



Saltash Town Council

Konsel An Dre Essa



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

6 March 2024

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Tuesday 12th March 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 Dent	S Miller (Chairman)
J Brady	S Gillies	B Samuels
R Bullock	S Martin	B Stoyel
J Foster	L Mortimore	D Yates
M Griffiths	J Peggs	
S Lennox-Boyd	P Samuels (Vice-Chairman)	

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 Extraordinary Policy and Finance Committee held on 27th February 2024 as a true and correct record. (Pages 5 - 11)
6. To note that all accounts and bank accounts are reconciled up to January.
7. To note that petty cash is reconciled up to February.
8. To receive and note a report on VAT. (Page 12)
9. To receive and note a report on investments. (Pages 13 - 14)
10. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. There are no discrepancies to report.
11. To receive the current STC Committee budget statements and consider any actions and associated expenditure. (Pages 15 - 28)
12. To receive a report from the Finance Officer and consider any actions and associated expenditure. (Pages 29 - 30)
13. To receive a report on the Town Council fleet insurance and consider any actions and associated expenditure. (Pages 31 - 45)
14. To receive the Town Clerks report on delegated authority to spend and consider any actions and associated expenditure. (Pages 46 - 47)
15. To consider Risk Management reports as may be received.

16. To receive the Events and Hire of Town Council Premises Policy and consider any actions and associated expenditure. (Pages 48 - 52)
17. To receive and consider recommendations from the Personnel Committee held on 29th February 2024. (Pages 53 - 55)
18. To receive and note a report on Freedom of Information and GDPR Subject Access Requests. (Page 56)
19. To consider Festival Fund applications:
 - a. FF120 Cornwall International Male Choral Festival; (Pages 57 - 83)
 - b. FF121 Saltash May Fair. (Pages 84 - 110)
20. To receive reports on funding awarded and consider any actions and associated expenditure:
 - a. CC264 Friends of Summerfield; (Pages 111 - 114)
 - b. CC269 Saltash Football Club; (Pages 115 - 117)
 - c. CC270 Saltash Radio; (Pages 118 - 120)
 - d. FF119 Christmas Festival 2023. (Pages 121 - 124)
21. To receive and note quarterly reports for the Commissioning of Professional Youth Work in Saltash:
 - a. The Core;
 - b. Livewire. (Pages 125 - 127)
22. To receive reports from Working Groups and Outside Bodies:
 - a. Neighbourhood Plan Steering Group;
 - b. Saltash Team For Youth; (Pages 128 - 130)
 - c. Section 106 Panel.
23. Public Bodies (Admission to Meetings) Act 1960:
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

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

Date of Next Meeting: Tuesday 14 May 2024 at 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 27th February 2024 at 6.30 pm

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

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

APOLOGIES: J Brady, S Gillies, M Griffiths, S Martin, L Mortimore, J Peggs and D Yates.

151/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

152/23/24 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 received.

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

None received.

153/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

154/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 9TH JANUARY 2024 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 Lennox-Boyd and **RESOLVED** that the minutes of the Policy and Finance Committee held on 9th January 2024 were confirmed as a true and correct record.

155/23/24 TO RECEIVE THE FOLLOWING COMMITTEE RECOMMENDATIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Services held on 8th February 2024

133/23/24 TO RECEIVE AN UPDATE ON THE TOWN COUNCIL CIL PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members of the next steps to deliver the CIL funded project. It was proposed by Councillor Dent, seconded by Councillor Mortimore and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Committee meeting to be held on 27th February 2024 to appoint Mel Richardson to undertake the procurement and project management work up to completion at a cost of £4,000, allocated to budget code 6282 EMF Funding Bid.

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

b. Full Town Council held on 1st February 2024

339/23/24 TO REVIEW THE TOWN COUNCIL GRANTS POLICY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the available funding limit for festival funds under the existing Grants Policy with the possibility of raising the amount given to festivals on daily basis. It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED:**

1. To increase the festival fund limit to £2,500 per day up to a maximum of two days per event;
2. To improve the publicity requirements to ensure Saltash Town Council receives full recognition leading up to and on the day of the event reporting back to the Extraordinary Policy and Finance Committee to be held on 27th February 2024;
3. To **RECOMMEND** to the Policy and Finance Committee to consider a Match Funding Festival Policy at the Extraordinary Policy and Finance Committee to be held on 27th February 2024.

It was noted that this item would be considered under agenda item 7(c)(11).

156/23/24 TO REVIEW THE TOWN COUNCIL'S POLICIES AND PROCEDURES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

The Town Council policies can be found on the below link.

[Please click here to view and download the Town Council Policies.](#)

The Town Clerk provided Members with an overview of the background to the policies being reviewed at the meeting and the procedure that will be put in place to streamline the process going forward.

All policies have been reviewed with amendments made to some but not all documents. Advice has been taken where appropriate from external advisers. Policies approved at this meeting (with any amendments) will be recommended to Full Town Council to be held on 7th March 2024 with all policies then being readopted at the Annual Meeting of the Town Council in May.

In future, the review of policies will be taken throughout the calendar year with the Policy and Finance Committee receiving a number of policies at each committee meeting.

Members considered and reviewed each individual policy, section by section.

a. Employees

1. NJC Green Book
2. Data Protection – Criminal Records Information Policy
3. Data Protection Policy (Employees)
4. Disability Employment Policy
5. Employee Handbook 2023
6. Protocol for Member Officer Relations
7. Provision of IT and Acceptable Use Policy
8. Recruitment and Selection Policy

The Town Clerk advised that the NJC Green Book forms part of the staff contract and was not for amendment or discussion at this meeting.

It was **RESOLVED** to note.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** the Employees policies and amendments (as attached) to Full Council to be held on 7th March 2024.

b. Finance:

1. Accounts and Audit Regulations 2015
2. Annual Business Continuity Plan
3. Annual Internal Audit and Business Risk Assessment
4. Annual Reserves Policy 2024-25
5. Annual Statement on Internal Control 2024-25
6. Annual Treasury Management Strategy
7. Anti-Bribery Policy Statement and Anti-Fraud and Corruption Strategy 2024-25
8. Local Government Pension Scheme
9. Receipting of Income and Banking Procedures
10. Risk Management Plan Statement 2024-25
11. Risk Management Strategy 2024-25
12. Scheme of Delegation
13. Financial Regulations 2024-25

The Town Clerk advised that the Accounts and Audit Regulations 2015 is a regulation that the Town Council complies with and is not for amendment or discussion at this meeting.

It was **RESOLVED** to note.

It was proposed by Councillor Foster, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Finance policies and amendments (as attached) to Full Council to be held on 7th March 2024.

c. General:

1. Acquisition or Sale of Land and Property
2. Allotments
3. Complaint Handling and Customer Behaviour Policies
4. Communications Policy and Strategy
5. Data Retention and Disposal Policy
6. Equality and Diversity Policy
7. Events and Hire of Town Council Premises
8. FOI Model Publication Scheme 2024-25
9. Freedom of Information Policy
10. Grants Policy
11. Match Funding Policy
12. Planning – a Guide for Councillors
13. Public Loudspeaker Policy
14. Receiving Public Questions, Representations and Evidence at Meetings

Councillor Foster left the meeting and then re-joined the meeting during discussion of this item.

15. Safeguarding Policy
16. Social Media Policy
17. Standing Orders
18. STC Seals and Logo
19. Terms of Reference – Committees and Sub-Committees
20. Training and Development Policy

It was proposed by Councillor Foster, seconded by Councillor Dent and resolved to **RECOMMEND** to remove the restrictions on Chairmanship from all Terms of Reference to Full Council on 7th March 2024.

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

1. defer the Match Funding for Festivals Policy to a future Policy and Finance meeting;
2. defer the Events and Hire of Town Council Premises Policy to the Policy and Finance Committee meeting to be held on 12th March 2024;
3. refer the Social Media Policy to the Communications and Engagement Working Group to review, reporting back to the Policy and Finance meeting to be held on 14th May 2024.
4. **RECOMMEND** to Full Council to be held on 7th March 2024 the remaining General policies and amendments (as attached).

d. Health and Safety

1. Health and Safety Manual

e. Library

1. Home Library Service
2. Library Stock Management Policy

It was proposed by Councillor Foster, seconded by Councillor Bullock and resolved to **RECOMMEND** the Health and Safety and Library policies (as attached) to Full Council to be held on 7th March 2024.

f. Members

1. Advisory Dress Code (Councillors)
2. Co-option Policy
3. Code of Conduct

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to withdraw the Advisory Dress Code (Councillors) from the Town Council library of policies.

The motion was defeated.

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Members policies (as attached) to Full Council to be held on 7th March 2024.

g. Civic

1. Awarding the Honorary Freedom of Saltash
2. Civic Awards
3. Civic Handbook
4. Election of Mayor and Deputy Mayor

It was proposed by Councillor Stoyel, seconded by Councillor B Samuels and resolved to **RECOMMEND** the Civic policies and amendments (as attached) to Full Council to be held on 7th March 2024.

157/23/24 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.

158/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

159/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

160/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

161/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor B Samuels, seconded by Councillor Stoyel and **RESOLVED** to issue the following Press and Social Media release:

1. CIL playpark project funding.

DATE OF NEXT MEETING

Tuesday 12 March 2024 at 6.30 pm

Rising at: 8.12 pm

Signed: _____
Chairman

Dated: _____

Agenda Item 8

To receive a report on VAT

VAT Return for the period 1st October 2023 – 31st December 2023 was submitted on 7th February 2024. The refund amount was £34,107.28 and received on 13th February 2024.

HMRC have introduced a new policy from January 2023 where they pay interest on VAT repayments where payment has been delayed. The amount received for the above return was £19.86

The next VAT Return for the period 1st January 2024 – 31st March 2024 is due on 7th May 2024.

End of Report
Finance Officer

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	5.30% - January 2024
Barclays Active Saver	£71,335	£500,000	Instant	N/A	1.50% - December 2023
Nationwide 95 day Notice Account – Issue 11	£125,650	£1,000,000	95 days' notice	N/A	4.30% - January 2024
Cornwall Council Deposit Fund	£967,695	£1,000,000	Before 9:30am, same day. After 9:30am, next day	N/A	4.90% - January 2024
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

- Transfer of £150,000 from Barclays Current account to repay withdrawal from December 2023.

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
- Interest increase from 25th January 2024. From 3.80% to 4.30%

Barclays Active Saver Instant Access

- Interest increased from 1st December 2023. From 1.2% to 1.5%

End of Report

Finance Officer

To receive the current STC and Committee budget statements and consider any actions and associated expenditure

The budget report for January 2024 for cost code **6661 ST PF Finance Consultancy Fee** shows a **remaining budget of £9,163**. This figure may reduce if there is any expenditure during February/March 2024.

Members are asked to consider the recommendation of a virement for any balance that is still in the budget at year-end 2023/24 moving it to 2024/25 budgets. This budget will be used to support the Finance Officer for the year-end process taking place during April and May 2024 and any unknown finance queries.

Members support is much appreciated.

End of Report
Finance Officer

Saltash Town Council Summary Budget Report 2023-24
Saltash Town Council
For the month ended 31 January 2024

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	Precept 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	13,768	9,094	13,004	13,954	14,972	16,065
Burial Board Income	14,418	0	0	11,621	7,813	3,808	9,941	10,667	11,445	12,281
P&F Income	28,014	0	0	8,362	48,694	(40,332)	37,140	37,140	37,140	37,140
Guildhall Income	2,262	0	0	10,750	2,362	8,388	2,625	2,816	3,023	3,243
Library Income	2,485	0	0	1,868	1,247	621	1,550	1,664	1,788	1,921
Maurice Huggins Income	1,189	0	0	1,000	848	153	810	869	933	1,001
Station Income	3,820	0	0	15,500	5,901	9,599	8,075	8,665	9,298	9,978
Service Delivery Income	17,683	0	0	28,900	24,636	4,264	24,840	14,404	15,562	16,529
Total Total Operating Income	86,866	0	0	100,863	105,270	(4,407)	97,985	90,179	94,161	98,158
Total Operating Income	86,866	0	0	100,863	105,270	(4,407)	97,985	90,179	94,161	98,158
Operating Expenditure										
Operating Expenditure										
Burial Authority Expenditure	23,753	0	1,025	25,143	24,381	1,787	25,878	15,515	5,173	5,552
Burial Authority Staffing Expenditure	7,556	0	(9,472)	9,472	0	0	0	0	0	0
Burial Board Expenditure	1,722	0	(500)	6,387	3,182	2,705	7,232	7,759	8,325	8,933
Burial Board Staffing Expenditure	18,309	0	(22,102)	22,102	0	0	0	0	0	0
P&F Expenditure	137,929	0	20,837	216,184	163,367	73,654	247,879	236,386	252,902	270,744
P&F Staffing Expenditure	290,631	0	42,353	329,561	289,832	82,082	365,274	397,407	426,537	457,805
Guildhall Expenditure	28,672	0	0	52,978	27,920	25,058	47,191	50,633	54,332	58,301
Guildhall Staffing Expenses	22,928	0	249	38,405	21,874	16,780	57,334	60,226	63,265	66,457
Library Expenditure	42,216	0	4,005	82,062	53,918	32,149	88,059	94,493	101,398	108,807
Library Staffing Expenses	131,778	0	10,875	139,434	120,256	30,053	172,760	181,479	190,640	200,265
Maurice Huggins Expenses	1,362	0	0	5,544	2,483	3,061	5,935	5,368	5,761	6,181
Station Expenditure	13,578	0	0	28,761	9,199	19,562	31,792	34,472	36,814	39,325
Station Staffing Expenses	0	0	0	1,411	0	1,411	0	0	0	0
Service Delivery Expenditure	74,261	0	32,000	107,236	55,570	83,666	126,953	142,524	153,308	164,921
Service Delivery Staffing Expenditure	213,436	0	39,246	233,916	177,005	96,157	301,556	322,067	338,934	356,717
Personnel Expenditure	15,013	0	2,700	11,975	10,417	4,258	12,015	12,875	13,797	14,787
Total Operating Expenditure	1,023,144	0	121,216	1,310,571	959,403	472,384	1,489,858	1,561,204	1,651,186	1,758,795
Total Operating Expenditure	1,023,144	0	121,216	1,310,571	959,403	472,384	1,489,858	1,561,204	1,651,186	1,758,795
Total Operating Surplus/ (Deficit)	(936,278)	0	(121,216)	(1,209,708)	(854,134)	(476,790)	(1,391,873)	(1,471,025)	(1,557,025)	(1,660,637)
EMF Expenditure										
Burial Authority EMF Expenditure	2,264	26,571	(2,225)	0	1,227	23,119	1,500	1,500	1,500	1,500
Burial Board EMF Expenditure	0	18,086	(2,300)	0	15,763	23	3,000	3,000	3,000	3,000
P&F EMF Expenditure	28,344	214,552	63,581	29,418	139,370	168,181	4,381	15,000	10,000	10,000
Guildhall EMF Expenditure	7,290	63,303	11,660	20,739	335	95,367	0	6,500	6,500	6,500
Library EMF Expenditure	12,911	264,065	(13,923)	10,000	75,913	184,229	15,550	591	1,635	682
Maurice Huggins EMF Expenditure	0	820	0	0	0	820	1,000	1,000	1,000	1,000
Station EMF Expenditure	35,286	83,331	(35)	0	2,525	80,771	0	0	0	0
Service Delivery EMF Expenditure	21,636	126,846	64,849	37,207	43,253	185,649	50,798	83,000	83,000	83,000
Personnel EMF Expenditure	2,019	7,941	6,000	685	9,910	4,716	15,000	0	0	0
Total EMF Expenditure	109,748	805,515	127,607	98,049	288,296	742,875	91,229	110,591	106,635	105,682
Total Overall Expenditure (Operational & EMF)	1,132,892	805,515	248,823	1,408,620	1,247,699	1,215,259	1,581,087	1,671,795	1,757,821	1,864,477
Total Overall Budget Surplus/ Defecit	(1,046,026)	(805,515)	(248,823)	(1,307,757)	(1,142,429)	(1,219,666)	(1,483,102)	(1,581,616)	(1,663,660)	(1,766,319)

Notes

To/From Reserves & Budget Virements 2023/24

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

NOTE: The budget report has been updated with the Precept figures for 2024/25

Burial Authority Committee - Burial Authority Budget 2023-24
Saltash Town Council
For the month ended 31 January 2024

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	Precept Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Operating Income										
Burial Authority Income										
4612 BA Cemetery Fees (Churchtown)	16,411	0	0	21,862	12,818	9,044	12,104	12,988	13,936	14,953
4614 BA Memorial Bench Income (Churchtown)	583	0	0	1,000	950	50	900	966	1,036	1,112
Total Burial Authority Income	16,994	0	0	22,862	13,768	9,094	13,004	13,954	14,972	16,065
Total Operating Income	16,994	0	0	22,862	13,768	9,094	13,004	13,954	14,972	16,065
Operating Expenditure										
Burial Authority Expenditure										
6000 BA Petrol	126	0	0	378	83	295	406	436	467	502
6001 BA Machinery Maintenance Costs	0	0	0	275	121	154	296	318	341	366
6003 BA Health & Safety	0	0	0	55	0	55	60	64	69	74
6004 BA General Site Maintenance	557	0	1,025	613	1,968	(330)	658	706	758	813
6005 BA Fire Extinguishers	41	0	0	90	0	90	97	104	112	120
6008 BA Tree Survey & Tree Maintenance	818	0	0	791	0	791	849	911	977	1,049
6009 BA Electricity Costs	230	0	0	690	186	504	394	423	454	487
6010 BA PWLB Loan Repayment & Interest	21,385	0	0	21,385	21,385	0	21,385	10,692	0	0
6011 BA Water	0	0	(48)	364	0	316	391	420	450	483
6012 BA Memorial Bench (Expenditure)	147	0	0	0	137	(137)	751	806	865	928
6013 BA Security Alarm Maintenance	159	0	0	173	124	49	186	200	214	230
6014 BA Cemetery Software Subscription	288	0	48	329	377	0	405	435	466	500
Total Burial Authority Expenditure	23,753	0	1,025	25,143	24,381	1,787	25,878	15,515	5,173	5,552
Burial Authority Staffing Expenditure										
Burial Authority Staffing Expenses	62	0	(296)	296	0	0	0	0	0	0
6666 ST BA Staff Training (Churchtown)	0	0	(227)	227	0	0	0	0	0	0
Burial Authority Staffing Costs	7,494	0	(8,949)	8,949	0	0	0	0	0	0
Total Burial Authority Staffing Expenditure	7,556	0	(9,472)	9,472	0	0	0	0	0	0
Total Operating Expenditure	31,309	0	(8,447)	34,615	24,381	1,787	25,878	15,515	5,173	5,552
Total Burial Authority Operating Expenditure	31,309	0	(8,447)	34,615	24,381	1,787	25,878	15,515	5,173	5,552
Total Burial Authority Operating Surplus/ (Deficit)	(14,314)	0	8,447	(11,753)	(10,613)	7,307	(12,874)	(1,561)	9,799	10,513
Burial Authority EMF Expenditure										
6070 BA EMF Churchtown Cemetery Capital Works	1,464	6,204	0	0	751	5,453	1,500	1,500	1,500	1,500
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	476	3,724	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	1,227	23,119	1,500	1,500	1,500	1,500
Total Burial Authority Expenditure (Operational & EMF)	33,573	26,571	(10,672)	34,615	25,608	24,906	27,378	17,015	6,673	7,052
Total Burial Authority Budget Surplus/ Deficit	(16,578)	(26,571)	10,672	(11,753)	(11,840)	(15,812)	(14,374)	(3,061)	8,299	9,013

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) -£137 offset by income 4614 BA Memorial Bench Income £950

NOTE: The budget report has been updated with the Precept figures for 2024/25

Joint Burial Board Committee - Burial Board Budget 2023-24

Saltash Town Council

For the month ended 31 January 2024

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	Precept 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	7,185	3,815	8,863	9,510	10,204	10,949
4605 BB SLA Payment Grass Cutting	585	0	0	621	628	(7)	628	674	723	776
4607 BB Memorial Bench Income (St Stephens)	0	0	0	0	0	0	450	483	518	556
Total Burial Board Income	14,418	0	0	11,621	7,813	3,808	9,941	10,667	11,445	12,281
Total Burial Board Operating Income	14,418	0	0	11,621	7,813	3,808	9,941	10,667	11,445	12,281
Burial Board Operating Expenditure										
Burial Board Expenditure										
6100 BB Petrol	295	0	0	504	193	311	541	580	623	668
6101 BB Machinery Maintenance Costs	0	0	(250)	716	0	466	769	825	885	950
6103 BB Health & Safety	0	0	0	110	0	110	119	128	137	147
6104 BB General Site Maintenance	56	0	(250)	1,410	339	821	1,513	1,623	1,742	1,869
6108 BB Tree Survey & Tree Maintenance	1,370	0	0	3,647	2,650	997	3,914	4,200	4,506	4,835
6109 BB Memorial Bench (Expenditure)	0	0	0	0	0	0	376	403	432	464
Total Burial Board Expenditure	1,722	0	(500)	6,387	3,182	2,705	7,232	7,759	8,325	8,933
Burial Board Staffing Expenditure										
Burial Board Staff Expenses	145	0	(691)	691	0	0	0	0	0	0
6670 ST BB Staff Training (St. Stephens)	0	0	(530)	530	0	0	0	0	0	0
Burial Board Staffing Costs	18,164	0	(20,881)	20,881	0	0	0	0	0	0
Total Burial Board Staffing Expenditure	18,309	0	(22,102)	22,102	0	0	0	0	0	0
Total Burial Board Operating Expenditure	20,031	0	(22,602)	28,489	3,182	2,705	7,232	7,759	8,325	8,933
Total Burial Board Operating Expenditure	20,031	0	(22,602)	28,489	3,182	2,705	7,232	7,759	8,325	8,933
Total Burial Board Operating Surplus/ (Deficit)	(5,613)	0	22,602	(16,868)	4,632	1,102	2,709	2,908	3,120	3,348
Burial Board EMF Expenditure										
6170 BB EMF Repairs to Cemetery Wall	0	15,286	500	0	15,763	23	3,000	3,000	3,000	3,000
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	3,000	3,000	3,000	3,000
Total Burial Board Expenditure (Operational & EMF)	20,031	18,086	(24,902)	28,489	18,944	2,729	10,232	10,759	11,325	11,933
Total Burial Board Budget Surplus/Deficit	(5,613)	(18,086)	24,902	(16,868)	(11,131)	1,079	(291)	(92)	120	348

To/From Reserves & Budget Virements

- Virement from General Reserves to Burial Board Staffing Costs - £131 - PE 99/22/23
- Virement from General Reserves to 6693 ST BB EMF Staff Contingency (St. Stephens) - £6,030 - FTC 58/23/24
- 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
- Virement from 6625 ST BB Cemetery – Employers NI to 6619 ST SE Services Delivery Employers NI - £1,387 - BB 5/23/24
- 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
- Virement from 6667 ST BB Cemetery Staff – Clothing (St. Stephens) to 6673 ST SE Services Delivery – Clothing - £138.00 - BB 5/23/24
- Virement from 6668 ST BB Cemetery Staff – Mobiles (St. Stephens) to 6674 ST SE Services Delivery – Mobiles - £473.00 - BB 5/23/24
- 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
- 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
- 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
- Virement from 6101 BB Machinery Maintenance to 6170 BB EMF Repairs to Cemetery Wall - £250 - BB 20/23/24
- Virement from 6104 BB General Maintenance to 6170 BB EMF Repairs to Cemetery Wall - £250 - BB 20/23/24

NOTE: The budget report has been updated with the Precept figures for 2024/25

Services Committee - Guildhall Budget 2023-24
Saltash Town Council
For the month ended 31 January 2024

Account	Actual YTD 2023/24	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 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	2,127	8,134	2,371	2,544	2,730	2,929
4201 GH Income - Guildhall Refreshments	342	0	0	257	231	26	249	267	287	308
4206 GH Income - Guildhall Misc Property Income	4	0	0	232	4	228	5	5	6	6
Total Guildhall Income	2,262	0	0	10,750	2,362	8,388	2,625	2,816	3,023	3,243
Total Guildhall Operating Income	2,262	0	0	10,750	2,362	8,388	2,625	2,816	3,023	3,243
Guildhall Operating Expenditure										
Guildhall Expenditure										
6400 GH Rates - Guildhall	8,608	0	100	9,808	9,899	9	10,622	11,397	12,229	13,122
6401 GH Water Rates - Guildhall	517	0	0	847	427	420	909	975	1,047	1,123
6402 GH Gas - Guildhall	3,819	0	0	6,500	1,666	4,834	5,551	5,956	6,391	6,858
6403 GH Electricity - Guildhall	4,078	0	(2,100)	13,000	7,581	3,319	6,066	6,509	6,984	7,494
6404 GH Fire & Security Alarm - Guildhall	743	0	0	1,396	915	481	1,498	1,607	1,725	1,851
6408 GH Cleaning Materials & Equipment - Guildhall	1,270	0	500	1,129	946	683	1,212	1,300	1,395	1,497
6409 GH Boiler Service & Maintenance	463	0	0	1,135	0	1,135	1,218	1,307	1,402	1,505
6410 GH General Repairs & Maintenance	2,838	0	1,500	2,838	3,076	1,262	3,046	3,268	3,507	3,763
6411 GH Entertainment Licenses	0	0	0	1,000	0	1,000	1,073	1,151	1,235	1,326
6412 GH Lift Service & Maintenance	3,691	0	0	3,303	2,415	888	3,632	3,897	4,182	4,487
6413 GH Refreshment Costs - Guildhall	133	0	0	414	169	245	445	477	512	550
6414 GH Equipment - Guildhall	176	0	0	1,108	0	1,108	1,189	1,276	1,369	1,469
6418 GH Professional Fees	1,950	0	0	10,000	600	9,400	10,730	11,513	12,354	13,256
6420 GH Legionella Risk Assessment (Guildhall)	385	0	0	500	210	290	0	0	0	0
Total Guildhall Expenditure	28,672	0	0	52,978	27,904	25,074	47,191	50,633	54,332	58,301
Guildhall Staffing Expenditure										
Guildhall Staffing Expenses	218	0	0	454	83	371	488	524	562	603
6678 ST GH Staff Training (Guildhall)	76	0	0	565	0	565	607	651	699	750
Guildhall Staffing Costs	22,634	0	249	37,386	21,791	15,844	56,239	59,052	62,004	65,104
Total Guildhall Staffing Expenditure	22,928	0	249	38,405	21,874	16,780	57,334	60,227	63,265	66,457
Total Operating Expenditure	51,600	0	249	91,383	49,778	41,854	104,525	110,860	117,597	124,758
Total Guildhall Operating Expenditure	51,600	0	249	91,383	49,778	41,854	104,525	110,860	117,597	124,758
Total Guildhall Operating Surplus/ Deficit	(49,338)	0	(249)	(80,633)	(47,416)	(33,466)	(101,900)	(108,044)	(114,574)	(121,515)
Guildhall EMF Expenditure										
6470 GH EMF Guildhall Maintenance	7,290	60,303	0	20,000	335	79,968	0	6,500	6,500	6,500
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	6,500	6,500	6,500
Total Guildhall Expenditure (Operational & EMF)	58,890	63,303	11,909	112,122	50,113	137,221	104,525	117,360	124,097	131,258
Total Guildhall Budget Surplus/ (Deficit)	(56,627)	(63,303)	(11,909)	(101,372)	(47,751)	(128,833)	(101,900)	(114,544)	(121,074)	(128,015)

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

NOTE: The budget report has been updated with the Precept figures for 2024/25

Services Committee - Library Budget 2023-24

Saltash Town Council

For the month ended 31 January 2024

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	Precept Budget 2024/25	Budget 2025/24	Budget 2026/27	Budget 2027/28
Library Operating Income										
Library Income										
4517 LI Library - Replacement Membership Cards	656	0	0	48	309	(261)	50	54	58	63
4518 LI Library - Photocopying Fees	999	0	0	600	613	(13)	600	644	692	743
4524 LI Library Book Sales	481	0	0	320	261	59	300	322	346	372
4526 LI Library Activity Income	0	0	0	250	65	185	0	0	0	0
4527 LI Library Vending Machines Income	0	0	0	50	0	50	0	0	0	0
4529 LI Library Activities Funding Income	350	0	0	600	0	600	600	644	692	743
Total Library Income	2,485	0	0	1,868	1,247	621	1,550	1,664	1,788	1,921
Total Library Operating Income	2,485	0	0	1,868	1,247	621	1,550	1,664	1,788	1,921
Library Operating Expenditure										
Library Expenditure										
6900 LI Rates - Library	13,473	0	(1,320)	15,804	13,099	1,385	16,958	18,196	19,525	20,951
6901 LI Water Rates - Library	558	0	0	364	248	116	391	420	451	484
6902 LI Gas - Library	4,788	0	0	5,623	2,801	2,822	6,034	6,475	6,948	7,456
6903 LI Electricity - Library	1,494	0	0	5,000	2,548	2,452	5,365	5,757	6,178	6,629
6904 LI Fire & Security Alarm - Library	629	0	500	1,033	1,133	400	1,109	1,190	1,277	1,371
6908 LI Cleaning Materials & Equipment - Library	1,072	0	0	1,854	339	1,515	1,990	2,136	2,292	2,460
6909 LI Boiler Service & Maintenance - Library	858	0	0	1,135	194	941	1,218	1,307	1,403	1,506
6910 LI General Repairs & Maintenance - Library	991	0	2,075	2,270	4,285	60	2,436	2,614	2,805	3,010
6911 LI TV License & PRS - Library	0	0	0	428	296	132	460	494	531	570
6913 LI Refreshment Costs - Library	0	0	0	284	78	206	305	328	352	378
6914 LI Equipment - Library	155	0	0	750	242	508	805	864	928	996
6918 LI Professional Fees (Private Contractors)	11	0	0	20,000	0	20,000	21,460	23,027	24,708	26,512
6920 LI Legionella Risk Assessment - Library	385	0	0	495	210	285	532	571	613	658
6921 LI IT & Office Costs - Library	2,498	0	500	1,652	1,557	595	1,773	1,903	2,042	2,192
6922 LI Library Activities	2,883	0	250	2,370	2,412	208	2,544	2,730	2,930	3,144
6975 LI Home Library Service	0	0	402	0	304	98	550	591	635	682
6923 LI PWLB Loan Repayment & Interest	12,420	0	2,000	23,000	24,477	523	24,679	26,481	28,415	30,490
Total Library Expenditure	42,216	0	4,407	82,062	54,222	32,247	88,609	95,084	102,033	109,489
Library Staffing Expenditure										
Library Staff Expenses	103	0	0	2,144	24	2,120	2,301	2,469	2,650	2,844
6682 ST LI Staff Training (Library)	0	0	0	1,101	168	933	1,182	1,269	1,362	1,462
Library Staffing Costs	131,675	0	10,875	136,189	120,064	27,000	169,277	177,741	186,628	195,959
Total Library Staffing Expenditure	131,778	0	10,875	139,434	120,256	30,053	172,760	181,479	190,640	200,265
Total Operating Expenditure	173,994	0	15,282	221,496	174,479	62,299	261,369	276,563	292,673	309,754
Total Library Operating Expenditure	173,994	0	15,282	221,496	174,479	62,299	261,369	276,563	292,673	309,754
Total Library Operating Surplus/ Deficit	(171,508)	0	(15,282)	(219,628)	(173,231)	(61,679)	(259,819)	(274,899)	(290,885)	(307,833)
Library EMF Expenditure										
6971 LI EMF Saltash Library Property Refurbishment	10,741	213,363	21,000	10,000	74,859	169,504	15,000	0	1,000	0
6972 LI EMF Library Equipment & Furniture	830	11,522	(2,075)	0	750	8,697	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	(10,000)	0	0	5,000	0	0	0	0
Total Library EMF Expenditure	12,911	264,065	(14,325)	10,000	75,609	184,131	15,000	0	1,000	0
Total Library Expenditure (Operational & EMF)	186,905	264,065	957	231,496	250,088	246,430	276,369	276,563	293,673	309,754
Total Library Budget Surplus/ (Deficit)	(184,420)	(264,065)	(957)	(229,628)	(248,840)	(245,810)	(274,819)	(274,899)	(291,885)	(307,833)

To/From Reserves & Budget Virements 2023/24

- Virement from General Reserves to Library Staffing Costs - £875 - PE 99/22/23
- Virement from 6974 EMF Library Funding to 6922 Library Activities - £250 - LI 64/22/23
- Virement from 6973 EMF Loan Repayment to 6923 PWLB Loan Repayment & Interest - £2,000 - LI 26/23/24
- Virement from 6900 Rates - Library to 6975 EMF Home Library Service - £220 - LI 26/23/24
- Virement from 6973 EMF Loan Repayment to 6971 EMF Saltash Library Property Refurbishment - £21,000 - LI 30/23/24
- Virement from 6972 EMF Library Equipment & Furniture to 6910 General Repairs & Maintenance - £1,000 - LI 34/23/24
- Virement from 6900 Rates - Library to 6904 Fire & Security Alarm - Library - £500 - LI 45/23/24
- Virement from 6972 EMF Library Equipment & Furniture to 6910 General Repairs & Maintenance - £1,075 - LI 50/23/24

9. Virement from 6900 LI Rates - Library to 6921 LI IT & Office Costs - Library - £500 - SE 123/23/24
10. Virement from 6900 LI Rates - Library to 6975 LI Home Library Services - £100 - SE 123/23/24
11. Virement from 6698 ST LI EMF Staff Contingency (Library) to 6633 ST LI Library Staff - Gross Pay - £10,000 - SE 123/23/24
12. 6904 LI Fire & Security Alarm - Library. Actual 23/24 includes costs of £185 relating to 22/23
13. 6975 LI Home Library Service - includes £82 received from CC for mileage reimbursement

NOTE: The budget report has been updated with the Precept figures for 2024/25

Services Committee - Maurice Huggins Budget 2023-24

Saltash Town Council

For the month ended 31 January 2024

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	Precept 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	848	153	810	869	933	1,001
Total Maurice Huggins Income	1,189	0	0	1,000	848	153	810	869	933	1,001
Total Maurice Huggins Operating Income	1,189	0	0	1,000	848	153	810	869	933	1,001
Maurice Huggins Operating Expenditure										
Maurice Huggins Expenditure										
7000 MA Rates	429	0	0	486	429	57	522	560	601	645
7001 MA Water Rates	186	0	0	395	135	260	424	455	488	524
7003 MA Electricity	(287)	0	0	2,563	951	1,612	2,185	2,345	2,516	2,699
7004 MA Fire & Security Alarm	201	0	0	178	127	51	235	252	271	290
7008 MA Cleaning Materials & Equipment	203	0	0	330	183	147	355	381	409	439
7010 MA General Repairs & Maintenance	245	0	0	565	448	117	1,607	724	777	834
7018 MA Professional Costs	0	0	0	565	0	565	607	651	699	750
7020 MA Legionella Risk Assessment	385	0	0	462	210	252	0	0	0	0
Total Maurice Huggins Expenditure	1,362	0	0	5,544	2,483	3,061	5,935	5,368	5,761	6,181
Total Maurice Huggins Operating Expenditure	1,362	0	0	5,544	2,483	3,061	5,935	5,368	5,761	6,181
Total Maurice Huggins Operating Surplus/ (Deficit)	(173)	0	0	(4,544)	(1,635)	(2,909)	(5,125)	(4,499)	(4,828)	(5,180)
Maurice Huggins EMF Expenditure										
6472 MA EMF Maurice Huggins Room	0	214	0	0	0	214	1,000	1,000	1,000	1,000
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	1,000	1,000	1,000	1,000
Total Maurice Huggins Expenditure (Operational & EMF)	1,362	820	0	5,544	2,483	3,881	6,935	6,368	6,761	7,181
Total Maurice Huggins Budget Surplus/ (Deficit)	(173)	(820)	0	(4,544)	(1,635)	(3,729)	(6,125)	(5,499)	(5,828)	(6,180)

To/From Reserves & Budget Virements 2023/24

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

NOTE: The budget report has been updated with the Precept figures for 2024/25

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

Saltash Town Council

For the month ended 31 January 2024

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	Precept 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	48,305	(39,943)	37,140	37,140	37,140	37,140
4908 PF Misc Income	225	0	0	0	390	(390)	0	0	0	0
Total P&F Income	28,014	0	0	8,362	48,694	(40,332)	37,140	37,140	37,140	37,140
Total P&F Operating Income	28,014	0	0	8,362	48,694	(40,332)	37,140	37,140	37,140	37,140
P & F Operating Expenditure										
P&F Expenditure										
6200 PF Bank Charges	845	0	700	1,220	1,406	514	1,866	2,002	2,148	2,305
6201 PF Audit	3,100	0	0	4,000	600	3,400	4,000	4,292	4,605	4,942
6202 PF Civic Occasions (including Road Closures)	5,764	0	0	5,354	1,498	3,856	6,500	6,975	7,484	8,030
6203 PF Mayors' Allowance	4,959	0	0	5,160	4,128	1,032	5,418	5,689	5,973	6,272
6204 PF Councillors' Allowance	1,391	0	0	3,663	0	3,663	2,952	3,100	3,255	3,417
6205 PF Insurance	14,913	0	0	24,367	24,840	(473)	26,146	28,055	30,103	32,300
6206 PF Youth Council	4,000	0	0	4,404	4,000	404	4,726	5,071	5,441	5,838
6208 PF Subscriptions	14,270	0	0	16,515	15,878	637	18,006	19,320	20,731	22,244
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	1,000	1,073	1,151	1,235
6213 PF Councillor Training & Expenses	623	0	0	3,019	653	2,366	3,019	3,239	3,476	3,730
6214 PF Health & Safety	5,117	0	0	8,258	4,691	3,567	8,861	9,508	10,202	10,947
6217 PF Data Protection	115	0	0	200	55	145	200	215	230	248
6220 PF Festival Fund	6,793	0	0	15,000	7,040	7,960	15,000	15,000	15,000	15,000
6221 PF Town Messenger	3,188	0	0	5,505	3,300	2,205	4,250	4,560	4,893	5,250
6222 PF Commissioning Youth Work	35,517	0	4,828	55,050	59,875	3	59,069	63,381	68,008	72,972
6224 PF Professional Costs	1,586	0	10,000	2,257	6,639	5,618	20,000	2,485	2,736	3,012
6227 PF Town Speakers PRS Licence	2,855	0	0	3,303	2,356	947	0	0	0	0
6229 PF CCTV Annual Maintenance	0	0	0	7,000	93	6,907	7,511	8,059	8,648	9,279
6514 PF Town Leaflets/ Reprinting	36	0	0	593	46	547	100	107	115	124
6516 PF Road Safety Grant	0	0	0	215	0	215	215	215	215	215
P&F IT/Office Costs	27,479	0	5,309	40,000	25,384	19,925	49,040	44,040	48,488	53,385
Total P&F Expenditure	137,929	0	20,837	216,184	163,367	73,654	247,879	236,386	252,902	270,745
P&F Staffing Expenditure										
6652 ST PF Employers Pension - Monthly Fee	5,305	0	0	6,095	500	5,595	500	500	500	500
6659 ST PF Town Sergeant & Mace Bearer Fees	738	0	0	792	385	407	450	483	518	556
6661 ST PF Finance Consultancy Fees	36,173	0	27,797	5,000	23,635	9,163	0	5,505	6,061	6,673
P&F Staffing Expenses	358	0	0	2,657	388	2,269	800	858	921	988
6656 ST PF Staff Training	1,214	0	0	4,542	1,304	3,238	2,000	2,146	2,303	2,471
P&F Staffing Costs	246,844	0	14,556	310,475	263,620	61,411	361,524	387,915	416,233	446,618
Total P&F Staffing Expenditure	290,631	0	42,353	329,561	289,832	82,082	365,274	397,407	426,536	457,806
Total P & F Operating Expenditure	428,560	0	63,190	545,745	453,199	155,736	613,153	633,793	679,438	728,551
Total P & F Operating Expenditure	428,560	0	63,190	545,745	453,199	155,736	613,153	633,793	679,438	728,551
Total P&F Operating Surplus/ (Deficit)	(400,546)	0	(63,190)	(537,383)	(404,504)	(196,069)	(576,013)	(596,653)	(642,298)	(691,411)
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	0	10,000	10,000	10,000
6272 PF EMF Robes & Civic Regalia	1,430	570	0	0	45	525	4,000	0	0	0
6273 PF EMF Legal Fees	400	5,601	0	0	0	5,601	0	5,000	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	381	0	0	0
6286 PF EMF CLUP Waterside Connectivity Project	0	0	34,519	0	59,299	(24,780)	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	139,370	168,181	4,381	15,000	10,000	10,000
Total P&F Expenditure (Operational & EMF)	456,904	214,552	126,771	575,163	592,568	323,918	617,534	648,793	689,438	738,551
Total P&F Budget Surplus/ (Deficit)	(428,890)	(214,552)	(126,771)	(566,801)	(543,874)	(364,250)	(580,394)	(611,653)	(652,298)	(701,411)

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. Virement from 6301 PF Stationery/Postage/Printing to 6200 PF Bank Charges - £700 - P&F - 126/23/24
15. Virement from 6301 PF Stationery/Postage/Printing to 6300 Telephone - £800 - P&F - 126/23/24
16. Income Received for 6278 PF EMF CIL Planning Income - April 2023 Income - £4,563
17. Income Received from CC for 6286 PF EMF CLUP Waterside Connectivity Project - £24,780
18. 6205 PF Insurance - Overspent -£473 & 6208 PF Subscriptions £637 - Costs include annual renewals which relate to 24/25 and will be adjusted at Year End

NOTE: The budget report has been updated with the Precept figures for 2024/25

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	£800	£3,470	2531	£939	
6301 Stationery	£4,748	-£1,500	£3,248	766	£2,482	
6302 Office and IT Equipment	£7,716		£7,716	487	£7,229	
6303 Copier Maintenance	£6,054		£6,054	3497	£2,557	
6304 Broadband	£546		£546	283	£263	
6305 Finance Software	£3,782	£1,034	£4,816	5905	-£1,089	This code includes Zahara annual renewal £1,861. (£1,396 relates to April - Dec 24 and will be adjusted out at the Year-End)
6306 IT Maintenance	£14,484	£4,975	£19,459	11915	£7,544	
TOTALS	£40,000	£5,309	£45,309	£25,384	£19,925	

Personnel Committee - Personnel Budget 2023-24

Saltash Town Council

For the month ended 31 January 2024

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	Precept 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	261	1,432	2,385	2,560	2,747	2,948
6662 ST PE HR Professional Fees	14,386	0	2,700	10,282	10,156	2,826	9,380	10,065	10,800	11,589
Total Personnel Expenditure	15,013	0	2,700	11,975	10,417	4,258	11,765	12,625	13,547	14,537
6660 ST PE Staff Recognition	0	0	0	0	0	0	250	250	250	250
Total Personnel Operating Expenditure	15,013	0	2,700	11,975	10,417	4,258	12,015	12,875	13,797	14,787
Total Personnel Operating Surplus/ (Deficit)	(15,013)	0	(2,700)	(11,975)	(10,417)	(4,258)	(12,015)	(12,875)	(13,797)	(14,787)
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	15,000	0	0	0
Total EMF Personnel Expenditure	2,019	7,941	6,000	685	9,910	4,716	15,000	0	0	0
Total Personnel Expenditure (Operational & EMF)	17,031	7,941	8,700	12,660	20,327	8,974	26,765	12,625	13,547	14,537
Total Personnel Budget Surplus/ (Deficit)	(17,031)	(7,941)	(8,700)	(12,660)	(20,327)	(8,974)	(27,015)	(12,875)	(13,797)	(14,787)

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

NOTE: The budget report has been updated with the Precept figures for 2024/25

Services Committee - Service Delivery Budget 23-2024

Saltash Town Council

For the month ended 31 January 2024

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	Precept 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	4,020	(20)	5,600	5,600	5,880	5,880
4510 SE Public Footpath Grant	1,573	0	0	1,722	804	918	0	0	0	0
4511 SE Christmas Event income	0	0	0	150	0	150	0	0	0	0
4512 SE Misc Income Grounds & Premises	2,472	0	0	0	14	(14)	14	14	14	14
4513 SE Water Rates Income	0	0	0	3,560	1,035	2,525	1,714	1,886	2,074	2,282
4523 SE Service Delivery Income - Seagull Bags	1,140	0	0	2,003	876	1,127	0	0	0	0
Total Grounds & Premises Income	8,617	0	0	11,435	6,749	4,686	7,328	7,500	7,968	8,176
Town & Waterfront Income										
4520 SE Waterfront Income - Trusted Boat Scheme	1,945	0	0	4,265	2,560	1,705	3,000	3,300	3,630	3,993
4521 SE Waterfront Income - Annual Mooring Fees	6,246	0	0	10,800	9,477	1,323	11,235	0	0	0
4522 SE Waterfront Income - Daily Mooring Fees	875	0	0	2,400	5,850	(3,450)	3,276	3,604	3,964	4,360
Total Town & Waterfront Income	9,066	0	0	17,465	17,887	(422)	17,511	6,904	7,594	8,353
Total Service Delivery Income	17,683	0	0	28,900	24,636	4,264	24,839	14,404	15,562	16,529
Total Service Delivery Operating Income	17,683	0	0	28,900	24,636	4,264	24,839	14,404	15,562	16,529
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	2,250	8,760	11,814	12,676	13,602	14,595
6503 SE Allotments	1,700	0	0	1,321	241	1,080	1,418	1,522	1,633	1,752
6506 SE Grounds Maintenance & Watering	5,678	0	1,300	10,000	10,915	385	10,730	11,513	12,354	13,256
6508 SE Public Toilets (Operational Costs)	4,839	0	3,500	4,430	6,473	1,457	5,655	6,068	6,511	6,986
6517 SE Cross (Maintenance)	417	0	3,000	3,303	677	5,626	3,545	3,804	4,081	4,379
6525 SE Public Toilets (Repairs & Maintenance Costs)	2,048	0	0	2,753	2,016	737	2,954	3,170	3,401	3,649
6526 SE Tools, Equipment & Materials (Store & All Areas)	3,287	0	2,000	3,303	3,342	1,961	3,545	3,804	4,081	4,379
6529 SE Refuse Disposal	5,465	0	0	6,056	4,445	1,611	6,499	6,973	7,482	8,029
6530 SE Allotment Software Subscription	0	0	0	0	0	0	700	751	806	865
6531 SE Public Toilet Commercial Cleaning	0	0	28,500	0	0	28,500	32,000	34,336	36,843	39,532
6907 SE Seagulls Bags	1,212	0	(1,300)	2,002	608	94	0	0	0	0
Longstone Expenditure										
7100 LO Rates - Longstone	2,157	0	(2,500)	2,375	(6,261)	6,136	0	0	0	0
7101 LO Water Rates - Longstone	2,203	0	0	4,012	1,610	2,402	3,352	3,597	3,859	4,141
7103 LO Electricity - Longstone	1,086	0	(3,300)	6,153	703	2,150	1,581	1,696	1,820	1,953
7104 LO Fire & Security Alarm - Longstone	999	0	2,000	1,010	1,385	1,625	1,084	1,163	1,248	1,339
7107 LO Rent - Longstone	4,620	0	0	4,955	4,235	720	5,120	5,494	5,895	6,325
7108 LO Cleaning Materials & Equipment - Longstone	537	0	0	677	187	490	727	780	837	898
7110 LO General Repairs & Maintenance - Longstone	456	0	1,000	551	1,548	3	592	635	682	731
7114 LO Equipment - Longstone	52	0	(500)	1,129	147	482	700	751	806	865
7121 LO IT & Office Costs - Longstone	578	0	0	750	745	5	750	805	863	927
Total Longstone Expenditure	12,687	0	(3,300)	21,612	4,299	14,013	13,906	14,921	16,010	17,179
Total Grounds & Premises Expenditure	44,634	0	33,700	65,791	35,268	64,223	92,767	99,539	106,805	114,602
Town & Waterfront Expenditure										
6504 SE Street Furniture (Maintenance)	893	0	800	2,000	2,066	734	2,500	2,683	2,878	3,088
6505 SE Street Lighting	160	0	0	750	212	538	750	805	863	927
6511 SE Tourism & Signage	746	0	500	250	182	568	269	289	310	332
6512 SE Bus Shelters (Maintenance)	0	0	0	565	0	565	565	606	651	698
6515 SE Festive Lights Maintenance & Electricity	1,319	0	0	3,500	1,736	1,764	3,756	4,030	4,324	4,640
6519 SE Flags & Bunting	1,780	0	0	2,753	1,717	1,036	2,954	3,170	3,401	3,649
6522 SE Pontoon (Maintenance Costs) (6522)	7,484	0	(3,000)	6,606	977	2,629	3,000	3,219	3,454	3,706
6524 SE Vehicle Maintenance and Repair Costs	10,775	0	0	12,600	8,219	4,381	13,520	14,507	15,566	16,702
6527 SE Salt Bins Refill	188	0	0	500	383	117	537	551	606	667
6528 SE Pontoon Accommodation	6,282	0	0	11,921	4,809	7,112	6,335	13,125	14,450	15,910
Total Town & Waterfront Expenditure	29,627	0	(1,700)	41,445	20,302	19,443	34,186	42,985	46,503	50,319
Total Service Delivery Expenditure	74,261	0	32,000	107,236	55,570	83,666	126,953	142,524	153,308	164,921
Service Delivery Staffing Expenditure										
Service Delivery Staffing Expenses	3,906	0	987	5,504	4,694	1,797	5,906	6,337	6,800	7,296
6676 ST SE Services Delivery Staff Training	6,536	0	757	11,010	2,642	9,125	6,500	12,122	13,346	14,694
Service Delivery Staffing Costs	202,994	0	37,502	217,402	169,669	85,235	289,150	303,608	318,788	334,728
Total Service Delivery Staffing Expenditure	213,436	0	39,246	233,916	177,005	96,157	301,556	322,067	338,934	356,718
Total Operating Expenditure	287,697	0	71,246	341,152	232,575	179,823	428,509	464,591	492,242	521,639
Total Service Delivery Operating Expenditure	287,697	0	71,246	341,152	232,575	179,823	428,509	464,591	492,242	521,639
Total Service Delivery Operating Surplus/ (Deficit)	(270,014)	0	(71,246)	(312,252)	(207,938)	(175,560)	(403,670)	(450,187)	(476,680)	(505,110)
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	Precept 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	1,000	1,000	1,000	1,000
6571 SE EMF Saltash Recreation Areas	506	39,054	0	20,000	11,531	47,523	25,000	25,000	25,000	25,000
6580 SE EMF Public Toilets (Capital Works)	1,690	8,310	0	0	0	8,310	1,000	1,000	1,000	1,000
6588 SE EMF Victoria Gardens	0	10,000	0	0	0	10,000	5,000	5,000	5,000	5,000
6589 SE EMF Community Tree Planting Initiatives	532	1,468	0	2,000	322	3,146	0	2,000	2,000	2,000
6591 SE EMF Open Spaces & Trees	0	0	0	0	0	0	3,000	3,000	3,000	3,000
Longstone EMF Expenditure										
7170 LO EMF Longstone Depot Capital Works	0	500	0	2,000	0	2,500	1,000	1,000	1,000	1,000
Total Longstone EMF Expenditure	0	500	0	2,000	0	2,500	1,000	1,000	1,000	1,000
Total Grounds & Premises EMF Expenditure	4,800	67,221	0	24,000	13,326	77,895	36,000	38,000	38,000	38,000
Town & Waterfront EMF Expenditure										
6570 SE EMF Notice Boards (Repair & Replace)	685	1,154	0	0	587	567	0	0	0	0
6572 SE EMF Festive Lights	14,668	51	0	10,000	2,587	7,464	30,000	30,000	30,000	30,000
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	463	0	0	0
6578 SE EMF Equipment and Vehicles (Capital Works)	0	24,749	0	0	14,212	10,537	6,335	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	6,024	34	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	29,928	107,753	46,798	45,000	45,000	45,000
Total Service Delivery EMF Expenditure	21,636	126,846	64,849	37,207	43,253	185,649	82,798	83,000	83,000	83,000
Total Service Delivery Expenditure (Operational & EMF)	309,333	126,846	136,095	378,359	275,828	365,472	511,307	547,591	575,242	604,639
Total Service Delivery Budget Surplus/ (Deficit)	(291,650)	(126,846)	(136,095)	(349,459)	(251,192)	(361,208)	(486,468)	(533,187)	(559,680)	(588,110)

To/From Reserves & Budget Virements 2023/24

- Virement from General Reserves to Service Delivery Staffing Costs - £1,366 PE 99/22/23
- Virement from General Reserves to 6700 ST SE EMF Staff Contingency - £89,865 - FTC 58/23/24
- Virement from 6700 ST SE Staff Contingency to Service Delivery Staffing Costs - £5,920 - FTC 58/23/24
- Virement from 6624 ST BB Cemetery Staff Gross Pay to 6618 ST SE Service Delivery Gross Pay - £16,622 - BB 5/23/24
- Virement from 6625 ST BB Cemetery Empers NI to 6619 ST SE Service Delivery Empers NI - £1,387 - BB 5/23/24
- Virement from 6626 ST BB Cemetery Staff Empers Pension to 6620 ST SE Service Delivery Empers Pension - £3,202 - BB 5/23/24
- Virement from 6667 ST BB Cemetery Staff Clothing to 6673 ST SE Service Delivery Clothing - £138 - BB 5/23/24
- Virement from 6668 ST BB Cemetery Staff Mobiles to 6674 ST SE Service Delivery Mobiles - £473 - BB 5/23/24
- Virement from 6669 ST BB Staff Travelling Expenses to 6675 ST SE Service Delivery Travelling Expenses - £80 - BB 5/23/24
- Virement from 6670 ST BB Staff Training to 6676 ST SE Services Staff Training - £530 - BB 5/23/24
- Virement from 6693 ST BB EMF Staff Contingency to 6700 ST SE Service Delivery Staff Contingency - £8,830 - BB 5/23/24
- Virement from 6615 ST BA Cemetery Warden Gross Pay to 6618 ST SE Services Delivery Gross Pay - £7,038 - BA 24/23/24
- Virement from 6616 ST BA Cemetery Warden Empers NI to 6619 ST SE Services Delivery Empers NI - £595 - BA 24/23/24
- Virement from 6617 ST BA Cemetery Warden Empers Pension to 6620 ST SE Services Delivery Empers Pension - £1,372 - BA 24/23/24
- Virement from 6663 ST BA Cemetery Staff Clothing (Churchtown) to 6673 ST SE Services Delivery Clothing - £59 - BA 24/23/24
- Virement from 6664 ST BA Cemetery Staff Mobile Phones (Churchtown) to 6674 ST SE Services Delivery Mobiles - £203 - BA 24/23/24
- Virement from 6665 ST BA Staff Travelling Costs (Churchtown) to 6675 ST SE Services Delivery Staff Travelling Expenses - £34 - TBA 24/23/24
- Virement from 6666 ST BA Staff Training (Churchtown) to 6676 ST SE Services Delivery Staff Training - £227 - BA 24/23/24
- Virement from 6692 ST BA EMF Staff Contingency (Churchtown) to 6700 ST SE Services Delivery Staff Contingency - £4,074 - BA 24/23/24
- Virement from 7100 LO Rates Longstone to 7104 LO Fire & Security Alarm - £2,000 - SE 76/23/24
- Virement from 7103 LO Electricity Longstone to 7110 LO General Repairs & Maintenance Longstone - £500 - SE 76/23/24
- Virement from 7100 LO Rates Longstone to 6511 SE Tourism and Signage - £500 - SE 76/23/24
- Virement from 6700 ST SE Staff Contingency to 6531 SE Public Toilet Commercial Cleaning - £32,000 - SE 84/23/24
- Virement from 6907 SE Seagull Bags to 6506 SE Grounds Maintenance & Watering - £1,300 - SE 104/23/24
- Virement from 6531 SE Public Toilet Commercial Cleaning to 6508 SE Public Toilet (Operational Costs) - £1,500 - SE 104/23/24
- Virement from 7114 LO Equipment - Longstone to 7110 LO General Repairs & Maintenance - £500 - SE 104/23/24
- Virement from 6531 SE Public Toilet Commercial Cleaning to 6508 SE Public Toilet (Operational Costs) - £2,000 - SE 123/23/24
- Virement from 6522 SE Pontoon Maintenance Cost to 6517 SE Cross Maintenance - £3,000 - SE 123/23/24
- Virement from 7103 LO Electricity - Longstone to 6526 SE Tools, Equipment & Materials - £2,000 - SE 123/23/24
- Virement from 7103 LO Electricity - Longstone to 6504 SE Street Furniture (Maintenance) - £800 - SE 123/23/24
- 6524 SE Vehicle Maintenance & Repairs Cost - Cost of £923.99 relates to 2022/23 - Vincent Tractors

NOTE: The budget report has been updated with the Precept figures for 2024/25

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

Saltash Town Council

For the month ended 31 January 2024

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	Precept 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	5,795	4,205	8,000	8,584	9,211	9,884
4302 SA Isambard - Refreshment Income	20	0	0	500	81	419	75	81	87	94
4304 SA Isambard House - Cafe Rental	0	0	0	5,000	0	5,000	0	0	0	0
Total Isambard House Income	3,820	0	0	15,500	5,876	9,624	8,075	8,665	9,298	9,978
Total Isambard House Operating Income	3,820	0	0	15,500	5,876	9,624	8,075	8,665	9,298	9,978
Isambard House Operating Expenditure										
Isambard House Expenditure										
6800 SA Rates - Isambard House	3,543	0	(409)	4,129	3,720	(0)	4,431	4,755	5,103	5,476
6801 SA Water Rates - Isambard House	586	0	0	645	(586)	1,231	693	744	799	858
6802 SA Gas - Isambard House	573	0	0	6,075	263	5,812	6,519	6,995	7,506	8,054
6803 SA Electricity - Isambard House	3,480	0	0	9,020	2,146	6,874	9,679	10,386	11,145	11,959
6804 SA Fire & Security Alarm - Isambard House	603	0	0	1,000	425	575	1,073	1,152	1,237	1,328
6808 SA Cleaning Materials & Equipment - Isambard House	1,724	0	0	1,693	489	1,204	1,817	1,950	2,093	2,246
6810 SA General Repairs & Maintenance - Isambard House	758	0	409	1,000	975	434	2,000	2,500	2,500	2,500
6813 SA Refreshments Costs - Isambard House	0	0	0	210	0	210	226	243	261	281
6814 SA Equipment - Isambard House	650	0	0	989	0	989	1,062	1,140	1,224	1,314
6818 SA Professional Costs - Isambard House	1,660	0	0	2,000	668	1,333	2,146	2,303	2,472	2,653
6821 SA IT & Office Costs - Isambard House	0	0	0	1,000	70	930	1,073	1,152	1,237	1,328
6822 SA Activities & Events	0	0	0	1,000	1,029	(29)	1,073	1,152	1,237	1,328
Total Isambard House Expenditure	13,578	0	0	28,761	9,199	19,562	31,792	34,472	36,814	39,325
Isambard House Staffing Expenditure										
6671 ST SA Staff Expenses - Isambard House	0	0	0	282	0	282	0	0	0	0
6672 ST SA Staff Training - Isambard House	0	0	0	1,129	0	1,129	0	0	0	0
Total Isambard House Staffing Expenditure	0	0	0	1,411	0	1,411	0	0	0	0
Total Operating Expenditure	13,578	0	0	30,172	9,199	20,973	31,792	34,472	36,814	39,325
Total Isambard House Operating Expenditure	13,578	0	0	30,172	9,199	20,973	31,792	34,472	36,814	39,325
Total Isambard House Operating Surplus/ (Deficit)	(9,758)	0	0	(14,672)	(3,323)	(11,349)	(23,717)	(25,807)	(27,516)	(29,347)
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	2,525	402	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	2,525	80,771	0	0	0	0
Total Isambard House Expenditure (Operational & EMF)	48,863	83,331	(35)	30,172	11,724	101,744	31,792	34,472	36,814	39,325
Total Isambard House Budget Surplus/ (Deficit)	(45,043)	(83,331)	35	(14,672)	(5,848)	(92,120)	(23,717)	(25,807)	(27,516)	(29,347)

To/From Reserves & Budget Virements 2023/24

- 6871 SA EMF Tresorys Kernow Funding - £35 refund relating to last year's cancelled Beating of the Bounds event
- 6822 SA Activities & Events - Expenditure includes £1,029 Murder Mystery offset against income 4301 SA Isambard House Bookings £1,738
- Virement from 6800 SA Rates - Isambard House to 6810 SA General Repairs & Maintenance - Isambard House - £409.00 - 23/23/24

NOTE: The budget report has been updated with the Precept figures for 2024/25

To receive a report from the Finance Officer

1. Investing funds for Precept 2024/25

Saltash Town Council are due to receive the first instalment of £694,109 during April 2024.

It is recommended to the members to invest the total amount in the Nationwide 95 Day Notice Deposit account which currently attracts interest of 4.30%.

Similarly to 2023/24, the members will be asked to recommended staged withdrawals to meet future expenditure and salaries.

Please note – The Cornwall Council deposit fund has a next day withdrawal facility if funds are required urgently.

2. Debtors

This is a list of the current outstanding invoices.

2 Months & Older - Devon & Cornwall Police - £271.20 - for a future booking in May 2024.

1 Month – Cornwall Council - £389.52 – LMP allowance to be paid in next week

Contact	Invoice Date	Total	Less than 1 Month	1 Month	2 Months & Older	Notes
Cornwall Council	15/02/2024 & 10/03/2024	£524.52	£135.00	£389.52	£0.00	LMP Contract - February 2024 - £389.52 Isambard House Booking - March 2024 - £135.00
David Wood	11/03/2024	£15.00	£15.00	£0.00	£0.00	Isambard House Booking - March 2024
Devon & Cornwall Police	25/01/2024	£271.20	£0.00	£0.00	£271.20	Chamber Booking - May 2024
Port View Estate Residents Committee	07/03/2024	£90.00	£90.00	£0.00	£0.00	Isambard House Booking - March 2024
We Are With You	05/03/2024	£90.00	£90.00	£0.00	£0.00	Maurice Huggins Booking - March 2024
TOTAL		£990.72	£330.00	£389.52	£271.20	

3. Annual allotment and pontoon invoices 2024/25

The annual invoices for allotments and pontoon berth have been emailed to all lease holders with a payment due date of 31st March.

4. Budget reports updated

Each committee budget report has been updated with the Precept budget figures for 2024/25

5. Year End 2023/24

The finance team will soon be starting work on the year-end accounts. The internal audit will take place during April/May, to be confirmed.

6. New card reader machine for Library

The Library are taking more face to face payments, e.g. Murder Mystery events. The only option available is using the online terminal accessed by Library staff who key in the card details as there is no functionality for chip and pin or contactless. New cards are beginning to be introduced which do not show the card number or expiry date therefore the current system would not be fit for purpose.

Members are asked to consider purchasing a new card reader terminal which is portable and has the functionality to process card payments by chip and pin or contactless. This would be in addition to the existing contract held by Saltash Town Council. It is recommend to delegate authority to the RFO and Finance Officer to investigate cost and purchase accordingly within the available budget.

Budget code: 6921 LI IT and Office Cost

End of Report
Finance Officer

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

Policy and Finance Committee – 9th January 2024

129/23/24 TO RECEIVE A REPORT ON THE TOWN COUNCIL FLEET INSURANCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Brady, seconded by Councillor Stoyel and **RESOLVED** to delegate to the Town Clerk and Finance Officer to obtain Town Council Fleet Insurance for the year 2024/25 at a cost not exceeding a 50% increase, reporting back to a future Policy and Finance Committee meeting.

Saltash Town Council Fleet Insurance is due to expire on 5th March 2024 for 2024/25.

Insurance broker:	James Hallam Council Guard
Insured with:	ERS Insurance Group
Premium renewal 2024/25	£2,758.56
Premium 2023/24	£2,902.28
Decrease of	-£143.72 (-4.95%)

Above costs include applicable taxes

The premium reduction is because the April 2018 claim (STC vehicle reversed into post) no longer impacts on the claims history as it's more than 5 years.

Budget Code 6205 PF Insurance.

Members are asked to ratify the Town Clerk and Finance Officers delegated authority to appoint James Hallam Council Guard to insure the Town Council vehicles for the year 2024-25 at a cost of £2,758.56 incl applicable taxes allocated to budget code 6205 PF Insurance

**End of Report
Finance Officer**

Certificate of Motor Insurance



Policy number 50068626

1. Description of vehicle(s)

Any agricultural or forestry vehicle the property of the policyholder or in their custody or control and for which they are legally responsible.

2. Name of policyholder

Saltash Town Council

3. Effective date and time of the commencement of insurance for the purpose of the relevant law

06 March 2024 00:01

4. Date of expiry of insurance

05 March 2025

5. Persons or classes of persons entitled to drive

Any person who is driving on the order or with the permission of the policyholder.

Providing that the person driving has a licence to drive the vehicle or has held and is not disqualified from or prohibited by law from holding or obtaining such a licence.

6. Limitations as to use

- A. Use for agricultural or forestry purposes including use for hire or reward, but excluding the carriage of passengers for hire or reward.
- B. Use while hired or lent to public authorities solely for the purposes of snow clearance.
- C. Use while towing mobile plant, machinery or special type trailer.
- D. Use for social, domestic and pleasure purposes.

Unless specified under section 6 of this certificate of insurance, this policy does not cover: use for hiring, the letting on hire, the carriage of passengers and goods for hire or reward, racing, pacemaking, use in any contest, reliability or speed trial or the use for any purpose in connection with the motor trade.

I hereby certify that the policy to which this certificate of insurance relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, Isle of Man and the Islands of Guernsey, Jersey and Alderney.

For and on behalf of the Underwriter subscribing ERS, 30 Fenchurch Street, London EC3M 3BD

Authorised Insurer

A handwritten signature in black ink, appearing to read 'Martin Hall'.

Martin Hall
Active Underwriter

Advice to third parties - Nothing contained in this certificate of insurance affects your rights as a third party to make a claim.

Note: For full details of the insurance cover reference should be made to the policy document, which can be obtained from your broker or via our website at www.ers.com

This page forms part of your certificate of insurance

European cover

This certificate of motor insurance is evidence that this insurance meets the compulsory motor insurance requirements of all member countries of the European Union and Andorra, Iceland, Norway, Serbia and Switzerland (including Liechtenstein).

Ce certificat d'assurance automobile est une preuve que cette assurance est conforme aux exigences de l'assurance automobile obligatoire de tous les pays membres de l'Union européenne et l'Andorre, l'Islande, la Norvège, la Serbie et la Suisse (y compris le Liechtenstein).

Dieses Zertifikat der Kfz-Versicherung ist ein Beweis, dass diese Versicherung die Kfz Haftpflichtversicherungsanforderungen von allen Mitgliedsländern der Europäischen Union und Andorra, Island, Norwegen, Serbien und der Schweiz (einschließlich Liechtenstein) erfüllt.

Este certificado de seguro de automóviles es evidencia de que este seguro cumpla con los requisitos de seguro obligatorio de automóviles de todos los países miembros de la Unión Europea y Andorra, Islandia, Noruega, Serbia y Suiza (incluido Liechtenstein).

Questo certificato di assicurazione auto è la prova che questa assicurazione soddisfa i requisiti di assicurazione obbligatoria degli autoveicoli di tutti i paesi membri dell'Unione europea e Andorra, Islanda, Norvegia, Serbia e Svizzera (compreso il Liechtenstein).



Certificate of Motor Insurance



Policy number 50068626

1. Description of vehicle(s)

Any commercial motor vehicle the property of the policyholder or in their custody or control and for which they are legally responsible.

2. Name of policyholder

Saltash Town Council

3. Effective date and time of the commencement of insurance for the purpose of the relevant law

06 March 2024 00:01

4. Date of expiry of insurance

05 March 2025

5. Persons or classes of persons entitled to drive

Any person who is driving on the order or with the permission of the policyholder.

Providing that the person driving has a licence to drive the vehicle or has held and is not disqualified from or prohibited by law from holding or obtaining such a licence.

6. Limitations as to use

Use for social, domestic and pleasure purposes and for the business of the policyholder excluding commercial travelling.

Unless specified under section 6 of this certificate of insurance, this policy does not cover: use for hiring, the letting on hire, the carriage of passengers and goods for hire or reward, racing, pacemaking, use in any contest, reliability or speed trial or the use for any purpose in connection with the motor trade.

I hereby certify that the policy to which this certificate of insurance relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, Isle of Man and the Islands of Guernsey, Jersey and Alderney.

For and on behalf of the Underwriter subscribing ERS, 30 Fenchurch Street, London EC3M 3BD

Authorised Insurer

A handwritten signature in black ink, appearing to read 'Martin Hall'.

Martin Hall
Active Underwriter

Advice to third parties - Nothing contained in this certificate of insurance affects your rights as a third party to make a claim.

Note: For full details of the insurance cover reference should be made to the policy document, which can be obtained from your broker or via our website at www.ers.com



This page forms part of your certificate of insurance

European cover

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Ce certificat d'assurance automobile est une preuve que cette assurance est conforme aux exigences de l'assurance automobile obligatoire de tous les pays membres de l'Union européenne et l'Andorre, l'Islande, la Norvège, la Serbie et la Suisse (y compris le Liechtenstein).

Dieses Zertifikat der Kfz-Versicherung ist ein Beweis, dass diese Versicherung die Kfz Haftpflichtversicherungsanforderungen von allen Mitgliedsländern der Europäischen Union und Andorra, Island, Norwegen, Serbien und der Schweiz (einschließlich Liechtenstein) erfüllt.

Este certificado de seguro de automóviles es evidencia de que este seguro cumpla con los requisitos de seguro obligatorio de automóviles de todos los países miembros de la Unión Europea y Andorra, Islandia, Noruega, Serbia y Suiza (incluido Liechtenstein).

Questo certificato di assicurazione auto è la prova che questa assicurazione soddisfa i requisiti di assicurazione obbligatoria degli autoveicoli di tutti i paesi membri dell'Unione europea e Andorra, Islanda, Norvegia, Serbia e Svizzera (compreso il Liechtenstein).



Notice To Policyholder



ERS Policy Wording updates.

Please check that the value of your vehicle(s) you have provided to us is correct for the forthcoming policy period. If in doubt, please seek appropriate advice.

Also, please refer to any endorsements that are applicable to your policy as they may have been revised.

Farmers Plan Renewal Schedule



Policy number 50068626
Broker agency number 12534 Scheme 954

Policy details

Policyholder Saltash Town Council
Address 12 Lower Fore Street, Saltash, PL12 6JX
Commencement date and time 06 March 2024 00:01
Expiry date 05 March 2025
Reason for issue Renewal acceptance

Premium

Premium (excluding IPT) £2,463.00
IPT £295.56
Total premium due £2,758.56

Vehicle details

Make & model	Vehicle Type	Numbers	Registration / Chassis number	Year of manufacture	CC	GVW	Value	Cover	Class of use	Annual rate per vehicle (excl. IPT)
KUBOTA F3890 RIDE ON MOWER	Agricultural	1	RO200TG	202	0		£20,561	Comprehensive	Agricultural	£463.00
WESTWARD V25 50H RIDE-ON-MOWER	Agricultural	1	WA17PPX	2017	1		£4,500	Comprehensive	Agricultural	£130.00
KUBOTA RTV 900 + SPRAY TANK	Agricultural	1	WK59DNE	2009	1	1	£9,230	Comprehensive	Agricultural	£208.00
CITROEN RELAY 35 L3 HDI 150 C/CAB	LCV	1	BX15HWJ	2015	2198	3500	£15,369	Comprehensive	Carriage Of Own Goods	£554.00
FORD TRANSIT CUSTOM 270 L1 100	LCV	1	EA14ZCZ	2014	2198	2700	£15,000	Comprehensive	Carriage Of Own Goods	£554.00
CITROEN BERLINGO DRIVER M BLUEHDI S/S 100	LCV	1	WG69EVV	2019	1560	2370	£15,000	Comprehensive	Carriage Of Own Goods	£554.00
GREENMECK CS100E CHIPPER TRAILER	Trailer	1	TBA				£4,794	Comprehensive	Agricultural	£0.00

Permitted drivers

Registration / Chassis number	Driver restrictions
RO200TG	Any Driver
WA17PPX	Any Driver
WK59DNE	Any Driver
BX15HWJ	Any Driver - Excluding Drivers Under 25
EA14ZCZ	Any Driver - Excluding Drivers Under 25
WG69EVV	Any Driver - Excluding Drivers Under 25
TBA	Any Driver

Vehicle excess details

An excess is the amount you must pay in the event of any claim, regardless of who is to blame for an incident. However, there may be additional excess terms applied highlighted below in Additional excesses for young or inexperienced drivers, or shown in the attached Schedule of Endorsements.

Registration / Chassis number	Total excess		Windscreen excess			
	Accidental damage	Fire & theft	Repair by ERS approved supplier	Replacement by ERS approved supplier	Use of non-approved ERS supplier	Agricultural vehicles*
RO200TG	£100	£100	£10	£75	£125	£50
WA17PPX	£100	£100	£10	£75	£125	£50
WK59DNE	£100	£100	£10	£75	£125	£50

BX15HWJ	£100	£100	£10	£75	£125	£50
EA14ZCZ	£100	£100	£10	£75	£125	£50
WG69EVV	£100	£100	£10	£75	£125	£50
TBA	£100	£100	£10	£75	£125	£50

*regardless of which company carries out the repair or replacement

Additional excesses for young or inexperienced drivers

If your vehicle is damaged while a young or inexperienced person (including yourself) is driving, you will have to pay the first amount of any claim as shown below. This is on top of any other excess that you may have to pay.

Drivers	Amount
Under 21	£300
Aged 21 to 24	£200
25 or over who has a provisional driving licence or has not held, for 12 months or more, a full driving licence issued by the UK or any country which is a member of the European Union	£200

These amounts do not apply if the loss or damage is caused by fire or theft.

Policy wordings: Please go to the web page www.ers.com to view the policy wording by selecting documents from the menu.

Farmers Plan

Schedule of Endorsements



Policy number 50068626
Effective date and time 06 March 2024 00:01

ENDORSEMENTS APPLICABLE

Where a value is shown below, this refers to information relevant to an endorsement such as, but not restricted to, an excess amount, driver or security device.

ENDORSEMENTS APPLICABLE TO SPECIFIC VEHICLES

Vehicle type	Registration / Chassis number	Endorsement number	Description	Value	Specified driver(s)
Agricultural, Agricultural, LCV, LCV, Agricultural, LCV	WA17PPX, WK59DNE, EA14ZCZ, BX15HWJ, RO200TG, WG69EVV	001	Damage, fire and theft excess	100	
LCV, LCV, LCV	EA14ZCZ, BX15HWJ, WG69EVV	012	Driving exclusion	25	
	All vehicles	525	Trailer limit amended	15000	
	All vehicles	530	Legal expenses insurance		
	All vehicles	D77	Trailer cover attached or detached		

ENDORSEMENT APPENDIX

001 - Damage, fire and theft excess

We will not pay the first amount shown in the schedule for any claim under section 2 of your policy document.

This endorsement will not apply to claims made for windscreen damage only, and the amount shown is on top of any other amount which you may have to pay under this insurance.

012 - Driving exclusion

We will not provide any cover while your vehicle is being driven by, or is in the charge of, any person under the age stated against this endorsement number.

525 - Trailer limit amended

Within section 2 of your policy document, the sub-section "Agricultural trailers (agricultural vehicles only)" is amended to provide cover up to the amount shown against this endorsement number in your schedule.

530 - Legal expenses insurance

This insurance is extended to cover legal costs and expenses incurred in the recovery of uninsured losses or compensation for death or personal injuries, arising from an occurrence covered under this insurance.

Definitions

You, your - the person named as 'the insured' in the schedule and any driver or passenger with the permission of the insured.

Administrator

Arc Legal Group, The Gatehouse, Lodge Park, Lodge Lane, Colchester, CO4 5NE

Tel: 0344 770 9000

Appointed representative - a solicitor or any other qualified consultant appointed by you or the Administrator following notification of a claim.

Legal costs and expenses - unrecovered fees, costs and disbursements reasonably incurred by the Administrator or appointed representative and opponents costs of any civil proceedings for which you may be liable by order of the court or by agreement with the consent of the Administrator.

You must not investigate any event or claim without written advice from the Administrator. You must comply with all requests made by the Administrator and appointed representative for instructions, information, documents, attendance at meetings or court. If you fail to do so, we will discontinue the claim and any legal action and you will be responsible for all costs and expenses incurred. If you withdraw from, negotiate, commence or discontinue a claim or legal proceedings without prior written consent from the Administrator, you will also be responsible for all costs and expenses.

The appointed representative must at all times take instruction from, report to and supply information and documents to the Administrator. The Administrator will have direct access to the appointed representative and must be kept fully informed of all material developments.

If the Administrator believes that a claim has no reasonable prospect of success, we reserve the right to decline to pursue the matter or discontinue any claim or legal action.

If you are awarded costs, you must use these to repay the amount we have paid out on your behalf in connection with the proceedings. However, we will pay all legal costs and expenses up to the limit of this section when no costs or compensation are awarded. If the legal costs and expenses are greater than the amount you are awarded for the legal costs and expenses, we will pay the excess amount up to the limit of £50,000.

You must ensure that every step is taken to recover legal costs and expenses which have been paid out under this insurance.

Settling claims:

We will pay up to £50,000 in total for any one accident or occurrence which shall be deemed to include a series of accidents or occurrences in connection with or arising out of one event.

Specific conditions

- 1) You must tell us about any other legal expense insurance which you may have to cover the same loss.
- 2) The Administrator will have complete control over the legal proceedings. We will not be bound by any promises given by you without the Administrator's approval.
- 3) If you do not accept any solicitor appointed by the Administrator, we will ask the Law Society to name another solicitor who both you and the Administrator agree to. During this time, the Administrator may appoint a solicitor to act on your behalf, to protect your interests.

Specific exclusions

We will not pay legal costs and expenses for the following circumstances:

- 1) Where the Administrator considers that you will not get a reasonable settlement or where any expected settlement is small in relation to the time and expense involved.
- 2) If the Administrator has not agreed, in writing to the costs and expenses.
- 3) If we are not told of the claim within 180 days of the event causing it.
- 4) Claims which relate to fines and penalties awarded against you.
- 5) Claims involving disputes with us or our agents.
- 6) Claims involving actions carried out in order to fulfil a judgement or a legally-binding decision.

7) Claims which relate to an event which does not occur within the period of insurance.

We will not pay the following:

8) Claims caused by, contributed to or arising from:

(i) a contract or agreement entered into;

(ii) a criminal or deliberate act by you;

(iii) patents, copyrights and trademarks; or

(iv) libel or slander or verbal injury.

9) Claims relating to faults in your vehicle or incomplete, incorrect service or repair of the vehicle.

10) Claims which relate to an appeal unless the Administrator has agreed to them before the appeal has started.

11) Travelling expenses or compensation for being absent from work.

12) Legal costs and expenses if you withdraw from legal proceedings without our agreement.

13) Any legal costs and expenses involved in an action in a small claims court.

14) Legal claims which are covered under a more specific insurance or if a claim has been refused by another insurance company.

The general terms, conditions and exceptions of your insurance apply to this endorsement.

D77 - Trailer cover attached or detached

Sections 1 and 2 of your policy document (Liability to others and Loss of or damage to your vehicle) are extended to apply to any trailer which is attached to or detached from your vehicle, provided that the value of the trailer does not exceed £5,000.

If the trailer is detached from your vehicle, cover will only apply if,

- the trailer is fitted with a security device which is in operation when the trailer is not in use; and
- the trailer is securely parked with the brakes on.

We are not liable for the loss of or damage to any contents in or on the trailer.

Farmers Plan

Statement of Fact



Quote reference

Broker agency number

12534

Scheme 954

Effective date

06 March 2024

These are the details supplied by you and form part of your contract of insurance. If the details are correct there is no need to take any further action. However, you should store this document in a safe place for future reference. If any details are incorrect or incomplete, please contact your broker and notify them of any errors. If the risk remains acceptable they will issue a further statement of fact showing the correct details. If you provide false or incorrect information, withhold information or fail to inform us of any errors, your policy could be cancelled or declared void or we may refuse to pay a claim.

You, the proposer

Name of proposer	<input type="text" value="Saltash Town Council"/>		
Postal address	<input type="text" value="12 Lower Fore Street, Saltash"/>		
Postcode	<input type="text" value="PL12 6JX"/>		
Telephone number	<input type="text"/>	Email address	<input type="text"/>
Business or trade	<input type="text" value="Town Council"/>	Nature of business	<input type="text"/>

Cover operative for 12 months from

Time	<input type="text" value="00:01"/>	Date	<input type="text" value="06 March 2024"/>
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Additional information

Data protection notice

Please read this notice carefully as it contains important information about the details you will give or have given us. You should show this notice to anyone covered by this insurance.

IQUW Syndicate Management Limited is the data controller in respect of your personal information. We will process the details you have given us in line with the UK's Data Protection laws and any other laws that apply. We may work with partner organisations and service providers who are located in other countries, and as a result your information may be processed outside the European Economic Area. In all cases we will make sure that your information is adequately protected. The UK's Data Protection laws classify information about your medical conditions and criminal convictions as 'special category' personal data. We will use this information to assess your request for insurance, to administer your insurance contract and to deal with any claims. We share information with other insurers, certain government organisations and other authorised organisations for the purpose of insurance underwriting, preventing or detecting fraud, managing claims and managing complaints. However, we will only share 'special category' personal data where it is essential for these purposes.

You can find more information about how we use your personal information on our website: www.ers.com/policy-pages/privacy-policy

If you have any questions please contact the Data Protection Officer at 30 Fenchurch Street, London EC3M 3BD or at dpo@ers.com

Important notes

1. I/We declare that the answers given (on which the underwriters will rely when deciding whether to accept the risk and in fixing the premium) are true to the best of my/our knowledge and belief and that no information has been withheld. I/We also agree that if another person has given any information on this form, he or she acted as my/our agent for this purpose. I/We hereby consent to any information you may have about me/us being processed in accordance with the data protection notice on this form.
2. At your request a copy of this completed form will be supplied to you, provided the request is made within a period of three months after its completion.
3. Underwriters liability does not operate until acceptance has been notified or a Cover Note delivered to the Insured. If the Proposal should disclose any special features the Underwriters may quote special terms and they reserve the right to decline a proposal.
4. Details of full policy terms can be supplied on request.
5. Unless such person(s) have been declared to the Underwriters and given permission to drive under this policy, I/we undertake that the vehicle(s) will not be driven by any person(s) who to my/our knowledge:
 - a) has been refused any motor vehicle insurance or continuance thereof.
 - b) suffers from any disability (including any physical or mental condition) that is notifiable to the DVLA.
 - c) has during the last 5 years been convicted of any of the following motor offences: vehicular manslaughter, causing death by dangerous driving, dangerous driving, driving under the influence of drink or drugs, failing to stop after an accident, any offence or combination of offences which resulted in suspension from driving.
 - d) has a non-motor conviction(s) or prosecution(s) pending (where a case is being investigated but there is no conviction yet) that must be legally declared.

Motor insurance database

Information about your insurance policy will be added to the Motor Insurance Database (MID) which is managed by the Motor Insurers' Bureau (MIB). Certain government or authorised organisations including the police, the DVLA, the DVLANI, the Insurance Fraud Bureau and other organisations allowed by law may use the MID and the information stored on it for purposes including Continuous Insurance Enforcement (you can get information about this from the Department of Transport), electronic vehicle licensing, law enforcement for the purposes of preventing, detecting, catching or prosecuting offenders and providing government services or other services aimed at reducing the level of uninsured driving. If you are involved in a road-traffic accident (either in the UK, the EEA or certain other territories), insurers or the MIB (or both) may search the MID to gather relevant information. Anyone making a claim for a road-traffic accident (including their appointed representatives and citizens of other countries) may also gather relevant information which is held on the MID. It is vital that the MID holds your correct registration number. If it is not shown correctly on the MID, you are at risk of having your vehicle seized by the police. You can check that your correct registration number details are shown on the MID at www.askmid.com.

ERS Syndicate 218 at Lloyd's is managed by IQUW Syndicate Management Limited (company no. 00426475), which is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (firm reference no. 204851). IQUW Syndicate Management Limited is registered in England and Wales with its registered address at 30 Fenchurch Street, London EC3M 3BD.

Farmers Vehicle Insurance



Insurance Product Information Document







This insurance is underwritten by ERS (Syndicate 218 at Lloyd's) which is registered in the UK. IQUW Syndicate Management Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. Registered number: 204851.

This document provides a summary of the key information. It does not contain the full terms and conditions; these can be found in your policy document. You can find your policy document at www.ers.com.

What is this type of insurance?

Comprehensive cover – You are covered for loss or damage caused by accidental damage, fire, theft and third party liability cover.

	What is insured?		What is not insured?
✓	<p>Whilst driving your vehicle you will be covered for any one claim or claims arising out of one incident following: Property damage up to £20,000,000 for all vehicles; Property damage costs/expenses up to £5,000,000; Legal costs up to £35,000; Prosecutions against Health & Safety up to £1,000,000.</p>	✘	Your policy excesses as shown in policy documentation.
✓	<p>Third Party Cover for driving other cars is provided when shown on your motor certificate.</p>	✘	Compensation for not being able to use your vehicle.
✓	<p>Loss of or damage to your vehicle as shown in your schedule for accidental damage, fire and theft. We will either repair, replace or pay a cash amount to replace the lost or damaged item.</p>	✘	Loss or damage by theft or attempted theft if left unlocked, the keys left in or on your vehicle, left with the windows/roof panel open or reasonable precautions not been taken to protect your vehicle.
✓	<p>The most we will pay for claims in relation to loss of or damage to your vehicle is up to the value shown on your policy schedule and statement of fact, as this is the limit of cover available in respect of such claims.</p>	✘	Damage to your tyres unless caused by an accident to your vehicle.
✓	<p>Damage to your windscreen or windows is provided.</p>	✘	Any accessories not permanently attached to your vehicle.
✓	<p>Medical expenses for you or anyone who is injured while they are in your vehicle as a result of an accident up to £500.</p>	✘	Loss or damage due to wear and tear, failures, breakdowns or breakages of mechanical, electrical or computer equipment.
✓	<p>Personal Accident cover for you or your husband, wife or civil partner, if involved in an accident and within three months of that accident it is the only cause of death or injury. The most we will pay in any period of insurance is £7,000 (Death - £7,000 and Loss of any limb or permanent loss of sight in one or both eyes - £5,000).</p>	✘	Loss or damage to your vehicle as a result of deception.
✓	<p>Personal belongings lost or damaged in or on your vehicle caused by an accident, fire, theft or attempted theft up to £500.</p>	✘	Loss or damage covered by another insurance policy.
✓	<p>Loss of keys and replacing locks for your vehicle if lost or stolen and have not been recovered up to £1,000.</p>	✘	Loss of fuel.
✓	<p>Unauthorised use of the vehicle or unlicensed driver(s).</p>	✘	Vehicle taken without consent by a member of your immediate family or a person living in your home, unless that person is convicted of theft.
			<p>N.B. Please refer to your policy wording for full terms and conditions.</p>

	Are there any restrictions on cover?
<ul style="list-style-type: none"> ! Endorsements may apply to your policy, these will be shown in your policy documents. ! If a claim is made which you or anyone acting on your behalf knows is false, fraudulent, exaggerated, or provides false or stolen documents to support a claim we will not pay the claim and cover under this insurance will end. ! Where the driving other cars benefit applies, the vehicle you are driving must be insured in its own right. 	
	Where am I covered?
✓	<p>We will provide the minimum insurance needed by the relevant law to allow you to use your vehicle in the European Union, Andorra, Iceland, Norway Serbia or Switzerland (including Liechtenstein).</p> <p>We will provide the cover shown on your schedule in these countries for up to 60 days per trip.</p> <p>We can provide full policy cover when you travel abroad or additional countries for which we have agreed to.</p>
	What are my obligations?
-	<p>Your premium is based on the information you gave at the start of the insurance and when it is renewed. If you have failed to give us complete and accurate information, this could lead to us changing the terms of your policy, refusing your claim or the insurance not being valid.</p> <p>In the event of a claim or possible claim: You will need to pay the agreed excess as shown in your schedule. You must notify us as soon as possible of the incident happening.</p> <p>Windscreen excesses: If your windscreen is replaced by our approved supplier, you must pay the first £75 of any claim. If your windscreen is repaired by our approved supplier, you must pay the first £10 of any claim. If your windscreen is repaired or replaced by any other company, you must pay the first £125 of any claim. For agriculture vehicles, you must pay the first £50 of any claim.</p> <p>You must not admit to, negotiate on or refuse any claim unless you have our permission.</p> <p>You must tell us immediately about any changes to the information you have already provided. Please contact your broker if you are not sure if information is relevant. If you don't tell us about relevant changes, your insurance may not cover you fully, or at all.</p>
	When and how do I pay?
-	For full details of when and how you pay, you need to contact your broker directly.
	When does the cover start and end?
-	<p>Your insurance is a 12 month contract which may be renewed each year. Renewal will be subject to the terms and conditions that apply at the time of renewal.</p> <p>Your Insurance cover start and end dates will be shown on your policy schedule and certificate of motor insurance.</p>
	How do I cancel the contract?
-	<p>You may cancel the insurance at any time by informing your broker.</p> <p>If you change your mind about this insurance, you must advise us within 14 days of the start date. Provided your vehicle has not been subject of a claim(s), we will refund a proportional amount of premium based on the number of days remaining on your policy. The minimum amount that will be retained by ERS will be £25 (plus insurance premium tax (IPT) where applicable).</p>

To receive the Town Clerks report on delegated authority to spend and consider any actions and associated expenditure.

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16

Supplier	Description	Net	VAT	Gross	Budget Code	Available Budget
Street Solutions	Various onsite health and safety items – cones, barriers, signage, sandbags etc.	£2,000	£400	£2,400	6214 Health and Safety	£3,785

To receive the Town Clerks report on delegated authority to spend and consider any actions and associated expenditure.

Health and Safety Items

Saltash Town Council Service Delivery Department does not comply with Chapter 8 requirements of working safely.

Various items are required to ensure staff and others are safe during onsite work and the Town Council is compliant with health and safety regulations.

Whilst we have some items, they are not the correct items. Purchase of barriers, cones, various signage, sandbags and other items that arise are to be purchased asap.

Due to the importance of this, the Town Clerk instructed the Service Delivery Manager to purchase the items with immediate effect working within budget.

Members are asked to ratify the Town Clerks delegated spend up to £2,000 allocated to budget code 6214 Health and Safety.

Budget availability 2023-24 £3,785.

**End of report
Town Clerk / RFO**

Hire of Town Council Premises and Events

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	1 DRAFT	Approved by	
Date		Date	
Responsible Officer		Minute no.	
Next review date			

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
02.2024	2024 DRAFT	AJT	P&F 12.03.2024		New policy

Document Retention Period
Until superseded

Hire of Town Council Premises and Events

This policy sets out the guidelines for the administration of events and hire of Saltash Town Council premises to outside organisations, businesses and individuals.

Hire of Town Council premises

Hirers must be over the age of 18.

Use of the premises must be for legal activities only.

Premises are available for hire on bank or public holidays subject to agreement. Additional charges may apply.

There is a minimum hire of two hours.

All hirers should refer to the terms and conditions of hire attached to the booking form. To book a premises, the Town Council booking form must be used and this is available on the Town Council website or by contacting the Guildhall. Completed forms should be sent to enquiries@saltash.gov.uk or to the Guildhall.

All bookings are at the discretion of the Town Council.

Charges

Current charges for hire of premises can be found in the Town Councils fees and charges, on the Town Council website <https://www.saltash.gov.uk/facilitiesforhire.php> or by contacting the Guildhall.

Community rate charges are only applicable to Saltash based volunteer organisations, all other bookings will be charged at the commercial rate.

The room hire fee and any other charges should be paid in full and in advance by the hirer within 7 days of receipt of the invoice from Saltash Town Council, unless prior arrangement with the Town Clerk has been agreed. If payment has not been received prior to a booking, the booking may be cancelled.

Refunds and cancellations

Room hire bookings are offered on a no refund basis unless circumstances dictate that Saltash Town Council has to cancel the booking then a full refund will be offered.

The Town Clerk has delegated authority to offer full or partial refunds in exceptional circumstances, reporting back to the Policy and Finance Committee. The decision of the Town Clerk is final.

Free use of Town Council premises

There is a cost involving public money to providing facilities for hire and Saltash Town Council normally charges external organisations for the use of Town Council premises.

This policy lays out the approach of the Town Council to request for free use of Town Council Premises by external organisations.

Eligibility

Saltash Town Council will consider applications for free use of Council Premises from groups which are underpinning the strategic priorities of Saltash Town Council, as laid out in their Business Plan, where no other body is able to pay for the facility. The policy is not intended to support normal meetings of Saltash based groups, although the Town Council acknowledge they carry out vital roles in our community.

Meetings should, where possible, be held during operational hours to avoid incurring additional staffing costs, and where they can be accommodated. Where there is an extra direct cost to the Town Council (e.g. staff required for attending facilities, heating and lighting costs out of normal operating hours) this may be charged.

Other community or voluntary groups, who do not qualify for free use, will be directed to the Library Hub where meetings can be held during operational opening hours, or to make use of the Community rates for room hire found in the fees and charges.

Applications

Applications for free use of council premises should be submitted in writing as early as possible, prior to the requested booking date. These will be assessed subject to availability. Applications should outline the reasons for the request for free use of a Town Council premises.

This should be submitted to enquiries@saltash.gov.uk or by post to The Town Clerk, The Guildhall 12 Lower Fore Street Saltash PL12 6JX.

General guidelines

- Free use will not usually be offered on Saturday, Sunday or public holidays except in exceptional circumstances.
- A suitable room/venue will be allocated by the administration team subject to operational requirements and availability, whilst working with the hirer.
- Bookings will be for a maximum of 3 hours but may be limited by operational requirements.
- All requests approved must conform with the general conditions of hire, as detailed in the Town Council facilities for hire booking form.
- Refreshments are not included as part of free hire. If requested, they will usually be charged at normal rates (see Fees and Charges on the STC website).

- Free use will not be offered for charitable events, religious or party political purposes.
- If a request for a paid booking is received by the Town Council for the same time as the authorised free booking, the free hirer may be asked to move the booking to an alternative Town Council venue or date, subject to the Town Clerks review and final decision.

Decisions

Delegated authority to decide on all requests for free bookings is given to the Town Clerk (or in their absence the Assistant Town Clerk) in conjunction with the Chairman of the Town Council, reporting back to the Policy and Finance Committee.

The decision of the Town Council is final.

Events

Town Council events

Tickets for events run by the Town Council will be offered for sale on a no refund basis, except in the case of cancellation or rescheduling of the event.

Cancellation

If a Town Council organised event is cancelled or rescheduled, a refund will be issued if required, ticket purchasers will be notified of the cancellation or reschedule.

Events run by third parties

The Town Council is not responsible for refunding tickets sold for events run by a third party and accept no liability for any loss.

Data

The Town Council will collect and retain personal data in order to contact you about any booking or purchase, in order to process refunds in the event of cancellation or reschedule (where applicable).

Please refer to the privacy notice on the Town Council website for how we use your data. Please visit the policy page of the Town Council website to view <https://www.saltash.gov.uk/policies.php>

Personnel held on 29th February 2024.

80/23/24 TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members that the staff training budget codes are split across Services, Library and Policy and Finance in the same manner as the salaries. There is potential for staff to miss training opportunities due to the lengthy approval process for training requests over the delegated amount of £200.

Members asked various questions.

The Town Clerk confirmed that salary incremental is a recommendation to Full Council.

It was **RESOLVED** to note the budget statement.

It was proposed by Councillor Dent, seconded by Councillor Martin and unanimously resolved to **RECOMMEND** to the Policy and Finance Committee held on 12th March to consider virement of the staff training budget codes to the Personnel Committee to assist with staff training requests in line with the Committee Terms of Reference.

It was proposed by Councillor Martin, seconded by Councillor Dent and unanimously resolved to **RECOMMEND** to the Policy and Finance Committee held on 12th March to consider virement of the staff salary budget codes to the Personnel Committee.

81/23/24

TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

A. Training Budget

It was **RESOLVED** to note.

B. Training Attended

Councillor Foster left the meeting and then re-joined the meeting during discussion of this item.

It was **RESOLVED** to note.

C. Training requests

It was proposed by Councillor Martin, seconded by Councillor Stoyel and unanimously resolved to **RECOMMEND** to the Services Committee to be held on 11th April to ratify the Town Clerks delegated authority for the Service Delivery Manager to attend RoSPA Routine Visual Inspection course at a cost of £335+VAT allocated to budget code 6676 Services Delivery Staff Training.

It was proposed by Councillor Stoyel, seconded by Councillor Foster and unanimously resolved to **RECOMMEND** to the Policy and Finance Committee to be held on 12th March to approve the Finance Officer to attend the Local Government Association Employer Role training on the 16th April at a cost of £250+VAT allocated to budget code 6656 Staff Training.

86/23/24

TO RECEIVE A REPORT ON BRIGHTPAY SOFTWARE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and unanimously **RESOLVED** to:

1. Purchase an annual licence for BrightPay 2024/25 at a cost of £289+VAT;
2. Purchase BrightPay Connect at a cost of 0.65p+VAT per employee per month;
3. **RECOMMEND** to the Policy and Finance Committee held on 12th March that the associated cost be allocated to budget code 6305 Finance Software due to the function moving back in-house.

**TO REVIEW ROSEVALE ACCOUNTANTS FINANCE SERVICE AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To continue with the temporary appointment of Rosevale Accountants to support the Finance Officer with the year-end and AGAR work;
2. At a cost of £33+VAT per hour;
3. The Town Clerk to continue to oversee the working relationship with Rosevale and ensure contracted hours are only as necessary and stay within budget;
4. To note the 12 month training plan ceases on 31st March 2024;
5. To **RECOMMEND** to the Policy and Finance Committee held on 12th March to allocate the associated cost to budget code 6661 Finance Consultancy Fees.

To receive a report on Freedom of Information and GDPR Subject Access Requests and consider any actions and associated expenditure.

Overview

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

There have been five requests for information received under the Freedom of Information Act between June and December 2023. No Subject Access Requests have been received.

Details of requests and responses are published on the Town Council website once the case file has been closed. The summary register is also available on the website.

Summary register:

<https://modern.saltash.gov.uk/documents/s10232/FOlandEIRSummarySheet122023.pdf>

Disclosure log June – December 2023:

<https://modern.saltash.gov.uk/documents/s10230/FreedomofInformationDisclosureLogJunetoDecember2023.pdf>

Recommendation

To note the report.

End of Report

Senior Policy and Data Compliance Monitoring Officer



Saltash Town Council



Grant Application Form

APPLYING FOR: Community Chest Grant
 (Tick one box)
 Festival Fund Grant

DATE APPLICATION SUBMITTED:

Contact Name:	[REDACTED]
Position:	Vice Chairman
Organisation:	Cornwall International Male Choral Festival
Contact Address:	[REDACTED]
Telephone Number:	[REDACTED]
E-mail:	[REDACTED]
Status of Organization:	Charity
Charity/Company number (if applicable)	Charity No:1 099924 Company No: 509936
What geographical area does your organization cover?	The whole of Cornwall

How long has your organization been in existence?	Since 2003.
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Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
Have you applied for a grant from Saltash Town Council within the last 5 Years? (Please list – continue on a separate sheet if necessary)	Jan 2019	Festival	£300	N
	Jan 2022	Festival	£250	Y
Please list the aims and objectives of your organization	<p>To create the largest and most influential international Male Choir Festival in Britain and Europe in order to maintain and extend male voice singing as an important aspect of Cornwall’s cultural heritage;</p> <p>To increase the membership, particularly of younger male singers, and introduce an educational aspect in to the Festival programme to achieve this;</p> <p>To encourage Cornish composers and UK composers to write new works for male choirs.</p>			

What are the main activities of your organization?	We are a biennial International Festival which brings about thirty Male choirs from UK and abroad. Together with a matching number of Cornish male choirs, we run regional concerts in every major Cornish town. We also run a major singing competition as well as a Youth outreach programme. In our intervening year we run an International Composers competition.
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	Yes / No or N/A
Are you part of a religious group?	No
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	No
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	No
If application is from an education, health or social service establishment – do you work in partnership with other groups?	Yes
If application is from an education, health or social service establishment – is project in addition to statutory services?	Yes

2. Your project

Project	Start Date	2 / 5 / 2024
	Finish Date	6 / 5 / 2024
	Total Cost	£ 128,800
	Grant Applied For	£ 300

Project title	Cornwall International Male Choral Festival 2024 Saltash Gala Concert and youth workshops
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<p>Description of project (please continue on a separate sheet if necessary):</p>	<p>We are a biennial Festival having started in 2003. We are expecting more than 1000 singers from over 40 choirs to take part in some 30 events across Cornwall.</p> <p>As well as over 25 Cornish Choirs, we will have 20 from the rest of the UK, and 5 from abroad including Austria, Sweden and hopefully Ukraine.</p> <p>We will be holding a Gala Concert in Saltash on 2nd May which will be hosted by Burraton Male Voice Choir. It will also feature an Austrian Choir and Warrington MVC.</p> <p>In addition, we are intending to bring the Svanholm Singers from Sweden to run an outreach project in Saltash for schools in South East Cornwall.</p>
<p>Where will the project/activity take place?</p>	<p>Saltash Methodist Church</p>

<p>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</p>	<p>The Festival, which is a registered charity, will be bringing direct activity to Saltash in the form of a concert, school workshops and interaction with visiting choirs, involving both residents and youth. It will also showcase Burraton Male Voice Choir, and we do hope you will feel able to support us.</p>
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	<p>We have run regional concerts in Saltash with international choirs since 2005. These have always been well attended.</p>
<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)</p>	<p>The attendance at our many events over the years has shown how we are appreciated. The ticket income also allows us to be financially viable and sustainable.</p>

<p>How will the project be managed and how will you measure its success?</p>	<p>The Festival operates as a Company Limited by Guarantee and as a Registered Charity, and engages a Festival Director. Our honorary President is Colonel Edward Bolitho. The Trustees / Board members are all volunteers and most take an active role in running part of the Festival operation. We measure our success in audience numbers, youth attendance at workshops and our financial bottom line.</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>This year, our Festival runs from 2 to 6 May. Our major milestone has been achieved in that we have over 40 choirs committed to performing. 25 of these are from outside Cornwall and will be staying in the county.</p>
<p>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)</p>	<p>Our Youth Programme is run in conjunction with Cornwall Music Service Trust and complies with all their safeguarding procedures.</p>

3. How you will pay for your project.

<p>What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	<p>Concert Expenses £29,000</p> <p>Competition Expenses £11,500</p> <p>Visiting Choir Support £30,000</p> <p>Marketing & Promotion £16,900</p> <p>Director and Administration <u>£41,400</u></p> <p>Total costs: £128,800</p> <p>STC grant will be used as support for visiting youth choirs.</p>
<p>How will you promote STC once application and project are complete?</p>	<p>On our website, and in our publicity.</p>

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

Organization	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Cornwall Community Fund	500	✓	✓
Tanner Phoenix Fund	4000	✓	✓
Falmouth Town Council	1500	✓	
Truro City Council	2500	✓	
Launceston Town Council	300	✓	

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

	Enclosed (please tick)
A copy of your organization's most recent bank statements (mandatory)	✓
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	These are only put in place for the actual Festival 2-6 May
A letter head showing the organization's address and contact details	✓

A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)	✓
A copy of your organization's latest set of accounting statements (if any exist)	✓
Copies of any letters of support for your project	
If your organization has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council	
Other (please list)	

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

5. Declaration by the applicant

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

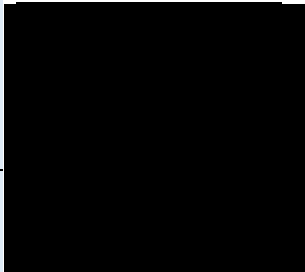
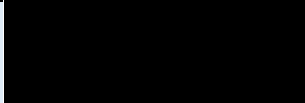
I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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

I/we accept the following:

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

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

Signed:			
Print Name(s):			
Position(s):	Vice Chairman		
Date:			

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

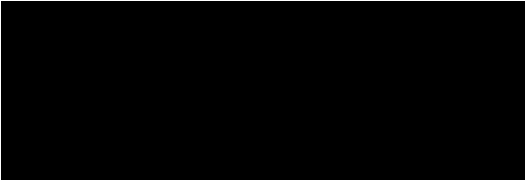
COMPLETED FORMS SHOULD BE RETURNED TO:
 The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street,
 Saltash PL12 6JX or enquiries@saltash.gov.uk

OFFICE USE ONLY:	
Date received	12/02/2024
Received by	Lindsay Mansfield
Application reference	FF120
Date to P&R Chairman/Vice Chairman	12/02/2024
Approved to go to Committee	20/3/2024
Committee date	12/3/2024
Decision/Minute number	
Amount awarded	
Application refused by P&R Chair or refused by Committee	
Appeal notice issued	
Appeal received	
Approved for Committee	
Decision/Minute number	

- 3 FEB 2024

MG 032483 F1VI636A 709F3046A00147 39400 C 50489

THE DIRECTORS
CORNWALL INTERNATIONAL MALE VOI



Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 30 January 2024

Business Current Accounts

Business Current Account Statement	£3,751.75
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Business Savings Accounts

Business Premium Account	£16,055.22
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This is the end of your account summary.





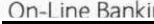



1/3

32483 176549 F1VI636A 1 of 3



Your Business Current Account

At a glance

Date	Description	Money out £	Money in £	Balance £
30 Dec	Start Balance			4,025.35
2 Jan	 Direct Credit From Amvc Male Vce CH Ref: CC Alcester Mvc		160.00	4,185.35
3 Jan	 Direct Credit From Ccla Investment MA Ref: 942753		44.04	4,229.39
9 Jan	 Commission Charges For The Period 13 Nov /12 Dec	8.50		4,220.89
10 Jan	 On-Line Banking Bill Payment to  Ref: Postage 2023	10.81		4,210.08
15 Jan	 Direct Credit From Pendennis Shipyar Ref: Pendennis		1,000.00	5,210.08
26 Jan	 On-Line Banking Bill Payment to  Ref: Monthly Fee	1,458.33		3,751.75
30 Jan	Balance carried forward			3,751.75
	Total Payments/Receipts	1,477.64	1,204.04	

30 Dec 2023 - 30 Jan 2024

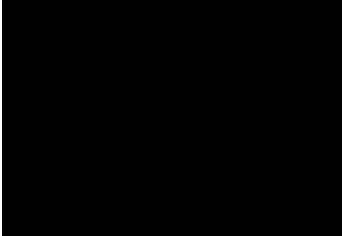
Start balance	£4,025.35
Money out	£1,477.64
▶ Commission charges £8.50	
▶ Interest paid £0.00	
Money in	£1,204.04
End balance	£3,751.75

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

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

2 FEB 2024

Statement of Account



014169

19 January 2024

Account name: **CORNWALL INTERNATIONAL MALE CHORAL FESTIVAL LIMITED**
Account number:
Statement period: **01/10/2023 to 31/12/2023**

Please find enclosed a statement of your account covering the period 1 October 2023 to 31 December 2023. This statement shows the value of your investments as at 31 December 2023.

Details of all transactions carried out on your account within the reporting period have been included for your reference.

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.



If you would like to discuss any of the information on your statement please contact Client Services.

Account summary

Total valuation as at 31 December 2023	£10,059.46
Total valuation as at last statement at 1 October 2023	£10,059.46
Total income during the period	£129.14

Holdings as at 31 December 2023

Fund name	Value
COIF Charities Deposit Fund	£10,059.46

Total value

£10,059.46

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk Freephone 0800 022 3505 www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Fund Managers Limited (registered in England and Wales, No. 8735639) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.



CORNWALL INTERNATIONAL
MALE CHORAL *festival*

President

Col Edward Bolitho OBE

Vice Presidents

Michael Galsworthy CVO CBE

Dr Roy Wales

David Peters

Ellen Winsor MBE DL

Peter Day

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Festival Registered Office

Peat House

Newham Road

Truro

Cornwall TR1 2DP

www.cimcf.uk

Company Reg No 4509936

Charity Registration No 1099924

Artistic Festival Director

Gareth Churcher MA LTCL MAAT

CMST

Truro School

Trennick Lane

Truro

Cornwall TR1 1TH

director@cimcf.uk

4509936

SATURDAY



R41QC4GH

RM

24/10/2015

#91

COMPANIES HOUSE

THE COMPANIES ACTS 1985 TO 1989

COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

MEMORANDUM OF ASSOCIATION

The *Company's name* is "Cornwall International Male Voice Choral Festival Limited" (and in this document it is called "the *Charity*").

The *Charity's* registered office is to be situated in England/Wales

The *Charity's* objects ("*the Objects*") are:

to advance, promote, develop and maintain public education in, and appreciation or, the art and science of male voice choral singing in all its aspects, particularly, but not exclusively, through the holding of an international festival.

In furtherance of the Objects but not otherwise the Charity may exercise the following powers.

- 1 To draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments, and to operate bank accounts in the name of the *Charity*;
- 2 To raise funds and to invite and receive contributions: provided that in raising funds the *Charity* shall not undertake any substantial permanent trading activities and shall conform to any relevant statutory regulations;
- 3 To acquire, alter, improve and (subject to such consents as may be required by law) to charge or otherwise dispose of property;
- 4 Subject to clause 5 below to employ such staff, who shall not be directors of the *Charity* (hereinafter referred to as "*the trustees*"), as are necessary for the proper pursuit of the *Objects* and to make all reasonable and necessary provision for the payment of pensions and superannuation to staff and their dependants;
- 5 To establish or support any charitable trusts, associations or institutions formed for all or any of the *Objects*;
- 6 To co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the *Objects* or similar charitable purposes and to exchange information and advice with them;
- 7 To pay out of the funds of the *Charity* the costs, charges and expenses of and incidental to the formation and registration of the *Charity*;
- 8 To do all such other lawful things as are necessary for the achievement of the *Objects*.

The income and property of the *Charity* shall be applied solely towards the promotion of the *Objects* and no part shall be paid or transferred, directly or indirectly, by way of a dividend, bonus or otherwise by way of profit, to members of the *Charity*, and no trustee shall be appointed to any office of the *Charity* paid by salary or fees or receive any

remuneration or other benefit in money or money's worth from the *Charity*: provided that nothing in this document shall prevent any payment in good faith by the *Charity*:

- 5.1 of the usual professional charges for business done by any trustee who is a solicitor, accountant or other person engaged in a profession, or by any partner of his or hers, when instructed by the *Charity* to act in a professional capacity on its behalf: provided that at no time shall a majority of the trustees benefit under this provision and that a trustee shall withdraw from any meeting at which his or her appointment or remuneration, or that of his or her partner is under discussion;
- 5.2 of reasonable and proper remuneration for any services rendered to the *Charity* by any member, officer or servant of the *Charity* *who is not a trustee*;
- 5.3 of interest on money lent by any member of the *Charity* at a reasonable and proper rate per annum not exceeding 2 per cent less than the published base lending rate of a clearing bank *to be selected by the trustees*;
- 5.4 of fees, remuneration or other benefit in money or money's worth to any company of which a *trustee* may also be a member holding not more than 1/100th part of the issued capital of that company;
- 5.5 of reasonable and proper rent for premises demised or let by any member of the *Charity* or a *trustee*;
- 5.6 to any trustee of reasonable out-of-pocket expenses;
- 5.7 *of any premium in respect of any indemnity insurance to cover liability of the trustees*
 - (i) *which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Charity, or*
 - (ii) *to make contributions to the assets of the Charity in accordance with the provisions of section 214 of the Insolvency Act 1986.*

Provided that any such insurance in the case of (i) above cannot extend to any claim arising from any act or omission which the trustees knew to be a breach of trust or breach of duty or which was committed by the trustees in reckless disregard of whether there was a breach of trust or breach of duty or not AND PROVIDED ALSO THAT any such insurance shall not extend to the costs of an unsuccessful defence to criminal prosecution brought against the trustees in their capacity as trustees of the Charity; and in the case of (ii) above shall not extend to any liability to make such contribution, where the basis of the trustees liability is his knowledge prior to the insolvent liquidation of the Charity (or reckless failure to acquire that knowledge) that there was no reasonable prospect that the Charity would avoid going into insolvent liquidation.

And provided that nothing in this document shall prevent any trustee or their families from benefiting from the services of the Charity in accordance with the Objects as someone attending or participating in the events and services provided by the Charity

6. The liability of the members is limited.

7. Every member of the *Charity* undertakes to contribute such amount as may be required (not exceeding £10) to the *Charity's* assets if it should be wound up while he or she is a

member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.

If the *Charity* is wound up or dissolved and after all its debts and liabilities have been satisfied there remains any property, it shall not be paid to or distributed among the members of the *Charity* but shall be given or transferred to some other charity or charities having objects similar to the Objects which prohibits the distribution of its or their income and property and chosen by the members of the *Charity* at or before the time of dissolution and if that cannot be done then to some other charitable object.

Let the persons whose names and addresses are written below, wish to be formed into a company under this Memorandum of Association.

Signatures

Names and Addresses of Subscribers

Dated:

Witness to the above Signatures:

Name:

Address:

Occupation: Page 72

**The Companies Acts 1985 and 1989
Company Limited by Guarantee and not having a Share
Capital**

**Articles of Association of
The Cornwall International Male Voice Choral Festival Limited**

Interpretation.

1. In these articles:

“the Charity” means the company intended to be regulated by these articles;

“the Act” means the Companies Act 1985 including any statutory modification or re-enactment thereof for the time being in force;

“the articles” means these Articles of Association of the Charity;

“clear days” in relation to the period of a notice means the period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;

“executed” includes any mode of execution;

“the memorandum” means the memorandum of association of the Charity;

“office” means the registered office of the Charity;

“the seal” means the common seal of the Charity if it has one;

“secretary” means the secretary of the Charity or any other person appointed to perform the duties of the secretary of the Charity, including a joint, assistant or deputy secretary;

“the trustees” means the directors of the Charity (and “trustee” has a corresponding meaning);

“the United Kingdom” means Great Britain and Northern Ireland: and

words importing the masculine gender only shall include the feminine gender.

Subject as aforesaid, words or expressions contained in these Articles shall, unless the context requires otherwise, bear the same meaning as in the Act.

Members.

2. (1) The subscribers to the memorandum and such other persons or organisations as are admitted to membership in accordance with the rules made under Article 63

shall be members of the Charity. No person shall be admitted a member of the Charity unless his application for membership is approved by the trustees.

- (2) Unless the trustees or the Charity in general meeting shall make other provision under Article 63, the trustees may in their absolute discretion permit any member of the Charity to retire, provided that after such retirement the number of members is not less than two.
- (3) A member may at any time withdraw from the Charity by giving at least 7 clear days notice to the trustees. Membership shall not be transferable and shall cease on death.
- (4) The trustees may, without showing cause, by resolution passed by a majority numbering not less than half of the trustees at the time being and not being less than two thirds of those present and entitled to vote at the meeting of the trustees specially convened for the purpose of considering such resolution and the Charity may without showing cause by a resolution passed at any general meeting refuse to allow any member to continue as a member of the Charity and if such resolution shall be passed then such person shall thereupon such cease to be a member of the charity and his or her name shall be removed from the register

General meetings.

3. The Charity shall hold an annual general meeting each year in addition to any other meetings in that year, and shall specify the meeting as such in the notices calling it; and not more than fifteen months shall elapse between the date of one annual general meeting of the Charity and that of the next: Provided that so long as the Charity holds its first annual general meeting within eighteen months of its incorporation, it need not hold it in the year of its incorporation or in the following year. The annual general meeting shall be held at such times and places as the trustees shall appoint. All general meetings other than annual general meetings shall be called extraordinary general meetings.
4. The trustees may call general meetings and, on the requisition of members pursuant to the provisions of the Act, shall forthwith proceed to convene an extraordinary general meeting for a date not later than eight weeks after receipt of the requisition. If there are not within the United Kingdom sufficient trustees to call a general meeting, any trustee or any member of the Charity may call a general meeting.

Notice of general meetings.

5. An annual general meeting and an extraordinary general meeting called for the passing of a special resolution appointing a person as a trustee shall be called by at least twenty-one clear days' notice. All other extraordinary general meetings shall be called by at least fourteen clear days' notice but a general meeting may be called by shorter notice if it is so agreed:
 - (1) in the case of an annual general meeting, by all the members entitled to attend and vote; and
 - (2) in the case of any other meeting by a majority in number of members having a right to attend and vote, being a majority together holding not less than 95 percent of the total voting rights at the meeting of all the members.

The notice shall specify the time and place of the meeting and the general nature of the business to be transacted and, in the case of an annual general meeting, shall specify the meeting as such.

The notice shall be given to all the members and to the trustees and auditors.

6. The accidental omission to give notice of a meeting to, or the non- receipt of notice of a meeting by any person entitled to receive notice shall not invalidate the proceedings at that meeting.

Proceedings at general meetings.

7. No business shall be transacted at any meeting unless a quorum is present. Five persons entitled to vote upon the business to be transacted, each being a member or a duly authorised representative of a member organisation, or one tenth of the total number of such persons for the time being, whichever is the greater, shall constitute a quorum.
6. If a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the trustees may determine
7. The chairman, if any, of the trustees or in his absence some other trustee nominated by the trustees shall preside as chairman of the meeting, but if neither the chairman nor such other trustee (if any) be present within fifteen minutes after the time appointed for holding the meeting and willing to act, the trustees present shall elect one of their number to be chairman and, if there is only one trustee present and willing to act, he shall be chairman.
8. If no trustee is willing to act as chairman, or if no trustee is present within fifteen minutes after the time appointed for holding the meeting, the members present and entitled to vote shall choose one of their number to be chairman.
9. A trustee shall, notwithstanding that he is not a member, be entitled to attend and speak at any general meeting.
10. The chairman may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.
11. A resolution put to the vote of a meeting shall be decided on a show of hands unless before, or on the declaration of the result of, the show of hands a poll is duly demanded. Subject to the provisions of the Act, a poll may be demanded:

- (1) by the chairman, or

- (2) by at least two members having the right to vote at the meeting, or
 - (3) by a member or members representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting.
12. Unless a poll is duly demanded a declaration by the chairman that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
 13. The demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the chairman. The withdrawal of a demand for a poll shall not invalidate the result of a show of hands declared before the demand for the poll was made.
 14. A poll shall be taken as the chairman directs and he may appoint scrutineers (who need not be members) and fix a time and place for declaring the results of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
 15. In the case of an equality of votes, whether on a show of hands or on a poll, the chairman shall be entitled to a casting vote in addition to any other vote he may have.
 16. A poll demanded on the election of a chairman or on a question of adjournment shall be taken immediately. A poll demanded on any other question shall be taken either immediately or at such time and place as the chairman directs not being more than thirty days after the poll is demanded. The demand for a poll shall not prevent continuance of a meeting for the transaction of any business other than the question on which the poll is demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.
 17. No notice need be given of a poll not taken immediately if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In other cases at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken

Votes of members.

18. Subject to Article 15, every member shall have one vote.
19. No member shall be entitled to vote at any general meeting unless all moneys then payable by him to the Charity have been paid.
20. A resolution in writing executed by or on behalf of each member who would have been entitled to vote upon it if it had been proposed at a general meeting which he was present shall be as effectual as if it had been passed at a general meeting duly convened and held and may consist of several instruments in the like form each executed by or on behalf of one or more members
21. No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not

disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the chairman whose decision shall be final and conclusive.

22. A vote given or poll demanded by the duly authorised representative of a member organisation shall be valid notwithstanding the previous determination of the authority of the person voting or demanding a poll unless notice of the determination was received by the Charity at the office before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll
23. Any organisation which is a member of the Charity may by resolution of its Council or other governing body authorise such person as it thinks fit to act as its representative at any meeting of the Charity, and the person so authorised shall be entitled to exercise the same powers on behalf of the organisation which he represents as the organisation could exercise if it were an individual member of the Charity.

Trustees

24. The number of trustees shall be not less than *three* but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.
25. The first trustees shall be those persons named in the statement delivered pursuant to section 10(2) of the Act, who shall be deemed to have been appointed under the articles. Future trustees shall be appointed as provided subsequently in the articles.

Powers of trustees.

26. Subject to the provisions of the Act, the memorandum and the articles and to any directions given by special resolution, the business of the Charity shall be managed by the trustees who may exercise all the powers of the Charity. No alteration of the memorandum or the articles and no such direction shall invalidate any prior act of the trustees which would have been valid if that alteration had not been made or that direction had not been given. The powers given by this article shall not be limited by any special power given to the trustees by the articles and a meeting of trustees at which a quorum is present may exercise all the powers exercisable by the trustees
27. In addition to all powers hereby expressly conferred upon them and without detracting from the generality of their powers under the articles the trustees shall have the following powers, namely:
 - (1) to expend the funds of the Charity in such manner as they shall consider most beneficial for the achievement of the objects and to invest in the name of the Charity such part of the funds as they may see fit and to direct the sale or transposition of any such investments and to expend the proceeds of any such sale in furtherance of the objects of the charity;
 - (2) to enter into contracts on behalf of the Charity.

Appointment and retirement of trustees.

28. *At the first annual general meeting all the trustees shall retire from office, and at every subsequent annual general meeting one-third of the trustees who are subject to retirement by rotation or, if their number is not three or a multiple of three, the number nearest to one third shall retire from office; but, if there is only one trustee who is subject to retirement by rotation, he shall retire.*
29. *Subject to the provisions of the Act, the trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment, but as between persons who became or were last re-appointed trustees on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot*
30. *If the Charity at the meeting at which a trustee retires by rotation, does not fill the vacancy the retiring trustee shall, if willing to act, be deemed to have been re-appointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the trustee is put to the meeting and lost.*
31. *No person other than a trustee retiring by rotation shall be appointed or re-appointed a trustee at any general meeting unless.*
- (1) he is recommended by the trustees; or*
- (2) not less than fourteen nor more than thirty-five clear days before the date appointed for the meeting, notice executed by a member qualified to vote at the meeting has been given to the Charity of the intention to propose that person for appointment or reappointment stating the particulars which would, if he were so appointed or re-appointed, be required to be included in the Charity's register of trustees together with a notice executed by that person of his willingness to be appointed or re-appointed.*
33. *No person may be appointed as a trustee*
- (1) if they are under the age of 18 years unless the charity is a registered company; or*
- (2) in circumstances such that, had he already been a trustee, he would have been disqualified from acting under the provisions of Article 38*
34. *Not less than seven nor more than twenty-eight clear days before the date appointed for holding a general meeting notice shall be given to all persons who are entitled to receive notice of the meeting of any person (other than a trustee retiring by rotation at the meeting) who is recommended by the trustees for appointment or reappointment as a trustee at the meeting or in respect of whom notice has been duly given to the Charity of the intention to propose him at the meeting for appointment or reappointment as a trustee. The notice shall give the particulars of that person which would, if he were so appointed or re-appointed, be required to be included in the Charity's register of trustees.*
35. *Subject as aforesaid, the Charity may by ordinary resolution appoint a person who is willing to act to be a trustee either to fill a vacancy or as an additional trustee and may also determine the rotation in which any additional trustees are to retire.*

- 36 *The trustees may appoint a person who is willing to act to be a trustee either to fill a vacancy or as an additional trustee provided that the appointment does not cause the number of trustees to exceed any number fixed by or in accordance with the articles as the maximum number of trustees. A trustee so appointed shall hold office only until the next following annual general meeting and shall not be taken into account in determining the trustees who are to retire by rotation at the meeting. If not re-appointed at such annual general meeting, he shall vacate office at the conclusion thereof*
- 37 *Subject as aforesaid a trustee who retires at an annual general meeting may, if willing to act, be re-appointed.*
- 38 *A trustee shall cease to hold office if he*
- (1) ceases to be a trustee by virtue of any provision in the Act or is disqualified from acting as a trustee by virtue of section 2 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);*
 - (2) becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affairs,*
 - (3) resigns his office by notice to the Charity (but only if at least two trustees will remain in office when the notice of resignation is to take effect); or*
 - (4) is absent without the permission of the trustees from all their meetings held within a period of six months and the trustees resolve that his office be vacated*
 - (5) Becomes prohibited from holding office by reason of any matters in the act or the Company Directors Disqualification Acts 1986 or otherwise becomes prohibited by law from being a director of a company*

Trustees' expenses.

- 39 *The trustees may be paid all reasonable travelling, hotel and other expenses properly incurred by them in connection with their attendance at meetings of trustees or committees of trustees or general meetings or otherwise in connection with the discharge of their duties, but shall otherwise be paid no remuneration.*

Trustees' appointments.

40. *Subject to the provisions of the Act and to Clause 5 of the memorandum, the trustees may appoint one or more of their number to the unremunerated office of managing director or to any other unremunerated executive office under the Charity. Any such appointment may be made upon such terms as the trustees determine. Any appointment of a trustee to an executive office shall terminate if he ceases to be a trustee. A managing director and a trustee holding any other executive office shall not be subject to retirement by rotation.*
41. *Except to the extent permitted by clause 5 of the memorandum, no trustee shall take or hold any interest in property belonging to the Charity or receive remuneration or be interested otherwise than as a trustee in any other contract to which the Charity is a party.*

Proceedings of trustees.

42. Subject to the provisions of the articles, the trustees may regulate their proceedings as they think fit. A trustee may and the secretary at the request of a trustee shall, call a meeting of the trustees. It shall not be necessary to give notice of a meeting to a trustee who is absent from the United Kingdom. Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes the chairman shall have a second or casting vote.
43. The quorum for the transaction of the business of the trustees may be fixed by the trustees but shall not be less than *one third* of their number or two trustees, whichever is the greater.
44. The trustees may act notwithstanding any vacancies in their number, but, if the number of trustees is less than the number fixed as the quorum, the continuing trustees or trustee may act only for the purpose of filling vacancies or of calling a general meeting.
45. The trustees may appoint one of their number to be the chairman of their meetings and may at any time remove him from that office. Unless he is unwilling to do so, the trustee so appointed shall preside at every meeting of trustees at which he is present. But if there is no trustee holding that office, or if the trustee holding it is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the trustees present may appoint one of their number to be chairman of the meeting.
46. The trustees may appoint one or more sub-committees consisting of *three* or more trustees for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the trustees would be more conveniently undertaken or carried out by a sub-committee, provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the trustees.
47. All acts done by a meeting of trustees, or of a committee of trustees, shall, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any trustee or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a trustee and had been entitled to vote.
48. A resolution in writing, signed by all the trustees entitled to receive notice of a meeting of trustees or of a committee of trustees, shall be as valid and effective as if it had been passed at a meeting of trustees or (as the case may be) a committee of trustees duly convened and held. Such a resolution may consist of several documents in the same form, each signed by one or more of the trustees.
49. Any bank account in which any part of the assets of the Charity is deposited shall be operated by the trustees and shall indicate the name of the Charity. All cheques and orders for the payment of money from such account shall be signed by at least two trustees

Secretary.

50. Subject to the provisions of the Act, the secretary shall be appointed by the trustees for such term, at such remuneration (if not a trustee) and upon such conditions as they may think fit; and any secretary so appointed may be removed by them.

President.

51. *The Charity may in general meeting and subject to the consent of the appointee appoint an Honorary President or joint Honorary Presidents. The appointee need not be a Trustee nor a member of the Charity, but in such cases shall be entitled to attend and speak at meetings of the Trustees and at general meetings but not to vote. The appointee shall hold the position for a term of three years and may be re-appointed in general meeting*

Minutes.

52. The trustees shall keep minutes in books kept for the purpose:
- (1) of all appointments of officers made by the trustees; and
 - (2) of all proceedings at meetings of the Charity and of the trustees and of committees of trustees including the names of the trustees present at each such meeting.

The Seal.

53. The seal shall only be used by the authority of the trustees or of a committee of trustees authorised by the trustees. The trustees may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a trustee and by the secretary or by a second trustee

Accounts.

54. Accounts shall be prepared in accordance with the provisions of Part VII of the Act.

Annual Report.

55. The trustees shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commissioners.

Annual Return.

56. The trustees shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Commissioners.

Notices.

57. Any notice to be given to or by any person pursuant to the articles shall be in writing except that a notice calling a meeting of the trustees need not be in writing.
58. The Charity may give any notice to a member either personally or by sending it by post in a prepaid envelope addressed to the member at his registered address or by leaving it at that address. A member whose registered address is not within the United Kingdom and who gives to the company an address within the United Kingdom at which notices may be given to him shall be entitled to have notices given to him at that address. but otherwise no such member shall be entitled to receive any notice from the Charity.
59. A member present in person at any meeting of the Charity shall be deemed to have received notice of the meeting and, where necessary, of the purposes for which it was called.
60. Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted.

Indemnity

61. Subject to the provisions of the Act every trustee or other officer or auditor of the Charity shall be indemnified out of the assets of the Charity against any liability incurred by him in that capacity in defending any proceedings, whether civil or criminal, in which judgement is given in his favour or in which he is acquitted or in connection with any application in which relief is granted to him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Charity.
62. Subject to the provisions of the Act and clause 5.7 of the memorandum the trustees may purchase and maintain insurance at the expense of the Charity for the benefit of the trustees or other officers of the Charity which attaches to them or loss or expenditure which they incur in relation to anything done or omitted as trustees or officers of the Charity.

Rules.

63. (1). The trustees may from time to time make such rules or bye laws as they may deem necessary or expedient or convenient for the proper conduct and management of the Charity and for the purposes of prescribing classes of and conditions of membership, and in particular but without prejudice to the generality of the foregoing, they may by such rules or bye laws regulate:
 - (i) the admission and classification of members of the Charity (including the admission of organisations to membership) and the rights and privileges of such members, and the conditions of membership and the terms on which members may resign or have their membership terminated and the entrance fees, subscriptions and other fees or payments to be made by members;

- (ii) the conduct of members of the Charity in relation to one another, and to the Charity's servants:
 - (iii) the setting aside of the whole or any part or parts of the Charity's premises at any particular time or times or for any particular purpose or purposes:
 - (iv) the procedure at general meetings and meetings of the trustees and committees of the trustees in so far as such procedure is not regulated by the articles:
 - (v) generally, all such matters as are commonly the subject matter of company rules.
- (2). The Charity in general meeting shall have power to alter, add to or repeal the rules or bye laws and the trustees shall adopt such means as they think sufficient to bring to the notice of members of the Charity all such rules or bye laws, which shall be binding on all members of the Charity. Provided that no rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in, the memorandum or the articles.

64 Vice Presidents

The charity may in general meeting or at the Annual General Meeting and subject to the consent of the appointee appoint Honorary Vice Presidents of the charity. The appointee need not be a trustee or member of the charity but in such cases shall be entitled to attend and speak at meetings of the trustees or general meetings of the members but not be entitled to vote. Such persons on accepting appointment shall hold the said position until, death or retirement.



Saltash Town Council



Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest Grant

Festival Fund Grant

DATE APPLICATION SUBMITTED:

14th February 2024

Contact Name:	[REDACTED]
Position:	Treasurer, Saltash May Fair
Organisation:	Saltash Fair Committee
Contact Address:	[REDACTED]
Telephone Number:	[REDACTED]
E-mail:	[REDACTED]
Status of Organisation:	Constituted committee of volunteers
Charity/Company number (if applicable)	N/A
What geographical area does your organisation cover?	Saltash
How long has your organisation been in existence?	Since 22 nd July 1980

Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.

1. Organization Background

	Date Applied	Project	Amount Applied for	Successful Y/N
<p>Have you applied for a grant from Saltash Town Council within the last 5 Years?</p> <p>(Please list – continue on a separate sheet if necessary)</p>	2023	Saltash May Fair 2023	£3,000	Y
	2022	Big Jubilee Lunch	£1,500	Y
	2022	Saltash May Fair 2022	£2,976.72	Y
	2021	SaltFest 2021	£1,477.75	Y
	2019	Saltash May Fair 2019	£1,922	Y
<p>Please list the aims and objectives of your organization</p>	<p>Aims as stated in the May Fair Constitution:</p> <ul style="list-style-type: none"> The aim of the Committee shall be to continue the revival of the community spirit in Saltash on which attention was focused by the Silver Jubilee of Her Majesty Queen Elizabeth II. The purpose of the Committee is to provide aid for the local voluntary organisations and charities of Saltash, by means of the provision of a fair to be held normally on a Saturday in Saltash, together with any other events which the Committee shall organise from time to time for the community of Saltash. <p>Other Aims:</p> <p>To offer a weekend event across Fore Street, Victoria Gardens and Longstone Park that is free admission, and involves a range of local performers, musicians, traders and community groups and charities. The Festival boosts footfall into the town centre, offers local musicians the opportunity to showcase their talent, promotes health and wellbeing, and promotes community cohesion.</p> <p>Saltash May Fair has joined the “Festival Vision 2025” initiative, working towards an environmentally sustainable festival. We are attending a FEAST-sponsored event at the end of February about sustainable event planning covering topics such as audience communication, food and drink, waste and plastic. We aim to reduce waste wherever and whenever possible, reducing the amount of single use plastics, and removing plastic straws and cutlery. We will work with audiences to positively influence travel choices to reduce travel-related emissions.</p> <p>The main aim, however, is to deliver an event that brings the Saltash community together, combatting social isolation, promoting wellbeing, and enhancing community pride and cohesion.</p>			

What are the main activities of your organization?	<p>The Saltash May Fair Committee comprises volunteers local to Saltash, who organise the Saltash May Fair, and other one-off major festivals such as SaltFest and the Big Jubilee Lunch.</p> <p>The volunteers engage in fundraising throughout the year, working with the other two major festivals in the Saltash calendar (Regatta and Christmas) to engage with sponsors. We have created a booklet listing sponsorship opportunities that is being delivered on the industrial estates as well as in the town centre. We look to maintain an account credit to carry forward each year, to cover any financial issues that might arise.</p>
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	Yes / No or N/A
Are you part of a religious group?	No
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	N/A
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	N/A
If application is from an education, health or social service establishment – do you work in partnership with other groups?	N/A
If application is from an education, health or social service establishment – is project in addition to statutory services?	N/A

2. Your project

Project	Start Date	4 th May 2024
	Finish Date	5 th May 2024
	Total Cost	approx. £16,000
	Grant Applied For	£ 5,000

Project title:	Saltash May Fair
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<p>Description of project (please continue on a separate sheet if necessary):</p>	<p>Saltash May Fair delivers a street market on Fore Street, free entertainment and two stages, providing a platform for local community groups as well as for more professional entertainment, and giving local charities and community groups the chance to raise funds. Victoria Gardens has become established as the venue for a Youth Village hosted by Saltash Youth Network.</p> <p>For the past two years, we have collaborated with the Tamar Trotters to deliver a 'Wellbeing Sunday', introducing various wellness activities promoting a healthy lifestyle alongside the Tamar Trotters' Saltash Half Marathon, 5k race and Fun Run. We are looking to build on this, and are in talks with the Barbican Theatre in Plymouth to deliver a sports day on the Sunday, which will involve children from the Saltash primary schools.</p> <p>In 2023, the May Fair fell on the same day as the Coronation, so we staged live music until 9pm in Longstone Park on the Saturday, as well as inviting the community to a Big Coronation Picnic Lunch in Longstone Park in the afternoon of the Sunday. This entertainment proved extremely popular, so we are looking to build on this offer in 2024.</p> <p>Community engagement is encouraged through a variety of ways:</p> <ul style="list-style-type: none"> • Local businesses and charities can set up stalls to raise funds and awareness • Spaces are offered to businesses who have a shopfront in the town centre • Local groups are able to showcase their talent across the two stages <p>Highlights of the 2-day Festival include:</p> <ul style="list-style-type: none"> • A Youth Village in Victoria Gardens (Saturday 4th) • A Parade of Youth (Saturday 4th) • Free music in Longstone Park until 9pm (Saturday 4th), featuring local bands including bands from Livewire • Half Marathon, 5K and Fun Run (Sunday 5th) • Sports activities and promotion of healthy lifestyles (Sunday 5th) • A Dog Show (Sunday 5th) <p>This helps to celebrate community, promote community cohesion and enhance civic pride.</p>
<p>Where will the project take place?</p>	<p>Longstone Park, Victoria Gardens, Fore Street</p>

<p>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</p>	<p>Based on figures from previous years, the event expects to attract around 6,000 visitors from Saltash and beyond. It also has an inter-generational appeal, catering to various age groups and interests.</p> <p>The May Fair has a positive impact on local businesses, brings visitors to Saltash, and promotes our town to a wider audience.</p> <p>Visitors (Approx. 6,000) Local charities (Approx. 50) Local business taking a stall (Approx. 70)</p>
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<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	<p>Saltash May Fair has been staged for over 40 years, and has always been extremely well attended.</p> <p>It has consistently attracted extremely positive feedback from local shops, businesses, the community and visitors.</p>
<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)</p>	<p>The May Fair enjoys the support of local businesses, charities, community groups, and volunteers.</p> <p>Saltash Chamber of Commerce, Cornwall Council and Saltash Town Council have all supported the event financially in the past.</p>
<p>How will the project be managed and how will you measure its success?</p>	<p>The event is managed by a team of volunteers, with logistical support provided by a local not-for-profit Community Interest Company who ensures the event runs safely and meets HSE regulations.</p> <p>We will use visitor numbers as a measure to judge the success, but also intend to set up a feedback survey.</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>The May Fair will be held on the first weekend of May. Paperwork for road closures has already been submitted, along with risk assessments.</p> <p>Raffle tickets will hopefully go on sale in the beginning of March.</p>
<p>What arrangements do you have in place to ensure safeguarding of children and /or young people and/or vulnerable people (applicable only if your project involves working with this client group)</p>	<p>A full event management plan and risk assessments are produced to ensure the event is safe for all, including children, young people, and vulnerable people.</p> <p>This plan is circulated to the police, fire and ambulance services, as well as to Cornwall Council's Licensing, Streetworks and Events Departments. If the Events Department deems it necessary, it is also sent to the Local Event Safety Advisory Group.</p>

3. How you will pay for your project.

<p>What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	<table> <tr><td>Staging and Sound</td><td>2,200</td></tr> <tr><td>Entertainment</td><td>3,000</td></tr> <tr><td>Traffic Management</td><td>1,500</td></tr> <tr><td>Licenses and Insurance</td><td>750</td></tr> <tr><td>Raffle printing</td><td>75</td></tr> <tr><td>Medical</td><td>1,800</td></tr> <tr><td>Security</td><td>1,000</td></tr> <tr><td>Waste Management</td><td>350</td></tr> <tr><td>Event Management</td><td>2,500</td></tr> <tr><td>Volunteer expenses</td><td>200</td></tr> <tr><td>Marketing & Publicity</td><td>500</td></tr> <tr><td>Toilets, barriers</td><td>1,000</td></tr> <tr><td>Site decoration</td><td>150</td></tr> <tr><td>Wellness instructors</td><td>100</td></tr> <tr><td>Sports Day</td><td>1,000</td></tr> <tr><td></td><td>£16,125</td></tr> </table> <p>STC grant will be used to cover:</p> <ul style="list-style-type: none"> • Brandon Hire (toilets, barriers, fire trolleys etc.) 658.66 • Stage and sound on Longstone Park 2160.00 • Waste Management 309.60 • Traffic Management 1385.30 • Insurance 714.98 	Staging and Sound	2,200	Entertainment	3,000	Traffic Management	1,500	Licenses and Insurance	750	Raffle printing	75	Medical	1,800	Security	1,000	Waste Management	350	Event Management	2,500	Volunteer expenses	200	Marketing & Publicity	500	Toilets, barriers	1,000	Site decoration	150	Wellness instructors	100	Sports Day	1,000		£16,125
Staging and Sound	2,200																																
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	£16,125																																
<p>How will you promote STC once application and project are complete?</p>	<p>Saltash Town Council will be promoted in editorial pieces as well as through social media, including our FB page, which has over 2,200 followers. We are also producing an e-magazine in conjunction with the Regatta and Christmas Festival committees, which will include a feature on STC.</p>																																

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

Organization	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Business Sponsorship	£1500	✓	Too early for confirmation
Stall Bookings	£3000	✓	Too early for confirmation, but seems a reasonable assumption based on previous years
Fundraising	£1500 (Raffle etc.)	✓	Raffle tickets will go on sale in March
Cornwall Council Community Chest Fund	£1000		
Cornwall Community Foundation	£1000		
Awards For All (Sports Day Funding)	£1000		
Tamar Trotters (from the Half Marathon etc.)	£500	✓	

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

	Enclosed (please tick)
A copy of your organisation's most recent bank statements (mandatory)	✓
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	To follow
A letter head showing the organization's address and contact details	✓
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)	✓
A copy of your organization's latest set of accounting statements (if any exist)	Have attached latest bank statement
Copies of any letters of support for your project	Happy to supply if needed
If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council	Have included the report that was submitted to P&F in June 2023
Other (please list)	Please find attached quotes for: <ul style="list-style-type: none"> • Brandon Hire 658.66 • XLA Audio 2160.00 • Biffa 309.60 • FTaS 1385.30 • Graham Sykes (insurance) 714.98 TOTAL: £5,228.54

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

5. Declaration by the applicant

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

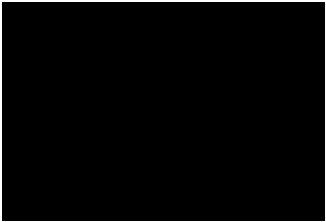
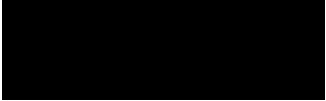
I/we declare that, I/we have read the Town Council’s Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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

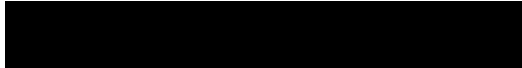
I/we accept the following:

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

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

Signed:			
Print Name(s):			
Position(s):	Treasurer, Saltash May Fair		
Date:	14 th February 2024		

Account name or alias
SALTASH FAIR COMMITT



Account currency
GBP

Debit or credit
Any

Current cleared balance
8153.18

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Date	Type	Transaction details	Debit	Credit	Balance
		Closing balance			8,153.18
06-Feb-2024	POS	8578 05FEB24, HELLOPRINT UNITED, KING, LIVERPOOL GB	-214.61		8,153.18
17-Jan-2024	BAC	SALTASH REGATTA, CROWDFUNDER, FP 17 /01/24 1024, 200000001272435673		3,369.53	8,367.79
		Opening balance			4,998.26
Totals			-214.61	3,369.53	



Please see below pricing as requested:

1100-litre General Waste @ £25.00 per container

1100-litre Recycling @ £15.00 per container

240-litre Food @ £12.00 per container

Transport @ £80 per event

Hope this helps.

Let me know if you would like to go ahead again this year.

Kind Regards



General Manager – Devon & Cornwall



Brandon Hire Station

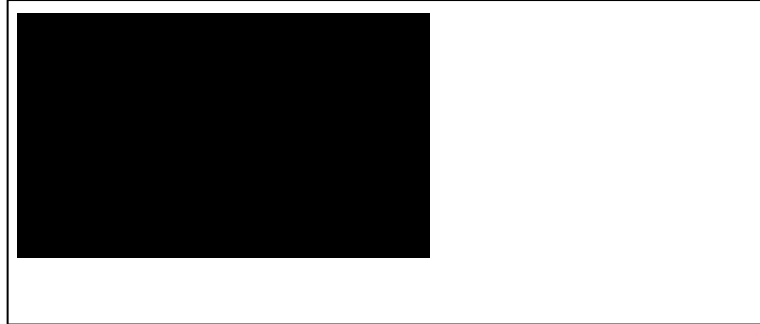
The UK's Tool and Equipment Hire Specialist

Brandon Hire Station Plympton
 Lister Close
 Plympton
 Plymouth
 Devon
 PL7 4BA
 Tel: 01752 330320

Head Office: Brandon Hire Station, 72-75 Feeder Road, St. Phillips, Bristol, BS2 0TQ.
T: 01179 719 119

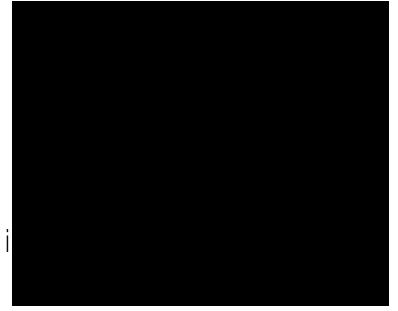
Quotation

Quote No : 82009798
 Date : 07/02/2024
 Expires : 08/03/2024
 Your Ref : SALTASH MAY FAIR
 Our Ref : adcros
 Page : 1 of 1



Account: A1105213

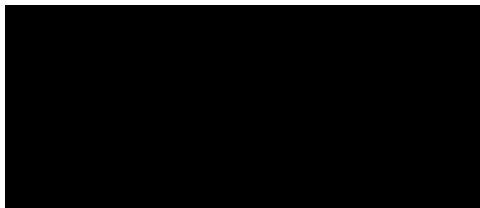
Item	Description	Quantity	Unit	Price	Period	Total	VAT
Quote Details 82009798/1 Start of hire Friday 03/05/24 to Monday 06/05/24							
Deliver To: [REDACTED]							
SALTASH MAY FAIR							
LONGSTONE PARK							
SALTASH							
PL12 6DW (stadium.reclining.junction)							
Despatch From: 82 Brandon Hire Station Plympton Date 03/05/2024							
310392	Event Toilet	6	Each(F)	46.26	Job	277.56	S
310398	Disabled Toilet	2	Each(F)	65.00	Job	130.00	S
RSG01	Crowd Control Barrier	20	Each	2.20	Job	44.00	S
150300	Mobile Fire Alarm Point	1	Each(F)	37.32	Job	37.32	S
DELIV	Delivery Charge	2	Each	15.00	Each	30.00	S
COLLECT	Collection Charge	2	Each	15.00	Each	30.00	S
				Goods:		548.88	
				VAT:		109.78	
				Total:		658.66	
				Total Weight:		9	Kg



Invoice number: QUOTE
Invoice date: N/A
Due date: N/A

Invoice To:
Saltash May Fair Committee
Saltash
PL12

Description	Total
Saltash May Fair 2024 – Custom Quote	
	Total £1385.30

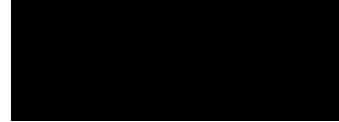


Thank you for choosing FTaSGROUP.

Please do not hesitate to contact us if you require assistance.



Diverse Events



Quotation: Saltash May Fair 2024

Order Date	10/10/2023	Delivery Address
Our Reference	215	
Your Reference		
Rental Period	04/05/2024 09:00 to 05/05/2024 09:00	

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

Speakers

L'Acoustics 12XT	Rental	2			
L'Acoustics Kilo	Rental	2			
L'Acoustics Kiva	Rental	8			
L'Acoustics Kibu-sb (<i>accessory</i>)	Rental	2			
L'Acoustics SB18	Rental	4			
Mackie SRM 450	Rental	2			
L'Acoustics 8XT	Rental	2			

Amplifiers

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

Mixing Consoles

DIGICO S21	Rental	1			
DIGICO D-Rack (<i>accessory</i>)	Rental	1			



XLA Audio

Diverse Events



Quotation: Saltash May Fair 2024

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

Lighting Consoles

Chamsys Magic Q PC Wing Compact	Rental	1			
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Crew

Day Rate	Service	2 x 1 Day			
Crew	Service	2 x 1 Day			

Transport

Delivery & Collection	Service	1 x 0 miles			
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Lighting Fixtures

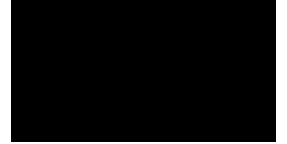
Equinox 260ZR	Rental	4			
Marq Gesture Spot 500	Rental	4			
Miltec LED Batten 1M	Rental	4			
Ledj 18t3 Floods	Rental	8			

Staging

GT Stage Deck 2M-1M	Rental	12			
GT Stage Deck Leg Clamps (<i>accessory</i>)	Rental	21			
GT Stage Deck Clamp (<i>accessory</i>)	Rental	26			
GT Stage Deck Levelers (<i>accessory</i>)	Rental	32			
GT Stage Deck Telescopic Leg 60-100mm (<i>accessory</i>)	Rental	48			



XLA Audio



Diverse Events

Quotation: Saltash May Fair 2024

Item	Type	Quantity	Price	Surcharge	Total
GT Stage Deck Adjustable Steps 60-100mm (<i>accessory</i>)	Rental	1			
Inflatable Stage	Rental	1			
Charge total					£1,800.00
Tax total					£360.00
Charge and tax total					£2,160.00



Your Quotation

Here is your quotation. If you wish to accept the quotation, confirm you have read our Terms and Conditions and Policy Details below and then press the **Continue button**.

To edit your information please press the [back](#) button, change your details and re-submit.

[← Go Back](#)

Total Payable (Single Period Policy)	£714.98
Insurance Provider	Covéa Insurance
The premiums shown are based on current rates and are valid for this quote only.	
Turnover	Max. £30,000
Number of Visitors	7500
Public Liability (compulsory)	£5,000,000
Employers Liability (optional)	£10,000,000
Number of Employees	10
Property Cover (optional)	£15,000
Single Article Limit	£4,000
Cancellation (optional)	Not Available
Marquee - Property Damage (optional)	Not Required
Public Liability Excess	£250.00 This excess is not applicable to the Public Liability personal injury section.
Employers Liability Excess	N/A This excess is not applicable to the Employees Liability section.
Property Excess	£250.00
Money Excess	

Stock Excess

Gazebo Excess

£500.00

This excess is not applicable to the Public Liability personal injury section.

Gazebo Requirements

In respect of Section 1: Public Liability

If You use a Gazebo during Your Event this item must not be left erected overnight and at all other times it must have secure straps fitted over each corner and securely pegged to the ground in addition to their normal fixings.

The Policy Excess is increased to £500 in respect of damage caused by a Gazebo

The above amount includes:

Insurance Premium Tax (IPT)

£75.53

Policy Fee

£10.00

Start Date of Event: 03/05/2024

End Date of Event: 06/05/2024

 Please confirm you have read the following documents:

 Not Confirmed

Terms and Conditions

 Not Confirmed

Policy Documentation

 Not Confirmed

Policy Summary

 Not Confirmed

Insurance Act

 Not Confirmed

Notice to Policyholder

[Continue >](#)



Saltash May Fair Committee



CONSTITUTION OF THE SALTASH FAIR COMMITTEE



TITLE

1. The Title of the Committee hereinafter referred to, shall be "The Saltash Fair Committee"

THE CONSTITUTION

2. The Committee hereby formulate the following rules as the Constitution of the Committee.

DATE OF OPERATION

3. The Constitution shall come into effect on 22nd July 1980

SCOPE OF OPERATION

4. The Constitution, as amended from time to time, is the sole course of authority of the Committee

OWNERSHIP

5. All cash and other assets collected by, or donated to the Committee, or acquired by the Committee, are the property of the Committee and are held to be in the name of the Committee.

THE AIM AND PURPOSE OF THE COMMITTEE

6. .1 The aim of the Committee shall be to continue the revival of the community spirit in Saltash on which attention was focused by the Silver Jubilee of Her Majesty Queen Elizabeth II.
6. .2 The purpose of the Committee is to provide aid for the local voluntary organisations and charities of Saltash, by means of the provision of a fair to be held normally on a Saturday in Saltash, together with any other events which the Committee shall organise from time to time for the community of Saltash generally.

MEMBERSHIP OF THE COMMITTEE

7. .1 Membership is open to anyone who supports the aim and purpose of the committee
7. .2 There will be no membership fees
7. .3 The Committee will consist of at least three members, but there is no maximum limit to Committee members
7. .4 All Committee members are elected for a period of one year. They will retire at the AGM, but may be re-elected
7. .5 The Committee will consist of at least 3 people elected at the AGM
7. .6 Members will take on responsibilities to chair meetings and take notes as required
7. .7 One member of the Committee shall be appointed by the others as Treasurer

FUNCTION OF THE COMMITTEE

8. .1 Meetings shall be held as necessary
8. .2 A quorum shall be three members
8. .3 All Committee members are elected for a period of one year. They will retire at the AGM, but may be re-elected

FINANCE

9. .1 The Committee is responsible for the safety and proper management of the assets of the Committee
9. .2 The Committee shall produce a set of annual accounts
9. .3 Each financial year shall begin on 1st July and end on 30th June

ANNUAL GENERAL MEETING

- 10. .1 The AGM shall be held no later than six months after the end of the financial year. Public notice must be given at least 14 days before the AGM.
- 10. .2 The AGM will hear reports of the years work, receive the report of the finances, accept the resignation of the outgoing Committee and elect Committee members for the next year.
- 10. .3 All members are entitled to vote.
- 10. .4 Voting shall be by a show of hands.
- 10. .5 If no committee is formed at the AGM, an EGM will be called. If no committee is formed at the EGM the committee will cease to exist after distributing the assets and property.

EXTRAORDINARY GENERAL MEETING

- 11. .1 An EGM may be called to resolve a serious problem or if it is proposed to change the Constitution.
- 11. .2 14 days public notice of an EGM must be given.

AMENDMENTS TO THE CONSTITUTION

- 12. .1 The Constitution may be amended by a majority vote at the AGM or EGM.

ASSETS AND PROPERTY

- 13. .1 These are the responsibility of the Committee at all times
- 13. .2 A register of property should be maintained

DISSOLUTION

- 14. .1 The organisation may be dissolved if deemed necessary by the members in a majority vote at an AGM or EGM. Funds and other remaining assets shall be distributed to other local events or charities.

Correct as of Feb. 2020

SALTASH MAY FAIR A REPORT FOR SALTASH TOWN COUNCIL

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

Please list the aims and objectives of your organisation	<p>To offer a weekend event across Fore Street, Victoria Gardens and Longstone Park that is free admission, and involves a range of local performers, musicians, traders and charities. Through the street market, wellbeing activities (including running races and outdoor fitness sessions) and live music on Longstone Park, the May Fair boosts footfall into the retail heart of the town centre, offers local musicians the opportunity to showcase their talent, offers local community groups the platform to raise funds and awareness, promotes health and wellbeing, boosts community pride and fosters community cohesion.</p> <p>Our additional objective this year was to give Saltash a platform to celebrate the coronation of King Charles III.</p> <p>All these aims were met through the delivery of Saltash May Fair 2023.</p>
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Highlights on Saturday 6th included:	<ul style="list-style-type: none"> • Market the length of Fore Street • Civic Parade with Parade of Youth, with guest of honour James Kitson, Deputy Lord Lieutenant of Cornwall • Youth Village in Victoria Gardens • Free, live music in Longstone Park until 9pm
Highlights on Sunday 7th included:	<ul style="list-style-type: none"> • Half Marathon, 5K and Fun Run, with over 400 runners • Outdoor climbing wall • Outdoor fitness sessions (dance, yoga, etc.) • Coronation Big Lunch • Dog Show

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

We worked hard, in collaboration with the organisers of Saltash Regatta and Christmas Festival, to pull together a sponsorship booklet that was hand-delivered to businesses on the industrial estates as well as town centre businesses. Thankfully, this generated increased sponsorship compared to previous years.

We were awarded just under £2,000 from Cornwall Community Foundation (Howton Solar Farm) to promote environmental measures at the May Fair, including packets of wildflower seeds given to children completing a little litter pick or Treasure Hunt, and the planting of a commemorative tree in Longstone Park – to take place in November 2023.

Fore Street businesses donated prizes for a raffle that raised over £400.

Sale of tickets in the cash raffle generated over £700.

Over £5000 was brought in through stalls.

Cornwall Councillors granted over £1000 to cover the costs of the Big Lunch music and the outdoor Climbing Wall.

Estimated expenditure at time of bid to STC:		Actual expenditure (NB: figures are not final)	
Staging and Sound	2,000	Staging and Sound	1,560
Entertainment	2,500	Entertainment	3,300
Traffic Management	2,250	Traffic Management	2,250
Licenses and Insurance	621	Licenses and Insurance	490
Large screens	3,000	Large screens	2,225
Raffle printing	150	Raffle printing	50
Medical	1,020	Medical	1,810
Security	540	Security	1497.60
Waste Management	150	Waste Management	365.58
Event Management	2,500	Event Management	2,900
Volunteer expenses	200	Volunteer expenses	150
Marketing & Publicity	350	Volunteer 'thank you' gifts	300
Toilets, barriers	1,000	Marketing & Publicity	650
Climbing Wall	650	Toilets, barriers	762.22
Music for Big Lunch	500	Climbing Wall	650
		Music for Big Lunch	500
Total estimated costs		Wildflower seeds	250
£17,431		Site decorations	150
		Commemorative tree	300
		Cash raffle prizes	300
		Total costs	
		£20,460.40	

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

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

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

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

As can be seen, we spent more than estimated on medical and security. Reasons for this include:
* Companies giving a quote not being available
* Enhanced medical provision over 2022
* Enhanced security provision over 2022
* Later finishing time for live music necessitating more hours needed for security

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

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

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

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

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

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

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

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

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

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



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

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

- ♥ THANK YOU [Saltash Town Council](#)
- ♥ THANK YOU [Cornwall Council!](#)
- ♥ THANK YOU [Cornwall Community Foundation](#)
- ... See more



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



Friends of Summerfields Park

email: [REDACTED]

13 January 2024

Dear Sinead

Please pass our thanks to Saltash Town Council for their support of our community project. The 10k match funding we were awarded and the 1k from the community chest funding towards the purchase of the swing have helped us considerably.

Due to the substantial support from the Town Council we were able to purchase 4 items and break our project into 2 phases. Phase 1 of which Saltash Town Council contributed to heavily has consisted of the purchase and installation of a basket swing, climbing frame and 2 play panels.

The play park has seen a lot of use since the installation and we have had some wonderful feedback. We have since also received an award from the Community Infrastructure Levy which will mean we can complete the rest of the park in Phase 2. Plans for Phase 2 include:

- Bank Slide with climb up (Scramble net/rocks)
- Mini Hopper (Spinning See Saw)
- Toddler Spring Hopper
- Further Play Panels
- Spinning item
- Further Bench
- Nature areas and natural planting

Phase 2 is currently with the Cornwall Council Open Spaces Officer who is putting this out for tender. We hope to see a full park by the end of this year!

Once the park is completed we will be planning a grand opening ceremony and hope to invite the press and local TV stations and we would like Saltash Town Council to attend as well due to their huge support and contributions.

Once again please accept our huge thanks for your support. Please see attached some pictures of Phase 1 completed and some very excited local children.

Kind Regards

Friends of Summerfields Park







Saltash United Football Club grant update

Background

Saltash United Football club applied for a grant of £1,000 towards the cost of refurbishment of existing male and female toilets to include the creation of unisex disabled toilet facilities.

The grant was approved at the Policy and Finance Meeting held on 10th May 2023.

Minute no 18/23/24

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** to award £1,000.00.

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

It was proposed by Councillor Miller, seconded by Councillor Mortimore and **RESOLVED** to award £1,000 subject to the incorporation of fully accessible disabled toilet.

The project was due to be completed by 1st August 2023.

An update was received at the Policy and Finance Meeting held on 12th September 2023.

a. 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 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.

A further update was received at the Policy and Finance Meeting held on 9th January 2024

a. CC269 Saltash United Football Club:

It was proposed by Councillor Stoyel, seconded by Councillor Brady and **RESOLVED** to note the report and delegate authority to the Receptionist to obtain a further report on the project to be received at the Policy and Finance meeting to be held on 12th March 2024.

Update from Saltash United Football Club

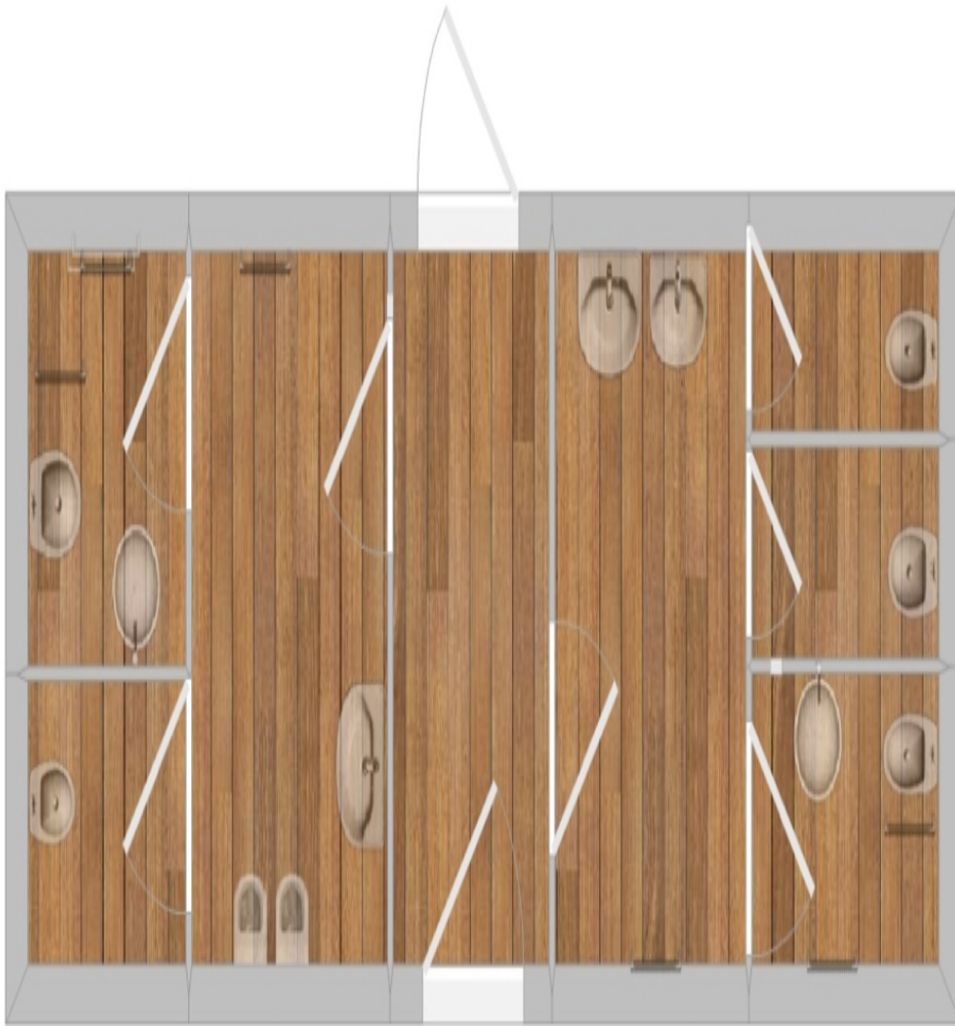
The Football Foundation have approved the funding and it is anticipated that the works will be completed within eight weeks using an approved Saltash based contractor.

The Football Foundation expressed concerns about the initial application and the size of the facilities. Due to this the Saltash United Football Club has had to revise plans. The new plans will be for both the male and female toilets to have an accessible toilet in each, this will not be a fully disabled toilet.

Proposal

1. To note the report updating the current status of the project and extend the Community Chest of £1,000 until the end of May 2024 reporting any further progress at the next available Policy and Finance meeting.

End of report
Receptionist/Mayor's Secretary.



Saltash Radio: A report on the first 6 months.

Saltash Radio has been broadcasting on the internet since the beginning of July 2023. Our primary aim has been to provide a community radio service, playing hits from the sixties onwards, interspersed with community announcements and news. We also broadcast live from the 3 major street events in Saltash, namely, the Regatta, May Fair and Christmas Festival.

A month after our first broadcast we were at the Saltash Regatta, where we provided a feed on-site and to the internet. We learnt valuable lessons about the practicalities of broadcasting in a remote location while at the mercy of the elements. The main problems concerned poor internet, and uncertainty about our role in providing music which at times conflicted with other musical sources, ie live bands. Following a post-event meeting with the Regatta Committee, provisional plans were made to resolve the problems for 2024.

Since July we have established a reliable 24/7 radio output. We have presenter-led programmes on Saturdays from 0800 until 2100, and weekdays between 1800 and 2000. There are 9 presenters who create their shows from home.

Our music output is combined with community announcements every 20 minutes or so. These include information from Saltash Town Council press releases, other information from other organisations, such as the Friends of Tincombe and the Saltash Armed Forces & Veterans Club, and government public service announcements. (See table below for details).

Saltash radio were asked to provide a radio production live on stage at the Christmas Festival in 2023. We were on-air from 1300-1800, and were mainly successful, and hosted the official lights switch-on and the following carol service, in conjunction with local schools which was well attended.

There was a problem with getting the sound from the stage to the higher end of Fore Street, as the fixed street speakers were found to be inadequate.

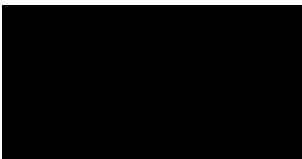
Over the Christmas period we produced several special programmes, including a top ten of favourite songs as voted for on our website, a short carol service on Christmas day and a New Years Eve non-stop party mix.

During the first six months we received funding from Saltash Town Council (£500) and Cornwall Council (£300). This has helped us to buy microphones for the presenters, internet connection equipment and marketing material. Other costs have been met by members of the radio team. In December 2023 we received a grant of £500 from Redeemer Trust LTD. This has enabled us to renew our music licences for 2024.

We have canvassed the shops on Fore Street for sponsorship, with some success, but more effort will be put in to increase the number of businesses coming on board.

We have a presence on social media, but it is an area where we need to improve in order to grow our listener base.

Saltash Radio would like to thank Saltash Town Council and Cornwall Council for their support, without which we would not have been able to provide a local community radio service, or to support the Regatta and Christmas Festival.



track plays july to dec 2023 Snapshot

GOVERNMENT AD - Put Your Phone Away 30	Government Ads	908
GOVERNMENT AD - Paddleboarding-030	Government Ads	892
GOVERNMENT AD - Coastguard-010	Government Ads	871
GOVERNMENT AD - Public-health-FAST -030	Government Ads	725
COMMUNITY - Armed Forces Breakfast - [REDACTED]	Comm Announcements	567
COMMUNITY - Local Infomation from Saltash Town Council - [REDACTED]	Comm Announcements	564
COMMUNITY - SR Blood Donors promo - [REDACTED]	Comm Announcements	542
COMMUNITY - Community Interviews - [REDACTED]	Comm Announcements	540
COMMERCIAL - Pascoe's Pantry - [REDACTED]	Comm Announcements	537
COMMERCIAL - Favourite Things - [REDACTED]	ADS, Comm Announcements	529
COMMUNITY - Tincombe Volunteers	Comm Announcements	291
COMMUNITY - Council thanks 3 [REDACTED]	RiCk STC Thanks	161
COMMUNITY - Council thanks 1 [REDACTED]	RiCk STC Thanks	152
COMMUNITY - Council thanks 2 - [REDACTED]	RiCk STC Thanks	151
COMMUNITY - Meet Your Councillors	Comm Announcements	132
COMMUNITY - Saltash Facebook Page	Comm Announcements	130
COMMUNITY - Bus Shelters	Comm Announcements	128
COMMUNITY - Library Hub Refurb	Comm Announcements	127
COMMUNITY - Rose Bush	Comm Announcements	126
COMMUNITY - Banardos	Comm Announcements	44
COMMUNITY ANNOUNCEMENT - LOCAL NEWS LOCAL THEATRE (Kill 24th Dec)	Comm Announcements	23
CORE EVENT PROMO - Saturday 16th Sept		20
COMMUNITY - Tideford Cricket Club (Kill 26th Jan)	Comm Announcements	9
COMMUNITY INTERVIEW - Pt 1 Cllr Hilary Frank Int Re Christmas Fesitval 2023	Community Interviews	3
COMMUNITY INTERVIEW - Pt 2 Cllr Hilary Frank Int Re Christmas Fesitval 2023	Community Interviews	3
COMMUNITY - Blood Donors		2



SALTASH CHRISTMAS FESTIVAL COMMITTEE
c/o SALTASH CHAMBER OF COMMERCE

Held on Saturday 2nd December, 2022

REPORT TO SALTASH TOWN COUNCIL

The volunteers at the Saltash Chamber of Commerce who organise and deliver the Saltash Christmas Festival are delighted to celebrate another successful event, generating an estimated footfall of 5,000 and bringing the community together in the retail heart of the town.

With spiralling costs, we tried to cut back on expenditure but it still came to just under £9,000. This is a considerable sum for the Chamber to raise, so we are extremely grateful to the Town Council for their grant of £1,500. Additionally, we'd like to thank the council's service delivery team for moving lanterns from Brunel School to the Drill Hall – it was a huge help. Saltash Scrapstore was our other major sponsor again this year. Not only did they donate £2,000 to cover the Lantern Parade, but volunteers at the Pop-up Christmas shop in the Courtyard at the top of town managed to raise £1,750 to donate to the Christmas Festival.



2023 leaflet featuring the logos of the Chamber of Commerce, Town Council and Scrapstore in baubles.

STREET MARKET 13.00–18.00

PAMPER & WELLNESS IN THE GUILDHALL 12.00–16.00

SANTAS ON BIKES 13.00 | SANTA FUN RUN 14.30

SWITCH ON OF CHRISTMAS LIGHTS & OUTDOOR CAROLS 16.30

LANTERN PARADE & FIREWORKS 18.00

AND REMEMBER TO SHOP LOCAL THIS CHRISTMAS

Christmas Market 1pm – 6pm

Again, the market proved to be extremely popular with exhibitors as well as the general public, generating just under £2,000 in income for the Festival.

Santas on Bikes 1pm

More than 500 Santas on Bikes parked up on Fore Street as part of their annual ride to Little Harbour Children's Hospice. Although this was an incredible spectacle, it was actually too many bikes as they could not all fit on Fore Street. We are talking with the organisers about how to manage this better in 2024. A total of £6,780 was for Little Harbour – over £1000 more than the previous year.

Santa Fun Run 2:30pm

200 Santas took part in the third Santa Fun Run, running across the Tamar Bridge and back. China Fleet were the main sponsors this year, and it was another great success thanks to meticulous planning and excellent organisation by Tamar Trotters. The later start time worked better, allowing more time and space for Tamar Trotters to prepare after the bikes had left for Little Harbour.

Switch on of Christmas Lights and Carol Service 4:30pm

We were delighted that the official switch on of the Christmas Lights by the Mayor and Mayoress of Saltash was brought back in to the Christmas Festival. Immediately following the switch on, Redeemer Church delivered an outdoor Carol Service, which was greatly enjoyed by all. Children from local primary schools joined us to lead the singing, which they really enjoyed. This is an element we hope to build on in 2024.

We created a QR code linking to the carol song sheet, meaning we could reduce the number of paper copies printed. We were also able to include a message from the Mayor (and the Chair of the Chamber). The QR code still works, if anyone wants to try it.



Redeemer Church also delivered a popular Treasure Hunt.

Lantern Parade 6pm

The Chamber is extremely grateful to Saltash Air Cadets for allowing us to use their Drill Hall as 'Lantern HQ' and for their help with the logistics of the Parade. Thanks to funding from Saltash Scrapstore, workshops to make lanterns were held in all four Saltash primary schools, delivering an opportunity to spread the word about Scrapstore's efforts to minimise the amount going to landfill as well as the opportunity for messy creativity. The Parade was led this year by robin made in a workshop at the China Fleet Club with members of the Military Kids Club, a support network for children with a family member serving in the armed forces.

Fireworks

Celebration Pyrotechnics, based in Bodmin, delivered another fantastic display, bringing the Festival to a glorious close.

Window Dressing Competition

Children from Brunel and St Stephens primary schools judged the window dressing competition, with the Chamber Cup being presented to Piglets and the Children's Champion trophy going to West Country Embroidery.

Saltash Radio

In a first for the Christmas Festival, Saltash Radio broadcast live from the trailer stage, which we positioned at the bottom of Fore Street. This proved to be an excellent collaboration as we could deliver announcements, play Christmas music through the loudspeakers, and people who could not get to the Festival were able to tune in from their homes.

Wellness Event

Essentially Balanced delivered an event at the Guildhall focused on massage and wellness. It wasn't particularly well attended, although the Christmas Festival did fund and deliver leaflets promoting venues on Lower Fore Street (Guildhall, Heritage Museum, Elliotts) as well as the Christmas Tree Festival at the church of St Nicholas and St Faith.

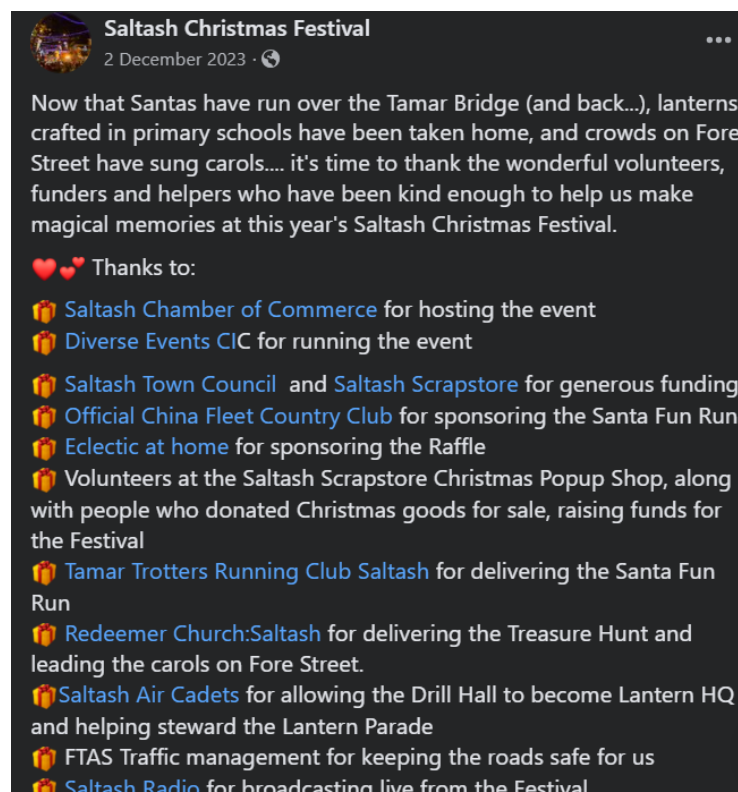
Fundraising

In addition to grant funding and sponsorship, £1413 was generated for the Christmas Festival from the joint Crowdfunder appeal launched together with the May Fair and Regatta. The raffle prize of £150 was kindly donated by Eclectic Interiors.

ISSUES TO CONSIDER FOR 2024

- Increasing costs and dwindling offers of sponsorship mean raising the funds necessary to deliver the Festival is a major source of concern.
- Storage is needed for the feature lanterns. If we had more storage, we could refresh the designs.
- Need to investigate ways of channelling more footfall in to Lower Fore St.
- Loudspeaker coverage was not consistent along the whole of Fore Street
- The Festival is always held on the first Saturday of December, which will be 7th Dec in 2024. Is this too late for a switch-on?

Some posts from the Christmas Festival Facebook page promoting / thanking Saltash Town Council



Report to Saltash Town Council from Livewire youth project for October, November and December 2023

1. Number of open access sessions run: 29

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 or our recycling project and on Wednesday evenings our junior members can take part in Art workshops and older young people can volunteer.

In addition to our open access sessions we have also had a young women's music session on Tuesday evenings 10 in total and during these sessions young women are encouraged to come along and make music with 2 musicians these sessions are also run by a JNC qualified youth worker, so young women can also access youth work support.

We have also continued to run our wellbeing sessions on Friday evenings, 11 in total, these sessions are designed to cater to young people that might be too anxious for open access sessions as they are quieter and young people attending these sessions can access the art workshops or support with a counsellor or JNC qualified youth worker who runs the session or they can make music with a musician, we also have a wellbeing volunteer at these sessions as well as a therapy dog.

On Saturday we also run a recording session 10 in all for bands and individual young people with music to record.

2. Number of detached/outreach youth work sessions run: 0

We haven't run any outreach detached youth work sessions during this period because the weather turned and the return to school/college meant there weren't the young people about to make it necessary.

3. There have been 3 single issue programmes during this period. Violence against women has been one topic mainly due to Plymouth University making it a topic for research and coming in to meet and discuss the topic with young people, who have raised some very interesting points and contributed brilliantly we are going to get the outcomes from this research so will make sure we send a copy to STC as well as the safer Cornwall group. Recycling has remained a topic as part of the young people's concerns for the environment, and we have also looked at healthy relationships.

4. Approximately 340 individual young people have been engaged with through open access 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. 0 young people have been supported in getting into employment in this period and 2 young people have been supported in going back to school and 3 young people have been supported in starting college during this period.

7. 115 young people have measurable distance travelled. By this we mean that they have progressed positively over the period and shown real change.
8. This period we have had 35 young people referred to livewire from other agencies, 11 from schools, 1 through social care, 3 from CAMHS, 1 from youth offending team, 0 from the Police, 12 from GP's, and 7 from the zone. These young people have been referred for Counselling, daytime sessions, youth support sessions and for the open access sessions.
9. 303.5 volunteer support worker hours have taken place in this period.
10. We have currently got a group of 8 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 AC/DC for youth work and we have had a £10,000 anonymous gift plus £15,000 from P.T. to secure the purchase of the Line array system for the venue making our venue the best sounding venue in the area according to the installer. The system is valued at £60,000 so the cost to us of £25,000 gave us a hefty discount (actually cost to us of £0 as the £25,000 was given to us)

Mental health and wellbeing remain priorities for the work here at Livewire and I believe we are just beginning to see the results of the pandemic on our young people's mental health. We continue to get referrals for counselling and youth work support sessions. In fact we almost found ourselves in a position of having a waiting list except the youth work team have managed to plug the gap.

We are holding show cases of talent we have at Livewire for the final week before Christmas (except the Friday well being session which will run as usual) the young people are very excited because apart from when they were much younger this will be the first time for many of them that their parents' actually get to see then perform.

One of the young people who attends Livewire and often performs on the stage during open mic session, showcases and community events was on the TV in the voice recently he didn't win but it was good to see the confidence (& talent) that he had.

Our relationship with the Community Kitchen goes from strength to strength as we continue in the partnership with them feeding young people and we also met there for our Christmas celebrations for a donation from Livewire which actually meant so many more people were able to go. It was a great evening and the community Kitchen done itself proud. In fact did the town proud as it's wonderful that we have such a brilliant place here in Saltash.

Our recycled fashion project is going well although we haven't got the momentum going to be quite ready for a fashion show yet so maybe a bit later in the New Year.

Saltash Team For Youth Report for Policy & Finance Committee meeting on 12 March 2024

The Saltash Team For Youth working group last met on Friday 19 January at Livewire. Below are the notes from the meeting.

1. Welcome and apologies

Attended by Matt, Rachel, Julia from Saltash Town Council, Charlotte from The Core and Julie from Livewire. Apologies from Sarah. Thanks to Julie for hosting us.

2. Updates from The Core, Livewire and Saltash Town Council

2.1 Livewire

The external painting of the building is completed, lots of positive feedback. The team are busy planning the Livewire Weekender festival taking place on 23rd & 24th March featuring performances from young people who have benefitted from Livewire's support over the years. A commemorative LP is also being produced, which will be sold at £20 each (£15 for artists performing) to help raise money. Julie will send an invite to STC councillors inviting them to attend the event. It was agreed that the event provides a useful opportunity to raise money and Matt suggested the artists performing could make a fundraising ask from the stage and highlight how Livewire has made a positive difference in their lives.

Julie mentioned that the team were touched to receive a donation of £200 recently from a local resident with an accompanying letter thanking them for all that they do.

Weekly sessions are now up and running following the Christmas break. Mondays are particularly busy and there continues to be a waiting list for Juniors on Wednesday evenings. There continues to be a high demand for 1to1 counselling sessions / mental health support and Julie is pleased that this support has been extended to an initial 18 weeks for a young person, compared to the previous 12 weeks.

Lastly, Livewire's involvement in Boardmasters has been confirmed for 2024 providing a platform for young bands to perform.

2.2 The Core

Regular activities have also started again following the Christmas break. Charlotte outlined their new project with Groundwork, which starts in February after half term and is funded by the Good Growth Fund. The Core will host the project, which consists of targeted support for young people, including those that are home educated, for 2 days per week. The participants will be involved in some of The Core's existing activities, including Grub Club and First Aid and Groundworks will deliver other functional skills activities including Literacy and Numeracy. This is a really good example of local youth organisations working collaboratively for the benefit of young people, which also provides a useful income stream for The Core from part of the Good Growth Fund.

Charlotte also mentioned their collaboration with Saltash Community Shed. This will provide additional space onsite at The Core to deliver vocational skills activity for young people. The Core's LGBTQ project for young people working with local artists on fashion design, photography and setting up an exhibition is also progressing well.

Lastly, Charlotte mentioned that the AGM of Saltash Youth Network, which she currently Chairs, takes place on Tuesday 23rd January at 7pm.

2.3 Saltash Town Council

2.3.1 Engagement with Saltash Community School

Matt outlined that, following the last meeting, he had met with Tim Parkman, Chair of Governors at Saltash Community School, on 29th October and agreed the need to strengthen links between the school and youth service provision in the town. They also talked about the current challenges the school are facing and the behaviour measures that have been introduced recently.

Matt and Tim are due to meet again and Tim is arranging for Sara Del Gaudio, currently Acting Head at the school, to attend too. Matt has suggested some dates and is waiting to hear back.

The group recognised the considerable challenges that the school is experiencing and how the involvement of youth organisations in the town could help particularly regarding young people's mental health and wellbeing.

2.3.2 Sustainable transport in the town

Rachel and Julia outlined the forthcoming Beryl Bikes development in Saltash. 13 bike stations, with 6 bikes in each station, are being set up in the town together with investigating the implementation of an electric ferry operating between Saltash, St Budeaux and Royal William Yard. A launch event will be held on Saturday 30th March (Easter Saturday) together with an accompanying awareness raising exhibition at Ashtorre Rock Community Centre throughout the Easter weekend.

2.3.3 Saltash Markets

Rachel and Julia outlined the feasibility of setting up artisan markets on Fore Street, which is currently being scoped out. This forms part of the Town Team's work to improve Fore Street and increase visitor numbers.

2.3.4 Tendering process for professional youth work in 2024 / 25.

Matt mentioned that the timescale for this is to be finalised in due course. It is likely to follow the same format from last year i.e. tendering process opens in the middle of March, deadline for applications middle of April, applicants notified middle of May. The process will be publicised on Saltash Town Council's website and social media as before.

Charlotte and Julie reiterated their thanks to Saltash Town Council for the current support and how vital it is in these challenging times. Charlotte commented that STC's commitment to supporting youth work is really positive to see and is something that STC should be proud of and therefore publicise more e.g. cheque handover at the time the funding is awarded. Matt will feed this back.

7. Date of next meeting

Friday 7 June, 1pm at Livewire.

Cllr Matt Griffiths

1/3/24