



Saltash Town Council

Konsel An Dre Essa



*The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX*

Telephone: 01752 844846

www.saltash.gov.uk

5 July 2023

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Tuesday 11th July 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 (Vice-Chairman)	S Miller (Chairman) B Samuels B Stoyel D Yates

Agenda

1. Health and Safety Announcements.
2. Apologies.
3. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
4. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.

Please note: Any member of the public requiring to put a question to the Town Council must do so by 12 noon the day before the meeting.
5. To receive and approve the minutes of the Policy and Finance Committee held on 10th May 2023 as a true and correct record. (Pages 5 - 14)
6. To note that all accounts and bank accounts are reconciled up to 31st May 2023.
7. To note that petty cash is reconciled up to 30th June 2023.
8. To receive and note a report on VAT. (Page 15)
9. To receive and note a report on investments. (Page 16)
10. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. There are no discrepancies to report.
11. To receive the current STC and Committee budget statements and consider any actions and associated expenditure. (Pages 17 - 28)
12. To receive a report from the Finance Officer and consider any actions and associated expenditure. (Page 29)
13. To receive the Town Clerks report on delegated authority to spend and consider any actions and associated expenditure.
14. To consider Risk Management reports as may be received.
15. To receive and consider the following Committees recommendations:
 - a. Burial Authority held on 23rd May 2023: (Page 30)

- b. Services Committee held on 8th June 2023; (Pages 31 - 37)
 - c. Personnel Committee 29th June 2023. (Pages 38 - 41)
16. To receive and consider the following Sub Committees recommendations:
- a. Station Property held on 17th May; (Page 42)
 - b. Property Maintenance held on 5th July. (Page 43)
17. To consider Community Chest and Festival Fund applications:
- a. Community Chest Fund: (Pages 44 - 59)

Application Number	Organisation	Amount Requested
CC270	Saltash Radio	£500.00
 - b. Festival Fund: (Pages 60 - 120)

Application Number	Organisation	Amount Requested
FF117	Saltash Music, Speech and Drama Festival	£1,000
FF118	Friends of Tincombe	£639.90
18. To receive and note a report from May Fair on funding awarded (FF113): (Pages 121 - 124)
19. To receive and note quarterly reports for the Commissioning of Professional Youth Work in Saltash:
- a. The Core; (Pages 125 - 127)
 - b. Livewire. (Pages 128 - 129)
20. To receive and note a report on Data Compliance. (Page 130)
21. To receive and note a report on Freedom of Information. (Pages 131 - 133)
22. To receive reports from Working Groups and Outside Bodies:

- a. Neighbourhood Plan Steering Group; (Page 134)
 - b. Saltash Team For Youth; (Pages 135 - 136)
 - c. Section 106 Panel.
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.
24. To consider any items referred from the main part of the agenda.
25. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
26. To consider urgent non-financial items at the discretion of the Chairman.
27. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Tuesday 12 September 2023 at 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Wednesday 10th May 2023 at 6.30 pm

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

ALSO PRESENT: 1 Member of the Press, 3 Members of the Public, S Burrows (Town Clerk) and D Joyce (Administration Officer).

APOLOGIES: S Gillies and S Lennox-Boyd.

1/23/24 TO ELECT A CHAIRMAN.

It was proposed by Councillor Brady, seconded by Councillor B Samuels to nominate Councillor P Samuels.

It was proposed by Councillor Bickford, seconded by Councillor Peggs to nominate Councillor Miller.

Following a vote it was **RESOLVED** to appoint Councillor Miller as Chairman.

Councillor Miller in the Chair.

2/23/24 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Brady, seconded by Councillor Stoyel to nominate Councillor P Samuels.

No further nominations received.

Following a vote it was **RESOLVED** to appoint Councillor P Samuels as Vice Chairman.

3/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

4/23/24 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
Bickford	19b	Non-Pecuniary	Member of Regatta Committee	Yes

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

None.

5/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

6/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 14TH MARCH 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 Dent and **RESOLVED** that the minutes of the Policy and Finance Committee held on 14th March 2023 were confirmed as a true and correct record.

7/23/24 ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31ST MARCH 2023.

It was **RESOLVED** to note.

8/23/24 PETTY CASH RECONCILED UP TO 31ST MARCH 2023.

It was **RESOLVED** to note.

9/23/24 TO RECEIVE A REPORT ON VAT.

It was **RESOLVED** to note.

10/23/24 TO RECEIVE A REPORT ON INVESTMENTS.

Members considered a recommendation received from the Finance Consultant contained and circulated within the reports pack.

It was proposed by Councillor Brady, seconded by Councillor Dent and **RESOLVED** to note the report and to approve the transfer of £300,000 from the Barclays Active Saver to the Public Sector Deposit Fund with the current interest rate as of 9th May 2023 at 4.26%.

11/23/24 TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS. IT WAS NOTED THAT THERE ARE NO DISCREPANCIES TO REPORT.

It was **RESOLVED** to note.

12/23/24 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.

The Town Clerk informed Members that some budgets may look overspent due to accruals and prepayments not yet finalised at year-end, updated budget sheets are to be received at the next scheduled Policy and Finance meeting.

It was **RESOLVED** to note.

13/23/24 TO RECEIVE A REPORT FROM THE FINANCE OFFICER.

It was **RESOLVED** to note.

14/23/24 TO RECEIVE THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Brady, seconded by Councillor Martin and **RESOLVED** to ratify the Town Clerk's report on delegated authority to spend.

15/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

16/23/24 TO RECEIVE AND NOTE A REPORT ON THE PRECEPT FACEBOOK ADVERT 2022-23.

It was **RESOLVED** to note.

17/23/24 TO RECEIVE AN IT REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bickford provided an overview of the report received and contained within the reports pack.

Members discussed the options for cloud based hosting of both Town Council data and Modern.Gov data.

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

1. To note the report and approve the virement of £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;
2. To approve in principle Option 2 to budget for the year 2024/2025, at this stage, an estimated cost of £8,900.00+vat to budget code 6306 IT Maintenance to appoint SOS to transfer Town Council data to external cloud based hosting solutions (SharePoint) and Modern.Gov data transfer (GSL Media) subject to relevant compliance certification;
3. To appoint SOS at no cost to the Town Council at this stage, to copy all Town Council data onto the Office 365 Cloud (SharePoint) at their earliest opportunity to avoid potential data loss due to current server issues;
4. To note point 3 above is free of charge at this stage to the Town Council and that SOS are to receive payment upon the completion of Point 2 above taking place.

Councillor Brady gave his apologies and left the meeting.

Members thanked the Administration Officer for working up a comprehensive report for Members consideration.

TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:

a. Community Chest.

Application Number	Organisation	Amount Requested
CC268	Saltash Old Cornwall Society	£300.00

Chairman confirmed the correct name of the organisation is Saltash Old Cornwall Society.

Councillor Martin left the meeting.

Councillor Martin returned to the meeting.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** to award £300.00.

Application Number	Organisation	Amount Requested
CC269	Saltash United Football Club	£1,000.00

It was proposed by Councillor Miller, seconded by Councillor Mortimore and **RESOLVED** to award £1,000 subject to the incorporation of fully accessible toilets in line with the Disability Discrimination Act, if practicable.

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

b. Festival Funds

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

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

Councillor Bickford was invited and returned to the meeting.

19/23/24 TO RECEIVE THE HOME LIBRARY SERVICE POLICY OF THE SERVICES COMMITTEE AND CONSIDER RECOMMENDING TO FULL COUNCIL.

The Town Clerk informed Members of the amendments contained within the policy received and circulated within the reports pack and additional amendments for consideration.

Councillor Martin left the meeting.

Councillor Martin returned to the meeting.

It was proposed by Councillor Dent, seconded by Councillor P Samuels and resolved to **RECOMMEND** the Home Library Service Policy (as attached) to Full Council to be held on 1st June 2023, subject to the additional amendments in the Risk Assessment.

20/23/24 TO RECEIVE AND NOTE A REPORT ON THE TOWN COUNCIL DATA COMPLIANCE.

The Town Clerk highlighted the important sections of the report to Members contained within the circulated reports pack.

It was **RESOLVED** to note.

21/23/24 TO RECEIVE A REPORT ON THE DELIVERY OF PROFESSIONAL YOUTH WORK TENDERS IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Griffiths provided a brief verbal update on the report received and contained within the circulated reports pack.

Councillor Griffiths spoke of the increased need for detached professional youth work and therefore the Saltash Team for Youth working group felt it was vital to award the available budget to the two bids received.

It was proposed by Councillor Griffiths, seconded by Councillor Peggs and **RESOLVED** to note the report and that the Delivery of Professional Youth Work in Saltash be awarded to:

Livewire £29,938

The Core £29,938

subject to insurance renewals being received prior to releasing the 1st payment and the two bids accepting the increase in funding.

22/23/24

TO RECEIVE RECOMMENDATIONS OF THE FOLLOWING SUB COMMITTEES:

a. Station Property held on 27th March 2023;

RECOMMENDATION:

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 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-plus VAT to 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.

It was proposed by Councillor Bullock, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to be held on 1st June 2023 to approve the above Station Property Sub Committee recommendation.

b. Property Maintenance held on 4th April 2023.

RECOMMENDATION:

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.

The Town Clerk updated Members on further information received from Company C and the type of energy efficiency data that would be produced and received within the report should Members wish to proceed with the appointment.

The Town Clerk informed Members of a further cost of £450+vat for an evaluation of Saltash Heritage Centre as this was not requested at the time of seeking a quote.

The Town Clerk further informed Members that there are not sufficient funds in budget code 6224 Professional Costs to cover the quote due to last year's £10,000 virement returned to General Reserves.

Members discussed the information received.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Town Council to be held on 1st June 2023 to vire £10,000 from General Reserves to budget code 6224 Professional Costs to cover the cost of appointing Company C (£1,900)

and to allow for future projects to be undertaken for the year 2023/2024.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED** to appoint Company C at a cost of £1,900+vat subject to the removal of the Saltash Heritage Centre allocated to budget code 6224 Professional Fees.

The Chairman announced the next item of business to be discussed is Agenda Item 24 – To receive a report to further revise Isambard House Fees and Charges and consider any actions and associated expenditure.

23/23/24 TO RECEIVE A REPORT TO FURTHER REVISE ISAMBARD HOUSE FEES AND CHARGES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Bullock, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Council to be held on 1st June 2023 to approve the additional Fees and Charges for art exhibitions outside Saltash held at Isambard House:

Art Exhibitions (Non Saltash Based)

£40 Monday to Friday
£60 Saturday and Sunday
Plus 10% commission per sale.
Based on a six hour day.

The Chairman announced the next item of business to be discussed is Agenda Item – 23b To receive recommendations from the following Sub Committees;

24/23/24 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

a. Neighbourhood Plan Steering Group

Nothing to report.

b. Section 106 Panel

Nothing to report.

25/23/24 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.

26/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

27/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

28/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

29/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

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

1. Delivery of Professional Youth Work 2023-24;
2. Community Chest and Festival Fund Awards.

DATE OF NEXT MEETING

Tuesday 11 July 2023 at 6.30 pm

Rising at: 7.57 pm

Signed: _____
Chairman

Dated: _____

Agenda Item 8

To receive a report on VAT

VAT Return for the period 1st January 2023 – 31st March 2023 was submitted on 7th May 2023. The refund amount was £19,471.86

The next VAT Return for the period 1st April 2023 – 30th June 2023 is due on 7th August 2023.

Abbie Browne FMAAT (Finance Consultant)

End of Report

Agenda Item 9

To receive a report on investments

Investment Description	Amount	Limit of Investment	Required Period to Withdraw	Maturity Date	Percentage Rate
CCLA Public Sector Deposit Fund	£200,000	£500,000	Next Day	N/A	4.74% - May 2023
Barclays Active Saver	£236,195	£500,000	Instant	N/A	0.90% - May 2023
Nationwide 95 day Notice Account	£500,650	£1,000,000	TBC	N/A	1.68% - March 2023
Cornwall Council Deposit Fund	£990,851	£1,000,000	Before 9:30am, same day. After 9:30am, next day	N/A	3.34% - May 2023
Lloyds Fixed Term Deposit Account (6 months)	£240,000	£500,000	6 months investment	20 th September 2023	2.9% Fixed

Abbie Browne FMAAT (Finance Consultant)

End of Report

Agenda Item 11

Burial Authority Committee - Burial Authority Budget 2023-24

Saltash Town Council

For the period ending 31 May 2023

Account	Actual Received/Spend 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual Received/Spend YTD 2023/24	Actual Funds To Receive/ Available to Date 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Operating Income										
Burial Authority Income										
4612 BA Cemetery Fees (Churchtown)	16,411	0	0	21,862	3,010	18,852	24,070	26,501	29,177	32,124
4614 BA Memorial Bench Income (Churchtown)	583	0	0	1,000	0	1,000	1,101	1,212	1,335	1,469
Total Burial Authority Income	16,994	0	0	22,862	3,010	19,852	25,171	27,713	30,512	33,593
Total Operating Income	16,994	0	0	22,862	3,010	19,852	25,171	27,713	30,512	33,593
Operating Expenditure										
Burial Authority Expenditure										
6000 BA Petrol	126	0	0	378	25	354	416	458	504	555
6001 BA Machinery Maintenance Costs	0	0	0	275	0	275	303	334	367	404
6003 BA Health & Safety	0	0	0	55	0	55	61	67	73	81
6004 BA General Site Maintenance	557	0	0	613	0	613	675	744	819	901
6005 BA Fire Extinguishers	41	0	0	90	0	90	99	109	120	133
6008 BA Tree Survey & Tree Maintenance	818	0	0	791	0	791	870	958	1,055	1,162
6009 BA Electricity Costs	230	0	0	690	(23)	713	760	836	921	1,014
6010 BA PWLB Loan Repayment & Interest	21,385	0	0	21,385	0	21,385	21,385	23,545	25,923	28,541
6011 BA Water	0	0	0	364	0	364	401	442	486	536
6012 BA Memorial Bench (Expenditure)	147	0	0	0	0	0	0	0	0	0
6013 BA Security Alarm Maintenance	159	0	0	173	124	49	190	210	231	254
6014 BA Cemetery Software Subscription	288	0	0	329	377	(48)	362	399	439	484
Total Burial Authority Expenditure	23,753	0	0	25,143	503	24,640	25,522	28,102	30,938	34,065
Burial Authority Staffing Expenditure										
Burial Authority Staffing Expenses	62	0	0	296	0	296	326	359	395	296
6666 ST BA Staff Training (Churchtown)	0	0	0	227	0	227	250	275	303	333
Burial Authority Staffing Costs	7,494	0	56	8,949	0	9,005	9,853	10,848	11,944	13,150
Total Burial Authority Staffing Expenditure	7,556	0	56	9,472	0	9,528	10,429	11,482	12,642	13,779
Total Operating Expenditure	31,309	0	56	34,615	503	34,168	35,951	39,584	43,580	47,844
Total Burial Authority Operating Expenditure	31,309	0	56	34,615	503	34,168	35,951	39,584	43,580	47,844
Total Burial Authority Operating Surplus/ (Deficit)	(14,314)	0	(56)	(11,753)	2,507	(14,316)	(10,780)	(11,871)	(13,068)	(14,251)
Burial Authority EMF Expenditure										
6070 BA EMF Churchtown Cemetery Capital Works	1,464	6,204	0	0	0	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	800	4,200	0	0	250	3,950	0	0	0	0
6692 ST BA EMF Staff Contingency (Churchtown)	0	1,200	2,874	0	0	4,074	0	0	0	0
Total Burial Authority EMF Expenditure	2,264	26,571	2,874	0	250	29,195	0	0	0	0
Total Burial Authority Expenditure (Operational & EMF)	33,573	26,571	2,930	34,615	753	63,363	35,951	39,584	43,580	47,844
Total Burial Authority Budget Surplus/ Deficit	(16,578)	(26,571)	(2,930)	(11,753)	2,257	(43,511)	(10,780)	(11,871)	(13,068)	(14,251)

To/From Reserves & Budget Virements 2023/24

1. Virement from General Reserves to Burial Authority Staffing Costs - £56 - PE 99/22/23
2. Virement from General Reserves to 6692 ST BA EMF Staff Contingency (Churchtown) - £2,874 - FTC 58/23/24

Joint Burial Board Committee - Burial Board Budget 2023-24
Saltash Town Council
For the period ended 31 May 2023

Account	Actual Received/Spend 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual Received/Spend YTD 2023/24	Actual Funds to Receive/ Available to Date 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Burial Board Operating Income										
Burial Board Income										
4600 BB Cemetery Fees (St. Stephens)	13,833	0	0	11,000	2,070	8,930	12,111	13,334	14,681	16,164
4605 BB SLA Payment Grass Cutting	585	0	0	621	0	621	578	636	701	771
Total Burial Board Income	14,418	0	0	11,621	2,070	9,551	12,689	13,970	15,382	16,935
Total Burial Board Operating Income	14,418	0	0	11,621	2,070	9,551	12,689	13,970	15,382	16,935
Burial Board Operating Expenditure										
Burial Board Expenditure										
6100 BB Petrol	295	0	0	504	57	447	555	611	673	741
6101 BB Machinery Maintenance Costs	0	0	0	716	0	716	788	868	955	1,052
6103 BB Health & Safety	0	0	0	110	0	110	121	133	147	162
6104 BB General Site Maintenance	56	0	0	1,410	0	1,410	1,553	1,710	1,882	2,072
6108 BB Tree Survey & Tree Maintenance	1,370	0	0	3,647	2,400	1,247	4,015	4,420	4,867	5,358
Total Burial Board Expenditure	1,722	0	0	6,387	2,457	3,930	7,032	7,742	8,524	9,385
Burial Board Staffing Expenditure										
Burial Board Staff Expenses	145	0	0	691	0	691	761	838	923	691
6670 ST BB Staff Training (St. Stephens)	0	0	0	530	0	530	583	642	707	778
Burial Board Staffing Costs	18,164	0	131	20,881	0	21,012	22,990	25,312	27,868	30,683
Total Burial Board Staffing Expenditure	18,309	0	131	22,102	0	22,233	24,334	26,792	29,498	32,152
Total Burial Board Operating Expenditure	20,031	0	131	28,489	2,457	26,163	31,366	34,534	38,022	41,537
Total Burial Board Operating Expenditure	20,031	0	131	28,489	2,457	26,163	31,366	34,534	38,022	41,537
Total Burial Board Operating Surplus/ (Deficit)	(5,613)	0	(131)	(16,868)	(387)	(16,612)	(18,677)	(20,564)	(22,640)	(24,602)
Burial Board EMF Expenditure										
6170 BB EMF Repairs to Cemetery Wall	0	15,286	0	0	0	15,286	0	0	0	0
6693 ST BB EMF Staff Contingency (St Stephens)	0	2,800	6,030	0	0	8,830	0	0	0	0
Total Burial Board EMF Expenditure	0	18,086	6,030	0	0	24,116	0	0	0	0
Total Burial Board Expenditure (Operational & EMF)	20,031	18,086	6,161	28,489	2,457	50,279	31,366	34,534	38,022	41,537
Total Burial Board Budget Surplus/Deficit	(5,613)	(18,086)	(6,161)	(16,868)	(387)	(40,728)	(18,677)	(20,564)	(22,640)	(24,602)

To/From Reserves & Budget Virements

1. Virement from General Reserves to Burial Board Staffing Costs - £131 - PE 99/22/23
2. Virement from General Reserves to 6693 ST BB EMF Staff Contingency (St Stephens) - £6,030 - FTC 58/23/24

Services Committee - Guildhall Budget 2023-24

Saltash Town Council

For the period ended 31 May 2023

Account	Actual Received/Spend 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual Received/Spend YTD 2023/24	Actual Funds to Receive/Available to Date 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Guildhall Operating Income										
Guildhall Income										
4200 GH Income - Guildhall Bookings	1,916	0	0	10,261	1,496	8,765	11,297	12,438	13,695	15,078
4201 GH Income - Guildhall Refreshments	342	0	0	257	89	168	283	312	343	378
4206 GH Income - Guildhall Misc Property Income	4	0	0	232	0	232	255	281	310	341
Total Guildhall Income	2,262	0	0	10,750	1,585	9,165	11,835	13,031	14,348	15,797
Total Guildhall Operating Income	2,262	0	0	10,750	1,585	9,165	11,835	13,031	14,348	15,797
Guildhall Operating Expenditure										
Guildhall Expenditure										
6400 GH Rates - Guildhall	8,608	0	0	9,808	9,899	(91)	10,798	11,889	13,090	14,412
6401 GH Water Rates - Guildhall	517	0	0	847	0	847	932	1,026	1,130	1,244
6402 GH Gas - Guildhall	3,819	0	0	6,500	(679)	7,179	7,157	7,879	8,675	9,551
6403 GH Electricity - Guildhall	4,078	0	0	13,000	(189)	13,189	14,313	15,759	17,350	19,103
6404 GH Fire & Security Alarm - Guildhall	743	0	0	1,396	418	978	1,537	1,692	1,863	2,051
6408 GH Cleaning Materials & Equipment - Guildhall	1,270	0	0	1,129	375	754	1,243	1,368	1,506	1,658
6409 GH Boiler Service & Maintenance	463	0	0	1,135	0	1,135	1,250	1,376	1,515	1,668
6410 GH General Repairs & Maintenance	2,838	0	0	2,838	73	2,765	3,125	3,441	3,788	4,171
6411 GH Entertainment Licenses	0	0	0	1,000	0	1,000	1,101	1,212	1,335	1,469
6412 GH Lift Service & Maintenance	3,691	0	0	3,303	402	2,901	3,637	4,004	4,408	4,854
6413 GH Refreshment Costs - Guildhall	133	0	0	414	12	402	456	502	553	608
6414 GH Equipment - Guildhall	176	0	0	1,108	0	1,108	1,219	1,343	1,478	1,628
6418 GH Professional Fees	1,950	0	0	10,000	0	10,000	11,010	12,122	13,346	14,694
6420 GH Legionella Risk Assessment (Guildhall)	385	0	0	500	70	430	550	606	667	735
Total Guildhall Expenditure	28,672	0	0	52,978	10,380	42,598	58,328	64,219	70,704	77,846
Guildhall Staffing Expenditure										
Guildhall Staffing Expenses	218	0	0	454	22	432	499	550	605	454
6678 ST GH Staff Training (Guildhall)	76	0	0	565	0	565	622	685	754	830
Guildhall Staffing Costs	22,634	0	249	37,386	3,791	33,844	41,162	45,319	49,897	54,936
Total Guildhall Staffing Expenditure	22,928	0	249	38,405	3,813	34,841	42,283	46,554	51,256	56,220
Total Operating Expenditure	51,600	0	249	91,383	14,193	77,439	100,611	110,773	121,960	134,066
Total Guildhall Operating Expenditure	51,600	0	249	91,383	14,193	77,439	100,611	110,773	121,960	134,066
Total Guildhall Operating Surplus/ Deficit	(49,338)	0	(249)	(80,633)	(12,608)	(68,274)	(88,776)	(97,742)	(107,612)	(118,269)
Guildhall EMF Expenditure										
6470 GH EMF Guildhall Maintenance	7,290	60,303	0	20,000	335	79,968	0	0	0	0
6696 ST GH EMF Staff Contingency (Guildhall)	0	3,000	11,660	739	0	15,399	0	0	0	0
Total Guildhall EMF Expenditure	7,290	63,303	11,660	20,739	335	95,367	0	0	0	0
Total Guildhall Expenditure (Operational & EMF)	58,890	63,303	11,909	112,122	14,528	172,806	100,611	110,773	121,960	134,066
Total Guildhall Budget Surplus/ (Deficit)	(56,627)	(63,303)	(11,909)	(101,372)	(12,943)	(163,641)	(88,776)	(97,742)	(107,612)	(118,269)

To/From Reserves & Budget Virements 2023/2024

1. Virement from General Reserves to Guildhall Staffing Costs - £249 - PE 99/22/23
2. Virement from General Reserves to 6696 ST GH EMF Staff Contingency - £11,660 - FTC 58/23/24

Services Committee - Library Budget 2023-24

Saltash Town Council

For the period ended 31 May 2023

Account	Actual Received/Spend 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual Received/Spend YTD 2023/24	Actual Funds To Receive/Available to Date 2023/24	Budget 2024/25	Budget 2025/24	Budget 2026/27	Budget 2027/28
Library Operating Income										
Library Income										
4517 LI Library - Fines	656	0	0	48	299	(251)	53	58	64	71
4518 LI Library - Photocopying Fees	999	0	0	600	133	467	661	727	801	882
4524 LI Library Book Sales	481	0	0	320	95	225	352	388	427	470
4526 LI Library Activity Income	0	0	0	250	0	250	275	303	334	367
4527 LI Library Vending Machines Income	0	0	0	50	0	50	55	61	67	73
4529 LI Library Activities Sponsorship	350	0	0	600	0	600	661	727	801	882
Total Library Income	2,485	0	0	1,868	526	1,342	2,057	2,264	2,494	2,745
Total Library Operating Income	2,485	0	0	1,868	526	1,342	2,057	2,264	2,494	2,745
Library Operating Expenditure										
Library Expenditure										
6900 LI Rates - Library	13,473	0	0	15,804	13,099	2,705	17,400	19,157	21,092	23,223
6901 LI Water Rates - Library	558	0	0	364	33	331	401	442	486	536
6902 LI Gas - Library	4,788	0	0	5,623	(766)	6,389	6,190	6,816	7,504	8,262
6903 LI Electricity - Library	1,494	0	0	5,000	(1,009)	6,009	5,505	6,061	6,673	7,347
6904 LI Fire & Security Alarm - Library	629	0	0	1,033	327	706	1,137	1,252	1,378	1,518
6908 LI Cleaning Materials & Equipment - Library	1,072	0	0	1,854	52	1,802	2,041	2,248	2,475	2,724
6909 LI Boiler Service & Maintenance - Library	858	0	0	1,135	194	941	1,250	1,376	1,515	1,668
6910 LI General Repairs & Maintenance - Library	991	0	0	2,270	117	2,153	2,500	2,752	3,030	3,336
6911 LI TV License & PRS - Library	0	0	0	428	0	428	471	519	571	629
6913 LI Refreshment Costs - Library	0	0	0	284	0	284	313	344	379	417
6914 LI Equipment - Library	155	0	0	750	0	750	826	909	1,001	1,102
6918 LI Professional Fees (Private Contractors)	11	0	0	20,000	0	20,000	22,020	24,244	26,693	29,389
6920 LI Legionella Risk Assessment - Library	385	0	0	495	70	425	545	601	661	728
6921 LI IT & Office Costs - Library	2,498	0	0	1,652	452	1,200	1,818	2,002	2,204	2,427
6922 LI Library Activities	2,883	0	250	2,370	595	2,025	2,609	2,873	3,163	3,483
6923 LI PWLB Loan Repayment & Interest	12,420	0	0	23,000	12,299	10,701	23,000	23,000	23,000	23,000
Total Library Expenditure	42,216	0	250	82,062	25,464	56,848	88,026	94,596	101,825	109,789
Library Staffing Expenditure										
Library Staff Expenses	103	0	0	2,144	16	2,128	1,996	2,198	2,420	2,144
6682 ST LI Staff Training (Library)	0	0	0	1,101	0	1,101	1,025	1,129	1,243	1,368
Library Staffing Costs	131,675	0	875	136,189	22,139	114,925	128,105	141,044	155,289	170,973
Total Library Staffing Expenditure	131,778	0	875	139,434	22,155	118,154	131,126	144,371	158,952	174,485
Total Operating Expenditure	173,994	0	1,125	221,496	47,619	175,002	219,152	238,967	260,777	284,274
Total Library Operating Expenditure	173,994	0	1,125	221,496	47,619	175,002	219,152	238,967	260,777	284,274
Total Library Operating Surplus/ Deficit	(171,508)	0	(1,125)	(219,628)	(47,093)	(173,660)	(217,095)	(236,703)	(258,283)	(281,529)
Library EMF Expenditure										
6971 LI EMF Saltash Library Property Refurbishment	10,741	213,363	0	10,000	0	223,363	0	0	0	0
6972 LI EMF Library Equipment & Furniture	830	11,522	0	0	0	11,522	0	0	0	0
6973 LI EMF Loan Repayments	0	23,000	0	0	0	23,000	0	0	0	0
6974 LI EMF Library Funding	1,340	1,180	(250)	0	0	930	0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	15,000	0	0	0	15,000	0	0	0	0
Total Library EMF Expenditure	12,911	264,065	(250)	10,000	0	273,815	0	0	0	0
Total Library Expenditure (Operational & EMF)	186,905	264,065	875	231,496	47,619	448,817	219,152	238,967	260,777	284,274
Total Library Budget Surplus/ (Deficit)	(184,420)	(264,065)	(875)	(229,628)	(47,093)	(447,475)	(217,095)	(236,703)	(258,283)	(281,529)

To/From Reserves & Budget Virements 2023/24

- Virement from General Reserves to Library Staffing Costs - £875 - PE 99/22/23
- Virement from 6974 EMF Library Funding to 6922 Library Activities - £250 - LI 64/22/23

Account	Actual Received/Spend 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual Received/Spend YTD 2023/24	Actual Funds To Receive/Available to Date 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Maurice Huggins Operating Income										
Maurice Huggins Income										
4207 MA Maurice Huggins Room Income	1,189	0	0	1,000	323	678	1,101	1,212	1,335	1,469
Total Maurice Huggins Income	1,189	0	0	1,000	323	678	1,101	1,212	1,335	1,469
Total Maurice Huggins Operating Income	1,189	0	0	1,000	323	678	1,101	1,212	1,335	1,469
Maurice Huggins Operating Expenditure										
Maurice Huggins Expenditure										
7000 MA Rates	429	0	0	486	429	57	535	589	648	713
7001 MA Water Rates	186	0	0	395	13	382	435	479	528	581
7003 MA Electricity	(287)	0	0	2,563	308	2,255	2,821	3,106	3,420	3,765
7004 MA Fire & Security Alarm	201	0	0	178	127	51	196	216	238	262
7008 MA Cleaning Materials & Equipment	203	0	0	330	37	293	364	400	441	485
7010 MA General Repairs & Maintenance	245	0	0	565	118	447	622	685	754	830
7018 MA Professional Costs	0	0	0	565	0	565	622	685	754	830
7020 MA Legionella Risk Assessment	385	0	0	462	70	392	509	561	617	679
Total Maurice Huggins Expenditure	1,362	0	0	5,544	1,102	4,442	6,104	6,721	7,400	8,145
Total Maurice Huggins Operating Expenditure	1,362	0	0	5,544	1,102	4,442	6,104	6,721	7,400	8,145
Total Maurice Huggins Operating Surplus/ (Deficit)	(173)	0	0	(4,544)	(779)	(3,765)	(5,003)	(5,509)	(6,065)	(6,676)
Maurice Huggins EMF Expenditure										
6472 MA 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)	1,362	820	0	5,544	1,102	5,262	6,104	6,721	7,400	8,145
Total Maurice Huggins Budget Surplus/ (Deficit)	(173)	(820)	0	(4,544)	(779)	(4,585)	(5,003)	(5,509)	(6,065)	(6,676)

Saltash Town Council Summary Budget Report 2023-24

Saltash Town Council
For the year ended 31 May 2023

Account	Actual Received/Spend 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual Received/Spend YTD 2023/24	Actual Funds To Receive/Available to Date 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Operating Income										
Total Operating Income										
Burial Authority Income	16,994	0	0	22,862	3,010	19,852	25,171	27,713	30,512	33,593
Burial Board Income	14,418	0	0	11,621	2,070	9,551	12,689	13,970	15,382	16,935
P&F Income	28,014	0	0	8,362	7,555	807	9,206	10,136	11,160	12,287
Guildhall Income	2,262	0	0	10,750	1,585	9,165	11,835	13,031	14,348	15,797
Library Income	2,485	0	0	1,868	526	1,342	2,057	2,264	2,494	2,745
Maurice Huggins Income	1,189	0	0	1,000	323	678	1,101	1,212	1,335	1,469
Station Income	3,820	0	0	15,500	3,335	12,165	17,066	18,789	20,686	22,776
Service Delivery Income	17,683	0	0	28,900	14,240	14,660	27,899	30,717	33,819	37,235
Total Total Operating Income	86,866	0	0	100,863	32,643	68,220	107,024	117,832	129,736	142,837
Total Operating Income	86,866	0	0	100,863	32,643	68,220	107,024	117,832	129,736	142,837
Operating Expenditure										
Operating Expenditure										
Burial Authority Expenditure	23,753	0	0	25,143	503	24,640	25,522	28,102	30,938	34,065
Burial Authority Staffing Expenditure	7,556	0	56	9,472	0	9,528	10,429	11,482	12,642	13,918
Burial Board Expenditure	1,722	0	0	6,387	2,457	3,930	7,032	7,742	8,524	9,385
Burial Board Staffing Expenditure	18,309	0	131	22,102	0	22,233	24,334	26,792	29,498	32,477
P&F Expenditure	137,929	0	19,803	216,184	38,676	197,311	235,494	256,754	280,159	305,933
P&F Staffing Expenditure	290,631	0	20,866	329,561	51,666	298,761	361,435	397,404	437,007	479,364
Guildhall Expenditure	28,672	0	0	52,978	10,380	42,598	58,328	64,219	70,704	77,846
Guildhall Staffing Expenses	22,928	0	249	38,405	3,813	34,841	42,283	46,554	51,256	56,220
Library Expenditure	42,216	0	250	82,062	25,464	56,848	88,026	94,596	101,825	109,789
Library Staffing Expenses	131,778	0	875	139,434	22,155	118,154	131,126	144,371	158,952	174,485
Maurice Huggins Expenses	1,362	0	0	5,544	1,102	4,442	6,104	6,721	7,400	8,145
Station Expenditure	13,578	0	0	28,761	5,169	23,592	31,666	34,864	38,386	42,261
Station Staffing Expenses	0	0	0	1,411	0	1,411	1,553	1,710	1,882	2,072
Service Delivery Expenditure	74,261	0	0	107,236	(480)	107,716	118,068	129,987	143,114	157,569
Service Delivery Staffing Expenditure	213,436	0	7,288	233,916	32,320	208,884	257,542	283,553	312,192	341,139
Personnel Expenditure	15,013	0	0	11,975	917	11,058	13,185	14,517	15,983	17,597
Total Operating Expenditure	1,023,144	0	49,518	1,310,571	194,141	1,165,948	1,412,127	1,549,368	1,700,462	1,862,265
Total Operating Expenditure	1,023,144	0	49,518	1,310,571	194,141	1,165,948	0	1,412,127	1,549,368	1,862,265
Total Operating Surplus/ (Deficit)	(936,278)	0	(49,518)	(1,209,708)	(161,497)	(1,097,729)	(1,305,103)	(1,431,536)	(1,570,726)	(1,719,428)
EMF Expenditure										
Burial Authority EMF Expenditure	2,264	26,571	2,874	0	250	29,195	0	0	0	0
Burial Board EMF Expenditure	0	18,086	6,030	0	0	24,116	0	0	0	0
P&F EMF Expenditure	28,344	214,552	50,283	29,418	35,722	258,531	10,000	10,000	10,000	10,000
Guildhall EMF Expenditure	7,290	63,303	11,660	20,739	335	95,367	0	0	0	0
Library EMF Expenditure	12,911	264,065	(250)	10,000	0	273,815	0	0	0	0
Maurice Huggins EMF Expenditure	0	820	0	0	0	820	0	0	0	0
Station EMF Expenditure	35,286	83,331	0	0	2,458	80,873	0	0	0	0
Service Delivery EMF Expenditure	21,636	126,846	83,943	37,207	6,421	241,575	27,000	27,000	27,000	27,000
Personnel EMF Expenditure	2,019	7,941	0	685	50	8,576	0	0	0	0
Total EMF Expenditure	109,748	805,515	154,540	98,049	45,237	1,012,867	37,000	37,000	37,000	37,000
Total Overall Expenditure (Operational & EMF)	1,132,892	805,515	204,058	1,408,620	239,377	2,178,816	1,449,127	1,586,368	1,737,462	1,899,265
Total Overall Budget Surplus/ Defecit	(1,046,026)	(805,515)	(204,058)	(1,307,757)	(206,734)	(2,110,596)	(1,342,103)	(1,468,536)	(1,607,726)	(1,756,428)

To/From Reserves & Budget Virements 2023/24

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

Policy & Finance (P&F) Committee - P & F Budget 2023-24
Saltash Town Council
For the period ended 31 May 2023

Account	Actual Received/Spend 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual Received/Spend YTD 2023/24	Actual Funds To Receive/Available to Date 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
P&F Operating Income										
P&F Income										
4901 PF Bank Interest Received	27,789	0	0	8,362	7,555	807	9,206	10,136	11,160	12,287
4908 PF Misc Income	225	0	0	0	0	0	0	0	0	0
Total P&F Income	28,014	0	0	8,362	7,555	807	9,206	10,136	11,160	12,287
Total P&F Operating Income	28,014	0	0	8,362	7,555	807	9,206	10,136	11,160	12,287
P & F Operating Expenditure										
P&F Expenditure										
6200 PF Bank Charges	845	0	0	1,220	369	851	1,343	1,479	1,628	1,793
6201 PF Audit	3,100	0	0	4,000	(2,100)	6,100	4,404	4,849	5,339	5,878
6202 PF Civic Occasions (including Road Closures)	5,764	0	0	5,354	539	4,815	5,894	6,490	7,145	7,867
6203 PF Mayors' Allowance	4,959	0	0	5,160	0	5,160	5,682	6,255	6,887	7,583
6204 PF Councillors' Allowance	1,391	0	0	3,663	0	3,663	4,033	4,440	4,889	5,382
6205 PF Insurance	14,913	0	0	24,367	10,398	13,969	26,828	29,538	32,521	35,806
6206 PF Youth Council	4,000	0	0	4,404	0	4,404	4,849	5,339	5,878	6,471
6208 PF Subscriptions	14,270	0	0	16,515	13,302	3,213	18,183	20,019	22,041	24,268
6210 PF Community Chest	4,704	0	0	10,000	300	9,700	10,000	10,000	10,000	10,000
6211 PF Website Maintenance	675	0	0	1,101	90	1,011	1,212	1,335	1,469	1,618
6213 PF Councillor Training & Expenses	623	0	0	3,019	19	3,000	3,324	3,660	4,029	4,436
6214 PF Health & Safety	5,117	0	0	8,258	654	7,604	9,092	10,010	11,021	12,134
6217 PF Data Protection	115	0	0	200	55	145	220	242	267	294
6220 PF Festival Fund	6,793	0	0	15,000	3,900	11,100	15,000	15,000	15,000	15,000
6221 PF Town Messenger	3,188	0	0	5,505	660	4,845	6,061	6,673	7,347	8,089
6222 PF Commissioning Youth Work	35,517	0	4,828	55,050	0	59,878	60,610	66,732	73,472	80,892
6224 PF Professional Costs	1,586	0	10,000	2,257	2,893	9,364	2,485	2,736	3,012	3,317
6227 PF Town Speakers PRS Licence	2,855	0	0	3,303	1,972	1,331	3,637	4,004	4,408	4,854
6229 PF CCTV Annual Maintenance	0	0	0	7,000	0	7,000	7,707	8,485	9,342	10,286
6514 PF Town Leaflets/ Reprinting	36	0	0	593	7	586	653	719	792	872
6516 PF Road Safety Grant	0	0	0	215	0	215	237	261	287	316
P&F IT/Office Costs	27,479	0	4,975	40,000	5,618	39,357	44,040	48,488	53,385	58,777
Total P&F Expenditure	137,929	0	19,803	216,184	38,676	197,311	235,494	256,754	280,159	305,933
P&F Staffing Expenditure										
6652 ST PF Employers Pension - Monthly Fee	5,305	0	0	6,095	500	5,595	5,300	5,300	5,300	5,300
6659 ST PF Town Sergeant & Mace Bearer Fees	738	0	0	792	75	717	872	960	1,057	1,164
6661 ST PF Finance Consultancy Fees	36,173	0	6,310	5,000	7,540	3,770	5,505	6,061	6,673	7,347
P&F Staffing Expenses	358	0	0	2,657	278	2,379	2,925	3,220	3,546	2,657
6656 ST PF Staff Training	1,214	0	0	4,542	0	4,542	5,000	5,505	6,061	6,674
P&F Staffing Costs	246,844	0	14,556	310,475	43,272	281,759	341,833	376,358	414,370	456,222
Total P&F Staffing Expenditure	290,631	0	20,866	329,561	51,666	298,761	361,435	397,404	437,007	479,364
Total P & F Operating Expenditure	428,560	0	40,669	545,745	90,341	496,073	596,929	654,158	717,166	785,297
Total P & F Operating Expenditure	428,560	0	40,669	545,745	90,341	496,073	596,929	654,158	717,166	785,297
Total P&F Operating Surplus/ (Deficit)	(400,546)	0	(40,669)	(537,383)	(82,786)	(495,266)	(587,723)	(644,022)	(706,006)	(773,010)
P&F EMF Expenditure										
6270 PF EMF Crime Reduction	0	51,550	0	0	0	51,550	0	0	0	0
6271 PF EMF Election	265	17,942	0	20,000	11,485	26,457	10,000	10,000	10,000	10,000
6272 PF EMF Robes & Civic Regalia	1,430	570	0	0	0	570	0	0	0	0
6273 PF EMF Legal Fees	400	5,601	0	0	0	5,601	0	0	0	0
6275 PF EMF Neighbourhood Plan	135	6,267	0	0	400	5,867	0	0	0	0
6278 PF EMF CIL Planning Income	0	6,060	4,563	0	0	10,623	0	0	0	0
6279 PF EMF Restart Business Support Gant	0	7,581	0	0	0	7,581	0	0	0	0
6280 PF EMF Town Vision	0	10,450	0	0	0	10,450	0	0	0	0
6281 PF EMF Town Vitality Funding Grant	14,242	69,758	0	0	23,082	46,676	0	0	0	0
6282 PF EMF Funding Bids	1,500	8,500	0	0	0	8,500	0	0	0	0
6283 PF EMF Events	0	500	0	0	0	500	0	0	0	0
6284 PF EMF Consultations	0	1,500	0	0	0	1,500	0	0	0	0
6285 PF EMF Twinning	0	119	0	0	0	119	0	0	0	0
6370 PF EMF Computer Equipment Renewal	10,371	11,675	(4,975)	0	755	5,945	0	0	0	0
6694 ST PF EMF Staff Contingency (P&F)	0	16,479	50,695	9,418	0	76,592	0	0	0	0
Total P&F EMF Expenditure	28,344	214,552	50,283	29,418	35,722	258,531	10,000	10,000	10,000	10,000
Total P&F Expenditure (Operational & EMF)	456,904	214,552	90,952	575,163	126,063	754,604	606,929	664,158	727,166	795,297
Total P&F Budget Surplus/ (Deficit)	(428,890)	(214,552)	(90,952)	(566,801)	(118,508)	(753,797)	(597,723)	(654,022)	(716,006)	(783,010)

To/From Reserves & Budget Virements 2023/24

1. Virement from General Reserves to 6222 Commissioning of Professional Youth Work - £4,828 - P&F 142/22/23
2. Virement from 6370 PF EMF Computer Equipment Renewal to 6306 IT Maintenance - £4,975 - P&F 17/23/24
3. Virement from General Reserves to 6224 Professional Costs - £10,000 - P&F 23/23/24
4. Virement from General Reserves to P&F Staffing Costs - £1,935 - PE 99/22/23
5. Virement from General Reserves to 6661 ST PF Finance Consultancy Fees - £6,310 - PE 100/22/23
6. Income Received for 6278 PF EMF CIL Planning Income - April 2023 Income - £4,563
7. Virement from General Reserves to 6694 ST PF EMF Staff Contingency - £63,616 - FTC 58/23/24
8. Virement from 6694 ST PF Staff Contingency - P&F to P&F Staffing Costs - £12,621 - FTC 58/23/24

1. P&F IT/Office Costs

Nominal Code	Budget 2023/24	Virements	Total Budget
6300 Telephone	£2,670		£2,670
6301 Stationary	£4,748		£4,748
6302 Office and IT Equipment	£7,716		£7,716
6303 Copier Maintenance	£6,054		£6,054
6304 Broadband	£546		£546
6305 Finance Software	£3,782		£3,782
6306 IT Maintenance	£14,484	£4,975	£19,459
TOTALS	£40,000	£0	£44,975

Personnel Committee - Personnel Budget 2023-24

Saltash Town Council

For the period ended 31 May 2023

Account	Actual Received/Spend 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual Received/Spend YTD 2023/24	Actual Funds Available to Date 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Personnel Operating Expenditure										
Personnel Expenditure										
6654 ST PE Staff Welfare	627	0	0	1,693	85	1,608	1,864	2,053	2,260	2,488
6662 ST PE HR Professional Fees	14,386	0	0	10,282	832	9,450	11,321	12,464	13,723	15,109
Total Personnel Expenditure	15,013	0	0	11,975	917	11,058	13,185	14,517	15,983	17,597
Total Personnel Operating Expenditure	15,013	0	0	11,975	917	11,058	13,185	14,517	15,983	17,597
Total Personnel Operating Surplus/ (Deficit)	(15,013)	0	0	(11,975)	(917)	(11,058)	(13,185)	(14,517)	(15,983)	(17,597)
EMF Personnel Expenditure										
6691 ST PE EMF Legal Fees (Staffing)	1,072	5,713	0	685	0	6,398	0	0	0	0
6701 ST PE EMF Staff Recruitment	947	2,228	0	0	50	2,178	0	0	0	0
Total EMF Personnel Expenditure	2,019	7,941	0	685	50	8,576	0	0	0	0
Total Personnel Expenditure (Operational & EMF)	17,031	7,941	0	12,660	967	19,634	13,185	14,517	15,983	17,597
Total Personnel Budget Surplus/ (Deficit)	(17,031)	(7,941)	0	(12,660)	(967)	(19,634)	(13,185)	(14,517)	(15,983)	(17,597)

Services Committee - Service Delivery Budget 23-2024

Saltash Town Council
For the period ended 31 May 2023

Account	Actual Received/Spend 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual Received/Spend YTD 2023/24	Actual Funds To Receive/Available to Date 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Service Delivery Operating Income										
Service Delivery Income										
Grounds & Premises Income										
4500 SE Allotment Rents	3,432	0	0	4,000	3,926	74	4,404	4,849	5,339	5,878
4510 SE Public Footpath Grant	1,573	0	0	1,722	0	1,722	1,896	2,087	2,298	2,530
4511 SE Christmas Event income	0	0	0	150	0	150	165	182	200	220
4512 SE Misc Income Grounds & Premises	2,472	0	0	0	0	0	0	0	0	0
4513 SE Water Rates Income	0	0	0	3,560	23	3,537	0	0	0	0
4523 SE Service Delivery Income - Seagull Bags	1,140	0	0	2,003	252	1,751	2,205	2,428	2,673	2,943
Total Grounds & Premises Income	8,617	0	0	11,435	4,201	7,234	8,670	9,546	10,510	11,571
Town & Waterfront Income										
4520 SE Waterfront Income - Trusted Boat Scheme	1,945	0	0	4,265	1,960	2,305	4,696	5,170	5,692	6,267
4521 SE Waterfront Income - Annual Mooring Fees	6,246	0	0	10,800	7,678	3,122	11,891	13,092	14,414	15,870
4522 SE Waterfront Income - Daily Mooring Fees	875	0	0	2,400	400	2,000	2,642	2,909	3,203	3,527
Total Town & Waterfront Income	9,066	0	0	17,465	10,038	7,427	19,229	21,171	23,309	25,664
Total Service Delivery Income	17,683	0	0	28,900	14,240	14,660	27,899	30,717	33,819	37,235
Total Service Delivery Operating Income	17,683	0	0	28,900	14,240	14,660	27,899	30,717	33,819	37,235
Service Delivery Operating Expenditure										
Service Delivery Expenditure										
Grounds & Premises Expenditure										
6209 SE Oyster Beds	3	0	0	1	0	1	1	1	1	1
6500 SE Tree Survey and Tree Maintenance	7,297	0	0	11,010	0	11,010	12,122	13,346	14,694	16,178
6503 SE Allotments	1,700	0	0	1,321	117	1,204	1,455	1,602	1,763	1,941
6506 SE Grounds Maintenance & Watering	5,678	0	0	10,000	161	9,839	11,010	12,122	13,346	14,694
6508 SE Public Toilets (Operational Costs)	4,839	0	0	4,430	784	3,646	4,878	5,371	5,913	6,510
6517 SE Cross (Maintenance)	417	0	0	3,303	0	3,303	3,637	4,004	4,408	4,854
6525 SE Public Toilets (Repairs & Maintenance Costs)	2,048	0	0	2,753	0	2,753	3,031	3,337	3,674	4,045
6526 SE Tools, Equipment & Materials (Store & All Areas)	3,287	0	0	3,303	228	3,075	3,637	4,004	4,408	4,854
6529 SE Refuse Disposal	5,465	0	0	6,056	752	5,304	6,667	7,340	8,082	8,898
6907 SE Seagulls Bags	1,212	0	0	2,002	0	2,002	2,204	2,426	2,671	2,941
Longstone Expenditure										
7100 LO Rates - Longstone	2,157	0	0	2,375	(6,261)	8,636	2,615	2,879	3,170	3,490
7101 LO Water Rates - Longstone	2,203	0	0	4,012	16	3,996	4,417	4,863	5,355	5,895
7103 LO Electricity - Longstone	1,086	0	0	6,153	(127)	6,280	6,774	7,458	8,211	9,041
7104 LO Fire & Security Alarm - Longstone	999	0	0	1,010	119	891	1,112	1,224	1,347	1,484
7107 LO Rent - Longstone	4,620	0	0	4,955	1,155	3,800	5,455	6,006	6,612	7,280
7108 LO Cleaning Materials & Equipment - Longstone	537	0	0	677	33	644	746	821	904	995
7110 LO General Repairs & Maintenance - Longstone	456	0	0	551	0	551	606	667	735	809
7114 LO Equipment - Longstone	52	0	0	1,129	0	1,129	1,243	1,368	1,506	1,658
7121 LO IT & Office Costs - Longstone	578	0	0	750	0	750	826	909	1,001	1,102
Total Longstone Expenditure	12,687	0	0	21,612	(5,065)	26,677	23,794	26,195	28,841	31,754
Total Grounds & Premises Expenditure	44,634	0	0	65,791	(3,023)	68,814	72,436	79,748	87,801	96,670
Town & Waterfront Expenditure										
6504 SE Street Furniture (Maintenance)	893	0	0	2,000	113	1,887	2,202	2,424	2,669	2,939
6505 SE Street Lighting	160	0	0	750	0	750	826	909	1,001	1,102
6511 SE Tourism & Signage	746	0	0	250	106	144	275	303	334	367
6512 SE Bus Shelters (Maintenance)	0	0	0	565	0	565	622	685	754	830
6515 SE Festive Lights Maintenance & Electricity	1,319	0	0	3,500	(410)	3,910	3,854	4,243	4,671	5,143
6519 SE Flags & Bunting	1,780	0	0	2,753	0	2,753	3,031	3,337	3,674	4,045
6522 SE Pontoon (Maintenance Costs) (6522)	7,484	0	0	6,606	213	6,393	7,273	8,008	8,817	9,707
6524 SE Vehicle Maintenance and Repair Costs	10,775	0	0	12,600	1,386	11,214	13,873	15,274	16,816	18,515
6527 SE Salt Bins Refill	188	0	0	500	0	500	551	606	667	735
6528 SE Pontoon Accommodation	6,282	0	0	11,921	1,135	10,786	13,125	14,450	15,910	17,516
Total Town & Waterfront Expenditure	29,627	0	0	41,445	2,543	38,902	45,632	50,239	55,313	60,899
Total Service Delivery Expenditure	74,261	0	0	107,236	(480)	107,716	118,068	129,987	143,114	157,569
Service Delivery Staffing Expenditure										
Service Delivery Staffing Expenses	3,906	0	0	5,504	584	4,920	6,060	6,672	7,346	5,504
6676 ST SE Services Delivery Staff Training	6,536	0	0	11,010	825	10,185	12,122	13,346	14,694	16,178
Service Delivery Staffing Costs	202,994	0	7,288	217,402	30,911	193,779	239,360	263,535	290,152	319,457
Total Service Delivery Staffing Expenditure	213,436	0	7,288	233,916	32,320	208,884	257,542	283,553	312,192	341,139
Total Operating Expenditure	287,697	0	7,288	341,152	31,840	316,600	375,610	413,540	455,306	498,708
Total Service Delivery Operating Expenditure	287,697	0	7,288	341,152	31,840	316,600	375,610	413,540	455,306	498,708
Total Service Delivery Operating Surplus/ (Deficit)	(270,014)	0	(7,288)	(312,252)	(17,600)	(301,940)	(347,711)	(382,823)	(421,487)	(461,473)
Service Delivery EMF Expenditure										
Grounds & Premises EMF Expenditure										
6471 SE EMF Heritage Centre	2,071	7,889	0	0	0	7,889	0	0	0	0
6571 SE EMF Saltash Recreation Areas	506	39,054	0	20,000	0	59,054	0	0	0	0
6580 SE EMF Public Toilets (Capital Works)	1,690	8,310	0	0	0	8,310	0	0	0	0
6588 SE EMF Victoria Gardens	0	10,000	0	0	0	10,000	0	0	0	0
6589 SE EMF Community Tree Planting Initiatives	532	1,468	0	2,000	0	3,468	2,000	2,000	2,000	2,000
Longstone EMF Expenditure										
7170 LO EMF Longstone Depot Capital Works	0	500	0	2,000	0	2,500	0	0	0	0
Total Longstone EMF Expenditure	0	500	0	2,000	0	2,500	0	0	0	0

Total Grounds & Premises EMF Expenditure	4,800	67,221	0	24,000	0	91,221	2,000	2,000	2,000	2,000
Town & Waterfront EMF Expenditure										
6570 SE EMF Notice Boards (Repair & Replace)	685	1,154	0	0	0	1,154	0	0	0	0
6572 SE EMF Festive Lights	14,668	51	0	10,000	0	10,051	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	0	2,464	0	0	0	2,464	0	0	0	0
6575 SE EMF Street Furniture (New & Replace)	1,411	1,037	0	0	0	1,037	0	0	0	0
6578 SE EMF Equipment and Vehicles (Capital Works)	0	24,749	0	0	0	24,749	5,000	5,000	5,000	5,000
6582 SE EMF Town War Memorial	0	1,978	0	0	0	1,978	0	0	0	0
6584 SE EMF Pontoon Maintenance Costs	73	6,058	0	0	0	6,058	10,000	10,000	10,000	10,000
6590 SE EMF Utilities & Rates	0	2,157	0	0	0	2,157	0	0	0	0
6700 EMF Staff Contingency (Service Delivery)	0	18,534	83,943	3,207	6,421	99,263	0	0	0	0
Total Town & Waterfront EMF Expenditure	16,836	59,625	83,943	13,207	6,421	150,354	25,000	25,000	25,000	25,000
Total Service Delivery EMF Expenditure	21,636	126,846	83,943	37,207	6,421	241,575	27,000	27,000	27,000	27,000
Total Service Delivery Expenditure (Operational & EMF)	309,333	126,846	91,231	378,359	38,261	558,175	402,610	440,540	482,306	525,708
Total Service Delivery Budget Surplus/ (Deficit)	(291,650)	(126,846)	(91,231)	(349,459)	(24,021)	(543,515)	(374,711)	(409,823)	(448,487)	(488,473)

To/From Reserves & Budget Virements 2023/24

1. Virement from General Reserves to Service Delivery Staffing Costs - £1,366 PE 99/22/23
2. Virement from General Reserves to 6700 ST SE EMF Staff Contingency - £89,865 - FTC 58/23/24
3. Virement from 6700 ST SE Staff Contingency to Service Delivery Staffing Costs - £5,920 - FTC 58/23/24

Services Committee - Isambard House (Station Building) Budget 2023-24

Saltash Town Council

For the period ended 31 May 2023

Account	Actual Received/ Spend 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual Received/Spend YTD 2023/24	Actual Funds To Receive/Available to Date 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Isambard House Operating Income										
Isambard House Income										
4301 SA Isambard House - Bookings	3,800	0	0	10,000	3,335	6,665	11,010	12,122	13,346	14,694
4302 SA Isambard - Refreshment Income	20	0	0	500	0	500	551	606	667	735
4304 SA Isambard House - Cafe Rental	0	0	0	5,000	0	5,000	5,505	6,061	6,673	7,347
Total Isambard House Income	3,820	0	0	15,500	3,335	12,165	17,066	18,789	20,686	22,776
Total Isambard House Operating Income	3,820	0	0	15,500	3,335	12,165	17,066	18,789	20,686	22,776
Isambard House Operating Expenditure										
Isambard House Expenditure										
6800 SA Rates - Isambard House	3,543	0	0	4,129	3,720	409	4,546	5,005	5,510	6,067
6801 SA Water Rates - Isambard House	586	0	0	645	(586)	1,231	710	782	861	948
6802 SA Gas - Isambard House	573	0	0	6,075	(12)	6,087	6,689	7,364	8,108	8,927
6803 SA Electricity - Isambard House	3,480	0	0	9,020	534	8,486	9,931	10,934	12,038	13,254
6804 SA Fire & Security Alarm - Isambard House	603	0	0	1,000	425	575	1,101	1,212	1,335	1,469
6808 SA Cleaning Materials & Equipment - Isambard House	1,724	0	0	1,693	140	1,553	1,864	2,053	2,260	2,488
6810 SA General Repairs & Maintenance - Isambard House	758	0	0	1,000	144	856	1,101	1,212	1,335	1,469
6813 SA Refreshments Costs - Isambard House	0	0	0	210	0	210	231	255	280	309
6814 SA Equipment - Isambard House	650	0	0	989	0	989	1,089	1,199	1,320	1,453
6818 SA Professional Costs - Isambard House	1,660	0	0	2,000	300	1,700	2,202	2,424	2,669	2,939
6821 SA IT & Office Costs - Isambard House	0	0	0	1,000	0	1,000	1,101	1,212	1,335	1,469
6822 SA Activities & Events	0	0	0	1,000	505	495	1,101	1,212	1,335	1,469
Total Isambard House Expenditure	13,578	0	0	28,761	5,169	23,592	31,666	34,864	38,386	42,261
Isambard House Staffing Expenditure										
6671 ST SA Staff Expenses - Isambard House	0	0	0	282	0	282	310	342	376	414
6672 ST SA Staff Training - Isambard House	0	0	0	1,129	0	1,129	1,243	1,368	1,506	1,658
Total Isambard House Staffing Expenditure	0	0	0	1,411	0	1,411	1,553	1,710	1,882	2,072
Total Operating Expenditure	13,578	0	0	30,172	5,169	25,003	33,219	36,574	40,268	44,333
Total Isambard House Operating Expenditure	13,578	0	0	30,172	5,169	25,003	33,219	36,574	40,268	44,333
Total Isambard House Operating Surplus/ (Deficit)	(9,758)	0	0	(14,672)	(1,834)	(12,838)	(16,153)	(17,785)	(19,582)	(21,557)
Isambard House EMF Expenditure										
6473 SA EMF Station Building (Purchase & Capital Works)	35,000	57,745	0	0	0	57,745	0	0	0	0
6870 SA EMF Isambard House	0	18,492	0	0	0	18,492	0	0	0	0
6871 SA EMF Tresorsys Kernow Funding	286	2,962	0	0	2,458	504	0	0	0	0
6872 SA EMF Entertainment Licenses	0	2,132	0	0	0	2,132	0	0	0	0
6695 ST SA EMF Staff Contingency - Isambard House	0	2,000	0	0	0	2,000	0	0	0	0
Total Isambard House EMF Expenditure	35,286	83,331	0	0	2,458	80,873	0	0	0	0
Total Isambard House Expenditure (Operational & EMF)	48,863	83,331	0	30,172	7,628	105,875	33,219	36,574	40,268	44,333
Total Isambard House Budget Surplus/ (Deficit)	(45,043)	(83,331)	0	(14,672)	(4,293)	(93,710)	(16,153)	(17,785)	(19,582)	(21,557)

Agenda Item 12

To receive a report from the Finance Officer

1. Year End has been completed. All opening balances have been reconciled and are correct at 1st April 2023
2. The Year End Internal Audit was successful with no new recommendations
3. AGAR has been completed and sent off to the Internal Auditor
4. New Budget Sheets for the 2023/2024 financial year have been tidied and created with a new traffic light system for Budget Management.
5. The approved investment of £300,000 with CCLA will be completed in the next few weeks. As the new Finance Officer has reported below, we are in the process of adding new signatories to the account before we finalise the investment.

Abbie Browne FMAAT (Finance Consultant)

End of Report

1. Bank and Investments Accounts

We are currently in the process of reviewing the authorisation authority for all bank and investment accounts with the aim to provide access to the new Finance Officer. This will require some Councillors signing various authorising forms in person and we would like to thank you in advance for your cooperation.

Wendy Peters (Finance Officer)

End of Report

Burial Authority held on 23rd May 2023.

RECOMMENDATION 1:

11/23/24 TO RATIFY THE AMENDMENT TO CHURCHTOWN FEES AND CHARGES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Dent and resolved to **RECOMMEND** to the Policy and Finance Committee to ratify the Town Clerk's amendment to Churchtown Fees and Charges.

RECOMMENDATION 2:

12/23/24 TO RECEIVE A REPORT ON CHURCHTOWN CEMETERY MANAGEMENT POLICY AND REGULATIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

1. It was proposed by Councillor Bullock, seconded by Councillor Lennox-Boyd and **RESOLVED** to defer the question of maintenance at Churchtown Cemetery to the next meeting of The Burial Authority Committee on 7th November 2023. Maintenance to be discussed in conjunction with the review of Fees and Charges for Churchtown Cemetery.
2. It was proposed by Councillor Dent, seconded by Councillor Bullock and resolved to **RECOMMEND** to Policy and Finance to approve the following additions to the Churchtown Cemetery Management Policy and Regulations in regard to grave markers as follows:

Additional sections 4.3.5., 4.3.6. and 4.3.7. Management Policy and Regulations:

4.3.5. Grave markers such as wooden crosses with plaques may be placed on a grave or cremation plot at the time of an interment at the discretion of the Town Council. Such markers are temporary and are allowed in the interval between the interment and the installation of a memorial, which would normally take place within 12 months.

4.3.6. If there are no family members remaining, the person arranging the interment may also organise for a marker to be placed on the grave or cremation plot. Thereafter however, only the Town Council or the owner of the EROB may authorise work in connection with markers. Only the owner of the EROB may authorize the installation of a permanent memorial.

4.3.7. Usually, the Town Council would not remove a marker after 12 months should there be no memorial stone. However, the Town Council may remove it if they so wish.

Services Committee held on 8th June 2023.

40/23/24 TO CONSIDER PLAY PARK MATCH FUNDING APPLICATIONS:

Application Number	Organisation	Amount Requested
PPMF001	Summerfields Play	£10,000

Councillor Mortimore declared an interest in the agenda item.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** for Councillor Mortimore to remain in the room to answer questions on the application only.

Members asked questions and discussed the application received and circulated within the reports pack.

Councillor Mortimore left the meeting.

Members further discussed the application and the funding that had been raised to date.

It was proposed by Councillor B Samuels, seconded by Councillor Miller and resolved to **RECOMMEND** to the Policy and Finance Committee to be held on 11th July 2023 to award match funding up to £10,000 subject to Summerfields Play Park confirming funds raised and available five days prior to the above Policy and Finance Committee meeting taking place.

Councillor Mortimore was invited and returned to the meeting.

Summerfields Play



Your Account

Sort Code

Account Number



TREASURERS ACCOUNT

01 June 2023 to 30 June 2023

Money In	£2,745.57	Balance on 01 June 2023	£7,775.41
Money Out	£112.75	Balance on 30 June 2023	£10,408.23

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
02 Jun 23	[REDACTED] RAFFLE	FPI	20.00		7,795.41
05 Jun 23	[REDACTED] X 5	FPI	18.00		7,813.41
05 Jun 23	SP XS-STOCK ONLINE CD 8914 04JUN23	DEB		24.93	7,788.48
05 Jun 23	[REDACTED] BPO JUSTGIVING	FPI	162.81		7,951.29
05 Jun 23	[REDACTED] BPO RAFFLE	FPI	10.00		7,961.29
06 Jun 23	[REDACTED] BPO RAFFLE	FPI	10.00		7,971.29
06 Jun 23	[REDACTED]	FPI	10.00		7,981.29
06 Jun 23	[REDACTED] RAFFLE	FPI	10.00		7,991.29
07 Jun 23	[REDACTED] BPO RAFFLE	FPI	6.00		7,997.29
07 Jun 23	[REDACTED] BPO WATERWAYS	FPI	96.85		8,094.14
12 Jun 23	[REDACTED]	FPI	10.00		8,104.14
12 Jun 23	[REDACTED]	FPI	5.00		8,109.14
12 Jun 23	[REDACTED] RAFFLE PLM2PML07LC1MNEM5F	FPI	4.00		8,113.14
12 Jun 23	[REDACTED] 400000001152890706 ICE	FPO		87.82	8,025.32
12 Jun 23	[REDACTED] BPO ICECREAM	FPI	9.00		8,034.32
12 Jun 23	SUMUP PAYMENTS ACC PID305070-SUMUP	FPI	191.31		8,225.63

(Continued on next page)

TREASURERS ACCOUNT

Sort Code
Account Number


Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
14 Jun 23	SALTASH	DEP	821.00		9,046.63
14 Jun 23	[REDACTED] RAFFLE	FPI	10.00		9,056.63
19 Jun 23	[REDACTED] BPO JUSTGIVING	FPI	19.17		9,075.80
19 Jun 23	[REDACTED] RAFFLE	FPI	3.00		9,078.80
19 Jun 23	[REDACTED] BPO RAFFLE	FPI	10.00		9,088.80
19 Jun 23	[REDACTED]	FPI	5.00		9,093.80
19 Jun 23	[REDACTED] BPO RAFFLE	FPI	20.00		9,113.80
19 Jun 23	[REDACTED] RAFFLE	FPI	20.00		9,133.80
19 Jun 23	[REDACTED] BPO RAFFLE	FPI	2.00		9,135.80
20 Jun 23	[REDACTED]	FPI	5.00		9,140.80
20 Jun 23	[REDACTED] BPO RAFFLE	FPI	3.00		9,143.80
20 Jun 23	SUMUP PAYMENTS ACC PID309104-SUMUP	FPI	12.79		9,156.59
20 Jun 23	[REDACTED] RAFFLE	FPI	20.00		9,176.59
20 Jun 23	[REDACTED] RAFFLE	FPI	10.00		9,186.59
20 Jun 23	[REDACTED] NOT FOR WORK	FPI	3.00		9,189.59
21 Jun 23	[REDACTED] RAFFLE	FPI	5.00		9,194.59
21 Jun 23	[REDACTED] RAFFLE	FPI	10.00		9,204.59
21 Jun 23	[REDACTED] RAFFLE	FPI	2.00		9,206.59
21 Jun 23	[REDACTED] RAFFLE	FPI	30.00		9,236.59
21 Jun 23	[REDACTED] RAFFLE	FPI	5.00		9,241.59
21 Jun 23	[REDACTED] BPO RAFFLE	FPI	10.00		9,251.59
22 Jun 23	SUMUP PAYMENTS ACC PID310291-SUMUP	FPI	6.89		9,258.48

(Continued on next page)

TREASURERS ACCOUNT

Sort Code [REDACTED]
Account Number [REDACTED]

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
22 Jun 23	[REDACTED]	FPI	2.00		9,260.48
22 Jun 23	PAR3PWOMT5KFCBYR2Z	FPI	2.00		9,262.48
22 Jun 23	RAFFLE FP23173015058255	FPI	5.00		9,267.48
22 Jun 23	[REDACTED]	FPI	10.00		9,277.48
23 Jun 23	RAFFLE TICKETS	FPI	5.00		9,282.48
23 Jun 23	[REDACTED]	FPI	10.00		9,292.48
23 Jun 23	SUMUP PAYMENTS ACC PID310871-SUMUP	FPI	14.75		9,307.23
23 Jun 23	[REDACTED]	FPI	5.00		9,312.23
26 Jun 23	RAFFEL	FPI	10.00		9,322.23
26 Jun 23	RAFFLE	FPI	5.00		9,327.23
26 Jun 23	[REDACTED]	FPI	5.00		9,332.23
26 Jun 23	RAFFLE	FPI	5.00		9,337.23
26 Jun 23	BPO RAFFLE	FPI	5.00		9,342.23
26 Jun 23	SUMMERFIELDS DONAT	FPI	10.00		9,352.23
27 Jun 23	RAFFLE	FPI	5.00		9,357.23
29 Jun 23	SALTASH RC CHAR ROTARY DONATION	FPI	1,000.00		10,357.23
29 Jun 23	BPO RAFFLE	FPI	43.00		10,400.23
29 Jun 23	[REDACTED]	FPI	8.00		10,408.23

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

April 2023

Date	Description	In	Out	Total
01/04/2023	Opening Balance			£5523.82
03/05/2023	Sales	10.00		£5533.82
04/05/2023	St Stephen Summer Fete Fee		12.00	£5521.82
06/04/2023	Sales	6.00		£5527.81
30/04/2023	Book Sales	151.34		£5679.15
30/04/2023	Saltash Striders	18.00		£5697.15
30/04/2023	Closing Balance			£5697.15

Cash £1947.71**Bank £3749.44****Total £5697.15****Income £185.34****Expenditure £12.00****May 2023**

Date	Description	In	Out	Total
01/05/2023	Opening Balance			£5697.15
06/05/2023	Mayfair Stall	£382.00		£6079.15
11/05/2023	Donation	£20.00		£6099.15
12/05/2023	Donation	£10.00		£6109.15
12/05/2023	Marathon Donations	£234.73		£6343.88
18/05/2023	Pamper Evening	£427.54		£6771.42
22/05/2023	Toy Order		£164.38	£6607.04
22/05/2023	Stall Fee's (2)		£18.00	£6589.04

26/05/2023	Donation Tamar Landscapes	£500.00		£7089.04
28/05/2023	Book Sales	£36.87		£7125.91
28/05/2023	Saltash Striders	£21.00		£7146.91
30/05/2023	Charity Chain/Padlock		£16.56	£7130.35
30/05/2023	Raffle tickets	£10.00		£7140.35
30/05/2023	Just Giving Donations	£23.52		£7163.87
30/05/2023	Shillingham Manor Donation	£1000.00		£8163.87
31/05/2023	Closing Balance			£8163.87

Cash £388.46 Bank £7775.41 Total £8163.87

Income £2665.66 Expenditure £198.94

June 2023

Date	Description	In	Out	Total
01/06/2023	Opening Balance			£8163.87
05/06/2023	Raffle prize purchases		£24.93	£8138.94
05/06/2023	Just Giving Donations	£162.81		£8301.75
07/06/2023	Just Giving Waterways Donation	£96.85		£8398.60
07/06/2023	AR Carpets Raffle	£375.50		£8774.10
12/06/2023	Ice Cream Expenses		£87.82	£8686.28
12/06/2023	Ice Cream Event	£446.81		£9133.09
27/06/2023	Brunel School Fair	£139.50		£9272.59

29/06/2023	Rotary Club Donation	£1000.00		£10272.59
30/06/2023	Landrake School Fair	£191.00		£10463.59
30/06/2023	Quiz Night	£135.00		£10598.59
30/06/2023	Sales	£20.00		£10618.59
30/06/2023	Book Sales	£112.14		£10730.73
30/06/2023	Raffle Sales	£611.00		£11341.73
30/06/2023	Closing Balance			£11341.73

Cash £867.50 Bank £10,474.23 Total £11,341.73
Income £3,290.61 Expenditure £112.75

July 2023

Date	Description	In	Out	Balance
01/07/2023	Opening Balance			£11341.73

Personnel Committee held on 29th June 2023.

RECOMMENDATION 1:

29/23/24 TO REVIEW EMPLOYMENT LAW TRAINING FOR MEMBERS OF THE PERSONNEL COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to approve Members of the Personnel Committee, the Chairman of the Town Council and the Town Clerk to attend Employment Law training on Wednesday 26th July 2023 delivered by HR Support Consultancy.

It was proposed by Councillor Martin, seconded by Councillor Miller and resolved to **RECOMMEND** at the next Policy and Finance Committee meeting approval for Employment Law training cost of £450 allocated to budget code 6213 Councillor Training and Expenses.

RECOMMENDATION 2:

30/23/24 TO REVIEW EMPLOYMENT LAW TRAINING FOR LINE MANAGERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to approve the Line Managers to attend Employment Law training delivered by HR Support Consultancy at a total cost of £450. The Town Clerk to arrange a suitable training date subject to the appointment of a Service Delivery Manager.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Policy and Finance Committee meeting approval for Employment Law training cost of £270 allocated to budget code P&F Staff Training;

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Services Committee meeting approval for Employment Law training cost of £90 allocated to budget code Service Delivery Staff Training;

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Library Sub Committee meeting approval for Employment Law training cost of £90 allocated to budget code Library Staff Training;

RECOMMENDATION 3:

32/23/24 TO RATIFY RECRUITMENT AGENCY COST.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to ratify the recruitment agency and HR cost of £6,504.70.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** to the Policy and Finance Committee a virement of £6,000 from budget code P&F Staffing Contingency to 6701 Staff Recruitment to cover the above associated cost.

RECOMMENDATION 4:

39/23/24 TO REVIEW ROSEVALE ACCOUNTANTS PAYROLL SERVICES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to continue with the temporary appointment of Rosevale Accountants to outsource processing payroll and to further review at the Personnel Committee meeting to be held on 29th February 2024 at a cost of £8.50 + VAT per employee per month.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Policy and Finance to vire £1,034 from Staff Contingency to 6305 Finance Software to cover the above associated cost.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to suspend Standing Order 2.V - A meeting shall not exceed a period of 2 ½ hours.

Councillor Martin left the meeting.

RECOMMENDATION 5:

**40/23/24 TO REVIEW ROSEVALE ACCOUNTANTS FINANCE SERVICE AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Martin returned to the meeting.

It was proposed by Councillor Martin, seconded by Councillor Dent and
RESOLVED:

1. To approve the training plan (12 month cycle) delivered by Rosevale Accountants to the Finance Officer up to and including w/c 25th March 2024, reporting to the Town Clerk / RFO, (as attached),
2. The Town Clerk to oversee and manage reduction in training hours in accordance with the training plan or earlier,
3. To approve Rosevale Accountants additional 68 hours worked at £29 + VAT per hour totalling £1,972 (as attached);

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

4. To continue with the appointment of Rosevale Accountants up to 30hrs per week at a cost of £29 + VAT per hour up to 31st December 2023 and £33 + VAT from 1st January 2024, allocated to budget code 6661 P&F Finance Consultancy Fees,
5. To recommend a virement of £21,487 from P&F staff contingency to 6661 P&F Finance Consultancy fees to cover the work of Rosevale Accountants from 1st July to 31st March 2024 plus additional 68 hours worked.

RECOMMENDATION 6:

41/23/24 TO RECEIVE A REPORT ON THE BRIGHT HR CONTRACT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To approve a 5-year Bright HR contract for absence management, annual leave, and HR needs at a monthly fee of £3.00 + VAT per employee;
2. To allocate to budget code 6662 HR Professional Fees;

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

3. To vire £2,700 from 6652 Staffing Contingency to 6662 HR Professional Fees, to cover the associated cost (HR Support Consultancy, Bright HR software and Rosevale Accountants processing data).

Station Property Sub Committee held on 17th May 2023.

11/23/24 TO REVIEW ISAMBARD HOUSE FEES AND CHARGES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the current Fees and Charges for Isambard House for community organisations.

Currently community organisations pay a community rate of £10.00 per hour for a weekday booking between 9a.m. and 5p.m. and £15.00 per hour on weekends and evening bookings.

It was proposed by Councillor Bullock, seconded by Councillor Peggs and resolved to **RECOMMEND** to the Policy and Finance Committee to amend the Fees and Charges for Isambard House for community organisations only to a flat rate of £10 per hour inclusive of vat.

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

Vice Chairman Councillor Miller in the Chair.

Property Maintenance Sub Committee held 5th July 2023

RECOMMENDATION:

21/23/24 TO RECEIVE AN UPDATE ON THE GUILDHALL TENDER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members the tender closing date is Friday 7th July. No bids received as yet, however, many visits to the Guildhall have taken place and Barron Surveying mentioned to three of their known contractors who might be interested in pricing.

The Property Maintenance Sub Committee agreed for Cllrs Dent and Stoyel to open the received bids in the presence of the Town Clerk on 10th July. The Town Clerk will send the bids to Barron Surveying to analysis and provide a tender report and recommendation to the Property Maintenance Sub Committee.

The Chairman reminded Members that the Guildhall building is Grade II Listed therefore should Members wish to change the exterior colour Planning and Listed Building consent would be required. Planning at a cost and Listed exempt from any fee.

It was **RESOLVED** to note the above updates.

It was proposed by Councillor Brady, seconded by Councillor Dent and resolved to **RECOMMEND** to the next Policy and Finance Committee to appoint Barron Surveying at a cost of £100 + VAT per hour up to a maximum of five hours allocated to budget code 6224 Professional Fees.



Saltash Town Council



Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest Grant

☒

Festival Fund Grant

☐

DATE APPLICATION SUBMITTED:

23/5/23

Contact Name:	[REDACTED]
Position:	COMMITTEE MEMBER
Organisation:	SALTASH RADIO
Contact Address:	[REDACTED]
Telephone Number:	[REDACTED]
E-mail:	[REDACTED]
Status of Organization:	ASSOCIATION
Charity/Company number (if applicable)	Charity No: Company No:

What geographical area does your organization cover?	SALTASH AND SURROUNDING AREA
How long has your organization been in existence?	2 MONTHS

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

Have you applied for a grant from Saltash Town Council within the last <u>5</u> Years? (Please list – continue on a separate sheet if necessary)	Date Applied	Project	Successful Y/N

Please list the aims and objectives of your organization	<p>Firstly: To establish an internet-based radio station for the benefit of Saltash, particularly during the major street festivals (the Regatta, May Fair and Christmas Fair).</p> <p>Secondly: To benefit other community events.</p> <p>Thirdly: To provide a locally based interactive radio service.</p>		
What are the main activities of your organization?	<p>Operating a radio station. Gathering and broadcasting community-based information.</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	27 / 11 / 2023
	Finish Date	31 / 12 / 2023
	Total Cost	£ 2000
	Grant Applied For	£ 500

Project title:	SALTASH RADIO
Description of project (please continue on a separate sheet if necessary):	To set up a community-based radio which will involve local businesses, individuals, schools and charities (eg the Foodbank, The Core, youth groups)
Where will the project/activity take place?	Street events to be covered on-site, other broadcasts from home (s)

Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	Town centre businesses, visitors, plus an unknown number of other listeners.
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	An informal survey was carried out at the 2023 May Fair. The response was very positive.
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)	The project has been favourably received by the committees for the Regatta, May Fair and Christmas Fair.
How will the project be managed and how will you measure its success?	The project will be managed by the Saltash Radio committee. The software used for broadcast will measure audience reach.

Please give the timescale and key milestones for your project, including a start date and finish date.	(provisional): July 2023: test transmissions leading up to and during the Regatta. Nov/Dec 2023: transmission 2 weeks before and during the Christmas fair. Post Xmas 2023: evaluate impact and feasibility of project. If results are positive , to continue broadcasting at least until the Regatta 2024.
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)	n/a

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)	Equipment setup costs..£600 (one-off) Music licences£30 per month Software licences.....£70 per month Jingles.....£60 (one-off) Publicity.....£150 (one-off). Total (one-year).....£2000
How will you promote STC once application and project are complete?	On-air acknowledgements. Visual acknowledgements on website and phone apps.

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 Councillors	300	applied	pending
Redeemer Church	500	applied	approved

Please confirm the bank account your project is using is in the project's name/organization name	confirmed
--	-----------

4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organization's most recent bank statements (mandatory)	enclosed
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	n/a

A letter head showing the organization's address and contact details	enclosed
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)	enclosed
A copy of your organization's latest set of accounting statements (if any exist)	n/a
Copies of any letters of support for your project	enclosed
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	n/a
Other (please list)	

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

5. Declaration by the applicant

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

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

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

I/we accept the following:

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

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

Signed:			
Print Name(s):			

Position(s):			
Date:			

SALTASH RADIO CONSTITUTION

1. Name

The name of the group shall be **SALTASH RADIO**

2. Aims

The aims of **SALTASH RADIO** will be:

- To establish an internet-based radio station for the benefit of Saltash:
- In the short term to promote the Saltash Regatta.
- In the medium term to support other community-based events.
- In the long term to provide an on-going radio service to the Saltash area.

3. Membership

Membership is open to anyone who:

- supports the aims of Saltash Radio. There is no membership fee.

A list of all members will be kept by the membership secretary.

Ceasing to be a member

Members may resign at any time in writing to the secretary.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

4. Equal Opportunities.

Saltash Radio will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

5. Officers and committee

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than once a year.

The Committee will consist of 2 or more members.

The committee will be responsible for keeping records and maintaining accounts.

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.

Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.

The Committee meetings will be open to any member of Saltash Radio wishing to attend, who may speak but not vote.

6. Meetings

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of the work of Saltash Radio over the year.
- The Committee will present the accounts of Saltash Radio for the previous year.
- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

6.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

6.3 General Meetings

General Meetings are open to all members and will be held at least once every 3 months or more often if necessary.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.

6.4 Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

The quorum for Committee meetings is three Committee members.

7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

8. Finances

An account will be maintained on behalf of the Association at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All money raised by or on behalf of Saltash Radio is only to be used to further the aims of the group, as specified in item 2 of this constitution.

9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting of Saltash Radio on:-

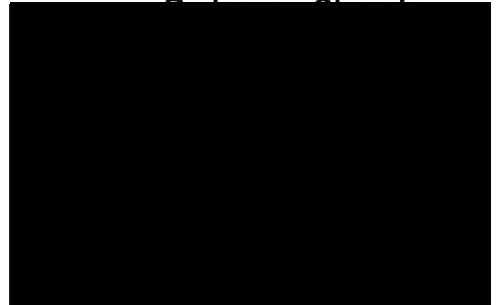
Date/...../.....

Name and position in group

Signed

Name and position in group

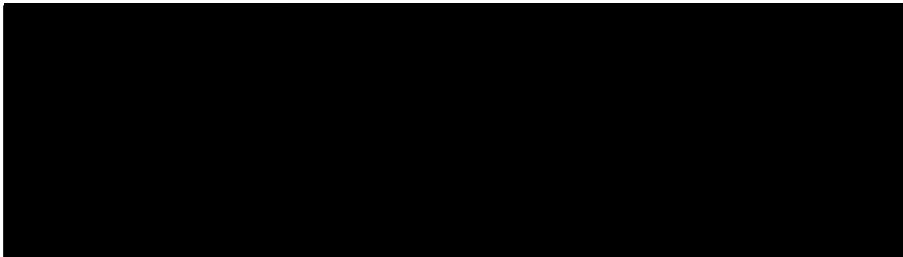
Signed

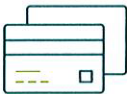


Dear Allan,

I can confirm that Redeemer Church, part of Redeemer Trust Ltd would like to match fund up to £500 towards the costs of setting up a radio station in Saltash. I hope this helps you in your exciting project.

Yours sincerely





Take control of your cash flow

Apply online for our Business Credit and Charge Cards and benefit from up to 45 days' interest-free credit.

Apply now

All lending is subject to status.

Statement

View upcoming payments

Search your statement

£0.00 Available funds

Is your business protected with Public Liability Insurance?

Mar
N/A

Apr

May

All transactions

Showing All transactions

All transactions

Statement options

View pending debit card transactions and cheques being processed

DATE	DESCRIPTION	TYPE ?	IN (£)	OUT (£)	BALANCE (£)
------	-------------	--------	--------	---------	-------------

Sorry, we're unable to load your transactions.

Download our app today

- Quick and easy logon
- Send money in seconds
- Your details are secure

Download now



Scan the QR code

SALTASH RADIO:

costs so far:	The Media Site/ PlayItLive cloud based software		6months	July to December 2023	360
	The Media Site/ PlayItLivecloud based server and VM		3 months @48	july to September 2023	144
	music licence:PRS		6 months	July to December 2023	104.36
	music licence:PPL		6 months	July to December 2023	106.2
	website: GoDaddy		12 months	April to April 2024	92.24
	Citrus3:server		3 months	April to June 2023	36
					842.8
	anticipated costs (unquantified)				
	jingles	c 100			
	banners	c50			
	posters	c50			
	website design	c45			
	phone app design	30/month			

Equipment has been obtained to enable the live broadcasting to go ahead, but this is not being charged to Saltash Radio at present, pending the success or otherwise of the project.



Saltash Town Council



Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest Grant ☐

Festival Fund Grant ☒

DATE APPLICATION SUBMITTED:

5 JUNE 2023

Contact Name:	[REDACTED]
Position:	CHAIRMAN
Organisation:	SALTASH MUSIC, SPEECH & DRAMA FESTIVAL
Contact Address:	[REDACTED]
Telephone Number:	[REDACTED]
E-mail:	[REDACTED]
Status of Organization:	AFFILIATED TO THE BRITISH & INTERNATIONAL FEDERATION OF FESTIVALS.
Charity/Company number (if applicable)	Charity No: 1046226 Company No: /
What geographical area does your organization cover?	MAINLY CORNWALL & DEVON WITH OCCASIONAL ENTRIES FROM FURTHER AFIELD.

How long has your organization been in existence?	33 YEARS i.e. SINCE BEGINNING OF 1990.
---	--

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 <u>5 Years</u> ? (Please list – continue on a separate sheet if necessary)	2019	SALTASH MUSIC, SPEECH & DRAMA FESTIVAL	£1,000	YES
Please list the aims and objectives of your organization	THE OBJECT OF THE FESTIVAL IS TO ADVANCE THE EDUCATION OF THE PUBLIC IN THE ARTS OF MUSIC, SPEECH & DRAMA THROUGH COMPETITIVE PUBLIC PERFORMANCES ADJUDICATED BY PROFESSIONAL ADJUDICATORS, ALSO AFFILIATED TO THE FEDERATION OF FESTIVALS.			

What are the main activities of your organization?	<p>TO ORGANISE & RUN AN AFFILIATED FESTIVAL PROVIDING A PLATFORM FOR ENTRANTS TO PERFORM IN A RELAXED ENVIRONMENT & BE JUDGED BY FIRST CLASS PROFESSIONAL ADJUDICATORS.</p> <p>TO PROVIDE ENTRANTS & THE GENERAL PUBLIC THE OPPORTUNITY TO WITNESS PERFORMANCES OF THE HIGHEST CALIBRE.</p> <p>TO DIRECT ENTRANTS, PARENTS, SUPPORTERS & GENERAL PUBLIC TO THE TOWN OF SALTASH THUS BENEFITTING THE SHOPPING CENTRE & LOCAL HOSTERIES.</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	22 / 01 / 2024
	Finish Date	03 / 02 / 2024
	Total Cost	£ 5000 + (ESTIMATED) (LIKELY TO BE MORE)
	Grant Applied For	£ 1,000

Project title:	THE SALTASH MUSIC, SPEECH & DRAMA FESTIVAL
----------------	--

Description of project (please continue on a separate sheet if necessary):	A COMPETITIVE MUSIC, SPEECH & DRAMA FESTIVAL OPEN TO ANYONE FROM VERY YOUNG CHILDREN TO ADULTS OF SENIOR AGE REGARDLESS OF AGE, DISABILITY, GENDER, RELIGIOUS BELIEF, SEXUAL ORIENTATION OR IDENTITY. ALL ENTRANTS WILL BENEFIT FROM ADJUDICATION BY FIRST CLASS PROFESSIONAL JUDGES WHO ARE AFFILIATED TO THE BRITISH & INTERNATIONAL FEDERATION OF FESTIVALS.
Where will the project/activity take place?	SALTASH WESLEY METHODIST CHURCH

Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	a) ANYONE FROM VERY YOUNG CHILDREN TO ADULTS OF SENIOR AGE. (AS ABOVE) b) MUSICAL GROUPS, ENSEMBLES, BANDS, ORCHESTRAS, CHOIRS & BARBERSHOP CHORUSES, ETC. c) GENERAL PUBLIC / AUDIENCES. d) SCHOOLS & EDUCATION. e) TOWN OF SALTASH.
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	FOLLOWING AN UNWANTED BREAK OF 3 YEARS DUE TO COVID 19 WE ORGANISED A FESTIVAL IN JANUARY / FEBRUARY OF THIS YEAR WHEN WE RECEIVED OVER 300 ENTRIES COVERING 5 DAYS OF COMPETITION.
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)	EMAILS & TELEPHONE CALLS FROM THE FEDERATION OF FESTIVALS, PERFORMERS, PARENTS, PRIVATE TEACHERS, SCHOOL TEACHERS, SCHOOLS & GENERAL PUBLIC. QUOTES SUCH AS :- THANKS FOR A LOVELY FESTIVAL, SO GLAD THAT YOU ARE BACK, THANKS FOR ALL YOUR HELP, WHAT A GREAT GALA CONCERT, IT IS A PLEASURE TO BE BACK WITH THE SALTASH FESTIVAL.

How will the project be managed and how will you measure its success?	PROJECT COMMENCES A COUPLE OF WEEKS AFTER THE CONCLUSION OF THE PREVIOUS ONE. THROUGHOUT THE YEAR, OUR COMMITTEE OF VOLUNTEERS PRODUCE NEXT YEARS SYLLABUS, BOOK UP ADJUDICATORS, BOOK ADJUDICATORS' ACCOMMODATION, ARRANGE PRINTING OF SYLLABUS, PROGRAMME, CERTIFICATES, REPORT FORMS, ETC. SUCCESS WILL BE MEASURED BY THE NUMBER OF ENTRIES RECEIVED & THE AMOUNT OF SUPPORT.
Please give the timescale and key milestones for your project, including a start date and finish date.	ALL THE ABOVE IS UNDERTAKEN AT THE END OF FEBRUARY TO BEGINNING OF JANUARY OF THE NEXT YEAR. ACTUAL DATES FOR 2024 FESTIVAL ARE:- SPEECH & DRAMA - MON. 22 JAN. TO WED. 24 JANUARY INCLUSIVE VOCAL - THURS. 25 JAN. TO SAT. 27 JAN. INC. INSTRUMENTAL - MON. 29 JAN. TO SAT. 3 FEBRUARY INCLUSIVE GALA CONCERT - SATURDAY 3 FEBRUARY.
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)	1. WE HAVE A CHILD PROTECTION POLICY DETAILED IN THE SYLLABUS & PROGRAMME TO PROTECT CHILDREN & VULNERABLE ADULTS. 2. WE HAVE 3 CHAPERONES APPROVED & SIGNED BY CORNWALL COUNCIL. 3. LIAISE WITH SALTASH WESLEY SO AS TO COMPLY WITH THE CHURCHES REGULATIONS

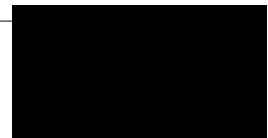
3. How you will pay for your project.

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)	AS PER THE ATTACHED ACCOUNTS
How will you promote STC once application and project are complete?	STC WILL BE DISPLAYED ON THE FRONT COVER OF THE PROGRAMME, ALL REPORTS, DISPLAYED ON THE 3 SCREENS IN THE CHURCH, ON ADVERTISING & AT GALA CONCERT.

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)
No OTHER APPLICATIONS			

Please confirm the bank account your project is using is in the project's name/organization name



4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organization's most recent bank statements (mandatory)	<input checked="" type="checkbox"/>
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	<input checked="" type="checkbox"/>

A letter head showing the organization's address and contact details		✓ [REDACTED]
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)		✓ [REDACTED]
A copy of your organization's latest set of accounting statements (if any exist)		✓ [REDACTED]
Copies of any letters of support for your project		✓ [REDACTED]
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		[REDACTED]
Other (please list)	IT MUST BE STRESSED THAT THE TOWN MAYOR IS ALWAYS OFFICIALLY INVITED TO a) OPEN THE FESTIVAL, b) ATTEND MAYOR'S DRAMA AWARD, GALA CONCERT & ANNUAL GENERAL MEETING	

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

N/A

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.

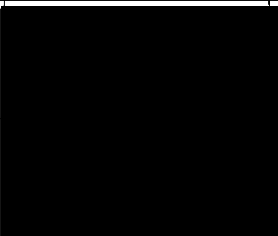
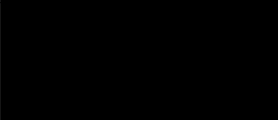
I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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):	CHAIRMAN		
Date:	2 JUNE 2023		



MODEL CONSTITUTION FOR THE USE OF AFFILIATED FESTIVALS ONLY

Note: This document had been drawn up in consultation with the Charity Commission in the light of circumstances at competitive festivals and should not be used as a guide for other organisations.

CONSTITUTION OF *(insert full title of festival)*

1. The name of the festival shall be the ~~SALTASH MUSIC, SPEECH & DRAMA FESTIVAL~~ Festival Association (hereinafter referred to as 'the Association').
2. The object of the Association shall be to advance the education of the public in the Arts, and in particular the Arts of Music, Speech and Drama, and Dance, in all their branches.

In furtherance of the object of the Association but not further or otherwise the Association shall have the following powers:

- (1) To hold or promote annual competitive festivals.
 - (2) To present and promote public performances, concerts and recitals.
 - (3) To affiliate to The British & International Federation of Festivals and to further the charitable objects of the said Federation.
 - (4) To do all such other things as are necessary to the attainment of the object of the Association.
3. The income and property of the Association shall be applied solely towards the promotion of its objects as set forth in the constitution and no portion thereof shall be paid or transferred, directly or indirectly to the members of the Association. Provided nothing herein shall prevent the payment in good faith by the Association to any member of the Committee, member, officer or servant of the Association
 - (a) of reasonable and proper remuneration for services actually rendered including reasonable and proper fees and usual charges for any professional services;
 - (b) of reasonable interest on money lent to the Association;
 - (c) of reasonable and proper rent for premises demised or let to the Association;
 - (d) of expenses properly incurred on behalf of the Association, on condition that
 - (i) No person shall be entitled to vote on a resolution nor attend any meeting concerning his own appointment to his paid office of the Association or any payment made or to be made to him by the Association;

- (ii) notwithstanding anything contained in the constitution of the Association no resolution relating to the payment to any member of the Committee shall be effective unless it is passed at a committee meeting at which there is present a quorum which comprises not less than one third of the multiple of three next above the total of those entitles to attend the meeting, and a majority of persons who are not remunerated for services being rendered to the Association.
- 4. Membership of the Association shall be open to any person who is interested in the object of the Association.
- 5. The Officials of the Association shall be:
 - (1) A Chairman
 - (2) A Vice-Chairman
 - (3) An Honorary Secretary or Secretary
 - (4) An Honorary Treasurer
- 6. The Officials of the Association shall be elected annually at the Annual General Meeting of the Association from the Members of the Association.
- 7. The Management of the Association shall be vested in the Committee.
- 8. The Committee shall consist of the Officials of the Association and 6 Members of the Association to be elected annually at the Annual General Meeting of the Association.
- 9. All the powers of the Association shall be vested in the Committee save in so far as the same are hereby expressly required to be exercised by the Association in General Meeting and save that the Committee shall not be empowered to wind up the Association but such winding up can be decided upon only by a General Meeting of the Association.
- 10.
 - (1) All moneys belonging to the Association shall be paid into such Bank as may be specified by the Committee to the account of the Association.
 - (2) All cheques drawn on the account of the Association shall be signed by two Officials of the Association.
- 11. The property and investments of the Association (other than money at the Bank) shall be held in the name of the Association by the Chairman, Secretary, or Honorary Treasurer for the time being.
- 12.
 - (1) The Annual General Meeting of the Association shall be held in the month of OCTOBER in every year and at such meeting the Officials of the association and the Committee shall retire but shall be eligible for re-election.
 - (2) The Annual General Meeting shall be convened by the Secretary by not less than 21 days' notice in writing given to the Members of the Association.

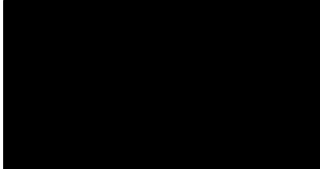
- (3) At the Annual General Meeting a full Account duly audited of all receipts, expenditure and property of the Association together with a Balance Sheet for the year endedJuly 2023..... previous to the meeting shall be presented by the Committee. At such meeting the Auditors for the ensuing year shall be appointed and the Officials and Committee shall be elected.
- (4) An Extraordinary General Meeting shall be convened by the Secretary upon a request by the Committee or by any six Members upon not less than fourteen days notice of such meeting being given to every Member which shall state the business to be conducted at the meeting.
- (5) Any 5 Members of the Association personally present shall be a quorum at any General Meeting.
- (6) At every General Meeting the chair shall be taken by the Chairman of the Association or in his absence by the Vice-Chairman. In the absence of the Chairman and the Vice-Chairman, a Chairman shall be elected by the Members present.
- (7) The voting at a General Meeting shall be by show of hands but the Chairman or any three Members may demand a poll which shall be immediately taken and the result thereof declared by the Chairman. In the case of equality of votes the Chairman of the Meeting shall have a second or casting vote.
13. At any General Meeting every Member of the Association shall subject as hereinafter provided have one vote provided that no person other than a Member duly registered on the Register of Members and who shall have paid every subscription and other sum (if any) which shall be due and payable to the Association in respect of his membership shall be entitled to vote.
14. (1) The Committee shall meet at least5..... times in every year.
- (2) Meetings of the Committee shall be convened by the Secretary of the Association by giving at least seven days' notice to each Member or such shorter notice as the Chairman of the Association may decide.
- (3) Any5..... Members of the Committee personally present shall form a quorum.
- (4) The provisions herein before set out in relation to voting and the taking of the chair at General Meetings shall apply to meetings of the Committee.
- (5) The Committee shall have power to fill casual vacancies on the Committee from the Members of the Association and to co-opt not more than2..... persons as Members of the Committee and such persons need not be Members of the Association.

15. A Resolution to wind up the affairs of the Association may only be moved at a General Meeting convened for the purpose. Such Resolution will become effective only if 75% (or other substantial percentage) of Members only attending the meeting vote in favour. If upon the winding up or dissolution of the Association there remains after the satisfaction of all its debts and liabilities any property whatsoever, same shall not be paid to or distributed among the Members of the Association but shall be given or transferred to The British & International Federation of Festivals for its general charitable purposes, or some other Institution or Institutions, having objects similar to the object of the Association and which shall prohibit the distribution of its or their income and property amongst its or their Members.
 16. Subject as hereinafter provided the Constitution of the Association as set out in this Schedule may be added to repealed or amended by resolution at any General Meeting provided that no such Resolution shall be deemed to have been passed unless it be passed by a majority of at least two thirds of the Members present at the meeting and entitled to vote. Provided no amendment shall be made to the Object Clause 2, the Dissolution Clause 15, and this clause and provided also that no amendment shall be made which would cause the Association to cease to be a charity in law.
-

*Note: The official adoption of the Constitution must be carried out at a Special General Meeting of Members after which the document becomes operative. Copies of the Constitution should be made available for Members, and will also be required by the Charity Commission if the Festival is applying for Registration as a Charity. When registering as a charity it is important to change this document **as little as possible** (you can set up several different management structures within the framework of this constitution - it is intended to be open-ended and allow growth and change). You should also make clear that you have followed this model when sending your forms into the Charity Commission and should contact the Federation if you get any queries from the Charity Commission.*



THE OFFICIALS
SALTASH MUSIC SPEECH & DRAMA FES



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 .

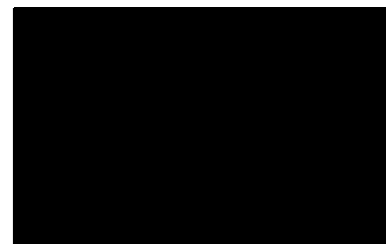
Community Account Statement

£3,663.42

Business Premium Account

£0.00

So



THE OFFICIALS
SALTASH MUSIC SPEECH & DRAMA FESTI



No transactions within the period		
23 May Start Balance		3,663.42
23 May Balance carried forward		3,663.42
Total Payments/Receipts	0.00	0.00

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

Start balance	£3,663.42
Money out	£0.00
Commission charges	£0.00
Money in	£0.00
Gross interest earned	£0.00
End balance	£3,663.42

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

Saltash Music Speech & Drama Festival

Breakdown of accounts to end of May 2023

<u>Income</u>	
Speech Entries	£523
Instrumental Entries	£410
Vocal Entries	£228.00
Speech Door	£178.97
Vocal Door	£72.00
Instrumental Door	£208.00
Advertising	£30.00
Friends	£655.00
Programme Sales	£192.00
Coffee Mornings	£115.05
Float	£150.00
Raffle	£75.00
Sum Up Payments	£126.87
Trophy Replacement	£20.00
Gala Concert	£255.00
TOTAL	£3,238.89

Expenditure

Printing	£388.00
BIFF Insurance	£205.00
Vocal Overpayment	£9.00
Cash Float	£150.00
Sum Up Purchase	£129.00
Accommodation	£247.98
Speech Adjudicator	£794.20
Vocal Adjudicator	£254.95
Instrumental Adjudicator	£580.60
Expenses	£36.30
Wesley Church	£1,012.00
Bounced Cheque	£10.00
Accompanist	£258.00
BIFF Membership	£175.00
TOTAL	£4,251.02
Balance C/F	£4,675.55
Income	£3,238.89
TOTAL	£7,914.44
Expenditure	£4,251.02
<u>TOTAL BALANCE</u>	£3,663.42



(c)

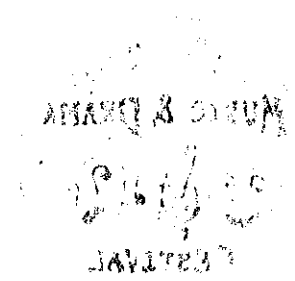
Saltash Music, Speech and Drama Festival

General Secretary: M



Galash Music, Speech and Drama Festival

Mr. G. H. Gough and Family, 10, St. John's Road, London, N. 11.
Dear Sir,





Certificate of Employers' Liability Insurance^(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (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)

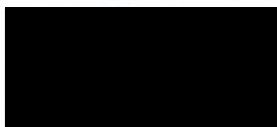


1. Name of policy holder: Saltash Music Speech & Drama Festival
2. Date of commencement of insurance policy: 1st January 2023
3. Date of expiry of insurance policy: 31st December 2023

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 Jersey, the Island of Guernsey and the Island of Alderney, or to offshore installations in any waters outside the United Kingdom to which the Employers' Liability (Compulsory Insurance) Act 1969 or any amending primary legislation applies^(b); and
2. (a) the minimum amount of cover provided by this policy is no less than GBP5,000,000 ^(c); or
~~(b) the cover provided under this policy relates to claims in excess of GBP~~
~~but not exceeding GBP~~

Signed on behalf of those Lloyd's Underwriters subscribing to the above policy (Authorised Insurers)



Authorised Signatory

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Note: The information below this line does not form part of the statutory certificate. Those Underwriters at Lloyd's on whose behalf this certificate is issued require the following information to be entered by the issuing intermediary:

Name and address of issuing intermediary: Bennett
 Gould & Partners Ltd, Rennie House, 57-60 Aldgate High
 Street, London, EC3N 1AL

Issuing intermediary's reference:
 (if different from the Policy Number stated above)

PUBLIC & PRODUCTS LIABILITY CERTIFICATE SCHEDULE

INSURER	Argenta Syndicate 2121 at Lloyd's
POLICY NUMBER	ARG0526
PERIOD OF INSURANCE	From 1st January 2023 To 31st December 2023 Both dates inclusive
INSURED	Saltash Music Speech & Drama Festival
PUBLIC LIABILITY	£5,000,000 In respect of any one occurrence or series of occurrences arising out of one originating cause
PRODUCTS LIABILITY	£5,000,000 In respect of all occurrences arising during any one period of insurance

Signed on behalf on the Insurers: _____



Bennett Gould Underwriting

A trading style of Bennett Gould & Partners Ltd

Acting on behalf of Argenta Syndicate 2121 at Lloyd's under Binding Authority Agreement number B0880ARGEN2023

From: [REDACTED]
To: [REDACTED]
Date: Feb 6, 2023 9:19:53 AM
Subject: Re: Saltash MS&D Festival - Gala Concert

thank you so much for inviting the saxophone quartet back to play in the gala concert - they all came back to school speaking very highly of the experience.

We appreciate the additional trophy and shields, also - I have just completed my first year at Lipson as Head of Department, and the recognition from the Festival of what we are collectively doing as a music department is much appreciated.

Kind regards, and look forward to returning to the Festival next year,

Firstly congratulations to [REDACTED] on gaining an honours mark of 90 at the Festival this afternoon. Please could you invite the Lipson Saxophone Quartet to attend and play at the Gala Concert on Saturday 4th February at Saltash Wesley Methodist Church at 7pm. There are extra trophies to be awarded to [REDACTED] but please do not tell anyone so that we can spring a surprise. Also please let me should they like to come along to the concert any particular time from 7pm would be preferable to the quartet.

Many thanks for your help.

Lipson Co-operative Academy respects the work life balance of its staff and therefore a reply is not automatically expected outside of working hours.

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Lipson Co-operative Academy is a Company Limited by Guarantee Registered in England. The Registered Company name is 'Lipson Co-operative Academy Trust' and the Company Number is 7561306.

From: [REDACTED]
To: [REDACTED]
Date: Feb 4, 2023 1:43:32 PM
Subject: Thank you

[REDACTED]

Thank you so much for the lovely scarf.
I really enjoyed my time at your festival and was so glad to have finally made it!

[REDACTED]

to help them in some small way.

Kind regards,

[REDACTED]

6

From: [REDACTED]
To: [REDACTED]
Date: Feb 3, 2023 11:21:58 AM
Subject: Re: Saltash MS&D Festival - Gala Concert

[REDACTED]

Firstly, please let me apologise once again for the mix-up with the dates that the band and quartet were supposed to be playing on in the Festival. It was entirely my fault, as I wrote the wrong date down, but I am forever grateful to the Festival team for agreeing to move the performance to the Thursday. It has certainly taught me to read my emails twice...! Please thank the rest of the team on my behalf for being so accommodating.

I have spoken with the sax quartet and they are able to make it to to the Gala concert tomorrow night. Would they be able to perform at 7pm and then make their exits? Some of them have plans elsewhere later in the evening. What time would they need to arrive, and would they need to bring music stands or will there be some there? The extra trophies sound exciting, and I'm sure one of the students would be able take them for the school.

Thank you very much to the whole Festival team for the time and effort spent on organising the event - it has been a great experience for our students to take part and we look forward to returning next year.

Kind regards,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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The information contained in this e-mail is confidential and may be legally privileged. It is intended solely for the use of the original recipient and others authorized to receive it. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this information is strictly prohibited and may be unlawful. We have taken reasonable precautions to ensure that this e-mail has been swept for viruses, we cannot however accept any liability for any related loss or damage that you may suffer as a consequence of our transmission of this e-mail.

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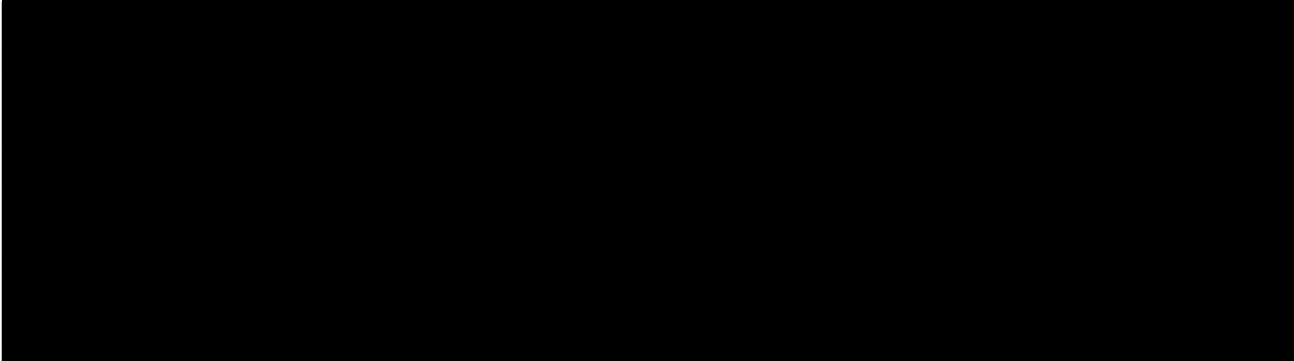
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From: [REDACTED]
To: [REDACTED]
Date: Feb 3, 2023 9:22:54 AM
Subject: Re: Saltash MS&D Festival - Gala Concert

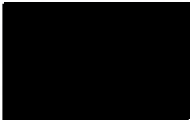
That's lovely news [REDACTED] I have just asked them now. Will let you know later.

Lovely to see you too. A brilliant day which brought back many memories!



Lovely to see today at the Saltash Festival. One of the Special Awards from the Adjudicator is the most promising Novice which was won by [REDACTED] Please could you see if [REDACTED] is available to come to the Gala Concert to receive this additional trophy.

Many thanks.



From: [REDACTED]
To: [REDACTED]
Date: Feb 2, 2023 11:31:01 PM
Subject: Re: Saltash MS&D Festival - Gala Concert

It was my pleasure.

What you do is such an important experience for our young people. It is much appreciated by all of us.

I'll ask both tomorrow and see what happens.

Could you tell me what time the gala starts?

[REDACTED] is quite young and I wonder if it could be presented in the first half of the concert. Sometimes the younglings fade and can then depart at the interval if they need to.

Regards,

[REDACTED]

Firstly many thanks for all you did in the instrumental section of our Saltash Festival. One of the trophies to be issued at the Gala Concert is the Overall Wind - The Tony Carr Cup which has been shared by [REDACTED]. Please could you see if one or both of these can come to the Gala Concert on Saturday at 7pm to receive this trophy or can you collect it on their behalf.

Once again many thanks.

[REDACTED]

From: [REDACTED]
To: [REDACTED]
Date: Feb 2, 2023 11:01:20 PM
Subject: Re: Saltash MS&D festival - Gala Concert

How wonderful ! Can you tell me what the trophy is or is it a surprise? !

From: [REDACTED]
Sent: [REDACTED]
To: [REDACTED]
Subject: Saltash MS&D festival - Gala Concert

Further to our conversation earlier regarding [REDACTED] participation at our Gala Concert I have now realised that she will also receive an additional trophy. Hopefully she will be able to come to receive this trophy.

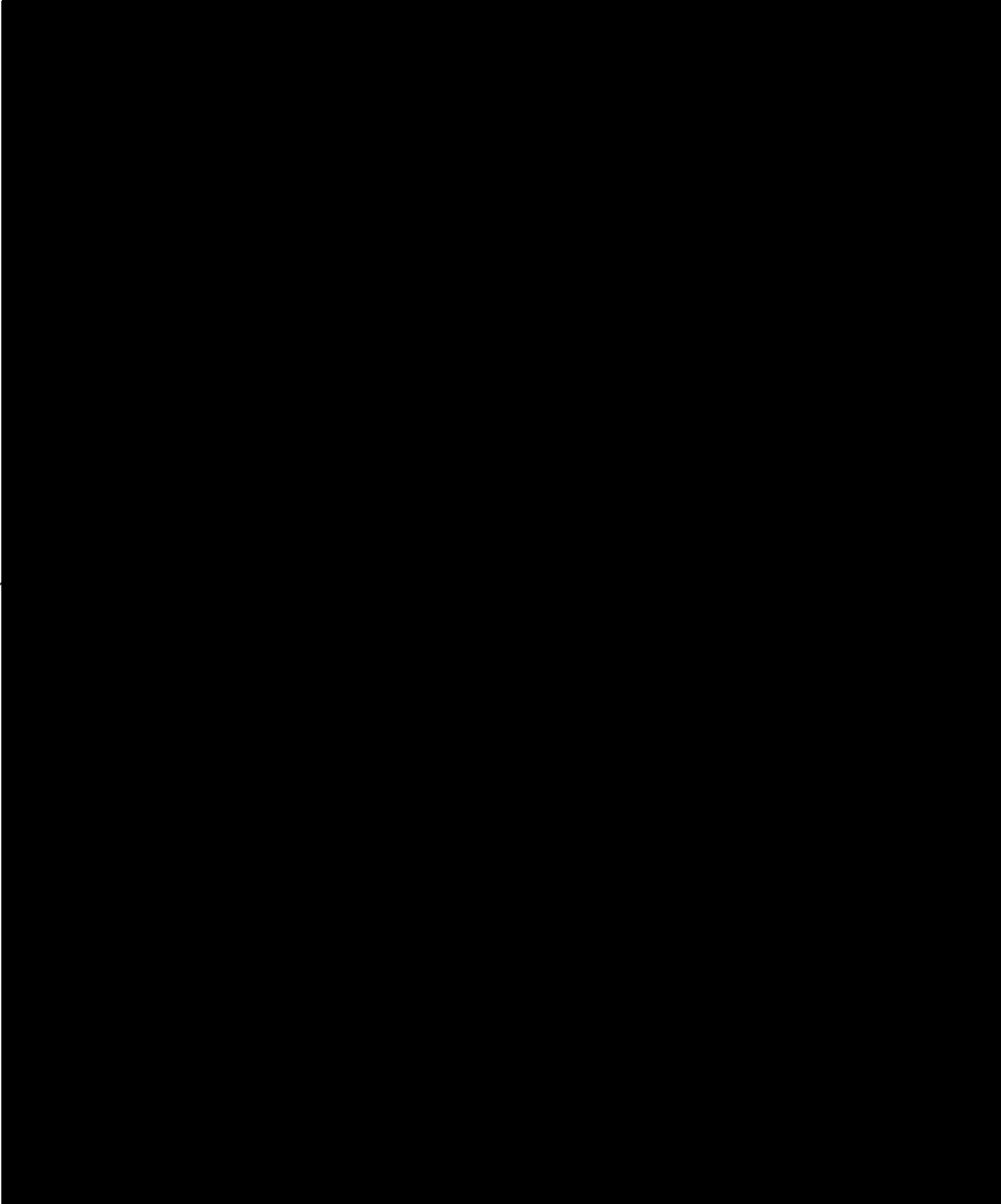
Many thanks.

[REDACTED]

From: [REDACTED]
To: [REDACTED]
Date: Jan 27, 2023 5:03:17 PM
Subject: Re: Saltash Music Speech & Drama Festival

Hi Phil. A big thank you for a wonderful festival. It was beautifully organised and such great timings. Also, my thanks to all involved for making it run so smoothly. Our journey home was longer than expected due to fog and two jams, but we were back by 9 30. All the best for the future. Take care. [REDACTED]

Sent from [Outlook for Android](#)



THANKS

Saltash Wesley Methodist Church



Festival Sponsors :

Saltash Town Council



Festival Officers & Committee

Official Accompanist :

All Other Accompanists

Friends of the Festival

Advertisers / Press for Publicity

Significant Signs : Printing

Helpers on the Door & Front of House

Adjudicator's Assistants :

Awards Administrator & Door Stewards C

Friends Adminstrators :

Trophy Secretaries :

Performers, Parents & Teachers

Festival Draw Organisers :

Audiences : During Festival & Tonight

Anyone else who has contributed to the success of the Festival



30th Annual

**Saltash Music, Speech
& Drama Festival**

SALTASH WESLEY
METHODIST CHURCH

2020

27th JANUARY to 8th FEBRUARY

* SPONSORED BY *
SALTASH TOWN COUNCIL

PROGRAMME £2.50p

Church contact number during Festival : 01752 845177

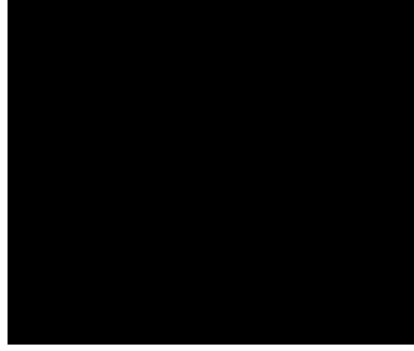
SALTASH MUSIC, SPEECH AND DRAMA FESTIVAL

This Festival is affiliated to the British
Federation of Music Festivals.

2024

COMMITTEE

Chairman :
Treasurer :
General Secretary :
Speech Secretary :
Vocal Secretary :
Instrumental Secretary :
Publicity Secretary :
Committee :



The Chair Person of the South West Region of the
British Federation of Music festivals is

[Redacted Name]

Registered Charity No. 1046226



Saltash Town Council



Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest

☐ Grant

Festival Fund Grant

☒

DATE APPLICATION SUBMITTED:

8th June 2023

Contact Name:	[REDACTED]
Position:	Chair
Organisation:	Friends of Tincombe
Contact Address:	[REDACTED]
Telephone Number:	[REDACTED]
E-mail:	friends@tincombe.insaltash.co.uk
Status of Organization:	Constituted Community Group
Charity/Company number (if applicable)	Charity No: Company No:
What geographical area does your organization cover?	Tincombe Green and surrounding area of Saltash

How long has your organization been in existence?	Since November 2020.
--	----------------------

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 <u>5</u> Years? (Please list – continue on a separate sheet if necessary)	June 21	Tincombe Tea Party	£648	✓
	May 22	Tincombe Tea Party	£335	✓
Please list the aims and objectives of your organization	<p>To help ensure Tincombe Park Open Community Space is a well-maintained natural space and a safe public site, enhancing the quality of life for nature and local people.</p> <p>Working in collaboration with Cornwall Council, CORMAC and the Cornwall Wildlife Trust, the Friends of Tincombe aims to enhance the diverse natural environments, bringing people together as a community.</p>			

What are the main activities of your organization?	<ul style="list-style-type: none"> • To identify, support, enhance and monitor habitats and the wildlife using them • To improve public access throughout the site • To identify and provide facilities and resources to increase safe public use and amenity • To identify needs for educational activities at all levels from casual visitor to primary school child, and provide opportunities and facilities for meeting those needs • To identify opportunities for social events, including fund-raising
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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?	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	26 th August 2023
	Finish Date	26 th August 2023
	Total Cost	£ 1618.77
	Grant Applied For	£ 639.90

Project title:	Tincombe Tea Party
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Description of project (please continue on a separate sheet if necessary):	<p>The Tincombe Tea Party is a celebration of community and the natural habitat, giving residents the opportunity to enjoy picnics and time together on Tincombe Green.</p> <p>Entry will be free.</p> <p>A swing-band will provide live music, and there will be various activities for children, including face painting and bug hunts.</p> <p>The tea and refreshment tent will be run in collaboration with 2nd Saltash Scouts, helping to embed a sense of community in the younger generation.</p> <p>We will offer local crafters and businesses the opportunity to set up stalls to promote and sell their wares and services.</p> <p>We will set up recycling stations to encourage people to separate and dispose of waste responsibly.</p>
Where will the project/activity take place?	Tincombe Green adjacent to Tincombe Road.

Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	<ul style="list-style-type: none"> • The Tea Party will raise funds for the Friends of Tincombe to support community use of the area • It will offer the users of Tincombe the chance to meet the Friends of Tincombe committee and allow consultation about future direction and projects. • The Tea Party connects and celebrates the community.. • Any money raised from the event will be used to improve the environment and natural habitat at Tincombe, including play and leisure facilities. This will benefit all the users of Tincombe. • Increasing numbers of people spend time in Tincombe. • This Tea Party will allow the Friends of Tincombe to provide information on wildlife and the natural habitat, delivering benefits for health and wellbeing. • The 2nd Saltash Scouts will be receiving £150 in respect of their support for the event, providing them with income to support their activities. • We will spend £50 at the Saltash Scrap Store, buying items for the children's activities.
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	<p>There has been an exponential growth in the number of people following our Friends of Tincombe Facebook page, which now has over 770 followers due to the past success of our group.</p> <p>There is increasing need from local youth groups for outdoor facilities. This project will help the Friends of Tincombe meet that need.</p>

<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 have used our Facebook page, flyers and word of mouth to consult with the community, and have received an overwhelmingly positive response over the last three years, with plenty of offers to help on the day. The 2nd Saltash Scouts will be supporting with marquees, and logistical help on the day. Cornwall Council is providing administrative support in preparing the risk assessment and event management plan.</p>
<p>How will the project be managed and how will you measure its success?</p>	<p>A volunteer committee has been set up to manage this project. It includes members with excellent experience of organising community events. Each stage of the planning is being checked with Cornwall Council's Events team and the relevant authorities.</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>The event will take place between 12pm and 5pm on 26th August 2023. We have already submitted an application to Cornwall Council. The risk assessment has been completed and final checks will be made on the day. We are currently finalising the event management plan for this year's event, building on the plans from previous years. Our insurance will be renewed in late July 2023 as we cannot renew until one month before it runs out.</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>This is a family event, and we do not envisage that any child or vulnerable person will be left alone at any time. We have designated a committee member to act as a Child Safety Officer on the day. The Child Safety Officer has a DBS check for children, and will be wearing a different colour hi viz jacket to ensure that she can be easily identified.</p>

3. How you will pay for your project.

<p>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)</p>	<p>The list shows the overall budget, with the items we are asking for from Saltash Town Council highlighted in yellow:</p> <table border="1"> <tr> <td>Live Music</td><td>£220.00</td></tr> <tr> <td>Toilet Hire</td><td>£354.90</td></tr> <tr> <td>Trailer stage + Electric</td><td>£65.00</td></tr> </table>	Live Music	£220.00	Toilet Hire	£354.90	Trailer stage + Electric	£65.00
Live Music	£220.00						
Toilet Hire	£354.90						
Trailer stage + Electric	£65.00						

	<p>Materials for craft activities (from Scrapstore to follow) £50</p> <p>Recycle Bin £44.99</p> <p>Face Painter £100</p> <p>Public Liability Insurance (to follow) £170</p> <p>Drinks & Bottles £100</p> <p>Weights for gazebo £13.88</p> <p>Marquee setup, provision of chairs, water urns etc. and logistical support (2nd Saltash Scouts) £500</p> <p>GRAND TOTAL £1618.77</p> <p>TOTAL BEING APPLIED FOR FROM STC £639.90</p>
How will you promote STC once application and project are complete?	Saltash Town Council will be promoted and thanked on social media, as well as in any editorial.

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)
2 nd Saltash Scouts	350 (Discount on marquee hire and logistical support)	✓	✓
Income from stall bookings (projected figure based on previous years)	130	N/A	
Fundraising on the day (projected figure based on previous years)	450	N/A	
Waitrose Saltash	50 (Donation of cake ingredients)	✓	✓

Please confirm the bank account your project is using is in the project's name/organization name	Friends of Tincombe
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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)	To Follow Renewal before event in August
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	N/A
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	Before and after being awarded the grant we promoted Saltash Town Council on social media, two local newspapers and at the event itself.
Other (please list)	Insurance certificate to follow.

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.

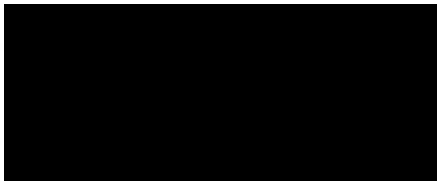

I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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):	Chair		
Date:	8 th June 2023		

FRIENDS OF TINCOMBE - Constitution

1. Our Aims To help ensure Tincombe Park Open Community Space is a well-maintained natural space and a safe public site, which will enhance the quality of life for nature and local people. We focus on enhancing the diverse local natural environments and bringing people together as a community. We work in collaboration with Cornwall Council, CORMAC and Cornwall Wildlife Trust.

We will work to:

- i) find out the views of local people and site users
- ii) involve site users and local people in planning, decision-making and aspects of management affecting Tincombe Park Open Community Space or specific facilities within the site
- iii) improve funding to maintain and increase the facilities in the site
- iv) develop relevant and beneficial partnerships with the Council and other bodies
- v) encourage more people, from all sections of the community, to use the site and to enjoy its full potential, and promote an atmosphere of mutual appreciation and respect
- vi) encourage users, including ourselves, to organise social activities at the site
- vii) seek good working relations with other user groups based at the site
- viii) link with others to help protect and improve green open spaces generally

2. Membership will be open to anybody with an interest in using the park, regardless of class, colour, nationality, culture, gender, age, religion or sexual orientation, as long as:

- i) they broadly agree with the aims of the group
- ii) either they are a member of the Facebook group 'Friends of Tincombe'
- ii a) or they have given their name and a form of contact to be put onto the membership list.

Members will receive information on how to become active in the Friends' activities and join any working groups.

The group supports equality and inclusivity, and is opposed to racism, sexism, homophobia and other forms of discrimination as listed at 2. Expressions of such prejudice will be challenged at meetings or other activities of the Association.

3. Annual General Meeting Every year there will be an Annual General Meeting. At this meeting the members will:

- Hear and discuss a report from officers and reps on the activities of the Friends for the previous year
- Hear and discuss a report on the group's finances, prepared by the Treasurer.
- Decide whether to introduce a membership subscription for the forthcoming year
- Identify and discuss matters of particular importance for the forthcoming year.
- Make rules on the way the Friends group will operate eg by amending the Constitution.
- Elect 3 members to be Chair, Secretary and Treasurer
- Amend bank signatories where necessary
- Conduct any other relevant business the meeting so decides

Everybody on the membership list will receive at least two weeks' notice of the Annual General Meeting using the contact details on the membership list and by putting up notices around the site.

4. Other General Meetings At least 3 other General Meetings for members and other park users will be organised and minuted during the year. These meetings will be publicised in good time to members and users. At these meetings officers and members of working groups will:

- Keep members up to date with, and discuss, plans and decisions affecting the site
- Collect the views of members and other park users

In addition to the above, members (10 or more) have the right to compel the officers to call an Extraordinary General Meeting on a specific subject.

5. Procedure at All General Meetings The General Meetings shall be the decision-making body of the group. The meeting may if it wishes choose a chair and minute-taker from any of the members present.

All members will have a right to attend and to vote. Decisions shall be by consensus where possible, or by a simple majority vote where necessary – except for amendments to the Constitution which require a two-thirds majority at the AGM. A quorum shall be 4 members except at the AGM where it will be 6. If there isn't a quorum, any decisions made regarding policy must be ratified at the following meeting. General Meetings may decide to set up working groups, or to delegate any relevant tasks to individual members.

6. The work of the Friends Members will be encouraged to get actively involved in the work of the Friends. Anyone acting on behalf of the Friends will be expected to act in an appropriate manner, and to follow the general policies and decisions agreed by the members at the General Meetings. Working groups and officers can meet in between the general meetings in order to manage the affairs of the Friends including:

- planning general meetings of the group and other activities
- working on funding bids
- managing Friends' projects
- passing on the views of members to people responsible for the site such as employees and reps of the Council
- meeting with other community groups
- managing the finances and publicity of the group

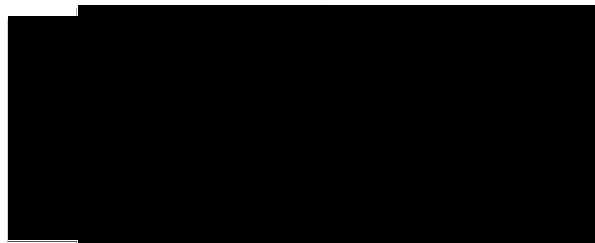
Officers and working groups are accountable to members through the General Meetings.

7. Finances A bank account will be set up in the name of the Friends of Tincombe. All money received in the form of donations, grants, subscriptions or any other contributions will be put into the bank account and will only be used to further the aims of the group. The Treasurer and Secretary and 1 other member will be signatories, and the Treasurer and one other of the signatories will be required to sign for all transactions. The annual accounts shall be independently verified, and the books shall be made available for inspection on request at the AGM.

8. Powers The Friends of Tincombe has the power to raise funds, to employ or hire such staff or advisors as are necessary, and to enter into any transactions necessary to further its aims. It has the power to manage, licence, lease or buy property and to maintain and equip it for use. It has the power to appoint trustees, and to take out trustee liability insurance cover.

9. Dissolution If a General Meeting, or 10 members, wish at any time to dissolve the Friends of Tincombe, they should give to all members at least 14 days notice of a Special General Meeting to discuss this exclusive matter. If such a decision is agreed at that meeting by a simple majority of those members present and voting, the assets will be disposed of to another voluntary organisation with compatible aims and principles, this group being agreed at the same meeting.

This Constitution was agreed at the Friends of Tincombe founding meeting / AGM on [Date].





FRIENDS OF TINCOMBE



[Redacted]



[Redacted]



[Redacted]



Transaction Date	Transaction Type	Transaction Description	Debit Amount	Credit Amount
14/02/23	BGC	Easy Fundraising Credit	£ -	£ 20.23
10/02/23	FPO	Notice Board	£ 40.00	£ -
08/02/23	FPO	Refund of Easter Craft Items by [REDACTED]	£ 39.56	£ -
08/02/23	FPO	Refund of QR Discs purchased by [REDACTED]	£ 33.39	£ -
30/01/23	FPO	Cash Float - [REDACTED]	£ 32.80	£ -
30/01/23	FPO	Diverse Events Xmas 2023 Pitch	£ 15.00	£ -
30/01/23	FPO	Diverse Events Mayfair Pitch	£ 15.00	£ -
30/01/23	FPO	Diverse Events Regatta Pitch	£ 15.00	£ -
14/12/22	DEP	Cash from Xmas Fair 2023	£ -	£ 105.00
05/12/22	FPI	Card Payments Xmas Fair 2023	£ -	£ 120.87
09/11/22	FPO	Refund of Seeds purchased by [REDACTED]	£ 118.19	£ -
08/11/22	FPO	Krystal Designs - Logo & Leaflets	£ 198.00	£ -
08/11/22	FPO	High vis vests	£ 112.49	£ -
28/09/22	FPO	TTP - 2nd Saltash Group equipment hire	£ 150.00	£ -
28/09/22	FPO	Liability Insurance	£ 142.80	£ -

30/08/22	COR	Liability Insurance Refund	£ -	£ 142.80
30/08/22	FPO	Liability Insurance	£ 142.80	£ -
30/08/22	FPO	TTP - Refund of Prizes [REDACTED]	£ 8.99	£ -
30/08/22	FPO	Diverse Events Xmas Fair 2022 Pitch	£ 15.00	£ -
08/08/22	FPI	TTP - Card Payments	£ -	£ 62.91
08/08/22	DEP	TTT - Cash	£ -	£ 463.92
08/08/22	BP	TTP - SUNSET SWING	£ 120.00	£ -
02/08/22	FPI	TTP - THE BLONDIE BAR Pitch	£ -	£ 10.00
25/07/22	FPI	TTP - [REDACTED] [REDACTED] Pitch	£ -	£ 10.00
20/07/22	FPO	TTP - BLAST FROM THE PAST	£ 40.00	£ -
20/07/22	FPO	High vis vests	£ 59.39	£ -
20/07/22	FPO	TTP - Mayflower Chorus	£ 100.00	£ -
20/07/22	FPI	TTP - [REDACTED] - Pitch	£ -	£ 10.00
20/07/22	FPI	TTP - [REDACTED] & BEYOND	£ -	£ 10.00
01/07/22	FPI	TTP - SALTASH TOWN COUNCIL - Match funding	£ -	£ 335.00
23/05/22	FPI	TTP - [REDACTED] Pitch	£ -	£ 10.00

16/05/22	DEP	TTP - Cats Protection	£ -	£ 10.00
05/05/22	FPI	TTP - [REDACTED] Pitch	£ -	£ 10.00
26/04/22	FPI	TTP - [REDACTED] PITCH	£ -	£ 10.00
07/04/22	FPO	Refund to [REDACTED] - Oaklands bench materials	£ 135.86	£ -
07/04/22	FPO	Refund of posts for noticeboard-[REDACTED]	£ 24.00	£ -
04/04/22	FPI	TTP - Pitch [REDACTED] TEAPARTY	£ -	£ 10.00
			£ 1,558.27	£ 1,340.73



Treasurers Account Statement

Printed: 27 April 2023

Friends of Tincombe

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
25 Apr 23	500010	DEP	110.00		484.92
18 Apr 23	SALTASH CHAMBER OF 100000001113164472 FOT TEA PARTY 205040 10 18APR23 08:22	FPO		50.00	374.92
18 Apr 23	600000001116090873 CASH FLOAT 404015 10 18APR23 08:22	FPO		41.63	424.92

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk/.



Saltash and District
Chamber of Commerce and Industry



CHAMBER COMMUNITY TRAILER INVOICE

Invoice Date: 26 May 2023

Client: Friends of Tincombe - Tincombe Tea Party 26 August 2023

One-day trailer hire: £50

Please send payment via BACS to :

Saltash Chamber of Commerce



Please pay within 30 days of invoice date.

Many thanks!

We use cookies to give you the best experience. If you agree to [our use of cookies](#), please continue to use our site.



Your shopping basket



Free Next Day Delivery
When you spend £40 online



Great news! We'll deliver your shop to PL12 4DG for free when you spend over £40! [Change postcode](#)

Book Delivery

[Add a promo code](#)

See your products
▼

Your shopping basket



WHITE ROCK Refreshing Still Spring Water 24 x 500ml
2 for £7

2 for £7.00 ✓ You got it

− 2 +

£7.50
3p per 100 ml



Pepsi Max Raspberry No Sugar 24 x 330ml
Multi Offers

Multi Offers +1 more to get it again

− 1 +

£9.00
11p per 100 ml



Tango Dark Berry Sugar Free 24 x 330ml
Multi Offers

Multi Offers +1 more to get it again

− 1 +

£9.00
11p per 100 ml



Capri-Sun Orange 8 x 200ml
CAPRI SUN 8 PACK - 2 FOR £4.50

2 for £4.50 Mix & Match ✓ You got it

− 2 +

£6.00
19p per 100 ml



Capri-Sun Jungle 8 x 200ml
CAPRI SUN 8 PACK - 2 FOR £4.50

Shopping total

£102.00

Your shopping basket

−

3

+

£9.00
19p per 100 ml



Capri-Sun Tropical 8 x 200ml
CAPRI SUN 8 PACK - 2 FOR £4.50
2 for £4.50 Mix & Match ✓ You got it

−

3

+

£9.00
19p per 100 ml



Fanta Orange 24 x 330ml
4 for £25.00 +3 more to get it

−

1

+

£9.00
11p per 100 ml



Tango Orange Original Can 24 x 330ml
Multi Offers +1 more to get it again

−

1

+

£9.00
11p per 100 ml



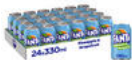
Robinsons Fruit Shoot Hydro Blackcurrant Flavoured Water Drink 24 x 275ml

−

3

+

£18.00
9p per 100 ml



Fanta Pineapple & Grapefruit 24 x 330ml

−

1

+

£9.00
11p per 100 ml



7UP Zero Sugar 6 x 330ml

−

4

+

£8.00
Was ~~£10.00~~
10p per 100 ml



Dr Pepper 8 x 330ml

Shopping total

£102.00



INVOICE ENC 1237

Payment of £100.00 is due June 7, 2023

Hello [REDACTED]

Thank you for your order and here is your confirmation and invoice

PLEASE NOTE OUR BACS DETAILS ARE:

ENCORE
[REDACTED]

I can confirm your Face Painter will be [REDACTED] and we will liaise nearer the time with final details but please feel free to contact us again if you would like to discuss anything further in the meantime

Many thanks

I look forward to hearing from you again soon

Kind regards
[REDACTED]

ENCORE
[REDACTED]

[Pay now](#)

Order summary

FACE PAINTING - 1 GIRL SATURDAY 26th AUGUST - YOU WILL PROVIDE: GAZEBO/COVER, TABLE, 2 CHAIRS & A VOLUNTEER TO HELP AS AND WHEN REQUIRED WITH BREAKS AND QUEUE CONTROL ETC × 1 £100.00

Subtotal	£100.00
Shipping	£0.00
Estimated taxes	£0.00

[Redacted]
[Redacted]
[Redacted]
GB

Paid

Payment reference ID 1ymAhKoFzrbfYcmxtlWp
Sold by Zhengzhouyundanzhinengkejiyouxiangongsi

Invoice date / Delivery date	04.05.2023
Invoice #	DS-ASE-INV-GB-2023-170747294
Total payable	£13.88

VAT declared by	Amazon Services Europe S.a.r.L.
VAT #	GB190023639

For customer support visit www.amazon.co.uk/contact-us

Billing address

[Redacted]
[Redacted]
[Redacted]
GB

Delivery address

[Redacted]
[Redacted]
[Redacted]
GB

Sold by

Zhengzhouyundanzhinengkejiyouxiangongsi
HM REVENUE AND CUSTOMS RUBY HOUSE 8
RUBY PLACE
ABERDEEN, AB101ZP
GB

Order information

Order date	03.05.2023
Order #	204-4482914-1129963

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Dongawin gazebo Weights Bag Leg Weights for Pop up Canopy Tent, Patio Umbrella, Outdoor Furniture. (4large, Black) B097TSWV5R ASIN: B097TSWV5R	1	£11.57	20%	£13.88	£13.88
Shipping Charges		£0.00		£0.00	£0.00

Invoice total £13.88

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£11.57	£2.31
Total	£11.57	£2.31



Saltash u3a



6th June 2023

Invoice No. 2023/023

Our ref. [REDACTED]

Re: Tincombe Woods Tea Party - Saturday 26th August 2023.

Two sessions at the above event by the Ukulele group – “*Saltash UKES3A*”

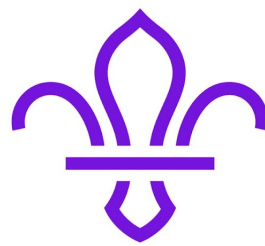
£100.00

Payment either by BACS or Cheque:



Cheques payable to Saltash u3a

Scouts



2nd Saltash Scout Group Committee

Invoice - TTP

01.05.2023

To supply the following equipment for the Tincombe Tea Party to be held on 26.08.2023

All equipment to be collected and returned to the Scout Hut on Gallacher Way. Collection will be from 9.00am on 26.08.2022 and return by no later than 8.00pm 27.08.2022 All equipment is to be returned in the same condition as found.

- Large tables x 5
- Small tables x 8
- Chairs x 15
- Hot water urn x 1
- Marquee x 1
- Cups x 1 box
- Saucers x 1 box
- Plates x 1 box
- Washing up bowl x 3
- Water carrier x 4
- Thermal jugs x 6
- Thermal urns x 2
- Large teapots x 2
- Glass jugs x 2
- Fire blanket x 1
- Fire extinguisher x 1
- Rope x 4 lengths
- Benches x 6
- Assistance with set up and take down from Scouts
- Litter picking on site

Total £500 less a discount of £350 with total to pay £150 by 25.08.2023



SUNSET SWING BAND

Dance & Concert Band from the Swing Era

INVOICE

To: Friends of Tincombe

Event: Tincombe Tea Party 26th August 2023 at Tincombe Green, Saltash

Play 2x 45 minute sets between 2 and 4 pm, consisting of swing and dance music plus other items to be requested

We understand that chairs and mains electricity will be provided; we will provide our own gazebo.

For the sum of £120 payable on completion



Treasurer, Sunset Swing,



2nd May 2023

Bank details:





Brandon Hire Station

The UK's Tool and Equipment Hire Specialist

Head Office: Brandon Hire Station, 72-75 Feeder Road, St. Phillips, Bristol, BS2 0TQ.
T: 01179 719 119 **E:** customercare@brandonhirestation.com

Order Depot:
National Customer Service Centre
Unit 8
Warren Road
Trafford Park
Manchester
M17 1QR

Hire Order

Order No : 400584749
Date : 05/06/2023
Your Ref : [REDACTED]
Our Ref :
Damage Waiver : 15.00%
Page : 1 of 1

Account: Z735902

Item	Description	Quantity	Unit	Price	Period	Total	VAT
Order 400584749/1 Start of hire Friday 25/08/23 to Tuesday 29/08/23(3 days)							
	Delivery Ref: elec						
	Deliver [REDACTED]						
	Instructions: 2 x ID REQUIRED						
	NOT COVERED FOR ANY LOSS OR THEFT						
	Despatch From: 535 Brandon Hire Station Saltash Date 25/08/2023						
310392	Event Portable Toilet	1	Each(F)	85.00	Week	85.00	S
310398	Event Portable Disabled Toilet	1	Each(F)	120.00	Week	120.00	S
TRTOOLSDEL	Transport Charges	1	Each	60.00	Each	60.00	S
Cash Summary							
	Hire Amount					205.00	
	Damage Waiver					30.75	
	Loss Charge					0.00	
	Damage Charge					0.00	
	Consumables/Service					0.00	
	Delivery/Collection					60.00	
	VAT					59.15	
	Deposit					0.00	
	Total Charges					354.90	
	Previously Paid					354.90	
	This Payment					0.00	
	Refunds					0.00	
	Invoiced To Date					0.00	
	Balance					0.00	
VAT	Description	Goods	Rate	VAT			
S	Standard	295.75	20.00	59.15			

Upto £150 cashback on  Shredders & Laminators

Home > Catering and Cleaning > Cleaning and Hygiene Supplies > Waste Disposal > Waste and Recycling Bags



Product Code: 639-1488
OEM: AG813419

Trustpilot


✓ In Stock

£37.49
ex. VAT
£44.99 inc. VAT

 **Priority order cut off time: 07:04.39**

1

+ Add to Cart

 **Next working day delivery** on orders before 5pm*
*subject to stock and payment.

Delivery Info ➔

🔍 Click to Zoom.

DescriptionSpecificationDelivery Info

3 x Addis Recycling Bin Kit, each with different colour Bin Lid - AG813419

Featuring a range of differently coloured lids, this Addis Recycling Bin Kit is perfect for implementing a system of separated recycling. Each bin and colour is used to dispose of a different item, and this means that you can easily separate your recycling without difficulty.

With a capacious 60 litre capacity, you can ensure that all of the waste is contained and secured properly without trouble. The bin lids are designed to prevent the overspill of all your waste, keeping it securely stored.

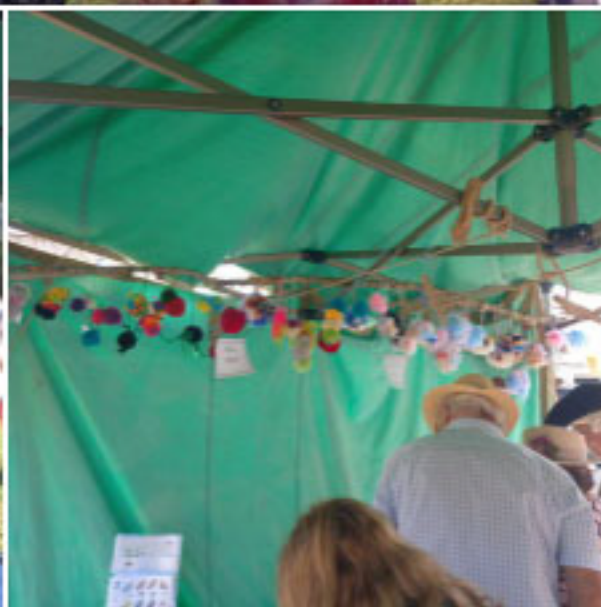
7 August at 15:19 · 🌐

Many Thanks to Councillor Brian Stoyel, Thomas Tingcombe and Deputy Mayor Julia Peggs for judging the entries to the bug pom-pom competition at the [Tincombe Tea Party](#) yesterday.

WE HAD 3 VERY IMAGINATIVE WINNERS WHO ALL GOT PRIZES DONATED BY SALTASH SCRAPSTORE WHERE BRIAN STOYEL IS AN ORGANISER OF.

Brunel School and Burraton School have won a full size bug hotel each, being built by the Friends of Tincombe.

Well done everyone that entered 😊



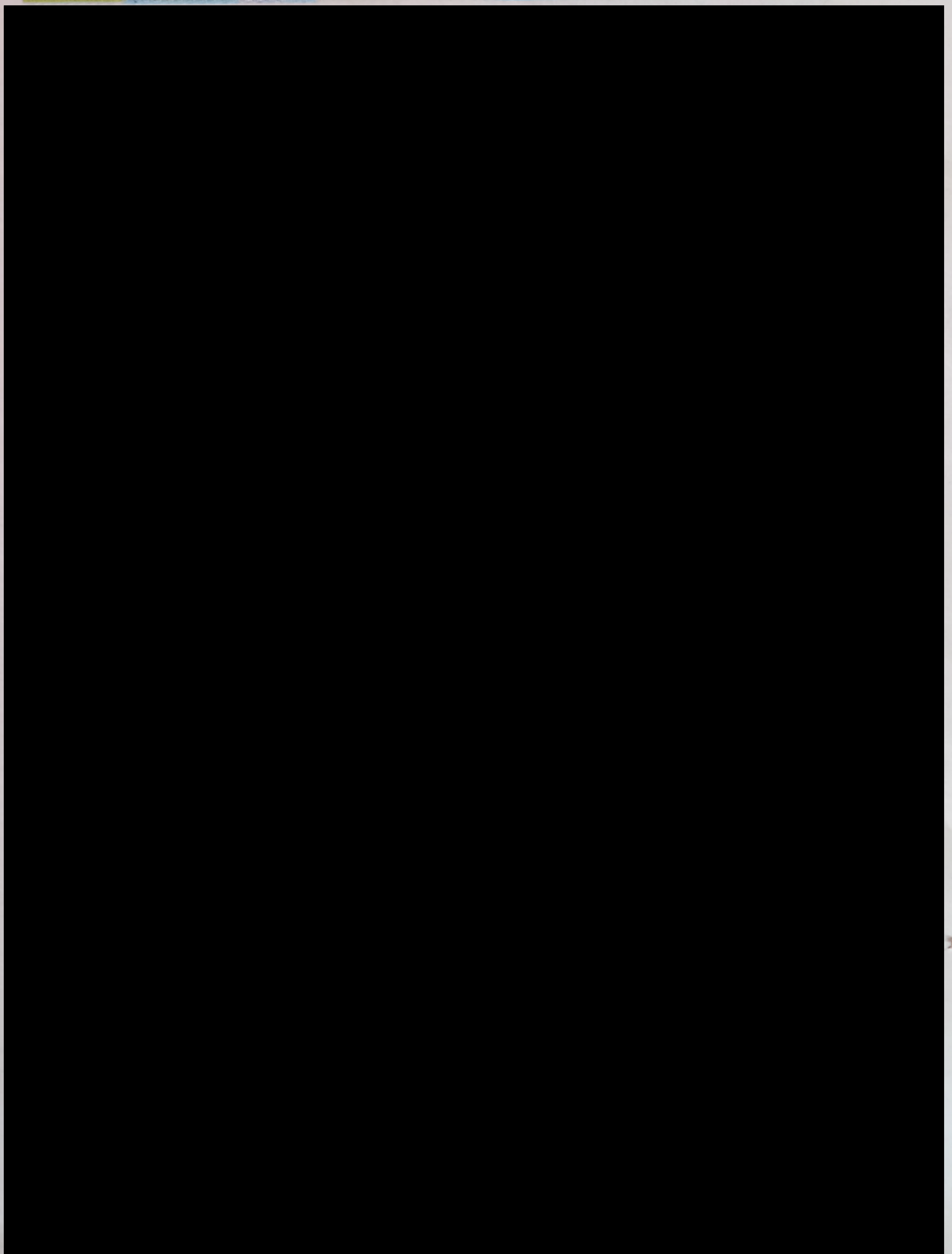
Tincombe Tea Party 2pm - 6pm, Saturday 6th August

Join Thomas Tingcombe and the Friends of Tincombe in the afternoon of 6th August at Tincombe Green (PL12 4PY) for a tremendous Tincombe Tea Party, celebrating community and nature.

Bring a picnic and a blanket and visit the craft stalls. Take part in the children's activities, which include a nature hunt and a bug pom-pom competition that anyone can enter. Live music from the Sunset Swing Band and the barber shop quartet 'Note-Ability' will add rhythm and rhyme to the event.

There will be a blast from the past in the guise of Thomas Tingcombe, who joins the party from the 18th century and will add merriment throughout the afternoon.

The event is free entry, thanks to generous support from Saltash Town Council, Cornwall Council, Saltash Scrapstore and members of the community, and is a great chance to bring people together while raising funds for amenities and features at Tincombe Park. Last year's inaugural tea party enabled the Friends of Tincombe to install benches, wildlife homes, notice boards and much more! So come along on 6th August, for tea, community and biodiversity.



Crowds Came to Tea Party

Tincombe Green, usually a peaceful oasis, was transformed for one balmy August afternoon into a bustle of merriment, as crowds flocked to enjoy the second Tincombe Tea Party. Organised by the Friends of Tincombe, it proved to be a hugely popular community event with plenty for all ages to enjoy, while highlighting one of the largest and most attractive but lesser-known open spaces in the town.

Live music flowed throughout the afternoon, from the mellow tones of the Sunset Swing Band, through to the equally mellow crooner Peter Mancini and the Mayflower A Cappella Thorus. offering home-made refreshments and locally produced crafts. Deputy Mayor Councillor Mrs Julia Peggs commented on the amazing number of talented craftspeople working from home in and around Saltash. Stalls encircled the green, Children had their own

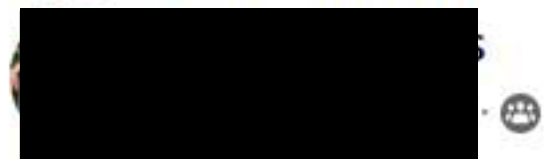


opportunity to enjoy arts and crafts at the Friends marquee. There were prizes for the best pompom bug, made from items donated by Saltash Scrapstore. First prize went to Harry for his amazing caterpillar. The prizes were awarded by Brian Stoyel of Saltash Scrapstore and Thomas Tingcombe, transported from the 18th century thanks to local historic performer Adrian Chapman from Blast from the Past. It was Thomas who magnanimously bequeathed

the Tincombe land to the town of Saltash. A copy of his will in the Friends marquee showed that he also left £1 to the poor of St Stephens parish.

The environment is very much to the fore in the work of the Friends of Tincombe, who are volunteers working alongside Cornwall Council in effecting a management plan for the park, and visitors to the Tea Party had the opportunity to build their own bug hotel as well as to explore the surrounding habitats. The

Friends have already planted more than 200 trees and shrubs, and funds raised at the Tea Party will enable them to drive forward with more environmental projects, adding to the growing collection of bug hotels, bird boxes and willow domes they have already installed. James Jenkins, Chair of the Friends of Tincombe, was highly pleased with the funds and community spirit generated by the tea party, and says the Friends are hoping to make it an annual event.



A great afternoon today, Hope you agree?

I would like to say thank you to **Saltash Town Council** for helping to make the **Tincombe Tea Party** happen and for their donation toward the day!

Thank you to the organisation team that made this event great!
And thanks to all of you for coming!

  [Redacted] and 58 others 24 comments

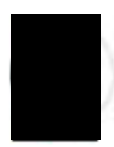

 Like  Comment

 [Redacted]
Absolutely loved it thank you .
Like Reply 31 w  2

 [Redacted]
Thank you, we really enjoyed it!



Love Reply 31 w   2

 [Redacted]
Well done one and all.
 3

Tincombe Park

Saltash Community Space

Home Maps Gallery News Friends Contact

Tincombe Tea Party 2021

To keep up with the news on Tincombe Tea Party 2022 [Follow our page.](#)

The very first Tincombe Tea Party took place on 22nd August 2021 organised by the **Friends of Tincombe**. What a great event had by all. We had **Thomas Tingcombe** () attend our Tea Party, the **Sunset Swing Band** to entertain us and fantastic local crafty stalls offering hand made items and craft demonstrations.

A big thank you to **Saltash Town Council** for funding this event and to all the local people who donated time, money and supplies to make the Tea Party such a success.



Search Tincombe

Search...



Visitor Map



Tincombe Valley Park Map

easyfundraising
feel good shopping

Raise FREE funds
for us every time you

Tincombe Tea Party – August 6th 2022

This was the **Friends of Tincombe's** second year hosting the Tincombe Tea Party at Tincombe Green, Saltash.

This year the Tea Party took place on the 6th August. The **Friends of Tincombe** would like to send a big thank you to **Cornwall Council** and **Saltash Town Council** for funding the Tincombe Tea Party.



What a fantastic show **Blast From The Past** put on at the **Tincombe Tea Party** as Thomas

[http](#)

Search Tincombe

£0.00

Visitor Map



easyfundraising
feel good shopping

Raise FREE funds

SALTASH MAY FAIR A REPORT FOR SALTASH TOWN COUNCIL

Saltash May Fair	Start Date of Event	6 th May 2023
	Finish Date of Event	7 th May 2023
	Total Estimated Cost	£ 17,431
	Total Actual Cost (Not yet finalised)	Approx. £ 20,500
	Grant Awarded from STC	£ 3,000

Please list the aims and objectives of your organisation	<p>To offer a weekend event across Fore Street, Victoria Gardens and Longstone Park that is free admission, and involves a range of local performers, musicians, traders and charities. Through the street market, wellbeing activities (including running races and outdoor fitness sessions) and live music on Longstone Park, the May Fair boosts footfall into the retail heart of the town centre, offers local musicians the opportunity to showcase their talent, offers local community groups the platform to raise funds and awareness, promotes health and wellbeing, boosts community pride and fosters community cohesion.</p> <p>Our additional objective this year was to give Saltash a platform to celebrate the coronation of King Charles III.</p> <p>All these aims were met through the delivery of Saltash May Fair 2023.</p>
--	---

	<p>Highlights on Saturday 6th included:</p> <ul style="list-style-type: none"> • Market the length of Fore Street • Civic Parade with Parade of Youth, with guest of honour James Kitson, Deputy Lord Lieutenant of Cornwall • Youth Village in Victoria Gardens • Free, live music in Longstone Park until 9pm <p>Highlights on Sunday 7th included:</p> <ul style="list-style-type: none"> • Half Marathon, 5K and Fun Run, with over 400 runners • Outdoor climbing wall • Outdoor fitness sessions (dance, yoga, etc.) • Coronation Big Lunch • Dog Show
--	---

Who benefitted from the project?	<p>The event attracted over 6,000 visitors from Saltash and surrounding areas over the two days.</p> <p>It delivered a positive impact to local businesses, bringing visitors to Saltash and promoting our town to a wider audience.</p> <p>It offered free entertainment, helping families who may be struggling in the current cost of living crisis and boosting community cohesion.</p> <p>Local charities and community groups (Approx. 50) Local business taking a stall (Approx. 50) Youth groups (Approx. 10)</p>
----------------------------------	---

<p>What sponsorship did you receive for this project?</p>	<p>We worked hard, in collaboration with the organisers of Saltash Regatta and Christmas Festival, to pull together a sponsorship booklet that was hand-delivered to businesses on the industrial estates as well as town centre businesses. Thankfully, this generated increased sponsorship compared to previous years.</p> <p>We were awarded just under £2,000 from Cornwall Community Foundation (Howton Solar Farm) to promote environmental measures at the May Fair, including packets of wildflower seeds given to children completing a little litter pick or Treasure Hunt, and the planting of a commemorative tree in Longstone Park – to take place in November 2023.</p> <p>Fore Street businesses donated prizes for a raffle that raised over £400.</p> <p>Sale of tickets in the cash raffle generated over £700.</p> <p>Over £5000 was brought in through stalls.</p> <p>Cornwall Councillors granted over £1000 to cover the costs of the Big Lunch music and the outdoor Climbing Wall.</p>
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Estimated expenditure at time of bid to STC:		Actual expenditure (NB: figures are not final)	
Staging and Sound Entertainment Traffic Management Licenses and Insurance Large screens Raffle printing Medical Security Waste Management Event Management Volunteer expenses Marketing & Publicity Toilets, barriers Climbing Wall Music for Big Lunch	2,000 2,500 2,250 621 3,000 150 1,020 540 150 2,500 200 350 1,000 650 500	Staging and Sound Entertainment Traffic Management Licenses and Insurance Large screens Raffle printing Medical Security Waste Management Event Management Volunteer expenses Volunteer 'thank you' gifts Marketing & Publicity Toilets, barriers Climbing Wall Music for Big Lunch Wildflower seeds Site decorations Commemorative tree Cash raffle prizes	1,560 3,300 2,250 490 2,225 50 1,810 1497.60 365.58 2,900 150 300 650 762.22 650 500 250 150 300 300
Total estimated costs £17,431		Total costs £20,460.40	

The STC grant of £3000 was intended to cover estimated costs of:

- | | |
|----------------------|-------|
| • Medical | £1020 |
| • Stage on Longstone | £1560 |
| • Security | £ 540 |

Medical costs will be shared with Tamar Trotters (as the company we used also provided medical cover for the races), but actual costs for these three items were as follows (invoices accompany this report):

- | | |
|----------------------|----------|
| • Medical | £1810 |
| • Stage on Longstone | £1560 |
| • Security | £1497.60 |

As can be seen, we spent more than estimated on medical and security. Reasons for this include:

- * Companies giving a quote not being available
- * Enhanced medical provision over 2022
- * Enhanced security provision over 2022
- * Later finishing time for live music necessitating more hours needed for security

We have gone over budget by £3000. Much of this is due to increased costs post-Covid, a situation being experienced by all event organisers throughout the country. Also, though, in recognition of the fact that May Fair coincided with the coronation of King Charles III, we spent extra on aspects such as outdoor screens to broadcast the Coronation. Some of these costs were built in to the original budget, but subsequent to submitting the STC funding bid, we took the decision to increase the entertainment budget in recognition of the historic nature of the occasion and:

- Invited Saltash Town Band to lead the civic parade
- Asked Royal Guardsmen stiltwalkers to add extra royal fun
- Gave volunteers a commemorative flask

We have put extra efforts in to fundraising, and the revenue generated means that the shortfall for this year can just be covered by the amount we had in the bank at the beginning of the year. This does, however, put us in a precarious funding position with no financial cushion for May Fair 2024.

Heavy overnight rain meant that the entrance to Longstone Park was a mud bath on Saturday morning, causing issues for traders who had not set up on Friday. We tried to mitigate the impact by asking as many traders as possible to park in the car park, and volunteers carried their goods on to Longstone Park, but some of the catering vans had no choice but to drive on to the Park, leaving muddy ruts. Much of the ground has recovered, and we have spoken with Cormac about rolling any uneven ground that remains so that we can sow grass seeds.

Happily, the worst of the rain cleared just in time for the Parade. Organisers are extremely grateful to all the youth groups and civic dignitaries who braved the mizzle to take part. Hearing the National Anthem and Trelawny being sung with such gusto by the crowds on Fore Street was a moving experience.

More than 100 stalls set up for the street market. The crowds were quiet in the morning, but picked up once the Coronation itself was over and the sun came out.

The atmosphere on Longstone Park for the live music was fabulous with the crowds loving the bands and the new location for the stage, which gave a fantastic backdrop.

Tamar Trotters worked extremely hard and efficiently to deliver running races that were excellently organised, earning well-deserved praise from runners.

The Big Lunch was a great addition to the weekend..

Organisers are particularly grateful to Saltash Town Council, as well as to other grant funders and sponsors, for their financial support enabling us to create memories to last a lifetime. We will be inviting the Town Council to the commemorative tree planting, planned for November this year.



Posters and leaflets featured the STC and Cornwall Community Foundation logos.

A huge THANK YOU to our grant funders, sponsors and supporters, who collectively contribute a third of the costs of Saltash May Fair and the running races!

- ♥ THANK YOU Saltash Town Council
- ♥ THANK YOU Cornwall Council!
- ♥ THANK YOU Cornwall Community Foundation
- ... See more



THANK YOU!



Facebook posts like this one thanked Saltash Town Council, other grant funders, sponsors and supporters.

The Core **Interim report to Saltash Town Council – April – July 2023**

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

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

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

Open Access Youth Sessions

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

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

Grub Club

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

Craft Club

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

Just be You

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

Home Education Group

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

Climbing Club

Wednesdays - 3.45-6pm for young people to learn climbing skills on our climbing and traversing walls.

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

Match funding

Iwill Social Action fund - £5120

Police & Crime Commissioners Fund – £4,997

Coop Local Causes Fund - £3990

Howton Solar Farm - £2416

Build Back Better Fund (Cornwall Community Foundation) - £2199

Total = £18,722

Plus - In house funding to include;

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

Outcomes and outputs achieved

Total current number of members at The Core = 250

Number of open access sessions delivered April to July = 48

Number of young people receiving individual support = 12

Number of young people helped back in to employment, training or work = 5

Number of youth volunteer hours worked = 60

Young volunteers

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

We offer a variety of opportunities for young people to volunteer and enable them to gain skills for their CV's and a deeper understanding of youth and community work. They can help out at our Junior Youth Club, in the tuck shop, helping organise sport or craft activities, they can use this as their placement for D of E or become a member of our Youth Committee.

Our Youth Committee that currently has 6 members, they meet fortnightly and plan fundraising events or ways to involve young people in decision making about the service we provide. They get involved in town events such as May Fair, the lantern parade and events which we offer at The Core such as Family Fun Days, which are very popular.

Our Youth Committee is currently working towards planning a trip to The Houses of Parliament so that they can learn more about politics on a national level.

We have also set up an opportunity where young people who have shown significant commitment to volunteering in the youth sessions have been offered a trainee youth support worker post, this has proved to be very successful and we are on our second trainee, the first person we had is now over 18 and has been given a permanent position as a Youth Support Worker. This shows the progression we are able to offer the young people who are keen to volunteer and has a significant impact on them.

Youth Sessions

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

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

This term we have piloted a new programme alongside Groundwork South and Saltash Community School who referred 5 of their Year 11 students who were most at risk of exclusion. Groundwork devised the programme and we offered as part of it a chance to cook and eat together and also a boxing session with SABC.

It was encouraging to see the young people develop over the time they spent with us, learning new skills such as making sushi, which they thoroughly enjoyed and were also inquisitive about the Japanese culture and country.

We made a different meal each week and they cooked for themselves and all the staff, then eating together. It was interesting to learn of their different family situations and dynamics and that they rarely sat with family to eat.

All of the young people sat their GCSE's which was a great achievement as they were very close to being expelled when they came to us, they also all have places at college or apprenticeships arranged for September.

This, again, shows the impact an emotionally available adult can make to young people on the edge of education and by spending time with them and listening to them we were able to understand what had gone wrong in their lives to have brought them to this point.

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

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

We would like to thank STC for their continued support in funding our youth work and hope that you can see by this report how valuable it is.

Report to Saltash Town Council from Livewire youth project for April, May and June 2023

1. Number of open access sessions run: 30 during these sessions young people have been able to have music lessons [guitar, bass, drums, keyboard, vocals, live sound and music technology], lessons in stage lighting, rehearsal space, perform on stage, take part in single issue programmes, have youth work support or counselling, volunteer, socialise and take part in our development group and on Wednesday evenings our junior members can take part in Art workshops and older young people can volunteer. In addition to our open access sessions we have also had a young women's music session on Tuesday evenings 11 in total and during these sessions young women are encouraged to come along and make music with 2 musicians these sessions are also run by a JNC qualified youth worker so young women can also access youth work support. We have also continued to run our wellbeing sessions on Friday evenings, 11 in total, these sessions are designed to cater to young people that might be too anxious for open access sessions as they are quieter and young people attending these sessions can access the art workshops or support with a counsellor or JNC qualified youth worker who runs the session or they can make music with a musician, we also have a wellbeing volunteer at these sessions as well as a therapy dog. On Saturday we also run a recording session 9 in all for bands and individual young people with music to record.
2. Number of detached/outreach youth work sessions run: 20, these have been carried out around the waterside area because in the summer months there are a lot of young people on the waterside and the issues of previous years has led to the requirement to have a youth worker presents in the waterside area. However again this year we have experienced nothing but lovely young people with excellent manners. The addition of the piano on the waterside has brought interest but again nothing untoward and it has been a sheer joy to see young people of varying abilities playing whilst their friends sing along. It has been lovely to connect with these young people some local and some from further afield.
3. There have been 3 single issue programmes during this period. Body image seems to cover such a wide area and therefore unsurprisingly it has come up again and been one of our single issue programmes. Environmental issues has again been high on everyone's list and thirdly we have looked at mental health and wellbeing as a single issue programme because young people have requested it in part but in part due to losing one of our members last month to Epilepsy which again put wellbeing in the spotlight particularly for close friends but as a community Livewire has acutely felt the loss.
4. Approximately 396 individual young people have been engaged with through open access sessions, detached/outreach sessions, young women's music making sessions, well being group sessions, counselling, daytime referral sessions and Saturday recording sessions.

5. All young people engaged with have received or are currently receiving individual or group support.
6. 1 young person has been supported in getting into employment in this period and 2 young people have been supported in going back to school and no young people have been supported in getting into or back into training during this period.
7. 158 young people have measurable distance travelled
8. This period we have had 44 young people referred to livewire from other agencies, 11 from schools, 3 from targeted youth support, 1 through social care, 4 from CAMHS, 4 from youth offending team, 0 from the Police, 11 from GP's, and 10 from the zone. These young people have been referred for Counselling, daytime sessions, youth support sessions and for the open access sessions.
9. 422 volunteer support worker hours have taken place in this period.
10. We have currently got a group of 10 young people making up our development group who meet regularly to discuss issues and young people's desires for development at Livewire.
11. This year we have been very fortunate to receive £29,938 from Saltash Town Council for youth work. The match funding secured to date includes the Big Lottery funding of £219,000 over 5 years of which £15,000 per year is towards youth work (we are currently in year 2). Plus £11,000 per year gift from the young family for youth work.

We are still busy at Livewire and the mental health and wellbeing of young people continue to be a priority of ours. Referrals keep on coming in for both counselling and youth work support sessions from young people themselves, organisations and parents all wanting to ensure that the young person gets seen. During this period there haven't been any community events that we have been involved in, we were due to be involved in the may fair both in Victoria gardens and Live on the stage but rain stopped play and we were cancelled from the stage and we took the decision to cancel our involvement in the Victoria Gardens event. We have got young people performing at other community events later on though so we hope they will go without a hitch.

Data Compliance Report to P&F July 2023

Progress of Data Protection and Digital Information (No.2) Bill – the Public Bill Committee has now completed their work. Next the Bill proceeds to report stage and third reading on a date to be announced. There is still a long way to go with this Bill as it has to go through the House of Lords and then consideration of any further amendments prior to gaining Royal Assent. In the meantime we continue to work within the current regulations.

Councillor IT devices

As previously reported the IT consultant strongly advises that all Councillors use STC IT devices for Council business to protect themselves and the Council. More Councillors have now accepted STC IT devices and it is hoped that going forward there will eventually be a 100% take up of this offer which strengthens the Council's cyber security.

Annual refresher training

Councillors were sent a compliance check and requested to undertake online refresher training (as advised by the Information Commissioners Office) via Breakthrough Communications. Breakthrough have recently updated their website so an email has been sent with the revised password for those who may have been having issues with access. This may account for the low level of responses. This annual refresher training is very important for the Council to be able to demonstrate that it is compliant to the ICO and Councillors should ensure the training is completed and the signed checklist returned by Friday 14th July 2023.

Council Administration and Buildings

Compliance reviews are continue with systems being tested and refined where appropriate. Signage is also being updated where CCTV systems are in use in public areas.

Freedom of Information Requests – report to P&F July 2023

The Council continues to receive requests on a wide variety of subjects and answer them within the legislative requirements. Where necessary, advice and guidance are obtained from the Information Commissioner's Office and/or Breakthrough Communications.

Details of requests and responses are published on the Town Council website once the case file has been closed.

[STC FOI Disclosure logs](#)

The summary register is also available on the website and is attached to this report.

FOI/EIR REQUESTS REGISTER

FOI/EIR Number	Subject	File
2018 01/09	Correspondence received at meeting 17.07.2018	2018
2018 02/09	Councillor emails	2018
2019 01/05	Councillor emails	2019
2019 02/05	Recording of planning meeting May 2019	2019
2019 03/11	Climate change correspondence	2019
2020 01/01	Costs relating to Saltash Library	2020
2020 02/01	Awarding of Youth Grants January 2020	2020
2020 03/01	Unreasonable Persistent Complaints Policy	2020
2020 04/03	Costs of implementing and administering the Persistent Complaints Policy	2020
2020 05/09	Saltash Library Public Consultation	2020
2020 06/10	Hours and cost of work for former Town Councillor since resignation	2020
2020 07/10	Membership of Library in 2018 and 2019 including the current membership at 30.10.2020	2020
2021 01/02	Voting details at FTC meeting	2021
2021 02/02	Through life costings for Saltash Library Facility	2021
2021 02/03	Insurance of planter boats; Memorial Peace Garden - licence between CC and STC	2021
2021 02/04	Christmas Lights & Town Events Sub Committee meeting held on 21.01.2021 - draft minutes	2021
2021 03/01	Saltash Library - Public Works Loan application and Grade 2 listing	2021
2021 03/02	Saltash Library	2021
2021 03/03	Correspondence relating to Christmas Lights & Town Events Sub Committee meeting	2021
2021 03/04	Copy of information provided relating to Christmas Lights & Town Events Sub Committee meeting	2021
2021 03/05	Transparency around proposed Treledan/Broadmoor Farm development	2021
2021 06/01	Candidates standing for co-option for vacant seats on Essa and Tamar Wards.	2021
2021 08/01a	Churchtown Cemetery wall ownership and maintenance	2021
2021 08/01b	Churchtown Cemetery burial estimates and provision of allotments	2021
2021 12 01	Request for copies of email correspondence	2021

2022 02 01	Information relating to an employee	2022
2022 02 02	Internal investigation by the Personnel Committee into the conduct of a Member of the Committee	2022
2022 02 03	Attendance details at shortlisting of candidates for Town Clerk/RFO position	2022
2022 02 04	Internal investigation by the Personnel Committee into the conduct of a Member of the Committee	2022
2022 05 01	Brunel Heights	2022
2022 05 02	Recruitment	2022
2022 09 01	Meetings technology	2022
2022 09 02	History of Tincombe	2022
2022 09 03	Town Clock maintenance	2022
2022 11 01	Proposed Precept 2023/24	2022
2023 02 01	Cost of Heritage Bench in Fore Street	2023

Neighbourhood Plan Steering Group – Report to P&F July 2023

Public consultation and presentations on the Waterside and Waterfront proposals are now taking place.

Councillor David Yates

Saltash Team For Youth Report for Policy & Finance Committee meeting on 11 July 2023

The Saltash Team For Youth working group last met on Friday 10 May at The Core. Attended by Matt, Rachel, Sarah, Julie from Livewire and Charlotte from The Core. Apologies received from Julia.

Below is a summary of the discussions.

1. Outcome of the STC tendering process for the delivery of professional youth work in 2023/24

1.1 The group discussed the recent process and the STC decision to award £29,938 to both Livewire and The Core. This is great news, recognising the increasing need for youth work in these challenging times and the vital work of both organisations. The tendering process went well and the recommendations made by Saltash Team For Youth to the STC Policy & Finance Committee on Wednesday 10 May were approved unanimously.

Livewire and The Core have subsequently been sent offer letters by STC although Julie mentioned Livewire haven't received theirs. She will follow up with STC.

Both organisations to sign and date the letter and return to STC to confirm their acceptance of the offer.

1.2 Communications. Both Livewire and The Core would be happy to help publicise this positive news in collaboration with STC. This would help raise the profile of youth work, STC's commitment to it and bring the press release to life. Sarah will explore this with STC.

3. Measuring and reporting impact

The group had an open discussion about this. Effective impact measurement informs future direction, helps STC make the case and is a useful tool for fundraising. Livewire and The Core have the opportunity to improve and develop this side of their work, and this is something that STC is looking for in 2023/24. Whilst the reports submitted are useful, STC would like to know more about the young people participating and the progress they are making as a result of attending Livewire and The Core. The reports set out what has been delivered but less about what the impact for young people has been.

Ideas discussed included:

- Documenting young people's outcomes and next steps as a result of the support of Livewire and The Core.
- Anonymous surveying of participants to better understand demographics and needs to inform future programmes
- Better use of quantitative and qualitative data e.g. number of participants, ages, backgrounds, case studies
- 'Youth Voice' i.e. involvement of young people directly in programme design
- Presentation events bringing to life the work of both organisations and the impact they make. Saltash Team For Youth could help with this

Julie mentioned that Livewire is about to commission the consultant 'Clarity' to work with them on developing their evaluation methods. This is being funded as part of their National Lottery grant.

3. Other fundraising

Sarah mentioned that Samworth Brothers (<https://www.samworthbrothers.co.uk/>) operate a grant scheme, which is currently underutilised. It's focus is on young people and wellbeing with a particular interest in sports programmes. Sarah will investigate further in terms of the criteria and submitting applications.

4. AOB

Matt circulated the Town Vitality Fund consultation leaflets for Livewire and The Core to distribute to young people. The involvement of young people in shaping the proposal to develop a green space in the centre of the town is important.

5. Date of next meeting

Friday 29 September 2023, 1pm at Livewire.

Cllr Matt Griffiths
20/6/23