



Saltash Town Council

Konsel An Dre Essa



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

3 January 2024

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Tuesday 9th January 2024 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 14th November 2023 as a true and correct record. (Pages 6 - 14)
6. To note that all accounts and bank accounts reconciled up to November.
7. To note that petty cash is reconciled up to November.
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. It was noted that 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 - 29)
12. To receive a report from the Finance Officer and consider any actions and associated expenditure. (Page 30)
13. To receive a report to ratify the Town Council Cyber and Pontoon Insurance and associated expenditure. (Pages 31 - 50)
14. To receive a report on the Town Council Fleet Insurance and consider any actions and associated expenditure. (Page 51)
15. To receive a report on the Town Council Precept Leaflet for the year 2024-25 and consider any actions and associated expenditure. (Pages 52 - 55)
(Pursuant to minute number 110/23/24 P&F held on 14th November 2023)

16. The Town Clerks report on delegated authority to spend and consider any actions and associated expenditure.
17. To consider Risk Management reports as may be received.
18. To receive and consider the following Committees recommendations and consider any actions:
 - a. Policy and Finance held 14th March 2023; (Pages 56 - 63)
 - b. Planning and Licensing held on 19th September 2023; (Pages 64 - 96)
 - c. Burial Authority held on 25th September 2023; (Pages 97 - 103)
 - d. Services held on 14th December 2023. (Page 104)
19. To receive the Town Council Health and Safety Audit year ended 2023 and consider any actions and associated expenditure. (Pages 105 - 115)
20. To consider the Policy and Finance Committee priorities for the next three years working within the six Town Council Strategic Priorities. (Page 116)
21. To receive a report on the Town Council Modern Logo and consider any actions and associated expenditure. (Page 117)
22. To receive a report on HM Land Registry Business E Services and consider any actions and associated expenditure. (Pages 118 - 119)
23. To receive a report on the Town Council media subscription and consider any actions and associated expenditure. (Pages 120 - 127)
24. To receive a report on the Neighbourhood Plan website and consider any actions and associated expenditure. (Pages 128 - 130)
25. To receive an amendment to the Town Council Seals and Logo Policy and consider any actions. (Pages 131 - 134)
26. To receive the Hire of Public Loudspeaker Policy and consider any actions.
(Pursuant to Policy and Finance held on 14.03.2023 Minute nr. 171/22/23)
27. To receive a report from Saltash Youth Network and consider any actions and associated expenditure. (Pages 135 - 140)

28. To receive reports on funding awarded and consider any actions and associated expenditure.
 - a. CC269 Saltash United Football Club; (Page 141)
 - b. FF118 Tinchombe Tea Party; (Pages 142 - 149)
 - c. FF115 Saltash Regatta. (Pages 150 - 152)
29. To receive and note quarterly reports for the Commissioning of Professional Youth Work in Saltash:
 - a. Livewire; (Pages 153 - 155)
 - b. The Core. (Pages 156 - 158)
30. To receive reports from Working Groups and Outside Bodies:
 - a. Neighbourhood Plan Steering Group;
 - b. Saltash Team For Youth;
 - c. Section 106 Panel.
31. Public Bodies (Admission to Meetings) Act 1960:
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.
32. To consider any items referred from the main part of the agenda.
33. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
34. To consider urgent non-financial items at the discretion of the Chairman.
35. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Tuesday 12 March 2024 at 6.30 pm

SALTASH TOWN COUNCIL

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

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

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

APOLOGIES: S Gillies, M Griffiths and D Yates.

91/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

92/23/24 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.

None.

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

None.

93/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

94/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY POLICY AND FINANCE COMMITTEE HELD ON 31ST OCTOBER 2023 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** that the minutes of the Extraordinary Policy and Finance Committee held on 31st October 2023 were confirmed as a true and correct record.

95/23/24 TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO SEPTEMBER.

It was **RESOLVED** to note.

96/23/24 TO NOTE THAT PETTY CASH IS RECONCILED UP TO OCTOBER.

It was **RESOLVED** to note.

97/23/24 TO RECEIVE AND NOTE A REPORT ON VAT.

The Finance Officer informed Members on the report received and contained within the circulated reports pack.

It was **RESOLVED** to note.

98/23/24 TO RECEIVE AND NOTE A REPORT ON INVESTMENTS.

The Finance Officer informed Members on the report received and contained within the circulated reports pack.

It was **RESOLVED** to note the report and increase in the Lloyds Fixed Term Deposit account from 3.5% to 3.6% for 12 months, since the last Policy and Finance Committee meeting.

99/23/24 TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS. THERE ARE NO DISCREPANCIES TO REPORT.

It was **RESOLVED** to note.

100/23/24 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Finance Officer informed Members on the report received and contained within the circulated reports pack.

It was **RESOLVED** to note the budget statements and that the Joint Burial Board Committee agreed at their last meeting to vire sufficient funds against budget code 6170 EMF Repairs to Cemetery Wall to bring the budget code back within spend.

101/23/24 TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Finance Officer informed Members on the report received and contained within the circulated reports pack.

It was **RESOLVED** to note.

102/23/24 TO RECEIVE THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Nothing to report.

103/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

104/23/24 TO RECEIVE AND NOTE THE INTERIM INTERNAL AUDIT REPORT FOR THE YEAR ENDED 31ST MARCH 2024.

It was **RESOLVED** to note the Interim Internal Audit Report year ended 31st March 2024.

105/23/24 TO RECEIVE A REPORT ON THE TOWN COUNCIL PRECEPT FOR THE YEAR 2024/25 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman presented the options for the Town Council Precept for the year 2024/25 to Members.

Members discussed the available options.

Councillor P Samuels requested a recorded vote be taken.

Bickford	For
Brady	Against
Bullock	For
Dent	For
Foster	For
Gillies	Absent
Griffiths	Absent
Lennox-Boyd	For
Martin	For
Miller	For
Mortimore	Against
Peggs	For
Samuels B	Against
Samuels P	Abstain
Stoyel	For
Yates	Absent

It was proposed by Councillor Bickford, seconded by Councillor Peggs and following a recorded vote of 9 for, it was resolved to **RECOMMEND** to Full Council to be held on 7th December 2023 Option 2a as attached.

106/23/24 TO RECEIVE THE TOWN COUNCIL RECOMMENDED FEES AND CHARGES FOR THE YEAR 2024/25 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Finance Officer advised Members that Cornwall Council had not yet set the library fees and charges for the year 2024/25. Saltash Library charges have to be the same as Cornwall Council.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND** to Full Council to be held on 7th December 2023 the Town Council Fees and Charges for the year 2024/25 as attached and delegated authority to the Finance Officer to amend the Library fees only should Cornwall Council make further amendments in the year 2024/25.

107/23/24 TO RECEIVE THE TOWN COUNCIL RECOMMENDED BUDGETS, VIREMENTS AND NOMINAL CODES FOR THE YEAR 2024/25 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk briefed Members on the recommended Budgets, Virements and Nominal Codes for the year 2024/25 that form part of the Precept.

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Council to be held on 7th December 2023:

1. The Town Council Budgets for the year 2024/25 as attached;
2. The Town Council Virements for the year 2024/25 as attached;
3. The Town Council Nominal Codes for the year 2024/25 as attached.

108/23/24 TO RECEIVE THE TOWN COUNCIL RECOMMENDED LEVEL OF CONTINGENCY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to be held on 7th December 2023:

1. To reduce the Town Council level of contingency from 5.37 months to 5.06 months for the year 2024/25;
2. To set the Town Council level of contingency at 5.06 months for the year 2024/25 as attached;
3. A contingency figure of £584,870 for the year 2024/25 as attached.

109/23/24 TO CONSIDER RECOMMENDING THE TOWN COUNCIL PRECEPT FOR THE YEAR 2024/25 TO FULL COUNCIL TO BE HELD ON 7TH DECEMBER 2023.

Councillor B Samuels requested a recorded vote be taken.

Bickford	For
Brady	Against
Bullock	For
Dent	For
Foster	For
Gillies	Absent
Griffiths	Absent
Lennox-Boyd	For
Martin	For
Miller	For
Mortimore	Against
Peggs	For
Samuels B	Against
Samuels P	Abstain
Stoyel	For

It was proposed by Councillor Bickford, seconded by Councillor Lennox-Boyd and following a recorded vote of 9 for, resolved to **RECOMMEND** to Full Council to be held on 7th December 2023 to set the Town Council Precept for the year 2024/25 as follows:

1. A planned budget Precept of £1,388,217, an increase of 6.15%;
2. £248.58 per annum for a Band D dwelling, an increase of 22p per week, 4.81%.

The Town Clerk informed Members that in future years an item is to be placed on the Full Town Council agenda around June time for Members to give a guide on how they see the precept level for the following year. This will aid Officers in the planning of the precept budgets to be presented to Saltash Town Council.

110/23/24 TO RECEIVE A REPORT ON THE TOWN COUNCIL PRECEPT LEAFLET FOR THE YEAR 2024/25 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the options for presenting and distributing the Town Council Precept information leaflet for the year 2024/25.

During the discussion and prior to the vote, Councillor Foster gave his apologies and left the meeting.

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

1. To obtain a quote for a double page centre spread in the Observer reporting back to the meeting of the Policy and Finance Committee to be held on 9th January 2024;
2. For precept information leaflets to be printed in house and made available in the Guildhall, Library and for the relevant Meet Your Councillor sessions;
3. For digital copies of the precept information leaflet to be promoted on Social Media at a cost of £60 allocated to budget code 6301 Stationery/Postage/Printing;
4. To make the precept information leaflet available on the Town Council website and noticeboards;
5. For Members to further review the design and content of the precept information leaflet at the meeting of the Policy and Finance Committee to be held on 9th January 2024.

Councillor Martin left the meeting.

111/23/24 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

Councillor Martin returned to the meeting.

a. Neighbourhood Plan Steering Group

Nothing to report.

b. Saltash Team for Youth

Councillor Peggs informed Members on the report received and contained within the circulated reports pack.

It was **RESOLVED** to note.

c. Section 106 Panel

Nothing to report.

112/23/24 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.

113/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

114/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

115/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

116/23/24 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE
OF THE MEETING.**

Nothing to report.

DATE OF NEXT MEETING

Tuesday 9 January 2024 at 6.30 pm

Rising at: 8.07 pm

Signed: _____
Chairman

Dated: _____

To receive a report on VAT

VAT Return for the period 1st July 2023 – 30th September 2023 was submitted on 7th November 2023. The refund amount was £14,800.35 and received on 14th November 2023.

The next VAT Return for the period 1st October 2023 – 31st December 2023 is due on 7th February 2024.

Finance Officer

End of Report

To receive and note a report on investments

Investment Description	Amount	Limit of Investment	Required Period to Withdraw	Maturity Date	Percentage Rate
CCLA Public Sector Deposit Fund	£500,000	£500,000	Next Day	N/A	4.45% - November 2023
Barclays Active Saver	£6,127	£500,000	Instant	N/A	1.20% - July 2023
Nationwide 95 day Notice Account – Issue 11	£500,650	£1,000,000	95 days' notice	N/A	3.80% - March 2023
Cornwall Council Deposit Fund	£835,328	£1,000,000	Before 9:30am, same day. After 9:30am, next day	N/A	4.42% - November 2023
Lloyds Fixed Term Deposit Account (12 months)	£340,000	£500,000	12 months investment	3 rd November 2024	3.60% Fixed 12 months

Cornwall Council Deposit Fund

- Withdrawal of £150,000 during week ending 22nd December 2023 to Barclays Current account to cover purchases/salaries.

Nationwide 95 Day Notice Deposit

- 95 days withdrawal notice has been given – (P&F minute 66/23/24 - to provide delegated authority to the Finance Officer to withdraw funds from the Nationwide Account during the period of December 2023 to March 2024 to cover future Town Council liabilities)
 - £125,000 to be deposited on 27th December 2023
 - £125,000 to be deposited on 8th January 2024
 - £125,000 to be deposited on 26th February 2024
 - £125,000 to be deposited on 1st March 2024

Finance Officer
End of Report

Agenda Item 11

Saltash Town Council Summary Budget Report 2023-24
Saltash Town Council
For the 8 months ended 30 November 2023

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget	Budget 2023/24	Actual YTD 2023/24	Budget Available 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	12,402	10,460	25,171	27,713	30,512	33,593
Burial Board Income	14,418	0	0	11,621	7,478	4,143	12,689	13,970	15,382	16,935
P&F Income	28,014	0	0	8,362	38,884	(30,522)	9,206	10,136	11,160	12,287
Guildhall Income	2,262	0	0	10,750	2,018	8,732	11,835	13,031	14,348	15,797
Library Income	2,485	0	0	1,868	1,123	745	2,057	2,264	2,494	2,745
Maurice Huggins Income	1,189	0	0	1,000	675	325	1,101	1,212	1,335	1,469
Station Income	3,820	0	0	15,500	4,888	10,612	17,066	18,789	20,686	22,776
Service Delivery Income	17,683	0	0	28,900	23,636	5,264	27,899	30,717	33,819	37,235
Total Total Operating Income	86,866	0	0	100,863	91,104	9,759	107,024	117,832	129,736	142,837
Total Operating Income	86,866	0	0	100,863	91,104	9,759	107,024	117,832	129,736	142,837
Operating Expenditure										
Operating Expenditure										
Burial Authority Expenditure	23,753	0	1,025	25,143	13,041	13,127	25,522	28,102	30,938	34,065
Burial Authority Staffing Expenditure	7,556	0	(9,472)	9,472	0	0	10,429	11,482	12,642	13,918
Burial Board Expenditure	1,722	0	(500)	6,387	3,182	2,705	7,032	7,742	8,524	9,385
Burial Board Staffing Expenditure	18,309	0	(22,102)	22,102	0	0	24,334	26,792	29,498	32,477
P&F Expenditure	137,929	0	20,837	216,184	128,634	108,387	235,494	256,754	280,159	305,933
P&F Staffing Expenditure	290,631	0	42,353	329,561	221,614	150,300	361,435	397,404	437,007	479,364
Guildhall Expenditure	28,672	0	0	52,978	19,658	33,320	58,328	64,219	70,704	77,846
Guildhall Staffing Expenses	22,928	0	249	38,405	15,860	22,794	42,283	46,554	51,256	56,220
Library Expenditure	42,216	0	4,105	82,062	51,011	35,156	88,026	94,596	101,825	109,789
Library Staffing Expenses	131,778	0	875	139,434	88,810	51,499	131,126	144,371	158,952	174,485
Maurice Huggins Expenses	1,362	0	0	5,544	2,317	3,227	6,104	6,721	7,400	8,145
Station Expenditure	13,578	0	0	28,761	8,577	20,184	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	1,500	107,236	40,729	68,007	118,068	129,987	143,114	157,569
Service Delivery Staffing Expenditure	213,436	0	39,246	233,916	125,402	147,760	257,542	283,553	312,192	341,139
Personnel Expenditure	15,013	0	2,700	11,975	7,980	6,695	13,185	14,517	15,983	17,597
Total Operating Expenditure	1,023,144	0	80,816	1,310,571	726,816	664,571	1,412,127	1,549,368	1,700,462	1,862,265
6531 SE Public Toilet Commercial Cleaning	0	0	30,500	0	0	30,500	0	0	0	0
6286 PF EMF CLUP Waterside Connectivity Project	0	0	34,519	0	40,874	(6,355)	0	0	0	0
Total Operating Expenditure	1,023,144	0	145,835	1,310,571	767,689	688,717	1,412,127	1,549,368	1,700,462	1,862,265
Total Operating Surplus/ (Deficit)	(936,278)	0	(145,835)	(1,209,708)	(676,585)	(678,958)	(1,305,103)	(1,431,536)	(1,570,726)	(1,719,428)
EMF Expenditure										
Burial Authority EMF Expenditure	2,264	26,571	(2,225)	0	375	23,971	0	0	0	0
Burial Board EMF Expenditure	0	18,086	(2,300)	0	15,763	23	0	0	0	0
P&F EMF Expenditure	28,344	214,552	29,062	29,418	80,071	192,961	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	(4,023)	10,000	75,093	194,949	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	(35)	0	2,458	80,838	0	0	0	0
Service Delivery EMF Expenditure	21,636	126,846	64,849	37,207	33,015	195,887	27,000	27,000	27,000	27,000
Personnel EMF Expenditure	2,019	7,941	6,000	685	9,910	4,716	0	0	0	0
Total EMF Expenditure	109,748	805,515	102,988	98,049	217,020	789,532	37,000	37,000	37,000	37,000
Total Overall Expenditure (Operational & EMF)	1,132,892	805,515	183,804	1,408,620	943,836	1,454,103	1,449,127	1,586,368	1,737,462	1,899,265
Total Overall Budget Surplus/ Defecit	(1,046,026)	(805,515)	(248,823)	(1,307,757)	(893,605)	(1,468,490)	(1,342,103)	(1,468,536)	(1,607,726)	(1,756,428)

Notes

To/From Reserves & Budget Virements 2023/24

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

Burial Authority Committee - Burial Authority Budget 2023-24

Saltash Town Council

For the 8 months ended 30 November 2023

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Burial Authority Committee - Burial Authority Budget 2023-24										
Operating Income										
Burial Authority Income										
4612 BA Cemetery Fees (Churchtown)	16,411	0	0	21,862	11,452	10,410	24,070	26,501	29,177	32,124
4614 BA Memorial Bench Income (Churchtown)	583	0	0	1,000	950	50	1,101	1,212	1,335	1,469
Total Burial Authority Income	16,994	0	0	22,862	12,402	10,460	25,171	27,713	30,512	33,593
Total Operating Income	16,994	0	0	22,862	12,402	10,460	25,171	27,713	30,512	33,593
Operating Expenditure										
Burial Authority Expenditure										
6000 BA Petrol	126	0	0	378	83	295	416	458	504	555
6001 BA Machinery Maintenance Costs	0	0	0	275	121	154	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	1,025	613	1,489	149	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	110	580	760	836	921	1,014
6010 BA PWLB Loan Repayment & Interest	21,385	0	0	21,385	10,692	10,693	21,385	23,545	25,923	28,541
6011 BA Water	0	0	(48)	364	0	316	401	442	486	536
6012 BA Memorial Bench (Expenditure)	147	0	0	0	45	(45)	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	48	329	377	0	362	399	439	484
Total Burial Authority Expenditure	23,753	0	1,025	25,143	13,041	13,127	25,522	28,102	30,938	34,065
Burial Authority Staffing Expenditure										
Burial Authority Staffing Expenses	62	0	(296)	296	0	0	326	359	395	435
6666 ST BA Staff Training (Churchtown)	0	0	(227)	227	0	0	250	275	303	333
Burial Authority Staffing Costs	7,494	0	(8,949)	8,949	0	0	9,853	10,848	11,944	13,150
Total Burial Authority Staffing Expenditure	7,556	0	(9,472)	9,472	0	0	10,429	11,482	12,642	13,918
Total Operating Expenditure	31,309	0	(8,447)	34,615	13,041	13,127	35,951	39,584	43,580	47,983
Total Burial Authority Operating Expenditure	31,309	0	(8,447)	34,615	13,041	13,127	35,951	39,584	43,580	47,983
Total Burial Authority Operating Surplus/ (Deficit)	(14,314)	0	8,447	(11,753)	(639)	(2,667)	(10,780)	(11,871)	(13,068)	(14,390)
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	(1,025)	0	0	13,942	0	0	0	0
6073 BA EMF Memorial Garden	800	4,200	0	0	375	3,825	0	0	0	0
6692 ST BA EMF Staff Contingency (Churchtown)	0	1,200	(1,200)	0	0	0	0	0	0	0
Total Burial Authority EMF Expenditure	2,264	26,571	(2,225)	0	375	23,971	0	0	0	0
Total Burial Authority Expenditure (Operational & EN)	33,573	26,571	(10,672)	34,615	13,416	37,098	35,951	39,584	43,580	47,983
Total Burial Authority Budget Surplus/ Deficit	(16,578)	(26,571)	10,672	(11,753)	(1,014)	(26,638)	(10,780)	(11,871)	(13,068)	(14,390)

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
3. Virement from 6615 ST BA Cemetery Warden Gross Pay to 6618 ST SE Services Delivery Gross Pay - £7,038 - BA 24/23/24
4. Virement from 6616 ST BA Cemetery Warden Empers NI to 6619 ST SE Services Delivery Empers NI - £595 - BA 24/23/24
5. Virement from 6617 ST BA Cemetery Warden Empers Pension to 6620 ST SE Services Delivery Empers Pension - £1,372 - BA 24/23/24
6. Virement from 6663 ST BA Cemetery Staff Clothing (Churchtown) to 6673 ST SE Services Delivery Clothing - £59 - BA 24/23/24
7. Virement from 6664 ST BA Cemetery Staff Mobile Phones (Churchtown) to 6674 ST SE Services Delivery Mobiles - £203 - BA 24/23/24
8. Virement from 6665 ST BA Staff Travelling Costs (Churchtown) to 6675 ST SE Services Delivery Staff Travelling Expenses - £34 - BA 24/23/24
9. Virement from 6666 ST BA Staff Training (Churchtown) to 6676 ST SE Services Delivery Staff Training - £227 - BA 24/23/24
10. Virement from 6692 ST BA EMF Staff Contingency (Churchtown) to 6700 ST SE Services Delivery Staff Contingency - £4,074 - BA 24/23/24

11. Virement from 6071 BA EMF Replace Machinery & Equipment to 6004 BA General Site Maintenance - £525 - BA 24/23/24
12. Virement from 6011 BA Water to 6014 BA Cemetery Software Subscription - 48 - BA 24/23/24
13. Virement from 6071 BA EMF Replace Machinery & Equipment to 6004 BA General Site Maintenance - £500 - BA 33/23/24
14. 6012 BA Memorial Bench (Expenditure) -£45 offset by income 4614 BA Memorial Bench Income £70

Joint Burial Board Committee - Burial Board Budget 2023-24

Saltash Town Council

For the 8 months ended 30 November 2023

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 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	6,850	4,150	12,111	13,334	14,681	16,164
4605 BB SLA Payment Grass Cutting	585	0	0	621	628	(7)	578	636	701	771
Total Burial Board Income	14,418	0	0	11,621	7,478	4,143	12,689	13,970	15,382	16,935
Total Burial Board Operating Income	14,418	0	0	11,621	7,478	4,143	12,689	13,970	15,382	16,935
Burial Board Operating Expenditure										
Burial Board Expenditure										
6100 BB Petrol	295	0	0	504	193	311	555	611	673	741
6101 BB Machinery Maintenance Costs	0	0	(250)	716	0	466	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	(250)	1,410	339	821	1,553	1,710	1,882	2,072
6108 BB Tree Survey & Tree Maintenance	1,370	0	0	3,647	2,650	997	4,015	4,420	4,867	5,358
Total Burial Board Expenditure	1,722	0	(500)	6,387	3,182	2,705	7,032	7,742	8,524	9,385
Burial Board Staffing Expenditure										
Burial Board Staff Expenses	145	0	(691)	691	0	0	761	838	923	1,016
6670 ST BB Staff Training (St. Stephens)	0	0	(530)	530	0	0	583	642	707	778
Burial Board Staffing Costs	18,164	0	(20,881)	20,881	0	0	22,990	25,312	27,868	30,683
Total Burial Board Staffing Expenditure	18,309	0	(22,102)	22,102	0	0	24,334	26,792	29,498	32,477
Total Burial Board Operating Expenditure	20,031	0	(22,602)	28,489	3,182	2,705	31,366	34,534	38,022	41,862
Total Burial Board Operating Expenditure	20,031	0	(22,602)	28,489	3,182	2,705	31,366	34,534	38,022	41,862
Total Burial Board Operating Surplus/ (Deficit)	(5,613)	0	22,602	(16,868)	4,297	1,437	(18,677)	(20,564)	(22,640)	(24,927)
Burial Board EMF Expenditure										
6170 BB EMF Repairs to Cemetery Wall	0	15,286	500	0	15,763	23	0	0	0	0
6693 ST BB EMF Staff Contingency (St Stephens)	0	2,800	(2,800)	0	0	0	0	0	0	0
Total Burial Board EMF Expenditure	0	18,086	(2,300)	0	15,763	23	0	0	0	0
Total Burial Board Expenditure (Operational & EMF)	20,031	18,086	(24,902)	28,489	18,944	2,729	31,366	34,534	38,022	41,862
Total Burial Board Budget Surplus/Deficit	(5,613)	(18,086)	24,902	(16,868)	(11,466)	1,414	(18,677)	(20,564)	(22,640)	(24,927)

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
3. Virement from 6624 ST BB Cemetery Staff Gross Pay (St Stephens) to 6618 ST SE Services Delivery Gross Pay - £16,422 - BB 5/23/24
4. Virement from 6625 ST BB Cemetery – Employers NI to 6619 ST SE Services Delivery Employers NI - £1,387 - BB 5/23/24
5. Virement from 6626 ST BB Cemetery Staff – Employers Pension (St. Stephens) to 6620 ST SE Services Delivery Employers Pension - £3,203 - BB 5/23/24
6. Virement from 6667 ST BB Cemetery Staff – Clothing (St. Stephens) to 6673 ST SE Services Delivery – Clothing - £138.00 - BB 5/23/24
7. Virement from 6668 ST BB Cemetery Staff – Mobiles (St. Stephens) to 6674 ST SE Services Delivery – Mobiles - £473.00 - BB 5/23/24
8. Virement from 6669 ST BB Staff Travelling Expenses (St. Stephens) to 6675 ST SE Services Delivery Staff Travelling Expenses - £80.00 - BB 5/23/24
9. Virement from budget code 6670 ST BB Staff Training (St. Stephens) to 6676 ST SE Services Delivery Staff Training - £530.00 - BB 5/23/24
10. Virement from budget code 6693 ST BB EMF Staff Contingency (St. Stephens) to 6700 ST SE Services Delivery Staff Contingency - £8,830.00 - BB 5/23/24
11. Virement from 6101 BB Machinery Maintenance to 6170 BB EMF Repairs to Cemetery Wall - £250 - BB 20/23/24
12. Virement from 6104 BB General Maintenance to 6170 BB EMF Repairs to Cemetery Wall - £250 - BB 20/23/24

Services Committee - Guildhall Budget 2023-24

Saltash Town Council

For the 8 months ended 30 November 2023

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 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	1,766	8,495	11,297	12,438	13,695	15,078
4201 GH Income - Guildhall Refreshments	342	0	0	257	185	72	283	312	343	378
4206 GH Income - Guildhall Misc Property Income	4	0	0	232	5	227	255	281	310	341
Total Guildhall Income	2,262	0	0	10,750	1,956	8,794	11,835	13,031	14,348	15,797
Total Guildhall Operating Income	2,262	0	0	10,750	1,956	8,794	11,835	13,031	14,348	15,797
Guildhall Operating Expenditure										
Guildhall Expenditure										
6400 GH Rates - Guildhall	8,608	0	100	9,808	9,899	9	10,798	11,889	13,090	14,412
6401 GH Water Rates - Guildhall	517	0	0	847	291	556	932	1,026	1,130	1,244
6402 GH Gas - Guildhall	3,819	0	0	6,500	1,007	5,493	7,157	7,879	8,675	9,551
6403 GH Electricity - Guildhall	4,078	0	(100)	13,000	2,060	10,840	14,313	15,759	17,350	19,103
6404 GH Fire & Security Alarm - Guildhall	743	0	0	1,396	821	575	1,537	1,692	1,863	2,051
6408 GH Cleaning Materials & Equipment - Guildhall	1,270	0	0	1,129	856	273	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	2,018	820	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	1,744	1,559	3,637	4,004	4,408	4,854
6413 GH Refreshment Costs - Guildhall	133	0	0	414	152	262	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	600	9,400	11,010	12,122	13,346	14,694
6420 GH Legionella Risk Assessment (Guildhall)	385	0	0	500	210	290	550	606	667	735
Total Guildhall Expenditure	28,672	0	0	52,978	19,658	33,320	58,328	64,219	70,704	77,846
Guildhall Staffing Expenditure										
Guildhall Staffing Expenses	218	0	0	454	68	386	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	15,792	21,843	41,162	45,319	49,897	54,936
Total Guildhall Staffing Expenditure	22,928	0	249	38,405	15,860	22,794	42,283	46,554	51,256	56,220
Total Operating Expenditure	51,600	0	249	91,383	35,518	56,114	100,611	110,773	121,960	134,066
Total Guildhall Operating Expenditure	51,600	0	249	91,383	35,518	56,114	100,611	110,773	121,960	134,066
Total Guildhall Operating Surplus/ Deficit	(49,338)	0	(249)	(80,633)	(33,562)	(47,320)	(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	35,853	151,481	100,611	110,773	121,960	134,066
Total Guildhall Budget Surplus/ (Deficit)	(56,627)	(63,303)	(11,909)	(101,372)	(33,897)	(142,687)	(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
3. Virement from 6403 Guildhall Electricity to 6400 Guildhall Rates - £100 - SE 51/23/24

Services Committee - Library Budget 2023-24
Saltash Town Council
For the 8 months ended 30 November 2023

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Library Operating Income										
Library Income										
4517 LI Library - Replacement Membership Cards	656	0	0	48	309	(261)	53	58	64	71
4518 LI Library - Photocopying Fees	999	0	0	600	561	39	661	727	801	882
4524 LI Library Book Sales	481	0	0	320	189	131	352	388	427	470
4526 LI Library Activity Income	0	0	0	250	65	185	275	303	334	367
4527 LI Library Vending Machines Income	0	0	0	50	0	50	55	61	67	73
4529 LI Library Activities Funding Income	350	0	0	600	0	600	661	727	801	882
Total Library Income	2,485	0	0	1,868	1,123	745	2,057	2,264	2,494	2,745
Total Library Operating Income	2,485	0	0	1,868	1,123	745	2,057	2,264	2,494	2,745
Library Operating Expenditure										
Library Expenditure										
6900 LI Rates - Library	13,473	0	(720)	15,804	13,099	1,985	17,400	19,157	21,092	23,223
6901 LI Water Rates - Library	558	0	0	364	191	173	401	442	486	536
6902 LI Gas - Library	4,788	0	0	5,623	1,902	3,721	6,190	6,816	7,504	8,262
6903 LI Electricity - Library	1,494	0	0	5,000	1,569	3,431	5,505	6,061	6,673	7,347
6904 LI Fire & Security Alarm - Library	629	0	500	1,033	1,133	400	1,137	1,252	1,378	1,518
6908 LI Cleaning Materials & Equipment - Library	1,072	0	0	1,854	339	1,515	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	2,075	2,270	4,257	88	2,500	2,752	3,030	3,336
6911 LI TV License & PRS - Library	0	0	0	428	296	132	471	519	571	629
6913 LI Refreshment Costs - Library	0	0	0	284	9	275	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	210	285	545	601	661	728
6921 LI IT & Office Costs - Library	2,498	0	0	1,652	1,237	415	1,818	2,002	2,204	2,427
6922 LI Library Activities	2,883	0	250	2,370	2,099	521	2,609	2,873	3,163	3,483
6975 LI Home Library Service	0	0	302	0	234	68	0	0	0	0
6923 LI PWLB Loan Repayment & Interest	12,420	0	2,000	23,000	24,477	523	23,000	23,000	23,000	23,000
Total Library Expenditure	42,216	0	4,407	82,062	51,245	35,224	88,026	94,596	101,825	109,789
Library Staffing Expenditure										
Library Staff Expenses	103	0	0	2,144	24	2,120	1,996	2,198	2,420	2,144
6682 ST LI Staff Training (Library)	0	0	0	1,101	168	933	1,025	1,129	1,243	1,368
Library Staffing Costs	131,675	0	875	136,189	88,618	48,446	128,105	141,044	155,289	170,973
Total Library Staffing Expenditure	131,778	0	875	139,434	88,810	51,499	131,126	144,371	158,952	174,485
Total Operating Expenditure	173,994	0	5,282	221,496	140,055	86,723	219,152	238,967	260,777	284,274
Total Library Operating Expenditure	173,994	0	5,282	221,496	140,055	86,723	219,152	238,967	260,777	284,274
Total Library Operating Surplus/ Deficit	(171,508)	0	(5,282)	(219,628)	(138,933)	(85,977)	(217,095)	(236,703)	(258,283)	(281,529)
Library EMF Expenditure										
6971 LI EMF Saltash Library Property Refurbishment	10,741	213,363	21,000	10,000	74,859	169,504	0	0	0	0
6972 LI EMF Library Equipment & Furniture	830	11,522	(2,075)	0	0	9,447	0	0	0	0
6973 LI EMF Loan Repayments	0	23,000	(23,000)	0	0	0	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	(4,325)	10,000	74,859	194,881	0	0	0	0
Total Library Expenditure (Operational & EMF)	186,905	264,065	957	231,496	214,914	281,604	219,152	238,967	260,777	284,274
Total Library Budget Surplus/ (Deficit)	(184,420)	(264,065)	(957)	(229,628)	(213,792)	(280,858)	(217,095)	(236,703)	(258,283)	(281,529)

To/From Reserves & Budget Virements 2023/24

1. Virement from General Reserves to Library Staffing Costs - £875 - PE 99/22/23
2. Virement from 6974 EMF Library Funding to 6922 Library Activities - £250 - LI 64/22/23
3. Virement from 6973 EMF Loan Repayment to 6923 PWLB Loan Repayment & Interest - £2,000 - LI 26/23/24
4. Virement from 6900 Rates - Library to 6975 EMF Home Library Service - £220 - LI 26/23/24
5. Virement from 6973 EMF Loan Repayment to 6971 EMF Saltash Library Property Refurbishment - £21,000 - LI 30/23/24
6. Virement from 6972 EMF Library Equipment & Furniture to 6910 General Repairs & Maintenance - £1,000 - LI 34/23/24
7. Virement from 6900 Rates - Library to 6904 Fire & Security Alarm - Library - £500 - LI 45/23/24
8. Virement from 6972 EMF Library Equipment & Furniture to 6910 General Repairs & Maintenance - £1,075 - LI 50/23/24
9. 6904 LI Fire & Security Alarm - Library. Actual 23/24 includes costs of £185 relating to 22/23
10. 6975 LI Home Library Service - includes £82 received from CC for mileage reimbursement

Services Committee - Maurice Huggins Budget 2023-24

Saltash Town Council

For the 8 months ended 30 November 2023

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 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	675	325	1,101	1,212	1,335	1,469
Total Maurice Huggins Income	1,189	0	0	1,000	675	325	1,101	1,212	1,335	1,469
Total Maurice Huggins Operating Income	1,189	0	0	1,000	675	325	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	104	291	435	479	528	581
7003 MA Electricity	(287)	0	0	2,563	815	1,748	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	183	147	364	400	441	485
7010 MA General Repairs & Maintenance	245	0	0	565	448	117	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	210	252	509	561	617	679
Total Maurice Huggins Expenditure	1,362	0	0	5,544	2,317	3,227	6,104	6,721	7,400	8,145
Total Maurice Huggins Operating Expenditure	1,362	0	0	5,544	2,317	3,227	6,104	6,721	7,400	8,145
Total Maurice Huggins Operating Surplus/ (Deficit)	(173)	0	0	(4,544)	(1,642)	(2,902)	(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	2,317	4,047	6,104	6,721	7,400	8,145
Total Maurice Huggins Budget Surplus/ (Deficit)	(173)	(820)	0	(4,544)	(1,642)	(3,722)	(5,003)	(5,509)	(6,065)	(6,676)

To/From Reserves & Budget Virements 2023/24

1. 7003 MA Electricity Actual includes £971 relating to 2022/23

Policy & Finance (P&F) Committee - P & F Budget 2023-24

Saltash Town Council

For the 8 months ended 30 November 2023

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 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	38,700	(30,338)	9,206	10,136	11,160	12,287
4908 PF Misc Income	225	0	0	0	184	(184)	0	0	0	0
Total P&F Income	28,014	0	0	8,362	38,884	(30,522)	9,206	10,136	11,160	12,287
Total P&F Operating Income	28,014	0	0	8,362	38,884	(30,522)	9,206	10,136	11,160	12,287
P & F Operating Expenditure										
P&F Expenditure										
6200 PF Bank Charges	845	0	0	1,220	1,112	108	1,343	1,479	1,628	1,793
6201 PF Audit	3,100	0	0	4,000	600	3,400	4,404	4,849	5,339	5,878
6202 PF Civic Occasions (including Road Closures)	5,764	0	0	5,354	1,498	3,856	5,894	6,490	7,145	7,867
6203 PF Mayors' Allowance	4,959	0	0	5,160	3,096	2,064	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	21,293	3,074	26,828	29,538	32,521	35,806
6206 PF Youth Council	4,000	0	0	4,404	4,000	404	4,849	5,339	5,878	6,471
6208 PF Subscriptions	14,270	0	0	16,515	16,006	509	18,183	20,019	22,041	24,268
6210 PF Community Chest	4,704	0	0	10,000	780	9,220	10,000	10,000	10,000	10,000
6211 PF Website Maintenance	675	0	0	1,101	105	996	1,212	1,335	1,469	1,618
6213 PF Councillor Training & Expenses	623	0	0	3,019	619	2,400	3,324	3,660	4,029	4,436
6214 PF Health & Safety	5,117	0	0	8,258	3,605	4,653	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	5,540	9,460	15,000	15,000	15,000	15,000
6221 PF Town Messenger	3,188	0	0	5,505	2,310	3,195	6,061	6,673	7,347	8,089
6222 PF Commissioning Youth Work	35,517	0	4,828	55,050	39,917	19,961	60,610	66,732	73,472	80,892
6224 PF Professional Costs	1,586	0	10,000	2,257	6,623	5,634	2,485	2,736	3,012	3,317
6227 PF Town Speakers PRS Licence	2,855	0	0	3,303	2,356	947	3,637	4,004	4,408	4,854
6229 PF CCTV Annual Maintenance	0	0	0	7,000	93	6,907	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	6,009	40,000	19,005	27,004	44,040	48,488	53,385	58,777
Total P&F Expenditure	137,929	0	20,837	216,184	128,620	108,401	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	385	407	872	960	1,057	1,164
6661 ST PF Finance Consultancy Fees	36,173	0	27,797	5,000	22,910	9,887	5,505	6,061	6,673	7,347
P&F Staffing Expenses	358	0	0	2,657	379	2,278	2,925	3,220	3,546	2,657
6656 ST PF Staff Training	1,214	0	0	4,542	1,042	3,501	5,000	5,505	6,061	6,674
P&F Staffing Costs	246,844	0	14,556	310,475	196,399	128,632	341,833	376,358	414,370	456,222
Total P&F Staffing Expenditure	290,631	0	42,353	329,561	221,614	150,300	361,435	397,404	437,007	479,364
Total P & F Operating Expenditure	428,560	0	63,190	545,745	350,234	258,701	596,929	654,158	717,166	785,297
Total P & F Operating Expenditure	428,560	0	63,190	545,745	350,234	258,701	596,929	654,158	717,166	785,297
Total P&F Operating Surplus/ (Deficit)	(400,546)	0	(63,190)	(537,383)	(311,350)	(289,223)	(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	45	525	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	499	5,768	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	61,482	8,276	0	0	0	0
6282 PF EMF Funding Bids (Consultancy Fees)	1,500	8,500	10,000	0	5,000	13,500	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
6286 PF EMF CLUP Waterside Connectivity Project	0	0	34,519	0	40,874	(6,355)	0	0	0	0
6370 PF EMF Computer Equipment Renewal	10,371	11,675	(4,975)	0	1,559	5,141	0	0	0	0
6694 ST PF EMF Staff Contingency (P&F)	0	16,479	19,474	9,418	0	45,371	0	0	0	0
Total P&F EMF Expenditure	28,344	214,552	63,581	29,418	120,945	186,606	10,000	10,000	10,000	10,000
Total P&F Expenditure (Operational & EMF)	456,904	214,552	126,771	575,163	471,179	445,307	606,929	664,158	727,166	795,297
Total P&F Budget Surplus/ (Deficit)	(428,890)	(214,552)	(126,771)	(566,801)	(432,295)	(475,829)	(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 PF 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. Virement from General Reserves to 6694 ST PF EMF Staff Contingency - £63,316 - FTC 58/23/24
7. Virement from 6694 ST PF Staff Contingency - P&F to P&F Staffing Costs - £12,621 - FTC 58/23/24
8. Virement from 6694 ST PF Staff Contingency (P&F) to 6661 ST P&F Finance Consultancy Fees - £21,487 - P&F 43/23/24
9. Virement from 6694 ST PF Staff Contingency (P&F) to 6662 PE HR Professional Fees - £2,700 - P&F 43/23/24
10. Virement from 6694 ST PF Staff Contingency (P&F) to 6305 PF Finance Software - £1,034 - P&F 43/23/24
11. Virement from 6694 ST PF Staff Contingency (P&F) to 6701 PE Staff Recruitment - £6,000 - P&F 43/23/24
12. Virement from General Reserves to 6282 PF Funding Bids (Consultancy Fees) - £10,000 - FTC 132/23/24
13. Virement from General Reserves to 6286 PF EMF CLUP Waterside Connectivity Project - £5,000 - FTC 354/22/23
14. Income Received for 6278 PF EMF CIL Planning Income - April 2023 Income - £4,563
15. 6286 PF EMF CLUP Waterside Connectivity Project - 1st Grant Instalment received from CC £29,519 - 2nd Grant Instalment to be claimed Feb 24 £44,981

1. P&F IT/Office Costs

Nominal Code	Budget 2023/24	Virements	Total Budget	Actual YTD 2023/24	Budget Available 2023/24
6300 Telephone	£2,670		£2,670	£2,085	£585
6301 Stationary	£4,748		£4,748	£593	£4,155
6302 Office and IT Equipment	£7,716		£7,716	£439	£7,277
6303 Copier Maintenance	£6,054		£6,054	£2,672	£3,382
6304 Broadband	£546		£546	£243	£303
6305 Finance Software	£3,782	£1,034	£4,816	£3,507	£1,309
6306 IT Maintenance	£14,484	£4,975	£19,459	£9,466	£9,993
TOTALS	£40,000	£6,009	£46,009	£19,005	£27,004

Personnel Committee - Personnel Budget 2023-24

Saltash Town Council

For the 8 months ended 30 November 2023

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 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	2,700	10,282	7,895	5,087	11,321	12,464	13,723	15,109
Total Personnel Expenditure	15,013	0	2,700	11,975	7,980	6,695	13,185	14,517	15,983	17,597
Total Personnel Operating Expenditure	15,013	0	2,700	11,975	7,980	6,695	13,185	14,517	15,983	17,597
Total Personnel Operating Surplus/ (Deficit)	(15,013)	0	(2,700)	(11,975)	(7,980)	(6,695)	(13,185)	(14,517)	(15,983)	(17,597)
EMF Personnel Expenditure										
6691 ST PE EMF Legal Fees (Staffing)	1,072	5,713	(2,000)	685	0	4,398	0	0	0	0
6701 ST PE EMF Staff Recruitment	947	2,228	8,000	0	9,910	318	0	0	0	0
Total EMF Personnel Expenditure	2,019	7,941	6,000	685	9,910	4,716	0	0	0	0
Total Personnel Expenditure (Operational & EMF)	17,031	7,941	8,700	12,660	17,890	11,411	13,185	14,517	15,983	17,597
Total Personnel Budget Surplus/ (Deficit)	(17,031)	(7,941)	(8,700)	(12,660)	(17,890)	(11,411)	(13,185)	(14,517)	(15,983)	(17,597)

To/From Reserves & Budget Virements 2023/24

1. Virement from 6694 P&F Staff Contingency to 6701 PE Staff Recruitment - £6,000 - P&F 43/23/24
2. Virement from 6694 P&F Staff Contingency to 6662 ST PE HR Professional Fees - £2,700 - P&F 43/23/24
3. Virement from 6691 ST PE EMF Legal Fees to 6701 ST PE EMF Staff Recruitment - £2,000 - PE 50/23/24

Services Committee - Service Delivery Budget 23-2024

Saltash Town Council

For the 8 months ended 30 November 2023

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 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	3,982	18	4,404	4,849	5,339	5,878
4510 SE Public Footpath Grant	1,573	0	0	1,722	415	1,307	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	14	(14)	0	0	0	0
4513 SE Water Rates Income	0	0	0	3,560	1,032	2,528	0	0	0	0
4523 SE Service Delivery Income - Seagull Bags	1,140	0	0	2,003	849	1,154	2,205	2,428	2,673	2,943
Total Grounds & Premises Income	8,617	0	0	11,435	6,292	5,143	8,670	9,546	10,510	11,571
Town & Waterfront Income										
4520 SE Waterfront Income - Trusted Boat Scheme	1,945	0	0	4,265	2,560	1,705	4,696	5,170	5,692	6,267
4521 SE Waterfront Income - Annual Mooring Fees	6,246	0	0	10,800	9,477	1,323	11,891	13,092	14,414	15,870
4522 SE Waterfront Income - Daily Mooring Fees	875	0	0	2,400	5,330	(2,930)	2,642	2,909	3,203	3,527
Total Town & Waterfront Income	9,066	0	0	17,465	17,367	98	19,229	21,171	23,309	25,664
Total Service Delivery Income	17,683	0	0	28,900	23,659	5,241	27,899	30,717	33,819	37,235
Total Service Delivery Operating Income	17,683	0	0	28,900	23,659	5,241	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	1,000	10,010	12,122	13,346	14,694	16,178
6503 SE Allotments	1,700	0	0	1,321	186	1,135	1,455	1,602	1,763	1,941
6506 SE Grounds Maintenance & Watering	5,678	0	1,300	10,000	9,263	2,037	11,010	12,122	13,346	14,694
6508 SE Public Toilets (Operational Costs)	4,839	0	1,500	4,430	4,911	1,019	4,878	5,371	5,913	6,510
6517 SE Cross (Maintenance)	417	0	0	3,303	609	2,694	3,637	4,004	4,408	4,854
6525 SE Public Toilets (Repairs & Maintenance Costs)	2,048	0	0	2,753	1,529	1,224	3,031	3,337	3,674	4,045
6526 SE Tools, Equipment & Materials (Store & All Areas)	3,287	0	0	3,303	2,128	1,175	3,637	4,004	4,408	4,854
6529 SE Refuse Disposal	5,465	0	0	6,056	3,705	2,351	6,667	7,340	8,082	8,898
6531 SE Public Toilet Commercial Cleaning	0	0	30,500	0	0	30,500	0	0	0	0
6907 SE Seagulls Bags	1,212	0	(1,300)	2,002	608	94	2,204	2,426	2,671	2,941
Longstone Expenditure										
7100 LO Rates - Longstone	2,157	0	(2,500)	2,375	(6,261)	6,136	2,615	2,879	3,170	3,490
7101 LO Water Rates - Longstone	2,203	0	0	4,012	1,516	2,496	4,417	4,863	5,355	5,895
7103 LO Electricity - Longstone	1,086	0	(500)	6,153	402	5,251	6,774	7,458	8,211	9,041
7104 LO Fire & Security Alarm - Longstone	999	0	2,000	1,010	1,247	1,763	1,112	1,224	1,347	1,484
7107 LO Rent - Longstone	4,620	0	0	4,955	3,465	1,490	5,455	6,006	6,612	7,280
7108 LO Cleaning Materials & Equipment - Longstone	537	0	0	677	142	535	746	821	904	995
7110 LO General Repairs & Maintenance - Longstone	456	0	1,000	551	1,264	287	606	667	735	809
7114 LO Equipment - Longstone	52	0	(500)	1,129	0	629	1,243	1,368	1,506	1,658
7121 LO IT & Office Costs - Longstone	578	0	0	750	335	415	826	909	1,001	1,102
Total Longstone Expenditure	12,687	0	(500)	21,612	2,110	19,002	23,794	26,195	28,841	31,754
Total Grounds & Premises Expenditure	44,634	0	31,500	65,791	26,050	71,241	72,436	79,748	87,801	96,670
Town & Waterfront Expenditure										
6504 SE Street Furniture (Maintenance)	893	0	0	2,000	623	1,377	2,202	2,424	2,669	2,939
6505 SE Street Lighting	160	0	0	750	169	581	826	909	1,001	1,102
6511 SE Tourism & Signage	746	0	500	250	182	568	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	733	2,767	3,854	4,243	4,671	5,143
6519 SE Flags & Bunting	1,780	0	0	2,753	1,717	1,036	3,031	3,337	3,674	4,045
6522 SE Pontoon (Maintenance Costs) (6522)	7,484	0	0	6,606	892	5,714	7,273	8,008	8,817	9,707
6524 SE Vehicle Maintenance and Repair Costs	10,775	0	0	12,600	6,710	5,890	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	3,653	8,268	13,125	14,450	15,910	17,516
Total Town & Waterfront Expenditure	29,627	0	500	41,445	14,679	27,266	45,632	50,239	55,313	60,899
Total Service Delivery Expenditure	74,261	0	32,000	107,236	40,729	98,507	118,068	129,987	143,114	157,569
Service Delivery Staffing Expenditure										
Service Delivery Staffing Expenses	3,906	0	987	5,504	3,446	3,045	6,060	6,672	7,346	5,504
6676 ST SE Services Delivery Staff Training	6,536	0	757	11,010	2,572	9,195	12,122	13,346	14,694	16,178
Service Delivery Staffing Costs	202,994	0	37,502	217,402	119,382	135,522	239,360	263,535	290,152	319,457
Total Service Delivery Staffing Expenditure	213,436	0	39,246	233,916	125,400	147,762	257,542	283,553	312,192	341,139
Total Operating Expenditure	287,697	0	71,246	341,152	166,129	246,269	375,610	413,540	455,306	498,708
Total Service Delivery Operating Expenditure	287,697	0	71,246	341,152	166,129	246,269	375,610	413,540	455,306	498,708
Total Service Delivery Operating Surplus/ (Deficit)	(270,014)	0	(71,246)	(312,252)	(142,470)	(241,028)	(347,711)	(382,823)	(421,487)	(461,473)

Service Delivery EMF Expenditure
Grounds & Premises EMF Expenditure

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
6471 SE EMF Heritage Centre	2,071	7,889	0	0	1,473	6,417	0	0	0	0
6571 SE EMF Saltash Recreation Areas	506	39,054	0	20,000	10,531	48,523	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	295	3,173	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	12,298	78,923	2,000	2,000	2,000	2,000
Town & Waterfront EMF Expenditure										
6570 SE EMF Notice Boards (Repair & Replace)	685	1,154	0	0	529	625	0	0	0	0
6572 SE EMF Festive Lights	14,668	51	0	10,000	2,587	7,464	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	96	2,368	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	11,084	13,665	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	64,849	3,207	6,421	80,169	0	0	0	0
Total Town & Waterfront EMF Expenditure	16,836	59,625	64,849	13,207	20,717	116,964	25,000	25,000	25,000	25,000
Total Service Delivery EMF Expenditure	21,636	126,846	64,849	37,207	33,015	195,887	27,000	27,000	27,000	27,000
Total Service Delivery Expenditure (Operational & EMF)	309,333	126,846	136,095	378,359	199,144	442,156	402,610	440,540	482,306	525,708
Total Service Delivery Budget Surplus/ (Deficit)	(291,650)	(126,846)	(136,095)	(349,459)	(175,485)	(436,915)	(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
4. Virement from 6624 ST BB Cemetery Staff Gross Pay to 6618 ST SE Service Delivery Gross Pay - £16,622 - BB 5/23/24
5. Virement from 6625 ST BB Cemetery Empers NI to 6619 ST SE Service Delivery Empers NI - £1,387 - BB 5/23/24
6. Virement from 6626 ST BB Cemetery Staff Empers Pension to 6620 ST SE Service Delivery Empers Pension - £3,202 - BB 5/23/24
7. Virement from 6667 ST BB Cemetery Staff Clothing to 6673 ST SE Service Delivery Clothing - £138 - BB 5/23/24
8. Virement from 6668 ST BB Cemetery Staff Mobiles to 6674 ST SE Service Delivery Mobiles - £473 - BB 5/23/24
9. Virement from 6669 ST BB Staff Travelling Expenses to 6675 ST SE Service Delivery Travelling Expenses - £80 - BB 5/23/24
10. Virement from 6670 ST BB Staff Training to 6676 ST SE Services Staff Training - £530 - BB 5/23/24
11. Virement from 6693 ST BB EMF Staff Contingency to 6700 ST SE Service Delivery Staff Contingency - £8,830 - BB 5/23/24
12. Virement from 6615 ST BA Cemetery Warden Gross Pay to 6618 ST SE Services Delivery Gross Pay - £7,038 - BA 24/23/24
13. Virement from 6616 ST BA Cemetery Warden Empers NI to 6619 ST SE Services Delivery Empers NI - £595 - BA 24/23/24
14. Virement from 6617 ST BA Cemetery Warden Empers Pension to 6620 ST SE Services Delivery Empers Pension - £1,372 - BA 24/23/24
15. Virement from 6663 ST BA Cemetery Staff Clothing (Churchtown) to 6673 ST SE Services Delivery Clothing - £59 - BA 24/23/24
16. Virement from 6664 ST BA Cemetery Staff Mobile Phones (Churchtown) to 6674 ST SE Services Delivery Mobiles - £203 - BA 24/23/24
17. Virement from 6665 ST BA Staff Travelling Costs (Churchtown) to 6675 ST SE Services Delivery Staff Travelling Expenses - £34 - TBA 24/23/24
18. Virement from 6666 ST BA Staff Training (Churchtown) to 6676 ST SE Services Delivery Staff Training - £227 - BA 24/23/24
19. Virement from 6692 ST BA EMF Staff Contingency (Churchtown) to 6700 ST SE Services Delivery Staff Contingency - £4,074 - BA 24/23/24
20. Virement from 7100 LO Rates Longstone to 7104 LO Fire & Security Alarm - £2,000 - SE 76/23/24
21. Virement from 7103 LO Electricity Longstone to 7110 LO General Repairs & Maintenance Longstone - £500 - SE 76/23/24
22. Virement from 7100 LO Rates Longstone to 6511 SE Tourism and Signage - £500 - SE 76/23/24
23. Virement from 6700 ST SE Staff Contingency to 6531 SE Public Toilet Commercial Cleaning - £32,000 - SE 84/23/24
24. Virement from 6907 SE Seagull Bags to 6506 SE Grounds Maintenance & Watering - £1,300 - SE 104/23/24
25. Virement from 6531 SE Public Toilet Commercial Cleaning to 6508 SE Public Toilet (Operational Costs) - £1,500 - SE 104/23/24
26. Virement from 7114 LO Equipment - Longstone to 7110 LO General Repairs & Maintenance - £500 - SE 104/23/24

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

Saltash Town Council

For the 8 months ended 30 November 2023

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 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	4,758	5,242	11,010	12,122	13,346	14,694
4302 SA Isambard - Refreshment Income	20	0	0	500	81	419	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	4,838	10,662	17,066	18,789	20,686	22,776
Total Isambard House Operating Income	3,820	0	0	15,500	4,838	10,662	17,066	18,789	20,686	22,776
Isambard House Operating Expenditure										
Isambard House Expenditure										
6800 SA Rates - Isambard House	3,543	0	(409)	4,129	3,720	(0)	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	129	5,946	6,689	7,364	8,108	8,927
6803 SA Electricity - Isambard House	3,480	0	0	9,020	1,582	7,438	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	419	1,274	1,864	2,053	2,260	2,488
6810 SA General Repairs & Maintenance - Isambard House	758	0	409	1,000	975	434	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	668	1,333	2,202	2,424	2,669	2,939
6821 SA IT & Office Costs - Isambard House	0	0	0	1,000	37	963	1,101	1,212	1,335	1,469
6822 SA Activities & Events	0	0	0	1,000	992	8	1,101	1,212	1,335	1,469
Total Isambard House Expenditure	13,578	0	0	28,761	8,359	20,402	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	8,359	21,813	33,219	36,574	40,268	44,333
Total Isambard House Operating Expenditure	13,578	0	0	30,172	8,359	21,813	33,219	36,574	40,268	44,333
Total Isambard House Operating Surplus/ (Deficit)	(9,758)	0	0	(14,672)	(3,521)	(11,151)	(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 Tresorys Kernow Funding	286	2,962	(35)	0	2,458	469	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	(35)	0	2,458	80,838	0	0	0	0
Total Isambard House Expenditure (Operational & EMF)	48,863	83,331	(35)	30,172	10,817	102,651	33,219	36,574	40,268	44,333
Total Isambard House Budget Surplus/ (Deficit)	(45,043)	(83,331)	35	(14,672)	(5,979)	(91,989)	(16,153)	(17,785)	(19,582)	(21,557)

To/From Reserves & Budget Virements 2023/24

1. 6871 SA EMF Tresorys Kernow Funding - £35 refund relating to last year's cancelled Beating of the Bounds event
2. 6822 SA Activities & Events - Expenditure includes £992 Murder Mystery offset against income 4301 SA Isambard House Bookings £1,179
3. Virement from 6800 SA Rates - Isambard House to 6810 SA General Repairs & Maintenance - Isambard House - £409.00 - 23/23/24

To receive a report from the Finance Officer

1. **2024/25 Precept submitted** – Budget & Precept Setting have now been completed and submitted to Cornwall Council on 8th December 2023. The Total of £1,388,217 is expected to be received in 2 equal instalments in April and September 2024.

2. **CLUP Funding received**

STC have been successful in securing funding from Cornwall Council for the Waterside and River Links Connectivity Project. The total amount is £74,499.45, retrospectively claimed in 2 instalments. The first instalment of £29,518.65 was received on 9th November 23. The second for £44,980.80 is due to be claimed in April 24. A new nominal code has been created - **6286 EMF CLUP Waterside Connectivity Project**.

3. **Sales Credit Note** issued to SE Cornwall Lib Dem for £25 due to an overall poor booking service. Saltash Town Council's booking form is currently under review with the aim to provide better instructions to the hirer

4. **Debtors**

This is a list of the current outstanding invoices.

Note: All invoices are Less than 1 month old and not overdue.

Contact	Invoice Date	Total	Less than 1 Month	1 Month	2 Months & Older	Notes
Great Western Railway	04/01/2024	£75.00	£75.00	£0.00	£0.00	Isambard House Booking - February 2024
Livewire Youth Music Project	03/01/2024	£30.00	£30.00	£0.00	£0.00	Isambard House Booking - April 2024
Saltash Probus	24/12/2023	£73.20	£73.20	£0.00	£0.00	Chamber Booking - January 2024
We Are With You	20/12/2023	£75.00	£75.00	£0.00	£0.00	Maurice Huggins Booking - January 2024
TOTAL		£253.20	£253.20	£0.00	£0.00	

Finance Officer
End of Report

To receive a report to ratify the Town Council Cyber and Pontoon Insurance

Overview:

The Town Council Pontoon and Cyber Insurance renewal was not received at the last Policy and Finance Committee meeting due to quotes not being received in time, leaving the renewals to be reviewed and approved by the Town Clerk/RFO working with the Finance Officer, Chairman and Vice Chairman of Policy and Finance and Cllr Gilles who brings a wealth of insurance knowledge, outside of the committee to avoid the Town Council not being insured.

My professional advice regarding the increase – it is more than reasonable.

Attached are copies of the insurance documents.

<u>Insurance Cover</u>	<u>2022-23 Expenditure (inc admin/insurer fee and taxes)</u>	<u>2023-24 Expenditure (inc admin/insurer fee and taxes)</u>	<u>Increase</u>	<u>Percentage increase</u>
Pontoon	£2,108.00	£2,159.44	£51.44	2.4%
Cyber	£1,176.24	£1,327.39	£151.15	12.9%

Budgets:

Budget Code: 6205 P&F Insurance

Budget Availability 2023-24: £7,194

Budget Availability 2024-25: £26,146

Next Step:

Members are asked to ratify the Pontoon and Cyber Insurance increases allocating to budget code 6205 P&F Insurance.

End of Report
Town Clerk/RFO

SANDPIPER MARINE TRADE COMMERCIAL COMBINED SCHEDULE

UMR NUMBER: B1229EVERARD23

**CLIENT
REFERENCE:** B1229JHLT230413

THE INSURED: Saltash Town Council

**BUSINESS
DESCRIPTION:** Pontoon Moorings

CORRESPONDENCE ADDRESS: The Guidhall
12 Lower Fore Street
Saltash
Cornwall
PL12 6JX

RISK ADDRESS: A) Saltash Mooring Pontoon, Waterfront, Saltash, Cornwall, PL12 6BJ

PERIOD OF INSURANCE: From: **14th December 2023**
To: **13th December 2024**
(Both Days Inclusive) GMT and for such further period
or Periods as may be mutually agreed upon.

**GROSS ANNUAL
PREMIUM:** £1,883.43

**PLUS INSURANCE
PREMIUM TAX:** £226.01

**BROKER
ADMINISTRATION
FEE:** £25.00

**TOTAL ANNUAL
PREMIUM:** £2,134.44

**TAXES PAYABLE
BY INSURED AND
ADMINISTERED BY
INSURERS:** 12 % Insurance Premium Tax (UK) on the Premium

PAYMENT TERMS: To be paid to Underwriters within 60 days of Inception. Non-receipt by Underwriters of such premium by midnight of the premium due date shall render this Insurance Policy void with effect from Inception.

POLICY FORM: Axis MTrade CC Wording 2021



Broker at **LLOYD'S**

STANDARD POLICY CONDITIONS: As per '**Standard Policy Conditions**' attached

CONDITIONS PRECEDENT: As per '**Conditions Precedent**' attached and as per wording

ENDORSEMENTS: As per '**Endorsements**' attached

WARRANTIES: As per '**Warranties**' attached

NOTICES TO THE INSURED: As per '**Notices to the Insured**' attached

CLAIMS HISTORY: None

As prepared by Everard Insurance Brokers

INFORMATION: To be read in conjunction with Everards Wholesale Presentation of Terms.

SUBJECTIVITIES: None.

INSURERS: 100% Axis Syndicate 1686 at Lloyd's

ISSUED BY: James Hallam Limited t/a Everard Insurance Brokers
10th Floor, 2 Minster Court, London, EC3R 7BB, United Kingdom

Issued in accordance with the authority granted to the undersigned by those **Insurers** subscribing to this insurance (Authorised Insurers) on the date shown. This insurance is subject to the terms and conditions included in the certificate wording, plus any endorsements or extensions shown attached.

**For and on behalf of
Syndicate 1686 at Lloyd's**



Broker at **LLOYD'S**

SECTION A(1) – EMPLOYERS LIABILITY
Not Operative
SECTIONS B(1) & C(1) – PUBLIC & PRODUCTS LIABILITY
Operative
Limit of Indemnity
£10,000,000
Estimated Annual Turnover Category

UK	£ 50,000
Europe	£ 0
USA/Canada	£ 0
Rest of the World	£ 0

Total Turnover
£ 50,000

 Liability from hire of plant or cranes
under contracts on CPA or similar

No

 Specified power operated lifts, hoists and
cranes operated at the premises or
unlicensed road vehicles and mobile
plant

No

Excess:

£500

 Broker at **LLOYD'S**

SECTION D(1) – PROPERTY AT THE INSURED PREMISES

Operative

Insured Property

Saltash Mooring Pontoon, Waterfront, Saltash,
Cornwall, PL12 6BJ

Description	Premises	Basis of Settlement	Sum Insured
Building including landlords fixtures and fittings -	A	Reinstatement	£ 0
Debris Removal	A	Reinstatement	£ 0
Tenants Improvements	A	Reinstatement	£ 0
Machinery, Plant & All Other Contents	A	Reinstatement	£ 0
Office Equipment	A	Reinstatement	£ 0
Computers and Equipment	A	Reinstatement	£ 0
Stock – Wines, Spirits, Beers and Tobacco	A	Indemnity	£ 0
Stock – non-ferrous metals	A	Indemnity	£ 0
Stock – Customer Goods held in your Care, Custody and Control	A	Indemnity	£ 0
Stock – Held in the open	A	Indemnity	£ 0
Hand Tools	A	Reinstatement	£ 0
Yard Plant	A	Reinstatement	£0
Moulds and Mould Tools	A	Reinstatement	£ 0
Pontoons & Installations	A	Reinstatement	£ 250,000
Total Sum Insured			£ 250,000
Excess:			£500

SECTION D(2) – THEFT

Operative

Insured Property

Saltash Mooring Pontoon, Waterfront, Saltash,
Cornwall. PL12 6BJ

Description	Premises	Basis of Settlement	Sum Insured
Building including landlords fixtures and fittings -	A	Reinstatement	£ 0
Tenants Improvements	A	Reinstatement	£ 0
Machinery, Plant & All Other Contents	A	Reinstatement	£ 0
Office Equipment	A	Reinstatement	£ 0
Computers and Equipment	A	Reinstatement	£ 0
Stock – Wines Spirits and Tobacco	A	Indemnity	£ 0
Stock – non-ferrous metals	A	Indemnity	£ 0
Stock – Customer Goods held in your Care, Custody and Control	A	Indemnity	£ 0
Stock – Held in the open	A	Indemnity	£ 0
Hand Tools	A	Reinstatement	£ 0
Yard Plant	A	Reinstatement	£ 0
Moulds and Mould Tools	A	Reinstatement	£ 0
Pontoons & Installations	A	Reinstatement	£ 250,000
Total Sum Insured			£ 250,000



Broker at **LLOYD'S**

Excess:

£500

SECTION D(3) – GOODS IN TRANSIT

Not Operative

SECTION D(4) - EXHIBITIONS

Not Operative

SECTION D(5) – PROPERTY AWAY FROM THE PREMISES

Not Operative

SECTION E(1) – MARINE MATERIAL DAMAGE

Not Operative

SECTION E(2) - TRAILERS

Not Operative

SECTION E(3) – PERSONAL PROPERTY

Not Operative

SECTION E(4) – BUILDERS RISKS

Not Operative

SECTION F(1) – FINANCIAL LOSS

Not Operative



Broker at **LLOYD'S**

SECTION F(2) – LOSS OF MONEY**Not Operative**

SECTION F(3) – ASSAULT**Not Operative**

**OPTIONAL EXTENSION 1 –
CONTRACTORS ALL RISK****Not Operative**

OPTIONAL EXTENSION 2 – PROFESSIONAL INDEMNITY**Not Operative**

OPTIONAL EXTENSION 3 - SUBSIDENCE**Not Operative**Broker at **LLOYD'S**

STANDARD POLICY CONDITIONS

It is a Condition that a satisfactory survey and all risk improvements required by Underwriters being carried out within the time specified – if required. **Failure to comply with the survey requirements will entitle the Axis Underwriter to review their terms which could include modifying the premium, exercising their right to cancel the policy or applying other additional terms and conditions.**

It is a condition that Terms of trade are used and adopted.

It is a condition that any moorings are professionally laid, maintained and inspected at least annually by a competent person.

This policy excludes liability in respect of USA/Canada

Premium is Adjustable at Year End.



Broker at **LLOYD'S**

CONDITIONS PRECEDENT

As per policy wording and as below

None.



Broker at **LLOYD'S**

ENDORSEMENTS ATTACHING TO THIS CERTIFICATE

EMPLOYERS' LIABILITY TRACING OFFICE NOTICE

Certain information relating to your insurance policy, namely:

- the policy number(s),
- employers' names and addresses (including subsidiaries and any relevant changes of name),
- coverage dates, and
- (if relevant) the employer's reference numbers provided by His Majesty's Revenue and Customs and Companies House Reference Numbers

This will be provided to the Employers' Liability Tracing Office, (the "ELTO") and added to the Employers' Liability Database (ELD).

It is understood by you that the above named information provided to Insurers will be processed by Insurers, for the purpose of providing the ELD, in compliance with the provisions of the Employers' Liability Insurance: Disclosure by Insurers Instrument 2010.

The ELTO may provide such information to third parties to assist individuals with claims arising out of their course of employment in the United Kingdom for employers carrying on, or who carried on, business in the United Kingdom, to identify an insurer or insurers that provided employers' liability insurance.

LMA5177
01 September 2011

FCA ENDORSEMENT

It is hereby noted and agreed that the following shall apply to the Insurance Policy/certificate/declaration to which this Endorsement is attached:

Information

Insurer

This policy is Underwritten by Lloyd's Syndicate No. 1686. Syndicate No. 1686 is Managed by Axis Managing Agency Ltd whose registered office is at The Scalpel, 52 Lime Street, London EC2M 7AF

Law

The parties are free to choose the law applicable to the policy. Unless specifically agreed to the contrary this policy shall be subject to the laws of England and Wales..

Queries

Any query or question about this policy or any claim under it should be addressed in the first instance to your broker or coverholder (as applicable).

Retail Customers

In certain circumstances, where you are a retail customer, i.e. an individual who is acting for purposes which are outside your trade, business or profession, then other provisions may also apply to you. Please refer to the information contained in the Policy Summary which would have been issued to you via your broker or coverholder (as applicable) and/or otherwise address any queries as outlined above.



Broker at **LLOYD'S**

WARRANTIES ATTACHING TO THIS CERTIFICATE

FIRE EXTINGUISHING APPLIANCE - 12 MONTHLY MAINTENANCE

You warrant to us that all fire extinguishing appliances situated at the Premises shall be professionally inspected and maintained annually.

FLAMMABLE LIQUIDS AND LIQUID PETROLEUM GAS REGULATIONS

You warrant to us that you will comply with the Highly Flammable Liquids and Liquid Petroleum Gas Regulations 1972 or any amendments, modifications or re-enactment of them.

ELECTRICAL CIRCUIT WARRANTY

You warrant to us that:

- a)
 - i) All electrical circuits will be tested within 30 days of the commencement of the warranty; or
 - ii) You have any existing certificate of a test carried out not more than 3 years prior to the commencement of the warranty; and
 - iii) All electrical circuits will be tested at least once in every 3 years from the date of the last test by a properly qualified electrical engineers; and
- b) Any defects found during such testing will be remedied or any recommendation made will be carried out immediately in accordance with the requirements and regulations of the Institute of Electrical Engineers; and
- c) You will have obtained a certificate confirming the appropriate works have been undertaken; and
- d) You will make such certificate available to us on our request

STILLAGE WARRANTY

You warrant to us that all stock, materials in trade and work in progress is and will be kept at least 15 centimetres above the floor level.

WASTE AND CLOTH WARRANTY

You warrant to us that:

- a) All oily and/or dirty waste and/or oily and/or grease cloths will be kept outside of working hours in metal receptacles which have metal lids which shall be closed; and
- b) Any other trade refuse will be collected or swept up and bagged daily and removed from the premises at least weekly and not allowed to accumulate.



Broker at **LLOYD'S**

NOTICES TO THE INSURED

COMPLAINTS NOTICE

How to make a complaint

Our aim is to ensure that all aspects of your insurance are dealt with promptly, efficiently and fairly. At all times we are committed to providing you with the highest standard of service.

If you wish to make a complaint, you can do so at any time by referring the matter to The Complaints Office, James Hallam Limited, 10th Floor, 2 Minster Court, London EC3R 7BB.

Email: complaints@jameshallam.co.uk

Or

Axis Managing Agency Ltd (complaints@axiscapital.com), or the Complaints team at Lloyd's.

The address of the Complaints team at Lloyd's is:

Complaints
Lloyd's
One Lime Street
London EC3M 7HA

Telephone: 020 7327 5693

Fax: 020 7327 5225

E-mail: complaints@lloyds.com

Website: www.lloyds.com/complaints

Details of Lloyd's complaints procedures are set out in a leaflet "Your Complaint - How We Can Help" available at www.lloyds.com/complaints and are also available from the above address.

If you remain dissatisfied after Lloyd's has considered your complaint, you may have the right to refer your complaint to the Financial Ombudsman Service (FOS).

The contact details for the FOS are: The Financial Ombudsman Service, Exchange Tower, London E14 9SR. Telephone 0800 023 4567 (calls to this number are free from "fixed lines" in the UK) or 0300 123 9123 (calls to this number are charged at the same rate as 01 and 02 numbers on mobile phone tariffs in the UK). Email complaint.info@financial-ombudsman.org.uk.

The FOS is an independent service in the UK for settling disputes between consumers and businesses providing financial services. You can find more information on the FOS at www.financial-ombudsman.org.uk.

LMA9123
20 May 2016



Broker at **LLOYD'S**

DATA PROTECTION SHORT FORM INFORMATION NOTICE

Your personal information notice

Who we are

We are the underwriter(s) identified in the contract of insurance and/or in the certificate of insurance.

The basics

We collect and use relevant information about you to provide you with your insurance cover or the insurance cover that benefits you and to meet our legal obligations.

This information includes details such as your name, address and contact details and any other information that we collect about you in connection with the insurance cover from which you benefit. This information may include more sensitive details such as information about your health and any criminal convictions you may have.

In certain circumstances, we may need your consent to process certain categories of information about you (including sensitive details such as information about your health and any criminal convictions you may have). Where we need your consent, we will ask you for it separately. You do not have to give your consent and you may withdraw your consent at any time. However, if you do not give your consent, or you withdraw your consent, this may affect our ability to provide the insurance cover from which you benefit and may prevent us from providing cover for you or handling your claims.

The way insurance works means that your information may be shared with, and used by, a number of third parties in the insurance sector for example, insurers, agents or brokers, reinsurers, loss adjusters, sub-contractors, regulators, law enforcement agencies, fraud and crime prevention and detection agencies and compulsory insurance databases. We will only disclose your personal information in connection with the insurance cover that we provide and to the extent required or permitted by law.

Other people's details you provide to us

Where you provide us or your agent or broker with details about other people, you must provide this notice to them.

Want more details?

For more information about how we use your personal information please see our full privacy notice(s), which is/are available online on our website(s) or in other formats on request.

Contacting us and your rights

You have rights in relation to the information we hold about you, including the right to access your information. If you wish to exercise your rights, discuss how we use your information or request a copy of our full privacy notice(s), please contact us, or the agent or broker that arranged your insurance who will provide you with our contact details at:

James Hallam Limited at 10th Floor, 2 Minster Court, London, EC3R 7BB

See: <https://www.jameshallam.co.uk/privacy/>



Broker at

LLOYD'S

IN THE EVENT OF A CLAIM

In the event of a claim being advised on this policy, in the first instance please contact:

Everard Insurance Brokers Trading as James Hallam Ltd Claims Team situated at:

Spargo House,
10 Budshead Way,
Plymouth
PL6 5FE

Tel: 01752 675456 & 01752 675484

OR

Advent Insurance Management Limited at:
27-29 Townfield Street,
Chelmsford,
Essex,
CM1 1QL

Tel: 01245 373 600

Email: marineclaims@advent.claims

Use of the above does not constitute the acceptance of a claim under this policy.



Broker at **LLOYD'S**

DUTY OF FAIR PRESENTATION

Where we arrange insurance wholly or mainly for purposes related to your trade, business or profession, you have a duty under The Insurance Act 2015 to make a fair presentation of the risk. This means that you must disclose every material circumstance which you and/or your senior management and/or anyone responsible for arranging your insurance know or ought to know. Alternatively, you must disclose sufficient information which would put the insurer on notice that it needs to make further enquiries for the purpose of revealing those material circumstances. You are expected to carry out a reasonable search in order to make a fair presentation of the risk and will be deemed to know what should reasonably have been revealed by the search.

Your duty of fair presentation applies at the start of the policy, at renewal and when any variation of the policy is arranged. If you fail to make a fair presentation, the insurer may refuse to pay your claim or reduce the settlement amount, depending on the circumstances.



Broker at

LLOYD'S

SECURITY

SECURITY:

Employers Liability

100% Syndicate 1686 Axis at Lloyd's
 Ref: 3391726121ML
 FDO: (W3)

Marine Public & Products Liability

100% Syndicate 1686 Axis at Lloyd's
 Ref: 3391726121ML
 FDO: (G)

Marine Material Damage

100% Syndicate 1686 Axis at Lloyd's
 Ref: 3391726121ML
 FDO: (T)

Material Damage

100% Syndicate 1686 Axis at Lloyd's
 Ref: 3391726121ML
 FDO: (P5)

SECURITY DETAILS

REFERENCES

UMR (Unique Market Reference): B1229EVERARD23
 Date contract printed to PDF: 10:21 15 December 2022

SIGNED UNDERWRITERS

Axis Insurance




100.000000%	3	3	9	3	5	8	6	1	2	3	M	L							
Written																			

16:44 14 December 2022
 Lloyd's Underwriter Syndicate No. 1686 AXS, London, England
 Harrison Ralph
Bound as Slip Leader, Lloyd's Leader

(MB)
 B5, G, T, W3



Broker at **LLOYD'S**



Quotation Schedule

POLICY REFERENCE:	10508580
BINDING AUTHORITY REFERENCE:	B11791268023000
THE POLICYHOLDER:	Saltash Town Council
PRINCIPAL ADDRESS:	The Guildhall 12 Lower Fore Street Saltash PL12 6JX
THE INSURER:	Underwritten by certain underwriters at Lloyd's
BUSINESS:	Councils / Municipalities / Public Institutions
BROKER:	Clear Insurance Management Ltd (BHIB)
TURNOVER:	£1,000,001 - £1,500,000
PERIOD OF INSURANCE:	FROM: 21 December 2023 TO: 20 December 2024 Both days inclusive Local Standard Time at the Policyholder's Principal Address stated above in this Schedule
LIMIT OF LIABILITY:	£500,000 This is the maximum amount in the aggregate that the policy will pay including Defence Costs , irrespective of the number of Claims, Losses, Business Interruption Losses or Cyber Events giving rise to an indemnity under this policy Sub-Limit of Liability: £500,000 Telephone Hacking
RETENTION:	Retention each and every Cyber Event : £500 Save that:- In respect of cover under Clause 1.2 the Waiting Period is 24 hours per Business Interruption Event . The Retention above will apply to each and every Business Interruption Event once the Waiting Period has been satisfied. In respect of cover under Clause 1.3 the Retention is NIL
PREMIUM:	£1,131.60
INSURANCE PREMIUM TAX:	£135.79
POLICY FEE:	£60.00
TOTAL:	£1,327.39
POLICY WORDING:	OSR: Cyber Plus v2022.1
RETROACTIVE DATE:	Unlimited
LAW AND JURISDICTION:	This agreement is governed by the law of England and Wales and is subject to the jurisdiction of the courts of England and Wales
TERRITORY:	Worldwide
SEAT OF ARBITRATION:	England and Wales

ENDORSEMENTS:

Please refer to the endorsement library contained within the policy wording for the full text of the endorsement were only the title is shown.

SUBJECTIVITIES

Cover is subject to the below being satisfied:

Written confirmation, within 14 days of inception, that DKIM (DomainKeys Identified Mail) and DMARC (Domain-based Message Authentication, Reporting and Conformance) is implemented.

Written confirmation, within 30 days of inception, that phishing training is implemented.

Otherwise, cover will be withdrawn.

Underwriters reserve the rights to amend terms and conditions and/or cancel the policy ab initio if subjectivities are not complied with.

LMA3100: SANCTION LIMITATION AND EXCLUSION CLAUSE

No (re)insurer shall be deemed to provide cover and no (re)insurer shall be liable to pay any claim or provide any benefit hereunder to the extent that the provision of such cover, payment of such claim or provision of such benefit would expose that (re)insurer to any sanction, prohibition or restriction under United Nations resolutions or the trade or economic sanctions, laws or regulations of the European Union, United Kingdom or United States of America.

LMA3100
15/09/10

LMA5256: INSURANCE ACT 2015 - FRAUDULENT CLAIMS CLAUSE

1) If the Insured makes a fraudulent claim under this insurance contract, the Insurer:

- a) Is not liable to pay the claim; and
- b) May recover from the Insured any sums paid by the Insurer to the Insured in respect of the claim; and
- c) May by notice to the Insured treat the contract as having been terminated with effect from the time of the fraudulent act.

2) If the Insurer exercises its right under clause 1) c) above:

- a) The Insurer shall not be liable to the Insured in respect of a relevant event occurring after the time of the fraudulent act. A relevant event is whatever gives rise to the Insurer's liability under the insurance contract (such as the occurrence of a loss, the making of a claim, or the notification of a potential claim); and
- b) The Insurer need not return any of the premiums paid.

3) If this insurance contract provides cover for any person who is not a party to the contract ("a covered person"), and a fraudulent claim is made under the contract by or on behalf of a covered person, the Insurer may exercise the rights set out in clause 1) above as if there were an individual insurance contract between the Insurer and the covered person. However, the exercise of any of those rights shall not affect the cover provided under the contract for any other person.

Nothing in these clauses is intended to vary the position under the Insurance Act 2015.

LMA5256
16 March 2016

LMA5289: NUCLEAR AND RADIOACTIVE CONTAMINATION EXCLUSION (LIABILITY)

This contract does not cover any actual or alleged loss, liability, damage, defence cost, cost or expense directly or indirectly caused by, arising or resulting from nuclear reaction, nuclear explosion, nuclear radiation or radioactive contamination, however such reaction, explosion, radiation or contamination may have been caused.

LMA5289
14/06/07

LMA5396: COMMUNICABLE DISEASE EXCLUSION

1. Notwithstanding any provision to the contrary within this policy, this policy does not cover all actual or alleged loss, liability, damage, compensation, injury, sickness, disease, death, medical payment, defence cost, cost, expense or any other amount, directly or indirectly and regardless of any other cause contributing concurrently or in any sequence, originating from, caused by, arising out of, contributed to by, resulting from, or otherwise in connection with a Communicable Disease or the fear or threat (whether actual or perceived) of a Communicable Disease.

2. For the purposes of this endorsement, loss, liability, damage, compensation, injury, sickness, disease, death, medical payment, defence cost, cost, expense or any other amount, includes, but is not limited to, any cost to clean-up, detoxify, remove, monitor or test for a Communicable Disease.

3. As used herein, a Communicable Disease means any disease which can be transmitted by means of any substance or agent from any organism to another organism where:

3.1. the substance or agent includes, but is not limited to, a virus, bacterium, parasite or other organism or any variation thereof, whether deemed living or not, and

3.2. the method of transmission, whether direct or indirect, includes but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid or gas or between organisms, and

3.3. the disease, substance or agent can cause or threaten bodily injury, illness, emotional distress, damage to human health, human welfare or property damage.

LMA5396

LSW1001: SEVERAL LIABILITY NOTICE INSURANCE

The subscribing Insurers' obligations under contracts of insurance to which they subscribe are several and not joint and are limited solely to the extent of their individual subscriptions. The subscribing Insurers are not responsible for the subscription of any co-subscribing Insurer who for any reason does not satisfy all or part of its obligations.

LSW1001
08/94

NMA1270: RADIOACTIVE CONTAMINATION EXCLUSION CLAUSE

This Policy does not cover

- a. loss or destruction of or damage to any property whatsoever or any loss or expense whatsoever resulting or arising therefrom or any consequential loss
- b. any legal liability of whatsoever nature

directly or indirectly caused by or contributed to by or arising from ionising radiations or contamination by radioactivity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel.

NMA1270
03/12/1959

TELEPHONE HACKING NEW: TELEPHONE HACKING ENDORSEMENT

The above policy is amended as follows. Words in bold have the meanings defined in the **Policy**.

SCHEDULE

The following provisions are inserted into the **Policy** Schedule:

TELEPHONE HACKING COVER

Inception date applicable to any Telephone Hacking Event :	21 December 2023
Retention each and every Telephone Hacking Event :	£500
Maximum aggregate sum the Insurer will pay in respect of any and all Telephone Hacking Events :	£500,000

The aggregate sum set out above shall be part of and not in addition to the **Limit of Liability** set out in the **Policy** Schedule.

1. INSURANCE COVER**NEW COVER**

The following provision is inserted into the **Policy**:

*In consideration of the payment of or agreement to pay the premium by the **Policyholder** on behalf of the **Insured**, the **Insurer** will pay, or where specified, reimburse the **Insured**, in excess of the applicable **Retention**, up to the maximum aggregate sum above, for:*

- 1.7 any **Loss** arising from a **Claim** against the **Insured** made by a **Telcom Provider** which (i) occurs on or after the above **Inception Date**, (ii) is notified to the **Insurer** during the **Period of Insurance** in compliance with the **Policy** terms; (iii) and is the sole and direct result of a **Telephone Hacking Event**.

2. GENERAL DEFINITIONS

The definition of **Claim** at clause 2.3 is amended by including the following at the end of the definition:

Claim means any written demand, civil, criminal, judicial, administrative, regulatory or arbitral proceeding against the **Insured** seeking compensation or other legal remedy or penalty as a result of a **Data Liability Event**, **Media Liability Event**, **Network Security Event**

or **Telephone Hacking Event** (where that written demand, civil, criminal, judicial, administrative, regulatory or arbitral proceeding is made by a **Telcom Provider**).

NEW DEFINITIONS

The following definitions are inserted into the **Policy**:

Telcom Provider means any telephone or communications service provider with whom the **Insured** has a written contract for the provision of telephony or communication services.

Telephone Hacking Event means any **Unauthorised Access** to the **Insured's** internal digital telephony infrastructure.

All other terms and conditions of the **Policy** remain unchanged.

TERRITORIAL RESTRICT 0704: TERRITORIAL RESTRICTION ENDORSEMENT (07/04/2022)

In consideration of the premium charged, it is hereby understood and agreed that this policy is amended as follows:

Notwithstanding anything to the contrary in this policy, or any appendix or endorsement added to this policy, there shall be no coverage afforded or benefit provided by this policy for any:

- i. entity organized or incorporated pursuant to local law of the **Specified Area**, or headquartered in a **Specified Area**;
- ii. natural person during such time such natural person is located in a **Specified Area**;
- iii. part of a claim, action, suit or proceeding brought or maintained in a **Specified Area**;
- iv. loss of, theft of, damage to, loss of use of, encryption of, interruption to the operations or availability of, or destruction of any part property (tangible or intangible) located in a **Specified Area**, including, but not limited to, any computer system, data, digital assets, money or securities located in a **Specified Area**.

For purposes of this endorsement, **"Specified Area"** means:

- a. The Republic of Belarus; or
- b. The Russian Federation as recognized by the United Nations (or their territories, including territorial waters, or protectorates where they have legal control; legal control shall mean where recognized by the United Nations).

Where there is any conflict between the terms of this endorsement and the terms of the policy, the terms of this endorsement shall apply, subject at all times to the application of any Sanctions clause.

If any provision of this endorsement is or at any time becomes to any extent invalid, illegal or unenforceable under any enactment or rule of law, such provision will, to that extent, be deemed not to form part of this endorsement but the validity, legality and enforceability of the remainder of this endorsement will not be affected.

All other terms, conditions and exclusions remain unchanged.

Signed by and on behalf of Optimum Speciality Risks:



Authorised Signatory

Optimum Speciality Risk acts as agent of the Insurer in performing its duties under the Binding Authority, including binding cover and collecting premiums.

Optimum Speciality Risk is a trading name of Independent Broking Solutions Limited and is authorised and regulated by the Financial Conduct Authority (FCA) under company number 312026 Registered Office & Mailing Address: Unit 2 Kildegaard Business Park, Easthorpe Road, Easthorpe, Colchester, Essex, CO5 9HE. Registered in England and Wales No: 616849 .

Lloyd's is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Registered Office: One Lime Street, London, EC3M 7HA.

To receive a report on the Town Council Fleet Insurance and consider any actions and associated expenditure

Saltash Town Council Fleet Insurance is due to expire on 5th March 2024, prior to the next Policy and Finance Committee meeting to be held on 12th March 2024.

The Fleet Insurance is for the year 2024-25.

Insurance companies will not provide a renewal until closer to the expiry date (approx. 30 days).

Cover for the year 2023-24 cost £2,902.28 including applicable taxes.

Budget Code 6205 Insurance.

Members are asked to delegate to the Town Clerk and Finance Officer to ascertain sufficient cover at the best value reporting back at a future Policy and Finance Committee meeting.

End of Report
Town Clerk/RFO

To receive a revised Town Council Precept Leaflet Report 2024/25 and consider any actions and associated expenditure

Recap:

At the Policy and Finance meeting held on 14th November 2023 it was agreed:

It was proposed by Councillor Peggs, seconded by Councillor Mortimore and
RESOLVED:

1. To obtain a quote for a double page centre spread in the Observer reporting back to the meeting of the Policy and Finance Committee to be held on 9th January 2024;
2. For precept information leaflets to be printed in house and made available in the Guildhall, Library and for the relevant Meet Your Councillor sessions;
3. For digital copies of the precept information leaflet to be promoted on Social Media at a cost of £60 allocated to budget code 6301 Stationery/Postage/Printing
4. To make the precept information leaflet available on the Town Council website and noticeboards;
5. For Members to further review the design and content of the precept information leaflet at the meeting of the Policy and Finance Committee to be held on 9th January 2024.

Below are the costings and delivery times as requested. Please ignore the formatting of the draft leaflet.

Please note: The Town Council produce two annual reports, see below for the differences:

Report	Difference	Release Date
Precept Leaflet	Informs residents of the precept setting for the following fiscal year (2024-25) and what the Town Council hopes to achieve in the future.	Annually in March
Annual Town Council Report	Informs residents of the existing year (2023-24) and all that has been achieved by the Town Council.	Annually in May

Saltash Observer Newspaper Quote:

Detail	Size	Cost
Click here to view draft design		
Click here to view design Option 2		
Double Page Centre Spread	W54.6cm x H34cm	£1,500+vat

This allows for the whole centre spread to be utilised including the centre gutter.

Coloured backgrounds can be used. The quality of the colours and eligibility of text will need to be considered as newspaper quality paper differs from a glossy coated finish.

The space provided in a double page centre spread is less than two pages of A3. **Therefore, approximately one side of A4 text will be lost** - [See attached document to view information that will be omitted from the design due to space constraints.](#)

Timescales:

Please note: Cornwall Council's provisional **11th March 2024** Council Tax circulation date.

<u>Approximate Timescales</u>	
Book with Observer	If approved, as soon as possible
Finalise design to be sent to the Observer printer	16 th February 2024
Delivery Start Date	4 th March 2024 / 11 th March 2024
Delivery End Date	9 th March 2024 / 15 th March 2024

Budget:

Budget Code: 6301 Stationery/Postage/Printing

Budget Availability: £2,655

Total Costs:

<u>Advertising</u>	<u>Cost</u>	<u>Budget</u>
The Observer	£1,500.00	6301 Stationery/Postage/Printing;
Facebook	£60.00	6301 Stationery/Postage/Printing;
Total Cost: £1,560.00		

End of report
Administration Officer

Policy and Finance held on 14th March 2023.

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

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

Councillor Martin returned to the meeting.

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

Public Loudspeaker System

RESPONSIBLE COMMITTEE: P&F

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

Current Document Status			
Version	2 DRAFT	Approved by	
Date	Feb 2023	Date	
Responsible Officer	AJT	Minute no.	
Next review date			

Version History			
Date	Version	Author/Editor	Notes
Feb 2023	1 DRAFT	AJT	NEW
Oct 2023	2 DRAFT	AJT	REVISED DRAFT – updated responsibility re PPL PRS licence and decibel levels.

Document Retention Period
Until superseded

Public Loudspeaker System

Background

The Town Council has installed a 12 speaker, weather resistant, outdoor sound system in Fore Street.

The system is provided to enhance and support community events, allowing announcements and entertainment to be heard throughout the street.

Restrictions

Use of the system is regulated by the Control of Pollution Act 1974 c.40 Pt III s.62.

The loudspeakers may not be operated for any purpose between the hours of 9.00pm and 8.00am.¹

Advertising of any entertainment, trade or business is not permitted at any time².

Hire

The system comprises an amplifier, mixer, wireless microphone system and media player and is available to hire on application in writing to the Guildhall. Acceptable licensed activities are listed in the STC Premises Licence which is available on the STC website. Hirers should note that the restrictions on loudspeaker operating times above apply under the Premises Licence Appendix 2 Clause 2.4.3 Prevention of public nuisance.

Hire is free of charge.

[The hirer is responsible for providing a Phonographic Performance Limited/ Performing Rights Society \(TheMusicLicence from PPL PRS\) licence where required. A copy of the licence should be submitted with the application.](#)

Applications will be reviewed by the Town Clerk, concerns raised from Applications will be raised with the Chairman of the Council and or Chairman of the Services Committee.

The decision of the Town Council is final.

¹ Control of Pollution Act 1974 c.40 Pt III s.62 (1)(a) ~~This restriction will not apply where the loudspeakers are used for police, fire and rescue authority or ambulance purposes or for purposes relating to the functions of Ministry of Defence fire fighters (as defined in section 16 of the Armed Forces Act 2016)), by the Environment Agency, the Natural Resources Body for Wales, a water undertaker or a sewerage undertaker in the exercise of any of its functions, or by a local authority within its area~~

² Control of Pollution Act 1974 c.40 Pt III s.62 (1)(b)

Conditions of Hire

Planning:

Users of the loudspeaker system should be aware when planning their event that there is residential accommodation in close proximity to Fore Street. Not everyone will enjoy musical entertainment and there may be a negative impact, which may lead to complaints. The event organiser is responsible for appropriate and effective noise management and control.

The Town Council will publish notice of events via social media and notice boards. The hirer should provide adequate notice of events in any promotional material.

Use of the equipment:

All electrical equipment being attached to the equipment should have a current PAT testing certificate and a copy (copies) should be provided with the application.

The decibel level has been ~~set capped at 65 decibels~~ and users should not attempt to adjust this level or any other settings on the equipment.

During the event:

During the event users may be asked to reduce volume levels. If you are asked to reduce volume levels you should immediately comply with the request.

~~During the event the decibel levels will be monitored, and users may be requested to reduce volume levels.~~

Amplified live music should not be played continuously for more than an hour **in a built up area. Users are asked to be mindful of this and ensure** a break of a minimum of 15 minutes is applied.

The Town Council reserves the right to terminate a hire of the loudspeakers where conditions are not complied with and/or numerous complaints are received.

After the event

The results of noise monitoring and any complaints are to be reported to the Town Clerk. Where future applications are received, consideration will be given to compliance with conditions, the number of complaints received and the applicants ability and co-operation in controlling noise levels from the event.

Complaints

Anyone wishing to make a complaint about an event should follow the Town Council [Code of Practice for Handling Complaints. This can be viewed on the Town Councils website on the following weblink https://www.saltash.gov.uk/policies.php](https://www.saltash.gov.uk/policies.php)

SALTASH TOWN COUNCIL

Booking form for consent to use the loudspeakers in Saltash Fore Street for the following:

Applicant Details

Title:Click or tap here to enter text.

First Name:Click or tap here to enter text.

Last Name:Click or tap here to enter text.

Address:Click or tap here to enter text.

Postcode:Click or tap here to enter text.

Mobile Telephone Number:Click or tap here to enter text.

Email:Click or tap here to enter text.

Is the person responsible for the event on the day, and testing of equipment before the event different from the above?

Yes: ☐

No: ☐

Please provide details of the person/s responsible for the event:

Title:Click or tap here to enter text.

First Name:Click or tap here to enter text.

Last Name:Click or tap here to enter text.

Address:Click or tap here to enter text.

Postcode:Click or tap here to enter text.

Mobile Telephone Number:Click or tap here to enter text.

Email:Click or tap here to enter text.

Event Information

Name of the Event:

Address of the Event:

Estimated number of participants:

Date of Event: Click or tap to enter a date.

Start Time: Click or tap here to enter text.

End Time: Click or tap here to enter text.

Hours of Loudspeaker Operation:

Please check the type of sound to be emitted:

Speech: ☐ Recorded Music: ☐ Live Music: ☐ Other: ☐

It is the responsibility of the person / organisation applying to obtain a PRS\PPL license for the use of the loudspeakers.

PRS\PPL License has been obtained Yes: ☐ Not applicable: ☐

If not applicable state why is it not applicable.....

Is the event a Fundraiser? Yes: ☐ No: ☐ Beneficiary:

Details of the nature of activities at this event (e.g. demonstration, march, speeches, instructions to participants):

Click or tap here to enter text.

State the reason why there is a need to use a loudspeaker for the period / hours / days applied for (e.g. incidental music, announcements, demonstration)

Click or tap here to enter text.

Will you require use of the wireless microphones:

Yes: ☐ No: ☐

Applicant's Statement of Agreement:

I hereby affirm that the above information is true and correct in describing the intent of this application. I _____ the undersigned, agree to use the loudspeakers in a careful and prudent manner so as not to cause complaints from neighbours. I understand the decibel range has been capped at 85dB therefore should I require to, I will lower or terminate the amplification levels when requested. I understand it is an offense to use loudspeakers for any purpose in the street at night between 9pm and 8am and that the Council does not authorise use of the loudspeakers during that period of time. I understand it is my responsibility to obtain a PRS licence if required.

Signature: _____

Date: _____

FOR OFFICE USE ONLY

Approved: ☐

Not approved: ☐

By: _____ Date: Click or tap to enter a date.

(Administration Department Staff)

Reason for Denial: _____

Planning and Licensing Committee held on 19th September 2023.

RECOMMENDATION:

68/23/24 TO RECEIVE AMENDMENTS TO THE EXISTING TOWN COUNCIL
PLANNING – A GUIDE FOR COUNCILLORS POLICY AND
CONSIDER ANY ACTIONS.

It was proposed by Councillor B Samuels, seconded by Councillor P Samuels and resolved to **RECOMMEND** the amendments to the Town Council Planning – A Guide for Councillors Policy (as attached) to the Policy and Finance Committee Meeting to be held on 14th November 2023.

Planning - A Guide for Councillors

RESPONSIBLE COMMITTEE: P&L

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

Current Document Status			
Version	2023	Approved by	ATM
Date	May 2023	Date	04.05.2023
Responsible Officer	AJT	Minute no.	65/23/24c(xii)
Next review date	Annual or as required		

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
01/2021	1	AJT	P&L 19.01.2021	32/20/21	New – merged document to include all planning policies.
04/2021	1	AJT	ATM 20.05.21	46/21/22c(x)	Reviewed for reapproval – new council
05/2022	1/2022	AJT	ATM 05.05.2022	54/22/23b(xv)	Reviewed for reapproval
05/2023	2023	AJT	ATM 04.05.2023	65/23/24c(xii)	Readopted

Document Retention Period
Until superseded

This handbook brings together protocols and guidance for Councillors to use when considering planning applications.

Contents

1. Planning Applications – Guide for Town Councils (Cornwall Council) 4

 Table 1 Consultations by Application Type..... 8

2. Planning: Guiding Principles – Pre-Application Discussions 14

3. Protocol for Considering Planning Applications 18

4. Protocol for Local Councils (Cornwall Council)..... 22

5. Planning Poll Protocol.....25

6. Protocol: Pre-application Meetings with Developers 29

1. Planning Applications – Guide for Town Councils (Cornwall Council)

Planning Application Consultations

A Guide for Parish/Town Councils by Application Type

Date 02/05/2019

Planning and Sustainable Development

Contents

Introduction	3
Table 1 - Consultations by Application Type	4
Enquiries and Contact Information	8

Introduction

This document has been produced for the use of Parish/Town Council and indicates consultations with Parish/Town Councils by planning application type.

In accordance with the Planning and Compulsory Purchase Act 2004 Planning have adopted a [Statement of Community Involvement \(SCI\)](#) which outlines how the Cornwall Council will involve local communities, businesses and other interested parties when preparing planning policies and determining planning applications. Information regarding how this document was prepared along with the previous version can be view on the [Statement of Community Involvement web page](#).

Information regarding consultations on planning applications as well as guidance on the planning process as a whole can be found in the [Day in the life of a Planning Application](#) interactive on-line planning tool.

Information regarding prior notification/approval use classes indicated below can be found in The Town and Country Planning (General Permitted Development((England) Order 2015

http://www.legislation.gov.uk/ukxi/2015/596/pdfs/ukxi_20150596_en.pdf - Please note that this order was updated in 2018 and changes can be viewed here <http://www.legislation.gov.uk/ukxi/2018/343/made> however the information regarding what each class relates remains the same.

Table 1 Consultations by Application Type

Consultations by Application Type			
Application Type	Consulted	Self-Serve	No Consultations Required
<u>Prior Notifications</u>			
Prior notification of agricultural or forestry development - proposed building (AF)			✓
Prior notification of agricultural or forestry development – proposed building (AF2)	✓		
Prior notification of agricultural or forestry development - proposed road			1
Prior notification of agricultural or forestry development - excavation/waste material			1
Prior notification of agricultural or forestry development - proposed fish tank (cage)			1
Prior notification of proposed demolition			1

Prior notification of proposed development by telecommunications code system operators	✓		
Prior Approval within Part 3 classes C,J,M,N,O,P,Q,R,S, and T		2	
Prior Approval within Part 4 class E		2	
Prior Approval within Part 7 class C		2	
Prior Approval within Part 14 class J		2	
Prior approval within Part 17 (all classes)			✓
Prior Approval of a Proposed Larger Home Extension		2	
Prior approval for proposed mining and mineral exploration development	✓		
<u>Lawful Development Certificates</u>			
Application for a Lawful Development Certificate for a Proposed use or development			✓

Application for a Lawful Development Certificate for an Existing use or operation or activity including those in breach of a planning condition	✓		
<u>All other application types</u>			
Application for a non-material amendment following a grant of permission	✓		
Application for discharge of a condition		✓	
Application for approval of reserved matters following outline approval	✓		
Application for Certificate Of Appropriate Alternative Development Land Compensation Act 1961, Section 17 as Substituted by Section 64 of the Planning Compensation Act 1991			✓
Application for consent to display an advertisement(s)	✓		
Application for hedgerow removal notice	*		
Application for listed building consent for alterations, extension or demolition of a listed building	✓		
Application for Outline Planning Permission	✓		

Application for Planning Permission	✓		
Application for Permission in Principle (PiP)	✓		
Technical Details Consent	✓		
Householder Application for Planning Permission for works or extension to a dwelling	✓		
Application for Planning Permission for Mineral Extraction and Ancillary Operations/Developments	✓		
Application for removal or variation of a condition following grant of planning permission	✓		
Application for tree works: works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a Conservation area	✓		
Environment Act 1995 (Section 96 and Paragraph 9 of Schedule 13, Paragraph 6 of Schedule 14) Initial and Periodic Reviews Application for Determination of Conditions for Mineral Site / Mining Site	✓		
Modification and Discharge of Planning Obligations (VS106 less than 5 years old)	✓		

Modification and Discharge of Planning Obligations (VS106 more than 5 years old)	✓		
Modification and Discharge of Planning Obligations (V52)			✓
Dead or Dangerous Tree Notice Form (Exception Notices)		✓	
EIA Screening Opinion Requests			✓
EIA Scoping Opinion Requests			✓
<u>Additional Services Requests</u>			
Pre-Apps (Publically Available)		✓	
Pre-Apps (Confidential)			✓
Do I Needs			✓

*At the discretion of the Case Officer

1 These prior notifications are publically available however as they are notifications to take up permitted development rights no consultations are required.

2 These prior approvals are publically available however only consultations with neighbours are required. Comments can be received regarding the effect on the amenity of neighbours as and accuracy of information submitted.

Enquiries and Contact Information

Any queries relating to individual application should be directed to the Case Officer in the first instance.

For any general planning enquires please contact Planning General Enquiries on 0300 1234 151 or email planning@cornwall.gov.uk.

For any enquiries regarding information contained in this document or consultation arrangements please contact Donna Moore on 01872 224423 or email donna.moore@cornwall.gov.uk.

Prepared by:

Donna Moore

Principal Development Support Officer
Planning and Sustainable Development 2
May 2019

If you would like this information in another format please contact:

Cornwall Council, County Hall
Treyew Road, Truro TR1 3AY

Email: comments@cornwall.gov.uk Telephone: 0300 1234 100 www.cornwall.gov.uk

2. Planning: Guiding Principles – Pre-Application Discussions

Saltash Town Council

Policy/Procedure:

Planning: Pre-application Discussions

Date of Adoption:

April 2018

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	1	Approved by	P&R
Date	April 2018	Date of approval	10.04.2018
Responsible Officer	AJT	Minute reference	07/18/19k
Responsible Committee	P&R	Review date	Start of new council term or if change in advice from CALC

Version History			
Date	Version	Author/Editor	Comments
April	1	AJT/CALC	

Review Record				
Date	Type of Review	Minute number	Summary of actions	Completed by
		07/18/19k		

Guiding Principles for Pre-Application Discussions

Pre-application discussions have an important role in all types of planning applications. Local Councils are particularly aware of the importance of public perception in planning and the need for transparency in the relationships with developers.

Pre-application meeting

In considering a request to meet with the developer prior to formal submission of a planning application, Saltash Town Council would expect that:

1. The meeting is open to the public to attend and has been reasonably advertised.
2. The developer meets all reasonable costs of hosting of the public meeting including the provision of large-scale paper plans for display purposes.
3. A public consultation or engagement event is either already scheduled, or firmly planned.

Saltash Town Council may wish to combine public engagement events with a scheduled council meeting rather than a separate event. Whilst for large developments an initial pre-app meeting and community engagement event may be far apart in time, the small applications, these could effectively be undertaken at the same meeting.

Saltash Town Council will not normally hold private meetings with developers unless there is a necessary and compelling reason which could be justified to the public (for example a strong commercial sensitivity, where a developer wishes to receive an initial steer before deciding whether to progress).

Pre-application community engagement (PACE)

Saltash Town Council will encourage developers to carry out engagement with the local community before submitting plans for significant or complex developments. Any PACE meeting must meet the following expectations:

1. The venue is convenient and accessible in the community.
2. Sufficient and timely publicity within the community and to likely interested parties. The timing of the meeting should be appropriate to allow as wide a range of people as possible to attend.
3. That there is a genuinely open mind and willingness to adapt plans in response to community feedback.
4. The developer meets all reasonable costs of hosting a public meeting including the provision of large-scale paper plans for display purposes.

Saltash Town Councillors are advised not to attend separate private briefings as part of public consultation, but instead to attend a public event.

As well as working with the Town Council on public engagement events, developers also have the option of a formal pre-application community engagement forum facilitated by Cornwall Council for more significant or complex applications. Developers should contact Cornwall Council for further details on these options.

Pre-application process and the Code of Conduct for local councils

It is noted that some Town Councils are concerned about potential issues with encouraging early conversations with developers on pre-application proposals. These include requests for meetings with individual councillors and how feedback on the proposal could be viewed as predetermination.

It is recommended:

Individual Councillor's discussions

- a. Councillors must be aware of their obligations under the Council's code of conduct.
- b. Individual Councillors must not enter into informal discussions of possible future applications with the developer; to do so may lead to a complaint for a potential breach of the code.
- c. Where a site meeting is needed, the Town Council will nominate at least two representatives to attend.

A developer should not attempt to lobby individuals; if this occurs, the Town Council reserves the right to withdraw from any pre-application process.

Pre-determination

Councillors should avoid expressing any detailed opinion or prior view which might be viewed as predetermination. To this end, a formal meeting arranged by the Town Council could include the following suggested wording on the meeting agenda or invitation:

While I/Members may express an opinion for or against the proposal at this meeting, my/our mind(s) is/are not closed and I/we will only come to a conclusion on whether are you/we should support the scheme or offer an objection after I/we have listened to the full debate.

A similar statement could also be read out and clearly stated at the start of an informal meeting, to make it clear that the members of the Town Council attending are not pre-determining the position on a proposal. Local councillors could also include the words "in principle" or "subject to" when expressing their views to further emphasise that any opinions given at this stage are not prejudging a proposal in advance of a formal planning application.

Version History

Date	Details
September 2018	Note: Words importing the masculine gender only shall include all other genders and vice versa.

3. Protocol for Considering Planning Applications

Saltash Town Council

Policy/Procedure:

Protocol for considering planning applications

Date of Adoption:

05.04.2012

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	1	Approved by	FTC
Date	05.04.2012	Date of approval	05.04.2012
Responsible Officer	ajt	Minute reference	11/12/13
Responsible Committee	P&R	Review date	As required

Version History			
Date	Version	Author/Editor	Comments
April 2012	1	AK	

Review Record				
Date	Type of Review	Minute number	Summary of actions	Completed by

Protocol for considering Planning Applications

This protocol relates specifically to the consideration of plans at the Planning and Licensing Committee. Subsequent consideration in relation to an officer response is covered in another protocol.

1. Expectations of councillors

It is an expectation of Saltash Town Council that:

- a. All Councillors should be familiar with the basic details of all planning applications on the agenda.
- b. All Ward Members should be familiar with the details of all planning application on the agenda and within their ward, including having closely examined the paper or electronic plans.
- c. The Ward Members should have arranged for at least one ward member to have carried out a site visit and to report verbally, in writing, or via another councillor or member of staff, to the council.
- d. In the case of a potentially contentious application, the Ward Members should have arranged for at least two ward members to have carried out a site visit, albeit not necessarily at the same time, and to report to the council as above.

2. Potentially contentious applications

An application will be considered to be 'potentially contentious' within the meaning of this protocol where:

- a. It is on a site on which the council has, within the previous year, considered an application that was subsequently refused or
- b. It is on a site relating to an extant application for a Public Right of Way or Town Green or
- c. Councillors are otherwise aware, for example via press coverage or a number of communications from members of the public, that the application generates strong feelings.

These only apply where the councillor(s) involved is/are aware that the definition applies, but it is expected that councillors will share this information by email.

3. Site visits

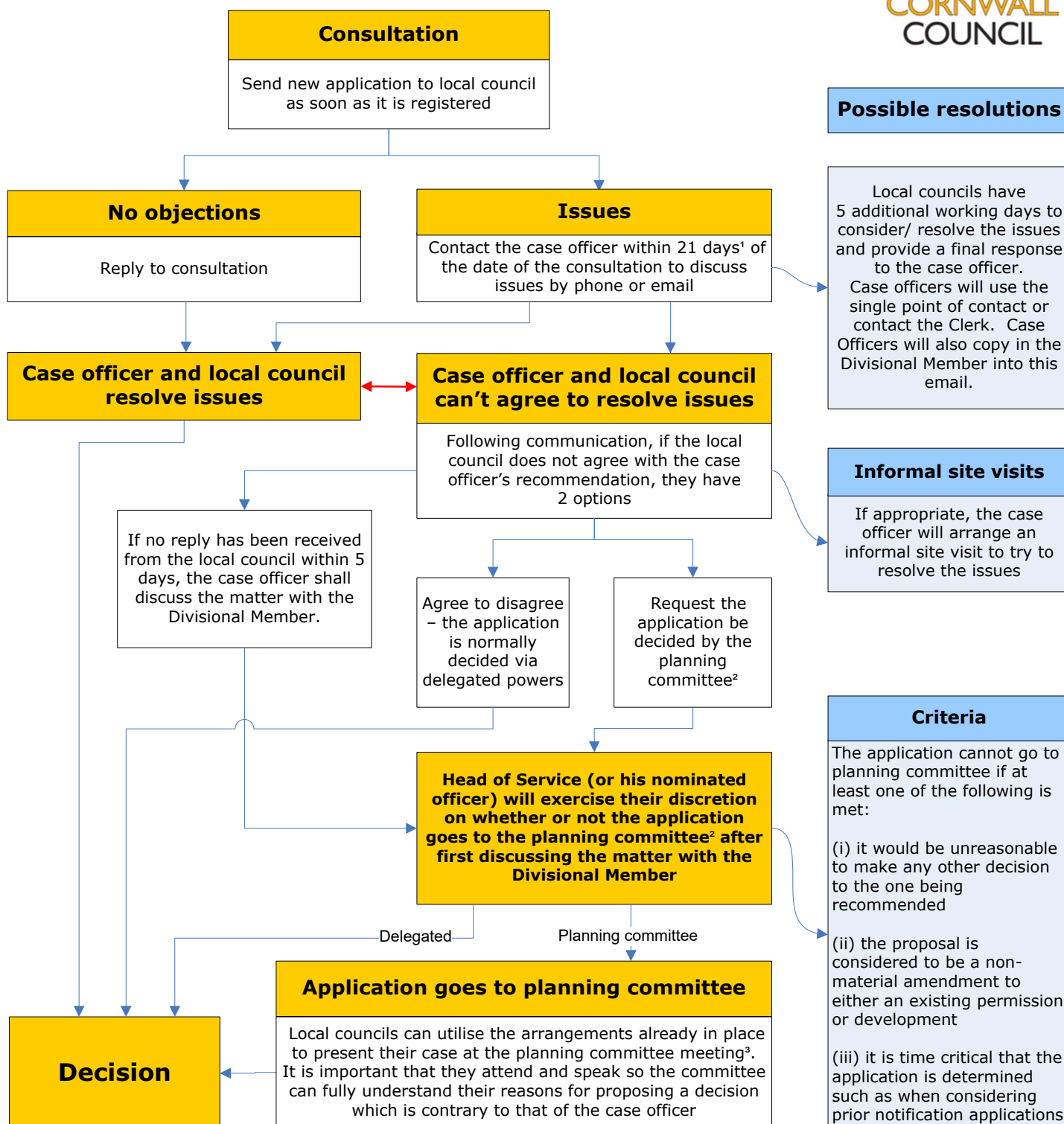
- a. All site visits carried out by ward members, by other councillors or by staff, are considered official business of the council, and members and staff are acting as representatives and not in an individual capacity, provided that:
- b.
 - i. In the case of a potentially contentious application (see above) councillors are accompanied on any visit by another member of the council, or by a member of staff of the council.
 - ii. Members take a form of ID - preferably but not necessarily an official Town Council ID. They must show this on request to any members of the public involved in the visit who may not be aware that they are councillors. This includes if they speak to them about the application or go onto their property.
- c. There are no specific requirements for the contents of a site visit – in some cases it will be appropriate to go onto one or more properties or to speak to one or more members of the public. However, it for the member(s) visiting to judge the necessary steps to take.

Version History

Date	Details
September 2018	Note: Words importing the masculine gender only shall include all other genders and vice versa.

4. Protocol For Local Councils (Cornwall Council)

PROTOCOL FOR LOCAL COUNCILS



Notes

¹21 days is the statutory time period - if an extension of time is required, the request and response must be in writing (or email) and is likely to be acceptable unless a decision is imminent.

²See page 2 for further information.

³Any written supporting statements must be submitted at least 3 working days before the committee meeting.

If a case officer is on leave or sick, contact your area team Group Leader or Principal who will be able to find out who is dealing with the application in the case officer's absence.

Should a case officer decide to change their recommendation at any point in the determination process after having communicated a different view, the case officer must inform the local Divisional Member(s).

PROTOCOL FOR LOCAL COUNCILS

The objective of the Local Council and Member Protocols is to encourage dialogue and make sound planning decisions locally

Large scale planning applications that exceed specified thresholds are automatically considered by the Strategic Planning Committee.

Constitution [Responsibility for Functions]

This states that a Local Member can request any application falling under the 'Major' or 'Minor' category to be taken to a planning committee for consideration, so long as it is in writing/email and that sound planning, policy and other area reasons have been provided setting out why committee consideration is necessary.

Major and minor application types are:

New dwellings
Offices / research and development / light industry
General industry / storage / warehousing
Retail distribution and servicing
Gypsy and Traveller pitches
All other large scale major developments
All other small scale major developments
All other minor developments

Other application types are (and can be called to the planning committee by the Head of Service or his nominated officer):

Minerals Processing (ie ancillary mineral operations defined under the GPDO)
Change of use (no significant building or engineering work involved)
Householder developments
Included in householder developments are extensions, conservatories, loft conversions, dormer windows, alterations, garages, car ports or outbuildings, swimming pools, walls, fences, domestic vehicular accesses, including footway crossovers, porches and satellite dishes.
Advertisements
Listed building consents to alter / extend
Listed building consents to demolish
Conservation area consents
Certificates of lawful developments
Notifications (where no planning application is required)
Discharge of planning conditions
Non-material amendments
Works to trees in a conservation area
Works to trees covered by a Tree Preservation Order
Deed of modifications (Remove/Vary Section 106 Obligations)

If you would like this information in another format please contact:

**Cornwall Council
County Hall
Treyew Road
Truro TR1 3AY**

Telephone: **0300 1234 100**

Email: enquiries@cornwall.gov.uk

www.cornwall.gov.uk

5. Planning Poll Protocol

Saltash Town Council

Policy/Procedure:

Planning Poll Protocol

Date of Adoption:

n/a

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	AK	Approved by	n/a
Date	March 2014	Date of approval	n/a
Responsible Officer	AJT	Minute reference	n/a
Responsible Committee	P&R	Review date	As required

Version History			
Date	Version	Author/Editor	Comments
21.03.2014	1	A K	

Review Record				
Date	Type of Review	Minute number	Summary of actions	Completed by

~~This outlines a protocol to take into account the recent situation where the planning application was called in by a Cornwall Councillor, and some Councillors wished to reevaluate the original STC position. It will also include officer referral of an application.~~

This outlines the protocol for Local Councils giving Saltash Town Council the opportunity to reevaluate their original position on a particular planning application, in light of a Case Officers recommendation.

It is based on the principles that:

1. The council may wish to reevaluate its original position given new information;
- ~~2. This should be done in such a manner that there is no confusion as to individual opinions (e.g. a clear yes/no poll);~~
This should be done in such a manner that there is no confusion as to individual opinions using the following response options:
 - i. Stick with our original position and request a call-in;
 - ii. Accept the Officers position;
 - iii. Agree to disagree;
 - iv. Abstain.
3. This should not prevent email discussion of the merits of differing positions;
4. There should be a clear majority of those voting in order to overturn any previous decision;
5. The results of any deliberations in this manner should be placed on public record.

The protocol will operate with the following in mind:

1. Councillors will be free to debate the planning application by email, but only votes cast by poll will count towards the decision. No public statements of dissent or malicious briefings should be made.
2. Members of the public will still be entitled to be copied in on any correspondence, if so requested **by emailing planning@saltash.gov.uk**
3. Councillors will always have at least 72 hours from the email notifying a poll to vote in it. If this includes a Sunday it will be 96 hours.
4. Quorum for a poll to be effective is one third of councillors (including registered abstentions).
5. **In line with the Protocol for Local Councils if a poll result does not agree with the Case Officers recommendation this will result in the particular application being called in (Stick with our original position and request call-in) to be decided by the Planning Committee. The Saltash Town Council Planning Administrator will submit this response automatically to the Case Officer from the result of the poll.**

6. In the event of any tied or inquorate vote the town council's original position will stand.
7. Cornwall Councillors will vote on the information before them, but in light of further information received at Planning committee might vote differently at that meeting.
8. All Councillors will be responsible for ensuring that their vote is informed and based on proper planning guidance and application information.
9. Saltash Town Council poll results are available on the Saltash Town Council website https://www.saltash.gov.uk/planning_list.php or by contacting the Guildhall reception 01752 844846.
- ~~10. The planning application number and description and the nature/result of the poll will be read into the record of the next full council meeting under an item 'report on planning applications considered further by email.'~~

~~The agenda will read:~~

~~'To note that in the event that the Cornwall Council officer wishes to recommend opposite to the Town Council's view they will contact the Town Council by email. In light of time constraints, the Town Council will then hold an online poll of Councillors to determine whether to accept the officers' view or to ask for the application to be called into committee. The results of these polls will be read into the record at the next town council meeting. Members of the public may request, via the Town Clerk, to be copied into any correspondence.'~~

Version History

Date	Details
September 2018	Note: Words importing the masculine gender only shall include all other genders and vice versa.

6. Protocol: Pre-application Meetings with Developers

Saltash Town Council

Policy/Procedure:

Protocol on pre application meetings for major developments

Date of Adoption:

15.07.2014

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	2	Approved by	FTC
Date	15.07.2014	Date of approval	15.07.2014
Responsible Officer	AJT	Minute reference	139/14/15
Responsible Committee	Planning & Licensing	Review date	

Version History			
Date	Version	Author/Editor	Comments
15.07.2014	2	A Killeya/Town Clerk	Revised version

Review Record				
Date	Type of Review	Date of completion	Summary of actions	Completed by

Protocol on pre application meetings for major developments

Guidance for councillors and developers

Preamble

Saltash Town Council recognises that pre-application discussions play an important role in major planning applications and welcomes the desire of many developers to consult both the council and the public more widely. However, the Town Council is also aware of the importance of public perception in planning and the critical need to avoid any appearance that the Town Council is conducting secretive negotiations or colluding with developers.

Pre-determination

In all meetings with developers members are reminded of the critical importance of not pre-determining their position on any future application, as this could require them to take no part in the discussion or leave them open to referral to the standards board. It is noted however that expressing a pre-disposition, for example of either 'welcome in principle' or 'concerns', is permissible.

Cornwall Councillors

It is understood that 'dual-hatted' Councillors may on occasion take part in meetings with developers in their capacity as Cornwall Councillors. In such cases councillors must be clear to distinguish, to both the developers and the public, their role as a Cornwall Councillor from that of a Town Councillor.

Individual members' discussions

Individual members may be approached by developers for informal discussions of possible future applications. Whilst it is left to the individual judgement of members whether to take part in such discussions, based on the nature and likely level of controversy of the application, they are advised:

- i. To carefully consider the public perception of such meetings.
- ii. To avoid any appearance of collusion in applications likely to cause controversy.
- iii. To avoid accepting hospitality in connection with such meetings.
- iv. To advise the Mayor, Chair of Planning and Licensing and where possible the council, of such meetings.

Members must not purport to be representing the Town Council at such meetings, unless expressly authorised to do so by the Town Council.

Pre application briefings

1. The council is, in general, willing to hold meetings with developers prior to public consultation on the following two conditions:
 - i. Full public consultation is either already scheduled or firmly planned.
 - ii. The meeting is open to the public to attend and has been reasonably advertised.
 - iii. These meetings should take place at the Guildhall as they are briefings to the Town Council.

2. The general policy of the Town Council is not to hold private meetings with developers.

Exceptions to the above two rules may be agreed if:

- i. there is a necessary and compelling reason for a developer to receive an initial steer before deciding whether to progress. This may include a strong commercial sensitivity requiring private discussion, or significant pre-application cost requiring a steer before deciding whether to proceed with public consultation. Such meetings would be subject to agreement that if the developer did decide to proceed public consultation would be carried out)
OR
- ii. there is a strong public consensus in favour of the principle of development and such discussions are likely to focus around the details of draft proposals prior to submission.

These exceptions do not negate the aspects of this protocol in relation to pre-determination or Cornwall Councillors.

Pre application public consultations

The Town Council strongly encourages developers to carry out full public consultation before submitting plans for major developments, on the following basis:

- i. An accessible and convenient venue.
- ii. Sufficient publicity to likely interested parties, in good time.
- iii. Appropriate timings to allow as wide a range of people as possible to attend.
- iv. A genuinely open mind and willingness to adapt plans in response to feedback.

The Town Council does not allow such consultations to be held at the Guildhall, due to potential public confusion as to the position of the Town Council as both 'host' and 'authority'.

In general, members are advised not to attend separate private briefings as part of public consultation, but instead to attend with the public.

Interpretation

This initial decision as to how these rules apply to a particular case shall be made by the Town Clerk in consultation with the Mayor and emailed to councillors. Any councillor may then choose to submit a motion, proposed and seconded under Standing Orders, to discuss the matter at Full Council and consider departing from the initial decision.

Burial Authority held on 25th September 2023.

RECOMMENDATION:

**25/23/24 TO RECEIVE A REPORT ON CHURCHTOWN CEMETERY
MANAGEMENT POLICY AND REGULATIONS AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** the amendment to the Churchtown Cemetery Management Policy and Regulations (as attached) to the Policy and Finance Committee to be held on 14th November 2023.

Saltash Town Council

CHURCHTOWN CEMETERY

MANAGEMENT POLICY & REGULATIONS

1. PURPOSE

- 1.1. To provide a management strategy for the safe and respectful management of the cemetery.
- 1.2. To provide clear information to elected members of the responsibilities of the Town Council and the implications thereof.
- 1.3. To provide clear information to cemetery users, be they the bereaved, visitors or attendees at a funeral, detailing their rights, responsibilities and what they may expect from the Town Council. This to take the form of Rules and Regulations and information presented in the form of leaflets and upon the Council website.
- 1.4. To provide clear information to those working in the cemetery, be they Memorial Masons, Funeral Directors, Grave Diggers or any other external contractor.

2. GUIDANCE AND STATUTORY OBLIGATIONS

- 2.1. The cemetery will be managed to comply with all Parliamentary Acts and Statutory Instruments and accepted guidance that may apply.
- 2.2. The main legislation is contained within the Local Authorities Cemetery Order 1977, as amended in the Local Authorities Cemeteries (Amendment) Order 1986. This is a Statutory Instrument made under the Local Government Act 1972, section 214(1).
- 2.3. Other legislation where compliance is Statutory includes the Health and Safety at Work Act 1974, enforced by the Health and Safety Regulations 1989.
- 2.4. Guidance issued by the Health and Safety Executive and the Institute of Cemetery and Crematorium Management includes:
 - 2.4.1. The Guide for Burial Ground Managers (HSE)
 - 2.4.2. Baby and Infant funerals (ICCM)
 - 2.4.3. Shallow graves policy (ICCM)
 - 2.4.4. Managing the safety of burial ground memorials (HSE)
 - 2.4.5. Management of Memorials policy (ICCM)
 - 2.4.6. Code of safe working practice (ICCM)

3. DEFINITIONS

- 3.1. For the purposes of legislation and registration of burials, the person identified by the Council shall be the Town Clerk.
- 3.2. The cemetery shall be deemed to be open during the hours of daylight – it is illegal to enter a cemetery when it is closed without the specific permission of the identified person.
- 3.3. As land owner, the Council is responsible for the health and safety of all who enter the cemetery.
- 3.4. No vehicles may enter the cemetery without the express permission of the Council.

4. ELEMENTS OF MANAGEMENT

- 4.1. **Burials – Undertakers to Note:** Please only book and pay for the Saltash Town Council's approved gravedigger, contact details attached.
- 4.1.1. No interment may take place nor any ashes scattered without the written permission of the Council. In or on a grave where the Exclusive Rights of Burial (EROB) have been purchased, the Council will require the written permission of the owner of the Rights before they in turn may grant permission.
- 4.1.2. In a case where no owner of the rights is available it is the responsibility of the funeral organisers to locate them or transfer rights as necessary.
- 4.1.3. An Application for Interment must be made on the specified form and received by the Council three working days before the time of burial. It must be accompanied by a Certificate of Disposal issued either by the Registrar (green form) or by the Coroner (white form). In exceptional circumstances should this form be lost or unattainable, it may be possible to proceed with the burial if a Form 18 is supplied instead. The application should also be accompanied by payment in full.
- 4.1.4. 'American Style' Caskets will not be permitted at Churchtown Cemetery. The maximum dimensions permitted for Wood and Wicker Coffins at Churchtown Cemetery are as follows: Maximum Length 7' 2", Maximum Width 32", Maximum Height 18". The exact dimensions, width, length and height, of the coffin which will be used for an interment must be given accurately on the application form.
- 4.1.5. All first burials in a grave will take place in a grave identified by the Town Clerk.
- 4.1.6. Burials may take place in an EROB purchased or non EROB plot; in the latter case the applicant will be informed that no memorial may be placed on the grave and that other, unrelated persons may also be buried in the grave. Prior to a second interment in an unpurchased grave the Council will attempt to contact the applicant to offer a last chance to purchase.
- 4.1.7. All graves will be excavated and backfilled by the Council or its contractors in accordance with the ICCM Code of Safe Working Practice. Adequate grave shoring will always be used. Graves left open overnight will be securely covered. Should mourners wish to backfill some or all of the grave they must do so with the express, advanced permission of the Council and such an operation is at the

sole risk of the Funeral Director or organiser. Backfilling must take place as soon as the cortege has left the graveside; no open grave containing a coffin must be left unattended.

~~4.1.8. The Council or its contractors will make good any subsidence within the grave at any time after the funeral.~~

The Council or its contractors will make good any subsidence within the first 12 months after the funeral. Thereafter, the need to make good and pay to correct any subsidence will be the responsibility of the owner of the EROB. Once a memorial has been placed the re-levelling of a grave will be the responsibility of the owner of the EROB to pay for to be carried out by a suitably qualified mason.

- 4.1.9. Burials may take place without a Funeral Director but organisers must satisfy the Council that they are competent to conduct a funeral. They must also assume all requirements that the Council would demand of a Funeral Director.
- 4.1.10. Funeral Directors must register with the Council showing evidence of public liability insurance. Funeral Directors are responsible for the behaviour and safety of the funeral cortege whilst in the cemetery.
- 4.1.11. Grave spaces will be three metres long and one and a half wide in order to comply with BS8415. The excavation will be central with respect to width with the head sixty centimeters from the top border.
- 4.1.12. Each grave has the capacity for two ashes caskets to be buried in the memorial strip on either side of the headstone, provided the headstone foundation is no wider than one metre (see diagram).

4.2. Exclusive Rights of Burial

- 4.2.1. In accordance with LACO (1977) the Council may issue Exclusive Rights of Burial (EROB) to the applicant for burial at the time of the first burial in a grave. The current term is a period of ten years, which may be renewed on expiry by payment of a further fee, for a period of ten years.
- 4.2.2. EROB does not confer ownership of the land but grants the purchaser the right to determine future burials and to apply to place a memorial. The owner of the rights may themselves be buried in the grave with no other permission needed.
- 4.2.3. At the end of the period of rights the Council will attempt to contact the owner but should they not be found or not wish to renew the rights, the Council may either sell the rights to another person or bury an unrelated person in the grave.
- 4.2.4. EROB may be assigned by the owner during their lifetime, or by their executor upon their death. The Council can advise how this must be done and will supply such forms as are needed for a small fee.
- 4.2.5. Under no circumstances may the EROB be exercised without the permission of the owner.

4.3. Memorials

- 4.3.1. The cemetery is laid out as a lawn cemetery, no trees, shrubs, plants, flowers, flower-holders, vases, flat stones, headstone, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grassed area, the headstone or

the plinth of the headstone. Flower containers must be installed in and be integral to the plinth of the headstone.

- 4.3.2. Under no circumstances will a glass or any breakable receptacle be permitted to be placed on the grassed area, grave, headstone or the plinth of the headstone.
- 4.3.3. In accordance with BS8415 the Council will leave undug a 60cm strip, the width of the grave and at the head of the grave upon which the memorial must entirely be situated.
- 4.3.4. No permanent planting may take place anywhere in the cemetery without the express, written permission of the council.
- 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.
- 4.3.8. Applications to place a memorial must bear the signature of the owner of the EROB.
- 4.3.9. All memorials must be fixed to BS8415 by a competent and registered stone mason. Membership of the British Register of Memorial Masons (BRAMM).
- 4.3.10. An approved application will indicate the dimensions and composition of the memorial; details of how it is to be fixed to conform to BS8415 and accurate details of the proposed inscription. Applications must be accompanied by fees and charges in full.
- 4.3.11. Size of Memorials. All new memorials to be erected in the cemetery must not exceed the following maximum sizes:
 - Headstone Height (including all plinths and concrete foundations) 3'3" (991mm)
 - Width of memorial 2'8" (813mm)
 - Depth of base (front to back) 1'4" (410mm)
 - The overall size of the plinth to be 900mm.It should be acknowledged that all the above requirements must be conformed to. The Council will recall the stonemason to rectify any works as necessary.
- 4.3.12. Memorial Colour, Shape and Material. All memorials to be natural colourings such as grey, white and black with memorial shapes to not exceed the permitted Memorial sizes pursuant to 4.3.8. These can be in a range of natural stoned materials such as Portland, Granite, Marble, Limestone or Hoptonwood.
- 4.3.13. All burial memorials to be traditional upright headstones and fixed to the ground with a concrete base adhering to maximum measurements as outlined above.

- 4.3.14. Only tablets 18" x 18" (450mm x 450mm) and foundation slabs 24" x 24" (600mm x 600mm) may be fixed on cremation plots. Should a vase be required it must be installed in and be integral to the cremation tablet itself. No trees, shrubs, plants, flowers, flower-holders, vases, glass or other breakable items, flat stones, headstones, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grass surrounding the tablet, or on the actual cremation tablet.
- 4.3.15. The stone mason must give three working days' notice of their intention to fix a memorial, to arrange an appointment and a qualified fixer must remain in the cemetery whilst the work is carried out. The Council may approach a working fixer at any time and demand that they demonstrate that the memorial matches the application.
- 4.3.16. The Council will mark the end of each burial row and all headstone plates must align to the markers. Should any be found fixed in the wrong position the Council will recall the fixer so that they be refixed in the proper position.
- 4.3.17. No cleaning or other work may be carried out on any memorial without application to the Council and must have the permission of the owner. Any chemical cleaning must be specifically approved.
- 4.3.18. Should the Rights expire and not be renewed, the Council will attempt to contact the owner to arrange removal. Should this not be forthcoming, the Council reserves the right to act as it sees fit, up to and including removal.
- 4.3.19. All new memorials should either be guaranteed for a period of not less than 10 years and/or a certificate of compliance to BS8415 must be issued.
- 4.3.20. The grave number and mason's name must be inscribed on the rear of the grave base in letters no greater than 15mm high.
- 4.3.21. The Town Council are to offer other Memorial Services such as a Memorial Garden Rose Bush with a plaque and inscription and Memorial Benches with a plaque and inscription. More information and Terms and Conditions of the Town Council Memorial Services can be located on the relevant application forms.

4.4. Fees and Charges

- 4.4.1. The Council will publish a table of fees and charges for its services which will be available at the cemetery, on the website and in paper form from the Council offices. Fees for any service must be paid in advance.
- 4.4.2. From time to time the Council will review the fees and charges.
- 4.4.3. Double standard fees apply to non-Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the Town Clerk and in the absence the Assistant Town Clerk).
- 4.4.4. The Administration Department to obtain available evidence with regard to Saltash Residency two years prior to the date of death. This being unavailable, to request that the Funeral Director gives written confirmation of residency

4.5. Rules and Regulations

- 4.5.1. The Council will publish such Rules and Regulations as it sees fit for the proper management of the cemetery. These will be available at the cemetery, on the website and in paper form at the Council offices.

- 4.5.2. The Rules and Regulations will be reviewed on a regular basis and any revisions will replace previous versions with immediate effect.

4.6. General provisions

- 4.6.1. The Council will provide a water supply subject to weather conditions.
- 4.6.2. The Council will maintain the cemetery to provide a suitable and presentable appearance.
- 4.6.3. The Council will conduct regular inspections of the cemetery and will inspect memorials as recommended by the Health and Safety Executive. Any memorial found to be in an unsafe condition will be made safe by the Council in a manner they see fit. Responsibility for repair remains that of the owner. Repairs not carried out in a timely manner may result in the withdrawal of memorial rights.
- 4.6.4. Statutory registers of interments, ownership and exhumations will be kept by the Council and may be viewed by reasonable request. Extended searches by Council staff may incur a fee.
- 4.6.5. Interments shall normally take place between 9:00am and 4:00pm, Monday to Friday excluding Bank Holidays. It may be possible to accommodate funerals outside of these times and at short notice but the Council reserves the right to charge an extra fee for this service.
- 4.6.6. New graves will be dug to accommodate 3 burials unless ground conditions do not allow.
- 4.6.7. Initially three rows of graves will be marked out to provide sufficient space should more than one grave be required at any one time. No fewer than three rows will exist at any time.
- 4.6.8. Burials will start at the gate end of the cemetery at the end of the row nearest to the driveway.

4.7. Future expansion

- 4.7.1 Land adjacent to the cemetery, temporarily used to provide allotments, will be used to extend the cemetery as required. Notice will be given to allotment tenants.

Services Committee Meeting 14th December 2023

113/23/24 TO RECEIVE A REPORT ON CCTV AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Town Clerk briefed Members on the report received and circulated within the reports pack.

Members discussed in length the monitoring hours, 6 month free trial, and the necessity for data to be received before, during, and after the trial period.

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

1. To approve a 6 month trial of a 4g CCTV camera provided and installed by Plymouth City Council to the lighting column located between Betfred and the Spa Dentists, at no cost to the Town Council;
2. To approve a licence to work within the highway at a cost of £97;
3. To request Plymouth City Council to confirm the trial commencement date subject to their availability;
4. To seek advice from Plymouth City Council on the most suitable monitoring hours for a proposed three camera CCTV scheme in order to obtain a formal quote;
5. To request Plymouth City Council to provide data before, during, and after the trial period to form part of the main proposal;

It was proposed by Councillor P Samuels, seconded by Councillor Miller and resolved to **RECOMMEND** to the Policy and Finance Committee the associated cost (point 2 above) be allocated to budget code 6270 PF EMF Crime Reduction.

STRICTLY PRIVATE AND CONFIDENTIAL

HEALTH AND SAFETY AUDIT/REVIEW

Company:	Saltash Town Council	Town Clerk:	Sinead Burrows
Address:	The Guildhall, 12 Lower Fore Street SALTASH Cornwall PL12 6JX	Person(s) Seen:	Sinead Burrows Mike Cotton
		Date Of Inspection:	22 nd September 2023
		Auditor:	Lee Mc Dowell
Report To:	Sinead Burrows	Copies To:	NA

The contents of this report are purely advisory and are intended as guidelines for the specific use of the nominee. Every effort is made to ensure the accuracy of the inspection and report. No liability, however, can be accepted by Hygiene 2 Health Ltd (the Company) for any action or situation which might arise as a result of the act or default of any inspector, agent or servant of the Company arising from the preparation or use of this report. All services provided by Hygiene 2 Health Ltd are in accordance with our standard terms and conditions, a further copy of which can be provided on request.

Hygiene 2 Health Ltd
Hawthorn Cottage, Chilsworthy, GUNNISLAKE, Cornwall PL18 9PB
Tel: (01822) 832032 E-Mail: info@hygiene2health.co.uk
Registered in England No. 03931467 VAT No. 750 3143 66

Summary:

Page 104

This was the second audit completed by H2H and some improvements are noted.

A commitment to protecting the safety of staff and residents was demonstrated and it is envisaged improvements will continue to be made.

In general, a lot of hazards are being reasonably well managed with some exceptions listed in the main body of this report, however your management procedures and documentation do not reflect what is being done to manage health and safety. A number of documents were not available for auditing as they were not easily accessible. This has improved since the first audit however your document management still requires improvement.

No documentation was available for auditing regarding your fire alarm servicing and inspection. Ensure certification is available for auditing.

It was stated that a full inspection of the play equipment is carried out annually by an external contractor and that regular in-house checks are completed however no documentation was available for auditing and details could not be confirmed. Ensure any points raised in the annual inspections have been addressed.

The lack of detailed Asbestos Surveys for the Guildhall requires addressing and you need to identify the location of asbestos and regularly inspect it to ensure there has been no deterioration.

A range of risk assessment are available, the significant findings have been shared with staff and this has been recorded.

Ensure you review your Fire Risk Assessment and standardise your fire safety checks.

Fire Safety Score	NA
Health And Safety Score	NA
Management Systems Score	NA

Audit Assessment Score:	NA
--------------------------------	-----------

Scoring Key

Each section will receive a score 0 to 3 with 0 being the poorest and 3 the highest score available. Each section will be scored, and a total score will be awarded for compliance with the legal requirements and company Policies and Procedures.

3	Recommendations or comments only. Compliant and/or considered good practice.
2	Not fully compliant with company policies/procedures or guidance.
1	Requires Attention. Not compliant with company policies/procedures or guidance. Likely to attract Enforcement Officer attention if noted.
0	Legally non-compliant. Falls well below levels expected by the company or legislation. Likely to result in an Enforcement Notice or follow up action if noted by an Enforcement Officer.

Audit Findings and Action Plan

No	Issue	Risk rating	Action	Dated	Signed off
Management of Fire Safety					
1.	Fire Risk Assessments Review the Fire Risk Assessments to ensure the points which require actioning have been completed. This will form the basis of your review. A review date can be added to the front of the assessments. A formal review by an independent consultant can then be completed in 2 to 3 years, providing there have been no significant changes.	1			
2.	Weekly Fire Safety Checks It was stated that weekly fire safety checks and means of escape checks are being completed, however a slippage in record keeping was noted. Currently different processes are being used for recording fire checks. Standardise your approach to avoid confusion.	1			
3.	Fire Alarm No documentation was available for auditing regarding your fire alarm servicing and inspection. It is noted that a contract is in place and that visits take place. Ensure certification is available for auditing.	1			
4.	Emergency Lighting The annual discharge checks are being completed in-house. Good records noted.	3			
5.	Fire Drills Fire drills are now being recorded in the fire log books.	3			
6.	Fire Action Plan A written procedure is required for the evacuation of buildings in the event of a fire. H2H has forwarded an example. On completion all staff must receive training.	2			
7.	Fire Signage Confirmation of the fire assembly points for the Guildhall, Library and Station are required. Where practical, signage should be provided.	2			
8.	Means of Escape The edges to the step down to the side fire exit in the Library require painting to highlight the change in height.	2			

No	Issue	Risk rating	Action	Dated	Signed off
Management of Fire Safety					
9.	Storage of Flammables Flame vaults are available in a range of storage areas. Ensure all flammables are stored in flame vaults. Improvements are noted from the last audit, however a number of flammable chemicals were still being stored out of the flame vaults.	2			
10.	Fire Safety Training Ensure that there are adequate numbers of Fire Marshals available to take control in a fire situation, and that all staff have received some Basic Fire Awareness training on what to do if they discover a fire and what action to take on hearing the fire alarm.	1			

No	Issue	Risk rating	Action	Dated	Signed off
Management of Health & Safety					
11.	Health & Safety Policy A Health and Safety Policy is in place which appears to cover the general requirements. It is recommended that this is reviewed to ensure it adequately addresses the specifics of your operations. H2H will forward a quotation for consideration.	2			
12.	Documentation A review of documentation was completed. Although a range of testing and servicing has been completed, documentation was not always easily accessible and difficult to audit. Your document management system should be reviewed to ensure documentation can be easily audited. Some improvements from the last audit were noted.	2			
13.	Accidents Ensure all accidents are properly investigated in line with the requirements of your Health and Safety Policy. It is noted that this is currently being addressed.	2			
14.	Roller Shutter Doors It was confirmed that roller shutter doors are serviced, however no documentation was available for auditing.	2			

No	Issue	Risk rating	Action	Dated	Signed off
Management of Health & Safety					
15.	Contractors A procedure of managing contractors is being applied, with insurance details and risk assessments etc being collected and saved on the finance system.	3			
16.	Radon No Radon Survey was available for auditing. An up-to-date Radon Survey should be completed for all premises.	2			
17.	Play Equipment It was stated that a full inspection of the play equipment is carried out annually by an external contractor and that regular in-house checks are completed however no documentation was available for auditing and details could not be confirmed. Ensure any points raised in the annual inspections have been addressed.	0			
18.	COSHH A range of data sheets are on file. Full COSHH assessments are required for hazardous chemicals. H2H will provide an example. It is understood that a review of the chemicals used will be completed shortly.	1			
19.	Asbestos An Asbestos Survey is required for each building occupied by Saltash Town Council. This should identify the location of any known or assumed asbestos. This information must be shared with staff and relevant contractors. It is noted an Asbestos Survey is available for a range of buildings, however the Guildhall requires a survey. The finding of the surveys must be reviewed, and any known or suspected asbestos regularly visually inspected for deterioration.	1			
20.	Electrical Safety It was confirmed that PAT testing is completed in-house. The frequency should be reviewed. Only high risk appliances need inspection annually. This includes equipment which is: <ul style="list-style-type: none"> Moved frequently Exposed to the elements Likely to suffer from mechanical damage Used in high risk environments Accessible to the general public Exposed to rough handling 	3			

No	Issue	Risk rating	Action	Dated	Signed off
Management of Health & Safety					
21.	Personal Protective Equipment A range of PPE was available to staff. A PPE specification is recommended.	3			
22.	First Aid Good First Aid coverage was noted.	3			
23.	Vehicle Checks Weekly vehicle check records are completed and daily checks are done but not recorded. It is recommended that the checks are made specific to each type of vehicle.	3			
24.	Hand/Arm Vibration (HAV) The controls listed in your risk assessment GM/RA11/V1 Hand Arm Vibration HAVs need to be fully implemented. Therefore, the exposure time (trigger time) of staff needs to be properly assessed. As staff carry out multiple tasks, the exposure for each machine needs to be assessed and added together. Once you have this information you should use the HAVs tools available on the HSE website to work out if your staff exposure is above the exposure action value (EAV) .	1			
25.	Dangerous Machinery Review and update your Machinery/Equipment Inventory. The inventory should include a full list of equipment which requires testing and servicing, details on the testing and servicing required, and when it was completed and is next due. It was confirmed that servicing etc., is completed however no documentation was available for auditing.	1			
26.	Testing and Servicing The testing of the bolt tension for the Cross is significantly overdue. This requires attention. It was confirmed that the original torque tension specification is required.	1			
27.	Testing and Servicing It was confirmed that the hanging baskets are regularly checked and that secondary chains have been installed. In addition, the flag holders on the main street should be inspected annually, including the bolts and the condition of the structure they are fixed to. Formalise and record your inspection processes.	1			

No	Issue	Risk rating	Action	Dated	Signed off
Management of Health & Safety					
28.	Working at Heights A review of ladders has been completed and only commercial class ladders are used. Update your Ladder Register and ensure inspections are recorded.	2			
29.	Falls From Height The fence separating the Brunel memorial to the drop down to the A38 is deteriorating. This should be replaced to prevent access to the bank. It is noted that hostile planting would deter access.	2			
30.	Risk Assessment/Falls from Height The current access arrangements to the Guildhall loft space need to be discussed. It was confirmed that there is a boarded out walkway, however there is the potential to fall a long way through the unguarded sections of the ceiling. Confirm what access is required, and what controls are/will be in place and complete a risk assessment.	1			
31.	Risk Assessment A range of risk assessments are available. The significant findings have been shared with staff and this has been recorded.	3			
32.	Risk Assessment The current procedure for changing the flag in the Guildhall requires assessing. Your current risk assessment BG/RA3/V2 General Operations Office and Council Buildings states: A review of the current process to change the flag will be carried out with a view to simplify the process and reduce the need to reach outside the building. Ensure this is actioned.	1			
33.	Risk Assessment The Kirsten multi-tool with various attachments and the Wright stand on mower require risk assessing.	1			

No	Issue	Risk rating	Action	Dated	Signed off
Management of Health & Safety					
34.	Risk Assessment A risk assessment is required for all areas where staff regularly undertake ground maintenance works. This should include consideration of activities to be carried out: traffic - including rail, pedestrians safety, open water, livestock, equipment required, inclines, slips trips and falls and any site specific risks.	1			
35.	Violence and Aggression Reasonable controls to protect staff appear to be in place. Check your risk assessment BG/RA1/V1 Lone Working, Violence and Aggression to ensure it adequately reflects the controls you have in place.	2			
36.	Pressure Systems Confirmation is required that the compressor requires a written scheme of inspection. Your insurance company may be able to assist with this.	1			
37.	Health Surveillance Staff are exposed to a range of hazards which potentially have long term health implication. Consideration should be given to health surveillance including: <ul style="list-style-type: none"> Hearing Dermatitis Hand Arm Vibration 	2			
38.	Legionella Control A range of Legionella Risk Assessments have been completed. A review was carried out by H2H. H2H will resend all the revised Legionella Risk Assessments for reference. Ensure any outstanding actions have been addressed and ensure the control programs are being effectively implemented.	1			
39.	Managers H&S Checks H2H will forward a standard template for Managers Checks to be amended to reflect your operations. It is recommended that this is implemented to assist you with your management of health and safety.	2			
40.	Window Safety Within the Guildhall, confirmation is required that the low-level glazing is toughened glass. It would appear that a number of panes do meet the required standards.	2			

No	Issue	Risk rating	Action	Dated	Signed off
Management of Health & Safety					
41.	Slips Trips & Falls The carpark to Isambard house is uneven and a potential trip hazard. Fill the potholes/resurface.	1			
42.	Cemetery Safety Within St Stephens churchyard there are a number of headstones etc., which are a potential hazard. Once you have inspected and have identified a potential issue, this will need to be actioned. Clarity on the procedure is required. It may be the church's responsibility or the families who own the plot. Action will need to be taken within a reasonable timeframe, particularly if near walkways etc.	1			
43.	General Hazards Within parks managed by you, particularly around play equipment, a review of the condition of fencing, particularly chain link fencing, is required to ensure there are no cut and snag risks. Where issues are identified they should be addressed based on risk.	1			

AUDIT SCORE

MARKING SCHEME See scoring matrix

A. MANAGEMENT OF FIRE SAFETY		
1.	Means of Escape – Obstructions/Paths	3
2.	Emergency Procedures	3
3.	Emergency Lighting	3
4.	Fire Alarms	3
5.	Fire Risk Assessment & Management	3
6.	Internal Fire Doors	3
7.	Signage/Notices	3
8.	Flammable Liquid Storage	3
9.	Fire Risks Cupboards/Storage	3
10.	Chimney Safety	3
11.	Bin Areas – Arson Risk	3
12.	Electrical Switch Room	3
13.	Other Fire Risks/Fire Separation	3
14.	Fire Extinguishers	3
15.	Laundry	3
16.	Fire Pack – Available and Complete	3
17.	Weekly Checks & records	3
18.	Deep Fat Fryer	3
SUB TOTAL (54)		

B. MANAGEMENT SYSTEMS		
19.	Health and Safety Policy	3
20.	Team Meetings	3
21.	Manager Inspections	3
22.	Staff Training General	3

C. MANAGEMENT OF HEALTH AND SAFETY		
23.	Risk Assessments – General	3
24.	Electrical Safety	3
25.	Working from Heights (inc Ladders)	3
26.	Window Safety	3
27.	Internal Walkways/Corridors	3
28.	External Paths/Walkways	3
29.	Internal Steps/Staircases	3
30.	External Steps/Staircases	3
31.	Bathrooms	3
32.	Legionella Risk Assessments	3
33.	Legionella: Hot and Cold Water Checks	3
34.	Deadlegs and Weekly Flushing	3
35.	Legionella: Showers	3
36.	Legionella: Other items	3
37.	Gas Safety/LPG	3
38.	DIY/Maintenance	3
40.	Display Screen Equipment	3
40.	Manual Handling	3
41.	COSHH	3
42.	First Aid	3
43.	Waste Storage - cleanliness	3
44.	Noise Assessment	3
45.	Dangerous Machines	3
46.	Asbestos	3
47.	Lift/Lifting Equipment	3
48.	Accident Reporting/RIDDOR	3
49.	Accident Investigations	3
50.	Contractors	3
51.	Pedestrian & Vehicle Safety	3
60.	Other Health and Safety Hazards	3
61.	Pressure Systems	3

Max. Score =**Total Score =****Total Assessment Rating % =****Fire Safety %****Health And Safety %****Management Systems %**

Saltash Town Council Strategic Priorities

1. Boosting Jobs and Economic Prosperity:

To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.

2. Health and Wellbeing:

To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.

3. Housing:

To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council.

4. Travel and Transport;

To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.

5. Climate Emergency;

To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.

6. Recreation and Leisure;

To continue to provide, support and improve in Saltash, play parks, open green spaces, library service, leisure and sport facilities, and cultural activity, and to acknowledge our unique position on the Tamar and Lynher Rivers.

To receive a report on the Town Council Modern Logo and consider any actions and associated expenditure

Information:

The existing digital design of the Town Councils Modern Logo is not fit for publication and the original files cannot be located. Design companies have been approached to replicate the logo.

The logo contains shading, a detailed dragon and an unknown font.

In order to replicate the file the original design has been quoted to be traced and / or redrawn (design terminology) on a digital tablet before optimising a digital version, to provide a clear copy of the Modern Logo.

Costs reflect the designers' years of training and expertise.



Figure 1 - Copy of current digital version held by STC

Quotes:

Company	Cost
A	£328.00
B	£140.00
C	£60.00

Budget Code: 6301 PF Stationery

Budget Availability: £1,155

Members are asked to consider appointing a company to replicate the Modern Logo with costs to be allocated to budget code 6301 PF Stationery.

End of report

Administration Officer.

To receive a report on HM Land Registry Business E Services and consider any actions and associated expenditure.

Background:

In requesting recent Land registry documentation for Town Council owned land, the process has been identified as labour intensive and cost expensive.

Some documentation could be processed via card payment and immediately received online, though this does not apply to all, documents not available online must be requested via a postal submission form accompanied with a cheque (in line Financial Regulation Section 6.4 - requires two Members of the Town Council to sign the cheque as part of the process).

A postal submission can take considerable time to be processed due to internal and external processes. However, the Town Council as a local authority can apply to gain access to the HM Land Registry Business E-Services.

Overview:

HM Land registry state the benefits for using the business e-services.

- Use our electronic services instead of paper applications for:
- a faster and more accurate service;
- lower postal costs;
- lower fees for some services;
- a reduced environmental impact;
- an electronic audit trail to help prevent fraud.

To gain access, it requires the Town Council to setup a business e-services account and variable direct debit, by doing so would simplify the current internal process and significantly improve the external process:

- reduce time for receipt of any documentation;
- no postal costs;
- no cheques to be raised;
- provides access to full digital documentation;
- no paper versions required;
- no fee to create a business e-services account but there must be at least one variable Direct Debit to pay for the services used.

Further information on the business e-service can be located here: www.gov.uk/guidance/apply-for-hm-land-registry-business-e-services

Next Step:

Members are asked to consider:

1. Delegating to the Finance Officer working with the Responsible Finance Officer to setup a Town Council HM Land Registry variable direct debit in line with Financial Regulations Section 6.7;
2. Allocating associated Land Registry cost to budget code 6224 Professional Costs, working within budget;
3. Delegating to the Assistant Town Clerk to setup a Town Council HM Land Registry Business E-Services Account.

End of Report
Assistant Town Clerk

To receive a report on the Town Council media subscription and consider any actions and associated expenditure

Background:

Since 2021, the Town Council has held an annual digital subscription to the Liskeard and Saltash Voice newspaper via the Guildhall - The 2022-23 subscription expired in October 2023.

The reason for the Guildhall subscription is to review the newspaper for any Town Council related articles and circulate for Members information. For the year 2022-23 there were 83 articles circulated.

By way of email, a poll was actioned on 2nd November to understand Members thoughts whether it is worthwhile for the Town Council to renew the Guildhall subscription – response below:

Total responses received	15
Continue and renew subscription	8
Cease subscription	7
Outcome	To renew the subscription

The Library collect a copy of the Western Morning Newspaper on a Monday, Tuesday, Thursday, and Friday from the local newsagent for public use only.

Pressreader is available to library user's via Cornwall Libraries. The App provides access to local and international newspapers and much more. At present, newspapers available this end of the country are the Western Morning News and The Cornish Guardian. Saltash Library Hub recently received confirmation from Cornwall Libraries confirming that The Cornish Guardian will shortly be removed from the App.

Both the Guildhall and Library receive the free monthly Saltash Observer as a physical publication.

Research:

<u>Subscription</u>	<u>Purchase at a vendor</u>	<u>Monthly Cost</u>	<u>Annual Cost</u>	<u>Monthly Payment Method</u>
<u>Liskeard & Saltash Voice Digital subscription</u>	£1.70	Inclusive of 10% discount for registering for rolling month £5.40 per month. Weekly Editions	£64.80 per year (for reference only annual subscription unavailable)	Credit card
<u>The Cornish Times Digital subscription</u>	£1.50	Inclusive of 10% discount for registering for rolling month £4.68 per month. Weekly Editions	£56.16 per year (for reference only annual subscription unavailable)	Credit card
<u>The Cornish Guardian Paper copy Delivered via online/or collected</u>	£2.30	£9.77 per month. Inclusive of 15% discount for recurring payment via card or direct debit. Weekly Editions	£117.26 per year inclusive of 15% discount for annual subscription.	Direct debit or credit card
<u>The Cornishman Paper copy Delivered via online or collected</u>	£2.30	£9.77 per month. Inclusive of 15% discount for recurring payment via card or direct debit. Weekly Editions	£117.26 per year inclusive of 15% discount for annual subscription.	Direct debit or credit card
<u>Western Morning News Paper copy Delivered via online plus digital subscription</u>	£1.70	£46.69 per month. Inclusive of 15% discount for recurring payment via card or direct debit. Daily Editions	£560.30 per year inclusive of 15% discount for annual subscription.	Direct debit

For information - quotations have been explored for publications to be delivered via a local newsagent:

<u>Newsagent</u>	<u>Response</u>
Saltash News	Does not deliver newspapers
Church Road Stores	Does not deliver newspapers
MK Stores	Will not deliver to commercial address
Morrisons	Not taking on new deliveries at the moment

Currently, the Receptionist/Mayor's Secretary reviews the newspaper and circulates any related articles for Members information. Reviewing this process with the Community Hub Team Leader, it is apparent that the library team would be better placed to review future articles and circulate accordingly.

Copyright:

To share a copy of related newspaper articles internally with Members, the Town Council need permission from the copyright owner. In the case of newspapers, this is granted by individual publisher permission or a Newspaper Licensing Agency (NLA) issued licence.

A silver simplified license can be obtained with the associated annual cost of £602. This would permit sharing any Town Council unique articles and links up to a maximum of 999 cuttings per year inclusive of newspaper, digital and web articles. This would not permit any external sharing; another variation of license would need to be obtained to be inclusive of the ability to share externally.

The below response has been received from the NLA with regards to a suitable license for the Town Council.

Recap as to why a copyright licence is required, If NLA represented titles are received/self-sourced within the organisation and as a result articles are stored in PR folders or remain in inbox's and various email updates (systematic) presentations/PowerPoints are shared internally (Silver as up to 50 internal employees can interact with content) this also applies to any articles that are shared in internal Slack/Teams/DropBox chats, printing, scanning and photocopying.

Should copying of articles from NLA represented titles take place. this would result in organisation in fact operating illegally without the necessary copyright licence in place.

Below, you will find cover that is permitted if a Simplified Silver - Low licence is implemented which is what a majority of our licensees go ahead with.

- *All NLA titles are covered: you do not have to adjust/increase your licence cover when a newspaper or magazine title outside of your rights becomes of interest*
- *Use of a media monitoring service Web/Digital*
- *You can frequently share content with up to **50 employees** inside your organisation: and all staff can copy **ad hoc**, with less restrictions*
- *You can share content with up to **1** external user, this would be an additional cost on the Business Licence*
- *You can utilise up to (999) articles per year under the Low quantity which equates to (83) articles on average, per month under the Low option.*

“Frequent”:

on a regular basis and/or where there is: (a) a pre-determined set of recipients; (b) a structure; or (c) a pattern, including in respect of frequency (e.g. weekly, monthly, quarterly etc);

End of Report

Receptionist/Mayor’s Secretary



Simplified Licence Price List

Simplified Licence

Page 1 of 3

The Simplified Licence allows you to make or receive web, digital (e.g. scan, email, PDF) and paper copies from all newspapers, magazines and websites represented by NLA media access. A list covering all of our publications can be found at www.nlamediaaccess.com/title-search

This licence is designed to be flexible and easy to understand. There is no need to specify how many titles you are copying from and you won't be charged per user or per copy. There are four levels to choose from and fees are calculated by means of simple usage bands.

Three factors determine your fee:

1. Licence level

Choose bronze, silver, silver plus or gold.

2. Quantity

Choose low, medium, high or very high.

3. Staff band

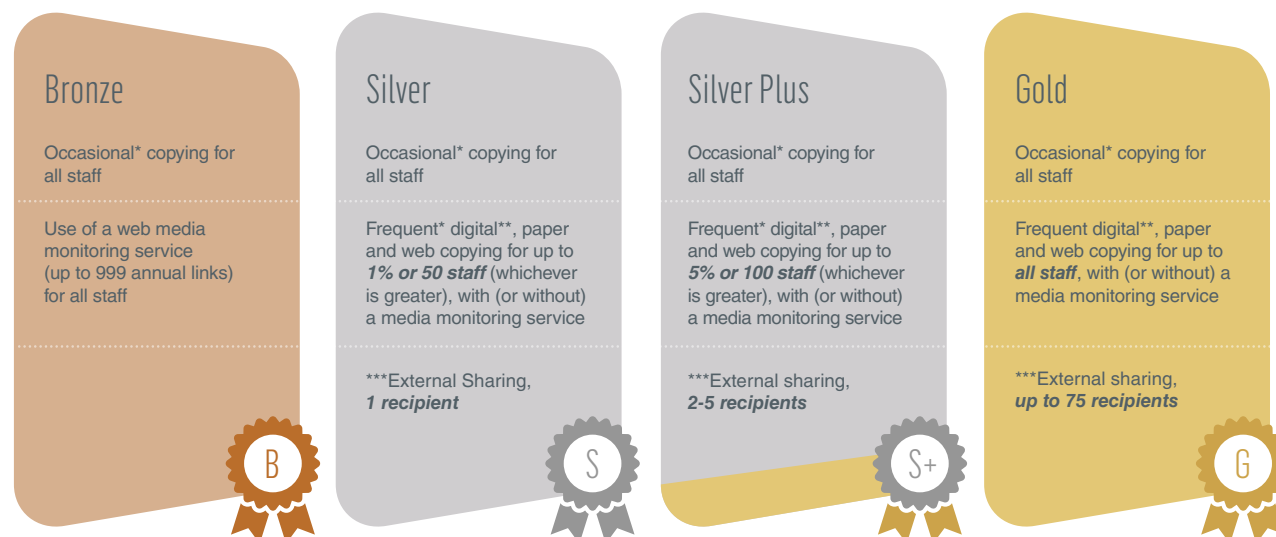
Choose your band from the price table.

Step 2. Choose your quantity

The numbers below indicate unique articles and links copied per year (this includes paper, digital and web articles).

Frequency	Min. cuttings	Max. cuttings
Low	0	999
Medium	1,000	9,999
High	10,000	99,999
Very High	100,000	-

Step 1. Licence level



Step 3. Choose your staff band

Now you can find your licence fee by choosing the staff band for your organisation, in the table overleaf.

Notes:

*Refer to "Occasional" and "Frequent" definitions in the terms and conditions

** Digital versions of print articles (e.g. scan, email, PDF)

*** An external recipient is defined in terms and conditions as one that provides a professional service to the licensee

N.B. NLA does not license non-UK users of web media monitoring services, so please exclude any such users from your recipient numbers when selecting licence level.

Indemnity - protection against previously unlicensed copying

NLA can cover you for historic unlicensed copying in the form of an indemnity. This legitimises earlier activity and is calculated using the current Price List.

To confirm the indemnity fee payable, please advise NLA of the date on which your organisation's copying commenced (noting that indemnity fees are subject to a maximum duration of six years in accordance with the Limitation Act 1980*).

If your organisation's copying habits or licence coverage details have changed over the applicable time, please provide further information regarding such variation, as this may increase or decrease the fees quoted.

Price on application for organisations with more than 75,000 staff.

Bronze	
Staff Band	
1-5	£217
6-25	£246
26-50	£338
51-100	£522
101-500	£1,012
501-1,000	£1,501
1,001-5,000	£3,121
5,001-10,000	£5,076
10,001- 25,000	£6,605
25,001-50,000	£8,408
50,001-75,000	£10,395

Silver				
Staff Band	Low	Medium	High	Very High
1-5	£345	£690	£1,380	£2,760
6-25	£602	£1,204	£2,408	£4,816
26-50	£1,116	£2,232	£4,464	£8,928
51-100	£1,757	£3,514	£7,028	£14,056
101-500	£3,467	£6,934	£13,868	£27,736
501-1,000	£5,138	£10,276	£20,552	£41,104
1,001-5,000	£10,701	£21,402	£42,804	£85,608
5,001-10,000	£17,502	£35,004	£70,008	£140,016
10,001- 25,000	£22,764	£45,528	£91,056	£182,112
25,001-50,000	£29,055	£58,110	£116,220	£232,440
50,001-75,000	£35,857	£71,714	£143,428	£286,856

Worked example

A business with 95 staff, receives content from a 3rd party media monitoring organisation (1,800 digital cuttings of print material and around 2,300 web links annually), and shares it among 10-15 staff regularly (i.e. "Frequent Copying"). They also share some content with one person externally (at their PR agency). This puts them in Silver level (as fewer than 50 staff Frequently Copy), and Medium quantity (between 1,000-9,999 articles are shared), with an annual fee of £3,514 +VAT.

Silver Plus				
Staff Band	Low	Medium	High	Very High
1-5	£432	£864	£1,728	£3,456
6-25	£1,029	£2,058	£4,116	£8,232
26-50	£1,971	£3,942	£7,884	£15,768
51-100	£3,126	£6,252	£12,504	£25,008
101-500	£6,121	£12,242	£24,484	£48,968
501-1,000	£9,073	£18,146	£36,292	£72,584
1,001-5,000	£18,872	£37,744	£75,488	£150,976
5,001-10,000	£30,809	£61,618	£123,236	£246,472
10,001- 25,000	£40,137	£80,274	£160,548	£321,096
25,001-50,000	£51,175	£102,350	£204,700	£409,400
50,001-75,000	£63,243	£126,486	£252,972	£505,944

Gold				
Staff Band	Low	Medium	High	Very High
1-5	£1,194	£2,388	£4,776	£9,552
6-25	£2,387	£4,774	£9,548	£19,096
26-50	£4,652	£9,304	£18,608	£37,216
51-100	£7,453	£14,906	£29,812	£59,624
101-500	£14,663	£29,326	£58,652	£117,304
501-1,000	£21,698	£43,396	£86,792	£173,584
1,001-5,000	£45,296	£90,592	£181,184	£362,368
5,001-10,000	£73,902	£147,804	£295,608	£591,216
10,001- 25,000	£96,190	£192,380	£384,760	£769,520
25,001-50,000	£122,771	£245,542	£491,084	£982,168
50,001-75,000	£151,735	£303,470	£606,940	£1,213,880

Extended Access

Retain access to content for up to 365 days

Under our standard Terms and Conditions, Licensees cannot create a library or archive of NLA represented content, whether this is sourced independently, or provided to you by a Media Monitoring Organisation (MMO). MMO supplied content in particular is only accessible for 28 days after it is made available to you.

If you prefer to hold on to content for longer, or to access your MMO supplied content beyond the 28 day period, then you may like the “**Extended Access**” option. **Extended Access** gives you permission to access content for up to **365 days**.

Cost: Extended Access is optional, and is priced at 10% of your overall licence cost (excluding indemnity fees)

Worked example

A business with 95 staff receives content from a 3rd party media monitoring organisation (1,800 digital cuttings of print material and around 2,300 web links annually), and shares it among 10-15 staff regularly (i.e. “Frequent Copying”). They also share some content with one person externally (at their PR agency). This puts them in Silver level (as fewer than 50 staff Frequently Copy), and Medium quantity (between 1,000-9,999 articles are shared), with an annual fee of £3,514 +VAT.

Silver Medium	£3,514
Extended Access	£351.40
Total Licence fee	£3,865.40

Indefinite Access

Users with Indefinite Access can continue to view content with no time limit, from the day it is published

Under our standard Terms and Conditions, Licensees cannot create a library or archive of NLA represented content, whether this is sourced independently, or provided to you by a Media Monitoring Organisation (MMO). MMO supplied content in particular is only accessible for **28 days** after it is made available to you.

If you prefer to hold on to content for longer, or to access your MMO supplied content beyond the 28 day period, then you may like the “**Indefinite Access**” option. **Indefinite Access** gives you permission to **access content with no time limit**, from the day it is published.

Cost: Indefinite Access is optional, and is priced at 30% of your overall licence cost (excluding indemnity fees)

Worked example

A business with 95 staff receives content from a 3rd party media monitoring organisation (1,800 digital cuttings of print material and around 2,300 web links annually), and shares it among 10-15 staff regularly (i.e. “Frequent Copying”). They also share some content with one person externally (at their PR agency). This puts them in Silver level (as fewer than 50 staff Frequently Copy), and Medium quantity (between 1,000-9,999 articles are shared), with an annual fee of £3,514 +VAT.

Silver Medium	£3,514
Indefinite Access	£1,054.20
Total Licence fee	£4,568.20

To receive a report on the Neighbourhood Plan website and consider any actions and associated expenditure

Background:

The Saltash Town Councils Neighbourhood Plan website is currently managed by a hosting solutions supplier. This website is created in the wordpress format.

[Please click here to view the website.](#)

The supplier is closing their hosting solutions and a new hosting option for the website is required to be sourced, with the current hosting and domain management coming to an end in February 2024. The current supplier cost is £9.54 for the domain renewal per year, all other related website costs were included in the initial Neighbourhood Plan project.

Three quotes have been sourced for a new hosting solution, inclusive of migration, domain hosting, website hosting and SLL certification.

Quotes:

Company A:

Have stated they do not work with the Wordpress format and have offered possible solutions to allow the website to remain active.

The domain can be hosted by any registrar of UK domains – it is currently on TSOHost, but can be moved (usually at no cost) to any other registrar.

The hosting needs to be provided by a service offering Wordpress hosting. I have been back to our hosting suppliers and they do not provide this service. However Wordpress is very popular and there are many companies who offer Wordpress hosting, but you will also need a website design company who can maintain the site. This is crucial for Wordpress websites, as they are particularly vulnerable to hacking attacks.

I do not work with any Wordpress design companies, and am unable to recommend anyone. However you may find that Saltash Chamber of Commerce has at least one member who may be able to assist.

The website design company should also be able to help with transfer of the domain to their preferred registrar.

Alternative options include transferring the existing website to the same platform as used by the Town Council website, but this is probably not economically viable, or creating a section on the Town Council website for the Neighbourhood Plan, as we have done with other councils.

After further discussion with the provider, they have provided the following two options for members consideration.

1. To create a new website and transfer the information from the current, on the same platform used for the Town Councils website at an estimated cost of £800, with ongoing costs of £80 per year for hosting inclusive of SLL certificate and £25 for the domain renewal for two years subject to inflation.
2. Transfer to a static version of the current website. Held by the providers hosting solutions at a cost of £120 to complete the transition and £80 per year for hosting inclusive of SLL certificate and £25 for the domain renewal for two years. This would keep the same look of the website, but any required changes would be harder to implement, changes would need to be quoted at the point of need.

Option 1		Option 2	
Creation of new website		Transfer to a static version of current website	
Cost to create a new website and transfer information	£800	Cost of transfer to static version	£120
Hosting Inclusive of SLL Certificate (Per Year)	£80	Hosting Inclusive of SLL Certificate (Per Year)	£80
Domain Renewal (Two Years)	£25	Domain Renewal (Two Years)	£25
Initial / Year 1	£905	Initial / Year 1	£225
Ongoing costings per year subject to inflation	£105	Ongoing costings per year subject to inflation	£105

Company B:

Can migrate and host the Town Councils Neighbourhood plan website from the current hosting solution to their hosting and management options and have provided the following quotation for Member's consideration. As part of the quotation they have stated they action a robust 6 monthly review of the website for maintenance and security with a hands-on visual inspection of each page for compliance. If any content changes are required a further quotation based on the work and time required will need to be obtained.

Item	Cost
Migration of Website	£360 One off Cost
Hosting – inclusive of monthly back up	£288 £24 per month (Billed Yearly at £288)
SLL Certificate & Management	£120 per year
Domain Migration Cost	£90 One off cost
Domain Renewal	£29.99 (ongoing yearly cost)
6 Monthly website, maintenance and security checks	£90 6 monthly
Total to transfer – Year 1	£977.99
Ongoing costings per year subject to inflation	£617.99

Company C:

Submitted a quote to migrate and host the Town Council's Neighbourhood plan website to their hosting solutions. As part of their monthly hosting cost, theme, plugins and security will be reviewed. A daily back up is actioned of the website included in costings. If any content changes are required a further quotation based on the work and time required will need to be obtained.

Item	Cost
Migration of Website	£360 One off Cost
Hosting – Inclusive of SLL certificate	£32 Per month inclusive of SLL Certificate
Domain transfer & hosting	£9.50 Per year inclusive of transfer
Total to transfer – Year 1	£753.50
Ongoing costings per year subject to inflation	£393.50

Budget:

Budget Code: 6275 EMF Neighbourhood Plan

Budget Availability: £7,768.00

Next Steps:

1. Members are asked to consider approving a provider to migrate and manage the Town Councils Neighbourhood Plan website for a three year period;
2. Allocate associated cost to budget code 6275 PF EMF Neighbourhood Plan;
3. Delegate authority to the Assistant Town Clerk to sign off the provider agreement on behalf of the Town Council.

End of Report
Assistant Town Clerk

Policy Group: General

STC Seals & Logo

RESPONSIBLE COMMITTEE: P&F

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

Current Document Status			
Version	2023	Approved by	ATM
Date	May 2023	Date	04.05.2023
Responsible Officer	AJT	Minute no.	65/23/24c(xvii)
Next review date	Annual or as required		

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
03/2011	1	AK	FTC 03.02.2011	291/10/11	New
05/2021	1/2021	AJT	ATM 20.05.2021	46/21/22c(xiii)	Reapproved – new council
05/2022	1/2022	AJT	ATM 05.05.2022	54/22/23b(xxii)	Reapproved
10/2022	2/2022	AJT	FTC 01.12.2022	280/22/23b	Revised delegated authority
05/2023	2023	AJT	ATM 04.05.2023	65/23/24c(xvii)	Readopted
<u>12/2023</u>	<u>12/2023</u>	<u>AJT</u>	<u>P&F</u> <u>09.01.2024</u>		<u>Remove requirement to report decisions made under delegated authority.</u>

Document Retention Period
Until superseded

Saltash Town Council

Policy on use of STC Seals & Modern Logo

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

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

Background

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

The Town Seals

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

The Modern Logo

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

Permission to use the Town Seals or Modern Logo

The Town Clerk, or in their absence the Assistant Town Clerk, has delegated authority to make decisions on requests to use the Town Seals or Modern Logo. ~~Decisions made under delegated authority will be reported to the next meeting of the Town Council.~~ Requests to be added to an internal register to be reported at the end of each Policy and Finance Committee year.

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red

Protocol

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

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

DRAFT

ANNUAL REPORT OF SALTASH YOUTH NETWORK FORMERLY SALTASH TOWN YOUTH COUNCIL **(STYC)2023**

At the AGM of the Saltash Town Youth Council it was formerly agreed that the name be changed to Saltash Youth Network to better reflect the works undertaken by the organisation.

Saltash Youth Network have met regularly over the past year. We have continued to offer support to our youth organisations by way of Grants and send regular emails keeping everyone up to date with all the help that is available including outside funding, training courses etc. We held a Defib workshop last year and purchased our own training defib equipment, resuscitation Annie and baby which is all available to any youth organisation to borrow for training purposes.

Some of the Youth Organisations continue to struggle especially with the lack of adult volunteer leaders. Without willing leaders these organisations simply cannot function. Most of our Youth Organisations are running at full capacity and waiting lists exist for some clubs. If more adult volunteers came forward they could expand access.

SYN once again supported our members at the Mayfair by sponsoring the Youth Village in Victoria Gardens. We hope to be invited back by the May Fair committee and build on this for next year.

SYN have, since January 2023 (10 months) awarded in total £3530 in grants –

The Core (for summer holiday activities),
Saltash United Juniors Football Club (Club ties),
Town Junior band (to help with costs to travel to their competition in Cheltenham),
Girl guiding (contribution towards their camping trip). Saltash Wesley Youth Club (large screen TV)
Saltash Rugby Club (funding towards their U16 end of season tour). We also made grants to 2 individuals – one of whom went to Accra Ghana with Dream Africa Care to help in a medical facility.
Saltash Amateur Boxing Club (new boxing gloves and water filled punch bags)

We are in the process of costing some silent disco equipment which will be held by the Saltash Youth Network. This equipment will be loaned, free of charge to any affiliated youth organisation so that they can use it to fund raise for their own club.

Our crisis fund that our member organisations can apply to is still up and running. This was set up to ensure that young people/families who are experiencing financial difficulties can still access their clubs. SYN pay the subs direct to the club to a max of £100 per organisation. This ensures children don't miss out and ensures the organisations can still cover their costs. With the current financial crisis we feel that this continues to be a very valuable lifeline to some young people and families.

We actively encourage any youth organisations in the town who are not affiliated to the Youth Network to join us and benefit from the grants and information/connections we have. If you know of any who wish to join please feel free to pass on our details, or they can make contact through our Facebook page.

We would like to take this opportunity to thank Saltash Town Council for their continued support which is very much appreciated.

SALTASH YOUTH NETWORK

Saltash Town Council

SYN Invoice 001/2023

DATE	DESCRIPTION	AMOUNT
22/10/2023	Award of Precept Funding to be distributed to Saltash and district Youth Groups and young individuals in accordance with the Constitution, Rules and aims of the Saltash Youth Network.	£4000.00
	SUBTOTAL	£4000.00
	TAX	£ NIL
	TOTAL	4000.00

BACS Payments to:

Saltash Youth Network **PLEASE NOTE CHANGE OF NAME**
Barclays Bank
20-50-40
Acc 80295345

SALTASH TOWN YOUTH COUNCIL as at 31/12/22

RECEIPTS

saltash Baptist Membership fee	£5.00
STC grant	£4,000.00
Youth committee funds	£877.69
TOTAL RECEIPTS	£4,882.69

PAYMENTS

	INDIVID Grant	£150.00
Waterside Explorer Scouts	Grant 2022	£500.00
The Core	Grant 2022	£500.00
Saltash United Football Club	Grant 2022	£500.00
MayFair 2022	MAYFAIR 2022	£392.12
Saltash Town Band	Grant 2022	£500.00
Saltash Baptist	Grant 2022	£500.00
Livewire	Grant 2022	£500.00
Venue hire		£60.00
Saltash Girlguiding	Grant 2022	£500.00
Equipment (first aid for trainir	Equipment	£500.00
saltash Scouts	Crisis funding 2022	£100.00
TOTAL PAYMENTS		£4,702.12

OPENING BAL 1/1/2022	£6,537.22
PLUS RECEIPTS TO DATE	£4,882.69
LESS PAYMENTS TO DATE	£4,702.12
	<u>£6,717.79</u>

ASSETS

Held by St John Ambulance Cadets/Badgers

1 x Resuscitation Baby
1 x Resuscitation Annie
1x training Defibrillator

BAL OF BANK STATEMENT 31/12/2022	£6,717.79
CASH IN HAND	£0.00
PLUS CREDITS NOT PAID IN	£0.00
LESS CHEQUES NOT CASHED*	£0.00
	<u>£6,717.79</u>

DATE		CHQ NC DEBIT		STYC 1st Jan 2022 - 31 Dec 2022		CREDIT		BALANCE
				PAYEE				
01/01/22				Opening balance				£6,537.22
01/01/22				youth committee monies absorbed		£	877.69	£7,414.91
18/01/22	100411	£150.00	y	████████	INDIVID Grant			£7,264.91
21/03/22	100412	£500.00	y	WATERSIDE EXPLORER SCOUTS	Grant 2022			£6,764.91
29/03/22	100413	£500.00	y	saltash United Football Club	Grant 2022			£6,264.91
29/03/22	100414	£500.00	y	The Core	Grant 2022			£5,764.91
06/04/22	100415	£54.00	y	Printminor Stickers	Youth Village 22			£5,710.91
26/04/22	100416	£183.00	y	Diverse events	Youth Village 22			£5,527.91
04/05/22			y	Saltash Baptist Membership fee	Membership fee	£	5.00	£5,532.91
06/05/22	100420	£500.00	y	Livewire	Grant 2022			£5,032.91
06/05/22	100419	£500.00	y	Saltash Baptist church	Grant 2022			£4,532.91
06/05/22	100418	£500.00	y	Saltash Town Band	Grant 2022			£4,032.91
06/05/22	100417	£30.00	y	████████	Youth Village 22			£4,002.91
10/05/22	100421	£50.12	y	████████	Youth Village 22			£3,952.79
10/05/22	100422	£75.00	y	████████ Sumo suits	Youth Village 22			£3,877.79
28/06/22	100423	£60.00	y	The Core	Venue hire 22			£3,817.79
29/09/22	100424	£500.00	y	Saltash Girlguiding	Grant 2022			£3,317.79
20/10/22	100425	£500.00	y	Equipment for training (Annie)	Equipment			£2,817.79
20/10/22	100426	£100.00	y	Saltash Scouts	Crisis 2022			£2,717.79
11/11/22			y	grant from stc	STC Grant 2022	£	4,000.00	£6,717.79
								£6,717.79
								£6,717.79
								£6,717.79

Syn 1ST JAN 2023 - to date

£6,717.79

23/01/23			Saltash Dof E closed down	Donation	£220.00	£6,937.79
02/02/23	100427	£150.00	██████████	Grant 2023		£6,787.79
02/02/23	100428		cancelled			£6,787.79
02/02/23	100429	£500.00	Saltash Wesley Youth	Grant 2023		£6,287.79
02/02/23	100430	£500.00	The Core	Grant 2023		£5,787.79
06/02/23			Boxing club and Football club	Aff Fees 2023	£20.00	£5,807.79
06/02/23			Various aff fees	Aff Fees 2023	£70.00	£5,877.79
02/02/23			Saltash Rugby Youth	Aff Fees 2023	£10.00	£5,887.79
31/01/23			Saltash Wesley Youth	Aff Fees 2023	£10.00	£5,897.79
			Livewire	Aff Fees 2023	£10.00	£5,907.79
			Baptist church	Aff Fees 2023	£10.00	£5,917.79
			Saltash Girl Guiding	Aff Fees 2023	£10.00	£5,927.79
			The Core	Aff Fees 2023	£10.00	£5,937.79
20/03/23			Barclays Bank	Compensation	£50.00	£5,987.79
30/03/23	100431	£150.00	██████████	Grant 2023		£5,837.79
30/03/23	100432	£250.00	Saltash rugby Club	Grant 2023		£5,587.79
30/03/23	100433	£500.00	Saltash United Football Juniors	Grant 2023		£5,087.79
06/04/23	100434	£60.00	SC re cloud 9 photo booth	May fair 2023		£5,027.79
15/05/23	100541	£140.00	Cloud 9 Mayfair	May fair 2023		£4,887.79
19/05/23	100542	£75.00	Bounce Crazy sumo suits	May fair 2023		£4,812.79
14/06/23			Barclays Bank	Compensation	£50.00	£4,862.79
22/06/23	100543	£500.00	Saltash Girlguiding	Grant 2023		£4,362.79
22/06/23	100544	£480.00	Saltash Town youth Band	Grant 2023		£3,882.79
17/10/23	100545	£500.00	Saltash ABC	Grant 2023		£3,382.79
						£3,382.79

SALTASH TOWN YOUTH COUNCIL

1/1/23 to date

RECEIPTS

saltash D of E		£220.00
ABC	Aff fee	£10.00
Saltash United Junior football	Aff fee	£10.00
St John Ambulance	Aff fee	£10.00
SHCF	Aff fee	£10.00
Essa Drama	Aff fee	£10.00
2nd Saltash Scouts	Aff fee	£10.00
Town Band	Aff fee	£10.00
Saltash Sailing Cadets	Aff fee	£10.00
Saltash explorer Scouts	Aff fee	£10.00
salatsh Rugby youth	Aff fee	£10.00
Salasth Wesley Youth	Aff fee	£10.00
Saltash Baptist church	Aff fee	£10.00
The Core	Aff fee	£10.00
Livewire	Aff fee	£10.00
Girl guiding	Aff fee	£10.00
Barclays compensation	donation	£50.00
Barclays compensation	Donation	£50.00
TOTAL RECEIPTS		£470.00

PAYMENTS

	Ind Grant	£150.00
Saltash Wesley Youth	Grant 2023	£500.00
saltash united juniors	Grant 2023	£500.00
Saltash Rugby youth	Grant 2023	£250.00
	Grant 2023	£150.00
The Core	Grant 2023	£500.00
Mayfair Expenses	Mayfair 2023	£275.00
Girlguiding	Grant 2023	£500.00
Saltash Town Youth Band	Grant 2023	£480.00
Saltash A Boxing Club	Grant 2023	£500.00
TOTAL PAYMENTS		£3,805.00

OPENING BAL 1/1/2023	£6,717.79
PLUS RECEIPTS TO DATE	£470.00
LESS PAYMENTS TO DATE	£3,805.00
	<u>£3,382.79</u>

Equipment held

1 x Resuscitation Annie

1 x Resuscitation Baby

1x training Defibrillator

TO RECEIVE AN UPDATE ON GRANT APPLICATION CC269 SALTASH UNITED FOOTBALL CLUB.

(Pursuant to Policy and Finance Committee held on 12.09.2023 Minute Nr. 71/23/24)

1. CC269 Saltash United Football Club;

Members discussed extending the deadline for the awarded funds to Saltash United Football Club to allow sufficient time for the project works to be completed.

Members noted the various delays being experienced and the continued hard work being undertaken to raise the additional funds required.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to extend the Community Chest Grant of £1,000 until the end of the financial year 31st March 2024 reporting any further progress at the next available Policy and Finance meeting.

Overview

Saltash United Football Club Grants Officer has provided the below update:

We are at last in receipt of the three identical quotes for the work. The next step is to submit them to the Football Foundation for assessment.

Recommendation

It is recommended that members note the update.

End of Report

Receptionist/Mayor's Secretary

Tincombe Tea Party Report 2023

The Tincombe Tea Party took place on the afternoon of 26th August 2023 for the third year running, thanks to local sponsors and grant funding from Saltash Town Council.

The afternoon was a great success; even the sudden down pours did not put people off. Over the afternoon it is estimated we had more than 1000 visitors with around 150 at any one time. This was our most successful year raising nearly £700.

The Tea Party saw around 15 stalls from very local small businesses, who all reported they had a good afternoon.

This year the Sunset Swing Band returned, along with Peter Mancini, our MC for the day. We were also entertained by the Saltash U3a Ukulele Group, making their debut appearance.

Once again Tincombe Park was graced by Thomas Tingcombe, who owned the land 250 years ago. Thomas only appears once a year and only to visit this event! This year Cllr David Yates transformed himself into Thomas and played a convincing role, lording it around all afternoon! Thank you David.

To our volunteers at Tincombe the highlight of the day was meeting the Mayor and Mayoress, Richard and Sarah Bickford who walked around eager to chat with them.

Many thanks to Saltash Town Council for supporting this event.



We like to let people know that Saltash Town Council fund and support this event. Here's a few ways we have done just that including on our notice boards, website, social media and in the Saltash Observer and on Saltash Radio.



ber Chairman Peter Ryland Keeping us Updated ...

I, I am almost at the end of another year as chairman of the Saltash Chamber of Commerce. Our AGM is in October, so the meeting was the last of an eventful, busy

most visible activities is the Christmas Festival, signals the Christmas period. Delivering this community for I'm pleased that the Town Team will be looking to deliver a scheme that will be a happy compromise for all, but the scale will depend on our success in unlocking funding opportunities.

Many people have commented favourably on the diversity of trade in the town but the news that Lloyds is to close means that there will no longer be a bank here. The Chamber is considering what action to take so that its members do not have to go to Plymouth for their banking requirements. But although we will, probably, not have a bank we do have a butcher, a jeweller, a bookshop, a pet shop and a grocer in the town centre. Many towns have lost them completely or they are out of town.

Chamber members have also played an active role in Safer Saltash (which helps to make Saltash a safer place), Saltash Scrapstore (which helps to keep items out of landfill and helps funding community projects such as the Lantern Parade at the Christmas Festival) and CEPL12 (which helps to provide fresh food and meals for those in need).

The Chamber has a diverse membership, and would love to have more members from the business community so that we can continue to support our businesses and continue to take an active role in the decisions that impact and shape our community.

yal Anomaly

provides a valuable record of activities in the Saltash area. 2020 issue you published an TAMAR Britain's newest searching Royal Navy topics. bearing the name HMS tations of the ships' badges ere used to replace bow ons from wood and sail to

main Royal Navy historical sources, museums and

presumably went unquestioned

Tincombe Tea Party Celebrates Environmental Enhancement



The Tincombe Tea Party is fast becoming a Saltash tradition, and the latest edition of this annual event was enjoyed on a Saturday in August that was generally sunny, although scattered light showers saw some people taking shelter under gazebo cover. Thomas Tingcombe, the 18th century squire who bequeathed Tincombe Park to the borough of Saltash, made a guest appearance, his wig kept dry by his fine tricorne hat. People said that this year he bore an uncanny resemblance to Councillor David Yates.

The Friends of Tincombe provided a bug hunt for younger visitors, while collaboration with Cornwall Wildlife Trust gave young and not so young the chance to make a bird feeder or spider catcher. The delightful variety of craft stalls celebrated local skills ranging from jewellery to photography and walking sticks. Meanwhile, there was a continual queue to sample the tasty home-made cakes.

Entertainment was provided for the third year, by popular request, by the Sunset Swing Band, while local crooner Peter Mancini also made a welcome return, his mellow numbers well attuned to a summer's afternoon. Newcomers Ukes 3 A, a ukulele group based within Saltash u3a and playing in public for only the second time, gave a well-appreciated performance that resonated with fun.

"We are grateful to Saltash Town Council for giving us a grant to host this Tea Party", said James Jenkins, Chair of Friends of Tincombe. "It has given us the chance to bring the community together and promote our work enhancing this beautiful 12-acre green space." Recent projects led by the Friends include the

installation of a picnic table donated by Tamar Landscaping Ltd, and an environmentally friendly bench made by volunteers from pallets. The Friends will be making a 'stumpery', a home for plant and animal life built of logs, to add to the 'hibernacula', a home for amphibians to pass the winter.

The Friends of Tincombe also hold Easter, Christmas and other seasonal events along with regular Tree Walks and Wildflower Walks. If you would like to get involved at Tincombe Park, the volunteers meet on the 1st and 3rd Saturday of every month, 10am at Tincombe Green (PL12 4PY). Just come along!

BRYONY HINE

exp UK



Exciting news, there's a new agent in town! Bryony Hine Estate Agent is now open for business covering Saltash & Plymouth and all surrounding areas.

If you are thinking of selling or are interested in knowing what your home could be worth, get in touch with me today for your free no obligation valuation!

T: 07429659268

E: bryony.hine@exp.uk.com



CARPETS | VINYL | LVT | LAMINATE

Saltash & District Observer - Sept

Cotton's Ta

01752 8484

WWW.SALTASHTAXIS.C

COTTONS 16 SEA
MINI COACHES 01752

MOVING ON REM

PROFESSIONAL HOUSE
REMOVAL SERVICE

Packing/Storage

Local & National Remo

Saltash 249318

Mob: 07411 589 90

THE BOOKS

BOOKS | COFFEE | TEA |

Enjoy Brunch I

& Sweet or Savoury Cr
our Roof Terrace with view

See our New Ra

Ravensburger & Gibb

in Store Nov

96 Fore St Saltash Tel: 0

Newell's TRAVEL

www.newellstravel.co.uk

LONDON

WEEKEND B

7th November - 3 Days/2

With Local Pick

Call in or call

100 Fore Street, Saltash Te

saltash@newellstrav

LOVEFLOOR

"LOVE THE FLOOR YO

0175

Don

Cor

Inst

Mea

Es

s from
ity so
ue to
s and
ve role
mpact
ity.

V
rd of
area.
d an
west
pics.
MS
lges
ow
l to

rical
and
say
the
was

return, his mellow numbers
well attuned to a summer's
afternoon. Newcomers Ukes 3
A, a ukulele group based within
Saltash u3a and playing in
public for only the second time,
gave a well-appreciated
performance that resonated
with fun.

“We are grateful to Saltash
Town Council for giving us a
grant to host this Tea Party”,
said James Jenkins, Chair of
Friends of Tincombe. “It has
given us the chance to bring the
community together and
promote our work enhancing
this beautiful 12-acre green
space.” Recent projects led by
the Friends include the













presumably went unquestioned
~ perhaps until now. I wonder if
they thought to find the view of
someone Cornish.


The bezants ~ or solid gold
circles or roundels ~ were used

T:0742
E: bryo




CARP
RUGS
A



**Saltash Group**
Private group · 13.3K members

Joined ▾

**Community home**
1 photo, 4 posts

**Saltash Group**

From notifications

**James Jenkins**
Top contributor · 20h · 🌐



Good afternoon.
A massive thankyou to Saltash Town Council for funding the Tincombe Tea Party again 😊

 Like

 Comment

 Send



Chris Haverson, Cathy Parsons and 14 others

Newest activity ▾



James Jenkins ► Saltash Group

40m · 🌐



This Saturday between 12 and 5pm the [Tincombe Tea Party](#) is back for a 3rd year 😊

THIS YEAR WE HAVE LOTS OF VERY LOCAL CREATIVE CRAFT STALLS, FABULOUSLY SUPERB MUSIC AND PLENTY OF ACTIVITIES FOR THE CHILDREN. BRING A PICNIC AND COMPLIMENT IT WITH A CUP OF TEA AND A CAKE WHICH WILL BE AVAILABLE AT OUR TEA TENT.

The [Tincombe Tea Party](#) only happens due to the amazing generosity of the Saltash people, of local businesses and the Grant funding that Saltash Town Council donates to this event.

COME ALONG, BRING THE FAMILY, MEET UP WITH FRIENDS OLD AND NEW!





James Jenkins (Chair)
Friends of Tincombe



Saltash Regatta Committee



info@saltashregatta.co.uk

13/09/2023

Regatta Reflections – Chairs report

Regatta 29th & 30th July 2023

Karen Lilley, Chair and Aaron Monk (Diverse Events CIC) along with the volunteers organising the annual Regatta and Waterside Festival would like to share that the actual event was a great success. However, it has to be noted that financially, it was the hardest year we have had. We were rejected by a number of sponsors and grants and had to set up a Community fundraiser through Crowdfunder to raise the capital needed as a combined fundraiser with the Christmas Festival and Mayfair. The target of £15000 was reached but we had to use money from other pots to achieve this or we would have not been able to keep the money we raised. Unfortunately the target amount was less than the cost to run this event so we are in a deficit.

Sponsorship was sourced in the main from Saltash Town Council, which we were extremely grateful for, in addition to the Crowdfunder and South West Surfacing Specialists LTD. Financial contributions were also gained from Cornwall Councilors, Carlton Plastics, the Sue Hooper Charitable Foundation, Grove Nurseries Boarding Kennels, Infinite, and a small number of businesses locally. Raising money is becoming a great concern, we have already applied and been rejected for 2024 through the Scops Art Trust.

Our other challenge is support to run the event. We have not been able to find volunteers, leaving the main tasks of fundraising, managing the event, organising the entertainment and all marketing down to one and a half volunteers. As always the expertise of Diverse Events for event management plans, stall bookings (amongst many other things) has been invaluable. The money raised through stall bookings increases every year and contributes to the costs. This year it was just under £5500. We could also not have had other key activities such as the Cardboard boat race, Paddle board relay and Treasure Hunt without the support of Redeemer Church, Saltash. Hilary Frank helped with several aspects and always offers a great deal of advice and practical support, using her experience running other key events in the

town. We have lost our Royal Navy support and had to rely on very young Marshalls from the Air Cadets and Barne Barton Community Ambassadors, who manned road blocks etc, they were committed and invaluable but also inexperienced, which is not always a good representation of such a large event.

Other crucial supporters included Mike Pitches Photography and Community Enterprises, PL12. The shuttle bus service was very well received and was at no cost to Regatta as donations were given by users. We have had feedback to say that this really increased footfall to Fore Street.

The Saltash service deliver team was really helpful throughout every stage of the preparations and the event itself, as was the Town Clerk.

A huge thanks to the Mayor at the Civic and Children's Parade. The Mayor opened the event and supported as much as possible. Having the event in the summer holidays was not very successful in terms of numbers; we hope this will be improved upon in the future.

Saltash Town Band led the procession safely to the Waterside, where prizes were handed out. We were very grateful to the Sue Hooper Charitable Foundation who funded the band.

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

A huge thanks to SEA and the litter rangers who worked hard to keep the site clean.

We had a new addition this year with Saltash Radio covering the whole event. This was a real asset to Regatta. Saltash Radio is a new initiative, supported by Saltash Town Council.

We were fortunate to have an undercover bar area provided by Born Hectic events which was needed when the rain inevitably came!

We had a new set up with the stage positioning, which was also successful. Having the stage on Jubilee Green created more seating and comfort. It also stopped queues for food vendors blocking Old Ferry Road as we moved them to the car park.

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

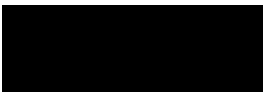
Once again, Saltash Environmental Action worked to keep the area spotlessly clean.

The future date for Regatta has been set for 13th and 14th July 2024, this date came through negotiations with Caradon Gig rowers, Saltash Sailing Club and Born Hectic, who run the bar.

We could not have run this event without the financial support received by Saltash Town Council but it has to be stated quite clearly that we made a loss this year despite every effort. The future is not secure for this event and manpower is extremely low.

As the Chair I would very much like to explore and investigate ways to change our entity to a CIC or CIO. Ideas include having Saltash Community Events CIO, this would have all 3 key events under one umbrella company and share the responsibilities and liabilities, as they stand now. I am hoping to get support for this and practical advice through the Growth Hub. This is not by decision to make alone, but is definitely something I will propose. That said, if we keep having funding bids rejected and do not get any further help, we will not be able to hold the Saltash Regatta in 2024. This would be a great loss to our community. I was planning my own retirement after 13 years involvement, but I am not convinced there is anyone I can pass it on to!

Yours Sincerely

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

Report to Saltash Town Council from Livewire youth project for July, August and September 2023

- 1. Number of open access sessions run:** 25 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. This will be another category in the next report because the Wednesday sessions are no longer open access as we had to cap the numbers and in fact just before we stopped for our summer break we capped at 100 juniors. When we re-opened in September we had to stop young people joining after 2 weeks, which hasn't happened before in all the years I have worked here at junior club so future entries on Junior club won't be coming under open access sessions but they remain an important part of what we do at Livewire so I will continue to report to the Town Council on them. In addition to our open access sessions we also run a young women's music session on Tuesday evenings 12 in total and during these sessions young women are encouraged to come along and make music with 2 musicians, we are currently looking for another female all round musician to help support this and ensure the young women attending get the very best. 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 14 in all for bands and individual young people with music to record.
- 2. Number of detached/outreach youth work sessions run:** only 8 during this period mainly due to Livewire shutting down for 2 weeks and schools returning in September meant there weren't so many young people that of course and the weather with lots of rain there have been just a few young people outside jumping off the pier, we have continued to concentrate on 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 yet again we have experienced nothing but lovely young people with excellent manners. The piano on the waterside was moved to outside Livewire and has continued to attract interest from passersby but again nothing

untoward and it has continued to be a joy to see young people of varying abilities playing whilst their friends sing along. I'm sorry to sound like a broken record but again 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. They have been environmental issues as they have remained close to young people's hearts and minds. Mental health and wellbeing as it seems that more and more young people present needing additional support in this area. And this time we have had people from Plymouth university coming along for group sessions as part of their research into violence against women so we made a single issue programme of this topic and we have been amazed by the contributions of young people into this topic. The lecturers from Plymouth university came once before at the beginning of their research but wanted to come back towards the end of the research so we are awaiting the results from the research and will share it with the Town Council and the safer Cornwall group.
4. Approximately 360 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. 2 young people have been supported in getting into employment in this period and 1 young person has been supported in going back to school and 2 young people have been supported in getting into or back into training during this period.
7. This period 123 young people have measurable distance travelled.
8. This period we have had 52 young people referred to livewire from other agencies, 13 from schools, 4 from targeted youth support, 0 through social care, 3 from CAMHS, 5 from youth offending team, 0 from the Police, 14 from GP's, and 13 from the zone. These young people have been referred for Counselling, daytime sessions, youth support sessions and for the open access sessions.
9. 426 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 have since had more funding come into Livewire for example £15,000 from P. Townsend and £10,000 anonymous gift for the new PA which is actually worth £60,000 meaning Livewire probably has the best sound system in the area. We have also had a grant from Garfield trust for £30,000 for youth work.

Livewire remains busy and the mental health and wellbeing of young people remains a priority. We have had lots of referrals for counselling and youth work support through parents and young people self referring as well as through organisations. We have until now managed to avoid any waiting lists. However due to the fact that some of our counsellors won't actually have completed our induction process until the New Year and everyone else's schedules are currently full I have been informed that we could have a wait for young people to begin counselling until January but we have decided that young people waiting for counselling will get a qualified youth worker assigned to them until the counselling is available that way we can ensure that everyone is supported between now and the new year. Thankfully though not all the young people we work with have poor mental health and we are busy doing youth work that isn't centred on their mental health. Wellbeing is another thing as I believe that every session should be good for young people's wellbeing whether they are involved in decision making through the development group, volunteering, sewing in the recycled project, having music lessons, performing on stage, attending a workshop/ single issue programme or simply being and chatting to staff as part of the life of Livewire. All of which keeps us busy engaging young people. We also sent over 120 young people to Boardmasters this year and young people performed at Saltash regatta this year, young people have also performed at Callington honey fair and other local events.

The Core **Interim report to Saltash Town Council August – December 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

Fortnightly group meeting, Mondays 10.30-12.30pm for parents and children who are home educated.

Climbing Club

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

Saltash Amateur Boxing Club – Wednesday and Friday evenings from 6pm

Match funding

Iwill Social Action fund - £5120

Waitrose - £975

Police & Crime Commissioners Fund – £4000

Coop Local Causes Fund - £3300

Cornwall Community Foundation - £5000

Total = £18,395

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 = 260

Number of open access sessions delivered Aug to Dec = 48

Number of young people receiving individual support = 15

Number of young people helped back in to employment, training or work = 12

Number of youth volunteer hours worked = 70

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.

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 paid trainee youth support worker post, this has proved to be very successful and we have now employed our second trainee. This shows the progression we are able to offer the young people who are keen to volunteer and has a significant impact on them.

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 and this Autumn have planned and run crafts for our Family Fun Day during half term, Helped at our Christmas Craft Fair and taken part in the towns lantern parade.

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.

Alongside all the structured activities we offer we are also able to offer professional youth work support, advice and guidance. This term has been particularly challenging as we have seen an increase in poor mental health amongst our membership. As a staff team we have all felt the strain of supporting young people through some very significant events in their lives and have worked more with outside agencies to seek the appropriate support for those young people with more complex needs.

We are referring to our colleagues at Livewire for counseling and working more closely with the targeted youth work team to ensure that we can access the right support for these young people who are clearly struggling with their mental health, self harming, being hospitalised for suicide attempts and generally not being able to cope with every day life. The support networks for these young people are increasingly harder to access and the threshold so high that even after hospitalisation, CAMHS or Psychologists are still not seeing them.

Case Study

We have one young woman who has started attending our Just be You (LGBTQ+) group on Thursdays, after being introduced to us through her targeted youth worker. She has been in hospital three times this year after several attempts on her life and after being home schooled for some time is now reintegrating back into school, however due to her being such a high risk she is on a part time timetable.

She has been attending our group every week now with her friend and also started to come to our Senior Youth Sessions. She no longer needs her youth worker to bring her and comes by herself, which is a huge achievement for her as her self-esteem and confidence is so low.

When she started attending she would not really speak and it was extremely hard to get her involved in anything. She has now started to share her story with the youth workers and clearly has built up a trusting relationship where she feels there is no judgment and she is safe with us. She said the other day that she has been 14 days clear of self harming and this is such an incredible achievement for her and one she was clearly proud of and wanting to share. She has now been assigned a Psychologist and is seeing CAMHS weekly and we can start to see a real change in her now that she has the proper support in place and has The Core to access where she feels safe and a part of something.

Partnership Work

We continue to work in partnership with a range of outside agencies and local organisations, which means 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 that we continue to offer professional youth work and support for our young people in the town.