar	DD Direct Debit to Barclaycard Ref: Bcd01114296280223	42.84		2,796.68

Continued

Date	Description	Money out £	Money in £	Balance £
	Balance brought forward from previous page			2,796.68
10 Mar	Giro Direct Credit From Chelsea Baker Ref: Chelsea Baker		5.00	2,801.68
	Giro Direct Credit From BCard1114296090323		14.40	2,816.08
13 Mar	Giro Direct Credit From BCard1114296120323		37.50	2,853.58
	Giro Direct Credit From Fdms 511325409 Ref: 511325409		119.25	2,972.83
	— Deposit at Barclays 14222 Ref: 16.3611Marlkpob000		248.45	3,221.28
14 Mar	DD Direct Debit to Fdms Ref: 511325409 Svcchg	48.17		3,173.11
15 Mar	DD Direct Debit to St Austell Brewery Ref: Account 433015	1,829.66		1,343.45
16 Mar	DD Direct Debit to Close-Club Insure Ref: 80977597	234.93		1,108.52
	Giro Direct Credit From BCard1114296150323		150.00	1,258.52
17 Mar	Giro Direct Credit From BCard1114296160323		108.30	1,366.82
20 Mar	DD Direct Debit to Kinex Ref: 1005549	66.41		1,300.41
	Giro Direct Credit From BCard1114296180323		183.65	1,484.06
	Giro Direct Credit From Fdms 511325409 Ref: 511325409		10.60	1,494.66
21 Mar	Giro Direct Credit From American Express P Ref: AX8580332187		17.27	1,511.93
	Giro Direct Credit From Fdms 511325409 Ref: 511325409		61.20	1,573.13
	— Deposit at Barclays 14222 Ref: 17.5421Marlkpob000		179.34	1,752.47
22 Mar	Giro Direct Credit From BCard1114296210323		87.60	1,840.07
	Giro Direct Credit From Fdms 511325409 Ref: 511325409		19.80	1,859.87
	Giro Direct Credit From Fdms 511325409 Ref: 511325409		76.80	1,936.67
23 Mar	Giro Direct Credit From BCard1114296220323		84.30	2,020.97
27 Mar	Giro Direct Credit From BCard1114296250323		20.60	2,041.57
	Giro Direct Credit From Fdms 511325409 Ref: 511325409		146.40	2,187.97
28 Mar	DD Direct Debit to Sky Business Ref: 1887567 Sub	651.78		1,536.19

Continued

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				1,536.19
28 Mar	Giro Direct Credit From Fdms 511325409 Ref: 511325409		111.35	1,647.54
	— Deposit at Barclays 14222 Ref: 17.0728Marlpob000		501.35	2,148.89
29 Mar	DD Direct Debit to E.On Next Ref: A-9B532C70-001	22.04		2,126.85
	DD Direct Debit to British Gas Ref: BCL0209980-0201647	30.89		2,095.96
	DD Direct Debit to British Gas Ref: BCL0209981-0201646	46.25		2,049.71
	Giro Direct Credit From Fdms 511325409 Ref: 511325409		105.55	2,155.26
	Giro Direct Credit From Fdms 511325409 Ref: 511325409		251.90	2,407.16
31 Mar	DD Direct Debit to St Austell Brewery Ref: Account 433015	987.44		1,419.72
	DD Direct Debit to Devon Contract Was Ref: AU1996	106.32		1,313.40
	DD Direct Debit to BT Group PLC Ref: GP00005863-000099	207.74		1,105.66
	DD Direct Debit to Onecom Sys Limited Ref: 2110995	114.85		990.81
	Giro Direct Credit From BCard1114296300323		47.50	1,038.31
31 Mar	Balance carried forward			1,038.31
	Total Payments/Receipts	5,110.26	4,935.50	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Bank of England Base Rate Information

Rate effective from 23 Mar 2023 was	4.250%
Rate effective from 02 Feb 2023 was	4.000%

SALTASH UNITED JUNIORS

GUIDANCE NOTES NO:

1.4

SAFEGUARDING POLICY AND PROCEDURES: CLUB TEMPLATE

FOR CLUBS

Version: 1.1
Published: MAY 2019



FOR ALL

USING THIS POLICY

Page 95

This policy template is provided so that you can add your club name to the relevant sections. It is important that this policy is discussed by the committee. The club needs to be sure it is clear about its responsibilities and that it adheres to this policy in full. Having a proactive Club Welfare Officer is an integral requirement of this policy.



FOOTBALL CLUB SAFEGUARDING CHILDREN POLICY

Page 96

1. Football Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity. We subscribe to The Football Association's (The FA) Safeguarding Children – Policy and Procedures and endorse and adopt the Policy Statement contained in that document.
2. The key principles of The FA Safeguarding Children Policy are that:
 - the child's welfare is, and must always be, the paramount consideration;
 - all children and young people have a right to be protected from abuse regardless of their age, gender, disability, race, sexual orientation, faith or belief;
 - all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
 - working in partnership with other organisations, children and young people and their parents/carers is essential.

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse.

Football Club recognises that this is the responsibility of every adult involved in our club.
3. Football Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's Safeguarding Children Regulations (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.
4. We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:
 - specify what the role is and what tasks it involves;
 - request identification documents;
 - as a minimum meet and chat with the applicant(s) and where possible interview people before appointing them ask for and follow up with two references before appointing someone;
 - where eligible require an FA accepted Disclosure and Barring Service (DBS) Check in line with current FA policy and regulations.

FOOTBALL CLUB SAFEGUARDING CHILDREN POLICY CONT'D

Page 97

All current

Football Club members working in eligible roles, with children and young people – such as managers and coaches are required to hold an in-date FA accepted Disclosure and Barring Service (DBS) Check as part of responsible recruitment practice¹.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of

Football Club guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via the DBS Check process and that all suitability decisions will be made in accordance with legislation and in the best interests of children and young people.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.

5. Football Club supports The FA's Whistle Blowing Policy. Any adult or young person with concerns about a adult in a position of trust with football can 'whistle blow' by contacting The FA Safeguarding Team on **0800 169 1863**, by writing to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW1P 9EQ, by emailing Safeguarding@TheFA.com or alternatively by going direct to the Police, Children's Social Care or the NSPCC.

Football Club encourages everyone to know about The FA's Whistle Blowing Policy and to utilise it if necessary.

6. Football Club has appointed a Club Welfare Officer in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer training provided by The FA and/or County FA. The Club Welfare Officer is the first point of contact for all club members regarding concerns about the welfare of any child or young person. The Club Welfare Officer will liaise directly with the County FA Designated Safeguarding Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of Respect, poor practice and abuse amongst club members.
7. We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the Club Welfare Officer in cases of serious bullying the County FA Designated Safeguarding Officer may be contacted.

8. Respect codes of conduct for players, parents/carers, spectators, officials and coaches have been implemented by

Football Club. In order to validate these Respect codes of conduct the club has clear actions it will take regarding repeated or serious misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by the County FA in more serious circumstances.

¹ The FA's policy on DBS Checks is subject to change. DBS Check information and guidance can be found at [TheFA.com/football-rules-governance/safeguarding/section-3-safer-recruitment-and-dbs-checks](https://www.thefa.com/football-rules-governance/safeguarding/section-3-safer-recruitment-and-dbs-checks)

FOOTBALL CLUB SAFEGUARDING CHILDREN POLICY CONT'D

Page 98

9. Reporting your concerns about the welfare of a child or young person. Safeguarding is everyone's responsibility if you are worried about a child it is important that you report your concerns – no action is not an option.

- i. If you are worried about a child then you need to report your concerns to the Club Welfare Officer.
- ii. If the issue is one of poor practice the Club Welfare Officer will either:
 - Deal with the matter themselves, or;
 - Seek advice from the County FA Designated Safeguarding Officer.
- iii. If the concern is more serious – possible child abuse, where possible, contact the County FA Designated Safeguarding Officer first, then immediately contact the Police or Children's Social Care.

iv. If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your Club Welfare Officer know what action you have taken, they in turn will inform the County FA Designated Safeguarding Officer

- v. If at any time you are not able to contact your Club Welfare Officer or the matter is clearly serious then you can either:
 - Contact your County FA Designated Safeguarding Officer directly;
 - Contact The FA Safeguarding Team on **0800 169 1863** or Safeguarding@TheFA.com;
 - Contact the Police or Children's Social Care;
 - Call the NSPCC 24 hour Helpline for advice on **0808 800 5000** or text **88858** or email help@nspcc.org.uk.

NB – The FA's Safeguarding Children Policy and Procedures are available as **Guidance Notes 1.2: Grassroots Football: Safeguarding Children Policy and Procedures**. These are under the 'Useful Resources' at: [TheFA.com/football-rules-governance/safeguarding/section-1-footballs-safeguarding-framework](https://www.thefa.com/football-rules-governance/safeguarding/section-1-footballs-safeguarding-framework).

The policy outlines in detail what to do if you are concerned about the welfare of a child and includes flow diagrams which describe this process. How to make a referral is also covered in the Safeguarding Children workshop. Participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation. For more information on this workshop contact your County FA Designated Safeguarding Officer.

10. Further advice on Safeguarding Children matters can be obtained from:

Name:

T:

E:

County FA:

County Football Association's Designated Safeguarding Officer

T:

E: CountyWO@

- [TheFA.com/football-rules-governance/safeguarding](https://www.thefa.com/football-rules-governance/safeguarding)
- Emailing – Safeguarding@TheFA.com
- The FA Safeguarding Children general enquiry line **0845 210 8080**



The Football Association
Wembley Stadium
London HA9 0WS
T: +44 (0)800 169 1863
F: +44 (0)800 169 1864
W: TheFA.com

Estimate

Date	18/02/23
Estimate number	5922

Dear [REDACTED]

Thank you for asking our family business to quote for your works. We have been trading since 2006 with our plumbing and heating works and we have continued to grow our team and the services we offer ever since. To reflect this, in 2021, we updated our business name from All Gas Southwest to All Home Improvements Cornwall but our traditional family values and focus on personal customer service has always remained the same. We are proud to employ all our own trades to offer a complete in house solution for your project and, wherever possible, we always partner with local suppliers for our installation materials and resources. We hold accreditations with Gas safe, Oftec, Napit and Fensa and as a Which?Trusted Trader we always provide a 12 month workmanship warranty for works we undertake. We hope this quote will be of interest to you and we look forward to your feedback.

As per our meeting please find a draft for the ladies wc refit to suit your needs.

- Remove all plumbing, all electrics and the dividing wall.
- Strip floors out and take the room back to a shell.
- Excavate the floors and move all drainage to the new locations to fit 3 cubicles in, and PVC clad the ceiling.
- Design 3 enclosures 2 x standard size and a larger enclosure for mobility issues this will also have the bay changing area included, grab rails taller toilet and panic alarm
- The basins will be at the end of the enclosures x 2 with storage cabinets for the cleaning products and a large mirror, with 2 hand dryers.
- The walls all half height paneled, Altro anti slip flooring installed.
- Everything is being designed for ease of cleaning and maintenance

Many thanks,
Mark, Zoe & The Team.

Description	Unit price	Quantity	Total
Ladies bathroom	£17000.00	1.00	£17000.00
Exc VAT			£17000.00
VAT (20.000%)			£3400.00
Total			£20,400.00

Should you wish to accept this quotation please sign and return a copy of this quote to us. Upon its receipt we will contact you to take your deposit, schedule works and issue your receipt. For all bathroom and heating installations a deposit of 50% is payable in advance to secure installation dates. The next stage payment is 35% due on or before the first day of installation and the 15% balance is due on or before the day of completion. For all building works stage payments will be agreed by individual customer project based on the value of and proposed duration of works.

Name.....

Signature.....

Date.....

PAYMENT

Our preferred method of payment is Bacs to All Gas South West Limited, Account no 20163860, Sort code 30-67-79 or credit/debit card payment can be taken by the office. By signing this agreement you confirm that you have read and agree to our terms and conditions. A copy of our full terms and conditions can always be provided on request. All quotes are valid for 30 days.

All Home Improvements Cornwall is a trading name of All Gas southwest limited
Tamar View Nurseries, Callington Road, Saltash, PL12 6PH

Email: info@allgas.biz
Company Reg: 7102633 VAT No: 983369373 Gas Safe No: 300249



All Gas Standard T & C

Terms & Conditions

This document will tell you the terms and conditions that will apply to the installation work we will carry out in your property.

The Installation

1. All prices include VAT at the current rate.
2. Your quote is valid for 30 days. After this time your quote may no longer be valid and we will need to review the quote.
3. We will carry out the work during normal working hours (08:30 – 17:00, Monday to Friday, excluding bank holidays and public holidays) unless agree between the parties.
4. Your installation comes with a 12-month workmanship warranty from the date of the installation, please note that this is not an insurance backed warranty.
5. The price we quote does not include the cost of removing any dangerous waste materials, such as asbestos, that we could not reasonably identify when we gave you your quote. You can call a specialist contractor to remove these dangerous materials or we may be able to arrange for them to be removed at an extra cost. When asbestos is removed, you will need to produce a 'site clearance for reoccupation' certificate, which you can get from the asbestos removal company, before we can continue to work at your property.
6. Any time frames we give you are our best estimates and we will do what we can to keep to those time frames. Where there are likely to be delays we will let you know as soon as possible and agree new time frames with you, the time it take us to complete the work has no effect on the price we quoted you.
7. We may need you to lift carpets or take up floor coverings, so we can complete the work. We will give you as much notice as possible if we need you to do this. You can call a specialist contractor to do this work or we may be able to do it for you at an extra cost. If we do any of this work for you, we will only be responsible for unnecessary damage caused directly by our negligence and it will be at your responsibility to put the flooring back once the work is completed.
8. We will take care to carry out the work without causing damage to your property. If we cause unnecessary damage because of negligence we will put it right. Sometimes we have to do extra work if we cannot use existing pipework or wiring to install the boiler. And this can cause damage to things like inside and outside finishing's (for example, wall coverings and paint). You may need to redecorate, repair or restore certain areas once the work is completed. This is not included in the price we quoted and you will be responsible for this.
9. If you are a tenant, you will need your landlord's permission before you allow us to start the work, and we may need you to give us evidence that you have got this permission. If we carry out work at the landlord's property and you have not got permission or have given us false or inaccurate information, you will compensate us for any losses we suffer because of your failure to get your landlord's permission.
10. If your property is a listed building or in a conservation zone, it is your responsibility to make sure that you get any permission you need before we start the work, and we will need evidence from you that you have this permission. We will not be able to start any work if you have not obtained the appropriate planning permission or if you are unable to give us evidence that you have this permission. If we carry out work at your property and you have given us false or inaccurate information, you will compensate us for any losses we suffer because of your failure to obtain the permission you needed, which may include court fines and penalties.
11. The price we quote includes removing all non dangerous materials, including your old boiler and central heating parts we replace.
12. You will need to have an adequate gas or oil (where applicable) and electricity supply to your property before we can start the work.
13. Where we have connected new equipment to your existing system, we cannot accept responsibility for the cost of repairing or replacing parts of your existing system that later develop faults, unless we have been negligent in not realising that this damage to your existing system would happen or unless the way we carried out the work was negligent and this caused the fault.
14. As water supply can change, we cannot be responsible for your central heating system failing to work properly because your water supply becomes inadequate or keeps changing, unless we were negligent in how we tested your water pressure.
15. We cannot be responsible if we cannot meet our responsibilities because of things beyond our control example, poor weather conditions, industrial disputes, strikes that we are not directly involved in or if we find that species (for example bats, birds butterflies and dormice) or plants that could be subject to special protection are found to be present in your property.
16. To carry out the work as quickly as possible, we may use one of our approved contractors. All installers that we use are fully qualified and gas safe, oftec registered (as applicable) and they all carry identity cards. We are responsible for the contractors that we use.
17. You must pay the deposit shown on your quote when you accept the quote. You must pay the balance of the quote when we have finished the installation when we have signed a credit agreement. If your credit agreement ends for whatever reason under the terms of the Consumer Credit Act 1974 you must pay the rest of the quoted price to us immediately, instead of the finance company.
18. We can cancel this agreement at any time by giving you written notice. If we cancel this agreement without good reason, will pay you any reasonable cost you have to spend or losses you suffer as a direct result of our cancellation.
19. Your quote, together with these terms and conditions, sets out the entire agreement between you and us, nobody else will be able to benefit from this agreement. This agreement is governed by the laws of England and Wales.

Your Cancellation Rights.

1. You can cancel this agreement up to 14 days after you have signed the agreement. If you cancel your agreement after the work has started, we will charge you our reasonable costs for:
 - (a) Any work already carried out.
 - (b) Any goods already installed into your property
 - (c) For any bespoke or special-order items, ordered especially for your works, or handling fee if returnable.If you cancel within 14 days of the agreed installation date the deposit will be non refundable and we may charge for any items that have been pre-ordered.
2. You will not be able to cancel once the work is fully completed or the goods have been installed into your property. We can deduct our costs from any deposit you have paid for them.
3. If you have signed a credit agreement which relates to this agreement, your credit agreement will be automatically cancelled.
4. If you wish to cancel please contact us at Info@allgas.biz and call us on 01752 590037.
5. If there is a significant delay in the installation after the cooling off period that was not caused by you, or was not caused by events beyond our

control, then you will have a right to cancel this agreement and receive a full refund (within 30 days of the cancellation) providing that you notify us prior to the installation taking place. If we have seriously broken our duties to you, as set out in this agreement, you have a right to cancel and receive a full refund.

6. If you have any questions regarding these terms and conditions, please let us know before you accept the quote.

7. By signing the agreement you are confirming that you have read and agree to these terms and conditions.

Complaints procedure

1. We will always be fair and reasonable, should you ever feel that we have that we have failed to honour our promise, we will seek to ensure that your complaint is dealt with quickly and fairly. The easiest way to complain is simply to give us a call, please contact us on the main number as set out in all correspondence (01752 590037).
2. If you wish to write, please write to Complaints, All Gas south west Limited trading as All Home Improvements, Tamar View Nurseries, Saltash, Cornwall, PL12 6PH. In case of dispute or complaint not resolved on electrical work undertaken by us you are able to contact Stroma as a 3rd party intermediary on 0345 543 0330 or complaints@stromainstaller.co.uk.
3. We will endeavour to acknowledge your complaint immediately and will respond with a proposal to resolve your complaint within five business days. We will attempt to resolve any issues immediately, however if we are unable to do this, we will ensure you are kept informed of the progress on a regular basis.
4. Where we cannot resolve any complaints using our own complaints procedure, as a Which? Trusted Trader we use Ombudsman Services Ltd. for dispute resolution, in the unlikely event of any complaint arising and you wish to refer the complaint to them please contact Which? Trusted traders in the first instance on 0117 981 2929.

Data Protection

1. Under the data protection act and European Union Data Protection Regulations, we are committed to treating all information you provide in accordance with our legal obligations.
 2. Some of the information you provide to us (your 'personal information') including your contact details and information and photographs taken during your assessment or installation, regarding your property may be disclosed to:
 - (a) Undertake the installation and any associated services. Or
 - (b) Contact you about our partners similar services and products. Or
 - (c) Use the photographs for marketing purposes.Or
 - (d) To make all the required registration including but not limited to warranty, registrations and any relevant certification registration. Or
 - (e) Pass to third party inspection companies to undertake a technical inspection on our instruction. Or
 - (f) To supervisory organisations who supervise and/or help regulate the specialist installation activities.
 3. If you wish to change your contact preferences at any time, or have any other queries regarding data protection, please contact us at info@allgas.biz or call us on 01752 590037
 4. We may monitor and record all communications we have with you, (including emails and telephone conversations), to make sure that we meet our legal and regulatory duties and to make sure that we are providing a good service to you.
 5. You may request a copy of information we hold about you by placing a request in writing to:

All Home Improvements Cornwall
Tamar View Nurseries
Saltash, Cornwall
PL12 6PH.

We will respond to any request made within 30 days.
 6. If any data is found to be incorrect we will take every measure to correct this.
 7. We will not hold data that is no longer legitimately required or where you have withdrawn your consent for us to hold it. We are not able to erase data if we are legally required to keep it.
 8. We will only use your contact details to communicate with you about our goods and services.
- A copy of our privacy policy is available upon request

Intellectual Property Rights

1. The trade marks, copy right, design right and all other intellectual property rights in any materials and other documents or items that we propose or produce for you about the installation will belong to us absolutely, or be licensed to us.
2. You may not use the materials, documents or other items provided by us for any commercial purposes.

Name.....

Signature.....

Date.....

Estimate

Date	18/02/23
Estimate number	5921

Dear Mr Des Marshall

Thank you for asking our family business to quote for your works. We have been trading since 2006 with our plumbing and heating works and we have continued to grow our team and the services we offer ever since. To reflect this, in 2021, we updated our business name from All Gas Southwest to All Home Improvements Cornwall but our traditional family values and focus on personal customer service has always remained the same.

We are proud to employ all our own trades to offer a complete in house solution for your project and, wherever possible, we always partner with local suppliers

for our installation materials and resources. We hold accreditations with Gas safe, Oftec, Napit and Fensa and as a Which? Trusted Trader we always provide a 12 month workmanship warranty for works we undertake. We hope this quote will be of interest to you and we look forward to your feedback.

As per my recent visit to the ground, please find the draft quote for the new toilets as discussed, The current toilets removed, all flooring, plumbing and electrics removed out of the room to enable a fresh start,

- The ceiling will be clad in PVC so it is maintenance free with new led lighting fitted.
- The dividing wall will be removed so we can set the space out better for the 2 cubicles.
- Once the wall is out and the room is empty we can lay out the design for a disabled cubicle, a standard cubicle and 2 urinals with a sink and hand dryer.
- The walls will all be half height paneled in bathroom paneling and the floor laid in Altro anti slip flooring with upstand for easier cleaning,
- A new dividing wall constructed to enable 2 enclosures 1 larger with grab rails, taller toilet, basin, hand dryer a complete area suitable for mobility issues.
- Install another WC in another enclosure
- Fit 2 new mains urinals
- A new wall mounted sink
- A heater for the room
- A hand dryer

Redecorate the room and seal everything so there are no gaps and pipes on show anywhere.

Many thanks for inviting us to quote,
Mark, Zoe & The Team.

Description	Unit price	Quantity	Total
Gents refitted	£12500.00	1.00	£12500.00

Exc VAT	£12500.00
VAT (20.000%)	£2500.00
Total	£15,000.00

Should you wish to accept this quotation please sign and return a copy of this quote to us. Upon its receipt we will contact you to take your deposit, schedule works and issue your receipt. For all bathroom and heating installations a deposit of 50% is payable in advance to secure installation dates. The next stage payment is 35% due on or before the first day of installation and the 15% balance is due on or before the day of completion. For all building works stage payments will be agreed by individual customer project based on the value of and proposed duration of works.

Name.....

Signature.....

All Home Improvements Cornwall is a trading name of All Gas southwest limited
Tamar View Nurseries, Callington Road, Saltash, PL12 6PH

Email: info@allgas.biz
Company Reg: 7102633 VAT No: 983369373 Gas Safe No: 300249



Date.....

PAYMENT

Our preferred method of payment is Bacs to All Gas South West Limited, Account no 20163860, Sort code 30-67-79 or credit/debit card payment can be taken by the office. By signing this agreement you confirm that you have read and agree to our terms and conditions. A copy of our full terms and conditions can always be provided on request. All quotes are valid for 30 days.

All Gas Standard T & C

Terms & Conditions

This document will tell you the terms and conditions that will apply to the installation work we will carry out in your property.

The Installation

1. All prices include VAT at the current rate.
2. Your quote is valid for 30 days. After this time your quote may no longer be valid and we will need to review the quote.
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5. The price we quote does not include the cost of removing any dangerous waste materials, such as asbestos, that we could not reasonably identify when we gave you your quote. You can call a specialist contractor to remove these dangerous materials or we may be able to arrange for them to be removed at an extra cost. When asbestos is removed, you will need to produce a 'site clearance for reoccupation' certificate, which you can get from the asbestos removal company, before we can continue to work at your property.
6. Any time frames we give you are our best estimates and we will do what we can to keep to those time frames. Where there are likely to be delays we will let you know as soon as possible and agree new time frames with you, the time it take us to complete the work has no effect on the price we quoted you.
7. We may need you to lift carpets or take up floor coverings, so we can complete the work. We will give you as much notice as possible if we need you to do this. You can call a specialist contractor to do this work or we may be able to do it for you at an extra cost. If we do any of this work for you, we will only be responsible for unnecessary damage caused directly by our negligence and it will be at your responsibility to put the flooring back once the work is completed.
8. We will take care to carry out the work without causing damage to your property. If we cause unnecessary damage because of negligence we will put it right. Sometimes we have to do extra work if we cannot use existing pipework or wiring to install the boiler. And this can cause damage to things like inside and outside finishing's (for example, wall coverings and paint). You may need to redecorate, repair or restore certain areas once the work is completed. This is not included in the price we quoted and you will be responsible for this.
9. If you are a tenant, you will need your landlord's permission before you allow us to start the work, and we may need you to give us evidence that you have got this permission. If we carry out work at the landlord's property and you have not got permission or have given us false or inaccurate information, you will compensate us for any losses we suffer because of your failure to get your landlord's permission.
10. If your property is a listed building or in a conservation zone, it is your responsibility to make sure that you get any permission you need before we start the work, and we will need evidence from you that you have this permission. We will not be able to start any work if you have not obtained the appropriate planning permission or if you are unable to give us evidence that you have this permission. If we carry out work at your property and you have given us false or inaccurate information, you will compensate us for any losses we suffer because of your failure to obtain the permission you needed, which may include court fines and penalties.
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14. As water supply can change, we cannot be responsible for your central heating system failing to work properly because your water supply becomes inadequate or keeps changing, unless we were negligent in how we tested your water pressure.
15. We cannot be responsible if we cannot meet our responsibilities because of things beyond our control example, poor weather conditions, industrial disputes, strikes that we are not directly involved in or if we find that species (for example bats, birds butterflies and dormice) or plants that could be subject to special protection are found to be present in your property.
16. To carry out the work as quickly as possible, we may use one of our approved contractors. All installers that we use are fully qualified and gas safe, oftec registered (as applicable) and they all carry identity cards. We are responsible for the contractors that we use.
17. You must pay the deposit shown on your quote when you accept the quote. You must pay the balance of the quote when we have finished the installation when we have signed a credit agreement. If your credit agreement ends for whatever reason under the terms of the Consumer Credit Act 1974 you must pay the rest of the quoted price to us immediately, instead of the finance company.
18. We can cancel this agreement at any time by giving you written notice. If we cancel this agreement without good reason, will pay you any reasonable cost you have to spend or losses you suffer as a direct result of our cancellation.
19. Your quote, together with these terms and conditions, sets out the entire agreement between you and us, nobody else will be able to benefit from this agreement. This agreement is governed by the laws of England and Wales.

Your Cancellation Rights.

1. You can cancel this agreement up to 14 days after you have signed the agreement. If you cancel your agreement after the work has started, we will charge you our reasonable costs for:
 - (a) Any work already carried out.
 - (b) Any goods already installed into your property
 - (c) For any bespoke or special-order items, ordered especially for your works, or handling fee if returnable.If you cancel within 14 days of the agreed installation date the deposit will be non refundable and we may charge for any items that have been pre-ordered.
2. You will not be able to cancel once the work is fully completed or the goods have been installed into your property. We can deduct our costs from any deposit you have paid from you for them.
3. If you have signed a credit agreement which relates to this agreement, your credit agreement will be automatically cancelled.
4. If you wish to cancel please contact us at Info@allgas.biz and call us on 01752 590037.
5. If there is a significant delay in the installation after the cooling off period that was not caused by you, or was not caused by events beyond our

control, then you will have a right to cancel this agreement and receive a full refund (within 30 days of the cancellation) providing that you notify us prior to the installation taking place. If we have seriously broken our duties to you, as set out in this agreement, you have a right to cancel and receive a full refund.

6. If you have any questions regarding these terms and conditions, please let us know before you accept the quote.

7. By signing the agreement you are confirming that you have read and agree to these terms and conditions.

Complaints procedure

1. We will always be fair and reasonable, should you ever feel that we have that we have failed to honour our promise, we will seek to ensure that your complaint is dealt with quickly and fairly. The easiest way to complain is simply to give us a call, please contact us on the main number as set out in all correspondence (01752 590037).
2. If you wish to write, please write to Complaints, All Gas south west Limited trading as All Home Improvements, Tamar View Nurseries, Saltash, Cornwall, PL12 6PH. In case of dispute or complaint not resolved on electrical work undertaken by us you are able to contact Stroma as a 3rd party intermediary on 0345 543 0330 or complaints@stromainstaller.co.uk.
3. We will endeavour to acknowledge your complaint immediately and will respond with a proposal to resolve your complaint within five business days. We will attempt to resolve any issues immediately, however if we are unable to do this, we will ensure you are kept informed of the progress on a regular basis.
4. Where we cannot resolve any complaints using our own complaints procedure, as a Which? Trusted Trader we use Ombudsman Services Ltd. for dispute resolution, in the unlikely event of any complaint arising and you wish to refer the complaint to them please contact Which? Trusted traders in the first instance on 0117 981 2929.

Data Protection

1. Under the data protection act and European Union Data Protection Regulations, we are committed to treating all information you provide in accordance with our legal obligations.
 2. Some of the information you provide to us (your 'personal information') including your contact details and information and photographs taken during your assessment or installation, regarding your property may be disclosed to:
 - (a) Undertake the installation and any associated services. Or
 - (b) Contact you about our partners similar services and products. Or
 - (c) Use the photographs for marketing purposes.Or
 - (d) To make all the required registration including but not limited to warranty, registrations and any relevant certification registration. Or
 - (e) Pass to third party inspection companies to undertake a technical inspection on our instruction. Or
 - (f) To supervisory organisations who supervise and/or help regulate the specialist installation activities.
 3. If you wish to change your contact preferences at any time, or have any other queries regarding data protection, please contact us at info@allgas.biz or call us on 01752 590037
 4. We may monitor and record all communications we have with you, (including emails and telephone conversations), to make sure that we meet our legal and regulatory duties and to make sure that we are providing a good service to you.
 5. You may request a copy of information we hold about you by placing a request in writing to:

All Home Improvements Cornwall
Tamar View Nurseries
Saltash, Cornwall
PL12 6PH.

We will respond to any request made within 30 days.
 6. If any data is found to be incorrect we will take every measure to correct this.
 7. We will not hold data that is no longer legitimately required or where you have withdrawn your consent for us to hold it. We are not able to erase data if we are legally required to keep it.
 8. We will only use your contact details to communicate with you about our goods and services.
- A copy of our privacy policy is available upon request

Intellectual Property Rights

1. The trade marks, copy right, design right and all other intellectual property rights in any materials and other documents or items that we propose or produce for you about the installation will belong to us absolutely, or be licensed to us.
2. You may not use the materials, documents or other items provided by us for any commercial purposes.

Name.....

Signature.....

Date.....

QUOTE

Saltash United Football Club

Date
22 Feb 2023

ADS GAS PLUMBING &
HEATING LTD

Quote Number
QU-0033

VAT Number
223754710



Description	Quantity	Unit Price	VAT	Amount GBP
<ul style="list-style-type: none"> - To remove and dispose of existing bathroom suites. - To remove internal wall and dispose of waste material. - To alter hot, cold and waste pipework ready for new suite. - To replaster entire bathrooms ready for decoration. 	1.00	11,273.00	20%	11,273.00
Gents Toilet				
<ul style="list-style-type: none"> - To supply and fit x 3 new urinals within same location. - To supply and fit new basin in new location as discussed. - To supply and fit x 2 new toilets in location discussed - To supply and fit x 2 toilet cubicles. - Please note all decoration to her carried out by yourselves. 				
Ladies Toilet				
<ul style="list-style-type: none"> - To remove and dispose of existing bathroom suites - To alter pipework ready for new suite. - To supply and fir new basin in location discussed. - To supply and fit x 2 new toilets in location discussed. - To supply and fit x 2 toilet cubicles. - To supply and fit new doc m toilet suite including cubicle. - Please note all decoration to be carried out by yourselves. 				
Upon completion test and leave in full working order.				
Subtotal				11,273.00
TOTAL VAT 20%				2,254.60
TOTAL GBP				13,527.60

Terms

Quotes are valid for 30 days.

Saltash United

Association Football Club

Kimberley Stadium | Callington Road | Saltash | Cornwall | PL12 6DX

Tel: (01752) 845746



Vat number: 313279080

Affiliated to: Cornwall County FA

Members of: South West Peninsula League, East Cornwall League & Duchy League

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www.saltashutdfc.co.uk



CHARTER STANDARD
COMMUNITY CLUB

[REDACTED]

Shepton Mallet AFC – Secretary

The Playing Fields

Shepton Mallet

To whom it may concern

I am writing this letter in support of the grant application for Saltash Football Club and their request for toilet refurbishment and a disabled facility.

The Club is a great asset to the area and works hard to pull in crowds and provide a safe friendly environment for many people of all ages and abilities .

I hope you are able to support them in their application

[REDACTED]











Saltash Town Council



Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest

☐

Grant

Festival Fund Grant

☒

DATE APPLICATION SUBMITTED:

1st April 2023

Contact Name:	[REDACTED]
Position:	Chair
Organisation:	Saltash Regatta
Contact Address:	[REDACTED], [REDACTED]
Telephone Number:	[REDACTED]
E-mail:	[REDACTED]
Status of Organisation:	Community Organisation
Charity/Company number (if applicable)	Charity No: Company No:
What geographical area does your organisation cover?	Saltash , Cornwall

How long has your organisation been in existence?	Over 21 years, the current committee has been in place for 8 years.
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Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
Have you applied for a grant from Saltash Town Council within the last 5 Years? (Please list – continue on a separate sheet if necessary)	13/4/2022	Saltash Regatta	£2943	Yes
	3/08/2021	Saltash Regatta	£2929.43	Yes
	11/11/2019	Saltash Regatta	£ 2985.20	Yes
	15/10/2018	Saltash Regatta	2320	Yes
	21/3/2017	Saltash Regatta	2000	Yes
	20/2/2016	Saltash Regatta	1742	Yes
Please list the aims and objectives of your organisation	<p>The aims of the committee are to continue to offer this two day Waterside event for free; involving a range of performers, entertainers, musicians, bands, traders and charity supporters.</p> <p>The Gig rowers will return on Saturday 29th July and the Saltash Rowing Club will be using the Tamar and Brunel Green on Sunday. Community engagement is usually high; with all schools invited to join the children's parade. Transport to the event is provided by CEPL12.</p> <p>We will again run a Hoppa bus service providing easy opportunities to visitors visiting the town. The cardboard boat race has great interest and attracts many businesses and spectators.</p> <p>Our aim is to run the regatta in a prudent manner and we look to maintain an account credit to carry forwards each year. We intend to continue to grow in a steady manner over the coming years, with an intention to become the best riverside event in Devon and Cornwall. We were awarded the most colourful land and see event as part of the</p>			

	<p>Nautical Tourist Award for Cornwall 2022.</p> <p>Our commitment to banning single use plastic is high and we have made great progress in become more ecofriendly.</p> <p>All our local supporters are key to this aim, and provide essential support.</p> <p>Our intention each year is to seek further regional funding to continue our growth.</p> <p>We rely on fundraising and will be launching a Crowdfunder campaign after Easter. This will be us teaming up with partner events, such as May fair and Christmas Festival. If successful, we can access additional match funding. We have seen a decline in sponsorship each year so we are looking at new ways to raise the money we need.</p> <p>We have upgraded our stage in previous years, by hiring equipment which complements the trailer from Saltash Chamber of Commerce. The event has used two stages for the last few years as we want to ensure community bands are given the opportunity to perform, along with 'paid for' entertainers. It means entertainment will be across the whole site, not just on Waterside Green.</p>
	Yes / No or N/A
Are you part of a religious group?	No
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	N/A
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	N/A
If application is from an education, health or social service establishment – do you work in partnership with other groups?	N/A
If application is from an education, health or social service establishment – is project in addition to statutory services?	N/A

2. Your project

Project	Start Date	Saturday 29 th July 2023
	Finish Date	Sunday 30 th July 2023
	Total Cost	£18,405.46

	Grant Applied For	£ 3000

Project title:	Saltash Regatta and Waterside Festival
Description of project (please continue on a separate sheet if necessary):	<p>This event is a free Waterside festival with water events on the Tamar. It showcases Saltash and brings together the community, businesses and stakeholders. It covers two days and is run essentially with volunteers. This year we will again be engaging with the Saltash Environmental Action, to keep our area tidy.</p> <p>We reflect the support we are given in our entire marketing, website, Facebook etc, as logos and named supporters. The over arching aim is to ensure this event continues and can try to make a small profit to carry forwards. We engage with the community in the following ways:</p> <ol style="list-style-type: none"> 1. A children's parade, led by the Civic participants, opens the Regatta, where all local schools, organisations, preschools, brownies, rainbows and the local Town band are invited to join this colourful parade. 2. Sponsorship is sought from local businesses. 3. The Committee is led by volunteers, local to Saltash. 4. The cardboard raft race attracts local competitors as a fun event. 5. The paint party attracts children and adults to create colour and laughter. 6. Churches Together enjoy an outdoor service on Sunday morning. 7. Strong links with Livewire provides a platform for local musicians to show case their talents and boost their potential in the music industry. 8. Two stages are used across both days; covering the whole site, using the Saltash Chamber of Commerce trailer and a hired platform stage. <p>The committee organises the full event, booking traders, advertising, maintaining safety, setting up and clearing away the event and all associated administration. Fundraising is a large part of the event, again managed by volunteers.</p>

Where will the project/activity take place?	Brunel, Jubilee and Waterside Greens
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Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	The event attracts on average 10,000 visitors from Saltash and surrounding areas over two days. This impacts on local businesses and brings visitors to the area.
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	It is an event that has run for over one hundred years; is well attended and attracts very positive feedback.
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation Consultation with Community)	We seek financial support from Cornwall Councillors and funding from local businesses. We will launch a Crowdfunder page and sell raffle tickets.
How will the project be managed and how will you measure its success?	The event is being managed by volunteers from the Saltash regatta committee, working with Diverse events for stall bookings. The success will be measured in attendance and feedback.
Please give the timescale and key milestones for your project, including a start date and finish date.	It is essential that we are fully funded by July 2023.

What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)	<p>A full event management plan and risk assessments are being produced to ensure the event is safe for all, including children, young people and vulnerable people.</p> <p>This plan will be circulated to police, fire, ambulance, licencing, streetworks, and Cornwall Council Events Team.</p> <p>If the events team deems it necessary it will also be sent to the Local Event Safety and Guidance Group.</p>
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3. How you will pay for your project.

What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	£125.00	Artwork
	£250.00	Saltash Observer
	£50.00	Chamber Stage
	£920.00	Small sound & big stage
	£1,080.00	Stage sound – This bid
	£190.00	Paint party
	£55.00	Raffle printing
	£420.00	Billy Wiz – this bid
	£1,823.78	Brandon Hire - Toilets, fire trollies, toilet empty, generators
	£765.68	Insurance
	£21.00	Temporary Events Notice
	£55.00	Licence for Car Park
	£1,000.00	Security
	£2,800.00	Event Management
	£1,700.00	Traffic management
	£1,500.00	Medical – this bid
	£650.00	Waste management
	£1,000.00	Volunteer expenses
	£3,000.00	Entertainment
	£1,000.00	Misc

How will you promote STC once application and project are complete?	Saltash Town Council will be promoted on all social media advertising, as well as editorial content.

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

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Sponsorship through Waterways	2000	✓	✓
Cornwall Council	£900	✓	Verbally only
Local businesses	£4000	✓	
Stall bookings	£8000	✓	Bookings just opened and we are halfway to our target
Crowdfunder	£1000- 2500	Launch April 2023	

Please confirm the bank account your project is using is in the project's name/organisation name	Yes
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4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organisation's most recent bank statements (mandatory)	✓
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	This is issued just before the event.
A letter head showing the organisation's address and contact details	✓
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)	✓
A copy of your organisation's latest set of accounting statements (if any exist)	✓
Copies of any letters of support for your project	✓
If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council	✓
Other (please list)	

If any of the above documents have not been enclosed, please give reasons

<p>We always get our insurance document just before the event, attached is the quote.</p> <p>.</p>
--

why in the box below:

5. Declaration by the applicant

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

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

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

I/we accept the following:

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

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

Signed:			
Print Name(s):	██████████		
Position(s):	Saltash regatta Chair		
Date:	1/4/2023		

CONSTITUTION – SALTASH REGATTA COMMITTEE 2023

Name : Saltash Regatta Committee

Location : Saltash Cornwall

Objectives : To organise and stage the annual Saltash Regatta

Powers : In furtherance of the objectives, but not otherwise, the management committee (Committee) may exercise the power to :

1. Raise funds and to invite and receive contributions, provided that in raising funds, the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
2. Buy, rent or take lease or in exchange any property or assets necessary for the achievement of the objectives, and maintain or equip for use as necessary.
3. Subject to any consents required by law, the Committee may also sub-let property, and sell, loan or rent its assets to other organisations in Saltash and district.
4. Subject to any consents required by law, the Committee may borrow money and charge all or any part of the assets of the Regatta with repayment of the money so borrowed.
5. Subject to any consents required by law, the Committee may operate a lottery or draw in order to raise funds.
6. Co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objectives, and to exchange information and advice with them.
7. Appoint and constitute such advisory committees as the Committee may think fit.
8. Do all such other lawful actions as are necessary for the achievement of the objectives.

Membership : Membership is open to anyone, subject to approval by the Committee. There will be no membership fees.

Management Committee : The Committee shall consist of at least three members, but there is no maximum limit to Committee members co-opted.

1. Meetings shall be held at least three times per year. One third of Committee members must be present to form a quorum (minimum three members).
2. The Regatta may take out and pay for indemnity insurance for the annual event, or personal indemnity on behalf of Committee members, or insurance of the assets.
3. All Committee members are elected for a period of one year. They will retire at the AGM, but may be re-elected.
4. The Committee shall produce a set of annual accounts.
5. Committee Officers will include an elected Chairman, Treasurer and Secretary.

Annual General Meeting (AGM) : The AGM shall be held no later than six months after the end of the financial year. Public notice must be given at least 14 days before the AGM. The AGM will hear reports of the years work, receive the report of the Treasurer, accept the resignation of the outgoing Committee and elect Committee members for the next year.

Voting at AGM : All members are entitled to vote. Voting shall be by a show of hands. In the event of a tie, the Chairman's vote is decisive.

Special General Meeting (SGM) : The Chairman may call a SGM to resolve a serious problem or if it is proposed to change the Constitution. 14 days public notice of a SGM must be given.

Amendment : The Constitution may be amended by a majority vote at the AGM or SGM.

Assets and Property : These are the responsibility of the Committee at all times, and a Register should be maintained.

Income and Expenditure : This is the responsibility of the Treasurer and Committee. Proper accounts shall be kept and made available to members at the AGM. Accounts shall be audited annually according to law by a qualified person who is not a member. The accounting year shall be from each September.

Bank Account : An account shall be opened in the name of the Regatta and the signatures of at least two Committee members will be needed for cheques to be drawn on the account.

Dissolution : The organisation may be dissolved if deemed necessary by the members in a majority vote at an AGM or SGM. Funds and other remaining assets shall be distributed to other local charities or to Saltash Town Council in respect of assets acquired with grants.

Chair – [REDACTED]
Treasurer – [REDACTED]
Secretary – [REDACTED]



XLA Audio

Diverse Events

Quotation: Saltash Regatta & Waterside Festival

Order Date	08/01/2023	Delivery Address
Our Reference	67	
Your Reference		
Rental Period	29/07/2023 09:00 to 30/07/2023 17:00	

Item	Type	Quantity	Price	Surcharge	Total
------	------	----------	-------	-----------	-------

Crew

Day Rate	Service	1 x 2 Days
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Transport

Delivery & Collection	Service	1 x 1 miles
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Speakers

L'Acoustics Kiva	Rental	8
L'Acoustics Kibu-sb (<i>accessory</i>)	Rental	2
L'Acoustics SB18	Rental	4
L'Acoustics 12XT	Rental	2

Amplifiers

L'Acoustics LA4	Rental	1
L'Acoustics LA8	Rental	1

Mixing Consoles



XLA Audio

Diverse Events

Quotation: Saltash Regatta & Waterside Festival

Item	Type	Quantity	Price	Surcharge	Total
DIGICO S21	Rental	1			
DIGICO D-Rack (<i>accessory</i>)	Rental	1			

Microphones

Microphone Package	Rental	1			
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Charge total	£900.00
Tax total	£180.00
Charge and tax total	£1,080.00

Billy Wiz Entertainments

INVOICE

Invoice for: Aaron Monk
Diverse Events

Invoice No. 290723SR

ENTERTAINMENT	DATE	TIME	FEE
Magic Shows and Close Up Magic	Saturday 29th July 2023	12 to 5pm	£420

SUB TOTAL	£420
EXPENCES	£00
TOTAL	£420

Please make cheque payable to 'Graeme Ash'

Payment due prior to event

Thank you

Public Liability Insurance Policy No. HU P16 1432274, Limit: £10,000,000



Adam Mann

Director | Paramedic



First Aid | Ambulance | Welfare | Training

www.peninsulamedics.co.uk

From: Diverse Events <info@diverse-events.com>

Sent: Tuesday, February 14, 2023 11:48 AM

To: events@peninsulamedics.co.uk

Subject: Event Quotes 2023

Good Morning,

Would it be possible to have a quote for the following events, please?

If it is easier, please do fire over hour/day rates of your FREC3 people and a manager/supervisor/para, as well as the price of an ambulance or medical 'center' on site.



Peninsula Medics Ltd.



United Kingdom
Company No. 13665542

Prepared For
Saltash Regatta Committee c/o Diverse
Events CIC
United Kingdom

Quote Date
12/04/2023

Quote Number
0000022

Description	Rate	Qty	Line Total
First Aid services for Saltash Regatta and Waterside Festival 2023 1x Operational Team Leader 4x Event Medical Responders (Level 3 minimum) Tent and/ or Ambulance TBC	£1,500.00	1	£1,500.00
Subtotal			1,500.00
Tax			0.00
Quote Total (GBP)			£1,500.00

Terms

Payment required no later than 24 hours prior to event. Resources will not be deployed to the event if payment has not been received or a written agreement reached in advance. Payment may be made electronically via invoice, BACS or Cheque, or Cash or card in person.

[REDACTED]
SALTASH REGATTA FUND
[REDACTED]
[REDACTED]

Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345.

Your balances on 29 March 2023

Business Current Accounts

Community Account Statement	£4,390.30
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Business Savings Accounts

Business Premium Account	£0.13
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This is the end of your account summary.

Issued on 30 March 2023

SALTASH REGATTA FUND

Your Community Account

At a glance

Date	Description	Money out £	Money in £	Balance £
30 Dec	Start Balance			6,922.80
27 Mar	On-Line Banking Bill Payment to Chris Tandy Ref: Roads 2022	1,388.50		5,534.30
29 Mar	On-Line Banking Bill Payment to Karen Lilley Ref: Store Repair Bill	1,144.00		4,390.30
29 Mar	Balance carried forward			4,390.30
	Total Payments/Receipts	2,532.50	0.00	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

30 Dec 2022 - 29 Mar 2023

Start balance	£6,922.80
Money out	£2,532.50
► Commission charges	£0.00
Money in	£0.00
► Gross interest earned	£0.00
End balance	£4,390.30

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

INCOME 2022

Date	Amount paid	Description	Type
08/06/2022	£75.00	Vulcanise SW	Sponsorship / Fundraising
22/07/2022	£2,943.00	Saltash Town Council	Grant
25/07/2022	£4,975.00	Cornwall Foundation	Grant
01/08/2022	£200.00	Cubico UK Ltd	Sponsorship / Fundraising
08/08/2022	£250.00	ads gas	Sponsorship / Fundraising
10/08/2022	£100.00	Infinite Services - Raffle - 2nd (CASH PAYMENT)	Sponsorship / Fundraising
16/08/2022	£50.00	Nicky's glow beads - paint party sponsor	Sponsorship / Fundraising
23/08/2022	£125.00	Carlton Plastics	Sponsorship / Fundraising
24/08/2022	£2,000.00	Waterways (John) - £1k to Sand £1k to other	Sponsorship / Fundraising
05/10/2022	£90.00	Lion's Quiz Night	Sponsorship / Fundraising
30/08/2022	£250.00	Jollies	Sponsorship / Fundraising
31/08/2022	£50.00	Logic Accountants	Sponsorship / Fundraising
04/09/2022	£250.00	Grove Nurseries - Raffle - 1st (cash)	Sponsorship / Fundraising
05/10/2022	£684.24	Raffle	Entertainment
05/10/2022	£175.76	Paint Party	Entertainment
05/09/2022	£250.00	Saltash Tandori	Sponsorship / Fundraising
22/09/2022	£900.00	Cornwall Council Councillors - Cheque	Grant
08/09/2022	£7,155.46	Stalls	Stalls
06/10/2022	£416.20	Stall Electricity	Stalls
12/09/2022	£500.00	shelleys bar	Sponsorship / Fundraising
28/12/2022	£279.76	Raffle money from Hilary via Aaron	Sponsorship / Fundraising
	£50.00	Asta Barista Baby - Electric Donation	Stalls
	£75.00	Spinnaker - Raffle - 3rd	Sponsorship / Fundraising

EXPENDITURE 2022

Date	Amount	Description	Type
01/09/2022	£75.00	Artwork	Advertising
06/09/2022	£90.00	Sand sign	Advertising
06/09/2022	£92.99	Road signs	Advertising
06/09/2022	£42.00	Sign - Jollys and Navy	Advertising
06/09/2022	£437.40	Saltash Observer	Advertising
06/09/2022	£22.68	Cardboard boat trophies - "Trophies Plus Medals"	Awards
30/09/2022	£75.00	raffle- christine	Awards
30/09/2022	£250.00	raffle - heather	Awards
03/08/2022	£648.00	Sand	Entertainment
22/08/2022	£900.00	Jubilee Green Stage (via Barry) & Waterside Green Sound	Entertainment
03/09/2022	£150.00	The Kites	Entertainment
06/09/2022	£190.00	Paint party	Entertainment
06/09/2022	£26.95	Prizes for parade	Entertainment
05/09/2022	£395.00	Billy Wiz	Entertainment
05/09/2022	£175.00	Samba Kernow	Entertainment
05/09/2022	£50.00	Caitlin Barnes and Elliot Goodwin	Entertainment
05/09/2022	£50.00	The Schambles	Entertainment
05/09/2022	£50.00	Identity Theft	Entertainment

05/09/2022	£50.00	The Kites	Entertainment
05/09/2022	£300.00	Sultans	Entertainment
05/09/2022	£350.00	Layla Zee Susan	Entertainment
05/09/2022	£300.00	Town Band	Entertainment
05/09/2022	£180.00	Simon and John	Entertainment
05/09/2022	£75.00	Tuna	Entertainment
05/09/2022	£50.00	Roxie Grew	Entertainment
05/09/2022	£210.00	Horse with no name	Entertainment
05/09/2022	£175.00	Samba Kernow	Entertainment
05/09/2022	£200.00	Cornish Jam	Entertainment
05/09/2022	£150.00	Stone River Band	Entertainment
05/09/2022	£300.00	All About Iris	Entertainment
06/09/2022	£51.00	Raffle ticket printing	Entertainment
21/09/2022	£150.00	wreckers morris	Entertainment
31/08/2022	£12.00	Drinks at meeting for committee	Expenses
02/09/2022	£82.00	Food for volunteers - Barrista saltash on Friday	Expenses
04/09/2022	£257.00	Volunteer tab - West Coast Catering	Expenses
05/09/2022	£710.00	Volunteer tab - Fat Food Fox	Expenses
05/09/2022	£69.30	Volunteer tab - Fantastic Food Fellas	Expenses
06/09/2022	£30.72	Toilet roll / bleach	Expenses
08/09/2022	£150.00	Tamar Trash	Expenses
08/09/2022	£250.00	Navy Donation	Expenses
04/10/2022	£50.00	photo invoice	Expenses
06/03/2022	£606.82	Waste management	Hire and Services
05/09/2022	£140.00	Mike Pitches	Hire and Services
05/09/2022	£280.00	Bus for Navy	Hire and Services
06/09/2022	£139.92	Extra Horn Speakers	Hire and Services
06/09/2022	£1,745.00	Medical	Hire and Services
06/09/2022	£2,750.50	Event management	Hire and Services
06/09/2022	£492.25	Event Management - Hire & costs	Hire and Services
06/09/2022	£918.00	Security	Hire and Services
08/09/2022	£800.00	Sound Jubilee	Hire and Services
03/10/2022	£653.17	Stall Electricity	Hire and Services
03/10/2022	£1,414.80	Brandon Hire - Toilets, fire trollies, toilet empty	Hire and Services
01/09/2022	£765.68	Insurance	Insurance & Licences
06/09/2022	£21.00	Temporary Events Notice	Insurance & Licences
12/09/2022	£55.00	Licence for Car Park	Insurance & Licences
06/09/2022	£21.99	3x donation pot	Sponsorship / Fundraising
20/09/2022	£100.00	Raffle - 2nd prize (Robert)	Sponsorship / Fundraising
	£50.00	GraceNotes Acapella	Entertainment
	£100.00	Barrys gazebo	Hire and Services
	£1,700.00	Traffic management	Hire and Services
	1270	CIC Creation	Hire and Services
	£1,000.00	Roofing	Storage

INCOME	£21,844.42
EXPENDITURE	£22,896.17
PROFIT & LOSS	-£1,051.75



Saltash Regatta Committee

info@saltashregatta.co.uk



Chairperson
Saltash Regatta Committee

Saltash Gateway CIC

4 Fore Street, Saltash

Corwall PL12 6JL

Tel: 01752 848348

Web: www.communityenterprisespl12.co.uk

Email: hopper@communityenterprisespl12.co.uk



08/04/2023

Saltash Regatta 2023

Letter of support

To Whom It May Concern

We have been supporters of this event for many years and we shall continue to offer our full backing to the successful running of the event. We provide transport to visitors of the event and have helped to ferry the gig rowers and members of the public from various locations in Saltash, over both days. We will support in a similar way this year, following relevant guidelines and working within the capacity we can manage. [REDACTED] always talks to us about what the Regatta needs and we have already begun discussing 2023.

We fully support the event; it is great for the community and brings trade to our town at the same time.

Regards

[REDACTED]

Hub & Transport Manager Community Enterprises PL12



Saltash Regatta Committee

27/09/2022

Regatta Reflections – Chairs report

Regatta 3rd & 4th September 2022

[REDACTED], Chair and [REDACTED] (Diverse Events CIC) along with the volunteers organising the annual Regatta and Waterside Festival, are delighted to celebrate another successful event, if not a little wet!

Feedback has been very positive overall. A clash in dates this year meant that the Caradon Gig Rowers were unable to run their usual Championship races during the Regatta weekend. This was a one off scenario and arrangements have already been made for next year, to ensure this does not happen again.

Sponsorship was sourced in the main from Saltash Town Council, Cornwall Community Foundation and Waterways Drainage. Financial contributions were also gained from Cornwall Councilors, Carlton Plastics, Spinnaker International, Grove Nurseries Boarding Kennels, Infinite, and a small number of businesses locally. Raising money is becoming harder each year.

The support the event received from the Royal Navy Submariners and Air Cadets was exemplary. They helped with all aspects of the management, in particular road blocks. Additionally they had a great attitude and got involved in the races at the same time.

The event supporters included CBL Hire and Sales, Redeemer Church, Mike Pitches Photography and Community Enterprises, PL12.

The Saltash service deliver teams were really helpful throughout every stage of the preparations and the event itself. Sean was very supportive indeed in every way.

A huge thanks to the Mayor at the Civic and Children's Parade. The Mayor opened the event and spent some visiting stalls.

Saltash Town Band led the procession safely to the Waterside, where prizes were handed out. The parade had fewer children due to its timing in September, when schools are not engaged, but was still a spectacle.

The Regatta Relay Paddle board race was well supported, as was the glorious Paint Party and the thrills and spills of the Cardboard Boat Race. Jon and Dee White, along with their team of volunteers from Redeemer Church, have been organising this infamous spectacle for five years now and do a fantastic job. They also created a fun Treasure Hunt and gave out prizes.

We could not find a free recycling service this year for the boats, so had to use our budget for the removal of cardboard.

Once again, Saltash Environmental Action worked to keep the area spotlessly clean.

The future is creative fundraising, the Regatta will return again but we need to push very hard for community support and sponsors, as despite it being a great event; sadly these costs rise year on year

We could not have run this event without the financial support received by Saltash Town Council.

Yours Sincerely

A solid black rectangular box used to redact the signature of the sender.

Home Library Service

RESPONSIBLE COMMITTEE: SERVICES

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

Current Document Status			
Version	1 DRAFT	Approved by	
Date	April 2023	Date	
Responsible Officer	DO	Minute no.	
Next review date			

Version History			
Date	Version	Author/Editor	Notes
April 2023	1 DRAFT	DO/AJT	NEW policy. Rec to P&F 27.04.2023 Min 09/23/24 with amendments

Document Retention Period
Until superseded

Home Library Service

Background

Saltash Town Council (STC) has approved to continue the Saltash area Home Library Service (HLS) from the Saltash Community Library Hub following Cornwall Councils decision to no longer manage or stop providing the service across the county.

STC Council Library Hub will manage and co-ordinate the local HLS for Saltash as defined by the Saltash Town perimeter/border. It will be the responsibility of the Community Hub Team Leader and Library staff to manage the service.

The service is also defined as to allow community volunteers to deliver (and collect) Library books to borrowers who cannot access the Library Hub physically by definition of being 'housebound'.

Level of Service

January – March 2023 – Continuity of 2022 HLS as financially supported by Cornwall Council.

April 2023 – New Saltash Town Council managed Home Library Service as defined co-ordinated from the STC Library Hub and managed by the Community Hub Team Leader and Library Information Assistants.

It is intended to preserve the existing service of borrowers and volunteers as well as continue to market and build a wider number of community volunteers to deliver books for 'eligible borrowers' (Definition below).

Eligible Borrower definition

The Home Library Service is the provision of outreach library services to those who cannot access conventional library provision due to health, transport or caring duties.

These borrowers are defined by their physical and/or mental inability to access their local library and/or the mobile library and with no family, friends or neighbours nearby who could regularly support them to access books. Housebound borrower status can be temporary if they have just been discharged from hospital, have a temporary care package or are recovering from an operation.

Every referral should be considered with the above in mind and with site discretion on a case by case basis where someone is unable to:

- Travel to a static or mobile library

- Gain access to a static or mobile library due to mobility or other issues
- Carry materials to or from a static or mobile library

The service aims to ensure that people who may be isolated have access to a wide range of reading materials delivered to the place they reside based on their personal preferences and will also provide an important opportunity for social contact. The service also provides access to e-books, e-audio books and e-magazines.

Volunteers – Legal parameters, insurance and DBS checks

All volunteers will be asked to complete an application form and DBS checks will be mandatory. DBS checks will be paid for by STC with a full check every five years and an annual disclosure check.

STC will offer relevant training from time to time. Health and Safety training and induction will be provided.

Volunteers will be insured by Saltash Town Council during the act of collecting the books from Saltash Library Hub and delivering the books to the front door of the 'borrower'. Insurance will not be provided while in a mode of transport.

Mileage will be based on 45p per mile for volunteers by presenting a monthly mileage claim form. Limited to two visits per month.

Data base management

Library Excel database of spreadsheets of volunteers and borrowers is to be managed and accessed by Community Hub Team Leader and designated Library Information Assistant. The management of this data will be in line with Information and Data Protection Policy and Data Retention and Disposal Policy.

Risk Assessments

Risk Assessment Form : Home Library Service

This risk assessment consists of three sections.

Assessment Reference No.	BG/RA7/V1	Area or Activity Assessed	Home Library Service	Total no. of continuation sheets used:
Assessment Date	February 2023			
Persons who may be affected by the activity (i.e., are at risk)	Volunteers (and where stated staff) Staff (including volunteers unless stated otherwise), Public and Contractors			6

SECTION 1: Hazard and Risk Controls

No	Hazard/Work Description	Existing controls in place to reduce risk (you must check that these controls are actually working)	Residual Risk			Further action needed to reduce risks	Reduced Risk		
			S	P	R		S	P	R
1.	General Hazards		3	2	6				

No	Hazard/Work Description	Existing controls in place to reduce risk (you must check that these controls are actually working)	Residual Risk			Further action needed to reduce risks	Reduced Risk		
			S	P	R		S	P	R
		<ul style="list-style-type: none"> This Risk Assessment should be read in conjunction with the Saltash Library Hub Home Library Service Management Procedure. Training will be provided to all staff-volunteers on the findings of this Risk Assessment and home delivery procedure. Roles and responsibilities will be made clear to all volunteers. Arrangements for accessing Managers for support will be explained to all volunteers. General H&S Policy and Procedures will apply to volunteers. Staff and volunteers Volunteers will be required to wear sensible footwear with good grip. 							
2.	Violence and Aggression from the public when delivering books	<ul style="list-style-type: none"> All staff-volunteers to record working location on daily schedule. Managers to be informed if there is a change to the scheduled plan. Specific information on visits and proposed sequence to be recorded on generic statements. Mobile phone carried by all volunteers If overdue, staff member-volunteers will be contacted. Vehicle and contact details of all staff volunteers available to Manager. No confrontational visits to be carried out by volunteers, where there are ongoing problems or known potential issues. 	4	2	8				

No	Hazard/Work Description	Existing controls in place to reduce risk (you must check that these controls are actually working)	Residual Risk			Further action needed to reduce risks	Reduced Risk		
			S	P	R		S	P	R
		<ul style="list-style-type: none"> Staff-Volunteers will not be knowingly placed in compromising situations. Staff-Volunteers awareness and judgement to be used. Staff-Volunteers to have confidence in management support to leave when uncomfortable or to take whatever action appropriate. Code word to alert colleagues of a risky situation where assistance is required. (Alice). 							
3.	Risk posed to the General Public	<ul style="list-style-type: none"> All volunteers and staff who undertake delivery and collection will have DBS checks carried out. Details of borrowers and volunteers will be securely kept. 	4	2	8				
4.	Accessing service uses premises.	<ul style="list-style-type: none"> Staff-Volunteers will not be required to enter service user's homes. For dangerous dogs etc., where there is a risk posed by aggressive dogs or other animals the site will not be entered. The condition of the entrance path etc., will be assessed by the visiting staff member volunteer and if deemed hazardous the premise will not be entered and on return to the library this will be discussed with a Senior Manager to be followed up. Staff-Volunteers are aware of risks posed by pushing books through letterboxes whilst 	3	2	6				

No	Hazard/Work Description	Existing controls in place to reduce risk (you must check that these controls are actually working)	Residual Risk			Further action needed to reduce risks	Reduced Risk		
			S	P	R		S	P	R
		exercising care re highly sprung letterboxes and dogs.							
5.	Meeting with general public and visitors	<ul style="list-style-type: none"> Volunteers will not be permitted to deal with potentially confrontational customers. Police will be called if required. Persistent problematic users will be banned from Council premises and police advice will be obtained. When meeting with distressed members of the public, a suitable room will be selected where other members of staff are close by and can check on the meeting if necessary. Two members of staff will be required for particularly problematic meetings. The room will be set out so that the member of staff is close to the door. If the member of staff feels threatened, they will remove themselves from the meeting and the visitor will be requested to leave. . 	3	2	6				
6.	Welfare	<ul style="list-style-type: none"> Welfare facilities will be made available to Staff volunteers at the library. Regular breaks will be taken. First Aid provision is available at the library. 	3	2	6				
7.	Use of Vehicles	<ul style="list-style-type: none"> Private vehicles will be used for the delivery service. 	4	2	8				

No	Hazard/Work Description	Existing controls in place to reduce risk (you must check that these controls are actually working)	Residual Risk			Further action needed to reduce risks	Reduced Risk		
			S	P	R		S	P	R
		<ul style="list-style-type: none"> Checks will be carried out confirming that volunteers have a valid driving licence and insurance. Volunteers are required to comply with the highway code. Regards should be had to risk assessment: BG/RA5/V1 Driving for Work Purposes 							
8.	Fire Safety	<ul style="list-style-type: none"> When working in the library, regards will be taken to the Fire Risk Assessment findings. 	5	1	5				
9.	Adverse weather conditions	<ul style="list-style-type: none"> Staff Volunteers adverse weather conditions. Senior Managers will assess potential weather warnings and agree when services are suspended. 	3	2	6				
Name of Assessor(s)		Shaun T. Webber	Signed		<i>S. T. Webber</i>		Position	Service Delivery Manager	Review date
									17/02/2023 02/05/2023

I confirm that this risk assessment is an accurate reflection of the risks and controls in place and that the additional controls identified will be provided
YES

SECTION 2: ASSESSEMENT REVIEW RECORD

If significant changes are made a new risk assessment form must be completed.

Date of review	Name of Reviewer	Signature	Comments	Next review date

SECTION 3: Tables

Severity

CATEGORY	Example – <i>for guidance only</i>	Score
INSIGNIFICANT	None or only insignificant injuries, health effects, damage or disruption to work.	1
MINOR	Minor injuries or health effects - cuts, bruises, mild skin irritation, mild aches and pains – requiring first aid only. Minor property damage or disruption to work.	2
MODERATE	More serious injuries or ill-health requiring time off work or a hospital visit, e.g., burns, sprains, strains and short-term musculoskeletal disorders, cuts requiring stitches, back injuries, fractures to fingers or toes. More serious property damage or disruption. Short-term stress-related absence.	3
MAJOR	Broken limbs, amputations, long-term health problems or absence resulting from work. Acute illness requiring medical treatment. Loss of consciousness, serious electric shock, loss of sight. Major property damage, major disruption to work.	4

Probability

CATEGORY	Example – <i>for guidance only</i>	Score
VERY UNLIKELY	Good control measures are in place. Controls do not rely on a person using them (i.e., personal compliance with safety rules). Controls are very unlikely to break down. People are very rarely in this area or very rarely engage in this activity.	1
UNLIKELY	Reasonable control measures are in place but they do rely on a person using them (some room for human error). Controls unlikely to breakdown. People are not often in this area / do not often engage in this activity / this situation is unlikely.	2
POSSIBLE	Inadequate controls are in place, or likely to breakdown if not maintained. Controls rely on personal compliance. People are sometimes in this area or sometimes engage in this activity / this situation sometimes arises.	3
LIKELY	Poor controls in place. Heavy reliance on personal compliance (lots of room for human error). People are often in this area / engage in this activity on a regular basis / this situation often arises.	4

FATAL/ CATASTROPHIC	Injury or ill-health which leads to death either at the time or soon after the incident, or eventually, as in the case of certain occupational diseases, such as asbestos-related cancers. Catastrophic business losses.	5	ALMOST CERTAIN	No controls in place. Exposure to the hazard is expected to occur in most circumstances.	5
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RISK SCORE = Severity X Probability

Risk Level	Low (1-5)	Medium (6-10)	High (11-15)	Very High (16-25)
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Volunteer toolkit

This pack is based on the information that Saltash Town Council use as guidance in their work with volunteers.

The purpose of the pack is to provide guidance on effective ways in which to work with volunteers, in order to both get the best out of them and to treat them appropriately.

Contents of pack:

1. Volunteer Induction Checklist
2. Volunteer Training
3. Volunteer Needs Assessment
4. Volunteer Application Pack Templates
 - Application Pack Cover Letter
 - Library Volunteer Application Form
 - Volunteer Opportunity Role Profile
 - Volunteering Agreement
 - Volunteer Emergency Contact/Next of Kin Details
 - Volunteer Reference Request

1. Volunteer Induction Checklist

Name of volunteer	
Site	

Volunteering Information

	Done by:	Date:
Describe role and tasks		
Complete Emergency contact details		
Discuss acceptable behaviour/rules – Code of Conduct		
Line management and support e.g. named supervisor, allocated buddy, feedback, complaints, problems		
Discuss time commitments including days and hours and agree		
Discuss Volunteer Agreement and sign		
Reporting sickness and absence		
Out of pocket expenses		

Practical Details

Tour of building, toilets, what's kept where etc.		
Introduction to other staff and volunteers		
Work space and advise where to keep personal belongings		
Refreshments, breaks etc		
Health & Safety: fire routes, fire drills, first aid		
Security including door codes and swipes		

Volunteer Safety

Health & Safety Policy		
First Aid box		
Safeguarding Policy		
Data Protection and Confidentiality (especially in relation to IT support)		
Equal Opportunities Policy		
Complaints Procedure		

2. Volunteer Training

	Done by:	Date:
Training will be delivered as identified on the role profile		
List training delivered: <ul style="list-style-type: none">- 'Look of the Book'- Display and promotional material- Etc.		

Signed (Volunteer)
Date

Signed (Supervisor)
Date

3. Volunteer Needs Assessment

It is necessary to establish your needs in relation to how many volunteers you need and where you will place them, so that you recruit an appropriate number of volunteers in appropriate roles and avoid oversubscribing.

The best way to establish this is by considering the tasks that need to be covered and the time you anticipate it will take to carry out the tasks identified.

It is of benefit to recruit a bank of volunteers, rather than one volunteer for each task, as this creates a provision for things like sickness – or unreliability.

For example, if you work out that you need 30 hours a week covered by volunteers, you need to consider how many hours it is appropriate to ask each individual volunteer to carry out. If the answer is five, then you could consider that you need six volunteers. However, in this example, we would recommend recruiting ten volunteers, providing a contingency.

You must, however, remember that if you do this you will need to establish methods of keeping all volunteers engaged, giving them all fair opportunity to contribute.

How many volunteers do you need?	
List essential and desirable skills of potential volunteers:	
Have you worked with volunteers before?	

4. Volunteer Application Pack Templates

Application Pack Cover Letter

Dear _____

Thank you very much for expressing an interest in volunteering with

Please find attached/enclosed an Application Pack, which includes the following information:

- An Application Form
- A Role Profile
- Volunteer Agreement

In order to effectively recruit and coordinate our volunteers, we need individuals to complete an application form and further information at the induction stage (such as emergency contact details for example). We hope you appreciate the need for us to obtain such information. If you require support in completing your application, please do not hesitate to get in touch.

We very much look forward to hearing from you in due course.

Yours sincerely,

<insert name and job title>

Library Volunteer Application Form

Personal details	
First name:	Car registration number and description
Surname:	
Date of birth:	
Current address:	Do you have a valid driving licence and car insurance?
Postcode:	
Email address:	
Tel no:	
Mobile no:	

Your role as a volunteer

Please tell us what skills and knowledge you think you can bring to this opportunity and talk about any volunteering you have done before:

Please tell us what you would like to achieve through volunteering and how you would like to help us:

Availability

How much time can you offer each week and for how long:

Safeguarding

We are committed to the safeguarding of children and vulnerable adults and expect all volunteers to share this commitment. Certain volunteer opportunities where there is regular contact with vulnerable groups may require a DBS check to be carried out.

Have you ever been barred or restricted from working with children or vulnerable adults?

Yes/No

If yes, please give details:

This role is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions and cautions including those regarded as 'spent' must be declared.

Do you have any unspent convictions, cautions, reprimands or warnings or any charges pending?

Yes/No If Yes please give details:

Support for volunteers

We will make reasonable adjustments to help people with disabilities/medical conditions. If you have any specific requirements to enable you to volunteer with us, please let us know:

References

Please give details of two referees not related to you or partners and who have known you for two years or more. Referees must be able to comment on your skills and abilities in relation to being a volunteer. Please state how you are known to them.

Name:

Address:

Postcode:

Email:

Name:

Address:

Postcode:

Email:

Contact no:	Contact no:
Occupation/relationship:	Occupation/relationship:

I agree to my referees being approached for a reference before a volunteer placement can be confirmed.

I have read and understood the Volunteer Agreement and confirm that I am eligible to work in the UK.

I am in good health and do not have any medical condition that could affect my ability to undertake any activities described in the role profile.

I declare that the information given on this form is, to the best of my knowledge, correct and accurate.

From 1st January 2023 the expectation of being a Volunteer for Saltash Library Hub site is that books are delivered to the borrower and handed over on their doorstep. Saltash Library Hub will not be adopting the previous RVS befriending element and therefore there is no requirement or expectation for a volunteer to enter the home unless in an emergency.

Therefore – if a volunteer enters a borrower’s property, they must understand it will be of their own volition and not a requirement of Saltash Library Hub and there cannot be held responsible for the volunteer whilst in the property.

Signed:

Date:

Please return the completed form to

[.....]

Data Protection

Please refer to our [Privacy Notice](#) to see how we use your information.

Volunteer Opportunity Role Profile

Role: Library HLS Volunteer

Reports to: Saltash Library Hub Community Hub Team Leader

Role Purpose

The Home Library Service is the provision of outreach library services to those who cannot access conventional library provision due to health, transport or caring duties.

Responsibilities: (May include **some** or **all** of the following)

- Choosing of stock for one or more of the HLS customers – onsite or online
- Door-step delivery of books to a customer(s)
- Choosing and delivering to a customer (preferred option)

Opportunities:

- Helping people in the local community
- Personal development and work experience
- Make a difference in your local community

Aptitudes: (Some of the skills you may have)

- Friendly personality and an ability to get on with people of all ages and backgrounds
- A love of books and reading
- Good understanding of computers, computer skills and applications
- Good communications skills
- Be reliable to ensure a regular service
- A full driving licence

Responsibilities:

To be aware of all applicable legislation including:

- Safeguarding Policies
- Health and Safety
- Information governance
- Data Protection Act
- Freedom of Information Act

Time commitment:

Discuss and agree with Local Service Provider time and duty commitments. Give adequate notice if you are unable to meet these so that alternative arrangements can be made.

Volunteering Agreement

Thank you for volunteering with.....

We really do appreciate the valuable contribution and practical help our volunteers give across many of our services and teams.

This agreement summarises what you can expect from us and what we expect from you to ensure your volunteer experience with us is productive and rewarding.

What you can expect from us:

- A role profile with the tasks you will be asked to undertake as a volunteer
- A nominated person who will supervise your volunteering and with whom you can discuss your work and receive feedback
- Training and development opportunities relating to your responsibilities as a volunteer
- Health and safety policies and procedures in place, and provision of personal protective equipment where required

What we expect from you:

- Meet agreed time and duty commitments, or provide adequate notice so that alternate arrangements can be made
- Respect confidentiality and not use or disclose any confidential information for your own benefit
- Abide by Health and Safety, and Equality and Diversity, Data Protection and Safeguarding policies and procedures
- Discuss any complaints or problems you have when undertaking your duties with your Supervisor
- Discuss any changes you would like to make to your volunteering with your Supervisor
- Treat fellow volunteers and staff with courtesy and respect
- Remember that you are a representative of
- Act in accordance with this agreement at all times

From 1st January 2023 the expectation of being a Volunteer for Saltash Library Hub site is that books are delivered to the borrower and handed over on their doorstep. Saltash Library Hub will not be adopting the previous RVS befriending element and therefore there is no requirement or expectation for a volunteer to enter the home unless in an emergency.

Therefore – if a volunteer enters a borrower's property, they must understand it will be of their own volition and not a requirement of Saltash Library Hub and STC cannot be held responsible for the volunteer whilst in the property.

Either you or may terminate this agreement with or without notice at any time.

The volunteer placement will be reviewed after 12 months.

Volunteer Emergency Contact/Next of Kin Details

Volunteer Name:

Emergency Contact/Next of Kin Details

Name

Relationship

Address
.....
.....
.....

Post code

Telephone numbers:

Home

Mobile

Work

Volunteer Reference Request

Volunteer Applicant Name:

..... are recruiting volunteers to support

.....

We would appreciate your assistance in providing us with a written reference for the above individual. We thank you for your cooperation and time.

Name of Referee:

Address of Referee:

Telephone:

Email:

Position / Job Title / Occupation:

1. How long have you known the applicant?

2. What is your affiliation with the applicant?

3. Please evaluate the applicant in the following areas where 5 = Excellent and 1 = Poor

a. Reliability	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
b. Flexibility	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
c. Time Management	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
d. Communication Skills	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
e. Interpersonal Skills	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
f. Teamworking Skills	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
g. Trustworthiness / honesty	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
h. Ability to maintain confidentiality	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

4. Would you recommend that the applicant is suitable to volunteer with all members of the community, including adults and children? Y/N (Expand if applicable)

5. Please add any further comments that you believe are relevant to this applicant, including any particular strengths or weaknesses and any reasons why the applicant should not be a volunteer.

I understand that any misrepresentation made by me in connection with applicant will be just and sufficient cause of the dismissal of the application.

Signature (or name if from email):

Date:

Data Protection

Please refer to our [Privacy Notice](#) to see how we use your information.

Data Compliance – report to P&F May 2023

There is an ongoing review of compliance across the Council looking at working practices, data management and understanding of procedures. Subscribing to Breakthrough Communications has provided the opportunity to completely review the approach to data management as they offer in depth training tailored to the sector. They have also given advice on a number of issues and have proved a very useful resource. One strong recommendation that they make is that Council Members do not use their own devices for any Council work/email correspondence. Any Councillors who have not already accepted a Council laptop should do so for their own protection as well as the Council.

Awareness across the Council is generally good. Site visits have been made with advice given and assistance reviewing and reorganising data held by the department. Changes to working practices have also been recommended and implemented to improve compliance. The internal annual archiving of data has given all users an opportunity to review data held and archived data is being subjected to a more rigorous review.

Refresher training will be provided across all departments in the next couple of months and this will include Members.

The annual data compliance form requiring completion and signature will be sent to all Members shortly.

The proposed move to cloud based data storage will be a good opportunity to continue to review the amount of data retained by the Council and further streamline data management systems and procedures. All staff and Members are reminded to minimise the data they retain and continually review their compliance.

The Data Protection and Digital Information (No.2) Bill is currently progressing through Parliament. The hope is that the new legislation will reduce the administrative burden but that will only become clear once it comes into law (which may be some time away).

To receive a report on the Delivery of Professional Youth Work Tenders in Saltash and consider any actions and associated expenditure

Attendance: Cllrs Bullock, Griffiths, Peggs and Dent (Cllr Dent in attendance to cover Members declaration of interest and to ensure an equitable process took place)

Apologies: Cllr Martin

Saltash Team for Youth received two bids for the £59,877.67 Town Council budget for professional youth work in the Town (code 6222 Commissioning Youth Work).

In terms of the content, the tenders were stronger than previous years, however, both insurance documents have expired but it was felt that they could be considered for funding by Saltash Town Council subject to insurance renewals being received prior to releasing the first installment.

The Working Group were conscious that the two organisations submitting bids are in important need of financial assistance. Both bids came within the allocated available funding:

Livewire £27,500

The Core £27,300

The Working Group had a good constructive discussion around the funding allocation whilst working within budget and ensuring the process was equitable.

The Working Group felt there is an opportunity for both organisations to improve their reporting, to be increasingly focused on the impact of their work particularly for young people i.e. data and stories – what the changes look like for those they are supporting.

It was unanimously agreed the following funding to be recommended to the next Policy and Finance Committee meeting, subject to receipt of the required insurance documentation set out in the specification:

1. Livewire bid for £29,938.
2. The Core bid for £29,938.

Total £59,876

**End of Report
Saltash Team for Youth Working Group**

Station Property Sub Committee held on 27th March 2023

47/22/23 To review Isambard House Fees and Charges and consider any actions and associated expenditure.

Members discussed additional Fees and Charges for Isambard House to accommodate Saltash based art exhibitions. Currently art exhibitions pay commission rates only for the room hire.

It was proposed by Councillor Bullock, seconded by Councillor Miller and resolved to **RECOMMEND** to the Policy and Finance Committee meeting to be held on Wednesday 10th May 2023 to approve:

1. A charge of £30.00 Monday to Friday, £50 Saturday and Sunday, based on a six hour day and 10% commission, for Saltash based Art Exhibitions only,
2. The above additional cost be added to the Town Council Fees and Charges 2023/24;
3. Delegated authority to the Town Clerk working with the Chairman and Vice Chairman to manage any exceptional booking enquiries until the Town Council Room Hire policy has been approved.

Property Maintenance Sub Committee held 4th April 2023

8/23/24 TO RECEIVE QUOTES TO REDUCE THE TOWN COUNCIL ENERGY COSTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the three quotes received.

It was proposed by Councillor Bullock, seconded by Councillor Dent and **RESOLVED** to request Company C to clarify that the quote received is in line with the Town Council vision to firstly improve energy efficiencies across all Town Council premises/rentals.

It was proposed by Councillor Bullock, seconded by Councillor Dent and resolved to **RECOMMEND (subject to confirmation of the above):**

1. To the Policy and Finance Committee meeting to be held on Tuesday 10th May 2023 to appoint Company C to undertake an energy efficiency report to understand the Town Council's energy usage;
2. The report to include all Town Council properties/rentals – The Guildhall, Longstone Garage and Store, Maurice Huggins Room, Isambard House, Saltash Library Hub and Saltash Heritage Centre;
3. At a cost of £1,900+vat allocated to budget code 6224 PF Professional Costs.

To receive a report to further revise Isambard House Fees and Charges and consider any actions and associated expenditure

Further to the above recommendation (agenda item 23a), it has become apparent that there are no fees and charges for artists outside Saltash therefore the Chair and Vice Chair of the Station Property Sub Committee recommend the following cost be included in the Town Council Fees and Charges list for 2023-24.

£40 Monday to Friday

£60 Saturday and Sunday

Plus 10% commission per sale

Based on a six hour day

**End of Report
Town Clerk/RFO**